

IN THE OFFICE BEFORE A TEST

1. **Verify That MM100 Rocker Switch Is OFF.**
2. **Confirm Battery Charge And Memory Available.** Connect the MM100 to computer and enter the Model 100 Program. Confirm connection to the MM100. If “Meter-Master is not connected” appears on the computer screen, see Section 5, “Troubleshooting”, in the MM100 Operating Instructions. The MM100 Interface Screen displays the remaining battery charge and data storage capacity of the connected instrument. Batteries last approximately 3 months with a full charge. Click on either “Change MM100 Settings” or “Clear MM100 Data” to clear MM100 memory of prior records.
3. **If Desired, Change Meter Type and Data Storage Interval.** The meter type is used only for testing the sensor’s location on the meter, not for recording data. Reinitialize the MM100 by clicking on “Change MM100 Settings”.

TO BEGIN A TEST

1. **Attach The Sensor Cable To The MM100.**
2. **Secure The Sensor To The Meter.** Refer to sensor locations given in this guide and in Appendix A of the MM100 Operating Instructions. Be sure that you have tightened the velcro strap(s) as much as possible in order to prevent sensor movement.
3. **Turn MM100 Recording On.** Press and release the side of the rocker switch with the LED (the switch will return to its middle position). The LED will light for 3 seconds, and the recording session will begin.
4. **Verify Sensor Position.** After the 3-second signal, the signal light will flash 30 times in unison with the meter dial movement. When

the MM100 is initialized for a small meter and some turbines, each flash represents 1/20 of a dial revolution (e.g., with a 100 gallon dial, the signal light flashes every 5 gallons). When initialized for a turbine meter preceded by an asterisk in Appendix A, each flash represents one magnetic pulse. You may press the rocker switch ON again (side with light) as often as desired in order to verify the sensor location. Whenever you change the sensor location, *wait 10 seconds to allow the electronics to settle before initiating a sensor test.*

5. **Fill Out Test Data Sheet.** Note beginning meter reading and the date/time. Ensure that all meter readings include at least all digits to the decimal place, including the exact position of the sweep hand on the dial face. Do not ignore digits normally ignored for billing purposes. A digit must be read for each rotating dial position, black and white, and each painted-on zero. Appendix B is a sample test data sheet.

TO END A TEST

1. **If Desired, Confirm Recording Accuracy.** Before ending the recording session, you may press the rocker switch ON to check if the MM100 is currently recording accurately (see “Verify Sensor Position” above). Alternating long-short flashes for 6 seconds indicates that the MM100 has powered-down due to low battery.
2. **Turn Meter-Master Recording Off.** Push rocker switch to OFF position.
3. **Fill Out Test Data Sheet.** Note the ending meter reading and the date/time.
4. **Remove Equipment.**

