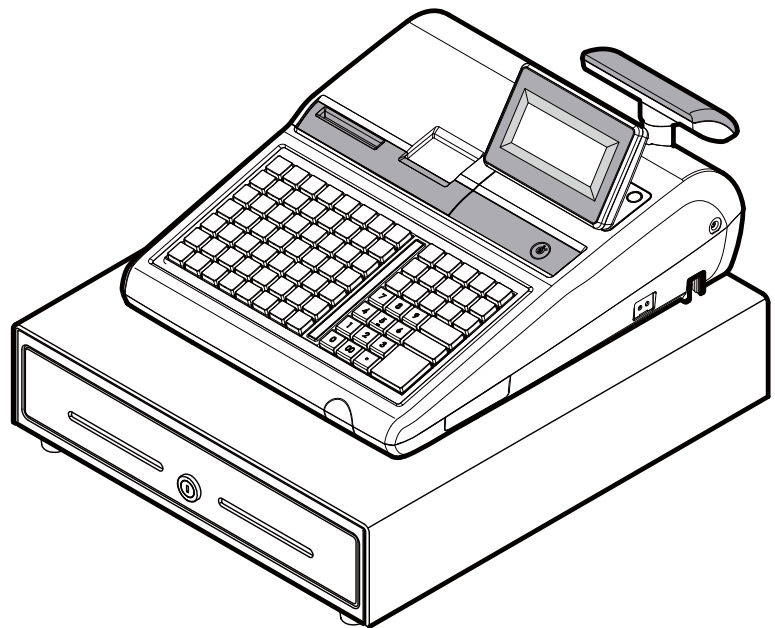


# SAM4S

---

*SPS-300*

# Programming & Operation Manual



All specifications are subject to change without notice

JK68-60300B (Prevision.04 Dec 13)  
From *SPS-300* v1.010 to v1.011



#### ATTENTION

The product that you have purchased contains a rechargeable MS Lithium battery. This battery is recyclable. At the end of its useful life, under various state and local laws, it may be illegal to dispose of the battery into the municipal waste system. Check with your local solid waste officials for details concerning recycling options or proper disposal.



#### WARNING

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

## 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 comp-onents 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 which 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, () or (). Use replacement components that have the same ratings, especially for flame resistance and dielectric strength specifications. A replacement part that does not have the same safety characteristics as the original might create shock, fire or other hazards.

#### CAUTION

Danger of explosion if battery is incorrectly replaced.  
Replace only with the same or equivalent type recommended by the manufacturer.  
Dispose used batteries according to the manufacturer's instructions.

#### ATTENTION

Il y a danger d'explosion s'il y a remplacement incorrect de la batterie.  
Remplacer uniquement avec une batterie du même type ou d'un type équivalent recommandé par le constructeur.  
Mettre au rebut les batteries usagées conformément aux instructions du fabricant.

**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 Electrostatically Sensitive Devices (ESDs)

1. Some semiconductor (solid state) devices are easily damaged by static electricity. Such components are called Electrostatically Sensitive Devices (ESDs); examples include integrated circuits and some field-effect transistors. The following techniques will reduce the occurrence of component damage caused by static electricity.
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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**Glossary of Terms** **293**





# Introduction

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## About the *SPS-300 Series Electronic Cash Registers*

Congratulations! You have selected a very flexible electronic cash register designed for years of reliable service. *SPS-300* will fit many shops and restaurants, providing fast transaction processing, security, and detailed sales information.

The *SPS-300* features a unique operator screen that allows you to view itemized transaction information, as well as providing on screen programming that is simple and easy to use. The keyboard has 150/98 individual key locations. All locations are programmable so that your dealer can customize the keyboard to fit your needs exactly.

	Single Printer Station (Receipt Printer)	Two Printer Stations (Receipt and Journal Printers)
Flat Keyboard (150 Buttons)	 <p><b><i>SPS-320</i></b> Receipt Printer Flat Keyboard</p>	 <p><b><i>SPS-340</i></b> Receipt and Journal Printers Flat Keyboard</p>
Raised Keyboard (91/98 buttons)	 <p><b><i>SPS-325</i></b> Receipt Printer Raised Keyboard</p>	 <p><b><i>SPS-345</i></b> Receipt and Journal Printers Raised Keyboard</p>

---

## Using This Manual

This manual provides you with a means to use your SAM4s cash register to its fullest potential. It is divided into eight sections:

- **Introduction** - the section you are reading now; provides a basic idea about the register and how to use this manual.
- **Getting Started** - provides quick start steps to help you get up and running for basic applications.
- **Operations** - guides you through the basic operation sequences.
- **Management Mode (X Mode) Functions** - Manager procedures, including X reports are detailed here.
- **Reset Report Mode (Z Mode) Functions** - Z (reset) reports are detailed.
- **S-Mode Programming** - provides instructions for secure programming – usually done by the installing dealer prior to installation.
- **P-Mode Programming** - provides complete programming instructions, including PLU, function key programs, and system options. This section is recommended for use by storeowners and managers. Call your SAM4s dealer if you find you need programming assistance.
- **Sample Reports** - provides a sample of each register report.

These SAM4s Cash Registers allows many different user applications. This manual was written with this in mind. Although we have tried to touch on all available options, your specific application may differ.

If you have questions concerning the configuration of your Sam4S Cash Register, contact your authorised SAM4s dealer.

## Using Flowcharts

Flowcharts are used to supplement step-by-step instructions throughout this manual. For example, the following flowchart describes how to register \$1.00 into the PLU1 key:



This flowchart means:

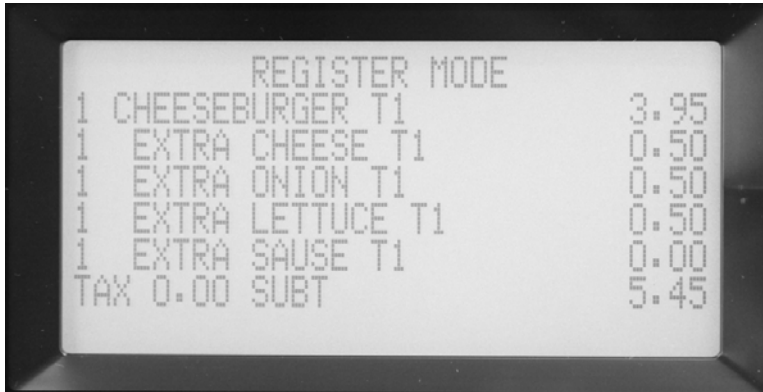
1. Press numeric key 1.
2. Press numeric key 0.
3. Press numeric key 0.
4. Press PLU #1.

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

---

## Basic Features and Functions

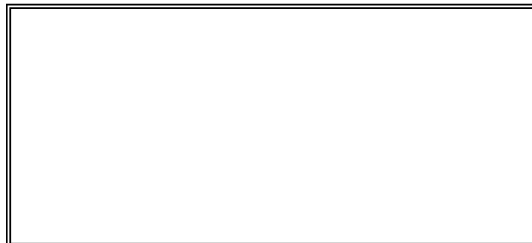
### LCD Operator Display



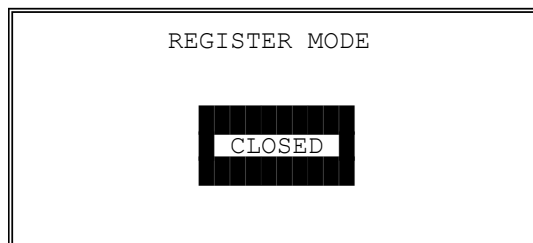
The *SPS-300 Series* come with a liquid crystal screen, allowing you to view up to 8 lines of information with up to 32 characters per line. The display is backlit and view angle is adjustable to provide excellent visibility, regardless of lighting conditions.

When the control lock is in the **OFF** position, the message **OFF MODE** is displayed and the register can not be operated. When the control lock is in the **REG** or **VOID** positions the appropriate message, **VOID MODE** or **REGISTER MODE** is displayed with the message "CLOSED". You must sign on a clerk to remove the "CLOSED" message and begin operation. When the control lock is in the **X**, **Z**, **PGM** or **SM** positions, the appropriate menu is displayed.

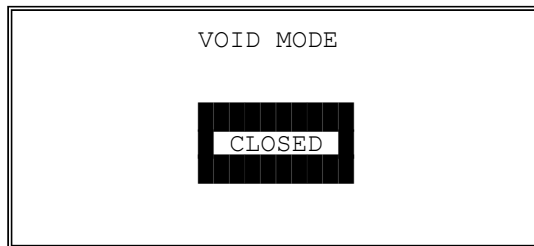
#### **OFF**



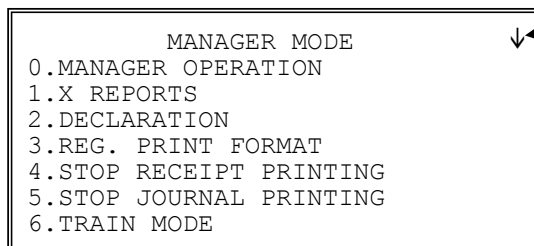
#### **REG**



## VOID

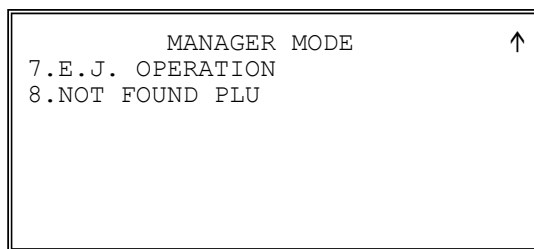


## MANAGER / X

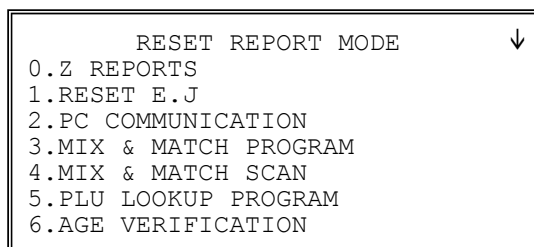


The symbol on the corner indicates that there are more options.

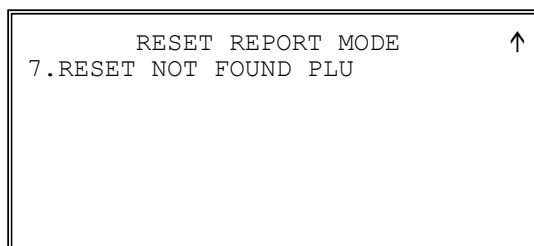
- ◆ Press **PAGE DOWN** to view the remainder of the MANAGER MODE menu:



## RESET REPORT / Z



- ◆ Press **PAGE DOWN** to view the remainder of the RESET REPORT MODE menu:





## PGM

```
PROGRAM MODE ↓
0.PLU
1.GROUP
2.SALES TAX
3.SYSTEM OPTION
4.PRINT OPTION
5.FUNCTION KEYS
6.CLERK
```

- ◆ Press **PAGE DOWN** to view the remainder of the PROGRAM MODE menu:

```
PROGRAM MODE ↑
7.LOGO DESCRIPTOR
8.NLU CODE# PROGRAM
9.DOWNLOAD PROGRAMS
00.MORE
```

- ◆ Press **00** to view the MORE PROGRAMS menu:

```
PROGRAM MODE page2 ↓
0.CLERK IN/OUT
1.PLU STOCK
2.DRAWER LIMIT
3.CHECK CHANGE LIMIT
4.TIME & DATE
5.TARE WEIGHT
6.MACRO
```

- ◆ Press **PAGE DOWN** to view the remainder of the PROGRAM MODE page 2 menu:

```
PROGRAM MODE page2 ↑
7.MACHINE NO.
8.PC SCHEDULE TIME
9.TRAINING MODE P/W
00.SCAN
```

## SM

```
                SERVICE MODE          ↓  
0.H/W TEST  
1.CLEAR ALL TOTALS  
2.CLEAR GRAND TOTAL  
3.CLEAR PLU FILE  
4.FLASHROM INFORMATION  
5.MEMORY ALLOCATION  
6.KEY ASSIGNMENT
```

- ◆ Press **PAGE DOWN** to view the remainder of the SERVICE MODE menu:

```
                SERVICE MODE          ↑  
7.IRC OPTIONS  
8.RS232C PORT  
9.SD CARD OPERATION
```

## VFD Customer Display

The rear display is a 10 digit florescent display that allows your customer to monitor the transaction and view the sale total. The rear display can be turned horizontally for easy customer viewing.

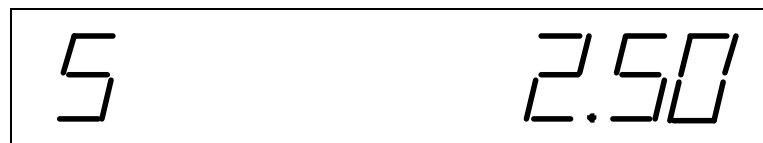
### *Rear Display Information*

<b>Item Count</b>	The number of times an item has been repeated is displayed
<b>Amount</b>	The amount of the item, subtotal or total, is displayed in the rightmost portion of the display



### *Rear Display Message*

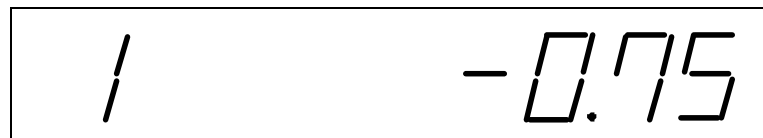
#### *RPT*



#### *Change Due*



#### *Negative Entry*



#### *Subtotal*



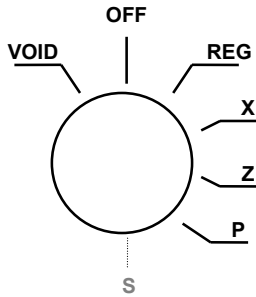
#### *Total of Sale*



## Control Lock and Keys

*SPS-300 Series* has a control lock in order to access following control lock positions.

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



**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.

**P** Use to program the register.

**S** **The S position is a hidden position reserved for dealer access.**

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

### Control Keys

*SPS-300 Series* includes two sets of keys that may be used to access the following control lock positions.

Key	Positions Accessible						
	VOID	OFF	REG	X	Z	PGM	S
<b>Keys Removable from</b>		√	√				
<b>REG Key</b>		√	√				
<b>VD Key</b>	√	√	√	√			
<b>Z Key</b>	√	√	√	√	√		
<b>P Key</b>	√	√	√	√	√	√	
<b>C Key</b>	√	√	√	√	√	√	√

## Keyboards

### SPS-320/340 Keyboard

The *SPS-320/340* keyboard includes 150 key positions with the default legends and key assignments as shown below. This configuration has 100 keyboard NLU locations. The keyboard legend sheet can be replaced by lifting the protective plastic cover.

Programmable key locations are shown with a **bold** border.

NOTE: NLU - Number Look Up. Preset PLU or open price entry PLU.

1	11	21	31	41	51	61	71	81	91	RECEIPT FEED	JOURNAL FEED*	ERRO R	VOID	CLERK
2	12	22	32	42	52	62	72	82	92	% 1	RA	PO	# / NS	RETURN
3	13	23	33	43	53	63	73	83	93	% 2	TAKE OUT	EAT IN	DRIVE THRU	CANCEL
4	14	24	34	44	54	64	74	84	94	% 3	CHECK #	SERVICE	TABLE #	PRINT CHECK
5	15	25	35	45	55	65	75	85	95	FUNC LOOKUP 1	PAGE UP	YES/NO	PAGE DOWN	CONV 1
6	16	26	36	46	56	66	76	86	96	FUNC LOOKUP 2	CLEAR	PLU	X/TIME	ADD CHECK
7	17	27	37	47	57	67	77	87	97	MACRO 1	7	8	9	CHARGE 1
8	18	28	38	48	58	68	78	88	98	MACRO 2	4	5	6	CHECK
9	19	29	39	49	59	69	79	89	99	MACRO 3	1	2	3	SUBTL
10	20	30	40	50	60	70	80	90	100	MACRO 4	0	00	•	CASH

#### FUNCTION LOOK-UP 1 MENU

1. CANCEL
2. MDSE RETURN
3. RA1
4. PO1
5. TIP
6. TAX EXMT
7. CONV1
8. TIME IN/OUT

#### FUNCTION LOOK-UP 2 MENU

1. CHARGE1
2. CHARGE2
3. CHARGE3
4. CHARGE4
5. CHARGE5
6. CHARGE6
7. CHARGE7
8. CHARGE8

**SPS-320/340 (150 Buttons)Alpha Keyboard Overlay**

										RECEIPT FEED	JOURNAL FEED*			
'	"	<	>	-	+	=	:	?						
!	@	#	\$	%	^	&	*	(	)					
Q	W	E	R	T	Y	U	I	O	P					
A	S	D	F	G	H	J	K	L	;		CLEAR	PLU	X/TIME	
Z	X	C	V	B	N	M	,	.	/		7	8	9	
CAPS	DOUBLE	SPACE	SPACE	SPACE	SPACE	SPACE	CAPS	DOUBLE	BACK SPACE		4	5	6	
											1	2	3	SUBTL
											0	00	•	CASH

---

NOTE: \* The **JOURNAL FEED** key is replaced with PRICE INQ. key on **SPS-320** (150 Buttons)

---

### SPS-325/345 Keyboard

The *SPS-325/345* keyboard includes **91** (or **98**) key positions with the default legends and key assignments as shown below. This configuration has **56** keyboard NLU locations. The keyboard legend label can be replaced by removing the protective plastic key cap.

Programmable key locations are shown with a **bold** border.

NOTE: NLU - Number Look Up. Preset PLU or open price entry PLU.

1	8	15	22	29	36	43	50	RECEIPT FEED	JOURNAL FEED*	# / NS	ERRO R	CLERK
2	9	16	23	30	37	44	51	PAGE UP	YES/NO	PAGE DOWN	VOID	FUNC LOOKUP 1
3	10	17	24	31	38	45	52	CLEAR	PLU	X/TIME	CANCEL	FUNC LOOKUP 2
4	11	18	25	32	39	46	53	7	8	9	CHECK	CHARGE 1
5	12	19	26	33	40	47	54	4	5	6	SUB TOTAL	
6	13	20	27	34	41	48	55	1	2	3	CASH TEND	
7	14	21	28	35	42	49	56	0	00	•		

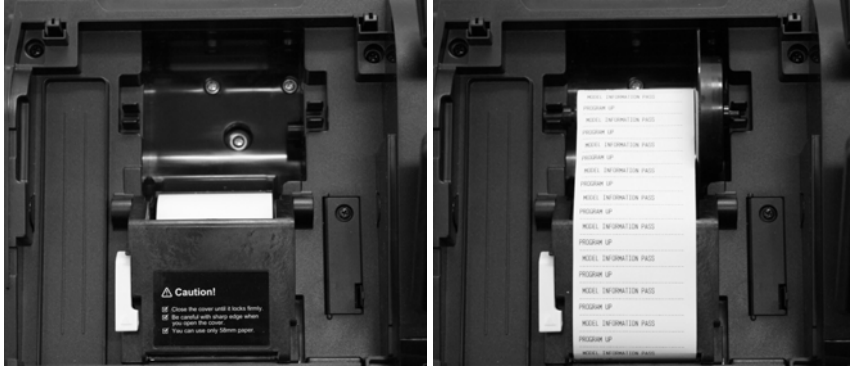
### SPS-325/345 (91 (or 98) Buttons) Alpha Keyboard Overlay

A	H	O	V	#	)	"	SPACE	RECEIPT FEED	JOURNAL FEED*			
B	I	P	W	\$	-	,	SPACE					
C	J	Q	X	%	+	.	CAPS	CLEAR	PLU	X/TIME		
D	K	R	Y	^	=	/	DOUBLE	7	8	9		
E	L	S	Z	&	;	<	BACK SPACE	4	5	6	SUB TOTAL	
F	M	T	!	*	:	>		1	2	3	CASH TEND	
G	N	U	@	(	'	?		0	00	•		

NOTE: \* The **JOURNAL FEED** key is replaced with MACRO 1 key on **SPS-325** (91 (or 98) Buttons) and not available on Alpha Keyboard Overlay.

## Internal Printers

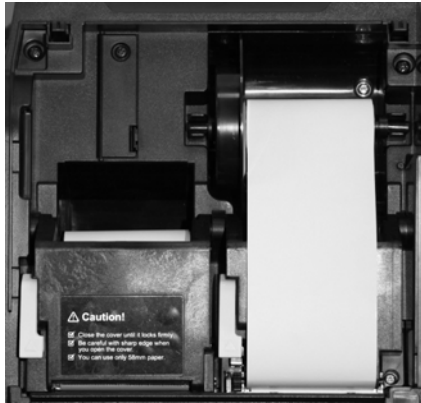
*SPS-320/325* Models feature a single receipt printer.



↑ Used as a Receipt Printer

↑ Used as a Journal Printer

*SPS-340/345* Models feature separate receipt and journal printers.



### **Printer Specifications**

Paper:	57mm (2 1/4") Thermal Paper
Paper Loading:	Drop-in Loading
Print Speed:	22 Lines per second
Auto Paper Cutter:	On Receipt Printer



## Communication Ports

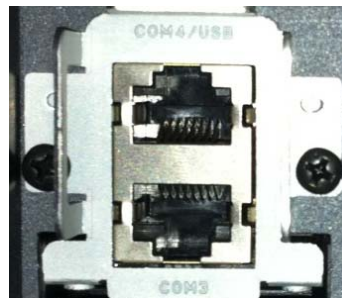
*SPS-300 Series* has four communication ports standard - COM #1 and #2 are DB9 male serial port, COM #3 is RJ-45 serial port and COM #4 is a female Virtual COM USB port. Also a Drawer Port for the second cash drawer.

In the standard arrangement - Com #4 is a female Virtual COM USB (A type), the function is for PC Communication only. **A Virtual Com Port driver has to be installed in the PC to use the feature.**

A LAN port for IRC network communication. Up to 16 registers can link together using Ethernet switch hubs and communicate via the network.



Alternatively, a dual RJ-45 serial port module can replace the USB/Serial module is available for modification.



## Miscellaneous Hardware

- **Cash Drawer** - Sturdy Metal Cash Drawer with removable 4 Bill/8 Coin drawer insert with Media insert slot.
- **Clock** - 24-hour real-time clock with automatic day and date change.
- **SD Card Reader** - a facility to backup/restore programs and receipt image logos, backup reports and flash firmware on the *SPS-300 Series*. Support up to 32GB SDHC.

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NOTE: The bigger the SD card volume, the longer waiting time for *SPS-300 Series* to map the storage area on the SD card.

---

## Optional Hardware

- PC Link.
- Load cell scale.
- Kitchen printer / Bill Printer / Slip Printer / Journal Printer.
- Barcode scanner.
- Pole Display.
- Cash Drawer.
- Magnetic Card Reader Module.
- iButton system (Dallas Key Module with Dallas Keys).
- CCTV link

## Software Features

- Up to 5 price levels for each PLU.
- Up to 5 PLU modifier keys.
- 18 single space character programmable descriptors for PLUs , Function Keys, Clerk Names, Group Names and Reporting Fields.
- 32 single space character by 6 lines programmable descriptors for both receipt header and footer.
- Pre- and Post- receipt graphic logos.
- **2000 PLU** (Price LookUp) **spaces** are default, **up to 15,000 PLU** spaces are able to allocated with **16MB memory**. First 300 of them have been pre-programmed (PLU1 ~ PLU300) - with Preset Price, Overridable Preset Price, Link to Tax1(10% GST). On *SPS-320/340*, PLU1 ~ PLU100 are on the Keyboard for direct registrations.
- 99 PLU Group totals.
- Up to 99 clerks with separate report totals.
- 200 lines of receipt buffer for item registration.
- Link up to 16 registers together to IRC Communication.
- 15 PLU Lookup windows to allocate up to 8 PLUs per PLU Lookup window.
- 2 Function Key Lookup windows to allocate up to 8 Function Keys per Function Key Lookup window.

# Getting Started

---

## Australian / New Zealand Default Programming

- All keyboard PLUs are **Taxable by GST (Tax1), Preset Price and Overridable on Preset Price**, without entry limits by default status programming of "40000000".
- The default program is set to **10.000% GST (VAT)** on **Tax 1** and the description is set to **GST** already.
- Descriptor programming method is preset to **Alpha Overlay** method.

---

## Getting Started Steps

Using the Quick Start Instructions provided here you can configure your register for use in your retail store. Basic setup instructions include: programming prices, descriptors, and loading a tax percentage. Your Sam4S ECR is now fully functional for many basic-use applications.

Detailed programming steps are found in P-Mode Programming section of this manual. A qualified dealer will survey your needs and deliver a more sophisticated program. Security options set as needed, receipt messages/logos and other commonly used features can be deployed. Dealers will normally charge a program/installation fee for this service.

### Steps In this chapter:

1. Unpacking
2. Installing the Paper
3. Clearing All Memory

---

NOTE: When an **SPS-300 Series** cash register is brand new from the box, the register will need a Memory All Clear to reset with default Australian program. Please see **Service Mode Programming -> Memory All Clear** for detail.

---

4. Clerk sign-on/off

---

## Unpacking

1. Unpack and unwrap the cash register.
2. Located in the packing are the following items:
  - Paper roll:
    - => *SPS-320/325*: 1 roll of paper,
    - => *SPS-340/345*: 2 rolls of paper
  - 1 paper spindle,
  - 2 sets of control keys,
  - Operation and Program Manual,
3. Remove the cardboard protectors from the cash drawer.
4. Plug the register into a grounded outlet (three prong), have the mode keys ready for use.

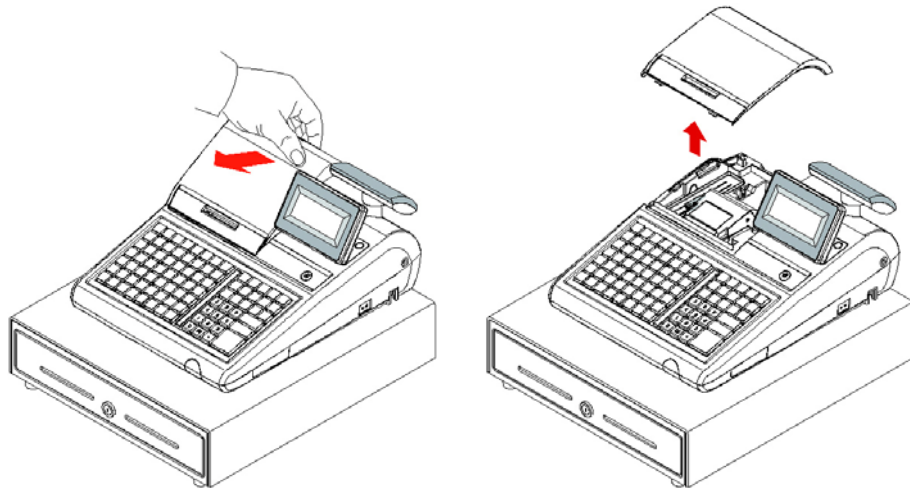
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## Installing the Paper

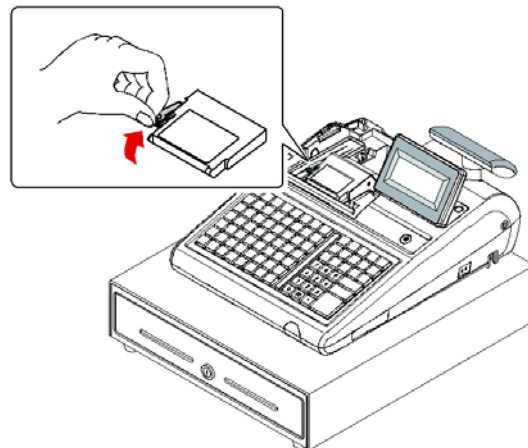
### SPS-320/325 - Single Station Printer

The *SPS-320/325* models are equipped with single printer for receipt printing. Paper loading for these models is shown below:

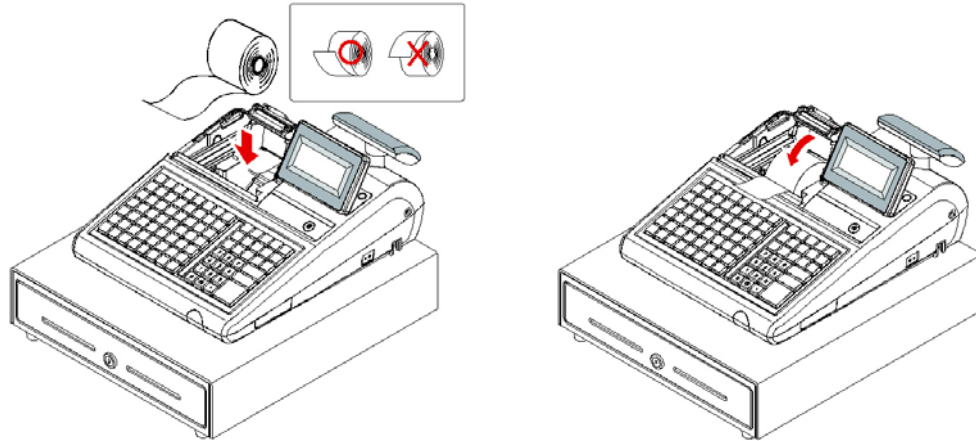
1. Remove the printer cover.



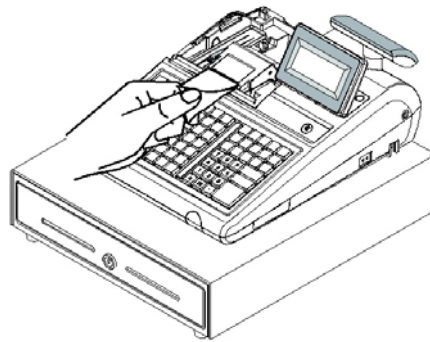
2. Push the blue cap lever and then lift up to open the paper cover.



3. Ensure that the paper is being fed from the bottom of the roll and then close the paper cover slowly until it locks firmly.



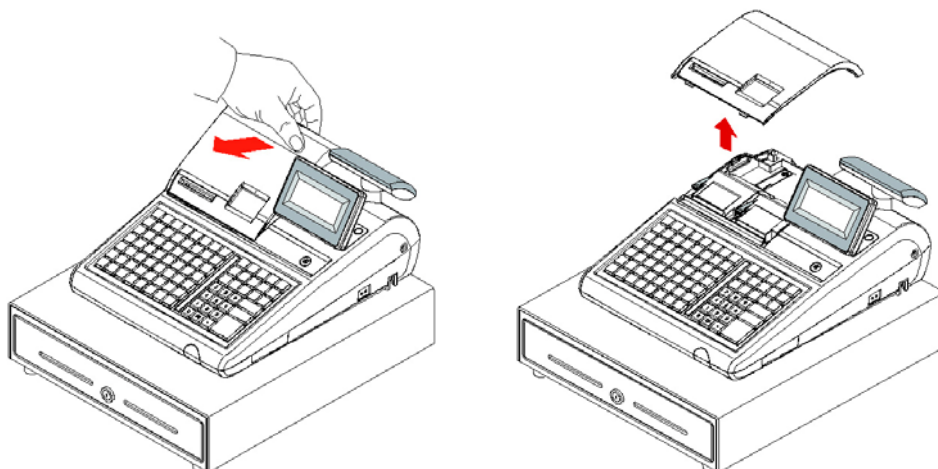
4. Pass the leading edge of the paper through the cutter slot. Tear off the excess paper. Replace the printer cover.



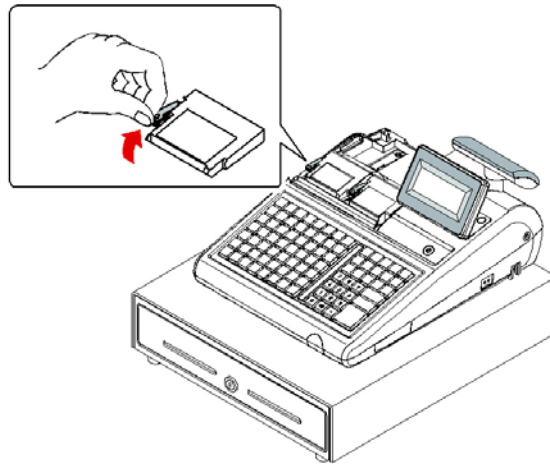
## SPS-340/345 - Two Station Printer

The *SPS-340/345* models are equipped with separate printers for receipt and journal printing. Paper loading for these models is shown below:

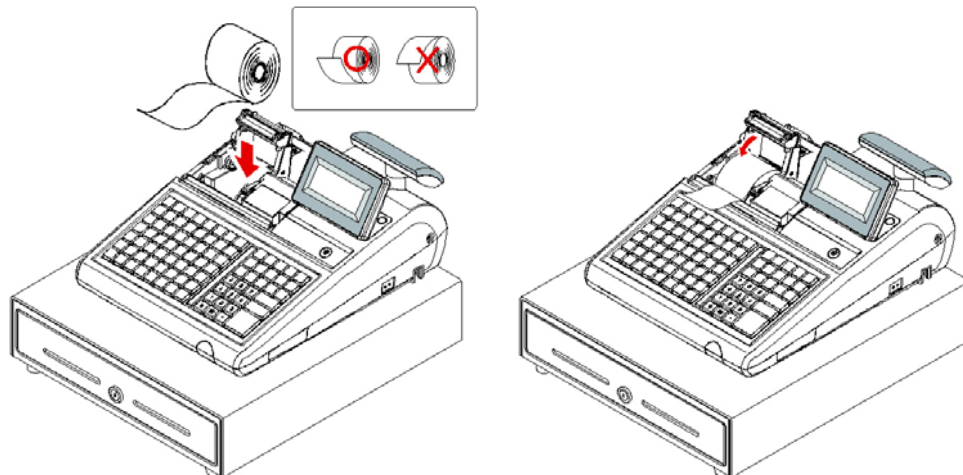
1. Remove the printer cover.



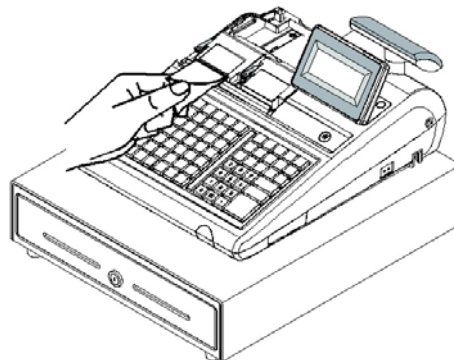
2. Push the blue cap lever and then lift up to open the paper cover.



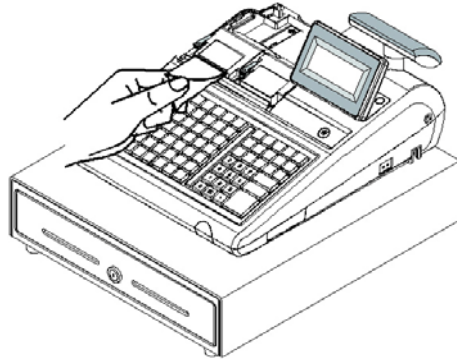
3. Ensure that the paper is being fed from the bottom of the roll and then close the paper cover slowly until it locks firmly



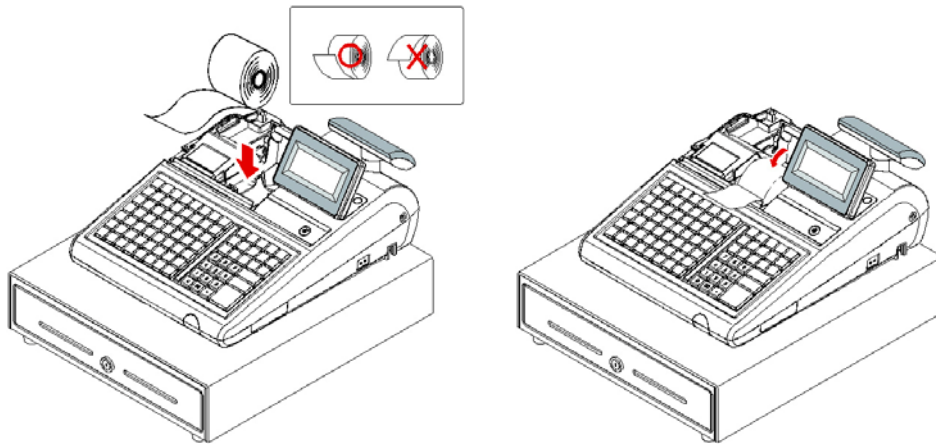
4. Pass the leading edge of the paper through the cutter slot. Tear off the excess paper.



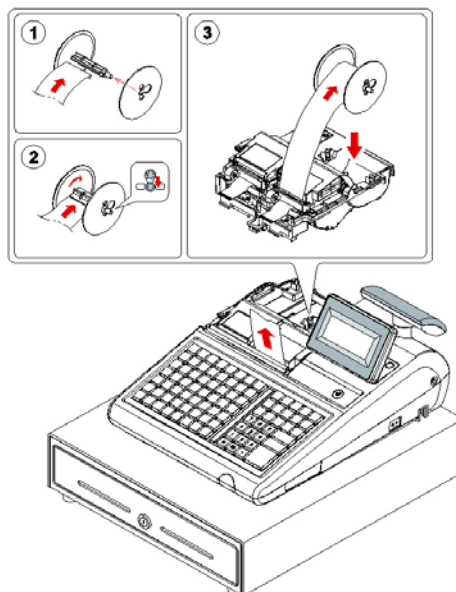
5. Push the blue cap lever and then lift up to open the journal paper cover.



6. Ensure that the paper is being fed from the bottom of the roll and then close the paper cover slowly until it locks firmly.



7. 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 and insure that the paper is being fed from the bottom of the roll.





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# Memory Clear

## Initial Clear (Status Clear)

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

---

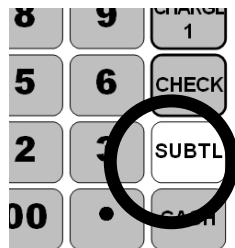
The initial clear function allows you to **exit any register activity and return to a beginning or cleared state**. Any transaction that is in progress will be exited and totals for that transaction **will not be updated**. You will **not** lose your programs and settings!

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

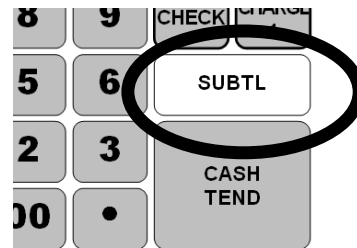
- The register is in an unknown state, and you wish to exit the current program or transaction without following normal procedures.
- You have performed a function that includes a compulsory activity and you wish to bypass the compulsion.
- An initial clear may be necessary as part of servicing, or troubleshooting.

### **To Perform an Initial Clear:**

1. Turn the power switch located on the right side of the register to the **OFF** position..
2. Turn the control lock to the **PGM** position.
3. For All Models (*SPS-320/325/340/345*), press and hold the button position where the **SUBTOTAL (SUBTL)** button is located on the default keyboard layout.

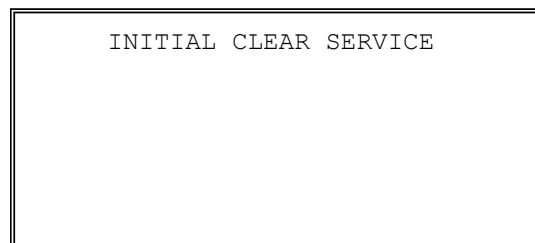


↑ **SPS-320/340**



↑ **SPS-325/345**

4. While continuing to hold the **SUBTOTAL (SUBTL)** button, turn the power switch to the **ON** position.
5. After the BEEP, release **SUBTOTAL (SUBTL)** button. The display now shows **INITIAL CLEAR SERVICE**.



6. Then **Please Wait ....** and then message about Ethernet Link test result prints.

Please Wait ....

When IRC network is functioning, a “\*\*  
ETHERNET LINK SUCCESS!!! \*\*”  
will print.

Receipt Example:

```
** ETHERNET LINK SUCCESS!!! **
```

or...

When test result fails, an “\*\*  
ETHERNET LINK FAIL!!! \*\*” will  
print. This is when the register is either a  
**Standalone** unit, or there is a problem on  
the IRC network.

Receipt Example:

```
** ETHERNET LINK FAIL!!! **
```

7. Then **INITIAL CLEAR OK !** prints to mark the completion of initial clear procedure.

Receipt Example:

```
DATE 01/05/2012 TUE      TIME 08:30  
=====   
                INITIAL CLEAR OK !  
=====   
CLERK 00              000002      00000
```

8. The display now shows **PROGRAM MODE CLOSED**.

---

**NOTE:** Please see **Clerk Sign-On/Sign-Off** for detail when **CLOSED** appears on the display after IRC Status Test.

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## Clerk Sign-On/Sign-Off

The number of clerks available is determined by memory allocation. See **Memory Allocation** in the **Service Mode Programming** chapter.

You can choose a **Push** button or **Code** entry (keyboard code, MSR or iButton) clerk system:

### Push Entry

The simplest clerk system is the push button system. This is also the **default** system; the register will operate this way unless it is programmed otherwise. You simply press the **CLERK** key to sign on and **0** then **CLERK** key to sign off the clerk. You can operate only one clerk when you choose this method.

See options **CLERK ENTRY** and **CLERK ASSIGNED WHEN CLERK KEY IS PUSHED 1-10** in **3.System Option → pg(page) 1** in the **Program Mode Programming** chapter.

### Code Entry

You can provide maximum security in a multiple clerk system with the code entry system. Enter the clerk secret code, then press the **CLERK** key to sign on the register.

See options **CLERK ENTRY** in **3.System Option → pg(page) 1** in the **Program Mode Programming** chapter. Also **Clerk** in the **Program Mode Programming** chapter to program Clerk secret code.

### Sign-Off Clerk

You can sign off a clerk by pressing **0**, then press the **CLERK** key with default clerk system.

### Stay Down or Pop-up Clerk

You can also select stay down or pop-up mode for clerk operation:

**Stay down** means that once a clerk is signed on, the same clerk will remain signed on until the 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 in 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.

See options **CLERK IS** in **3.System Option → pg(page) 2** in the **Program Mode Programming** chapter.

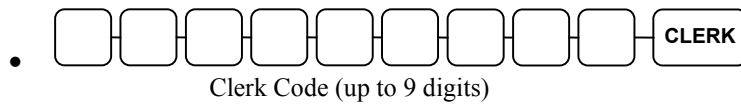
## Clerk Sign On Instructions

When a clerk is not signed on, the message "CLOSED" is shown on the display. The current clerk must be signed off before a new clerk can be signed on.

### *Push Button*

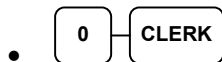


### *Code Entry*



- Swipe clerk card
- Attached iButton (Dallas key)

## Clerk Sign Off Instructions



- Swipe clerk card
- Removed iButton (Dallas key)

# Operating Instructions

---

## Function Keys Description

Function keys are listed in alphabetical order. Some of the keys described below are not included on the default keyboard. See “**Service Mode → 6.KEY ASSIGNMENT**” to add or change programmable keys.

KEY	Description
<b>NLU#s (1 - 300)</b>	<p>A <b>Number LookUp</b>. Use to link to a PLU#. The default program presets NLU#1 links to PLU#1, NLU#2 links to PLU#2... NLU#300 links to PLU#300. This linkage is programmable. <b>NLU#1 to #100</b> are preset to default keyboard layout.</p> <p>When total number of PLUs is <b>equal or less than 300</b>, if <b>more items</b> are needed to allocate on the keyboard, just allocate more NLU keys to the keyboard, or, if <b>different item</b> is needed to allocate on the keyboard, just allocate different NLU key to the keyboard. Please see <b>Service Mode → 6.KEY ASSIGNMENT</b> for detail.</p> <p>When number of PLUs is <b>greater than 300</b>, and <b>different item</b> is needed to allocate on the keyboard, you only needs to link the item (PLU#) to an NLU that already locates on the keyboard. Please see <b>Program Mode → 8.NLU CODE# PROGRAM</b> for detail.</p>
<b>NUMERIC KEYPAD: (0 - 9, 00, DECIMAL)</b>	<p>Use the numeric keypad to enter amounts and other numeric values.</p> <p>The decimal key is used for decimal multiplication, when setting or entering fractional percentage discounts, or when programming fractional tax rates. Do not use the decimal key when making dollar amount entries into PLUs.</p>
<b>#/NS (Non Add # / No Sale)</b>	<p>Press <b>#/NS</b> as “No Sale” to open the cash drawer when you have not already started a transaction. Also, <b>#/NS</b> can be used as “Non Add #” to print any non-adding number (up to 9 digits) on the printer paper by pressing this button after the number entered.</p>

<b>KEY</b>	<b>Description</b>
<b>% (1 - 5)</b>	<p>Up to five % keys may be placed on the keyboard. Each % key is set with a specific function, function combined with percentage rate (%) or dollar amount (<b>AMOUNT</b>), and for item (<b>ITEM</b>) or for sale (<b>SALE</b>), and is a discount (<b>NEG</b>) or a surcharge (<b>POS</b>). The percentage rate or dollar amount may be entered (<b>OPEN</b>) or preprogrammed (<b>PRESET</b>).</p> <p>Or the % keys can be programmed with a negative open or preset price, thus acting as coupon keys.</p>
<b>X/TIME (PRT SCREEN)</b>	<p>Enter a quantity, then press the <b>X/TIME</b> key to enter multiple items. Also use to enter “split pricing” items, such as 1 item at 3 for \$.89.</p> <p>When pressed directly, the <b>X/TIME</b> key will cause the information displayed on the screen to be printed. (The print screen function is allowed or disallowed by a system option. See <b>Program Mode → 3.SYSTEM OPTION → pg 8 (page 8) → ALLOW PRINT SCREEN ON X/TIME KEY</b>)</p>
<b>ADD CHECK</b>	<p>Use <b>ADD CHECK</b> key to combine individual trays (such as in a cafeteria situation) that will be paid together. Each tray subtotal can advance the consecutive number, depending on programming.</p>
<b>CANCEL</b>	<p>Press <b>CANCEL</b> to void (or erase) a transaction without updating PLU, or function key totals. The cancel function may only be used prior to tendering. Once tendering begins, the cancel function may no longer be used. The <b>CANCEL</b> key corrects the appropriate totals and counters and the Financial report records total of transactions cancelled.</p>
<b>CASH (ENTER)</b>	<p>Use <b>CASH</b> key to calculate the sale total including tax, finalises the sale, and opens the cash drawer. Change computation is allowed by entering an amount before pressing the <b>CASH</b> key. The cash drawer will open only if the amount tendered is equal to or greater than the total amount of the sale. Post tendering is also available should a second change calculation be necessary. Re-enter the tendered amount and press the <b>CASH</b> key to show the new change computation.</p> <p><b>Press the CASH key a second time to issue a buffered receipt (up to 200 lines) when the Receipt ON/OFF function is OFF.</b></p> <p>The <b>CASH</b> key doubles as an <b>ENTER</b> key. When you are performing manager functions, or programming, use the <b>ENTER</b> key to advance to the next item or screen.</p>
<b>CHARGE (1 - 8) (for EFTPOS)</b>	<p>Use <b>CHARGE</b> key to finalise charge sales. Calculates the sale total including tax, finalises the sale, and opens the cash drawer. Change computation is allowed by entering an amount before pressing the <b>CHARGE</b> key. The cash drawer will open only if the amount tendered is equal to or greater than the total amount of the sale. Change issued will be subtracted from the cash-in-drawer total.</p>
<b>CHECK CASHING</b>	<p>Use <b>CHECK CASHING</b> key to exchange a check for cash. Cash-in-drawer and check-in-drawer totals are adjusted.</p>
<b>CHECK ENDORSEMENT</b>	<p>Use <b>CHECK ENDORSE</b> key to print a check endorsement message on an optional slip printer. The endorsement message has to be programmed prior to use this feature.</p>

<b>KEY</b>	<b>Description</b>
<b>CHECK (CHEQUE)</b>	Use <b>CHECK</b> key to finalise check sales. Calculates the sale total including tax, finalises the sale, and opens the cash drawer. Change computation is allowed by entering an amount before pressing the <b>CHECK</b> key. The cash drawer will open only if the amount tendered is equal to or greater than the total amount of the sale. Change issued will be subtracted from the cash-in-drawer total.
<b>CHECK # (for Account #)</b>	<p>The <b>CHECK #</b> key is used to begin a new, or access an existing balance (hard check) or itemised bill (soft check) account.</p> <p>Check track numbers that are entered manually may be set at a fixed length of one to nine digits (preceding 0s will be ignored). Check track numbers assigned automatically will begin with #1.</p> <p>Existing checks are accessed by entering the check track number and pressing the <b>CHECK #</b> key.</p> <p><b>CHECK #</b> key has the setting needed to utilise Drive Through system along with <b>P/BAL</b> key. (IRC Settings may also need in multi-registers environment.)</p>
<b>CLEAR (ESC)</b>	<p>Press <b>CLEAR</b> key 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.</p> <p>The <b>CLEAR</b> key doubles as an <b>ESC</b> (Escape) key. When you are performing manager functions, or programming, use the <b>ESC</b> key to back up, or return to the previous screen.</p>
<b>CLERK</b>	<p>The register will not operate in <b>VOID, REG, X, Z</b> modes unless a clerk has been signed on. Clerk sign-on is accomplished by “direct” or “secret code” sign-on.</p> <p>All entries made on the register will report to one of the clerk totals. When a clerk is signed on, all entries following will add to that clerk’s total until another clerk is signed on. However, a clerk cannot be changed in the middle of a transaction.</p> <p>To sign a clerk off, thereby displaying the “CLOSED” message on the display, enter 0, and then press the <b>CLERK</b> key. This disables the register until another clerk is signed on. The current clerk must first be signed off before another clerk may be signed on.</p>
<b>CONV (1 - 4) (Currency Conversion)</b>	The currency conversion function, allowed after subtotal, converts and displays the new subtotal at a pre-programmed exchange rate. Tendering is allowed after using the currency conversion function. Change is calculated and issued in home currency. The amount of foreign currency tendered is stored in a separate total on the Financial report, but not added to the drawer total.
<b>EAT-IN TAKE OUT DRIVE THRU</b>	<p>Eat-In, Take Out and Drive Thru are subtotal functions. In areas that have different tax rules for eat-in and take out sales, the <b>EAT-IN, TAKE OUT</b> and <b>DRIVE THRU</b> keys can be programmed to automatically charge or exempt taxes.</p> <p>Sales may not be split between Eat-In, Take Out and Drive Thru.</p> <p>The <b>EAT-IN, TAKE OUT</b> and <b>DRIVE THRU</b> keys maintain separate totals on the Financial report and will also print at the top of KP dockets.</p> <p><b>DRIVE THRU</b> feature will need settings on <b>CHECK #</b> and need <b>P/BAL</b> key to work. (IRC Settings may also need in multi-registers environment.)</p>
<b>ERROR CORRECT</b>	Press <b>ERROR CORRECT</b> key to void (or erase) the last item entered.

<b>KEY</b>	<b>Description</b>
<b>F/S SHIFT</b>	When pressed before a PLU entry, the <b>F/S SHIFT</b> key reverses the preprogrammed food stamp status of the PLU. For example, an item not food stamp eligible can be made food stamp eligible.
<b>F/S SUB</b>	Displays the amount of the sale that is food stamp eligible.
<b>F/S TEND</b>	Use to tender food stamps for eligible sales.
<b>FUNCLK 1 - 2 (FUNCTION LOOKUP)</b>	Press a <b>FUNCLK</b> (Function Lookup) key to display a list of functions that may not be located on the keyboard. Total of 8 functions can be listed on a function look up screen.
<b>GUEST</b>	Use to enter the count of guests served as part of a guest check. The entry of a guest count can be enforced when opening a guest check, or for all transactions.
<b>MACRO 1 - 10, 11 - 20</b>	Macro keys may be programmed to record, and then later perform, up to 50 keystrokes (exclude the MODE selection).  For example, a macro key could be set to tender (preset tender) a common currency, such as \$5 into the cash key.
<b>MDSE RETURN</b>	Used <b>MDSE RETURN</b> to return or refund merchandise. Returning an item will also return any tax which may have been applied.
<b>MODIFIER 1 - 5</b>	The <b>MODIFIER</b> key alters the next PLU registered, either by changing the code number of the PLU so that a different item is registered, or by adding the modifier descriptor (and not changing the code of the subsequent PLU.)
<b>PBAL</b>	Use <b>PBAL</b> key to enter the amount of an outstanding balance. The <b>PBAL</b> key will take the recall function if the <i>drive thru</i> feature is enabled in <b>CHECK #</b> key programming.  Also <b>PBAL</b> key can be used in Drive Through system to recall Guest Checks - automatically from the lowest Check #.
<b>PAGE DOWN</b>	When transactions contain more items than can be displayed on the screen at one time, press the <b>PAGE DOWN</b> key to view items at the end of the transactions. Look for the <b>↑</b> , <b>↕</b> and <b>↓</b> arrows on the top-right corner of the screen.
<b>PAGE UP</b>	When transactions contain more items than can be displayed on the screen at one time, press the <b>PAGE UP</b> key to view items at the beginning of the transactions. Look for the <b>↑</b> , <b>↕</b> and <b>↓</b> arrows on the top-right corner of the screen.
<b>PO 1 - 3 (PAID OUT)</b>	The <b>PO</b> (Paid Out) key is use to record money taken from the register to pay invoices, etc. The amount paid out, depends on tendered method, will subtracts from its total. <b>The PO operations are allowed outside of a sale only.</b>
<b>PAPER FEED</b>	Advances the receipt printer paper one line, or continuously until the key is released.
<b>PLU</b>	The <b>PLU</b> key is used to register <b>Price Look-Ups</b> by number entry. PLUs can be programmed open or preset, and positive or negative.
<b>PLU LOOKUP 1 - 15</b>	Use <b>PLU LOOKUP</b> keys to view a list of up to 8 PLUs on the display. With the PLU list in view, a PLU can be registered by pressing the digit representing the PLU. Up to fifteen <b>PLU LOOKUP</b> keys can be placed on the keyboard.
<b>PRICE INQUIRY</b>	Use to display the price of a PLU without registering the item.



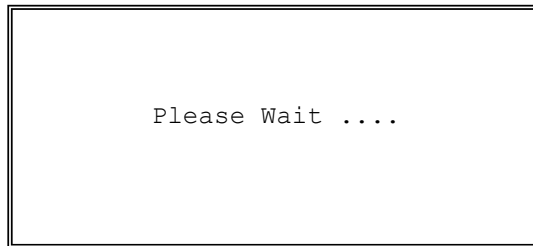
KEY	Description
<b>LEVEL 1 - 5 (PRICE LEVEL)</b>	<b>PRICE LEVEL</b> keys shift the price PLU that is being registered. Levels can be <i>stay down</i> ; <i>pop-up after each item</i> to register, for example large, medium or small soft drink; <i>pop-up after each transaction</i> to register, for example, toppings of various pizza sizes or member/non-member pricing. Depends on setting in <b>MEMORY ALLOCATION</b> , there are up to 5 Levels.
<b>PRINT CHK (PRINT CHECK)</b>	Use <b>PRINT CHK</b> (Print Check) key to print a guest check (soft check). The check can be printed on an optional (RS-232C) printer, or can be printed on the receipt printer. The <b>PRINT CHECK</b> key can be set to automatically service the check.
<b>PROMO</b>	The <b>PROMO</b> key allows you to account for promotional items, as in "buy two, get one free". Pressing this key will remove an item's cost from the sale, but will include the sale of the item in the item's sales counter.
<b>RA 1 - 3 (RECD ON ACCOUNT)</b>	The <b>RA</b> (Received on Account) key is used to record media loaned to the cash drawer, or payments received outside of a sale. The cash drawer will open. The amount received, depending on tendered method, will add to its total. <b>The RA operations are allowed outside of a sale only.</b>
<b>SUBTOTAL</b>	Use <b>SUBTOTAL</b> key to display subtotal of sale including tax. Must be pressed prior to a sale discount or sale surcharge.
<b>SCALE</b>	Use <b>SCALE</b> key to make weight entries. When a scale is attached, press the scale key to show the weight in the display, then press (or enter) a PLU to multiply the weight times the price. When a scale is not attached, you can enter the weight (using the decimal key for fractions). PLUs may be programmed to require an entry through the scale key.
<b>SERVICE (New Balance)</b>	Use <b>SERVICE</b> key to temporarily finalise Previous Balance or check tracking transactions.
<b>TABLE</b>	Use <b>TABLE</b> key to enter a table number. You can enforce the entry of a table number for guest check transactions, or for all transactions. If you are tracking guest check balances, the balance can be recalled either by entering the <i>check number</i> or the <i>table number</i> .
<b>TARE</b>	Tares are container weights. If you are using the scale function, you can preset up to 5 different tare weights. The tare can be subtracted automatically when a specific PLU is registered, or manually inputting the tare number and pressing the <b>TARE</b> key can subtract the tare. Tare #5 can be programmed for entering tare weights manually.
<b>TAXEXMT (TAX EXEMPT)</b>	Press the <b>TAXEXMT</b> (Tax Exempt) key to exempt tax 1, tax 2, tax 3, and/or tax 4 from the entire sale.
<b>TAX 1 - 4 (TAX SHIFT)</b>	Press to reverse the programmed tax status of a PLU. For example, by pressing the appropriate <b>TAX SHIFT</b> key prior to registering a taxable item, the item will be sold without sales tax added.
<b>TIME IN/OUT</b>	Use to track hours worked by an employee, as would be done by a time clock.

