SAM4S

SAM4s ER-260EJ/ER-265EJ Electronic Cash Register

Operator and Programming Manual

Sam4s ER-260EJ/ER-265EJ OP Manual v1.63

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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 the AC plug.

   The insulation resistance between each blade of the AC plug and accessible conductive parts (see above) should be greater than 1 megaohm.
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.

Contents

Introduction

About the ER-260EJ/ER-265EJ

Congratulations! You have selected a very flexible electronic cash register designed for years of reliable service. The ER-260EJ raised keyboard model or the ER-265EJ flat keyboard model are budget friendly, powerful electronic cash registers that meet the needs of many merchants by providing big system features in a compact package.

The ER-260EJ/ER-265EJ features a unique operator screen that allows you to view itemized transaction information, as well as providing on screen programming that is simple and easy to use. This manual includes instructions for all models. The keyboard configuration defines the model. All other features are the same unless otherwise noted.

ER-265EJ
Flat Keyboard
49 Key-Keyboard
Single Printer

ER-260EJ
Raised Keyboard
49 Key-Keyboard
Single Printer

Basic Features and Functions

SAM4s ECR series electronic cash registers are designed to fit into many different retail and restaurant environments. Standard features include:

- Fast 15 lines per second thermal printing with easy drop-and-print paper loading.
- Cash drawer features a steel construction with a 5-bill, 5 or 6 coin removable insert with adjustable coin dividers, two media slots and a standard security lock and key.
- A two-line 16-character blue backlit alphanumeric LCD operator display and rotating rear customer display.
- SD Card Port for program Save/Load, report capture, firmware updates and graphics uploading.
- 7-position mode switch Mode Switch.
- 24-hour real-time clock with automatic day and date change.
- Four tax rates are available for Add-On Tax, Tax-Table, or 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).
- Memory allocation system supports the following system features. (Note: maximums are theoretical and may be available when other memory options are minimized. The ECR now provides 16mb memory, early versions provided 4mb.)
    - Up to 8,000 PLUs
    - Up to 99 Clerks/Cashiers
    - Up to 99 Group Totals
    - Up to 2 Price Levels per PLU
    - Up to 100 Mix & Match Discounts
    - Up to 30,000 Lines of Electronic Journal.
- A programmable keyboard allows customized placement of functions, as they are needed.
- You can choose manual previous balance posting.
- 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.
- Three standard RS-232C (RJ-45) Serial Ports for connection to optional POS peripherals. One USB Port and One LAN Port (10 Base-T Ethernet).

  The ECR series can connect to a scale, kitchen printer, EPAD KVS, remote journal, scanner, pole display, liquor interface, Datatran integrated payment appliance, or a PC.

Using This Manual

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

- ***"Getting Started"*** on page 27, provides quick start steps to help you get up and running for basic applications.
- ***"Operations"*** on page 37, guides you through the basic operation sequences.
- ***"Manager-Mode (X-Mode)"*** on page 75, explains manager controlled functions, along with X reports and balancing information.
- ***"Z-Mode"*** – on page 85 explains how to reset register reports as well as other functions performed in this mode: mix & match discounts, PLU lookups and DataTran operations.
- ***"Service-Mode Programming"*** on page 111 provides instructions for secure programming – usually done by the installing dealer prior to installation.
- ***"Program-Mode Programming"*** on page 137 provides complete programming instructions, including PLU, function key programs, and system options. This section is recommended for use by store owners and managers. Call your SAM4s dealer if you find you need programming assistance.
- ***"Sample Reports"*** on page 93 provides a sample of each register report.
- ***"Integrated Payment"*** on page 197 provides important operation information for users where optional integrated electronic payments are done using a Datacap appliance.

The SAM4s ER-260EJ/ER-265EJ allows many different user applications; this manual was written with this in mind. Although we have tried to touch on all available options, your specific application may differ.

If you have questions concerning the configuration of your ER-260EJ/ER-265EJ, please 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 PLU1 key:

This flowchart means:

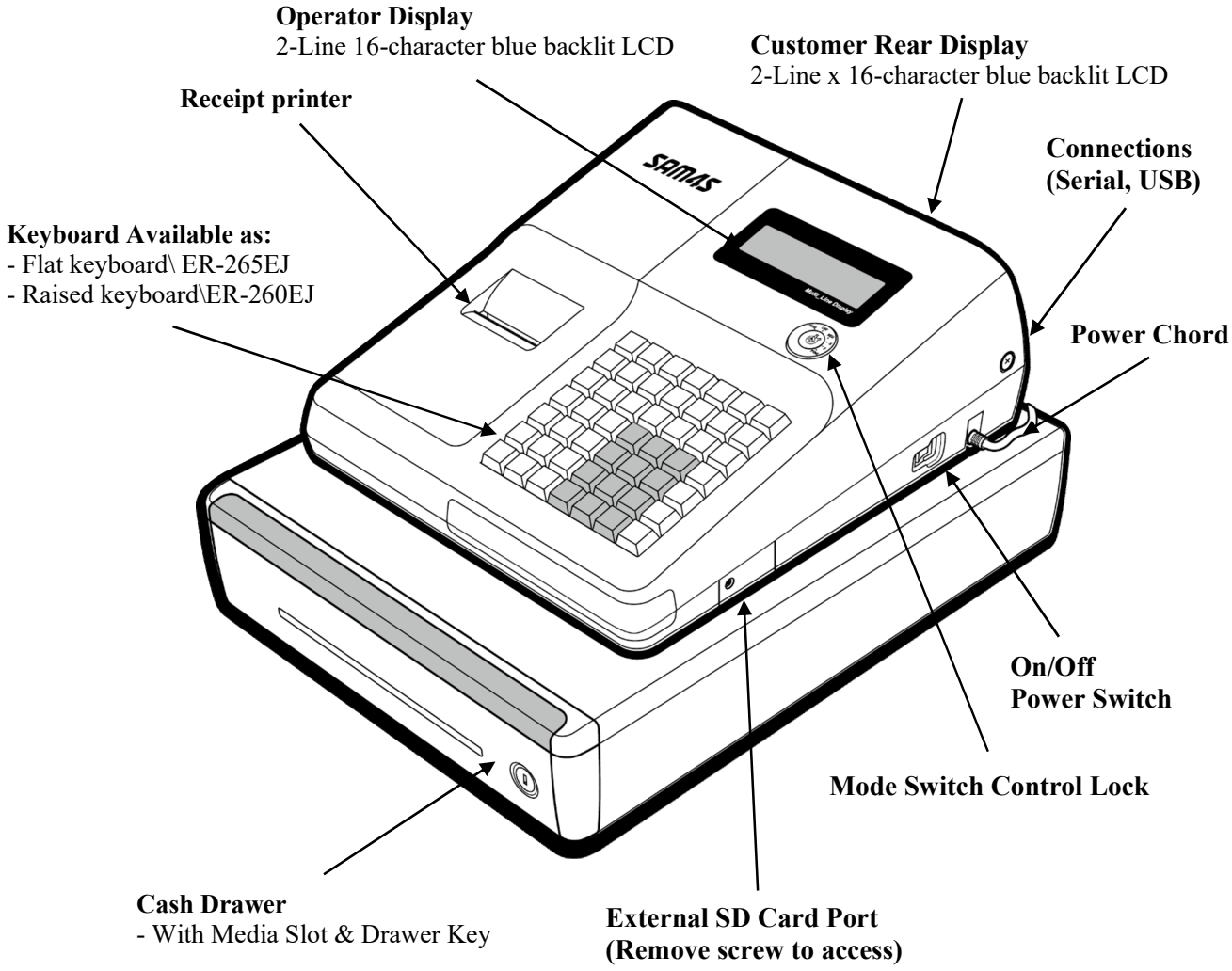
1. Press numeric key **1**.
2. Press numeric key **0**.
3. Press numeric key **0**.
4. Press **PLU #1**.

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

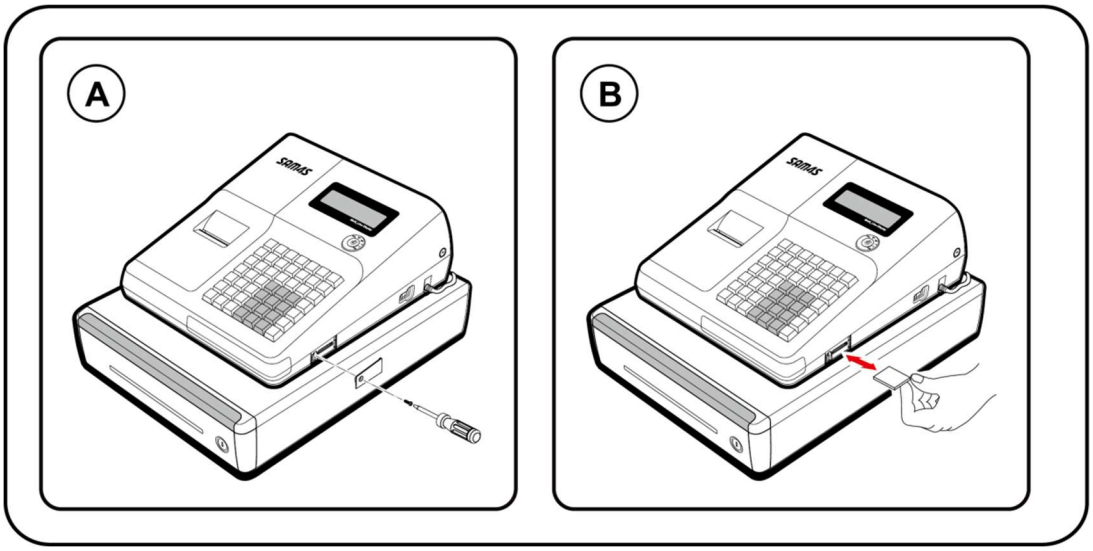
Programmable Features

- Memory Allocation System supports maximums of:
    - Over 8000 Price Look Ups (PLU's)
    - Up to 99 clerks with separate report totals
    - Up to 99 PLU Group totals
    - Up to 2 Price levels for each PLU
    - Up to 100 Mix & Match discounts
    - Up to 30000 lines of Electronic Journal
- Up to 5 PLU modifier keys (i.e. small, medium, and large)
- 24-character programmable descriptors for PLU's and functions
- Four tax rates with ADD-ON capability, Tax-Table or Value Added Tax (VAT)
- Programmable functionality for each key location
- 24-hour real-time clock with automatic day and date change
- Check, Cash, and up to 8 charge tender functions
- Currency conversion capability for up to 4 foreign currencies
- Training mode
- Programmable discount/surcharge/coupon keys
- Error Correct, Void, and Cancel Transaction functions
- Macro, Price Inquiry, Promo and Waste functions
- Management X and Z reports
- 6-line programmable preamble and postamble messages
- Programmable descriptors for financial and clerk reports

Identifying Components & Connections



Inserting External SD Card



- The SD slot is located on the right-hand side.
- Remove the security screw to access the slot.
- Insert or Remove the SD card.

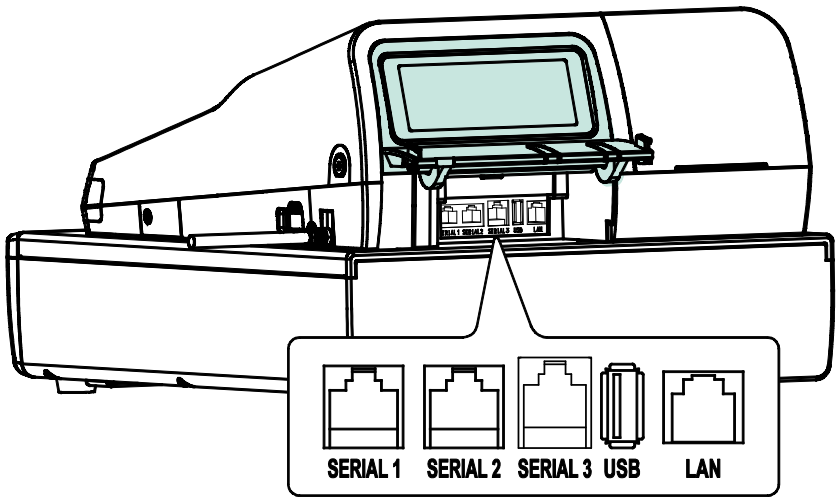
SD Card Specifications

The ER-260EJ/ER-265EJ Series ECR's can support up to 16GB SD cards. SD Cards must be formatted for FAT32 to use with the ECR.

Beginning at v4.0.44S you can elect to store PLU and EJ data to an SD card. Using the SD card allows the register memory allocation to be set to the maximum of 8000 PLUs and 30,000 EJ lines. When the SD card option is selected, the register must have an SD card installed before performing the Clear RAM Memory procedure and remain installed at all times during normal operations.

For installations using EMV integrated payment, an SD card must be placed in the SD card slot on the right side of the ECR. The SD card is used to store transaction records so they can be called up by invoice number for tip adjustment and/or voiding.

Connection Panel



- The ER-260EJ & ER-265EJ series ECR's have 3 RJ45 style Serial ports that can be used to connect to a PC, kitchen printer, scanner, pole display, scale, EFT devise, Datatran, and remote journal printer.
- The USB (Device and Host) port can be connected to PC, scanner or memory. For details, see "USB Setting" on page 121.

Operator Display

The ER-260EJ/ER-265EJ comes with a 2-Line 16-character blue backlit LCD Operator and customer display.

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

- When you are operating the register (in the **REG** or **VOID** Mode Switch positions), the current item registered is displayed.
- If an item is multiplied, or repeated, the display lists the quantity of the item sold.
  Note: Only quantities up to 99 are displayed in the quantity field.
- If you make an error, the screen specifies the type of error.
- When you are in the **X**, **Z**, **PGM**, or **S** Modes you can scroll through the option selections with the ↑**CHARGE2** and ↓**CHARGE1** keys.

As items are registered, the item description will display on the first line; price and quantity information will display on the second line. Additional information and error messages will display as appropriate and may be accompanied by an error tone.

Register Mode

Note: The **"CLOSED"** message will display if a clerk is not signed on.

```
REGISTER MODE
          CLOSED
```

Once a clerk is signed on the "CLOSED" message is removed.

```
REGISTER MODE
```

Void Mode

Note: The **"CLOSED"** message will display if a clerk is not signed on.

```
  VOID MODE
          CLOSED
```

Once a clerk is signed on the "CLOSED" message is removed.

```
  VOID MODE
```

Manager Mode (X)

Note: The "**CLOSED"** message will display if a clerk is not signed on.

Once a clerk is signed on, "MANAGER MODE" displays:

```
 MANAGER MODE
          CLOSED
```

Once a clerk is signed on the "CLOSED" message is removed.

```
 MANAGER MODE
```

Press the **CASH** to display X-Mode.

```
     X-MODE
1.X REPORTS
```

Z-Mode

The **Z-Mode**, **PGM-Mode**, and **S-Mode** keylock positions are accessible even without a clerk signed on.

```
     Z-MODE
1.Z REPORTS
```

Program Mode (PGM)

The **PGM-Mode**, **Z-Mode**, and **S-Mode** keylock positions are accessible even without a clerk signed on.

```
 PROGRAM MODE
1.PLU
```

Service Mode (S)

The **S-Mode**, **PGM-Mode**, and **Z-Mode** keylock positions are accessible even without a clerk signed on.

```
  SERVICE MODE
1.SELF TEST
```

Customer Display

The ECR comes with a built-in two-line 16-character 2-line backlit LCD display.

As items are registers, the item description will display on the first line; price and quantity information will display on the second line. Additional information and error messages will display as appropriate and may be accompanied by an error tone.

Using Display Menus

Manager (X), Z, Program and Service Modes use menus to allow access to additional functions. The menu system allows you to find specific reports or program settings without the need to consult a manual.

On the default keyboard, the ↓**CHARGE1** and the ↑**CHARGE2** allow you to scroll up and down through available options on the menu.

For example, review the Z-Mode menu:

1. Turn Mode Switch to **Z-Mode**.

```
      Z-MODE
1.Z REPORTS
```

2. Press ↓**CHARGE1** to display the next option or press ↑**CHARGE**2 to return to previous option.

```
      Z-MODE
2.RESET E.J.
```

3. Alternately, you can press the numeric digit for your selection to go directly to that selection. i.e. **4** as a shortcut to advance to the fourth item on the menu list.
4. With the appropriate item selected, press **CASH** to enter the operations, settings for the selected item.

```
      Z-MODE
4.CONNECT SERVER
```

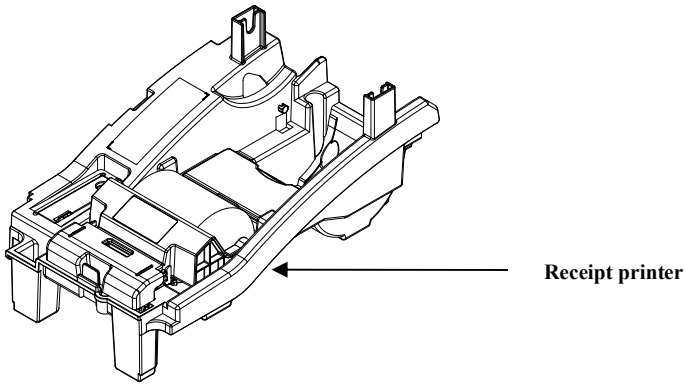
Note: If you or your installer has customized the keyboard the original locations of the ↓ and ↑ keys provide the scroll down and scroll up functions without regard to any new function assigned to those locations.

Printer

For information about loading paper into the printer, refer to the “Installing the Paper” on page 29.

ER-260EJ\ER-265EJ Series (1 Station)

ER-260EJ and ER-265EJ Models feature a single receipt printer.



Printer Specifications

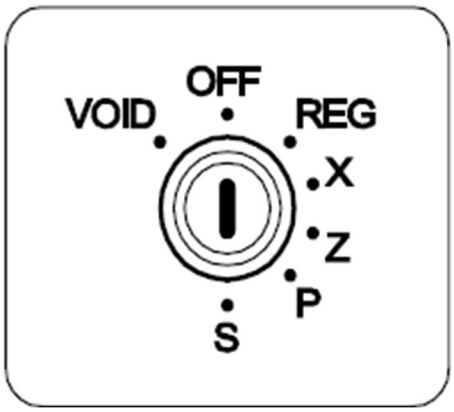
Paper		58mm Single-Ply Thermal Paper
Paper Loading:		Drop-in Loading
Paper Diameter:		70 Ø_max (Not use spool winding) 50 Ø_max (Use spool winding)
Print Speed:	Normal	50mm/s
	Max	70mm/s
Paper end sensor		YES

If Desired, you can set the system option to use the receipt printer as a detail printer.

Turn the Mode Switch to **PGM**: go to **4. Options > 1. System > 43. Use Receipt As Detail = [Y]**.

Mode Switch

The Mode Switch Mode Switch has 7 positions which can be accessed with one of the 5 keys that are provided with the ECR. Each ECR is shipped with two full sets of keys.



VOID	Use to void (correct) transactions outside of a sale.
OFF	The register is inoperable.
REG	Use for normal registrations.
X	Use to read register reports and perform manager functions.
Z	Use to read register reports and reset totals to zero, and access Datatran functions & operations.
P (PGM)	Use to program the register.
S	Use for Hardware tests and special settings. *(Not marked on the Mode Switch Mode Switch)*

Before performing any Register Mode operations, a clerk must be signed on. See "Clerk Sign-On Instructions" on page 38.

Mode Switch Control Keys

All ER-260EJ/ER-265EJ cash registers include two sets of keys that may be used to access the following Mode Switch positions.

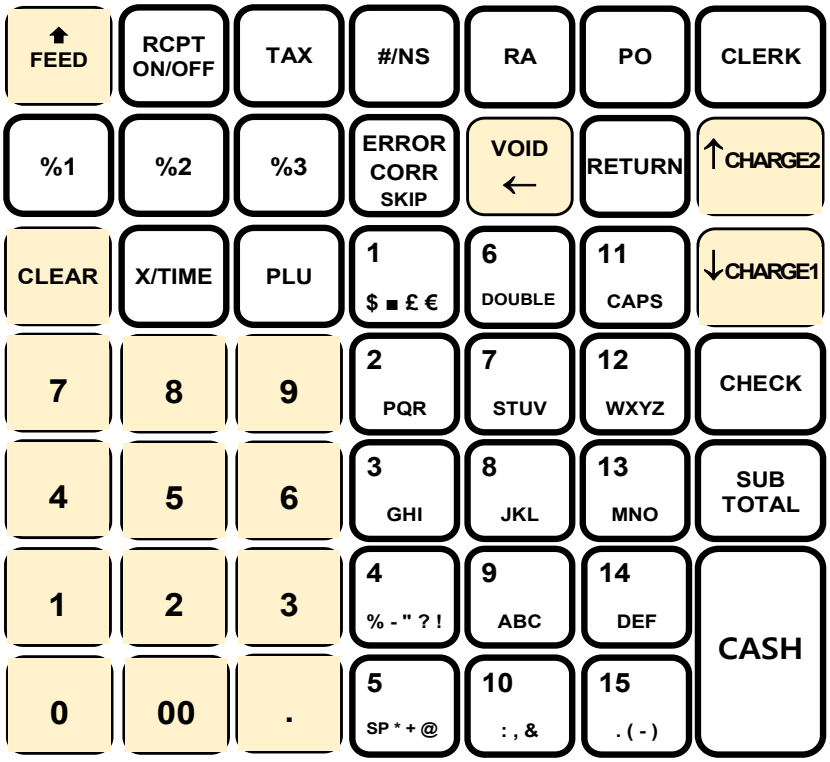
Key	Positions Accessible
REG	OFF, REG
VD	VOID, OFF, REG, X
Z	VOID, OFF, REG, X, Z
P	VOID, OFF, REG, X, Z, PGM
C	ALL POSITIONS

Note: Keys may be removed from the Mode Switch Mode Switch while in the OFF or REG positions.

Keyboards

ER-260EJ Keyboard Versions

The ER-260EJ *(raised key)* keyboard is shown below with the default legends and key assignments. This configuration has 15 keyboard NLU locations. Programmable key locations are shown with a bold border. The layout of the keys is the same as on the ER-265EJ *(flat key keyboard)*.



CAUTION:

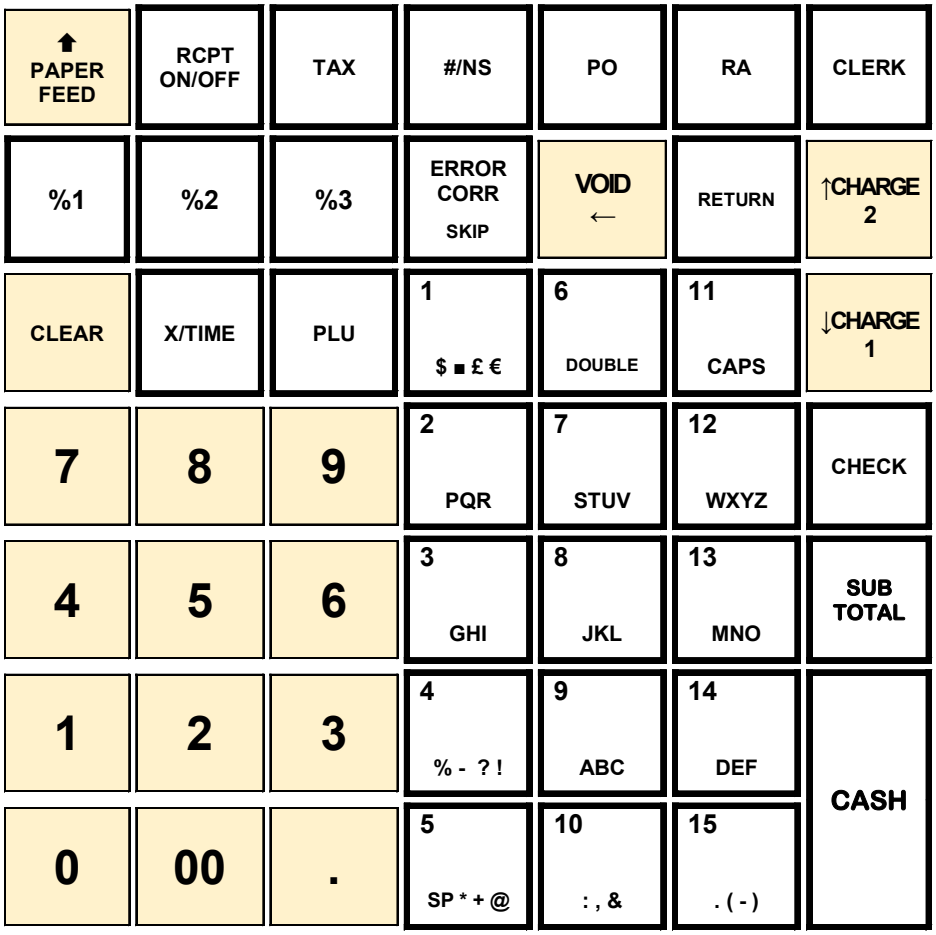
The **CHARGE1**, **CHARGE2** and **VOID** keys, are used for navigating through the available option selections on the **X – Z – P** and **S-Mode** screens and ***should not*** be reassigned. These key locations revert to their navigation operations, Cursor ↓ ↑ ← when used in the **X – Z – P** and **S**-Mode.

The receipt **FEED** key, **CLEAR** key and **NUMERIC** keypad keys cannot be changed or reassigned.

ER-265EJ Keyboard Versions

The ER-265EJ *(flat key)* keyboard is shown below with the default legends and key assignments. This configuration has 15 keyboard NLU locations. Programmable key locations are shown with a bold border.

The key layout of the keys is the same as on the ER-260EJ *(raised key keyboard)*.



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The receipt **FEED** key, **CLEAR** key and **NUMERIC** keypad keys cannot be changed or reassigned.

Getting Started

Quick Start Steps

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

Detailed programming steps are found in the full Program section of this manual. A qualified dealer will survey your needs and deliver a more sophisticated program. Complex taxes can be programmed, security options set as needed. Coupons, receipt messages/logos and other commonly used features can be deployed. Dealers will normally charge a program/installation fee for this service.

Steps in this chapter:

- Unpacking
- Installing the Paper
- Clearing All Memory
- Keyboard Expansion
- Setting a Straight Percentage Tax for Tax Rate 1
- Programming Tax Status for Keyboard PLUs
- Programming a Descriptor for Keyboard PLUs

Unpacking

1. Unpack and unwrap the cash register.
2. Locate in the packing the following items:
    - 1 roll of paper
    - Two sets of control keys
3. Remove the cardboard protectors from the cash drawer.
4. Plug the register into a grounded outlet (three-prong), turn the power switch on, insert a control key and turn the key to the REG Mode Switch position.

Power Requirements

Plug the Sam4s ECR into a grounded 3-prong outlet.

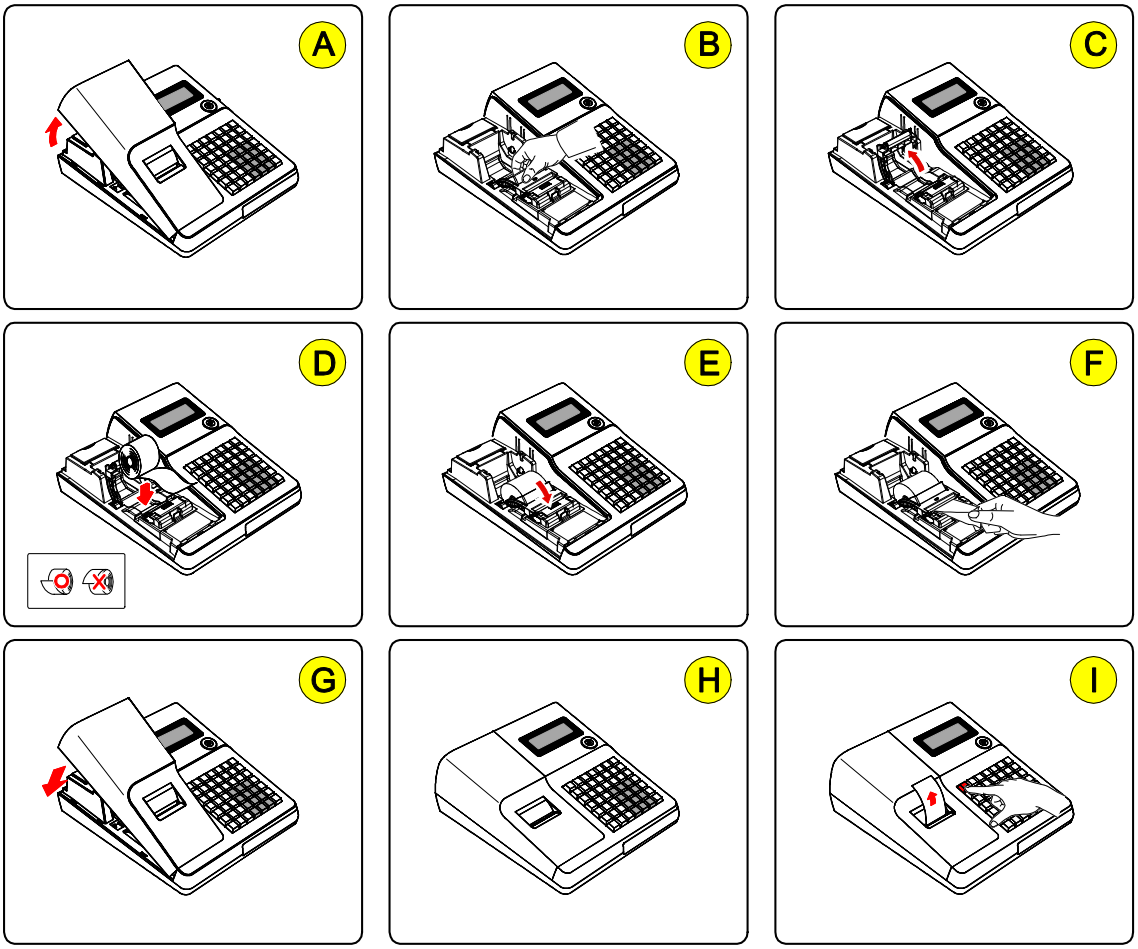
- Be aware that other electrical devices on the same circuit can cause your ECR to malfunction. Avoid plugging your ECR into outlets where other high-current devices are connected.
- Be aware that power quality issues, including voltage fluctuations, electrical noise, spikes, outages, interruptions, and other power viruses can disrupt or damage modern electronic equipment, including ECR's and PCs.
- When ECR's are connected to networks, connected to PCs or where communications cables connect peripherals, particular care must be taken with power sources and communication cable routing. Your authorized dealer can provide detailed power specifications for these applications. Failure to implement installation requirements for networked systems may cause system failures and/or poor system performance.
- The Sam4s ECRs are a modern computerized network device. As with all network systems, it requires appropriate electrical power wiring and proper routing of communication cabling for reliable operation and maximizing the life of the equipment.
- When installed in a merchant location, CRS recommends Isolated Grounding for all equipment within the Sam4s system such as with a PowerVAR, Power & Ground Guard conditioners. An uninterruptible power supply (UPS) is recommended where frequent power disruptions occur. Without a UPS, the SAM4S will shut down and reboot when power is disrupted. (The SAM4S reboots in less than one minute.)

Safe Operation

- Do not locate your Sam4s ECR in a damp or wet environment. Avoid high humidity, direct sunlight and temperature extremes.
- Always plug your Sam4s ECR into a grounded three-prong outlet. Never use two-prong Adapters or ungrounded outlets.
- Check to make sure the power outlet provides the correct voltage: (120V +/- 10%).
- Immediately disconnect the ECR from the power source in case of spilled liquid in the ECR, smoke, or strange smells. Call your authorized dealer for assistance.
- Do not operate the ECR with wet hands.
- Use a soft dry cloth to clean the ECR cabinet. Do not use wet towels or solvents.
- Do not open the ECR case to attempt repairs. Dangerous voltages can cause shock. Service attempts by untrained personnel can cause unnecessary damage to your ECR.

Installing the Paper

1. Remove the printer cover. Figure A
2. Lift up to open the paper cover. Figures B & C
3. Ensure that the paper is being fed from the bottom of the roll and then close the paper cover slowly until it locks firmly. Figure D
4. Pass the leading edge of the paper through the tear-bar slot. Tear off the excess paper. Replace the printer cover. Figures E & F
5. Replace the printer cover. Figures G & H
6. Press the feed button to ensure paper feeds properly. Figure I



Clearing Memory

Before you use your ER-260EJ/ER-265EJ ECR for the first time, you must perform a memory all clear to ensure 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 memory on the ER-260EJ/ER-265EJ after the register is put into service will erase all programming as well as all totals and counters. Do not share this information with unauthorized users and distribute the "SERVICE MODE" access key only to those you may want to perform these functions.

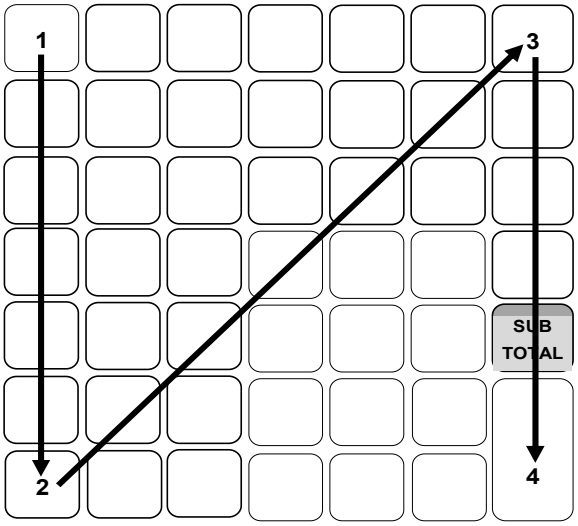
NOTE: The ER-260EJ/ER-265EJ/265EJ have EMV Integrated Payment capability. An SD card is required for EMV; if not using EMV press **CLEAR** to Bypass the 'SD Required' error message. The ER-260EJ/ER-265EJ Series ECR's can support up to 16GB SD cards. SD Cards must be formatted for FAT32 to use with the ECR.

Beginning at v04.0.44S the ER-260EJ/ER-265EJ ECR you can elect to store PLU and EJ data to an SD card. When the register is RAM Cleared, the option will display "SAVE PLU ON ECR?

Y=CASH (normal operation) N=CLEAR (will use the SD card to store PLU's and EJ data). Using the SD card allows the registers memory allocation to be set to the maximum of 8000 PLU's and 30,000 EJ lines.

If the SD options is selected, the register will need an SD card installed even to perform the RAM Clear procedure.

1. Move to the **SERVICE MODE**. Turn the power switch located on the right side of the register to the **OFF** position.
2. **Press and hold** the key position where the **SUBTOTAL** key is located on the default keyboard layout.
3. Continue to hold the SUBTOTAL key while turning the power switch to the **ON** position. The message "**RAM ALL CLEAR**" displays.
4. Press the **Upper Left** key *(Feed)* of the keyboard, then the **Lower Left** key *(Zero)*, then the **Upper Right** key *(Clerk)*, and finally press the **Lower Right** key *(Cash)* in sequence.



5. The message "SAVE PLU ON ECR? Y=CASH N=CLEAR" displays:
   a. Press **CASH** for normal operation (PLU file is stored on ECR)
   b. Press **CLEAR** to use the SD card to store PLU's and EJ data. (If selected, an SD card must be installed in ECR and the same SD card must remain in ECR at all times.)

Note: Beginning at v04.0.51 the version number will be printed as **04.051** if PLU's/EJ are saved in the register and **04.051S** if stored on the SD card.

6. The **SERVICE MODE** menu displays. The RAM Clear procedure is complete and the receipt prints the model and version information.

Memory All Clear Printout

PLU/EJ On ECR

```
            THANK-YOU
           CALL AGAIN
09/28/2020  MON           08:28

*******************************
       MEMORY ALL CLEAR OK
*******************************
MEMORY ALLOCATION
 RAM 4Mbits
RAM 1 OK
RAM 2 NG
TTL AVAIL : 335872 Bytes
TTL USED : 179220 Bytes
===============================
       VERSION INFORMATION
===============================
 MODEL    : ER-260EJ
 VERSION  : USA 04.049
 CHECKSUM : OFD3
 BOOT/APP : CFCA/4009
 PLU USED : 60/1000
 VER.DATE : 2020.07.01
MAC ADDRESS : 00.13.62.05.DE.38

CLERK 00         000001   00000
```

PLU/EJ On SD

```
            THANK-YOU
           CALL AGAIN
09/28/2020  MON           08:28

*******************************
       MEMORY All Clear OK
*******************************
MEMORY ALLOCATION
 RAM 4Mbits
RAM 1 OK
RAM 2 NG
TTL AVAIL : 335872 Bytes
TTL USED  : 187332 Bytes
===============================
       VERSION INFORMATION
===============================
 MODEL    : ER-260EJ
 VERSION  : USA 04.049
 CHECKSUM : OFD3
 BOOT/APP : CFCA/4009
 PLU USED : 60/1000
 VER.DATE : 2020.07.01
===============================
       SPECIAL INFORMATION
===============================
 MAX PLU     : 8000
 MAX EJ LINE : 30000
MAC ADDRESS : 00.13.62.05.DE.38

CLERK 00         000001   00000
```

Note: When the ECR is set up to store the PLU/EJ on the SD, an SD Card must be installed in the SD port on the terminal at all times!

Initial Clear

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 the 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.

Perform this procedure only as necessary. Contact your SAM4s dealer first if you have questions about operating or programming your SAM4s ER-260EJ/ER-265EJ.

CAUTION: Do not share this information with unauthorized users. Any key that can access the PGM mode should only be provided to those you may want to perform this function.

Initial Clear Procedure

1. Move to the **PROGRAM MODE**.
2. Turn the power switch located on the right side of the register to the **OFF** position.
3. Press and hold the key position where the **SUBTOTAL** key is located on the default keyboard layout.
4. While continuing to hold the **SUBTOTAL** key, turn the power switch to the **ON** position. When the "INITIAL CLEAR" message displays release the **SUBTOTAL** key.

```
INITIAL CLEAR
ENTER CASH KEY
```

5. Press the **CASH** key.

```
ARE YOU SURE?
 Y=CASH N=CLEAR
```

6. Press the **CASH** key. The message "INITIAL CLEAR OK!" prints when the initial clear is complete. To resume operations, you will need to sign on a clerk.

Initial Clear Receipt Example

```
          THANK-YOU
         CALL AGAIN
10/22/2024  TUE            14:57
================================
        INITIAL CLEAR OK
================================
CLERK 00          000002   00000
```

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 118 to add or change programmable keys.

Function Key	Description
00, 0-9, DECIMAL	Use to make numeric entries in **REG**, **X**, **Z**, **VOID**, or **PGM position** s. 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 PLU's.
#/NS	Use as a non-add key to print a numeric entry (up to 9-digits) on the receipt and journal. This entry will not add to any sales totals. The **#/NS** key is also used to open the cash drawer without making a sale.
ADD CHECK	Use to combine individual trays (such as in a cafeteria situation). Each tray subtotal can advance the consecutive number, depending on programming.
ALPHA TEXT	Use to type a name or message that will be associated with a soft check *(or send to the KP)*. Touch the ALPHA TEXT key any time after a check has been opened, then type a message (up to 24 characters) using the alpha keyboard overlay and touch OK. Multiple message lines can be entered. The message is saved and printed/displayed with the order.
AUTO CASH (1-10)	These keys are used to automatically tender a sale with a preset cash amount. Auto Cash keys are speed tender keys in for a predetermined tender amount: ***i.e. $5 CASH, $10 CASH, $20 CASH***
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 the total number 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 would 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 when the receipt on/off function is OFF. A maximum of 184 items will print on the second receipt, if more items were registered in the sale, a buffered receipt is issued.
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 would 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.
CHARGE #	The charge # key allows you to tender with any of the charge keys without having to program each charge key on the keyboard. Enter the charge key number (1-8) and press the Charge # key to tender the sale.
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 would 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 CASH	Use for cashing checks (exchange a check for cash). Cash-in-drawer and check-in-drawer totals are adjusted. No service fees are allowed with this operation.

Function Key	Description
CHECK ENDORSEMENT	Use to print a check endorsement message on an optional slip printer. A programmable message up to 10 lines can also be printed.
CLEAR	Use to clear entries made into the 10-key numeric pad or **X/TIME** key before they are printed. Clear is 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. 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 be signed off before another clerk can be signed on.
CLERK (1-10)	Used to automatically sign on or sign off a clerks 1-10 if you have decided to use a clerk sales tracking system. When a clerk is signed on all entries on the register will update that clerk's total until another clerk is signed on.
CONV (1-4)	The currency conversion functions are allowed after subtotal, to convert and display 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.
ERROR CORR	Use to correct the last entry. The **ERROR CORR** key corrects the appropriate totals and counters.
EMV TIP	EMV TIP function key is used for entering TIP's in register mode. If your application is set for "Fine Dining" you can place this function on the keyboard to speed up the TIP entry.
FEED	Advances the receipt paper one line, or continuously until the key is released.
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.
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.
HELP	When assigned to the keyboard, the HELP function key can be used to print procedure information for various operations or print the default images. 1. MAKING A SALE 2. VOIDING AN ITEM 3. PRINTING A REPORT 4. PROGRAM AN ITEM 5. PROGRAM LOGO 6. SAVE TO SD 7. IMAGE SAMPLE
LEVEL (1-2)	Price Level keys shift the price PLU that is being registered. Levels can be stay-down; pop-up after each item to register, For example, large, medium or small soft drink; pop-up after each transaction to register, For example, toppings of various pizza sizes.
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.
Macro #	Macro keys must be on the keyboard to be able to program the keystrokes / operations you want the Macro to perform. However, Macros do not need to be on the keyboard to be able to run the macro. If assigned to the keyboard, the Macro # function key can be used to run any of the operations as programmed in the Macro 1 – Macro 10 function keys.

Function Key	Description
RETURN	Used to return or refund merchandise. Returning an item will also return any tax that may have been applied.
RECEIPT ON/OFF	When 'OFF' no receipt will print during a sale. (If the receipt is off, a buffered receipt is available by pressing the CASH key a second time.) A maximum of 184 items will print on the second receipt, if more items were registered in the sale, a buffered receipt is issued.
MODIFIER (1-5)	A modifier key alters the next PLU registered, either by changing the code number of the PLU so that a different item is registered, or by adding the modifier descriptor (and not changing the code of the subsequent PLU.)
PAID OUT (1-3)	Use to record money taken from the register to pay invoices, etc. The paid-out amount subtracts from the cash-in-drawer total. Paid outs are allowed outside of a sale only.
PLU	The **PLU** key is used to register price lookups by number entry. PLU's can be programmed open or preset, and positive or negative.
%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.
PRICE CHANGE	Use to change the price of a PLU in register mode.
PRICE INQUIRY	Use to display the price of a PLU without registering the price.
PROMO	The **PROMO** key allows you to account for promotional items, as in "buy two, and 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.
RECD ACCT (1-3)	The **RA** (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.
RECEIPT ON/OFF	Used to toggle the receipt printing On and Off.
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 manually enter the weight (using the decimal key for fractions). PLU's may be programmed to require an entry through the scale key.
STOCK INQUIRY	Touch the STOCK INQ key and then enter (or scan) an item to view the stock status of the item. (The item must be a stock item to use this function.)
SUBTOTAL	Displays subtotal of sale including tax. The **SUBTOTAL** key must be pressed prior to a sale discount or sale surcharge.
TARE	Tares are container weights. If you are using the scale function, you can preset up to 5 different tare weights. Tare weights are programmed in the system option programming, option #39. The tare weight can be entered up to 3 digits past the decimal, *i.e. 1.235*. The third digit can be used but it can only be a 0 or 5. The tare can be subtracted automatically when a specific PLU is registered, or the tare can be subtracted by manually inputting the tare number and pressing the **TARE** key. Tare #5 can be programmed for entering tare weights manually.
TAX EXEMPT	Press the **TAX EXEMPT** key to exempt tax 1, tax 2, tax 3, and/or tax 4 from the entire sale.
TAX SHIFT (1-4)	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.

Function Key	Description
VALIDATION	Press to initiate a single line validation. **Note:** An optional printer with validation capability must be attached to the ER-260EJ/ER-265EJ and identified.
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 Transaction Void operations, voids outside of a sale, use the **VOID MODE**. The Financial report records separate totals for each type of void.
WASTE	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 mode to be in the MANAGER MODE. The **WASTE** key is not allowed within a sale.
X/TIME	Use to multiply a quantity of items or calculate split pricing on PLU entries.

Operations

Overview

ER-260EJ/ER-265EJ is designed for easy sale operation. Each model has 15 keyboard PLU's for easy sales operation for open priced items or can be set with preset prices.

The following procedures are done from the Register Mode menu:

- Clerk Operations
- Item Registrations
- Shifting or Exempting Tax
- Percent Key Operations
- Return Merchandise Registrations
- Voids and Corrections
- No Sale Operations
- Received On Account Operations
- Paid Out Operations
- Subtotaling a Sale
- Totaling and Tendering
- Not Found PLU

Clerk Operations

The number of clerks available is determined by memory allocation. (The default configuration provides 10 clerks.) See “Memory Allocation” on page 115 to set the number of clerks as well as other memory variables.

You can choose a direct sign-on or code entry clerk system:

- You can provide maximum security in a multiple clerk system with the code entry system. Enter the clerk secret code, and then press the **CLERK** key to sign on the register.
- You can sign off a clerk by entering **0**, then pressing the **CLERK** key.

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

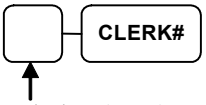
- Stay down means that once a clerk is signed on, the same clerk will remain signed on until the clerk signs off. A stay down clerk system might be used when only one operator uses the register at a time and a different operator begins when a work shift is changed.
- Pop-up means that the clerk is automatically signed off at the end of each transaction. To begin a transaction, you must first sign a clerk on. A pop-up clerk system might be used in a department store, where several clerks use the register during the same shift and clerk sales information is required.

See “SYSTEM” of "Options Programming" on page 172 in the “Program Mode Programming” chapter to set clerk options.

Clerk Sign on Instructions

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

Direct Sign-on



Clerk # (1-10)

Code Entry

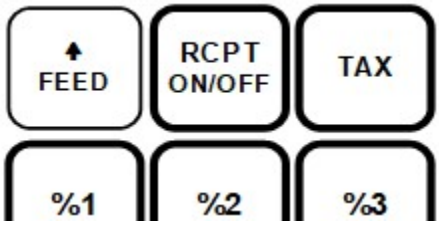
Clerk Code (up to 6 digits)

Clerk Sign off Instructions

Receipt On and Off

The RECEIPT ON/OFF function key *(key code 384)* may or may not be located on your keyboard. (The RECEIPT ON/OFF key on the default keyboard is located in the upper left corner, next to the Receipt Feed key.)

In the *off* condition, transactions will not be printed, but reports will continue to print if requested.



RECEIPT ON/OFF Key on Keyboard

When a receipt is not normally issued, you can turn the receipt function off using the RCPT ON/OFF function key. The RCPT ON/OFF function will toggle the receipt to an on or off condition.

- Press the **RECEIPT ON/OFF** key once to turn the receipt *off*.
- Press the **RECEIPT ON/OFF** key again to turn the receipt *on*.

Receipt On/Off Key not on Keyboard

If there is no Receipt On/Off function on the register keyboard, you can set the register receipt printer to an on or off condition from the X-Mode. See "Receipt On/Off" on page 83 in the "Manager Mode (X-Mode)" chapter.

Printing a Receipt after the Sale

If the receipt is off, you can still issue a receipt after the sale has been completed. Receipt on request and printing a second receipt operations are allowed with the proper option settings. See option #13 in “System Option Programming” and option #11 in “Print Option Programming”.

A maximum of 184 items will print on the second receipt, if more items were registered in the sale, a buffered receipt is issued.

1. If a customer requests a receipt after the sale has been totaled, but before the next transaction is started, press the **CASH** key to issue a complete buffered receipt.

   CASH

2. If an additional receipt is requested, before the next transaction is started, pressing the **CASH** again will issue another complete buffered receipt.

   CASH

Item Registrations

All regular sales registrations are performed with the mode switch in the REG position *(Register Mode)*. The item registrations are accumulated into PLUs. Keyboard PLU's are fixed keys on the keyboard (like traditional department keys) that access specific PLU's.

By default up to 184 items can be registered into a single sale, more can be allowed through system option programming.

- Traditional code-entry PLU's can be registered by entering the PLU number and pressing the PLU key.
- If optional scanning is implemented, the PLU number corresponds to the UPC number and a PLU is registered when an item is scanned.

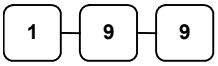
As you make PLU registrations, you can follow your entries by viewing the display. Sale and tax totals are updated automatically with each entry. In the following examples:

- PLU1 is programmed with a preset price of $1.99 and is taxable by Tax 1.
- PLU2 is programmed for open entries.
- PLU3 is programmed with a preset price of $2.99 and is taxable by Tax 1.
- PLU5 is programmed with a preset price of $1.29 and is taxable by Tax 1.
- PLU6 is programmed with a single item of $6.00.
- PLU7 is programmed for gallonage calculation.
- Tax 1 is programmed as a 6% ADD-ON Tax
- Tax 2 is programmed as a 6% VAT Tax.

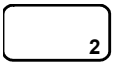
Open Keyboard PLU Entry

Open PLU entries require you to enter the price before registering the item.

1. Enter an amount *(up to 7-digits)* on the numeric ten-keypad. *Do not use the decimal key.* For example, for $1.99, enter:

2. Press a PLU key. Example: press **PLU 2**

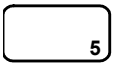
   


```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU2 T1                  $1.99
TOTAL                    $1.99
CASH                     $1.99
CLERK 01        000011   00001
```

Preset Price Keyboard PLU

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

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


```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU5 T1                  $1.29
TAX1                     $0.08
TOTAL                    $1.37
CASH                     $1.37
CLERK 01        000012   00001
```

Gallonage PLU Entry

Gallonage PLU entries require an amount entry. The amount entered is calculated into the Gallons Count (CNT) and Gallons Amount (AMT).

Gallonage PLU Entry with Add-On Tax

With the Add-On Tax, the tax amount is added to the total purchase amount.

1. Enter the total fuel purchase on the ten-keypad. *Do not use the decimal key.* For example, for $20.00, enter:

2. Press a PLU key set to gallonage function. Example, press **PLU 7**.

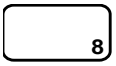

```
          THANK-YOU
          CALL AGAIN
03/22/2017  WED          08:33

GAL CNT                  #5.26
GAL AMT                @ 3.799
PLU7 T1                 $20.00
TAX1                     $1.20
TOTAL                   $21.20
CASH                    $21.20
CLERK 01        000013   00001
```

Gallonage PLU Entry with VAT Tax

With the VAT Tax, the tax amount is included as part of the total purchase amount.

1. Enter the total fuel purchase on the ten-keypad. *Do not use the decimal key.* For example, for $20.00, enter:

2. Press a PLU key set to gallonage function. Example, press **PLU 8**.

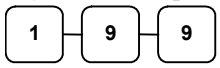



```
          THANK-YOU
          CALL AGAIN
03/22/2017  WED          08:33

GAL CNT                  #5.26
GAL AMT                @ 3.799
PLU8 T2                 $20.00
TAX2                     $1.13
TOTAL                   $20.00
CASH                    $20.00
CLERK 01        000013   00001
```

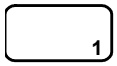
Keyboard PLU Repeat Entry

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

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

2. Press a PLU key. Example: press **PLU 1**

3. To register a second item exactly as the first, press the PLU key a second time. Example, press **PLU 1**

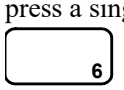
   


```
          THANK-YOU
        CALL AGAIN

03/22/2017  WED          08:33

PLU1 T1                  $1.99
PLU1 T1                  $1.99
TAX1                     $0.24
TOTAL                    $4.22
CASH                     $4.22
KELLY S.        000014   00001
```

Single Item Keyboard PLU Entry

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

1. Press a single item preset PLU key (or enter a price and press a single item open PLU key.) Example, press **PLU 6**

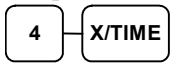

```
          THANK-YOU
        CALL AGAIN

03/22/2017  WED          08:33

PLU6 T1                  $6.00
TAX1                     $0.36
TOTAL                    $6.36
CASH                     $6.36
CLERK 01        000018   00001
```

Keyboard PLU Multiplication

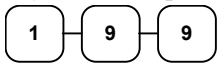
When several of the same items are to be entered, you can use multiplication. You can enter a quantity value from 1 to 999.999 using the **X/TIME** key. You can multiply open or preset PLU's.

Multiplication with Whole Number

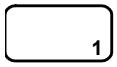
1. Enter the quantity of items being purchased; press the **X/TIME** key. For example, enter **4** on the numeric keypad and press the **X/TIME** key:

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

3. Press a PLU key. Example: press **PLU 1**

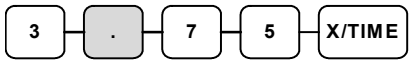
   


```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

4X                       @1.99
PLU1 T1                  $7.96
TAX1                     $0.48
TOTAL                    $8.44
CASH                     $8.44
KELLY S.         000015  00001
```

Multiplication with Decimal Point

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

1. Enter the amount with the decimal point; press the **X/TIME** key. For example, for 3.75 pounds of produce, enter:

2. Enter an amount on the ten-keypad. *Do not use the decimal key.* For example, if the price is $0.99 per pound, enter:

3. Press a PLU key. Example: press **PLU 1**

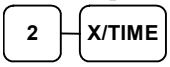
   


```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

3.75X                    @0.99
PLU1 T1                  $3.71
TAX1                     $0.22
TOTAL                    $3.93
CASH                     $3.93
CLERK 01          00001600001
```

Split Pricing Keyboard PLU

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

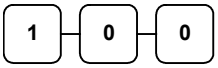
1. Enter the quantity purchased; press the **X/TIME** key.
   For example, enter:

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

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

4. Press a PLU key. Example: press **PLU 1**


```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

2 @ 3FOR                 @1.00
PLU1 T1                  $0.67
TAX1                     $0.04
TOTAL                   $0.71
CASH                     $0.71
CLERK 01        000017   00001
```

Code Entry PLU Registrations

Items that are not located on the keyboard can be registered by entering the PLU Code number and then pressing the PLU function key on the keyboard. The default location of the PLU function key is directly above the numeric number 9 key.

