SAM4S

Operator's and Programming Manual
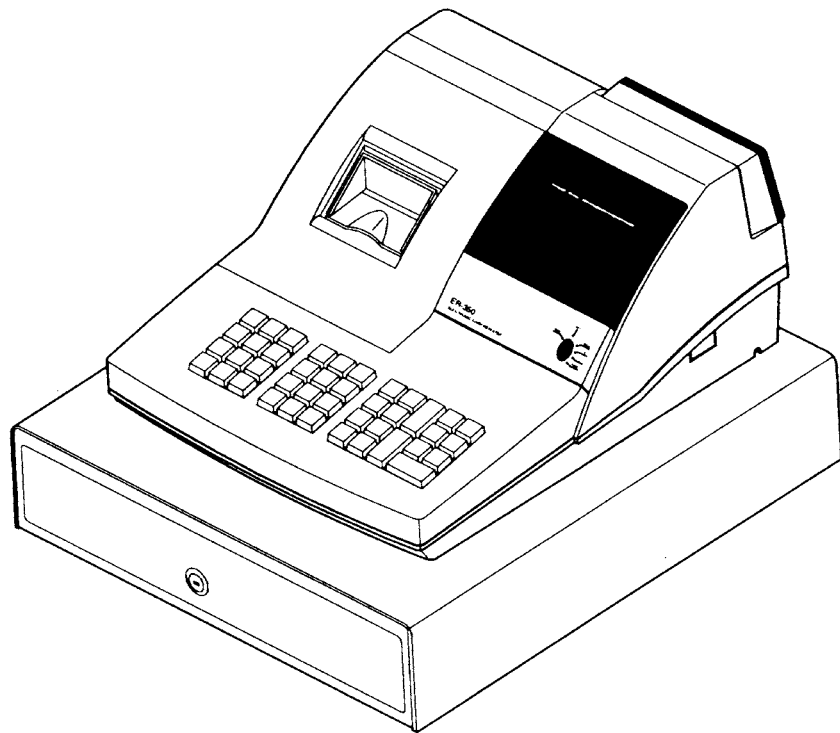
For Fast Startup, See "Quick Setup" on page 7

CRS, Inc.
Limited Warranty and Disclaimers of Warranty

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Introduction

Using This Manual

Congratulations! You have selected a very flexible electronic cash register designed for years of reliable service. The *SAM4s ER-350* will fit many retail stores, shops and restaurants. It provides fast transaction processing, security, and detailed sales information.

- To Get Started turn to "Quick Setup" on page 7. This section covers unpacking, memory clearing, a few simple programming steps, and instructions for basic cash register transactions. All of the features of the *SAM4s ER-350* (except the clerk functions) operate immediately, without additional programming steps. In most cases, all the programming you need to do is covered in this section.

- For information about reports and balancing see "Reports" on page 79.

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

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

- For detailed operations sequences, see "Advanced Operating Instructions" on page 19.

Using Flowcharts

Flowcharts are used to supplement step by step instructions throughout this manual. For example, the following flowchart describes how to register $1.00 into department **1/9**:

This flowchart means:

1. Press numeric key **1.**

2. Press numeric key **0.**

3. Press numeric key **0.**

4. Press department **1/9.**

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

Basic Features and Functions

Keyboard

PAPER FEED	#/NO SALE	@/ FOR	7	8	9	4/12	8/16	DEPT SHIFT	CLERK #	RECD ACCT
-	+%	-%	4	5	6	3/11	7/15	PLU	ADD CHECK	PAID OUT
CANCEL	MDSE RTRN	VOID	1	2	3	2/10	6/14	SUB TOTAL	CHARGE	CHECK TEND
C/ CONV	TAX SHIFT	CLEAR	0	00	.	1/9	5/13		CASH/TEND	

Key Descriptions

Key	Description
PAPER FEED	Press to advance then printer paper.
Numeric Keypad: 0-9 and 00	Use the numeric keypad to enter amounts, other numeric values.
CLEAR	Press to clear numeric errors made on keyboard prior to pressing the registration key. Also press to stop the error alarm when incorrect entries are made.
Department Keys	There are eight department keys on the keyboard to register different types of merchandise. (Eight additional department classifications are available by using the DEPT SHIFT key, for a total of 16 department classifications.) Departments may be used to accept open priced entries, or may be programmed to register preset prices
DEPT SHIFT	Press the Department Shift key before pressing a department to access departments **9** to **16**.
#/NO SALE	Press to open the cash drawer when you have not already started a transaction. Also, may be used to print any number (up to 8 digits) on the printer paper.
@/FOR	Enter a quantity, then press the **@/FOR** key to enter multiple items. Also use to enter "split pricing" items, such as 1 item at 3 for $.89.
VOID	Press to void (or erase) the last item entered. You can also void an item previously entered within a transaction by pressing **SUBTOTAL**, then **VOID** then re-entering the item you wish to correct.

RTRN MDSE	If you wish to return or refund an item, press Return Merchandise, then re-enter any item you wish.
- (MINUS)	Register a negative amount by entering a price, then pressing the **- (MINUS)** key. For example, you can enter bottle returns or coupons using the **- (MINUS)** key.
CANCEL	Press to void (or erase) all items entered thus far in any transaction.
C/CONV	Press the Currency Conversion key to convert the sale subtotal into an equivalent value in foreign currency. You must first program foreign currency exchange rates. See "Currency Conversion" on page 63.
-% , +%	Use the Percent keys to add a percentage surcharge or subtract a percentage from an item or the subtotal of the sale. You can enter the amount of the percentage before pressing the **-%** or **+%** keys, or you can program a preset percentage if you are consistently using the same percentage. See "**+%** and **-%** Key Programming" on page 58 to set a preset percentage.
PLU	Use to register a Price Look Up (PLU).
RECD ACCT	Use to accept cash into the cash drawer when you are not actually selling merchandise. For example, use the Received on Account key to accept payments for previously sold merchandise, or record loans to the cash drawer.
PAID OUT	Use to track cash paid out for merchandise or to record loans from the cash drawer.
TAX SHIFT	Press to reverse the programmed tax status of a department key. For example, by using the **TAX SHIFT** key prior to registering a taxable item, the item will be sold without sales tax added.
. (Decimal)	Use the Decimal key to enter fractions of percentages. For example to enter a one third off discount, enter **3 3 . 3 3** before pressing the **-%** key.
CLERK #	Use to sign on or sign off a clerk, if you have decide to use a clerk sales tracking system. See "Programming Clerks" on page 64.
SUB TOTAL	Press to see the subtotal of a sale.
CHARGE	Press to total a transaction paid by charge or credit card.
CHECK	Press to total a transaction paid by check. Also if the check amount is over the amount purchased, enter the amount of the check, then press the **CHECK** key. The drawer will open and the cash change will be computed.
CASH/TEND	Press to total a transaction paid by cash. Also if the cash amount tendered is over the amount purchased, enter the amount of the tender, then press the **CASH/TEND** key. The drawer will open and the cash change will be computed.
ADD CHECK	Press when you wish to issue a receipt, but not yet pay for the sale. For example, one person may wish to pay for two guest checks at a restaurant, or one person may pay for two admissions, where separate receipts are required for each person.

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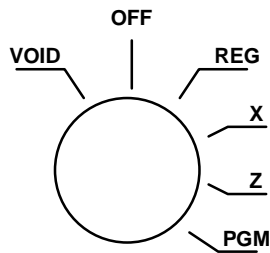
VOID	Use to void (correct) items outside of a sale.
OFF	The register is inoperable.
REG	Use for normal registrations.
X	Use to read register reports.
Z	Use to read register reports and reset totals to zero.
PGM	Use to program the register.

The *SAM4s* ER-350 includes two sets of keys that may be used to access the following key lock positions.

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

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

Display

Front Display

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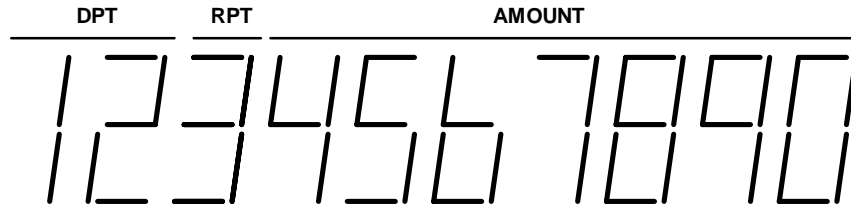
DPT	Indicates the department number of the registration (2 digits).
RPT	Indicates the number of times an item has been repeated.
AMOUNT	Displays the amount the amount of the item, subtotal or total.
CLERK	If the clerk system is implemented, one of 10 lines illuminate indicating which clerk is active.

Display Messages

C	Change Due
E	Error
-	Negative entry
=	Total
E1	Input Error
E3	Printer Error (paper jam)

Rear Display

The rear display may be lifted and turned for easy customer viewing.

