



OWNER & OPERATOR INSTRUCTION MANUAL

Serial # _____



FOR GLOBE LABEL PRINTING SCALE MODEL GSP30A

For Service on your Scale

1. Visit our website at www.globeslicers.com (under service)
2. Or...Call Globe service department at 937-297-7247 and ask for the contact information for your local service company.

- IMPORTANT SAFETY NOTICE -

This manual contains important safety instructions which must be strictly followed when using this equipment.

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GLOBE FOOD EQUIPMENT CO.
P.O. BOX 3209
DAYTON, OH 45401
PHONE: 937-299-5493
FAX: 937-299-4147
E-MAIL: globeinfo@globeslicers.com
WEBSITE: www.globeslicers.com

IMPORTANT NOTICE

IMPORTANT!

YOU MUST CALL YOUR LOCAL WEIGHTS AND MEASURES OFFICE BEFORE YOU USE YOUR NEW SCALE. USUALLY WEIGHTS AND MEASURES IS A DEPARTMENT OF THE COUNTY AUDITOR'S OFFICE. THIS SCALE MUST BE CERTIFIED BEFORE IT CAN BE USED.

YOU RUN THE RISK OF BEING FINED IF THIS SCALE IS NOT CERTIFIED BY YOUR LOCAL WEIGHTS AND MEASURES.

SAFETY TIPS

This manual contains a number of precautions to follow in order to help promote safe use of this equipment.

Warnings affecting your personal safety are indicated by:



Warnings related to possible damage to the equipment are indicated by:



To ensure safe operation, the general safety tips below must be followed.

- **DISCONNECT** the scale from the power source (unplug) before servicing or opening.
- **ONLY** trained and qualified service personnel should attempt repairs.
- **ONLY** use correct type and rating of fuses and parts.
- **NEVER** immerse the scale in water.
- **DO NOT** put the scale in a dishwasher.

GROUNDING

This machine is provided with a three prong grounding plug. The outlet to which this plug is connected must be properly grounded. If the receptacle is not the proper grounding type, contact an electrician. Do not under any circumstances cut or remove the third (ground prong) from the power cord or use any adapter plug.

INSTALLATION

Make sure the scale is placed on a stable flat surface.

Avoid the following areas when installing the machine.

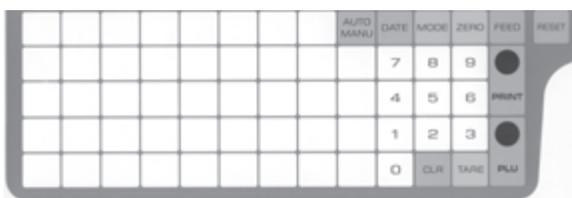
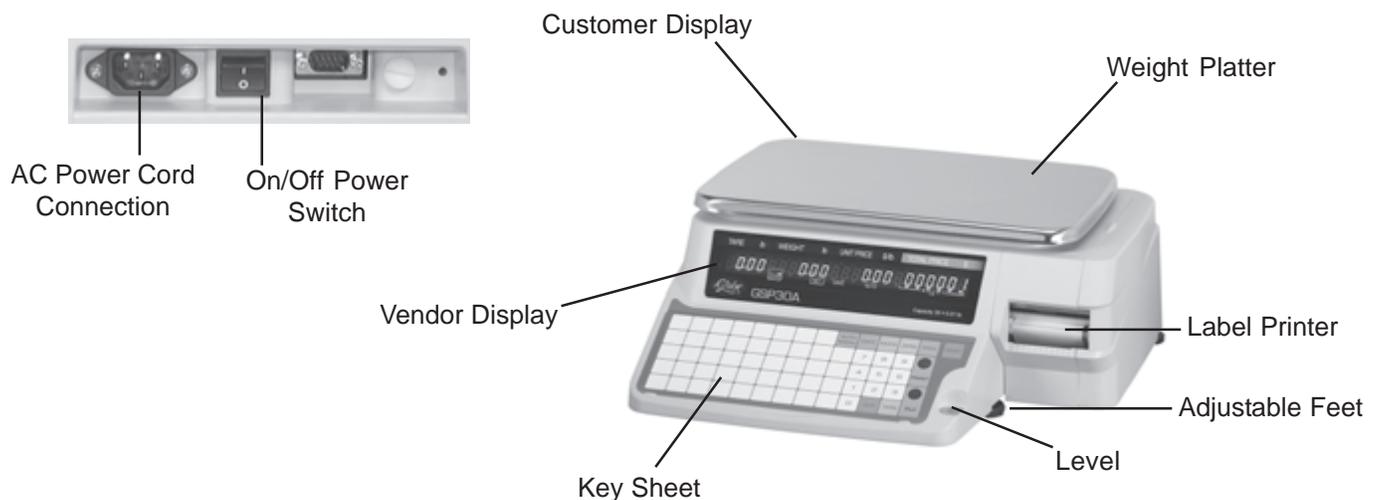
- Areas subject to high temperatures or high humidity
- Areas exposed to direct sunlight
- Areas where water or other liquids are easily spilled on the machine
- Areas subject to excessive vibration or unstable surfaces
- Areas exposed to direct cold air
- Areas subject to low temperatures
- Areas subject to a lot of dirt
- Areas with large voltage fluctuations