Open Code Entry PLU

When the PRESET status of a PLU is set to N (no), the PLU will operate as an open PLU. See "PLU Programming" to program PLU descriptors and options.

1. Enter the **PLU number**; press the **PLU** function key. Example, to register **PLU# 522** enter:

   [5] – [2] – [2] – [PLU]

2. The display will prompt "ENTER PRICE". Enter an amount *(up to 7-digits)* on the numeric ten-keypad. *Do not use the decimal key*. For example, for $2.99 enter:

   [2] – [9] – [9]

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

   [PLU]

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU522 T1                $2.99
TAX1                     $0.18
TOTAL                    $3.17
CASH                     $3.17
CLERK 01        000019   00001
```

Preset Price Code Entry PLU

1. Enter the **PLU number**; press the **PLU** function key. Example, to register **PLU# 622** enter:

   [6] – [2] – [2] – [PLU]

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU622                   $1.29
TAX1                     $0.08
TOTAL                    $1.37
CASH                     $1.37
CLERK 01        000020   00001
```

Code Entry Multiplication - Whole Number

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

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

   [4] – [X/TIME]

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

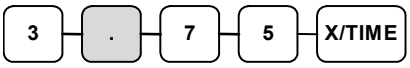
   [1] – [PLU]

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

4X                       @1.29
PLU1 T1                  $5.16
TAX1                     $0.31
TOTAL                    $5.47
CASH                     $5.47
CLERK 01        000021   00001
```

Code Entry Multiplication – Decimal Point

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

1. Enter the quantity with the decimal point; press the **X/TIME** key. For example, for 3.75 pounds of produce, enter:



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

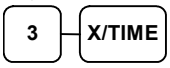

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

3.75X                    @2.99
PLU3 T1                 $11.21
TAX1                     $0.67
TOTAL                   $11.88
CASH                    $11.88
CLERK 01        000022   00001
```

Split Pricing Code Entry PLU

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

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

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



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

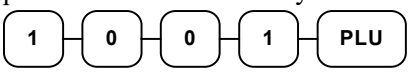

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

2@3FOR                   @2.99
PLU3 T1                  $1.99
TAX1                     $0.12
TOTAL                    $2.11
CASH                     $2.11
CLERK 01        000023   00001
```

PLU Price Inquiry

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

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

2. Press a preset PLU key, Scan or enter a PLU number and press the PLU function key:



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

SCREEN EXAMPLE

```
PRICE INQ
```

```
1 : 4.25
2 : 5.25
```

Price Change

Prices on items can be performed in the register mode using the Price Change function key.

NOTES:

- The Price Change function key must be set to allow price change. Refer to the "Function Key Programming" chapter "Price Change Key" on page 164 for option settings on the price change function key.
- The PLU must be programmed to allow price change. Refer to the chapter "PLU Programming" \ "Add/Change PLU" on page 145 or PLU programming details.

Price Change – 1 Price Level Allocated

1. Press the **PRICE CHANGE** key.
2. The **"PRICE CHG"** screen displays:

   PRICE CHANGE
3. Press a PLU key or enter a PLU number and press the PLU function key. The current price displays on the screen.
4. The **ENTER PRICE** field for the new price entry also displays.
5. Type in the desired price; Press **CASH**
6. Press **CASH** to finish the price change; The PLU is registered into the sale with the new price.
7. The PLU price is permanently changed to the new price.

SCREEN EXAMPLE:

```
PRICE CHG
                          0
```

```
PRICE CHG
                       0.00
```

```
PRICE CHG
                      11.00
```

Price Change – 2 Price Levels Allocated

The Price Change operation for changing prices in the register mode when two price levels are allocated is slightly different from when only one price level is allocated.

1. Press the **PRICE CHANGE** key.
2. The **"PRICE CHG"** screen displays:

   PRICE CHANGE
3. Press a PLU key or enter a PLU number and press the PLU function key: The current price for level 2: displays on the screen.
4. If you want to edit the price for level **1**, press **1**, then enter the desired **price**.
5. If you want to edit the price for level **2**, press **2**, then enter the desired **price**.
6. After you have entered the desired price, Press **CASH**. The PLU is registered into the sale with the new price.
7. The PLU price is permanently changed to the new price.

SCREEN EXAMPLE:

```
PRICE CHG
                          0
```

```
PRICE CHG
2:                     0.00
```

```
PRICE CHG
2:                    11.11
```

Modifier Entries

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

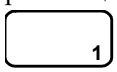
Modifiers can be:

- ***Stay Down*** so that registrations will be modified by the same modifier until another modifier is selected,
- ***Pop-Up after each item*** to register. For example, large, medium or small soft drink, or
- ***Pop-Up after each transaction*** to register the same modification for the item until the transaction is finalized.

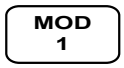
See option #24 in "SYSTEM Options Programming" to select stay down or pop-up status.

Pop-Up Modifier Key Affecting PLU Code

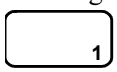
1. Press a preset PLU key. For example, press **PLU 9** with a price of $1.25.

2. Press the **MOD 1** key. The message "MOD1" displays.

3. Press the same **PLU 9** key. In this example the modifier 1 will modify the fourth PLU # position with a value of 1, resulting in the registration of **PLU 1009**.

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

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU9 T1                  $1.25
MOD1
PLU1009                  $2.25
PLU2                     $1.50
TAX1                     $0.30
TOTAL                    $5.30
CASH                     $5.30
CLERK 01        000024   00001
```

Price Level Key

Two price levels are available for registering the same item at two different prices, such as for happy hour pricing. The default program selects one price level. If you choose to use the second price level feature, you must allocate memory for each level. See "Memory Allocation" in the "S-Mode Programming" chapter. You must also place price level keys on the keyboard. See "Function Key Assignment" in the "P-Mode Programming" chapter.

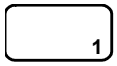
If you use this feature, the same PLU can be given two different preset prices. Price Level keys shift the price that is being registered. Levels can be:

- ***Stay Down*** so that registrations will stay in the selected level until another level is selected,
- ***Pop-Up after each item*** to register, for example large, medium or small soft drink,
- ***Pop-Up after each transaction*** to register the same level until the transaction is finalized.

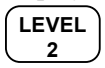
See "System Option Programming" in the "P-Mode Programming" chapter to set the status for how the price level keys operate.

Pop-Up Price Level

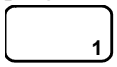
1. Press a preset PLU key. For example, press **PLU 1** programmed with a price of $1.00 for price level 1.

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

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

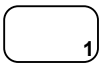
   

4. Press another PLU key. In this example press PLU **2** programmed to register PLU #2 with price level 1. Note that the level 1 price is registered.

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU1 T1                  $1.00
PLU1 T1                  $2.00
PLU2                     $1.50
TAX1                     $0.18
TOTAL                    $4.68
CASH                     $4.68
CLERK 01        000025   00001
```

Pop-Up After Item Price Level

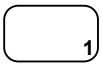
1. Press a preset PLU key. For example, press **PLU 1** programmed as $1.00 for price level 1.

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

3. Press the same **PLU** key. For example, the **PLU 1** key is programmed as $2.00 for price level 2.

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

```
DATE 03/22/2017 WED TIME 08:33

PLU1                     $1.00
PLU1                     $2.00
PLU2                     $1.50
TOTAL                    $4.50
CASH                     $4.50
CLERK 1      No.000011   00001
```

Promo Function

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

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

   [1]
2. Press the **PROMO** key.

   [PROMO]

   The message "PROMO" displays.
3. Enter the item to promo **PLU1**. You cannot enter an item that has not been already registered in this transaction.

   [1]

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU1 T1                  $1.00
***PROMO***
PLU1 T1                  -1.00
TOTAL                     $0.00
CASH                      $0.00
CLERK 01        000026   00001
```

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. 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 mode to be in the **MANAGER MODE**. The **WASTE** key is not allowed within a sale.

1. Press the **WASTE** key.

   [WASTE]

   The message "WASTE" displays at the top of the screen.
2. Enter the item or items that are wasted.
3. Press the **WASTE** key again to total the wasted items:

   [WASTE]

```
          THANK-YOU
          CALL AGAIN

03/22/2017  TUE          08:33

***WASTE***
PLU1 T1                  $1.00
PLU2                     $1.50
***WASTE***
TOTAL                    $2.50
CLERK 01        000027   00001
```

Shifting & Exempting Tax

PLU's can be programmed to automatically add the appropriate tax or taxes. Occasionally, you may need to sell a normally taxable item without tax, or a normally non-taxable item with tax, or exempt all taxes on an entire sale. You can perform tax shifting operations using any of the four tax shift keys or exempt tax on a sale using the Exempt Tax function key. These operations will work on items with Add-On Tax or a Tax-Table, not a VAT Tax.

Shifting Tax

The Tax Shift keys will "shift" the tax status for the item\items registered. If a PLU is normally taxable, pressing the Tax shift key before registering the PLU will register the item as Not Taxable. Conversely, if the PLU is normally Not Taxable pressing the Tax shift key before registering the PLU will register the item as Taxable and the appropriate tax will apply to this PLU.

Shifting Tax – Individual Item

When tax shift operations are performed, the appropriate tax will display before the entry.

1. Press the **TAX SHIFT** key for the tax you wish to shift. For example, to shift the tax for TAX 1 Press **TAX SHIFT 1**:

   [TAX 1 SHIFT]

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

   [2] [9] [9]

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

   [1]

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU1                     $2.99
TOTAL                    $2.99
CASH                     $2.99
CLERK 01        000028   00001
```

Shifting Tax – Entire Sale

Shifting the tax on a sale will only remove the selected Tax (Tax Shift 1-4) from the sale, Tax Shift operations cannot be used to add tax to a sale.

1. Register items into a sale, then Press **SUBTOTAL**. The sale total including tax is displayed.

   [SUBTOTAL]

2. Press the **TAX SHIFT** key for the tax you want to shift. For example, press **TAX1 SHIFT 1**. The display shows the **TAX 1**.

   [TAX 1 SHIFT]

3. Press the **SUBTOTAL** key; the sale amount minus **TAX1** is displayed.

   [SUBTOTAL]

4. Tender the sale with the appropriate tender key.

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU1                     $2.99
PLU2                     $3.99
PLU3                     $1.99
TOTAL                    $8.97
CHECK                    $8.97
CLERK 01        000028   00001
```

Exempting Tax

Occasionally, you may need to exempt all taxes from an entire sale or a certain combination of taxes. For example, you might remove all state and local taxes when you sell merchandise to a church or charitable institution. The TAX EXMT (tax exempt) function key can be used to accommodate this.

Tax Exempt Key

You can program the **TAX EXMT** function to remove all or selected taxes. Refer to the "Tax Exempt" function key programming on page 167 for details.

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

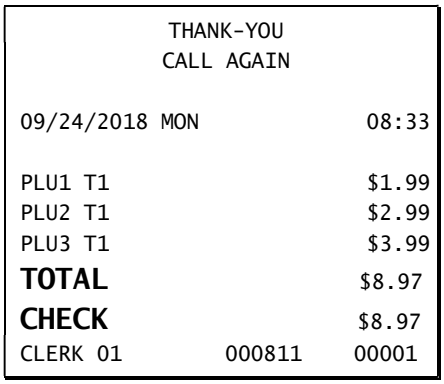
1. Register items into a sale, then Press **SUBTOTAL**. The sale total including tax is displayed.

   [SUBTOTAL]

2. Press the **TAX EXMT** key.

   [TAX EXEMT]

3. Tender the sale with the appropriate tender key. The sale will not include any taxes exempted by the **TAX EXMT** function key.



Other Tax Exempt Function Keys

Different types of sales may be set to exempt tax via the function keys programming. The operation is the same as using the Tax Exempt key, you will simply press the appropriate Function key instead of the Tax Exempt key. Additional Function keys that have the settings to exempt Tax 1~4 are the:

- Eat-In, Take-Out, Drive-Thru Keys
- Add Check Key
- CASH Key
- CHARGE 1~8 Keys
- CHECK Key
- Food Stamp Tender

Percent Key Operations

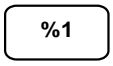
A total of five percent **(%)** function keys are available *(key codes 314 ~ 318)*. The **%1~%3** keys are located on the default keyboard of the ER-260EJ/ER-265EJ. Each function is individually programmable to add or subtract from an individual item or from a sale total, amounts (coupons) or percentages. You can also program the percentage key taxable or non-taxable, so that sales taxes are calculated on the net, or the gross amount of the item or sale. You can also program preset prices or percentages.

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

Preset Percent Item Discount

In this example, the**%1** function is preset with a rate of 10 %.

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

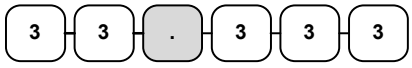
3. The discount is automatically subtracted.

```
          THANK-YOU
          CALL AGAIN

03/22/2017   WED          08:33

PLU2                     $10.00
% 1                    -10.000%
AMOUNT                    -1.00
TOTAL                     $9.00
CASH                      $9.00
CLERK 01        000031    00001
```

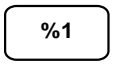
Open Percent Item Discount

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

1. Register the discounted item.
2. Enter the percentage. If you are entering a fraction of a percent, you must use the decimal key. For example, for one third off enter:

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

4. The discount is automatically subtracted.

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED            08:33

PLU2                     $10.00
% 1                    -33.333%
AMOUNT                    -3.33
TOTAL                     $6.67
CASH                      $6.67
CLERK 01        000032    00001
```

Percent Sale Discount

The percent can be an open or preset amount. In this example, an open percentage surcharge of 15% is applied.

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

   SUB TOTAL

3. Enter the percentage as necessary, press the appropriate discount key. For example, for 15% enter:

   1 — 5 — %1

4. The surcharge is automatically added.

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU2                    $10.00
% 1                    15.000%
AMOUNT                   $1.50
TOTAL                   $11.50
CASH                    $11.50
CLERK 01        000033   00001
```

Percent Surcharge

The operation for applying a Percent Surcharge to an item in a sale or the entire sale is the same as applying a Percent Discount to an item or entire sale. The only difference is in the % key programming, the % key would be programmed as positive instead of negative.

A surcharge may be a fee applied to an individual item or a gratuity added to the entire sale. (Gratuity entry when not using Guest Check tracking.)

Open Sale Coupon – (Vendor Coupon)

When programmed as "amount", "sale", "open" and "negative", a **%** key will perform a coupon against a sale (or vendor coupon.) Also, depending upon programming:

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

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

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

   SUB TOTAL

3. Enter the amount of the coupon, press the appropriate % key. For example,

   2 — 0 — 0 — %3

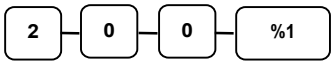
4. The coupon is subtracted.

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU2                    $10.00
%3                      -2.00
TOTAL                    $8.00
CASH                     $8.00
CLERK 01        000034   00001
```

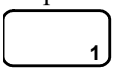
Open Item Coupon – (Store Coupon)

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

1. Register the items you wish to sell.
2. Enter the amount of the coupon, press the appropriate % key. For example,



3. Press the PLU key you wish to subtract the coupon from (or enter the PLU number of the PLU you wish to subtract the coupon from and press **PLU**.)



4. The coupon is automatically subtracted.

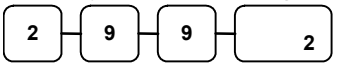
```
          THANK-YOU
         CALL AGAIN

03/22/2017  WED          08:33

PLU1                    $10.00
PLU1 C                   -2.00
TOTAL                    $8.00
CASH                     $8.00
CLERK 01        000035   00001
```

Return Merchandise Registrations

The **RETURN** key is used when a customer brings a product in to return the item for a refund. You can perform the return merchandise operation as part of a sale or you can return merchandise as a separate transaction.

1. Press **RETURN**:

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



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

```
          THANK-YOU
         CALL AGAIN

03/22/2017  WED          08:33

RETURN * * * * * * * * * * * *
PLU2 T1                  -2.99
TAX1 AMT                 -0.18
TOTAL                    -3.17
CASH                     -3.17
CLERK 01        000036   00001
```

Voids and Corrections

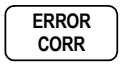
Notes: Specific PLU's can be set to disable this operation in the PLU Programming options settings.

The Error Correct, Void Item, and Cancel functions can be programed for Manager Control in the function key programming.

Error Correct (Void Last item)

This ERROR CORRECT function corrects (removes) the last item entered, provided no other key has been pressed.

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

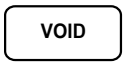



```
THANK-YOU
CALL AGAIN

03/22/2017  WED          08:33

PLU1 T1                  $2 29
PLU2                     $1.29
ERRCORR - - - - - - - - - - -
PLU2                     -1.29
TAX1 AMT                 $0.14
TOTAL                     $2.43
CASH                     $2.43
CLERK 01        000037   00001
```

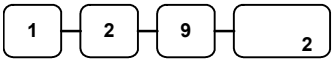
Void Item (Previous Item Void)

The Void Item function key allows the correction of any item previously entered in the current transaction.

1. Register an item. Then register a second item.
2. To correct the first item, press **VOID**:



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

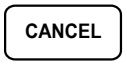



```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU2                     $1.29
PLU1 T1                  $2.29
VOID - - - - - - - - - - - - -
PLU2                     -1.29
TAX1 AMT                 $0.18
TOTAL                     $3.17
CASH                     $3.17
CLERK 01        000038   00001
```

Cancel

The **CANCEL** key allows you to stop any transaction. Anything registered within the transaction before the **CANCEL** key is pressed is automatically corrected. The **CANCEL** key can be inactivated through programming, see "Function key Programming" in the "Program Mode Programming" chapter, or the key can be programmed to require manager control.

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




```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU1 T1                  $2.29
PLU2                     $1.50
CANCEL * * * * * * * * * * * *
CLERK 01          00003900001
```

VOID MODE Registrations

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

Transaction Void

1. Move to the **VOID MODE**.
2. Enter the transaction you wish to correct exactly as it was originally entered in the **REGISTER MODE**.
   - You can enter discounts, voids, returns, tax exemptions or any other function.
3. Tender the transaction using the same tender type as the original transaction.
   - All totals and counters are corrected as if the original transaction did not take place.

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

* * * * * * VOID MODE * * * *
PLU1 T1                  -2.29
PLU2                     -1.00
TAX1 AMT                 -0.18
TOTAL                    -4.17
CASH                     -4.17
CLERK 01        000040   00001
```

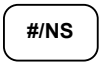
#/No-Sale Operations

The #/NO SALE key is a dual operation function key. It can be used to open the cash drawer when not currently in a sale, or to include a Non-Add Number to be printed on the receipt for the current sale.

No Sale (Open Drawer)

The **#/NO SALE** key will open the cash drawer when you have not already started a transaction. The no sale function can be disabled or placed under manager control through programming, see "Function key Programming" in the "Program Mode Programming" chapter.

1. Press **#/NS**:

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

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

NOSALE - - - - - - - - - - - -
CLERK 01        000041   00001
```

Non Add Number

You can also use the **#/NO SALE** key to print any number (up to 9 digits) on the printer paper. You can enter the number any time during a transaction.

For example, if you wish to record a checking account number, enter the number and press the **#/NO SALE** key before totaling the sale with the **CHECK** key.

1. Register the items you wish to sell.
2. Enter the number you wish to record. For example, enter:

3. Press **#/NS:**

4. Press **CHECK**:

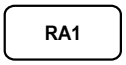
   


```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU1 T1                  $2.99
NON-ADD#              12345678
TAX1 AMT                 $0.18
TOTAL                    $3.17
CHECK                    $3.17
CLERK 01        000042   00001
```

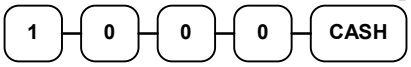
Received On Account Operations

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

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

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

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

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

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

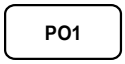
   


```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

RA1
CASH                    $10.00
CHECK                   $10.00
CHARGE                  $10.00
RA1                     $30.00
CLERK 01        000043   00001
```

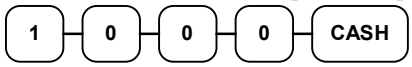
Paid Out Operations

You can use the **PAID OUT** function to track cash, checks or charges paid out or to record loans from the cash drawer.

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

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

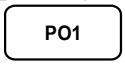
3. Enter the check amount paid out, press **CHECK**.

4. Enter the charge amount paid out, press **CHARGE**.

4. You can continue to enter paid outs, or you can finalize by pressing or selecting the same paid out key.


```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PO1
CASH                    -10.00
CHECK                   -10.00
CHARGE                  -25.00
PO1                     -45.00
CLERK 01        000044   00001
```

Stock Inquiry

PLU's programmed with the option "Inventory Item" set to "Y" allow for Stock quantities to be set and tracked. Refer to "PLU Programming" on page 144 for programming details.

We can view the Current available stock and the Minimum stock setting on these PLU's from the register mode using the "Stock Inquiry" function. PLU Stock quantities cannot be edited using the Stock Inquiry function key; stock quantities may be edited using the X-Mode Stock Entry or the Program Mode PLU Stock programming.

For PLU Stock entry operation refer to the chapter "PLU Stock" on page 149 for details.

1. In the **Register Mode** press the **STOCK INQ** function key.

```
      STOCK INQ
                    0
```

2. Enter the **PLU #** and press the **PLU** function key, alternately you can press a **Keyboard PLU** or **Scan** an item to display the **Current S**tock for the selected Stock PLU:

```
    CURRENT  50.00
                  0
```

3. Press **CLEAR** to exit and display the default Register Mode screen.

Subtotaling Operations

Subtotal a Sale

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

   SUB TOTAL

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

NOTE: The subtotal can be printed if the print option is set. See "Print Options" on page 175 in the Program Mode "Options Programming" chapter.

Display Remaining EJ Lines

Note: Pressing the **SUBTOTAL** key while in the REG Mode but outside of a sale will display the remaining number of EJ lines.

```
 *REMAINING EJ*
EJ   LINE    899
```

Add Check (Tray Subtotal)

In a cafeteria or buffet application, use the **ADD CHECK** key to add multiple trays that are to be paid by a single individual. For example, Dad pays for all the trays for the family.

Press the **ADD CHECK** key after each order (tray) and press **SBTL** for the total of all orders (trays).

Finalize the sale with **CASH**, **CHECK**, or a **CHARGE** function as you would a normal sale.

Totaling and Tendering

There are ten tender functions available to categorize sales. **CASH**, **CHECK**, and **CHARGE 1~8** keys. The Cash, Check, Charge 1 and Charge 2 keys are on the default keyboard. There are also 8 **AUTO-CASH** keys to use as speed tender keys for common cash denomination amounts.

Depending upon how your register is programmed you might find charge keys as individual function keys on the keyboard.

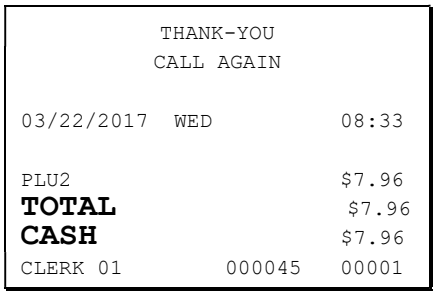
Totaling a Cash Sale

Register the items you wish to sell.

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

   CASH

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



Tendering a Cash Sale

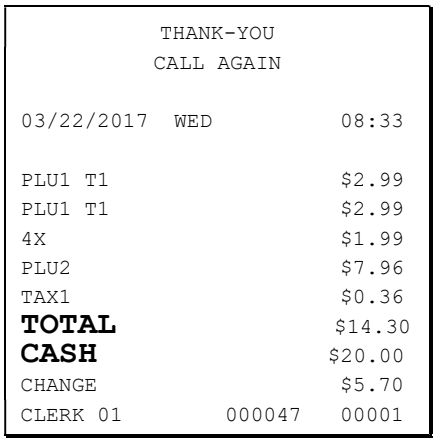
1. Register the items you wish to sell.
2. Enter the amount tendered by the customer. For example, for $20.00 enter:

   2 **0** **0** **0**

3. Press **CASH**:

   CASH

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



Tendering with Auto Cash

1. Register the items you wish to sell.
2. Press the appropriate **AUTO CASH** key. For example, a $20.00 Auto Cash:

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

```
          THANK-YOU
         CALL AGAIN

03/22/2017  WED          08:33

PLU1 T1                  $2.99
PLU1 T1                  $2.99
4X                       $1.99
PLU2                     $7.96
TAX1                     $0.36
TOTAL                   $14.30
CASH                    $20.00
CHANGE                   $5.70
CLERK 01        000047   00001
```

Totaling a Check Sale

Register the items you wish to sell.

2. To total a cash sale, press **CHECK**:

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

```
          THANK-YOU
         CALL AGAIN

03/22/2017  WED          08:33

PLU2                     $7.96
TOTAL                    $7.96
CHECK                   $7.96
CLERK 01        000046   00001
```

Tendering a Check Sale

1. Register the items you wish to sell.
2. Enter the amount tendered by the customer. For example, for $20.00 enter:

3. Press the **CHECK** tender key:

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

```
          THANK-YOU
         CALL AGAIN

03/22/2017  WED          08:33

PLU1 T1                  $2.99
PLU1 T1                  $2.99
4X                       $1.99
PLU2                     $7.96
TAX1                     $0.36
TOTAL                   $14.30
CHECK                   $20.00
CHANGE                   $5.70
CLERK 01        000048   00001
```

Totaling a Charge Sale

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

1. Register the items you wish to sell.
2. Press one of the **CHARGE (1-8)** keys located on the keyboard:


```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU1 T1                  $2.99
PLU1 T1                  $2.99
4X                       $1.99
PLU2                     $7.96
TAX1                     $0.36
TOTAL                   $14.30
CHARGE                  $14.30
CLERK 01        000049   00001
```

Totaling a Sale Using CHARGE

Instead of having multiple Charge keys on the keyboard, we can use the Charge # key to tender charge sales. The operation for totaling a sale using the Charge # key is similar the 8 individual charge keys.

1. Register the items you wish to sell.
2. Enter the number for the **Charge (1-8)** Key you wish to use to tender the sale; For example press the **#5** key (for Charge 5) for example.
3. Press the **CHARGE #** key on the keyboard:

Tendering a Charge Sale

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

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


```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU1 T1                  $2.99
PLU1 T1                  $2.99
4X                       $1.99
PLU2                     $7.96
TAX1                     $0.36
TOTAL                   $14.30
CHARGE                  $20.00
CHANGE                   $5.70
CLERK 01        000050   00001
```

Integrated Credit Card Payment Operations

For integrated credit card payment operation information using Datacap equipment, not using EMV integrate credit, see the “Integrated Payment” chapter on page 197 in the Appendix.

A separate supplement for EMV integrated payment is available on the CRS web site.

Check Cashing

Check cashing is a means for exchanging cash for a check. If you intend to cash checks, you must place a **CHK CASH** key on the keyboard. See “Function key Assignment” in the "Service Mode Programming" chapter.

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

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

2. Press **CHK CASH**:

   [CHK CASH]

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

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

        ***CHKCASH***
CHECK                   $20.00
CASH                    -20.00
CLERK 01        000051   00001
```

Split Tender

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

Note: By default, **CASH** and/or **CHECK** under tendering is allowed. This can be changed through function key programming.

1. Register the items you wish to sell.
2. Enter the amount of cash tendered by the customer, do not enter the decimal. For example, to enter ten dollars **CASH**:

   [1] [0] [0] [0] [CASH]

   The display will indicate the $10.00 cash tender and the $10.00 total still due.
3. Enter the amount of check tendered by the customer. For example, to enter a ten dollar **CHECK**:

   [1] [0] [0] [0] [CHECK]

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

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU2                    $20 00
TOTAL                    $20.00
CASH                     $10.00
TOTAL                    $10.00
CHECK                    $10.00
CLERK 01        000052   00001
```

Post Tender

Post tendering means computing change after the sale has been totaled and the drawer is open. This feature is useful when a customer changes the amount of the tender or when a "quick change artist" confuses a clerk. Normally, this function is not allowed. If you wish to allow post tendering, you must set the appropriate options program. See “SYSTEM” of "Options Programming" in the "Program Mode Programming" chapter. (A separate system option determines whether the drawer opens on the post tender.)

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

   [CASH]
3. The display will indicate the total of the cash sale.
4. Enter the amount of the new tender, Press **CASH**:

   [2] [0] [0] [0] [CASH]
5. The display will indicate the change due.

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU1 T1                  $2.99
TAX1                     $0.18
TOTAL                    $3.17
CASH                     $3.17
CLERK 01        000053   00001
```

Currency Conversion

If you normally accept currency from neighboring nations, you can program the ER-260EJ/ER-265EJ to convert the subtotal of a sale to the equivalent cost in the foreign currency. You can set up to four separate currency conversion function keys for different foreign currencies. To do this, you need to program the conversion factor. For example, if the US dollar (home currency) is worth 1.3720 Canadian dollars (foreign currency), the conversion factor is 1.3720. See "Function key Programming" in the "Program Mode Programming" chapter to set a conversion factor.

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

   [CONV1]
3. The amount due in foreign currency is displayed.
4. Enter the amount of the foreign currency tender, Press **CASH**:

   [1] [0] [0] [0] [CASH]
5. The display will indicate the amount of foreign currency tendered and display $5.17 change due. **The change due is computed in home currency!**

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

PLU1 T1                  $2.00
TAX1                     $0.12
TOTAL                    $2.12
CONV 1                  ¥10.00
CHANGE RATE            @1.3720
HOME AMT.                $7.29
CHANGE                   $5.17
CLERK 01        000054   00001
```

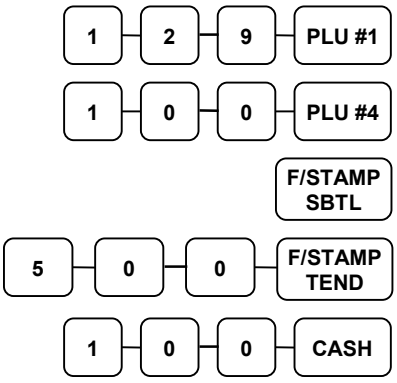
The currency symbol you program will display here. See "OPTIONS - PRINT" in the "Program Mode Programming".

Food Stamp Operations

The *SAM4s ECR* can be set up to sort food stamp eligible merchandise and accept food stamp payments. See "Function Key Assignment Programming" on page 118 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 "PLU Programming" on page 144.)

Note: All food stamp payments are now made through EBT payments. Beginning at software version 1.030, the ECR Series is capable of accepting EBT electronic payments.

- 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 (EBT), 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. Since all food stamp payments are now made by EBT, always tender the exact amount.




```
DATE 03/22/2017  WED  TIME 03:15

PLU1 FT1                    $1.29
PLU4                        $1.00
TAX1                        $0.10
TOTAL                       $2.39
F/S TOTAL                   $1.29
F/D TEND                    $1.29
F/S E-TAX 1                 -0.10
SUBTOTAL                    $1.00
CASH                        $1.00
CLERK 1          000001     00001
```

Food Stamp Payment Transaction

Scale Operations

The ER-260EJ/ER-265EJ can be interfaced to an optional load-cell scale. The scale interface allows direct entry of an item's weight using the **SCALE** function. You can also choose “manual entry" for the scale operation if you are working with a standalone scale that is not interfaced to the cash register.

- PLU’s must be set to "saleable" status to allow scale multiplication. If you attempt an entry into a PLU that has been programmed "saleable", an error tone will sound and the message “REQ SCALE” will display.
- Optionally, PLU’s can be set to "auto scale" status to speed up scale entries by automatically retrieving the weight on the scale and multiplying it times the amount entered.
- Optionally, PLU’s can be set to "auto tare" status to automatically subtract one of the preprogrammed tare weights when the PLU is registered.

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

Tare weights are programmed in the system option programming, option #39. The tare weight can be entered up to 3 digits past the decimal: *i.e. 1.235*. The third digit can be used but it can only be 0 or 5.

Refer to the "Service Mode Programming” and "Program Mode Programming" chapters to set your scale options for the following programming areas:

Service Mode Programming

- ***“Define Port"*** to attach a scale to one of the ports.
- ***“Function Key Assignment”*** to place SCALE and TARE keys on the keyboard.

Program Mode Programming

- ***"Function Key Programming"*** to set options for the SCALE and TARE keys.
- ***"PLU Programming"*** to set saleable, auto scale, or auto tare status.
- ***“System Options”*** to program the weight for the Tare if tare weights are used.

Direct Scale Entry

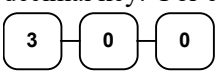
Place a product on the scale and press the **SCALE** key to display the weight on the cash register. Then make the appropriate **PLU** entry; the PLU must have ‘saleable’ status enabled.

To register an open price scalable PLU:

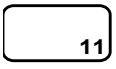
1. Place an item on the scale.
2. Press the **SCALE** key.

   Note: The item weight is displayed on the screen.
3. Enter the price per pound on the ten-keypad. Do not use the decimal key. For example, for $3.00 you will enter:

4. Press a **Scalable PLU** key. For example, press **PLU 11**:


```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:43

1.50 lb               @3.00/lb
PLU11                    $4.50
TAX1                     $0.27
 TOTAL                   $4.77
CASH                     $4.77
CLERK 01        000011   00001
```

Automatic Scale Entry

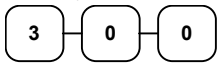
Place a product on the scale and make the appropriate PLU entry. The PLU must be set with the 'scalable' status and 'auto scale' status enabled.

Note: You do not need to press the SCALE function key before registering the "Auto-Scale PLU".

To register a scalable\auto-scale PLU:

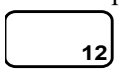
1. Place an item on the scale.
2. Press an **Auto-Scalable PLU** item on the keyboard. If the Auto-Scale item is a preset item, the item is registered into the sale.

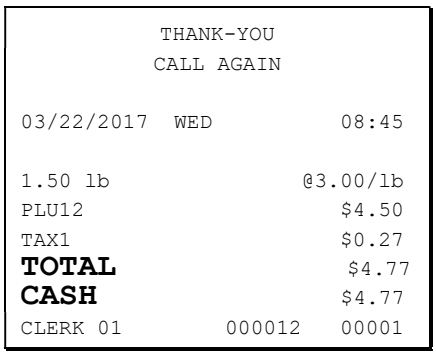
   If it is not a preset item, enter the price per pound on the ten-key keypad. Do not use the decimal key. For example, for $3.00 you will enter:

3. Press an **Auto-Scalable PLU** item on the keyboard.

   For example, press **PLU 12**:



```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:45

1.50 lb               @3.00/lb
PLU12                    $4.50
TAX1                     $0.27
TOTAL                    $4.77
CASH                     $4.77
CLERK 01        000012   00001
```

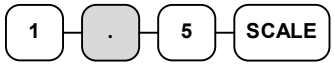
Manual Weight Entry

Note: Manual weight entry is allowed only when a scale is not connected and the Serial port is not set to the scale function. Manual Weight is also used when voiding or returning a scale item without using the scale.

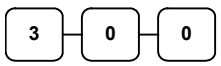
Operators can make manual weight entries if the item has been programmed to accept them. You must use the decimal key to enter fractional manual weights.

To register an open price scalable\auto-scale PLU with a manual weight entry:

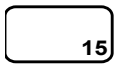
1. Place an item on the scale.
2. Enter the weight including the decimal key for fractional weights. Press the **SCALE** key:

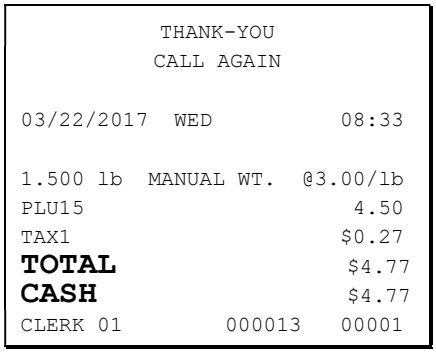
   

3. Enter the price per pound on the ten-keypad. Do not use the decimal key. For example, for $3.00, enter:

4. Press a **Scalable PLU** key. For example, press **PLU 15**:



```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

1.500 lb  MANUAL WT.  @3.00/lb
PLU15                     4.50
TAX1                     $0.27
TOTAL                    $4.77
CASH                     $4.77
CLERK 01        000013   00001
```

Tare Weight Entry

Tare weights are set up to account for container wight on scale items and are programmed in the system option programming, option #39. You can pre-program up to five separate tare weights representing the weight of different containers. If the container weight is variable, we can use Tare #5 to manually enter a tare weight.

The TARE function key *(key code 374)* can be used to enter specific Tare's programmed in the system options. When the tare is used with the scale item, the tare *(container weight)* will automatically subtract from the total weight displayed on the scale.

Preset Tare Weight Entry

To register an open price scalable\auto-scale PLU with a preset tare weight:

1. Place the container with the item on the scale.
2. Enter the preprogrammed tare number, then press the **TARE** key.

   [1] [TARE]
3. Press the **SCALE** key.

   [SCALE]

   Note: The item weight, minus the tare weight, is displayed on the screen.
4. Enter the price per pound on the ten-keypad. Do not use the decimal key. For example, for $3.00, enter:

   [3] [0] [0]
5. Press a **Scalable PLU** key. For example, press **PLU 12**:

   [12]

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:33

1.50 lb               @3.00/lb
PLU12                    $4.50
TAX1                     $0.27
TOTAL                    $4.77
CASH                     $4.77
CLERK 01        000014   00001
```

Auto-Tare Weight

Place a product on the scale and make the appropriate PLU entry. The PLU must be set with the status "scalable", and "auto scale" setting, and the "auto-tare" must be selected. To register a scalable\auto-scale\auto-tare PLU:

1. Place the container with the item on the scale.
2. Press a **Scalable \Auto-Scalable \Auto-Tare PLU** item on the keyboard. If the Auto-Scale item is a preset item, the item is registered into the sale.

   If it is not a preset item, enter the price per pound on the ten-key keypad. Do not use the decimal key. For example, for $3.00 you will enter:

   [3] [0] [0]
3. Press a **Scalable \Auto-Scalable \Auto-Tare PLU** item on the keyboard. For example, press **PLU 14**:

   [14]

   Note that the item is registered minus the tare weight.

```
          THANK-YOU
          CALL AGAIN

03/22/2017  WED          08:45

1.50 lb               @3.00/lb
PLU14                    $4.50
TAX1                     $0.27
TOTAL                    $4.77
CASH                     $4.77
CLERK 01        000015   00001
```

Manual Tare Weight Entry

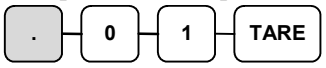
Tare #5 can be used to manually enter tare weights.

To register an open price scalable\auto-scale PLU with a manually entered tare weight:

1. Place the container with the item on the scale.
2. Enter the manual tare number **5**, then press the **TARE** key:

3. Enter the weight of the tare including the decimal. For example, enter **.01**, press the **TARE** key:

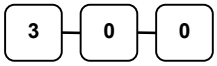
   

4. Press the **SCALE** key.

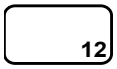
   

   Note: The item weight, minus the tare weight, is displayed on the screen.

5. Enter the price per pound on the ten-keypad. Do not use the decimal key. For example, for $3.00, enter:

6. Press a **Scalable PLU** key.
   For example, press **PLU 12**:


```
          THANK-YOU
         CALL AGAIN

03/22/2017  WED          08:45

1.50 lb               @3.00/lb
PLU12                    $4.50
TAX1                     $0.27
TOTAL                    $4.77
CASH                     $4.77
CLERK 01        000015   00001
```

Not Found PLU

The "Not Found PLU" feature is available for use when an optional scanner is used to input PLU's. If an item is scanned that is not programmed in the PLU file, the operator has the option to input the price of the item and assign it the same descriptor and properties of another PLU.

Managers will typically use the "Not Found PLU" report as a tool for updating the registers PLU file. This provides a simple mechanism for quickly building an item file for a simple scanning installation. Up to 50 not found PLU items can be retained in the report.

Note: The program mode "SYSTEM" → "OPTIONS" → "Option #21" → "ENABLE NOT FOUND PLU" must be set to "Y" to allow this function.

1. Scan an item or input a PLU number. If the item is in the PLU file, it will register, if an item is not in the PLU file, the **NOT FOUND PLU** screen will display:

2. Press the numeric **"1"** key to allow the registration of the PLU. The **PRICE** entry screen will display.

3. Enter the **PLU PRICE** and press the **CASH** key. If the PLU has a second price, you will be prompted to enter the price for the second price level as well. When the price(s) are entered, the **SELECT COPY PLU** screen will be displayed:

4. Press a PLU on the keyboard or enter a PLU number and press the **PLU** key. The PLU will register using the descriptor, tax status and option settings of the copied PLU.

Note: The Not Found PLU will assume the attributes of the PLU selected here. For example, if the item scanned is a "liquor" item, select another PLU in the liquor group as the copy PLU. If you are using a PLU designated to accept open liquor entries, that PLU must be set as a preset PLU with a preset value of zero and preset override allowed. If you copy an open PLU, the not found PLU will also be an open PLU requiring you to enter a price each time the PLU is registered.

Not Found PLU Reports

Managers will typically use the "Not Found PLU list" as a tool to update the PLU file. Up to 50 not found PLU items can be retained in the report. Two report selections are available for printing the Not Found PLU items, PLU report option selections are:

- SALES
- PROGRAM

1. To access the Not Found PLU's reports turn the Mode-Key to the **X** position and press **CASH** to view the X-Mode selections.
2. Choose **1. X REPORTS → 3. PLU → 3. NOT FOUND PLU** from the menu selections.
3. The Not Found PLU report selections are displayed.
   a. Choose **1 –** to print the Not Found PLU **Sales Report**
   b. Choose **2 –** to print the Not Found PLU **Program Report**

Not Found PLU Sales Report

Selecting **SALES** from the Not Found PLU report in the X-Mode will print out the Not-Found-PLU's that were added in a sale. PLU's on the Not Found PLU Sales Report are sorted by Group #.

1. X REPORTS → 3. PLU → 3. NOT FOUND PLU → 1. SALES

Not Found PLU – Sales Report Example:

```
            THANK-YOU
            CALL AGAIN

10/14/2020   WED          16:53
X1 REPORT
--------------------------------
NOT FOUND PLU REPORT

#1: GROUP 01
PLU12
 CNT 3                   $48.48
PLU6
 CNT 1                   $18.99
--------------------------------
TOTAL 4                  $67.47

#3: Group 03
PLU 14
 CNT 1                   $14.55
--------------------------------
Total 1                  $14.55
********************************
TOTAL CNT                     5
TOTAL AMT                $82.02

CLERK 01          00047   00000
```

Not Found PLU Program Report

Selecting **PROGRAM** from the Not Found PLU report in the X-Mode will print out the programming for each of the PLUs added using the Not-Found-PLU method. This makes a good reference for verifying the programming for new items added using the Not Found PLU feature.

1. Move to the "**X**" key lock position to display the **MANAGER MODE** screen: Press **CASH** to display the **X-MODE** menu.
2. From the **X-MODE** menu press **1 CASH** to view the **X Reports** menu selections.
3. Press **3 CASH** to access the **PLU** Reports; Press **3 CASH** again for the **Not Found PLU** Report.
4. Press **2 CASH** to run the **Not Found PLU - Program** report.
5. The programming for all PLU's added using the Not Found PLU method will be printed.

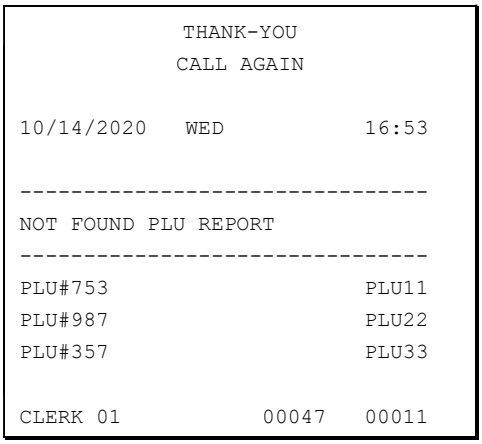
Not Found PLU Reset Report

Up to 50 "Not Found PLU" entries can be recorded, when this capacity is reached the memory must be cleared by running the "RESET NOT FOUND PLU" in the Z-Mode. See the "Reset Not Found PLU" operation on page 88 in the Z-Mode\Z-Reports chapter.

To print & clear the Not Found PLUs list –

1. Turn the Mode-Key to the **Z** position to view the Z-Mode selections.
2. Choose **3. RESET NOT FOUND PLU** from the menu selections: press **CASH**. The "ARE YOU SURE?" dialog displays.
3. Press **CASH** to confirm or press CLEAR to exit without clearing. The Not Found PLU Reset Report shows the item that was added using this feature and the Copy PLU.

Sample Not Found PLU Reset Report



```
            THANK-YOU
            CALL AGAIN

10/14/2020   WED          16:53

--------------------------------
NOT FOUND PLU REPORT
--------------------------------
PLU#753                   PLU11
PLU#987                   PLU22
PLU#357                   PLU33

CLERK 01          00047   00011
```

Validation

Validation is possible if an optional slip printer is connected to one of the available RS-232C ports. Use VALIDATION key (key code #401) to print a three-line validation on a separate form or piece of paper. Any item registration, discount or payment may be validated. Validation can be done after virtually any operation, and validation can be set to be compulsory after selected functions, including:

- Add Check
- Cash
- Charge 1-8
- Check
- Check Cashing
- Drive-Thru/Eat-In/Take-Out
- Error Correct
- Food Stamp Tender
- Merchandise Return
- Paid Out
- Received on Account
- Service
- Tax Exempt
- Waste
- % Key Functions

Validation Notes:

See "Function Key Programming" to set compulsory validation.

When validating a payment, system option #20 determines whether the amount of the sale or tender amount is validated.

X/Time Key Operations

⇒ Use to multiply a quantity of items or calculate split pricing on PLU entries as described in the "Keyboard PLU Multiplication" section on page 43.

⇒ When the register is idle *(not in a transaction or other operation)* **X/Time** key is pressed while in **REG** Mode and the operator display will show the Date and Time.

```
05/31/2019
16:22:27
```

Press the **CLEAR** Key to return REG Mode operation.

Manager Mode (X-Mode)

Overview

All Management Functions take place with the Mode Switch in the **X** or **Z** 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 Mode Switch in the **X** position to allow the operation. All reports require a control key that will access the **X** or **Z** position.

The following procedures are done from the **Manager Mode** (X-Mode) Operations menu:

- Manager Mode / X Mode
- X Reports
- Cash Declaration
- Flash report
- Set Training Mode
- Program Stock Entry
- Save Report to SD or USB Memory Device
- Receipt On or Off
- LCD Contrast Adjustment

NOTE:
CHARGE1, **CHARGE2** and **VOID** keys are used for navigating through the **X – Z – P** and **S-Mode** and ***should not*** be reassigned.
These key locations revert to their navigation operations, Cursor ↓ ↑ ← when used in the X – Z – P and S-Mode.

Manager Mode Menu

Manager mode allows operations where manager control is designated.

1. Move the control key to the **X** position to display the **MANAGER MODE** menu. An operation requiring the manager can now be done:

```
  MANAGER MODE
```

2. Perform any Manager Required operations.
3. Alternatively, Press **CASH** to display the **X-Mode** menu with the first option displayed:

```
     X-MODE
1.X REPORTS
```

4. You can now use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the **X-Mode** menu. If you already know the menu number of the X-Mode function you want to perform, you can enter the digit (1-7) directly. The Manager Mode menu contains the following functions:

```
1.X REPORTS
2.DECLARATION
3.FLASH REPORT
4.SET TRAIN MODE
5.STOCK ENTRY
6.SAVE RPT SD
7.SAVE RPT USB
8.RCPT ON/OFF
9.LCD CONTRAST
```

X Reports

X reports allow you to read and print report data *(eXamine)* without resetting the totals and counters within the report. The Report Counter on the X Report indicates the number of Z reports that have been generated for this Report Level & Report Type. After each Z report, this number advances on the next X and Z report. There is a separate report counter for each Z1 and Z2 Report Type.

Sample Reports can be viewed beginning on page 93.

General Instructions for X Reports

1. Move the Mode-Key to the **X** position to display the **MANAGER MODE** menu.
2. Press **CASH** to display the **X-Mode** menu.
3. From the **X-Mode** menu press **CASH** (or press **1** and **CASH)** to select the X Reports menu with the first option displayed:

```
   X REPORTS
1.FINANCIAL
```

4. You can now use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the **X-Mode** menu. If you already know the menu number of the report you with to generate, you can enter the digit (1-8) directly. The X Report menu contains the following reports:

```
1.FINANCIAL
2.TIME
3.PLU
4.CLERK
5.GROUP
6.MIX & MATCH
7.STOCK
8.EJ
```

5. When a report is selected, the options for the report class are displayed. In some cases, further options are displayed.
6. Use ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the options displayed or select the number for the operation. Press the **CASH** key to select the displayed option.
7. Select the report level **DAILY (X1)** or **PERIOD (X2)**, then press the **CASH** key.
    - The report will print to the receipt printer.
8. Refer to the 'X Reports Table' on the following page to view the menu selections for each report type.

X Reports Table

Report Number/ Report Type	Report Selections	Daily/ Period	Range
1. FINANCIAL	1. FINANCIAL	1. DAILY(X1)	
		2. PERIOD(X2)	
	2. DRAWER TOTALS	1. DAILY(X1)	
	3. DAY	2. PERIOD(X2)	
	4. VOID	1. DAILY(X1)	
		2. PERIOD(X2)	
	5. TRAIN FINANCIAL	1. DAILY(X1)	
		2. PERIOD(X2)	
2. TIME		1. DAILY(X1)	
		2. PERIOD(X2)	
3. PLU	1. PLU SALE	1. DAILY(X1)	
		2. PERIOD(X2)	
	2. PLU BY Group		1. ALL
			2. SELECT BY GROUP
	3. NOT FOUND PLU		1. SALES
			2. PROGRAM
	4. BEST PLU SALE	1. DAILY(X1)	
		2. PERIOD(X2)	
	5. BEST PLU QTY	1. DAILY(X1)	
		2. PERIOD(X2)	
	6. WORST PLU SALE	1. DAILY(X1)	
		2. PERIOD(X2)	
	7. WORST PLU QTY	1. DAILY(X1)	
		2. PERIOD(X2)	
	8. LAST SOLD		1. By PLU No.
			2. By group
			3. By date
4. CLERK		1. DAILY(X1)	1. ALL
			2. RANGE
		2. PERIOD(X2)	1. ALL
			2. RANGE
5. GROUP		1. DAILY(X1)	
		2. PERIOD(X2)	
6. MIX & MATCH		1. DAILY(X1)	
		2. PERIOD(X2)	
7. STOCK	1. STOCK	1. DAILY(X1)	1. All
			2. Range
	2. STOCK BY GRP		1. ALL
			2. SELECT BY GRP
	3. MINIMUM STOCK		1. ALL
			2. SELECT BY GRP
8. EJ	See “EJ – (Electronic Journal)” operations on page 109.		

Declaration

Cash declaration is the process of counting and reporting media in drawer before a report is taken. "Enforce cash declaration" is an option that requires to the operator to declare amounts of media in the drawer before a financial, clerk, or cash in drawer report can be generated. The purpose of this feature is to insure accurate reporting, even in case of an overage. You can enforce declaration by setting the appropriate options program. See “REPORT” of “Options Programming” in the "Program Mode Programming" chapter.

1. Move the mode key to the **X** lock position to display the **MANAGER MODE** menu.
2. Press **CASH** to display the **X-Mode** menu.
3. Press **↓CHARGE1** once or press **2** to display the “Declaration” option.

4. Press **CASH** to display the **DECLARATION SCREEN**. The cash drawer opens.

5. At the DECLARATION screen, enter the amounts for CASH, CHECK, CHARGE:
   - Enter all cash amounts, press the **CASH** key. You may wish to use the **X/TIME** key to multiply individual currency media. For example, if you are declaring 37 quarters, you can enter **37**, press **X/TIME**, enter **25**, then press **CASH**. You can make as many entries as you wish, the screen will keep a running total. The result is added to the cash declared running total on the screen.
   - You can enter a total for all checks combined or enter amounts for each check individually, press the **CHECK** key after each entry.
   - Enter charges in the drawer, press the appropriate **CHARGE** key after each entry.
6. When you have completed declaration entries, press the **CASH** key again to finalize and total your declaration.

Flash Report

The flash report allows managers to get a quick view of sales without printing a report. The report contains the register gross and net sales totals, as well as cash-in-drawer, check-in-drawer and totals for each charge key.

1. Move the mode key to the **X** lock position to display the **MANAGER MODE** menu.
2. Press **CASH** to display the **X-Mode** menu.
3. Press **↓CHARGE1** twice or press **3** to display the "Flash Report" option:

```
     X-MODE
3.FLASH REPORT
```

4. Press **CASH** to display the first line of the report, the Gross Sales total:

```
GROSS SALES
            0.00
```

5. Use the **↓CHARGE1** and the **↑CHARGE2** keys to scroll up and down through the report. The following totals are reported:

```
GROSS SALES
NET SALE
CASH-IN-D
CHECK-IN-
FD/S-IN-D
CHG1-IN-D
CHG2-IN-D
CHG3-IN-D
CHG4-IN-D
CHG5-IN-D
CHG6-IN-D
CHG7-IN-D
CHG8-IN-D
```

6. Press the **CLEAR** key to exit the report.

Set Training Mode

A training mode is available so that the register can be operated to practice registrations without updating totals and counters. If you choose to use training mode, you must set a training mode password. See "TRAIN MODE" of the "Options Programming" in the "Program Mode Programming" chapter.