Quick Setup

Unpacking

1. Unpack and Unwrap the cash register.

2. Locate in the packing the following items:

    - 1 roll of paper

    - 1 ribbon cartridge

    - 1 rewind spindle

    - 1 set of control keys

3. Remove the cardboard protectors from the cash drawer.

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

Installing the Paper

1. Remove the printer cover.
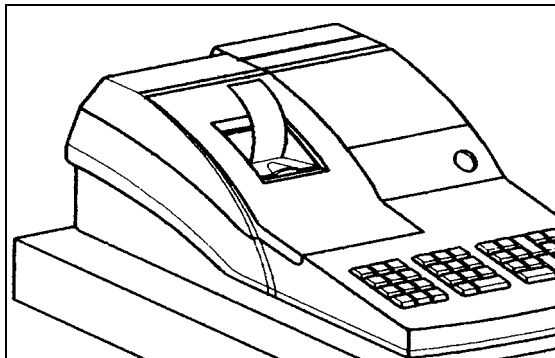
2. For proper feeding through the print head, cut or tear a straight even edge on the end of the paper roll. Place the paper roll in the paper holder so that the paper will feed from the bottom of the roll.
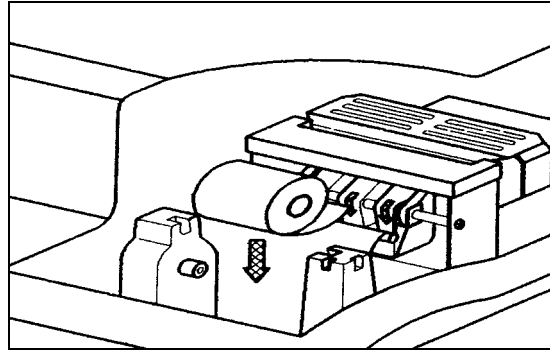
3. Insert the end of the paper into the paper slot.
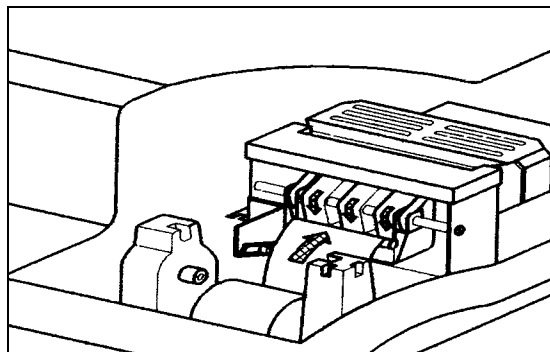
4. Press the **PAPER FEED** key until the paper comes out about 8 inches.
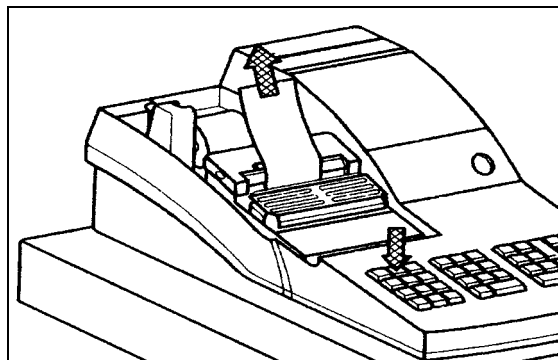
5. If you wish to use the printer to print a sales journal, insert the paper into the paper take-up spool. Also see "Setting Receipt/Journal Status" on page 77. Wind the paper two or three turns around the spool shaft and install the spool in the mount.
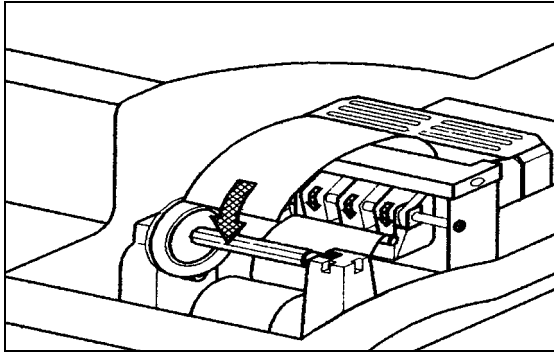
6. If you wish to use the printer to print customer receipts, pass the paper through the window of the printer cover and replace the printer cover.
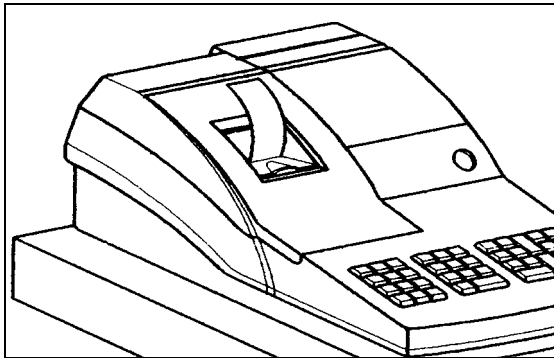
Installing the Ribbon Cartridge

1. Remove the printer cover.

2. If you are replacing a worn ribbon, lift up to remove the old cartridge. You must install the first cartridge on a new cash register.

3. Insert the new ribbon cartridge firmly into place.

4. Turn the post on the ribbon cartridge to tighten the ribbon.

5. Replace the printer cover
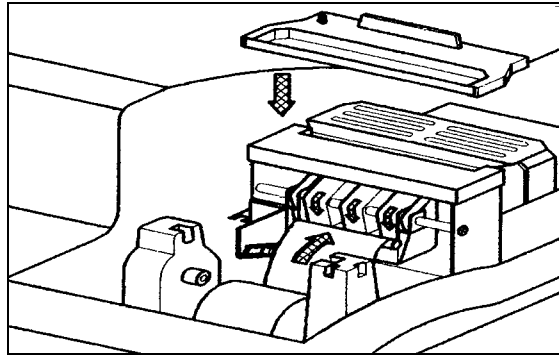
Clearing Memory

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

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

1. Unplug the register.

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

3. Press and hold the **CLEAR** key while connecting the AC plug into a power outlet.

```
┌─────────────┐
│  ┌───────┐  │           POWER
│  │ CLEAR │  │  ──────▶    UP
│  └───────┘  │
└─────────────┘
```
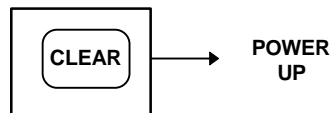
4. When memory is cleared, the register prints:

```
# INITIAL RAM ALL CLEAR #
```

Basic Programming

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

Setting the Date

The date sequence is Month-Day-Year.

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

2. Enter the date in the format you have selected and press the **SUBTOTAL** key:

(M)—(M)—(D)—(D)—(Y)—(Y)——(@/ FOR)

Date Setting Example

If the date is March 1, 1999, enter:

(0)—(3)—(0)—(1)—(9)—(6)——(@/ FOR)
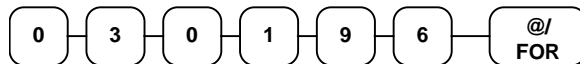
The date you have entered will display and print on the printer:

```
03-01-1999
```

Setting the Time

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

2. Enter the hour and minute in military time (24 hour time) and press the **@/FOR** key:

(H)—(H)—(M)—(M)——(@/ FOR)

Time Setting Example

If the time is 3:25 PM, enter:

(1)—(5)—(2)—(5)——(@/ FOR)
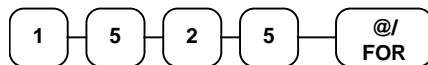
The time you have entered will display and print on the printer:

```
                                    15:25
```

Programming Tax

Most sales taxes can be programmed by entering a tax percentage rate. However, in some cases you may find that tax that is entered as a percentage does not follow exactly the tax chart that apply in your area. If this is the case, you must enter your tax using tax table programming. This method will match tax collection exactly to the break points of your tax table. See "Tax Table Programming" on page 56.

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 local SAM4s dealer for assistance.

Programming a Tax Rate Percentage

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

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

3. Enter **00**.

4. Enter:

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

5. Press the **TAX SHIFT** key.

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

7. See tax rate program examples on page 14.

Tax Rate Programming Flowchart
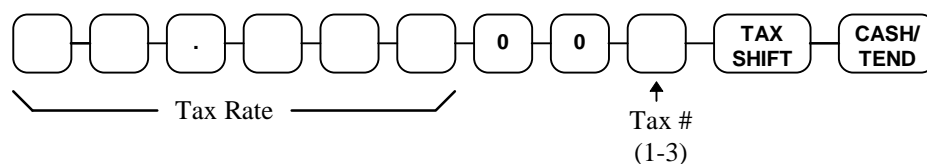
Tax Rate   Tax #
                  (1-3)

Please Note: After programming the tax rate, you must program your department or departments taxable to calculate tax. See page 15 for department programming steps.

Tax Rate Programming Example

If tax 1 is 6 percent, enter:

[6]─[.]─[0]─[0]─[0]─[0]─[0]─[1]─[**TAX SHIFT**]

If tax 2 is 7.5 percent, enter:

[7]─[.]─[5]─[0]─[0]─[0]─[2]─[**TAX SHIFT**]

If tax 3 is 10 percent, enter:
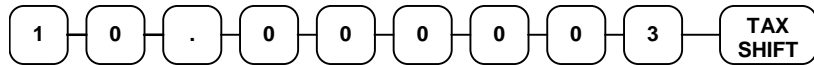
[1]─[0]─[.]─[0]─[0]─[0]─[0]─[0]─[3]─[**TAX SHIFT**]

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

[**CASH/ TEND**]

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

```
TAX1 STATUS            00
TAX1 RATE           6.000
TAX2 STATUS            00
TAX2 RATE           7.500
TAX3 STATUS            00
TAX3 RATE          10.000
   PROGRAM TERMINATE
01-03-1999          16:36
000013                  0
```

Programming a Taxable Department

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

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

Taxable by Rate 1?	Yes = 1 No = 0		**+**
Taxable by Rate 2?	Yes = 2 No = 0		**+**
Taxable by Rate 3?	Yes = 4 No = 0		**+**
			=

3. Press the **@/FOR** key.

4. Press the department key you wish to program, or press **DEPT SHIFT** and the appropriate department if you are programming departments 9-16.

5. Repeat steps 2, 3 and 4 for each department you wish to program.

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

Taxable Department Programming Flowchart

Repeat for each
Department

[ ] — [@/ FOR] — [DEPT SHIFT] — [DEPT KEY] — [CASH/ TEND]

Tax
Status
Code

Use DEPT SHIFT
for depts 9-16
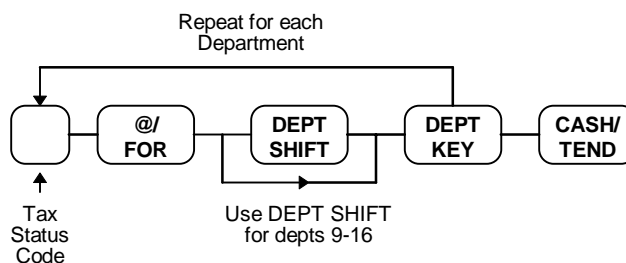
Taxable Department Programming Example

Set department 1 taxable by tax rate 1:

[1] — [@/ FOR] — [1/9]

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

[CASH/ TEND]

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

```
DEPT.1    T1            0
    PROGRAM TERMINATE
01-03-1999          16:36
000014               00
```

Basic Operations

Registering Items

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

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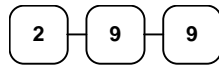
2. Press a department key. For example, press department **1/9**:

1/9

Repeating an Item

3. To register a second item exactly as the first, press the department key a second time. For example, press department **1/9**:

1/9
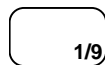
Registering Multiple Items

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

4 — **@/ FOR**

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

1 — **9** — **9**
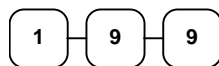
6. Press a department key. For example, press department **2/10**:
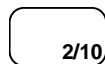
2/10

Totaling a Cash Sale

1. Register the items you wish to sell.

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

    SUB
    TOTAL

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

    CASH/
    TEND

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

```
         THANK-YOU
        CALL AGAIN

DEPT.1      T1        $2 99
DEPT.1      T1        $2 99
   4 X               @1.99
DEPT.2               $7 96
SUBTOTAL            $14.30
TAXABLE1            $5.98
TAX1 AMOUNT        $0.36
CASH               $14.30
03-01-1999          15:27
000002                 00
```

Tendering a Cash Sale

1. Register the items you wish to sell.

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

    SUB
    TOTAL

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

    2   0   0   0

4. Press **CASH/TEND**:

    CASH/
    TEND

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

```
         THANK-YOU
        CALL AGAIN

DEPT.1      T1        $2 99
DEPT.1      T1        $2 99
   4 X               @1.99
DEPT.2               $7 96
SUBTOTAL            $14.30
TAXABLE1            $5.98
TAX1 AMOUNT        $0.36
TOTAL              $14.30
CASH               $20.00
CHANGE             $5.70
03-01-1999          15:27
000004                 00
```

Tendering a Check Sale

1. Register the items you wish to sell.

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

   [**SUB TOTAL**]

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

   [**2**]–[**0**]–[**0**]–[**0**]

4. Press **CHECK**:

   [**CHECK**]

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

```
       THANK-YOU
      CALL AGAIN

DEPT.1     T1        $2 99
DEPT.1     T1        $2 99
   4 X              @1.99
DEPT.2              $7 96
SUBTOTAL          $14.30
TAXABLE1           $5.98
TAX1 AMOUNT        $0.36
TOTAL             $14.30
CHECK             $20.00
CHANGE             $5.70
03-01-1999         15:27
000005                00
```

Totaling a Charge Sale

1. Register the items you wish to sell.

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

   [**SUB TOTAL**]

3. Press **CHARGE**:

   [**CHARGE**]

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

Note: Charge tendering is not allowed.

```
       THANK-YOU
      CALL AGAIN

DEPT.1     T1        $2 99
DEPT.1     T1        $2 99
   4 X              @1.99
DEPT.2              $7 96
SUBTOTAL          $14.30
TAXABLE1           $5.98
TAX1 AMOUNT        $0.36
CHARGE            $14.30
03-01-1999         15:27
000006                00
```

Advanced Operating Instructions

Clerk Operations

If you wish to use the clerk system, you must first activate the clerk system by setting system option #16. See "System Option Programming" on page 50. You can activate the clerk system for stay down or pop-up mode.

