

ER-380/ER-380M Electronic Cash Register

# Operator's and Programming Manual



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Revision 2.0 - April 1, 2005

#### WARNING - U.S.

THIS EQUIPMENT GENERATES, USES AND CAN RADIATE RADIO FREQUENCY ENERGY, AND IF NOT INSTALLED AND USED IN ACCORDANCE WITH THE INSTRUCTIONS MANUAL, MAY CAUSE INTERFERENCE TO RADIO COMMUNICATIONS. IT HAS BEEN TESTED AND FOUND TO COMPLY WITH THE LIMITS FOR A CLASS A COMPUTING DEVICE PURSUANT TO SUBPART J OF PART 15 OF FCC RULES WHICH ARE DESIGNED TO PROVIDE REASONABLE PROTECTION AGAINST SUCH INTERFERENCE WHEN OPERATED IN A COMMERCIAL ENVIRONMENT. OPERATIONS OF THE EQUIPMENT IN A RESIDENTIAL AREA IS LIKELY TO CAUSE INTERFERENCE IN WHICH CASE THE USER, AT HIS OWN EXPENSE, WILL BE REQUIRED TO TAKE WHATEVER MEASURES MAY BE REQUIRED TO CORRECT THE INTERFERENCE.

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CET APPAREIL EST CONFORME AUX NORMES CLASS "A" D'INTERFERENCE RADIO TEL QUE SPECIFIER PAR MINISTRE CANADIEN DES COMMUNICATIONS DANS LES REGLEMENTS D'INTERFERENCE RADIO.

#### ATTENTION

The product that you have purchased may contain a battery that may be recyclable. At the end of its useful life, under various state and local laws, it may be illegal to dispose of the battery into the municipal waste system.

Check with your local solid waste officials for details concerning recycling options or proper disposal.

#### **Precaution Statements**

Follow these safety, servicing and ESD precautions to prevent damage and to protect against potential hazards such as electrical shock.

#### 1-1 Safety Precautions

- 1. Be sure that all built-in protective devices are replaced. Restore any missing protective shields.
- When reinstalling the chassis and its assemblies, be sure to restore all protective devices, including nonmetallic control knobs and compartment covers.
- Make sure there are no cabinet openings through which people - particularly children - might insert fingers and contact dangerous voltages.
   Such openings include excessively wide cabinet ventilation slots and improperly fitted covers and drawers.
- Design Alteration Warning:
   Never alter or add to the mechanical or electrical design of the SECR. Unauthorized alterations might create a safety hazard. Also, any design changes or additions will void the manufacturer's warranty.
- 5. Components, parts and wiring that appear to have overheated or that are otherwise damaged should be replaced with parts that meet the original specifications. Always determine the cause of damage or over- heating, and correct any potential hazards.

- 6. Observe the original lead dress, especially near the following areas: sharp edges, and especially the AC and high voltage supplies. Always inspect for pinched, out-of-place, or frayed wiring. Do not change the spacing between components and the printed circuit board. Check the AC power cord for damage. Make sure that leads and components do not touch thermally hot parts.
- 7. Product Safety Notice:

Some electrical and mechanical parts have special safety-related characteristics that might not be obvious from visual inspection. These safety features and the protection they give might be lost if the replacement component differs from the original - even if the replacement is rated for higher voltage, wattage, etc.

Components that are critical for safety are indicated in the circuit diagram by shading, ((A)) or (A). Use replacement components that have the same ratings, especially for flame resistance and dielectric strength specifications. A replacement part that does not have the same safety characteristics as the original might create shock, fire or other hazards.

#### **CAUTION**

Danger of explosion if battery is incorrectly replaced.

Replace only with the same or equivalent type recommended by the manufacturer.

Dispose used batteries according to the manufacturer's instructions.

#### ATTENTION

Il y a danger d'explosion s'il y a remplacement incorrect de la batterie.

Remplacer uniquement avec une batterie du même type ou d'un type équivalent recommandé par le constructeur.

Mettre au rebut les batteries usagées conformément aux instructions du fabricant.

#### 1-2 Servicing Precautions

**WARNING:** First read the-Safety Precautions-section of this manual. If some unforeseen circumstance creates a conflict between the servicing and safety precautions, always follow the safety precautions.

**WARNING:** An electrolytic capacitor installed with the wrong polarity might explode.

- 1. Servicing precautions are printed on the cabinet. Follow them.
- Always unplug the units AC power cord from the AC power source before attempting to:

   (a) Remove or reinstall any component or assembly
   (b) Disconnect an electrical plug or connector
   (c) Connect a test component in parallel with an electrolytic capacitor
- 3. Some components are raised above the printed circuit board for safety. An insulation tube or tape is sometimes used. The internal wiring is sometimes clamped to prevent contact with thermally hot components. Reinstall all such elements to their original position.
- After servicing, always check that the screws, components and wiring have been correctly reinstalled. Make sure that the portion around the serviced part has not been damaged.

- 5. Check the insulation between the blades of the AC plug and accessible conductive parts (examples: metal panels and input terminals).
- 6. Insulation Checking Procedure: Disconnect the power cord from the AC source and turn the power switch ON. Connect an insulation resistance meter (500V) to the blades of AC plug. The insulation resistance between each blade of the AC plug and accessible conductive parts (see above) should be greater than 1 megohm.
- 7. Never defeat any of the B+ voltage interlocks. Do not apply AC power to the unit (or any of its assemblies) unless all solid-state heat sinks are correctly installed.
- 8. Always connect an instrument's ground lead to the instrument chassis ground before connecting the positive lead; always remove the instrument's ground lead last.

#### 1-3 Precautions for Electrostatically Sensitive Devices (ESDs)

- 1. Some semiconductor (solid state) devices are easily damaged by static electricity. Such components are called Electrostatically Sensitive Devices (ESDs); examples include: integrated circuits and some field-effect transistors. The following techniques will reduce the occurrence of component damage caused by static electricity.
- Immediately before handling any semiconductor components or assemblies, drain the electrostatic charge from your body by touching a known earth ground. Alternatively, wear a discharging wriststrap device. (Be sure to remove it prior to applying power - this is an electric shock precaution.)
- 3. After removing an ESD-equipped assembly, place it on a conductive surface such as aluminum foil to prevent accumulation of electrostatic charge.
- 4. Do not use freon-propelled chemicals. These can generate electrical charges that damage ESDs.
- 5. Use only a grounded-tip soldering iron when soldering or unsoldering ESDs.

- Use only an anti-static solder removal device.
   Many solder removal devices are not rated as anti-static; these can accumulate sufficient electrical charge to damage ESDs.
- 7. Do not remove a replacement ESD from its protective package until you are ready to install it. Most replacement ESDs are packaged with leads that are electrically shorted together by conductive foam, aluminum foil or other conductive materials.
- Immediately before removing the protective material from the leads of a replacement ESD, touch the protective material to the chassis or circuit assembly into which the device will be installed.
- Minimize body motions when handling unpackaged replacement ESDs. Motions such as brushing clothes together, or lifting a foot from a carpeted floor can generate enough static electricity to damage an ESD.

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## Introduction

## **Using This Manual**

With this manual we hope to provide you with a means to use your *SAM4S* cash register to its fullest potential.

This manual is divided into six sections:

- "Introduction" on page 7, explains basic features and functions.
- "Operations" on page 17, guides you through the basic operation sequences.
- "Management Functions" on page 51, explains manager controlled functions, along with reports and balancing information.
- "S-Mode Programming" on page 57 provides instructions for secure programming usually done by the installing dealer prior to installation.
- "P-Mode Programming" on page 65 provides complete programming instructions, including PLU, function key programs, and system options. This section is recommended for use by storeowners and managers. Call your SAM4S dealer if you find you need programming assistance.
- "Sample Reports" on page 123 provides a sample of each register report.

The SAM4S ER-380 or ER-380M allows many different configurations. This manual was written with this in mind. Although we have tried to touch on all available options, your machine may differ.

If you have questions concerning the configuration of your *ER-380 or ER-380M*, contact your authorized *SAM4S* dealer.

#### **Using Flowcharts**

Flowcharts are used to supplement step-by-step instructions throughout this manual. For example, the following flowchart describes how to register \$1.00 into the **NLU1** key:

This flowchart means:

- 1. Press numeric key 1.
- 2. Press numeric key **0.**
- 3. Press numeric key **0.**
- 4. Press NLU #1.



Follow the flowchart from left to right, pressing the keys in the order they are shown. Numeric keypad entries are shown as square keys. PLU and function keys are shown as rectangular keys.

#### **Basic Features and Functions**

The SAM4S ER-380 is designed to fit into many different retail and restaurant environments.

Standard Features Include:

- High-speed thermal printer, featuring easy drop-and-print paper loading.
- Cash drawer with 5 bill and 5 coin compartments.
- Ten position front and rear displays with a rear pop-up display standard.
- 7-position control lock.
- 24-hour real-time clock with automatic day and date change.
- Four tax rates with value added tax (VAT) capability. Each tax rate is programmable for tax table look-ups and/or straight percentage tax programming. Tax rate 4 may be programmed to accommodate Canadian goods and services tax (GST).
- Operation for up to 10 clerks or cashiers with separate report totals.
- 4000 lines Electronic Journal are available.
- 500 Price Look Ups (PLUs) are available for open or preset item registration. For direct registrations, 12 NLUs (PLUs) are located on the *ER-380* keyboard.
- 20 Group totals to accumulate totals of individual PLUs that are assigned to each group. Each PLU can be assigned to up to three different groups.
- A programmable keyboard allowing customized placement of functions, as they are needed. (See "Function Key Descriptions" on page 17 for a list of available functions).
- Food stamp sorting and tendering for stores that accept food stamp payments.
- Check, Cash, and up to eight Charge keys.
- Management X and Z reports.
- One Standard RS-232C communications port for connection to an optional POS peripheral. The ER-380 can connect to a scale, kitchen printer, coin dispenser, pole display or a PC for polling and/or remote programming.

The SAM4S ER-380M includes the following additional features:

- Two-line 16 Character Alphanumeric Display.
- Two Standard RS-232C ports for optional POS peripherals.
- The *ER-380M* can be connected to a DataTran integrated payment appliance.

#### **ER-380 Display**

The ER-380 comes with a ten position front display. Annotations on the display window include:

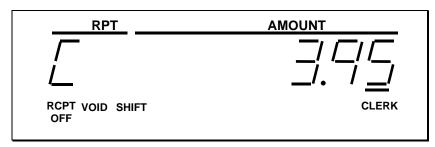
- **RPT**, where a counter appears when the same item is multiplied or repeated.
- The **AMOUNT** area shows the amount, i.e. price, subtotal or total.
- **RCPT OFF** indicates when the receipt is turned off.
- The **VOID** symbol illuminates during Void operations.
- The **SHIFT** symbol illuminates during Tax Shift operations.
- The **CLERK** segment remains illuminated as long as a clerk is signed on.



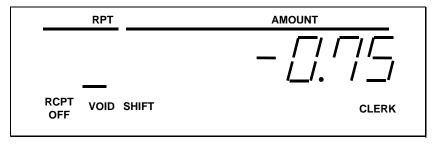
The front display offers supplemental descriptors that appear in the first two display positions (as shown). These descriptors help the operator by supplying additional information while operating the register, and may be accompanied by an error tone.

Supplemental descriptors include:

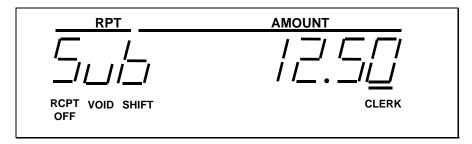
#### Change Due



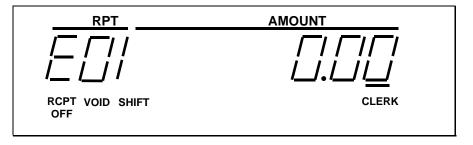
#### Negative Entry



#### Subtotal



#### **Numbered Error Conditions**



- **E00** SEQUENCE ERROR
- **E01** PLU NO DATA
- E02 CLERK ERROR
- **E03** AMOUNT COUNT OVER
- **E05** COMMUNICATION ERROR
- **E06** TIME AND DATE
- **E07** LIMIT OVER
- E08 INACTIVE
- **E09** X MODE ONLY
- E10 NONADD
- **E11** ADDCHECK ERROR
- E12 EAT IN REQUIRED
- E13 CLOSE CASH DRAWER
- E14 SCALE
- E15 COMPULSORY TARE
- E16 DECLARATION REQUIRED
- E17 OFF LINE
- E18 BUFFER FULL
- E19 REQ.SUBTOTAL
- **E20** PROMO ERROR
- E22 NO VOID PLU

| E23 | 232C SETUP ERROR  |
|-----|---|
| E24 | PRESET VALUE REQUIRED   |
| E25 | OPEN VALUE REQUIRED   |
| E26 | AMOUNT REQUIRED   |
| E27 | INVALID FUNCTION  |
| PER | PRINTER PAPER END   |
| PCO | PRINTER COVER OPEN  |
| PFP | SYSTEM ERROR (If this problem occurs, call the service engineer.) |
| E48 | ELECTRONIC JOURNAL FULL   |
|     |   |

## **ER-380M Display**

The ER-380M comes with a two-line 16-character backlit LCD display:



Messages and errors are directly displayed.

#### **Receipt Printer**

SAM4S SMT-210

• Print speed: 13.3 lines per second

• Print columns: 32

• Paper size: 2 1/4" (57.5 mm) width

#### Sample Receipt



ER-380

ELECTRONIC

CASH REGISTER

SIX LINE

PROGRAMMABLE

PREAMBLE MESSAGE

DATE 10/15/2003 SUN TIME 08:37

 HAMBURGER T1
 \$1.00

 TAX1 AMT
 \$0.06

 TOTAL
 \$1.06

 CASH
 \$10.00

 CHANGE
 \$8.94

ER-380

ELECTRONIC

CASH REGISTER

SIX LINE

PROGRAMMABLE

POSTAMBLE MESSAGE

CLERK 1 No.000001 00001



Pre graphic logo

6 line programmable preamble message

Date/Day

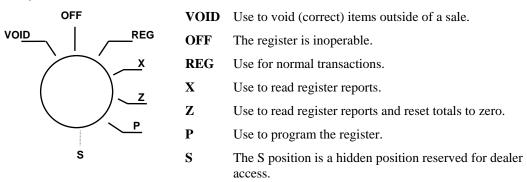
6 line programmable postamble

Clerk/Consecutive #/ Register #

Post graphic logo

#### **Control Lock**

The control lock has 7 positions, accessed with 5 keys. Each ECR is shipped with two full sets of keys.



Before performing any operations in Register Mode a clerk must be signed on. See "Clerk Sign-On/Sign-Off" for a description of clerk operations.

#### **Control Keys**

The *ER-380/380M* includes two sets of keys that may be used to access the following control lock positions.

| Key  | Positions Accessible            |  |
|------|---------------------------------|--|
| REG  | OFF, REG                        |  |
| VOID | VOID, OFF, REG, X               |  |
| Z    | VOID, OFF, REG, X, Z            |  |
| Р    | VOID, OFF, REG, $X$ , $Z$ , $P$ |  |
| С    | ALL POSITIONS                   |  |

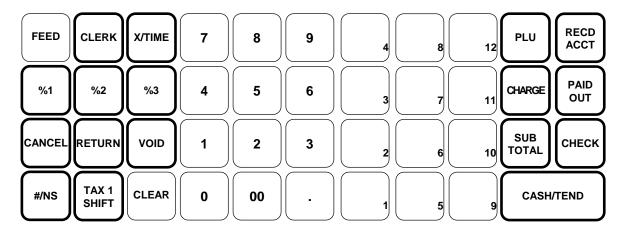
Note: Keys may be removed from the control lock in the OFF or REG positions.

## Keyboard

#### ER-380/ER-380M Keyboard

The *ER-380/ER-380M* keyboard is shown below with the default legends and key assignments. This configuration has 12 keyboard NLU locations.

Programmable key locations are shown with a bold border.



#### **Initial Clear**

CAUTION: Do not share this information with unauthorized users. Distribute the P Mode key only to those you may want to perform this function.

The initial clear function allows you to exit any register activity and return to a beginning or cleared state. Any transaction that is in progress will be exited and totals for that transaction will not be updated.

Here are some reasons you may want to perform an initial clear:

- The register is in an unknown state, and you wish to exit the current program or transaction without following normal procedures.
- You have performed a function that includes a compulsory activity and you wish to bypass the compulsion.
- An initial clear may be necessary as part of servicing, or troubleshooting.

Do not prform this procedure unless absolutely necessary. Contact your SAM4S dealer first if you have questions about operating or programming your SAM4S *ER-380/ER-380M*.

#### To Perform an Initial Clear:

- 1. Unplug the register.
- 2. Turn the control lock to the **P** position.
- Press and hold the key position where the SBTL key is located on the default keyboard layout.
- 4. While continuing to hold the **SBTL** key, plug the register into a power source.
- 5. The message "INITIAL CLEAR OK!" prints when the initial clear is complete.

## **Operations**

## **Function Key Descriptions**

Keys are listed in alphabetical order. Many of the keys described below are not included on the default keyboard. See "Function Key Assignment Programming" on page 61 to add or change programmable keys.

| Keyboard Legend  | Description  |  |
|------------------|--|--|
| #/NS             | Use as a non-add key to print a numeric entry (up to 9-digits) on the receipt. This entry will not add to any sales totals. The #/NS key is also used to open the cash drawer without making a sale.   |  |
| X/TIME           | Use to multiply a quantity of items or calculate split pricing on PLU entries.   |  |
| 00, 0-9, Decimal | Use to make numeric entries in <b>REG</b> , <b>X</b> , <b>Z</b> , <b>VOID</b> , or <b>P</b> positions. The decimal key is used for decimal or scale multiplication, when setting or entering fractional percentage discounts, or when programming fractional tax rates. Do not use the decimal key when making amount entries into PLUs.   |  |
| ADD CHECK        | Use to combine individual trays (such as in a cafeteria situation). Each tray subtotal can advance the consecutive number, depending on programming.   |  |
| CANCEL           | Cancels a transaction without updating PLU, or function key totals. The Cancel function may only be used prior to tendering. Once tendering begins, the Cancel function may no longer be used. The <b>CANCEL</b> key corrects the appropriate totals and counters and the Financial report records total of transactions canceled.   |  |
| CASH             | Use to finalize cash sales. Calculates the sale total including tax and opens the cash drawer. Change computation is allowed by entering an amount before pressing the <b>CASH</b> key. The cash drawer will open only if the amount tendered is equal to or greater than the total amount of the sale. Post tendering is also available should a second change calculation be necessary. Re-enter the tendered amount and press the <b>CASH</b> key to show the new change computation.  Press the <b>CASH</b> key a second time to issue a buffered receipt (up to 100 lines.) |  |

| Keyboard Legend                  | Description  |
|----------------------------------|--|
| CHECK                            | Use to finalize check sales. Calculates the sale total including tax, finalizes the sale, and opens the cash drawer. Change computation is allowed by entering an amount before pressing the <b>CHECK</b> key. The cash drawer will open only if the amount tendered is equal to or greater than the total amount of the sale. Change issued will be subtracted from the cash-in-drawer total.   |
| CHECK CASHING                    | Use to exchange a check for cash. Cash-in-drawer and check-in-drawer totals are adjusted.  |
| CHARGE (1-8)                     | Use to finalize charge sales. Calculates the sale total including tax, finalizes the sale, and opens the cash drawer. Change computation is allowed by entering an amount before pressing the <b>CHARGE</b> key. The cash drawer will open only if the amount tendered is equal to or greater than the total amount of the sale. Change issued will be subtracted from the cash-in-drawer total. |
|                                  | Up to 8 different charge function can be places on the keyboard.   |
| CHARGE #                         | Enter the charge code (1-8) and press the <b>CHARGE</b> # key to separate sales by type of charge and use only one function key on the keyboard.   |
| CLEAR                            | Use to clear entries made into the 10 key numeric pad or <b>X/TIME</b> key before they are printed. Also used to clear error conditions.   |
| CLERK                            | The register will not operate in register mode unless a clerk has been signed on. Direct or secret code sign on procedures accomplishes clerk sign-on.   |
|                                  | All entries made on the register will report to one of the 10 clerk totals. When a clerk is signed on, all entries following will add to that clerk's total until another clerk is signed on.  |
|                                  | To sign a clerk off, enter <b>0</b> (zero) and then press the <b>CLERK</b> key. The "CLOSEd" message displays. The register cannot be operated until another clerk is signed on. The current clerk must first be signed off before another clerk may be signed on.   |
| CONV (1-4)                       | The currency conversion function, allowed after subtotal, converts and displays the new subtotal at a preprogrammed exchange rate. Tendering is allowed after using the currency conversion function. Change is calculated and issued in home currency. The amount of foreign currency tendered is stored in a separate total on the Financial report, but not added to the drawer total.        |
| EAT-IN<br>TAKE OUT<br>DRIVE THRU | Eat-In, Take Out and Drive Thru are subtotal functions. In areas that have different tax rules for eat-in and take out sales, the <b>EAT-IN</b> , <b>TAKE OUT</b> and <b>DRIVE THRU</b> keys can be programmed to automatically exempt taxes.  |
|                                  | Sales may not be split between Eat-In, Take Out and Drive Thru.  |
|                                  | The <b>EAT-IN</b> , <b>TAKE OUT</b> and <b>DRIVE THRU</b> keys maintain separate totals on the Financial report.   |
| ERROR CORR                       | Use to correct the last entry. The <b>ERROR CORR</b> key corrects the appropriate totals and counters.   |
| F/S SHIFT                        | When pressed before a PLU entry, the <b>F/S SHIFT</b> key reverses the preprogrammed food stamp status of the PLU. For example, an item not food stamp eligible can be made food stamp eligible.   |

**Keyboard Legend** Description Displays the amount of the sale that is food stamp eligible. F/S SUB Use to tender food stamps for eligible sales. **F/S TEND** Macro keys may be programmed to record, and then later perform, up to **MACRO (1-10)** 50 keystrokes. For example, a macro key could be set to tender (preset tender) a common currency, such as \$5 into the cash key. **MDSE RETURN** Used to return or refund merchandise. Returning an item will also return any tax that may have been applied. **PAID OUT (1-3)** Use to record money taken from the register to pay invoices, etc. The paid out amount subtracts from the cash-in-drawer total. Paid outs are allowed outside of a sale only. %1-%5 Up to five % keys may be placed on the keyboard. Each % key is set with a specific function, such as item discount or surcharge, or sale discount or surcharge. The percent rate may be entered or preprogrammed, or the percent keys can be programmed with a negative open or preset price, thus acting as coupon keys. **PLU** The PLU key is used to register price lookups by number entry. PLUs can be programmed open or preset, and positive or negative. **PROMO** The **PROMO** key allows you to account for promotional items, as in "buy two, get one free". Pressing this key will remove an item's cost from the sale, but will include the sale of the item in the item's sales counter. Advances the receipt paper one line, or continuously until the key is **RECT FEED** released. The **RA** (received on account) key is used to record media loaned to the RECD ACCT (1-3) cash drawer, or payments received outside of a sale. The cash drawer will open. The amount received adds to the cash-in-drawer total. Use to make weight entries. When a scale is attached, press the scale key **SCALE** to show the weight in the display, then press (or enter) a PLU to multiply the weight times the price. When a scale is not attached, you can enter the weight (using the decimal key for fractions). PLUs may be programmed to require an entry through the scale key. The scale key can also be used to enter tares (container weights). Up to 5 different preset tare weights can be subtracted automatically when a specific PLU is registered, or manually inputting the tare number and pressing the SCALE key. Tare #5 can be programmed for entering tare weights manually. Displays subtotal of sale including tax. Must be pressed prior to a sale **SBTL** discount or sale surcharge. TAX EXEMPT Press the **TAX EXEMPT** key to exempt tax 1, tax 2, tax 3, and/or tax 4 from the entire sale. When pressed before a PLU entry, the tax shift keys reverse the tax status TAX (1-4) SHIFT of the PLU, i.e., a PLU with non-tax status would become taxable or a PLU with tax status would become non-taxable. **VOID** Use to correct an item entered earlier within a sale. The **VOID** key corrects the appropriate totals and counters. To correct the last item, use the **ERROR CORR** key. For void operations outside of a sale (Transaction Void), use the **VOID** position on the control lock. The Financial report records totals for each type of void separately.