Also, make sure the scale is level. If the machine is not level, weighing may not be accurate.

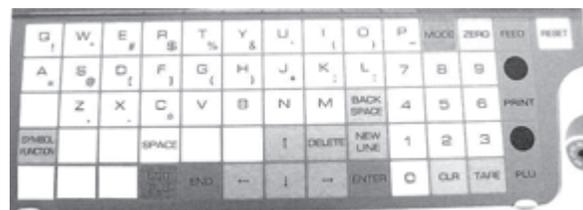
To adjust the machine to a level position, rotate the four adjustment feet until the level bubble is completely centered in the round level indicator.

Plug the power cord into the AC power outlet on the left side of the scale.

KEY SCALE COMPONENTS

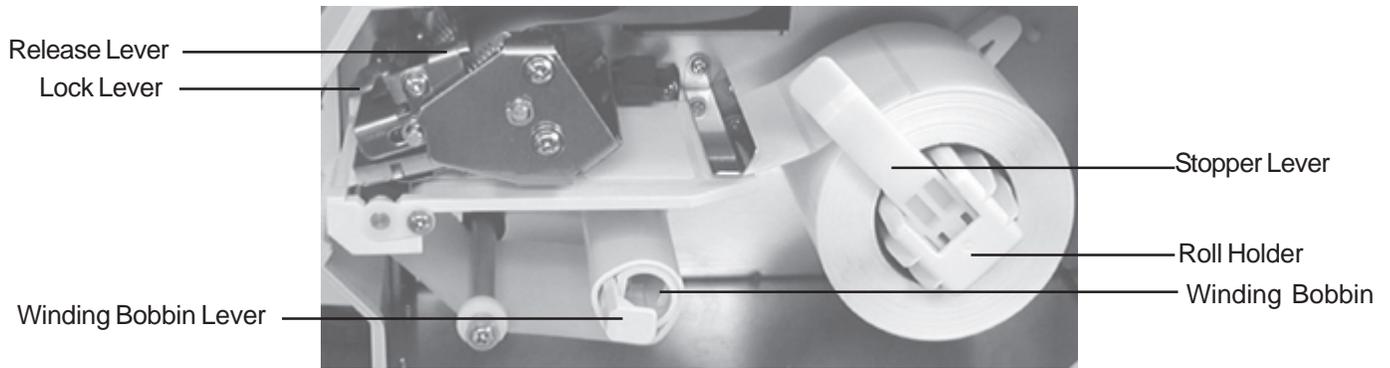


Operating Keysheet



Scale Set-Up Keysheet

LOADING/UNLOADING LABELS



IMPORTANT: Before installing a new roll of labels remove 4 to 5 blank labels so only backing paper is fed through the printer.