<b>KEY</b>	<b>Description</b>
<b>TIP</b>	<p>The <b>TIP</b> key allows a gratuity to be added into a guest check payment before FINALISE. The tip amount received, depends on tendered method, will deduct from its total for the Clerk/Cashier closing the guest check.</p> <p>The <b>TIP</b> key may be programmed as either a percentage or amount. If programmed as a percentage, tax programming defines whether the percentage is calculated on the net amount, or the amount after taxes.</p>
<b>VOID (VOID ITEM)</b>	<p>Use <b>VOID</b> key to void (or erase) an item previously entered within a transaction, then re-entering the item you wish to remove.</p> <p>For void operations outside of a sale (Transaction Void), use the <b>VOID</b> position on the control lock. The Financial report records totals for each type of void separately.</p>
<b>WASTE</b>	<p>The <b>WASTE</b> key allows control of inventory by accounting for items which must be removed from stock due to spoilage, breakage or mistakes. Press the <b>WASTE</b> key before entering wasted items, then press the <b>WASTE</b> key again to finalize. The <b>WASTE</b> key may be under manager control, requiring the control lock to be in the <b>X</b> position. The <b>WASTE</b> key is not allowed within a sale.</p>
<b>YES/NO</b>	Press to toggle from <b>Y</b> (yes) to <b>N</b> (no) when selecting program options.
<b>VALIDATION</b>	Press the <b>VALID</b> key to initiate a single line validation on a separate form or piece of paper. Any item registration, discount or payment may be validated. Note that an optional printer with validation capability must be attached to the <b>SPS-300</b> and identified.
<b>FINALISE</b>	When <i>partial payment</i> , or <i>pre-payment</i> is needed, set option "REQUIRE TO CLOSE CHECK" to <b>Y</b> will allow those features. Without pressing this function key, the Guest Checks can be re-opened, receive payment then SERVICE again. When a Guest Check is about to be finalise, press <b>FINALISE</b> key, then the account has to be paid in full or over in order to close the account.
<b>RCPT ON/OFF (RECEIPT ON/OFF)</b>	<p><b>Please note: This function key is still under development.</b></p> <p>Use to switch receipt printer on/off. When <b>OFF</b>, no receipt will print during a sale. (If the System Option "Buffer Receipt" is set <b>YES</b>, a receipt can still be issued by pressing <b>CASH</b> key the second time.)</p>
<b>JFEED (JOURNAL FEED) (Two Printer Stations models only)</b>	Use <b>JFEED</b> (Journal Feed) key to advance the journal paper one line, or continuously until the key is released.
<b>INACTIVE</b>	Use <b>INACTIVE</b> key to replace a button on the keyboard in order to <b>disable</b> the button. When <b>INACTIVE</b> button is pressed, an error message will appear on the display along with buzzing, press <b>CLEAR</b> key to clear the error message.
<b>CASH OUT</b>	Use to allow cash out function when EFTPOS function is enabled. 0(zero) amount cash out will generate a sequence error. This function only allowed within a sale.

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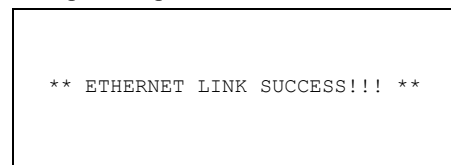
## Ethernet (IRC) Status Test

The *SPS-300* Electronic Cash Register has a LAN port built-in for IRC (Inter Register Communication) operation. An automatic IRC test has been designed during power up procedure. While power up, you will see “**Please Wait ....**” on the display, after a while, a ticket will print from receipt with the IRC test result.



When IRC network is functioning, a “\*\*  
ETHERNET LINK SUCCESS!!! \*\*”  
will print.

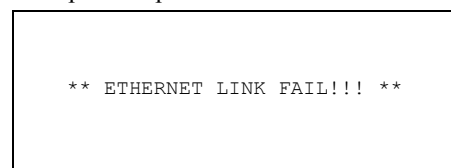
Receipt Example:



or...

When test result fails, an “\*\*  
ETHERNET LINK FAIL!!! \*\*” will  
print. This is when the register is either a  
**Standalone** unit, or there is a problem on  
the IRC network.

Receipt Example:



## Trouble Shooting

For **two unit IRC networks** which two registers are linked with a crossover network cable, please make both units power up at the same time. If test result is fail, please contact your dealer for further examination.

For IRC network with **a switch/router**, please reboot all units within IRC network. For the unit(s) have the fail test result, please contact your dealer for further examination.

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NOTE: When IRC Test Result has been **fail** or connection has been lost, you **have to** switch the power off then back on to run the IRC Test again after trying to rectify the problem. Until the result been successful for all units, the IRC will not work.

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## Operator Display Screen

The *SPS-300* Electronic Cash Register has a liquid crystal display screen, providing up to 8 lines of information with up to 20 characters per line. The display is backlit to provide excellent visibility, regardless of lighting conditions. Display screen contrast may be adjusted with the **PAGE UP** and **PAGE DOWN** keys. (in the **REG** or **VOID** control lock positions)

The multiple line screen lets you keep track of each item, as it is registered. For example:

1. When you are operating the register (in the **REG** or **VOID** control lock positions), you can view a list of items that have been registered, as well as continuous tax and sale subtotals.
2. If an item is multiplied, or repeated, the display lists the quantity of the item sold.

---

**NOTE:** Only quantities up to **99** are displayed in the quantity field.

---

3. Up to six items can be displayed simultaneously. When the more than six items are registered, the display lists the last six items sold.
4. You can scroll through long transactions with the **PAGE UP** and **PAGE DOWN** keys. When more than six items have been registered, you can press the **PAGE UP** key to view items registered earlier in the sale. Press the **PAGE DOWN** key to return to a view of the items registered later in the transaction.
5. If you make an error, the screen specifies the type of error.

### Operator Display Example

Up to six items can be displayed simultaneously.

Tax and sale subtotals are updated with each new item entered

If an item is multiplied, or repeated, the display lists the quantity of items here.

REGISTER MODE		
1	CHEESEBURGER T1	3.95
1	EXTRA CHEESE T1	0.50
1	EXTRA ONION T1	0.50
1	EXTRA LETTUCE T1	0.50
1	EXTRA SAUSE T1	0.00
TAX 0.00 SUBT		5.45

1	EXTRA CHEESE T1	0.50
1	EXTRA ONION T1	0.50
1	EXTRA LETTUCE T1	0.50
1	EXTRA SAUSE T1	0.00
1	CHIP LARGE T1	7.00
2	COKE 600ML T1	4.00
TAX 0.00 SUBT		16.45

When more than six items have been registered, you can press the **PAGE UP** key to view the items registered earlier in the sale.

When the more than six items are registered, the display lists the last six items sold.

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## Clerk Time Keeping

Clerk time keeping is a standard feature of the *SPS-300*. Clerks can clock in and clock out at any time, regardless of whether they are signed on to operate the register. (Clocking in and clocking out are separate functions from signing on or signing off to operate the register.) You must assign secret clerk codes to clock in or clock out. See "System Options" to set up your clerk system and see "Clerk Programming" to assign a secret code.

In addition:

1. If a clerk forgets to sign in or sign out, or if sign in or out records need to be modified, these corrections can be made by the appropriate authority in the program mode. See "**Clerk In/Out**" in the "**Program Mode Programming**" chapter..
2. Clerk times can be read (**CLERK TIME Report**) in the **X** control lock position or reset in the **Z** control lock position. See the "X-Mode" and/or "Z-Mode" chapters.

---

NOTE: When a function is located on a function look up menu key, you access the function by pressing the appropriate function look up key, then pressing the numeric digit corresponding to the function you wish to select. On the default keyboard, the **TIME IN/OUT** function is function #8 on the function look up 1 menu, so to use the **TIME IN/OUT** function, you would first press **FUNCTION LOOK#1**, then press the numeric **8** key.

---

### **To Clock In/Out:**

1. Turn the control lock to the **REG** position.
2. Any current transaction must be finalized before clocking in or out.
3. Press the **TIME IN/OUT** key (or, select the TIME IN/OUT function from one of the function look up keys.)

TIME CLERK IN/OUT
ENTER SECRET CODE AND PRESS CASH

4. Enter the secret code of the clerk that is to clock in, press **ENTER (CASH)**. The display will show the 3 most recent in and out records for the clerk, and the total time worked.

TIME CLERK IN/OUT		
I	01/05/2012	08:30
O	01/05/2012	17:00
I	00/00/0000	00:00
O	00/00/0000	00:00
I	00/00/0000	00:00
O	00/00/0000	00:00
TIME WORKED :		08:30

5. Repeat the procedure from step 1 to clock out.
6. The printer will print Time In and Time Out records as in the examples below:

Receipt Example:

DATE 01/05/2012 TUE	TIME 08:30
=====	
CLERK TIME IN	
=====	
CLERK 1	01
IN :	01/05/2012 08:30
CLERK 1	No.000011 00001

and then...

Receipt Example:

DATE 01/05/2012 TUE	TIME 17:00
=====	
CLERK TIME IN	
=====	
CLERK 1	01
OUT :	01/05/2012 17:00
CLERK 1	No.000011 00001

## Receipt On and Off

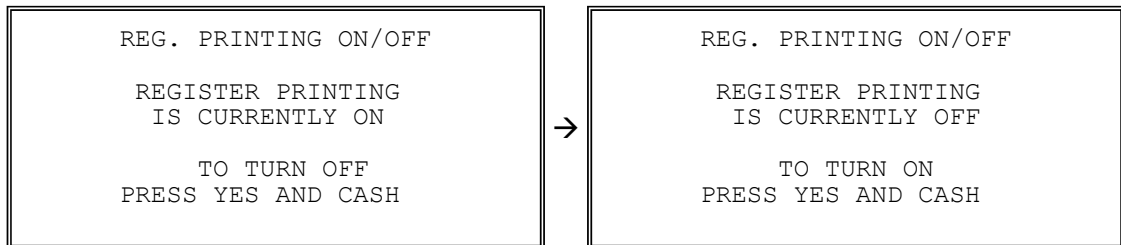
A receipt is designed to be issued all the time after a transaction. When a receipt is not normally issued, you can turn the receipt printing function off in **X/Manager-Mode**.

To turn **off** the receipt printer, turn mode lock to X mode,

```

MANAGER MODE
0.MANAGER OPERATION
1.X REPORTS
2.DECLARATION
3.REG. PRINT FORMAT
4.STOP RECEIPT PRINTING
5.STOP JOURNAL PRINTING
6.TRAIN MODE 7.E.J. OPERATION
    
```

Press **4** button, then **YES/NO** button to switch to **Off**, and then **CASH** button to exit.



Receipt Example:

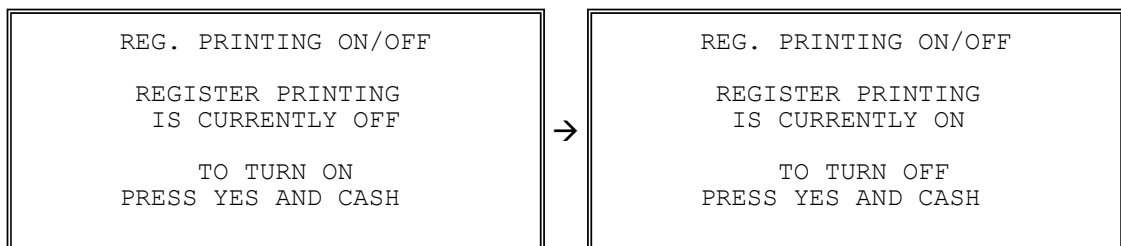
```

DATE 01/05/2012 TUE    TIME 08:30

*** REGISTER PRINTING OFF ***

CLERK 1      No.000011    00001
    
```

Or to turn the receipt printer back **on**, turn mode lock to X mode, press **4** button, then **YES/NO** button to switch to **On**, and then **CASH** button to exit.



Receipt Example:

```

DATE 01/05/2012 TUE    TIME 08:30

*** REGISTER PRINTING ON ***

CLERK 1      No.000011    00001
    
```

## Receipt on Request

If the receipt is off, you can still issue a receipt after the sale has been complete and before the next transaction starts by pressing **CASH** button.

---

NOTE: This feature require 2 settings to be set correctly, which those two settings have been preset to work for this feature. **PGM-Mode, SYSTEM OPTION → pg 3 (page 3)** set ALLOW MULTUPLE RECEIPT to **Y**, and **PGM-Mode, PRINT OPTION → pg 12 (page 12)** set BUFFER RECEIPT ISSUE WHEN RECEIPT IS ON to **Y**.

---

### *Printing a Receipt after the Sale*

- After the sale has been totalled, but before the next transaction is started, press **CASH** button.





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## Item Registrations

All registrations are accumulated into PLUs. Keyboard PLUS are fixed keys on the keyboard (like traditional department keys) that access specific PLUs.

1. On the default keyboard, there are 63 Keyboard PLU keys and the PLU# assigned to the key is the same, i.e. Keyboard PLU number one is PLU #1. However, through programming, you can assign any PLU number you wish to any one of the 80 possible Keyboard PLU keys.
2. Traditional PLUs can also be registered by entering the PLU number and pressing the PLU key.
3. If optional scanning is implemented, the PLU number corresponds to the barcode number and a PLU is registered when an item is scanned.

As you make item registrations, you can follow your entries by viewing the display. Remember that the sale and tax totals are updated automatically with each entry.

### PLU Look-Up Keys and Function Look-Up Keys

On *SPS-300 Series*, there are two type of function keys has been introduced to utilise its 8 lines display - **2** of the **Function Look-Up** keys and **15** of the **PLU Look-Up** keys.

For **FUNCTION LOOK-UP #1** and **FUNCTION LOOK-UP #2**, each of those keys can contain a list of up to **8** functions that can be used as if they were located on separate keys. For example:

1. If a function, such as **CHARGE1**, is located on a function look-up key, as it is on the default keyboard, you can then access it by pressing the appropriate function look-up key, then pressing the number on the numeric pad that represents the function, instead of pressing a key on the keyboard.
2. If you need to make a numeric entry before a function that is located on a function look-up key, first enter the amount, then press the function look-up key and press the number on the numeric pad that represents the function you wish to select.

For **PLU LOOK-UP (1 ~ 15)**, each of those keys can contain a list of up to **8** items that can be used as if they were located on separated keys for item registration. For example:

1. If a item is located on a PLU look-up key, as it is on the default keyboard, you can then access it by pressing the appropriate PLU look-up key, then pressing the number on the numeric pad that represents the function, instead of pressing a key on the keyboard.

## Keyboard PLU Entry - Open Price / Preset Price Override

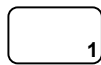
1. Enter an amount on the number pad. *Do not use the decimal key.*

For example, for \$2.99, enter:



2. Press a PLU.

For example, press PLU 1:



Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1 T1			\$2.99
ROUND			\$0.01
TOTAL			\$3.00
CASH			<b>\$3.00</b>
GST			\$0.27
CLERK 1	No.000011		00001

## Keyboard PLU Entry - Preset Price

A preset PLU registers the price that was previously programmed for the PLU. See "**PLU Programming**" in the "**Program Mode Programming**" chapter to program preset prices.

1. Press a preset PLU.

For example, press PLU 5:



Receipt Example:

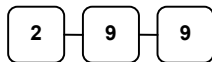
DATE	01/05/2012 TUE	TIME	08:30
PLU5			\$1.29
ROUND			\$0.01
TOTAL			\$1.30
CASH			<b>\$1.30</b>
CLERK 1	No.000012		00001

## Keyboard PLU Entry - Repeat

Open or preset price PLUs can be repeated as many times as necessary by pressing the same PLU again. The number of times the item is repeated is shown on the display.

1. Enter an amount on the number pad. **Do not use the decimal key.**

For example, for \$2.99, enter:



2. Press a PLU.

For example, press PLU 1:



3. To register a second item exactly as the first, press the PLU a second time.

For example, press PLU 1:



Receipt Example:

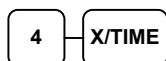
DATE	01/05/2012 TUE	TIME	08:30
PLU1	T1		\$2.99
PLU1	T1		\$2.99
ROUND			\$0.02
TOTAL			\$6.00
CASH			<b>\$6.00</b>
GST			\$0.54
CLERK	1	No.000013	00001

## Keyboard PLU Entry - Multiplication

When several of the same items are to be entered into the same PLU, you can use multiplication. You can enter a quantity (1 to 999.999) using the **X/TIME** key. You can multiply open or preset PLUs.

1. Enter the quantity of items being purchased, and then press the **X/TIME** key.

For example, enter **4** on the numeric key pad and press the **X/TIME** key:



2. Enter an amount on the number pad. *Do not use the decimal key.*

For example, for \$1.99, enter:



3. Press a PLU.

For example, press PLU **1**:



### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
4	@ \$ 1.99		
PLU1 T1			\$7.96
ROUND			-0.01
TOTAL			\$7.95
CASH			<b>\$7.95</b>
GST			\$0.72
CLERK 1	No.000014		00001

## Keyboard PLU Entry - Direct Multiplication with Preset Price

When “**Direct Multiply**” (System Option #18-1) is set to yes, you can multiply the preset price PLU directly when **number of items is up to 9**. When “**Direct Multiply more than one digit**” (System Option #20-1) is also set to yes, you can then multiply **more than 9 items** directly when PLU is preset price.

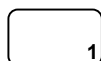
1. Enter the quantity of items being purchased.

For example, enter **4** on the numeric key pad.



2. Press a PLU.

For example, press PLU **1**:



### Receipt Example:

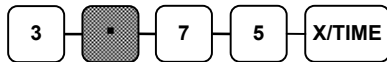
DATE	01/05/2012 TUE	TIME	08:30
4	@ \$ 1.99		
PLU1 T1			\$7.96
ROUND			-0.01
TOTAL			\$7.95
CASH			<b>\$7.95</b>
GST			\$0.72
CLERK 1	No.000015		00001

### Keyboard PLU Entry - Multiplication with Decimal Point

If you are selling goods by weight or by length etc., you can multiply a fraction of a unit. It is up to 3 digits after decimal places.

1. Enter the amount with the decimal point, and then press the **X/TIME** key.

For example, for 3.75 meters of produce, enter:



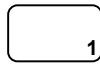
2. Enter an amount on the number pad. *Do not use the decimal key.*

For example, if the price is \$.99 per meter, enter:



3. Press a PLU.

For example, press PLU 1:



#### Receipt Example:

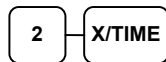
DATE	01/05/2012 TUE	TIME	08:30
3.75	@ \$ 0.99		
PLU1 T1			\$3.71
ROUND			-0.01
TOTAL			\$3.70
CASH			<b>\$3.70</b>
GST			\$0.34
CLERK 1	No.000016		00001

## Keyboard PLU Entry - 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.

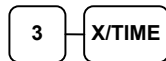
1. Enter the quantity purchased, and then press the **X/TIME** key.

For example, enter:



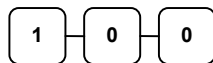
2. Enter the quantity of the group price, and then press the **X/TIME** key.

For example, if the items are priced 3 for \$1.00, enter:



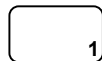
3. Enter an amount on the number pad.

For example, if the items are priced 3 for \$1.00, enter:



4. Press a PLU key.

For example, press PLU **1**:



### Receipt Example:

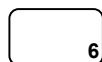
DATE	01/05/2012 TUE	TIME	08:30
2@3FOR	@ \$ 1.00		
PLU1 T1			\$0.67
ROUND			-0.02
TOTAL			\$0.65
CASH			<b>\$0.65</b>
GST			\$0.06
CLERK 1	No.000017		00001

## Keyboard PLU Entry - Single Item

Immediately after registration Single Item PLUs automatically total as a cash sale. Use single item PLUs for speedy one item sales. For example if you are selling admission tickets, and all ticket sales are one item sales, you can use an open or preset PLU. After each registration, the drawer will immediately open, and a separate transaction receipt is printed. See "**PLU Programming**" in the "**Program Mode Programming**" chapter to program a single item PLU.

1. Press a single item preset PLU. (Or enter a price and press a single item open PLU key.)

For example, press PLU **6**:



### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU6			\$1.29
ROUND			\$0.01
TOTAL			\$1.30
CASH			<b>\$1.30</b>
CLERK 1	No.000018		00001

## Code PLU Entry - Open Price

If the PRESET status of a PLU is set to N (no), the PLU will operate as an open price PLU. See "**PLU Programming**" in the "**Program Mode Programming**" chapter to program PLU descriptors and options.

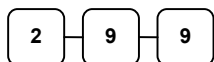
1. Enter the PLU number; press the **PLU** key.

For example, enter:



2. Enter an amount on the number pad. *Do not use the decimal key.*

For example, for \$2.99, enter:



3. Press the **PLU** key again.



Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU2 T1			\$2.99
ROUND			\$0.01
TOTAL			\$3.00
CASH			<b>\$3.00</b>
GST			\$0.27
CLERK 1	No.000019		00001

## Code PLU Entry - Preset Price / Single Item

1. Enter the PLU number; press the **PLU** key.

For example, enter:



Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1 T1			\$1.29
ROUND			\$0.01
TOTAL			\$1.30
CASH			<b>\$1.30</b>
GST			\$0.12
CLERK 1	No.000020		00001

## Code PLU Entry - Preset Price Override

If the OVERRIDE PRESET is set to Y (yes), the PLU is operating as a preset override PLU. See "PLU Programming" in the "Program Mode Programming" chapter to program PLU descriptors and options.

1. Enter the quantity of items being purchased, and then press the **X/TIME** key, even there is only one item.

For example, enter **1** on the numeric key pad and press the **X/TIME** key:



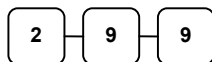
2. Enter the PLU number; press the **PLU** key.

For example, enter:



3. Enter an amount on the number pad. *Do not use the decimal key.*

For example, for \$2.99, enter:



4. Press the **PLU** key again.



Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
1	@ \$ 2.99		
PLU2 T1			\$2.99
ROUND			\$0.01
TOTAL			\$3.00
CASH			<b>\$3.00</b>
GST			\$0.27
CLERK 1	No.000021		00001

## Code PLU Entry - Repeat

Open or preset price PLUs can be repeated as many times as necessary by pressing PLU function key again. The number of times the item is repeated is shown on the display.

1. Enter the PLU number; press the **PLU** key.

For example, enter:



2. To register a second item exactly as the first, press the **PLU** key again.



Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1 T1			\$2.99
PLU1 T1			\$2.99
ROUND			\$0.02
TOTAL			\$6.00
CASH			<b>\$6.00</b>
GST			\$0.55
CLERK 1	No.000022		00001



## Code PLU Entry - Multiplication

When several of the same items are to be entered into the same PLU, you can use multiplication. You can enter a quantity (1 to 999.999) using the **X/TIME** key. You can multiply open or preset PLUs.

1. Enter the quantity of items being purchased, and then press the **X/TIME** key.

For example, enter **4** on the numeric key pad and press the **X/TIME** key:



2. Enter the PLU number; press the **PLU** key.

For example, enter:



Receipt Example:

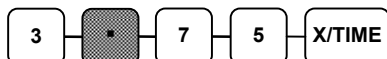
DATE	01/05/2012 TUE	TIME	08:30
4	@ \$ 1.99		
PLU1 T1			\$7.96
ROUND			-0.01
TOTAL			\$7.95
CASH			<b>\$7.95</b>
GST			\$0.72
CLERK 1	No.000023		00001

## Code PLU Entry - Multiplication with Decimal Point

If you are selling items by weight or by length etc., you can multiply a fraction of a unit. It is up to 3 digits after decimal places.

1. Enter the quantity with the decimal point, and then press the **X/TIME** key.

For example, for 3.75 kilos of produce, enter:



2. Enter the PLU number; press the **PLU** key.

For example, enter:



Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
3.75	@ \$ 2.99		
PLU3 T1			\$11.21
ROUND			-0.01
TOTAL			\$11.20
CASH			<b>\$11.20</b>
GST			\$1.02
CLERK 1	No.000024		00001

## Code PLU Entry - 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, and then press the **X/TIME** key.

For example, enter:

2 — X/TIME

2. Enter the quantity of the group price, and then 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:

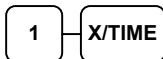
3 — PLU

### Receipt Example:

DATE 01/05/2012 TUE	TIME 08:30
2@3FOR	@ \$2.99
PLU3 T1	\$1.99
ROUND	\$0.01
TOTAL	\$2.00
CASH	<b>\$2.00</b>
GST	\$0.18
CLERK 1	No.000025 00001

## Barcode PLU Entry - Open Price, Single Item

1. Press 1 on the number pad, and then press the **X/TIME** key.



2. Scan barcode of the item.
3. Enter an amount on the number pad. *Do not use the decimal key.*

For example, for \$2.99, enter:



4. Press the **PLU** key.



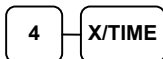
Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
1	@ \$ 2.99		
#1234567890123	T1		\$2.99
ROUND			\$0.01
TOTAL			\$3.00
CASH			<b>\$3.00</b>
GST			\$0.27
CLERK 1	No.000026		00001

## Barcode PLU Entry - Open Price, Multiple Items

1. Press number of items on the number pad, and then press the **X/TIME** key.

For example, for 4 identical items, enter:



2. Scan barcode of the item.
3. Enter an amount on the number pad. *Do not use the decimal key.*

For example, for \$2.99, enter:



4. Press the **PLU** key.



Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
4	@ \$ 2.99		
#1234567890123	T1		\$11.96
ROUND			-0.01
TOTAL			\$11.95
CASH			<b>\$11.95</b>
GST			\$1.09
CLERK 1	No.000027		00001

## Barcode PLU Entry - Preset Price Override, Single Item

1. Press 1 on the number pad, and then press the **X/TIME** key.



2. Scan barcode of the item.
3. Enter an amount on the number pad. *Do not use the decimal key.*

For example, for \$2.99, enter:



4. Press the **PLU** key.

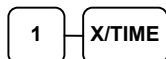


Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
1	@ \$ 2.99		
#3210987654321	T1		\$2.99
ROUND			\$0.01
TOTAL			\$3.00
CASH			<b>\$3.00</b>
GST			\$0.27
CLERK 1	No.000028		00001

## Barcode PLU Entry - Preset Price Override, Multiple Items

1. Press 1 on the number pad, and then press the **X/TIME** key.



2. Scan barcode of the item.
3. Enter an amount on the number pad. *Do not use the decimal key.*

For example, for \$2.99, enter:



4. Press the **PLU** key.



5. For additional identical items, press **PLU**.



Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
1	@ \$ 2.99		
#3210987654321	T1		\$2.99
#3210987654321	T1		\$2.99
#3210987654321	T1		\$2.99
#3210987654321	T1		\$2.99
ROUND			-0.01
TOTAL			\$11.95
CASH			<b>\$11.95</b>
GST			\$1.09
CLERK 1	No.000029		00001

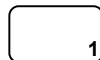
## PLU Price Inquiry

You can check the price of a PLU without registering the PLU by placing a price inquiry function key on the keyboard.

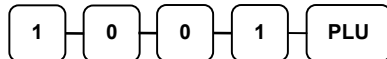
1. Press the **PRICE INQ** key. The message "PRICEINQ" displays:



2. Press a preset PLU key,



or enter a PLU number and press the **PLU** key:



3. The PLU number and price display on the screen. *If the PLU has prices at more than one price level, all prices will be shown.*
4. Press **CLEAR** to remove the price information from the screen, or enter the PLU again to register the item.

### Receipt Example:

DATE 01/05/2012 TUE	TIME 08:30
#1001	\$1.25
TOTAL	\$1.25
CASH	<b>\$1.25</b>
CLERK 1	No.000011 00001

## Modifier Key

Pressing a modifier key alters the next PLU registered, either by changing the code number of the PLU so that a different item is registered, or by just adding the modifier descriptor and registering the same PLU. See "**Modifier 1-5**" in the "**Program Mode Programming**" chapter in order to determine how the modifier key will affect the PLU entry.

This is often used to change the size, package, pricing or even eatin/takeaway, hot/cold etc., status of PLUs. Discuss your requirements with your dealer. The PLU Report lists these items separately.

Modifiers can be:

- *Stay down* so that registrations will be modified by the same modifier until another modifier is selected,
- *Pop-up after each item* to register, for example large, medium or small soft drink,
- *Pop-up after each transaction* to register, for example, toppings of various pizza sizes.

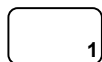
See "**System Options**" in the "**Program Mode Programming**" section to select stay down/pop-up status. Also see "**Function Keys**" in the "**Program Mode Programming**" section to select if **Modifier** information prints on **Receipt**, **Guest Check** or **KP** (added in FlashROM v01.011)

### **Pop-Up Modifier Key Affecting PLU Code**

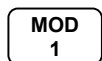
For example: PLU 1 is DRINK for \$1.00 and PLU#1001 is DRINK for \$1.25 as large. The Modifier 1 Key descriptor is LARGE.

1. Press a preset PLU key.

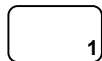
For example, press PLU **1** key to register DRINK with \$1.00.



2. Press the **MOD 1** key. The message "LARGE" appear on the display.



3. Press the same PLU key. In this example the modifier 1 will add the digit 1 to the fourth PLU # position, resulting in the registration of PLU #1001.



4. Press another PLU key. In this example press PLU **2** with a price of \$1.50.

### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
DRINK T1			\$1.00
LARGE			
DRINK T1			\$1.25
PLU2 T1			\$1.50
TOTAL			\$3.75
CASH			<b>\$3.75</b>
GST			\$0.34
CLERK 1	No.000030		00001

## Price Level Key

If you choose to use the price level feature, you must allocate memory for each level. See "**Memory Allocation**" in the "**Service Mode Programming**" chapter. Note that the default program selects one price level. You must also place price level keys on the keyboard. See "**Function Key Assignment**" in the "**Program Mode Programming**" chapter.

This feature allows you to change on item price. Often used for medium/large, eatin/takeaway, hot/cold drinks etc. The PLU Report will combine the price levels. Discuss your needs with your dealer.

If you use this feature, the same PLU can be given up to 5 different preset prices. Price Level keys shift the price that is being registered. Levels can be:

- **Stay down** so that registrations will stay in the selected level until another level is selected, for example, Happy Hour...
- **Pop-up after each item** to register, for example large, medium or small soft drink,
- **Pop-up after each transaction** to register, for example, member or non-member pricing.

See "**System Options**" in the "**Program Mode Programming**" section to set how the price level keys operate. Also see "**Function Keys**" in the "**Program Mode Programming**" section to select if **Modifier** information prints on **KP, Receipt** (added in FlashROM v01.011) or **Guest Check** (added in FlashROM v01.011)

### Pop-Up Price Level Keys

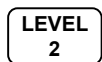
For example: PLU 1 is DRINK and price level 1 is \$1.00 and price level 2 is \$2.00 as large.

1. Press a preset PLU key.

For example, press PLU **1** key to register DRINK with \$1.00 for price level 1.



2. Press the **LEVEL 2** key. The message "LEVEL 2" displays.



3. Press the same PLU key. In this example the PLU 1 key is programmed with a price of \$2.00 for price level 2.



4. Press another PLU key. In this example press PLU **2** programmed to register PLU #2 with price level 1. Note that the level 1 price is registered.

#### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
DRINK T1			\$1.00
DRINK T1			\$2.00
PLU2 T1			\$1.50
TOTAL			\$4.50
CASH			<b>\$4.50</b>
GST			\$0.41
CLERK 1	No.000031	00001	

## Promo

The **PROMO** key allows you to account for promotional items, as in "buy two, get one free". Pressing this key will remove an item's cost from the sale, and the promo item will not be added to the PLU sales total, but it is added to the item sales counter. If stock (inventory) reporting is used, the item will be subtracted from inventory.

1. Register an item.

For example, press **PLU 1** programmed with a price of \$1.00 for price level 1.



2. Press the **PROMO** key. The message "PROMO" displays.



3. Press **PLU 1** again. You cannot enter an item that has not been already registered in this transaction.



### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1			\$1.00
	***PROMO***		
PLU1			
TOTAL			\$0.00
CASH			<b>\$0.00</b>
CLERK 1	No.000032		00001



## Waste

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

1. Press the **WASTE** key. The message "WASTE" displays at the top of the screen.

**WASTE**

2. Enter the item or items that are wasted.
3. Press the **WASTE** key again to total the wasted items:

**WASTE**

### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
	***WASTE***		
PLU1			\$1.25
PLU2			\$1.50
	***WASTE***		
TOTAL			\$2.75
CLERK 1	No.000033		00001

---

## Not Found PLU function

The “Not Found PLU” feature is used when a new item which is not yet been programmed is registered. When the operator decided to register that item, choices between **Quick Entry**, input the price of the item and assign it the same descriptor and properties of another PLU, or **Detail Entry**, enter the descriptor and tax status independently are available. This provides a simple mechanism for building a PLU file.

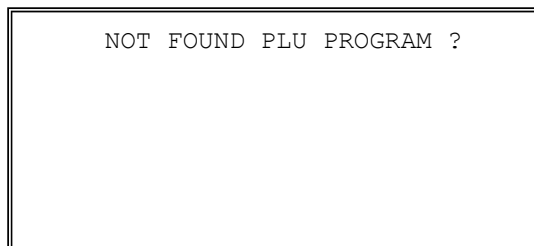
---

**Program descriptions by typing description on the alpha keyboard overlay is default.** To program description by three digit character codes, you must select **Program Mode Programming → System Option Programming → pg 17 (page 17) → PROGRAM DESCRIPTOR BY CODE** sets **Y**. Also see **Descriptor Programming Methods for Alpha Overlay** and/or **Descriptor Code Table**.

---

### Enter Not Found PLU Programming

1. After scanning or entering a PLU not in the PLU file, the screen below will appear on the display, *along with warning beeping*. Press **CLEAR** button to start **Not Found PLU Programming** procedure.



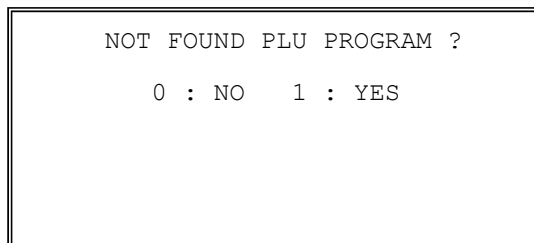
NOT FOUND PLU PROGRAM ?

CLEAR

There are two ways to program a new PLU, **Quick Entry** and **Detail Entry**. Please read on for instruction for both methods.

### Quick Entry

1. On the **NOT FOUND PLU PROGRAM** screen appears like below. Press **1** to start Not Found PLU Entry Procedure (or press **0** to Stop (discard the registration of the item)).

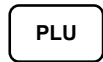


NOT FOUND PLU PROGRAM ?  
0 : NO    1 : YES

1

2. The screen below then appears. In **SELECT COPY PLU**, you can copy existing PLU information and status by either:

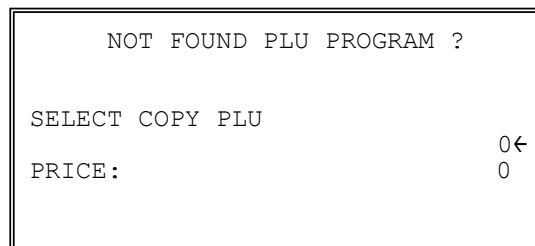
- Press the PLU on the keyboard, or



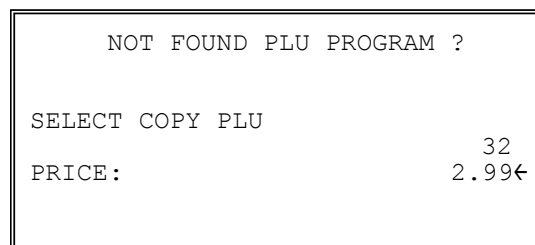
- Enter up to 15 digit number of the PLU and press the **PLU** key, or

Enter the PLU#, → 

- For a barcode item, scan the barcode.



3. The left-pointed-arrow then jumps to PRICE for entering up to 7 digits of the item price. Then press **CASH** key. *Do not use the decimal key.*

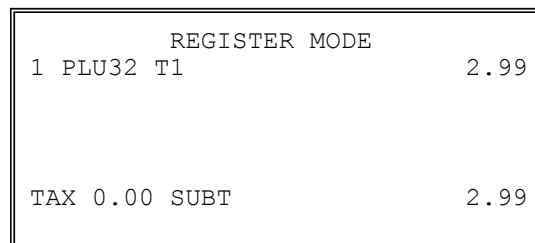



---

NOTE: Despite the Price Level setting in **S-Mode**, **MEMORY ALLOCATION -> 7. PRICE LEVEL**, Not Found PLU procedure only requires price of **Price Level 1** to be entered.

---

4. The new item is created and registered as the selected product.



## Detail Entry

1. After scanning or entering a PLU not in the PLU file, **NOT FOUND PLU PROGRAM** screen appears like below. Press **1** to start Not Found PLU Entry Procedure (or press **0** to Stop (discard the registration of the item)).

```

NOT FOUND PLU PROGRAM ?

0 : NO   1 : YES
    
```

1

2. For Detail Entry, just press CASH key to **skip** SELECT COPY PLU and go to PRICE.

```

NOT FOUND PLU PROGRAM ?

SELECT COPY PLU
PRICE:                                0←
                                         0
    
```

CASH

3. The left-pointed-arrow then jump to PRICE for entering up to 7 digits of the item price. Then press **CASH** key. *Do not use the decimal key.*

```

NOT FOUND PLU PROGRAM ?

SELECT COPY PLU
PRICE:                                0
DESC :                                2.99←
TAX  :   1N 2N 3N 4N
    
```



Price/HALO

---

NOTE: Despite the Price Level setting in **S-Mode**, **MEMORY ALLOCATION -> 7. PRICE LEVEL**, Not Found PLU procedure only requires price of **Price Level 1** to be entered.

---

4. The left- arrow then jumps to DESC for entering up to 18 digits characters of the item descriptor, then press **CASH** key,

```

NOT FOUND PLU PROGRAM ?

SELECT COPY PLU
PRICE:                                0
DESC : B.L.T BURGER                    7.95 ←
TAX  : 1N 2N 3N 4N

```

Type up to 18 descriptor keys → **CASH**

or,

If you are programming using descriptor codes, enter up to 18 three-character codes and press the **X/TIME** key.

Enter up to 18 set of character codes → **CASH**

If you do not want to enter any description, press **X/TIME** key and go to next step.

**CASH**

5. The left-pointed-arrow then jump to TAX and stay between **1N** and **2N**, which is ready to determine if taxable by **1** (Tax1/**GST**). Press **YES/NO** key to toggle between **Y** and **N** for Tax1 or press **CASH** key, move to the right tax for this item. After select proper tax, press **CASH** key again until the item is registered. Example shows Australian GST setting.

<pre> NOT FOUND PLU PROGRAM ?  SELECT COPY PLU PRICE:                                0 DESC : B.L.T BURGER                    7.95 TAX  : 1N←2N 3N 4N </pre>	<pre> NOT FOUND PLU PROGRAM ?  SELECT COPY PLU PRICE:                                0 DESC : B.L.T BURGER                    7.95 TAX  : 1Y 2N 3N 4N← </pre>
--	---

**YES/NO** and **CASH**

6. The new item is registered with the description and price entered, and tax status selected.

REGISTER MODE		
1	B.L.T BURGER T1	7.95
TAX	0.00 SUBT	7.95

---

NOTE: All Not Found PLUs are default to link to **Group 1**.

---

## Not Found PLU Report

For better management, there is a **Not Found PLU Report (8.NOT FOUND PLU)** in **X (Manager) Mode** and **Reset Not Found Report (7.RESET NOT FOUND PLU)** in **Z (Reset Report) Mode**. This report is an independent report from normal PLU report. All newly added PLUs through **Register Mode** will update into **Not Found PLU Report** and **PLU Report**. When perform the **Reset Not Found PLU Report**, the current report will still print then reset the report.

---

NOTE: **Up to 50 Not Found PLU items can be retained**. When capacity is reached, any further registration of new Not Found PLUs will not be recorded, along with **\*\* WARNING \*\* NOT FOUND FULL!** error message. you must run Not Found PLU report in **Z-Mode** to print and clear the report. Despite the failure of recording those Not Found PLUs into the report, those PLUs are still recorded into register's PLU memory. And are able to be registered later.

---

On FlashROM v01.011 and later, the PLU descriptor will also print on the report if programmed. A sample report is below. Notice the item name programmed is "**COKE ORIG 350 BOTT**" (18 digit characters in full) but only the last 14 digit characters "ORIG 350 BOTT" is shown.

Report Example :

DATE	01/05/2012 TUE	TIME	08:30
NOT FOUND PLU LIST			
PLU#	12345678901234	ORIG	350 BOTT
CLERK	1	No.	000011 00001

## Modify a Programmed Not Found PLU

When a **Not Found PLU** is added through **Quick Entry** or **Detail Entry**, if a further programming is needed, you can complete the programming or re-program a **Not Found PLU** via **Program Mode Programming → 0.PLU → 0.ADD/MODIFY PLU**, just enter the PLU number of the PLU you want to program according to the **Not Found PLU Report**, then press **PLU** function key, you will be able to access that PLU's information.

---

## Shifting or Exempting Tax

There are 4 tax function keys (**GST (Tax1)**, **TAX2**, **TAX3** and **TAX4**) in the system. A proper Tax function key need to be assigned to the keyboard before using the features. Unlike **TAXEXMT** (Tax Exempt) key, those 4 tax function keys can perform both “tax shift” and “ tax exempt” according to tax status programmed on individual item.

### Shifting Tax

PLUs can be programmed to automatically add the appropriate tax or taxes. Occasionally, you may need to sell a normally taxable item without tax, or a normally taxable item with tax. You can perform this tax shifting with one of the four tax shift keys.

#### ***Shift Tax on a Taxable Item***

1. Press the tax shift for the tax you wish to shift. For example, Press **GST (Tax1)**:

**GST**  
(TAX1)

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 PLU key.

For example, press PLU **1**. If PLU **1** is normally taxable by tax 1, the registration will be non-taxable.

1

#### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1			\$2.99
ROUND			\$0.01
TOTAL			\$3.00
CASH			<b>\$3.00</b>
CLERK 1	No.000011		00001

## Shift Tax on a Non-Taxable Item

1. Press the tax shift for the tax you wish to shift. For example, Press **GST** (Tax1):

**GST**  
(TAX1)

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 PLU key.

For example, press PLU **2**. If PLU **2** is normally non-taxable item, the registration will be taxable by **GST** (Tax1).

2

### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU2 T1			\$2.99
ROUND			\$0.01
TOTAL			\$3.00
CASH			<b>\$3.00</b>
GST			\$0.27
CLERK 1	No.000011		00001



## Exempting Tax

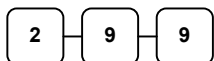
Occasionally, you may need to exempt tax from an entire sale. For example, you might remove tax when you sell merchandise to a church or charitable institution.

You can exempt tax by using a proper tax key and the **SUBTOTAL** key, or you can use the **TAX EXMT** (tax exempt) function key.

### Exempting Tax with a Tax Keys

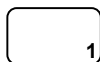
1. Enter an amount on the ten key pad. *Do not use the decimal key.*

For example, for \$2.99, enter:

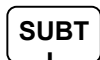


2. Press a taxable PLU key.

For example, press PLU 1.

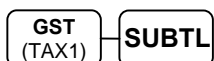


3. Press **SUBTL**:



4. Press the tax shift key (or keys) that represents the tax you wish to shift.

For example, to exempt tax 1 press **GST** (Tax1), then press **SUBTL**



5. The display reflects the transaction without added taxes. Total the sale with **CASH**, **CHECK**, or a **CHARGE** function. The sale will not include tax 1.

### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1 T1			\$2.99
ROUND			\$0.01
TOTAL			\$3.00
CASH			<b>\$3.00</b>
CLERK 1	No.000011		00001

## Exempting Tax with the TAXEXMT (Tax Exempt) Key

You can program the **TAXEXMT** function to remove all or selected taxes.

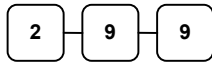
---

NOTE: When a function is located on a function look up menu key, you access the function by pressing the appropriate function look up key, then pressing the numeric digit corresponding to the function you wish to select. On the default keyboard, the **TAX EXMT** function is function #6 on the function look up 1 menu, so to use the **TAX EXMT** function, you would first press **FUNCTION LOOK#1**, then press the numeric **6** key.

---

1. Enter an amount on the ten key pad. *Do not use the decimal key.*

For example, for \$2.99, enter:

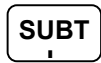


2. Press a taxable PLU key.

For example, press PLU 1.



3. Press **SUBTL**:



4. Press the **TAXEXMT** (Tax Exempt) key (or access the **TAXEXMT** function from a function look up menu key):



5. The display reflects the transaction without added taxes. Total the sale with **CASH**, **CHECK**, or a **CHARGE** function. The sale will not include tax 1.

### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1 T1			\$2.99
ROUND			\$0.01
TOTAL			\$3.00
CASH			<b>\$3.00</b>
CLERK 1	No.000011		00001

---

## Percent Key Operations

A total of five % functions are available. %1, %2 and %3 are located on the default *SPS-320/340* keyboard and %1 is located on the default *SPS-325*. Your keyboard may be different. More or less % keys may be located on the keyboard, or they may be located on one of the function look up menu keys.

Each function is individually programmable to add or subtract, from an individual item or from a sale total, amounts or percentages. You can also program the percentage key taxable or non-taxable, so that sales taxes are calculated on the net, or the gross amount of the item or sale. You can also program preset amounts or rates.


The operation examples in this section show the percentage key in a variety of configurations. See "**Function Key Programming**" in the "**Program Mode Programming**" chapter to assign a specific function to each percentage key.

These keys will be pre-programmed to operate on EITHER **PLUs** (item) OR **SUBTOTALs** (sale), but not both; EITHER **MINUS** (discount) OR **PLUS** (surcharges), but not both; EITHER **RATE** (percentage) OR **AMOUNT** (Dollar), but not both.

So, if you want to discount items but not every item in a sale, you will need two % keys. To discount on the whole sale, you will need to press **SUBTOTAL** first.

## Preset Percent Discount on an Item

In this example the %1 function is programmed with **Percentage, Negative, Item, Preset** and **Overridable** with a **rate of 10%**. Please refer to **% (1 ~ 5) (Discounts or Surcharges)** in **Function Key Programming in Program Mode Programming** for more detail.

1. Register the item.
2. Press the %1 key:  

3. The discount is automatically subtracted.

Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU2 T1			\$10.00
% 1			-10.000%
AMOUNT T1			-1.00
TOTAL			\$9.00
CASH			<b>\$9.00</b>
GST			&0.82
CLERK 1	No.000034		00001


## Enter a Percent Discount on an Item

You can also operate the percentage functions by entering the percentage of the discount or surcharge. You can enter a fractional percentage up to 3 digits beyond the decimal (i.e. 99.999%) if necessary.

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 one third off enter:



3. Press the %1 key:  

4. The discount is automatically subtracted.

Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU2 T1			\$10.00
% 1			-33.333%
AMOUNT T1			-3.33
ROUND			-0.02
TOTAL			\$6.65
CASH			<b>\$6.65</b>
GST			\$0.61
CLERK 1	No.000035		00001

## Preset Percent Discount on Sale Total

In this example the %1 function is programmed with **Percentage, Negative, Sale, Preset** and **Overridable** with a **rate of 10%**. Please refer to **% (1 ~ 5) (Discounts or Surcharges)** in **Function Key Programming in Program Mode Programming** for more detail.

NOTE: Please see **Program Mode Programming, Print Option Programming -> pg 3 (page 3)** sets PRINT SUBTOTAL WHEN PRESSED to Y.

1. Register the items you wish to sell.

2. Press the **SUBTL** key:



3. Press the **%1** key:



4. The discount is automatically subtracted.

Receipt Example:

DATE 01/05/2012 TUE	TIME 08:30
PLU2 T1	\$10.00
SUBTOTAL	\$10.00
% 1	-15.000%
AMOUNT T1	-1.50
TOTAL	\$8.50
CASH	<b>\$8.50</b>
GST	\$0.77
CLERK 1	No.000036 00001

## Enter a Percent Discount on Sale Total

You can also operate the percentage functions by entering the percentage of the discount or surcharge. You can enter a fractional percentage up to 3 digits beyond the decimal (i.e. 99.999%) if necessary.

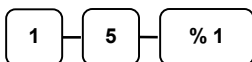
1. Register the items you wish to sell.

2. Press the **SUBTL** key:



3. Enter the percentage, and then press the appropriate discount key.

For example, for 15% enter:



4. The discount is automatically subtracted.

Receipt Example:

DATE 01/05/2012 TUE	TIME 08:30
PLU2 T1	\$10.00
SUBTOTAL	\$10.00
% 1	-15.000%
AMOUNT T1	-1.50
TOTAL	\$8.50
CASH	<b>\$8.50</b>
GST	\$0.77
CLERK 1	No.000037 00001

## Surcharge Operation

When a % function is preset with “Percentage, **Positive**, Item, Preset and Overridable” or “Percentage, **Positive**, Sale, Preset and Overridable” with a preset percentage rate, the % function key will perform as a **Surcharge** on Item or Sale. Of course a override rate can be put in manually. Please refer to previous operation sequences.

For setting, please refer to **% (1 ~ 5) (Discounts or Surcharges)** in **Function Key Programming in Program Mode Programming** for more detail.

## Dollar Amount Discount on Sale

When programmed as "amount", "sale", "open" and "negative", a % key will deduct an amount from a sale. Also, depending upon programming:

- You may be allowed to enter only one discount in a sale, after the **SUBTL** key is pressed,
- You may be allowed to enter multiple discounts, but you must press the **SUBTL** key before each discount entry, or
- You may be allowed to enter multiple discounts, without first pressing **SUBTL**.

In this example, a discount may be entered only once, and you must first press **SUBTL**.

---

NOTE: Please see **Program Mode Programming, Print Option Programming → pg 3 (page 3)** sets PRINT SUBTOTAL WHEN PRESSED to Yes.

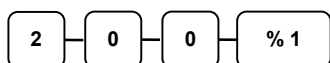
---

1. Register the items you wish to sell.
2. Press the **SUBTL** key:



3. Enter the amount of the discount, and then press the appropriate % key.

For example:



4. The discount is subtracted.

Receipt Example:

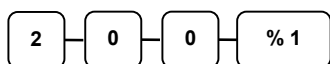
DATE	01/05/2012 TUE	TIME	08:30
PLU2 T1			\$10.00
SUBTOTAL			\$10.00
% 1			-2.00
TOTAL			\$8.00
CASH			<b>\$8.00</b>
GST			\$0.73
CLERK 1	No.000038		00001

## Dollar Amount Discount on Item

When programmed as "amount", "item", "open" and "negative", a % key will reduce a discount amount against an item. In this case, you must press the PLU (or enter the PLU number) of the PLU you wish the discount to be subtracted from.

1. Register the items you wish to sell.
2. Enter the amount of the discount, and then press the appropriate % key.

For example:



3. The discount is automatically subtracted.

Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1 T1			\$10.00
% 1			-2.00
TOTAL			\$8.00
CASH			<b>\$8.00</b>
GST			\$0.73
CLERK 1	No.000039		00001

---

## Return Merchandise Registrations

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

---

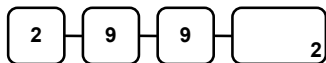
**NOTE:** When a function is located on a function look up menu key, you access the function by pressing the appropriate function look up key, then pressing the numeric digit corresponding to the function you wish to select. On the default keyboard, the **MDSE RETURN** function is function #2 on the function look up 1 menu, so to use the **MDSE RETURN** function, you would first press **FUNCTION LOOK#1**, then press the numeric **2** key.

---

1. Press **RETURN**:



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



3. Total the sale with **CASH**, **CHECK**, or a **CHARGE** function.

### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
RETURN	*****		
PLU2 T1			-2.99
ROUND			-0.01
TOTAL			-3.00
CASH			<b>- 3 . 00</b>
GST			-0.27
CLERK 1	No.000040		00001

---

## Voids and Corrections

### Error Correction (Void Last Item)

This function corrects the last item entered.

1. Register the item you wish to sell.
2. Press the **ERROR CORR** key:

**ERROR  
CORR**

Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1	T1		\$2.29
PLU2			\$1.29
ERRCORR	-----		
PLU2			-1.29
ROUND			\$0.01
TOTAL			\$2.30
CASH			<b>\$2.30</b>
GST			\$0.21
CLERK	1	No.000041	00001

### 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 **VOID ITEM:**

**VOID  
ITEM**

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

2 9 9 2

Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU2			\$1.29
PLU1	T1		\$2.29
VOID	-----		
PLU2			-1.29
ROUND			\$0.01
TOTAL			\$2.30
CASH			<b>\$2.30</b>
GST			\$0.21
CLERK	1	No.000042	00001



## 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 can be programmed to require manager control, or the key can be omitted or be inactivated through programming, see "**Function Key Programming**" in the "**Program Mode Programming**" chapter.

NOTE: When a function is located on a function look up menu key, you access the function by pressing the appropriate function look up key, then pressing the numeric digit corresponding to the function you wish to select. On the default keyboard, the **CANCEL** function is function #1 on the function look up 1 menu, so to use the **CANCEL** function, you would first press **FUNCTION LOOK#1**, then press the numeric **1** key.

1. Register the items you wish to sell.
2. Press the **CANCEL** key



### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1	T1		\$2.29
PLU2			\$1.29
CANCEL	*****		
CLERK	1	No.000043	00001

## Void Mode Operations

You can use the **VOID** Mode to correct any complete transaction. To correct any transaction:

1. Turn the control lock to the **VOID**.
2. Enter the transaction you wish to correct exactly as it was entered originally in the **REG** Mode. 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.

### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
VOID MODE	*****		
PLU1	T1		-2.29
PLU2			-1.29
ROUND			-0.02
TOTAL			-3.60
CASH			<b>- 3.60</b>
GST			-0.21
CLERK	1	No.000044	00001

**NB. Be sure to turn the key back when finished.**

---

## #/No Sale Operations

The **#/NS** key has two functions - **No Sale** and **Non Add#**. **No Sale** is used to open cash drawer outside a transaction, **Non Add #** is used to enter a reference number for the transaction.

### No Sale - Open Drawer

The **#/No Sale** key will open the cash drawer when you have not already started a transaction. The **No Sale** function can be disabled or placed under manager control through programming, see "**Function Key Programming**" in the "**Program Mode Programming**" chapter. All **No Sale** operations will be recorded in Journal and/or Electronic Journal for future need, but only a usage counter in Financial Report.

1. Press **#/NS**:



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

Receipt Example:

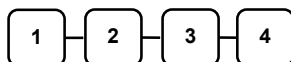
DATE	01/05/2012 TUE	TIME	08:30
NO SALE	-----		
CLERK 1	No.000045	00001	

### Non Add # - Add Information

You can also use the **#/NS** key as **Non Add #** function to enter any number (up to 9 digits) for a transaction. You can enter the number any time during a transaction. For example, if you wish to record a checking account number, enter the number and press the **#/NS** key before totalling the sale with a tendered key. The **Non Add** function can be disabled or enforced through programming, see "**Function Key Programming**" in the "**Program Mode Programming**" chapter. All **Non Add #** operations will be recorded in Journal and/or Electronic Journal for future need, but only a usage counter and a sum up number in Financial Report.

1. Register the items you wish to sell.
2. Enter the number you wish to record.

For example enter:



3. Press **#/NS**:



4. Press **CHECK**:



Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1 T1			\$2.99
NON-ADD#		1234	
TOTAL			\$2.99
CHECK			<b>\$2.99</b>
GST			\$0.27
CLERK 1	No.000046	00001	

---

## Received On Account Operations

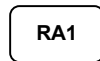
You can use one of the **Received on Account (RA)** functions (**RA1-RA3**) to accept cash or checks into the cash drawer when you are not actually selling merchandise. For example, use received on account to accept payments for previously sold merchandise, or record loans to the cash drawer.

---

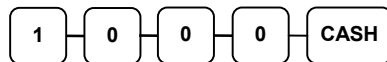
NOTE: When a function is located on a function look up menu key, you access the function by pressing the appropriate function look up key, then pressing the numeric digit corresponding to the function you wish to select. On the default keyboard, the **RA1** function is function #3 on the function look up 1 menu, so to use the **RA1** function, you would first press **FUNCTION LOOK#1**, then press the numeric **3** key.