#### **Keyboard Legend**

#### Description

#### **WASTE**

The **WASTE** key allows control of inventory by accounting for items that must be removed from stock due to spoilage, breakage or mistakes. Press the **WASTE** key before entering wasted items, and then press the **WASTE** key again to finalize. The **WASTE** key may be under manager control, requiring the control lock to be in the **X** position. The **WASTE** key is not allowed within a sale.

## Clerk Sign-On/Sign-Off

See "System Option Programming", to review your clerk options: (System option #2 allows you to select direct or code entry sign on, and option #3 allows you to select stay-down or pop-up operation.

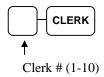
Depending on how your machine has been programmed, sign-on will take place only at the beginning of a shift (stay-down), or may have to be repeated for each transaction (pop-up). Normally, if your machine has been programmed for stay-down clerks, the clerk currently signed on must be signed off before another clerk may be signed on.

Check with your store manager to see which options have been selected for your register.

Before any transaction may take place, a clerk must be signed on. Clerk sign-on is accomplished in one of two ways:

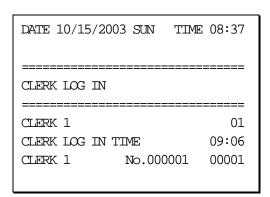
#### **Direct Sign-On**

If the direct sign-on method is selected, enter the clerk number and press the clerk key.



To sign the clerk off, enter 0 (Zero) and press the clerk key.





| DATE 10/15/2003 SUN                     | TIME 08:37 |
|---|------------|
| ======================================= | =======    |
| CLERK LOG OUT                           |            |
|   |            |
| CLERK 1                                 | 01         |
| CLERK LOG OUT OUT                       | 09:06      |
| CLERK 1 No.000                          | 0001 00001 |
|   |            |

#### **Coded Sign-On**

If the code entry sign-on method is selected, press the clerk key, enter the clerk code, and then press the clerk key again.



To sign the clerk off, enter 0 (Zero) and press the clerk key.



## **Receipt On and Off**

- 1. Turn the control lock to the X position.
- 2. To turn the receipt off, enter 9 9, press the SBTL key. Enter 1, press CASH.



3. To turn the receipt *on*, enter **9 9**, press the **SBTL** key. Enter **0**, press **CASH**.



## **PLU Registrations**

All registrations on ER-380/ER-380M are made into open or preset PLUs.

- In place of traditional department keys, NLU (number look up) keys are located directly
  on the keyboard. NLU keys are programmed to access a specific PLU. In the default
  configuration NLU key #1 will access PLU #1. See "NLU Code Number Programming"
  on page 116 if you wish to change the PLU assigned to a NLU key.
- When more items or categories are needed than the number of PLUs available on the keyboard, registrations can be into PLUs by entering the PLU code number and pressing the PLU key on the keyboard.

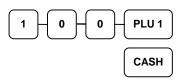
This system simplifies reporting by listing all items (regardless of how they are entered) on the PLU report, while reporting for groups of items or categories is available from the Group report.

#### **NLU (Keyboard PLU) Entries**

As you make PLU registrations, you can follow your entries by viewing the display. The digit marked **RPT** counts items as they are repeated or multiplied.

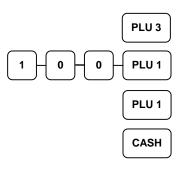
In the following examples:

- PLU1 is programmed for open entries, and is taxable by Tax 1.
- PLU2 is programmed for open entries, and is taxable by Tax 2.
- PLU3 is programmed with a preset price of \$3.00, and is taxable by Tax 1 and Tax 2.
- Tax 1 is programmed at 5%; Tax 2 is programmed at 10%.



|   | DATE 10/15/200  | 3 SUN  | TIME | 08:37            |
|---|-----------------|--------|------|------------------|
|   | PLU1 T1<br>TAX1 |        |      | \$1.00<br>\$0.05 |
|   | TOTAL           |        |      | \$1.05           |
| l | CASH            |        |      | \$1.05           |
|   | CLERK 1         | No.000 | 001  | 00001            |
| l |                 |        |      |                  |

#### Open Keyboard PLU Entry

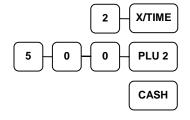


| DATE 08/15/200  | 3 SUN  | TIME | 03:15  |
|---|--------|------|--|
| PLU3 T12 PLU1 T1 PLU1 T1 TAX1 TAX2 TOTAL CASH CLERK 1 | No.000 | 001  | \$3.00<br>\$1.00<br>\$1.00<br>\$0.25<br>\$0.30<br>\$5.55<br>\$5.55 |
|   |        |      |  |

Single Preset Keyboard PLU

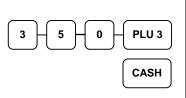
Single Open Keyboard PLU

Repeat Keyboard PLU Item



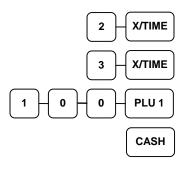
| DATE 08/15/ | 2003 SUN TIM | Œ 03:15 |
|-------------|--------------|---------|
| 2X          | @5.00        |         |
| PLU2 T2     |              | \$10.00 |
| TAX2        |              | \$1.00  |
| TOTAL       |              | \$11.00 |
| CASH        |              | \$11.00 |
| CLERK 1     | No.000001    | 00001   |
|             |              |         |

Multiple Quantity of a Keyboard PLU Entry



| DATE 08/15/200 | 3 SUN  | TIME 03:15 |
|----------------|--------|------------|
| PLU3 T12       |        | \$3.50     |
| TAX1           |        | \$0.18     |
| TAX2           |        | \$0.35     |
| TOTAL          |        | \$4.03     |
| CASH           |        | \$4.03     |
| CLERK 1        | No.000 | 001 00001  |
|                |        |            |

Preset Override of a Keyboard PLU



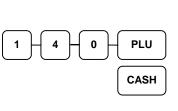
| DATE  | 08/15/2003 | 3 SUN  | TIME | 03:15  |
|-------|------------|--------|------|--------|
| 2@3F0 | OR.        | @1.00  |      |        |
| PLU1  | T1         |        |      | \$0.67 |
| TAX1  |            |        |      | \$0.03 |
| TOTAI | _          |        |      | \$0.70 |
| CASH  |            |        |      | \$0.70 |
| CLER  | Κ 1        | No.000 | 001  | 00001  |
|       |            |        |      |        |

Split Pricing PLU Entry

#### **Numeric PLU Entries**

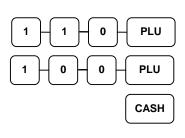
In the following examples:

- PLU110 is programmed open, and is taxable by Tax 1.
- PLU140 is programmed with a preset price of \$2.50, and is non-taxable.



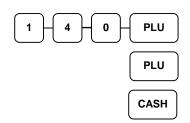
| DATE 08/15/20                      | 03 SUN | TIME | 03:15                               |
|------------------------------------|--------|------|-------------------------------------|
| PLU140<br>TOTAL<br>CASH<br>CLERK 1 | No.000 | 0001 | \$2.50<br>\$2.50<br>\$2.50<br>00001 |

Preset PLU Entry



| DATE 08/15/200             | 3 SUN  | TIME | 03:15                      |
|----------------------------|--------|------|----------------------------|
| PLU110 T1<br>TAX1<br>TOTAL |        |      | \$1.00<br>\$0.05<br>\$1.05 |
| CASH                       |        |      | \$1.05                     |
| CLERK 1                    | No.000 | 001  | 00001                      |
|                            |        |      |                            |

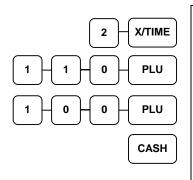
Single Open PLU Entry



| DATE 08/15/2003  | 3 SUN  | TIME | 03:15            |
|------------------|--------|------|------------------|
| PLU140<br>PLU140 |        |      | \$2.50<br>\$2.50 |
| TOTAL            |        |      | \$5.00           |
| CASH<br>CLERK 1  | No.000 | 001  | \$5.00<br>00001  |
|                  |        |      |                  |

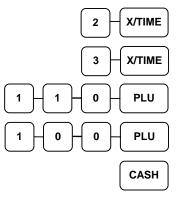
Single Preset PLU Entry

Repeat Entry



| DATE 08/15/20 | 03 SUN  | TIME | 03:15  |
|---------------|---------|------|--------|
| 2X            | @1.00   |      |        |
| PLU110 T1     |         |      | \$2.00 |
| TAX1          |         |      | \$0.10 |
| TOTAL         |         |      | \$2.10 |
| CASH          |         |      | \$2.10 |
| CLERK 1       | No.0000 | 001  | 00001  |
|               |         |      |        |

Multiple Quantity of a Open PLU Entry



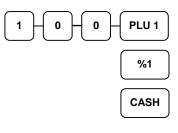
| DATE C | 08/15/2003 | SUN   | TIME | 03:15           |
|--------|------------|-------|------|-----------------|
| 2@3FOR | -          | @1.00 |      | \$0.67          |
| TAX1   |            |       |      | \$0.03          |
| TOTAL  | 1 No.      | 00001 |      | \$0.70<br>00000 |
|        |            |       |      |                 |

Split Pricing PLU Entry

## Percentage Key (%) Registrations

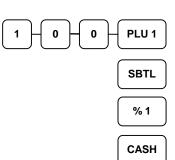
There are three percentage keys on the default *ER-380/ER-380M* keyboard. Through "Function Key Assignment Programming" (see page 61) up to five percentage keys may be placed on the keyboard. Each key is individually programmable to add or subtract, from an individual item or from a sale total, amounts (coupons) or percentages. You can also program the percentage key taxable or non-taxable, so that sales taxes are calculated on the net, or gross amount of the item or sale.

The operation examples in this section show the percentage key in a variety of configurations. See "%1-%5 Function Key Options" on page 108 to assign a specific function to each percentage key.



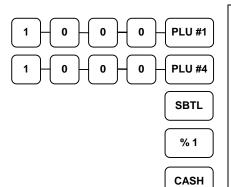
| DATE 08/15/200 | 3 SUN ' | TIME 03:15 |
|----------------|---------|------------|
| PLU1 T1        |         | \$1.00     |
| % 1            |         | 10.000%    |
| AMOUNT T1      |         | \$0.10     |
| TAX1           |         | \$0.06     |
| TOTAL          |         | \$1.16     |
| CASH           |         | \$1.16     |
| CLERK 1        | No.0000 | 01 00001   |
|                |         |            |

Preset 10% Surcharge on an Item



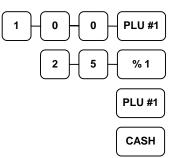
| DATE 08/15/200 | 3 SUN TIME 03:15   |
|----------------|--------------------|
| PLU1 T1<br>% 1 | \$1.00<br>-10.000% |
| AMOUNT T1      | -0.10              |
| TAX1           | \$0.05             |
| TOTAL          | \$0.95             |
| CASH           | \$0.95             |
| CLERK 1        | No.000001 00001    |
|                |                    |

Preset 10% Discount on a Sale



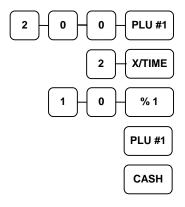
| DATE 08/15/200                        | 3 SUN  | TIME 03:15  |
|---------------------------------------|--------|---|
| PLU1 T1 PLU4 % 1 AMOUNT T1 TAX1 TOTAL |        | \$10.00<br>\$10.00<br>10.00%<br>\$2.00<br>\$0.55<br>\$22.55 |
| CASH<br>CLERK 1                       | No.000 | \$22.55   |

Preset 10% Surcharge on a Sale



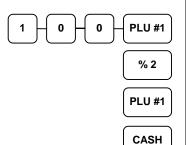
| DATE 08/15/20       | 03 SUN | TIME | 03:15           |
|---------------------|--------|------|-----------------|
| PLU1 T1<br>PLU1 CT1 |        |      | \$1.00<br>-0.25 |
| TAX1                |        |      | \$0.04          |
| TOTAL               |        |      | \$0.79          |
| CASH                |        |      | \$0.79          |
| CLERK 1             | No.000 | 001  | 00001           |
|                     |        |      |                 |

Store Coupon Entry (Open Amount Discount on an Item)



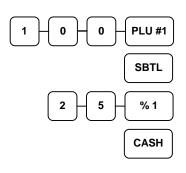
| DATE 08/15    | /2003 SUN | TIME | 03:15  |
|---------------|-----------|------|--------|
| PLU1 T1<br>2X | @0.10     |      | \$2.00 |
| PLU1 CT1      |           |      | -0.20  |
| TAX1          |           |      | \$0.09 |
| TOTAL         |           |      | \$1.89 |
| CASH          |           |      | \$1.89 |
| CLERK 1       | No.000    | 001  | 00001  |
|               |           |      |        |
|               |           |      |        |

Multiple Store Coupon Entry (Open Amount Discount on an Item)



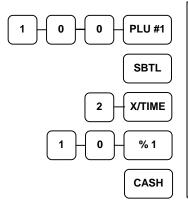
| DATE 08/15/200 | 3 SUN  | TIME | 03:15  |
|----------------|--------|------|--------|
| PLU1 T1        |        |      | \$1.00 |
| PLU1 CT1       |        |      | -0.50  |
| TAX1           |        |      | \$0.03 |
| TOTAL          |        |      | \$0.53 |
| CASH           |        |      | \$0.53 |
| CLERK 1        | No.000 | 001  | 00001  |
|                |        |      |        |

Preset Store Coupon (Preset Amount Discount on an Item)



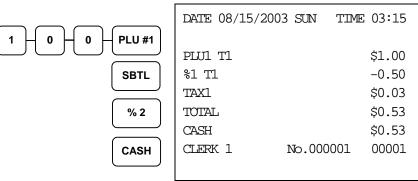
| DATE                  | 08/15/2003 | 3 SUN  | TIME | 03:15                     |
|-----------------------|------------|--------|------|---------------------------|
| PLU1<br>%1 T1<br>TAX1 |            |        |      | \$1.00<br>-0.25<br>\$0.04 |
| TOTAL                 | ı          |        |      | \$0.79                    |
| CASH                  |            |        |      | \$0.79                    |
| CLERK                 | 1          | No.000 | 001  | 00001                     |
|                       |            |        |      |                           |

Vendor Coupon Entry (Open Amount Discount on a Sale)



| DATE 08/15 | /2003 SUN | TIME 03:15 |
|------------|-----------|------------|
| PLU1 T1    |           | \$1.00     |
| 2X         | @0.10     |            |
| %1 T1      |           | -0.20      |
| TAX1       |           | \$0.04     |
| TOTAL      |           | \$0.84     |
| CASH       |           | \$0.84     |
| CLERK 1    | No.000    | 0001 00001 |
|            |           |            |

Multiple Vendor Coupon Entry (Open Amount Discount on a Sale)



## Discount on a Sale)

Preset Vendor

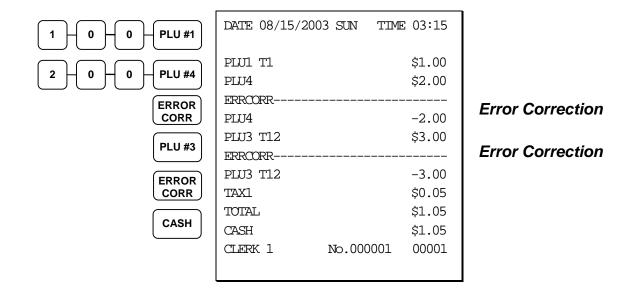
Coupon Entry

(Preset Amount

## **Void and Correction Operations**

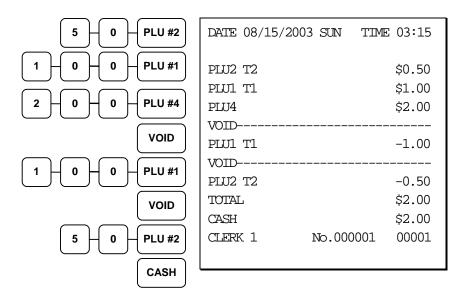
#### **Error Correct**

The error correct function voids the last item entered, provided no other key has been pressed.



#### **Previous Item Void**

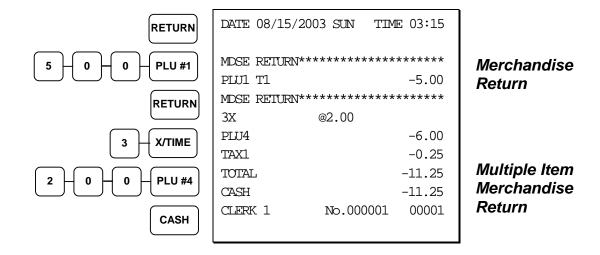
The previous item void function allows the correction of any item previously entered in the current transaction.

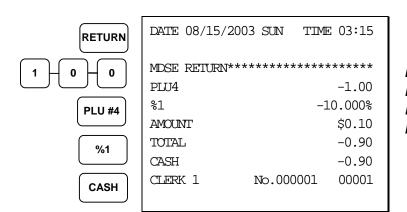


Previous Item Void

#### **Merchandise Return**

Merchandise returns usually are registered as part of a separate transaction, or as part of a transaction where other merchandise is sold. Press the **RETURN** key before entering the related PLU. Tax is credited if the item being returned is taxable.

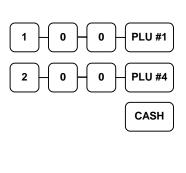




Merchandise Return of Discounted Merchandise

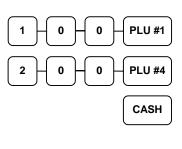
#### **VOID Control Lock Position (Transaction Void)**

Most operations that can be performed with the control lock in the **REG** position, can also be done with the control lock in the **VOID** position. **VOID** position operations will adjust all sale totals, and the **VOID** (Transaction Void) position carries its own total on the Financial report.



| DATE 08/15/200 | 3 SUN  | TIME | 03:15  |
|----------------|--------|------|--------|
| PLU1 T1        |        |      | \$1.00 |
| PLU4           |        |      | \$2.00 |
| TAX1           |        |      | \$0.05 |
| TOTAL          |        |      | \$3.05 |
| CASH           |        |      | \$3.05 |
| CLERK 1        | No.000 | 0001 | 00001  |
|                |        |      |        |

Original Transaction



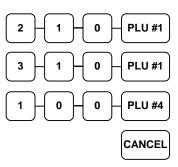
| DATE 08 | 3/15/2003     | SUN     | TIME  | 03:15 |
|---------|---------------|---------|-------|-------|
| VOID MO | ODE*****<br>l | *****   | ***** | -1.00 |
| PLU4    |               |         |       | -2.00 |
| TAX1    |               |         |       | -0.05 |
| TOTAL   |               |         |       | -3.05 |
| CASH    |               |         |       | -3.05 |
| CLERK 1 | L             | No.0000 | 001   | 00001 |
|         |               |         |       |       |

Transaction Void of Original Transaction

#### Cancel

Press the **CANCEL** key anytime during a transaction to cancel that transaction. (This is not a tender key.) Transactions of up to a maximum of 150 items may be canceled.

The only total affected is the Cancel total, to which the total of all positive entries is added.



| DATE 08/15/20              | 03 SUN | TIME  | 03:15                      |
|----------------------------|--------|-------|----------------------------|
| PLU1 T1<br>PLU1 T1<br>PLU4 |        |       | \$2.00<br>\$3.00<br>\$1.00 |
| CANCEL*****                | *****  | ***** | *****                      |
| CLERK 1                    | No.00  | 0001  | 00001                      |
|                            |        |       |                            |

Canceled Transaction

# **Subtotal Operations**

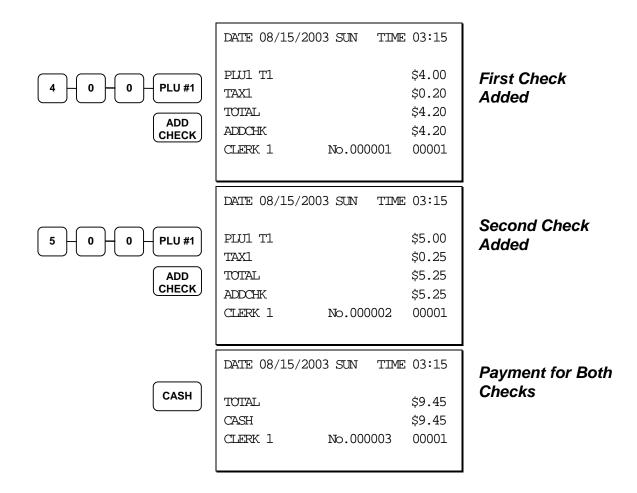
#### Subtotal

Press the **SBTL** key at anytime during a transaction to view the total due, including tax and after adjustments. The display will indicate **Sub** for subtotal.

#### **Add Check (Tray Subtotal)**

In a cafeteria, use the **ADD CHECK** key to add multiple trays that are paid by a single individual (i.e. Dad pays all the trays for the family.)

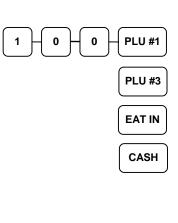
Press the **ADD CHECK** key after each order, and **SBTL** for the total of all orders. Finalize with any tender key as you would a normal sale.



### Eat-In/Take-Out/Drive Thru Operations

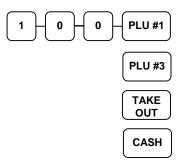
In a restaurant, **EAT-IN**, **TAKE-OUT** and **DRIVE THRU** keys can be set up to provide totals for each type of sale. The **EAT-IN**, **TAKE-OUT** and **DRIVE THRU** keys may also be set up to remove taxes. For example, if your state charges sales tax for food consumed on the premises, while not charging sales tax for food taken home, sales tax can be exempted with the **TAKE-OUT** key. See "DRIVE THRU / EAT IN / TAKE OUT - Function Key Options" on page 100 to set up tax status for these keys.

After registering all items, press **EAT-IN**, **TAKE-OUT** or **DRIVE THRU** (as you would use the Subtotal key), and then finalize the sale as you normally would.



| DATE  | 08/15/2003 | SUN TIM   | E 03:15 |
|-------|------------|-----------|---------|
|       |            |           | +1 00   |
| PLU1  | T1         |           | \$1.00  |
| PLU3  | T12        |           | \$3.00  |
| TAX1  |            |           | \$0.20  |
| TAX2  |            |           | \$0.30  |
|       | ==== E     | ATIN ==== |         |
| TOTAL | ı          |           | \$4.50  |
| CASH  |            |           | \$4.50  |
| CLERK | 1 :        | No.000001 | 00001   |
|       |            |           |         |

EAT IN Transaction (Tax is Charged)



| DATE         | 08/15/2003 SUN | TIME 03:15       |
|--------------|----------------|------------------|
| PLU1<br>PLU3 |                | \$1.00<br>\$3.00 |
|              | ==== TKOUT     | ====             |
| TOTAL        | ı              | \$4.00           |
| CASH         |                | \$4.00           |
| CLERK        | 1 No.00        | 0001 00001       |
|              |                |                  |

TAKE OUT
Transaction (Tax
is Removed from
Taxable Items)



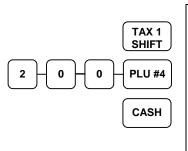
| DATE 08/15/2003 | 3 SUN   | TIME | 03:15  |
|-----------------|---------|------|--------|
| PLU3 T12        |         |      | \$3.00 |
| ==== ]          | DVIHR = | ===  |        |
| TOTAL           |         |      | \$3.00 |
| CASH            |         |      | \$3.00 |
| CLERK 1         | No.000  | 001  | 00001  |
|                 |         |      |        |

DRIVE THRU Transaction (Tax is Removed from Taxable Items)

# **Tax Shift Operations**

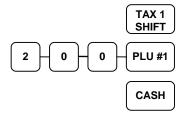
When tax shift operations are performed, the shift light on the display will illuminate.

