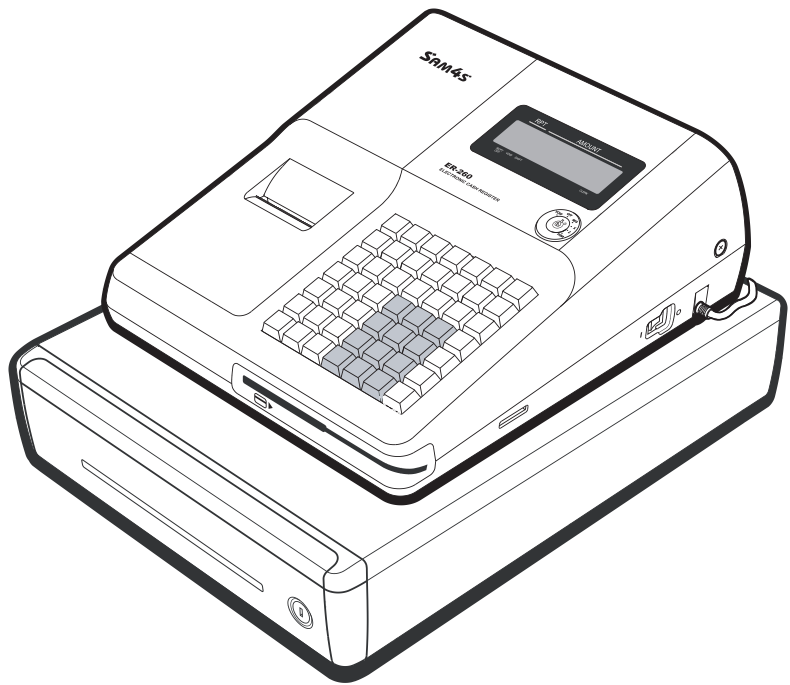# SAM4s

Operator's and Programming Manual

All specifications are subject to change without notice.

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.

2. When reinstalling the chassis and its assemblies, be sure to restore all protective devices, including nonmetallic control knobs and compartment covers.

3. 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.

4. 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, ($\triangle$) or ($\triangle$).   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

There is the danger of explosion if battery is incorrectly replaced.

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

Dispose of used batteries according to the manufacturer's instructions.

ATTENTION

ll 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.

SAFETY NOTICE: "For pluggable equipment, the socket-outlet shall be installed near the equipment and shall be easily accessible."

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.

2. 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.

4. 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 Electrostatic Sensitive Devices (ESDs)

1. Some semiconductor (solid state) devices are easily damaged by static electricity. Such components are called Electrostatic 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.

2. 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 wrist-strap 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.

6. 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.

8. 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.

9. 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

Congratulations! You have selected a very flexible electronic cash register designed for years of reliable service. The *SAM4s ER-260* will fit many retail stores, shops and restaurants. It provides fast transaction processing, security, and detailed sales information.

- To Get Started turn to "Quick Setup" on page 7. This section covers unpacking, memory clearing, a few simple programming steps, and instructions for basic cash register transactions. All of the features of the *SAM4s ER-260* (except the clerk functions) operate immediately, without additional programming steps. In most cases, all the programming you need to do is covered in this section.

- For information about reports and balancing see "Reports" on page 85.

This manual also includes detailed information about many additional features that will help you solve the special calculation problems or security issues that you might face.

- For detailed programming instructions, see "Advanced Programming" on page 45.

- For detailed operations sequences, see "Advanced Operating Instructions" on page 21.

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 department **1**:
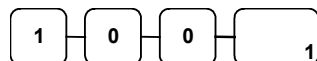
This flowchart means:

1. Press numeric key **1.**
2. Press numeric key **0.**
3. Press numeric key **0.**
4. Press department **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. Department and function keys are shown as rectangular keys.

Basic Features and Functions

Keyboard

PAPER FEED	RECPT ON/OFF	TAX	CURR CONV	RA	PO	CLERK
-	-%	+%	VOID	CANCEL	RETURN	#/NS
5	10	15	CLEAR	X/TIME	PLU	CHRG
4	9	14	7	8	9	CHEQ
3	8	13	4	5	6	SUB TOTAL
2	7	12	1	2	3	CASH
1	6	11	0	00	.	

Key Descriptions

Key	Description
PAPER FEED	Press to advance then printer paper.
Numeric Keypad: 0-9 and 00	Use the numeric keypad to enter amounts, other numeric values.
CLEAR	Press to clear numeric errors made on keyboard prior to pressing the registration key. Also press to stop the error alarm when incorrect entries are made.
Department Keys	There are 15 department keys on the keyboard to register different types of merchandise. Departments may be used to accept open priced entries, or may be programmed to register preset prices
#/NS (#/NO SALE)	Press to open the cash drawer when you have not already started a transaction. Also, may be used to print any number (up to 8 digits) on the printer paper.
X/TIME	Enter a quantity, then press the **X/TIME** key to enter multiple items. Also use to enter "split pricing" items, such as 1 item at 3 for £0.89.
VOID	Press to void (or erase) the last item entered. You can also void an item previously entered within a transaction by pressing **SUBTOTAL**, then **VOID** then re-entering the item you wish to correct.
RETURN	If you wish to return or refund an item, press Return Merchandise, then re-enter any item you wish.
- (MINUS)	Register a negative amount by entering a price, then pressing the **- (MINUS)** key. For example, you can enter bottle returns or coupons using the **- (MINUS)** key.
CANCEL	Press to void (or erase) all items entered thus far in any transaction.
C/CONV	Press the Currency Conversion key to convert the sale subtotal into an equivalent value in foreign currency. You must first program foreign currency exchange rates. See "Currency Conversion" on page 62.
-% , +%	Use the Percent keys to add a percentage surcharge or subtract a percentage from an item or the subtotal of the sale. You can enter the amount of the percentage before pressing the **-%** or **+%** keys, or you can program a preset percentage if you are consistently using the same percentage. See "**+%** and **-%** Key Programming" on page 57 to set a preset percentage.
PLU	Use to register a Price Look Up (PLU).
RA (CALC)	Use to accept cash into the cash drawer when you are not actually selling merchandise. For example, use the Received on Account key to accept payments for previously sold merchandise, or record loans to the cash drawer. When pressed will access calc.
PO (PAID OUT)	Use to track cash paid out for merchandise or to record loans from the cash drawer.

. (Decimal)	Use the Decimal key to enter fractions of percentages. For example to enter a one third off discount, enter **3 3 . 3 3** before pressing the **-%** key.
CLERK	Use to sign on or sign off a clerk, if you have decide to use a clerk sales tracking system. See "Programming Clerks" on page 63.
SUB TOTAL	Press to see the subtotal of a sale.
CHARGE	Press to total a transaction paid by charge or credit card.
CHEQUE	Press to total a transaction paid by cheque. Also if the cheque amount is over the amount purchased, enter the amount of the cheque, then press the **CHEQUE** key. The drawer will open and the cash change will be computed.
CASH/TEND	Press to total a transaction paid by cash. Also if the cash amount tendered is over the amount purchased, enter the amount of the tender, then press the **CASH/TEND** key. The drawer will open and the cash change will be computed.
TAX	Press to reverse the programmed tax status of a department or plu key. For example, by using the **TAX** key prior to registering a taxable item, the item will be sold without sales tax added.

Control Lock
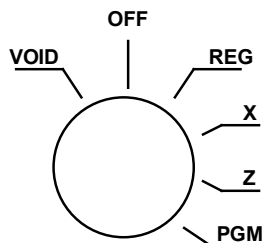
VOID	Use to void (correct) items outside of a sale.
OFF	The register is inoperable.
REG	Use for normal registrations.
X	Use to read register reports.
Z	Use to read register reports and reset totals to zero.
PGM	Use to program the register.

The *SAM4s ER-260* includes two sets of keys that may be used to access the following key lock positions.

Key	Positions Accessible
VD	VOID, OFF, REG, X
REG	OFF, REG
Z	VOID, OFF, REG, X, Z
P	VOID, OFF, REG, X, Z, PGM
C	ALL POSITIONS

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

Display

Front Display

DPT	RPT	AMOUNT

1234567890
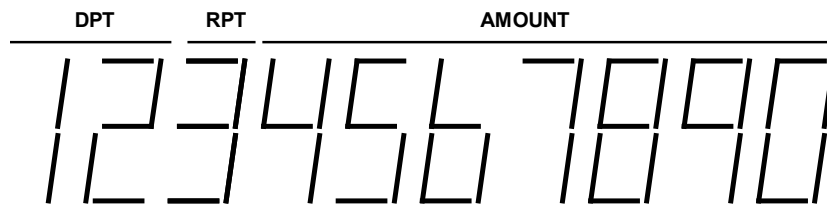
DPT	Indicates the department number of the registration (2 digits).
RPT	Indicates the number of times an item has been repeated.
AMOUNT	Displays the amount the amount of the item, subtotal or total.
CLERK	If the clerk system is implemented, one of 10 lines illuminate indicating which clerk is active.

Display Messages

C	Change Due
E	Error
-	Negative entry
=	Total
E1	Input Error
E3	Printer Error (paper jam)
E4	Non Add # required
E5	Cash Declaration required
E6	Cash Drawer is open
E8	No Paper

Quick Setup

Unpacking

1. Unpack and Unwrap the cash register.

2. Locate in the packing the following items:

    - 1 roll of paper

    - 1 rewind spindle

    - 1 set of control keys

3. Remove the cardboard protectors from the cash drawer.

4. Plug the register into a grounded outlet (three prong), insert a control key and turn the key to the **REG** control lock position.

Installing the Paper

1. Remove the printer cover.

---

2. For proper feeding through the print head, cut or tear a straight even edge on the end of the paper roll. (Be sure to remove any paper with glue residue.) Place the paper roll in the paper holder so that the paper will feed from the bottom of the roll.
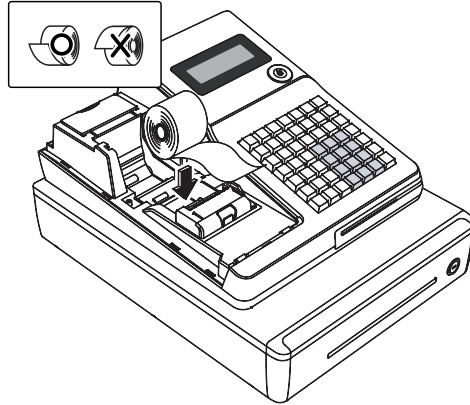
3. Insert the end of the paper into the paper slot.
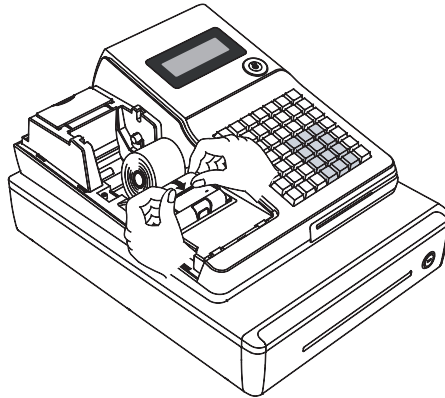
4. Close the paper lever. (ER-260 Series is possible to feed automatically when you rock the paper levers and insert paper.). Replace the printer cover.
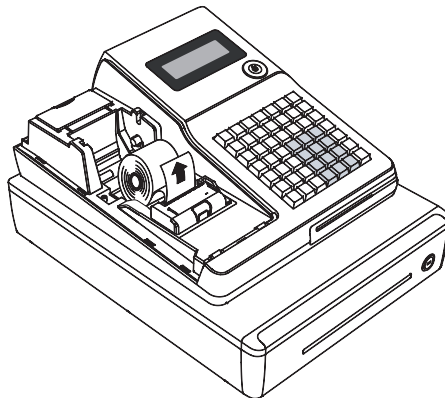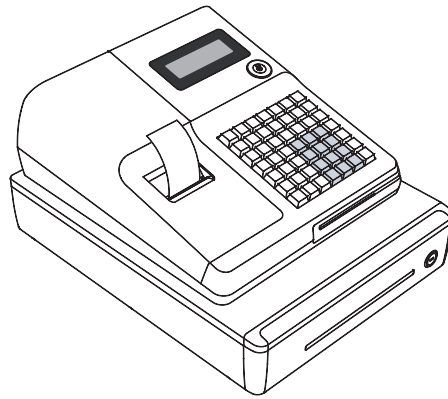
※ If you wish to use the printer to print a sales journal, insert the paper into the paper take-up spool. Wind the paper two or three turns around the spool shaft and install the spool in the mount

.
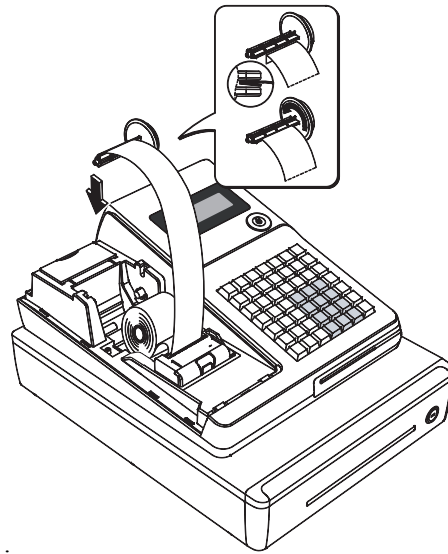
* In case of Paper Jam, refer to below figure.