---

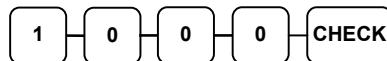
1. Press one of the received on account keys (**RA1-RA3**)



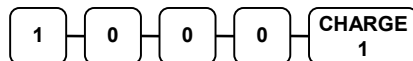
2. Enter the amount of cash received, press **CASH**.



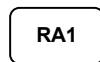
3. Enter the check amount received, and press **CHECK**.



4. Enter the charge amount received, press **CHARGE1**



5. You can continue to itemize receipts, or you can finalise by pressing or selecting the same received on account key.



### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
RA1			
CASH		\$10.00	
CHECK		\$10.00	
CHARGE1		\$10.00	
RA1		\$30.00	
CLERK 1	No.000047	00001	

---

## Paid Out Operations

You can use the **Paid Out (PO)** functions (**PO1-PO3**) to track cash or checks paid out or to record loans from the cash drawer.

---

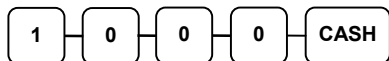
NOTE: When a function is located on a function look up menu key, you access the function by pressing the appropriate function look up key, then pressing the numeric digit corresponding to the function you wish to select. On the default keyboard, the **PO1** function is function #4 on the function look up 1 menu, so to use the **PO1** function, you would first press **FUNCTION LOOK#1**, then press the numeric **4** key.

---

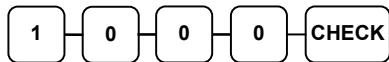
1. Press one of the paid out keys (**PO1-PO3**)



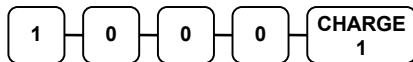
2. Enter the amount of cash paid out, press **CASH**.



3. Enter the check amount paid out, and press **CHECK**.



4. Enter the charge amount received, press **CHARGE1**



5. You can continue to itemize paid outs, or you can finalise by pressing or selecting the same paid out key.



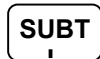
### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PO1			
CASH			-10.00
CHECK			-10.00
CHARGE1			-10.00
PO1			-30.00
CLERK 1	No.000048		00001

---

## Subtotaling a Sale

1. Register the items you wish to sell.
2. Press **SUBTL**. The subtotal will display with the message "Sub" indicated on the rear display.



The subtotal can be printed if the system option is set. See "**Print Option Programming**" in the "**Program Mode Programming**" chapter.

---

## Eat In/Take Out/Drive Thru Sales

Different types of sales, such as "Eat In", "Take Out" and "Drive Thru" can be categorized by placing separate keys on the keyboard. **EAT IN**, **TAKE OUT**, and **DRIVE THRU** keys function as subtotal keys. You can force the operator to press one of the keys before tendering. See "**System Option Programming**" in the "**Program Mode Programming**" chapter. Separate totals will be maintained on the financial report to detail sales counts and amounts for each key.

These keys will also print the description at the top of a KP docket.

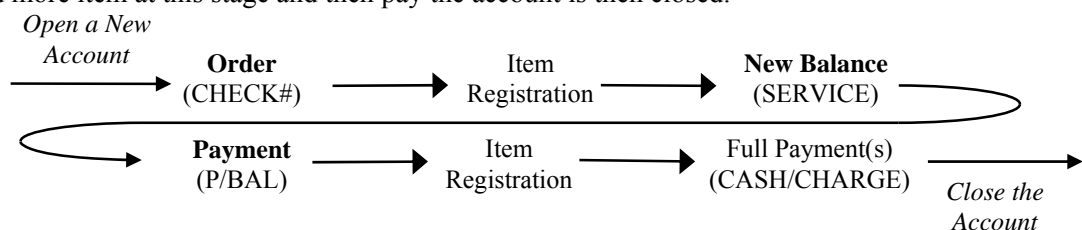
---

## Drive Through Operation

In a **Drive Through** environment - where a meal order is placed from a car, then picked up, which payment can be made either at order or pickup window - an advanced operation is available combined with Check Track System (Account Management) feature for sequential order-and-pickup.

Function keys needed are **CHECK #** (**New Car/Account** or **Order**), **SERVICE** (**New Balance**) and **P/BAL** (for **reopen Car/Account** and **pay bill**). When there is only one machine, the settings to modify are only on **CHECK #** key - "CHECK # ASSIGNED BY REGISTER" is **Y (Yes)** and "DRIVE THROUGH FEATURE ENABLED" is **Y (Yes)**.

In operation, when customers order via microphone, use **CHECK #** key to open a new order, then register item(s), then use **SERVICE** key to save the order. When customer arrives at the payment/pickup window, use **P/BAL** key to automatically open the oldest account. Customer may add more item at this stage and then pay the account is then closed.

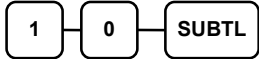


For **multi-registers configuration**, please refer to **S-Mode, 7.IRC OPTIONS** and **PGM-Mode, 5.FUNCTION KEYS** on **CHECK #** function key for related settings.

---

## Quick EJ (Electronic Journal) Lookup

When the operator needs to find out the detail of the most recent transaction, a **Quick EJ Lookup** in **REG-Mode** feature allows operator to print up to 99 lines EJ for a quick check. Please see **Program Mode Programming, Print Option Programming, pg 16(page 16)** for detail.

1. In **REG-Mode**, when the last transaction is finalised and the register is idle,
2. Press **1 0** then **SUBTL**,  

3. A ticket of Electronic Journal with recent transaction will print from the receipt printer. (example shows recent 10 lines)

Receipt Example:

DATE 01/05/2012 TUE	TIME 08:30
** PRINT EJ: LAST 10 LINES **	
CHARGE1	\$10.00
RA1	\$30.00
CLERK 1	No.000047 00001
DATE 01/05/2012 TUE	TIME 08:30
PO1	
CASH	-10.00
CHECK	-10.00
CHARGE1	-10.00
PO1	-30.00
CLERK 1	No.000048 00001
CLERK 1	No.000049 00001


---

## Totaling and Tendering

There are ten tender functions available to categorize sales. **CASH** and **CHECK** are individual keys on the keyboard. The eight charge functions **CHARGE 1 - CHARGE 8** are available on the **FUNCTION LOOK#2** key on the default keyboard.

Depending upon how your register is programmed you might find charge keys as individual function keys on the keyboard, or listed on one of the function look up keys.


### Totaling a Cash Sale

1. Register the items you wish to sell.
2. To total a cash sale, press **CASH**:  

3. The display will indicate the total amount of the cash sale.

Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU2			\$7.96
ROUND			-0.01
TOTAL			\$7.95
CASH			<b>\$7.95</b>
CLERK 1	No.000050		00001

### Totaling a Check Sale

1. Register the items you wish to sell.
2. To total a cash sale, press **CHECK**:  

3. The display will indicate the total amount of the cash sale.

Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU2			\$7.96
TOTAL			\$7.96
CHECK			<b>\$7.96</b>
CLERK 1	No.000051		00001

## 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**:

CASH

4. The display will indicate the total amount of the cash tendered and the change due, if any.

### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1	T1		\$2.99
PLU1	T1		\$2.99
4		@ \$ 1.99	
PLU2			\$7.96
ROUND			\$0.01
TOTAL			\$13.95
CASH			<b>\$20.00</b>
CHANGE			\$6.05
GST			\$0.54
CLERK 1	No.000052		00001

## Tendering a Check 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 **CHECK**:

CHECK

4. The display will indicate the total amount of the check tendered and the change due, if any.

### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1	T1		\$2.99
PLU1	T1		\$2.99
4		@ \$ 1.99	
PLU2			\$7.96
TOTAL			\$13.94
CHECK			<b>\$20.00</b>
CHANGE			\$6.06
GST			\$0.54
CLERK 1	No.000053		00001



## Totaling a Charge (EFTPOS) Sale

Use the charge keys to track charge or credit card sales. See "**Function Key Programming**" in the "**Program Mode Programming**" chapter to change the descriptors for the charge tender functions. For example, you can use CHARGE 1 to track Visa card sales. The descriptor "VISA" will display on the function look up menu and print on the printer. You can also set tendering options for the charge keys, i.e. whether to allow over tendering or to enforce tendering.

---

NOTE: When a function is located on a function look up menu key, you access the function by pressing the appropriate function look up key, then pressing the numeric digit corresponding to the function you wish to select. On the default keyboard, the **CHARGE 1** function is function #1 on the function look up 2 menu, so to use the **CHARGE 1** function, you would first press **FUNCTION LOOK#2**, then press the numeric **1** key.

---

1. Register the items you wish to sell.
2. Press one of the charge key if it is located on the keyboard:



or, if the charge function is located on a function look up key press **FUNCTION LOOK2**, then press the digit representing the charge function you are using:



### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1	T1		\$2.99
PLU1	T1		\$2.99
4		@ \$ 1.99	
PLU2			\$7.96
TOTAL			\$13.94
CHARGE1			<b>\$13.94</b>
GST			\$0.54
CLERK 1	No.000054		00001

## Tendering a Charge (EFTPOS) Sale

Tendering a charge sale may or may not be allowed. See "**Function Key Programming**" in the "**Program Mode Programming**" chapter to set tendering options for the charge keys, i.e. whether to allow over tendering or to enforce tendering.

1. Register the items you wish to sell.
2. Enter the amount of the charge and press one of the charge keys if it is located on the keyboard:



or, if the charge function is located on a function look up key, enter the amount of the charge:



Press **FUNCTION LOOK#2**, then press the digit representing the charge function you are using:



Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1	T1		\$2.99
PLU1	T1		\$2.99
4		@ \$ 1.99	
PLU2			\$7.96
TOTAL			\$13.94
CHARGE1			<b>\$20.00</b>
CHANGE			\$6.06
GST			\$0.54
CLERK 1	No.000055		00001

## Cash Out within a Charge (EFTPOS) Sale

CASH OUT within a charge (EFTPOS) sale may or may not be allowed. See "**Function Key Assignment Programming**" in the "**Service Mode Programming**" chapter to assign **CASH OUT** key.

1. Register the items you wish to sell.
2. Enter the amount of cash for cash out then press **CASH OUT** key.



3. Press **EFTPOS** key.



Press **FUNCTION LOOK#2**, then press the digit representing the charge function you are using:



Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1	T1		\$2.99
PLU1	T1		\$2.99
4		@ \$ 1.99	
PLU2			\$7.96
TOTAL			\$13.94
CASH OUT			\$20.00
EFTPOS			<b>\$33.94</b>
CHANGE			\$20.00
GST			\$0.54
CLERK 1	No.000056		00001

## Check (Cheque) Cashing

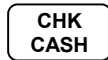
Check cashing means exchanging cash for a check. If you wish to cash checks, you must place a **CHKCASH** key on the keyboard. See "**Function Key Assignment**" in the "**Program Mode Programming**" chapter.

1. Enter the amount of the check tendered by the customer.

For example, for \$20.00 enter:



2. Press **CHKCASH**:



3. The display will indicate the amount of the check and the cash change.

Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
***CHKCASH***			
CHECK			\$20.00
CASH			-20.00
CLERK	1	No.000057	00001

## Split Tender

Split tendering is paying for one transaction by more than one payment method. For example, a \$20.00 sale could be split so \$10.00 is paid in cash, and the remaining \$10.00 is paid by a check. If necessary, you can make several different payments.

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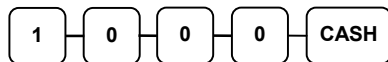
NOTE: The **CASH** and/or **CHECK** keys must be programmed to accept under tenders to use this feature.

---

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

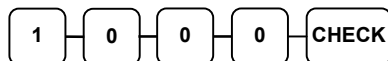
**CASH:**



3. The display will indicate the \$10.00 cash tender and the \$10.00 total still due.
4. Enter the amount of check tendered by the customer.

For example, enter \$10.00 and press

**CHECK:**



5. When the total tendered equals or exceeds the total due, the receipt will print and the transaction is complete.

### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU2			\$20 00
TOTAL			\$20.00
CASH			<b>\$10.00</b>
TOTAL			\$10.00
CHECK			<b>\$10.00</b>
CLERK 1	No.000058		00001

## 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 when a "quick change artist" confuses a clerk. Normally, this function is off. If you wish to allow post tendering, you must set the appropriate system option. See "**System Option Programming**". (A separate system options determines whether the drawer opens on the post tender.)

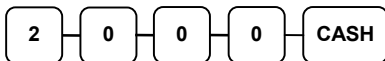
1. Register the items you wish to sell.

2. Press **CASH**:



3. The display will indicate the total of the cash sale.

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



5. The display will indicate the change due.

Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1	T1		\$2.00
CASH			<b>\$2.12</b>
GST			\$0.18
CLERK	1	No.000059	00001

## Currency Conversion

If you normally accept currency from neighboring nations, you can program to convert the subtotal of a sale to the equivalent cost in the foreign currency. You can set up four separate conversion functions for different foreign currencies. To do this, you need to program the conversion factor. For example, if the US dollar (home currency) is worth 1.3720 Canadian dollars (foreign currency), the conversion factor is 1.3720. See "Function Key Programming" in the "Program Mode Programming" chapter to set a conversion factor.

**NOTE:** When a function is located on a function look up menu key, you access the function by pressing the appropriate function look up key, then pressing the numeric digit corresponding to the function you wish to select. On the default keyboard, the **CONV1** function is function #7 on the function look up 1 menu, so to use the **CONV1** function, you would first press **FUNCTION LOOK#1**, then press the numeric **7** key.

1. Register the items you wish to sell.
2. Press the **CONV1** key if it is located on the keyboard:

**CONV1**

or, if the charge function is located on a function look up key press **FUNCTION LOOK#1**, then press the digit representing the charge function you are using:

**FUNCTION LOOK#1** **7**

3. The amount due in foreign currency is displayed.
4. Enter the amount of the foreign currency tender, Press **CASH**:

**1** **0** **0** **0** **CASH**

5. The display will indicate the amount of foreign currency tendered and display \$5.17 change due. **The change due is computed in home currency!**

### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1 T1			\$2.00
TOTAL			\$2.12
CONV 1			¥2.90
CHANGE RATE		@1.3720	
HOME AMT.			\$10.00
CHANGE			\$5.17
GST			\$0.12
CLERK 1	No.000060		00001

The currency symbol you program will display here. See "Print Option Programming" in the "Program Mode Programming" chapter.

---

## Check Track System (*Account Management*)

### Overview

The *SPS-300 Series* has a **Check Track System** for **Account Management**. This can be used in several ways. Clerks use a special account to temporarily interrupt sales, while actual accounts can be run as **Soft Check** or **Hard Check**. The **maximum number of accounts** for Check Tracking System is **500**.

There are two ways to operate Check Track System, **Clerk Interrupt** and **Table Management**. **Clerk Interrupt** is an **operator oriented** operation, the transaction (account) follows the operator, each operator operates one account. On the other hand, **Table Management** is a **customer oriented** operation, the transaction (account) follows the customer. One operator can access multiple accounts, although the clerk who opens the account may be programmed to service that account exclusively.

To switch between **Soft Check** and **Hard Check**, consult your dealer. Detail information is in **Service Mode, Memory Allocation Programming**. (*Warning! Modifying Memory Allocation will reset all programming that has been done on the machine!*)

To switch between **Clerk Interrupt** and **Table Management**, please see **Program Mode Programming → System Option Programming → pg 17 (page 17) → CLERK INTERRUPT**. Default is **N (No)**, which means the machine is currently running **Table Tracking**. Set to **Y (Yes)** for **Clerk Interrupt**.

An **Open Check Report** summarises how many checks/accounts are currently open (includes either **Clerk Interrupt** or **Table Management**). However, when using **Clerk Interrupt**, the clerk who has interrupted sales is prevented from checking the report. Please see **X/Z Mode, Report Table** for detail.

When using **Clerk Interrupt**, all unfinished Clerk Interrupt transactions recorded will be cleared by **Z Financial Report**. In **Program Mode Programming → System Option Programming → pg 25 (page 25) → Allow Z Financial Report with Open Clerk Interrupt Sales** - can be set **NO** to prevent that happening. This ensures you have completed all sales and your reports balance. See **Program Mode Programming, System Option Programming** for detail.

### Soft Check

When **Soft Check** is used, the **transaction detail** is recorded in **the register's memory** until the account is fully paid off and closed. The Soft Check is suitable for **short term** (eg, **daily**) accounts, like **Restaurant Billing (Table Tracking)**, **Bar Tab** or **Clerk Interrupt**, where number of entries of a transaction is a maximum **200** lines and the transaction will normally be finalised before a **Z Financial Report** is done.

### Hard Check

For **Hard Check**, the cash register only records **account number** and **balance (balance forward)**. Detail of the transaction is printed either through the receipt printer or external printer (POS printer or slip printer). The slip printer is recommended. The **Hard Check**, on the other hand, is better for **long term accounts**, such as **Monthly Account, Service Station, Lay By** or **Caravan Park**.

## Multiple Registers Check Track System (*Account Management*)

When multiple registers are used in the IRC Network, a Guest Check can be opened on one machine then re-opened on one of the others. Items and balance are transferred from the Check Track Master to others and back to Check Track Master from terminals. Also, the Guest Check can be assigned to print on the Server unit or on the Local/Satellite unit(s).

Based on the single register settings, further settings are:

- **S-Mode, 8.IRC OPTIONS** to review all available settings, especially assign a register for “#SHARE CHKTRACK REG#(1-16)” on the second page.
- **PGM-Mode, 5.FUNCTION KEYS → CHECK #** to set “SHARE CHECK FILE” to **Y** (Yes) and determine “PRINT CHECK TO” either “THE SERVER” or/and “THE SATELLITE” on the third/last page.

## Clerk Interrupt

When using the **Clerk Interrupt**, a second clerk is allowed to access the register by signing in his/her account to **interrupt the current clerk**. The **Clerk Interrupt** works using the **Soft Check Track**, therefore the transaction details of **interrupted clerk** will be recorded in the register’s memory and recalled after the **interrupted clerk** signs back in.

### **To Enter Clerk Interrupt System (To Exit Table Management system)**

1. Program **Clerk Secret Code**. See **Program Mode → 6.Clerk** for detail.
2. Set Clerk Entry as **1:CODE**. See **Program Mode → System Option → pg 1 (page 1)** for detail.
3. Activate **Clerk Interrupt** (deactivate Table Tracking). See **Program Mode → System Option → pg 17 (page 17)** for detail.

You can also setup the options below to refine the Clerk Interrupt procedure.

1. Set Clerk is **Y:POP-UP**. See **Program Mode → System Option → pg 2 (page 2)** for detail.
2. Set Sign On/Off ticket printing is **No**. See **Program Mode → Print Option → pg 5 (page 5)** for detail.

---

NOTE 1: The printing of signing on docket can stop by changing Print Option **pg 5 (page 5) Print Receipt when sign on/off** to **No** in **Program Mode → Print Option Programming**.

NOTE 2: For the clerks that are interrupted, the transaction has been stored in the cash register’s memory. A **Guest Check** will be always printed at the end of transaction.

---

So, clerk #1 sells items totalling, say \$2.00, but not ready to finish the sale. Clerk #2 signs on sells milk for \$2.99 and customer pays. Clerk #1 signs on again and their sale balance of \$2.00 is displayed. Clerk #1 can add items to the sale or go directly to payment.

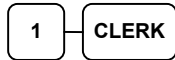
More than one clerk can be interrupted at once. Please see following pages for operation example.



### The First Clerk Sign-On

As the Clerk feature has been programmed as **pop-up**, the first clerk has to sign on in order to use the register.

1. Clerk 1 signs-on by entering his clerk number then **CLERK** key



2. PLU 1 has been registered, and waiting for further instruction from the customer.

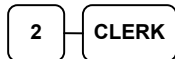
Receipt Example:

DATE 01/05/2012 TUE	TIME 08:30
DRINK T1	\$2.00

### The Second Clerk Interrupts

The first clerk begins serving the customer, but walks away from the register, the second clerk can interrupt the first clerk's transaction by signing on to the register.

1. The second clerk interrupts by entering his clerk number then **CLERK** key



2. The first clerk then being signed off and the second clerk will sign on.

Receipt Example:

** CLERK INTERRUPT **		
GST		\$0.18
TOTAL		<b>\$2.00</b>
CLERK 1	No.000062	00001

### The Second Clerk Registers a Transaction

While the first clerk is serving the customer, but walks away from the register, the second clerk can interrupt the first clerk's transaction by signing onto the register.

1. The second clerk registers item(s) into the transaction, then finalise the transaction with **CASH** key



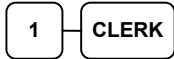
2. The second clerk then signed off automatically.

DATE 01/05/2012 TUE	TIME 08:30
MILK T1	\$2.99
ROUND	\$0.01
TOTAL	\$3.00
CASH	\$3.00
GST	\$0.27
CLERK 2	No.000064
	00001

### ***The First Clerk Finalises Their Transaction***

While the first clerk is serving the customer, but walk away from the register, the second clerk can interrupt the first clerk's transaction by signing on to the register.

1. The first clerk signs back on



2. Continue the transaction, then finalise the transaction with **CASH** key.



3. The first clerk then signed off automatically.

DATE 01/05/2012 TUE	TIME 08:30
CLERK TOTAL	\$2.00
MAGAZINE T1	\$5.00
TOTAL	\$7.00
CASH	\$7.00
GST	\$0.64
CLERK 1	No.000065 00001

DATE 01/05/2012 TUE	TIME 08:30
CHECK #	<b># 1</b>
DRINK T1	\$2.00
MAGAZINE T1	\$5.00
TOTAL	\$7.00
CASH	\$7.00
GST	\$0.64
CLERK 1	No.000071 00001

## Table Management

If **Table Management** is preferred, it can be used for **short term** account management such as **Restaurant Billing, Lay By** or **Bar Tab** when based on **Soft Check** and the whole transaction has **less than 200 line** records; or **long term** account management like **Service Station** or **Caravan Park** when based on **Hard Check** and the transaction details are printed from internal printer or external receipt or slip printer. There is no item/record limit on **Hard Check**.

## Programming

For **Table Management**, a transaction can be stored in the cash register's memory, be recalled later, with further item registrations then stored back to memory again, then recall and finalise the transaction; or simply just recall the transaction, cash off, finalising the transaction.

Table Management may work under the Soft Check Track System or Hard Check Track System. If all accounts in Table Management are supposed to be closed and fully paid off before a **Z Financial Report** is made, the Table Management must run under Soft Check Track System. Such as **Restaurant Billing** (Table Tracking), or **Bar Tab**. All transaction details except “account number” and “balance of the amount” in Soft Check Track will be erased after a **Z Financial Report**.

With Soft Check Track System, the detail of the transaction will be remembered in the cash register's memory for that account until the account is paid off (and finalised). The transaction detail can be printed again and again with the Soft Check Track system. Depending on the memory size and arrangement, you may go up to 200 lines of receipt record for each account.

On the other hand, when all accounts in a Table Management are basically running more than a day, which will not be paid off before a **Z Financial Report**, Table Management is recommended to run under the Hard Check Track System. For example **Monthly Account, Service Station, Lay By** or **Caravan Park**. All Transaction details are printed only one time to an internal printer, external POS printer or slip printer. The register stores “account number” and “balance of the account”.

### **To Enter Table Management system (To Exit Clerk Interrupt System)**

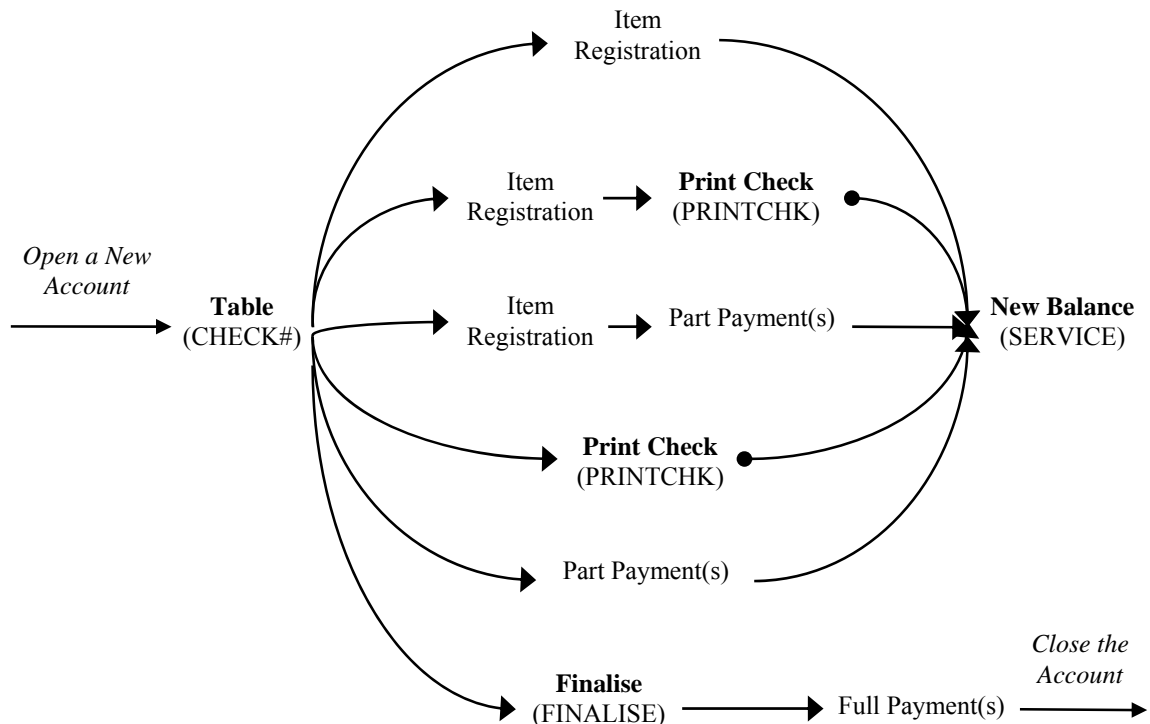
1. Activate **Table Management** (deactivate Clerk Interrupt). See **Program Mode → System Option → pg 17 (page 17)** for detail.
2. Set Clerk Entry as **0:PUSH**. See **Program Mode → System Option → pg 1 (page 1)** for detail.

## Open a Guest Check /Account with Scanner

On **SPS-300 Series**, it is possible to open a Guest Check / Account with a barcode scanner. When a barcode scanner has been configured, press **CHECK #** key then scan an up to 9 digits barcode (preceding 0s will be skipped), a Guest Check/Account can be open and recalled.

## Basic Operation

For Basic Operation, 4 function keys are involved - **CHECK#**, **SERVICE**, **PRINTCHK**, and **FINALISE**.



### In this system:-

The **CHECK#** function key is used to open an account, both new and ongoing accounts. The name of the key can be changed for better understanding. For example, "**Table#**" for basic table management operation. This **Table#** normally refers to the **table number** issued to a customer after their order is registered.

The **SERVICE** function key is used to save an ongoing account to the cash register's memory with or without modification. The function key's name can be changed to "**New Balance**" for better understanding.

The **PRINTCHK** function key is used to print the current detail of an account before the account is finalised. Two options of the **PRINTCHK** function key - "Automatic service check?" and "Print check on receipt?" need to be set to Yes for better operation. "**Print Check**" is the full name of the function key, alternatively, "**Print Bill**" will make it easier to understand.

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NOTE: The **PRINTCHK** (Print Check) function key will not work in Hard Check Track System.

---

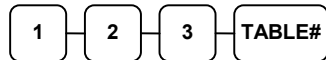
The **FINALISE** function key is used only when Split Bill or Part Payment is used in your account system. The option "Require to close the check?" of the function key needs to be set to Yes in order to make **FINALISE** key working properly.

### How does it work:-

Following example will be based on the **Restaurant Billing with Part Payment**.

### Opening a New Table (Account)

1. Enter the number of the guest check, press the **Table#** (CHECK#) key:



2. Register the items you wish to sell.
3. To total the posting, press **New Balance** (SERVICE):

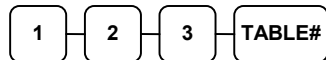


#### Receipt Example:

DATE 01/05/2012 TUE	TIME 08:30
TABLE#	<b>#123</b>
CHICKEN	\$7.00
STEAK	\$10.00
NEW BALANCE	\$17.00
BFWD	<b>\$17.00</b>
GST	\$1.55
CLERK 1	No.000066 00001

### Re-Open the Table (Account) and Add More Items

1. Enter the number of the guest check, press the **Table#** (CHECK#) key:



2. Register the next items you wish to sell.
3. To total the posting, press **New Balance** (SERVICE):

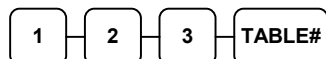


#### Receipt Example:

DATE 01/05/2012 TUE	TIME 08:30
TABLE#	<b>#123</b>
GARLIC BREAD	\$2.00
NEW BALANCE	\$2.00
BFWD	<b>\$19.00</b>
GST	\$1.73
CLERK 1	No.000067 00001

### Printing a Soft Check (Pro Forma)

1. Enter the number of the guest check, press the **Table#** (CHECK#) key:



2. Press **Print Check** (PRINTCHK) to print the complete check. the **Print Check** (PRINTCHK) key will automatically service the check:



#### Receipt Example:

DATE 01/05/2012 TUE	TIME 08:30
TABLE#	<b>#123</b>
NEW BALANCE	\$0.00
BFWD	<b>\$19.00</b>
GST	\$1.73
CLERK 1	No.000068 00001

DATE 01/05/2012 TUE	TIME 08:30
TABLE#	<b>#123</b>
PBAL	\$19.00
CHICKEN	\$7.00
STEAK	\$10.00
GARLIC BREAD	\$2.00
NEW BALANCE	\$0.00
BFWD	<b>\$19.00</b>
	CHK # : 1
CLERK 1	No.000068 00001

## Deposit or Part Payment of the Table (Account)

1. Enter the number of the guest check, press the **Table#** (CHECK#) key:

1 2 3 TABLE#

2. To enter a Deposit or Account payment, simply enter the amount given and press the tender type followed by the **New Balance** (SERVICE):

1 5 0 0 CASH

NEW  
BALANCE

### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
TABLE#		#	<b>123</b>
	** PAYMENT **		
CASH			\$15.00
NEW BALANCE			\$0.00
BFWD			<b>\$4.00</b>
GST			\$1.73
CLERK 1	No.000070		00001

## Finalise the Table to Close Account

1. Enter the number of the guest check, press the **Table#** (CHECK#) key:

1 2 3 TABLE#

2. Press the **FINALISE** key then enter amount tendered as you would normally tender a transaction, with **CASH**, **CHECK**, or one of the **CHARGE** keys. If the tender is greater than the balance due, change is displayed.

FINALISE

5 0 0 CASH

### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
TABLE #		#	<b>123</b>
CHECKS PAID			\$19.00
TOTAL			\$19.00
PAYMENT			<b>\$15.00</b>
CASH			\$5.00
CHANGE			\$1.00
GST			\$1.73
CLERK 1	No.000071		00001

DATE	01/05/2012 TUE	TIME	08:30
TABLE #		#	<b>123</b>
CHICKEN			\$7.00
STEAK			\$10.00
GARLIC BREAD			\$2.00
CASH			\$15.00
CHANGE			\$0.00
CHECKS PAID			\$19.00
TOTAL			\$19.00
PAYMENT			\$15.00
CASH			\$5.00
CHANGE			\$1.00
GST			\$1.73
		CHECK #	: 2
CLERK 1	No.000071		00001

## Paying a Soft Check without Payment Key required to Close Check

1. Enter the number of the guest check, press the **CHECK #** key:

1 2 3 CHECK#

or, if you entered a table number, enter the table number and press the **TABLE** key:

3 TABLE

2. Pay the balance, as you would normally tender a transaction, with **CASH**, **CHECK**, or one of the **CHARGE** keys. If the tender is greater than the balance due, change is displayed.

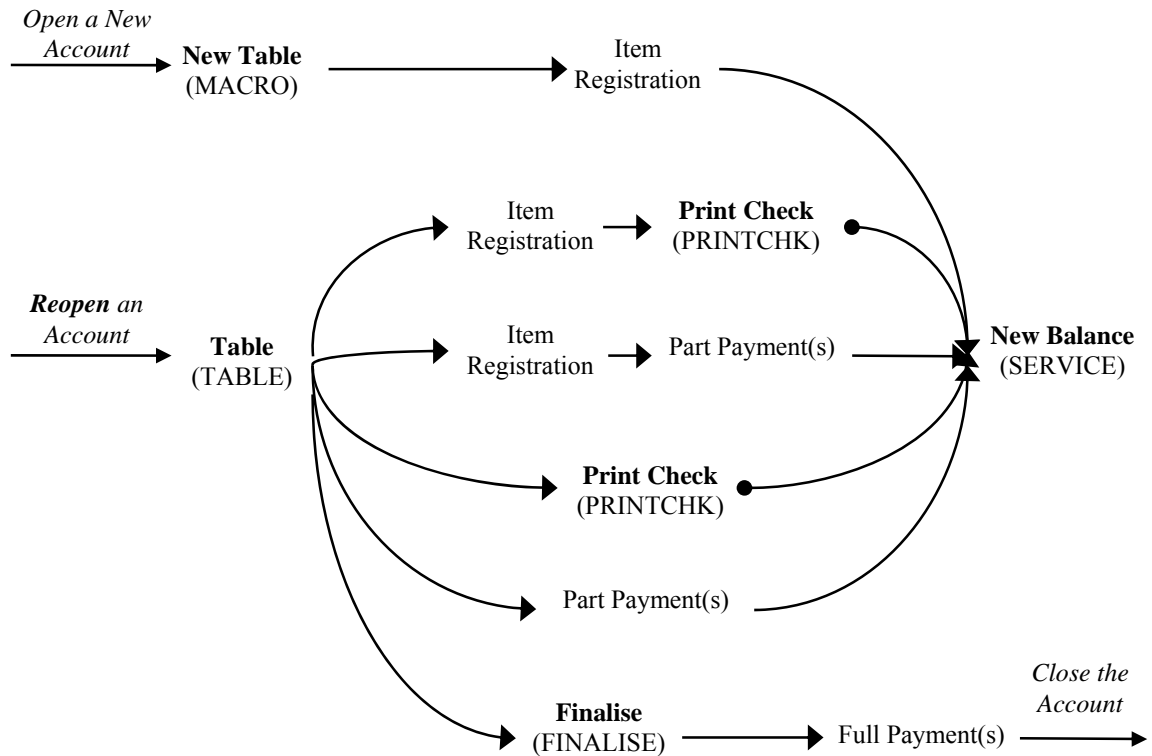
2 0 0 0 CASH

### Receipt Example:

DATE 01/05/2012 TUE	TIME 08:30
CHECK #	<b># 123</b>
PBAL	\$19.00
TABLE	#3
CHECKS PAID	\$19.00
CASH	<b>\$20.00</b>
CHANGE	\$1.00
	CHK # : 2
CLERK 1	No.000069 00001

## Advanced Operation - Table Transfer

For Advanced Operation, 1 additional function key - **TABLE** - is need for **Table Transfer** along with those 4 function keys - **CHECK#**, **SERVICE**, **PRINTCHK**, and **FINALISE** for **Table Management**.



In a Restaurant Billing situation, the **TABLE** function key is used to assign an additional table number to an account. This "Table #" represents the number of each table in the restaurant.

In Advance Operation, as **TABLE** function key is in use, The **CHECK #** function is recommended to rename to "**Bill #**" in order to distinguish this key from the **TABLE** function key.

With default settings, more then one **Bill (CHECK #)** may be assigned to same table. To avoid this happening, please set "**One Check Per Table**" to **Yes**.



To maximise the convenience and minimise the complexity, the recommend programming is:

**In Service Mode:**

1. Program an additional **MACRO** function key to keyboard. **MACRO 1 ~ 4** have been programmed on the default keyboard. Do this only if those 4 **MACRO** keys has been used for some other features. Please see **6.KEY ASSIGNMENT** for detail.

**In Program Mode:**

1. Program the “**New Table**” **MACRO** key with key sequence “**TABLE → CHECK #**” in **PGM-Mode**. Please see **MACRO (Program Mode → PAGE DOWN → 00)** for detail.
2. Program **CHECK#** function keys with “**Assigned by Register**” sets to **Yes** in **PGM-Mode**. Please see **Function Keys** for detail.

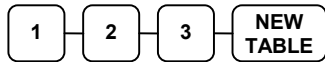
---

**NOTE :** There are more settings related to **CHECK #** and **TABLE** keys in printing on **function key themselves** and in **Print Option**, please contact your dealer for detail.

---

## Opening a New Table (Account)

1. Enter the number of the Table, press the **New Table** (MACRO) key:



2. Register the items you wish to sell.
3. To total the posting, press **New Balance** (SERVICE):

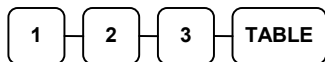


Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
CHECK #			<b>#1</b>
TABLE			<b>#123</b>
CHICKEN			\$7.00
STEAK			\$10.00
NEW BALANCE			\$17.00
BFWD			<b>\$17.00</b>
GST			\$1.55
CLERK 1	No.000066		00001

## Re-Open the Table (Account) and Add More Items

1. Enter the number of the Table, press the **Table** (TABLE) key:



2. Register the next items you wish to sell.
3. To total the posting, press **New Balance** (SERVICE):

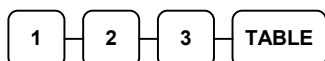


Receipt Example:

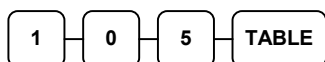
DATE	01/05/2012 TUE	TIME	08:30
CHECK #			<b>#1</b>
TABLE			<b>#123</b>
GARLIC BREAD			\$2.00
NEW BALANCE			\$2.00
BFWD			<b>\$19.00</b>
GST			\$1.73
CLERK 1	No.000067		00001

## To Transfer a Table

1. Enter the number of the Table, press the **Table** (TABLE) key:



2. Enter the number of the New Table, press the **Table** (TABLE) key:



3. To store this Table Transfer, press **New Balance** (SERVICE):



Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
CHECK #			<b>#1</b>
TABLE			<b>#123</b>
TABLE			<b>#105</b>
NEW BALANCE			\$0.00
BFWD			<b>\$19.00</b>
GST			\$1.73
CLERK 1	No.000067		00001

---

NOTE : After Transfer Table, the account has to open with new table number.

---

## Additional Operation - Guest Number and Tip

For Additional Operation, 2 additional function keys - **GUEST** and **TIP** - are involved for **Guest Number** and **Tip** amount recording for **Table Management**.

The **GUEST** function key is used to record number of customers in an account for reference. The number of guest can be entered any time while an account remains open.

The **Tip** function key is used to record amount of tip has been given. A Tip can be recorded at any time after **SUBTOTAL** is pressed while an account remains open.

### *Enter Number of Guest (when Reopen an Account)*

1. Enter the number of the Table, press the **Table** (TABLE) key:



2. Enter the number of the Guest, then press **GUEST** key:



3. To store this Guest number entry in to the account, press **New Balance** (SERVICE):

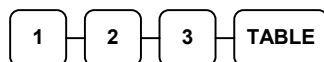


Receipt Example:

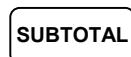
DATE 01/05/2012 TUE	TIME 08:30
CHECK #	# 1
TABLE	# 1 2 3
GUEST	# 3
NEW BALANCE	\$ 0.00
BFWD	\$ 19.00
GST	\$ 1.73
CLERK 1	No.000067 00001

### *Enter a Tip (when Reopen an Account)*

1. Enter the number of the Table, press the **Table** (TABLE) key:



2. Press **SUBTOTAL** key



3. Enter the amount of the Tip, then press **TIP** key:



4. To store this Tip entry, press **New Balance** (SERVICE):



Receipt Example:

DATE 01/05/2012 TUE	TIME 08:30
CHECK #	# 1
TABLE	# 1 2 3
SUBTOTAL	\$ 19.00
TIP	\$ 5.00
NEW BALANCE	\$ 5.00
BFWD	\$ 24.00
GST	\$ 1.73
CLERK 1	No.000067 00001

---

## Scale Operations

The *SPS-300 Series* can be interfaced to an optional load-cell scale. The scale interface allows direct entry of an item's weight using the **SCALE** function. You can also choose "manual entry" scale operation if you are working with a standalone scale that is not interfaced to the cash register.

- PLUs must be set to "**scalable**" status to allow scale multiplication. If you attempt an entry into a PLU that has been programmed "**scalable**", an error tone will sound and the operator will be prompted to make a scale entry.
- PLUs can be set to "**auto scale**" status to speed up scale entries by automatically retrieving the weight on the scale and multiplying the amount entered.

A tare is the amount of weight accounted for by the container or packaging. By entering a tare weight (as required by law in some areas) the weight of the container is subtracted and only the true weight of the product is measured on the scale. By entering the tare number (1-5) the operator can automatically subtract the predetermined container weight when a product is on the scale.

- PLUs can be set to "**auto tare**" status to automatically subtract one of the pre-programmed tare weights when the PLU is registered.

Refer to the Manual to set your scale options. See:

- **Service Mode Programming, Function Key Assignment** to program **SCALE** and **TARE** keys on the keyboard.
- **Service Mode Programming, RS232C Port 1,2,3 or 4 Options** to program a scale to one of the ports.
- **Program Mode Programming, Function Key Programming** to set options for the **SCALE** and **TARE** keys.
- **Program Mode Programming, PLU Programming** to set **scalable**, **auto scale**, or **auto tare** status on the PLUs.

---

NOTE: Decimal point key is only used for weight (kg) entry, **never** for dollar amount.

---

## Direct Scale Entry

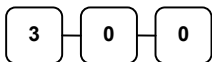
Place a product on the scale and access the **SCALE** function to display the weight on the cash register. Then make the appropriate entry; the PLU must have "**SCALABLE**" status.

1. Place an item on the scale.
2. Press the **SCALE** key.



3. Note that the weight is displayed on the screen. Enter the price per **kilo** on the number pad. *Do not use the decimal key.*

For example, for \$3.00, enter:



4. Press a **scalable** PLU.

For example, press PLU **1**:



### Receipt Example:

DATE 01/05/2012 TUE	TIME 08:30
PLU1	\$4.50
1.500kg @ \$3.00/kg	
TOTAL	\$4.50
CASH	<b>\$4.50</b>
CLERK 1	No.000077 00001

## Tare Weight Entry

1. Place an item on the scale.
2. Enter the pre-programmed tare number.  
Press the **TARE** key.

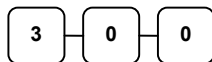


3. Press the **SCALE** key.



4. Note that the weight, less the tare weight, is displayed on the screen. Enter the price per kilo on the number pad. **Do not use the decimal key.**

For example, for \$3.00, enter:



5. Press a PLU.

For example, press PLU **1**:



### Receipt Example:

DATE 01/05/2012 TUE	TIME 08:30
PLU1	\$4.47
1.490kg @ \$3.00/kg	
ROUND	-0.02
TOTAL	\$4.45
CASH	<b>\$4.45</b>
CLERK 1	No.000079 00001

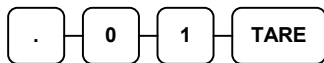
## Manual Tare Weight Entry

1. Place an item on the scale.
2. Enter the manual tare number, **5**. Press the **TARE** key:



3. Enter the weight of the tare.

For example, enter **.01**, press the tare key:

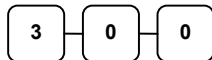


4. Press the **SCALE** key.



5. Note that the weight, less the tare weight, is displayed on the screen. Enter the price per **kilo** on the number pad. *Do not use the decimal key.*

For example, for \$3.00, enter:



6. Press a PLU.

For example, press PLU **1**:



### Receipt Example:

DATE	01/05/2012 TUE	TIME	08:30
PLU1			\$4.47
	1.490kg @ \$3.00/kg		
ROUND			-0.02
TOTAL			\$4.45
CASH			<b>\$4.45</b>
CLERK 1	No.000080		00001

## Automatic Scale Entry

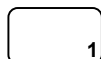
Place a product on the scale and make the appropriate PLU entry. The PLU must be set with "AUTO SCALE" & "SCALABLE" status.

1. Place an item on the scale.
2. Press a PLU key, if the item is a preset item, or enter the price per **kilo** on the number pad. *Do not use the decimal key.*

For example, for \$3.00, enter:



3. Press a PLU.
- For example, press PLU 1:



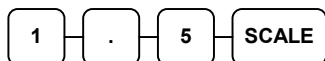
### Receipt Example:

DATE 01/05/2012 TUE	TIME 08:30
PLU1	\$4.50
1.500kg @ \$3.00/kg	
TOTAL	\$4.50
CASH	<b>\$4.50</b>
CLERK 1	No.000078 00001

## Manual Weight Entry

Operators can make manual weight entries if the item has been programmed to accept them. You must use the decimal key to enter fractional manual weights.

1. Place an item on the scale.
2. Enter the weight using the decimal key for fractional weights. Press the **SCALE** key:

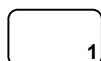


3. Enter the price per **kilo** on the number pad. *Do not use the decimal key.*

For example, for \$3.00, enter:



4. Press a PLU.
- For example, press PLU 1:



### Receipt Example:

DATE 01/05/2012 TUE	TIME 08:30
PLU1	\$4.50
1.500kg MANUAL WT. @ \$3.00/kg	
TOTAL	\$4.50
CASH	<b>\$4.50</b>
CLERK 1	No.000081 00001



# X Mode

---

## Manager Mode

Turn the control lock to the **X** position to display the **MANAGER MODE** menu:

```
MANAGER MODE      ↓
0.MANAGER OPERATION
1.X REPORTS
2.DECLARATION
3.REG. PRINT FORMAT
4.STOP RECEIPT PRINTING
5.STOP JOURNAL PRINTING
6.TRAIN MODE
```

Press **PAGE DOWN** to view the remainder of the **MANAGER MODE** menu:

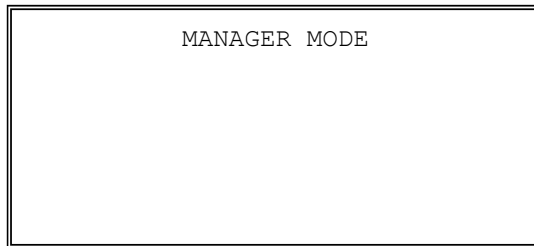
```
MANAGER MODE      ↑
7.E.J. OPERATION
8.NOT FOUND PLU
```

---

## Manager Operation

Choose Manager Operation to access the Manager Mode screen, where operations allowed only with manager control can be performed.

1. From the **MANAGER MODE** menu press **0** to enter manager mode:



2. The **MANAGER MODE** screen displays.
3. Complete the operation requiring manager control.

---

## X Reports

X reports read, but do not reset, totals and counters within a report.

1. From the **MANAGER MODE** menu press **1** to select X Reports:

```
MANAGER MODE
* ENTER REPORT# TO ISSUE
  X REPORT
* PRESS CASH TO VIEW REPORT LIST
* PRESS ESC TO RETURN
  TO MANAGER MODE MENU
```

2. If you know the number of the report you wish to generate, enter the number and press **ENTER (CASH)**. If you wish to look up the report number, press **ENTER (CASH)** to view the X Report List, then press the number of the report you wish to generate.

```
          X REPORT LIST          PG1 ↓
0.FINANCIAL
1.TIME
2.PLU
3.CLERKS
4.GROUPS
5.DAY
6.STOCK
```

Press **PAGE DOWN** to view the second page of reports:

```
          X REPORT LIST          PG2 ↑
7.CLERK TIME
8.OPEN CHECK
9.DRAWER TOTALS
00.TRAIN FINANCIAL
DEC. MIX & MATCH
```

3. When a report is selected, the **X REPORT OPTIONS** screen displays:

```
          X REPORT OPTIONS
RPT# :                FINANCIAL
1. TYPE :                0←
   0:DAILY 1:PERIOD
2. 0:PRINT 1:DISPLAY    0
3. IRC                0
   0:STANDALONE
   1:ALL 2:SELECT
```

4. Select the TYPE (DAILY or PERIOD), PRINT or DISPLAY, and the IRC configuration. Refer to the explanations in the table below. Press **ENTER (CASH)** after each selection. After the last selection, the report will start.

5. If IRC is SELECT, then the register selection displays:

```

          X REPORT OPTIONS
RPT# :                FINANCIAL
1. TYPE :                0
   0:DAILY 1:PERIOD
2. 0:PRINT 1:DISPLAY    0
3. IRC                  2
#  1Y←2N 3N 4N 5N 6N 7N 8N 9N
   10N 11N 12N 13N 14N 15N 16N

```

6. Press the **YES/NO** key at each register # to select whether you wish to include each register in the consolidated report. Press **ENTER (CASH)** after each selection. According to the IRC Options in Service Mode, the report will print after the selection passes the maximum machine number in the IRC network.

NOTE: When machine number selected (set to **Y**) within IRC Network does not present, the report will not be printed and an error message "IRC NOT READY (#)" will show on the display with beep. (*# is the machine number of the machine not available*)

## X Report Options Table

Page	Field	Description
	<b>TYPE</b>	Select X1 or X2 if available for the selected report.
	<b>OUTPUT</b>	Select PRINT or DISPLAY output.
	<b>IRC</b>	Select STANDALONE, ALL, or SELECT if available for the selected report. If SELECT, the screen will prompt for selection of registers - the screen will initially show the registers available from the from/to IRC register programming, for example if the IRC range is from 1 to 3, then the selection will default to: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <pre>#  1Y 2Y 3Y 4N 5N 6N 7N 8N 9N    10Y 11N 12N 13N 14N 15N 16N</pre> </div>

---

## Cash Declaration

Cash declaration is the process of counting and reporting media in drawer before a report is taken. "Enforce cash declaration" is an option that requires to the operator to declare amounts of media in the drawer before a financial, clerk, or cash in drawer report can be generated. The purpose of this feature is to insure accurate reporting, even in case of an overage. You can enforce declaration by setting the appropriate system option. See "**System Option Programming**".

1. From the **MANAGER MODE** menu press **2** to display the **DECLARATION SCREEN**:

DECLARATION SCREEN.	
CASH	0.00
CHECK	0.00
CHARGE1	0.00
F/S TEND	0.00
TOTAL	0.00

2. At the DECLARATION SCREEN, enter cash amounts, press the **CASH** key. Enter checks individually, or enter a check total, press the **CHECK** key. Enter a charge total, press the **CHARGE1~8** key. Enter Food Stamps, press the **F/S TEND** key. You can make as many entries as you wish, the screen will keep running totals. You may wish to use the **X/TIME** key to multiply. For example if you are declaring 37 quarters, you can enter **37**, press **X/TIME**, enter **25**, then press **CASH**. The result is added to the cash declared running total on the screen.
3. When you have completed declaration entries, press the **CASH** key again to finalize and total your declaration. The screen will display the total declared input, the drawer total and the difference (over/short).

DECLARATION SCREEN.	
INPUT AMT	31.00
DRAWER TTL	17.00
DIFFERENCE	-14.00

---

## Register Print Format

You can designate the *SPS-300* printer to print either a receipt, or a sales journal. If you select journal format, the preamble/postamble will not print. If you select receipt format, the preamble/postamble will print and the receipt will feed sufficiently for paper tear-off.

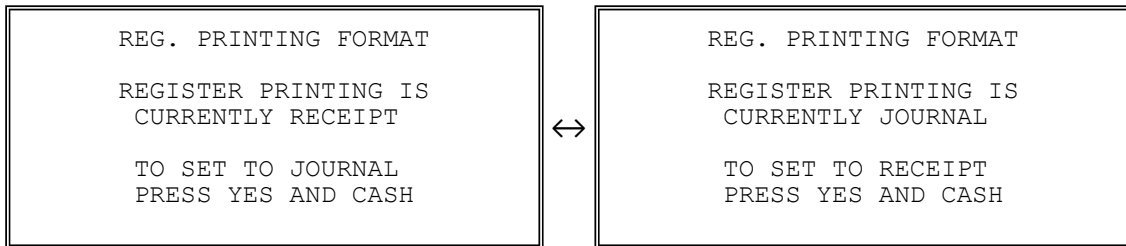
1. From the **MANAGER MODE** menu press **3** to set the receipt format:

REG. PRINTING FORMAT

REGISTER PRINTING IS  
CURRENTLY RECEIPT

TO SET TO JOURNAL  
PRESS YES AND CASH

2. The **REG. PRINTING FORMAT** screen displays. Press the **YES/NO** key to toggle from receipt to journal format. The screen will display the current status. Press **ENTER (CASH)** to set the new format.



---

## Stop Receipt Printing

You can turn the receipt printer to an *on* or *off* condition. In the *off* condition transactions will not be printed, but reports will continue to print, if requested.

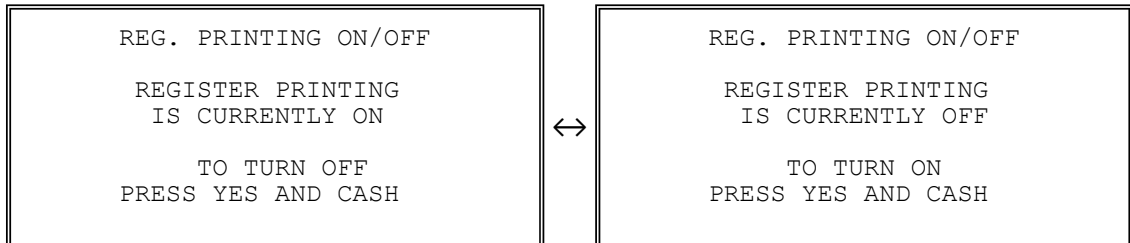
1. From the **MANAGER MODE** menu press **4** to set printing on or off:

REG. PRINTING ON/OFF

REGISTER PRINTING  
IS CURRENTLY ON

TO TURN OFF  
PRESS YES AND CASH

2. The **REG. PRINTING ON/OFF** screen displays. Press the **YES/NO** key to toggle from on to off. The screen will display the current status. Press **ENTER (CASH)** to set.



---

## Stop Journal Printing

You can turn the journal printer to an *on* or *off* condition. In the *off* condition transactions will not be printed on journal side.

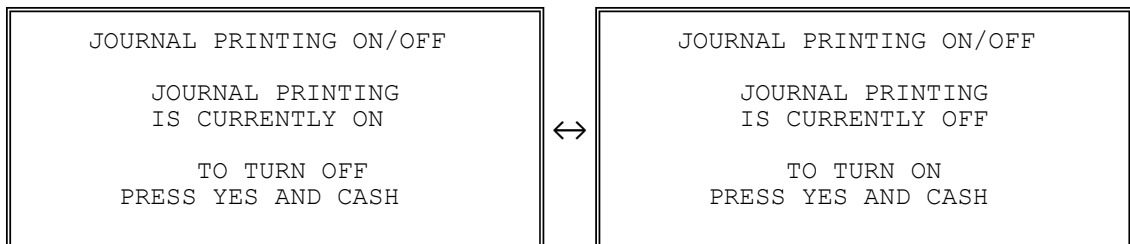
1. From the **MANAGER MODE** menu press **5** to set printing on or off:

JOURNAL PRINTING ON/OFF

JOURNAL PRINTING  
IS CURRENTLY ON

TO TURN OFF  
PRESS YES AND CASH

2. The **JOURNAL PRINTING ON/OFF** screen displays. Press the **YES/NO** key to toggle from on to off. The screen will display the current status. Press **ENTER (CASH)** to set.



---

## Training Mode

A training mode is available so that the register can be operated, to practice registrations, without updating totals and s. If you choose to use training mode, you must set a training mode password (see "**Program Mode → Training Mode Password**").

---

NOTE: If you make registrations to check tracking numbers in training mode, remember that the check tracking total **will** be updated. Remember to pay, or clear any check tracking registrations before resuming normal operations.

---

1. From the **MANAGER MODE** menu press **6** to enter or exit training mode:

```
ENTER/EXIT TRAINING

REGIST. IS CURRENTLY
NOT IN TRAINING
TO ENTER TRAINING,
ENTER 4 DIGIT PASSWD
AND PRESS CASH
```

2. The **ENTER/EXIT TRAINING** screen displays. The screen will display the current status. To enter training mode, type your four digit password (you must enter preceding zeros) and press **ENTER (CASH)**. To exit training mode, type **0000** and press **ENTER (CASH)**.

```
ENTER/EXIT TRAINING

REGIST. IS CURRENTLY
NOT IN TRAINING
TO ENTER TRAINING,
ENTER 4 DIGIT PASSWD
AND PRESS CASH

*****
```

```
ENTER/EXIT TRAINING

REGIST. IS CURRENTLY
IN TRAINING
TO EXIT TRAINING,
ENTER '0000'
AND PRESS CASH
```

→

```
ENTER/EXIT TRAINING

REGIST. IS CURRENTLY
IN TRAINING
TO EXIT TRAINING,
ENTER '0000'
AND PRESS CASH

*****
```

---

NOTE: If you forget your password, please contact your dealer.