- To charge a tax or taxes on a non-taxable item press the appropriate tax shift key or keys prior to making the non-taxable PLU entry.
- To except a tax or taxes on a taxable item press the appropriate tax shift key or keys prior to making the taxable PLU entry.
- To except a tax or taxes from an entire sale, press the appropriate tax shift key or keys prior to finalizing the transaction.



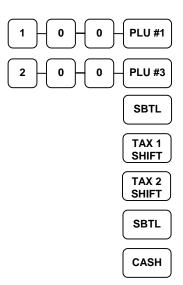
| DATE 08/15/200 | 3 SUN  | TIME | 03:15  |
|----------------|--------|------|--------|
| PLU4 T1        |        |      | \$2.00 |
| TAX1           |        |      | \$0.10 |
| TOTAL          |        |      | \$2.10 |
| CASH           |        |      | \$2.10 |
| CLERK 1        | No.000 | 001  | 00001  |
|                |        |      |        |

To Charge Tax On A Non-Taxable PLU



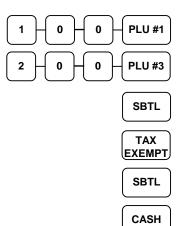
| DATE 08/15/200                   | 3 SUN  | TIME | 03:15                               |
|----------------------------------|--------|------|-------------------------------------|
| PLU1<br>TOTAL<br>CASH<br>CLERK 1 | No.000 | 0001 | \$2.00<br>\$2.00<br>\$2.00<br>00001 |
|                                  |        |      |                                     |

To Except Tax On A Taxable PLU



| DATE 08/15/200 | 3 SUN  | TIME | 03:15  |
|----------------|--------|------|--------|
| PLU1 T1        |        |      | \$1.00 |
| PLU3 T12       |        |      | \$2.00 |
| TOTAL          |        |      | \$3.00 |
| CASH           |        |      | \$3.00 |
| CLERK 1        | No.000 | 001  | 00001  |
|                |        |      |        |

To Except Specific Taxes On Entire Sale

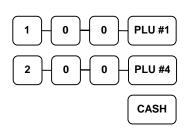


| _ |                     |          |      |                  |
|---|---------------------|----------|------|------------------|
|   | DATE 08/15/         | 2003 SUN | TIME | 03:15            |
|   | PLU1 T1<br>PLU3 T12 |          |      | \$1.00<br>\$2.00 |
|   | TOTAL               |          |      | \$3.00           |
|   | CASH                |          |      | \$3.00           |
|   | CLERK 1             | No.000   | 0001 | 00001            |
|   |                     |          |      |                  |
|   |                     |          |      |                  |

To Except Tax On Entire Sale with Pre-Programmed Tax Exempt Key

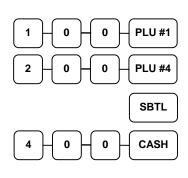
# **Tendering Operations**

#### Cash



| DATE 08/15/200  | 3 SUN  | TIME | 03:15            |
|-----------------|--------|------|------------------|
| PLU1 T1<br>PLU4 |        |      | \$1.00           |
| TAX1            |        |      | \$2.00           |
| TOTAL<br>CASH   |        |      | \$3.05<br>\$3.05 |
| CLERK 1         | No.000 | 001  | 00001            |

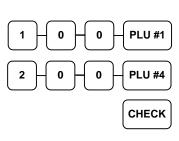
Cash Tender (exact amount of purchase)



| DATE 08/15/200  | 3 SUN  | TIME 03 | :15 |
|-----------------|--------|---------|-----|
| PLU1 T1<br>PLU4 |        |         | .00 |
| TAX1            |        | \$0     | .05 |
| TOTAL           |        | \$3     | .05 |
| CASH            |        | \$4     | .00 |
| CHANGE          |        | \$0     | .95 |
| CLERK 1         | No.000 | 001 00  | 001 |
|                 |        |         |     |

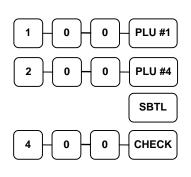
Cash Tender with Change

#### Check



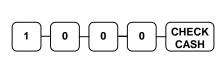
| DATE 08/15/20 | 003 SUN | TIME | 03:15  |
|---------------|---------|------|--------|
| PLUI T1       |         |      | \$1.00 |
| PLU4          |         |      | \$2.00 |
| TAX1          |         |      | \$0.05 |
| TOTAL         |         |      | \$3.05 |
| CHECK         |         |      | \$3.05 |
| CLERK 1       | No.000  | 0001 | 00001  |
|               |         |      |        |

Check Tender (exact amount of purchase)



| DATE 08/15/200  | 3 SUN    | TIME | 03:15            |
|-----------------|----------|------|------------------|
| PLU1 T1<br>PLU4 |          |      | \$1.00<br>\$2.00 |
| TAX1            |          |      | \$0.05           |
| TOTAL<br>CHECK  |          |      | \$3.05<br>\$4.00 |
| CHANGE          | NT- 0000 | NO1  | \$0.95           |
| CLERK 1         | No.0000  | JUT  | 00001            |

# Check Tender with Change

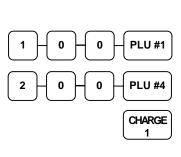


| DATE 08/15/2003 | 3 SUN  | TIM | E 03:15 |  |
|-----------------|--------|-----|---------|--|
| *** CHK         | CASH * | **  |         |  |
| CHECK           |        |     | \$10.00 |  |
| CASH            |        |     | -10.00  |  |
| CLERK 1         | No.000 | 001 | 00001   |  |
|                 |        |     |         |  |

**Check Cashing** 

### Charge

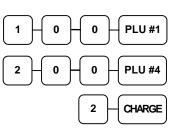
Tendering and over tendering into charge keys is allowed.



| - 1 |                |       |      |        |
|-----|----------------|-------|------|--------|
|     | DATE 08/15/200 | 3 SUN | TIME | 03:15  |
|     |                |       |      |        |
|     | PLU1 T1        |       |      | \$1.00 |
|     | PLU4           |       |      | \$2.00 |
|     | TAX1           |       |      | \$0.05 |
|     | TOTAL          |       |      | \$3.05 |
|     | CHARGE1        |       |      | \$3.05 |
|     | CLERK 1        | No.00 | 0001 | 00001  |
|     |                |       |      |        |

Charge Total

If code entry charges are used:

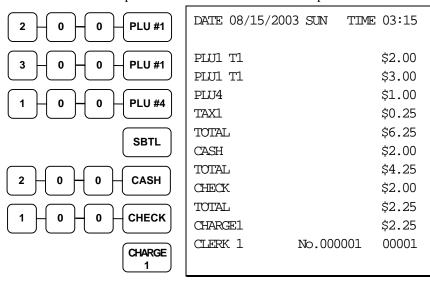


| DATE 08/15/2003    | 3 SUN   | TIME | 03:15            |
|--------------------|---------|------|------------------|
| PLU1 T1            |         |      | \$1.00           |
| PLU4<br>TAX1       |         |      | \$2.00<br>\$0.05 |
| TOTAL              |         |      | \$3.05           |
| CHARGE2<br>CLERK 1 | NT- 000 | 0001 | \$3.05           |
|                    | No.000  | JUUT | 00001            |
|                    |         |      |                  |

Charge Total

### **Split Tender**

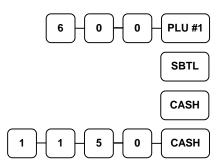
The drawer will not open until the final balance has been paid.



Cash, Check & Charge Payments on the Same Transaction

### **Post Tendering**

Post tendering is available for computing change after a sale has been finalized. (See option #6 in "System Option Programming" to enable post tendering.) The second cash entry is compared to the sale total and the difference is displayed



| DATE 08/15/200 | 3 SUN   | TIME | 03:15  |
|----------------|---------|------|--------|
| PLU1 T1        |         |      | \$6.00 |
| TAX1           |         |      | \$0.30 |
| TOTAL          |         |      | \$6.30 |
| CASH           |         |      | \$6.30 |
| CLERK 1        | No.0000 | 001  | 00001  |
|                |         |      |        |

Post Tender

# **Receipt on Request**

If a customer requests a receipt after a sale has been finalized, a second depression of the **CASH** key will issue a complete buffered receipt.

# **Training Mode**

A training mode is available so that you can operate the cash register without updating totals and counters. Note the following conditions:

- Print the message "TRAINING MODE BEGIN" when training mode is activated.
- Print the message "TRAINING MODE END" when training mode is exited.
- The message "TRAINING MODE" prints while training mode is active (if print option #13 is set to yes.)
- The total and counter on the financial report labeled "TRAIN TTL" is updated with the net amount of each training transaction.

#### To Enter Training Mode

- 1. Turn the control lock to the  $\mathbf{X}$  position.
- 2. Enter **88**, press **SBTL**, enter 4 digit secret training code, press **X/TIME**, press **CASH**. (See System Option program to set traing mode code.)

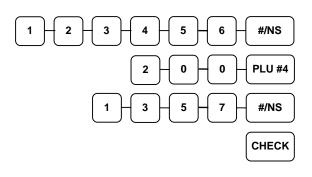
#### To Exit Training Mode

- 1. Turn the control lock to the **X** position.
- 2. Enter 88, press SBTL, enter 0000, press X/TIME, press CASH.

## **Non-Add Number**

With the #/NS key, you can enter a memo number at any time and print the number on the printer paper. The non-adding number is not added to the sale, nor is it added to any register total, except the # key total itself. You can enter a number up of up to 9 digits. For example:

- Enter a number prior to a PLU entry to print a record of the item's SKU number.
- Enter a number prior to a Check tender to print a record of the check number.
- Enter a number prior to a Charge to print a record of the charge account number.



| DATE 08/15/200 | 3 SUN : | TIME 03:15 |
|----------------|---------|------------|
| NON-ADD#       |         | 123456     |
| PLU4 T1        |         | \$2.00     |
| TAX1           |         | \$0.10     |
| TOTAL          |         | \$2.10     |
| NON-ADD#       |         | 1357       |
| CHECK          |         | \$2.10     |
| CLERK 1        | No.0000 | 01 00001   |

### No Sale

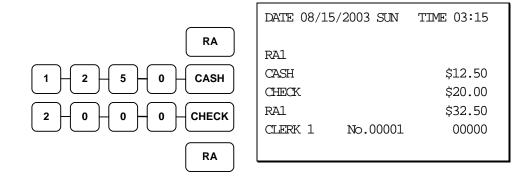
Outside of a transaction you can press the #/NS key to open the cash drawer. The number of no sales are counted and reported on the financial report. The no sale function can also be placed under management control, requiring the control key to be in the X position.



| DATE 08/15/2 | 2003 SUN TIM | Œ 03:15 |
|--------------|--------------|---------|
| NOSALE       |              |         |
| CLERK 1      | No.000001    | 00001   |

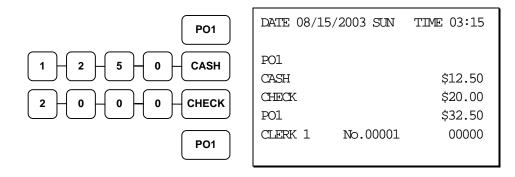
### **Received on Account**

Use the **RECD ACCT** key to record payments or loans to the cash drawer. You can enter more than one type of payment to the drawer. The Received on Account function can only be used outside of a transaction.



### **Paid Out**

Use the **PAID OUT** key to record payments or loans from the cash drawer. You can enter more than one type of payment to the drawer. The Paid Out function can only be used outside of a transaction.



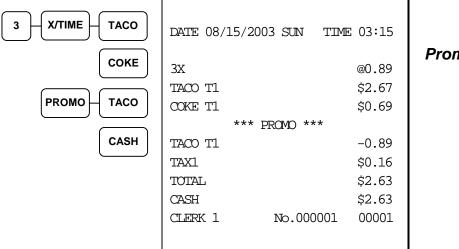
#### **Received on Account and Paid Out Note:**

You can record charges received on account and paid out. If you are using direct charge function keys, enter the amount of the charge and press the appropriate CHARGE key directly. If you are using the CHARGE # function key, enter the amount of the charge and the number of the charge before pressing the CHARGE # key. For example to record \$5.00 received on account to charge #1 via the CHARGE # key:

Press RA Press 5001 Press CHARGE # Press RA to finalize

#### **Promo Function**

The **PROMO** key allows the operator to account for promotional items (i.e. buy two, get one free). By design, this key will remove the items cost from the sale, but not the count. In the example of buy two, get one free, the reported count remains three items, but the customer is only charged for two.

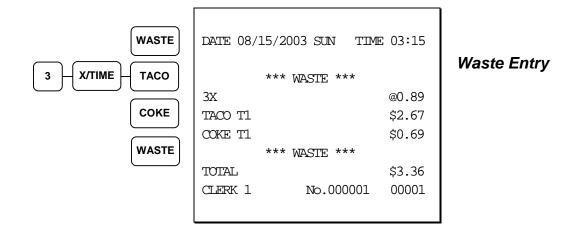


#### Promo Entry

#### **Waste Function**

The **WASTE** key allows control of inventory by accounting for items that must be removed from stock due to spoilage, breakage, or mistakes. With manager control, the **WASTE** key requires the control lock to be in the **X** position. The **WASTE** key is not allowed within a sale.

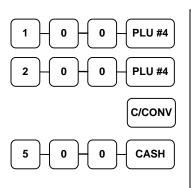
Waste operations begin and end with by pressing the **WASTE** key.



# **Currency Conversion**

If you normally accept currency from a neighboring nation, you can program the *SAM4S ER-380/ER-380M* to convert the subtotal of a sale to the equivalent cost in the foreign currency. Four foreign currency conversion keys are available. See "Function Key Assignment Programming" on page 61 to place currency conversion keys on the keyboard. You also need to program the conversion factor. For example, if the US dollar (home currency) is worth 1.3720 Canadian dollars (foreign currency), the conversion factor is 1.3720. See "Instructions for Currency Conversion Rate - Program 90" on page 95 to set a conversion rate.

#### Note: The change due is computed in home currency!



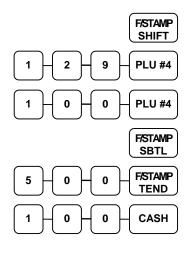
| DATE 08/15/200 | 3 SUN 7  | TIME 03:15 |
|----------------|----------|------------|
|                |          |            |
| PLU1           |          | \$1.00     |
| PLU4           |          | \$2.00     |
| TOTAL          |          | \$3.00     |
| CONVI          |          | @5.00      |
| CHANGE RATE    |          | #1.3720    |
| HOME AMT       |          | \$3.64     |
| CHANGE         |          | \$0.64     |
| CLERK 1        | No.00000 | 00001      |
|                |          |            |

Currency Conversion Transaction

# **Food Stamp Operations**

The *SAM4S ER-380/ER-380M* can be set up to sort food stamp eligible merchandise and accept food stamp payments. See "Function Key Assignment Programming" on page 61 to place the necessary function keys (**F/S SHIFT**, **F/S SUB**, **F/S TEND**) on the keyboard. You will also need to set food stamp eligibility status for each open or preset PLU (see "Program 100 - PLU Status Programming" on page 71.)

- If necessary, you can use the **F/S SHIFT** key to shift the pre-programmed eligibility status for any item as it is entered. For example, while produce is normally food stamp eligible, certain produce department items, such as birdseed, cannot be paid for with food stamps. In this case, program the produce PLU as food stamp eligible, then press **F/S SHIFT** before registering a non-eligible produce item.
- If a customer chooses to pay with food stamps, press the **F/S SUB** key to display a total of food stamp eligible merchandise.
- Tender food stamp payments into the **F/S TEND** key. Change less than \$1 is given in cash, or applied to non-food stamp eligible items.



| DATE 08/15/200 | 3 SUN  | TIME | 03:15  |
|----------------|--------|------|--------|
| PLU1 F         |        |      | \$1.29 |
| PLU4           |        |      | \$1.00 |
| TOTAL          |        |      | \$2.29 |
| F/S TOTAL      |        |      | \$1.29 |
| F/S TEND       |        |      | 5.00   |
| F/S CRT AMT    |        |      | \$0.71 |
| TOTAL          |        |      | \$0.29 |
| CASH           |        |      | \$1.00 |
| CHANGE         |        |      | \$0.71 |
| F/S CHANGE     |        |      | \$3.00 |
| CLERK 1        | No.000 | 001  | 00001  |
|                |        |      |        |

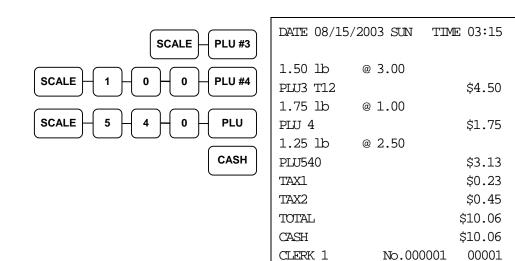
Food Stamp Payment Transaction

# **Scale Operations**

The SAM4S ER-380/ER-380M can be interfaced to an optional load-cell scale, allowing direct entry of an item's weight by using the **SCALE** key. If you attempt an entry into a PLU that has been programmed to require scale entry, (see "Program 100 - PLU Status Programming" on page 71) an error tone will sound and you will be prompted to make a scale entry.

### **Direct Scale Entry**

Place a product on the scale and press the **SCALE** key to display the weight on the cash register. Then make the appropriate PLU entry.



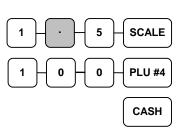
Preset Keyboard PLU

Open Keyboard PLU

Preset PLU

### **Manual Weight Entry**

Operators can make manual weight entries if the item has been programmed to accept them (see "Program 100 - PLU Status Programming" on page 71). You must use the decimal key to enter all manual weights.



| DATE  | 08/15/ | 2003 | SUN   | TIME | 03:15  |
|-------|--------|------|-------|------|--------|
| 1.50  | lb     | @ 1  | .00   |      |        |
| PLU4  |        |      |       |      | \$1.50 |
| TOTAL |        |      |       |      | \$1.50 |
| CASH  |        |      |       |      | \$1.50 |
| CLER  | K 1    |      | No.00 | 0001 | 00001  |
|       |        |      |       |      |        |

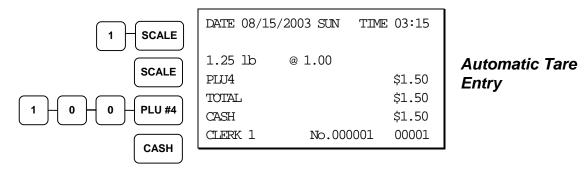
Manual Scale Entry

#### **Scale With Automatic Tare Entry**

Place a product on the scale, enter the preprogrammed tare number and press the **SCALE** key.

The weight of the item and the tare will display on the scale display, however the weight, less the tare, will appear on the cash register display. For example, if the tare is 0.25 lb. and the product weight is 1.25 lb, then the scale will display 1.50 lbs., but the register will automatically subtract the tare and display 1.25 lbs.

After entering the tare and displaying the adjusted weight, make the appropriate PLU entry.

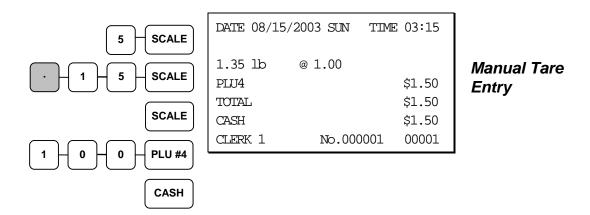


### **Scale With Manual Tare Entry**

Tare #5 can be used to manually enter tare weights. Place a product on the scale, enter 5 and press the **SCALE** key. Enter the tare weight (using the decimal key), and press the **SCALE** key. The tare weight will display. Press the **SCALE** key again, and the weight, less the tare will display.

For example, if the tare is 0.15 lb. and the product weight is 1.35 lb, then the scale will display 1.50 lbs., but the register will automatically subtract the tare and display 1.35 lbs.

After entering the tare and displaying the adjusted weight, make the appropriate PLU entry.



### **Integrated Payment Operations**

Integrated payment is available for the 380M. See Integrated Payment Appendix on page 133 for credit card payment operation information.

# **Management Functions**

# Introduction

All Management Functions take place with the control lock in the  $\mathbf{X}$  position. In this way only those with the correct key will have access to these functions. Some register operations may be programmed to require the control lock in the  $\mathbf{X}$  position in order to operate. All reports require a key that will access the  $\mathbf{X}$  or  $\mathbf{Z}$  position.

## **Cash Declaration**

If compulsory cash declaration is required, you must declare the count of the cash drawer prior to taking  $\mathbf{X}$  or  $\mathbf{Z}$  financial and clerk reports.

You can enter the cash drawer total in one step, or to facilitate the counting of the cash drawer, you can enter each type of bill/coin and checks separately and let the register act as an adding machine. You can also use the **X/TIME** key to multiply the denomination of currency times your count.

Either way you choose to enter cash, the register will compare your declaration with the expected cash and check in drawer totals and print the over or short amounts on the report.

For example:

- 1. Turn the control lock to the **X** or **Z** position (depending upon the type of report you are taking.)
- 2. Enter **90** and press the **SBTL** key.



3. Enter the total of cash.



4. Enter the total of checks.



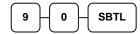
5. Press the **CASH** key to total the declaration.



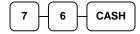
| DATE  | 08/15/200 | 3 SUN   | TIME | 03:15  |
|-------|-----------|---------|------|--------|
| ***   | CASH D    | ECLARA' | TION | ***    |
| CASH  |           |         | Ş    | 98.76  |
| CHECK | -<br>-    |         | ¢    | 20.00  |
| INPUI | AMT       |         | \$1  | 18.76  |
| DRAWE | R TTL     |         | ç    | 23.53  |
| DIFFE | RENCE     |         | -    | -95.23 |
| CLERK | II No     | .00001  |      | 00000  |

Or, enter each denomination separately:

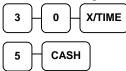
- 1. Turn the control lock to the **X** or **Z** position (depending upon the type of report you are taking.)
- 2. Enter **90** and press the **SBTL** key.



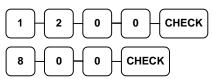
3. Enter the total of pennies:



4. If you wish you can multiply the count times the denomination. For nickles, for example, enter:



- 5. Enter the remaining cash separately by denomination.
- 6. Enter each check:



7. Press the **CASH** key to total the declaration.



| DATE 08/15/ | /2003 SUN  | TIME 03:15 |
|-------------|------------|------------|
| *** CA      | SH DECLARA | TION ***   |
| CASH        |            | \$0.76     |
| CASH        |            | \$1.50     |
| CHECK       |            | \$12.00    |
| CHECK       |            | \$8.00     |
| INPUT AMT   |            | \$22.26    |
| DRAWER TIL  |            | \$23.53    |
| DIFFERENCE  |            | -1.27      |
| CLERK 1     | No.00001   | 00000      |

# **System Reports**

System reports are divided into two basic categories:

- X reports, which read totals without resetting
- **Z** reports, which read totals and reset them to zero

Most reports are available in both categories. Some reports, such as the Cash-in-Drawer report and the From-To PLU report are available only as **X** reports.

