

### FIT THE BATTERIES

The 620 SERIES Integrating Sound Level Meter requires three AA batteries. Remove the battery compartment cover and fit the batteries **observing correct polarity**. Refit the battery cover.

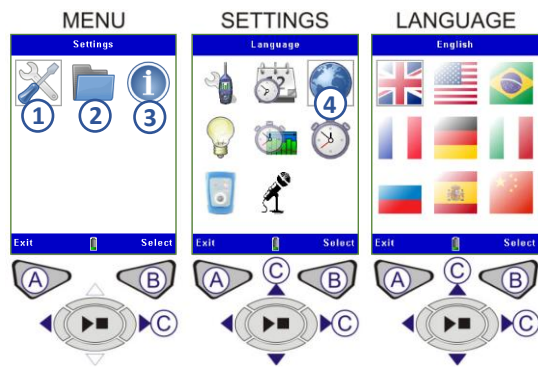
**Note:** The batteries can be zinc carbon, alkaline or rechargeable. **Do not mix battery types.**

### SWITCH ON

Press the **ON/OFF** Key - Figure 1 (3). Check the battery condition symbol shows good charge.

After the initialisation screen the measurement screen will be displayed in the STOP mode (red bar at the top and bottom of screen). Press the **Menu** Key to access settings, memory and instrument status.

### SETTINGS SCREEN (Refer to Figure 2)



1 – SETTINGS / 2 – MEMORY RESULTS / 3 – INSTRUMENT STATUS /  
A – BACK TO PREVIOUS SCREEN / B – MOVE TO NEXT SCREEN / C  
NAVIGATION CURSORS

Figure 2 Settings Screen

### SET LANGUAGE (Refer to Figure 2)

Select (1) Settings. Press (B) to continue. Use cursor keys (C) to select Language symbol (4). Press (B) to continue. Use cursor keys (C) to select Language. Press **Select** (B). Press **Exit** (A).

### SET TIME AND DATE (Refer to Figure 3)

Select (1) Settings. Press (B) to continue. Use cursor keys (C) to select Set Clock symbol (2). Press (B) to continue. Press **Edit** (B) and use cursor keys (C) to set the time. Press **Save** (B). Use cursor keys (C) to enable the date. Press (B) to edit. Repeat to alter the date as required. Press **Exit** (A) when finished.

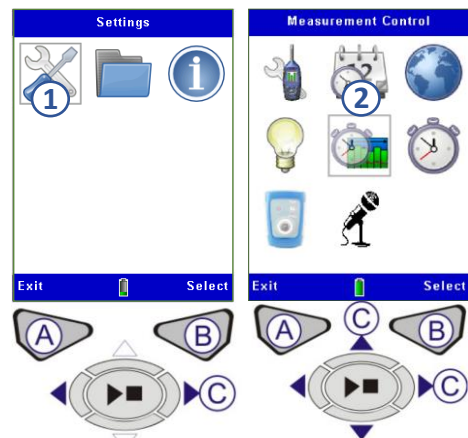


Figure 3 Set Time and date

### CALIBRATE (Refer to Figure 4)

Fit the acoustic calibrator over the removable microphone and push it home. Press the acoustic calibrator **ON/OFF** Key (1). The Instrument detects the signal and activates the calibration screen (yellow bar). Press (B). The Instrument will be calibrated and the word **PASSED** displayed. Press **Exit** (A) to go back to the Stop screen. Press and hold the acoustic calibrator **ON/OFF** Key to switch the calibrator off. Remove the acoustic calibrator.

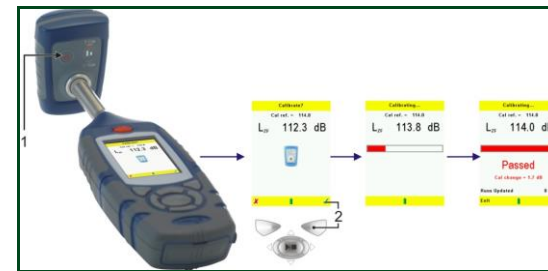


Figure 4 Calibration Screens

### SETUP (Refer to Figure 5)

On the **SETTINGS** screen, select (1) and press (B) to continue. Use cursor keys (C) to select **SETUP** (2). Press (B) to continue. Use cursor keys (C) to select the required measurement view for your local legislation. Refer to Operator's Manual for details on changing 'User View'.