---



---

## E.J. Operation

An electronic journal feature is available on the *SPS-300*. The electronic journal captures the sales journal in the register memory. If you intend to use the electronic journal, you must allocate sufficient memory (see "Memory Allocation ".) and activate the journal and set related journal capture options (see "**Program Mode → System Option Programming**").

Use this program to print all or selected parts of the journal memory. Please note, this program will not clear the electronic journal. See "**Z (Reset Report) Mode → Reset Electronic Journal**" to clear the E.J.

1. From the **MANAGER MODE** menu press **7** to print the electronic journal:

```
ELECTRONIC JOURNAL      ↓
0.PRINT ALL EJ
1.PRINT ONLY CASH
2.PRINT ONLY CHECK
3.PRINT ONLY MISC TEND
4.PRINT ONLY %
5.PRINT ONLY RA/PO
6.PRINT ONLY RETURN
```

2. Press **PAGE DOWN** to view the remaining electronic journal options:

```
ELECTRONIC JOURNAL      ↑
7.PRINT ONLY ERR.CORR/VOID
8.PRINT ONLY NOSALE
9.PRINT ONLY CANCEL
00.PRINT BY CLERK
```

3. Type the digit that represents the portion of the electronic journal you wish to print. If you select **00** for print by clerk, you will be prompted to enter the appropriate clerk number.

```
ELECTRONIC JOURNAL
CLERK NO? (1-10)      0←
```

---

## Not Found PLU Report

A **Not Found PLU Report** is available to print out up to **50** newly programmed PLUs which are programmed through item registration procedure. You can print out this report if you wish to complete programming for those PLUs. PLU# will print first then followed by PLU name.

1. On **X (Manager) Mode** screen (either the first page or the second page, press **8**, then the **Not Found PLU Report** will print.

MANAGER MODE	↓
0.MANAGER OPERATION	
1.X REPORTS	
2.DECLARATION	
3.REG. PRINT FORMAT	
4.STOP RECEIPT PRINTING	
5.STOP JOURNAL PRINTING	
6.TRAIN MODE	

OR

MANAGER MODE	↑
7.E.J. OPERATION	
8.NOT FOUND PLU	

# Z Mode

---

## Reset Report Mode

Turn the control lock to the **Z** position to display the **RESET REPORT MODE** menu:

```
RESET REPORT MODE  ↓
0.Z REPORTS
1.RESET E.J
2.PC COMMUNICATION
3.MIX & MATCH PROGRAM
4.MIX & MATCH SCAN
5.PLU LOOKUP PROGRAM
6.AGE VERIFICATION
```

Press **PAGE DOWN** to view the remainder of the **RESET REPORT MODE** menu:

```
RESET REPORT MODE  ↑
7.RESET NOT FOUND PLU
```

---

## Z Reports

Z reports read, then reset totals within a report.

1. From the **RESET REPORT MODE** menu press **1** to select Z Reports:

```
RESET REPORT MODE
* ENTER REPORT# TO ISSUE
  Z REPORT
* PRESS CASH TO VIEW REPORT LIST
* PRESS ESC TO RETURN
  TO MANAGER MODE MENU
```

2. If you know the number of the report you wish to generate, enter the number and press **ENTER (CASH)**. If you wish to look up the number, press **ENTER (CASH)** to view the Z Report List, then press the number of the report you wish to generate.

```
          Z REPORT LIST          PG1 ↓
0.FINANCIAL
1.TIME
2.PLU
3.CLERKS
4.GROUPS
5.DAY
6.STOCK
```

Press **PAGE DOWN** to view the second page of reports:

```
          Z REPORT LIST          PG2 ↑
7.CLERK TIME
8.OPEN CHECK
00.TRAIN FINANCIAL
DEC. MIX & MATCH
```

3. When a report is selected, the **Z REPORT OPTIONS** screen displays:

```
          Z REPORT OPTIONS
RPT# :                FINANCIAL
1. TYPE :                0←
   0:DAILY 1:PERIOD
2. 0:PRINT                0
3. IRC                    0
   0:STANDALONE
   1:ALL 2:SELECT
```

4. Select the TYPE (DAILY or PERIOD and the IRC configuration. Refer to the explanations in the table below. Press **ENTER (CASH)** after each selection. After the last selection, the report will start.

5. If IRC is SELECT, then the register selection displays:

```

          Z REPORT OPTIONS
RPT# :                FINANCIAL
1. TYPE :                0
   0:DAILY 1:PERIOD
2. 0:PRINT                0
3. IRC                    2
# 1Y←2N 3N 4N 5N 6N 7N 8N 9N
   10N 11N 12N 13N 14N 15N 16N
    
```

6. Press the **YES/NO** key at each register # to select whether you wish to include each register in the consolidated report. Press **ENTER (CASH)** after each selection. According to the IRC Options in Service Mode, the report will print after the selection passes the maximum machine number in the IRC network.

### Z Report Options Table

Page	Field	Description
	<b>TYPE</b>	Select Z1 or Z2 if available for the selected report.
	<b>OUTPUT</b>	Select PRINT output.
	<b>IRC</b>	Select STANDALONE, ALL, or SELECT if available for the selected report. If SELECT, the screen will prompt for selection of registers - the screen will initially show the registers available from the from/to IRC register programming, for example if the IRC range is from 1 to 3, then the selection will default to: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <pre> # 1Y 2Y 3Y 4N 5N 6N 7N 8N 9N    10Y 11N 12N 13N 14N 15N 16N                 </pre> </div>

---

## Reset Electronic Journal

An electronic journal feature is available on the *SPS-300*. The electronic journal captures the sales journal in the register memory. If you intend to use the electronic journal, you must allocate sufficient memory (see "Memory Allocation".) and activate the journal and set related journal capture options (see "System Option Programming").

Use this to clear the journal memory. The journal will not be printed. To read all or selected parts of the E.J., see "**X (Manager) Mode → E.J. Operation**".

1. From the **RESET REPORT MODE** menu press **2** to clear the electronic journal:

RESET ELECT. JOURNAL
ARE YOU SURE ?
NO

2. The screen asks: **ARE YOU SURE ?**. Press the **YES/NO** key to toggle to yes, then press **ENTER (CASH)** to clear the report.

RESET ELECT. JOURNAL
ARE YOU SURE ?
YES

---

NOTE: When reset Electronic Journal, no journal will print but "**ELECTRONIC JOURNAL RESET**".

Receipt Example:

DATE 01/05/2012 TUE	TIME 08:30
ELECTRONIC JOURNAL RESET	
CLERK 1	No.000011 00001

---

## PC Communication

In *SPS-300*, there is no special commands to enter PC Online Mode.

However, you must have one of the RS232C ports configured for PC communications. See "**Service Mode Programming → 8.RS232 PORT**" for detail.

When the PC sends commands to ECR, the ECR will automatically go to the PC Online Mode if correctly connected.

---

## Mix & Match Program

There are 99 **Mix and Match Tables** available in the *SPS-300*. This table is linked to **PLU** status in **PROGRAM MODE**.

1. From the **RESET REPORT MODE** menu press **3** to select **MIX & MATCH No.** The **MIX & MATCH** screen displays:

MIX & MATCH	
ENTER MIX & MATCH NUMBER (1-99)	0←

2. Enter the number of the **MIX & MATCH TABLE** you wish to program, press **ENTER (CASH)**.

MIX & MATCH	
M & M 1	
COUNT :	0←
AMOUNT :	0.00

3. Enter the count (**number of items to buy**) and amount to be deducted (**reduce price**), press **ENTER (CASH)**.

---

## Mix & Match Program Scan

You can make a printed record of your Mix & Match program. This program scan will print only **non-zero** Mix & Match group.

---

## PLU Lookup Program

You can assign up to fifteen **PLU LOOK UP** keys on the keyboard. (See “Function Key Assignment” in the “Service Mode Programming” chapter). Each of the **PLU LOOK UP** keys can be programmed here to list specific PLUs.

1. From the **RESET REPORT MODE** menu press **5** to select **PLU LOOKUP PGM**. The **PLU LOOKUP PGM** screen displays:

```
PLU LOOKUP PROGRAM

PUSH LOOKUP NUMBER
TO BE PROGRAMMED
AND PRESS CASH
(1-15)                                0←
```

2. Enter the number of the **PLU LOOKUP** key you wish to program, press **ENTER (CASH)**.

```
1.                                0←
2.                                0
3.                                0
4.                                0
5.                                0
6.                                0
7.                                0
8.                                0
```

3. With the cursor pointed at the first position of the **PLU LOOKUP** screen, select a PLU by typing the PLU number and pressing **ENTER (CASH)**. The descriptor for the PLU will display, and the cursor will advance to the next position.

```
1.                                PLU9
2.                                0←
3.                                0
4.                                0
5.                                0
6.                                0
7.                                0
8.                                0
```

4. Continue to select PLUs for the **PLU LOOKUP** key as necessary. If you are editing an existing **PLU LOOK UP** key, press **ENTER (CASH)** to advance the cursor without changing the current line.
5. If you wish to remove an item from the **PLU LOOKUP** key, place the cursor on the line to be removed, press the **VOID** key.
6. Press **ESC** to return to the **RESET REPORT MODE** menu and save changes.



---

## Age Verification

In most areas, the sale of tobacco and/or alcoholic beverages to minors is prohibited. The *SPS-300* offers an age verification feature that helps control the sale of restricted items by forcing the operator to enter a birth date before a controlled item can be registered. If the date entered shows that the customer has not yet reached the appropriate age, the item cannot be registered. This feature serves as a reminder to check the customer's identification.

Because different categories of items might require different ages (for example, alcohol might require age 21, while tobacco might require age 18) up to five different age categories can be defined.

This program allows you to set the required age for each of the five available age categories. See "Group Programming" in the "Program Mode Programming" chapter to link an age category to groups of PLU items.

NOTE: When age verification is implemented, an age entry is required only for the first controlled item from each age category.

1. From the **RESET REPORT MODE** menu press **6** to select **AGE VERIFICATION**. The **AGE VERIFICATION** screen displays:

AGE VERIFICATION	
1.	0←
2.	0
3.	0
4.	0
5.	0

2. Enter the age required for the first group of age-restricted items, press **ENTER (CASH)**. (For example, enter 21 if the sale of liquor requires an age of 21. You must also program the age verification category of "1" for all groups of liquor items).
3. If other items are to be restricted by a different age, program additional age verification groups as necessary.
4. Press **ESC** to return to the **RESET REPORT MODE** menu and save changes.

---

## Reset Not Found PLU Report

A **Reset Not Found PLU Report** is available to reset the report. This function will still print the NOT Found PLU Report then reset it. On the report, PLU# will print first then followed by PLU name.

1. On **Z (Reset Report) Mode** screen (either the first page or the second page), press **7**, then a **Not Found PLU Report** will print then the report will be reset.

RESET REPORT MODE	↓
0.Z REPORTS	
1.RESET E.J	
2.PC COMMUNICATION	
3.MIX & MATCH PROGRAM	
4.MIX & MATCH SCAN	
5.PLU LOOKUP PROGRAM	
6.AGE VERIFICATION	

OR

RESET REPORT MODE	↑
7.RESET NOT FOUND PLU	

# Service Mode Programming

---

## Overview

The **Service Mode Programming** requires careful reading. You may want to contact your dealer for assistance. The following procedures are available in the Service Mode Programming.

- *Memory All Clear (Clear All Memory back to factory default)*
- *Hardware Tests*
- *Clear all totals*
- *Clear grand total*
- *Clear/Delete PLU file*
- *EPROM Information*
- *Memory Allocation*
- *Assignment of functions to keyboard locations*
- *IRC (Inter Registers Communication) Options*
- *RS232C Port 1, 2, 3 & 4 Options.*
- *SD Card Operations*
- *PC Utility Operations*

Turn the key to the **SM** position (one position clockwise from the **PGM** position) to display the **SERVICE MODE** menu:

```
                SERVICE MODE                ↓  
0.H/W TEST  
1.CLEAR ALL TOTALS  
2.CLEAR GRAND TOTAL  
3.CLEAR PLU FILE  
4.FLASHROM INFORMATION  
5.MEMORY ALLOCATION  
6.KEY ASSIGNMENT
```

Press **PAGE DOWN** to view the remainder of the **SERVICE MODE** menu:

```
                SERVICE MODE                ↑  
7.IRC OPTIONS  
8.RS232C PORT  
9.SD CARD OPERATION
```

---

## Memory All Clear

Before you use your *SPS-300 Series Electronic Cash Register* for the first time, you must perform a **Memory All Clear** to insure that all totals and counters are cleared and that the factory default program is installed.

---

**CAUTION: The procedures described in this area are security sensitive. Clearing all or parts of the memory may cause damage or loss to the program. Do not share this information with unauthorised users and distribute the special SERVICE-Mode key only to those you may want to perform these functions.**

---

Perform "Clear All Totals", or "Clear PLU File" if you wish to clear only parts of memory. Complete clearing of all memory areas and installation of the default program can be done through the following special procedure:

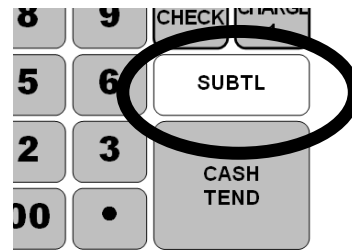
### Memory All Clear (RAM All Clear)

#### *To Perform a Memory All Clear (reset memory completely)*

1. Turn the power switch located on the right side of the register to the **OFF** position.
2. Turn the control lock to the **S** position (one past PGM position, a **hidden position**).
3. *For SPS-320/340 (150 key Flat keyboard Models)*  
Press and hold the key position where the **CHECK** key is located on the default keyboard layout.  
*For SPS-325/345 (98 key Raised keyboard Models)*  
Press and hold the key position where the **SUBTOTAL** key is located on the default keyboard layout.

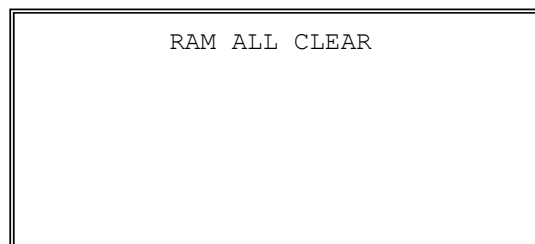


↑ SPS-320/340

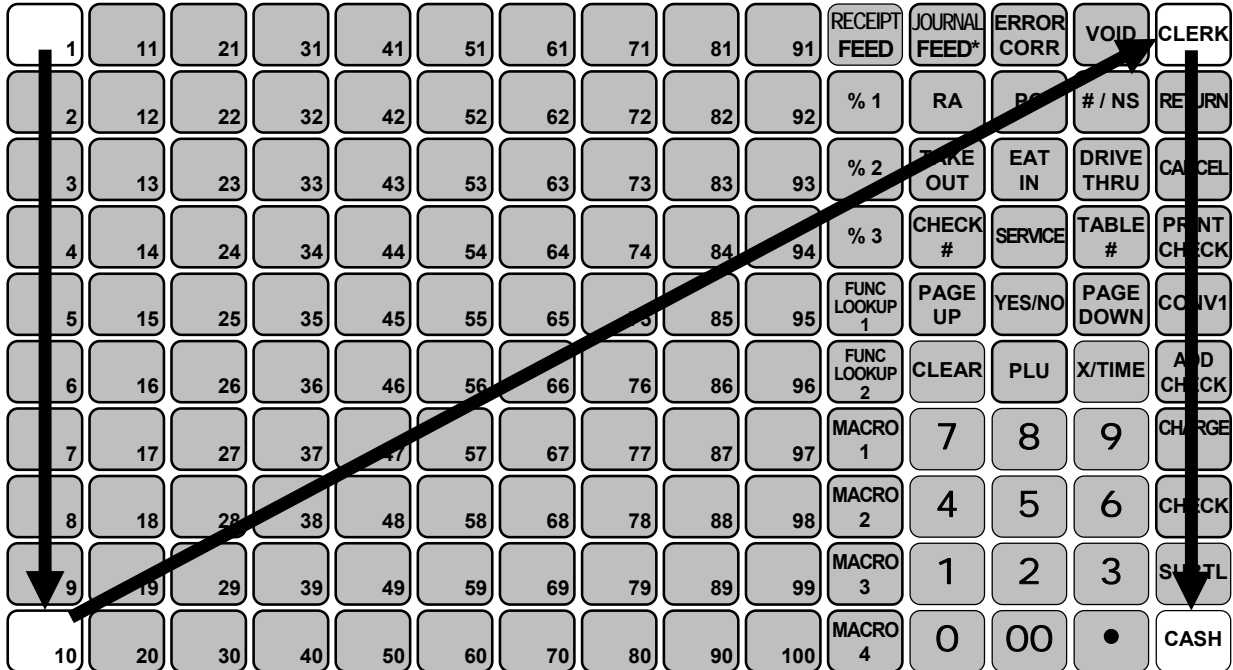


↑ SPS-325/345

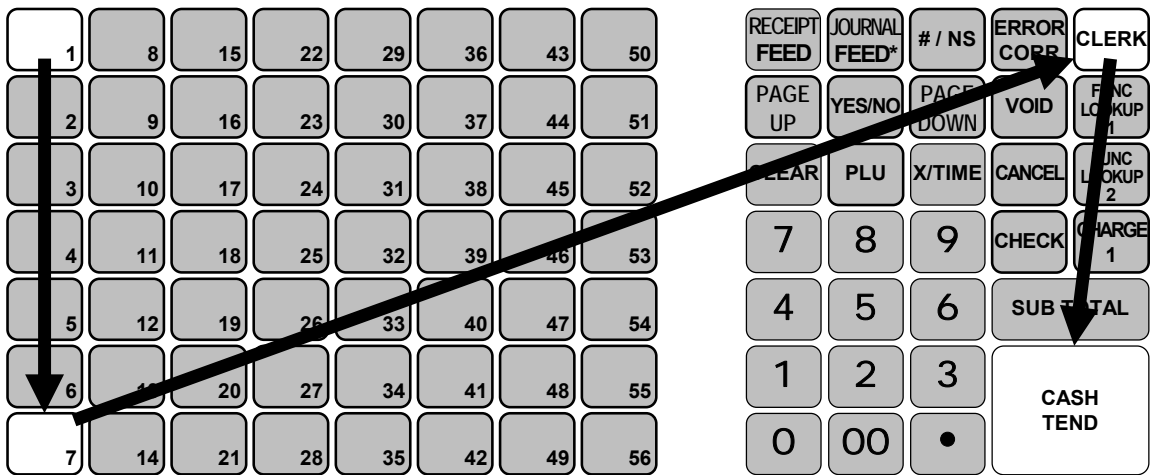
4. Continue to hold the **CHECK** button while turning the power switch to the **ON** position.
5. After the BEEP, release the **CHECK** button, **RAM ALL CLEAR** will appear on the display.



6. Press the **upper left button** (PLU #1) of the keyboard, then the **lower left button** (PLU #10), then the **upper right button** (CLERK), and finally press the **lower right button** (CASH). After each button press, a ← symbol appears on the lower line of display.



↑ SPS-320/340



↑ SPS-325/345

```

RAM ALL CLEAR
← ← ← ←
RAM (16M)
  
```

7. After a while, **OK** appear on the right side of “**RAM (16M)**”, then “**Please Wait ....**” appears last on the display.

```
RAM ALL CLEAR
← ← ← ←
RAM (16M)                                OK
Please Wait ....
```

8. The display then shows **2-STATION PRINTER : 'CASH' Key 1-STATION PRINTER : 'CLEAR'**.

For an *SPS-320/325* (one printer station), press **CLEAR**  
For an *SPS-340/345* (two printer stations), press **CASH**

```
2-STATION PRINTER : 'CASH' Key
1-STATION PRINTER : 'CLEAR' Key
```

9. The display then shows **AUTO CUT : 'CASH' Key NO CUT : 'CLEAR' Key**.

If you want Auto Cutter to be **enable**, press **CASH**  
If you want Auto Cutter to be **disable**, press **CLEAR**

```
AUTO CUT : 'CASH' Key
NO CUT : 'CLEAR' Key
```

---

NOTE: AUTO CUTTER can be enable/disable in **PROGRAM MODE → SYSTEM OPTION → pg 17**.

---

10. The display now shows **USB PORT (SERIAL4) : 'CASH' Key RJ45 (SERIAL4) : 'CLEAR' Key**.

For Australian standard model, Serial Port #4 is an USB port, unless modified. Please have a look at **the back panel inside the cover below Customer Display**.

Press **CASH** if the COM Port #4 is a **USB socket**  
Press **CLEAR** when COM Port #4 is an **RJ45 Socket**.

```
USB PORT (SERIAL4) : 'CASH' Key
RJ45      (SERIAL4) : 'CLEAR' Key
```

---

NOTE: Please check port arrangement prior to making the decision.

---

11. The RAM All Clear procedure is finished, then you will see **"Please Wait ...."** for the following IRC Status test.

```
Please Wait ....
```

When IRC network is functioning, a **"\*\*  
ETHERNET LINK SUCCESS!!! \*\*"**  
will print.

Receipt Example:

```
** ETHERNET LINK SUCCESS!!! **
```

or...

When test result fails, an **"\*\*  
ETHERNET LINK FAIL!!! \*\*"** will  
print. This is when the register is either a  
**Standalone** unit, or there is a problem on  
the IRC network.

Receipt Example:

```
** ETHERNET LINK FAIL!!! **
```

---

NOTE: Please see **Clerk Sign-On/Sign-Off** for detail when **CLOSED** appears on the display after IRC Status Test.

---



---

## Hardware Test

Various components of the *SPS-300* can be tested by using this program.

1. From **SERVICE MODE** menu press **0** to display the **H/W TEST** menu:

```
                H/W TEST                ↓
0 .TEST PRINTER
1 .TEST DISPLAY
2 .TEST KEYBOARD
3 .TEST MODE
4 .TEST RS-232
5 .TEST MCR
6 .TEST DALLAS
```

- Press **PAGE DOWN** to view the remainder of the **H/W TEST** menu:

```
                H/W TEST                ↑
7 .TEST SD CARD
8 .PRINTING PATTERN
```

2. Press the digit representing the test you wish to perform. See the table that follows for notes about each test.

## Hardware Test Table

Page	Test	Description
1	<b>PRINTER</b>	A printer test pattern is printed. The H/W TEST menu automatically returns when the test is complete.
	<b>DISPLAY</b>	A display test is initiated. The H/W TEST menu automatically returns when the test is complete.
	<b>KEYBOARD</b>	The display indicates: "KEYBOARD TEST". Press any key location to display its' position. Turn the key lock to end the test.
	<b>MODE</b>	Check the mode lock with this test. As you turn the key lock, the display will show the current position. Return the key to the <b>SERVICE</b> position to end the test.
	<b>RS-232</b>	Select LOOP TEST PORT 1,2,3,4 or LOOP TEST IRC. (to loop test port 1,2,3 or 4 , a loop back connector must be in place; to loop test IRC, the IRC cable must be connected between all registers.) Then after a moment, the display indicates NG (not good) or OK.
	<b>IRC RANGE</b>	This test checks communication with each register programmed in IRC options. Reports pass or fail.
	<b>TEST MCR</b>	Check the MCR. (MCR must be in placed). Select this menu and then swiped the card through the machine.
2	<b>TEST DALLAS</b>	Check the DALLAS. Select this menu and then contacted the Dallas key.
	<b>TEST SD CARD</b>	Check the SD CARD. After insert the SD CARD in slot, select this menu.

---

## Clear All Totals

This section clears all totals and counters, including the grand total. The **Clear All Totals** will **not** change your program.

1. From **SERVICE MODE** menu press **1** to display the **CLEAR ALL TOTALS** screen:

```
          CLEAR ALL TOTALS
ARE YOU SURE ?                N←
```

2. Press the **YES/NO** key to display **Y** at the "**ARE YOU SURE ?**" question. Press **ENTER (CASH)**.

```
          CLEAR ALL TOTALS
ARE YOU SURE ?                Y←
```

3. The display reads: "PLEASE WAIT". The message "**ALL TOTAL CLEAR**" is printed and the screen returns to the **SERVICE MODE** menu.

Receipt Example:

```
DATE 01/05/2012 TUE    TIME 08:30
=====
ALL TOTAL CLEAR
=====
CLERK 1      No.000011    00001
```

```
Please Wait ....
```

→

```
          SERVICE MODE
0.H/W TEST
1.CLEAR ALL TOTALS
2.CLEAR GRAND TOTAL
3.CLEAR PLU FILE
4.FLASHROM INFORMATION
5.MEMORY ALLOCATION
6.KEY ASSIGNMENT
```

---

## Clear Grand Total

This section clears only the grand total.

1. From **SERVICE MODE** menu press **2** to display **CLEAR GRAND TOTALS** screen:

```
CLEAR GRAND TOTAL
ARE YOU SURE ?      N←
```

2. Press the **YES/NO** key to display **Y** at the "**ARE YOU SURE ?**" question. Press **ENTER (CASH)**.

```
CLEAR GRAND TOTAL
ARE YOU SURE ?      Y←
```

3. The message "GRAND TOTAL CLEAR" is printed and the screen returns to the **SERVICE MODE** menu.

Receipt Example:

```
DATE 01/05/2012 TUE    TIME 08:30
=====
GRAND TOTAL CLEAR
=====
CLERK 1      No.000011    00001
```

```
SERVICE MODE      ↓
0.H/W TEST
1.CLEAR ALL TOTALS
2.CLEAR GRAND TOTAL
3.CLEAR PLU FILE
4.FLASHROM INFORMATION
5.MEMORY ALLOCATION
6.KEY ASSIGNMENT
```

---

## Clear/Delete PLU File

This section clears/deletes the entire PLU file, including totals, counters and programming.

1. From SERVICE MODE menu press **3** to display the CLEAR PLU FILE screen:

```
CLEAR PLU FILE
ARE YOU SURE ?           N←
```

2. Press the **YES/NO** key to display **Y** at the "ARE YOU SURE ?" question. Press **ENTER (CASH)**.

```
CLEAR PLU FILE
ARE YOU SURE ?           Y←
```

3. The message "PLU FILE CLEAR" is printed and the screen returns to the **SERVICE MODE** menu.

Receipt Example:

```
DATE 01/05/2012 TUE    TIME 08:30
=====
PLU FILE CLEAR
=====
CLERK 1                No.000011    00001
```

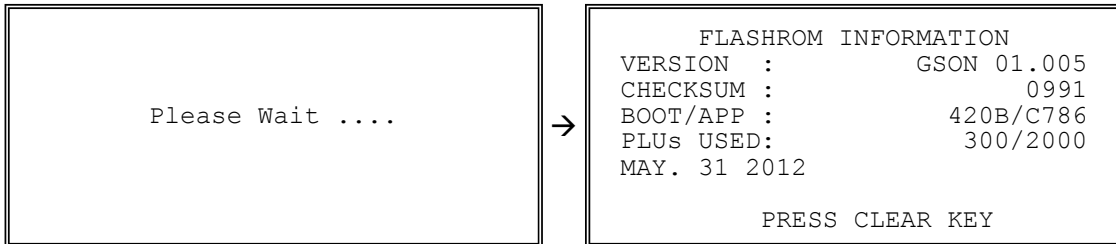
```
SERVICE MODE           ↓
0.H/W TEST
1.CLEAR ALL TOTALS
2.CLEAR GRAND TOTAL
3.CLEAR PLU FILE
4.FLASHROM INFORMATION
5.MEMORY ALLOCATION
6.KEY ASSIGNMENT
```

---

## FlashROM Information

This section displays the version, check sum and date of the FlashROM. You may be asked to check you EPROM version if you contact your dealer for assistance. You should also verify that all registers in an IRC configuration have the same version FlashROM.

1. From SERVICE MODE menu press **4**. The "PLEASE WAIT" message displays momentarily until the *SPS-300* EPROM INFO screen displays:



2. Press **CLEAR** to return to the **SERVICE MODE** menu.

---

## Memory Allocation

---

NOTE: You must step through every memory allocation field to implement new memory allocation. If you press **CLEAR**, at any field you will abort memory allocation processes without making changes. Changing this has important consequences. Please consult your dealer.

---

1. At the **SM** control lock position menu, press **5** for Memory Allocation programming. The **MEMORY ALLOCATION** screen displays:

MEMORY ALLOCATION.	
TTL AVAIL :	1855488
TTL USED :	318867
# PLUS	2000←
# LEVELS (1-5)	1
# CLERKS	10
# GROUP TOTALS	20

Press **PAGE DOWN** to view the remainder of the **MEMORY ALLOCATION** options:

MEMORY ALLOCATION.	
TTL AVAIL :	1855488
TTL USED :	318867
# EJ LINES	1000←
# CHECKS	10
Y=HARD/N=SOFT CHK	N
# LINES/SFT CHK	50

2. **The** total available memory is displayed on the first line of the screen (TTL AVAIL). The total memory currently allocated is displayed on the second line of the screen (TTL USED). The TTL USED field is updated when you complete a change and press **ENTER (CASH)** on each option.  
  
Starting at the PLUs field, enter the quantity of each memory variable. Press **ENTER (CASH)** after each entry, and the cursor will move to the next variable. Page 2 of Memory Allocation will display after the # OF GROUP TOTALS field is set:
3. Continue filling each variable until complete. Press **ENTER (CASH)** after setting the last field, "# LINES/SFT CHK". The screen will display "ARE YOU SURE?". N (No) will display as the default answer to the question. If you wish to implement the new allocation you have entered, press the **YES/NO** key, then press **ENTER (CASH)**
4. The message "PLEASE WAIT . . ." displays when successful. The display will remain in Memory Allocation screen, with "MEMORY ALLOCATION SIZE OVER" docket printed, followed by "INVALID ENTRY" on the display with beep! if you attempt to allocate features requiring more memory than is available.
5. The **SERVICE MODE** menu screen displays when memory allocation programming is completed.

# Function Key Assignment

Any key location may be reprogrammed with a function from the list of available functions. The default program installs the functions as they are shown with the standard key legends.

To change the function on a specific key:

1. At the **SM** control lock position menu, press **6** for Key Assignment programming. The **KEY ASSIGNMENT** screen displays:

```

KEY ASSIGNMENT

PUSH KEY TO BE
PROGRAMMED

0←
    
```

2. Press any key location. The current key assignment is displayed:

```

KEY ASSIGNMENT

KEY NUMBER :           337
CURRENT ASSIGNMENT
                    CONV1
ENTER NEW CODE,
PRESS CASH

0←
    
```

3. When the function key code of the new function key is already known, just enter the key code, then press **ENTER (CASH)** key,

```

KEY ASSIGNMENT

KEY NUMBER :           337
CURRENT ASSIGNMENT
                    CONV1
ENTER NEW CODE,
PRESS CASH

379←
    
```

or,

Press **PAGE DOWN** key to start browsing the function key list, then **PAGE UP** or **PAGE DOWN** key to browse through the function key list on the operator display,

FUNCTION	KEYCODE		FUNCTION	KEYCODE
-----				
NLU#1 - NLU#300 (1-300)			PFEED	378
ONE	301	→	PRICEINQ	379
TWO	302		PRINT CHK	380
THREE	303		PROMO	381
FOUR	304		RA1	382
FIVE	305		RA2	383



When the function key you want appear on the display, type the key code number you wish to place and the screen returns to the **KEY ASSIGNMENT** screen then press **ENTER (CASH)**.

```
KEY ASSIGNMENT
KEY NUMBER :           337
CURRENT ASSIGNMENT
                    CONV1
ENTER NEW CODE,
PRESS CASH
                    379←
```

4. The **KEY ASSIGNMENT** screen displays again, with additional info “**PRESS CASH TO EXIT**”. Press **CASH** as **Enter** to exit.

```
KEY ASSIGNMENT
PUSH KEY TO BE
PROGRAMMED
PRESS CASH TO EXIT
                    0←
```

5. Press the **ENTER (CASH)** key to finalize current function key assignment, or **ESC (CLEAR)** key to cancel the programming.

```
KEY ASSIGNMENT
PRESS CASH TO
SAVE CHANGES
OR
PRESS ESCAPE TO EXIT
WITHOUT SAVING
```

6. The current function key assignment is finished. The screen go back to **SM Mode**. If more function keys are about to be assigned, repeat the procedure from **Step 1**.

```
SERVICE MODE ↓
0.H/W TEST
1.CLEAR ALL TOTALS
2.CLEAR GRAND TOTAL
3.CLEAR PLU FILE
4.FLASHROM INFORMATION
5.MEMORY ALLOCATION
6.KEY ASSIGNMENT
```

---

**NOTE 1:** Numeric keys (0-9), **CLEAR/ESC**, and **CASH/ENTER** cannot be removed from the keyboard unless they have been assigned to a new keyboard location. This protects the programmer from accidentally removing keys that are required for register programming and operations.

**NOTE 2:** If you wish to program the **CASH/ENTER** key, select it immediately after selecting **KEY ASSIGNMENT** from the **SERVICE MODE** menu. After the initial key is programmed, the **CASH/ENTER** key is used to finalize the program.

---

## Function Code Table

Code	Function	Code	Function	Code	Function	Code	Function
1	NLU 1	334	CHECK #	369	MOD 3	404	JFEED (SPS-34x ONLY)
~ 300	~ NLU 300	335	CLEAR (ESC)	370	MOD 4		
301	Numeric 1	336	CLERK	371	MOD 5	405	INACTIVE
302	Numeric 2	337	CONV 1	372	PBAL	406	NONADD #
303	Numeric 3	338	CONV 2	373	PAGE DOWN	407	CASH OUT
304	Numeric 4	339	CONV 3	374	PAGE UP	408	NOT USED
305	Numeric 5	340	CONV 4	375	PO1	409	NOT USED
306	Numeric 6	341	DVTHR	376	PO2	410	MACRO11
307	Numeric 7	342	EATIN	377	PO3	411	MACRO12
308	Numeric 8	343	ERRCORR	378	PFEED	412	MACRO13
309	Numeric 9	344	FSHIFT	379	PRICE INQ	413	MACRO14
310	Numeric 0	345	F/S SUB	380	PRINT CHK	414	MACRO15
311	Numeric 00	346	F/S TEND	381	PROMO	415	MACRO16
312	DECIMAL	347	FUNCLK1	382	RA1	416	MACRO17
313	#/NS	348	FUNCLK2	383	RA2	417	MACRO18
314	%1	349	GUEST	384	RA3	418	MACRO19
315	%2	350	PLU	385	SUBTOTAL	419	MACRO20
316	%3	351	LEVEL 1	386	SCALE	420	PLU LOOKUP1
317	%4	352	LEVEL 2	387	SERVICE	421	PLU LOOKUP2
318	%5	353	LEVEL 3	388	TABLE	422	PLU LOOKUP3
319	X/TIME	354	LEVEL 4	389	TARE	423	PLU LOOKUP4
320	ADDCHK	355	LEVEL 5	390	TKOUT	424	PLU LOOKUP5
321	CANCEL	356	MACRO1	391	TAXEXMT	425	PLU LOOKUP6
322	CASH	357	MACRO2	392	GST	426	PLU LOOKUP7
323	CHARGE1	358	MACRO3	393	TAX 2	427	PLU LOOKUP8
324	CHARGE2	359	MACRO4	394	TAX 3	428	PLU LOOKUP9
325	CHARGE3	360	MACRO5	395	TAX 4	429	PLU LOOKUP10
326	CHARGE4	361	MACRO6	396	TIME IN/OUT	430	PLU LOOKUP11
327	CHARGE5	362	MACRO7	397	TIP	431	PLU LOOKUP12
328	CHARGE6	363	MACRO8	398	VOID	432	PLU LOOKUP13
329	CHARGE7	364	MACRO9	399	WASTE	433	PLU LOOKUP14
330	CHARGE8	365	MACRO10	400	YESNO	434	PLU LOOKUP15
331	CHKCASH	366	RETURN	401	VALIDATION	435	NOT USED
332	CHKENDOR	367	MOD 1	402	FINALISE	~ 446	~ NOT USED
333	CHECK	368	MOD 2	403	RCPT ON/OFF		

## IRC Options

NOTE: When IRC feature is activated, All register number in the IRC network have to be start from #1 and **be numbered contiguously**. If one unit is removed from the IRC network, you need to fill the gap in order to make the register number contiguous and then change following settings accordingly.

The following screen image shows the example of register **number 1** in a **4 unit IRC network**.

1. At the **SM** control lock position menu, press **7** for IRC Option programming. The **IRC OPTIONS** screen displays:

```

                IRC OPTIONS
REG# (1-16)                1←
STORE#                    000000
FROM REG#                 1
TO REG#                   4
IRC RETRIES (0-99)       3
#SHARE KP REG# (1-16)    1
    
```

2. Press **PAGE DOWN** to view the remainder of the **IRC OPTIONS** menu:

```

                IRC OPTIONS
#SHARE CHKTRACK REG# (1-16) 2←
    
```

3. Refer to the table below to fill the fields on the **IRC OPTIONS** screen.
4. Press the **CLEAR** key to finalize and return to the **SERVICE MODE** screen.

### IRC Options Table

Page	Field	Description
	<b>REG#</b>	Enter the IRC number of this register (1-16).
	<b>STORE#</b>	Enter the store number. ( <b>Do not change this if not advised to do so</b> )
	<b>FROM REG#</b>	Enter the first register number in the IRC system.
	<b>TO REG#</b>	Enter the last register number in the IRC system.
	<b>IRC RETRIES</b>	Each retry equals approximately 0.5 seconds.
	<b>SHARE KP REG#</b>	Enter the Register# connected to common shared KP. Please set <b>CHECK #</b> function key accordingly.
	<b>SHARE CHKTRACK REG#</b>	Enter the Register# to manage Check# file. Please set <b>CHECK #</b> function key accordingly.

## RS232C/USB Port 1/2/3/4 Options

- At the **SM** control lock position menu, press **8**, then select proper RS232C Port by enter the number represent the port for programming.

```

RS232 PORT

1. RS232 PORT 1
2. RS232 PORT 2
3. RS232 PORT 3
4. RS232 PORT 4
  
```

- The appropriate **PORT PROGRAM** screen displays (Port #1 for example):

```

PORT 1 PROGRAM      pg1
BAUD RATE           6←
0:9600  1:1200    2:2400
3:4800  4:19200   5:38400
6:57600  7:115200
PARITY CHECK                0
0:NONE  1:ODD  2:EVEN
DATA BITS (0:8 1:7)        0
  
```

- At each field, press **ENTER (CASH)** to view the selections. Enter the digit representing your selection from the pop-up window.
- Press **PAGE DOWN** to view page 2 of the RS232C port program:

```

PORT 1 PROGRAM      pg2
STOP BITS (0:1 1:2)  0←
DEVICE FUNCTION      1
-----
0:NONE  1:PC  2:SCL
3:RJ    4:RP  5:KV
6:SCAN  7:COIN  8:EFT
9:POLE
  
```

- Press **PAGE DOWN** to view page 3 of the RS232C port program:

```

PORT 1 PROGRAM      pg3
INITIAL FEEDING LINE ON KP
(0-20)              0←
ENDING FEEDING LINE ON KP
(0-20)              7
INITIAL FEEDING LINE ON SLIP
(0-20)              0
  
```

6. Press **PAGE DOWN** to view page 4 of the RS232C port program:

```
PORT 1 PROGRAM      pg4
PRINT LINE ON GUEST CHECK
(0-50)                                0←
SCALE TYPE          0
0:NCI              1:CAS
PRINTER TYPE       0
0:NONE
1:SAM4S ELLIX 10
```

7. Press **PAGE DOWN** to view page 5 of the RS232C port program:

```
PORT 1 PROGRAM      pg5
PRINTER TYPE        0←
2:SAM4S ELLIX 20II
3:SAM SRP-250
4:SAM SRP-350
5:CITIZEN 3550/3551
6:CITIZEN 810
7:CITIZEN 230
```

8. Press **PAGE DOWN** to view page 6 of the RS232C port program:

```
PORT 1 PROGRAM      pg6
PRINTER TYPE        0←
8:EPSON TM-T88-2
9:EPSON U200
10:EPSON U295
11:EPSON U300
12:EPSON U325
13:EPSON U375
```

9. Press **PAGE DOWN** to view page 7 of the RS232C port program:

```
PORT 1 PROGRAM      pg7
PRINTER TYPE        0←
14:STAR SP-200
15:STAR SP-298
16:STAR SP-300
17:STAR TSP-200
```

10. Press **PAGE DOWN** to view page 8 of the RS232C port program:

```
PORT 1 PROGRAM      pg8
POLE DISPLAY TYPE   0←
0:EPSON             1:CITIZEN
EFT TYPE            0
0:NONE              1:INGENICO
2:TYRP EFTPOS      3:NZINGENICO
RESERVED
```

11. Refer to "RS232C Settings Screen Program Notes" on the next page to fill the fields for each port.
12. Press the **CLEAR** key to finalize and return to the **SERVICE MODE** screen.

## RS232C Settings Screen Program Notes

Page	Field	Description
1	<b>BAUD RATE</b>	Select proper baud rate from the list. <b>COM#1 defaults to 6 (57600)</b> , COM#2~#4 default to 0 (9600).
	<b>PARITY</b>	Select between 0 (NONE), 1 (EVEN), or 2 (ODD) from list. 0 (NONE) is default.
	<b>DATA BITS</b>	Select 0 (8) or 1 (7) from the list. 0 (8) is default.
2	<b>STOP BITS</b>	Select 0 (1) or 1 (2) from the list. 0 (1) is default.
	<b>DEVICE FUNCTION</b>	Enter the number represents the device you wish to attach to this port from the list. COM#1 and #4 default to 1 (PC), COM#2 and #3 default to 0 (NONE)  Some device function has related feature to select as well:  <b>2 (SCL - Scale) → SCALE TYPR (pg4)</b> <b>3 (RJ - Remote Journal) → PRINTER TYPE (pg4 - 7)</b> <b>4 (RP - Remote Printer) → PRINTER TYPE (pg4 - 7)</b> <b>8 (EFT - EFTPOS) → EFT TYPE (pg8)</b> (not for AU market) <b>9 (POLE - Pole Display) → POLE DISPLAY TYPE (pg8)</b>
3	<b>INITIAL FEEDING LINE ON KP (0-20)</b>	Enter the number as the number of lines will be advanced before the content of KP starts to print when a external printer (RP - Remote Printer) is used.
	<b>ENDING FEEDING LINE ON KP (0-20)</b>	Enter the number as the number of lines will be advanced after the content of KP has been printed when a external printer (RP - Remote Printer) is used.
	<b>INITIAL FEEDING LINE ON SLIP (0-20)</b>	Enter the number as the number of lines will be advanced before printing starts on a new slip when a slip printer is used..
4	<b>PRINT LINE ON GUEST CHECK (0-50)</b>	Enter the number of lines that represent the maximum that can be printed on a single guest check.
	<b>SCALE TYPE</b>	When DEVICE is 2 (SCL), select the scale protocol by enter the number represent the interface on this port.
4 ~ 7	<b>PRINTER TYPE</b>	When DEVICE is 3 (RJ) or 4 (RP), select the printer driver by enter the number represent the printer model on this port.
8	<b>POLE DISPLAY TYPE</b>	When DEVICE is 9 (POLE), select the pole display protocol by enter the number represent the protocol on this port.
	<b>EFT TYPE</b>	Select the digit that represents the EFT type connected to this port.

---

# SD Card Operation

## Programs Backup and Restore

You can use an SD flash memory card to backup and restore the full program. The program data is saved in a separate folder named with the default store name “STORE\_A” where you can change in **Program Mode → System Option → pg18 (page 18)**.

The SD card can also be used to save reports, which can then be viewed on a PC using the *SPS-300* PC Utility. The report data is saved in a separate folder named with current date and time.

---

NOTE: SD cards must be formatted as FAT 32 File Allocation Table format.

---

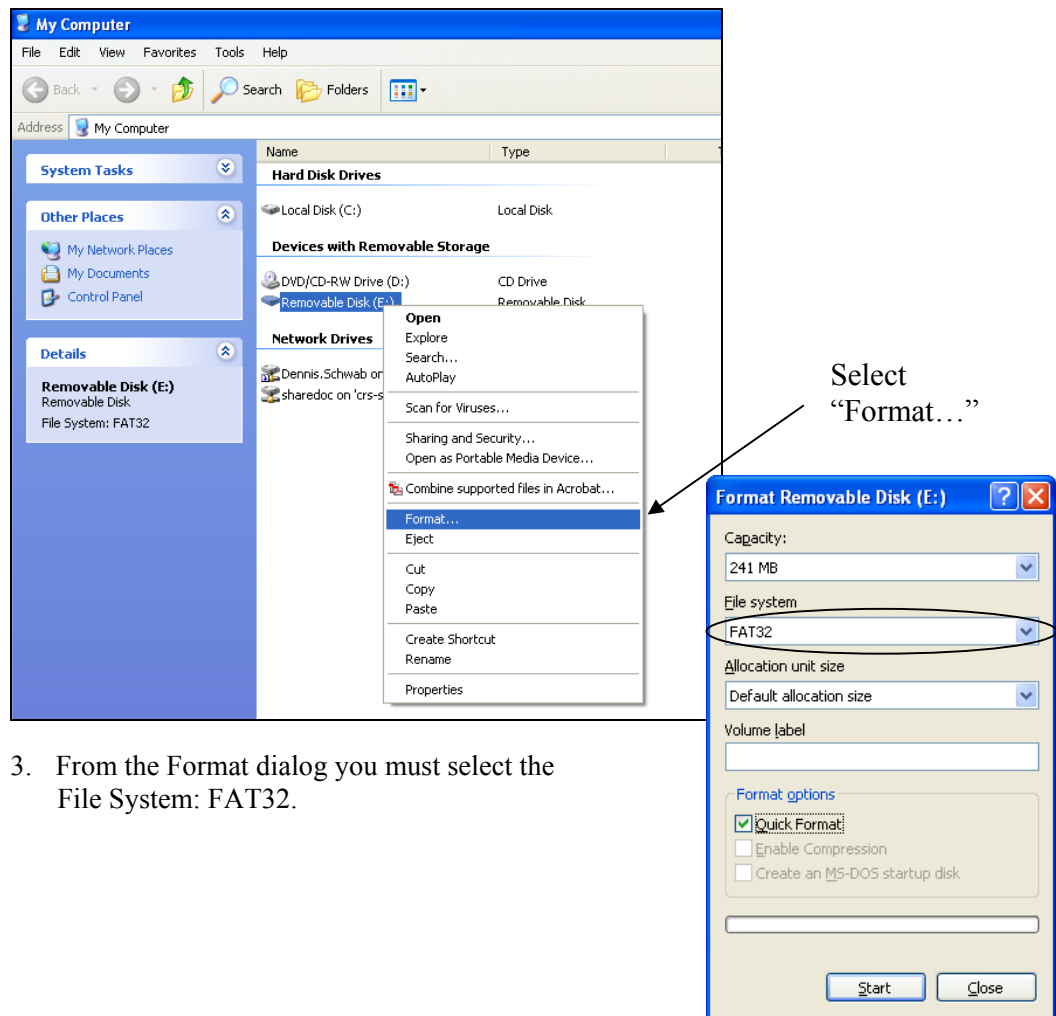
### ***If you are Using an SD Card in SPS-300 for the First Time . . .***

---

CAUTION: Formatting the SD card will clear all data on the SD card and prepare it for use.

---

1. Start Windows Explorer.
2. Select the SD card drive, right click and select *Format*. (Win XP screen shown; slightly different procedures are used with different operating systems.)



3. From the Format dialog you must select the File System: FAT32.

- At the **SM** control lock position menu, press **9** and then select menu for SD Card operation. The appropriate **SD CARD Operation** screen displays:

SD CARD OPERATION
1. PROGRAM BACKUP
2. PROGRAM LOAD
3. REPORT BACKUP
4. PRE-IMAGE LOGO LOAD
5. PRE-IMAGE LOGO BACKUP
6. POST-IMAGE LOGO LOAD
7. POST-IMAGE LOGO BACKUP

### SD Card Operation Table

Page	Field	Description
	<b>Program Backup</b>	Save Program File to <b>SD card</b>
	<b>Program Load</b>	Load Program File to <i>SPS-300</i>
	<b>Report Backup</b>	Save Report File to <b>SD card</b>
	<b>Pre-Image Logo Load</b>	Load Preamble Image File to <i>SPS-300</i>
	<b>Pre-Image Logo Backup</b>	Save Preamble Image File to <b>SD card</b>
	<b>Post-Image Logo Load</b>	Load Postamble Image File to <i>SPS-300</i>
	<b>Post-Image Logo Backup</b>	Save Postamble Image File to <b>SD card</b>



---

## Load/Save Receipt Images

You can load a preamble and postamble image for your *SPS-300* receipt. Before loading, the images must be converted by the PC Utility to .img format. After conversion, they can be loaded directly by connecting a PC to the *SPS-300* or by copying the images to a SD card and loading (or saving the image) using the SD utility program described here.

---

NOTE: After loading the images, you must set **Program Mode** → **Print Options** → **pg14 (page 14)** to activate the image printing.

---

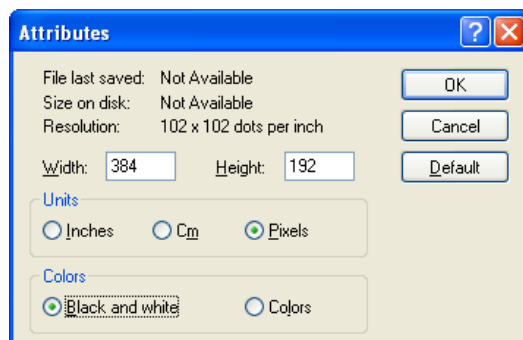
### 1. Preparing a Graphic Logo Bitmap for an *SPS-300* Series

---

The image must be black/white, 384 x 192 pixels, and 10 Kbytes or less in size.

---

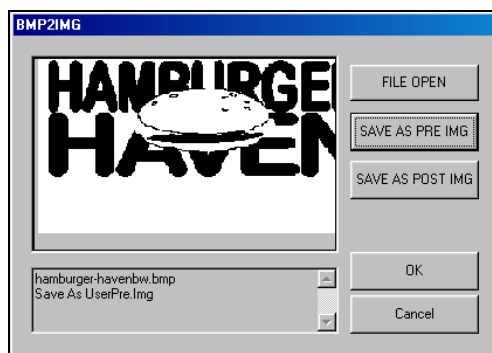
1. Open MS Paint.
2. Open the image file you wish to use.
3. Choose **Attributes** from the **Image** menu. The **Attributes** dialog box displays.



4. The image dimensions must be no larger than 384 pixels wide by 192 pixels high. If the image size in pixels is greater than the maximum, you must resize your image.
  - a. Click OK to exit the Attributes dialog.
  - b. Select your image. (Choose **Select All** from the **Edit** menu.)
  - c. Using the handles of the selected image, resize the image. Keep the image in the upper left corner of the screen.
  - d. Choose **Attributes** from the **Image** menu. The **Attributes** dialog box displays again. Enter 384 in the **Width** field; enter 192 in the **Height** field; select **Pixels** as the unit. Click **OK** to exit the dialog box.
  - e. Your image will be cropped to the 384 x 192 pixel size. If you cropped part of the image you wish to keep, you can undo (Ctrl + Z) and try again. You may have to experiment a bit to resize the image inside the 384 x 192 pixel limit.
5. After the image is sized, select **Black and white** in the **Attributes** dialog.
6. Save your image as type “Monochrome Bitmap (\*.bmp,\*.dib)” and confirm that the size is 10k or less. If you resized your original image, you may wish to rename when you save, so that you preserve a copy of the original image.

## 2. Use the PC Utility to Convert the Image

1. Install the *SPS-300 PC Utility* on your PC.
2. At your PC, start the *SPS-300 PC Utility*. (Select **Start, Programs, SHC PC UTILITY, SPS-300 PC UTILITY**.) The **Store Setting** dialog box displays.
3. If you are starting the *SPS-300 PC Utility* for the first time, you must define a store name, or if a store is already defined, you can select the store from the drop down list. After the store is defined or selected, click **Close**. The PC Utility program starts.
4. Move the .bmp logos you wish to use into the store directory (i.e. C:\SPS-300PC\storename.)
5. At the PC Utility, choose **Convert Logo Image** from the **Utility** menu. The Bmp dialog box displays.
6. Click **FILE OPEN**. Select the bitmap image you wish to use from the **Open** dialog and click the **Open** command button.
7. Click the SAVE AS PRE IMG or SAVE AS POST IMG button.



8. When the image is selected, click **OK**. Verify that the message “Save As UserPre.Img” or “Save As UserPost.Img” displays. If the file is too large, and cannot be loaded, the message “File Size Error” displays.

### 3. Copy the Images to an SD Card

The PC Utility will create two image files:

- USERPRE.IMG
- USERPOST.IMG

They will be located in your PC at:

C:\SPS-300PC\

Copy the images to the following path on your SD card:

SD\SPS300\PgmBack\

---

Important: In the path: **C:\SPS-300PC\, the store name is the name you have defined as the store in the PC Utility.**

NOTE: You must use the same store name in the *SPS-300* Series ECR at System Option.

---

### 4. Load the Images to the Register

#### *via SD Card Operation*

Please refer to **S-Mode, SD Card Operation** for detail.

#### *via PC Utility*

1. At the PC Utility, choose **PreAmble Image** or **PostAmble Image** from the **DownProgram(PC->ECR)** menu.
2. Cash Register should enter PC Online Mode and download procedure should start.
3. When complete, press **OK** to exit from download process.

---

## Flash ROM Updates

The *SPS-300* register software is loaded in a Flash ROM . This program may occasionally be updated by the manufacturer. Your SAM4s dealer can update the software if necessary.

The Flash ROM can be loaded through a PC Utility or by SD card.

---

CAUTION: Flash ROM update by either method must be done by a qualified, trained technician. DO NOT POWER OFF OR ABORT any program loading once it has started. Failure to follow the procedures exactly may cause the program to load incompletely and for the register to fail completely.

---

### Flash ROM Update by SD

The *SPS-300* Flash ROM program is contained in a file named **SPS300.bin**. This file will be provided to the authorized dealer and contains both the Boot program area and the Application program area.

1. At your PC, format the SD Card for FAT32. (See the “*If you are Using an SD Card for SPS-300 the First Time . . .*”)
2. Create a folder named “update” in the root of the SD card.
3. Copy SPS300.bin to: SD\update\.
4. Insert the SD card into the register. (The SD slot is located inside the printer compartment. Remove the security screw and open the flap securing the SD slot. Insert the SD card until you hear a click and the SD card is locked in.)

#### **Boot Area Update**

Update instructions included with the .bin file will tell whether both Boot Area and Application Area updates are required. In most cases you may be instructed only to update the Application Area. For application only updates please see next section. Below is for boot area updates.

1. At the *SPS-300*, turn the control lock to the **S** position.
2. Power off the *SPS-300*.
3. Press and hold the Numeral **1** key on the keyboard. While continuing to hold the Numeral **1** key, turn on the power switch.
4. Release the Numeral **1** Key.
5. The display will flash between blue and red backlight, slowly at first. After a few seconds a rapid beep-beep-beep will be heard, and the display will flash rapidly. The boot update is now complete
6. Turn the ECR power switch OFF and proceed directly to the next step: Application Update.

### ***Application Area Update***

1. Set the control lock to the **S** position.
2. Press and hold the Numeral **2** key on the keyboard. While continuing to hold the Numeral **2** key, turn on the power switch.
3. Release the Numeral **2** Key.
4. The display will flash between blue and red backlight, after a few seconds, the display will continue to flash, but at a slower rate. This continues for about 1-minute while the new program is being loaded. When the load is complete, a rapid beep-beep-beep will be heard, and the display will flash rapidly.
5. Power the register OFF. The Flash ROM update is complete.
6. Remove the SD card from the register.
7. Perform a memory all clear on the ECR. The ECR is now ready to program or to load a previously saved end-user program.