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

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

Clerk Sign On

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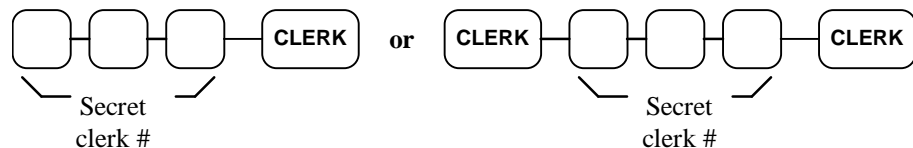
Clerk Sign Off

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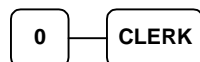
Department Registrations

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

Open Department

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

   2 **9** **9**

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

   1/9
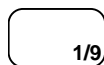
```
       THANK-YOU
      CALL AGAIN

DEPT.1    T1      $2 99
TAXABLE1          $2.99
TAX1 AMOUNT       $0.18
CASH              3.17
03-01-1999       15:27
000002              00
```

Preset Price Department

A preset department registers the price that was previously programmed. See "Department Programming" on page 45 to program preset prices.

1. Press a preset department key. For example, press department **5/13**:

   5/13
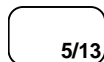
```
       THANK-YOU
      CALL AGAIN

DEPT.5           $1 29
CASH             $1.29
03-01-1999       15:27
000005              00
```

Department Repeat Entry

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

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

    2 **9** **9**

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

    1/9

3. To register a second item exactly as the first, press the department key a second time. For example, press department **1/9**:

    1/9
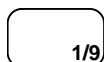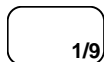
```
       THANK-YOU
      CALL AGAIN
DEPT.1     T1        $2 99
DEPT.1     T1        $2 99
TAXABLE1            $5.98
TAX1 AMOUNT        $0.36
CASH               $6.34
03-01-1999         15:28
000006                00
```

Multiplication

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

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

    4 **@/ FOR**

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

    1 **9** **9**

    Press a department key. For example, press department **1/9**:

    1/9
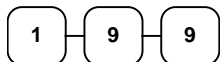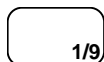
```
       THANK-YOU
      CALL AGAIN
  4 X               @1.99
DEPT.1     T1        $7 96
TAXABLE1           $7.96
TAX AMOUNT         $0.48
SUBTOTAL           $7.96
CASH               $8.44
03-01-1999         15:29
000007                00
```

Department Multiplication With Decimal Point

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

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

[3]—[.]—[7]—[5]—[@/ FOR]
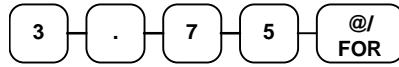
2. Enter an amount on the ten key pad. Do not use the decimal key. For example, if the price is $.99 per pound, enter:

[9]—[9]

Press a department key. For example, press department **1/9**:

[1/9]
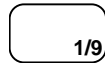
```
        THANK-YOU
       CALL AGAIN
   3.750 X           @0.99
 DEPT.1     T1       $3 71
 TAXABLE1            $3.71
 TAX AMOUNT          $0.22
 CASH               $3.93
 03-01-1999         15:30
 000008                 00
```

Split Pricing

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

1. Enter the quantity purchased, press the **@/FOR** key. For example, enter:

[2]—[@/ FOR]

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

[3]—[@/ FOR]

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

[1]—[0]—[0]
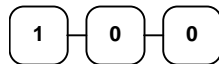
4. Press a department key. For example, press department **1/9**:

[1/9]
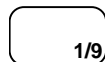
```
        THANK-YOU
       CALL AGAIN
    2/3 X            @1.00
 DEPT.1     T1       $0.67
 TAXABLE1            $0.67
 TAX AMOUNT          $0.04
 CASH               $0.71
 03-01-1999         15:31
 000009                 00
```

Single Item Department

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

1. Press a single item preset department key. (or enter a price and press a single item open department key.) For example, press department **6/14**:

    [6/14]

```
        THANK-YOU
        CALL AGAIN

DEPT.6              $1 29
CASH                 3.17
03-01-1999          15:32
000010                 00
```

PLU (Price Look Up) Registrations

PLUs must be programmed before they may be operated. See "PLU (Price Look Up) Programming" on page 66 to program open or preset PLUs.

Open PLU

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

   [2]─[PLU]

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

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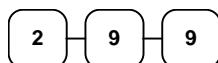
3. Press the **PLU** key again.

   [PLU]

```
         THANK-YOU
         CALL AGAIN


PLU2        T1        $2 99
TAXABLE1              $2.99
TAX1 AMOUNT          $0.18
CASH                  3.17
03-01-1999           15:45
000032                  00
```

Preset Price PLU

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

   [1]─[PLU]

```
         THANK-YOU
         CALL AGAIN


PLU1                  $1 29
CASH                  $1 29
03-01-1999           15:46
000033                  00
```

PLU Repeat Entry

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

   [1]─[PLU]

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

   [PLU]

```
         THANK-YOU
         CALL AGAIN
PLU1        T1        $2 99
PLU1        T1        $2 99
TAXABLE1             $5.98
TAX1 AMOUNT         $0.36
CASH                $6.34
03-01-1999          15:51
000035                 00
```

PLU Multiplication

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

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

   [4]──[@/ FOR]

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

   [1]──[PLU]

```
        THANK-YOU
        CALL AGAIN
  4 X               @1.99
PLU1     T1         $7 96
TAXABLE1            $7.96
TAX AMOUNT          $0.48
SUBTOTAL           $7.96
CASH               $8.44
03-01-1999         15:51
000036                00
```

PLU Multiplication With Decimal Point

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

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

   [3]──[.]──[7]──[5]──[@/ FOR]

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

   [3]──[PLU]
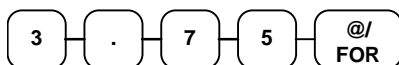
```
        THANK-YOU
        CALL AGAIN
  3.750 X           @2.99
PLU3     T1        $11 21
TAXABLE1           $11 21
TAX AMOUNT          $0.67
CASH               $11.88
03-01-1999         15:52
000037                00
```

Split Pricing PLU

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

1. Enter the quantity purchased, press the **@/FOR** key. For example, enter:

   [2]—[**@/ FOR**]

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

   [3]—[**@/ FOR**]

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

   [3]—[**PLU**]

```
       THANK-YOU
      CALL AGAIN
  2/3 X           @2.99
PLU3      T1      $1.99
TAXABLE1          $1.99
TAX AMOUNT        $0.12
CASH             $2.11
03-01-1999       15:55
000039              00
```

Shifting or Exempting Tax

Shifting Tax

Taxable Departments and 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 the TAX SHIFT key.

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

2. Enter an amount on the ten key pad. Do not use the decimal key. For example, for $2.99, enter:
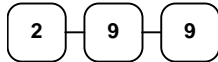
3. Press a department key. For example, press department **1/9**:
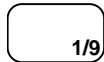
4. If department **1/9** is normally taxable by tax 1, the registration will non-taxable by tax 1, the registration will include tax.

```
        THANK-YOU
       CALL AGAIN

DEPT.1              $2 99
TAXABLE1            $2.99
CASH               $2.99
03-01-1999         15:27
000002                00
```

Exempting Tax

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

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

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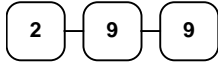
2. Press a taxable department key. For example, press department **1/9**:

   1/9

3. Press Subtotal:

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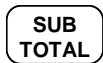
4. Enter the number for the tax you wish to exempt. Press **1** to shift tax 1, press **2** to shift tax 2 or press **3** to shift tax 3. Press the **TAX SHIFT** key. For example, exempt tax 1:

   1 — **TAX SHIFT**

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

```
        THANK-YOU
       CALL AGAIN

DEPT.1     T1        $2 99
SUBTOTAL            $3.17
CASH               $2.99
03-01-1999          15:28
000045                 00
```

Percent Key (+% and -%) Operations

Use the Percent keys to add a percentage surcharge or subtract a percentage from an item or the subtotal of a sale. You can enter the amount of the percentage before pressing the **-%** or **+%** keys, or you can program a preset percentage if you are consistently using the same percentage. Programming determines whether it is possible to enter a percentage when the key is also programmed with a preset percentage. See "**+%** and **-%** Key Programming" on page 58 to set a preset percentage.

Preset Percent on a Department or PLU Item

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

1. Register the discounted item.

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

   [-%]
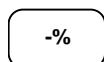
3. The discount is automatically subtracted.

```
        THANK-YOU
        CALL AGAIN

DEPT 2              $10.00
-%                  10.000
                     -1.00
CASH                 $9.00
03-01-1999           15:51
000031                  00
```

Enter a Percent on a Department or PLU

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

1. Register the discounted item.

2. Enter the percentage. If you are entering a fraction of a percent, you must use the decimal key. For example, for ⅓ off enter:

   [3]—[3]—[.]—[3]—[3]—[3]

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

   [-%]
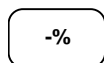
4. The discount is automatically subtracted.

```
        THANK-YOU
        CALL AGAIN

DEPT 2              $10.00
-%                  33.333
                     -3.33
CASH                 $6.67
03-01-1999           15:52
000032                  00
```

Percent On Sale Total

In this example a surcharge of 15% is applied.

