

Quick Guide

FreshBase Lite Retail scale



METTLER TOLEDO

www.mt.com/retail-freshbase-lite

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METTLER TOLEDO Service

Essential Services for Dependable Performance of Your FreshBase Lite counter scale.

Congratulations on choosing the quality and precision of METTLER TOLEDO. Proper use of your new equipment according to this Manual and regular calibration and maintenance by our factory trained service team ensures dependable and accurate operation, protecting your investment. Contact us about a service agreement tailored to your needs and budget. Further information is available at www.mt.com/service.

There are several important ways to ensure you maximize the performance of your investment:

1. Register your product: We invite you to register your product at www.mt.com/productregistration so we can contact you about enhancements, updates and important notifications concerning your product.
2. Contact METTLER TOLEDO for service: The value of a measurement is proportional to its accuracy – a scale out of specification can diminish quality, reduce profits and increase liability. Timely service from METTLER TOLEDO will ensure accuracy and optimize uptime and equipment life.
 - a. Installation, Configuration, Integration and Training: Our service representatives are factory trained, weighing equipment experts. We make certain that your weighing equipment is ready for production in a cost effective and timely fashion and that personnel are trained for success.
 - b. Initial Calibration Documentation: The installation environment and application requirements are unique for every retail scale so performance must be tested and certified. Our calibration services and certificates document accuracy to ensure production quality and provide a quality system record of performance.
 - c. Periodic Calibration Maintenance: A Calibration Service Agreement provides on-going confidence in your weighing process and documentation of compliance with requirements. We offer a variety of service plans that are scheduled to meet your needs and designed to fit your budget.
 - d. GWP® Verification: A risk-based approach for managing weighing equipment allows for control and improvement of the entire measuring process, which ensures reproducible product quality and minimizes process costs. GWP (Good Weighing Practice), the science based standard for efficient life-cycle management of weighing equipment, gives clear answers about how to specify, calibrate and ensure accuracy of weighing equipment, independent of make or brand.

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FCC Notice

This device complies with Part 15 of the FCC Rules and the Radio Interference Requirements of the Canadian Department of Communications. Operation is subject to the following conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his or her expense.

- Declaration of Compliance is available at <http://glo.mt.com/global/en/home/search/compliance.html/compliance/>.

RoHS Compliance Statement.

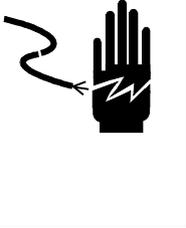
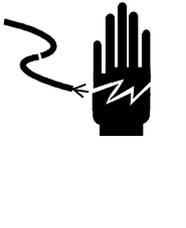
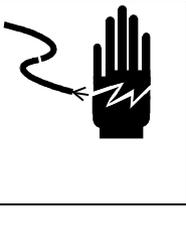
- The majority of our products fall within categories 8 and 9. Those categories currently do not fall within the scope of the Directive 2002/95/EG (RoHS) of January 27, 2003. If our products are intended for use in other products which themselves fall within the scope of the RoHS Directive, compliance requirements have to be separately negotiated contractually.
- Those products which fall within categories 1-7 and 10 will be in compliance with the EU RoHS Directive from no later than July 1, 2006.
- If it is not possible for technical reasons to replace any non-RoHS-compliant substances in any of the above products as required, we plan to inform our customers in a timely manner

Statement regarding harmful substances

We do not make direct use of harmful materials such as asbestos, radioactive substances or arsenic compounds. However, we purchase components from third party suppliers, which may contain some of these substances in very small quantities.

Warnings and Cautions

- READ this manual BEFORE operating or servicing this equipment and FOLLOW these instructions carefully.
- SAVE this manual for future reference.