Some reports also provide identical but separate *period to date* reports. These reports maintain a separate set of totals which may be allowed to accumulate over a period of days, weeks, months, or even years. **X2** reports read period to date totals without resetting, and **Z2** reports read period to date totals and reset them to zero. Period to date totals are updated each time a **Z1** report is completed.

A complete list of available reports is presented in a chart on the following page.

An sample of each report is found on page 123.

Registers programmed with pop-up clerks must be signed on in the **REG** control lock position prior to taking reports.

#### **Running a Report – General Instructions**

- 1. Refer to the "Report Table" on page 55.
- 2. Select a report type and the report mode.
- 3. Turn the control lock to the position indicated.
- 4. Enter the key sequence for the report you have selected.

# **Report Table**

Electronic Journal reports are shown on the following page.

| Report Type      | Report<br>Number | Report<br>Mode | Control Lock<br>Position | Key Sequence                     |
|------------------|------------------|----------------|--------------------------|----------------------------------|
| Financial        | 1                | X              | X                        | 1 – SBTL                         |
|                  |                  | Z              | Z                        | 1 – SBTL                         |
|                  |                  | X2             | X                        | 201 – SBTL                       |
|                  |                  | Z2             | Z                        | 201 – SBTL                       |
| Time             | 2                | X              | X                        | 2 – SBTL                         |
|                  |                  | Z              | Z                        | 2 – SBTL                         |
|                  |                  | X2             | X                        | 202 – SBTL                       |
|                  |                  | Z2             | Z                        | 202 – SBTL                       |
| All PLU          | 3                | X              | X                        | 3 – SBTL                         |
|                  |                  | Z              | Z                        | 3 – SBTL                         |
|                  |                  | X2             | X                        | 203 – SBTL                       |
|                  |                  | Z2             | Z                        | 203 – SBTL                       |
| All Clerk        | 4                | X              | X                        | 4 – SBTL                         |
|                  |                  | Z              | Z                        | 4 – SBTL                         |
|                  |                  | X2             | X                        | 204 – SBTL                       |
|                  |                  | Z2             | Z                        | 204 – SBTL                       |
| Group            | 5                | X              | X                        | 5 – SBTL                         |
|                  |                  | Z              | Z                        | 5 – SBTL                         |
|                  |                  | X2             | X                        | 205 – SBTL                       |
|                  |                  | Z2             | Z                        | 205 – SBTL                       |
| Daily Sales      | 8                | X2             | X                        | 208 – SBTL                       |
|                  |                  | Z2             | Z                        | 208 – SBTL                       |
| Individual Clerk | 9                | X              | X                        | 9-SBIL-#-CLERK-#-CLERK           |
| Report           |                  | X2             | X                        | 209-SBTL-#-CLERK-#-CLERK         |
| From/To PLU      | 13               | X              | X                        | 13-SBTL XXXX – PLU – XXXX – PLU  |
|                  |                  | X2             | X                        | 213-SBTL XXXX – PLU – XXXX – PLU |
| DRAWER TOTAL     | 111              | X              | X                        | 111-SBTL                         |

# **Electronic Journal Reports**

| Report Type          | Report<br>Number | Report<br>Mode | Control Lock<br>Position | Key Sequence        |
|----------------------|------------------|----------------|--------------------------|---------------------|
| PRINT EJ             | 300              | X              | X                        | 300 -SBTL           |
| PRINT EJ CASH        | 301              | X              | X                        | 301 -SBTL           |
| PRINT EJ CHECK       | 302              | X              | X                        | 302 -SBTL           |
| PRINT EJ MISC/T      | 303              | X              | X                        | 303 -SBTL           |
| PRINT EJ %           | 304              | X              | X                        | 304 -SBTL           |
| PRINT EJ RA/PO       | 305              | X              | X                        | 305 -SBTL           |
| PRINT<br>EJRETURN    | 306              | X              | X                        | 306 -SBTL           |
| PRT EJ EC/VOID       | 307              | X              | X                        | 307 -SBTL           |
| PRINT EJ<br>NO SALE  | 308              | X              | X                        | 308 -SBTL           |
| PRT EJ CANCEL        | 309              | X              | X                        | 309 -SBTL           |
| PRINT EJ BY<br>CLERK | 401-10           | X              | X/Z                      | 401-SBTL ~ 410-SBTL |
| EJ RESET             | 399              | Z              | Z                        | 399- SBTL           |

# S-Mode Programming

### **Overview**

A separate key, marked "C" will access the hidden  ${\bf S}$  key lock position one position clockwise from the  ${\bf P}$  key lock position.

Caution: For information security, distribute the "C" key only to owners or managers who will need to use these procedures.

The following secure procedures are performed in the S-Mode.

- Self Tests
- Clearing Memory
- EPROM Information
- Function Key Assignment Programming
- RS-232 Communication Option Programs

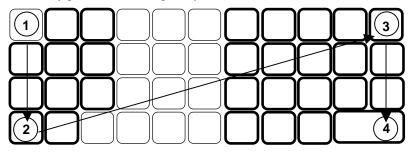
# **Clearing Memory**

Before you use your *ER-380/ER-380M* for the first time, you must perform a memory all clear to insure that all totals and counters are cleared and that the default program is installed.

CAUTION: The procedures described in this area are security sensitive. Clearing the *ER-380/ER-380M* memory after the register is put into service will erase all programming as well as totals and counters. Do not share this information with unauthorized users and distribute the special SERVICE-Mode key only to those you may want to perform these functions.

### **Memory All Clear**

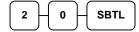
- 1. Unplug the register.
- 2. Turn the control lock to the **S** position.
- 3. Press and hold the key position where the **CHECK** key is located on the default keyboard layout.
- 4. Continue to hold the **CHECK** key while plugging the register into a power source.
- 5. Press the upper left key of the keyboard, then the lower left key, then the upper right key, and finally press the lower right key.



6. After a short delay, the printer will print the message: "RAM ALL CLEAR OK!" Memory is cleared and the default program is installed.

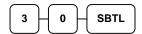
#### **Clear All Totals and Counters**

- 1. Turn the control lock to the S position.
- 2. Enter **20** and press the **SBTL** key.



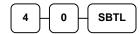
#### **Clear Grand Total**

- 1. Turn the control lock to the **S** position.
- 2. Enter **30** and press the **SBTL** key.



#### **Clear PLU File**

- 1. Turn the control lock to the S position.
- 2. Enter **40** and press the **SBTL** key.



## **Self Tests**

Self-tests can be performed to check the functions of the register.

- 1. Turn the control lock to the S position.
- 2. Enter the test number from the chart below and press the **SBTL** key.

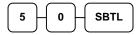


| Test             | Key Sequence | Results/Instructions  |
|------------------|--------------|---|
| Printer          | 10 SBTL      | The receipt printer generates a printer test pattern.   |
| Display          | 11 SBTL      | Displays illuminate a test pattern.   |
| Keyboard         | 12 SBTL      | Press any key. The key's hex value is displayed. Turn key lock to end the test.                                 |
| Mode Lock        | 13 SBTL      | Turn the mode lock to display the lock position.<br>Return the key to S to end the test.                        |
| RS232C           | 14 SBTL      | Loop back connector must be connected. Displays "900d" (good) if successful; displays "N0900d" if unsuccessful. |
| Endless Printing | 15 SBTL      | The receipt prints a sample ticket. The print is repeated until the key lock is turned.                         |

# **EPROM Information**

The *ER-380/ER-380M* register software is loaded in an EPROM (erasable programmable read only memory). This procedure will provide a receipt with the current version, date and checksum for the EPROM.

- 1. Turn the control lock to the **S** position.
- 2. Enter **50** and press the **SBTL** key.



3. After a short delay, the register will print a receipt as in the example below:

DATE 10/15/2003 SUN TIME 08:37

ER-380 EPROM INFO.

VERSION : USA 1.0

CHECKSUM : 1B72

APRIL 14 2003

CLERK 1 No.000001 00001

# **Function Key Assignment Programming**

Function keys may be relocated, inactivated or changed with this program. For example, you may wish to place functions, such as **TAX SHIFT 3** and **CURRENCY CONVERSION**, which are not placed on the default keyboard. Or perhaps, you may wish to remove a function, such as **CANCEL**, for security reasons.

Please note the following limitations:

- If you assign a duplicate of a function code, the duplicate will function exactly as the original you will not get separate totals and counters on reports for the duplicated key.
- You can reassign keys only in locations that are programmable. See "Keyboard" on page 14, where the key locations that may be programmed are identified.

#### To Assign a Function Key to a Location

- 1. Turn the control lock to the **S** position.
- 2. Enter **7 0** and press the **SBTL** key.



3. Refer to the next page to find the code for the key you wish to assign. Enter the code and press the location you wish to program. Repeat this step to assign another key.



4. Press the **CASH** key to finalize key assignment programming.



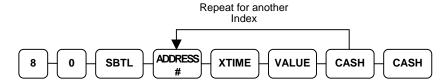
# **Function Key Codes**

| Code   | Function   | Code | Function      | Cod<br>e | Function      | Code | Function |
|--------|------------|------|---------------|----------|---------------|------|----------|
| 1 ~ 12 | NLU 1 ~ 12 | 39   | CHARGE 5      | 66       | MACRO 8       |      |          |
| 13     | Numeric 1  | 40   | CHARGE 6      | 67       | MACRO 9       |      |          |
| 14     | Numeric 2  | 41   | CHARGE 7      | 68       | MACRO 10      |      |          |
| 15     | Numeric 3  | 42   | CHARGE 8      | 69       | MDSE RETURN   |      |          |
| 16     | Numeric 4  | 43   | CHARGE #      | 70       | PAID OUT 1    |      |          |
| 17     | Numeric 5  | 44   | CHECK CASHING | 71       | PAID OUT 2    |      |          |
| 18     | Numeric 6  | 45   | CHECK         | 72       | PAID OUT 3    |      |          |
| 19     | Numeric 7  | 46   | CLEAR         | 73       | RECT FEED     |      |          |
| 20     | Numeric 8  | 47   | CLERK         | 74       | PROMO         |      |          |
| 21     | Numeric 9  | 48   | CURR. CONV. 1 | 75       | REC ON ACCT 1 |      |          |
| 22     | Numeric 0  | 49   | CURRCONV.2    | 76       | REC ON ACCT 2 |      |          |
| 23     | Numeric 00 | 50   | CURR. CONV.3  | 77       | REC ON ACCT 3 |      |          |
| 24     | DECIMAL    | 51   | CURR. CONV.4  | 78       | SBTL          |      |          |
| 25     | #/NS       | 52   | DRIVE THRU    | 79       | SCALE         |      |          |
| 26     | %1         | 53   | EAT-IN        | 80       | TAKE OUT      |      |          |
| 27     | %2         | 54   | ERROR CORR    | 81       | TAX EXEMPT    |      |          |
| 28     | %3         | 55   | F/S SHIFT     | 82       | TAX SHIFT 1   |      |          |
| 29     | %4         | 56   | F/S SUB       | 83       | TAX SHIFT 2   |      |          |
| 30     | %5         | 57   | F/S TEND      | 84       | TAX SHIFT 3   |      |          |
| 31     | XTIME      | 58   | PLU           | 85       | TAX SHIFT 4   |      |          |
| 32     | ADD CHECK  | 59   | MACRO 1       | 86       | VOID          |      |          |
| 33     | CANCEL     | 60   | MACRO 2       | 87       | WASTE         |      |          |
| 34     | CASH       | 61   | MACRO 3       | 88       | INACTIVE      |      |          |
| 35     | CHARGE 1   | 62   | MACRO 4       | 89       | NON ADD       |      |          |
| 36     | CHARGE 2   | 63   | MACRO 5       |          |               |      |          |
| 37     | CHARGE 3   | 64   | MACRO 6       |          |               |      |          |
| 38     | CHARGE 4   | 65   | MACRO 7       |          |               |      |          |

# **RS-232 Communication Option Programs**

You must define the device that is attached to the RS-232C communications port, and the options for the device.

- 1. Turn the control lock to the **S** position.
- 2. Enter **80** and press the **SBTL** key.
- 3. Refer to the chart RS-232C option chart that follows and enter the number of the address you wish to program and press the **X/TIME** key.
- 4. Enter the value that represents your selection and press the **CASH** key.
- 5. Repeat from step 2 for any additional options you wish to program.
- 6. Press **CASH** to exit the program.



**RS-232 Option Chart** 

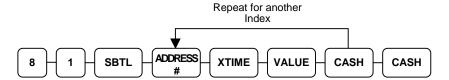
| Address | Option              | Value | Selection       |
|---------|---------------------|-------|-----------------|
| 1       | Baud Rate 0         |       | 9600 BPS        |
|         |                     | 1     | 1200 BPS        |
|         |                     | 2     | 2400 BPS        |
|         |                     | 3     | 4800 BPS        |
|         |                     | 4     | 19200 BPS       |
| 2       | Parity              | 0     | NONE            |
|         |                     | 1     | ODD             |
|         |                     | 2     | EVEN            |
| 3       | Data Bits           | 0     | 8 BITS          |
|         |                     | 1     | 7 BITS          |
| 4       | 4 Stop Bits 0       |       | 1 BIT           |
|         |                     | 1     | 2 BIT           |
| 5       | 5 Device Function 0 |       | NONE            |
|         |                     | 1     | PC              |
|         |                     | 2     | SCALE           |
|         |                     | 4     | Receipt Printer |
|         |                     | 5     | Not used        |
|         |                     | 7     | Coin Changer    |
|         |                     | 9     | Pole Display    |
|         |                     | 10    | EFT Device      |

| Address | Option                  | Value  | Selection             |
|---------|-------------------------|--------|-----------------------|
| 6       | Initial Feeding Line KP | 0 - 20 |                       |
| 7       | End Feeding Line KP     | 0 - 20 |                       |
| 8       | Not used                |        |                       |
| 9       | Not used                |        |                       |
| 10      | Scale Type              | 0      | NCI                   |
|         |                         | 1      | CAS                   |
| 11      | Printer Type            | 0      | NONE                  |
|         |                         | 1      | SRP-270/SAM4S ELLIX10 |
|         |                         | 2      | SRP-350/SAM4S ELLIX20 |
|         |                         | 3      | SRP-500               |

### **ER-380M Second RS-232C Port Programming**

The ER-380M includes a standard second RS-232C port. The second port is set in the same manner as the first, using program 81:

- 1. Turn the control lock to the S position.
- 2. Enter **8 1** and press the **SBTL** key.
- 3. Refer to the chart RS-232C option chart above and enter the number of the address you wish to program and press the **X/TIME** key.
- 4. Enter the value that represents your selection and press the **CASH** key.
- 5. Repeat from step 2 for any additional options you wish to program.
- 6. Press **CASH** to exit the program.



# P-Mode Programming

# **Default Program**

The *ER-380/ER-380M* arrives with a default or generic program already installed. Program options are set to **0** (Zero), unless otherwise noted, which means the machine can be operated immediately after a RAM clear procedure is performed.

#### For example:

- All keyboard PLUs are preset at "0" with preset override allowed, default option status programming of "0000000".
- All system options are set to **0** in default programming, unless otherwise noted. Change only the options that will deviate from default programming. There is no need to re-enter an option status of **0**, since **0** is its original setting.
- All programming (unless otherwise noted) is done with the control lock in the **P** position. Each section details a specific area of register programming.

# **Tax Programming**

The ER-380/ER-380M has the capability to support four separate taxes.

Taxes can be calculated as either a straight percentage rate of between .001% and 99.999%, or a 60 break point tax table. Each tax may be either an add-on tax (added to the cost of a taxable item), or a value added tax (VAT) that is included in the price of the item.

Tax rate 4 may be set to function as the Canadian Goods & Services Tax (GST). If Tax 4 is designated as GST, table programming for the rate is not allowed.

Definitions for tax rates 1, 2, 3 & 4 are made as part of tax programming.

- If you are entering a tax rate (add-on or VAT), see "Straight Percentage Tax Rate Programming" to enter the percentage rate.
- If you are entering a tax table, see "Tax Table Programming" to enter the tax break points.
- If you are entering a Canadian Goods and Services Tax (GST), use tax rate 4 for the GST tax, and use tax rates 1, 2 and/or 3 for any other provincial tax or taxes. See "Straight Percentage Tax Rate Programming" to enter the GST status and percentage rate.

Important Note: After you have entered your tax program(s), test for accuracy by entering several transactions of different dollar amounts. Carefully check to make sure the tax charged by the cash register matches the tax on the printed tax chart for your area. As a merchant, you are responsible for accurate tax collection. If the cash register is not calculating tax accurately, contact your dealer for assistance.

### **Straight Percentage Tax Rate Programming**

When tax requirements may be met using a straight percentage rate, use the following method to program a tax as a straight percentage.

#### Programming Straight Percentage Tax Rates and Status

- 1. Turn the control lock to the **P** position.
- 2. If the tax is a percentage rate, with a decimal. (0.000-99.999). It is not necessary to enter preceding zeros. For example, for 6%, enter 06.000 or 6.000.
- 3. For the type of tax:

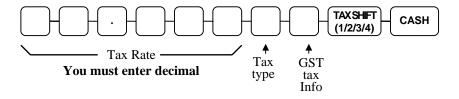
| If the tax is a percentage added to the sale (normal add on tax), enter:   | 0 |
|--|---|
| If the tax is a percentage value added tax (VAT; calculated as part of the |   |
| sale), enter:  | 2 |

4. Enter **0** here for all taxes, unless if you are programming tax 4 as a Canadian GST. If tax 4 is a Canadian GST, enter the sum of the options below:

| OPTION                            | VALUE            | = | SUM |
|-----------------------------------|------------------|---|-----|
| GST (tax 4) is taxable by rate 1? | Yes = 1 $No = 0$ |   |     |
| GST (tax 4) is taxable by rate 2? | Yes = 2 $No = 0$ |   |     |
| GST (tax 4) is taxable by rate 3? | Yes = 4 $No = 0$ |   |     |

- 5. Press the Tax Shift key for the tax you are programming.
- 6. Press the **CASH** key to end programming.

#### Tax Rate Programming Flowchart



#### **Tax Table Programming**

In some cases, a tax that is entered as a percentage does not follow exactly the tax charts that apply in your area (even if the tax chart is based on a percentage). In these cases, we recommend that you enter your tax using tax table programming. This method will match tax collection exactly to the break points of your tax table.

Before programming, obtain a copy of the tax table you wish to program. You will need the printed tax table if you wish to determine the break point entries yourself.

Note: You can enter up to 60 break points.

#### **Determining Break Point Entries**

- 1. Examine the printed tax table for the tax you are programming.
- 2. Refer to the "Tax Table Programming Example Illinois 6% Tax Table" to help with this exercise.
- 3. Calculate the break point differences by subtracting the high side of the previous range from the high side of the dollar range.
- 4. Examine the pattern of break point differences to determine when the break points begin to repeat. Mark the beginning break points that do not fit a pattern as "non-repeat breaks." Mark the break points that are repeating in a pattern as "repeat breaks."

#### Programming a Tax Table

- 1. Turn the control lock to the **P** position.
- 2. Enter 10; press the TAX SHIFT key for the tax you are programming, i.e. TAX SHIFT 1, TAX SHIFT 2, TAX SHIFT 3 or TAX SHIFT 4.
- 3. Enter the maximum amount that is not taxed and press the appropriate **TAX SHIFT** key.
- 4. Enter the first tax amount charged and press the appropriate **TAX SHIFT** key.
- 5. For each non-repeat break point, up to the last non-repeat break point, enter the high side from the sale dollar range and press the appropriate **TAX SHIFT** key.
- 6. For the last non-repeat break point, enter the high side from the sale dollar range and press the **X/TIME** key.
- 7. For each repeat break point, enter the high side from the sale dollar range and press the appropriate **TAX SHIFT** key.
- 8. Press the **CASH** key to end the tax table program.

Tax Table Programming Example - Illinois 6% Tax Table

| Sale Dollar Range | Break point<br>ange Differences  |   |
|-------------------|--|---|
| \$0.00 - \$0.10   |  |   |
| \$0.11 - \$0.21   | 11   |   |
| \$0.22 - \$0.38   | 17   |   |
| \$0.39 - \$0.56   | 18   | Non-Repeat  |
| \$0.57 - \$0.73   | 17   |   |
| \$0.74 - \$0.91   | 18   |   |
| \$0.92 - \$1.08   | 17   |   |
| \$1.09 - \$1.24   | 16   | Repeat  |
| \$1.25 - \$1.41   | 17   |   |
| \$1.42 - \$1.58   | 17   | <u></u>   |
| \$1.59 - \$1.74   | 16   |   |
| \$1.75 - \$1.91   | 17   |   |
| \$1.92 - \$2.08   | 17   |   |
| \$2.09 - \$2.24   | 16   |   |
| \$2.25 - \$2.41   | 17   |   |
|                   | \$0.00 - \$0.10<br>\$0.11 - \$0.21<br>\$0.22 - \$0.38<br>\$0.39 - \$0.56<br>\$0.57 - \$0.73<br>\$0.74 - \$0.91<br>\$0.92 - \$1.08<br>\$1.09 - \$1.24<br>\$1.25 - \$1.41<br>\$1.42 - \$1.58<br>\$1.59 - \$1.74<br>\$1.75 - \$1.91<br>\$1.92 - \$2.08<br>\$2.09 - \$2.24 | \$\text{Sale Dollar Range} \text{ Differ} \\ \$0.00 - \$0.10 \\ \$0.11 - \$0.21 \\ \$0.22 - \$0.38 \\ \$0.39 - \$0.56 \\ \$0.57 - \$0.73 \\ \$0.74 - \$0.91 \\ \$0.92 - \$1.08 \\ \$1.09 - \$1.24 \\ \$1.25 - \$1.41 \\ \$1.42 - \$1.58 \\ \$1.59 - \$1.74 \\ \$1.59 - \$1.74 \\ \$1.92 - \$2.08 \\ \$2.09 - \$2.24 \\ \$16 |

To enter the sample program for the Illinois 6% tax table in tax 1:

- 1. Enter **10** press the **TAX SHIFT 1** key.
- 2. Enter **10** (the maximum amount that is not taxed), press the **TAX SHIFT 1** key.
- 3. Enter 1 (the first tax amount charged), press the TAX SHIFT 1 key.
- 4. Enter **2 1** (non-repeat break point), press the **TAX SHIFT 1** key.
- 5. Enter 3 8 (non-repeat break point), press the TAX SHIFT 1 key
- 6. Enter **5 6** (non-repeat break point), press the **TAX SHIFT 1** key.
- 7. Enter **7 3** (non-repeat break point), press the **TAX SHIFT 1** key.
- 8. Enter **9 1** (non-repeat break point), press the **X/TIME** key.
- 9. Enter 1 0 8 (repeat break point), press the TAX SHIFT 1 key.
- 10. Enter 1 2 4 (repeat break point), press the TAX SHIFT 1 key.
- 11. Enter **1 4 1** (repeat break point), press the **TAX SHIFT 1** key.
- 12. Press the **CASH** key to complete the tax program.

