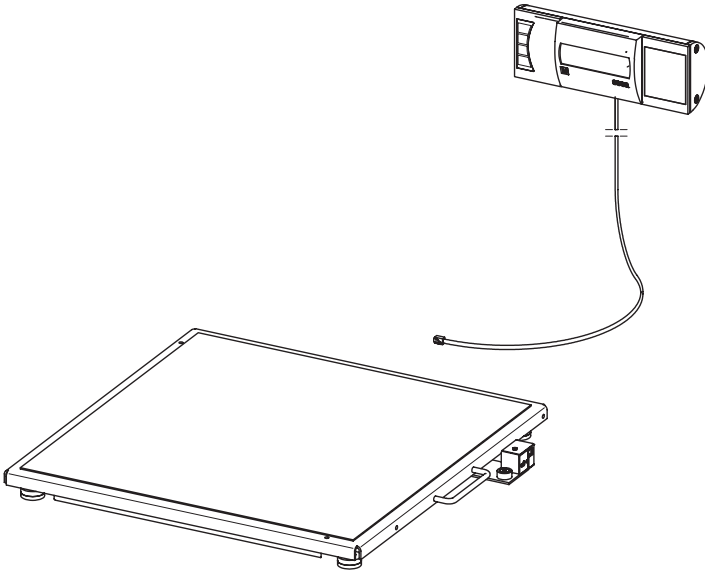




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# seca 634



***Instruction manual and guarantee***



# 1. Congratulations!

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By purchasing the **seca 634** electronic platform scale you have acquired a highly accurate and sturdy piece of equipment.

seca has been putting its experience at the service of health for over 150 years now, and as market leader in many countries of the world, is always setting new standards with its innovative developments for weighing and measuring.

In accordance with national regulations, the **seca 634** platform scale is used primarily in hospitals, doctors' surgeries and in-patient nursing facilities.

The weight display can be switched between kilogrammes (kg), pounds (lbs) and stones (sts). Weight is determined within a few seconds.

In addition to the conventional determination of weight, the **seca 634** also has a function for determining body mass index. For this purpose, height is entered on the keypad and the body mass index associated with the weight value is output.

You can use the pre-Tare function to record the weights of, e.g. three types of chair. This weight is automatically deducted in the weighing operation.

The high capacity of this scale and its fine display graduations make it particularly suitable for monitoring the weight of adipose patients.

The scale is of a very sturdy construction and will give you long and loyal service. It is easy to operate and the large display is easy to read.

## 2. Safety

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Before using the new scale, please take a little time to read the following safety instructions.

- Follow the safety instructions in the instruction manual.
- Keep the operating manual and the declaration of conformity contained therein in a safe place.
- Do not drop the scale or subject it to violent shocks.
- Place the scale carefully in its position for use.
- Avoid pulling hard on the connecting cable to the display unit.
- Secure the scale so that it does not fall over when stored in the upright position.
- When using the scale with a mains unit, ensure that the supply cable is routed in such a way as to exclude any type of tripping hazard.
- The cable between the weighing platform and the case must be laid so that it does not present a tripping hazard.
- Have scale serviced on a regular basis (see "Servicing" on page 24).
- Have repairs carried out exclusively by authorised persons.

# 3. Before you start...

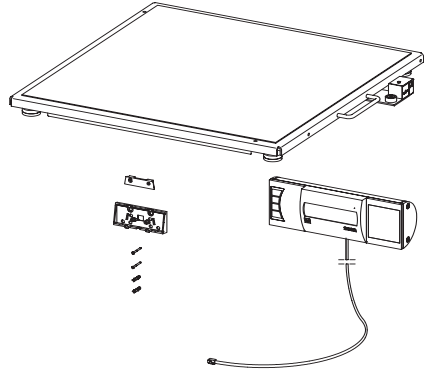
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## Unpacking

Remove the packaging and place the scale on a firm, level surface.

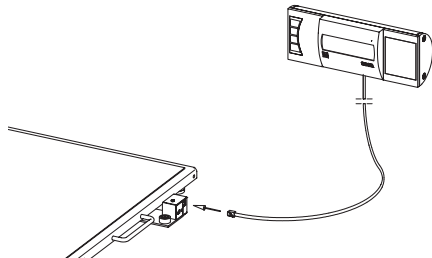
The scope of supply includes:

- Weighing platform
- Display head plus connecting cable
- Wall bracket
- 1 angle adapter
- 2 Screws
- 2 Rawlplugs
- Set of operating instructions plus declaration of conformity



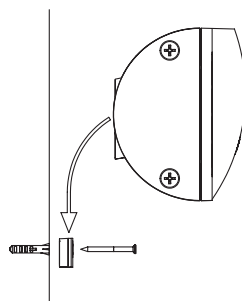
## Fitting the display

- Carefully put down the scale.
- Connect the connecting cable to the electronics box.



