

## Storage and Handling

# Digital Data Logger Battery Guide

**It's time to change the battery in your Digital Data Loggers (DDLs)!** You need to change the battery in your DDLs about once every year. Since it's been about a year since you got your DDLs, please change your batteries now. This package includes 1 large paperclip and replacement batteries for all the DDLs at your site.

**Follow these instructions to replace the batteries in each DDL:**

### Step 1

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## Submit your data

- Stop the DDL and disconnect it from the probe.
- Download and submit the information stored on your DDL.
- After downloading files, the DDL should say "ready."



### Step 2

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## Remove the stickers

- Turn the DDL over and remove the square sticker with the calibration date.
- Remove the protective sticker that covers the battery cover: peel it from the small notch in the lower-left hand corner (sometimes this sticker comes off with the other sticker).
- Keep both stickers - they will go back on when you're done.



### Step 3

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## Remove the battery

- Use the paperclip or a coin to turn the battery cover clockwise to open it.
- Use the curved end of the paper clip to remove the battery.



### Step 4

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## Press in a new battery

- Insert a new battery with the writing facing up.
- Put the battery cover on by lining up the notches. Turn it counter clockwise to close it.
- Replace the stickers.
- Re-connect your DDL to the probe and re-start it.



You're all done! Your new battery should last about a year. If you have any issues, contact our Storage and Handling team at [tempcheck@phila.gov](mailto:tempcheck@phila.gov) or **215-685-6777**.