	 WARNING
	<p>ELECTRICAL SHOCK HAZARD. PERMIT ONLY QUALIFIED PERSONNEL TO SERVICE THIS EQUIPMENT. EXERCISE CARE WHEN MAKING CHECKS, TESTS, AND ADJUSTMENTS THAT MUST BE MADE WITH POWER ON. FAILING TO OBSERVE THESE PRECAUTIONS CAN RESULT IN BODILY HARM.</p>
	 WARNING
	<p>ELECTRICAL SHOCK HAZARD. CONNECT TO A PROPERLY GROUNDED OUTLET ONLY. DO NOT REMOVE THE GROUND PRONG. POWER OUTLETS MUST BE EASILY ACCESSIBLE AND LOCATED NO FURTHER THAN THE LENGTH OF THE POWER CORD SUPPLIED WITH THE PRODUCT.</p>
	 WARNING
	<p>ELECTRICAL SHOCK HAZARD. DISCONNECT AND LOCK OUT ALL POWER TO THIS UNIT BEFORE REMOVING OR INSTALLING THE FUSE, CLEANING, OR SERVICING.</p>
NOTICE	
<p>TO PREVENT EQUIPMENT DAMAGE, READ AND UNDERSTAND THE OPERATOR'S MANUAL BEFORE USING THE EQUIPMENT. FAILURE TO FOLLOW OPERATING INSTRUCTIONS COULD RESULT IN EQUIPMENT DAMAGE.</p>	
	NOTICE
	<p>OBSERVE PRECAUTIONS FOR HANDLING ELECTROSTATIC SENSITIVE DEVICES.</p>

Disposal of Electrical and Electronic Equipment

In conformance with the European Directive 2002/96/EC on Waste Electrical and Electronic Equipment (WEEE) this device may not be disposed of in domestic waste. This also applies to countries outside the EU, per their specific requirements.



Please dispose of this product in accordance with local regulations at the collecting point specified for electrical and electronic equipment.

If you have any questions, please contact the responsible authority or the distributor from which you purchased this device.

Should this device be passed on to other parties (for private or professional use), the content of this regulation must also be related.

Thank you for your contribution to environmental protection.

Revision History

Part Number

Date

March 2025

Revisions

Version 1.0

1 Introduction

1.1 Your new retail scale

You have decided to purchase a high-quality system scale from METTLER TOLEDO's FreshBase scale family. Please use this user guide to familiarize yourself with the installation and maintenance of the scale.

Installation, setup and configuration of this scale is in general carried out by personnel from your METTLER TOLEDO Service (contact address see scale's type plate) or from an organization authorized by METTLER TOLEDO. During the setting up of your scale, you will also be briefed on its correct handling.

Please contact your METTLER TOLEDO Service or your supplier if you have any further questions or if you require your scale's configuration to be changed.

1.2 Conventions and symbols used in this user manual

Symbol	Description
	Safety sign that warns the user of situations resulting in death or serious injury, in case of non-compliance with the indicated safety advices.
	Safety sign that warns the user of situations resulting in material damage, in case of non-compliance with the indicated safety advices.
■	Precondition for an action.
-	Individual action that must be carried out.
1 2	Action sequence that must be carried out in the order stated.
⇒	Result of an action or an action sequence.
[▶ 18]	Cross-reference (example: reference to page 18)
	Indicates a hint or an information that makes working with the device easier
	Indicates that access to a feature may be restricted for certain users based on user rights configuration
	Preconditions for a feature, like a dedicated configuration or dedicated data having to be available in the local database

1.3 Safety instructions

Basic safety instructions

- Read this user manual prior to using your scale.
- Follow this user manual carefully.
- Store this user manual near the scale for future reference.
- Always place the scale in a stable location and make sure that all feet are standing on a firm support base, so that the scale cannot tip or fall down.
- Do not allow untrained personnel to operate or to clean the scale.
- Do not operate the scale in environments containing explosive mixtures of gases, vapors or powders. Any electrical device that does not include a specific ignition protection category for a potentially explosive area presents a substantial safety risk in that area.
- Do not operate the scale if the touchscreen is even slightly damaged.
- To avoid accidents, ensure that only authorized and trained customer service personnel opens the scale.
- Always unplug the scale before cleaning and maintenance.
- Do not use tools to open the casing.

1.4 Maintenance

- Only authorized and trained customer service personnel are allowed to open and repair the scale. Please contact your local representative.

1.5 Intended use

- Use the scale only for weighing in accordance with this user manual and the user manual of the software.
- The scale is intended for indoor use in dry environments only.
- Any other type of use and operation beyond the limits of the technical specifications is considered as not intended.

1.6 Legal for Trade

1.6.1 Sealing

When the scale is used in trade or a legally controlled application, it must be set up, verified and sealed in accordance with local weights and measures regulations. It is the responsibility of the purchaser to ensure that all pertinent legal requirements are met. As verification requirements vary by jurisdiction, the purchaser should contact their local weights and measures office if they are not familiar with the requirements. To prevent access to calibration and metrological settings, the scale must be sealed using a paper seal or wire seal.