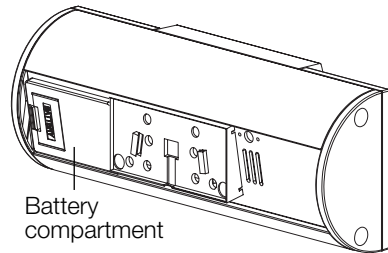
## Wall bracket

- Place the desk-top stand on the display casing from underneath. The **narrow** side must be located at the top of the display. The desk-top stand locks in position.
- Fit the wall bracket to the wall at the desired height.
- Push the display casing onto the wall bracket.

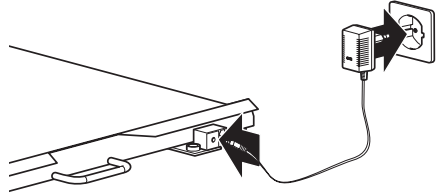


## Power supply

- Push the battery compartment closure towards “Battery” and open the cover.
- Connect the cable to the holder and batteries.
- Place the holder in the battery compartment.
- Close the cover.



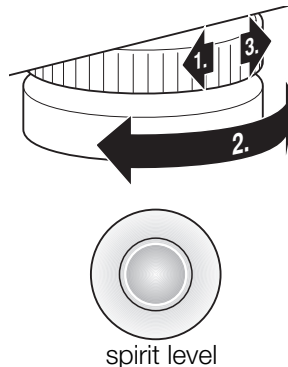
**Note:** the scale is prepared for use with a seca mains unit which is available as an accessory.



## 4. Setting up and aligning the scale

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- Place the scale on a level surface.
- Undo the locknuts using the four foot screws (1).
- Align the scale by undoing the foot screws. The air bubble in the spirit level must be right in the centre of the circle (2).
- Then re-tighten the locknuts (3).
- Ensure that only the feet of the scale are in contact with the floor. The scale may not be in contact at any other point.



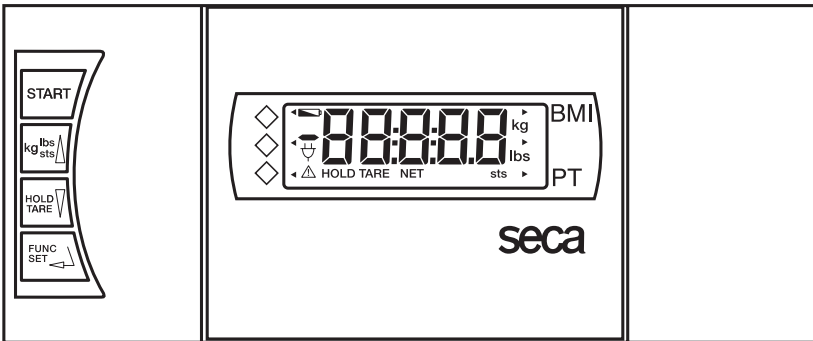
### Important!

**The alignment of the base of the scale must be checked and corrected if necessary every time the location of the scale is changed.**

# 5. Operation

## Controls and displays

The controls and display are in the display part.



Switch scale on and off



press briefly → switch between kg and lbs  
hold down → switch between kg and sts  
in function menu → increase value, scroll



press briefly → activate hold function  
hold down → set display to zero, activate/deactivate tare function  
in function menu → decrease value



Menu selection, Confirmation, Parameter adjustment

## Correct weighing

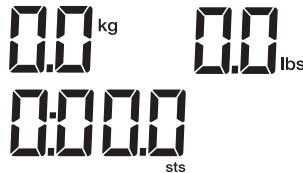
- Press the Start key.  
**SECA**, **88888** and **00** appear consecutively in the display. The scale is then automatically set to zero and ready to use.
- If necessary, switch the weight display (see page 18).
- Stand on the scale and keep still.
- Read the weighing result off the digital display.
- If a load greater than 300 kg or 660 lbs is placed on the scale, **StOP** appears in the display.
- To switch off the scale, press the Start key again.



## Switching the weight display

The weight display can be switched between kilogrammes (kg) and pounds (lbs) or between kilogrammes (kg) and stones (sts).

- Switch on the scale using the green Start key. Weight is initially displayed in the last setting selected.
- To switch the weight display between kilogrammes and pounds, press the **kg/lbs/sts** key.
- The **kg** or **lbs** display lights up.
- To switch weight display between pounds and stones, hold down the **kg/lbs/sts** key for approx. 2 seconds. The **lbs** or **sts** display lights up.



## Automatic switch-off/economy mode

The scale automatically detects whether it is being operated on rechargeable batteries alone or whether it is connected to the mains.

- With rechargeable battery operation: automatic shut-down after 5 minutes.
- With mains operation: shut-down only via keypad.

