SAM4S

***ER-390M* Electronic Cash Register**

Operator's and Programming Manual

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M-ER390M Version 1.2

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Revision 2.0 - April 1, 2005

WARNING - U.S.

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

NOTICE - CANADA

THIS APPARATUS COMPLIES WITH THE CLASS “A” LIMITS FOR RADIO INTERFERENCE AS SPECIFIED IN THE CANADIAN DEPARTMENT OF COMMUNICATIONS RADIO INTERFERENCE REGULATIONS.

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

ATTENTION

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

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

Precaution Statements

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

1-1 Safety Precautions

1. Be sure that all built-in protective devices are replaced. Restore any missing protective shields.
2. When reinstalling the chassis and its assemblies, be sure to restore all protective devices, including nonmetallic control knobs and compartment covers.
3. Make sure there are no cabinet openings through which people - particularly children - might insert fingers and contact dangerous voltages. Such openings include excessively wide cabinet ventilation slots and improperly fitted covers and drawers.
4. Design Alteration Warning: Never alter or add to the mechanical or electrical design of the SECR. Unauthorized alterations might create a safety hazard. Also, any design changes or additions will void the manufacturer's warranty.
5. Components, parts and wiring that appear to have overheated or that are otherwise damaged should be replaced with parts that meet the original specifications. Always determine the cause of damage or over- heating, and correct any potential hazards.
6. Observe the original lead dress, especially near the following areas: sharp edges, and especially the AC and high voltage supplies. Always inspect for pinched, out-of-place, or frayed wiring. Do not change the spacing between components and the printed circuit board. Check the AC power cord for damage. Make sure that leads and components do not touch thermally hot parts.
7. Product Safety Notice: Some electrical and mechanical parts have special safety-related characteristics that might not be obvious from visual inspection. These safety features and the protection they give might be lost if the replacement component differs from the original - even if the replacement is rated for higher voltage, wattage, etc.

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

CAUTION

Danger of explosion if battery is incorrectly replaced.

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

Dispose used batteries according to the manufacturer's instructions.

ATTENTION

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

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

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

1-2 Servicing Precautions

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

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

1. Servicing precautions are printed on the cabinet. Follow them.
2. Always unplug the units AC power cord from the AC power source before attempting to: (a) Remove or reinstall any component or assembly (b) Disconnect an electrical plug or connector (c) Connect a test component in parallel with an electrolytic capacitor
3. Some components are raised above the printed circuit board for safety. An insulation tube or tape is sometimes used. The internal wiring is sometimes clamped to prevent contact with thermally hot components. Reinstall all such elements to their original position.
4. After servicing, always check that the screws, components and wiring have been correctly reinstalled. Make sure that the portion around the serviced part has not been damaged.
5. Check the insulation between the blades of the AC plug and accessible conductive parts (examples : metal panels and input terminals).
6. Insulation Checking Procedure:
   Disconnect the power cord from the AC source and turn the power switch ON. Connect an insulation resistance meter (500V) to the blades of AC plug.

   The insulation resistance between each blade of the AC plug and accessible conductive parts (see above) should be greater than 1 megohm.
7. Never defeat any of the B+ voltage interlocks. Do not apply AC power to the unit (or any of its assemblies) unless all solid-state heat sinks are correctly installed.
8. Always connect an instrument's ground lead to the instrument chassis ground before connecting the positive lead ; always remove the instrument's ground lead last.

1-3 Precautions for Electrostatically Sensitive Devices (ESDs)

1. Some semiconductor (solid state) devices are easily damaged by static electricity. Such components are called Electrostatically Sensitive Devices (ESDs); examples include: integrated circuits and some field-effect transistors. The following techniques will reduce the occurrence of component damage caused by static electricity.
2. Immediately before handling any semiconductor components or assemblies, drain the electrostatic charge from your body by touching a known earth ground. Alternatively, wear a discharging wrist-strap device. (Be sure to remove it prior to applying power - this is an electric shock precaution.)
3. After removing an ESD-equipped assembly, place it on a conductive surface such as aluminum foil to prevent accumulation of electrostatic charge.
4. Do not use freon-propelled chemicals. These can generate electrical charges that damage ESDs.
5. Use only a grounded-tip soldering iron when soldering or unsoldering ESDs.
6. Use only an anti-static solder removal device. Many solder removal devices are not rated as anti-static; these can accumulate sufficient electrical charge to damage ESDs.
7. Do not remove a replacement ESD from its protective package until you are ready to install it. Most replacement ESDs are packaged with leads that are electrically shorted together by conductive foam, aluminum foil or other conductive materials.
8. Immediately before removing the protective material from the leads of a replacement ESD, touch the protective material to the chassis or circuit assembly into which the device will be installed.
9. Minimize body motions when handling unpackaged replacement ESDs. Motions such as brushing clothes together, or lifting a foot from a carpeted floor can generate enough static electricity to damage an ESD.

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Introduction

Using This Manual

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

This manual is divided into six sections:

- "Introduction" on page 7, explains basic features and functions.
- "Operations" on page 13, guides you through the basic operation sequences.
- "Management Functions" on page 47, explains manager controlled functions, along with reports and balancing information.
- "S-Mode Programming" on page 53 provides instructions for secure programming – usually done by the installing dealer prior to installation.
- “P-Mode Programming” on page 61 provides complete programming instructions, including PLU, function key programs, and system options. This section is recommended for use by storeowners and managers. Call your *SAM4S* dealer if you find you need programming assistance.
- “Sample Reports” on page 119 provides a sample of each register report.

The *SAM4S ER-390M* allows many different configurations. This manual was written with this in mind. Although we have tried to touch on all available options, your machine may differ.

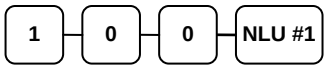
If you have questions concerning the configuration of your *ER-390M*, contact your authorized *SAM4S* dealer.

Using Flowcharts

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

This flowchart means:

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



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

Basic Features and Functions

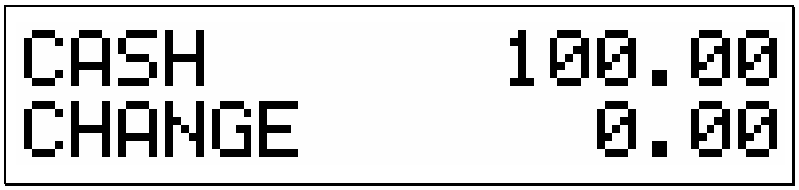
The *SAM4S ER-390M* is designed to fit into many different retail and restaurant environments.

Standard Features Include:

- High-speed thermal printer, featuring easy drop-and-print paper loading.
- 90-key position flat spill-resistant keyboard with 60 PLU key locations.
- Cash drawer with 5 bill and 5 coin compartments.
- Two-line 16 character alphanumeric operator display.
- Ten position pop-up rear display.
- 7-position control lock.
- 24-hour real-time clock with automatic day and date change.
- Four tax rates with value added tax (VAT) capability. Each tax rate is programmable for tax table look-ups and/or straight percentage tax programming. Tax rate 4 may be programmed to accommodate Canadian goods and services tax (GST).
- Operation for up to 10 clerks or cashiers with separate report totals.
- 3000 lines Electronic Journal are available.
- 500 Price Look Ups (PLUs) are available for open or preset item registration.
- 20 Group totals to accumulate totals of individual PLUs that are assigned to each group. Each PLU can be assigned to up to three different groups.
- A programmable keyboard allowing customized placement of functions, as they are needed. (See "Function Key Descriptions" on page 13 for a list of available functions).
- Food stamp sorting and tendering for stores that accept food stamp payments.
- Check, Cash, and up to eight Charge keys.
- Management **X** and **Z** reports.
- Two Standard RS-232C ports for optional POS peripherals. The ER-390M can connect to a scale, kitchen printer, remote journal (video surveillance system), coin dispenser, pole display, DataTran integrated payment appliance, or a PC for polling and/or remote programming.
- Optional internal magnetic card reader (MCR).

ER-390M Display

The *ER-390M* comes with a two-line 16-character backlit LCD display:

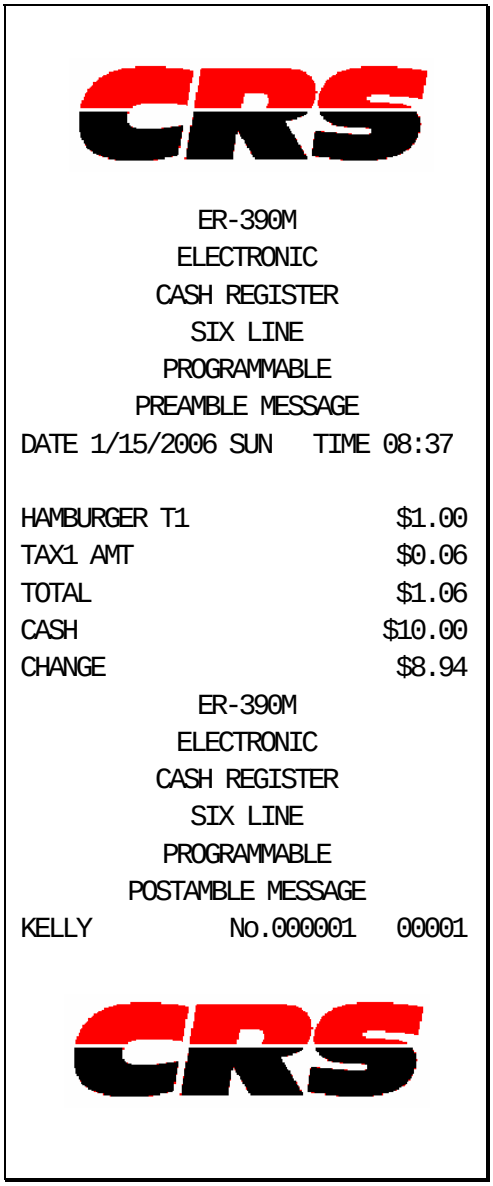


Messages and errors are directly displayed.

Receipt Printer

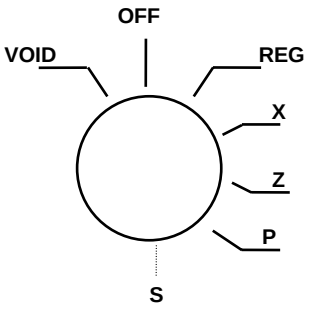
- SAM4S SMT-210
- Print speed: 13.3 lines per second
- Print columns: 32
- Paper size: 2 ¼" (57.5 mm) width

Sample Receipt



Control Lock

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



VOID	Use to void (correct) items outside of a sale.
OFF	The register is inoperable.
REG	Use for normal transactions.
X	Use to read register reports.
Z	Use to read register reports and reset totals to zero.
P	Use to program the register.
S	The S position is a hidden position reserved for dealer access.

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

Control Keys

The *ER-390M* includes two sets of keys that may be used to access the following control lock positions.

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

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

Keyboard

ER-390M Keyboard

The *ER-390M* keyboard is shown below with the default legends and key assignments. The configuration has 60 keyboard NLU locations.

1	7	13	19	25	31	37	43	49	55	PAPER FEED	#/NS	RECD ACCT	PAID OUT	CLERK #
2	8	14	20	26	32	38	44	50	56	ERROR CORR	CLEAR	PLU	X/TIME	TAX1 SHIFT
3	9	15	21	27	33	39	45	51	57	CANCEL	7	8	9	CHARGE
4	10	16	22	28	34	40	46	52	58	%1	4	5	6	CHECK
5	11	17	23	29	35	41	47	53	59	%2	1	2	3	SBTL
6	12	18	24	30	36	42	48	54	60	%3	0	00	.	CASH

Alpha Program Overlay

!	@	#	$	%	^	&	*	(	)		CLEAR	PLU	X/TIME	
Q	W	E	R	T	Y	U	I	O	P		7	8	9	
A	S	D	F	G	H	J	K	L	;		4	5	6	
Z	X	C	V	B	N	M	,	.	/		1	2	3	SBTL
+	-	<	>	?	=	CAPS	DOUBLE	SPACE	BACK SPACE		0	00	.	CASH

Initial Clear

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

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

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

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

Do not prform this procedure unless absolutely necessary. Contact your SAM4S dealer first if you have questions about operating or programming your SAM4S *ER-390M*.

To Perform an Initial Clear:

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

Operations

Function Key Descriptions

Keys are listed in alphabetical order. Many of the keys described below are not included on the default keyboard. See "Function Key Assignment Programming " on page 57 to add or change programmable keys.

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

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

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

Keyboard Legend	Description
VOID	Use to correct an item entered earlier within a sale. The **VOID** key corrects the appropriate totals and counters. To correct the last item, use the **ERROR CORR** key. For void operations outside of a sale (Transaction Void), use the **VOID** position on the control lock. The Financial report records totals for each type of void separately.
WASTE	The **WASTE** key allows control of inventory by accounting for items that must be removed from stock due to spoilage, breakage or mistakes. Press the **WASTE** key before entering wasted items, and then press the **WASTE** key again to finalize. The **WASTE** key may be under manager control, requiring the control lock to be in the **X** position. The **WASTE** key is not allowed within a sale.

Clerk Sign-On/Sign-Off

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

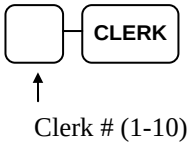
Depending on how your machine has been programmed, sign-on will take place only at the beginning of a shift (stay-down), or may have to be repeated for each transaction (pop-up). Normally, if your machine has been programmed for stay-down clerks, the clerk currently signed on must be signed off before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

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

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

Direct Sign-On

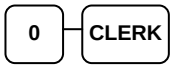
If the direct sign-on method is selected, enter the clerk number and press the clerk key.



Clerk # (1-10)

```
DATE 10/15/2003 SUN   TIME 08:37

═══════════════════════════════
CLERK LOG IN
═══════════════════════════════
CLERK 1                      01
CLERK LOG IN TIME         09:06
CLERK 1       No.000001   00001
```

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



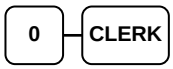

```
DATE 10/15/2003 SUN   TIME 08:37

═══════════════════════════════
CLERK LOG OUT
═══════════════════════════════
CLERK 1                      01
CLERK LOG OUT OUT         09:06
CLERK 1       No.000001   00001
```

Coded Sign-On

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

Clerk Code (up to 6 digits)

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



Receipt On and Off

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

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

PLU Registrations

All registrations on *ER-390M* are made into open or preset PLUs.

- In place of traditional department keys, NLU (number look up) keys are located directly on the keyboard. NLU keys are programmed to access a specific PLU. In the default configuration NLU key #1 will access PLU #1. See "NLU Code Number Programming" on page 112 if you wish to change the PLU assigned to a NLU key.
- When more items or categories are needed than the number of PLUs available on the keyboard, registrations can be into PLUs by entering the PLU code number and pressing the **PLU** key on the keyboard.

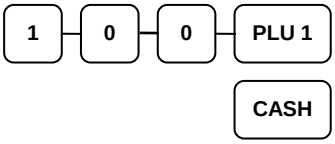
This system simplifies reporting by listing all items (regardless of how they are entered) on the PLU report, while reporting for groups of items or categories is available from the Group report.

NLU (Keyboard PLU) Entries

As you make PLU registrations, you can follow your entries by viewing the display. Like items are counted as they are repeated or multiplied.

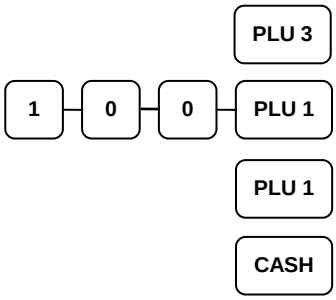
In the following examples:

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




```
DATE 10/15/2003 SUN   TIME 08:37

PLU1 T1                    $1.00
TAX1                       $0.05
TOTAL                      $1.05
CASH                       $1.05
CLERK 1        No.000001   00001
```

Open Keyboard PLU Entry

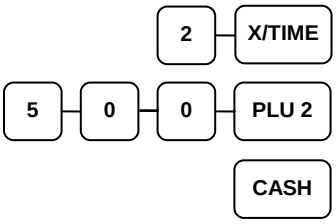



```
DATE 08/15/2003 SUN   TIME 03:15

PLU3 T12                   $3.00
PLU1 T1                    $1.00
PLU1 T1                    $1.00
TAX1                       $0.25
TAX2                       $0.30
TOTAL                      $5.55
CASH                       $5.55
CLERK 1        No.000001   00001
```

Single Preset Keyboard PLU

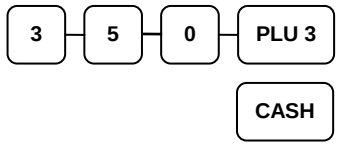
Single Open Keyboard PLU

Repeat Keyboard PLU Item



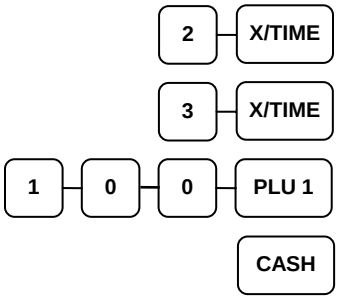

```
DATE 08/15/2003 SUN   TIME 03:15

2X             @5.00
PLU2 T2                   $10.00
TAX2                       $1.00
TOTAL                     $11.00
CASH                      $11.00
CLERK 1        No.000001   00001
```

Multiple Quantity of a Keyboard PLU Entry




```
DATE 08/15/2003 SUN   TIME 03:15

PLU3 T12                    $3.50
TAX1                        $0.18
TAX2                        $0.35
TOTAL                       $4.03
CASH                        $4.03
CLERK 1       No.000001     00001
```

Preset Override of a Keyboard PLU



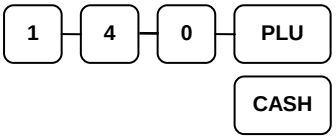

```
DATE 08/15/2003 SUN   TIME 03:15

2@3FOR        @1.00
PLU1 T1                     $0.67
TAX1                        $0.03
TOTAL                       $0.70
CASH                        $0.70
CLERK 1       No.000001     00001
```

Split Pricing PLU Entry

Numeric PLU Entries

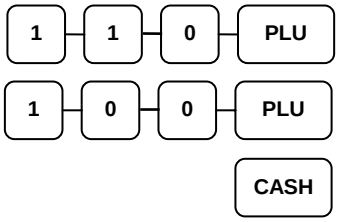
In the following examples:

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



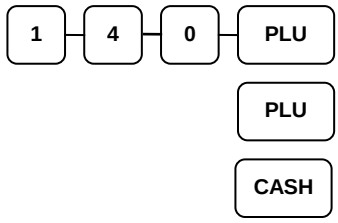

```
DATE 08/15/2003 SUN   TIME 03:15

PLU140                      $2.50
TOTAL                       $2.50
CASH                        $2.50
CLERK 1        No.000001    00001
```

