SAM4S

SAM4POS for Android™

Program Manual

Sapphire A60/A70
SAP-630/SAP-6600(II)
HM626/HM616
SAP-4800(II)/SAP-530







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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 SAM4POS. 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 which might not be obvious from visual inspection. These safety features and the protection they give might be lost if the replacement component differs from the original - even if the replacement is rated for higher voltage, wattage, etc.
8. 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 recommend by the manufacturer. Dispose used batteries according to the manufacturer's instructions.

ATTENTION

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

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

1-2 Servicing Precautions

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

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

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

Precautions for Electrostatically Sensitive Devices (ESDs)

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

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Manual Revision Record **504**

Introduction

Overview

The Sam4POS Cash Register Application software is a powerful platform for retail & quick serve applications, liquor & convenience store, cafeteria & table service, and many other applications.

The application is largely based upon the features found in the SPS-2000/SPS-500 proprietary ECR's from SAM4s. Resellers familiar with those terminals will note many similarities in the programming options as well as significant differences and improvements.

Unlike other ECR terminals, the Sam4POS Cash Register Application software does not require allocation of memory for specific features. Database items such as PLUs, groups and employees can be added and used virtually without limit, as the memory on the SAM4s Android terminal far exceeds memory available on ECR-style proprietary terminals. This also means that function keys & tender keys can be replicated virtually without limit, each function & tender key can be set with different option settings to accommodate the requirements of the installation.

SAM4POS from SAM4s is an Android based Cash Register application software designed to operate exclusively on:

- Sam4s Sapphire A60/A70 Android terminals.
- Sam4s SAP-630 & SAP-6600(II) Android terminals.
- HiStone HM626 Android tablets.
- Hisense HM616 Android tablets *(Retired).*
- Sam4s SAP-530 & SAP-4800II Android terminals *(Retired)*.

Any of the terminals can be installed together in an IRC system.

Sam4POS APK Files

Sam4POS is available to resellers only as a hardware/software bundle, Sam4POS is not available as a generic application and will not run on other Android devices. When you download and unzip the file from the CRS web site, the APK files for all terminal models are included **(a)**, **(b)**, **(c)**, **(d)**, **(e)**.

Version (a) – Is used with the SAP-530 \ SAP-4800II \ SAP-4800 terminals.
(4800_530)Sam4pos_Vx.x.xxx.a

Version (b) – Is used with the SAP-6600(II) \ SAP-630 terminals.
(6600_630)Sam4pos_Vx.x.xxx.b

Version (c) – Is used with the Hisense HM616 Tablet.
(HM-616)Sam4pos_Vx.x.xxx.c

Version (d) – Is used with the Hisense HM626 Tablet. *(Requires v2.0.106 or later)*
(HM-626)Sam4pos_Vx.x.xxx.d

Version (e) – Is used with the Sam4s Sapphire A60/A70 terminals. *(Requires v2.0.161 or later.)*
(Sapphire)Sam4pos_Vx.x.xxx.e

Version **" f "** – Is a special firmware that installs on Hisense HM-626 tablet. *(Requires v2.0.184 or later.)*
The "f" version takes care of duplicated license code issues for the HM626. This version uses the CPU serial number + Wi-Fi Mac address, you **need to connect the tablet to the WIFI** before you install SAM4POS.

Licenses

License Types

Each Sam4POS terminal in a system will require its own license for proper operation or to restore a program. If the terminal has no license, no Database will be allowed to be loaded\restored. Licenses are issued for each station using the unique 8-digit license ID code for the station, for example, 12345678.crt. Site Licenses and Database Maintenance Licenses are available as 1-year and 5-year licenses, These are available from your sales representative and the licensing department, not through CRS support. There is also a DEALER Temporary License available.

Important! Dealers need to maintain a list of their customers, and what terminals & license ID's each site has. When a license has expired, no firmware updates are allowed until a new license is purchased and installed.

Live-Site Licenses or **Database Maintenance Licenses** *(1-year and 5-year)* can be loaded manually to the station or directly *(Pushed)* to each station. Each station must be connected to an active internet connection for the license to be 'Pushed' to the station.

When the license is "Pushed" to the station, the merchant \ end-user will need to accept the on-screen EULA *(**E**nd **U**ser **L**icense **A**greement)* & enter the Manager Password.

Afterward, the station should be rebooted to complete the load.

You can view a video showing the process for manually registering the terminal license on the CRS YouTube page: https://www.youtube.com/watch?v=PLXp3GN9diQ&list=PLtF-h-a37jHmbhGgLO3nB76hP-avFSW29&index=32

Dealer Temporary Licenses – *(15-Day term)* Temporary License for dealers to use for demonstrations or to program the terminal prior to installation. This license is generated by the dealer on the terminal and is loaded manually. A site license must be loaded when ready to install the terminal.

Live Site Licenses

Each terminal at a site requires a license to operate 1-year, & 5-year Licenses are available, license must be Renewed at the end of the license period for normal sales operations. Request from your sales representative.

Database Maintenance License

Allows Program Mode access only for Inventory Maintenance 1-year, & 5-year Licenses are available. No sales or reporting operations are available; license must be Renewed at the end of the license period to avoid the License Expiration pop-up messages. See "License Expiration Notes" on page 21 for license notification messages. Request from your sales representative.

Mobile APP License

Required for using the optional Sam4POS Mobile Report APP 1-year, & 5-year Licenses are available. The license term must match the license term on the stations at the site. Mobile APP licenses must be Renewed at the end of the license period. The term period must match the terminal license for the site. Request from your sales representative.

Dealer Temporary License

Beginning in August 2024 the Dealer Demo license was replaced with a 15-Day Temporary License for dealers to use for demonstrations or to program the terminal prior to installation. This license is generated by the dealer on the terminal. Refer to the separate Sam4POS 15-Day Temporary License supplement for details. A site license must be loaded when ready to install the terminal.

License Expiration Notes

Sam4POS has the ability to run licensed or unlicensed. However, when unlicensed or after the license has expired, you will only be able to register 25 transactions per day. The terminal can still be used as an inventory checking device.

Important! All Dealers should maintain a list of their customers and what terminals & license ID's each site has. When a license has expired, no firmware updates are allowed until a new license is purchased and installed. If you have a 5-Year License Extension, you must first purchase a new license before updating the firmware.

** 1 Year Licenses*

30 to 15 days before expiration – At End Of Day the notification message "License Will Expire In ***xx*** Days" displays and prompts the merchant to contact their local dealer.

14 to 0 days before expiration – At End Of Day and after every 10 transactions, the notification message "License Will Expire In ***xx*** Days" displays and prompts the merchant to contact their local dealer.

1 to 14 days after expiration – At End Of Day and after every transaction the notification message "License Expired! License Will Block In ***xx*** Days" warning and prompt the merchant to contact their local dealer.

15 or more days after expiration – When the license expires no firmware upgrades are allowed. Only 25 transactions per day are allowed. All printed documents will have "Demo Version" printed on them and the notification "LICENSE EXPIRED" displays on every transaction.

** 5 Year Licenses*

30 to 15 days before expiration – At End Of Day the notification message "License Will Expire In ***xx*** Days" displays and prompts the merchant to contact their local dealer.

14 to 0 days before expiration – At End Of Day and after every 10 transactions, the notification message "License Will Expire In ***xx*** Days" displays and prompts the merchant to contact their local dealer.

1 to 14 days after expiration – At End Of Day and after every transaction the notification message "License Expired! License Will Block In ***xx*** Days" "Then License Is Valid For 25 Sales In A Day" warning and prompt the merchant to contact their local dealer.

After expiration with older firmware up to v1.1.30 – When the license expires no firmware upgrades are allowed. Only 25 transactions per day are allowed. All printed documents will have "Demo Version" printed on them and the notification "LICENSE EXPIRED" displays on every transaction.

After expiration with firmware v1.1.31 ~ 2.0.130 – An expired popup displays on ***every transaction*** for 2 weeks (no limitation), after two weeks the terminal operates normally.

After expiration with firmware v2.0.131 or later – No firmware upgrades are allowed. Sam4POS will continue operating even after the license expires. You will still receive the "License Will Expire in ***xx*** days" notifications until the end of the license term. The notifications you do not receive are the "License Expired" notifications after the license has expired. When the license has expired, the notification "License Expired" is only displayed when starting Sam4POS, the user must close this notification message to operate the station.

Warning: If your terminals license has expired, firmware updates are not available until a new license is purchased. If the ***1-Year or 5-Year license has expired*** or if you have a ***5-Year license extension*** and the firmware is updated, Sam4POS will go into ***Demo Mode*** until a new license is purchased. Only 25 transactions per day are allowed and the notification "LICENSE EXPIRED" is displayed on every transaction.

Terminal Replacement

Should a terminal require replacement – Service Swaps are allowed on terminals with expired 5-year licenses. However, the terminal must keep the same firmware version as installed at the time the license expired. Firmware upgrades are not allowed until a new license is purchased. A "License Expired" notification will display when starting Sam4POS, the user must close the message to operate the terminal.

Mobile APP

Sam4POS Mobile Report APP – If the merchant is using the Sam4POS Mobile Report APP (Item #: 951065) and wants to continue using the Mobile Report APP, there would be a single order for 5 more years of service.

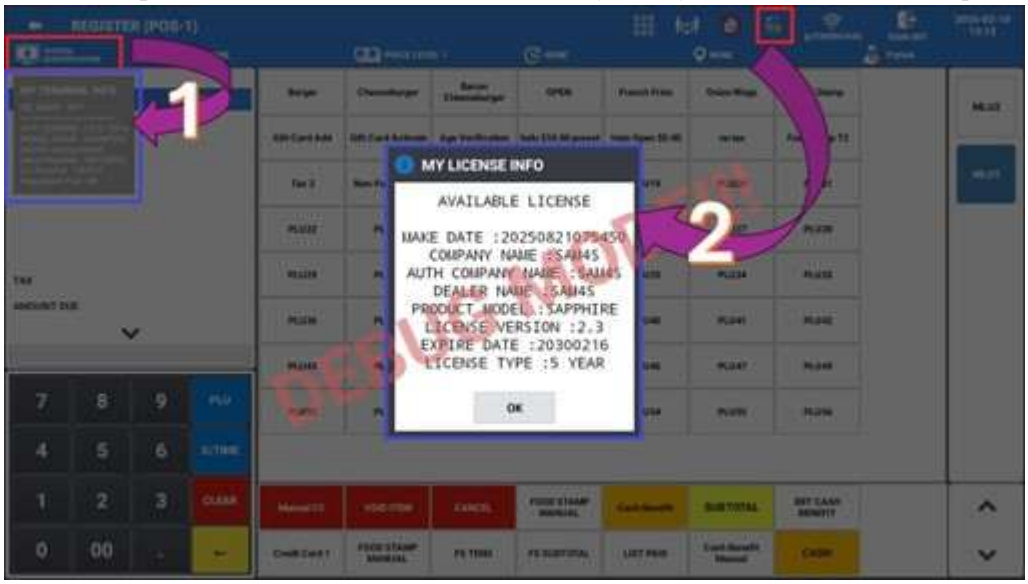
5-Year License Extension

Sam4POS Software versions v2.0.130 and earlier – If the dealer has installations with 5-year licenses that are currently running fine with older firmware *(any version v2.0.130 or earlier)*, rather than upgrading these sites dealers can elect to have the 5-year license on the terminal extended for another 5 years *(at no charge)*. This allows sites that are running fine on older firmware to keep their currently installed version, whereas upgrading might have changes that may affect the store's operation.

Warning: Firmware updates are not allowed even with the 5-year extension, you must purchase a new 5-Year license before updating the firmware.

Important: SAM4S is requesting a proof screenshot for the 5-year free license extension as shown in the example below. Please obtain this screenshot for processing the 5-year license extension request and include it when submitting the request.

1. From the **Register** mode, press **System Identification** and then press the **License Info** icon to open the information windows.
2. Copy or take a clear picture of this screen and include it with your 5-year license extension request.

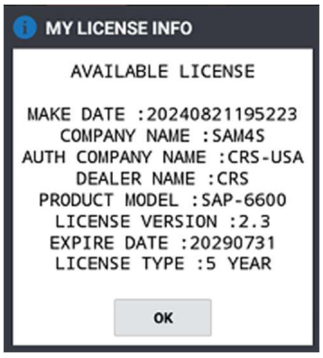


3. Close the notification windows after you have copied this screen.
    - The dealer will need to **fill out the 5-Year License Extension Request form**. The CRS salesperson will enter a sales order for the 5-year license extension (951055-EXT) after receiving the completed 5-Year License Renewal Request form.
    - Include the **Proof Screenshot** showing the **System Identification** and the **License Information** with the 5-year license extension request form.
    - The dealer must have also **read, understand, and agreed to the Terms of the Sam4POS 5-year License Renewal Program Terms and Conditions** which clearly stipulates that if the Sam4POS software on the terminal is upgraded, the dealer\merchant will be responsible for paying the 5-Year Sam4POS license fee.
    - If the site that is being extended is using the Sam4POS Mobile Report App and the merchant wants to continue to use the Mobile Report App, the merchant must purchase a 5-Year Extended Mobile Report App License. ***CRS Item Number: 951066***. *(This also applies if they have updated to version v2.0.131 or higher.)*

Every effort will be made to immediately issue licenses but ***please allow 24 hours.*** If you need an immediate license you can create & install the 15-Day Temporary License.

License Icon Notes

License Info – Touch this icon to display the **My License Info** information dialog. Pressing **OK** on the My License Info dialog will close the dialog.



The License Information Icon is displayed on the main Sign On screen.

The License Information Icon can also appear on the Register Mode screen.

Touch the License Information icon to display the 'My License Info' information dialog. Press **OK** to close the dialog.

- **Green Checkmark:** Normal license is active.
- **Yellow Checkmark:** License Expiring Soon (within 30 days)
- **Red Checkmark:** Expired or No License. Will also display red when the terminal is not online.
- **DEMO:** After 31 days of the station not being online **"DEMO"** will display. This is normal and does not affect operations.

This video shows the SAM4POS behavior on license expiration:
https://www.youtube.com/watch?v=yEReyOretg&list=PLtF-h-a37jHmbhGgLO3nB76hP-avFSW29&index=1&pp=iAQB

System Identification



System Identification – MY TERMINAL INFO
Displays the terminal information:
IRC Mode: ON or OFF
IRC ACTIVE when IRC is ON
SUBTERMINAL
IP ADDRESS: 10.0.168.121
= = = = = = = = = = = = = = = =
APP VERSION, MODEL NAME,
Serial Number (8-digit license ID code for the station), Scale Certification CC Number, number of Registered PLUs.

Power Requirements

Overview

Plug the Sam4POS ECR into a grounded 3-prong outlet.

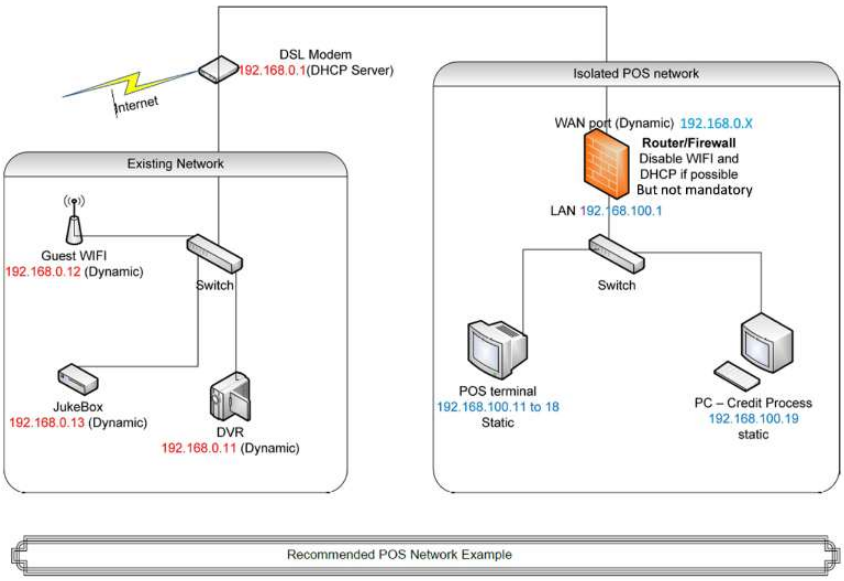
- Be aware that other electrical devices on the same circuit can cause your ECR to malfunction. Avoid plugging your ECR into outlets where other high-current devices are connected.
- Be aware that power quality issues, including voltage fluctuations, electrical noise, spikes, outages, interruptions, and other power viruses can disrupt or damage modern electronic equipment, including ECR's and PCs.
- When ECR's are interconnected in 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 Sam4POS ECRs are modern computerized network devices. 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 Sam4POS system such as with NXT Power Conditioner or PowerVAR, Power & Ground Guard conditioners. An uninterruptible power supply (UPS) is recommended where frequent power disruptions occur. Without a UPS, the SAM4POS will shut down and reboot when power is disrupted.

Safe Operation

- Do not locate your Sam4POS ECR in a damp or wet environment. Avoid high humidity, direct sunlight and temperature extremes.
    - 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.
- Always plug your Sam4POS 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 open the ECR case to attempt repairs.
    - Dangerous voltages can cause shock.
    - Service attempts by untrained personnel can cause unnecessary damage to your ECR.

Isolate Sam4POS Network:

CRS strongly recommends isolating the Sam4POS network *(Sam4POS ECRs & peripherals)* from the site LAN as shown below.



Note: Keep in mind that in this configuration you cannot use the port forwarding feature. For example, when using the SAM4POS Mobile Report APP.

In order to do port forwarding, the merchant will need to buy a block of IP addresses from their ISP and the dealer needs (or hire a local network professional tech) to configure their router to use a static IP address on the router/firewall as shown above, it will require reconfiguring the DSL or cable modem as well.

Hardware

Current Terminals

The SAM4POS application may easily be configured for your food, beverage, or retail business and provides the functions and options you need to meet your point of service needs.

⇒ The Sam4s Sapphire A60/A70 All-In-One Android touch screen terminals feature a True Flat Projected Capacitive Touchscreen LCD with LED Backlighting.
- A60 = 15" (Resolution 1024 x 768)
- A70 = 15.6” (Resolution 1366 x 768)

⇒ The Sam4s SAP-630 Series registers are ECR-Style all-in-one Android POS terminals featuring a hybrid design. Sam4s has combined a 9.7" touch display (Resolution 1024 x 768) for operating the Sam4POS Cash Register Application by touch with a large keyboard to support frequently used items, plus a built-in printer, customer display, card reader and cash drawer.

⇒ The HiStone HM626 ruggedized tablets have a 10.1” bezel-free PCT multi-touch display. Add the optional Charging Dock or Smart Dock, with multiple communication ports to connect peripheral devices.
- Serial Ports on the Smart Dock are USB to Serial Converted Ports. There is no power supplied on the Serial Ports; serial devices will require a power supply.
- The smart dock integrated printer cannot be used with Sam4POS.
- To use cash drawer port on the docking station you need to check System Option: Allow Hisense Docking Drawer Popup.
- You will need to reboot the tablet each time it is removed from dock & redocked to recognize ports.
- Tablets must be docked to apply power to the USB ports.

Retired Terminals

⇒ The retired SAM4s SAP-6600(II) Android touch screen terminals have a 15” LCD with Projected Capacitive Touch (PCT) and LED Backlighting, making them a powerful and cost-effective solution that will effectively run the Sam4POS software application. (Resolution 1024 x 768)

⇒ The retired Sam4s SAP-4800(II) Android touch screen terminals have a 15” LCD with 5-wire resistive touch screen with LED backlighting. (Resolution 1024 x 768)

⇒ SAP-530 Series registers are ECR-Style all-in-one Android POS terminals featuring a hybrid design. Sam4s has combined with a 9.7" touch display. (Resolution 1024 x 768)

⇒ The retired Hisense HM616 ruggedized tablets have a 10.1 TFT LCD bezel-free PCT multi-touch display. (Resolution 1080 x 800)

Sapphire A60/A70 Terminals

(Requires v2.0.161 or later.)

- Android 9 Operating System.
- CPU: RK3399 (Dual-Core ARM Cortex - A72 1.8GHz + Quad-Core ARM Cortex - A53 1.4GHz).
- Memory: RAM 4GB LPDDR4, Device Storage: 64GB eMMC.
- Touch Screen:
  - **A60 = 15"** Projected Capacitive Touchscreen (PCT), USB interface LCD with LED Backlighting. Resolution: 1024 x 768. Brightness: Adjustable Up to 350 cd/m^2.
  - **A70 = 15.6”** Wide Screen Projected Capacitive Touchscreen (PCT), USB interface LCD with LED Backlighting. Resolution: 1366 x 768. Brightness: Adjustable Up to 250 cd/m^2.
- 3 Serial Ports: COM1 / COM2 = DB9M With Pin 9 (None / +5V / +12V).
  - COM3 = RJ45 Pin 1 (0V+5V/+12V) Voltage Selectable By Android setting.
- 6 USB Ports: Two v3.0 (Rear I/O) / Four v2.0 (2 Rear I/O 2 Side I/O).
- Cash Drawer Port: RJ11, 12V or 24V Selectable By Switch –
  - Maximum 2 Drawers – Supports Drawer Compulsion.
- Ethernet LAN Port RJ45: 10/100/1000 Base-T (Giga LAN).
- Wireless:
  - WiFi: Compatible with IEEE802.11 a/b/g/n/ac
  - Bluetooth: v5.0 Standard – Backward Compatible with v1.1, v1.2 and v.2.1+EDR
- Display: One Port for optional second rear LCD display.
- Audio: One Port (Line-Out),
- Internal Speaker: Internal 2W Speaker.
- ***Optional Hardware:***
  - MSR: Optional Integrated USB Interface Triple Track MSR.
  - Rear Display: 2-Line LCD (20-character per line) or Dual-Monitor 9.7”, 10.1”, 15”, 15.6” LCD *(Touch Option)*



SAP-630 Terminal

- Intel Braswell Celeron N3160 (Maximum 2.24GHz) processor.
- Android 6.0 Operating System.
- Internal 100-240V 50-60Hz Power Supply.
- 9.7" TFT-LCD Operator Display:
    - 5-Wire Resistive Touch.
    - 1024 x 768 Resolution.
    - Brightness adjustable up to 350 cd/m^2.
- Pop-Up Turret Style Customer Display, 2-Line by 16 Character.
- Keyboard: 160-position spill resistant flat keyboard or a 90-position keyboard with raised keys.
- Integrated 3” (80mm) thermal receipt printer.
    - Single Ply thermal paper.
    - 79.5mm ± 0.05mm (Width) x 80mm or less.
    - Speed: 100mm per second.
- Key-Lock security with Void, Off, Register, X, Z, P positions *(S-Mode service mode is not used)*.
- Memory:
    - RAM: 2GB DDR3 RAM.
    - Device Storage: 8GB eMMC NAND Flash.
- Ethernet LAN Standard 10/100 Base-T Ethernet.
- Four Serial COM Ports (two DB9 and two RJ45):
    - COM1, COM2 = DB9M With Pin 9 Voltage (+5V)
    - COM3, COM4 = RJ45 With Pin 1 Voltage (+5V)
- Two USB V2.0 Ports (1 FRONT, 1 REAR) for easy peripheral connection.
- Integrated Cash Drawer, 12/24-volt selectable (12v default), 5 Bill, 5- or 6-Coin Slots with Drawer
- Lock and Two Media Slots. Option for 2 additional cash drawers, standard POS RJ11 style connection.
- One SD Card Port: SDHC Compatible:
    - **Note:** On terminals that have an SD port, the SD port is viewed as a USB port.
- ***Optional Hardware:***
    - WiFi & Bluetooth Module:
        - Wi-Fi: Compatible with IEEE802.11b/g/n.
        - Bluetooth: v4.0+HS Standard – Backward Compatible with v1.1, v1.2 and v.2.1+EDR Up to 328 Feet (100m) Operating Range.
    - MSC: Integrated Dual Track MCR.

HM626 HiStone Tablet

(Requires v2.0.106 or later.)

- Android 7.1 Operating System.
- Display: 10.1’ TFT LCD (LED Backlight) 1280 x 800 Resolution.
    - Touch Panel: True Flat Projected Capacitive.
    - Display: 10.1" TFT LCD (LED Back-Light).
    - Resolution: 1280 x 800 Brightness: Adjustable Up to 300 cd/m^2.
- Memory: 4 GB RAM Memory, Device Storage: 64 GB eMMC Storage.
- Speakers: Two Internal Speakers.
- Camera:
    - Front: 2 Megapixel.
    - Back: 5 Megapixel.
- Includes a Built-In 3.8v 11000mAh Battery.
- Wireless:
    - Wi-Fi: Dual Band WiFi 802.11a/b/g/n/ac 2.4GHz/5GHz.
    - Bluetooth: Integrated Bluetooth V5.0MSR:
- MCR: Standard Integrated triple track MCR.
- Power Adapter and Cord Included: 12V/2A External Power Adapter 100-240V 50/60Hz.
    - Tablet/Charging Dock: 12V/2A External Power Adaptor 100-240V 50/60Hz.
    - Smart Dock: 24V/3.75A External Power Adaptor 100-240V 50/60Hz.
- Tablet Connection: 10 Pin Pogo Style Connector
- Tablet I/O Interface: 3.5mm Audio Jack \ Nano SIM \ Micro SD\ Micro USB \ USB V2.0 (4GB Max) \ DC Jack / Micro HDMI
- Compatible with Popular Software Applications.
- Sturdy Hand Strap - Remove the Hand Strap to Reveal the Standard VESA Configuration.
- Protected Against Dust and Water Sprayed from All Directions (IP Grade IP54).
- Withstands a Drop of 4 Feet on to Concrete (MIL-STD-810G).
- ***Optional Hardware:***
    - Charging Dock I/O: 12V Charging \ Two USB V2.0 (4GB Max).
    - Smart Dock: Cash Drawer \ 24V Power In \ Two RS232C \ Ethernet \ Three USB V2.0 (4GB Max).
        - No RS-232 port power is supplied by the smart dock for peripheral devices.
        - To use the cash drawer port, check system option: Allow Hisense Docking Drawer Popup.

Retired Terminals

SAP-6600/6600II Terminal

- Processor: Intel Braswell Celeron N3160 Quad Core 2.24GHz Fanless.
- Android 6.0 Operating System .
- 15” Projected Capacitive Touch (PCT) LCD with LED Backlighting.
    - Resolution 1024 x 768.
    - Brightness: Adjustable Up to 250 cd/m^2.
- Integrated 1.5W Speaker.
- Memory:
    - RAM: 2GB DDR3 RAM expandable to 8GB
    - Device Storage: SAP-6600II = 64GB M.2 SSD, SAP-6600 = 16GB M.2 SSD
- MSR: Integrated USB Interface Triple Track MCR
- Wireless:
    - WiFi: Compatible with IEEE802.11b/g/n
    - Bluetooth: v4.0+HS Standard – Backward Compatible with v1.1, v1.2 and v.2.1+EDR Up to 328 Feet (100m) Operating Range
- SD card Port: Not Applicable
- Serial Ports:
    - COM1 / COM2 = DB9M With Pin9 (0V/+5V/+12V)
    - COM3 = RJ45 Pin8 (0V+5V/+12V)
    - Voltage Selectable By BIOS
- Six USB Ports – Four v3.0 (Rear I/O) / Two v2.0 (Side I/O)
- Cash Drawer Port *(accommodates two drawers with splitter)*, Selectable 12/24-volt (12-volt default)
- Ethernet LAN Port: RJ45 10/100/1000 Base-T (Giga LAN) Realtek RTL8111G
- VGA Port: One DB15F Display Port For Second LCD (Maximum Resolution 1920 x 1200)
- Energy Efficient and Low Heat Generation Architecture
    - Fanless Operation – No Problematic Ventilation Holes
    - Meets IP55 Standards for Exposure to Dust – Waterproof Front Panel
    - Superior Serviceability and Ease of Installation
- Power Supply: 60W, 12V/5A External Power Adapter 100-240V 50-60Hz
- ***Optional Hardware:***
    - Integrated 2-Line by 20 Character VFD Customer Display or
    - 9.7” LCD Rear Display
    - 15” LCD Rear Display



VFD 9.7” Rear Display 15” Rear Display

HM616 Hisense Tablet

Retired – Discontinued

- Android 5.1 Operating System.
- 10.1’ TFT LCD Projected Capacitive Touch (PCT) (LED Backlight) 1280 x 800 Resolution
- Memory : 4GM RAM Memory, Device Storage: 64 GB eMMC Storage
- Front 2 Megapixel Camera and Rear 5 Megapixel Camera
- Two 1-Watt Internal Speakers
- Sturdy Hand Strap - Remove the Hand Strap to Reveal the Standard VESA Configuration
- Protected Against Dust and Water Sprayed from All Directions (IP Grade IP54)
- Withstands a Drop of 4 Feet on to Concrete (MIL-STD-810G)
- Includes a Built-In 3.7v 900mAh Battery, provides 8 hours operation with 50% brightness
- WiFi and Bluetooth Wireless Communication
- Integrated triple track MCR
- Power Adapter and Cord Included: V/4A External Power Adapter 100-240V 50/60Hz
- Compatible with Popular Software Applications
- Tablet Connection: 10 Pin Pogo Style Connector
- Tablet I/O Interface: 3.5mm Audio Jack \ Nano SIM \ Micro SD\ Micro USB \ USB V3.0 (4GB Max) \ DC Jack / Micro HDMI
- ***Optional:***
    - Charging Dock I/O: 5V Charging \ Two USB V2.0 (4GB Max)
    - Smart Dock: Cash Drawer \ 24V Power In \ Two RS232C \ Ethernet \ Three USB V2.0 (4GB Max)
    - No RS-232 port power is supplied by Smart Dock for peripheral devices
    - To use the cash drawer port, you need to check system option: Allow Hisense Docking Drawer Popup

SAP-530 Terminal

Retired – Discontinued

- Freescale i.MX6 Quad Core 1.0GHz, ARM Cortex™- A9 processor.
- Android 4.3 Operating System.
- 9.7" LCD with 5-Wire Resistive Touch Operator Display.
- 160-position spill resistant flat keyboard or a 90-position keyboard with raised keys.
- Integrated 3” (80mm) thermal receipt printer.
- Key-Lock security with Void, Off, Register, X, Z, P positions (S-Mode service mode is not used).
- Pop-Up Turret Style Customer Display, 2-Line by 16-Character.
- RAM: 1GB DDR3 RAM, Device Storage: 8GB NAND Flash.
- Standard 10/100 Base-T Ethernet.
- Four Serial COM Ports and Two USB Ports for easy peripheral connection.
    - COM1, COM2 = DB9M With Pin 9 Voltage (+5V)
    - COM3, COM4 = RJ45 With Pin 1 Voltage (+5V)
- Two USB V2.0 Ports (1 FRONT, 1 REAR) for easy peripheral connection.
- Integrated Cash Drawer, 12/24-volt selectable (12v default), 5 Bill, 5- or 6-Coin Slots with Drawer
- Lock and Two Media Slots. Option for 2 additional cash drawers, standard POS RJ11 style connection.
- One SD Card Port: SDHC Compatible:
- **Note:** On terminals that have an SD port, the SD port is viewed as a USB port.
- ***Optional:*** Integrated Dual Track Card Reader.

SAP-4800II Terminal

The SAP-4800(II) is Retired – Discontinued

- ARM Cortex™- A9 Quad-Core 1.0GHz Fanless Processor
- Android 4.3 Operating System
- Stylish 15" LCD:
    - 5-Wire Resistive Touch with Vivid LED Backlight for Reliability and Energy Savings
    - 1024 x 768 Resolution
    - Brightness Adjustable Up to 350 cd/m^2
- Integrated 1.5W Speakers
- Integrated USB Interface Triple Track MCR
- Memory:
    - RAM: 1GB DDR3
    - Device Storage: 8GB NAND Flash
- Serial Ports:
    - COM1 / COM2 = DB9M With Pin 9 Voltage (+5V)
    - COM3 = RJ45 With Pin 1 Voltage (+5V)
    - COM4 = RJ45 With Pin 1 Voltage (+12V) (For Customer VFD)
- Four USB v2.0 (Two Left Side / Two Bottom)
- LAN port: RJ45 10/100 Base-T Ethernet
- Wireless:
    - WiFi: Compatible with IEEE802.11b/g/n
    - Bluetooth: v4.0+HS Standard – Backward Compatible with v1.1, v1.2 and v.2.1+EDR Up to 328 Feet (100m) Operating Range
- One SD Card Port: SDHC Compatible
  Note: On terminals that have an SD port, the SD port is viewed as a USB port.
- Two Cash Drawer Ports, Selectable 12/24-volt (12-volt default)
- Power Supply: 60W, 12V/5A External Power Adapter 100-240V 50-60Hz
- Easily Wall Mountable – Standard VESA Configuration
- ***Optional Hardware:***
    - Integrated 2-Line by 20 Character VFD Customer Display – or –
    - 15” LCD Rear Display

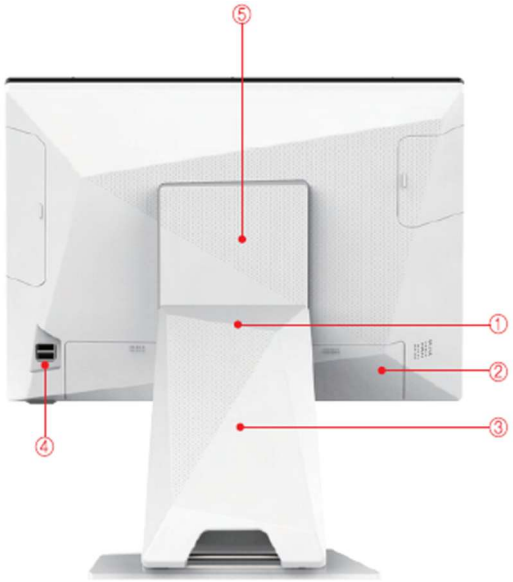
Controls & Connections

While the programming on the Sam4POS is essentially the same, the connections and controls may vary on the different terminals.

Sapphire A60/A70 Controls & Connections



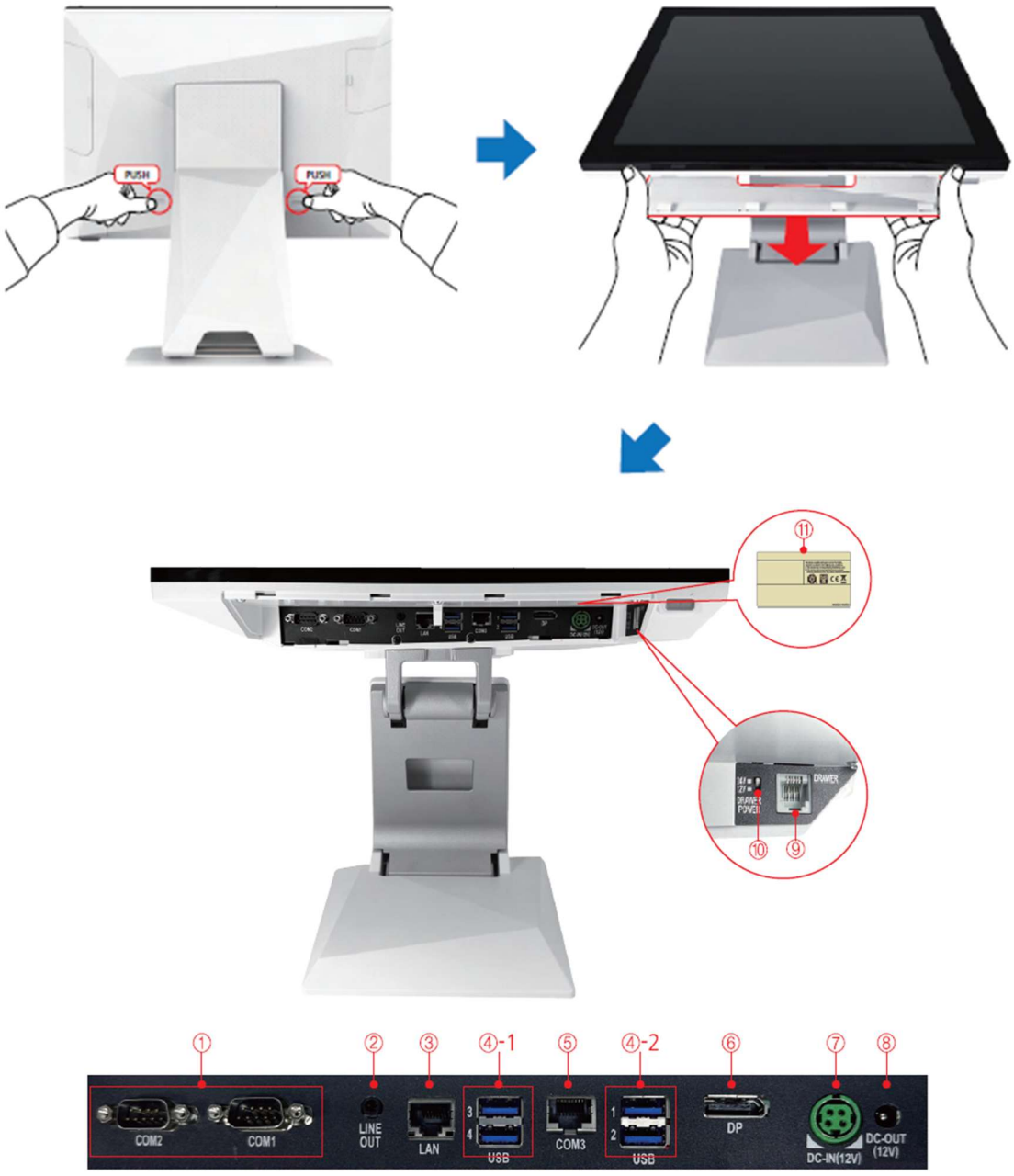
1. Main Display, PCAP Touch
2. 3-Track MCR **M**agnetic **C**ard **R**eader
3. Power Button
4. Multi-Adjustable Stand



1. Cable Cover Dummy
2. Interface Cover
3. Cable Cover
4. USB 2.0 Port
5. Hinge Cover

Sapphire A60/A70 Connection Panel

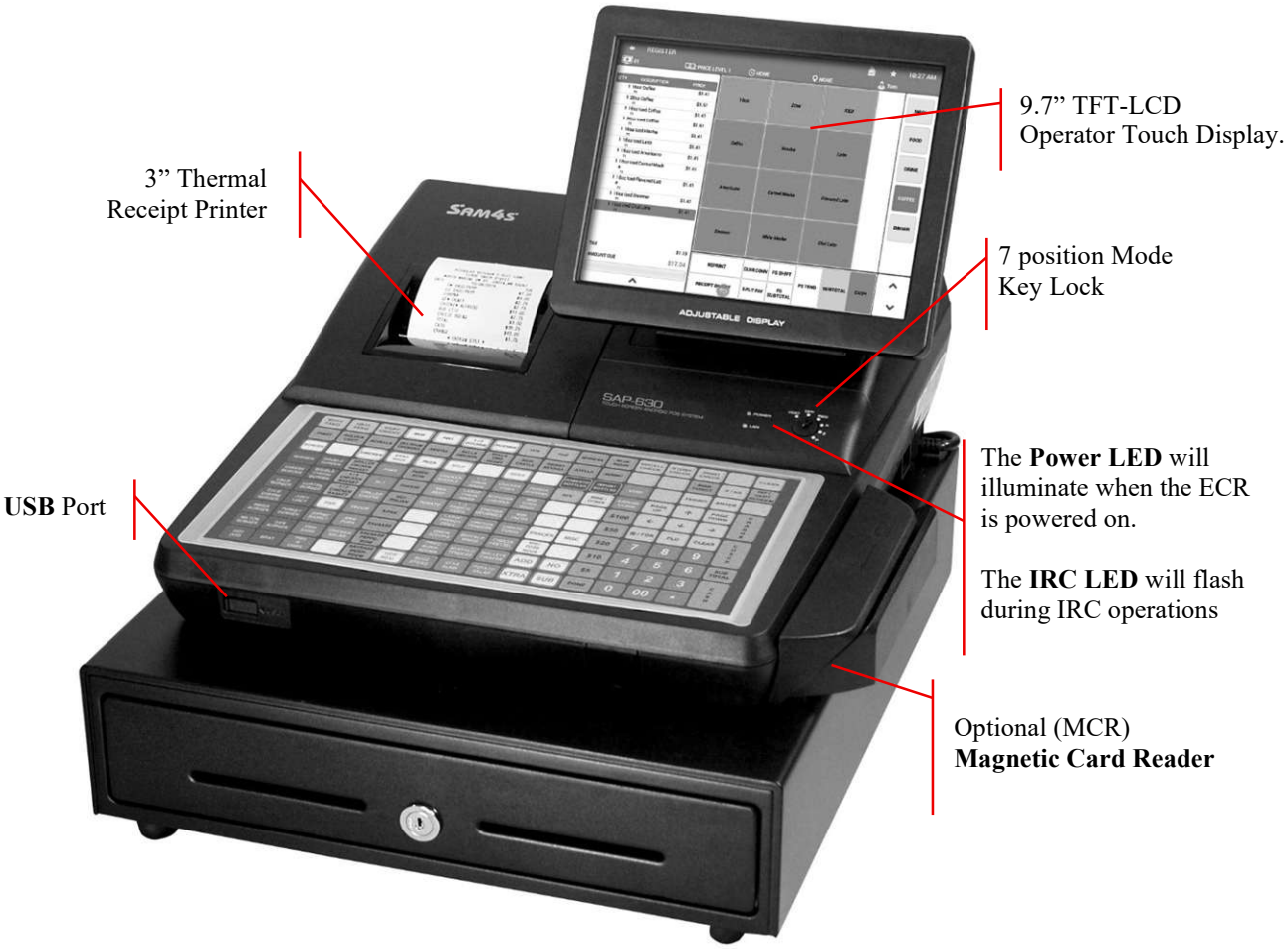
To access the connection panel, you will need to remover the Interface Cover:



1. COM1 & 2 DB9M Serial Ports
2. Line-Out Audio Port
3. LAN RJ45 Ethernet Port
4. USB v3.0 (Two Ports)
5. COM3 RJ45 Serial Port
6. DP (External Monitor) Port
7. 12v DC Input Power
8. 12v DC OUT (Rear Display)
9. RJ11 Cash Drawer Port
10. Drawer Voltage (12v\24v)
11. Product Label

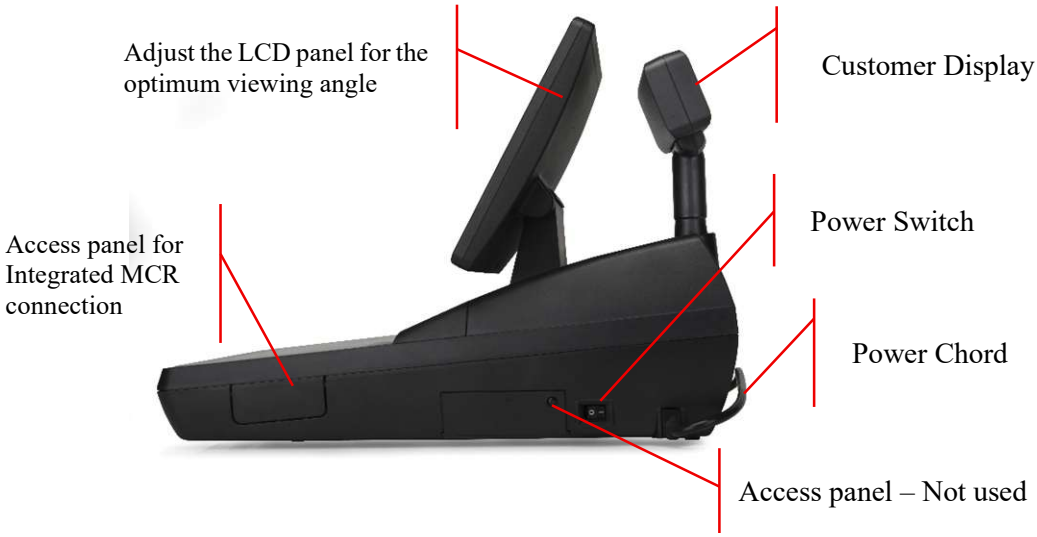
SAP-630/SAP-530 Controls & Connections

The SAP-530 is Retired –



Shown with Flat Keyboard
Raised Keyboard Style also available

Side Connections



Rear Customer Display

The SAP-630 & SAP-530 terminals come equipped with an integrated rear VFD customer display.



SD Memory Card Slot



The SD Memory Card is located inside the printer compartment. It is seen as a USB by the terminal and can be used to:

- Load Application Program Updates
- Save/Load Program Settings
- Load Graphic Images
- Save Screen Captures

Connection Panel



Standard ports include:

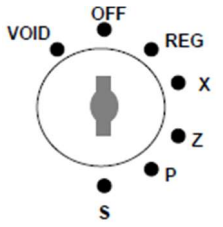
- 2 Additional Cash Drawer Ports (24v)
- LAN port
- 2-USB Ports (1 back panel/1 front)
- 4-RS-232C Comm. Ports
  (2-DB9 Male / 2-RJ45)



Front USB port located behind access door (for keyboard, USB memory stick or scanner)

Mode Switch

The SAP-630/SAP-530 terminals utilize a mode switch/mode switch key to access the programming, reporting and operation modes. The Key-Lock / Mode Switch has 7 positions that can be accessed using keys provided with the terminal.



(S-Mode Unmarked)

VOID	Use to Void transactions.
OFF	The register is inoperable.
REG	Register Mode: Use for normal transaction registrations.
X	Report Mode: Use to read register reports and perform other manager functions.
Z	End Of Day: Use to read register reports and reset totals to zero.
P	Program Mode: Use to program the register.
S	Not used.

Control Keys

The Sam4POS SAP-630/SAP-530 Series terminals include two sets of keys that can be used to access the following mode switch key positions.

Key	Positions Accessible
VD	VOID, OFF, REG, X
REG	OFF, REG
Z	OFF, REG, X, Z
PGM	VOID, OFF, REG, X, Z, PGM
C	VOID, OFF, REG, X, Z, PGM, S

Note: Mode keys may be removed from the mode switch in the ***OFF*** or ***REG*** positions only.

SAP-6600(II) Controls & Connections



Standard 3-Track
Front Facing
Magnetic **C**ard **R**eader (MCR)

Power Button located
on the bottom right of
the touch panel

Standard 3-Track
Front Facing
Magnetic **C**ard **R**eader (MCR)

Two v2.0 USB Ports

Connection Panel Access Cover

Cable Management Access Cover

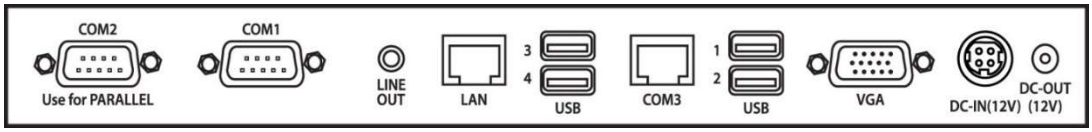


Rear VFD Display (Optional)

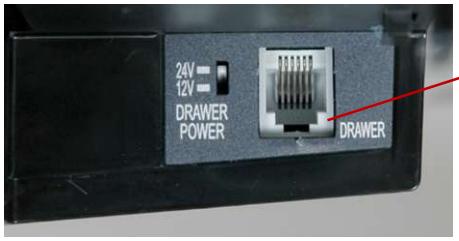
Optional Integrated Rear
2 Line by 20 Character
VFD Customer Display



SAP-6600(II) Connection Panel

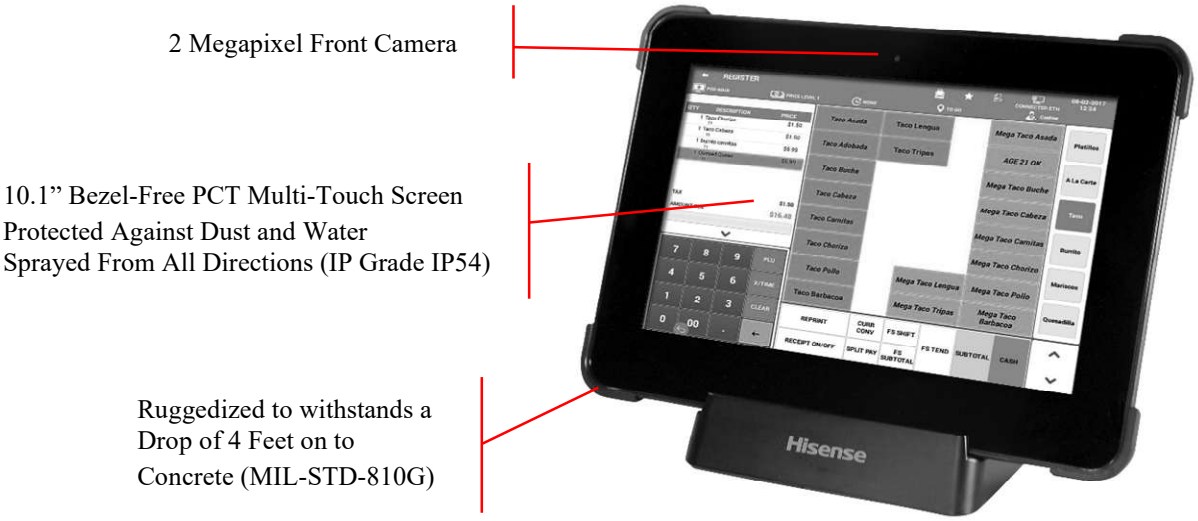


- COM1, COM2 = DB9M With Pin 9 voltage (+5V)
- COM3 = RJ45 Pin 8 (0V / +5V / 12V) Voltage selectable in BIOS
- Audio Line-Out port
- Four v3.0 USB Ports on I/O / Two on rear/side I/O
- LAN Port: RJ45 10/100/1000 Base-T
- VGA Port = DB15F for second display (Maximum resolution: 1920 x 1200)
- Power Connection for External 60W, 12V / 5A power Adapter 100-240V / 50-60Hz
- DC-Out (12V)

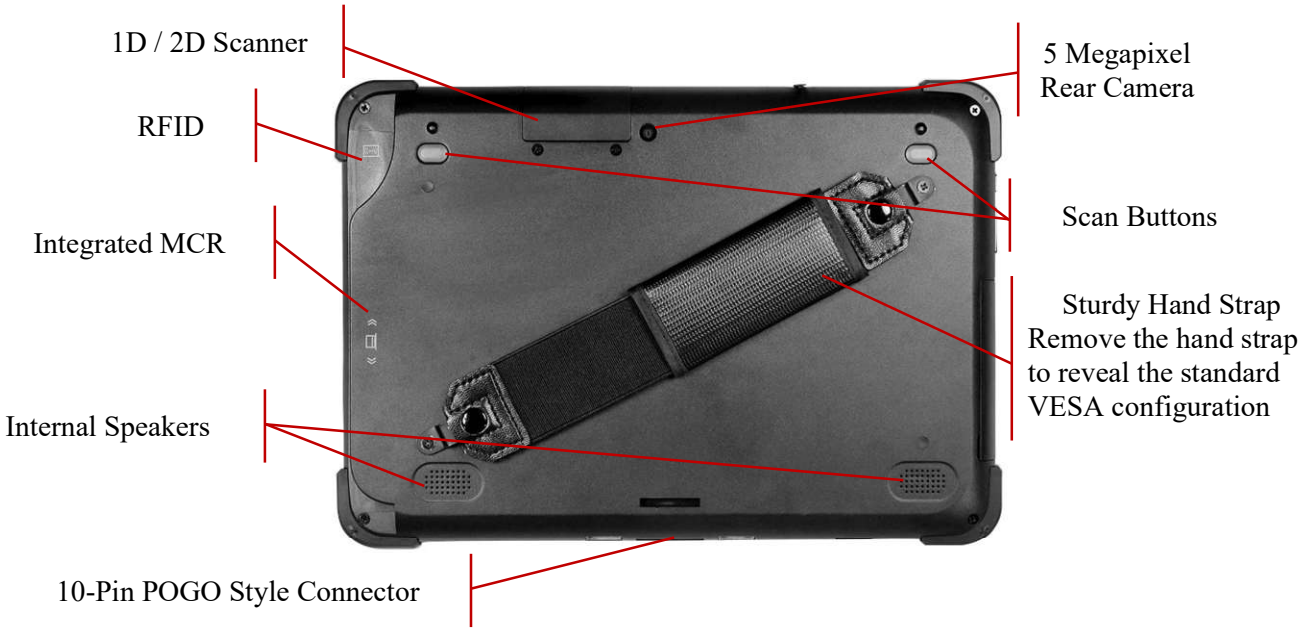


Standard Cash Drawer Port
(Located on the right side of the connection panel near the DC-Out and the Power Button.)
Selectable 24V / 12V

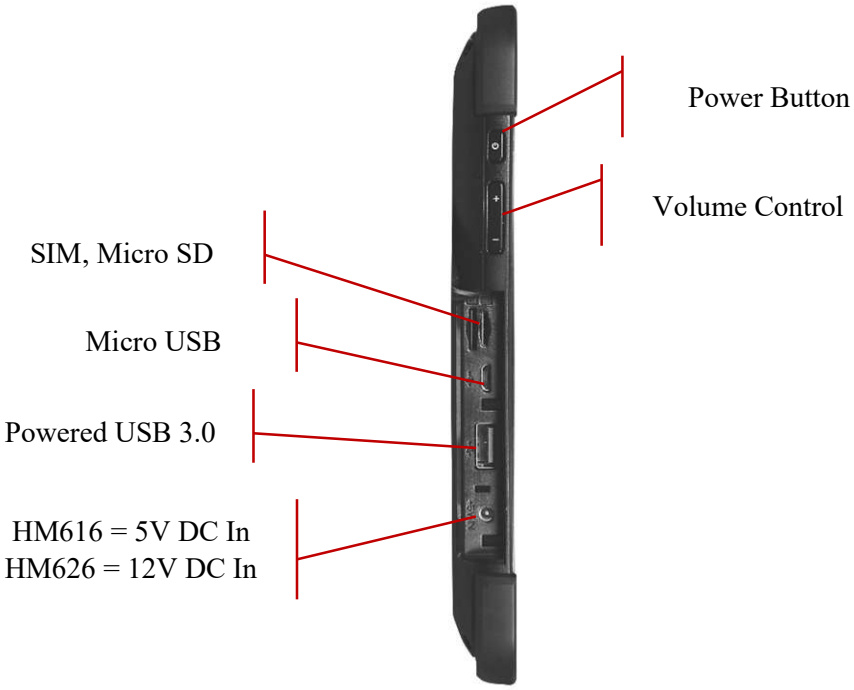
HM626 & HM616 Controls & Connections



Shown with Optional Charging Dock



Side Panel Controls



Optional Charging Dock or Smart Dock

Notes:

- The Tablet will not communicate with the Charging Dock or Smart Dock when removed (not docked).
- Although the docking stations for the HM616 and HM626 appear the same, the charging dock & smart dock for the HM616 & HM626 supply different voltages and are not interchangeable.

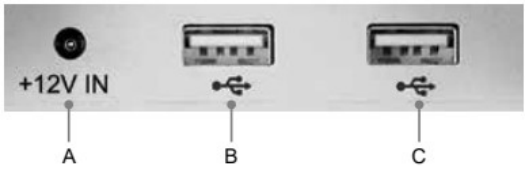


Optional Charging Dock

Optional Smart Dock

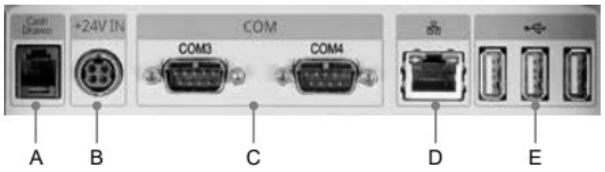
HM626 Docking Station Connection Panels

Charging Dock Connection Panel



A. **12v** DC Input (HM626)
B. USB v2.0 Port
C. USB v2.0 Port

Smart Dock Connection Panel



A. RJ11 Cash Drawer Port
(Does not work with Sam4pos)
B. **24V** DC Input
C. COM3 & COM4 DB9M RS232C Ports –
(Serial Ports are USB to Serial converted ports)
D. RJ45 Ethernet Port (100Mbps LAN)
E. Three USB v2.0 Ports – (Tablet must be docked to apply power to USB Ports)

Notes:

- With tablet removed from Smart-Dock devises will not work. When tablet docked again you will need to reboot tablet to recognize devices.
- There is no power provided to the serial ports. Peripheral device will required their own power supply.

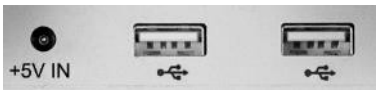
After the HM626 tablet is up and running you need to swipe across the screen to unlock it. There are a few settings within the Tablet itself that should probably be set before they go out.

NOTE: An updated OS is available for the HM626 with these configurations already set.

- Sleep set at Minimum of 5 Minutes (Default = 30 Seconds)
- Font Size = Small
- Orientation locked in Landscape Mode (Default = Rotate the contents of the screen.)
- Date & Time – Set to local Time Zone
- Smart Dock Ports Should Be Marked

HM616 Docking Station Connection Panels

Charging Dock Connection Panel



- **5V** DC Input (HM616)
- Two USB v2.0 Ports

Smart Dock Connection Panel



- RJ11 Cash Drawer Port (Does not work with Sam4pos)
- **24V** DC Input
- Two DB9M RS232C Ports – (Serial Ports are USB to Serial converted ports)
- RJ45 Ethernet Port (100Mbps LAN)
- Three USB v2.0 Ports – (Tablet must be docked to apply power to USB Ports)

Notes:

- With tablet removed from Smart-Dock devises will not work. When tablet docked again you will need to reboot tablet to recognize devices.
- There is no power provided to the serial ports. Peripheral device will required their own power supply.

After the HM616 tablet is up and running you may need to swipe across the screen to unlock it. There are a few settings within the Tablet itself that should probably be set before they go out.

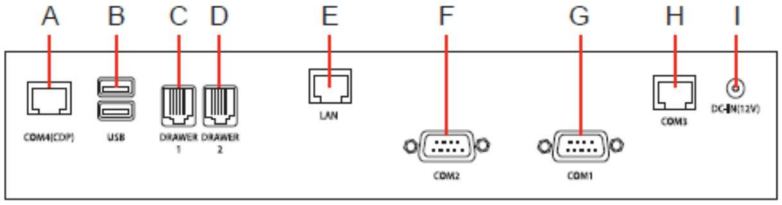
- Screen Lock Disabled So you don't have to swipe to open app and possibly get stuck in camera mode. (Default = Swipe)
- Orientation locked in Landscape Mode (Default = Auto Rotate)
- Sleep set at Minimum of 5 Minutes (Default = 30 Seconds)
- Smart Dock Ports Should Be Marked

SAP-4800II Controls & Connections

The SAP-4800II is Retired –



SAP-4800II Connection Panel





A - COM4 (Powered)
B - USB (2)
C - Drawer 1
D - Drawer 2
E - LAN
F - COM2 (Powered)
G - COM1 (Powered)
H - COM3 (Powered)
I - DC In (Power Input)

Rear VFD Display (optional)

Available as an option on the SAP-6600(II) & SAP-4800II



Keyboards (SAP-630/SAP-530)

The SAM4s SAP-630 Series *(and the retired SAP-530 Series)* are available with either a 160-position flat spill resistant keyboard or a 90-position raised keyboard to support frequently used items.

Default Flat Keyboard

Flat keyboard models have 160 key positions with the default legends and key assignments as shown below. The keyboard legend sheet can be replaced by lifting the protective rubber cover.

RCPT FEED			28	38	48	58	68	78	88	98	PLU INFO	RECEIPT ON/OFF	REPRINT	VOID ITEM	EMP#
1	10	19	29	39	49	59	69	79	89	99	EFT OPRTN	R/A	P/O	NO SALE	RETURN
2	11	20	30	40	50	60	70	80	90	100	ALPHA TEXT	EAT IN	YES/NO	ENTER	CANCEL
3	12	21	31	41	51	61	71	81	91	101	SEAT#	LIST CHECK	STORE	RECALL	PRINT CHECK
4	13	22	32	42	52	62	72	82	92	102	EXEMPT TAX	TAX SHIFT	F/S SHIFT	F/S SBTL	
5	14	23	33	43	53	63	73	83	93	103	%1	CLEAR	PLU		
6	15	24	34	44	54	64	74	84	94	104	%2	7	8	9	MISC 1
7	16	25	35	45	55	65	75	85	95	105	%3	4	5	6	CHECK
8	17	26	36	46	56	66	76	86	96	106	%4	1	2	3	SBTL
9	18	27	37	47	57	67	77	87	96	107		0	00	.	CASH

Default Raised-Key Keyboard

FEED		RE PRINT	RCPT ON/OFF	TAX EXMT	TAX SHIFT	VOID ITEM	RTRN	EFT OPRTN	EAT IN			NO SALE	CANCEL	EMP
% 1		X/TIME	PLU	CLEAR		1		6		11			F/S SHIFT	
% 2		7	8	9		2		7		12			F/S TEND	MISC 1
% 3		4	5	6		3		8		13				CHECK
% 4		1	2	3		4		9		14			SUBTOTAL	
		0	00	.		5		10		15			CASH	

Expanded Raised-Key Keyboard

RCPT FEED		RE PRINT	RCPT ON/OFF	TAX EXMT	TAX SHIFT	VOID ITEM	RTRN	EFT OPRTN	EAT IN			NO SALE	CANCEL	EMP
% 1		X/TIME	PLU	CLEAR	1	6	11	16	21	26	31	36	F/S SHIFT	
% 2		7	8	9	2	7	12	17	22	27	32	37	F/S TEND	MISC 1
% 3		4	5	6	3	8	13	18	23	28	33	38		CHECK
% 4		1	2	3	4	9	14	19	24	29	34	39	SUBTOTAL	
		0	00	.	5	10	15	20	25	30	35	40	CASH	

Navigating SAM4POS

Navigation Tips

Navigating the various screens within the Sam4POS Cash Register Application is very intuitive. Screens are set up with easily identifiable icons to quickly access and select the various program areas and options.

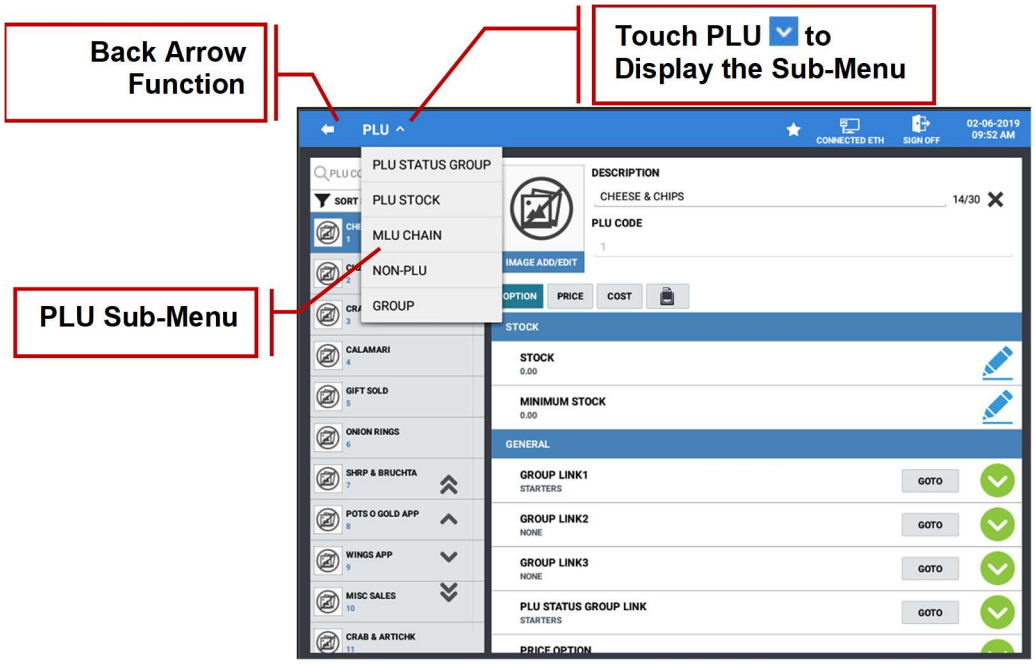
Common Icons

Icon	Description
	**Back Arrow –** Used to exit the current mode selection, go back one screen.
	**Return icon –** Used to go back to the previous screen/selection.
	**Mode, Sub-menu icons** – Are used to display/hide the sub-menu for the current mode.
	**Add New** Record icon – Used to add new records to the current database category.
	**Menu icon –** Used to access the sub-menu selection to Edit or Sort information on programming screens.
	**GOTO button –** Allows you to go to the programming options for that program area, group, recipe or MLU etcetera, from within the current program area.
	**Selection Dropdown button** – Opens a list of selections for the current program option.
	**Pencil icon –** Opens the keyboard to enter a value for the current program selection.
	**Option checkbox** with option not selected.
	**Option checkbox** with option selected.
	**List / Edit** current list.
	**Trash Can icon –** Used to delete records.
	**Inactivate –** Makes current selection inactive.
	**Exit / Clear –** Used to exit the current operation or to clear a data entry field.
	**Copy Icon –** Used to copy a record to a new or existing record in the database.
	**Refresh icon –** Refreshes the current screen.
	**Show or Search selection** – Use to load records or search for specific data.
	**Print –** Used for printing reports and labels.
	**Export ICON –** Is used to export a file to CSV or PDF.

Icon	Description
	**Navigation Keys –** The single arrow keys scroll Up/Down one page at a time, the double arrow scroll keys go to the Beginning/End of the list.
	**Favorite icon –** Use to add or remove current selection to the Favorite List. White is not added to favorite list; gold indicates selection is added to favorite list. The favorite list can be accessed from any mode except the Register Mode.
	**Utility Information icon** – Displays in the register mode. Use this icon to access additional operations from the register mode.
	**Table Map icon –** Press to launch the Table Map. Table Map can also be launched automatically when an employee signs on to the station.
	**Connection method indicator –** Pressing this icon will bring you to the Wireless & Network settings in the main Android settings. (Manager Password is required to access.) When IRC is used, if the main terminal is turned off, the IRC Error displays on the satellite terminals.
	**Sign Off icon –** Allows the currently signed on employee to sign off directly from the current screen without having to exit all the way out to the main sign on screen.
	**Sort menu –** Displays current sort selection from the edit/sort menu, if you press this icon, the sort will go back to the default setting, Sort By PLU Code.
	**Apps Launcher icon –** This icon appears on the default Android screen. Tap this icon to view the Apps installed on the terminal.
	**Main Android Screen Settings icon –** This allows access to the Android settings.

Related Sub-Menu

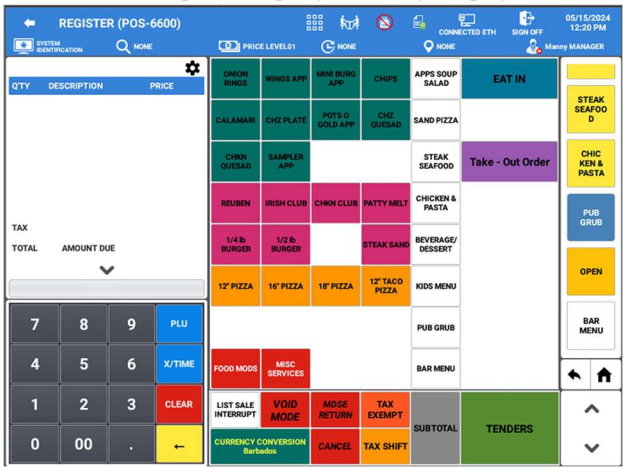
If you are inside a program category or report area, you can take a shortcut to a related program area rather than backing out to the main program screen and reselecting the new program area and following the menu to a different area. From an individual program screen, *(as an example we will use the PLU programming screen)* touch title *PLU* in the upper left to display a list of related programs. Select a new program area directly from the list to go to the programming for your selection.



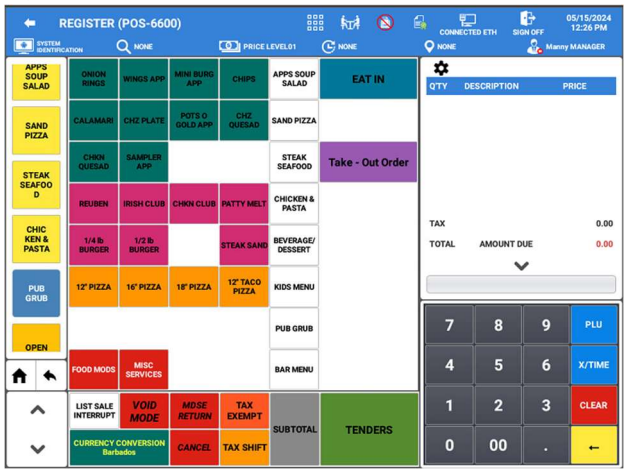
Left or Right Hand Display by Employee

By operator preference, the screen can be set to for left or right-handed view.

(See “Employee” programming on page 171 for details.)



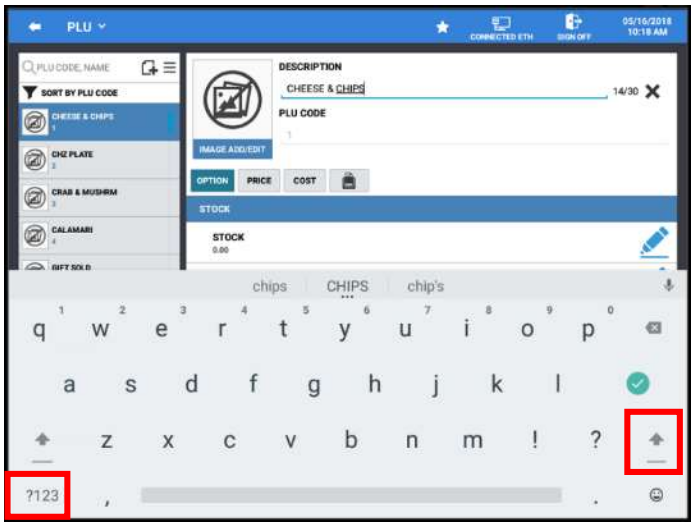
Right Hand View



Left Hand View

Using the On-Screen Keyboard

When a program or operation function requires an alphanumeric entry, the screen keyboard will display automatically. Type your descriptor and touch Done . The keyboard will hide automatically when your entry is completed.



Press the **CAPITALIZE** button to capitalize a letter. *(Capitalize ON is indicated by blue arrow.)*

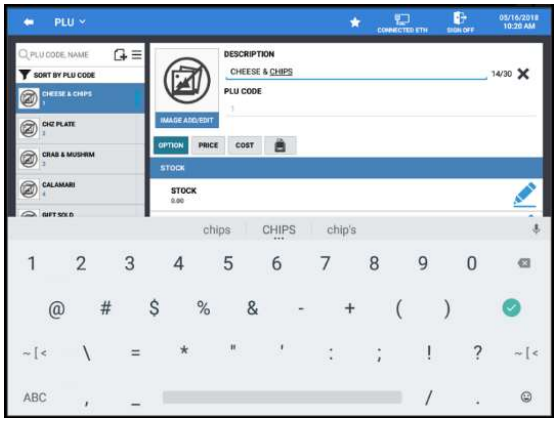
Press and hold the Capitalize button to activate the CAPITALIZE LOCK. *(Capitalize Lock is indicated by blue line under the blue arrow icon.)*


CAPITALIZE OFF

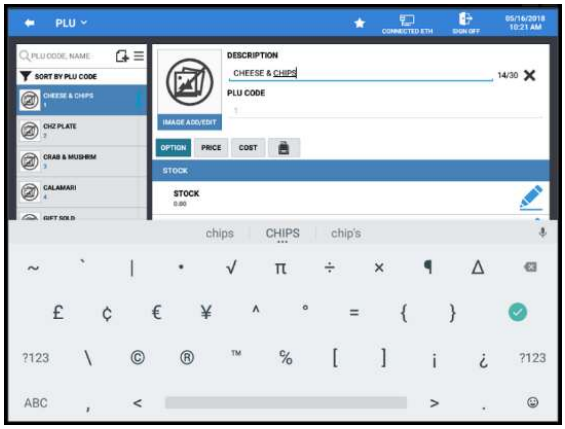

CAPITALIZE ON


CAPITALIZE LOCKED

NUMERIC KEYS: Press the **?123** numeric key to access.



ADDITIONAL FUNCTION KEYS: Press the **~ [<** symbol key to access.



Using an External Keyboard

For large-scale programming, users may find an external USB keyboard familiar and quicker to use for typing descriptors, entering data, etc. You can hide the on-screen keyboard by touching the ESC key on the external keyboard.

External Keyboard Shortcuts

The following shortcuts may be used with an external keyboard:

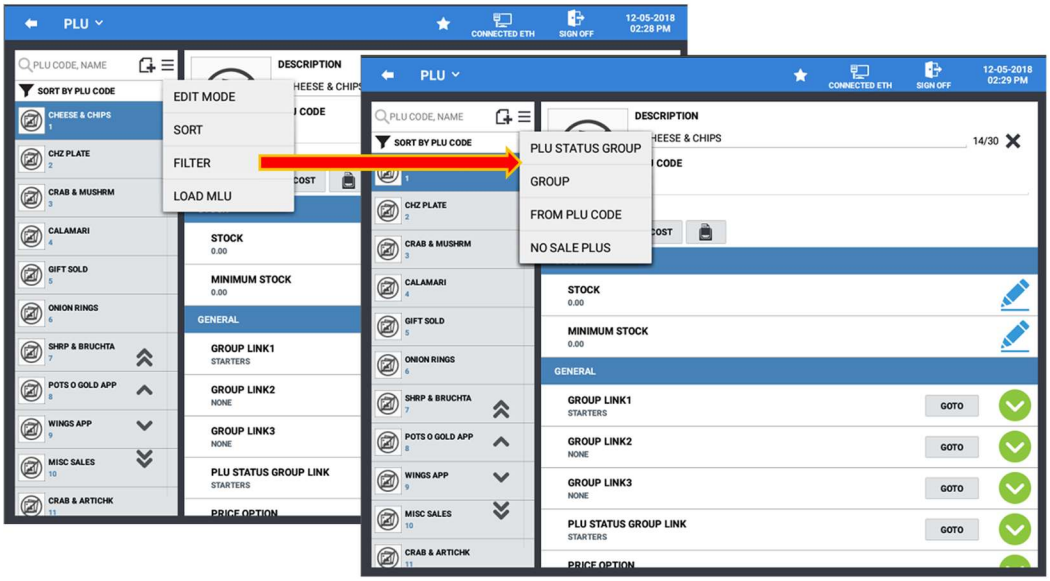
Keyboard Entry	Operation
Esc	If the on screen keyboard is displayed, press Esc to hide it, otherwise ESC will perform a back arrow function (returning to the previous screen or program).
F8	Press F8 to enter a new item. If there are two "new" options, for example in MLU programming, [NEW MLU GROUP] and [NEW MLU]. F8 will bring up the lowest level, in this case [NEW MLU].
Del	Will Delete the selected item.
Tab	Advances to the next field.
Enter	OK
Shift + Enter	OK and Continue

Menu Icon

In a long list, multiple items can be Edited (deleted or inactivated) Sorted for easier navigation or Filtered to see specific items. Different program areas may have different selections on the Menu ☰ icon, and selections within a sub-menu may contain more selections.

For example: Press the **Menu ☰ icon** in PLU programming to view additional sub-menu selections.

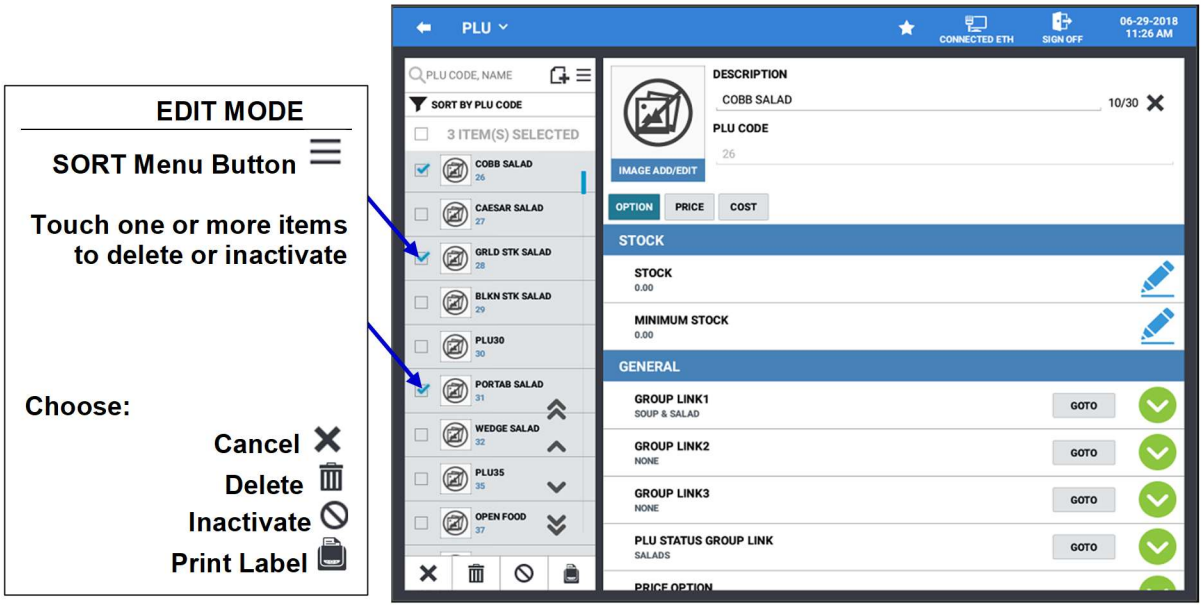
Press the **FILTER** selection on the sub-menu. An additional sub-menu displays the Filter selections:



Edit Mode

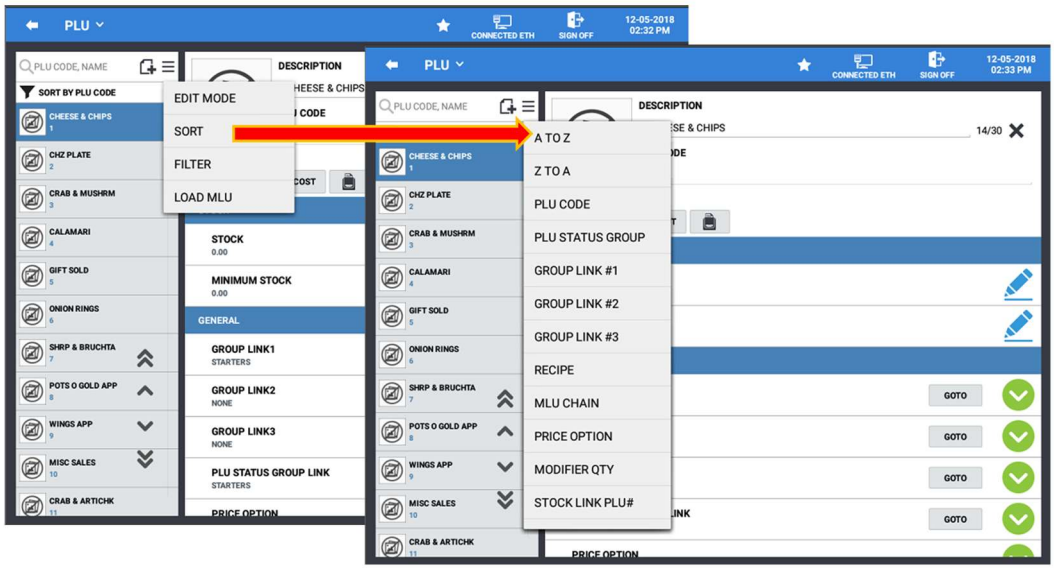
In long lists, multiple items can be edited, deleted, or inactivated from the Edit Mode.

1. Touch the **Menu icon** ☰ and select **EDIT MODE** to edit the list.
2. Press the check box at the top of the list to selects ALL items, or you can select specific items from the list. For Example: On the PLU list. The action you choose, Edit, Delete, Inactivate, will apply to all selected PLUs.
3. You can also search for specific items by code or descriptor. Press the search field  at the top of the display then type the desired code or description. Only items matching the search parameters will appear.



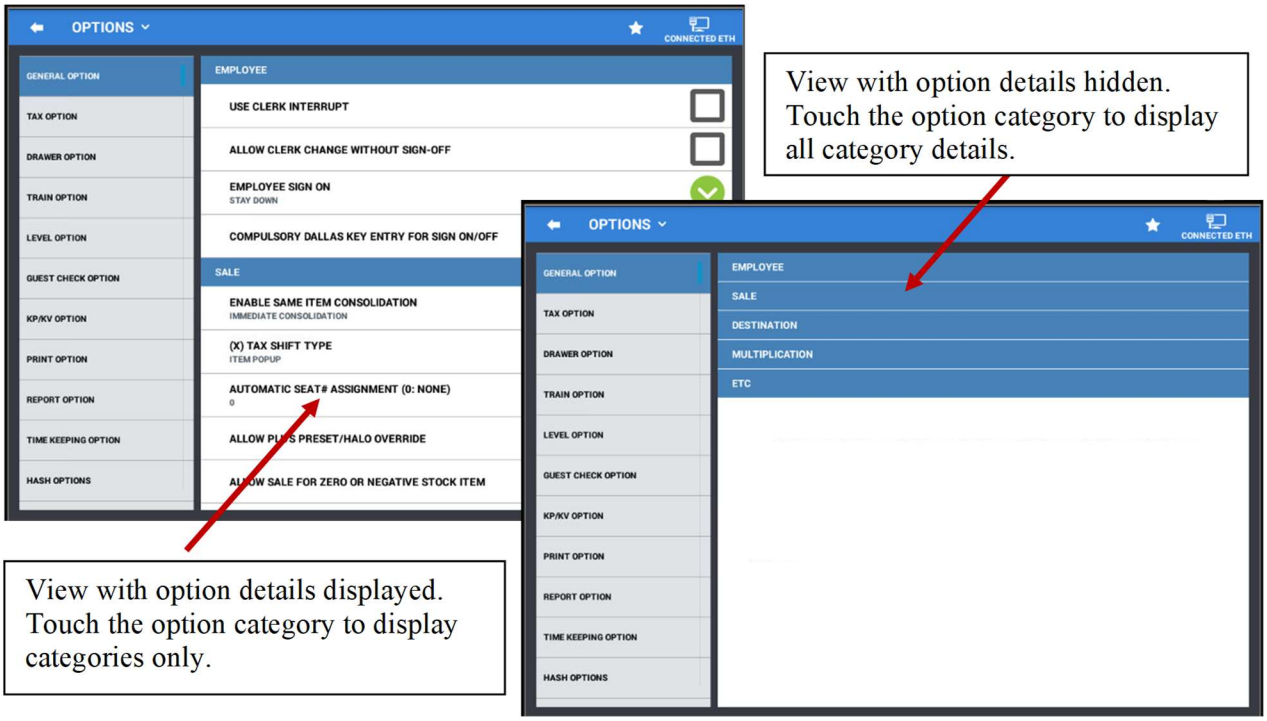
Sorting a List

In a large list, it may be simpler to sort the items in the list to assist in location specific items quicker. Select **SORT** from the **Menu icon** ☰ sub-menu to sort the items alphabetically, by PLU code, Status Group, etc.



Viewing/Hiding Options on Long Lists

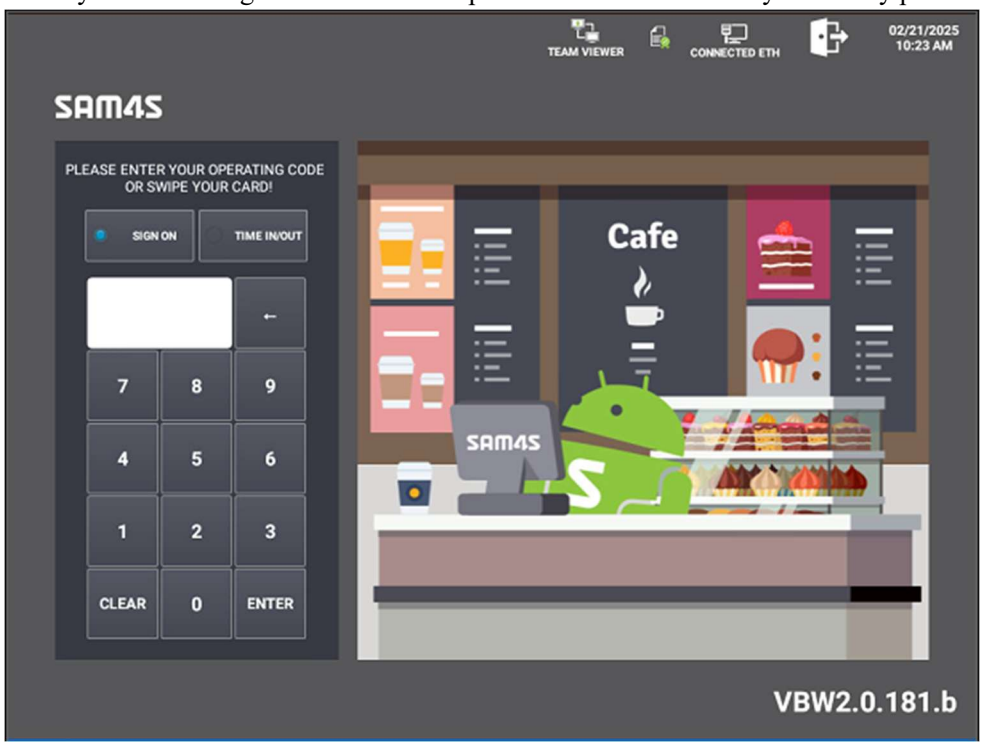
For program areas where there are long lists of selections, such Function Keys and System Options, are organized in category sections. You can view or hide the options detail within each of the section categories by tapping on the blue category section header bar. Tapping on any of the section category headers will collapse\expand all sections.



Default Screens

Main Sign On Screen

Upon boot up, the main Sign On screen displays. On the SAP-630/SAP-530, this screen will display regardless of the position of the mode key. You must sign on to be able to operate the Sam4POS in any mode key position.



Employee Sign-On

To Sign-On to the Sam4POS Cash Register Application for the first time, use the default password:

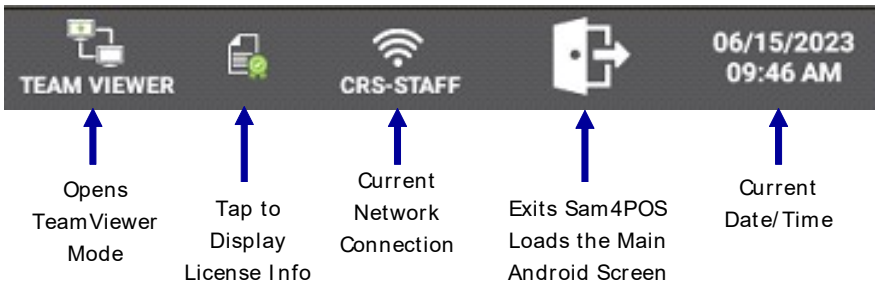
Press the number **"1"** and touch **"ENTER"**.

Time-In/Time-Out operations for the employee time keeping feature can also be performed from this screen. If the time keeping feature is being utilized, you can clock in from this screen.

Note: On the SAP-630/SAP-530 – On the touch screen, Press 1 ENTER on the main sign on screen *(shown above)*. We can also sign on to the terminal using the Real Keyboard. *(Requires v1.1.19 or later.)* Turn the keylock to the REG position, Press the numeric 1 key on the real keyboard, then press the Employee # key on the real keyboard to sign on.

Tech Tip: A MACRO key can be set up and assigned on the real keyboard to sign on a specific employee as well.

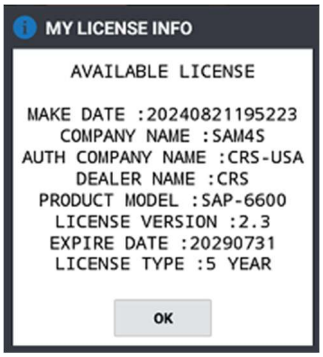
Main Sign On Screen Icons



License Info Notes –

The License Information icon appears on the main sign on Screen and on the header bar on the Register screen. Touch the License Information icon to display the 'My License Info' information dialog. Press **OK** to close the dialog.

- **Green Checkmark:** Normal license is active.
- **Yellow Checkmark:** License Expiring Soon (within 30 days)
- **Red Checkmark:** Expired or No License. Will also display red when the terminal is not online.
- **DEMO:** After 31 days of the station not being online **"DEMO"** will display. This is normal and does not affect ECR operations.



You can view a video showing the operations after the license has expired on the CRS YouTube page:
https://www.youtube.com/watch?v=yERedyOretg&list=PLtF-h-a37jHmbhGgLO3nB76hP-avFSW29&index=1

Network Connection Method Notes –

Tap this icon to access the main Android, Wireless & Network settings, the Manager Password is required for access. *(Registers do not need to be online for normal operation.)* If the terminal is not connected to the internet, the connection method may indicate: ****DEMO**** or ****DISCON 1 DAY****.

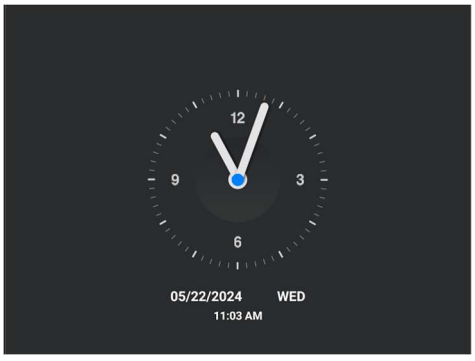
This is normal and does not affect software or register operation, even when this number reaches "0".

Exit Sam4POS Application

You can use the **EXIT** icon to exit out of the Sam4POS application to access the main Android screen and to access the Apps and settings for the terminal.

Date & Time

Tap the Date & Time on the main sign-on screen to launch the 'Clock' screen saver, time is displayed in a clock format.



Main Category Selection Screen

After a successful log-on to Sam4POS on the SAP-6600(II)/SAP-4800II terminals and the HM626/HM616 tablets, the SAM4POS Main Category Selection Screen displays:



When you log-on to Sam4POS on the SAP-630/SAP-530 terminals, the screen that is displayed depends on the position the Mode Key is in, REG, X, Z, P, or VOID.

Main Category Selection Icon Details:

The main menu icons on the SAP-6600(II)/SAP-4800II terminals and the HM626/HM616 tablets are used to navigate to the various operation and program areas of the Sam4POS Cash Register Application.



Memos\Reminders – Memos and Reminders can be added and accessed from the Main Category Selection Screen using the memo icon.



Register Mode – Opens the Operator's sales entry screen.
REG position on the SAP-630/SAP-530.



Report Mode – Accesses the system reports to view & generate system reports.
X position on the SAP-630/SAP-530.



End of Day – Accesses the End Of Day, End Of Pay, and End Of Not Found PLU reports to clear current data. **Z** position on the SAP-630/SAP-530.



Favorite List – Displays the Favorite List. You can identify specific selections to display in the Favorite List. Selections may be from various areas within the application such as a specific report or program screen.



Program Mode – Access the various programming categories for maintaining program additions or changes. **P** position on the SAP-630/SAP-530.



Exit icon – Used to sign out of the Sam4POS Application, this will return you to the main sign on screen.



Touch this icon to hide or display the Main Category Selection Screen icons.



Return – When displayed, use the Return icon to exit the current screen and/or go back to the previous screen/selection.

Memo/Reminders

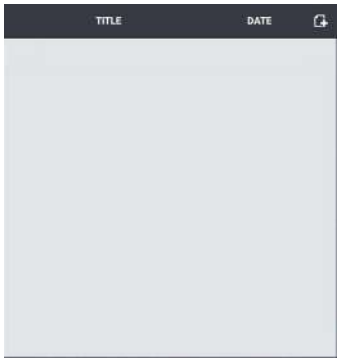


On the SAP-6600(II)/SAP-4800II terminals, Memos and Reminders can be added and accessed from the Main Category Selection Screen using the memo icon. The Memos/Reminders can be accessed from the register mode as well.
On the SAP-630/SAP-530, memos are accessed/added only from the register mode.

1. Sign on to the Sam4POS ECR Application from the main Log On screen.
2. Press the **Memo Icon** on the upper right of the Main Category Selection Screen to open the Menu dialog. From here you can view or add Memo's, notes, or reminders.



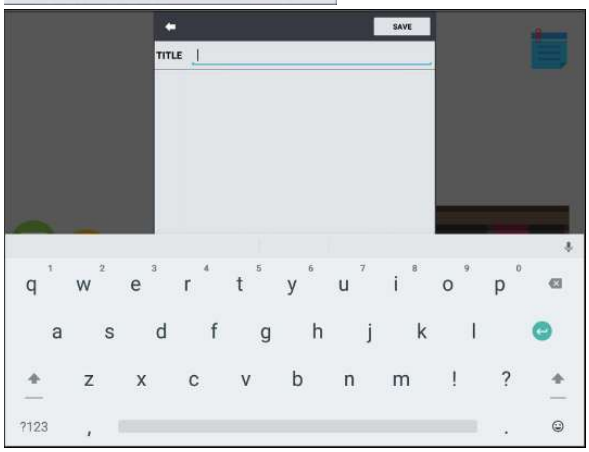
3. On the note pad that displays, Press the **Add icon** to add a new memo, note or reminder.



4. The memo dialog and a keyboard display. Using the on screen keyboard, type a **TITLE** *(up to 40 characters)* for the new memo, note, or reminder.

Alternatively, an external USB keyboard connected to the terminal may be used.

5. Using the on screen keyboard, type additional comments for the memo if desired on the notepad that displays below the Memo Title. Press **SAVE**.

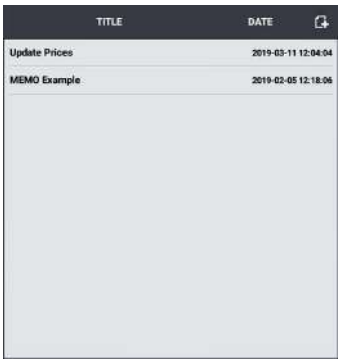


6. The new MEMO\Reminder is added to the list.



Edit\Delete\Print Memo

1. Press the **Memo Icon** on the upper right of the Main Category Selection Screen to open the Menu dialog to view or add Memo's, notes, or reminders.
2. To **Edit** or **Delete** a MEMO/Reminder, Tap/touch on the desired MEMO/Reminder in the list:

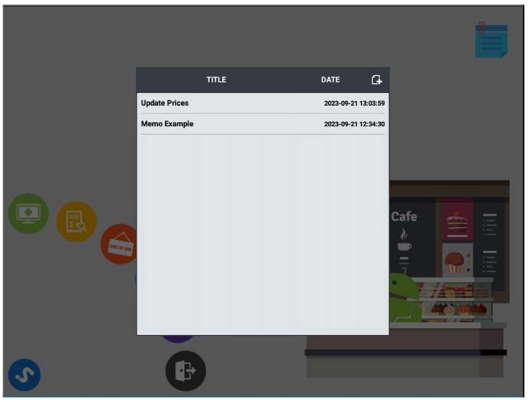


3. Use the icons on the header bar to perform the desired operation. Press the:

- **Note Pad** icon to edit the note.
- **Trash Can** icon to delete the note.
- **Print\Email** icon to send the note to email.
- **Back-Arrow** icon to close the current Memo.



4. Press the **MEMO** icon, or anywhere outside the Memo, to close the MEMO/Reminders list.



Passwords

Specific passwords may be required to access the Report Mode and Program Mode. A separate Manager Password can also be set up to allow access to manager controlled operations and activities. Operations set as 'Manager Required' can be completed only after the correct password is entered.

Password Notes

- The default passwords for access to the Report Mode and Program Mode is **0**.
  (Meaning no password entry is required to access this mode.)
  - You can set your own PGM Password or Report Mode Password (up to 8-digits) by going to:
    Program Mode > Options > Options > System Option: Report Mode Password
    Program Mode > Options > Options > System Option: PGM Password
- The default system Manager Password is: **9999**.
  - You can set your own system Manager Password (up to 8-digits) by going to:
    Program Mode > Options > Options > System Option: Manager Password
- The Default Admin Password is: **456852753951.**
  - You can set your own Admin Password (up to 12-digits) by going to:
    Program Mode > Options > Options > System Option: Admin Password
- When an employee performs an operation requiring manager approval, the Manager Required prompt appears. The manager will be required to enter the appropriate password to allow the operation to proceed. The password can be entered several different ways:

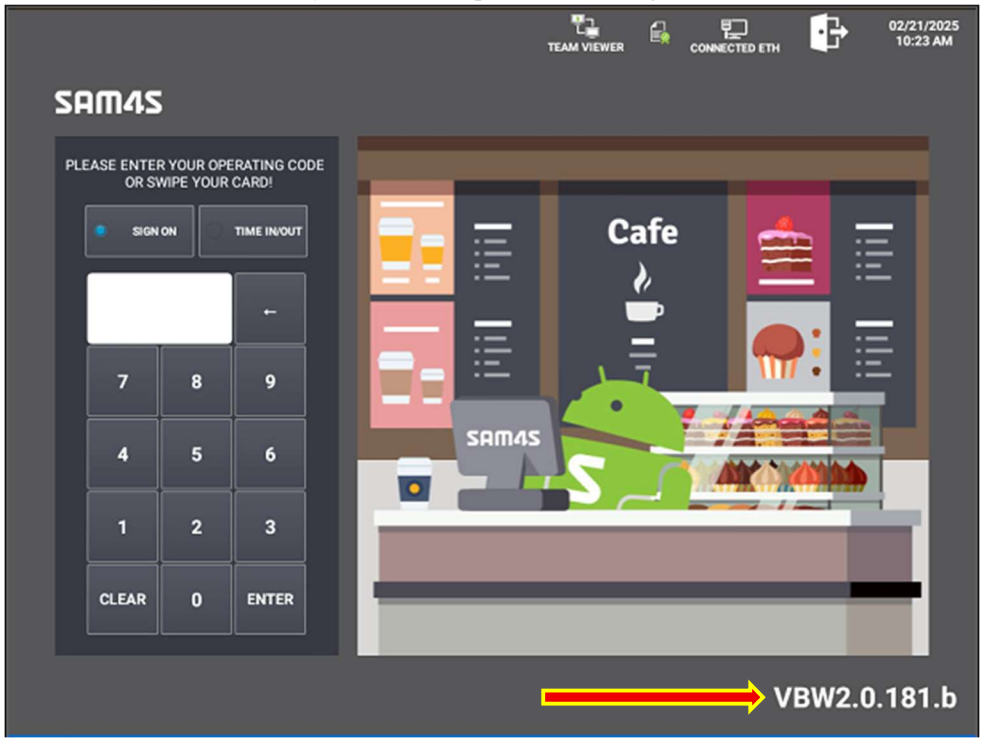


- You can type in the system Manager Password and press Enter.
- You can enter the operating code of any employee that has the option ADMIN USER checked.
- If an employee card system is used, employees with manager status can swipe their card to complete the transaction.

Initial Clear

The initial clear function allows you to exit any register activity and return to a beginning or cleared state. No program data is lost by performing this operation.

1. In versions 1.0.26 and later: Tap the **Version** information in the lower right corner three times to initial clear the SAM4POS ECR. *(In versions before 1.0.26: tap the SAM4s logo three times to Initial Clear.)*



2. The Notification dialog displays:



3. Press **YES** to proceed with the initial clear or press NO to exit without the initial clear.
4. Sign an employee on to the SAM4POS.

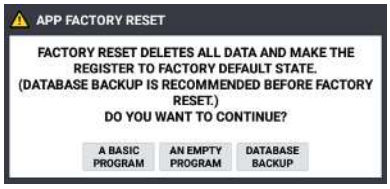
Memory All Clear

This operation clears all programming and returns SAM4POS to the factory default. This operation is reserved for the System Admin only. Contact your local authorized dealer for assistance.



Warning: This operation is not reversible, all programming, settings, and report totals will be lost. Be sure to back up the program prior to performing this procedure if you wish to save any of the current program files, settings or report totals.

1. From the Sign-On screen, sign on to SAM4POS as the **System Admin**.
2. Go to: **PROGRAM MODE \ SYSTEM \ DATABASE **
3. Choose **SAM4POS SALES DATA AND ALL CONFIGURATION DATABASE CLEAR** from the available selections.
4. The confirmation dialog displays:



5. Select the reset operation you wish to perform:
    - **A Basic Program –** Loads a simple program you can use for demonstrations.
        * 60 PLUs
        * 1 PLU Status Group
        * 4 Groups
        * 1 Employee
        * 2 MLU Groups & MLU screens
        * 3 FLUs
    - **An Empty Program –** Clears all programs and loads a blank program.
        * No PLUs, Groups, Employee's, MLU/FLU Screens
    - **Database Backup –** Will back up the current database to USB.
6. The Sam4POS APP will Reboot (power off and restart), the selected database program will be loaded and the main sign on screen is displayed. Sign On using **1 <ENTER>**.

Sign On/Off Operations

An employee must sign on at the main sign on screen to register sales on the Sam4POS ECR. Employees may sign on by entering their employee operating code or sign on by swiping their employee card.

The DALLAS key selection in the Employee programming is not used in the USA.

Register Mode operations, such as registering transactions and other Functions, may be initiated using the touch screen or using the real keyboard if you have the SAP-630. Press the function as appropriate; Key labels and descriptors may differ due to custom programming. Consult with your dealer for detailed operation information. The default key descriptions are used throughout this operation manual.

Sign On by Operating Code

When no employee is signed on the register, the main sign on screen is displayed. The message "PLEASE ENTER YOUR OPERATING CODE OR SWIPE YOUR CARD!" displays above the entry pad.

1. From the **Main Sign On** screen, Type in the **employee operating code**.
2. Touch **ENTER**. The main menu selection window displays. (On the SAP-630 & SAP-530 terminals, the screen displayed depends on the key-lock position of the Mode Key)
3. Touch the Register Mode icon to open the sales entry screen (REG-position on the SAP-630 & SAP-530). The employee's name displays in the top right of the title bar on the sales entry screen.

Sign On by Employee Card

If your system is using employee cards:

- Swipe the employee card. The main menu selection window displays.

Note: On the SAP-630/SAP-530 you can sign on to the terminal using the Real Keyboard. Press 1 ENTER or 1 Employee # to sign on. We can also press a MACRO key on the real keyboard to sign on.

Sign On by Dallas

This operation is not utilized in the USA.

Sign Off

There are several ways to sign off the current employee.

While in the Register Mode:

1. Type the current employee operating code using the 10-key pad then touch the **EMPLOYEE** key.
2. Alternatively, you can sign off using the following operations:
   a. Tap the **Sign Off** icon  .
   b. Type **"0"** then touch the **EMPLOYEE** key.
   c. Press the Employee icon  and select SIGN OFF from the menu selections.
   d. Press the back arrow ⇦ icon at the top of the Register Mode screen to return to the main menu screen; press the  icon on the main menu screen to return to the main sign-on screen.

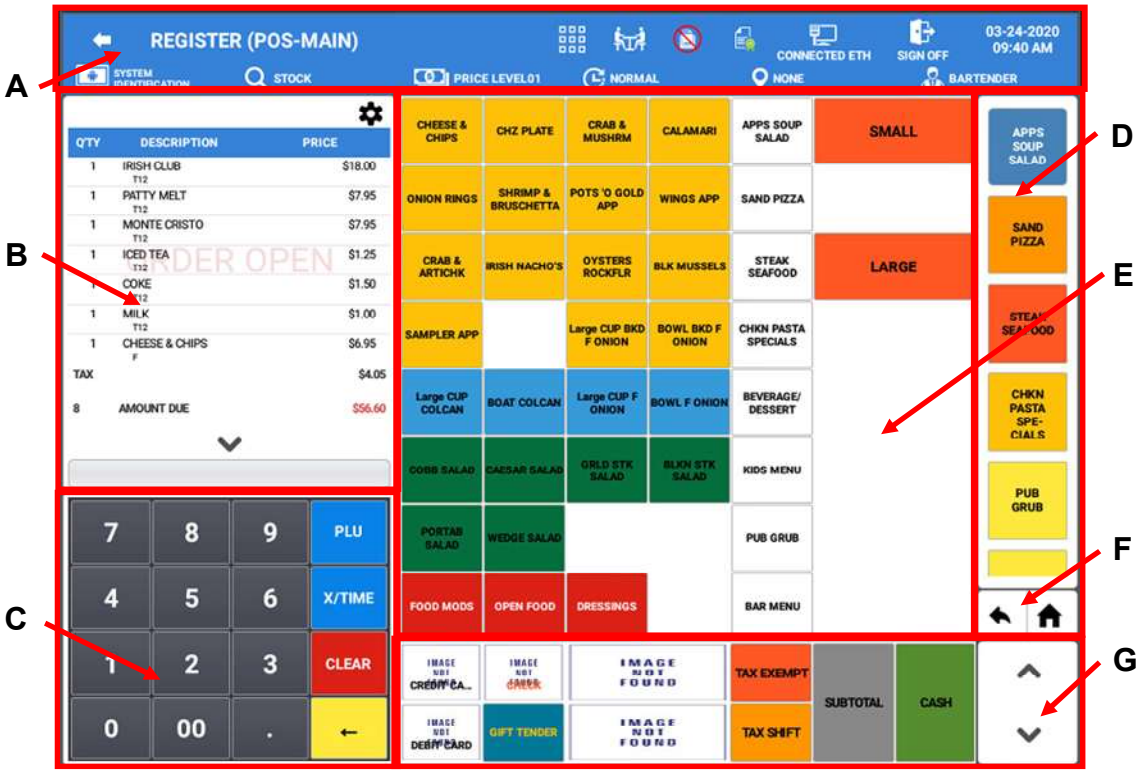
Register Mode

Register Mode Screen



Normal sales transactions and other sales related operations are performed from the register mode. On the SAP-6600(II)/SAP-4800II, touch the Register Mode icon on the Main Category Selection Screen to open the Register Mode Screen. On the SAP-630/SAP-530 terminals turn the mode key to the REG position.

The Register Mode operator screen is divided into different sections to facilitate regular sales transactions. See the descriptions on the following page.



- Pressing the Back Arrow ⇦ icon in the upper left corner of the screen will close the register mode operators screen and return to the Main Category Selection Screen on the SAP-6600(II)/SAP-4800II.
- Pressing the Back Arrow ⇦ icon on the SAP-630/SAP-530 terminals will sign off the current employee and the main sign on screen will display.
- Sapphire A70 terminals MLUs have an extra Row & Column and FLUs have an extra column as well.

Register Mode Screen Descriptions

Section	Description
A	**Title bar Header – Top Row displays:** Back Arrow ⇦, Mode, Utility Information Icon (for more utility functions), Table Display, Receipt On/Off, License Info, Connection method, Sign Off, and Date/Time. **Title bar Header – Bottom Row displays:** System Identification, PLU Key Info, Price Level, KP Period, Destination and Employee name.
B	**Transaction Detail –** Displays the items registered in the current sale. If more than 7 items are registered, a scroll bar allows you to scroll up/down the list. Touch the ⌄ icon to hide the 10-Key pad and expand the transaction detail area to view more items. If more than 16 items are registered, a scroll bar allows you to scroll up/down the list. Touch the ⌃ icon to open/restore the 10-Key pad again. **Note:** There is also a system option to control showing the number pad in register mode: Program Mode \ Options \ Options \ SYSTEM OPTION: USE REGISTER MODE NUMBER PAD
C	**Numeric 10-Key pad –** Is part of the Transaction detail section. Use this area to enter numeric values for item prices as well as: PLU Numeric PLU entries, X/TIME PLU multiplication entries, CLEAR Clear current value entered, or ← Back-Up/Remove previous numeric entry.
D	**MLU Navigation List –** When the System Option: Show MLU Navigator is selected, the MLU's associated with the MLU Group are available in the Register Mode. When more MLU's than can be displayed are available, you can scroll through the list to see the additional MLU's.
E	**MLU \ Item Area –** Displays the items or functions assigned to the selected MLU. Up to 56 keys can be assigned to each MLU. *(Up to 72 keys on Sapphire A70 terminals.)* Menu Look Up selection keys are used to access various screens for registering of items or performing specific operations and functions.
F	**MLU Navigation Buttons –** When the System Options: Show MLU Navigator is selected; the MLU navigation buttons BACK and HOME are available in the Register Mode.
G	**FLU –** Function Look Up. When more FLUs are available than can be displayed, scroll keys ⌃ ⌄ are provided to move through all the available FLUs. Up to 14 keys can be assigned to each FLU. *(Up to 16 keys on Sapphire A70 terminals.)*

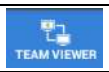
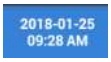
Register Mode Title Bar

The icons displayed on blue header\title bar at the top of the register mode screen allow the cashier to change price levels, destinations and other operations.

Refer to the "Title Bar Icon Details" on the following page for the function of each icon.



Title Bar Icon Details

Header Icons - Top Row	
	**Back Arrow –** Used to exit the register mode.
	**Mode Title –** Indicates the current mode.
	**Utility Information\APP Launcher Icon –** Tap this icon to display additional operational utilities such as End Of Day, memory storage usage percentage, Memo pad, Team Viewer, and the Favorites icon selection. See Employee Authority Level if not shown. ** Refer to the "Expanded Register Mode Title Bar" chapter on page 68 for details.
	**Team Viewer –** Allows access to Team Viewer without having to exit the register mode. *(Requires connection to the internet.)*
	**Table Map –** Open the Table map, see TABLE MAP programming for details.
	**Receipt On/Off –** Turn receipt printing On\Off. See Employee Authority Level if not shown.
	**License Info –** Touch this icon to display the 'My License Info' information dialog. See Employee Authority Level if not shown. • **Green:** Normal License Active. • **Yellow:** License Expiring Soon (within 30 days). • **Red:** Expired or No License installed. Will also display red when the terminal is not online. • 1 to 14 days after expiration, the warning will display on every transaction. • **DEMO:** After 31 days of not being online ****DEMO**** will display. This is normal and does not affect ECR operations. Press **OK** on the My License Info dialog to close the dialog. This video shows how the SAM4POS behaves on license expiration. https://www.youtube.com/watch?v=yERedyOretg&list=PLtF-h-a37jHmbhGgLO3nB76hP-avFSW29&index=2&pp=iAQB
	**Network Connection Method –** Tap this icon to access the main Android, Wireless & Network settings. The Manager Password is required for access. *(Registers do not need to be online for normal operation.)* • If the terminal is not connected to the internet, the connection method may indicate: ****DEMO**** or ****DISCON 1 DAY**** this is normal and does not affect software or register operation, even when this number reaches "0".
	**Sign Off –** Used to sign off the current employee and return to the main sign on screen.
	**Date/Time –** Touch this icon to display the clock on the screen: Tap screen again to restore the register mode screen.
Header Icons - Bottom Row	
	**System Identification icon –** Displays the terminal information: APP Version, Model Name, Serial Number *(8-digit license ID code for the station)*, Scale Certification CC Number, number of Registered PLUs.
	**PLU Key Info –** Select to display the PLU PRICE or PLU STOCK, or NONE on PLUs.
	**Price Level –** Displays the current Price Level, touch this icon to select or change to a different price level.
	**KP Period –** Allows the operator to select/change the KP Period.
	**Destination –** Tap this icon to set the default destination or select None.
	**Employee –** Displays the currently signed on employee, touch this icon to display: Time In/Out, Sign On info, Employee Report, Tip Report, Other Employee Report and Sign Off. *(Note: Other Employee Report is available only if employee is set as ADMIN.)*

Expanded Register Mode Title Bar

When an employee with the appropriate authority level is signed on the Utility Information Icon is displayed on the title bar in the register mode. When this icon is selected additional icons are displayed on the title bar for: memory usage, memo, TeamViewer, and favorite icons. (Available at version 1.0.98 and later.)