1.6.2 Metrological information

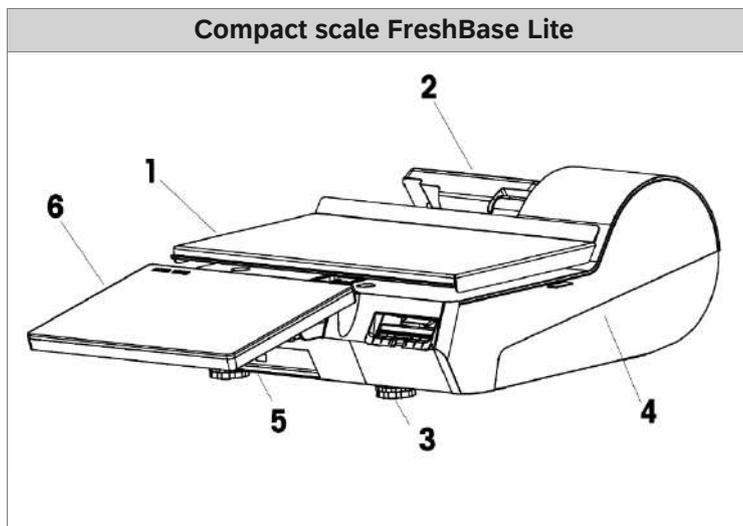
The National Type Evaluation Program has granted FreshBase Lite a Certificate of Conformance for Weighing and Measuring Devices under the number 19-049. This certificate is available for review at:

<http://glo.mt.com/global/en/home/search/compliance.html/compliance/>

1.7 Device overview

1.7.1 Scale type overview

This user manual applies to the following scale type in this variant:



1.7.2 Compact scale FreshBase Lite overview

Scale components

1. Platter
2. Customer display
3. Adjustable feet
4. Integrated 3" label printer
5. Switches, ports and connectors (at the bottom of the scale)
6. Operator display with touch functionality

2 Setup

Your scale will usually be part of a networked system. It will be installed, leveled and put into operation either by METTLER TOLEDO or one of our authorized dealers. During the installation, you will receive comprehensive training and all of the associated documentation.

2.1 Contents

Check that the delivery is complete:

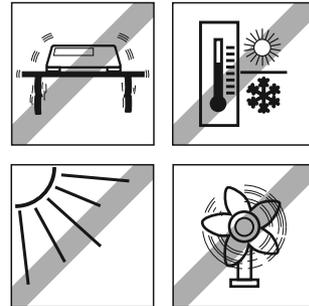
- Scale
- Stainless steel platform
- Power cable

2.2 Requirements for scale's location

The right location is critical to weighing accuracy.

Conditions for an ideal location:

- No shocks and vibrations
- No excessive temperature fluctuations
- No direct sunlight
- No strong UV light
- No strong drafts
- Select a stable, vibration-free and preferably horizontal location for your scale.



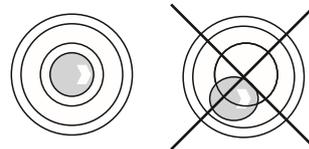
2.3 Scale positioning

2.3.1 Levelling the scale

Only a perfectly leveled scale delivers accurate weighing results. The scale is equipped with a level indicator to make it easier to level the scale.

1. To level the scale, turn the scale's adjustable feet until the air bubble in the level indicator is positioned in the inner circle.

2. Lock the feet by tightening the plastic lock nut on each foot.



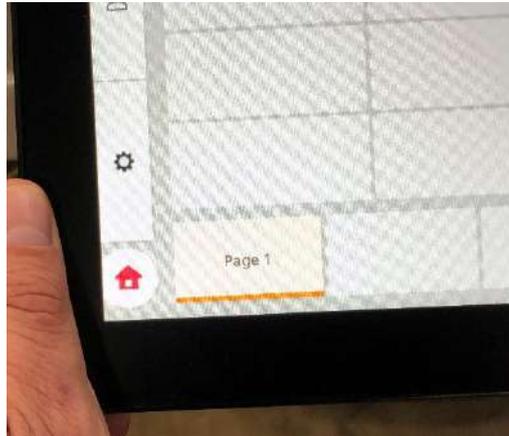
2.3.2 Operator display position



CAUTION

When display is rotated, fingers could be pinched between back of operator display and base

There is no release mechanism to move operator display. Move the display by pushing or pulling the bottom of the display



2.3.3 Customer display position

The customer display rotates vertically and is adjustable to optimize viewing angle for the customer.

2.4 Connecting peripheral devices and LAN

To connect external peripheral devices or to connect to a network the scale offers several ports and connectors.