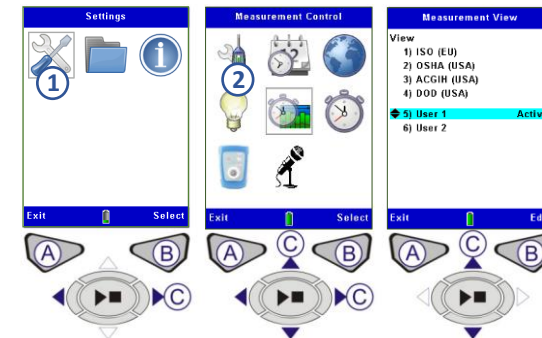


Figure 5 Settings Options

**BACKLIGHT** Refer to the Operator's Manual for details.

### RUN DURATION (Refer to Figure 6 and 7)

Use this feature if you require measurement runs of a set time duration. From the **SETTINGS** screen use cursor keys (C) to select **RUN DURATION** (1). Press (B) to continue. To edit **ACTIVATION** press **Edit** (B). Use cursor keys (C) to make changes. Press **Save** (B) to continue.

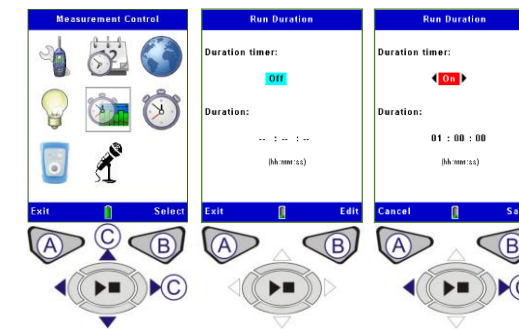
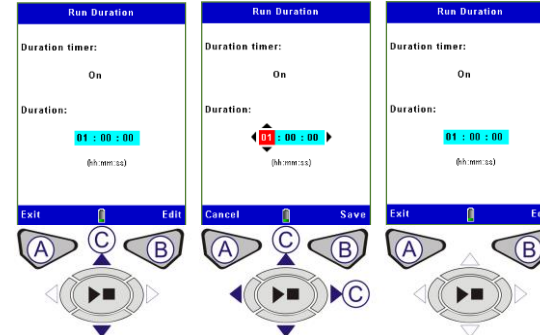


Figure 6 Run Duration

Use cursor key (C) to enable **DURATION** and press **Edit** (B) to continue. Use cursor keys (C) to set the Duration time. Press **Save** (B).



### CAL. REF. LEVEL (Refer to Figure 8)

Note this setting should only be accessed if using an acoustic calibrator whose output level is not exactly 114.0dB. From the **SETTINGS** screen (see Figure 2), use cursor keys (C) to select **CAL.REF. LEVEL**. Press (B) to continue. The dB Level will be highlighted. Press **Edit** (B). Use the cursor keys (C) to edit the dB Level. Press **Save** (B) to go back to the Cal. Ref. Level screen. Press **Exit** (A) to go back to Settings menu.

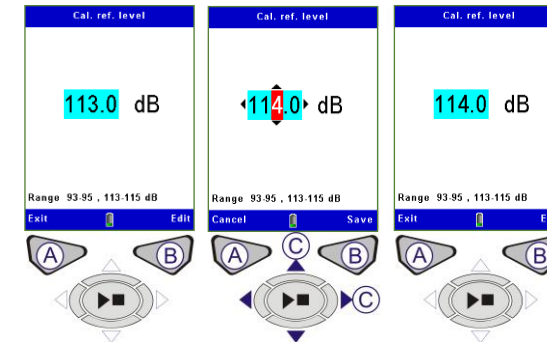


Figure 8 Cal. Ref. Level

### MEMORY RESULTS (Refer to Figure 9 and 10)

From **MENU** screen, use cursor keys (C) to select **MEMORY RESULTS** (1) and press (B) to continue. Use cursor keys (C) to select a Memory Result. Press (B) to select measurement. Use cursor keys (C) to select **VIEW RESULTS** (2) (See Figure 10 over page). Press **Select** (B) to continue. The selected Memory Results are displayed. For additional data press **View** (B).