Utility Information Icons

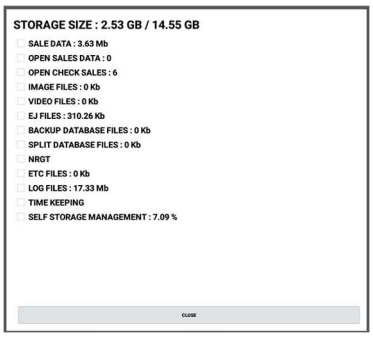
Icon	Description
	Utility Information Icon – This Icon is only displayed if an employee has proper authority level. Used to access the End of Day report, Percentage of Memory Used, Memo, Team Viewer and Favorite icon.
	End Of Day icon – Available with appropriate authority level setting only. Allows Employee to perform the EOD report from the Register mode. If selected, the EOD report is performed. The status dialog displays while the report is performed, then the EOD success displays briefly.
	Memory Storage icon – Displays the percentage of memory used. Tap this icon to show the total memory used/ available and a breakdown of memory used by category. The Storage Threshold percentage can be set in Options\System Option. When the storage threshold is reached, the notification *"Over The Storage Threshold, Do You Want Management For Storage?"* displays on the main sign on screen.
	Memo icon – Tap to view or add a memo\note\reminder. Refer to the "Memo Icon" chapter on page 53 for details.
	Team Viewer icon – Allows access to the TeamViewer application directly from the register mode. TeamViewer can be used by the dealer for remote support.
	Favorite icon – When selected, the register mode screen is added to the Favorite list. Note: The Favorite List is accessible from all modes except the Register Mode.

End Of Day

If selected, the EOD report is performed. The status dialog is displayed while the report is performed, then the EOD success displays briefly.

Memory Storage Percentage

The Memory Storage icon percentage icon displays the total percentage of memory being used. When you tap on the memory storage percentage icon, the memory storage size dialog is displayed. This feature is used to view where memory storage resources are being used by category. If necessary, the system admin can sign on to delete files from storage management. Refer to the Sam4POS Admin Guide for details.



Press **CLOSE** to exit the Memory Storage Size category usage dialog.

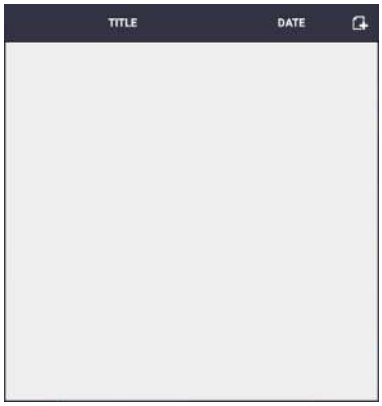
Memory Storage Category Definitions

Storage Category	Definition
Sale Data	Displays the current total Sale Data memory usage. The Sale Data also includes configuration information so Sale Data will never go to zero.
Open Sales Data	*(Added in v2.0.98)* Displays the count of unsynchronized open sales data. These are transactions that remained with a sale status 'OPEN' on sale transactions.
Open Check Sales	Displays the number of all open checks (tables) in the terminal including table map.
Image Files	Displays the total memory used by Image files stored in Sam4POS.
Video Files	Displays the total memory used by Video Files stored in Sam4POS.
EJ Files	Displays the total memory used by Electron Journal Files stored in Sam4POS.
Backup Database Files	Displays the memory used for Database Backup files saved to internal storage.
Split Database Files	Sale Data Split happens automatically when the EOD report is generated and the working DB is over 30MB. Splitting the data speeds up normal transaction speed by making the working Database smaller. This category shows the total memory used for Sales Data Split files.
NRGT	NRGT is the ***N***on-***R***esettable ***G***rand ***T***otal amount. This total continues to increase with the combined ADJST TOTAL from all current and previously generated reports. The NRGT may or may not include Tax totals and\or Discount totals depending on the report option settings. Beginning in v2.0.163 if you select the Report Mode report option Reporting By Terminal, the NRGT will print for each Individual Station and a combined NRGT total for All Stations.
IRC Synch Data	May or May Not be displayed. Displays the total memory used by IRC Synch Data. (Should be 0 at all stations.)
ETC Files	This selection will allow for deleting of unneeded files in the Root directory.
Log Files	Logs are maintained in the root directory for 10 days on each station.
Time Keeping	Displays the total memory used for all time keeping data.
Self-Storage Management	*(Added in v2.0.147)* Displays the percentage of storage used as per the System Option: Self-Storage Management Data Size Limit setting. See 'Self-Storage Management' on page 481 for details about this feature.

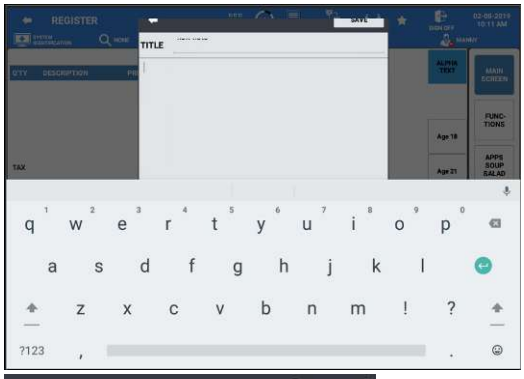
Memo Icon

The Memo icon is available from the register mode when you press the Utility Information Icon on the register mode title bar. Selecting the Memo icon allow the operator to add a note or reminder that can be reviewed at a later time.

1. Sign on to Sam4POS from the main Log On screen.
2. Tap the register mode icon or turn the mode key to REG.
3. Press the **Utility Information Icon** to access the Memo icon.
4. Press the **Memo Icon** to view or add Memo's, notes, or reminders.



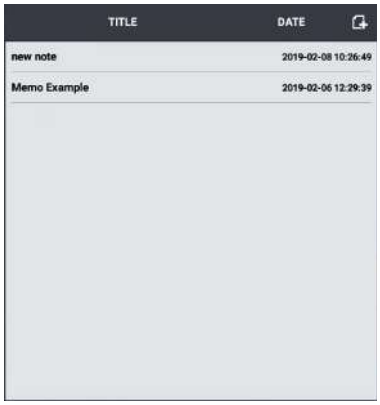
5. On the note pad that displays, Press the **Add Record icon** to add a new memo or reminder to the list. The memo dialog and a keyboard display.
6. Type in a **TITLE** *(up to 40 characters)* for the note/reminder using the keyboard on the display.
7. Alternatively, an external USB keyboard connected to the terminal may be used.



8. Then type the **Message.**
9. Press **SAVE** when finished.



10. The new **memo/note/reminder** is added to the list.



Edit\Delete\Print Memo

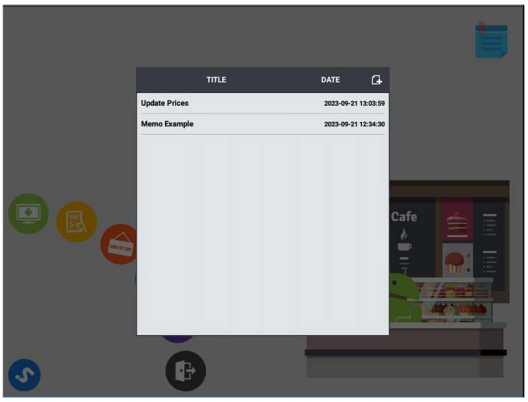
1. Press the **Memo Icon** on the upper right of the Main Category Selection Screen to open the Menu dialog to view or add Memo's, notes, or reminders.
2. To **Edit** or **Delete** a MEMO/Reminder, Tap/touch on the desired MEMO/Reminder in the list:



3. Use the icons on the header bar to perform the desired operation. Press the:
   - **Note Pad** icon to edit the note.
   - **Trash Can** icon to delete the note.
   - **Print\Email** icon to send the note to email.
   - **Back-Arrow** icon to close the current Memo.



4. Press the **MEMO** icon, or anywhere outside the Memo, to close the MEMO/Reminders list.



Team Viewer

The Team Viewer icon is available when you press the Utility APP Launcher Icon on the register screen title bar. Team Viewer is a remote access utility that can be used to remotely support the SAM4POS CASH REGISTER APPLICATION. The Team Viewer Quick Support application is already pre-loaded on the SAM4POS ECRs.

To be able to utilize this tool, a connection to the Internet is required.

Favorite Icon

The Favorite icon is available when you press the Utility APP Launcher Icon on the register screen title bar. When selected the register mode is added to the Favorites List, when not selected the register mode is removed from the Favorites List. The Favorite List is accessed from the Main Category Selection Screen.

Custom Screen Layouts

Register Mode screens can be designed to accommodate the customer's needs. Refer to the Screen Edit programming beginning on page 303 for complete details.

The main MLU screen and all other MLU screens can provide up to 56 single size key locations in a 7 x 8 matrix.

These keys can be configured as Large wide and vertical keys; unused locations may be hidden from view.

Key background colors and text colors can be chosen from a 25-color palate.

Images may be used instead of text for key identification.

Keys that are not assigned a PLU, MLU or function will not display.

The main FLU screen and all other FLU screens can provide up to 14 single size key locations in a 7 x 2 matrix.

All other configuration aspects for FLU keys are the same as MLU keys.



Sapphire A70 Terminals

- Sapphire A70 terminals MLU screens have an extra Row & Column and FLU screens have an extra column.
  - *(Up to 72 MLU keys and up to 16 FLU keys on Sapphire A70 terminals.)*



Sapphire A60 / SAP-6600 / SAP-630 / HM626

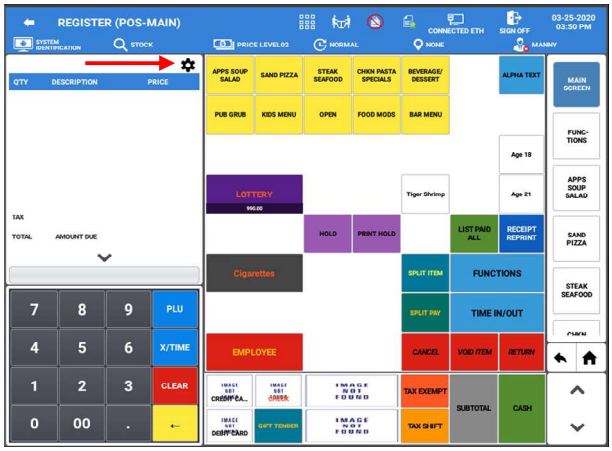
- All other terminals can have up to 56 MLU keys and up to 14 FLU keys.



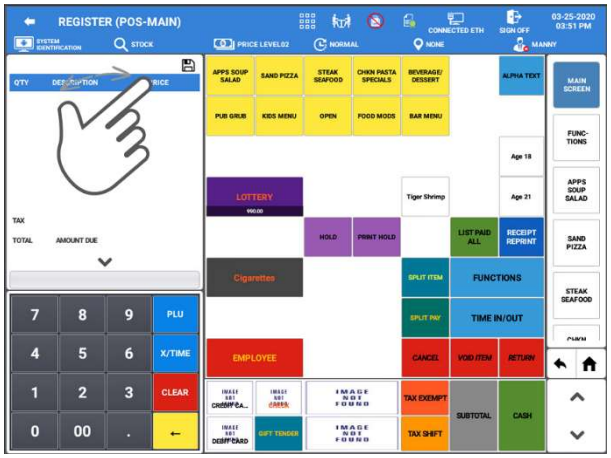
Sale Screen Size Edit

The ability to change the sale screen size in the register mode was added in v1.0.73 and later. To change the sale screen size, you must activate the general option: ALLOW SALE SCREEN EDIT in the Program Mode > Options > Options > General Option.

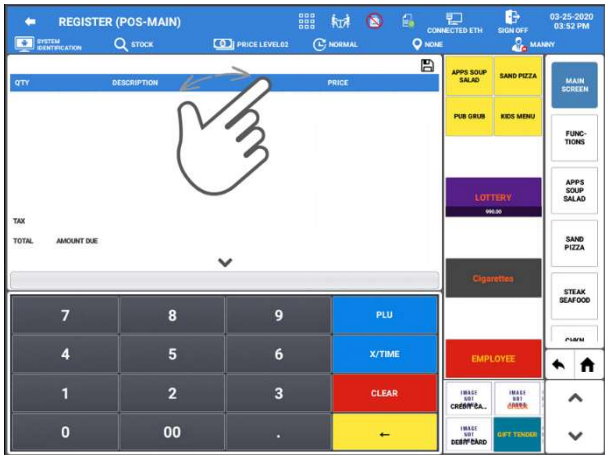
1. If the screen edit option is selected, the gear icon ⚙ will display above the transaction detail area *(Sale List)* in REGISTER MODE allowing for the screen size to be edited.
2. Press the **Gear** icon to change the size of the sale display:



3. **Press & Drag** in the white area next to the save icon 💾 to expand the sale display area.



4. Press the **Save** icon 💾 to save the new screen configuration.
5. The **Sale List Font Size** can be edited to be larger or smaller as desired. Refer to the Program Mode \ Options \ Options \ General Option for this setting



Note: All register mode display areas are adjusted, any hidden MLU/FLU keys will no longer be accessible when registering sales.

Report Mode

Report Mode Screen



Tap the Report Mode icon on the main category selection screen to view the report mode. *(X-position on the SAP-630 & SAP-530)*. The terminal descriptor is displayed with the Report Mode header.

With the Report Mode selected the default screen displays a grid of six quick view summary reports for managers to quickly see selected report information. Specific data can be chosen to display on the summary report grid. Refer to the "Summary Reports" on page 76 for details. The terminal descriptor is displayed with the Report Mode header.

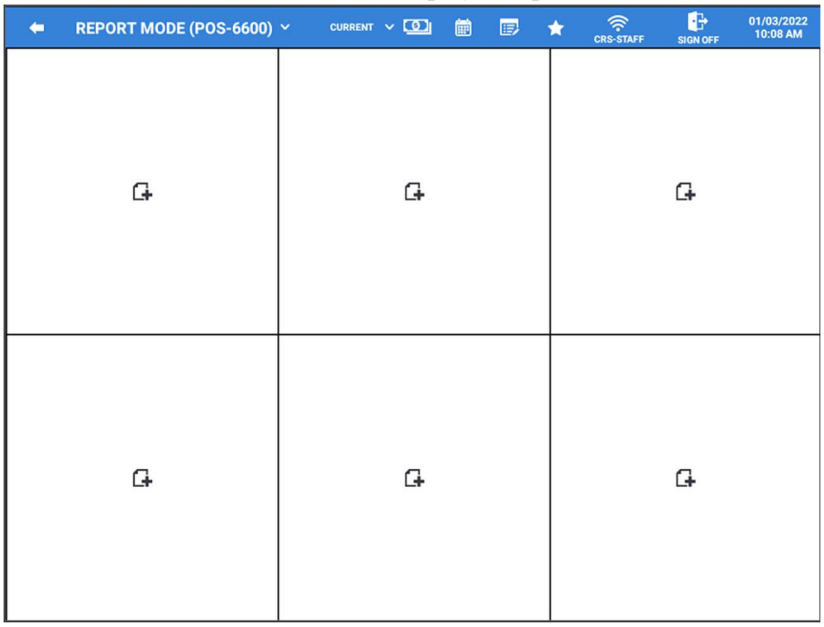
Detailed reports are available by touching 'REPORT MODE ⌄' on the title bar. From the sub-menu report section, you can view, print or export the selected report as a CSV or PDF file. The exported report can be saved to a USB or sent to your email. Refer to the "Detailed Reports" section on page 80 for more information.

A report function key can be assigned to an MLU or FLU or to the real keyboard on the SAP-630 terminal. Report keys can also be set on a time schedule to generate automatically to ensure it is generated daily, refer to Time Schedule > Auto End Of Day on page 402 for details.

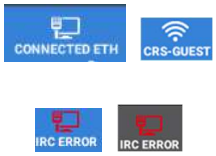
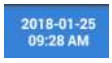
Cash Declaration operations are provided in the Report Mode and a Calendar Report for viewing sales data.

Please Note: Report data is not cleared from the report mode; report data will remain in the terminal until deleted using the Storage Management. Current daily totals are cleared by generating the 'End Of Day' operation. Refer to page 110 for details about the End Of Day mode.

1. From the main category selection screen, press the **'REPORT MODE'** icon *(X-Position on the SAP-630/SAP-530)***,** the default **REPORT MODE** screen displays. Reports can be selected/deselected as desired to view.



Report Mode Icons

Icon	Function Description
	**Back Arrow –** Exits the report mode.
	**Report Mode Title –** Shows the current mode selection and the Terminal Descriptor. Pressing this title will open the detail report list.
	**Up/Down Carrot –** Next to the Report Mode title Displays/Hides the Detailed Reports Sub-menu selections, press this icon to access all other reports.
	**Current/Today Option –** Available at v2.0.92 and later. CURRENT *(before EOD is performed)* & TODAY *(shows all info for the day including info after an EOD performed)*. If the user changes the option, the graphs will be refreshed. The selection that the user chooses will be saved when user exits the screen.
	**Cash Declaration –** For entering the cash drawer count values.
	**Calendar Report –** Opens the calendar report view.
	**Edit icon –** Used to show and hide the Edit/Delete/Refresh icons  on the Quick-View Report grids.
	**Favorites icons –** Press this icon to add *(gold star)* or remove *(white star)* the Report Mode on the favorites list.
	**Network Connection Method –** Ethernet or WiFi: Tap this icon to access the main Android, Wireless & Network settings. The Manager Password is required for access. *(Registers do not need to be online for normal operation.)* • If the terminal is not connected to the internet, the connection method may indicate: ****DEMO**** or ****DISCON 1 DAY**** this is normal and does not affect software or register operation, even when this number reaches "0". **IRC Error -** When IRC is used, if the main terminal is turned off, the IRC Error displays on the satellite terminals.
	**Sign Off –** Signs Off the current employee and returns to the main Sign-On screen.
	**Date/Time –** Touch this icon to display the clock on the entire screen. Tap the screen again to return to the Summary Report screen.
	**Search icon –** Used to search for and load the report data for the grid.
	**Add record icon –** Press this icon to add a quick view report to an empty grid.
	**Edit icon –** When added to the grid, pressing this icon brings up the Report Summary list to change the report that displays in the selected grid.
	**Trash/Delete icon –** When added to the grid, pressing this icon will remove the current report selection from the selected grid.
	**Refresh icon –** Use to refresh the data for the currently selected report in the grid.
	**Print icon** – Use to print the selected report.
	**Export icon** – Use to export the selected report to CSV or to PDF.

Summary Reports

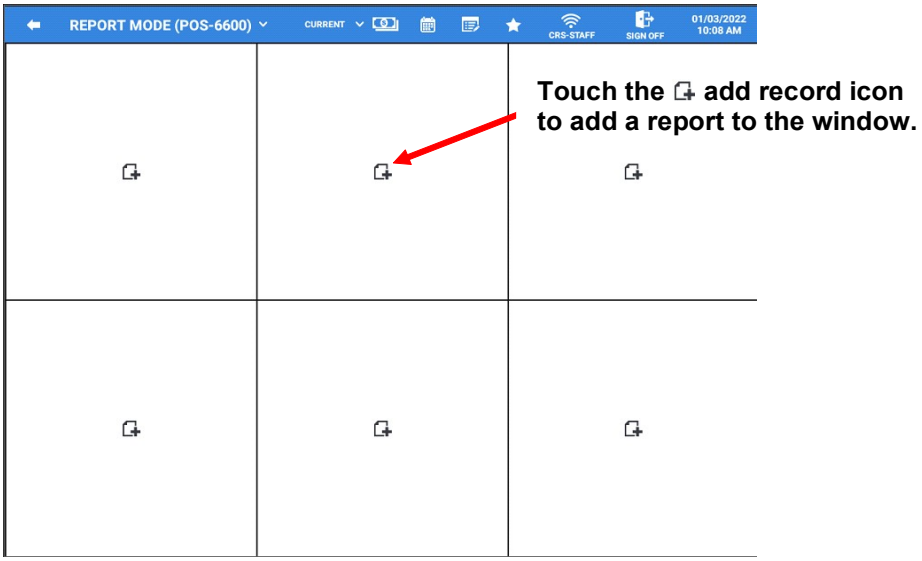
When the Report Mode is selected, the default screen displays a grid of six quick view summary reports for managers to quickly see selected report information. Specific data can be chosen to display on the summary report grid. The Quick View Summary Reports allow you to view selected report information without having to first run and print the report. Report information displayed in the summary reports cannot be printed.

Beginning in v2.0.92, the option to select CURRENT *(view report data before EOD is performed)* & TODAY *(shows **all** report data for the day, including report data after an EOD was performed)* was added. If the user changes the option, the graphs will be refreshed to display the selected data. The last selection the user chooses will be saved when the user exits the screen.

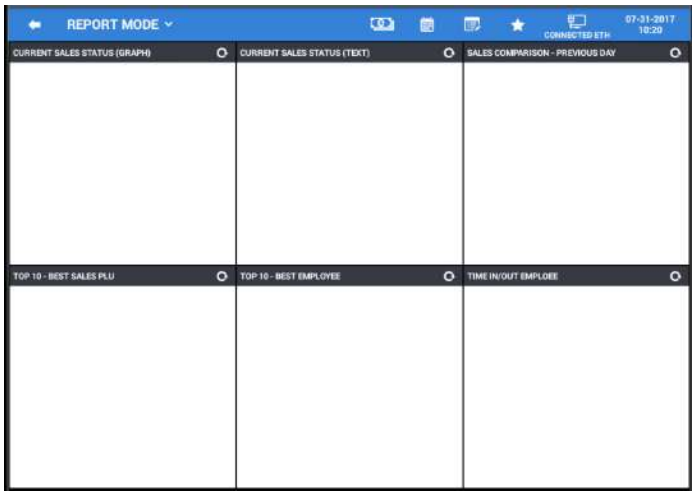
Adding Reports to the Summary Report

To add or edit the summary reports that are shown on the report mode quick view display, touch the **Add Record icon** in any of the six, quick view summary report grids to display a list of available summary reports.

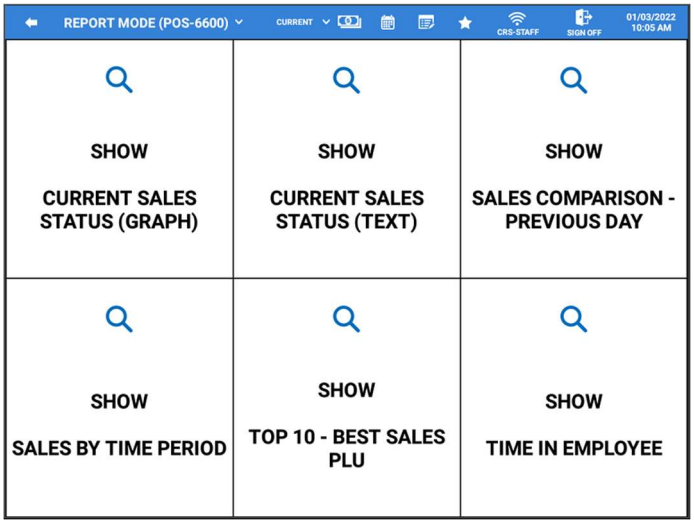
Note: reports that have already been assigned to a cell will no longer appear in the summary reports list.



- The available quick view Summary Report Items include:
  - **Current Sales Status (Graph)**
  - **Top 10 – Best Sales PLU**
  - **Top 10 – Best Employee**
  - **Sales By Time Period**
  - **Time In/Out Employee**
  - **TIP Report By Employee**
  - **List Check**
  - **Top 10 – Best Sales Group**
  - **Sales Comparison – Previous Day**
  - **Time In Employee**
  - **Current Sales Status (Text)**
- Select the report from the list that you want to appear in the selected cell on the quick view screen.
- When you have added your report selections, they will appear on the quick view screen.



- To display the report information, you may need to exit the report mode then return back again.



- Choose to view CURRENT data *(report data before EOD is performed)* or data for TODAY *(shows **all** report data for the day, including info after an EOD has been performed)*. If the report is not displayed, touch the 🔍 icon to see the report data. When the Current/Today option is changed the graphs will be refreshed to display the selected data. The last selection chosen will be saved when exiting the Report Mode screen.



Current

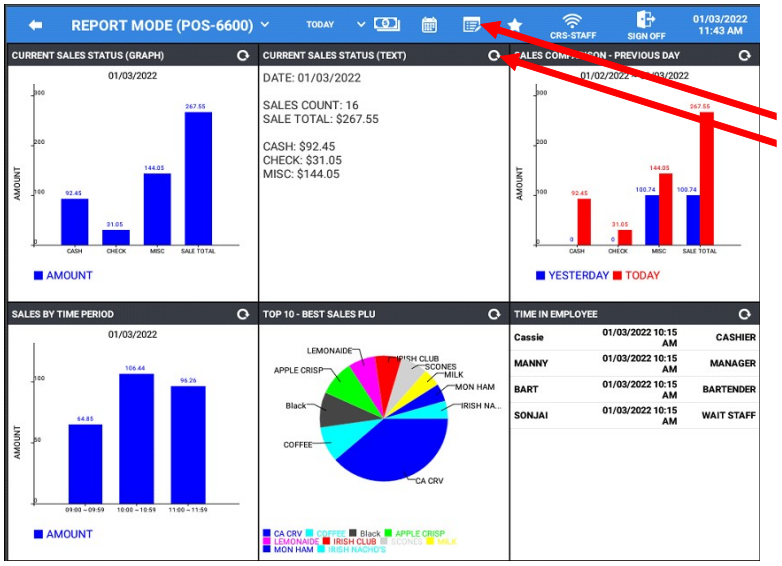


Today

Edit the Summary Reports

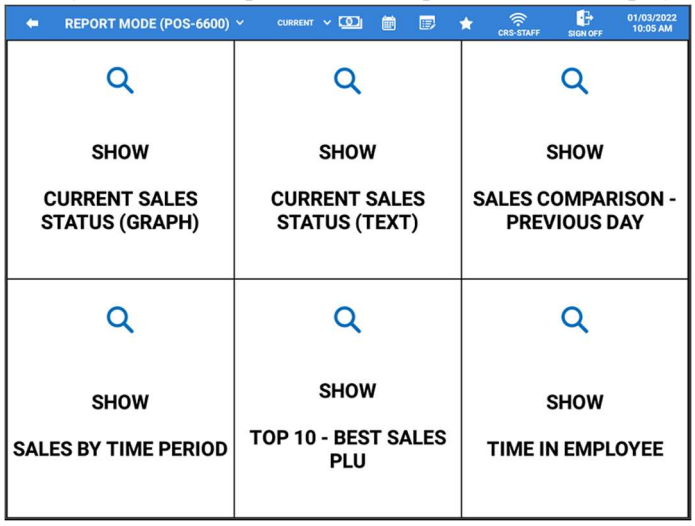
If desired, the current reports displayed in the report mode summary report view can be changed to display different reports or removed from the summary report view.

- Touch the **Edit icon** on the title bar to display or hide the edit icons for each report in the grid.



The "Edit" icon on the header bar displays or hides the edit icons for each report in the grid.

- Press the **Favorite icon** if you want to include the REPORT MODE to your Favorite List selections.
- To exit the report mode, press the button.
- The next time you enter the report mode, the quick view will display as shown here:



- To see the quick view reports again simply press the in the cell to view the report data.
  - ◊ You can change the reports displayed here by pressing the **'Edit' icon** and selecting a different report from the list of available Summary Report Items.
  - ◊ Touch the **'Delete icon'** to no longer display any report in the current cell.
  - ◊ Press the **'Refresh icon'** to refresh the report in the cell.

Detailed Reports

In addition to the summary reports, detailed reports are available by selecting the report mode sub-menu. Select a report from the list to view the report data. When the report is generated for the selected report, you can view or print the report data. We can also export the report data as a CSV or PDF file to a USB or EMAIL.

Please Note: The Reports are not cleared when generated from the report mode, report data will remain in the terminal until they are deleted using the Storage Management operation. (See the separate Admin Mode supplement for details.)

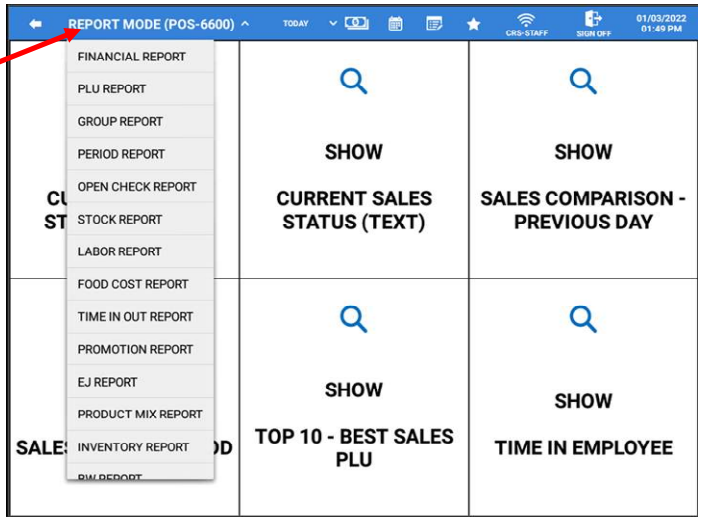
Caution! Not clearing out old sales history will eventually fill up the available memory and cause the terminal to slow down and/or create Data Sync issues.

The current daily totals are cleared by generating the "End Of Day" operation, this operation should be performed daily. Refer to page 110 for details about the "End Of Day" operation.

A Database Integrity Verification process was added in v2.0.90 when a report is generated. This process will sync the data when different data exists in different terminals in the system. This process only works for the current DB not the split DB. This process was added to help with sync issues and report difference issues when terminals drop offline with each other during operations due to network issues.

1. Touch **REPORT MODE** ⌄ sub-menu dropdown on the title bar to access all other reports. Select the specific report you wish to view from the list to open the report.

Touch REPORT MODE ⌄ to open the detailed reports sub menu selections.



2. After selecting a report, you will be able to select the **Date** or date range, choose **Options** and **Filters** for the report to view the desired information. Each report type will have its own set of selections.

Note: The Dates selections, Options and Filters will vary depending on the report type selected.

Report Dates \ Options \ Filters

The detailed reports provide report data that can be selected by specific date selections. Options and filters are provided to define data that is presented on the selected report. The dates, options and filters will vary depending on the specific report selected. The various possible selections are explained below.

Dates

You can choose **DATES** to view reports for Today, Last End of Day, or set a Custom period, you can also choose from 1 Day, 1 Week, 2 Week, 1 Month, 3 Month, 6 Month or 1 Year reports. Simply make your selection and press the refresh icon to change the current view to your new selections.

The Dates selection will revert to the default setting when you exit the report screen.

TODAY

This selection will display the report data for the current day.

LAST END OF DAY

This report selection displays report data for the Last End of Day report that was generated.

CUSTOM PERIOD

This selection allows you to select a specified report period, Select the Start Date and End Date for the Custom Period report.

1 DAY

This selection allows you to select a specific day to review report data, Select the day by entering the Start Date *(the End Date will automatically be entered).*

1 WEEK \ 2 WEEK

This selection allows you to select a specific week or two-week period to review report data, Select the desired week by entering the Start Date, The start date can be any day of the desired week *(the End Date will automatically be entered).*

1 MONTH

This selection allows you to select a specific Month to review report data, Select the desired Month by entering the Start Date, Select the Month and Year for the report. The day selection has no effect, the day will always be the 1st of the selected month, *(the End Date will automatically be entered).*

3 MONTH

This selection allows you to select a specified 3-Month *(quarterly)* range to review report data, Select the desired 3-Month range by entering the Start Date, Select the Month and Year for the report. The day selection has no effect, the day will always be the 1st of the selected 3-month range, *(the End Date will automatically be entered).*

6 MONTH

This selection allows you to select a specified 6-Month *(bi-annual)* range to review report data, Select the desired 6-Month range by entering the Start Date, Select the Month and Year for the report. The day selection has no effect, the day will always be the 1st of the selected 6-month range, *(the End Date will automatically be entered).*

1 YEAR

This selection allows the manager to select a specific Year to review report data, Select the desired Year by entering the Start Date, Select the desired Month and Year for the report. The day selection has no effect, the day will always be the 1st of the selected month, *(the End Date will automatically be entered).*

START DATE AND END DATE

Use the calendar provided to select the start date & end dates.

END OF DAY NUMBER

You have the option to select a specific End of Day Number if more than 1 EOD has been performed, such as after each shift.

TERMINAL

You can select to view report data from My Terminal, Select ALL or select individual terminals. The default terminal selection setting is Not Used. This indicates there is no filter selected which is the same as choosing Select ALL, the report will collect data from all stations in the system.

Options

The Report Mode Option selections allow you to further define the report to display specific data.

Important! ***Options selections will limit the report to display just the data specified by the selected option. If no data exists for the selected option, no data will load when you generate the report.***

The options available will vary depending on the specific report selected. When an option is selected, the option will remain checked when you exit the report mode and each time you access the same report in the Report Mode.

The Report Option selections will remain selected when you exit the report screen. The same option selections will be applied to all detailed report selections where applicable. The option definitions shown below define each option selection found on the various detail report selections. Refer to the Available Detailed Reports chapter to see the specific options & filters available for each individual report type.

Options Definitions

TRAINING DATA
Select if you wish to see just the report data for items sold while in training. If no Training sales were registered, no data will load when the report is generated.

CURRENT DATA
Current Data only includes data that has not been posted ***(before the EOD is preformed)***. When selected, the report will display only the current data on the report *(report data since the last EOD was generated)*. Previous dates cannot be selected when the Current Data box is checked. You must uncheck the 'Current Data' selection to run historical reports.

DETAILED DATA
Expands the data displayed on reports to include separate tax breakdown and media totals.

ZERO SKIP
When selected, any report totals with a 0 count/amount will not be displayed.

DRAWER TOTAL
When selected **only** the drawer totals for each tender type is displayed.

TIP TOTAL
When selected **only** the TIP TOTAL information is displayed. If no TIP entries have been made, no data will display when the report is generated.

REPORTING BY EMPLOYEE \ SIGNED ON EMPLOYEE \ CLOCKED IN EMPLOYEE
Select one of these settings if desired to show reports by each employee, only the currently signed on employee, or only clocked in employees.

REPORTING BY TERMINAL
Used in IRC configurations, when selected, the report displays/prints/emails the selected report for ALL Terminals and for Each Individual Terminal in the system.

PLU ZERO SALES
Displays a list of PLUs with no sales activity.

WASTE, PROMO
When checked **only** items that have been used with the Waste & Promo function keys are displayed. If no Promo or Waste operations were performed, no data will load when the report is generated.

PRICE LEVEL
Select to display item sales on the PLU Report split out by each price level used by each item.

NOT FOUND PLU
Select to display a list of items added using the Not Found PLU feature.

PLU PROFIT
Select to display the PLU Profit Ratio for each item sold.

Filters

The Report Mode Filter selection provides further flexibility by allowing you to filter the report to show all employees or choose a specific employee to view just their individual totals.

Report Filters will return to their default setting when you leave the Report Mode screen. You will need to select the desired filter settings when the Report Mode is accessed again, and a report is selected.

Refer to the Available Detailed Reports chapter to see the specific filters & options available for each individual report.

Filters Definitions

GROUP #1, #2, #3

Default setting = NOT USED – All Groups report data will display. Select specific Groups assigned on the PLU group assignment #1, #2, #3. This filter only appears on the following report types: PLU, Stock, and Food Cost Reports.

GROUP

Default setting = NOT USED – All Groups report data will display.
Select a specific Group or Groups from the list to view report date for just the selected group(s) or check the select all check box to see data from ALL Groups. This filter appears on the report types: Group and Period reports.

EMPLOYEES

Default setting = ALL – Report data for all employees will display on the report.
Choose the SELECT ALL check box or select specific employees for the report. Deleted employees appear grayed out in the list of employees. You can choose the REMOVE DELETED EMPLOYEE check box to hide these employees in the employee list. This filter appears on the following report types: Financial, PLU, Group, Period, Open Check, Labor, Food Cost, Time In-Out, Promotion, and Product Mix reports.

FROM PLU \ TO PLU

Default setting = BLANK *(no selection)* – Report Data will include all PLUs. You can also choose to select a specific PLU or PLU range for the report if desired. This filter appears on the following report types: PLU, Group, Period, Stock, and Food Cost reports.

TOP

Default setting = ALL – Report Data will include all PLUs. Choose to display the Top 5, 10, 20, 30, 50, 100 or ALL PLUs, Groups, Open Checks, depending on the report type selected. This Filter appears on the following report types: PLU, Group, Period, Open Check, Labro, and Food Cost reports.

Report View \ Print \ Export

Generate

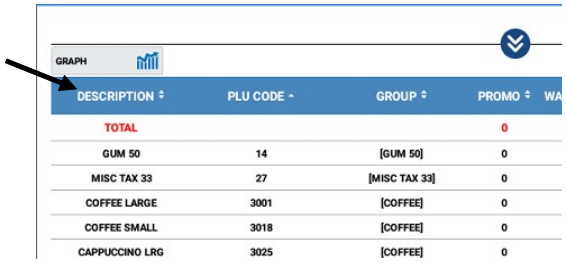
This section provides:

- **REFRESH** button to refresh the report data after changing date selections, options or filters.
- **ZOOM** button to view just the report data.
- **REPORT VIEW** button that allows you to view the report and/or print to the receipt printer.
- **EXPORT** button allows you to export the selected report as either a CSV or PDF file. Exported reports are formatted to fit 8.5 x 11 paper. Exported reports can be saved to a USB or sent to your email. You can select from a list of email addresses to send reports to, or have the reports sent automatically to all email addresses as defined in report option programming.
- **SHOW MORE & SHOW LESS** buttons to expand the report data to show more or less data, this will hide/show the Dates, Options, Filters and Generate selections to view just the report data.

Report Detail Data

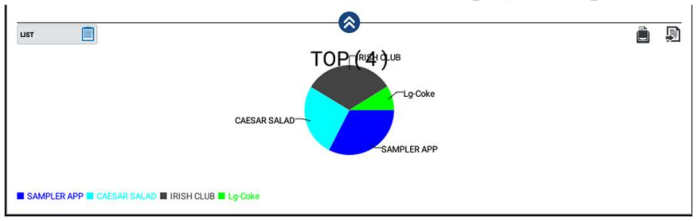
LIST Report data by default is displayed in a LIST format. Report data can be sorted in ascending or descending order by tapping on the desired column heading.

Report Data can be sorted by tapping the column header.



Report Detail Graph Data

GRAPH Graph View: Report data by default is shown in a 'LIST' format. Some reports can be displayed in a GRAPH format. Press the GRAPH icon to display the report data as a 'Pie Graph'.



Available Detailed Reports

Financial	**PLU**	**Group**	**Period**	**Open Check**
Stock	**Labor**	**Food Cost**	**Time In Out**	**Promotion**
EJ	**Product Mix**	**Inventory**	**BW**	

NOTE: The BW Report requires special BandyWorks firmware. Refer to the separate BandyWorks Setup Guide for details.

Financial Report

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE & END DATE

Use to determine the specific date range for the DATES selection.

END OF DAY NUMBER & TERMINAL SELECTION

You have the option to select a specific End of Day Number (if more than 1 EOD has been performed, such as after each shift).

OPTIONS

Training Data, Current Data, Detailed Data, Zero Skip, Drawer Total, Tip Total
Reporting By Employee, Signed On Employee, Clocked In Employee, Reporting By Terminal
NOTE: Option selections limit the report to display just the specified option selection data.

FILTERS

EMPLOYEES - SELECT ALL or select specific employees. REMOVE DELETED EMPLOYEE will hide these employees in the employee list.

GENERATE

Refresh, Zoom, Report View, Export

Report Data

Line: Description – Count – Amount

Note: NRGT is the ***N*on-*R*esettable *G*rand *T*otal** amount. This total continues to increase with the combined ADJST TOTAL from all current and previously generated reports.

NRGT may or may not include Tax totals and\or Discount totals depending on the report option settings.

Beginning in v2.0.163 if you select the report option Reporting By Terminal, the **NRGT** will print for each Individual Station and a combined **NRGT** total for All Terminals.

PLU Report

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE & END DATE

Use to determine the specific date range for the DATES selection.

END OF DAY NUMBER

You have the option to select a specific End of Day Number (If more than 1 EOD has been performed on the same day, such as generating an EOD after each shift).

TERMINAL

You can select: My Terminal, Select ALL or a specific terminal for the report.

OPTIONS

Training Data, Current Data, PLU Zero Sales, Waste, Promo, Price Level, Not Found PLU, PLU Profit Reporting By Employee

NOTE: Option selections limit the report to display just the specified option selection data.

FILTERS

Group #1, Group #2, Group #3 – Select specific Groups assigned on PLU group assignment #1, #2, #3.
EMPLOYEES – SELECT ALL or select specific employees. REMOVE DELETED EMPLOYEE will hide these employees in the employee list.
From PLU \ To PLU – Select a PLU or PLU range for the report if desired.
TOP – Choose to display the Top 5, 10, 20, 30, 50, 100 or ALL PLUs

Additionally, the PLU Report data can be displayed as a List report or in a Graph format.

GENERATE

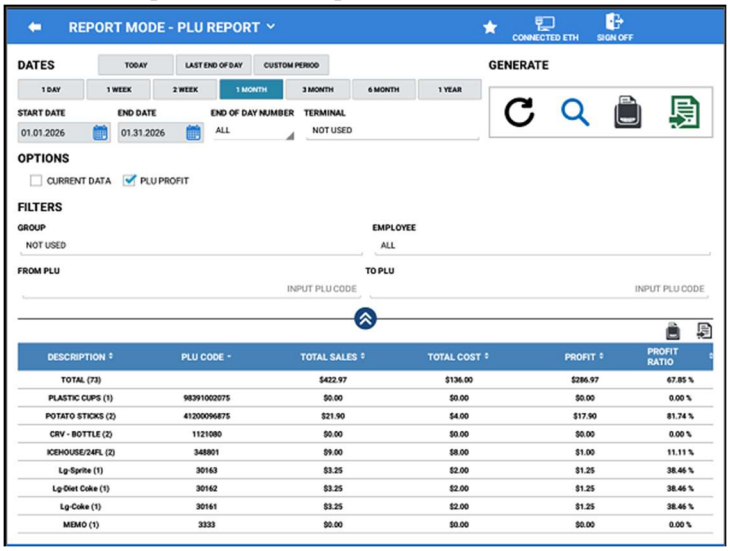
Refresh, Zoom, Report View, Export

Report Data

List: Item Description – PLU Code – Group – Promo – Waste – Usage – Count Total – Amount Ratio
Graph: PLU Item Description

PLU Profit Report

With the PLU Profit option selected on the PLU Report, the PLU Description, Code, Total Sales, Total Cost and the Profit and the Profit Ratio are printed on the report. The PLU Cost must be added to items in PLU programming.



PLU Report Export

When exporting a PLU Report to PDF/CSV there are differences depending on the setting of the Report Option: EXPORT SIMPLE PLU REPORT TO CSV/PDF. PDF, export report example:

1) When the Report Option ***is not checked***:

DESCRIPTION	PLU CODE	GROUP	PROMO	WASTE	USAGE	COUNT	TOTAL	AMOUNT RATIO
TOTAL			0	0	4	4	$14.00	100.00%
Soda	21	[Non-Alcoholic]	0	0	1	1	$3.00	21.43%
Juice	22	[Non-Alcoholic]	0	0	1	1	$3.00	21.43%
EZ Livin	23	[Non-Alcoholic]	0	0	1	1	$6.00	42.86%
Water	25	[Non-Alcoholic]	0	0	1	1	$2.00	14.29%

2) When the report option ***is checked*** *(for Door Dash food delivery company)*.

DESCRIPTION	PLU CODE	COUNT	TOTAL
TOTAL		4	$14.00
Soda	21	1	$3.00
Juice	22	1	$3.00
EZ Livin	23	1	$6.00
Water	25	1	$2.00

Same also when exporting the PLU Report as a csv file.

Group Report

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE & END DATE

Use to determine the specific date range for the DATES selection.

END OF DAY NUMBER

You have the option to select a specific End of Day Number (if more than 1 EOD has been performed, such as after each shift).

TERMINAL

You can select: My Terminal, Select ALL or a specific terminal for the report.

OPTIONS

Training Data, Current Data, Waste, Promo
Reporting By Employee
NOTE: Option selections limit the report to display just the specified option selection data.

FILTERS

Group – Select a specific Group or Groups to view.
Employee – SELECT ALL or select specific employees. REMOVE DELETED EMPLOYEE will hide these employees in the employee list.
From PLU \ To PLU – Select a PLU or PLU range for the report if desired.
TOP – Choose to display the Top 5, 10, 20, 30, 50, 100 or ALL Groups

Additionally, the Group Report data can be displayed as a List report or in a Graph format.

GENERATE

Refresh, Zoom, Report View, Export

Report Data

Line: Group Description – Promo – Waste – Usage – Count – Total – Amount Ratio
Graph: Group Item Description

Period Report

The Period report collects sales information depending upon the time of day separated into a selectable Time Period or Date Period depending on the Type selection.

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE & END DATE

Use to determine the specific date range for the DATES selection.

END OF DAY NUMBER

You have the option to select a specific End of Day Number (if more than 1 EOD has been performed, such as after each shift).

TERMINAL

You can select: My Terminal, Select ALL or a specific terminal for the report.

OPTIONS

Training Data, Current Data
NOTE: Option selections limit the report to display just the specified option selection data.

FILTERS

EMPLOYEE – SELECT ALL or select specific employees. REMOVE DELETED EMPLOYEE will hide these employees in the employee list.

TYPE

The Type Selection toggles between **Time Period** and **Date Period** with the additional selections as defined below.
TIME PERIOD – Enter the desired time period number of minutes (two digit entry) *i.e. 15, 30, 60, etc.*
Then choose the type of Data selection for the report: SALES \ GROUP \ DESTINATION \ TRACK
DATE PERIOD – Select the desired Period: DAY \ WEEK \ MONTH \ DOW
DOW = Day Of Week – Select from: SUN, MON, TUES, WED, THU, FRI, SAT
Then choose the type of Data selection for the Report: SALES \ GROUP \ DESTINATION \ TRACK

Additionally, the Period Report data can be displayed as a List report or in a Graph format.

GENERATE

Refresh, Zoom, Report View, Export

Report Data

Description – Count – Total – Amount Ratio
Graph: Total Amount by Time Period

Open Check Report

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE & END DATE

Use to determine the specific date range for the DATES selection.

ALL DATE

When selected, only the TODAY selection above is available.

TERMINAL

You can select: My Terminal, Select ALL or a specific terminal for the report.

FILTERS

EMPLOYEE – SELECT ALL or select specific employees. REMOVE DELETED EMPLOYEE will hide these employees in the employee list.

TRACK – Select ALL or select specific Tracks from the list for the report *i.e. Drive-Thru*

TOP – Choose to display the Top 5, 10, 20, 30, 50, 100 or ALL Checks

GENERATE

Refresh, Zoom, Report View, Export

Report Data

List: Track – Check# - Guest# - Employee – Start Time – Last Owner – Total

Stock Report

DATES

Only the **TODAY** date selection is available.

OPTIONS

Below the minimum stock value – When selected the report will display only items below their minimum stock setting.

FILTERS

Group #1, Group #2, Group #3 – Select specific Groups assigned on PLU group assignment #1, #2, #3.
From PLU \ To PLU – Select a PLU or PLU range for the report if desired.

GENERATE

Refresh, Zoom, Report View, Export

Report Data

Item Description – PLU Code – Cost – Group – Stock – Price 1 – Price 2

Labor Report

Labor Report collects data from the Time Keeping report to calculate labor cost. This information is separated by Job Code, Time, and Cost. The report may also be separated by each Employee & Job Code.

HOURS WORKED

Is the start time (TIME IN) between DATE Filter (START DATE and END DATE)?
Is the end time (TIME OUT) between DATE Filter (START DATE and END DATE)?

JOB CODE & PAY RATE

What Job Code and Pay Rate is applied for the hours worked for each employee.

Labor Report Settings

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE & END DATE – Use the calendars to define a custom period date range.

OPTIONS

SALES AND LABOR % – The Sales & Labor % Report is a combination of data from the *Period Report* and the *Time In Out Report*. When the Sales And Labor% option is selected the TYPE selection is changed as shown below. Refer to the Sales & Labor Report on page 92 for details.

FILTERS

EMPLOYEE – SELECT ALL or select specific employees. REMOVE DELETED EMPLOYEE will hide these employees in the employee list.

TOP – Choose to display the Top 5, 10, 20, 30, 50, 100 or ALL PLUs.

TYPE

When the option: **Sales And Labor%** is not selected the TYPE selection is:

EMPLOYEE TYPE – WHEN not checked the report displays the data per: Job Code, Time and Cost information. When checked, the report data is separated by Employee per: Job Code, Time & Cost data. The report data can be displayed in a **List** format or in a **Graph** format.

When the option: **Sales And Labor%** is selected the TYPE selection is changed into two selections:

TIME PERIOD – Enter the desired time period in minutes (two-digit entry) *i.e. 15, 30, 60, etc.*
Then choose the data type selection: NONE or EMPLOYEE TYPE

DATE PERIOD – Choose: Day, Week or Month.
Then choose the data type selection: NONE or EMPLOYEE TYPE

EMPLOYEE TYPE – Check to include each Employee and Job Code data on the report for the selected period or uncheck to just show the Job Code data on the report for the selected period.
The report data can be displayed in a **List** format or in a **Graph** format.

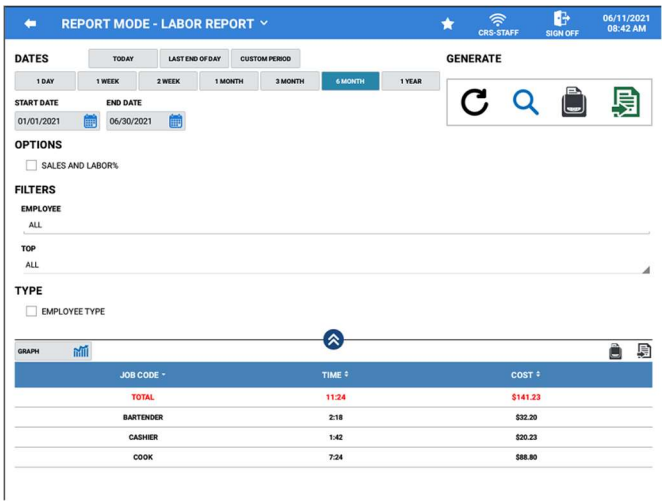
Additionally, the Labor Report data can be displayed as a List report or in a Graph format.

GENERATE

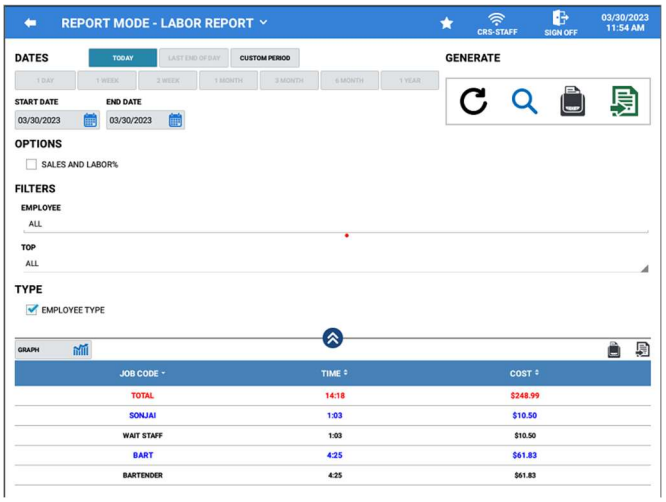
Refresh, Zoom, Report View\Print, Export To CSV or PDF and choose the Export PATH: USB or EMAIL.

Labor Report Sample

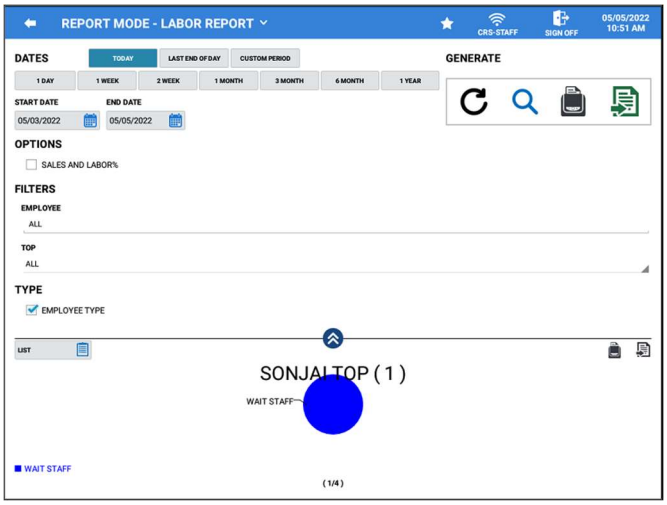
Labor Report shown when the **TYPE** Setting EMPLOYEE TYPE is NOT selected.
The data is conveyed by **Job Code: Time & Cost**.



Labor Report shown when the **TYPE** selection **EMPLOYEE TYPE is** selected.
The data is conveyed by each Job Code for each Employee: Time & Cost.



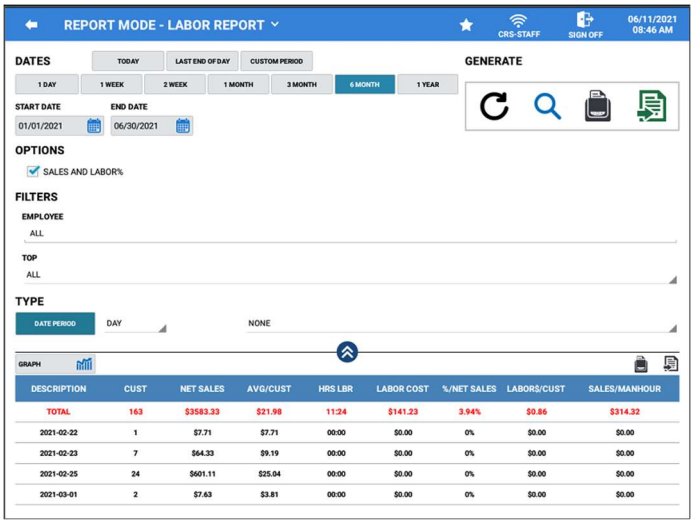
Labor Report shown in **Graph format**.



Sales and Labor% Report

The Labor Report has an option selection for **Sales And Labor %**. When selected, a more detailed report showing sales vs. hours worked is displayed and additional Type selections are available. The Sales and Labor % Report uses data from both the Period Report and the Time In Out Report.

You must generate the End Of Day report every day and generate the End Of Pay report at the end of the pay period to get meaningful data on the Sales and Labor % Report.



OPTIONS

SALES AND LABOR % – The Sales & Labor % Report is a combination of data from the *Period Report* and the *Time In Out Report*. When the Sales And Labor% option is selected the TYPE selections are changed as shown below.

FILTERS

EMPLOYEE – SELECT ALL or select specific employees. REMOVE DELETED EMPLOYEE will hide these employees in the employee list.

TOP – You can choose ALL employees or choose the Top 5, 10, 20, 30, 50, 100 employees.

TYPE

With the Sales And Labor % option selected, the Type selection toggles between Time Period and Date Period.

TIME PERIOD – Enter the desired time period in minutes (two-digit entry) *i.e. 15, 30, 60, etc.*
Then choose the data type selection: NONE or EMPLOYEE TYPE

DATE PERIOD – Choose: Day, Week or Month.
Then choose the data type selection: NONE or EMPLOYEE TYPE

EMPLOYEE TYPE – Check to include each Employee and Job Code data on the report for the selected period or uncheck to just show the Job Code data on the report for the selected period.

The report data can be displayed in a **List** format or in a **Graph** format.

Sales And labor % Report Examples

List Format

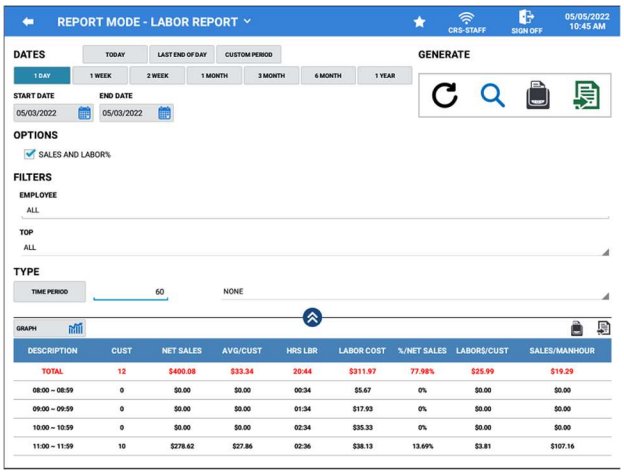
TYPE: Time Period = 60

EMPLOYEE TYPE is NOT selected **(NONE)**:

Data is shown per the time period setting (hourly).

The data is conveyed per Employee:

- Description
- Cost
- Net Sales
- Average Cost
- Hours Labor
- Labor Cost
- % Net Sales
- Labor$/Customer
- Sales/Man Hour



List Format

TYPE: **Time Period = 60**

With **EMPLOYEE TYPE** selected:

Data is shown for each Employee per Time Period setting (hourly).

The data is conveyed per Employee:

- Description
- Cost
- Net Sales
- Average Cost
- Hours Labor
- Labor Cost
- % Net Sales
- Labor$/Customer
- Sales/Man Hour



Graph Format

TYPE:

Time Period = 60

NONE: Employee Type NOT selected.

Data is shown per time period setting (hourly).



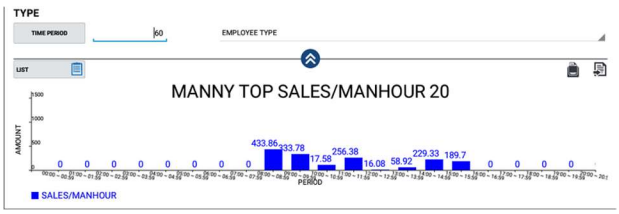
Graph Format

TYPE:

Time Period = 60

With **EMPLOYEE TYPE** selected:

Data is shown for each Employee \ per Time Period setting (hourly).



Sales & Labor % Report Definitions:

There are eight items per every time unit in the Sales and Labor % Report:

DESCRIPTION = Name (If Employee Type selected) Time/Date Period.

CUST: and **NET SALES:** Values are obtained from the Period Report where the **AVG/CUST:** is division of these two values.

- **CUST:** The number of customers served for the time period.
- **NET SALES:** The Net Sale total for the time period.
- **AVG/CUST:** This is the Net Sales total divided by the number of customers (NET SALE ÷ CUST).

HRS LBR: and **LABOR COST:** Are calculated from Time Keeping Report and Pay Rate Program.

- **HRS LBR:** Is the sum of working hours for all employees who worked in this time period.
- **LABOR COST:** Is the sum of the product of working hours and pay rate for every employee (HRS LBR * PAY RATE).

%/NET SALES: Is a ratio of Net Sales to Labor Cost (LABOR COST ÷ NET SALES * 100).

LABOR$/CUST: This value is the labor cost per each customer which can be calculated dividing the LABOR COST by the number of customers (LABOR COST ÷ CUST).

SALES/MANHOUR: Is the Division of Net Sales by the sum of working hours for all employees during this time period (NET SALES ÷ HRS LBR).

Food Cost Report

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE & END DATE

Use to determine the specific date range for the DATES selection.

END OF DAY NUMBER

You have the option to select a specific End of Day Number (if more than 1 EOD has been performed, such as after each shift).

TERMINAL

You can select: My Terminal, Select ALL or a specific terminal for the report.

OPTIONS

Training Data, Current Data, Waste, Promo
NOTE: Option selections limit the report to display just the specified option selection data.

FILTERS

Group #1, Group #2, Group #3 – Select specific Groups assigned on PLU group assignment #1, #2, #3.
EMPLOYEE – SELECT ALL or select specific employees. REMOVE DELETED EMPLOYEE will hide these employees in the employee list.
From PLU \ To PLU – Select a PLU or PLU range for the report if desired.
TOP – Choose to display the Top 5, 10, 20, 30, 50, 100 or ALL PLUs

Additionally, the Food Cost Report data can be displayed as a List report or in a Graph format.

GENERATE

Refresh, Zoom, Report View, Export

Report Data

List: Recipe – Total Food Cost – Total Sales Count – Net Sale Total – Total Food Cost %
Graph: Amount by Net Sales & Total Food Cost

Time In Out Report

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE & END DATE

Use to determine the specific date range for the DATES selection.

FILTERS

EMPLOYEE – SELECT ALL or select specific employees. REMOVE DELETED EMPLOYEE will hide these employees in the employee list.
JOB CODE – Select All or specific job code from the list.
CLOSED – Choose from: ALL, Not Closed, or Closed
TYPE – ALL, In, Out, Break Time

Buttons for editing time entries are also provided.



⇒ **NEW –** Use to enter a new time entry for the selected employee.
⇒ **EDIT –** Use to edit the current time entry for the selected employee.
⇒ **DELETE –** Use this selection to delete the selected time entry for the selected employee.
⇒

Report Data

Name – Job Code – Start Time – End Time – Type
The time clock report data can be sorted alphabetically A-Z or Z-A by each column heading by tapping on the column header.

Time Clock Editing

If an employee forgets to clock in or out, authorized personnel can Edit the time clock data from the Time In-Out Report screen. Employee Time entries, Job Code and entry Type can be edited on the report. Use the buttons above the time entries to perform the desired operation.

The available editing operation selections include: **NEW**, **EDIT** & **DELETE**.

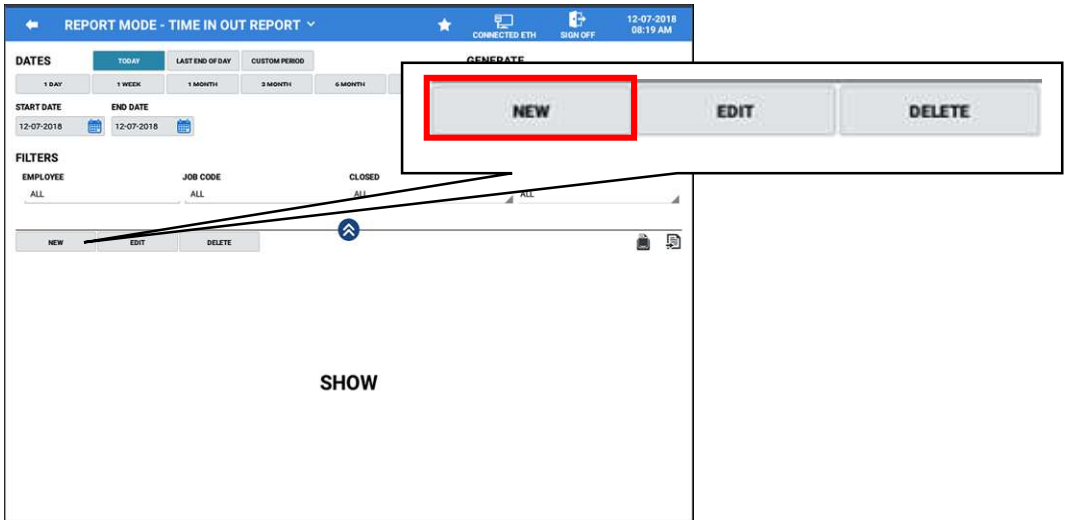


- **NEW –** Use to enter a new time entry for the selected employee.
- **EDIT –** Use to edit the current time entry for the selected employee.
- **DELETE –** Use this selection to delete the selected time entry for the selected employee.

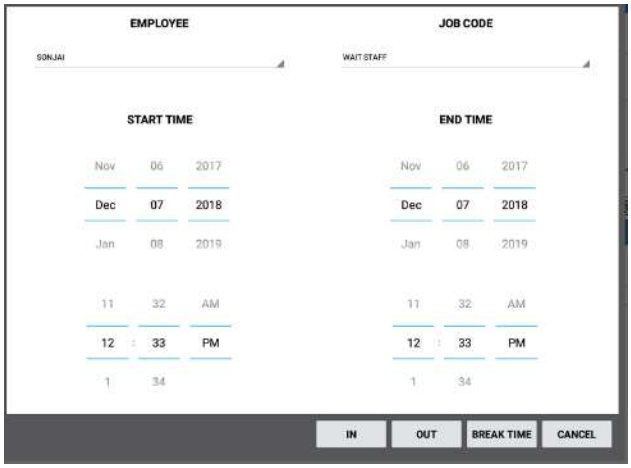
Important! All time clock edits must be performed **before the End Of Day Report** is generated. This is critical to remember especially if you perform and EOD report at the end of each Shift!

New Time Entry

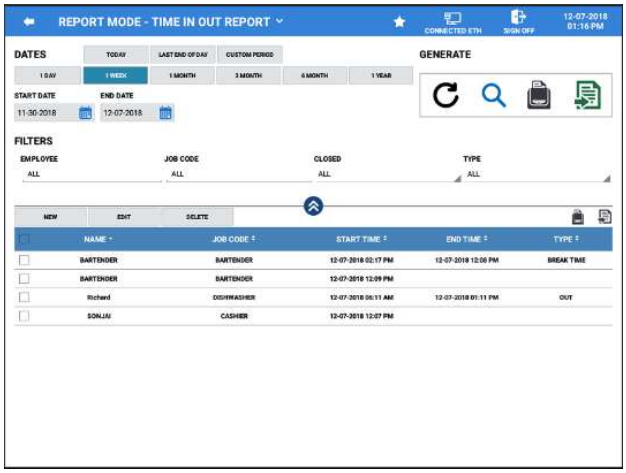
1. From the **Report Mode**, select the **Time In Out Report** from the detailed reports menu.



2. Press the **NEW** button to add a new time entry for an employee, the time entry dialog displays:



3. Use the drop-down lists to select:
   - **EMPLOYEE \ JOB CODE \ START TIME \ END TIME**
4. Next, select if the entry is for clock **IN**, **OUT** or **BREAK TIME**, pressing CANCEL will exit without entering any data. The **NEW** time entry is added:

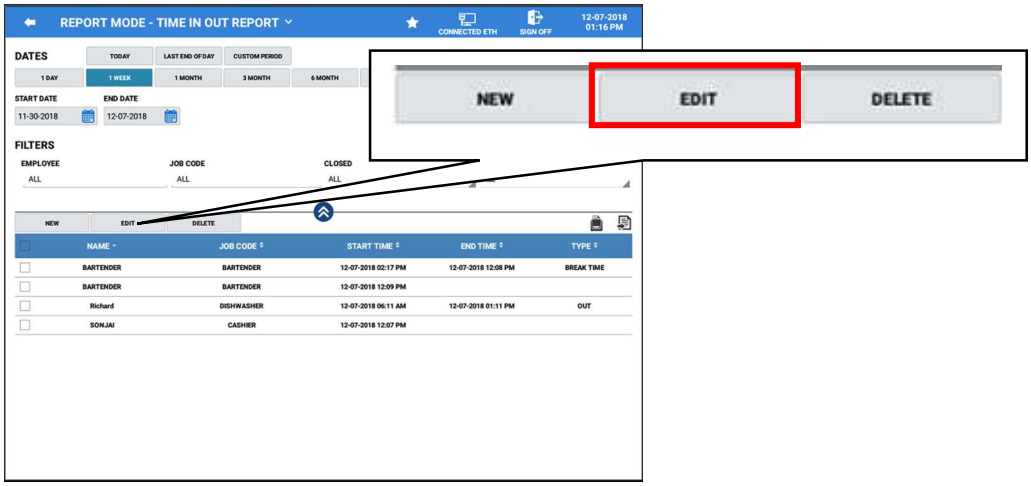


Edit Time Entry

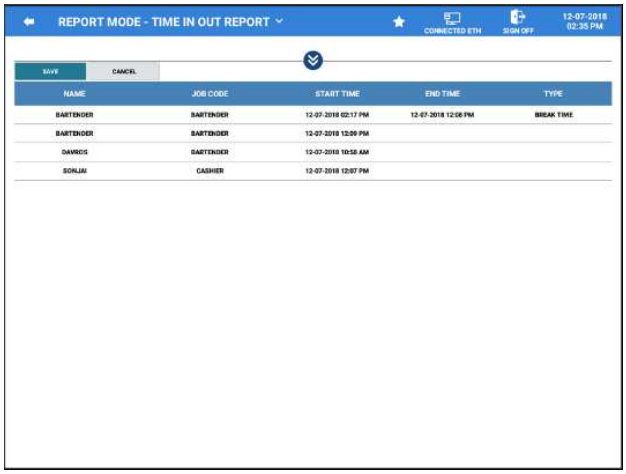
Employees with the proper authority level can edit the employee's Job Code, Start Time and End Time including the clock Out or Break Time selection as necessary.

Important! All time clock edits must be performed **before the End Of Day Report** is generated. This is critical to remember especially if you perform and EOD report at the end of each Shift!

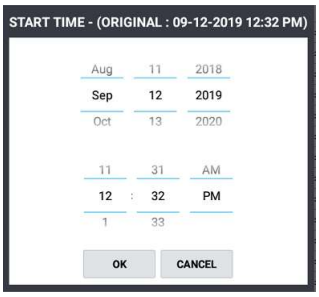
1. From the **Report Mode**, select the **Time In Out Report** from the detailed reports menu, then press **SHOW** to display the current employee time entries:

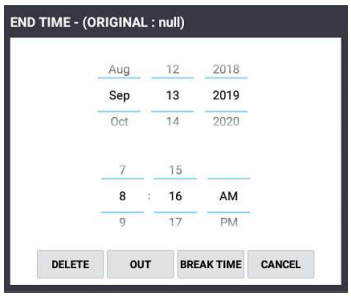


2. Press the **EDIT** Button, The Time In-Out Edit dialog displays:

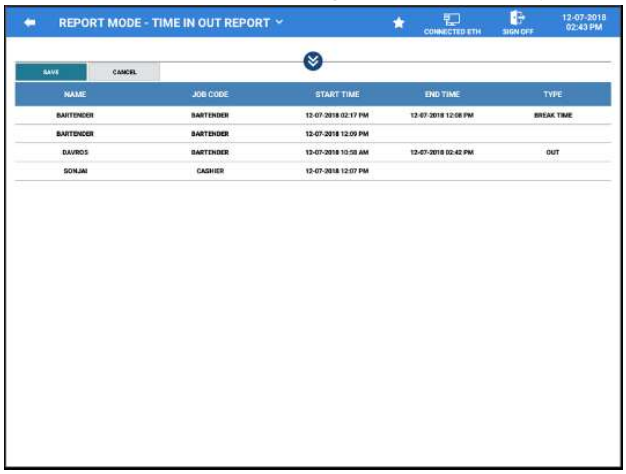


3. We can edit the Job Code, Start Time End Time or Type, Select the field on the grid for the **EMPLOYEE** whose data you wish to edit: *i.e. to Edit the End Time for Davros, click/tap on the END TIME column on Davros's time entry line.*
4. Touch the time entry field for the employee time you wish to edit. To Edit Clock In entry, touch the **START TIME** or the **END TIME (MM-DD-YYYY HH:MM)** entry field. The time edit dialog displays:

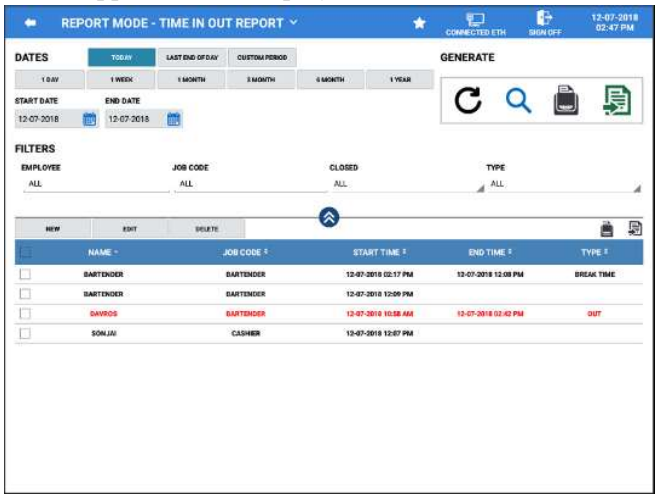




5. You can edit the Month – Day – or Year as well as the Hours – Minutes and AM/PM entry. Touch **OK** to save. *(Note that the original start time entry is shown in the title bar.)* For the End Time you can also edit time entry type for the time entry:
    a. **DELETE –** to delete the current end time entry.
    b. **OUT –** if the new entry is the time out at end of their shift.
    c. **BREAK TIME -** if the time entry is for clocking out for their break.
    d. **CANCEL –** to cancel any changes without saving.
6. Touch **OK** to save. *(Note that the original end time entry is shown in the title bar.)*



7. Press **SAVE** to apply the new entry, pressing CANCEL will exit without applying any changes.
8. The edited time entry will now appear in red and will print to the receipt printer (if set in system options) and the new time is applied to the Employee.



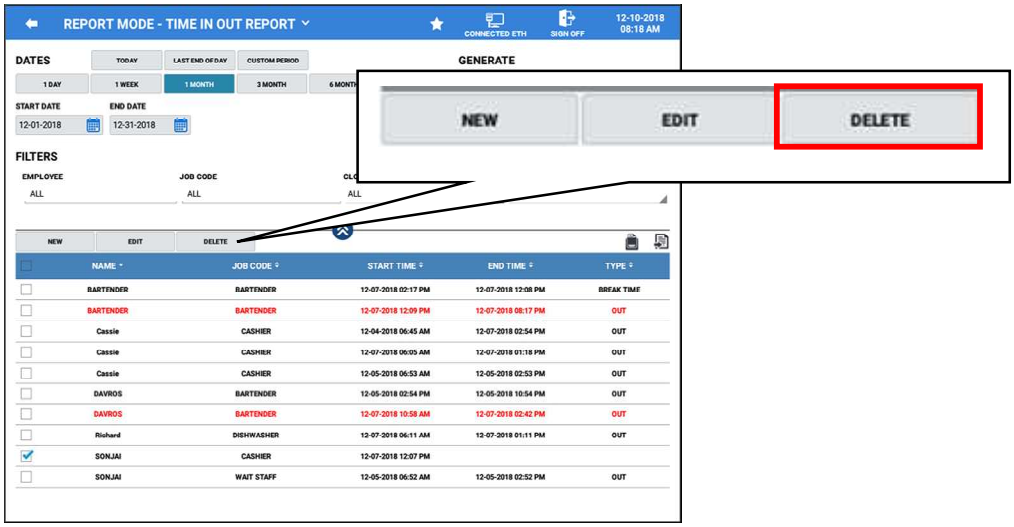
Time Clock Edit Notes:

- You must perform all time clock edits ***before*** the **End Of Day Report** is generated. This is critical to remember especially if you perform and EOD report at the end of each Shift! Edited records will display in red to easily see which times have been changed. If the End Of Day Report has been generated, you will not be able to edit the employee times. The data will appear "Grayed Out".
- When the **Time Keeping Option: Clock IN/OUT Employee At EOD** is selected employees are automatically clocked In/Out when the EOD report is generated. When selected and the EOD report is generated, the notification: **"Clock In/Out Employee At EOD? Are You Sure?"** displays.
  * When you Press **Yes**, clocked-in employees are Clocked out, the EOD is generated, and then employees are clocked back in. Afterward, the employee Time Stamp from prior to the EOD is grayed out and you are not able to edit those times. **Error Message #221 ALREADY CLOSED** will display if time edit is attempted. However, you will still be able to select time entries and delete the entries.
  * When you Press **No**, the EOD is not generated. You can go to the Time Keeping Report to edit employee times if necessary.
- At the end of the pay period, when the End Of Pay is generated, if the employee data is not cleared, it is likely that an employee is still clocked in. Clock out all employees, then perform the End Of Pay procedures again. Refer to page 119 for details about the End Of Pay report.

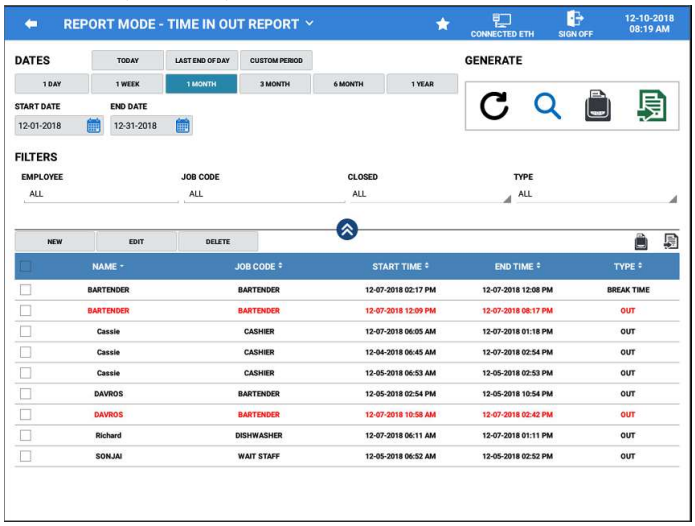
Delete Time Clock Entry

Erroneous time entries can be deleted from the Time In/Out report by authorized personnel as necessary. Deleting time entries is allowed even after the End Of Day is generated but must be performed before the End Of Pay is generated.

1. From the **Report Mode**, select the **Time In Out Report** from the detailed reports menu, then press **SHOW** to display the current employee time entries:



2. Select the time entry record you wish to remove, Press the **DELETE** Button. The selected record is removed.



Sample Time Clock – Edit Printout

```
          TIME CLOCK - EDIT
         < BEFORE EDITING >
            Catie Cashier
 JOB NAME   TYPE    DATE  IN   DATE  OUT
 COOK
             09/24/2023 09:07 AM - --:--
                TIPS : $0.00
                ALEXANDER
 JOB NAME   TYPE    DATE  IN   DATE  OUT
 MANAGER
             09/24/2023 09:14 AM - --:--
                TIPS : $0.00
               Lyn Server
 JOB NAME   TYPE    DATE  IN   DATE  OUT
 BARTENDER
             09/24/2023 09:07 AM - --:--
                TIPS : $33.00
         < AFTER EDITING >
            Catie Cashier
 JOB NAME   TYPE    DATE  IN   DATE  OUT
 COOK
* 09/24/2023 09:07 AM - 09/24/2023 10:19 PM
                TIPS : $0.00
                ALEXANDER
 JOB NAME   TYPE    DATE  IN   DATE  OUT
 MANAGER
* 09/24/2023 09:07 AM - 09/24/2023 10:19 PM
                TIPS : $0.00
               Lyn Server
 JOB NAME   TYPE    DATE  IN   DATE  OUT
 BARTENDER
 * 09/24/2023 09:07 AM - 09/24/2023 10:19 PM
                TIPS : $33.00
```

Promotion Report

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE & END DATE

Use to determine the specific date range for the DATES selection.

END OF DAY NUMBER

You have the option to select a specific End of Day Number (if more than 1 EOD has been performed, such as after each shift).

TERMINAL

You can select: My Terminal, Select ALL or a specific terminal for the report.

OPTIONS

Training Data, Current Data, Detailed Data, Zero Skip
Reporting By Employee, Signed On Employee, Clocked In Employee
NOTE: Option selections limit the report to display just the specified option selection data.

FILTERS

EMPLOYEES – Check the SELECT ALL check-box or select specific employees form the list for the report. Any deleted employees will appear in the list with a gray background. You can check the REMOVE DELETED EMPLOYEE check-box to hide deleted employees so they do not appear in the employee list.
TYPE – All, Mix and Match, Multi buy, Combo Discount, Sweet Deal

GENERATE

Refresh, Zoom, Report View, Export

Report Data

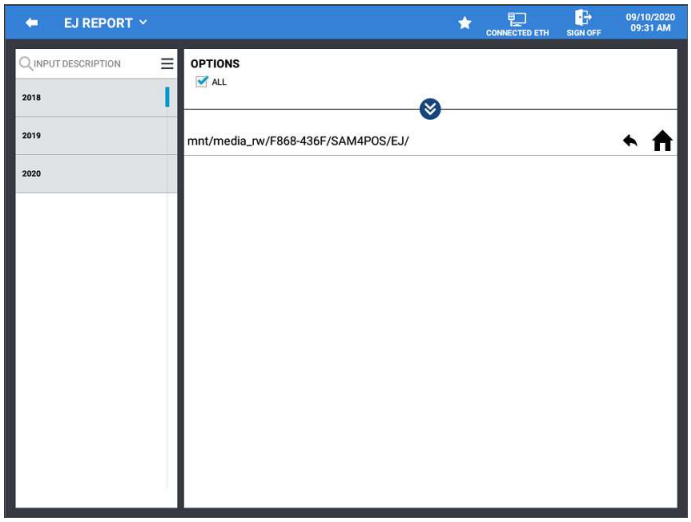
Description – Count – Total

EJ Report

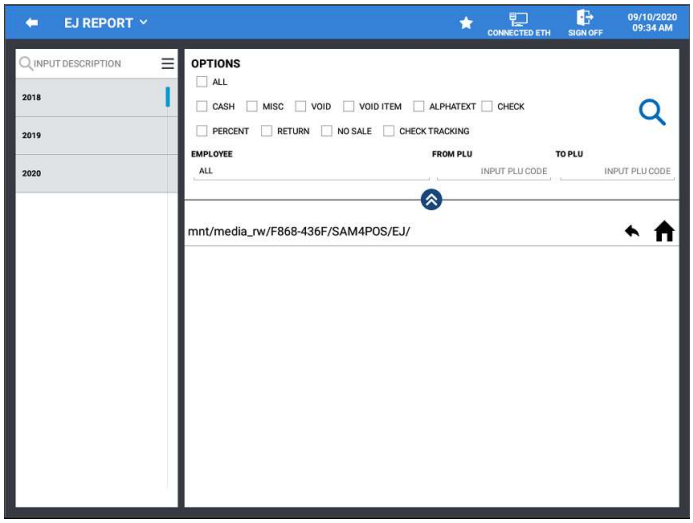
When enabled in the Report Options, the EJ report is a useful tool for searching, reviewing, and reprinting previously closed transactions. EJ Report data is saved separately at each station to Internal Storage or a USB Flash drive as defined in Report Option programming.

Important! We can no longer write the EJ to USB using the Hisense tablets HM626 and the HM616 because the android version doesn't have that security feature. This issue is caused by a new security setting in android 7 and later. Going forward we will need to save EJ internally on the HM626 tablets.

1. From the **Report Mode**, select the **EJ Report** from the **Detailed Reports** menu.

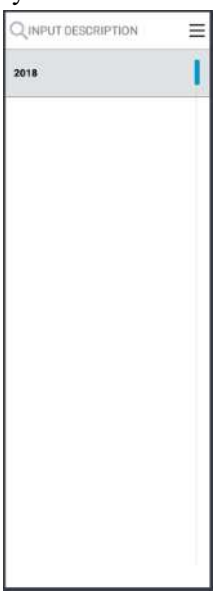


2. EJ Reports are sorted by ***Year / Month / Date / Transaction***. Simply press the desired selection to expand.
3. You have options selections on the EJ report to view specific transaction types by unchecking the ALL selection in the Options area:



4. Choose the Options for the transaction data you wish to filter for:
   - **All –** shows all EJ data.
   - **Select individual Options –** Cash, MISC, Void, Void Item *(must have Print Option: Print Voided Item On RP selected)*, Alpha Text, Check, Percent, Return, No Sale, Check Tracking
   - **Employee –** SELECT ALL or select specific employees. REMOVE DELETED EMPLOYEE will hide these employees in the employee list.
   - **From PLU ~ To PLU Range –** Select a specific PLU range for the report.

5. After you have selected the desired options, press the ***Year / Month / Date / Transaction*** to expand.



Select the Year



Select the Month

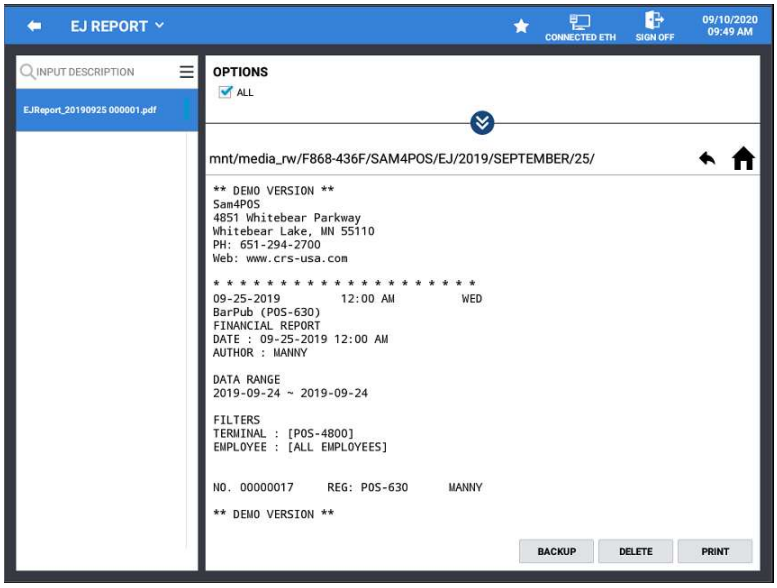


Select the Date



Select the Transaction

6. The transactions that correspond to your filter selections will be listed, When a transaction is selected, the transaction detail is displayed:



7. The EJ Report file path is displayed at the top of the display; the navigation icons can be used to:


go back one level on the memory device


Return the root of the memory device

8. With the selected transaction displayed: you can **Backup**, **Delete**, or **Print** the transaction.

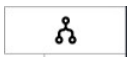
- **Backup –** Backs up the transaction to the memory device.
- **Delete –** Will delete the selected transaction. *(Controlled by Employee Authority Level.)*
- **Print –** Prints the transaction to the receipt printer.

EJ Report - EDIT MODE

1. Press the **Menu** ☰ icon and select **EDIT MODE** to Print, Merge, Delete or Export EJ Report data.
2. EJ Reports are arranged by ***Year / Month / Date / Transaction***. Press the desired selection to expand.
3. Select the EJ Data to:



Print the selected record(s)



Merge Allows you to select Some or All transactions in the EJ Report and MERGE them to create a merged EJ File to print or email together.
Original individual EJ Report data remains and a separate report file for the merged data ***EJMerged_yyyymmdd hhmmss.pdf*** is created. This file will contain the selected merged EJ transactions.



Delete the selected record(s)



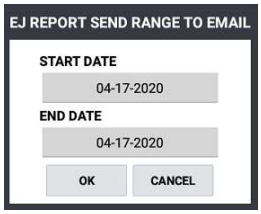
Export the selected record(s):
Choose Export File: To CSV or To PDF
Choose Export Path: USB or FTP
Note: On terminals that have an SD port, the SD port is viewed as a USB port. If an SD card is inserted and the EJ path is set for USB, the EJ files will be written to the SD.



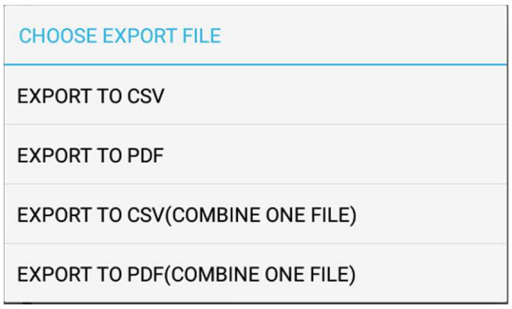
Close the Edit Mode

EJ Report - Send Range To Email

1. Press the **Menu** ☰ icon and select **EJ REPORT SEND RANGE TO EMAIL**



2. Enter the **START DATE** and **END DATE** for the range of EJ reports you want to email.
   - ♦ You can tap the date and use the Calendar to select the Month \ Day(s) \ Year for the Range.
3. Press **OK** to proceed, Pressing CANCEL will Exit the operation. The **CHOOSE EXPORT FILE** format selection menu displays:



Export To CSV – Files are sent as they appear in the date range as separate files.
Export To PDF – Files are sent as they appear in the date range as separate files.
Export To CSV (Combine One File) – Files are sent as they appear in the date range as one combined file. *(Added in v2.0.30)*
Export To PDF (Combine One File) – Files are sent as they appear in the date range as one combined file. *(Added in v2.0.30)*

4. The EJ will upload in the selected format to the email addresses as set up in the:
   Options \ Options \ Report Option settings.

Product Mix Report

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE & END DATE

Use to determine the specific date range for the DATES selection.

OPTIONS

Training Data – Select if you wish to see just the report for Product mix items sold while in training.
Time Period – When Checked, the report displays data separated into hourly time periods.
When unchecked, only the summary of the Product Mix items will be displayed on the report.

GENERATE

Refresh, Zoom, Report View, Export

Report Data

Description – Count – Total

Inventory Report

DATES

Date selections include: Today, Last End Of Day, Custom Period
1 DAY, 1 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE & END DATE

Use to determine the specific date range for the DATES selection.

OPTIONS

EDIT INVENTORY – Brings you to the Ingredient programming screen.
UPDATE & RESET INVENTORY – Pressing this button will Update & Reset the inventory data.

GENERATE

Refresh, Zoom, Report View, Export

Report Data

Description – Theoretical Usage – Actual Usage – Ending Inventory – Value Of Inventory – Variance – Variance Cost – Efficiency % – Food Cost %

BW Report

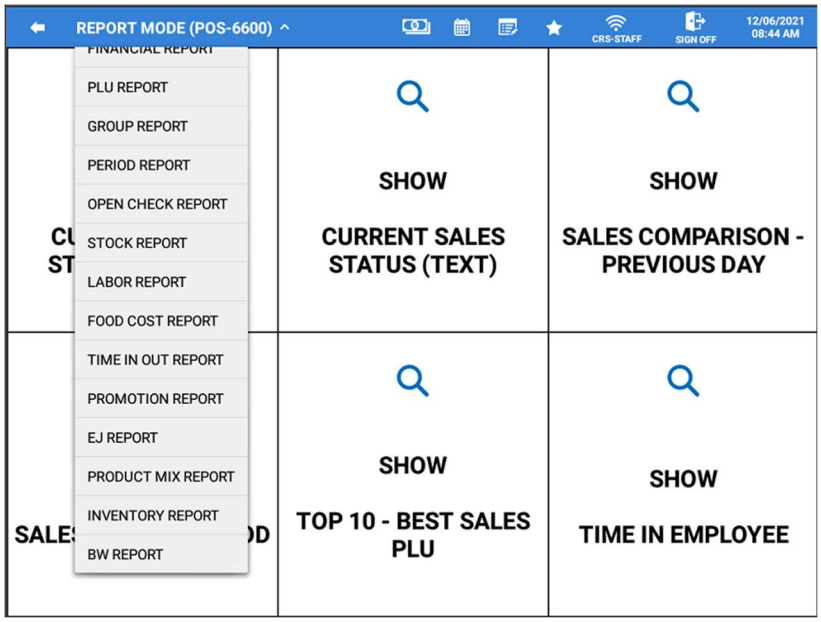
The BandyWorks feature was added to Sam4POS beginning in v2.0.69. To utilize this feature, you will need to install the Sam4POS BandyWorks firmware VBW2.0.69 or later. The VBW firmware differs from the standard firmware posted on the CRS web site, the VBW firmware will have additional option settings specific to BandyWorks operation.

BandyWorks provides software that optimizes c-store performance. Managing performance drives sales, reduces wasted time and frees up time to focus on new stores. C-store performance helps change the focus from fixing the same old stuff to creating growth.

When the End Of Day report is generated the BandyWorks data will automatically be uploaded to the BandyWorks FTP as a BW.CSV file. If a BW.csv file needs to be resent for any reason we can resend it from the Report Mode: BW Report. For example, if the internet is down and the BW.csv file doesn't send properly, the Sam4POS terminal saves the current 10 days BW files.

You can see here (about 1:40 into the video): https://www.youtube.com/watch?v=RWDas3W-qOE

1. Touch **'REPORT MODE'** sub-menu dropdown on the title bar to access all other reports.
2. Select the **BW REPORT** you wish to view from the list to open the report.



DATES

Date selections include: Today, Last End Of Day, Custom Period
1 DAY, 1 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE & END DATE

Use to determine the specific date range for the DATES selection.

GENERATE

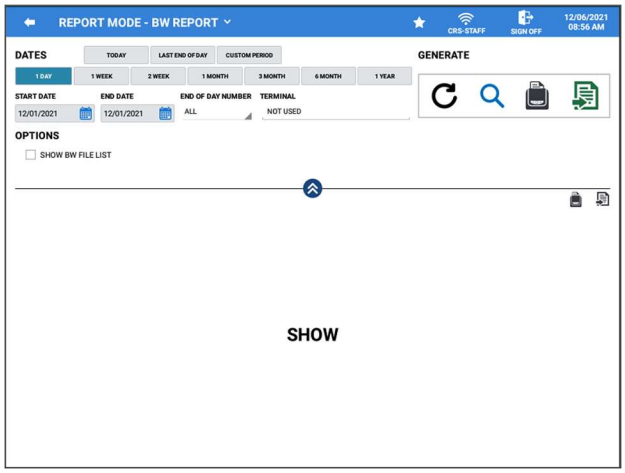
Refresh, Zoom, Report View, Export

OPTIONS

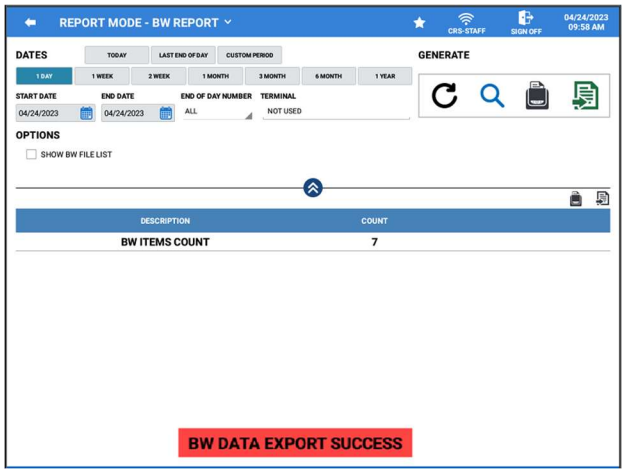
SHOW BW LIST – When selected, only the Dates selection TODAY is available.
When the options selection: **Show BW File List** is not checked, only the Description & Count display.
As shown in Step 6 on the previous page.
When the options selection: **Show BW File List** is checked, the Description column displays each individual BW inventory .csv file and a **DELETE** button is available in the upper left of the report data section.
Pressing this DELETE button will Update & Reset the selected BW inventory data.

Report Data

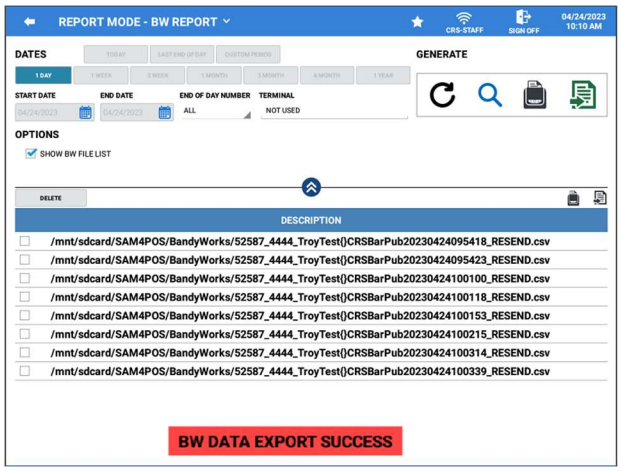
3. After selecting the BW Report you will need to select the **Date** for the report you wish to resend.
4. Select the **1 DAY** setting and use the calendar to choose the desired day. Remember, the Sam4POS terminal saves the BW files for the previous 10 days.
5. **Generate** the report by pressing **SHOW** or press the **Refresh icon** in the Generate area.



6. With report displayed, press the **Print** icon the BW DATA EXPORT SUCCESS will display briefly.
   - When the Options selection: **Show BW File List** is not checked, only the Description & Count display.



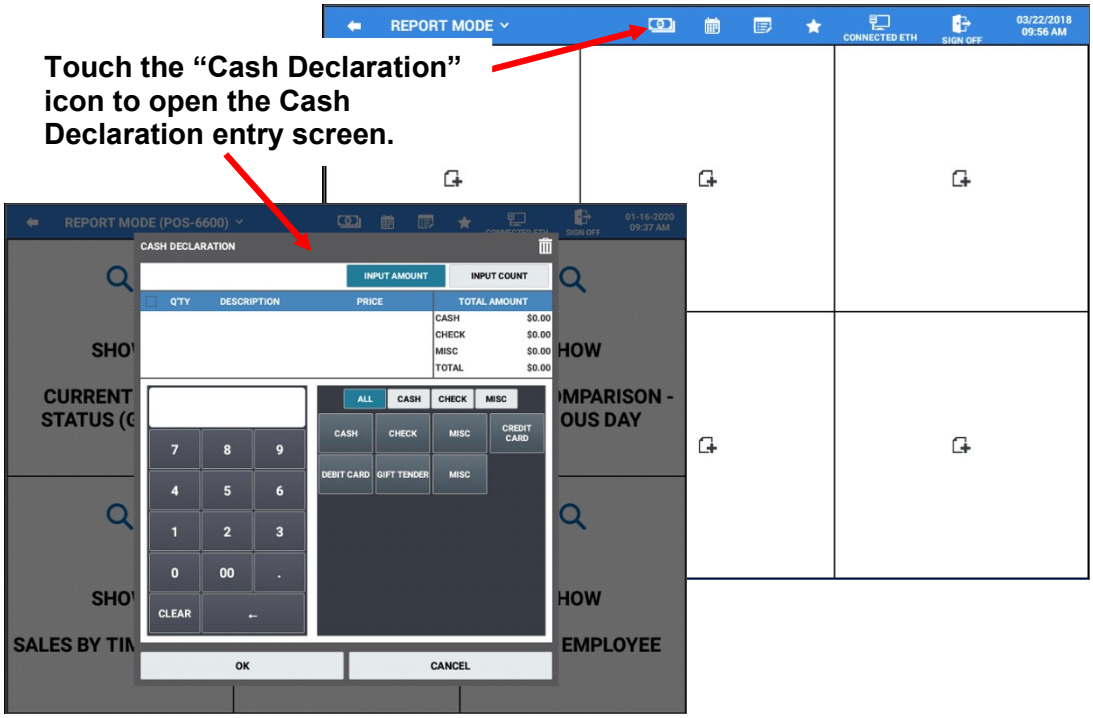
7. In the **OPTIONS** section, check the option **SHOW BW FILE LIST**.
   - The Dates selection **TODAY** is selected; all other Dates selections are grayed out.
8. Press **SHOW** or press the Refresh icon in the Generate area.
   - When the options selection: **Show BW File List** is checked.
   - Only the Dates selection **TODAY** is available. and the **DELETE** button is available in the upper left of the report data section.
9. The **BW.csv files** are displayed,
   - Select the files to be resent.
   - Press the **Print** icon to resend the selected files, the BW DATA EXPORT SUCCESS message will display briefly.
   - Pressing the **DELETE** button will Update & Reset the selected BW inventory data.



Cash Declaration

Cash declaration is the process of counting and reporting media amounts in the drawer before a report is taken. The purpose of this feature is to ensure accurate reporting; the difference will print to the receipt printer. Cash declaration can be set as compulsory before issuing an EOD report or Time Keeping Report, in the Report Options/EOD Options. Employee's must have the authority to perform cash declarations. If desired, the cash drawer can be triggered to open when the cash declaration is performed by setting the option in the Drawer Options.

1. From the **Report Mode**, touch the **Cash Declaration** icon on the title bar to enter each media total amount for Cash, Check, and Misc. in the cash drawer.



2. There are two methods available for inputting totals: **Input Amount** & **Input Count**.





Input Amount

The input amount method allows you to simply count selected media type *(Cash, Check, Charge)* and enter the total amount for each.

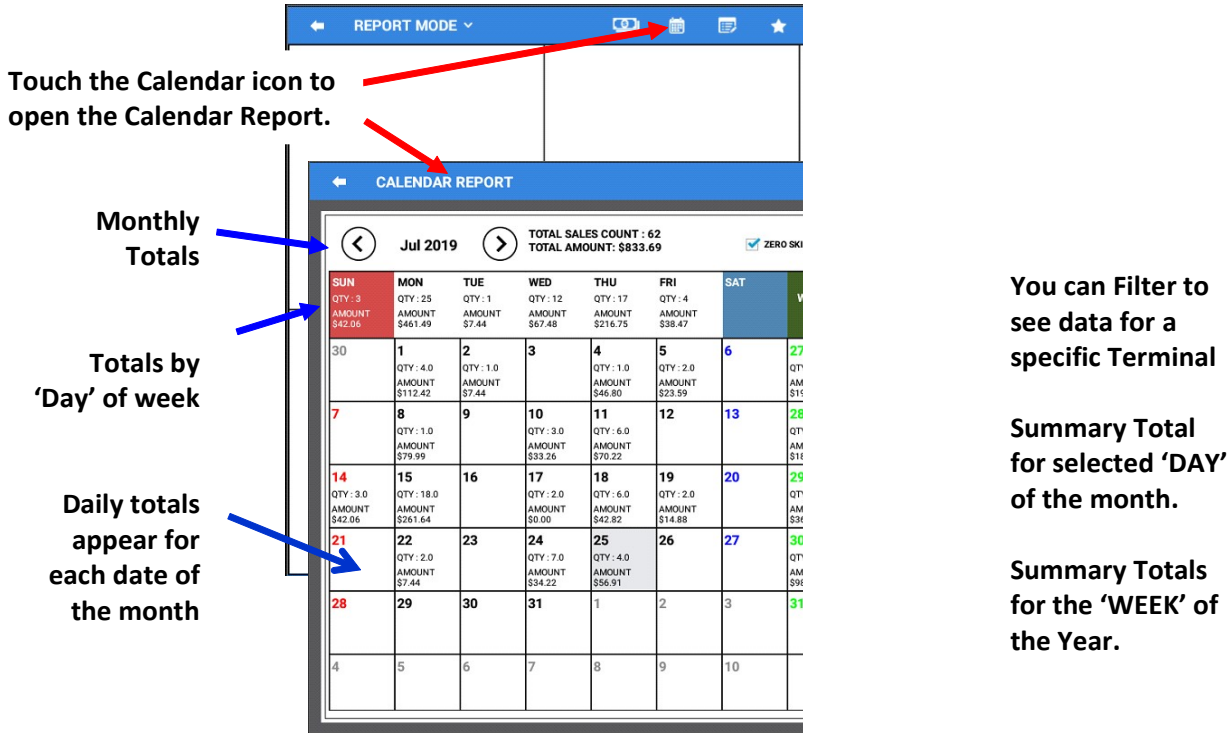
Input Count

The Input Count method allows you to simply count the number of a specific quick cash media, pennies, quarters, dollars, ten dollars, etc. These Quick Cash Tender types must be created in the Program Mode\Function Key\Tender Key programming before they will appear on the Cash Declaration\Input Count tab.

Calendar Report

Current monthly totals can be viewed and printed on a monthly calendar format by pressing the calendar view icon on the Report Mode title bar. Monthly Sales data is displayed for each day and week of the month by selecting the calendar report in the report mode.

1. From the **Report Mode**, press the **Calendar** icon the sales data accumulated for the current month is displayed.



2. Monthly totals are displayed at the top of the calendar while daily totals are displayed for each day in the month. Use the arrows to navigate to the desired month.
   - ⇒ Print the Monthly total, prints the total for each Date 1st, 8th, 15th , etc. check ZERO SKIP to skip days with no sales totals. Daily totals for each day of the month may be printed by pressing the print icon.
   - ⇒ Sales totals by the week 'Day' is displayed for SUN through SAT.
   - ⇒ Daily totals for each day are reported on the calendar grid.
   - ⇒ Weekly totals for each week of the year show at the right of the week.
   - ⇒ Totals at the right show the totals for a selected day of the month.

Report Function Key

REPORT function keys are available to allow generating individual reports or generating several reports all at one time from the register mode.

Create a Report Function key in the Program Mode → Function Key → Function Key program. Select the reports you wish to generate on the REPORT function key. Filer by ALL Employees or Signed On Employee.

More than one Report key can be created to run different reports with different filters and report selections.

See the Function Key Definitions for the 'Report Key' on page 224 in this manual.

End of Day

End Of Day Screen

End Of Day operations allow employees with the proper authority level to access and generate the End Of Day operation. This operation needs to be generated daily. If desired, an EOD function key can be assigned to an MLU, FLU or the real keyboard *(on SAP-630 & SAP-530 terminals)*.

Generating the **E**nd **O**f **D**ay (EOD) clears the current data on the terminal and updates the report data, this operation must be performed daily. Report totals are not deleted, only the current data *(since last EOD)* is cleared. All Report totals are still accessible from the Report Mode as explained on page 75 in this manual. EOD reports can be generated multiple times a day to accommodate shift reporting. Therefore, there are no EOD report counters.

Filters and Options are available as well as selections to Print and/or E-mail the reports for all terminals all employees or select specific reports for specified terminals & employees. It is not mandatory to print reports when the processing the EOD since report totals are not deleted, only the current totals are cleared.

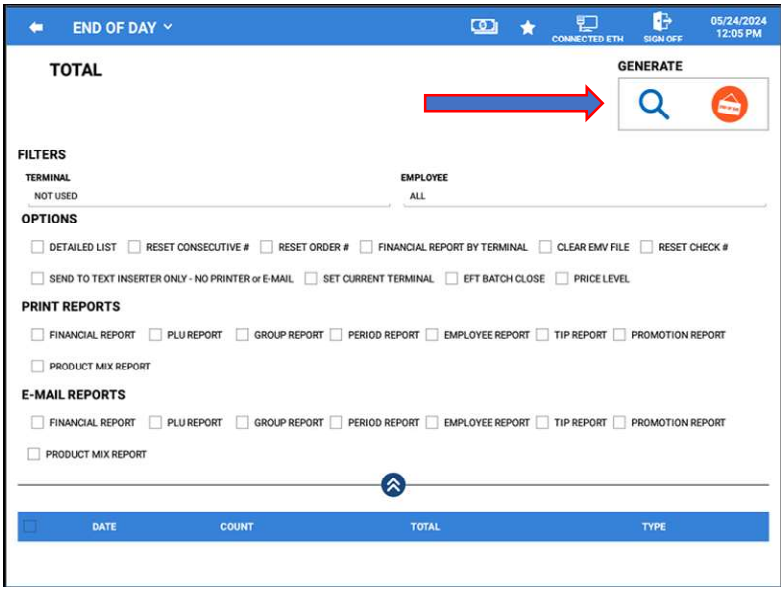
If set up to E-Mail Reports, reports will be sent to the designated email addresses as defined in the Program Mode \Options\Options\Report Option programming and the EOD will be cleared. No filters or option selections will be applied to the emailed reports.

If desired, an EOD function key can be assigned to an MLU, FLU or to the real keyboard on the SAP-630 terminal. The EOD can also be set to generate automatically on a time schedule to ensure it is generated daily.

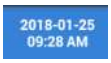
Refer to Time Schedule > Auto End Of Day on page 402 for details.

CASH Declaration can also be performed from the End Of Day screen. This operates the same as described in the Report Mode \ Cash Declaration example on page 106.

1. From the main category selection screen, press the **'END OF DAY'** icon *(Z-Position on the SAP-630/SAP-530)*, The main **EOD** screen is displayed.



End Of Day Icons

Icon	Function Description
	**Back Arrow –** Exits the report mode.
	**End Of Day** ⌄ **–** Mode title shows the current mode selection and the Terminal Descriptor. Pressing this title will open the detail report list.
	**Up/Down Carrot icons** – Are used to Display/Hide the sub-menu selections, End Of Pay and End Of Not Found PLU.
	**Cash Declaration –** Brings up the Cash Declaration dialog for counting and reporting media amounts in the drawer before a report is generated.
	**Favorite icon –** Press this icon to add *(gold star)* or remove *(white star)* End Of Day on the favorites list.
  	**Network Connection Method –** Ethernet or WiFi: Tap this icon to access the main Android, Wireless & Network settings, The Manager Password is required for access. *(Registers do not need to be online for normal operation.)* • If the terminal is not connected to the internet, the connection method may indicate: ****DEMO**** or ****DISCON 1 DAY**** this is normal and does not affect software or register operation, even when this number reaches "0". **IRC Error –** In an IRC system, if the main terminal is turned off, the IRC Error displays on the satellite terminals.
	**Sign Off –** Signs Off the current employee and returns to the main sign on screen.
	**Date/Time –** Touch this icon to display the clock on the entire screen. Tap the screen again to return to the Summary Report screen.
	**Search icon –** Used to search for and load the report data list.
	**Generate icon –** After loading & selecting the EOD Reports, press the generate icon to generate\clear current totals.

EOD Filters/Options

The End Of Day filters and options allow you to choose specific data to be presented when the EOD is generated. Each station in a system can have its own Filters, Options, and Reports selections, changing these selections at one station does not update all stations in an IRC System.

Beginning in v2.0.168, the EOD Options & Filters selections will print at the top of the printed reports.

Filters

EOD Filters allow you to generate the EOD for ALL or specified terminals and employees. EOD Filters will return to their default setting when you leave the EOD screen. You will need to select the desired filter settings when the EOD is accessed again.

TERMINAL

Default setting = NOT USED, Choose MY TERMINAL or SELECT ALL check boxes or select specific terminals for the EOD.