1. Register the items you wish to sell.

2. Press **SUBTOTAL**:

   [SUB TOTAL]

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

   [1]—[5]

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

   [+%]

5. The surcharge is automatically added.

```
        THANK-YOU
       CALL AGAIN


DEPT 2              $10.00
SUBTOTAL            $10.00
+%                  15.000
                     $1.50
CASH               $11.50
03-01-1999          15:53
000033                  00
```

Return Merchandise Registrations

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

1. To return an item, press **MDSE RTRN**:

   [MDSE RTRN]

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

   [2]—[9]—[9]—[2/10]

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

```
        THANK-YOU
       CALL AGAIN

RETURN MDSE
DEPT 2    T1        -2.99
TAXABLE1           -2.99
TAX1 AMOUNT        -0.18
CASH               -3.17
03-01-1999          15:50
000030                  00
```

Voids and Corrections

Void Last Item

This function corrects the last item entered.

1. Register the item you wish to sell.

2. Press the **VOID** key.
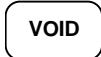
   [VOID]

```
        THANK-YOU
        CALL AGAIN

DEPT.1    T1        $2 29
DEPT 2              $1.29
VOID
DEPT 2             -1.29
TAXABLE1            $2.29
TAX1 AMOUNT        $0.14
CASH               $2.43
03-01-1999         15:47
000027                00
```

Void Previous Item

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

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

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

   [CLEAR]——[VOID]

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

   [1]—[2]—[9]—[2/10]
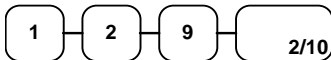
```
        THANK-YOU
        CALL AGAIN

DEPT 2              $1.29
DEPT.1    T1        $2 29
VOID
DEPT 2             -1.29
TAXABLE1            $2.29
TAX1 AMOUNT        $0.14
CASH               $2.43
03-01-1999         15:49
000029                00
```

Cancel

The **CANCEL** key allows you to stop any transaction. Anything registered within the transaction before the **CANCEL** key is pressed is automatically corrected. The **CANCEL** key may be inactivated through programming, see "CANCEL Key Programming" on page 62.

1. Register the items you wish to sell.

2. Press the **CANCEL** key.
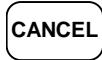
    CANCEL

```
        THANK-YOU
        CALL AGAIN


DEPT.1     T1         $2 29
COUPON                -0.50
CANCEL-----------------
03-01-1999            15:46
000026                   00
```

Void Position Operations

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

1. Turn the control lock to the VOID position.

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

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

```
        THANK-YOU
        CALL AGAIN

VOID MODE
DEPT.1     T1         -2 29
DEPT 2                -1.00
SUBTOTAL              -3.43
TAXABLE1              -2.29
TAX1 AMOUNT           -0.14
CASH                 -3.43
03-01-1999           15:46
000026                   00
```

- (Minus) Key Registrations

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

Note: You can program the minus key so that tax is charged on the gross amount, or on the net amount after the subtraction. See "- (Minus) Key Programming" on page 60.

1. Register the items you wish to sell.

2. Enter the amount you wish to subtract from the sale, for example for a $.50 coupon, enter:

    5   0

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

    -

```
          THANK-YOU
         CALL AGAIN

DEPT.1      T1        $2 29
COUPON               -0.50
TAXABLE1             $2.29
TAX1 AMOUNT         $0.14
CASH                $1.93
03-01-1999          15:42
000025                  00
```

No Sale Operations

Open Drawer

The **#/NO SALE** key will open the cash drawer when you have not already started a transaction.

1. Press **#/NO SALE**:

   [#/NO SALE]

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

```
       THANK-YOU
       CALL AGAIN


OPEN DRAWER
03-01-1999           15:44
000022                  00
```

Non Add Number

You can also use the **#/NO SALE** key to print any number (up to 8 digits) on the printer paper. You can enter the number any time during a transaction. For example, if you wish to record a charge account number, enter the number and press the #/**NO SALE** key before totaling the sale with the **CHARGE** key.

1. Register the items you wish to sell.

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

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

3. Press **#/NO SALE:**

   [#/NO SALE]

4. Press **CHARGE**:

   [CHARGE]

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

```
       THANK-YOU
       CALL AGAIN

DEPT.1    T1        $2 99
NON ADD NO.         1234
TAXABLE1           $2.99
TAX1 AMOUNT        $0.18
CHARGE             $3.17
03-01-1999         15:41
000023                00
```

Received On Account Operations

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

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

   2 — **0** — **0** — **0**

2. Press **RECD ACCT**:

   RECD ACCT

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

```
        THANK-YOU
        CALL AGAIN

RECEIVED ON        $20.00
03-01-1999          15:40
000020                 00
```

Paid Out Operations

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

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

   2 — **0** — **0** — **0**

2. Press **PAID OUT**:

   PAID OUT

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

```
        THANK-YOU
        CALL AGAIN

PAID OUT           $20.00
03-01-1999          15:41
000021                 00
```

Totaling and Tendering

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

Subtotaling a Sale

1. Register the items you wish to sell.

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

> **SUB TOTAL**

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

Totaling a Cash Sale

1. Register the items you wish to sell.

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

> **CASH/ TEND**

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

```
        THANK-YOU
        CALL AGAIN

DEPT.1     T1        $2 99
DEPT.1     T1        $2 99
   4 X              @1.99
DEPT.2              $7 96
SUBTOTAL          $14.30
TAXABLE1           $5.98
TAX1 AMOUNT        $0.36
CASH              $14.30
03-01-1999         15:27
000002                00
```

Tendering a Cash Sale

1. Register the items you wish to sell.

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

   [2] [0] [0] [0]

3. Press **CASH/TEND**:

   [CASH/ TEND]

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

```
       THANK-YOU
       CALL AGAIN

DEPT.1    T1        $2 99
DEPT.1    T1        $2 99
  4 X              @1.99
DEPT.2             $7 96
SUBTOTAL          $14.30
TAXABLE1           $5.98
TAX1 AMOUNT        $0.36
TOTAL             $14.30
CASH              $20.00
CHANGE             $5.70
03-01-1999        15:27
000004                00
```

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

```
       THANK-YOU
       CALL AGAIN

DEPT.1    T1        $2 99
DEPT.1    T1        $2 99
  4 X              @1.99
DEPT.2             $7 96
SUBTOTAL          $14.30
TAXABLE1           $5.98
TAX1 AMOUNT        $0.36
TOTAL             $14.30
CHECK             $20.00
CHANGE             $5.70
03-01-1999        15:27
000005                00
```

Totaling a Charge Sale

1. Register the items you wish to sell.

2. Press **CHARGE**:

   > **CHARGE**

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

Note: Charge tendering is not allowed.

```
         THANK-YOU
         CALL AGAIN

DEPT.1      T1        $2 99
DEPT.1      T1        $2 99
  4 X                @1.99
DEPT.2               $7 96
SUBTOTAL            $14.30
TAXABLE1            $5.98
TAX1 AMOUNT         $0.36
CHARGE             $14.30
03-01-1999          15:27
000006                 00
```

Check Cashing

Check cashing means exchanging cash for a check. Normally, this function is not allowed. If you wish to allow check cashing, you must set system option #15 to a value of **1**. See "System Option Programming" on page 50.

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

   > **2** **0** **0** **0**

2. Press **CHECK TEND**:

   > **CHECK TEND**

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

```
         THANK-YOU
         CALL AGAIN

CHECK               $20.00
CASH               -20.00
03-01-1999          15:33
000013                 00
```

Split Tender

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

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

---

1. Register the items you wish to sell.

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

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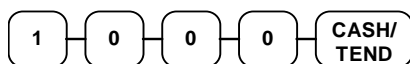
3. The display will indicate "=" and $10.00, indicating the amount still due. The drawer will not open. Press **CHARGE** to charge the remaining amount:

    [**CHARGE**]

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

```
        THANK-YOU
        CALL AGAIN

DEPT.2              $20 00
SUBTOTAL           $20.00
TOTAL              $20.00
CASH               $10.00
TOTAL              $10.00
CHARGE             $10.00
03-01-1999          15:34
000014                 00
```

Post Tender

Post tendering means computing change after the sale has been totaled and the drawer is open. This feature is useful when a customer changes the amount of the tender or the clerk becomes confused counting change manually. Normally, this function is not allowed. If you wish to allow post tendering, you must set system option #14 to a value of **1**. See "System Option Programming" on page 50.

1. Register the items you wish to sell.

2. Press **CASH/TEND**:

   [CASH/ TEND]

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

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

   [2]–[0]–[0]–[0]–[CASH/ TEND]

5. The display will indicate "C" for change and display $17.88 change due.

```
        THANK-YOU
        CALL AGAIN

DEPT.1     T1      $2.00
SUBTOTAL           $2.12
TAXABLE1           $2.00
TAX1 AMOUNT        $0.12
CASH               $2.12
03-01-1999         15:36
000015                00
```

Currency Conversion

If you normally accept currency from a neighboring nation, you can program the *SAM4s ER-350* to convert the subtotal of a sale to the equivalent cost in the foreign currency. To do this, you need to program the conversion factor. For example, if the US dollar (home currency) is worth 1.3720 Canadian dollars (foreign currency), the conversion factor is 1.3720. See "Programming Currency Exchange Rates" on page 63 to set a conversion rate.

1. Register the items you wish to sell.

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

    ```
     SUB
    TOTAL
    ```

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

    ```
    C/CONV
    ```

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

    ```
    1   0   0   0   CASH/
                    TEND
    ```

5. The display will indicate "C" for change and display $5.17 change due. **The change due is computed in home currency!**

```
        THANK-YOU
        CALL AGAIN

DEPT.1     T1        $2.00
SUBTOTAL            $2.12
TAXABLE1           $2.00
TAX1 AMOUNT        $0.12
FOREIGN AMT       @10.00
CHANGE RATE      #1.3720
HOME AMT.          $7.29
CHANGE            $.5.17
03-01-1999         15:38
000016                00
```

Add Check

Use the **ADD CHECK** key when you wish to issue a receipt, but not yet pay for the sale. For example, one person may wish to pay for two guest checks at a restaurant, or one person may pay for two admissions, where separate receipts are required for each person.

1. Register the items you wish to sell on the first receipt.

2. Press **ADD CHECK** to issue a receipt for the items:

   ```
   ┌─────────┐
   │   ADD   │
   │  CHECK  │
   └─────────┘
   ```

3. Register the items you wish to sell on the next receipt, press **ADD CHECK** to issue a receipt for the items:

   ```
   ┌─────────┐
   │   ADD   │
   │  CHECK  │
   └─────────┘
   ```

4. Press **SUBTOTAL** to display the amount due for both of the receipts:

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

5. Total or tender the sale with **CASH/TEND**, **CHECK** or **CHARGE**

```
        THANK-YOU
       CALL AGAIN

DEPT.1    T1        $2.00
TAXABLE1            $2.00
TAX1 AMOUNT         $0.12
ADD CHECK           $2.12
03-01-1999          15:39
000017                 00
```

```
        THANK-YOU
       CALL AGAIN

DEPT.2             $5.00
ADD CHECK          $5.00
03-01-1999         15:39
000018                00
```

```
        THANK-YOU
       CALL AGAIN

TAXABLE1           $2.00
TAX1 AMOUNT        $0.12
CASH               $7.12
03-01-1999         15:39
000018                00
```

Receipt On/Off and Receipt on Request

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

If the receipt is off, you can still issue a receipt after the sale has been completed. Normally, this function is not allowed. If you wish to allow after sale receipts, you must set system option #17 to a value of **1**. See "System Option Programming" on page 50.