A. Open the paper lever and open the cap printer.
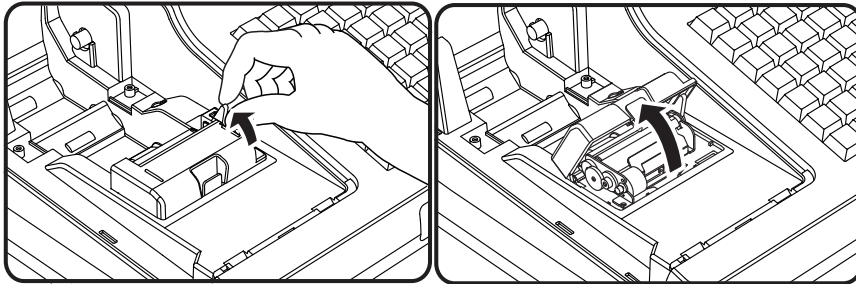
B. Remove the jamming paper. (Be carefull not to get burned in the hand because it is very hot in the cap printer.)
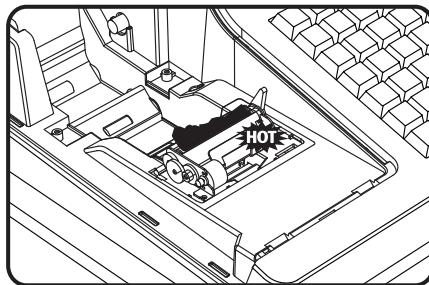
* Be careful of the serrated edge
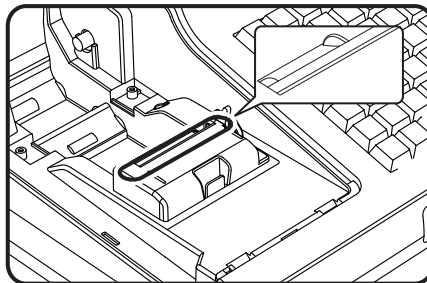
Clearing Memory

This step ensures that the cash register is cleared of any totals or programming.   After this procedure, the cash register is ready for programming and operation.

WARNING: This is a one time procedure.   Do not repeat this procedure after the cash register is programmed, it causes all programs and totals to be erased.

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 **A** key is located on the default keyboard layout.

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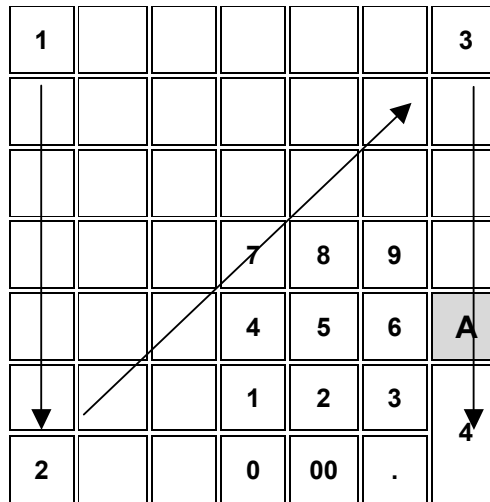
6. After a short delay, the printer will print the message: "RAM ALL CLEAR OK !" Memory is cleared and the default program is installed.

Initial Clear

**CAUTION: Do not share this information with unauthorized users.
Distribute the S 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.

To Perform an Initial Clear:

1. Unplug the register.

2. Turn the control lock to the **S** position.

3. Press and hold the key position where the **CASH** key is located on the default keyboard layout.

4. While continuing to hold the **CASH** key, plug the register into a power source.

5. The message "******   INITIAL CLEAR   ******" prints when the initial clear is complete.

Basic Programming

This section covers the basic programming necessary to get your cash register running quickly. See "Advanced Programming" on page 45 for if you wish to program options that are not included in this section.

Setting the Date

The date sequence is Day- Month -Year.

1. Turn the control lock to the **PGM** position.

2. Enter the date in the format you have selected and press the **X/TIME** key.

3. Press **CASH/TEND**.

D — D — M — M — Y — Y — X/TIME — CASH/TEND

Date Setting Example

If the date is January 3, 2006, enter:

0 — 3 — 0 — 1 — 0 — 6 — X/TIME — CASH/TEND
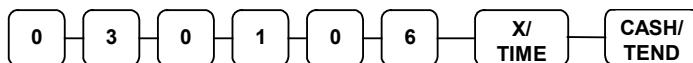
The date you have entered will display and print on the printer:

```
03-01-2006
```

Setting the Time

1. Turn the control lock to the **PGM** position.

2. Enter the hour and minute in military time (24 hour time) and press the **X/TIME** key.

3. Press **CASH/TEND**.

H — H — M — M — X/TIME — CASH/TEND

Time Setting Example

If the time is 3:25 PM, enter:

1 — 5 — 2 — 5 — X/TIME — CASH/TEND
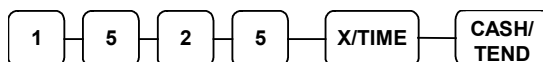
The time you have entered will display and print on the printer:

```
                           15:25
```

Programming Tax

This can be programmed by entering a tax percentage rate

Programming a Tax Rate Percentage

1. Turn the control lock to the **PGM** position.

2. Enter the rate, with a decimal. 0.000-99.999. It is not necessary to enter proceeding zeros. For example, for 6%, enter 06.000 or 6.000.)

3. Enter **00**.

4. Enter:

1	to set tax rate 1
2	to set tax rate 2
3	to set tax rate 3
4	to set tax rate 4

5. Press the **TAX** key.

6. Press the **CASH/TEND** key to end programming.

7. See tax rate program examples on page 15.

Tax Rate Programming Flowchart

Tax Rate — Tax # (1-4) — TAX — CASH/TEND
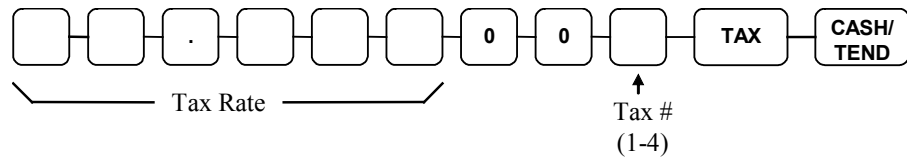
Please Note: After programming the tax rate, you must program your department or departments taxable to calculate tax. See page 16 for department programming steps.

Tax Rate Programming Example

If tax 1 is 17.5 percent, enter:

[1]─[7]─[.]─[5]─[0]─[0]─[0]─[0]─[1]──[TAX]

If tax 2 is 5 percent, enter:

[5]─[.]─[0]─[0]─[0]─[0]─[0]─[2]──[TAX]

If tax 3 is 20 percent, enter:

[2]─[0]─[.]─[0]─[0]─[0]─[0]─[0]─[3]──[TAX]

If tax 4 is 12.5 percent, enter:

[1]─[2]─[.]─[5]─[0]─[0]─[0]─[0]─[4]──[TAX]

Press the **CASH/TEND** key to end programming.

[CASH/ TEND]

The rates you have entered will display and print on the printer:

```
TAX1 STATUS              00
TAX1 RATE            17.500
TAX2 STATUS              00
TAX2 RATE             5.000
TAX3 STATUS              00
TAX3 RATE            20.000
TAX4 STATUS              00
TAX4 RATE            12.500
   PROGRAM TERMINATE
16:36          03-01-2006
000013                   0
```

Programming a Taxable Department

1. Turn the control lock to the **PGM** position.
2. Press **100** then press the **Subtotal** button.
3. Complete the tax status table below by adding the status digits for each tax.   Then enter the resulting tax status code.

Taxable by Rate 1?	1
Taxable by Rate 2?	2
Taxable by Rate 3?	3
Taxable by Rate 4?	4

4. For the use the KP

Send Kp?	Yes = 1 No = 0		+
			=

5. Press the **X/TIME** key.
6. Press the Department button you wish to program.
7. Repeat steps 3 to 6 for each department you wish to program.
8. Press the **CASH/TEND** key to end programming.

Taxable Department Programming Flowchart
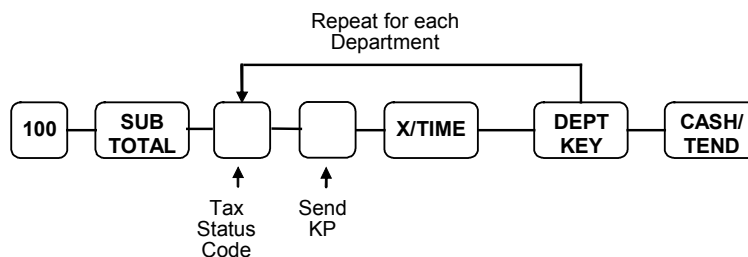
Taxable Department Programming Example

Set department 1 taxable by tax rate 1:
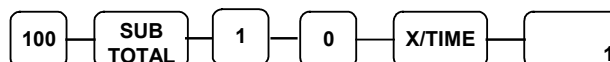
Press the **CASH/TEND** key to end programming.

The tax status you have entered will display and print on the printer:

```
DEPT.1   T1            10
   PROGRAM TERMINATE
16:37          03-01-2006
000014                 00
```

Basic Operations

Registering Items

1. Turn the key to the **REG** position

2. Enter an amount on the ten key pad. **Do not use the decimal key**. For example, for £2.99, enter:

2 — **9** — **9**
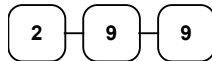
3. Press a department key.   For example, press department **1**:

1
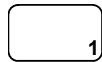
Repeating an Item

3. To register a second item exactly as the first, press the department key a second time. For example, press department **1**:

1
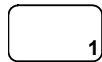
Registering Multiple Items

4. Enter the quantity of items being purchase, press the **X/TIME** key.   For example, enter **4** on the numeric key pad and press the **X/TIME** key:

4 — **X/TIME**

5. Enter an amount on the ten key pad.   Do not use the decimal key.   For example, for £1.99, enter:

1 — **9** — **9**

6. Press a department key.   For example, press department **2**:
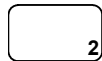
2

Totaling a Cash Sale

1. Register the items you wish to sell.

2. To display and print the subtotal of the sale including tax, press **SUBTOTAL**:

> **SUB TOTAL**

3. To total a cash sale, press **CASH/TEND**:

> **CASH/ TEND**

4. The display will indicate "=" for total, the drawer will open and the receipt will print as in the example on the right.

```
        THANK-YOU
       CALL AGAIN

DEPT.1    T1        £2.99
DEPT.1    T1        £2.99
  4 X              @1.99
DEPT.2             £7.96
SUBTOTAL          £14.30
TAXABLE1           £5.98
TAX1 AMOUNT        £0.36
CASH              £14.30
16:51        03-01-2006
000002               00
```

Tendering a Cash Sale

1. Register the items you wish to sell.

2. To display and print   the subtotal of the sale including tax, press **SUBTOTAL**:

> **SUB TOTAL**

3. Enter the amount tendered by the customer. For example, for £20.00 enter:

> **2** — **0** — **0** — **0**

4. Press **CASH/TEND**:

> **CASH/ TEND**

5. The display will indicate "C" for change, the drawer will open and the receipt will print as in the example on the right.

```
        THANK-YOU
       CALL AGAIN

DEPT.1    T1        £2.99
DEPT.1    T1        £2.99
  4 X              @1.99
DEPT.2             £7.96
SUBTOTAL          £14.30
TAXABLE1           £5.98
TAX1 AMOUNT        £0.36
TOTAL             £14.30
CASH              £20.00
CHANGE             £5.70
16:52        03-01-2006
000004               00
```

Tendering a Cheque Sale

1. Register the items you wish to sell.

2. To display and print the subtotal of the sale including tax, press **SUBTOTAL**:

    [SUB TOTAL]

3. Enter the amount of the cheque tendered by the customer.   For example, for £20.00 enter:

    [2]─[0]─[0]─[0]

4. Press **CHEQUE**:

    [CHEQ]

5. The display will indicate "C" for change, the drawer will open and the receipt will print as in the example on the right.

```
      THANK-YOU
     CALL AGAIN

DEPT.1    T1        £2.99
DEPT.1    T1        £2.99
  4 X             @1.99
DEPT.2             £7.96
SUBTOTAL         £14.30
TAXABLE1          £5.98
TAX1 AMOUNT       £0.36
TOTAL            £14.30
CHEQUE           £20.00
CHANGE            £5.70
16:53       03-01-2006
000005              00
```

Totaling a Charge Sale

1. Register the items you wish to sell.

2. To display and print the subtotal of the sale including tax, press **SUBTOTAL**:

    [SUB TOTAL]

3. Press **CHARGE**:

    [CHARGE]

4. The display will indicate "=" for total, the drawer will open and the receipt will print as in the example on the right.

Note: Charge tendering is not allowed.

```
      THANK-YOU
     CALL AGAIN

DEPT.1    T1        £2.99
DEPT.1    T1        £2.99
  4 X             @1.99
DEPT.2             £7.96
SUBTOTAL         £14.30
TAXABLE1          £5.98
TAX1 AMOUNT       £0.36
CHARGE           £14.30
16:54       03-01-2006
000006              00
```

Advanced Operating Instructions

Clerk Operations

If you wish to use the clerk system, you must first activate the clerk system by setting system option #16.   See "System Option Programming" on page53.   You can activate the clerk system for stay down or pop-up mode.

- Stay down means that once a clerk is signed on, the same clerk will remain signed on until a different clerk signs on or the original clerk signs off.   A stay down clerk system might be used when only one operator uses the register at a time, and a different operator begins when a work shift is changed.

- Pop-up means that the clerk is automatically signed off an the end of each transaction. Therefore, to begin a transaction, you must first sign a clerk on.   A pop-up clerk system might be used in a department store, where several clerks might use the register during the same shift, and clerk sales information is required.

Clerk Sign On

♦ To sign on, enter the secret code and press the **CLERK** key, or press the **CLERK** key, then enter the secret code and press the **CLERK** key again.
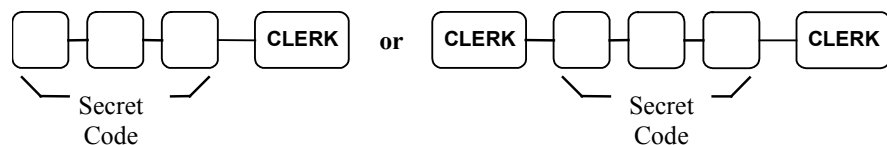
Clerk Sign Off

♦ To sign off, enter **0**, press the **CLERK** key.
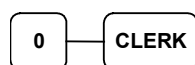
Department Registrations

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

Open Department

1. Enter an amount on the ten key pad. Do not use the decimal key. For example, for £2.99, enter:

   [2] [9] [9]

2. Press a department key. For example, press department **1**:

   [1]

```
      THANK-YOU
      CALL AGAIN

DEPT.1    T1         £2.99
TAXABLE1            £2.99
TAX1 AMOUNT         £0.18
CASH                 3.17
16:55        03-01-2006
000002               00
```

Preset Price Department

A preset department registers the price that was previously programmed. See "Department Programming" on page 48 to program preset prices.