1. Open the side cover.
2. Release the printer head by pushing the release lever down.
3. Make sure the stopper lever of the roll holder is pulled down.
4. Load the label roll onto the roll holder.
5. Insert the label paper (with the label side up).
6. Pull up on the stopper lever then slide it inwards to secure the label roll.
7. Turn the winding bobbin counter clockwise so that the hook is on the top (see photo on the right), push in lever then insert the tip of the paper in the hook. Turn the winding bobbin counter clockwise several times so the paper wraps around it.
8. Replace the printer head by pushing the lock lever down.
9. With the scale plugged in and turned on, press the FEED key on the keypad once or twice in order to securely turn the paper around the winding bobbin. Continue to press the FEED button until the labels are ejected from the printer. NOTE: If you receive an error message (ERR 9), it indicates that the label is not in the proper position. Press the RESET key and once the zeros are displayed press the FEED key again to feed the labels through the printer.



Unloading Remaining Label Roll

1. Open the side cover.
2. Release the printer head by pushing down on the release lever.
3. Pull the winding bobbin lever outwards to loosen the paper wound around the winding bobbin then remove the paper from the winding bobbin.
4. Pull the stopper lever of the roll holder to make it straight then remove the label roll from the path and the roll holder.

INITIAL SCALE SET UP

NOTE: All programming procedures will use the setup keysheet, which is the one permanently attached to the scale.

Changing Current Date And Time

IMPORTANT: Before using the scale for the first time, follow these steps to make sure that the current date and time is correct.

1. Make sure the scale is plugged in, turned on, and there is nothing on the platter.
2. Press the RESET key to clear any data before entering the registration mode.
3. Key in 9000 and press the MODE key.
4. Key in 6 and press the ENTER key. The date will be displayed as month, day and year. If date is correct, simply press the ENTER key. If not correct, key in the new date and press the ENTER key.
5. The time will be displayed as military time. If the time is correct, simply press the ENTER key. If not correct, key in the new time (hour, minute, seconds) and press the ENTER key.
6. Press the MODE key to return to normal operation.

Entering Shop Name And Address (optional)

1. Make sure the scale is plugged in, turned on and there is nothing on the platter.
2. Press the RESET key to clear any data before entering the registration mode.
3. Key in 9000 and press the MODE key.
4. Key in 5 and press the ENTER key.
5. Press the ENTER key again. Key in the store name (46 max. characters). NOTE: To enter one of the characters (not a letter), press the SYMBOL FUNCTION key then press the appropriate character key. When the entire store name has been entered press the ENTER key to save it.
6. Press the down arrow once.
7. Press the ENTER key. Key in the store address (this includes the street address and city state zip) (46 max. characters). NOTE: To enter one of the characters (not a letter), press the SYMBOL FUNCTION key then press the appropriate character key. When the entire address has been entered press the ENTER key to save it.
8. Press the MODE key to return to normal mode operation.

BASIC OPERATING INSTRUCTIONS

The GSP30A scale is designed to print the following information:

PLU Name, Extra Message, Sell By Date, Packed Date, Unit Price, Tare, Weight, PLU Number, Total Price, Bar Code, Store Name, Store Address

The PLU number, name, extra message, sell by date, packed date will need to be setup (see page 8 for instructions).

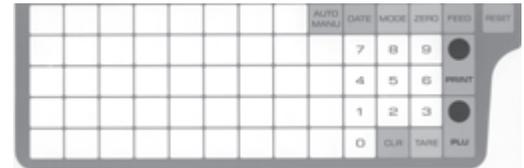


Basic Operating Instructions For Weighed Items

Make sure that the labels are loaded before using the scale, refer to page 5 for instructions.

The GSP30A scale is set up with a default PLU number 1, which has no price or product name entered. This allows you to use the scale as a basic label printing scale without PLU's. If you want to set up PLU's, refer to page 8 for instructions.

1. Make sure the scale is plugged in, the platter is on top of the scale, the scale is turned on and the operating keysheet is placed under the plastic covering. NOTE: The display will show all zeros except in the price area, which will show 000001.



Normal Operating Keysheet

2. If a tare is needed, do one of the following steps:
 - a. Place the empty container on the platter and press the TARE key or...
 - b. Enter the tare amount and press the TARE key.
3. Enter the product price.
4. Place the product on the platter. The display will show the tare, weight, unit price and total price.
5. Press the PRINT key for a label to print.