EMPLOYEE

Default Setting = ALL, Choose the SELECT ALL check box or select specific employees for the EOD. Deleted employees appear grayed out in the list of employees. You can choose the REMOVE DELETED EMPLOYEE check box to hide these employees in the employee list.

Options

EOD Options allow you to choose how data is presented when the EOD is generated as well as specific actions to occur when the EOD is generated. The selected options will remain checked each time you access the EOD.

DETAILED LIST

When selected EOD report data is Listed by individual transactions. This allows you to check or uncheck individual EOD Report data you wish to be emailed when the EOD Report is generated.

Column headers are changed and include: SALE TIME, CLOSING, TERMINAL, EMPLOYEE, SALE AMOUNT, PAID AMOUNT, TYPE. The Data can be sorted in ascending\descending order by clicking on a column header.



	SALE TIME	CLOSING#	TERMINAL	EMPLOYEE	SALE AMOUNT	PAID AMOUNT	TYPE
☑	2024-04-02 14:44:04	2	POS-MAIN	ALEXANDER	$32.58	$34.25	SALE
☑	2024-04-02 14:45:30	2	POS-630	Craig Fuss	$38.94	$41.10	SALE

Detailed List can be sorted by clicking the column header

RESET CONSECUTIVE #

Check this option to reset the consecutive transaction number that is printed on receipts.

RESET ORDER #

Check this option to reset the order number that is printed on the kitchen printout.

FINANCIAL REPORT BY TERMINAL

Used in IRC configurations, prints\emails the financial report data for all terminals and by each individual terminal.

CLEAR EMV FILE

When using the integrated credit feature, this clears the internally stored EMV file that stores the authorization response messages that allows Sam4POS to perform “By Record Number” transactions. Specifically, Void Transaction by Record Number and Gratuity Entry.

RESET CHECK #

Select when you wish to reset the check number when the EOD report is run.

SEND TO TEXT INSERTER ONLY – NO PRINTER or E-MAIL

Option used to send report data to a Text Inserter. Also see: OPTIONS \ REPORT OPTION \ GENERAL \ EMPLOYEE REPORT FROM REGISTER MODE - ONLY TO TEXT INSERTER.

SET CURRENT TERMINAL

Select this option if you want to run the EOD report only for the station you are currently on.

EFT BATCH CLOSE

When this option is selected, and the integrated credit equipment is connected, the EFT batch will be closed after generating the EOD report.

PRICE LEVEL *(Added in v2.0.164)*

Select this option to present item sales on the PLU Report by each price level used by each item.

Print & Email EOD Reports

Selections to Print and/or E-mail the Financial, PLU, Group, Period, Employee, TIP and Product Mix Reports for all employees or select specific reports for specified employees.

Note: Multiple days appearing on EOD reports printed or emailed indicates that the EOD is not being generated daily, or if there are multiple stations in an IRC, one or more station did not report at the time a previous EOD was generated. If a terminal is not present in the system when the EOD is generated, the data for that station will not be closed (or posted). When the Network is restored and the next EOD is generated, the system will process reports for all the terminals including any previously unavailable terminals report data.

Print Reports

Check or uncheck the reports you want to print when the EOD is generated. Report selections will remain selected each time the EOD report screen is accessed.

Print Report Selections are:

Financial, PLU, Group, Period, Employee, TIP, and Product Mix

When reports are selected in the Print Reports, selected reports will be printed and will send to the EJ Report.

If no reports are selected in the Print Reports, nothing will be printed and nothing will send to the EJ Report.

EJ is saving receipts, so with nothing selected to print, the EJ is not saving anything.

E-MAIL Reports

Check or uncheck the reports you want to be emailed when the EOD Report is generated.

Report selections will remain selected each time the EOD report screen is accessed. Report Selections are:

Financial, PLU, Group, Period, Employee, TIP, and Product Mix

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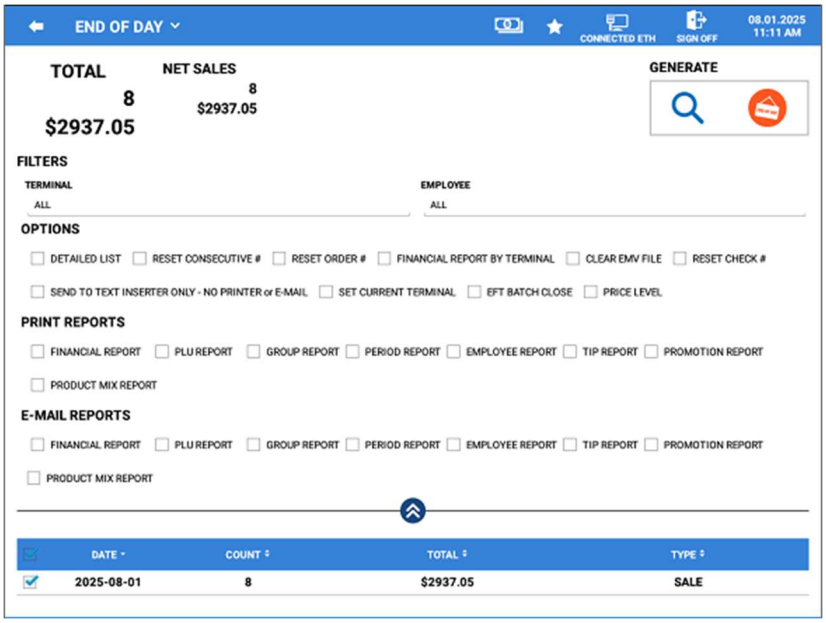
Notes: E-Mail settings must be set up before using this feature, Program Mode > Options > Options > Report Option.

The Report Options: Send Email On End Of Day must be selected and the merchants Gmail Account & Password information, and the Email Addresses For Export must be entered before the E-MAIL REPORTS selections will appear on the EOD screen.

Emailed reports are in the same format as printed on a receipt printer. When a new PC/Device logs into Gmail for the first time the account will likely get a security alert. The account owner will need to mark the activity as safe, then the device will be able to connect.

Generating The EOD

1. From the Main Category Selection Screen, press the **'END OF DAY'** icon *(Z-Position on the SAP-630/SAP-530)*, The main EOD screen is displayed.
2. Select the **Filters** and **Options** as desired for the report, Choose Reports to **Print** and/or **E-Mail**. Beginning in v2.0.168, the EOD Options & Filters selections will print at the top of the printed reports.
   Note: To E-Mail reports, the merchants Gmail account settings and email address for exporting to must be set up in the Program Mode > Options > Options > Report Option.
3. Press the **Search icon** to display the available End of Day report list.



- The report summary at the top of the screen shows the TOTAL SALES Count & Amount, NET SALES Count & Amount, RA/PO Count & Amount for all available reports.
- The report data detail header at the bottom of the screen breaks down the EOD data by DATE, COUNT, TOTAL, and TYPE of transaction.
- The data can be sorted in ascending or descending order by tapping on the desired column heading.
- Check or uncheck the select all box on the header row, by default, all reports are selected or, Check or uncheck the report dates for your selected reports that you wish to clear.

4. Press the **EOD icon** in the GENERATE area to generate the EOD. This will update report data and clear the current totals. Reports will be printed or emailed as selected.

EOD Notes:

When using guest checks, if each guest check store/recall and tendering operation are performed at different terminals and the EOD Option "Set Current Terminal" is selected balancing problems will occur. To avoid balancing issues in these circumstances, SAM4POS will automatically disable the "Set Current Terminal" option selection. Sam4POS is not meant to maintain open checks for days, weeks, months, etc. It is recommended that all checks are closed on the same day they are opened.

Device Self-Storage Management was added in v2.0.147 to allow merchants more control over how much data is to be held (saved / stored) on the terminal. Refer to the "Device Self-Storage Management" chapter on page 476 in the Appendix for details.

Database Integrity Verification process was added in v2.0.90 when an EOD report is generated. This process will sync the data when different data exists in different terminals in the system. This process only works for the current working DB not the split DB. This process was added to help with sync issues and report difference issues when terminals drop offline with each other during operations due to network issues.

If a terminal is not present in the system when the EOD is generated, the data for that station will not be closed (or posted). When the Network is restored and the next EOD is generated, the system will process reports for all the terminals including any previously unavailable terminals report data.

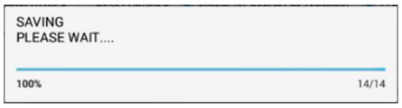
Beginning with v2.0.20 Sales Data Split will only occur when the DB size is over 30MB, and the day of week is MON \ TUES \ WED \ THUR.

Note: The EOD report can also be generated from the register mode if the signed on employee has the appropriate authority level. An EOD function key may also be assigned to an MLU \ FLU or real keyboard to allow processing the EOD report from the register mode. Pressing the EOD key will open the EOD Screen, generate the EOD and return to the register mode.

Sale Data Split

When the EOD is generated, SAM4POS will automatically split the sale data to internal memory if the working database is over the setting in SYSTEM OPTION: SALE DATA SPLIT SIZE (MB), the default setting is 30 MB. The sale data split is performed to speed up normal transaction entry by making the working Database smaller.

At the station that generates the EOD you may see the notifications: **Saving Please Wait . . . .** then **Sale Data Split Please Wait . . . .**





During the Sale Data Split operation, all other stations in an IRC System will display the notification message: **Database Split Please Wait . . . .**



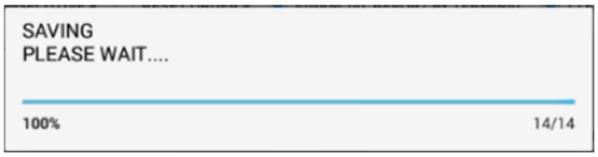
Press **OK** to clear the notification when the Sales Data Split operation completes at the terminal that initiated the Database Split.

Self-Storage Management

When the system option Device Self-Storage Management is enabled and the EOD is generated and the Database Split has finished, If the total storage on the terminal is over the SYSTEM OPTION – SELF-STORAGE MANAGEMENT DATA SIZE (MB), the Self-Storage Management process will initiate automatically.

Refer to the Appendix: 'Device Self-Storage Management' chapter on page 478 for details about this feature.

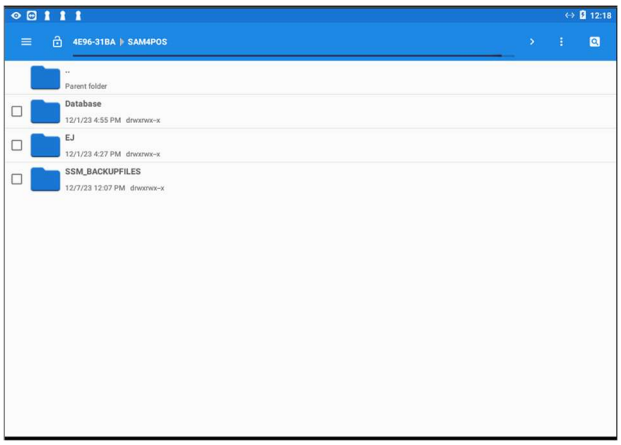
- Data is backed up to the USB.
    - USB Flash Drive must be connected prior to generating the EOD.



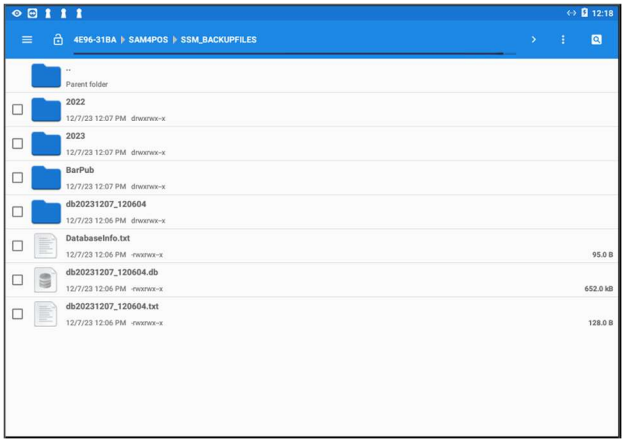
- Self-Storage Management files are deleted.
    - If no USB drive is present: SSM still deletes that data from the unit.



- When storage management is complete, the files are located on the USB:
  USB:\SAM4POS\SSM_BACKUPFILES



- Inside the SSM_BACKUPFILES directory you will see the
- EJ Files, Backup DB, Split Sales DB, and Log Files



If you do not have a USB Flash Drive installed on the terminal, the Self-Storage Management dialog "Failed To Backup Self-Storage Management Please Insert USB" will display.

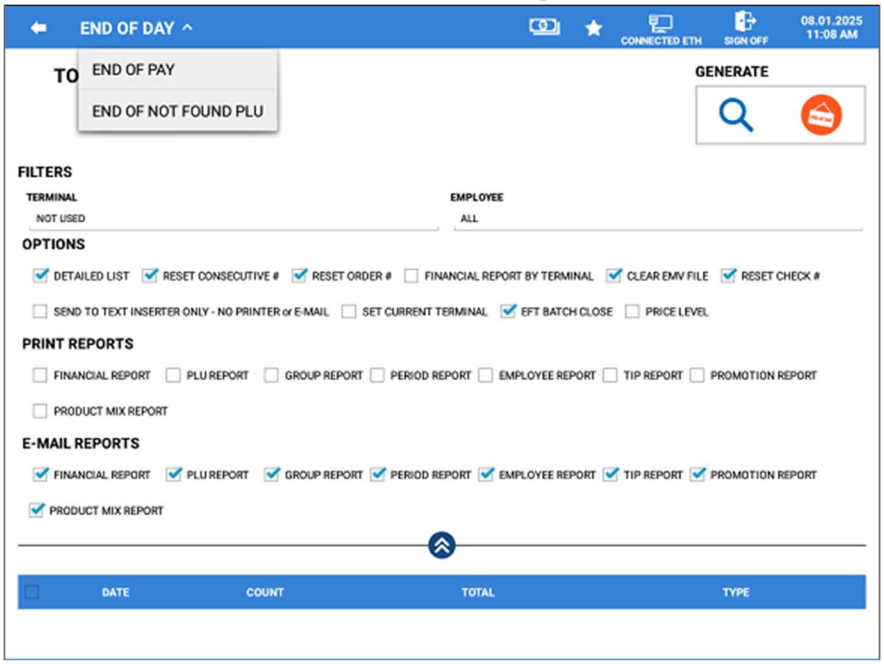


- **YES :** Will not show this message again.
- **NO :** The message will display again at the next Sign-On.

End Of Day Sub-Menu Reports

The End Of Day sub-menu provides additional report selections for End Of Pay and End Of Not Found PLU.

1. Touch the **'END OF DAY ⌄'** sub-menu dropdown to access the Sub-menu report selections are: **'END OF PAY'** and **'END OF NOT FOUND PLU'** reports.



2. Choose the desired report from the available sub-menu selections.
   - **END OF PAY**
     This report is only used when you are using the Time Keeping feature in Sam4POS.
     The End of Pay report must be generated at the end of each pay period *(weekly, bi-weekly, monthly)*.
   - **END OF NOT FOUND PLU**
     This report is only used when you are using the Not Found PLU feature in Sam4POS.
     The End of Not Found PLU report is used to clear the data generated when PLU items are added to the database from the register mode using the Not Found PLU feature.

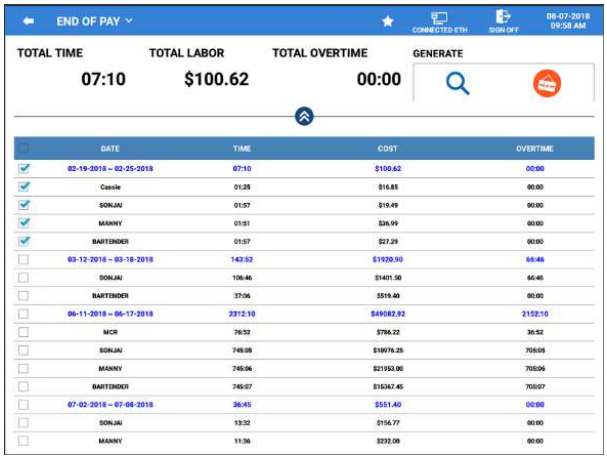
End Of Pay

The End of Pay report must be generated at the end of the pay period when the time keeping feature is used. The End of Pay report displays the Total Time, Labor Cost, and Total Overtime for employees separated by Date. You can generate a report for a selected date/employee.

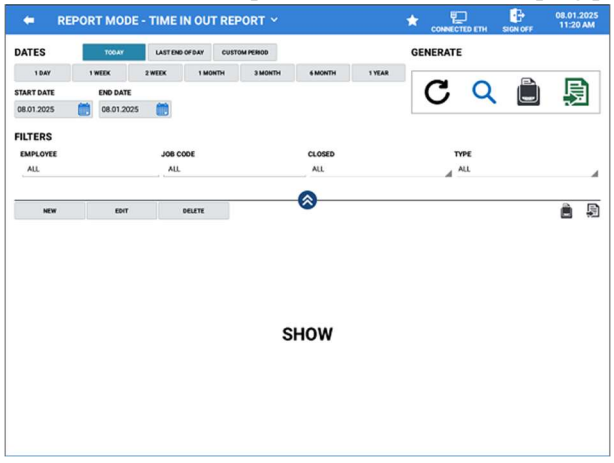
- Every day after generating the EOD, the manager\owner should run the Time In Out report & verify all the time keeping data is correct.
    - Any edits for time keeping should be performed.
- On the last day of the pay period, Generate the End Of Day. Any edits for time keeping should be performed. After verifying/editing the time keeping data has been performed, generate the End Of Pay to clear & post the Time Keeping data.
    - Not performing the End Of Pay will result in the Time Keeping totals to never be posted.

Note: After generating the EOD report, you will no longer be able to edit the time keeping data for the Dates/Employees selected on the End Of Pay report. However, Deleting Time entries is still available. Overtime calculations will begin anew when the End Of Pay report is generated.

1. Select the **DATE** and **EMPLOYEES** you wish to clear or check the SELECT ALL selection box on the top left of the report list header to choose all employees & dates.



2. To clear the Time Keeping data, select the date and employees you wish to clear and press the **'End Of Day icon'** in the **GENERATE** area. The selected Time In/Out Report will print at the receipt printer.
3. Pressing the **'Show icon'** in the **GENERATE** area will refresh the **REPORT MODE – TIME IN OUT REPORT** screen: You would press this to edit time keeping prior to generating the End Of Pay.



4. Press the back-arrow icon to return to the Report Mode screen.

End Of Pay Notes

- When using the Time Keeping feature, The proper procedure for issuing Time Keeping Reports is –

At the End of Each Day –

⇒ Run the **TIME IN OUT Report**

⇒ **Perform Time Clock Edits** as necessary

⇒ Generate the **END OF DAY**

At the End of Pay Period –

⇒ Run the Report Mode **TIME IN OUT Report**

⇒ **Perform Time Clock Edits** as necessary

⇒ Generate the **END OF DAY**

⇒ Generate the **END OF PAY**

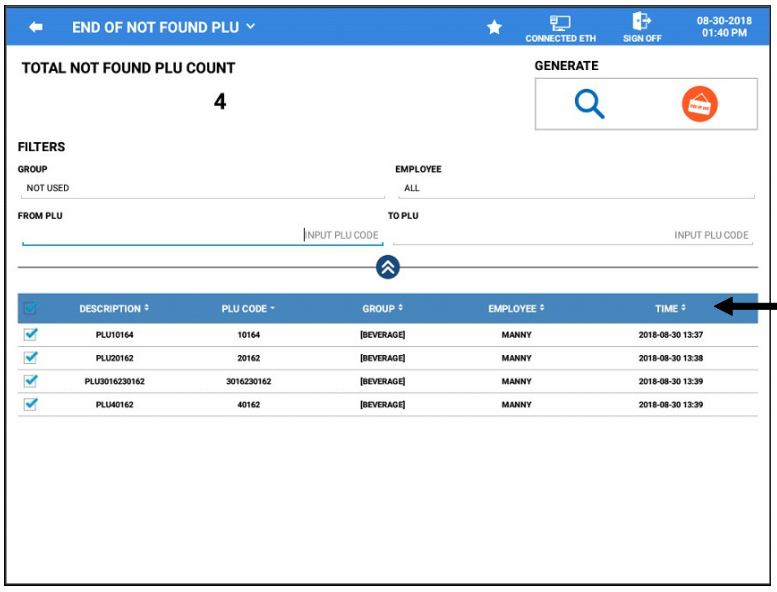
Time Clock Edit Notes:

- All Time Clock Edits must be performed **before the End Of Day Report** is generated. Edited records will display in red to easily see which times have been changed. If the End Of Day Report has already been generated, you will not be able to edit the employee times. The data will appear "Grayed Out".
- When the **Time Keeping Option: Clock IN/OUT Employee At EOD** is selected, employees are automatically clocked In/Out when the EOD report is generated. When selected and the EOD report is generated, the notification: **"Clock In/Out Employee At EOD? Are You Sure?"** displays.
  - When you Press **Yes,** clocked-in employees are Clocked out, the EOD is generated, and then employees are clocked back in. Afterward, the employee Time Stamp from prior to the EOD is grayed out and you are not able to edit those times. **Error Message #221 ALREADY CLOSED** will display if time edit is attempted. However, you will still be able to select time entries and delete the entries.
  - When you Press **No,** the EOD is not generated. You can go to the Time Keeping Report to edit employee times if necessary.
- When the End Of Pay is generated, if the employee data is not cleared, it is likely that an employee is still clocked in. Clock out all employees, then perform the End Of Pay procedures again.
- Another useful report is the **Labor Report**. Labor Report data is gathered from the Time Keeping report to calculate labor cost. This information is separated by the Job Code and may also be separated by Employee & Job Code. See the Labor Report on page 90 for details.

End Of Not Found PLU

The End of Not Found PLU report is used to clear the data generated when PLU items are added to the database from the register mode using the Not Found PLU feature.

1. From the main menu, press the **'END OF DAY'** icon, then press the **'END OF DAY ﹀'** on the title bar and select **'END OF NOT FOUND PLU'** from the sub-menu selections.
2. The 'End Of Day Not Found PLU' report displays the PLUs added by: DESCRIPTOR, PLU CODE, GROUP, EMPLOYEE, TIME.



Note: We can sort the column headers on the End Of Not Found PLU to make selecting individual PLU's or groups of PLU's easier.

3. The report shows the Total Not Found PLU Count (all items entered using the not found PLU feature). Filters allow you to view only certain specified information. Filter by:

   GROUP

   Choose a specific group to see just the items added to that group.

   EMPLOYEE

   Select an employee to see items added by that employee.

   FROM PLU / TO PLU

   Enter a PLU range to see the just those PLUs.

4. Press the **'END OF DAY'** icon in the **'GENERATE'** area to issue the report, this operation will clear the selected data.

End Of Day Function Key

The End Of Day function key is available to allow generating the EOD from the register mode as per the settings on the EOD screen and can be set as Manager Required. Depending on the EOD function key setting, reports can be generated for all stations or you can select the option: Allow Only Current Terminal.

Create an End Of Day function key in: ***Program Mode → Function Key → Function Key***.
See the Function Key Definitions for the End Of Day function key on page 197 in this manual.

Assign the EOD key to an MLU, FLU or Real Keyboard (SAP-630/SAP-530).

Program Mode → Screen Edit: MLU Edit, FLU Edit, or Real Keyboard.

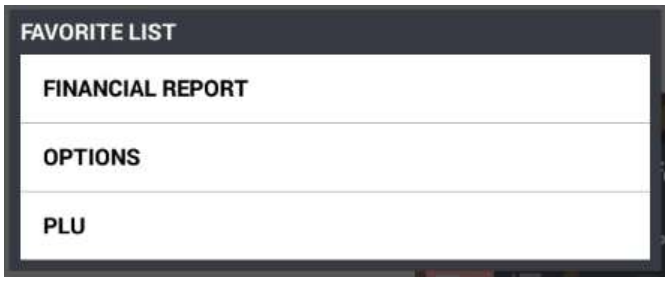
Beginning at v2.0.206 pressing the EOD key will open the EOD Screen, generate the EOD, and return to register mode.

Favorite List

View Favorite List

The Favorite List allows you to quickly access specific program areas or reports that you may use frequently. Adding selections to the favorite list is an easy way to go to a specific screen you visit frequently, such as a certain program mode, or a specific report.

1. From the main category selection screen, touch the **FAVORITE** icon to display your **FAVORITE LIST**, or **Press & Hold** the favorite icon on the title bar on any screen *(except for the register mode screen)* to display the Favorite List.



Favorite List Example

2. Selections in the Favorite List are displayed alphabetically. Choose from the available selection on the Favorite List to go directly to the desired selection.

Add Screen to Favorite List

If a screen has a white star in the upper-right corner the screen can be listed as a favorite. Tap the star to add the current screen to the favorite list.

When a screen is added to the favorite list the star is colored amber. Tap the favorite icon again to remove the current screen from the favorite list.

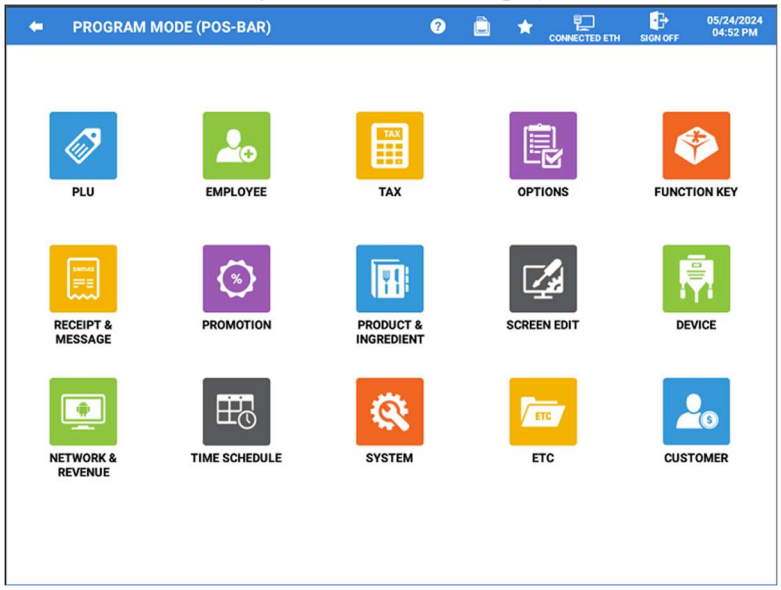
Program Mode

Program Mode Screen

All database programming and maintenance operations are performed in the Program Mode. The Program Mode is separated into categories to make finding and programming specific areas easier. Touch any of the categories shown to enter the programming options for that category.

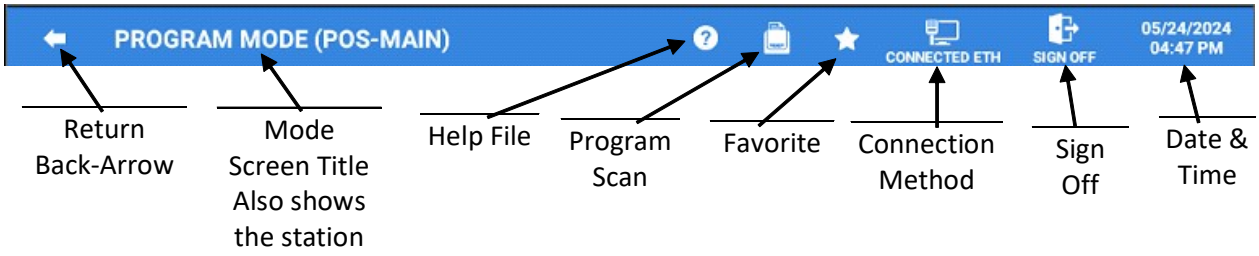
It is a good practice to back up the program data from the ECR before performing any program maintenance, then backup the program again after all the program editing is completed and has been tested for proper operation.

1. From the main category selection screen, press the **'PROGRAM MODE'** icon. *(P-Position on the SAP-630/SAP-530)*. The default Program Mode screen displays:



2. The Program Mode **Title Bar** provides access to the **Help File** and **Program Scans**.
3. Below the Title bar the individual **Program Categories** are shown.

Program Mode Title Bar

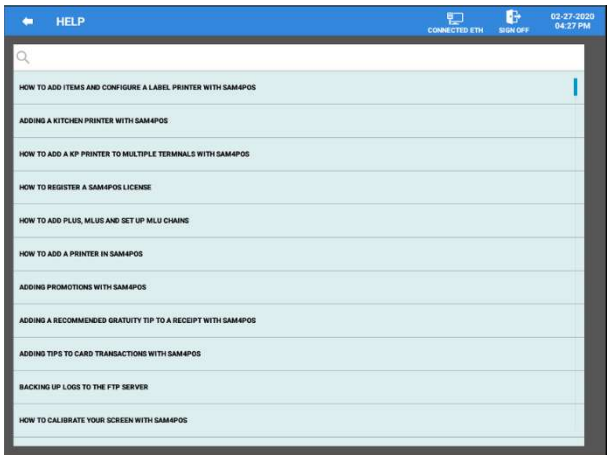


Help File

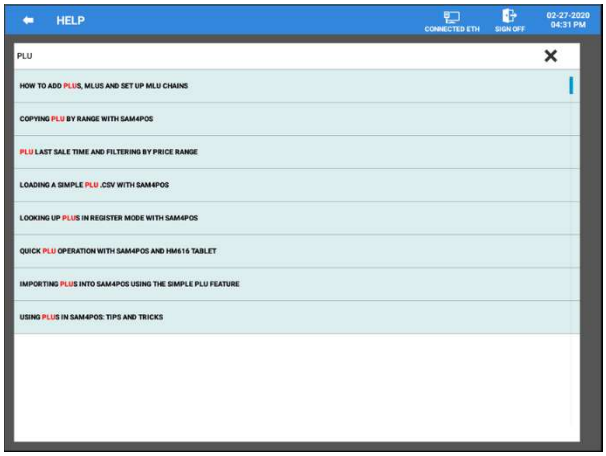
The Help File available in the program mode provides a list of common programming and operation topics. When you select a topic from the list you will be linked to a YouTube video showing how to use the selected topic. *(This feature is Available at v1.0.93 and later.)*

Note: An active internet connection to the Sam4POS ECR is required to utilize this feature.

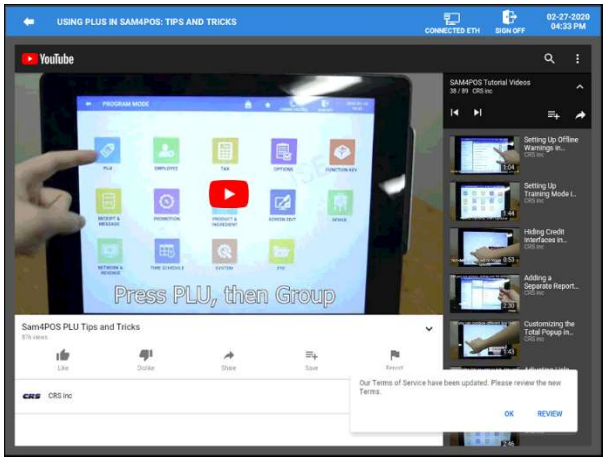
1. From the main **PROGRAM MODE** menu screen, touch the **Help File** icon located on the title bar. The HELP file screen is displayed:



2. Scroll through the list to select a topic to view a YouTube Video for the selected topic.
   (An active internet connection is required.)
   - Alternatively, you can type in a topic in the search bar at the top of the list to see just the topics specific to your criteria. For example: typing **PLU** in the search bar will show the result below:



3. When a topic is selected, the YouTube video for the desired topic can be viewed.
   - You can use the controls on the display to navigate to the next or previous video.
4. Press the **Back Arrow** ⇦ icon on the title bar to return to the HELP File.

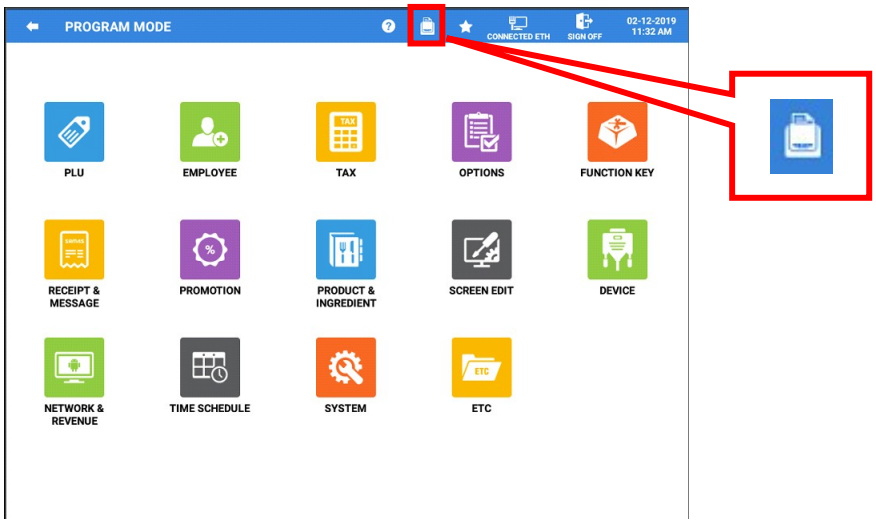


Program Scans

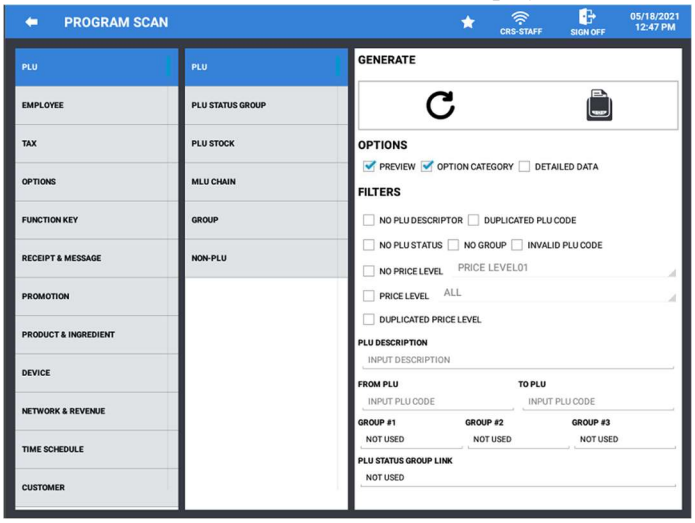
The Program Scans allow you to view and print the current program mode settings for all program areas. The scan will be printed to the assigned receipt printer for the terminal. Each of the various program scan categories have options and filters specific to the selected category.

A video showing how to utilize the program scans can be viewed on the CRS YouTube page: https://www.youtube.com/watch?v=C7_UNrTR8vE&list=PLtF-h-a37jHmbhGgLO3nB76hP-avFSW29&index=15&t=0s

1. From the main **PROGRAM MODE** menu screen, touch the **PROGRAM SCAN** icon located on the title bar.



2. The main **PROGRAM SCAN** selection menu is displayed:



3. Select the **PROGRAM AREA** you wish to Scan, Select the **OPTIONS/FILTERS** for the selected scan, Press the Print icon to **PREVIEW** your selection.
    a. Press the **PRINT** button to print the scan.
    b. Press the **EXPORT** button to export to CSV or PDF document to a USB or EMAIL address.
    c. Press **CLOSE** to close the selection and return to the Program Scan screen.
4. Press the Refresh icon to reset to the options/filters to the default settings.

Available Program Scans:

Note: Where utilized, the default filter selection 'NOT USED' indicates no filter selection. This will collect data from all of the specific category areas.

PLU

PLU

Options: – Preview, Option Category, Detailed Data
Filters: – No PLU Descriptor, Duplicated PLU Code, No PLU Status, No Group, Invalid PLU Code, No Price Level: *select desired price level*, Price Level: *select All or specific price level*, Duplicated Price Level.
PLU Description: *type the description.*
From PLU ~ To PLU: – *enter PLU range.*
Group #1, Group #2, Group #3: – *Select groups from the list*.
PLU Status Group Link: *Select PLU Status Group from list*.

PLU Status Group

Options: – Preview, Option Category
Filters: – PLU Status Group Link: select Not Used, Select ALL, or select a specific PLU Status Group from the list.

PLU Stock

Options: – Preview, Option Category
Filters: – From PLU ~ To PLU
Group #1, Group #2, Group #3: select Not Used, Select ALL, or select specific Group to scan.

MLU Chain

Options: – Preview, Option Category
Filters: – MLU Chain selections: Not Used, Select ALL or select a specific MLU to scan.

Group

Options: – Preview, Option Category
Filters: – Group #1, Group #2, Group #3: choose Not Used, Select ALL, or select specific Group to scan.

Non-PLU

Options: – Preview, Option Category

Employee

Employee

Options: – Preview, Option Category
Filters: – Employee, Authority Level

Authority Level

Options: – Preview, Option Category
Filters: – Authority Level

Job Code & Pay Rate

Options: – Preview, Option Category

Station

Options: – Preview, Option Category

Option Category

Options: – Preview, Option Category

Tax

Tax

Options: – Preview, Option Category

Tax Group

Options: – Preview, Option Category

Options

Options

Options: – Preview, Option Category
Filters: – Options: Select from the list of option selections to scan or select All

Rounding

Options: – Preview, Option Category

Tare Weight

Options: – Preview, Option Category

Function Key

Function key

Options: – Preview, Option Category
Filters: – Function Key: select ALL or select specific function keys to scan

Macro Key

Options: – Preview, Option Category

Tender Key

Options: – Preview, Option Category
Filters: – Tender Key: select ALL or select specific tender keys to scan

Receipt & Message

Message

Options: – Preview, Option Category

Error Message

Options: – Preview, Option Category

Report Message

Options: – Preview, Option Category

Gratuity

Options: – Preview, Option Category

Receipt Message

Options: – Preview, Option Category

Key Type Message

Options: – Preview, Option Category

Text Inserter Message

Options: – Preview, Option Category

Promotion

Promotion

Options: – Preview, Option Category
Filters: – Mix And Match, Multi Buy, Combo Discount, Sweet Deal
PLU Sort: – PLU Code or Alphabetically

Promotion Group

Options: – Preview, Option Category

Promotion Customer Group

Options: – Preview, Option Category

Product & Ingredient

Ingredient

Options: – Preview, Option Category

Recipe

Options: – Preview, Option Category

Product Mix

Options: – Preview, Option Category

Device

Device Setting

Options: – Preview, Option Category

KP Group

Options: – Preview, Option Category

Card Read Format

Options: – Preview, Option Category

Device Mapping

Options: – Preview, Option Category

MSR SETTING

(Available on the SAP-4800II only)

Options: – Preview, Option Category

Network & Revenue

Revenue Center

Options: – Preview, Option Category

PM USA

Options: – Preview, Option Category

Terminal & Network

Options: – Preview, Option Category, Back Office Info *(Requires v2.0.20)*

Time Schedule

Price Level

Options: – Preview, Option Category

Screen Level

Options: – Preview, Option Category

KP Time Period

Options: – Preview, Option Category

Auto Reboot

Options: – Preview, Option Category

Auto End Of Day

Options: – Preview, Option Category

Rear Display Period

Options: – Preview, Option Category

Time Schedule Promotion

Options: – Preview, Option Category

Customer

Customer

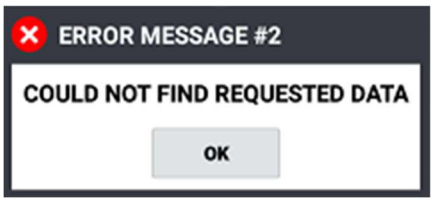
Options: – Preview, Option Category

Customer Group

Options: - Preview, Option Category

Error Message

When you make a selection on one of the Program Scan screens and press the Print icon, if no program matches your selection you will receive Error Message #2: Could Not Find Requested Data.



Favorite Icon

The favorite icon on the main program mode title bar can be used to add or remover the main program mode menu to the favorite list. A favorite icon appears on all the category and subcategory screen title bars.

Adding a category to the favorite list is an easy way to go to a screen you visit frequently, such as a program area setting, or a specific report. Simply press the favorite icon on the title bar of the screen you want to add to the favorite list.

The favorite list is accessed by pressing and holding on the favorite icon on the header bar.

On the SAP-6600(II)/4800II, the favorite list also may be accessed by selecting the Favorite List icon from the main menu selection screen.

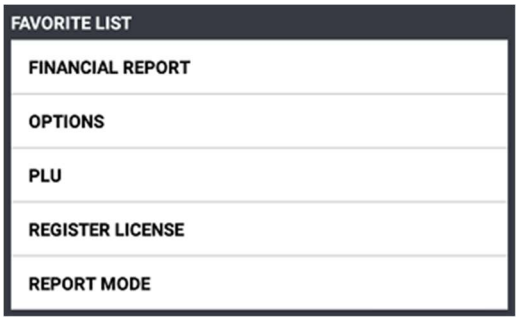


If a screen has a white star in the upper-right corner the screen can be listed as a favorite. Touch the star to add the screen to the favorite list.



When a screen is on the favorite list, the star is colored amber.

1. To access Favorite List, **Press & Hold** on the  icon on any page in any key position *(except the Register Mode)* to display your list of favorite categories:



Example: Favorite List

2. Select from the favorite List to go to the desired selection.

Connection Method

Shows the current connection method being used, Ethernet, or WiFi.

Sign Off

Used to sign off the current employee.

Date & Time

Displays the current Date & Time setting.

Program Mode Menu Selection Definitions

Menu Selection	Icon Definition
	**PLU –** Add or edit PLUs and related functions: PLU programming, PLU Status Groups, PLU Stock, MLU Chains, Group programming, Non-PLU and Quick PLU.
	**EMPLOYEE –** Set up Employees, Employee Authority Levels, Job Codes & Pay Rates, Station, and Option Category programming.
	**TAX –** Set up TAX rates VAT, ADD ON, and TAX TABLE information for one or more state or local taxes and set up Tax Groups to assign in the PLU status group programming.
	**OPTIONS –** Set various system options that are organized in sub-categories such as Printing, Reports, Training, etc. Program Rounding if used and Tare Weight programming.
	**FUNCTION KEY –** Identify and set up specific options for Function Keys, Tender Keys and MACRO Keys.
	**RECEIPT & MESSAGE –** Customize Receipt formats, Custom Messages can be created for certain operations or for special instructions. The default Error Messages, Report Messages, Label Print formats, and the Gratuity programming can be edited here as well as the Receipt Message, Key Type Message and the Text Inserter Message.
	**PROMOTION –** Retailers often offer discounts when multiples of items are purchased. Here you can choose to edit the Promotion, Promotion Group, and Promotion Customer Group to set up different promotion formats such as discounts for specific combinations of specific items or items from specific groups.
	**PRODUCT & INGREDIENT –** Set up Ingredients and Recipes for ingredient inventory and define Product Mix Groups.
	**SCREEN EDIT –** Add, design & edit Table Map, MLU Edit (**M**enu **L**ook-**U**p) FLU Edit (**F**unction **L**ook-**U**p) and KIOSK programming. Depending on the terminal model we can also set up the Real Keyboard and Rear Display settings.
	**DEVICE –** Allows for Device Setting, and Device Mapping to Identify peripheral devices and port settings, set up Kitchen Printer Groups, define Card Read Format data for employee cards and age verification, and perform EFT Operations.
	**NETWORK & REVENUE –** Here we define Terminal & Network information for IRC installations and when KVS is used. The Revenue Center and PM USA categories are not used. and
	**TIME SCHEDULE –** Set time activated options: Price Levels, Screen Levels, Kitchen Printer Time Periods, Auto Reboot, Auto End Of Day, Rear Display *(SAP-6600 & Sapphire only)*, Time Schedule Promotion and Real Keyboard *(SAP-630 only)*.
	**SYSTEM –** Access system utilities: Register License, Database, Log Backup, secure system Settings, review Super Macro data, Program Backup & Restore, APK Installation, access Team Viewer and use the Calibrator to calibrate the touch screen.
	**ETC –** Allows you to set up the Web View to link to websites to access from within the Sam4POS Cash Register Application and access the Version Info.
	**Electronic Receipt –** Is not used. Leave this menu selection Disabled.
	**CUSTOMER –** When enabled the Customer and Customer Group programming for delivery and customer tracking are available.

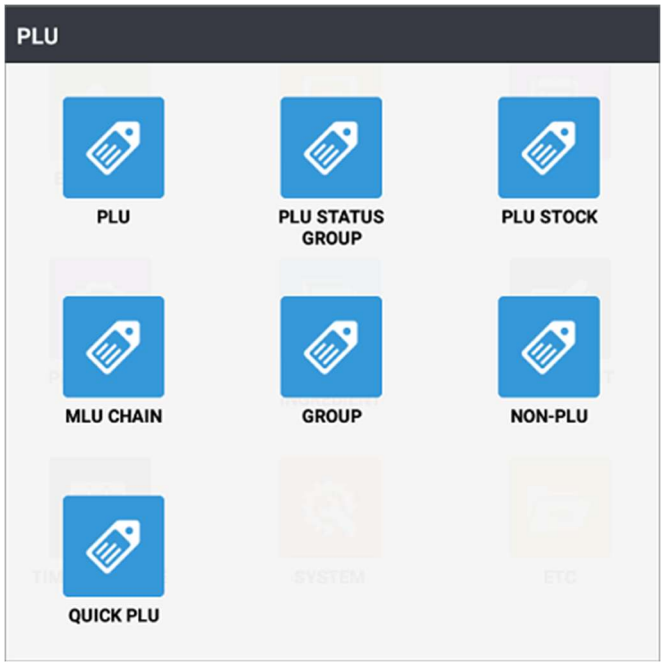
PLU



PLUs are the products or services that are available for sale. PLU programming has seven programming categories: PLU, PLU Status Groups, PLU Stock, MLU Chain, Group programming, Non-PLU, and Quick PLU programming. These seven categories will determine how the PLU is registered in the sales mode.

During PLU Programming, each PLU is assigned a descriptor, price or prices and a few unique options. The remaining PLU options are determined by linking the individual PLUs to a PLU Status Group. The PLU Status Group contains all the detailed option selections that might be assigned to a product. Separate PLU Status Groups are defined to accommodate the needs of groups of PLUs.

1. From the **PROGRAM MODE** menu, touch **PLU** to view the PLU category selection window.



2. Touch the PLU program category you wish to edit:
   - **PLU**
   - **PLU STATUS GROUP**
   - **PLU STOCK**
   - **MLU CHAIN**
   - **GROUP**
   - **NON-PLU**
   - **QUICK PLU**

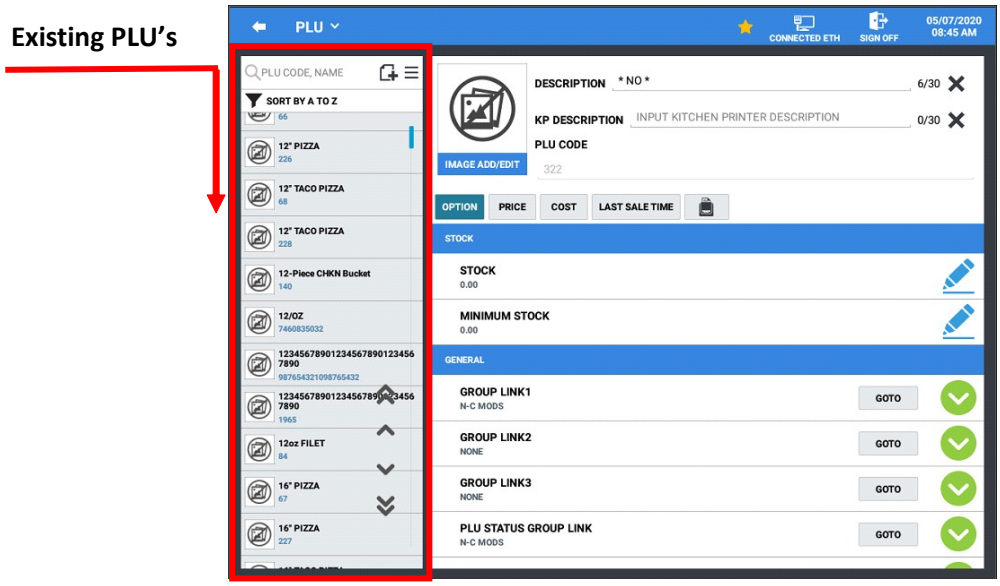
PLU Programming

This is where new items are added to the database and existing items can be maintained or deleted. Each PLU is programmed with a Descriptor, Price, Cost, PLU code and a few unique options. Each new PLU must be assigned a unique code number up to a maximum of 18-digits in length.

Labels can be printed from the PLU screen as well by pressing the label Print icon, Specific set up is required for this feature. Refer to the section “Barcode Label Printing from SAM4POS” on page 488 in the appendix for details.

PLU Programming Tips video: https://www.youtube.com/watch?v=TqGi9ZWWhTw&list=PLtF-h-a37jHmbhGgLO3nB76hP-avFSW29&index=60

1. From the **PROGRAM MODE** main menu, touch **PLU** to view the PLU program selection window, touch **PLU** to view the PLU programming options. Here you can add, edit or delete items as necessary.
2. All existing PLUs are listed. You can edit an existing PLU by scrolling through the PLU list to the specific item you wish to edit.



3. The double Up/Down Arrows to go to the Beginning/End of the list respectively, use the single Up/Down Arrows to scroll Up/Down the list one page at a time.
4. Select a PLU from the list to edit the options, price, or cost for the item. You can also see the last time the item was sold and\or print a label for the item. Printing labels requires a label printer and additional programming.
5. Press the **Add Record icon** to add new items to the database or you can select an existing item to edit as necessary. You can also copy an existing PLU by pressing and holding the PLU you want to copy.
6. You can use the Menu icon to access the sub-menu selections.
7. Press the GOTO **GOTO** button (where available) on the option selection to go to the programming for that option category. Use the **down carrot** icon to choose the selection for the option.

PLU Option Definitions

DESCRIPTION

This is the name of the saleable item, which will appear on receipts and reports. Descriptions can be up to 30-characters, the total number of characters used/allowed is shown at the end of the line. Pressing the ✕ at the end of the description line will clear the current description.

KP DESCRIPTION

If desired, enter an alternate KP Description to be used at the KP/KVS. If no alternate KP Descriptor is entered, the PLU Descriptor will be used.

PLU CODE

The PLU code can be up to 18 numeric digits. PLUs may be added by typing in a code or by scanning an item.

IMAGE ADD/EDIT

You can display a thumbnail image of the PLU item. See "Loading Images For Item" in the Appendix for details.

Option

Stock

The PLU must be linked to a PLU Status Group with the option *Stock Item* checked.

STOCK

The current stock level is displayed. Press the pencil icon to open the STOCK entry dialog. Enter the stock quantity, then press the appropriate button to: : **ADD** to, **SUBTRACT** from, or **OVERRIDE** the current stock quantity for the item. Pressing CANCEL will exit without editing the current stock quantity.

MINIMUM STOCK

You can enter minimum stock quantity for PLUs with *stock item* status as necessary. Press the pencil icon to open the MINIMUM STOCK entry dialog. Enter the desire minimum stock quantity, then press the appropriate button to: **ADD** to, **SUBTRACT** from, or **OVERRIDE** the current minimum stock quantity for the item. Pressing CANCEL will exit without editing the current minimum stock quantity.

General

GROUP LINK 1, 2, 3

This field is used to provide the first, second, and third Group category for sales analysis. *i.e.* Cigarettes, Cigarette Packs, Marlboro and so on. The **GOTO** button allows you to go to the programming options for that group.

PLU STATUS GROUP LINK

Assign the appropriate PLU Status Group link for common system flags for this item.
The **GOTO** button allows you to go to the programming options for that PLU status group.

PRICE OPTION

Set the PLU as: **Preset (No Override)**, **Preset (Allow Override)** or as an **Open** price entry PLU.

MLU CHAIN

This is where you can assign MLU Chains "condiment chains" that will follow the PLU. Refer to 157 for MLU Chain programming. You can also assign an individual MLU to an item by pressing the LOAD MLU button when the MLU Chain list is displayed.

MODIFIER QTY

This works in conjunction with the Stock Link PLU flag when the General Option setting 'Use Stock Link Program' is set for 'Stock Link PLU'. The quantity can be entered to 2 decimal places. Press the pencil icon to open the MODIFIER QTY dialog. Enter the appropriate MODIFIER QTY. Press **OK** to enter the quantity, pressing CANCEL will exit without entering the QTY.

For example: when items such as cases of soda or beer are separated into 12-packs, 6-packs or singles, this setting determines the quantity of units to be deducted from the main Stock PLU item. The field consists of two decimal places, for example: 50 would result in 0.50 being reduced from the stock of the item program within the Link PLU# field, 100 will reduce the QTY by one.

RECIPE LINK

This links to the ingredient inventory, so that when the product is sold, the quantities of each ingredient associated with the recipe for the item are subtracted from stock for the assigned recipe and the appropriate sub recipes.

STOCK LINK PLU \ KP DESCRIPTOR PLU \ LINK PLU

This operation depends on the General Option setting 'Use Stock Link PLU On PLU Program'.

STOCK LINK PLU – When the General Option 'Use Stock Link Program On PLU' is the set for Stock Link PLU. PLUs can be set to reduce stock levels set on another PLU. Set the number for the PLU where stock is affected (by activity of this PLU) here. (Used with Modifier QTY above.)

This capability is used where multiple PLUs affect a single inventory item. For example: cup counts for beverage items or when items are counted without regard to brand, such as cigarette packs.

KP DESCRIPTOR PLU - When the General Option 'Use Stock Link Program On PLU' is set for KP Descriptor PLU instead of its own descriptor. This allows for a secondary PLU descriptor to print on the KP. (For example, this can be used to print Spanish in the kitchen.)

LINK PLU - When the General Option 'Use Stock Link Program On PLU' is set for LINK PLU Set the number for the PLU you want to register with the current PLU. *(For Example: Link a CRV PLU Link for bottles or cans.)*

ALLOW PRICE CHANGE

If selected, the PLU price can be changed from the REGISTER mode using the [PLU INFO] or [PRICE CHECK] function keys.

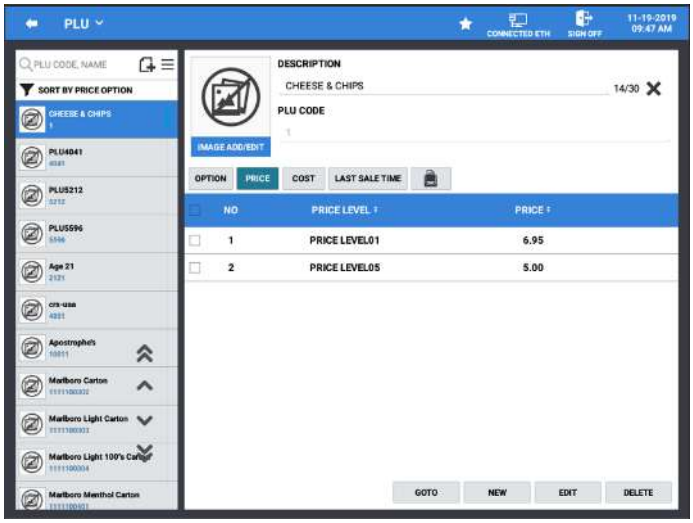
Price

If the PLU is set as a Preset PLU, the entry here is the price for the item. If the PLU is set as OPEN, the entry here is the HALO *(**H**igh **A**mount **L**ock **O**ut)* for the item *(maximum allowable entry)*.

PRICE LEVEL (1 – X)

Entered here are the assigned price level(s) for each product. The Price/HALO can be up to 8-digits (999999.99). Price Level Function keys for various pricing must be created before thou can assign different price levels here. As many Price Levels as are needed for your application can be added, such as for Normal Price, Event Pricing, etc.

Note: Additional Price Level function keys must be created in 'Function Key' programming before they can be assigned to PLUs.



GOTO, NEW, EDIT, DELETE



GOTO – Press GOTO to the function key programming, to allow editing the Price Level programming.

NEW – Press to **add a NEW Price Level** to the PLU *(price level key must first be created in function key programming before you can assign here)*

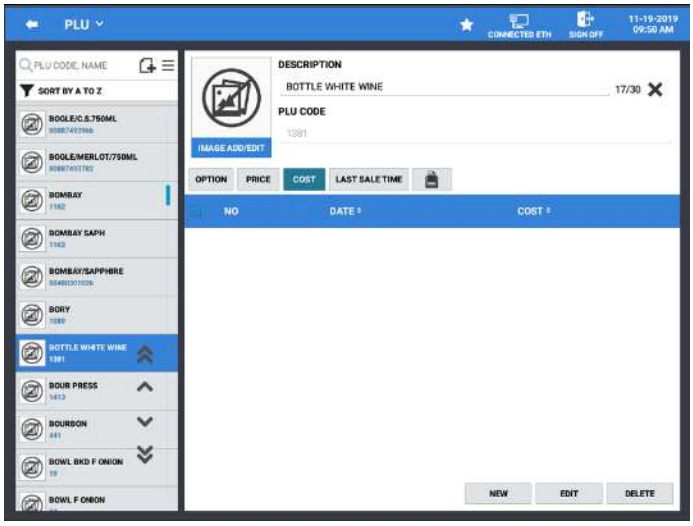
EDIT – Press to edit the selected Price and Price Level assignment.

DELETE – Press to delete the selected price.

Cost

The COST tab in the PLU programming allows you to enter the merchant cost for the item.

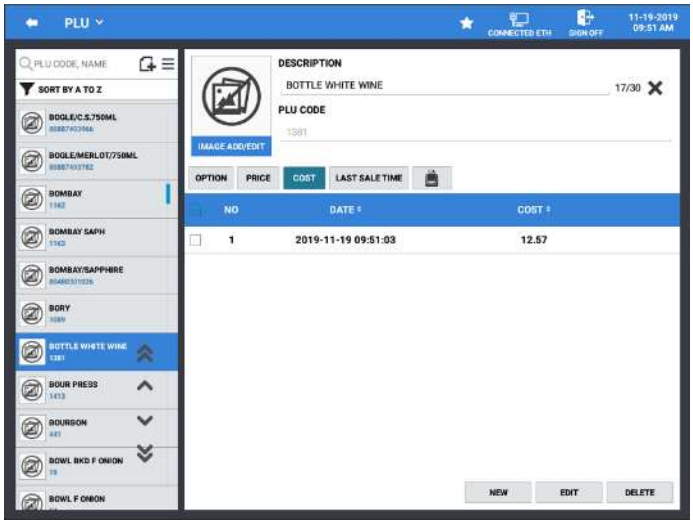
1. From the **PLU** programming screen, select the PLU you want to add the cost to, press the **COST** tab.



2. Select the '**NEW**' button at the bottom right of the display. The NEW cost entry dialog displays.



3. Enter the merchant cost *(up to 8-digits)* for the item and press **OK**. The cost is entered for the item. Pressing CANCEL will exit without entering in the cost.



4. If the cost was entered incorrectly, you can edit the cost amount. Select the PLU you wish to edit the cost for and press the **EDIT** button at the lower right of the screen.
    a. Enter the correct cost for the PLU and press **OK**. You are returned to the main PLU screen.
5. You can also delete the cost entry for the selected item. Select the PLU you wish to remove the cost for and press the **DELETE** button at the lower right of the screen. The cost entry will be removed.

Last Sale Time

Beginning in v1.1.46 and later, we can view the date and time a particular PLU was sold. This can be helpful when determining if an item should be removed or deleted. The time is represented in YYYY-MM-DD HH:MM:SS format. If the selected item has no sales history it will indicate 'NONE'.

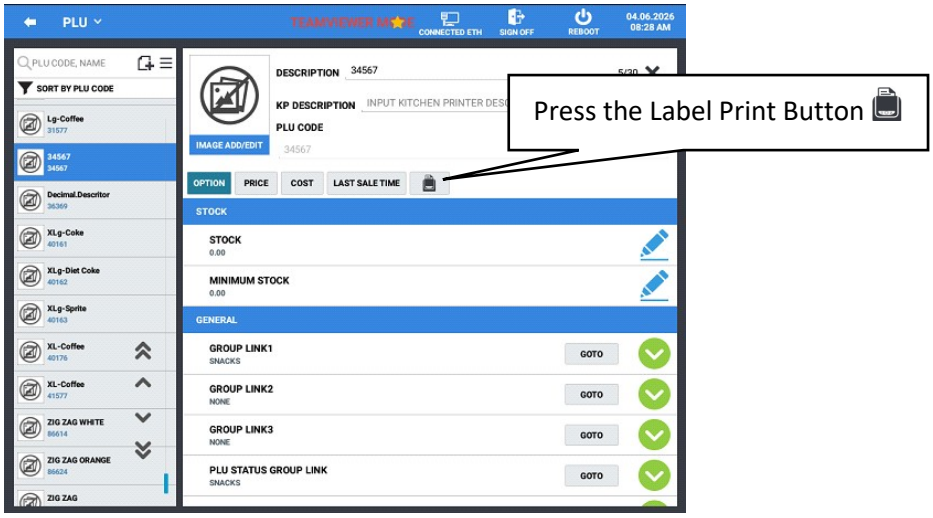




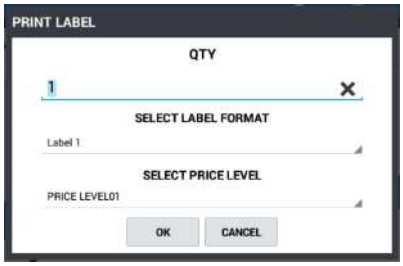
Print Label

Labels can be printed from the PLU screen by pressing the Print Label icon, Specific set up is required for this feature. Refer to the "Barcode Label Printing From Sam4POS" section on page 488 in the Appendix for details on this feature.

1. On the PLU programming screen, select the item you wish to print a label for then press the **Label Print** icon.



2. On the **Print Label** dialog displays:



   a. Select the **QTY**, number of labels for each selected item you want to print.
   b. Select the **LABEL FORMAT** as defined in the Label Print set up.
   (Refer to page 256 for details).
   c. Select the **PRICE LEVEL,** this will be the price that prints on the label.

3. Press **OK** on the Print Label dialog to print the labels and close the dialog. Pressing CANCEL will exit the dialog without printing the labels.

PLU Menu Icon

If you have a large PLU file, you can select the Menu icon ☰ to maintain the PLU database more easily. The Menu Icon allows you to access the Edit Mode, Sort PLUs alphabetically or numerically, Search for PLUs by PLU Status Group, Group assignment, from PLU Code, or search for PLUs with no sales activity. We can also search for PLU by loading the MLU screens and selecting the desired item from the screen. PLUs in the database can also be deleted from this area.

1. On the **PLU** programming screen, Touch the **Menu icon** ☰ at the top of the PLU List, to display the sub-menu selections: EDIT MODE, SORT, FILTER, LOAD MLU, and LOAD ALL PLUS.
2. Select the operation from the menu that you want to perform.

Edit Mode

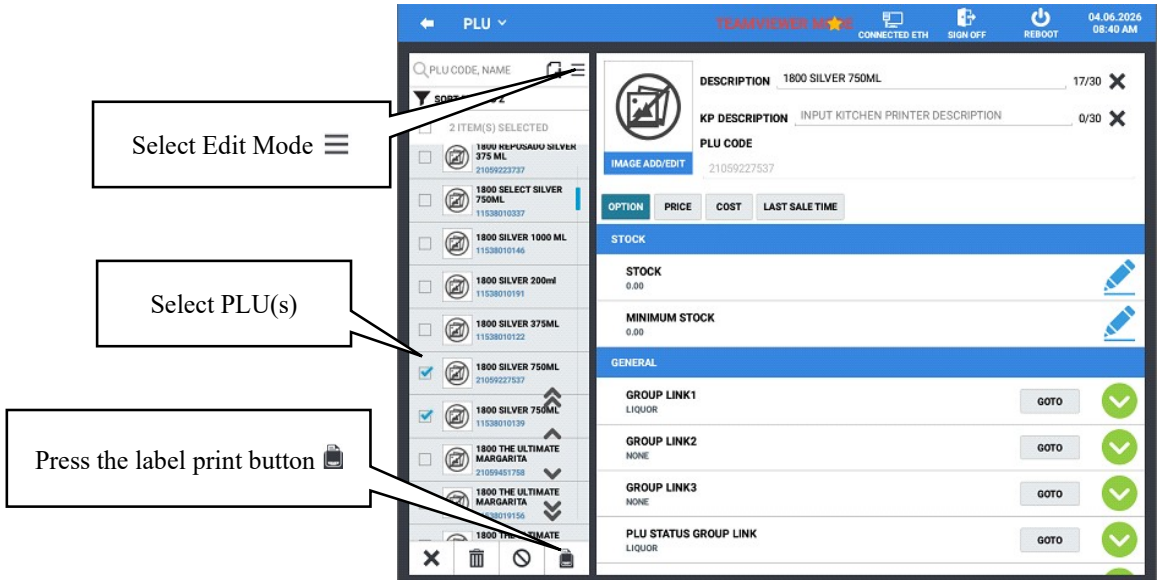
Selecting the Edit Mode from the menu selections allows you to select multiple PLUs at the same time or select all PLUs in the PLU file to edit the settings as necessary. Available actions include:

✕	Closes the edit mode
🗑	Delete selected PLUs
⊘	Inactivate selected PLUs
🖶	Print a barcode for the selected PLU

Printing Labels from Edit Mode

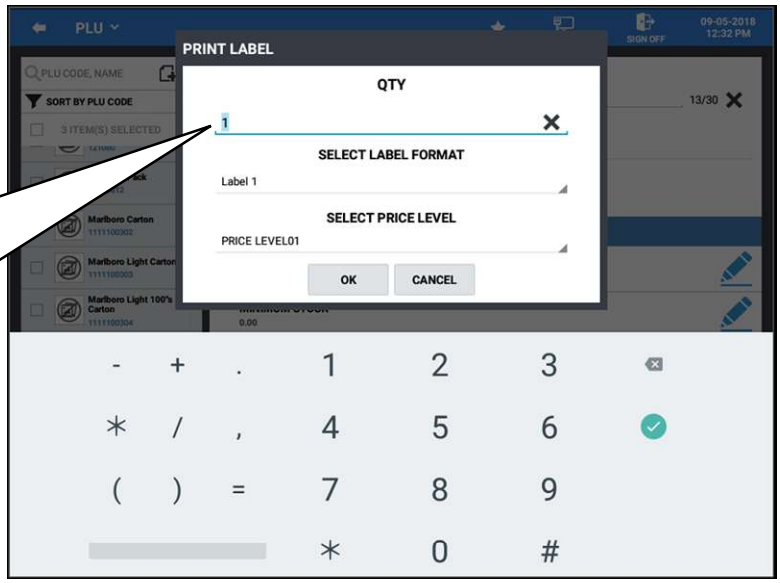
Labels can be printed from the PLU programming screen or from the Edit Mode area. We can choose to print a single label or multiple labels for one or more PLU items. Specific set up is required for this feature. Refer to the “Barcode Label Printing” section on page 488 in the Appendix for complete details on this feature.

1. Touch the **Menu icon** ☰ on the PLU programming screen to display the sub-menu selections: Select **EDIT MODE** from the menu selections. The PLU programming screen displays:
2. Select one or more **PLUs** from the list.



3. Press the label print button 🖶 The **‘PRINT LABEL’** dialog displays:

Enter **QTY** of labels to print.
Select LABEL FORMAT *(Label formats must be created in Receipt & Message\Label Print before you can select here.)*
Select PRICE LEVEL *(Used when printing PLU Price on the label.)*



4. Select the **QTY**, number of labels for each selected item you want to print.
5. Select the **LABEL FORMAT** (as defined in the Label Print set up, refer to page 256 for details).



6. Select the **PRICE LEVEL,** this will be the price that prints on the label.



7. Press **OK** on the Print Label dialog to print the labels and close the dialog.

Sort

Selecting **SORT** from the Menu icon ☰ selections allows you to sort PLUs in the selected manner.
Sorting selections include:

- A TO Z or Z TO A
- PLU CODE
- PLU Status Group
- Group #1, Group #2, Group #3
- Recipe
- MLU Chain
- Price Option
- Modifier QTY
- Stock Link PLU#
- Allow Price Change
- Stock
- Minimum Stock

Filter

Selecting **FILTER** from the Menu icon ☰ selections allows you to filter the PLU list so only the PLUs in the filter selection appear. The available filter selections are:

- ***PLU Status Group*** – Select the PLU status group to view PLUs assigned to that status group.
- ***Group*** – Select the group to view just the PLUs assigned to that group.
- ***From PLU Code*** – Enter a PLU code to view just the PLUs from that code number entered and higher.
- ***No Sale PLUs*** – This selection will display all PLUs with no sales activity.
- ***PLU By Price Range*** – Beginning in v1.1.51 we can filter the PLU by price range and price level.
  - Enter the **Lowest Price**, **Highest Price** and select the **Price Level**.
- ***PLU By Stock Range*** – Beginning in v2.0.96 we can filter PLUs by PLU Stock Range quantity.
  - Enter the **Lowest Stock QTY** and the **Highest Stock QTY**, then press **OK**.
- ***Range No Sale PLU –*** Beginning at v2.0.197 we can filter for No Sale PLUs by a Date Range.
  - Enter the **Start Date** and the **End Date**, then press **OK**. All PLUs within the specified date range that have no sales activity are displayed.

Load MLU

The **Load MLU** selection on the Menu icon ☰ brings up the default MLU Group & MLU screen. Select from the MLUs to view specific items assigned to your MLU selection. When a PLU on the MLU is selected, you will be brought to the PLU programming screen for the selected PLU.

Load All PLUs

By default, only the first 1000 PLUs will load when entering the PLU programming. Press the ☰ **Menu icon**, then select **Load All PLUS** to load the entire PLU file.

PLU Maintenance

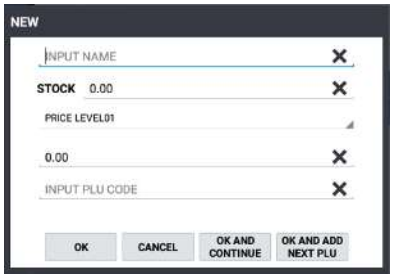
PLUs can be maintained easily in the SAM4POS CASH REGISTER APPLICATION, simply select the item and make the appropriate changes. The PLU Descriptor/PLU Code is displayed at the top of the sub-menu. If you select an item in the PLU list and **Press & Hold** on the item, the PLU maintenance sub-menu operations list is displayed.

Note: PLUs can also be added and maintained from the "QUICK PLU" screen, refer to page 165 for details.

Adding New PLUs

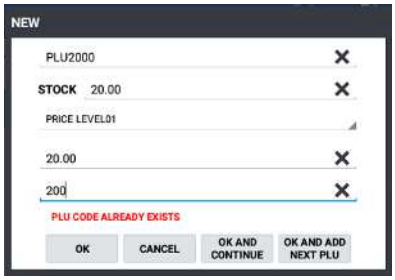
New items (PLUs) can easily be added to the database. New PLUs can have up to a 30-character name/descriptor and up to an 18-digit PLU code.

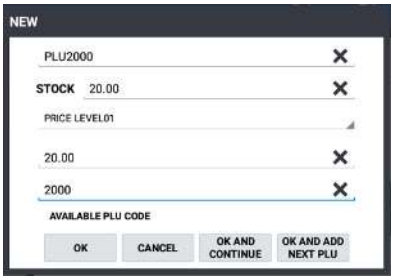
1. Press the **Add Record icon** to add new PLUs to the database. The **"NEW"** item entry dialog displays:



2. Type in the PLU descriptor in the **"INPUT NAME"** field, enter a **Price** on the **Price Level** line, Type in or scan the new item **PLU CODE** or scan the new item in the **"INPUT PLU CODE"** field.

Note: If the item code entered is already being used in the PLU database, you will receive the warning: "PLU Code Already Exists" enter in a new code number or press cancel.





3. Press **OK** to go on to the option programming.
   - Pressing **CANCEL** will cancel the new PLU entry.
   - Press **OK AND CONTINUE** to add the item and continue adding more PLUs.
   - Press **OK AND ADD NEXT PLU** to add the current item and automatically select the next consecutive PLU# available for the next PLU *(available at v1.1.16 and later)*.

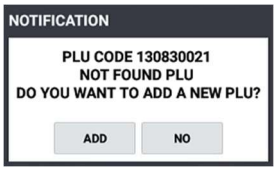
Tech Note: If you have a case of 24 Soda cans and you want to break it down into 12-Pack, 6-Pack, and single cans, but all the cans have the same barcode, you can add the Case as an item in the PLU programming. Then enter 12 and scan the case item for your 12-Pack, enter 6 and scan the case item for your 6-Pack, and enter 1 and scan the case item for your single can.

Not Found PLU

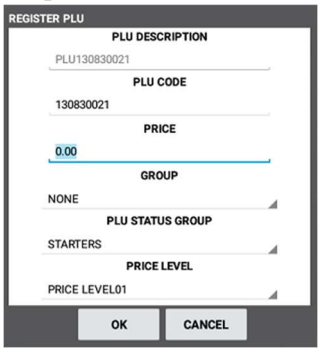
When the General Option: Allow Not Found PLU is selected, new items can be added to the database while inside a sale in the register mode. Designed to be used in a scanning system the **NOT FOUND PLU** feature allows the operator to immediately enter basic PLU information for an item that is not currently in the PLU file during the sale.

When items are scanned that are not in the PLU database, the "Not Found PLU" message displays. The operator can choose to add the item and will be prompted to enter PLU price, and if programmed, the descriptor and linking information. The item is registered immediately.

1. When a PLU that is not in the PLU file is scanned a continuous error tone sounds notifying the operator the item just scanned is not in the database. The **NOT FOUND PLU** notification displays:



   - Pressing NO will exit without adding the item.
2. Press **YES** to add the item. If the **Manager Password** entry dialog appears, enter the appropriate manager code to proceed. The **REGISTER PLU** entry dialog displays:



3. Enter the **PLU DESCRIPTOR, PRICE** *(for all price levels)*, **GROUP** assignment and **PLU STATUS GROUP** and **PRICE LEVEL** assignment for the item, press **OK** when done.
4. The item is registered in the current transaction and added to the PLU database.

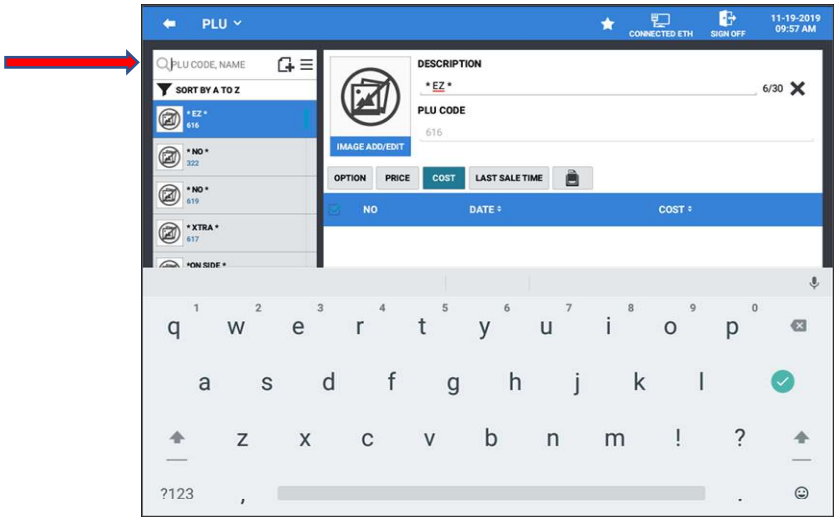
Note:

- Generate the End Of Not Found PLU from the EOD screen to clear the Not Found PLU file, refer to page 121 for details.

Search PLUs

If you have a very large PLU file, you may find it easier to search for a specific PLU by typing the descriptor *(or partial descriptor)* in the search.

1. From the **PLU** Programming screen, touch the search area at the top of the PLU list grid:



2. Type in the descriptor *(or partial descriptor)* for the item you want to edit.
3. PLU Items are listed that match you search criteria:



4. Notice that the 'searched criteria' is highlighted in red in the results.
5. Select a PLU from the search results to go to the programming for that PLU.

Note:

- You can use the PLU INFO function key in the register mode to search for a specific PLU.
  If an Employee has authority to Edit PLUs and Edit PLU from PLU Info: They can view, edit, and sell PLUs from the PLU Info function.
  If the Employee does not have the authority to Edit PLUs and Edit PLU from PLU Info: They can only view and sell PLUs from the PLU Info function.

PLU Sub-menu

You can perform many PLU maintenance operations from the PLU Sub-Menu list. **Press & Hold** on a PLU to bring up the PLU Sub-menu. The PLU Sub-Menu operations list includes:



⇒ Delete
⇒ Inactivate / Activate
⇒ Copy To New Item
⇒ Copy To Existing Items
⇒ Copy To Items By Range
⇒ Copy The Price To Existing Items
⇒ Copy The Cost To Existing Items
⇒ Default Item
⇒ Remove Default Item

Delete PLU

Individual items can be deleted as desired from the PLU Maintenance menu. To delete multiple PLUs all at once use the Edit Mode method from the menu icon.

1. **Press & Hold** on the item you wish to delete and select **'DELETE'**. The confirmation alert message displays:



2. Press **YES** to delete the selected item, select NO to exit without deleting.

Inactivate / Activate PLU

Individual PLUs can be inactivated / re-activated as desired from the PLU Maintenance menu.

1. **Press & Hold** on the item you wish to make inactive, then select **'INACTIVATE'** from the PLU maintenance list. Inactivated PLUs will be grayed out in the PLU list:



2. If an Inactivated PLU is selected in the register mode, the following error will display:



3. You will need to **'Activate'** the PLU to resume allowing sales for the item.

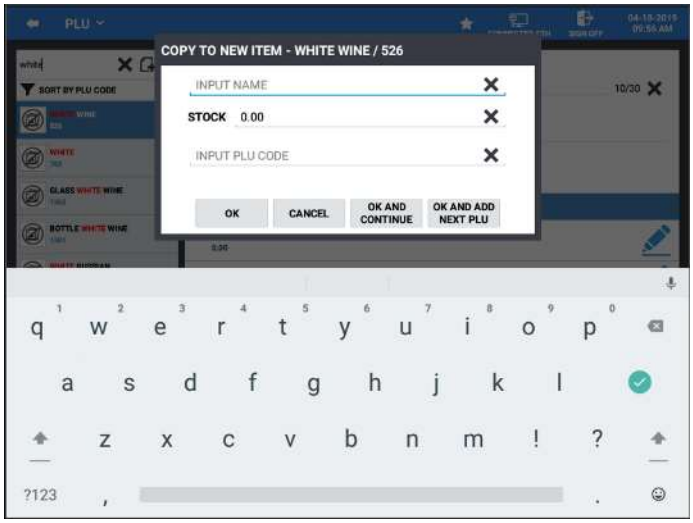
Copy PLU

SAM4POS makes creating multiple items that share the same settings very simple with the Copy PLU feature. You can copy a selected PLU to a new item or copy the selected PLU to existing items. You can also choose to copy just the price of the selected item to existing items in the database.

1. **Press & Hold** the item you wish to copy to open the PLU Sub-Menu selection dialog.
2. Select the appropriate Copy operation from the menu to proceed.

Copy To New Item

Copies the selected PLU to new items individually.

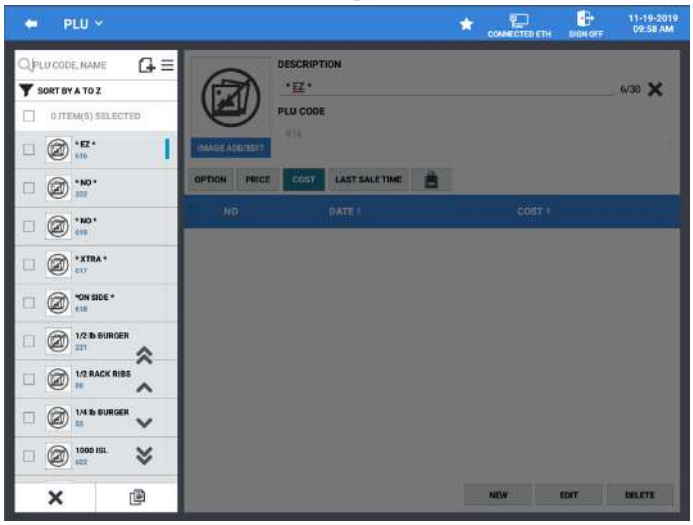


1. **INPUT NAME → STOCK** quantity → **INPUT PLU CODE** scan or type in the code for the new item.
2. Press **OK** to add the new item, Press **OK AND CONTINUE** to add the item and continue adding more PLUs, Press **OK AND ADD NEXT PLU** to add the next available PLU #, Pressing **CANCEL** will cancel the new PLU entry without adding the item.

Copy To Existing Items

Allows you to copy the settings or changes of the selected item to another PLU or multiple PLUs already in the PLU database. The descriptor does not change, only the options/settings are updated.

1. From the **PLU** programming screen, select the item you wish to copy.
2. **Press & Hold** the item to open the PLU sub-menu selection dialog. Select **COPY TO EXISTING ITEMS**.
3. Check the items from the PLU list to copy the selected PLU to.



4. The double Up/Down Arrows go to the Beginning/End respectively, the single Up/Down Arrows scroll Up/Down one page at a time. Pressing the ✕ will exit the operation.
5. Press the **copy – icon** the confirmation dialog displays:



6. Check or uncheck the **'COPY THE PRICE'** selection as desired.
7. Press **YES** to proceed with the copy procedure, all options, prices, will be copied to the selected items. The COST information is not copied. Press NO to exit the copy and return to the main PLU screen.

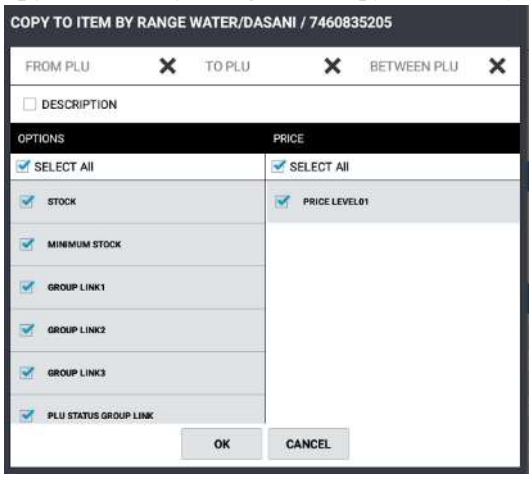
Copy To Items by Range

This feature allows you to copy a single PLU to a range of sequential PLUs. This makes creating multiple PLUs easier than adding them one at a time. *(Requires v1.1.26 or later.)*

A video showing this feature can be viewed on the CRS YouTube page:

Copying PLU by Range with Sam4POS - YouTube

1. **Press & Hold** the item you wish to copy to open the PLU Sub-Menu selections.
2. Select **Copy to Items by Range**, the Copy to Items by Range dialog displays:



3. The PLU Descriptor/PLU Code displays at the top title bar of the dialog screen.
4. Using the keypad provided, enter the desired range of PLUs you want to create:
   - Enter the first PLU# in the range in the **FROM PLU** field, Press icon, pressing the ✕ will clear the current entry.
   - Enter the last PLU# in the range in the **TO PLU** field, Press icon, pressing the ✕ will clear the current entry.
   - Enter the integer for the **BETWEEN PLU**. For example: enter 1 to copy to every single PLU in the range, enter 5 to create PLUs every 5th number 5, 10, 15, etc.
5. If you want to copy the PLU descriptor to the selected range, check the **DESCRIPTION** box.
6. Select the individual **OPTIONS** you wish to copy to the selected PLU range *(you can scroll up/down the list of options)* or check SELECT ALL.
7. Select the individual **PRINCE LEVELS** you wish to copy to the selected PLU range or choose SELECT ALL.
8. Press **OK** when you have completed your selections, the new PLU items will be created, pressing CANCEL will exit without creating the new PLUs.

Copy the Price to Existing Items
Copy The Cost To Existing Items

'Copy The Price To Existing Items' is similar to the 'Copy to Existing Items' operation on page 145 except that only the price levels are copied to the items selected. You can Add or Edit the Price Levels for a single PLU and/or the Prices *(up to 8-digits)* for a single PLU, then copy the changes to other selected PLUs.

'Copy The Cost To Existing Items' is similar to the 'Copy to Existing Items' operation on page 145 except that only the PLU Cost is copied to the items selected.

Default Item

You can choose any item in the PLU file to be used as the default item. The settings on the Default Item will be copied to all new PLUs that are added using the add new record icon. *(Beginning in v1.1.51, the default item applies to items added using the Not Found PLU feature as well.)* You can remove the default item status or change it to another PLU to suite your needs.

1. **Press & Hold** on the desired PLU to set the selected item as a default PLU, Choose **DEFAULT ITEM** from the PLU sub-menu list.



2. The **DEFAULT ITEM** setting is indicated by the gold star



Remove Default Item

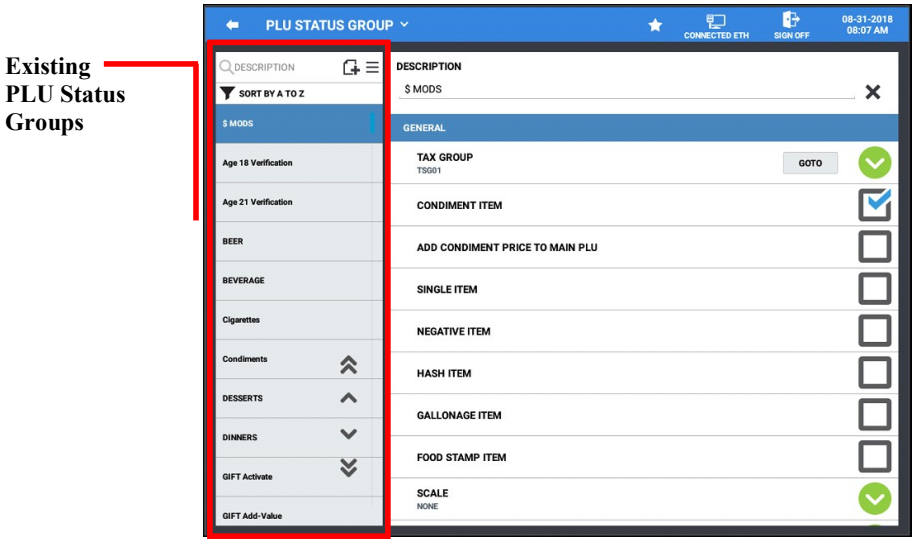
3. **Press & Hold** on the default item PLU, Choose **REMOVE DEFAULT ITEM** from the sub-menu list.



PLU Status Group Programming

In most applications large groups of PLUs share many identical status option settings and only the PLU number, descriptor and price are unique. On the PLU Programming, each PLU is assigned a number code, descriptor, price or prices and a few unique options. The remaining PLU status options are determined by linking the individual PLU to a PLU Status Group. The PLU Status Group contains all the detailed option selections that might be assigned to an individual PLU. Separate PLU Status Groups can be set up to accommodate the needs of different PLU types or groups.

1. From the **PROGRAM MODE** touch **PLU** to view the PLU program selection window, touch **PLU STATUS GROUP** to view the PLU status group options.

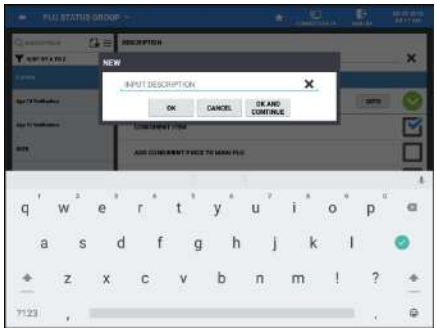


2. All existing PLU Status Groups are listed in the left column; the options & settings are shown on the right. You can edit an existing PLU Status Groups by scrolling through the list to the specific item you wish to edit. The double Up/Down Arrows to go to the Beginning/End of the list respectively, the single Up/Down Arrows to scroll Up & Down the list one page at a time.

3. If you have a large list, you can sort the status groups in the list alphabetically. Touch the **Menu icon** on the PLU Status Group programming screen. Select **SORT** from the available selections to sort alphabetically from **A TO Z** or **Z TO A**.

4. To enter a new status group into the database, press the **Add New Item** button or, you can select an existing status group to copy by pressing and holding the status group.

5. Type the descriptor in the **INPUT DESCRIPTION** field. Press **OK** to go on to the option programming. Press OK AND CONTINUE to add another PLU. Press CANCEL to exit without adding the new PLU Status Group.



6. After a PLU Status Group is selected, the programming options are displayed. Scroll through the options and edit as necessary.

7. You can delete/edit the descriptor for an existing PLU Stats Group by pressing the ✕ at the end of the descriptor field and type in a new descriptor.

PLU Status Group Definitions

Description

Type a description for the status group pressing the ✕ will delete the current description and allow you to type a new description.

General

TAX GROUP

Select the appropriate tax group to be used when PLUs assigned to this PLU Status Group are sold.

CONDIMENT ITEM

Condiments PLUs differ from non-condiment PLUs in the manner they display and print during operations. Non-condiment PLUs are used for "main" items. Condiment items are indented and displayed/printed below a main item so that condiments or cooking instructions are easily understood for each "main" item.

ADD CONDIMENT PRICE TO MAIN PLU

When this option is selected, the price of the condiment is not displayed, instead, it is added to the main item price.

SINGLE ITEM

The transaction is finalized to CASH when a single item PLU is registered as the first (or any) item in a sale.

NEGATIVE ITEM

Negative PLUs subtract from a sale, rather than add to a sale.

HASH ITEM

HASH PLUs do not affect certain totals in reports. See General Function Option #7 to determine specifically which totals are impacted by HASH PLUs.

GALLONAGE ITEM

Gallonage PLUs must be set as open PLUs. The PRICE/HALO will be set for the price per gallon.
With v2.0.109 and later the price is set at three decimal places: however, the PLU programming screen will always display in a two-digit decimal format. **For example:** A gallonage PLU price of $3.99 per 9/10 gallon would be entered as "399" instead of 3999. (Originally the price was entered in tenths of a penny ***i.e.*** for $3.99 per 9/10 gallon price was entered as 3999.) Gallonage PLUs will report the gallons sold in the activity counter on the PLU report by dividing the PLU total by the price per gallon.

FOOD STAMP ITEM

A separate itemizer keeps a running total of food stamp eligible items in each transaction. Then if the sale is paid by food stamps, the food stamp eligible subtotal can be recalled.

SCALE

Select **NONE** if no scale is needed for registering this item, **AUTO SCALE** if you wish to multiply items reporting to this group by a weight from a scale connected to the register, or **OPEN SCALE** which requires pressing the SCALE key to enter scale weights.

AUTO TARE

If selected, the tare # indicated here will automatically subtract from the weight from the scale. See "Function Key Programming" for the **SCALE** key to preset tare weights.

STOCK ITEM

Select if you wish to track PLU stock, where each whole unit PLU activity subtracts a value of "1" from the stock counter. (Note that if multiplication or decimal multiplication is used when the PLU is registered, the resulting quantity of activity will subtract from the stock counter. Stock is maintained in increments to the second decimal position, *i.e.* "X.XX").

PLU GIFT CARD ITEM

Set this option only if using integrated payment to sell gift cards. Choose: None when not using integrated Payment or if not a gift card item, Activate (selling a new gift card), and Add (add value to previously activated gift card).
Note: Some processors may use the **'ADD'** selection for both Activating and Adding Value to gift cards.

NEED AGE VERIFICATION

If the sale of this item is restricted to persons of a certain minimum age, enter the required age for the restriction *(i.e. 18 or 21)*. The cashier will be forced to enter a date of birth that indicates an age higher than the specified age.

JUUL PRODUCT

This option is specific for JUUL products. Customers must be at least 21 years of age to purchase. Each JUUL product will be assigned to a specific PLU Status Group for the product type. JUUL product type selections are: JUUL STARTER KIT, JUUL DEVICE KIT, JUUL 4-PACK REFILL KIT, JUUL 2-PACK REFILL KIT. The selection NONE is used for all Non-JUUL products.

To be able to sell\scan JUUL products, the scanner must have the Driver's License Parsing file. You can view a set up video on the CRS YouTube page: https://www.youtube.com/watch?v=4jdYewNtIOE&t=17s

NOT ADD TO ITEM COUNT ON RECEIPT ***(Added in v2.0.135)***

When selected, PLUs in this status group will not add to the item count shown on the register display or printed on receipts.

Compulsory

COMPULSORY ALPHATEXT

If selected, an alpha text message must follow the registration of this PLU.

COMPULSORY CONDIMENT ENTRY?

If selected, then a condiment entry must follow the registration of this PLU.

Discount

ALLOW SURCHARGE?

If selected, an item surcharge after registration of a PLU reporting to this group is allowed.

ALLOW DISCOUNT?

If selected, an item discount after registration of a PLU reporting to this group is allowed.

Promo/Waste/Void/Return/Cancel

The settings here provide a great amount of flexibility by allowing you to limit the Promo/Wast/Void/Return/Cancel operations by specific groups of PLUs.

ALLOW PROMO

Select if you wish to allow the PROMO, PROMO activity will remove the item cost from the sale, but the count will include the promo item.

ALLOW WASTE

If selected, the WASTE function is allowed on PLUs reporting to this group.

ALLOW VOID & RETURN

Select this option if Voids & Returns are to be allowed for this item. *(Also works with Liquor Dispenser.)*

ALLOW CANCEL ***(Requires v1.0.74 or later)***

Check to allow cancel operations when item assigned this PLU Status Group are registered. If unchecked, the error message 'Cancel is not allowed' displays. *(Also works with Liquor Dispenser.)*

PLU Print

PRINT RECEIPT

Must be checked for PLUs in this group to print on the receipt.

PRINT JOURNAL

Check this option if you want PLUs in this group to print to the journal.

PRINT ON GUEST CHECK

Must be set to Yes for PLUs in this group to print on the guest check.

PRINT PRICE ON GUEST CHECKS?

If selected, the price will print with the descriptor on guest checks.

PRINT PRICE ON RECEIPT/DETAIL?

If selected, the price will print with the descriptor on the receipt and detail.

KP & KV

KITCHEN PRINTER

Select if PLUs in this group are to be sent to a kitchen printer.

KITCHEN PRINTER GROUP

Select the kitchen printer group or groups to which PLUs in this group are to be sent.

KITCHEN VIDEO

Select Yes if PLUs in this group are to be sent to a kitchen video.

KITCHEN VIDEO GROUP #

Select the kitchen video group # to which PLUs in this group are to be sent. Condiment PLUs with a "0" status here will "follow" the last main item.

COLOR TO DISPLAY ON KV (0-31)

The color code set here will control the color or screen format displayed on an optional kitchen video system requisition screen. Color codes vary by KVS system. Refer to the documentation for your video system for specific information.

INVERSE \ RED PRINT ON KITCHEN PRINTERS?

Set to Yes if you wish PLUs in this group to print in red on the kitchen printer, *i.e.* condiments might be printed red. Prints the descriptor in RED on Impact Printers, on Thermal Printers paper, the message will print in inverse\reverse print, black background & white text.

AUTOMATIC HOLD ITEM

This flag allows PLUs to be placed on HOLD to the KP/KVS automatically.

PRINT PLU PRICE ON KP *(Requires v1.0.79 or later)*

When selected, the item price for KP items using this status group will be printed with the item on the kitchen printer.

Label Print

LABEL PRINT

When checked, a label will be printed when you store a check or tender a sale. Beginning in v1.062 Condiment items print along with main item. For Example:

COFFEE
Cream
Flavor Shot – Hazelnut

ETC

LINKED PLU

If you wish the registration of the PLU assigned to this PLU status group to automatically cause the registration of another PLU, enter the number of the PLU you wish to register automatically here.

DISPLAY ON REGISTER SCREEN?

Set to No if you wish the registration of PLUs in this group not to display on the register operator screen.

ELIGIBLE FOR CANADIAN DONUT LAW

(Added in v2.0.156) Special Provincial or State sales tax laws might change the taxable status of an item depending upon the quantity sold. Donuts for example, might be taxable when sold individually at a bakery, but may not be taxable when sold by the dozen.

In such a case select a numeric value for this field. The numeric value represents the quantity of donuts to be applied when this item is sold. For example: enter “1” for a single donut, “2” for a 2-pack, “6” for a 6-pack of donuts.

You will also need to set the tax option for the quantity at which you wish to exempt tax. See “Tax Option” programming on page 191 for details.

For example, registering PLUs that report to this status group will be taxed until the quantity within the transaction reaches 12. When 12 or more eligible items are registered, all will be sold without tax.

EXPIRATION DATE *(Requires v2.0.64 or later.)*

Enter the Month – Day - Year for the selected PLU Status Group to Expire. Press Cancel to remove expiration date.

Menu Icon

If you have a large number of PLU Status Groups, you can use the Edit/Sort features from the PLU Status Group Menu icon ☰ to easily maintain the PLU database. This feature allows you to access the Edit Mode operations or Sort the PLU Status Groups alphabetically.

1. Touch the **Menu Icon** ☰ on the PLU Status Group programming screen. The **Edit Mode/Sort** sub-menu displays.



2. Select the operation from the menu that you want to perform.

Edit Mode

Selecting the Edit Mode from the menu selections allows you to select multiple PLUs at the same time or select all PLUs in the PLU file to edit the settings as necessary.

Available actions include:

- ⊘ Inactive selected PLU Status Group
- 🗑 Delete selected PLU Status Group
- ✕ Close the edit mode

Sort

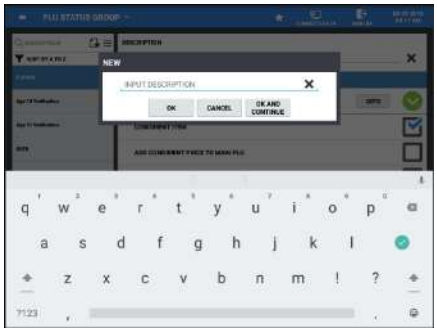
If you have a large list, it may be helpful to sort the PLU Status Group list alphabetically. Select **SORT** from the menu selections to list the PLU Status Groups alphabetically: **A TO Z** or **Z TO A**.

PLU Status Group Maintenance

PLU Status Groups can be maintained by selecting the PLU Status group and making the appropriate changes to the option settings. If you **Press & Hold** on a PLU Status Group, the PLU Status Group maintenance sub-menu operations list is displayed. The Descriptor of the PLU Status Group displays at the top of the maintenance sub-menu. The operations available in the maintenance sub-menu list includes: Delete, Inactivate/Activate, Copy To New Item, and Copy To Existing Items.

Adding New PLU Status Groups

1. To enter a new PLU status group into the database, press the **Add New Item** button or, you can select an existing status group to copy by pressing and holding the status group.
2. Type the descriptor in the **INPUT DESCRIPTION** field. Press **OK** to go on to the option programming. Press OK AND CONTINUE to add another PLU. Press CANCEL to exit without adding the new PLU Status Group.
3. After a PLU Status Group is created, the programming options are displayed. Scroll through the options and edit as necessary.
4. You can delete/edit the descriptor for an existing PLU Status Group by pressing the ✕ at the end of the descriptor field and type in a new descriptor.



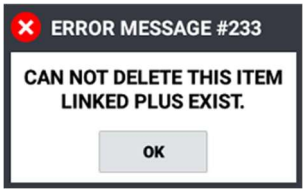
Delete PLU Status Groups

Individual PLU Status Groups that are not being used can be deleted as desired from the PLU Status Group Maintenance sub-menu. To delete a PLU Status Group there can be no PLUs assigned to the group. If you want to delete multiple PLU Status Groups all at once, use the Edit Mode method from the menu icon.

1. **Press & Hold** on the item you wish to delete and select **'DELETE'**. The alert message displays:



2. Press **YES** to delete the selected item, select NO to exit without deleting.
3. If there are PLUs assigned to the selected PLU Status Group, the Error Message: "Can Not Delete This Item Linked PLU Exit." will display.

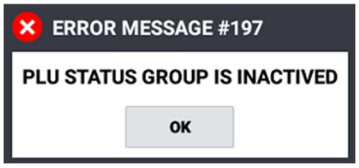


4. If no PLUs are assigned to the selected PLU Status Group, it will be deleted from the list.

Inactivate / Activate PLU Status Groups

Individual PLU Status Groups can be inactivated / re-activated as desired from the PLU Status Group Maintenance sub-menu.

1. **Press & Hold** on the PLU Status Group you wish to make inactive, then select **'INACTIVATE'** from the PLU maintenance list. Inactivated PLU Status Group will be grayed out in the list.
2. If a PLU is selected in the register mode that is assigned to an inactive PLU Status Group, the error message "PLU Status Group Is Inactive" will display:



3. You will need to **'Activate'** the PLU Status Group to resume allowing sales for items in the group.

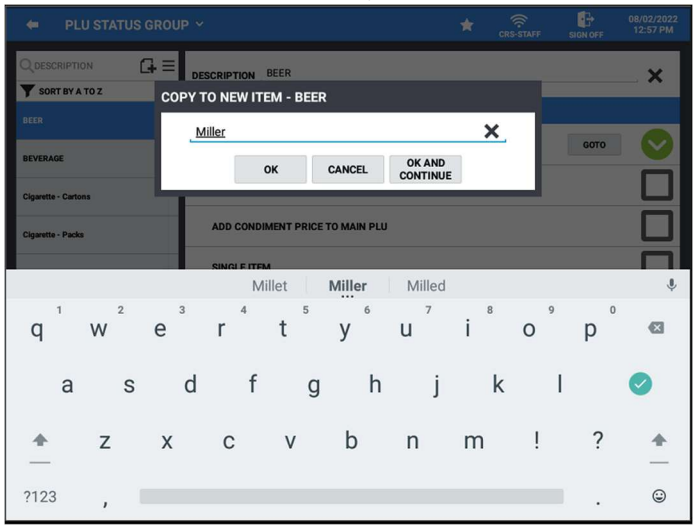
Copy PLU Status Group

The SAM4POS makes creating multiple PLU Status groups that share the same settings very simple with the Copy PLU feature. You can copy a selected PLU Status Group to a new item or copy the selected PLU Status Group to existing items in the list.

1. **Press & Hold** the item you wish to copy to open the PLU Dialog Menu selections.
2. Select the appropriate Copy operation from the menu to proceed.

Copy To New Item

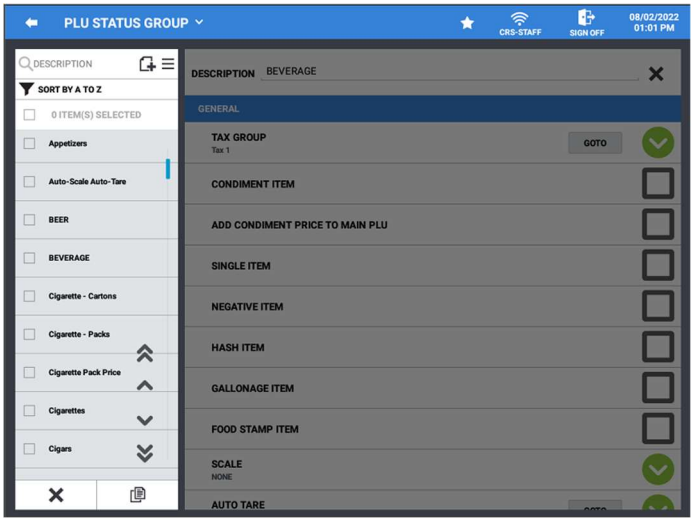
Copies the selected PLU to new items individually.



3. **INPUT DESCRIPTION –** Type a name for the new PLU Status Group.
4. Press **OK** to add the new PLU Status Group, Press **OK AND CONTINUE** to add the item and continue adding more PLU Status Groups. Pressing **CANCEL** will cancel the new entry without adding the new group.

Copy to Existing Items

Allows you to copy the settings of the selected PLU Status Group to another PLU Status Group or multiple PLU Status Groups already in the database. The descriptor does not change, only the options/settings are updated.



1. From the **PLU Status Group** programming screen, select the PLU Status Group you wish to copy to other groups.
2. **Press & Hold** the PLU Status Group to open the maintenance sub-menu selection dialog. Select **COPY TO EXISTING ITEMS**.
3. Check the other PLU Status Groups from the list that you want to copy the options & settings to.
4. The double Up/Down Arrows go to the Beginning/End respectively, the single Up/Down Arrows scroll Up/Down one page at a time. Pressing the ✕ will exit the operation.
5. Press the **copy – icon** the confirmation dialog displays:



6. Press **YES** to proceed with the copy procedure, all options and settings will be copied to the selected PLU Status groups.

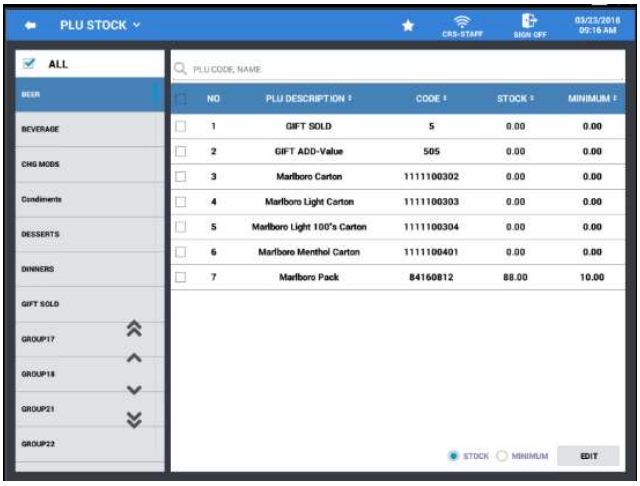
PLU STOCK

PLU stock is a simple inventory system where each whole unit PLU activity subtracts a value of "1" from the stock counter. (Note that if multiplication or decimal multiplication is used when the PLU is registered, the resulting quantity of activity will subtract from the stock counter. Stock is maintained increments to the second decimal position, *i.e.* "X.XX".)

Use the *PLU Stock* feature when you are selling items exactly as they are stocked. For example, if cartons of milk are only sold individually, they could be inventoried with this system. Alternatively, if prepared food, such as meats or salad is sold by weight, such as in a delicatessen, the actual weight sold in each transaction is subtracted from the *PLU stock* level.

Current and Minimum PLU stock levels are entered for each *PLU STOCK* item. To assist in reordering, the PLU minimum stock report lists each item with an inventory level below the minimum stock level. 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. When multiple registers are installed, the stock count is checked by IRC at each stock item registration.

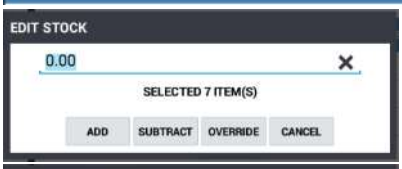
1. From the **PROGRAM MODE** touch **PLU** to view the PLU program selection window, then touch **PLU STOCK** to view the PLU stock items and quantities.
2. Select the item or multiple items you wish to edit. (All selected items stock value will be updated with the value entered.)
3. You can view ALL PLUs stock quantities, or you can select a specific group of PLUs to view.

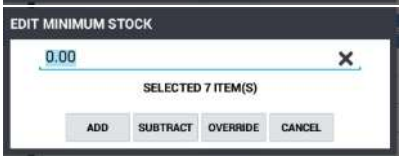


4. The column headers can also be sorted to make it easier to locate specific items.



5. Select either the **STOCK** or the **MINIMUM** stock selection, then touch **'EDIT'**.
6. The appropriate entry window displays:
7. Enter the new quantity then touch:
   - **ADD -** to add to the current quantity.
   - **SUBTRACT -** to remove from the current quantity.
   - **OVERRIDE -** to enter a new quantity.
   - **CANCEL -** if you wish to exit without making any changes.





8. Press the Back Arrow ⇦ icon to exit the PLU Stock. The prompt **'Do You Want To Print The Stock Edit'** displays.
   - Press YES to print the Stock Edit data to the receipt printer.
   - Press No to exit the PLU Stock without printing the stock edit detail.



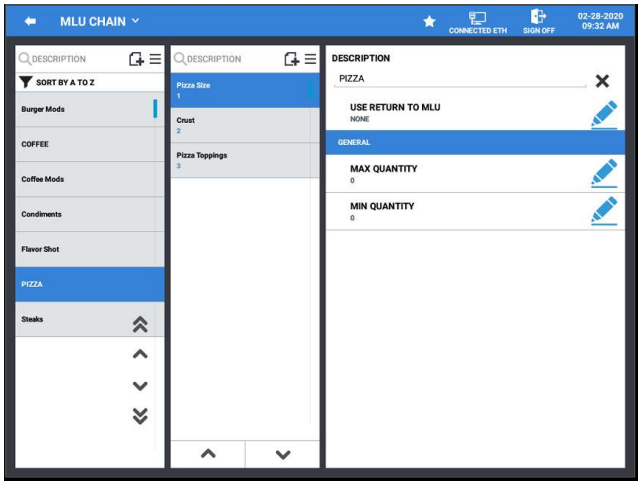
MLU CHAIN

The MLU Chains *(**M**enu **L**ook **U**p* Chains) are used to group certain MLU menus together to make item registrations easier. After you have created the MLUs, selected MLU menus can be chosen from different MLU Groups as necessary to create a chain. MLU Chains can then be assigned to PLUs. Refer to the MLU Edit programming on page 318 for details about creating and editing individual MLUs.

When a PLU that has an MLU Chain assigned to it is registered, the operator is required to make selections from the MLUs in the chain before tendering is allowed. For example, Pizza may link to an MLU Chain that selects SIZE, CRUST, and TOPPINGS.

Notes: MLU CHAINS are used for the Normal Register Mode operation only, not when the terminal is set as a KIOSK station. When the station is in **KIOSK** mode the items will only follow the configured **KIOSK CHAINS**.

1. From the **PROGRAM MODE** menu, touch **PLU** to view the PLU program selection window, then touch **MLU CHAIN** to view, add or edit current MLU Chains.



2. Use the icon to add more MLU Chains or add MLUs to the selected MLU Chain. MLU Chain programming is separated into 3 columns:
   - **Left Column –** lists the MLU Chains.
     If you have many MLU Chains programmed the double arrow keys allow you to go to the top & bottom of the MLU Chain list. The single arrow keys allow you to go up & down a single page at a time.
   - **Middle Column –** shows the MLUs assigned to the selected MLU Chain.
     You can use the buttons to move MLUs up and down the list. The MLUs will appear in the register mode in the order they are presented here.
   - **Right Column –** sets the parameters for each MLU in the chain:
     DESCRIPTION – Type a descriptor *(up to 30-characters)* for the selected MLU Chain.
     USE RETURN TO MLU – This setting allows you to enter an MLU to return to when the max quantity for all the MLUs in the chain are satisfied. When this is set, all the MLUs in the chain will automatically be set to the same selection. If any of the MLUs in the chain have a Max QTY = 0, you will be returned to that MLU instead of the designated USE RETURN TO MLU.
     MAX QUANTITY / MIN QUANTITY – Set the maximum & minimum number or selections for each of the MLUs in the MLU Chain.