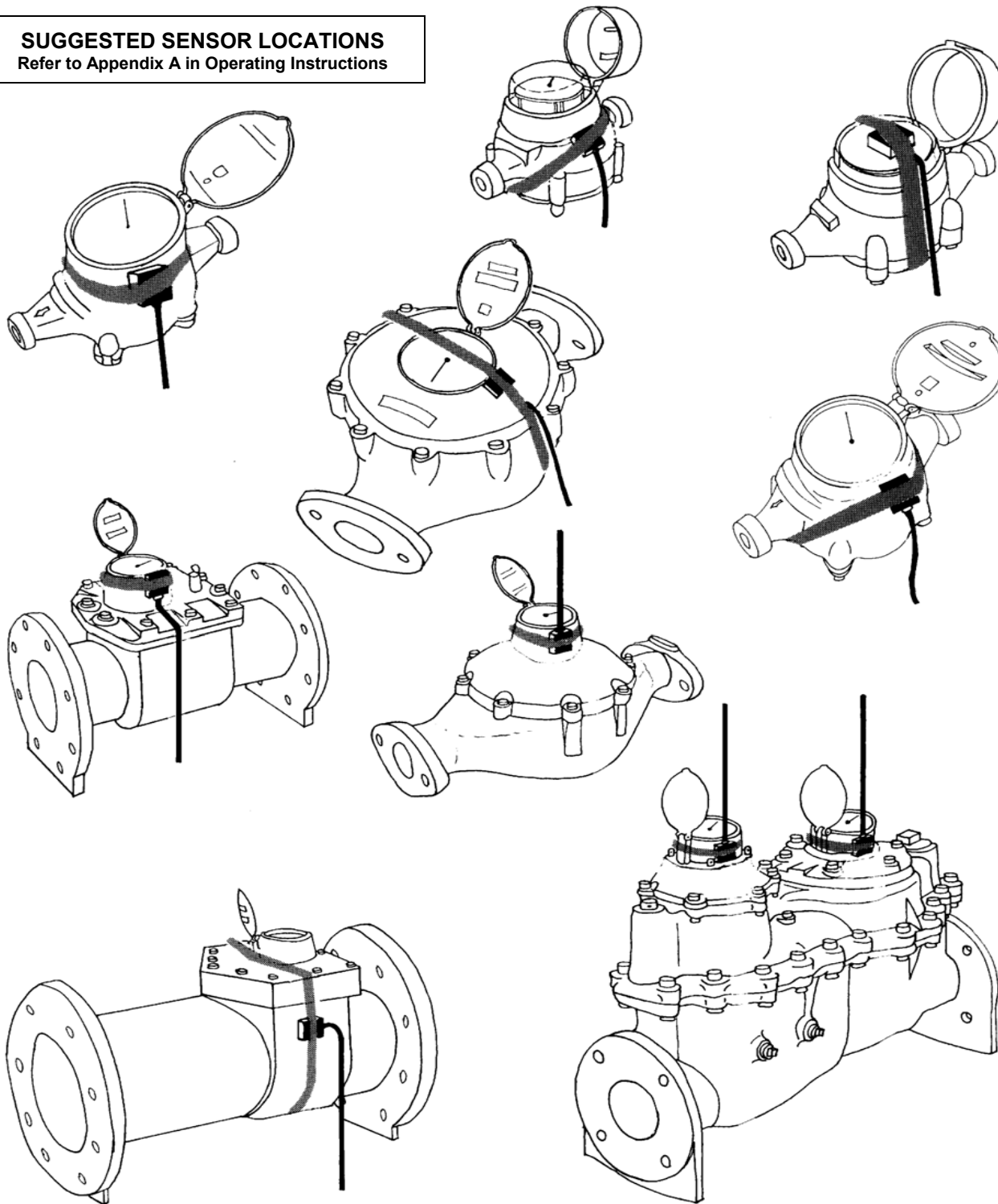
TO DOWNLOAD DATA AND CREATE GRAPHS/REPORTS

1. **Connect MM100 To Computer And, If Possible, To Battery Charger; Enter The Model 100 Program.** Connect the MM100 to computer, enter the Model 100 program, and confirm connection to the Meter-Master. Also charge the batteries if possible; batteries function best if they are charged often and stored attached to the charger.
2. **Download Data And Add Customer Information.** Click on the “Download Data” button and follow the prompts. For software instructions, see on-screen “Help” or the MM100 Operating Instructions.
3. **Create Graphs/Reports.** Change to the Graphs/Reports Screen by clicking the middle button at the top of the screen. Click the “Create Graphs/Reports” button and select the desired, downloaded Meter-Master database (*.mdb) file. When the Display Options Screen appears, choose the desired graph or report format and click OK. (For more information, see on-screen “Help” or the MM100 Operating Instructions.)

STORAGE

1. **Between Tests.** Keep the Meter-Master fully charged. If possible, leave the Meter-Master connected to the charger while in storage. If the MM100 cannot be plugged in, recharge the unit at least once every two months. Battery life is the same whether or not the instrument is recording.

SUGGESTED SENSOR LOCATIONS
Refer to Appendix A in Operating Instructions



MODEL 100EL

METER-MASTER
QUICK
REFERENCE
GUIDE

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