Preset PLU Entry




```
DATE 08/15/2003 SUN   TIME 03:15

PLU110 T1                   $1.00
TAX1                        $0.05
TOTAL                       $1.05
CASH                        $1.05
CLERK 1        No.000001    00001
```

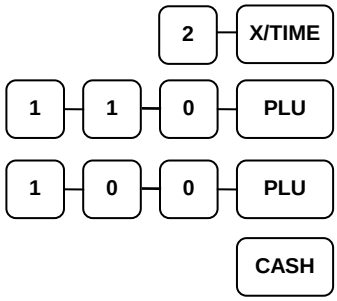
Single Open PLU Entry




```
DATE 08/15/2003 SUN   TIME 03:15

PLU140                      $2.50
PLU140                      $2.50
TOTAL                       $5.00
CASH                        $5.00
CLERK 1        No.000001    00001
```

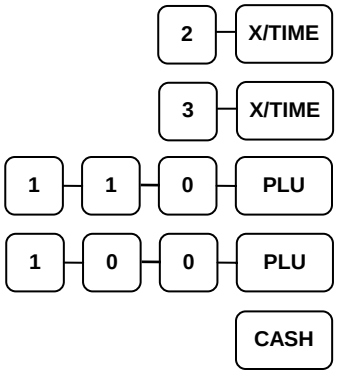
Single Preset PLU Entry

Repeat Entry




```
DATE 08/15/2003 SUN   TIME 03:15

2X              @1.00
PLU110 T1                   $2.00
TAX1                        $0.10
TOTAL                       $2.10
CASH                        $2.10
CLERK 1         No.000001   00001
```

Multiple Quantity of a Open PLU Entry



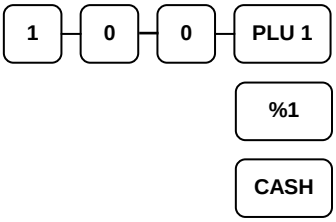

```
DATE 08/15/2003 SUN   TIME 03:15

2@3FOR          @1.00
PLU110 T1                   $0.67
TAX1                        $0.03
TOTAL                       $0.70
CLERK 1      No.00001       00000
```

Split Pricing PLU Entry

Percentage Key (%) Registrations

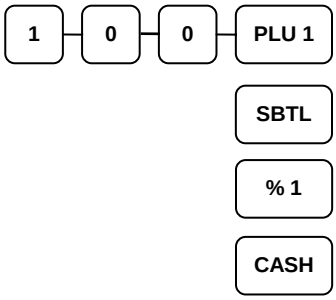
There are three percentage keys on the default *ER-390M* keyboard. Through "Function Key Assignment Programming" (see page 57) up to five percentage keys may be placed on the keyboard. Each key is individually programmable to add or subtract, from an individual item or from a sale total, amounts (coupons) or percentages. You can also program the percentage key taxable or non-taxable, so that sales taxes are calculated on the net, or gross amount of the item or sale.

The operation examples in this section show the percentage key in a variety of configurations. See "%1-%5 Function Key Options" on page 104 to assign a specific function to each percentage key.



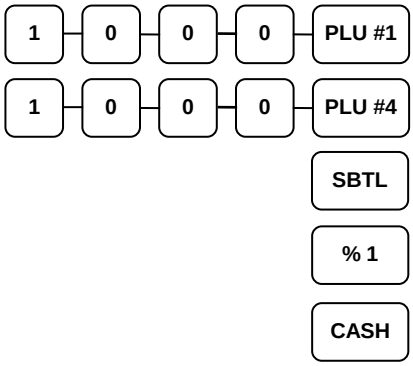

```
DATE 08/15/2003 SUN   TIME 03:15
PLU1 T1                    $1.00
% 1                      10.000%
AMOUNT T1                  $0.10
TAX1                       $0.06
TOTAL                      $1.16
CASH                       $1.16
CLERK 1        No.000001   00001
```

Preset 10% Surcharge on an Item



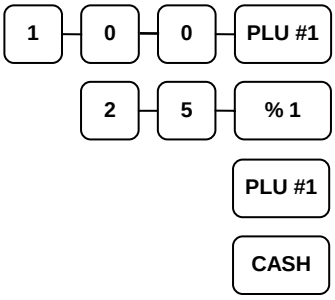

```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                    $1.00
% 1                     -10.000%
AMOUNT T1                 -0.10
TAX1                       $0.05
TOTAL                      $0.95
CASH                       $0.95
CLERK 1        No.000001   00001
```

Preset 10% Discount on a Sale



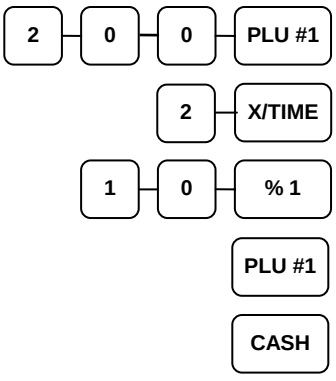

```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                     $10.00
PLU4                        $10.00
% 1                         10.00%
AMOUNT T1                    $2.00
TAX1                         $0.55
TOTAL                       $22.55
CASH                        $22.55
CLERK 1        No.000001    00001
```

Preset 10% Surcharge on a Sale



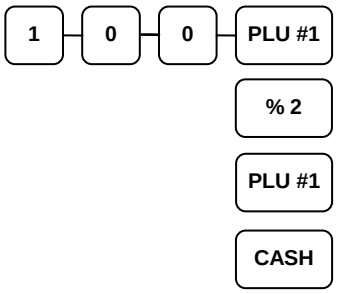

```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                      $1.00
PLU1 CT1                    -0.25
TAX1                         $0.04
TOTAL                        $0.79
CASH                         $0.79
CLERK 1        No.000001    00001
```

Store Coupon Entry (Open Amount Discount on an Item)



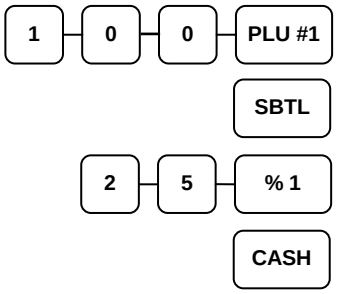

```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                      $2.00
2X             @0.10
PLU1 CT1                    -0.20
TAX1                         $0.09
TOTAL                        $1.89
CASH                         $1.89
CLERK 1        No.000001    00001
```

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



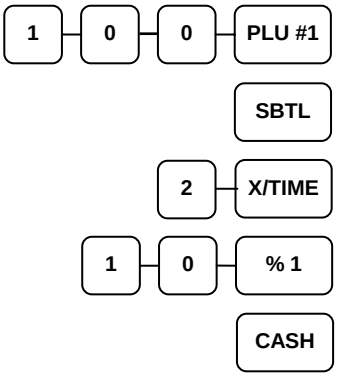

```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                    $1.00
PLU1 CT1                   -0.50
TAX1                       $0.03
TOTAL                      $0.53
CASH                       $0.53
CLERK 1        No.000001   00001
```

Preset Store Coupon (Preset Amount Discount on an Item)



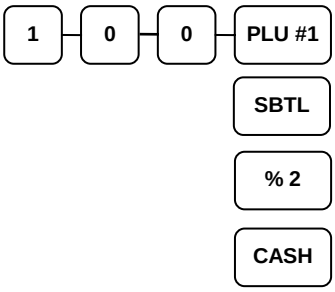

```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                    $1.00
%1 T1                      -0.25
TAX1                       $0.04
TOTAL                      $0.79
CASH                       $0.79
CLERK 1        No.000001   00001
```

Vendor Coupon Entry (Open Amount Discount on a Sale)




```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                    $1.00
2X          @0.10
%1 T1                      -0.20
TAX1                       $0.04
TOTAL                      $0.84
CASH                       $0.84
CLERK 1        No.000001   00001
```

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



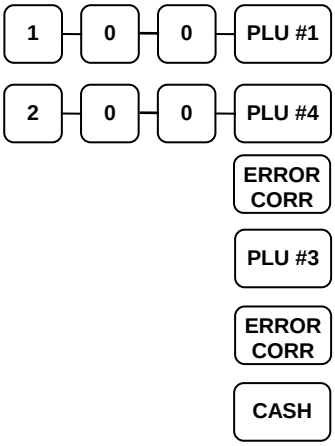

```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                    $1.00
%1 T1                      -0.50
TAX1                       $0.03
TOTAL                      $0.53
CASH                       $0.53
CLERK 1       No.000001    00001
```

Preset Vendor Coupon Entry (Preset Amount Discount on a Sale)

Void and Correction Operations

Error Correct

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



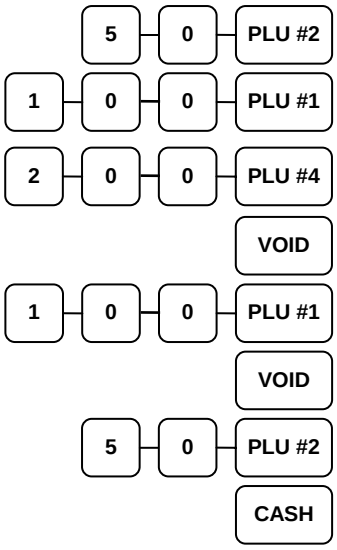

```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                    $1.00
PLU4                       $2.00
ERRCORR------------------------
PLU4                       -2.00
PLU3 T12                   $3.00
ERRCORR------------------------
PLU3 T12                   -3.00
TAX1                       $0.05
TOTAL                      $1.05
CASH                       $1.05
CLERK 1       No.000001    00001
```

Error Correction

Error Correction

Previous Item Void

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

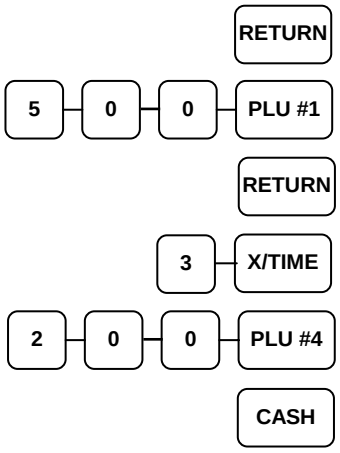



```
DATE 08/15/2003 SUN   TIME 03:15

PLU2 T2                    $0.50
PLU1 T1                    $1.00
PLU4                       $2.00
VOID--------------------------
PLU1 T1                   -1.00
VOID--------------------------
PLU2 T2                   -0.50
TOTAL                      $2.00
CASH                       $2.00
CLERK 1       No.000001   00001
```

Previous Item Void

Merchandise Return

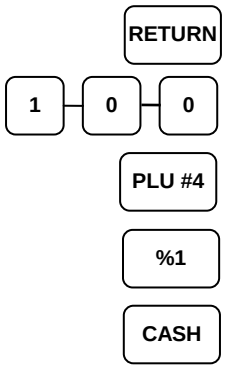
Merchandise returns usually are registered as part of a separate transaction, or as part of a transaction where other merchandise is sold. Press the **RETURN** key before entering the related PLU. Tax is credited if the item being returned is taxable.




```
DATE 08/15/2003 SUN   TIME 03:15

MDSE RETURN*********************
PLU1 T1                    -5.00
MDSE RETURN*********************
3X          @2.00
PLU4                       -6.00
TAX1                       -0.25
TOTAL                     -11.25
CASH                      -11.25
CLERK 1       No.000001   00001
```

Merchandise Return

Multiple Item Merchandise Return

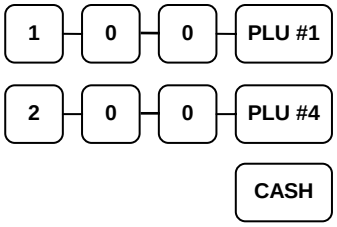



```
DATE 08/15/2003 SUN   TIME 03:15

MDSE RETURN*********************
PLU4                       -1.00
%1                       -10.000%
AMOUNT                     $0.10
TOTAL                      -0.90
CASH                       -0.90
CLERK 1       No.000001   00001
```

Merchandise Return of Discounted Merchandise

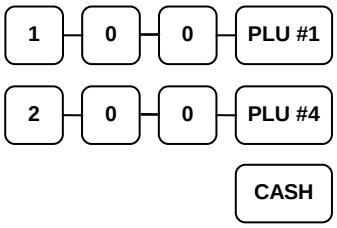
VOID Control Lock Position (Transaction Void)

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




```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                    $1.00
PLU4                       $2.00
TAX1                       $0.05
TOTAL                      $3.05
CASH                       $3.05
CLERK 1        No.000001   00001
```

Original Transaction



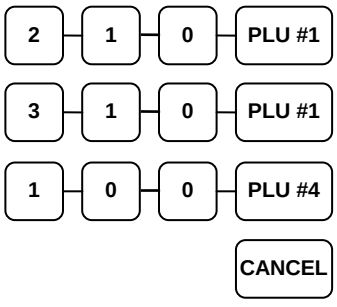

```
DATE 08/15/2003 SUN   TIME 03:15

VOID MODE**********************
PLU1 T1                   -1.00
PLU4                      -2.00
TAX1                      -0.05
TOTAL                     -3.05
CASH                      -3.05
CLERK 1        No.000001   00001
```

Transaction Void of Original Transaction

Cancel

Press the **CANCEL** key anytime during a transaction to cancel that transaction. (This is not a tender key.) Transactions of up to a maximum of 80 items may be canceled.

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




```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                    $2.00
PLU1 T1                    $3.00
PLU4                       $1.00
CANCEL*************************
CLERK 1        No.000001   00001
```

Canceled Transaction

Subtotal Operations

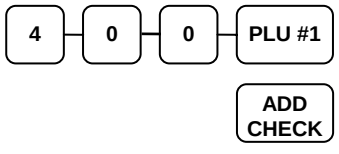
Subtotal

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

Add Check (Tray Subtotal)

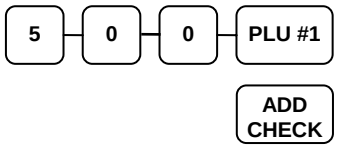
In a cafeteria, use the **ADD CHECK** key to add multiple trays that are paid by a single individual (i.e. Dad pays all the trays for the family.)

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




```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                    $4.00
TAX1                       $0.20
TOTAL                      $4.20
ADDCHK                     $4.20
CLERK 1       No.000001    00001
```

First Check Added




```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                    $5.00
TAX1                       $0.25
TOTAL                      $5.25
ADDCHK                     $5.25
CLERK 1       No.000002    00001
```

Second Check Added

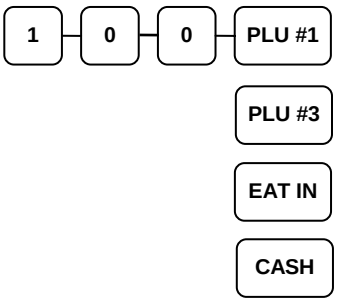
```
DATE 08/15/2003 SUN   TIME 03:15

TOTAL                      $9.45
CASH                       $9.45
CLERK 1       No.000003    00001
```

Payment for Both Checks

Eat-In/Take-Out/Drive Thru Operations

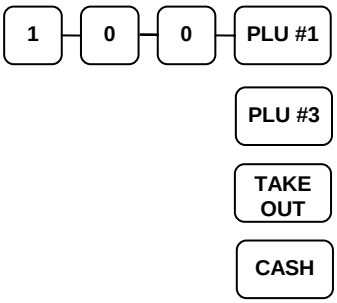
In a restaurant, **EAT-IN**, **TAKE-OUT** and **DRIVE THRU** keys can be set up to provide totals for each type of sale. The **EAT-IN**, **TAKE-OUT** and **DRIVE THRU** keys may also be set up to remove taxes. For example, if your state charges sales tax for food consumed on the premises, while not charging sales tax for food taken home, sales tax can be exempted with the **TAKE-OUT** key. See "DRIVE THRU / EAT IN / TAKE OUT - Function Key Options" on page 96 to set up tax status for these keys.

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




```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                     $1.00
PLU3 T12                    $3.00
TAX1                        $0.20
TAX2                        $0.30
        ═══ EATIN ═══
TOTAL                       $4.50
CASH                        $4.50
CLERK 1       No.000001     00001
```

EAT IN Transaction (Tax is Charged)




```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                     $1.00
PLU3 T12                    $3.00
        ═══ TKOUT ═══
TOTAL                       $4.00
CASH                        $4.00
CLERK 1       No.000001     00001
```

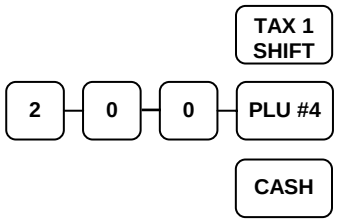
TAKE OUT Transaction (Tax is Removed from Taxable Items)

```
DATE 08/15/2003 SUN   TIME 03:15

PLU3 T12                    $3.00
        ═══ DVTHR ═══
TOTAL                       $3.00
CASH                        $3.00
CLERK 1       No.000001     00001
```

DRIVE THRU Transaction (Tax is Removed from Taxable Items)

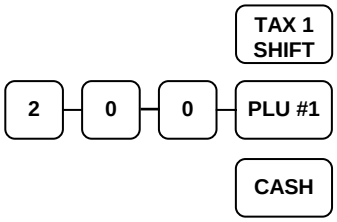
Tax Shift Operations

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



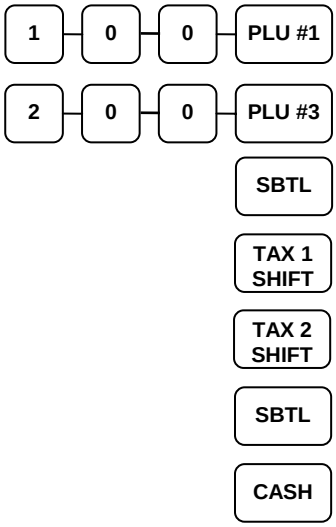

```
DATE 08/15/2003 SUN   TIME 03:15

PLU4 T1                      $2.00
TAX1                         $0.10
TOTAL                        $2.10
CASH                         $2.10
CLERK 1        No.000001     00001
```

To Charge Tax On A Non-Taxable PLU



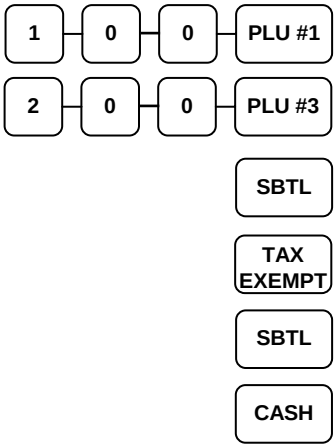

```
DATE 08/15/2003 SUN   TIME 03:15

PLU1                         $2.00
TOTAL                        $2.00
CASH                         $2.00
CLERK 1        No.000001     00001
```