# **PLU Programming**

All PLUs, whether they are registered by pressing a PLU key on the keyboard, or by entering the PLU number and pressing the **PLU** key, have the same programming options. These options are set through separate programs:

- "Program 100 PLU Status Programming" determines whether the PLU is open, preset or inactive. Also selected here are tax, food stamp, scale, negative, single item, hash, gallonage, and compulsory number entry options.
- "Program 110 PLU Auto Tare Programming" allows you to automatically subtract a pre-programmed tare weight when registering a scale PLU.
- "Program 150 PLU Group Assignment" allows you to select up to three groups where each PLUs sales will accumulate.
- "Program 200 PLU Price/HALO Programming" determines the PLU price if the PLU is preset, or the high amount lock out (HALO) if the PLU is open.
- "Program 300 PLU Descriptor Programming" allows you to set a unique descriptor, up to 12 characters, for each PLU.
- "Program 350 PLU Link Programming" allows you to link a PLU to another PLU, so that registration of the first PLU will automatically trigger registration of the linked PLU.
- "Program 400 PLU Delete Programming" allows you to delete a PLU.

### **Program 100 - PLU Status Programming**

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **100**, press the **SBTL** key.



- 3. Select the PLU or PLUs you wish to program in one of the following ways:
  - Press a PLU key on the keyboard, or



• If sequential PLUs are to receive the same status, press the first PLU key and then press the last PLU key, or



• Enter the number of the PLU and press the PLU key, or



• Enter the number of the first PLU in a range of PLUs that are to receive the same setting; press the PLU key. Enter the last number in the range; press the PLU key.



4. Refer to the "PLU Status Chart" to determine the values for **N1** through **N9**. (If an address offers more than one option, add the values for each option and enter the sum. For example, if you wish the PLU to be taxable by rates 2 and 4, add the values for your choices, 1 + 4, and enter the sum "5" for address N2.) Enter the values you have selected, press the **X/TIME** key. (**You do not need to enter preceding zeros**. For example, if you are only selecting a value for **N9**, just enter that value.)



5. To program additional PLUs, repeat from step 3, or press the **CASH** key to finalize the program.

### **PLU Status Chart**

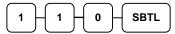
| Address | Program Option  | Value            | = | Sum |
|---------|---|------------------|---|-----|
| N1      | Not Used  | 0                | 0 |     |
| N2      | Not Used  | 0                | 0 |     |
|         | PLU is food stamp eligible?                           | Yes = 1 $No = 0$ |   |     |
| N3      | PLU is negative item?                                 | Yes = 2 $No = 0$ |   |     |
|         | PLU is hash?  | Yes = 4 $No = 0$ |   |     |
|         | PLU is single item?                                   | Yes = 1 $No = 0$ |   |     |
| N4      | Compulsory non-add number?                            | Yes = 2 $No = 0$ |   |     |
|         | PLU is gallonage?                                     | Yes = 4 $No = 0$ |   |     |
|         | PLU is inactive?                                      | Yes = 1 $No = 0$ |   |     |
| N5      | PLU is scalable?                                      | Yes = 2 $No = 0$ |   |     |
|         | PLU is auto-scale entry?                              | Yes = 4 $No = 0$ |   |     |
|         | Print PLU on receipt?                                 | Yes = 0 $No = 1$ |   |     |
| N6      | Print item's price on receipt?                        | Yes = 0 $No = 2$ |   |     |
|         | PLU is disabled PROMO function?                       | Yes = 4 $No = 0$ |   |     |
| N7      | PLU counter is not reset when a PLU Z report is done? | Yes = 1 $No = 0$ |   |     |
|         | PLU is preset override in MGR control?                | Yes = 2 $No = 0$ |   |     |
|         | PLU is taxable by rate 2?                             | Yes = 1 $No = 0$ |   |     |
| N8      | PLU is taxable by rate 3?                             | Yes = 2 $No = 0$ |   |     |
|         | PLU is taxable by rate 4?                             | Yes = 4 $No = 0$ |   |     |
|         | PLU is taxable by rate 1?                             | Yes = 0 $No = 1$ |   |     |
| N9      | PLU is override preset ?                              | Yes = 0 $No = 2$ |   |     |
|         | PLU is preset?  | Yes = 4 $No = 0$ |   |     |

## PLU Options - Reference Information

| Option                            | Description   |
|-----------------------------------|---|
| PRESET OVERRIDE                   | If Yes, you can enter a price to override the preset price.   |
| FOOD STAMP<br>ELIGIBLE            | Select <b>Yes</b> to accumulate a total of food stamp eligible items in the current sale. The total can be viewed by pressing the <b>F/S SUB</b> key and food stamps can be tendered with the <b>F/S TEND</b> key.  |
| HASH                              | Items designated with HASH status add to the current sale, but do not add to the registers grand total. HASH items may or may not add to the net sales total - see system option programming. Use hash for lottery sales or bottle deposits.  |
| SINGLE ITEM                       | Select <b>Yes</b> for a single item PLU. Single item PLUs automatically total as a cash sale immediately after the PLU entry. Single item PLUs are used to speed up one item sales.   |
| NON-ADD # COMP                    | Select <b>Yes</b> to enforce the entry of a non-add number before a registration can be made.   |
| GALLONAGE ITEM                    | Select <b>Yes</b> to compute gallons sold. The gallons sold will print along with the price entry on the receipt. The total gallons sold will accumulate in the PLU counter. You must program the price per gallon (in tenths of a cent, i.e. \$1.299 for \$1.29 and 9/10) in the PRICE/HALO field. |
| SCALEABLE                         | If <b>Yes</b> , the PLU will work only when you are multiplying a weight from an optional scale or when multiplying a manually entered weight. (For example, enter weight, press <b>SCALE</b> , then register PLU.)   |
| AUTO SCALE                        | Select <b>Yes</b> if you wish entries into this PLU to be automatically multiplied by the weight on the optional scale.   |
| PRINT ON RECEIPT                  | Select <b>No</b> if you wish to suppress printing of the item at the receipt.   |
| PRT PRICE ON<br>RCPT              | Select <b>No</b> if you wish to suppress printing of the item's price on the receipt.   |
| DISABLE PROMO                     | Select <b>Yes</b> to block the PROMO function on this PLU.  |
| COUNTER NOT<br>RESET              | Select <b>Yes</b> if you do not wish to reset the PLU item counter on the Z PLU report.   |
| PRESET OVERRIDE<br>IN MGR CONTROL | If preset override is <b>Yes</b> , then you can force manager control for preset override.  |

### **Program 110 - PLU Auto Tare Programming**

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **1 1 0**, press the **SBTL** key.



- 3. Select the PLU or PLUs you wish to program in one of the following ways:
  - Press a PLU key on the keyboard, or



• If sequential PLUs are to receive the same status, press the first PLU key and then press the last PLU key, or



• Enter the number of the PLU and press the PLU key, or



• Enter the number of the first PLU in a range of PLUs that are to receive the same setting; press the PLU key. Enter the last number in the range; press the PLU key.



4. Enter a value (1-5) to indicate the number of the preprogrammed tare weight you want to automatically subtract when the PLU is used for scale entry (using an optional scale), and then press the **X/TIME** key. Enter 0 to disable automatic tare subtraction. **NOTE: PLU must be set for auto-scale entry.** 



5. To program additional PLUs, repeat from step 3, or press the **CASH** key to finalize the program.

### **Program 150 - PLU Group Assignment**

Each PLU may report to any three of 20 groups. Group totals appear on reports, so that you can track sales of different types of items. A group can also be used to designate items that are to print on an optional kitchen printer.

Note: The PLU will report to group "1", if not programmed to report to another group.

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **1 5 0**, press the **SBTL** key.



- 3. Select the PLU or PLUs you wish to program in one of the following ways:
  - Press a PLU key on the keyboard, or



• If sequential PLUs are to receive the same status, press the first PLU key and then press the last PLU key, or



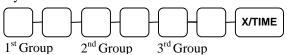
• Enter the number of the PLU and press the PLU key, or



• Enter the number of the first PLU in a range of PLUs that are to receive the same setting; press the PLU key. Enter the last number in the range; press the PLU key.



4. Enter up to three 2-digit numbers representing the groups where you wish to add the PLUs sales, i.e. enter **10** for group 10 or enter **04** for group four. Press the **X/TIME** key.



5. To program additional PLUs, repeat from step 3, or press the **CASH** key to finalize the program.

### **Program 200 - PLU Price/HALO Programming**

If a PLU is open, set the HALO (high amount lock out) here. If a PLU is preset set the preset price here. If a PLU is set with gallonage status, enter the price per gallon here. (Enter price per gallon in tenths of a penny, i.e. 1299 for \$1.29 9/10 per gallon.)

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **2 0 0**, press the **SBTL** key.



- 3. Select the PLU or PLUs you wish to program in one of the following ways:
  - Press a PLU key on the keyboard, or



• If sequential PLUs are to receive the same status, press the first PLU key and then press the last PLU key, or



• Enter the number of the PLU and press the PLU key, or



• Enter the number of the first PLU in a range of PLUs that are to receive the same setting; press the **PLU** key. Enter the last number in the range; press the **PLU** key.



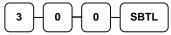
4. If the PLU is open, enter a HALO of up to 7 digits. If the PLU is preset, enter a preset price. (The maximum preset price you can enter is \$50,000.00.)



5. To program additional PLUs, repeat from step 3, or press the **CASH** key to finalize the program.

### **Program 300 - PLU Descriptor Programming**

- 1. Turn the control lock to the **P** position
- 2. To begin the program, enter **3 0 0**, press the **SBTL** key.



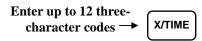
- 3. Select the PLU you wish to program in one of the following ways:
  - Press a PLU key on the keyboard, or



• Enter the number of the PLU and press the **PLU** key.



4. Enter up to 12 three-character codes and press the X/TIME key. (See "Descriptor Code Chart" on page 78.)



5. To program additional PLUs, repeat from step 3, or press the **CASH** key to finalize the program.

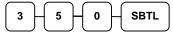
### **Descriptor Code Chart**

|      | Descriptor Gode Ghart |       |     |         |      |     |     |        |     |     |
|------|-----------------------|-------|-----|---------|------|-----|-----|--------|-----|-----|
| CHAR | Ç                     | ü     | é   | â       | ä    | à   | å   | Ç      | ê   | ë   |
| CODE | 001                   | 002   | 003 | 004     | 005  | 006 | 007 | 008    | 009 | 010 |
| CHAR | è                     | ï     | î   | ì       | Ä    | Å   | É   | æ      | Æ   | ô   |
| CODE | 011                   | 012   | 013 | 014     | 015  | 016 | 017 | 018    | 019 | 020 |
| CHAR | ö                     | Ò     | û   | ù       | ÿ    | Ö   | Ü   | ¢      | £   | ¥   |
| CODE | 021                   | 022   | 023 | 024     | 0250 | 026 | 027 | 028    | 029 | 030 |
| CHAR | €                     | SPACE | !   | "       | #    | \$  | %   | &      | 1   | (   |
| CODE | 031                   | 032   | 033 | 034     | 035  | 036 | 037 | 038    | 039 | 040 |
| CHAR | )                     | *     | +   | ,       | -    |     | /   | 0      | 1   | 2   |
| CODE | 041                   | 042   | 043 | 044     | 045  | 046 | 047 | 048    | 049 | 050 |
| CHAR | 3                     | 4     | 5   | 6       | 7    | 8   | 9   | :      | ;   | <   |
| CODE | 051                   | 052   | 053 | 054     | 055  | 056 | 057 | 058    | 059 | 060 |
| CHAR | =                     | >     | ?   | @       | A    | В   | C   | D      | Е   | F   |
| CODE | 061                   | 062   | 063 | 064     | 065  | 066 | 067 | 068    | 069 | 070 |
| CHAR | G                     | Н     | I   | J       | K    | L   | M   | N      | О   | P   |
| CODE | 071                   | 072   | 073 | 074     | 075  | 076 | 077 | 078    | 079 | 080 |
| CHAR | Q                     | R     | S   | Т       | U    | V   | W   | X      | Y   | Z   |
| CODE | 081                   | 082   | 083 | 084     | 085  | 086 | 087 | 088    | 089 | 090 |
| CHAR |                       |       |     |         |      |     | a   | b      | c   | d   |
| CODE | 091                   | 092   | 093 | 094     | 095  | 096 | 097 | 098    | 099 | 100 |
| CHAR | e                     | f     | g   | h       | I    | i   | k   | 1      | m   | n   |
| CODE | 101                   | 102   | 103 | 104     | 105  | 106 | 107 | 108    | 109 | 110 |
| CHAR | 0                     | р     | q   | r       | S    | t   | u   | v      | W   | X   |
| CODE | 111                   | 112   | 113 | 114     | 115  | 116 | 117 | 118    | 119 | 120 |
| CHAR | у                     | Z     | BA  | ACK SPA | CE   |     |     | Double |     |     |
| CODE | 121                   | 122   |     | 123     |      |     |     | 999    |     |     |

### **Program 350 - PLU Link Programming**

PLU link programming allows you to link a PLU to another PLU, so that registration of the first PLU will automatically trigger registration of the linked PLU. For example, you may wish to link a bottle deposit with the sale of beverages, or you may wish to register a group of items normally sold together.

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **3 5 0**, press the **SBTL** key.



- 3. Select the PLU you wish to program in one of the following ways:
  - Press a PLU key on the keyboard, or
     PLU
  - Enter the number of the PLU and press the **PLU** key.



4. Enter the number of the PLU you wish the PLU linked to; press the PLU key. Or press the PLU key on the keyboard you wish the PLU linked to.



### If you want to unlink

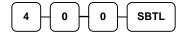


5. To program additional PLUs, repeat from step 3, or press the **CASH** key to finalize the program.

### **Program 400 – PLU Delete Programming**

NOTE: To delete a PLU, all totals for the PLU must be cleared from Z reports (including Stock and PLU reports.)

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **4 0 0**, press the **SBTL** key.



- 3. Select the PLU or PLUs you wish to program in one of the following ways:
  - Press a PLU key on the keyboard, or



Press the first PLU keys that are to delete and Press the last PLU keys, or



• Enter the number of the PLU you wish to delete and press the PLU key, or



• Enter the number of the first PLU in a range you wish to delete and press the PLU key. Enter the last number in the range; press the PLU key.



4. Press **X/TIME** key.

X/TIME

5. To program additional PLUs, repeat from step 3, or press the **CASH** key to finalize the program.

# **System Option Programming**

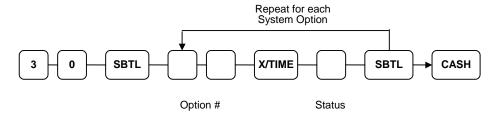
Refer to the "System Option Table" to review the system options. Read each option carefully to determine if you wish to make any changes.

NOTE: Because after clearing memory all options settings are automatically set to 0, and because your most likely option selections require a status setting of 0, you do not need to program this section unless you wish to change the default status.

### Programming a System Option

- 1. Turn the control lock to the **P** position.
- 2. Enter **3 0**, press the **SBTL** key.
- 3. Enter a system option address and press the **X/TIME** key.
- 4. Enter the number representing the status you have selected, or if there is more than one decision to be made in an address, add the values representing your choices for each decision and enter the sum. Press the **SBTL** key.
- 5. Repeat from step 3 for each system option you wish to change.
- 6. Press the **CASH** key to end system option programming.

### System Option Flowchart



# **System Option Table**

| Address | SYSTEM OPTION   |  | VALUE            | = | SUM |
|---------|---|--|------------------|---|-----|
| 1       | Beeper is active?   |  | Yes = 0 $No = 1$ |   |     |
| 2       | Clerk sign on method is:                                    | Direct entry =                                   | 0                |   |     |
|         |   | Code entry =                                     | 1                |   |     |
| 3       | Clerks are:   | Pop-up =   | 1                |   |     |
|         |   | Stay down =                                      | 0                |   |     |
| 4       | Enforce closed drawer for regi                              | ster operation?                                  | Yes = 0 $No = 1$ |   |     |
|         | Open drawer alarm is active?                                |  | Yes = 2 $No = 0$ |   |     |
| 5       | The number of seconds before warning tone sounds (default i | -  | 1-99             |   |     |
| 6       | Allow the post tender function                              | Allow the post tender function?                  |                  |   |     |
|         | Drawer is opened on post tend                               | er?  | Yes = 0 $No = 2$ |   |     |
|         | Allow multiple receipts?                                    |  | Yes = 4 $No = 0$ |   |     |
| 7       | Cash declaration is compulsor may be taken?                 | y before reports                                 | Yes = 1 $No = 0$ |   |     |
|         | Allow negative balance sales i lock position only?          | n the X control                                  | Yes = 2 $No = 0$ |   |     |
| 8       | Allow zero balance sales in the position only?              | e X control lock                                 | Yes = 1 $No = 0$ |   |     |
|         | Consecutive number is reset at report?                      | fter a financial                                 | Yes = 2 $No = 0$ |   |     |
| 9       | Grand total is reset after a Z F                            | Grand total is reset after a Z Financial report? |                  |   |     |
|         | Cash drawer will open when re                               | eports are run?                                  | Yes = 0 $No = 2$ |   |     |
|         | Open drawer during training n                               | node?  | Yes = 0 $No = 4$ |   |     |
| 10      | Decimal place: (0,1,2,3) defau                              | lt=2   | 0-3              |   |     |

| Address | SYSTEM OPTION   |                          | VALUE            | = | SUM |
|---------|---|--------------------------|------------------|---|-----|
| 11      | Date format is:                                       | MMDDYY =                 | 0(default)       |   |     |
|         |   | DDMMYY =                 | 1                |   |     |
|         |   | YYMMDD =                 | 2                |   |     |
| 12      | Percentage and Tax                                    | Round up at 0.005 =      | 0(default)       |   |     |
|         | calculations will:                                    | Always round up =        | 1                |   |     |
|         |   | Always round down =      | 2                |   |     |
| 13      | Split price   | Round up at 0.005 =      | 0(default)       |   |     |
|         | calculations will:                                    | Always round up =        | 1                |   |     |
|         |   | Always round down =      | 2                |   |     |
| 14      | Eat-in/Take-out/Drive T                               |                          | Yes = 1          |   |     |
|         | compulsory before tende                               |                          | No = 0           |   |     |
|         | Hash is   | Normal =                 | 0                |   |     |
|         |   | Non-add =                | 2                |   |     |
| 15      | Reset the Financial report Financial report?          | rt Z counter after a Z1  | Yes = 1 $No = 0$ |   |     |
|         | Reset the Time report Z report?                       | counter after a Z1 Time  | Yes = 2 $No = 0$ |   |     |
|         | Reset the PLU report Z counter after a Z1 PLU report? |                          | Yes = 4 $No = 0$ |   |     |
| 16      | Reset the Clerk report Z report?                      | counter after a Z1 Clerk | Yes = 1 $No = 0$ |   |     |
|         | Reset the Group report Z<br>Group report?             | Counter after a Z1       | Yes = 2 $No = 0$ |   |     |
| 17      | Reset the Daily sales rep<br>Daily sales report?      | ort Z counter after a Z2 | Yes = 1 $No = 0$ |   |     |
|         | Paper sensor is enabled?                              |                          | Yes = 0 $No = 2$ |   |     |
|         | Split pricing is deactivated?                         |                          | Yes = 4 $No = 0$ |   |     |
| 18      | Enable direct multiplicat                             | Yes = 1 $No = 0$         |                  |   |     |
| 19      | The number of numeric                                 | digits: 0 is no limit    | 0-14             |   |     |
| 20      | Allow multiplication by                               | more than one digit?     | Yes = 1 $No = 0$ |   |     |

| Address | SYSTEM OPTION                                     | VALUE                   | = | SUM |
|---------|---|-------------------------|---|-----|
| 21      | Display "add" price of linked item?               | Yes = 1 $No = 0$        |   |     |
|         | Allow Swedish round on subtotal?                  | Yes = 2 $No = 0$        |   |     |
| 22      | Allow Swedish round on cash?                      | Yes = 1 $No = 0$        |   |     |
| 23      | Electronic Journal enable                         | Yes = 1 $No = 0$        |   |     |
|         | Prompt operator when Electronic Journal is full?  | Yes = 0 $No = 2$        |   |     |
|         | Stop operations when Electronic Journal is full?  | Yes = 4 $No = 0$        |   |     |
| 24      | Send only negative entries to Electronic Journal? | Yes = 1 $No = 0$        |   |     |
|         | Send reset report to Electronic Journal?          | Yes = 2 $No = 0$        |   |     |
|         | Disable Cash Declaration?                         | Yes = 4 $No = 0$        |   |     |
| 25      | Training Mode Code:                               | 0-9999                  |   |     |
| 26      | Use Spool   | Yes = 1 $No = 0$        |   |     |
|         | Scale item can be open price or scaleable entry:  | Yes = 2 $No = 0$        |   |     |
|         | Add tip line to EFT Draft                         | Yes = 4 $No = 0$        |   |     |
| 27      | PIN Pad type:                                     | DUKPT = 0<br>ROTATE = 1 |   |     |

# **System Options - Reference Information**

| #  | Option  | Description   |
|----|---|---|
| 2  | Clerk sign on method is Direct Entry or<br>Code Entry | For direct entry, enter the clerk code and press the <b>CLERK</b> key. For code entry, press the <b>CLERK</b> key, enter the clerk code and press the <b>CLERK</b> key.                   |
| 6  | Allow the post tender function                        | Select <b>Y</b> to allow re-tendering should a second change calculation become necessary. Re-enter the tendered amount and press the <b>CASH</b> key to show the new change computation. |
| 14 | Hash is NORMAL or NON-ADD                             | <b>Normal</b> Hash adds to all totals except the gross and net sales totals on the financial report.  |
|    |   | Non-add Hash does not add to any totals, except the HASH total on the financial report.   |
| 17 | Split Pricing is deactivated?                         | If <b>N</b> , both multiplication and split pricing calculations can be done with the @/ <b>FOR</b> key. If <b>Y</b> , only multiplication can be done with the @/ <b>FOR</b> key.        |
| 18 | Enable Direct Multiplication                          | If <b>Y</b> , you can multiply preset items by simply entering the quantity, then pressing the preset PLU key.  |
| 21 | Display add price of linked item?                     | When Y, the customer display shows a total of the item and linked item. For example, if PLU is \$1.00 and is linked to PLU2, which is \$0.25, the display will show \$1.25.               |
| 21 | Allow Swedish round on subtotal?                      | Swedish rounding rounds as below:<br>.0002 = .00<br>.0307 = .05<br>.0809 = .10  |
| 22 | Allow Swedish round on cash?                          | Swedish rounding rounds as below:<br>.0002 = .00<br>.0307 = .05<br>.0809 = .10  |

# **Print Option Programming**

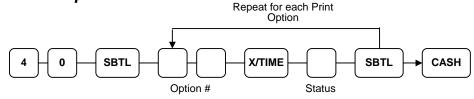
Refer to the "Print Option Table" to review the print options. Read each option carefully to determine if you wish to make any changes.

NOTE: Because after clearing memory all options settings are automatically set to 0, and because your most likely option selections require a status setting of 0, you do not need to program this section unless you wish to change the default status.

### Programming a Print Option

- 1. Turn the control lock to the **P** position.
- 2. Enter **4 0**, press the **SBTL** key.
- 3. Enter a print option address and press the **X/TIME** key.
- 4. Enter the number representing the status you have selected, or if there is more than one decision to be made in an address, add the values representing your choices for each decision and enter the sum. Press the **SBTL** key.
- 5. Repeat from step 3 for each print option you wish to change.
- 6. Press the **CASH** key to end print option programming.