## **Flash ROM update via PC by Flash Utility**

### ***Update Files***

To complete the firmware update, you will be supplied with the following files:

- NEWNET\_DOWN.exe (The update utility program)
- S3xxXXXX.bin ("XXXX" is the version number)

### ***PC Connection Cable***

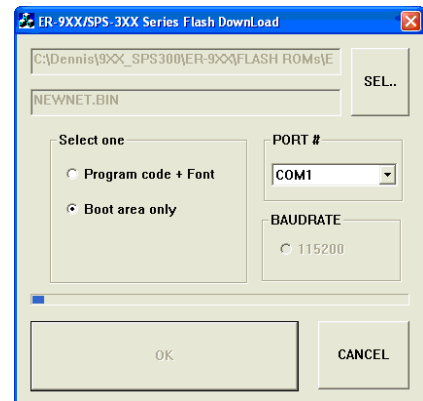
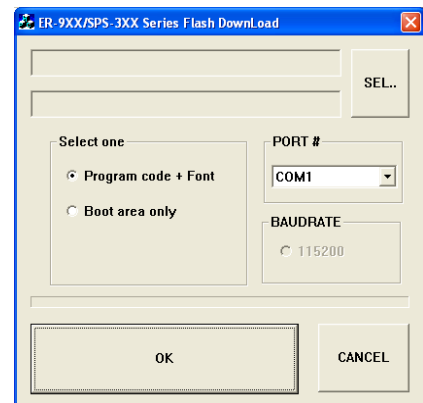
**YOU MUST USE Port #1.** Use the following cable:

- CAB-E101PC9 (Register DB-9F COM 1 to PC DB-9F)

## PC Update - Boot Area

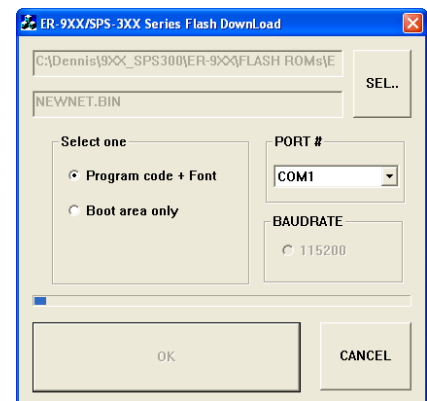
Update instructions included with the .bin file will tell whether both Boot Area and Application Area updates are required. In most cases you may be instructed only to update the Application Area.

1. Connect the Serial Cable From ECR to PC.
2. At the register, turn the control lock to the **S** position.
3. Turn the power switch to the **OFF** position.
4. Press and hold the **CASH** and **CLERK** keys. (Use the keys in their default locations, the upper-right and lower-right keys on the keyboard.)
5. While continuing to hold the **CASH** and **CLERK** keys, turn the power switch to the **ON** position. (The display will illuminate and the error tone will sound beep-beep-beep in quick succession.) Release the keys.
6. At the PC, execute the program "NEWNET\_DOWN.exe". The Download dialog box displays.
7. Select the appropriate com port connection at your PC at the PORT# option buttons.
8. Click **SEL.** find the folder where the update files are located and select S3xxXXXX.bin.
9. Select **Boot Area Only** in the Select One option buttons.
10. Press **OK** Button. The download takes about 30 seconds; the scroll bar will track the progress of the download. At the ECR, the display will flash slowly while the update is taking place.
11. When complete, the message Completed displays on the PC. Click **OK** and the Download program will close. At the ECR, a rapid beep-beep-beep will be heard, and the display will flash rapidly, which indicates the update is complete.
12. Turn the power switch to **OFF** on the register, the **Boot Area** update is complete. Then follow **PC Update - Program Area** steps.



### **PC Update - Program Area**

1. Connect the Serial Cable From ECR to PC.
2. At the register, turn the control lock to the **S** position.
3. Turn the power switch to the **OFF** position.
4. Press and hold the **CASH** and **CLERK** keys. (Use the keys in their default locations, the upper-right and lower-right keys on the keyboard.)
5. While continuing to hold the **CASH** and **CLERK** keys, turn the power switch to the **ON** position. (The display will illuminate and the error tone will sound beep-beep-beep in quick succession.) Release the keys.
6. At the PC, execute the program "NEWNET\_DOWN.exe". The Download dialog box displays.
7. Select the appropriate com port connection at your PC at the PORT# option buttons.
8. Click **SEL.** find the folder where the update files are located and select S3xxXXXX.bin.
9. Select **Program code** in the Select One option buttons.
10. Press **OK** Button. The download takes about 3½ minutes; the scroll bar will track the progress of the download. At the ECR, the display will flash slowly while the update is taking place.
11. When complete, the message Completed displays on the PC. Click **OK** and the Download program will close. At the ECR, a rapid beep-beep-beep will be heard, and the display will flash rapidly, which indicates the update is complete.
12. Turn the power switch to **OFF** on the register, the **Program Area** update is complete.
13. Disconnect the PC cable.
14. Perform a memory all clear on the ECR. The ECR is now ready to program or to load a previously saved end-user program.







# Program Mode Programming

---

## Default Programming

- The first 300 (1 ~ 300) PLUs have been pre-programmed in default program, including all keyboard PLUs. They are preset to **Taxable by GST (Tax1), Preset Price and Overridable on Preset Price**.
- All programming (unless otherwise noted) is done with the control lock in the **PGM-Mode**. Each section details a specific area of register programming.
- The default Tax program is set to **10.000% VAT on Tax 1** and the description is set to **GST** already.

---

## Descriptor Programming Methods

Descriptors are programmable for PLUs, function keys, groups, clerks and the logo/messages. There are two methods available to program descriptors, the *Program Overlay Method* and the *Descriptor Code Method*. *Program Overlay Method* is the default programming method.

### Program Overlay Method

The *Alpha Overlay* layout for each model is shown below. During descriptor programming, the keyboard button function changes to this layout.

When the descriptor field is selected on the program screen, you can simply type the descriptor. Press **ENTER (CASH)** to finalize your descriptor.

**SPS-320/340 (150 Buttons) Alpha Keyboard Overlay**

										RECEIPT FEED	JOURNAL FEED*			
'	"	<	>	-	+	=	:	?						
!	@	#	\$	%	^	&	*	(	)					
Q	W	E	R	T	Y	U	I	O	P					
A	S	D	F	G	H	J	K	L	;		CLEAR	PLU	X/TIME	
Z	X	C	V	B	N	M	,	.	/		7	8	9	
CAPS	DOUBLE	SPACE	SPACE	SPACE	SPACE	SPACE	CAPS	DOUBLE	BACK SPACE		4	5	6	
											1	2	3	SUBTL
											0	00	•	CASH

**SPS-325/345 (91 (or 98) Buttons) Alpha Keyboard Overlay**

A	H	O	V	#	)	"	SPACE	RECEIPT FEED	JOURNAL FEED*				
B	I	P	W	\$	-	,	SPACE						
C	J	Q	X	%	+	.	CAPS	CLEAR	PLU	X/TIME			
D	K	R	Y	^	=	/	DOUBLE	7	8	9			
E	L	S	Z	&	;	<	BACK SPACE	4	5	6	SUB TOTAL		
F	M	T	!	*	:	>		1	2	3	CASH TEND		
G	N	U	@	(	'	?		0	00	•			

## Descriptor Code Method

If you customise your keyboard by covering key locations, or by installing double or quad size keys, you will need to program descriptors using the descriptor code method.

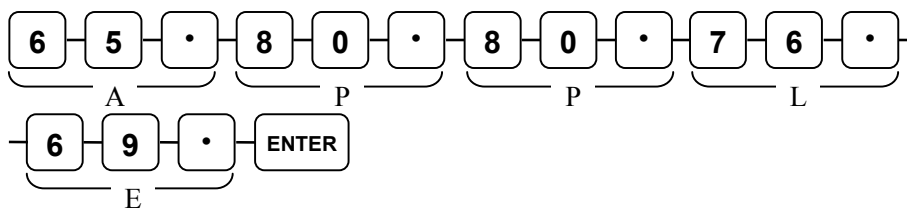
See **Program Mode → System Option → pg17 (page 17)**. You must set the option **PROGRAM DESCRIPTOR BY CODE** to **Y** to use the descriptor code method.

### Program Sequence

1. With the cursor pointed at a descriptor field, refer to the Descriptor Code Chart below and type the code for the first character. Press the decimal “.” key.
2. For each additional character, type the code and press the decimal key. Each character will be displayed as it is entered.
3. Press **ENTER (CASH)** when the descriptor is complete.

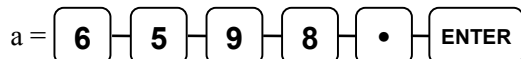
### Program Example

To program the descriptor "APPLE", type:

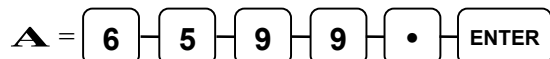


#### Note:

For lower case enter **98** after the descriptor code. For example:



For DOUBLE (wide) characters enter **99** after the descriptor code. For example:



The Descriptor Code Table is on the following page.

**Descriptor Code Table**

Char.	Space	!	"	#	\$	%	&	'	(	)
Code	32	33	34	35	36	37	38	39	40	41
Char.	*	+	,	-	.	/	0	1	2	3
Code	42	43	44	45	46	47	48	49	50	51
Char.	4	5	6	7	8	9	:	;	<	=
Code	52	53	54	55	56	57	58	59	60	61
Char.	>	?	@	A	B	C	D	E	F	G
Code	62	63	64	65	66	67	68	69	70	71
Char.	H	I	J	K	L	M	N	O	P	Q
Code	72	73	74	75	76	77	78	79	80	81
Char.	R	S	T	U	V	W	X	Y	Z	[
Code	82	83	84	85	86	87	88	89	90	91
Char.		]	^	-		Back-space	CAPS	Double	lline Delete	
Code	92	93	94	95	96	97	98	99	0	

---

## Program Mode Menu

Turn the control lock to the **PGM** position. The first page of the **PROGRAM MODE** menu displays:

```
PROGRAM MODE ↓
0 . PLU
1 . GROUP
2 . SALES TAX
3 . SYSTEM OPTION
4 . PRINT OPTION
5 . FUNCTION KEYS
6 . CLERK
```

Press **PAGE DOWN** to view the remainder of the **PROGRAM MODE** menu:

```
PROGRAM MODE ↑
7 . LOGO DESCRIPTOR
8 . NLU CODE# PROGRAM
9 . DOWNLOAD PROGRAMS
00 . MORE
```

Press **00** to view the first page of the **PROGRAM MODE page 2** menu:

```
PROGRAM MODE page2 ↓
0 . CLERK IN/OUT
1 . PLU STOCK
2 . DRAWER LIMIT
3 . CHECK CHANGE LIMIT
4 . TIME & DATE
5 . TARE WEIGHT
6 . MACRO
```

Press **PAGE DOWN** to view the remainder of the **PROGRAM MODE page 2** menu:

```
PROGRAM MODE page2 ↑
7 . MACHINE NO.
8 . PC SCHEDULE TIME
9 . TRAINING MODE P/W
00 . SCAN
```

---

## PLU Programming

At the **PGM** control lock position menu, press **0** for PLU Programming. The **PLU PROGRAMMING** screen displays:

```
PLU PROGRAMMING
0.ADD/MODIFY PLU
1.DELETE PLU
```

### To Add/Modify PLU

1. Press **0** to add or modify a PLU. The **PLU NUMBER** screen displays:

```
PLU NUMBER
* ENTER PLU NUMBER
AND PUSH PLU, OR
* PRESS A PLU KEY ON
THE KEYBOARD
0←
```

2. To view detail of a PLU or to program a PLU, either:

- Press a **keyboard PLU**,

```
PLU#                1 P1
DESC : PLU1         ←
PRESET              Y
PRICE/HALO1        0.00
```

- Enter the **PLU number** then follow with **PLU** function key of the PLU you wish to program,

```
PLU NUMBER
* ENTER PLU NUMBER
AND PUSH PLU, OR
* PRESS A PLU KEY ON
THE KEYBOARD
1←
```

→

```
PLU#                1 P1
DESC : PLU1         ←
PRESET              Y
PRICE/HALO1        0.00
```

- Scan a Barcode as the PLU number,

<pre>           PLU NUMBER * ENTER PLU NUMBER AND PUSH PLU, OR * PRESS A PLU KEY ON THE KEYBOARD            9310061386809← </pre>	→	<pre> PLU#           9310061386809 P1 DESC : PRESET                Y ← PRICE/HALO1          0.00 </pre>
---	---	---

or

- Press a **Modifier key** followed by a **keyboard PLU**.
- To browse through the options:
    - Press **ENTER** key to move “←” symbol *option by option*, or
    - press **PAGE UP** or **PAGE DOWN** for fast browsing *page by page*.
  - When reaching the option you want to modify,
    - For **descriptor** programming options, the keyboard will change to **Program Overlay**, enter the character you need up to 18 characters. Or enter Descriptor Code to make up the description you want.

NOTE: System Option is default to Program Overlay. Please check setting on page 17

- For **numeric** programming options, enter the number through numeric pad,
- For **Yes/No** programming options, press **YES/NO** key to toggle between **Y** and **N**

<pre> PLU#           1 P1 DESC : PLU1 PRESET                Y ← PRICE/HALO1          0.00 PRICE/HALO2          0.00 PRICE/HALO3          0.00 PRICE/HALO4          0.00 PRICE/HALO5          0.00 </pre>	<pre> PLU#           1 P2 PRESET OVERRIDE      Y← TAXable BY:         1 2 3 4                     Y N N N FOOD STMP ELIGIBLE  N GROUP #1 (1-20)     1 GROUP #2 (1-20)     0 GROUP #3 (1-20)     0 </pre>
<pre> PLU#           1 P3 NEGITIVE ITEM        N← HASH                 N SINGLE ITEM           N NON-ADD # COMPULSORY N GALLONAGE ITEM       N INVENTORY ITEM       N DISABLE              N </pre>	<pre> PLU#           1 P4 SCALABLE             N← AUTO SCALE           N AUTO TARE (1-5)     0 CONDIMENT            N COMP. CONDIMENT      N PRINT ON RECEIPT     Y PRINT ON DISPLAY     v </pre>
<pre> PLU#           1 P5 PRINT ON CHECK       Y← PRINT PRICE ON RECEIPT Y PRINT PRICE ON CHECK Y DISABLE PROMO        N COUNTER NOT RESET    N PRESET OVERRIDE      N IN MGR CONTROL       N </pre>	<pre> PLU#           1 P6 LINK PLU: MIX&amp;MATCH (1-99)    0← DISABLE VOID MODE &amp; RETURN N </pre>

## PLU Options - Reference Information

Page	Field	Value	Description
1	DESC	Alpha numeric 18 character	The field to program a descriptor for the PLU. Type the descriptor using the Program Overlay. The overlay is automatically activated when the cursor is pointing at the DESC field. The default descriptors are PLU1, PLU2, etc.
	PRESET	Y or N	This determine if this PLU have a preset price or not. A PLU will be an Open Price PLU when set to <b>N</b> (No). A price (without decimal point) has to be entered before register an Open Price PLU. If set to <b>Y</b> (Yes), the PLU will registered with a pre-programmed price when pressed. A non-zero price has to be programmed into the following <b>PRICE/HALO1</b> field to avoid selling the PLU with zero price.
	PRICE/HALO1 PRICE/HALO2 PRICE/HALO3 PRICE/HALO4 PRICE/HALO5	7 digit amount	Here is the field(s) to program the Price or the High Amount Lock Out (HALO) of a PLU. When a PLU is a <b>Preset PLU</b> (PRESET is Y), the dollar amount entered here is a <b>Preset Price</b> , the dollar amount entered here will become a <b>HALO</b> when the PLU is an <b>Open PLU</b> (PRESET is N). You can limit errors by setting the maximum amount that can be entered into a PLU. According to the setting - LEVELS (1-5) - in SM Mode → MEMORY ALLOCATION, you may or may not see PRICE/HALO 2 ~ 5.
2	PRESET OVERRIDE	Y or N	When PRESET is <b>Y</b> , use this option to determine is the <b>Preset Price</b> is Overridable or not. Set to <b>Y</b> (Yes) to allow, <b>N</b> (No) to disallow.
	TAXable BY TAX1 (GST), TAX2, TAX3 or TAX4	Y (to GST (Tax1)) or N (to Tax 2, 3 and 4)	Determines if a PLU is taxable by any tax or is tax free. By changing between <b>Y</b> and <b>N</b> , a PLU will be taxable or tax free. Default setting is link to Tax1 (GST) only, therefore the PLU is taxable by Tax1 (GST). The actual Tax program is in <b>Program Mode → 2.SALE TAX.</b>
	FOOD STMP ELIGIBLE	Y or N	Select <b>Y</b> to accumulate a total of food stamp eligible items in the current sale. The total can be viewed by pressing the <b>F/S SUB</b> key and food stamps can be tendered with the <b>F/S TEND</b> key. ( <i>US market feature</i> )
	GROUP #1	1	A PLU can link to up to 3 groups for group totaling/reporting purpose. For each of three group assignments, enter a group where this PLU's sales will accumulate. The number of groups available is determined by memory allocation. <b>For Kitchen Printing, only Group Assignment on first Link group (GROUP #1) will take effect.</b>
	GROUP #2	0	
GROUP #3	0		
3	NEGATIVE ITEM	Y or N	Use this to set a PLU that entered as normal, but recorded with a negative value. This is useful for a PLU like Lottery Price Payment.



Page	Field	Value	Description
	<b>HASH</b>	Y or N	Items designated with HASH status add to the current sale, but do not add to the registers grand total. HASH items may or may not add to the net sales total - see system option programming. Use hash for lottery sales or bottle deposits.
	<b>SINGLE ITEM</b>	Y or N	When a PLU is a single item PLU, it will automatically total as a cash sale immediately after the PLU entry. Single item PLUs are used to speed up one item sales.
	<b>NON-ADD # COMP</b>	Y or N	Use this to enforce the entry of a non-add number before a registration can be made. See <b>Program Mode → 5.FUNCTION KEYS → #/NS</b> for detail.
	<b>GALLONAGE ITEM</b>	Y or N	For a liquid item which selling by <b>volume</b> , set this option to <b>Y (Yes)</b> will allow to enter the total dollar amount then compute volume sold. The volume sold will print along with the price entry on the receipt. The total volume sold will accumulate in the PLU counter. You must program the price per volume (in tenths of a cent, i.e. \$1.299 for \$1.29 and 9/10) in the PRICE/HALO field. See <b>Program Mode → 4.PRINT OPTION → pg10 (page 10)</b> to determine volume unit between <b>0:GAL (Gallon)</b> or <b>1:LTR (LITER)</b> .
	<b>INVENTORY ITEM (Keep/Add Stock)</b>	Y or N	Use this to indicate the PLU is an <b>inventory</b> item. Without setting this option to <b>Y (Yes)</b> , a PLU cannot be added into the <b>PLU STOCK</b> list in <b>Program Mode → 00.MORE → 1.PLU STOCK</b> .
	<b>DISABLE</b>	Y or N	For unused PLU on the keyboard, Use this to <b>disable</b> the PLUs in order to avoid unwanted item registration. An error message will come up to notice the operator.
<b>4</b>	<b>SCALEABLE</b>	Y or N	For a weighing item, the weighing information can be printed on the receipt after this option is set to <b>Y (Yes)</b> .
	<b>AUTO SCALE</b>	Y or N	For a weighing information sent from a optional scale, set this option to <b>Y (Yes)</b> to allow communicating to a scale and receive the weighing information through a serial interface.
	<b>AUTO TARE (1-5)</b>	<b>0</b>	For a weighing item, tare need to be deducted in order to get net weight. A PLU can link to 1 of the 5 tare weight to perform <b>Auto Tare</b> . Assigned one of the five tare by entering the number (1-5) to link to a preprogrammed tare weight to automatically subtract. Enter <b>0</b> to unlink automatic tare subtraction. See <b>Program Mode → 00.MORE → 5.TARE WEIGHT</b> for detail on the Tare Weight Programming.
	<b>CONDIMENT</b>	Y or N	A Condiment PLU can be a side dish, a cooking method, or additional choices, in relation to a “ <b>normal</b> ” (or <b>main</b> ) PLU. Use this to determine if the PLU is a <b>Condiment PLU</b> .
	<b>COMPULSORY CONDMNT</b>	Y or N	For a <b>normal</b> (or <b>main</b> ) PLU, if a choice of a side dish, a cooking method, or additional choices has to be registered, use this to enable <b>compulsory condiment</b> entry.
	<b>PRINT ON RECEIPT</b>	Y or N	Use this to determine if the PLU descriptor prints on the receipt. eg. “Medium rare” may not

Page	Field	Value	Description
	<b>PRINT ON DISPLAY</b>	Y or N	Use this to determine if the PLU descriptor shows on the display at the item registration.
<b>5</b>	<b>PRINT ON CHECK</b>	Y or N	Use this to determine if the PLU descriptor prints on the Guest Check.
	<b>PRINT PRICE ON RECEIPT</b>	Y or N	Use this to determine if the PLU price prints on the receipt.
	<b>PRINT PRICE ON CHECK</b>	Y or N	Use this to determine if the PLU price prints on the Guest Check.
	<b>DISABLE PROMO</b>	Y or N	Use this to determine if block the PROMO function on this PLU.
	<b>COUNTER NOT RESET</b>	Y or N	The sales counter can be reset after Z PLU Report. Set to <b>Y</b> to “Not Reset” the counter.
	<b>PRESET OVERRIDE IN MGR CONTROL</b>	Y or N	If <b>PRESET OVERRIDE</b> is <b>Y</b> , use this to limit the override preset price operation only under manager’s authorisation.
<b>6</b>	<b>LINK PLU</b>	Up to 14 digit numeric	When an additional PLU is always needed to be registered following with this PLU, use this feature to register the additional PLU automatically. Enter the PLU number of the additional PLU here will activate this feature. Enter <b>0</b> to unlink.
	<b>MIX&amp;MATCH (1-99)</b>	<b>0</b>	Enter a value (1-99) to link a PLU to a pre-programmed MIX&MATC TABLE. Enter <b>0</b> to disable. See <b>Z-Mode → 3.MIX &amp; MATCH PROGRAM</b> for detail.
	<b>DISABLE VOID &amp; RETURN</b>	Y or N	Use to disable the <b>VOID Mode</b> return and RETURN function in <b>Register Mode</b> on this PLU.

## To Delete PLU

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

### Delete Single PLU

1. From the **PLU PROGRAMMING** screen, press **1** to display the **DELETE PLU** screen:

```
DELETE PLU
0.DELETE ONE PLU
1.DELETE PLU RANGE
```

2. Press **0** to delete an individual PLU. The **PLU NUMBER** screen displays:

```
PLU NUMBER
* ENTER PLU NUMBER
AND PUSH PLU, OR
* PRESS A PLU KEY ON
THE KEYBOARD
1←
```

3. For the PLU you want to delete, you can
  - Enter the PLU number of the PLU (up to 14 digits) then follow with **PLU** function key,
  - Press a **keyboard PLU** key,
  - **Scan a Barcode** as the **PLU number**,
  - Press **Modifier key** followed by a **keyboard PLU** key,

The **CONFIRM DELETE** screen displays:

```
CONFIRM DELETE
ARE YOU SURE YOU
WISH TO DELETE PLU#
1
CASH=DELETE
ESC=ABORT
```

4. Press **ENTER (CASH)** to delete the PLU; or press **ESC (CLEAR)** to return to the **PLU DELETE** screen without deleting any PLU.

### **Delete PLU Range**

1. From the **PLU PROGRAMMING** screen, press **1** for to display the **DELETE PLU** screen:

```
DELETE PLU
0.DELETE ONE PLU
1.DELETE PLU RANGE
```

2. Press **1** to delete a range of PLUs. The **PLU NUMBER** screen displays:

```
PLU NUMBER
* ENTER NUMBER OF
  THE FIRST PLU IN THE RANGE
  AND PUSH PLU
2←
```

3. Enter the first PLU in the range, you can:
  - Enter the PLU number of the PLU (up to 14 digits) then follow with **PLU** function key,
  - Press a **keyboard PLU** key,
  - **Scan a Barcode** as the **PLU number**,
  - Press **Modifier key** followed by a **keyboard PLU** key,

```
PLU NUMBER
* ENTER NUMBER OF
  THE LAST PLU IN THE RANGE
  AND PUSH PLU
5←
```

4. Enter the first PLU in the range, you can:
  - Enter the PLU number of the PLU (up to 14 digits) then follow with **PLU** function key,
  - Press a **keyboard PLU** key,
  - **Scan a Barcode** as the **PLU number**,
  - Press **Modifier key** followed by a **keyboard PLU** key,

The **CONFIRM DELETE** screen displays:

CONFIRM DELETE

ARE YOU SURE YOU  
WISH TO DELETE PLU#

2 TO  
5

CASH=DELETE  
ESC=ABORT

---

NOTE: The PLU entry methods do not have to be the same, as far as the PLU number entered in Step 3 is always smaller than the PLU number entered in Step 4.

---

5. Press **ENTER (CASH)** to delete the PLU; press **ESC (CLEAR)** to return to the **PLU DELETE** screen without deleting any PLU.

---

## Group Programming

The main purpose of **Group** is to summarize PLU sales. There are up to 99 groups available, the exact number is determined in **Memory Allocation**. Group totals appear on reports, so that you can track sales of different types of items. There are other features involved in Group Programming, such as **KP (Kitchen Printing)**, **KV (Kitchen Video Ordering System)**, and **Age Verification**.

- The group descriptors programmed here will replace the default descriptors GROUP 1 through GROUP 99 that appear on reports.
  - Each PLU can report totals to one, two or three different groups. If a PLU sends totals to more than one group, the group total that appears on the Group report will not represent PLU sales. Therefore, you also have the option of deciding whether each group's total will add to the group total on the Group report.
  - The **KP** programming only take effect when the group with KP programming is linked to the first group of the Group Link in PLU Programming.
1. At the **PGM** control lock position menu, press **1** for **GROUP**. The **GROUP PROGRAMMING** screen displays: (The maximum group number is set by memory allocation.)

```
GROUP PROGRAMMING
GROUP NO? (1-20)          0←
```

2. Enter the number of the group to be programmed, press **ENTER (CASH)**. The **GROUP# PROGRAMMING** screen displays:

```
GROUP #1 PROGRAMMING
DESC : GROUP 1          ←
ADD TO GROUP TTL          Y
SEND TO KP                N
KP PORT# :              1 2 3 4 R
SAT.                      N N N N Y
SER.                      N N N N
PRINT RED ON KP          N
```

3. To browse through the options:
  - Press **ENTER** key to move “←” symbol *option by option*, or
  - press **PAGE UP** or **PAGE DOWN** for fast browsing *page by page*.
4. When reaching the option you want to modify:
  - For **descriptor** programming options, the keyboard will change to **Program Overlay**, enter the character you need up to **12** characters. Or enter Descriptor Code to make up the description you want.

---

**NOTE: System Option** is default to **Program Overlay**. Please check setting on **page 17**

---

- For **numeric** programming options, enter the number through numeric pad,
- For **Yes/No** programming options, press **YES/NO** key to toggle between **Y** and **N**

GROUP #1 PROGRAMMING	
SEND TO KV	N←
KV GROUP# (0-16)	0
KV COLOR (0-16)	0
AGE VERIFICATION (0-5)	0

5. Refer to the table below to fill the fields of the **GROUP PROGRAMMING** screens.
6. Press **ENTER (CASH)** to return to the **GROUP PROGRAMMING** screen. Continue to program groups as necessary. Press **ESC (CLEAR)** to return to the **PROGRAM MODE** screen.

## Group Programming - Reference Information

Page	Field	Value	Description
1	<b>DESC</b>	Alpha numeric 12 character	You can program a descriptor for each group. Type the descriptor using the Program Overlay. The overlay is automatically activated when the cursor is pointing at the DESC field. The default descriptors are GROUP 1, GROUP 2, etc.
	<b>ADD TO GROUP TOTAL</b>	Y or N	Use this to determine if the sales total of this group is going to be added into Group Total which will update the total of Group Report.
	<b>SEND TO KP</b>	Y or N	In a café or restaurant environment, use this to determine if the items linked to this group print to a remote printer as a Kitchen Printer.
			NOTE: Even set this option to <b>Y</b> , it will not work unless this group is the first group that a PLU is linked to.

Page	Field	Value	Description
	<b>KP PORT #</b> (SAT.) 1, 2, 3, 4, R (SER.) 1, 2, 3, 4	Y for R or N for 1, 2, 3 and 4 on both SAT. and SER.	When <b>Send to KP</b> is Y, a Kitchen Printer (include Kitchen Requisition) need to be assigned. When a KP is going to be printed through an individual register, the SAT port(s) is selected. More than one ticket may be printed depends on the settings. When in a IRC network and share Printing is preferred, the SER port(s) can be assigned as well. * SAT. : SATELLITE (Local) * SER. : SERVER R : Internal Receipt Printer (Kitchen Requisition) See <b>Service Mode</b> → <b>7.IRC OPTIONS</b> for IRC settings detail; → <b>8.RS232C PORTS</b> for <b>RP</b> settings detail.
	<b>PRINT RED ON KP</b>	Y or N	When <b>print to KP</b> , with a printer that capable to print 2 colors, you can set this option to Y to print item on KP as <b>RED</b> (or the second color). If a thermal printer is used, the thermal printer will print <b>Inverse</b> instead.  NOTE: This option does not apply to the register receipt printer.
<b>2</b>	<b>SEND TO KV</b>	Y or N	In a cafe or restaurant environment, a Kitchen Video system may be installed. Use this to determine if send item info to KV.
	<b>KV GROUP# (1 - 16)</b>	<b>0</b>	Select the kitchen video group to which PLUs in this group are to be sent. Enter <b>0</b> if not using it.
	<b>KV COLOR (1 - 16)</b>	<b>0</b>	The color code set here will control the color or screen format displayed on an optional kitchen video system requisition screen. Color codes vary by KVS system. Refer to the documentation for your video system for specific information. Enter <b>0</b> for not using it.
	<b>AGE VERIFICATION (1 - 5)</b>	<b>0</b>	A group can be set as <b>age restricted</b> . All items with similar rule can link to this group. This option allows to link a group to 1 of the 5 <b>Age Verification</b> programmed in <b>Z Mode</b> . When an item in this group is registered (first time in a transaction only), the register will prompt the operator to enter the customer's date of birth. The sale of the item will be registered only if the customer has reached the appropriate age. Set to <b>0</b> for no age requirement. Set <b>1 to 5</b> to check the date of birth against the age requirement group set in <b>Z Mode</b> . Enter <b>0</b> for not using it.



---

## Sales Tax Programming

The *SPS-300* allows three calculation options for each of the four possible taxes.

Taxes can be calculated as either a straight percentage rate of between 0.001% and 99.999%, or an up to 75 break point tax table (**For US Market**). Each tax may be either an add-on tax (added to the cost of a taxable item), or a value added tax (VAT) that is included in the price of the item.

Tax rate 4 may be set to function as the Canadian Goods & Services Tax (GST). Definitions for tax rates 1, 2, 3 & 4 are made as part of tax programming.

- **The Default program is set to 10.000% VAT on Tax 1 and the description is set to GST already.**
- If you do need to program any of the 4 taxes in the system, a related tax (TAX 1 ~ 4) function key has to be assigned on the keyboard. Please refer to **Service Mode, 6.Key Assignment** programming for detail.
- Add-On - most sales taxes can be programmed by entering an *add-on* tax percentage rate.
- Tax Table - if a tax entered as an add-on tax percentage does not follow exactly the tax chart that apply in your area, *tax table* programming will match tax collection exactly to the break points of your tax table. (Tax table programming allows up to 75 breakpoints.)(**FOR USA**)
- VAT - if tax is included in the cost of the item, you can use value added tax (VAT) to calculate the tax share of each sale.
- If you are entering a Canadian Goods and Services Tax (GST), use Tax 4 for the Canadian GST, and use tax rates 1, 2 and/or 3 for any other provincial tax or taxes.

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Important Note: After you have entered your tax program, test for accuracy by entering several transactions of different dollar amounts. Carefully check to make sure the tax charged by the cash register matches the tax amounts 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, or if you cannot program your tax properly from the information in this manual, contact your Dealer for assistance.

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## Programming a VAT (Value Added Tax)

When a tax is included in the cost of the item, you can use the **Value Added Tax (VAT)** program to calculate the tax share of each sale.

1. Turn the control lock to the **PGM** position.
2. From the **PROGRAM MODE** menu, press **2** to view the **TAX PROGRAMMING** screen.

```
TAX PROGRAMMING
TAX NUMBER (1-4)      2←
DESC : TAX2
TAX TYPE (0-2)       2
0 : ADD-ON
1 : TAX TABLE
2 : VAT
```

3. When the arrow is pointed at the **TAX NUMBER** field, enter the number of the tax you wish to program. (There are four taxes available, enter **1**, **2**, **3**, or **4**.) **Tax 2** is used for example.
4. When reaching the option you want to modify,
  - For **descriptor** programming options, the keyboard will change to **Program Overlay**, enter the character you need up to **12** characters. Or enter Descriptor Code to make up the description you want.

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**NOTE: System Option is default to Program Overlay. Please check setting on page 17**

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- For **numeric** programming options, enter the number through numeric pad,
5. Enter **2** then press **ENTER (CASH)** at **TAX TYPE (0-2)** field for **VAT** with a straight percentage rate. The appropriate **TAX # PROGRAMMING** screen displays:

```
TAX #2 PROGRAMMING
TAX RATE                0.000←
```

6. When the arrow is pointed at the **TAX RATE** field, enter the VAT rate. For example if the tax is 6 percent, enter **6.000** or **6.0**. If the tax is 7.5 percent, enter **7.500** or **7.5** using the decimal key. If the tax is 10 percent, enter **10.000** or **10**. Press **ENTER (CASH)** to set the rate.
7. The **TAX PROGRAMMING** screen will prompt you to enter the next tax. If necessary, continue to program additional taxes, or press **ESC (CLEAR)** to return to the **PROGRAM MODE** screen.

## Programming an Add-On Tax Rate Percentage

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

1. Turn the control lock to the **PGM** position.
2. From the **PROGRAM MODE** menu, press **2** to view the **TAX PROGRAMMING** screen.

```
TAX PROGRAMMING
TAX NUMBER (1-4)      2←
DESC : TAX2
TAX TYPE (0-2)       0
 0 : ADD-ON
 1 : TAX TABLE
 2 : VAT
```

3. When the arrow is pointed at the **TAX NUMBER** field, enter the number of the tax you wish to program. (There are four taxes available, enter **1**, **2**, **3**, or **4**.) **Tax 2** is used for example.
4. When reaching the option you want to modify,
  - For **descriptor** programming options, the keyboard will change to **Program Overlay**, enter the character you need up to 18 characters. Or enter Descriptor Code to make up the description you want.

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**NOTE: System Option** is default to **Program Overlay**. Please check setting on **page 17**

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- For **numeric** programming options, enter the number through numeric pad,
5. Enter **0** then press **ENTER (CASH)** at **TAX TYPE (0-2)** field for an **ADD-ON** tax with a straight percentage rate. The appropriate **TAX # PROGRAMMING** screen displays:

```
TAX #2 PROGRAMMING
TAX RATE                0.000←
```

6. When the arrow is pointed at the **TAX RATE** field, enter the percentage rate for the sales tax. For example if the tax is 6 percent, enter **6.000** or **6.0**. If the tax is 7.5 percent, enter **7.500** or **7.5** using the decimal key. If the tax is 10 percent, enter **10.000** or **10.0**. Press **ENTER (CASH)** to set the rate.
7. The **TAX PROGRAMMING** screen will prompt you to enter the next tax. If necessary, continue to program additional taxes, or press **ESC (CLEAR)** to return to the **PROGRAM MODE** screen.

## Programming a Tax Table

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

Before programming, obtain a copy of the tax table you wish to program. You will need the printed tax table if you wish to determine the break point entries yourself. The " *Tax Table Programming Example - Illinois 6% Tax Table* " is used as an example in the steps that follow.

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NOTE: On *SPS-300*, you can enter up to 75 break points.

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1. Turn the control lock to the **PGM** position.
2. From the **PROGRAM MODE** menu, press **2** to view the **TAX PROGRAMMING** screen.

```
TAX PROGRAMMING
TAX NUMBER (1-4)          2←
DESC : TAX2
TAX TYPE (0-2)           1
 0 : ADD-ON
 1 : TAX TABLE
 2 : VAT
```

3. When the arrow is pointed at the **TAX NUMBER** field, enter the number of the tax you wish to program. (There are four taxes available, enter **1**, **2**, **3**, or **4**.) **Tax 2** is used for example.
4. When reaching the option you want to modify,
  - For **descriptor** programming options, the keyboard will change to **Program Overlay**, enter the character you need up to 18 characters. Or enter Descriptor Code to make up the description you want.

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NOTE: **System Option** is default to **Program Overlay**. Please check setting on **page 17**

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- For **numeric** programming options, enter the number through numeric pad,
5. Enter **1** then press **ENTER (CASH)** at **TAX TYPE (0-2)** field for an **TAX TABLE** programming. The appropriate **TAX # PROGRAMMING** screen displays:

```
TAX #2 PROGRAMMING
FIRST TAX AMOUNT          0.00←
NON-TAXable AMOUNT      0.00
# OF NON-REPEAT BREAK    0
# OF REPEAT BREAK        0
```

6. Use the table on next page as a guide in filling the fields on this screen. After completing these entries, your screen should look like the screen that follows.

Page	Field	Value	Description
	<b>FIRST TAX AMOUNT</b> (0 - 9999)	0	Enter the first tax amount that is charged. For this example the entry is 0.01.
	<b>NON-TAXable AMOUNT</b> (0 - 9999)	0	Enter the highest amount where no tax is charged. For this example the entry is 0.10.
	<b># OF NON-REPEAT BRK</b> (0 - 75)	0	Enter the number of Non-repeat breaks. For this example the entry is 5.
	<b># OF REPEAT BREAK</b> (0 - 99)	0	Enter the number of repeat breaks. For this example the entry is 3.

```

TAX #2 PROGRAMMING
FIRST TAX AMOUNT                0.01
NON-TAXable AMOUNT              0.10
# OF NON-REPEAT BREAK           5
# OF REPEAT BREAK                3←

```

7. After entering the **# OF REPEAT BREAK** field and press **ENTER (CASH)**, the next **TAX TABLE PROGRAMMING** screen will display.

TAX TABLE PROGRAMMING ↓				TAX TABLE PROGRAMMING ↑			
TAX	SALE AMT	RANGE		TAX	SALE AMT	RANGE	
0.00	0.00	- 0.10		0.06	0.00	- 0.10←	
0.01	0.11	- 0.10←		0.07	0.11	- 0.10	
0.02	0.11	- 0.10		0.08	0.11	- 0.10	
0.03	0.11	- 0.10					
0.04	0.11	- 0.10					
0.05	0.11	- 0.10					

8. Using the printed copy of your tax table, enter information in the **SALE AMOUNT RANGE** fields. Enter the information as it appears on your tax table. Enter the high amount of the first range where you are prompted. The low amount of the next range will be computed automatically. After completing the tax range entries, your screen should look like the following screen. Note that this screen should look exactly like the corresponding part of the printed tax table.

```

TAX TABLE PROGRAMMING ↓
TAX          SALE AMT  RANGE
0.00         0.00    - 0.10
0.01         0.11    - 0.21
0.02         0.22    - 0.38
0.03         0.39    - 0.56
0.04         0.57    - 0.73
0.05         0.74    - 0.91←

```

9. Because this tax table has up to 8 break points - number of non-repeat (5) plus number of repeat (3) break points (the number of break points that can be displayed on the first screen), you must continue to enter **SALE AMT RANGE** information on the additional screens until information has been entered for each break point. After completing the tax range entries, your screen should look like the following screen. Note that this screen should look exactly like the corresponding part of the printed tax table.

TAX TABLE PROGRAMMING			↑
TAX	SALE AMT	RANGE	
0.06	0.92	- 1.08	
0.07	1.09	- 1.24	
0.08	1.25	- 1.41	←

10. After you have completed entering the **SALES AMOUNT RANGE** information, the **TAX PROGRAMMING** screen will prompting you to enter the next tax. If necessary, continue to program additional taxes or press **ESC (CLEAR)** to return to the **PROGRAM MODE** screen.

### ***Tax Table Programming Example - Illinois 6% Tax Table(FOR USA)***

1. Examine the printed tax table for the tax you are programming.
2. Calculate the break point differences by subtracting the high side of the previous range from the high side of the sale amount range.
3. Examine the pattern of break point differences to determine when the break points begin to repeat. Mark the beginning break points that do not fit a pattern as “non-repeat breaks.” Mark the break points that are repeating in a pattern as “repeat breaks.” Count the number of repeat and non-repeat breaks.

<u>Tax Charged</u>	<u>Sale Amount Range</u>	<u>Break point Differences</u>	
\$0.00	\$0.00 - \$0.10		
\$0.01	\$0.11 - \$0.21	0.11	} Non-Repeat
\$0.02	\$0.22 - \$0.38	0.17	
\$0.03	\$0.39 - \$0.56	0.18	
\$0.04	\$0.57 - \$0.73	0.17	
\$0.05	\$0.74 - \$0.91	0.18	
\$0.06	\$0.92 - \$1.08	0.17	} Repeat
\$0.07	\$1.09 - \$1.24	0.16	
\$0.08	\$1.25 - \$1.41	0.17	
\$0.09	\$1.42 - \$1.58	0.17	
\$0.10	\$1.59 - \$1.74	0.16	
\$0.11	\$1.75 - \$1.91	0.17	
\$0.12	\$1.92 - \$2.08	0.17	
\$0.13	\$2.09 - \$2.24	0.16	

## Programming a Canadian GST

Tax 4 can be programmed to accommodate the Canadian Goods and Services tax (GST).

1. Turn the control lock to the **PGM** position.
2. From the **PROGRAM MODE** menu, press **2** to view the **TAX PROGRAMMING** screen.

```
TAX PROGRAMMING
TAX NUMBER (1-4)      4←
DESC : TAX4
TAX TYPE (0-2)       0
 0 : ADD-ON
 1 : TAX TABLE
 2 : VAT
```

3. When the arrow is pointed at the **TAX NUMBER** field, enter **4**, press **ENTER (CASH)**.
4. When reaching the option you want to modify,
  - For **descriptor** programming options, the keyboard will change to **Program Overlay**, enter the character you need up to 18 characters. Or enter Descriptor Code to make up the description you want.

---

**NOTE: System Option** is default to **Program Overlay**. Please check setting on **page 17**

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- For **numeric** programming options, enter the number through numeric pad,
5. Enter **0** then press **ENTER (CASH)** at **TAX TYPE (0-2)** field (as Canadian GST based on ADD-ON tax). The **TAX #4 PROGRAMMING** screen displays:

```
TAX #4 PROGRAMMING
TAX RATE                0.000←
GST IS TAXABLE BY
  RATE 1                 N
  RATE 2                 N
  RATE 3                 N
```

6. When the arrow is pointed at the **TAX RATE** field, enter the GST rate. For example if the tax is 6 percent, enter **6.000** or **6.0**. If the tax is 7.5 percent, enter **7.500** or **7.5** using the decimal key. If the tax is 10 percent, enter **10.000** or **10.0**. Press **ENTER (CASH)** to set the rate.
7. At the **RATE 1** field, indicate if the GST is taxable by rate 1 (tax on tax) by pressing the **YES/NO** key, then pressing the **ENTER (CASH)** key. The arrow advances to the **RATE 2** field. Enter taxable status for **RATE 2** and **RATE 3**. The **PROGRAM MODE** screen returns.

## System Option Programming (for v01.011 and later)

**NOTE:** If your *SPS-300* is loaded with **v01.010 or earlier version** firmware, please see **Appendix** for System Option Screen Images and Reference Information.

Refer to " System Options - Reference Information " to make program entries or changes, press the **ENTER (CASH)** key to finalize your change, then **ESC (CLEAR)** to exit. Default value has been highlighted in **bold** print.

- At the **PGM** control lock position menu, press **3** for **SYSTEM OPTION** Programming. The **SYSTEM OPTION pg 1** screen displays:

SYSTEM OPTION		pg 1
BEEPER ACTIVE		<b>Y</b> ←
RESERVED		N
CLERK ENTRY		0
0:PUSH	1:CODE	
CLERK ASSIGNED WHEN CLERK KEY IS PUSHED (1-10)		1

- To browse through the options:
  - Press **ENTER** key to move "←" symbol *option by option*, or
  - press **PAGE UP** or **PAGE DOWN** for fast browsing *page by page*.
- When reaching the option you want to modify,
  - For **STORE NAME** programming on **pg18 (page18)**, the keyboard will change to **Program Overlay**, enter the character you need up to **8** characters. Or enter Descriptor Code to make up the description you want.

**NOTE:** **System Option** is default to **Program Overlay**. Please check setting on **page 17**

- For **numeric** programming options, enter the number through numeric pad,
- For **Yes/No** programming options, press **YES/NO** key to toggle between **Y** and **N**

SYSTEM OPTION		pg 1
BEEPER ACTIVE		<b>Y</b> ←
RESERVED		N
CLERK ENTRY		0
0:PUSH	1:CODE	
CLERK ASSIGNED WHEN CLERK KEY IS PUSHED (1-10)		1

SYSTEM OPTION		pg 2
CLERK IS Y:POP-UP		<b>N</b> ←
N:STAY-DOWN		
DRAWER NEEDS TO BE SHUT TO OPERATE		<b>Y</b>
ACTIVATE OPEN DRAWER ALARM		N

SYSTEM OPTION		pg 3
SECONDS TO ALLOW DRAWER OPEN (0-99)		<b>30</b> ←
ALLOW POST TENDER		N
OPEN DRAWER ON POST TENDER		<b>Y</b>
ALLOW MULTIPLE RECEIPT		<b>Y</b>

SYSTEM OPTION		pg 4
CASH DECLARATION REQ BEFORE REPORTS		<b>N</b> ←
MGR CONTROL TO TEND.		N
NEGATIVE BALANCE		N
ZERO BALANCE		N
RESET TRANSACTION NO.ON Z RPT		N



SYSTEM OPTION pg 5  
 RESET GRAND TOTAL AFTER Z REPORT N←  
 OPEN DRAWER WHEN REPORTS ARE RUN Y  
 OPEN DRAWER DURING TRAIN MODE Y  
 DECIMAL PLACE (0-3) 2

SYSTEM OPTION pg 6  
 DATE FORMAT IS 1←  
 0:MDY 1:DYM 2:YMD  
 MODIFIER 0  
 0:POP UP AFTER ITEM  
 1:POP UP AFTER SALE  
 2:STAYDOWN

SYSTEM OPTION pg 7  
 % AND TAX CALCULATION 0←  
 SPLIT PRICE CALCULATION 0  
 CALCULATION CHART  
 0:ROUND UP AT 0.50  
 1:ROUND UP  
 2:ROUND DOWN

SYSTEM OPTION pg 8  
 COMPULSORY EAT-IN T-OUT D-THRU BEFORE TENDERING N←  
 HASH IS Y  
 Y:NORMAL N:NON-ADD  
 ALLOW PRINT SCREEN ON X/TIME KEY Y

SYSTEM OPTION pg 9  
 RESET Z COUNTER AFTER Z1 REPORT FINANCIAL REPORT N←  
 TIME REPORT N  
 PLU REPORT N  
 CLERK REPORT N  
 GROUP REPORT N

SYSTEM OPTION pg 10  
 RESET Z COUNTER AFTER Z2 REPORT DAILY SALES REPORT N←  
 PRINTER PAPER SENSOR ACTIVE Y  
 DEACTIVATE SPLIT PRICING N

SYSTEM OPTION pg 11  
 ALLOW DIRECT MULTIPLICATION INVENTORY LEVEL PROGRAM, THE AMOUNT PROGRAMMED IS: N  
 Y:ADD TO CURRENT LEVEL  
 N:REPLACE CURRENT LEVEL  
 GLOBAL ENTRY LIMIT (0-14) 0  
 (0: NO LIMIT (15 DIGITS))

SYSTEM OPTION pg 12  
 RESET GST AFTER SERVICE ON HARD CHECK Y←  
 ROUNDING ON SUBTOTAL N  
 ON CASH Y

SYSTEM OPTION pg 13  
 PRICE LEVEL IS 0←  
 0:POP UP AFTER ITEM  
 1:POP UP AFTER SALE  
 2:STAYDOWN  
 ELECTRONIC JOURNAL Y

SYSTEM OPTION pg 14  
 PROMPT OPERATOR WHEN EJ BUFFER IS FULL N←  
 STOP OPERATIONS WHEN EJ BUFFER IS FULL N  
 SEND ONLY NEGATIVE ENTRIES TO EJ N  
 X REPORT & DECLARATION TO EJ N

SYSTEM OPTION pg 15  
 SEND RESET REPORT TO EJ Y←  
 DIRECT MULTIPLICATION MORE THAN ONE DIGIT N  
 TENDER VALIDATION N  
 Y:AMOUNT TENDERED  
 N:AMOUNT OF SALE

SYSTEM OPTION pg 16  
 ROUNDING SYSTEM Y←  
 # START END VALUE  
 1 00 - 02 0  
 2 03 - 07 5  
 3 08 - 09 10  
 4 00 - 00 0  
 5 00 - 00 0

SYSTEM OPTION pg 17 DISABLE NOT FOUND PLU N← EMBEDED PRICE BAR CODE TYPE 1 1/2/3/4/7 CLERK INTERRUPT N PROGRAM DESCRIPTOR BY CODE N AUTO CUTTER Y USE SPOOL N	SYSTEM OPTION pg 18 USE MCR N← USE TRACK 1&2 : 0 1 TRACK 2&3 : 1 USE DALLAS N STORE NAME: STORE_A MIX & MATCH IS TAXABLE N
SYSTEM OPTION pg 19 BACK LIGHT COLOR (0-7) 0← 0:ON 1:RED 2:GREEN 3:BLUE 4:RED+GREEN 5:GREEN + BLUE 6:RED+BLUE 7:OFF SELECT LANGUAGE 1 0:ENGLISH 1:SPANISH 2:GERMAN TAX1 SHIFT N	SYSTEM OPTION pg 20 RESERVED DISPLAY ADD PRICE OF LINKED ITEMS N← ALLOW SALE WITH 0 STOCK Y ALLOW Z STOCK RPT Y RESERVED
SYSTEM OPTION pg 21 ALLOW Z FINANCIAL REPORT WITH 0← OPEN CLERK INTERRUPT	

### System Options - Reference Information

Page	Field	Value	Description
1	<b>BEEPER ACTIVE</b>	Y or N	Use to determine if buzzer is active when keyboard button is pressed.
	<b>RESERVED</b>	Y or N	
	<b>CLERK ENTRY</b> 0:PUSH 1:CODE	0	Select between <b>PUSH</b> or <b>CODE</b> for clerk entry (Sign-On). When <b>PUSH</b> is selected, press <b>CLERK</b> button to Sign-On (please see next option to determine which Clerk is used). If select <b>CODE</b> , enter Clerk Code then press <b>CLERK</b> button. See <b>PROGRAM Mode → 6.CLERK</b> for detail.
	<b>CLERK ASSIGNED WHEN CLERK KEY IS PUSHED (1-10)</b>	1	If <b>PUSH</b> system is selected for <b>Clerk Entry</b> , you can select the clerk that is signed on when the <b>CLERK #</b> key is pressed. Note that the maximum clerk number you can enter here is determined by how many clerks are allocated in memory.
2	<b>CLERK IS</b> Y:POP-UP N:STAY-DOWN	Y or N	Depends on the size of the business, or reporting purpose, the Clerk status can be set between Pop-Up or Stay-Down. If <b>Pop-up</b> is chosen, a clerk will be signed-off automatically after a transaction is finalised (stored in Account Operation). Otherwise, <b>Stay-Down</b> will have a clerk stay sign-on all the time (except after an <b>Initial Clear</b> is performed).
	<b>DRAWER NEEDS TO BE SHUT TO OPERATE</b>	Y or N	Select between <b>Y</b> or <b>N</b> to allow or disallow operation when drawer is open.

Page	Field	Value	Description
	<b>ACTIVATE OPEN DRAWER ALARM</b>	Y or N	Select between <b>Y</b> or <b>N</b> to enable or disable open drawer alarm. See next option for related settings.
3	<b>SECONDS TO ALLOW DRAWER OPEN (0 - 99)</b>	30	When <b>Open Drawer Alarm</b> is enabled, enter the number as the number of seconds before the alarm to go off.
	<b>ALLOW POST TENDER</b>	Y or N	Select <b>Y</b> to allow re-tendering should a second change calculation be necessary. Re-enter the tendered amount and press the <b>CASH</b> key to show the new change computation.
	<b>OPEN DRAWER ON POST TENDER</b>	Y or N	If you enable post tendering, select <b>N</b> to not open the cash drawer after the second tender.
	<b>ALLOW MULTIPLE RECEIPT</b>	Y or N	Use this to allow multiple receipt printing. In conjunction with <b>Print Option - Buffer Receipt Issue when Receipt is On</b> (pg12) sets to <b>Y</b> , multiple receipt can be issued by press <b>CASH</b> key as many time as you need.
4	<b>CASH DECLARATION REQ BEFORE REPORTS</b>	Y or N	Use to determine if <b>Cash Declaration</b> is compulsory before any reports is made.
	<b>MGR CONTROL TO TEND. NEGATIVE BALANCE</b>	Y or N	Use to determine if <b>Manager Control</b> is compulsory when <b>Negative Balance Tendering</b> occurs. When selected the control lock must be in the <b>X</b> position to finalise the transaction.
	<b>MGR CONTROL TO TEND. ZERO BALANCE</b>	Y or N	Use to determine if <b>Manager Control</b> is compulsory when <b>Zero Balance Tendering</b> occurs. When selected the control lock must be in the <b>X</b> position to finalise the transaction.
	<b>RESET TRANSACTION # ON Z REPORT</b>	Y or N	Use to determine if the <b>Transaction (Receipt) Number</b> is reset automatically after a Z Financial Report is made.
5	<b>RESET GRAND TOTAL AFTER Z REPORT</b>	Y or N	Use to determine if the <b>Grand Total</b> on the <b>Financial Report</b> is reset automatically after a Z Financial Report is made.
	<b>OPEN DRAWER WHEN REPORTS ARE RUN</b>	Y or N	Use to determine if <b>Cash Drawer</b> opens automatically when a report is running.
	<b>OPEN DRAWER DURING TRAIN MODE</b>	Y or N	Use to determine if <b>Cash Drawer</b> opens at the end of <b>Training Mode</b> transaction.
	<b>DECIMAL PLACE (0 - 3)</b>	2	Enter a number to place the decimal point the selected number of positions from the right.
6	<b>DATE FORMAT IS 0:MDY 1:DMY 2:YMD</b>	1	Use to determine the <b>Date Format</b> between <b>0</b> for MMDDYY, <b>1</b> for DDMMYY, or <b>2</b> for YYMMDD date printing format.
	<b>MODIFIER: 0:POP UP AFTER ITEM 1:POP UP AFTER SALE 2:STAYDOWN</b>	0	A <b>MODIFIER</b> key alters the next PLU registered, either by adding the modifier descriptor and not changing the code of the subsequent PLU, or by changing the code number of the PLU so that a different item is registered. If you press a modifier key, you have the option of the modifier applying only to the next item (0), having the same modifier apply to any subsequent item registered in the same transaction (1), or having the same modifier apply to any subsequent item on any subsequent transaction (2).

Page	Field	Value	Description
7	<b>% AND TAX CALCULATION</b> 0:ROUND UP AT 0.50 1:ROUND UP 2:ROUND DOWN	0	Select the digit that represents the appropriate rounding method for tax and discount calculations: <b>0</b> for round up at 0.5 of a penny (0.005), <b>1</b> for always round up or <b>2</b> for always round down.
	<b>SPLIT PRICE CALCULATION</b> 0:ROUND UP AT 0.50 1:ROUND UP 2:ROUND DOWN	0	Select the digit that represents the appropriate rounding method for split pricing (i.e. 2 at 3 for \$1.00) calculations: <b>0</b> for round up at 0.5 of a penny (0.005), <b>1</b> for always round up or <b>2</b> for always round down.
8	<b>COMPULSORY EAT-IN T-OUT D-THRU BEFORE TENDERING</b>	Y or N	Choose <b>Y</b> if you wish to enforce use of one of the destination keys (EAT-IN, TAKE OUT, or DRIVE THRU) before the sale is finalized.
	<b>HASH IS</b> Y:NORMAL N:NON-ADD	Y or N	<b>Y</b> : Hash adds to all totals except the gross and net sales totals on the financial report. <b>N</b> : Hash does not add to any totals, except the HASH total on the financial report.
	<b>ALLOW PRINT SCREEN ON X/TIME KEY</b>	Y or N	Choose <b>N</b> if you wish to disable the print screen function of the <b>X/TIME</b> key.
9	<b>RESET Z COUNTER AFTER Z1 REPORT FINANCIAL REPORT</b>	Y or N	Choose <b>Y</b> or <b>N</b> to determine if you wish to reset the Z counter after a Z1 of each report listed.
	<b>TIME REPORT</b>	Y or N	Choose <b>Y</b> or <b>N</b> to determine if you wish to reset the Z counter after a Z1 of each report listed.
	<b>PLU REPORT</b>	Y or N	Choose <b>Y</b> or <b>N</b> to determine if you wish to reset the Z counter after a Z1 of each report listed.
	<b>CLERK REPORT</b>	Y or N	Choose <b>Y</b> or <b>N</b> to determine if you wish to reset the Z counter after a Z1 of each report listed.
	<b>GROUP REPORT</b>	Y or N	Choose <b>Y</b> or <b>N</b> to determine if you wish to reset the Z counter after a Z1 of each report listed.
10	<b>RESET Z COUNTER AFTER Z2 REPORT DAILY SALES RPT</b>	Y or N	Choose <b>Y</b> or <b>N</b> to determine if you wish to reset the Z counter after a Z2 of the daily sales report.
	<b>PRINTER PAPER SENSOR ACTIVE</b>	Y or N	Choose <b>Y</b> or <b>N</b> to determine if activate the printer paper low sensor.
	<b>DEACTIVATE SPLIT PRICING</b>	Y or N	If <b>N</b> , both multiplication and split pricing calculations can be done with the <b>X/TIME</b> key. If <b>Y</b> , only multiplication can be done with the <b>X/TIME</b> key.
11	<b>ALLOW DIRECT MULTIPLICATION</b>	Y or N	If <b>Y</b> , you can multiply preset items by simply entering the quantity, then pressing the preset PLU key.
	<b>INVENTORY CNT PGM</b> Y:ADD CURR. LVL N:COUNTER REPLACE CURR LEVEL	Y or N	Choose <b>Y</b> or <b>N</b> to determine whether the quantity of inventory you enter in the PLU stock program adds to <b>0</b> existing inventory quantity, or whether it replaces the current inventory quantity. <b>0</b>
	<b>GLOBAL ENTRY LIMIT</b> (0 - 14)	0	Enter a digit to determine the number of numeric digits that can be entered for any register function. Enter 0 for no limit.