2.4.1 Switches, ports and connectors

The switches, ports and connectors are located at the bottom of the scale.

1. Power switch
2. Power connection socket
3. Ethernet LAN port
4. USB ports
5. USB OTG port

2.4.2 Connecting peripheral devices and LAN



NOTICE

Damage to the device

- Switch off and unplug the device from the mains before connecting external components.

- The scale is switched off (see Switching on/off).
 - The scale is disconnected from the power supply.
- 1 Connect the peripheral devices to the respective ports (4).
 - 2 Connect the LAN cable to the Ethernet LAN port (3).
 - 3 Reconnect the scale to the power supply.
 - 4 Switch the scale on again (see Switching on/off).

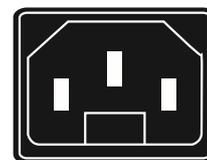
2.5 Connecting to mains power



DANGER

Electrical shock hazard

- 1 Before connecting the power supply, check whether the voltage value printed on the label corresponds to your local system voltage.
 - 2 Do not, under any circumstances, connect the device if the voltage value on the label deviates from the local system voltage.
 - 3 Only connect the device to a properly grounded outlet.
 - 4 Only use the power cord supplied with the device.
 - 5 Use power outlets which are easily accessible and located no further than the length of the power cord.
 - 6 Do not remove or modify the ground prong.
 - 7 Do not connect the device to electrical lines that are shared with noise generating equipments, e.g., motors, compressors, heating elements etc. In these cases, use a dedicated power circuit or power line conditioner.
- 1 Connect the supplied power cable to the power connection socket of the device.
 - 2 Plug the power plug into a correctly grounded power outlet.



2.6 Inserting / changing paper

2.6.1 Important information on thermal paper and thermal labels

The printer used in retail scales is a thermal one. Only use thermal label paper in this printer. METTLER TOLEDO has approved these paper types (P3-20, P3-011 for label printers). The paper is also approved for use in retail scales by the respective weights and measures authority.



NOTICE

Reduction of printerhead service life and print quality and voiding of the thermal printer warranty due to usage of thermal paper or thermal paper other than mentioned above

– Use only the thermal paper or thermal label paper mentioned above. Otherwise, we accept no guarantee for the thermal printer.

2.6.2 Integrated label printer

To facilitate paper change, your printer is equipped with a diagram printed on the printer module viewable when opening the printer door.

2.6.2.1 Open the printer door and slide out the printer module

Open the printer door and slide out the printer module in the direction of the arrow shown.



CAUTION

Printer Area may be hot.



2.6.2.2 Load labels

- 1 Unlock and raise the print head by pulling up on the latch.
- 2 Install the label roll on the supply spool and slide the labels underneath the printer and on top of the black rubber platen roller and out the front
- 3 For stripped label mode, remove about 6 inches of labels from the liner and route the labels back under the printer. For un-stripped mode, close the print head.



4. Secure label liner in the takeup spool.



5. Lower and lock the print head and then push the printer back into its housing using the right side of the printer.



CAUTION

Avoid pinching by keeping fingers and hands outside of the printer housing when the printer is pushed back into the housing