1. Move the mode key to the **X** lock position to display the **MANAGER MODE** menu.
2. Press **CASH** to display the **X-Mode** menu.
3. Press **↓CHARGE1** three times or press **4** to display the "Set Train Mode" option:

```
     X-MODE
4.SET TRAIN MODE
```

4. Press **CASH** to select the training mode status, start training mode or end training mode:

```
SET TRAIN MODE
START:1 / END:0
```

5. Enter **1** to start training mode (if you have selected a training mode password, you will be prompted to enter to programmed password.) or enter **0** to end training mode. A chit will print to indicate you are starting or ending training mode.

Stock Entry

If you designate a PLU as an inventory item (see PLU programming) then a special PLU stock counter keeps a running inventory count. This program is where you can set the current inventory level.

Note: Before program PLU Stock, 'Inventory Item' option must be set as 'Y' in the PLU program.

One PLU

1. Move the mode key to the **X** lock position to display the **MANAGER MODE** menu.
2. Press **CASH** to display the **X-Mode** menu.
3. Press **↓CHARGE1** four times to display the **"STOCK ENTRY"** option (or press **5** to select the option directly):

```
     X-MODE
5.STOCK ENTRY
```

4. Press **CASH t**o display the stock entry menu.

```
  STOCK ENTRY
1.PROGRAM
```

5. With "PROGRAM" displayed on the screen, press **CASH** to begin (or press **1** and then **CASH**).

```
    PROGRAM
1.ONE
```

6. With "ONE" displayed on the menu, press **CASH** to begin (or press **1** and then **CASH**).

```
ENTER PLU #
                0
```

7. At the Enter PLU # screen, enter the PLU number you wish to program. (Note that the PLU must be activated and set as an inventory item or an error will result.)

```
ENTER PLU #
                0
```

8. The selection menu displays to select **ADD**, **SUB** or **REPLACE**.

```
OPERATOR: ADD (+)
     ADD(+)     ←
```

   a. With "ADD (+)" displayed, press **CASH** to enter the number of units you wish to add to the existing inventory count, **or** press **↓CHARGE1** to select SUB (-) to subtract from the current stock quantity:

```
OPERATOR: ADD (+)
     SUB(-)     ←
```

   b. With "SUB (-)" displayed, press **CASH** to enter the number of units you wish to subtract from the existing inventory count **or** press **↓CHARGE1** to select REPLACE to replace the current stock quantity.

```
OPERATOR: ADD (+)
    REPLACE     ←
```

9. After entering all the ADD, SUBTRACT or REPLACE stock values, press **CLEAR** to exit the Stock Entry program.

Range of PLU's

1. Move the mode key to the **X** lock position to display the **MANAGER MODE** menu.
2. Press **CASH** to display the **X-Mode** menu.
3. Press **↓CHARGE1** four times to display the **"STOCK ENTRY"** option (or press **5** to display the option directly):

```
     X-MODE
5.STOCK ENTRY
```

4. Press **CASH t**o display the stock entry menu.

```
  STOCK ENTRY
1.PROGRAM
```

5. With "PROGRAM" displayed on the screen, press **↓CHARGE1** to select **2.RANGE** (or press **2** to directly access the **RANGE** selection.).

```
    PROGRAM
2.RANGE
```

6. Then **CASH** to begin:

```
ENTER FROM PLU #
                0
```

   a. At the **Enter From PLU #** screen, enter the beginning number in the range of PLU's you wish to program and then press **CASH**.

```
ENTER TO PLU #
                0
```

   b. At the **Enter To PLU # screen**, enter the ending number in the range of PLU's you wish to program and then press **CASH**.

7. The selection menu displays to select **ADD**, **SUB** or **REPLACE**.

```
OPERATOR: ADD (+)
     ADD(+)     ←
```

   a. With "ADD (+)" displayed, press **CASH** to enter the number of units you wish to add to the existing inventory count, **or** press **↓CHARGE1** to select SUB (-) to subtract from the current stock quantity:

```
OPERATOR: ADD (+)
     SUB(-)     ←
```

   b. With "SUB (-)" displayed, press **CASH** to enter the number of units you wish to subtract from the existing inventory count **or** press **↓CHARGE1** to select REPLACE to replace the current stock quantity.

```
OPERATOR: ADD (+)
    REPLACE     ←
```

8. After entering all the ADD, SUBTRACT or REPLACE stock values, press **CLEAR** to exit the Stock Entry program.

Save Report SD or USB

The Daily (X1) Report files can be saved to an SD or USB memory device. The report file can be saved as a CSV Format file (Comma Separated Value spreadsheet format) or as a REP Format file (Report File Format, for viewing with eSpresso software).

Also see: "Saving Reports" on page 128 for more information in the 'Program Backup and Restore' chapter of Service Mode Programming.

1. Turn the Mode Switch to the **X** position; Press **CASH** to display the X-MODE.
2. From the **X-MODE** menu, press **6 CASH** to save the Daily (X1) Report files to an SD card or
3. press **7 CASH** to save the Daily (X1) Report files to a USB memory stick.
4. The **SAVE RPT SD** or **SAVE RPT USB** screen is displayed.

```
SAVE RPT SD
 CSV FORMAT
```

5. Select the desired format for the saved report file; Press **1 CASH** to save as a **CSV FORMAT** file or Press **2 CASH** to save as a **REP FORMAT** file.

Receipt On / Off

If the Receipt On/Off key has been removed from the keyboard, you can turn the register printer to an *on* or *off* condition from the Manager Mode. In the *off* condition, transactions will not be printed, but reports will continue to print if requested.

1. Move the mode key to the **X** lock position to display the **MANAGER MODE** menu.
2. Press **CASH** to display the **X-Mode** menu.
3. Press **↓CHARGE1** until the RCPT ON/OFF option is selected (or press **8** to go directly to this screen):

```
X-MODE
8.RCPT ON/OFF
```

4. Press **CASH** to display the ON/OFF option:

```
  RCPT ON/OFF
  ON:0 / OFF:1
```

5. Press **0** to turn **ON** receipt printing or press **1** to turn **OFF** receipt printing.

Note: When the receipt is off, a receipt may be printed after the sale by pressing CASH after the transaction is complete.

LCD Contrast

The operator display LCD screen contrast may be adjusted using the X-Mode operation.

1. Move to mode key to the "**X**" key lock position; Press **CASH** to display the X-MODE menu screen.
2. From the **X-MODE** menu press **9 CASH** to display the **LCD CONTRAST** screen.

```
    LCD CONTRAST
1.TWO LINE
```

3. Press **1 CASH** to adjust the LCD contrast.

```
      TWO LINE
      VALUE:15
```

4. Use the **CHARGE(↑)** key to make Lighter and **CHECK(↓)** keys to make Darker. Available Value settings are from 0-15. The Front LCD (Operator's Display) and Rear LCD (Customer Display) will adjust simultaneously.
5. When the displays appear as desired; press the **CASH** to save changes. Pressing CLEAR will exit without saving any changes.

Note: The LCD Contrast may also be adjusted from the S-Mode: ECR Setup – LCD Contrast.

Z-Mode

Overview

All Management Functions take place with the Mode Switch in the **X** or **Z** position. In this way, only those with the correct key will have access to these functions.

The following procedures are done from the **Z-Mode** Operations menu:

- Z Reports
- Reset Electronic Journal
- Reset Not Found PLU List
- Connect Server
- Datatran Function
- Datatran Transaction
- DC Direct Function

NOTE:
CHARGE1, **CHARGE2** and **VOID** keys are used for navigating through the **X – Z – P** and **S-Mode** and ***should not*** be reassigned.
These key locations revert to their navigation operations, Cursor ↓ ↑ ← when used in the X – Z – P and S-Mode.

Accessing Z-Mode Functions

1. Move the mode key to the **Z** lock position to display the **Z-Mode** menu.

```
      Z-MODE
1.Z REPORTS
```

2. You can now use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the **Z-Mode** menu. If you already know the menu number of the X-Mode function you with to perform, you can enter the digit (1-7) directly. Press the **CASH** key to confirm you selection.
   The following Z-Mode functions are available:

```
1.Z REPORTS
2.RESET E.J
3.RESET NOT FOUND PLU
4.CONNECT SERVER
5.DATATRAN FUNCTION
6.DATATRAN TRANSACTION
7.DC DIRECT FUNCTIONS
```

Z Reports

Z Reports will read, print and reset report totals. *(**Z**ero out the Report totals)* for the Daily ("Z1") and Period ("Z2") report as selected. The report counter advances each time a Z report is generated. There is a separate counter for Daily Z1 and Period Z2 reports.

General Instruction for Z Reports

1. Move the mode key to the **Z** lock position to display the **Z-Mode** menu.
2. From the **Z-Mode** menu press **CASH** (or press **1** and **CASH)** to select the Z Reports menu with the first option displayed:

```
   Z REPORTS
1.FINANCIAL
```

3. You can now use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the **Z-Mode** menu. If you already know the menu number of the report you with to generate, you can enter the numeric digit (1-7) directly. The Z Report menu contains the following reports:

```
1.FINANCIAL
2.TIME
3.PLU
4.CLERK
5.GROUP
6.MIX & MATCH
7.STOCK
```

4. When a report is selected, the options with the report class are displayed. In some cases, further options are displayed.
5. Use ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the options displayed: Press the **CASH** key to select the displayed option. With a specific report selected, the reports will start when the **CASH** key is pressed.

   Refer to the "Z-Reports Table" on the following page to view the menu selections for each report type.

Z Reports Table

Sample Reports can be viewed beginning on page 93.

Report Number/ Report Type	Report Selection	Daily/ Period
1. FINANCIAL	1. FINANCIAL	1. DAILY(Z1)
		2. PERIOD(Z2)
	2. DAY	2. PERIOD(X2)
	3. VOID	1. DAILY(Z1)
		2. PERIOD(Z2)
	5. TRAIN FINANCIAL	1. DAILY(Z1)
		2. PERIOD(Z2)
2. TIME		1. DAILY(Z1)
		2. PERIOD(Z2)
3. PLU		1. DAILY(Z1)
		2. PERIOD(Z2)
4. CLERK		1. DAILY(Z1)
		2. PERIOD(Z2)
5. GROUP		1. DAILY(Z1)
		2. PERIOD(Z2)
6. MIX & MATCH		1. DAILY(X1)
		2. PERIOD(X2)
7. STOCK		1. DAILY(Z1)

Reset Electronic Journal

An electronic journal feature is available on the ER-260EJ/ER-265EJ. The electronic journal captures the sales journal in the register memory. If you intend to use the electronic journal, you must allocate sufficient memory (see "Memory Allocation" in the chapter) and activate the journal and set related journal capture options (see the *"Program Mode Programming"* →*"Options Programming"* → "EJ Options" chapter.)

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

1. Move the mode key to the **Z** lock position to display the **Z-Mode** menu.
2. From the **Z-Mode** menu press ↓**CHARGE1** to select the "2.RESET E.J" option (or press **2** to display the option directly):
3. Press **CASH**.

```
ARE YOU SURE?
 Y=CASH N=CLEAR
```

4. The screen asks: **ARE YOU SURE?** Press the **CASH** key for **YES** or press the CLEAR key for NO to clear the report.

Reset Not Found PLU

Managers will typically use the Not Found PLU list as a tool for updating the PLU file. Up to 50 "Not Found PLU" entries can be recorded, when this capacity is reached the memory must be cleared by running the "RESET NOT FOUND PLU" in the Z-Mode.

The System Option #21 "Enable Not Found PLU" must be set to **Y** before the Not Found PLU feature can be utilized.

1. Move the Mode-Key to the **Z** position to display the **Z-Mode** menu.
2. From the **Z-Mode** menu press the ↓**CHARGE1** key until "RESET NOT FOUND" is selected (or press **3** to view the option directly.)
3. Press **CASH**.

```
ARE YOU SURE?
 Y=CASH N=CLEAR
```

4. The screen asks: **ARE YOU SURE?** Press the **CASH** key for **YES** to confirm you want to clear the file. Pressing the CLEAR key for NO will exit without clearing the report.

Connect Server

Not Used.

Datatran Function

Datatran Functions are provided if using integrated credit card processing with the ER-260EJ/ER-265EJ Series ECR utilizing a Datacap EMV compatible device. Please refer to the Integrated Payment Appendix or the separate ER-260EJ/ER-265EJ EMV-Datacap Supplement for complete details about the Datatran Function operations.

1. Move the mode key to the **Z** lock position to display the **Z-Mode** menu.
2. You can now use the **↓CHARGE1** and the **↑CHARGE2** keys to scroll up and down through the **Z-Mode** menu (or press **5** and **CASH)** to select the Datatran Transaction menu with the first option displayed:

```
1.INITIALIZE EFT
2.CLOSE CURR. BATCH
3.PARAMETER DOWNLOAD
4.EMV EBT VOUCHER
5.ISSUE TRANSACTION
6.ISSUE BATCH STATUS
7.DIAL IN LOAD
8.DIAGNOSTIC
```

Datatran Function: Menu Operations

EMV related operations are shown in **Bold** below; Follow the summary table for details for each of these processes.

Menu #	Operation	Definition
1	**Initialize EFT**	Use this operation to initialize the PIN-Pad device.
2	**Close Curr. Batch**	Use this operation to close the current batch; a new batch is automatically opened.
3	**Parameter Download**	Use to load the EMV parameters into the PIN-Pad.
4	**EMV EBT Voucher**	Used to Manually enter EBT transactions.
5	**Issue Transaction**	Currently, if a Local Transaction Report is run, we print the information from the approvals. However, this data should only be used for troubleshooting and should not be relied upon as accurate reporting data.
6	**Issue Batch Status**	Print the status for the current batch.
7	**Dial In Load**	This procedure must be done at each new installation to load the Datatran device parameters.
8	**Diagnostic**	Use to perform various diagnostics. Use only as requested by Datacap support.

Datatran Transaction

Datatran Transactions are provided if using integrated credit card processing with the ER-260EJ/ER-265EJ Series ECR utilizing a Datacap EMV compatible device. Please refer to the Integrated Payment Appendix or the separate ER-260EJ/ER-265EJ EMV-Datacap Supplement for complete details about the Datatran Transaction operations.

1. Move the mode key to the **Z** keylock position to display the **Z-Mode** menu.
2. You can now use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the **Z-Mode** menu (or press **6** and **CASH)** to select the Datatran Transaction menu with the first option displayed:

```
1.VOID SALE BY REC NO
2.VOID REFUND BY REC NO
3.VOICE AUTH
4.ZERO AUTHORIZATION
5.DELETE SD EMV FILE
```

Datatran Transaction: Menu Operations

EMV related operations are shown in **Bold** below; Follow the summary table for details for each of these processes.

Menu #	Operation	Definition
1	**Void Sale by Record Number**	Use these operations to void transactions when the card is not present. **CAUTION:** These voids will not correct ECR sales totals (i.e. PLU sales) but will maintain a total on the Financial Report. The processor must allow "By Record" operations *(Enable Tokenization)* for Void by Record Number operations. Use the VOID Mode operation at the ECR to perform transaction voids that will correct the appropriate ECR sales totals.
2	**Void Refund by Record Number**	
3	**Voice Authorization**	Use to enter a voice authorized sale into the batch.
4	**Zero Authorization**	Use this operation to verify a card is valid, activated, not reported as lost/stolen.
5	**Delete SD EMV File**	This Operation will clear the EMVBACK.txt file stored on the SD Card.

DC Direct Functions

Added at v04.056, DC Direct Functions are only used when integrating DC Direct with the ECR for integrated payment operations. These settings are used to set up and utilize the DC Direct device with the ECR.

1. Move the mode switch key to the **Z** position to display the **Z-MODE** menu.
2. You can use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the **Z-Mode** menu to select the **DC DIRECT FUNCTION** menu selections (or press **7** and **CASH**). The option selections available are:

```
1.SETTINGS
2.TRANSACTIONS
3.ADMIN FUNCTIONS
```

DC Direct Function Operation Definitions

The Datatran Function operation definitions are shown below.

Menu #	Operation	Definition
1.	**Settings**	Use the settings menu to enter the configuration settings to set up the connection between the DC Direct device and the ECR.
2.	**Transactions**	Use the operations in this menu to Add or delete transactions within the current batch.
3.	**Admin Functions**	This operation contain settlement and maintenance operations for the current batch.

SETTINGS Operations & Definitions

The DC Direct Functions\Settings are required to connect and utilize the DC Direct device with the ECR.

1. From the **Z** position, press **7** and **CASH**, then press **1** and **CASH** to access the DC Direct **SETTINGS** menu. The Settings operations definitions are shown below.

```
1.ENABLE DC DIRECT
2.SET IP
3.SET MERCHANT ID
4.SET GIFT MERCHANT ID
5.EMVPAD RESET
6.GRATUITY SUGGESTIONS
```

Menu #	Operation	Definition
1.	**Enable DC Direct**	Select **Y** when using DC Direct integrated payment equipment.
2.	**Set IP**	Enter the **IP ADDRESS** that is assigned to the DC-Direct Device.
3.	**Set Merchant ID**	Enter the **Merchant ID from Datacap** for DC-Direct Credit Card processing. (MID from Datacap.) ***(For Raised Keyboard model ECRs you must use the 3-digit character code entry method.)***
4.	**Set Gift Merchant ID**	Enter the **Merchant ID from Datacap** for DC-Direct Gift Card processing. This is a separate Merchant ID for Gift Card operations and processing. *(Gift MID from Datacap.)* ***(For Raised Keyboard model ECRs you must use the 3-digit character code entry method.)***
5.	**EMVPAD Reset**	Use this operation to **Reset\Initialize** the **DC Direct PIN-Pad** device.
6.	**Gratuity Suggestions**	Optional, This setting is used when the System Option 54: Prompt Suggestive TIP = Y. The gratuity suggestions setting determines what TIP prompt will be displayed on the Datacap DC Direct™ Terminal. Type in the desired command.

TRANSACTIONS Operations & Definitions

The Transactions menu operations shown below are operations, these operations are not required for setting up the DC Direct with the ECR.

1. From the **Z** position, press **7** and **CASH**, then press **2** and **CASH** to access the DC Direct **TRANSACTIONS** menu. The Transactions operations definitions are shown below.

```
1.VOID SALE BY REC NO
2.VOID REFUND BY REC NO
3.VOICE AUTH
4.ZERO AUTHORIZATION
5.EMV EBT VOUCHER
6.GIFT CARD CASH OUT
7.GIFT VOID ISSUE
8.RETURN BY REC NO
```

Menu #	Operation	Definition
1.	**VD Sale By REC NO**	Use these operations to void transactions when the card is not present. CAUTION: These void operations will not correct the sale totals on the ECR, (i.e. PLU sales) but will maintain a separate total on the Financial Report. Use the VOID mode operation at the ECR to perform transaction voids that will correct the appropriate ECR sales totals.
2.	**VD Refund By REC NO**	
3.	**Voice Auth**	Use to enter a voice authorized sale into the current batch.
4.	**Zero Authorization**	Used to verify if a card is valid, activated, not reported as lost or stolen.
5.	**EMV EBT Voucher**	EMV EBT Voucher is used to manually enter EBT transactions.
6.	**Gift Card Cash Out**	This operation allows the customer to receive a CASH OUT payment for the remaining balance available on their gift card.
7.	**Gift Void Issue**	After issuing a Gift Card, this operation can be used to nullify the issuance but this must be performed as the very next transaction.
8.	**Return By REC NO**	Use this operation to return to the customer the total sale amount or a partial amount of a sale.

Admin Functions Operations & Definitions

The Admin Functions operations & definitions are shown below, the EMVPAD Download operation should be performed after setting up the DC Direct\Settings.

1. From the **Z** position, press **7** and **CASH**, then press **3** and **CASH** to access the DC Direct **ADMIN FUNCTIONS** menu.

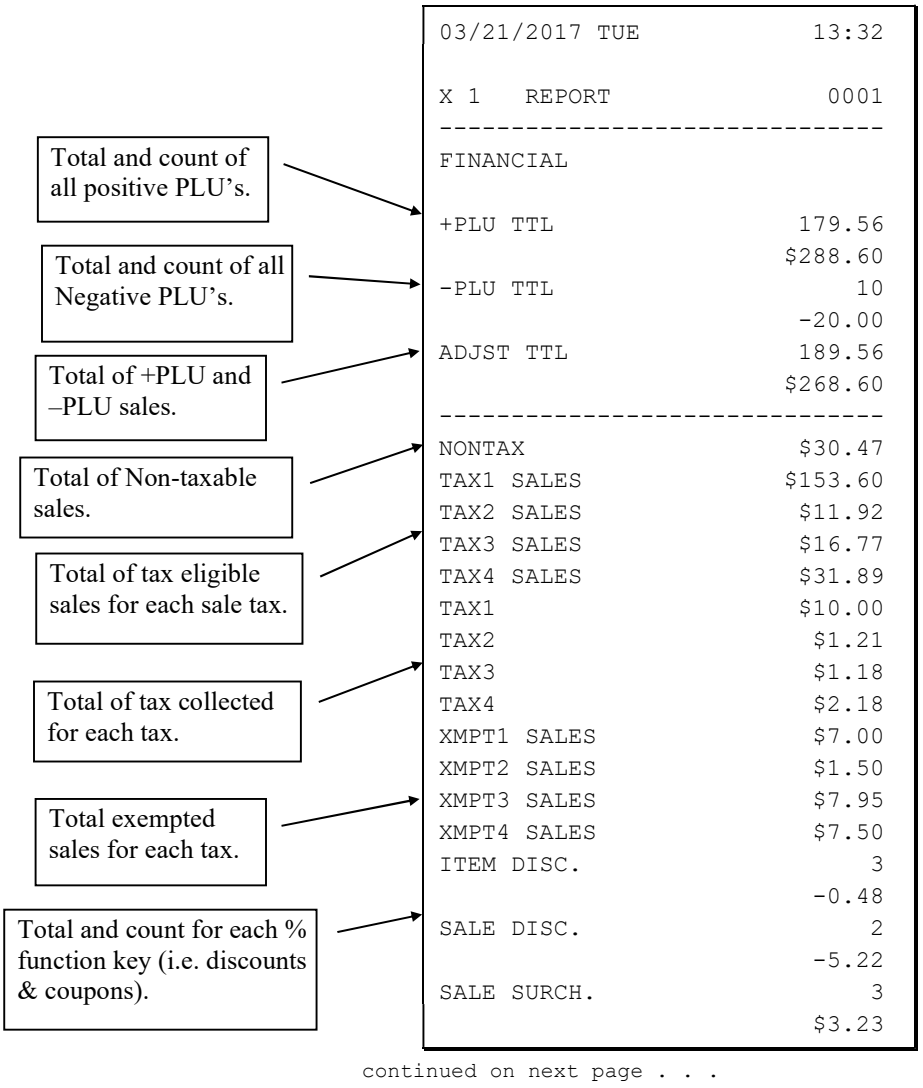
```
1.EMVPAD DOWNLOAD
2.BATCH SUMMARY
3.BATCH CLOSE
4.DELETE SD EMV FILE
```

Menu #	Operation	Definition
1.	**EMVPAD Download**	This operation tells the DC Direct Pin-Pad device to get new parameters from Datacap. Perform this operation after installing the Datacap DC Direct device.
2.	**Batch Summary**	Use this operation to print a summary of the transactions in the current batch.
3.	**Batch Close**	Closes the current batch; a new batch will open automatically.
4.	**Delete SD EMV File**	This clears the internally stored token file that stores the Authorization Response messages that allow the ECR to perform “By Record” operations.

Sample Reports

Financial

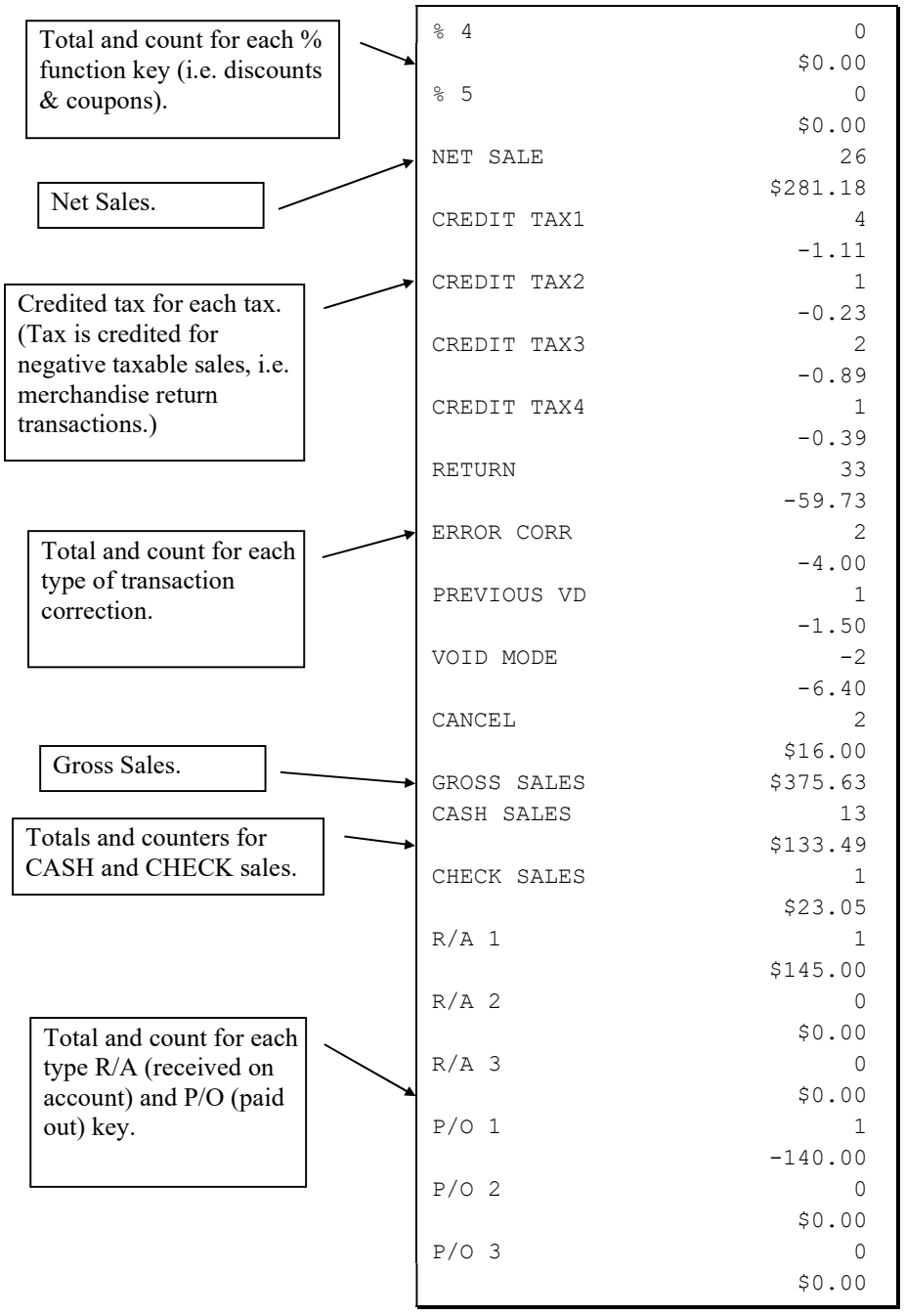
The Financial report is available in X or Z mode, Daily (X1 or Z1) or Period (X2 or Z2) Reporting.




```
03/21/2017 TUE            13:32

X 1   REPORT                0001
--------------------------------
FINANCIAL

+PLU TTL                  179.56
                         $288.60
-PLU TTL                      10
                          -20.00
ADJST TTL                 189.56
                         $268.60
--------------------------------
NONTAX                    $30.47
TAX1 SALES               $153.60
TAX2 SALES                $11.92
TAX3 SALES                $16.77
TAX4 SALES                $31.89
TAX1                      $10.00
TAX2                       $1.21
TAX3                       $1.18
TAX4                       $2.18
XMPT1 SALES                $7.00
XMPT2 SALES                $1.50
XMPT3 SALES                $7.95
XMPT4 SALES                $7.50
ITEM DISC.                    3
                           -0.48
SALE DISC.                    2
                           -5.22
SALE SURCH.                   3
                           $3.23
```

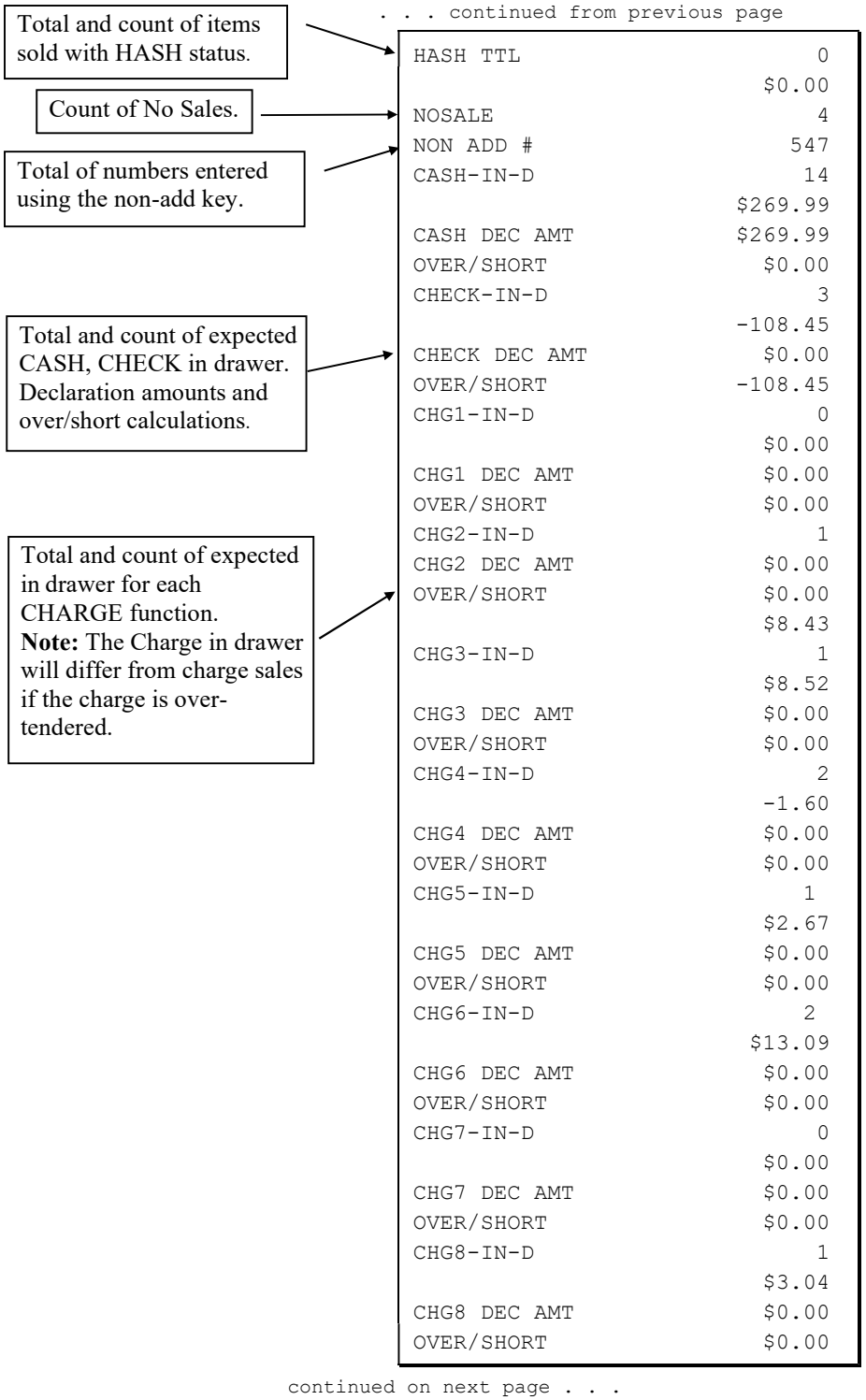
continued on next page . . .

. . . continued from previous page

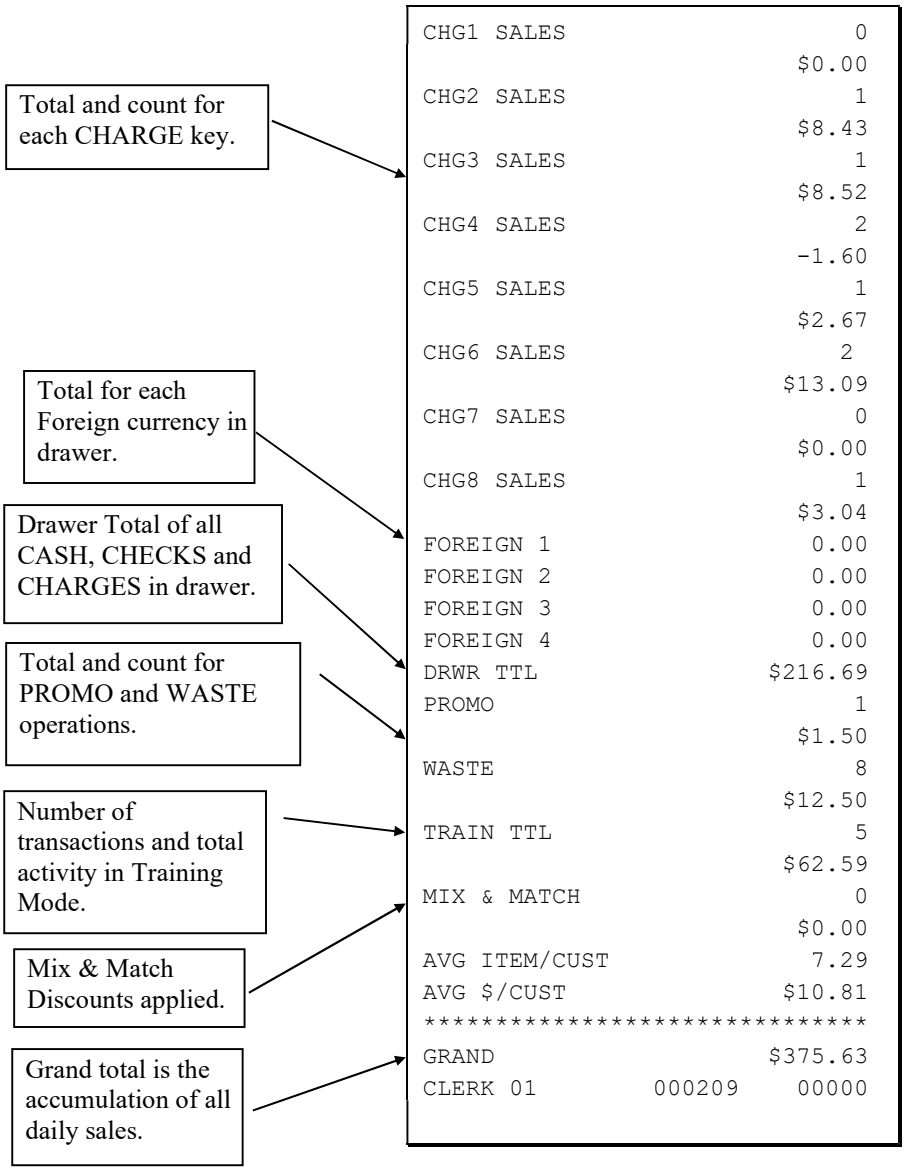


% 4	0
	$0.00
% 5	0
	$0.00
NET SALE	26
	$281.18
CREDIT TAX1	4
	-1.11
CREDIT TAX2	1
	-0.23
CREDIT TAX3	2
	-0.89
CREDIT TAX4	1
	-0.39
RETURN	33
	-59.73
ERROR CORR	2
	-4.00
PREVIOUS VD	1
	-1.50
VOID MODE	-2
	-6.40
CANCEL	2
	$16.00
GROSS SALES	$375.63
CASH SALES	13
	$133.49
CHECK SALES	1
	$23.05
R/A 1	1
	$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 on next page . . .

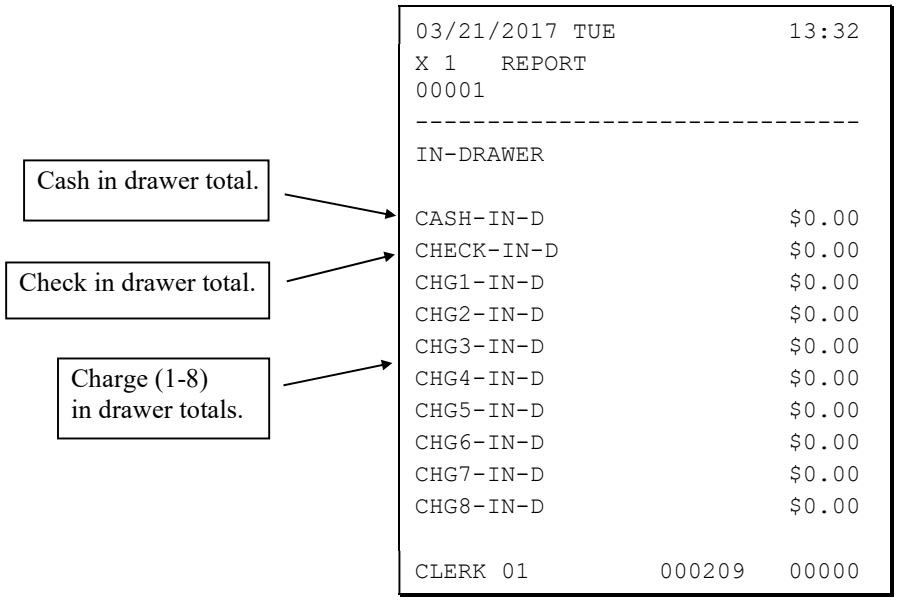

Total and count of items sold with HASH status.
Count of No Sales.
Total of numbers entered using the non-add key.
Total and count of expected CASH, CHECK in drawer. Declaration amounts and over/short calculations.
Total and count of expected in drawer for each CHARGE function.
Note: The Charge in drawer will differ from charge sales if the charge is over-tendered.
. . . continued from previous page
HASH TTL 0
$0.00
NOSALE 4
NON ADD # 547
CASH-IN-D 14
$269.99
CASH DEC AMT $269.99
OVER/SHORT $0.00
CHECK-IN-D 3
-108.45
CHECK DEC AMT $0.00
OVER/SHORT -108.45
CHG1-IN-D 0
$0.00
CHG1 DEC AMT $0.00
OVER/SHORT $0.00
CHG2-IN-D 1
CHG2 DEC AMT $0.00
OVER/SHORT $0.00
$8.43
CHG3-IN-D 1
$8.52
CHG3 DEC AMT $0.00
OVER/SHORT $0.00
CHG4-IN-D 2
-1.60
CHG4 DEC AMT $0.00
OVER/SHORT $0.00
CHG5-IN-D 1
$2.67
CHG5 DEC AMT $0.00
OVER/SHORT $0.00
CHG6-IN-D 2
$13.09
CHG6 DEC AMT $0.00
OVER/SHORT $0.00
CHG7-IN-D 0
$0.00
CHG7 DEC AMT $0.00
OVER/SHORT $0.00
CHG8-IN-D 1
$3.04
CHG8 DEC AMT $0.00
OVER/SHORT $0.00
continued on next page . . .

. . . continued from previous page



Drawer Totals

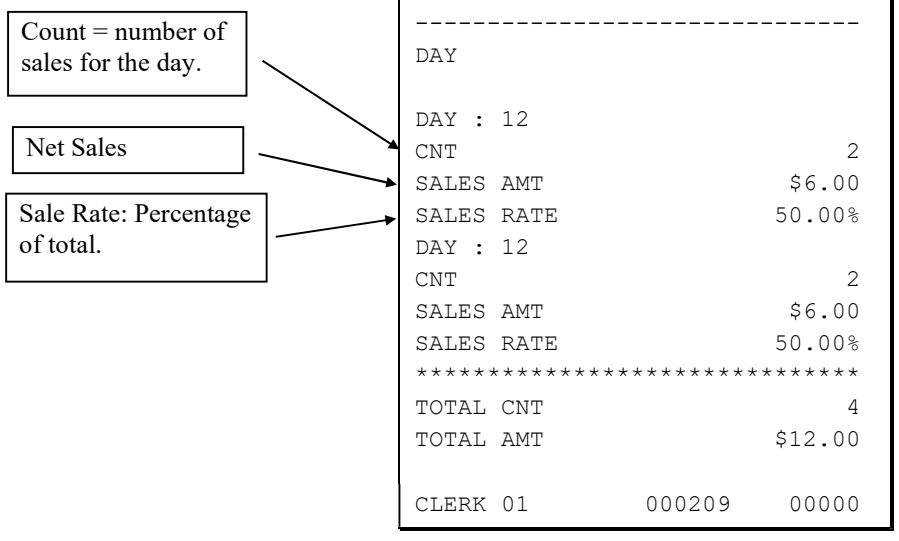
The Drawer Totals report prints out the In-Drawer totals for each tender. This report is only available in the X-Mode, Daily (X1) Reporting.




```
03/21/2017 TUE            13:32
X 1   REPORT
00001
--------------------------------
IN-DRAWER

CASH-IN-D                 $0.00
CHECK-IN-D                $0.00
CHG1-IN-D                 $0.00
CHG2-IN-D                 $0.00
CHG3-IN-D                 $0.00
CHG4-IN-D                 $0.00
CHG5-IN-D                 $0.00
CHG6-IN-D                 $0.00
CHG7-IN-D                 $0.00
CHG8-IN-D                 $0.00

CLERK 01          000209   00000
```

Day

The Day *(Daily Sales)* report lists net sales for each day of the month and is available in X or Z Mode, Period (X2 or Z2) Reporting.




```
03/21/2017 TUE            13:32

X 2   REPORT              00001
--------------------------------
DAY

DAY : 12
CNT                           2
SALES AMT                 $6.00
SALES RATE               50.00%
DAY : 12
CNT                           2
SALES AMT                 $6.00
SALES RATE               50.00%
********************************
TOTAL CNT                     4
TOTAL AMT                $12.00

CLERK 01         000209    00000
```

VOID

The VOID report shows the number of sales and amount of sales registered in the Void Mode. This report is available in X or Z Mode, Daily (X1 or Z1) or Period (X2 or Z2) Reporting.

```
03/21/2017 TUE            13:32

X 1   REPORT              00001
--------------------------------
VOID

VOID MODE                    -2
                          $11.00
********************************

CLERK 03         000013   00000
```

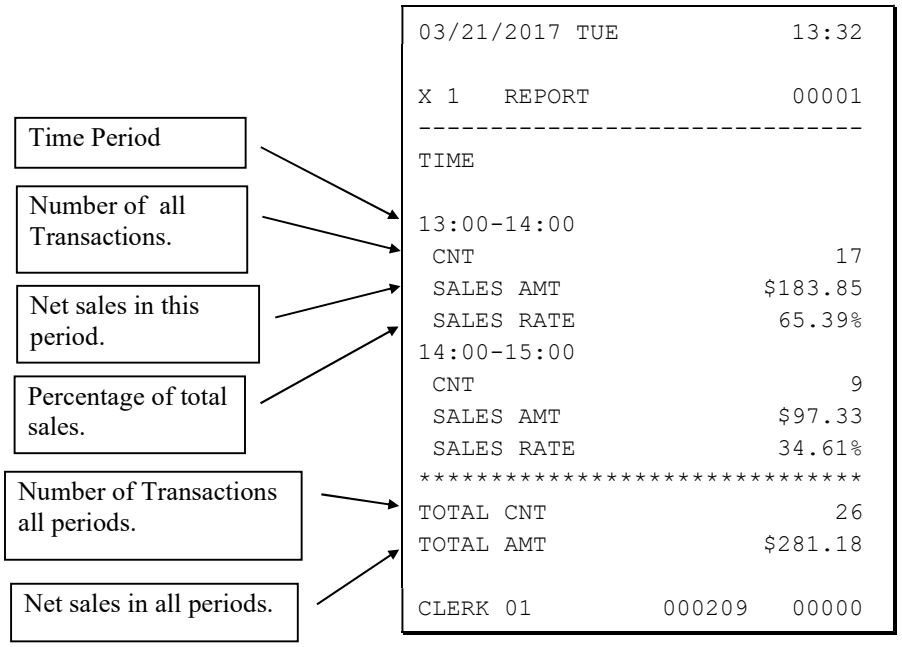
Train Financial

Financial report for sales performed in Training Mode. This report is available in X or Z Mode, Daily (X1 or Z1) or Period (X2 or Z2) Reporting.

```
03/21/2017 TUE            13:32

X 1   REPORT              00001
--------------------------------
TRAIN FINANCIAL

+PLU TTL                     2
                          $11.00
ADJST TTL                    2
                          $11.00
--------------------------------
NONTAX                    $11.00
NET SALE                     2
                          $11.00
GROSS SALES               $11.00
CASH SALES                   1
                          $11.00
CASH-IN-D                    1
                          $11.00
DRWR TTL                  $11.00
PLU LWVWL1 TTL               2
                          $11.00
AVG ITEM/CUST                2
AVG $/CUST                $11.00
********************************
GRAND                     $11.00

CLERK 03         000013   00000
```

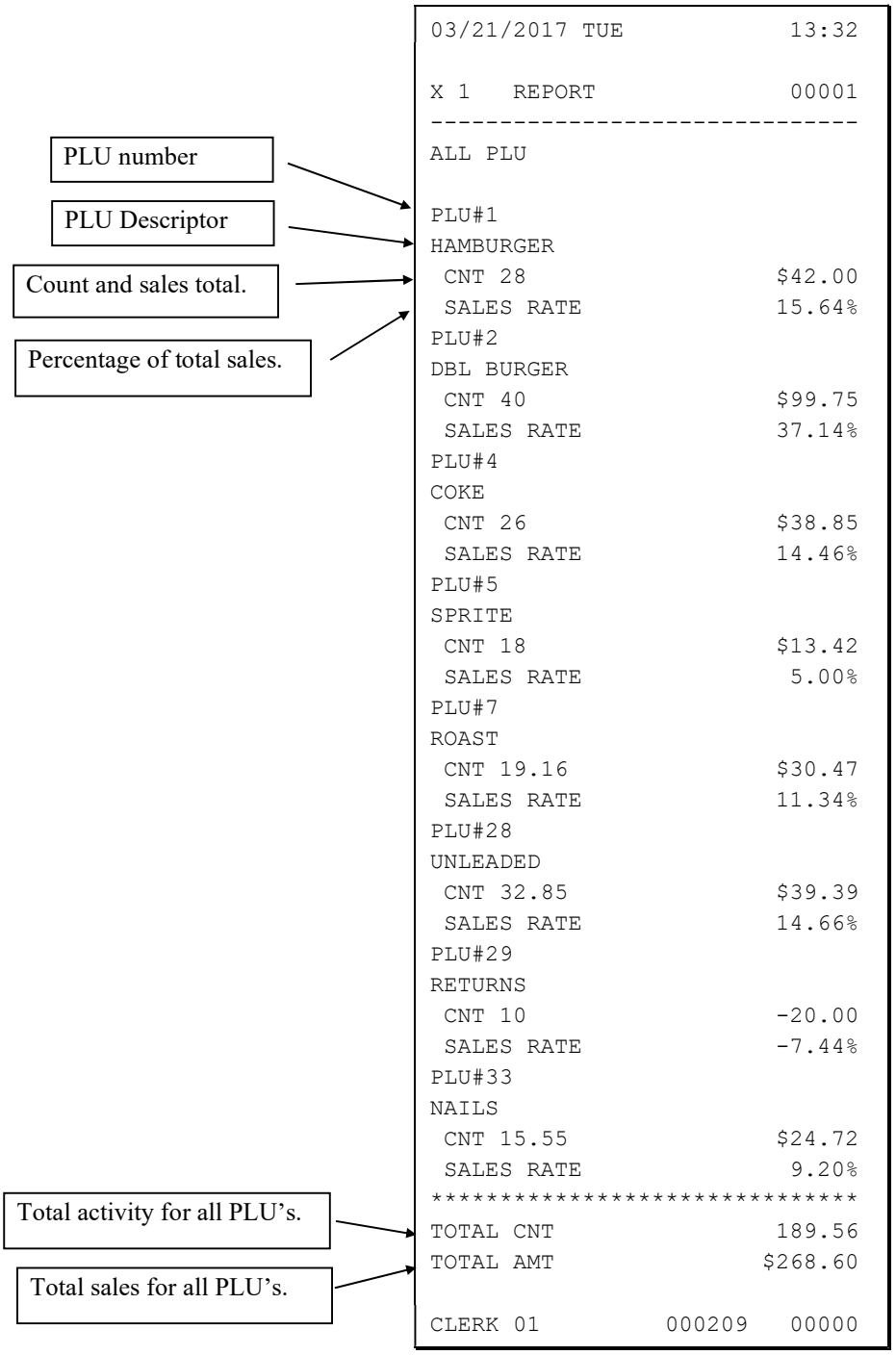
Time

The TIME Report breaks sales down by hour. This report is available in X or Z mode, Daily (X1 or Z1) or Period (X2 or Z2) Reporting.



PLU

The PLU report is available in X or Z mode, Daily (X1 or Z1) or Period (X2 or Z2) Reporting.




```
03/21/2017 TUE            13:32

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

CLERK 01         000209   00000
```

PLU By Group

ALL PLU's are separated by the Group that they are assigned to. You could also select a specific group.

Note: In this X1 Report, PLU4 is listed in both GROUP 01, in GROUP 04, and in GROUP 07 in the report shown below. The totals for each group are all added together.

Group # and Group Descriptor.

Total activity, count & amount, for all PLUs in this Group.

Total activity, count & amount, for ALL PLUs in ALL Groups.

```
11/19/2024  TUE           13:10

X1 REPORT
--------------------------------
PLU BY GROUP
#1: GROUP 01
PLU1
 CNT 2                     $3.98
PLU3
 CNT 1                     $2.99
PLU4
 CNT 2                     $4.00
PLU7
 CNT 4.10                 $15.54
PLU20
 CNT 50                    $1.00
PLU21
 CNT 40                    $2.10
--------------------------------
TOTAL 99.10               $29.61

#4: GROUP 04
PLU4
 CNT 2                     $4.00
--------------------------------
TOTAL 2                    $4.00

#7: GROUP 07
PLU4
 CNT 2                     $4.00
PLU40
 CNT 6                    $20.00
--------------------------------
TOTAL 6                   $24.00

********************************
TOTAL CNT                 107.10
TOTAL AMT                 $57.61

CLERK 02         000069   00000
```

Not Found PLU

For items added using the Not-Found-PLU feature, by choosing the SALES selection, the report is listed here. The descriptor for the new item *(as copied from the link PLU)* is used. You could also generate the PROGRAM for this report. You can reset this report in the Z-Mode #3. RESET NOT FOUND PLU *(outside of the Z Reports)*.

```
11/19/2024  TUE            13:15

X1 REPORT
--------------------------------
NOT FOUND PLU REPORT

#1: GROUP 01
PLU6
 CNT 1                     $1.11
--------------------------------
TOTAL 1                    $1.11

********************************
TOTAL CNT                     1
TOTAL AMT                  $1.11

CLERK 02          000074   00000
```

Best PLU Sale

```
11/19/2024  TUE            13:17

X1 REPORT
--------------------------------
BEST PLU SALES

PLU40
 CNT 6                    $20.00
PLU7
 CNT 4.10                 $15.54
PLU1
 CNT 2                     $3.98
PLU3
 CNT 1                     $2.99
PLU21
 CNT 40                    $2.10
PLU6
 CNT 1                     $1.11
PLU20
 CNT 50                    $1.00

CLERK 02          000071   00000
```

Best PLU QTY

```
11/19/2024  TUE            13:17

X1 REPORT
--------------------------------
BEST PLU SALES(QTY)

PLU20
 CNT 50                     $1.00
PLU21
 CNT 40                     $2.10
PLU40
 CNT 6                     $20.00
PLU7
 CNT 4.10                  $15.54
PLU1
 CNT 2                      $3.98
PLU6
 CNT 1                      $1.11
PLU3
 CNT 1                      $2.99

CLERK 02          000072   00000
```

Worst PLU Sale

```
11/19/2024  TUE            13:17

X1 REPORT
--------------------------------
WORST PLU SALES

PLU20
 CNT 50                     $1.00
PLU6
 CNT 1                      $1.11
PLU21
 CNT 40                     $2.10
PLU3
 CNT 1                      $2.99
PLU1
 CNT 2                      $3.98
PLU7
 CNT 4.10                  $15.54
PLU40
 CNT 6                     $20.00

CLERK 02          000073   00000
```

Worst PLU QTY

```
11/19/2024  TUE            13:17

X1 REPORT
--------------------------------
WORST PLU SALES(QTY)

PLU3
 CNT 1                     $2.99
PLU6
 CNT 1                     $1.11
PLU1
 CNT 2                     $3.98
PLU7
 CNT 4.10                 $15.54
PLU40
 CNT 6                    $20.00
PLU21
 CNT 40                    $2.10
PLU20
 CNT 50                    $1.00

CLERK 02          000075   00000
```

Last Sold

The Last Sold Report breaks down sales by when they were last sold. This report is only available in the X-Mode, Daily (X1) Reporting.