   Note: If multiplication is used, the multiplier number counts toward the MAX & MIN Quantity settings.
3. The menu icon accesses the **EDIT MODE** and **SORT** functions for MLU Chains and **EDIT MODE** functions for MLUs assigned to the MLU Chain.

Additional MLU Chain Programming

The programming areas required for using MLU Chains are noted here. Refer to the separate MLU Chains application guide for detailed programming and operations information.

Refer to the MLU Chains programming supplement for complete set up and operation details for MLU Chains.

Required Programming

- Screen Edit:
  - MLU Edit *(See page 318.)*
- PLU:
  - PLU Status Group Programming *(See page 148.)*
  - PLU Programming *(See page 132.)*
  - MLU Chain Programming *(See page 157.)*

Optional Programming

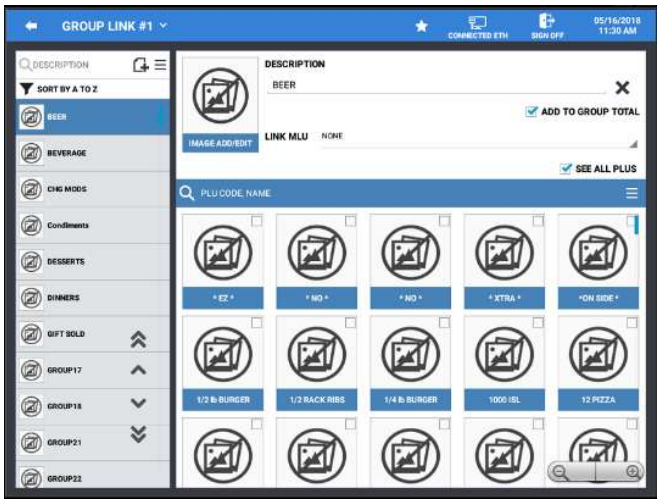
- Options → Options → General Option *(See page 186.)*
  - MLU Chain Multiplication
- PLU → Group *(See page 159.)*
  - Link MLU

Caution! Adjusting the Sale Screen Size also affects the MLU Chain screens. If using MLU Chains, it is best to leave the sales screen to it default size.

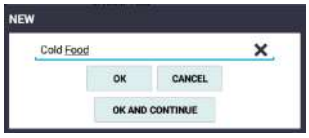
GROUP

Groups are designated to accumulate totals for sales of PLUs assigned to each group for convenient reporting. A PLU can send its sales information to up to 3 group links. This program allows you to set up the groups that the PLUs will report to. You can create as many groups as are necessary for your application.

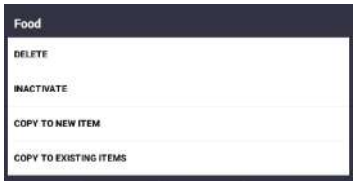
We can choose to see the PLUs associated with each Group Link #, the PLUs assigned to each group will appear when a group is selected, you can also choose to see all PLUs in the database. PLUs within the group can be sorted alphabetically or by PLU Code.



1. From the main **PROGRAM MODE** menu, touch **PLU** to view the PLU menu selection screen. Touch **GROUP** to access the **GROUP LINK** programming screens.
2. Check the option **ADD TO GROUP TOTAL** if you want totals for the selected group to be included in the totals on the Group Report. This option will be selected by default; you may uncheck this option for Lottery groups or similar groups of items.
   - **LINK PLU** Optionally you can choose a Link MLU. When selected, any PLU assigned to this group will be automatically added to the chosen MLU.
3. To view just the items assigned to the selected group, uncheck the **SEE ALL PLUS** checkbox *(at the top right of screen above the PLU list)*.
4. Select a group from the list to edit or add new Groups by pressing the icon and type a descriptor for the group. *(Press the ✕ at the end of the descriptor to clear the descriptor field.)*



5. Alternatively, you can copy an existing group by pressing and holding the desired group, you can delete individual groups in this manner as well.



6. Select a group from the list to view the PLUs assigned to the group. Use the Group search 

at the top of the group list to locate specific groups by description. PLUs that are checked are the items that are assigned to the selected group.
7. Check or uncheck PLUs to add or remove them from the selected group.
8. Use the Menu ☰ icon to access the Edit Mode or the Sort options.
   - **EDIT MODE –** Select and delete multiple Groups.
   - **SORT –** Sort by Group #, or Alphabetically: **A TO Z** or **Z TO A**.

Group Definitions

GROUP LINK #

Up to 3 groups for reporting purposes may be assigned to each PLU. Select the Group Link # at the top title/bar to see the items associated for each of the group links, Group Link #1, #2, and #3.

IMAGE ADD/EDIT

Choose an image from you image library to appear to associate with the selected group.

DESCRIPTION

This is the name *(up to 30-characters)* for the group that will appear in programming and on reports. You can press the ✕ at the end of the descriptor filed to clear the descriptor.

ADD TO GROUP TOTAL

This option is selected by default. If you do not want the selected group to update the totals on the Group Report, uncheck this setting. When not selected, the group will not update the group report totals and will not appear on the group report.

If you want these items to appear on the group report but still not update the overall group totals, leave the group option "Add To Group Total" unchecked, then set the Report Option: Print All Groups On The Group Report.

For example. You may want to view Lottery ticket sales on the group report or assign secondary groups for tracking Vendors but not add those totals in the overall group report totals.

LINK MLU

Optionally you can choose a Link MLU. When selected, any PLU assigned to this group will be automatically added to the chosen MLU.

SEE ALL PLUS

When the option "see all PLUs" is selected, all PLUs programmed in the database appear on the display. When this option is unchecked, only the PLUs assigned to the selected group will display.

SEARCH ICON 

Allows you to search for specific PLUs by PLU Code or Name.

MENU ICON ☰

Displayed PLUs within Groups can be sorted either alphabetically, **A TO Z** or **Z TO A**, or by PLU Code.

You can use the zoom buttons  to increase or decrease the size of the icon images to display fewer or more PLUs as desired.

NON-PLU

The NON-PLU program must be set if you wish to scan UPC's (using the EAN 13 code) with embedded prices, weights or quantities that are produced from a scale-printer. The Non-PLU settings here need to be configured to match the barcode format from the scale.

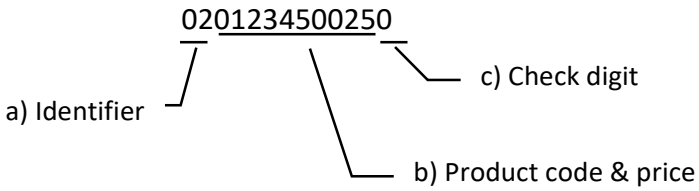
Important Note: If you are importing or converting a file (SPS-Converts) for the Sam4POS, you need to set up the Non-PLU programming here ***before*** the import or convert is performed.

The Non-PLU programming changed in v2.0.65 to match the Non-PLU programming of the sps500/2000 series ECRs.

In versions previous to v2.0.65 we defined the 'Tab Or Decimal Point Of Field 2' = 2, In v2.0.65 and later firmware versions, we need to define the 'Tab Or Decimal Point Of Field 2' = 0.

Within the EAN 13 code, the first two digits (part a) are used as an identifier and the last digit (part c) is used as a PLU code check digit. The remaining 10 digits (part b) contain the product code and the price (or weight or quantity).

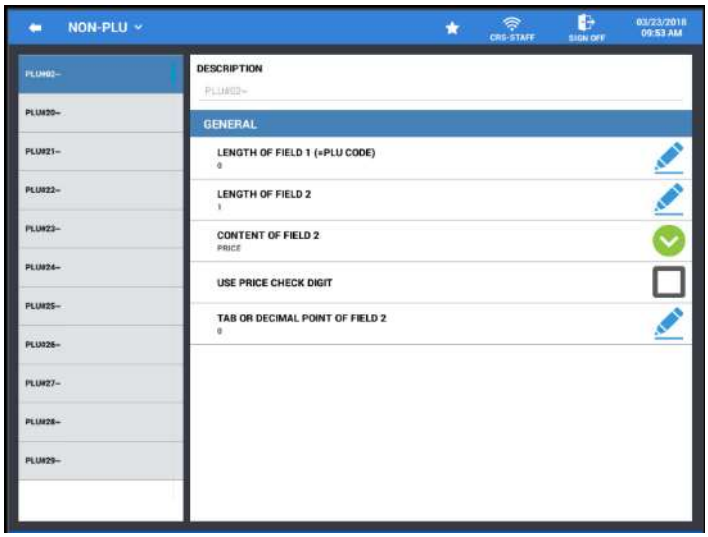
Example EAN 13 Embedded Barcode:



There are eleven identifier numbers available for Non-PLU code programming: "02" and "20" through "29". The purpose of this program is to define the format of the 10-digit product code & price (part b) for each identifier.

For example:

- The structure of Non-PLU identifier "02" could be used to define a price embedded barcode to use 6 digits for the product code and 4 digits for the price.
- The structure of Non-PLU identifier "21" could be used to define a weight embedded barcode and use 5 digits for the product code and 5 digits for the weight.
- The structure of Non-PLU identifier "29" could be used to define a quantity embedded barcode and use 5 digits for the product code and 5 digits for the quantity.



Program Non-PLU Codes

1. Select **NON-PLU** from the **PLU PROGRAM** selection window to display the **NON-PLU** programming screen.
2. Choose one of the NON-PLU identifiers **"02"** or "20" through "29" depending on the code printed from the scale.
3. The **NON-PLU** programming screen displays the identifier you have chosen to program.
4. Use the field definitions below as a reference in filling the fields of this screen.

NON-PLU Code Field Definitions

LENGTH OF FIELD 1
Assign the length of the product code field. (The length of field 1 plus the length of field 2 must equal 10.)

LENGTH OF FIELD 2
Assign the length of the price/weight/quantity field. (The length of field 1 plus the length of field 2 must equal 10.)

CONTENT OF FIELD 2
Select the type of content for field 2: PRICE, WEIGHT, or QUANTITY.

USE PRICE CHECK DIGIT
Check this option if the embedded barcode includes a price check digit. (This counts as part of field 1.)

TAB OR DECIMAL POINT OF FIELD 2
Enter the decimal point position for the price/weight/quantity field.
**** Beginning in v2.0.65 –** The Non-PLU programming was changed to be the same as on the SPS-500/2000 ECR's. The ***'Tab Or Decimal Point Of Field 2' setting should be set to 0 (zero)***. The decimal place will be picked up from the barcode.

**** Note:** The ***Price Check Digit is not*** the PLU code check digit (the last digit of the 13-digit Non-PLU field, identified as "part c" in the EAN-13 Example in the General Information chapter.) In most cases, Use Price Check Digit should be checked.

Non-PLU Program Examples:

IF NOT USING THE PRICE CHECK DIGIT, SET UP AS FOLLOWS:

NON-PLU Programming: PLU#02~

Length of Field 1 (= PLU Code)	6
Length of Field 2	4
Content of Filed 2	Price
Use Price Check Digit	No (Unchecked)
Tab or Decimal Point of Field 2	2 or ***(0** if firmware v2.0.65 or later)*

IF USING THE PRICE CHECK DIGIT, SET UP OPTIONS AS FOLLOWS:

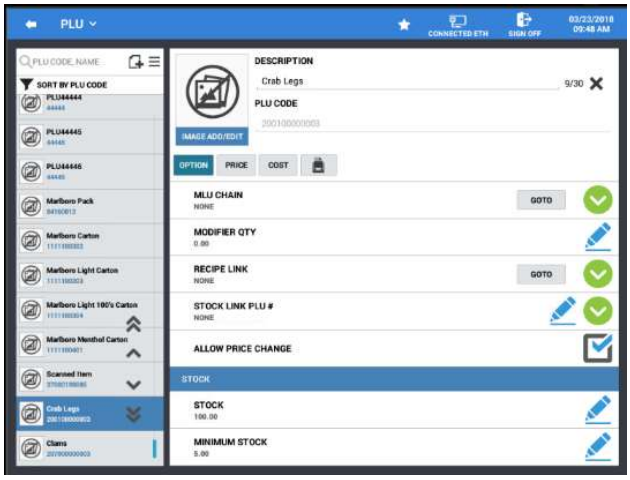
NON-PLU Programming: PLU#02~

Length of Field 1 (= PLU Code)	5
Length of Field 2	4
Content of Filed 2	Price
Use Price Check Digit	Yes (Checked – this counts as part of field 1)
Tab or Decimal Point of Field 2	2 or ***(0** if firmware v2.0.65 or later)*

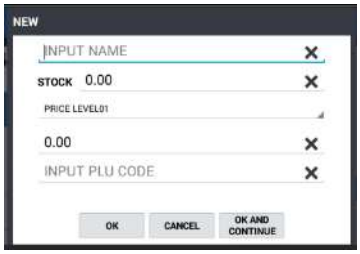
Program Price Embedded PLUs

Embedded barcodes must be scanned into the terminal in the Program Mode > PLU > PLU Programming to assure the proper check digit calculation is assigned. If you attempt to type in embedded items, they likely will not register properly in a sale.

1. Select **PLU** from the **PLU PROGRAM** selection window. The PLU programming screen displays.



2. Press the press the **Add** icon to add the price embedded PLU item.
3. At the **Input Name** field type a name for the item.
   a. **STOCK** quantity if this is a stock item.
   b. You can choose to enter the **per unit price** for each **price level** of the PLU for reference if you wish or leave at 0.00. This field is not used when scanning the item in the sales mode. The price will be picked up from the embedded barcode when it is scanned in a sale.
   c. Touch the **Input PLU Code** field and scan the barcode printed from scale.



Press **OK** to add the new item. Press OK And Continue to add additional items or press Cancel to exit without adding the item.

Note: Embedded barcodes must be scanned into the terminal in the Program Mode > PLU > PLU programming to ensure the proper check digit calculation is assigned. If you attempt to type in embedded items they likely will not register properly in a sale.

When you scan in the new embedded barcode, the price field on the item will fill in with zeros if the Non-PLU Code programming settings are correct. If the new PLU code includes the price, then you should delete this new item and start over with the Non-PLU Code settings.

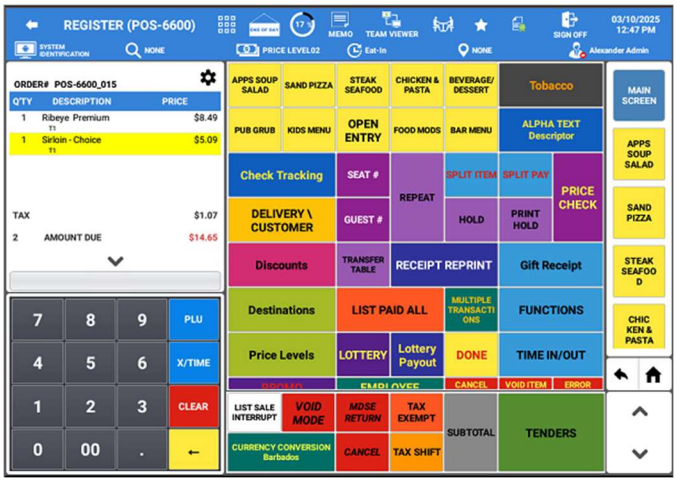
Embedded barcodes can be imported as part of a PLU file. You would need to set up the Non-PLU settings first, then import your PLU file.

Price Embedded Barcode Registration Example

Price Embedded Barcodes printed by the scale-printer for the item will contain the identifying PLU number of the item and its price. When the barcode is scanned, the SAM4POS will read the embedded barcode and register the correct item price.

1. Scan the price embedded barcode label from your scale.





2. Tender the sale.
   - The **ITEM Quantity** is the number of items registered, not the weight of the items registered.

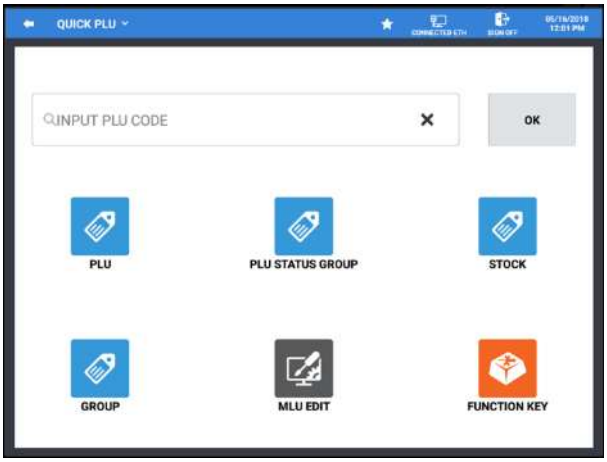


Quick PLU

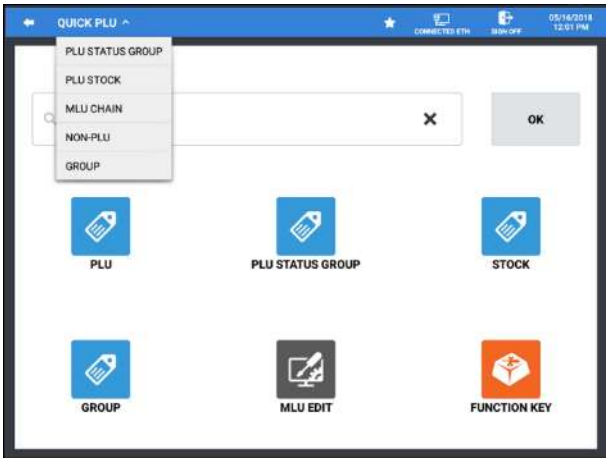
The Quick PLU program category provides another means to quickly access the programming for a specific PLU currently in the database or to add new PLUs into the database. Six quick access program areas are provided within the Quick PLU category, PLU, PLU Status Group, Stock, Group, MLU Edit, and Function Key. Select one of these categories to go directly to the programming maintenance screen for that category.

Quick PLU - Edit Existing PLU

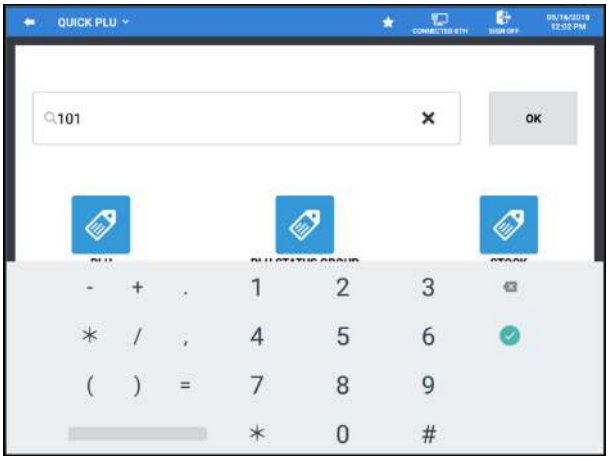
1. From the **PROGRAM MODE** Main Category Selection Screen select **PLU** then **Quick PLU**. The main Quick PLU selection screen is displayed:
    - PLU
    - PLU STATUS GROUP
    - STOCK
    - GROUP
    - MLU EDIT
    - FUNCTION KEY



2. Select a category from the available selections to go to the programming screen for that category. Alternatively, you can press the **Quick PLU** sub-menu to select a category as shown:
    - PLU Status Group
    - PLU Stock
    - MLU Chain
    - Non-PLU
    - Group

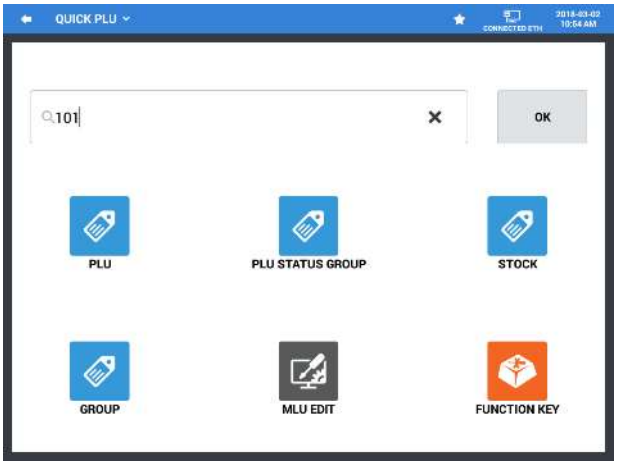


3. If you want to access the programming for a specific PLU, you can do so by typing in the desired **PLU#** or scan the specific item to go to the programming for that PLU.
4. Type in the **PLU CODE** then press the **Done** icon .

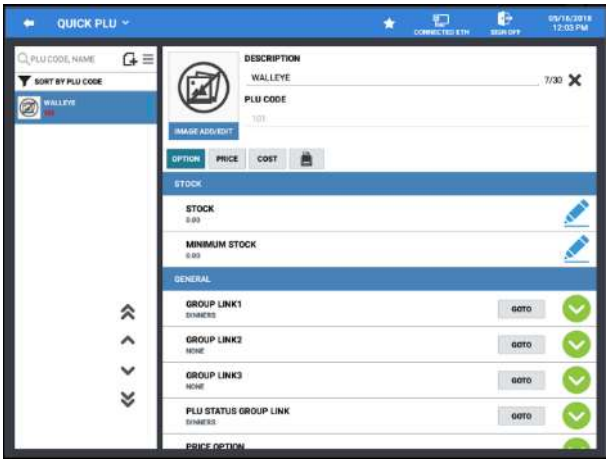


5. The PLU code displays in the window as shown in the example: **101**.
6. Press the **OK** button.

Alternatively, you can scan the Items Barcode and press **OK** to go directly to that PLU.

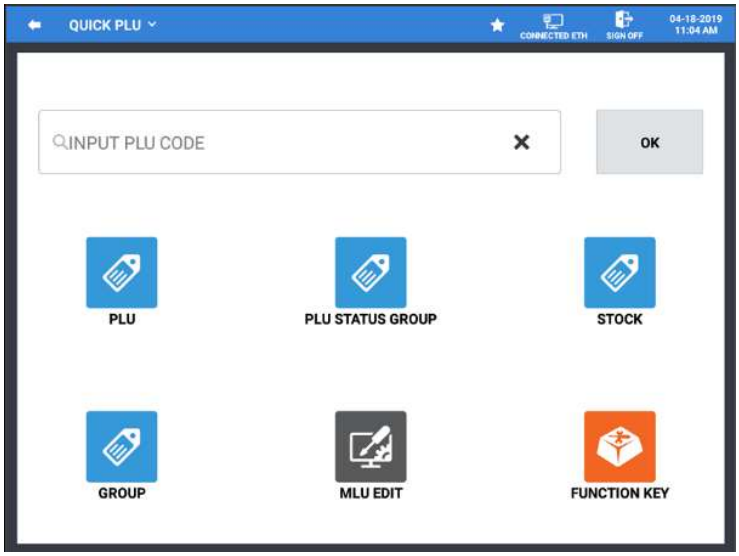


7. The programming for the PLU is shown; you can edit the PLU as necessary.
    - OPTION
    - PRICE
    - COST
    - PRINT LABEL
8. When you have finished editing the PLU, press the **back arrow** ⇦ icon to return to the main Quick PLU category selection screen.

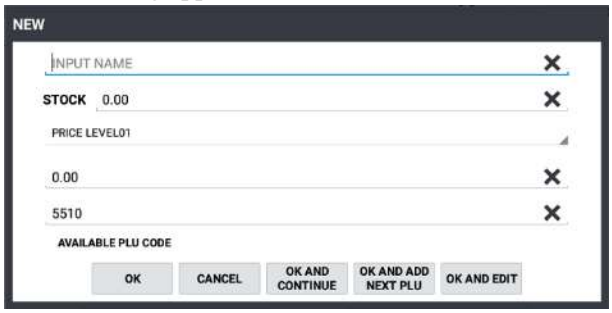


Quick PLU – Add New PLU

1. From the **PROGRAM MODE** Main Category Selection Screen select **PLU** then select **Quick PLU**. The main Quick PLU selection screen is displayed:



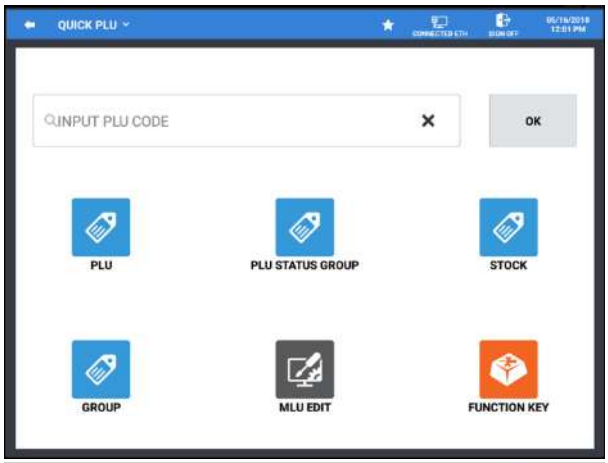
2. In the **'Input PLU Code'** field, Type in the number for the new PLU or scan the new item, press **OK**.
3. The **NEW** PLU dialog appears:



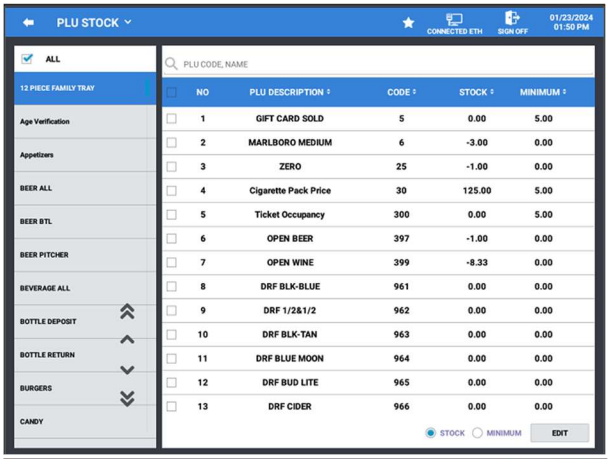
- **Input Name –** Type a name for the new PLU.
- **Stock –** Enter the stock quantity if the item is a stock item.
- **Price Level \ Price –** Select the Price level and enter the price for the level.
- **OK –** Adds the new PLU to the database and returns to the main Quick PLU screen:
  * **CANCEL –** Exits the new PLU entry dialog without adding the item.
  * **OK AND CONTINUE –** Adds the new item then returns to the NEW PLU entry dialog to allow entry of another new PLU.
  * **OK AND NEXT PLU –** Adds the new PLU and returns to the NEW PLU entry dialog with the next available PLU number already selected.
  * **OK AND EDIT –** Adds the new PLU to the database, then loads the PLU programming screen for further editing of the new PLU. *(Press the Back Arrow ⇦ to return to the Quick PLU screen.)*

Quick PLU Stock Edit

1. From the **PROGRAM MODE** main menu screen select **PLU** then select **Quick PLU**. The main Quick PLU selection screen is displayed:
    - PLU
    - PLU STATUS GROUP
    - STOCK
    - GROUP
    - MLU EDIT
    - FUNCTION KEY

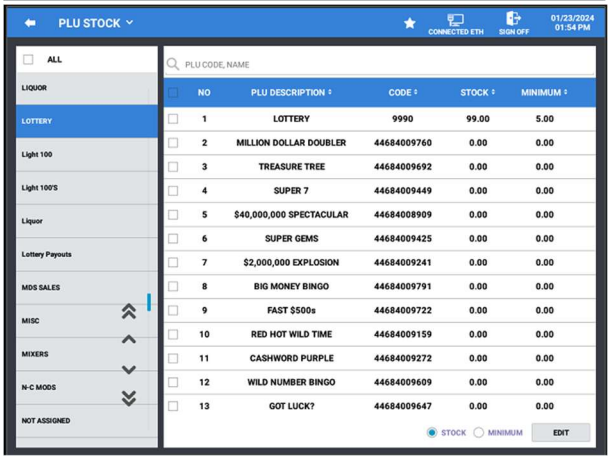


2. Select **STOCK** from the **QUICK PLU** menu selections.
    - PLU Status Groups are listed in the left column.
    - PLUs are displayed on the right.

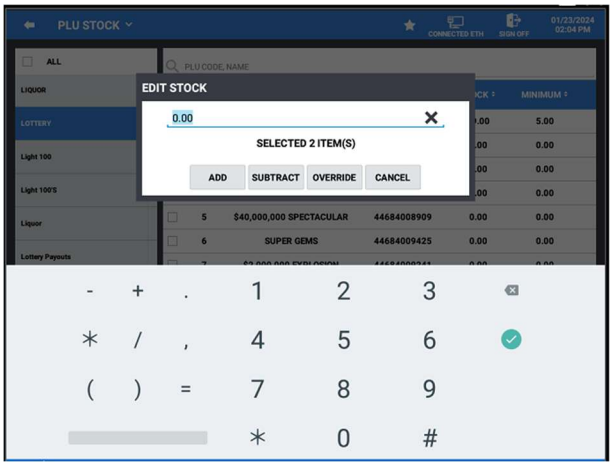


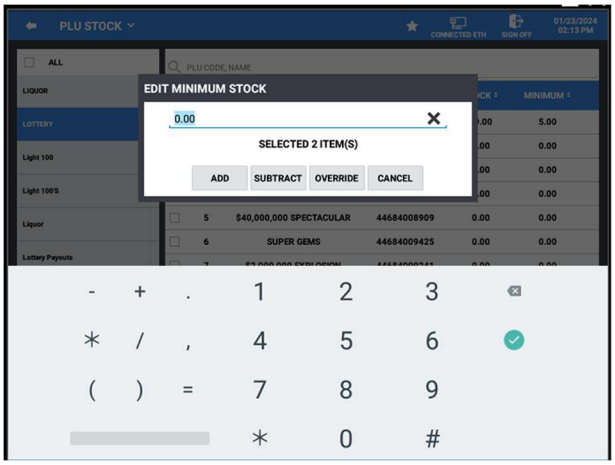
3. **Uncheck ALL** at the top of the PLU Status Group list to view just the Stock Items related to the selected PLU Status Group.
4. Select an item or several items from the PLU list to edit.
5. Use the selection at the bottom right of the screen to choose **STOCK** or **MINIMUM**.





6. With **STOCK** selected Press the **EDIT** button. The **EDIT STOCK** dialog is displayed.
7. Enter the appropriate **STOCK** quantity value for the desired operation:
    - **ADD –** Adds the quantity to the current Stock quantity.
    - **SUBTRACT -** Removes the quantity from the current quantity.
    - **OVERRIDE –** Replaces the current quantity with the newly entered quantity.
    - **CANCEL -** Will exit without making any changes to the current quantity.
8. With **MINIMUM** selected Press the **EDIT** button. The **EDIT MINIMUM STOCK** dialog is displayed.
9. Enter the appropriate **MINIMUM STOCK** value for the selected item(s):
    - **ADD –** Adds the value to the current Minimum Stock value.
    - **SUBTRACT -** Reduces the current Minimum Stock value by the amount entered.
    - **OVERRIDE –** Replaces the current Minimum Stock value with the newly entered quantity.
    - **CANCEL -** Will exit without making any changes to the current value.
10. Press the Back Arrow ⇦ icon to exit the PLU Stock. The prompt **'Do You Want To Print The Stock Edit'** displays.
    - Press YES to print the Stock Edit data to the receipt printer.
    - Press No to exit the PLU Stock without printing the edited stock detail.







Quick PLU – MLU Edit

Opens the MLU Edit programming screen.

Quick PLU – Function Key

Opens the Function Key programming screen.

Employee



The employee file contains information for register operators as well as employees who use the register only to clock in or out (employee time keeping.) Specific operations that are allowed or disallowed for each employee are determined by assigning the employee to an authority level.
Each employee can be assigned different codes *(up to10-digits)* for signing on to the ECR for regular sales operations and for clocking in.

Employee programming is separated into five programing categories: Employee, Authority Level, Job Code & Pay Rate, Station, and Option Category programming. Each of these categories has additional programming options.

1. From the **PROGRAM MODE** touch **EMPLOYEE** to view the EMPLOYEE category selection window.

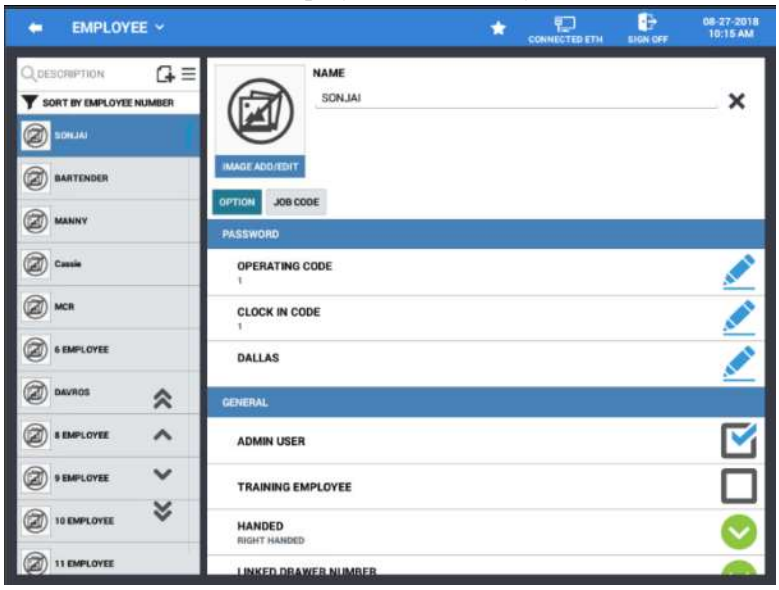


2. Touch the **EMPLOYEE** program category you wish to edit:
   - **EMPLOYEE**
   - **AUTHORITY LEVEL**
   - **JOB CODE & PAY RATE**
   - **STATION**
   - **OPTION CATEGORY**

Employee Programming

The Employee programming allows you to Create your Employee file and assign the appropriate Passwords, Authority Level, Station, Pay Rate & Job Code for each employee.

1. From the **PROGRAM MODE** touch **EMPLOYEE** to view the employee program selection window.
2. Touch **EMPLOYEE** on the selection window to view all employees and the employee programming options. Here you can add, edit or delete employees as necessary.



3. All existing employees are listed in the left column. The options for each employee are displayed on the right. You can edit the options for any existing employee by scrolling through the employee list to the specific employee you wish to edit.
4. If you have a large employee file, you can sort the employee list alphabetically or by employee number. You can also search for a specific employee by name 

.
5. Touch the **Menu** icon ☰ on the employee programming screen.
    a. Select **SORT** from the available selections. Choose to sort from **A TO Z** or **Z TO A**, or by **EMPLOYEE NUMBER**.
    b. The **EDIT MODE** selection on the allows you to select multiple employees in the database and Delete them all in one operation.
6. Press the **Add NEW Record** icon to add new employees to the database or you can select an existing employee to edit as necessary.
7. By pressing and holding the selected employee you can choose to:
    a. **Delete** – to remove the selected employee from the database.
    b. **Copy To New Item** – to copy the selected employee to a new employee.
    c. **Copy to Existing Items** – to copy the setting and options from the selected employee to other employees already in the database.
    d. **Favorite Copy To Other Employee** – Opens to the Edit Mode to copy the selected employee settings and options to selected employees.

Employee Option Definitions

Image Add/Edit

If desired, an image can be loaded for each individual Employee, press to choose the desired image/photo.

Name

Type in a name for the Employee *(up to 30-characters)*, you can use the ✕ at the end of the name field to clear the current name for the selected employee. You can also add an Image for the employee is desired.

Option Button

The Option Button within the Employee Options programming breaks down into two program sections, a Password section and General section as defined below.

Password

OPERATING CODE

Enter a number (up to 10 digits in length) that will be used by this employee to sign in and/or out.

CLOCK IN CODE

Enter the secret code number (up to 10 digits in length) that can be used to clock in/out.

DALLAS

Not used in the USA.

General

ADMIN USER

If selected, this employee will be allowed to perform manager functions without entering a manager password.

TRAINING EMPLOYEE

If selected, this employee will be in training, regardless of the training mode status of the entire register. When a Training employee is signed on, the Register Mode title bar will indicate Training Mode. We can also set the Training Option "Use Yellow Title In Training" to more easily see when a training employee is signed on.

KIOSK

Check this option if employee is to be KIOSK employee. When the KIOSK employee signs on, Sam4POS will show the KIOSK Register screen.

HANDED

Select ***LEFT HANDED*** or ***RIGHT HANDED***, this controls the display format position in the sales mode.

LINKED DRAWER NUMBER

Enhanced drawer assignment allows employees to be assigned to a specific drawer as desired:

Drawer By Terminal - When selected, the drawer assignment will follow the 'Linked Drawer Number' setting as set in the Terminal & Network.

No Drawer - If 'No Drawer' is assigned, the employee can only perform check track postings (not payments).

Popup Drawer Assignment – When selected, this employees drawer assignment will need to be reset as per the option 'Reset Drawer Assignment At' setting. (See next option below.)

Sam4s Cash Drawer, Sam4s Cash Drawer II – Kicks drawer connected to Sam4pos Drawer port.

Printer Drawer – Kicks the drawer on a connected printer.

RESET DRAWER ASSIGNMENT AT *(Added in v2.0.15)*

NONE – Drawer assignment does not change.

CLOCK OUT – Drawer assignment for this employee will need to be reassigned after the employee clocks out. When they clock in again the Linked Drawer Number selection dialog will display.

END OF DAY – Drawer assignments for this employee will need to be reassigned after running the EOD report.

ALL – Drawer assignments for this employee will need to be reassigned after every transaction.

EMPLOYEE AUTHORITY LEVEL

Operations and programs that can be accessed by this employee are determined by selecting an authority level, see Employee Authority Level programming on page 173 for details.

EMPLOYEE AUTHORITY OPTION CATEGORY

Choose the Option Category to limit access to the available program categories for the selected employee as set in the Option Category Programming.

STATION

Select the station the employee will be assigned to. Information about specific Station programming can be found on page 177. (Also see 'Terminal & Network' - 'My Terminal Info' programming on page 379.)
If set to STATION BY TERMINAL, this assignment follows STATION setting in the Terminal & Network.
If this setting has a specific station selected, it will follow the STATION assigned for EMPLOYEE.
Priority, STATION of EMPLOYEE is first, STATION of TERMINAL is next.

BIRTHDAY **CITY** **ADDRESS**

PROVINCE/STATE **TELEPHONE** **SOCIAL SEC #** **ZIP CODE**

Note: The social security number is for reference only and does not appear on any reports.

Job Code Button

If you are using the Time Keeping feature, the Job Code button is where you will assign the jobs and pay rates the employee will utilize, you can assign as many job codes to an employee as is necessary. See "JOB CODE & PAY RATE" programming on page 175 for details.

JOB CODE / PAY RATES

An employee might have more than one job, possibly with a different pay rates for each job. For example, in a restaurant, an employee might work as a server one day, and on a different day or shift, work as a cashier. Assign all the different job codes and pay rates for each employee.

Employee Authority Level

Each employee must be assigned to an authority level, create authorities here to assign each employee. There are four main categories in the authority level programming, REG MODE, TIME IN/OUT, CHECK TRACKING and EDIT PGM/FUNCTION.

The selections made here for each authority level determine the operations that will be allowed for each employee. For example, in a restaurant application, an authority level with the descriptor Kitchen Help could be set to allow only clocking in/out, or an authority level with the descriptor Manager could be set up to allow all functions. Other authority levels could be defined for servers, cashiers and bussers that allow only the appropriate operations.

Employee Authority Level Definitions

Description

Type in a descriptor *(up to 30-characters)* for the authority level, you can tap the ✕ at the end of the description field to clear the current descriptor.

REG MODE

SIGN IN USING MCR

This option forces the employee to use the **M**ag **C**ard **R**eader for signing in and out of the ECR. See "Device\Card Read Format\Employee Card" programming for details.

ALLOW DESTINATION CHANGE

If selected, the operator has the option of selecting a destination (*i.e.* eat-in, take-out, drive-thru) other than the default.

CAN PLU PRICE/HALO OVERRIDE

If checked, the employee can override the preset price or HALO on items set to allow price change.

ALLOW PRICE LEVEL CHANGE

Select this option if the employee is allowed to change price levels.

ALLOW CASH DECLARATION

If cash declaration is used, select this option to allow cash declaration operations.

ALLOW NOSALE

Allows the No Sale operation outside a transaction.

COMPULSORY TIP ENTRY

If selected, the employee is prompted to declare tips when clocking out.

REG MODE ONLY

Select this option if you want to allow sales operations only for these employees.

NOTE: If the employee assigned to this authority is flagged as Admin, they will be able to access all categories.

CAN EDIT PLU FROM PLU INFO

Check this option to allow employees to use the PLU Info key in the Register Mode to edit the PLUs.

VOIDING OF SERVICED ITEMS

Allows voiding items off a check after the check has been serviced and recalled.

SHOW THE MENU OF EMPLOYEE REPORT IN REG MODE

With this option checked, tapping the Employee Name in the register mode will display the selections for:

Employee Report – Generates the employee report for today for the signed on employee.

Employee Report (Current Data) – Generates the Employee Report with current data only *(before the EOD is generated)* for the signed-on employee.

TIP Report – Generates the TIP report for today for the signed on employee.

TIP Report (Current Data) – Generates the TIP Report with current data only *(before the EOD is generated)* for the signed on employee.

ALLOW DISCOUNT

When selected, this employee is allowed to enter discounts in a transaction.

ALLOW TEAMVIEWER

When selected, this employee is allowed to use the TeamViewer application without entering the manager password.

ALLOW END OF DAY IN REG MODE *(Added in v1.1.8)*

When checked, the End Of Day report icon appears in the Utility Information menu on the register mode title bar.

ALLOW VOID ITEM *(Added in v1.1.54)*

When this option is not checked, the Cashier\Server cannot **Press & Hold** an item while in REG mode to VOID the item or use the **Void Item** function.

ALLOW ASSIGN DIFFERENT EMPLOYEE WITH LIST PAID TIP ENTRY *(Added in v2.0.8)*

Select this option if you want to allow ADMIN employees to be able to assign Tips received to any employee in register mode using the TIP Entry on the List Paid function.

ALLOW ANY EMPLOYEE REPORT IN REPORT MODE

The setting will allow Managers or Supervisors to run the employee report for any employee instead of only being able to run your own report.

SHOW LICENSE ICON *(Added in v2.0.21)*

Check this option to display the License Icon  in the register mode.

(Also see System Option settings on page 201 to turn on this option.)

SHOW UTILITY INFORMATION ICON *(Added in v2.0.21)*

Check this option to display the Utility Information Icon  in the register mode.

NEED MANAGER FOR RECEIPT ON / OFF CONTROL

When checked, the manager password is required to toggle the receipt On/Off.

SHOW RECEIPT ON / OFF ICON *(Added in v2.0.21)*

Select this option to see the receipt On/Off icon in the register mode *(displays on the title bar)*.

TIME IN/OUT

TIME-IN/OUT ENTRY ONLY

When checked, employees are not able to run sales transactions, they are allowed Time-In/Out Only.

TIME IN/OUT USING MCR

This option forces the employee to use the **M**ag **C**ard **R**eader for clocking in and out.

ALLOW TIME CLOCK EDIT

Select this option to allow employees to edit the time keeping reports.

NEED MANAGER FOR TIME IN/OUT

When selected, the manager password is required to be able to clock-in/out.

TIME IN BEFORE SALE

Select this option to require employees to clock in before they can register sales.

PAID BREAK

Allows for clocking out for breaks and still being paid. Also see Time Keeping Option: Allow Breaks.

CHECK TRACKING

PAYMENT OF OWN GUEST CHECK

Employees are allowed to apply payment & tender to their own checks.

PAYMENT OF ANY GUEST CHECK

This allows the employee to apply payment & tender their own checks and other employees checks.

TRANSFER OF GUEST CHECK

Allows employees to transfer checks from one employee to another employee.

CAN COMBINE/SPLIT GUEST CHECK

Selections are: Not Allow – Own - All

ALLOW EDIT ANY CHECK

This allows the employee to edit any checks for any employee.

Note: This also allows employees to view all employees transactions on the List Paid function key.

CAN CLOCK-OUT WITH OPEN CHECK

When using the time keeping feature, this option allows employees to clock out even if they have open checks.

GUEST CHECK ENTRIES ONLY

If selected, an employee must begin a check before registering transactions.

ALLOW CANCEL AFTER RECALL

When selected, when an employee recalls a check and adds new items, the employee is allowed to press cancel to remove the currently added items – Pressing Cancel will remove the currently added item then store the check. This does NOT allow cancellation of the entire check.

ALLOW DELETE CHECK ***(Added in v2.0.5)***

When selected, this employee is allowed to delete checks without entering a manager password.

ALLOW TABLE MOVE ***(Added in v2.0.194)***

Uncheck this option to not allow this employee to move an order from one table to another table on the Table Map.

EDIT PGM/FUNCTION

ALLOW PLU EDIT

Allow All – Employee can make any changes to any PLU.

Allow Only PLU Price – Employee can only change prices on PLUs.

Do Not Allow – Employee will not be able to make any changes to PLUs.

ALLOW EMPLOYEE EDIT
ALLOW AUTHORITY LEVEL EDIT
ALLOW JOB/PAY EDIT
ALLOW STOCK EDIT
ALLOW MLU EDIT
ALLOW FLU EDIT
CAN ALL MEMO DELETE

These settings are used to define specific program categories the employee is allowed to edit. For example: allow managers to edit these setting but not allow other employees access.

ALLOW OPTION CATEGORY EDIT ***(Added in v2.0.10)***

If selected this employee can edit the settings in the Option Category programming. See page 178 for details about Option Category programming.

End Of Day

ALLOW EOD EDIT ***(Added in v1.1.8)***

If this option is checked, the employee is allowed to change the settings on the EOD screen.

ALLOW EOD MODE ACCESS ***(Added in v2.0.22)***

When selected, this employee will have access to the EOD reporting without entering the manager password. *(Z-Mode reporting on the SAP-630/530 if employee has the Z, PGM, or C key.)*

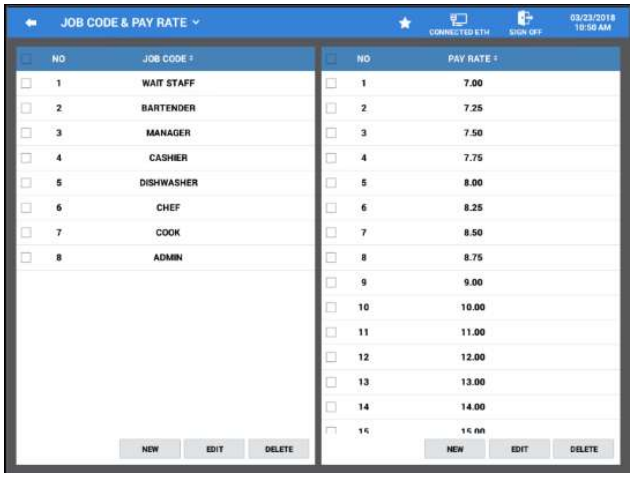
EJ Report

ALLOW EJ DELETE ***(Added in v2.0.172)***

Check this option to allow the employee to use the delete button on the EJ Report.

Job Code & Pay Rate

Job Code & Pay Rate must be set up to utilize the Time Keeping feature. An employee might have more than one job, possibly with a different pay rate for each job. For example, in a restaurant application, an employee might work as a server one day, and on a different day or shift, work as a cashier. Here you can create these different job codes and pay rates to be used for your employees. By assigning separate job codes and pay rates for each employee, the built-in time clock can track and report hours and wage costs appropriately.



Edit Job Codes

Job codes are used to break down the hours worked for all employees into different categories (See "Labor Groups" report in the *Operation Manual*.) A breakdown of hours by job is also reported for each employee.

The job codes to be used by all employees are set up here. Each job code you create must be given a descriptor (up to 30-characters). You can create as many JOB CODES as are needed for your application needs. Job codes can be sorted alphabetically by pressing the JOB CODE heading.

1. From the **PROGRAM MODE**, select **EMPLOYEE**, then select **JOB CODE & PAY RATE**.
2. On the **JOB CODE** partition *(Left-Side)*, Select **NEW**, **EDIT** or **DELETE** as needed to create and maintain the job codes.

Edit Pay Rates

Similar to the job code programming, all employees' Pay Rates are set here, you can create as many pay rates as are needed for your application. Pay Rate values up to 999999.99 are allowed. Pay rates can be sorted highest to lowest or from lowest to highest if desired.

1. From the **PROGRAM MODE**, select **EMPLOYEE**, then select **JOB CODE & PAY RATE**.
2. On the **PAY RATE** partition *(Right-Side)* Select **NEW**, **EDIT** or **DELETE** as needed to create and maintain the pay rates.

Station

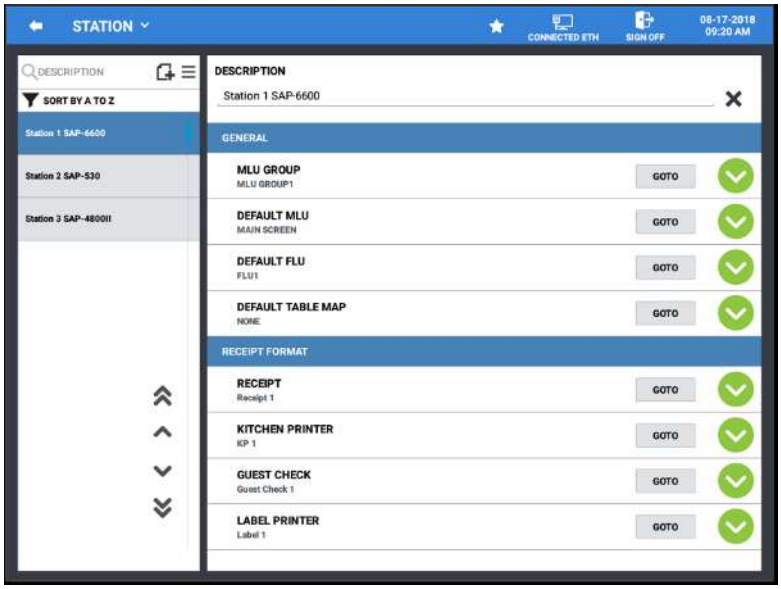
Create the stations to be used for assignment to employees in the employee station assignment and in the terminal & network station assignment. For example, you may have a Bar Station and a Server Station.

When Stations are created, they can be assigned to use a specific MLU GROUP and a Default MLU, FLU, and Table Map *(if used)*. Each Station can also have different Receipt Format selections for the stations Receipt, Kitchen, Guest Check, and Label Printer receipts.

Note: Station assignment is also set in the ***Program Mode "Network & Revenue" - "Terminal & Network"***, see page 379 for details.

---

1. From the **PROGRAM MODE** touch **EMPLOYEE** to view the employee program selection window.
2. Touch **STATION** on the Employee category selection window to view the station programming options.



3. Press the **Add New Record** icon Add stations to the list.
4. Touch the **Menu** icon ☰ to access the **Edit Mode** and **Sort** selections.
    a. Select **SORT** from the available selections to sort Stations from **A TO Z** or **Z TO A**.
    b. The **EDIT MODE** selection allows you to select multiple stations in the list and Delete them all in one operation.

Station Option Definitions

Description

Type in a descriptor *(up to 30-character)* for the selected station, you can use the ✕ at the end of the description field to clear the current descriptor.

General

The general section assigns the default MLU Group, MLU, FLU & Table Map to be used for the selected station.

MLU GROUP

Select the MLU Group you want to be displayed in the register mode.

DEFAULT MLU

Choose the default MLU from the selected MLU Group to display in the register mode screen. All other MLUs will be available from the MLU selections in the right column of the screen.

DEFAULT FLU

Select the FLU you want displayed on the register mode screen. All other FLUs are available via the navigation buttons.

DEFAULT TABLE MAP

If the table map is utilized, and more than one table map is configured, you can select which table map is displayed by default.

Receipt Format

Receipt format is used to assign the receipt message to be used for the selected stations printers. When more than one receipt message is configured, you can choose which receipt to use as the default for each device. Refer to the **Program Mode > Receipt & Message > Receipt** programming on page 240 for details.

RECEIPT \ KITCHEN PRINTER \ GUEST CHECK \ LABEL PRINTER

The **GOTO** buttons are used to directly access the programming for the option selection.

Option Category

(Requires v2.0.10 or later.) The Employee – Option Category allows employees with the proper authority setting to be able to Hide selected categories from view when employees are in the program mode screen. This allows managers to have another level of control over what employees can access. Option categories created here are then assigned to individual employees in the employee programming as shown on page 171.

Different option categories can be set up for different employees or employee job types as desired.

Description

Type in a descriptor *(up to 30-characters)* for the option category, you can tap the ✕ at the end of the description field to clear the current descriptor.

PGM MENU

Check the categories you wish to hide from view when in the employee programming.

HIDE PLU OPTION CATEGORY
HIDE TAX OPTION CATEGORY
HIDE FUNCTION KEY OPTION CATEGORY
HIDE PROMOTION OPTION CATEGORY
HIDE SCREEN EDIT OPTION CATEGORY
HIDE NETWORK & REVENUE OPTION CATEGORY
HIDE SYSTEM OPTION CATEGORY
HIDE EMPLOYEE OPTION CATEGORY
HIDE OPTIONS OPTION CATEGORY
HIDE RECEIPT & MESSAGE OPTION CATEGORY
HIDE PRODUCT & INGREDIENT OPTION CATEGORY
HIDE DEVICE OPTION CATEGORY
HIDE TIME SCHEDULE OPTION CATEGORY
HIDE ETC OPTION CATEGORY

Tax



TAX

The SAM4POS provides tax calculation for up to ten different tax rates to accommodate State, County, Municipal and Local taxes.
Tax Groups are used to assign taxes to items in the PLU Status Group. The Tax Groups are then assigned to items through the PLU Status Group programming. A tax Group can have a single tax assigned or multiple taxes can be assigned to the Tax Group to accommodate city, state, and federal taxes that may apply.

Tax 10 also has provisions for the Canadian Goods and Services tax (GST). If GST is to be taxable, you have the option to tax the GST by other applicable tax rates (tax on tax). Refer to the TAX Programming chapter on page 180 for details about the different tax types.

Additional TAX Option settings can be found in **Program Mode > Option > Options > Tax Option**: on page 191.

As sales are registered, any applicable taxes for each individual transaction are reported to the financial report.

1. From the main **PROGRAM MODE** menu select **TAX**, the Tax category selection menu displays:



2. Select the **TAX** category you wish to edit:
   - **TAX**
   - **TAX GROUP**

Note:

- Program the TAX Rates in the TAX category before assigning taxes to a TAX GROUP. When the Tax Groups are programmed, they can be assigned to your PLU Status Groups.

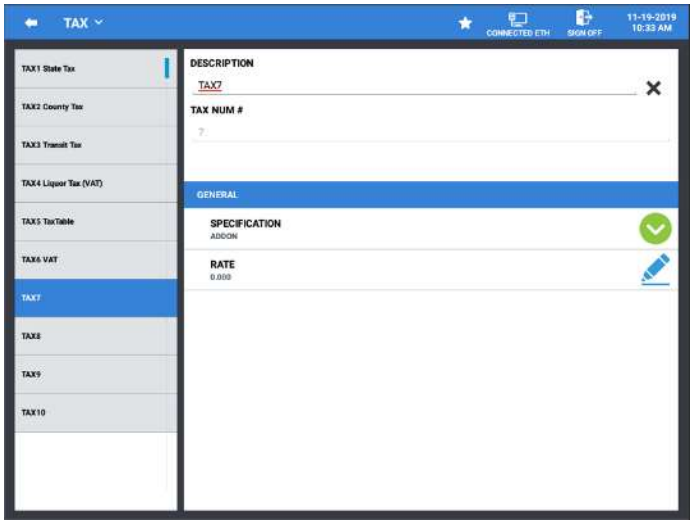
TAX Programming

There are three tax calculation options for each of the ten possible taxes. TAX 10 has the additional GST selection.

- **ADD ON –** Most sales taxes can be programmed by entering an *add-on* tax percentage rate. The appropriate taxes are applied to the total of taxable items within a sale at the end of the sale.
- **VAT – V**alue **A**dded **T**ax. This is a type of consumption tax that is applied to the purchase of certain goods & services. The tax is included in the cost of the item; you can use value added tax (*VAT*) to calculate the tax share of each sale.
- **TAX TABLE –** If a tax entered as an add-on tax percentage does not exactly follow the tax chart for your area, you can enter the tax using the *tax table* programming to match tax collection exactly to the break points of your state or county provided tax table. (Tax table programming allows up to 99 Non-Repeat break points and 99 Repeat Break points.)
- **GST – G**oods & **S**ervices **T**ax (available on TAX10 only). The goods and services tax (GST) is a type of value-added tax (VAT) levied on certain goods and services sold for domestic consumption. Consumers pay the GST, but it is remitted to the government by the businesses selling the goods and services.

As sales are registered, any applicable taxes for each individual transaction are reported to the financial report.

1. From the **Program Mode** menu, touch **TAX** to view the TAX program category selections and select **TAX** from the left column to edit.



2. Enter a **DESCRIPTION** *(up to 30-characters)* for each of the 10 tax rates if desired. This will be the descriptors printed on receipts and reports. You can use the ✕ at the end of the description field to clear the current descriptor.
3. The **TAX NUM #** filed displays the current tax 1-10 that is selected.

General

SPECIFICATION

Press the dropdown to select the tax type, *VAT, ADDON,* or *TAX TABLE*.

RATE

Refer to the notes that follow for programming the rate for each tax type:

VAT TAX Programming Notes

When ***VAT*** tax is selected ***(Value-Added Tax)***, the tax is included as part of the item price. Refer to **VAT** options in the Program Mode\Options\Options\Tax Option programming on Page 192 for additional *VAT TAX* options.

General

SPECIFICATION

Press the dropdown to select the tax type: **VAT**.

RATE

Enter the rate to three decimal places: *i.e. 6.875% tax would be entered as 6875*.
Press **OK** to go back to the main TAX programming screen.

Add On Tax Programming

When ***ADDON*** tax is selected, the tax is calculated then added-on to the sale.

General

SPECIFICATION

Press the dropdown to select the tax type, **ADDON**.

RATE

Enter the tax **RATE** to three decimal places: *i.e. 6.875% tax would be entered as 6875*.
Press **OK** to go back to the main TAX programming screen.

Tax Table Programming

In some cases, a tax that is entered as an add-on percentage does not follow the tax chart tax break points that apply in your area (even if the tax chart is based on a percentage). In these cases, we recommend using the tax table programming method. This method will match tax collection exactly to the break points of your tax table. Tax Table programming allows entry for up to 99 Non-Repeat Break points and 99 Repeat Break points.

Option

General

SPECIFICATION

Select TAX TABLE from the drop-down selection menu.

RATE

You can enter the rate if desired, this has no effect on the tax table values entered.

Tax Table Option

MAXIMUM NON-TAXABLE AMOUNT

Enter the highest amount where no tax is charged. For this example, the entry is 0.10.

FIRST TAX AMOUNT CHARGED

Enter the first tax amount that is to be applied. For this example, the entry is 0.01.

OF NON-REPEAT BREAKS

Enter the number of Non-repeat break points (1-99). For this example, the entry is 5.

OF REPEAT BREAKS

Enter the number of repeat break points (1-99). For this example, the entry is 3.

Break Point

The break point button is where the tax table break points are entered. The Sam4POS uses the high side of the breakpoint range. Up to 99 Non-Repeat Breaks and 99 Repeat Breaks may be entered. Refer to the tax chart from your state taxing authority for the appropriate tax chart with the tax breaks for the tax rate you are entering.

- For each Break Point, Enter the high Amount in the range.
- For example: if the break point is .22 - .38, enter .38 for the break point.

Use the buttons at the bottom of the display to enter your values.



1. To enter the breaks for the tax table – press the **New** button, enter the first break point (high-side break point) for the specified number of Non-Repeat and Repeat Breaks from the tax table chart.
2. Enter the first **Non-Repeat** break point value and press **OK And Continue**.
3. Continue entering all the **Non-Repeat** and **Repeat Break** points in the same manner. After the last Repeat Break is entered, press **OK**.
4. If an incorrect break point value was entered, you can go back to thin value & check the box to select the break point, press the **EDIT** button to change the value.
5. You can also go back to a break point value & check the box to select the break point(s) then press the **DELETE** button to remove extra break points from the table.

Sample - 6% 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.

Examine the tax table to determine the pattern of break point differences and when the break points begin to repeat. Mark the beginning break points that do not fit a repeating pattern as “Non-Repeat Breaks”. Mark the break points that repeat in a definable pattern as “Repeat Breaks”. You will need to Count the number of non-repeat break points & repeat break points to enter into the tax table.

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

GST Tax

Tax 10 has provisions for a **G**oods and **S**ervices **T**ax (GST). The goods and services tax (GST) is a type of value-added tax (VAT) levied on certain goods and services sold for domestic consumption. The GST tax is paid by consumers, but it is remitted to the government by the businesses selling the goods and services.

If GST is to be taxable, you have the option to tax the GST by other applicable tax rates (tax on tax).

General

SPECIFICATION

Press the dropdown to select the tax type, *VAT, ADDON,* or *TAX TABLE*.

RATE

Enter the GST tax **RATE** to three decimal places: *i.e. 6.875% tax would be entered as 6875*, Refer to the tax program notes for each tax type for details about the rate setting.

GST(Tax10) Is Taxable By Rate

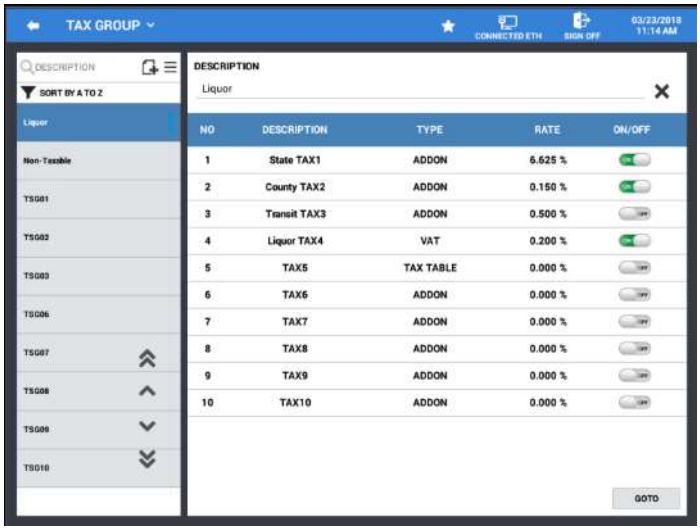
Check the box for the appropriate tax rate (Tax #1 – Tax #9) to indicate if the GST is taxable by the selected rate. This GST(Tax10) heading & Tax # selections are only available on TAX10 GST.

TAX GROUP

Tax Groups are used to assign the appropriate tax rates to PLUs . A tax group can be assigned to any of the 10 Taxes, an individual tax rate, multiple tax rates or no tax rates *(for non-tax items)* depending on the application needs. As many tax groups as are necessary can be created using any combination of the 10 tax rates.

Individual Tax Groups are assigned in the PLU Status Group programming and the PLU Status Groups are then assigned to individual PLUs to apply the appropriate tax for the item.

1. From the main **Program Mode** menu, touch **TAX** to view the TAX program selections then touch **TAX GROUP**.



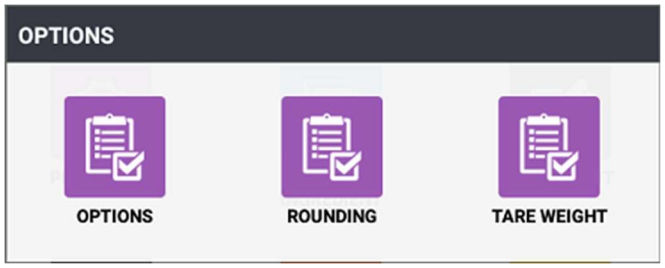
2. Select a Tax Group to edit or create new Tax Groups as needed.
3. Turn **ON/OFF** the tax rates as needed for each Tax Group by pressing the On/Off button.
4. Pressing the **GOTO** button at the bottom right of the display brings you to the Tax Programming screen.

Options



Options programming is used to define the most fundamental parameters of the register system. The selections available in the Options category menu include: Options, Rounding and Tare Weight programming.

1. From the main **PROGRAM MODE** menu select **OPTIONS**, the OPTIONS category menu selections displays.



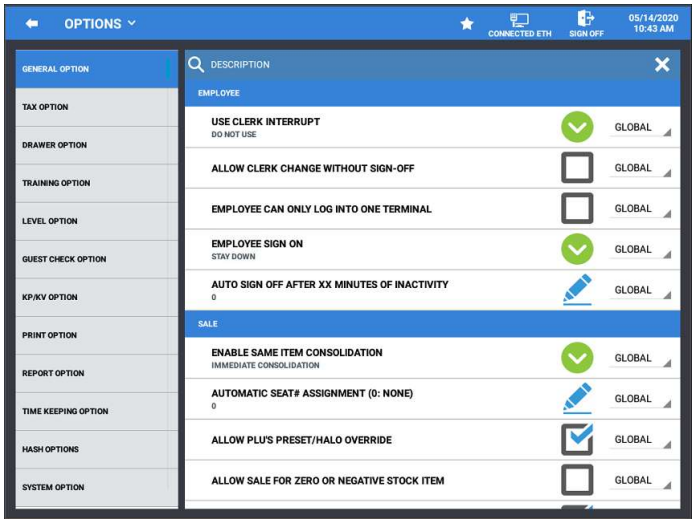
2. Three selections are available in the **OPTIONS** category.
   - **OPTIONS**
   - **ROUNDING**
   - **TARE WEIGHT**

5. Choose the category from the selection menu you wish to edit.

Options

Options programming is used to define the fundamental parameters of the register system. Options are separated into easily identifiable categories to simplify finding specific options. Set the options according to your installations needs.

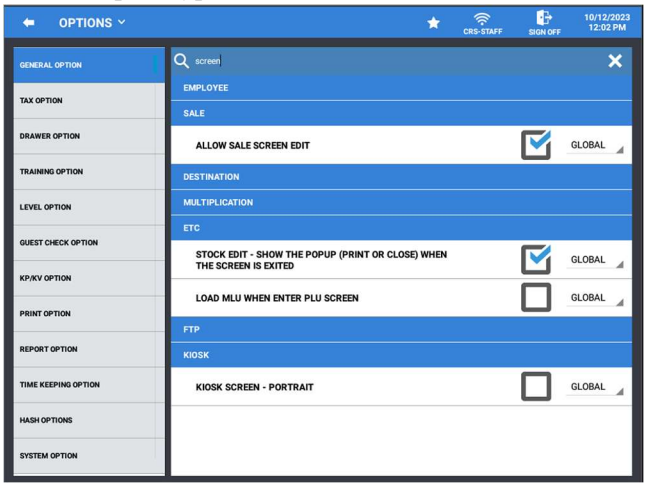
1. Select **OPTIONS** from the **PROGRAM MODE** category selections, then select **OPTIONS** from the menu selections. The list of option categories is displayed.



2. Choose a category from the category list in the left column to view the option settings related to the selected category. The Option selections appear in the right column of the screen.
    - Each option category is separated further into smaller sections to aid in programming. Individual options within the sections allow you to choose to make the option setting apply GLOBALLY for all stations or apply to the LOCAL station only. *(Requires v1.0.45 or later.)*
3. A search bar is provided at the top header bar above the option settings of each option category. When you type in a keyword on the search bar, only the options that contain the specified keyword within the chosen category will display. *(Requires v1.1.45 or later.)*



    - Type in a keyword to display just the options settings containing the keyword.
      For Example: Type in **SCREEN** in the search bar.



    - Only the option settings with the keyword **'screen'** are displayed.

Options Categories

The Options category is organized into individual Sub-Categories to make it easier for the programmer to locate and set specific options.

General	**TAX**	**Drawer**	**Training**
Level	**Guest Check**	**KP/KV**	**Print**
Report	**Time Keeping**	**HASH**	**System**

General Option

Employee

USE CLERK INTERRUPT

If allowed, a new clerk can be signed on in the middle of a transaction. In this circumstance, the initial transaction is suspended. When the interrupt transaction is completed, the suspended transaction can be continued when the original clerk signs back on.

Note: Enabling Clerk interrupt allows an employee to be logged onto only one terminal at a time.

DO NOT USE – Disables the clerk interrupt feature.

CLERK INTERRUPT – Allows a new clerk to sign on in the middle of a transaction (interrupt the current order). In this circumstance, the initial transaction is suspended. When the interrupt transaction is completed, the suspended transaction can be continued when the original clerk signs back on at the same terminal.

FLOATING CLERK – If selected, the clerk interrupt feature is enabled, and the employee is allowed to open the interrupted order at any terminal in the system.

ALLOW CLERK CHANGE WITHOUT SIGN-OFF

If selected, new clerk sign-on is allowed without previously signing off the current employee, this must be set to YES if Use Clerk Interrupt is allowed. *(Floating Clerk or Clerk Interrupt selections)*.

EMPLOYEE CAN ONLY LOG INTO ONE TERMINAL *(Added in v2.0.19)*

When this option is selected, employees must sign off the current terminal before they are allowed to sign on to another terminal in the system.

EMPLOYEE SIGN ON

Choose **STAY DOWN** to register sales continuously for the same employee.

Choose **POP UP** to automatically sign off the employee at the completion of a transaction.

AUTO SIGN OFF AFTER XX MINUTES OF INACTIVITY *(Added in v2.0.19)*

Enter the number of minutes *(1-99)* of inactivity before the currently signed on employee is automatically signed off *(zero = disabled)*.

AUTO SIGN ON (OPERATING CODE) *(Added in v2.0.35)*

Programming an employee operating code here will automatically sign on the employee when the terminal is powered Off\On or terminal unexpectedly reboots. You can still sign-off and sign-on employees.

HIDE OPERATION AND CLERK IN CODE *(Added in v2.0.150)*

When selected, all employee operating code and clock in code numbers are replaced with ••••.

Sale

ENABLE SAME ITEM CONSOLIDATION

Choose how to display items when the same item is registered multiple times within the same sale.

NONE – When the same item is registered in the same sale, items are displayed & printed on the receipt individually.

Display shows 1 PLU ITEM, 1 PLU ITEM

ONE ITEM DELAYED CONSOLIDATION – Ring the same item twice, no consolidation occurs, ring another of the same item, the first two consolidate, ring another of the same item and the Display shows:

2 PLU ITEM
1 PLU ITEM

IMMEDIATE CONSOLIDATION – Register an item into a transaction, then register the same item again, the transaction display immediately shows 2 PLU ITEM.

AUTOMATIC SEAT# ASSIGNMENT (0: NONE)

If desired, enter the default seat # is here. If an item that does not receive a seat # prior to its registration will be assigned this default seat number as set here. Using a seat number system assists prep staff in assembling orders correctly and facilitates payment of separate parts of a check.

ALLOW PLUS PRESET/HALO OVERRIDE

When selected, Override of preset PLU price or override of open PLU HALO is allowed. This allows Entering a price that is greater than the PLUs high amount limit. See options in PLU programming and Authority Level as well.

ALLOW SALE FOR ZERO OR NEGATIVE STOCK ITEM

If selected, sales for items with zero stock or negative stock quantities (**≤ 0**) is allowed.

ALLOW SALES UNDER MINIMUM STOCK

When STOCK ITEM status is assigned to a PLU (see PLU Status Group Programming), a warning "BELOW MINIMUM STOCK" will display if/when the PLU is registered, and stock is below the minimum level.

MANAGER CONTROL (NEGATIVE SALES)

Requires manager authority for negative sales transactions, The Manager Required dialog will display for Manager Password entry. This setting does not affect transactions performed in the **VOID** mode.

MANAGER CONTROL (NEGATIVE TENDER)

Requires manager authority to apply a negative tender, The Manager Required dialog will display for Manager Password entry. This setting does not affect transactions performed in the **VOID** mode.

MANAGER CONTROL (ZERO SALES)

Requires manager authority to finalize a sale with a zero total, The Manager Required dialog will display for Manager Password entry. This setting does not affect transactions performed in the **VOID** mode.

ALLOW NOT FOUND PLU

When selected, if a PLU number is entered or a new item is scanned that is not currently in the PLU file, the operator will have the option to enter the item: Descriptor, Price, Group assignment, PLU Status Group Assignment and Price Level. The item will be added to the database and registered in the sale\transaction.

When this option is not selected a Notification pop-up displays indicating PLU Does Not Exist. The cashier is still able to register other items in the sale; the notification will remain on screen until acknowledged.

Also review generating the End Of Not Found PLU report, refer to page 121 for details.

MANAGER CONTROL (NOT FOUND PLU) ***(Added in v2.0.111)***

Requires manager authority to add new items in Register Mode using the not found PLU feature. The Manager Required dialog will display for Manager Password entry.

ACTIVATE ROUNDING ON TEND / SUBTOTAL

NONE: When selected, no rounding is applied.

ALL: Select this option to round transactions to the nearest .05¢ regardless of the tender type used.
The rounded total is displayed on the transaction screen in the register mode.

CASH: Select this option to round transactions to the nearest .05¢ on cash transactions only.
The Rounded Total only prints on the receipt, and the transaction screen in the register mode still displays the original sale total.

MLU CHAIN MULTIPLICATION

Allows multiplication registration entries within a Menu Look Up Chain.

DISPLAY TOTAL / CHANGE AFTER FINALIZATION ***(Added in v1.1.53)***

When checked, the Total and change will display in an information box on the main screen when the sale is finalized. Press OK to close the notification. Also see the general option 'Seconds To Display Total/Change'.

If the EMPLOYEE SIGN ON option is set for Pop-Up, the Total/Change is displayed regardless of how this option is set, the cashier must press OK to close the notification, then the employee is signed off.

REFRESH SALE LIST AFTER FINALIZATION

Clears the sale from the display when the order is finalized or stored.

DISABLE AUTOMATIC SAME AMOUNT OPEN PLU ENTRY

If checked, when an open PLU is registered and the same PLU is immediately registered again, the same price is not registered as previously used.

DISPLAY MESSAGE FOR MACRO OPERATION

When selected, the MACRO information displays briefly after the MACRO completes its programmed operations.

ALLOW SALE SCREEN EDIT ***(Added in v2.0.6)***

If this option is checked, the gear will display in REGISTER MODE allowing for the screen size to be edited. Refer to the Sale Screen Size editing example on page 72 for the operation of this feature. This also allows the screen size edit in the KIOSK mode screen.

PRINT CURRENCY SYMBOL ON SCALE PRICE ***(Added in v1.0.91)***

When selected, the programmed currency symbol will print along with the item price on scale items.

SALE LIST FONT SIZE ***(Added in v1.1.33)***

Adjusts the font size on items in the transaction window when in the Register Mode as well as the Tax & Amount Due totals, selections are: SMALL, MEDIUM, LARGE, and X-LARGE. This option can be combined with the SYSTEM \ SETTINGS \ DISPLAY \ FONT SIZE option to provide a variety of font size selections.

SHOW POPUP FOR CONFIRMATION FIRST TIME PLU IS REGISTERED ***(Added in v1.1.20)***

With this option selected, the first time a PLU is registered the user will be prompted to **verify** or **edit** the PLU Description, Price, Group, PLU Status Group assignment and Price Level of the item.

INACTIVE PLU DISPLAY ON MLU ***(Added in v1.1.20)***

Choose how to display inactive PLUs on the MLU screen:

NORMAL – Inactive Items display same as active items.

HIDE – Inactive Items are hidden from view.

GREYED OUT – Inactive Items appear but are grayed out.

HIDE PAYMENTS BUTTON ON TABLE POPUP ***(Added in v1.1.41)***

With this option selected, when an active table is selected from the table map, the Payment button is hidden from the available operation selections.

ALLOW SALES AT SATELLITE TERMINAL IF OFFLINE ***(Added in v2.0.6)***

When setting up stations in an IRC network, checking this option will allow transactions to be registered at the satellite station even when the terminal is offline.

USE STOCK LINK PLU ON PLU PROGRAM ***(Added in v2.0.17)***

Select the operation of the LINK PLU in the PLU programming, this will change the option description and operation in PLU programming to reflect the setting here:

STOCK LINK PLU – The PLU link in PLU programming is the Stock Link PLU. Set the number of the PLU where stock is affected (by activity of this PLU) here.

This capability is used where multiple PLUs affect a single inventory item. For example: cup counts for beverage items or when items are counted without regard to brand, such as cigarette packs.

KP DESCRIPTOR PLU – The PLU link in PLU programming is used as the KP descriptor instead of its own descriptor. This allows for a secondary PLU descriptor to print on the KP. (For example, this can be used to print Spanish in the kitchen.)

LINK PLU – The linked PLU is used instead of the LINK PLU setting in the PLU Status Group.

ALLOW ZERO DOLLAR SALE ***(Added in v2.0.134)***

When selected, a sale or guest check can be tendered with zero total.

PROMOTION REFRESH ***(Added in v2.0.141)***

This option was added to help speed up operations by allowing you to select when the totals are updated on the transaction when a promotion is applied. Option selections are:

NONE –Totals do not update on display but will print on the receipt correctly. Use this setting if ***NOT*** using promotions to speed up operations.

REAL TIME – *(Default setting.)* Promotions are processed and totals on the display are updated in Real-Time as transactions are being registered. Every time you register an item Sam4POS checks all promotion tables to see if there is a promotion to apply.

PROMOTION REFRESH NEED SUBTOTAL – Promotions are processed as the transaction is being registered, totals on the display are updated when the Subtotal key is pressed. *(Potentially quicker when registering sales.)*

DO NOT ALLOW MANUALLY ENTERED AGE VERIFICATION DATE ***(Added in v2.0.162)***

When selected, when the Need Age Verification dialog displays, if you attempt to type in a birthdate, the error message MUST SCAN OR SWIPE displays. Only scanning or swiping of a license or ID is allowed.

ENTER DATE OF BIRTH EVERY TIME ***(Added in v2.0.190)***

Select to, not pull the birthday with the customer. Will need to scan the customer's license every time.

ADD TAX AMOUNT ON CANCEL ***(Added in v2.0.165)***

When selected, the tax amount will be included in the total on the cancel receipt and in the cancel total on reports.

SOUND ERROR WHEN SALE IS UNDER TENDERED ***(Added in v2.0.197)***

Only used for DC Direct & EMV integrated credit transactions. Select to sound the error tone if the transaction is under tendered.

Destination

Note: Destination keys such as Eat-In, Take-Out, Drive-Thru must be created in 'Function Key' programming before they can be used or defined here. Refer to page 209 for details.

DEFAULT DESTINATION

When you are using destination keys, you have the option of selecting a default destination, the default destination will automatically apply to all sales. Choose **NONE** for no selection or select a destination from the list. *(Destination Keys must be created before they appear in the selections.)*

ENFORCE DESTINATION ENTRY AT START OF SALE

Selecting this option will enforce the destination selection to be entered before a transaction can be registered.

ENFORCE DESTINATION ENTRY BEFORE TENDER

You can enforce a destination selection before tendering a sale by selecting this option.

DISPLAY POPUP ON DESTINATION CHANGE

If selected, a pop-up notification will display briefly when a destination key is pressed.

Multiplication

ENABLE DIRECT MULTIPLICATION

Direct multiplication allows you to enter a quantity then press a preset key without using the **X/TIME** key. This operation is allowed on preset PLUs only; with Open PLUs you must use X/Time key.

DIRECT MULTIPLICATION (1-5)

You can determine the maximum number of digits *(1-5)* allowed for the direct multiplication multiplier.

ALLOW MULTIPLE MULTIPLICATION

Selecting this option allows multiple multiplications, for example, **2 X/TIME**, **3 X/TIME**, **ITEM** will register **6** of the selected items. **Note:** Multiple multiplication overrides split pricing.

LIMITING QUANTITY FOR MULTIPLICATION SALE

Determines the maximum quantity entry allowed when using the X/Time key. Quantity can be set for up to 3 places past the decimal: *i.e. X.xxx* (0.000 = Disabled, no limit ~ Maximum entry = 999.999).

ETC

DISABLE ERROR BUZZER

Check this option to turn off the error warning tone. Uncheck for a continuous error tone that must be cleared. If the option below: Error Buzzer Is Spot is checked, the error buzzer sounds for only about 2 seconds.

DISABLE TOUCH SOUND

Turns off the sound made when touching the screen & pressing keys on the Real Keyboard.

ERROR BUZZER IS SPOT

Check this option for a momentary error tone, uncheck for a continuous error tone that must be cleared.

DISPLAY PRINTER DESCRIPTION ON ERROR MESSAGE ***(Added in v2.0.144)***

When selected, the Check Printer error message will include the Printer Descriptor from the Device Mapping.

TEXT TO SPEECH – SALE TRANSACTION ***(Added in v2.0.25)***

TEXT TO SPEECH – ERROR MESSAGE ***(Added in v2.0.25)***

Requires the **TTS APK** to be installed on terminal. *(Available on the CRS website.)*
SAP-630/530 Will also require a Bluetooth speaker.

PRINT POWER FAIL COUNT WHEN POWER FAIL OCCURS

Each time the register powers on it will print a chit to the programmed receipt printer stating there was a power fail with the time, date, register number.

STOCK EDIT – SHOW THE POPUP (PRINT OR CLOSE) WHEN THE SCREEN IS EXITED

(Added in v1.1.6) Select this option if you wish a popup dialog 'Do You Want Print The Stock Edit' when stock is added or edited from the Program Mode > PLU > PLU Stock program. **Beginning in v2.0.175**, If this option is not selected, no dialog appears, and Stock Edit printing occurs automatically. In previous versions, no printing occurred.

DISABLE VOID MODE

Set to Yes to deactivate any activity using VOID Mode function key or VOID mode position on SAP-630.

ENABLE CARD READ

You must check this option for Sign-On or Clock-In using MCR employee cards.

LINE DISPLAY DESCRIPTION ***(Added in v1.0.63)***

This setting is used only on the SAP-6600II/SAP-6600 terminals to program a custom message (two lines\ up to 20 characters per line) to show on a cabinet mounted or ***external 2-line VFD pole display*** connected to a USB or serial port. The display must be mapped to the station.

INTERNAL LINE DISPLAY DESCRIPTION ***(Added in v2.0.17)***

This setting is used only on the SAP-630/SAP-530 terminals to program a custom message for the (two lines\ to 16 characters per line) to show on the **integrated 2-line VFD customer display**. The Internal Line Display must be mapped to the station.

CHECK DIGIT IS SENT FROM BCR

This setting must match the scanner setting, if the scanner is set to the read the check digit, this option must be set.

AUTO-SEARCH DELAY (IN SECONDS)

This controls the search feature on the programming screens. If this is set to 0, there is no Auto-Search delay, the user must press DONE to search.

SECONDS TO DISPLAY TOTAL/CHANGE (0:ALWAYS) ***(Added in v1.1.53)***

When the option to display the Total/Change on the display is checked, this setting determines how long the data is displayed. Allowable settings are from 0 to 99 seconds.

SECONDS TO DISPLAY TOTAL/CHANGE (0:ALWAYS) ON POLE DISPLAY ***(Added in v1.1.53)***

This setting determines how long the Total/Change is displayed on a remote pole display. Allowable settings are from 0 to 99 seconds.

DISPLAY A RUNNING SUBTOTAL ON POLE

This setting allows an external rear customer pole display to show a running subtotal as items are registered.

LOAD MLU WHEN ENTER PLU SCREEN ***(Added in v2.0.25)***

Select this option to load the MLU Window automatically when the PLU programming screen is accessed.

AUTOFILL PHONE NUMBER WITH CUSTOMER NUMBER ***(Added in v2.0.198)***

Used with BandyWorks firmware Customer Entry. For new customer entries, if only the Customer # is entered, the customer # automatically populates the Phone # field as well.

FTP

FTP Options were added in v1.0.86 so customers can enter their own FTP Server information for sending data to their own FTP Server. For sending Logs and Database data to the CRS FTP site the default settings are all that is needed.

Note: – The CRS FTP server is provided "as-is" with no guarantee for uptime.
CRS, Inc. reserves the right to discontinue use of the FTP server at any time.
CRS, Inc. reserves the right to delete files from the FTP server as needed.

If the Dealer\Merchant is using their own FTP server, they will need to change the (BACK OFFICE) options to match their own FTP Server settings.

FTP IP (LOG BACKUP)

Default setting is: crsftp.crs-usa.com

FTP PORT (LOG BACKUP)

Default setting is: 0 (zero)

FTP IP (BACK OFFICE)

Default setting is: crsftp.crs-usa.com

FTP PORT (BACK OFFICE)

Default setting is: 0 (zero)

FTP ID (BACK OFFICE)

Enter FTP ID if required.

FTP PASSWORD (BACK OFFICE)

Enter FTP Password if required.

FTP ROOT FOLDER (BACK OFFICE)

Type FTP Root Folder name if necessary.

AUTO SCAN NEW PROGRAM ON FTP AFTER EOD

Uploads program file to FTP after EOD is performed.

BACK OFFICE TCP / IP PORT ***(Added in v1.1.53)***

Default PORT setting is 4444 – Some sites may be using this PORT for other uses, in that case, you can enter/change to any available PORT number *(up to 5-digits)* as necessary.

**Success System*

The options for Success System were removed at v2.0.69. Success System interface is no longer supported.

KIOSK

See related programming in the SCREEN EDIT: KIOSK program on page 344.

DEFAULT KIOSK GROUP

NONE or select a specific KIOSK group as set up in: SCREEN EDIT > KIOSK program.

DEFAULT BANNER BAR

Selections are: NONE, TEXT, IMAGE, or VIDEO

PRINT ORDER NUMBER

Select this option to print a receipt with the order number.

SHOW ACCEPT RECEIPT POPUP

When selected, the customer will see a dialog "Do You Want A Receipt?". Press YES to print a receipt, press NO if no receipt is necessary. If no selection is made, the message goes away after 10 seconds, and no receipt is printed.

NO ACTIVITY DISPLAY TIME (IN SECOND) (0:NONE) (30 ~ 999)

Default = 30; Enter the number of seconds of inactivity while in KIOSK mode for the sale to automatically reset. *(Clears the current sale.)* Beginning with v2.0.185 when a credit tender is used, when the Pin-Pad timer times out it will cancel the transaction at the Pin-Pad and an error tone will sound.

SHOW KIOSK GROUP LIST

Item selections on the KIOSK screen are assigned into specific KIOSK groups. Check this option to see the KIOSK group list on the display when the KIOSK employee signs on.

SHOW DESTINATION POPUP BEFORE THE SALE

When selected, the customer must select a destination before registering a transaction.

DESTINATION POPUP BANNER BAR

Selections are: NONE, TEXT, IMAGE, or VIDEO

ALLOW ONLY MISC TENDER

Choose this option to limit tenders to just MISC TEND, the cash and check tenders will not be allowed.

KIOSK SCREEN – PORTRAIT ***(Added in v2.0.27)***

If selected, the KIOSK display is Portrait format (vertical), when not selected the display is the default Landscape format (horizontal).

REMOVE PAYMENT IN KIOSK MODE ***(Added in v2.0.132)***

When checked, the Payment button is removed from the KIOSK Mode. *(TENDER keys would need to be programmed into a MACRO and the MACRO assigned to a KIOSK Screen.)*

Tax Option

Tax

PRINT TAXABLE AMOUNT ON R/J

Select to print the tax eligible subtotals for each tax on the receipt and/or journal, if printed.

DISPLAY TAXABLE STATUS INDICATORS

Tax eligibility indicators, *i.e.* T1S2F display on the screen and print on printers adjacent to the item.

PRINT TAXABLE STATUS INDICATORS

Select this option to display tax eligibility indicators, *i.e. T1,* on the screen under the taxable item. Choose No to remove the tax status indicators from the display.

PRINT TAX AMOUNT AT TENDER

When set, the tax charged for each tax will print on the receipt (TAX1, TAX2, etc.)

TAX PRINT ON RECEIPT: COMBINED/ITEMIZED

If the TAX amount is set to print on the receipt at tender, select to print each tax amount separately ***(Itemized)*** or as one ***(Combined)*** TAX total.

PRINT TAX EXEMPT TOTALS

If selected, the tax-exempt total for all items in a sale that had the tax exempted will print on the receipt.

TAX EXEMPT QTY (CANADA DONUT) ***(Added in v2.0.156)***

To use this feature, PLUs must be assigned to a PLU Status Group with the 'Eligible For Canadian Donut Law' option selected. See "PLU Status Group" programming on page 148. Enter the quantity at which tax is exempted.

VAT

PRINT VAT TAX AMOUNTS SEPARATELY

If using multiple value added taxes, select to print tax amounts separately for each tax instead of as a single tax total.

VAT SUBTRACTED FROM INDIVIDUAL PLU TOTALS

Select to subtract the VAT tax amount from the PLU totals on the PLU report. If not selected, the PLU report total reflects the items price and the value-added tax.

PRINT TAX ON VAT

If selected, prints a breakout of the VAT tax amount on the sales receipt.

ETC

SHOW FOOD STAMP INDICATOR

If selected, the food stamp indicator, **F** displays on the screen and prints on printers adjacent to the item. Uncheck to remove the indicator from the display and print.

PRINT SUBTOTAL WITHOUT TAX

When using an Add-On Tax or Tax Table, when this option is selected, the merchandise subtotal printed on the receipt does not include tax.

DISPLAY SUBTOTAL WITHOUT TAX

When using an Add-On Tax or Tax Table, when this option is selected, the amount displayed when the subtotal key is pressed does not include the tax.

HIDE SUBTOTAL WHEN PRINT SUBTOTAL WITHOUT TAX

When selected, the sale Subtotal which includes the tax will not be printed on receipts.

Drawer Option

General

ALLOW ITEM REGISTRATION WITH DRAWER OPEN

Uncheck to force the drawer to be closed before item registrations are allowed.

OPEN DRAWER FOR CASH-DECLARATION

When this option is selected, the drawer will open at the start of the CASH DECLARATION procedure.

OPEN DRAWER FOR ISSUING REPORTS ***(Added in v1.0.48)***

Select to open the drawer at the completion of any report. Drawer will not open on a scheduled EOD report.

OPEN DRAWER ALARM WAITING TIME (SEC)

Enter length of time (in seconds) the drawer may be open before the open drawer alarm sounds.
(Zero, 0 = No drawer alarm.)

CASH IN DRAWER LIMIT

Set the maximum amount of cash in drawer before an error tone and message display. The error can be cleared, and continued sales are allowed, however, the warning continues to sound at the completion of each transaction until cash is removed from the drawer. Set the amount to 0.00 (zero) to disable the cash in drawer limit warning.

DISPLAY CHANGE UNTIL DRAWER IS CLOSED ***(Added in v1.1.53)***

When selected, change will appear on display until the cash drawer is closed. This setting is overridden when the option in General Option\ETC: 'Seconds To Display Total/Change' is set.

DRAWER ON TIME (50 – 250 MS)

This option controls the duration for drawer pulse time for the drawer kick.

IF SALE TOTAL IS ZERO OPEN DRAWER ***(Added in v2.0.6)***

Select this option to open the cash drawer if the sale total is zero.

ALLOW SALES WITH NO DRAWER ASSIGNMENT ***(Added in v2.0.19)***

When selected, sales can be performed even if the current employee has no drawer assignment. The drawer total on reports is updated.

OPEN CASH DRAWER ON PARTIAL TENDER ***(Added in v2.0.45)***

This setting applies to all EFT devices Datacap Tran-Series, DC Direct, DC Direct Canada and EVO-Tetra. Select this option to open the cash drawer when the first partial tender amount is entered. If unchecked the cash drawer will not open until the sale is finalized.

OPEN DRAWER AT BEGINNING OF PO ***(Added in v2.0.186)***

Select this option if you want the cash drawer to open when you first press the PO *(Paid-Out)* function key.

Additional Drawer Option settings are available in –

- ⇒ **Training Option:** Open Drawer For Training Employee
- ⇒ **Report Option:** Deduct Tip From Cash In Drawer
- ⇒ **HASH Option:** Updates Drawer Totals Report
- ⇒ **System Option:** Allow Hisense Docking Drawer Pop-Up

Training Option

General

OPEN DRAWER FOR TRAINING EMPLOYEE

Select to open the appropriate cash drawer during training operations.

PRINT RECEIPT FOR TRAINING EMPLOYEE

When the receipt is on, Select this option to print receipts during training.

PRINT JOURNAL FOR TRAINING EMPLOYEE

Select to print (or update, in the case of an electronic journal) the journal in training.

PRINT ORDER ON KP/KV FOR TRAINING EMPLOYEE

Select to send orders to the kitchen printer and/or kitchen video during training.

PRINT TRAINING MARK ON RECEIPT FOR TRAINING EMPLOYEE

When checked the message: ** TRAINING MODE ** is printer on receipts, uncheck to remove this message.

STOCK IS DEDUCTED FOR TRAINING EMPLOYEE

Default is NO. Select if you wish stock to affect inventory levels for training mode activity.

USE YELLOW TITLE FOR TRAINING MODE ***(Added in v2.0.16)***

When selected, the title bar will be yellow when a training employee signs on. This will help identify that the station is in training mode.

Level Option

Level / Modifier

DEFAULT PRICE LEVEL

If you have more than one price level and price levels are set as Pop-Up, you can indicate which price level to use as the default price level. Enter the price level you wish to return to after an entry on a different level is registered. When this option is selected for LOCAL application, an additional setting is available in the Time Schedule Price Level to select which stations to apply the time activated price level to.

PRICE LEVEL IS

STAY DOWN: The price level will remain active until the next choice.
ITEM POPUP: The price level applies for the next PLU only, then returns to the default.
TICKET POPUP: The price level remains active for the remainder of the transaction, then returns to the default price level when the transaction is finalized.

MODIFIER LEVEL IS

STAY DOWN: The modifier will remain active until the next choice.
ITEM POPUP: Modifier remains active for the next PLU only, then returns to the default modifier.
TICKET POPUP: Modifier remains active for the remainder of the transaction, then returns to the default modifier when the transaction is finalized.

ALLOW MODIFIER ON CODE ENTRY PLU

Allows PLU modifier keys may be used with both keyboard PLU keys and code entry PLUs.

MODIFIER OVERRIDES PREVIOUS MODIFIER

If selected, only the last modifier entry will affect the PLU number. Use this setting when a PLU is modified only once, *i.e.* small/med/large. If not selected, several modifiers affecting different digit positions could be entered and affect the PLU registered. For example, size, crust type, and/or toppings could be indicated on pizza items.

USE MODIFIER HISTORY

If selected, multiple modifiers will display in the message line before a main PLU is registered.

MOVE TO DEFAULT MLU AT FINALIZATION

If selected, when the sale finalization is completed, the default Menu screen will display.

MOVE TO DEFAULT FLU AT FINALIZATION

If selected, when the sale finalization is completed, the default Function screen will display.

Guest Check Option

General

WARNING ON HELD ITEMS AT FINALIZATION

If a check with *Held Items* is paid, a warning will be displayed.

AUTOMATICALLY SELECT HELD ITEMS ON GUEST CHECK RECALL

Items may be "held" to temporarily postpone kitchen printing (or display). If selected, held items are automatically selected when a check is recalled so they may be sent to the appropriate printers/screens.

COMPULSORY PRINT CHECK BEFORE TENDER

If selected, a check must be printed before payment is tendered.

AUTOMATICALLY PRINT GUEST CHECK SLIP AT TENDER

When selected, the guest check will be printed when the order is paid.

AUTOMATICALLY TRANSFER CHECK ***(Added in v1.1.41)***

When selected, recalled checks will automatically be transferred to the employee that recalls *(opens)* the check.

ALLOW FUNCTION WHEN TENDER IS STARTED ***(Added in v1.1.43)***

Select a function to be allowed on a guest check transaction when a tender operation has been started. Selections are
Item Entry & Store – User can enter additional Items and\or Store the guest check after partial payment.
Store Check Only – User can Store the guest check. Item entry is not allowed.
Nothing – User must fully tender once tender has been started. Item entry, Store Check and Cancel are not allowed.

PRINT STORED CHECK AS OLD/NEW ***(Added in v2.0.135)***

When selected, each time a check is opened and new items are added to the check, the new items are separated from the previously entered items by dashed lines on the printed check.

PRINT DISCOUNT TOTAL OF SALE BEFORE SUBTOTAL WHEN PRINT CHECK ***(Added in v2.0.166)***

When selected, any applied discount is printed above the subtotal amount when the print check key is used.

PRINT CHARGE AND CASH TOTAL ***(Added in v2.0.181)***

Used only with DC Direct. Select if you want all Tender keys that have a Surcharge amount to be printed on the Guest Check along with the Cash amount. If the tender key surcharge amount is 0 it will not be printed.

KP/KV Option

Print on KP

You can determine the content of each kitchen printer chit. For each option listed, check the option to add to the kitchen printer, uncheck the option to not print on the kitchen printer.

PRINT TOTAL AMOUNT ON KP

When selected the total of all KP items in the sale is printed at the KP.

PRINT SEAT # ON KP

When selected the SEAT # is printed above each item at the KP. See related option: Sort KP By Seat#.

PRINT PLU CODE ON KP

Select this option to print the PLU # above the items at the KP.

PRINT PLU PRICE ON KP

Select this option to print the PLU item price at the Kitchen Printer.

PRINT NUMBER OF ITEM ON KP

When selected the total ITEM count is printed at the bottom of the chit printed on the kitchen printer.

ALPHA TEXT

When selected Alpha Text messages are sent to the Kitchen Printer.

Note: A main item must be registered before entering an Alpha Text message.

PRINT CONDIMENT QUANTITY ON KP

Check this option to print the QTY before condiment items sent to the KP.

PRINT CONDIMENT ITEMS ON ONE LINE

This was added to keep items from wrapping to the next line. When checked, if condiment line exceeds the number of characters for the line, the extra character will be truncated\cut-off.

PRINT DEVICE MAPPING DESCRIPTION ON KP

When selected the programmed description for the KP Printer as set in the Device Mapping is printer on the receipt printed at the Kitchen printer.

PRINT DESTINATION DESCRIPTION ***(Added in v1.0.77)***

Select where the destination description is printed at the Kitchen Printer: **TOP** or **BOTTOM**.

Send on KP/KV

PRINT VOIDED ITEM AT KP/KV

If selected, then transaction void orders will not print or display at the appropriate printer/screen.

PRINT ORDER ON KP AT SUBTOTAL

Select if you wish to send/print items on the KP when the subtotal key is pressed, instead of when the sale is finalized.

PRINT ORDER ON KV AT SUBTOTAL

Select if you wish to send items to the KVS when the subtotal key is pressed, instead of when the sale is finalized.

ENABLE SAME ITEM CONSOLIDATION ON KP/KV

If selected, for example, if two hamburgers are entered and sent to the printer, they will print as "2 HAMBURGERS", rather than "1 HAMBURGER" and "1 HAMBURGER" on a second line. If condiments are entered, they will be separated and printed below the items.

REALTIME KV

Each item will display at the Kitchen Video screen when the next item is entered (one item delay).

Sort /Split

SORT KP BY KP GROUP#

Use this option to create "priority printing", sorting is performed by KP Group Descriptor.

For example, if you wish to group appetizers at the beginning of the chit, then entrees next, create an Appetizers KP Group and an Entrees KP Group. Assign the Appetizes KP Group to the PLU Status Group for appetizers and the Entrees KP Group to the PLU Status Group for entrée items.

Since the first letter in **A**ppetizers is an ‘A’ and **E**ntrees begins with an ‘E’ the Appetizers will print first on the chit followed by the Entrees. Regardless of the order items are registered.

SORT KP BY SEAT #

If the seat # system is used and the option, Print Seat# On KP is checked, kitchen printer orders will be sorted by seat #.

SORT KP BY SEAT # EXAMPLE:

[Seat # : 1]
1 Scrambled Eggs
1 Coffee
Cream
[Seat # : 2]
1 Poached Eggs
1 Orange Juice

SPLIT KP BY KP GROUP#

Select to produce a separate requisition for each KP Group.

SPLIT KP BY KP ITEM:

v2.0.202 added selections: NONE, CUT, DASH LINE. Select NONE to produce a single KP Chit, CUT to produce a separate KP Chit for each main item, or print a DASH LINE between each main item.

ETC

DEFAULT KP PERIOD

KP Periods must be created in the Time Schedule/KP Time Period before you can assign the default KP Period here. Choose **NONE** for no selection or select a **KP Period** from the list.

KP ORDER#

The order number printed on kitchen order tickets can be the register number followed by a consecutive number or can be held centrally and be a system consecutive number, referred to as a global order number.

COMBINE REG#&CONS# - With this format selected, Sam4POS makes the order# as follows:
TERMINAL DESC + REG# & CONSECUTIVE#

*The Terminal Descriptor and the Register# as programmed in the Network & Revenue\Terminal & Network.

For example: TERMINAL DESC = **POS-1**, REGISTER NO. = **0** (not programed) and the CONSECUTIVE # = **1**
The ORDER# would be **POS-1_001**.
If REG# is **0** and CONS# is **100**, the ORDER# is **POS-1_001~099**.
If REG# is **1** (programed), ORDER# would be **POS-1_101~199**.
If REG# is **10** (programed), ORDER# would be **POS-1_1001~1099**.

GLOBAL ORDER# - When selected, the order number is issued consecutively by the Main station for all stations in an IRC. The order# begins at **1** up to a maximum of **99999999**, depending on the Digit Of Global Order# setting.

DIGIT OF GLOBAL ORDER # (1-8) ***(Added in v2.0.128)***

When KP ORDER# is set for Global Order#, this setting determines the maximum number of digits (1-8) for the order#. For example: when set as 8, the Order# range will be (1 – 99999999).

OF FEEDING LINES AT START OF KP
OF FEEDING LINES AT END OF KP

Enter the number of lines (0-99) you wish to feed at the beginning/end of kitchen printer print.

PRINT ITEM FONT SIZE ***(Added in v1.1.20)***

Select font size for items when sent to the KP. Choose from: Small, Medium, or Large.

PRINT ITEM IN BOLD ***(Added in v1.1.20)***

Select to print items sent to the KP in Bold (Double High/Wide).

PRINT DESTINATION FONT SIZE ***(Added in v1.1.45)***

Select font size for the destination when sent to the KP. Choose from: Small, Medium, or Large.

PRINT DESTINATION IN BOLD ***(Added in v1.1.45)***

Select to print the destination sent to the KP in Bold (Double High/Wide).

PRINT ITEM ONE LINE

When selected, KP will only print the first line of descriptor, any extra characters will be cut off.
When not selected, KP will print the entire descriptor even if it wraps to second line.

DISPLAY KP ORDER # ***(Added in v2.0.25)***

Select to display the KP order # in the upper left portion of the transaction detail in the register mode.

Print Option

Receipt & Journal

PRINT REPRINT ON A REPRINTED RECEIPT

When a receipt is reprinted, ** **REPRINT** ** is printed at the top of the reprinted receipt.

PRINT SEAT#

When this option is checked, the seat # (S1, S2, S3, etc.) will be printed beside the item on the receipt and journal.

PRINT RECEIPT FOR SIGN ON/OFF

If selected, a receipt is printed whenever an employee signs on or off.

PRINT RECEIPT FOR TIME CLOCK IN/OUT

Check this option if you wish to print a receipt when employees clock in and out.

PRINT TOTAL HOURS FOR TIME CLOCK IN/OUT ***(Added in v2.0.21)***

When this option is checked, and the option "Print Receipt For Time Clock In/Out is selected, the total hours for the pay period will print on the chit when an employee clocks out.

PRINT RECEIPT FOR MANUAL TIME CLOCK EDIT

If selected, a receipt is printed whenever employee time is edited.

PRINT PLU CODE

If selected both the PLU Code# prints above the item descriptor when a PLU is registered.

PRINT TENDER ON RECEIPT

If selected, the tender will be printed on the receipt.

PRINT NUMBER OF ITEMS ON RECEIPT

If selected, a count of the number of items *(not including condiments)* will appear on each receipt.

PRINT VOIDED ITEM ON RP

When selected, items voided in the transaction will print on the Receipt Printer.

PRINT VOIDED ITEM ON LIST PAID ***(Added in v2.0.199)***

When selected, items voided in a transaction will appear on the List Paid transactions.

PRINT SUBTOTAL WHEN SUBTOTAL KEY IS PRESSED

Not Used.

PRINT DESTINATION DESCRIPTION

You can select to print at the **TOP** or **BOTTOM**.

PRINT PREAMBLE/POSTAMBLE ON JOURNAL

Select this option to print the Preamble/Postamble message on the Journal *(Detail)* print.

PRINT LOGO ON JOURNAL ***(Added in v1.0.83)***

Select this option to print the Logo image on the Journal *(Detail)* print.

PRINT BARCODE ON JOURNAL ***(Added in v1.0.83)***

Select this option to print barcodes on the Journal *(Detail)* print.

PRINT QR CODE ON JOURNAL ***(Added in v1.0.83)***

Select this option to print QR codes on the Journal *(Detail)* print.

PRINT GRATUITY ON JOURNAL ***(Added in v1.0.83)***

Select this option to print the gratuity to the Journal *(Detail)* print.

PRINT RECEIPT FOR RA / PO

If selected, a receipt is printed whenever a Paid-Out or Received on Account is performed.

PRINT ONLY TOTAL OF RA / PO ***(Added in v2.0.132)***

When the option Print Receipt For RA/PO is selected, if multiple tenders are applied to a single RA/PO operation, uncheck this option to print the detail of all tenders used on the receipt. Check this option to only print the just the combined total for all tenders used on the RA /PO receipt.

REPORT PRINTER FOR EOD ONLY ***(Added in v2.0.25)***

Use this option only when a valid report printer is configured in device mapping.
With this option selected, *ONLY* the EOD report will be printed to the report printer.
When unchecked, *ALL* reports will print to the report printer.

PRINT AGE VERIFIED MESSAGE INSTEAD OF DATE OF BIRTH ***(Added in v2.0.91)***

When selected, the message AGE VERIFIED will print on receipts and display on the register screen instead of the customer's Birth Date.

NO SIGNATURE SLIP IF TRANSACTION TOTAL IS LESS THAN ***(Added in v2.0.160)***

When the MISC TEND transaction is less than the programmed X.xx the merchant copy of the EFT transaction will not print the signature line. *(Default setting = 0.00, signature line always prints.)*

PRINT CC NUMBER ON RECEIPT ***(Added in v2.0.200)***

When selected, the Last 4-digits of credit card number will print on the customer copy EFT receipt.

Double

You can choose double-width printing for Total, Tender, Change.

PRINT TOTAL IN DOUBLE

PRINT TENDER IN DOUBLE

PRINT CHANGE IN DOUBLE

ETC

ALLOW MULTIPLE RECEIPTS

When selected, more than one copy of the receipt can be issued after the sale. There is no limitation to the number of receipts they can issue. If the receipt is turned OFF, this must be selected to allow receipt on demand.

ALWAYS PRINT RECEIPT IN VOID MODE

If selected, a receipt will automatically be printed for transactions in VOID Mode.

LINES AFTER PREAMBLE

Enter the number of lines (0-99) you wish to feed after the preamble and before the first receipt line.

LINES BEFORE POSTAMBLE

Enter the number of lines (0-99) you wish to after the last receipt line and before the postamble.

PRINT HOME CURRENCY SYMBOL ON LABEL

When selected, the home currency symbol will print in front of the price for the PRICE element on labels. When not selected, the price is printed without the currency symbol on the labels PRICE element. *(Currency Symbol is set in System Option programming.)*

COPY OF EFT RECEIPT

This setting applies to all EFT devices Datacap Tran-Series, DC Direct, DC Direct Canada and EVO-Tetra. Indicate the number of copies (0-99) of the credit card transaction receipt to be printed when Integrated Payment is utilized. *(If set to "0" and the receipt is OFF in register mode, no EFT draft will print.)*

COPY OF EFT TIP RECEIPT ***(Added in v2.0.1)***

This setting applies to all EFT devices Datacap Tran-Series, DC Direct, DC Direct Canada and EVO-Tetra. Indicate the number of copies (1-99) of the credit card TIP receipt to be printed. *(Applies when the System Option Print TIP Receipt is checked.)*

PRINT CLOSE BATCH ***(Added in v2.0.195)***

Used to print the DC Direct Close Batch Summary when Print Option: # Copy Of EFT Receipt = 0 *(zero)*.

Report Option

General

NOTE: Email Address For Export & Gmail Account & Password settings below do not save when the performing a Database Backup. This is by design so that if you Database Restore the same program at a different merchants site, the original merchants Gmail credentials are not accessible to the new merchant.

EMAIL ADDRESS FOR EXPORT

Enter the email addresses where you wish to send email reports to.

GMAIL ACCOUNT

Enter your Gmail account email address. This is the email address that the SAM4POS will use to send reports from. **Note:** A Gmail account is needed for sending emailed reports from, and the SAM4POS must be added to "Trusted Devices" in the Google account security settings. Consult the emailing reports supplement for details.

GMAIL PASSWORD

Enter the password for your Gmail account.

START DAY OF WEEK

Select the day you want the official week to begin for reporting for report mode detailed reports and for time keeping. *(This does not change or affect the Calendar Report screen.)*

AUTO SIGN OFF AFTER SIGNED ON EMPLOYEE REPORT PRINTS

Check this option to sign off the current employee after the Signed On Employee Report is printed. (This option flag is specifically for employee reports under the employee button in the Register Mode.)

PRINT NRGT ON FINANCIAL REPORT ***(Added in v1.0.75)***

Select this option to print the **N**on-**R**esettable **G**rand **T**otal on the financial report.
The 'Enable NRGT' option in System Option programming must also be checked.

INCLUDE TAX IN NRGT ***(Added in v2.0.134)***

When selected, and the NRGT is set to print on the financial report, the NRGT total will include Tax totals.

INCLUDE %(DISCOUNT) AMOUNT IN NRGT ***(Added in v2.0.134)***

When selected, and the NRGT is set to print on the financial report, the discounted amount will be included in the NRGT amount on reports. *(Surcharges will still be added to the NRGT.)*

EMPLOYEE REPORT FROM REGISTER MODE – ONLY TO TEXT INSERTER

Selecting this option will send employee report data to a text inserter when the employee report is run from the register mode when the employee name is pressed, and the employee report is generated.

DEDUCT TIP FROM CASH IN DRAWER ***(Added in v1.0.45)***

If selected, the TIP amount is deducted from the cash in drawer amount.

PRINT ALL GROUPS ON THE GROUP REPORT ***(Added in v2.0.123)***

When the option on the group: "Add To Group Total" is not checked, those groups will not update the group report totals and will not appear on the group report. If you want these groups to appear on the group report but still not update the overall group totals, check this option. For example. You may want to view Lottery ticket sales on the group report or assign secondary groups for tracking Vendors but not add those totals in the group Report.