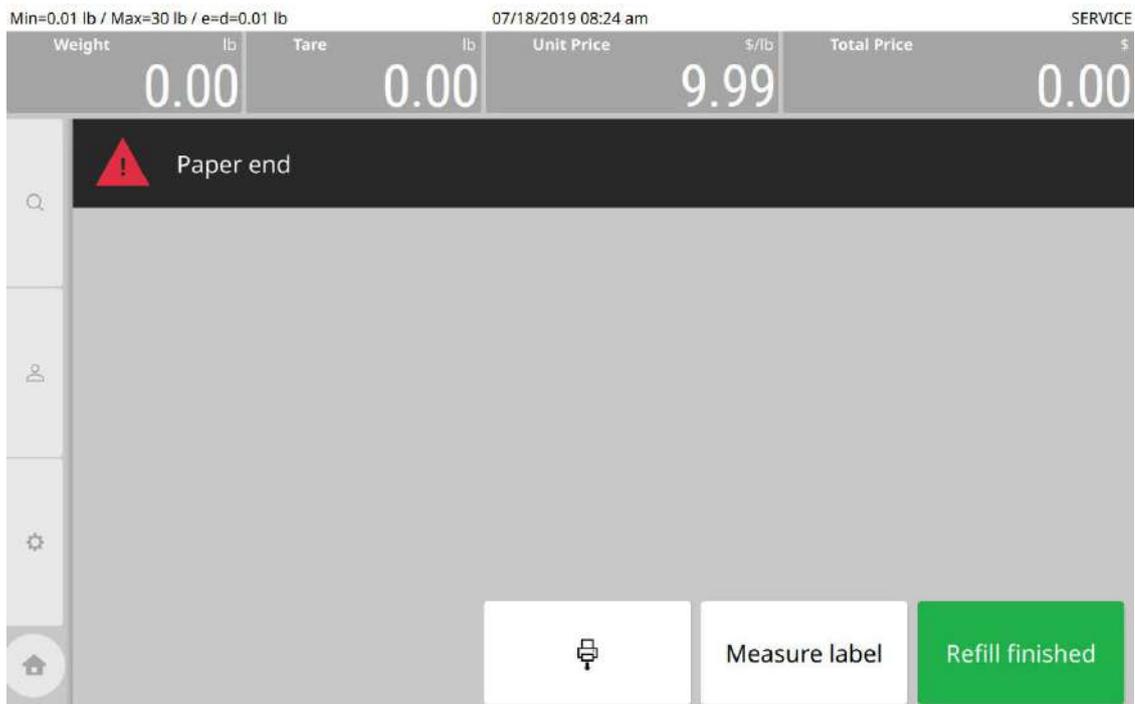
Note:

1. The printer is set up for 2.64"(67mm) width labels. To use a different width, adjust the label guides by turning the width adjustment screw with a small screwdriver.
2. Follow the instruction on printer plate when loading labels



2.6.2.3 Label Auto Calibration

When you install a new label stock type or size in the printer, the parameters for Label Type, Label Length and Gap Length must be set. A technician can set these manually or use the Auto Calibration feature in the Scale Setup Tool, or this can be set automatically when FreshPro detects a Paper End condition requiring a stock change. If the stock is replaced with same size/type – you may continue without Auto Calibration by selecting Refill finished – or if different, Auto Calibration is performed by selecting Measure Label before selecting Refill finished.



3 Operation

3.1 Switching on/off

Switching on

- Confirm the platter is mounted correctly on the scale.
- Confirm the scale is empty.
- Push the power switch.
 - ⇒ After a few moments, the home screen is displayed.

Switching off

- Push the power switch.
 - ⇒ The scale shuts down in a controlled manner.

 Note that switching off the scale using the power switch does not disconnect the scale from the mains power. To disconnect the scale from the mains you have to disconnect the power cable from the power connection socket or unplug the power plug from the power outlet.

3.2 Tearing off the ticket

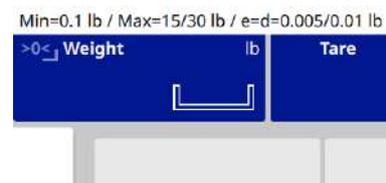
- When tearing off the ticket take care to tear from the bottom to the top.
 - ⇒ Otherwise the paper will not be cut properly.



3.3 Zeroing

-  Zeroing corrects the influence of slight changes on the platter or minor deviations from the zero point.
- Due to soiling on the platter or unfavorable external influences, it is possible that the weight display of an unloaded platter may no longer be 0.000 or shows the Underload symbol . In such cases, the scale must be reset to zero.
- This function depends on the metrological limitation of the scale.
- The ">0<" tag located in the top left corner of the Weight frame is an indicator that if you touch anywhere within the Weight frame – it will zero the scale.

- Touch inside the Weight frame once quickly.
 - ⇒ The weight display is set to zero.



3.4 Using tare

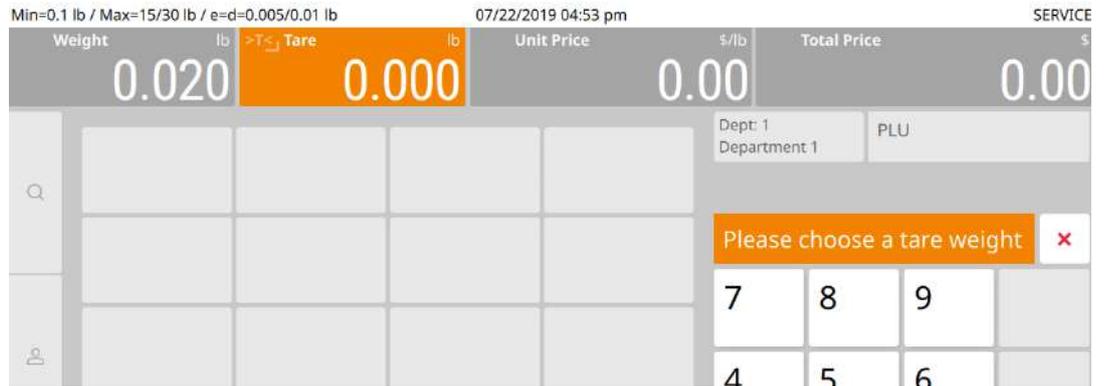
 This function depends on the metrological limitation of the scale.