## Taring weight display (TARE)

The Tare function is very useful if an additional weight, e.g. that of a chair, is to be ignored for weighing purposes.

Proceed as follows:

- Press the green Start key.



- First place the additional weight (e.g. the chair) on the scale and activate the Tare function by pressing and holding the **HOLD/TARE** key.



The display is reset to zero, **0.0** flashes in the display until weight is detected to be stable. Only then is the Tare function fully activated. The note "NET" appears.



- Now place the patient on the scale. The patient may remain seated.

The scale determines the weight of the additional load. You can now perform as many weighing operations as you like.

- Hold the key down again to deactivate the Tare function; the scale is then back in normal weighing mode and the tare value has been erased.
- The tare value is likewise erased by the scale being switched off.



## Store weight value (HOLD)

You can also continue displaying the weight determined once the load has been removed. This makes it possible to look after a patient first, before having to note the weight:

- Press the **HOLD/TARE** key whilst the load is on the scale.



"HOLD" appears in the digital display. The value is stored until the scale switches off automatically.



- The HOLD function can be switched off by pressing the **HOLD** key again.



**0.0** appears in the display if the scale has no load on it, otherwise the current weight. The "HOLD" display vanishes.

### Note:

**The HOLD and TARE functions can also be used simultaneously.**

## Body Mass Index (BMI)

Body Mass Index puts height and weight in relationship to one another, providing more accurate information than ideal Broca weight, for example. A tolerance range is given which is considered ideal for health. The Body Mass Index applies only to adults: these values are not relevant to children and young people.

- Press the Start key.  
**SECA**, **BBBBBB** and **0.0** appear consecutively in the display. The scale is then automatically set to zero and ready for operation.



- Press the **FUNC** key.  
The last function used appears in the display.



- Use the arrow keys to select the BMI function, **FU 1**. Activate the function by pressing the **FUNC** key again.



An arrow on the left-hand side of the display indicates which memory is set.



- Use the arrow keys to select the memory position under which you wish to record – or under which you have already recorded – the patient's height.



- Press the **FUNC** key again. The patient's recorded height will then appear on the display.



- You can use the arrow keys to adjust the value in increments according to the graduations displayed.



- Once the correct value is set, press the **FUNC** key again. The BMI function is now activated.



- Step on the scale and keep still.
- Read off the BMI on the digital display and compare it with the categories on page 21.

- To return to normal weighing mode, press the **FUNC** key.



- To switch off the scale, press the Start key again.





## Evaluating Body Mass Index:

Compare the value determined with the categories shown below.

- **BMI below 18:**

Warning, this patient weighs too little. There could be a tendency to anorexia. An increase in weight is recommended to improve well-being and performance. If in doubt, consult a specialist.

- **BMI between 18 and 20:**

Patient is at lower weight limit. If he feels well and is completely healthy, his weight can stay as it is.

- **BMI between 20 and 25:**

The patient is of a normal weight. He can stay as he is.

- **BMI between 25 and 30:**

The patient is slightly to moderately overweight. He should cut his weight if he is already ill (e.g. diabetes, hypertension, gout, fat metabolism disorders).

- **BMI over 30:**

Weight reduction is essential. Metabolism, cardiovascular system and bones are all under strain. A consistent diet, plenty of movement and behavioural training are all recommended. If in doubt, consult a specialist.

## Weighing with pre-Tare

If the pre-Tare function is activated, a stored weight value is deducted from the currently measured weight. This function is useful, for example, if the weight of a chair is not to be displayed.

Three different tare weights (chair weights) can be stored.

- Press the Start key.

**SECA**, **88888** and **0.0** appear consecutively in the display. The scale is then automatically set to zero and ready for operation.



- Press the **FUNC** key.

The last function used appears in the display.



- Use the arrow keys to select the pre-Tare function **FU 3**.



- Activate the function by pressing the **FUNC** key again.



An arrow on the left-hand side of the display indicates which memory is set.

- Use the arrow keys to select the desired memory for storing the additional weight or where a weight may already be stored.



- Press the **FUNC** key again. In the display you will see the tare value from the memory.



- You can use the arrow keys to adjust the value in increments according to the graduations displayed.
- Once the correct value is set, press the **FUNC** key again. The pre-Tare function is now activated.
- Place the chair associated with the stored tare value on the scale.
- Now place the patient on the scale. The patient may remain seated. Read the weighing result off the digital display.
- To return to normal weighing mode, press the **FUNC** key.
- To switch off the scale, press the Start key again.



**Tip:**

Note the weight on your chairs.

## Setting damping

Damping is useful for reducing weight determination malfunctions (due to patient movements, for example). The stronger the damping, the more slowly the weight display reacts. You can set damping to suit requirements.