SCALE SET UP

NOTE: All programming procedures will use the setup keysheet, which is the one permanently attached to the scale.

Setting Up PLU's

1. Make sure the scale is plugged in, turned on, and there is nothing on the platter.
2. Press the RESET key to clear any data before entering the registration mode.
3. Key in 9000 and press the MODE key.
4. Key in 1 and press the ENTER key.
5. Key in the PLU number (max 6 digits) and press the PLU key. NOTE: Do not enter 1 for a PLU number. 1 is the default PLU.
6. Press the EDIT key to enter the PLU name (max 24 characters per line, max 2 lines). Enter the first line of data. If you only want one line of data then press the ENTER key. If you want a second line of data press the NEW LINE key. Enter the second line of data and press the ENTER key to complete.
7. Press the ENTER key for the scale mode. Key in 0 if the PLU is a weighing price item. Key in 1 if the PLU is a fixed priced item. Press the ENTER key.
8. Key in the unit price (max 5 digits) and press the ENTER key.
9. NOTE: This step is only for fixed price items. Key in the number of items (max 2 digits) and press the ENTER key.
10. NOTE: This step is only for weighing price items. Key in the tare weight (max 4 digits) and press the ENTER key.
11. Key in the date print flag and press the ENTER key.
 - 1 - no print (no dates will print)
 - 2 - only pack date will print
 - 3 - only sell by date will print
 - 4 - both pack date and sell by date will print
12. Key in the number of days to expire (max 3 digits) and press the ENTER key. NOTE: This will be used if the sell by date is printed on the label.
13. The barcode can be the PLU number, which the scale defaults to, or the POS (point of sale) number. If the PLU number is to be in the barcode simply press the ENTER key. If the POS number is to be in the barcode, key in the POS number (max 8 digits) and press the ENTER key. NOTE: If the PLU or POS number is 6 to 8 digits in length, the entire number will not show up on the label under the bar code. However, the bar code, when scanned, does contain the entire PLU or POS number.
14. Repeat steps 5 through 14 to enter additional PLU numbers. When complete press the MODE key to return to normal operation.

SCALE SET UP

Deleting A PLU

1. Make sure the scale is plugged in, turned on, and there is nothing on the platter.
2. Press the RESET key to clear any data before entering the registration mode.
3. Key in 9000 and press the MODE key.
4. Key in 1 and press the ENTER key.
5. Key in the PLU number and press the PLU key.
6. Press the DELETE key two times. There will be a long beep, which notifies you that the PLU has been deleted.
7. Press the MODE key to return to normal operation.

Setting Up Preset Keys

NOTE: When setting up preset keys, you will need to use the setup keysheet, which is permanently attached and the operating keysheet.

1. Make sure the scale is plugged in, turned on, and there is nothing on the platter.
2. Press the RESET key to clear any data before entering the registration mode.
3. Key in 9000 and press the MODE key.
4. Key in 4 and press the ENTER key twice.
5. Place the operating keysheet over the setup keysheet. Key in PLU number and press the desired preset key. Remove the operating keysheet and make note, which preset key was used.

NOTE: Two values can be stored on each preset key. The PRINT key is used to switch between upper and lower level. When upper level is selected, the upper level indicator will be lit.

The display will show: P04-01n01 0 0 0

6. Repeat step 5 to set up additional keys. When completed press the MODE key twice to return to normal operation.

SCALE SET UP

Setting Up Preset Function Keys

1. Make sure the scale is plugged in, turned on, and there is nothing on the platter.
2. Press the RESET key to clear any data before entering the registration mode.
3. Key in 9000 and press the MODE key.
4. Key in 4 and press the ENTER key twice.
5. Key in the desired preset key flag number (see list below), press the FEED key, then press the “0” zero key to recognize the entry as the function key. NOTE: Instructions on how to use the function keys are located on page 13. NOTE: Two values can be stored on each preset key. The PRINT key is used to switch between upper and lower level. When upper level is selected, the upper level indicator will be lit. The display will show: P04-01n01 0 0 0

Preset function key flag

- | | |
|---|------------------------|
| 3 | Fixed Price |
| 4 | X (Multiply) |
| 5 | Special Price Discount |
| 6 | -\$ Price Discount |
| 7 | -% Percentage Discount |
| 8 | Save |
6. Place the operating keysheet over the setup keysheet. Press the desired preset key. Remove the operating keysheet and make note, which preset key was used.
 7. Repeat steps 5-7 to set up additional keys. When completed press the MODE key twice to return to normal operation.