Taring a container

- The platter is empty and the weight display shows 0.000.
- The "T" tag located in the top left corner of the Tare frame is an indicator that if you touch anywhere within the Tare frame – FreshPro will enter into Tare Entry Mode.



- 1 Place the empty container on the platter.
- 2 Press anywhere inside Tare frame. ⇒ FreshPro will enter Tare Entry Mode screen.



- 3 Press anywhere inside Tare frame while in Tare Entry Mode.
 - ⇒ The weight display sets to 0.00 lb and NET symbol appears in the Weight frame.
 - ⇒ The tare weight and the "T" symbol now display in the Tare frame.



Clearing tare

- 1 Remove the container from the platter.
- 2 Press anywhere inside Tare frame. ⇒ FreshPro will enter Tare Entry Mode



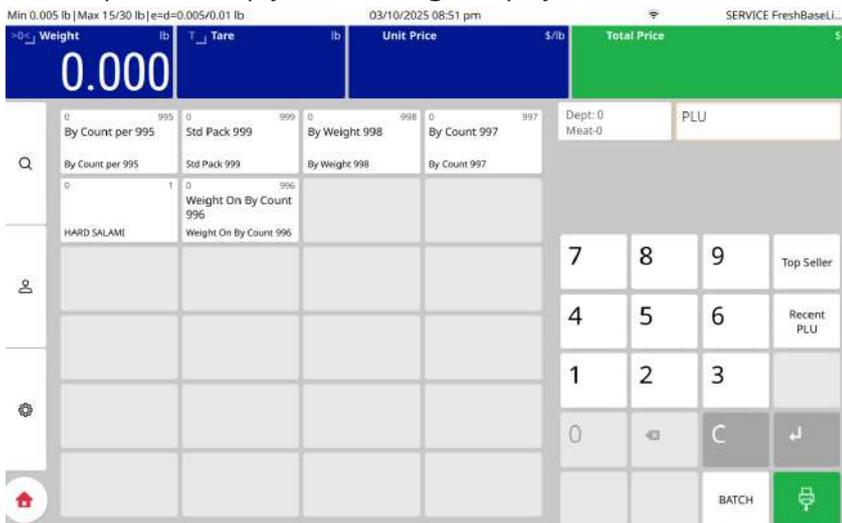
screen.

- 3 Press red clear button "C" while in Tare Entry Mode and then press green Enter button.
 - ⇒ The Tare display and Weight frames both reset to 0.00 lb.
 - ⇒ The "T" symbol and NET symbol no longer display in the Tare & Weight frames.



3.5 Selecting an article by a preset key

- The platter is empty and the weight display is 0.00 lb.



- 1 Press the relevant preset key.
 - ⇒ The unit price and article name are displayed.



- 2 Place the article on the platter.
 - ⇒ The Net weight and Total Price are calculated and displayed.
- 3 Either finish the transaction touching the green Print button to print a label, or if configured, the Batch and Memory buttons will add the transaction into their respective queues for printing after other desired transactions are added.

3.6 Selecting an article by PLU number

- The platter is empty and the weight display is 0.00 lb.
- 1 Type in the PLU number on the keypad, e.g. 412 and press the green Enter key.
 - ⇒ The unit price and article name are displayed.
 - 2 Place the article on the platter.
 - ⇒ The Net weight and Total Price are calculated and displayed.
 - 3 Either finish the transaction touching the green Print button to print a label, or if configured, the Batch and Memory buttons will add the transaction into their respective queues for printing after other desired transactions are added.

 If you discover that you have entered the wrong PLU number before you have confirmed the entry with the Enter key, you can clear it with the red "C" or remove last number from the PLU by using the red "Backspace" key and then enter the correct PLU.

4 Cleaning and maintenance



DANGER

Electrical shock hazard

- Switch off and unplug the device from the mains before performing maintenance work.