To Turn the Receipt Off

♦ With the control lock in the **REG** position, press **PAID OUT**:
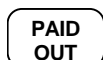
        PAID
        OUT

To Turn the Receipt On

♦ With the control lock in the **REG** position, press **PAID OUT** again:

        PAID
        OUT
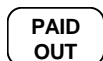
Printing a Receipt after the Sale

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

        CASH/
        TEND

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

Advanced Programming Instructions

Department Programming

Programming Department Status

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

Use this section to program the following status options:

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

- Enforce the entry of a non-adding number before the department entry. See "Non Add Number" on page 34 for operation sequences.

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

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

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

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

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

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

Programming Department Status

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

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

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

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

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

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

Taxable by Rate 1?	Yes = 1 No = 0		**+**
Taxable by Rate 2?	Yes = 2 No = 0		**+**
Taxable by Rate 3?	Yes = 4 No = 0		**+**
			=

5. Press the **@/FOR** key.

6. Press the department key you wish to program, or press **DEPT SHIFT** and the appropriate department if you are programming departments 9-16.

7. Repeat steps 2 through 6 for each department you wish to program.

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

Department Status Programming Flowchart

Repeat for each
Department

```
┌──────┐   ┌──────┐   ┌──────┐   ┌──────┐   ┌──────┐   ┌──────┐   ┌──────┐
│      │───│      │───│      │───│  @/  │───│ DEPT │───│ DEPT │───│ CASH/│
│      │   │      │   │      │   │ FOR  │   │SHIFT │   │ KEY  │   │ TEND │
└──────┘   └──────┘   └──────┘   └──────┘   └──────┘   └──────┘   └──────┘
   ↑          ↑          ↑
Negative?  Preset?     Tax
Non-Add?   Single    Status        Use DEPT SHIFT
Disabled?   item?      Code         for depts 9-16
```
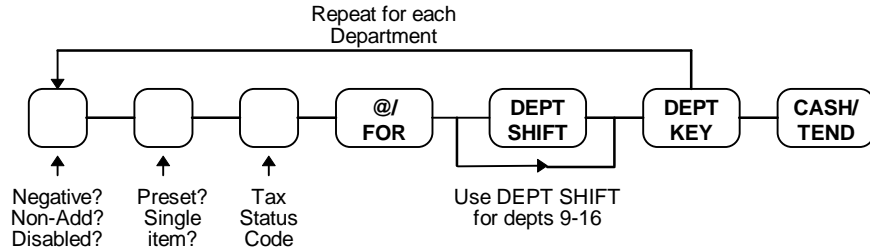
Department Status Programming Examples

For example, set:

- department 1 open, taxable by rate 1

- department 4 preset, taxable by rate 2

- department 9 negative, preset, taxable by rate 1 & 2

To set Department 1, enter:

```
┌───┐  ┌───┐  ┌───┐  ┌──────┐  ┌──────┐
│ 0 │──│ 0 │──│ 1 │──│  @/  │──│      │
└───┘  └───┘  └───┘  │ FOR  │  │  1/9 │
                     └──────┘  └──────┘
```

To set Department 4, enter:
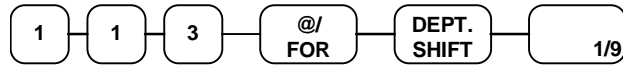
```
┌───┐  ┌───┐  ┌───┐  ┌──────┐  ┌──────┐
│ 0 │──│ 1 │──│ 2 │──│  @/  │──│      │
└───┘  └───┘  └───┘  │ FOR  │  │ 4/12 │
                     └──────┘  └──────┘
```

To set Department 9, enter:

```
┌───┐  ┌───┐  ┌───┐  ┌──────┐  ┌──────┐  ┌──────┐
│ 1 │──│ 1 │──│ 3 │──│  @/  │──│ DEPT.│──│      │
└───┘  └───┘  └───┘  │ FOR  │  │SHIFT │  │  1/9 │
                     └──────┘  └──────┘  └──────┘
```

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

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

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

```
┌─────────────────────────────┐
│ DEPT.1                    1  │
│ DEPT.4                   12  │
│ DEPT.9                  113  │
│     PROGRAM  TERMINATE       │
│ 01-03-1999           16:36   │
│ 000014                   00  │
└─────────────────────────────┘
```

Programming Department Entry Limit or Price

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

If you are programming a open department:

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

If you are programming a preset department:

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

Programming a Department Entry Limit or Price

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

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

    OR,

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

3. Press the department key you wish to program, or press **DEPT SHIFT** and the appropriate department if you are programming departments 9-16.

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

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

Department Entry Limit or Price Programming Flowchart

Repeat for each Preset Department

Preset Price
or
High Amount Lock Out
(Leading zeros are not necessary)

Use DEPT SHIFT
for depts 9-16
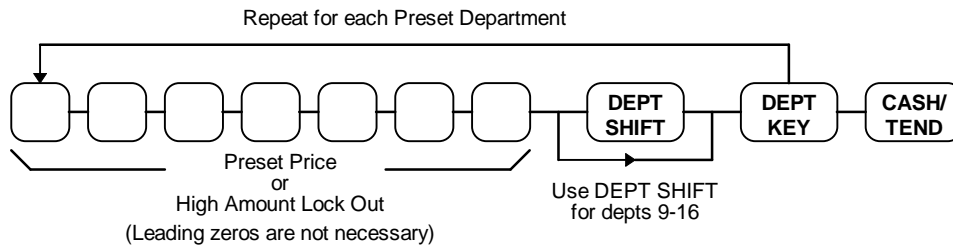
Department Entry Limit or Price Programming Examples

For example, set:

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

- department 4 preset for $2.50

- department 9 preset for $0.99

To set Department 1, enter:
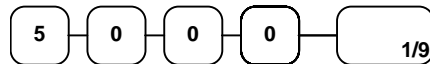
To set Department 3, enter:
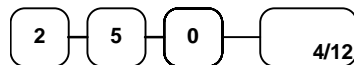
To set Department 9, enter:
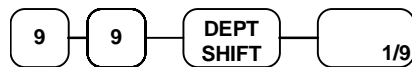
Press the **CASH/TEND** key to end programming.

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

```
DEPT.1               $50.00
DEPT.4                $2.50
DEPT.9                $0.99
    PROGRAM TERMINATE
01-03-1999            18:56
000049                   00
```

System Option Programming

Twenty system options are provided so that you can configure the *SAM4s* ER-350 to your exact requirements. Refer to the "System Option Table" on page 52 to review the system options. Read each option carefully to determine if you wish to make any changes.

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

Programming a System Option:

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

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

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

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

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

System Option Flowchart
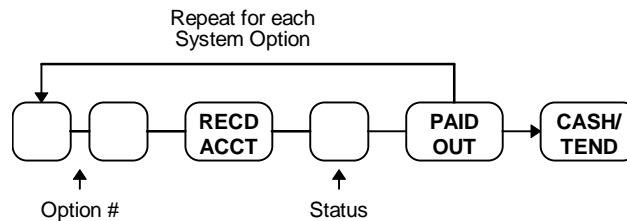
System Option Programming Examples

Set the following options

- Option 15: Allow check cashing.

- Option 20: Enforce cash or check tender at totaling.

To set option 16:

```
( 1 )─( 5 )─( RECT ACCT )─( 1 )─( PAID OUT )
```

To set option 20:

```
( 2 )─( 0 )─( RECT ACCT )─( 1 )─( PAID OUT )
```

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

```
( CASH/ TEND )
```

System Option Table

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

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

Option No.	SYSTEM OPTION		STATUS
12	Rounding method for percentage key and tax.	Round up at 0.50	0
		Always Round up	1
		Always Round down	2
13	Rounding method for decimal multiplication and split pricing.	Round up at 0.50	0
		Always Round up	1
		Always Round down	2
14	Allow Post Tender.		NO = 0
			YES = 1
15	Allow Check Cashing.		NO = 0
			YES = 1
16	Select clerk option:		
	Clerk function inactive.		0
	Allow clerk function. Clerk stay down mode.		1
	Allow clerk function. Clerk pop up mode.		2
17	Allow receipt after sale.		NO = 0
			YES = 1
18	Print Currency Symbol:		
	Print "$"		0
	Print "."		1
	Do not print currency symbol.		2
19	Enforce cash or check tender at totaling.		NO = 0
			YES = 1

Advanced Tax Programming

Use the instructions in this chapter only if you wish to determine tax program entries yourself. See "Programming Tax" on page 13 to enter a simple tax rate.

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 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 find the correct tax information for your area in the Appendix, contact the CRS, Inc. Service Center at 1-888-333-6776 for assistance.

Tax Rate Programming

You can program up to three separate taxes on the *SAM4s ER-350*. Set tax rate(s) here.

- If you are entering a tax table, see "Tax Table Programming" on page 56 to enter the tax break points.

- If you are entering a Canadian Goods and Services Tax (GST), use tax rate 3 for the GST tax, and use tax rates 1 and/or 2 for any other provincial tax or taxes.

Programming Tax Rates and Status

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

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

3. For the type of tax, enter:

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

4. Enter **0** here for all taxes, unless if you are programming tax 3 as a Canadian GST. If the tax is a Canadian GST. Enter:

1	if the GST (tax 3) is taxable by rate 1
2	if the GST (tax 3) is taxable by rate 2
3	if the GST (tax 3) is taxable by rates 1 and 2

5. Enter:

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

6. Press the **TAX SHIFT** key.

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

Tax Rate Programming Flowchart
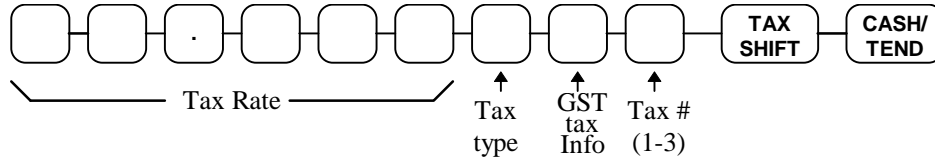
Tax Rate Examples

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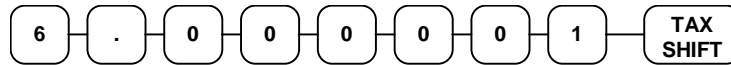
If tax 3 is 8 percent Canadian GST and the GST is taxable, enter:
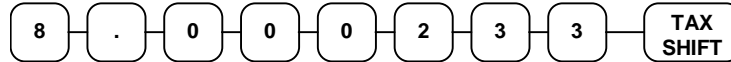
Press the **CASH/TEND** key to end programming.