By PLU Number

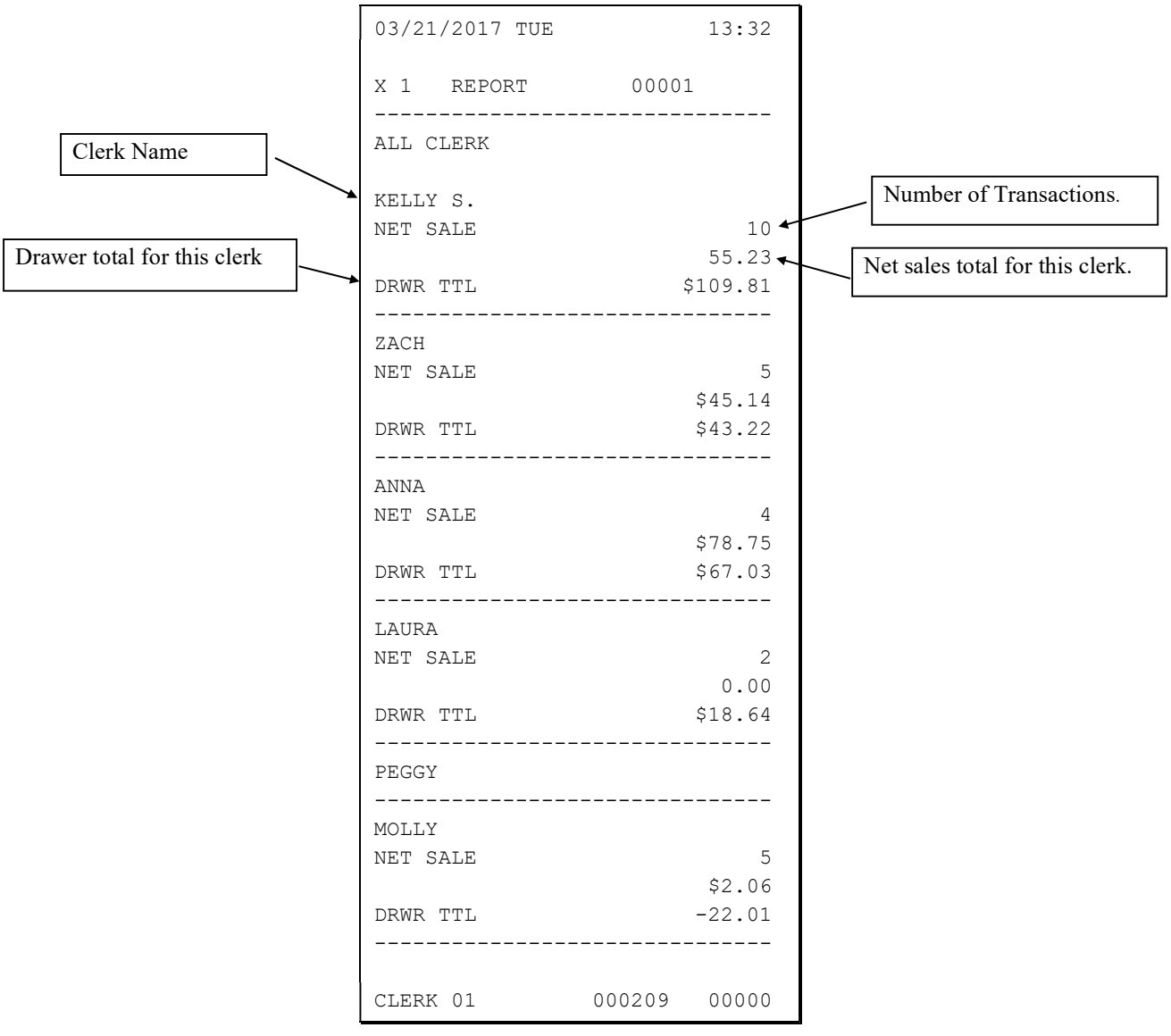
```
11/19/2024  TUE            13:17

********************************
      LAST SOLD REPORT
********************************
REPORT BY PLU No.
  CODE # :                    1
                              2
--------------------------------
GARBANZO BEANS
LAST SOLD :  11/07/2024
CORN MEAL
LAST SOLD :  11/05/2024

CLERK 01           000032  00001
```

Clerk

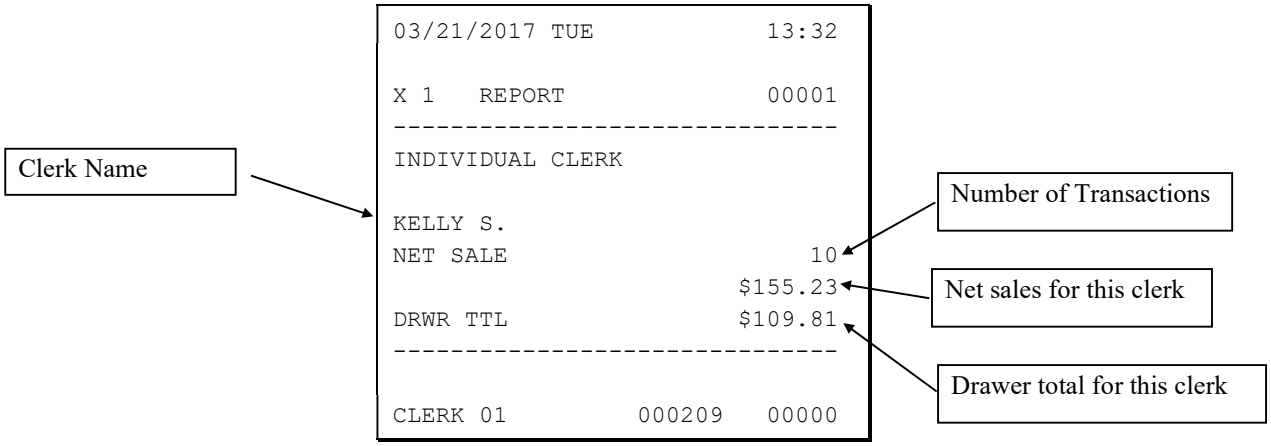
The Clerk report provides the net sales for all clerks in the system and is available in **X** or **Z** mode, **Daily** (X1 or Z1) or **Period** (X2 or Z2) Reporting for **ALL** Clerks or by a **RANGE** of Clerks.

All Clerk

Note: Media totals can be printed for each clerk, if selected in REPORT Options of the "Options Programming" chapter.

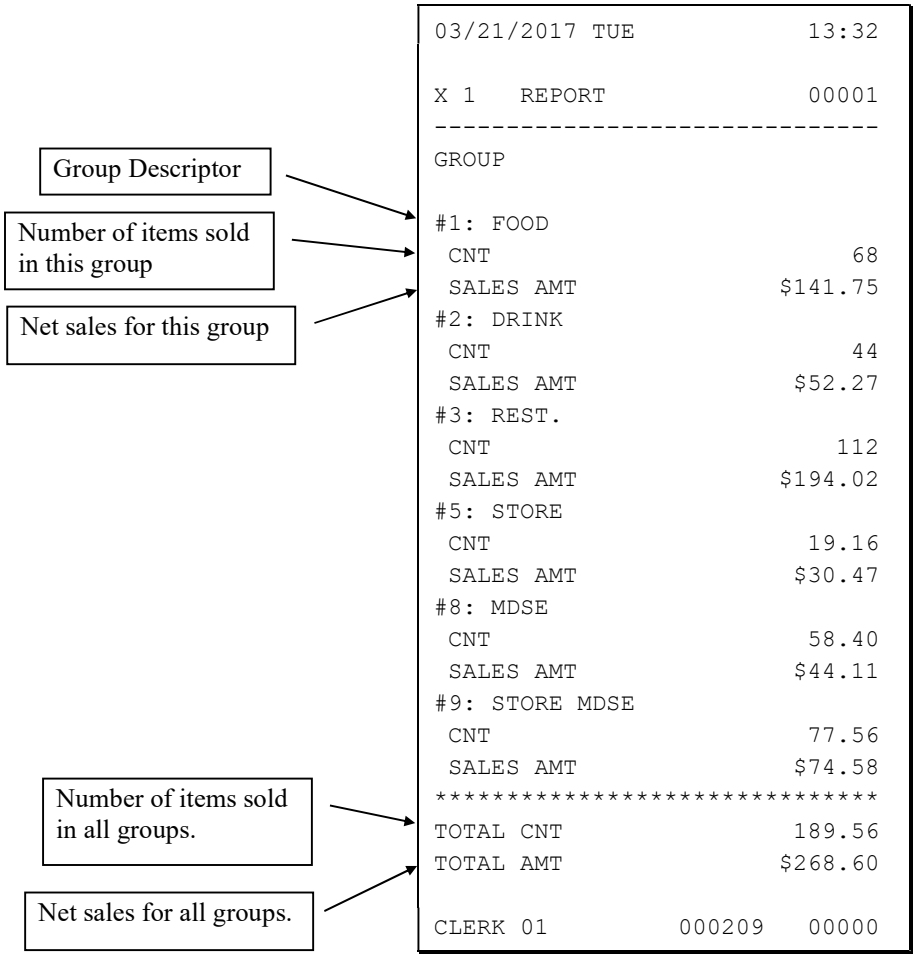


Individual Clerk



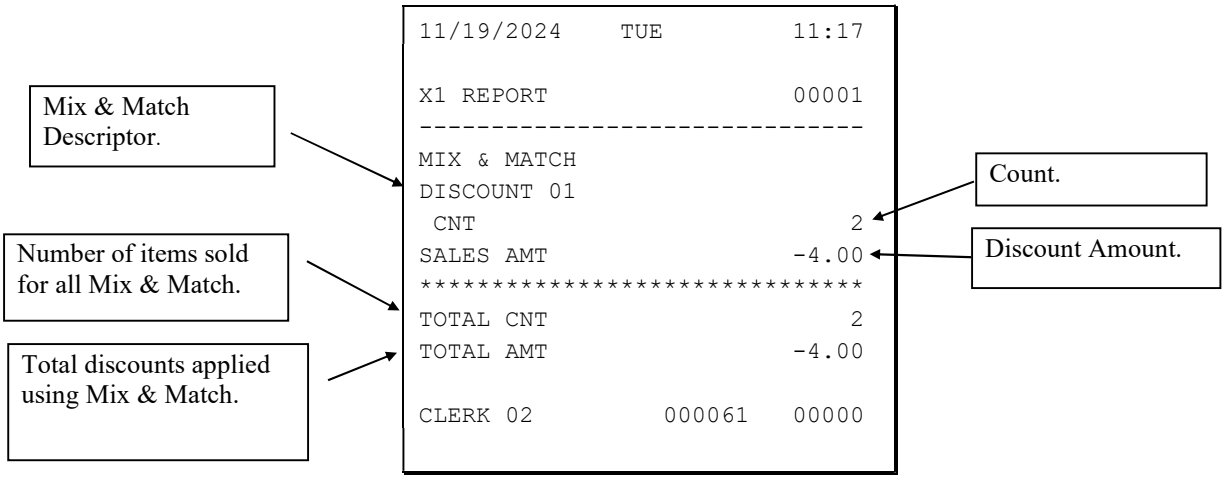
Groups

The Group report provides the net sales for all groups in the system and is available in X or Z mode, Daily (X1 or Z1) or Period (X2 or Z2) Reporting.



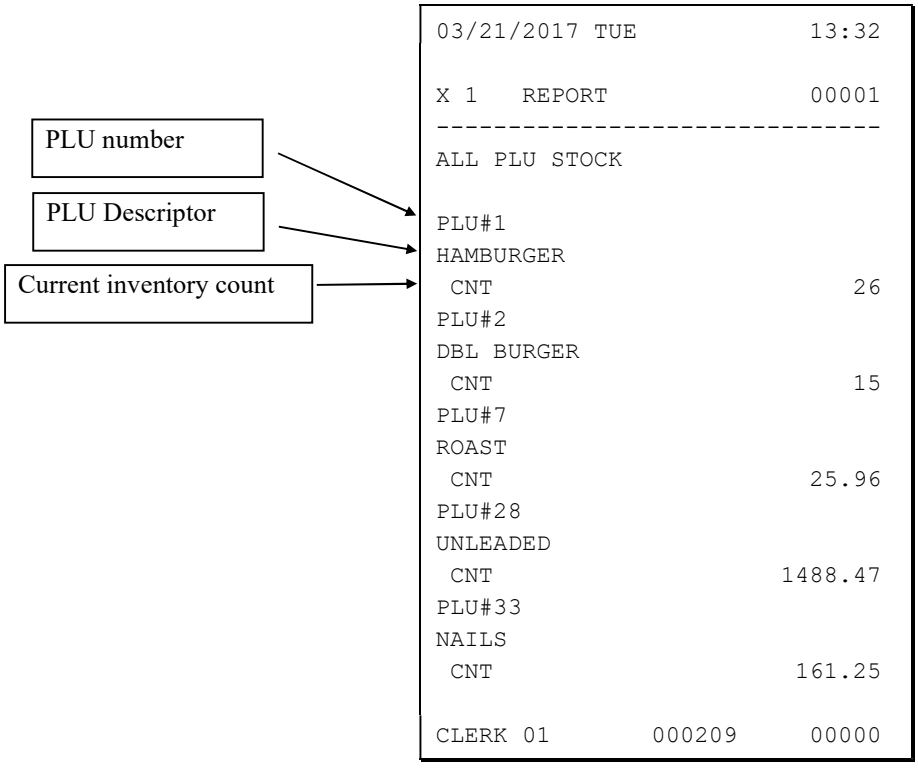
Mix & Match

The Mix & Match report is available in X or Z mode, Daily (X1 or Z1) or Period (X2 or Z2) Reporting.



Stock

The Stock report is available in X or Z mode, Daily (X1 or Z1) Reporting.



Stock By Group

This report is available in the X-Mode only.

```
11/19/2024  TUE          15:57

X1  REPORT
--------------------------------
STOCK BY GROUP

#1: GROUP 01
PLU20
 CNT                          -25
PLU21
 CNT                          -15
PLU30
 CNT
--------------------------------
TOTAL                         -40

CLERK 02         000062   00000
```

Minimum Stock

This report is available in the X-Mode only.

```
11/19/2024  TUE          15:57

X1  REPORT
--------------------------------
MINIMUM STOCK

#1: GROUP 01
PLU20
 CNT                          -25
PLU21
 CNT                          -15
--------------------------------
TOTAL                         50

CLERK 02         000062   00000
```

EJ – (Electronic Journal)

An electronic journal feature is available on the ER-260EJ & ER-265EJ Series ECR's. The electronic journal captures the sales journal in the register memory. If you intend to use the electronic journal, you must allocate sufficient memory. (Refer to "MEMORY ALLOCATION" in the "S-Mode Programming" chapter on page 115.) You must also activate the journal and set related journal capture options (see page 181 for "EJ" options) in the "Program Mode Programming", "Options Programming" chapter. Use this program to print all or selected parts of the journal memory.

Note: This program will not clear the electronic journal, to reset the EJ see "RESET ELECTRONIC .JOURNAL" in the "Z-MODE" on page 88 for details.

1. Move to the "**X**" Mode Switch position; Press **CASH** to display the X-MODE menu screen. Press **1** and **CASH** to access the **X REPORTS**.
2. From the **X REPORTS** menu, press **9** and **CASH** to display the electronic journal menu:

```
1.ALL          ←
2.CASH
3.CHECK
4.CHARGE
5.PERCENT
6.RA/PO
7.RETURN
8.ERR CORR./VOID
9.NOSALE
10.CANCEL
11.NEGATIVE
12.RESET REPORT
13.VOID MODE
14.TRAINING
15.BY CLERK
16.BY DATE
17.BY RCPT NO.
18.BY LINE
```

3. Press the (↑) key and the (↓) key to select menu category and press the **CASH** key to confirm.

Report Balancing Formulas

+/-	Net Sales	$ Example
=	PLU Sales Total	$
+	Tax 1	$
+	Tax 2	$
+	Tax 3	$
+	Tax 4	$
+	Sale Coupon Amounts	$
+	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 mode Total	$
+	Mix & Match Total	$
=	Gross Sales	$

Service Mode Programming

Overview

Use the Service Mode (S Mode) to perform secure operations. The **S** position is one position clock-wise from the **PGM** position. The S position is not labeled on the mode switch. The key marked **"C"** will access this position. Further protection may be enabled by requiring a password for access to the Program Mode (PGM position). See System Options programming on page 172 (system options 33 & 41) for details.

The following procedures are available from the **Service Mode** Operations menu.

- ***Self-Tests* –** Includes test for Batch Tests, Printer, Display, Keyboard, I/O devices, RTC (**R**eal-**T**ime-**C**lock).
- ***Memory Clear* –** For clearing all or specified totals, the entire PLU file, or PLUs with no activity (Clear Non-Mover).
- ***Allocation* –** Set parameter for memory fields.
- ***Function Key Assignment* –** To assign functions and PLUs to the keyboard.
- ***Define Port* –** Use to define peripheral devices connected to the serial port and USB.
- ***ECR Setup* –** View the Flash ROM information, adjust the printing density for the internal printer, adjust the contrast for the LCD display, and define the network settings if utilized.
- ***Program Backup* –** Use to back up programming, reports, loading images and updating the Flash ROM for the ECR.
- ***Help Menu* –** The help menu prints out Menu Operation keys *(function keys used for program navigation)*. The Function key list and the character code table can also be printed from this menu.

CAUTION:

- The procedures described in this area are security sensitive. Do not share this information with unauthorized users and distribute the SERVICE-Mode key only to those you may want to perform these functions.
- **CHARGE1, CHARGE2** and **VOID** keys are used for navigating through the **X – Z – P** and **S-Mode** and *should not* be reassigned. These key locations revert to their navigation operations, Cursor ↓ ↑ ← when used in the **X – Z** – P and **S-Mode**.

Note: The **CHARGE**, **CHECK**, **CLERK#** and **PAID OUT** keys are used for navigating through the **X** – **Z** – **P** and **S-Mode** screens and ***should not*** be reassigned. These key locations revert to their navigation operations, Cursor ↓ ↑ ← when used in the X – Z – P and S-Mode.

Accessing Service Mode Functions

1. Move the mode key to the **S** mode position to display the **SERVICE MODE** menu. (The **S** position is not labeled. The key marked **"C"** will access this position.)

```
  SERVICE MODE
1.SELF TEST
```

2. You can now use the **↓CHARGE1** and the **↑CHARGE2** keys to scroll up and down through the Service Mode menu. If you already know the menu number of the Service Mode function you with to perform, you can enter the digit (1-8) directly. The following **S** Mode functions are available:

```
1.SELF TEST
2.MEMORY CLEAR
3.ALLOCATION
4.KEY ASSIGN
5.DEFINE PORT
6.ECR SETUP
7.PROGRAM BACKUP
8.HELP MENU
```

Self-Tests

Various components of the ER-260EJ/ER-265EJ are tested by using this program.

1. Move the mode key to the **S** position to display the **Service Mode** menu.
2. With "SELF TEST" displayed, Press **CASH**.

```
  SELF TEST
1.BATCH TEST
```

3. You can now use the **↓CHARGE1** and the **↑CHARGE2** keys to scroll up and down through the **Self Test** menu. If you already know the menu number of the Service Mode function you with to perform, you can enter the digit (1-6) directly. The following self-tests are available:

```
1.BATCH TEST
2.PRINTER
3.DISPLAY
4.KEYBOARD
5.INTERFACE
6.RTC
```

4. Press **CASH** to generate your selected self-test. Follow instructions on the display to complete the tests.

Self-Test Operations

Operation	Selection	Description
1. Batch Test		Runs a series of hardware tests; Some tests require additional equipment or inputs from operator.
2. Printer	**1. Print Test**	Prints the printer test pattern. After printing, The drawer is opened. Then the printer test is finished. Press the '**CLEAR'** key to return to SELF TEST menu.
	2. Reverse Image	Prints a test receipt image in reverse.
	3. Endless Print	Prints a test transaction continuously, press clear to exit the test.
	4. Barcode Test	Prints a Test Barcode.
	5. Make Barcode	Print a barcode for numeric entry up to 13 digits.
3. Display	**1. LCD Test**	Runs the LCD Tests. Press the '**CASH**' key 2 times to finish LCD TEST. Press the '**CLEAR**' key to return to SELF TEST menu.
	2. Contrast Test	Performs the Contrast Test.
4. Keyboard	**1. Keyboard Test**	Allows keyboard test – Press any key you want on the keyboard. The key name of the pressed key will be shown on the LCD. Press the '**CLEAR**' key to return to SELF TEST menu.
	2. Mode Key Test	Mode test – turn mode Turn the mode switch to any position. The corresponding Mode name will be shown on the LCD. Press the '**CLEAR**' key to return to SELF TEST menu.
5. Interface	**1. Port 1**	Port tests require a Loop-Back connector be attached to the port for testing. Press **'1'** and '**CASH**' to select SERIAL 1. Press **'2'** and '**CASH**' to select SERIAL 2. Press **'3'** and '**CASH**' to select SERIAL 3. If an error occurs, the message **" ** NG ** "** is displayed on LCD and the Buzzer beep. Press the '**CLEAR**' key to return to SELF TEST menu.
	2. Port 2	
	3. Port 3	
	4. Drawer	Press **'CASH'** to Kick the drawer, close the drawer to repeat test; press **'CLEAR'** to exit the test and return to SELF TEST menu.
	5. USB Host	Insert USB drive to run test. If USB is OK, **" ** OK ** "** message will be displayed. Press the '**CLEAR**' key to return to SELF TEST menu.
	6. External SD	Insert SD Card to run test. If EXTERNAL SD card is OK, **" ** OK ** "** message will be displayed. Press the 'CLEAR' key to return to SELF TEST menu.
	7. Micro SD	Insert Micro SD to run test. If MICRO SD card is OK, **" ** OK ** "** message will be displayed. Press the **'CLEAR'** key to return to SELF TEST menu.
	8. Ethernet	Requires Ethernet connection to run test.
6. RTC	**1. RTC Set**	***Real Time Clock*** Set – to set the Date & Time on the ECR.
	2. RTC View	***Real Time Clock*** View – view the current Date & Time setting.

Memory Clear

Before you use your ER-260EJ/ER-265EJ for the first time, you **must** perform a memory all clear to ensure that all totals and counters are cleared and that the default program is installed. Go to "Clearing Memory" on page 30 to complete this procedure.

From the Service Mode menu, you can clear selected area of memory without clearing memory entirely.

1. Move the mode key to the **S** position to display the **Service Mode** menu.
2. From the **Service Mode** menu press the ↓**CHARGE1** key until "MEMORY CLEAR" is selected (or press **2** to view the option directly.)
3. Press **CASH**. The first option of the Memory Clear menu displays.

```
MEMORY CLEAR
1.CLEAR TOTAL
```

4. There are six memory clear options available:

1. Clear Total	Clears all totals and counters, including the grand total.
2. Clear Grand Total	Clears only the grand total.
3. Clear PLU	Clears the entire PLU file, including totals, counters and programming.
4. Clear Price=0	Clears all PLU's programmed with a zero price.
5. Edit Counters	Allows edits of some counters and totals: Z counter, Receipt No, Grand Total and Train Grand Total.
6. Clear Non Mover	Clears the entire PLU file that have not sold, including totals, counters and programming.

5. You can now use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the **Self Test** menu. If you already know the menu number of the Service Mode function you with to perform, you can enter the digit (1-6) directly.
6. Press **CASH** to clear. Follow instructions on the display to complete the action.

Memory Clear Receipt Example

```
        THANK-YOU
        CALL AGAIN
12/04/2025  THU          12:37

******************************
       MEMORY ALL CLEAR OK
******************************
MEMORY ALLOCATION
 RAM 4Mbits
RAM  1 OK
RAM  2 NG
TTL AVAIL : 327680 Bytes
TTL USED  : 186782 Bytes
= = = = = = = = = = = = = = = =
       VERSION INFORMATION
= = = = = = = = = = = = = = = =
MODEL     : ER-260EJ
VERSION   : USA 04.058S
CHECKSUM  : CFA0
BOOT/APP  : CFCA/FFD6
PLU USED  : 60/5000
VER. DATE : 2025.09.19
= = = = = = = = = = = = = = = =
       SPECIAL INFORMATION
= = = = = = = = = = = = = = = =
 MAX PLU     : 10000
 MAX EJ LINE : 30000
MAC ADDRESS  : 00.13.62.05.DE.38

CLERK 00         000001   00001
```

Memory Allocation

The memory allocation program determines how memory is divided to support each category.

The register has the capability to use an SD card to store PLU and EJ data (requires firmware v4.044S or later). When the register is RAM Cleared, the option will display “SAVE PLU ON ECR?

Y=CASH (normal operation) N=CLEAR (will use the SD card to store PLU’s and EJ data). Using the SD card allows the registers memory allocation to be set to the maximum of 8000 PLU’s and 30,000 EJ lines.

If the SD options is selected, the register will need an SD card installed even to perform the RAM Clear procedure.

Note: You must step through every memory allocation field to implement new memory allocation. If you press CLEAR, at any field the editing of the memory allocation processes will be aborted without applying any changes to the current allocation settings.

When making changes to the Memory Allocation all program data is affected. You will be required to reload your program after applying any allocation setting changes.

Edit Memory Allocation

When editing the allocation settings for a live installation, be sure to backup up your program before editing the memory allocation. You may also want to run all Z reports before editing or save reports to SD. Changing any of the allocation settings will lose all current programming & reports data.

1. Move the mode key to the **S** position to display the **Service Mode** menu.
2. From the **Service Mode** menu press **3** then press **CASH** to view the MEMORY ALLOCATION screen. The first memory allocation option, PLU displays:

```
      PLU
                1000
```

4. At the PLU field enter a new value or accept the current value and press **CASH**. The next memory allocation option, CLERK, displays.
5. Set or accept the CLERK value, press **CASH**. Continue in the same manner to make allocation settings for GROUP, PRICE LEVEL, MIX AND MATCH, and EJ LINE. When the last setting is completed, the screen will ask:

```
ARE YOU SURE?
Y=CASH N=CLEAR
```

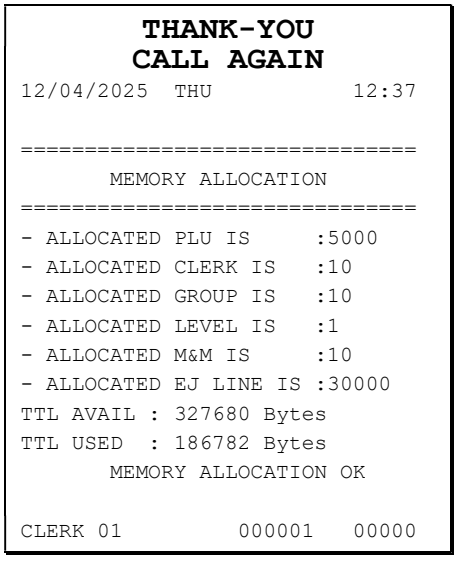
6. Press the **CASH** for **YES**. The memory allocation will be rewritten; any previous programming will be lost and the new allocation settings will be printed at the receipt. Pressing **CLEAR** for **NO** will exit without reallocating memory.
7. If the allocation settings fit within the available memory, the memory allocation will print with the message: **"MEMORY ALLOCATION OK"**. If the allocation settings are too large for the available memory, the receipt will print:

```
= AFTER =
TTL AVAIL : ###### Bytes
  TTL USED : ####### Bytes
MEMORY ALLOCATION SIZE OVER
```

Memory Allocation Specifications

ALLOCATION ITEM	DEFAULT	MAXIMUM
PLU	1000	3200
CLERK	10	99
GROUP	10	99
PRICE LEVEL	1	2
MIX AND MATCH	20	100
EJ LINE	1000	6900

Memory Allocation Receipt Example



```
        THANK-YOU
        CALL AGAIN
12/04/2025  THU          12:37

================================
       MEMORY ALLOCATION
================================
- ALLOCATED PLU IS     :5000
- ALLOCATED CLERK IS   :10
- ALLOCATED GROUP IS   :10
- ALLOCATED LEVEL IS   :1
- ALLOCATED M&M IS     :10
- ALLOCATED EJ LINE IS :30000
TTL AVAIL : 327680 Bytes
TTL USED  : 186782 Bytes
       MEMORY ALLOCATION OK

CLERK 01         000001   00000
```

Function Key Assignment

Any programmable key location may be reprogrammed with a function from the list of available functions on page 119 of this manual. The default program installs the functions as they are shown with the standard key legends.

To see the default keyboard layout refer to the "Keyboards" chapter on page 25.

- **When in the key assignment program pressing SUBTOTAL will print the Function Key Code list.**
- **The Function Key Code list can also be printed from the S-Mode Help Menu.**

To change the function key assigned on a specific key location.

1. Move the mode key to the **S** position to display the **Service Mode** menu.
2. From the **Service Mode** menu press **↓CHARGE1** until **"4.KEY ASSIGN"** is selected, Press **CASH**. Alternatively, press **4 CASH** to directly access the selection. The Key Assignment screen displays:

```
KEY ASSIGN
            000
```

4. Enter the **Key Code** from "*Function Key Codes*" on page 119 and press the **Key Location** where you want to assign the function key.
5. Press **CASH** to save the changes you have made and to return to SERVICE MODE.
6. The printer will print out a receipt showing all the key assignment changes made to the keyboard.

NOTES:

- **Numeric keys (0-9)**, **CLEAR**, and **CASH** cannot be removed from the keyboard unless they have been assigned to a new keyboard location. This protects the programmer from accidentally removing keys that are required for register programming and operations.
- **↓CHARGE1**, **↑CHARGE2**, and **VOID** ← keys are used for navigating through the **X – Z – P** and **S-Mode** and *should not* be reassigned. These key locations revert to their navigation operations, Cursor ↓ ↑ ← when used in the X – Z – P and S-Mode.
- If you wish to program the **CASH** key, select it immediately after selecting KEY ASSIGNMENT from the SERVICE MODE menu. After the initial key is programmed, the CASH key is used to finalize the program.

Function Key Codes

Code	Function
001~300	NLU 1 ~ NLU 300
301~309	Numeric 1 ~ 9
310	ZERO
311	DOUBLE ZERO
312	DECIMAL
313	#/NS
314	%1
315	%2
316	%3
317	%4
318	%5
319	X/TIME
320	ADD CHECK
321	CANCEL
322	CASH
323	CHARGE 1
324	CHARGE 2
325	CHARGE 3
326	CHARGE 4
327	CHARGE 5
328	CHARGE 6
329	CHARGE 7
330	CHARGE 8
331	CHECK
332	CHECK CASH
333	CHECK ENDORSE
334	CLEAR
335	CLERK#
336	CONV. 1
337	CONV. 2
338	CONV. 3
339	CONV. 4
340	ERROR CORRECT
341	F/S SHIFT
342	F/S SUBTOTAL
343	F/S TEND

Code	Function
344	PLU
345	PRICE LEVEL 1
346	PRICE LEVEL 2
347	MACRO 1
348	MACRO 2
349	MACRO 3
350	MACRO 4
351	MACRO 5
352	MACRO 6
353	MACRO 7
354	MACRO 8
355	MACRO 9
356	MACRO 10
357	RETURN
358	MODIFIER 1
359	MODIFIER 2
360	MODIFIER 3
361	MODIFIER 4
362	MODIFIER 5
363	<Not Used>
364	PO 1
365	PO 2
366	PO 3
367	PAPER FEED
368	PROMO
369	RA 1
370	RA 2
371	RA 3
372	SUBTOTAL
373	SCALE
374	TARE
375	TAX EXEMPT
376	TAX SHIFT 1
377	TAX SHIFT 2
378	TAX SHIFT 3
379	TAX SHIFT 4
380	VOID ITEM
381	WASTE

Code	Function
382	VALIDATION
383	PRICE INQUIRY
384	RECEIPT ON/OFF
385	<Not Used>
386	ALPHA TEXT
387	AUTO CASH 1
388	AUTO CASH 2
389	AUTO CASH 3
390	AUTO CASH 4
391	AUTO CASH 5
392	AUTO CASH 6
393	AUTO CASH 7
394	AUTO CASH 8
395	AUTO CASH 9
396	CLERK 1
397	CLERK 2
398	CLERK 3
399	CLERK 4
400	CLERK 5
401	CLERK 6
402	CLERK 7
403	CLERK 8
404	CLERK 9
405	CLERK 10
406	CHARGE #
407	HELP
408	MACRO #
409	PRICE CHANGE
410	STOCK INQUIRY
411	<Not Used>
412	<Not Used>
413	<Not Used>
414	<Not Used>
415	<Not Used>
416	EMV TIP
417~457	<Not Used>
458	INACTIVE

Define Port

Connection to optional POS devices is provided with three standard RJ45 style RS-232C serial ports and one USB v2.0 A-Type port. The option settings here assign the device and communication protocol for each RS232C serial port and the device selection for the USB port. You can also print a port scan from the Define Port programming.

Serial Port 1~3 Settings

1. Move the mode key to the **S** position to display the **Service Mode** menu.
2. From the **Service Mode** menu press ↓**CHARGE1** until "DEFINE PORT" is selected (or press **5** to view the option directly.)
3. Press **CASH**. The DEFINE PORT menu displays:

```
  DEFINE PORT
1.PORT 1
```

4. Use ↓**CHARGE1**and the ↑**CHARGE2** keys to scroll up and down through the **Define Port** menu.
   - Alternatively, you can enter the digit (1-3) corresponding to the serial port you wish to program.

```
     PORT 1
1.BAUD RATE  [96]
```

5. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the eleven serial port options. Make settings or changes as needed.
6. Press the **CLEAR** key to finalize and return to the DEFINE PORT screen.
7. Press **CASH** three more times to return to the main S-Mode.

Serial Port Settings Screen Program Notes

#	Option	Description
1	**BAUD RATE**	Select 1200, 2400, 4800, 9600, 19200, 38,400, 57,600, or 115,200 from the screen, 9600 is default.
2	**PARITY**	Select NONE, EVEN or ODD, NONE is default.
3	**DATA BITS**	Select 8 or 7 from the screen, 8 is default.
4	**STOP BITS**	Select 1 or 2 from the screen, 1 is default.
5	**DEVICE FUNCTION**	Select NONE, PC, PRINTER, **SCANNER*, POLE, SCALE, EFT, DATATRAN, or REMOTE JOURNAL, or LIQUOR from the screen, NONE is default.
6	**PRINTER TYPE**	If Device Function = Printer; Select the printer type connected to this port: NONE, SAM4s 3 INCH, SAM4s 2 INCH, CITIZEN 3550, CITIZEN 810SLIP, EPSON TM-T88II, EPSON TM-U295SLIP, STAR SP-200, STAR SP-298SLIP, TM-U200/U300. (Default is NONE.)
7	**DISPLAY**	If Device Function = Display; Select the pole display type connected to this port: EPSON, ICD, SAM4s. (Default is EPSON.)
8	**SCALE**	Select the scale type connected to this port; NCI, CAS, OZ
9	**KP START LINE (0-20)**	Enter the number of KP START LINE.
10	**KP END LINE (0-20)**	Enter the number of KP END LINE.
11	**SLIP START LINE (0-20)**	Enter the number of SLIP START LINE.

*The register will work with lower power USB scanners but not the Metrologic/Honeywell. The Metrologic/Honeywell scanners can be used with the serial connection, they will require the DB9 to RJ45 adaptor and the power supply.

USB Type Setting

1. Move the mode key to the **S** position to display the **Service Mode** menu.
2. From the **Service Mode** menu press ↓**CHARGE1** until "DEFINE PORT" is selected (or press **5** to access the option directly.)
3. Press **CASH**. The DEFINE PORT menu displays:

```
  DEFINE PORT
1.PORT 1
```

4. Use ↓**CHARGE1** key to select "4.USB TYPE" or press **4**. Then press **CASH** to set the USB port:

```
DEVICE:    MEMORY
      MEMORY     ←
```

5. Use ↓**CHARGE1**and the ↑**CHARGE2** keys to select a USB type (PC COM, SCANNER, or MEMORY) and press the **CASH** key to confirm. After a brief pause you will be returned to the main S-Mode.

USB Type Selections

USB TYPE		USB VERSION	SPEED
PC-COM	For connecting PC	-	-
SCANNER	For using scanner	USB 2.0 (only HID type)	FULL SPEED
MEMORY	For backup & restore	USB 2.0	FULL SPEED

Port SCAN

The Port Scan will print out the current settings for each of the three RS-232C serial ports and the current USB Type selection.

1. Move the mode key to the **S** position to display the **Service Mode** menu.
2. From the **Service Mode** menu press ↓**CHARGE1** until "DEFINE PORT" is selected (or press **5** to access the option directly.)
3. Press **CASH**. The **DEFINE PORT** menu displays:

```
  DEFINE PORT
1.PORT 1
```

4. Use ↓**CHARGE1** key to select **"5.SCAN"** (or press **5**) then press **CASH.**
5. The current **RS232C PORT 1**, **2**, and **3** settings and the current **USB Device Selection** will print to the receipt printer.

ECR Setup

The ECR Setup programming allows you to view the current version information, adjust printing density and the LCD display contrast and configure the network settings.

1. Move the mode key to the **S** position to display the **Service Mode** menu.
2. From the **Service Mode** menu press ↓**CHARGE1** until **6. ECR SETUP** is selected (or press **6** to view the option directly.)
3. Press **CASH**. The ECR SETUP menu displays.

```
    ECR SETUP
1.ROM INFO
```

4. Four options are available:
   1. ROM INFO,
   2. PRINT DENSITY,
   3. LCD CONTRAST, and
   4. SET NETWORK.
5. Use ↓**CHARGE1**and the ↑**CHARGE2** keys to scroll up and down through the **ECR SETUP** menu.
6. Select an option and press **CASH** to initiate.
7. Press **CLEAR** to exit the program.

ROM INFO

This selection displays the version, check sum and date of the Flash ROM. You may be asked to check your Flash ROM version if you contact your dealer for assistance.

1. From the **ECR SETUP** menu, press **1** and **CASH** key for **ROM INFO**.
2. The version information is printed, press **CLEAR** key to return to the SERVICE MODE menu.

```
            THANK-YOU
            CALL AGAIN
02/02/2022  WED            13:48

= = = = = = = = = = = = = = = = =
      VERSION INFORMATION
= = = = = = = = = = = = = = = = =
 MODEL    : ER-260EJ
 VERSION  : USA 04.051
 CHECKSUM : 1F6F
 BOOT/APP : CFCA/4FA5
 PLU USED : 61/1000
 VER DATE : 2021.03.22
MAC ADDRESS : 00.13.62.05.DE.38

CLERK 02          000034   00000
```

Print Density

To adjust the darkness of the print on receipts and reports.

1. From the **ECR SETUP** menu, press **2** and **CASH** to access the **PRINT DENSITY** screen.
2. Press the **(↑)** key and the **(↓)** key for selecting value. Press **CASH** to confirm the density level and return to the ECR SETUP menu.

LCD Contrast

To adjust the contrast on the Two-Line 16-Charatcter LCD Displays.

1. From the **ECR SETUP** menu, press **3** and **CASH** to access the **LCD CONTRAST** selection screen.
2. Press **1 CASH** to select the **TWO LINE** Display.
3. Press the **↓CHARGE1**and the **↑CHARGE2** keys to select a contrast value from **0** (dimmest) to **15** (brightest). The Front LCD (Operator's Display) and Rear LCD (Customer Display) will adjust simultaneously.

Note: The LCD contrast may also be adjusted from the X-Mode: LCD Contrast.

Set Network

Used only when setting up DC Direct Integrated Payment. Refer to the DC Direct supplement for details.

1. From the **ECR SETUP** menu, press **4** and **CASH** to access the **SET NETWORK** selections.

```
  SET NETWORK
1.USE DHCP
2.ECR IP
3.ECR SUBNET
4.ECR GATEWAY
5.SERVER IP
6.SERVER PORT
7.ETHERNET USE
   • MANUALLY OFF
   • MANUALLY ON
   • ALWAYS ON
```

2. Enter the Network settings for the ECR.

1. USE DHCP
⇒ **[Y]** *(When using DHCP, the ECR IP, SUBNET, and GATEWAY come from the router.)*

2. ECR IP
⇒ **[ ]** *(If not using DHCP, Enter the ECR IP address.)*

3. ECR SUBNET
⇒ **[ ]** *(If not using DHCP, Enter the SUBNET MASK IP for the ECR)*

4. ECR GATEWAY
⇒ **[ ]** *(If not using DHCP, Enter the GATEWAY IP for the ECR.)*

5. SERVER IP
⇒ **[ ]** *(This is NOT USED.)*

6. SERVER PORT
⇒ **[8080]** *(For connecting to PAX Devices)*
⇒ **[80]** *(For connecting to Ingenico Devices)*

7. ETHERNET USE
⇒ **[MANUAL OFF]** *(Additional selections are MANUALLY ON and ALWAYS ON.*

Program Backup & Restore

Use this operation to save or load program files, image files or report data via an SD or USB memory device.

USB and SD utilities in this program include:

- Program Backup & Restore
- Report Save
- Pre-Image Logo Loading & Save
- Post-Image Logo Loading & Save

Flash ROM update can also be done by SD card or through a serial connection to a PC.

NOTE: The SD Card port is located on the right-hand side of the ECR. Remove the security screw to access the SD Card port. See "Inserting External SD Card" on page 19 for details. The ER-260EJ\265EJ can support up to 16GB SD Cards.

USB Port is located on the connection panel at the back of the ECR and must be assigned for the "Memory" function to be used for backup utilities. See "USB Setting" on page 121.

1. From **SERVICE MODE**, press **7** then **CASH** to access the **PROGRAM BACKUP**. The selections for the Program Backup are:

   ```
   1.SD
   2.USB
   ```

2. Press the **(↑)** key and the **(↓)** key (or press #1 or #2 key) for selecting value. Press **CASH** to confirm the option value and return the Service Mode menu.

SD

The following SD Backup and Restore functions are available:

```
1.PGM BACKUP
2.PGM RESTORE
3.REPORT SAVE
4.IMAGE SAVE
5.IMAGE LOAD
6.BOOT UP SD (AVAILABLE ON SD ONLY)
7.BOOT UP COM (AVAILABLE ON SD ONLY)
```

USB

The following USB Backup and Restore functions are available:

```
1.PGM BACKUP
2.PGM RESTORE
3.REPORT SAVE
4.IMAGE SAVE
5.IMAGE LOAD
```

Read Carefully: Store Name Notes

The store name you set in System Option #36.STORE NAME is used to identify program and report data on the SD card. The Store Name field is 8-characters in length. Note that the default store name is "STORE001".

If you are using the SD Card to move information to a PC or use the program or report data with the PC Utility, you must pay close attention to the store name. Do not use characters such as "-" or "/" that cannot be used in naming a folder on your PC. If you use such a character in your store name, you will not be able to read the files on your PC.

Note: Using an SD Card or USB Memory for the First Time

SD Card Notes: SD cards/USB memory must be formatted as FAT32.

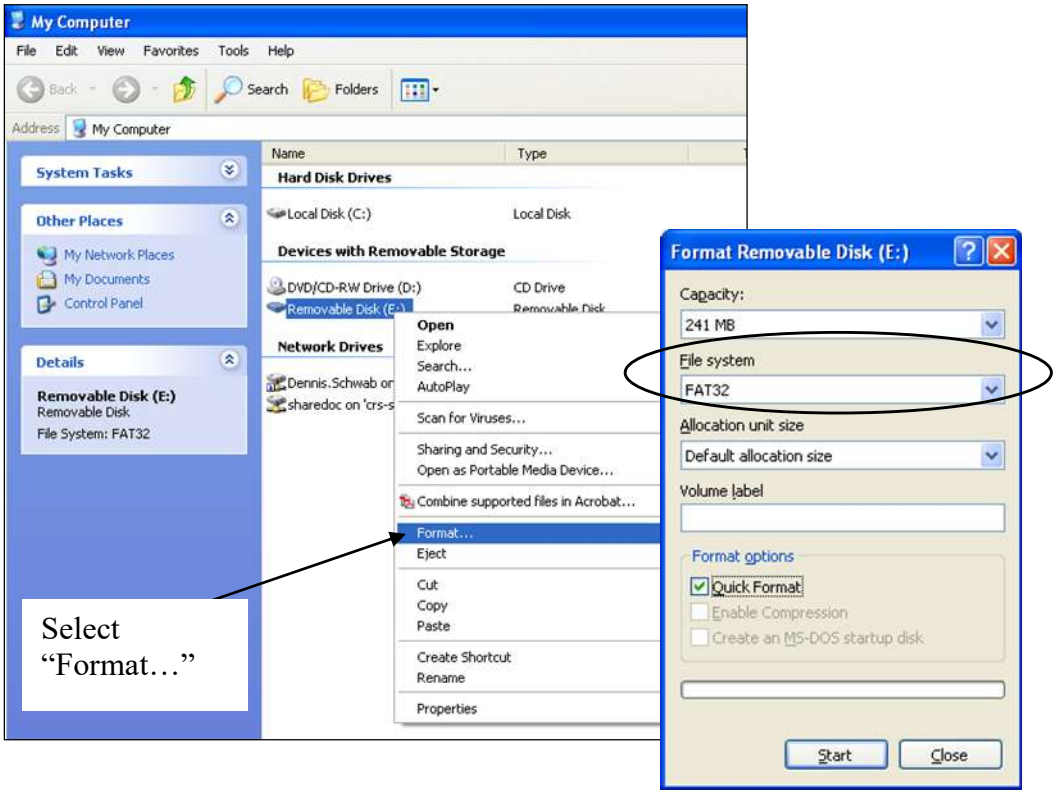
You Must use SD or SDSC memory cards
SD or SDSC (Secure Digital Standard Capacity): maximum storage of 2 GB

Cannot use SD Cards:

SDHC (Secure Digital High Capacity): More than 2 to 32 GB of storage
SDXC (Secure Digital Extended Capacity): More than 32 GB to 2 TB of storage
SDUC (Secure Digital Ultra Capacity): More than 2 to 128 TB of storage

CAUTION: Formatting the SD card will clear all data on the SD card and prepare it for use.

1. Start Windows Explorer.
2. Select the SD/USB card drive, right click and select ***Format.*** (Win XP screen shown; slightly different procedures are used with different operating systems.)
3. From the Format dialog, you must select the File System: **FAT32**.



Program Backup

It is a good practice to print out the memory allocation when backing up a program file so that it can be re-entered before restoring the program.

Enter an ***8-charater store name*** in ***System Option #36*** for the store you want to create on your memory device.

1. Insert an **SD card** in the register's **SD slot** *(located on the right side of the ECR)* or connect a **USB** drive in the **USB port** *(located on the back, connection panel)*.
2. Move the mode key to the **S** position to display the **Service Mode** menu.
3. From the **Service Mode** menu press ↓**CHARGE1** until **"7. PROGRAM BACKUP"** is selected (or press **7** to view the option directly.) Press **CASH**. The PROGRAM BACKUP menu displays:

```
PROGRAM BACKUP
1.SD
```

4. Use ↓**CHARGE1**and the ↑**CHARGE2** keys to select **1.SD** or **2.USB** (or press **1** or **2** to select the memory device.) Press **CASH** to display the menu:

```
SD
1.PGM BACKUP
```

- The following functions are available:

```
1.PGM BACKUP
2.PGM RESTORE
3.REPORT SAVE
4.IMAGE SAVE
5.IMAGE LOAD
6.BOOT UP SD (AVAILABLE ON SD ONLY)
7.BOOT UP COM (AVAILABLE ON SD ONLY)
```

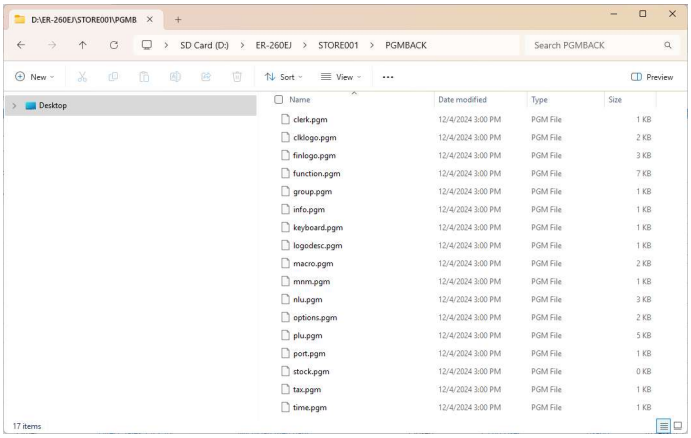
5. From the USB or SD menu select "**1. PGM BACKUP**".
   - The ER-260EJ Series will write the program files to the folder. ER-260EJ\STORENAME\PGMBACK
6. Press **CASH**. Read the specific notes for each function that follow.

Example Program Backup File

The ER-260EJ/ER-265EJ will write the backed-up program files to the selected removeable memory device to the folder: ER-260EJ or ER-265EJ\STORENAME\PGMBACK

Below is a File Explorer view of the backed-up files. In the example below, the store name is "STORE001".

Note: You can edit this store name as desired. See System Options programming page 172 for more information about the store name.



Program Restore

Programs saved to an SD Card can be restored to the same ECR or to a different ECR. Before restoring the program from an SD card to an ECR there are a few settings you will need to make.

- **The firmware version on the ECR the program is being restored to should be the same as the firmware version of the ECR the program was backed up form.** If they are different versions you may not be able to restore all program files. Refer to the Version Notes document for program areas not to restore.
- **The memory allocation on the register must be set the same as the memory allocation in the saved program. Be sure to print out the memory allocation when backing up a program so that it can be re-entered before restoring the program.**

1. Enter the **8-character store name** in System Options #36, to match the store folder on your USB or SD Card that you wish to restore.
2. Move the mode key to the **S** position to display the Service Mode menu.
3. From the Service Mode menu press **↓CHARGE1** until **"PROGRAM BACKUP"** is selected and press **CASH**; (or press **7 CASH** to view the option directly.) The PROGRAM BACKUP menu displays:

```
 PROGRAM BACKUP
1.SD
```

4. Use **↓CHARGE1** and the **↑CHARGE2** keys to select **1.SD** or **2.USB** (or press **1** or **2** to select the appropriate memory device.) Press **CASH** to display the menu:

```
        SD
1.PGM BACKUP
```

5. Insert the SD card in the register's SD slot or insert a USB memory stick in the USB port on the connection panel.
6. Use the **↓CHARGE1** and the **↑CHARGE2** keys to scroll up and down to select 'PGM RESTORE'; (or press **2 CASH** to go to "PGM RESTORE" directly).

```
        SD
2.PGM RESTORE
```

7. Press **CASH**. The PGM RESTORE selection displays:

```
  PGM RESTORE
1.ALL
```

   - Press **1 CASH** to restore **ALL** programs.
   - Press **2 CASH** to **SELECT** specific programs to restore.

```
 1.PLU            2.GROUP
 3.TAX            4.OPTIONS
 5.TIME OPN       6.FUNCTION KEY
 7.CLERK          8.DESCRIPTION
 9.FIN RPT LOGO  10.CLK RPT LOGO
11.STOCK         12.MACRO
13.MIX&MATCH     14.NLU
15.PORT          16.KBD LAYOUT
```

8. After you make you selection, the ECR displays PLEASE WAIT...

```
    PGM RESTORE
  PLEASE WAIT...
```

```
    PGM RESTORE
     SUCCESS !
```

   - If the restore is unsuccessful, the register will print a "FAIL !" error message.
9. Press **CLEAR** until you return to the main Service Mode menu.

Saving Reports

After selecting 'REPORT SAVE', you will be given the option to save in 'CSV' or 'REPORT' format. Reports saved are the current X1 readings.

- When backing up and restoring data, the store name must be programmed in the "System Options" of "Option Programming".
- The ER-260EJ/ER-265EJ will write the report files to the folder:
  ER-260EJ/ER-265EJ/STORENAME/SALEBACK/CSVBACK/DATE/TIME
  – ***or*** **–** ER-260EJ/ER-265EJ/STORENAME/SALEBACK/REPBACK/DATE/TIME
- The date folder depends on date format option. See "SYSTEM" options of "Options Programming" in the "Program Mode Programming" chapter to set DATE FORMAT.

DATE FORMAT	DATE FOLDER NAME
YYMMDD	20140403
DDMMYY	03042014
MMDDYY	04032014

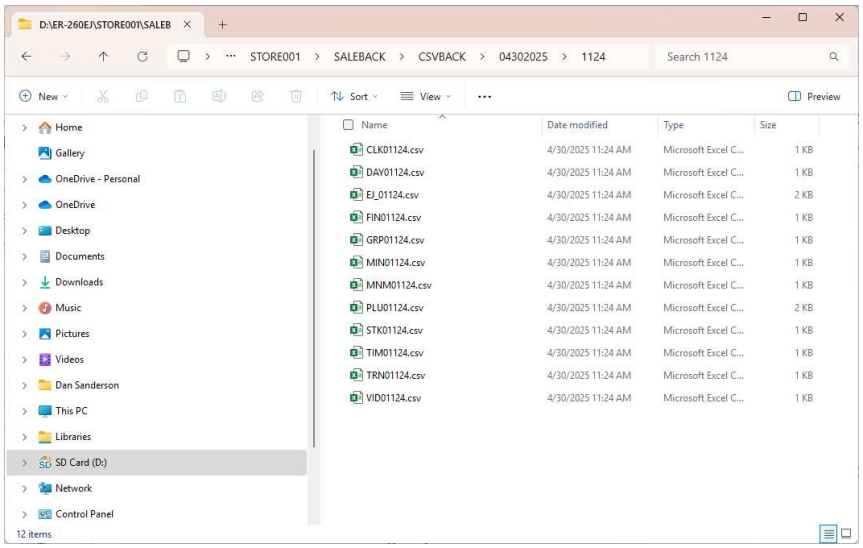
- Each individual report is named with the time of the report. For example, "CLK02332" represents a Clerk report taken at 23:32 (in a 24-hour time format.) In this manner, multiple reports backed up at different times in the same day will collect in the same "date" folder.