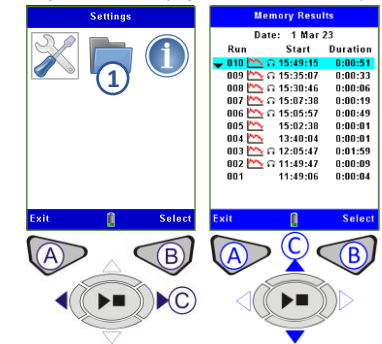


Figure 9 Memory Results

This screen displays detailed specific data for the saved Memory Results (Figure 10). This is read only data. To view this data in a graphical format, press **View** (B). The Octave values saved in the Memory Results are displayed in a graphical format. Use cursor keys (C) to move the vertical line across the graph. Each graph bar represents an octave level measured in Hz or kHz. Press **View** (B) again to view tabular octave results.

Use the cursor keys (C) to toggle between functions such as LMAX and LAEQ. To view tabular octave results, press **View** (B). The results stored for the octave band graph will display parameters LMAX and LEQ. Press **Exit** to leave the Memory Results or **View** (B) to cycle the Memory Results screens again. **Note:** 620 SERIES displays will vary depending on model variant.

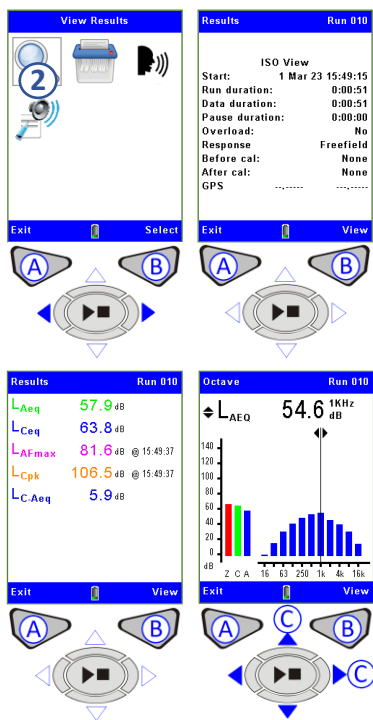


Figure 10 Memory Screens.

**DELETE MEMORY RESULTS** Refer to the Operator's Manual for details.

**TAKING MEASUREMENTS (Refer to Figure 11)**

Prior to taking a measurement, the instrument should be in 'STOP' mode (red bars) as shown in Figure 11.

**620 SERIES A models** – Press the **Run/Stop** Key (D) to go to the broadband (run) screen.

**620 SERIES B models** – **OCTAVE** screen. Press the **Run/Stop** Key (D) to go to the Octaves (run) screen.

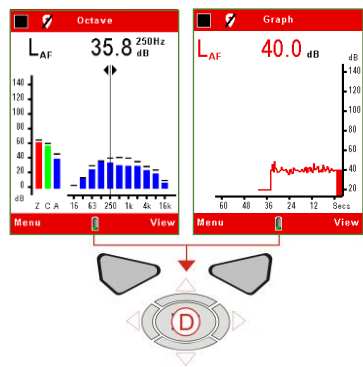


Figure 11 Stop Screens.

**RUN-SCREENS**

**All 620 SERIES Models** – The "Play" symbol is displayed in the top left-hand corner of the screen. The "Pause" symbol is in the bottom left-hand corner of the screen. The left-hand Soft Key (A) is the PAUSE/RUN feature. When Pause is selected, 'PAUSED!' will be displayed on the screen. The incremental run number and duration are always in the top right-hand corner of the screen. If the Run Duration Timer is set, a 'stopwatch' icon will appear next to the countdown timer. The Run Duration timer is enabled and disabled in SETTINGS (Refer to Figures 6 & 7). If the Run Duration is not set, the digital timer will count up until the run is stopped manually (by pressing D).