TIME KEEPING TYPE ***(Added in v1.1.46)***

This determines whether hours worked are recorded and calculated in minutes or decimal units of an hour. Selections are **Minutes** *(60 minutes per hour)* or **100 Units** *(100 units per hour)*.

EXCLUDE TAX IN NET SALE ON LABOR REPORT ***(Added in v2.0.123)***

When not checked Tax is included in the Net Sales on the Labor Report when Sales & Labor % is selected.

HIDE EMAIL LIST IN REPORT MODE ***(Added in v2.0.145)***

When selected, if you choose to export the displayed report to EMAIL, the email selection list will not display. The selected report will be emailed to all email addresses as entered in the Report Option: Email Addresses For Export.

PRINT LOGO ON REPORT ***(Added in v2.0.168)***

Select this option to print the Logo image on reports.

DISPLAY IN AM-PM FORMAT ON PERIOD REPORT ***(Added in v2.0.199)***

When selected, the time on reports is printed in 12-hour format (AM \ PM).

PRINT IN ORDER OF SALE ON PERIOD REPORT: PRINT FROM OPENING TIME ***(Added in v2.0.199)***

When selected, The Period Report will begin from the Opening Time setting.

EXPORT SIMPLE PLU REPORT TO CSV/PDF ***(Added in v2.0.199)***

When selected this will issue an abbreviated PLU Report when exporting as CSV or PDF. Only the PLU Description, PLU Code, Count and Total are exported. For example, use with Door Dash food delivery company.

End of Day

OPENING TIME

Enter time for the beginning of the working day, enter time in 2400-hour clock format. For Example: entering 0900 here will set the date from 09:00 to 08:59. All sales will report to this day even if open and sales registered past midnight, up until 08:59 the following day. *(Note: If open after midnight this value should not be 00:00)*

SEND EMAIL ON END OF DAY

Check this option to add the E-Mail Reports selections to the End Of Day screen to send selected reports to the programmed email address when the EOD is generated.

SAVE EJ WHEN SEND EOD EMAIL ***(Added in v2.0.193)***

Select this option to save the EJ when sending the EOD to email but not printing reports on the EOD.

SEND E-MAIL ON END OF DAY FILE TYPE ***(Added in v2.0.6)***

When the option to Send E-Mail On End Of Day is selected, you can choose the file type format to be sent: **CSV** Type, **PDF** Type, or **ALL** Type (sends both CSV and PDF type format).

EOD USB BACK UP ***(Added in v2.0.21)***

If desired, you can back up the EOD report to a USB, Choose the file type format to be sent: NONE, CSV TYPE, PDF TYPE or ALL TYPE to send as both, CSV & PDF.

SEND FTP ON END OF DAY

Check this option to send end of day reports to the programmed FTP address set in General Options.

COMPULSORY CASH DECLARATION BEFORE ISSUING END OF DAY ***(Added in v1.0.71)***

If selected, you must declare the amount of cash before taking the EOD report. This encourages accurate reporting, and over/short amounts are calculated and printed.

ALLOW MANUAL END OF DAY WITH OPEN CHECK ***(Added in v1.0.81)***

If selected, the End of Day report can manually be performed with open checks in the system.

ALLOW AUTO END OF DAY WITH OPEN CHECK ***(Added in v1.0.81)***

If selected, the Auto End of Day can be performed with open checks in the system.

DO NOT RUN AUTO EOD WHEN EMPLOYEE SIGN ON ***(Added in v2.0.125)***

When the Time Schedule: Auto End Of Day is set to generate the Auto Report Type: End Of Day, you can check this option if you do not want the EOD report to generate when an employee is signed on.

ALLOW END OF PAY WITHOUT TIME OUT ***(Added in v2.0.142)***

Check this option to allow generating the End Of Pay operation while employees are still clocked in. If not checked, and employee is clocked in when EOD attempted, the error message NEED TIME OUT displays.

EJ Report

EJ REPORT

Check to enable Electronic Journal.

EJ REPORT PATH

Select the device PATH where the Electronic Journal will be saved: **USB** *(default setting, must have a USB flash drive connected to each station)* or **Internal Storage**.

PREAMBLE/POSTAMBLE ON EJ

Select to print the pre-amble/post-amble on the Electronic Journal *(Detail)* report.

LOGO ON EJ (*Added in v1.0.83)*

Select to print the logo on the Electronic Journal *(Detail)* report.

BARCODE ON EJ (*Added in v1.0.83)*

Select to print barcodes on the Electronic Journal *(Detail)* report.

QR CODE ON EJ (*Added in v1.0.83)*

Select to print QR codes printed on the Electronic Journal *(Detail)* report.

GRATUITY ON EJ (*Added in v1.0.83)*

Select to print gratuity entries on the Electronic Journal *(Detail)* report.

DO NOT SEND REPORTS TO EJ ***(Added in v2.0.21)***

When this option is selected, reports will not be sent to the Electronic Journal.

Note: On the **HM626**, the Database Backup selects and stores folders differently from EJ. EJ is automatically stored on the USB whenever items are sold, different from the Database Backup. The save folder changes every day because EJ needs to be distinguished.

For example: usb name = david, current year = 2025, current month = 7, current day = 12

mnt/media_rw/david/SAM4POS/EJ/2025/JULY/12/(EJ File)

Therefore, you need permission to access **mnt/media_rw**.

Time Keeping Option

Time Keeping

OVERTIME HOUR IS USED FOR

Overtime can be calculated on a daily or weekly basis, select either **DAY** or **WEEK** for overtime hours.

HOURS PER OVERTIME STARTS

Enter the number of hours to be worked per day or week before overtime starts. Example: if field #1 is day enter 8 hours or if field #1 is week enter 40 hours. Overtime calculation begins anew after generating the End Of Pay report.

OVERTIME FACTOR

Enter the factor which the standard pay rate is multiplied to determine overtime pay, *i.e.* enter 1.5 if rate is time and one half or enter 2.0 if rate is double time.

TIP REPORTING % OF SALE

The percentage entered here is calculated and reported as 'Estimated TIPS' on the Financial/Employee Reports. Set to 0.000 to not show reports.

CLOCK IN/OUT EMPLOYEE WHEN TIME KEEPING REPORT

If checked, all employees clocked in at the time of the Z Time Keeping report will be clocked out for the report and clocked back in after the report.

CLOCK IN/OUT EMPLOYEE AT EOD ***(Added in v2.0.32)***

Select this option to automatically clock In/Out employees when the EOD report is generated.
When selected and the EOD report is generated the notification: "**Clock In/Out Employee At EOD? Are You Sure?** displays.

- ⇒ With this option set and you Press **Yes**, clocked-in employees are Clocked out, the EOD is generated, and then employees are clocked back in. Afterward, the employee Time Stamp from prior to the EOD is grayed out and you are not able to edit those times.
- ⇒ With this option set and you Press **No**, the EOD is not generated. You can go to the Time In Out Report to edit employee times if necessary.

DISPLAY SIGN ON SCREEN

With this option checked the sign on screen displays separate buttons for Sign-On and for Time In/Out.

COMPULSORY CASH DECLARATION BEFORE ISSUING TIME OUT ***(Added in v1.0.71)***

If selected, you must declare the amount of cash before running the Time In Out Report. This encourages accurate reporting, and over/short amounts are calculated and printed.

ALLOW BREAKS ***(Added in v2.0.75)***

When this option is ***not checked*** BREAK TIME will not be an option when a clocked-in employee presses the TIME IN/OUT key to clock out.

Hash Options

These options define which report totals will be updated when HASH items are registered.
See "PLU Status Group" programming on page 148 to apply HASH status to a PLUs assigned to a PLU Status Group.

HASH

UPDATES SALE (RECEIPT) TOTAL ADDS TO GROSS SALE TOTAL ADDS TO NET SALE TOTAL **UPDATES HASH TTL ON FINAN/SFT RPT** UPDATES TIME PERIOD REPORT UPDATES GROUP REPORT UPDATES INDIVIDUAL PLU TOTALS ADDS TO OVERALL PLU TOTALS **UPDATES DRAWER TOTALS REPORT**	The selections for Update Sales Receipt, Update HASH TTL On Financial Report, and Update Drawer Totals Report are checked. Check additional settings as desired.

System Option

General

DECIMAL POSITION: XXX. = 0, XX.X = 1, X.XX = 2, X.XXX = 3

Enter the desired number of decimal places (0-3).

CURRENCY SYMBOL

Enter desired currency symbol: **$** § £ ¢ € ¥

SELECT DATE FORMAT

Select desired date format from the list: [**yyyy-MM-dd**] [**dd-MM-yyyy**] [**MM-dd-yyyy**] [**yyyy.MM.dd**] [**dd.MM.yyyy**] [**MM.dd.yyyy**] [**yyyy/MM/dd**] [**dd/MM/yyyy**] [**MM/dd/yyyy**].

SELECT TIME FORMAT

Select either military time (24-hour clock): **HH:mm** or **HH:mm:ss** or AM/PM (12-hour clock): **h:mm a**.

CONSECUTIVE# IS RANDOM

If selected the consecutive # is randomly generated, rather than consecutively.

SCREEN SAVER (MINUTES)

Enter the number of minutes (0-99) before an inactive screen will automatically display, (0) will disable the screen saver. Press any key to refresh the screen.

SCREEN SAVER TYPE

When Floating or Rotating is selected, the Screen Saver Image Setting screen is displayed. You can add or change screen saver images from here.

FLOATING – Select a single image to Add/Edit for the screen saver. You can Choose an Image From Library (USB or Internal Storage) or Delete the image. The selected image will float in a pattern across the screen. A PREVIEW button is available to view the selected image in action.

ROTATING – Allows up to 11 images to be displayed in sequence, images can be selected from USB or Internal Storage. Each image has a setting for Rotating Time to set the number of seconds for how long you want each individual image to be displayed. A PREVIEW button is available to view the selected images in action.

Clock – Displays the current time, date and day of the week over the entire screen when the screen saver activates.

REPORT MODE PASSWORD

You can set up to an 8-digit password to allow access to the Report Mode, enter 0 for no password.

PGM PASSWORD

You can set your own 8-digit password to allow access to the Program Mode, enter 0 for no password.

MANAGER PASSWORD

You can set a separate manager password up to 8-digits *(9999 is the default)* enter 0 for no password.

ADMIN PASSWORD *(Added in v2.0.117)*

You can change the default 12-digit ADMIN Sign-On Code if desired with your own password up to 13-digits, enter 0 for no password.

PASSWORD FOR TEAMVIEWER *(Added in v2.0.142)*

You can set a separate password to access TeamViewer up to 8-digits *(9999 is the default)* enter 0 for no password.

EXIT PASSWORD *(Added in v2.0.169)*

A separate password up 8-digits can be set to allow employees to exit the Sam4POS application from the main sign on screen. The default password is 9999, enter 0 for no password.

USE REGISTER MODE NUMBER PAD

If unchecked, the number pad is minimized\hidden in the register mode.

COLLECT CARD HOLDER NAME

(Used with Integrated Payment.) Select this option to print the cardholder's name below the signature line on the EFT receipt.

TEST AS OPERATOR ID

Do not select this option in live applications, setting this option prints 'test' as the operator ID for all transactions.

GRATUITY FLAG

Used with Datacap Tran Series Integrated Payment only. Not Used with DC Direct or EVO-Tetra.

Select the desired operation from the choices:

DO NOT PROMPT FOR TIP ON PIN PAD – Does not prompt for tip entry, does not print tip line.

PROMPT FOR TIP ON PIN PAD – Prompts for tip entry at PIN-Pad, does not print tip line.

PRINTS A BLANK TIP AND TOTAL LINE ON THE RECEIPT – Prints a tip entry line on the EFT receipt.

GO DIRECTLY TO THE GRAPHIC TABLE

When checked the Table Management screen displays automatically when in the register mode.

SHOW TABLE MAP ICON

Check to display or uncheck to not display the table map icon on the title bar in the Register mode.

SHOW DYNAMIC TABLE CHECK BOX IN REG MODE

When not checked the Table Map in the register mode will not display the Dynamic check box for switching the table map from normal to dynamic.

DISABLE AMOUNT CONFIRMATION?

(Only used with Integrated Payment.) Check this option to turn off the amount confirmation on the PIN-Pad when credit card transactions are performed.

SHOW MLU NAVIGATOR *(Added in v1.1.27)*

When selected, the MLU navigation buttons are available in the Register Mode, this makes it easier to navigate long lists of MLUs in the register mode. **Note:** The MLU Navigator buttons do not display on MLU Chains.

PRINT EFT RECEIPT

(Only used with Integrated Payment.) Check this option to print a receipt for integrated credit transactions.

DISABLE PINPAD RESET AT START SALE *(Added in v1.1.39)*

(Only used with Integrated Payment.) With this option selected, if the processor supports "Quick Chip" and the site is using a "Quick Chip" enabled Pin-Pad, the customer can insert the credit card into the Pin-Pad before the cashier presses the Credit tender key.

PIN-PAD RESET TIME OUT (10 ~ 60) *(Added in v1.1.42)*

(Only used with Integrated Payment.) Use to adjust the response wait time on a Pin-Pad initialization command.

SHOW TOTAL QTY *(Added in v2.0.5)*

Select this option to show the total item count on the operator display. The Item Count Total QTY will be displayed on the amount due line in the lower left of the transaction widow.

PRINT TIP RECEIPT FOR CUSTOMER *(Added in v2.0.5)*

(Only used with Integrated Payment.) Check this option to print a TIP receipt for the customer for integrated payment credit card transactions. ***Not Used with DC Direct –*** All Datacap DC Direct™ TIP settings are controlled using the **Gratuity Suggestions** setting and the **Gratuity Suggestions Show TIP Amounts** setting.

PRINT TIP RECEIPT *(Added in v2.0.5)*

(Only used with Integrated Payment.) Check this option to print a TIP receipt for integrated payment credit card transactions. ***Not Used with DC Direct –*** All Datacap DC Direct™ TIP settings are controlled using the **Gratuity Suggestions** setting and the **Gratuity Suggestions Show TIP Amounts** setting.

DISPLAY LARGE WHEN TERMINAL IS OFFLINE *(Added in v2.0.6)*

When setting up stations in an IRC network you can select this option to display a warning message "NOT ON WIFI/ETHERNET" when the terminal is not seen on the IRC or is not connected.

SHOW LICENSE ICON *(Added in v2.0.25)*

When this option is checked, the license icon will appear on the main sign on screen.

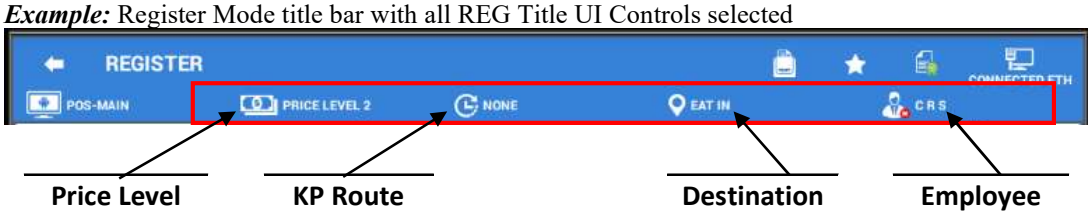
(Also see Employee Authority Level programming on page 173 to not display for certain employees.)

REG Title UI Control

Check the options here to display the selected indicator on the Register Mode Title Bar, this also allows the signed-on employee to Edit/Change the selections within each category while in the register mode.

ENABLE PRICE LEVEL **ENABLE KP ROUTE** **ENABLE DESTINATION** **ENABLE EMPLOYEE**	Uncheck the option to not display the selected indicator on the Title Bar in the register mode.

Example: Register Mode title bar with all REG Title UI Controls selected



Layout

LAYOUT THEME COLOR ***(Added in v1.1.43)***

If desired, you can change the theme color for the terminal Select from:

Default Color = Blue 

Green 

Black 

Total/Change Popup Layout (Added in *v2.0.8)*

When the General Option: DISPLAY TOTAL / CHANGE AFTER FINALIZATION is selected, the total & change is displayed when the sale is finalized. These settings edit the appearance for Total/Change popup.

SHOW TOTAL

Default setting is checked, uncheck to not show the TOTAL on the Total/Change popup.

SHOW CHANGE

Default setting is checked, uncheck to not show the CHANGE on the Total/Change popup.

TOTAL TEXT SIZE

Select the Text size for the TOTAL information on the Total/Change popup, Small, Medium, Large.

CHANGE TEXT SIZE

Select the Text size for the CHANGE information on the Total/Change popup, Small, Medium, Large.

DISPLAY STYLE

Use the color palette to edit the colors for the BACKGROUND, TOTAL text and CHANGE text.

DISPLAY TOTAL / CHANGE LARGE

When the General Option: Display Total / Change After Finalization is checked, select this option to display the Total/Change amount Double High/Wide.

Bandy Works

** **NOTE:** The BandyWorks firmware *VBW2.0.69 or later* must be installed for these option settings to appear. **

BW DATA STORE \ BW STORE ID \ BW STORE CD \ BW ACCOUNT ID

Device Self Storage Management (Added in v2.0.147)

This requires a USB flash drive to be installed on each station. Allows data files to automatically be moved to a USB drive and then deleted from the station when the EOD is generated. Refer to the "Device Self-Storage Management" chapter on page 478 in the Appendix for details.

ENABLE SELF-STORAGE MANAGEMENT

Only select this option if you wish to set a limit for the amount of data storage to be held *(saved / stored)* on the station. Requires a USB flash dive to be installed on each station.

SELF-STORAGE MANAGEMENT DATA SIZE LIMIT (MB)

Select from 300MB *(default setting)*, 500MB, 1000MB.

ETC

DEALER CONTACT

Allows entry of dealer contact information, up to 40 characters.

STORAGE THRESHOLD %

Set the threshold percentage value (from 0 to 100) for the memory storage area. When the storage threshold is reached the notification "Over The Storage Threshold, Do You Want Management For Storage?" displays on the main sign on screen when employee signs off.

Important: Starting with version v2.0.122, when the Sam4POS detects that the storage is over 90% a Warning pop-up will continue to appear, and the sale function will not be available until there is space in the storage.

ALLOW HISENSE DOCKING DRAWER POPUP

When using the Hisense tablet, select this option if you wish to use the drawer port on the smart dock, if unchecked, the drawer port on your printer is used.

ENABLE NRGT ***(Added in v1.1.53)***

When this option is selected, the **N**on-**R**esettable **G**rand **T**otal ***(NRGT)*** is calculated and written to the database. Also see 'Print NRGT Total On Financial Report' option in Report Option programming.

CHANGE CAPITALIZE ***(Added in v2.0.5)***

Selecting this option changes the default alpha keyboard for descriptor programming to Capitalized.

SALE DATA SPLIT SIZE (MB) ***(Added in v2.0.115)***

Set the database size in Megabytes from 1 – 99 *(default is 30 MB)* that will trigger the database split operation when the EOD is generated.

⇒ All Open Checks must be closed before performing the 'Sale Data Split' operation.
  * Sale Data will not split with open checks in the system.

⇒ When a Database Backup is performed on Sam4POS it does not include the Split Database Files.
  * The only way to get the Split Database Files is to manually copy the files, which is not recommended. If any mistake is made the files could be permanently deleted.

DC DIRECT

The following settings are only used with DC Direct integrated payment.

GRATUITY SUGGESTIONS ***(Added in v2.0.141)***

Used only with DC Direct. The gratuity suggestion determines what TIP prompt will display on the DC DIRECT TERMINAL. Type in the desired command. Acceptable entries are:

- ***Blank/NONE –*** Leave this line blank for No Prompt for TIP and no Tip Line printed on EFT Receipts.
- ***Prompt –*** Will prompt to enter tip at the PIN-Pad
- ***Direct Gratuity Suggestion Entry –*** Will prompt at the PIN-Pad for the programmed suggested gratuity percentages. You need to enter four percentages, for example: 10%15%20%25%. You will need to also set the Gratuity Suggestions Show TIP Amount.
- ***PrintBlankLine –*** No prompt appears at PIN-Pad, a Blank TIP Line is printed on the EFT receipt.

Warning! If there is an error on the Gratuity Suggestions line, the **"Suggestive Prompt Parsing Error"** error message will display.

MERCHANT ID (CARD PRESENT) ***(Added in v2.0.141)***

Used only with DC Direct. Enter the Merchant ID from Datacap for DC Direct Credit Card processing. This will be a unique number assigned by Datacap for the Merchant\ Processor for each DC Direct installation. *(**Note:** This **is not** the Device ID shown on the DC Direct terminal.)*

MERCHANT ID (GIFT) ***(Added in v2.0.141)***

Used only with DC Direct. Enter the Merchant ID from Datacap for DC Direct Gift Card processing. This is a separate Merchant ID assigned by Datacap for DC Direct Gift Card operations and processing for the Merchant\ Processor for each installation. *(**Note:** This **is not** the Device ID shown on the DC Direct terminal.)*

GRATUITY SUGGESTIONS SHOW TIP AMOUNTS ***(Added in v2.0.141)***

Used only with DC Direct. When the Gratuity Suggestions is set for **'Direct Gratuity Suggestion Entry'**, This option shows the suggested TIP percentage and the TIP amounts for each gratuity suggestion on the Pin-Pad.

ALLOW MULTI-PRICING FOR EFT ***(Added in v2.0.158)***

Used only with DC Direct. Do not select this option without inputting the Multi Pricing % Rate on each individual MISC Tender and F/S Tender Key. This allows for separate Cash, Credit, Debit and Food Stamp amounts to show on the Pin-Pad when DC Direct integrated payment is used. The Multi Pricing % Rate is set on each individual MISC Tender Key and the Food Stamp Tender key. Refer to the separate DC Direct supplement for details.

TIP RANGE % ***(Added in v2.0.176)***

This sets a limit *(0-100)* for % TIP Entries, enter the TIP percentage limit amount. Default setting = 0 for No Limit.

SET WAIT TIME OUT (100~300) DC DIRECT ***(Added in v2.0.189)***

Used only with DC Direct. This sets the timeout limit (100-300) in seconds to help when DC Direct transactions are approved on the Pin-Pad but remain open at the ECR. Set this to 300 when troubleshooting.

FORCE OFFLINE (SAF) ***(Added in v2.0.196)***

Used only with DC Direct. This feature must be enabled by Datacap on the DC Direct device to function.
YES: All transaction are processed as offline SAF transactions.
NO: If the DC Direct Device is offline and SAF is enabled by Datacap for this merchant, any transactions within the next two option setting parameters will automatically be approved.

OFFLINE TRANSACTION LIMIT AMOUNT ($)(SAF) ***(Added in v2.0.196)***

Used only with DC Direct. Default = 0; Set the maximum transaction amount allowed when using the SAF feature.

MAX TRANSACTION COUNT (SAF) ***(Added in v2.0.196)***

Used only with DC Direct. Default = 0; Set the maximum number of transactions that can be entered when using the SAF feature.

ENABLE SAF ***(Added in v2.0.197)***

Used only with DC Direct. Select to enable the SAF *(Store And Forward)* Operations. This feature must also be enabled by Datacap on the DC Direct devise before this operation will function.

SURCHARGE INCLUDING TAX ***(Added in v2.0.201)***

Used only with DC Direct. Select this option to include TAX when calculating the SURCHARGE amount.

MULTI PRICING INCLUDING TAX ***(Added in v2.0.201)***

Used only with DC Direct. Select this option to include TAX when calculating the MULTI-PRICING amount.

System Option Notes

Merchant ID Note: DC Direct is just one Datacap Merchant ID (*Alpha-Numeric* MID) sent in the request but is associated to an MID/TID on the backend for the processor.

In most cases, if they have multiple PAX devices, they will have multiple Terminal IDs (TIDs) associated under one Merchant ID (*Alpha-Numeric* MID) from Datacap.

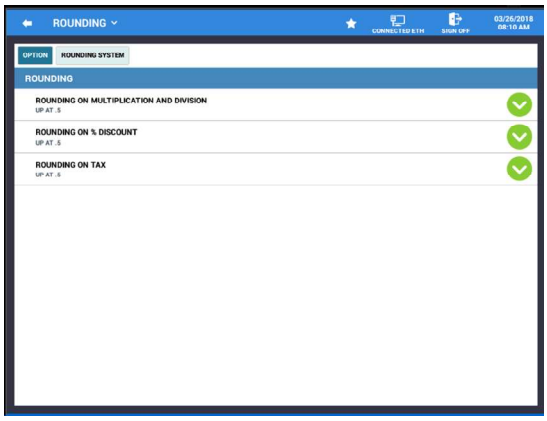
Force Offline (SAF): ***(Store And Forward)*** For use only with DC Direct. This feature must be enabled by Datacap on the DC Direct devise for the merchant before this operation will function.

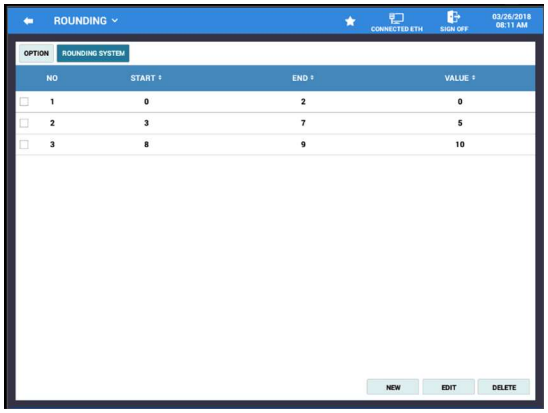
If the **OFFLINE TRANSACTION LIMIT AMOUNT** and the **MAX TRANSACTION COUNT** values are both set to 0 *(zero)* the SAF functions will not operate even when the (SAF) flag is included in the request. Since the default value for these settings is 0 *(zero)*, they must be configured to a non-zero value to enable SAF functionality and the **ENABLE SAF** option selected.

Increased Risk: Since SAF transactions are processed without immediate authorization, there is a risk of accepting payments from cards that may not have sufficient funds or could be reported as lost or stolen. If used, the merchant assumes responsibility for these transactions.

Rounding

The Rounding option allows you to choose how the rounding is handled when fractional amounts result during operations like multiplication, division, applying discounts and tax calculations. You can select the rounding method for these operations to always round up, always round down, or round up at .5 (half a cent .005¢).





Option Programming

When calculations result in a fraction of a cent, you have the option of rounding UP AT .5 *($0.005 or greater rounds up, less than 0.005 rounds down)* or you can choose to round any fractional calculation Always Up or Always Down.

Press the **OPTION** button to set the rounding operation scheme for:

ROUNDING ON MULTIPLICATION AND DIVISION

Choose the rounding method to use for Multiplication & Division calculations:

UP AT .5, ALWAYS UP or ALWAYS DOWN.

ROUNDING ON % DISCOUNT

Choose the rounding method to use for % (discount/surcharge) calculations:

UP AT .5, ALWAYS UP or ALWAYS DOWN.

ROUNDING ON TAX

Choose the rounding method to use for TAX calculations:

UP AT .5, ALWAYS UP or ALWAYS DOWN.

Rounding System Programming

Use these Rounding System options to eliminate the use of small value coins (*i.e.* pennies). Rounding up or down occurs as per your selection in the General Option: ACTIVATE ROUNDING ON TEND / SUBTOTAL.

NONE: When selected, no rounding is applied.

ALL: Select this option to round transactions to the nearest .05¢ regardless of the tender type used. The rounded total is displayed on the transaction screen in the register mode.

CASH: Select this option to round only CASH transactions to the nearest .05¢. The Rounded Total only prints on the receipt, and the transaction screen in the register mode still displays the original sale total.

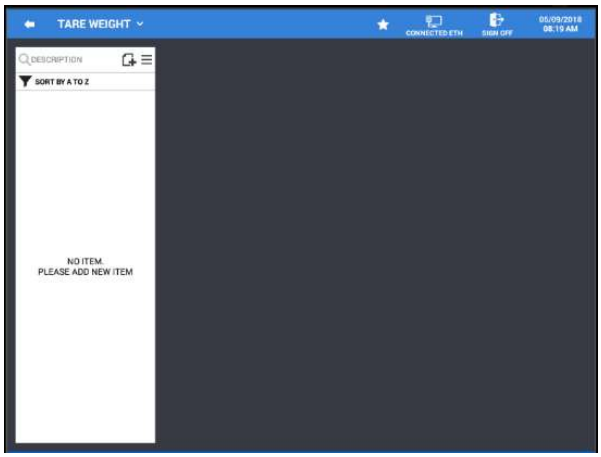
Select the **ROUNDING SYSTEM** button to display the **ROUNDING SYSTEM PROGRAMMING SCREEN** where up to five ranges can be set. For example, if you wish to eliminate pennies, the ranges could be set as:

NO.	START:	END:	VALUE:	Definition
#1	00	02	000	(.00-.02 rounds to .00)
#2	03	07	005	(.03-.07 rounds to .05)
#3	08	09	010	(.08-.09 rounds up to .10)

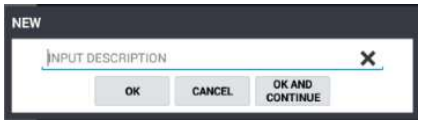
Tare Weight

A tare is the amount of weight accounted for by the container or packaging. By entering a tare weight (as required by law in some regions) the weight of the container is subtracted and only the true weight of the product is measured on the scale. A Tare Weight can be entered manually or, if set in the PLU Status Group Programming, the tare weight can automatically be applied when an auto-scale\auto-tare item is registered.

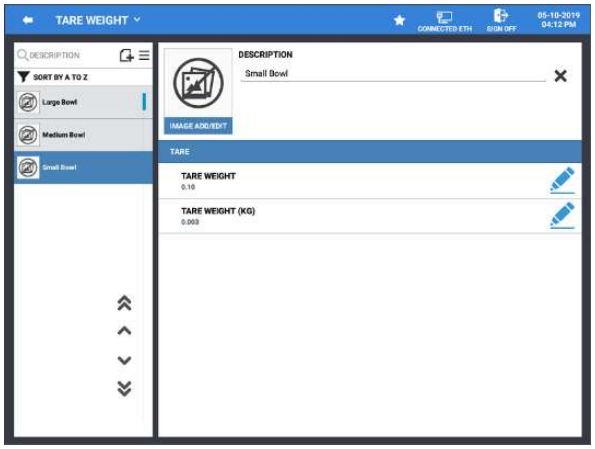
1. From the **PROGRAM MODE** touch **OPTIONS**, then select **TARE WEIGHT** to view the Tare Weight programming.
2. Touch the **Add** icon to add a new tare weight.



3. The **NEW** tare entry dialog displays.
   - Input a description *(up to 30-characters)* for the new tare weight and press **OK** to add the new tare to the list or press OK AND CONTINUE to create additional tare weights. Pressing CANCEL will exit without adding the tare.
   - You can press the ✖ at the end of the descriptor field to clear the current descriptor.

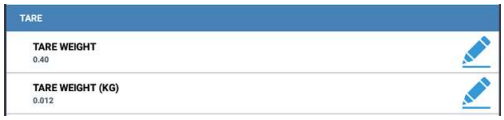


4. The new Tare Weights are added to the tare weight list in the left column.
   - The Tare Weight settings display in the right column.



5. Select a tare from the list, touch the pencil icon to enter/edit the tare weight up to a maximum of 29.999. You can use the ✖ at the end of the Tare Weight field to clear the current Tare.
6. Press **OK** or the Done key on the keypad to enter the tare.





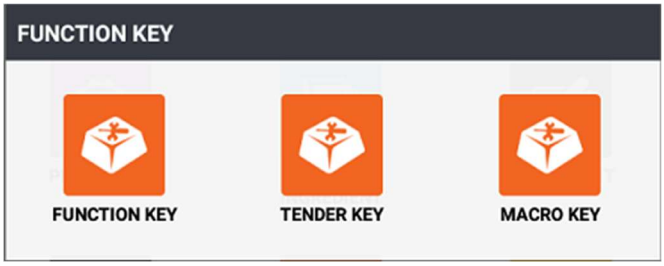
Function Key



Function Key Programming is separated into three categories, Function Key, Tender Key and MACRO Key. The options for each vary by key type selected. Refer to the Function/Tender Key Definitions for specific information about each key type.
Macro Keys are special function keys used to register a series of specified keystrokes without having to press each key individually. Custom key descriptors up to 30-characters can be programmed on the keys.

We can create Function Keys, Tender Keys, and Macro Keys virtually without limit, each Function, Tender & Macro key can be set with different option settings to accommodate the requirements of the installation.

1. Select **FUNCTION KEY** from the main **PROGRAM MODE** menu selections to display the FUNCTION KEY category selection menu.



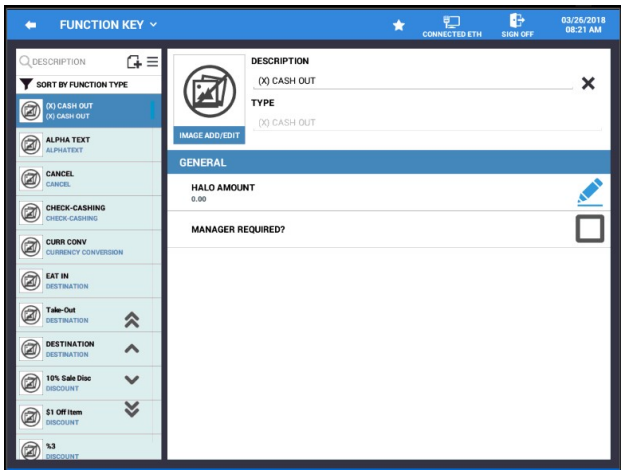
2. The **FUNCTION KEY** category selections appear; select the program category you wish to edit:
   - **FUNCTION KEY** • **TENDER KEY** • **MACRO KEY**

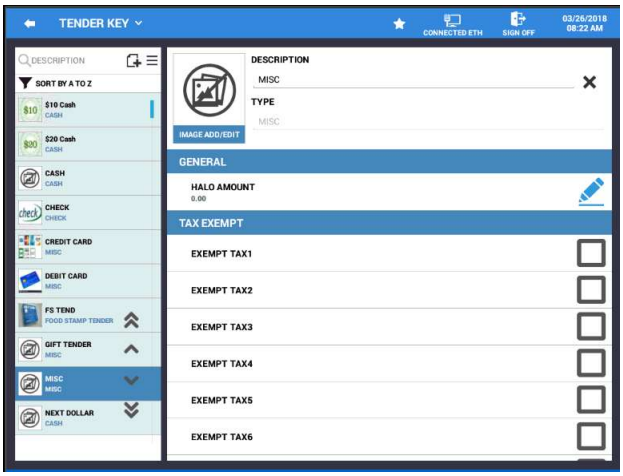
Function Key / Tender Key / MACRO Key

All function keys and tender keys may or may not appear in the function key list. Use the follow steps to

Add\ Edit\ or Delete function keys and tender keys as necessary. Function & Tender keys that are not needed can be removed from the list is desired.

1. From the **FUNCTION KEY** category selection menu, select **FUNCTION KEY** or **TENDER KEY** or **MACRO KEY** from the available selections.





2. On the function key or tender key screen, use the scroll buttons to navigate through the list of keys to the key you wish to edit. You can press the **Menu icon** ☰ to SORT the keys alphabetically or by FUNCTION KEY type. You can also search by specific key types such as destination keys, discount keys, etc.
3. Select a function key to edit the options available on the key as needed.



IMAGE ADD/EDIT

Press the Image Add/Edit to add an image to a selected key if desired.

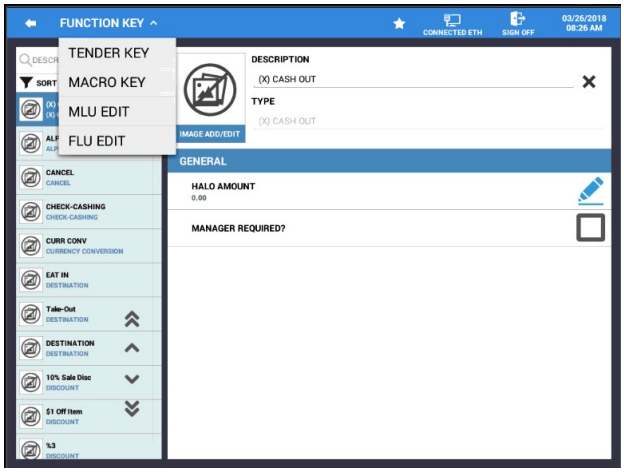
DESCRIPTOR

Enter a custom descriptor as desired for the function, you can use the ✕ at the end of the descriptor field to clear the current descriptor.

TYPE

The type of key displays but this field cannot be edited, it is indicated for reference only.

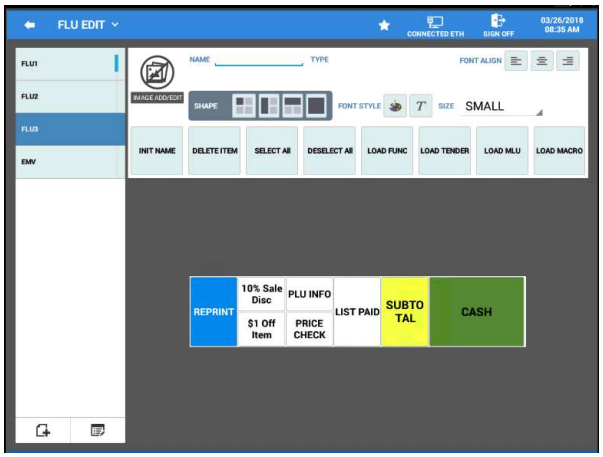
4. Press the **FUNCTION KEY** or the **TENDER KEY** drop-down at the top of the screen to open the **Sub-menu** selections.



- Depending on your selection, the function key drop-down Sub-menu provides access to the other Function Key categories **TENDER KEY** or **FUNCTION KEY \ MACRO KEY** selections as well as **MLU EDIT** and **FLU EDIT** programming. This allows us to easily assign newly created function keys to the keyboard areas without having to exit the function key programming screen.

5. Select a program area **Function Key\Tender Key\Macro Key** from the sub-menu selections to edit or select **MLU Edit** or **FLU Edit** to assign functions/tenders to an MLU or FLU as desired.



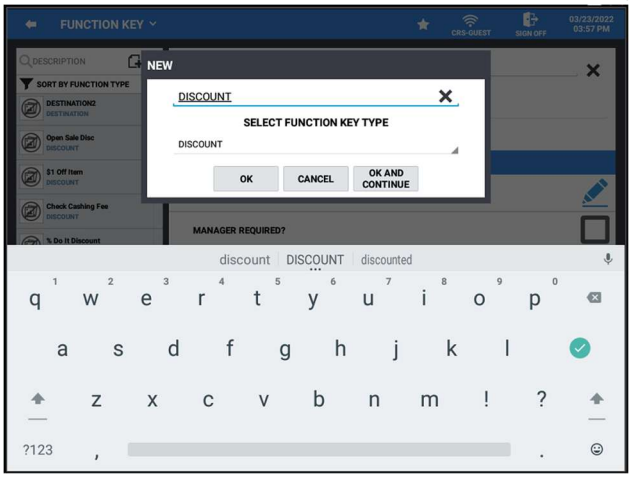


6. Press the **back arrow** ⇦ icon to return to the function/tender key screen.

Adding New Function & Tender Keys

Any function or tender keys that are not currently in the function list may be added following the procedure below. You can add as many additional functions or tender keys as your application requires.

1. Press the **Add NEW** icon to add a new function or tender key to the list. The **NEW** key dialog displays.



2. Type a descriptor description *(up to 30-characters)* for your new key at the **Input Description** field. The ✕ at the end of the field clears the current descriptor.

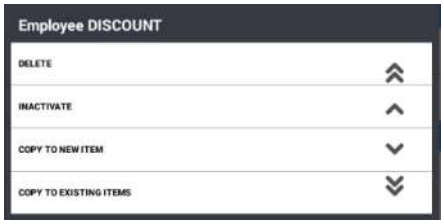


3. Select a key type from the **SELECT FUNCTION KEY TYPE** dropdown menu list.
4. Edit the options for the selected key as necessary.

Copy/Delete/Inactivate Function & Tender Keys

If your application requires more of a certain type of key, you can copy the key with the same type and options as the original key. You can also use this procedure to delete or inactivate specific keys.

1. Select the key you wish to copy. (*i.e.* the DISCOUNT key)
2. **Touch and Hold** on the key, the sub-menu selection window below displays:



- Select **COPY TO NEW ITEM** to create a copy of the same key type.
- Select **COPY TO EXISTING ITEMS** to copy the settings of the selected key to other keys of the same key type.
- Select **DELETE** to remove the selected function/tender key from the list.
- Select **INACTIVATE** and the selected Function/Tender key will not operate in register mode.

Menu Icon

Select the ☰ Menu Icon to access the Edit/Sort menu features to maintain Function/Tenders more easily. This feature allows you to access the Edit Mode, Sort Function/Tenders alphabetically or by Type. We can also filter by the specific type of key.

1. Touch the **Menu Icon** ☰ on the Function Key & Tender key programming screens to display the sub-menu selections:
    - Edit Mode
    - Sort
    - Filter By Type
    - Filter All Keys
2. Select the operation from the menu that you want to perform.

EDIT MODE

Selecting Edit Mode from the menu selections allows you to select multiple PLUs at the same time or select all PLUs in the PLU file to delete or set as inactive as necessary.
Available actions include:

- 🗑 Delete
- ⊘ Inactive
- ✖ Exit/Close the Edit Mode.

SORT

Select SORT to arrange the function key list alphabetically, **A TO Z** or **Z TO A**, or by Function Key type.

FILTER BY TYPE

This selection allows you to filter for keys of a specific function key type.

FILTER ALL KEYS

Sorts all the function keys in order by key type.

Function Key Definitions

Alpha Text

Used to type a name, number, or message for an item registered within the sale or with specific operations. The Alpha Text message will appear on the operator screen and print on the receipt and can be set to print on the kitchen printer as well. This key is a Sub-Item and needs to a main item entered before using this key.

Alpha Text entry can be made to be compulsory on groups of PLUs, RA & PO keys, Store Table, and Tax Exempt.

Touch the ALPHA TEXT key any time after an item has been registered. Type a name, message, or number (up to 40 characters) using the on screen keyboard or scan a barcode to add a number or select a pre-defined message from the available messages. Touch **OK** to add the text to the transaction. Multiple message lines can be entered. The message is saved and printed/displayed with the order.

Note: Pre-Defined Alpha Text messages can be programmed in Receipt & Message → Message programming, Refer to page 249 for details.

PRINT

Do Not Print Alpha Text on Receipt –
Do Not Print Alpha Text on Journal –
Do Not Print Alpha Text on KP –

OPTION

Use Alphatext Descriptor – When this option ***is checked***, the programmed descriptor for the Alpha-Text function key is automatically used in the Register mode and additional settings are provided.

- **Align –** Choose the position for the alpha text message: LEFT, CENTER, or RIGHT
- **Double Width –** Message appears in BOLD characters.
- **Inverse \ Red Print –** Prints the descriptor in RED on Impact Printers, on Thermal Printers paper, the message will print in inverse\reverse print, black background & white text.

When the setting **Use Alphatext Descriptor *is not checked***, when the Alpha Text key is pressed in the Register Mode, the Alpha Text dialog allows you to type in your own Message or select from Pre-Defined Message selections. Formatting selections for the message are available for ALIGN, DOUBLE WIDTH, and INVERSE \ RED PRINT.

Cancel

Use CANCEL to abort an in progress transaction. When a transaction is cancelled all current items are removed and no amounts are reported.

Note: The PLU Status Group must be set to allow Cancel.

GENERAL

HALO Amount – ***H****igh* ***A****mount* ***L****ock-****O****ut*, This is the maximum amount accepted when the Cancel key is used.
Manager Required? – Operation requires input of manager password to complete operation.

CANCEL

Print Receipt – Check this option if you wish to print a receipt when Cancel is performed.

Cash Out

Not utilized at this time.

GENERAL

HALO Amount – ***H****igh* ***A****mount* ***L****ock-****O****ut*, This is the maximum amount accepted on Cash Out.
Manager Required? – Requires input of manager password to complete operation.

Check-Cashing

Use the CHECK-CASHING key to exchange a check for cash outside of a sale.

Note: No fees can be applied when using this function.

GENERAL

HALO Amount – ***H****igh* ***A****mount* ***L****ock-****O****ut*, This is the maximum amount that can be entered when using the Check-Cashing key.

Manager Required? – Operation requires input of manager password to complete operation.

CHECK-CASH

Manager Required For HALO Override – Check this option if HALO override requires input of manager password to complete operation.

Check Cashing Fee – *(Added in v2.0.167)* Use this setting to apply a fee to the Check-Cashing operation. The amount of the check minus the fee will be issued in CASH to the customer. Up to a 5-digit entry can be entered for the Check Cashing Fee value.

Currency Conversion

If you regularly accept currency from a neighboring nation, you can program the Sam4POS to convert the subtotal of a sale to the equivalent cost in the foreign currency. Only the cash tender key is allowed after touching the Currency Conversion key.

CURRENCY CONVERSION

Currency Symbol – Choose the desired currency symbol.

Rate – The value of a foreign currency can be expressed in two ways: foreign currency in US dollars, and inversely, US dollars in foreign currency. For example, one dollar in foreign currency may be worth $0.74 USD $. The inverse of this value statement would be that one US dollar is worth $1.35 in foreign currency dollars. Look for the rate expressed as US dollars in foreign currency *(i.e. $1.3513513 as in the example above)* and enter this value into the rate field.

1 Canadian Dollar = 0.7407407 United States Dollar

1 United States Dollar = 1.3513513 Canadian Dollar

Note: This field can contain 8 digits, with the decimal in any position. For example, you could enter 4 digits, the decimal, and four fractional digits, or 1 digit, the decimal, and 7 digits.

Change In Foreign Currency – Select whether any change from an overtender is issued in foreign currency (checked) or home currency (not checked).

Currency Rate Decimal Position (0-6) – Enter a number from 0 to 6 to indicate the decimal position.

Linked Drawer # – Select the drawer to be opened on foreign currency tender transactions.

Customer

The Customer\Delivery feature was added in v2.0.28, Pressing the CUSTOMER key before registering a transaction or during an active sale will bring up the customer list. This allows the cashier to select a customer to associate with the order. The cashier can also edit the existing customer's information or add a new customer to the customer database.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

CUSTOMER INFO

Print Customer Info – Choose to print Customer Name Only, Name & Phone number, Name & Address or ALL.

Delivery

The Customer\Delivery feature was added in v2.0.28, the DELIVERY key is used to initiate a delivery transaction. The Delivery key opens the customer database record screen. From here a customer can be selected and a new sale created. Additionally, new accounts created, existing customer accounts can be edited, inactivated, or deleted.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

DELIVERY

Recall Check Link – Select the Recall Table key to link this Delivery key to.

Check# Type – Choose the method for selecting the desired delivery account:

- Customer# – First Name – Last Name

Delivery Type – Set the method for the delivery when this Delivery key is used.

- **Select Every Time –** forces you to choose Delivery or Pick-Up.
- **Delivery –** orders are always delivered to the customer.
- **Pick Up –** orders are always picked up by the customer.

Print Customer Info – Choose to print Customer Name Only, Name & Phone #, Name & Address or ALL.

Destination

Destination keys are used for Eat-In/Take-Out/Drive-Thru identification, they operate similarly to the subtotal key. Destination entry can be programmed to be required at the start of a sale or you can define a default destination in the General Option programming. Destination keys can also be used to override the current KP Time Period, such as when a Drive-Thru order is registered at a counter station.

Touch a destination key to record the amount of the transaction into the Eat-In/Take-Out/Drive-Thru total on the financial report. Tax calculation can be changed to accommodate different tax rules for eat-in sales. Sales cannot be split between different destinations.

TAX EXEMPT

Check the Tax Rates (1-10) you wish to exempt when this destination is used.

DESTINATION

Price Level – The default setting is NONE. Alternatively, you can select a price level to be associated with this destination.

KP Period Override – The default setting is NONE. Alternatively, you can select a defined KP Period to be associated with this destination. KP Periods must be created in the Time Schedule/KP Time Period before they can be assigned here.

Inverse \ Red Print – Check this option if you wish this destination to print the descriptor in RED on Impact Printers, on Thermal Printers paper the message will print in inverse\reverse print, black background & white text.

MLU Link – The default setting is NONE. Alternatively, you can define an MLU Link to be associated with this destination.

Kitchen Video – If you are using the KVS system, you can select the KVS routing from the available list: UNSPECIFIED, EAT IN, TAKE OUT, TRACK 1, TRACK 2.

Linked PLU – Select a PLU from the list to link to the destination key. For Example, you could link a FEE PLU to the Delivery destination key to a delivery fee.

Linked Note # – Selections include: NONE and NOTE #. When Note # is selected, and this destination key is used in a sale, an error tone will sound, and the message 'Input a Note' will display. See NOTE # key programming on page 221.

- Notes can be a name or any other information up to 30-characters.
- The note will display on the operators' screen at the top of the transaction window.
- Note # may also be set to print on the receipt. See Receipt programming on page 240. If more than one Note # key is used in the same sale, only the last Note # entered will print on the receipt.

Discount

Used to apply a percentage or amount discount or surcharge to an item or a sale.

GENERAL

HALO Amount – ***H****igh* ***A****mount* ***L****ock-****O****ut*, This is the maximum amount accepted when Discount key is set as an OPEN Discount. This is also used for the RATE setting when Discount key is set as a PRESET Discount.

Manager Required? – Requires input of manager password to complete operation.

TAXABLE

Check the Tax Rates (1-10) to tax any taxable items ***after*** the discount or surcharge is applied (tax the net amount) when this discount is used. Uncheck to tax any taxable items ***before*** the discount or surcharge is applied (tax the gross amount) when this function is used.

DISCOUNT

Is Sale Discount? – Select Sale Discount (applies to entire sale) or Item Discount (applied to single item in the transaction).

Is Amount Discount? – Selections are Amount Discount or Percent Discount.

Is Open Discount? – Selections are Preset Discount or Open Discount. Select Open Discount if you want to enter a value for the discount or surcharge. Selecting Preset Discount will enter the HALO Amount as the discount or surcharge value.

Is Surcharge? – Choose Discount (to deduct from item/sale) or Surcharge (to add to item/sale).

Net Item Total? – Check this option if you want the discounted amount to be reported to the totals on reports.

Food Stamp Eligible – Check this option to apply discount, then calculate the Food Stamp subtotal.

The TAXABLE selection above must also be checked for the appropriate TAX rate to forgive the tax.

Multiple Discount – Choose discount operation:

Allow Only One Discount Per Transaction.

Allow Multiple Discounts Per Transaction.

Allow Multiple Sale Coupons w/o SBTL *(Added in v1.1.41)*

Allow Only One Item Discount Per Each Item.

Preset Override – Default section = NONE, alternatively, you can choose Allow Preset Override (Everyone) or Allow Preset Override (Manager Only).

Enable Do It Function – When checked, this discount key can be used to accept the short amount tendered as total payment for the transaction, the 'short amount' will be discounted. For example, if sale is $10.25 and tender amount is $10.00, press SBTL & the Do It Discount key to discount the 0.25¢ then press CASH to finalize.

Done

Can be used to exit an operation or MLU screen.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

Down

(Added in v2.0.32 - There is also a corresponding UP key.) In large orders where all items are not able to be seen, the Down key can be used to scroll down the sale display to view the additional items.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

Duplicate

Used to reprint the last transaction.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

EFT Operation

The SAM4POS application only supports EMV enabled devices for integrated payment transactions. There are four different EFT Devices that will integrate with Sam4POS: DC Direct, DC Direct Canada, Datacap Tran-Series, and the EVO-Tetra (Ingenico CRS). When the EFT Operation key is pressed in the REGISTER Mode, a list of EFT functions displays. The operations displayed depends on the EFT device selection for the station in Device Mapping.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

Employee

The EMPLOYEE key is used to sign off a cashier, clerk, or server. Enter the employee number and press the [Employee] key or enter [0] and press the [Employee] key.

End Of Day

(Available at v2.0.26 and later.) Allows processing the End Of Day for a single station or all stations from the register mode as per the selections and settings on the End Of Day screen. Beginning at v2.0.206, pressing the EOD key will open the EOD Screen, generate the EOD and return to the register mode.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

OPTION

Allow Only Current Terminal – Select this option in an IRC system to run the EOD for the current terminal only. *(Requires 2.0.37 or later.)*

Food Stamp Shift

Touch the FOOD STAMP SHIFT key prior to registration of an item to shift the pre-programmed food stamp status of the item.

Food Stamp Subtotal

Touch FOOD STAMP SUBTOTAL to display the total of food stamp eligible items registered in the current transaction.

Guest

Use to record the number of guests served by a transaction. The entry appears on receipts and the kitchen printer/KVS.

GUEST#

Compulsory For All Sales? – When checked, the number of guests must be entered for all sales.

Hold

Use to identify an individual item, or an entire transaction so that the designated items will not print/display at the kitchen printer/KVS at the current finalization. Items designated as "hold" items will display on the screen with an "H".

GENERAL

Manager Required? – Requires input of manager password to complete operation.

KP Route

The KP ROUTE function key is used to override the current Time Schedule > KP Time Period control.

To operate, press the KP Route key before the transaction & select the desired KP Route from the KP Route list. You can also press [1] [KP ROUTING] for NONE which is the first period in the list or [2] [KP ROUTING] for period two, which is the second period in the list, etcetera.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

OPTION

Function Is? –

POPUP: The selected KP Route remains active for the remainder of the transaction, then returns to the default KP Route when the current transaction is finalized.

STAY DOWN: The selected KP Route will remain active until the next choice.

List Held Items

Use the LIST HELD ITEMS key to display all items in the current order designated as "hold" items *(with an "H")*.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

List Paid

Allows the operator to view a list of previously closed transactions for a specified day or date range. A specific transaction can be selected from the list to preview and reprint the receipt. Multiple List Paid keys can be set up with different filters to view just specified transaction types and/or tender types. Partially tendered guest checks will not appear on the List Paid operation.

Notes: The Employee Authority Level setting: Allow Edit Any Check affects the List Paid operation. When unchecked, the employee is allowed to view only their own transactions, regardless of the list paid settings in register mode.

A DB Integrity Verification process was added in v2.0.90 when the user performs LIST PAID. This process was added to help with sync issues and report difference issues when terminals drop offline with each other during operations due to network issues. When different data exists in different terminals in the system, this process will synchronize the data. This process only works for the current working DB, not the split DB.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

OPTION

Paid Type – Select the Filter Type for this key from the list of available filters: NOT USED, TENDER, NO SALE, CANCEL, VOID MODE, VOID ITEM, RETURN, WASTE, PROMO, RA/PO, PLU INFO and DISCOUNT.

When the **Paid Type = Tender**, the **Tender Category:** Selection is added. Selections include:
NOT USED, CASH, CHECK, FOOD STAMP TENDER, or MISC.

- When the **Tender Category = MISC** the **MISC CATEGORY** selection is added with selections for: NOT USED, CREDIT, DEBIT and GIFT. *(Requires v2.0.169 or later.)*
- Additionally, a **NO TIP** filter is added and buttons for:
  - **VOID SALES –** Only used for EFT integrated credit transactions.
  - **TIP ENTRY –** Only Used for EFT integrated credit transactions.
    - Tips cannot be Edited/Added to Debit Card transactions after the sale.
    - TIP Entry is not allowed for GIFT Card transactions. Any Tips with gift cards must be entered using a PLU prior to finalizing the sale using a Gift Card.
  - **RETURN# –** Only used with DC Direct integrated payment. SHOW RETURN# must be enabled on the function key.

Manager Required Void Sale – When selected, the manager password must be entered to void a sale.

Show Void Sales - This option is used only for EFT Transactions *(Datacap/EVO-Tetra)*. Uncheck this option if you wish to hide the Void Sales button on the List Paid key. *(Requires v1.1.42 and later.)*

Paid Sort Type *(Added in v2.0.14)* – Select to view paid transactions from:

All Terminal – Newest transactions are at the top of the list, regardless of which terminal a transaction was registered on.

Current Terminal – The transactions from the terminal you are at will display at the top of the list, then the next terminal, and the next, and so on.

Show RETURN # *(Added in v2.0.212)* – Select to show the RETURN# on the function key in register mode when the Paid Type = TENDER and the Tender Category = MISC.

Notes:

[v2.0.212] Added the option SHOW RETURN# on the function key.

[v2.0.117] Added the ability to add a TIP to individual seats using the List Paid.

[v2.0.8] Authority Level: Allow Assign Different Employee With List Paid TIP Entry was added.

[v2.0.5] Added the ability for ADMIN employees to select an employee from a drop-down list for the current TIP ENTRY to be applied to.

[v1.1.16.1] When an Employee is flagged as an ADMIN employee, they can assign Tips to other employees. Other Non-Admin employees can only enter their own Tips.

List Sale Interrupt

Allows the operator to list previously interrupted transactions when the Clerk Interrupt Feature is used. A specific transaction can be selected to preview. The list can be sorted by column heading in ascending or descending order.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

List Table

Touch the LIST TABLE key to display a list of all open soft checks in the file. The total number of checks is displayed on the header. You can print a check from the list table key; you can also merge & split checks from the list table key or unlock checks.

Separate List Table keys can be created and linked to each tracking file type, Phone Orders, Take-Out, Eat-In, etc.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

OPTION

Recall Check – Select to view ALL checks or select which tracking file (Recall Check key) to view. You can create multiple List Check keys to be used with each Recall Check key.

Log Backup

Allows you to Back up the Log Data & Database to a USB, Internal Storage or to an FTP site.

Important: Be sure to verify there is a Store Name and Terminal Descriptor programmed on the Terminal & Network screen before performing this operation.

OPTION

Log Backup Type – Select USB, FTP, or INTERNAL STORAGE.

With Database – Always check this option so the Log Backup will include the Database.

USB

USB PATH – You can create a custom description for this selection.

INTERNAL STORAGE

Internal Storage Path – You can create a custom description for this selection.

FTP

FTP IP – Enter the IP address of the site where you want to send backup information.

FTP Port – Enter the appropriate FTP port number.

Modifier

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. Modifiers are commonly used for registering Small/Medium/Large item selections. Modifier keys can be set to affect any digit position of the PLU *(1-18)* to any specified digit value *(0-9)*.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

MODIFIER

Print Descriptor On Guest Check –

Print Descriptor On Receipt –

Print Descriptor On KP –

Show Descriptor On REG Screen – *(Requires v2.0.34 or later.)*

Affect Digit – Enter the digit position of the PLU number *(1-18)* you wish to be modified\changed when using this key. *(Count digits starting from the right to the left.)* This affect digit will be changed to the number set in the Affect Value setting below.

Affect Value – Enter the value (0-9) to replace the selected affect digit position with *(single digit entry)*. For example, if you wish to affect PLU digit #4 with a value of 1, then pressing this modifier key prior to registering PLU# 17 will result in the registration of PLU# 1017.

No Sale

Use the No Sale key to open the drawer outside a transaction. No Sale will operate and display like CHANGE does and follow the same OPTIONS settings regarding CHANGE on the display as shown below.

General Option:

DISPLAY TOTAL / CHANGE AFTER FINALIZATION

SECONDS TO DISPLAY TOTAL / CHANGE (normal and on pole)

Drawer Option:

DISPLAY CHANGE UNTIL DRAWER IS CLOSED

System Option:

DISPLAY TOTAL / CHANGE LARGE

GENERAL

Manager Required? – Requires input of manager password to complete operation.

NO SALE

Print On Receipt – Select this option to print a receipt when the No\Sale key is pressed.

Note # Message

Use this key to add a Note (up to 30-characters) to the transaction, the note will display at the top of the transaction detail in the register mode.

Note # can be linked on Destination keys, See destination key programming on page 215

Notes may also be set to print on the receipt, See Receipt programming on page 240. If more than one Note # key is used in the same sale, only the last Note # entered will print on the receipt.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

NOTE OPTION

Compulsory For All Sales – When checked the note# must be entered before registering a sale.

PLU Info

If an Employee has authority to Edit PLUs and Edit PLU from PLU Info: They can view, edit, and sell PLUs from the PLU Info function.

If the Employee does not have the authority to Edit PLUs and Edit PLU from PLU Info: They can only view and sell PLUs from the PLU Info function.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

PO (Paid Out)

Paid Out is used to remove cash amounts (Cash Drops) Checks & MISC amounts from the drawer. (v2.0.87 & earlier.)

Note: Paid Out was limited to CASH only in v2.0.88 through v2.0.184 firmware versions.

CHECK Tender was added back in v2.0.185 and later.

GENERAL

HALO Amount – ***H****igh* ***A****mount* ***L****ock-****O****ut*, This is the maximum amount accepted when this Paid Out key is used.

Manager Required? – Requires input of manager password to complete operation.

Price Check

Use to check the price of a PLU, Edit the PLU description or price register the item in a sale or print a barcode.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

Price Level

Multiple Price Level keys can be created then assigned for use on PLUs. Touch a Price Level key prior to a PLU entry to shift the price of a PLU to a different price set in PLU programming. Destination function keys also have a Price Level assignment setting.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

PRICE LEVEL

Allow Zero Amount Sale – When checked PLUs with a zero price are allowed to be registered.

Alternate Price Level – Select the price level to be used on zero price PLUs when PLU items using this price level are registered.

Print Guest Check

Prints the soft guest check (tracking file) that is currently displayed. The PRINT CHECK key may be programmed to store (service) the check automatically. Only one Print Guest Check key is necessary no matter how many order tracking files are created\used.

PRINT ON GUEST CHECK

Print Check Automatically Service Check? – Select this option if you wish the Print Guest Check key to automatically service the check after printing the check.

After Tender – Select NONE or select a tender from the selections to be used when the Print Guest Check key is pressed. When the check is opened, the check is automatically tendered with the selected tender after pressing the Print Guest Check key.

Note: When using Seat #'s on a check, we can use a MACRO to print separate checks for each seat or one check for all seats or just one seat. For Example:

- SINGLE CHECK - ALL SEAT → Macro = [1] [PRINT CHECK]
- SEPARATE CHECK - ALL SEAT → Macro = [2] [PRINT CHECK]
- SINGLE CHECK - ONE SEAT → Macro = [3] [PRINT CHECK]

Print Hold

Use to remove the "Hold" designation from an item or order, so that the items and their instructions are now sent to the kitchen printer/KVS at finalization.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

Promo

Touch the PROMO key to replace the price for an item with 0.00. *(i.e.: complimentary drink discount.)* A PROMO count is available for each menu item on the PLU report and on the financial report.

Note: The PLU Status Group must be set to allow Promo.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

TAXABLE

Select which taxes *(1-10)*, if any, this key is taxable by.

Promotion

The Promotion key is used with the Coupon Search feature when the Mix & Match, Multi-Buy or Combo Discount Coupon option "Manually Apply Discount" is selected. Refer to the Coupon Search section in Promotion Programming on page 274 for details about this feature.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

OPTION

Promotion Type - Select the desired promotion type to be used from the dropdown list:

- **Mix And Match**
- **Multi-Buy**
- **Combo Discount**

Quantity Change

Allows you to change the quantity of a registered item in the current transaction.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

RA (Received on Account)

Received on Account is used to add cash, checks or miscellaneous media amounts to the drawer.

GENERAL

HALO Amount – *H*igh *A*mount *L*ock-*O*ut, This is the maximum amount accepted when this RA key is used.

Manager Required? – Requires input of manager password to complete operation.

Real Keyboard

When using the SAP-630\SAP-530 terminals in a system, this key allows the operator or manager to change the current Real Keyboard selection from the Register Mode.

For Example: change from Counter to Drive-thru keyboard, or from Lunch to Dinner keyboard.

Note: Real-Keyboards must be created in Program Mode > Screen Edit > Real Keyboard before they appear here.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

Recall Table

The check tracking system can maintain balances and the entire transaction in the register memory. You can create as many Recall Table keys as are necessary for your application, each Recall key can be linked with a separate Store Table key. Depending on the settings, touch a Recall Table key directly to begin a tracking transaction or enter the tracking number and touch the Recall Table key to access the existing tracking balance.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

RECALL CHECK

Enforce Seat # – Seat# entry is required when using this key.

Compulsory For all Sales? – If selected, a guest check must be opened before a transaction can be registered.

Assigned By Register? – Select this option to have the register automatically assign guest check numbers.

Starting Check # - For each tracking file that you are using, if you are automatically assigning tracking numbers, you can enter the first number for the tracking file to be issued after the check number is reset. This setting requires the Check# Count to also be set. *(Requires v1.1.42 or later.)*

Check # Count - Sets the upper limit for the check # when using the Starting Check#. If set to "99", once check #99 is used, the next check will be the starting check number. *(Requires v1.1.42 or later.)*

Opening Employee Accesses Check Exclusively – With this option selected, only the employee who opened the check has access to the check.

Drive-thru Feature Enabled? – If checked, this tracking file is used for drive-thru windows operations.

Length Of Check# In Digits (0-10) – Set to 0 for no limit *(30-digits Max)* or set the number of digits for check #'s.

Guest Count Entry Required – When set the number of guests served is required when this key is used.

Receipt On/Off

Touch RECEIPT ON/OFF to toggle the receipt printing from on to off. This operation can also be performed by pressing the Receipt Icon on the title bar while in the register mode.

Receipt Reprint

Touch the Receipt Reprint key to issue a transaction receipt for the last registered sale at the designated receipt printer.

RECEIPT REPRINT

Gift Receipt – Check this option if the receipt issued when pressing Receipt Reprint is to be used for a Gift Receipt, just the items are printed, no prices or totals will print.

Recipe

Press the RECIPE key prior to selecting an item in a sale to view the recipe associated with the item. If no recipe is associated the message "No Link Recipe" is displayed.

GENERAL

Manager Required – Requires input of manager password to complete operation.

Repeat

When a check is recalled, simply touch the REPEAT key to automatically register all or selected items registered at the previous posting (when check was stored\serviced last).

GENERAL

Manager Required? – Requires input of manager password to complete operation.

Report

The REPORT key is available to allow employees to generate reports from the register mode. Multiple report function keys can be created to generate different report selections with different filter settings. Report keys may also be added to the Time Scheule\Auto End Of Day program to automatically generate at a specified time. See page 402 for details.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

REPORT

Select the reports from the list to be included when this key is pressed. Available reports are:
Financial, PLU, Group, Period, Open Check, Stock, Labor, Food Cost, Time In-Out, Promotion, Not Found PLU, PLU Profit, TIP, Product Mix.

FILTERS

Employee – Select All Employees, Signed On Employee or Individual Employee.

- **All Employee -** COMBINED REPORT TTL for ALL Employees
- **Signed on Employee -** REPORT TTLS for currently Signed On Employee only
- **Individual Employee –** With this option selected, when this report key is used in the register mode, the Employee Selection dialog is brought up to select which employees to generate the report for. The report generated is COMBINED REPORT TTL for the selected Employees Only.

Terminal – Select All Terminal, POS-Main(My Terminal), or other POS Terminals in system.

- **All Terminal –** COMBINED REPORT TTL for ALL Terminals in system.
- **POS-Name(My Terminal) –** REPORT TTLS for Current Terminal only (terminal at which report key is pressed).
- **POS-Other –** COMBINED REPORT TTLS for selected POS Terminals only.

Dates – Select from 1 Day, 1 Week, 1 Month, 3 Month, 6 Month, 1 Year, Last Month *(Added in v2.0.170)*
Last Month selection will set the Start Date and End Date selections for the first and last day for the previous month.

Return

The Return key *(Merchandise Return)* allows items to be returned and the funds refunded to a customer. Touch the RETURN key prior to registering each item to be returned, then finalize with the appropriate tender.

Note: The PLU Status Group must be set to allow Void & Return.

GENERAL

HALO Amount – ***H****igh* ***A****mount* ***L****ock-****O****ut*, This is the maximum amount accepted when this Return key is used.

Manager Required? – Requires input of manager password to complete operation.

RETURN OPTION

Skip Adjustment Of PLU Total – PLU total on reports will not be updated when this key is used.

Return Current Price Level Only – The price used on Returns will be the current price regardless of the price at time of sale.

Not Send the Returned Item To The KP Or KVS – If checked, then returned items will not print or display at the designated printer/screen.

PRINT IN REVERSE *(Added at v2.0.186)*

Check this option if you wish this return key to print in reverse.

Scale

Used to manually enter the scale weight when a remote scale is used.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

MANUAL ENTRY

Allow Manual Entry Of Weight – Select this option for scale operation when scale is not interfaced with the register. **Note:** You cannot have a scale programmed in Device Setting to use manual entry of weight.

Weight Symbol For Manual Entry – choose the appropriate weight symbol to be used with this key when manual entry is utilized.

TARE ENTRY

Allow Tare Weight Entry – 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.

Tare Entry Is Compulsory – When checked, a Tare Weight must be entered on scale operations.

Allow Manual Entry Of Tare – Select this option only if you want to manually enter a Tare Weight.

Seat

Use to identify a specific SEAT # (or person) within a transaction. Facilitates separate payment by seat and identifies to the food preparation staff (through the kitchen printer/KVS) how to assemble meals. Seat numbers may be assigned at the time of entry or, if necessary, later in the transaction.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

OPTION

Function Is? –

POPUP: The selected Seat # remains active for the remainder of the transaction, then will return to the default seat # when the transaction is finalized.

STAY DOWN: The selected Seat # will remain active until the next choice.

Serve Order

Used in conjunction with a kitchen video system, Enter a number and touch SERVE ORDER to serve or bump the order from a video monitor. No video keypad is needed for this function.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

Split Item

When using the general Option: Enable Same Item Consolidation, you can move the cursor to the consolidated item and touch the SPLIT ITEM key to display the items separately instead of in consolidated form. Split Item may also be used on individual items to split the individual item into equal portions. Typically used to allow assigning the individual items or portions to separate seats.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

OPTION

Allow Divide By Count – Select NO (default setting) or choose Decimal or Whole #. Decimal allows you to split items as fractional values 0.5.

Split Pay

Touch the SPLIT PAY key to divide the amount of a transaction into equal segments for payment by more than one person.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

Split Table

The Split Table function provides another method of splitting checks for payment. Note that this method works best when check numbers are not automatically assigned. Many programmers/installers will use the table number as the check number, and in this situation, the feature works quite well.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

Stock Check

Use the Stock Check key to view and/or edit the stock quantity on a selected item.

GENERAL

Manager Required – Requires input of manager password to complete operation.

Store Table

The check tracking system maintains balances and the entire transaction in the register memory.

Touch the STORE keys to store/service a check tracking transaction. Each Store Table key is linked to a corresponding Recall Table key.

GENERAL

HALO Amount – ***H****igh* ***A****mount* ***L****ock-****O****ut*, This is the maximum amount accepted when this Store Table key is used.

Manager Required? – Requires input of manager password to complete operation.

TAX EXEMPT

Check the Tax Rates (1-10) you wish to exempt when this function is used.

STORE CHECK

Recall Check Link – Select the Recall Table key to link this Store Table key to.

Compulsory Alpha Text – Select if you want to force alpha text message entry when this key is selected.

Print Receipt After Store Check – When selected, the receipt will print after the check is stored.

Print Guest Check After Store Check – When selected, Guest Check will print after the check is stored.

Print Check # On R/P – Select this option to print the check# on the receipt printer.

Print Check # On J/P – Select this option to print the check# on the journal printer.

Manager Required For Servicing Of Negative Balance – Select this option if you want manager control for servicing/storing a check with a negative balance.

Auto Check Management – Select this option when drive-thru operations are utilized.

Subtotal

There are no program settings on the Subtotal key. Press SUBTOTAL to display the Subtotal amount above the transaction detail on the operator display. Although a running total is always displayed on the bottom of the screen, the SUBTOTAL key may be required before some functions, such as subtotal discount.

Sync Data

(Added at v2.0.199) This function key will only operate when the SYNC TYPE setting on the POS-Main station in the Network & Revenue > Terminal & Network is set to "SYNCHRONIZE BEFORE REPORT OPERATION".

GENERAL

Manager Required? – Requires input of manager password to complete operation.

Table Map

You cannot create a TABLE MAP function key in the function key programming, there is no programming available for this key, but you can assign the TABLE MAP function key to any MLU \ FLU \ REAL KEYBOARD as desired. The Table Map function can also be assigned to a MACRO key.

Tax Exempt

The TAX EXEMPT can be preprogrammed to exempt specific taxes from a sale.

GENERAL

HALO Amount – ***H****igh* ***A****mount* ***L****ock-****O****ut*, Set the maximum amount to be accepted when this Tax Exempt key is used.

Manager Required? – Requires input of manager password to complete operation.

TAX EXEMPT

Check the Tax Rates (1-10) you wish to exempt when this function is used.

OPTION

Compulsory Alpha Text – When selected, an alpha text message is required when this key is used.

Tax Shift

Use the TAX SHIFT key to change the preprogrammed tax status of an item.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

TAX

Manually Tax – Select this option and the tax selections appears; chose the tax 1-10 to shift.

Time Clock In/Out

Touch the TIME CLOCK IN/OUT key to record start and stop work times for the selected employee. Hours worked are maintained by the time clock system.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

OPTION

No additional options are available.

Tip Charge

The TIP CHARGE key is used with check tracking operations only to enter a gratuity on a guest check prior to finalization (payment) of the guest check.

GENERAL

HALO Amount – High **A**mount **L**ock-**O**ut is the maximum amount accepted when this key is used. This is also used for the TIP value when the Open TIP Entry setting is not selected.

TAXABLE

Check the Tax Rates (1-10) you wish to be applied when this key is used.

TIP CHARGE

Tip Amount – Select if the value entered will be an AMOUNT or PERCENTAGE.

*** Deduct Tip From Cash In Drawer –** *(Beginning in v1.1.45 this option was moved to the: Program Mode > Options > Options > Report Option)*

Select this option to deduct tip amounts from the cash in drawer total on reports.

Open Tip Entry – Select this option if you want to enter a value for the tip. If not selected, the tip HALO Amount will be entered as the TIP value.

Print Receipt At Subtotal Item – The Charge TIP amount is printed on receipts below the Subtotal and TAX.

Tip Declare

Use TIP DECLARE to enter Tips received by an employee. Tip Declaration can be made compulsory before clocking out by setting the employee authority level: Compulsory TIP Entry.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

Transfer Table

Use to transfer one or all open soft checks from one server to another server. A transfer check receipt will be printed. Only one Transfer Table key is necessary no matter how many order tracking files are created\used.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

UP

(Added in v2.0.32 - There is also a corresponding Down key.) In large orders where all items are not able to be seen, the UP key can be used to scroll up the sale display to view the additional items.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

Void Item

Touch the VOID ITEM key to remove an item from a transaction. Locate the cursor on the item you wish to remove and touch the VOID ITEM key. This reports as Previous Void on reports.

Note: The PLU Status Group must be set to allow Void & Return.

GENERAL

HALO Amount – *H*igh *A*mount *L*ock-*O*ut, This is the maximum amount accepted when this Void Item key is used.

Manager Required? – Requires input of manager password to complete operation.

OPTION

Void All Quantity – Allows voiding of all item quantity instead of voiding just one item quantity at a time when multiplication was used to register the items or when same item consolidation is used.

Void Error Correct – When selected, the Void Item key will act as an error correct operation to void the last item entered within the current transaction.

Void Mode

When pressed, the terminal enters the Void Mode as if it had a mode key and was turned to the VOID position. This reports as Trans Void on reports.

Note: Void Mode can be disabled in: *Program Mode > Option Options > General Option > ETC: Disable Void Mode*

GENERAL

Manager Required? – Requires input of manager password to complete operation.

OPTION

Function Is? –

STAY DOWN: The Void Mode will remain active until Voi Mode key is pressed again.

POPUP: The Void Mode operation remains active only for the current operation is finalized.

Waste

Used outside of a transaction to start and end WASTE entries (items that are broken, spoiled, thrown out, wasted). A WASTE count is maintained for each item on the PLU report and inventory is adjusted. This also reports to the Waste count and amount on the financial report.

Note: The PLU Status Group must be set to allow Waste.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

WASTE

WEB

The WEB function key was added in v2.0.14 to be able to access a specific website as we can from the Program Mode → ETC → Web View screen. Multiple WEB keys can be created for accessing different websites.

GENERAL

Manager Required? – Requires input of manager password to complete operation.

OPTION

URL - Type in the URL for the website you want to access, multiple WEB keys can be programmed to access different websites.

X/Time

Use the X/TIME key to multiply, register split price items in the REG mode.

OPTION

Allow Split Pricing – Selections are: NO, DECIMAL, WHOLE#

Allow Decimal Input – Allows use of the decimal key when inputting quantities, i.e. 3.32 [X/Time].

Tender Keys

There are four general tender key types available in SAM4POS, *Cash, Check, Food Stamp* and *Misc*. Each Tender type has additional programming associated with that specific type of tender. Each tender key description can be edited to further identify the specific tender.

Use the following steps to add and/or edit tender keys as necessary. Function & Tender keys that are not needed can be removed from the list is desired.

1. From the **PROGRAM MODE** select the **FUNCTION KEY** program category, then select the **TENDER KEY** category from the available selections.
2. Select a Tender key from the list to edit or press the **Add NEW** icon to add a new function or tender key to the list.
    a. Type a descriptor description *(up to 30-characters)* for your new key at the **Input Description** field. The ✕ at the end of the field clears the current descriptor.
    b. Select a key type from the **SELECT TENDER KEY TYPE** dropdown menu list.
    c. Edit the options for the selected key as necessary.
3. After the Tender key has been created, you can add an Image to the key if desired.

    IMAGE ADD/EDIT 

4. The Tender key drop-down Sub-menu provides access to MLU EDIT; FLU EDIT programming. This allows us to easily assign newly created tender keys to the keyboard areas without having to exit the tender key programming screen.

Menu Icon

Select the Menu Icon to access the Edit/Sort menu features to maintain Function/Tenders more easily. This feature allows you to access the Edit Mode, Sort Function/Tenders alphabetically or by Type. We can also filter by the specific type of key.

1. Touch the Menu Icon ☰ on the Tender Key programming screen to display the sub-menu selections:
    - Edit Mode
    - Sort
    - Filter By Type
    - Filter All Keys
2. Select the operation from the menu that you want to perform.

    EDIT MODE

    Selecting the Edit Mode from the menu selections allows you to select multiple PLUs at the same time or select all PLUs in the PLU file to edit the settings as necessary. Available actions include:
    - Delete
    - Inactive
    - Exit/Close the Edit Mode

    SORT

    Select SORT to list Tender Keys alphabetically, **A TO Z** or **Z TO A**, or by Tender Key type.

    FILTER BY TYPE

    This selection allows you to filter for keys of a specific key type.

    FILTER ALL KEYS

    Sorts all the keys in order by key type.

Cash

Use to finalize sales tendered with CASH. Any change amount will be computed if the amount of cash tendered is greater than the amount of the sale. Separate CASH Tenders keys can be used as quick tender keys such as $5 cash, $10 cash, or to automatically go to the next dollar amount.

GENERAL

HALO Amount – ***H****igh* ***A****mount* ***L****ock-****O****ut*, This is the maximum amount accepted when this tender is used. For example, you may only accept currency denominations up to $50 bills. You would set the HALO as 50.00.

TAX EXEMPT

Use this setting if this tender key is to exempt the specified tax rate (1-10) when used.

TENDER

Compulsory Amount Tender – Check this option to enforce the amount tendered to be entered prior to pressing this CASH key.

Do Not Allow Under-Tender – When checked, only the exact amount of the sale or greater can be accepted.

Need Manager for Under Tender – If checked, manager approval is required if the tendered amount entered is less than the sale amount.

DRAWER

Open Drawer – This is selected by default, uncheck this option only if you do not want to open the cash drawer when this tender is used.

CASH

Allow Over Tender – Select if you wish to allow tender entry greater than the amount of the sale.

Cash Type – Select from:

- **Normal** (When used, the transaction is finalized for the amount due.)
- **Quick Cash** (Used for $5, $10, $20 speed tender keys) set the amount for the tender in the HALO Amount.
- **Next Dollar** (Automatically finalizes using the next whole dollar amount.)

Coin Changer Port # – If a Coin dispenser is used, Enter the port # where the coin dispenser is connected.

Check

Use Check Tender to finalize or tender sales paid for with a written check. If over tendering is allowed, change is computed when the amount of the check tendered is greater than the amount of the sale.

GENERAL

HALO Amount – ***H****igh* ***A****mount* ***L****ock-****O****ut*, This is the maximum amount accepted when this tender is used. For example, you may only accept checks up to a limit of $50 dollars, You would set the HALO as 50.00.

TAX EXEMPT

Use this setting if this tender is to exempt the specified tax rate (1-10) when used.

TENDER

Compulsory Amount Tender – Check this option if you wish to enforce an amount to be entered prior to pressing this tender key.

Do Not Allow Under-Tender – When checked, only the exact amount of the sale or greater can be accepted.

Need Manager for Under Tender – If checked, manager approval is required if the tendered amount entered is less than the sale amount.

DRAWER

Open Drawer – This option is selected by default, uncheck this option only if you do not want to open the cash drawer when this tender is used.

CHECK

Allow Over Tender – Select if you wish to allow tender entry greater than the amount of the sale.

Coin Changer Port # – If a coin dispenser is being used, Enter the port # where the coin dispenser is connected.

MISC

Use a Miscellaneous Tender key to finalize or tender sales paid by various credit, debit, and gift cards or other media types. If you are using an integrated payment solution for Credit/Debit/EBT/Gift Card transactions, be sure to follow the instructions in the appropriate integrated payment supplement for your specific device.

GENERAL

HALO Amount – ***H****igh* ***A****mount* ***L****ock-****O****ut*, This is the maximum amount accepted when this tender is used. For example, you may only accept Charge tender amounts up to $50, You would set the HALO as 50.00.

TAX EXEMPT

Check to exempt the specified tax rates (1-10) when purchases are redeemed with this tender.

TENDER

Compulsory Amount Entry – Check this option if you wish to enforce an amount to be entered prior to pressing this tender key.

Do Not Allow Under-Tender – When checked, only the exact amount of the sale or greater can be accepted.

Need Manager for Under Tender – If checked, manager approval is required if the tendered amount entered is less than the sale amount.

DRAWER

Open Drawer – This option is selected by default, uncheck this option only if you do not want to open the cash drawer when this tender is used.

MISC

Allow Over-Tender – Set this option only to allow tender amounts over the sale total.

EFT Key – Select the type of tender for this key:

Credit (DCAP, SPT) Can be used with DC Direct, Datacap Tran Series and EVO-Tetra.

Debit (DCAP, SPT) Can be used with both Datacap Tran Series and EVO-Tetra.

Note: Debit Transactions are processed in Real-Time, tender amount is deducted from account when approved.

Gift (DCAP, SPT) Can be used with DC Direct, Datacap Tran Series and EVO-Tetra.

Gift-No NSF (DCAP) ***Used only with Datacap Tran Series.***

Note: Gift Transactions are processed in Real-Time, tender amount is deducted from account when approved.

Canadian Debit (DCAP) ***Used only with Datacap Tran Series.***

Cash Benefit (DCAP) / Cash Benefit (DC Direct) ***Used only with DC Direct and Datacap Tran Series,*** When EBT also has a Cash Benefit.

Account Rec. (DCAP) ***Used only with Datacap Tran Series.*** Use when accepting electronic payments on received on account transactions.

EFT Type – Selections: EFT1 through EFT10 – Not used (Was removed in current firmware.)

All Cards (SPT Ingenico) – ***Only used with EVO-Tetra (Ingenico CRS).*** Not used with Datacap.

Connect EFT Terminal? – Select this option if you are using an integrated payment solution for Credit/Debit/Gift card transactions.

Cash Out – ***Used only with DC Direct.*** Used to get a Cash Out payment of the remaining balance on a Gift Card.

Coin Changer Port # – Enter the port # where the coin dispenser is connected if a Coin dispenser is used.

Do Not Allow Partial Tender – *(Requires v2.0.121 or later.) Used with Datacap Tran Series and DC Direct.* When selected, if the customer's credit\debit card has insufficient funds for the transaction, partial tender on the card will not be authorized.

Surcharge – *(Added in v2.0.123)* ***Used only with DC Direct and EVO-Tera with the EVOUSING1 platform loaded in the Pin-Pad.*** Allowable entries are from 0.00 *(default setting: No Surcharge)* to 4.00 percent; Does not round.

Manual Card Entry? – ***Used only DC Direct.*** Check this option to allow manual card entry.

Multi Pricing % Rate (ex., 1.25%) – *(Requires v2.0.158)* ***Used only with DC Direct.*** You must enable System Option: Allow Multi-Pricing For EFT. Allowable settings from 0.25 to 4.00; Does not round. Refer to the separate DC Direct supplement for details. Different rates can be programmed on different MISC Tend keys if desired.
If you want the Select Payment Type to show on the Pin-Pad but not apply a fee to the amount, enter **401** for the % Rate value.

Set MAX Cash Back Amount – *(Requires v2.0.190)* ***Used only with DC Direct.*** To prompt for Cash Back on the Pin-Pad, set the maximum amount allowed for the Cash Back amount. Maximum entry is five digits $XXX.xx. Cash back is only allowed on Debit cards and Discover cards.

Food Stamp Tender

Food Stamps *(EBT)* may be used to purchase eligible food items at food stores that participate in the program. The SAM4POS can assist a retailer in handling food stamp transactions by sorting food stamp and non-food stamp eligible items within each sale and tracking food stamp payments for eligible items.

Use the Food Stamp Tender key to tender the Food Stamp portion of the sale after the display of the food stamp eligible subtotal. Depending upon Food Stamp Tender key programming, change of less than $1 may be applied to any cash balance or issued as cash change.

GENERAL

HALO Amount – *High A**mount L**ock-O**ut***, This is the maximum amount accepted when this tender is used. For example, you may only accept food stamp amounts up to $50, You would set the HALO as 50.00.

TAX EXEMPT

Use this setting to exempt the specified tax rates (1-10) when food stamps are redeemed.

DRAWER

Open Drawer – This option is selected by default, uncheck this option only if you do not want to open the cash drawer when this tender is used.

FOOD STAMP TENDER

Allow Over-Tender – Set this option only if you want to allow food stamp tender amounts over the food stamp total.

Allow Decimal Entry – Set this option to allow change amounts to be entered (i.e. 12.37), if not set only whole dollar amounts are accepted (i.e. 12.00).

Change Type – Choose the media type to be issued when over-tender is allowed:

- Change In Cash - *or* -
- Change In Food Stamp

Connect EFT Terminal – Set this option if you are using integrated payment for EBT/Food Stamp transactions.

Manual Card Entry? – *Used only with DC Direct.* Check this option to allow manual card entry.

Multi Pricing % Rate (ex., 1.25%) – *(Requires v2.0.158)* ***Used only with DC Direct.*** You must enable System Option: Allow Multi-Pricing For EFT. Allowable settings from 0.25 to 4.00, You must enable System Option: Allow Multi-Pricing For EFT. Does not round. If you want the Select Payment Type to show on the Pin-Pad but not add a fee to the amount, enter **401** for the % Rate value. Refer to the separate DC Direct supplement for details.

Cash Benefit

If the Food Stamp (EBT) card also has a cash benefit, a separate MISC TEND key must be set up with the EFT Key type selection as CASH BENEFIT to be able to redeem the EBT Cash.

GENERAL

HALO Amount – ***H****igh* ***A****mount* ***L****ock-****O****ut*, This is the maximum amount accepted when this tender is used. For example, you may only accept Charge tender amounts up to $50, You would set the HALO as 50.00.

TAX EXEMPT

Check to exempt the specified tax rates (1-10) when purchases are redeemed with this tender.

TENDER

Compulsory Amount Entry – Check this option if you wish to enforce an amount to be entered prior to pressing this tender key.

Do Not Allow Under-Tender – When checked, only the exact amount of the sale or greater can be accepted.

Need Manager for Under Tender – If checked, manager approval is required if the tendered amount entered is less than the sale amount.

DRAWER

Open Drawer – This option is selected by default, uncheck this option only if you do not want to open the cash drawer when this tender is used.

MISC

Allow Over-Tender – Set this option only to allow tender amounts over the sale total.

EFT Key – Select the type of tender for this key:

Credit (DCAP, SPT) Can be used with DC Direct, Datacap Tran Series and EVO-Tetra.

Debit (DCAP, SPT) Can be used with both Datacap Tran Series and EVO-Tetra.

Note: Debit Transactions are processed in Real-Time, the tender amount is deducted from account when approved.

Gift (DCAP, SPT) Can be used with DC Direct, Datacap Tran Series and EVO-Tetra.

Gift-No NSF (DCAP) ***Used only with Datacap Tran Series.***

Note: Gift Transactions are processed in Real-Time, the tender amount is deducted from account when approved.

Canadian Debit (DCAP) ***Used only with Datacap Tran Series.***

Cash Benefit (DCAP) / Cash Benefit (DC Direct) ***Used only with Datacap Tran Series,*** When EBT also has a Cash Benefit.

Account Rec. (DCAP) ***Used only with Datacap Tran Series.*** Use when accepting electronic payments on received on account transactions.

EFT Type – Selections: EFT1 through EFT10 – Not used (Was removed in current firmware.)

All Cards (SPT Ingenico) – ***Only used with EVO-Tetra (Ingenico CRS).*** Not used with Datacap.

Connect EFT Terminal? – Set this option if you are using an integrated payment solution for Credit/Debit/Gift card transactions.

Cash Out – ***Used only with DC Direct.*** Used to get a Cash Out payment of the remaining balance on a Gift Card.

Coin Changer Port # – Enter the port # where the coin dispenser is connected if a Coin dispenser is used.

Do Not Allow Partial Tender – *(Requires v2.0.121 or later.) Used with Datacap Tran Series.* When selected, if the customer's credit\debit card has insufficient funds for the transaction, partial tender on the card will not be authorized.

Surcharge – *(Added in v2.0.123)* ***Used only with DC Direct and EVO-Tera with the EVOUSING1 platform loaded in the Pin-Pad.*** Allowable entries are from 0.00 *(default setting: No Surcharge)* to 4.00 percent; Does not round.

Manual Card Entry? – ***Used only DC Direct.*** Check this option to allow manual card entry.

Multi Pricing % Rate (ex., 1.25%) – *(Requires v2.0.158)* ***Used only with DC Direct.*** You must enable System Option: Allow Multi-Pricing For EFT. Allowable settings from 0.25 to 4.00; Does not round. Refer to the separate DC Direct supplement for details. Different rates can be programmed on different MISC Tend keys if desired.
If you want the Select Payment Type to show on the Pin-Pad but not apply a fee to the amount, enter **401** for the % Rate value.

Set MAX Cash Back Amount – *(Requires v2.0.190)* ***Used only with DC Direct.*** To prompt for Cash Back on the Pin-Pad, set the maximum amount allowed for the Cash Back amount. Cash back is only allowed on Debit cards and Discover cards.

Surcharge vs. Multi-Pricing

The Surcharge or the Multi-Pricing feature allows you to add a service amount to the MISC Tender keys. The Food Stamp Tender key allows for just the Multi-Pricing feature. The Multi-Pricing % Rate setting is a separate feature from the "Surcharge" setting. You would set up one or the other of these features, but not both features at the same time.

Surcharge

The Surcharge setting is only available on the MISC Tend keys. When using the Surcharge feature with DC Direct or the EVO-Tetra, the surcharge percentage rate is added automatically when tendering with Credit Card. The DC Direct device determines whether the surcharge is applied to the specific card or not. Debit and Gift Card operations do not allow a surcharge to be applied.

The Surcharge is a separate % rate determined by and implemented by the merchant to apply to credit card transactions. The Surcharge is combined with the purchase amount. This percentage rate does not round, if the surcharge % rate is 3.99, on a $1.00 sale the surcharge will be $0.03, on a $10.00 sale the surcharge will be $0.39 added to the total. The surcharge will maintain a separate balance on the financial report and will update the drawer total and destination sales. The surcharge does not update the Net Sales or Gross Sales on reports.

Credit Card Processing with Surcharge

The processor would return the ***purchase amount + Surcharge amount*** in the 'authorize field' in the response *(if the surcharge can be applied)*. Surcharge will maintain a separate balance on the financial report and will update the drawer total.

Please note: Debit Card and Prepaid Credit & Gift Card transactions do not allow a surcharge to be applied. If you attempt to tender a Debit or Gift Card using a MISC Tender key set for Surcharge, the transaction will be approved without the surcharge being applied to the sale.



Substantial fines can be assessed to merchants for adding a surcharge to Prepaid Gift card & Debit card transactions.

If the merchant still wants to apply a surcharge to Debit Card and Prepaid Credit & Gift Card transactions, they will need to manually apply the surcharge using a sale discount key programmed for surcharge.

Multi Pricing

The Multi-Pricing feature is only used with DC Direct. The Multi-Pricing % Rate setting is available on MISC TEND keys and on the F/S TEND key. This % value must be entered when System Option: Allow Multi-Pricing For EFT is enabled. When using this feature the customer must 'Select the Payment Type' at the Pin-Pad. If the customer selects a payment type that has the Multi-Pricing % rate entered, a ***Payment Fee*** is added to the sale. This % rates does not round.

The Payment Fee is a separate % rate determined by and implemented by the merchant and is combined with the purchase amount. The merchant sets the desired Multi-Pricing % rate for each EFT tender type. The customer chooses the tender type and any applicable fee. This amount is included in the purchase amount total whereas the Surcharge is a separate amount and combined with the purchase amount. Payment Fee maintains a separate balance on the financial report and will update the drawer total and the destination sales. The payment fee does not update the Net Sales or Gross Sales on reports.

Credit Card Processing with Multi Pricing Payment Fee

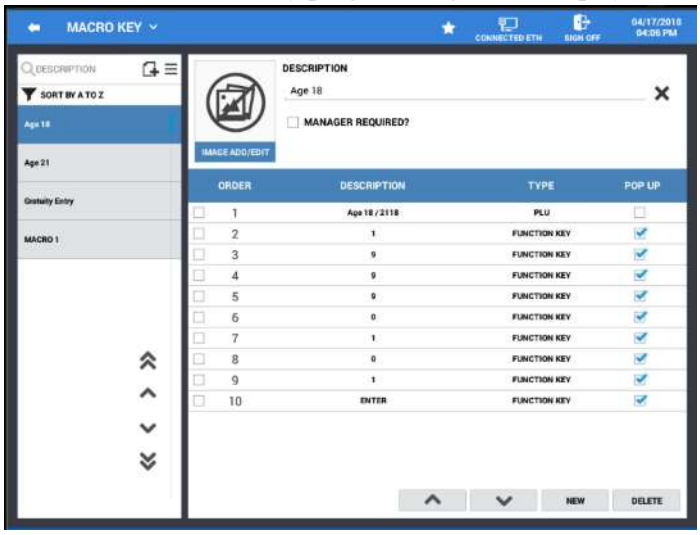
The Payment Fee is added to the sale and therefore becomes part of the sale *(charged purchase amount)*. The processor does not return a separate amount in the 'authorize field' in the response like it does with a Surcharge. The Payment Fee will update the total on the ECR when approved by the processor and the transaction is finalized.

Macro Key

Macro Keys are special function keys used to register a series of specified keystrokes without having to press each key individually. MACRO keys can contain PLUs, Functions Keys, Tender Keys, or MLUs.

You cannot program another MACRO into a MACRO key.

1. From the **Function Key** programming menu selection screen, select **MACRO Key** from the available selections. The main MACRO Key programming screen displays.

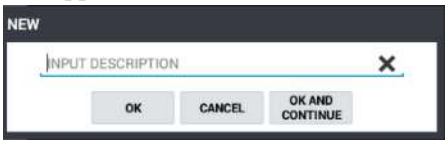


2. From the **MACRO** Key programming screen, you can add, edit, or delete Macro's as needed.
3. The Macro key drop-down Sub-menu provides access to MLU EDIT, FLU EDIT programming. This allows us to easily assign newly created macro keys to the keyboard areas without having to exit the macro key programming screen.

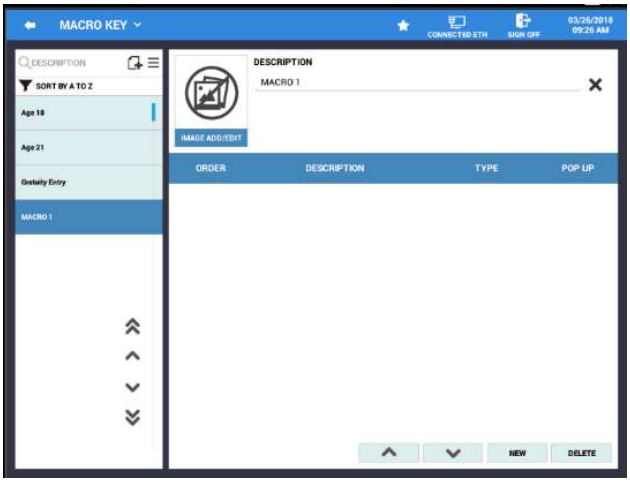
Adding MACRO's

You can create/add as many MACRO keys as are needed for your application.

1. To add a new MACRO, press the icon, the **NEW MACRO** dialog displays.
2. Type in a description (up to 30-characters) for the MACRO on the **'INPUT DESCRIPTION'** field. The ✕ at the end of the description filed can be pressed to clear the current descriptor.
3. Press **OK** to add the new MACRO to the MACRO list.
   - Press OK AND CONTINUE to add additional Macro's.
   - Pressing CANCEL will exit without adding the new MACRO.

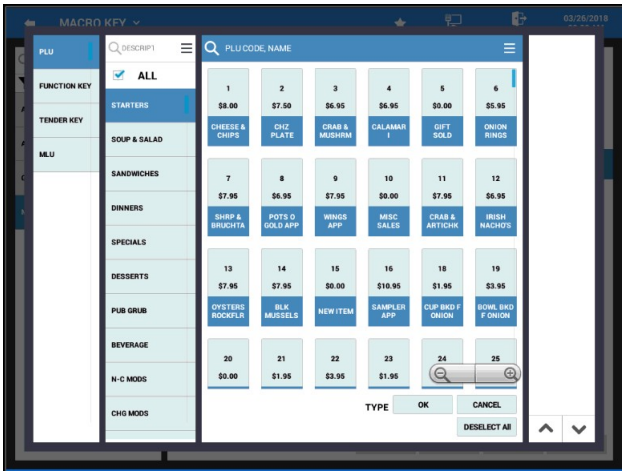


4. Press the **NEW** button at the bottom right of the screen to add the keystrokes you wish the MACRO to perform.

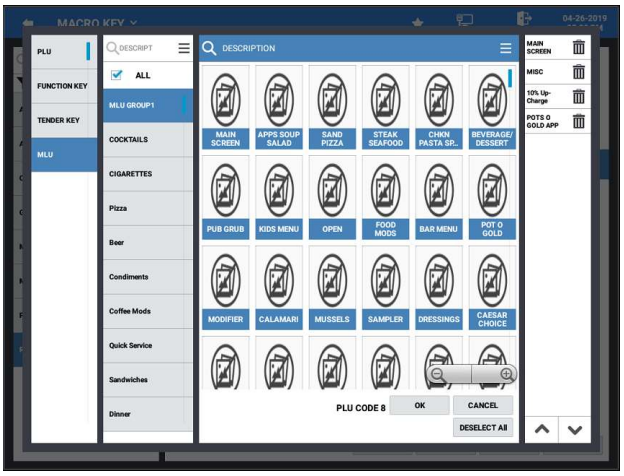


5. The selection screen displays. You can select a **PLU**, **FUNCTION KEY**, **TENDER KEY**, or **MLU** as needed for the operation you want the MACRO to perform.

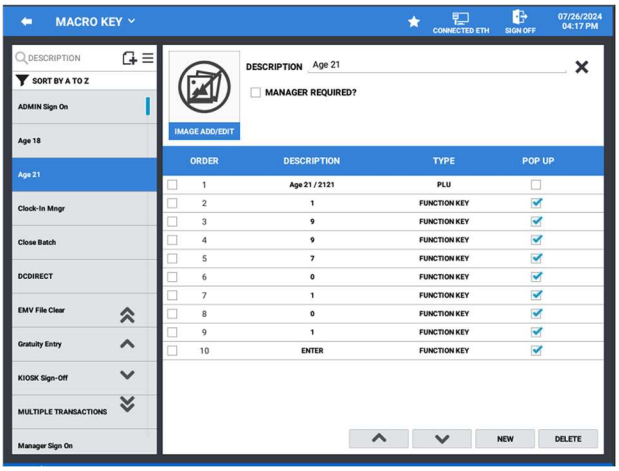
   Note: You cannot add a MACRO key within another MACRO.



6. As you add the keystroke items for your MACRO they will appear in the keystroke sequence grid on the far right grid.
   - You can use the ⌃ ⌄ buttons at the bottom right to reposition an individual keystrokes sequence order up or down within the grid.
   - Remove individual items from the key sequence grid by touching the 🗑 trash can icon next to the line item.
7. Press **OK** to save your MACRO.
   - If you want to start over, press DESELECT ALL to remove all the current selections.
   - Pressing CANCEL will exit the selection screen without adding any operations to the MACRO.



8. Your new MACRO is added to the list.
   - The display shows the numbered **ORDER** for each of the keystrokes. The **DESCRIPTION** for the keystroke line item, the **TYPE** of key, and an option checkbox for **POP-UP**.
   - The **POP UP** selection is used to enter the selected keystroke into a "Pop-Up" box in the register mode.
9. The buttons at the bottom right can be used to edit the selected MACRO.
   - Use the ^ v buttons to reposition individual keystrokes within the MACRO.
   - The **NEW** button can be used to add additional keystrokes to the MACRO.
   - The **DELETE** button will remove the selected keystroke from the MACRO.



Copy/Delete MACRO

MACRO keys can be copied to create new Macro's with the same operation, or you can copy a MACRO to existing Macro's in the list by pressing and holding the desired MACRO. You can also use this procedure to delete or inactivate specific keys.

1. Select the **MACRO** key you wish to copy.
2. **Touch and hold** the MACRO key, the selection window below displays:



   - Select **COPY TO NEW ITEM** to create a copy of the same MACRO key.
   - Select **COPY TO EXISTING ITEMS** to copy the operation of the selected MACRO key to other MACRO keys in the list.
   - Press **DELETE** to eliminate the selected MACRO from the list.

Menu Icon

Select the ☰ Menu Icon to access the Edit/Sort menu features to maintain MACRO keys more easily.

1. Press the **Menu icon** ☰ on the MACRO programming screen to display the sun-menu selections:
   - The **EDIT MODE** allows you to select multiple Macro's from the list to delete them all.
   - Select **SORT** to view the Macro Keys alphabetically, **A TO Z** or **Z TO A**.

Receipt & Message



The information that prints at the top (Header) and at the bottom (Footer) of receipts can be customized to the customer's preference. Custom messages can be created for certain operations or for special instructions. The default Error Messages, Report Messages, and the Label Print formats can be edited here as well.

Receipt & Message categories include: Receipt, Message, Error Message, Report Message, Label Print, Gratuity, Receipt Message and Text Inserter Message.

1. Select **RECEIPT & MESSAGE** from the main **PROGRAM MODE** menu to view the RECEIPT & MESSAGE category menu screen.



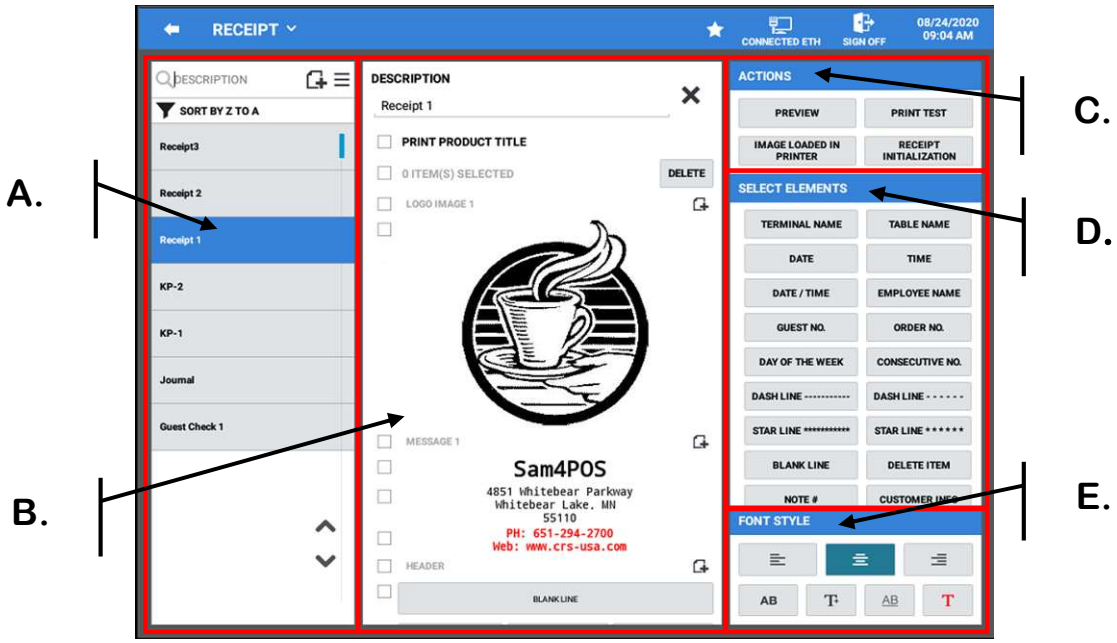
2. Select the program category you wish to view or edit:
   - **RECEIPT**
   - **MESSAGE**
   - **ERROR MESSAGE**
   - **REPORT MESSAGE**
   - **LABEL PRINT**
   - **GRATUITY**
   - **RECEIPT MESSAGE**
   - **KEY TYPE MESSAGE**
   - **TEXT INSERTER MESSAGE**

Receipt

Receipt programming allows you to program the header and footer information that appears on each of your receipts, kitchen, and guest check printers that you may have.

Custom receipts can then be assigned for use in the Employee – STATION – Receipt Format programming. Refer to the "Station" programming chapter on page 177 for details.

1. Select **RECEIPT** from the **PROGRAM MODE**, **RECEIPT & MESSAGE** menu selections. The receipt programming screen displays.



Receipt Screen Sections

Program Area	Description
A.	**Receipt List –** Displays all current receipts. Select a receipt from the list to edit or create a new receipt. The list of receipts can be sorted alphabetically if desired.
B.	**Receipt Programming –** Displays the elements in the selected receipt. You can add, rearrange, or delete elements in this area as desired.
C.	**Actions –** Allows you to Preview, Test Print, choose an Image Loaded In Printer, Receipt Initialization *(resets selected receipt to default)*.
D.	**Select Elements –** Choose the desired elements you wish to add to the receipt.
E.	**Font Style –** Select to edit the receipt message font style setting: justification, make bold, larger/smaller, underlined, or print red.

Add a New Receipt

1. Press the icon and type in a descriptor description *(up to 30-characters)* for the new receipt message. Pressing the ✕ at the end of the description field will clear the current descriptor.



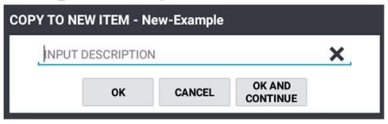
2. Press **OK** to create the new receipt message or press OK & CONTINUE to add additional receipt messages. Pressing CANCEL will exit the operation without adding the new receipt message.

Copy Receipt

3. Alternatively, You can **COPY** a receipt message to a new message by pressing and holding an existing message in the list. Individual receipt messages can be deleted in this manner as well.



   a. **COPY TO NEW ITEM –** This operation will copy the selected receipt message to a new receipt message. The Copy To New Item dialog displays. The operations are the same as for creating a new receipt message.



   b. **COPY TO EXITING ITEM –** This operation will copy the selected Receipt message to other existing receipt messages.



   * Select the messages from the list you want to copy the selected receipt message to.
   * Press the **COPY** icon to execute the operation.
   * Press the ✕ to exit the copy operation.

   c. **DELETE –** To delete the selected Receipt Message.

4. Use the **Menu** ☰ icon to **SORT** the list alphabetically or choose **EDIT MODE** to select and delete receipts.

Receipt Description Option Definitions

Element Name	Element Description
Print Product Title	Check this option if you wish to print the 'PRODUCT' title line at the top of the receipt.
Logo Image 1	Pre-Amble Image that appears at the top of the receipt above the pre-amble. ***Note:*** Images can be loaded from the terminal image gallery or from the images loaded in the printer, see the chapter "Load Custom Logo Image to Receipt" on page 244 for details.
Message 1	Pre-Amble Message that appears at the top of the receipt. ***Note:*** To edit an existing message, double tap the message line to open the message dialog.
Header	Choose from the Select Elements to add to the header.
Items Information	Not selectable, Items will appear as per PLU Status programming.
Tax & Tender Information	Not selectable, Tax and Tender will appear as per options programming.
Gratuity Message	Adds a line for a suggested gratuity. *(Added in v1.0.48)* Create Suggested Gratuity messages in Receipt & Message > Gratuity programing. See "GRATUITY" section on page 259 for details.
Footer	Choose from the Select Elements to include on the footer.
Message 2	Post-Amble message that appears at the bottom of the receipt. ***Note:*** To edit an existing message, double tap the message line to open the message dialog.
Logo Image 2	Post-Amble Image that appears at the bottom of the receipt below the post-amble message. ***Note:*** Images can be loaded from the terminal image gallery or from the images loaded into the printer, see "Load Custom Logo Image to Receipt" on page 244 for details.
Barcode	 The Barcode number is the terminal ID and PK ID**, We can query a transaction using the terminal ID and PK ID. The barcode that is printed on a guest check or receipt can be used a few different ways: You can scan barcodes on the RECALL TABLE popup, on the List Check screen, and on the List Paid screen.
QR Code	 Type in a description for the code. When a QR Code is added to a receipt, you will be prompted to enter the information to be included in the QR Code. For Example: Scanning a QR code on the receipt using a scanner app on your phone may bring you to a certain Website.
Logo Image 3	Image to appear at the very bottom of the receipt below all other elements. ***Note:*** Images can be loaded from the terminal image gallery or from the images loaded into the printer, see "Load Custom Logo Image to Receipt" on page 244 for details.

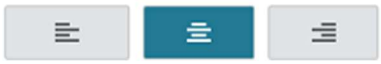
**** PK = Primary Key** this is a database term. A primary key, also called a primary keyword, is a key in a relational database that is unique for each record. It is a unique identifier, used to identify the specific record associated with the guest check.

Edit Receipt

After you have created your receipt messages, you can edit the design of the message by selecting the sections and elements you want to appear on the receipt in the **DESCRIPTION** section. See "Receipt Description Option Definitions" on page 242 for details of this section.