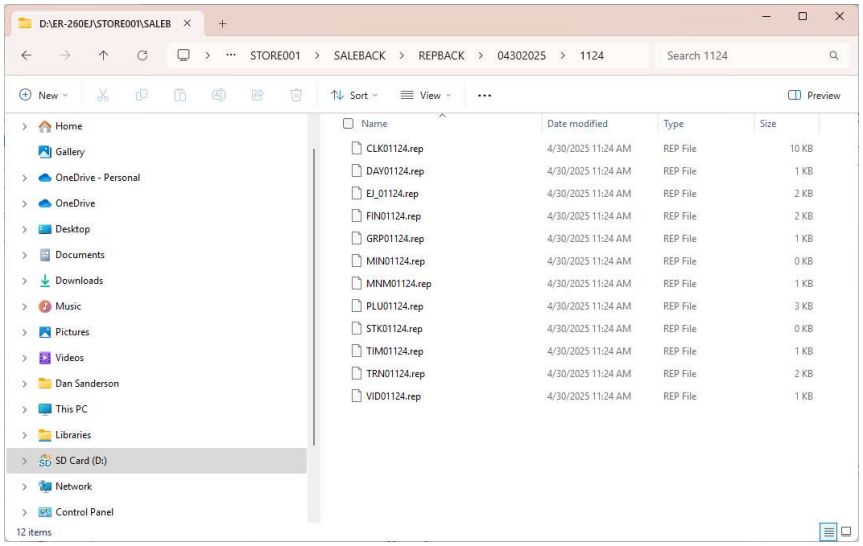
To Save Reports

1. Set an **8-character Store Name** in System Option: option #36, to identify the store folder on your memory device.
2. **Insert an SD card** in the register's SD slot *(located in the printer compartment)* or connect a USB drive on the USB port *(located on the back connection panel)*.
3. Move the mode switch key to the **SERVICE MODE**.
4. From the Service Mode menu, select "**7.PROGRAM BACKUP**"; Press **CASH**.
5. From the PROGRAM BACKUP menu select "**1.SD**" or '**2.USB**"; Press **CASH**.
6. From the SD or USB menu select "**3.REPORT SAVE**"; Press **CASH**.
7. Select type **1.CSV FORMAT** (Spreadsheet format) or **2.REP FORMAT** (for SAM4s eSpresso PC Utility format), Press **CASH**.
8. The register will display confirmation of the successful restoration with the message "SUCCESS !". If the save is unsuccessful, the register will print an error message.

Saved Report Examples

Below is an Explorer view of the backed-up files save as a CSV file and as a REP file.





Save/Load Receipt Images

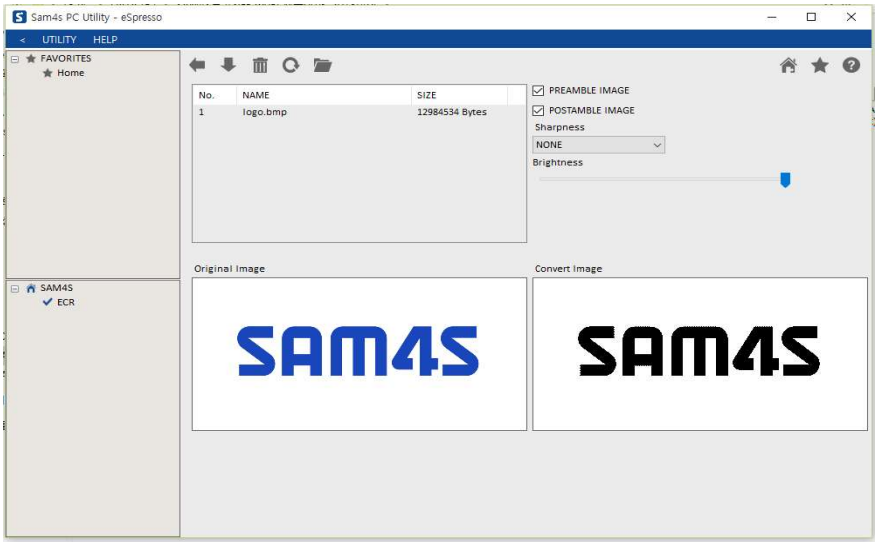
You can load custom preamble and postamble images for your receipt. Before loading, the images must be converted by the PC Utility to convert the image to proper parameters and save as **".img"** format.

After the conversion, images can be loaded directly by connecting a PC to the ER-260EJ/ER-265EJ or by copying the images to a SD card and loading (or saving the image) using the SD utility program described here.

Note: After loading the images, you must set "LOGO (Print preamble image / Print postamble image)" of the "Options Programming" in the "Program Mode Programming" to activate the image printing. You will also need to set the "Preamble/Postamble Image Number" option to 0.

Use the SAM4s PC Utility (eSpresso) to Convert the Image

1. Install the ***eSpresso*** on your PC and run it.
2. If you start the ***eSpresso*** for the first time, you must define the store and register, or if the store and register is already defined, you can select the store from the register list. The ***eSpresso*** program starts.
3. At the ***eSpresso***, choose Image Logo from the Edit Program menu.
4. Click the **FILE OPEN** ( ) button. Select the image file that you wish to use from the Open dialog and click the Open command button.
   - You can view the original and the converted image of a selected image.
   - You can change the properties of the image. (Sharpness and Brightness)
   - You can select the PREAMBLE IMAGE or POSTAMBLE IMAGE.



5. Click the **DOWN** ( ) button. "Download completed" message is displayed.
6. If you want to save the converted image, Click the **SAVE** ( ) button.
   (Saved images are stored in the "My Documents" folder.)

Copy the Images to an SD/USB Card

The PC Utility will create two image files:

- USERPRE.IMG
- USERPOST.IMG

They will be located on your PC at:

C:\MyDocuments\eSpresso\Store name\register name\IMAGE

Copy the images to the following path on your SD or USB:

\\ER-260EJ/ER-265EJ\Storename\IMAGE

Important: In the path C:\MyDocuments\eSpresso\StoreName\register name\IMAGE, the store name is the name you have defined as the store in the PC Utility.

You must use the same "StoreName" as programmed in the ER-260EJ/ER-265EJ ECR in Program-Mode\ Options\ System: "Store Name". The default store name is "STORE001".

Saving Images

1. Set the **Store Name** in **System Option: #36**, to match the name of the store folder on your memory device you wish to restore.
2. Insert an **SD card** in the register's SD slot *(located in the printer compartment)* or connect a USB drive on the USB port *(located on the back connection panel)*.
3. Move the mode switch key to the **SERVICE MODE**.
4. From the Service Mode menu, select "**7.PROGRAM BACKUP**"; Press **CASH**.
5. From the PROGRAM BACKUP menu select "**1.SD**" or "**2.USB**"; Press **CASH**.
6. From the USB or SD menu select "**4.IMAGE SAVE**"; Press **CASH**.
7. The message "SUCCESS !" will display on the screen.

Loading Images

1. Insert an **SD card** in the register's SD slot *(located in the printer compartment)* or connect a USB drive on the USB port *(located on the back connection panel)*.
2. Move the mode switch key to the **SERVICE MODE**.
3. From the Service Mode menu, select "**7.PROGRAM BACKUP**"; Press **CASH**.
4. From the PROGRAM BACKUP menu select "**1.SD**" or "**2.USB**"; Press **CASH**.
5. From the SD menu select "**5.IMAGE LOAD**": Press **CASH**.
6. The message "SUCCESS !" will display on the screen.

Flash ROM Updates

The ER-260EJ/ER-265EJ register software is loaded in flash ROM. This program may occasionally be updated by the manufacturer. Your SAM4s dealer can update the software if necessary. The Flash ROM can be loaded through a PC or by SD card.

CAUTION: Flash ROM Update by SD or PC method must be done by a qualified, trained technician. DO NOT POWER OFF OR ABORT any program loading once it has started. Failure to follow the procedures exactly may cause the program to load incompletely and for the register to fail completely.

Flash ROM Update by SD

The ER-260EJ/ER-265EJ Flash ROM program is contained in a binary file. This file contains both the Boot program area and the Application program area.

1. At your **PC**, format the SD Card for **FAT32**. Then **Create a folder** on the root of the SD named ***update***.
2. Copy binary file to the update folder of the SD card: SD:/update/***NR_Rom.bin***
3. Insert the SD card into the register.
   (The SD slot is located on the right side of the register. Remove the security screw and open the flap securing the SD slot. Insert the SD card until you hear\feel it click into place.)

Boot Area Update

1. Move the mode key to the **S** position to display the **Service Mode** menu.
2. From the **Service Mode** menu press ↓**CHARGE1** until "PROGRAM BACKUP" is selected (or press **7** to view the option directly.) Press **CASH.**
3. Select "**1.SD**" and then select **6.BOOT UP SD** from the list of functions and press **CASH**.
4. After a short pause, the register will display confirmation of the successful download with the message **"DOWNLOAD 100 % FINISHED!!**.
5. Turn the ECR power switch **OFF** and proceed directly to the next step: Application Update.

Program Area Update

6. Set the **SERVICE MODE**. Press Both the **upper right** key (CLERK) and the **lower right** key (CASH) and Power **ON** the ECR. A rapid beep-beep-beep sound will be heard. Release the keys.
7. The display shows **'SELECT DOWN MODE'**.
   1. SERIAL 1
   2. SD CARD
8. Select the **2.SD CARD** menu and press **CASH**. The display will indicate Select Down Mode Please Wait. After a short pause the firmware update will begin downloading.
9. The display will flash (Current program is being erased), after a few seconds, the display will continue to flash, but at a slower rate. This continues for about 1-minute while the new program is being loaded. When the firmware update is complete, the display will flash and indicate **"DOWNLOADING 100% FINISHED! !"**.
10. The FLASH ROM update is complete. Power the register **OFF**. You **must** perform a memory all clear on the ECR to complete the update procedure. See "Clearing Memory" on page 30 for details.
11. After the memory clear is complete, the ECR is now ready to program or to load a previously saved end-user program.

Flash ROM Update by PC

To complete the firmware update via PC, you will need a serial PC cable, the Flash ROM update file and the utility to load the file. The Flash ROM firmware program must be transferred from the PC to the ECR through the register's RS-232 Serial Port #1.

Update Files

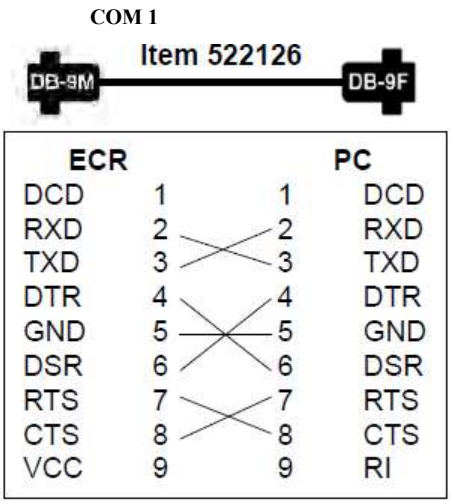
To complete the firmware update, you will be supplied with the following files:

- DownLoad.exe (The update utility program)
- Binary file

PC Connection Cable

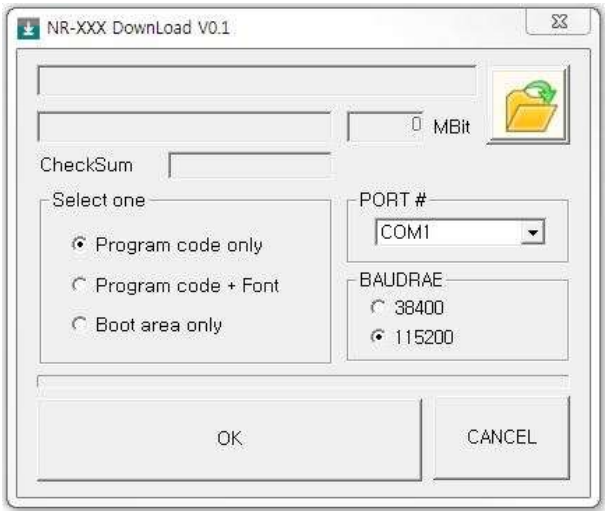
YOU MUST USE Port #1 on the ER-260EJ/265EJ. Use the following cable:

- CRS Part # **522126 (**Register RJ-45 COM 1 to PC DB-9F)



Boot Area Update

1. Connect the Serial Cable from the ECR to the PC.
2. At the register, move to the **SERVICE MODE**.
3. Press the ↓ key and the ↑ key to select menu and press the **CASH** key to confirm. Select the "**7.PROGRAM BACKUP**" menu.
4. Then select "**1.SD**" and press **CASH**.
5. Select the **7.BOOT UP COM** menu and press **CASH**.
6. At the PC, execute the program "DownLoad.exe". The Download dialog box displays.



7. Select the appropriate com port connection at your PC at the PORT# option buttons.
8. Click find the folder where the update files are located and select binary file.
9. Select **Boot Area Only** in the Select One option buttons.
10. Press **OK** Button. The download takes about 30 seconds; the scroll bar will track the progress of the download. At the ECR, the display will flash slowly while the update is taking place.
11. When complete, the message **Completed** displays on the PC. Click **OK** and the Download program will close. At the ECR, the display will change to a blue color indicating the update is complete.
12. Turn the power switch to the **OFF** and proceed directly to the next step: **Program Area Update**.

Program Area Update

1. Connect the Serial Cable from ECR to PC.
2. At the register, move to the **SERVICE MODE**.
3. Turn the power switch to the **OFF** position.
4. Press the **upper right** key **(CLERK)** and the **lower right** key **(CASH)**. While continuing to hold the **CLERK** and **CASH** keys, power **ON** the ECR. A rapid beep-beep-beep sound will be heard. Release the upper right key and the lower right key.
5. The display shows **'SELECT DOWN MODE'**.
   1. SERIAL 1
   2. SD CARD
6. Select the **1.SERIAL1** The ECR displays **"DOWNLOAD MODE SERIAL1"**.
7. At the PC, execute the program "Download.exe". The Download dialog box displays.
8. Select the appropriate com port connection at your PC at the PORT# option buttons.
9. Click  find the folder where the update files are located and select binary file.
10. Select **Program code only** in the Select One option buttons.
11. Press **OK** Button. The download takes about 3 minutes. At the PC, the scroll bar will track the progress of the download. At the ECR, the display will flash (Current program is being erased), after a few seconds, the display will continue to flash, but at a slower rate. This continues for about 3 minutes while the new program is being loaded.
12. When complete, the message **Completed** displays at the PC. Click **OK** and the Download program will close. At the ECR, when the load is complete, a rapid beep-beep-beep will be heard, and the display will flash rapidly.
13. Turn the power switch to **OFF**. You **must** perform a memory all clear on the ECR to complete the update procedure. See "Clearing Memory" on page 30 for details.
14. After the memory clear is complete, the ECR is now ready to program or to load a previously saved end-user program.
15. Disconnect the PC cable.

Help Menu

The help menu prints out Menu Operation keys *(function keys used for program navigation)*. The Function key list and the character code table can also be printed from this menu.

Menu Usage

1. Move the key lock to the **SERVICE MODE**.
2. From the Service Mode menu, select "**8.HELP MENU**"; Press **CASH**.
3. From the Help Menu, select "**1.MENU USAGE**"; Press **CASH**.
4. The "**MENU OPERATION**" list prints.

```
03/16/2023  THU           13:13
------------------------------
         MENU OPERATION
------------------------------
CLEAR    : EXIT or CANCEL
↑        : CURSOR UP MENU or
           SELECT 'YES'
↓        : CURSOR DOWN MENU or
           SELECT 'NO'
CASH     : CONFIRM

CLERK 00         000002   00000
```

Function Key Code

1. Move the key lock to the **SERVICE MODE**.
2. From the Service Mode menu, select **"8.HELP MENU"**; Press **CASH**.
3. From the Help Menu, select **"2.FUNC. KEY CODE"**; Press **CASH**.
4. The complete **"FUNCTION KEY CODE"** list prints.
   See the list of Function Key Codes on page 119.

Character Code

1. Move the key lock to the **SERVICE MODE**.
2. From the Service Mode menu, select "**8.HELP MENU**"; Press **CASH**.
3. From the Help Menu, select "**3.CHAR CODE**"; Press **CASH**.
4. The complete **"CHAR. CODE TABLE"** list prints.
   See the Character Code Table on page 143.

Program Mode Programming

Overview

Most register programming and program maintenance takes place in program mode *(Mode Switch is placed in the **PGM** position.)*. The key marked with a "P" allows access to this position.
Further protection may be enabled by requiring a password for access to the Program Mode (PGM position). See System Options programming on page 172 (system options 33 & 41) for details.

- ***Descriptor Programming Methods* –** Two Descriptor programming methods are available: keyboard overlay and code entry methods.

The following procedures are available from the **Program Mode** Operations menu.

- ***PLU* –** Set PLU prices, descriptors and options. Also, assign PLU's to groups, link to other PLU's, assign to mix and match groups, set stock levels and set additional options
- ***Group* –** Groups collect sales from sets of items (PLU's) Set descriptors and options for groups here.
- ***Function Key* –** Set descriptors, entry limits and specific options related to each function key you may be using.
    - ***MACRO Key Programming* –** Macro keys can be programmed perform a series of keystrokes making the operations quicker.
- ***Options* –** Set options related to the operation of your register.
- ***Employee (Clerk)* –** Set names, codes and assignments for each clerk.
- ***Time* –** Set the register date and time.
- ***Taxes* –** Set tax rates or tables can be set for each of four possible taxes. Value added taxes and GST (Canada) can be set.
- ***Messages* –** Set receipt messages and report descriptors
- ***Mix & Match* –** Set up promotion discounts such as "buy 2 and get $1 off".
- ***Program Scans* –** Print a record of you register program.

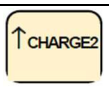
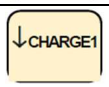
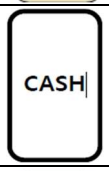
Default Program

Each SAM4s ECR is ready to use after un-boxing, loading the paper and completing the memory all clear procedure (see "Clearing Memory" on page 30.)

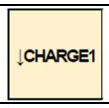
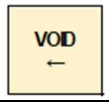
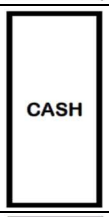
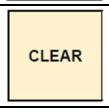
- All keyboard PLU's are nontaxable and preset, with a "0" price.
- All system options are set to default. Change only the options that will deviate from default programming.
- All programming (unless otherwise noted) is done with the Mode Switch in the PGM position. Each section details a specific area of register programming.

CAUTION: The **CHARGE1**, **CHARGE2** and **VOID** keys are used for navigating through the **X – Z – P** and **S-Mode** and ***should not*** be reassigned. These key locations revert to their navigation operations, Cursor ↓ ↑ ← when used in the X – Z – P and S-Mode.

Flat Keyboard Programming Keys

	**(↑)** Back Up one line to previous option; also used for Yes selections.
	**(↓)** Advance Down one line to next option; also used for No selections.
	**(←)** Back Space, use to delete previous character entry in descriptor programming.
	Used to **ENTER** the option setting; also used to set the new selection.
	Used to **EXIT** the current setting without changing the selection; also used to back out of the programming filed.

Raised Keyboard Programming Keys

	**(↑)** Back Up one line to previous option; also used for Yes selections.
	**(↓)** Advance Down one line to next option; also used for No selections.
	**(←)** Back Space, use to delete previous character entry in descriptor programming.
	Used to **ENTER** the option setting; also used to set the new selection.
	Used to **EXIT** the current setting without changing the selection; also used to back out of the programming filed.

Descriptor Programming Methods

Descriptors can be programmed for PLU's, function keys, groups, clerks and the logo/messages. Two methods are available to program descriptors, the Program Overlay Method and the Character Code Method. This chapter describes both methods. Refer to each program area for specific steps for programming PLU's, groups, function keys, etc.

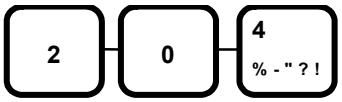
Descriptor Overlay Method (SMS mode)

This method is the default descriptor program method. When the descriptor field is selected on the program screen, press the appropriate keys to enter a descriptor:

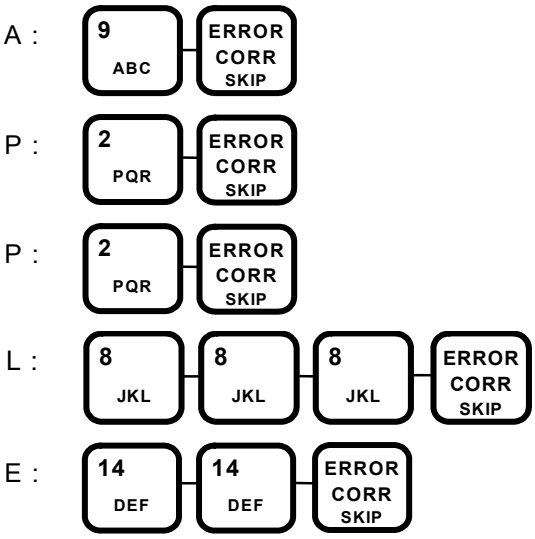
- Each of the fifteen PLU keys on the keyboard has descriptor characters printed in subscript. For example, PLU 9 is ABC. Press a key once to select the first character [A], press it twice to select the second character [B], and three times to select the third character [C]. When the character you want is displayed press the ERROR CORRECT/SKIP key to finish your character selection and select the next character.
- Press a numeric key (1 – 9, 0, 00 or decimal) to enter a numeral in the descriptor field.

Program Examples

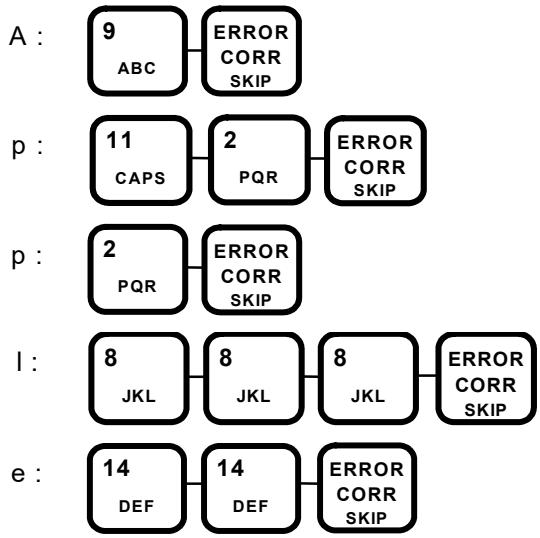
To program the descriptor "20%", press:



To program the descriptor "APPLE", type:

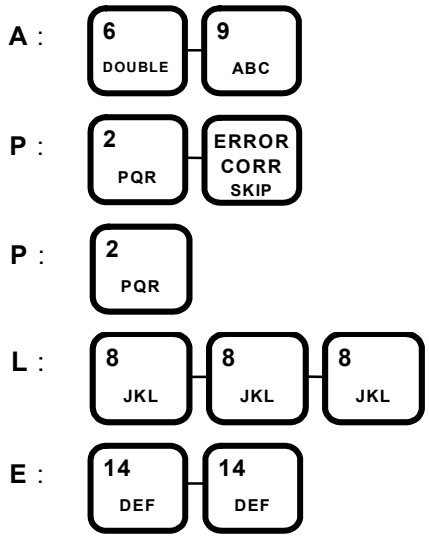


To program the descriptor "Apple", type:



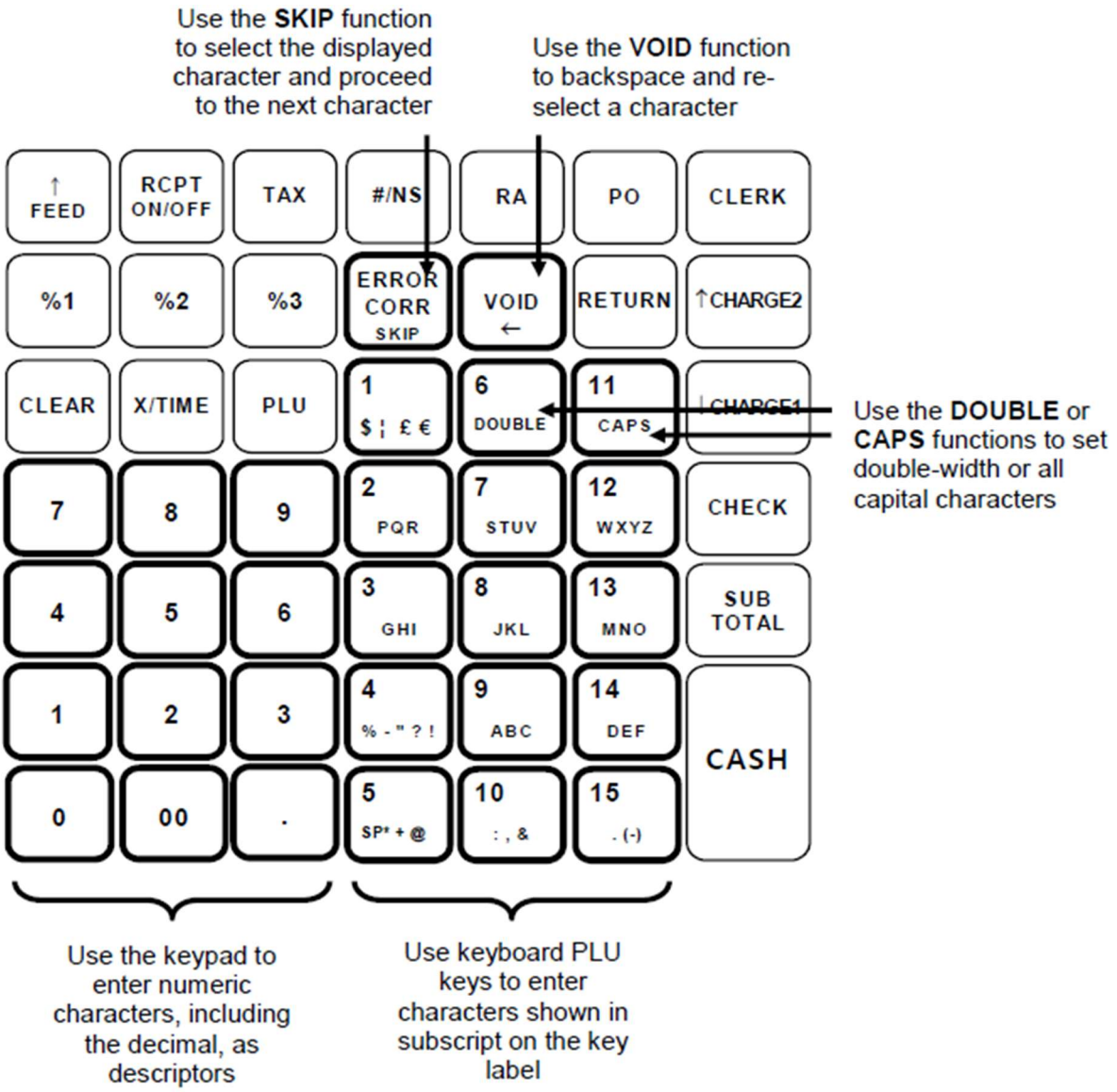
NOTE: Use the CAPS key to toggle between upper and lower case descriptor options.

To program the descriptor “APPLE” with DOUBLE (wide) characters type:



NOTE: Use the DOUBLE key to toggle between double and normal size descriptor options.

Keyboard Overlay



Character Code Method

If you customize your keyboard by covering key locations, or by installing double or quad size keys, you will need to program descriptors using the Character Code method. You must set System Option: DESC. PGM METHOD to CODE to be able to use the alpha code entry method. See "SYSTEM Options" programming on page 172.

The Character Code table is available on the next page *(page #143)*.

Program Sequence

1. With the cursor pointed at a descriptor field, refer to the Character Code Chart below and type the 3-digit code for the first character.
2. Continue typing the 3-digit codes for each additional character. Each character will be displayed as it is entered.
3. Press **CASH** when the descriptor is complete.

Program Example

To program the descriptor "APPLE" type:

[065] [080] [080] [076] [069] [CASH]

A P P L E

For DOUBLE (wide) characters enter code **999** before entering the 3-digit Character Code s.

To program the descriptor "APPLE" double wide type:

APPLE = [999] [065] [080] [080] [076] [069] [CASH]

- ***The Character Code Table is shown on the following page.***
- ***The Character Code Table can also be printed from the S-Mode Help Menu.***

Character Code Table

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	025	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.	Ø	å	ä	ö	æ	ø	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				
Char.	Á	á	Ñ	ñ	Ã	ã				
Code	125	126	127	128	129	130				

Program Mode Menu

1. Move the mode key to the **"P"** position to display the **Program Mode** menu.

```
  PROGRAM MODE
1.PLU
```

2. There are ten programming category selections:

```
1.PLU
2.GROUP
3.FUNCTION KEY
4.OPTIONS
5.EMPLOYEE
6.TIME
7.TAXES
8.MESSAGES
9.MIX & MATCH
10.PGM SCAN
```

3. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the **Program Mode** menu. If you already know the menu number of the category you want to access, you can enter the digit (1-10) directly.

PLU Programming

Items or services available for sale are created here in the PLU Programming. You can add as many items as are allocated in the memory allocation. To accommodate UPC scanning, each PLU can be given an identifying number up to 14 digits in length.

1. Move the mode key to the **P** position to display the **Program Mode** menu.
2. From the **Program Mode** menu, **1."PLU"** displayed, Press **CASH**.

```
      PLU
1.ADD/CHANGE
```

   - There are four PLU programming options:

```
1.ADD/CHANGE
2.DELETE
3.PLU STOCK
4.NLU CODE# PGM
```

3. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the **PLU** menu. If you already know the menu number of the PLU function you with to perform, you can enter the digit (1-4) directly.

Add / Change PLU

When adding or editing PLU's in the ECR, you have the option to program PLU's individually or program a range of PLU's.

Add/Change One PLU

1. From the **PLU PROGRAMMING** screen, use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **"1.ADD/CHANGE"** (or press **1** to go to the option directly). Press **CASH** to view the Add/Change a PLU screen:

```
   ADD/CHANGE
1.ONE PLU
```

2. From the ADD/CHANGE screen use the ↓**CHARGE1** and the ↑**CHARGE2** keys to **select "1.ONE PLU"** (or press **1** to go to the option directly). Press **CASH** to view PLU NUMBER screen:

```
   ENTER PLU #
                0
```

3. Enter PLU number and **CASH** to select individual PLU. The PLU OPTION screen displays:
4. Refer to "PLU Options – Reference Information" on page 146 to make program entries or changes, press the **CLEAR** key to finalize and return to the previous screen.

Add/Change Range of PLU's

To program a range of consecutively numbered PLU's

1. From the **PLU PROGRAMMING** screen, use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **"1.ADD/CHANGE"** (or press **1** to go to the option directly). Press **CASH** to view the Add/Change a PLU screen.
2. From the **ADD/CHANGE** screen use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **"2.RANGE PLU"** (or press **2** to go directly to the selection). Press **CASH** to enter the beginning number in the PLU range you wish to program.

```
ENTER FROM PLU#
                0
```

3. At the **ENTER FROM PLU #** enter the first PLU number in the range and **CASH**. This will bring up the ENTER TO PLU# screen.

```
ENTER TO PLU#
                0
```

4. At the **ENTER TO PLU#** enter the last number in the range and **CASH** to display PLU OPTIONS.
5. Refer to "PLU Options – Reference Information" on page 146 to make program entries or changes, press the **CLEAR** key to finalize and return to the previous screen.

PLU Options – Reference Information

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a descriptor for each PLU. Type the descriptor using the Program Overlay, or by using the Character Code method The overlay is automatically activated when the cursor is pointing at the DESC field. The default descriptors are PLU1, PLU2, etc.
2 **3**	PRICE/HALO1 PRICE/HALO2	7-digit amount	Two price levels are available with up to a 7-digit entry allowed. (Note that price level field 02 will display only if you allocate memory for the additional price level.) If the PLU is open, the amount entered here is the **H**igh **A**mount **L**ock **O**ut (HALO). You can limit errors by setting the maximum amount that can be entered into a PLU. If the PLU is preset, the amount entered here is the amount that is registered automatically when the PLU is entered.
4	PRESET	Y or N	Choose **Y** for a preset PLU. Choose **N** for an open PLU. Open PLU's accept amount entries. Use open PLU's to enter different priced items into the same PLU. Preset PLU's automatically register a preprogrammed price when the PLU is entered or pressed. Use preset PLU's to register an individual item quickly and accurately. For example, cigarette packs can be assigned to PLU's.
5	PRESET OVERRIDE	Y or N	If **Y**, you can enter a price to override the preset price.
6 **7** **8** **9**	TAXable BY TAX1 TAXable BY TAX2 TAXable BY TAX3 TAXable BY TAX4	Y or N	Select **N** for nontaxable items. Select **Y** to apply the appropriate tax automatically for this PLU.
10	FOOD STAMP ELIGIBLE	Y or N	Select **Y** here if the item can be paid with food stamps or EBT.
11 **12** **13**	GROUP #1 GROUP #2 GROUP #3	0-99	For each of three group assignments, enter a group where this PLU's sales will accumulate. The number of groups available is determined by memory allocation.
14	NEGATIVE ITEM	Y or N	Select **Y** to register items that subtract, rather than add to the sale total.
15	HASH	Y or N	Items designated with HASH status add to the current sale, but do not add to the registers grand total. HASH items may or may not add to the net sales total - see "SYSTEM" of "Options Programming" in the "Program Mode Programming" chapter. Use hash for lottery sales or bottle deposits.
16	SINGLE ITEM	Y or N	Select **Y** for a single item PLU. Single item PLU's automatically total as a cash sale immediately after the PLU entry. Single item PLU's are used to speed up one item sales.
17	NON-ADD # COMP	Y or N	Select **Y** to enforce the entry of a non-add number before a registration can be made.
18	GALLONAGE ITEM	Y or N	Select **Y** 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.
19	INVENTORY ITEM	Y or N	Select **Y** if you wish to track the number of items remaining in inventory using the Stock report.
20	DISABLE	Y or N	Select **Y** to disable the PLU. Entries cannot be made into disabled PLU's.

#	Option	Entry	Description
21	SCALABLE	Y or N	If **Y**, 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.)
22	AUTO SCALE	Y or N	Select **Y** if you wish entries into this PLU to be automatically multiplied by the weight on the optional scale.
23	CONDIMENT	Y or N	Select **Y**, the item will act like a condiment on the kitchen printer. Items with this status will satisfy the requirements of items with compulsory condiment status.
24	COMPULSORY CONDIMENT	Y or N	Select **Y** if you wish to force the entry of a condiment after this item is entered.
25	PRINT ON RECEIPT	Y or N	Select **N** if you wish to suppress printing of the item on the receipt.
26	DISPLAY PLU	Y or N	Select **Y** if you wish to display the item on the display.
27	PRT PRICE ON RECEIPT	Y or N	Select **N** if you wish to suppress printing of the item's price on the receipt.
28	DISABLE PROMO	Y or N	Select **Y** to block the PROMO function on this PLU.
29	COUNTER NOT RESET	Y or N	Select **Y** if you do not wish to reset the PLU item counter on the Z PLU report.
30	PRESET OVERRIDE IN MGR CONTROL	Y or N	If preset override is **Y**, then you can force manager control for preset override by setting this option to **Y**.
31	DISABLE RETURN & VOID	Y or N	If **Y**, you cannot correct this PLU through void operations (Void Item/ Error Correct/VOID Mode) or perform a merchandise return of this PLU item. The **Y** value is recommended when using liquor control systems.
32	PRICE CHANGE ITEM	Y or N	Select **Y** to allow changing the price on this PLU using the price change function key in register mode.
33	ALLOW DISCOUNTS	Y or N	Select **Y** to allow Discounts on this PLU.
34	AUTO TARE (1-5)	0-5	If selected, the tare # indicated here will automatically subtract from the total weight on the scale. (0 = disabled, no auto-tare)
35	MIX&MATCH#	0-99	Enter a value (1-99) to indicate the number of the preprogrammed MIX&MATCH TABLE. Enter **0** to disable
36	LINK PLU	14-digit maximum	If you wish the registration of this PLU to automatically cause the registration of another PLU, enter the PLU # you wish to link with the 10-keypad. Enter **0** for no link.
37 **38**	QTY/MODIFIER1 QTY/MODIFIER2 *(QTY/Modifier2 will only show when memory is allocated for two price levels.)*	0-99.99	Enter quantity modifier count. When a PLU is sold this is the number of units to be reported to the PLU sales report. If the Inventory flag is set, this is also the quantity of stock to deduct from the stock count. There is an entry field for each price level. If the QTY/MODIFIER value = 2.00 for PLU 1, and PLU 1 is registered in a sale, the sales quantity on the PLU report and Stock report will be 2. If you register press 10 X/TIME PLU 1 in a sale, this records 20 for the sales quantity on PLU and Stock report.
39	MINIMUM STOCK	0-9999.99	You can enter minimum stock levels for PLU's with the Inventory Item option set. When the level of a stock item falls below the minimum inventory level set here, the item will appear on the PLU MINIMUM STOCK report.

Delete PLU

Note: Before a PLU can be deleted, all Z1 and Z2 PLU Report totals must be cleared, if the PLU is an inventory item, you must change the stock to zero. If PLU's have been added to the database by using the NOT FOUND PLU function, the RESET N.F. PLU must be issued. See page 88 for details.

Delete One PLU

1. From the **PLU PROGRAMMING** screen, use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **"2.DELETE"** and press **CASH** or press **2** and **CASH** to display the **DELETE PLU** screen:

```
     DELETE
1.ONE PLU
```

2. Select **"1.ONE PLU"** (or press **1)** and press **CASH** to delete an individual PLU. The **PLU NUMBER** screen displays:

```
ENTER PLU #
                    0
```

3. Enter the number of the PLU you wish to delete and press **CASH**. The **DELETE** message will print.

Delete PLU Range

1. From the **PLU PROGRAMMING** screen, use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **"2.DELETE"** (or press **2** to go to the option directly). Press **CASH** to display the **DELETE PLU** screen:

```
     DELETE
1.ONE PLU
```

2. Select **"2.RANGE PLU"** (or press **2**) and **CASH** to delete a range of PLU's. The **PLU NUMBER** screen displays: Enter the number of **FROM PLU#** in the range you wish to delete. Press **CASH**.

```
ENTER FROM PLU#
                    0
```

3. Enter the number of **TO PLU#** in the range you wish to delete.

```
ENTER TO PLU#
                    1
```

4. Press **CASH** to delete the PLU. The DELETE message will print.
5. Continue to delete another PLU's or press **CLEAR** key until return to PROGRAM MODE menu.

PLU Stock

Note: Before program PLU stock, 'Inventory Item' option set as 'Y' in PLU programming.

1. From the **PLU PROGRAMMING** screen, use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **"3.PLU STOCK"** (or press **3** to go to the option directly). Press **CASH** to view the PLU Stock screen:

```
    PLU STOCK
1.ONE PLU
```

2. Select to edit **ONE PLU** or a **RANGE PLU's**.

One PLU

3. From the **PLU STOCK** screen, select **"1.ONE"** (or press **1** to go to the option directly). Press **CASH** to view the ENTER PLU NUMBER screen:

```
PLU STOCK
1.ONE PLU
```

```
ENTER PLU #
                0
```

4. Enter the number of the PLU you wish edit the stock quantity for and press **CASH**.

```
OPERATOR: ADD(+)
     ADD(+)
```

5. Select the operation to perform, **"OPERATOR: ADD (+)**, **SUB (-)** or **REPLACE"**; Press **CASH**.
6. Enter the stock quantity you wish to ADD/SUBTRACT/REPLACE and press **CASH**. Note: that stock is kept in decimal units and you must enter new or additional stock to two digits beyond the decimal. For example, type 1 0 0 0 to enter ten units of inventory.
7. To program additional PLU's repeat from step 3 or press **CLEAR** key to finalize.

Range of PLU's

1. From the **PLU STOCK** screen select **"2.RANGE PLU"** (or press **2** to go to the option directly). Press **CASH** to display RANGE PLU screen:

```
PLU STOCK
2.RANGE PLU
```

```
ENTER FROM PLU #
                0
```

2. Enter **FROM PLU#** number and **CASH** to display **TO PLU#** screen:

```
ENTER FROM PLU#
                1
```

```
ENTER TO PLU #
               20
```

3. Press **CASH** to display STOCK ENTRY screen:

```
OPERATOR: ADD(+)
     ADD(+)
```

4. Select the operation to perform, **"OPERATOR: ADD (+), SUB (-)** or **REPLACE"**; Press **CASH**.
5. Enter the stock quantity you wish to ADD/SUBTRACT/REPLACE and press **CASH**. Note that stock is kept in decimal units and you must enter new or additional stock to two digits beyond the decimal. For example, type 1 0 0 0 to enter ten units of inventory.
6. To program additional PLU's repeat from step 3 or press **CLEAR** key to finalize.

NLU Code# Program

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

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

1. From the **PLU PROGRAMMING** screen, select **"4.NLU CODE# PGM"** (or press **4** to go to the option directly). Press **CASH** to display the **NLU CODE# PGM** screen:

```
 NLU CODE# PGM
ENTER NLU KEY
```

2. Press one of the fifteen NLU keys on the keyboard or press **CLEAR** to exit.

```
ENTER NEW PLU #
                0
```

3. The current PLU code number displays. Type the new PLU code number you wish to use for this NLU key, press **CASH**.
4. The **NLU CODE PROGRAM** screen returns. Continue from step 1 to program additional NLU keys or press **CLEAR** to exit.

Group Programming

Up to 99 groups ***(the exact number is determined by memory allocation)*** are available to summarize PLU sales. Group totals appear on reports, so that you can track sales of different types of items.

- The group descriptors programmed here will replace the default descriptors GROUP 1 through GROUP 99 that appear on reports.
- Each PLU can report totals to one, two or three different groups. If a PLU sends totals to more than one group, the group total that appears on the Group report will not represent PLU sales. Therefore, you also have the option of deciding whether each group's total will add to the group total on the Group report.

To Program Groups

1. Move the mode key to the **"P"** position to display the **Program Mode** menu.
2. Press the ↓**CHARGE1** to select "2.GROUP" (or press **2** to go to the option directly).
3. Press **CASH** to display the **GROUP PROGRAMMING** screen. (The maximum number of groups is determined by memory allocation.)

```
ENTER GROUP #
(1-10)          0
```

4. Enter the number of the group to be programmed, press the **CASH**. The **GROUP# PROGRAMMING** screen displays:

```
      GROUP
1.DESC : [GROUP
```

5. There are nine group options that can be set:

```
1.DESC    [GROUP 01]
2.ADD TO GROUP TO GROUP TOTAL
3.SEND TO KP
4.KP PORT#: RCPT
5.KP PORT#: 1
6.KP PORT#: 2
7.KP PORT#: 3
8.PRINT RED ON KP
9.GIFT CARD
```

6. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the options. If you already know the menu number of the option you wish to perform, you can enter the digit (1-9) directly. Press the **CASH** key.
7. Use the "Group Programming – Reference Information" on the following page and make changes as necessary. Press **CLEAR** to return to the PROGRAM MODE screen.

Group Programming - Reference Information

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a descriptor for each group. Type the descriptor using the Program Overlay or by using the Character Code method. The overlay is automatically activated when the cursor is pointing at the DESC field. The default descriptors are GROUP 01, GROUP 02, etc.
2	ADD TO GROUP TOTAL	Y or N	Select **N** if you do not wish this groups total to be added to the total of all groups on the Group report.
3	SEND TO KP	Y or N	Select **Y** if you wish to send PLU's reporting to this group to a kitchen printer.
4	KP PORT #: RECEIPT	Y or N	Select **Y** if you wish to print a kitchen requisition at the register.
5	KP PORT #: 1	Y or N	Select **Y** if you wish to print a kitchen requisition at the Port1.
6	KP PORT #: 2	Y or N	Select **Y** if you wish to print a kitchen requisition at the Port2.
7	KP PORT #: 3	Y or N	Select **Y** if you wish to print a kitchen requisition at the Port3.
8	PRINT RED ON KP	Y or N	Select **Y** if you wish items reporting to this group to print in red on the kitchen printer. (Note, the kitchen printer must have red/black printing capability, and this option does not apply to the register receipt printer.)
9	GIFT CARD	Y or N	

Function Key Programming

Use to set specific 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. Move the mode key to the **"P"** position to display the **Program Mode** menu.
2. Press the ↓**CHARGE1** twice to select **"3.FUNCTION KEY"** and press **CASH** or press **3** and **CASH** to display the **FUNCTION KEY** screen.

```
  FUNCTION KEY
1.FUNCTION KEY
```

3. Press **1** and **CASH** to select **FUNCTION KEY** menu.

```
ENTER FUNC.KEY
TO BE PROGRAMMED
```

4. Press the function key you wish to program.
   - For example, Press the #/NS key to view the #/NS Function Options.
5. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the options for the function key you have selected.
6. Select an option and press the **CASH** to set that option value.
7. From the YES/NO option screen, Press the ↑**CHARGE2** key for **YES** and the ↓**CHARGE1** key for **NO**; Press the **CASH** to confirm the option selection.
8. Press **CLEAR** at any time to return to the FUNCTION KEY menu without saving changes.

#/No Sale Function Options

(Key code 313)

#	Option	Entry	Description
1	DESC1	Alphanumeric 24 character	You can program a unique descriptor for the no sale function. The default descriptor is NOSALE.
2	DESC2	Alphanumeric 24 character	You can program a unique descriptor for the non-add # function. The default descriptor is NON ADD #.
3	NO SALE KEY DISABLE	Y or N	Select **Y** to disable the no sale function (non-add entries are allowed).
4	UNDER MANAGER CONTROL	Y or N	Select **Y** to allow operation only in manager operation mode.
5	INHIBIT NO SALE AFTER NON-ADD #	Y or N	Select **Y** if you want to disable the NO SALE function after a non-add number is entered.
6	COMP. # AT START OF SALE	Y or N	Select **Y** if you wish to enforce the entry of a non-add number at the beginning of each transaction. (Example, to track the number of customers in each sale or to identify a customer number with each sale.)
7	PRINT ON N/S	Y or N	Select **N** to stop printing when a NO SALE is performed.
8	NON-ADD # PROHIBIT	Y or N	Select **Y** to disable the non-add # function.
9	COMP NON-ADD # MUST MATCH MAX DIGIT	Y or N	Select **Y** if you wish all non-add number entries to have the exact number of digits selected in the MAX DIGIT flag below.
10	MAX DIGIT (0-8)	0-8	Enter the maximum number of digits for non-add number entry. Zero (0) means no limit.

%1 -%5 Function Options

(Key codes 314-318)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptors are % 1-4.
2	AMOUNT:Y %:N	Y or N	Select **Y** if you wish for this key to apply an amount (as in a coupon). Select **N** if you wish for this key to apply the percentage (as in a discount or surcharge).
3	AMOUNT / RATE	5 digits	If the function is an amount, enter the amount from 0 to 999.99. If not zero, the amount will be the preset coupon amount. If the function is a percentage, enter a percentage from 0 to 99.999%. If not zero, the percentage will be the preset percentage
4	KEY DISABLE	Y or N	Select **Y** to disable this function.
5	UNDER MANAGER CONTROL	Y or N	Select **Y** if you do not want the operator to use this function in **REGISTER** mode. When selected, the function is allowed only in the **MANAGER MODE**.
6	OPEN:Y PRESET:N	Y or N	Select **Y** if you wish the amount or percentage to be entered by the operator; select **N** if you wish the amount or percentage to be preset.
7	SALE:Y ITEM:N	Y or N	Select **Y** if you wish the amount or percentage to apply to the sale total. Select **N** if you wish the amount or percentage to apply to an item.
8	OVER RIDEABLE	Y or N	Select **Y** if you wish to enter a percentage or amount to override the preset percentage or amount set in the RATE field.
9	POS.:Y NEG.:N	Y or N	Select **Y** to add (+) the percentage or amount to sale total. Select **N** to subtract (-) the percentage or amount to from the sale.
10 **11** **12** **13**	TAXABLE BY TAX1 TAXABLE BY TAX2 TAXABLE BY TAX3 TAXABLE BY TAX4	Y or N	Select **N** to tax any taxable items before the discount or surcharge is applied. The discount or surcharge amount is not included in the Tax Sales amount. Select **Y** to tax any taxable items after the discount or surcharge is applied. The discount or surcharge amount is included in the Tax Sales amount.
14	F/S ELIGIBLE	Y or N	Select **Y** to reduce (or increase) the food stamp subtotal by the amount of **%** key value.
15	ALLOW ONLY ONE TIME SUBTOTAL ENTRY	Y or N	If **Y**, you can enter only a single coupon and you must press the **SUBTOTAL** key before the coupon entry.
16	ALLOW MULTIPLE AMOUNT DISCOUNT (COUPON) WITHOUT SUBTOTAL ENTRY	Y or N	If you set a % key to be used for vendor coupons (i.e. amount, negative and sale status) then choose **Y** to allow the function to be operated multiple times, without requiring the **SUBTOTAL** key to be pressed prior to each subsequent `coupon entry.
17	PRESET OVERRIDE IN MGR ONLY	Y or N	Select **Y** to allow preset override only in manager operation mode.
18	COMPULSORY VALIDATION	Y or N	Choose **Y** to enforce validation if an optional printer with validation capability is connected to a Serial port.

ADD CHECK Function Options

(Key code 320)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is ADD CHECK.
2	KEY DISABLE	Y or N	Select **Y** to disable this function.
3	COMPULSORY BEFORE TENDERING	Y or N	Select **Y** if you want to force the operator to use the ADD CHECK function before tendering.
4	ADVANCE THE CONSECUTIVE #	Y or N	Select **Y** if you want to advance the consecutive number each time the ADD CHECK key is used.
5	DELETE THE PRE/POSTAMBLE	Y or N	Select **Y** if you want to delete the preamble and postamble each time the ADD CHECK key is used.
6 7 8 9	EXEMPT TAX 1 EXEMPT TAX 2 EXEMPT TAX 3 EXEMPT TAX 4	Y or N	Select **Y** to exempt the appropriate tax automatically when finalized with this key.
10	COMPULSORY VALIDATION	Y or N	Choose **Y** to enforce validation if an optional printer with validation capability is connected to a Serial port.

ALPHA TEXT Function Options

(Key code 386)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is ALPHA TEXT.
2	PRINT ON KP	Y or N	Select **Y** to print text on Kitchen Printer.
3	PRINT ON RECEIPT	Y or N	Select **Y** to print text on register.
4	PRINT DOUBLE SIZE	Y or N	Select **Y** to print text with double size font.

AUTO CASH 1-10 Function Options

(Key codes 387-395)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptors are AUTO CASH 1-10.
2	HALO	7-digit amount	Enter the cash amount to be tendered when using this function key.

CANCEL Function Options

(Key code321)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is CANCEL.
2	HALO	7-digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
3	KEY DISABLE	Y or N	Select **Y** to disable this function.
4	UNDER MANAGER CONTROL	Y or N	Select **Y** if you do not want to allow the operator use of this function in **REGISTER MODE**. When selected, the function is allowed only in the **MANAGER MODE**.
5	COMPULSORY VALIDATION	Y or N	Choose **Y** to enforce validation if an optional printer with validation capability is connected to a Serial port.

CASH Function Options

(Key code 322)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is CASH.
2	HALO	7-digit amount	You can limit errors by setting the maximum amount that can be tendered. "0" means that there is no entry limit.
3	AMOUNT TEND COMP.	Y or N	Select **Y** if you want to force the operator to enter the tendered amount and let the register calculate the change.
4	OVER/UNDER TENDER IN MGR CONTROL	Y or N	Select **Y** if you do not want the operator to tender more than the amount of the sales and issues to be changed. When selected, over and under tendering is allowed only in the **MANAGER MODE**.
5	DISABLE UNDER TEND.	Y or N	Select **Y** if you do not want the operator to tender less than the amount of the sale.
6	DOES DRAWER OPEN	Y or N	Select **N** if you do not want the drawer to be opened with this key.
7	EXEMPT TAX 1-4	Y or N	Select **Y** to exempt the appropriate tax automatically when finalized with this key.
8	COMPULSORY VALIDATION	Y or N	Choose **Y** to enforce validation if an optional printer with validation capability is connected to a Serial port.

CHARGE # Key

(Key code 406)

The charge # key allows you to tender with any of the charge keys without having to program each individual charge key on the keyboard. Enter the charge key number and press the Charge # key to tender the sale.