1. Press a preset department key. For example, press department **5**:

   [5]
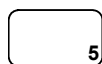
```
      THANK-YOU
      CALL AGAIN

DEPT.5              £1.29
CASH               £1.29
16:59        03-01-2006
000005               00
```

Department Repeat Entry

Open or preset price departments may be repeated as many times as necessary by pressing the same department again.   (Likewise open or preset PLUs may be repeated by pressing the PLU key again.)

1. Enter an amount on the ten key pad.   Do not use the decimal key.   For example, for £2.99, enter:

    [2]—[9]—[9]

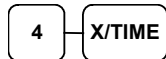2. Press a department key.   For example, press department **1**:

    [1]

3. To register a second item exactly as the first, press the department key a second time.   For example, press department **1**:

    [1]
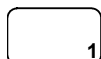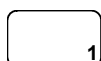
```
     THANK-YOU
     CALL AGAIN
DEPT.1    T1         £2.99
DEPT.1    T1         £2.99
TAXABLE1            £5.98
TAX1 AMOUNT         £0.36
CASH               £6.34
17:01        03-01-2006
000006               00
```

Multiplication

When several of the same items are to be entered into the same Department, you can use multiplication.   You may enter a quantity up to 4 figures (1 to 9999) using the **X/TIME** key.   You may multiply open or preset departments.

1. Enter the quantity of items being purchased, press the **X/TIME** key.   For example, enter **4** on the numeric key pad and press the **X/TIME** key:

    [4]—[X/TIME]

2. Enter an amount on the ten key pad.   Do not use the decimal key.   For example, for £1.99, enter:

    [1]—[9]—[9]

    Press a department key.   For example, press department **1**:

    [1]
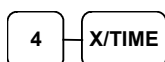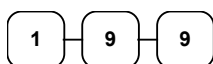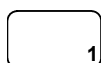
```
     THANK-YOU
     CALL AGAIN
  4 X              @1.99
DEPT.1    T1         £7.96
TAXABLE1            £7.96
TAX AMOUNT         £0.48
SUBTOTAL           £7.96
CASH               £8.44
17:02        03-01-2006
000007               00
```

Department Multiplication With Decimal Point

If you are selling items by weight, or if you are selling yard goods, you can multiply a fraction of a unit.

1. Enter the quantity purchased with the decimal point, press the **X/TIME** key. For example, for 3 ¾ pounds of produce, enter:

    [3]─[.]─[7]─[5]─[**X/TIME**]

2. Enter an amount on the ten key pad. Do not use the decimal key. For example, if the price is £.99 per pound, enter:

    [9]─[9]

    Press a department key. For example, press department **1**:

    [1]

```
        THANK-YOU
        CALL AGAIN
  3.750 X             @0.99
DEPT.1     T1         £3.71
TAXABLE1             £3.71
TAX AMOUNT           £0.22
CASH                 £3.93
17:04          03-01-2006
000008                  00
```

Split Pricing

When items are priced in groups, i.e. 3 for £1.00, you can enter the quantity purchased and let the register calculate the correct price.

1. Enter the quantity purchased, press the **X/TIME** key. For example, enter:

    [2]─[**X/TIME**]

2. Enter the quantity of the group price, press the **X/TIME** key. For example, if the items are priced 3 for £1.00, enter:

    [3]─[**X/TIME**]

3. Enter an amount on the ten key pad. For example, if the items are priced 3 for £1.00, enter:

    [1]─[0]─[0]

4. Press a department key. For example, press department **1**:

    [1]

```
        THANK-YOU
        CALL AGAIN
  2/3 X              @1.00
DEPT.1     T1         £0.67
TAXABLE1             £0.67
TAX AMOUNT           £0.04
CASH                 £0.71
17:05          03-01-2006
000009                  00
```

Single Item Department

Single item departments automatically total as a cash sale immediately after registration.   Use single item departments for speedy one item sales.   For example if you are selling admission tickets, and all ticket sales are one item sales, you can assign open or preset department single item department for ticket sales.   After each registration, the drawer will immediately open, and a separate receipt is printed.   See "Department Programming" on page 45 to program a single item department.

1. Press a single item preset department key. (or enter a price and press a single item open department key.)   For example, press department **6**:
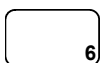
```
      THANK-YOU
      CALL AGAIN

DEPT.6              £1.29
CASH               £1.29
17:06         03-01-2006
000010                00
```

PLU (Price Look Up) Registrations

PLUs must be programmed before they may be operated. See "PLU (Price Look Up) Programming" on page 65 to program open or preset PLUs.

Open PLU

1. Enter the PLU number, press the **PLU** key. For example, enter:

   [2]—[PLU]

2. Enter an amount on the ten key pad. Do not use the decimal key. For example, for £2.99, enter:

   [2]—[9]—[9]
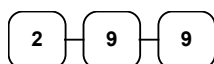
3. Press the **PLU** key again.

   [PLU]

```
      THANK-YOU
     CALL AGAIN

PLU2      T1        £2.99
TAXABLE1            £2.99
TAX1 AMOUNT        £0.18
CASH                3.17
17:09        03-01-2006
000032               00
```

Preset Price PLU

1. Enter the PLU number, press the **PLU** key. For example, enter:

   [1]—[PLU]

```
      THANK-YOU
     CALL AGAIN

PLU1               £1.29
CASH               £1.29
17:11        03-01-2006
000033               00
```

PLU Repeat Entry

1. Enter the PLU number, press the **PLU** key. For example, enter:

   [1]—[PLU]

2. To register a second item exactly as the first, press the PLU key a second time:

   [PLU]

```
      THANK-YOU
     CALL AGAIN
PLU1      T1        £2.99
PLU1      T1        £2.99
TAXABLE1            £5.98
TAX1 AMOUNT        £0.36
CASH               £6.34
17:12        03-01-2006
000035               00
```

PLU Multiplication

When several of the same items are to be entered into the same PLU, you can use multiplication. You may enter a quantity up to 4 figures (1 to 9999) using the **X/TIME** key. You may multiply open or preset open or preset PLUs.

1. Enter the quantity of items being purchased, press the **X/TIME** key. For example, enter **4** on the numeric key pad and press the **X/TIME** key:

   [4]—[X/TIME]

2. Enter the PLU number, press the **PLU** key. For example, enter:

   [1]—[PLU]
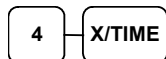
```
      THANK-YOU
     CALL AGAIN
  4 X              @1.99
PLU1    T1          £7.96
TAXABLE1            £7.96
TAX AMOUNT          £0.48
CASH               £8.44
17:15        03-01-2006
000036                00
```

PLU Multiplication With Decimal Point

If you are selling items by weight, or if you are selling yard goods, you can multiply a fraction of a unit.

1. Enter the quantity purchased with the decimal point, press the **X/TIME** key. For example, for 3 ¾ pounds of produce, enter:

   [3]—[.]—[7]—[5]—[X/TIME]

2. Enter the PLU number, press the **PLU** key. For example, enter:

   [3]—[PLU]
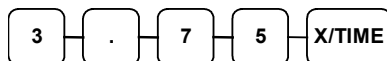
```
      THANK-YOU
     CALL AGAIN
  3.750 X          @2.99
PLU3     T1        £11.21
TAXABLE1           £11.21
TAX AMOUNT          £0.67
CASH              £11.88
17:16        03-01-2006
000037                00
```

Split Pricing PLU

When items are priced in groups, i.e. 3 for £1.00, you can enter the quantity purchased and let the register calculate the correct price.

1. Enter the quantity purchased, press the **X/TIME** key. For example, enter:

    [2]─[X/TIME]

2. Enter the quantity of the group price, press the **X/TIME** key. For example, if the items are priced 3 for £1.00, enter:

    [3]─[X/TIME]

3. Enter the PLU number, press the **PLU** key. For example, enter:

    [3]─[PLU]

```
      THANK-YOU
     CALL AGAIN
 2/3 X             @2.99
PLU3      T1       £1.99
TAXABLE1           £1.99
TAX AMOUNT         £0.12
CASH               £2.11
17:18        03-01-2006
000039                00
```

Exempting Tax

Occasionally, you may need to exempt tax from an entire sale. For example, you might remove all state and local taxes when you sell to a church or charitable institution.

1. Enter an amount on the ten key pad. Do not use the decimal key. For example, for £2.99, enter:

   [2]—[9]—[9]

2. Press a taxable department key. For example, press department **1**:

   [1]

3. Press Subtotal:

   [SUB TOTAL]

4. Enter the number for the tax you wish to exempt. Press **1** to exempt tax 1, press **2** to exempt tax 2, press **3** to exempt tax 3 or press **4** to exempt tax 4. Press the **TAX** key. For example, exempt tax 1:

   [1]—[TAX]

5. Total the sale with **CASH/TEND**, **CHEQUE**, or **CHARGE**. The sale will not include tax 1.

```
        THANK-YOU
       CALL AGAIN

DEPT.1    T1        £2 99
SUBTOTAL           £3.17
CASH               £2.99
17:18         03-01-2006
000040                00
```

Percent Key (+% and -%) Operations

Use the Percent keys to add a percentage surcharge or subtract a percentage from an item or the subtotal of a sale. You can enter the amount of the percentage before pressing the **-%** or **+%** keys, or you can program a preset percentage if you are consistently using the same percentage. Programming determines whether it is possible to enter a percentage when the key is also programmed with a preset percentage. See "**+%** and **-%** Key Programming" on page 57 to set a preset percentage.

Preset Percent on a Department or PLU Item

In this example the **-%** key is preset with a rate of %10.00.

1. Register the discounted item.

2. Press the **-%** key:

    ```
     -%
    ```
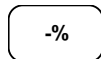
3. The discount is automatically subtracted.

```
        THANK-YOU
        CALL AGAIN

DEPT 2              £10.00
-%                  10.000
                     -1.00
CASH                 £9.00
17:20         03-01-2006
000041                  00
```

Enter a Percent on a Department or PLU

You can also operate the -% or +% keys by entering the percentage of the discount or surcharge. If necessary, you can enter the percentage with a decimal key (up two 3 digits, i.e. 99.999%).

1. Register the discounted item.

2. Enter the percentage. If you are entering a fraction of a percent, you must use the decimal key. For example, for 1/3 off enter:

    ```
    3   3   .   3   3   3
    ```

3. Press the **-%** key:

    ```
     -%
    ```
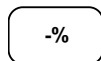
4. The discount is automatically subtracted.

```
        THANK-YOU
        CALL AGAIN

DEPT 2              £10.00
-%                  33.333
                     -3.33
CASH                 £6.67
17:21         03-01-2006
000042                  00
```

Percent On Sale Total

In this example a surcharge of 15% is applied.

1. Register the items you wish to sell.

2. Press **SUBTOTAL**:

   ┌─────────┐
   │   SUB   │
   │ TOTAL │
   └─────────┘

3. Enter the percentage.   For example, for 15% enter:

   ┌───┐ ┌───┐
   │ 1 │─│ 5 │
   └───┘ └───┘

4. Press the **+%** key:

   ┌─────────┐
   │   +%   │
   └─────────┘

5. The surcharge is automatically added.

```
      THANK-YOU
      CALL AGAIN

DEPT 2              £10.00
SUBTOTAL            £10.00
+%                  15.000
                     £1.50
CASH                £11.50
17:23          03-01-2006
000043                  00
```

Return Merchandise Registrations

If you wish to return or refund an item, press Return Merchandise, then re-enter any item you wish. You can return merchandise as part of a sale, or you can return merchandise as a separate transaction and return cash to the customer.

1. To return an item, press **RETURN**:

   ┌────────┐
   │ RETURN │
   └────────┘

2. Enter the price of the item you wish to return, then press the department key where it was registered originally.

   ┌───┐ ┌───┐ ┌───┐ ┌─────┐
   │ 2 │─│ 9 │─│ 9 │─│   2│
   └───┘ └───┘ └───┘ └─────┘

3. Total the sale with **CASH/TEND**, **CHEQUE**, or **CHARGE**.

```
      THANK-YOU
      CALL AGAIN

RETURN MDSE
DEPT 2    T1        -2.99
TAXABLE1           -2.99
TAX1 AMOUNT        -0.18
CASH              -3.17
17:24          03-01-2006
000044                  00
```

Voids and Corrections

Void Last Item

This function corrects the last item entered.

1. Register the item you wish to sell.

2. Press the **VOID** key.

        ┌─────────┐
        │ VOID   │
        └─────────┘
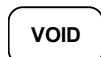
```
       THANK-YOU
      CALL AGAIN

DEPT.1    T1       £2.29
DEPT 2            £1.29
VOID
DEPT 2           -1.29
TAXABLE1          £2.29
TAX1 AMOUNT       £0.14
CASH             £2.43
17:27       03-01-2006
000045              00
```

Void Previous Item

This function allows you to correct an item registered previously in a transaction.

1. Register an item.   Then register a second item.

2. To correct the first item, press **CLEAR**, then press **VOID**:

    ┌───────┐   ┌───────┐
    │ CLEAR │───│ VOID │
    └───────┘   └───────┘

3. Enter the price of the first item, then press the department key where it was registered originally.

    ┌───┐ ┌───┐ ┌───┐ ┌───────┐
    │ 1 │─│ 2 │─│ 9 │─│   │
    └───┘ └───┘ └───┘ └─────2─┘
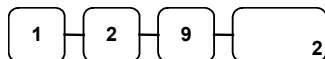
```
       THANK-YOU
      CALL AGAIN

DEPT 2            £1.29
DEPT.1    T1      £2.29
VOID
DEPT 2           -1.29
TAXABLE1          £2.29
TAX1 AMOUNT       £0.14
CASH             £2.43
17:28       03-01-2006
000046              00
```

Cancel

The **CANCEL** key allows you to stop any transaction.   Anything registered within the transaction before the **CANCEL** key is pressed is automatically corrected.   The **CANCEL** key may be inactivated through programming, see "CANCEL Key Programming" on page 61.

1. Register the items you wish to sell.

2. Press the **CANCEL** key.

CANCEL

```
      THANK-YOU
      CALL AGAIN


DEPT.1    T1        £2.29
-                   -0.50
CANCEL-----------------
17:29          03-01-2006
000047               00
```

Void Position Operations

You can use the Void control lock position to correct any complete transaction.   To correct any transaction:

1. Turn the control lock to the VOID position.

2. Enter the transaction you wish to correct exactly as it was entered originally in the **REG** control lock position.   You can enter discounts, voids, returns, tax exemptions or any other function.