Receipt Design Elements

1. In the middle column, press the icon in the message area to add Logo Images, Message lines, Header/Footer elements.
2. Select the elements to edit on the receipt by checking the box in front of the area.
3. **SELECT ELEMENTS** to include on the receipt such as Date, Time, Dash Lines, etc. From the **SELECT ELEMENTS** section, Press and Drag the desired element to the Header and/or Footer sections as desired. These header/footer elements can be rearranged as desired.

SELECT ELEMENTS		FONT STYLE	
Terminal Name	**Table Name**		Receipt message Justification Settings Left – Middle – Right
Date	**Time**		Bold or Regular Font
Date / Time	**Employee Name**		Font Size Large\Normal
Guest No.	**Order No.**		Underline Font
Day Of The Week	**Consecutive No.**		Red Font
Dash Line ---------	**Dash Line - - - - - -**		
Star Line *********	**Star Line * * * * * ***		
Blank Line	**Delete Item**		
Note #	**Customer Info**		

Actions

4. When you have completed editing the receipt message you can use the **ACTIONS** options to:
   a. **Preview:** displays a sample for how the receipt will appear/print.
   b. **Print Test:** prints the receipt preview.
   c. **Image Loaded In Printer:** see "Image Loaded In Printer Button" on page 248 for details.
   d. **Receipt Initialization:** will clear all receipt format entries and restore to default.



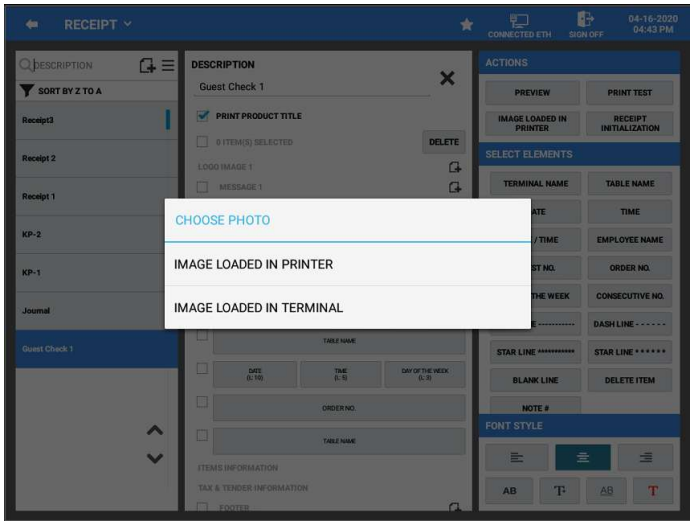
- Press **YES** to clear all receipt settings & elements from the selected Receipt.
- Press **NO** to exit without resetting.
- Press **DEFAULT** to reset the selected receipt to the default receipt settings & elements.

Load Custom Logo Image to Receipt

All printers in the 'Device Mapping' that share the same receipt format will receive the same images when printing. You can choose an image from the terminal image gallery or an image loaded in the printer.

Loading images for the Sapphire terminals is slightly different than loading images for the SAP-6600\SAP-630 terminals. Refer to the image loading procedure for Sapphire A60/A70 Terminals on page 473 for details.

1. Select **RECEIPT** from the **PROGRAM MODE, RECEIPT & MESSAGE** program area.
2. Press the icon next to **LOGO IMAGE 1, 2** or **3** to add an image to the selected receipt.
   - **LOGO IMAGE 1** is the image that will print on the Header *(top of receipt)*.
   - **LOGO IMAGE 2 & LOGO IMAGE 3** print on the Footer *(bottom of the receipt)*.
3. The **'CHOOSE PHOTO'** dialog window displays:



   - Press **'IMAGE LOADED IN PRINTER'** to select an image defined in the internal printer.
   - Press **'IMAGE LOADED IN TERMINAL'** to select an image loaded in the terminals image gallery or on a USB/SD storage device.

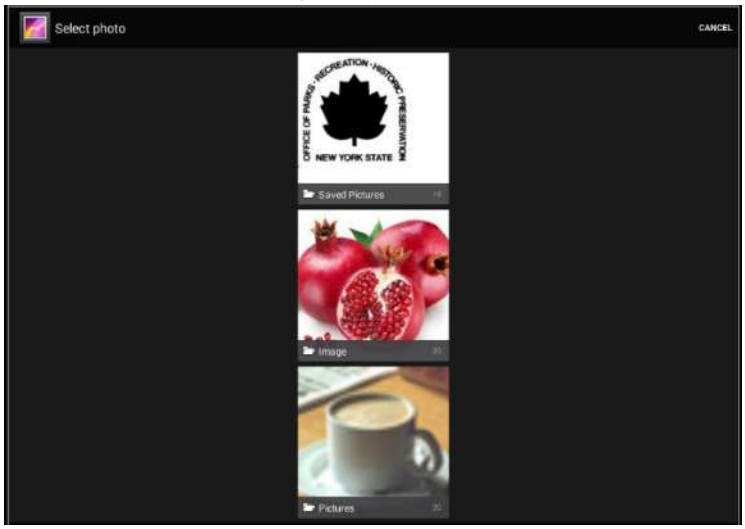
Image Loaded In Terminal

Loading an image saved in the terminals Image Gallery or on a USB/SD memory device installed on the terminal is an easy way to customize the customer's receipt. Images can be BMP or PNG images, Color or Black & White images. Sam4pos will adjust the image to fit & convert the image to black & white.

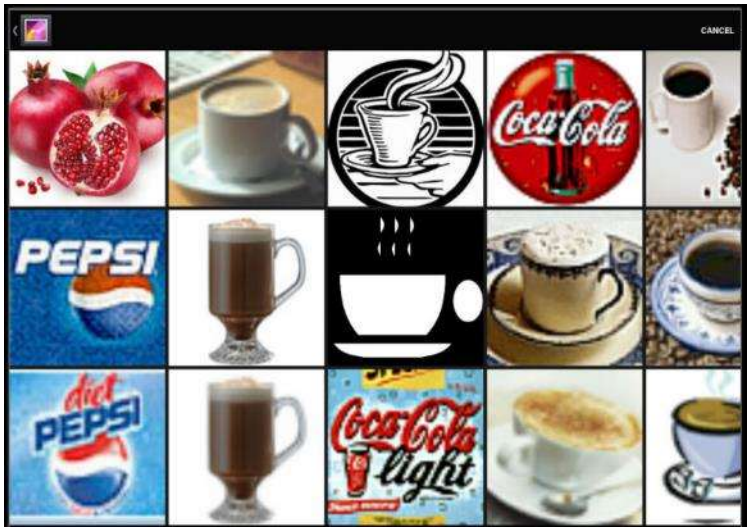
1. Select **RECEIPT** from the **PROGRAM MODE, RECEIPT & MESSAGE** program area.
2. Press the icon next to **LOGO IMAGE 1, 2** or **3**, the 'CHOOSE PHOTO' dialog window displays:

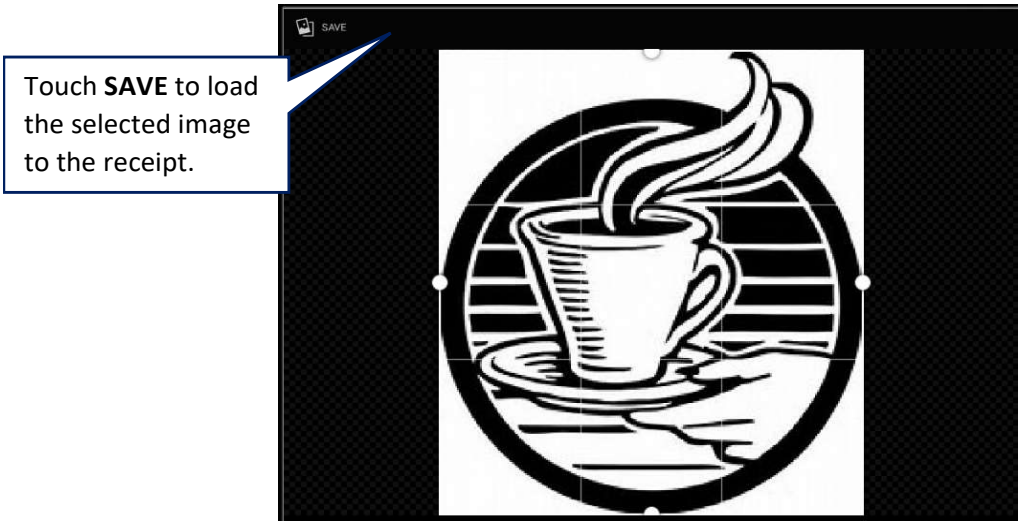


3. Select **'IMAGE LOADED IN TERMINAL'**.
4. Choose the location where the image file you want to load is saved:

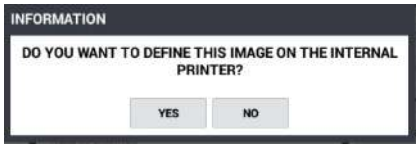


5. Choose the image you want for your selected Logo Image:





6. Touch **SAVE** in the upper left corner of the screen.
7. The INFORMATION dialog, "DO YOU WANT TO DEFINE THIS IMAGE ON THE INTERNAL RECEIPT PRINTER?" is displayed:



8. Select **NO**, the image is not defined on the internal printer but is saved as the Logo Image for the receipt. Selecting YES, will define the image to the memory on the receipt printer.
   - If you do choose YES, the test receipt prints but does not print the logo image.
   - When you choose NO to not define to internal printer, the image prints on the test print.

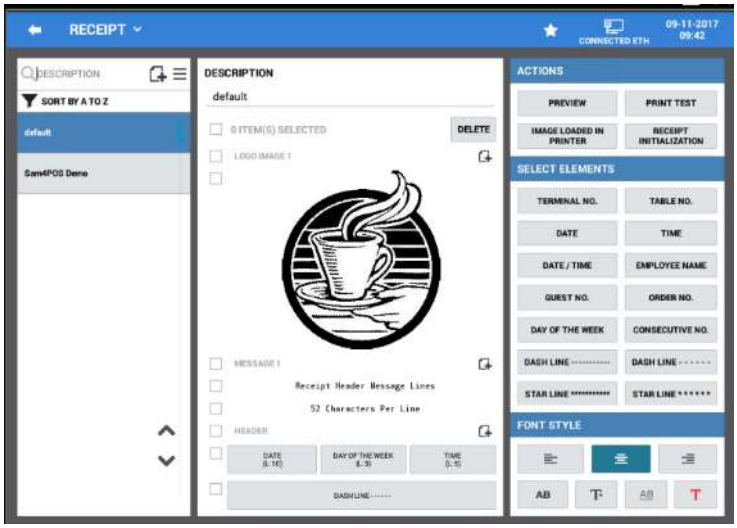


Image Loaded In Printer

If you had previously chosen to define images on the internal printer, you can choose from these images to load for the Receipt Logo Image.

1. Select **RECEIPT** from the **PROGRAM MODE, RECEIPT & MESSAGE** program area.
2. Press the icon next to **LOGO IMAGE 1, 2** or **3**, the 'CHOOSE PHOTO' dialog window displays:

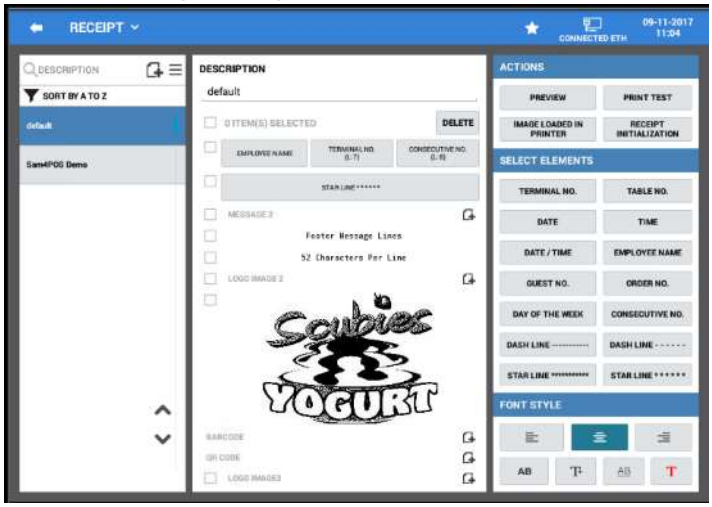


3. Select **'IMAGE LOADED IN PRINTER'**.
4. Chose to load images to the printer, you can select from the loaded images.



Scroll left/right to the desired image. An enlarged image for the selected image will be displayed.

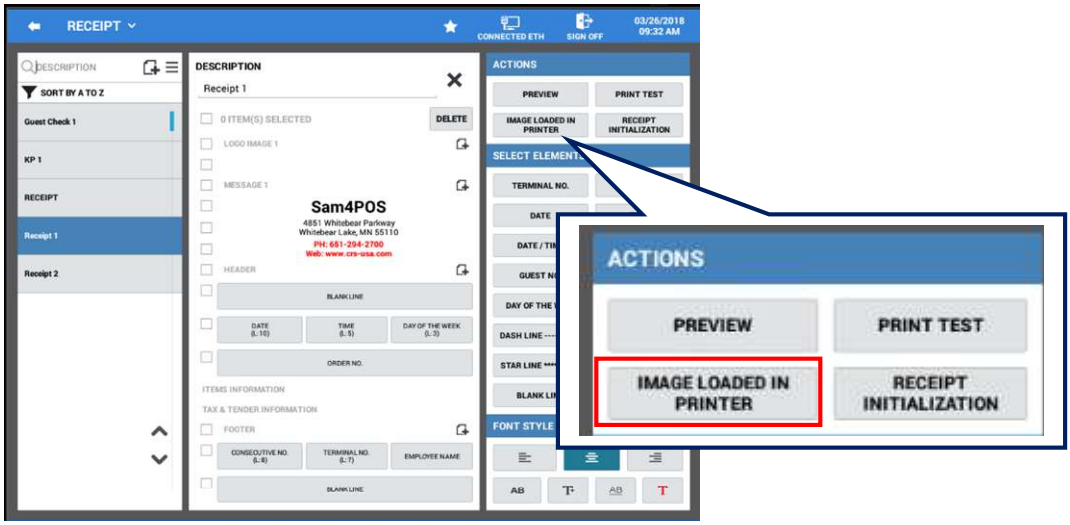
5. Scroll through the available defined images to your desired image.
6. Press **SELECT** to load the image as the Logo Image to your receipt. Pressing CLOSE will exit the image selection without loading an image.



7. The selected Image is saved as the logo image on the receipt.

Image Loaded In Printer Button

1. Select **RECEIPT** from the **PROGRAM MODE, RECEIPT & MESSAGE** program area.
2. Press the **"IMAGE LOADED IN PRINTER"** button in the **ACTIONS** section.



3. The available images in the printer are displayed:

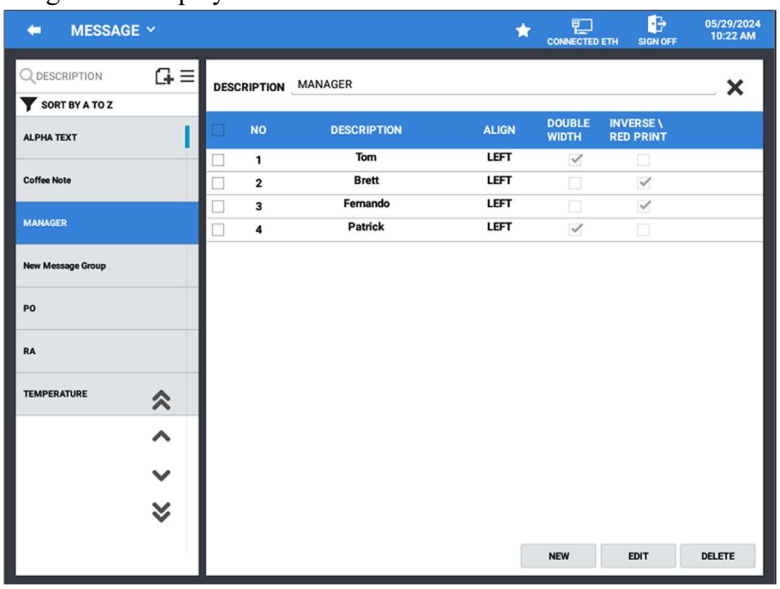


4. Select the appropriate Operation Button:
    a. **NEW –** Select this to add new images to the list.
    b. **SYNC TO PRINTER –** Sends all images to the printer.
    c. **DELETE –** Removes the current image.
    d. **DELETE ALL –** Removes all images.
    e. **CLOSE –** Return to the main receipt programming screen.

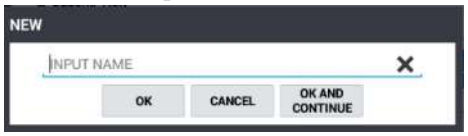
Message

The Message Programming area allows you to create pre-defined custom messages that can be used for certain operations or for adding special instructions from the Alpha Text function key. Alpha Text entry can be made to be compulsory on groups of PLUs, RA & PO keys, Store Table, and Tax Exempt. These pre-defined messages will be available for use with the Alpha Text function key in the register mode, depending on the 'Use Alphatext Descriptor' setting on the Alpha Text function key. Refer to page 214 for details.

1. Select **MESSAGE** from the **PROGRAM MODE, RECEIPT & MESSAGE** menu selections. The message programming screen displays:



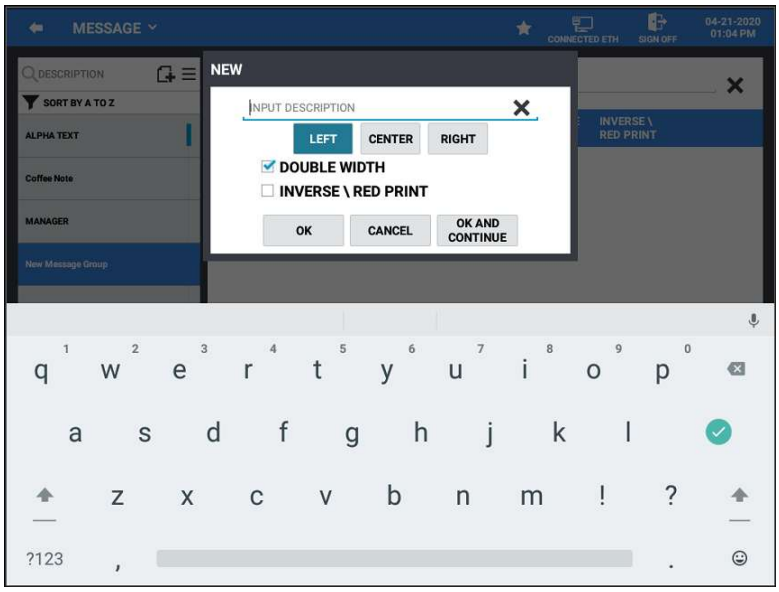
2. The left column is used to add a new Alpha-Text message category by pressing the icon and type in a descriptor (up to 30-characters) for the new message category. Press the ✕ at the end of the description field to clear the current descriptor.



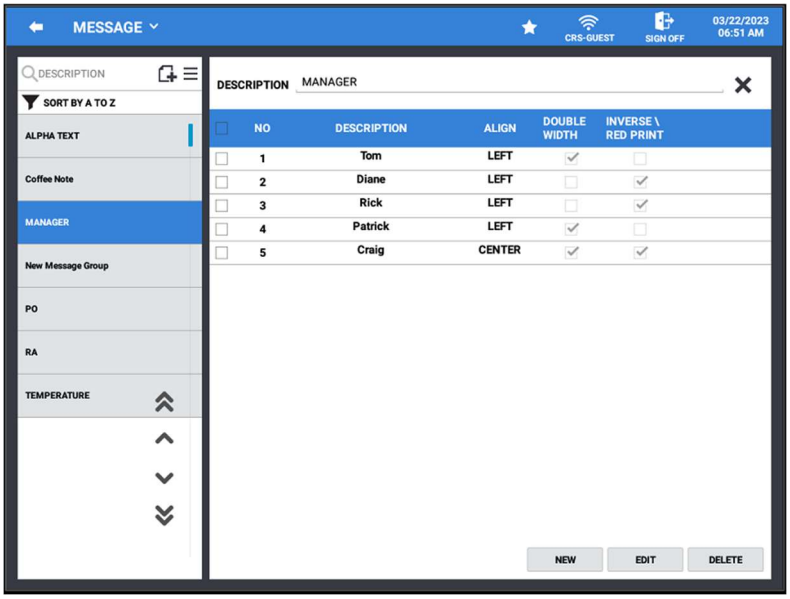
3. You can **Press & Hold** on an existing message category in the list to open the dialog selection to **DELETE** the selected message category or choose to **COPY** the selected message category to a **NEW ITEM** or to an **EXISTING ITEM**. Message categories can be deleted in this manner as well.



4. Use the **Menu** ☰**icon** to **SORT** the list alphabetically (**A TO Z** or **Z TO A**) or choose **EDIT MODE** to select and **DELETE** messages.
5. When you have created your message categories, you can create messages for each category by pressing the **NEW** button at the bottom right of the messages screen. The new message entry screen appears.



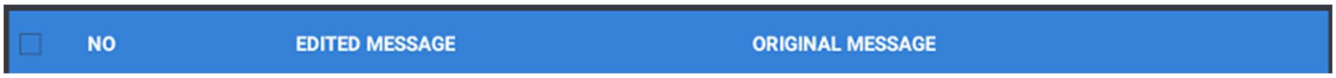
6. Type the desired message (up to 40 characters) at the **Input Description** field and set the alignment justification: **LEFT**, **CENTER**, or **RIGHT**
7. You can also choose to have the message print **DOUBLE WIDTH** and/or **INVERSE \ RED PRINT**.
    a. On Thermal Printer paper the message is printed in inverse print, black background/white text.
    b. On Impact Printers with two color ribbon the message will print in red.
8. Press **OK** when done. Select OK AND CONTINUE to add more messages for the category. Press CANCEL if you wish to close the window without creating a new message.
9. When complete your message(s) will appear for the category.



Error Message

Error messages can be individually selected and edited as desired. Messages can be individually selected and the description edited as desired (up to 30-characters). Edited error messages can be selected individually, multiple messages can be selected, or all edited error messages can be selected and be reset back to the original message by pressing the REVERT button if desired.

The Error Message screen shows the error message number, the edited error message and the original error message.



Default Error Messages

NO	Original Message
0	SUCCESS
1	DELETION OF THIS ITEM IS NOT ALLOWED
2	COULD NOT FIND REQUESTED DATA
3	DATA VALIDATION FAILED
4	DATA UPDATE FAILED
5	CONVERSION FAILED DUE TO THE WRONG DATA ENTRY
6	UNKNOWN DATA TYPE
7	DELETION OF THIS ITEM IS NOT ALLOWED AS LINKED DATA EXIST
8	MAKE SELECTION FIRST
9	DATA IS NULL
10	DATABASE EXCEPTION
11	IDENTICAL DATA CONFLICT
12	DATA CREATION FAILED
13	WRONG SEQUENCE
14	DATA DELETION FAILED
15	VALUE IS OUT OF RANGE
16	MULTIPLE CREATION OF THIS ITEM IS NOT ALLOWED
17	DATA ENTRY IS EMPTY
18	OPERATION CANCELLED
19	SIGN ON REQUIRED
20	SUB-ITEM NEEDS MAIN ITEM
21	PRICE LEVEL DOES NOT MATCH
22	CONVERSION OF NUMBER FAILED
23	SELECT ALPHA TEXT GROUP FIRST
24	COMPLETE PREVIOUS OPERATION FIRST
25	UNDEFINED FUNCTION
26	VOIDING OF THIS ITEM IS NOT ALLOWED
27	REQUIRED DATA EXIST
28	THIS CHECK IS ALREADY OPEN AT
29	SALE TRANSACTION IS EMPTY
30	PAYMENT IS IN PROGRESS, NO ADDITIONAL ITEM REGISTRATION ALLOWED
31	SELECT PLU STATUS GROUP
32	DESCRIPTOR NOT ENTERED
33	PLU CODE IS NOT ENTERED
34	PRICE NOT ENTERED
35	SELECT GROUP
36	FAILURE
37	SELECT REVENUE CENTER

NO	Original Message
38	CAN NOT REGISTER ITEM TO FINALIZED SALE TRANSACTION
39	CHECK PRINTER
40	CHOOSE DIFFERENT CHECK TABLE
41	CHOOSE MAIN ITEM
42	TABLE IS EMPTY
43	COMPLETE WASTE OPERATION FIRST
44	FINALIZE CURRENT TRANSACTION FIRST
45	SELECT ROOM FIRST
46	SOURCE ITEM CANNOT BE EMPTY
47	THIS OPERATION IS NOT ALLOWED WITH OPEN SALE
48	SELECT ANOTHER PRICE LEVEL
49	DELETION OF THIS ITEM IS NOT ALLOWED AS LINKED MLU ITEM EXISTS
50	DELETION OF THIS ITEM IS NOT ALLOWED AS LINKED FLU ITEM EXITS
51	DELETION OF THIS ITEM IS NOT ALLOWED AS LINKED PAYMENT ITEM EXITS
52	DELETION OF THIS ITEM IS NOT ALLOWED AS LINKED HOTKEY ITEM EXISTS
53	SELECT MLU
54	SELECT FLU
55	SELECT TENDER GROUP
56	SELECT RECEIPT LAYOUT
57	WRONG PASSWORD!
58	CREATE MLU GROUP FIRST
59	CREATE FLU GROUP FIRST
60	CREATE TENDER GROUP FIRST
61	CREATE RECEIPT LAYOUT FIRST
62	THIS FUNCTION IS INACTIVE
63	TIME IN FAILED
64	TIME OUT FAILED
65	DO NOT HAVE AUTHORITY FOR THIS OPERATION
66	HALO OVER
67	NO PRESET OVERRIDE
68	THIS ITEM SHOULD BE CREATED
69	SURCHARGE ON THIS ITEM IS NOT ALLOWED
70	DISCOUNT ON THIS ITEM IS NOT ALLOWED
71	PROMO ON THIS ITEM IS NOT ALLOWED
72	WASTE ON THIS ITEM IS NOT ALLOWED

NO	Original Message
73	ZERO AMOUNT SALE IS NOT ALLOWED
74	DUPLICATED LINKED PLU IS NOT ALLOWED
75	% DISCOUNT LIMIT OVER
76	CALCULATION ERROR
77	FOLDER NAME IS EMPTY
78	FILE NAME IS EMPTY
79	FAILED TO BACKUP DATABASE PLEASE CHECK USB OR SD CARD
80	FAILED TO RESTORE DATABASE PLEASE CHECK USB OR SD CARD
81	FAILED TO READ FILE PLEASE CHECK USB OR SD CARD
82	FAILED TO WRITE TO FILE PLEASE CHECK USB OR SD CARD
83	FAILED TO OPEN SERIAL PORT
84	FAILED TO CLOSE SERIAL PORT
85	SERIAL PORT ERROR
86	TENDER AMOUNT REQUIRED
87	UNDER-TENDER IS NOT ALLOWED
88	MANAGER AUTHORITY REQUIRED FOR UNDER-TENDER
89	OVER-TENDER IS NOT ALLOWED
90	EMPLOYEE DOES NOT HAVE PAYMENT AUTHORITY
91	INFINITE LOOP IS NOT ALLOWED
92	SALE IS NOT ALLOWED FOR ADMINISTRATOR
93	FAILED TO WRITE TO POLE DISPLAY
94	EFT/CREDIT CARD PAYMENT FAILED
95	THIS SALE WAS NOT PAID BY CREDIT CARD
96	TRANSACTION ALREADY CANCELLED
97	PLEASE REGISTER TABLE
98	FILE NOT FOUND PLEASE CHECK USB OR SD CARD
99	CAN NOT CANCEL PARTIALLY PAID SALE
100	ENTER NON ZERO NUMBER
101	NO DECIMAL ENTRY ALLOWED
102	FAILED TO DETECT SECOND DISPLAY
103	FAILED TO START TRANSACTION
104	PRINT ERROR
105	SELECT PLU
106	AGE RESTRICTION
107	CHECK TRACKING ERROR
108	FORMAT ERROR
109	CARD READER IS NOT ALLOWED
110	SIGN IN OUT USING MCR IS NOT ALLOWED
111	EMPLOYEE NOT FOUND
112	EMPLOYEE CARD ID NOT MATCH
113	NEED FS SUBTOTAL FIRST
114	MUST SIGN EMPLOYEE CARD
115	ALTERNATE PRICE LEVEL ERROR
116	NOT ENOUGH QUANTITY
117	NEGATIVE BALANCE
118	NO MORE ITEM CAN BE SELECTED
119	SPLIT THIS ITEM NOT POSSIBLE

NO	Original Message
120	CANNOT CREATE ANY MORE
121	MUST CREATE PROMOTION GROUP
122	DEVICE IS OFFLINE
123	SELECT DESTINATION KEY FIRST
124	SIGN OFF REQUIRED
125	MUST BE NON TAXABLE AMOUNT < = FIRST BREAK POINT
126	MUST BE BREAK POINT N < = BREAK POINT N+1
127	# OF BREAKS IS WRONG
128	NO BREAK POINT
129	WRONG REPEAT BREAK POINT
130	PRINT CHECK FIRST
131	MULTIPLE DISCOUNT NOT ALLOWED
132	INACTIVE TAX
133	NOT READY
134	SCALABLE PLU
135	NOT SCALABLE PLU
136	AUTO SCALE PLU
137	DO NOT ALLOW MANUAL ENTRY
138	TARE WEIGHT IS REQUIRED
139	ZERO AMOUNT
140	DO YOU WANT TO START WITHOUT PRINT?
141	THIS FUNCTION NOT ALLOWED
142	FAILED TO READ DATA
143	RETURN OBJECT RANGE ERROR
144	OPEN A CHECK FIRST
145	DIFFERENT EMPLOYEE OWNS THIS CHECK
146	CREATION ERROR
147	SELECT ITEM(S) FIRST
148	DELETE ERROR
149	UPDATE ERROR
150	INITIALIZATION FAIL
151	EXCEPTION ERROR
152	ENTER A VALUE FIRST
153	STORAGE MEMORY IS NOT ENOUGH
154	RESTORE ERROR PLEASE CHECK USB OR SD CARD
155	PLU CODE ALREADY EXISTS
156	NO AVAILABLE PRICE LEVEL
157	NEED SUBTOTAL FIRST
158	VOID MODE IS INACTIVATED
159	OVERRIDE NOT ALLOWED
160	NO DRAWER
161	ALREADY VOIDED
162	THIS PLU IS INACTIVE
163	CONDIMENT REQUIRED
164	MULTIPLICATION LIMIT EXCEEDED
165	OUT OF ZERO STOCK
166	UNDER MINIMUM STOCK
167	NEED SEAT # FIRST
168	DRAWER IS OPEN
169	PLEASE CLOSE TABLE
170	LIST IS NOT EMPTY

NO	Original Message
171	CASH IN DRAWER EXCEEDED
172	PLEASE CONNECT DALLAS
173	PLU MUST HAVE AT LEAST ONE PRICE
174	TIME IN FIRST
175	OPERATING CODE ALREADY EXISTS
176	CLOCK IN CODE ALREADY EXISTS
177	MUST TIME IN OUT BY EMPLOYEE CARD
178	TIME IN OUT ONLY
179	NO ALLOW PRICE CHANGE
180	MUST BE MAX QUANTITY >= MIN QUANTITY
181	PLU STATUS GROUP IS NOT EXIST
182	IT EXCEEDS THE MAXIMUM NUMBER
183	FAIL TO CONNECT IRC! PLEASE CHECK THE MAIN TERMINAL NETWORK CONNECTION. IF YOU WANT TO INACTIVE THE IRC MODE, CLICK “INACTIVE” BUTTON.
184	NOT ALLOWED WITH OPEN ORDERS
185	MULTIPLE RECEIPTS NOT ALLOWED
186	SELECT MAIN TERMINAL FIRST
187	NOT CONNECT TO THE NETWORK! PLEASE CHECK YOUR NETWORK CONNECTION. IF YOU WANT TO INACTIVE THE IRC MODE, CLICK “INACTIVE” BUTTON.
188	NOT CONNECT TO THE NETWORK! PLEASE CHECK YOUR NETWORK CONNECTION.
189	CHECK IRC DEVICE
190	MAIN TERMINAL CANNOT TURN OFF THE IRC MODE
191	MUST PERFORM END OF DAY
192	CREATE DEVISE FIRST
193	INACTIVATED IRC MODE! YOU CAN MODIFY THE PROGRAM ON MAIN TERMINAL!
194	INACTIVATED IRC MODE! YOU CANNOT USE THE CHECK OPERATION
195	PLU DOES NOT EXIST
196	CAN NOT EDIT PLU DURING SALE TRANSACTION
197	PLU STATUS GROUP IS INACTIVATED
198	NO MEM ALLOCATION PGM FILE
199	NO GROUP PGM FILE
200	NO AUTHORITY PGM FILE
201	NO CASHIER PGM FILE
202	NO PLU PGM FILE
203	NO PLU STATUS PGM FILE
204	NO TAXABLE PGM FILE
205	NO JOB CODE PGM FILE
206	NO PAYRATE PGM FILE
207	SUB TERMINAL IS EXIST. IRC HAS TO BE OFF FIRST
208	PRINTER COVER OPEN
209	PRINTER PAPER END
210	PRINTER PAPER NEAR END
211	PRINTER TPH TEMPERATURE OVER

NO	Original Message
212	PRINTER CUTTER JAM
213	PRINTER RECEIVE BUFFER FULL
214	PRINTER EXIST
215	KP DOES NOT EXIST
216	MAIN TERMINAL CANNOT BE DELETED
217	TERMINAL IN USE CANNOT BE DELETED. IF YOU WANT TO DELETE, TURN OFF THE IRC MODE.
218	KP ROUTE DOES NOT MATCH
219	IF THE IRC MODE IS ON CAN NOT CHANGE STORE NAME PLEASE TURN OFF THE IRC MODE THEN CHANGE THE STORE NAME
220	NO CHECK#
221	ALREADY CLOSED
222	DIFFERENT TO DEALER NAME
223	NEED GUEST # FIRST
224	YOUR AUTHORITY LEVEL CAN ONLY ENTER THE REG MODE
225	SCALE WEIGHT MUST BE ZERO FOR MANUAL WEIGHT RETURN
226	MACRO ITEM DOES NOT EXIST
227	THE ERROR POPUP IS OPEN
228	PLEASE FIRST TURN THE MODE KEY
229	NO MNM PGM FILE
230	THIS PLU IS NOT INCLUDE TO MLU ITEM.
231	TARE WEIGHT LIMIT EXCEEDED
232	CREATE GMAIL ACCOUNT FIRST
233	CAN NOT DELETE THIS ITEM LINKED PLUS EXIST.
234	NO KEYLINK PGM FILE
235	NO FUNCKEY PGM FILE
236	NO NLU PGM FILE
237	NEED A LICENSE
238	AGE VERIFICATION FORMAT NOT FOUND
239	TURN OFF THE IRC MODE!
240	MAXIMUM IMAGE COUNT: 15 LOGOS
241	MAXIMUM SIZE: 576 * 240 DOTS
242	CHECK COIN DISPENSER
243	CARD FORMAT ERROR
244	STORE TABLE FIRST
245	STATION DOES NOT MATCH
246	AUTHORITY DOES NOT MATCH
247	INACTIVATED IRC MODE! YOU CANNOT USE THE CLERK INTERRUPT
248	NOT ALLOWED WITH OPEN ORDERS
249	EXIST CLERK INTERRUPT! YOU MUST END OF CLERK INTERRUPT
250	PLEASE CHECK DALLAS KEY
251	DALLAS KEY DOES NOT MATCH
252	RETURNING OF THIS ITEM IS NOT ALLOWED
253	REQ GALLONAGE AMOUNT
254	PLEASE CHECK COM PORT-KITCHEN VIDEO
255	EMPLOYEE IN USE
256	NOT ALLOWED DURING TRANSACTION

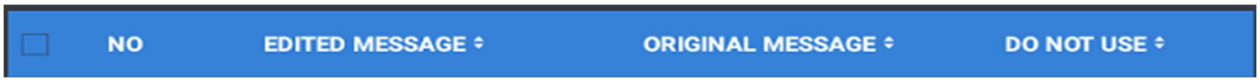
NO	Original Message
257	DATABASE DISK IMAGE IS MALFORMED
258	TERMINAL OFFLINE CAN NOT ADD ITEMS TO OFFLINE TERMINAL
259	CANNOT GET THE ORDER NUMBER FROM MAIN TERMINAL
260	CANCEL IS NOT ALLOWED
261	CAN NOT MAKE MULTIPLE CLOCK
262	CAN NOT MAKE MULTIPLE ORDER LIST
263	NO LINK RECIPE
264	INVALID COUPON CODE
265	OVER COUPON APPLIED NUMBER
266	NEED BASIC LEVEL LICENSE
267	TERMINAL NAME ALREADY EXISTS
268	SRM ERROR PLEASE CHECK SRM DEVICE
269	YOU CAN NOT USE THIS VERSION PLEASE DOWNGRADE APK VERSION
270	CHECK RECALL TABLE FUNCTION KEY
271	CHECK TABLE STORE FUNCTION KEY
272	ALREADY OPEN TABLE
273	MLU ALREADY EXISTS IN THIS MLU GROUP
274	RECALL KEY IS DELETED OR NOT SYNC
275	MAIN TERMINAL DOES NOT HAVE THIS CHECK

NO	Original Message
276	TERMINAL OFFLINE SALE IS NOT ALLOWED AT SUB TERMINAL
277	TENDER IN PROGRESS, YOU CAN ONLY MOVE ALL ITEMS
278	SALES NOT ALLOWED WITHOUT DRAWER ASSIGNMENT
279	EMPLOYEE IS SIGNED INTO
280	FAILED TO BACKUP REPORT FILE PLEASE CHECK USB
281	NEED NOTE # FIRST
282	UPLOADING DB FILE PLEASE RETRY AFTER FEW SECONDS
283	THERE IS EXIST PREPAID TENDER WITHOUT SEAT#
284	TEND AMOUNT IS OVER THEN THIS SEAT ITEM TOTAL PLEASE SPLIT THIS TEND ITEM TO INPUT SEAT#
285	OVER THE EXPIRATION DATE
286	WRONG DATE RANGE
287	STORAGE SPACE RUNNING OUT
288	NEED TIME OUT
289	***< NOT AVAILABLE TO EDIT >***
290	MULTIPLE SURCHARGE NOT ALLOWED
291	MUST SCAN OR SWIPE
292	% MAX TIP RANGE OVER
293	CHECK MULTI-PRICING OPTION

Report Message

The default report messages are shown here. Report Messages can be individually selected and the description edited as desired (up to 30-characters). Edited messages can be selected individually or all edited messages can be selected and be reset back to the original message by pressing the REVERT button if desired.

The Report Message screen shows the report message number, the edited message, the original message and a do not use selection check box. This selection will remove the selected line(s) from printing on reports.



Default Report Messages

NO	Original Message	Do Not Use
1	(+) PLU TOTAL	☐
2	(-) PLU TOTAL	☐
3	ADJUST TOTAL	☐
4	NON-TAX	☐
5	TAX SALES TOTAL	☐
6	TAX TOTAL	☐
7	EXEMPT TAX SALES TOTAL	☐
8	DESTINATION SALES	☐
9	DISCOUNT TOTAL	☐
10	NET SALES	☐
11	CREDIT TAX TOTAL	☐
12	FOOD STAMP CREDIT	☐
13	MDSE RETURN	☐
14	PREVIOUS VOID	☐
15	TRANS VOID	☐
16	CANCEL	☐
17	GROSS SALES	☐
18	CASH SALES	☐
19	CHECK SALES	☐
20	RA TOTAL	☐
21	PO TOTAL	☐
22	HASH TOTAL	☐
23	AUDACTION	☐
24	NO SALE	☐
25	CASH-IN-DRAWER	☐
26	CHECK-IN-DRAWER	☐
27	FD/S-IN-DRAWER	☐
28	MISC TEND SALES	☐
29	CONVERSION TOTAL	☐
30	DRAWER TOTAL	☐
31	PROMO	☐

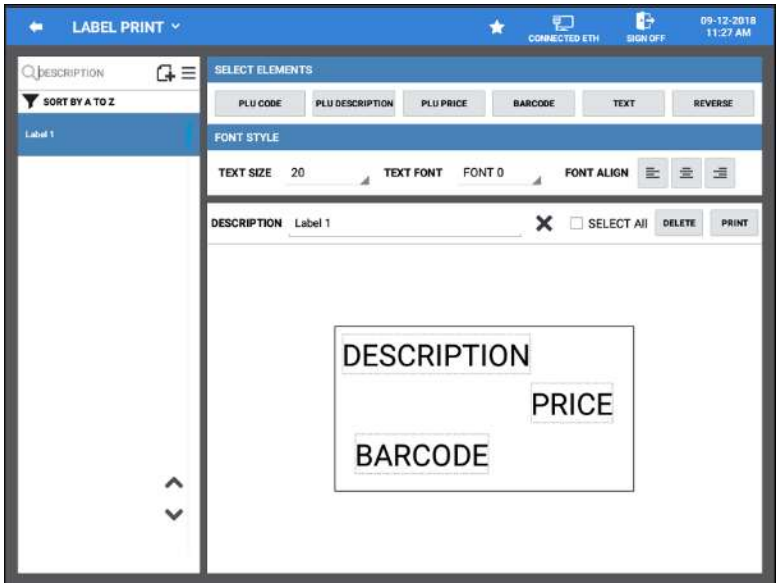
NO	Original Message	Do Not Use
32	WASTE	☐
33	GUESTS	☐
34	CHECKS PAID	☐
35	OPEN CHECK	☐
36	INTERRUPT BALANCE	☐
37	TIP TOTAL	☐
38	DECLARATION TOTAL	☐
39	DECLARATION OVER/SHORT	☐
40	COUPON SALES	☐
41	ROUND TOTAL	☐
42	PROMOTION TOTAL	☐
43	AVERAGE SALES	☐
44	AVERAGE GUEST	☐
45	SAM4S CASH DRAWER	☐
46	ESTIMATED TIPS	☐
47	CASH OUT TOTAL	☐
48	LOYALTY DISCOUNT TOTAL	☐
49	SURCHARGE	☐
50	EXEMPT TAX1 SALES	☐
51	EXEMPT TAX2 SALES	☐
52	EXEMPT TAX3 SALES	☐
53	EXEMPT TAX4 SALES	☐
54	EXEMPT TAX5 SALES	☐
55	EXEMPT TAX6 SALES	☐
56	EXEMPT TAX7 SALES	☐
57	EXEMPT TAX8 SALES	☐
58	EXEMPT TAX9 SALES	☐
59	EXEMPT TAX10 SALES	☐
60	PAYMENT FEE	☐
61	TRAINING TOTAL	☐

Label Print

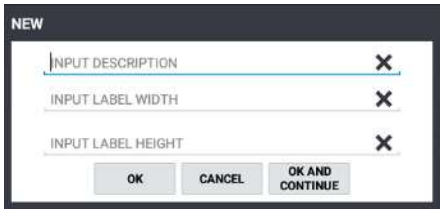
Use the Label Print programming to set up the different label types that may be used to print to an optional label printer, such as for product labels and shelf labels. You can customize the information that prints on the label to suit your application needs. The labels generated by Sam4POS are the CODE-128 barcode format.

You will need to set up a Label Printer in the Device Setting before you can print labels. The Sam4POS provides support for the BTP-L520/L540 label printer. See page 353 for details on adding the label printer to your device setting & mapping selections.

1. Select **LABEL PRINT** from the **PROGRAM MODE**, **RECEIPT & MESSAGE** menu selections. The label print programming screen is displayed.

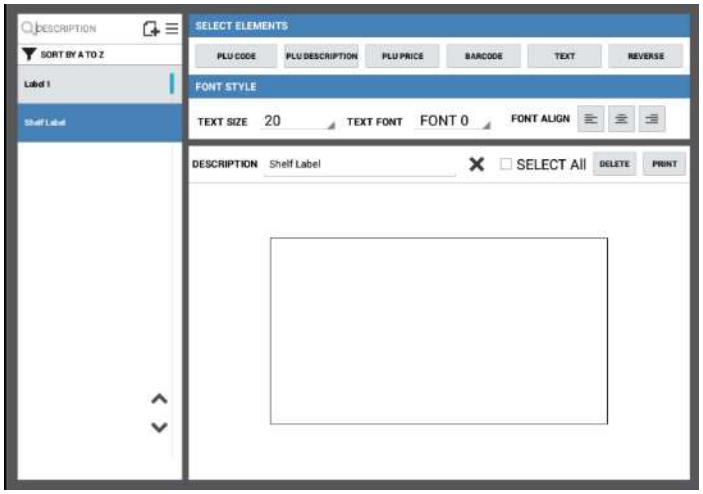


2. The default label format is shown; you can edit this label as desired or create a new label.
3. Press the **Add Record icon** to create a new label (or **Press & Hold** on an existing label in the list). The NEW record dialog appears:



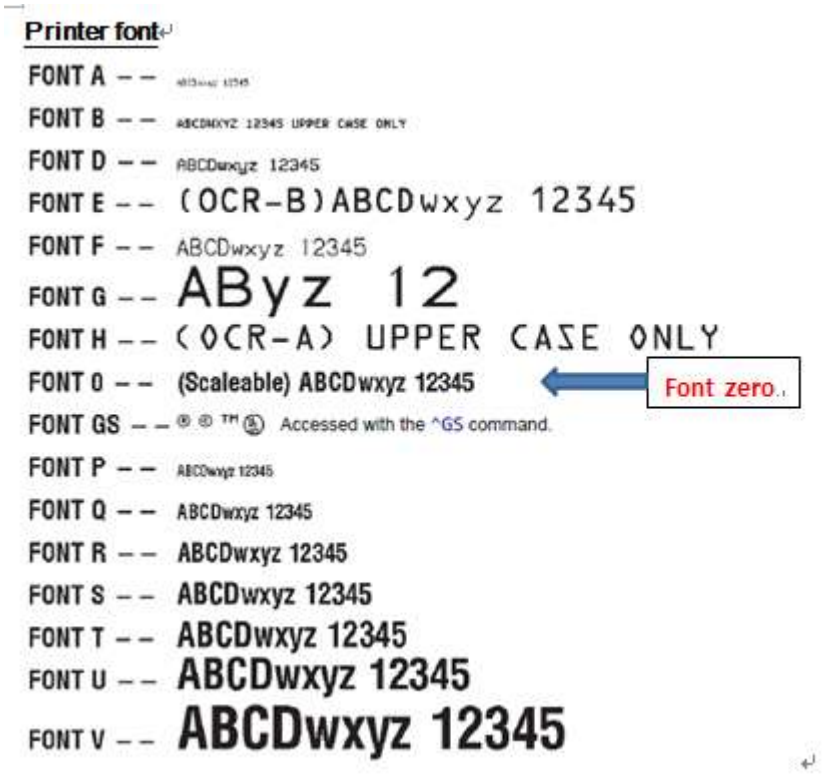
   a. Input a **Description** *(up to 30-characters)* for the label on the top line and set the label size on the next line. *(The ✕ at the end of each field can be used to clear the current entry.)*
   b. Input the **Label Width**
   c. Input the **Label Height**

4. Press **OK** to save your label or press OK AND CONTINUE to add additional labels. *Pressing CANCEL will exit without adding any labels*.



5. A blank label will be displayed. The **SELECT ELEMENTS** selections are used to customize the label as desired by selecting the elements you want to appear on the label. Available elements include:
    a. PLU Code
    b. PLU Description
    c. PLU Price
    d. Barcode
    e. Text – type in a custom test to appear on your label: *i.e. Joe's Bait Shoppe*
    f. Reverse – prints in reverse *(dark background)*.
6. You can rearrange the position of the elements where you want them to appear on the label by clicking on the element and dragging the element to the desired position.
7. Use the **FONT STYLE** options to edit the font of your receipt message, options include:
    a. Text Size.
    b. Text Font – Select from the 15 available font styles.
    c. Font Align – left, Center, or right align.
8. You can edit the **DESCRIPTION**, **DELETE** elements or **TEST** print the barcode.

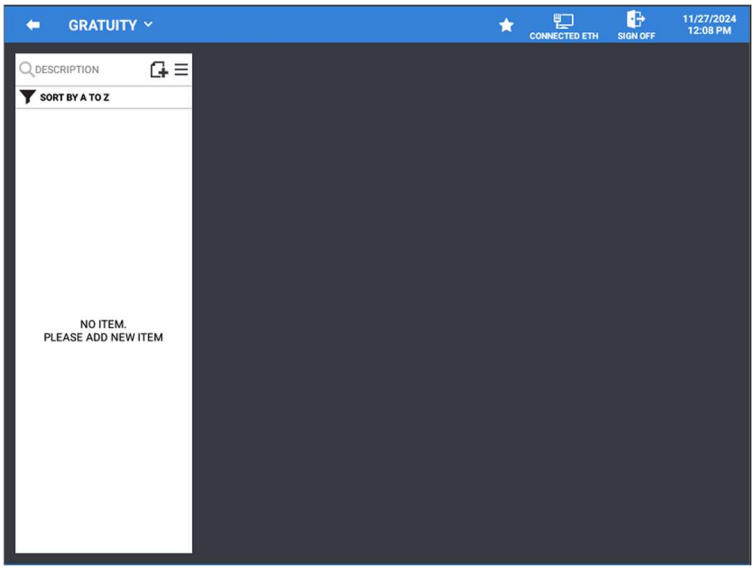
Text Font Styles



Gratuity

The Gratuity programming area allows you to create suggested gratuity to print on receipts. When created, you will need to add the Gratuity Line to the desired Receipt. Refer to RECEIPT programming on page 240 for information about adding the suggested gratuity to a receipt.

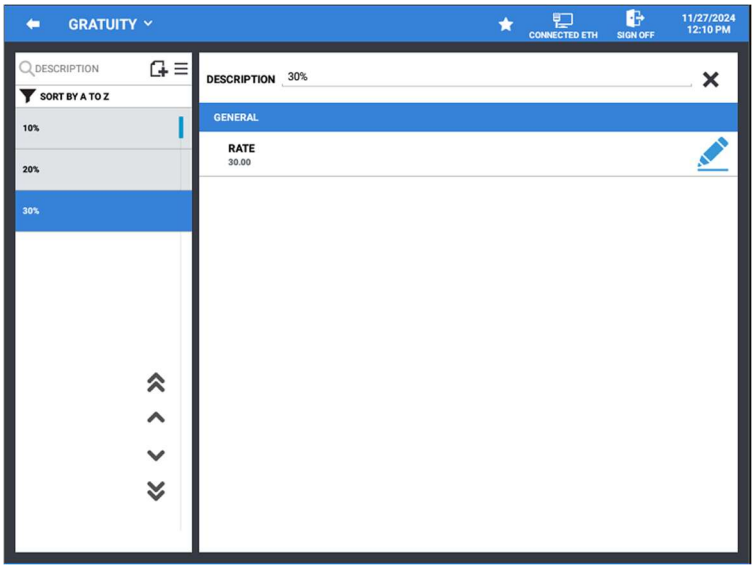
1. From the **PROGRAM MODE** menu select **RECEIPT & MESSAGE**, the select **GRATUITY** from the menu selections.



2. Add a new GRATUITY message category by pressing the icon and type in a descriptor (up to 30-characters) for the new message category. Press the ✕ at the end of the description field to clear the current descriptor.



3. When you have created your Gratuity categories, enter the **RATE** for each gratuity type.



4. Use the Menu icon to **SORT** the Gratuity list alphabetically or choose **EDIT MODE** to delete selections.

Key Type Message

(Added in v1.0.69) The default Key Type descriptors can be individually selected and edited; this allows further customization of key type descriptions. Messages can be individually selected and the description edited as desired (up to 30-characters). Edited messages can be selected individually or all edited messages can be selected and be reset back to the original message by pressing the **REVERT** button if desired. The Key Type Message screen shows the message number, the edited message and the original message.



Default Key Type Messages

NO	DESCRIPTION
1	ALPHA TEXT
2	CANCEL
3	CASH
4	CASH OUT
5	CHECK
6	CHECK-CASHING
7	CLEAR
8	CURRENCY CONVERSION
9	CUSTOMER
10	. (DECIMAL)
11	DELIVERY
12	DESTINATION
13	DISCOUNT
14	DONE
15	EMPLOYEE
16	FOOD STAMP SHIFT
17	FOOD STAMP SUBTOTAL
18	FOOD STAMP TENDER
19	GUEST
20	HOLD
21	KP ROUTE
22	LIST HELD ITEMS
23	LIST SALE INTERRUPT
24	LIST TABLE
25	LIST PAID
26	MISC
27	MODIFIER
28	NO SALE

NO	DESCRIPTION
29	1
30	2
31	3
32	4
33	5
34	6
35	7
36	8
37	9
38	0
39	00
40	PLU#
41	PO
42	PLU INFO
43	PRICE LEVEL
44	PRINT HOLD
45	PROMO
46	QUANTITY CHANGE
47	RA
48	RECEIPT ON/OFF
49	REPEAT
50	RECEIPT REPRINT
51	REPORT
52	RETURN
53	SCALE
54	SEAT#
55	SPLIT ITEM
56	SPLIT PAY
57	SUBTOTAL
58	PRINT GUEST CHECK
59	RECALL TABLE

NO	DESCRIPTION
60	SPLIT TABLE
61	STORE TABLE
62	TRANSFER TABLE
63	TAX EXEMPT
64	TAX SHIFT
65	TIME CLOCK IN/OUT
66	TIP CHARGE
67	TIP DECLARE
68	VOID ITEM
69	VOID MODE
70	WASTE
71	X/TIME
72	EFT OPERATION
73	LOG BACKUP
74	ENTER
75	BACK SPACE
76	SERVE ORDER
77	PRICE CHECK
78	TABLE MAP
79	RECIPE
80	STOCK CHECK
81	PROMOTION
82	DUPLICATE
83	WEB
84	REAL KEYBOARD
85	NOTE #
86	END OF DAY
87	CHECK DESC
88	UP
89	DOWN
90	SYNC DATA

Receipt Message

(Added in version 1.0.76) Receipt Message programming allows you to edit certain receipt element descriptors. *(TAXABLE and AMOUNT selections were added in v1.1.41)* The Receipt Message screen shows the message number, the edited message and the original message.

Messages can be individually selected and the description edited as desired. Edited messages can be selected individually or all edited messages can be selected and be reset back to the original message by pressing the **REVERT** button if desired.



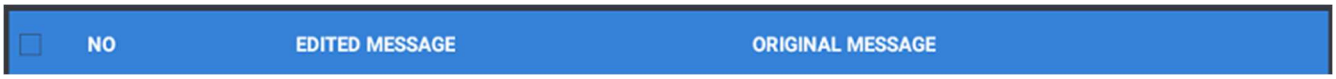
Default Receipt Messages

NO	DESCRIPTION
1	SUBTOTAL
2	TOTAL
3	TAXABLE
4	AMOUNT
5	SUBTOTAL W/O TAX
6	RETURN
7	FSTTL
8	FSTAX
9	FSCRT
10	FSCNG
11	TAX EXEMPT
12	NO.
13	REG:

Text Inserter Message

(Added in v1.0.87) This allows for a concise open drawer message to appear on the display when a text inserter is defined and mapped. The Receipt Message screen shows the message number, the edited message and the original message.

Messages can be individually selected and the description edited as desired. Edited messages can be selected individually or all edited messages can be selected and be reset back to the original message by pressing the **REVERT** button if desired.



Default Text Inserter Messages

NO	DESCRIPTION
1.	OPEN DRAWER

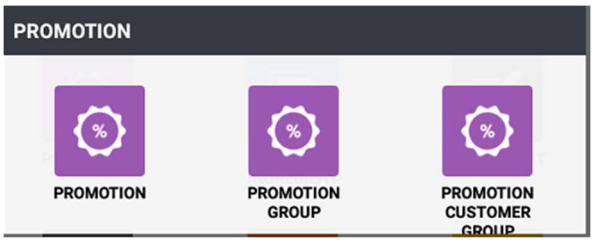
Promotion



Retailers often offer discounts when multiples of certain items or combinations of certain items are purchased in the same transaction. SAM4POS can accommodate four different discount scenarios with the Promotion programming and the Promotion Group programming. Information from the sale of items assigned to the individual Promotions will update the Promotion Report.

Important: The General Option: Promotion Refresh selection was added in v2.0.141, be sure to set this option setting when using Promotions. Refer to General Option on page 186 for details about setting Promotion Refresh option.

1. Select **PROMOTION** from the main **PROGRAM MODE** menu.



2. The **PROMOTION** category screen appears; touch the program area you wish to edit:
   - **PROMOTION**
   - **PROMOTION GROUP**
   - **PROMOTION CUSTOMER GROUP**
3. Every time you register an item Sam4POS checks all promotion tables to see if there is a promotion to apply.

Promotion Programming

Sam4POS has four promotion types available that can be set to automatically apply the various promotion schemes a retailer may utilize. Mix & Match, Multi-Buy, Combo Discount, and Sweet Deal. Be sure to verify the General Option: Promotion Refresh selection when using Promotions. Refer the General Option on page 186 for details about setting Promotion Refresh option.

In some cases, the merchant may want to be able to select a specific discount to apply, such as for a manufacturer coupon. The Coupon Search feature *(available at v1.1.21 and later)* can be used to accommodate this.

1. From the main **PROGRAM MODE** menu touch **PROMOTION**, Select **PROMOTION** from the available Promotion selections to set up each promotion type.

   Mix & Match

   The Mix & Match discount is utilized where the merchant offers a fixed amount or percentage discount when specific quantities of similar items are purchased.

   Multibuy

   The Multi-Buy discount is utilized where the merchant offers an amount or percentage discount when a specific combination of items is purchased or offers the items at a fixed price.

   Combo Discount

   The Combo discount is similar to the multi-buy discount. In both situations specific items must be sold to qualify for the discount. When using the Combo Discount option, instead of selecting individual PLUs, we assign promotion groups to be used with the discount.

   Sweet Deal

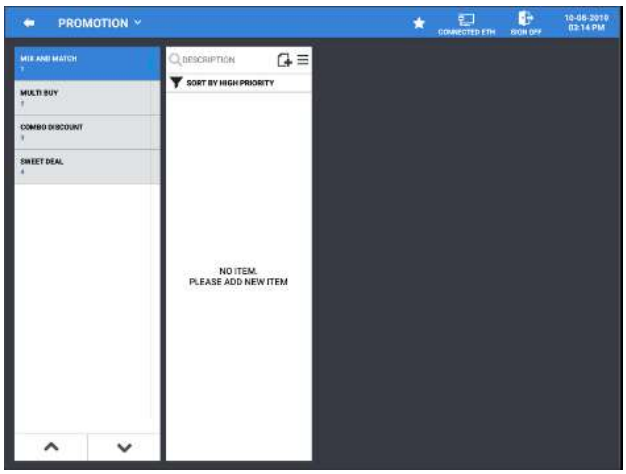
   The Sweet Deal promotion is a progressive discount, the more you buy, the larger the discount applied.

Mix And Match

The Mix & Match discount is utilized where the merchant offers a fixed amount or percentage discount when specific quantities of similar items are purchased.

For example, “Save $5 on any three bottles of wine”. This discount is implemented by first linking the applicable PLUs to a specific promotion table.

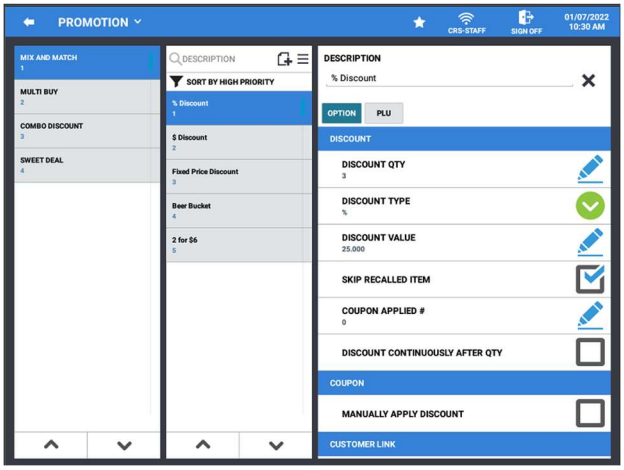
1. From the Promotion menu, touch **PROMOTION** to view/add/edit available Promotions.
2. Select the **MIX AND MATCH** promotion type.
3. Press the **Add Record icon** to add a new Mix and Match Promotion to the list or select an existing promotion to edit.



4. Enter a descriptor *(up to 30-characters)* for the promotion and press **OK** to add to the list or press OK AND CONTINUE to add more promotions. Pressing CANCEL will exit without adding the recipe. Press the ✕ at the end of the description field to clear the current description.



5. Define the **OPTION** settings for the new Promotion.
6. Select the **PLU** tab to add items to be used with this Mix and Match promotion.
7. Press the **menu icon** ☰ to access the edit mode and the sort options.
    - **Edit Mode** – allows you to select multiple promotions for deletion.
    - **Sort** – allows you to sort promotions alphabetically, **A TO Z** or **Z TO A**.



If desired, you can copy a promotion or delete a promotion, simply **Press & Hold** on the promotion until the dialog show below is displayed. You can Delete the selected promotion or Copy the promotion to a new or existing item.

By pressing and holding on a promotion you can choose to:

- **Delete –** to remove the selected promotion from the list.
- **Copy To New Item –** to copy the selected promotion to a new promotion.
- **Copy to Existing Items –** to copy the settings and options from the selected promotion to other promotions already in the promotion type list.

Mix And Match Option Settings

Option Button

Use the OPTION button to set the operation parameters for the selected Mix & Match Discount.

Discount

DISCOUNT QUANTITY

Enter the number of items required to be purchased to qualify for this discount.

DISCOUNT TYPE

[%] When the Discount Quantity is reached the total for all the items is discounted by the percentage in the Discount Value and split evenly and applied to each item.

[-] Applies the Discount Value as an amount discount to each item when the Discount Quantity is reached.

[FIXED PRICE] Sells the listed items at a set "Fixed Price" as set in the Discount Value when the Discount Quantity is reached. For the Discount Value, enter the price to be charged when the promotion criteria is met.

[FIXED PRICE EVEN] *(Requires v2.0.105 or later.)* Splits the Discount Value evenly for each item when the Discount Quantity is reached. For the Discount Value, enter the amount of the discount to apply.

DISCOUNT VALUE

Enter the amount to be applied for this discount type when the defined QTY of items is registered.

SKIP RECALLED ITEM

When checked, the Mix & Match will apply only to new items entered when a check is recalled.

COUPON APPLIED #

This is the number of Coupons allowed to be applied in a single transaction. Up to a 3-digit entry is allowed. If the number of coupons applied is over this number in a transaction, OVER COUPON APPLIED NUMBER error message will display.

DISCOUNT CONTINUOUSLY AFTER QTY *(Requires v2.0.95 or later.)*

The discount is applied to each additional item in this promotion after the quantity is reached. Discounts are calculated one at a time.

Coupon

Refer to the "Coupon Search" chapter on page 274 for details about this feature.

MANUALLY APPLY DISCOUNT

When this option is ***UNCHECKED***, the selected promotion will apply automatically.

When this option is ***CHECKED***, the **Coupon Code** entry is displayed. This allows you to type in a discount code or scan a manufacturer coupon to apply for the 'Coupon Search feature.

COUPON CODE - Assign a number code for the selected discount. Numeric entry up to 18-digits, same as PLU code length. This allows you to enter the coupon code by Scanner.

Customer Link

Promotion Customer Group must be enabled and associated programming set up to utilize this feature.

USE BY CUSTOMER LOYALTY

When this option is ***UNCHECKED,*** all customers are eligible to receive this promotion.

When this option is ***CHECKED***, the **Promotion Customer Group Link** entry is displayed:

Select the desired Promotion Customer Group eligible to receive this promotion.

Only customers assigned to the specified Customer Group will be eligible to receive the selected promotions.

End Date

This option is used with the Time Schedule Promotion program explained on page 407.

Note: Time Schedule Promotions must be created before they can be selected & assigned here.

USE TIME SCHEDULE

When selected you will need to choose the appropriate Time Schedule Promotion from the list to be used with this promotion. This promotion will only be active during the times set in the Time Schedule Promotion settings.

Pressing the **GOTO** button will bring you to the Time Schedule Promotion screen. You can add or edit existing Time Schedules as necessary. Press the **back arrow** ⇦ icon on the upper left of the screen to return to the promotion screen.

Taxable

TAXABLE1 ~ TAXABLE10

Select the **TAXABLE** options to be applied to this discount as desired. When selected, the tax is applied after the discount. If the TAXABLE option is unchecked, the tax is applied before the discount is applied.

PLU Button

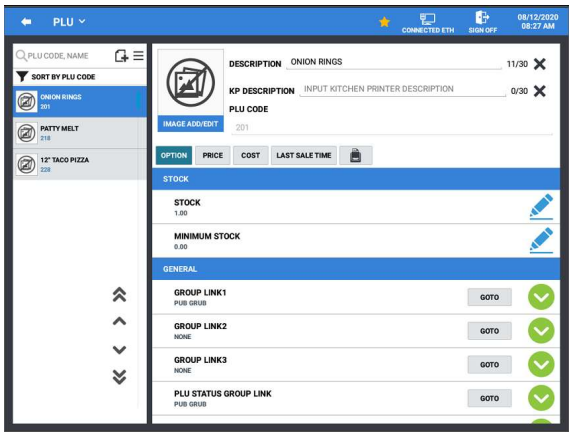
The **PLU** button is used to add **NEW** items, **EDIT** existing items or **DELETE** the items to be used with this Mix & Match promotion. Pressing the **GOTO** button opens the PLU programming screen. Press the back arrow ⇦ icon on the PLU screen to return to the Mix and Match promotion screen.



GOTO

Pressing the **GOTO** button on the Mix & Match Discount opens the PLU programming screen. The PLUs associated with the selected Mix & Match discount are displayed.

Scroll through the list of PLUs to edit as necessary. Press the **back arrow** ⇦ icon on the PLU screen to return to the Mix and Match promotion screen.



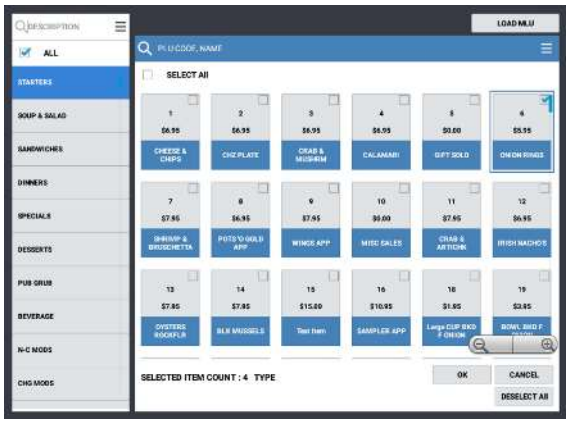
NEW

Used for adding **NEW** PLUs to the promotion, choose items from the PLU selection dialog.

The left column shows the list of groups. Uncheck the ☐ **ALL** selection box and select a specific group from the list to view just the items in the selected group.

The grid on the right displays the PLUs in the selected group. Choose PLUs to add to the promotion or check the ☑ **SELECT ALL** selection box to choose all PLUs in the group. You can scan an item, then select it for the promotion.

Press the **LOAD MLU** button at the upper right of the display to navigate to the desired item via MLU.



EDIT

Select an item or items in the list to **EDIT**. The PLU selection dialog is displayed.

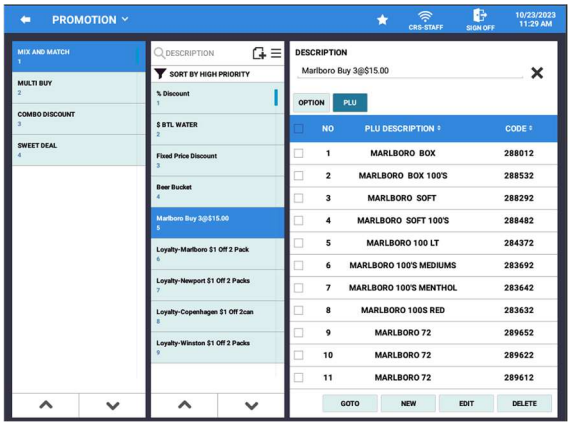
The left column allows you to select a specific Group.

The right grid displays the PLUs in the selected group.

The **LOAD MLU button** can be to navigate to the desired item via MLU.

DELETE

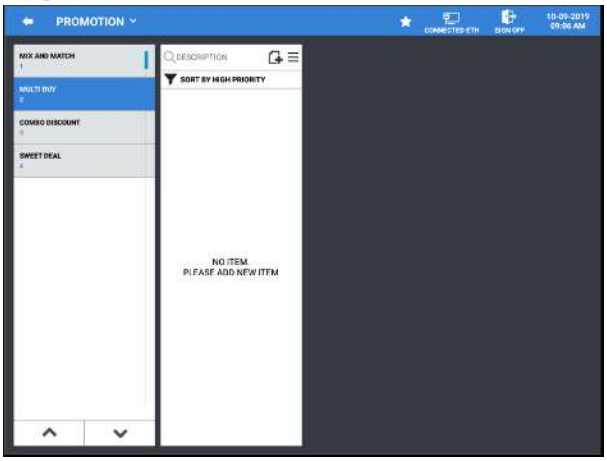
Select one or more PLUs from the list to delete. *(Removed from the current promotion)*.



Multi-Buy

The Multi-Buy discount is utilized where the merchant offers an amount or percentage discount when a specific combination of items is purchased or offers the items at a fixed price. For example, purchase 2-Hamburgers, 1-French fry and 1-Medium soft drink to receive a $1 meal discount. To implement this discount you must list each item and the qualifying quantity that must be purchased and enter the discount type and the discount value.

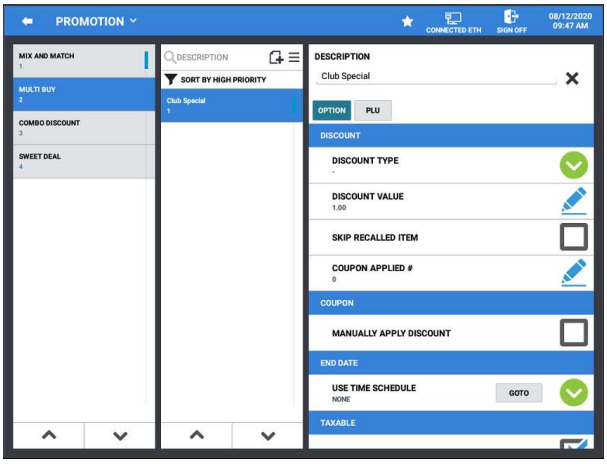
1. From the Promotion menu, touch **PROMOTION** to view/add/edit available Promotions.
2. Select the **MULTI BUY** promotion type.
3. Press the **Add Record icon** to add a new Multi-Buy Promotion to the list or select an existing promotion to edit.



4. Enter a descriptor *(up to 30-characters)* for the promotion and press **OK** to add to the list or press OK AND CONTINUE to add more promotions. Pressing CANCEL will exit without adding the recipe. Press the ✕ at the end of the description field to clear the current description.



5. Define the **OPTION** settings for the new Promotion.
6. Select the **PLU** tab to add items to be used with this Mix And Match promotion.
7. Press the **menu icon** ≡ to access the edit mode and the sort options.
    - **Edit Mode** – allows you to select multiple promotions for deletion.
    - **Sort** – allows you to sort promotions alphabetically, **A TO Z** or **Z TO A**.



If desired, you can copy a promotion or delete a promotion, simply **Press & Hold** on the promotion until the dialog show below is displayed. You can Delete the selected promotion or Copy the promotion to a new or existing item.

By pressing and holding on a promotion you can choose to:

- **Delete –** to remove the selected promotion from the list.
- **Copy To New Item –** to copy the selected promotion to a new promotion.
- **Copy to Existing Items –** to copy the settings and options from the selected promotion to other promotions already in the promotion type list.

Multi Buy Option Settings

Option Button

Use the OPTION button to set the operation parameters for the selected Multi-Buy Discount.

Discount

DISCOUNT TYPE

[%] for percentage discount
[-] for amount discount
[FIXED PRICE] to sell listed items at a set "Fixed Price"

DISCOUNT VALUE

Enter the amount to be applied for this discount when the defined QTY of items is registered.

SKIP RECALLED ITEM

When checked, the Multi Buy discount will apply only to new items entered when a check is recalled.

COUPON APPLIED #

This is the number of Coupons allowed to be applied in a single transaction. Up to a 3-digit entry is allowed. If the number of coupons applied is over this number in a transaction, OVER COUPON APPLIED NUMBER error message will display.

Coupon

See "Coupon Search" on page 274 for details about this feature.

MANUALLY APPLY DISCOUNT

When this option is **Unchecked**, the promotion will apply automatically.
When this option is **Checked**, the Coupon Code entry is displayed. This allows you to type in a discount code or scan a manufacturer coupon to apply for the 'Coupon Search feature.

COUPON CODE

Assign a number code for the selected discount (Numeric entry).
Allowable length for the coupon code number is 18-digits (same as PLU Code length). This allows you to enter the coupon code by Scanner.

Customer Link

Promotion Customer Group must be enabled and associated programming set up to utilize this feature.

USE BY CUSTOMER LOYALTY

When this option is ***UNCHECKED,*** all customers are eligible to receive this promotion.
When this option is ***CHECKED***, the **Promotion Customer Group Link** entry is displayed.

PROMOTION CUSTOMER GROUP LINK

Select the Promotion Customer Group Links allowed to apply this promotion is used.
Only customers assigned to the specified Customer Group will be eligible to receive the selected promotions.

End Date

This option is used with the Time Schedule Promotion program explained on page 407. The Time Schedule Promotions must be created before they can be assigned here.

USE TIME SCHEDULE

When selected you will need to choose the appropriate Time Schedule Promotion from the list to be used with this promotion. This promotion will only be active during the times set in the Time Schedule Promotion settings.

- Pressing the **GOTO** button will bring you to the Time Schedule Promotion screen. You can add or edit existing Time Schedules as necessary.
- Press the **back arrow** ⇦ icon on the upper left of the screen to return to the promotion screen.

Taxable

TAXABLE1 ~ TAXABLE10

Select the **TAXABLE** options to be applied to this discount as desired. When selected, the tax is applied after the discount. If the TAXABLE option is unchecked, the tax is applied before the discount is applied.

PLU Button

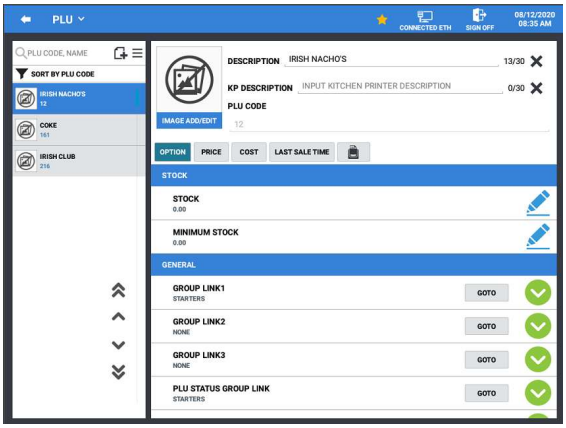
The **PLU** tab is used to add **NEW** items, **EDIT** existing items or **DELETE** the items to be used with this Multi Buy promotion. Pressing the **GOTO** button opens the PLU programming screen. Press the back arrow ⇦ icon on the PLU screen to return to the Mix and Match promotion screen.



GOTO

Pressing the **GOTO** button on the Multi-Buy Discount opens the PLU programming screen. The PLUs associated with the selected Multi-Buy discount are displayed.

Press the **back arrow ⇦ icon** on the PLU screen to return to the Multi-Buy promotion screen.



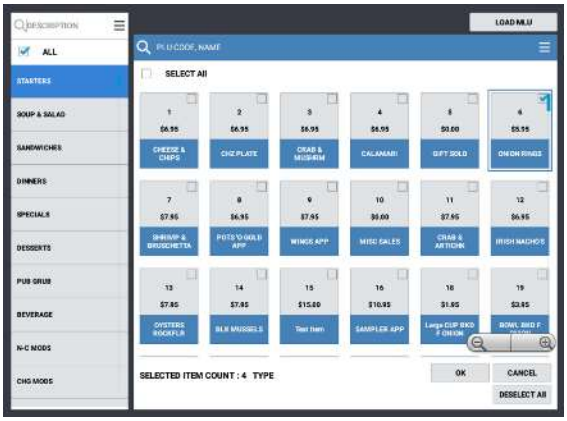
NEW

When adding **NEW** PLUs to the promotion, choose items from the PLU selection dialog.

The left column allows you to select a specific Group. Uncheck the ☐ **ALL** selection box and select a specific group from the list to view just the items in the selected group.

The right grid displays the PLUs in the selected group. Choose PLUs from the list to add to the promotion or check the ☑ **SELECT ALL** selection box to choose all PLUs in the group. You can scan the item as well then select it for the promotion.

You can also select the **LOAD MLU** button at the upper right of the display to navigate to the desired item via MLU.



EDIT

Select an item or items in the list to edit the count *(Quantity required to purchase for discount)*:



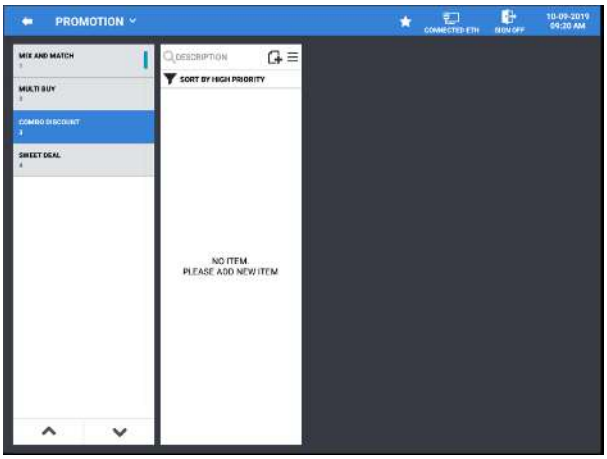
DELETE

Select one or more PLUs in the list to delete. *(Removed from the current promotion)*.

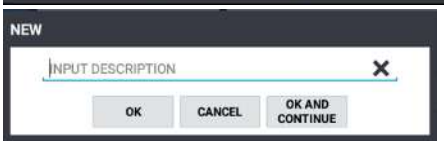
Combo Discount

The Combo discount is similar to the multi-buy discount. In both situations specific items must be sold to qualify for the discount. When using the Combo Discount option, instead of selecting individual PLUs, we assign promotion groups to be used with the discount. Refer to the "Promotion Group Programming" chapter on page 277 for promotion group details.

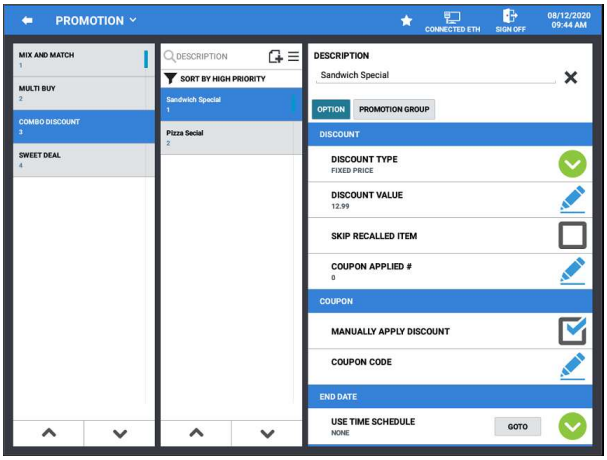
1. From the Promotion menu, touch **PROMOTION** to view/add/edit available Promotions.
2. Select the **COMBO DISCOUNT** promotion type.
3. Press the **Add Record icon** to add a new Combo Discount Promotion to the list or select an existing promotion to edit.



4. Enter a descriptor *(up to 30-characters)* for the promotion and press **OK** to add to the list or press OK AND CONTINUE to add more promotions. Pressing CANCEL will exit without adding the recipe. Press the ✕ at the end of the description field to clear the current description.



5. Define the **OPTION** settings for the new Promotion.
6. Select the **PLU** tab to add items to be used with this Mix And Match promotion.
7. Press the **menu icon** ☰ to access the edit mode and the sort options.
   - **Edit Mode** – allows you to select multiple web views for deletion.
   - **Sort** – allows you to sort promotions alphabetically, **A TO Z** or **Z TO A**.



If desired, you can copy a promotion or delete a promotion, simply **Press & Hold** on the promotion until the dialog show below is displayed. You can Delete the selected promotion or Copy the promotion to a new or existing item.

By pressing and holding on a promotion you can choose to:

- **Delete –** to remove the selected promotion from the list.
- **Copy To New Item –** to copy the selected promotion to a new promotion.
- **Copy to Existing Items –** to copy the settings and options from the selected promotion to other promotions already in the promotion type list.

Combo Discount Option Settings

Option Button

Use the OPTION button to set the operation parameters for the selected Combo Discount.

Discount

DISCOUNT TYPE:

[%] for percentage discount
[-] for amount discount
[FIXED PRICE] to sell listed items at a set "Fixed Price".

DISCOUNT VALUE

Enter the amount to be applied for this discount when the defined QTY of items is registered.

SKIP RECALLED ITEM

When checked, the Combo Discount will apply only to new items entered when a check is recalled.

COUPON APPLIED #

This is the number of Coupons allowed to be applied in a single transaction. Up to a 3-digit entry is allowed. If the number of coupons applied is over this number in a transaction, OVER COUPON APPLIED NUMBER error message will display.

Coupon

See "Coupon Search" on page 274 for details about this feature.

MANUALLY APPLY DISCOUNT

When this option is **Unchecked**, the promotion will apply automatically.
When this option is **Checked**, the Coupon Code entry is displayed. This allows you to type in a discount code or scan a manufacturer coupon to apply for the 'Coupon Search feature.

COUPON CODE –

Assign a number code to the selected discount (Numeric entry). Allowable length for the coupon code number is 18-digits (same PLU Code length). This allows you to enter the coupon code by Scanner.

Customer Link

Promotion Customer Group must be enabled and associated programming set up to utilize this feature.

USE BY CUSTOMER LOYALTY

When this option is ***UNCHECKED,*** all customers are eligible to receive this promotion.
When this option is ***CHECKED***, the **Promotion Customer Group Link** entry is displayed.

PROMOTION CUSTOMER GROUP LINK

Select the Promotion Customer Group Links allowed to apply this promotion is used.
Only customers assigned to the specified Customer Group will be eligible to receive the selected promotions.

End Date

This option is used with the Time Schedule Promotion program explained on page 407. The Time Schedule Promotions must be created before they can be assigned here.

USE TIME SCHEDULE

When selected you will need to choose the appropriate Time Schedule Promotion from the list to be used with this promotion. This promotion will only be active during the times set in the Time Schedule Promotion settings.

- Pressing the **GOTO** button will bring you to the Time Schedule Promotion screen. You can add or edit existing Time Schedules as necessary.
- Press the **back arrow** ⇦ icon on the upper left of the screen to return to the promotion screen.

Taxable

TAXABLE1 ~ TAXABLE10

Select the **TAXABLE** options to be applied to this discount as desired. When selected, the tax is applied after the discount. If the TAXABLE option is unchecked, the tax is applied before the discount is applied.

Promotion Group Button

The **PROMOTION GROUP** button is used to add **NEW**, **EDIT** or **DELETE** the promotion groups to be used with this Combo Discount promotion. See "Promotion Group Programming" on page 277 for details.



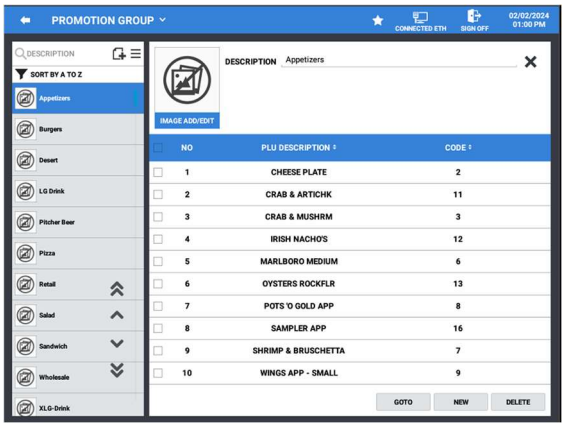
When new promotion groups are added to the Combo Discount, you will need to enter the **Quantity** required on the top line and select the promotion group from the **'Select Promotion Group'** drop-down dialog to be used with this combo discount from the list.

The Count *(Quantity)* can also be edited once assigned to the Combo Discount.

Note: Promotion groups must be created before they can be assigned in the combo discount program.

GOTO

Pressing the **GOTO** button on the Combo Discount opens the promotion group programming screen. This allows you to access promotion groups without exiting the combo discount programming. Press the **back arrow** ⇦ icon on the upper left of the screen to return to the combo discount promotion screen.



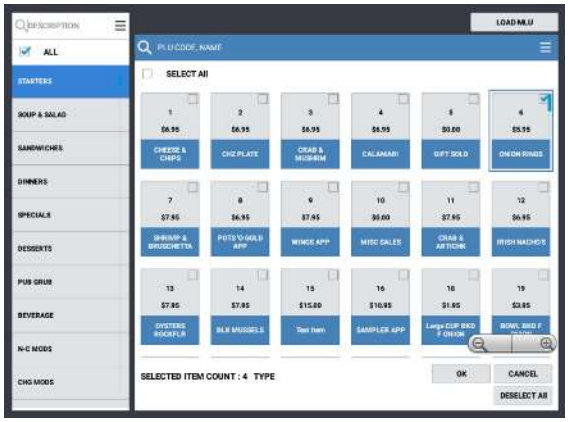
NEW

When adding **NEW** PLUs to the promotion, choose items from the PLU selection dialog.

The left column allows you to select a specific Group. Uncheck the ☐ **ALL** selection box and select a specific group from the list to view just the items in the selected group.

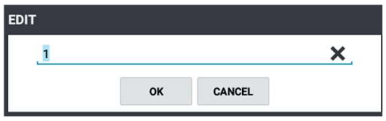
The right grid displays the PLUs in the selected group. Choose PLUs from the list to add to the promotion or check the ☑ **SELECT ALL** selection box to choose all PLUs in the group.

You can also select the **LOAD MLU** button at the upper right of the display to navigate to the desired item via **MLU**.



EDIT

Select an item or items in the list to edit the count (Quantity required to purchase for discount):



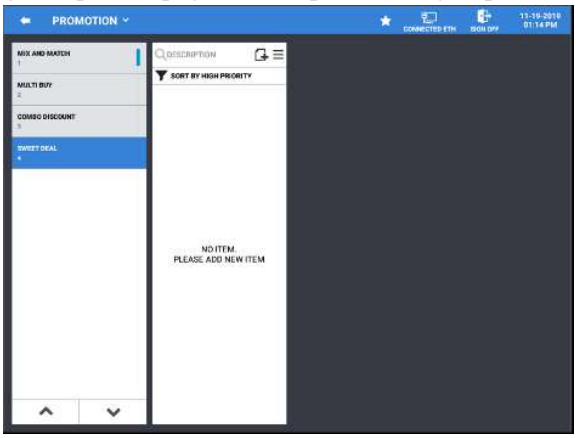
DELETE

Select an item or items in the list to delete. (Remove from the current promotion).

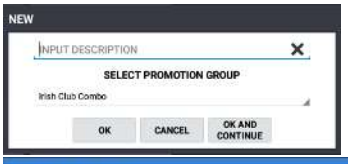
Sweet Deal

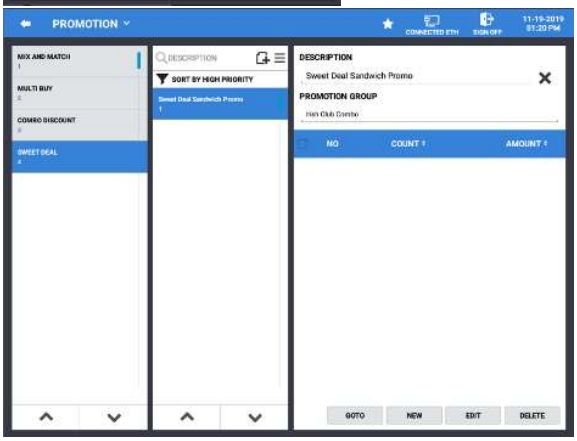
The Sweet Deal promotion is a progressive discount, the more you buy, the larger the discount applied. The Sweet Deal promotion is built by first programming a promotion group. The promotion group will have all the items that are eligible for the sweet deal. Then assign the promotion group to the sweet deal promotion and set the parameters for the sweet deal promotion, Refer to the "Promotion Group Programming" chapter on page 277 for promotion group details.

1. From the Promotion menu, touch **PROMOTION** to view/add/edit available Promotions.
2. Select the **SWEET DEAL** promotion type in the left column.
3. In the middle column, select the Sweet Deal promotion from the list you want to view\edit. To add a new promotion, Press the **Add Record icon** to add a new Sweet Deal Promotion to the list or select an existing promotion to edit.

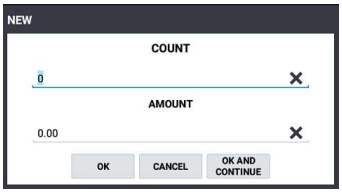


4. Enter a **DESCRIPTION** *(up to 30-characters)* for the promotion. For the **SELECT PROMOTION GROUP**, use the drop-down list to choose the promotion group to be used with this promotion.
5. Press **OK** to add to the list or press OK AND CONTINUE to add more promotions. Pressing CANCEL will exit without adding the recipe. Pressing the ✕ at the end of the field will clear the current description.
6. The new Sweet Deal promotion is added to the list.

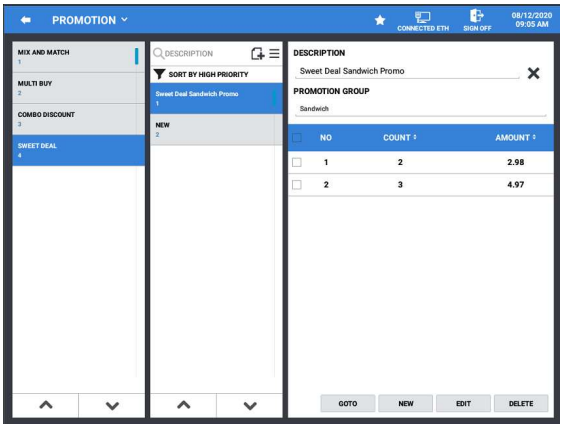




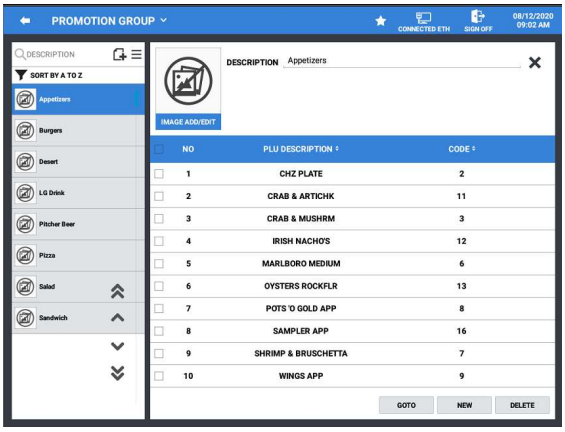
7. Press **NEW** to add the discounts to the new promotion.
8. Enter the **COUNT** required for the discount and the **AMOUNT**, the amount is the discount amount. Press **OK** when finished or press OK and Continue to add more discounts**.** Pressing CANCEL will exit without adding any discounts.



9. Use the **EDIT** button to edit the count and/or amount. Use the **DELETE** button the remove a selection from the Sweet Deal promotion.

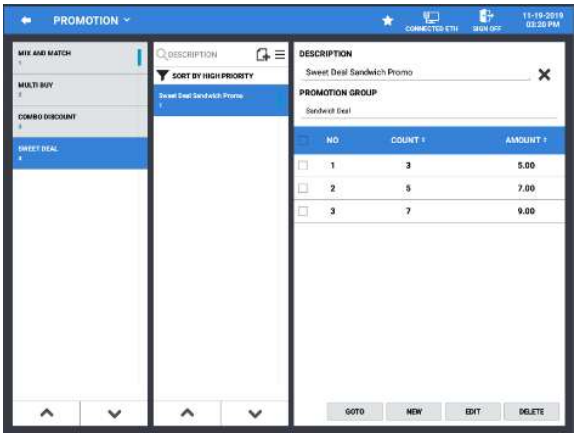


10. Pressing the **GOTO** button on the Sweet Deal discount opens the Promotion Group programming screen. This allows you to access promotion groups without exiting the discount programming.
    Press the **back arrow ⇦ icon** on the upper left of the screen to return to the combo discount promotion screen.



- The combo discount is updated with new settings.
- Press the **Menu icon** ☰ to access the edit mode and the sort options.
  - **Edit Mode –** allows you to select multiple promotions for deletion.
  - **Sort –** allows you to sort promotions alphabetically, **A TO Z** or **Z TO A**.

11. Press **DELETE** to remove the selected discount from the promotion.



If desired, you can copy a promotion or delete a promotion, **Press & Hold** on the promotion in the center column until the Sub-Menu is displayed. You can Delete the selected promotion or Copy the promotion to a new or existing item.

By pressing and holding on a promotion you can choose to:

- **Delete –** to remove the selected promotion from the list.
- **Copy To New Item –** to copy the selected promotion to a new promotion.
- **Copy to Existing Items –** to copy the settings and options from the selected promotion to other promotions already in the promotion type list.

Coupon Search

In some cases, the merchant may want to be able to select a specific discount to apply, such as for a manufacturer coupon. The Coupon Search feature *(available at v1.1.21 and later)* can be used to accommodate this. The promotion programming for Mix & Match, Multi-Buy, and Combo Discount provides the ability to manually select a specific coupon/discount *(Coupon Search)* to apply to a transaction in the register mode.

The Promotion function key is used with the Coupon Search feature to select and apply the discount.

Note: When the Combo Discount promotion type is used, additional Promotion Group programming is required.

Important: The General Option: Promotion Refresh selection was added in v2.0.141, be sure to set this option setting when using Promotions. Refer the General Option on page 186 for details about setting Promotion Refresh option.

Coupon Search Programming Areas

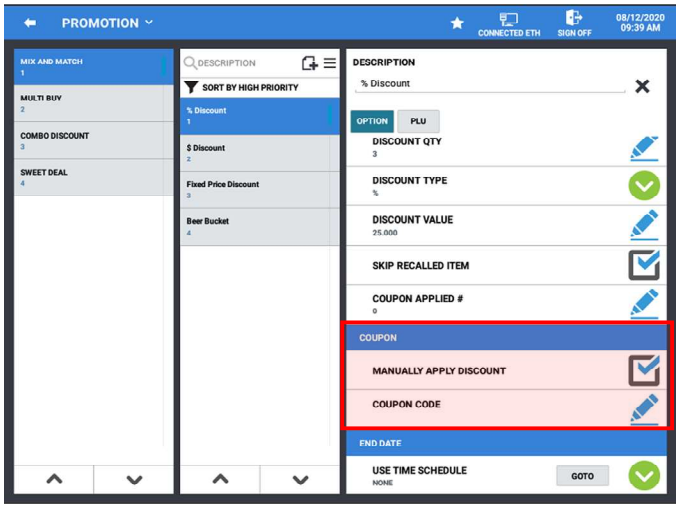
General Option Programming *(See Page 186)*
- Promotion Refresh: Real-Time \ Promotion Refresh Need Subtotal

Promotion Programming *(See page 262)*
- Promotion: Refer to Mix & Match \ Multi-Buy \ Combo Discount programming.
- Promotion Group: Used with the Combo Discount promotion type.

Function Key Programming
- Function Key: Promotion *(Coupon Search)* programming on page 222 for details.

Coupon Programming

To utilize the coupon search feature, the Coupon option setting ***'Manually Apply Discount'*** must be checked on the Mix & Match, Multi Buy, or Combo Discount promotion types.



- When you select the Coupon option ***'Manually Apply Discount'*** an additional option selection for **COUPON CODE** is available.

Coupon Options

With the Coupon option 'Manually Apply Discount' selected, the **COUPON CODE** option is available.

MANUALLY APPLY DISCOUNT

When this option is **Unchecked**, the promotion will apply automatically.
When this option is **Checked**, the Coupon Code entry is displayed. This allows you to type in a discount code or scan a manufacturer coupon to apply for the 'Coupon Search feature.

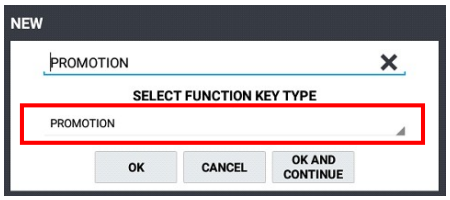
COUPON CODE

Press the pencil icon to enter the coupon code number for the selected discount. Allowable length for the coupon code number is 18-digits (same as PLU Code length) to allow for scanning a barcode on a manufacturer coupon for the coupon code.

Promotion Function Key

To accommodate the Coupon Search feature, a Promotion function key was added. *(Not to be confused with the PROMO function key.)* The Promotion function is used to open the selections for the coupon search. The discounts used with the coupon search are determined by the setting on the Promotion function key.

1. From the **Function Key** programming selection menu, select **Function Key,** Press **Add button** to add the new **PROMOTION** function key. The **NEW** key dialog displays.



2. Type a descriptor for your new key on the top line, The ✕ at the end of the field clears the current descriptor.
3. Select Function Key Type **PROMOTION** from the dropdown menu list. Press **OK**.
4. Edit the options for the Promotion key as necessary.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

OPTION

Promotion Type - Select the desired promotion type to be used from the dropdown list. Separate Promotion keys can be created for each Promotion Type.

- **Mix And Match**
- **Multi-Buy**
- **Combo Discount**

General Option

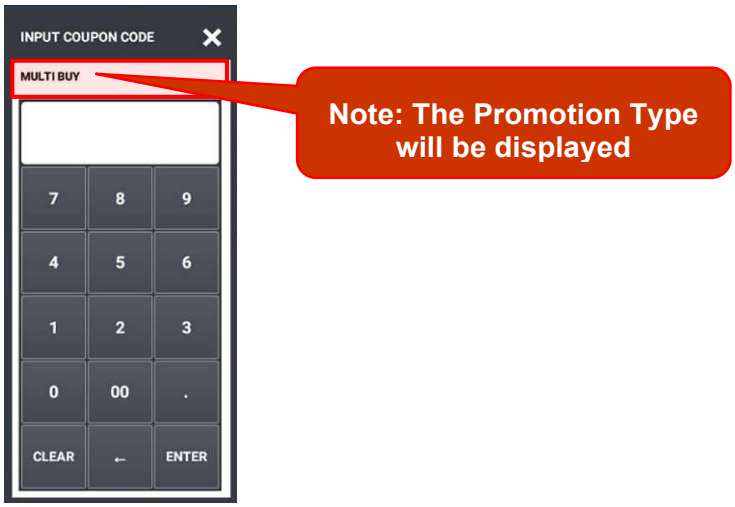
Promotion Refresh (Added in v2.0.141)

This option was added to help speed up operations by allowing you to select when the totals are updated on the transaction when a promotion is applied. Option selections are:

NONE – *(Default setting.)* Totals do not update on display but will print on the receipt correctly.
REAL TIME – Promotions are processed and totals on the display are updated in Real-Time as transactions are being registered.
PROMOTION REFRESH NEED SUBTOTAL – Promotions are processed as the transaction is being registered, totals on the display are updated when the Subtotal key is pressed. *(Potentially quicker when registering sales.)*

Key Sequence

1. From the **REGISTER MODE** register items associated with the promotion.
2. Press the **PROMOTION** key, the **Input Coupon Code** dialog appears:

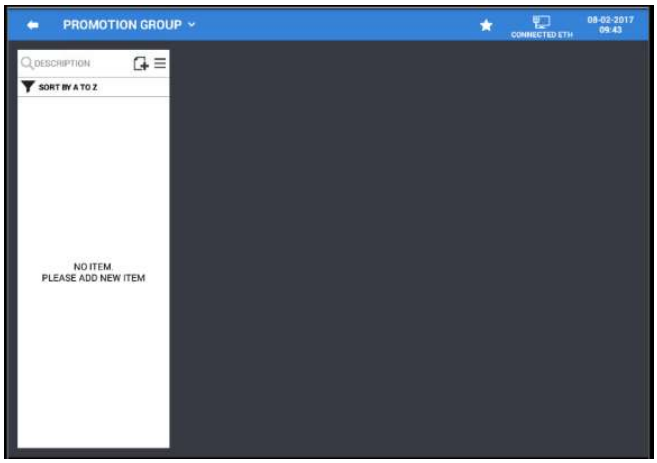


3. Input the desired **Coupon Code** as assigned in the promotion programming and press **ENTER**.
   (The Coupon Code can be up to 18-digits to allow for scanning a barcode on a manufacturer coupon.)
4. If the parameters for the promotion are satisfied, the appropriate discount is applied.
   Continue entering additional coupons from step 2 as necessary.
5. Tender the sale after all coupons are applied.

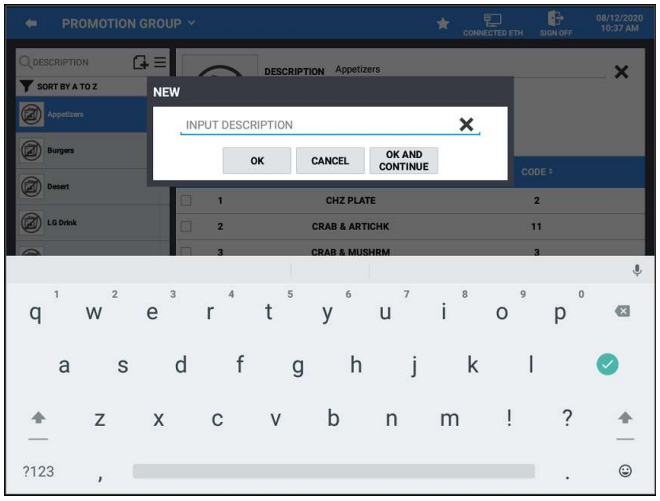
Promotion Group Programming

Promotion Group Requires v2.0.61 or later, Must be enabled to see the category. A promotion group is a group of PLUs that can be applied to a specific combo discount or sweet deal promotion. The promotion groups allow you to quickly add a group of items to be used with a promotion discount without having to add each item individually.

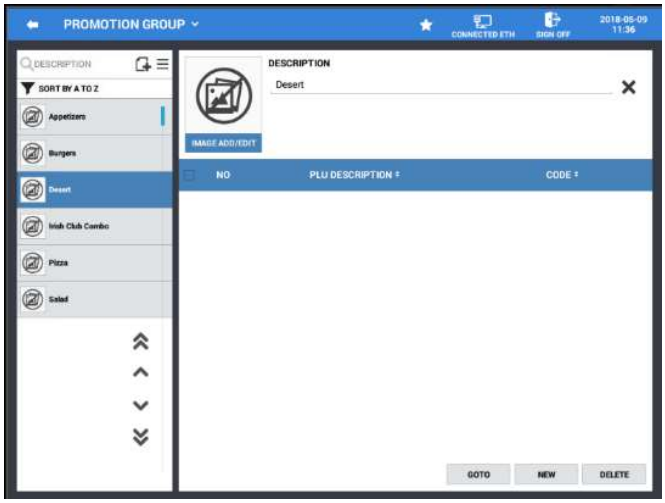
1. From the main **PROGRAM MODE** selection menu, touch **PROMOTION**, then select **PROMOTION GROUP** from the available category selections.
2. Touch the icon to add a new Promotion Group or select an existing promotion group from the list to edit.



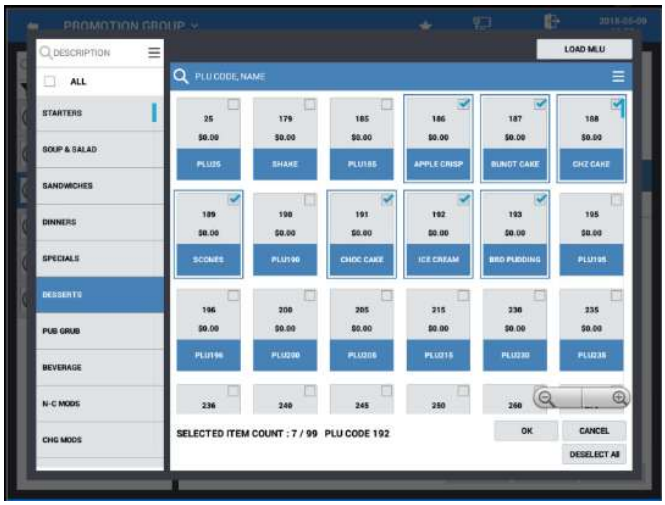
3. On the **NEW** promotion group dialog, type in a descriptor for the promotion group, press **OK** or press OK AND CONTINUE to add additional promotion groups, the new promotion group is created. Pressing CANCEL will exit without adding the promotion group.



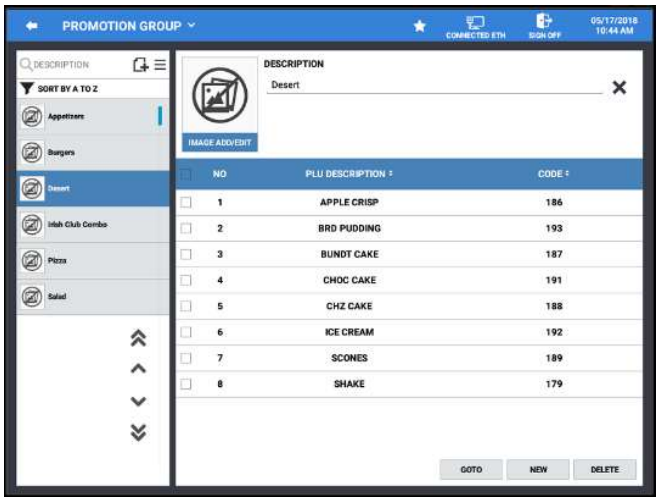
4. Choose a Promotion Group from the list, Press **NEW** to select PLUs to add the promotion group.



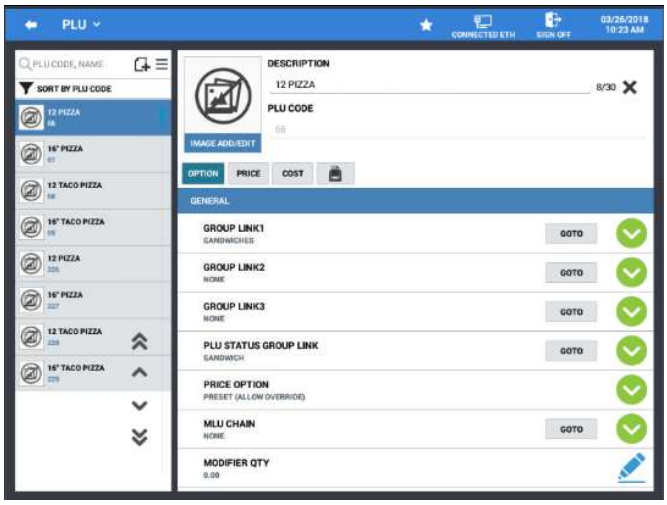
5. The complete list of PLUs is displayed, Select the PLUs you want to include in the promotion group from the list, you can view PLUs from All groups or choose a specific group to view PLUs from just that group. You can also search for specific PLUs by name, “Pizza” for example.
6. The **SELECTED ITEM COUNT**: shows the number of selections entered and the total number available selections.



7. When you have selected all the PLUs you want included in the promotion group, press **OK.** Your Promotion Group is created.
8. You can use the **DELETE** button at the bottom right of the screen to remove selected items from the promotion group.



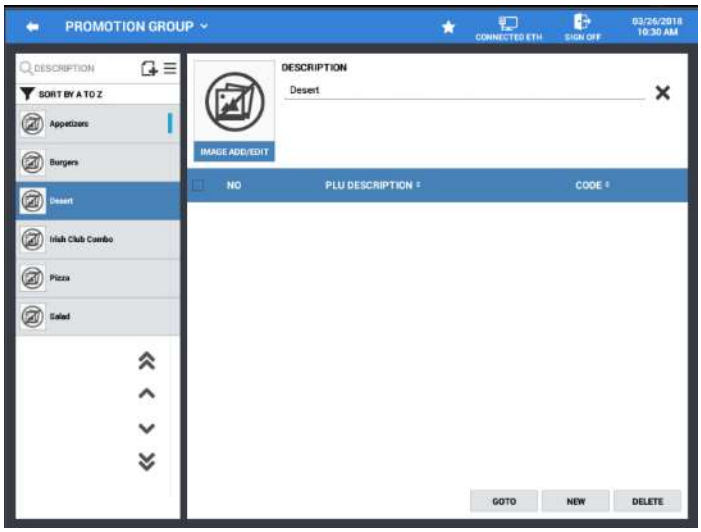
9. Pressing the **GOTO** button at the bottom right of the screen opens the PLU programming screen for the selected item. Press the back arrow ⇦ icon at the upper left on the PLU screen to return to the promotion group programming.



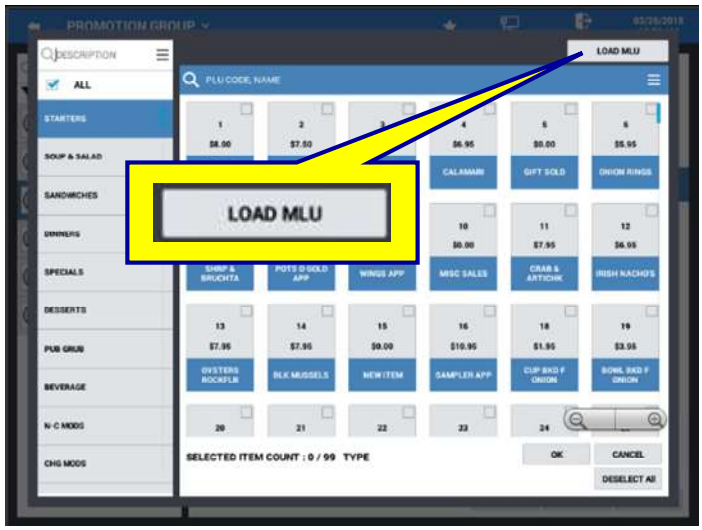
Load MLU Button

When choosing the items for a Promotion Group, by pressing the Load MLU button we can select items from a specific MLU instead of scrolling through a complete list of PLUs.