To Except Tax On A Taxable PLU




```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                      $1.00
PLU3 T12                     $2.00
TOTAL                        $3.00
CASH                         $3.00
CLERK 1        No.000001     00001
```

To Except Specific Taxes On Entire Sale

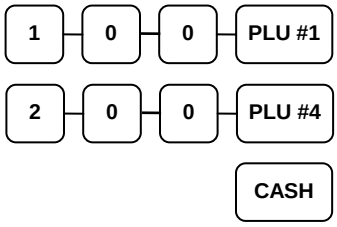



```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                      $1.00
PLU3 T12                     $2.00
TOTAL                        $3.00
CASH                         $3.00
CLERK 1        No.000001     00001
```

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

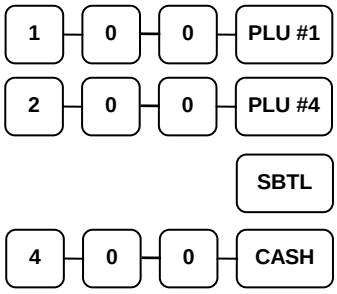
Tendering Operations

Cash




```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                    $1.00
PLU4                       $2.00
TAX1                       $0.05
TOTAL                      $3.05
CASH                       $3.05
CLERK 1        No.000001   00001
```

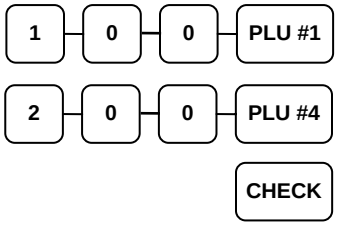
Cash Tender (exact amount of purchase)




```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                    $1.00
PLU4                       $2.00
TAX1                       $0.05
TOTAL                      $3.05
CASH                       $4.00
CHANGE                     $0.95
CLERK 1        No.000001   00001
```

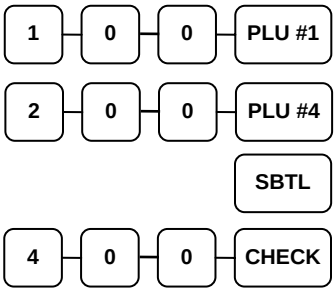
Cash Tender with Change

Check



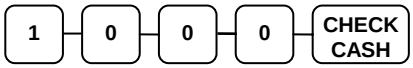

```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                    $1.00
PLU4                       $2.00
TAX1                       $0.05
TOTAL                      $3.05
CHECK                      $3.05
CLERK 1        No.000001   00001
```

Check Tender (exact amount of purchase)




```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                    $1.00
PLU4                       $2.00
TAX1                       $0.05
TOTAL                      $3.05
CHECK                      $4.00
CHANGE                     $0.95
CLERK 1       No.000001    00001
```

Check Tender with Change

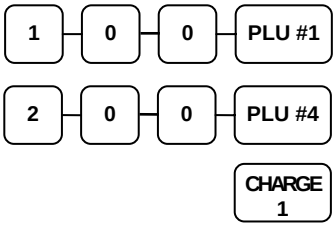



```
DATE 08/15/2003 SUN   TIME 03:15

        *** CHKCASH ***
CHECK                     $10.00
CASH                      -10.00
CLERK 1       No.000001    00001
```

Check Cashing

Charge

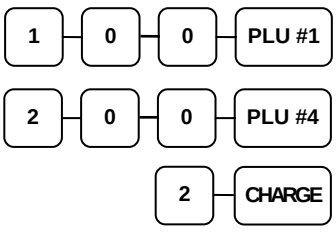
Tendering and over tendering into charge keys is allowed.




```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                    $1.00
PLU4                       $2.00
TAX1                       $0.05
TOTAL                      $3.05
CHARGE1                    $3.05
CLERK 1       No.000001    00001
```

Charge Total

If code entry charges are used:

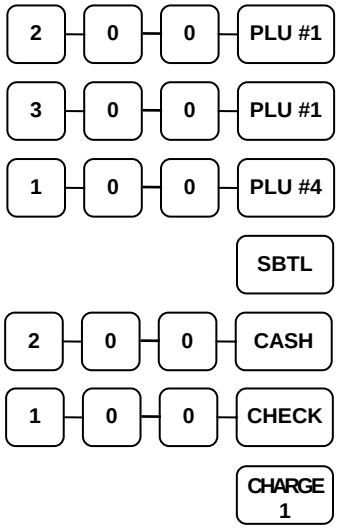



```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                    $1.00
PLU4                       $2.00
TAX1                       $0.05
TOTAL                      $3.05
CHARGE2                    $3.05
CLERK 1       No.000001    00001
```

Charge Total

Split Tender

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

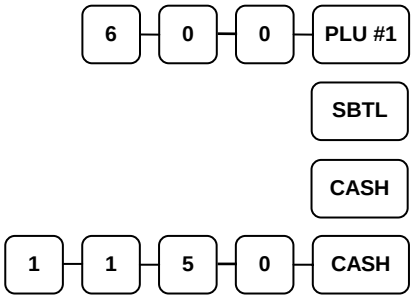



```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                      $2.00
PLU1 T1                      $3.00
PLU4                         $1.00
TAX1                         $0.25
TOTAL                        $6.25
CASH                         $2.00
TOTAL                        $4.25
CHECK                        $2.00
TOTAL                        $2.25
CHARGE1                      $2.25
CLERK 1       No.000001      00001
```

Cash, Check & Charge Payments on the Same Transaction

Post Tendering

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




```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 T1                      $6.00
TAX1                         $0.30
TOTAL                        $6.30
CASH                         $6.30
CLERK 1       No.000001      00001
```

Post Tender

Receipt on Request

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

Training Mode

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

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

To Enter Training Mode

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

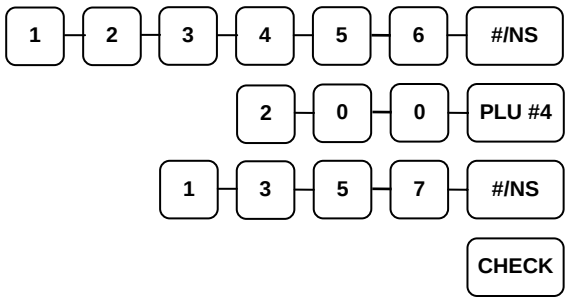
To Exit Training Mode

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

Non-Add Number

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

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




```
DATE 08/15/2003 SUN   TIME 03:15

NON-ADD#                   123456
PLU4 T1                     $2.00
TAX1                        $0.10
TOTAL                       $2.10
NON-ADD#                     1357
CHECK                       $2.10
CLERK 1        No.000001    00001
```

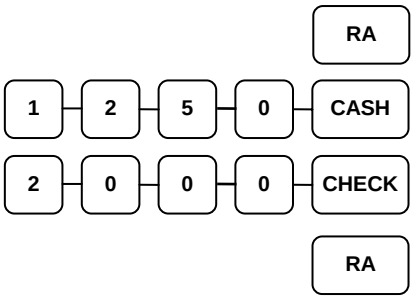
No Sale

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

```
DATE 08/15/2003 SUN   TIME 03:15

NOSALE ------------------------
CLERK 1        No.000001    00001
```

Received on Account

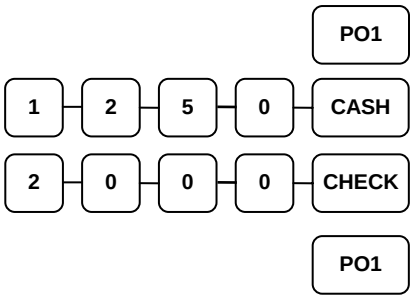
Use the **RECD ACCT** key to record payments or loans to the cash drawer. You can enter more than one type of payment to the drawer. The Received on Account function can only be used outside of a transaction.




```
DATE 08/15/2003 SUN   TIME 03:15

RA1
CASH                        $12.50
CHECK                       $20.00
RA1                         $32.50
CLERK 1     No.00001         00000
```

Paid Out

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




```
DATE 08/15/2003 SUN   TIME 03:15

PO1
CASH                        $12.50
CHECK                       $20.00
PO1                         $32.50
CLERK 1     No.00001         00000
```

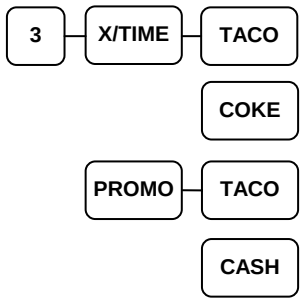
Received on Account and Paid Out Note:

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

Press RA
Press 5001
Press CHARGE #
Press RA to finalize

Promo Function

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



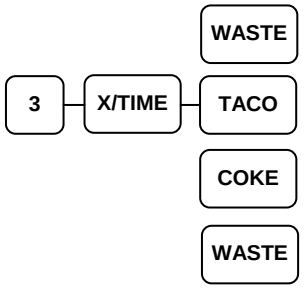

```
DATE 08/15/2003 SUN   TIME 03:15

3X                          @0.89
TACO T1                     $2.67
COKE T1                     $0.69
        *** PROMO ***
TACO T1                     -0.89
TAX1                        $0.16
TOTAL                       $2.63
CASH                        $2.63
CLERK 1       No.000001   00001
```

Promo Entry

Waste Function

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

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



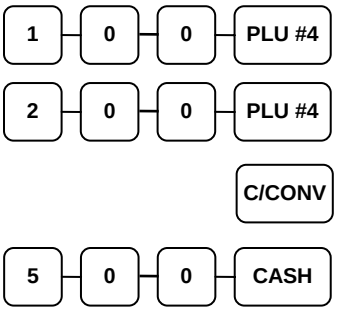

```
DATE 08/15/2003 SUN   TIME 03:15

        *** WASTE ***
3X                          @0.89
TACO T1                     $2.67
COKE T1                     $0.69
        *** WASTE ***
TOTAL                       $3.36
CLERK 1       No.000001   00001
```

Waste Entry

Currency Conversion

If you normally accept currency from a neighboring nation, you can program the *SAM4S ER-390M* to convert the subtotal of a sale to the equivalent cost in the foreign currency. Four foreign currency conversion keys are available. See "Function Key Assignment Programming" on page 57 to place currency conversion keys on the keyboard. You also need to program the conversion factor. For example, if the US dollar (home currency) is worth 1.3720 Canadian dollars (foreign currency), the conversion factor is 1.3720. See "Instructions for Currency Conversion Rate - Program 90" on page 91 to set a conversion rate.

Note: The change due is computed in home currency!



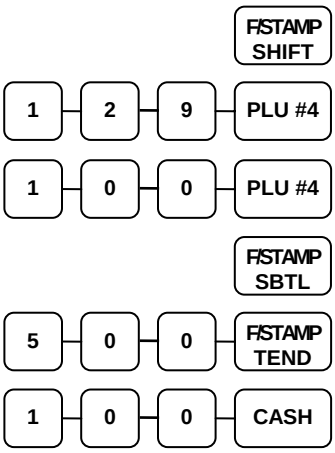

```
DATE 08/15/2003 SUN   TIME 03:15

PLU1                        $1.00
PLU4                        $2.00
TOTAL                       $3.00
CONV1                       @5.00
CHANGE RATE                #1.3720
HOME AMT                    $3.64
CHANGE                      $0.64
CLERK 1        No.000001    00001
```

Currency Conversion Transaction

Food Stamp Operations

The *SAM4S ER-390M* can be set up to sort food stamp eligible merchandise and accept food stamp payments. See "Function Key Assignment Programming" on page 57 to place the necessary function keys (**F/S SHIFT**, **F/S SUB**, **F/S TEND**) on the keyboard. You will also need to set food stamp eligibility status for each open or preset PLU (see "Program 100 - PLU Status Programming" on page 67.)

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




```
DATE 08/15/2003 SUN   TIME 03:15

PLU1 F                        $1.29
PLU4                          $1.00
TOTAL                         $2.29
F/S TOTAL                     $1.29
F/S TEND                       5.00
F/S CRT AMT                   $0.71
TOTAL                         $0.29
CASH                          $1.00
CHANGE                        $0.71
F/S CHANGE                    $3.00
CLERK 1        No.000001      00001
```

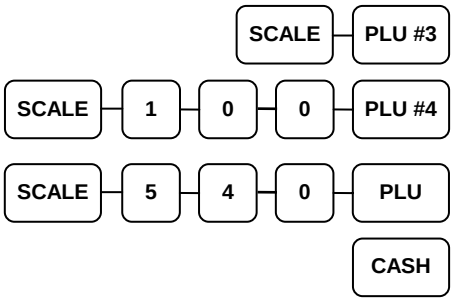
Food Stamp Payment Transaction

Scale Operations

The *SAM4S ER-390M* can be interfaced to an optional load-cell scale, allowing direct entry of an item's weight by using the **SCALE** key. If you attempt an entry into a PLU that has been programmed to require scale entry, (see "Program 100 - PLU Status Programming" on page 67) an error tone will sound and you will be prompted to make a scale entry.

Direct Scale Entry

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




```
DATE 08/15/2003 SUN   TIME 03:15

1.50 lb     @ 3.00
PLU3 T12                  $4.50
1.75 lb     @ 1.00
PLU 4                     $1.75
1.25 lb     @ 2.50
PLU540                    $3.13
TAX1                      $0.23
TAX2                      $0.45
TOTAL                    $10.06
CASH                     $10.06
CLERK 1       No.000001   00001
```

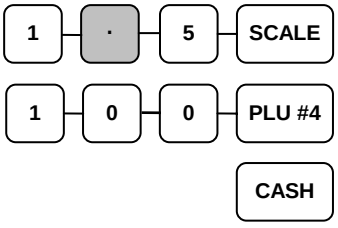
Preset Keyboard PLU

Open Keyboard PLU

Preset PLU

Manual Weight Entry

Operators can make manual weight entries if the item has been programmed to accept them (see "Program 100 - PLU Status Programming" on page 67). You must use the decimal key to enter all manual weights.




```
DATE 08/15/2003 SUN   TIME 03:15

1.50 lb     @ 1.00
PLU4                      $1.50
TOTAL                     $1.50
CASH                      $1.50
CLERK 1       No.000001   00001
```

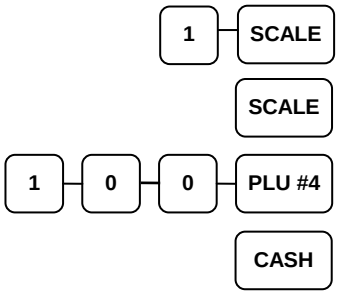
Manual Scale Entry

Scale With Automatic Tare Entry

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

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

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




```
DATE 08/15/2003 SUN   TIME 03:15

1.25 lb     @ 1.00
PLU4                        $1.50
TOTAL                       $1.50
CASH                        $1.50
CLERK 1        No.000001    00001
```

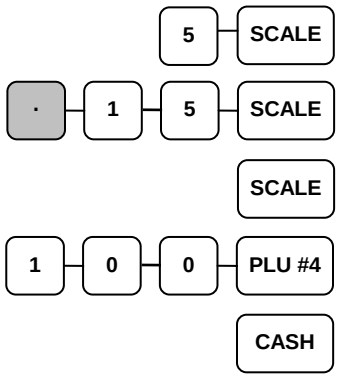
Automatic Tare Entry

Scale With Manual Tare Entry

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

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

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




```
DATE 08/15/2003 SUN   TIME 03:15

1.35 lb     @ 1.00
PLU4                        $1.50
TOTAL                       $1.50
CASH                        $1.50
CLERK 1        No.000001    00001
```

Manual Tare Entry

Integrated Payment Operations

Integrated payment is available for the 390M. See Integrated Payment Appendix on page 129 for credit card payment operation information.

Management Functions

Introduction

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

Cash Declaration

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

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

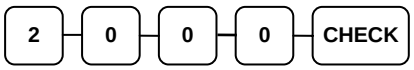
Either way you choose to enter cash, the register will compare your declaration with the expected cash and check in drawer totals and print the over or short amounts on the report.

For example:

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

3. Enter the total of cash.

4. Enter the total of checks.

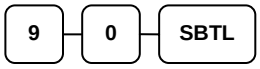
   

5. Press the **CASH** key to total the declaration.

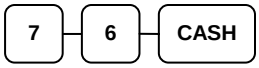

```
DATE 08/15/2003 SUN   TIME 03:15

***      CASH DECLARATION      ***
CASH                        $98.76
CHECK                       $20.00
INPUT AMT                  $118.76
DRAWER TTL                  $23.53
DIFFERENCE                  -95.23

CLERK 1     No.00001        00000
```

Or, enter each denomination separately:

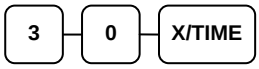
1. Turn the control lock to the **X** or **Z** position (depending upon the type of report you are taking.)
2. Enter **90** and press the **SBTL** key.

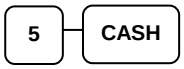


3. Enter the total of pennies:

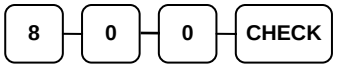


4. If you wish you can multiply the count times the denomination. For nickles, for example, enter:





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



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

```
DATE 08/15/2003 SUN   TIME 03:15

***      CASH DECLARATION      ***
CASH                          $0.76
CASH                          $1.50
CHECK                        $12.00
CHECK                         $8.00
INPUT AMT                    $22.26
DRAWER TTL                   $23.53
DIFFERENCE                    -1.27

CLERK 1     No.00001          00000
```

System Reports

System reports are divided into two basic categories:

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

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

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

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

An sample of each report is found on page 119.

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

Running a Report – General Instructions

1. Refer to the "Report Table" on page 51.
2. Select a report type and the report mode.
3. Turn the control lock to the position indicated.
4. Enter the key sequence for the report you have selected.

Report Table

Electronic Journal reports are shown on the following page.

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

Electronic Journal Reports

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

S-Mode Programming

Overview

A separate key, marked “C” will access the hidden **S** key lock position one position clockwise from the **P** key lock position.