CHARGE 1-8 Function Options

(Key codes 323-330)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 characters	You can program a unique descriptor. The default descriptors are CHARGE 1- CHARGE 8.
2	HALO	7-digit amount	You can limit errors by setting the maximum amount that can be tendered. "0" means that there is no entry limit.
3	AMOUNT TEND COMP.	Y or N	Select **Y** if you want to force the operator to enter the tendered amount and let the register calculate the change.
4	OVER/UNDER TENDER IN MGR CONTROL	Y or N	Select **Y** if you do not want the operator to tender more than the amount of the sale and issue change. When selected, over tendering is allowed only in the **MANAGER MODE**.
5	DISABLE UNDER TEND.	Y or N	Select **Y** if you do not want the operator to tender less than the amount of the sale.
6	DOES DRAWER OPEN	Y or N	Select **N** if you do not want the drawer to be opened with this key.
7	ALLOW OVER TEND.	Y or N	Select **Y** if you wish to allow tender greater than the amount of the sale.
8	NON-ADD # ENTRY COMPULSORY	Y or N	Select **Y** if you wish to enforce the entry of a non-add number prior to tendering.
9 **10** **11** **12**	EXEMPT TAX 1 EXEMPT TAX2 EXEMPT TAX3 EXEMPT TAX4	Y or N	Select **Y** to exempt the appropriate tax automatically when finalized with this CHARGE key.
13	COMPULSORY VALIDATION	Y or N	Choose **Y** to enforce validation if an optional printer with validation capability is connected to a Serial port.
14	SEND TO EFT	Y or N	Select **Y** if IPTran LT is connected for integrated credit.
15	EFT PORT (0-3)	Available Range [0-3]	Enter the port number where the EFT IPTran is connected.
16	ALLOW ROUNDING	Y or N	Select **Y** if you wish to allow rounding when pressing the **CHARGE1~CHARGE8** key.
17	SELECT CARD TYPE	[Selection]	If integrated credit is used, select the appropriate card type for this tender key. None, Credit, Debit, Gift, Gift No NSF, Cash Benefit.
18	SHOW TIP ON	[Selection]	**REG –** Will prompt for TIP at the ECR operator display. **PINPAD –** Will prompt the customer to enter a TIP at the Pin-Pad. **PRINT TIP LINE ONLY –** No Prompt at ECR or Pin-Pad, will print a blank TIP Line on theft receipt.
19	SURCHARGE %	0.00-4.00 *DC Direct Only*	*(Added at v04.056 for DC Direct.)* Allowable % rate entries are from 0.00 to 4.00 percent. Default setting = 0.00 (No Surcharge). Surcharge will maintain a separate balance on the financial report and will update the drawer total.
20	MULTI-PRICING %	0.00-4.00 *DC Direct Only*	*(Added at v04.056 for DC Direct.)* Used when the **System Option: Allow Multi-Pricing For EFT** is enabled. Allowable rate settings range from 0.25 to 4.00 %. You must enter all 3 digits (without the decimal) for the % Rate value.
21	MANUAL ENTRY	Y or N *DC Direct Only*	*(Added at v04.056 for DC Direct.)* Manual credit card entry requires a separate charge key. Set this option to Y to use this key for manual credit card entry.

CHECK Function Options

(Key Code 331)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is CHECK.
2	HALO	7-digit amount	You can limit errors by setting the maximum amount that can be tendered. "0" means that there is no entry limit.
3	AMOUNT TEND COMP.	Y or N	Select **Y** if you want to force the operator to enter the tendered amount and let the register calculate the change.
4	OVER/UNDER TENDER IN MGR CONTROL	Y or N	Select **Y** if you do not want the operator to tender more than the amount of the sale and issue change. When selected, over tendering is allowed only in the **MANAGER MODE**.
5	DISABLE UNDER TEND.	Y or N	Select **Y** if you do not want the operator to tender less than the amount of the sale.
6	DOES DRAWER OPEN	Y or N	Select **N** if you do not want the drawer to be opened with this key.
7 **8** **9** **10**	EXEMPT TAX 1 EXEMPT TAX 2 EXEMPT TAX 3 EXEMPT TAX 4	Y or N	Select **Y** to exempt the appropriate tax automatically when finalized with this key.
11	COMPULSORY CHECK ENDORSEMENT	Y or N	Choose **Y** to enforce check endorsement if an optional printer with endorsement capability is connected to a Serial port.
12	COMPULSORY VALIDATION	Y or N	Choose **Y** to enforce validation if an optional printer with validation capability is connected to a Serial port.

CHECK CASH Function Options

(Key code 332)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is CHKCASH.
2	HALO	7-digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
3	KEY DISABLE	Y or N	Select **Y** to disable this function.
4	UNDER MANAGER CONTROL	Y or N	Select **Y** if you do not want the operator to use this function in **REGISTER MODE**. When selected, the function is allowed only in the **MANAGER MODE**.
5	COMPULSORY VALIDATION	Y or N	Choose **Y** to enforce validation if an optional printer with validation capability is connected to a Serial port.
6	COMPULSORY CHECK ENDORSEMENT	Y or N	Choose **Y** to enforce check endorsement if an optional printer with validation capability is connected to a Serial port.

CHECK ENDORSEMENT Function Options

(Key code 333)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is CHKENDOR.
2	KEY DISABLE	Y or N	Select **Y** to disable this function.
3	UNDER MANAGER CONTROL	Y or N	Select **Y** if you do not want to allow the operator use of this function in **REGISTER MODE**. When selected, the function is allowed only in the **MANAGER MODE**.
4	PRINT CHECK AMT IN THE ENDORSEMENT	Y or N	Choose **Y** to print the amount of check as well as the endorsement message. Choose **N** to print only the endorsement message. Note: A 10-line check endorsement message may be programmed. See "Endorsement" on page 191 for more information.
5	PRINT DATE	Y or N	Select **N** to suppress printing Date on the check endorsement.
6	PRINT TIME	Y or N	Select **N** to suppress printing Time on the check endorsement.
7	PRINT CLERK	Y or N	Select **N** to suppress printing the Clerk name on the check endorsement.
8	PRINT CONSECUTIVE No	Y or N	Select **N** to suppress printing the Consecutive number on the check endorsement.
9	SLIP OUTPUT PORT#(0-2)	0-3	If validation is used, identify the communications port (1 or 3) where the validating printer is attached. Enter 0 if validation is not used.

CLERK 1-10 Keys

(Key codes 396~405)

Use to sign on clerks 1 through 10 without using the Clerk# key. No programming available.

CLERK # Key

(Key code 335)

Use to sign on clerks using their clerk # or clerk code – no programming available.
Enter a Clerk # then press the Clerk# key to sign on the clerk.

CURRENCY CONVERSION 1-4 Keys

(Key codes 336-339)

Currency Exchange Rate Programming Examples

Note: Foreign currency exchange rates can 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 1.2764 Canadian dollars (foreign currency).

RATE: 12764 NUMBER OF DEC.: 4

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

RATE: 107565 NUMBER OF DEC.: 2

Currency Conversion 1-4 Function Options

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor for each foreign currency. The default descriptors are CONV 1-4.
2	EXCHANGE RATE	7 digits	Enter the exchange rate of up to 7 digits (do not enter the decimal point). See the examples.
3	DECIMAL PLACE	0 - 4	Enter a number from 0 to 4 to indicate the decimal position of the exchange rate. Count the decimal position from the right. See the examples below.

ERROR CORRECT Function Options

(Key code 340)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is ERRCORR.
2	HALO	7-digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
3	KEY DISABLE	Y or N	Select **Y** to disable this function.
4	UNDER MANAGER CONTROL	Y or N	Select **Y** if you do not want the operator to use this function in **REGISTER MODE**. When selected, the function is allowed only in the **MANAGER MODE**.
5	COMPULSORY VALIDATION	Y or N	Choose **Y** to enforce validation if an optional printer with validation capability is connected to a Serial port.

EMV TIP Function Options

(Key code 416)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default = EMV
2	UNDER MANAGER CONTROL	Y or N	Select Y if you do not want the operator to use this function in REGISTER MODE. When selected, the function is allowed only in the MANAGER MODE.
3	SEND TO EFT	Y or N	Must be Y for integrated payment applications.

Food Stamp SHIFT Key

(Key code 341)

There is no programming on the F/S SHIFT key, it is used to shift the Food/Stamp status for an item when pressed prior to registering the item in a sale.

Food Stamp Subtotal Function Options

(Key code 342)

Use this key to get the subtotal of all food stamp eligible items in the sale.

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is F/S SUB
2	KEY DISABLE	Y or N	Select **Y** to disable this function.

Food Stamp Tender Function Options

(Key code 343)

Is used to tender the food stamp portion of a sale.

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is F/S TEND.
2	HALO	7-digit amount	You can limit errors by setting the maximum amount that can be tendered. "0" means that there is no entry limit.
3 **4** **5** **6**	EXEMPT TAX 1 EXEMPT TAX 2 EXEMPT TAX 3 EXEMPT TAX 4	Y or N	Select **Y** to exempt the appropriate tax automatically when finalized with this key.
7	ALLOW DECIMAL	Y or N	Select **Y** to allow entry other than whole dollar amounts. ***i.e. 3.25***
8	CHANGE IS ISSUED IN CASH	Y or N	If you want change less than one dollar from food stamp tender is applied to non-food stamp eligible items, Select **N.** If you want change less than one dollar issued in cash change, Select **Y**.
9	DOES DRAWER OPEN	Y or N	Select **N** if you do not want the drawer to be opened with this key.
10	COMPULSORY VALIDATION	Y or N	Choose **Y** to enforce validation if an optional printer with validation capability is connected to a Serial port.
11	ALLOW OVER TEND.	Y or N	Select **Y** if you wish to allow tender greater than the amount of the sale.
12	SEND TO EFT	Y or N	Select **Y** if IPTran LT is connected for integrated credit.
13	EFT PORT (0-3)	Y or N	Enter the port number where the EFT IPTran is connected.
14	SURCHARGE %	0.00-4.00 *DC Direct Only*	*(Added at v04.056 for DC Direct.)* Allowable % rate entries are from 0.00 to 4.00 percent. The Default setting = 0.00 (No Surcharge). Surcharge will maintain a separate balance on the financial report and will update the drawer total.
15	MANUAL ENTRY	Y or N *DC Direct Only*	*(Added at v04.056 for DC Direct.)* Set this option to Y to allow for manual EBT (Food Stamp) entry. The ECR displays: PRESS CASH=SWIPE CLEAR=MANUAL. *(Requires v4.0.57)*

HELP Function Key

(Key code 407)

When assigned to the keyboard, the HELP function key can be used to print procedure information for various operations or print the default images.

1. Press the **HELP** key:

```
[HELP] – ENTER NUMBER TO PRINT
     1. MAKING A SALE
     2. VOIDING AN ITEM
     3. PRINTING A REPORT
     4. PROGRAM AN ITEM
     5. PROGRAM LOGO
     6. SAVE TO SD
     7. IMAGE SAMPLE
```

2. Enter the number associated to the procedure you wish to view.
3. The procedure for your selection will be printed to the receipt printer.

MODIFIER 1-5 Function Options

(Key codes 358-362)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptors are MOD1 - MOD5.
2	UNDER MANAGER CONTROL	Y or N	Select **Y** if you do not want the operator to use this function in **REGISTER MODE**. When selected, the function is allowed only in the **MANAGER MODE**.
3	AFFECT PLU #	Y or N	Select **Y**, if you wish the modifier entry to modify the PLU and cause a different item/price to be registered. Select **N** to only add the modifier descriptor.
4	PRINT ON RECEIPT	Y or N	Select **N** to suppress printing of the modifier descriptor on the receipt.
5	AFFECT DIGIT OF PLU #	1-14	Preceding a PLU with a Size and/or Modifier key manipulates the PLU code assigned to the PLU key, causing a different PLU to be registered when the PLU key is pressed. Enter the digit of the PLU number you wish to be changed when using this key. (Digit #1 is the rightmost digit; digit #14 is the leftmost digit.)
6	VALUE OF AFFECTED DIGIT (0-9)	0-9	Enter the value you wish to be added in the digit position selected. For example, if you wish to affect PLU digit #4 with a value of 1, then pressing this modifier key prior to the registration of PLU #17 will result in the registration of PLU #1017.

PRICE CHANGE Function Options

(Key code 409)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is PRICE CHG.
2	PRICE CHANGE	NONE YES PROMPT	Choose N if you do not want to disable the function. Select **YES** if you want to save the price. Select **PROMPT** you can show message before save the new price.
3	KEY DISABLE	Y or N	Select **Y** to disable this function.
4	UNDER MANAGER CONTROL	Y or N	Select **Y** if you do not want to allow the operator use of this function in **REGISTER MODE**. When selected, the function is allowed only in the **MANAGER MODE**.

PRICE LEVEL 1-2 Function Options

Note: Price Level 2 can be time scheduled to automatically initiate at the specified date & time. Refer to the "Time Schedule" chapter on page 184 for details.

(Key codes 345-346)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptors are LEVEL1, LEVEL2, etc.
2	SEND DESCRIPTION TO KP	Y or N	Determines whether the level descriptor will be printed with the item at the KP.
3	KEY DISABLE	Y or N	Select **Y** to disable this function.
4	UNDER MANAGER CONTROL	Y or N	Select **Y** if you do not want the operator to use this function in **REGISTER MODE**. When selected, the function is allowed only in the **MANAGER MODE**.
5	PRINT ON RECEIPT	Y or N	Select **Y** to print level descriptor on receipt.
6	PREVENT ZERO PRICE SALE	Y or N	Select **Y** if you do not want register zero price items.
7	ALTERNATIVE ZERO PRICE LEVEL	0-2	Choose price level to use if PLU price is zero.

PRICE INQUIRY Key

(Key code 383)

No option settings are available for this function.

Checks the price of a PLU in the register mode without registering the PLU in the sale.

PAID OUT 1-3 Function Options

(Key codes 346-366)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptors are PO 1-3.
2	HALO	7-digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
3	KEY DISABLE	Y or N	Select **Y** to disable this function.
4	UNDER MANAGER CONTROL	Y or N	Select **Y** if you do not want the operator to use this function in **REGISTER MODE**. When selected, the function is allowed only in the **MANAGER MODE**.
5	COMPULSORY VALIDATION	Y or N	Choose **Y** to enforce validation if an optional printer with validation capability is connected to a Serial port.

PROMO Function Options

(Key code 368)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is PROMO.
2	KEY DISABLE	Y or N	Select **Y** to disable this function.
3	UNDER MANAGER CONTROL	Y or N	Select **Y** if you do not want the operator to use this function in **REGISTER MODE**. When selected, the function is allowed only in the **MANAGER MODE**.
4	TAXABLE BY TAX1	Y or N	If an item is taxable and you wish to remove taxes and a cost of the item when using the **PROMO** key, set the taxable status for the appropriate tax to **Y**.
5	TAXABLE BY TAX2		
6	TAXABLE BY TAX3		
7	TAXABLE BY TAX4		

RETURN Function Options

(Key code 357)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is MDSE RETURN.
2	HALO	7-digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
3	KEY DISABLE	Y or N	Select **Y** to disable this function.
4	UNDER MANAGER CONTROL	Y or N	Select **Y** if you do not want the operator to use this function in **REGISTER MODE**. When selected, the function is allowed only in the **MANAGER MODE**.
5	COMPULSORY VALIDATION	Y or N	Choose **Y** to enforce validation if an optional printer with validation capability is connected to a Serial port.

RECD ON ACCT 1-3 Function Options

(Key codes 369-371)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptors are RA 1-3.
2	HALO	7-digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
3	KEY DISABLE	Y or N	Select **Y** to disable this function.
4	UNDER MANAGER CONTROL	Y or N	Select **Y** if you do not want to allow the operator use of this function in **REGISTER MODE**. When selected, the function is allowed only in the **MANAGER MODE**.
5	COMPULSORY VALIDATION	Y or N	Choose **Y** to enforce validation if an optional printer with validation capability is connected to a Serial port.

SCALE Function Options

(Key code 373)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is SCALE.
2	KEY DISABLE	Y or N	Select **Y** to disable this function.
3	UNDER MANAGER CONTROL	Y or N	Select **Y** if you do not want to allow the operator use of this function in **REGISTER MODE**. When selected, the function is allowed only in the **MANAGER MODE**.
4	KEY IS MAN. ENTRY	Y or N	Select **Y** if you wish to scale key to enter a manual weight. Select **N** if you wish to automatically recall the weight from the attached scale.
5	TARE-WEIGHT COMP.	Y or N	Select **Y** if you wish to enforce the subtraction of a tare weight on the scale entry.
6	Allow Dollar Entry On Scalable Item	Y or N	Select **Y** to allow an amount entry without scale entry on scalable items *(not auto-scale)*. Requires v4.030 or later.
7	MANUAL SYMBOL	LB, KG, OZ	Select **KG** if you wish to use the weight symbol Kg (kilogram). **LB** for pound / **KG** for kilogram / **OZ** for ounce measurements.

STOCK INQUIRY Key

(Key code 410)

Use to view the Current & Minimum stock status of the item. No programable settings available.

SUBTOTAL Function Options

(Key code 372)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is SUBTOTAL.
2	KEY DISABLE	Y or N	Select **Y** to disable this function.

TARE Function Options

(Key code 374)

Tare weights are programmed in the system option programming, option #39. The tare weight can be entered up to 3 digits past the decimal, *i.e. 1.235*. The third digit can be used but it can only be a 0 or 5.

	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is TARE.
2	KEY DISABLE	Y or N	Select **Y** to disable this function.
3	UNDER MANAGER CONTROL	Y or N	Select **Y** if you do not want to allow the operator use of this function in **REGISTER MODE**. When selected, the function is allowed only in the **MANAGER MODE**.
4	#5 IS MANUAL TARE	Y or N	Choose **Y** to use tare number five to manually enter a tare weight.

TAX EXEMPT Function Options

(Key code 375)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is TAXEXMT.
2 **3** **4** **5**	EXEMPT TAX 1 EXEMPT TAX 2 EXEMPT TAX 3 EXEMPT TAX 4	Y or N	Select **Y** or **N** for each tax to determine which tax or taxes are exempted when this key is used.
6	NON-ADD # COMP	Y or N	Select **Y** if you wish to force the entry of a non-add number (i.e. a tax exempt #) before the key is used.
7	COMPULSORY VALIDATION	Y or N	Choose **Y** to enforce validation if an optional printer with validation capability is connected to a Serial port.

VALIDATION Function Options

(Key code 382)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is PRICE CHG.
2	SLIP OUTPUT PORT	0-3	If validation is used, identify the communications port (1-3) where the validating printer is attached. Enter **0** if validation is not used.
3	KEY DISABLE	Y or N	Select **Y** to disable this function.
4	ALLOW MULTIPLE RECEIPT	Y or N	Select **Y** to allow multiple validations of the same transaction.

VOID ITEM Function Options

(Key code 380)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is VOID.
2	HALO	7-digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
3	KEY DISABLE	Y or N	Select **Y** to disable this function.
4	UNDER MANAGER CONTROL	Y or N	Select **Y** if you do not want the operator to use this function in **REGISTER** MODE. When selected, the function is allowed only in the **MANAGER MODE**.
5	COMPULSORY VALIDATION	Y or N	Choose **Y** to enforce validation if an optional printer with validation capability is connected to a Serial port.

WASTE Function Options

(Key code 381)

#	Option	Entry	Description
1	DESC	Alphanumeric 24 character	You can program a unique descriptor. The default descriptor is WASTE.
2	HALO	7-digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
3	KEY DISABLE	Y or N	Select **Y** to disable this function.
4	UNDER MANAGER CONTROL	Y or N	Select **Y** if you do not want to allow the operator use of this function in **REGISTER MODE**. When selected, the function is allowed only in the **MANAGER MODE**.
5	COMPULSORY VALIDATION	Y or N	Choose **Y** to enforce validation if an optional printer with validation capability is connected to a Serial port.

Macro Key Programming

Macro keys may be programmed to record, and then later perform, up to 50 keystrokes, as well as key lock mode information. For example, a macro key could be set to tender (preset tender) a common currency, such as $5 into the cash key. Use this program to record keystrokes for each of the 10 possible macro keys.

Program New Macro

Macro keys may be programmed to perform up to 50 keystrokes with a single key. The MACRO key(s) must be assigned to the keyboard before you can program the operation keystrokes.

1. From the **PROGRAM MODE**, use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **"3.FUNCTION KEY"** (or press **3** to access the option directly)**.** Press **CASH** to view FUNCTION KEY PROGRAM screen:

```
  FUNCTION KEY
1.FUNCTION KEY
```

2. From the **FUNCTION KEY** screen, press ↓**CHARGE1** to display **"2.MACRO KEY"** (or press **2** to go to the option directly). Press **CASH** to view the **MACRO PROGRAM** screen:

```
ENTER MACRO KEY
TO BE PROGRAMMED
```

3. Press the macro key (**MACRO1** – **MACRO10**) on the keyboard that you wish to program. The Macro descriptor screen displays.

```
DESC :
          MACRO1
```

4. Type in a new descriptor if desired; Press **CASH** to proceed to the Macro key sequence programming. The screen displays the first macro line:

```
ENTER FUNC.KEY
1:
```

Key Lock Mode Information: When in Macro programming, turning the Mode Key to another position will program that operation into the Macro (**Z**, **X**, or **REG**). Example: If you wish a **Z-Report** macro to operate in REG mode, first turn the key lock to **Z** before recording keystrokes. You can turn the key lock again to another key position during the recording of the macro if necessary. You must return the key lock to the **PGM** mode to finalize the macro recording.

5. Press the first keystroke of the macro key sequence, continue entering all keystrokes. You can type up to **50 key strokes** including the **Key Lock Mode Information** into a Macro.
6. Return Mode Key to the "P" position if it had been turned. Press the same **MACRO** key to end the programming sequence. You are returned to the Macro key selection screen.
7. Continue to program additional MACRO keys or press the **CLEAR** key to return to **PROGRAM MODE** screen.

Edit Macro Program

We do not have the ability on the ER-260EJ\265EJ to scroll to a specific keystroke in a MACRO to edit. To edit the operation of an existing MACRO you would simply reprogram the Macro with the desired keystrokes.

If there are extra keystrokes at the end of the MACRO that need to be removed, assign the Inactive function, *(key code 458)* to those locations.

NOTE: (PAGE↑), (PAGE↓), (↑), (↓) keys are used for navigating through menu selections and settings when in the X, Z, P, S-Mode so, the Macro Key must be assigned to different locations than where these navigation function keys reside (PAGE↑), (PAGE↓), (↑), (↓).

Macro # Function Key

Macro keys must be on the keyboard to be able to program the keystrokes / operations you want the Macro to perform. However, Macros do not need to be on the keyboard to be able to run the macro. If the Macro # function key is assigned to the keyboard it can be used to run any of the Macro's *(Macro 1 ~ 10 function keys)*.

1. From the **REG** Mode enter the number *(1-10)* of the MACRO you wish to run; press the **Macro #** key.
   For example,

   The operations programmed on MACRO # 5 will execute.

Options Programming

Options are organized into different categories, i.e. System, Print, Report, etc. to make it easier for the programmer to find and set options.

1. Move the mode key to the **"P" position** to display the **Program Mode** menu.
2. From the **PROGRAM MODE**, use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **"4.OPTIONS"** (or press **4** to go to the option directly.) Press **CASH** to view the **OPTIONS** screen.

```
    OPTIONS
1.SYSTEM
```

   - There are **12 OPTIONS** categories:

```
1.SYSTEM
2.PRINT
3.REPORT
4.TAX
5.CURRENCY
6.ROUNDING
7.LOGO
8.KITCHEN PRN
9.BARCODE
10.EJ
11.TRAIN MODE
12.DETAIL PRINT
```

3. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll through the list of **OPTIONS** categories or enter the digit(s) (1-12) directly for the option category you wish to edit.
4. Press **CASH** to select the category you have selected and view the first option in the category. Refer to the tables that follow to see all available options in each option category.
   - Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the options within the selected option category.
   - Press **CASH** to access the settings for the selected option. If a YES or NO decision is required, Press the ↑ key for YES and the ↓ key for NO.
   - Press the **CASH** to confirm the option value and return the options screen.

SYSTEM Options

#	System Option	Entry	Description
1.	BEEPER ACTIVE	Y or N	Select **N** for a silent keyboard.
2.	CLERK ENTRY	PUSH, CODE	Select **PUSH** for a push button clerk, select **CODE** for a code entry clerk system (number - clerk or clerk - number - clerk) sequence.
3.	CLERK IS	STAY DOWN POP-UP	Select **Y** for pop-up clerks, select **N** for stay down clerks. With pop-up clerks, you must sign on for each transaction. With stay down clerks, the same clerk remains signed on until sign off.
4.	DECIMAL PLACE	0-3	Enter a digit to place the decimal point the selected number of positions from the right.
5.	DATE FORMAT IS	MMDDYY, DDMMYY, YYMMDD	Select date printing format.
6.	DESC. PGM METHOD	OVERLAY CODE	When OVERLAY is selected, program descriptors by pressing the appropriate key on the keyboard overlay. When CODE is selected, program descriptors by typing the code for each descriptor character.
7.	DRAWER MUST BE SHUT TO SALE	Y or N	Select **Y** to enforce closed drawer for register operations.
8.	ACTIVATE OPEN DRAWER ALARM	Y or N	Select **Y** if you want the error tone to automatically sound when the drawer stays open longer than the time set in the following field.
9.	DRAWER OPEN TIME (0-99)	0-99	If you enable the open drawer alarm above, you can set the length of time (1-99 seconds) before the alarm sounds.
10.	ALLOW POST TENDER	Y or N	Select **Y** to allow re-tendering should a second change calculation be necessary. Re-enter the tendered amount and press the **CASH** key to show the new change computation.
11.	OPEN DRAWER ON POST TENDER	Y or N	If you enable post tendering, select **N** to not open the cash drawer after the second tender.
12.	GLOBAL ENTRY LIMIT (0-14)	0-14	Enter a digit to determine the number of numeric digits that can be entered for any register function. Enter 0 for no limit.
13.	ALLOW MULTIPLE RECEIPT	Y or N	Set to **Y** to issue more than one copy of a transaction receipt. If the receipt is turned OFF, this option must be set to **Y** to issue a receipt on demand.
14.	DEACTIVATE SPLIT PRICING	Y or N	If **N**, both multiplication and split pricing calculations can be done with the **X/TIME** key. If **Y**, only multiplication can be done with the **X/TIME** key.
15.	ALLOW DIRECT MULTIPLY	Y or N	If **Y**, you can multiply preset items by simply entering the quantity, then pressing the preset PLU key.
16.	DIRECT MULTIPLY OVER ONE DIGIT	Y or N	If you **allow direct multiplication** of a preset PLU, select **N** to allow only single digit multiplication or select **Y** to allow multiplication by more than one digit.
17.	TRIPLE MULTIPLICATION	Y or N	**YES,** allows multiple multiplications, For example, 2 X/TIME, 3 X/TIME, ITEM. Note that multiple multiplication overrides split pricing.
18.	DISPLAY ADD PRICE OF LINKED ITEMS	Y or N	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 customer display will show $1.25.
19.	PROMPT FOR PRICE IF PRICE=0.00	Y or N	Select **Y** to allow the operator to enter PLU price of zero price.

#	System Option	Entry	Description
20.	COMPULSORY SUBT. BEFORE TENDER	Y or N	Select **Y** if you want to force the operator to use the SUBTOTAL function before tendering.
21.	ENABLE NOT FOUND PLU	Y or N	Select **Y** to allow the operator to enter PLU prices and other data when the entered PLU number is not found in the PLU file.
22.	NEGATIVE SALE MGR ONLY	Y or N	Select **Y** to control negative transactions (when cash is removed from the drawer). When selected, the mode key position must be in the Manager X-mode to finalize the transaction.
23.	ZERO SALE MGR ONLY	Y or N	Select **Y** to control zero transactions (when cash is removed from the drawer). When selected, the mode key position must be in the Manager X-mode to finalize the transaction.
24.	MODIFIER:	Pop-Up Item Pop-Up Sale Stay Down	A MODIFIER key alters the next PLU registered, either by changing the code number of the PLU so that a different item is registered, or by adding the modifier descriptor and not changing the code of the subsequent PLU. **Pop-Up-Item:** When you press a modifier key, the modifier applies to the next item only. **Pop-Up-Sale:** The same modifier applies to any subsequent items registered in the same transaction. **Stay-Down:** The modifier applies to all subsequent items on all subsequent transactions.
25.	PRICE LEVEL IS	Pop-Up Item Pop-Up Sale Stay Down	**Pop-Up-Item:** The price level key applies only to the next item registered in the transaction. **Pop-Up-Sale:** The same price level key applies to any subsequent items registered in the same transaction. **Stay-Down:** The same price level key applies to all subsequent items on all subsequent transactions.
26.	HASH IS	NORMAL 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.
27.	% IS NOT AFFECT TO NET SALE	Y or N	Select **Y** not to affect net sale amount.
28.	TENDER VALID AMOUNT	AMT of Sale AMT Tender	Validation is allowed if an appropriate optional printer is connected to a Serial port. Here you can choose the content of single line validation
29.	DISABLE CASH DECLARATION	Y or N	Select **Y** to block the cash declaration function.
30.	ALLOW SALE WITH ZERO STOCK	Y or N	When **N**, inventory PLU's cannot be sold when stock reaches "0".
31.	WARNING BELOW MINIMUM STOCK	Y or N	Select **Y** to display warning message if current stock value is less than minimum stock value.
32.	STOCK PROGRAM BY PC/SD/USB	ADD(+) SUB(-) REPLACE	Choose ADD(+), SUB(-) or REPLACE to determine whether the quantity of inventory you enter in the PLU stock program adds to existing inventory quantity, or whether it replaces the current inventory quantity.
33.	USE X/Z/P/S MODE PASSWORD	Y or N	**Warning!** Before enabling this option, you **MUST** enter the passwords for X\Z\P\S-Modes in **system option 41**. Select **Y**es to require a password for access to the X, Z, P, S-Modes to provide management restrictions to these modes.

#	System Option	Entry	Description
34.	PRINTER PAPER SENSOR ACTIVE	Y or N	A built-in paper sensor determines whether paper is currently loaded in the printer. If **Y**, operations are not allowed without paper loaded. If **N**, operations are allowed when paper is out.
35.	RS-232C PORT POWER ON	Y or N	Select **Y** to turn ON the Serial port power.
36.	STORE NAME	8 Character	Stored files will be saved on SD/USB under a folder with the store name. Do not include spaces when programming the name.
37.	DRAWER LIMIT	8 DIGITS	You can set a limit for the drawer total. When the amount of cash in drawer exceeds the limit set here, a warning will display on the screen. You must press CLEAR to remove the warning and continue operations. The warning will continue to appear at the completion of every transaction until you use the PAID OUT function to remove cash from the drawer. Set the drawer limit to 0 to disable the drawer limit warning.
38.	CHECK CHANGE LIMIT	8 DIGITS	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.
39.	TARE WEIGHT TARE1 TARE2 TARE3 TARE4 TARE5	4 DIGITS	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. Tare weights can be entered to 3 places past the decimal, *i.e. 1.235*. The third digit past the decimal can be used but it can only be a 0 or 5. When you place an item and a container on an optional scale, you can enter the tare number to automatically subtract the pre-programmed tare weight. If you choose to use tare #5 for manual tare weight entry, do not enter a weight for tare #5.
40.	MACHINE NO.	5 DIGITS	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.
41.	MODE P/W: X-Mode P/W Z-Mode P/W PGM Mode P/W S Mode P/W	6 DIGITS	***Used when system option 31 = Yes.*** To use the mode password, you must program a password that you will use to enter X-Mode, Z-Mode, PROGRAM (P) mode and SERVICE (S) mode. The password may be up to 6 digits. *(All Default P/W are 999999)*
42.	LANGUAGE SELECT	ENGLISH SPANISH FRENCH	Descriptors for menus, system and options can be converted to the selected language automatically. Descriptors for Reports, PLU's, Groups, etc. are not converted. Those descriptors can be changed only by user programming.
43.	USE RECEIPT AS DETAIL	Y or N	Select **N** for normal receipt printing. Select **Y** to print the sales receipt as detail printer format (journal printer). If **Y** you can program DETAIL PRINT option. Additional parts are required for the optional Take-Up Spool.
44.	NOT INCREASE RCPT# AT CLK IN/OUT	Y or N	Select **Y** to not increase the receipt number (counter) when signing on or off a clerk.
45.	EFT DRAFT	DATATRAN FINE DINING	*(Used with Integrated Payment only.)* Select Fine Dining to print a tip line on the EFT Draft. Selecting Datatran will not print a tip line.

#	System Option	Entry	Description
46.	MSR CONNECT	DATATRAN **PDC**	*(Used with Integrated Payment only.)* Select the device where the card reader is connected; For EMV installations always select **PDC**. *(**Note:** 265EJ/260EJ supports EMV integrated credit only.)*
47.	PIN PAD TYPE	**DUKPT** ROTAT	*(Used with Integrated Payment only.)* Always select **DUKPT**.
48.	PIN PAD PORT	0-3	*(Used with Integrated Payment only.)* The Pin-Pad connects to the Datacap Device; Select the port# (1-3) where Datacap Device is connected.
49.	COPY OF DATATRAN RECEIPT	0-99	*(Used with Integrated Payment only.)* Set desired number of EFT receipts to print (0-99) default = 1.
50.	MARK CARD No ON ALL EFT DRAFTS	Y or N	*(Used with Integrated Payment only.)* Set to **N** to NOT print card number on EFT receipts.
51.	"test" CLERK ID?	Y or N	Always set to **N**
52.	CARDHOLDER NAME?	Y or N	*(Used with Integrated Payment only.)* Set to **Y** if you want the cardholder's name printed on EFT receipts.
53.	DISABLE EFT AMNT CONFIRMATION	Y or N	*(Requires v4.031 or later. Used with Integrated Payment only.)* If **Y** the amount confirmation on the Pin-Pad is disabled.
54.	PROMPT SUGGESTIVE TIP	Y or N *DC Direct Only*	This option is only used with Datacap DC Direct. Will prompt at the PIN-Pad for the programmed suggested gratuity percentages as set in the **Z** position. ***DC Direct Functions > Settings: Gratuity Suggestions***.
55.	ALLOW MULTI-PRICING	Y or N *DC Direct Only*	This option is only used with Datacap DC Direct together with the Charge 1~8 keys & F/S Tend key Multi-Pricing rate setting. This allows for separate Cash, Credit, Debit and Food Stamp amounts to show on the Pin-Pad.
56.	SHOW TIP AMOUNTS	Y or N *DC Direct Only*	***This option is used with System Option 54 Prompt Suggestive TIP.*** Set this option to **Y** to show the Gratuity Suggestions TIP percentages and the TIP amount for each gratuity suggestion on the Pin-Pad.
57.	SAVE EFT LOG TO SD	Y or N *DC Direct Only*	*(Added at v04.060)* Default setting = **N**. Set to Y only for troubleshooting purposes to save the EFT Log to the installed SD card.
58.	SURCHARGE INCLUDING TAX	Y or N *DC Direct Only*	*(Added at v04.061)* Select **Y** to include TAX when calculating the SURCHARGE amount.
59.	MULTI PRICE INCLUDING TAX	Y or N *DC Direct Only*	*(Added at v04.061)* Select **Y** to include TAX when calculating the MULTI-PRICE amount.
60.	MIX & MATCH IS TAXABLE	Y or N	*(Added at v4.049)* Select **N** to tax any taxable items before the discount or surcharge is applied (tax the gross amount). Select **Y** to tax any taxable items after the M&M discount is applied (tax the net amount).
61.	USE BUFFER MORE THAN 200 LINE	Y or N	*(Added at v4.051)* When **N**, a maximum of 200 lines may be entered per transaction. When **Y**, Entry of more than 200 Lines is allowed, however, a buffered receipt is not itemized.

PRINT Options

#	Print Option	Entry	Description
1	PRINT DATE	Y or N	Select **N** to delete the printing of the date.
2	PRINT TIME	Y or N	Select **N** to delete the printing of the time.

#	Print Option	Entry	Description
3	PRINT MACHINE NO.	Y or N	If you are using more than one cash register, you can identify the specific register where a receipt was printed. Enter **Y** to print the register number on the receipt.
4	PRINT CLERK NAME	Y or N	Select **N** to delete the printing of the clerk name on the receipt.
5	PRINT CONSECUTIVE NO.	Y or N	The consecutive number (also referred to as the transaction counter, or receipt counter) normally prints on each receipt. Select **N** if you do not wish to print this counter.
6	PRINT SALE ITEM No	Y or N	Select **Y** to print a count of the number of items on each receipt.
7	PRINT PLU # ON RECEIPT	Y or N	If **Y**, the PLU number and descriptor will print. If **N**, only the PLU number will print.
8	USE THOUSAND SEPARATOR	Y or N	Select **Y** to use Thousand Separator.
9	SEPARATOR TYPE	, SPACE .	Choose the thousandths separator character (i.e. 1,000.00). Comma (,) (Space) or Decimal (.)
10	PRINT RECEIPT WHEN SIGN ON/OFF	Y or N	Select **N** if you do not wish to print a receipt when signing on or off a clerk.
11	ALLOW SECOND RECEIPT	Y or N	Set to **N** to issue only one copy of a transaction receipt. Select Y to issue a 2nd receipt of the same transaction when the receipt is ON. **Note:** A maximum of 184 items will print on second receipt; if more items were registered in the sale, a buffered receipt is issued.
12	PRINT SUBTOTAL WHEN PRESSED	Y or N	Select **Y** the subtotal to print when the **SUBTOTAL** key is pressed.
13	PRINT SUBTOTAL WITHOUT TAX	Y or N	If you hand-write receipts for charge transactions, you may find it useful to print the merchandise subtotal. Select **Y** to print the subtotal without tax on the receipt.
14	PRT GROUP TOTAL AFTER TENDER	Y or N	Choose **Y** to print group total after tender.
15	VOLUME UNIT	GAL LTR	If gallonage is selected in PLU programming, choose gallons or liters here.
16	SUPPRESS BITMAP IN PGM/X/Z	Y or N	Select **Y** to not print the Image logo in Program, X, or Z-Modes.
17	PRE-FEED LINE# RECEIPT (0-5)	0-5	Enter the number of lines to feed before beginning receipt printer print.
18	POST-FEED LINE# RECEIPT (0-5)	0-5	Enter the number of lines to feed after beginning receipt printer print.
19	PRT DOUBLE HIGH ALL TOTAL AMT	Y or N	Select **Y** to print total amount as double size on the receipt.
20	CURRENCY LOGO: HOME CONV#1 CONV#2 CONV#3 CONV#4	5 Character $ ■ ■ ■ ■	Users can designate a different home currency symbol. To select a different home currency symbol, press the symbol to use on the Alpha Keyboard overlay. 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, press the symbol to use on the Alpha Keyboard overlay.
21	SCAN PLU NAME & PRICE	Y or N	Select **Y** to scan only PLU name and price.

#	Print Option	Entry	Description
22	BOLD DESC. FOR TOTAL/PAYMENT	Y or N	Select **Y** to print total descriptor and payment (CASH, CHECK, and MISC TEND) descriptor as double size on the receipt.
23	PRINT QUANTITY ON RECEIPT	Y or N	Select **Y** to print quantity of each item on the receipt. Example: 1X @5.99 Burger $5.99
24	USE TAXABLE DESC. OF FIN ON RCPT	Y or N	Select **Y** to use the taxable descriptor of financial on the receipt.

REPORT Options

#	Report Option	Entry	Description
1	CASH DECLARATION REQ BEFORE REPORTS	Y or N	Select **Y** to enforce a cash declaration function before a financial, clerk, or cash in drawer report can be generated.
2	ONLY ONE X RPT BEF. CASH DECLA	Y or N	Select **Y** to allow X report only one time before Cash Declaration.
3	DISABLE X REPORT	Y or N	Select **Y** to disable X reports.
4	OPEN DRAWER WHEN REPORTS RUN	Y or N	Select **N** to stop the drawer from opening when reports are run.
5	SUPPRESS PRT OF LAST REPT DATE	Y or N	Select **Y** if you do not want to print the Last Report date a **Z** report was issued on **Z** reports.
6	RESET RECEIPT No AFTER Z FINANCIAL REPORT	Y or N	Select **Y** to reset the transaction number (often called the receipt counter) to zero after the financial report is reset.
7	RESET GRAND TOTAL AFTER Z FINANCIAL REPORT	Y or N	Select **Y** to reset the grand total to zero after the financial report is reset.
8	RESET Z COUNTER AFTER Z1 FINANCIAL REPORT	Y or N	Choose **Y** to reset the Z counter after a Z1 financial report.
9	RESET Z COUNTER AFTER Z1 TIME REPORT	Y or N	Choose **Y** to reset the Z counter after a Z1 time report.
10	RESET Z COUNTER AFTER Z1 PLU REPORT	Y or N	Choose **Y** to reset the Z counter after a Z1 PLU report.
11	RESET Z COUNTER AFTER Z1 CLERK REPORT	Y or N	Choose **Y** to reset the Z counter after a Z1 clerk report.
12	RESET Z COUNTER AFTER Z1 GROUP REPORT	Y or N	Choose **Y** to reset the Z counter after a Z1 group report.
13	RESET Z COUNTER AFTER Z2 DAILY RPT	Y or N	Choose **Y** to reset the Z counter after a Z2 of the daily sales report.
14	RESET ORDER NO. AFTER Z1 REPORT	Y or N	Choose **Y** to reset the Order number after a Z1 of the financial report.
15	PRINT Z COUNTER ON REPORT	Y or N	Select **N** to delete the printing of the reset counter on Z reports.
16	SKIP ZERO TOTALS ON FINANCIAL REPORT	Y or N	By default, the register prints only totals with information other than zero. Select **N** to print the contents of all the financial report totals, even if the total is zero.
17	PRINT NEGATIVE ITEM ON REPORT	Y or N	Select **N** to remove the VOID MODE, RETURN, ERROR CORR and VOID totals from the financial and clerk reports.

#	Report Option	Entry	Description
18	PRINT AUDACTION ON FINANCIAL REPORT	Y or N	Select **N** to remove the AUDACTION total from the financial and clerk reports.
19	PRINT ON FIN RPT AVG ITEM/CUST	Y or N	Select **Y** to print the average items per customer (PLU sales counter/Net sales counter).
20	PRINT ON FIN RPT AVG $/CUST	Y or N	Select **Y** to print the average sales per customer (Net Sales/Net Sales counter).
21	PRINT CLERK REPORT AFTER FINANCIAL REPORT	Y or N	Select **Y** to include the clerk report information at the end of the financial report.
22	PRINT DOUBLE FINANCIAL REPORT	Y or N	Select **Y** to print two copies of the financial reports.
23	PRINT GROSS TOTAL ON X REPORT	Y or N	Select **N** to stop printing the gross sales total on the X financial report.
24	PRINT GROSS TOTAL ON Z REPORT	Y or N	Select **N** to stop printing the gross sales total on the Z financial report.
25	PRINT GRAND TOTAL ON X REPORT	Y or N	Select **N** to stop printing the grand total on the X financial report.
26	PRINT GRAND TOTAL ON Z REPORT	Y or N	Select **N** to stop printing the grand total on the Z financial report.
27	PRT GRAND TOTAL	GROSS NET	Choose **GROSS** to accumulate the grand total in daily gross sales totals. Choose **NET** to accumulate the grand total in daily net sales totals.
28	SKIP ZERO TOTALS ON CLERK REPORT	Y or N	By default, the register prints only totals with information other than zero. Select **N**, to print the contents of all the clerk report totals, even if the total is zero.
29	PRINT MEDIA TOTALS ON CLERK REPORT	Y or N	Select **Y** to print media totals for each clerk, thus allowing clerk cash drawer accountability.
30	SKIP ZERO TOTALS ON PLU REPORT	Y or N	By default, the register prints only totals with information other than zero. Select **N** to print the contents of all PLU's even if the total is zero.
31	PRINT PLU# ON PLU REPORT	Y or N	Determines whether PLU# is printed on the report.
32	PRINT % OF SALES ON PLU REPORT	Y or N	The register can calculate the percentage of sales represented by each PLU. Select **Y** to print this percentage on the PLU report.
33	PRT PLU BY PRICE LEVEL REPORT	Y or N	Select **Y** to print PLU by price level on PLU reports.
34	ALLOW Z STOCK REPORT	Y or N	When **N**, the operator is not allowed to clear (Z) stock.
35	PRINT WHEN POLLING REPORTS	Y or N	Choose **N** if you would like to suppress register printing when reports are polled.
36	PRINT TRAIN TOTAL IN FINANCIAL REPORT	Y or N	Select **Y** to print the "training mode" total on Financial Report.
37	PRINT VAT BREAKDOWN ON FINANCIAL REPORT	Y or N	If **Y**, a breakdown of the VAT eligible sale (the net amount) will print on Financial Report.
38	PRINT VAT BREAKDOWN ON CLERK REPORT	Y or N	If **Y**, a breakdown of the VAT eligible sale (the net amount) will print on Clerk Report.
39	PRINT GROUP ON FINANCIAL REPORT	Y or N	Select **Y** to print the group report on financial report. If **Y,** the group report will not be issued alone.

TAX Options

#	Tax Option	Entry	Description
1	PRINT TAX SYMBOL	Y or N	Select **N** to remove the tax symbol (i.e."T1") from the print and display.
2	PRINT TAX AMOUNT	Y or N	Select **Y** to delete the printing of the tax amount on the receipt.
3	PRINT TAXABLE TOTAL	Y or N	Select **Y** to print the total of merchandise eligible for each tax on the receipt.
4	PRINT TAX RATE	Y or N	If you are calculating a tax percentage (add-on or VAT), select **Y** to print the tax rate on each receipt.
5	PRINT VAT BREAKDOWN	Y or N	If Y, a breakdown of the VAT eligible sale will print, the net amount and the VAT amount.
6	TAX AMOUNT IS	ITEM COMBINE	Select **COMBINE** if you are calculating and reporting more than one sales tax rate separately and to print just the total of multiple taxes rather than itemize each tax on the receipt.

CURRENCY Options

#	Currency Option	Entry	Description
1	PRINT CURRENCY CONVERSION TOTAL	Y or N	Choose **Y** to print the currency conversion total on receipts.

ROUNDING Options

#	Rounding Option	Entry	Description
1	ROUND TABLE TYPE	ROUND TABLE SWEDISH CANADIAN	Select ROUND TABLE to enter a custom rounding system or choose the predefined SWEDISH or CANADIAN method to implement the rounding system that you enter on this option.
2	ROUND TABLE	2 DIGITS	To use the Round Table system you must program a Rounding table. The SWEDISH/CANADIAN rounding table is as below. # START END VALUE 1 .00 .02 .00 2 .03 .07 .05 3 .08 .09 .10
3	ALLOW ROUND ON SUBT	Y or N	Select **Y** to allow rounding when you press the SUBTOTAL key.
4	ALLOW ROUND ON CASH	Y or N	Select **Y** to allow rounding when you press the CASH key.
5	% AND TAX ROUNDING	ROUND UP 0.005, ROUND UP, ROUND DOWN	Select the digit that represents the appropriate rounding method for tax and discount calculations. Round up at 0.005 (half of a penny), always Round Up or always Round Down.
6	SPLIT PRICE ROUNDING	ROUND UP 0.005, ROUND UP, ROUND DOWN	Select the digit that represents the appropriate rounding method for split pricing (i.e. 2 at 3 for $1.00) calculations. Round up at 0.005 (half of a penny), always Round Up or always Round Down.

LOGO Options

#	Logo Option	Entry	Description
1	PRINT PREAMBLE MESSAGE IN RCPT	Y or N	Choose whether to print the PREAMBLE on the receipt.
2	PRINT POSTAMBLE MESSAGE IN RCPT	Y or N	Choose whether to print the POSTAMBLE on the receipt.
3	PRINT PREAMBLE IMG IN RCPT	Y or N	Choose whether to print the PRE-GRAPHIC LOGO on the receipt.
4	PRINT POSTAMBLE IMG IN RCPT	Y or N	Choose whether to print the POST-GRAPHIC LOGO on the receipt.
5	PREAMBLE IMAGE NO. ON RCPT	0-20	Choose the predefined pre-image number to print on the receipt. *(Set to 0 to select the USERPRE.IMG)*
6	POSTAMBLE IMAGE NO. ON RCPT	0-20	Choose the predefined post-image number to print on the receipt. *(Set to 0 to select the USERPOST.IMG)*
7	PRINT PRE MESSAGE ON ORDER IN RCPT	Y or N	Choose whether to print the PREAMBLE on the internal order receipt.
8	PRINT PRE IMG ON ORDER IN RCPT	Y or N	Choose whether to print the PREAMBLE LOGO on the internal order receipt.
9	PRINT MSG ON REMOTE JOURNAL	Y or N	Choose whether to print the programmed receipt message on the remote journal.
10	PRINT MSG ON EJ	Y or N	Choose whether to print the programmed receipt message on the electronic journal.

KITCHEN PRINTER Options

#	Kitchen Printer Option	Entry	Description
1	PRINT KP ORDER # ON RECEIPT	Y or N	A system wide counter creates an order number for each kitchen requisition. Choose **Y** or **N** to print the order number on the kitchen printer requisition.
2	PRINT PRICE ON KP	Y or N	You can choose to print the item with or without its price on the kitchen requisition.
3	SEND TO KP IN VOID MODE	Y or N	You can choose whether to print or not print registrations in void mode on kitchen requisitions.
4	SEND ORDER TO KP AT SUBTOTAL	Y or N	Choose **Y** to print orders on the KP when the SUBTOTAL key is pressed. Choose **N** to print orders on the KP when the order is finalized.
5	COMBINE LIKE ITEMS ON KP	Y or N	If two of the same items are registered in the same transaction, you can choose the format on the kitchen requisition. For example, if **Y**, "2 HAMBURGERS; if **N**, "1 HAMBURGER" and "1 HAMBURGER".
6	PRIORITY PRINT BY GROUP ON KP	Y or N	If **Y**, the order in which items appear on a kitchen requisition is determined by the group to which the item is assigned, i.e. items reported to group 1 will print before items reported to group 2.
7	PRT GROUP DETAIL ON KP	Y or N	Select **Y** to print Group detail on the order receipt.
8	TWO LINE PRINT ON KP	Y or N	Choose **Y** to print two lines on Kitchen printer.
9	PRINT PLU NUMBER ON KP	Y or N	Select **Y** to print PLU number on the order receipt.

#	Kitchen Printer Option	Entry	Description
10	PRINT TOTAL AMT OF PLU ON KP	Y or N	Select **Y** to print total amount of PLU on kitchen printer.
11	KP START NO.	6 DIGITS	Enter the KP start number, can be programed up to 6 digits.

BARCODE Options

#	Barcode Option	Entry	Description
1	BARCODE TYPE	NONE PRICE WEIGHT	Select the content type for the embedded barcodes, Price or Weight.
2	LENGTH OF FIELD1 PLU CODE	4-6	Select length of PLU code.
3	LENGTH OF PRICE OR WEIGHT	4-6	If Barcode Type selected is weight; Select length of price or weight (number of digits for the price or weight field).
4	DECIMAL NUM. FOR WEIGHT	0-3	If Barcode Type selected is weight; Select decimal position for weight embedded barcodes.
5	BAR WEIGHT TYPE	LB KG OZ	If Barcode Type selected is weight; Choose the weight unit measurement type.

EJ Options

#	EJ Option	Entry	Description
1	ELECTRONIC JOURNAL ENABLE	Y or N	Select **Y** to enable the electronic journal. The electronic journal captures in memory what you would print line by line on a traditional journal. The four options that follow control the electronic journal feature. The electronic journal can be printed in the **REPORT MODE** and reset in the **Z-MODE**.
2	PROMPT WHEN E.J. BUFFER IS FULL	Y or N	If the electronic journal is enabled above, select **Y** to display a message to notify the operator when the journal memory is full.
3	STOP OPERATIONS WHEN E.J. BUFFER IS FULL	Y or N	If the electronic journal is enabled above, select **Y** to stop operations when the journal memory is full.
4	SEND ONLY NEGATIVE ENTRIES TO E.J.	Y or N	If the electronic journal is enabled above, select **Y** to capture only transactions with negative entries.
5	SEND RESET REPORT TO E.J.	Y or N	If the electronic journal is enabled above, select **Y** to capture reset reports.
6	E.J PRINTING	NEW OLD	**NEW**: Prints electronic journal from lowest consecutive number to highest. **OLD**: Prints electronic journal from highest consecutive number to lowest.
7	E.J PORT (0-3)	0-3	Choose a port for a remote printer to print electronic journal reports instead of the register printer.
8	PRINT SMALL FONT EJ REPORT	Y or N	Select **Y** to print small font on EJ report.

#	EJ Option	Entry	Description
9	SAVE EJ TO SD	None Every Time Once After Z Report	Select **NONE** if you don't want to store electronic journal data to the SD card. Select **EVERY TIME** to store at every sale. Select **ONCE AFTER Z REPORT** to store only after Z report. The EJ is saved in a date stamped text format on the root of the SD: *20201009.txt*

TRAIN MODE Options

#	Training Mode Option	Entry	Description
1	OPEN DRAWER IN TRAIN MODE	Y or N	Select **N** if you do not want the cash drawer to open during training mode operations.
2	PRINT TRAIN MODE TITLE	Y or N	When in training mode, the message "TRAIN MODE" normally prints on each receipt. Select **N** to not print this message on receipts.
3	SEND TO KP IN TRAIN MODE	Y or N	You can choose whether to print or not print registrations in training mode on kitchen requisitions.
4	TRAIN P/W	6 DIGITS	To use training mode, you must program a password that you will use to enter training mode. The password may be up to 6 digits.
5	PRT TRAIN CLERK START/END MESSAGE	Y or N	Select **N** to not print a message of train clerk start or end.

DETAIL PRINT Options

The ER-260EJ/ER-265EJ does not provide a dedicated detail (journal) printer, the internal receipt printer can be used as a detail printer.

You must set the System Option #43: "Use Receipt as Detail" before you can edit Detail Print Options.

An optional Take-Up Spool and Spool Motor Assembly are available. Contact your sales representative for details.

#	Detail Printing Option	Entry	Description
1	CONDENSE JOURNAL PRINT	Y or N	Select **Y** to print small font on detail print (journal print).
2	NOT PRINT MSG ON JOURNAL	Y or N	Select **Y** if you do not wish to print the preamble/postamble message on the detail.
3	SPOOL USE	Y or N	Select **N** to disable the spool.
4	PRINT PREAMBLE IMG ON JOURNAL	Y or N	Select **Y** to print the PRE-GRAPHIC LOGO on the detail.
5	PRINT POSTAMBLE IMG ON JOURNAL	Y or N	Select **Y** to print the POST-GRAPHIC LOGO on the detail.