4.1 Cleaning housing and display



DANGER

Electrical shock hazard

Damage to the device and touchscreen

- 1 Switch off and unplug the device from the mains before cleaning.
 - 2 Do not open the device during cleaning.
 - 3 Make sure that no fluids get inside the device.
 - 4 Do not use organic acid, alkaline solutions, scouring powders or plastic dissolving cleaning agents for cleaning.
 - 5 Avoid strong pressure or scratching the surface with hard, sharp or pointed objects.
-
- 1 To clean the touchscreen, use either a soft cloth with a little screen cleaner, a glasses cleaning cloth or a damp cloth with a glass cleaning agent applied to it.
 - 2 To clean the other exterior components of the scale, use a damp cloth that has been dipped in water containing a mild washing-up liquid permitted for the food industry and has been wrung out well.
 - 3 To remove labels or label residue stuck to the printer door, use the label remover recommended by METTLER TOLEDO or by a METTLER TOLEDO authorized organization.
 - 4 After cleaning, plug the scale back into the mains and turn it on.

4.2 Cleaning the printhead

4.2.1 Integrated label printer (Printer P1)

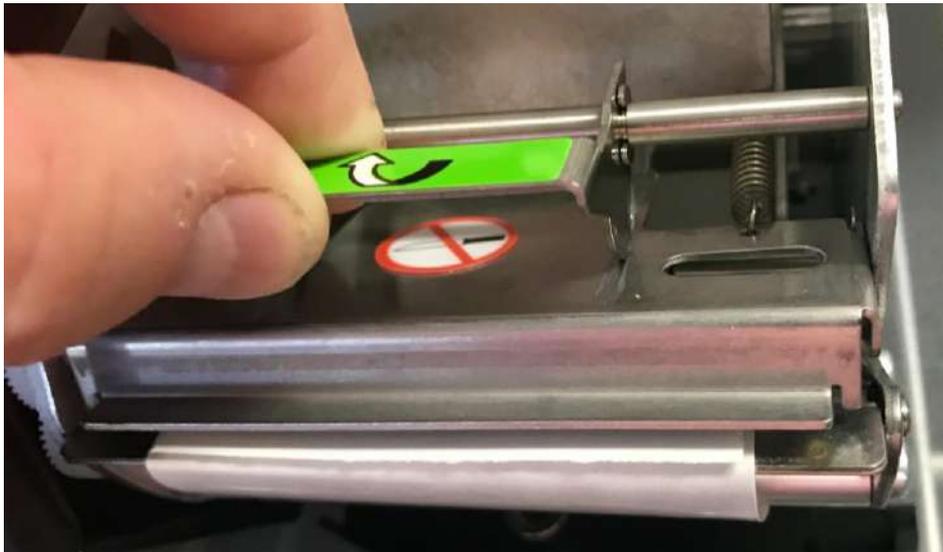


NOTICE

It is possible to damage the printhead when attempting to clean with objects other than a METTLER TOLEDO cleaning pen

– To clean the printhead, use an approved METTLER TOLEDO cleaning pen.

- 1 Open the printer door and slide out the printer module (see [2.6.2.1 ▶ Page 14]).
- 2 Lift the printhead label flap identified by the green label in the direction of the arrow indicator.



- 3 Remove the cap from the cleaning pen.
- 4 Clean the printhead's thermal transfer area (flat black bar at very front of printhead) with the moist tip of the cleaning pen.



- 5 Close the green handle again.
- 6 Replace the cap on the cleaning pen.