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

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

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

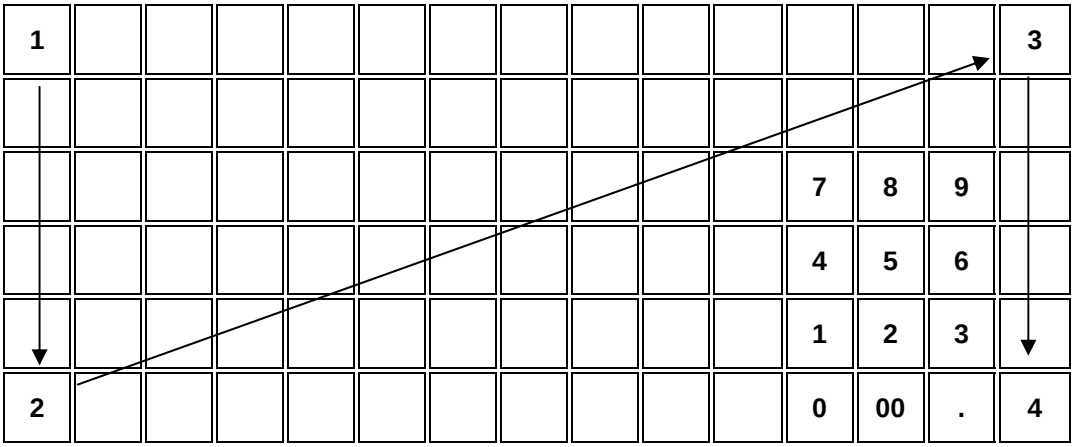
Clearing Memory

Before you use your *ER-390M* for the first time, you must perform a memory all clear to insure that all totals and counters are cleared and that the default program is installed.

CAUTION: The procedures described in this area are security sensitive. Clearing the *ER-390M* memory after the register is put into service will erase all programming as well as totals and counters. Do not share this information with unauthorized users and distribute the special SERVICE-Mode key only to those you may want to perform these functions.

Memory All Clear

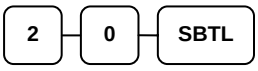
1. Unplug the register.
2. Turn the control lock to the **S** position.
3. Press and hold the key position where the **CHECK** key is located on the default keyboard layout.
4. Continue to hold the **CHECK** key while plugging the register into a power source.
5. Press the upper left key of the keyboard,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



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

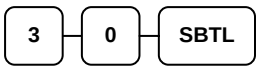
Clear All Totals and Counters

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



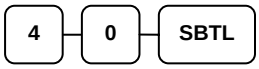
Clear Grand Total

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



Clear PLU File

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



Self Tests

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

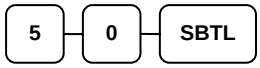
1. Turn the control lock to the **S** position.
2. Enter the test number from the chart below and press the **SBTL** key.

Test	Key Sequence	Results/Instructions
Printer	**10 SBTL**	The receipt printer generates a printer test pattern.
Display	**11 SBTL**	Displays illuminate a test pattern.
Keyboard	**12 SBTL**	Press any key. The key's hex value is displayed. Turn key lock to end the test.
Mode Lock	**13 SBTL**	Turn the mode lock to display the lock position. Return the key to S to end the test.
RS232C	**14 SBTL**	Loop back connector must be connected. Displays "900d" (good) if successful; displays "N0900d" if unsuccessful. Results for both ports are displayed.
Endless Printing	**15 SBTL**	The receipt prints a sample ticket. The print is repeated until the key lock is turned.
Endless Printing	**16 SBTL**	The receipt prints a different sample ticket. The print is repeated until the key lock is turned.
MCR Test	**17 SBTL**	Reads the magnetic card and prints the results

EPROM Information

The *ER-390M* register software is loaded in an EPROM (erasable programmable read only memory). This procedure will provide a receipt with the current version, date and checksum for the EPROM.

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



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

```
DATE 10/15/2003 SUN   TIME 08:37

ER-390M EPROM INFO.
VERSION  : USA 1.0
CHECKSUM : 1B72
APRIL 14 2003

CLERK 1        No.000001   00001
```

Function Key Assignment Programming

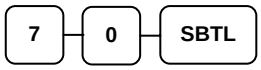
Function keys may be relocated, inactivated or changed with this program. For example, you may wish to place functions, such as **TAX SHIFT 3** and **CURRENCY CONVERSION**, which are not placed on the default keyboard. Or perhaps, you may wish to remove a function, such as **CANCEL**, for security reasons.

Please note the following limitations:

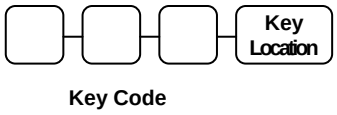
- If you assign a duplicate of a function code, the duplicate will function exactly as the original - you will not get separate totals and counters on reports for the duplicated key.
- The following keys are fixed and must remain in their original locations: **0**-**9**, **00**, **Decimal**, **CLEAR**, **SBTL** and **CASH**.
- PLUs must be placed within the default block of 60 PLU locations. However, you may relocate specific PLUs to new locations with the PLU key area. For example, you may wish to locate PLU #100 in the default location for PLU #1.
- Functions may be located anywhere on the keyboard, except the locations reserved for the **0**-**9**, **00**, **Decimal**, **CLEAR**, **SBTL** and **CASH** keys.

To Assign a Function Key to a Location

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



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



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

Function Key Codes

PLU 1 to 100	1-100
ONE	101
TWO	102
THREE	103
FOUR	104
FIVE	105
SIX	106
SEVEN	107
EIGHT	108
NINE	109
ZERO	110
DZERO	111
DECIMAL	112
NOSALE	113
1%	114
2%	115
3%	116
4%	117
5%	118
X/TIME	119
ADDCHK	120
CANCEL	121
CASH	122
CHARGE1	123
CHARGE2	124
CHARGE3	125

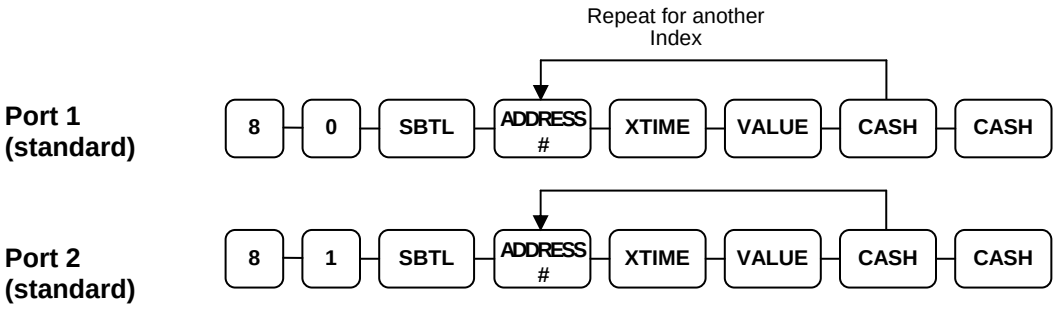
CHARGE4	126
CHARGE5	127
CHARGE6	128
CHARGE7	129
CHARGE8	130
CHARGE#	131
CHKCASH	132
CHECK	133
CLEAR	134
CLERK	135
CONV1	136
CONV2	137
CONV3	138
CONV4	139
DVTHR	140
EATIN	141
ERRCORR	142
FSHIFT	143
F/S SUB	144
F/S TEND	145
PLU	146
MACRO1	147
MACRO2	148
MACRO3	149
MACRO4	150
MACRO5	151

MACRO6	152
MACRO7	153
MACRO8	154
MACRO9	155
MACRO10	156
MDSE RETURN	157
PO1	158
PO2	159
PO3	160
PFEED	161
PROMO	162
RA1	163
RA2	164
RA3	165
SUBTOTAL	166
SCALE	167
TKOUT	168
TAXEXMT	169
TAX1	170
TAX2	171
TAX3	172
TAX4	173
VOID	174
WASTE	175
INACTIVE	176
NONADD #	177

RS-232 Communication Option Programs

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

1. Turn the control lock to the **S** position.
2. Enter **8 0** for the first port or **8 1** for the second port and press the **SBTL** key.
3. Refer to the chart RS-232C option chart that follows and enter the number of the address you wish to program and press the **X/TIME** key.
4. Enter the value that represents your selection and press the **CASH** key.
5. Repeat from step 2 for any additional options you wish to program.
6. Press **CASH** to exit the program.



RS-232 Option Chart

Address	Option	Value	Selection
1	Baud Rate	**0**	9600 BPS
		1	1200 BPS
		2	2400 BPS
		3	4800 BPS
		4	19200 BPS
2	Parity	**0**	NONE
		1	ODD
		2	EVEN
3	Data Bits	**0**	8 BITS
		1	7 BITS
4	Stop Bits	**0**	1 BIT
		1	2 BIT

Address	Option	Value	Selection
5	Device Function	0	NONE
		1	PC
		2	SCALE
		3	Remote Journal (surveillance)
		4	Receipt Printer
		5	Not used
		7	Coin Changer
		9	Pole Display
		10	EFT Device
6	Initial Feeding Line KP	0 - 20	
7	End Feeding Line KP	0 - 20	
8	Not used		
9	Not used		
10	Scale Type	0	NCI
		1	CAS
11	Printer Type	0	NONE
		1	SRP-270/SAM4S ELLIX10
		2	SRP-350/SAM4S ELLIX20
		3	SRP-500

P-Mode Programming

Default Program

The *ER-390M* arrives with a default or generic program already installed. Program options are set to **0** (Zero), unless otherwise noted, which means the machine can be operated immediately after a RAM clear procedure is performed.

For example:

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

Tax Programming

The *ER-390M* has the capability to support four separate taxes.

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

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

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

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

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

Straight Percentage Tax Rate Programming

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

Programming Straight Percentage Tax Rates and Status

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

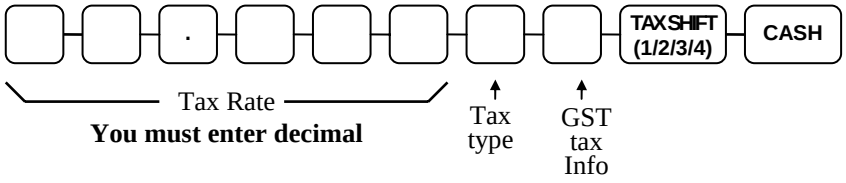
If the tax is a percentage added to the sale (normal add on tax), enter:	**0**
If the tax is a percentage value added tax (VAT; calculated as part of the sale), enter:	**2**

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

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

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

Tax Rate Programming Flowchart



Tax Table Programming

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

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

Note: You can enter up to 60 break points.

Determining Break Point Entries

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

Programming a Tax Table

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

Tax Table Programming Example - Illinois 6% Tax Table

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

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

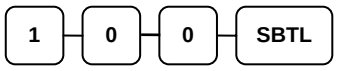
PLU Programming

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

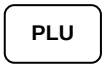
- "Program 100 - PLU Status Programming" determines whether the PLU is open, preset or inactive. Also selected here are tax, food stamp, scale, negative, single item, hash, gallonage, and compulsory number entry options.
- "Program 110 - PLU Auto Tare Programming" allows you to automatically subtract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

Program 100 - PLU Status Programming

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



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

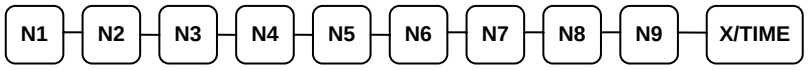


   - If sequential PLUs are to receive the same status, press the first PLU key and then press the last PLU key, or

   - Enter the number of the PLU and press the **PLU** key, or

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

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



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

PLU Status Chart

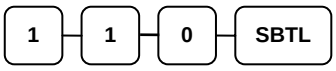
Address	Program Option	Value	=	Sum
N1	Not Used	0	0	
N2	Not Used	0	0	
N3	PLU is food stamp eligible?	Yes = 1 No = 0		
	PLU is negative item?	Yes = 2 No = 0		
	PLU is hash?	Yes = 4 No = 0		
N4	PLU is single item?	Yes = 1 No = 0		
	Compulsory non-add number?	Yes = 2 No = 0		
	PLU is gallonage?	Yes = 4 No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

PLU Options - Reference Information

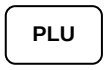
Option	Description
PRESET OVERRIDE	If **Yes**, you can enter a price to override the preset price.
FOOD STAMP ELIGIBLE	Select **Yes** to accumulate a total of food stamp eligible items in the current sale. The total can be viewed by pressing the **F/S SUB** key and food stamps can be tendered with the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

Program 110 - PLU Auto Tare Programming

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



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



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

   - Enter the number of the PLU and press the **PLU** key, or

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

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

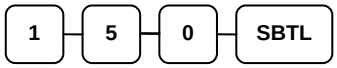
5. To program additional PLUs, repeat from step 3, or press the **CASH** key to finalize the program.

Program 150 - PLU Group Assignment

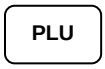
Each PLU may report to any three of 20 groups. Group totals appear on reports, so that you can track sales of different types of items. A group can also be used to designate items that are to print on an optional kitchen printer. Use the first group to designate kitchen printer items.

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

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



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



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

   - Enter the number of the PLU and press the **PLU** key, or

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

4. Enter up to three 2-digit numbers representing the groups where you wish to add the PLUs sales, i.e. enter **1 0** for group 10 or enter **0 4** for group four. Press the **X/TIME** key.

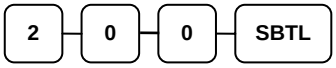
1st Group 2nd Group 3rd Group

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

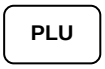
Program 200 - PLU Price/HALO Programming

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

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



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



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

   - Enter the number of the PLU and press the **PLU** key, or

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

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

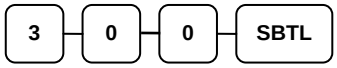
Price/HALO

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

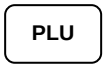
Program 300 - PLU Descriptor Programming

You can program descriptors by typing descriptor on the Alpha Program Overlay, or you can disable the Alpha Program Overlay (see System Option #27) and instead enter a 3-digit code for each character. Instructions for both descriptor program methods are shown here.

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

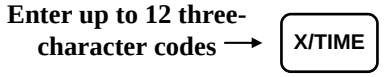


3. Select the PLU you wish to program in one of the following ways:
   - Press a PLU key on the keyboard, or

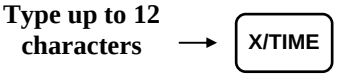


   - Enter the number of the PLU and press the **PLU** key.

4. Enter up to 12 three-character codes and press the X/TIME key. (See "Descriptor Code Chart" on page 74.)



   Or, insert the Alpha Keyboard Overlay (see "Alpha Program Overlay" on page 74), type up to 12 characters and press the **X/TIME** key.



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

Descriptor Code Chart

CHAR	Ç	ü	é	â	ä	à	å	ç	ê	ë
CODE	001	002	003	004	005	006	007	008	009	010
CHAR	è	ï	î	ì	Ä	Å	É	æ	Æ	ô
CODE	011	012	013	014	015	016	017	018	019	020
CHAR	ö	ò	û	ù	ÿ	Ö	Ü	¢	£	¥
CODE	021	022	023	024	0250	026	027	028	029	030
CHAR	€	SPACE	!	"	#	$	%	&	'	(
CODE	031	032	033	034	035	036	037	038	039	040
CHAR	)	*	+	,	-	.	/	0	1	2
CODE	041	042	043	044	045	046	047	048	049	050
CHAR	3	4	5	6	7	8	9	:	;	<
CODE	051	052	053	054	055	056	057	058	059	060
CHAR	=	>	?	@	A	B	C	D	E	F
CODE	061	062	063	064	065	066	067	068	069	070
CHAR	G	H	I	J	K	L	M	N	O	P
CODE	071	072	073	074	075	076	077	078	079	080
CHAR	Q	R	S	T	U	V	W	X	Y	Z
CODE	081	082	083	084	085	086	087	088	089	090
CHAR							a	b	c	d
CODE	091	092	093	094	095	096	097	098	099	100
CHAR	e	f	g	h	I	j	k	l	m	n
CODE	101	102	103	104	105	106	107	108	109	110
CHAR	o	p	q	r	s	t	u	v	w	x
CODE	111	112	113	114	115	116	117	118	119	120
CHAR	y	z	BACK SPACE			Double				
CODE	121	122	123			999				

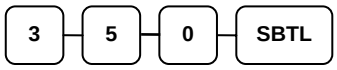
Alpha Program Overlay

!	@	#	$	%	^	&	*	(	)		CLEAR	PLU	X/TIME	
Q	W	E	R	T	Y	U	I	O	P		7	8	9	
A	S	D	F	G	H	J	K	L	;		4	5	6	
Z	X	C	V	B	N	M	,	.	/		1	2	3	SBTL
+	-	<	>	?	=	CAPS	DOUBLE	SPACE	BACK SPACE		0	00	.	CASH

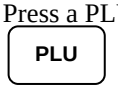
Program 350 - PLU Link Programming

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

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

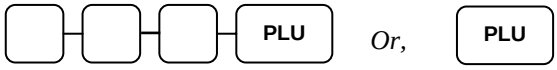


3. Select the PLU you wish to program in one of the following ways:
   - Press a PLU key on the keyboard, or

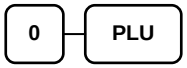


   - Enter the number of the PLU and press the **PLU** key.

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



If you want to unlink

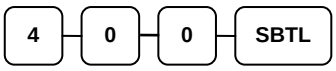


5. To program additional PLUs, repeat from step 3, or press the **CASH** key to finalize the program.

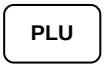
Program 400 – PLU Delete Programming

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

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



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

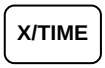


   - Press the first PLU keys that are to delete and Press the last PLU keys, or

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

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

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



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

System Option Programming

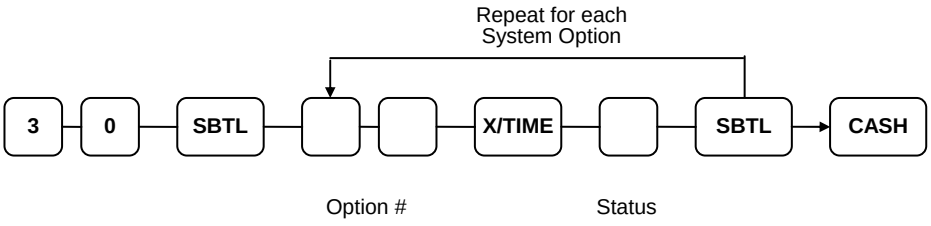
Refer to the "System Option Table" to review the system options. Read each option carefully to determine if you wish to make any changes.