Page	Field	Value	Description
12	<b>RESET GST AFTER SERVICE ON HARD CHECK</b>	Y or N	Select <b>Y</b> to enable resetting GST on the Hard Check just serviced to avoid GST amount been incorrectly cumulated.
	<b>ROUNDING ON SUBTOTAL</b>	Y or N	<b>WARNING:</b> By law, the rounding is only apply to <b>CASH</b> transaction. Please check with authority before changing this option. Select <b>Y</b> to execute rounding when <b>SUBTOTAL</b> is pressed. The "ROUNDING ON CASH" has to set to <b>N</b> .
	<b>ROUNDING ON CASH</b>	Y or N	<b>WARNING:</b> By law, the rounding is only apply to <b>CASH</b> transaction. Please check with authority before changing this option. Select <b>Y</b> to execute rounding when <b>CASH</b> is pressed. The "ROUNDING ON SUBTOTAL" has to set to <b>N</b> .
13	<b>PRICE LEVEL IS 0:POP UP AFTER ITEM 1:POP UP AFTER SALE 2:STAYDOWN</b>	<b>0</b>	If you press a price level key, you have the option of the level key applying only to the next item (0), having the same level key apply to any subsequent item registered in the same transaction (1), or having the same level key apply to any subsequent item on any subsequent transaction(2).
	<b>ELECTRONIC JOURNAL</b>	Y or N	Select <b>Y</b> to enable the electronic journal. The electronic journal captures in memory what you would print line by line on a traditional journal. The four options that follow control the electronic journal feature. The electronic journal can be read and printed in the <b>X</b> control lock position or reset and printed in the <b>Z</b> control lock position.
14	<b>PROMPT OPERATOR WHEN EJ BUFFER IS FULL</b>	Y or N	If the electronic journal is enabled above, select <b>Y</b> if you wish to display a message to notify the operator when the journal memory is full.
	<b>STOP OPERATIONS WHEN EJ BUFFER IS FULL</b>	Y or N	If the electronic journal is enabled above, select <b>Y</b> if you wish to stop operations when the journal memory is full.
	<b>SEND ONLY NEGATIVE ENTRIES TO EJ</b>	Y or N	If the electronic journal is enabled above, select <b>Y</b> if you wish to capture only transactions with negative entries.
	<b>X REPORT AND DECLARATION SEND TO EJ</b>	Y or N	If the electronic journal is enabled above, select <b>Y</b> if you wish to capture X report and declaration.
15	<b>SEND RESET REPORT TO EJ</b>	Y or N	If the electronic journal is enabled above, select <b>Y</b> if you wish to capture reset reports.
	<b>DIRECT MULTIPLICATION MORE THAN ONE DIGIT</b>	Y or N	If you allow direct multiplication of a preset PLU, you can allow only single digit multiplication or multiplication by more than one digit.
	<b>TENDER VALIDATION Y:AMT TENDERED N:AMT OF SALE</b>	Y or N	Validation is allowed if an appropriate optional printer is connected to an RS-232C port. Here you can choose the content of single line validation
16	<b>ROUNDING SYSTEM</b>	Y or N	Select <b>Y</b> to enable <b>Rounding System</b> .
	<b>Rounding Rates</b>		Enter the high amount of the first range where you are prompted. The low amount of the next range will be computed automatically.

Page	Field	Value	Description
17	<b>DISABLE NOT FOUND PLU</b>	Y or N	Select <b>Y</b> to disable the NOT FOUND PLU function.
	<b>EMBEDED PRICE BAR CODE TYPE 1/2/3/4/7 (0,1,2,3,4 or 7)</b> <i>ps. See next page for detail.</i>	<b>1</b>	Enables price embedded bar codes: <b>1,2</b> = Type 1 embedded bar codes with a price check sum. <b>3,4</b> = Type 3 embedded bar codes without a check sum. <b>7</b> = Choose <b>7</b> if you are embedding a weight, rather than a price. Use weight when different items are sold in bulk, such as nut/bolts in a hardware store. When a weight embedded bar code is scanned the weight is displayed and must be extended by a price at the cash register.
	<b>CLERK INTERRUPT</b>	Y or N	When <b>Y</b> , if entering a different clerk number during registration. This saves sale information to temporary area of clerk. And then you can continue registration after recall by same clerk.
	<b>PROGRAM DESCRIPTOR BY CODE</b>	Y or N	When <b>N</b> , program descriptors by pressing the appropriate key on the program overlay. When <b>Y</b> , program descriptors by typing the code for each descriptor character.
	<b>AUTO CUTTER</b>	Y or N	Select <b>Y</b> to use Auto Cutter.
	<b>USE SPOOL</b>	Y or N	Select <b>Y</b> to activate <b>Journal Take Out Spool</b> .
18	<b>USE MCR</b>	Y or N	Select code entry clerk system by MCR.
	<b>USE TRACK 1&amp;2:0 TRACK 2&amp;3:1</b>	<b>1</b>	Select the MCR track type.
	<b>USE DALLAS</b>	Y or N	Select <b>Y</b> to use Dallas function.
	<b>STORE NAME:</b>	Alpha numeric <b>8</b> character	Enter the Store name to use SD Card operation.
	<b>MIX &amp; MATCH IS TAXABLE</b>	Y or N	When Mix and Match discount is used, determine if tax applies before or after Mix and Match discount. Default is <b>N</b> - not taxable/after Mix and Match discount.
19	<b>BACK LIGHT COLOR (0-7)</b> 0:ON 1:RED 2:GREEN 3:BLUE 4:RED + GREEN 5:GREEN + BLUE 6:RED + BLUE 7:OFF	<b>0</b>	Select Back light color of display.
	<b>SELECT LANGUAGE</b> 0:ENGLISH 1:SPANISH 2:GERMAN	<b>0</b>	Select language which you want to use.
	<b>TAX1 SHIFT</b>	Y or N	When pressed before a PLU entry, the tax shift keys reverse the tax status of the PLU, i.e., a PLU with non-tax status would become taxable or a PLU with tax status would become non-taxable.

Page	Field	Value	Description
20	RESERVED		
	DISPLAY ADD PRICE OF LINKED ITEMS	Y or N	When <b>Y</b> , the customer display shows a total of the item and linked item. For example, if PLU is \$1.00 and is linked to PLU2 which is \$0.25, the customer display will show \$1.25.
	ALLOW SALE WITH 0 STOCK	Y or N	When <b>N</b> , inventory PLUs cannot be sold when stock reaches "0".
	ALLOW Z STOCK RPT	Y or N	When <b>N</b> , the operator is not allowed to clear (Z) stock.
	RESERVED		
21	ALLOW Z FINANCIAL REPORT WITH OPEN CLK INTERRUPT SALES	Y or N	A Z Financial Report will clear transaction detail. Select <b>N</b> if not allow Z Financial Report before all Clerk Interrupt are closed.

## Price Embedded Barcode Format

Barcode Format	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	13 <sup>th</sup>	
Type 1	D1	D2	I1	I2	I3	I4	I5	S	P1	P2	P3	P4	C	(5 and 4)
Type 2	D1	D2	I1	I2	I3	I4	S	P1	P2	P3	P4	P5	C	(4 and 5)
Type 3	D1	D2	I1	I2	I3	I4	I5	I6	P1	P2	P3	P4	C	(6 and 4)
Type 4	D1	D2	I1	I2	I3	I4	I5	P1	P2	P3	P4	P5	C	(5 and 5)
Type 7	D1	D2	I1	I2	I3	I4	I5	W1	W2	W3	W4	W5	C	(5 and 5)

**D1, D2** = Department Number (02, 20 ~ 29)

**I1 ~ I6** = Item Code digits

**P1 ~ P5** = Price digits

**W1 ~ W5** = Weight digits

**S** = Check sum digit for price

**C** = Check sum digit for all characters

Type 0: Price Embedded Barcode not used

Type 1: 2 digits Department Number, **5** digits Item Code, 1 digit Price Checksum, **4** digits Price, and 1 digit Checksum.

Type 2: 2 digits Department Number, **4** digits Item Code, 1 digit Price Checksum, **5** digits Price, and 1 digit Checksum.

Type 3: 2 digits Department Number, **6** digits Item Code, **4** digits Price, and 1 digit Checksum.

Type 4: 2 digits Department Number, **5** digits Item Code, **5** digits Price, and 1 digit Checksum.

Type 7: 2 digits Department Number, **5** digits Item Code, **5** digits **Weight**, and 1 digit Checksum.

## Print Option Programming (for v01.011 and later)

**NOTE:** If your *SPS-300* is loaded with **v01.010 or earlier version** firmware, please see **Appendix** for System Option Screen Images and Reference Information.

Refer to "Print Options - Reference Information" to make program entries or changes, press the **ENTER (CASH)** key to finalize your change, then **ESC (CLEAR)** to exit. Default value has been highlighted in **bold print**.

- At the **PGM control lock** position menu, press **4** for **PRINT OPTION** Programming. The **SYSTEM OPTION pg 1** screen displays:

PRINT OPTION		pg 1
PRINT MEDIA TOTALS		
ON CLERK REPORT		N←
PRINT TAX SYMBOL		Y
PRINT VOID MODE AND RETURN		
ON REPORT		Y
PRINT AUDACTION ON REPORT		N

- To browse through the options:
  - Press **ENTER** key to move "←" symbol *option by option*, or
  - press **PAGE UP** or **PAGE DOWN** for fast browsing *page by page*.
- When reaching the option you want to modify,
  - For **numeric** programming options, enter the number through numeric pad,
  - For **Yes/No** programming options, press **YES/NO** key to toggle between **Y** and **N**

PRINT OPTION		pg 1
PRINT MEDIA TOTALS		
ON CLERK REPORT		N←
PRINT TAX SYMBOL		Y
PRINT VOID MODE AND RETURN		
ON REPORT		Y
PRINT AUDACTION ON REPORT		N

PRINT OPTION		pg 2
SKIP ZERO TOTALS ON		
FINANCIAL REPORT		Y←
SKIP ZERO TOTALS ON		
CLERK REPORT		Y
PRINT CLERK REPORT AFTER		
FINANCIAL REPORT		N
PRINT SALE ITEM NO.		N

PRINT OPTION		pg 3
PRINT PLU WITH ZERO TOTALS		
ON REPORT		N←
PRINT SUBTOTAL WHEN PRESSED		N
PRINT % OF SALES ON PLU REPORT		N
PRINT CONSECUTIVE NO.		Y

PRINT OPTION		pg 4
PRINT DATE		Y←
PRINT TIME		Y
PRINT MACHINE NO.		Y
PRINT CLERK NAME		Y
HOME CURRENCY SYMBOL IS	\$	
PRINT Z COUNTER		Y



PRINT OPTION	pg 5
PRINT RECEIPT WHEN SIGN ON/OFF	N←
PRINT GRAND TOTAL	
ON X REPORT	Y
ON Z REPORT	Y
PRINT PLU# ON EJ	N

PRINT OPTION	pg 6
PRINT GROSS TOTAL	
ON X REPORT	Y←
ON Z REPORT	Y
PRINT SUBTOTAL WITHOUT TAX	N
TAX AMOUNT IS	N
Y:COMBINE N:ITEMIZE	

PRINT OPTION	pg 7
PRINT TAX AMOUNT	Y←
PRINT TAXABLE TOTAL	N
PRINT TAX % RATE	N
VAT BREAKDOWN	N
PRINT TRAIN MODE TITLE	
IN TRAINING MODE	Y

PRINT OPTION	pg 8
CURRENCY SYMBOL	
CONV.#1	▪ ←
CONV.#2	▪
CONV.#3	▪
CONV.#4	▪
E.J PORT (0-4)	0
REPORT PORT(0-4)	0

PRINT OPTION	pg 9
PRINT KP ORDER # ON RECEIPT	Y←
PRINT PRICE ON KP	N
SEND TO KP IN VOID MODE	Y
SEND TO KP IN TRAIN MODE	N

PRINT OPTION	pg 10
COMBINE LIKE ITEMS ON KP	N←
CONSOLIDATION ON CHECK TRACK	N
VOLUME UNIT	1
0:GAL 1:LTR	

PRINT OPTION	pg 11
PRINT PREAMBLE	Y←
PRINT POSTAMBLE	Y
MESSAGE ON RECEIPT	
PRINT PREAMBLE	N
PRINT POSTAMBLE	N
ON THE GUEST CHECK	

PRINT OPTION	pg 12
PRINT ON FINANCIAL REPORT	
AVG ITEM/CUST	Y←
AVG \$/CUST	Y
BUFFER RECEIPT ISSUE WHEN	
RECEIPT IS ON	Y
PRIORITY PRINT BY GROUP	
ON KP/KV	N

PRINT OPTION	pg 13
GRAND TOTAL IS	N←
Y: NET N: GROSS	
PRINT E.J FROM	N
Y: OLDEST N:NEWEST	
PRINT JOURNAL IS SMALL	N
SEND ORDER TO KP AT SUBTOTAL	N
PRINT PLU# ON REPORT	N

PRINT OPTION	pg 14
PRINT PLU# ON RECEIPT	N←
PRE-PRN GRAPHIC LOGO	Y
POST-PRN GRAPHIC LOGO	N
ON RECEIPT	
PRE-PRN GRAPHIC LOGO	N
POST-PRN GRAPHIC LOGO	N
ON THE GUEST CHECK	

PRINT OPTION	pg 15
PRE-FEED LINE# RECEIPT (0-5)	0←
POST-FEED LINE# RECEIPT (0-5)	2
PRINT IN HIGH DENSITY	N
PRINT DATE ON SERVICE	Y
ON HARD CHECK	
PRINT TAX CHARGED	Y
FOR LAST SERVICED ITEMS	

PRINT OPTION	pg 16
NOT PRINT WHEN POLLING REPORT	N←
PRINT WHEN PROGRAM UP/DOWN	N
ADJUST CUT (0-70)	40
PRINT LAST LINE OF EJ	0
DISABLE LINE FIND	N
ON SLIP PRINTER	

PRINT OPTION	pg 17
PRINT CHECK# LINE ON	Y←
GUEST CHECK	
PRINT ROUND AMT ON KP	N

## Print Options - Reference Information

Page	Field	Value	Description
1	<b>PRINT MEDIA TOTALS ON CLERK REPORT</b>	Y or N	Select <b>Y</b> to print media totals for each clerk, thus allowing clerk cash drawer accountability.
	<b>PRINT TAX SYMBOL</b>	Y or N	Select <b>N</b> to remove the tax symbol (i.e. "T1") from the print and display.
	<b>PRINT VD MODE AND RETURN ON REPORT</b>	Y or N	Select <b>N</b> to remove the VOID MODE and RETURN totals from the financial and clerk reports.
	<b>PRINT AUDACTION ON REPORT</b>	Y or N	Select <b>N</b> to remove the AUDACTION total from the financial and clerk reports.
2	<b>SKIP ZERO TOTALS ON FINANCIAL REPORT</b>	Y or N	By default, the register prints only totals with information other than zero. Select <b>N</b> , if you wish to print the contents of all the financial report totals, even if the total is zero.
	<b>SKIP ZERO TOTALS ON CLERK REPORT</b>	Y or N	By default, the register prints only totals with information other than zero. Select <b>N</b> , if you wish to print the contents of all the clerk report totals, even if the total is zero.
	<b>PRINT CLERK REPORT AFTER FINANCIAL REPORT</b>	Y or N	Select <b>Y</b> if you wish to include the clerk report information at the end of the financial report.
	<b>PRINT SALE ITEM NO.</b>	Y or N	Select <b>Y</b> if you wish to print sale item no.
3	<b>PRINT PLU WITH ZERO TOTALS ON REPORT</b>	Y or N	By default, the register prints only totals with information other than zero. Select <b>Y</b> , if you wish to print the contents of all the PLUs, even if the total is zero.
	<b>PRINT SUBTOTAL WHEN PRESSED</b>	Y or N	Select <b>Y</b> if you wish the subtotal to print when the <b>SBTL</b> key is pressed.
	<b>PRINT % OF SALES ON PLU REPORT</b>	Y or N	The register can calculate the percentage of sales represented by each PLU. Select <b>Y</b> if you wish to print this percentage on the PLU report. Note: the percentage will print only on standalone register reports, not IRC report.
	<b>PRINT CONS. NO.</b>	Y or N	The consecutive number (also referred to as the transaction counter, or receipt counter) normally prints on each receipt. Select <b>N</b> if you do not wish to print this counter.

Page	Field	Value	Description
4	PRINT DATE	Y or N	Select N if you wish to stop printing the date.
	PRINT TIME	Y or N	Select N if you wish to stop printing the time.
	PRINT MACHINE NO.	Y or N	If you are using more than one cash register, you can identify the specific register where a receipt was printed. Enter Y if you wish to print the register number on the receipt.
	PRINT CLERK NAME	Y or N	Select N if you wish to delete the printing of the clerk name on the receipt.
	HOME CURRENCY SYMBOL IS	\$	See following <b>Currency Symbol Programming</b> section for detail.
	PRINT Z COUNTER	Y or N	Select N if you wish to delete the printing of the reset counter on Z reports.
5	PRINT RECEIPT WHEN SIGN ON/OFF	Y or N	Select N if you do not wish to print a receipt when signing on or off a clerk.
	PRINT GRAND TOTAL ON X REPORT	Y or N	Select N if you wish to delete the printing of the grand total on the financial report reading (X report).
	ON Z REPORT	Y or N	Select N if you wish to delete the printing of the grand total on the financial report resetting (Z report).
	PRINT PLU# ON EJ	Y or N	Determines whether PLU# is displayed on the EJ.
6	PRINT GROSS TOTAL ON X REPORT	Y or N	Select N if you wish to delete the printing of the gross sales total on the financial report reading (X report).
	PRINT GROSS TOTAL ON Z REPORT	Y or N	Select N if you wish to delete the printing of the gross sales total on the financial report resetting (Z report).
	PRINT SUBTOTAL W/O TAX	Y or N	If you hand write credit card slips, you may find it useful to print the merchandise subtotal. Select Y if you wish to print the subtotal without tax on the receipt.
	TAX AMOUNT IS Y:COMBINE N:ITEMIZE	Y or N	Select Y if you are calculating and reporting more than one sales tax rate separately and you wish to print just the total of multiple taxes rather than itemize each tax on the receipt.
7	PRINT TAX AMOUNT	Y or N	Select Y if you wish to delete the printing of the tax amount on the receipt.
	PRINT TAXABLE TOTAL	Y or N	Select Y if you wish to print the total of merchandise eligible for each tax on the receipt.
	PRINT TAX % RATE	Y or N	If you are calculating a tax percentage (add-on or VAT), select Y if you wish to print the tax rate on each receipt.
	VAT BREAKDOWN	Y or N	If Y, a breakdown of the VAT eligible sale will print, the net amount and the VAT amount.
	PRINT TRAIN MODE TITLE IN TRAINING MODE	Y or N	When in training mode, the message "TRAIN MODE" normally prints on each receipt. Select N if you wish to delete this message.

Page	Field	Value	Description
8	<b>CURRENCY SYMBOL CONV.#1</b>	•	See following <b>Currency Symbol Programming</b> section for detail.
	<b>CONV.#2</b>	•	
	<b>CONV.#3</b>	•	
	<b>CONV.#4</b>	•	
	<b>E.J PORT (0-4)</b>	0	Choose a port for a remote printer or the CCTV system to print EJ reports.
	<b>REPORT PORT (0-4)</b>	0	Choose a port for a remote printer to print Z reports.
9	<b>PRINT KP ORDER # ON RECEIPT</b>	Y or N	A system wide counter creates an order number for each kitchen requisition. Choose <b>Y</b> or <b>N</b> to print the order number on the kitchen Printer or kitchen printer requisition.
	<b>PRINT PRICE ON KP</b>	Y or N	You can choose to print the item with or without its' price on the kitchen Printer or kitchen printer requisition.
	<b>SEND TO KP IN VOID MODE</b>	Y or N	You can choose whether to print or not print registrations in void mode on the kitchen Printer or kitchen printer requisition.
	<b>SEND TO KP IN TRAIN MODE</b>	Y or N	You can choose whether to print or not print registrations in training mode on the kitchen Printer or kitchen printer requisition.
10	<b>COMBINE LIKE ITEMS ON KP</b>	Y or N	If two of the same items are registered in the same transaction, you can choose the format on the kitchen requisition. For example, if Y, "2 HAMBURGERS; if N, "1 HAMBURGER" and "1 HAMBURGER".
	<b>CONSOLIDATION ON CHECK TRACK</b>	Y or N	Consolidation of like items can be selected for soft guest check printing. For example, if three rounds of drinks are served, the check will print "3 TAP BEER" rather than "1 TAP BEER" three times.
	<b>VOLUME UNIT 0:GAL 1:LTR</b>	1	If gallonage is selected in PLU programming, choose gallons or liters here.
11	<b>PRINT PREAMBLE MESSG ON RECEIPT</b>	Y or N	Choose whether to print the PREAMBLE on the receipt.
	<b>PRINT POSTAMBLE MESSG ON RECEIPT</b>	Y or N	Choose whether to print the POSTAMBLE on the receipt.
	<b>PRINT PREAMBLE ON THE GUEST CHECK</b>	Y or N	Choose whether to print the PREAMBLE on the guest check.
	<b>PRINT POSTAMBLE ON THE GUEST CHECK</b>	Y or N	Choose whether to print the POSTAMBLE on the guest check.

Page	Field	Value	Description
12	<b>PRINT ON FIN RPT - AVG ITEM/CUST</b>	Y or N	Choose whether to print the average items per customer (PLU sales counter/Net sales counter).
	<b>PRINT ON FIN RPT - AVG \$/CUST</b>	Y or N	Choose whether to print the average sales per customer (Net Sales/Net Sales counter).
	<b>BUFFER RECEIPT ISSUE WHEN REC IN ON</b>	Y or N	Determine whether you can issue a second receipt for the same transaction with the <b>CASH</b> key
	<b>PRIORITY PRINT BY GROUP ON KP/KV</b>	Y or N	If <b>Y</b> , the order in which items appear on a kitchen requisition is determined by the group to which the item is assigned, i.e. items reported to group 1 will print before items reported to group 2.
13	<b>GRAND TOTAL IS Y:NET N:GROSS</b>	Y or N	Choose <b>Y</b> if you wish the grand total to accumulate daily net sales totals. Choose <b>N</b> if you wish the grand total to accumulate daily gross sales totals.
	<b>PRINT E.J FROM Y:OLDEST N:NEWEST</b>	Y or N	<b>Y</b> : Prints electronic journal from lowest consecutive number to highest. <b>N</b> : Prints electronic journal from highest consecutive number to lowest.
	<b>PRINT JOURNAL IS SMALL</b>	Y or N	Choose <b>Y</b> to print Journal Printer in small size font. (2-Station)
	<b>SEND ORDER TO KP AT SUBTOTAL</b>	Y or N	Choose <b>Y</b> to print orders on the KP when the SUBTOTAL key is pressed. Choose <b>N</b> to print orders on the KP when the order is finalized.
	<b>PRINT PLU # ON RECEIPT</b>	Y or N	If <b>Y</b> , the PLU number and descriptor will print. If <b>N</b> , only the PLU number will print.
14	<b>PRINT PLU # ON REPORT</b>	Y or N	Determines whether PLU# is displayed on the report.
	<b>PRE-PRN GRAPHIC LOGO</b>	Y or N	Choose <b>Y</b> to print Preamble-Image Logo on receipt
	<b>POST-PRN GRAPHIC LOGO ON RECEIPT</b>	Y or N	Choose <b>Y</b> to print Postamble- Image Logo on receipt
	<b>PRE-PRN GRAPHIC LOGO</b>	Y or N	Choose <b>Y</b> to print Preamble-Image Logo on Guest Check.
	<b>POST-PRN GRAPHIC LOGO ON GUEST CHECK</b>	Y or N	Choose <b>Y</b> to print Postamble- Image Logo on Guest Check
15	<b>PRE-FEED LINE# RECEIPT (0 - 5)</b>	0	Enter the # which you want to feed line at the start of receipt.
	<b>POST-FEED LINE# RECEIPT (0 - 5)</b>	2	Enter the # which you want to feed line at the end of receipt.
	<b>PRINT IN HIGH DENSITY</b>	Y or N	
	<b>PRINT DATE ON SERVICE ON HARD CHECK</b>	Y or N	If <b>Y</b> , the posting date will print at every posting on the hard check.
	<b>PRINT TAX CHARGED FOR LAST SERVICED ITEMS</b>	Y or N	If <b>Y</b> , the tax printed on the check/receipt is only for the items since the last service. If <b>N</b> , the tax is for all items on check. Necessary flag for charge posting.

Page	Field	Value	Description
16	NOT PRINT WHEN POLLING REPORTS	Y or N	Choose <b>N</b> if you would like to suppress register printing when reports are polled.
	PRINT WHEN PROGRAM UP/DOWN	Y or N	Choose <b>Y</b> if you would like to suppress register printing when program are up/download.
	ADJUST CUT (0-70)	40	
	PRINT LAST LINE OF EJ (0 - 99)	0	Enter the number for the number of lines of Electronic Journal you want to print in <b>REG-Mode, Quick EJ LookUp.</b>
	DISABLE LINE FIND ON SLIP PRINTER	Y or N	Choose <b>Y</b> if you want to disable/override Line Find feature on a slip printer, or when using a POS printer.
17	PRINT CHECK# LINE ON GUEST CHECK	Y or N	
	PRINT ROUND AMT ON KP	Y or N	

## Currency Symbol Programming

1. If you want to program currency symbol or special character, on **PGM-Mode**, **4.PRINT OPTION** → **pg4** → **HOME CURRENCY SYMBOL** and **pg8** → **CURRENCY SYMBOL 1 - 4**, press **ENTER (CASH)** button to move “←” to the currency symbol you want to program.

PRINT OPTION		pg 4	PRINT OPTION		pg 8
PRINT DATE		Y←	CURRENCY SYMBOL		
PRINT TIME		Y	CONV.#1	█	←
PRINT MACHINE NO.		Y	CONV.#2	█	
PRINT CLERK NAME		Y	CONV.#3	█	
HOME CURRENCY SYMBOL IS	\$		CONV.#4	█	
PRINT Z COUNTER		Y	E.J PORT (0-4)		0
			REPORT PORT(0-4)		0

2. Press **00** button to view the first page of **OTHER ALPHA MENU** to see currency symbols.

OTHER ALPHA MENU			↓
1. Ç	7. å	13. î	
2. ù	8. ç	14. ï	
3. é	9. ê	15. Ä	
4. â	10. ë	16. Å	
5. ä	11. è	17. É	
6. à	12. ì	18. æ	
			0←

3. Press **PAGE DOWN** to view the second page of **OTHER ALPHA MENU** to see more currency symbols.

OTHER ALPHA MENU			↑
19. Æ	24. ù	29. £	
20. ô	25. ÿ	30. ¥	
21. ö	26. Ö	31. Ñ	
22. ò	27. Ü	32. Å	
23. û	28. ç	33. €	
			0←

4. Select the digit that represents the special character and **ENTER (CASH)** key.

---

## Clerk Programming

1. At the **PGM** control lock position menu, press **6** for **CLERK**. The **CLERK NUMBER** screen displays:

CLERK NUMBER	
CLERK NO? (1-10)	0←

2. Enter the clerk number 1-99, (the actual number of clerks is set in memory allocation). Press the **ENTER (CASH)** key to display the CLERK # programming screen:

CLERK NUMBER	
NAME : CLERK 1	←
PASSWORD	1
DRAWER ASSIGN (0-2)	1

3. To browse through the options, press **ENTER** key to move “←” symbol *option by option*.
4. When reaching the option you want to modify,
  - For **descriptor** programming options, the keyboard will change to **Program Overlay**, enter the character you need up to **12** characters. Or enter Descriptor Code to make up the description you want.

---

**NOTE: System Option** is default to **Program Overlay**. Please check setting on **page 17**

---

- For **numeric** programming options, enter the number through numeric pad,
5. Refer to " Clerk Programming - Reference Information" to make choices or changes on the screens provided.
  6. After making new entries or changes for a function key, press the **ESC (CLEAR)** key to finalise and return to the **PROGRAM MODE** screen.



## Clerk Programming - Reference Information

Page	Field	Value	Description
	<b>NAME</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor for each clerk. The name you program will print on the receipt in place of the default CLERK #1-99. Type the descriptor using the Program Overlay. The overlay is automatically activated when the cursor is pointing at the DESC field.
	<b>PASSWORD</b>	Up to <b>9</b> digit number	If you are using the code entry clerk system, the number you set here is the number you must use to sign on or clock in/out. This field - depends on the setting in the System Option - can be used for MCR Card number (first 9 digit) or Dallas Key Code. When both turned on, MCR Code has higher priority.
	<b>DRAWER (0 - 2)</b>	<b>1</b>	Enter 0 to allow check track operations only. (No cash sales.) Enter 1 or 2 (with the multiple drawer option) to select which drawer the clerk will open.

---

## Function Key Programming

This **Function Key Programming** allows to program function key name, and status available. A function key can not be programmed unless has been assigned on the real keyboard or on one of the two **Func Lookup** (Function Key Look Up) keys.

1. From the **PGM** control lock position menu, press **5** for **FUNCTION KEY**. The **FUNCTION KEY PROGRAM** screen displays:

```
FUNCTION KEY PROGRAM

PUSH FUNCTION KEY TO
BE PROGRAMMED
```

2. Select the function key you want to program,
  - Press the function key on the keyboard,
  - or
  - When the function key you want to program locates on one of the **Func Lookup** keys, press the **Func Lookup** key, press **1** to select **1.STATUS PROGRAM**, then press the number on the numeric pad for the function key you want to program.

<pre>FUNC #1 PROGRAM  0.MENU ASSIGNMENT 1.STATUS PROGRAM</pre>	<pre>1.CANCEL 2.MDSE RETURN 3.RA1 4.PO1 5.TIP 6.TAXEXMT 7.CONV1 8.TIME IN/OUT</pre>
--	---

3. To browse through the options, press **ENTER** key to move “←” symbol *option by option*.
4. When reaching the option you want to modify,
  - For **descriptor** programming options, the keyboard will change to **Program Overlay**, enter the character you need up to **12** characters. Or enter Descriptor Code to make up the description you want.

---

**NOTE: System Option** is default to **Program Overlay**. Please check setting on **page 17**

- For **numeric** programming options, enter the number through numeric pad,
- For **Yes/No** programming options, press **YES/NO** key to toggle between **Y** and **N**

## NON ADD # / NO SALE

1. Press the **#/NS** key to view the **#/NS** function key options:

#/NS KEY PROGRAMMING	↓
DESC1: NOSALE	←
DESC2: NON ADD #	
KEY DISABLE	N
UNDER MGR CONTROL	N
INHIBIT NO SALE	
AFTER NON-ADD #	N
PRINT NON-ADD# ON GUEST CHECK	N

2. Press **ENTER (CASH)** from the last field or press **PAGE DOWN** to view the second page of **#/NS** function key options:

#/NS KEY PROGRAMMING	↑
ENFORCE# ENTRY AT	
START OF SALE	N←
PRINT ON N/S	Y
NON-ADD# PROHIBIT	N
COMP. NON-ADD# MUST	
MATCH MAX DIGIT	N
MAX DIGIT(0-8)	0

3. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

**NON ADD # / NO SALE Key Function Options**

Page	Field	Value	Description
1	DESC1	Alpha numeric up to 12 character	You can program a descriptor for the no sale function. The default descriptor is <b>NOSALE</b> .
	DESC2	Alpha numeric up to 12 character	You can program a descriptor for the non add # function. The default descriptor is <b>NON ADD #</b> .
	KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
	UNDER MGR CONTROL	Y or N	Select <b>Y</b> to allow operation only in manager operation mode.
	INHIBIT NO SALE AFTER NON-ADD #	Y or N	Select <b>Y</b> if you want disable the NO SALE function after a non-add number is entered.
	PRINT NON-ADD# ON HARD CHECK	Y or N	
2	ENFORCE # ENTRY AT START OF SALE	Y or N	Select <b>Y</b> if you wish to enforce the entry of a non-add number at the beginning of each transaction. (For example, to track the number of customers in each sale, or to identify a customer number with each sale.)
	PRINT ON N/S	Y or N	Select <b>N</b> to stop printing when a NO SALE is performed.
	NON-ADD # PROHIBIT	Y or N	Select <b>Y</b> to disable the non-add # function.
	COMP NON-ADD # MUST MATCH MAX DIGIT	Y or N	Select <b>Y</b> if you wish all non-add number entries to have the exact number of digits selected in the MAX DIGIT flag below.
	MAX DIGIT (0-8)	0	Enter the maximum number of digits for non-add number entry. Zero (0) means no limit.

## % 1 ~ 5

1. Press the one of the % keys to view the appropriate % function key options:

%1 PROGRAMMING	↓
DESC : % 1	←
AMOUNT:Y %:N	N
RATE	0.000
KEY DISABLE	N
UNDER MGR CONTROL	N
OPEN:Y PRESET:N	N
SALE:Y ITEM:N	N

The % keys are default to **RATE**, when **AMOUNT** is selected, it becomes

%1 PROGRAMMING	↓
DESC : % 1	←
AMOUNT:Y %:N	Y
AMOUNT	0.00
KEY DISABLE	N
UNDER MGR CONTROL	N
OPEN:Y PRESET:N	N
SALE:Y ITEM:N	N

2. Press **ENTER (CASH)** from the last field or press **PAGE DOWN** to view the second page of % function key options:

%1 PROGRAMMING	↑↓
OVERRIDEABLE	N←
POS.:Y NEG.:N	N
TAXable BY TAX1	Y
TAXable BY TAX2	Y
TAXable BY TAX3	Y
TAXable BY TAX4	Y
F/S ELIGIBLE	N

**NOTE:** Modified at FlashROM v1.011. For FlashROM v1.010 and earlier was set to **N**.

3. Press **ENTER (CASH)** from the last field or press **PAGE DOWN** to view the next page of % function key options:

%1 PROGRAMMING	↑↓
ALLOW ONLY ONE TIME	
SUBTOTAL ENTRY	N←
ALLOW MULTIPLE AMOUNT	
DISCOUNT (COUPON)	
WITHOUT SUBTOTAL	N
PRESET OVERRIDE IN	
MGR ONLY	N

4. Press **ENTER (CASH)** from the last field or press **PAGE DOWN** to view the last page of % function key options:

%1 PROGRAMMING	↑
COMPULSORY VALID	N←
NON-ADD# COMP.	N

5. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

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

Page	Field	Entry	Description
1	DESC	Alpha numeric up to 12 character	You can program a descriptor. The default descriptors are % 1 ~ % 5.
	AMOUNT:Y %:N	Y or N	Select <b>Y</b> if you wish this key to apply an amount (as in a coupon). Select <b>N</b> if you wish this key to apply a percentage (as in a discount or surcharge).
	RATE / AMOUNT	5 digit	If the function is an amount, enter an amount from 0 to 999.99. If not zero, the amount will be the preset coupon amount. If the function is a percentage, enter a percentage from 0 to 99.999%. If not zero, the percentage will be the preset percentage
	KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
	UNDER MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	OPEN:Y PRESET:N	Y or N	Select <b>Y</b> if you wish the amount or percentage to be entered by the operator; select <b>N</b> if you wish the amount or percentage to be preset.
2	SALE:Y ITEM:N	Y or N	Select <b>Y</b> if you wish the amount or percentage to apply to the sale total. Select <b>N</b> if you wish the amount or percentage to apply to an item.
	OVERRIDEABLE	Y or N	Select <b>Y</b> if you wish to enter a percentage or amount to override the preset percentage or amount set in the RATE field.
	POS.:Y NEG.:N	Y or N	Select <b>Y</b> if you wish the amount or percentage to add to the sale total. Select <b>N</b> if you wish the amount or percentage to subtract from the sale.

Page	Field	Entry	Description
	TAXable BY TAX1	Y or N	Select <b>N</b> to tax any taxable items before the discount or surcharge is applied (tax the gross amount). Select <b>Y</b> to tax any taxable items after the discount or surcharge is applied (tax the net amount).
	TAXable BY TAX2	Y or N	
	TAXable BY TAX3	Y or N	
	TAXable BY TAX4	Y or N	NOTE: Modified at FlashROM v1.011. For FlashROM v1.010 and earlier was set to <b>N</b> .
	F/S ELIGIBLE	Y or N	Select <b>Y</b> to reduce (increase) the food stamp subtotal by the amount of % entry.
3	ALLOW ONLY ONE TIME SUBTOTAL ENTRY	Y or N	If <b>Y</b> , you can enter only a single coupon and you must press the <b>SBTL</b> key before the coupon entry.
	ALLOW MULTIPLE AMOUNT DISCOUNT (COUPON) WITHOUT SUBTOTAL	Y or N	If you set a % key to be used for vendor coupons (i.e. amount, negative and sale status) then choose <b>Y</b> to allow the function to be operated multiple times, without requiring the <b>SBTL</b> key to be pressed prior to the coupon entry.
	PRESET OVERRIDE IN MGR ONLY	Y or N	Select <b>Y</b> to allow preset override only in manager operation mode.
4	COMPULSORY VALIDATION	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.
	NON-ADD# COMP.	Y or N	Use this to enforce the entry of a non-add number before apply % function. See <b>Program Mode → 5.FUNCTION KEYS → #/NS</b> for detail.

## ADD CHECK (Tray Total)

1. Press the **ADD CHECK** key to view the **ADD CHECK** function key options:

ADD CHECK PROGRAMMING	↓
DESC : ADDCHK	←
KEY DISABLE	N
COMPULSORY BEFORE TENDERING	N
CONSECUTIVE NUMBER ADVANCED	Y
RECEIPT CONDENCING	N

2. Press **ENTER (CASH)** from the last field or press **PAGE DOWN** to view the second page of add check function key options:

ADD CHECK PROGRAMMING	↑
EXEMPT TAX 1	N←
EXEMPT TAX 2	N
EXEMPT TAX 3	N
EXEMPT TAX 4	N
COMPULSORY VALID	N

3. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.



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

<b>Page</b>	<b>Field</b>	<b>Value</b>	<b>Description</b>
<b>1</b>	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>ADDCHK</b> .
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function.
	<b>COMPULSORY BEFORE TENDERING</b>	Y or N	Select <b>Y</b> if you want to force the operator to use the ADD CHECK function before tendering.
	<b>CONSECUTIVE NUMBER ADVANCED</b>	Y or N	Select <b>Y</b> if you want to advance the consecutive number each time the ADD CHECK key is used.
	<b>RCPT CONDENCING</b>	Y or N	Select <b>Y</b> if you want to print check normally with receipt header/footer and cut separately when Auto Cutter is used, when ADD CHECK key is used.
<b>2</b>	<b>EXEMPT TAX 1</b>	Y or N	Select <b>Y</b> to exempt the appropriate tax automatically when finalized with this key.
	<b>EXEMPT TAX 2</b>	Y or N	
	<b>EXEMPT TAX 3</b>	Y or N	
	<b>EXEMPT TAX 4</b>	Y or N	
	<b>COMPULSORY VALIDATION</b>	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.

## CANCEL

1. Press the **CANCEL** key to view the **CANCEL** function key options:

CANCEL KEY PROGRAMMING		
DESC : CANCEL		←
KEY HALO	0.00	
(0 : NO LIMIT)		
KEY DISABLE		N
UNDER MGR CONTROL		N
COMPULSORY VALIDATION		N

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***CANCEL Key Function Options***

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>CANCEL</b> .
	<b>HALO</b>	<b>7</b> digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function.
	<b>UNDER MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	<b>COMPULSORY VALIDATION</b>	Y or N	

## CASH

1. Press the **CASH** key to view the **CASH** function key options:

CASH KEY PROGRAMMING	↓
DESC : CASH	←
HALO	0.00
(0 : NO LIMIT)	
AMOUNT TEND COMPULSORY	N
OVER/UNDER TENDER	
IN MGR CONTROL	N
DISABLE UNDER TENDER	N

2. Press **ENTER (CASH)** from the last field or press **PAGE DOWN** to view the second page of cash function key options:

CASH KEY PROGRAMMING	↑
DOES DRAWER OPEN	Y←
EXEMPT TAX 1	N
EXEMPT TAX 2	N
EXEMPT TAX 3	N
EXEMPT TAX 4	N
COMPULSORY VALIDATION	N

3. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **CASH Key Function Options**

<b>Page</b>	<b>Field</b>	<b>Value</b>	<b>Description</b>
<b>1</b>	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>CASH</b> .
	<b>HALO</b>	<b>7</b> digit amount	You can limit errors by setting the maximum amount that can be tendered. "0" means that there is no entry limit.
	<b>AMOUNT TEND COMP.</b>	Y or N	Select <b>Y</b> if you want to force the operator to enter the tendered amount and let the register calculate the change.
	<b>OVER/UNDER TENDER IN MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator to tender more than the amount of the sale and issue change. When selected, over and under tendering is allowed only in the <b>X</b> control lock position.
	<b>DISABLE UNDER TEND.</b>	Y or N	Select <b>Y</b> if you do not want the operator to tender less than the amount of the sale.
<b>2</b>	<b>DOES DRAWER OPEN</b>	Y or N	Select <b>N</b> if you do not want the drawer to opened with this key.
	<b>EXEMPT TAX 1</b>	Y or N	Select <b>Y</b> to exempt the appropriate tax automatically when finalized with this key.
	<b>EXEMPT TAX 2</b>	Y or N	
	<b>EXEMPT TAX 3</b>	Y or N	
	<b>EXEMPT TAX 4</b>	Y or N	
	<b>COMPULSORY VALIDATION</b>	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.

## CHARGE 1 ~ 8

1. Press one of the **CHARGE** key to view the appropriate **CHARGE** function key options:

CHARGE 1 PROGRAMMING	↓
DESC : CHARGE1	←
KEY HALO	0.00
(0 : NO LIMIT)	
AMOUNT TEND COMPULSORY	N
OVER/UNDER TENDER	
IN MGR CONTROL	N
DISABLE UNDER TENDER	N

2. Press **ENTER (CASH)** from the last field or press **PAGE DOWN** to view the second page of charge function key options:

CHARGE 1 PROGRAMMING	↑↓
DOES DRAWER OPEN	Y←
ALLOW OVER TENDER	N
NON-ADD # COMPULSORY	N
EXEMPT TAX 1	N
EXEMPT TAX 2	N
EXEMPT TAX 3	N
EXEMPT TAX 4	N

3. Press **ENTER (CASH)** from the last field or press **PAGE DOWN** to view the last page of charge function key options:

CHARGE 1 PROGRAMMING	↑
COMPULSORY VALIDATION	N←
SEND TO EFT	N
EFT OUTPUT	
COM PORT# (0-4)	0

4. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **CHARGE 1 ~ 8 Key Function Options**

<b>Page</b>	<b>Field</b>	<b>Value</b>	<b>Description</b>
<b>1</b>	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptors are <b>CHARGE1 ~ CHARGE8</b> .
	<b>HALO</b>	<b>7</b> digit amount	You can limit errors by setting the maximum amount that can be tendered. "0" means that there is no entry limit.
	<b>AMOUNT TEND COMP.</b>	Y or N	Select <b>Y</b> if you want to force the operator to enter the tendered amount and let the register calculate the change.
	<b>OVER/UNDER TENDER IN MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator to tender more than the amount of the sale and issue change. When selected, over tendering is allowed only in the <b>X</b> control lock position.
	<b>DISABLE UNDER TEND.</b>	Y or N	Select <b>Y</b> if you do not want the operator to tender less than the amount of the sale.
<b>2</b>	<b>DOES DRAWER OPEN</b>	Y or N	Select <b>N</b> if you do not want the drawer to opened with this key.
	<b>ALLOW OVER TEND.</b>	Y or N	Select <b>Y</b> if you wish to allow tender greater than the amount of the sale.
	<b>NON-ADD # COMP.</b>	Y or N	Select <b>Y</b> if you wish to enforce the entry of a non-add number prior to tendering.
	<b>EXEMPT TAX 1</b>	Y or N	Select <b>Y</b> to exempt the appropriate tax automatically when finalized with this key.
	<b>EXEMPT TAX 2</b>	Y or N	
	<b>EXEMPT TAX 3</b>	Y or N	
	<b>EXEMPT TAX 4</b>	Y or N	
<b>3</b>	<b>COMPULSORY VALIDATION</b>	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.
	<b>SEND TO EFT</b>	Y or N	Set to <b>Y</b> if connected to a Lan Tran credit authorization terminal.
	<b>EFT OUTPUT COM PORT# (0-4)</b>	<b>0</b>	Select the port (1,2,3 or 4) where the EFT is attached.

## CHECK (Cheque) CASHING - CHKCASH

1. Press the **CHECK CASHING** key to view the **CHECK CASHING** function key options:

CHECK CASH PROGRAMMING	
DESC : CHKCASH	←
KEY HALO	0.00
(0 : NO LIMIT)	
KEY DISABLE	N
UNDER MGR CONTROL	N
COMPULSORY VALIDATION	N
COMPULSORY CHECK ENDORSEMENT	N

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***CHECK (Cheque) CASHING Key Function Options***

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to 12 character	You can program a descriptor. The default descriptor is <b>CHKCASH</b> .
	<b>HALO</b>	7 digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function.
	<b>UNDER MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	<b>COMPULSORY VALIDATION</b>	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.
	<b>COMPULSORY CHECK ENDORSEMENT</b>	Y or N	Choose <b>Y</b> to enforce check endorsement if an optional printer with endorsement capability is connected to an RS-232C port.

## CHECK (Cheque) ENDORSEMENT - CHKENDOR

1. Press the **CHECK ENDORSEMENT** key to view the **CHECK ENDORSEMENT** function key options:

CHECK ENDORSEMENT	
DESC : CHKENDOR	←
KEY DISABLE	N
PRINT CHECK AMT IN THE ENDORSEMENT	N

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***CHECK (Cheque) ENDORSEMENT Key Function Options***

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>CHKENDOR</b>
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function.
	<b>PRINT CHECK AMT IN THE ENDORSEMENT</b>	Y or N	Choose <b>Y</b> to print the amount of the check as well as the endorsement message. Choose <b>N</b> to print only the endorsement message.



## CHECK (Cheque)

1. Press the **CHECK** key to view the **CHECK** function key options:

CHECK KEY PROGRAMMING	↓
DESC : CHECK	←
HALO	0.00
(0 : NO LIMIT)	
AMOUNT TEND COMPULSORY	N
OVER/UNDER TENDER	
IN MGR CONTROL	N
DISABLE UNDER TENDER	N

2. Press **ENTER (CASH)** from the last field or press **PAGE DOWN** to view the second page of check function key options:

CHECK KEY PROGRAMMING	↑↓
DOES DRAWER OPEN	Y←
EXEMPT TAX 1	N
EXEMPT TAX 2	N
EXEMPT TAX 3	N
EXEMPT TAX 4	N
COMPULSORY CHECK ENDORSEMENT	N

3. Press **ENTER (CASH)** from the last field or press **PAGE DOWN** to view the third page of check function key options:

CHARGE 1 PROGRAMMING	↑
COMPULSORY VALID	N←

4. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **CHECK (Cheque) Key Function Options**

<b>Page</b>	<b>Field</b>	<b>Value</b>	<b>Description</b>
<b>1</b>	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>CHECK</b> .
	<b>HALO</b>	7 digit amount	You can limit errors by setting the maximum amount that can be tendered. "0" means that there is no entry limit.
	<b>AMOUNT TEND COMP.</b>	Y or N	Select <b>Y</b> if you want to force the operator to enter the tendered amount and let the register calculate the change.
	<b>OVER/UNDER TENDER IN MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator to tender more than the amount of the sale and issue change. When selected, over tendering is allowed only in the <b>X</b> control lock position.
	<b>DISABLE UNDER TEND.</b>	Y or N	Select <b>Y</b> if you do not want the operator to tender less than the amount of the sale.
<b>2</b>	<b>DOES DRAWER OPEN</b>	Y or N	Select <b>N</b> if you do not want the drawer to open with this key.
	<b>EXEMPT TAX 1</b>	Y or N	Select <b>Y</b> to exempt the appropriate tax automatically when finalized with this key.
	<b>EXEMPT TAX 2</b>	Y or N	
	<b>EXEMPT TAX 3</b>	Y or N	
	<b>EXEMPT TAX 4</b>	Y or N	
<b>COMPULSORY CHECK ENDORSEMENT</b>	Y or N	Choose <b>Y</b> to enforce check endorsement if an optional printer with endorsement capability is connected to an RS-232C port.	
<b>3</b>	<b>COMPULSORY VALIDATION</b>	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.

## CHECK # (for Account Management)

1. Press the **CHECK TRACK #** key to view the **CHECK TRACK** function key options:

CHECK TRACK PROGRAMMING	↓
DESC : CHECK #	←
KEY DISABLE	N
COMPULSORY FOR ALL SALES	N
OPENING CLERK HAS EXCLUSIVE ACCESS	N
PRINT ON RECEIPT	Y

2. Press **ENTER (CASH)** from the last field or press **PAGE DOWN** to view the second page of check track function key options:

CHECK TRACK PROGRAMMING	↑↓
PRINT ON REMOTE	Y←
ALLOW ONLY ONE CHECK PER TABLE	N
CHECK # ASSIGNED BY REGISTER	N
DRIVE THRU FEATURE ENABLED	N

3. Press **ENTER (CASH)** from the last field or press **PAGE DOWN** to view the second page of check track function key options:

CHECK TRACK PROGRAMMING	↑
LENGTH OF CHECK (0-9, 0 : NO LIMIT)	0←
SCAN CHECK #	N
SHARE CHECK FILE	N
PRINT CHECK TO THE SERVER	N
THE SATELLITE	N

4. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **CHECK # Key Function Options**

Page	Field	Value	Description
1	DESC	Alpha numeric up to 12 character	You can program a descriptor. The default descriptor is <b>CHECK #</b> .  NOTE: You may wish to use <b>TABLE #</b> as the description.
	KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
	COMPULSORY FOR ALL SALES	Y or N	Select <b>Y</b> you must begin a new, or recall an existing tracking number before registering items.
	OPENING CLERK HAS EXCLUSIVE ACCESS	Y or N	If <b>Y</b> , the clerk that begins a tracking number is the only clerk who can recall a check. If <b>N</b> , any clerk can recall any check.
	PRINT ON RECEIPT	Y or N	If <b>N</b> , the check track number and balance will not print on the receipt.
2	PRINT ON REMOTE	Y or N	If <b>N</b> , the check track number and balance will not print on the remote.
	ALLOW ONLY ONE CHK PER TABLE	Y or N	If <b>Y</b> , you can begin only one check with the same table #.
	CHECK # ASSIGNED BY REGISTER	Y or N	If <b>Y</b> , press the <b>CHECK. #</b> key to automatically assign the next sequential check. Check numbers will begin with #1 and continue until the open check report is reset, at which point the check number will be reset and start at #1 again.
	DRIVE THRU FEATURE ENABLED	Y or N	If you wish to implement a drive thru recall key, this setting changes the function of the <b>PBAL</b> key to that of a recall key. Press the <b>PBAL</b> key directly to automatically recall the open check with the lowest tracking number
3	LENGTH OF CHECK (0-9, 0 : NO LIMIT)	0	Set the length of check in number of digits. For example, if 4, then checks must be used in the range from 1000, to 9999. This setting applies only to check numbers input by the operator, not to check numbers assigned by the register.
	SCAN CHECK #	Y or N	Choose <b>Y</b> to allow the check number to be input by a scanner (must be nine digits or less).
	SHARE CHECK FILE	Y or N	Choose <b>Y</b> to allow share check file within IRC network. See <b>SM-Mode, 7.IRC OPTIONS</b> for related settings.
	PRINT CHECK TO THE SERVER	Y or N	Choose <b>Y</b> to allow printing Guest Check to the Server Register. See <b>SM-Mode, 7.IRC OPTIONS</b> for related settings.
	PRINT CHECK TO THE SATELLITE	Y or N	Choose <b>Y</b> to allow printing Guest Check to the Satellite Register. See <b>SM-Mode, 7.IRC OPTIONS</b> for related settings.

## CURRENCY CONVERSION 1 ~ 4 - CONV 1 ~ 4

1. Press one of the **CURRENCY CONVERSION** keys to view the appropriate **CURRENCY CONVERSION** function key options:

```

      CONVERSION #1 PROGRAMMING
DESC : CONV1          ←
RATE                 0
NUMBER OF DECIMAL   0
    
```

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***CURRENCY CONVERSION 1 ~ 4 Key Function Options***

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor for each foreign currency. The default descriptors are <b>CONV 1 ~ CONV 4</b> .
	<b>RATE</b>	<b>5</b> digits	Enter the exchange rate of up to 5 digits (do not enter the decimal point). See the examples on the next page.
	<b>NUMBER OF DEC. (0 - 6)</b>	<b>0</b>	Enter a number from 0 to 6 to indicate the decimal position of the exchange rate. Count the decimal position from the right. See the examples below.

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

---

NOTE: Foreign currency exchange rates can be stated as “foreign currency in home currency”, or “home currency in foreign currency”. Use the rate stated in “home currency in foreign currency” when you are programming this section.

---

The home currency is worth 1.92573 EURO (foreign currency).

RATE: 192573

NUMBER OF DEC.: 5

\* You can EURO currency exchange rate program on CONV #1 only.

The home currency is worth 64.5863 foreign currency.

RATE: 645863

NUMBER OF DEC.: 4

**EAT-IN - EATIN**  
**TAKE OUT - TKOUT**  
**DRIVE THROUGH - DVTHR**

1. Press the **EAT-IN**, **TAKE OUT**, or **DRIVE THRU** key to view the appropriate function key options:

<pre> DRIVE-THRU PROGRAMMING DESC : DVTHR                ← EXEMPT TAX 1                N EXEMPT TAX 2                N EXEMPT TAX 3                N EXEMPT TAX 4                N COMPULSORY VALIDATION      N         </pre>	<pre> EAT-IN PROGRAMMING DESC : EATIN                ← EXEMPT TAX 1                N EXEMPT TAX 2                N EXEMPT TAX 3                N EXEMPT TAX 4                N COMPULSORY VALIDATION      N         </pre>
--	--

<pre> TAKE-OUT PROGRAMMING DESC : TKOUT                ← EXEMPT TAX 1                N EXEMPT TAX 2                N EXEMPT TAX 3                N EXEMPT TAX 4                N COMPULSORY VALIDATION      N         </pre>
--

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

***EAT-IN/TAKE OUT/DRIVE THROUGH Key Function Options***

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to 12 character	You can program a descriptor. The default descriptors are <b>EATIN</b> , <b>TKOUT</b> and <b>DVTHR</b> .
	<b>EXEMPT TAX 1</b>	Y or N	If you wish to automatically exempt a tax for a particular type of sale, select <b>Y</b> for the appropriate tax. For example, if items are non-taxable for take out, but taxable for eat-in, set this program to exempt tax on take out sales.
	<b>EXEMPT TAX 2</b>	Y or N	
	<b>EXEMPT TAX 3</b>	Y or N	
	<b>EXEMPT TAX 4</b>	Y or N	
	<b>COMPULSORY VALIDATION</b>	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.

## ERROR CORRECT - ERRCORR

1. Press the **ERROR CORRECT** key to view the **ERROR CORRECT** function key options:

```

ERR CORRECT PROGRAMMING
DESC : ERRCORR          ←
KEY HALO                0.00
(0 : NO LIMIT)
KEY DISABLE             N
UNDER MGR CONTROL      N
    
```

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

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

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to 12 character	You can program a descriptor. The default descriptor is <b>ERRCORR</b> .
	<b>HALO</b>	7 digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function.
	<b>UNDER MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.

