

## Weighing boxes

### New games

1. <sup>1</sup> Turn on scale, allow to zero out.
2. Place an empty box on the scale
3. Record Tare weight
4. Press **Tare** – leave box on the scale
5. Fill the box with the tickets (randomize)
6. Obtain the ticket count from the flare and enter that as number of pieces (count)
7. Record the Tare and Unit weight on the flare (or form)

**On all new games:** Clear the scale and check your Tare and Unit weights by the Audit process (right)

### Auditing a game

1. <sup>1</sup> Turn on scale, allow to zero out.
2. Enter Tare weight from Flare (or form)
3. Press **Tare**
4. Enter Unit weight from Flare (or form)
5. Press **Unit Weight**  
<sup>2</sup> If pieces (count) does not **very** closely match the number of tickets, re-enter 3-6!
6. Place box on scale, obtain # of tickets

Repeat steps 2-6 for another game.

**NOTE: With scale cleared you can place the box on first then enter the Tare and Unit (works fine)...**

### Inplay game quick audit

Pretest **Tare** and **Unit** values recorded on the flare or form via Auditing Game Procedures (above right). The ticket count should show the original game count or very close to it. Record the difference from flare gross to count!

1. <sup>1</sup> Turn on scale, allow to zero out.
2. Count 100 tickets and place on scale
3. Record weight then remove tickets
4. Place empty box on scale
5. Press the **Tare** key
6. Enter the previously recorded ticket weight – press **Unit Weight**  
If less than one, you must start the number with zero, e.g., 0.233
7. Fill the box with all tickets and record the count (number of pieces)  
Note: The readout typically has one extra digit in the right decimal place. Drop that digit, e.g., if the readout shows 35235, the count is 3523. This will be a common sense judgment call based on the original count found on the flare. Most games are in the lower 3000 count and some like funfair are ~2500.

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<sup>1</sup> If the scale is already on: Press **Tare** then **Clear** and also **Unit** then **Clear** to zero numbers. Press **Rezero** if necessary...

<sup>2</sup> Number of tickets is from the flare on new games. If game is in-play, compare to the computer report.