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

Programming a System Option

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

System Option Flowchart



System Option Table

Address	SYSTEM OPTION		VALUE	=	SUM
1	Beeper is active?		Yes = 0 No = 1		
2	Clerk sign on method is:	Direct entry =	0		
		Code entry =	1		
3	Clerks are:	Pop-up =	1		
		Stay down =	0		
4	Enforce closed drawer for register operation?		Yes = 0 No = 1		
	Open drawer alarm is active?		Yes = 2 No = 0		
5	The number of seconds before the open drawer warning tone sounds (default is 30 seconds).		1-99		
6	Allow the post tender function?		Yes = 1 No = 0		
	Drawer is opened on post tender?		Yes = 0 No = 2		
	Allow multiple receipts?		Yes = 4 No = 0		
7	Cash declaration is compulsory before reports may be taken?		Yes = 1 No = 0		
	Allow negative balance sales in the X control lock position only?		Yes = 2 No = 0		
8	Allow zero balance sales in the X control lock position only?		Yes = 1 No = 0		
	Consecutive number is reset after a financial report?		Yes = 2 No = 0		
9	Grand total is reset after a Z Financial report?		Yes = 1 No = 0		
	Cash drawer will open when reports are run?		Yes = 0 No = 2		
	Open drawer during training mode?		Yes = 0 No = 4		
10	Decimal place: (0,1,2,3) default=2		0-3		

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

Address	SYSTEM OPTION	VALUE	=	SUM
21	Display “add” price of linked item?	Yes = 1 No = 0		
	Allow Swedish round on subtotal?	Yes = 2 No = 0		
22	Allow Swedish round on cash?	Yes = 1 No = 0		
23	Electronic Journal enable	Yes = 1 No = 0		
	Prompt operator when Electronic Journal is full?	Yes = 0 No = 2		
	Stop operations when Electronic Journal is full?	Yes = 4 No = 0		
24	Send only negative entries to Electronic Journal?	Yes = 1 No = 0		
	Send reset report to Electronic Journal?	Yes = 2 No = 0		
	Disable Cash Declaration?	Yes = 4 No = 0		
25	Training Mode Code:	0-9999		
26	Activate Detail Printer Spool	Yes = 1 No = 0		
	Scale item can be open price or scaleable entry:	Yes = 2 No = 0		
	Add tip line to EFT Draft	Yes = 4 No = 0		
27	PIN Pad type:	DUKPT = 0 ROTATE = 1		
	Use magnetic card reader (MCR)?	Yes = 2 No = 0		
	Use Alpha Program overlay?	Yes = 0 No = 4		
28	MSR uses tracks 1 & 2 or tracks 3 & 4?	1 & 2 = 0 3 & 4 = 1		
29	MSR Connected to	DataTran = 0 PDC = 1 Register = 2		

System Options - Reference Information

#	Option	Description
2	Clerk sign on method is Direct Entry or Code Entry	For direct entry, enter the clerk code and press the **CLERK** key. For code entry, press the **CLERK** key, enter the clerk code and press the **CLERK** key.
6	Allow the post tender function	Select **Y** to allow re-tendering should a second change calculation become necessary. Re-enter the tendered amount and press the **CASH** key to show the new change computation.
14	Hash is NORMAL or NON-ADD	**Normal** Hash adds to all totals except the gross and net sales totals on the financial report. **Non-add** Hash does not add to any totals, except the HASH total on the financial report.
17	Split Pricing is deactivated?	If **N**, both multiplication and split pricing calculations can be done with the **@/FOR** key. If **Y**, only multiplication can be done with the **@/FOR** key.
18	Enable Direct Multiplication	If **Y**, you can multiply preset items by simply entering the quantity, then pressing the preset PLU key.
21	Display add price of linked item?	When Y, the customer display shows a total of the item and linked item. For example, if PLU is $1.00 and is linked to PLU2, which is $0.25, the display will show $1.25.
21	Allow Swedish round on subtotal?	Swedish rounding rounds as below: .00 - .02 = .00 .03 - .07 = .05 .08 - .09 = .10
22	Allow Swedish round on cash?	Swedish rounding rounds as below: .00 - .02 = .00 .03 - .07 = .05 .08 - .09 = .10

Print Option Programming

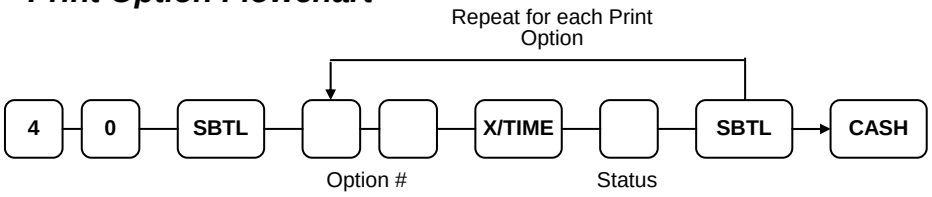
Refer to the "Print Option Table" to review the print options. Read each option carefully to determine if you wish to make any changes.

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

Programming a Print Option

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

Print Option Flowchart



Print Option Table

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

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

21	Print preamble message on receipt?		Yes = 0 No = 1		
	Print postamble message on receipt?		Yes = 0 No = 2		
22	NOT USED				
23	Print average items per customer on the Financial report?		Yes = 0 No = 1		
	Print average sales per customer on the Financial report?		Yes = 0 No = 2		
24	Allow a second receipt for the same transaction?		Yes = 1 No = 0		
	Priority print by group on the kitchen printer?		Yes = 2 No = 0		
	Print the PLU number and descriptor on the receipt?		Yes = 4 No = 0		
25	Do not print when polling reports?		Yes = 1 No = 0		
	Print PLU# on PLU report?		Yes = 2 No = 0		
	Grand total is:	Net sale =	4		
		Gross sale =	0		
26	NOT USED		0		
27	Send order to the kitchen printer when the **SBT**L key is pressed?		Yes = 1 No = 0		
28	Print pre graphic logo on receipt?		Yes = 1 No = 0		
	Print post graphic logo on receipt?		Yes = 2 No = 0		
29	NOT USED				
30	Pre graphic logo	Default =	0		
		User =	1		
	Post graphic logo	Default =	0		
		User =	2		
31	Number of pre-feeding lines on receipt.		0-9		
32	Number of post-feeding lines on receipt.		0-9		
33	Print Electronic Journal:	Newest to Oldest	0		
		Oldest to Newest	1		
34	Number of DataTran Receipt Copies:		0-99		
35	Mask card numbers on EFT drafts?		Yes = 1 No = 0		
	Condensed printer font size?		Yes = 2 No = 0		

Print Options - Reference Information

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

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

Function Key Programming

Three programs are used to program function keys:

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

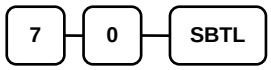
In this chapter you will find:

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

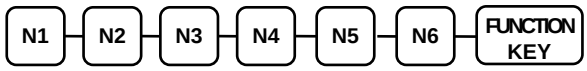
Program 70 - Function Key Options

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

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



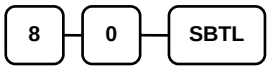
3. Enter the values for the option digit or digits. Depending on the function key you are programming, you may enter up to six digits **N1** through **N6**. Determine the values for **N1** through **N6** by referring to the specific function key information that follows. (**You do not need to enter preceding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



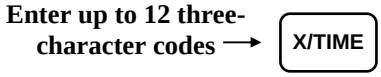
4. To program additional function keys, repeat from step 3, or press the **CASH** key to finalize the program.

Program 80 - Function Key Descriptor

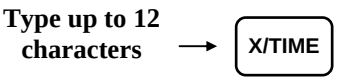
1. Turn the control lock to the **P** position.
2. To begin the program, enter **8 0**, press the **SBTL** key.



3. Enter up to 12 three-character codes and press the X/TIME key. (See "Descriptor Code Chart" on page 74.)



Or, insert the Alpha Keyboard Overlay (see "Alpha Program Overlay" on page 74), type up to 12 characters and press the **X/TIME** key.

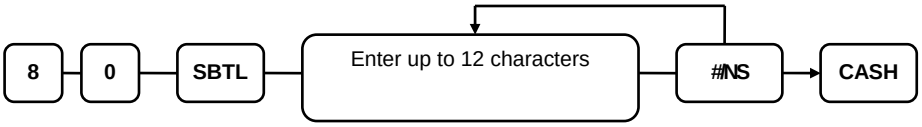


4. To program additional function keys, repeat from step 3, or press the **CASH** key to finalize the program.

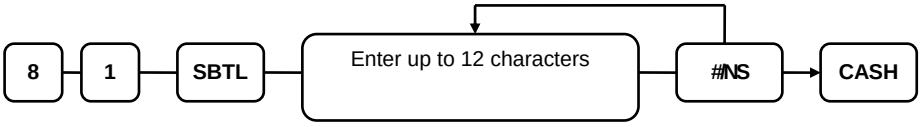
Descriptor Programs for the #/No Sale Key - Programs 80 & 81

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

To program the no sale descriptor:



To program the # descriptor:

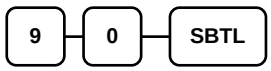


Program 90 - Function Key HALO

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

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

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

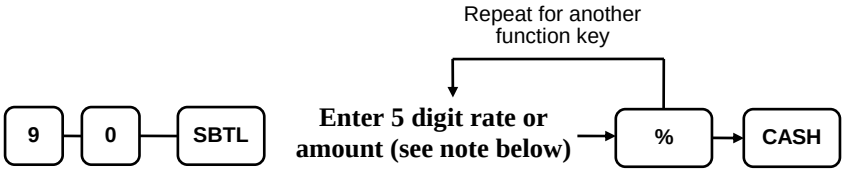


3. Enter a HALO of up to eight digits, (or "0" for no HALO). Press the function key on the keyboard you wish to program.

Enter 1-8 digit HALO

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

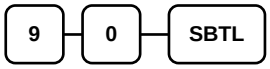
Program 90 Instructions for %1-%5 Keys



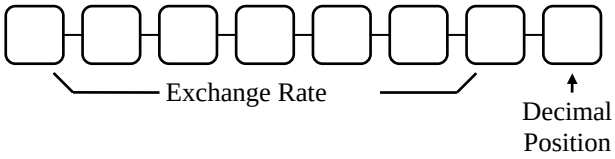
Note: If key is amount, enter 5 digit HALO, or 0 for no HALO. If key is percentage enter the percentage in a five-digit format, without the decimal (XX.XXX). For example: for 10%, enter 10000; for 5.55%, enter 05550; for 99.999%, enter 99999.

Instructions for Currency Conversion Rate - Program 90

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



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



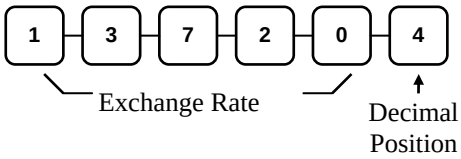
4. Press the function key on the keyboard you wish to program.

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

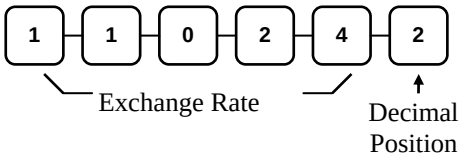
Currency Exchange Rate Programming Examples

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

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

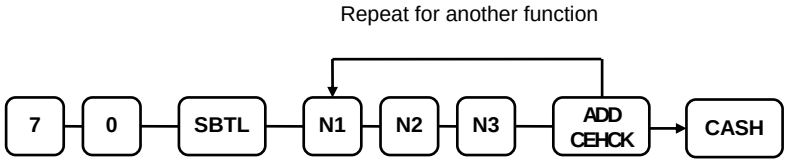


The US dollar (home currency) is worth 110.24 Japanese Yen (foreign currency).



ADD CHECK - Function Key Options

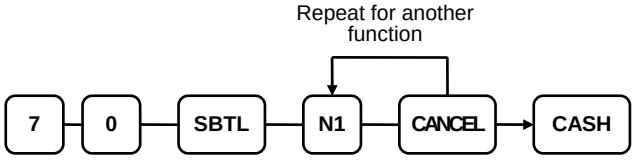
Options - Program 70 (P-Mode)



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

CANCEL - Function Key Options

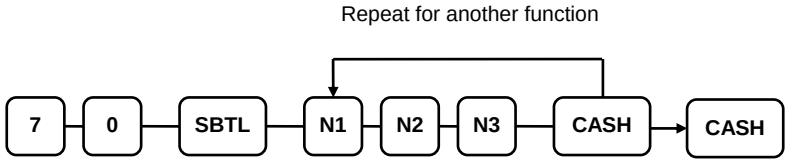
Options - Program 70 (P-Mode)



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

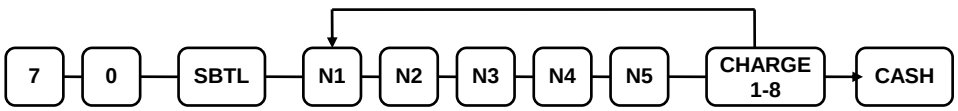
CASH - Function Key Options

Options - Program 70 (P-Mode)



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

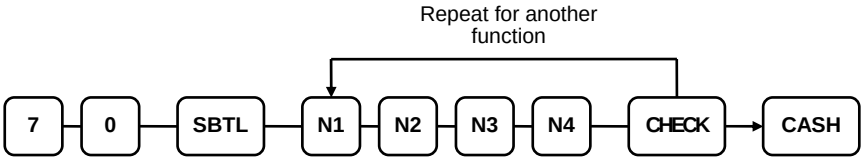
CHARGE 1-8 - Function Key Options



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

CHECK - Function Key Options

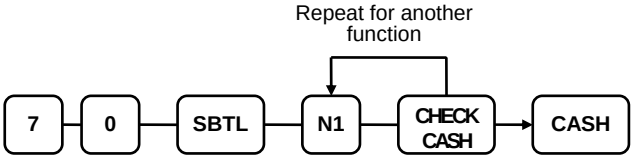
Options - Program 70 (P-Mode)



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

CHECK CASHING - Function Key Options

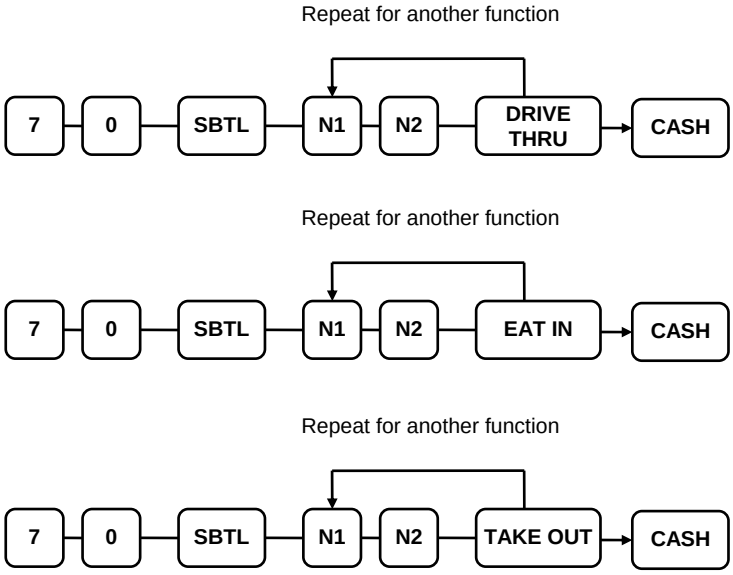
Options - Program 70 (P-Mode)



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

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

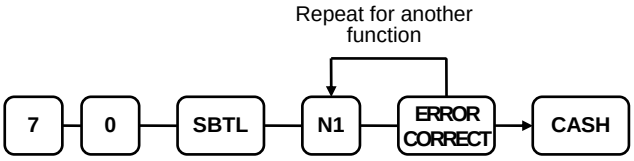
Options - Program 70 (P-Mode)



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

ERROR CORRECT - Function Key Options

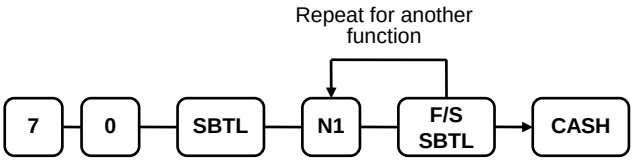
Options - Program 70 (P-Mode)



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

F/S Subtotal - Function Key Options

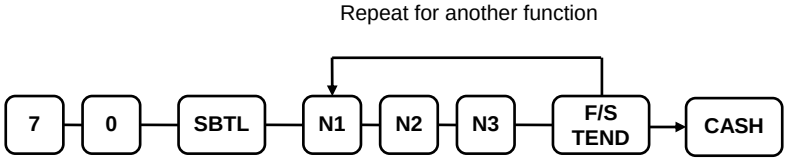
Options - Program 70 (P-Mode)



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

F/S TEND - Function Key Options

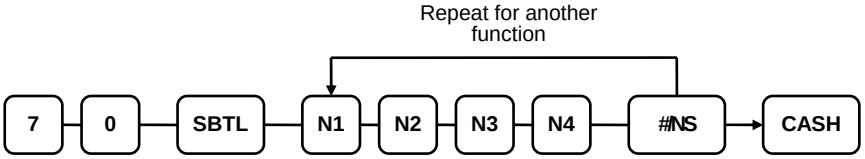
Options - Program 70 (P-Mode)



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

#/NS - Function Key Options

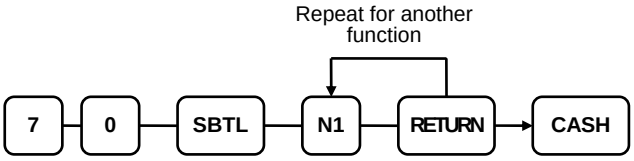
Options - Program 70 (P-Mode)



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

MDSE RETURN - Function Key Options

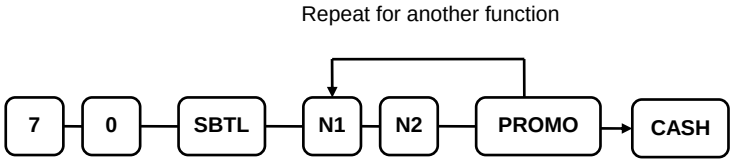
Options - Program 70 (P-Mode)



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

PROMO - Function Key Options

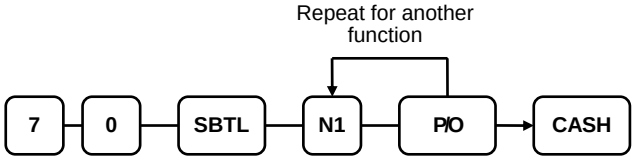
Options - Program 70 (P-Mode)



Address	OPTION	VALUE	=	SUM
N1	Key is inactive?	Yes = 1 No = 0		
	Key is active in **X** control lock position only?	Yes = 2 No = 0		
	Taxable by rate 1?	Yes = 4 No = 0		
N2	Taxable by rate 2?	Yes = 1 No = 0		
	Taxable by rate 3?	Yes = 2 No = 0		
	Taxable by rate 4?	Yes = 4 No = 0		

PAID OUT 1-3 - Function Key Options

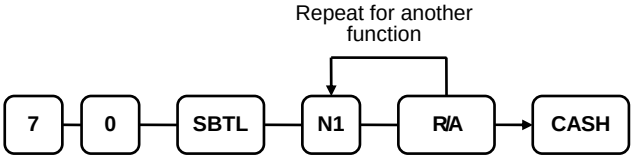
Options - Program 70 (P-Mode)



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

RECD ON ACCT 1-3 - Function Key Options

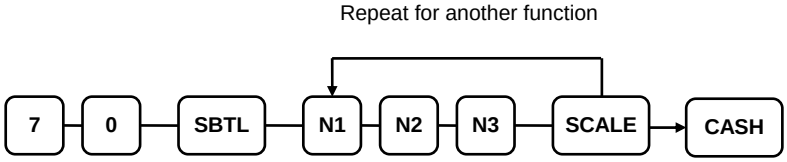
Options - Program 70 (P-Mode)