Deleting Preset Keys

Important: This procedure will delete ALL preset keys at once.

1. Make sure the scale is plugged in, turned on, and there is nothing on the platter.
2. Press the RESET key to clear any data before entering the registration mode.
3. Key in 9000 and press the MODE key.
4. Key in 4 and press the ENTER key.
5. Press the down arrow key once.
6. Press the ENTER key.
7. Press the ZERO key two times. There will be a long beep, which notifies you that all preset keys have been deleted.
8. Press the MODE key to return to normal operation.

SCALE SET UP

Setting Up A Default PLU

NOTE: The scale is preprogrammed with a default PLU number 1. This PLU has no product name, price, or tare. This way the scale can be used by simply keying in a price, tare, weigh the product and print a label.

NOTE: When a default PLU is set up, the scale will return to the default PLU after each transaction instead of clearing to no PLU.

NOTE: The default PLU can be used to bypass entry of a PLU for each transaction.

NOTE: A different PLU may be recalled at any time to override the default PLU during normal operation.

1. Make sure the scale is plugged in, turned on, and there is nothing on the platter.
2. Press the RESET key to clear any data before entering the registration mode.
3. Key in 9000 and press the MODE key.
4. Key in 8 and press the ENTER key.
5. Key in the PLU number (max 6 digits) and press the ENTER key. To disable the default PLU, key in 0 and press the ENTER key.
6. Press the MODE key to return to normal operation.

OPERATING INSTRUCTIONS

Manual Label Print

1. Make sure the scale is plugged in, the platter is on top of the scale, the scale is turned on and the operating keysheet is placed under the plastic covering.
2. Enter a PLU number and press the PLU key or press one of the preset keys. NOTE: To access the upper level of preset keys press the MODE key and then the preset key. The PLU information will be displayed.
3. If a tare weight was not programmed for the PLU and it is needed do one of the following steps:
 - a. Place the empty container on the platter and press the tare key or...
 - b. Enter the tare amount and press the tare key.
4. Place the product on the platter and press the PRINT key for a label to print. If the PLU is for a fixed priced item, press the PRINT key for the label. Product does not have to be placed on the platter. NOTE: The scale will go back to the default PLU number 1.

Automatic Label Print (Weighed Items)

1. Press the AUTO MANU key. An arrow will show on the display pointing to the word AUTO. This indicates that the scale is in automatic label print mode.
2. Enter a PLU number and press the PLU key or press one of the preset keys. The PLU information will be displayed.
3. If a tare weight was not programmed for the PLU and it is needed do one of the following steps:
 - a. Place the empty container on the platter and press the tare key or...
 - b. Enter the tare amount and press the tare key.
4. Place the product on the platter a label will automatically print.

NOTE: While the scale is in the automatic label printing mode it will not reset to 0.00's. Simply continue to enter PLU numbers and weigh products.

NOTE: To get out of the automatic label printing mode press the AUTO MANU key. The arrow pointing to AUTO on the display will disappear and the scale will reset to show all zeros.

Automatic Label Print (Fixed Priced Items)

1. Press the AUTO MANU key. An arrow will show on the display pointing to the word AUTO. This indicates that the scale is in automatic label print mode.
2. Enter a PLU number and press the PLU key or press one of the preset keys. The PLU information will be displayed.
3. Enter the number of labels you want printed for this item and press the PRINT key. The amount of labels entered will be printed automatically one after the other. **NOTE: If you press the PRINT key without entering a number first the scale will continue to automatically print labels until the PRINT key is pressed again.** NOTE: To get out of automatic label printing mode simply press the AUTO MANU key. The scale will reset to show all zeros.