- Press the **FUNC** key and keep it depressed for 2 seconds.



**FIL** and the current setting appear in the display:

- 0 = slight damping → fast determination of weight
- 1 = average damping → normal determination of weight
- 2 = strong damping → slow determination of weight

- Press an arrow key if you want to change the set value.



- Press the **FUNC** key again to store the displayed value. The scale is then back in normal weighing mode.



**The settings are retained even once the scale is switched off.**

## 6. Cleaning

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Clean the rubber surface and the housing as required using a domestic cleaning agent or commercially-available disinfectant. Follow the manufacturer's instructions.

Under no circumstances use abrasive or acid cleaners, white spirit, benzene or the like for cleaning. Such substances can damage the high-quality surfaces.

## 7. What do I do if...

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### ... no weight display comes on?

- Is the scale switched on?
- Check the batteries.
- Is the plug contact for connecting the display to the scale correctly connected?

### ... 0.0000 does not appear before weighing?

- Press the Start key again – there must not be any load on the scale – and only its feet should be in contact with the floor.

### ... one segment is illuminated constantly or not at all?

- The relevant segment has a fault. Inform Servicing.

### ... 5tOP appears in the display?

- Maximum load has been exceeded.

### ... the display flashes?

- If you have just activated the Hold or Tare function, please wait until the scale has detected a steady weight value. The display will then stop flashing.
- If there has been no activation of a function beforehand, remove the load from the scale and wait until 0.0 is displayed, then weigh again.

### ... the display tENP appears?

- The ambient temperature of the scale is too high or too low. Place the scale in an ambient temperature between +10 °C and +40 °C. Wait about 15 minutes for the scale to adapt to the ambient temperature and then weigh again.

### ... the display E and a number appear?

- Switch off the scale with the Start key and start the scale again. The scale will then work normally again.

If this is not the case, disconnect the power supply by briefly removing the batteries. If this measure is equally unsuccessful, inform the Service department.

## 8. Servicing

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Your seca scale leaves the factory with an accuracy greater than  $\pm 0.15\%$ . To ensure that this accuracy is maintained, the product must be carefully set up and regularly maintained. Depending on the frequency of use, we recommend servicing every 3 to 5 years. Please ensure that a qualified service agent is used. If in doubt, contact seca Customer Service for further information.

## 9. Technical data

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### Dimensions scale

width:	640 mm / 25.2 ins
height:	46 <sup>+10</sup> mm / 1.8 <sup>+0.4</sup> ins
depth:	600 mm / 23.6 ins

### Dimensions weighing platform

width:	600 mm / 23.6 ins
height:	46 <sup>+10</sup> mm / 1.8 <sup>+0.4</sup> ins
depth:	600 mm / 23.6 ins

### Height of figures

20 mm

### Weight

approx. 14.5 kg

### Temperature range

+10 °C to +40 °C

### EN 60 601-1:

Insulated equipment, Protection Class II:  
medical electrical equipment type B:



### Colour

silver grey/black

### Maximum load

300 kg / 660 lbs / 48 sts

### Minimum load

4 kg / 8.8 lbs / 0.64 sts

### Graduations

100 g/0.2 lbs

### Accuracy

greater than  $\pm 0.15\%$  /  $\pm 100$  g

### Batteries

6 type AA 1.5 V batteries/mains unit (option)

## 10. Accessories

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### Model dependent mains unit

Description: plug-in mains unit, Euro: 12 V / 130 mA

seca no.: 68-32-10-252

Description: plug-in mains unit, USA: 12 V / 150 mA

seca no.: 68-32-10-259

Description: desk-top mains unit, switchable, Euro

seca no.: 68-32-10-243

# 11. Disposal

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## Batteries

Do not throw used batteries away in domestic waste. Dispose of batteries at collection points in the vicinity. When buying new batteries, select those low in harmful substances and containing no mercury (Hg), cadmium (Cd) or lead (Pb).

## Disposing of the scale

If the scale can no longer be used, the responsible waste disposal association will be glad to advise you on the measures necessary to dispose of it properly.

# 12. Warranty

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A two-year warranty from date of delivery applies to defects attributable to poor materials or workmanship. All moveable parts - batteries, cables, mains units, rechargeable batteries etc. - are excluded. Defects which come under warranty will be made good for the customer at no charge on production of the receipt. No further claims can be entertained. The costs of transport in both directions will be borne by the customer should the equipment be located anywhere other than the customer's premises. In the event of transport damage, claims under warranty can be

honoured only if the complete original packaging was used for any transport and the scale secured and attached in that packaging just as it was when originally packed. All the packaging should therefore be retained.

A claim under warranty will not be honoured if the equipment is opened by persons not expressly authorised by seca to do so.

We would ask our customers abroad to contact their local sales agent in the event of a warranty matter.



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