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

SCALE - Function Key Options

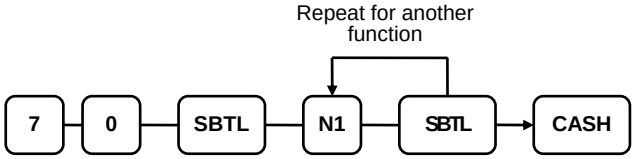
Options - Program 70 (P-Mode)



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

SUBTOTAL - Function Key Options

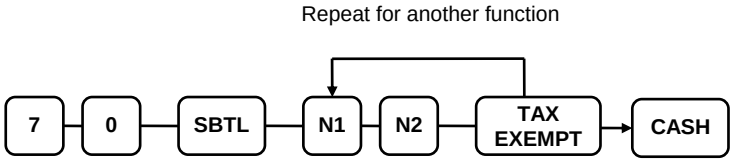
Options - Program 70 (P-Mode)



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

TAX EXEMPT - Function Key Options

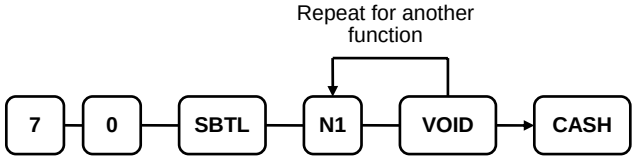
Options - Program 70 (P-Mode)



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

VOID - Function Key Options

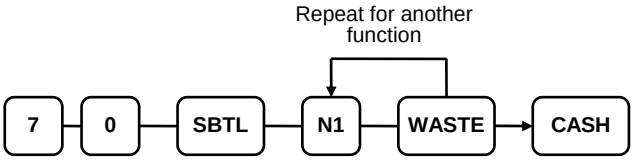
Options - Program 70 (P-Mode)



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

WASTE - Function Key Options

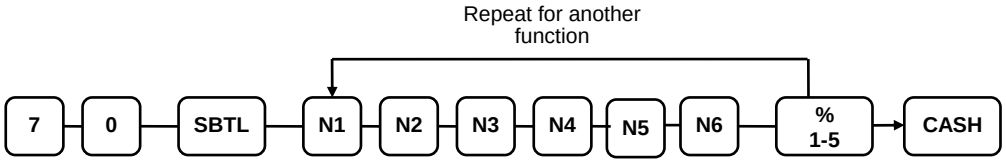
Options - Program 70 (P-Mode)



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

%1-%5 Function Key Options

Options - Program 70 (P-Mode)



Address	OPTION		VALUE	=	SUM
N1	Allow % key preset override active in **X** control lock position only?		Yes = 1 No = 0		
	Not affect Net Sales Total?		Yes = 2 No = 0		
N2	Reduce (or increase) the food stamp subtotal by % entry?		Yes = 1 No = 0		
	Allow only one time subtotal entry?		Yes = 2 No = 0		
	Allow multiple amount discounts (coupons) without pressing subtotal?		Yes = 4 No = 0		
N3	%/Amount taxable tax 2?		Yes = 1 No = 0		
	%/Amount taxable tax 3?		Yes = 2 No = 0		
	%/Amount taxable tax 4?		Yes = 4 No = 0		
N4	Apply an:	Amount =	1		
		Percentage =	0		
	Key is inactive?		Yes = 2 No = 0		
	% Key is active in **X** control lock position only?		Yes = 4 No = 0		
N5	% Key is:	Open =	1		
		Preset =	0		
	% Key is:	Sale =	2		
		Item =	0		
	Allow % key override preset?		Yes = 4 No = 0		
N6	% Key is:	Positive =	1		
		Negative =	0		
	%/Amount taxable tax 1?		Yes = 2 No = 0		

Clerk Programming

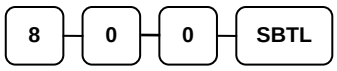
Clerks (which may be used as cashiers), have the following programming options. These options are set through separate programs:

- *Program 800 - Secret Code programming* determines the code that is used for clerk sign on if a code entry sign on method is selected in system option #2 (See "System Option Programming" on page 77.)
- *Program 810 - Clerk Descriptor Programming* allows you to set a unique, up to 12 character, descriptor for each clerk

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

Program 800 - Secret Code Programming

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



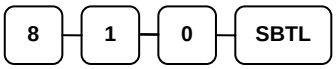
3. Enter the number (**1**-**10**) of the clerk you wish to program; press the **X/TIME** key.

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

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

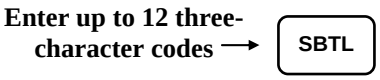
Program 810 - Clerk Descriptor Programming

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

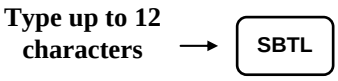


3. Enter the number (**1**-**10**) of the clerk you wish to program; press the **X/TIME** key.

4. Enter up to 12 three-character codes and press the **SBTL** key. (See "Descriptor Code Chart" on page 74.)



Or, insert the Alpha Keyboard Overlay (see "Alpha Program Overlay" on page 74), type up to 12 characters and press the **SBTL** key.



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

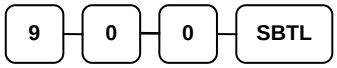
Group Programming

20 Group totals are available to accumulate totals of individual PLUs that are assigned to each group. Each PLU can be assigned to one, two or three different groups. (See "Program 150 - PLU Group Assignment" on page 71 to program PLU groups for each PLU.) Note that the first group to which a PLU is assigned is used for kitchen printer assignment.

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

Programming Group Status - Program 900

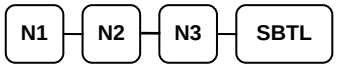
1. Turn the control lock to the **P** position.
2. To begin the program, enter **9 0 0**, press the **SBTL** key.



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

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

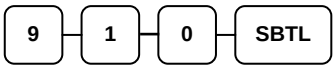
Address	OPTION	VALUE	=	SUM
N1	Group total is added to the total of all groups on the Group report?	Yes = 0 No = 1		
	Send to kitchen printer?	Yes = 2 No = 0		
N2	No Choice	0		
	KP PORT# : R(requisition on the register receipt)	1		
	KP PORT#: 1	2		
	KP PORT#: 2	4		
N3	Print RED on KP?	Yes = 1 No = 0		



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

Programming Group Descriptors

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



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

4. Enter up to 12 three-character codes and press the **SBTL** key. (See "Descriptor Code Chart" on page 74.)

Enter up to 12 three-character codes → SBTL

Or, insert the Alpha Keyboard Overlay (see "Alpha Program Overlay" on page 74), type up to 12 characters and press the **SBTL** key.

Type up to 12 characters → SBTL

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

CASH

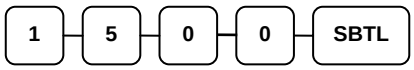
Miscellaneous Programming

Macro Key Sequence Programming

Macros are special function keys that are used to execute a sequence of key depressions. For example, a macro might be used to execute a string of reports or to automatically tender a preset amount. Up to ten different macros may be placed on the keyboard. (See "Function Key Assignment Programming" on page 57 to place macros on the keyboard.)

To Program a Macro

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



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

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

Type up to 50 keystrokes

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

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

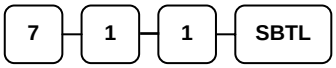
To Remove a Macro

If you wish to change a macro sequence change the function key assignment of the key to '**Inactive**', and then reassign the macro function and reprogram the keystrokes as shown above. (See "Function Key Assignment Programming" on page 57.)

Programming the Macro Name

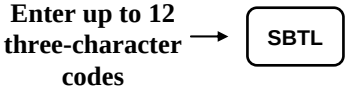
Up to ten function locations may be designated as Macro keys. You may wish to program a name for a macro. For example if a macro executes a series of commands to produce daily reports, you can program the descriptor “DAILY”, so the macro can easily be identified. Macro names can also be helpful when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

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

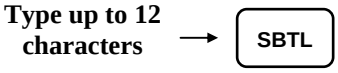


3. Enter the number of the Macro you wish to program (1-10); press the **X/TIME** key.

4. Enter up to 12 three-character codes and press the X/TIME key. (See “Descriptor Code Chart” on page 74.)



Or, insert the Alpha Keyboard Overlay (see “Alpha Program Overlay” on page 74), type up to 12 characters and press the **X/TIME** key.



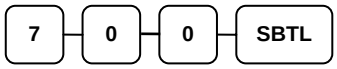
5. Press the **CASH** key to finalize the program.

Logo Descriptor Programming

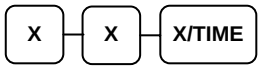
Programming the Receipt

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

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

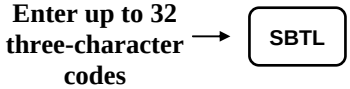


3. Refer to the chart below and enter the number that represents the line you wish to program; press the **X/TIME** key.

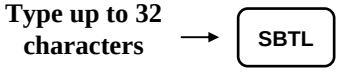


X	Message Line
1	1st line of Preamble
2	2nd line of Preamble
3	3rd line of Preamble
4	4th line of Preamble
5	5th line of Preamble
6	6th line of Preamble
7	1st line of Postamble
8	2nd line of Postamble
9	3rd line of Postamble
10	4th line of Postamble
11	5th line of Postamble
12	6th line of Postamble
13	1st line of Datatran Message
14	2nd line of Datatran Message
15	3rd line of Datatran Message
16	4th line of Datatran Message

4. Enter up to 32 three-character codes and press the **SBTL** key. (See "Descriptor Code Chart" on page 74.)



Or, insert the Alpha Keyboard Overlay (see "Alpha Program Overlay" on page 74), type up to 32 characters and press the **SBTL** key.



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

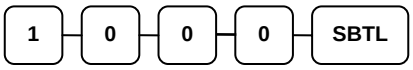
NLU Code Number Programming

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

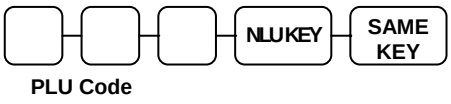
On the default keyboard, there are 12 NLU keys and the PLU# assigned to the NLU key is the same, i.e. NLU key number one is PLU #1. However, with this program, you can assign any PLU number you wish to any one of the 12 possible NLU keys.

Programming the NLU Code Number

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



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



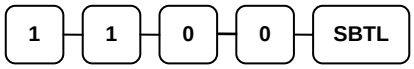
4. Repeat step #3 to program additional NLU locations, or press **CASH** to finalize the program.

Cash-In-Drawer Limit Programming

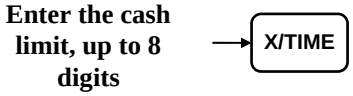
You can set a cash-in-drawer limit. When cash in drawer exceeds the limit a warning will display on the screen. You must press CLEAR to remove the warning and continue operations. The warning will continue to appear at the completion of every transaction with the limit exceeded, until you use the PAID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

Programming the Drawer Limit

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



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



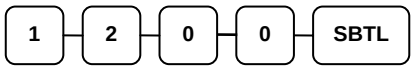
4. Press the **CASH** key to finalize the program.

Check Change Limit Programming

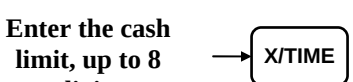
Use this program to set the maximum amount of cash that can be returned when a check is tendered for an amount greater than the amount of the sale. For example, if the check change limit is $10.00 the maximum amount that can be tendered into the check key on a $5.00 sale is $15.00.

Programming the Check Change Limit

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



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



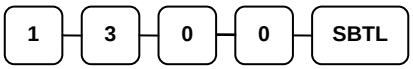
4. Press the **CASH** key to finalize the program.

Date and Time Programming

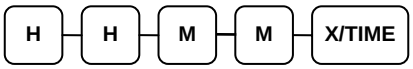
Use this program to set the clock and calendar on your *ER-390M*. The date changes automatically. After initial setting, time changing will probably be required only for beginning and ending daylight savings time.

Programming the Date and Time

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



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



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

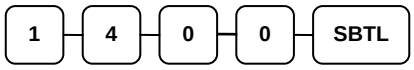
5. Press the **CASH** key to finalize the program.

Scale Tare Weight Programming

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

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

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



3. Enter the number (**1**-**4**) of the tare you wish to program; press the **X/TIME** key.

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

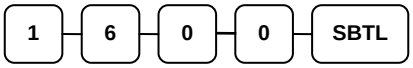
5. To program additional tare weights, repeat from step 3, or press the **CASH** key to finalize the program.

Machine Number Programming

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

Programming the Machine Number

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



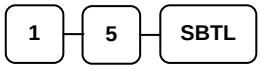
3. Enter a machine number (up to 5 digits); press the **X/TIME** key.

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

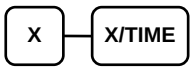
Program Scans

Since much time and energy has been invested in the planning and programming of your *ER-390M*, it is advisable to print a hard copy of the final program for future reference. This copy should be kept in a safe place.

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



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



X	Program	X	Program
0	Group	**7**	Postamble message
1	Tax	**8**	Macro Name
2	System option	**9**	Drawer Limit
3	Print option	**10**	Check Change Limit
4	Function keys	**11**	Time & Date
5	Clerk	**12**	Tare Weight
6	Preamble message	**13**	Machine Number

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

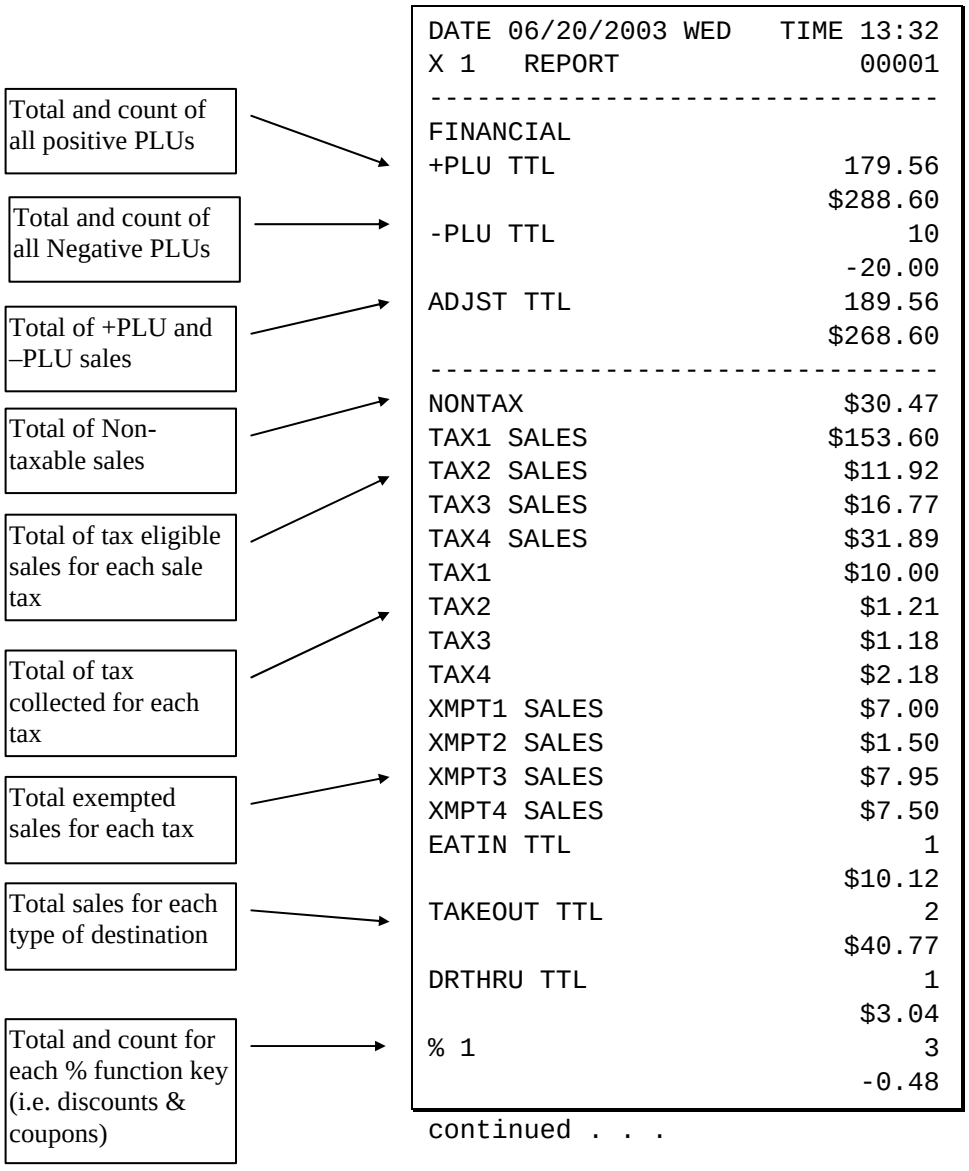
Press the first of the PLU keys that are to be scanned and press the last PLU key,

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

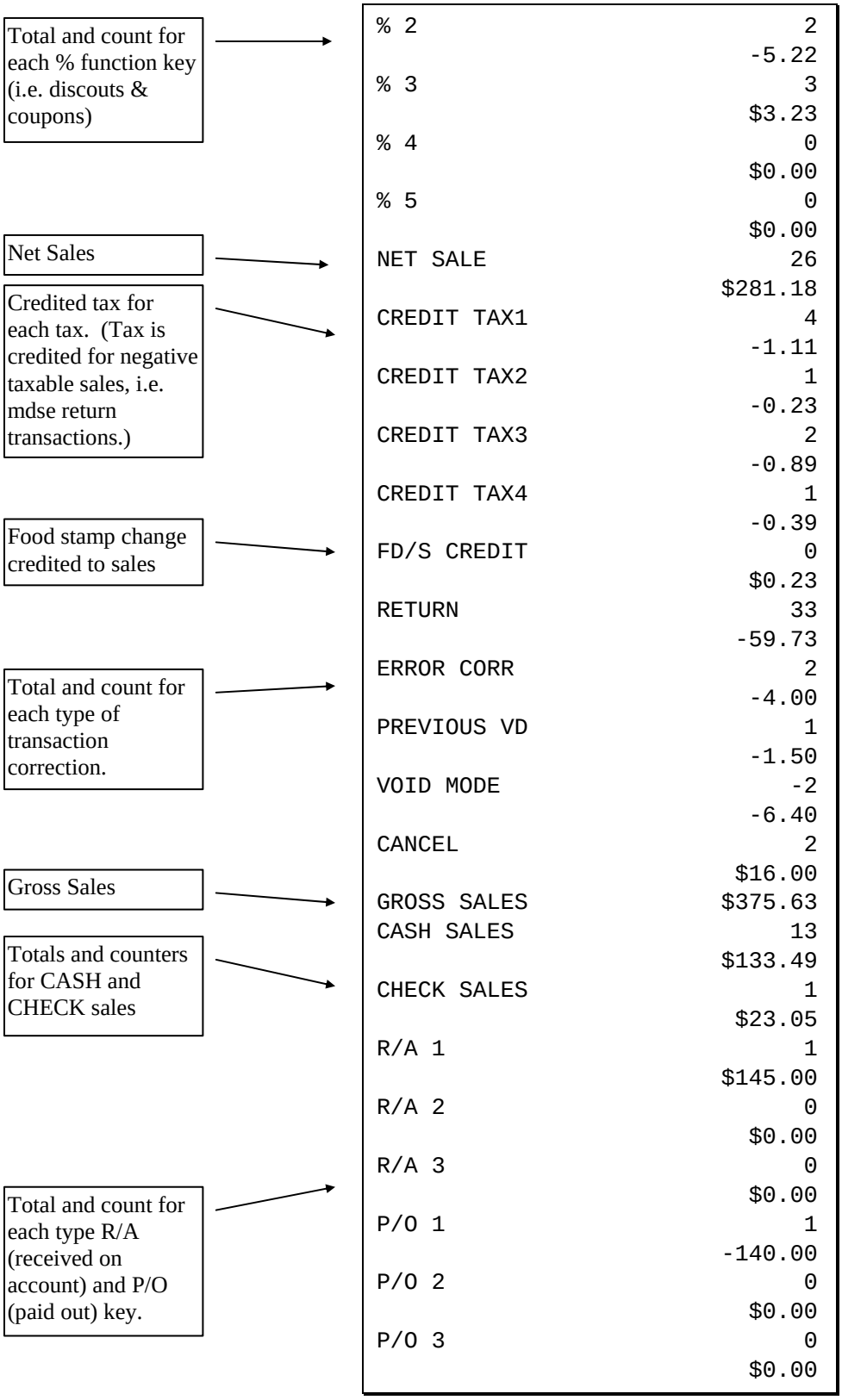
6. To read additional parts of the program, repeat from step 3, or press the **CASH** key to finalize the program.