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

```
TAX1 STATUS            00
TAX1 RATE           6.000
TAX3 STATUS            23
TAX3 RATE           8.000
    PROGRAM  TERMINATE
01-03-1999          16:36
000013                 00
  00
```

Tax Table Programming

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

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

Note: You can enter up to 47 break points.

Determining Break Point Entries

1. Refer to the "Tax Table Programming Example - Illinois 6% Tax Table" on page 57 to help with this exercise.

2. Calculate the break point differences by subtracting the high side of the previous range from the high side of the dollar 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."

Programming a Tax Table

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

2. Enter the number of the tax you are programming (**1**, **2**, or **3**), press the **TAX SHIFT** key.

3. Enter the maximum amount that is not taxed, press the **TAX SHIFT** key.

4. Enter the first tax amount charged, press the **TAX SHIFT** key.

5. For each non-repeat break point, enter the high side from the sale dollar range and press the **TAX SHIFT** key.

6. Press the **CHECK** key.

7. For each repeat break point, enter the high side from the sale dollar range and press the **TAX SHIFT** key.

8. Press the **CASH/TEND** key to end the tax table program.

Tax Table Programming Example - Illinois 6% Tax Table

Tax Charged	Sale Dollar Range	Break point Differences	
$0.00	$0.00 - $0.10		
$0.01	$0.11 - $0.21	11	
$0.02	$0.22 - $0.38	17	
$0.03	$0.39 - $0.56	18	Non-Repeat
$0.04	$0.57 - $0.73	17	
$0.05	$0.74 - $0.91	18	
$0.06	$0.92 - $1.08	17	
$0.07	$1.09 - $1.24	16	Repeat
$0.08	$1.25 - $1.41	17	
$0.09	$1.42 - $1.58	17	
$0.10	$1.59 - $1.74	16	
$0.11	$1.75 - $1.91	17	
$0.12	$1.92 - $2.08	17	
$0.13	$2.09 - $2.24	16	
$0.14	$2.25 - $2.41	17	

To enter the program for the Illinois 6% tax table:

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

+% and -% **Key Programming**

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

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

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

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

- inactivate the key

Programming the +% or -% Key

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

2. Enter the percentage rate you wish to preset, or **0** if you only wish to enter the percentage. Press the **+%** or **-%** key, depending on which key you are programming. Be sure to enter the decimal point if you are setting a rate that is not an even percentage, i.e. enter 33 ⌾ % as **3 3 . 3 3 3**. If you are setting an even percentage, it is not necessary to enter the decimal point, i.e. enter 50 % as **5 0**.

3. To decide if tax is calculated before or after the percentage is applied, complete the table below by adding the status digits for each tax. Then enter the resulting tax status code.

Calculate Rate 1 after the discount/surcharge?	Yes = 1 No = 0		**+**
Calculate Rate 2 after the discount/surcharge?	Yes = 2 No = 0		**+**
Calculate Rate 3 after the discount/surcharge?	Yes = 4 No = 0		**+**
			=

4. Enter:

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

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

+% or -% Key Programming Flowchart
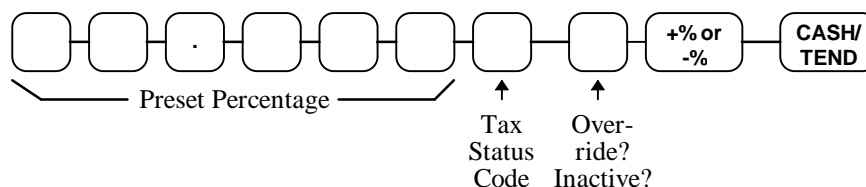
+% or -% Key Programming Example

Set the **-%** (discount) Key preset for 50% and so that tax 1 is calculated after the discount is applied and override is allowed. Enter:

| 5 | 0 | . | 0 | 0 | 0 | 1 | 1 | -% | CASH/ TEND |
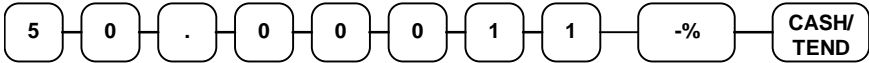
- (Minus) Key Programming

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

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

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

Programming the - (Minus) Key

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

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

HDLO	Limits
1	.01 - .09
2	.01 - .99
3	.01 - 9.99
4	.01 - 99.99
5	.01 - 999.99
6	.01 - 9999.99
0	.01 - 99999.99

3. To decide if tax is calculated before or after the percentage is applied, complete the table below by adding the status digits for each tax. Then enter the resulting tax status code.

Calculate Rate 1 after the Minus (-) key entry?	Yes = 1 No = 0		**+**
Calculate Rate 2 after the Minus (-) key entry?	Yes = 2 No = 0		**+**
Calculate Rate 3 after the Minus (-) key entry?	Yes = 4 No = 0		**+**
			=

4. Enter:

0	for active minus key
1	for inactive minus key

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

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

Minus (-) Key Programming Flowchart

HDLO   Tax   Inactive?
Status
Code
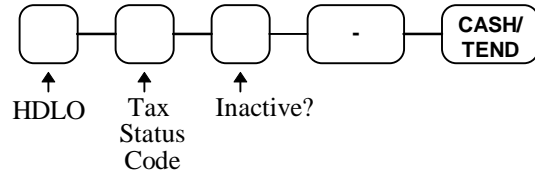
Minus (-) Key Programming Example

Set the Minus **(-)** key with a three digit HDLO ($9.99) and so that tax 1 is calculated after the Minus **(-)** key amount is entered. (In other words, tax is calculated on the net cost of the item.) Enter:
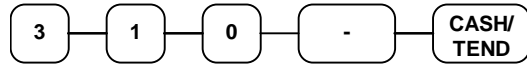
CANCEL Key Programming

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

Programming the CANCEL Key

1. Enter:

    0   to activate the **CANCEL** key

    1   to inactivate the **CANCEL** key

2. Press the **CANCEL** key.

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

Cancel Key Programming Flowchart

CANCEL — CASH/ TEND
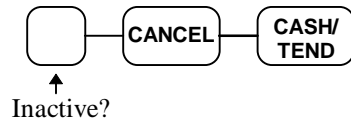
Inactive?

Cancel Key Programming Example

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

1 — CANCEL — CASH/ TEND

Currency Conversion

If you normally accept currency from a neighboring nation, you can program the *SAM4s ER-350* to convert the subtotal of a sale to the equivalent cost in the foreign currency. To do this, you need to program the conversion factor. For example, if the US dollar (home currency) is worth 1.3720 Canadian dollars (foreign currency), the conversion factor is 1.3720.

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

Programming Currency Exchange Rates

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

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

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

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

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

Currency Exchange Rate Programming Flowchart
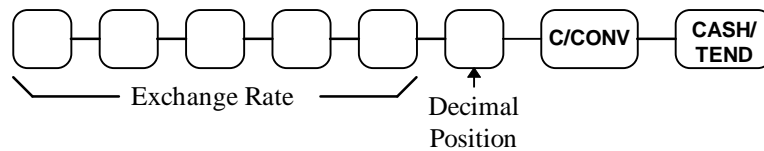
Currency Exchange Rate Programming Example

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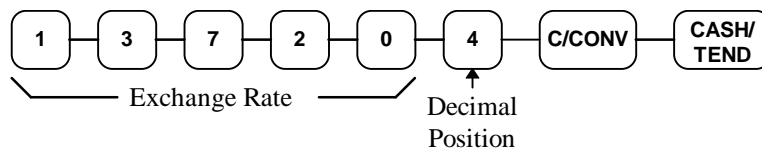
Programming Clerks

If you wish to use the clerk system, you must first activate the clerk system by setting system option #16. See "System Option Programming" on page 50. You can activate the clerk system for with a stay down or pop-up mode.

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

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

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

```
03-01-1999              15:27
000002 CLERK 1           00
```

See "Clerk Operations" on page 19 for clerk sign on and sign off sequences.

Programming a Clerk Code

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

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

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

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

4. Enter a three digit secret code, press the **@/FOR** key

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

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

Clerk Programming Flowchart
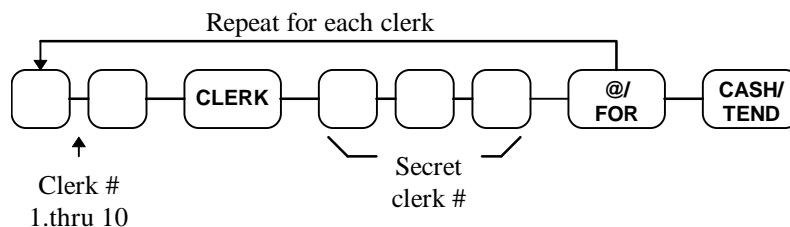
Clerk Programming Example

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

[5] — [CLERK] — [5] — [6] — [7] — [@/ FOR] — [CASH/ TEND]
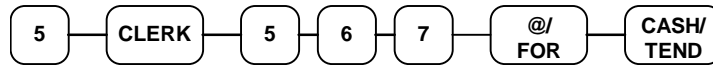
Printing Clerk Codes:

If you need to verify clerk codes:

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

2. Press the **CLERK** key.

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

```
            THANK-YOU
           CALL AGAIN

CLERK 1                   1
CLERK 2                   2
CLERK 3                   3
CLERK 4                   4
CLERK 5                 567
CLERK 6                   6
CLERK 7                   7
CLERK 8                   8
CLERK 9                   9
CLERK 10                 10
03-01-1999            15:39
000017                   00
```

PLU (Price Look Up) Programming

The *SAM4s ER-350* offers 300 PLUs (Price Look Ups) as a standard feature. Like departments PLUs (Price Look Ups) may be *open* or *preset*.

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

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

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

Programming PLU Status

There are two parts to PLU programming. PLU status is set here. Depending on whether you select open or preset PLU status in this section, you can also program either the open PLU entry limit or the preset PLU price. See "Programming PLU Entry Limit or Price" on page 69.

Use this section to program the following status options:

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

- Enforce the entry of a non-adding number before the PLU entry. See "Non Add Number" on page 34 for operation sequences.

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

- Choose Open or Preset PLUs.

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

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

Programming PLU Status

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

2. Enter the number of the PLU you wish to program (1-300), press the **PLU** key.

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

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

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

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

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

Taxable by Rate 1?	Yes = 1 No = 0		**+**
Taxable by Rate 2?	Yes = 2 No = 0		**+**
Taxable by Rate 3?	Yes = 4 No = 0		**+**
			=

6. Press the department key that you want this PLUs' sales added to, or press **DEPT SHIFT** and the appropriate department if you are selecting departments 9-16.