NOTE: While the scale is in the automatic label printing mode it will not reset to 0.00's. Simply continue to enter PLU numbers and weigh products.

NOTE: To get out of the automatic label printing mode press the AUTO MANU key. The arrow pointing to AUTO on the display will disappear. Press the RESET key to return to normal operation.

OPERATING INSTRUCTIONS

Using Function Keys - NOTE: Function keys must be set up preset keys, see page 10.

Fixed Price

Used to temporarily change the selling price for a fixed price item.

1. Key in the fixed priced PLU and press the PLU key.
2. Key in the temporary price.
3. Press the fixed price preset key.
4. Press the PRINT key to issue a label.

Multiple

Used to price multiple pieces of an item (fixed price items).

1. Key in the fixed priced PLU and press the PLU key.
2. Key in the quantity. Note: The quantity must be a multiple of the number of pieces for the PLU. (Ex. If the PLU is set up as 5 pieces for \$2.50, then the quantity entered must be 10, 15, 20...multiples of 5.)
3. Press the multiple preset key.
4. Press the PRINT key to issue a label.

Special Price

Used to temporarily reduce the selling price.

1. Key in the PLU and press the PLU key.
2. If the PLU is a fixed price item continue with step 3. If the PLU is a weighed item, place the product on the receiving tray so a total price is displayed.
3. Key in the special price.
4. Press the special price preset key. NOTE: The display will not change, however, when the label prints it will show the special price.
5. Press the PRINT key to issue a label.

-\$ Amount Discount

Used to temporarily subtract an amount from the total price.

1. Key in the PLU and press the PLU key.
2. If the PLU is a fixed price item continue with step 3. If the PLU is a weighed item, place the product on the receiving tray so a total price is displayed.
3. Key in the dollar amount to be discounted.
4. Press the -\$ amount discount preset key. NOTE: The display will not change, however, when the label prints it will show the discounted price.
5. Press the PRINT key to issue a label.

-% Percent Discount

Used to temporarily subtract a percentage from the total price.

1. Key in the PLU and press the PLU key.
2. If the PLU is a fixed price item continue with step 3. If the PLU is a weighed item, place the product on the receiving tray so a total price is displayed.
3. Key in the percent amount to be discounted.
4. Press the % percent discount preset key. NOTE: The display will not change, however, when the label prints it will show the discounted price.
5. Press the PRINT key to issue a label.

Save

Used to maintain the called up PLU data.

1. Key in the PLU and press the PLU key.
2. Press the save preset key. The save indicator on the display will be lit.
3. Press the save preset key again to release the PLU data.

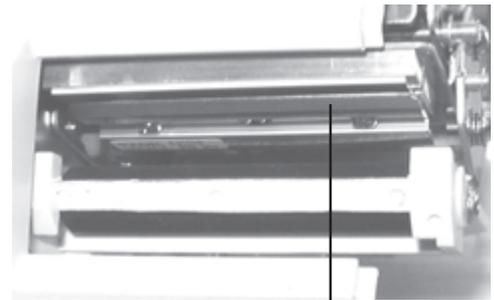
CLEANING/MAINTENANCE

Cleaning

- Disconnect the power supply before cleaning.
- Keep the machine and key sheet free of dust and dirt.
- Ensure that all spills are wiped clean, especially on the weigh platter.
- Do not put components in dishwasher.
- Dilute detergent per suppliers instruction.
- Do not hose down or pressure wash any part of the scale.
- Never use a scrubber pad, steel wool, or abrasive material to clean the scale.
- Clean the scale with a mild detergent and warm water solution.
- Do not allow moisture to get into the load cell mounted under the scale weigh platter. Water damage is not covered under the limited warranty.
- When cleaning the scale, only use a soft damp cloth with a mild cleaner. Never use volatile or caustic liquids.

Cleaning the Print Head

1. Dip a cotton swab into the thermal print head cleaning solution provided with the scale. Isopropyl rubbing alcohol can also be used.
2. Rub the cotton swab on the print head until the ink is removed.
3. Allow the alcohol to air dry.



Thermal Print Head

CAUTION DO NOT use a cloth or other material to dry the print head. This can possibly damage the print head.