### **Print Option Flowchart**



# **Print Option Table**

| Address | PRINT OPTION  | VALUE            | = | SUM |
|---------|---|------------------|---|-----|
| 1       | Print media total on clerk report?                            | Yes = 1 $No = 0$ |   |     |
|         | Print tax symbol?   | Yes = 0 $No = 2$ |   |     |
| 2       | Void/Return totals will print on the Financial report?        | Yes = 0 $No = 1$ |   |     |
|         | Audaction total will print on the Financial report?           | Yes = 2 $No = 0$ |   |     |
|         | Print PLU Report at the beginning of Financial report?        | Yes = 4 $No = 0$ |   |     |
| 3       | Skip media totals with zero activity on the Financial report? | Yes = 0 $No = 1$ |   |     |
|         | Skip media totals with zero activity on the Clerk report?     | Yes = 0 $No = 2$ |   |     |
|         | Print Clerk report at the end of the Financial report?        | Yes = 4 $No = 0$ |   |     |
| 4       | Print PLU sale item number?                                   | Yes = 1 $No = 0$ |   |     |
|         | Print PLU with zero totals on report?                         | Yes = 2 $No = 0$ |   |     |
|         | Subtotal is printed when the SBTL key is pressed?             | Yes = 4 $No = 0$ |   |     |
| 5       | Print percentage of sales on the PLU report?                  | Yes = 1 $No = 0$ |   |     |
|         | Print consecutive number counter on receipt?                  | Yes = 0 $No = 2$ |   |     |
| 6       | Print date on receipt?  | Yes = 0 $No = 1$ |   |     |
|         | Print time on receipt?  | Yes = 0 $No = 2$ |   |     |
|         | Print machine number on receipt?                              | Yes = 0 $No = 4$ |   |     |
| 7       | Print clerk name on receipt?                                  | Yes = 0 $No = 1$ |   |     |
|         | Print Z counter on reports?                                   | Yes = 0 $No = 2$ |   |     |
| 8       | Home Currency symbol  | \$(Default)      |   |     |
| 9       | Print receipt when sign on/off?                               | Yes = 0 $No = 1$ |   |     |
|         | Print Grand total on the X Financial report?                  | Yes = 0 $No = 2$ |   |     |
|         | Print Grand total on the Z Financial report?                  | Yes = 0 $No = 4$ |   |     |

| Address | PRINT OPTION  |                     | VALUE            | = | SUM |
|---------|---|---------------------|------------------|---|-----|
| 10      | Print Gross total on the X I                          | Financial report?   | Yes = 0 $No = 1$ |   |     |
|         | Print Gross total on the Z Financial report?          |                     | Yes = 0 $No = 2$ |   |     |
| 11      | Print the subtotal without tax on the receipt?        |                     | Yes = 1 $No = 0$ |   |     |
|         | Tax amount to print                                   | Combine =           | 2                |   |     |
|         | on receipt is:  | Itemize =           | 0                |   |     |
| 12      | Print the tax amount on rec                           | reipt?              | Yes = 0 $No = 1$ |   |     |
|         | Print taxable totals?                                 |                     | Yes = 2 $No = 0$ |   |     |
|         | Print the tax rate?                                   |                     | Yes = 4 $No = 0$ |   |     |
| 13      | Print a breakdown of the V                            | AT eligible sale?   | Yes = 1 $No = 0$ |   |     |
|         | Print training mode message training mode operations? | Yes = 2 $No = 0$    |                  |   |     |
| 14      | Currency  | CONV. #1 =          | •                |   |     |
| 15      | Symbol:   | CONV. #2 =          | •                |   |     |
| 16      |   | CONV. #3 =          | •                |   |     |
| 17      |   | CONV. #4 =          | •                |   |     |
| 18      | Print the order number on trequisition?               | the kitchen printer | Yes = 0 $No = 1$ |   |     |
|         | Print the item's price on the requisition?            | e kitchen printer   | Yes = 2 $No = 0$ |   |     |
| 19      | Print registrations in void r printer requisition?    | node on the kitchen | Yes = 0 $No = 1$ |   |     |
|         | Print registrations in training printer requisition?  | Yes = 2 $No = 0$    |                  |   |     |
| 20      | Combine like items on the                             | Yes = 0 $No = 1$    |                  |   |     |
|         | Chooses volume unit when the PLU is gallonage.        | Gallons =           | 0                |   |     |
|         |   | Liters =            | 2                |   |     |

|    |   |                          | ı                |  |
|----|---|--------------------------|------------------|--|
| 21 | Print preamble message of                             | on receipt?              | Yes = 0 $No = 1$ |  |
|    | Print postamble message                               | on receipt?              | Yes = 0 $No = 2$ |  |
| 22 | NOT USED  |                          |                  |  |
| 23 | Print average items per correport?                    | Yes = 0 $No = 1$         |                  |  |
|    | Print average sales per cureport?                     | stomer on the Financial  | Yes = 0 $No = 2$ |  |
| 24 | Allow a second receipt fo                             | or the same transaction? | Yes = 1 $No = 0$ |  |
|    | Priority print by group or                            | the kitchen printer?     | Yes = 2 $No = 0$ |  |
|    | Print the PLU number an receipt?                      | Yes = 4 $No = 0$         |                  |  |
| 25 | Do not print when polling                             | Yes = 1 $No = 0$         |                  |  |
|    | Print PLU# on PLU report?  Grand total is: Net sale = |                          | Yes = 2 $No = 0$ |  |
|    |   |                          | 4                |  |
|    |   | Gross sale =             |                  |  |
| 26 | NOT USED  |                          | 0                |  |
| 27 | Send order to the kitchen key is pressed?             | printer when the SBTL    | Yes = 1 $No = 0$ |  |
| 28 | Print pre graphic logo on                             | receipt?                 | Yes = 1 $No = 0$ |  |
|    | Print post graphic logo or                            | n receipt?               | Yes = 2 $No = 0$ |  |
| 29 | NOT USED  |                          |                  |  |
| 30 | Pre graphic logo                                      | Default =                | 0                |  |
|    |   | User =                   | 1                |  |
|    | Post graphic logo                                     | Default =                | 0                |  |
|    |   | User =                   | 2                |  |
| 31 | Number of pre-feeding li                              | nes on receipt.          | 0-9              |  |
| 32 | Number of post-feeding l                              | 0-9                      |                  |  |
| 33 | Print Electronic Journal:                             | Newest to Oldest         | 0                |  |
|    | Oldest to Newest                                      |                          | 1                |  |
| 34 | Number of DataTran Rec                                | eipt Copies:             | 0-99             |  |
| 35 | Mask card numbers on E                                | FT drafts?               | Yes = 1 $No = 0$ |  |
|    | Condensed font size on jo                             | ournal?                  | Yes = 2 $No = 0$ |  |

# **Print Options - Reference Information**

| #                    | Option   | Description   |
|----------------------|--|---|
| 1                    | Print media totals on clerk report   | Select <b>Yes</b> to print media totals for each clerk, thus allowing clerk cash drawer accountability.   |
|                      | Print tax symbol   | Select <b>No</b> to remove the tax symbol (i.e."T1") from the print and display.  |
| 4                    | Print PLU sale item number?  | If <b>Yes</b> , each receipt will print the total number of PLU items sold in the transaction.  |
| 5                    | Print % of sales on PLU report?  | The register can calculate the percentage of sales represented by each PLU. Select <b>Yes</b> if you wish to print this percentage on the PLU report.   |
| 8                    | Home currency symbol   | Users outside of the USA can designate a different currency symbol. To select a different symbol, enter three digit alpha character codes.  |
| 9                    | Print receipt when sign on/off?  | Select <b>No</b> if you do not wish to print a receipt when signing on or off a clerk.  |
| 11                   | Print subtotal without tax on the receipt?   | If you hand-write credit card slips, you may find it useful to print the merchandise subtotal. Select <b>Yes</b> if you wish to print the subtotal without tax on the receipt.                              |
|                      | Tax amount on receipt is:<br>Combine or Itemize  | Select <b>Yes</b> if you are calculating and reporting more than one sales tax rate separately and you wish to print just the total of multiple taxes rather than itemize each tax on the receipt.          |
| 13                   | Print a breakdown of the VAT eligible sale?  | If <b>Yes</b> , a breakdown of the VAT eligible sale will print the net amount and the VAT amount.  |
| 14<br>15<br>16<br>17 | Currency symbol:<br>conv.#1<br>conv.#2<br>conv.#3<br>conv.#4   | If you are using the currency conversion feature, you can select the appropriate symbol for each foreign currency you are accepting. To select a different symbol, enter three digit alpha character codes. |
| 20                   | Combine like items on the kitchen printer?   | If two of the same items are registered in the same transaction, you can choose the format on the kitchen requisition. For example, if <b>Yes</b> , "2 HAMBURGERS; if N, "1 HAMBURGER" and "1 HAMBURGER".   |
| 23                   | Print average items per customer on the Financial report?  Print average sales per customer on the Financial report? | Choose whether to print the average items per customer (PLU sales counter/Net sales counter) or the average sales per customer (Net Sales/Net Sales counter).   |

| #  | Option  | Description  |
|----|---|--|
| 24 | Priority print by group on the kitchen printer? | If <b>Yes</b> , the group to which the item is assigned determines the order in which items appear on a kitchen requisition, i.e. items reported to group 1 will print before items reported to group 2. |

# **Function Key Programming**

Three programs are used to program function keys:

- Program 70 is used to set individual options for each function key
- Program 80 is used to program a 12-character alphanumeric descriptor. In the case of the #/No Sale key, provision is made to program a separate descriptor for the # and No Sale functions.
- *Program 90* is used to set a high amount limit (HALO). In the case of percentage keys (%1-%5) the percentage rate or amount is programmed; In the case of currency conversion keys, the conversion rate is programmed.

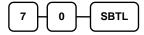
In this chapter you will find:

- General instructions for programs 70, 80 and 90.
- Specific Program 70 option programming instructions for each function key.

### **Program 70 - Function Key Options**

Use Program 70 to set options for function keys. Because of the differences inherent in function keys, individual options will be different. See the specific instructions for each key in this chapter to find the options for each key.

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **70**, press the **SBTL** key.



3. Enter the values for the option digit or digits. Depending on the function key you are programming, you may enter up to six digits N1 through N6. Determine the values for N1 through N6 by referring to the specific function key information that follows. (You do not need to enter preceding zeros. For example, if the function key offers six digits, N1 through N6 and you are only selecting a value for N6, just enter the value for N6.) Press the function key you wish to program.



4. To program additional function keys, repeat from step 3, or press the **CASH** key to finalize the program.

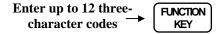


### **Program 80 - Function Key Descriptor**

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **8 0**, press the **SBTL** key.



3. Enter up to 12 three-character codes and press the function key you are programming. (See "Descriptor Code Chart" on page 78.)



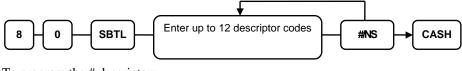
4. To program additional function keys, repeat from step 3, or press the **CASH** key to finalize the program.



### Descriptor Programs for the #/No Sale Key - Programs 80 & 81

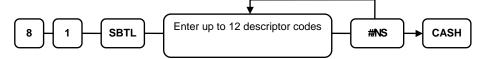
Since two distinct functions, # entry and no sale, reside on the same key, different programs are used to program each descriptor.

To program the no sale descriptor: Repeat for another function key



To program the # descriptor:

Repeat for another function key

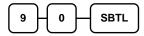


### **Program 90 - Function Key HALO**

Use Program 90 to program a high amount lock out (HALO) for a function key. Only specific keys require this program. For example, you can set a HALO for the **CASH**, **CHECK** or **CHARGE** keys. Refer to the specific function key programming information in this chapter to determine when the HALO option is available.

#### Note: An 8 digit HALO has a maximum entry of \$500,000.00.

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **9 0**, press the **SBTL** key.



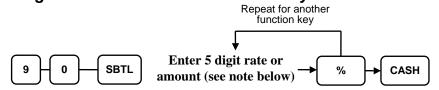
3. Enter a HALO of up to eight digits, (or "0" for no HALO). Press the function key on the keyboard you wish to program.



4. To program additional function keys, repeat from step 2, or press the **CASH** key to finalize the program.



### Program 90 Instructions for %1-%5 Keys



Note: If key is amount, enter 5 digit HALO, or 0 for no HALO. If key is percentage enter the percentage in a five-digit format, without the decimal (XX.XXX). For example: for 10%, enter 10000; for 5.55%, enter 05550; for 99.999%, enter 99999.

### **Instructions for Currency Conversion Rate - Program 90**

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter 9 0, press the SBTL key.



3. Enter the exchange rate of up to 7 digits (do not enter the decimal point), and then enter a number from 0 to 7 to indicate the decimal position. See "Currency Exchange Rate Programming Examples" below.



4. Press the function key on the keyboard you wish to program.



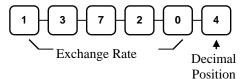
5. To program additional function keys, repeat from step 2, or press the **CASH** key to finalize the program.



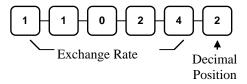
### **Currency Exchange Rate Programming Examples**

Note: Foreign currency exchange rates may be stated as "foreign currency in dollars", or "dollars in foreign currency". Use the rate stated in "dollars in foreign currency" when you are programming this section.

The US dollar (home currency) is worth 1.3720 Canadian dollars (foreign currency).



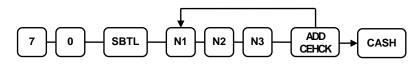
The US dollar (home currency) is worth 110.24 Japanese Yen (foreign currency).



## **ADD CHECK - Function Key Options**

### Options - Program 70 (P-Mode)

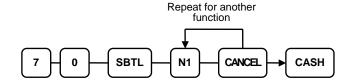
Repeat for another function



| Address | OPTION  | VALUE            | = | SUM |
|---------|---|------------------|---|-----|
| N1      | Key is inactive?                                      | Yes = 1 $No = 0$ |   |     |
|         | Compulsory before tendering?                          | Yes = 2 $No = 0$ |   |     |
|         | Advance the consecutive # when this function is used? | Yes = 0 $No = 4$ |   |     |
| N2      | Delete the pre/postamble when this function is used?  | Yes = 1 $No = 0$ |   |     |
|         | Exempt tax 1?   | Yes = 2 $No = 0$ |   |     |
|         | Exempt tax 2?   | Yes = 4 $No = 0$ |   |     |
| N3      | Exempt tax 3?   | Yes = 1 $No = 0$ |   |     |
|         | Exempt tax 4?   | Yes = 2 $No = 0$ |   |     |

## **CANCEL - Function Key Options**

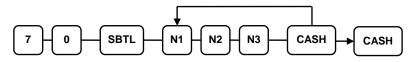
### Options - Program 70 (P-Mode)



|   | Address | OPTION  | VALUE   | = | SUM |
|---|---------|---|---------|---|-----|
|   | N1      | Key is inactive?                                      | Yes = 1 |   |     |
|   |         |   | No = 0  |   |     |
|   |         | Key is active in <b>X</b> control lock position only? | Yes = 2 |   |     |
| l |         |   | No = 0  |   |     |

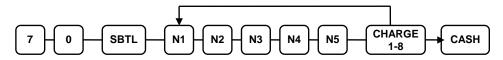
# **CASH - Function Key Options**

# Options - Program 70 (P-Mode) Repeat for another function



| Address | OPTION   | VALUE            | = | SUM |
|---------|--|------------------|---|-----|
| N1      | Amount tender is compulsory?   | Yes = 1 $No = 0$ |   |     |
|         | Allow over tendering and under tendering in <b>X</b> control lock position only? | Yes = 2 $No = 0$ |   |     |
|         | Disable under tendering?   | Yes = 4 $No = 0$ |   |     |
| N2      | Open cash drawer?  | Yes = 0 $No = 1$ |   |     |
|         | Exempt tax 1?  | Yes = 2 $No = 0$ |   |     |
|         | Exempt tax 2?  | Yes = 4 $No = 0$ |   |     |
| N3      | Exempt tax 3?  | Yes = 1 $No = 0$ |   |     |
|         | Exempt tax 4?  | Yes = 2 $No = 0$ |   |     |

# CHARGE 1-8 - Function Key Options Repeat for another function



| Address | OPTION   | VALUE                               | = | SUM |
|---------|--|-------------------------------------|---|-----|
| N1      | Amount tender is compulsory?   | Yes = 1 $No = 0$                    |   |     |
|         | Allow over tendering and under tendering in <b>X</b> control lock position only? | Yes = 2 $No = 0$                    |   |     |
|         | Disable under tendering?   | Yes = 4 $No = 0$                    |   |     |
| N2      | Open cash drawer?  | Yes = 0 $No = 1$                    |   |     |
|         | Allow over tendering?  | Yes = 2 $No = 0$                    |   |     |
|         | Non-add # entry compulsory?  | Yes = 4 $No = 0$                    |   |     |
| N3      | Exempt tax 1?  | Yes = 1 $No = 0$                    |   |     |
|         | Exempt tax 2?  | Yes = 2 $No = 0$                    |   |     |
|         | Exempt tax 3?  | Yes = 4 $No = 0$                    |   |     |
| N4      | Exempt tax 4?  | Yes = 1 $No = 0$                    |   |     |
| N5      | Select EFT Type:   | Credit = 1<br>Debit = 2<br>Gift = 3 |   |     |

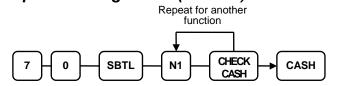
## **CHECK - Function Key Options**

### Options - Program 70 (P-Mode)

| Address | OPTION   | VALUE            | = | SUM |
|---------|--|------------------|---|-----|
| N1      | Amount tender is compulsory?   | Yes = 1 $No = 0$ |   |     |
|         | Allow over tendering and under tendering in <b>X</b> control lock position only? | Yes = 2 $No = 0$ |   |     |
|         | Disable under tendering?   | Yes = 4 $No = 0$ |   |     |
| N2      | Open cash drawer?  | Yes = 0 $No = 1$ |   |     |
|         | Exempt tax 1?  | Yes = 2 $No = 0$ |   |     |
|         | Exempt tax 2?  | Yes = 4 $No = 0$ |   |     |
| N3      | Exempt tax 3?  | Yes = 1 $No = 0$ |   |     |
|         | Exempt tax 4?  | Yes = 2 $No = 0$ |   |     |
| N4      | Not used   |                  |   |     |

## **CHECK CASHING - Function Key Options**

### Options - Program 70 (P-Mode)

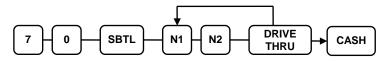


| Address | OPTION  | VALUE            | = | SUM |
|---------|---|------------------|---|-----|
| N1      | Key is inactive?                                      | Yes = 1 $No = 0$ |   |     |
|         | Key is active in <b>X</b> control lock position only? | Yes = 2 $No = 0$ |   |     |

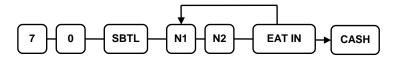
## **DRIVE THRU / EAT IN / TAKE OUT - Function Key Options**

### Options - Program 70 (P-Mode)

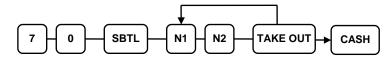
Repeat for another function



Repeat for another function



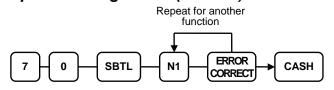
Repeat for another function



| Address | OPTION        | VALUE            | = | SUM |
|---------|---------------|------------------|---|-----|
| N1      | Exempt tax 1? | Yes = 1 $No = 0$ |   |     |
|         | Exempt tax 2? | Yes = 2 $No = 0$ |   |     |
|         | Exempt tax 3? | Yes = 4 $No = 0$ |   |     |
| N2      | Exempt tax 4? | Yes = 1 $No = 0$ |   |     |

## **ERROR CORRECT - Function Key Options**

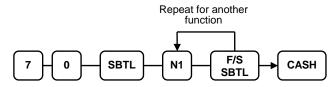
### Options - Program 70 (P-Mode)



| Address | OPTION  | VALUE            | II | SUM |
|---------|---|------------------|----|-----|
| N1      | Key is inactive?                                      | Yes = 1 $No = 0$ |    |     |
|         | Key is active in <b>X</b> control lock position only? | Yes = 2 $No = 0$ |    |     |

## F/S Subtotal - Function Key Options

### Options - Program 70 (P-Mode)

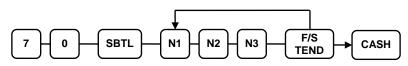


| Address | OPTION           | VALUE            | = | SUM |
|---------|------------------|------------------|---|-----|
| N1      | Key is inactive? | Yes = 1 $No = 0$ |   |     |

# **F/S TEND - Function Key Options**

### Options - Program 70 (P-Mode)

Repeat for another function



| Address | OPTION                               |               | VALUE            | = | SUM |
|---------|--------------------------------------|---------------|------------------|---|-----|
| N1      | N1 Exempt tax 1?                     |               | Yes = 1 $No = 0$ |   |     |
|         | Exempt tax 2?                        |               | Yes = 2 $No = 0$ |   |     |
|         | Exempt tax 3?                        |               | Yes = 4 $No = 0$ |   |     |
| N2      | Exempt tax 4?                        |               | Yes = 1 $No = 0$ |   |     |
|         | The tender is allowed in any amount? |               | Yes = 2 $No = 0$ |   |     |
|         | Food stamp change is                 | Cash =        | 4                |   |     |
|         | issued in:                           | Food Stamps = | 0                |   |     |
| N3      | Open cash drawer?                    |               | Yes = 0 $No = 1$ |   |     |

## #/NS - Function Key Options

### Options - Program 70 (P-Mode)

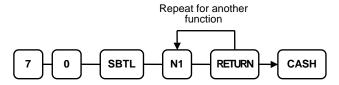
Repeat for another function

7 0 SBTL N1 N2 N3 N4 #NS CASH

| Address | OPTION  | VALUE            | = | SUM |
|---------|---|------------------|---|-----|
| N1      | No Sale is inactive?  | Yes = 1 $No = 0$ |   |     |
|         | No Sale active in <b>X</b> control lock position only?                                | Yes = 2 $No = 0$ |   |     |
|         | No Sale inactive after non-add # entry?   | Yes = 4 $No = 0$ |   |     |
| N2      | Enforce non-add # entry at start of sale?   | Yes = 1 $No = 0$ |   |     |
|         | Print when a NO SALE is performed?  | Yes = 0 $No = 2$ |   |     |
|         | Non-add # entries are prohibited?   | Yes = 4 $No = 0$ |   |     |
| N3      | Compulsory non-add entry must match number of digits set in the MAX DIGIT flag below? | Yes = 1 $No = 0$ |   |     |
| N4      | Enter maximum number of digits for non-add number entry. Zero (0) means no limit.     | 0-8              |   |     |

# **MDSE RETURN - Function Key Options**

### Options - Program 70 (P-Mode)

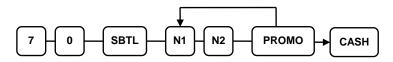


| Address | OPTION  | VALUE            | = | SUM |
|---------|---|------------------|---|-----|
| N1      | Key is inactive?                                      | Yes = 1 $No = 0$ |   |     |
|         | Key is active in <b>X</b> control lock position only? | Yes = 2 $No = 0$ |   |     |

## **PROMO - Function Key Options**

### Options - Program 70 (P-Mode)

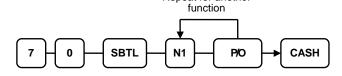
Repeat for another function



| Address | OPTION  | VALUE            | = | SUM |
|---------|---|------------------|---|-----|
| N1      | Key is inactive?                                      | Yes = 1 $No = 0$ |   |     |
|         | Key is active in <b>X</b> control lock position only? | Yes = 2 $No = 0$ |   |     |
|         | Taxable by rate 1?                                    | Yes = 4 $No = 0$ |   |     |
| N2      | Taxable by rate 2?                                    | Yes = 1 $No = 0$ |   |     |
|         | Taxable by rate 3?                                    | Yes = 2 $No = 0$ |   |     |
|         | Taxable by rate 4?                                    | Yes = 4 $No = 0$ |   |     |