3. All totals and counters are corrected as if the original transaction did not take place.

```
      THANK-YOU
      CALL AGAIN

VOID MODE
DEPT.1    T1        -2.29
DEPT 2             -1.00
SUBTOTAL           -3.43
TAXABLE1           -2.29
TAX1 AMOUNT        -0.14
CASH               -3.43
17:31          03-01-2006
000048               00
```

- (Minus) Key Registrations

You can register a negative amount by entering a price, then pressing the **- (Minus)** key.   For example, you can enter bottle returns or coupons using the **- (Minus)** key.

Note: You can program the minus key so that tax is charged on the gross amount, or on the net amount after the subtraction.   See "- (Minus) Key Programming" on page 59.

1. Register the items you wish to sell.

2. Enter the amount you wish to subtract from the sale, for example for a £0.50 coupon, enter:

    [5]—[0]

3. Press the   **- (Minus)** key.

    [-]
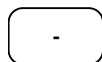
```
      THANK-YOU
      CALL AGAIN

DEPT.1    T1         £2.29
-                    -0.50
TAXABLE1             £2.29
TAX1 AMOUNT          £0.14
CASH                 £1.93
17:35          03-01-2006
000050                  00
```

No Sale Operations

Open Drawer

The **#/NS** key will open the cash drawer when you have not already started a transaction.

1. Press **#/NS**:

   [# / NS]

2. The drawer will open and the receipt will print as in the example on the right.

```
        THANK-YOU
        CALL AGAIN


OPEN DRAWER
17:37           03-01-2006
000051                  00
```

Non Add Number

You can also use the **#/NS** key to print any number (up to 8 digits) on the printer paper.   You can enter the number any time during a transaction.   For example, if you wish to record a charge account number, enter the number and press the #/**NS** key before totaling the sale with the **CHARGE** key.

1. Register the items you wish to sell.

2. Enter the number you wish to record, for example enter:

   [1] [2] [3] [4]

3. Press **#/NS:**

   [# / NS]

4. Press **CHARGE**:

   [CHARGE]

5. The display will indicate "=" for total, the drawer will open and the receipt will print as in the example on the right.

```
        THANK-YOU
        CALL AGAIN

DEPT.1    T1        £2.99
NON ADD NO.         1234
TAXABLE1           £2.99
TAX1 AMOUNT        £0.18
CHARGE             £3.17
17:39           03-01-2006
000052                  00
```

Received On Account Operations

You can use the Received on Account key to accept cash into the cash drawer when you are not actually selling merchandise.   For example, use the Received on Account key to accept payments for previously sold merchandise, or record loans to the cash drawer.

1. Enter the amount of cash you are receiving, for example, enter:

    (2)—(0)—(0)—(0)

2. Press **RA**:

    [RA]

3. The drawer will open and the receipt will print as in the example on the right.

```
      THANK-YOU
     CALL AGAIN


RECEIVED ON        £20.00
17:40         03-01-2006
000053                00
```

Paid Out Operations

You can use the **PAID OUT** key to track cash paid out for merchandise or to record loans from the cash drawer.

1. Enter the amount of cash you are paying, for example, enter:

    (2)—(0)—(0)—(0)

2. Press **PO**:

    [PO]

3. The drawer will open and the receipt will print as in the example on the right.

```
      THANK-YOU
     CALL AGAIN


PAID OUT           £20.00
17:41         03-01-2006
000054                00
```

Totaling and Tendering

Three keys may be used to total and total a sale: **CHEQUE**, **CHARGE**, **and CASH/TEND** key. The **CHEQUE** and **CASH/TEND** keys can also be used for change calculation.

Subtotaling a Sale

1. Register the items you wish to sell.

2. To display and print the subtotal of the sale including tax, press **SUBTOTAL**:

    > **SUB TOTAL**

3. The subtotal will display with "=" indicated in the left digit position of the display.

Totaling a Cash Sale

1. Register the items you wish to sell.

2. To total a cash sale, press **CASH/TEND**:

    > **CASH/ TEND**

3. The display will indicate "=" for total, the drawer will open and the receipt will print as in the example on the right.

```
        THANK-YOU
        CALL AGAIN

DEPT.1    T1        £2.99
DEPT.1    T1        £2.99
  4 X              @1.99
DEPT.2             £7.96
SUBTOTAL         £14.30
TAXABLE1          £5.98
TAX1 AMOUNT       £0.36
CASH             £14.30
17:45        03-01-2006
000055               00
```

Tendering a Cash Sale

1. Register the items you wish to sell.

2. Enter the amount tendered by the customer. For example, for £20.00 enter:

   2 — **0** — **0** — **0**

3. Press **CASH/TEND**:

   CASH/
   TEND

4. The display will indicate "C" for change, the drawer will open and the receipt will print as in the example on the right.

```
        THANK-YOU
       CALL AGAIN

DEPT.1    T1        £2.99
DEPT.1    T1        £2.99
  4 X              @1.99
DEPT.2             £7.96
SUBTOTAL          £14.30
TAXABLE1           £5.98
TAX1 AMOUNT        £0.36
TOTAL             £14.30
CASH              £20.00
CHANGE             £5.70
17:45        03-02-2006
000002                00
```

Tendering a Cheque Sale

1. Register the items you wish to sell.

2. Enter the amount tendered by the customer. For example, for £20.00 enter:

   2 — **0** — **0** — **0**

3. Press **CHEQUE**:

   CHEQ

4. The display will indicate "C" for change, the drawer will open and the receipt will print as in the example on the right.

```
        THANK-YOU
       CALL AGAIN

DEPT.1    T1        £2.99
DEPT.1    T1        £2.99
  4 X              @1.99
DEPT.2             £7.96
SUBTOTAL          £14.30
TAXABLE1           £5.98
TAX1 AMOUNT        £0.36
TOTAL             £14.30
CHEQUE            £20.00
CHANGE             £5.70
17:49        03-02-2006
000005                00
```

Totaling a Charge Sale

1. Register the items you wish to sell.

2. Press **CHARGE**:

   [CHARGE]

3. The display will indicate "=" for total, the drawer will open and the receipt will print as in the example on the right.

Note: Charge tendering is not allowed.

```
      THANK-YOU
     CALL AGAIN

DEPT.1    T1        £2.99
DEPT.1    T1        £2.99
  4 X              @1.99
DEPT.2             £7.96
SUBTOTAL          £14.30
TAXABLE1           £5.98
TAX1 AMOUNT        £0.36
CHARGE            £14.30
17:50         03-02-2006
000006              00
```

Cheque Cashing

Cheque cashing means exchanging cash for a cheque.   Normally, this function is not allowed.   If you wish to allow Cheque cashing, you must set system option #15 to a value of **1**.   See "System Option Programming" on page 52.

1. Enter the amount of the cheque tendered by the customer.   For example, for £20.00 enter:

   [2]─[0]─[0]─[0]

2. Press **CHEQUE** :

   [CHEQ]

3. The display will indicate "C" for change, the drawer will open and the receipt will print as in the example on the right.

```
      THANK-YOU
     CALL AGAIN

CHEQUE            £20.00
CASH             -20.00
17:55         03-02-2006
000013              00
```

Split Tender

Split tendering means paying for one sale by different payment methods.   For example, a £20.00 sale could be split so £10.00 is paid in cash, and the remaining £10.00 is charged.   If necessary, you can make several different payments.

Note: If a portion of a sale is to be charged, the charge payment must be entered last.

1. Register the items you wish to sell.

2. Enter the amount of cash tendered by the customer.   For example, enter £10.00 and press **CASH/TEND**:

    (1)─(0)─(0)─(0)─(CASH/ TEND)
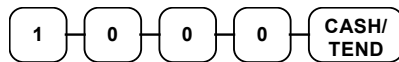
3. The display will indicate "=" and £10.00, indicating the amount still due.   The drawer will not open.   Press **CHARGE** to charge the remaining amount:

    (CHARGE)

4. The display will indicate "=" for total, the drawer will open and the receipt will print as in the example on the right.

```
     THANK-YOU
    CALL AGAIN

DEPT.2             £20.00
SUBTOTAL           £20.00
TOTAL              £20.00
CASH               £10.00
TOTAL              £10.00
CHARGE             £10.00
17:56          03-02-2006
000014                 00
```

Post Tender

Post tendering means computing change after the sale has been totaled and the drawer is open. This feature is useful when a customer changes the amount of the tender or the clerk becomes confused counting change manually. Normally, this function is not allowed. If you wish to allow post tendering, you must set system option #14 to a value of **1**. See "System Option Programming" on page 52.

1. Register the items you wish to sell.

2. Press **CASH/TEND**:

   [CASH/ TEND]

3. The display will indicate "=" for total, the drawer will open and the receipt will print as in the example on the right.

4. Enter the amount of the tender, Press **CASH/TEND**:

   (2)—(0)—(0)—(0)—[CASH/ TEND]

5. The display will indicate "=" for change and display £17.88 change due.

```
        THANK-YOU
       CALL AGAIN

DEPT.1    T1         £2.00
SUBTOTAL             £2.12
TAXABLE1             £2.00
TAX1 AMOUNT          £0.12
CASH                 £2.12
17:57          03-02-2006
000015                  00
```

Currency Conversion

If you normally accept currency from a neighboring nation, you can program the *SAM4s ER-260* to convert the subtotal of a sale to the equivalent cost in the foreign currency. To do this, you need to program the conversion factor. For example, if the Amount (home currency) is worth 1.3720 Canadian dollars (foreign currency), the conversion factor is 1.3720. See "Programming Currency Exchange Rates" on page 62 to set a conversion rate.

1. Register the items you wish to sell.

2. Press **SUBTOTAL** to display the amount due in your home currency:

   [SUB TOTAL]

3. To convert the amount due to an equivalent value in foreign currency, press **C/CONV**:

   [C/CONV]

4. Enter the amount of the foreign currency tender, Press **CASH/TEND**:

   [1]─[0]─[0]─[0]─[CASH/ TEND]

5. The display will indicate "C" for change and display £5.17 change due.

   The change due is computed in home

   currency!

```
        THANK-YOU
        CALL AGAIN

DEPT.1    T1          £2.00
SUBTOTAL             £2.12
TAXABLE1             £2.00
TAX1 AMOUNT          £0.12
TOTAL               £2.12
FOREIGN AMT.       @10.00
CHANGE RATE       #1.3720
HOME AMT.           £7.29
CHANGE             £.5.17
17:59          03-02-2006
000016                 00
```

Receipt On/Off and Receipt on Request

When a receipt is not normally issued, you can turn the receipt function on or off.

If the receipt is off, you can still issue a receipt after the sale has been completed. Normally, this function is not allowed

To Turn the Receipt Off

♦ With the control lock in the **REG** position, press **RECPT ON/OFF**:

> **RECPT ON/OFF**

To Turn the Receipt On

♦ With the control lock in the **REG** position, press **RECPT ON/OFF** again:

> **RECPT ON/OFF**

Printing a Receipt after the Sale

♦ After the sale has been totaled, but before the next transaction is started, press **CASH/TEND**:

> **CASH/ TEND**

Note: Because receipt memory is limited, when a sale has more than 30 items or more than 3 tenders, the receipt after sale cannot print all items.   A row of dots is printed indicating the receipt is incomplete.

Advanced Programming Instructions

Department Programming

Programming Department Status

There are two parts to department programming. Department status is set here. Depending on whether you select open or preset department status is this section, you can also program either the open department entry limit or the preset department price. See "Programming Department Entry Limit or Price" on page 48.

Use this section to program the following status options:

- Set negative departments that subtract from the sale, rather than normal positive departments which add to the sale.

- Enforce the entry of a non-adding number before the department entry. See "Non Add Number" on page 35 for operation sequences.

- Disable the departments, so that entries are not allowed.

- Choose Open or Preset departments. Open departments accept amount entries. Use open departments to enter different priced items into the same category. Preset departments automatically register a preprogrammed price when the department key is pressed. Use preset departments to register an individual item quickly and accurately. For example, cigarette packs or food items can be assigned to departments as presets.

  When you select preset departments, you can also decide if the department can also accept open entries. This option is referred to as "preset override".

- Set single item departments which automatically total as a cash sale immediately after the department entry. Single item departments are used to speed up one item sales.

- Select a tax status to determine whether sales tax is automatically added.

Unless otherwise programmed, departments are positive, open, not taxable, not single item departments, and accept unlimited amounts (up to 7 digit entry). Therefore, it is not necessary to program departments you wish to be open, positive, non-taxable, not single item, with no entry limit.

Programming Department Status

1. Turn the control lock to the **PGM** position.

2. Enter **1 0 0** then press the **S B T L** key.

3. Decide if you want a negative, enforced non-add entry, or disabled department.   If you do not want any of these department options, enter **0**.   If you wish to select any of these options, complete the table below by adding the status digits for each option.   Enter the resulting digit.

Department is Negative	Yes = 1 No = 0		**+**
Enforce Non-Add Entry	Yes = 2 No = 0		**+**
Department is Disabled	Yes = 4 No = 0		**+**
			=

4. Decide if you want a preset or single item department.   If you do not want any of these department options, enter **0**.   If you wish to select any of these options, complete the table below by adding the status digits for each option.   Enter the resulting digit.

Department is Preset	Yes = 1 No = 0		**+**
Allow Preset Override	Yes = 2 No = 0		**+**
Department is Single Item	Yes = 4 No = 0		**+**
			=

5. Complete the tax status table below by adding the status digits for each tax.   Then enter the resulting tax status code.