WARNING NEVER use sharp objects to remove any labels that may have stuck to the print head.

Maintenance

It is recommended that the following steps be performed on a daily basis.

1. Ensure that there is a sufficient amount of labels remaining in the machine.
2. Clean the thermal head with a cotton swab and isopropyl rubbing alcohol only.

TROUBLESHOOTING

Scale will not light up.

1. Check to make sure wall outlet has power to it.
2. Check and make sure power cord is plugged in.
3. Turn scale on by pushing the power switch on the left side of the scale.
4. Call for service.

Scale lights up but all functions are inoperable (locked up).

1. Unplug scale from wall outlet, wait 10 seconds, plug scale back in. Turn the scale on by pushing the power switch on the left side of the scale.
2. Call for service.

Scale not weighing properly.

1. Make sure scale weigh platter is mounted to scale properly.
2. Check to make sure nothing is touching weigh platter. If anything touches the platter it will affect the weight display.
3. Call for service.

Labels are automatically printing when an item is placed on the weigh platter.

1. The machine is set in automatic mode. Press the AUTO MANU key to switch the scale back to manual mode. The AUTO indicator will disappear.

Labels will not come out when print key is pushed.

1. Make sure labels are properly installed as outlined on page 5.
2. Make sure labels have not stuck to print head area.



If labels have become stuck to print head, **NEVER** use any sharp or metal object to scrape labels from print head. Doing so will cause great damage to print head. Clean print head as outlined on page 14.

Print on labels is not clear.

1. Refer to page 14 for print head cleaning.

Error Messages

- | | |
|----------------|---|
| Err --2 | PLU description contains too many characters. |
| Err --4 | Extra message contains too many characters. |
| Err --7 | Store name or address contains too many characters. |
| Err --8 | Scale is out of labels. |
| Err -10 | Special price entered is equal to or over the preset PLU price. |

LIMITED SCALE WARRANTY

Globe Food Equipment Company ("GFE") warrants to the original purchaser of new equipment that said equipment, when installed in accordance with our instructions within the United States and subject to normal use, is free from defects in material or workmanship for a period of one year on parts (excludes wear/expendable parts), one year on labor from date of original installation, or 18 months from actual shipment date, whichever occurs first.

THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED. GFE EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR EXPRESS OR IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.

GFE'S OBLIGATION AND LIABILITY UNDER THIS WARRANTY IS EXPRESSLY LIMITED TO REPAIRING AND REPLACING EQUIPMENT WHICH PROVES TO BE DEFECTIVE IN MATERIAL OR WORKMANSHIP WITHIN THE APPLICABLE WARRANTY PERIOD. All repairs pursuant to this Warranty will be performed by an Authorized Designated GFE Service Location during normal working hours. IN NO EVENT SHALL GFE BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES TO BUYER OR ANY THIRD PARTY, INCLUDING, WITHOUT LIMITATION, LOSS OF PROPERTY, PERSONAL INJURY, LOSS OF BUSINESS OR PROFITS OR OTHER ECONOMIC LOSSES, OR STATUTORY OR EXEMPLARY DAMAGES, WHETHER IN NEGLIGENCE, WARRANTY, STRICT LIABILITY, OR OTHERWISE.

This warranty is given only to the first purchaser from a retail dealer. No warranty is given subsequent transferees.

Periodic maintenance of equipment including but not limited to weight checks or recalibration after local weights and measures department has approved scale for use (30 days from purchase date), damage to load cell, lost parts, misuse and abuse, adjustments, label jams, water damage, improper installation, and normal wear are not covered under this warranty.

This warranty is not in force until such time as a properly completed and signed installation/warranty registration has been received by GFE within 30 days from the date of installation.

THE FOREGOING WARRANTY PROVISIONS ARE A COMPLETE AND EXCLUSIVE STATEMENT BETWEEN THE BUYER AND SELLER. GFE NEITHER ASSUMES NOR AUTHORIZES ANY PERSONS TO ASSUME FOR IT ANY OTHER OBLIGATION OR LIABILITY IN CONNECTION WITH SAID EQUIPMENT.