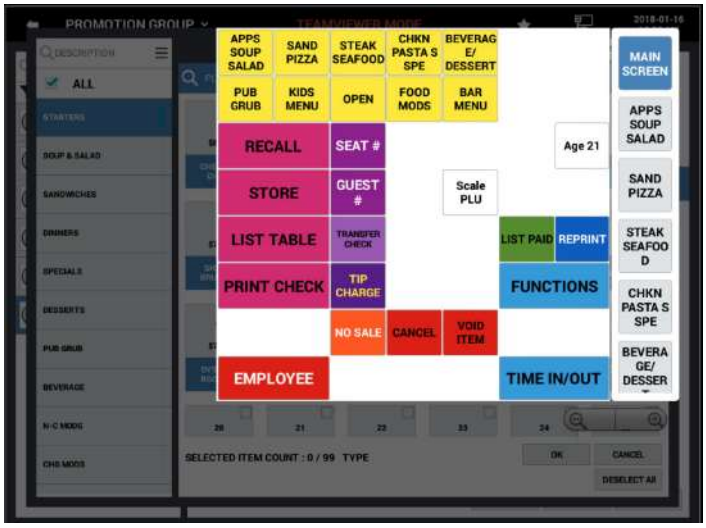
1. Choose a Promotion Group from the list, Press **NEW** to select PLUs to add the promotion group.



2. The complete list of PLUs for all groups is displayed.



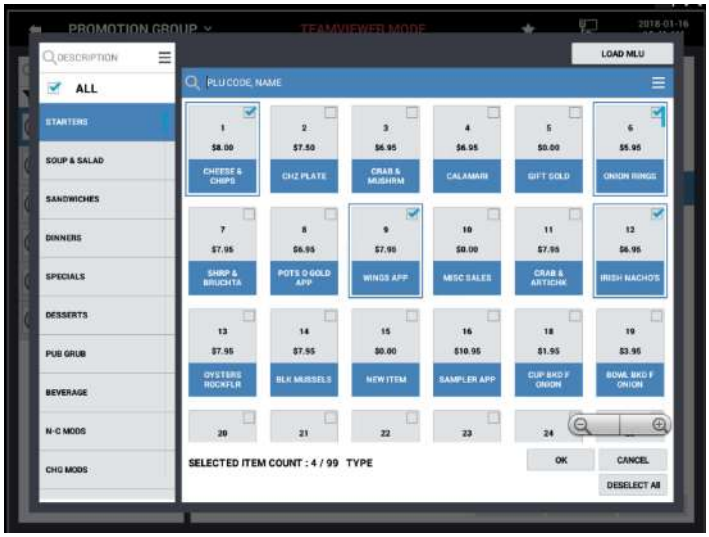
3. On the PLU list press the **LOAD MLU** button in the upper right of the display, The MLU Screens are displayed:



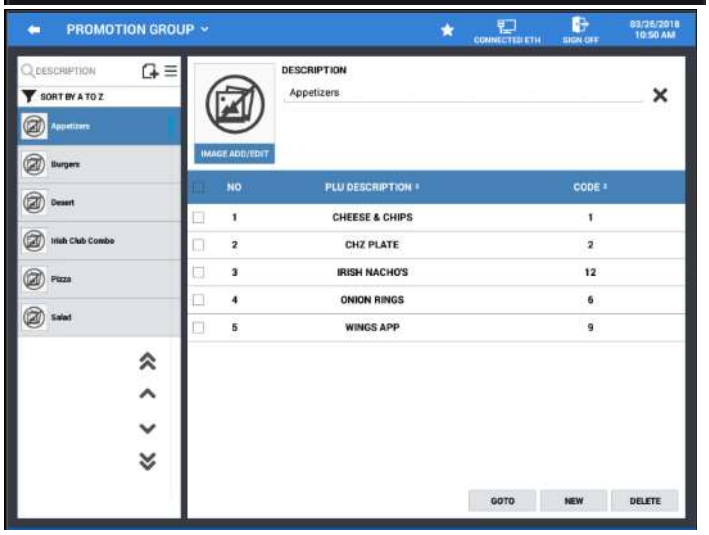
4. Choose an item from the selected MLU to add to the Promotion Group.



5. You are returned to the complete list of PLUs for all groups. Repeat the process to add additional items using the Load MLU method to the Promotion Group as desired.



6. Press **OK** when you are finished adding items.
   a. Your selected items now appear on the Promotion Group.



Promotion Customer Group

The Promotion Customer Group is used with the Customer \ Customer Group feature. This program category was added beginning with v2.0.61 and is used with the Mix & Match, Multi-Buy and Combo Discounts. Only customers assigned to the specified Customer Group will be eligible to receive the selected promotions.

To utilize the Promotion Customer Group, the Promotion Customer Group must be enabled. The Customer » Customer Group programming must also be set up before setting up the Promotion Customer Groups, refer to the Customer programming chapter on page 446 for details.

Required Programming

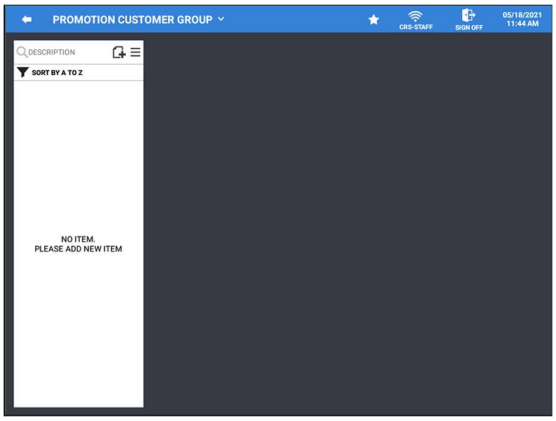
Customer » Customer Group – Must enable & set up prior to programming the Promotion Customer Group. Refer to page 451 for programming details.

Promotion » Promotion Customer Group – Must be enabled to access this category.

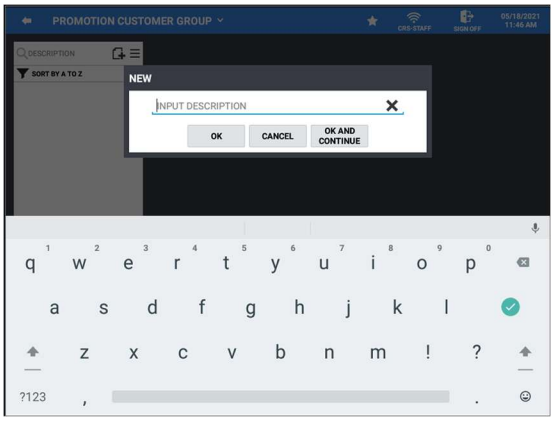
Promotion » Promotion – Mix & Match, Multi-Buy and\or Combo Discounts.

When the promotion option for Customer Link: Use by Customer Loyalty is checked, you will see a selection for the *Promotion Customer Group Link*.

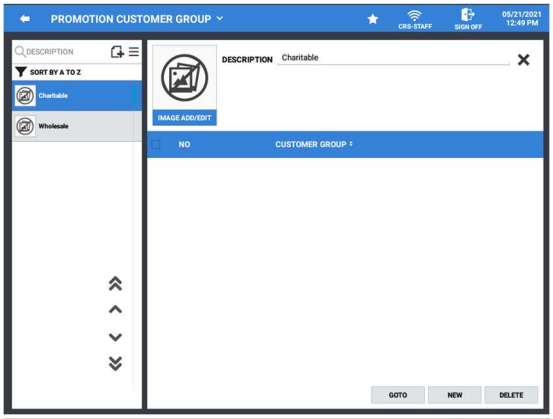
1. From the main **PROGRAM MODE** category selection menu, touch **PROMOTION**, then select **PROMOTION CUSTOMER GROUP** from the available category selections.
2. Touch the icon to add a new Promotion Customer Group or select an existing Promotion Customer Group from the list to edit.



3. On the **NEW** promotion customer group dialog, type in a descriptor *(up to 30-characters)* for the new Promotion Custom Group, press **OK** to add the new promotion customer group to the list. Or press OK AND CONTINUE to add additional Promotion Customer Groups**.** The new Promotion Customer Group is created. Pressing CANCEL will exit without adding the Promotion Customer Group.



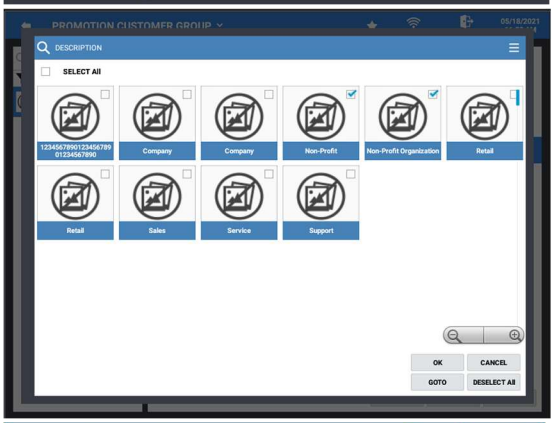
4. Choose a Promotion Customer Group from the list. Press the **NEW** button at the bottom right of the screen to add\select **CUSTOMER GROUPS** to the selected Promotion Customer Group.



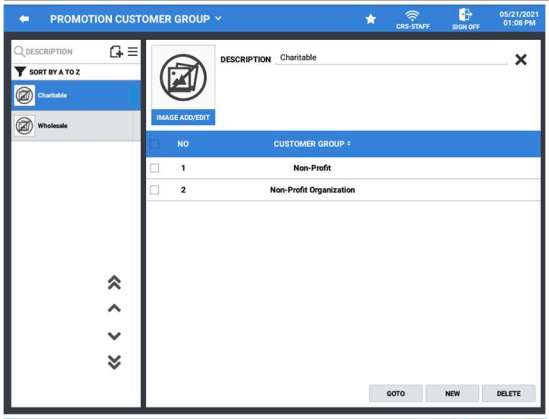
Note: Customer Groups must be created before they can be assigned here.

Program Mode » Customer » Customer Group

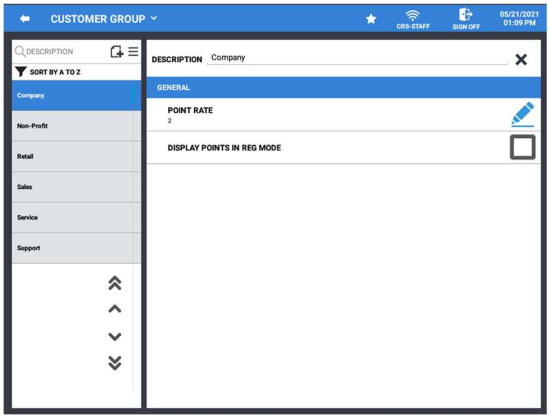
5. The complete list of **CUSTOMER GROUPS** is displayed, Select the Customer Groups you want to include in the selected Promotion Customer Group.
6. When you have selected all the **CUSTOMER GROUPS** you want to be included in the Promotion Customer Group, press **OK.**



7. The Customer Groups are added to the selected Promotion Customer Group.
8. You can use the **DELETE** button at the bottom right of the screen to remove selected items from the Promotion Customer Group.



9. You can press the **GOTO** button at the bottom right of the screen to access the Customer Group programming.
10. When you have finished editing, Press the back arrow ⇦ icon at the upper left on the Customer Group screen to return to the Promotion Customer Group programming screen.



Product & Ingredient



Product & Inventory control on the SAM4POS uses Ingredient & Recipes or Product Mix groups to track quantities of items sold.
Product & Ingredient programming categories include: Ingredient, Recipe and Product Mix.

NOTE: Be careful not to confuse the separate and distinct inventory features of the SAM4POS

- ***Ingredients* and *Recipes* -** Uses a menu-driven type inventory system to break down the PLU or menu item sold to the customer into its component ingredients. Once an ingredient list is created, ingredients are assigned to recipes. When PLUs or menu items are linked to a recipe# they use this inventory program. This information is then used in the Food Cost Report.
- ***Product Mix Groups*** - Product Mix can be used to implement a simplified ingredient system for tracking only essential ingredients associated with items (i.e. cups for beverages or number of pieces for chicken menus.) Multiple groups of product mix items can be created.

  There is also additional information provided by the product mix groups that is different from the other group reporting. Within product mix groups, you can also assign piece count usage values to each PLU. Product mix reporting also includes Usage by time period, Master unit reporting (case, head, crate, barrel, etc.).

1. Select **PRODUCT & INGREDIENT** from the **PROGRAM MODE** main menu.

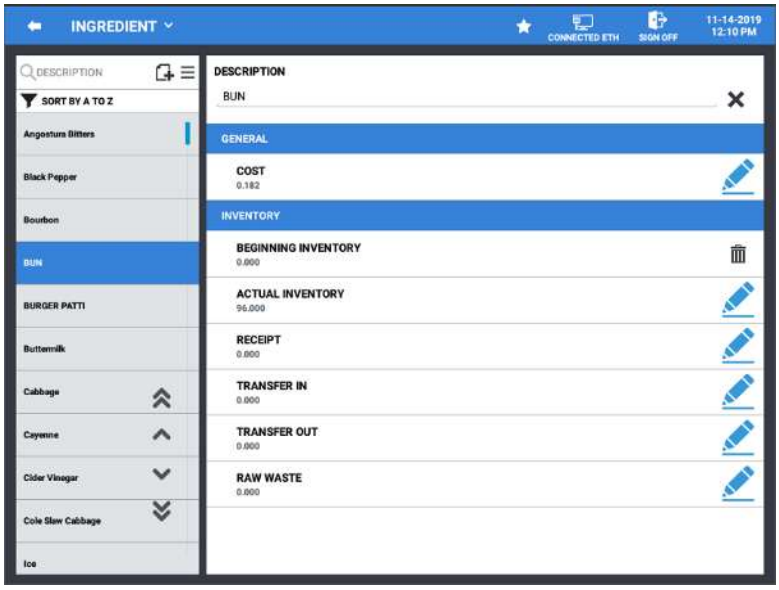


2. The **PRODUCT & INGREDIENT** category screen displays, touch the program category you wish to edit:
   - **INGREDIENT**
   - **RECIPE**
   - **PRODUCT MIX**

Ingredient Programming

Before recipes can be created, you must first define all the ingredients that will be used with recipes. These ingredients are the component items that make up your product: i.e., Hot Dog, Burger, Sandwich, etc. could break down into Buns, bread, meats, lettuce, tomato, and so on.

1. Select **INGREDIENT** from the **PRODUCT & INGREDIENT** menu selections.



2. All current Ingredients are displayed in the left column. The Cost and Inventory settings for each ingredient are displayed on the right.
3. Add new ingredients to the list or edit existing ingredient items as necessary.

Ingredient Option Definitions

Description

Up to a 30-charactor descriptor can be entered for the ingredient. Pressing the ✖ at the end of the Description field will clear the current descriptor.

General

COST

The COST field in the ingredient programming is the merchants cost of the ingredient portion *(Cost per Usage Unit)*. The cost can be entered to three places after the decimal **(5-digits) . (3-digits)** the maximum cost entry is 99999.999.

Inventory

BEGINNING INVENTORY

After an EOD report is generated, The "Ending Inventory" value on the report is saved as the "Beginning Inventory" value in the Ingredient > Inventory program. The remaining totals and inventory calculations are reset.

Pressing the 🗑 Trash Can icon will prompt to 'Reset Begin Inventory' YES or NO. Pressing YES will reset the beginning Inventory to 0.000, pressing NO will exit without resetting.

ACTUAL INVENTORY

(5-Digits) . (3-Digits) You must count and enter the Actual Inventory before running the inventory report. Inventory report cannot be run until an actual inventory value has been entered for each ingredient.

RECEIPT

(5-Digits) . (3-Digits) You must enter inventory receipts in usage units. For example, if a serving of onions is 1/15 of a pound, a 3-pound bag of onions will produce 45 usage units. Enter 45 units for 3 pounds of onions. The "Receipt" total is the total of all ingredient inventory added since the last EOD report was generated.

TRANSFER IN

(5-Digits) . (3-Digits) Transfer Ins (inventory transferred from another location or store) are entered on the "Edit Inventory Item" screen. Transfer Ins may be entered multiple times. The "Transfer In" total is the total of all ingredient inventory added in this way since the last EOD report was generated.

TRANSFER OUT

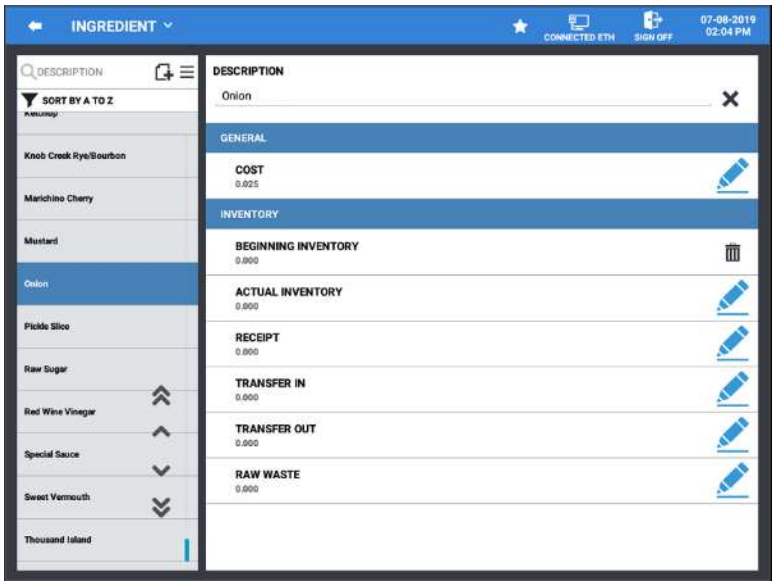
(5-Digits) . (3-Digits) Transfer Outs (inventory transferred to another location or store) are entered on the "Edit Inventory Item" screen. Transfer Outs may be entered multiple times. The "Transfer Out" total is the total of all ingredient inventory removed this way since the last EOD report was generated.

RAW WASTE

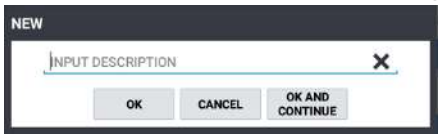
(5-Digits) . (3-Digits) Raw Waste (inventory that cannot be used and is discarded) is entered on the "Edit Inventory Item" screen. Raw Waste may be entered multiple times. The "Raw Waste" total is the total of all ingredient inventory wasted since the last EOD report was generated.

Add Ingredients

1. Select **INGREDIENT** from the **PRODUCT & INGREDIENT** menu selections.



2. Press the **Add Record** icon to add a new ingredient to the list, the new item dialog displays:

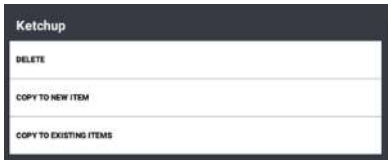


3. Type a description *(up to 30-characters)* for the new ingredient, press **OK** to add the ingredient to your list or press OK AND CONTINUE to add more ingredients. Pressing CANCEL will exit without adding any ingredients. Pressing the ✖ at the end of the field will clear the current information.
4. Press the **Menu Icon** ☰ at the top of the ingredient list, selections for Edit Mode and Sort are available.
   - **SORT –** Allows you to sort the Ingredient List Alphabetically: **A TO Z** or **Z TO A**.
     * When sorting **Z TO A** is selected, you can press the SORT BY Z TO A at the top of the ingredient list to change the sorting to **A TO Z** SORT BY A TO Z .
   - **Edit Mode –** Allows you to select and delete items from the Ingredient List. See page 288 for details.
5. You can Add or Edit the ingredient Cost and Inventory Count option settings as necessary.

Copy An Ingredient

Some Ingredients may be purchased in the same manner such as hotdog buns and hamburger buns. In these instances, you can save time by copying a similar ingredient to create new ingredients or copying the values from one ingredient to another.

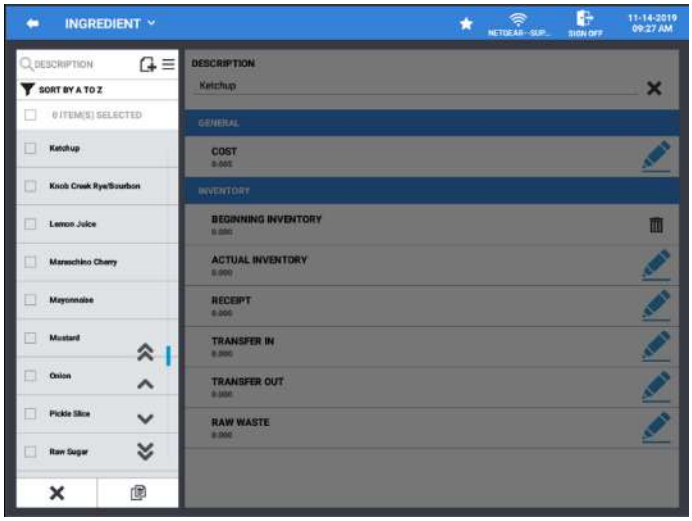
1. **Press & Hold** the ingredient from the list you want to copy, the ingredient dialog displays:



2. Select **COPY TO NEW ITEM** from the available selections, the Copy To New Item dialog appears:



3. Type in a description *(up to 30-characters)* for the new ingredient, press **OK** to add the new ingredient to the list, press OK AND CONTINUE to add additional items or press CANCEL to exit without adding any items.
4. Alternatively, you can copy the values from an ingredient to other ingredients in the list. **Press & Hold** the ingredient from the list you want to copy, the ingredient dialog displays.
5. Select **COPY TO EXISTING ITEMS**, to copy the values from the selected ingredient to other existing ingredients in the list. The recipe selection screen appears.



6. Select the ingredients from the selection list you want to copy the values to, then press the copy icon, the confirmation dialog appears:



7. Press **YES** to copy the ingredient to the selected recipes, you are returned to the main recipe screen, Pressing NO will exit without copying the values, you will be returned to the edit screen. Press ✕ to exit the copy routine.

Delete Ingredients

1. **Press & Hold** on the ingredient in the list you wish to delete, a dialog box will appear on the display:



2. Press **DELETE** to remove the ingredient from the list.
3. A confirmation dialog will appear.



4. Press **YES** to remove the ingredient from the list, pressing NO will exit without removing the item.

Alternatively, you can delete multiple ingredients all in one operation from the edit mode.

1. Press the **menu icon** ☰ at the top of the ingredient list, then choose **Edit Mode** from the sub-menu selections.
2. Select the ingredients from the list you no longer need and press the **DELETE** icon 🗑.
3. An Alert message appears confirming you want to Delete the items. Press **YES** to delete the items, press NO if you do not want to delete the items.
4. Press ✕ to exit the edit mode.

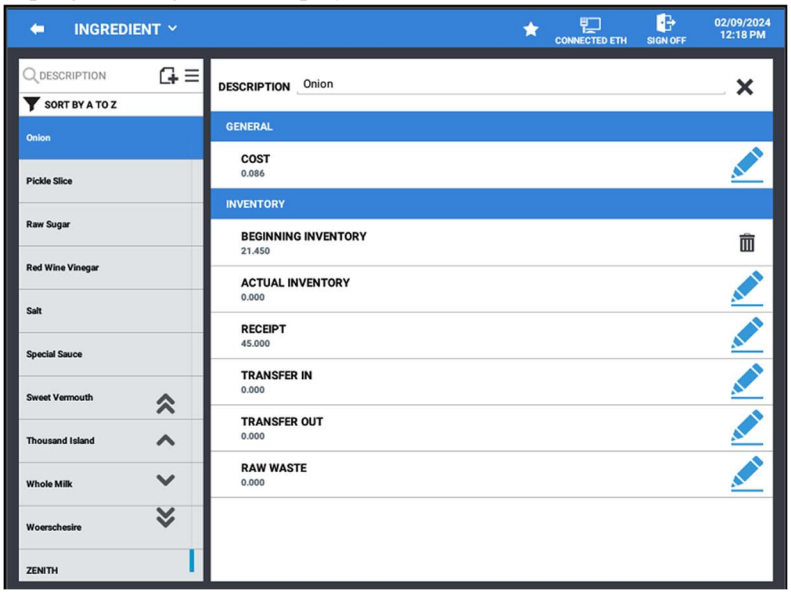
Enter Receipts of Inventory

You must enter inventory receipts of inventory in usage units. For example, if a serving of onions is 1/15 pound, then a 3-pound bag of onions will produce 45 usage units. Enter 45 units for 3 pounds of onions. Refer to the chart below to understand the relationship between purchase unit packages and portion units.

Ingredient	Usage Unit	Purchase Unit	Usage Units per Purchase Unit	Cost per Purchase Unit	Cost per Usage Unit
Bun	One bun	Dozen pkg	12	$2.94	0.245
ONION	1/15 lb.	3 lb. bag	45	$3.88	0.086

Once recipes and inventory items are set up, the receipts of inventory can be entered.

1. From the **PROGRAM MODE**, select **PRODUCT & INGREDIENT** and then select **INGREDIENT**. The Ingredient programming screen displays.



2. Touch the **Add Record** icon to add a new ingredient item or select an existing ingredient from the list you wish to edit.
   - If you have a long list of ingredients, you can use the scroll icons until inventory item you wish to maintain is in view.
3. The DESCRIPTION and COST of the selected ingredient item is displayed.
   - Enter the **COST** per usage unit for the inventory item received in decimal units **(5-digits) (3-digits)**. Cost per Usage Unit divided by Usage Units = COST *(45 ÷ 15 = 0.086)*
4. The INVENTORY section is where the receipts of inventory values are entered.
   - Touch **RECEIPT** to enter the inventory quantity received. Inventory can be entered in decimal units **(5-digits) (3-digits)**. For example, to enter 45 whole usage units type **4 5 0 0 0**, then press **OK**.
5. Continue entering inventory values for additional items as necessary, press the arrow icon at the top-left of the screen to exit the INGREDIENT screen.

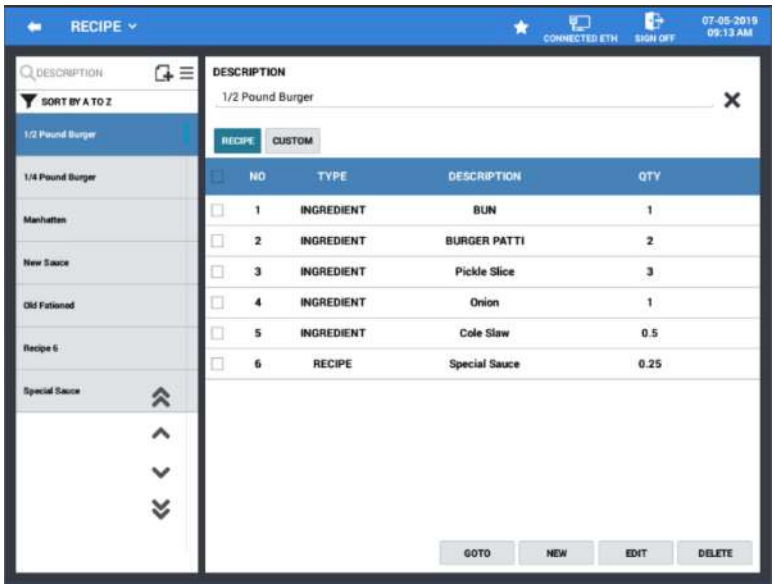
Recipe Programming

The Recipe programming allows you organize ingredients into recipes that are then linked to the PLUs being sold. When a PLU is linked to a recipe, PLU sales activity will update information on the Food Cost Report.

Recipes are created using items from the ingredient list, recipes can also contain other recipes. You will need to compile a list of all ingredients used. You may wish to complete your recipe list at the same time. Refer to the separate Inventory-Product Mix-PLU Stock supplement for complete details and examples.

Note: You can include other recipes as ingredients in a recipe. This feature allows you to include pre-prepared items in a recipe. For example, if sauerkraut is made from scratch, and if it is used in other recipes (for example the hot dog recipe) you will program a recipe for sauerkraut and you will include the sauerkraut recipe in the hot dog recipe. You may also want to prepare recipes for any other special sauces or salads that are prepared in advance and used in other recipes.

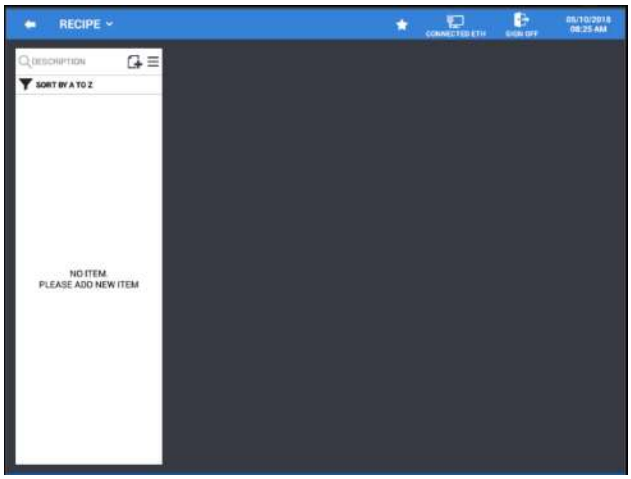
1. Select **RECIPE** from the **PRODUCT & INGREDIENT** menu selections.



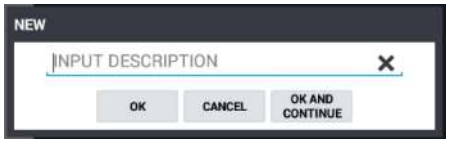
2. The list of Recipe's is shown in the left column, The ingredients assigned to the recipe are shown at the right. Two buttons are available for the recipe: RECIPE and CUSTOM.
    - The **RECIPE** button is used to Add or Edit ingredients and quantities for the selected recipe as needed.
    - The **CUSTOM** button is used with the Recipe function key. The recipe key can be used in the register mode to bring up the items listed in the custom tab.
3. Add or Edit recipes, as necessary.

Add a New Recipe

1. Select **RECIPE** from the **PRODUCT & INGREDIENT** selection menu.

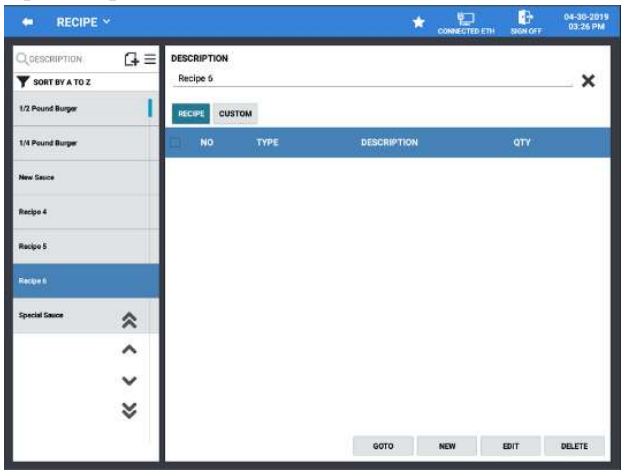


2. Press the **Add Record icon** to add a recipe to the database or you can select an existing recipe from the list to copy or edit as necessary.



3. Type in a description *(up to 30-characters)* for the recipe, press **OK** to add the new recipe or press OK AND CONTINUE to add more recipes. Pressing Cancel will exit without adding the recipe. Press the ✕ at the end of the field to clear the current description.

4. Your Recipe/Recipes will be added to the list:



Add / Edit Recipe Ingredients

Recipe programming is separated into two program areas, **RECIPE** and **CUSTOM**. The Recipe tab is used to add ingredients to the selected recipe. The custom tab is used with the Recipe function key. The recipe function key can be used in the register mode to bring up the items listed in the custom tab. Items on the custom tab can be text, pictures, or recipe.

Recipe – Recipe Tab

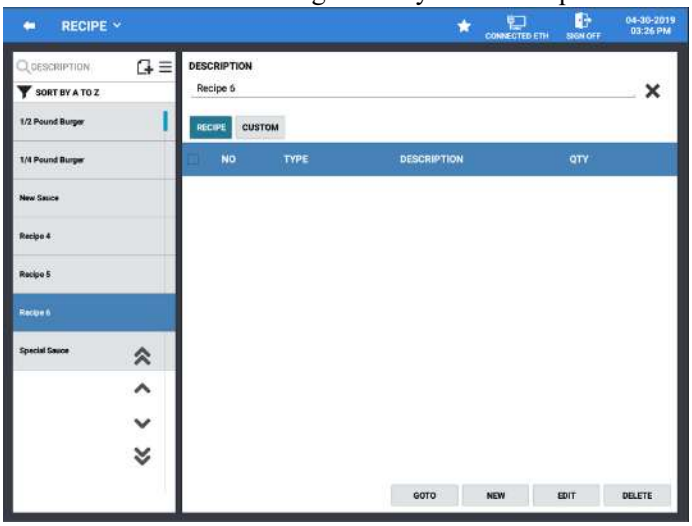
If you are editing an existing recipe on the recipe tab, use the buttons at the bottom of the screen to revise the recipe as necessary.



GOTO – NEW – EDIT – DELETE BUTTONS DEFINITIONS:

GOTO – Use this button to go to the Ingredient Programming screen.
NEW – Use this button to add new ingredients to the selected recipe.
EDIT – Use this button to edit an existing ingredient in the selected recipe.
DELETE – This button is used to delete ingredients from the selected recipe.

1. Select a recipe from the list to **Add NEW** ingredient items to or **EDIT** current ingredient items.
   - Use the ⏫ ⏶ ⏷ ⏬ navigation keys to scroll up/down the recipe list as necessary.



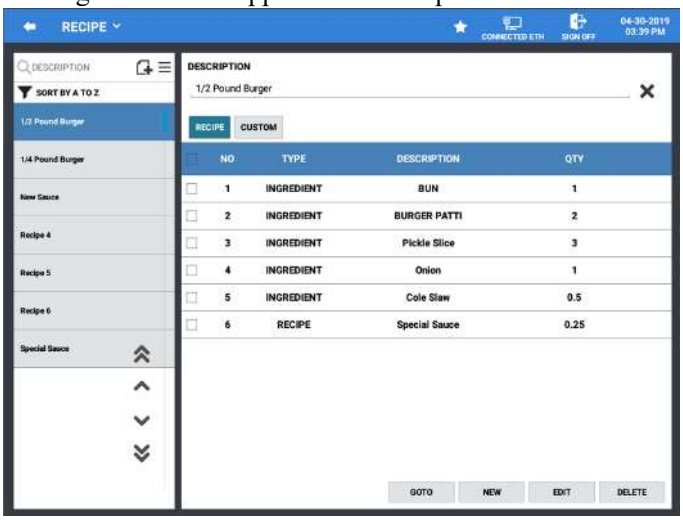
2. Press **NEW** to add a new ingredient to the recipe or select an existing ingredient and press **EDIT**:



3. Recipes can contain individual ingredients or other Recipes:
    - Choose the appropriate selection: **Ingredient** or **Recipe** from the drop-down list that you wish to add to your selected recipe.
    - Select the desired item from the list, (Ingredient List or Recipe List) as per selection in previous step.
    - Enter the **Quantity** *(to 2 decimal places)* of inventory items used in this recipe.
4. Press **OK** to complete or press OK AND CONTINUE to add more items to the recipe. Press CANCEL if you wish to exit without adding any items.



5. The ingredients will appear on the recipe:



Recipe – Custom Tab

The custom tab in recipe programming is used with the Recipe function key. The recipe key can be used in the register mode to bring up the items listed in the Custom Tab. Items on the custom tab can be text, pictures, or recipe.

For Example: in a bar application you may want to program the custom tab for drink recipes.

When the custom tab is selected, use the buttons at the bottom of the screen to revise the list as necessary.



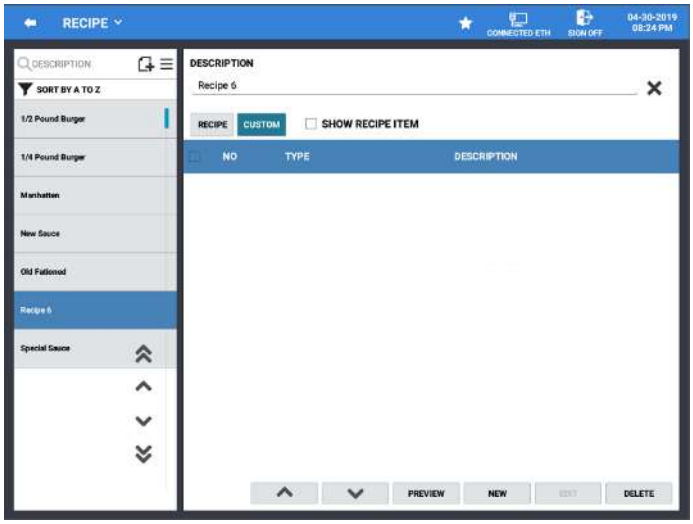
	Move selected item up in the list for the selected recipe.
	Move selected item down in the list for the selected recipe.
	Opens the custom recipe preview dialog.
	Use this button to add new items in the selected recipe.
	Use this button to edit existing items in the selected recipe.
	This button is used to delete items from the selected recipe.

Show Recipe Item

Check this option if you want to view the recipe in the custom list.



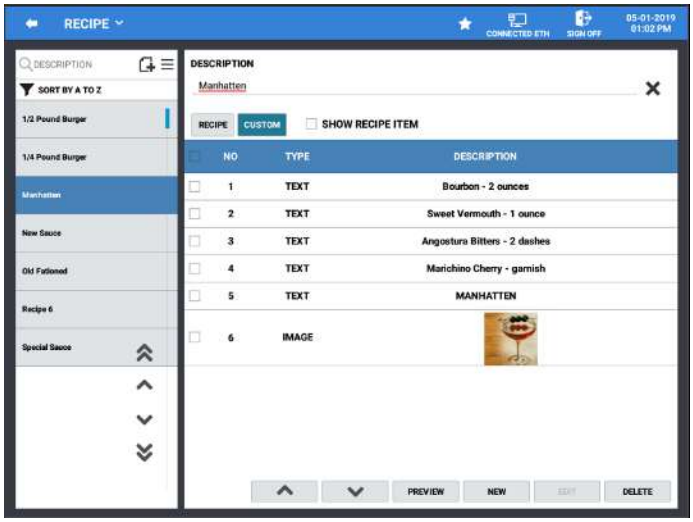
1. Select a **Recipe** from the list to add or edit the items on the **CUSTOM** tab. Use the navigation keys to scroll up/down the recipe list as necessary.



2. Press the **NEW** button to add a new line item to the Custom Tab for the selected recipe. The **NEW** dialog displays:



3. **Type a description** *(up to 30-characters)* for the line item, you can also add an image for the line item. Press **OK** to add the line item, press OK AND CONTINUE to add another line item. Pressing CANCEL will exit without adding any line item.
4. When you have finished adding your line items, they will appear on the selected recipe:



5. Press the **PREVIEW** button to see how the items will appear in register mode.



6. Press **CLOSE** to close the preview window.

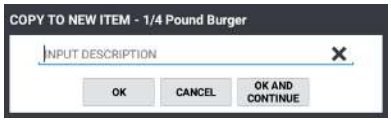
Copy a Recipe

Some Recipes may contain most of the same items with varying quantities. In these instances, you can save time by copying a recipe to create new recipes or copying the values from one recipe to another.

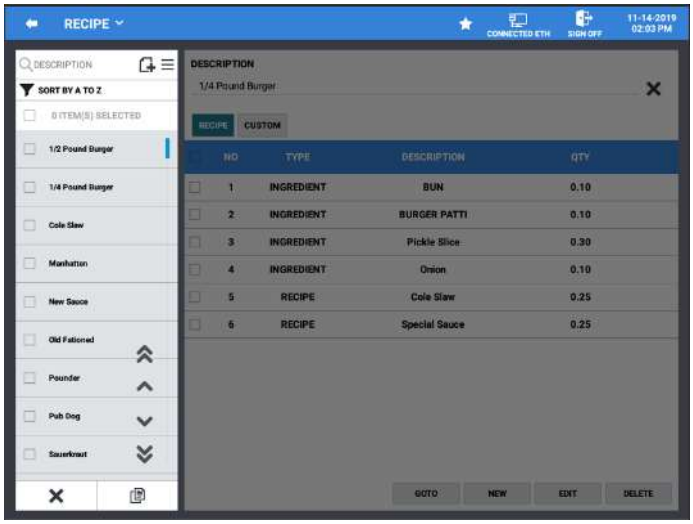
1. **Press & Hold** the recipe from the list you want to copy, the recipe dialog displays:



2. Select **COPY TO NEW ITEM** from the available selections, the Copy To New Item dialog appears:



3. Type in a description for the new ingredient, press **OK** to add the new ingredient to the list, press OK AND CONTINUE to add additional items or press CANCEL to exit without adding any items.
4. Alternatively, you can copy one recipe to other recipes in the list. **Press & Hold** the ingredient from the list you want to copy, the ingredient dialog displays.
5. Select **COPY TO EXISTING ITEMS**, to copy the recipe to existing recipes in the list. The recipe selection screen appears.



6. Select the ingredients from the selection list you want to copy the values to, then press the copy icon, the confirmation dialog appears:



7. Press **YES** to copy the ingredient to the selected recipes, you are returned to the main recipe screen, Pressing NO will exit without copying the values, you will be returned to the edit screen. Press ✕ to exit.

Delete Recipes

1. **Press & Hold** on the recipe in the list you wish to delete, a dialog box will appear on the display:



2. Press **DELETE** to remove the recipe from the list.
3. A confirmation dialog will appear.



4. Press **YES** to remove the recipe from the list, pressing NO will exit without removing the item.
    - Alternatively, you can delete multiple recipes all in one operation from the edit mode. Press the **menu icon** ☰ at the top of the recipe list, then choose **Edit Mode** from the sub-menu selections.
    - Select the recipes from the list you no longer need and press the **DELETE icon** 🗑. All the selected recipes will be immediately deleted.

Menu Icon

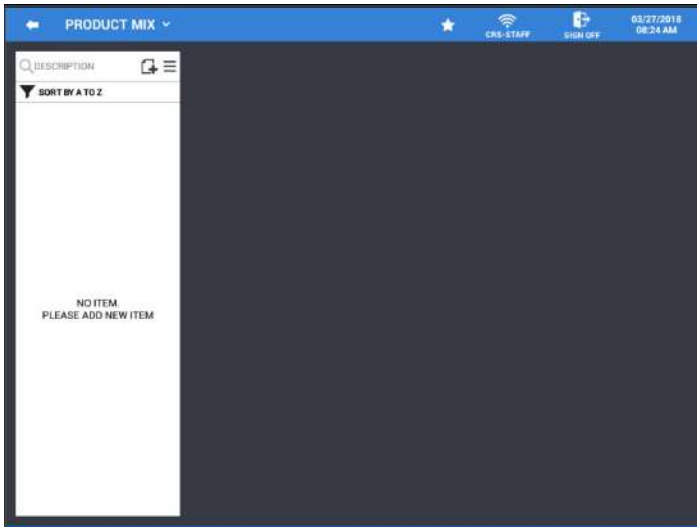
Select the Menu Icon to access the Edit/Sort menu features to maintain Recipes.

1. Press the **Menu icon** ☰ on the RECIPE programming screen to display the sun-menu selections:
    - **EDIT MODE** – Allows you to select multiple Recipes from the list to delete them all.
    - **SORT** – To arrange the recipe list alphabetically, **A TO Z** or **Z TO A**.

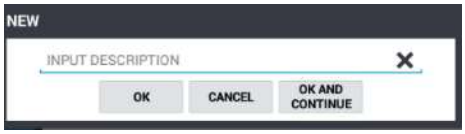
Product Mix

Product Mix is a separate feature from the Ingredient & Recipe programming. The Product Mix category can be used to implement a simplified ingredient system for tracking only essential ingredients associated with items (i.e. cups for beverages or number of pieces for chicken menus). Multiple Product Mix Groups (groups of product mix items) can be created.

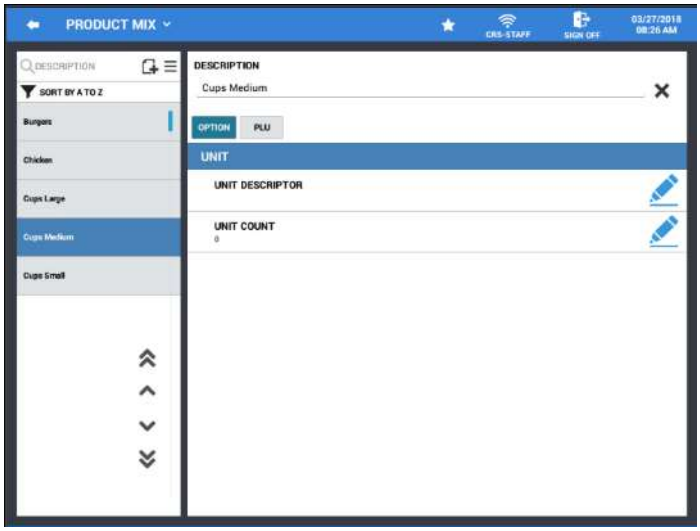
1. Select **PRODUCT MIX** from the **PRODUCT & INGREDIENT** selection menu.



2. Press the **Add Record icon** to add a new product mix to the database or you can select one of the existing product mix groups from the list to edit as necessary.
3. Type in a description *(up to 30-characters)* for the new product mix group.



4. Press **OK** to add the new product mix group or press OK AND CONTINUE to add more promotions. Pressing CANCEL will exit without adding any product mix groups.



5. Your new Product mix Groups will be added to the list. The Product Mix Groups are listed in the left column, the OPTION settings and PLU assignment Tabs appear at the right.

Product Mix Groups

The Product Mix Groups are listed in the left column, the OPTION settings Tab and the PLU assignment Tab will appear at the right.

Description

The Product Mix Group Description displays at the top of the right column. Each product mix group item can have up to a 30-character description. You can edit\change this description as necessary.

Product Mix Option Tab

UNIT DESCRIPTOR

Enter up to a 12-Character descriptor for the unit. This descriptor is used for reporting purposes.

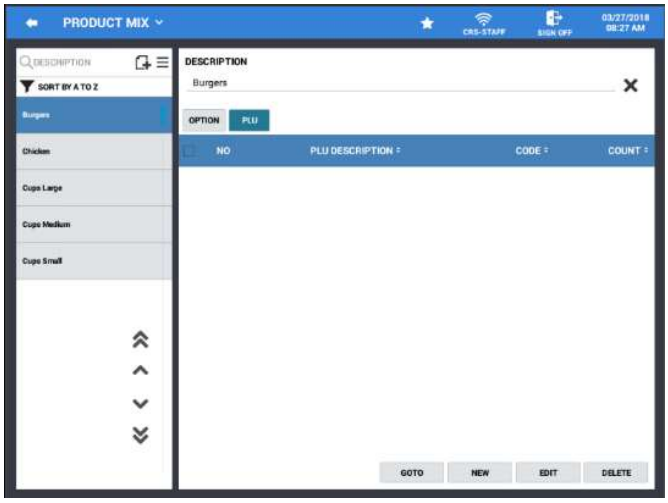
UNIT COUNT

Enter the number of pieces in the unit up to 3-digits. *(Typically, this will be 1, no decimal entry allowed.)* The Unit Count acts as a multiplier for the count entered on the PLU tab.

Product Mix PLU Tab

Displays a list of the PLUs currently assigned to the selected Product Mix, use the buttons at the bottom of the display to edit the list. The list shows the number of the PLU item in the group, the PLU Descriptor, PLU Code number and the Count.

The COUNT on the PLU Tab represents the number of pieces used by the specific PLU when sold. This number is multiplied by the Unit Count set on the options tab.



- **NO –** This is the line item number of the PLU within this Product Mix Group.
- **PLU DESCRIPTION – PLU CODE –** The PLU descriptor and PLU item code for the item.
- **COUNT –** Represents the number of pieces that are used by the specific PLU when it is sold.

Edit/Add Product Mix Items

With the PLU Tab selected, you can use the buttons at the bottom of the screen to revise the Product Mix as necessary.

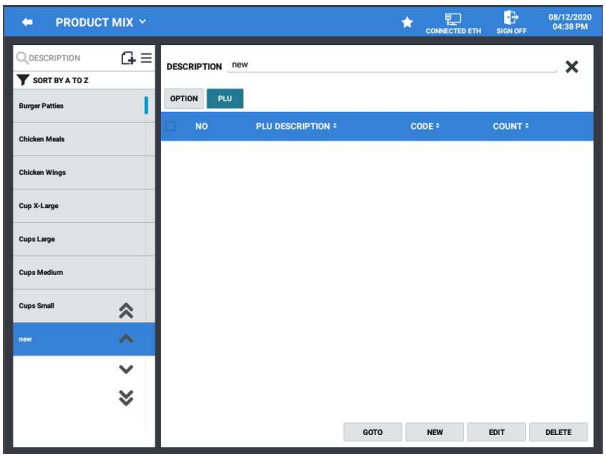


GOTO – NEW – EDIT – DELETE BUTTONS DEFINITIONS:

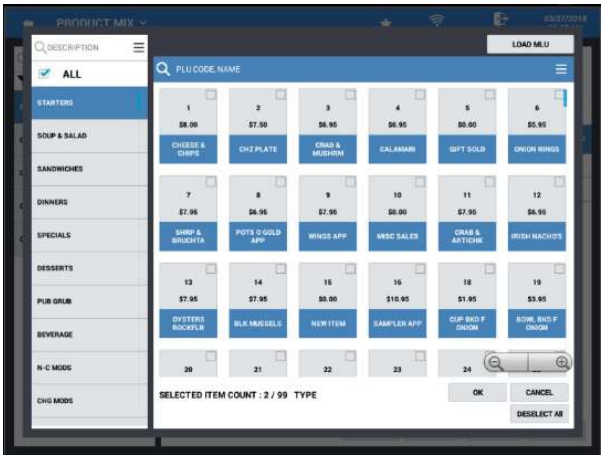
GOTO – Press this button to go to the PLU programming screen.
NEW – Use this button to add new PLUs to the selected product mix group.
EDIT – Use this button to edit the count for the selected product mix item.
DELETE – This button is used to delete PLUs from the selected product mix group.

Adding New Product Mix Items

1. On the **Product Mix** programming screen, select a Product Mix Group from the list, touch the **PLU** tab.
2. Touch the **NEW** button at the bottom of the screen. The PLU selection screen displays. The left column show all the groups programmed, the grid on the right shows the PLUs assigned for each group.



3. The **ALL** groups check box is selected by default in the groups list and all of the PLUs are shown in the PLU list. You can choose a specific group from the group list to see just the PLUs in that group.
4. Scroll through the list of PLUs and select the items you want to add to the selected Product Mix group.
   - The PLU list can be sorted alphabetically or by PLU Code to make it easier to find specific items.
   - Press the **menu icon** ☰ to choose your desired sorting method, **A TO Z** or **Z TO A**.

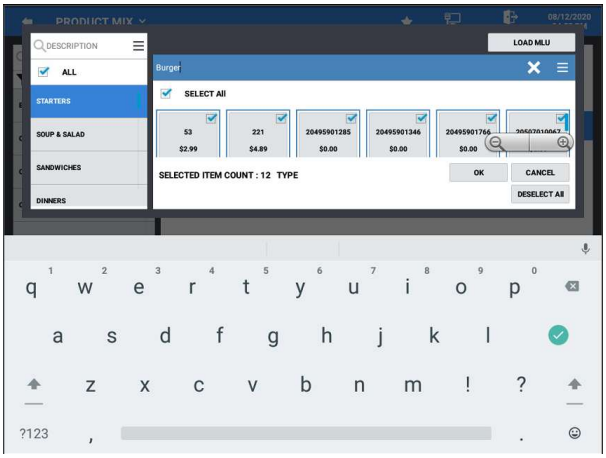


Note: The Group list and PLU list can be sorted alphabetically or by PLU Code to make it easier to find specific items.

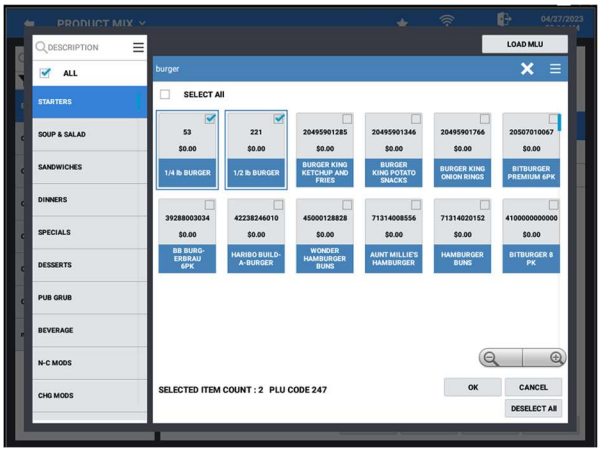
5. You can type in a description in the search field at the top of the PLU list to view just the items that match the description. *(For example: burger.)*

Note: You can also use the search field to search for specific PLUs by typing in the PLU code.

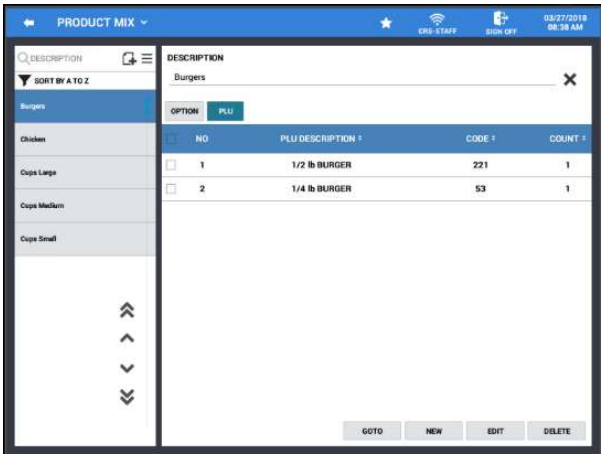
6. Press the **Done** icon.



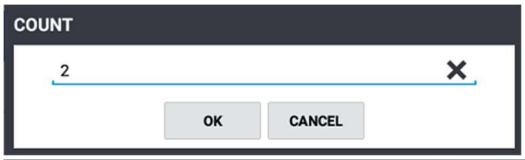
7. The items matching your description are displayed. Select the items you wish to include in the Product Mix Group.
   - The **SELECTED ITEM COUNT** at the bottom left of the PLU list reflects:
     - The number of items selected from the list.
   - The **PLU CODE** indicates:
     - The last PLU selected.
8. Press **OK** to add the selected items to the product mix group.



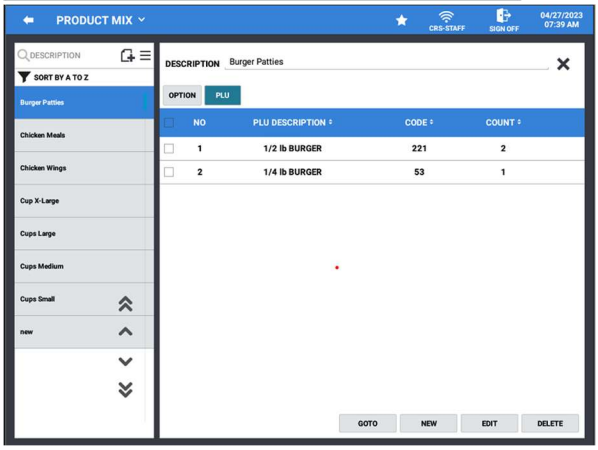
9. The selected items are added to the Product Mix Group.
10. You can edit the count for any or all the items in the group. Select the items in the list you want to edit, press the **EDIT** button.



11. The **COUNT** entry dialog displays. Enter the new **COUNT** *(number of pieces)* and press **OK**.



12. The new count is applied to the item.

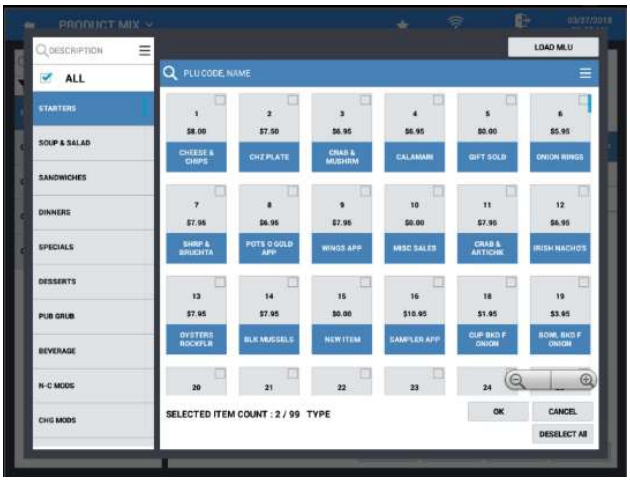


Note: PLUs can be added to more than one Product Mix Group as necessary.

Load MLU Button

When choosing the items for the Product Mix Group, you can press the Load MLU button to aid in locating specific items to add to a product mix group by selecting items directly from an MLU screen.

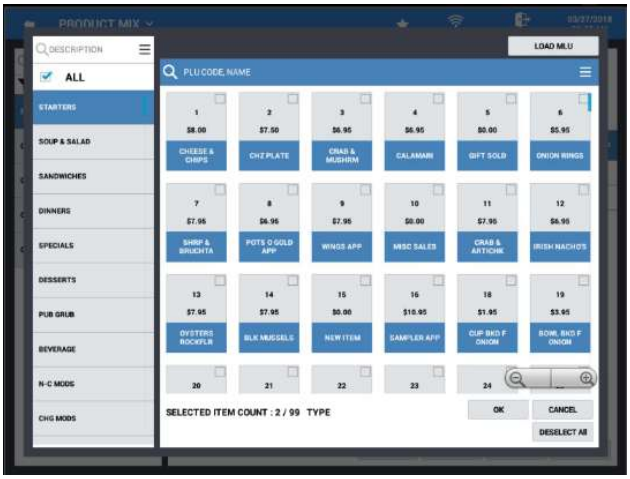
1. Select the desired **PMG** from the list from the **Product Mix** programming screen, touch the **PLU** tab, then touch the **NEW** button at the bottom of the screen. The PLU selection screen displays:



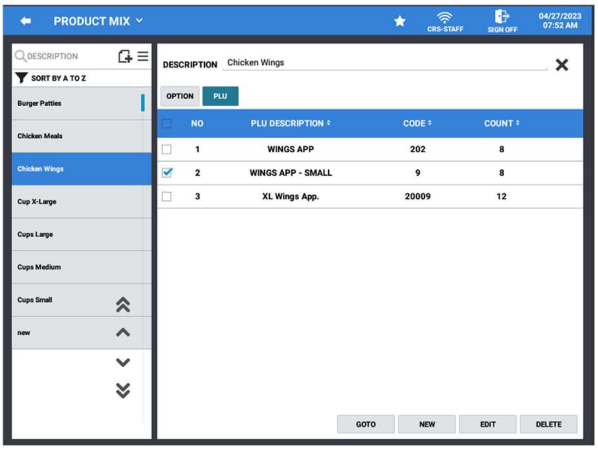
2. Press the **Load MLU** button at the top right of the display, the MLU selection screen appears:



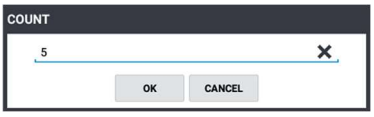
3. Select the appropriate **MLU** and select the **items** from the MLU to add to the **Product Mix Group**. You are returned to the PLU list.
4. Continue adding items to the Product Mix Group as desired, Press **OK** when finished adding items.

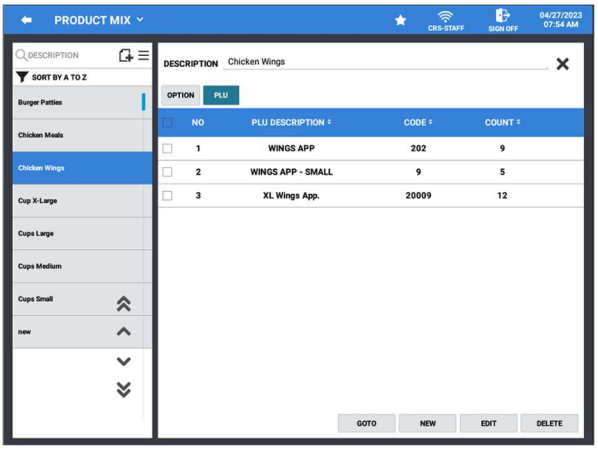


5. The selected items are added to the Product Mix Group.
6. You can **Edit the Count** for any or all the items in the group. Select the items in the list you want to edit, press the **EDIT** button.



7. The **COUNT** entry dialog displays.
   - Enter the **new COUNT** *(number of pieces)* and press **OK**. Pressing CANCEL will exit without editing the count.
8. The **New Count** is applied to the item.





Delete Product Mix Groups

1. **Press and Hold** a Product Mix Group from the list, the Recipes dialog displays:



2. Select **DELETE** from the available selections, the confirmation dialog appears:



3. Press **YES** to delete the selected Product Mix Group from the list. Choose No to keep the Product Mix Group. Alternatively, you can use the Edit Mode on the **Menu Icon** ☰ at the top of the Product Mix Group list, then choose **Edit Mode** from the sub-menu selections.
4. Select the Product Mix Groups from the list you no longer need and press the **Delete icon** 🗑. All the selected Product Mix Groups will be deleted.

Screen Edit

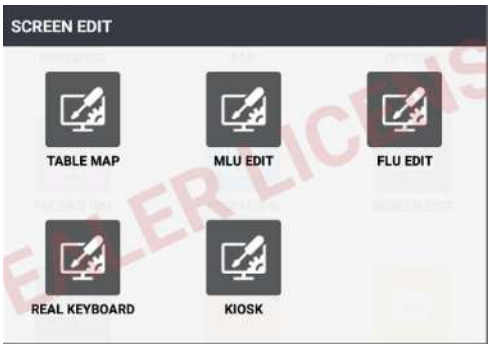


The Screen Edit program area is used to set up the screens that will be used to complete register operations on the SAM4POS.
The Screen Edit program is separated into five program categories; the specific categories will depend on the terminal type you have.

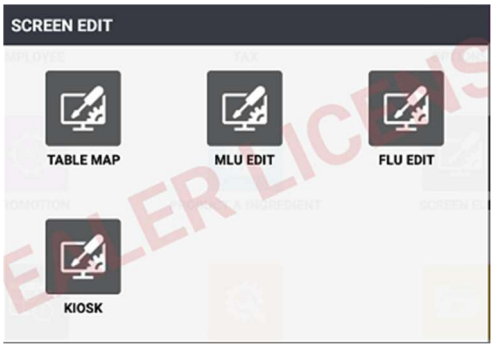
1. Select **SCREEN EDIT** from the main **PROGRAM MODE** menu.



Sapphire & SAP-6600(II)



SAP-630



HM626 / HM616

2. The **SCREEN EDIT** category screen appears; choose the program area you wish to edit.

Note: The category selections are different depending on the model terminal.

Screen Edit Categories

SAPPHIRE & SAP-6600(II)
Table Map, MLU Edit, FLU Edit
Rear Display *(Sapphire & SAP-6600(II) only)*, KIOSK

SAP-630
Table Map, MLU Edit, FLU Edit
Real Keyboard *(SAP-630 only)*, KIOSK

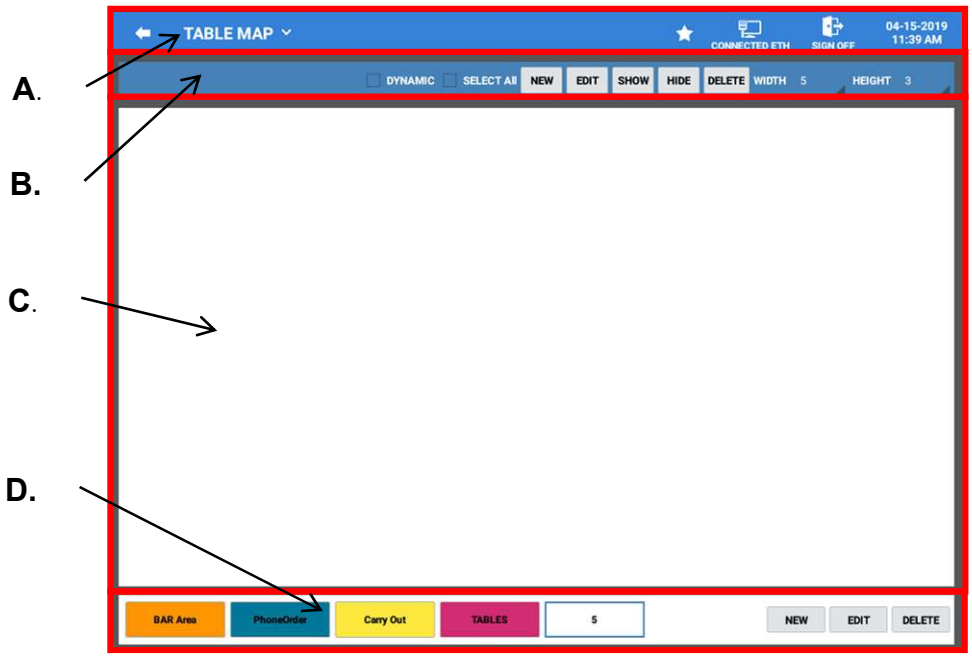
HM626 / HM616
Table Map, MLU Edit, FLU Edit
KIOSK

TABLE MAP

The Table Map program *(Graphical Table Display)* can be used in a restaurant application to create seating zones and table layouts in a grid formation for table service operations. We can create multiple seating zones and table layouts to represent different seating areas. The appearance of the tables can be changed, and tables can be rearranged to represent the restaurant seating area and may be programmed with custom names and colors.

You can view a video for Creating Table Maps in Sam4POS here: https://www.youtube.com/watch?v=gmo6Dgd3Opw

1. Select **SCREEN EDIT** from the main **PROGRAM MODE** menu, Press **TABLE MAP** from the **SCREEN EDIT** category selection menu.



2. The default **TABLE MAP** screen is displayed.

Table Map Programming Screen

Program Area	Description
A.	**Title Bar –** Press the Table Map Sub-menu drop down to view the other Screen Edit program areas. MLU, FLU, Real Keyboard, Rear Display, KIOSK.
B.	**Table Edit Pane –** Is used to add NEW tables, EDIT or DELETE selected tables within a seating zone. SHOW and HIDE table information. DYNAMIC selection was added in v1.1.18, this allows additional options for adding/modifying table layout, positioning, and backgrounds.
C.	**Table Layout Display Pane –** Displays the table grid for the selected seating zone.
D.	**Table Map Seating Zones –** Create NEW seating zones, EDIT or DELETE seating zones.

Table Map Programming Notes

Program Mode / Options / Options

Refer to page 185 for all Options category program settings.

System Option

"Go Directly To The Graphic Table" Determines whether the Table Map is automatic or manual. Check this option for "Automatic Table Map" operation.

- When selected the Table Map is loaded automatically in register mode when an employee signs on.
- Uncheck this option to manually access the Table Map when necessary.

"Show Table Map Icon" Will display the table map icon on the title bar when in the register mode.

- You can also assign a Table Map function key to an MLU/FLU or Real-Keyboard.

"Show Dynamic Table Check Box In REG Mode" When not checked the Table Map in the register mode will not display the Dynamic check box for switching the table map From normal to dynamic.

General Option

"Hide Payment Buton On Table Popup" With this option selected, when an active table is selected from the table map, the Payment button is hidden from the available operation selections.

Guest Check Option

Select the options as desired for your installation.

Program Mode / Employee / Station: Default Table Map

The Default Table Map seating zone can be the same for all stations in a system or each station in a system can be assigned to a specific Default Table Map.

Required Function Keys

Recall Table / Store Table – Create the Recall Table & Store Table keys to be used with the Table Map. Separate keys may be created for each seating zone if desired.

- When using the Table Map, the table name and number used on the Table Map is used as the guest check number.
  - You can customize the Table name/number as necessary for your application.
- Set the options on the Recall Table key to be used with the Table Map as follows:
  - Uncheck the option: "Assigned by Register" Set other Recall Table key options a necessary
- Create separate Store Table keys to assign to each Recall Table key to be used with the Table Map.
  - Set the option: Recall Check Link = Recall Table key used for the Table Map or seating area.

Table Map – There is no Table Map Function Key in the function keys list. However, you can add the Table Map function from the **Program Mode > Screen Edit** when you select **MLU Edit \ FLU Edit** or **Real Keyboard**.

Optional Function Keys

List Table – Can be used to access a list of open tables. One key can be used for all recall table keys, or you can have separate list table keys for each recall table key. Alternatively, you can simply open the table map to select a table with an active order.

Split Table – Used to split items off to new table, Can also use Merge & Split operation when opening a Table.

Transfer Table – Best to use the Move operation on Table Map.

Guest – For entering in a guest count.

Seat # – Use to assign items ordered to specific seats. Can set to be Stay Down or Pop Up operation.
Can be set for a default Seat # in Program Mode > Options > Options > General Option: Automatic Seat # Assignment (0 = No default Seat #)

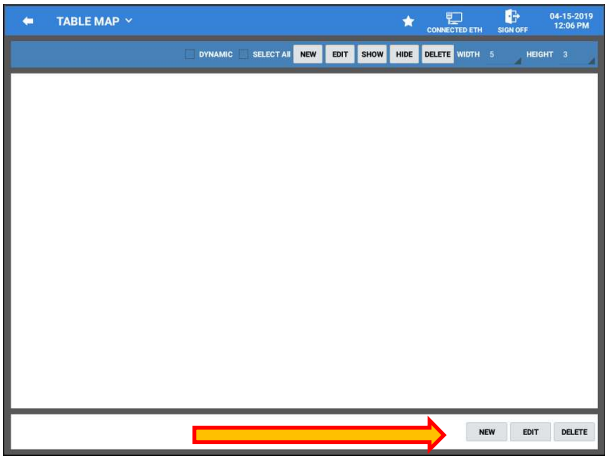
Repeat – When a check is recalled, simply touch the REPEAT key to automatically register all or selected items registered at the previous posting *(when the table was stored\serviced last)*.

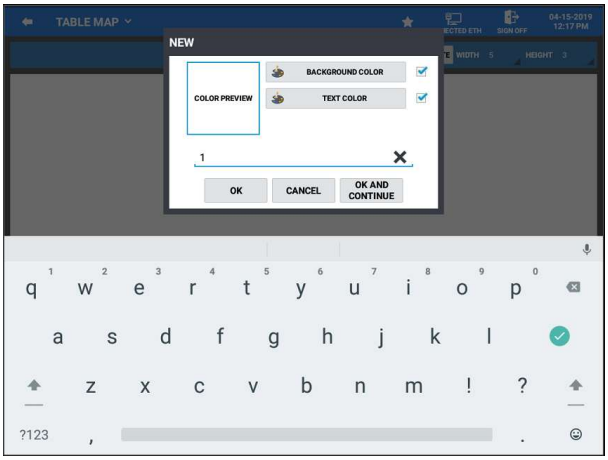
Creating Seating Zones

We can create multiple seating zones and tables to represent different seating areas and organize the appearance of the tables with custom names and colors. Creating a seating zone uses the buttons along the bottom right of the table map display.

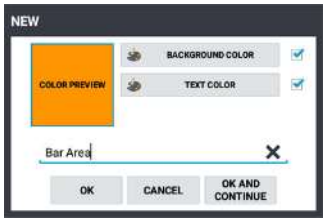


1. From the main Table Map screen, Press the **NEW** button on the table seating zone editing area at the bottom right of the display, The **NEW** table seating zone entry dialog displays:

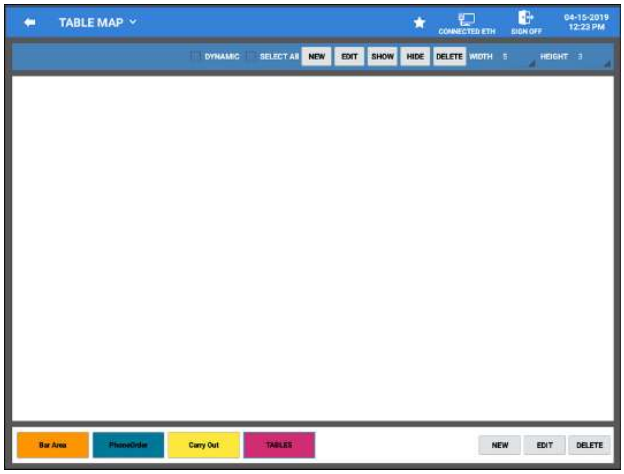




2. Type in a **NAME** *(up to 10-characters)* for the new seating zone, edit the background and text color as desired with the 25-color palette that is provided.



3. Press **OK** to add the new zone or press **OK AND CONTINUE** to add more zones as desired. Pressing **CANCEL** will exit without adding the new zone.



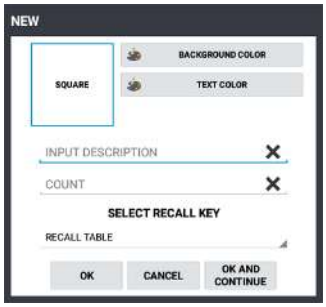
4. The NEW **Table Seating Zones** appear.

Adding Tables to Seating Zones

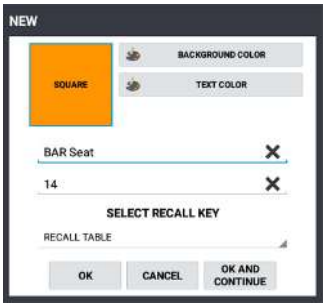
When the seating zones have been created, we can add tables to screens to use for registering sales. Tables will be laid out in a grid format. To add tables to a seating area we use the buttons along the top of the table map display.



1. Select the table seating zone you wish to add tables to. Press the **NEW** button at the top of the display (Table Edit section). The **NEW Table** edit dialog displays.

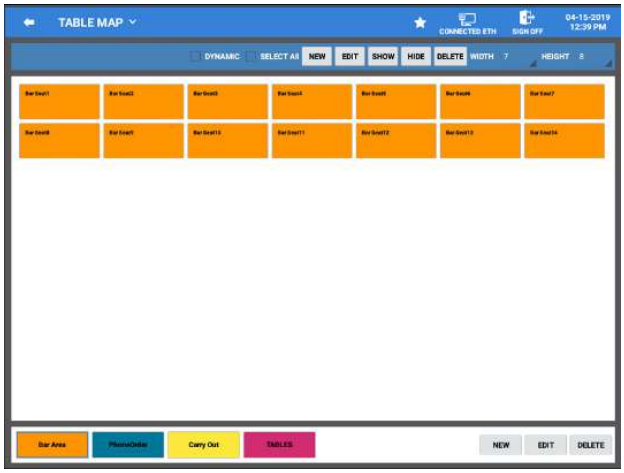


2. In the ***"Input Description"*** field, type in the name (up to 10-characters) that you want to appear on the new tables.
3. Enter in the number of tables associated with the seating zone in the ***"Count"*** field.
4. Customize the **Background & Text Color** as desired, choose the **Table Shape: Square or Circle**.
   Note: Selecting Circle table shape will only adjust the shape when using Dynamic Table Map.



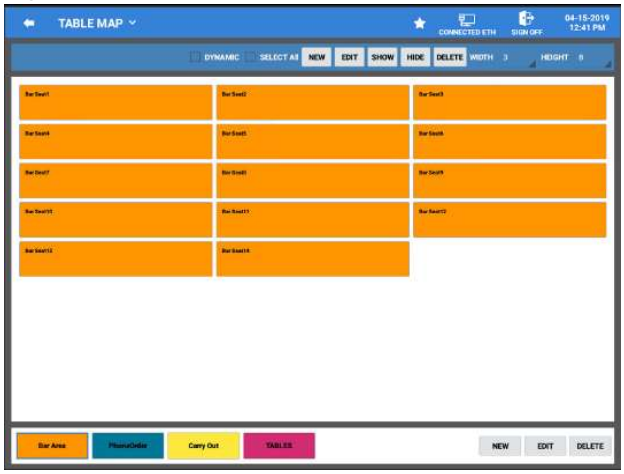


5. At the ***"Select Recall Key"*** choose the Recall Key associated with the tables in this zone.
6. Press **OK**, the tables are created and displayed in the table display zone.

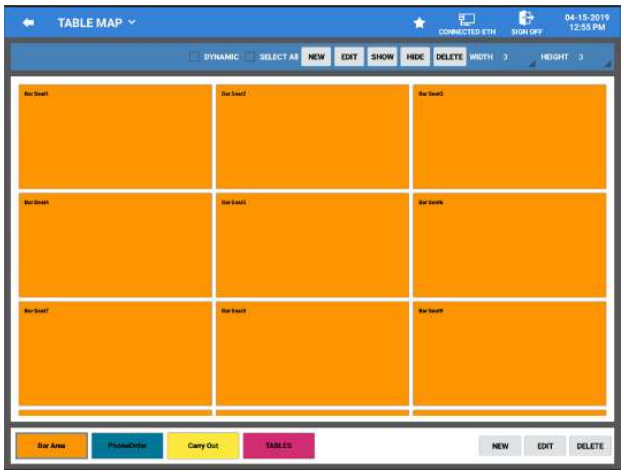


7. You can edit the layout of the grid to show more or fewer tables in each Row.

8. Press the **TABLE WIDTH COUNT** and select the number of table columns you want to see. Allowable setting range is from 3 to 10.



9. Press the **TABLE HEIGHT COUNT** to select the number of table rows you want to see. Allowable settings range is from 3 to 8.



10. The table grid is displayed as per your selection. Each table zone has its own settings for the Table Width and Height so each zone can have a different appearance.
11. Add Tables for additional table seating zones as necessary.

Table Notes

Note: When creating table grids, you can enter a custom table name and set a starting table number by entering in the desired table name and number you want to start at.

For Example: If your seating area already has Table1 through Table20 created, you can add additional tables for the Booth section and VIP sections.

- Create new Booth tables, use the description Booth21 with a count of 20 to create tables Booth21 through Booth40. You can then add VIP tables.
- Create new VIP tables, use the description VIP41 with a count of 20 to create tables VIP41 through VIP60 as shown below.



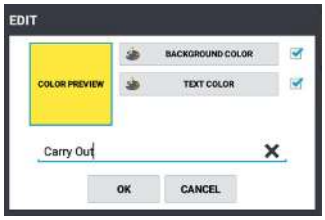
The example above shows three seating arrangements for:

- Table1 thru Table20
- Booth21 thru Booth40
- VIP41 thru VIP60

Edit Existing Tables or Seating Zones

Seating Zone descriptions and background & text color can be edited without affecting the tables in the zone. You can also select and edit individual or multiple tables from the seating zones to edit the background & text color, change the table shape as well as the recall key associated with the table or tables.

1. Touch the zone or table you wish to edit and press the appropriate **EDIT** button.
   - Seating Zone EDIT button (bottom right of the display)
   - Table Zone EDIT button (top of display)



Seating Zone Edit

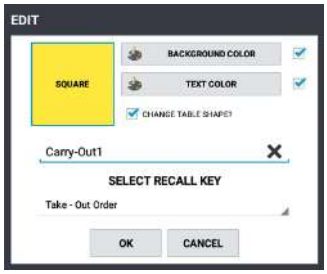


Table Zone Edit

SEATING ZONE EDIT:

You can edit the name for the Table Seating Zone and customize the background & text color as desired. Sam4POS provides a 25-color color palette.

TABLE ZONE EDIT:

You can edit the descriptor for the tables and customize the background color & text color, we can also change the **Select Recall Key** *(tracking file selection)* to be used for the selected table(s). If using the 'Dynamic' tables selection, you can change the table shape from square to circle.

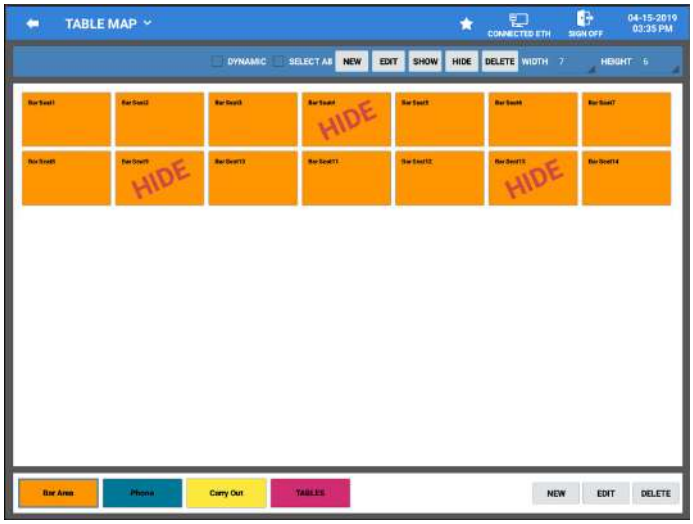
2. Press **OK** to view you edits on the main table map screen.



Hide & Show Tables

By default, all tables will be shown when the table map is opened in the register mode. We can use the Hide button to not show specified tables on the table map in the register mode. Alternatively, the Show button is used to un-hide selected, previously hidden tables.

1. Select a table zone on the table map, choose the tables you wish to hide from view in the register mode, then press the **HIDE** button.



2. When the table map is opened in the **REGISTER MODE**, the hidden tables do not appear.



3. To restore the hidden tables, go back to the program mode Screen Edit and select Table Map
4. Select the table seating zone on the table map, choose the hidden tables you wish to unhide, then press the **SHOW** button.

Delete Tables

The **DELETE** button is used to permanently remove *(Delete)* table from the selected seating zone.

1. Select a table zone on the table map, Select the table or tables you wish to delete, press the **DELETE** button.

Dynamic Table Map

The table map allows you to create seating zones with tables presented in a grid formation for table service operations. The grid format may not accurately resemble the layout of tables at a restaurant. In these cases, we can select the optional Dynamic selection on the Table Map. Refer to the separate Table Map supplement for complete details.

When DYNAMIC is selected on the table edit Taskbar, additional table configuration controls are provided to allow for customizing table positions, table size and adding a background image to the seating area.

Note: Choosing the DYNAMIC selection will affect all seating zones. If multiple seating zones are created, you will need to edit the layout for each seating area individually.

Dynamic Table Map Edit Taskbar

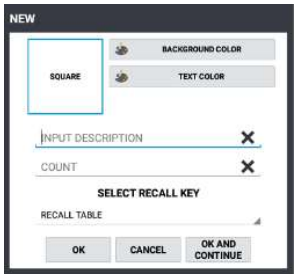


Dynamic Table Configuration Icons

Editing Buttons	Description
	Decrease/Increase table height
	Decrease/Increase table width
	Decrease/Increase table height & width proportionally.
	Positioning buttons: Move tables Up, Left, Right, Down.
	For loading a Background Image for the selected seating area.

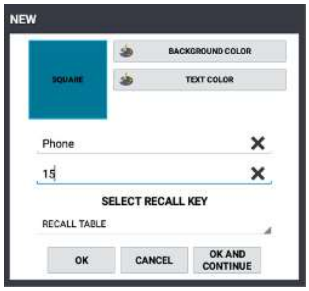
Adding Tables - Dynamic

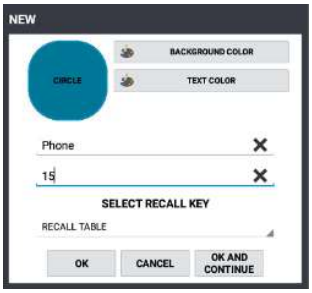
1. Select the table seating zone you wish to add tables to. Press the **NEW** button at the top of the display (Table Edit Pane). The **NEW** table edit dialog displays:



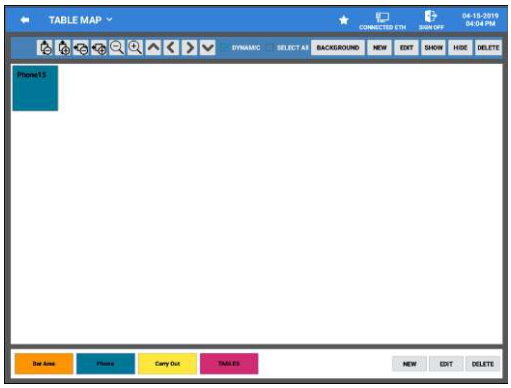
- ***"Input Description"*** field, type in the name (up to 10-characters) that you want to appear on the new tables.
- ***"Count"*** field, enter in the number of tables associated with the seating zone in the.
- ***"Select Recall Key"*** press the dropdown to choose the correct Recall Table key for this table.

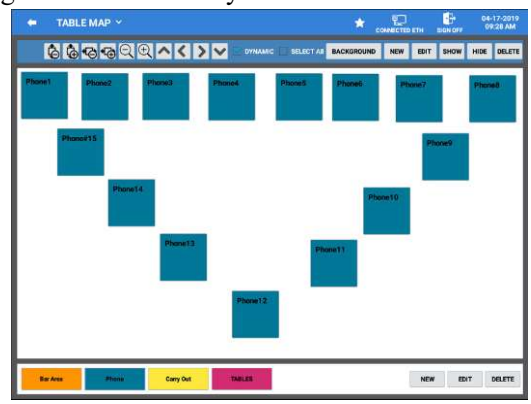
2. Customize the **Background & Text Color** as desired, choose the **Table Shape: Square or Circle**.
Note: Selecting Circle table shape will only adjust the shape when using Dynamic Table Map.





3. Tables are added to the seating zone but, with the Dynamic selection selected, all tables are located in the upper left of the seating area. Tables can then be arranged to the desired layout:



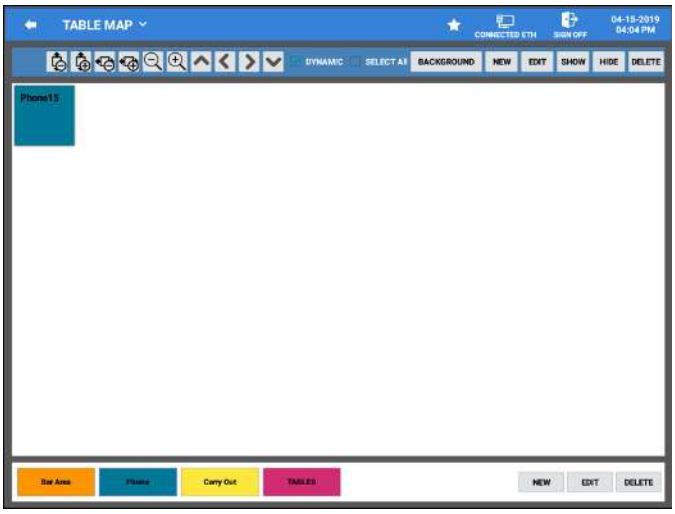


Arranging Tables – Dynamic

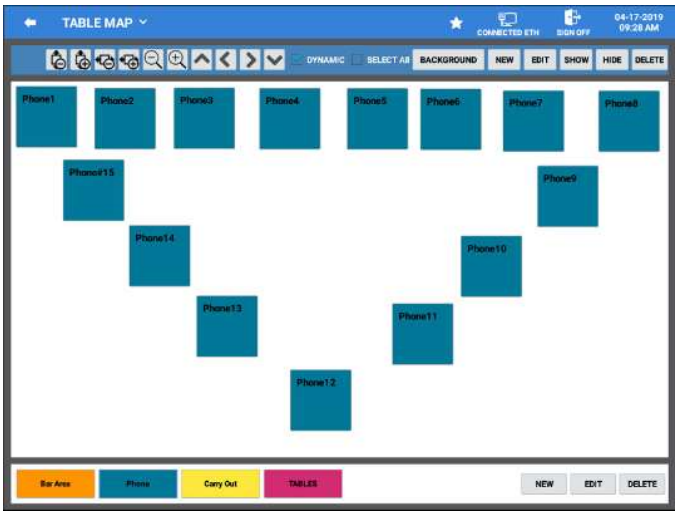
When the option DYNAMIC is selected in the table map, additional configuration settings are provided for the Table Edit to allow customizing table positions, size and adding a background image.



1. Select the **DYNAMIC** selection on the Table Map screen, All the tables from the grid are relocated to the upper left of the seating area.
2. Tables can then be moved (rearranged) by dragging them to the desired layout:
3. **Press & Hold** on a table in the upper left of the display, then drag the table to the desired layout.



4. When the table have been arranged into the desired configuration . . .
5. Tables can be resized or adjusted using the Editing Buttons. Refer to the Editing Buttons – Dynamic Table Map on the following page for details.



Editing Tables - Dynamic Table Map

After the Tables are dragged to the desired layout, you can further manipulate the size, shape, and position of selected tables as desired as well as changing the background for the seating area.

1. Select a seating zone, then select a table or multiple tables to edit. Use the tools provided in the Table Map Edit Zone to resize and position the tables as desired.

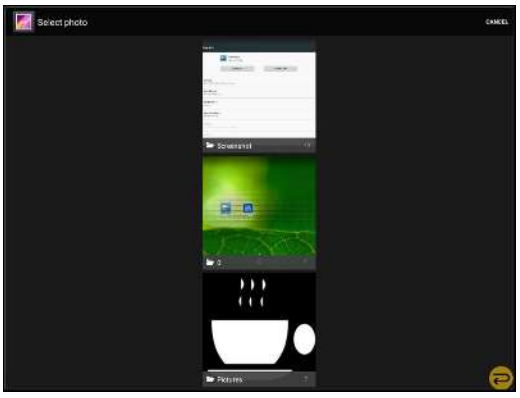
Editing Buttons	Description
	Decrease\Increase table height.
	Decrease\Increase table width.
	Decrease\Increase table height & width proportionately.
	Positioning buttons Move tables Up, Left, Right, Down.

Dynamic Table Map Background Image

2. Select the **BACKGROUND** button to add a photo to the background of the seating zone:



3. Select ***Choose From Library*** from the selections on the Choose Photo dialog. Sam4POS will search for image files in the internal storage and the USB flash drive if connected.
4. The **Select Photo** screen is displayed. The file selection locations are displayed.
   - Internal Storage files are separated into Screenshot and Pictures directories.
   - USB Flash Drive selections are noted by the StoreName.





5. Select the location where the desired image resides. All the images in the selected directory are displayed. Choose the desired image to be used as the background for this seating zone.



6. Press **SAVE** at the top left of the screen to use the image for the background.



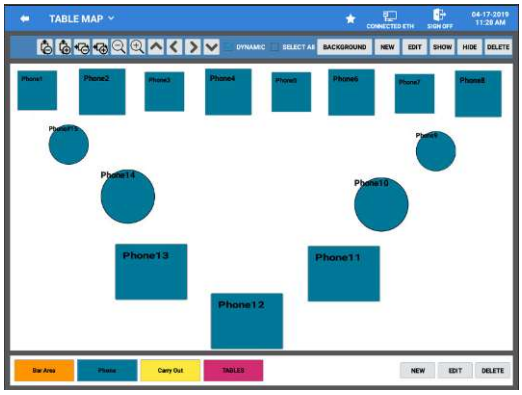
Note: The best image size for the background image is 1024 x 768

Delete Background Image

7. To remove the Background image from the seating area, Select the **BACKGROUND** button:



8. Select **DELETE** to remove the background image:

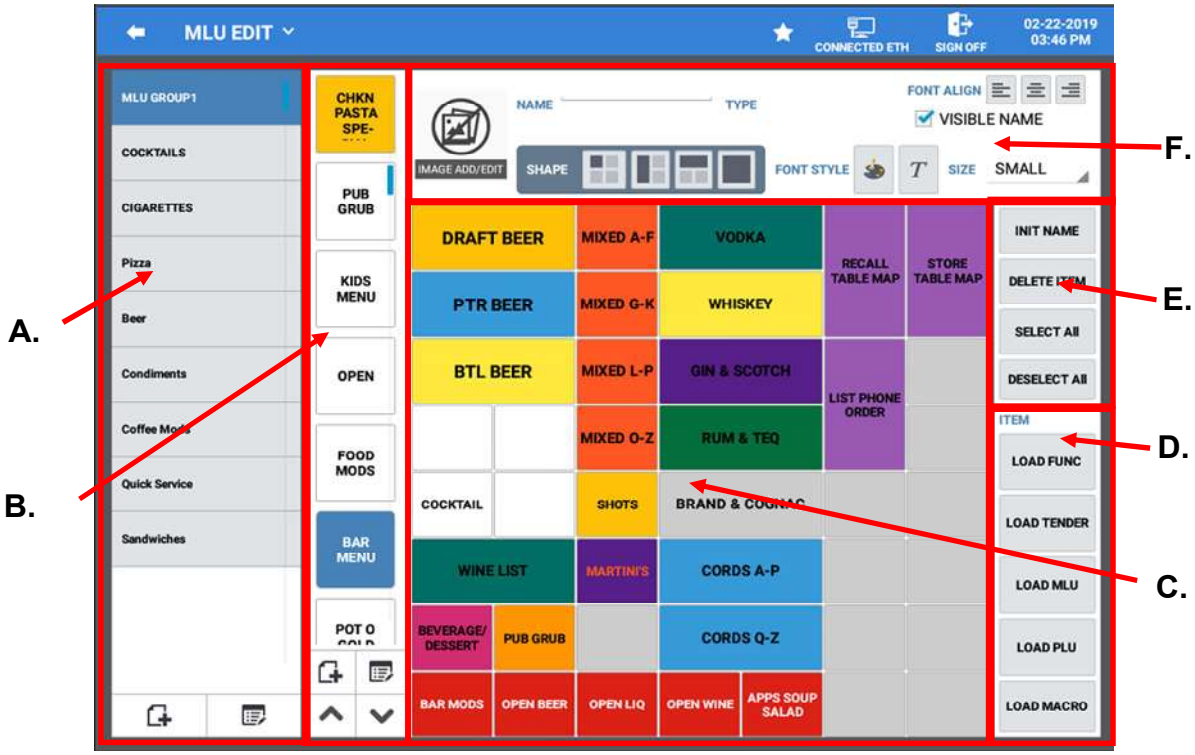


MLU Edit

The Menu Look Up (MLU) programming determines what is displayed in the item area of the operator screen. The MLU Edit screen is separated into six sections MLU Groups (Left Column) and individual MLUs in each group (Center Column) items assigned to the MLUs (Right Column) and Design & Element selection grids.

MLUs are selected by touching an MLU key in the vertical panel to the left of the item area. If more than five MLUs are available, you can use scroll buttons to view the hidden keys.

1. Select **MLU EDIT** from the **SCREEN EDIT** menu screen, The **MLU EDIT** screen displays:



MLU EDIT Screen Sections

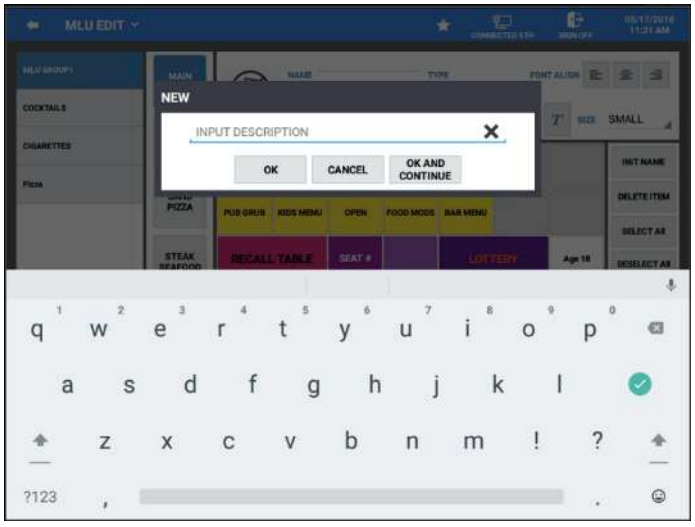
Program Area	Description
A.	**MLU Groups List:** Each MLU Group will have its own MLUs assigned. These are the groups of MLUs that will appear in the register mode.
B.	**MLU List:** This column lists all the MLUs assigned to the selected MLU Group. These are the menu selection items that will appear in the register mode. MLUs can contain PLUs, Functions, Macro's, Tender keys or other MLUs.
C.	**MLU Screen Item Area:** This is where all the functions, PLUs, MLUs, etc. associated with the selected MLU are assigned. A maximum of 56 items can be assigned *(72 keys on Sapphire A70 terminals)*.
D.	**MLU Item Selections:** For assigning Function keys, Tender keys, MLU keys, PLUs, or Macro keys to the cells on the selected MLU.
E.	**MLU Edit Element Selections: INIT NAME** (Input a Name) for the selected cell. **Item Selections.** Select All, Deselect All, or Delete Item to remove selected item from the MLU.
F.	**Key Design Elements:** Background & Text color, Font Style (normal or *italic*), Font Size and Alignment, Visible Name option *(Select to Display the key descriptor on a key when using custom images.)*

MLU Groups

MLU Groups organize the MLUs that will be displayed in the register. The default MLU group can be assigned by station so each station can display a different MLU group as desired. For example: the bar station can have a different default MLU Group than the dining area.

Create MLU Groups

1. Touch the add record icon to create a **New MLU Group** to the MLU Group list.
2. Input a description (up to 30-characters) for the new MLU Group and press **OK** or select OK AND CONTINUE if you are adding additional MLU groups. Pressing CANCEL will exit the dialog without creating any new MLU Groups.



3. Use the **EDIT icon** to select MLU Groups you want to delete from the MLU Group list.
4. After selecting MLU Groups, press the **DELETE icon** *(Tash Can)* to delete the selected MLU Groups.

Edit MLU Group

After you have created you MLU Groups, you can edit the MLU Group descriptor if desired.

1. **Press & Hold** on the MLU Group you wish to edit, the MLU Group Sub-Menu selection list displays.
2. Tap **EDIT** from the sub-menu selections to edit the descriptor for the selected MLU Group.
    - **DELETE –** Removes the selected MLU Group from the list.
    - **COPY TO NEW ITEM –** Creates a new MLU Group with the same MLU selections as the selected MLU Group.
    - **COPY TO EXISTING ITEM –** Copies the selected MLU Group to selected MLU Groups already in the list.

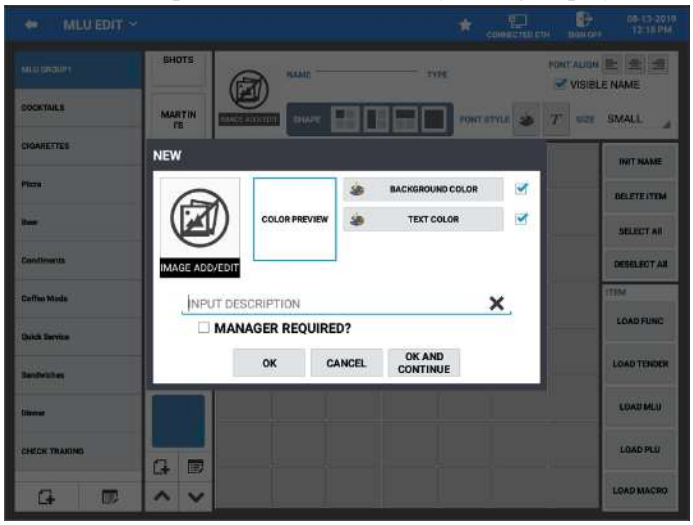


Creating MLUs for MLU Group's

After creating MLU Groups, Individual MLUs need to be created for each MLU Group. These MLUs are the screens that will appear in the register mode.

- Each MLU on the Sapphire A70 terminals has a grid of 9 rows and 8 columns for a total of 72 cells that can be programmed as necessary.
- Each MLU on the Sapphire A60 and all other terminals and tablets has a grid of 8 rows and 7 columns for a total of 56 cells that can be programmed as necessary.
- The keys on the MLU screen can be assigned any PLU currently in the database, function keys, tender keys, Macro's or other MLUs.

1. Select the **MLU Group** from the MLU Group List *(leftmost column)* you wish to add **MLUs** to.
2. Touch the **New MLU icon** at the bottom of the MLU List column *(middle column)* to create new MLUs to the selected MLU Group. The **NEW** MLU entry dialog displays.



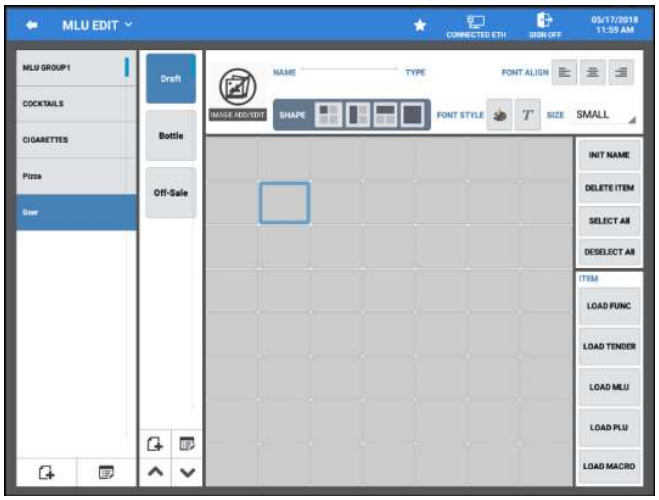
   - You can select an image for the MLU if desired, edit the Background Color and Text Color for the MLU. This will display in the register mode as per your settings. These areas are optional.
   - Type in the **MLU Description** (up to 30-characters) at the Input Description field.
   - If desired, the MLU can be set for manager control. This restricts the use of this MLU to only those employees with the **Admin User** *(Manager)* flag selected.
3. Press **OK**, to save the new MLU or select **OK AND CONTINUE** if you are adding additional MLUs. Pressing **CANCEL** will exit without adding any new MLUs.
4. Pressing the **Edit List icon** at the bottom of the MLU list column allows you to select MLUs in the list you want to delete from the list.
   - Press the **Trash Can icon** to delete the selected MLUs.
   - Press the **Exit ✖ icon** to exit out of the edit mode.
5. You can use the buttons at the bottom of the MLU List to reposition a selected MLU up and down the MLU list. This will adjust the position of the MLU when viewed in the register mode.

Programming an MLU

The cells on the MLU screen are similar to the keys on a regular ECR keyboard. These MLU keys can be assigned any PLU currently in the database, function keys, tender keys, Macro's or other MLUs. There are 7 columns x 8 rows of cells available for programming *(Sapphire A70 has 8 columns x 9 rows)*.

You can save significant set up time by assigning multiple PLUs to locations simultaneously, and program attributes such as button shape, font style, font color and background color to a group of MLU keys simultaneously.

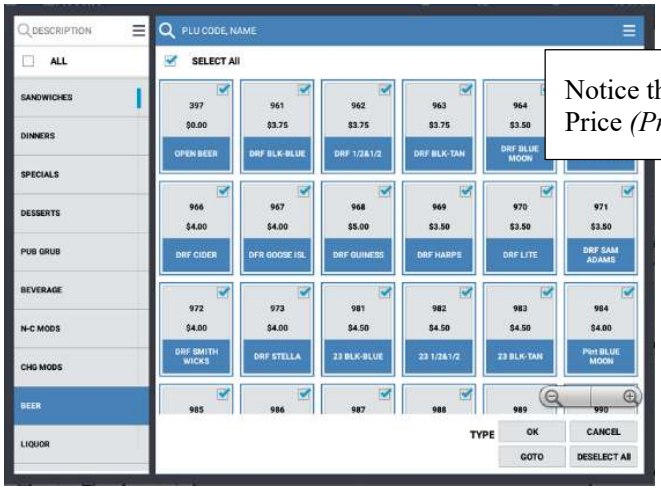
1. Select an **MLU Group** from the MLU Group List *(leftmost column)* to view the MLU List *(middle column)* associated with that MLU Group.
2. Then select an **MLU** from the middle column you wish to view, edit or add elements to.



3. Select a cell *(MLU key)* on the item area grid you wish to program.
4. Press one of the 5 **ITEM LOAD** element selection buttons: ***FUNC***, ***TENDER***, ***MLU***, ***PLU*** or ***MACRO***.

Note: Although there is no actual function key for Table Map in the function key programming, there is a Table Map function in the MLU EDIT program function key list that can be assigned to an MLU key.

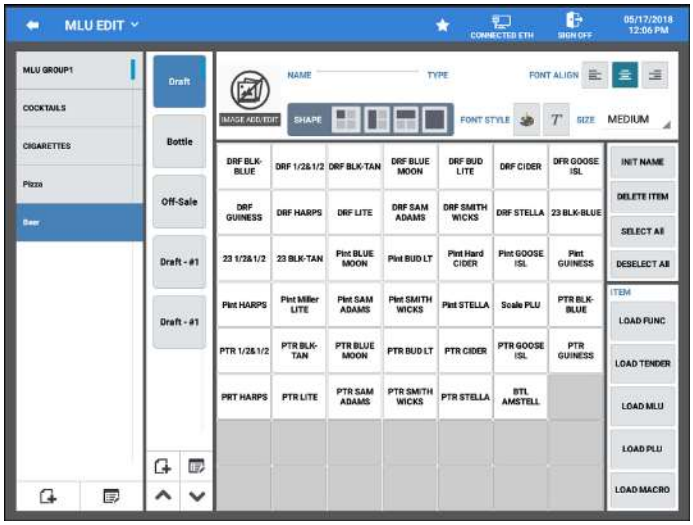
5. Select the items from your **LOAD** selection that you want to appear on the MLU grid. To make finding items easier, you can press the Sort icon to list the items alphabetically or by code #. You can also search by PLU Code # or by PLU Name.



Notice that the buttons show the PLU#, PLU Price *(Price Level 1)* and PLU Descriptor.

6. Check **SELECT ALL** if you want to add all the items or just check the specific the items you wish to add. If sorting is not selected, items are added in the order they are selected.

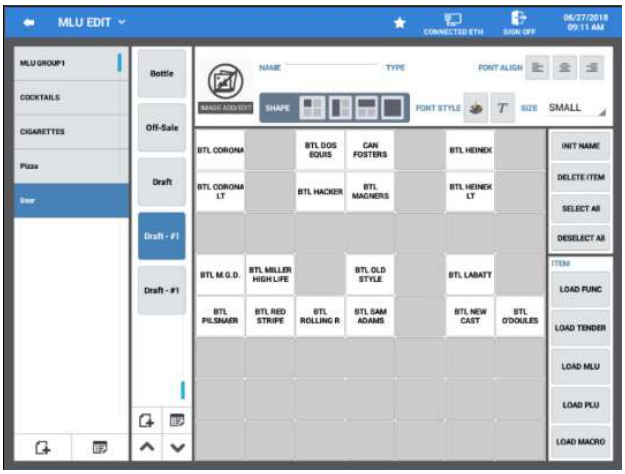
7. After selecting an item, you can press the **GOTO** button to go to the programming for the selected item or items. Press the Back Arrow ⇦ icon to return to the MLU item selections.
8. Press **OK** after you have made all your desired selections, your selections will appear on the MLU.



9. Pressing the Edit List icon at the bottom of the MLU list column allows you to select MLUs in the list you want to delete from the list.
    - Press the trash can icon to delete the selected MLUs.
    - Press the exit icon ✕ to exit out of the edit mode.
10. You can use the buttons at the bottom of the MLU List to reposition a selected MLU up and down the MLU list. This will adjust the position of the MLU when viewed in the register mode.

Editing the Appearance of MLU Screens

1. You can rearrange the items as desired on the grid. **Press & Hold** on an item then drag the selection to the desired location on the grid.



2. The appearance of the items on the MLU screen can be edited using the design elements at the top of the screen.



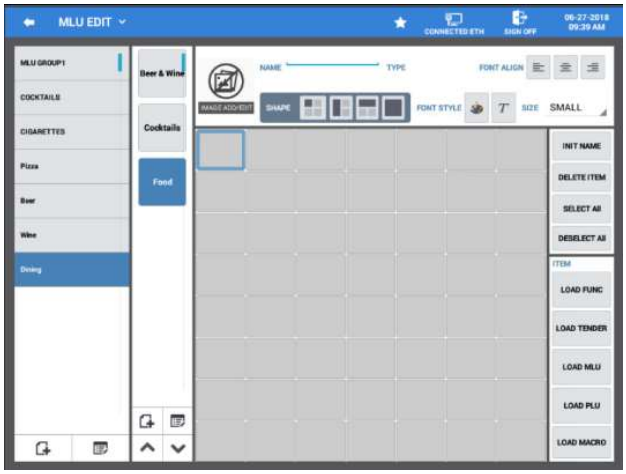
Note: When you select an individual item and type in a new name, the original Name Descriptor appears and the TYPE of key is displayed:



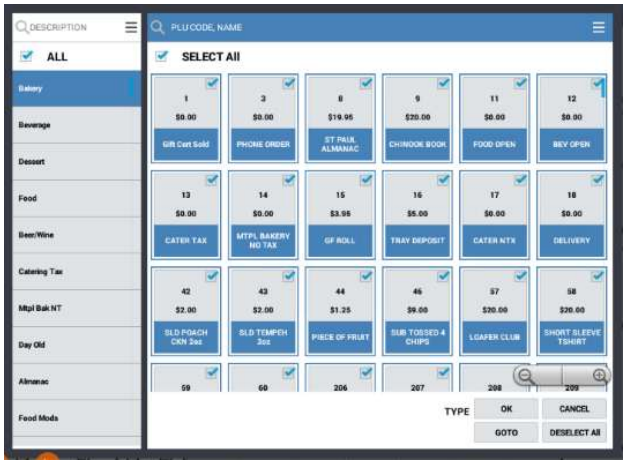
3. When adding items to a selected MLU, if you select more items to load than the number of available spaces on the MLU, the SAM4POS will automatically create additional MLU buttons for you.

For Example:

- Create an MLU for **FOOD**, then select a cell on the FOOD MLU:
- Click LOAD PLU

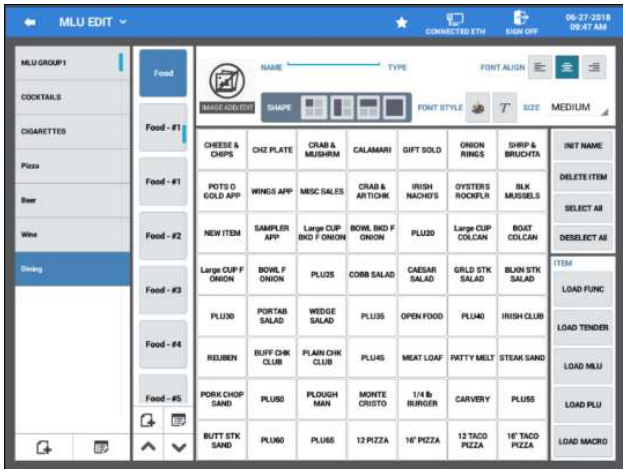


- Select more items than the available cells, Press **OK**.



- The selected items are added to the **FOOD MLU** and additional FOOD MLUs are created as necessary for all the selected items when more items are selected than will fit on the FOOD MLU.

(i.e. FOOD - #1 through FOOD #5).