Employee Programming

1. Move the mode key to the **"P" position** to display the **Program Mode** menu.
2. From the **PROGRAM MODE**, use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **"5.EMPLOYEE"** (or press **5** to go to the option directly.) Press **CASH** to view the Employee selection screen.

```
ENTER CLERK #
(1-10)          0
```

3. Enter the clerk number of the employee to program and press **CASH**.
4. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select the Employee option to program. Use the table below for reference. Make changes as necessary.
5. Press the **CLEAR** key to finalize and return to the **ENTER CLERK#** screen.

Clerk Programming - Reference Information

#	Option	Entry	Description
1	NAME	Alphanumeric 16 character	You can program a descriptor for each clerk. The name you program will print on the receipt in place of the default CLERK #1-99. Type the descriptor using the Program Overlay or by using the Character Code method. The overlay is automatically activated when the cursor is pointing at the DESC field.
2	PASSWORD	6-digit number	If you are using a direct or code entry clerk system. The number set here is the number you must use to sign on or out.
3	TRAIN CLERK	Y or N	Set to **Y** to be training clerk.
4	ALLOW X REPORTS	Y or N	If **Y**, if clerk can use X Reports menu.
5	ALLOW Z-MODE	Y or N	If **Y**, if clerk can use Z-Mode.
6	ALLOW P MODE	Y or N	If **Y**, if clerk can use P mode.
7	ALLOW S MODE	Y or N	If **Y**, if clerk can use S mode.
8	ALLOW VOID MODE	Y or N	If **Y**, if clerk can use VOID mode.

Time

Use this program to set the clock and calendar on your ER-260EJ/ER-265EJ. The date changes automatically. After initial setting, it may be required to change the time only at the beginning and ending of daylight savings time.

Time & Date

1. Move the mode key to the **"P"** position to display the **Program Mode** menu.
2. From the **PROGRAM MODE**, use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **"6.TIME"** (or press **6** to go to the option directly.) Press **CASH** to view the Time program option screen.
3. Select option **1** and press **CASH** for **TIME/DATE**. The **SET TIME/DATE** screen displays:

```
TIME          HH:MM
(24:00)       12:00
```

4. Type the current time **HH** (2-digt Hour) **MM** (2-digit Minutes) in 24-hour format For example, 1:00 PM is entered as 1300; 1:00 AM is entered as 0100. Press the **CASH**.
5. The **DATE** screen displays:

```
DATE :   MM.DD.YY
         04.14.16
```

6. Type the current date in **MM** (2-digit month) **DD** (2-digit day) and **YY** (last 2-digit for year) format. For example, April 28, 2018, is entered as 042818. Press the **CASH**.

Time Schedule

1. Move the mode key to the **"P"** position to display the **Program Mode** menu.
2. With the first option, **"PLU"** displayed, use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **"6.TIME** (or press **6** to go to the option directly.) Press **CASH** to view the Time program option screen.
3. Select option **2** and press **CASH** for **TIME SCHEDULE**. There are three events that can be scheduled:

```
1.PRICE LEVEL 2
2.SD PGM BACKUP
3.SD REP BACKUP
```

4. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the options. If you already know the menu number of the event you wish to schedule; you can enter the digit (1-3) directly.
5. Press **CASH** to view the scheduling options:

```
PRICE LEVEL 2
1.START TIME [99:99]
2.END TIME [99:99
3.SUN [N]
4.MON [N]
5.TUE [N]
6.WED [N]
7.THU [N]
8.FRI [N]
9.SAT [N]
10.EVERY DAY [N]
```

6. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the settings. At YES/No options screen, press the ↑**CHARGE2** key for **YES** and the ↓**CHARGE1** key for **NO**; Press the **CASH** to confirm the option value.
7. To exit the program, press **CLEAR** key.

Taxes Programming

The ER-260EJ/ER-265EJ allows three calculation options for each of the four possible taxes.

- ***Add-On -*** most sales taxes can be programmed by entering an *add-on* tax percentage rate.
- ***VAT -*** if tax is included in the cost of the item, you can use value added tax (*VAT*) to calculate the tax share of each sale.
- ***GST -*** for the Canadian Goods and Services tax (*GST*) can be set using tax rate 4.

Important Note: After you have entered your tax program, test for accuracy by entering several transactions of different dollar amounts. Carefully check to make sure the tax charged by the cash register matches the tax amounts on the printed tax chart for your area. As a merchant, you are responsible for accurate tax collection. If the cash register is not calculating tax accurately, or if you cannot program your tax properly from the information in this manual, contact your Dealer for assistance.

Add-On Tax Programming

When tax requirements can be achieved using a straight add-on percentage rate, use the following method to program a tax as a straight percentage. Tax rates may be entered up to 3 decimal places.

1. Move the mode key to the **"P"** position to display the **Program Mode** menu.
2. From the **Program Mode** menu, use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **"7.TAXES"** (or press **7** to go to the option directly.) Press **CASH** to view the **TAXES** selection screen.

```
ENTER TAX#
(1-4)           0
```

3. Enter the number for the **Tax Rate (1-4)** you want to program and press the **CASH** key to confirm:

```
      TAXES
1.DESC :  [TAX1]
```

4. Press **CASH** to enter\edit the **DESCRIPTOR** for the selected Tax Rate. Enter the desired descriptor; then Press **CASH** to confirm.
5. Press ↓**CHARGE1** to select the tax type (or press **2** to go to the **TYPE** option directly).

```
      TAXES
2.TYPE  [ADD-ON]
```

6. At the **TYPE** field, press **CASH** to access the Tax Type selections. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **ADD-ON** and press the **CASH** key to confirm.
7. Press the ↓**CHARGE1** to view the tax **RATE** field (or Press **3 CASH** to access the tax RATE directly).
8. At the **RATE** field, press **CASH** to access the Tax **RATE** entry field; Input the **TAX RATE**. For example, if the tax is 6.725 percent, enter 6725 *(do not enter decimal point)*. Press the **CASH** key to set the tax rate.

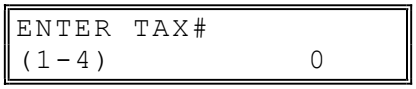
```
      TAXES
3.RATE   [6.725]
```

9. Continue to program additional taxes or press **CLEAR** to return to the **PROGRAM MODE** screen.

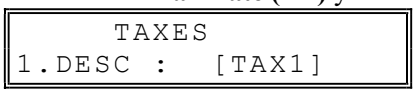
VAT Tax (Value Added Tax) Programming

When a tax is included in the cost of the item, you can use the value-added tax (*VAT*) program to calculate the tax share of each sale.

1. From the **Program Mode** menu, with the "PLU" program selection displayed, use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **"7.TAXES"** (or press **7** to go to the option directly.) Press **CASH** to view the **TAXES** selection screen.



2. Enter the number for the **Tax Rate (1-4)** you want to program and press the **CASH** key to confirm:

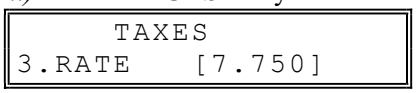


3. Press **CASH** to enter\edit the **DESCRIPTOR** for the selected Tax Rate. Enter the desired descriptor; then Press **CASH** to confirm.

4. Press ↓**CHARGE1** to select the Tax **TYPE** (or press **2** to go to the **TYPE** option directly).

5. At the TAX **TYPE** field, press **CASH** to access the Tax **TYPE** selections. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **VAT** and press the **CASH** key to confirm.

6. Press ↓**CHARGE1** to view the **RATE** field: At the **RATE** field, press **CASH** to access the Tax **RATE** entry field; Input the **TAX RATE**. For example, if the tax is 7.75 percent, enter 7750 *(do not enter decimal point)*. Press the **CASH** key.



7. Continue to program additional taxes or press **CLEAR** to return to the **PROGRAM MODE** screen.

GST Programming

Tax 4 can be programmed to accommodate the Canadian Goods and Services tax (GST). If GST is to be taxable, you have the option for taxing the GST by other applicable tax rates (tax on tax).

Canadian Goods & Services Tax (GST) Programming

1. Move to the **PROGRAM MODE**.
2. From the **PROGRAM MODE** menu, press **7** and **CASH** to view the **TAXES** screen:

```
ENTER TAX#
(1-4)                    0
```

3. Enter **4** to access **TAX 4** programming and press the **CASH** key to confirm.

```
TAXES
1.DESC :              [TAX4]
```

4. Press **CASH** if you want to edit\change the **DESCRIPTOR**. Enter the desired descriptor; Press **CASH** to confirm the descriptor entry.
5. Press **↓CHARGE1** to select the Tax **TYPE** (or press **2** to go to the **TYPE** option directly).

```
      TAXES
2.TYPE              [ADD-ON]
```

6. At the **TYPE** field, press **CASH** to access the Tax Type selections. Use the **↓CHARGE1** and the **↑CHARGE2** keys to select **ADD-ON, VAT,** or **TAX TABLE**. Press the **CASH** key to confirm.
7. Press **↓CHARGE1** to view the **RATE** field: At the **RATE** field, input the **GST TAX** rate and press the **CASH** key to confirm. For example, if GST tax is 4 percent, enter 4000. Press **CASH** to set the rate.

```
      TAXES
3.RATE               [4.000]
```

8. At the **GST IS BY TAX1, 2, 3** fields, choose if the GST is taxable by the selected Tax Rate *(tax on tax)*. To change the setting, press the (↑) key for **YES** and the (↓) key for **NO**. Press the **CASH** to confirm.

```
      TAXES
4.GST IS BY RATE1      [N]
```

9. Continue to program additional taxes or press **CLEAR** to return to the **PROGRAM MODE** screen.

Tax Table Programming

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

Before programming, obtain a copy of the tax table you wish to program. You will need the printed tax table if you wish to determine the break point entries yourself. The "Tax Table Programming Chart Example: 6% Tax Table" shown below is used as an example in the steps that follow.

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 Chart Example: 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.”

Tax Table Programming Chart Example: 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 example 6% tax table in tax 1:

Programming a Tax Table

When tax requirements cannot be met using a straight percentage rate, use the Tax Table method to program the tax. Enter the descriptor, tax type and tax rate. Tax rates can be entered with up to 3 decimal places.

1. Move the mode key to the **PGM position** to display the **Program Mode** menu.
2. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **"7.TAXES"** (or press **7** to go to the option directly.) Press **CASH** to view the Tax Number selection screen.

```
ENTER TAX#
(1-4)           0
```

3. Enter the number for the **Tax Rate (1-4)** you want to program and press the **CASH**, the tax Descriptor field displays:

```
      TAXES
1.DESC :  [TAX3]
```

4. Press **CASH** to enter\edit the **DESCRIPTOR** for the selected Tax Rate. Enter the desired descriptor, then press **CASH** to confirm.
5. Press ↓**CHARGE1** to select the **TAX TYPE** (or press **2** to go to the **TYPE** option directly).

```
      TAXES
2.TYPE  [TAX TABLE]
```

6. At the TAX **TYPE** field, use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **TAX TABLE**. Press **CASH** key to confirm. The tax 'RATE' field displays:

```
TAXES
3.RATE    [0.000]
```

7. Press **CASH** to view the maximum **NONTAX AMOUNT** entry field:

```
   TAX TABLE3
NONTAX AMT 0.10
```

8. Enter **Maximum Non-Taxable Amount** then Press **CASH;** The '1ST TAX AMOUNT' field displays:

```
   TAX TABLE3
1ST TAX AM 0.01
```

9. Enter the amount for the **1st Tax Amount** that will be charged (typically 0.01¢) then Press **CASH**; The 'NON-REPEAT BREAK' entry filed displays:

```
NON-REPEAT BREAK
[1]          0.21
```

10. Enter the first **Non-Repeat Break** point and press **CASH**. Continue entering all the Non-Repeat Breaks, when you have entered the last Non-Repeat Break press **CASH**; at the next field don't enter a value, just press **CASH**. The 'REPEAT BREAK' entry field displays:

```
REPEAT BREAK
[3]          1.41
```

11. Enter the first **Repeat Break** point and press **CASH**. Continue entering all the Repeat Breaks, when you have entered the last Repeat Break press **CASH**; at the next field don't enter a value, just press **CASH.**
12. Continue to program additional taxes or press **CLEAR** to return to the **PROGRAM MODE** screen.

Messages

Message programming is where the messages you want printed on receipts and check endorsements are programmed. You can also edit the financial & clerk report message lines from this program area.

1. Move the mode key to the **"P"** position to display the **Program Mode** menu.
2. From the **Program Mode** menu, use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **"8.MESSAGES"** (or press **8** to go to the option directly.) Press **CASH** to view the Message programming menu screen.

```
    MESSAGES
1.PREAMBLE
```

3. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the **MESSAGES** menu. If you already know the menu number of the message you wish to program, you can enter the digit (1-5) directly. There are 5 options:

```
1.PREAMBLE
2.POSTAMBLE
3.ENDORSEMENT
4.FINANCIAL RPT
5.CLERK RPT
```

4. Press **CASH** to select the message you wish to set.

Preamble

The preamble is a programmable message of up to six lines (up to 32 characters per line) that appears at the top of each receipt. Note that double wide character count as two characters.

1. From the **MESSAGES** screen, select PREAMBLE or press **1.** Press **CASH** to display the PREAMBLE screen. There are 6 lines of message:

```
1.YOUR STORE NAME        ←
2.STORE ADDRESS
3.PHONE NUMBER
4.WWW.WEB-SITE.BIZ
5.NO DATA
6.NO DATA
```

2. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select the message line you wish to program and press the **CASH** key.
3. Type the new message (up to 32 characters) using the overlay (or enter codes if code method selected in system options). Press **CASH** to confirm the new line.
4. Continue to program additional Preamble lines or press **CLEAR** to return to the **PROGRAM MODE** screen.

Postamble

The postamble is a programmable message of up to six lines (up to 32 characters per line) that appears at the bottom of each receipt.

1. From the **MESSAGES** screen, select **POSTAMBLE** or press **2**. Press **CASH** to display the POSTAMBLE screen. There are 6 lines of message:

```
1.THANK-YOU
2.PLEASE CALL AGAIN
3.HAVE A GREAT DAY!
4.NO DATA                ←
5.NO DATA
6.NO DATA
```

2. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select the message line you wish to program and press the **CASH** key.
3. Type the new message (up to 32 characters) using the overlay (or enter codes if code method selected in system options). Press CASH to confirm the new line.
4. Continue to program additional Postamble lines or press **CLEAR** to return to the PROGRAM MODE screen.

Endorsement

The Endorsement Message is a programming message of up to ten lines (up to 32 characters per line) that prints when a check is endorsed on an optional slip printer.

1. From the **MESSAGES** screen, select **ENDORSEMENT** or press **3**. Press **CASH** to display the ENDORSEMENT screen. There are 10 lines of message:

```
 1.NO DATA
 2.NO DATA
 3.NO DATA
 4.NO DATA
 5.NO DATA
 6.NO DATA
 7.NO DATA
 8.NO DATA
 9.NO DATA
10.NO DATA
```

2. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select the message line you wish to program and press the CASH key.
3. Type the new message (up to 32 characters) using the overlay (or enter codes if code method selected in system options). Press CASH to confirm the new line.
4. Continue to program additional Postamble lines or press **CLEAR** to return to the PROGRAM MODE screen.

Financial Report

The Financial Report selection allows you to reprogram the descriptors that appear with the Financial Report totals and counters. For example, the first total on the financial report "+PLU TTL" represents the total of all positive PLU entries. You might want to re-label this total to say "SALES TTL". You can reprogram any of the Financial Report totals listed here with any 24-character descriptor.

1. From the **MESSAGES** screen, select **FINANCIAL RPT** or press **4.** Press **CASH** to display the POSTAMBLE screen.
2. There are 82 descriptors, corresponding to the order information that appears on the Financial Report. (Go to "Financial" on page 93 to see a sample report.)
3. Use the **↓CHARGE1** and the **↑CHARGE2** keys to select the report line you wish to program and press the **CASH** key.
4. Type the new descriptor (up to 24 characters) using the overlay (or enter codes if code method selected in system options). Press **CASH** to confirm the new line.
5. Continue to program additional lines or press **CLEAR** to return to the **PROGRAM MODE** screen.

Financial Report Messages

Line #	Message
1.	+PLU TTL
2.	-PLU TTL
3.	ADJST TTL
4.	NONTAX
5.	TAX1 SALES
6.	TAX2 SALES
7.	TAX3 SALES
8.	TAX4 SALES
9.	TAX1
10.	TAX2
11.	TAX3
12.	TAX4
13.	XMPT1 SALES
14.	XMPT2 SALES
15.	XMPT3 SALES
16.	XMPT4 SALES
17.	% 1
18.	% 2
19.	% 3
20.	% 4
21.	% 5
22.	NET SALE
23.	CREDIT TAX1
24.	CREDIT TAX2
25.	CREDIT TAX3
26.	CREDIT TAX4
27.	FD/S CREDIT
28.	RETURN

Line #	Message
29.	ERROR CORR
30.	PREVIOUS VD
31.	VOID MODE
32.	CANCEL
33.	GROSS SALES
34.	CASH SALES
35.	CHECK SALES
36.	R/A 1
37.	R/A 2
38.	R/A 3
39.	P/O 1
40.	P/O 2
41.	P/O 3
42.	HASH TTL
43.	AUDACTION
44.	NOSALE
45.	CASH-IN-D
46.	CHECK-IN-D
47.	FD/S-IN-D
48.	CHG1-IN-D
49.	CHG2-IN-D
50.	CHG3-IN-D
51.	CHG4-IN-D
52.	CHG5-IN-D
53.	CHG6-IN-D
54.	CHG7-IN-D
55.	CHG8-IN-D
56.	CHG1 SALES

Line #	Message
57.	CHG2 SALES
58.	CHG3 SALES
59.	CHG4 SALES
60.	CHG5 SALES
61.	CHG6 SALES
62.	CHG7 SALES
63.	CHG8 SALES
64.	FOREIGN 1
65.	FOREIGN 2
66.	FOREIGN 3
67.	FOREIGN 4
68.	DRWR TTL
69.	PROMO
70.	WASTE
71.	TRAIN TTL
72.	MIX&MATCH
73.	PLU LEVEL1 TTL
74.	PLU LEVEL2 TTL
75.	MOD1
76.	MOD2
77.	MOD3
78.	MOD4
79.	MOD5
80.	ROUND
81.	EATIN TTL
82.	TAKEOUT TTL

Clerk Report

The Clerk Report selection allows you to reprogram the descriptors that appear with the Clerk Report totals and counters. For example, the first total on the clerk report "CHG1 SALES" might be re-labeled to "VISA SALES". You can reprogram any of the Financial Report totals listed here with any 24-character descriptor.

1. From the **MESSAGES** screen, select **CLERK RPT** or press **5.** Press **CASH** to display the CLERK RPT screen.
2. There are 65 descriptors, corresponding to the order information appears on the Clerk Report. (Go to "Clerk" on page 105 to see a sample report.)
3. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select the report line you wish to program and press the **CASH** key.
4. Type the new descriptor (up to 24 characters) using the overlay (or enter codes if code method selected in system options). Press **CASH** to confirm the new line.
5. Continue to program additional lines or press **CLEAR** to return to the **PROGRAM MODE** screen.

Clerk Report Messages

Line #	Message
1.	NET SALE
2.	NONTAX
3.	TAX1 SALES
4.	TAX2 SALES
5.	TAX3 SALES
6.	TAX4 SALES
7.	TAX1
8.	TAX2
9.	TAX3
10.	TAX4
11.	XMPT1 SALES
12.	XMPT2 SALES
13.	XMPT3 SALES
14.	XMPT4 SALES
15.	% 1
16.	% 2
17.	% 3
18.	% 4
19.	% 5
20.	CREDIT TAX1
21.	CREDIT TAX2
22.	CREDIT TAX3

Line #	Message
23.	CREDIT TAX4
24.	FD/S CREDIT
25.	RETURN
26.	ERROR CORR
27.	PREVIOUS VD
28.	VOID MODE
29.	CANCEL
30.	GROSS SALES
31.	CASH SALES
32.	CHECK SALES
33.	R/A 1
34.	R/A 2
35.	R/A 3
36.	P/O 1
37.	P/O 2
38.	P/O 3
39.	HASH TTL
40.	CASH-IN-D
41.	CHECK-IN-D
42.	FD/S-IN-D
43.	CHG1 SALES
44.	CHG2 SALES

Line #	Message
45.	CHG3 SALES
46.	CHG4 SALES
47.	CHG5 SALES
48.	CHG6 SALES
49.	CHG7 SALES
50.	CHG8 SALES
51.	FOREIGN 1
52.	FOREIGN 2
53.	FOREIGN 3
54.	FOREIGN 4
55.	DRWR TTL
56.	PROMO
57.	WASTE
58.	TRAIN TTL
59.	NOSALE
60.	MIX&MATCH
61.	PLU LEVEL1 TTL
62.	PLU LEVEL2 TTL
63.	ROUND
64.	EATIN TTL
65.	TAKEOUT TTL

Mix & Match Program

Retailers often offer discounts when multiples of different items are purchased. For example, the offer: "save $5 on any three bottles of wine" can be handled by a mix and match discount. The ER-260EJ/ER-265EJ can accommodate up to 99 (the exact number is determined by memory allocation) different mix and match discounts.

This program sets the number of items that must be purchased to receive the discount and the amount of the discount. You must also set the following additional Mix & Match Table options that are set through separate programs:

- You must link eligible items to the appropriate mix and match table. Refer to "PLU Programming" on page 144.

Mix & Match Settings

Each Mix & Match discount function can be programmed with a unique 24-character descriptor. The number of Mix & Match discounts is set in memory allocation.

1. Move the mode key to the **"P"** position to display the **Program Mode** menu.
2. From the **Program Mode** menu, use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **"9.MIX & MATCH"** (or press **9** to go to the option directly.) Press **CASH** to view the Message programming menu screen.

```
ENTER MIX&MATCH#
(1-20)          0
```

3. Enter the number for the mix and match you wish to set. The MIX & MATCH settings screen displays:

```
  MIX & MATCH
1.DESC :  [DISCO
```

4. Set a descriptor for the discount of up to 24 characters. Press the **CASH** key.
5. Press ↓**CHARGE1** to view the QUANTITY field:

```
  MIX & MATCH
1.QUANTITY  [0]
```

6. Enter the number of items that need to be purchased to qualify for the discount. Press **CASH**.
7. Press ↓**CHARGE1** to view the AMOUNT field:

```
  MIX & MATCH
1.AMOUNT  [0.00]
```

8. Enter the amount of the discount. Press **CASH**.
9. Press the **CASH** key to return to the MIX & MATCH PGM screen or press the **CLEAR** to exit.

Program Scans

You can make a printed record of your ER-260EJ/ER-265EJ program.

1. Move the mode key to the **"P"** position to display the **Program Mode** menu.
2. With the first option, "PLU" displayed, use the ↓**CHARGE1** and the ↑**CHARGE2** keys to select **"10.PGM SCAN"** (or press **1 0** to go to the option directly.) Press **CASH** to view the Program Scan menu screen.

```
    PGM SCAN
1.PLU
```

3. Use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the available scans. If you already know the menu number of the scan you wish to print, you can enter the digit(s) (1-11) directly. There are 11 options:

```
1.PLU
2.GROUP
3.FUNCTION KEY
4.OPTIONS
5.EMPLOYEE
6.TIME SCHEDULE
7.TAX
8.MESSAGES
9.MIX & MATCH
10.NLU CODE#
11.MACRO
```

4. Press **CASH** to select the scan you wish to print. After the scan is printed, select another scan, or press CLEAR to return the **PROGRAM MODE menu.**

Program Scan Categories

Each program scan category has selections specific to that category. You may select to print the scan for all sections or select specific areas to scan. The related program scan categories and selections are listed below.

PLU

1. ALL PLU
2. RANGE PLU
3. ALL STOCK
4. RANGE STOCK

GROUP

1. ALL GROUP
2. RANGE GROUP

FUNCTION KEY

1. ALL
2. INDIVIDUAL

OPTIONS

1. SYSTEM	2. PRINT	3. REPORT	4. TAX
5. CURRENCY	6. ROUNDING	7. LOGO	8. KITCHEN PRINT
9. BARCODE	10. EJ	11. TRAIN MODE	12. DETAIL PRINT

EMPLOYEE

1. ALL CLERK
2. RANGE CLERK

TIME SCHEDULE

1. PRICE LEVEL2
2. SD PGM BACKUP
3. SD REP BACKUP

TAX

No selections, when TAX is chosen, the current tax rate settings are printed.

MESSAGES

1. PREAMBLE
2. POSTAMBLE
3. ENDORSEMENT
4. FINANCIAL
5. CLERK

MIX & MATCH

No selections, when MIX & MATCH is chosen, the current Mix & Match settings are printed.

NLU CODE #

No selections, when NLU CODE # is chosen, all 300 current NLU# PLU assignment settings are printed.

MACRO

No selections, when MACRO is chosen, all 10 current MACRO settings are printed.

Integrated Payment

Datacap-EMV Tran Series

The Sam4s ER-260EJ and ER-265EJ Series ECR's only support EMV enabled devices for integrated payment transactions. There are several different EFT devices that will integrate with ER-260EJ/265EJ ECR's, each device will setup differently. This guide describes integrated payment applications utilizing Datacap-EMV Tran Series equipment.

For all integrated credit installations, refer the separate supplement available on the CRS website.
https://www.crs-usa.com/products/electronic-cash-registers/current-ecr-models/sam4s-er-265ej-ecr-series

To implement the Datacap-EMV Tran Series application, the following is required:

1. For installation that will be using integrated payment, an SD card must be placed in the SD card slot on the right side of the ECR. (The card is used to store transaction records so they can easily be called up by invoice number for tip adjustment and/or voiding.)
2. Deploy your application with the latest EMV capable Datatran equipment, using either the IPTran LT or the Tran Server with PDC's. (Refer to the configuration diagrams that follow. It is more cost-effective to use the Tran server and PDC configuration when your network includes four or more ER-260EJ/ER-265EJ ECRs.)
3. For PIN-Pad/EMV readers, check with your provider for compatible devices.
4. When your configuration is completed and connected to an active Ethernet line, perform the "Initialize EFT" operation as described on page 222 to verify the connection between the ECR and the Datacap Device, then perform the "Parameter Download" as described on page 224.

Payment Application Best Practice Notes

Password Security: The ECR features a clerk sign-on system. Operations are not allowed until a clerk is signed on and the receipt indicates the clerk who performed each operation. Best practices include:

- Each employee should be set up as a unique employee.
- Employee codes should be changed from the default setting.
- When there is employee turnover, employee codes should be changed.

Key Security: The ECR features a Mode Switch with different levels of key security. Refer to "Mode Switch Control keys" chapter on page 24. Keys that access the "Z" key lock position (where DataTran payment functions can be performed) should be distributed only to managers or employees authorized to perform those functions.

What to Order?

Datatran Equipment Part Numbers

1900.20 – IPTran™ LT (applications with up to 3 ECRs)
1715.20 – New Style PDC (applications with 4 or more ECRs)
1900.50 – Tran Server (applications with 4 or more ECRs)
7871.10 – Serial Interface Cable RJ45 connection (Included)
7877.30 – Peripheral Adapter Cable (For PIN-Pad connection)

PIN-Pad

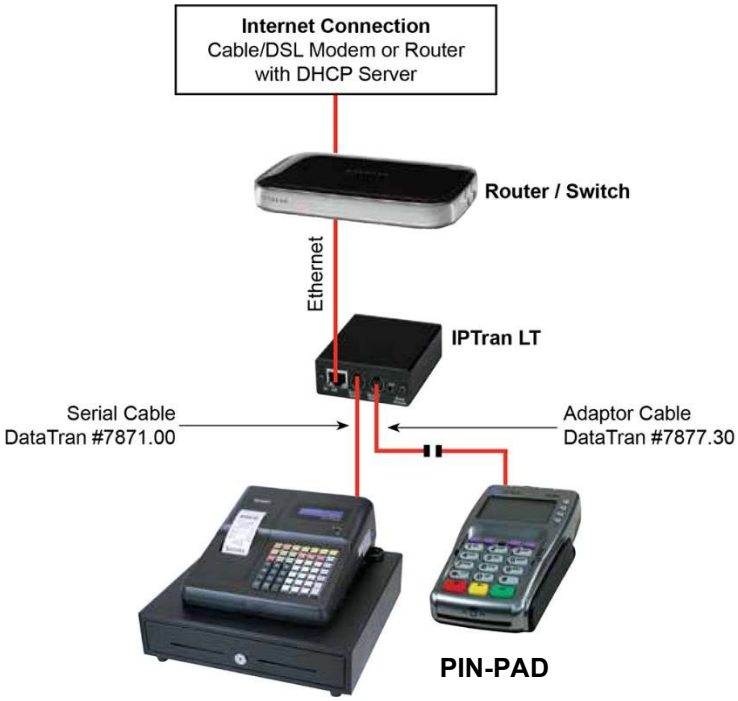
For EMV Installations, use a Pin-Pad recommended & approved by your provider. For example, the Verifone Vx805 may be used with the certified version of XPI (8.42B).

VeriFone Part Numbers:

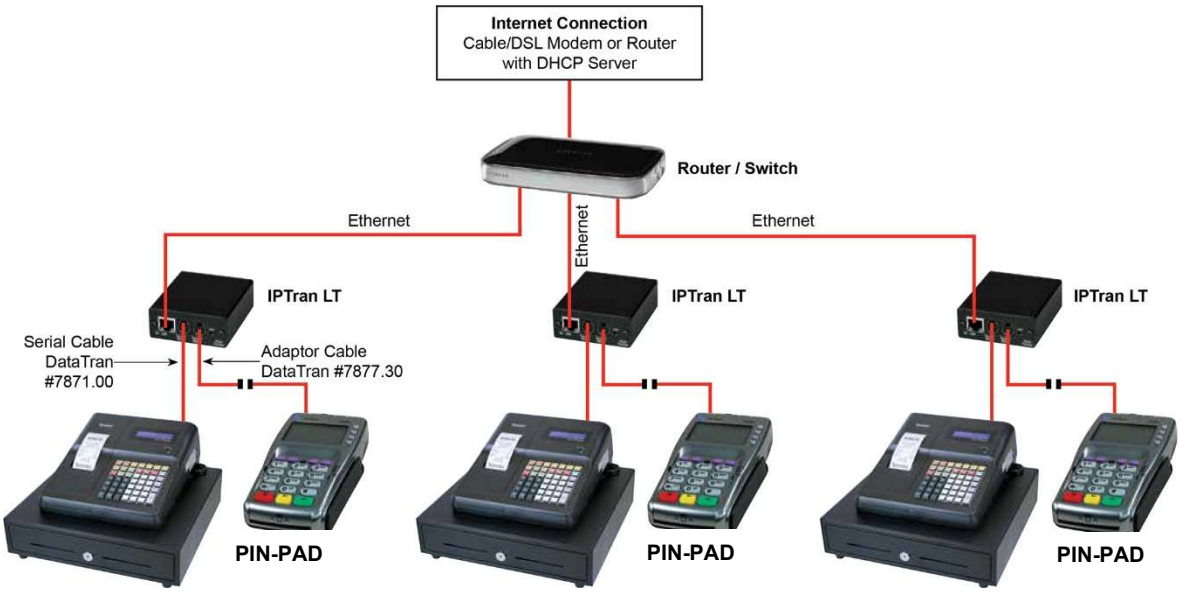
M280-703-A3-WWA-3 –VeriFone Vx805
PWR282-001-01-A – Power Cable
CBL282-031-02-A – Serial Interface Cable
Load XPI Application (Version 8.42B)
Processor Encryption (Specific to merchant installation)

Configuration Information

IPTran LT – Single ECR

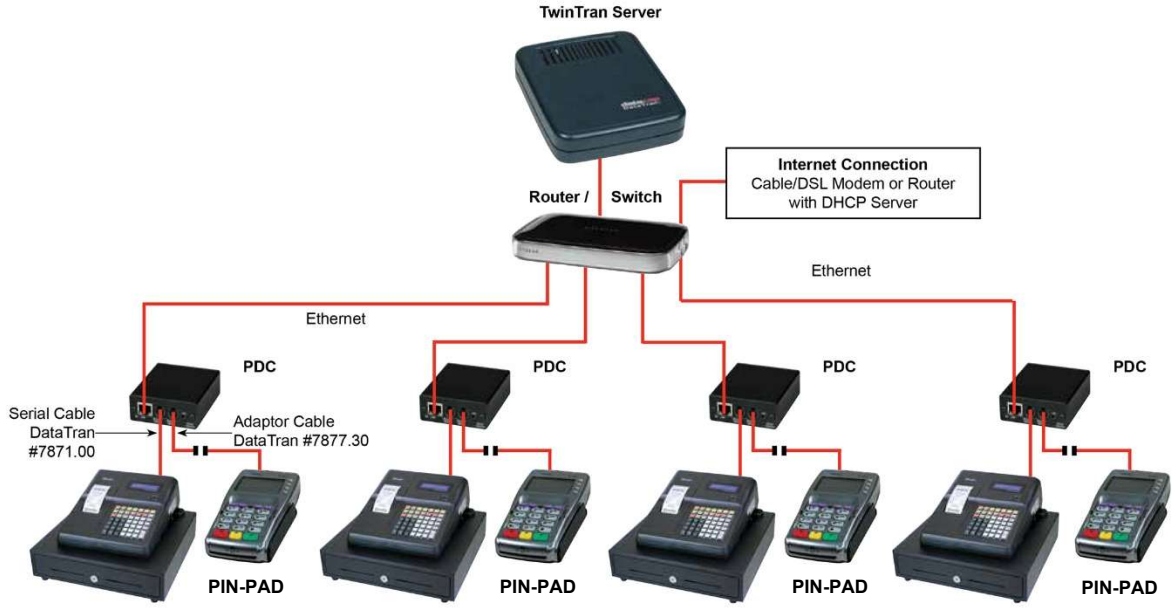


IPTran LT – Multi-ECR (3 or Less)



Note: If you have an installation using 3 IPTran LT units as shown above, all three devices will have a separate batch and work independent of each other (separate batching, separate reporting).

Tran Server with PDC 4 or More ECRs

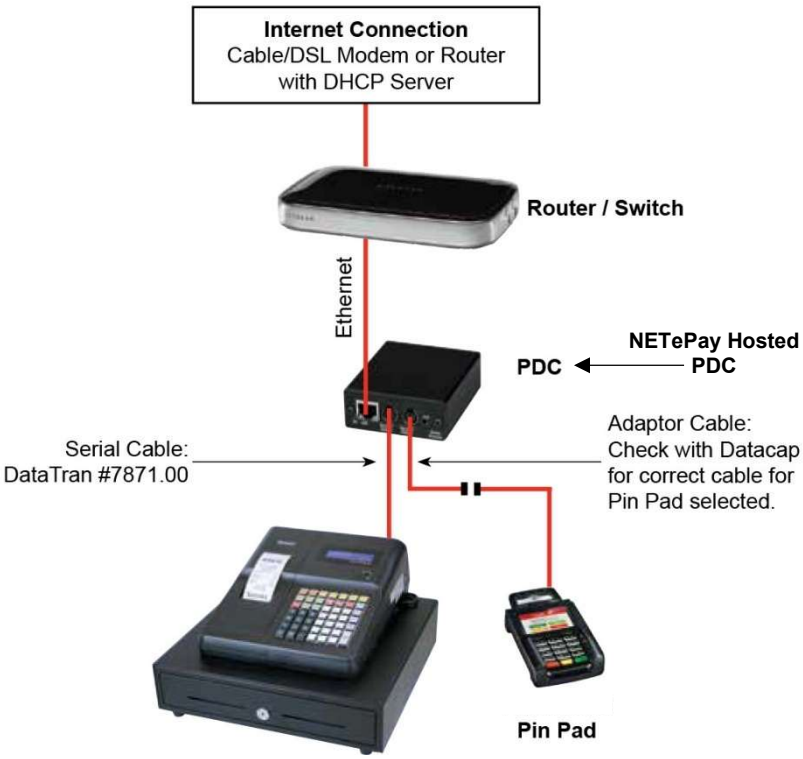


NOTE: If you have multiple PDC's and a Tran Server as shown here, there is only one batch and it can be controlled at any of the registers. PDC's must have a connection to the internet.

Note: PDC's are paired to a specific Tran Server. A PDC from one site will not work with the Tran Server from a different site.

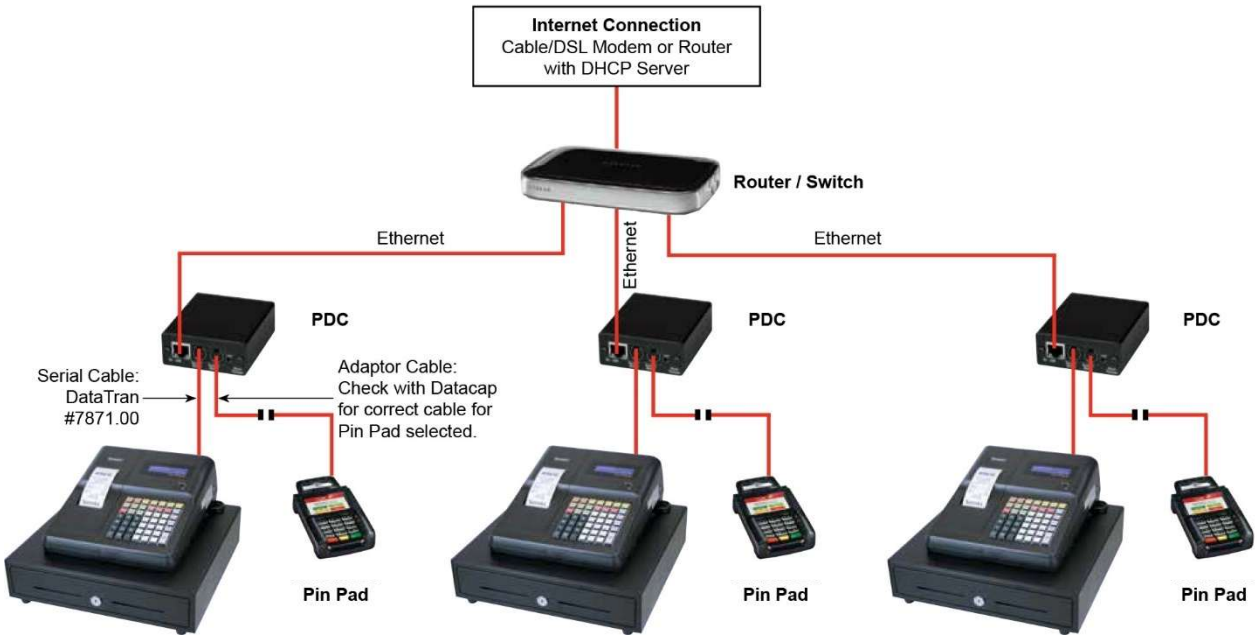
NETePay Hosted – Single ECR

Any Pin-Pad recommended & approved by Datacap may be used with the NETePay Hosted PDC.



NETePay Hosted – Multi ECR

Any Pin-Pad recommended & approved by Datacap may be used with the NETePay Hosted PDC.



Note: By default the PDC's will all be set up to talk to each other (single batch \ Tip entry at any terminal).

If for some reason the merchant wanted them separate (separate batches \ tip entry only at the terminal that the original transaction occurred) It could be set up that way.

Required ECR Program Settings

This chapter outlines the programming necessary for integrated payment integration with the Sam4s ER-260EJ & ER-256EJ Series ECR's utilizing the latest EMV enabled Datacap devices.

Note: An SD card must be installed in the SD card slot located in the ECR printer compartment during all EMV operations.

- **Service Mode:**
  - Define Port (Serial Port Setting)
  - Function Key Assignment (As necessary for your application)
- **Program Mode:**
  - System Options (EMV Related Settings)
  - Function Key Programming (As necessary for your application)
- **Z-Mode:**
  - Datatran Function (Initialize EFT, Parameter Download)

SERVICE MODE Programming

Define Port (Serial Port Options)

You must define one of the three serial communication ports for the Datacap device you will be using for EMV. **"Define Port"** (Serial Port 1. Port 2, or Port 3) Refer to page 120 for details.

- Set the **BAUD RATE** setting to "**19200**", **Parity = NONE**, **Data Bits = 8**, **Stop Bits = 1**.
- Set the **DEVICE** selection for "**DATATRAN**".

Key assignment

"Key Assignment" Assign the function keys to be used with integrated credit. Refer to page 118 for details.

Required Function Keys:

- ***Charge Keys –*** *(Key codes 323-330)* Assign the appropriate Charge (1-8) function keys that will be used to finalize electronic payment transactions. You will need individual Charge Keys for Credit, Debit, Gift, Gift No NSF or Cash Benefit keys as necessary. The Charge 1 key *(key code 323)* is already located on the default keyboard.

Optional Function Keys:

- ***EMV TIP –*** *(Key code 416)* If the merchant will be accepting Tips on credit transactions, the EMV TIP key must also be assigned.
- ***Food Stamp keys –*** *(F/S SBTL, F/S TEND, F/S SHIFT – Key codes 341-343)* If your application accepts Food Stamp (EBT).

Any programmable key location may be reprogrammed with a function from the list of available functions on page 119 of this manual. The default program installs the functions as they are shown with the standard key legends. The Charge 1 key *(key code 323)* is already located on the default keyboard.

Tech Note: While in the key assignment programming, Pressing the SUBTOTAL key will print the complete function key code list.

Program Mode Programming

System Options

"System" Options Programming Refer to page 172.

- Set address #**45 EFT DRAFT** for **DATATRAN** for normal EFT drafts.
  - Set for FINE DINING to print the EFT draft with a tip line.
- Set address #**46 MSR CONNECT** to **PDC** for all EMV installations.
- Set address #**47 PIN-PAD TYPE** for **DUKPT** for all integrated credit interfaces.
- Set Address #**48 PIN-PAD PORT** to define the Port where the MSR is connected.
  - This is the same port where the PDC is connected on the ECR.
- Set address #**49 COPY OF DATATRAN RECEIPT** for the number of Datatran receipt copies you wish to print (0-99).

Function Keys

"Function Key Programming" – Refer to page 153. Program the Function keys to be used with integrated credit.

CHARGE 1-8 – *(Key codes 323~330)* Refer to the "Charge Key Program Notes" on page 158 for all charge key settings. You will need individual Charge Keys for Credit, Debit, Gift, Gift No NSF or Cash Benefit keys as necessary.

- Set option #**14.SEND TO EFT = Y**.
- Set option #**15.EFT PORT (0-3)** for the port where the Datacap Tran Series device is connected.
- Set option #**17.SELECT CARD TYPE** for the appropriate card type: Credit\Debit\Gift.
- Set option #**18.SHOW TIPS ON =** scroll through the options until the desired option is displayed.

EMV TIP – *(Key code 416)* Refer to page 161. If your application is set for "Fine Dining" you can place the EMV TIP key on the keyboard for entering Tip's in register mode. The key can be programmable for manager control if desired.

FOOD STAMP KEYS – *(F/S SHIFT, F/S SBTL, F/S TEND – Key codes 341-343)* See page 162. If your application accepts Food Stamp (EBT).
FOOD STAMP TENDER – *(Key code 343)* Refer to page 162 for all F/S TEND key option settings.

- Set option #**12.SEND TO EFT = Y**.
- Set option #**13.EFT PORT (0-3)** for the port where the Datacap Tran Series device is connected.

Group Programming

"Group Programming" – Refer to page 151. If you are integrating the sale of gift cards through the integrated payment device, you will need to set up a group with Gift Card Activate and one with Gift Card ADD selected.

- Set option #**9.GIFT CARD** = Select **ACTIVATE** or **ADD**.

PLU Programming

"PLU Programming" – Refer to page 144. If you are integrating the sale of gift cards through the integrated payment device, you will need to create two Gift Card PLU's to facilitate Gift Card sales. One PLU will be assigned to the Activate new Gift Card Group (to activate new gift cards sold) and one assigned to the Gift Card Add Value Group (to add funds to existing/activated Gift Cards).

- Set option #**11.GROUP #1** = Select the group number for the appropriate Gift Card Group.

Refer to the "PLU Options – Reference Information" chapter on page 146 for all PLU Option settings.

Initialize EFT

After connecting the Datacap Tran series device and PIN-Pad to the ECR and all the required programming is completed, use this operation to verify the connection from the ECR to the Datacap device.

1. Turn the Mode Switch to the **Z** position.
2. Press **5** and **CASH** to select the Datatran Function menu.
3. Press **1** and **CASH** to initialize the EFT Device.

Parameter Download

After connecting the Datacap Tran series device and PIN-Pad to the ECR and all the required programming is completed, you must load the parameters for the devices. This operation tells the Pin-Pad to get new parameters from Datacap. The Datacap Tran series device must be connected to the internet to load the parameters.

1. Turn the Mode Switch to the **Z** position.
2. Press **5** and **CASH** to select the Datatran Function menu.
3. Press **3** and **CASH** to initiate the Parameter Download.
4. At the confirmation prompt, Press the **CASH** key to select **YES**.

   At the register, the message: "WAITING FOR EFT" displays. At the PIN-Pad, the message "LOADING" displays.

   When complete the message: "LOAD SUCCESS" will display and print.

   The PIN-Pad will reinitialize.
5. At the register, press **CLEAR** to complete the procedure.

Sample Transactions

The ER-260EJ/265EJ ECR's only support EMV enabled devices for integrated payment transactions. There are different EFT Devices that will integrate with the ER-260EJ/265EJ ECR's, each device will setup differently. The information here outlines the operations using the Datacap-EMV Tran Series integrated payment.

Refer to the appropriate Integrated Credit document for your specific credit card equipment.

Before registering new credit card transactions for the day, be sure the batch for the previous day has been closed *(refer to page 223 for details)* and the SD EMV File has been deleted *(refer to page 231 for details)*.

Credit Card & Cash Benefit

Close the previous day's batch before beginning a new sales day. A new batch is opened automatically when the previous batch is closed.

1. Register a normal transaction.
2. Press the appropriate **CHARGE** key. The message "WAITING FOR EFT" displays.
3. At the PIN-Pad the message displays:

4. Press the **GREEN** button on the PIN-Pad keypad.
5. Insert the EMV card into the PIN-Pad.
   * The PIN-Pad will display "PLEASE WAIT", then "DO NOT REMOVE CARD", and then "PROCESSING". When Complete, the "APPROVED" message will display.
6. Remove the card from the PIN-Pad.
   * At the register, the message "PRESS CASH TO CONTINUE" will display.
7. Press **CASH**. The receipt and card draft are printed.
8. If multiple documents are to be printed, the message "PRESS CASH TO CONTINUE" displays. Tear off the printer paper and press CASH to resume printing.

Sample Transaction Receipt (without tip)

Merchant and Customer Drafts (without tip)

```
MERCHANT ID: 19497801
CLERK ID: TEST

              SALE

VISA             ************0010
ENTRY METHOD: CHIP
DATE  11/06/2017  TIME: 11:12:12

INVOICE    : 6
REFERENCE  : 1005
AUTH CODE  : 44277A

AMOUNT                  USD$ 2.00
                      =========
TOTAL                   USD$ 2.00

   APPROVED - THANK YOU
I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
 AGREEMENT (MERCHANT AGREEMENT
IF CREDIT VOUCHER)


X_____________________________________
         CARD 01            TEST


APPLICATION LABEL: VISA CREDIT
AID: A0000000031010
TVR: 0000008000
IAD: 06010A03602000
TSI: F800
ARD; 00
CVM; SIGN

         MERCHANT COPY
```

```
DATE  11/06/2017 MON  TIME 11:12

PLU1                          $2.00
TOTAL                         $2.00
CHARGE1                       $2.00
--------------------------------
SALE                          $2.00
VISA             ************0010
INVOICE    : 6
REFERENCE  : 1005
AUTH CODE  : 44277A
--------------------------------
CLERK 1          NO.000016  00000


MERCHANT ID: 19497801
CLERK ID: TEST

              SALE

VISA             ************0010
ENTRY METHOD: CHIP
DATE  11/06/2017  TIME: 11:12:12

INVOICE    : 6
REFERENCE  : 1005
AUTH CODE  : 44277A

AMOUNT                  USD$ 2.00
                      =========
TOTAL                   USD$ 2.00

   APPROVED - THANK YOU
I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
 AGREEMENT (MERCHANT AGREEMENT
IF CREDIT VOUCHER)


X_____________________________________
         CARD 01            TEST


APPLICATION LABEL: VISA CREDIT
AID: A0000000031010
TVR: 0000008000
IAD: 06010A03602000
TSI: F800
ARD; 00
CVM; SIGN

         CUSTOMER COPY
```

Sample Credit Transaction Receipt (with PIN-Pad tip)

Charge key set to Show TIP on = PINPAD

Merchant and Customer Drafts (with PIN-Pad tip)

```
MERCHANT ID: 19497801
CLERK ID: TEST

              SALE

VISA             ************0010
ENTRY METHOD: CHIP
DATE  05/16/2017  TIME: 10:16:41

INVOICE    : 7
REFERENCE  : 1006
AUTH CODE  : 44287A

AMOUNT                  USD$ 2.00
TIP                     USD$ 1.00
                       =========
TOTAL                   USD$ 3.00


       APPROVED - THANK YOU
I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
 AGREEMENT (MERCHANT AGREEMENT
IF CREDIT VOUCHER)


X_____________________________
       CARD 01              TEST


APPLICATION LABEL: VISA CREDIT
AID: A0000000031010
TVR: 0000008000
IAD: 06010A03602000
TSI: F800
ARD: 00
CVM: SIGN

         MERCHANT COPY
```

```
DATE  05/16/2017 MON  TIME 10:16

PLU1                          $2.00
TOTAL                         $2.00
CHARGE1                       $2.00
--------------------------------
SALE                          $2.00
VISA             ************0010
INVOICE    : 7
REFERENCE  : 1006
AUTH CODE  : 44287A
--------------------------------
CLERK 1          NO.000016  00000


MERCHANT ID: 19497801
CLERK ID: TEST

              SALE

VISA             ************0010
ENTRY METHOD: CHIP
DATE  05/16/2017  TIME: 10:16:41

INVOICE    : 7
REFERENCE  : 1006
AUTH CODE  : 44287A

AMOUNT                  USD$ 2.00
TIP                     USD$ 1.00
                       =========
TOTAL                   USD$ 3.00


       APPROVED - THANK YOU
I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
 AGREEMENT (MERCHANT AGREEMENT
IF CREDIT VOUCHER)


X_____________________________
    CARD 01              TEST


APPLICATION LABEL: VISA CREDIT
AID: A0000000031010
TVR: 0000008000
IAD: 06010A03602000
TSI: F800
ARD: 00
CVM: SIGN

         CUSTOMER COPY
```

Sample Credit Transaction Receipt (with Print Tip Only tip)

Charge key Show tip = Print Tip Line Only

Merchant and Customer Drafts (with Print Tip Only tip)

```
MERCHANT ID: 19497801
CLERK ID: TEST

              SALE

VISA             ************0010
ENTRY METHOD: CHIP
DATE  10/16/2017  TIME: 10:16:41

INVOICE    : 7
REFERENCE  : 1006
AUTH CODE  : 18117A

AMOUNT                  USD$ 2.00

TIP             USD$ _____________


TOTAL           USD$ _____________


       APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
 AGREEMENT (MERCHANT AGREEMENT
IF CREDIT VOUCHER)


X_____________________________________
      CARD 01              TEST


APPLICATION LABEL: VISA CREDIT
AID: A0000000031010
TVR: 0000008000
IAD: 06010A03602000
TSI: F800
ARD: 00
CVM: SIGN

         MERCHANT COPY
```

```
DATE  05/16/2017 MON  TIME 10:16

PLU1                          $2.00
TOTAL                         $2.00
CHARGE1                       $2.00
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
SALE                          $2.00
TIP                        $_________
TOTAL                      $_________
VISA             ************0010
INVOICE    : 7
REFERENCE  : 1006
AUTH CODE  : 18117A
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
CLERK 1          NO.000016  00000


MERCHANT ID: 19497801
CLERK ID: TEST

              SALE

VISA             ************0010
ENTRY METHOD: CHIP
DATE  10/16/2017  TIME: 10:16:41

INVOICE    : 7
REFERENCE  : 1006
AUTH CODE  : 44287A

AMOUNT                  USD$ 2.00

TIP           USD$ _________________

TOTAL         USD$ _________________


       APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
 AGREEMENT (MERCHANT AGREEMENT
IF CREDIT VOUCHER)


X_____________________________________
     CARD 01               TEST


APPLICATION LABEL: VISA CREDIT
AID: A0000000031010
TVR: 0000008000
IAD: 06010A03602000
TSI: F800
ARD: 00
CVM: SIGN

         CUSTOMER COPY
```

Manual Card Entry

If a credit card is not able to be read, we can manually enter the card information. Manual card entry is allowed on Credit, Gift and EBT transactions if the reader is unable to read the card or for card not present sales.