Sample Reports

Financial

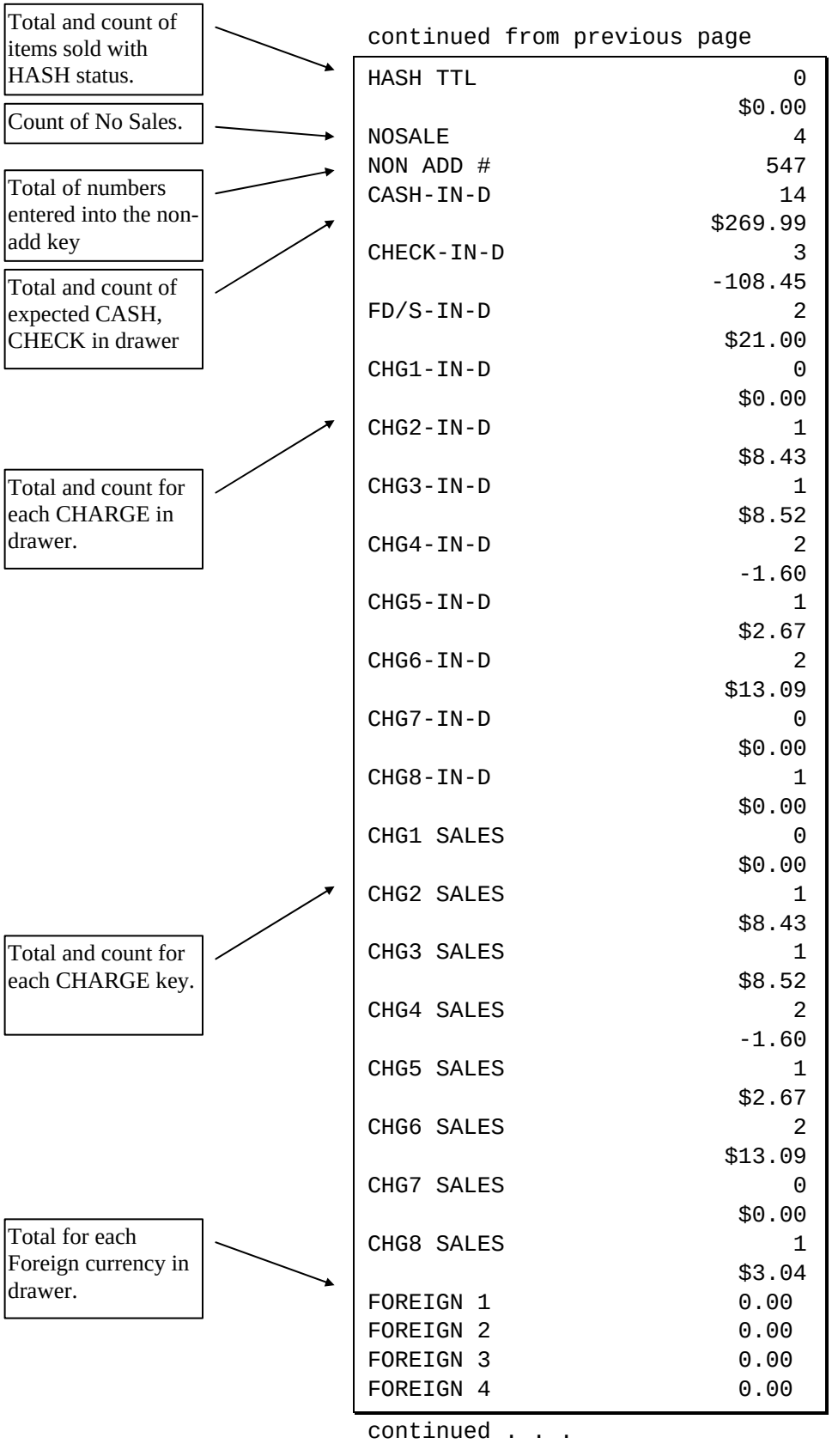


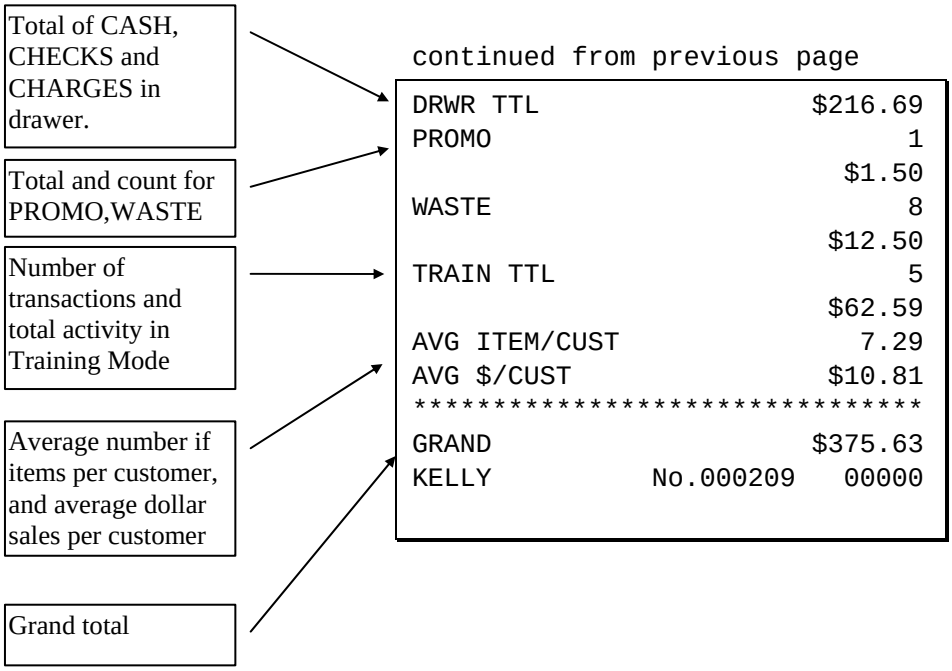
continued from previous page



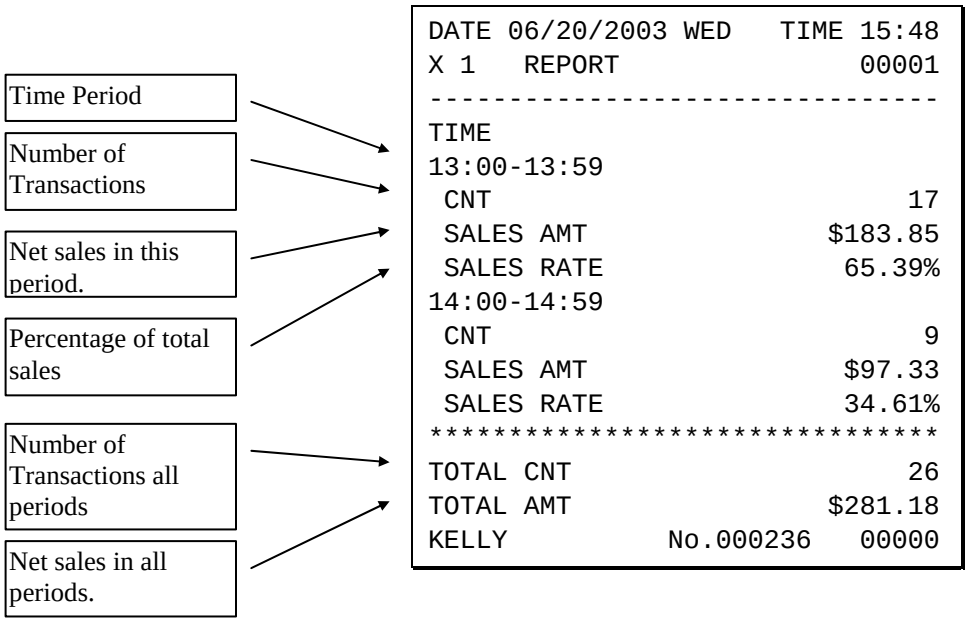
% 2	2
	-5.22
% 3	3
	$3.23
% 4	0
	$0.00
% 5	0
	$0.00
NET SALE	26
	$281.18
CREDIT TAX1	4
	-1.11
CREDIT TAX2	1
	-0.23
CREDIT TAX3	2
	-0.89
CREDIT TAX4	1
	-0.39
FD/S CREDIT	0
	$0.23
RETURN	33
	-59.73
ERROR CORR	2
	-4.00
PREVIOUS VD	1
	-1.50
VOID MODE	-2
	-6.40
CANCEL	2
	$16.00
GROSS SALES	$375.63
CASH SALES	13
	$133.49
CHECK SALES	1
	$23.05
R/A 1	1
	$145.00
R/A 2	0
	$0.00
R/A 3	0
	$0.00
P/O 1	1
	-140.00
P/O 2	0
	$0.00
P/O 3	0
	$0.00

continued . . .

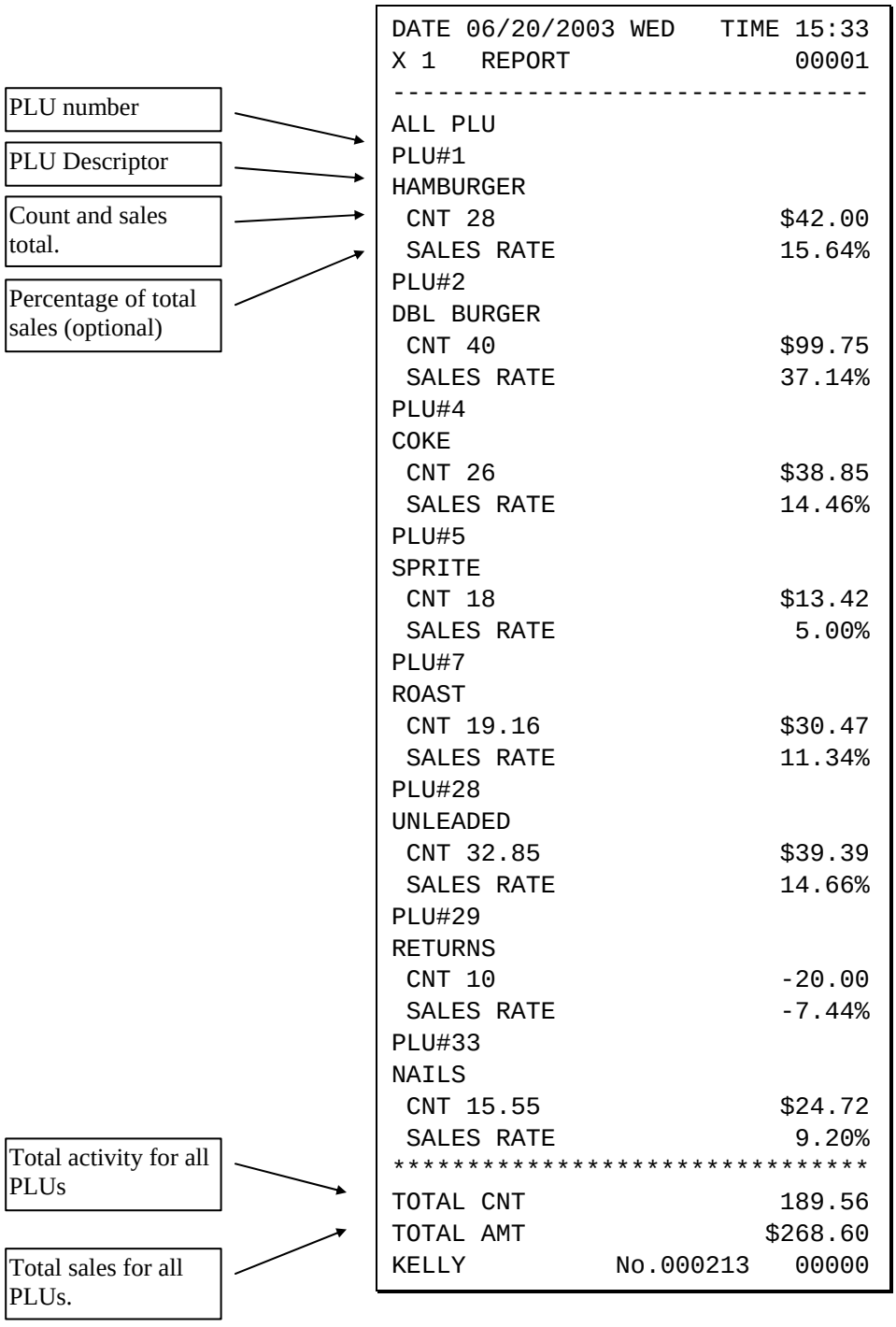

Total and count of items sold with HASH status.
Count of No Sales.
Total of numbers entered into the non-add key
Total and count of expected CASH, CHECK in drawer
Total and count for each CHARGE in drawer.
Total and count for each CHARGE key.
Total for each Foreign currency in drawer.
continued from previous page
HASH TTL 0
$0.00
NOSALE 4
NON ADD # 547
CASH-IN-D 14
$269.99
CHECK-IN-D 3
-108.45
FD/S-IN-D 2
$21.00
CHG1-IN-D 0
$0.00
CHG2-IN-D 1
$8.43
CHG3-IN-D 1
$8.52
CHG4-IN-D 2
-1.60
CHG5-IN-D 1
$2.67
CHG6-IN-D 2
$13.09
CHG7-IN-D 0
$0.00
CHG8-IN-D 1
$0.00
CHG1 SALES 0
$0.00
CHG2 SALES 1
$8.43
CHG3 SALES 1
$8.52
CHG4 SALES 2
-1.60
CHG5 SALES 1
$2.67
CHG6 SALES 2
$13.09
CHG7 SALES 0
$0.00
CHG8 SALES 1
$3.04
FOREIGN 1 0.00
FOREIGN 2 0.00
FOREIGN 3 0.00
FOREIGN 4 0.00
continued . . .


Total of CASH, CHECKS and CHARGES in drawer.
Total and count for PROMO,WASTE
Number of transactions and total activity in Training Mode
Average number if items per customer, and average dollar sales per customer
Grand total
continued from previous page
DRWR TTL $216.69
PROMO 1
$1.50
WASTE 8
$12.50
TRAIN TTL 5
$62.59
AVG ITEM/CUST 7.29
AVG $/CUST $10.81
****
GRAND $375.63
KELLY No.000209 00000

Time

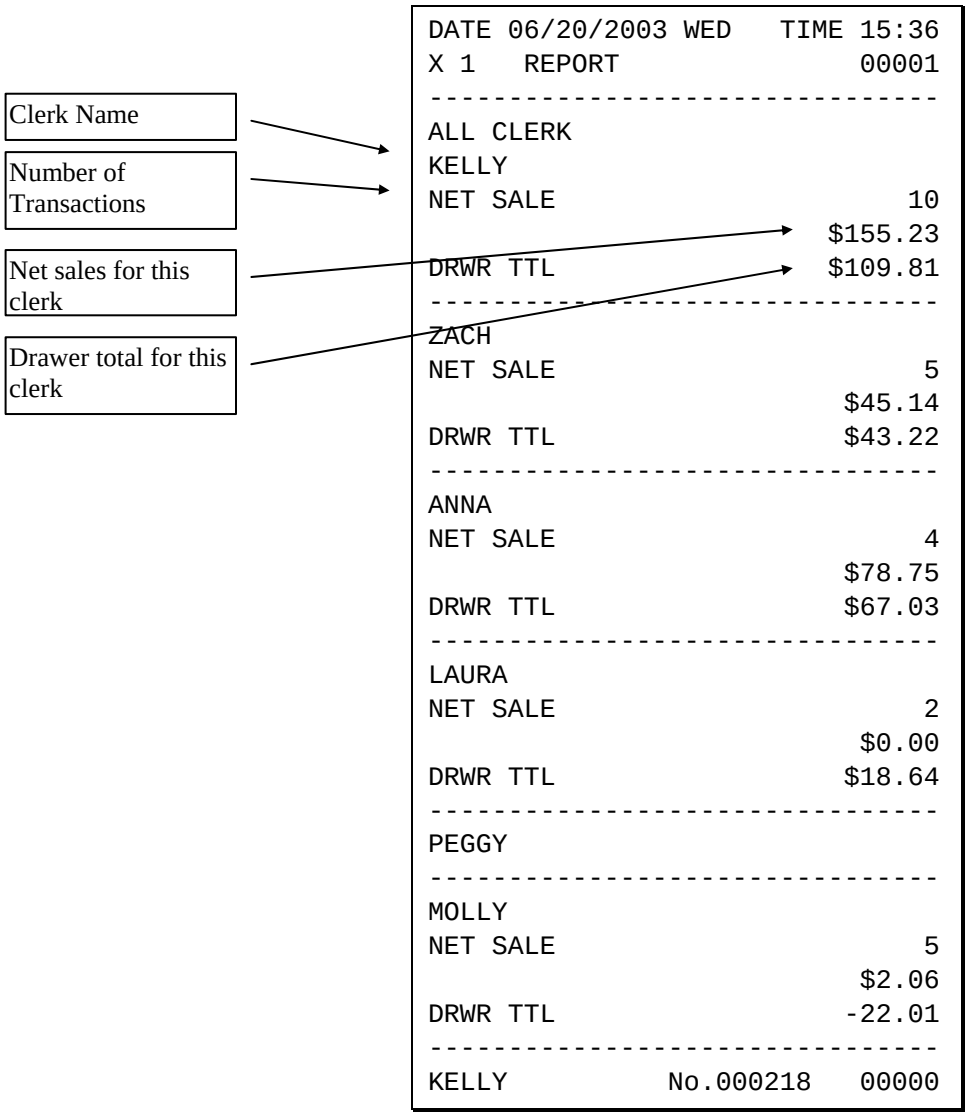

Time Period
Number of Transactions
Net sales in this period.
Percentage of total sales
Number of Transactions all periods
Net sales in all periods.
DATE 06/20/2003 WED TIME 15:48
X 1 REPORT 00001
TIME
13:00-13:59
CNT 17
SALES AMT $183.85
SALES RATE 65.39%
14:00-14:59
CNT 9
SALES AMT $97.33
SALES RATE 34.61%
TOTAL CNT 26
TOTAL AMT $281.18
KELLY No.000236 00000