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

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

PLU Status Programming Flowchart

Repeat for each PLU

```
                                                         DEPT      DEPT     CASH/
  (    )( )( )( PLU )( )( )( )              SHIFT     KEY      TEND
     PLU #            Negative?  Preset?  Tax      Use DEPT SHIFT
                      Non-Add?   Single   Status   for depts 9-16
                      Disabled?  item?    Code
```
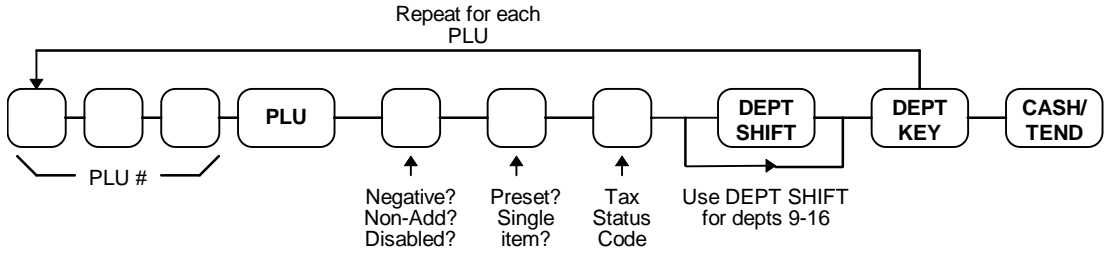
PLU Status Programming Examples

For example, set:

- PLU #1 preset, not single item, taxable by rate 1, with sales reported to department 2.

- PLU #30 preset, single item, taxable by rate 2, with sales reported to department 4.

- PLU #6 open, not single item, non-taxable, with sales reported to department 9.

To set PLU 1, enter:
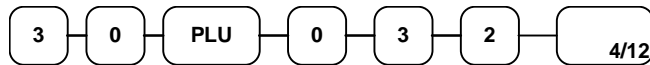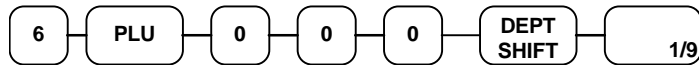
```
( 1 )( PLU )( 0 )( 1 )( 1 )(      2/10 )
```

To set PLU 30, enter:

```
( 3 )( 0 )( PLU )( 0 )( 3 )( 2 )(     4/12 )
```

To set PLU 6, enter:

```
( 6 )( PLU )( 0 )( 0 )( 0 )( DEPT SHIFT )(   1/9 )
```

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

```
( CASH/
  TEND )
```

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

```
PLU1                    11
DEPT.2
PLU30      T1           32
DEPT.4
PLU6                     0
DEPT.9
    PROGRAM TERMINATE
01-03-1999          16:36
000014                  00
```

Programming PLU Entry Limit or Price

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

If you are programming a open PLU:

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

If you are programming a preset PLU:

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

Programming a PLU Entry Limit or Price

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

2. Enter the number of the PLU you wish to program (1-300), press the **PLU** key.

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

   OR

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

4. Press the **@/FOR** key.

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

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

PLU Entry Limit or Price Programming Flowchart

Repeat for each Preset PLU

```
   ┌─────────────────────────────────────────────────────────────────────┐
   │                                                                       │
   ▼                                                                       │
┌───┐ ┌───┐ ┌───┐ ┌─────┐ ┌───┐ ┌───┐ ┌───┐ ┌───┐ ┌───┐ ┌───┐      ┌─────┐ ┌──────┐
│   │─│   │─│   │─│ PLU │─│   │─│   │─│   │─│   │─│   │─│   │──────│  @/ │─│ CASH/│
└───┘ └───┘ └───┘ └─────┘ └───┘ └───┘ └───┘ └───┘ └───┘ └───┘      │ FOR │ │ TEND │
  └──── PLU # ────┘        └────────────────────────────┘          └─────┘ └──────┘
                                   Preset Price
                                        or
                           High Amount Lock Out
                       (Leading zeros are not necessary)
```
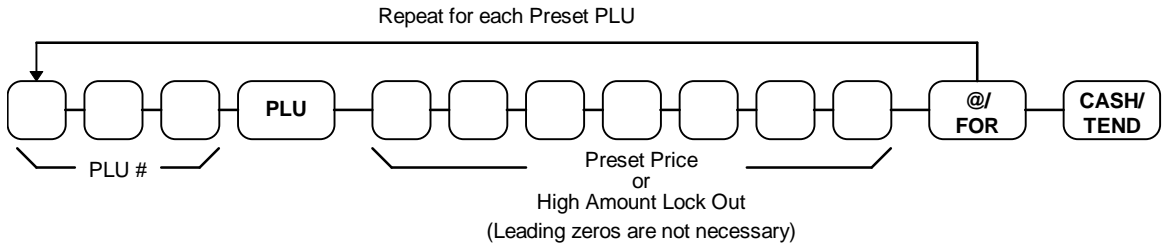
PLU Entry Limit or Price Programming Examples

For example, set:

- PLU 1 with a preset price of $1.99

- PLU 30 with a preset price of $10.00

- PLU 6 with a entry limit of $5.00

To set PLU 1, enter:

```
┌───┐ ┌─────┐ ┌───┐ ┌───┐ ┌───┐ ┌─────┐
│ 1 │─│ PLU │─│ 1 │─│ 9 │─│ 9 │─│  @/ │
└───┘ └─────┘ └───┘ └───┘ └───┘ │ FOR │
                                └─────┘
```

To set PLU 30, enter:

```
┌───┐ ┌───┐ ┌─────┐ ┌───┐ ┌───┐ ┌───┐ ┌───┐ ┌─────┐
│ 3 │─│ 0 │─│ PLU │─│ 1 │─│ 0 │─│ 0 │─│ 0 │─│  @/ │
└───┘ └───┘ └─────┘ └───┘ └───┘ └───┘ └───┘ │ FOR │
                                            └─────┘
```

To set PLU 6, enter:

```
┌───┐ ┌─────┐ ┌───┐ ┌───┐ ┌───┐ ┌─────┐
│ 6 │─│ PLU │─│ 5 │─│ 0 │─│ 0 │─│  @/ │
└───┘ └─────┘ └───┘ └───┘ └───┘ │ FOR │
                                └─────┘
```

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

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

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

```
┌─────────────────────────────────┐
│ PLU1      T1          @1.99      │
│ PLU30     T2          @10.00     │
│ PLU6                  @5.00      │
│     PROGRAM  TERMINATE           │
│ 01-03-1999            18:56      │
│ 000049                    00     │
└─────────────────────────────────┘
```

Setting a Register Number

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

```
03-02-1996              02:38
000026                     99
```

Register Number

To set a register identification number:

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

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

◯──◯──(**#/NS**)
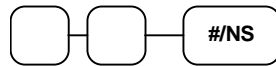
Programming Descriptions

Customer Logo

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

```
THANK-YOU
CALL AGAIN
```

If you wish you can replace this message with your own custom message. Your message can be up to 5 lines long.

Programming a Custom Logo:

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

2. Press the **@/FOR** key.

3. Refer to the "Code Table" on page 76 and enter the two digits that represent each character you wish. You can enter up to 26 character codes for each line.

4. Press the **@/FOR** key.

5. Enter the two digit number that represents the line of the message you wish to program:
   11 = 1st Line
   12 = 2nd Line
   13 = 3rd Line
   14 = 4th Line
   15 = 5th Line

6. Press the **CHECK TEND** key

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

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

Logo Programming Flowchart
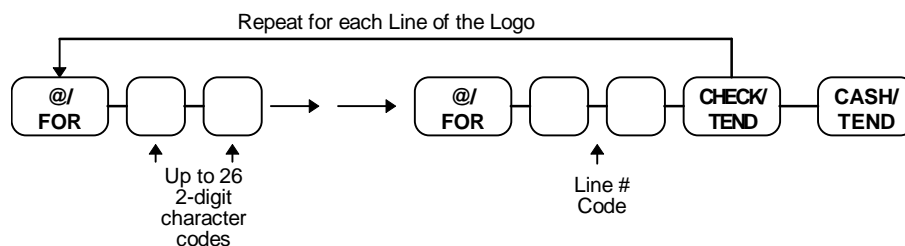
Logo Programming Example

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

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

2. Press the **@/FOR** key.

3. To center the message on the receipt, enter six space characters: **7 0 7 0 7 0 7 0 7 0 7 0**.

4. Enter the codes representing the text "GENERAL STORE": **2 6 2 4 3 3 2 4 3 7 2 0 3 1 7 0 3 8 3 9 3 4 3 7 2 4**.

5. Press the **@/FOR** key.

6. Enter **1 1**, press the **CHECK TEND** key.

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

Department Descriptor

Without otherwise programming, each department will print the department number for registrations and reporting. For example, the receipt will look like this:

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

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

```
GROCERY     T1          $2.99
MEAT        T1          $1.99
```

Programming a Department Descriptor

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

2. Press the **@/FOR** key.

3. Refer to the "Code Table" on page 76 and enter the two digits that represent each character you wish. You can enter up to 10 character codes for each department.

4. Press the **@/FOR** key.

5. Press the department key you wish to program, or press **DEPT SHIFT** and the appropriate department if you are programming departments 9-16.

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

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

Department Descriptor Programming Flowchart
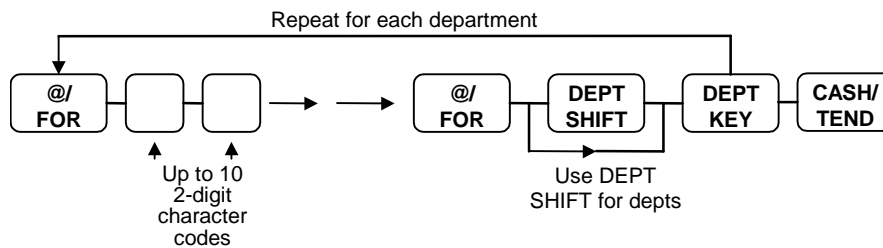
Department Descriptor Programming Example

Program the department 1 descriptor to say "GROCERY"

1. Turn the control lock to the **PGM** position.
2. Press the **@/FOR** key.
3. Enter the codes representing the text "GROCERY": **2 6 3 7 3 4 2 2 2 4 3 7 4 4**.
4. Press the **@/FOR** key.
5. Press the Department **1/9** key
6. Press **CASH/TEND** to end programming.

PLU Descriptor

If you are using PLUs, the PLU descriptor print the PLU code unless you choose to program a custom descriptor. For example, the receipt will look like this:

```
PLU1        T1        $2.99
PLU23       T1        $1.99
```

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

```
CIGARETTE   T1        $2.99
APPLES      T1        $1.99
```

Programming a PLU Descriptor

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

2. Press the **@/FOR** key.

3. Refer to the "Code Table" on page 76 and enter the two digits that represent each character you wish. You can enter up to 10 character codes for each PLU.