**620 SERIES A model (Refer to Figure 12).** The broadband values can be viewed as a bargraph on the Main screen, or as a graphical time history on the Graph screen. Pressing the **View** key (B) toggles between Graph and Main screens.

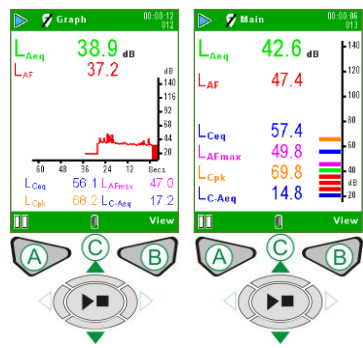


Figure 12 Main/Graph Screen.

**620 SERIES B Models (Refer to Figure 13).**

The 620 SERIES B model provides two additional octave screens shown in Figure 13. Use the **View** key (B) to toggle the four available screens. Use the **Left/Right** cursor keys (C) to move across the frequency bands (1) when in graphical view. Use the **Up/Down** cursor keys (C) to toggle between LMAX and LEQ Parameters (2).

Each graph bar represents an octave band measured in Hz or kHz. To view a table of the octave values, press **View** (B). In 1/3 octave, use the **Up/Down** cursor keys (C) to change displayed frequencies on the table.

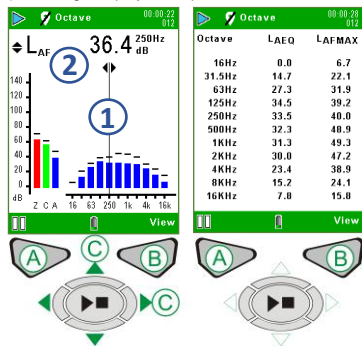


Figure 13 620 SERIES B (& C) Main Run Screens

The 620 SERIES B model will display all of the screens shown in Figure 12 and 13.

When the measurement run is finished, press the **Run/Stop** key (D), a confirmation screen will be shown, press **'Yes'** to end run.


**Note:** 620 SERIES displays will vary depending on model variant.


**STORAGE**

Switch the 620 SERIES off when not in use and remove the batteries if the unit is not going to be used for extended periods of time. Always protect the instrument from physical damage and water. It is recommended that the windshield be used at all times.

**Audio Recording – "Voice Notes" (new for 2023)**

Audio voice notes may be added prior to a measurement run (if selected) by speaking into the instrument microphone. The 2GB memory gives 33 hours of storage. To select, go to the Main Menu and select Settings (1 in Figure 3) then

navigate to the  icon and press the Select soft key (B).


Notes can be added retrospectively by going to the Main Menu then Memory Results (1 in Figure 9), selecting an appropriate measurement run and then selecting the  icon.

In both cases, a recording is made by pressing the corresponding REC soft key.

**Time History Storage (new for 2023)**

This new feature adds additional data sets which may be subsequently graphed when downloaded to a PC.

From the Main Menu, select Settings (1 in Figure 3) and select the

 measurement control icon. Choose either 1, 2, 5, 10, 15, 20, 30 second or 1, 2, 5, 10, 15, 20, 30, minute profiles or **Off** to disable.

For more detailed information, please refer to the instruments' user manual (HB3340).

**Field Guide**  
**620 SERIES Enhanced Sound Level Meters**



Figure 1 620 SERIES ENHANCED  
1 – Windshield (Covering Removable Microphone) 2 – Fixed Amplifier  
3 – ON/OFF Key 4 – Display 5 – Soft Keys 6 – Navigation Cursor Keys  
7 –Run/Stop Key

**INTRODUCTION**

This Quick Start Guide is to familiarise you with the instrument and get you up and running quickly. It is assumed this is the first time you have used the instrument. For this reason, we will explain how to install the batteries, switch ON, setup, calibrate, take measurements and store the instrument.

New features have been added for 2023; Audio recording, Time history profiling and GPS location.

We want you to get the best performance from the equipment and recommend you refer to the User Manual (HB3340) for more detailed information.