PLU

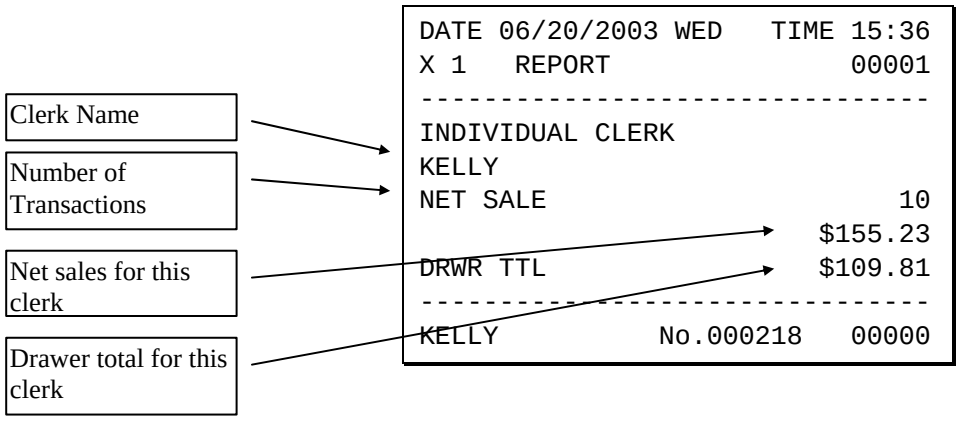

PLU number
PLU Descriptor
Count and sales total.
Percentage of total sales (optional)
Total activity for all PLUs
Total sales for all PLUs.
DATE 06/20/2003 WED TIME 15:33
X 1 REPORT 00001
ALL PLU
PLU#1
HAMBURGER
CNT 28 $42.00
SALES RATE 15.64%
PLU#2
DBL BURGER
CNT 40 $99.75
SALES RATE 37.14%
PLU#4
COKE
CNT 26 $38.85
SALES RATE 14.46%
PLU#5
SPRITE
CNT 18 $13.42
SALES RATE 5.00%
PLU#7
ROAST
CNT 19.16 $30.47
SALES RATE 11.34%
PLU#28
UNLEADED
CNT 32.85 $39.39
SALES RATE 14.66%
PLU#29
RETURNS
CNT 10 -20.00
SALES RATE -7.44%
PLU#33
NAILS
CNT 15.55 $24.72
SALES RATE 9.20%
TOTAL CNT 189.56
TOTAL AMT $268.60
KELLY No.000213 00000

Clerk

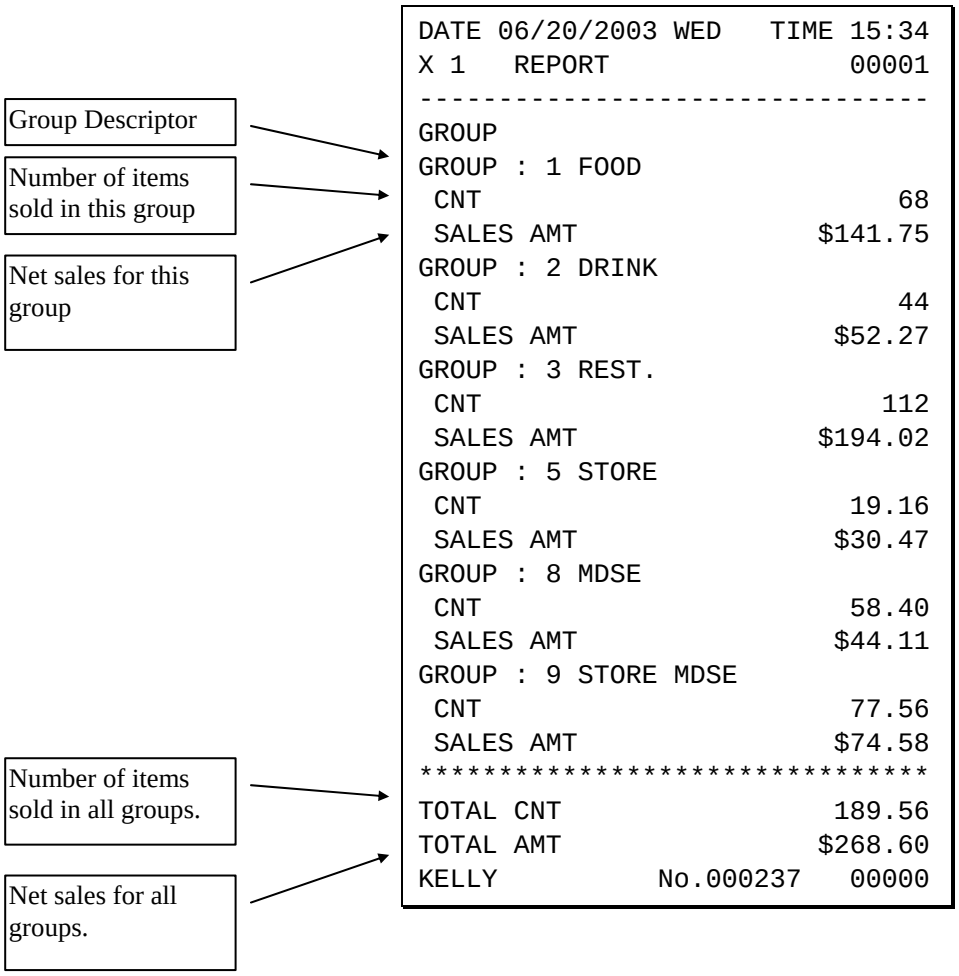
Note: Media totals can be printed for each clerk, if selected in Print Option Programming.



Individual Clerk



Groups


Group Descriptor
Number of items sold in this group
Net sales for this group
Number of items sold in all groups.
Net sales for all groups.
DATE 06/20/2003 WED TIME 15:34
X 1 REPORT 00001
GROUP
GROUP : 1 FOOD
CNT 68
SALES AMT $141.75
GROUP : 2 DRINK
CNT 44
SALES AMT $52.27
GROUP : 3 REST.
CNT 112
SALES AMT $194.02
GROUP : 5 STORE
CNT 19.16
SALES AMT $30.47
GROUP : 8 MDSE
CNT 58.40
SALES AMT $44.11
GROUP : 9 STORE MDSE
CNT 77.56
SALES AMT $74.58
TOTAL CNT 189.56
TOTAL AMT $268.60
KELLY No.000237 00000

Balancing Formulas

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

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

Integrated Payment Appendix

One Day Example of Credit Authorization

Open Batch

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

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

Sample Transaction

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

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

Sample Draft

```
5/26/04   10:10            00001

SALE                       $2.00
**********6301
APP: VITAL8
REF: 41415013334
REC NO : 1


  X_________________________
     I AGREE TO PAY ABOVE
    TOTAL AMOUNT ACCORDING
   TO CARD ISSUER AGREEMENT
```

Sample Draft – With Gratuity

To print the tip entry line, see System Option programming and set address #26.

```
5/26/04   10:10            00001

SALE                       $2.00
**********6301
APP: VITAL8
REF: 41415013334
REC NO : 1

TIP_____________________________

TOTAL___________________________


  X_________________________
     I AGREE TO PAY ABOVE
    TOTAL AMOUNT ACCORDING
   TO CARD ISSUER AGREEMENT
```

Manual Card Entry

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

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

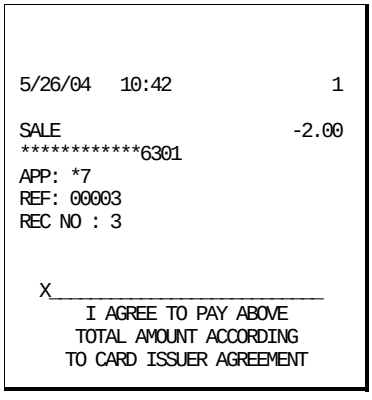
Merchandise Return

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

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

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

Sample Draft



Void Transaction

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

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

NOTE: The approval code is an alphanumeric entry. You must use the alpha code chart to determine the numeric entries. For example the approval code “VITAL8” would be entered as “086 073 084 065 076 056”, or if the Alpha Program Overlay is enabled, simply type VITAL8.

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

Local Total Report

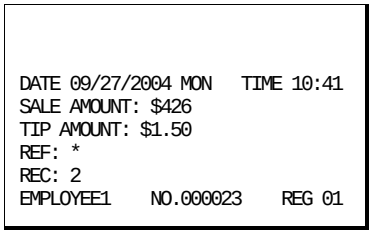
Run an Issue Local Total report to confirm that credit totals match the financial report before closing the batch. See “Issue Local Total” on page 135.

Tip (Gratuity) Entry

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

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

Sample Tip Chit

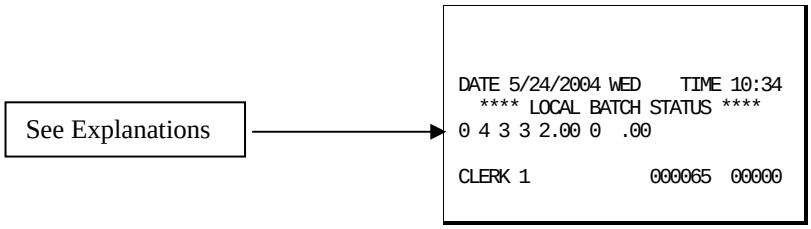


Close Batch

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

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

Close Batch



Local Batch Status Explanations:

(From Left to Right)

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

Reset Mode Procedures

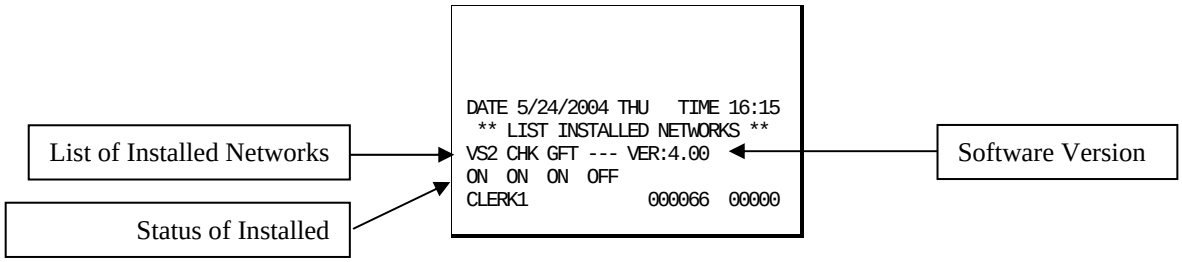
DataTran Function Table

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

Initialize EFT

Z-Mode: Enter **500**, press **SBTL**

Select Initialize EFT to verify communications, software versions and installed networks. Perform an Initialize EFT after a powerfail, after connecting/disconnecting the DataTran, after repair, or as the first step of your troubleshooting procedure.



Clear Curr Batch

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

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

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

Chg Batch Number

Z-Mode: Enter **504**, press **SBTL**

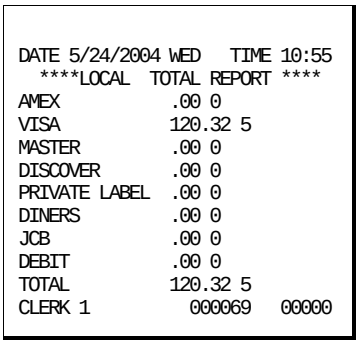
(At the ENTER BATCH NO message, enter the new number, press **CASH**.)

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

Issue Local Total

Z-Mode: Enter **505**, press **SBTL**

This report is added for ease of customer balancing actual totals in the Datatran to the system wide reports. A summary of each kind of credit card and a batch total should match the totals within the ER-390M report before the Settle Batch is attempted.



```
DATE 5/24/2004 WED   TIME 10:55
  ****LOCAL  TOTAL REPORT ****
AMEX           .00 0
VISA          120.32 5
MASTER         .00 0
DISCOVER       .00 0
PRIVATE LABEL  .00 0
DINERS         .00 0
JCB            .00 0
DEBIT          .00 0
TOTAL         120.32 5
CLERK 1         000069   00000
```

Issue Transaction

Z-Mode: Enter **506**, press **SBTL**

The Local Transaction Report contains details of each transaction in the current batch. These transactions will be stored for electronic payment applications using "terminal mode". (Where "host" mode is used, transaction data will be stored at the host site.) Transaction data is reset when the batch is closed.

Example

(See Appendix for report key.)

```
DATE 5/24/2004 WED    TIME 10:59
*** LOCAL TRANSACTION REPORT ***
1 A 54 ************6301 0501 1 V
ITAL6 * 100.00 * * * * * 4 * 052
604 113803 5 @ NY * * 00 * * D 1
00 00 * * * 00001 * * * * * 0524
04 113803 * * * * 00 *
CLERK 1           000070   00000
```

Issue Batch Status

Z-Mode: Enter **507**, press **SBTL**

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

See

```
DATE 5/24/2004 WED    TIME 10:34
  **** LOCAL BATCH STATUS ****
0 4 3 3 2.00 0  .00

CLERK 1           000065  00000
```

Local Batch Status Explanations:

(From Left to Right)

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

Dial In Load/Dial Out Load

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

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

If instructed by Datacap support, you can use these options to update DataTran software. Choose Enable Dial In Load to allow Datacap to call the DataTran and send updates. Choose Enable Dial Out Load to call Datacap to connect. You will be required to enter the phone number, the phone ID number (password given by Datacap) and the phone method: "0" for tone or "1" for pulse.

Required ECR Programs

1. You must set EFT status for the port you are using. See RS-232 Communication Option Programs on page 59. Set device function to "EFT Device" and set BAUD to "2400".
2. See System Option Programming on page 77. Set address #29 to **0** for Normal Draft with Normal Buffer Use. Add the value of **2** to your current value for a draft with a tip line.
3. See Print Option Programming on page 82. Set address #34 for the number of DataTran receipt copies you wish to print (**0-99**).
4. See CHARGE 1-8 - Function Key Options on page 94. Set option **N5** to reflect the type of payment: Credit, Debit or Gift (check with your representative for availability of gift card processing).

Local Transaction Report Key

A B C D E F G H I J K H I J K L M N O P Q R S T [U V WX Y Z AA BB]

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

	MIC Banknet Reference Number	9	9	Alphanumeric
	MIC Banknet Authorization Date	4	4	Numeric
	MIC POS Entry Mode	1	1	Alphanumeric
	MIC Mag Stipe Error Code	1	1	Alphanumeric
W	PS2000 Validation Code	4	4	Alphanumeric
X	Authorization Response Code	2	2	Alphanumeric
Y	PS2000 Authorization Currency Code or	3	3	Alphanumeric
	MIC Entry Mode Change Indicator Alphanumeric		1	1
	MIC Track Data - CVC Error	1	1	Alphanumeric
	MIC Track Data - Error Code	1	1	Alphanumeric
	ZMerchant Category Code	2	2	Alphanumeric
	AAEntry Mode	2	2	Alphanumeric
	BBOriginal Authorized Amount	3	11	Numeric

Local Transaction Report Field Definitions

A. Transaction Sequence Number: The DataTran will use this field to return the internal sequence number assigned to each accessed transaction.

B. Transaction Status: The DataTran will use this field to return the current status of each accessed transaction.
Allowed values: “A” = Authorized but not captured, “C” = Captured, “F” = Forced Entry, or “V” = Void.

C. Network Transaction Code: When available, the DataTran will use this field to return the service provider’s code assigned to each accessed transaction.

D. Credit Card Account Number: The DataTran will use this field to return the card account number used in each accessed transaction .

E. Expiration Date: The DataTran will use this field to return the expiration date of the credit card used in each accessed transaction.
Format: “YYMM” or “MMYY” (“YY” = year and “MM” = month).

F. Card Reader Flag: The DataTran will use this field to return the type of account number entry used in each accessed transaction.
Allowed values: 0 = Hand entered account number, or 1 = Entered by card reader.

G. Approval Code: The DataTran will use this field to return the approval code of each accessed transaction.

H. Reference Number: When available, the DataTran will use this field to return the reference number of each accessed transaction.

I. Transaction Amount: The DataTran will use this field to return the sales amount of each accessed transaction.
Format: -9999999.99 (decimal point required).

J. Operator ID: When available, the DataTran will use this field to return the cashier or operator ID number entered in each accessed transaction.

K. AMEX Category or Product Code: When available, the DataTran will use this field to return the American Express product or category code of each accessed transaction.

L. Arrival Date: When available, the DataTran will use this field to return the customer’s arrival date entered in each accessed transaction.
Formats: “MMDDYY” (“MM” = month, “DD” = day, and “YY” = year).

M. Departure Date: When available, the DataTran will use this field to return the customer’s departure date entered in each accessed transaction.
Formats: “MMDDYY” (“MM” = month, “DD” = day, and “YY” = year).

N. Gratuity Amount: When available, the DataTran will use this field to return the gratuity amount entered in each accessed transaction.
Format: -9999999.99 (decimal point required).

O. Media Type: The DataTran will use this field to return the media type used in each accessed transaction:
2 = American Express 6 = Private Label
3 = Visa 7 = Diner’s Club or Carte Blanche

4 = MasterCard 8 = JCB
5 = Discover 9 = Debit

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

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V1.1	6/20/2006	Clerk Descriptor Program Correction
V1.2	6/28/2006	Logo & Group Program Corrections

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www.crs-usa.com

(All specifications are subject to change without notice)

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