

# Note&coiN - NCS15 CALIBRATION PROCEDURES

*This document outlines all of the calibration procedures available for NCS15 banknote and coin scales. Most of the procedures will never be required and are provided here for reference purpose only.*

## 1.0 Prior to calibration:

*Banknote and coin calibration requires at least 50 banknotes and 50 coins of the denominations to be calibrated as well as a precision 100g test weight.*

*Package calibration requires at least 10 samples of packaging items such as elastic bands, paper clips, straps, etc. (For best results, 100 banknotes and 50 samples of packaging items are recommended)*

*If battery indicator is displayed in red, connect a charger and fully charge the scales before attempting calibration. (Calibration should be performed while scales are running on battery power)*

*Place scales on a flat, stable surface. Do not lean or make contact with the surface during calibration. Make sure the room is free from air drafts caused by air conditioning or open windows*

*Wait 3 minutes (warm up time) after entering calibration menu (Section 1.1) before starting calibration.*

## 1.1 Entering factory calibration menu:

1. Switch scales off (press and hold POWER key)
2. Press ESC key (bottom right) and select CALIBRATION MENU  
*(Scales should always be calibrated first)*

## 1.2 Scales calibration:

*To maintain accuracy, the scales can be calibrated at any time using a precision 100g test weight*

1. Select CALIBRATE SCALES from calibration menu and follow screen prompts
2. On completion, select one of two options:  
If any banknotes or coins were previously calibrated and in order to keep these settings, select USER CALIBRATED otherwise select FACTORY DEFAULTS

## 1.3 Scoop calibration:

*To use a different scoop to the one supplied, it must first be calibrated*

Select CALIBRATE SCOOP from calibration menu and follow screen prompts

## 1.4 Package calibration:

*Use only elastic bands with consistent width and diameter. Paper for rolled coins should be calibrated using paper from the smallest coin denomination.*

1. Select CALIBRATE PACKAGE from calibration menu
2. Select the type of package to be calibrated
3. Select sample quantity of packaging items (10 to 100) to be used for calibration
4. Select used quantity (1 to 12):  
Used quantity is the total quantity of packaging items used to make up a package  
Example 1: 100 notes are wrapped with a single elastic band  
Used quantity = 1  
Example 2: 10 notes are wrapped with a single elastic band and than 10 lots of those are wrapped with 2 elastic bands  
Used quantity =  $10 \times 1 + 2 = 12$
5. Start calibration and follow screen prompts

## 1.5 Coin calibration:

1. Press POWER key to select the required currency (**NCS15BM** model only)
2. Select CALIBRATE COINS from calibration menu
3. Select sample quantity (50 or 100) to be used for calibration
4. Select coin denomination to be calibrated
5. Start calibration and follow screen prompts

## 1.6 Note calibration:

1. Press POWER key to select the required currency (**NCS15BM** model only)
2. Select CALIBRATE NOTES from calibration menu
3. Select sample quantity (50 or 100) to be used for calibration
4. Select note denomination to be calibrated
5. Optionally select maximum quantity for current denomination  
*(Maximum quantity determines how many notes can be placed on the scales in one go. It can be changed without performing calibration and simply exiting calibration screen)*
6. Optionally select tolerance for current denomination.  
*(Higher tolerance generally means higher counting (acceptance) rate but increases possibility of counting errors. Lower tolerance means lower counting rate with decreased possibility of counting errors. By increasing tolerance of lower denominations and decreasing tolerance of higher denominations a compromise can be reached between counting rate and possibility of counting errors.*
7. Start calibration and follow screen prompts