# **PAID OUT 1-3 - Function Key Options**

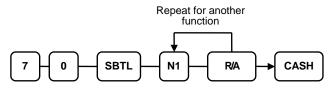
# Options - Program 70 (P-Mode) Repeat for another



| Address | OPTION  | VALUE            | = | SUM |
|---------|---|------------------|---|-----|
| N1      | Key is inactive?                                      | Yes = 1 $No = 0$ |   |     |
|         | Key is active in <b>X</b> control lock position only? | Yes = 2 $No = 0$ |   |     |

## **RECD ON ACCT 1-3 - Function Key Options**

### Options - Program 70 (P-Mode)

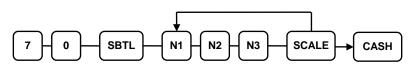


| Address | OPTION   | VALUE            | II | SUM |
|---------|--|------------------|----|-----|
| N1      | Key is inactive?                               | Yes = 1 $No = 0$ |    |     |
|         | Key is active in X control lock position only? | Yes = 2 $No = 0$ |    |     |

# **SCALE - Function Key Options**

### Options - Program 70 (P-Mode)

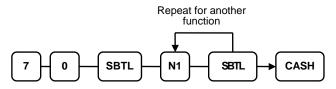
Repeat for another function



| Address | OPTION  |      | VALUE            | = | SUM |
|---------|---|------|------------------|---|-----|
| N1      | Key is inactive?                                      |      | Yes = 1 $No = 0$ |   |     |
|         | Key is active in <b>X</b> control lock position only? |      | Yes = 2 $No = 0$ |   |     |
|         | Allow manual entry of weight?                         |      | Yes = 4 $No = 0$ |   |     |
| N2      | Tare entry in X mode only?                            |      | Yes = 1 $No = 0$ |   |     |
|         | Weight symbol for manual entry is:                    | Kg = | 2                |   |     |
|         |   | Lb = | 0                |   |     |
|         | Inhibit tare entry?                                   |      | Yes = 4 $No = 0$ |   |     |
| N3      | Tare entry compulsory?                                |      | Yes = 1 $No = 0$ |   |     |

## **SUBTOTAL - Function Key Options**

### Options - Program 70 (P-Mode)

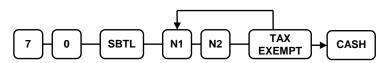


| Address | OPTION                 | VALUE            | = | SUM |
|---------|------------------------|------------------|---|-----|
| N1      | Key is inactive?       | Yes = 1 $No = 0$ |   |     |
|         | Subtotal is Compulsory | Yes = 2 $No = 0$ |   |     |

## **TAX EXEMPT - Function Key Options**

### Options - Program 70 (P-Mode)

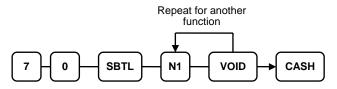
Repeat for another function



| Address | OPTION   | VALUE            | II | SUM |
|---------|--|------------------|----|-----|
| N1      | Exempt tax 1?                                      | Yes = 1 $No = 0$ |    |     |
|         | Exempt tax 2?                                      | Yes = 2 $No = 0$ |    |     |
|         | Exempt tax 3?                                      | Yes = 4 $No = 0$ |    |     |
| N2      | Exempt tax 4?                                      | Yes = 1 $No = 0$ |    |     |
|         | Compulsory non-add number before this key is used? | Yes = 2 $No = 0$ |    |     |

## **VOID - Function Key Options**

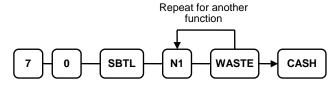
#### Options - Program 70 (P-Mode)



| Address | OPTION  | VALUE            | = | SUM |
|---------|---|------------------|---|-----|
| N1      | Key is inactive?                                      | Yes = 1 $No = 0$ |   |     |
|         | Key is active in <b>X</b> control lock position only? | Yes = 2 $No = 0$ |   |     |

#### **WASTE - Function Key Options**

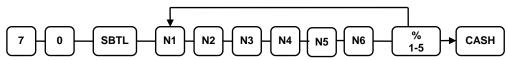
#### Options - Program 70 (P-Mode)



| Address | OPTION  | VALUE            | II | SUM |
|---------|---|------------------|----|-----|
| N1      | N1 Key is inactive?                                   |                  |    |     |
|         | Key is active in <b>X</b> control lock position only? | Yes = 2 $No = 0$ |    |     |

## **%1-%5 Function Key Options**

# Options - Program 70 (P-Mode) Repeat for another function



| Address | OPTION  |                           | VALUE            | = | SUM |
|---------|---|---------------------------|------------------|---|-----|
| N1      | Allow % key preset over lock position only?       | Yes = 1<br>No = 0         |                  |   |     |
|         | Not affect Net Sales Tot                          | al?                       | Yes = 2 $No = 0$ |   |     |
| N2      | Reduce (or increase) the by % entry?              | food stamp subtotal       | Yes = 1 $No = 0$ |   |     |
|         | Allow only one time sub                           | ototal entry?             | Yes = 2 $No = 0$ |   |     |
|         | Allow multiple amount of without pressing subtota |                           | Yes = 4 $No = 0$ |   |     |
| N3      | %/Amount taxable tax 2                            | Yes = 1 $No = 0$          |                  |   |     |
|         | %/Amount taxable tax 3?                           |                           | Yes = 2 $No = 0$ |   |     |
|         | %/Amount taxable tax 4                            | Yes = 4 $No = 0$          |                  |   |     |
| N4      | Apply an:   | Amount =                  | 1                |   |     |
|         |   | Percentage =              | 0                |   |     |
|         | Key is inactive?                                  |                           | Yes = 2 $No = 0$ |   |     |
|         | % Key is active in <b>X</b> cor                   | ntrol lock position only? | Yes = 4 $No = 0$ |   |     |
| N5      | % Key is:   | Open =                    | 1                |   |     |
|         |   | Preset =                  | 0                |   |     |
|         | % Key is:   | Sale =                    | 2                |   |     |
|         |   | Item =                    | 0                |   |     |
|         | Allow % key override p                            | Yes = 4 $No = 0$          |                  |   |     |
| N6      | % Key is:   | Positive =                | 1                |   |     |
|         |   | Negative =                | 0                |   |     |
|         | %/Amount taxable tax 1                            | ?                         | Yes = 2 $No = 0$ |   |     |

## **Clerk Programming**

Clerks (which may be used as cashiers), have the following programming options. These options are set through separate programs:

- Program 800 Secret Code programming determines the code that is used for clerk sign on
  if a code entry sign on method is selected in system option #2 (See "System Option
  Programming" on page 81.)
- Program 810 Clerk Descriptor Programming allows you to set a unique, up to 12 character, descriptor for each clerk

Before attempting any programming, all clerks must first be signed off in REG mode.

### **Program 800 - Secret Code Programming**

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **8 0 0**, press the **SBTL** key.



3. Enter the number (1-10) of the clerk you wish to program; press the **X/TIME** key.



4. Enter a secret code (up to 6 digits); press the **SBTL** key.

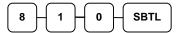


5. Repeat from step 3 for each clerk you wish to program. Press the **CASH** key to finalize the program.

CASH

#### **Program 810 - Clerk Descriptor Programming**

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **8 1 0**, press the **SBTL** key.



3. Enter the number (1-10) of the clerk you wish to program; press the **X/TIME** key.



4. Enter up to 12 three-character codes and press the X/TIME key. (See "Descriptor Code Chart" on page 78.)



5. Press the **CASH** key to finalize the program.



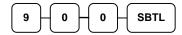
## **Group Programming**

20 Group totals are available to accumulate totals of individual PLUs that are assigned to each group. Each PLU can be assigned to one, two or three different groups. (See "Program 150 - PLU Group Assignment" on page 75 to program PLU groups for each PLU.)

- Use program 900 to assign a group status, i.e. a group can be set to *not add* to the total of all groups, or a group can be used to designate like items for kitchen printer assignment.
- Use program 910 to assign a unique descriptor for each group, so that the group may be easily understood on the group report.

#### Programming Group Status - Program 900

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **9 0 0**, press the **SBTL** key.

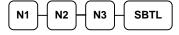


3. Enter the number (1-20) of the group you wish to program; press the **X/TIME** key.



4. Enter an option digit from the table below, press the **SBTL** key.

| Address                    | OPTION   | VALUE            | = | SUM |
|----------------------------|--|------------------|---|-----|
| N1                         | Group total is added to the total of all groups on the Group report? |                  |   |     |
|                            | Send to kitchen printer?   |                  |   |     |
| N2                         | N2 No Choice   |                  |   |     |
|                            | KP PORT# : R(requisition on the register receipt)                    | 1                |   |     |
|                            | KP PORT#: 1  |                  |   |     |
| KP PORT#: 2 (ER-380M Only) |  | 4                |   |     |
| N3                         | Print RED on KP?   | Yes = 1 $No = 0$ |   |     |

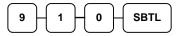


5. To program additional groups, repeat from step 3, or press the **CASH** key to finalize the program.

CASH

#### **Programming Group Descriptors**

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **9 1 0**, press the **SBTL** key.



3. Enter the number (1-20) of the group you wish to program; press the **X/TIME** key.



4. Enter up to 12 three-character codes and press the X/TIME key. (See "Descriptor Code Chart" on page 78.)



5. To program additional groups, repeat from step 3, or press the **CASH** key to finalize the program.



## **Miscellaneous Programming**

#### **Macro Key Sequence Programming**

Macros are special function keys that are used to execute a sequence of key depressions. For example, a macro might be used to execute a string of reports or to automatically tender a preset amount. Up to ten different macros may be placed on the keyboard. (See "Function Key Assignment Programming" on page 61 to place macros on the keyboard.)

#### To Program a Macro

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter 1 5 0 0, press the SBTL key.



3. Press the **Macro** key that you wish to program.



- 4. Optionally, you can turn the key lock to the position where you wish the macro to set the register. For example, if wish the macro to set the key lock to **X** to run a report, turn the key lock to **X**. When used in the **REG** position, the macro will set the register to **X** and run the report. If you do not adjust the key lock here, the macro will execute the programmed keystrokes in **any** key position.
- 5. Press up to 50 keystrokes that you wish the macro to execute.

## Type up to 50 keystrokes

6. Return the key lock to the P position and press the macro key to finalize.



7. Repeat from step 3 to program additional macros. Press the **CASH** key to finalize the program.



#### To Remove a Macro

If you wish to change a macro sequence change the function key assignment of the key to '**Inactive**', and then reassign the macro function and reprogram the keystrokes as shown above. (See "Function Key Assignment Programming" on page 61.)

#### Programming the Macro Name

Up to ten function locations may be designated as Macro keys. You may wish to program a name for a macro. For example if a macro executes a series of commands to produce daily reports, you can program the descriptor "DAILY", so the macro can easily be identified. Macro names can also be helpful when looking at keyboard layout information with the PC communication utility.

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **7 1 1**, press the **SBTL** key.



3. Enter the number of the Macro you wish to program (1-10); press the **X/TIME** key.



4. Enter up to 12 three-character codes and press the X/TIME key (see "Descriptor Code Chart" on page 78.)



5. Press the **CASH** key to finalize the program.



#### **Logo Descriptor Programming**

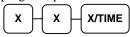
#### Programming the Receipt

A preamble message of up to six lines can be printed at the top of each receipt; a postamble message of up to six lines can be printed at the bottom of each receipt, a separate message can be printed on the DataTran Credit/Debit draft receipt and an endorsement message of up to ten lines can be printed when a check is endorsed on an optional slip printer. Each line can consist of up to 32 characters.

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **7 0 0**, press the **SBTL** key.

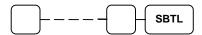


3. Refer to the chart below and enter the number that represents the line you wish to program; press the **X/TIME** key.



| Х  | Message Line                             |
|----|--|
| 1  | 1 <sup>st</sup> line of Preamble         |
| 2  | 2 <sup>nd</sup> line of Preamble         |
| 3  | 3 <sup>rd</sup> line of Preamble         |
| 4  | 4 <sup>th</sup> line of Preamble         |
| 5  | 5 <sup>th</sup> line of Preamble         |
| 6  | 6 <sup>th</sup> line of Preamble         |
| 7  | 1 <sup>st</sup> line of Postamble        |
| 8  | 2 <sup>nd</sup> line of Postamble        |
| 9  | 3 <sup>rd</sup> line of Postamble        |
| 10 | 4 <sup>th</sup> line of Postamble        |
| 11 | 5 <sup>th</sup> line of Postamble        |
| 12 | 6 <sup>th</sup> line of Postamble        |
| 13 | 1 <sup>st</sup> line of Datatran Message |
| 14 | 2 <sup>nd</sup> line of Datatran Message |
| 15 | 3 <sup>rd</sup> line of Datatran Message |
| 16 | 4 <sup>th</sup> line of Datatran Message |

4. Enter up to 32 three-character codes and press the **SBTL** key. (See "Descriptor Code Chart" on page 78.)



5. Press the **CASH** key to finalize the program.

CASH

#### **NLU Code Number Programming**

NLU are fixed keys on the keyboard (like traditional department keys) that access specific PLUs.

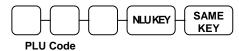
On the default keyboard, there are 12 NLU keys and the PLU# assigned to the NLU key is the same, i.e. NLU key number one is PLU #1. However, with this program, you can assign any PLU number you wish to any one of the 12 possible NLU keys.

#### Programming the NLU Code Number

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **1 0 0 0**, press the **SBTL** key.



3. Enter the new PLU code number you wish to use for this NLU key, and press the NLU key on the keyboard you wish to program. Press the same NLU key again.



4. Repeat step #3 to program additional NLU locations, or press **CASH** to finalize the program

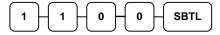


#### **Cash-In-Drawer Limit Programming**

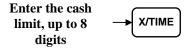
You can set a cash-in-drawer limit. When cash in drawer exceeds the limit a warning will display on the screen. You must press CLEAR to remove the warning and continue operations. The warning will continue to appear at the completion of every transaction with the limit exceeded, until you use the PAID OUT function to remove cash from the drawer.

#### Programming the Drawer Limit

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter 1 1 0 0, press the SBTL key.



3. Enter a cash-in-drawer limit (up to 8 digits or **0** for no limit); press the **X/TIME** key.



4. Press the **CASH** key to finalize the program.

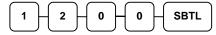


#### **Check Change Limit Programming**

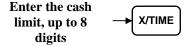
Use this program to set the maximum amount of cash that can be returned when a check is tendered for an amount greater than the amount of the sale. For example, if the check change limit is \$10.00 the maximum amount that can be tendered into the check key on a \$5.00 sale is \$15.00.

#### Programming the Check Change Limit

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **1 2 0 0**, press the **SBTL** key.



3. Enter a cash-in-drawer limit (up to 8 digits or **0** for no limit); press the **X/TIME** key.



4. Press the **CASH** key to finalize the program.

CASH

## **Date and Time Programming**

Use this program to set the clock and calendar on your *ER-380/ER-380M*. The date changes automatically. After initial setting, time changing will probably be required only for beginning and ending daylight savings time.

#### Programming the Date and Time

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter 1 3 0 0, press the SBTL key.



3. Enter time in military standard time (based on 24 hours), must be four digits (i.e. 1300 hours = 1:00 PM); press the **X/TIME** key.



4. Enter the date in MM(month) DD(day) and YY(year) format. Press the **X/TIME** key:



5. Press the **CASH** key to finalize the program.



#### **Scale Tare Weight Programming**

A tare is the amount of weight representing the container, or package when items are sold by weight. You can pre-program five tare weights, representing the weight of different containers. When you place an item and a container on optional scale, you can enter the tare number to automatically subtract the pre-programmed tare weight.

If you choose to use tare #5 for manual tare weight entry, do not enter a weight for tare #5. (See TARE.)

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **1 4 0 0**, press the **SBTL** key.



3. Enter the number (1-5) of the tare you wish to program; press the **X/TIME** key.



4. Enter the weight of the tare (one digit preceding the decimal key, the decimal key, then three digits after the decimal key). Press the **SBTL** key.



5. To program additional tare weights, repeat from step 3, or press the **CASH** key to finalize the program.



#### **Machine Number Programming**

The machine number is printed on the register receipt. Program a machine number so that any receipt can be identified with the store or register where the transaction took place.

#### Programming the Machine Number

- 1. Turn the control lock to the **P** position.
- 2. To begin the program, enter **1 6 0 0**, press the **SBTL** key.



3. Enter a machine number (up to 5 digits); press the **X/TIME** key.



4. Press the **CASH** key to finalize the program.



## **Program Scans**

Since much time and energy has been invested in the planning and programming of your *ER-380/ER-380M*, it is advisable to print a hard copy of the final program for future reference. This copy should be kept in a safe place.

- 1. Turn the control lock to the **P** position.
- 2. To print a program scan, enter **1 5**, press the **SBTL** key.

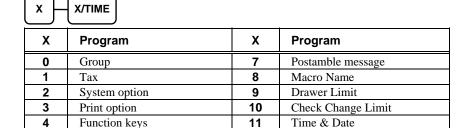


Clerk

Preamble message

5

3. Refer to the chart below and enter a digit to represent the segment of the program you wish to print; press the **X/TIME** key.



4. To read PLU program information, enter the number of the first PLU in a range of PLUs that are to scanned; press the **PLU** key. Enter the last number in the range; press the **PLU** key, or

12

13

Tare Weight

Machine Number



Pres the first PLU keys that are to scanned and Press the last PLU keys,



5. To read MACRO information, press the MACRO key to be scanned,

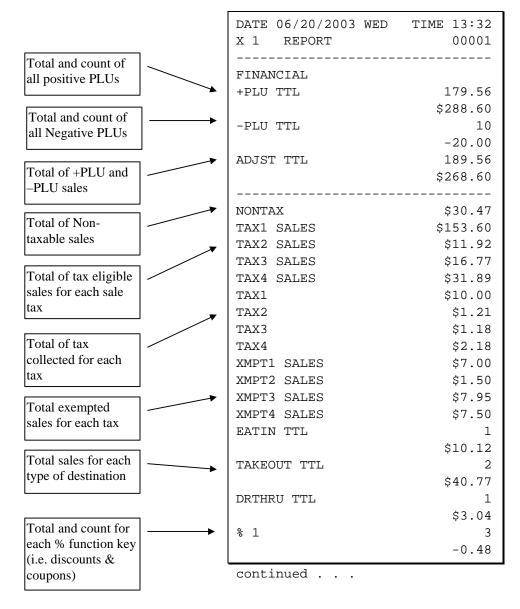


6. To read additional parts of the program, repeat from step 3, or press the **CASH** key to finalize the program.

CASH

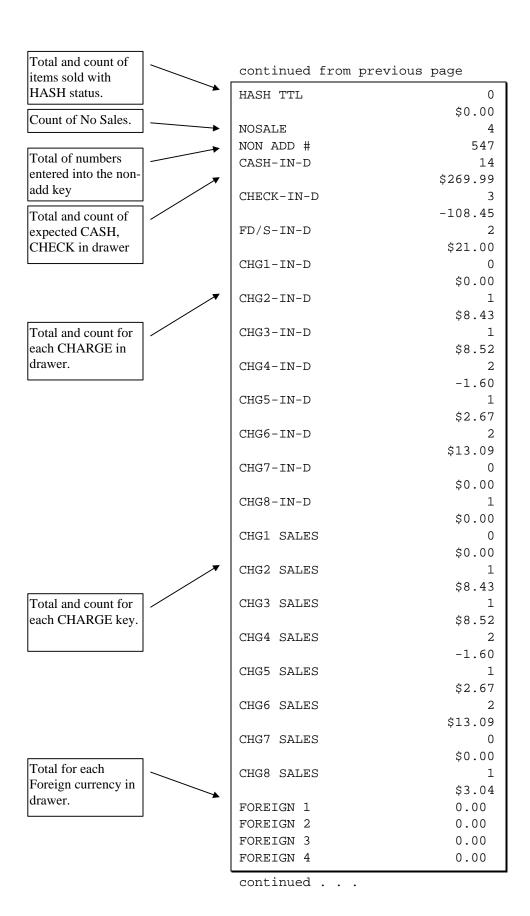
# Sample Reports

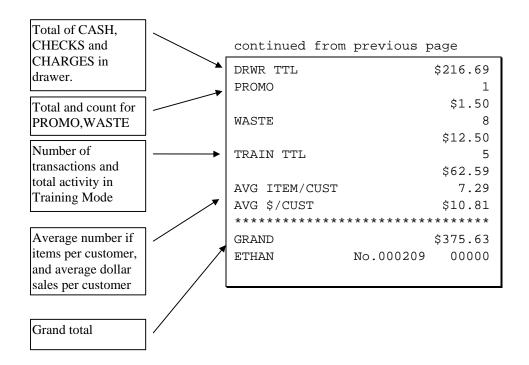
## **Financial**



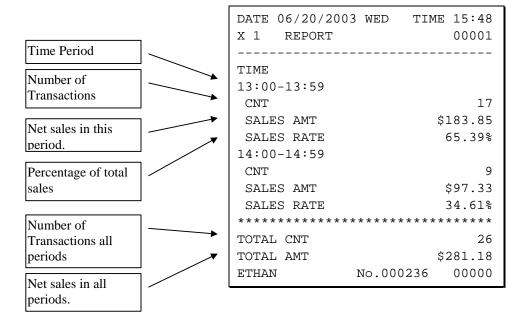
|             | _         |          |      |
|-------------|-----------|----------|------|
| continued   | trom      | previous | nage |
| COIICIIIaca | T T O !!! | PICVICAD | Page |

|                       |          | continued from prev | rious page |
|-----------------------|----------|---------------------|------------|
| TD 4 1 1 4 6          |          | % 2                 | 2          |
| Total and count for   |          | <b>.</b> 2          | -5.22      |
| each % function key   |          | % 3                 | 3.22       |
| (i.e. discouts &      |          | * 3                 | -          |
| coupons)              |          | 0 4                 | \$3.23     |
|                       |          | % 4                 | 0          |
|                       |          |                     | \$0.00     |
|                       |          | % 5                 | 0          |
| N G. 1                |          |                     | \$0.00     |
| Net Sales             | <b>—</b> | NET SALE            | 26         |
| Credited tax for      |          |                     | \$281.18   |
| each tax. (Tax is     |          | CREDIT TAX1         | 4          |
| credited for negative | -        |                     | -1.11      |
| taxable sales, i.e.   |          | CREDIT TAX2         | 1          |
| mdse return           |          |                     | -0.23      |
| transactions.)        |          | CREDIT TAX3         | 2          |
| trunsactions.)        |          |                     | -0.89      |
|                       |          | CREDIT TAX4         | 1          |
|                       | ı        | CREDIT TAXI         | -0.39      |
| Food stamp change     |          | ED/C ODEDIE         | -0.39      |
| credited to sales     | _        | FD/S CREDIT         | •          |
|                       |          |                     | \$0.23     |
|                       |          | RETURN              | 33         |
|                       |          |                     | -59.73     |
| Total and count for   |          | ERROR CORR          | 2          |
| each type of          |          |                     | -4.00      |
| transaction           |          | PREVIOUS VD         | 1          |
| correction.           |          |                     | -1.50      |
| correction.           |          | VOID MODE           | -2         |
|                       |          |                     | -6.40      |
|                       |          | CANCEL              | 2          |
| G G I                 |          |                     | \$16.00    |
| Gross Sales           | <b>—</b> | GROSS SALES         | \$375.63   |
|                       |          | CASH SALES          | 13         |
| Totals and counters   |          |                     | \$133.49   |
| for CASH and          |          | CHECK SALES         | 1          |
| CHECK sales           |          | CHECK DUTED         | \$23.05    |
|                       |          | ר/ ת                |            |
|                       |          | R/A 1               | 2145 00    |
|                       |          | D /3 0              | \$145.00   |
|                       |          | R/A 2               | 0          |
|                       |          |                     | \$0.00     |
|                       | _        | R/A 3               | 0          |
| Total and count for   |          |                     | \$0.00     |
| each type R/A         |          | P/O 1               | 1          |
| (received on          |          |                     | -140.00    |
| account) and P/O      |          | P/O 2               | 0          |
| (paid out) key.       |          |                     | \$0.00     |
|                       |          | P/O 3               | 0          |
|                       |          |                     | \$0.00     |
|                       |          | gontinued           |            |
|                       |          | continued           |            |