Taxable by Rate 1?	1
Taxable by Rate 2?	2
Taxable by Rate 3?	3
Taxable by Rate 4?	4

6. For the use the KP.

Send KP?	Yes = 1 No = 0		**+**
			=

7. Press the **X/TIME** key.

8. Press the department key this status will be applied to.

9. Repeat steps 3 through 7 for each department you wish to program.

10. Press the **CASH/TEND** key to end programming.

Department Status Programming Flowchart

Repeat for each Department

100 — SUB TOTAL — [ ] — [ ] — [ ] — [ ] — X/TIME — DEPT KEY — CASH/TEND

Negative? Non-Add? Disabled?   Preset? Single item?   Tax Status Code   Send Kp
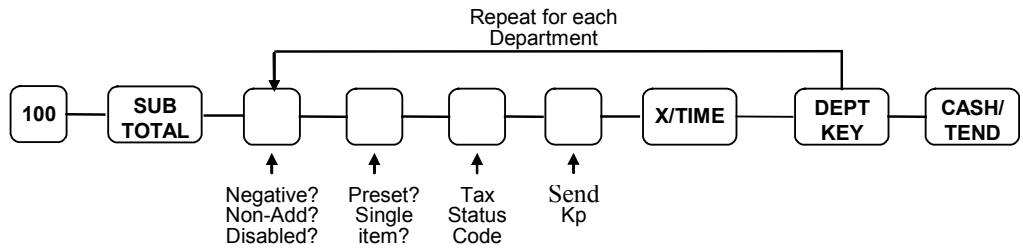
Department Status Programming Examples

For example, set:

- department 1 open, taxable by rate 1

- department 4 preset, taxable by rate 2

- department 9 negative, preset, taxable by rate 3

To set Department 1, enter:

100 — SUB TOTAL — 0 — 0 — 1 — 0 — X/TIME — [1]

To set Department 4, enter:
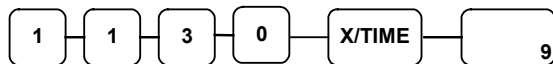
0 — 1 — 2 — 0 — X/TIME — [4]

To set Department 9, enter:

1 — 1 — 3 — 0 — X/TIME — [9]

Press the **CASH/TEND** key to end programming.

CASH/ TEND

The status you have entered will display and print on the printer:

```
DEPT.1                    10
DEPT.4                   120
DEPT.9                  1130
   PROGRAM TERMINATE
18:20         03-02-2006
000014                    00
```

Programming Department Entry Limit or Price

**Note: Open departments are automatically assigned a 7 digit entry limit.
You do not need to program this section for open departments, unless you wish
to set a different limit.**

If you are programming an open department:

- You can limit errors by setting the maximum amount that may be entered into a department.

If you are programming a preset department:

- You can set the preset price.   The price you program here is the amount that is automatically registered when the department key is pressed.

Programming a Department Entry Limit or Price

1. Turn the control lock to the **PGM** position.

2. If the department is preset, enter the preset price, up to seven digits (01 to 1234567).
    (It is not necessary to enter proceeding zeros.   For example enter £1.00 as 100).

    OR,

    If the department is open, enter the entry limit you wish to set.

3. Press the department key you wish to program.

4. Repeat from step 2 above for each department you wish to set.

5. Press the **CASH/TEND** key to end programming.

Department Entry Limit or Price Programming Flowchart

Repeat for each Preset Department

Preset Price
or
High Amount Lock Out
(Leading zeros are not necessary)
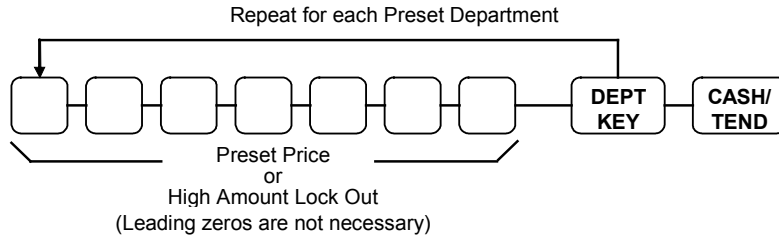
Department Entry Limit or Price Programming Examples

For example, set:

- department 1 open, with a entry limit of £50.00

- department 4 preset for £2.50

- department 9 preset for £0.99

To set Department 1, enter:

To set Department 3, enter:
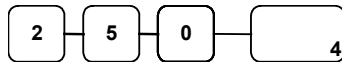
To set Department 9, enter:
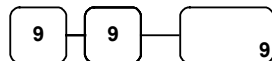
Press the **CASH/TEND** key to end programming.


```
DEPT.1                £50.00
DEPT.4                 £2.50
DEPT.9                 £0.99
   PROGRAM TERMINATE
18:23          03-02-2006
000015                    00
```

System Option Programming

Thirty Four system options are provided so that you can configure the *SAM4s ER-260* to your exact requirements. Refer to the "System Option Table" on page 52 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 **PGM** position.

2. Enter the option number of the system option you wish to change. Press the **RA** key.

3. Enter the number representing the status you have selected. Press the **PO** key.

4. Repeat from step 3 for each system option you wish to change.

5. Press the **CASH/TEND** key to end programming.

System Option Flowchart
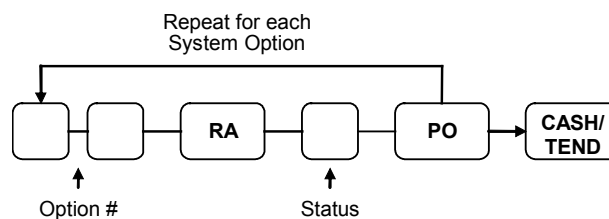
System Option Programming Examples

Set the following options

- Option 15: Allow Cheque cashing.
- Option 19: Enforce cash or Cheque tender at totaling.

To set option 16:

| 1 |—| 5 |——| RA |——| 1 |——| PO |

To set option 19:

| 1 |—| 9 |——| RA |——| 1 |——| PO |

Press the **CASH/TEND** key to end programming.

| CASH/ TEND |

System Option Table

NOTE: Shaded areas are the default settings, in other words, the shaded area indicates the way the register is automatically set up.

Option No.	SYSTEM OPTION		STATUS
1	Print the grand total on X,Z report.		YES = 0
			NO = 1
2	Print the gross total on X,Z report.		YES = 0
			NO = 1
3	Reset the consecutive number counter after a Z report.		NO = 0
			YES = 1
4	Reset the Z counter after Z report.		NO = 0
			YES = 1
5	Skip totals with zero value on X,Z report.		YES = 0
			NO = 1
6	Reset the grand total after a Z report.		NO = 0
			YES = 1
7	Print the subtotal when pressed.		YES = 0
			NO = 1
8	Cash must be declared before X,Z report.		NO = 0
			YES = 1
9	Allow X reports		YES = 0
			NO = 1
10	Decimal point position		0 = none
			1 = 1 place
			2 = 2 places
			3 = 3 places
11	Select a method for tax printing:		
	Print Taxable Totals.	Print tax amounts separately.	0
	Print Taxable Totals.	Print only total of all taxes.	1
	Print Taxable Totals.	Do not print tax amounts.	2
	Do not print Taxable Total.	Print tax amounts separately.	3
	Do not print Taxable Total.	Print only total of all taxes.	4
	Do not print Taxable Total.	Do not print tax amounts.	5

Option No.	SYSTEM OPTION		STATUS
12	Rounding method for percentage key and tax.	Round up at 0.50	0
		Always Round up	1
		Always Round down	2
13	Rounding method for decimal multiplication and split pricing.	Round up at 0.50	0
		Always Round up	1
		Always Round down	2
14	Allow Post Tender.		NO = 0
			YES = 1
15	Allow Cheque Cashing.		NO = 0
			YES = 1
16	Select clerk option:		
	Clerk function inactive.		0
	Allow clerk function. Clerk stay down mode.		1
	Allow clerk function. Clerk pop up mode.		2
	Please note when this flag is changed the Clerk secret codes will need to be re-programmed.		
17	Allow receipt after sale.		NO = 0
			YES = 1
18	Print Currency Symbol:		
	Refer to the "code table" on page 71		Print " £ "
19	Enforce cash or Cheque tender at totaling.		NO = 0
			YES = 1
20	Date sequence	MM-DD-YY	0
		DD-MM-YY	1
		YY-MM-DD	2
21	Select drawer compulsory		NO = 0
			YES = 1
22	Use spool		NO = 0
			YES = 1
23	Electronic Journal Disable.		0
	Electronic Journal Enabled		1
24	Prompt operator when Electronic Journal is full	NO = 0	SUM
		YES = 1	
	Stop operations when Electronic journal is full	NO = 0	
		YES = 2	

Option No.	SYSTEM OPTION		STATUS
	Send reset report to Electronic journal	NO = 0	
		YES = 4	
25	Paper End Sensor(Receipt)		YES = 0
			NO = 1
26	Do Not Print small font for journal printer		0
	Print small font for EJ Report		1
27	Overlay descriptor		NO = 0
			YES = 1
28	Print in high density		NO = 0
	* Note : 1. This option lowers the printing speed. 2. This option can affect to the life cycle of printer head.		YES = 1
29	Pre Print graphic logo on receipt?		NO = 0
			YES = 1
30	Use Kitchen Printer (ELLIX 20)		NO = 0
			YES = 1
31	Ending feeding line on KP (0-9)		4
32	Print out Clerk Sign On/Off		NO = 0
			YES = 1
33	RA key is inactive	NO = 0	
		YES = 1	
	PO key is inactive	NO = 0	SUM
		YES = 2	
	RETURN key is inactive	NO = 0	
		YES = 4	
34	VOID key is inactive	NO = 0	
		YES = 1	SUM
	NOSALE key is inactive	NO = 0	
		YES = 2	

Advanced Tax Programming

Use the instructions in this chapter only if you wish to determine tax program entries yourself. See "Programming Tax" on page 14 to enter a simple tax rate.

Important Note: After you have entered your tax program, test for accuracy by entering several transactions of different pound 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 local SAM4s Dealer for assistance.

Tax Rate Programming

You can program up to four separate taxes on the *SAM4s ER-260*.   Set tax rate(s) here.

Programming Tax Rates and Status

1. Turn the control lock to the **PGM** position.

2. If the tax is a percentage rate, enter it with a decimal.   (0.000-99.999).   It is not necessary to enter proceeding zeros.   For example, for 6%, enter 06.000 or 6000.

3. For the type of tax, enter:

0	if the tax is a percentage added to the sale (normal add on tax)
1	if the tax is a percentage value added tax (VAT; calculated as part of the sale)

4.

0	RESERVED

5. Enter:

1	to set tax rate 1
2	to set tax rate 2
3	to set tax rate 3
4	to set tax rate 4

6. Press the **TAX** key.

7. Press the **CASH/TEND** key to end programming.

Tax Rate Programming Flowchart
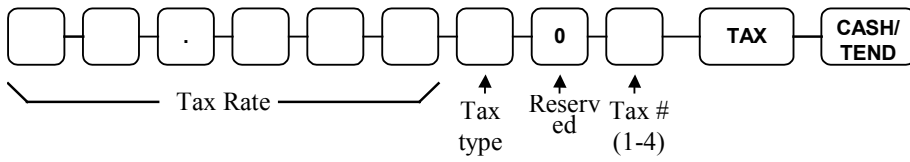
Tax Rate Examples

If tax 1 is 6 percent, enter:
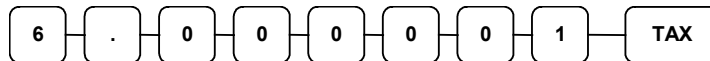
If tax 3 is 8 percent, enter:
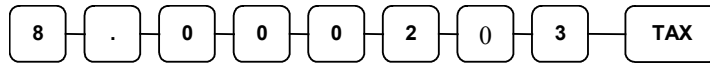
Press the **CASH/TEND** key to end programming.

The rates you have entered will display and print on the printer:

```
TAX1 STATUS                 00
TAX1 RATE                6.000
TAX3 STATUS                 03
TAX3 RATE                8.000
   PROGRAM  TERMINATE
18:30              03-02-2006
000015                      00
```

+% and -% Key Programming

There are two percentage keys on the keyboard: **+%** and **-%**.   The **+%** key applies a surcharge. The **-%** key applies a discount.   Without any further programming, you can apply a discount or surcharge to an individual item or to the subtotal of a sale be entering a percentage and pressing the **+%** or **-%** key.   This program allows you to:

- decide to calculate any taxes *before* or *after* the percentage is applied

- set a preset percentage for the **+%** or **-%** key

- if a preset percentage is set, decide if you wish to also allow a percentage to be entered

- inactivate the key

Programming the +% or -% Key

1. Turn the control lock to the **PGM** position.

2. Enter the percentage rate you wish to preset, or **0** if you only wish to enter the percentage.   Press the **+%** or **-%** key, depending on which key you are programming.

3. To decide if the tax rate is calculated before or after the discount/surcharge.

0	Calculate Rate before the discount/surcharge?
1	Calculate Rate after the discount/surcharge?

4. Enter:

5.

0	If you wish to allow the operator to also enter a percentage (override).
1	If you do not wish to allow the operator to also enter a percentage (override).
2	If you wish the key to be inactive.

6. Press the **CASH/TEND** key to end programming.

+% or -% Key Programming Flowchart

Preset Percentage

Before?
After?

Over-
ride?
Inactive?

+% or -%

CASH/ TEND
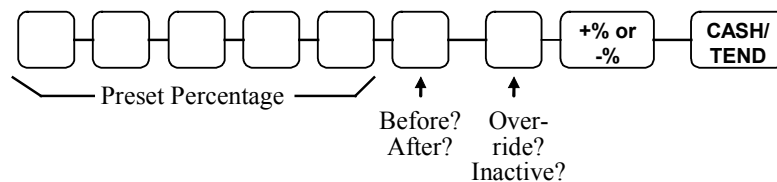
+% or -% Key Programming Example

Set the **-%** (discount) Key preset for 50% and so that tax is calculated after the discount is applied and override is allowed.   Enter:

```
[ 5 ]─[ 0 ]─[ 0 ]─[ 0 ]─[ 0 ]─[ 1 ]─[ 1 ]──[ -% ]──[ CASH/ TEND ]
```

- (Minus) Key Programming

The **- (Minus)** key is used to enter the amount of a coupon that is subtracted from the sale.

- The **- (Minus)** key can programmed to be taxable or non-taxable. In other words, when you are subtracting a coupon, you can calculate sales tax on the net or the gross cost of the item. If the **- (Minus)** key is taxable, you will calculate sales tax on the net cost of the item. If the **- (Minus)** key is non-taxable, you will calculate sales tax on the gross cost of the item.