4. Press the **@/FOR** key.

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

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

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

PLU Descriptor Programming Flowchart
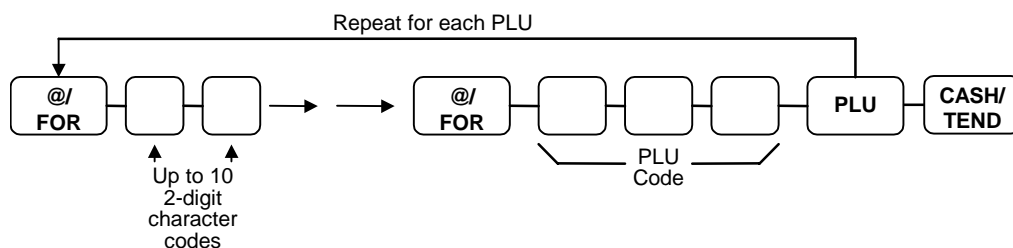
PLU Descriptor Programming Example

Program the descriptor for PLU 1 to say "APPLES"

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

2. Press the **@/FOR** key.

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

4. Press the **@/FOR** key.

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

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

Code Table

Using the Code Table

1. Find the character you wish to print.

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

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

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

First Entry

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

Setting Receipt/Journal Status

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

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

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

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

Printing a Programming Report

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

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

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

Program Report Example:

```
                                      ┌──────────────────────────────┐
                                      │          THANK-YOU           │
                                      │          CALL AGAIN          │
                                      │                              │
              Department Status ->    │  DEPT.1                 70   │
       Department Price or Limit ->   │                      $0.00   │
                                      │  DEPT.2                 70   │
                                      │                      $0.00   │
                                      │  DEPT.3                 70   │
                                      │                      $0.00   │
    (Department Status and Price/Limit is │  .                       │
          listed for each department) │  .                           │
                                      │  .                           │
                                      │  DEPT.16                70   │
                                      │                      $0.00   │
                                      │                              │
                 Tax 1 Status ->      │  TAX1 STATUS            00   │
                   Tax 1 Rate ->      │  TAX1 RATE          0.000    │
                 Tax 2 Status ->      │  TAX2 STATUS           00   │
                   Tax 2 Rate ->      │  TAX2 RATE          0.000    │
                 Tax 3 Status ->      │  TAX3 STATUS           00   │
                   Tax 3 Rate ->      │  TAX3 RATE          0.000    │
  Percentage Discount Key Status ->   │  -% STATUS              0   │
    Percentage Discount Key Rate ->   │  -% RATE            0.000    │
 Percentage Surcharge Key Status ->   │  +% STATUS              0   │
   Percentage Surcharge Key Rate ->   │  +% RATE            0.000    │
             Minus (-) Key Status ->  │  - STATUS               0   │
 Currency Conversion Exchange Rate -> │  CHANGE RATE           #0   │
              Decimal Position ->     │  DECIMAL                0   │
           System Option Value ->     │  OPTION1                0   │
           System Option Value ->     │  OPTION2                0   │
           System Option Value ->     │  OPTION3                0   │
                                      │  .                           │
    (System Option Value is listed for │  .                          │
                      each option)    │  .                           │
           System Option Value ->     │  OPTION20               0   │
                                      │                              │
         PLU Status & Department ->   │  PLU1        011 DEPT.4      │
                    PLU Price ->      │           T1       $1.00    │
       (PLU Status and Price is listed │  .                         │
      for each PLU that is programmed) │  .                         │
                                      │  .                           │
                  Date/Time ->        │  03-11-1999         16:03   │
 Transaction Counter/Register Number -> │  000066              00   │
                                      └──────────────────────────────┘
```

Reports

Report Summary

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

The following table summaries the reports available on the *SAM4s ER-350*:

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

Running a Report

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

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

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

Cash-In-Drawer Declaration

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

Declaring Cash

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

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

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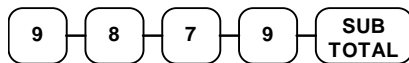
3. The printer will print the declared amount, the cash-in-drawer total from the cash register and compute the difference

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

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

```
      THANK-YOU
      CALL AGAIN


INPUT AMOUNT       $98.79
CASH IN DRAWER
                   $92.29
DIFFERENCE          $6.50
03-01-1999         15:57
000041                00
```

Report Samples

Financial Report

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

```
                                 THANK-YOU
                                 CALL AGAIN


         Report Name ->       < DAILY REPORT >

Report Type/Reset (Z) Counter  X                    1

Department Activity Counter -> DEPT.1              18
     Department Sales Total ->       T1        $33.03
                               DEPT.2               1
                                              $0.07
                               DEPT.3               4
                                             $50.99
                               DEPT.4               2
                                              $3.50
                               DEPT.5               0
                                              $0.00
                               DEPT.6               0
                                              $0.00
                               DEPT.7               1
                                             $20.99
                               .
    (Department Counters and Totals are  .
           listed for each department)   .
                               DEPT.16              0
                                              $0.00
                               -----------------------
                               +DEPT TTL           26
                                            $108.58
                               -DEPT TTL            0
                                              $0.00
                               ADJST DEPT TTL      26
                                            $108.58
                               -----------------------
```

```
     Total of non-taxable sales ->  | NONTAX TTL
  Taxable sales for tax rate 1 ->  | TAXABLE1           $33.04
         Tax 1 amount collected ->  | TAX AMOUNT          $1.98
  Taxable sales for tax rate 2 ->  | TAXABLE2            $0.00
         Tax 2 amount collected ->  | TAX AMOUNT          $0.00
  Taxable sales for tax rate 3 ->  | TAXABLE3            $0.00
         Tax 3 amount collected ->  | TAX AMOUNT          $0.00
                                    |
                                    | -%                      0
                                    |                    $0.00
                                    | +%                      0
                                    |                    $0.00
                                    | -%                      0
                                    |                    $0.00
                                    |
                                    | NET TOTAL         $110.57
                                    |
                                    | CREDIT TAX1         $0.00
                                    | CREDIT TAX2         $0.00
                                    | CREDIT TAX3         $0.00
                                    |
                                    | RETURN MDSE             1
                                    |                   -10.00
                                    | VOID KEY                0
                                    |                    $0.00
                                    | VOID MODE               0
                                    |                    $0.00
                                    | CANCEL                  0
                                    |                    $0.00
                                    |
                                    | GROSS TTL         $120.57
                                    |
                                    | CASH                    6
                                    |                   $60.59
                                    | CHECK                   2
                                    |                   $19.99
                                    | CHARGE                  1
                                    |                   $29.99
                                    | RECEIVED ON             2
                                    |                   $30.99
                                    | PAID OUT                1
                                    |                   $10.00
```

Continued on the next page . . .

```
                                         | CURRENCY TOTAL
          Foreign Currency Total ->      |                 $0.00
                                         | CASH IN DRAWER
           Cash in drawer amount ->      |                $81.58
                                         | CHECK IN DRAWER
         Check in drawer amount - >      |                $19.99
                                         |
             Count of no sales ->        | NO SALE COUNT          0
               Customer Count ->         | CUSTOMER COUNT         9
                                         |
                                         |    * * * * * * * * * * * * * * * * *
                                         | GRAND TOTAL
       Non-resettable Grand Total ->     |              $12474.83
                      Date/Time ->       | 03-11-1999          2:03
 Transaction Counter/Register Number ->  | 000089               00
```

Hourly Sales Report

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

```
                                        ┌──────────────────────────┐
                                        │        THANK-YOU         │
                                        │        CALL AGAIN        │
                                        │                          │
                                        │                          │
                       Report Name ->   │     < TIME REPORT >      │
                                        │                          │
      Report Type/Reset (Z) Counter     │ X                     1  │
                                        │                          │
     Time Period Activity Counter ->    │ 10:00                 7  │
            Time Period Sales Total ->  │                   $7.59  │
                                        │ 11:00                 1  │
              (Counters and Totals are  │                 $346.67  │
           listed for each time period) │ 12:00                 9  │
                                        │                 $110.57  │
                                        │                          │
                                        │  ******************      │
      Activity count of all time periods -> │ CNT TOTAL          17  │
              Total of all time periods ->  │ TOTAL         $474.83  │
                           Date/Time ->  │ 03-11-1999       12:03  │
  Transaction Counter/Register Number -> │ 000091              00  │
                                        └──────────────────────────┘
```

PLU Report

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

```
                                      ┌─────────────────────────────┐
                                      │         THANK-YOU           │
                                      │        CALL AGAIN           │
                                      │                             │
                     Report Name ->   │      < PLU REPORT >         │
                                      │                             │
   Report Type/Reset (Z) Counter      │  X                      1   │
                                      │                             │
          PLU Activity Counter ->     │  PLU1                   1   │
 PLU tax status/PLU price or limit -> │        T1         @1.99     │
    Reporting Dept/PLU Sales Total -> │  DEPT.2          $1.99      │
                                      │  PLU30                  1   │
             (PLU Counters and Totals are │    T2        @10.00     │
                  listed for each PLU)│  DEPT.4          $10.00     │
                                      │  *****************          │
         Activity count of all PLUs ->│  CNT TOTAL            417   │
                 Total of all PLUs -> │  TOTAL         $12474.83    │
                         Date/Time -> │  03-11-1999          2:03   │
 Transaction Counter/Register Number ->│ 000089                00   │
                                      └─────────────────────────────┘
```

Clerk Report

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

```
                                         THANK-YOU
                                         CALL AGAIN


                      Report Name ->    < CLERK REPORT >

         Report Type/Reset (Z) Counter  X                    1

          Total sales for the clerk ->  •CLERK 1        $1.06
     Number of no sales performed ->    NO SALE CNT.        0
      Customer Count for the clerk ->   CUSTOM. CNT         1
                                        •CLERK 2        $7.92
                  (Totals are listed    NO SALE CNT.        0
                      for each CLERK)   CUSTOM. CNT         9

                                        ****************
        Total count of all No Sales ->  NO SALE CNT.        0
       Total count of all customers ->  CUSTOM. CNT        10
                                        TOTAL           $8.98
                       Date/Time ->     03-11-1999       2:03
 Transaction Counter/Register Number -> 000089             00
```

Cash-in-Drawer Report

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

```
                                        THANK-YOU
                                        CALL AGAIN


       Report Name ->              < CASH-IN-DRAWER >

                                 CASH-IN-DRAWER
       Cash in drawer amount ->                       $81.58
                  Date/Time ->   03-11-1999            2:03
Transaction Counter/Register Number ->   000097          00
```

Check-in-Drawer Report

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

```
                                        THANK-YOU
                                        CALL AGAIN


       Report Name ->              < CHECK-IN-DRAWER >

                                 CHECK-IN-DRAWER
       Check in drawer amount ->                      $19.00
                  Date/Time ->   03-11-1999            2:14
Transaction Counter/Register Number ->   000101          00
```

System Balancing

Department Sales Total

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

Net Total

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

Gross Total

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

Grand Total

+	Yesterdays Grand Total
+	Gross Total
=	GRAND TOTAL

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