PIN Debit payments must be processed as card-present transactions – the card data must be read by the card reader and cannot be manually entered. This is a card requirement**, not a function of the point of sale equipment.**

1. Register a normal transaction.
2. Press the appropriate **CHARGE** key. The message "WAITING FOR EFT" displays.
3. If the card will not read:
   - At the PIN-Pad, press the red button.
   - At the ECR press CLEAR once, the message "PRESS CASH FOR MANUAL ENTRY" displays.
4. At the ECR, press **CASH** and go to the PIN-Pad to complete the sequence of card entries. At the message:

5. Press the **GREEN** button on the PIN-Pad keypad.
6. The message "ACCOUNT NUMBER" displays. Enter the card number and press the **GREEN** button on the PIN-Pad keypad.
7. The message "ENTER EXPIRY, DATE MMYY" displays. Enter the 4-digit card expiration date in MMYY format and press the **GREEN** button on the PIN-Pad keypad.
8. **The message "ENTER CVV" displays. Enter the CVV (card verification value as shown on the reverse of the card) and press the **GREEN** button on the PIN-Pad keypad. ***See**Note:***
9. **The message "ZIP CODE" displays. Enter the 5-digit zip code of the card holder and press the **GREEN** button on the PIN-Pad keypad. ***See**Note:***
10. The message "CHIP CARD YES=OK?" displays. If the card is a chip card, press the **GREEN** button on the PIN-Pad keypad; if the card is not a chip card, press the **RED** button.
11. When verification is complete, the PIN-Pad displays "APPROVED" and the draft is printed at the ECR.
12. If multiple documents are to be printed, the message "PRESS CASH TO CONTINUE" displays. Tear off the printer paper and press CASH to resume printing.

Note: Visa or MasterCard branded Debit cards used for PIN Debit may also be used like credit cards, with just a signature. If a Debit card presented for a PIN Debit transaction fails to read, when the CARD ERROR message appears, press CLEAR. You can now choose an alternative payment method. Press the CREDIT function. Slide the same Debit card, if it fails to read again, select CLEAR. The message "ENTER ACCT NO" displays. You can manually enter the account number and complete the transaction. The merchant may pay different card fees for PIN Debit and signature Debit transactions.

Note: The option to require ***CCV*** number or ***Zip Code*** entry are set by the processor. Your installation may not require this entry.

Gift Card Operations

If you are using integrated Gift Card with the Datacap equipment, to activate a new gift card or add value to an already active gift card, follow the procedure below. With EMV enabled Datacap equipment, only one PLU and Group is used for gift card activation and adding value to an already active gift card.

For Gift Card Sales, you will need a PLU setup for Selling Gift Cards. The Gift Card PLU must be assigned to a specific Group for Gift Card Sale with the option: **GIFT CARD = [ADD]**

- See Group Programming on page 151 for details.
- See PLU Programming on page 144 for details.

Selling Gift Cards

When selling gift cards value is being returned\refunded to the card, this is true whether adding value to an existing gift card or activating a new gift card. When processed, the amount being added to the card will show as a Refund to the card.

1. Up to 5 separate gift cards can be sold in a single transaction. Each gift card must be loaded individually. **Register the amount** to be loaded on to the first gift card *(to Add or Activate)* into a PLU linked to a unique Group with the Gift Card option set as Add.
2. Immediately after the PLU is registered, the message **"WAITING FOR EFT"** displays on the ECR.
3. At the PIN-Pad the message **"PLEASE WAIT'** displays briefly then:

   REFUND
   $10.00 – OK?
4. Press the **GREEN** button on the PIN-Pad keypad to accept the amount. The Pin-Pad will then prompt to **"TAP or SWIPE"**.
5. At the Pin-Pad, Swipe, Tap, or insert the gift card to be loaded with the amount. The PIN-Pad will display **"PLEASE WAIT"** briefly, then **"PROCESSING"**.
6. When the processing is complete, the **"APPROVED"** message will display.
7. Register additional items or Gift Cards as necessary *(up to 5 Gift-Cards may be sold in a single transaction)*. Tender the transaction with the appropriate **CASH**, **CHECK**, or **MISC** tender key.

Get Gift Card Balance

If you are using integrated Gift Card with the Datacap equipment, the current gift card balance can be printed at the register receipt.

1. In the **REG Mode** *(Outside of a sale)* Press the **Gift Tender** Key. The ECR displays "WAITING FOR EFT".
2. The Amount confirmation displays ON THE Pin-Pad; Press the **Green** button to accept. You will be prompted to Tap or Swipe the card.
3. Swipe the **Gift Card**, the balance will print to the receipt.

Gift Card Notes:

Support for partial authorizations is a card brand mandate which eases acceptance of major card branded open loop gift cards by allowing their remaining to be depleted without a decline and call to the issuer to find out what the balance is. Merchants who opt not to support partial authorizations may be charged fees/fines for not doing so.

Because of the above, we document support for partial authorizations as being a requirement of our EMV interfaces. However, it is still possible to send a request where partial auth support is not indicated and this would be honored by most processors, with TSYS Summit being the big exception. If you do not indicate support for partials to TSYS you will get an error.

Insufficient Gift Card Balance

1. With the Mode Switch in the **REG** position, Register item into a sale.
2. Press the appropriate **EMV Gift Tender** key.
3. At the prompt to **Swipe / Insert / Tap / Key**.
    - Swipe the gift card in the Pin-Pad card reader. Processing time is approximately 8-10 seconds.
4. The card will be processed for the remaining card balance, then the **APPROVED** message displays.
    - The **CUSTOMER COPY** of the EFT receipt prints.
    - Press **CASH** when prompted to issue the **MERCHAN COPY** of the EFT Receipt.
5. If you had inserted a chip card and do not remove the card when approved, the prompt: **"Please Remove Your Card"** will display.
    - The card must be removed to send to the ECR.
    - Failure to remove the card will cause the Pin-Pad to time out.
6. The ECR will begin to start beeping after several seconds, Tender the remaining sale as desired.

EBT (Food Stamp) Transaction

When integrated EBT is utilized, tendering a sale using a Food Stamp Tender key set to Connect To EFT requires entry of the PIN number.

1. Register a normal transaction.
2. Touch the **F/S TEND** key. At the register, the message **"WORKING"** displays:
3. At the PIN-Pad the message displays:

    SALE

    $2.00 – OK?

4. Press the **GREEN** button on the PIN-Pad keypad.
5. Swipe the EBT card at the PIN-Pad. The PIN-Pad will display **"PLEASE WAIT"**, then **"DO NOT REMOVE CARD"**, and then **"ENTER PIN & OK"**.
6. At the PIN-Pad, **enter the 4-digit PIN** and press the **GREEN** button.
7. The PIN-Pad will display **"PROCESSING"**.
8. When the processing is complete, the **"APPROVED"** message will display.
9. At the register, the receipt and card draft are printed.

Note: ***EBT refunds/returns*** are performed in the ***Void Mode***, not with the MDSE RTRN operation.

EBT Cash Benefit

The EBT Cash Benefit operation is essentially the same as the F/S tender operation. The main difference being the tender key utilized. EBT Cash Benefit uses a Charge Key set for CASH BENEFIT.

1. Register a normal transaction.
2. Enter the tender amount; Touch the **CASH BENEFIT** key. At the register, the message **"WAITING FOR EFT"** displays.
3. At the PIN-Pad the message displays.

   SALE

   $2.00 – OK?

4. Press the **GREEN** button on the PIN-Pad keypad.
5. At the PIN-Pad, **enter the 4-digit PIN** and press the **GREEN** button.
6. The PIN-Pad will display **"PROCESSING"**.
7. When the processing is complete, the **"APPROVED"** message will display.
8. At the register, the receipt and card draft are printed.

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.
2. Press the appropriate **CHARGE** key. The message "WAITING FOR EFT" displays on the register:
3. At the PIN-Pad the message displays:

4. Press the **GREEN** button on the PIN-Pad keypad.
5. Insert the EMV card into the PIN-Pad. The PIN-Pad will display "PLEASE WAIT", then "DO NOT REMOVE CARD", and then "PROCESSING". When Complete, the "APPROVED" message will display.
6. Remove the card from the PIN-Pad.
7. At the register, the message "PRESS CASH TO CONTINUE" will display.
8. Press **CASH**. The receipt and card draft are printed.
9. If multiple documents are to be printed, the message "PRESS CASH TO CONTINUE" displays. Tear off the printer paper and press CASH to resume printing.

Sample Merchandise Return Receipt

Merchant and Customer Copy

```
MERCHANT ID: 19497801
CLERK ID: TEST

            REFUND

VISA            ************0010
ENTRY METHOD: CHIP
DATE  05/16/2017  TIME: 11:17:54

INVOICE    : 9
REFERENCE  : 1008
AUTH CODE  : 079511

AMOUNT                USD$ 10.00
                       =========
TOTAL                 USD$ 10.00

   APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
 AGREEMENT (MERCHANT AGREEMENT
IF CREDIT VOUCHER)


X_____________________________________
        MERCHANT SIGNATURE


APPLICATION LABEL: VISA CREDIT
AID: A0000000031010
TVR: 0000008000
IAD: 06010A03602000
TSI: A800
CVM; SIGN

         MERCHANT COPY
```

```
DATE  05/16/2017 MON  TIME 10:20

MDSE RETURN**********************
PLU1                        -10.00
TOTAL                       -10.00
CHARGE1                     -10.00
--------------------------------
SALE                        $10.00
VISA            ************0010
INVOICE    : 9
REFERENCE  : 1008
AUTH CODE  : 079511
--------------------------------
CLERK 1         NO.000019  00000


MERCHANT ID: 19497801
CLERK ID: TEST

            REFUND

VISA            ************0010
ENTRY METHOD: CHIP
DATE  05/16/2017  TIME: 11:17:54

INVOICE    : 9
REFERENCE  : 1008
AUTH CODE  : 079511

AMOUNT                USD$ 10.00
                      ==========
TOTAL                 USD$ 10.00

   APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
 AGREEMENT (MERCHANT AGREEMENT
IF CREDIT VOUCHER)


X_____________________________________
        MERCHANT SIGNATURE


APPLICATION LABEL: VISA CREDIT
AID: A0000000031010
TVR: 0000008000
IAD: 06010A03602000
TSI: A800
CVM; SIGN

         CUSTOMER COPY
```

Void Transaction

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

1. Turn the key lock 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 INVOICE NUMBER" displays.
5. Enter the invoice code printed for the transaction to be voided, press **CASH**. The message "ORIG TRAN AMOUNT" displays.
6. Enter the total amount of the original transaction, press **CASH**. The message "WAITING FOR EFT" will display on the ECR. The "VOID SALE" message will display on the PIN-Pad:

7. Press the **GREEN** button on the PIN-Pad keypad.
8. Insert the EMV card into the PIN-Pad. The PIN-Pad will display "PROCESSING". When Complete, the "APPROVED" message will display.
9. Remove the card from the PIN-Pad.
10. At the register, the message "PRESS CASH TO CONTINUE" will display.
11. Press **CASH**. The receipt and card draft are printed.
12. If multiple documents are to be printed, the message "PRESS CASH TO CONTINUE" displays. Tear off the printer paper and press CASH to resume printing.

Sample Void Transaction Receipt (without tip)

Merchant and Customer Drafts (without tip)

```
MERCHANT ID: 19497801
CLERK ID: TEST

            VOID SALE

VISA            ************0010
ENTRY METHOD: CHIP
DATE  05/16/2017  TIME: 10:22:09

INVOICE    : 13
REFERENCE  : 1010
AUTH CODE  : 44317A

AMOUNT                  USD$ 2.00
                        =========
TOTAL                   USD$ 2.00

   APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
 AGREEMENT (MERCHANT AGREEMENT
IF CREDIT VOUCHER)


X_____________________________________
        MERCHANT SIGNATURE


APPLICATION LABEL: VISA CREDIT
AID: A0000000031010
TVR: 0000008000
IAD: 06010A03602000
TSI: F800
CVM; SIGN

         MERCHANT COPY
```

```
DATE  05/16/2017 MON  TIME 10:22

VOID MODE **********************
PLU1                        -2.00
TOTAL                       -2.00
CHARGE1                     -2.00
--------------------------------
SALE                        -2.00
VISA            ************0010
INVOICE    : 13
REFERENCE  : 1010
AUTH CODE  : 44317A
--------------------------------
CLERK 1         NO.000023  00000



MERCHANT ID: 19497801
CLERK ID: TEST

            VOID SALE

VISA            ************0010
ENTRY METHOD: CHIP
DATE  05/16/2017  TIME: 10:22:09

INVOICE    : 13
REFERENCE  : 1010
AUTH CODE  : 44317A

AMOUNT                  USD$ 2.00
                        =========
TOTAL                   USD$ 2.00

   APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
 AGREEMENT (MERCHANT AGREEMENT
IF CREDIT VOUCHER)


X_____________________________________
        MERCHANT SIGNATURE


APPLICATION LABEL: VISA CREDIT
AID: A0000000031010
TVR: 0000008000
IAD: 06010A03602000
TSI: F800
CVM; SIGN

         CUSTOMER COPY
```

Sample VOID Transaction (with tip)

Merchant and Customer Drafts (with tip)

```
MERCHANT ID: 19497801
CLERK ID: TEST

            VOID SALE

VISA             ************0010
ENTRY METHOD: CHIP
DATE  05/16/2017  TIME: 10:25:13

INVOICE    : 11
REFERENCE  : 1009
AUTH CODE  : 44306A

AMOUNT                  USD$ 1.00

TIP         USD$____________________

TOTAL       USD$____________________

          APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
 AGREEMENT (MERCHANT AGREEMENT
IF CREDIT VOUCHER)


X_____________________________________
        MERCHANT SIGNATURE


APPLICATION LABEL: VISA CREDIT
AID: A0000000031010
TVR: 0000008000
IAD: 06010A03602000
TSI: F800
CVM; SIGN

         MERCHANT COPY
```

```
DATE  05/16/2017 MON  TIME 10:22

VOID MODE **********************
PLU1                        -1.00
TOTAL                       -1.00
CHARGE1                     -1.00
--------------------------------
SALE                        -1.00
TIP                     $________
TOTAL                   $________
VISA             ************0010
INVOICE    : 13
REFERENCE  : 1010
AUTH CODE  : 44317A
--------------------------------
CLERK 1          NO.000060  00000



MERCHANT ID: 19497801
CLERK ID: TEST

            VOID SALE

VISA             ************0010
ENTRY METHOD: CHIP
DATE  05/16/2017  TIME: 10:25:13

INVOICE    : 11
REFERENCE  : 1009
AUTH CODE  : 44306A

AMOUNT                  USD$ 1.00

TIP         USD$____________________

TOTAL       USD$____________________

          APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
 AGREEMENT (MERCHANT AGREEMENT
IF CREDIT VOUCHER)


X_____________________________________
        MERCHANT SIGNATURE


APPLICATION LABEL: VISA CREDIT
AID: A0000000031010
TVR: 0000008000
IAD: 06010A03602000
TSI: F800
CVM; SIGN

         CUSTOMER COPY
```

Cancel EFT

Once tender is selected cannot press Cancel at ECR. You would need to accept the amount on Pin-Pad then should be able to press RED button to cancel at Pin-pad. (Only if the processor allows.)

1. Register a normal transaction. Press the appropriate **CHARGE** key.
   The message "WAITING FOR EFT" displays.
2. At the PIN-Pad the 'SALE Amount' confirmation message displays.

   SALE

   $2.00 – OK?

3. Press the **RED** button on the PIN-Pad keypad to **CANCEL** the operation.
4. Press **CLEAR** on the ECR; at the "PRESS CASH FOR MANUAL ENTRY" prompt; press **CLEAR** again. After a pause the original transaction is displayed.
5. Press **CANCEL** to cancel the sale or, if a partial tender has already been entered, complete the sale with other tender.

TIP (Gratuity) Entry

The processor must support "By Record" operations (Tokenization) to be able to use the Tip (Gratuity) Entry.

EMV TIP

When the Charge key option is set to **"PRINT TIP LINE ONLY"**, Gratuities (tips) indicated by the customer on the payment draft must be entered into the ECR before the batch is closed using the **EMV TIP** key.

- **Tips cannot be edited/added to Debit transactions after the sale.**
- **No TIP entry is allowed for GIFT Card transactions. Tips must be entered using a PLU prior to finalization with a *Gift Card*.**

Option settings for the EMV TIP key can be found on page 161. Tips entered here replace any previous tip entered. If the key is set for manager control, turn the key to **X** and select **MANAGER OPERATION**. If the key does not require manager control, turn to the **REGISTER MODE**.

1. Press the **EMV TIP** function key. The prompt ENTER INVOICE NUMBER displays:
2. Enter the invoice number of the transaction and press **CASH**.
3. The message now displays: "ORIG TRAN AMOUNT". Enter the original transaction amount and press **CASH**.
4. The message now displays: "TIP AMOUNT". Enter the tip amount and press **CASH**.
5. The message displays: "WAITING FOR EFT". 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

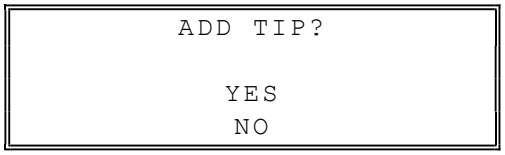
```
11/21/2017   10:41          139
SALE                      $10.00
TIP                        $1.50
VISA            ************0010
INVOICE   : 139
REFERENCE : 1001
AUTH CODE : 43516A

     APPROVED  - THANK YOU
```

TIP Entry at Time of Sale

Alternately, if the charge key used to tender the sale is set to **SHOW TIP ON: PINPAD**, the customer is prompted to choose to enter a **TIP** at the time of the sale.

1. Register a normal transaction. Press the appropriate **CHARGE** key. The message "WAITING FOR EFT" displays.
   - At the PIN-Pad the message displays:

2. Press the **GREEN** button on the PIN-Pad keypad.
   - At the PIN-Pad the message "ADD TIP?" displays:



3. Press the **F3** button next to select YES to add a TIP; F4 to select NO TIP.
   - After pressing **F3** the message "ENTER TIP + OK $ 0.00" appears.

   - Enter the **TIP** amount and press the **GREEN** button on the PIN-Pad.

   - Verify the sale amount; press the **GREEN** button on the PIN-Pad.

4. Insert the EMV card into the PIN-Pad. The PIN-Pad will display "PLEASE WAIT", then "DO NOT REMOVE CARD" and then "PROCESSING". When Complete, the "APPROVED" message will display.

   - Leave the card in the PIN-Pad; the receipt and the customer copy of the EFT draft will print on the ECR. Remove the card from the PIN-Pad.

5. At the register, the message "PRESS CASH KEY" will display. Press **CASH**; the merchant copy of the EFT draft will print and the and the PIN-Pad will prompt "REMOVE CARD"

6. If multiple documents are to be printed, the message "PRESS CASH TO CONTINUE" displays. Tear off the receipt; Press **CASH** to print the next EFT draft.

Reset Mode (Z) Procedures

The ER-260EJ/265EJ are All EMV related management functions are performed with the Mode Switch in the **Z** position. In this way, only those with the correct key will have access to these operations.

The following Z-Mode menu selections are used in EMV related operations:

- Datatran Function
- Datatran Transaction

In the Pre-EMV environment Datacap stored some information at the DataTran device that allowed the registers to run some reports, such as the local transaction report.

In the EMV environment Datacap is no longer storing information at the DataTran device so there are no batch reports available at the ECR. The "Delete SD EMV File" operation should be performed daily.

On the ER-260EJ/ER-265EJ we are storing some information on the approvals at the register (EMVBACK.txt file). This is required to be able to perform "By Record" transactions. No credit card or customer information is stored at the ECR.

Sample EMVBACK.txt file:

Currently, if a Local Transaction Report is run we print the information from the approvals in the EMVBACK.txt file. However, this data should only be used for troubleshooting and should not be relied upon as accurate reporting data.

For example, if you perform a sale for $1.00 and then perform a Void by Record Number of the same transaction, you will have two transactions. The register is only printing the information from the approvals.

Accessing Z-Mode Functions

1. Move the mode key to the **Z** keylock position to display the **Z-Mode** menu.
2. You can now use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the **Z-Mode** menu. If you already know the menu number of the X-Mode function you wish to perform, you can enter the digit (1-6) directly.
   The following Z-Mode functions are available:

```
1.Z REPORTS
2.RESET E.J
3.RESET NOT FOUND PLU
4.CONNECT SERVER
5.DATATRAN FUNCTION
6.DATATRAN TRANSACTION
7.DC DIRECT FUNCTIONS
```

Datatran Function

Datatran Functions are provided if using integrated credit card processing with the ER-260EJ/ER-265EJ Series ECR utilizing a Datacap EMV compatible device. Please refer to the separate ER-260EJ/ER-265EJ EMV-Datacap Supplement for complete details about the Datatran Function operations.

1. Move the mode key to the **Z** lock position to display the **Z-Mode** menu.
2. You can now use the **↓CHARGE1** and the **↑CHARGE2** keys to scroll up and down through the **Z-Mode** menu (or press **5** and **CASH)** to select the Datatran Transaction menu with the first option displayed:

```
1.INITIALIZE EFT
2.CLOSE CURR. BATCH
3.PARAMETER DOWNLOAD
4.EMV EBT VOUCHER
5.ISSUE TRANSACTION
6.ISSUE BATCH STATUS
7.DIAL IN LOAD
8.DIAGNOSTIC
```

Datatran Function: Menu Operations

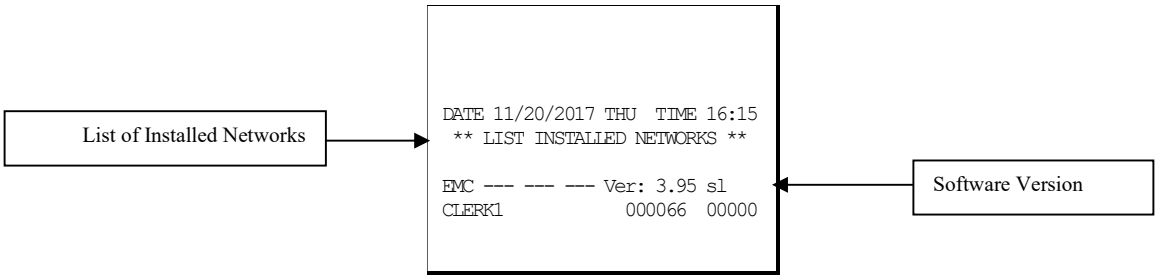
EMV related operations are shown in **Bold** below; Follow the summary table for details for each of these processes.

Menu #	Item	Operation
1	**Initialize EFT**	Use this operation to initialize the PIN-Pad device.
2	**Close Curr. Batch**	Use this operation to close the current batch; a new batch is automatically opened.
3	**Parameter Download**	Use to load the EMV parameters into the PIN-Pad.
4	**EMV EBT Voucher**	Used to Manually enter EBT transactions.
5	**Issue Transaction**	Currently, if a Local Transaction Report is run we print the information from the approvals. However, this data should only be used for troubleshooting and should not be relied upon as accurate reporting data.
6	**Issue Batch Status**	Print the status for the current batch.
7	**Dial In Load**	This procedure must be done at each new installation to load the Datatran device parameters.
8	**Diagnostic**	Use to perform various diagnostics. Use only as requested by Datacap support.

Initialize EFT

1. Turn the Mode Switch to the **Z** position.
2. Press **5** and **CASH** to select the Datatran Function menu.
3. Press **1** and **CASH** to initialize the EFT Device.

Select Initialize EFT to verify communications and software version.



Close Current Batch

You must close the batch daily as this procedure clears the EMV file stored on the SD card. If the processor performs an "Auto Batch" you will need to perform the 'Delete SD EMV File' operation.

NOTE: ***After a batch is closed, a new batch is automatically opened for the next day.***

1. Turn the Mode Switch to the **Z** position.
2. Press **5** and **CASH** to select the Datatran Function menu.
3. Press **2** and **CASH** to initiate the Close Batch (Debit).
4. The message "WAITING RESP." displays momentarily. When communication is complete the "LOCAL BATCH STATUS" report prints and the batch is closed. The message "BATCH WAS CLOSED SUCCESSFULLY" prints.

Close Batch Receipt

```
DATE 05/16/2017 MON   TIME 10:29

  **** LOCAL BATCH STATUS ****

BATCH STATUS    :           OPEN
BATCH NUMBER    :           0080
TRANSACTION CNT :              7
ITEM COUNT      :              7
BALANCE AMNT    :          16.00
FWD ITEM COUNT  :              *
FWD BALANCE AMNT:              *

CLERK 1            000065  00000









DATE 5/05/2017 THU    TIME 10:34

  *** CLOSE CURRENT BATCH ***

BATCH NUMBER    :           0080
NET AMNT SETTLED:          16.00
ITEM COUNT      :              7

 BATCH WAS CLOSED SUCCESSFULLY
CLERK 1            000097  00000
```

Parameter Download

Used to load the EMV parameters into the PIN-Pad. Perform this after loading the Datacap device.

1. Turn the Mode Switch to the **Z** position.
2. Press **5** and **CASH** to select the Datatran Function menu.
3. Press **3** and **CASH** to initiate the Parameter Download.
4. The message: "ARE YOU SURE" displays. Press the **YES/NO** key to select **YES** and then press **CASH**.
5. At the register, the message: "WAITING FOR EFT" displays. At the PIN-Pad, the message "LOADING" displays.
6. When complete the message: "LOAD SUCCESS" will display and print. The PIN-Pad will be re-initialize.
7. At the register, press **CLEAR** to complete the procedure.

EMV EBT Voucher

When the EBT/Tran equipment is not able to connect to the processing center and the customer is not able to process EBT via the integrated system the cashier would use this operation to manually enter the EBT transaction.

The customer would need to call the processing center to get an approval for the transaction.

1. Turn the Mode Switch to the **Z** position.
2. Press **5** and **CASH** to select the Datatran Function menu.
3. Press **4** and **CASH** to initiate the EBT Voucher.
4. At the prompt, Enter Amount on ECR and press **CASH.** (i.e. 500 CASH)
5. Enter the Auth. Code; enter the code on the ECR and press **CASH**.
6. Enter Voucher Number; enter the voucher number at the ECR and press **CASH**.
7. The PIN-Pad will display $5.00 OK? Press the green button on the vx805 to confirm.
8. At the prompt: Tap or swipe the Card, insert the chip card into the vx805.

Note: When entering the Auth. Code, you must use the three-digit alpha character code entry method.

Issue Transaction

The Issue Transaction report summarizes the transactions in the EMVBACK.txt file.

1. Turn the Mode Switch to the **Z** position.
2. Press **5** and **CASH** to select the Datatran Function menu.
3. Press **5** and **CASH** to initiate the Issue Transaction Report.

```
*** LOCAL TRANSACTION REPORT ***

INVOICE   : 1
REFERENCE : 1001
AUTH CODE : 68971A
AMOUNT    : 5.36
VISA        ************0010
------------------------------
INVOICE   : 2
REFERENCE : 1002
AUTH CODE : 69398A
AMOUNT    : 2.68
VISA        ************6781
------------------------------
INVOICE   : 3
REFERENCE : 1003
AUTH CODE : 69400A
AMOUNT    : 3.00
VISA        ************6789
------------------------------
INVOICE   : 4
REFERENCE : 1004
AUTH CODE : 69404A
AMOUNT    : 5.55
VISA        ************6750
------------------------------
CLERK 1           000070   00000
```

Issue Batch Status

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

1. Turn the Mode Switch to the **Z** position.
2. Press **5** and **CASH** to select the Datatran Function menu.
3. Press **6** and **CASH** to initiate the Issue Batch Status.

```
DATE 05/16/2017 MON   TIME 10:29

  **** LOCAL BATCH STATUS ****

BATCH STATUS    :            OPEN
BATCH NUMBER    :            0024
TRANSACTION CNT :               7
ITEM COUNT      :               7
BALANCE AMNT    :          116.00
FWD ITEM COUNT  :               *
FWD BALANCE AMNT:               *

CLERK 1            000065  00000
```

Dial In Load

This procedure must be done at each new installation to load the Datatran device parameters. An active Internet connection is required for this operation

1. Turn the Mode Switch to the **Z** position.
2. Press **5** and **CASH** to select the Datatran Function menu.
3. Press **7** and **CASH** to initiate the Dial In Load.
4. The message: “ENTER DEVICE ID” displays.
5. Enter the 6-digit serial number of the IP Tran or PDC. The device will call Datacap’s host PC and load itself. This takes approximately 20 seconds. During the load the register will display: “WAITING FOR EFT”.
6. When complete the message: “LOAD SUCCESS” will display and print. The Datacap device load is complete.

After the Datacap device is loaded, you must load the PIN-Pad parameters; From the **Z**-Mode. See the “Parameter Download” on page 224 for details.

DataTran Diagnostic

Use only with Datacap Support as necessary to troubleshoot Datatran issues.

1. Turn the Mode Switch to the **Z** position.
2. Press **5** and **CASH** to select the Datatran Function menu.
3. Press **8** and **CASH;** The message "DIAG NUMBER 0" will display.
4. Press the **0** key and then **CASH** to print a list of diagnostic options:

```
DATE 5/05/2017 THU    TIME 10:34

 *** DATATRAN SELF TESTS ***

1 - IPTRAN VERSION
4 - CREDIT MID SETTINGS
10- IP ADDRESS
11- DNS TEST
15- PARAM LOAD
40- EEPROM DATA
41- RESET SEQUENCE NUMBER

CLERK 1            000096  00000
```

5. Reselect the Diagnostic option. The message "DIAG NUMBER" will again display.
6. Enter the number of the diagnostic test you wish to perform and press **CASH**. The report will print.

Datatran Transaction

Datatran Transactions are provided if using integrated credit card processing with the ER-260EJ/ER-265EJ Series ECR utilizing a Datacap EMV compatible device. Please refer to the separate ER-260EJ/ER-265EJ EMV-Datacap Supplement for complete details about the Datatran Transaction operations.

1. Move the mode key to the **Z** keylock position to display the **Z-Mode** menu.
2. You can now use the ↓**CHARGE1** and the ↑**CHARGE2** keys to scroll up and down through the **Z-Mode** menu (or press **6** and **CASH)** to select the Datatran Transaction menu with the first option displayed:

```
1.VOID SALE BY REC NO
2.VOID REFUND BY REC NO
3.VOICE AUTH
4.ZERO AUTHORIZATION
5.DELETE SD EMV FILE
```

Datatran Transaction: Menu Operations

EMV related operations are shown in **Bold** below; Follow the summary table for details for each of these processes.

Menu #	Item	Operation
1	**Void Sale by Record Number**	Use these operations to void transactions when the card is not present. CAUTION: These voids will not correct ECR sales totals (i.e. PLU sales) but will maintain a total on the Financial Report. Use the VOID mode operation at the ECR to perform transaction voids that will correct the appropriate ECR sales totals.
2	**Void Refund by Record Number**	
3	**Voice Authorization**	Use to enter a voice authorized sale into the batch.
4	**Zero Authorization**	Use this operation to verify a card is valid, activated, not reported as lost/stolen.
5	**Delete SD EMV File**	This Operation will clear the EMVBACK.txt file stored on the SD Card.

Void Sale By Record Number

The processor must allow "By Record" operations *(Enable Tokenization)* for Void by Record Number operations.

You can void (remove from batch) any sales transaction that resides in the current batch.

Note: This operation does not adjust any other cash register financial totals or counters.

1. Turn the Mode Switch to the **Z** position.
2. Press **6** and **CASH** to select the Datatran Transaction menu.
3. Press **1** and **CASH** to initiate the Void Sale by Record number.
4. Enter the invoice number, press **CASH**.
5. The Message "WAITING FOR EFT" displays. When the "COMPLETED" message displays press **CLEAR** to complete the procedure.

Void Refund By Record Number

The processor must allow "By Record" operations *(Enable Tokenization)* for Void by Record Number operations.

You can void (remove from the batch) any returned (negative) transaction.

Note: This operation does not adjust any other cash register financial totals or counters.

1. Turn the Mode Switch to the **Z** position.
2. Press **6** and **CASH** to select the Datatran Transaction menu.
3. Press **2** and **CASH** to initiate the Void Refund by Record Number.
4. Enter the record number, press **CASH**.
5. The Message "WAITING FOR EFT" displays. When the "COMPLETED" message displays press **CLEAR**.

Voice Authorization

If electronic authorization is not approved and the merchant receives voice authorization, the transaction can be entered into the batch with this operation.

Note: This operation does not adjust any other cash register totals or counters.

1. Turn the Mode Switch to the **Z** position.
2. Press **6** and **CASH** to select the Datatran Transaction menu.
3. Press **3** and **CASH** to initiate the Voice Authorization.
4. Enter the sale amount and then press **CASH**.
5. Enter the approval code and then press **CASH**.
6. The draft prints and the sale is added to the batch.

Zero Authorization

Use this operation to verify if a credit card is active or not reported as stolen. To use this feature, you must have a charge key setup to connect to the EFT and type set for credit. You must also have an SD card installed.

1. Turn the Mode Switch to the **Z** position.
2. Press **6** and **CASH** to select the Datatran Transaction menu.
3. Press **4** and **CASH** to initiate the Zero Authorization.
4. Register displays “PRESS CHARGE KEY”, press the credit card tender key.
5. ECR displays “WAITING FOR EFT”.
6. Insert card into PIN-Pad reader.
7. When verification is complete, a receipt will print on ECR.

Sample Zero Authorization Verification

```
VERIFY CARD

VISA            ************0010
ENTRY METHOD: CHIP
DATE: 11/21/2017  TIME: 09:08:51

INVOICE: 7
REFERENCE: 7
AUTH CODE: 09855A

AMOUNT                  USD$ 0.00
                        = = = = =
TOTAL                   USD$ 0.00

APPROVED - THANK YOU
I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
AGREEMENT (MERCHANT AGREEMENT IF
CREDIT VOUCHER)


X_____________________________

  CARD 01               TEST


APPLICATION LABEL: VISA CREDIT
AID: A0000000031010
TVR: 0000008000
IAD: 06010A03602000
TSI: F800
ARC: 00
CVM: SIGN
```

Delete SD EMV File

Use this operation to clear the EMVBACK.txt file stored on the SD Card. This is the internally stored data file that stores the Authorization Response messages that allows "By Record Number" transactions. Specifically, the 'Void Transaction by Record Number' and 'Gratuity Entry'.

This file should be cleared each day as we have a limited amount of space to hold the file and most likely, "By Record Transactions" will take place on the same day as the original transaction. The EMV File is cleared automatically when the CLOSE CURRENT BATCH command is performed. Some sites are set to Auto Batch and some processors only allow Auto Batch. If Auto Batch is utilized, this operation should be executed every day.

1. Turn the Mode Switch to the **Z** position.
2. Press **6** and **CASH** to select the Datatran Transaction menu.
3. Press **5** and **CASH** to initiate the Delete SD EMV File.
4. Register displays "SUCCESS".

Important EMV Notes:

- **Close Batch** or **Delete SD EMV File** needs to be performed every day at the register even when the site is set for auto batch with their processor. This is how Sam4s clears the EMV token file. The token file is used to allow for "By Record" transactions (such as Void and Gratuity entry).
- **PIN-Pad is customer facing**…. There is no indication to cashier what the end-user is doing (or not doing).
- **Debit cards with EMV chip -** Since Datacap \ mercury do not currently support EMV Debit, all EMV Debit cards are forced to be inserted and are then processed as regular credit cards. This usually means a higher rate for the merchant on transactions over $25.
- **Time outs cannot be configured at the VeriFone vx805.** Some say they are too short, other say they are too long… cannot configure at register.
- **Consolidated Reports:** If an end-user wants consolidated reporting they must use the configuration with Tran server (even if only two registers in their system).
- **PDC's are paired to a specific Tran Server.** The PDC from one site will not work with a Tran server from a different site.

Note: Cannot suppress the signature line. In the Non-EMV environment a flag was added to the registers: "NO SIGNATURE IF TRANSACTION IS UNDER $xx". When this flag was set, the register would not print the signature line if the transaction was under the configured amount *(usually set at $25)*.

With EMV integration, the register receives the receipt data from the Datacap device and the signature line is included in the receipt data … therefore it cannot be controlled at the register.

Glossary Of Terms

Activity Count

The activity counter increments each time an entry is made on a particular PLU, or function key. The counter prints on the appropriate reports.

Cancel

Press the CANCEL function to abort a transaction in progress. All current items are removed (voided).

Cash Declaration

This option forces the operator to count the cash drawer and input the results before the financial report can be taken. Absentee owners may want clerks or managers to declare the drawer counts to ensure that all cash is deposited, regardless of shortages or overages. As an added benefit, the overage or shortage amount is calculated and printed on the financial report.

Clerk

Sales clerks are individuals who are responsible for selling the merchandise to the customer. Typically, management wants to know merchandise sales levels for each clerk, in order to monitor productivity, account for cash and other media, and/or pay commissions. The default program provides operation for 15 clerks, however up to 99 different clerks can be used by changing the default memory allocation.

Compulsory

When an operation is programmed compulsory, the appropriate entry must be performed in order to complete the operation.

Compulsory Amount Tendering

This forces the operator to input the tender, rather than pressing a payment key directly. The change will always be computed by the register when a customer tenders an amount greater than the total due. Compulsory tendering will reduce cashier change errors.

Compulsory Condiment

When a kitchen printer, or requisition system is used, the merchant may wish to force the entry of a condiment or instruction for specific items. If compulsory condiment status is set for a specific PLU, then a condiment PLU must follow the entry of the item.

Compulsory Drawer

With compulsory drawer enabled, the clerk cannot begin a new transaction until the drawer is closed. This simple feature was designed to teach cashiers the habit of closing the cash drawer after each transaction. You'll reduce potential errors, theft and fraud that can take place when your cashier works out of an open drawer.

Compulsory Number Entry

This option forces the operator to enter a reference number (using the #/NS key) before a PLU entry can be made or a transaction finalized with a Charge key. The number could represent an SKU number that would be tracked manually, or other data such as a customer count.

Consecutive Number

A sequential number is printed on each receipt issued. This is not a "customer count" as this number is incremented for non-sales activity such as no-sales and reports. A count of revenue generating transactions (true customer count) is printed with the Net Sales total on the financial report.

Currency Conversion

Use the currency conversion function to convert and display the value of the transaction in foreign currency. Only cash tender is allowed after pressing the currency conversion function. Change is calculated and issued in home currency.

Decimal Multiplication

If you sell weighed goods, yard goods, or any merchandise sold in fractions of a unit, the decimal multiplication feature calculates each transaction quickly and accurately. For example, if your customer selects 4.75 pounds of an item sold at $1.59 per pound, you enter 4.75 on the numeric keypad, press the X/TIME (multiplication) key, then enter the price per pound and press the appropriate PLU key.

Default Program

The original program is installed in the ECR Series. The register has a default program which makes it operational after a memory clear. Nearly all option, rate, and status programs are set to zero as the default condition.

Department

Note: This ECR Series uses price look-ups (PLUs) to perform the function of traditional cash register departments. PLUs may be registered directly on the keyboard (like traditional departments) or indirectly by entering the item or PLU number and then pressing the PLU key.

Electronic Journal

This ECR does not provide a journal printer. Today many systems, even expensive PC-based systems do not print a traditional sales journal. For business records, a copy of daily financial summaries is usually all that is needed. Like some of the more expensive POS systems, the SAM4s ECR Series has the capability of storing a sales journal in memory. The electronic journal can be reviewed and discarded, saved to an SD card or polled by a PC for archival. When ECR memory reserved for electronic journal is full, current records are saved and old data is discarded.

Error Condition

An error condition signals that mis-operation has occurred. It is identified by an audible tone and an error descriptor appearing on the display.

Error Correct

An error correct operation voids the last item entered; it must be used within a sale.

Flash ROM

Flash ROM is used by the manufacturer to contain the program that runs the register. Flash ROMs maintain memory when power is off, allowing the register to be especially stable and reliable. In the case that the register's program is improved, or updated, the Flash ROM can be updated by a qualified service technician through a utility in the register.

Food Stamp

Note: Many areas now administer food stamp payments through EBT cards, rather than traditional food stamp coupons. Beginning at software version 1.030, the ECR Series is capable of accepting EBT electronic payments. Consult your SAM4s dealer for more information.

Merchants who accept food stamp payments have the responsibility of accepting food stamps only for food stamp eligible merchandise.

The SAM4s ECR Series offers a sophisticated routine to separate food stamp eligible items and accept the appropriate payments. First, each PLU is pre-programmed with food stamp eligibility status. If the customer is paying by food stamps, the operator can then recall and display the food stamp eligible total. Depending upon local rules, sales tax can be forgiven on any taxable food stamp eligible item. Change less than one dollar from food stamp tender is applied to non-food stamp eligible items or issued in cash change. If both cash and food stamp change is due, the register displays both types of change due.

Using this system, all food stamp items are automatically sorted, with change and tax calculated by the register. Thus, a potentially confusing transaction can be handled quickly with little risk for errors.

Gallonage

To simplify gasoline transactions, PLUs can be designated to calculate gallons sold on fuel purchases. The price of the fuel sold is entered as it would be in a normal "open" PLU. However, the price per gallon of fuel is entered where the PLU preset price is normally maintained. When fuel is sold, the register will refer to the programmed price per gallon and calculate the number of gallons sold. Both the gallons pumped and dollar amount of the gas purchase are conveniently printed on the customer receipt and sales journal. This provides all the necessary information for a customer that needs a receipt for gas purchases. The total of gallons sold is also maintained on the appropriate PLU report, in the place of the PLU item counter. Several gallonage PLUs could be placed on the keyboard to maintain records for different pumps, or types of fuel. Thus, the dollar and gallon totals can provide a useful security check against separate pump totals.

Groups (PLU Groups)

Groups are used to organize sets of items. For example, in a restaurant Grill Items, Drinks, and Ice Cream items might be separated into different groups. Up to 99 group totals are available. Group reporting is available on the group report.

HALO

The high amount lock-out (HALO) limits the amount allowed to be entered in a PLU, or function key.

HASH

Merchants often sell non-merchandise items, such as lottery tickets, or bottle deposits, that they do not wish to account for as reportable revenue. HASH PLUs are useful to account for non-revenue income. They will add to the appropriate totals on the PLU report, they will add to the transaction totals, and they will be accountable for in drawer totals, but they will not affect the merchants, NET SALES, GROSS SALES or NON-RESETTABLE GRAND TOTAL. As a system option, HASH can be defined to not add to the transaction (NON-ADD).

Inventory Item

PLU's flagged as an Inventory item will keep a stock count for the item and are tracked on the PLU Stock Report. See STOCK (PLU Stock) for more information.

Link (PLU Link)

Use linked PLUs if you wish the registration a PLU to automatically cause the registration of another PLU (for example to automatically add a bottle deposit.) Linked PLUs are set with Program 350, PLU Link programming.

Macro

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.

Memory Allocation

Memory allocation is a program that determines how the system memory is divided to provide the correct features for your application. For example, you may require more or less clerk memory, PLUs, or electronic journal memory. Memory allocation allows you to maximize the features you need while minimizing the features you do not need.

Mix & Match

Retailers often offer discounts when multiples of different items are purchased. For example, the offer: "save $5 on any three bottles of wine" can be handled by a mix and match discount. The default ECR Series can accommodate up to 10 different mix and match discounts, the total can be increased to a maximum of 100 through memory allocation.

Multiple Receipts

In some cases, for example where a mail-in rebate is offered, an extra copy of a receipt is needed. If allowed, the receipt must be re-printed immediately, before another transaction is started.

Negative PLUs

As you program PLUs, you will find a setting to make them negative (normally they are positive). Positive PLUs are used for items that add to the sale. Negative PLUs are used for items that subtract from a sale, like individual store coupons or bottle deposit credits.

NLU

Number Look-Up (NLU) refers to PLU code that is accessed when a Keyboard PLU is used. In the default program each Keyboard PLU will look up the appropriate numeric PLU, beginning with PLU #1 for Keyboard PLU key #1 and continuing sequentially through the keyboard.

However, this numbering sequence may be impractical for some applications. For example, Keyboard PLU #1 may represent a can of *Diet Pepsi*. The merchant may wish to have the Keyboard PLU look up the UPC code number for *Diet Pepsi*, which is "120500". Using this program, you can change the Number Look-Up (NLU) for the keyboard PLU to any 15-digit number you choose.

No Sale

No sale is an operation to simply open the cash drawer. No sales are counted and reported on the financial report.

Not Found PLU

For small merchants, the ECR Series can build a PLU file "on the fly". Each time an item is scanned (or entered by PLU number) that is not in the PLU file, the operator is prompted to enter the price and other options for the item. At the end of the day, the "Not Found PLU Report" will allow the manager to verify the prices and update the PLU file as needed.

Open (PLU)

Open PLUs accept price entries, rather than register a preset price. To prevent errors, you may set a high limit (HALO) for open entries.

Override

Override is an operation used to bypass a programmed price or entry limit (HALO).

Over-Tendering/Under-Tendering

When a payment is made less than the amount due, it is called an under-tender. After an under-tender, the register calculates and displays the remaining balance for the sale. Additional payments must be made until the total due is satisfied. When the sale is fully paid, the cash drawer will then open and the receipt is completed. When a payment is made more than the amount due, it is called an over-tender. The register will compute and display the change due and the receipt will be completed. Note that register options can be set to allow or disallow over-tendering for check and charge payments.

Paid Out

Three Paid Out keys are available to track cash paid out of the cash drawer or to record pickups from the cash drawer.

PLUs

Price look-ups (PLUs) are accessed by indexing a code number and pressing the PLU key, or by pressing a keyboard PLU key. PLUs can be programmed with a preset or open price. PLUs record an activity count and dollar total on the PLU report. PLU sales may also report to a group.

Post Tender

Post tendering is available to help prevent cashier confusion when a customer decides to change the tender amount. When Post Tendering is allowed, the operator can re-enter a cash tender and the register will re-calculate the change. To post tender after finalizing the sale, enter the cash amount presented by the customer and then press CASH. The amount of change due to the customer is then displayed. This is a calculation function only, and no totals or counters are updated by the use of this feature.

Preamble/Postamble Message

Programmable messages allow each merchant to customize his receipt with the store name, address, phone number, website or other critical identification information or advertising messages. The SAM4s ECR Series allows a preamble message of up to six lines, each with up to 24-characters, to be printed at the top of each receipt. A postamble of up to 6-lines of 24-characters can also be printed at the bottom of the receipt.

Preset (PLU)

When a PLU is pre-programmed or pre-set with a fixed amount, the preset amount will automatically register when the PLU is pressed or entered.

Preset Override

When a PLU is preset, it is possible to override the preset price with a different price. If the override function is set to be allowed in the PLU program, you can simply enter a new price and press the PLU key.

Receipt

A receipt is a printed tape given to a customer as a record of the sale transaction.

Received On Account

Three Received on Account keys are available to track cash received into the cash drawer or to record loans to the cash drawer.

Register Number

The number of the register (Machine Number) can be set and printed on each receipt. If the merchant uses more than one register, or has more than one location, the register where a transaction took place or report was taken is easily identified.

Single Item

The transaction is finalized automatically when a single item PLU is registered as the first item in a sale. Single item status is used to speed transaction entry when an item is normally sold in a one-item sale, for example, a pack of cigarettes, a newspaper or an admission ticket.

Split Pricing

Often merchants price items in multiples, for example 3 for $1. The register will compute the price of items when the exact quantity is not purchased. If the customer chooses to buy 2 items at 3 for $1, enter 2, press the X/TIME key, enter 3, press the X/TIME key and then enter the price and the PLU. The register will compute the price for the items purchased.

Stock (PLU Stock)

Each PLU reports an activity counter. Normally the activity counter increments (adds) and is reset when a PLU Z-report is taken. You can choose to use the PLU activity counter as a stock counter. If it is used as a stock counter, each PLU activity will reduce the count. A separate program allows you to add to the stock count or enter a new stock count. Stock counts are not reset when PLU Z-reports are taken.

Stock (PLU Stock)

If you designate a PLU as an Inventory Item (see PLU programming) then a special PLU stock counter keeps a running inventory count. A separate program allows you to add to the stock count or enter a new stock count. We can view the Current available stock and the Minimum stock setting on individual inventory PLU's from the register mode using the "Stock Inquiry" function key. Current PLU stock values for all inventory PLUs can be printed from the PLU Stock Scan. Stock counts are not reset when PLU Z-reports are taken. A separate STOCK Report is available to clear all current stock levels.

Surcharge (Item)

An item percent surcharge adds a percentage to the price of an item. This addition nets the PLU total.

Surcharge (Sale)

A sale percent surcharge adds a percentage to the entire sale.

Tare

Tares are container weights. If you are using the scale function, you can preset up to 5 different tare weights. The tare can be subtracted automatically when a specific PLU is registered, or manually inputting the tare number and pressing the TARE key can subtract the tare. Tare #5 can be programmed for entering tare weights manually.

Tax Computation by Rate/Tax Computation by Table

In the simplest method of tax calculation, the register is set with a tax rate (or rates) and the taxes are computed by a percentage calculation. 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.

Tax Exempt

Tax exempt is used to exclude the tax from an entire sale.

Tax Shift

Tax shift keys are used to reverse the tax status of a PLU entry.

Tender

A tender is the register operation in which the amount of the payment is entered. If the tender exceeds the amount due, the sale is finalized and change due is displayed.

Training Operation

Training operations do not add to PLU or function key totals. This allows an operator to practice making entries without updating sales totals. If you wish to perform training operations, designate one of the clerks for training. You must clear (Z) the register before the training clerk can be used. When that clerk is signed on, the register is in "training mode".

Transaction Number

See consecutive number.

VAT

Value-Added Tax (VAT) is a tax collection system where a portion of the item's sale price is tax. VAT is different than most sales taxes where tax amounts are calculated and added-on to the sale. Value added taxes are included in the item price. Most locales in the USA do not use a VAT system, which is used in Canada and other nations.

Void

A void operation will erase a previous item entry. It must be used inside of a sale only.

X & Z Reports

X (examine) reads reports without resetting and Z (Zero) reads and resets your sales totals.

Manual Revision Record

Revision Number	Date Published	Revision Contents
Preliminary	12-24-2017	Initial Publication
v1.0	3/15/2017	Corrected page references
v1.1	6/28/2017	Updated Auto-Cash key; added tender operation
v1.2	8/10/2017	Updated options; added Tax Table programing, Messages
v1.3	8/29/2017	Added Integrated Payment Appendix
v1.4	9/22/2017	Corrected/Updated content
v1.5	11/10/2017	Updated firmware update procedure; define port device selections
v1.6	11/21/2017	Edited the integrated payment appendix
v1.7	11/28/2017	Updated Local Transaction report sample.
v1.8	11/30/2017	Updated Integrated Payment information, various numbering errors
v1.9	1/4/2018	Updated keyboard, key assignment
v1.10	1/12/2018	Edited Keyboard
v1.11	4/30/2018	Corrected Datatran Transaction operations
v1.20	5/21/2018	Added ER-265EJ Keyboard
v1.21	9/19/2018	Updated: Logo Image loading, System Options, Program Restore
v1.22	9/26/2018	Updated Integrated Payment information
v1.23	1/7/2019	Change Logo
v1.24	3/27/2019	Corrected Datacap Cable P/N
v1.25	4/8/2019	Corrected max allocation settings
v1.26	5/24/2019	Added EBT transaction; Updated Scale Key: Allow Dollar Entry on Scalable Items
v1.27	6/7/2019	Updated system options #53: Disable EFT Amount Confirmation.
v1.28	9/25/2019	Removed blank pages; Added F/S operation and function keys, Macro# key, Auto Cash 1-10, HELP key
v1.29	10/9/2019	Edited: Character Code Method example
v1.30	11/1/2019	Updated Tare Weight notes
v1.31	2/12/2020	EJ Options, Barcode Options, System Options
v1.32	2/18/2020	Updated integrated payment appendix-system options
v1.33	2/27/2020	Updated Ram Clear procedure for Store PLU & EJ data to SD *(requires v4.0.44 & later)*
v1.34	7/10/2020	Added System Option M & M Is Taxable *(Requires v4.0.49 or later.)*
v1.35	3/24/2021	Updated System Option 41 *(default password)*; Added System option 55 Receipt Buffer Use
v1.36	4/9/2021	Update PLU Option Definitions

Revision Number	Date Published	Revision Contents
v1.37	6/4/2021	Added Datatran Function & Transaction; Updated Z-Mode operations; S-Mode Self-Test Operations; Integrated Credit Configuration Diagrams for NETePay Hosted
v1.38	10/14/2021	Corrected X-Mode menu selection list
v1.39	12/10/2021	Keyboard non-programmable keys
v1.40	2/2/2022	LCD Contrast adjustment, Added Not Found PLU Reset Report
v1.41	3/16/2022	Memory Allocation
v1.42	4/5/2022	Display remaining EJ lines
v1.43	7/7/2022	Edit Macro; Function keys; financial Report Messages
v1.44	10/24/2022	Validation Notes and X/Time operations
v1.45	12/01/2022	SD Card Specifications
v1.46	12/30/2022	Updated Void by Record Number & Tip (Gratuity) Entry
v1.47	1/26/2023	Flash ROM Update by PC
v1.48	3/28/2023	Added S-Mode HELP Menu info; Price Change, Stock Inquiry operations; Added (↑) (↓) (←) programming info.
v1.49	1/22/2024	Time & Date program examples
v1.50	4/26/2024	Mode Switch; Price Change
v1.51	6/24/2024	Updated: System Options, Set Network, % Key, Messages.
v1.52	10/31/2024	Added the Add Check operation, Customer Display, Port Scan, Sample Reports. Updated: Receipt On/Off.
v1.53	12/4/2024	Added Z-Mode DC DIRECT Functions, System Options,
v1.54	1/2/2025	Function Keys, Messages, Program Scan Categories
v1.55	1/15/2025	Updated: Financial & Clerk Report messages, Set Network, Corrected Features & Functions
v1.56	4/4/2025	Updated Operator Display
v1.57	5/1/2025	Updated: Logo Options, EJ Options, Program Backup/Restore, Saving Reports
v1.58	8/20/2025	Integrated Payment, FS/Tend
v1.59	10/24/2025	F/S TEND key; Print Option, Receipt On Request
v1.60	1/12/2026	Rounding Options
v1.61	2/6/2026	System Options
v1.62	2/26/2026	System Options
v1.63	4/15/2026	Function Key Programming; Descriptor Programming

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