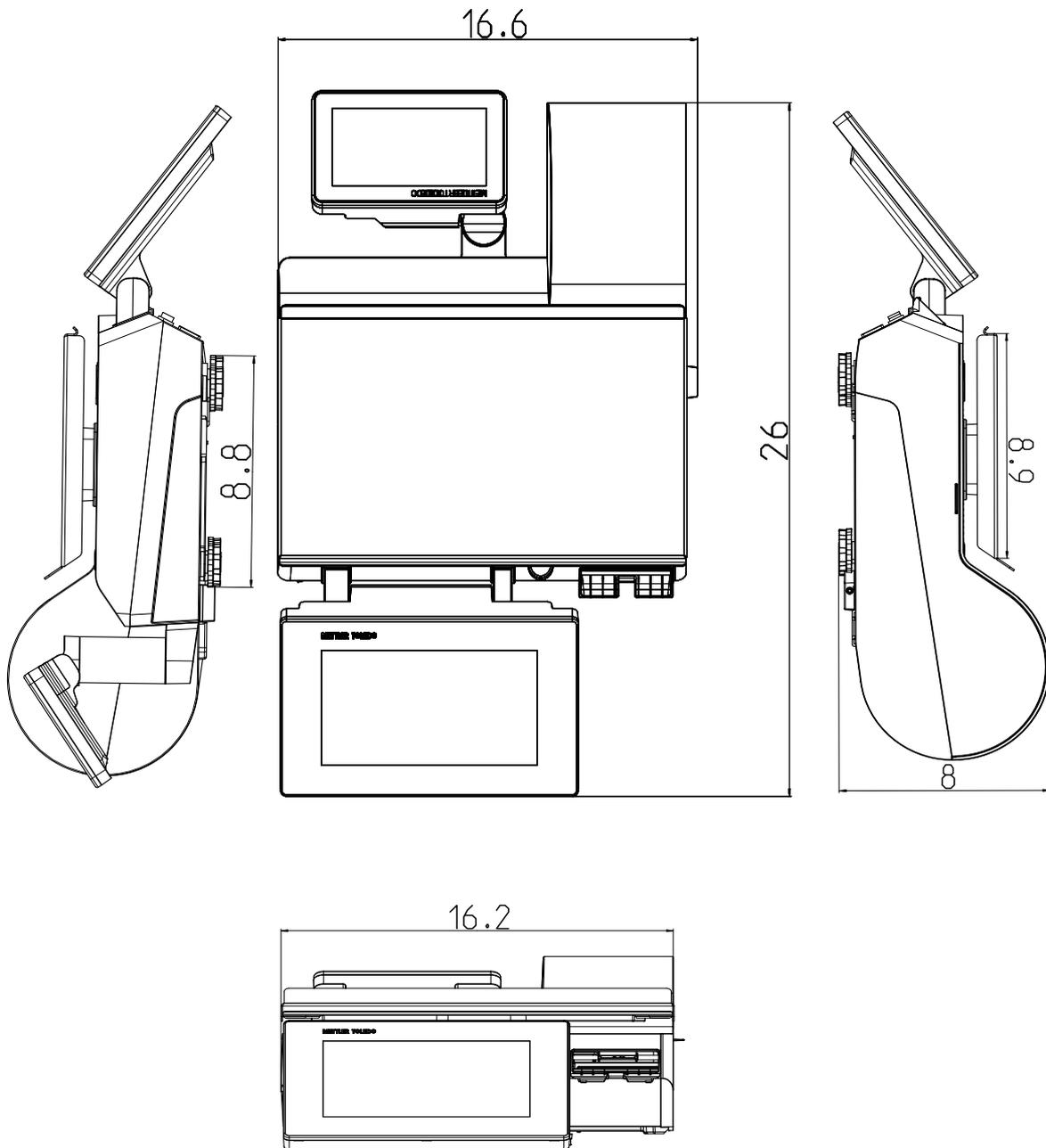
5 Technical data

	Compact scale FreshBase Lite
Dimensions	
Width x depth x height	See dimensional drawing below
Weight	13.4 kg
Ambient conditions	
Operating temperature range	–10°C to +40°C (14°F to 104°F)
Storage temperature	–20°C to +60°C (–4°F to 140°F)
Humidity	85% RH, non-condensating
IP protection rate	IP21
Electrical data	
Mains connection	100 to 240 VAC, 50/60 Hz, 2.1A max current
Power consumption (typical)*	20W
Power consumption (shut-down)	0.8W

*non-printing, depending on hardware and software configuration ** depending on hardware and software-configuration.

6 Appendix

6.1 Dimensional drawings (in Inches)



6.2 Disposal

In accordance with the requirements of European Directive 2002/96/EC on Waste Electrical and Electronic Equipment (WEEE), this device may not be disposed of with domestic refuse. This also applies for countries outside the EU in accordance with their respective national regulations.



Please dispose of this product in accordance with local regulations for the separate collection of waste electrical and electronic equipment.

Should you have any questions, please contact the corresponding authorities or the dealer from whom this device was purchased.

If this device is passed on (for example for further private or commercial/industrial use), this regulation is also to be passed on.

Many thanks for your contribution to the protection of the environment.

To protect your product's future:

METTLER TOLEDO Service assure the quality, measuring accuracy and preservation of value of this product for years to come.

Please request full details about our attractive terms of service.

www.mt.com/service

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