- You can also program limit errors by setting the maximum amount that may be entered into the **- (Minus)** key. For example, setting a 3 digit limit means the maximum you can enter is £9.99. This is referred to as the High Digit Lock Out, or HDLO.

Programming the - (Minus) Key

1. Turn the control lock to the **PGM** position.

2. Enter the High Digit Lock Out (entry limit) digit from the table below.
   (Enter **0** for no limit.)

HDLO	Limits
1	0.01 – 0.09
2	0.01 – 0.99
3	0.01 - 9.99
4	0.01 - 99.99
5	0.01 - 999.99
6	0.01 - 9999.99
0	0.01 - 99999.99

3. To decide if the tax rate is calculated before or after the Minus (-) key.

0	Calculate Rate before the Minus (-) key?
1	Calculate Rate after the Minus (-) key?

4. Enter:

0	for active minus key
1	for inactive minus key

5. Press the **- (Minus)** key.

6. Press the **CASH/TEND** key to end programming.

Minus (-) Key Programming Flowchart

HDLO   Before?/After?   Inactive?
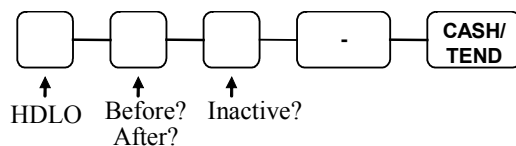
Minus (-) Key Programming Example

Set the Minus **(-)** key with a three digit HDLO (£9.99) and so that tax is calculated after the Minus **(-)** key amount is entered.   (In other words, tax is calculated on the net cost of the item.)   Enter:

```
[ 3 ]─[ 1 ]─[ 0 ]─[ - ]─[ CASH/ TEND ]
```
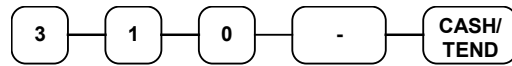
CANCEL Key Programming

The **CANCEL** key can be made inactive.   Normally the key is active, however, you may wish to deactivate it for security reasons.

Programming the CANCEL Key

1. Enter:

    0   to activate the **CANCEL** key

    1   to deactivate the **CANCEL** key

2. Press the **CANCEL** key.

3. Press the **CASH/TEND** key to end programming.

Cancel Key Programming Flowchart

```
┌──────┐   ┌────────┐   ┌────────┐
│      │───│ CANCEL │───│ CASH/  │
│      │   │        │   │ TEND   │
└──────┘   └────────┘   └────────┘
    ↑
Inactive?
```
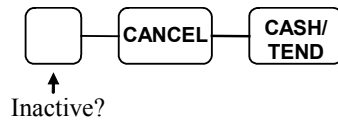
Cancel   Key Programming Example

To inactivate the **CANCEL** key, enter:

```
┌──────┐   ┌────────┐   ┌────────┐
│  1   │───│ CANCEL │───│ CASH/  │
│      │   │        │   │ TEND   │
└──────┘   └────────┘   └────────┘
```

Currency Conversion

If you normally accept currency from a neighboring nation, you can program the *SAM4s ER-260* to convert the subtotal of a sale to the equivalent cost in the foreign currency.   To do this, you need to program the conversion factor.   For example, if the Amount (home currency) is worth 1.3720 Canadian dollars (foreign currency), the conversion factor is 1.3720.

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

Programming Currency Exchange Rates

1.   Turn the control lock to the **PGM** position.

2.   Enter the exchange rate of up to 5 digits (do not enter the decimal point).

3.   Enter a number from 0 to 4 to indicate the decimal position.

4.   Press the **C/CONV** key.

5.   Press the **CASH/TEND** key to end programming.

Currency Exchange Rate Programming Flowchart
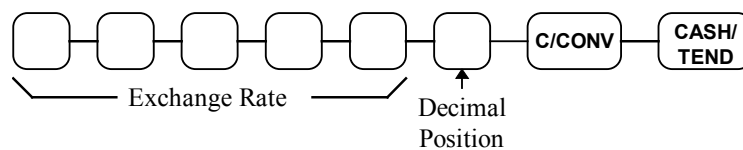
Currency Exchange Rate Programming Example

The Amount (home currency) is worth 1.3720 Canadian dollars (foreign currency.
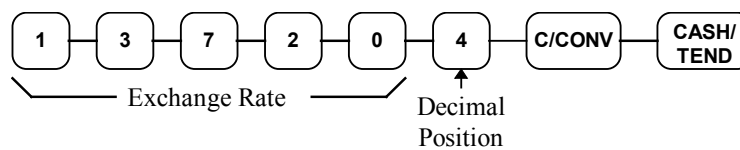
Programming Clerks

If you wish to use the clerk system, you must first activate the clerk system by setting system option #16. See "System Option Programming" on page 52. You can activate the clerk system for with a stay down or pop-up mode.

- Stay down means that once a clerk is signed on, the same clerk will remain signed on until a different clerk signs on or the original clerk signs off. A stay down clerk system might be used when only one operator uses the register at a time, and a different operator begins when a work shift is changed.

- Pop-up means that the clerk is automatically signed off an the end of each transaction. Therefore, to begin a transaction, you must first sign a clerk on. A pop-up clerk system might be used in a department store, where several clerks might use the register during the same shift, and clerk sales information is required.

With the clerk system activated, you can operate up to 10 clerks. The clerk registering a transaction is printed on the bottom of the receipt to indicate clerks 1 through 10. For example:

```
15:23            03-02-2006
000002 CLERK 1        00
```

See "Clerk Operations" on page 21 for clerk sign on and sign off sequences.

Programming a Clerk Code

The clerk code consists of a three digit secret number, followed by the digit representing the number of the clerk.

1. Turn the control lock to the **PGM** position.

2. Set system option #16 to a value or **1** or **2** (for with a stay down or pop-up mode). See "System Option Programming" on page 50.

3. Enter the clerk number (1-10) or the secret code number, press the **CLERK** key.

4. Enter a three digit secret code, press the **X/TIME** key

5. Repeat from step 3 for each clerk you wish to program.

6. Press the **CASH/TEND** key to end programming.

Clerk Programming Flowchart
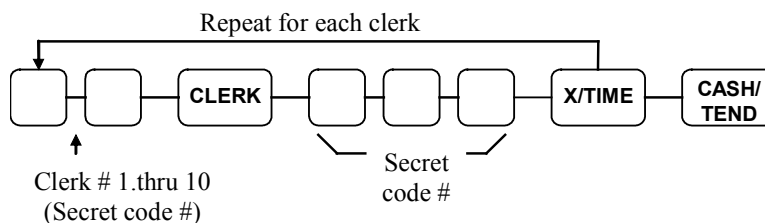
Clerk Programming Example

To set Clerk 5 with a code of **5 6 7**, enter:

| 5 | CLERK | 5 | 6 | 7 | X/TIME | CASH/TEND |
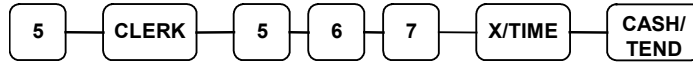
Printing Clerk Codes:

If you need to verify clerk codes:

    1.   Turn the control lock to the **PGM** position.

    2.   Press the **CLERK** key.

    3.   The printer will print as in the example below:

```
        THANK-YOU
       CALL AGAIN

CLERK 1                 1
CLERK 2                 2
CLERK 3                 3
CLERK 4                 4
CLERK 5               567
CLERK 6                 6
CLERK 7                 7
CLERK 8                 8
CLERK 9                 9
CLERK 10               10
15:25          03-02-2006
000017                 00
```

Changing The Secret Clerk Code.

You can change the existing sercret code of a clerk.

By inputting the old secret No. followed by the new secret No. of the clerk.

* If you inputting 0 in a New Secret code #, the secret No. of the clerk is initialized to the clerk number.

Repeat for each clerk

| | | | CLERK | | | | X/TIME | CASH/TEND |

Old Secret code #   New Secret code #
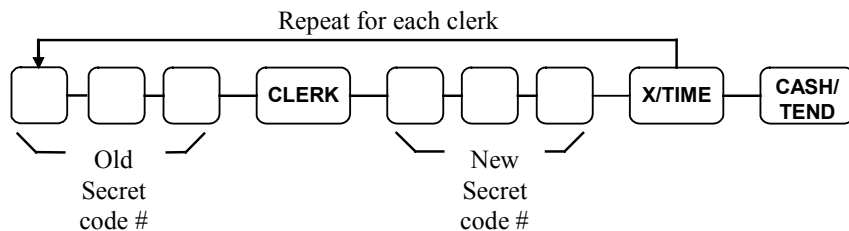
PLU (Price Look Up) Programming

The *SAM4s ER-260* offers 1000 PLUs (Price Look Ups) as a standard feature.   Like departments PLUs (Price Look Ups) may be *open* or *preset*.

- Preset PLUs are used to register preset items.   The most significant difference between a preset department and a preset PLU is the method of registration.   While preset departments are registered by simply pressing the department key, preset PLUs are registered by entering the PLU number and pressing the PLU key.

  There are many possible uses for preset PLUs.   Since there are many more PLUs than departments, you may use PLUs when you wish to accurately price and count a larger group of items.   Possible uses include: menu items in a restaurant or items (such as cigarettes) that you wish to record.

- Use open PLUs when you wish to enter different priced items into a larger number of categories.

Programming PLU Status

There are two parts to PLU programming.   PLU status is set here.   Depending on whether you select open or preset PLU status in this section, you can also program either the open PLU entry limit or the preset PLU price.   See "Programming PLU Entry Limit or Price" on page 68.

Use this section to program the following status options:

- Set negative PLUs that subtract from the sale, rather than normal positive PLUs which add to the sale.

- Enforce the entry of a non-adding number before the PLU entry.   See "Non Add Number" on page 35 for operation sequences.

- Disable the PLUs, so that entries are not allowed.

- Choose Open or Preset PLUs.

- Set single item PLUs which automatically total as a cash sale immediately after the department entry.   Single item departments are used to speed up one item sales.

- Select a tax status to determine whether sales tax is automatically added.

Programming PLU Status

1. Turn the control lock to the **PGM** position.

2. Enter the number of the PLU you wish to program (1-1000), press the **PLU** key.

3. Decide if you want a negative, enforced non-add entry, or disabled PLU.   If you do not want any of these options, enter **0**.   If you wish to select any of these options, complete the table below by adding the status digits for each option.   Enter the resulting digit.

PLU is Negative	Yes = 1 No = 0		**+**
Enforce Non-Add Entry	Yes = 2 No = 0		**+**
PLU is Disabled	Yes = 4 No = 0		**+**
			=

4. Decide if you want a preset or single item PLU.   If you do not want any of these options, enter **0**.   If you wish to select any of these options, complete the table below by adding the status digits for each option.   Enter the resulting digit.

PLU is Preset	Yes = 1 No = 0		**+**
PLU is Single Item	Yes = 2 No = 0		**+**
			=

5. Complete the tax status table below by adding the status digits for each tax.   Then enter the resulting tax status code.

Taxable by Rate 1?	1
Taxable by Rate 2?	2
Taxable by Rate 3?	3
Taxable by Rate 4?	4

6. For the use the KP.

Send KP?	Yes = 1 No = 0		**+**
			=

7. Press the department key that you want this PLUs' sales added to.

8. Repeat steps 2 through 6 for each PLU you wish to program.

9. Press the **CASH/TEND** key to end programming.

PLU Status Programming Flowchart

To set PLU 1, enter:

To set PLU 30, enter:

To set PLU 6, enter:
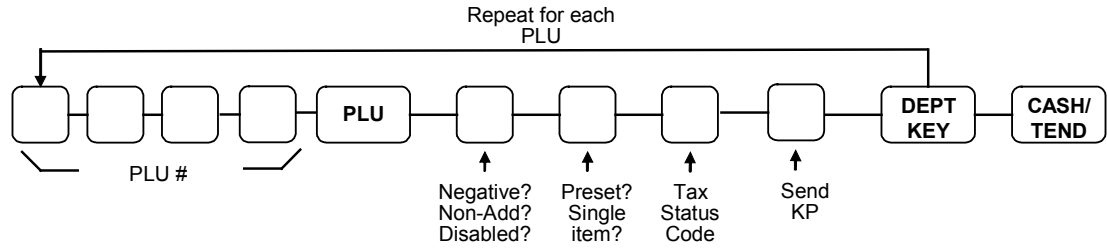
PLU Status Programming Examples

For example, set:

- PLU #1 preset, not single item, taxable by rate 1, with sales reported to department 2.
- PLU #30 preset, single item, taxable by rate 2, with sales reported to department 4.
- PLU #6 open, not single item, non-taxable, with sales reported to department 9.

To set PLU 1, enter:
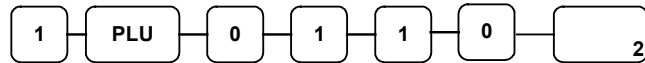
To set PLU 30, enter:
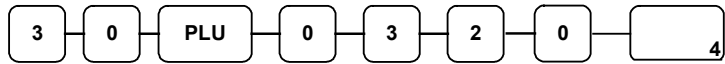
To set PLU 6, enter:
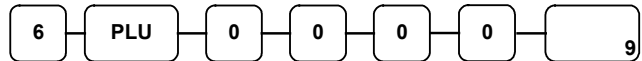
Press the **CASH/TEND** key to end programming.

The status you have entered will display and print on the printer:

```
PLU1                        11
DEPT.2
PLU30    T1                 32
DEPT.4
PLU6                         0
DEPT.9
   PROGRAM TERMINATE
15:30           03-02-2006
000014                      00
```

Programming PLU Entry Limit or Price

Note: Open PLUs are automatically assigned a 7 digit entry limit.   You do not need to program this section for open PLUs, unless you wish to set a different limit.

If you are programming a open PLU:

- You can limit errors by setting the maximum amount that may be entered into a PLU.

If you are programming a preset PLU:

- You can set the preset price.   The price you program here is the amount that is automatically registered when the PLU is entered.

Programming a PLU Entry Limit or Price

1. Turn the control lock to the **PGM** position.

2. Enter the number of the PLU you wish to program (1-1000), press the **PLU** key.

3. If the PLU is preset, enter the preset price, up to seven digits (01 to 1234567).   (It is not necessary to enter proceeding zeros.   For example enter £1.00 as 100.)