## FOOD STAMP SUBTOTAL - F/S SUB

1. Press the **F/S SUB** key to view the **FOOD STAMP SUBTOTAL** function key options:

FOOD SUBTOT PROGRAMMING DESC : F/S SUB ← KEY DISABLE N
--

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***FOOD STAMP SUBTOTAL Key Function Options***

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to 12 character	You can program a descriptor. The default descriptor is <b>F/S SUB</b> .
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function.



## FOOD STAMP TENDER - F/S TEND

1. Press the **F/S TEND** key to view the **FOOD STAMP TENDER** function key options:

FOOD STAMP PROGRAMMING	↓
DESC : F/S TEND	←
KEY HALO	0.00
EXEMPT TAX 1	N
EXEMPT TAX 2	N
EXEMPT TAX 3	N
EXEMPT TAX 4	N
ALL DECIMAL	N

2. Press **ENTER (CASH)** from the last field or press **PAGE DOWN** to view the second page of food stamp tender function key options:

FOOD STAMP PROGRAMMING	↑
CHANGE IS ISSUED IS CASH	N←
DOES DRAWER OPEN	Y
COMPULSORY VALIDATION	N
ALLOW OVER TENDER	N

3. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **FOOD STAMP TENDER Key Function Options**

<b>Page</b>	<b>Field</b>	<b>Value</b>	<b>Description</b>
<b>1</b>	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>F/S TEND</b> .
	<b>HALO</b>	<b>7</b> digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
	<b>EXEMPT TAX 1</b>	Y or N	If taxes are exempted automatically on food stamp sales (as is most often the case) select <b>Y</b> for each tax that is actively used and needs to be exempted.
	<b>EXEMPT TAX 2</b>	Y or N	
	<b>EXEMPT TAX 3</b>	Y or N	
	<b>EXEMPT TAX 4</b>	Y or N	
	<b>ALLOW DECIMAL</b>	Y or N	If <b>N</b> , food stamp tender must be in whole dollar amounts, i.e. \$1, \$5, or \$10. If <b>Y</b> , the tender is allowed in any amount.
<b>2</b>	<b>CHANGE IS ISSUED IN CASH</b>	Y or N	If <b>Y</b> , food stamp change less than \$1 will be issued in cash.
	<b>DOES DRAWER OPEN</b>	Y or N	Select <b>N</b> if you do not want the drawer to opened with this key.
	<b>COMPULSORY VALIDATION</b>	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.
	<b>ALLOW OVER TEND.</b>	Y or N	Select <b>Y</b> if you wish to allow tender greater than the amount of the sale.

## FUNCTION LOOK UP(FLU) #1 ~ 2 - FUNCLK1 ~ 2

Two function keys (**FUNCTION LOOK 1** and **FUNCTION LOOK 2**) are available to access up to eight functions each. You can use function look up keys to locate functions that are necessary for your application, but may not fit on the keyboard layout, or to locate functions that are used only occasionally.

With this program, you can determine which functions are located on each function look up key, and you can also access these functions for option programming.

Press the **FUNCTION LOOK UP 1** or **FUNCTION LOOK UP 2** key to view the appropriate function program menu screen:

```
FUNC #1 PROGRAM      ↓
0.MENU ASSIGNMENT
1.STATUS PROGRAM
```

### To Assign Different Function key into Function Lookup

1. Press **0** to select the menu assignment on the function look-up key, the **FUNC. # MENU ASSIGN** screen displays:

```
FUNC #1 MENU ASSIGN.
PUSH MENU NUMBER TO
BE PROGRAMMED (1-8)
0←
```

2. Enter the number of the menu position (there are eight functions listed on each function look up menu) that you wish to edit, press **ENTER (CASH)**.

```
FUNC #1 MENU ASSIGN.
MENU NUMBER :           1
CURRENT ASSIGNMENT
                        CANCEL
ENTER NEW FUNC. CODE,
PRESS CASH
0←
```

3. Type the code for the function you wish to place on the function look up key menu, press **ENTER (CASH)**. See **Function Key Code Table in S-Mode, Function Key Assignment** or press **PAGE DOWN** to view a list of functions and codes.
4. Go to step 1 above and continue to program menu numbers for the function look up key, or press **ESC (CLEAR)** to return to the **PROGRAM MODE** menu.

### **To Program Function key Status in Function Lookup**

1. Press **1** to program the options for a function on the function look-up key, the function key list of **FUNCTION LOOKUP #1** key screen displays:

1. CANCEL
2. MDSE RETURN
3. RA1
4. PO1
5. TIP
6. TAXEXMT
7. CONV1
8. TIME IN/OUT

2. Press the number represents the function key you want to modify. The function key status screen will then displays.
3. If you are programming function key options, refer to each function separately in this chapter to set function options.
4. Press **ESC (CLEAR)** to go back to **FUNCTION LOOKUP #1** key list screen for different function key, or press **ESC (CLEAR)** key a second time to return to the **PROGRAM MODE** menu.

## GUEST (for Account Management)

1. Press the **GUEST** key to view the **GUEST** function key options:

GUEST # PROGRAMMING		
DESC : GUEST		←
COMPULSORY FOR		
GUEST CHECK		N
COMPULSORY FOR ALL SALES		N
PRINT AT REMOTE PRINTER		N

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***GUEST Key Function Options***

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>GUEST</b> .
	<b>COMPULSORY WHEN GUEST CHECK</b>	Y or N	Select <b>Y</b> to enforce an entry into the <b>GUEST #</b> key before a tracking number can be accessed for the first time.
	<b>COMPULSORY FOR ALL SALES</b>	Y or N	Select <b>Y</b> to enforce an entry into the <b>GUEST #</b> key before an item can be registered on any sale.
	<b>PRINT AT REMOTE PRINTER</b>	Y or N	Select <b>N</b> if you do not want <b>GUEST #</b> entry to print at the kitchen printer if items from the same transaction are sent to the KP.

## PRICE LEVEL 1 ~ 5 - LEVEL 1 ~ 5

1. Press the **LEVEL** key to view the **PRICE LEVEL** function key options:

LEVEL1 PROGRAMMING	
DESC : LEVEL 1	←
KEY DISABLE	N
SEND DESCRIPTION TO KP	N
UNDER MGR CONTROL	N
SEND DESCRIPTION TO RECEIPT	N
SEND DESCRIPTION TO CHECK	N

NOTE: Option added at FlashROM v1.011.

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **PRICE LEVEL 1 ~ 5 Key Function Options**

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to 12 character	You can program a descriptor. The default descriptor is <b>LEVEL 1 ~ LEVEL 5</b> .
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function. NOTE: Option added at FlashROM v1.011.
	<b>SEND DESCRIPTION TO KP</b>	Y or N	Select <b>Y</b> if you wish function key description to print on the kitchen printer.
	<b>UNDER MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	<b>SEND DESCRIPTION TO RECEIPT</b>	Y or N	Select <b>Y</b> if you wish function key description to print on the receipt printer. NOTE: Option added at FlashROM v1.011.
	<b>SEND DESCRIPTION TO CHECK</b>	Y or N	Select <b>Y</b> if you wish function key description to print on the (guest) check. NOTE: Option added at FlashROM v1.011.

## MACRO 1 ~ 10, 11 ~ 20 (Program Screen Added in FlashROM v1.011)

1. Press a **MACRO** key to view the **MACRO** function key options:

MACRO 1 PROGRAMMING	
DESC : MACRO1	←
UNDER MGR CONTROL	N

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### MACRO 1 ~ 10, 11 ~ 20 Key Function Options

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>MACRO1 ~ MACRO20</b> .
	<b>UNDER MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.

NOTE: See **Z / Report Reset Mode → 5.PLU LOOKUP PROGRAM** for PLU LOOKUP PLU list programming.

## MDSE RETURN

1. Press the **MDSE RETURN** key to view the **MERCHANDISE RETURN** function key options:

RETURN KEY PROGRAMMING	
DESC : MDSE RETURN	←
KEY HALO	0.00
(0 : NO LIMIT)	
KEY DISABLE	N
UNDER MGR CONTROL	N
COMPULSORY VALIDATION	N

NOTE: Option added at FlashROM v1.011.

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **MDSE RETURN Key Function Options**

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>MDSE RETURN</b> .
	<b>HALO</b>	<b>7</b> digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function.
	<b>UNDER MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	<b>COMPULSORY VALIDATION</b>	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.
			NOTE: Option added at FlashROM v1.011.



## MODIFIER 1 ~ 5 - MOD1 ~ 5

1. Press one of the **MODIFIER** keys to view the appropriate **MODIFIER** function key options:

```

MOD 1 PROGRAMMING      ↓
DESC : MOD1            ←
UNDER MGR CONTROL      N
AFFECT PLU #           N
PRINT ON CHECK         N
PRINT ON RECEIPT       N
AFFECT DIGIT 1-14
  OF PLU#               4
    
```

2. Press **ENTER (CASH)** from the last field or press **PAGE DOWN** to view the second page of modifier function key options:

```

MOD 1 PROGRAMMING      ↑
VALUE OF AFFECTED DIGIT(0-9) 1←
PRINT ON KP            N
    
```

NOTE: Options modified/added at FlashROM v1.011.

3. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

NOTE: For MOD (1 ~ 5) function keys, all 5 of them has been preset to following values. Modified on FlashROM v1.011.

Modifier	Affect Digit	Values of Affect Digit
1	4(th)	1
2	4(th)	2
3	4(th)	3
4	4(th)	4
5	4(th)	0

### **MODIFIER 1 ~ 5 Key Function Options**

Page	Field	Value	Description
<b>1</b>	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptors are <b>MOD1 ~ MOD5</b> .
	<b>UNDER MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	<b>AFFECT PLU #</b>	Y or N	Select <b>Y</b> , if you wish the modifier entry to modify the PLU and cause a different item/price to be registered. Select <b>N</b> to only add the modifier descriptor.
	<b>PRINT ON CHECK</b>	Y or N	Select <b>N</b> to not print the modifier descriptor on the guest check.
	<b>PRINT ON RECEIPT</b>	Y or N	Select <b>N</b> to not print the modifier descriptor on the receipt.
	<b>AFFECT DIGIT 1-14</b>	<b>4</b>	<p>Preceding a PLU with a Size and/or Modifier key manipulates the PLU code assigned to the PLU key, causing a different PLU to be registered when the PLU key is pressed. Enter the digit of the PLU number you wish to be changed when using this key. (Digit #1 is the rightmost digit; digit #14 is the leftmost digit.)</p> <p>Use this feature, you can prefix a barcode (such as a drink) here is sold by barcode take away - press MODIFIER then scan the barcode.</p>
<b>2</b>	<b>VALUE OF AFFECTED DIGIT (0-9)</b>	<b>1/2/3/4/0</b>	Enter the value you wish to be added in the digit position selected. For example, if you wish to affect PLU digit #4 with a value of 1, then pressing this modifier key prior to the registration of PLU #17 will result in the registration of PLU #1017.
	<b>PRINT ON KP</b>	Y or N	Choose <b>Y</b> to allow to print to KP.  NOTE: Option added at FlashROM v1.011.

### Modifier Key Programming Example

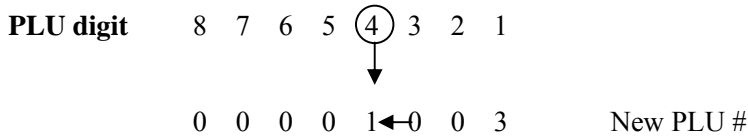
Selling soft drinks in different sizes is an excellent modifier application. For example, a restaurant sells Coke, Sprite and Root Beer in 3-sizes: small, medium & large.

If the PLU number assignment is:

- PLU #1= **Coke**
- PLU #2= **Sprite**
- PLU #3= **Root Beer**

You may choose to modify the 4<sup>th</sup> digit of the PLU number with the digit 1 for small, 2 for medium and 3 for large. (Always count right-to-left to determine the PLU digit#.)

When the 4<sup>th</sup> digit is modified to a value of 1, and the Small modifier key is pressed before the Root Beer key, the registration of PLU #1003 results.



To complete the application, set modifier programming options as shown:

Modifier Name	Affected Digit (Program 90)	Value of Affected Digit (Program 70, option N3)
Small	4	1
Medium	4	2
Large	4	3

You can program PLUs as follows:

PLU Number	Item
1001	Small Coke
1002	Small Sprite
1003	Small Root Beer
2001	Medium Coke
2002	Medium Sprite
2003	Medium Root Beer
3001	Large Coke
3002	Large Sprite
3003	Large Root Beer

## PREVIOUS BALANCE - PBAL

1. Press the **PBAL** key to view the **PREVIOUS BALANCE** function key options:

PREVIOUS BALANCE PROGRAMMING	
DESC : PBAL	←
ENTER ANY TIME	N
REQUIRE AT START OF SALE	N
PRINT ON CHECK (SOFT & HARD)	N

NOTE: Option added at FlashROM v1.011.

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **PREVIOUS BALANCE Key Function Options**

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>PBAL</b> .
	<b>ENTER ANY TIME</b>	Y or N	Select <b>Y</b> to allow the <b>PBAL</b> entry at any time. Select <b>N</b> to allow a <b>PBAL</b> entry only at the start of a sale.
	<b>REQUIRE AT START OF SALE</b>	Y or N	Select <b>Y</b> to require an entry into the <b>PBAL</b> key at the start of every transaction.
	<b>PRINT ON CHECK (SOFT &amp; HARD)</b>	Y or N	NOTE: Option added at FlashROM v1.011.

## PAID OUT 1 ~ 3 - PO1 ~ 3

1. Press one of the **PAID OUT** keys to view the **PAID OUT** function key options:

PO #1 KEY PROGRAMMING	
DESC : PO1	←
KEY HALO	0.00
(0 : NO LIMIT)	
KEY DISABLE	N
UNDER MGR CONTROL	N
COMPULSORY VALID	N

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

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

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to 12 character	You can program a descriptor. The default descriptors are <b>PO 1 ~ PO 3</b> .
	<b>HALO</b>	7 digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function.
	<b>UNDER MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	<b>COMPULSORY VALIDATION</b>	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.

## PRINT CHECK - PRINT CHK (for Account Management - Soft Check)

1. Press the **PRINT CHECK** key to view the **PRINT CHECK** function key options:

PRINT CHECK PROGRAMMING		
DESC : PRINT CHK		←
CHECK PRINT		
COM PORT # (0-4)		0
AUTO SERVICE CHECK		N
PRINT CHECK ON RECEIPT		N
SKIP PRINT OF CONSECUTIVE		
NUMBER ON CHECK		N

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### PRINT CHECK Key Function Options

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>PRINT CHK</b> .
	<b>CHECK PRINT COMM PORT # (0-4)</b>	<b>0</b>	Select the port (1,2,3 or 4) where the check print printer is attached. If 0 is selected, the check will print on the receipt printer.
	<b>AUTO SERVICE CHK</b>	Y or N	Select <b>Y</b> if you want the Check Print function to automatically service the check.
	<b>PRT CHECK ON RECP</b>	Y or N	Select <b>Y</b> if you want the Check Print function to print on the receipt printer.
	<b>SKIP PRT OF CONSEC# ON CHECK</b>	Y or N	Select <b>Y</b> if you wish to delete the printing of the consecutive # on the guest check.

## PROMOTION - PROMO

1. Press the **PROMO** key to view the **PROMOTION** function key options:

PROMO PROGRAMMING	
DESC : PROMO	←
KEY DISABLE	N
UNDER MGR CONTROL	N
TAXABLE BY TAX1	N
TAXABLE BY TAX2	N
TAXABLE BY TAX3	N
TAXABLE BY TAX4	N

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### *PROMO Key Function Options*

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to 12 character	You can program a descriptor. The default descriptor is <b>PROMO</b> .
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function.
	<b>UNDER MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	<b>TAXABLE BY TAX1</b>	Y or N	If an item is taxable, and you wish to remove taxes and an item's cost when using the <b>PROMO</b> key, set the taxable status for the appropriate tax to <b>Y</b> .
	<b>TAXABLE BY TAX2</b>	Y or N	
	<b>TAXABLE BY TAX3</b>	Y or N	
	<b>TAXABLE BY TAX4</b>	Y or N	

## RECEIVED ON ACCOUNT 1 ~ 3 - RA 1 ~ 3

1. Press one of the **RECD ON ACCT** keys to view the **RECEIVED ON ACCOUNT** function key options:

RA #1 KEY PROGRAMMING	
DESC : RA1	←
KEY HALO	0.00
(0 : NO LIMIT)	
KEY DISABLE	N
UNDER MGR CONTROL	N
COMPULSORY VALID	N

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **RECEIVED ON ACCOUNT 1 ~ 3 Key Function Options**

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptors are <b>RA1 ~ RA3</b> .
	<b>HALO</b>	<b>7</b> digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function.
	<b>UNDER MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	<b>COMPULSORY VALIDATION</b>	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.



## SCALE

1. Press the **SCALE** key to view the **SCALE** function key options:

```

SCALE KEY PROGRAMMING      ↓
DESC : SCALE                ←
KEY DISABLE                 N
UNDER MGR CONTROL          N
KEY IS MANUAL ENTRY        N
TARE-WEIGHT COMPULSORY    N
WEIGHT SYMBOL FOR MANUAL   1
(0:lb  1:kg)
  
```

2. Press **ENTER (CASH)** from the last field or press **PAGE DOWN** to view the second page of scale function key options:

```

SCALE KEY PROGRAMMING      ↑
ALLOW DOLLAR ENTRY W/O SCALE N←
ON SCALEABLE ITEM
  
```

3. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **SCALE Function Options**

Page	Field	Value	Description
1	DESC	Alpha numeric up to 12 character	You can program a descriptor. The default descriptor is <b>SCALE</b> .
	KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
	UNDER MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	KEY IS MAN. ENTRY	Y or N	Select <b>Y</b> if you wish to scale key to enter a manual weight. Select <b>N</b> if you wish to automatically recall the weight from the attached scale.
	TARE-WEIGHT COMP.	Y or N	Select <b>Y</b> if you wish to enforce the subtraction a preprogrammed tare weight on the scale entry.
	WEIGHT SYMBOL FOR MAN (0:lb 1:kg)	1	Select <b>1</b> if you wish to use the weight symbol Kg (kilogram) for weights entered manually.
2	ALLOW DOLLAR ENTRY W/O SCALE ON SCALEABLE ITEM	Y or N	If <b>N</b> , you must use the scale to register scaleable PLU items. If <b>Y</b> , you can either register scaleable items by weight extension, or by price entry.

## SERVICE (New Balance for Account Management)

1. Press the **SERVICE** key to view the **SERVICE** function key options:

SERVICE KEY PROGRAMMING	↓
DESC : SERVICE	←
NON-ADD # COMPULSORY	N
PRINT ON RECEIPT	Y
NEGATIVE BALANCE	
IN MGR CONTROL	N
CALCULATE TAX1	Y
CALCULATE TAX2	Y

2. Press **ENTER (CASH)** from the last field or press **PAGE DOWN** to view the second page of service function key options:

SERVICE KEY PROGRAMMING	↑
CALCULATE TAX4	Y←
CALCULATE TAX4	Y
COMPULSORY VALID	N
HARD CHECK PRINTER	
PORT (0-4)	0

3. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***SERVICE Key Function Options***

<b>Page</b>	<b>Field</b>	<b>Value</b>	<b>Description</b>
<b>1</b>	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>SERVICE</b> .
	<b>NON-ADD # COMP</b>	Y or N	Select <b>Y</b> if you wish to force the entry of a non-add number (i.e. a tax exempt #) before the key is used.
	<b>PRINT ON RECEIPT</b>	Y or N	Select <b>N</b> to not print on the receipt.
	<b>NEGATIVE BALANCE IN MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	<b>CALCULATE TAX1</b>	Y or N	Select <b>Y</b> to calculate and add the appropriate tax automatically when finalized with this key.
	<b>CALCULATE TAX2</b>	Y or N	
<b>2</b>	<b>CALCULATE TAX3</b>	Y or N	
	<b>CALCULATE TAX4</b>	Y or N	
	<b>COMPULSORY VALIDATION</b>	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.
	<b>HARD CHECK PRINTER PORT (0-4)</b>	<b>0</b>	If you are using a hard check system, enter the RS232C port number (1,2,3 or 4) where the optional guest check printer is attached.

## SUBTOTAL

1. Press the **SUBTOTAL** key to view the **SUBTOTAL** function key options:

SUBTOTAL PROGRAMMING	
DESC : SUBTOTAL	←
KEY DISABLE	N

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***SUBTOTAL Key Function Options***

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>SUBTOTAL</b> .
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function.

## TABLE # - TABLE

1. Press the **TABLE** key to view the **TABLE #** function key options:

TABLE # PROGRAMMING		
DESC : TABLE		←
ENFORCE ON CHECK TRACK		N
ENFORCE ON ALL SALES		N
PRINT AT REMOTE PRINTER		N

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **TABLE Key Function Options**

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>TABLE</b> .
	<b>ENFORCE ON CHECK TRACK</b>	Y or N	If <b>Y</b> , you must enter the table number before opening a new check track #.
	<b>ENFORCE ON ALL SALES</b>	Y or N	If <b>Y</b> , you must enter the table number before beginning any transaction.
	<b>PRINT AT REMOTE PRINTER</b>	Y or N	Choose <b>Y</b> to print the table number at the remote printer.

## TARE

1. Press the **TARE** key to view the **TARE** function key options:

TARE KEY PROGRAMMING		
DESC : TARE		←
KEY DISABLE		N
UNDER MGR CONTROL		N
#5 IS MANUAL TARE		N

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### *TARE Key Function Options*

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to 12 character	You can program a descriptor. The default descriptor is <b>TARE</b> .
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function.
	<b>UNDER MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	<b>#5 IS MANUAL TARE</b>	Y or N	Choose <b>Y</b> to use tare number five to manually enter a tare weight.

## TAX EXEMPT - TAXEXMT

1. Press the **TAX EXEMPT** key to view the **TAX EXEMPT** function key options:

TAX EXEMPT PROGRAMMING		
DESC :	TAXEXMT	←
EXEMPT TAX 1		N
EXEMPT TAX 2		N
EXEMPT TAX 3		N
EXEMPT TAX 4		N
NON-ADD #	COMPULSORY	N
COMPULSORY	VALIDATION	N

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

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

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric 12 character	You can program a descriptor. The default descriptor is <b>TAXEXMT</b> .
	<b>EXEMPT TAX 1</b>	Y or N	Select <b>Y</b> or <b>N</b> for each tax to determine which tax or taxes are exempted when this key is used.
	<b>EXEMPT TAX 2</b>	Y or N	
	<b>EXEMPT TAX 3</b>	Y or N	
	<b>EXEMPT TAX 4</b>	Y or N	
	<b>NON-ADD # COMP</b>	Y or N	Select <b>Y</b> if you wish to force the entry of a non-add number (i.e. a tax exempt #) before the key is used.
	<b>COMPULSORY VALIDATION</b>	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.

## TIME IN/OUT

1. Press the **TIME IN/OUT** key to view the **TIME IN/OUT** function key options:

TIME IN/OUT PROGRAMMING DESC : TIME IN/OUT ← KEY DISABLE N UNDER MGR CONTROL N COMPULSORY VALIDATION N
--

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### *TIME IN/OUT Key Function Options*

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to 12 character	You can program a descriptor. The default descriptor is <b>TIME IN/OUT</b> .
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function.
	<b>UNDER MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	<b>COMPULSORY VALIDATION</b>	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.



## TIP

1. Press the **TIP** key to view the **TIP** function key options:

TIP KEY PROGRAMMING	↓
DESC : TIP	←
KEY DISABLE	N
UNDER MGR CONTROL	N
TYPE IS	0
%:1 AMOUNT:0	
ADD TAX RATE 1	N
ADD TAX RATE 2	N

2. Press **ENTER (CASH)** from the last field or press **PAGE DOWN** to view the second page of tip function key options:

TIP KEY PROGRAMMING	↑
ADD TAX RATE 3	N←
ADD TAX RATE 4	N
AMOUNT ADDED TO NET & GROSS TOTAL	N

3. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### *TIP Key Function Options*

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>TIP</b> .
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function.
	<b>UNDER MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	<b>TYPE IS</b> %:1 <b>AMOUNT:0</b>	<b>0</b>	Select <b>0</b> if the tip is to be a calculated percentage based on a percentage entry. Select <b>1</b> if the TIP is to be an amount entry.
	<b>ADD TAX RATE 1</b>	Y or N	Choose <b>Y</b> to if tax is to calculated and added on the tip amount.
	<b>ADD TAX RATE 2</b>	Y or N	
	<b>ADD TAX RATE 3</b>	Y or N	
	<b>ADD TAX RATE 4</b>	Y or N	
	<b>AMOUNT ADDED TO NET AND GROSS TOTAL</b>	Y or N	Choose <b>Y</b> if you wish to add the TIP total to the NET and GROSS sales totals on the financial report.

## VALIDATION

1. Press the **VALIDATION** key to view the **VALIDATION** function key options:

VALID KEY PROGRAMMING	
DESC : VALIDATION	←
SLIP OUTPUT	
COM PORT # (0-4)	0
KEY DISABLE	N

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **VALIDATION Key Function Options**

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>VALIDATION</b> .
	<b>SLIP OUTPUT COMM PORT # (0 - 4)</b>	<b>0</b>	If validation is used, identify the communications port (1,2,3 or 4) where the validating printer is attached. Enter <b>0</b> if validation is not used.
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function.

## VOID ITEM - VOID

1. Press the **VOID** key to view the **VOID ITEM** function key options:

VOID KEY PROGRAMMING	
DESC : VOID	←
KEY HALO	0.00
(0 : NO LIMIT)	
KEY DISABLE	N
UNDER MGR CONTROL	N
COMPULSORY VALIDATION	N

NOTE: Option added at FlashROM v1.011.

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **VOID ITEM Key Function Options**

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>VOID</b> .
	<b>HALO</b>	<b>7</b> digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function.
	<b>UNDER MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	<b>COMPULSORY VALIDATION</b>	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.
			NOTE: Option added at FlashROM v1.011.

## WASTE

1. Press the **WASTE** key to view the **WASTE** function key options:

VOID KEY PROGRAMMING		
DESC : VOID		←
KEY HALO	0.00	
(0 : NO LIMIT)		
KEY DISABLE		N
UNDER MGR CONTROL		N
COMPULSORY VALID		N

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **WASTE Key Function Options**

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>WASTE</b> .
	<b>HALO</b>	<b>7</b> digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
	<b>KEY DISABLE</b>	Y or N	Select <b>Y</b> to disable this function.
	<b>UNDER MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	<b>COMPULSORY VALIDATION</b>	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.

## FINALISE (for Account Management)

1. Press the **FINALISE** key to view the **FINALISE** function key options:

FINALISE KEY PROGRAMMING	
DESC : FINALISE	←
REQUIRE TO CLOSE CHECK	N

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **FINALISE Key Function Options**

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to 12 character	You can program a descriptor. The default descriptor is <b>FINALISE</b> .
	<b>REQUIRE TO CLOSE CHECK</b>	Y or N	Select <b>Y</b> , if want to activate <b>partly payment, layby or bar tab</b> . Once activate, a check can be <b>serviced/stored</b> after a payment is made. Press <b>FINALISE</b> key at the beginning of the payment when the a Check / Account is about to be closed. Once key is pressed, the Check / Account has to be paid in full, then will be closed automatically.

## PLU LOOKUP 1 ~ 15 (Program Screen Added in FlashROM v1.011)

1. Press a **PLU LOOKUP** key to view the **PLU LOOKUP** function key options:

```

      PLU LOOKUP1 PROGRAMMING
DESC : PLU LOOKUP1           ←
UNDER MGR CONTROL           N
  
```

2. Press **ENTER (CASH)** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **ESC (CLEAR)** key at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **PRICE LEVEL 1 ~ 15 Key Function Options**

Page	Field	Value	Description
	<b>DESC</b>	Alpha numeric up to <b>12</b> character	You can program a descriptor. The default descriptor is <b>PLU LOOKUP1 ~ PLU LOOKUP15</b> .
	<b>UNDER MGR CONTROL</b>	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.

---

## Logo Descriptor

There are messages you can program for the **Preamble (Receipt Header)**, **Postamble (Receipt Footer)**, **Check (Cheque) Endorsement**, **Financial Report Messages** and **Clerk Report Messages** can program on the register.

By changing the settings in **PGM-Mode, Print Option**, Preamble and Postamble messages can also print on Guest Check.

The message on Financial Report and Clerk Report can also be modified to make the report more understandable. Many of the titles refer to the function key is used. However, Change function key name only affect the print out on the receipt. For report line name, please modified according to the report that is used.

- From the **PGM** control lock position menu, press **7** for **LOGO DESCRIPTOR**. The **LOGO DESCRIPTOR. PROGRAM** screen displays:

```
LOGO DESCRIPTOR PROGRAM
0 . PREAMBLE
1 . POSTAMBLE
2 . ENDORSEMENT MESSAGE
3 . FINANCIAL REPORT
4 . CLERK REPORT
5 . MIX & MATCH NAME
```

## Preamble

The preamble is a programming message of up to six lines of 32 single space characters that appears at the top of each receipt and/or guest check.

1. From the **LOGO DESCRIPTOR PROGRAM** screen, press **0** to display the **PREAMBLE** screen:

	PREAMBLE	↓
LINE 1 :		←
LINE 2 :		
LINE 3 :		

2. Using the alpha numeric keyboard overlay, type the first line of the message. Each line can be up to 32 single space characters. If you make a mistake, press the **BACKSPACE** key to erase the previous character. After you have completed typing the first line, press **ENTER (CASH)** to accept the new line and advance to the second line, or press **ESC (CLEAR)** to return to the **LOGO DESCRIPTOR PROGRAM** screen without making any changes.
3. Using the same procedure, continue programming each line as necessary. Press **ESC (CLEAR)** at any time to exit. After programming the third line, the fourth, fifth, and sixth lines display:

	PREAMBLE	↑
LINE 4 :		←
LINE 5 :		
LINE 6 :		

4. When the last line has been entered, press **ENTER (CASH)** to accept the line and return to the **LOGO DESCRIPTOR PROGRAM** screen.



## Postamble

The postamble is a programming message of up to six lines of 32 single space characters that appears at the bottom of each receipt and/or guest check.

1. From the **LOGO DESCRIPTOR PROGRAM** screen, press **0** to display the **POSTAMBLE** screen:

```
          POSTAMBLE          ↓
LINE 1 :
                               ←
LINE 2 :
LINE 3 :
```

2. Using the alpha numeric keyboard overlay, type the first line of the message. Each line can be up to 32 single space characters. If you make a mistake, press the **BACKSPACE** key to erase the previous character. After you have completed typing the first line, press **ENTER (CASH)** to accept the new line and advance to the second line, or press **ESC (CLEAR)** to return to the **LOGO DESCRIPTOR PROGRAM** screen without making any changes.
3. Using the same procedure, continue programming each line as necessary. Press **ESC (CLEAR)** at any time to exit. After programming the third line, the fourth, fifth and sixth lines display:

```
          POSTAMBLE          ↑
LINE 4 :
                               ←
LINE 5 :
LINE 6 :
```

4. When the last line has been entered, press **ENTER (CASH)** to accept the line and return to the **LOGO DESCRIPTOR PROGRAM** screen.

## Endorsement Message

The Endorsement Message is a programming message of up to six lines of 32 single space characters that prints when a check is endorsed on an optional printer.

1. From the **LOGO DESCRIPTOR PROGRAM** screen, press **2** to display the **ENDORSEMENT MESG.** Screen:

```
      ENDORSEMENT MESSAGE      ↓
LINE 1 :                        ←
      LINE 2 :
      LINE 3 :
```

2. Using the alpha numeric keyboard overlay, type the first line of the message. Each line can be up to 32 single space characters. If you make a mistake, press the **BACKSPACE** key to erase the previous character. After you have completed typing the first line, press **ENTER (CASH)** to accept the new message and advance to the second line, or press **ESC (CLEAR)** to return to the **LOGO DESCRIPTOR PROGRAM** screen without making any changes.
3. Using the same procedure, continue programming each line as necessary. Press **ESC (CLEAR)** at any time to exit. After programming the third line, the fourth, fifth and sixth lines display:

```
      ENDORSEMENT MESSAGE      ↑
LINE 4 :                        ←
      LINE 5 :
      LINE 6 :
```

```
      ENDORSEMENT MESSAGE      ↑
LINE 7 :                        ←
      LINE 8 :
      LINE 9 :
```

```
      ENDORSEMENT MESSAGE      ↑
LINE 10 :                       ←
```

4. When the last line has been entered, press **ENTER (CASH)** to accept the message and return to the **LOGO DESCRIPTOR PROGRAM** screen.

## Financial Report

The Financial Report selection from the **LOGO DESCRIPTOR PROGRAM** screen allows you to reprogram the descriptors that appear with the Financial Report totals and counters. For example, the first total on the financial report "+PLU TTL" represents the total of all positive PLU entries. You might wish to re-label this total to say "FOOD SALES". You can reprogram any of the Financial Report totals listed here with any 12 character descriptor.

1. From the **LOGO DESCRIPTOR PROGRAM** screen, press **3** to display the **FINANCIAL REP MESSG.** Screen:

```
FINANCIAL REP MESSAGE      ↓
LINE 1 :                   ←
+PLU TTL
LINE 2 :
-PLU TTL
LINE 3 :
ADJST TTL
```

2. The first 3 report descriptors (TTLs 1-3) display with the cursor arrow pointing at the first descriptor. Using the alpha numeric keyboard overlay, type the descriptor. Each descriptor can be up to 12 single space characters. If you make a mistake, press the **BACKSPACE** key to erase the previous character. After you have completed typing the first descriptor, press **ENTER (CASH)** to accept the new message and advance to the TTL, or press **ESC (CLEAR)** to return to the **LOGO DESCRIPTOR PROGRAM** screen without making any changes.
3. Press **ENTER (CASH)** repeatedly, or press **PAGE UP** and/or **PAGE DOWN** to locate the next descriptor you wish to program. After the last item on each screen, the screen shifts to display the next 3 descriptors. (There are 84 Financial Report descriptors that you may program.) Using the same procedure, continue programming each line as necessary. Press **ESC (CLEAR)** at any time to exit and return to the **LOGO DESCRIPTOR PROGRAM** screen.

**Financial Report Message Table**

Page	Line	Message Line	Page	Line	Message Line	Page	Line	Message Line
1	1	+PLU TTL	11	31	RETURN	21	61	CHG3 SALES
	2	-PLU TTL		32	ERROR CORR		62	CHG4 SALES
	3	ADJST TTL		33	PREVIOUS VD		63	CHG5 SALES
2	4	NONTAX	12	34	MODE VOID	22	64	CHG6 SALES
	5	GST SALES		35	CANCEL		65	CHG7 SALES
	6	TAX2 SALES		36	GROSS SALES		66	CHG8 SALES
3	7	TAX3 SALES	13	37	CASH SALES	23	67	FOREIGN 1
	8	TAX4 SALES		38	CHECK SALES		68	FOREIGN 2
	9	GST		39	R/A 1		69	FOREIGN 3
4	10	TAX2	14	40	R/A 2	24	70	FOREIGN 4
	11	TAX3		41	R/A 3		71	DRWR TTL
	12	TAX4		42	P/O 1		72	MIX & MATCH
5	13	XMPT1 SALES	15	43	P/O 2	25	73	PROMO
	14	XMPT2 SALES		44	P/O 3		74	WASTE
	15	XMPT3 SALES		45	HASH TTL		75	TIP
6	16	XMPT4 SALES	16	46	AUDACTION	26	76	TRAIN TTL
	17	EATIN TTL		47	NOSALE		77	BAL FORWARD
	18	TAKEOUT TTL		48	CASH-IN-D		78	GUESTS
7	19	DRTHRU TTL	17	49	CHECK-IN-D	27	79	P/BAL
	20	% 1		50	FD/S-IN-D		80	CHECKS PAID
	21	% 2		51	CHG1-IN-D		81	SERVICE
8	22	% 3	18	52	CHG2-IN-D	28	82	PAYMENT
	23	% 4		53	CHG3-IN-D		83	CASH OUT
	24	% 5		54	CHG4-IN-D		84	ROUND TTL
9	25	NET SALE	19	55	CHG5-IN-D	29	85	
	26	CREDIT GST		56	CHG6-IN-D		86	
	27	CREDIT TAX2		57	CHG7-IN-D			
10	28	CREDIT TAX3	20	58	CHG8-IN-D			
	29	CREDIT TAX4		59	CHG1 SALES			
	30	FD/S CREDIT		60	CHG2 SALES			

## Clerk Report

The Clerk Report selection from the **LOGO DESCRIPTOR PROGRAM** screen allows you to reprogram the descriptors that appear with the Clerk Report totals and counters. For example, the first total on the clerk report "NET SALES" might be re-labelled to say "GROSS SALES". You can reprogram any of the Financial Report totals listed here with any 12 character descriptor.

1. From the **LOGO DESCRIPTOR PROGRAM** screen, press **4** to display the **CLERK REP MESSG.** Screen:

```
CLERK REP MESSAGE      ↓
LINE 1 :
NET SALE                ←
LINE 2 :
NON TAX
LINE 3 :
GST SALES
```

2. The first 3 report descriptors (TTLs 1-3) display with the cursor arrow pointing at the first message. Using the alpha numeric keyboard overlay, type the descriptor. Each descriptor can be up to 12 characters. If you make a mistake, press the **BACKSPACE** key to erase the previous character. After you have completed typing the first descriptor, press **ENTER (CASH)** to accept the new message and advance to the TTL, or press **ESC (CLEAR)** to return to the **LOGO DESCRIPTOR PROGRAM** screen without making any changes.
3. Press **ENTER (CASH)** repeatedly, or press **PAGE UP** and/or **PAGE DOWN** to locate the next descriptor you wish to program. After the last item on each screen, the screen shifts to display the next 3 descriptors. (There are 68 Clerk Report descriptors that you may program.) Using the same procedure, continue programming each line as necessary. Press **ESC (CLEAR)** at any time to exit and return to the **LOGO DESCRIPTOR PROGRAM** screen.

**Clerk Report Message Table**

Page	Line	Message Line	Page	Line	Message Line	Page	Line	Message Line
1	1	NET SALE	10	28	RETURN	19	55	CHG2 SALES
	2	NONTAX		29	ERROR CORR		56	CHG3 SALES
	3	GST SALES		30	PREVIOUS VD		57	CHG4 SALES
2	4	TAX2 SALES	11	31	VOID MODE	20	58	CHG5 SALES
	5	TAX3 SALES		32	CANCEL		59	CHG6 SALES
	6	TAX4 SALES		33	GROSS SALES		60	CHG7 SALES
3	7	GST	12	34	CASH SALES	21	61	CHG8 SALES
	8	TAX2		35	CHECK SALES		62	FOREIGN 1
	9	TAX3		36	R/A 1		63	FOREIGN 2
4	10	TAX4	13	37	R/A 2	22	64	FOREIGN 3
	11	XMPT1 SALES		38	R/A 3		65	FOREIGN 4
	12	XMPT2 SALES		39	P/O 1		66	DRWR TTL
5	13	XMPT3 SALES	14	40	P/O 2	23	67	PROMO
	14	XMPT4 SALES		41	P/O 3		68	WASTE
	15	EATIN TTL		42	HASH TTL		69	TIP
6	16	TAKEOUT TTL	15	43	CASH-IN-D	24	70	TRAIN TTL
	17	DRTHRU TTL		44	CHECK-IN-D		71	BAL FORWARD
	18	% 1		45	FD/S-IN-D		72	GUESTS
7	19	% 2	16	46	CHG1-IN-D	25	73	P/BAL
	20	% 3		47	CHG2-IN-D		74	CHECKS PAID
	21	% 4		48	CHG3-IN-D		75	SERVICE
8	22	% 5	17	49	CHG4-IN-D	26	76	CASH OUT
	23	CREDIT GST		50	CHG5-IN-D		77	NO SALE
	24	CREDIT TAX2		51	CHG6-IN-D			
9	25	CREDIT TAX3	18	52	CHG7-IN-D			
	26	CREDIT TAX4		53	CHG8-IN-D			
	27	FD/S CREDIT		54	CHG1 SALES			

## Mix & Match Name

The Mix & Match Message is a programming message of up to 99 lines of 12 characters.

1. From the **LOGO DESCRIPTOR PROGRAM** screen, press **5** to display the Mix & Match Desc. Screen:

```
MIX & MATCH DESC.  ↓
M & M 1 :          ←
M & M 1
M & M 2 :
M & M 2
M & M 3 :
M & M 3
```

2. Using the alpha numeric keyboard overlay, type the descriptor. You can also program by using the descriptor code method. Each descriptor can be up to 12 characters. If you make a mistake, press the **BACKSPACE** key to erase the previous character. After you have completed typing the first descriptor, press **ENTER (CASH)** to accept the new message and advance to the second line, or press **ESC (CLEAR)** to return to the **LOGO DESCRIPTOR PROGRAM** screen without making any changes.
3. Press **ENTER (CASH)** repeatedly, or press **PAGE UP** and/or **PAGE DOWN** to locate the next descriptor you wish to program. Using the same procedure, continue programming each line as necessary. Press **ESC (CLEAR)** at any time to exit and return to the **LOGO DESCRIPTOR PROGRAM** screen.

---

## NLU Code Number (Keyboard PLU's)

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

On the ER-320 and ER-340 default keyboard, there are 100 keyboard PLU keys. The ER-325 and ER-345 come equipped with 21 Keyboard PLUs and may be expanded to up to 63 Keyboard PLUs.

On the default keyboard, the PLU# assigned to the NLU key is the same, i.e. NLU key number one is PLU #1. However, with this program, you can assign any PLU number you wish to any one of the 300 possible NLU keys.

1. From the **PGM** control lock position menu, press **8** for **NLU CODE# PGM**. The **NLU CODE PROGRAM** screen displays:

```
NLU CODE PROGRAM

PRESS THE NLU KEY ON
THE KEYBOARD YOU
WISH TO PROGRAM

PRESS ESC TO EXIT
```

2. Press the NLU key on the keyboard you wish to program, or press **ESC (CLEAR)** to exit.

```
NLU CODE PROGRAM

CURRENT PLU CODE#           1
ENTER
NEW PLU CODE#              0←
```

3. The current PLU code number displays. Type the new PLU code number you wish to use for this NLU key, press **ENTER (CASH)**.
4. The **NLU CODE PROGRAM** screen returns. Continue from step 2 to program additional NLU keys, or press **ESC (CLEAR)** to exit.



---

## Download Programs

When multiple registers are connected in an IRC network, you can download programs from one register to any or all of the remaining registers.

---

NOTE: If there is a failure in IRC communication, the register that programs are being sent from will display "**TIME OVER**" indicating that the IRC retries have been completed and no communication was possible.

---

### To All Registers in IRC Network

1. From the **PGM** control lock position menu, press **9** for **DOWNLOAD PROGRAMS**. The **PROGRAM DOWN** screen displays:

```
PROGRAM DOWN
0. IRC ALL
1. IRC SELECT
```

2. From the **PROGRAM DOWN** screen, press **0** if you wish to download programs to all of the registers, the **PROGRAM DOWN** screen appears.

```
PROGRAM DOWN
0. PLU
1. GROUP
2. SALES TAX
3. SYSTEM OPTION
4. PRINT OPTION
5. FUNCTION KEYS
6. CLERK ↓
```

3. From the **PROGRAM DOWN** screen, find the digit that represents the program you wish to download. Press **PAGE DOWN** to view the second page of the **PROGRAM DOWN** options. Note that **00** on this screen is **MORE**.

```
PROGRAM DOWN
7. LOGO DESCRIPTOR ↑
8. REPORT LOGO DESCRIPTOR
9. STOCK COUNT
DEC. TIME & DATE/MISC
00. MORE
```

4. Press **00**, more program you can download on the next screen.

```
PROGRAM DOWN
0.MACRO
1.PLU LOOK-UP
2.MIX & MATCH
00.ALL
```

5. This time, the **00** is for downloading all programs. Press the digit that represents your selection. This display will indicate the number of the machine that the program is downloading to. The printer at the receiving register will indicate "**PROGRAM DOWN**" to indicate if the download is successful.

### To Selected Register(s) in IRC Network

1. From the **PGM** control lock position menu, press **9** for **DOWNLOAD PROGRAMS**. The **PROGRAM DOWN** screen displays:

```
PROGRAM DOWN
0.IRC ALL
1.IRC SELECT
```

2. From the **PROGRAM DOWN** screen, press **1** if you wish to download programs to selected registers, the **PROGRAM DOWN** screen appears.

```
PROGRAM DOWN
0.IRC ALL
1.IRC SELECT
# 1Y←2N 3N 4N 5N 6N 7N 8N 9N
  10N 11N 12N 13N 14N 15N 16N
```

- The **PROGRAM DOWN** screen now displays **Y** or **N** for each of the eight possible registers in an IRC system. For example, if your IRC system consists of 3 registers, the default **Y** will display for register 1, 2, and 3. The cursor arrow points at the first register. Press the **YES/NO** key to toggle the selection for register #1 to **Y** or **N**. Press **ENTER (CASH)**. The cursor arrow moves to #2. Select Y or N for second register. In this manner you can determine which registers you wish to download programs to. When you have selected Y or N for the last register, the **PROGRAM DOWN** screen appears.

```
PROGRAM DOWN
0 . PLU
1 . GROUP
2 . SALES TAX
3 . SYSTEM OPTION
4 . PRINT OPTION
5 . FUNCTION KEYS
6 . CLERK
↓
```

- From the **PROGRAM DOWN** screen, find the digit that represents the program you wish to download. Press **PAGE DOWN** to view the second page of the **PROGRAM DOWN** options. Note that **00** on this screen is **MORE**.

```
PROGRAM DOWN
7 . LOGO DESCRIPTOR
8 . REPORT LOGO DESCRIPTOR
9 . STOCK COUNT
DEC . TIME & DATE / MISC
00 . MORE
↑
```

- Press **00**, more program you can download on the next screen.

```
PROGRAM DOWN
0 . MACRO
1 . PLU LOOK-UP
2 . MIX & MATCH
00 . ALL
```

- This time, the **00** is for downloading all programs. Press the digit that represents your selection. This display will indicate the number of the machine that the program is downloading to. The printer at the receiving register will indicate "**PROGRAM DOWN**" to indicate if the download is successful.

---

## Clerk In/Out

The Clerk In/Out program allows you to edit actual punch in/out times for the day.

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays.
2. From the **PROGRAM MODE page 2** screen, press **0** for **CLERK I/O**. The **CLERK NUMBER** screen displays:

```
CLERK NUMBER
CLERK NO? (1-10)      0←
```

3. Type the number of the clerk you wish to edit and press **ENTER (CASH)** to display the **CLERK I/O PROG.** screen:

```
CLERK IN/OUT PROGRAM
IN  00.00.00← 00:00
OUT 00.00.00  00:00
IN  00.00.00  00:00
OUT 00.00.00  00:00
IN  00.00.00  00:00
OUT 00.00.00  00:00
TIME WORKED: 00:00
```

4. The cursor will point at the date for the first time punch. Press **ENTER (CASH)** until the cursor points at the field you wish to edit. Note that you can edit the last 20 time punches, although only 6 dates/times display on the screen at one time. When you leave the last field displayed on the current screen, your view will shift to the next 6 dates/times
  - If you wish to edit a date, type a new date and press **ENTER (CASH)**. Be sure to enter the date in a six digit format, i.e. enter May 30<sup>th</sup>, 2011 as **053011**.
  - If you wish to edit a time field, type the new time in a 24 hour (military) format, i.e. enter 7:00 PM as **1900**.
5. Note that when you edit time information, the **TIME WORKED** field is updated with a new total. When you have completed editing, press **ESC (CLEAR)** to return to the **CLERK NUMBER** selection screen.

---

## PLU Stock

If you designate a PLU as an inventory item (see PLU programming) then a special PLU stock counter keeps a running inventory count. This program is where you can set the current inventory level.

- Refer to "System Option Programming" on page 172 to determine whether the quantity of inventory you enter in this program adds to existing inventory quantity, or whether it replaces the current inventory quantity.
- Inventory is kept in decimal units two digits beyond the decimal. For example, if 1.75 pounds are multiplied times the PLU with the preset price per pound of apples, 1.75 is subtracted from the PLU representing apples.

To program inventory:

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays.
2. From the **PROGRAM MODE page 2** screen, press **1** for **PLU STOCK**. The **PLU NUMBER** screen displays:

```
          PLU NUMBER
* ENTER PLU NUMBER
AND PUSH PLU, OR
* PRESS A PLU KEY ON
THE KEYBOARD

                                0←
```

3. Enter the PLU number and press the PLU key, or press an PLU key on the keyboard. The stock quantity for the selected PLU displays:

```
PLU#                1 P1
STOCK QUANTITY                0.00←
```

4. Type the new or additional stock quantity and press **ENTER (CASH)**. Note that stock is kept in decimal units and you must enter new or additional stock to two digits beyond the decimal. For example, type **1 0 0 0** to enter ten units of inventory.
5. Return to step 2 to continue recording inventory, or press **ESC (CLEAR)** to return to the **PROGRAM MODE** menu.

---

## Drawer Limit

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

Set the drawer limit to **0** to disable the drawer limit warning.

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays.
2. From the **PROGRAM MODE page 2** screen, press **2** for **DRAWER LIMIT**. The **LIMIT PROGRAM** screen displays:

LIMIT PROGRAM	
DRAWER LIMIT	0.00←

3. Type the amount you wish to use for a limit (or type 0 for no limit.) Press **ENTER (CASH)**.

---

## Check Change Limit

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

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays.
2. From the **PROGRAM MODE page 2** screen, press **3** for **CHECK CHANGE LIMIT**. The **CHECK LIMIT PGM.** screen displays:

CHANGE LIMIT PROGRAM	
CHECK CHANGE LIMIT	0.00←

3. Type the amount for the check change limit. Press **ENTER (CASH)**.

---

## Time & Date

Use this program to set the clock and calendar on your *SPS-300*. The date changes automatically. After initial setting, time changing will probably be required only for beginning and ending daylight savings time.

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays.
2. From the **PROGRAM MODE page 2** screen, press **4** for **TIME & DATE**. The **SET DATE & TIME** screen displays:

SET TIME & DATE	
SET TIME :	HH:MM
(MILITARY)	12:30←
SET DATE :	MM.DD.YY
	10.15.12

3. Type the current time in 24 hour format (i.e. military time, where 13:00 is 1:00 PM.) Press **ENTER (CASH)**.
4. Type the current date in MM (month) DD (day) and YY (year) format. Press **ENTER (CASH)**.

---

## Tare Weight

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

If you choose to use tare #5 for manual tare weight entry, do not enter a weight for tare #5. (See **Program Mode Programming → 5.FUNCTION KEYS → TARE** for detail.)

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays.
2. From the **PROGRAM MODE page 2** screen, press **5** for **TARE WEIGHT**. The **TARE WEIGHT PROG.** screen displays with the cursor arrow pointed at the weight for tare #1:

TARE WEIGHT PROGRAM		↓
TARE 1 :		0.000←
TARE 2 :		0.000
TARE 3 :		0.000
TARE 4 :		0.000
TARE 5 :		0.000

3. Type the weight for the first tare, press **ENTER (CASH)**. The cursor advances to TARE 2. Type the weight for the second tare and press **ENTER (CASH)**. Continue until all 5 tares are programmed, or press **ESC (CLEAR)** to exit.

---

## Macro

Macro keys may be programmed to record, then later perform, up to 50 keystrokes. For example, a macro key could be set to tender (preset tender) a common currency, such as \$5 into the cash key. Use this program to record keystrokes for each of the 10 possible macro keys.

---

NOTE: You can also program macros in function key programming.

---

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays.
2. From the **PROGRAM MODE page 2** screen, press **6** for **MACRO**. The **MACRO PROGRAM** screen displays:

```
MACRO PROGRAM
0 .MACRO #1
1 .MACRO #2
2 .MACRO #3
3 .MACRO #4
4 .MACRO #5
5 .MACRO #6
6 .MACRO #7
```

3. Press the digit that represents the macro you wish to program. Press **PAGE DOWN** to view the remainder of the list:

```
MACRO PROGRAM
7 .MACRO #8
8 .MACRO #9
9 .MACRO #10
```



## Programming a New Macro

1. After selecting a new macro to program, the screen displays with the arrow pointing at the first macro line:

```
1.                                     ←
2.
3.
4.
5.
6.
7.
8.
```

2. Press the first key of the macro sequence, for example, press **1** (numeric one):

```
1. ONE                                 ←
2.
3.
4.
5.
6.
7.
8.
```

3. The keystroke is recorded on the screen and the cursor moves to the next keystroke.
4. Continue to enter keystrokes until the macro is complete. Press **ESC (CLEAR)** to end the macro recording and return to the **MACRO PROGRAM** screen.

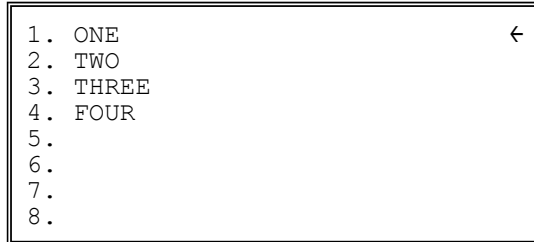
If you wish to **add a function to a macro that is not located on the keyboard**, or if you wish to **include the CLEAR/ESC, Y/N, PAGE UP, or PAGE DOWN function** to a macro string (these keys are used for editing purposes inside this program), press **PAGE DOWN** to display a keycode list:

FUNCTION	KEYCODE
-----	
NLU#1 - NLU#300 (1-300)	
ONE	301
TWO	302
THREE	303
FOUR	304
FIVE	305

5. With the keycode list displayed, press **PAGE DOWN** and **PAGE UP** to find the function you wish to add to the macro. Type the numeric code number press **ENTER (CASH)**. The function is added to the macro.

## Editing an Existing Macro

1. After selecting a macro to program the screen displays the keystrokes currently programmed.



```
1. ONE
2. TWO
3. THREE
4. FOUR
5.
6.
7.
8. ←
```

2. Press the **YES/NO** key to advance the cursor to the line you wish to edit.
3. With the cursor pointing at a line, press (or select) the new function you wish to place in the macro sequence.
4. If you wish to remove a key stroke from a macro, replace the current function with the **INACTIVE** function by pressing the **PAGE DOWN** to display a keycode list, then enter **1 9 9**.

---

## Machine No.

The machine number is printed on the register receipt. Program a machine number so that any receipt can be identified with the store or register where the transaction took place. The machine number may be a different number than the IRC register number programmed in IRC programming (See **Service Mode** → **7.IRC OPTIONS** for detail.)

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays. Press **PAGE DOWN** to view the remainder of the page 2 program options.
2. From the **PROGRAM MODE page 2** screen, press **7** for **MACHINE NO.** The **MACHINE # PROG.** screen displays:

MACHINE # PROGRAM	
MACHINE #	0←

3. Type the machine number, up to 5 digits, press **ENTER (CASH)**.

---

## Training Mode Password

If you wish to use training mode, you must program a password that you will use to enter training mode. The password may be up to 4 digits long, however, if you choose to use a password less than 4 digits, you must enter preceding zeros to complete a 4 digit entry. For example, if you program the password to be "77", you must type "0077" when entering training.

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays. Press **PAGE DOWN** to view the remainder of the page 2 program options.
2. From the **PROGRAM MODE page 2** screen, press **9** for **TRAINING MODE P/W.** The **TRAINING MODE P/W** screen displays:

TRAINING MODE PASSWORD	
PASSWORD :	0←

3. Type the password, up to 4 digits, press **ENTER (CASH)**.

---

## Program Scan

You can make a printed record of your *SPS-300* program.