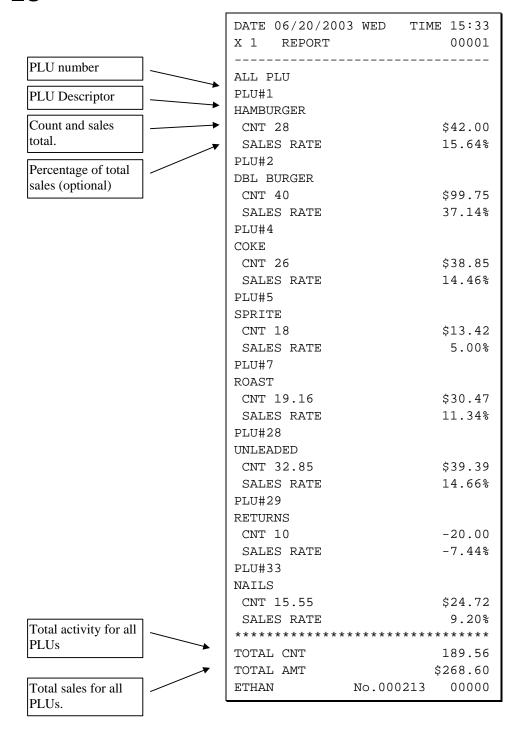




## **Time**

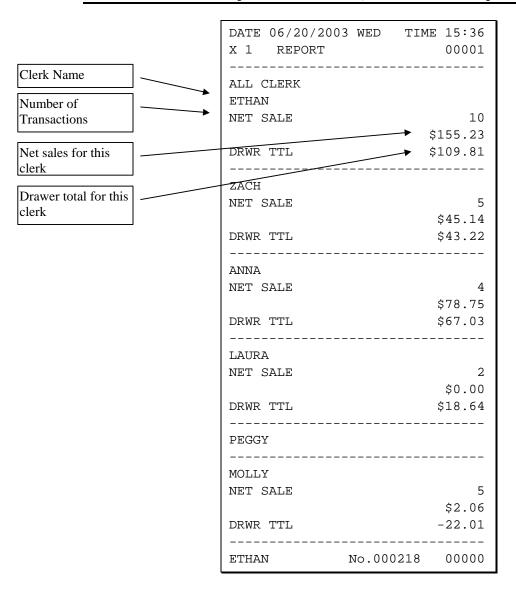


## **PLU**

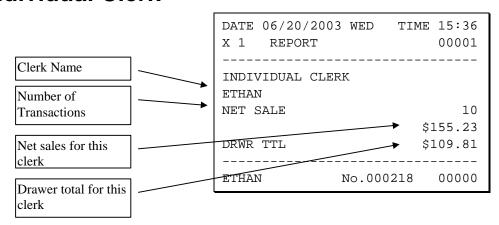


## Clerk

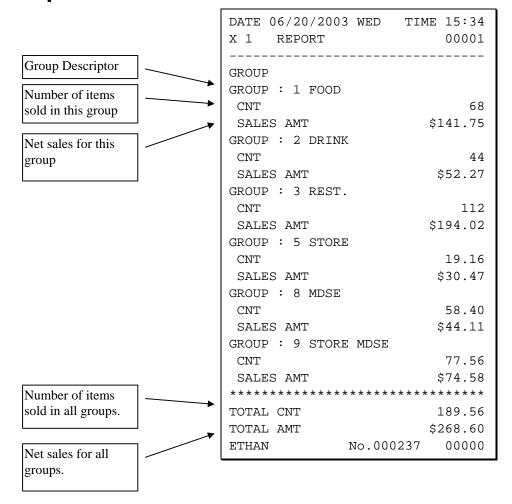
#### Note: Media totals can be printed for each clerk, if selected in Print Option Programming.



## **Individual Clerk**



## **Groups**



# **Balancing Formulas**

| +/- | Net Sales              | \$ Example |
|-----|------------------------|------------|
| =   | PLU Sales Total        | \$         |
| +   | Tax 1                  | \$         |
| +   | Tax 2                  | \$         |
| +   | Tax 3                  | \$         |
| +   | Tax 4                  | \$         |
| +   | Sale Coupon Amouts     | \$         |
| +   | Sale Percent Discounts | \$         |
| +   | Sale Surcharge Amounts | \$         |
| =   | Net Sales              | \$         |

| +/- | Gross Sales            | \$ Example |
|-----|------------------------|------------|
| =   | Net Sales              | \$         |
| +   | Negative PLU Total     | \$         |
| +   | Item Coupon Total      | \$         |
| +   | Item Percent Discount  | \$         |
| +   | Sale Coupon Amounts    | \$         |
| +   | Sale Percent Discounts | \$         |
| +   | Credit Tax 1           | \$         |
| +   | Credit Tax 2           | \$         |
| +   | Credit Tax 3           | \$         |
| +   | Credit Tax 4           | \$         |
| +   | Merchandise Return     | \$         |
| +   | Void Positon Total     | \$         |
| =   | Gross Sales            | \$         |

# Integrated Payment Appendix (380M Only)

## One Day Example of Credit Authorization

#### **Open Batch**

NOTE: To present things in a logical order, OPEN BATCH is shown at the *beginning* of the day, but in practical day-to-day operation it is recommended to open a new batch *right after* closing today's batch, so it is ready to go for the next day.

- 1. Turn the control lock to the **Z** position.
- 2. Enter **501**, press **SBTL**.
- 3. The message "WAITING RESP." displays momentarily, then the message "REPORT MODE" returns. No printing occurs.

#### **Sample Transaction**

- 1. Register a normal transaction. Press the appropriate **CHARGE** key. The message 'SLIDE CARD' displays:
- 2. Swipe the card. The message "SLIDE CARD." continues to displays until the card verification is complete.
- 3. When verification is complete, the draft is printed.

Note: If multiple documents are to be printed, the message "CLEAR / CASH" displays. Tear off the printer paper, and press CASH to resume printing.

#### Sample Draft



#### Sample Draft – With Gratuity

To print the tip entry line, see System Option programming (see page **Error! Bookmark not defined.** of this manual) and set address #26 on the ER-380M or address #29 on the ER-52XXM.



#### **Manual Card Entry**

- 1. Register a normal transaction. Press the appropriate **CHARGE** key. The message 'SLIDE CARD' displays.
- 2. If card will not read, press **CLEAR** once, the message "ENTER ACCT NO" displays.
- 3. Enter the account number and press **CASH** (or press Clear twice to abort the transaction.)
- 4. The message "ENTER EXP DATE" displays. Enter the 4-digit expiration date and press **CASH**.
- 5. When verification is complete, the draft is printed.

Note: If multiple documents are to be printed, the message "CLEAR / CASH" displays. Tear off the printer paper, and press CASH to resume printing.

#### Merchandise Return

Complete the merchandise return transaction as you would a normal transaction. Press **MDSE RTRN** prior to entering each returned item.

- 1. Register a normal transaction. Press the appropriate CHARGE key. The message "SLIDE CARD" displays.
- 2. Swipe the card. The message "SLIDE CARD" continues to display until the card verification is complete.
- 3. When verification is complete, the draft is printed.

Note: If multiple documents are to be printed, the message "CLEAR / CASH" displays. Tear off the printer paper, and press CASH to resume printing.

#### Sample Draft



#### **Void Transaction**

Transaction Void allows a transaction to be removed from the batch and not reported to the cardholder statement.

- 1. Turn the keylock to the VOID position.
- 2. Register a normal transaction.
- 3. Press the appropriate CHARGE key. The message "SLIDE CARD" displays
- 4. Swipe the card. The message "ENTER APP CODE" displays.
- 5. Enter the authorization code printed for the transaction to be voided, press CASH. The message "ENTER REF NO" displays.

NOTE: The approval code is an alphanumeric entry. You must use the alpha code chart to determine the numeric entries. For example the approval code "VITAL8" would be entered as "086 073 084 065 076 056".

6. Enter the Reference number from the transaction to be voided; press CASH. The transaction is found and the original record removed.

#### **Local Total Report**

Run an Issue Local Total report to confirm that credit totals match the financial report before closing the batch. See "Issue Local Total" on page 139.

#### Tip (Gratuity) Entry

Gratuities (tips) indicated by the customer on the payment draft must be entered into the ECR before the batch is closed.

- Turn the key lock to the **Z** position, enter **510** and press **SUBTOTAL**.
- 2. At the message "ENTER REC NO.", enter the record number of the transaction and press **CASH/TEND**.
- 3. At the message "ORIG TRAN AMOUNT", enter the original transaction amount and press **CASH/TEND**.
- 4. At the message "TIP AMOUNT", enter the tip amount and press **CASH/TEND**.
- 5. If the record number and transaction number are valid, the tip amount is entered in the batch and a tip entry chit prints as shown below.

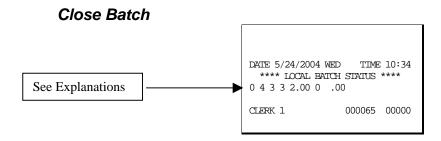
#### Sample Tip Chit

DATE 09/27/2004 MON TIME 10:41 SALE AMOUNT: \$426 TIP AMOUNT: \$1.50 REF: \* REC: 2 EMPLOYEE1 NO.000023 REG 01

#### **Close Batch**

NOTE: To present things in a logical order, OPEN BATCH is shown at the *beginning* of the day, but in practical day-to-day operation it is recommended to open a new batch *right after* closing today's batch, so it is ready to go for the next day.

- 1. Turn the control lock to the **Z** position.
- 2. Enter 502, press SBTL.
- 3. The message "WAITING RESP." displays momentarily. When communication is complete, the Local Batch Status prints and the batch is closed. The message "REPORT MODE" returns.



#### Local Batch Status Explanations:

(From Left to Right)

- o Batch Status C=Closed/O=Open
- 4 Batch Number
- 3 Batch Transaction Count
- 3 Batch Item Count
- 2.00 Batch Balance
- 0 Batch Forwarded Transaction Count
- .00 Batch Forwarded Balance

## **Reset Mode Procedures**

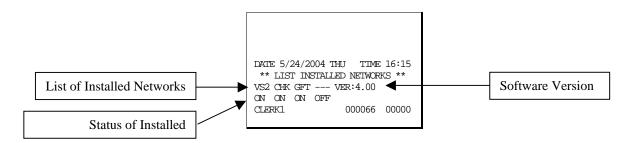
#### **DataTran Function Table**

| Function               | Procedure  |
|------------------------|--|
| Initialize EFT         | Z-Mode: Enter 500, press SBTL                        |
| Open Batch             | <b>Z-Mode</b> : Enter <b>501</b> , press <b>SBTL</b> |
| Close Batch            | <b>Z-Mode</b> : Enter <b>502</b> , press <b>SBTL</b> |
| Clear Current Batch    | <b>Z-Mode</b> : Enter <b>503</b> , press <b>SBTL</b> |
| Change Batch Number    | <b>Z-Mode</b> : Enter <b>504</b> , press <b>SBTL</b> |
| Issue Local Total      | <b>Z-Mode</b> : Enter <b>505</b> , press <b>SBTL</b> |
| Issue Transaction      | <b>Z-Mode</b> : Enter <b>506</b> , press <b>SBTL</b> |
| Issue Batch Status     | <b>Z-Mode</b> : Enter <b>507</b> , press <b>SBTL</b> |
| Dial In Load           | <b>Z-Mode</b> : Enter <b>508</b> , press <b>SBTL</b> |
| Dial Out Load          | <b>Z-Mode</b> : Enter <b>509</b> , press <b>SBTL</b> |
| Tip Entry              | <b>Z-Mode</b> : Enter <b>510</b> , press <b>SBTL</b> |
| Pin Pad Initialize     | <b>Z-Mode</b> : Enter <b>511</b> , press <b>SBTL</b> |
| Close Batch with Debit | Z-Mode: Enter 512, press SBTL                        |

#### **Initialize EFT**

Z-Mode: Enter 500, press SBTL

Select Initialize EFT to verify communications, software versions and installed networks.



#### **Clear Curr Batch**

**Z-Mode**: Enter **503**, press **SBTL** 

The clear batch command erases all the current batch transactions from the DataTran memory even if they have not been settled. <u>A LOCAL TRANSACTION INQUIRY should be printed prior to clearing the batch</u>. This will ensure that the operator has the transaction detail to re-enter if required.

This operation should only be done under the direction of DATACAP.

#### **Chg Batch Number**

Z-Mode: Enter 504, press SBTL

(At the ENTER BATCH NO message, enter the new number, press **CASH**.)

The change batch number command is used to assign a new batch number to an existing batch. It is used with certain credit card processors to rectify settlement problems. It is used infrequently. (Attempt to change batch number will be denied if bank does not allow the feature.)

#### **Issue Local Total**

Z-Mode: Enter 505, press SBTL

This report is added for ease of customer balancing actual totals in the Datatran to the system wide reports. A summary of each kind of credit card and a batch total should match the totals within the ER-380M/ER-5200M report before the Settle Batch is attempted.

| DATE 5/24/2004 | WED  | TIME   | 10:55 |
|----------------|------|--------|-------|
| ****LOCAL T    | OTAL | REPORT | ****  |
| AMEX           | .00  | 0      |       |
| VISA           | 120. | .32 5  |       |
| MASTER         | .00  | 0      |       |
| DISCOVER       | .00  | 0      |       |
| PRIVATE LABEL  | .00  | 0      |       |
| DINERS         | .00  | 0      |       |
| JŒB            | .00  | 0      |       |
| DEBIT          | .00  | 0      |       |
| TOTAL          | 120. | .32 5  |       |
| CLERK 1        | 00   | 00069  | 00000 |
|                |      |        |       |

#### **Issue Transaction**

Z-Mode: Enter 506, press SBTL

The Local Transaction Report contains details of each transaction in the current batch.

#### Example

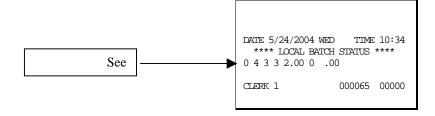
(See Appendix for report key.)

```
DATE 5/24/2004 WED TIME 10:59
*** LOCAL TRANSACTION REPORT ***
1 A 54 ************6301 0501 1 V
TTAL6 * 100.00 * * * * * 4 * 052
604 113803 5 @ NY * * 00 * * D 1
00 00 * * * 00001 * * * * 0524
04 113803 * * * * 00 *
CLERK 1 000070 00000
```

#### **Issue Batch Status**

Z-Mode: Enter 507, press SBTL

The Local Batch Status Report also prints when a batch is closed.



#### Local Batch Status Explanations:

(From Left to Right)

- O Batch Status C=Closed/O=Open
- 4 Batch Number
- 3 Batch Transaction Count
- 3 Batch Item Count
- 2.00 Batch Balance
- 0 Batch Forwarded Transaction Count
- .00 Batch Forwarded Balance

#### **Dial In Load/Dial Out Load**

Z-Mode: Enter 508, press SBTL (Dial In Load)Z-Mode: Enter 509, press SBTL (Dial Out Load)

If instructed by Datacap support, you can use these options to update DataTran software. Choose Enable Dial In Load to allow Datacap to call the DataTran and send updates. Choose Enable Dial Out Load to call Datacap to connect. You will be required to enter the phone number and terminal I.D.

## **Required ECR Programs**

- 1. You must set EFT status for the port you are using. See RS-232 Communication Option Programs on page 63. Set device function to "EFT Device" and set BAUD to "2400".
- 2. See System Option Programming on page 81. Set address #29 to **0** for Normal Draft with Normal Buffer Use. Add the value of **2** to your current value for a draft with a tip line.
- 3. See Print Option Programming on page 86. Set address #34 for the number of DataTran receipt copies you wish to print (**0-99**).
- 4. See CHARGE 1-8 Function Key Options on page 98. Set option **N5** to reflect the type of payment: Credit, Debit or Gift (check with your representative for availability of gift card processing).

## **Local Transaction Report Key**

ABCDEFGHIJKHIJKLMNOPORST[UVWXYZAABB]

| Field | Description                             |   | Min | Max          | Туре         |
|-------|---|---|-----|--------------|--------------|
| A     | Transaction Sequence Number             |   | 1   | 5            | Numeric      |
| В     | Transaction Status                      |   | 1   | 1            | Alphanumeric |
| C     | Network Transaction Code                |   | 1   | 3            | Alphanumeric |
| D     | Credit Card Account Number              |   | 1   | 38           | Alphanumeric |
| E     | Expiration Date                         | 4   | 4   | Numer        | ic           |
| F     | Card Reader Flag                        |   | 1   | 1            | Numeric      |
| G     | Approval Code                           |   | 1   | 16           | Alphanumeric |
| Н     | Reference Number                        |   | 1   | 16           | Alphanumeric |
| I     | Transaction Amount                      |   | 3   | 11           | Numeric      |
| J     | Operator ID                             |   | 1   | 10           | Alphanumeric |
| K     | AMEX Category or Product Code           | 1   | 10  | Alphanumeric |              |
| L     | Arrival Date                            |   | 3   | 6            | Numeric      |
| M     | Departure Date                          |   | 3   | 6            | Numeric      |
| N     | Gratuity Amount                         | 3   | 11  | Numer        | ic           |
| O     | Media Type                              |   | 1   | 2            | Numeric      |
| P     | Special Program Code                    |   | 1   | 1            | Numeric      |
| Q     | Transaction Date                        | 3   | 6   | Numer        | ic           |
| R     | Transaction Time                        |   | 4   | 4            | Numeric      |
| S     | Authorization Source Code               |   | 1   | 1            | Numeric      |
| T     | Card Holder ID                          |   | 1   | Numer        | ic           |
| U     | PS2000 or MIC Payment Service Indicator | S2000 or MIC Payment Service Indicator 1 1 Alphanumeric |     | numeric      |              |
| V     | PS2000 Transaction ID or                | 15  | 15  | Alphanumeric |              |
|       | MIC Banknet Reference Number            | 9   | 9   | Alphar       | numeric      |

|   | MIC Banknet Authorization Date        | 4 | 4  | Nume  | ric          |
|---|---------------------------------------|---|----|-------|--------------|
|   | MIC POS Entry Mode                    |   | 1  | 1     | Alphanumeric |
|   | MIC Mag Stipe Error Code              |   | 1  | 1     | Alphanumeric |
| W | PS2000 Validation Code                | 4 | 4  | Alpha | numeric      |
| X | Authorization Response Code           |   | 2  | 2     | Alphanumeric |
| Y | PS2000 Authorization Currency Code or | 3 | 3  | Alpha | numeric      |
|   | MIC Entry Mode Change Indicator       |   | 1  | 1     | Alphanumeric |
|   | MIC Track Data - CVC Error            |   | 1  | 1     | Alphanumeric |
|   | MIC Track Data - Error Code           |   | 1  | 1     | Alphanumeric |
|   | ZMerchant Category Code               |   | 2  | 2     | Alphanumeric |
|   | AAEntry Mode                          |   | 2  | 2     | Alphanumeric |
|   | BBOriginal Authorized Amount          | 3 | 11 | Nume  | ric          |

#### Local Transaction Report Field Definitions

- A. Transaction Sequence Number: The DataTran will use this field to return the internal sequence number assigned to each accessed transaction.
- B. Transaction Status: The DataTran will use this field to return the current status of each accessed transaction.
  - Allowed values: "A" = Authorized but not captured, "C" = Captured, "F" = Forced Entry, or "V" = Void.
- C. Network Transaction Code: When available, the DataTran will use this field to return the service provider's code assigned to each accessed transaction.
- D. Credit Card Account Number: The DataTran will use this field to return the card account number used in each accessed transaction .
- E. Expiration Date: The DataTran will use this field to return the expiration date of the credit card used in each accessed transaction.
  - Format: "YYMM" or "MMYY" ("YY" = year and "MM" = month).
- F. Card Reader Flag: The DataTran will use this field to return the type of account number entry used in each accessed transaction.
  - Allowed values: 0 = Hand entered account number, or 1 = Entered by card reader.
- G. Approval Code: The DataTran will use this field to return the approval code of each accessed transaction.
- H. Reference Number: When available, the DataTran will use this field to return the reference number of each accessed transaction.
- Transaction Amount: The DataTran will use this field to return the sales amount of each accessed transaction.
  - Format: -9999999.99 (decimal point required).
- J. Operator ID: When available, the DataTran will use this field to return the cashier or operator ID number entered in each accessed transaction.
- K. AMEX Category or Product Code: When available, the DataTran will use this field to return the American Express product or category code of each accessed transaction.
- L. Arrival Date: When available, the DataTran will use this field to return the customer's arrival date entered in each accessed transaction.
  - Formats: "MMDDYY" ("MM" = month, "DD" = day, and "YY" = year).
- M. Departure Date: When available, the DataTran will use this field to return the customer's departure date entered in each accessed transaction.
  - Formats: "MMDDYY" ("MM" = month, "DD" = day, and "YY" = year).
- N. Gratuity Amount: When available, the DataTran will use this field to return the gratuity amount entered in each accessed transaction.
  - Format: -9999999.99 (decimal point required).
- O. Media Type: The DataTran will use this field to return the media type used in each accessed transaction:
  - 2 = American Express 6 = Private Label
  - 3 = Visa 7 = Diner's Club or Carte Blanche
  - 4 = MasterCard 8 = JCB
  - 5 = Discover 9 = Debit

- P. Special Program Code: When available, the DataTran will use this field to return the special program code entered for each accessed transaction.
- Q. Transaction Date: The DataTran will use this field to return the date of each accessed transaction. Formats: "MMDDYY" ("MM" = month, "DD" = day, and "YY" = year).
- R. Transaction Time: The DataTran will use this field to return the time of each accessed transaction. Format: "HHMM" ("HH" = military hours and "MM" minutes).
- S. Authorization Source Code: When available, the DataTran will use this field to return the Authorization Source Code of each accessed transaction.
- T. Card Holder ID: When available, the DataTran will use this field to return the Card Holder ID type of each accessed transaction.
- U. Payment Service Indicator: When available, the DataTran will use this field to return the Payment Service Indicator (also referred to as the ACI field) of each accessed transaction.
- V. Transaction ID: When available, the DataTran will use this field to return either the PS2000 Transaction ID number or MIC data of each accessed transaction.
- W. Validation Code: When available, the DataTran will use this field (also known as the ACI field) to return the validation code of each accessed transaction.
- X. Authorization Response Code: When available, the DataTran will use this field to return the authorization response code of each accessed transaction.
- Y. Authorization Currency Code: When available, the DataTran will use this field to return the authorization currency code of each accessed transaction.
- Z. Merchant Category Code: When available, the DataTran will use this field to return the merchant category code of each accessed transaction.
- AA. Entry Mode: When available, the DataTran will use this field to return the entry mode of each accessed transaction.
- BB. Original Authorization Amount: When available, the DataTran will use this field to return the original authorization amount of each accessed transaction. Format: -9999999.99 (decimal point required).

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# **Manual Revision Record**

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