   OR

   If the PLU is open, enter the highest amount that may be entered into the PLU.

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

5. Repeat from step 2 above for each PLU you wish to program.

6. Press the **CASH/TEND** key to end programming.

PLU Entry Limit or Price Programming Flowchart

Repeat for each Preset PLU

PLU #

Preset Price
or
High Amount Lock Out
(Leading zeros are not necessary)
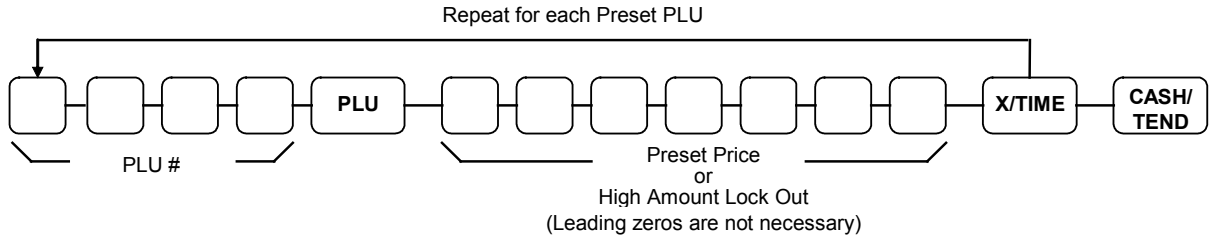
PLU Entry Limit or Price Programming Examples

For example, set:

- PLU 1 with a preset price of £1.99

- PLU 30 with a preset price of £10.00

- PLU 6 with a entry limit of £5.00

To set PLU 1, enter:

To set PLU 30, enter:

To set PLU 6, enter:

Press the **CASH/TEND** key to end programming.

The tax status you have entered will display and print on the printer:

```
PLU1       T1          @1.99
PLU30      T2          @10.00
PLU6                   @5.00
   PROGRAM TERMINATE
15:33           03-02-2006
000020                    00
```

Setting a Register Number

You can program a two digit register number that will print on the lower right corner of each transaction.   If you are using more than one cash register, the register number can be used to identify the register where the transaction was entered.

```
15:53                    03-02-2006
000028                         99
```

Register Number

To set a register identification number:

1. Turn the control lock to the **PGM** position.

2. Enter register number and press the **#/NS** key:

   ⬭──⬭──⬭ **#/NS**
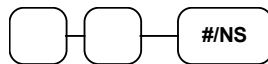
3. Press the **CASH/TEND** key to end programming.

   [**CASH/ TEND**]

Programming Descriptions

Customer Logo

Without otherwise programming, the customer logo will print a two line message at the top of each receipt:

```
        THANK-YOU
        CALL AGAIN
```

If you wish you can replace this message with your own custom message.   Your message can be up to 6 lines long. (see "Alpha Program Overlay" on Page 74)

Programming a Custom Logo:

1. Turn the control lock to the **PGM** position.

2. Press the **X/TIME** key.

3. Type in the text as per the letters printed on the key tops

    Alternatively Refer to the Code Table Programming following

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

5. Enter the two digit number that represents the line of the message you wish to program:
    11 ~ 16 : 1st Line ~ 6th Line (Preamble Logo)
    21 ~ 26 : 1st Line ~ 6th Line (Postamble Logo)

6. Press the **CHEQUE** key

7. Repeat from step 2 for each line you are programming.

8. Press the **CASH/TEND** key to end programming.

Using the Code Table

Ensure the system flag has been set to allow for alpha code entry rather than the default keyboard text programming prior to commencing.

1. Find the character you wish to print.

2. Find the first entry digit for the character by following the column to the top of the table.

3. Find the second entry digit for the character by following the row to the left margin of the table.

For example the code for A is **20** and the code for Z is **45.**

First Entry

		1	2	3	4	5	6	7	8	9
	0	0	A	K	U	●	!	SPACE	Ç	Á
	1	1	B	L	V	/	"	|	Ä	€
	2	2	C	M	W	:	%	^	Å	Í
Second	3	3	D	N	X	;	'	~	É	Ó
Entry	4	4	E	O	Y	<	(	\	Æ	Ú
	5	5	F	P	Z	=	)	{	Ö	
	6	6	G	Q	@	>	*	}	Ü	
	7	7	H	R	&	?	+	_	£	
	8	8	I	S	#	[	,	.	Ñ	
	9	9	J	T	£	]	-	DBL WIDTH	Ø	

Logo Programming Flowchart

Repeat for each Line of the Logo

X/TIME — Type in the text upto 32 letters → → X/TIME — [ ] — [ ] — CHECK — CASH/TEND
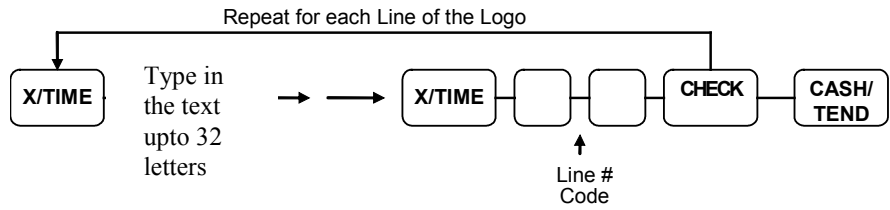
Line #
Code

Logo Programming Example

Program the first line of the logo to say "GENERAL STORE"

1. Turn the control lock to the **PGM** position.
2. Press the **X/TIME** key.
3. Type in the text using the letters printed on the keys

    Alternatively if the system flags are set for alpha code :-

    To center the message on the receipt, enter six space characters:

    7 0 7 0 7 0 7 0 7 0 7 0.

    Then enter the codes representing the text "GENERAL STORE":

    2 6 2 4 3 3 2 4 3 7 2 0 3 1 7 0 3 8 3 9 3 4 3 7 2 4.

4. Press the **X/TIME** key.
5. Enter **1 1**, press the **CHEQUE** key.
6. Press the **CASH/TEND** key to end programming.

Department Descriptor

Without otherwise programming, each department will print the department number for registrations and reporting. (see "Alpha Program Overlay" on Page 74)

For example, the receipt will look like this:

```
DEPT.1     T1           £2.99
DEPT.7     T1           £1.99
```

If you wish you can each department descriptor with a custom descriptor, up to 12 characters in length.   For example, you could program your own descriptors like this:

```
GROCERY    T1           £2.99
MEAT       T1           £1.99
```

Programming a Department Descriptor

1. Turn the control lock to the **PGM** position.

2. Press the **X/TIME** key.

3. Type in the text as per the letters printed on the key tops

    Alterrnatively Refer to the Code Table Programming

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

5   Press the department key you wish to program.

6   Repeat from step 2 for each department you are programming.

7   Press the **CASH/TEND** key to end programming.

Using the Code Table

Ensure the system flag has been set to allow for alpha code entry rather than the default keyboard text programming prior to commencing.

1. Find the character you wish to print.

2. Find the first entry digit for the character by following the column to the top of the table.

3. Find the second entry digit for the character by following the row to the left margin of the table.

For example the code for A is **20** and the code for Z is **45.**

First Entry

		1	2	3	4	5	6	7	8	9
	0	0	A	K	U	●	!	SPACE	Ç	Á
	1	1	B	L	V	/	"	|	Ä	€
	2	2	C	M	W	:	%	^	Å	Í
	3	3	D	N	X	;	'	~	É	Ó
Second Entry	4	4	E	O	Y	<	(	\	Æ	Ú
	5	5	F	P	Z	=	)	{	Ö	
	6	6	G	Q	@	>	*	}	Ü	
	7	7	H	R	&	?	+	_	£	
	8	8	I	S	#	[	,	.	Ñ	
	9	9	J	T	£	]	-	DBL WIDTH	Ø	

Department Descriptor Programming Flowchart

Repeat for each department

X/TIME — Type in text upto 12 letters   X/TIME — DEPT KEY — CASH/ TEND
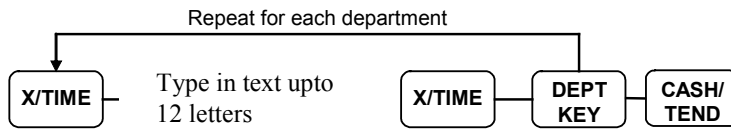
Department Descriptor Programming Example

Program the department 1 descriptor to say "GROCERY"

1. Turn the control lock to the **PGM** position.

2. Press the **X/TIME** key.

3. Type in the text as per the key tops

   Alternatively if the system flags are set for alpha code :-

   Enter the codes representing the text "GROCERY":   **2 6 3 7 3 4 2 2 2 4 3 7 4 4**.

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

5. Press the Department **1** key

PLU Descriptor

If you are using PLUs, the PLU descriptor print the PLU code unless you choose to program a custom descriptor. (see "Alpha Program Overlay" on Page 74)

For example, the receipt will look like this:

```
PLU1       T1          £2.99
PLU23      T1          £1.99
```

If you wish you can each department descriptor with a custom descriptor, up to 12 characters in length.   For example, you could program your own descriptors like this:

```
CIGARETTE  T1          £2.99
APPLES     T1          £1.99
```

Programming a PLU Descriptor

1. Turn the control lock to the **PGM** position.

    Press the **X/TIME** key.

    Type in the text as per the letters printed on the key tops

    Alterrnatively Refer to the Code Table Programming

3   Press the **X/TIME** key.

4   Enter the PLU number, press the **PLU** key.

5   Repeat from step 2 for each PLU you are programming.

6   Press the **CASH/TEND** key to end programming.

Using the Code Table

Ensure the system flag has been set to allow for alpha code entry rather than the default keyboard text programming prior to commencing.

1. Find the character you wish to print.

2   Find the first entry digit for the character by following the column to the top of the table.

2. Find the second entry digit for the character by following the row to the left margin of the table.

For example the code for A is **20** and the code for Z is **45.**

First Entry

		1	2	3	4	5	6	7	8	9
	0	0	A	K	U	●	!	SPACE	Ç	Á
	1	1	B	L	V	/	"	|	Ä	€
	2	2	C	M	W	:	%	^	Å	Í
Second	3	3	D	N	X	;	'	~	É	Ó
Entry	4	4	E	O	Y	<	(	\	Æ	Ú
	5	5	F	P	Z	=	)	{	Ö	
	6	6	G	Q	@	>	*	}	Ü	
	7	7	H	R	&	?	+	_	£	
	8	8	I	S	#	[	,	.	Ñ	
	9	9	J	T	£	]	-	DBL WIDTH	Ø	

PLU Descriptor Programming Flowchart

Repeat for each PLU

| X/TIME | Type in text upto 12 letters | X/TIME | | | | | PLU | CASH/ TEND |

PLU Code
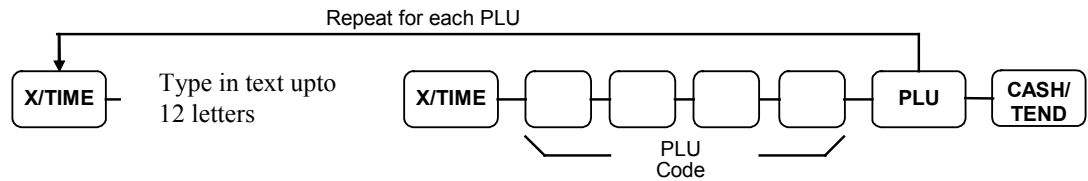
PLU Descriptor Programming Example

Program the descriptor for PLU 1 to say "APPLES"

1. Turn the control lock to the **PGM** position.

2. Press the **X/TIME** key.

3. Type in the text as per the key tops

   Alternatively if the system flags are set for alpha code :-

   Enter the codes representing the text "APPLES": **2 0 3 5 3 5 3 1 2 4 3 8**.

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

5. Enter the PLU code, press the **PLU** key.

Key Top Alpha Program Overlay

Following is an example of the key top alpha program overlay.

	M	T	V	X	Z	Back
F	L	S	U	W	Y	spc
E	K	R	CLEAR	X/TIME	PLU	Dbl
D	J	Q	7	8	9	CHEQ
C	I	P	4	5	6	
B	H	O	1	2	3	CASH/ TEND
A	G	N	0		.	

PLU Descriptor Programming Example

1. Turn the control lock to the **PGM** position.
2. Press the **X/TIME** key.
3. Enter up to 18 character. Refer to below example.

TEXT : PLU1 => JUICE1

[[J]]   [[U]]   [[I]]   [[C]]   [[E]]   [[1]]

4. Press the **X/TIME** key.
5. If you want to program PLU descriptor,

    Enter the PLU code, press the **PLU** key.

  If you want to program department 1 descriptor,

    Press the **DEPT1** key.

  If you want to program first line of the logo.

    Enter **1 1**, press the **CHEQUE** key.

6. Press the **CASH/TEND** key to end programming.

Setting Receipt/Journal Status

The printer can be set to generate customer receipts, or print a sales journal. In the receipt mode, the printer will print the logo and feed the paper a sufficient length so that a receipt can be torn off. In the journal mode, there is no additional paper feeding between transactions. The default state of this program is the RECEIPT status.

To change the printer status from receipt to journal, or from journal to receipt:

1. Turn the control lock to the **X** position.

2. Enter 9999 on the numeric keypad and press the **PO** key.

Printing a Programming Report

You can generate a printed report of all the programming options.

1. Turn the control lock to the **PGM** position.

2. Press the **CASH/TEND** key to print the program report.

You can generate PLU PROGRAM SCAN.

1. Turn the control lock to the **PGM** position

2. Enter 15 on the numeric keypad and press the **SUB TOTAL** key.

3. To read PLU program information, enter the number(1-1000) of the start PLU and press the **PLU** key

4. To read PLU program information, enter the number(1-1000) of the end PLU and press the **PLU** key

Calculator Programming

You can use a calculator program in the REG or VOID mode.

1. Turn the control lock to the **REG or VOID** position.

2. Enter **RA** key.

3. Enter a first number for calculation on the numeric keypad.

4. Choose one out of below operators.
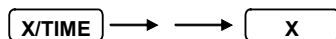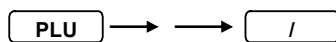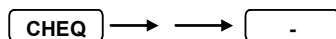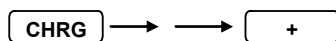
5. Enter a second number for calculation on the numeric keypad.