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays. Press **PAGE DOWN** to view the remainder of the page 2 program options.
2. From the **PROGRAM MODE page 2** screen, press **00** for **SCAN**. The **PROGRAM SCAN** screen displays:

```
PROGRAM SCAN
0.PROGRAM SCAN
1.ALL PROGRAM SCAN
```

3. Press **1** to initiate a printout of all programs. Press **0** to select the program you wish to print from the **PROGRAM SCAN** screen.

```
PROGRAM SCAN ↓
0.PLU
1.GROUP
2.SALES TAX
3.SYSTEM OPTION
4.PRINT OPTION
5.FUNCTION KEYS
6.CLERK
```

4. Press **PAGE DOWN** to view the remainder of the program scan selections. If you see the program you wish to print, press the digit representing that program.

```
PROGRAM SCAN ↑
7.LOGO DESCRIPTOR
8.NLU CODE# PROGRAM
00.MORE SCAN
```

5. Press **00** to view the **PROGRAM SCAN page 2** screen:

```
PROGRAM SCAN page2 ↓
0.CLERK IN/OUT
1.PLU STOCK
2.DRAWER LIMIT
3.CHECK CHANGE LIMIT
4.TIME & DATE
5.TARE WEIGHT
6.MACRO
```

6. Press **PAGE DOWN** to view the remainder of the program scan selections. When you see the program you wish to print, press the digit representing that program.

```
PROGRAM SCAN           page2 ↑  
7.MACHINE NO.  
8.PC SCHEDULE TIME  
9.TRAINING MODE P/W
```



# Sample Reports

## Financial

	DATE 11/01/2011 TUE	TIME 13:32
	X 1 REPORT	00001
	-----	
	FINANCIAL	
Total and count of all positive PLUs	+PLU TTL	179.56
Total and count of all Negative PLUs		\$288.60
Total of +PLU and -PLU sales	-PLU TTL	10
Total and count of Non-taxable sales		-20.00
Total and count of tax eligible sales for each sale tax	ADJST TTL	189.56
Total and count of tax collected for each tax		\$268.60
Total and count exempted sales for each tax	-----	
Total and count sales for each type of destination	NONTAX	\$30.47
Total and count for each % function key (i.e. discounts & coupons)	TAX1 SALES	\$153.60
	TAX2 SALES	\$11.92
	TAX3 SALES	\$16.77
	TAX4 SALES	\$31.89
	TAX1	\$10.00
	TAX2	\$1.21
	TAX3	\$1.18
	TAX4	\$2.18
	XMPT1 SALES	\$7.00
	XMPT2 SALES	\$1.50
	XMPT3 SALES	\$7.95
	XMPT4 SALES	\$7.50
	EATIN TTL	1
		\$10.12
	TAKEOUT TTL	2
		\$40.77
	DRTHRU TTL	1
		\$3.04
	% 1	3
		-0.48
	continued . . .	

continued from previous page

Total and count for each % function key (i.e. discounts & coupons)	% 2	2
		-5.22
	% 3	3
		\$3.23
	% 4	0
Net Sales	% 5	0
		\$0.00
	NET SALE	26
		\$281.18
	CREDIT TAX1	4
Credited tax for each tax. (Tax is credited for negative taxable sales, i.e. mdse return transactions.)	CREDIT TAX2	-1.11
	CREDIT TAX3	1
		-0.23
	CREDIT TAX4	2
		-0.89
Food stamp change credited to sales	FD/S CREDIT	1
		-0.39
	RETURN	0
		\$0.23
	ERROR CORR	33
Total and count for each type of transaction correction.		-59.73
	PREVIOUS VD	2
		-4.00
	MODE VOID	1
		-1.50
Gross Sales	CANCEL	-2
		-6.40
	GROSS SALES	2
		\$16.00
	CASH SALES	13
Totals and counters for CASH and CHECK sales	CHECK SALES	1
		\$133.49
	R/A 1	1
		\$23.05
	R/A 2	0
Total and count for each type R/A (received on account) and P/O (paid out) key.		\$145.00
	R/A 3	0
		\$0.00
	P/O 1	1
		-140.00
	\$0.00	
	0	
	\$0.00	
	0	
	\$0.00	

continued . . .



Total and count of items sold with HASH status.

Count of No Sales.

Total of numbers entered into the non-add key

Total and count of expected CASH, CHECK in drawer

Total and count for each CHARGE key.

Total and count for each Foreign currency in drawer.

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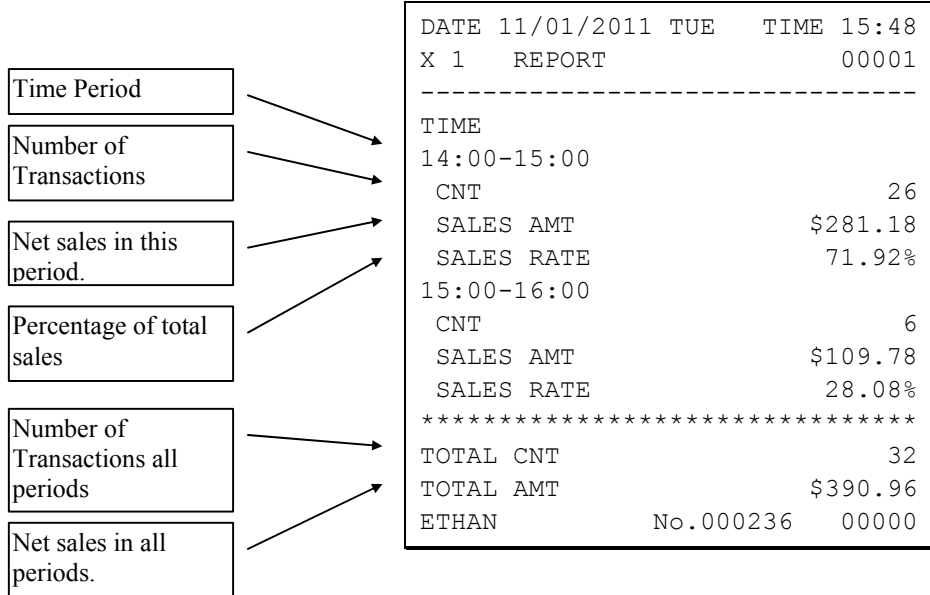
HASH TTL	0
	\$0.00
AUDACTION	4
	\$0.00
NOSALE	4
NON ADD #	547
CASH-IN-D	14
	\$269.99
CHECK-IN-D	3
	-108.45
FD/S-IN-D	2
	\$21.00
CHG1-IN-D	0
	\$0.00
CHG2-IN-D	1
	\$8.43
CHG3-IN-D	1
	\$8.52
CHG4-IN-D	2
	-1.60
CHG5-IN-D	1
	\$2.67
CHG6-IN-D	2
	\$13.09
CHG7-IN-D	0
	\$0.00
CHG8-IN-D	1
	\$3.04
CHG1 SALES	0
	\$0.00
CHG2 SALES	1
	\$8.43
CHG3 SALES	1
	\$8.52
CHG4 SALES	2
	-1.60
CHG5 SALES	1
	\$2.67
CHG6 SALES	2
	\$13.09
CHG7 SALES	0
	\$0.00
CHG8 SALES	1
	\$3.04

continued . . .

continued from previous page

Total of CASH, CHECKS and CHARGES in drawer.	FOREIGN 1	▪0.00
Total and count for PROMO and WASTE.	FOREIGN 2	▪0.00
Number of transactions and total activity in Training Mode	FOREIGN 3	▪0.00
Total of all balances serviced	FOREIGN 4	▪0.00
Total number of guests served	DRWR TTL	\$216.69
Total of balances entered into PBAL key.	MIX & MATCH	0
Total of balances paid.	PROMO	\$0.00
Total of items serviced.	WASTE	1
Total of items payment.	TIP	\$1.50
Average number if items per customer, and average dollar sales per customer	TRAIN TTL	8
Grand total.	BAL FORWARD	\$12.50
	GUESTS	0
	P/BAL	\$0.00
	CHECKS PAID	5
	SERVICE	\$62.59
	PAYMENT	4
	AVG ITEM/CUST	\$88.13
	AVG \$/CUST	5
	*****	4
	GRAND	\$0.00
	ETHAN	\$18.64
		4
		\$88.13
		0
		\$0.00
		7.29
		\$10.81
		*****
		\$375.63
		No.000209 00000

# Time



# PLU

PLU number  
 PLU Descriptor  
 Count and sales total.  
 Percentage of total sales

```

DATE 11/01/2011 TUE    TIME 15:33
X 1  REPORT              00001
-----
ALL PLU
PLU#1
HAMBURGER
  CNT 28                  $42.00
  SALES RATE              15.64%
PLU#2
DBL BURGER
  CNT 40                  $99.75
  SALES RATE              37.14%
PLU#4
COKE
  CNT 26                  $38.85
  SALES RATE              14.46%
PLU#5
SPRITE
  CNT 18                  $13.42
  SALES RATE              5.00%
PLU#7
ROAST
  CNT 19.16              $30.47
  SALES RATE              11.34%
PLU#28
UNLEADED
  CNT 32.85              $39.39
  SALES RATE              14.66%
PLU#29
RETURNS
  CNT 10                 -20.00
  SALES RATE              -7.44%
PLU#33
NAILS
  CNT 15.55              $24.72
  SALES RATE              9.20%
*****
TOTAL CNT                189.56
TOTAL AMT                $268.60
ETHAN                    No.000213  00000
  
```

Total activity for all PLUs  
 Total sales for all PLUs.

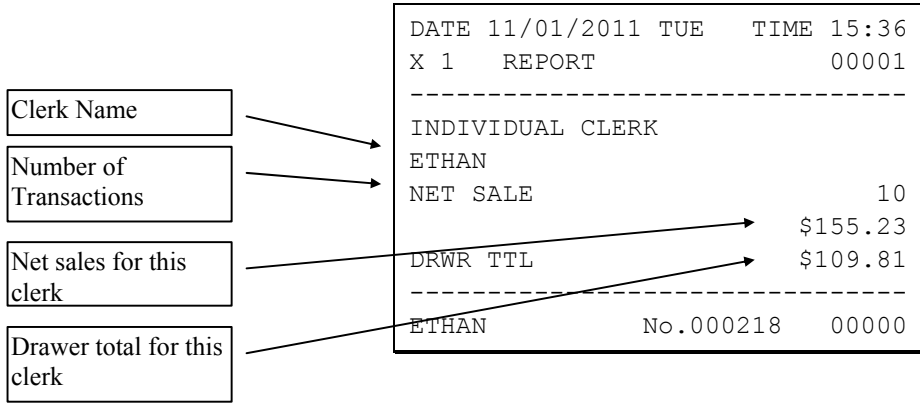
# Clerk

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

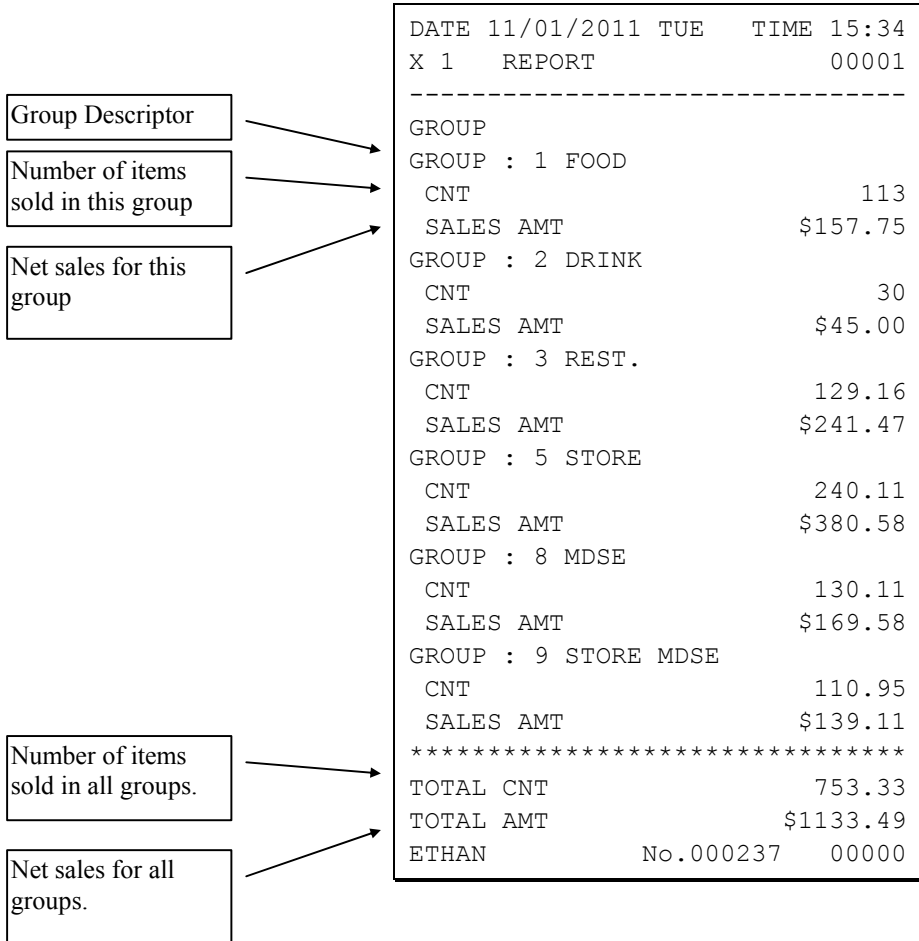
	DATE 11/01/2011 TUE	TIME 15:36
	X 1 REPORT	00001
	-----	
Clerk Name	ALL CLERK	
Number of Transactions	ETHAN	
	NET SALE	10
		\$155.23
Net sales for this clerk	DRWR TTL	\$109.81
	-----	
Drawer total for this clerk	ZACH	
	NET SALE	5
		\$45.14
	DRWR TTL	\$43.22
	-----	
	ANNA	
	NET SALE	4
		\$78.75
	DRWR TTL	\$67.03
	-----	
	LAURA	
	NET SALE	2
		\$0.00
	DRWR TTL	\$18.64
	-----	
	PEGGY	
	-----	
	MOLLY	
Net sale for all clerks.	NET SALE	5
		\$2.06
Drawer total for all clerks.	DRWR TTL	-22.01
	-----	
	ETHAN	No.000218 00000

---

## Individual Clerk



# Groups



# Stock

PLU number  
PLU Descriptor  
Current inventory count

```
DATE 11/01/2011 TUE    TIME 15:47
X 1  REPORT              00001
-----
ALL PLU STOCK
PLU#1
HAMBURGER
  CNT                      26
PLU#2
DBL BURGER
  CNT                      15
PLU#7
ROAST
  CNT                    25.96
PLU#28
UNLEADED
  CNT                    1488.47
PLU#33
NAILS
  CNT                    161.25
ETHAN                      No.000228  00000
```



# Clerk Time Report

Clerk Name

Date and time for the last four time clock punches (in or out).

Net sales for this clerk

```

DATE 11/01/2011 TUE    TIME 15:36
X 1  REPORT              00001
-----
INDIVI. CLERK TIME
ETHAN
TIME IN :    10/30/2009   07:52
TIME OUT:    10/30/2011  15:44
TIME IN :    10/31/2011   07:52
TIME OUT:    10/31/2011  13:50
TIME WORKED :                0013:50
ZACH
TIME IN :    10/30/2011   07:26
TIME OUT:    10/30/2011  14:55
TIME IN :    10/31/2011   07:26
TIME OUT:    10/31/2011  14:22
TIME IN :    11/01/2011   06:58
TIME WORKED :                0014:25
ANNA
TIME IN :    10/30/2011   12:52
TIME OUT:    10/30/2011  15:42
TIME IN :    10/31/2011   06:44
TIME OUT:    11/31/2011  14:55
TIME WORKED :                0011:01
LAURA
TIME IN :    10/30/2011   02:33
TIME OUT:    10/30/2011   07:55
TIME IN :    10/30/2011   12:44
TIME OUT:    10/30/2011  18:44
TIME IN :    10/31/2011   09:55
TIME WORKED :                0011:22
PEGGY
TIME IN :    10/31/2011   13:52
TIME WORKED :                0000:00
MOLLY
TIME IN :    10/30/2011   01:05
TIME OUT:    10/30/2011   09:55
TIME IN :    10/31/2011   07:44
TIME WORKED :                0008:50
-----
TOTAL WORKED :                0059:28
ETHAN          No.000217   00000
    
```

---

## Check File

Open check number  
and balance.

Clerk responsible  
for the check.

```
DATE 11/01/2011 TUE    TIME 15:59
X 1  REPORT              00001
-----
OPEN CHECK
CHECK : 3                $24.07
MOLLY
CHECK : 4                $45.42
ETHAN
CHECK : 5                $24.50
ETHAN
CHECK : 6                $28.33
ETHAN
ETHAN                    No.000243  00000
```

# Appendix

## System Option Programming (for v01.010 and earlier)

<p>SYSTEM OPTION pg 1</p> <p>BEEPER ACTIVE Y←</p> <p>RESERVED N</p> <p>CLERK ENTRY 0</p> <p>0:PUSH 1:CODE</p> <p>CLERK ASSIGNED WHEN CLERK KEY IS PUSHED (1-10) 1</p>	<p>SYSTEM OPTION pg 2</p> <p>CLERK IS Y:POP-UP N←</p> <p>N:STAY-DOWN</p> <p>DRAWER NEEDS TO BE SHUT TO OPERATE Y</p> <p>ACTIVATE OPEN DRAWER ALARM N</p>
<p>SYSTEM OPTION pg 3</p> <p>SECONDS TO ALLOW DRAWER OPEN (0-99) 30←</p> <p>ALLOW POST TENDER N</p> <p>OPEN DRAWER ON POST TENDER Y</p> <p>ALLOW MULTIPLE RECEIPT Y</p>	<p>SYSTEM OPTION pg 4</p> <p>CASH DECLARATION REQ BEFORE REPORTS N←</p> <p>MGR CONTROL TO SEND. NEGATIVE BALANCE N</p> <p>ZERO BALANCE N</p> <p>RESET TRANSACTION NO.ON Z RPT N</p>
<p>SYSTEM OPTION pg 5</p> <p>RESET GRAND TOTAL AFTER Z REPORT N←</p> <p>OPEN DRAWER WHEN REPORTS ARE RUN Y</p> <p>OPEN DRAWER DURING TRAIN MODE Y</p> <p>DECIMAL PLACE (0-3) 2</p>	<p>SYSTEM OPTION pg 6</p> <p>DATE FORMAT IS 1←</p> <p>0:MDY 1:DYM 2:YMD</p> <p>MODIFIER 0</p> <p>0:POP UP AFTER ITEM</p> <p>1:POP UP AFTER SALE</p> <p>2:STAYDOWN</p>
<p>SYSTEM OPTION pg 7</p> <p>% AND TAX CALCULATION 0←</p> <p>SPLIT PRICE CALCULATION 0</p> <p>CALCULATION CHART</p> <p>0:ROUND UP AT 0.50</p> <p>1:ROUND UP</p> <p>2:ROUND DOWN</p>	<p>SYSTEM OPTION pg 8</p> <p>COMPULSORY EAT-IN T-OUT D-THRU BEFORE TENDERING N←</p> <p>HASH IS Y</p> <p>Y:NORMAL N:NON-ADD</p> <p>ALLOW PRINT SCREEN ON X/TIME KEY Y</p>

<p>SYSTEM OPTION pg 9</p> <p>RESET Z COUNTER AFTER Z1 REPORT N←</p> <p>FINANCIAL REPORT N</p> <p>TIME REPORT N</p> <p>PLU REPORT N</p> <p>CLERK REPORT N</p> <p>GROUP REPORT N</p>	<p>SYSTEM OPTION pg 10</p> <p>RESET Z COUNTER AFTER Z2 REPORT N←</p> <p>DAILY SALES REPORT N←</p> <p>PRINTER PAPER SENSOR ACTIVE Y</p> <p>DEACTIVATE SPLIT PRICING N</p>																								
<p>SYSTEM OPTION pg 11</p> <p>ALLOW DIRECT MULTIPLICATION N←</p> <p>INVENTORY CNT PROGRAM, N</p> <p>Y:ADD CURRENT LEVEL</p> <p>N:COUNTER REPLACE CURRENT LEVEL</p> <p>GLOBAL ENTRY LIMIT (0-14) 0</p>	<p>SYSTEM OPTION pg 12</p> <p>DISABLE PRICE LEVEL KEY</p> <p>LEVEL 1 : N←</p> <p>LEVEL 2 : N</p> <p>LEVEL 3 : N</p> <p>LEVEL 4 : N</p> <p>LEVEL 5 : N</p>																								
<p>SYSTEM OPTION pg 13</p> <p>PRICE LEVEL IS 0←</p> <p>0:POP UP AFTER ITEM</p> <p>1:POP UP AFTER SALE</p> <p>2:STAYDOWN</p> <p>ELECTRONIC JOURNAL Y</p>	<p>SYSTEM OPTION pg 14</p> <p>PROMPT OPERATOR WHEN EJ BUFFER</p> <p>IS FULL N←</p> <p>STOP OPERATIONS WHEN EJ BUFFER</p> <p>IS FULL N</p> <p>SEND ONLY NEGATIVE ENTRIES TO EJ N</p> <p>X REPORT &amp; DECLARATION TO EJ N</p>																								
<p>SYSTEM OPTION pg 15</p> <p>SEND RESET REPORT TO EJ N←</p> <p>DIRECT MULTIPLICATION MORE THAN ONE DIGIT N</p> <p>TENDER VALIDATION N</p> <p>Y:AMOUNT TENDERED</p> <p>N:AMOUNT OF SALE</p>	<p>SYSTEM OPTION pg 16</p> <p>EUROPEAN ROUNDING Y←</p> <table border="1"> <thead> <tr> <th>#</th> <th>START</th> <th>END</th> <th>VALUE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>00</td> <td>02</td> <td>0</td> </tr> <tr> <td>2</td> <td>03</td> <td>07</td> <td>5</td> </tr> <tr> <td>3</td> <td>08</td> <td>09</td> <td>10</td> </tr> <tr> <td>4</td> <td>00</td> <td>00</td> <td>0</td> </tr> <tr> <td>5</td> <td>00</td> <td>00</td> <td>0</td> </tr> </tbody> </table>	#	START	END	VALUE	1	00	02	0	2	03	07	5	3	08	09	10	4	00	00	0	5	00	00	0
#	START	END	VALUE																						
1	00	02	0																						
2	03	07	5																						
3	08	09	10																						
4	00	00	0																						
5	00	00	0																						
<p>SYSTEM OPTION pg 17</p> <p>DISABLE NOT FOUND PLU N←</p> <p>EMBEDDED PRICE BAR CODE TYPE 1/2/3/4/7 1</p> <p>CLERK INTERRUPT N</p> <p>PROGRAM DESCRIPTOR BY CODE N</p> <p>AUTO CUTTER Y</p> <p>USE SPOOL N</p>	<p>SYSTEM OPTION pg 18</p> <p>USE MCR N←</p> <p>USE TRACK 1&amp;2 : 0 1</p> <p>TRACK 2&amp;3 : 1</p> <p>USE DALLAS N</p> <p>STORE NAME: STORE_A</p> <p>MIX &amp; MATCH IS TAXABLE N</p>																								
<p>SYSTEM OPTION pg 19</p> <p>BACK LIGHT COLOR (0-7) 0←</p> <p>0:ON 1:RED 2:GREEN 3:BLUE</p> <p>4:RED+GREEN 5:GREEN + BLUE</p> <p>6:RED+BLUE 7:OFF</p> <p>SELECT LANGUAGE 0</p> <p>0:ENGLISH 1:SPANISH 2:GERMAN</p> <p>TAX1 SHIFT N</p>	<p>SYSTEM OPTION pg 20</p> <p>ALLOW PRICE LEVEL ONLY MGR MODE N←</p> <p>DISPLAY ADD PRICE OF LINKED ITEMS N</p> <p>ALLOW SALE WITH 0 STOCK Y</p> <p>ALLOW Z STOCK RPT Y</p> <p>RESERVED</p>																								



Page	Field	Value	Description
	<b>ACTIVATE OPEN DRAWER ALARM</b>	Y or N	Select between <b>Y</b> or <b>N</b> to enable or disable open drawer alarm. See next option for related settings.
3	<b>SECONDS TO ALLOW DRAWER OPEN (0 - 99)</b>	30	When <b>Open Drawer Alarm</b> is enabled, enter the number as the number of seconds before the alarm to go off.
	<b>ALLOW POST TENDER</b>	Y or N	Select <b>Y</b> to allow re-tendering should a second change calculation be necessary. Re-enter the tendered amount and press the <b>CASH</b> key to show the new change computation.
	<b>OPEN DRAWER ON POST TENDER</b>	Y or N	If you enable post tendering, select <b>N</b> to not open the cash drawer after the second tender.
	<b>ALLOW MULTIPLE RECEIPT</b>	Y or N	Use this to allow multiple receipt printing. In conjunction with <b>Print Option - Buffer Receipt Issue when Receipt is On</b> (pg12) sets to <b>Y</b> , multiple receipt can be issued by press <b>CASH</b> key as many time as you need.
4	<b>CASH DECLARATION REQ BEFORE REPORTS</b>	Y or N	Use to determine if <b>Cash Declaration</b> is compulsory before any reports is made.
	<b>MGR CONTROL TO TEND. NEGATIVE BALANCE</b>	Y or N	Use to determine if <b>Manager Control</b> is compulsory when <b>Negative Balance Tendering</b> occurs. When selected the control lock must be in the <b>X</b> position to finalise the transaction.
	<b>MGR CONTROL TO TEND. ZERO BALANCE</b>	Y or N	Use to determine if <b>Manager Control</b> is compulsory when <b>Zero Balance Tendering</b> occurs. When selected the control lock must be in the <b>X</b> position to finalise the transaction.
	<b>RESET TRANSACTION # ON Z REPORT</b>	Y or N	Use to determine if the <b>Transaction (Receipt) Number</b> is reset automatically after a Z Financial Report is made.
5	<b>RESET GRAND TOTAL AFTER Z REPORT</b>	Y or N	Use to determine if the <b>Grand Total</b> on the <b>Financial Report</b> is reset automatically after a Z Financial Report is made.
	<b>OPEN DRAWER WHEN REPORTS ARE RUN</b>	Y or N	Use to determine if <b>Cash Drawer</b> opens automatically when a report is running.
	<b>OPEN DRAWER DURING TRAIN MODE</b>	Y or N	Use to determine if <b>Cash Drawer</b> opens at the end of <b>Training Mode</b> transaction.
	<b>DECIMAL PLACE (0 - 3)</b>	2	Enter a number between to place the decimal point the selected number of positions from the right.
6	<b>DATE FORMAT IS 0:MDY 1:DMY 2:YMD</b>	1	Use to determine the <b>Date Format</b> between <b>0</b> for MMDDYY, <b>1</b> for DDMMYY, or <b>2</b> for YYMMDD date printing format.
	<b>MODIFIER: 0:POP UP AFTER ITEM 1:POP UP AFTER SALE 2:STAYDOWN</b>	0	A MODIFIER key alters the next PLU registered, either by changing the code number of the PLU so that a different item is registered, or by adding the modifier descriptor and not changing the code of the subsequent PLU. If you press a modifier key, you have the option of the modifier applying only to the next item (0), having the same modifier apply to any subsequent item registered in the same transaction (1), or having the same modifier apply to any subsequent item on any subsequent transaction (2).

Page	Field	Value	Description
7	<b>% AND TAX CALCULATION</b> 0:ROUND UP AT 0.50 1:ROUND UP 2:ROUND DOWN	0	Select the digit that represents the appropriate rounding method for tax and discount calculations: <b>0</b> for round up at 0.5 of a penny (0.005), <b>1</b> for always round up or <b>2</b> for always round down.
	<b>SPLIT PRICE CALCULATION</b> 0:ROUND UP AT 0.50 1:ROUND UP 2:ROUND DOWN	0	Select the digit that represents the appropriate rounding method for split pricing (i.e. 2 at 3 for \$1.00) calculations: <b>0</b> for round up at 0.5 of a penny (0.005), <b>1</b> for always round up or <b>2</b> for always round down.
8	<b>COMPULSORY EAT-IN T-OUT D-THRU BEFORE TENDERING</b>	Y or N	Choose <b>Y</b> if you wish to enforce use of one of the destination keys (EAT-IN, TAKE OUT, or DRIVE THRU) before the sale is finalized.
	<b>HASH IS</b> Y:NORMAL N:NON-ADD	Y or N	<b>Y</b> : Hash adds to all totals except the gross and net sales totals on the financial report. <b>N</b> : Hash does not add to any totals, except the HASH total on the financial report.
	<b>ALLOW PRINT SCREEN ON X/TIME KEY</b>	Y or N	Choose <b>N</b> if you wish to disable the print screen function of the <b>X/TIME</b> key.
9	<b>RESET Z COUNTER AFTER Z1 REPORT FINANCIAL REPORT</b>	Y or N	Choose <b>Y</b> or <b>N</b> to determine if you wish to reset the Z counter after a Z1 of each report listed.
	<b>TIME REPORT</b>	Y or N	Choose <b>Y</b> or <b>N</b> to determine if you wish to reset the Z counter after a Z1 of each report listed.
	<b>PLU REPORT</b>	Y or N	Choose <b>Y</b> or <b>N</b> to determine if you wish to reset the Z counter after a Z1 of each report listed.
	<b>CLERK REPORT</b>	Y or N	Choose <b>Y</b> or <b>N</b> to determine if you wish to reset the Z counter after a Z1 of each report listed.
	<b>GROUP REPORT</b>	Y or N	Choose <b>Y</b> or <b>N</b> to determine if you wish to reset the Z counter after a Z1 of each report listed.
10	<b>RESET Z COUNTER AFTER Z2 REPORT DAILY SALES RPT</b>	Y or N	Choose <b>Y</b> or <b>N</b> to determine if you wish to reset the Z counter after a Z2 of the daily sales report.
	<b>PRINTER PAPER SENSOR ACTIVE</b>	Y or N	Choose <b>Y</b> or <b>N</b> to determine if activate the printer paper sensor.
	<b>DEACTIVATE SPLIT PRICING</b>	Y or N	If <b>N</b> , both multiplication and split pricing calculations can be done with the <b>X/TIME</b> key. If <b>Y</b> , only multiplication can be done with the <b>X/TIME</b> key.
11	<b>ALLOW DIRECT MULTPLICATION</b>	Y or N	If <b>Y</b> , you can multiply preset items by simply entering the quantity, then pressing the preset PLU key.
	<b>INVENTORY CNT PGM</b> Y:ADD CURR. LVL N:COUNTER REPLACE CURR LEVEL	Y or N	Choose <b>Y</b> or <b>N</b> to determine whether the quantity of inventory you enter in the PLU stock program adds to existing inventory quantity, or whether it replaces the current inventory quantity.
	<b>GLOBAL ENTRY LIMIT (0 - 14)</b>	0	Enter a digit to determine the number of numeric digits that can be entered for any register function. Enter 0 for no limit.

Page	Field	Value	Description
12	<b>DISABLE PRICE LEVEL KEY</b>		
	<b>LEVEL 1:</b>	Y or N	You can choose to disable Price Level 1 keys.
	<b>LEVEL 2:</b>	Y or N	You can choose to disable Price Level 2 keys.
	<b>LEVEL 3:</b>	Y or N	You can choose to disable Price Level 3 keys.
	<b>LEVEL 4:</b>	Y or N	You can choose to disable Price Level 4 keys.
13	<b>LEVEL 5:</b>	Y or N	You can choose to disable Price Level 5 keys.
	<b>PRICE LEVEL IS</b> <b>0:POP UP AFTER ITEM</b> <b>1:POP UP AFTER SALE</b> <b>2:STAYDOWN</b>	<b>0</b>	If you press a price level key, you have the option of the level key applying only to the next item (0), having the same level key apply to any subsequent item registered in the same transaction (1), or having the same level key apply to any subsequent item on any subsequent transaction(2).
14	<b>ELECTRONIC JOURNAL</b>	Y or N	Select <b>Y</b> to enable the electronic journal. The electronic journal captures in memory what you would print line by line on a traditional journal. The four options that follow control the electronic journal feature. The electronic journal can be read and printed in the <b>X</b> control lock position or reset and printed in the <b>Z</b> control lock position.
	<b>PROMPT OPERATOR WHEN EJ BUFFER IS FULL</b>	Y or N	If the electronic journal is enabled above, select <b>Y</b> if you wish to display a message to notify the operator when the journal memory is full.
	<b>STOP OPERATIONS WHEN EJ BUFFER IS FULL</b>	Y or N	If the electronic journal is enabled above, select <b>Y</b> if you wish to stop operations when the journal memory is full.
	<b>SEND ONLY NEGATIVE ENTRIES TO EJ</b>	Y or N	If the electronic journal is enabled above, select <b>Y</b> if you wish to capture only transactions with negative entries.
15	<b>X REPORT AND DECLARATION SEND TO EJ</b>	Y or N	If the electronic journal is enabled above, select <b>Y</b> if you wish to capture X report and declaration.
	<b>SEND RESET REPORT TO EJ</b>	Y or N	If the electronic journal is enabled above, select <b>Y</b> if you wish to capture reset reports.
	<b>DIRECT MULTIPLICATION MORE THAN ONE DIGIT</b>	Y or N	If you allow direct multiplication of a preset PLU, you can allow only single digit multiplication or multiplication by more than one digit.
16	<b>TENDER VALIDATION</b> <b>Y:AMT TENDERED</b> <b>N:AMT OF SALE</b>	Y or N	Validation is allowed if an appropriate optional printer is connected to an RS-232C port. Here you can choose the content of single line validation
	<b>EUROPEAN ROUNDING</b>	Y or N	Select <b>Y</b> to enable <b>European Rounding</b> system.
	<b>Rounding Rates</b>		Enter the high amount of the first range where you are prompted. The low amount of the next range will be computed automatically.



Page	Field	Value	Description
17	<b>DISABLE NOT FOUND PLU</b>	Y or N	Select <b>Y</b> to disable the NOT FOUND PLU function.
	<b>EMBEDED PRICE BAR CODE TYPE 1/2/3/4/7 (0,1,2,3,4 or 7)</b>	1	Enables price embedded bar codes: <b>1,2,4</b> = Type 1 embedded bar codes with a price check sum. <b>3</b> = Type 3 embedded bar codes without a check sum. <b>7</b> = Choose <b>7</b> if you are embedding a weight, rather than a price. Use weight when different items are sold in bulk, such as nut/bolts in a hardware store. When a weight embedded bar code is scanned the weight is displayed and must be extended by a price at the cash register.
	<b>CLERK INTERRUPT</b>	Y or N	When <b>Y</b> , if enter the different clerk number while registration. At this time save sale information to previous temporary area of clerk. And then you can additional registration after recall by same clerk.
	<b>PROGRAM DESCRIPTOR BY CODE</b>	Y or N	When <b>N</b> , program descriptors by pressing the appropriate key on the program overlay. When <b>Y</b> , program descriptors by typing the code for each descriptor character.
	<b>AUTO CUTTER</b>	Y or N	Select <b>Y</b> to use Auto Cutter.
	<b>USE SPOOL</b>	Y or N	Select <b>Y</b> to use Spool.
18	<b>USE MCR</b>	Y or N	Select code entry clerk system by MCR.
	<b>USE TRACK 1&amp;2:0 TRACK 2&amp;3:1</b>	1	Select the MCR track type.
	<b>USE DALLAS</b>	Y or N	Select <b>Y</b> to use Dallas function.
	<b>STORE NAME:</b>	Alpha numeric 8 character	Enter the Store name to use SD Card operation.
	<b>MIX &amp; MATCH IS TAXABLE</b>	Y or N	When Mix and Match discount is used, determine if tax applies before or after Mix and Match discount. Default is <b>N</b> - not taxable/after Mix and Match discount.
19	<b>BACK LIGHT COLOR (0-7)</b> 0:ON 1:RED 2:GREEN 3:BLUE 4:RED + GREEN 5:GREEN + BLUE 6:RED + BLUE 7:OFF	0	Select Back light color of display.
	<b>SELECT LANGUAGE</b> 0:ENGLISH 1:SPANISH 2:GERMAN	0	Select language which you want to use.
	<b>TAX1 SHIFT</b>	Y or N	When pressed before a PLU entry, the tax shift keys reverse the tax status of the PLU, i.e., a PLU with non-tax status would become taxable or a PLU with tax status would become non-taxable.

Page	Field	Value	Description
20	ALLOW PRICE LEVEL ONLY MGR MODE	Y or N	Choose <b>Y</b> to require the X Mode key to operate the Price Level keys.
	DISPLAY ADD PRICE OF LINKED ITEMS	Y or N	When <b>Y</b> , the customer display shows a total of the item and linked item. For example, if PLU is \$1.00 and is linked to PLU2 which is \$0.25, the customer display will show \$1.25.
	ALLOW SALE WITH 0 STOCK	Y or N	When <b>N</b> , inventory PLUs cannot be sold when stock reaches "0".
	ALLOW Z STOCK RPT	Y or N	When <b>N</b> , the operator is not allowed to clear (Z) stock.
	RESERVED		
21	MACRO KEY UNDER MGR MACRO 1 :	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	MACRO 2 :	Y or N	
	MACRO 3 :	Y or N	
	MACRO 4 :	Y or N	
	MACRO 5 :	Y or N	
22	MACRO KEY UNDER MGR MACRO 6 :	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	MACRO 7 :	Y or N	
	MACRO 8 :	Y or N	
	MACRO 9 :	Y or N	
	MACRO 10 :	Y or N	
23	MACRO KEY UNDER MGR MACRO 11 :	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	MACRO 12 :	Y or N	
	MACRO 13 :	Y or N	
	MACRO 14 :	Y or N	
	MACRO 15 :	Y or N	
24	MACRO KEY UNDER MGR MACRO 16 :	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
	MACRO 17 :	Y or N	
	MACRO 18 :	Y or N	
	MACRO 19 :	Y or N	
	MACRO 20 :	Y or N	
25	ALLOW Z FINANCIAL REPORT WITH OPEN CLK INTERRUPT SALES	Y or N	A Z Financial Report will clear transaction detail. Select <b>N</b> if not allow Z Financial Report before all Clerk Interrupt are closed.

## Print Option Programming (for v01.010 and earlier)

<p>PRINT OPTION pg 1</p> <p>PRINT MEDIA TOTALS ON CLERK REPORT N←</p> <p>PRINT TAX SYMBOL Y</p> <p>PRINT VOID MODE AND RETURN ON REPORT Y</p> <p>PRINT AUDACTION ON REPORT N</p>	<p>PRINT OPTION pg 2</p> <p>SKIP ZERO TOTALS ON FINANCIAL REPORT Y←</p> <p>SKIP ZERO TOTALS ON CLERK REPORT Y</p> <p>PRINT CLERK REPORT AFTER FINANCIAL REPORT N</p> <p>PRINT SALE ITEM NO. N</p>
<p>PRINT OPTION pg 3</p> <p>PRINT PLU WITH ZERO TOTALS ON REPORT N←</p> <p>PRINT SUBTOTAL WHEN PRESSED N</p> <p>PRINT % OF SALES ON PLU REPORT N</p> <p>PRINT CONSECUTIVE NO. Y</p>	<p>PRINT OPTION pg 4</p> <p>PRINT DATE Y←</p> <p>PRINT TIME Y</p> <p>PRINT MACHINE NO. Y</p> <p>PRINT CLERK NAME Y</p> <p>HOME CURRENCY SYMBOL IS \$</p> <p>PRINT Z COUNTER Y</p>
<p>PRINT OPTION pg 5</p> <p>PRINT RECEIPT WHEN SIGN ON/OFF Y←</p> <p>PRINT GRAND TOTAL ON X REPORT Y</p> <p>ON Z REPORT Y</p> <p>PRINT PLU# ON EJ N</p>	<p>PRINT OPTION pg 6</p> <p>PRINT GROSS TOTAL ON X REPORT Y←</p> <p>ON Z REPORT Y</p> <p>PRINT SUBTOTAL WITHOUT TAX N</p> <p>TAX AMOUNT IS N</p> <p>Y:COMBINE N:ITEMIZE</p>
<p>PRINT OPTION pg 7</p> <p>PRINT TAX AMOUNT Y←</p> <p>PRINT TAXABLE TOTAL N</p> <p>PRINT TAX % RATE N</p> <p>VAT BREAKDOWN N</p> <p>PRINT TRAIN MODE TITLE IN TRAINING MODE Y</p>	<p>PRINT OPTION pg 8</p> <p>CURRENCY SYMBOL</p> <p>CONV.#1 ■ ←</p> <p>CONV.#2 ■</p> <p>CONV.#3 ■</p> <p>CONV.#4 ■</p> <p>E.J PORT (0-4) 0</p> <p>REPORT PORT(0-4) 0</p>
<p>PRINT OPTION pg 9</p> <p>PRINT KP ORDER # ON RECEIPT Y←</p> <p>PRINT PRICE ON KP N</p> <p>SEND TO KP IN VOID MODE Y</p> <p>SEND TO KP IN TRAIN MODE N</p>	<p>PRINT OPTION pg 10</p> <p>COMBINE LIKE ITEMS ON KP N←</p> <p>CONSOLIDATION ON CHECK TRACK N</p> <p>VOLUME UNIT 1</p> <p>0:GAL 1:LTR</p>
<p>PRINT OPTION pg 11</p> <p>PRINT PREAMBLE Y←</p> <p>PRINT POSTAMBLE Y</p> <p>MESSAGE ON RECEIPT</p> <p>PRINT PREAMBLE N</p> <p>PRINT POSTAMBLE ON THE GUEST CHECK N</p>	<p>PRINT OPTION pg 12</p> <p>PRINT ON FINANCIAL REPORT</p> <p>AVG ITEM/CUST Y←</p> <p>AVG \$/CUST Y</p> <p>BUFFER RECEIPT ISSUE WHEN RECEIPT IS ON Y</p> <p>PRIORITY PRINT BY GROUP ON KP/KV N</p>



Page	Field	Value	Description
	<b>PRINT CONS. NO.</b>	Y or N	The consecutive number (also referred to as the transaction counter, or receipt counter) normally prints on each receipt. Select N if you do not wish to print this counter.
4	<b>PRINT DATE</b>	Y or N	Select N if you wish to delete the printing of the date.
	<b>PRINT TIME</b>	Y or N	Select N if you wish to delete the printing of the time.
	<b>PRINT MACHINE NO.</b>	Y or N	If you are using more than one cash register, you can identify the specific register where a receipt was printed. Enter Y if you wish to print the register number on the receipt.
	<b>PRINT CLERK NAME</b>	Y or N	Select N if you wish to delete the printing of the clerk name on the receipt.
	<b>HOME CURRENCY SYMBOL IS</b>	\$	See following <b>Currency Symbol Programming</b> section for detail.
	<b>PRINT Z COUNTER</b>	Y or N	Select N if you wish to delete the printing of the reset counter on Z reports.
5	<b>PRINT RECEIPT WHEN SIGN ON/OFF</b>	Y or N	Select N if you do not wish to print a receipt when signing on or off a clerk.
	<b>PRINT GRAND TOTAL ON X REPORT</b>	Y or N	Select N if you wish to delete the printing of the grand total on the financial report reading (X report).
	<b>ON Z REPORT</b>	Y or N	Select N if you wish to delete the printing of the grand total on the financial report resetting (Z report).
	<b>PRINT PLU# ON EJ</b>	Y or N	Determines whether PLU# is displayed on the EJ.
6	<b>PRINT GROSS TOTAL ON X REPORT</b>	Y or N	Select N if you wish to delete the printing of the gross sales total on the financial report reading (X report).
	<b>PRINT GROSS TOTAL ON Z REPORT</b>	Y or N	Select N if you wish to delete the printing of the gross sales total on the financial report resetting (Z report).
	<b>PRINT SUBTOTAL W/O TAX</b>	Y or N	If you hand write credit card slips, you may find it useful to print the merchandise subtotal. Select Y if you wish to print the subtotal without tax on the receipt.
	<b>TAX AMOUNT IS Y:COMBINE N:ITEMIZE</b>	Y or N	Select Y if you are calculating and reporting more that one sales tax rate separately and you wish to print just the total of multiple taxes rather than itemize each tax on the receipt.
7	<b>PRINT TAX AMOUNT</b>	Y or N	Select Y if you wish to delete the printing of the tax amount on the receipt.
	<b>PRINT TAXABLE TOTAL</b>	Y or N	Select Y if you wish to print the total of merchandise eligible for each tax on the receipt.
	<b>PRINT TAX % RATE</b>	Y or N	If you are calculating a tax percentage (add-on or VAT), select Y if you wish to print the tax rate on each receipt.
	<b>VAT BREAKDOWN</b>	Y or N	If Y, a breakdown of the VAT eligible sale will print, the net amount and the VAT amount.
	<b>PRINT TRAIN MODE TITLE IN TRAINING MODE</b>	Y or N	When in training mode, the message "TRAIN MODE" normally prints on each receipt. Select N if you wish to delete this message.
8	<b>CURRENCY SYMBOL CONV.#1</b>	.	See following <b>Currency Symbol Programming</b> section for detail.

Page	Field	Value	Description
	CONV.#2	•	
	CONV.#3	•	
	CONV.#4	•	
	E.J PORT (0-4)	0	Choose a port for a remote printer to print EJ reports.
	REPORT PORT (0-4)	0	Choose a port for a remote printer to print Z reports.
9	PRINT KP ORDER # ON RECEIPT	Y or N	A system wide counter creates an order number for each kitchen requisition. Choose <b>Y</b> or <b>N</b> to print the order number on the kitchen printer requisition.
	PRINT PRICE ON KP	Y or N	You can choose to print the item with or without its' price on the kitchen requisition.
	SEND TO KP IN VOID MODE	Y or N	You can choose whether to print or not print registrations in void mode on kitchen requisitions.
	SEND TO KP IN TRAIN MODE	Y or N	You can choose whether to print or not print registrations in training mode on kitchen requisitions.
10	COMBINE LIKE ITEMS ON KP	Y or N	If two of the same items are registered in the same transaction, you can choose the format on the kitchen requisition. For example, if Y, "2 HAMBURGERS"; if N, "1 HAMBURGER" and "1 HAMBURGER".
	CONSOLIDATION ON CHECK TRACK	Y or N	Consolidation of like items can be selected for soft guest check printing. For example, if three rounds of drinks are served, the check will print "3 TAP BEER" rather than "1 TAP BEER" three times.
	VOLUME UNIT 0:GAL 1:LTR	1	If gallonage is selected in PLU programming, choose gallons or liters here.
11	PRINT PREAMBLE MESSG ON RECEIPT	Y or N	Choose whether to print the PREAMBLE on the receipt.
	PRINT POSTAMBLE MESSG ON RECEIPT	Y or N	Choose whether to print the POSTAMBLE on the receipt.
	PRINT PREAMBLE ON THE GUEST CHECK	Y or N	Choose whether to print the PREAMBLE on the guest check.
	PRINT POSTAMBLE ON THE GUEST CHECK	Y or N	Choose whether to print the POSTAMBLE on the guest check.
12	PRINT ON FIN RPT - AVG ITEM/CUST	Y or N	Choose whether to print the average items per customer (PLU sales counter/Net sales counter).
	PRINT ON FIN RPT - AVG \$/CUST	Y or N	Choose whether to print the average sales per customer (Net Sales/Net Sales counter).
	BUFFER RECEIPT ISSUE WHEN REC IN ON	Y or N	Determine whether you can issue a second receipt for the same transaction with the <b>CASH</b> key
	PRIORITY PRINT BY GROUP ON KP/KV	Y or N	If <b>Y</b> , the order in which items appear on a kitchen requisition is determined by the group to which the item is assigned, i.e. items reported to group 1 will print before items reported to group 2.

Page	Field	Value	Description
13	<b>GRAND TOTAL IS</b> Y:NET N:GROSS	Y or N	Choose <b>Y</b> if you wish the grand total to accumulate daily net sales totals. Choose <b>N</b> if you wish the grand total to accumulate daily gross sales totals.
	<b>PRINT E.J FROM</b> Y:OLDEST N:NEWEST	Y or N	<b>Y</b> : Prints electronic journal from lowest consecutive number to highest. <b>N</b> : Prints electronic journal from highest consecutive number to lowest.
	<b>PRINT JOURNAL IS SMALL</b>	Y or N	Choose <b>Y</b> to print Journal Printer in small size font. (2-Station)
	<b>SEND ORDER TO KP AT SUBTOTAL</b>	Y or N	Choose <b>Y</b> to print orders on the KP when the SUBTOTAL key is pressed. Choose <b>N</b> to print orders on the KP when the order is finalized.
	<b>PRINT PLU # ON RECEIPT</b>	Y or N	If <b>Y</b> , the PLU number and descriptor will print. If <b>N</b> , only the PLU number will print.
14	<b>PRINT PLU # ON REPORT</b>	Y or N	Determines whether PLU# is displayed on the report.
	<b>PRE-PRN GRAPHIC LOGO</b>	Y or N	Choose <b>Y</b> to print Preamble-Image Logo on receipt
	<b>POST-PRN GRAPHIC LOGO ON RECEIPT</b>	Y or N	Choose <b>Y</b> to print Postamble- Image Logo on receipt
	<b>PRE-PRN GRAPHIC LOGO</b>	Y or N	Choose <b>Y</b> to print Preamble-Image Logo on Guest Check.
	<b>POST-PRN GRAPHIC LOGO ON GUEST CHECK</b>	Y or N	Choose <b>Y</b> to print Postamble- Image Logo on Guest Check
15	<b>PRE-FEED LINE# RECEIPT (0 - 5)</b>	0	Enter the # which you want to feed line at the start of receipt.
	<b>POST-FEED LINE# RECEIPT (0 - 5)</b>	2	Enter the # which you want to feed line at the end of receipt.
	<b>PRINT IN HIGH DENSITY</b>	Y or N	
	<b>PRINT DATE ON SERVICE ON HARD CHECK</b>	Y or N	If <b>Y</b> , the posting date will print at every posting on the hard check.
	<b>PRINT TAX CHARGED FOR LAST SERVICED ITEMS</b>	Y or N	If <b>Y</b> , the tax printed on the check/receipt is only for the items since the last service. If <b>N</b> , the tax is for all items on check. Necessary flag for charge posting.
16	<b>NOT PRINT WHEN POLLING REPORTS</b>	Y or N	Choose <b>N</b> if you would like to suppress register printing when reports are polled.
	<b>PRINT WHEN PROGRAM UP/DOWN</b>	Y or N	Choose <b>Y</b> if you would like to suppress register printing when program are up/download.
	<b>ADJUST CUT (0-70)</b>	40	
	<b>PRINT LAST LINE OF EJ (0 - 99)</b>	0	Enter the number for the number of lines of Electronic Journal you want to print in <b>REG-Mode, Quick EJ LookUp</b> .
	<b>DISABLE LINE FIND ON SLIP PRINTER</b>	Y or N	Choose <b>Y</b> if you want to disable/override Line Find feature on a slip printer, or when using a POS printer.





# Glossary of Terms

## **Activity Count**

The activity counter keeps track of the number of times an entry is made on a PLU, or function key.

## **Alpha Keyboard Overlay**

The alpha keyboard overlay represents a new set of functions and characters for each key on the keyboard. When you are programming a field that requires alpha numeric entries, the keyboard automatically shifts into the alpha keyboard so that you can simply type the message or descriptor you wish to program. An overlay legend sheet is provided to place on the keyboard while you are programming.

## **Audaction**

Refers to the total of all sales ending in a negative balance.

## **Auto Scale**

Registrations of PLUs with auto scale status will automatically multiply by the weight placed upon a scale connected to the register. Use for items such as produce, that are always sold by weight.

## **Auto Tare**

With auto tare status assigned, a pre-programmed tare weight will automatically subtract from the weight from the scale.

## **Cancel**

Press the CANCEL function to abort a transaction in progress. All current items are removed (voided).

## **Check Cash**

Use the CHECK CASH function to exchange a check for cash outside of a sale.

## **Check Endorse**

If compulsory check endorsement is set with the CHECK key, use the CHECK ENDORSE function to print the endorsement message after a check is inserted into the appropriate printer.

## **Clerks**

Sales *clerks* are individuals who are responsible for selling the merchandise to the customer. Typically, management wants to know merchandise sales levels for each clerk, in order to monitor productivity, account for cash and other media, and/or pay commissions.

## **Compulsory**

When an operation is programmed compulsory, a function (i.e. Non-add number entry) must be performed in order to complete the operation.

## **Consecutive Number**

A count appears at the bottom of each receipt and after each transaction on the journal tape. This count increases by one with each transaction, report, or scan.

## **Currency Conversion**

Use one of the 4 available currency conversion functions to convert and display the value of the transaction in foreign currency. Only cash tender is allowed after pressing a CONV key. Change is calculated and issued in home currency.

## **Default Program**

The original program installed in the *SPS-300*. The register has a default program which makes it operational after a RAM clear. Nearly all option, rate, and status programs are set to zero as the default condition.

## **Destination**

Refers to the destination for the sale i.e. eat-in, take out, drive thru.

## **Discount (Item)**

An item discount (coupon or %) subtracts an amount or percentage from the price of an item. This subtraction nets the Department or PLU total.

## **Discount (Sale)**

A sale discount (coupon or %) subtracts an amount or percentage from the entire sale.

## **Electronic Journal**

The electronic journal is an area of memory designated to keep a sales journal. The electronic journal can be printed, if necessary, to provide a traditional record of all register activity.

## **Error Condition**

An error condition signals that mis-operation has occurred. It is identified by an audible tone and an error descriptor appearing on the display.

## **Error Correct**

An error correct operation voids the last item entered, it must be used within a sale.

## **Food Stamps**

In the United States, Food Stamps may be used to purchase eligible food items at food stores that participate in the program. The *SPS-300* can assist a retailer in handling food stamp transactions by sorting food stamp and non-food stamp eligible items within each sale and tracking food stamp payments for eligible items.

## **Gallonage**

Gallonage is a status that can be assigned to a department or PLU. Gallonage departments or PLUs accept a price, but print both the price and the quantity of gallons sold. The quantity of gallons is computed from the price per gallon, which is set as the preset price.

## **Groups**

Groups are totals that collect information from designated PLUs. For example all PLU dessert items could collect in a group total called "desserts".

## **HALO**

The high amount lock-out (HALO) limits the amount allowed to be entered in a PLU, or function key.

## **IRC**

Inter Register Communications (IRC) is the term used to describe communications within a network of registers. IRC allows consolidated reporting and down-line programming.

## **Link PLU**

If you wish the registration a PLU to automatically cause the registration of another PLU, enter the number of the PLU you wish to register automatically in the LINK PLU of the PLU.

## **Macro**

Macros record key sequences for later execution. Up to 10 macros may be recorded and executed by pressing a function.

## Memory Allocation

Memory allocation is a program that determines how the system memory is divided to provide the correct features for your application. For example, you may require more or less employee memory or PLUs. Memory allocation allows you to maximize the features you need while minimizing the features you do not need.

## Modifier

Preceding a PLU entry, a modifier key changes a digit of the PLU number, causing a different PLU to be registered. Modifier keys can be set to change any of the 14 PLU digit positions to any specified digit (0-9).

## NLU

Use any of the NLU keys to categorize merchandise (as you would with traditional department keys.) NLUs can be programmed to access any PLU number in the register.

## No Sale

No sale is an operation to simply open the cash drawer.

## Override

Override is an operation used to bypass a programmed price or HALO.

## PLUs

Price look-ups (PLUs) are accessed by indexing a code number and pressing the PLU key, or by pressing a PLU key. PLUs can be programmed with a preset or open price. PLUs record their own activity count and dollar total on the PLU report.

## Post Tendering

The Post Tendering feature allows the operator to use the register to compute change on cash transactions after the sale has been finalized.

To calculate change due after finalizing the sale, enter the cash amount presented by the customer and then press **CASH**. The amount of change due to the customer is then displayed, and the cash drawer may open.

This is a calculation function only, and no totals or counters are updated by the use of this feature.

## Price Level

If memory is allocated for price levels, prices may be assigned at up to five different price levels for each PLU item. Price level keys can then be used to shift the price of a PLU.

## Promo

The PROMO operation allows items to be sold without cost, i.e. buy two, get one free. PROMO activity will remove the item cost from the sale, but the sales count will include the promo item.

## **Receipt**

A receipt is a printed tape given to a customer as a record of the sale transaction.

## **Register Number**

The register number is a programmable number which prints on the receipt and journal tapes. It identifies the electronic cash register the sale or report was performed on.

## **Stay-Down**

When a function is programmed as a Stay-down function, it is valid until changed. For example, a Stay-down clerk remains signed on until either signed off, or another clerk is signed on.

## **Stock PLU**

Stock PLUs track the quantity of the PLU item in stock. Each time the PLU is registered, a whole unit subtracts from the stock counter. (Note that if multiplication or decimal multiplication is used when the PLU is registered, the resulting quantity of activity will subtract from the stock counter. Stock is maintained increments to the second decimal position, i.e. "X.XX".)

## **Surcharge (Item)**

An item percent surcharge adds a percentage to the price of an item. This addition nets the department or PLU total.

## **Surcharge (Sale)**

A sale percent surcharge adds a percentage to the entire sale.

## **Tare Weight**

A tare is the amount of weight accounted for by the container or packaging. By entering a tare weight (as required by law in some areas) the weight of the container is subtracted and only the true weight of the product is measured on the scale.

## **Tax Exempt**

Tax exempt is used to exclude the tax from an entire sale.

## **Tax Shift**

Tax shift keys are used to reverse the tax status of a PLU entry.

## **Tender**

The method of register operation in which payment is made and the transaction is finalized.

## **Transaction Number**

A count appears at the bottom of each receipt and or journal tape. This count increases by one with each transaction, report, or scan.

**Void**

A void operation will erase a previous item entry. It must be used inside of a sale only.

**Waste**

The Waste function is used to start and end entries of items that are wasted. Inventory is adjusted.