6. Press the **CASH/TEND** key to finish.

Memory Allocation

1. Turn the control lock to the S position.

2. To Allocate Memory, enter **60**, and then press the **SBTL** key.

3. Refer to the chart below. Enter the index number and press the **X/TIME** key
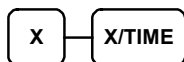
X	MEMORY ITEM
1	PLU
2	ELECTRONIC JOURNAL

4. Enter the Number to allocate for the Memory Item and Press **CASH** key.

    See the example data table below

MEMORY ITEM	N
PLU	1000 (Max.1000)
ELECTRONIC JOURNAL	800(Max. 16000 – EXTEND SRAM)

5. If you want to finish memory allocation, Enter CASH key with no numeric key input. If you want to allocate Another memory area, Repeat 3,4 STEP.

PC Online Mode

In *ER-260 Series*, There are easy to enter PC Online Mode.

1. Turn the control lock to the S position
2. Press **RA** key.

Program Report Example:

```
                                    ┌─────────────────────────────┐
                                    │         THANK-YOU           │
                                    │         CALL AGAIN          │
                                    │                             │
            Department Status ->    │ DEPT.1                 70   │
    Department Price or Limit ->    │                      £0.00  │
                                    │ DEPT.2                 70   │
                                    │                      £0.00  │
                                    │ DEPT.3                 70   │
                                    │                      £0.00  │
  (Department Status and Price/Limit is │ .                      │
        listed for each department) │ .                           │
                                    │ .                           │
                                    │ DEPT.15                70   │
                                    │                      £0.00  │
                                    │                             │
              Tax 1 Status ->       │ TAX1 STATUS            00   │
                Tax 1 Rate ->       │ TAX1 RATE           0.000   │
              Tax 2 Status ->       │ TAX2 STATUS            00   │
                Tax 2 Rate ->       │ TAX2 RATE           0.000   │
              Tax 3 Status ->       │ TAX3 STATUS            00   │
                Tax 3 Rate ->       │ TAX3 RATE           0.000   │
              Tax 4 Status ->       │ TAX4 STATUS            00   │
                Tax 4 Rate ->       │ TAX4 RATE           0.000   │
   Percentage Discount Key Status -> │ -% STATUS             0   │
     Percentage Discount Key Rate -> │ -% RATE           0.000   │
  Percentage Surcharge Key Status -> │ +% STATUS             0   │
    Percentage Surcharge Key Rate -> │ +% RATE           0.000   │
            Minus (-) Key Status -> │ - STATUS              0    │
 Currency Conversion Exchange Rate -> │ CHANGE RATE         #0   │
                Decimal Position -> │ DECIMAL               0    │
             System Option Value -> │ OPTION1               0    │
             System Option Value -> │ OPTION2               0    │
             System Option Value -> │ OPTION3               0    │
                                    │ .                           │
    (System Option Value is listed for │ .                       │
                    each option) │ .                           │
             System Option Value -> │ OPTION20              0    │
                                    │                             │
                                    │                             │
                    Time/Date ->    │ 15:56        03-01-2006     │
 Transaction Counter/Register Number -> │ 000066             00  │
                                    └─────────────────────────────┘
```

Reports

Report Summary

There are two basic types of reports: "X", or read-only and "Z", or read & reset to zero.   Some reports are available in both types.

The following table summaries the reports available on the *SAM4s ER-260*:

Report	Control Lock Position	Key
Financial	**X** or **Z**	CASH/ TEND
Period-to-Date Financial	**X** or **Z**	CHARGE
Hourly Sales	**X** or **Z**	X/TIME
All PLU	**X** or **Z**	PLU
Clerk	**X** or **Z**	CLERK
String Report (Financial, PLU, Time and Clerk reports in sequence)	**X** or **Z**	SUB TOTAL
From/To PLU	**X**	First PLU ... PLU / Last PLU ... PLU
Cash in Drawer	**X**	SUB TOTAL
Cheque in Drawer	**X**	Cheque

PRINT ALL EJ	**X**	**3** — **0** — **0** — CASH/TEND
PRINT EJ CASH	**X**	**3** — **0** — **1** — CASH/TEND
PRINT EJ CHEQUE	**X**	**3** — **0** — **2** — CASH/TEND
PRINT EJ CHARGE	**X**	**3** — **0** — **3** — CASH/TEND
PRINT EJ %	**X**	**3** — **0** — **4** — CASH/TEND
PRINT EJ RA/PO	**X**	**3** — **0** — **5** — CASH/TEND
PRINT EJ RETURN	**X**	**3** — **0** — **6** — CASH/TEND
PRINT EJ EC/VOID	**X**	**3** — **0** — **7** — CASH/TEND
PRINT EJ NO SALE	**X**	**3** — **0** — **8** — CASH/TEND
PRINT EJ CANCEL	**X**	**3** — **0** — **9** — CASH/TEND
PRINT EJ BY CLERK	**X**	☐ — ☐ — ☐ — CASH/TEND ⌣ 401 ~ 410 ⌣
EJ RESET	**Z**	**3** — **9** — **9** — CASH/TEND

Running a Report

1. Find the report you wish to run from the table on the previous page.

2. Turn the control lock to the **X** or the **Z** position.

3. Press the appropriate key for the report you wish to run.

Cash-In-Drawer Declaration

Cash-In-Drawer Declaration is an optional feature that forces you to count the drawer and declare the drawer count before a report can be run.   By forcing the operator to declare, without knowledge of the expected drawer totals, you are assured that all cash will be deposited.   System option #8 must be set to a value of **1** to enforce cash declaration.   See "System Option Programming" on page 50 to program system options.

Declaring Cash

1. Turn the control lock to the **X** position.

2. Enter the amount of the cash counted, press the **SUBTOTAL** key:

```
 9    8    7    9    SUB
                     TOTAL
```
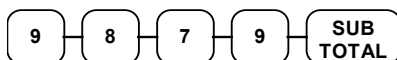
3. The printer will print the declared amount, the cash-in-drawer total from the cash register and compute the difference

4. Proceed to run the report you wish to print.

Note: You must run a report after declaring cash before registering any new transactions.

```
      THANK-YOU
     CALL AGAIN

INPUT AMOUNT      £98.79
CASH IN DRAWER
                  £92.29
DIFFERENCE         £6.50
15:57        03-01-2006
000041                00
```

Report Samples

Financial Report

Note: **This sample report is shown with items of zero value listed on the report. Your report may only show totals with values other than zero, depending on the setting for system option #5.**

```
                                   THANK-YOU
                                   CALL AGAIN


          Report Name ->        < DAILY REPORT >

 Report Type/Reset (Z) Counter  X                 1

 Department Activity Counter ->  DEPT.1        18.00
     Department Sales Total ->        T1      £33.03
                                 DEPT.2         1.00
                                               £0.07
                                 DEPT.3         4.00
                                              £50.99
                                 DEPT.4         2.00
                                               £3.50
                                 DEPT.5         0.00
                                               £0.00
                                 DEPT.6         0.00
                                               £0.00
                                 DEPT.7         1.00
                                              £20.99
                                 .
    (Department Counters and Totals are    .
         listed for each department)       .
                                 DEPT.15        0.00
                                               £0.00
                                 ------------------------
                                 +DEPT TTL     26.00
                                             £108.58
                                 -DEPT TTL      0.00
                                               £0.00
                                 ADJST DEPT TTL 26.00
                                             £108.58
                                 ------------------------
```

Continued on the next page . . .

```
 Total of non-taxable sales ->    NONTAX TTL
Taxable sales for tax rate 1 ->   TAXABLE1          £33.04
      Tax 1 amount collected ->   TAX AMOUNT         £1.98
Taxable sales for tax rate 2 ->   TAXABLE2           £0.00
      Tax 2 amount collected ->   TAX AMOUNT         £0.00
Taxable sales for tax rate 3 ->   TAXABLE3           £0.00
      Tax 3 amount collected ->   TAX AMOUNT         £0.00
Taxable sales for tax rate 4 ->   TAXABLE4           £0.00
                                  TAX AMOUNT         £0.00

                                  -%                     0
                                                     £0.00
                                  +%                     0
                                                     £0.00
                                  -                      0
                                                     £0.00

                                  NET TOTAL        £110.57

                                  CREDIT TAX1        £0.00
                                  CREDIT TAX2        £0.00
                                  CREDIT TAX3        £0.00
                                  CREDIT TAX4        £0.00

                                  RETURN MDSE            1
                                                    -10.00
                                  VOID KEY               0
                                                     £0.00
                                  VOID MODE              0
                                                     £0.00
                                  CANCEL                 0
                                                     £0.00

                                  GROSS TTL        £120.57

                                  CASH                   6
                                                    £60.59
                                  CHEQUE                 2
                                                    £19.99
                                  CHARGE                 1
                                                    £29.99
                                  RECEIVED ON            2
                                                    £30.99
                                  PAID OUT               1
                                                    £10.00
```

Continued on the next page . . .

```
      Foreign Currency Total ->   CURRENCY TOTAL
                                                £0.00
       Cash in drawer amount ->   CASH IN DRAWER
                                               £81.58
     Cheque in drawer amount - >  CHEQUE IN DRAWER
                                               £19.99

          Count of no sales ->    NO SALE COUNT          0
               Customer Count ->  CUSTOMER COUNT         9

                                   ******************
                                  GRAND TOTAL
                   Grand Total ->           £12474.83
                     Time/Date ->  15:59      03-01-2006
Transaction Counter/Register Number ->  000050            00
```

Hourly Sales Report

The Hourly sales report lists the number of transaction and their pound total for each hour of the day.

```
                                    THANK-YOU
                                    CALL AGAIN


        Report Name ->            < TIME REPORT >

Report Type/Reset (Z) Counter    X                  1

Time Period Activity Counter ->  10:00              7
        Time Period Sales Total ->                £7.59
                                 11:00              1
            (Counters and Totals are            £346.67
         listed for each time period)   12:00      9
                                                 £110.57

                                 *****************
 Activity count of all time periods ->  CNT TOTAL         17
          Total of all time periods ->  TOTAL        £474.83
                          Time/Date ->  16:05    03-01-2006
 Transaction Counter/Register Number ->  000054           00
```

PLU Report

The PLU report lists the activity and sale total for each PLU.

```
                                      ┌─────────────────────────────┐
                                      │         THANK-YOU           │
                                      │        CALL AGAIN           │
                                      │                             │
                     Report Name ->   │     < PLU REPORT >          │
                                      │                             │
        Report Type/Reset (Z) Counter │  X                    1     │
                                      │                             │
           PLU Activity Counter ->    │  PLU1                  1    │
 PLU tax status/PLU price or limit -> │      T1           @1.99     │
    Reporting Dept/PLU Sales Total -> │  DEPT.2           £1.99     │
                                      │  PLU30                 1    │
            (PLU Counters and Totals are │      T2          @10.00  │
                 listed for each PLU)  │  DEPT.4          £10.00    │
                                      │   *****************         │
          Activity count of all PLUs -> │  CNT TOTAL          417    │
                 Total of all PLUs ->  │  TOTAL        £12474.83    │
                          Time/Date -> │  16:07       03-01-2006    │
 Transaction Counter/Register Number -> │  000058              00    │
                                      └─────────────────────────────┘
```

Clerk Report

If you are using a clerk system, the clerk report is available.   (See "System Option Programming" on page 50 and set option #16 to a value of **1** or **2** if you wish to use the clerk system.)

```
                                         ┌─────────────────────────────┐
                                         │        THANK-YOU            │
                                         │        CALL AGAIN           │
                                         │                             │
                        Report Name ->   │    < CLERK REPORT >         │
                                         │                             │
        Report Type/Reset (Z) Counter    │  X                     1    │
                                         │                             │
        Total sales for the clerk ->     │  •CLERK 1          £1.06    │
    Number of no sales performed ->      │  NO SALE CNT.          0    │
    Customer Count for the clerk ->      │  CUSTOM. CNT           1    │
                                         │  •CLERK 2          £7.92    │
                (Totals are listed       │  NO SALE CNT.          0    │
                    for each CLERK)      │  CUSTOM. CNT           9    │
                                         │                             │
                                         │  * * * * * * * * * * * * * * * * │
    Total count of all No Sales ->       │  NO SALE CNT.          0    │
    Total count of all customers ->      │  CUSTOM. CNT          10    │
                                         │  TOTAL             £8.98    │
                    Time/Date ->         │  16:09         03-01-2006   │
    Transaction Counter/Register Number ->│  000060               00   │
                                         └─────────────────────────────┘
```

Cash-in-Drawer Report

Run a Cash-in-Drawer report to quickly verify the amount of cash that should be in the cash drawer.

```
                                        THANK-YOU
                                        CALL AGAIN

                Report Name ->      < CASH-IN-DRAWER >

                                  CASH-IN-DRAWER
        Cash in drawer amount ->                        £81.58
                   Time/Date ->   16:15           03-01-2006
Transaction Counter/Register Number ->   000063              00
```

Cheque-in-Drawer Report

Run a Cheque-in-Drawer report to quickly verify the amount of Cheques that should be in the cash drawer.

```
                                        THANK-YOU
                                        CALL AGAIN

                Report Name ->     < CHEQUE-IN-DRAWER >

                                  CHEQUE-IN-DRAWER
      Cheque in drawer amount ->                        £19.00
                   Time/Date ->   16:17           03-01-2006
Transaction Counter/Register Number ->   000064              00
```

System Balancing

Department Sales Total

+	+DEPT TTL (Add All Positive Departments)
-	-DEPT TTL (Add All Negative Departments)
=	ADJST DEPT TTL

Net Total

+	ADJST DEPT TTL
+	TAX1 AMOUNT
+	TAX2 AMOUNT
+	TAX3 AMOUNT
+	+% (Surcharge Total)
-	-% (Discount Total)
-	- (Minus Key Total)
=	NET TTL

Gross Total

+	NET TTL
+	RETURN MDSE
+	VOID KEY
-	+% (Surcharge Total)
+	-% (Discount Total)
+	- (Minus Key Total)
=	GROSS TTL

Grand Total

+	Yesterdays Grand Total
+	Gross Total
=	GRAND TOTAL