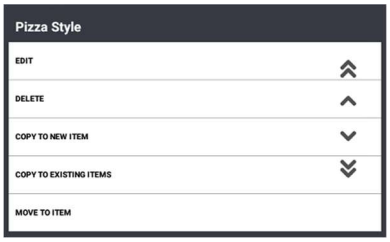


Edit, Delete, Copy MLU Group or MLU Items

1. Select an MLU Group from the MLU Group List or select an MLU from the MLU List, **Press & Hold** on your selection. The sub-menu option selections are displayed:



MLU Group

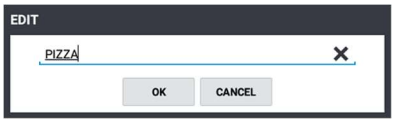


MLU

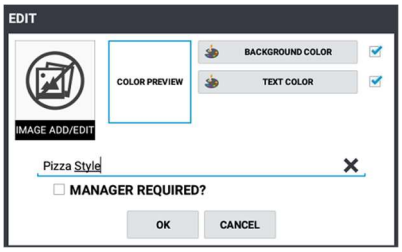
Sub-Menu Operation	Description
EDIT	Edit the MLU Group or MLU Image selection, Background and Text Color, Descriptor or Manager Required setting.
DELETE	Delete the selected MLU Group or MLU. An Alert confirmation dialog will appear. Press YES to delete the selection or NO to exit without deleting.
COPY TO NEW ITEM	Copies the currently selected MLU Group or MLU to a new MLU Group or MLU.
COPY TO EXISTING ITEMS	Copy the currently selected MLU Group or MLU to an existing MLU Group(s) or MLU(s).
Move To Item (This is Not available on MLU Group)	Allows you to MOVE the selected MLU in the MLU List from the current MLU Group to another MLU Group.

Edit

MLU Group



MLU



Delete

MLU Group

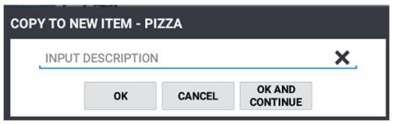


MLU

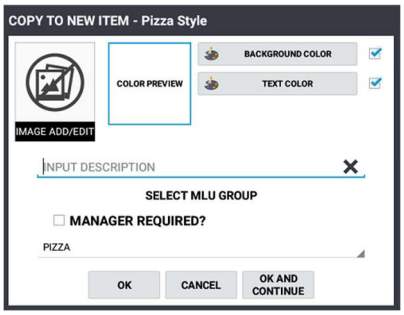


Copy To New Item

MLU Group

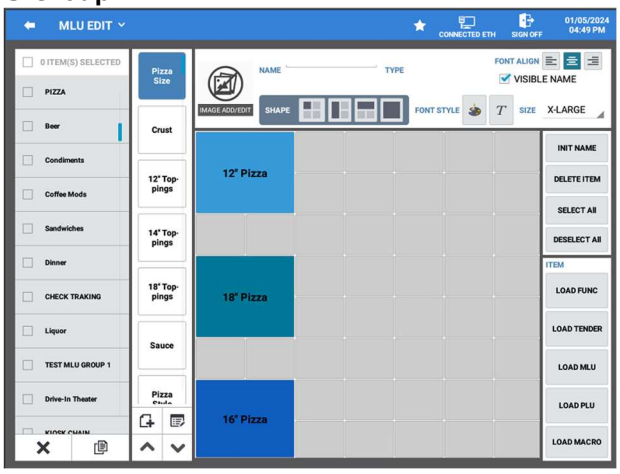


MLU

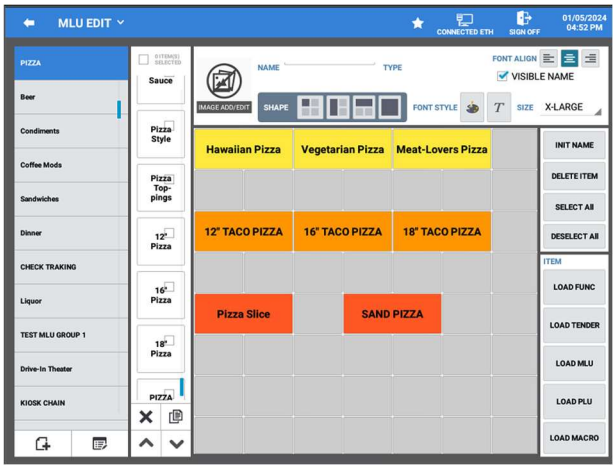


Copy To Existing Items

MLU Group



MLU

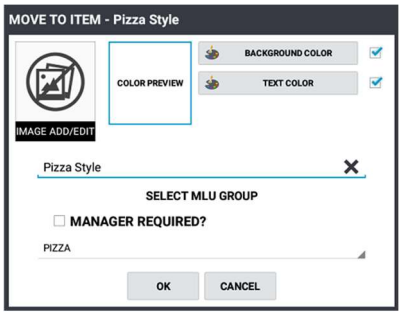


Move To Item

MLU Group

N/A

MLU

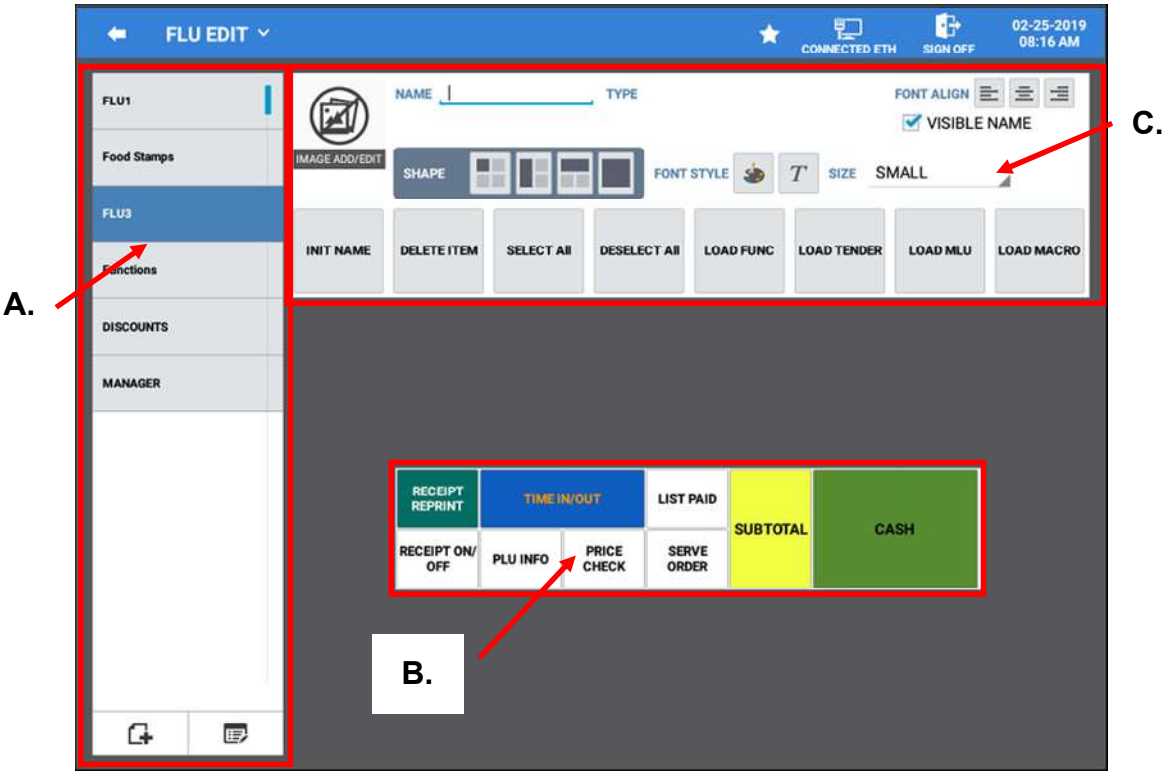


FLU Edit

Function **L**ook **U**p (FLU) programming is similar to MLU programming, except that no PLU items can be assigned to an FLU. The FLU keys are displayed on the bottom of the operator screen below the MLU.

- Each FLU on Sapphire A70 terminals has a grid of 2 rows and 8 columns for a total of 16 cells that can be programmed as necessary.
- Each FLU on all other terminals and tablets has a grid of 2 rows and 7 columns for a total of 14 cells that can be programmed as necessary.
- The cells on an FLU screen can be assigned with any function key, tender key, Macro or other MLUs.

1. From **Screen Edit** in **Program Mode**, select **FLU EDIT**, The FLU Edit screen displays.



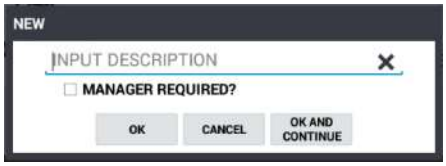
FLU Edit Screen Sections

Program Area	Description
A.	**FLU List:** These are the groups of functions that will appear in the register mode.
B.	**FLU Key Screen Item Area:** Up to 14 keys in a 2 x 7 matrix can be assigned to a FLU. *(16 keys in a 2 x 8 matrix on Sapphire A70 terminals.)* Function, Tender, Macro or MLU keys can be assigned to a FLU. *(PLU keys cannot be assigned to a FLU.)*
C.	**FLU Item Edit/Design Elements:** Background & Text color, Font Style (normal or *italic*), Font Size and Alignment. Selecting the Visible Name option will Display the key descriptor on a key when using custom images.

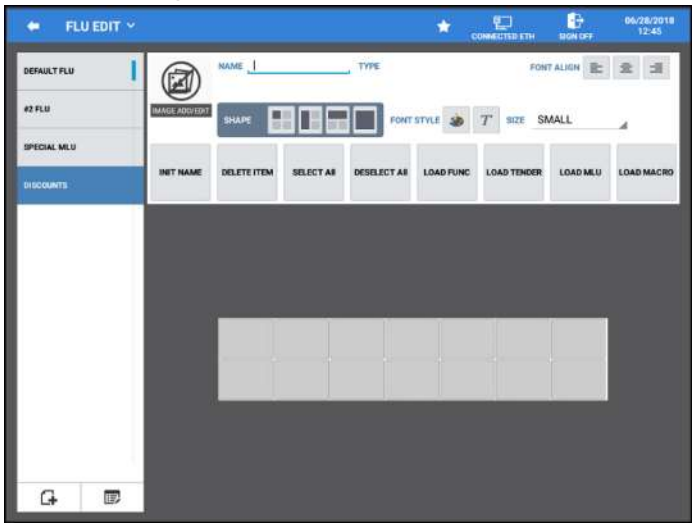
Add New FLU Screens

Create a FLU to appear on the register mode screen.

1. Touch the add record icon at the bottom of the FLU List to add a **New FLU** to the list.



2. Enter a Description (up to 30-characters) for the new FLU, (*i.e. DISCOUNTS*), check the '**MANAGER REQUIRED?'** option if this FLU is to be reserved for manager use only.
3. Press **OK** to add the new FLU or press OK AND CONTINUE to add additional FLUs. Pressing CANCEL will exit without adding the FLU to the list.



4. The new FLU for DISCOUNTS is created and appears in the FLU selection pane.
5. Assign function keys or tender keys as needed.
6. The edit icon at the bottom of the FLU List is used to select and delete FLUs from the FLU List.

FLU Key Assignment Pane

The FLU assignment pane allows up to 14 individual keys to be assigned *(16 keys on Sapphire A70 terminals)*. Choose from function keys, tender keys, Macro's or MLUs. These keys can be edited using the design attributes. PLUs cannot be assigned to a FLU.



Design Item Attributes

Use this section to assign or delete keys to the FLU and to design the look of the keys. We can change the key style to a double key, vertical or horizontal, or to a quad key. You can edit the background color of the key and the color, size and alignment of the font.

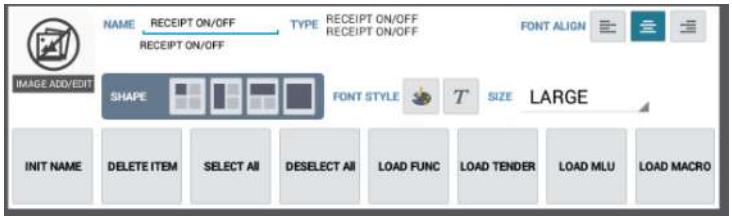


IMAGE ADD/EDIT 

Use the Image Add/Edit to add an image to a selected key if desired.

ELEMENT SELECTIONS 

Use these keys to Input a name, edit/assign function keys, tender keys, MLU keys or Macro's to the keys on the FLU.

NAME & KEY TYPE 

Once keys are assigned, you can edit the key Name/descriptor if desired.

KEY SHAPE 

Use the shape designer to change keys from single, double-wide vertical/horizontal or quad keys.

FONT STYLE 

Use the Font Style/Size keys to edit the background color of the keys and text color, style, and size.

FONT ALIGNMENT 

These Font Align selections allow you to align the font left, center, or right.

Editing Existing FLU Items

1. Select the FLU you want to edit, **Press & Hold** your selection. A list of edit options displays:



Operation	Description
EDIT	Edit the FLU Descriptor and\or change the Manager Required selection.
DELETE	Delete the selected FLU
COPY TO NEW ITEM	Copies the currently selected FLU to a new FLU
COPY TO EXISTING ITEMS	Copy the currently selected FLU to an existing FLU

Rear Display

Support for the optional integrated 9.7-inch and 15-inch rear LCD customer display was added beginning with v1.1.11 and is only available on the SAP-6600. This enhancement allows you to set up multiple layouts for the rear LCD display with different elements as desired. When Sam4POS version v1.1.11 or later is installed on the SAP-6600 terminals, a prompt to install the Rear Display App will appear. You must select to INSTALL the Rear Display App to utilize the feature.

The rear LCD Display layout can be configured to display text messages, images, menu suggestions and more. Configuration settings for the rear display can be found in the Program Mode \ Screen Edit \ Rear Display.

The Rear Display Period settings available in the Time Schedule settings is used to select the desired layout for Normal display *(between orders)* and the Order display. Setting for the start * end times for the rear display are also set here. Refer to the "Time Schedule\Rear Display Period" settings on page 404 for details.

Refer to the Dual Monitor supplement for set up/configuration information.
You can also view a video showing the installation & features here:
https://www.youtube.com/watch?v=7RAFuIYxgtc&list=PLtF-h-a37jHmbhGgLO3nB76hP-avFSW29&index=3&t=0s

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Note: The Rear Display Application version corresponds with the Sam4POS version, if the Sam4POS version is downgraded the Rear Display APP is also downgraded, there is no way around the downgrade of the rear display app.

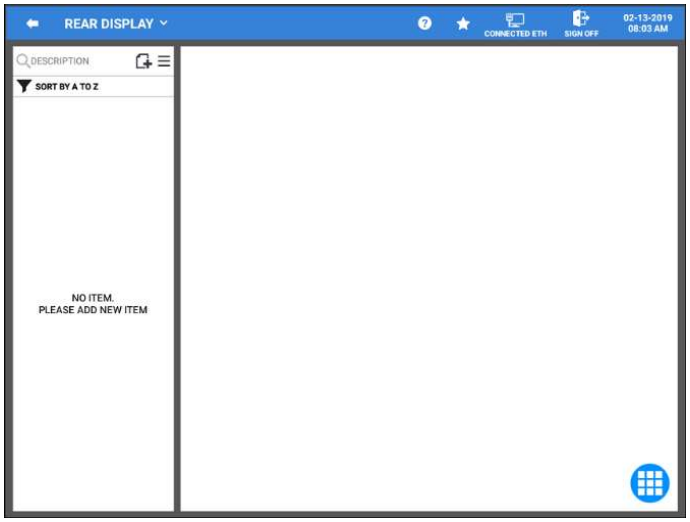
For example… Sam4POS v1.1.57 with the corresponding Rear Display App v1.0 & Sam4POS v2.0.25 with the corresponding Rear Display App v2.0 *(just as an example)*.

If the terminal has Sam4POS v2.0.25 installed (Rear Display App v2.0) the Rear Display App has some functions that only Sam4POS v2.0.25 knows about.

If the terminal APK version is downgraded to v1.1.57, but you do not downgrade to the corresponding Rear Display App v1.0, the rear display may not work as expected because the versions will not be corresponding.

---

1. From **Screen Edit** in **Program Mode**, select **REAR DISPLAY**. The Rear Display screen displays.



Display Setting

With the latest Sam4POS firmware & Rear Display App installed and the 2nd LCD Display (VGA Monitor) connected, you will need to configure the Android display settings for the rear display.

1. Go to **PGM \ SYSTEM \ SETTINGS**
2. Select **Display** in the **Device** area, then go to the Second Display settings:
3. Click or tap on **"Show app on second screen"** to open the **Select Application** dialog:
4. Scroll down the list to **Rear Display**, **Press and hold** to select the app.
5. Press **OK**.
6. Select either: **"Portrait on Second Display"** or **"Landscape on Second Display"**.
7. Press the back arrow ⇦ icon at the top left of the screen to Exit the Display settings, Press the return icon to go back to the Sam4POS Cash Register Application.

Creating New Rear Display Layouts

Choose the element to be added to each rear display layouts, multiple elements may be selected as desired.

1. Press the add record icon to add a new Rear Display Layout configuration.
2. Type a descriptor for the new layout, Press **OK** to add the new layout to the list. Alternatively you can press OK AND CONTINUE, to add additional layouts, pressing CANCEL will exit without adding any layouts to the list.
3. Choose a Rear Display Layout from the list to add elements to the layout.
4. Press the **menu icon** to access & select the element selections for the rear display. More than one element can be added as desired, available elements include:

Add Text	**Add Photo**	**Add Slide Show**	**Add Video**
Add Order List	**Add Clock**	**Add Recommended Menu**	**Change Background Color**
Preview	**Full Screen**		

5. Elements can be removed from the display by pressing and holding the element, then press the trash can icon to delete it.
6. Use the Menu ☰ icon to **SORT** the Rear Display list alphabetically, **A TO Z** or **Z TO A** or choose **EDIT MODE** to select and delete selected rear display layouts.

Notes:

- ***ADD PHOTO –*** The best image size is 1024 x 768, Any picture format will work: .jpg, .bmp, .png, etc.
- ***ADD VIDEO –*** After adding the video, press & hold in the video area until the edit option displays, then close the edit screen.

Customize Rear Display Layout

Each element can be edited individually; specific editing selections depends on the type of element. Refer to the Sam4POS Tutorial Video for a demonstration on editing the elements within a Rear Display Layouts.

https://www.youtube.com/watch?v=7RAFuIYxgtc&index=3&list=PLtF-h-a37jHmbhGgLO3nB76hP-avFSW29&t=0s

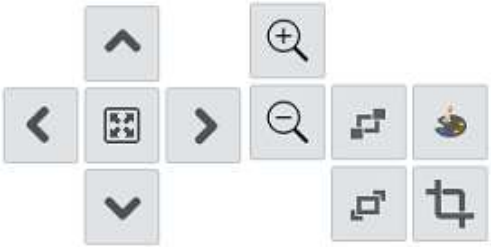
1. Select the desired rear display layout from the list in the left column you wish to edit.
   a. **Click & Drag** elements to position them as desired - or -
   b. **Press & Hold** on an element you wish to edit, The operation icons shown below appear at the top right of the display.



Operation Icon Definitions

	Loads the editing icons
	Deletes the selected element
	Exits the element editing

2. When you select the **Edit** icon, additional element editing icons are provided:

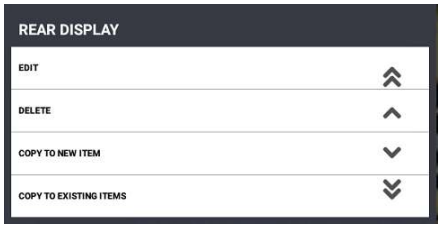


Element Editing Icons Definitions

	Moves the image Up, Down, Left, Right one point at a time to fine-tune the positioning of the selected element.
	Maximizes the image to Full Screen.
	Enlarge, Reduce the selected element size.
	Locks the element selection.
	Releases the element selection.
	Selects the element to allow changing or editing of the element selection.
	Opens the 25-color palette, Only appears with certain element selections.

Copy\Delete Displays

1. Select a rear display layout from the list you wish to edit, **Press & Hold** on your selection to open the sub-menu edit options:



Operation	Description
EDIT	Edit the DISPLAY Descriptor
DELETE	Delete the selected DISPLAY
COPY TO NEW ITEM	Copies the currently selected DISPLAY to a new DISPLAY
COPY TO EXISTING ITEMS	Copy the currently selected MLU to an existing DISPLAY

Rear LCD Display Notes:

Q: What frame rate does video play on the Rear LCD at?

A : If a video is played through Rear LCD, it is recommended not to exceed 60fps.

Q: Can we use a VGA to HDMI converter (adapter)?

A : Yes, you can use VGA to HDMI adapter.

Q: What is the total resolution that SAM4POS sends to the VGA rear display?

A : The actual output resolution is based on the EDID *(**E**xtended **D**isplay **I**dentification **D**ata)* of the monitor, but the Maximum resolution is up to: 1920 x 1200 x 60, 24 bit color depth.

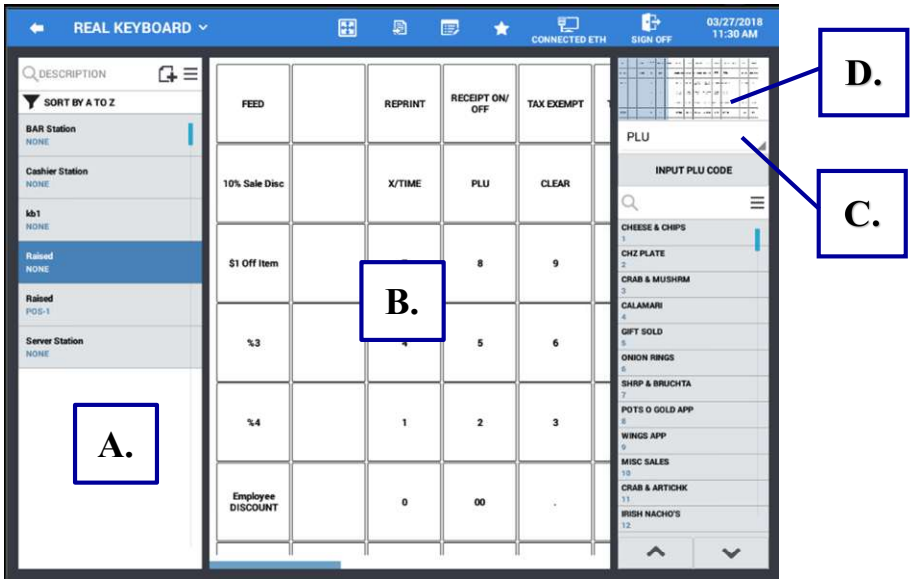
Real Keyboard

The SAP-630/SAP-530 terminals have a large traditional ECR style keyboard, most applications will be designed with menu items located on the traditional keyboard, and condiments, options and instructions displayed on the screen. The Real Keyboard must be created and assigned to the stations before the keyboard will work on the SAP-630/SAP-530 terminal.

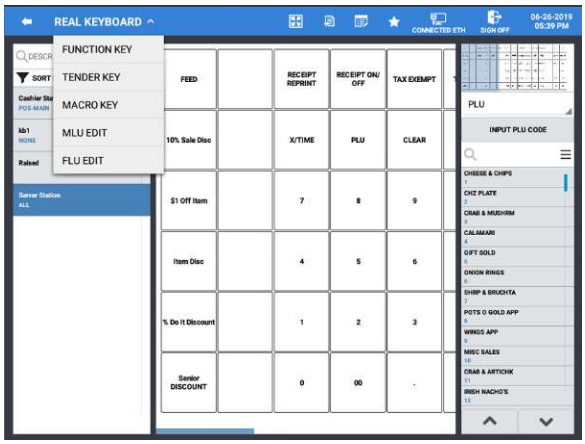
Multiple keyboards can be created with a separately defined set of keyboard functions for each key on the keyboard. For example, separate levels might be required for different lunch/dinner menus, Or, within a restaurant, different keyboards might be set up for pre-check, bar and/or cashier stations.

Each register might contain the functions for each station on a separate level, so that any register could function at any station by simply changing the keyboard assignment for the terminal and key legend sheets.

1. Select **REAL KEYBOARD** from the **SCREEN EDIT** menu screen, the **REAL KEYBOARD** screen displays.



2. Select a keyboard from the list to edit or add new keyboards as required.
3. You can use the menu icon ☰ to **SORT** the keyboard list alphabetically, **A TO Z** or **Z TO A** or choose the **EDIT MODE** to select keyboards in the list to delete.
4. Press the **REAL KEYBOARD** ∨ dropdown menu to access other **SCREEN EDIT** program areas from the Real Keyboard screen.



Real Keyboard Screen Selections

Program Area	Description
A.	Real Keyboard Groups selection pane (keyboard levels)
B.	Keyboard Layout, Editing Pane
C.	Key Assignment, Key Type Selections: PLU, FLU, Function Key, Tender Key, MLU, Real Key Group, MACRO
D.	Keyboard Viewing

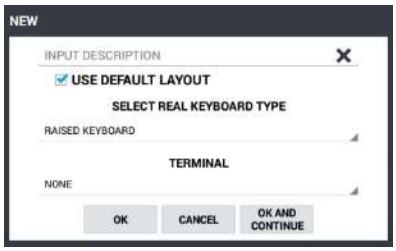
Real Keyboard Header Icons

Icon	Description
	Press to Exit the Real Keyboard programming and return to the main program mode.
	Press the Real Keyboard title for the sub-menu dropdown to access the other Screen Edit program areas: Function/Tender Keys or MLU/FLU edits. MACRO keys can also be accessed from here.
	Press to see an Expanded View for keyboard
	Press to Export the Keyboard Template, select USB or Email
	Edit Keyboard Template, change background & text color, font size, style, alignment
	Favorite icon – Use to add or remove the real keyboard on the favorite list.
	Shows the current connection method for the terminal.
	Sign Off – signs off the current employee, loads the main sign on screen.

Create New Real Keyboards

Multiple keyboards can be created depending on the merchant's needs. For example, you may have different keyboards for a bar area, server station and table service area. You can create keyboards for raised and/or flat keyboards here.

1. Press the **Add Record** icon to add new a keyboard. The **NEW** keyboard dialog displays:



INPUT DESCRIPTION

Type a description (up to 30-characters) for the new keyboard. Pressing the ✕ at the end of the field will clear the current description.

USE DEFAULT LAYOUT

Check this box if you want to use the default layout for the keyboard type selected. This will load all the default keys for the keyboard as it is on a newly installed terminal. If not checked, a completely blank keyboard will load (except for the FEED key).

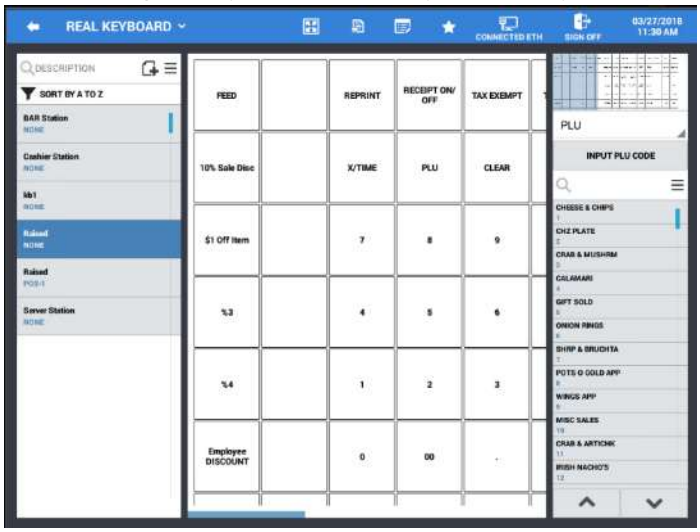
SELECT REAL KEYBOARD TYPE

Choose FLAT or RAISED KEYBOARD depending on the keyboard installed on the station.

TERMINAL

Select which stations will utilize this keyboard: NONE, Select ALL, Multiple Terminal (opens a station selection dialog) or a specific station.

2. Press **OK** to add your new keyboard, press *OK AND CONTINUE* to add additional keyboards, press *CANCEL* to exit without adding the keyboard. The newly created keyboard(s) will display.

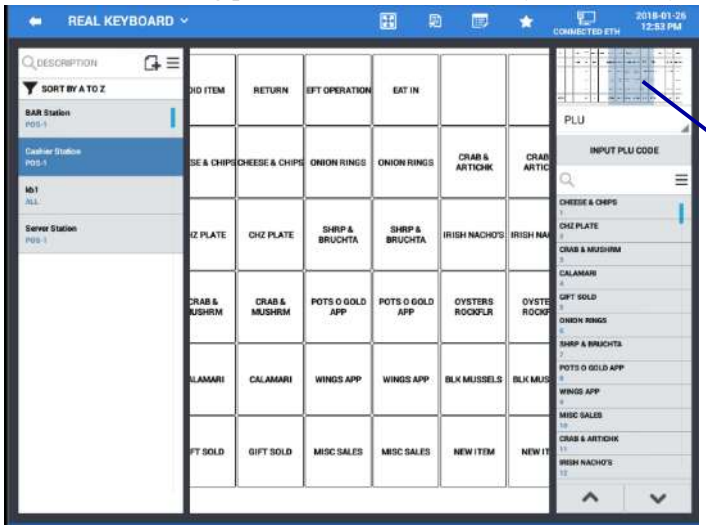


Editing the Real Keyboard

Any key can be assigned to any location on the real keyboard. Use the operation below to add or edit key on the selected keyboard.

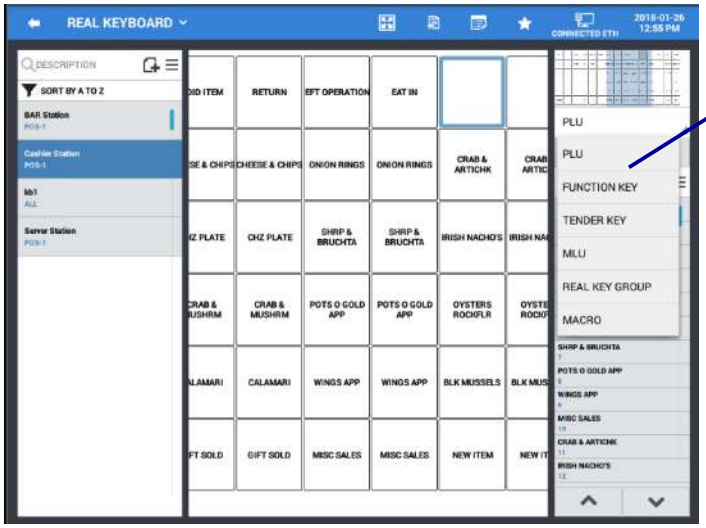
Warning: The Receipt Feed key (RCPT FEED) cannot be removed, reassigned, or reprogrammed; There is no Receipt Feed Function key in the function key list.

1. Select the **KEYBOARD** you wish to edit from the **REAL KEY GROUP** selection pane.
2. Tap the cell on the keyboard layout to edit the key. You can also press the key location on the real keyboard.
3. The Keyboard Edit Viewing pane shows the current keyboard zone you are in.



Keyboard Edit Viewing Pane: The Shaded area is the current keyboard zone.

4. Use the keyboard Key Type selection to edit the selected key, the available key types are displayed:



Key Type Selections

5. From the selection window, choose the key type you want to change the key to. Choose from: PLU, Function Key, Tender Key, MLU, Real Key Group *(keyboard selection from* and MACRO.
6. When you have selected the Key Type, the related selections are displayed. For Example, if you choose PLU, all PLUs are listed, choose Function Keys and all Function keys are listed.
7. Make your selection from the list to change the selected key on the keyboard.
8. You can rearrange keys by click and drag operation.

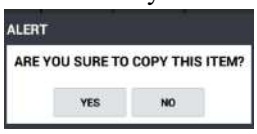
Copy Keyboard

After creating a custom keyboard, you may want to use it as a template for other keyboards, then just edit the keys as necessary.

1. **Press & Hold** on the keyboard from the **REAL KEY GROUP** list that you want to copy, the operation selection dialog displays:



2. Select **COPY TO NEW ITEM** to copy the selected keyboard to a new keyboard.
    a. Input a description for the new keyboard then press **OK**, press 'OK And Continue' to add more of the same keyboard, press 'Cancel' if you want to exit without saving.
3. Select **COPY TO EXISTING ITEMS** to copy the selected keyboard to other keyboards already in the list.
    a. Select the keyboards from the list to copy to, press the Copy icon. A confirmation alert displays:



4. Press **YES** to confirm the copy, press NO to abort the operation.
5. We can also choose to **DELETE** or **EDIT** the selected keyboard, Edit selections include:
    a. Description
    b. Terminal selection

Menu Icon

Select the Menu Icon to access the sub-menu features to maintain keyboards more easily. This feature allows you to access the Edit Mode or Sort keyboards alphabetically.

1. Touch the **Menu Icon** ☰ on the Real Keyboard programming screen to display the sub-menu:



2. Select the operation from the menu that you want to perform.
    a. Edit Mode
    b. Sort

EDIT MODE

Selecting **EDIT MODE** from the menu selections allows you to select multiple keyboards at the same time. Available Edit Mode actions include:

- **Delete –** select specific keyboard(s) to delete, press the delete icon.
- **Exit -** to close the edit mode.

SORT

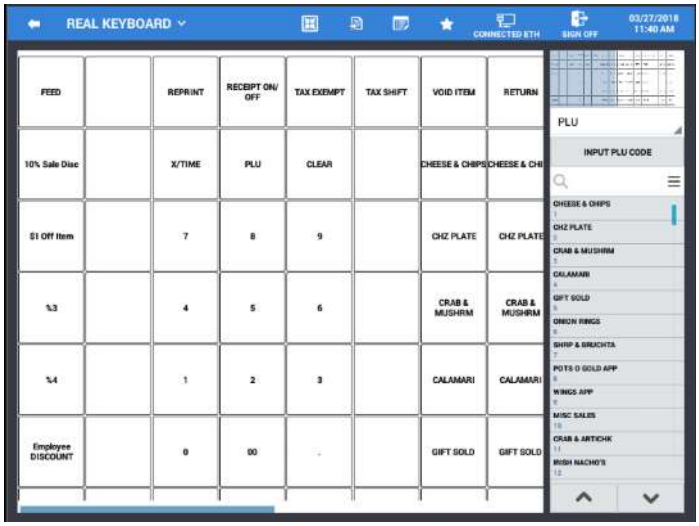
Select **SORT** to list Keyboards alphabetically, **A TO Z** or **Z TO A**.

Expand Keyboard View

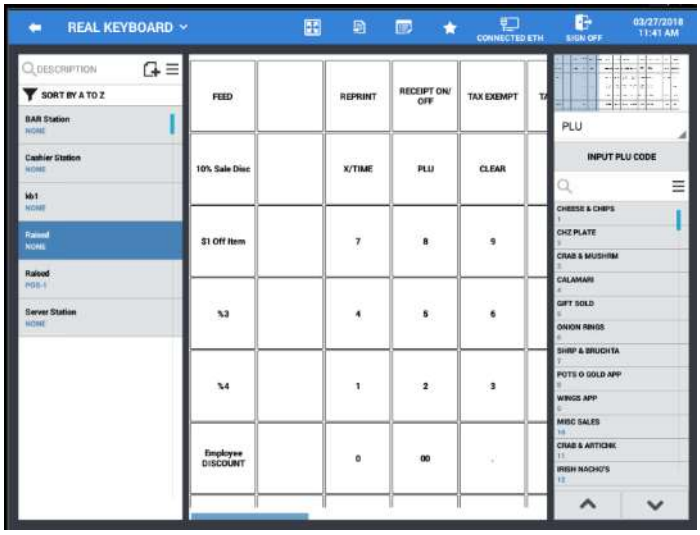


Tapping the Expanded View icon on the title bar will hide the keyboard selection pane to allow viewing more of the selected keyboard in the display.

1. Select a **REAL KEY GROUP** from the available keyboard selections, then press the **'EXPANDED VIEW'** icon on the title bar. The Real-Keyboard list is hidden from view.



2. Press the **'Expanded View'** icon again to display the Real-Keyboard list again.

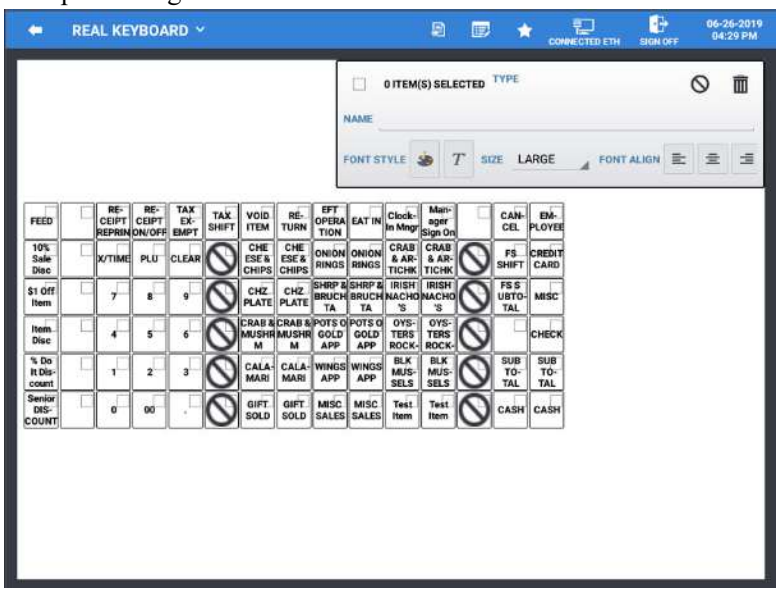


Real Keyboard Template Editing

You can edit the appearance of each key individually on the real keyboard or edit multiple keys all at the same time. You can also make keys inactive or delete the current key formatting from this screen. Press the Keyboard Template icon on the title bar to access this feature.

Warning: The Receipt Feed key (RCPT FEED) cannot be removed, reassigned, or reprogrammed; There is no Receipt Feed Function key in the function key list.

1. Press the **'KEYBOARD TEMPLATE'** icon on the **REAL KEYBOARD** screen title bar to access the keyboard template designer screen.



2. The real keyboard designer screen displays the keyboard and the key edit menu section.
3. The key-edit selections include: NAME, FONT STYLE, SIZE and ALIGNMENT options.



SELECT/DESELECT

Use the Item Select box to select all keys or to deselect already selected keys.

INACTIVATE/DELETE

Use these icons to inactivate or delete the formatting for selected keys:

- - Inactivate
- - Delete

NAME

Type a name to appear on the selected key.

FONT STYLE

You can change the BACKGROUND COLOR and TEXT COLOR as well as select the *ITALIC* font.

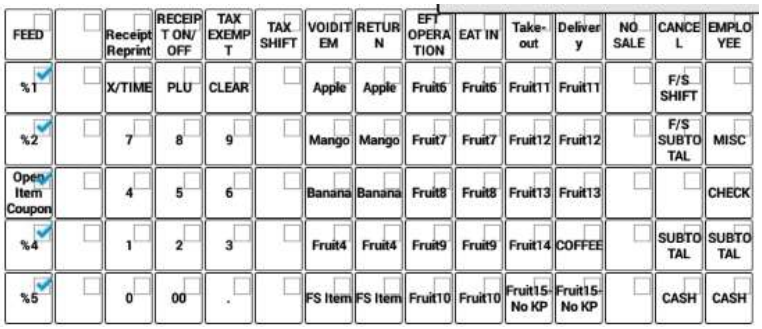
SIZE

You can select: Small, Medium, Large, and X-Large.

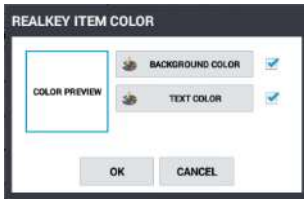
FONT ALIGN

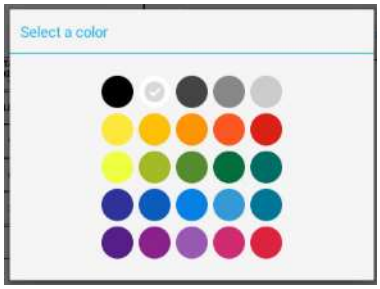
Choose from LEFT, CENTER, or RIGHT alignment for the text.

4. Select a key on the keyboard to edit the formatting for the key or select multiple keys if desired.

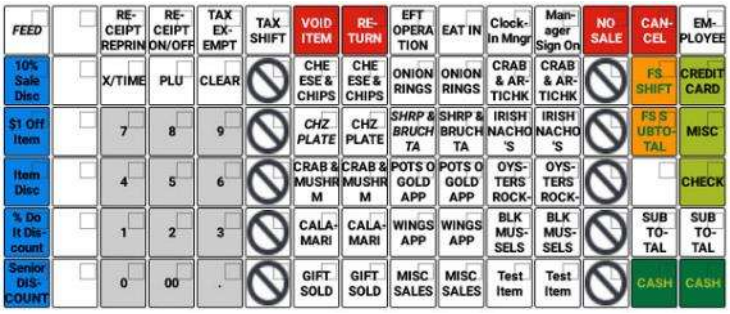


5. Make the desired edits for the selected keys, the REALKEY ITEM COLOR provides a 25-color color palette.

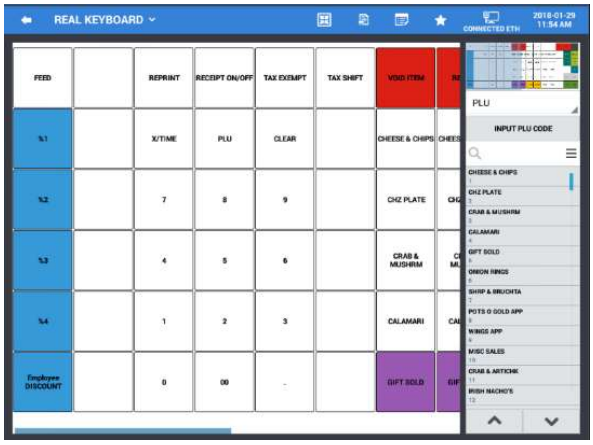




6. Continue to edit keys as desired, be sure to uncheck your current key selections before editing other keys. Your real keyboard edits are displayed as you make them.



7. When you have completed all editing, press the **Keyboard Template icon** or the back arrow ⇦ icon to exit the keyboard editing screen. Your changes will display on the Real Keyboard screen:



Export Real Keyboard

When you have finished editing your keyboard templates you can export them to an external USB drive SD Card or send them to an Email account. Templates are saved in the \SAM4POS\REALKEY directory on your device.

The exported keyboard template file is saved as a ***.jpg** file where * represents the keyboard name, the keyboard template can then be opened on a PC and printed.

Note: On terminals that have an SD port, the SD port is viewed as a USB port.

1. Choose the keyboard template you want to export from the selection on the **REAL KEYBOARD** programming screen.
2. Touch the **'EXPORT KEYBOARD'** icon on the title bar of the **REAL KEYBOARD** programming screen, the keyboard **'PREVIEW'** screen displays:



3. Select the device you want to export the keyboard template to, USB or EMAIL.
4. You selected keyboard template will be exported to the **\SAM4POS\RealKey** directory on your device.
5. Choosing to export the keyboard to an EMAIL opens the CHOOSE EXPORT EMAIL ADDRESS dialog box.



6. Select the email account from the list or add a new email, press **SEND**.

Assign Real Keyboard To Station

Real Keyboards must be created and assigned to the stations before the keyboard will work on the SAP-630/SAP-530 terminals.

1. Choose the keyboard you wish to assign to a station from the **REAL KEYBOARD** programming screen.
2. **Press & Hold** on the selected Real Keyboard to open the sub-menu dialog:



3. Select **EDIT** from the sub-menu selections:



4. You can edit the description for the selected keyboard if desired. To assign to a station, select the station selection dropdown:



5. Select the desired station selection from the list:
   - **NONE –** removes the station assignment for the selected keyboard.
   - **ALL –** Assigns the selected keyboard to all the stations in the system.
   - **Multiple Terminal –** Allows you to select more than one station to assign the selected keyboard to. When selected, a window with all the stations in the system will appear. Choose the stations from the list to assign the selected keyboard to.
   - **Specific Station –** choose from the listed station to assign this keyboard to.
6. When the selection is made, press **OK** to save the selection, pressing CANCEL will exit without saving.

Real Keyboard Function Key

The Real Keyboard function key allows the operator or manager to change the current Real Keyboard selection from the Register Mode.

For Example: change keyboard from Counter to Drive-thru keyboard, or from Lunch to Dinner keyboard.

Note: Real-Keyboards must be created in Program Mode > Screen Edit > Real Keyboard before they appear here.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

KIOSK

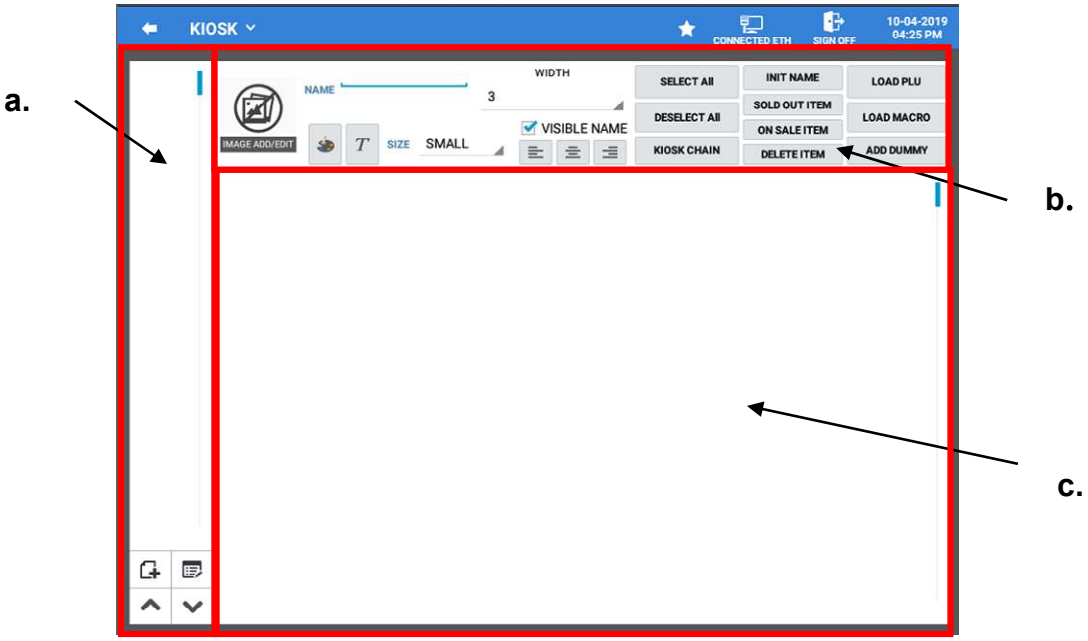
Support for the KIOSK operation was added in version 1.1.45, this allows you to set up the station as a KIOSK terminal for customer order entry operation. When an employee with the KIOSK option selected is signed on to the terminal the station will display the KIOSK screen. The station will remain in KIOSK mode until the current employee signs off.

The programming in this section describes how to set up the KIOSK feature. Options related to KIOSK operation are found in the General Options, Program Mode " Options " Options " General Option: KIOSK. General Option programming can be found beginning on Page 186 of this manual.

Refer to the link here to view a video of the KIOSK feature:

https://www.youtube.com/watch?v=NXAAfe2GHdY&list=PLtF-h-a37jHmbhGgLO3nB76hP-avFSW29&index=34

1. From the **Program Mode** select **Screen Edit** then select **KIOSK**. The KIOSK programming screen displays.



2. The **KIOSK** programming screen is separated into three sections:
    a. **KIOSK Group List –** List the various Kiosk Groups created. Kiosk Groups can be moved up & down the list as desired.
    b. **KIOSK Design & Element Selections –** used to edit the appearance of the Kiosk Groups & items assigned to the Kiosk Groups.
    c. **KIOSK Display –** Displays the items assigned to each Kiosk Group.

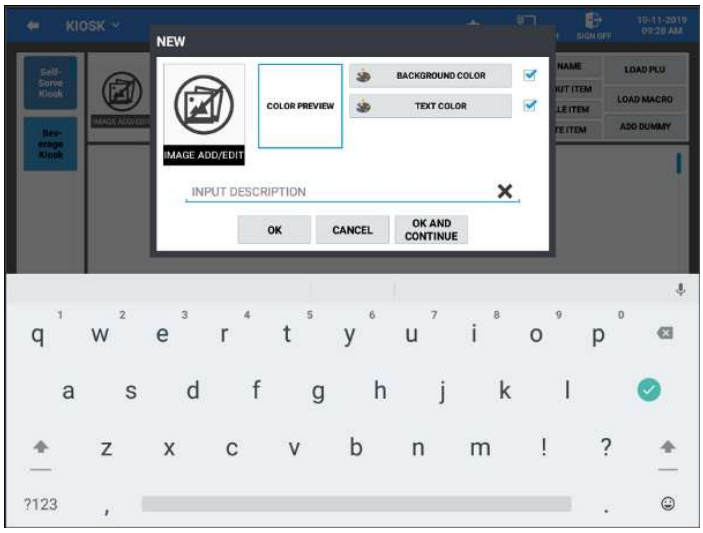
KIOSK Group

Kiosk Groups are used to make selecting desired items easier while in the KIOSK mode. For Example, you may create KIOSK Groups for Burgers, Sides, Deserts, Beverages, etc.

The KIOSK Group List will appear at the side of the display when signed on in KIOSK Mode.

Add New KIOSK Group

1. Press the add record icon to add a **NEW** KIOSK Group to the list.



2. Type in a description *(up to 30-characters)* for the **NEW** KIOSK Group. Edit the Background & Font color or add an image if desired.
3. Press **OK** to add the new screen to the list or press OK AND CONTINUE to add another screen. Pressing CANCEL will exit without adding the Kiosk Group.
4. Use the edit icon to select Kiosk Groups you want to delete from the Kiosk Group list.
5. After selecting KIOSK Groups, press the trash can icon to delete the selected Kiosk Groups. Press the ✕ to exit this operation without deleting the groups.
6. You can use the Up & Down icons to move Kiosk Groups up & down the Kiosk Group list. This allows you to change the order of the Kiosk Groups as desired or to move the most used Kiosk Groups to the top of the list.

Copy/Edit/Delete KIOSK Groups

1. Choose a Kiosk Group from the list you wish to edit, **Press & Hold** on your selection. The KIOSK sub-menu dialog displays a list of options:

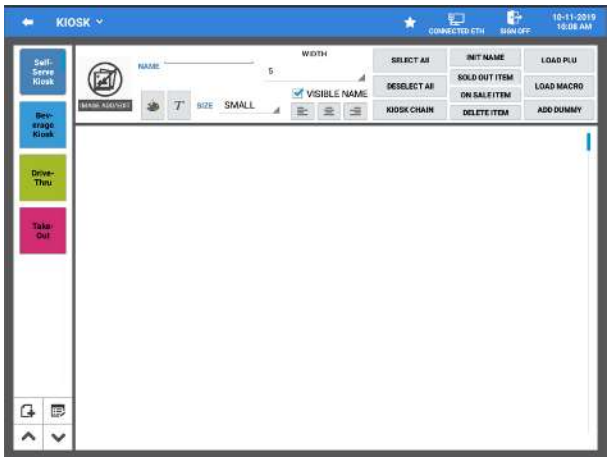


Operation	Description
EDIT	Edit the KIOSK Group Descriptor, Colors, or Image
DELETE	Delete the selected KIOSK Group
COPY TO NEW ITEM	Copies the currently selected KIOSK Group to a new KIOSK Group
COPY TO EXISTING ITEMS	Copy the currently selected KIOSK Group to another existing KIOSK Group

Adding Elements To KIOSK Group Screens

After creating a KIOSK Group, choose the elements/items you want to appear on the screen. KIOSK Elements include:

Load PLU, Load Macro, & Add Dummy

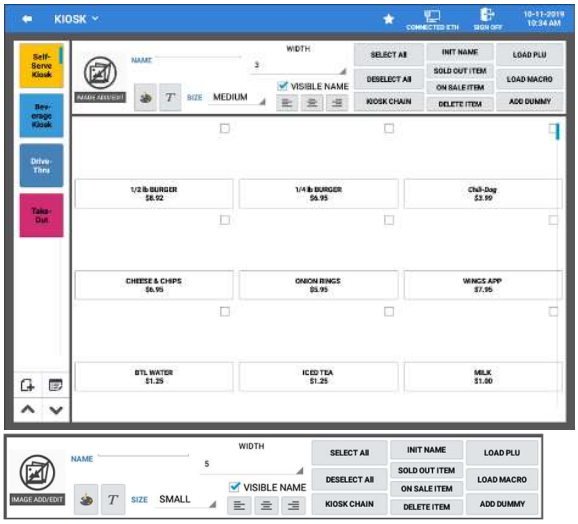


1. Select a **KIOSK Group** from the list *(left column)* you wish to add items to.
2. Use the Element selection buttons at the top of the display to add items to the screen:
    a. **LOAD PLU –** Opens the PLU selection screen, select the desired PLUs from the list to add to the screen.
    b. **LOAD MACRO –** Opens the MACRO selection screen, select the desired MACRO keys to add to the screen.
    c. **ADD DUMMY –** Adds a Dummy Item to the screen, this acts as a place holder that allows you to move items to different locations on the screen. Dummy items do not display on the screen when signed on as the KIOSK employee.
3. When the desired items are added to the KIOSK Group screen, you can edit their appearance or arrangement on the screen.

Design Edits for KIOSK Group Screens

When you have added the desired elements to the KIOSK Group screen, you can arrange the items on the screen, change the number of items displayed on each row, edit the background & font color for the items or add images to your elements.

1. Select a **KIOSK Group**, choose the items on the screen you wish to edit.



2. Use the **Design Elements** to ADD\Edit the elements to the KIOSK Group, define the number of items per line shown on the display, edit their appearance or create Kiosk Chains.
    - **INPUT NAME –** Up to 30-characters to be displayed on the KIOSK REG Screen.
    - **IMAGE ADD/EDIT –** Select an item on the Kiosk Group to add or edit the image to be displayed on the KIOSK REG Screen.
    - **WIDTH –** Setting the Width determines the number of items per line (3-10).
    - **COLOR PALETTE –** Use the color pallet to change the color on the item.
    - **TEXT FONT\SIZE –** Use to change the font to *Italic* or Regular font.
    - **TEXT SIZE –** SIZE SMALL Choose from: Small, Medium, Large, X-Large.
    - **JUSTIFICATION –** Sets the elements justification Left, Center, Right.
    - **SOLD OUT ITEM –** Marks the selected item as Sold Out.
    - **ON SALE ITEM –** Flags the selected item for sale (turns off the Sold Out Item flag).
    - **DELETE ITEM –** Press Delete Item to remove the selected item from screen.
    - **SELECT ALL –** Selects *(checks)* all elements on the current Kiosk Group.
    - **DESELECT ALL –** Deselects *(unchecks)* all elements on the Kiosk Group.
3. The screen appearance shows your desired changes:



KIOSK CHAINS

KIOSK Chains can be assigned to specific items in a KIOSK Group to make additional choices or add pre-defined Alpha-Text messages while operating the terminal as a KIOSK Employee.

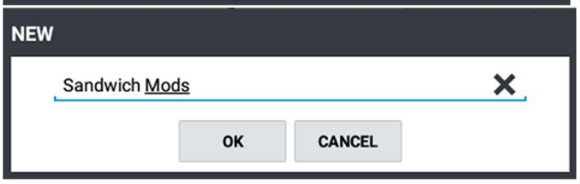
When a PLU is selected that has a KIOSK Chain assigned to it, the operator can make choices from the KIOSK Chain, these choices may be required before tendering is allowed depending on the KIOSK Chain settings.

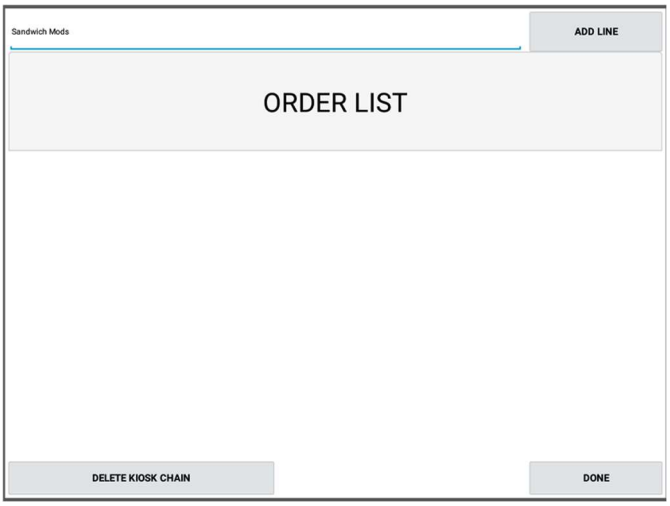
Notes:
The Standard **MLU CHAINS** are for regular Register mode only, not for KIOSK mode. In **KIOSK** mode the items only follow the configured **KIOSK CHAINS**.

Create KIOSK Chain

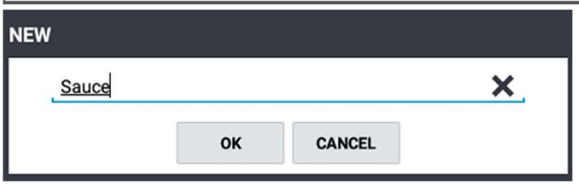
1. From the **Program Mode** select **Screen Edit** then select **KIOSK** to display the KIOSK programming screen.
2. Select a **KIOSK Group** from the list *(left column)* then select one or more items from the group you want to create a **KIOSK CHAIN** for.
3. Press the **KIOSK CHAIN** button *(at the top of the display). The KIOSK CHAIN dialog displays.* Select **CREATE KIOSK CHAIN** from the selection on the dialog. The **NEW** Kiosk Chain dialog appears.
4. Type in a **Description** *(up to 30-characters)* for the NEW Kiosk Chain. Press **OK** to create the Kiosk Chain, pressing CANCEL will exit without creating the chain. For Example: Club Sandwich
5. The **ORDER LIST** screen is displayed.
6. Press the **ADD LINE** button at the top right of the screen to add a new item selection line for this Kiosk Chain.







7. The **NEW** Item Selection dialog displays.
8. Type in a **Description** *(up to 30-characters)* for the new item selection line. Press **OK** to add the new line, pressing CANCEL will exit without creating the new line. For Example: Bread Choices
9. The **NEW** line will be added to the Kiosk Chain.



10. Choose the desired items you wish to appear on the Item Selection Line *(up to 5-items per line)*:

    REQUIRED OPTION

    Check if you want to make selection from this line compulsory.

    ADD ALPHA TEXT

    You can choose preconfigured Alpha-Text messages to appear on this line.

    ADD PLU

    Select specific PLUs to appear on this line.

    DELETE LINE

    Deletes the current Line from this KIOSK CHAIN

11. After adding the desired items to the line, you can add additional lines as necessary or choose to:

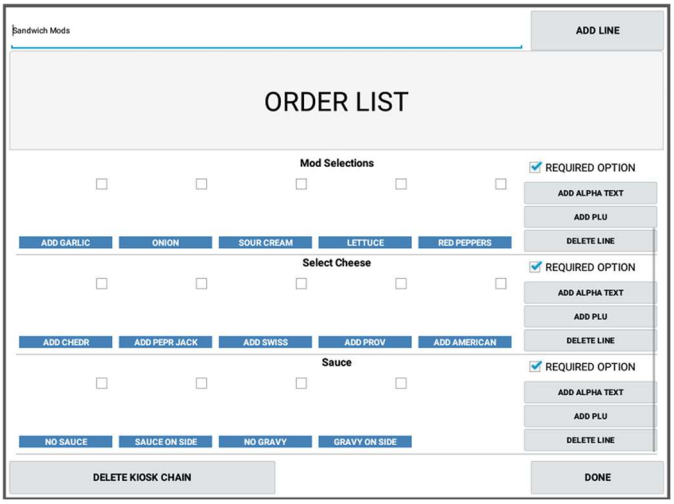
    DELETE KIOSK CHAIN

    Will Delete the entire KIOSK CHAIN.

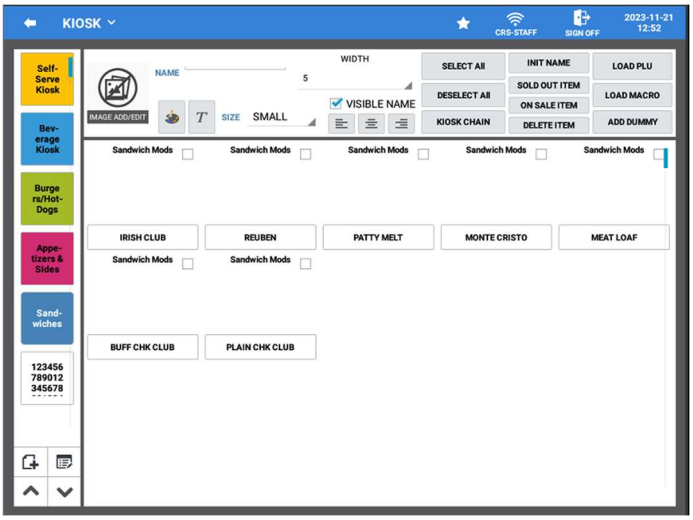
    DONE

    After adding the desired items to this KIOSK CHAIN, press DONE to exit & save when finished.

12. Press **DONE** to save the new Kiosk Chain.



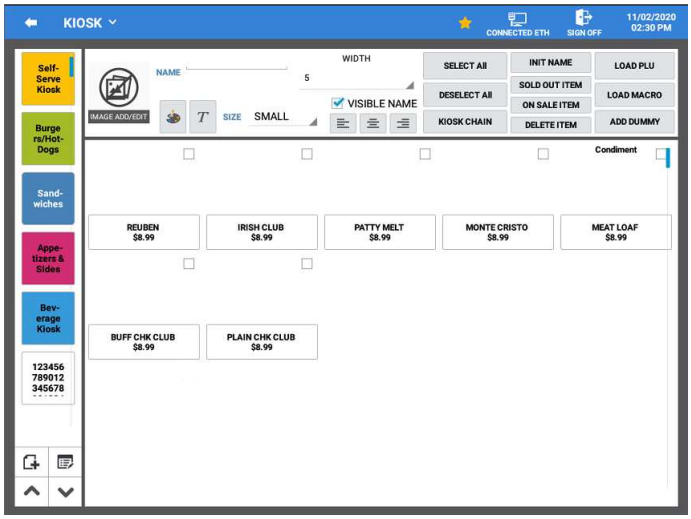
13. The items on the **Kiosk Group** will indicate the associated **Kiosk Chain**.



Add KIOSK Chain to Items

When sales are generated by an employee with the KIOSK option selected, any MLU Chains assigned to items will not be recognized. For the KIOSK operation, KIOSK Chains can be created for item selection. The KIOSK Chains have some limitations as compared to MLU Chains. This feature is best suited for applications that require minimal selections.

1. Select a **KIOSK Group** from the list *(left column)*, choose the items from the group on the screen you wish to add a **KIOSK CHAIN** to.



2. Choose the items from the group you wish to assign a KIOSK CHAIN to, Press the **KIOSK CHAIN** button at the top of the display. The KIOSK CHAIN dialog displays:
3. Select a **KIOSK CHAIN** from the dialog to add to the selected items or select CREATE KIOSK CHAIN to make a new chain.



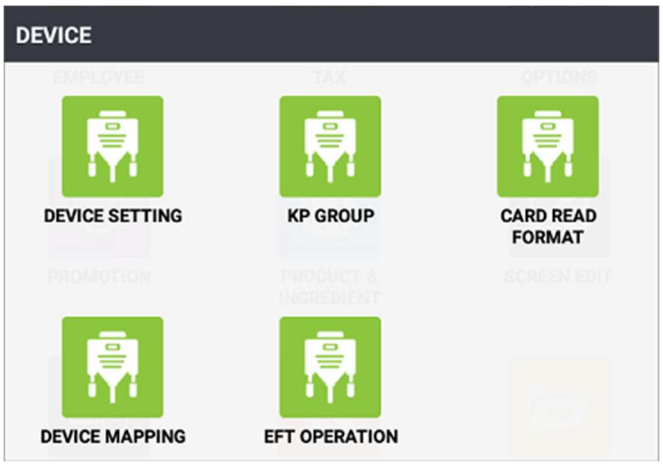
Device



Device programming is where all the individual peripheral devices used on the SAM4POS system are configured and mapped (routed) to all the stations in the system. The peripheral devices available for use on the SAM4POS are *Printer, Scanner, Line Display, Scale, EFT, Coin Dispenser, Liquor Dispenser, Kitchen Video, Text Inserter and SRM.*

Device programming categories include: Device Setting, KP Group, Card Read Format, Device Mapping and EFT Operation.

1. Select **DEVICE** from the **PROGRAM MODE** main menu selection screen.



2. The **DEVICE** category screen displays, select the category you wish to edit from the selections:
   - **DEVICE SETTING**
   - **KP GROUP**
   - **CARD READ FORMAT**
   - **DEVICE MAPPING**
   - **EFT OPERATION**

NOTES:

- USB devices can be connected to the Smart Dock and utilized with the Sam4POS Cash Register Application. The Tablet must be in the docking station and rebooted to utilize any peripherals attached to the Smart Dock. It may also be necessary to reboot the Tablet for changes in the Device programming to take effect.
- Device Mapping and KP Group programming changed beginning with v1.0.80 and later, be sure to refer to the appropriate programming for your specific version.
- MSR Setting is available on the SAP-4800II only, refer to “MSR Setting” on page 375 for details.

Device Setting

The Device setting programming area is where all your devices are configured for the port that they will occupy. Each device will have additional parameter option settings specific to the device, *Printer, Scanner, Line Display, Scale, EFT, Coin Dispenser, Liquor Dispenser, Kitchen Video, Text Inserter, and SRM.*

When adding devices, the new device will appear in the Device Setting at all stations within the IRC system. To simplify device mapping when multiple terminals are in an IRC network, it is best to connect your devices to the same port on each terminal. For example: all Receipt printers on COM1, Kitchen Printers on COM2, all EFT devices on COM3, etcetera.

Caution! If you use a USB to Serial converter such as the POSio Serial to USB Adapter *(CRS Item# 250119)*, you can connect a serial device to an available USB port. Requires v1.1.24 and later.

This option is ***NOT recommended*** for mission critical devices, such as the EFT Device.

Important! When connecting Ethernet devices, the IP scheme for the device must be the same IP scheme as used on the Sam4pos system. The first 3 octets must match; the last octet must be unique.

Note: If you have the **SAP-630** terminal, the **Internal Printer** has already added & configured. You cannot delete or edit the device settings for the Internal Printer.

Note: If used, the ***Chef Tab*** kitchen video system will be set up as a **Kitchen Printer** in device setting & mapping.

The SAP-630 & SAP-530 have an internal printer and an internal line display *(rear VFD customer display)*. When a DB created on an SAP-530\SAP-630 terminals is loaded into an SAP-6600\SAP-4800 the internal printer and VFD internal line display will appear in the device setting device list. You cannot delete the Internal Printer or Internal Line Display devices. Having these devices in the device list does not affect normal operations or the setting up of devices.

If a merchant insists that the internal printer not appear in the list, you can do the following:

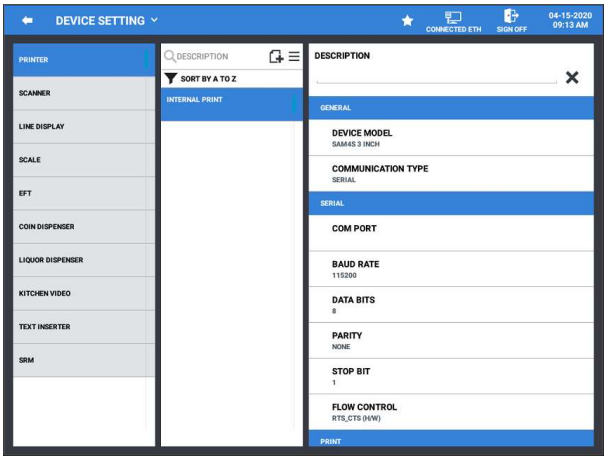
- Backup the current Program to CSV
- Perform a DB all configuration database clear (ADMIN operation)
- CSV RESTORE (OVERWRITE) excluding the following items (ADMIN operation):
    - Device.csv
    - Device_Map.csv

Refer to the separate Admin Mode Supplement for details.

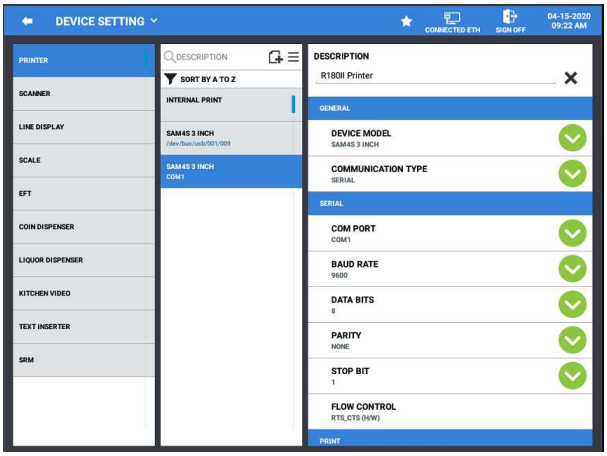
Add/Edit Devices

1. Select **DEVICE SETTING** from the **DEVICE** menu selections. The **DEVICE SETTING** programming screen displays.
    - Device selections are shown in the left column.
    - Devices added to the system appear in the middle column.
    - The right column shows the selected device configuration settings.

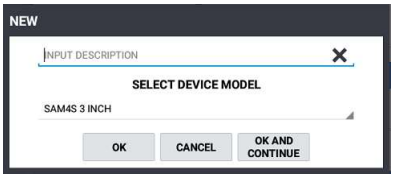
Note: Only devices actually connected to the station should be programmed in this list.



2. Choose the device type from the Device selection list *(left column)* you wish to add or edit.
3. The list of programmed devices appears in the middle column.
    - If your device list is long, you can use the search DESCRIPTION field to search by descriptor, only the devices fitting the search criteria will display.



4. Press the Add **NEW** Device icon to add a new device. The NEW device dialog displays.
    - Type in a **Description** for the device.
    - From the **Select Device Model** drop-down list, choose the appropriate selection for your device.
    - Press **OK** to add the new device. Press OK AND CONTINUE to continue adding additional devices, pressing CANCEL will exit without adding a new device.



5. Assign the device to the appropriate **COMMUNICATION TYPE** setting: Serial, Ethernet, USB.

Note: Not all devices will have all communication type settings. Be sure to assign only one device to a port, do not set up multiple devices on the same COM port.

6. The **MENU** icon ☰ can be used to Test, Sort, or access the Edit Mode for the selected device.
    - **TEST –** Tests the operation of the selected device. (Devise Mapping is required prior to testing the device.)
    - **EDIT MODE –** Select devices to delete as necessary.
    - **SORT –** Select Sort to list devices alphabetically, **A TO Z** or **Z TO A**.

Device Parameter Settings

Printer

Add all the printers to be used in the system for receipt printers, kitchen printers, journal, etc. Printers can connect via Serial or Ethernet. USB printer interface is restricted to *Sam4s USB Printers Only* as noted below.

Note: ***The USB printer interface only supports Sam4s USB printers, Any Sam4s USB printer will work, such as the Sam4s Giant/GCUBE/Ellix printers. (Ellix printers must have the most current firmware installed.)***

GENERAL

DEVICE MODEL

SAM4S 3 INCH, 2 INCH,
EPSON TMU-2000, TMT88II, TMT88III,
SNBC BTP-L520

COMMUNICATION TYPE

Serial, Ethernet, USB (Sam4s USB printers only)

SERIAL

COM PORT

COM1 thru COM4
/dev/ttyUSB0 – Only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE

1200, 2400, 9600, 19200, 38400, 57600, 115200

PARITY

NONE, EVEN, ODD

DATA BITS

7 or 8

STOP BITS

1 or 2

FLOW CONTROL

NONE, XON_XOFF (S/W), RTS_DTS (H/W)

ETHERNET

IP ADDRESS

Type in the IP of the printer (IP must be in the same range as Sam4pos system)

PORT NUMBER

Type in the PORT number used by the printer (check the printer settings for the correct number)

USB

The USB printer interface only supports Sam4s USB printers, Any Sam4s USB printer will work, such as the Sam4s Giant/GCUBE/Ellix printers (Ellix printers must have the most current firmware installed).

DEVICE MODEL

Shows the specific USB printer installed: i.e. GCUBE-100 (/dev/bus/usb/001/-002)

PRINT

PAPER CUTTING AFTER PRINTING

Check if you want the printer to cut after printing. This flag can also be used to send a signal to a beeper connected to the printer.

OPEN DRAWER AFTER PRINTING

For external printers only, not available on internal printer. Select this option when a cash drawer is connected to the printer Cash Drawer port. This can also be used to sound audible beep when using an optional beeper connected to the drawer port.

FEEDING LINES BEFORE PRINTING
FEEDING LINES AFTER PRINTING

Up to a 2-digit entry is allowed (0-99).

CODE PAGE

Not Used At This Time: NONE – MS949 – GB2312 – EUC-KR

Scanner

Serial scanners can be used with the SAM4POS ECR, program the port setting to match the scanner settings. USB scanners can also be connected to the terminal, a USB scanner would require no port programming in the Sam4POS, simply plug in the USB scanner. However, some scanners may require specific scanner settings.

The standard age verification feature will accept scanned data when the prompt to enter the birthdate is displayed. The scanner needs to be configured to send the birth date. *(Requires v2.0.15 or later.)*

GENERAL

DEVICE MODEL
General Scanner

COMMUNICATION TYPE
Serial

SERIAL

COM PORT
COM1 thru COM4
/dev/ttyUSB0 – Only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE
1200, 2400, 9600, 19200, 38400, 57600, 115200

PARITY
NONE, EVEN, ODD

DATA BITS
7 or 8

STOP BITS
1 or 2

FLOW CONTROL
NONE, XON_XOFF (S/W), RTS_DTS (H/W)

Line Display

Add all line displays (customer displays) utilized in the system. Line displays can be serial or USB. USB Line Display interface is restricted to *Sam4s USB Line Displays.* The com port voltage for serial VFD displays should be set to **5V**.

The Cabinet Mounted Sam4s USB Line Display (Item#503132-USB) will be set up as a serial device. When the display is first plugged in, the Model, Character Code Table, RS232 and version information will display briefly. Pay close attention to the RS232 settings so you can match these parameters when adding the line display in Device Setting.

The External Sam4s USB Line Display (Item#503010) will be set up as a USB device.

The Line Display messages can be edited from: PROGRAM MODE \ OPTIONS \ OPTIONS \ GENERAL OPTIONS \ ETC: Line Display Description (for remote line display) or Internal Line Display Description (for cabinet mounted - integrated line display).

GENERAL

DEVICE MODEL
SAM4S CDP or SAM4S ML700

COMMUNICATION TYPE
Serial, USB

SERIAL

COM PORT
COM1 thru COM4
/dev/ttyUSB0 – Only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE
1200, 2400, 9600, 19200, 38400, 57600, 115200

PARITY
NONE, EVEN, ODD

DATA BITS
7 or 8

STOP BITS
1 or 2

FLOW CONTROL
NONE, XON_XOFF (S/W), RTS_DTS (H/W)

USB

DEVICE MODEL
SAM4S CDP (/dev/tty/ACM0/1)

Scale

Set up a port for an integrated scale (30lb or 60lb) for use when selling Scale and/or Auto-Scale items.

Important: You can have only one scale on the terminal. You must use the same port on all stations for the scale with multiple terminals in IRC as per a Weights and Measures ruling to monitor the scale port.

The Datalogic device model selection requires Sam4pos v2.0.37 or later and provides support for Datalogic Scale\Scanner combo models 9300\9400\9800.

Separate serial connections are required for the scale and scanner interface.

GENERAL

DEVICE MODEL
NCI, CAS, OZ, Datalogic, Magellan

COMMUNICATION TYPE
Serial

SERIAL

COM PORT
COM1 thru COM4
/dev/ttyUSB0 – Only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE
1200, 2400, 9600, 19200, 38400, 57600, 115200

PARITY
NONE, EVEN, ODD

DATA BITS
7 or 8

STOP BITS
1 or 2

FLOW CONTROL
NONE, XON_XOFF (S/W), RTS_DTS (H/W)

EFT

The Sam4POS terminals only support EMV enabled devices for integrated payment transactions. Currently, the Sam4POS interfaces with Datacap Tran series devices, DC Direct devices, and EVO-Tetra devices.

- The Datacap Tran Series devices connect to Sam4POS terminal via serial connection.
- DC Direct requires v2.0.148 or later and uses an ethernet interface. DC Direct PAX devices use PORT Number 8080, DC Direct Ingenico devices use PORT Number 80.
- The EVO-Tetra interface is available with v2.0.14 and later and uses the Device Model: Ingenico CRS. Only the Ethernet interface is supported. Set the device IP within the IP scheme of the Sam4POS system with PORT Number 5555.

GENERAL

DEVICE MODEL
DATACAP, DC DIRECT, DC DIRECT CANADA, INGENICO CRS, Ingenico NZ, Payment Sense, Verifone ECR C, VL, VX

COMMUNICATION TYPE
Serial, Ethernet

SERIAL

COM PORT
COM1 thru COM4
/dev/ttyUSB0 – Only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE
1200, 2400, 9600, 19200, 38400, 57600, 115200

PARITY
NONE, EVEN, ODD

DATA BITS
7 or 8

STOP BITS
1 or 2

FLOW CONTROL
NONE, XON_XOFF (S/W), RTS_DTS (H/W)

ETHERNET

IP ADDRESS
Type in the IP of the EFT device. (IP must be in the same range as Sam4POS system.)

PORT NUMBER
Type in the PORT number used by the EFT device.

EFT

TERMINAL INFO
(Requires v2.0.123 or later.) Only available when Ingenico CRS (EVO-Tetra) is selected for the Device Model.

Coin Dispenser

Additional programming for *Coin Changer Port #* is required on the CASH, CHECK, & MISC tender keys.

GENERAL

DEVICE MODEL
General Coin Dispenser

COMMUNICATION TYPE
Serial

SERIAL

COM PORT
COM1 thru COM4
/dev/ttyUSB0 – Only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE
1200, 2400, **9600**, 19200, 38400, 57600, 115200

PARITY
NONE, **EVEN**, ODD

DATA BITS
7 or 8

STOP BITS
1 or 2

FLOW CONTROL
NONE, XON_XOFF (S/W), RTS_DTS (H/W)

Liquor Dispenser

Additional PLU programming is required as per the liquor dispenser distributors specifications.

GENERAL

DEVICE MODEL
Berg

COMMUNICATION TYPE
Serial

SERIAL

COM PORT
COM1 thru COM4
/dev/ttyUSB0 – Only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE
1200, 2400, 9600, 19200, 38400, 57600, 115200

PARITY
NONE, EVEN, ODD

DATA BITS
7 or 8

STOP BITS
1 or 2

FLOW CONTROL
NONE, XON_XOFF (S/W), RTS_DTS (H/W)

Kitchen Video

Note: If you are using the ***Chef Tab KVS***, it will be set up as a **Kitchen Printer**, ***not*** as a Kitchen Video device.

GENERAL

DEVICE MODEL
Berg

COMMUNICATION TYPE
Serial

SERIAL

COM PORT
COM1 thru COM4
/dev/ttyUSB0 – Only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE
1200, 2400, 9600, 19200, 38400, 57600, 115200

PARITY
NONE, EVEN, ODD

DATA BITS
7 or 8

STOP BITS
1 or 2

FLOW CONTROL
NONE, XON_XOFF (S/W), RTS_DTS (H/W)

Text Inserter

GENERAL

DEVICE MODEL
EYEONET, INTEKBOX, TALON

COMMUNICATION TYPE
Serial, Ethernet

SERIAL

COM PORT
COM1 thru COM4
/dev/ttyUSB0 – Only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE
1200, 2400, 9600, 19200, 38400, 57600, 115200

PARITY
NONE, EVEN, ODD

DATA BITS
7 or 8

STOP BITS
1 or 2

FLOW CONTROL
NONE, XON_XOFF (S/W), RTS_DTS (H/W)

ETHERNET

IP ADDRESS
Type in the IP of the text inserter (IP must be in the same range as Sam4POS system.)

PORT NUMBER
Type in the PORT number for the text inserter (Must be set to PORT 5000 for INTEKBOX and EYEONET.)

SRM

***S**ales **R**ecording **M**odule (SRM)*. A device that records all transactions on a cash register or a POS *(**P**oint **o**f **S**ale)* system. The device records transaction information such as sales and tax data in a secure memory. After data transmission begins, the SRM device sends the necessary information to a printer which prints a unique barcode on each customer receipt with information about the restaurant to ensure accuracy and retention of business records.

GENERAL

DEVICE MODEL
SRM

COMMUNICATION TYPE
Serial

SERIAL

COM PORT
COM1 thru COM4
/dev/ttyUSB0 – Only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE
1200, 2400, 9600, 19200, 38400, 57600, 115200

PARITY
NONE, EVEN, ODD

DATA BITS
7 or 8

STOP BITS
1 or 2

FLOW CONTROL
NONE, XON_XOFF (S/W), RTS_DTS (H/W)

Device Mapping

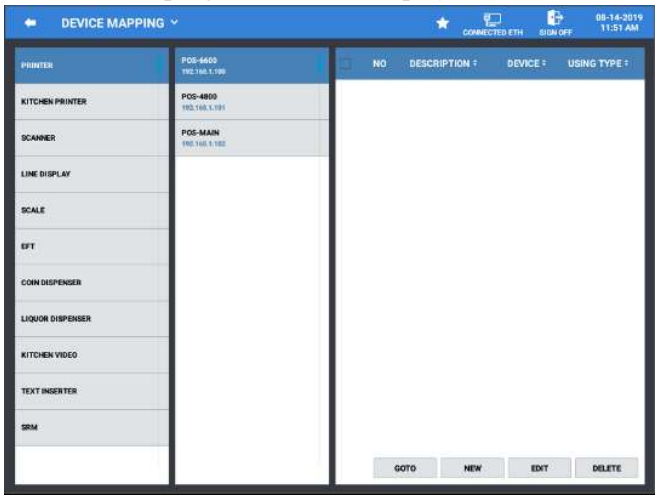
The Device Mapping programming area is used to assign which devices *(Printer, Kitchen Printer, Scanner, Line Display, Scale, EFT, Coin Dispenser, Liquor Display, Kitchen Video, Text Inserter)* will be used on the various stations in the SAM4POS system.

The Device Mapping program area was changed beginning with v1.0.80. Kitchen Printer mapping is now a separate selection from the Printer mapping. The Kitchen Printer selection is used to assign printers that will be used on each of the stations in the Sam4POS system. Refer to the Separate "Sam4POS Kitchen Printer Set up" supplement for KP Mapping & KP Group programming for terminals using v1.0.79 and earlier.

Note: If you are using the ***Chef Tab*** video system, it will be set up as a Kitchen Printer.

Device Mapping (v1.0.80 and later)

1. From the **Program Mode/Device** menu, select **DEVICE MAPPING** from the available selections. The **DEVICE MAPPING** program screen is displayed *(note the addition for Kitchen Printer)*:



2. Choose a device from the selection list *(left column)* to map the device to the SAM4POS ECR.
3. Use the buttons at the bottom right of the mapping screen to add new or edit existing mapped devices.
   - **GOTO –** Brings up the Device Setting programming.
   - **NEW –** To add additional devices.
   - **EDIT –** Allows changes to the printer and time period selections.
   - **DELETE –** Will delete the selected device assignment.
4. Press the **NEW** button *(lower right of screen)* to add new mapping for the device. The **NEW** device dialog for the selected device displays. *(The NEW device input dialog is specific to the type of device selected. Refer to the "Device Mapping Settings" chart for details.)*



   - **INPUT DESCRIPTION:** Type a descriptor for the new printer (up to 30-characters).
   - **SELECT DEVICE:** From the list of available devices as set in the Device Setting screens.
   - **SELECT FROM TERMINAL:** Chose the terminal where the device is connected.

- **SELECT DEVICE USING TYPE:** Select the type for the specified device. Example, for printers choose from the selections: Receipt, KP, Journal, Label and Report.
- **SELECT BACKUP DEVICE:** Optional setting if you wish to define a backup device in the case the main device is unavailable.
- **SELECT BACKUP TERMINAL:** Select the terminal where the backup device is connected.

5. Press **OK** when complete to add the device mapping or press OK AND CONTINUE to map more devices. Press CANCEL if you want to exit without mapping devices.
6. Your mapped devices will display:

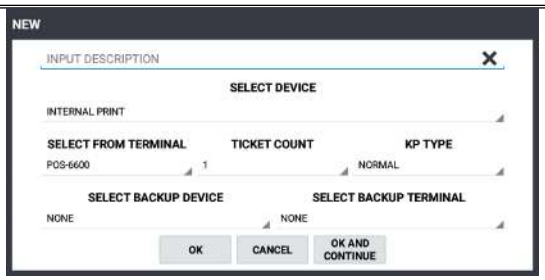
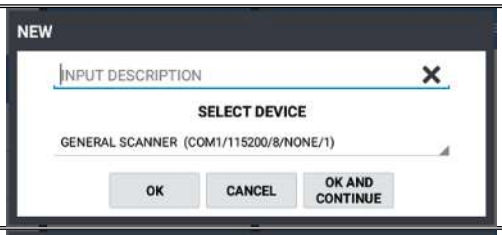
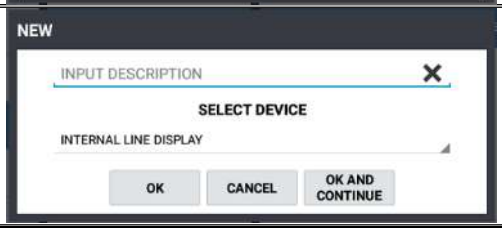


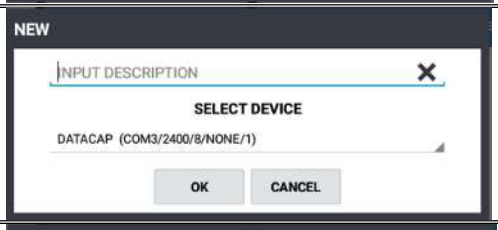
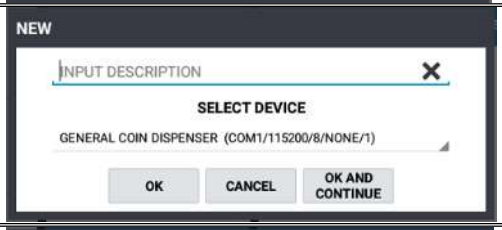
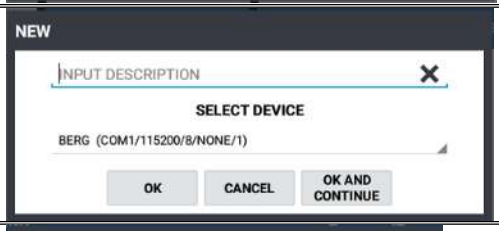
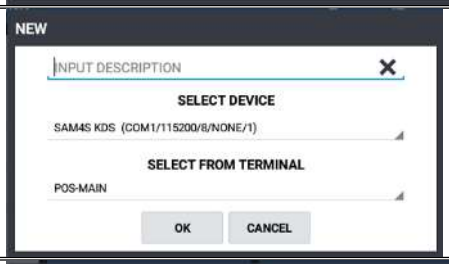
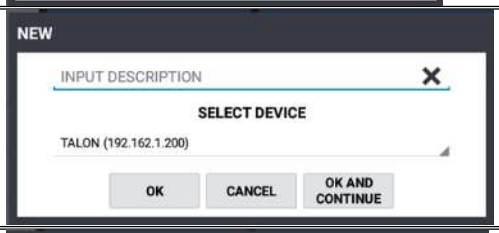
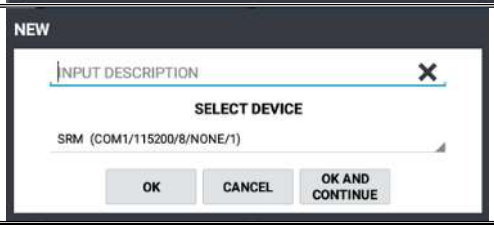
7. Select **KITCHEN PRINTER** from the list of available device selections.



8. **ALL TERMINAL** is selected by default. When terminals are set up in an IRC system, you can set up Kitchen Printer mapping to be the same for All Terminals or set mapping differently for each individual station.
    - If all terminals in a system will use the same kitchen printer mapping, program the KP Mapping under All Terminal *(nothing under each station)*.
    - If each terminal in a system will use different mapping for kitchen printers, program KP Mapping under each station *(nothing under All Terminal)*.
    - If using the KP Time Period programming, use kitchen printer mapping for each individual terminal in the system *(not the All Terminal setting)*.

Device Mapping Settings

Printer: **Input Description:** type a description for the device (up to 30-characters). **Select Device:** from the list of available devices as set in the Device Setting screens. **Select From Terminal:** chose the terminal where the device is connected. **Select Device Using Type:** Select the type for the specified printer, selections are: Receipt, KP, Journal, Label, and Report. **Note:** If no report printer is configured, reports will print to the Receipt Printer. **Select Backup Device:** set if you wish to define a backup device in the case the main device is unavailable. **Select Backup Terminal:** select the terminal where the backup device is connected.	
Kitchen Printer: **Input Description:** type a description for the device (up to 30-characters). **Select Device:** from the list of available devices as set in the Device Setting screens. **Select From Terminal:** chose the terminal where the device is connected. **Ticket Count:** select the number (1-5) of chits you want to print. **KP Type:** Select the type for the specified device. **Normal –** Prints all items on one ticket. **Single –** Prints each item on a separate ticket, (regardless of the KP Option settings). **Normal & Single –** Prints all items on one ticket & prints each item separately. **Single & Normal –** Prints each item on a separate ticket & prints all items on one ticket. **Select Backup Device:** set if you wish to define a backup device in the case the main device is unavailable. **Select Backup Terminal:** select the terminal where the backup device is connected.	
Scanner: **Input Description:** type a description for the device (up to 30-characters). **Select Device:** from the list of available devices as set in the Device Setting screens.	
Line Display: **Input Description:** type a description for the device (up to 30-characters). **Select Device:** from the list of available devices as set in the Device Setting screens.	

Scale: **Input Description:** type a description for the device (up to 30-characters). **Select Device:** from the list of available devices as set in the Device Setting screens.	
EFT: **Input Description:** type a description for the device (up to 30-characters). **Select Device:** from the list of available devices as set in the Device Setting screens.	
Coin Dispenser: **Input Description:** type a description for the device (up to 30-characters). **Select Device:** from the list of available devices as set in the Device Setting screens.	
Liquor Dispenser: **Input Description:** type a description for the device (up to 30-characters). **Select Device:** from the list of available devices as set in the Device Setting screens.	
Kitchen Video: **Input Description:** type a description for the device (up to 30-characters). **Select Device:** from the list of available devices as set in the Device Setting screens. **Select From Terminal:** chose the terminal where the device is connected.	
Text Inserter: **Input Description:** type a description for the device (up to 30-characters). **Select Device:** from the list of available devices as set in the Device Setting screens.	
SRM: **Input Description:** type a description for the device (up to 30-characters). **Select Device Model:** from the list of available devices as set in the Device Setting screens.	

Adding Kitchen Printers

Beginning with v1.0.96, the ability to configure Kitchen Printers by all stations or individual station was added. When you select Kitchen Printer on the Device Mapping screen, the stations in the system are listed in the middle column. At the top of the stations list is the ALL TERMINAL selection. Each individual station is listed below the All Terminal selection. Kitchen Printers to be used in the system are Added\Edited\Listed in the right most column on the Device Mapping Screen.

ALL TERMINAL

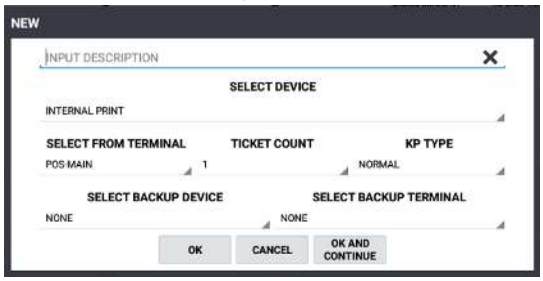
If all stations in the system share the same kitchen printers, and the mapping is the same at all stations, assign kitchen printers to the **ALL TERMINAL** selection.

Individual Stations

If each station in a system will send to its own kitchen printer or the mapping is to be different at each station, assign kitchen printers to **each station individually**.

Note: If you are using the Chef Tab video system, it will be set up as a Kitchen Printer.

1. Select **ALL TERMINAL** if you want to use the same mapping for all stations in the system. Only select a specific station from the list to add kitchen printers to.
2. Press the **NEW** button to assign a device. The NEW item dialog displays:



INPUT DESCRIPTION –
Type in a description for the device (up to 30-characters). *i.e. KP Grill, Bar, Cold, etc.*

SELECT DEVICE –
Choose the printer from the list of available printers as set in the Device Setting.

SELECT TERMINAL –
Chose the terminal from the list where the device is connected.

TICKET COUNT –
Set the number of KP tickets to be printed.

KP TYPE –
Select the type for the specified device.
Normal – Prints all items on one ticket.
Single – Prints each item on a separate ticket. Regardless of the KP Option settings.
Normal & Single – Prints all items on one ticket & prints each item separately.
Single & Normal – Prints each item on a separate ticket & prints all items on one ticket.

SELECT BACKUP DEVICE –
Set if you wish to define a backup device in the case the main device is unavailable.

SELECT BACKUP TERMINAL –
Select the terminal where the backup device is connected.

3. Press **OK** when complete to add the device mapping or press OK AND CONTINUE to map more printers. Press CANCEL if you want to exit without mapping additional kitchen printers.

4. Your mapped devices are displayed:

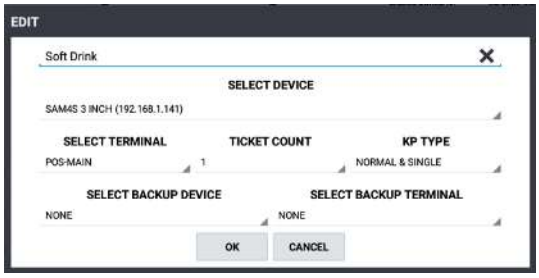


5. You can use the buttons at the bottom of the mapping screen to edit existing mapped devices.
   - **GOTO –** Brings up the Device Setting programming.
   - **NEW –** To add additional Kitchen Printers.
   - **EDIT –** Allows changes to the settings for the selected Kitchen Printer. You can select an individual printer or multiple printers to edit all at one time.
   - **DELETE –** Will delete the selected Kitchen Printer.

Edit Kitchen Printers

If necessary, you can edit the kitchen printer information. The Edit selections are the same as when adding a new KP.

1. From the **Program Mode/Device** menu, select **DEVICE MAPPING** from the available selections. Select the Kitchen Printer from the list you wish to edit, Press the **EDIT** button to open EDIT dialog:



DESCRIPTION –
You can delete and type in a new description for the device (up to 30-characters) if desired.

SELECT DEVICE –
Choose the printer from the list of available printers as set in the Device Setting.

SELECT TERMINAL –
Chose the terminal from the list where the device is connected.

TICKET COUNT –
Sets the number of KP tickets to be printed.

KP TYPE –
Select the type for the specified device.
- **Normal –** Prints all items on one ticket.
- **Single –** Prints each item on a separate ticket, (regardless of the KP Option settings).
- **Normal & Single –** Prints all items on one ticket & prints each item separately.
- **Single & Normal –** Prints each item on a separate ticket & prints all items on one ticket.

SELECT BACKUP DEVICE –
Set if you wish to define a backup device in the case the main device is unavailable.

SELECT BACKUP TERMINAL –
Select the terminal where the backup device is connected.

2. Press **OK** when complete to add the device mapping or press CANCEL if you want to exit without mapping additional kitchen printers.

KP Group

The KP Group programming defines which groups of PLUs will be sent to which kitchen printers. Most commonly, separate KP Groups are created for each type of item you want to send to a kitchen printer.

The KP Groups are created and programmed to send to specific kitchen printers *(as set up in the Device Mapping: Kitchen Printer programming)*. The KP Group is then be assigned to the PLU Status Group for the items you want to send to the kitchen printer.

Optionally, you can assign KP Groups to send to different printers at different time periods if desired.

The KP Group programming was changed in v1.0.80 and later. Use this programming area to determine the KP Groups that will be used for assignment in the PLU Status Group programming. You can assign KP Groups to different printers at different time periods if desired.

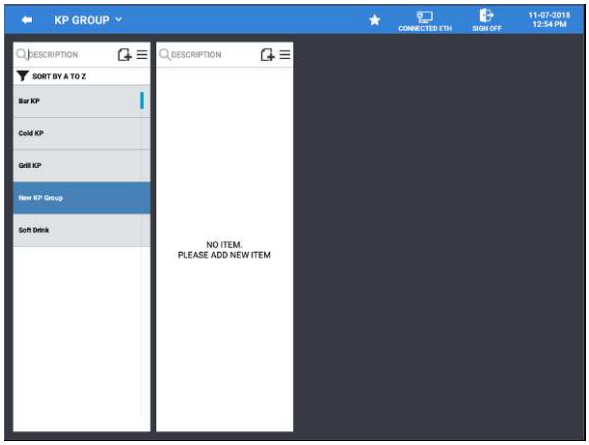
Refer to the Separate "Sam4POS Kitchen Printer Set up" supplement for KP Mapping & KP Group programming for terminals using v1.0.79 and earlier.

Note: Before you can create a KP Group you must define printers in Device Setting and create a Kitchen Printer in the Device Mapping.

Note: KP Time Periods must be created prior to assignment here.

---

1. From the **Program Mode/Device** menu, select **KP GROUP** from the available selections.
   - Alternatively, you can press the drop-down arrow on the on the section title on the current Device program screen to view the sub-menu selections, then select KP GROUP from the available selections.
2. The **KP GROUP** program screen is displayed.
   - The left column shows the list of KP GROUPS
   - The middle column displays the printers assigned to the selected KP Group.
   - The right column shows the settings for the selected printer in the KP Group selection.

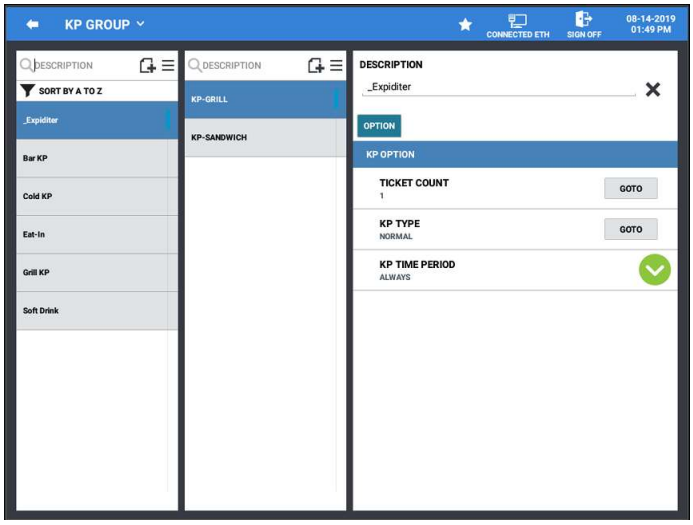


3. From the **KP GROUP** programming screen press the icon in the **Left Column** to add a new KP Group(s).



   - **INPUT DESCRIPTION** (up to 30-characters) for the KP Group and press **OK** to close the dialog or Press OK AND CONTINUE to add additional KP Groups. Press CANCEL if you wish to exit without adding the new KP group.

4. After the KP Groups are created, press the **NEW record icon** in the **Middle Column** to assign the printers to be used for the selected KP Group and the desired KP Time Period for the group.
   Note: KP Time Periods must be created in the Time Schedule: KP Time Period before assigning here.
   For Example:
   - **Grill KP Group** assigned to the KP-Grill Printer
   - **Soft Drink KP Group** assigned to the Soft Drink Printer
   - **Sandwich KP Group** assigned to the Sandwich Printer
   - If you have an **Expediter Printer** that receives all items, it would be assigned to all of the kitchen printers: KP-Grill, Soft Drink, and Sandwich KP printers.
5. When the kitchen printer and KP time period are selected, the **KP OPTION** selections are displayed in the **Right Column**.



KP Option Tab

DESCRIPTION

You enter \ edit the description *(up to 30-characters)* for the KP Group here as desired.

TICKET COUNT

This sets the number of tickets you wish to print at the kitchen printer. Available settings are from 1-5. This number comes from the Device Mapping setting.
Press the **GOTO** button to go to the Device Mapping screen, then select Kitchen Printer to edit the current Ticket Count setting. Press the Back Arrow ⇦ to return to the KP Group programming.

KP TYPE

This defines how items are printed at the specified kitchen printer. This setting comes from the Device Mapping setting. Available selections are: Normal, Single, Normal Single and Single Normal.
Press the **GOTO** button to go to the Device Mapping screen, then select Kitchen Printer to edit the current KP Type setting.

KP TIME PERIOD

Use the drop down to edit\change the KP Time Period assigned to the selected kitchen printer. This setting comes from the Time Schedule > KP Time Period *(Default = ALWAYS)*.
Note: KP Time Periods must be set up before they can be assigned here.

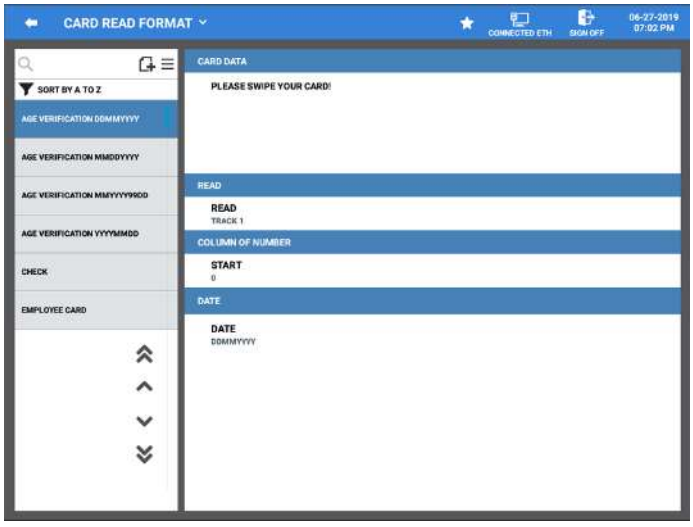
6. Press the **Menu ☰ icon** at the top of the **KP Group List** to access:
   - **EDIT MODE** to select and delete KP Groups *or select . . .*
   - **SORT** Select Sort to list KP Groups alphabetically, **A TO Z** or **Z TO A**.
7. Press the **Menu ☰ icon** at the top of the selected KP Group printer list to access:
   - **EDIT MODE** to select and delete printers from the selected KP Group

Card Read Format

The Card Read Format is only used for Cards that have a magnetic strip on the card. The programming here determines the card data that will be utilized (Read) for employee Sign On/Off and for Time In/Out, or for opening checks in guest check operations. In addition, we can set up the parameters for reading Drivers Licenses or ID Cards with a magnetic strip on the card, for use with the Age Verification feature.

SAP-4800 terminals, Refer to the "MSR Setting" chapter on page 375 for detailed information on how to set up the MSR on SAP-4800 terminals for use with the Sam4POS Application.

1. Select **CARD READ FORMAT** from the **DEVICE** menu. The selection screen below displays:



2. On the **Card Read Format** screen, select from the card types in the left-hand column:
   - **Age Verification –** Four age verification card types are available.
     DDMMYYY «-» MMDDYYYY «-» MMYYYY99DD «-» YYYYMMDD
   - **Check –** Set up to allow opening a guest check via MSR *(**M**ag **S**tripe **R**eader)*
   - **Employee Card –** One Employee Card set up is provided.
3. Set the parameters for the card type you selected.
4. Swipe the card to view the data on the card as per your parameter settings.



Age Verification

There are four age verification formats available in the Sam4POS sorted by the B-Day entry format. Program the format specifically for your application as necessary. You can delete any age verification formats in the list that are not utilized in your area, formats can be added back if necessary. To use this feature, you must set the option in: Program Mode \ Options \ Options \ General Option \ ETC \ ENABLE CARD READ = ON *(checked)*

Note: On SAP-4800 Terminals, be sure the ***"MSR Setting"*** programming *(Refer to page 375 for details)* is correct prior to programming the Age Verification.

Note: When deciding the ***START*** number in the **Column of Number**, do not include the Sentinel Character and any characters *(i.e. =)* that may appear within the data line.

CARD DATA
Swipe your card to view the data on the card.

READ
Choose which track you want to read for Age Verification operations, Track1, Track2, or Track3.

COLUMN OF NUMBER
Enter the column number where you wish to **START** reading on the card number. Count the digits from left to right to the desired digit. (*Ignore the sentinel character.)*

DATE
Select the date format on the cards used for age verification.

Check

Use the settings here if you wish to open a guest check via MSR *(**M**ag **S**tripe **R**eader)*

CARD DATA
Swipe your card to view the data on the card.

READ
Choose which track you want to **READ** for Guest Check operations, Track1, Track2, or Track3.

COLUMN OF NUMBER
START – Enter the column number where you wish to **START** reading on the card number. Count the digits from left to right to the desired digit. (*Ignore the sentinel character.)*
DIGIT – Enter the number of Digits (up to a 2-digits entry) of the card number you wish to read beginning at the start digit.

Employee Card

Only one Employee Card set up is provided and cannot be deleted or copied, no additional employee card formats are allowed.

CARD DATA
Please Swipe Your Card – Swipe your card to view the data on the card.

READ
Choose which track you want to **READ** for Employee Card operations, Track1, Track2, or Track3.

CARD ID
Check this option if Card ID numbers are to be used, then touch CARD ID enter the ID number *(up to a 2-digits entry is allowed)* from the magnetic cards that will be accepted. If ID numbers are not to be used, do not check this field.

COLUMN OF CARD ID
START – Enter the column number where you wish to **START** reading on the card number. Count the digits from left to right to the desired digit. (*Ignore the sentinel character.)*
DIGIT – Enter the number of Digits (up to a 2-digits entry) of the card number you wish to read beginning at the start digit.

COLUMN OF NUMBER
START – Enter the column number where you wish to **START** reading on the card number.
DIGIT – Enter the number of Digits (up to a 2-digits entry) of the card number you wish to read beginning at the start digit.

EFT Operation

Integrated Credit Card *(EFT)* maintenance operations can be performed at the SAM4POS ECR from the EFT Operation menu. Each type of EFT device will have EFT Operations specific to that type of EFT device. All integrated payment interface types are listed on the EFT Operation screen, many of these interfaces are not used in the U.S.A.

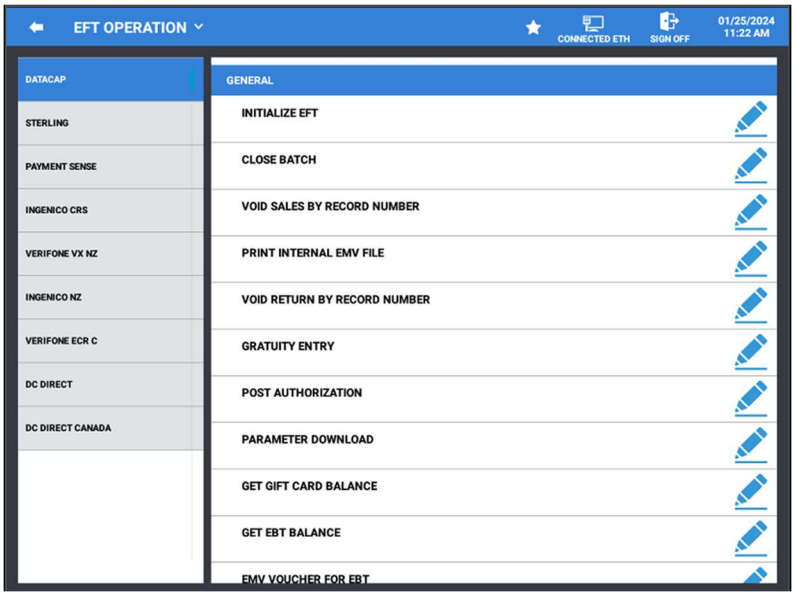
Unused EFT interface types can be hidden by the System Admin as desired.

A video showing this procedure can be viewed here: [Hiding Credit Interfaces in Sam4POS - YouTube]

NOTE: SAM4POS only supports EMV integrated credit card processing. *(There will be no Non-EMV integration.)*

Sam4POS is storing limited transaction information from the integrated payment approvals at the register. This is required to be able to perform *"By Record"* operations such as TIP Entry. No Credit card data is saved in Sam4POS. The "Clear EMV File" in the DATACAP Operation menu should be performed daily to clear this data.

1. From the main **PROGRAM MODE** menu, select **DEVICES**, then choose **EFT OPERATION**, from the selections.



2. The **EFT Operation** menu is displayed. The different model EFT devices are listed in the left column. The operations for each model EFT device are displayed in the right column. Choose from the available EFT device selections in the left column.
   - **DATACAP –** Refer to the EMV-Datacap Tran Series supplement for details.
   - **DC DIRECT –** *(Requires v2.0.148 or later.)* Refer to the EMV-DC Direct supplement for details.
   - **DC DIRECT CANADA –** *(Added in v2.0.150)* Refer to the EMV-DC Direct Canada supplement for details.
   - **INGENICO CRS –** *(Requires v2.0.14 or later.)* Refer to the EVO-Tetra supplement for details.
   - STERLING ***(Not Used)***.
   - PAYMENT SENSE ***(Not Used)***.
   - VERIFONE VX NZ ***(Not Used)***.
   - INGENICO NZ ***(Not Used)***.
   - VERIFONE ECR C ***(Not Used)***.
3. Refer to the interface type Operation Definitions on pages 372 ~ 375 for operation information for each EFT interface type.

Datacap

For use only with Datacap Tran Series integrated payment equipment.

Refer to the separate Sam4POS EMV-Datacap Supplement for complete set up & operation details.

Operation	Definition
Initialize EFT	Use this function to initialize the Datacap EFT device. This verifies the connection between the Sam4POS and the Datacap device.
Close Batch	Closes the current batch, opens a new batch, and clears the EMV File stored on the SD Card.
Void Sales **By Record Number** **Void Return** **By Record Number**	Use these operations to void transactions in the current batch when the card is no longer available\present. **CAUTION!** These void operations will not correct ECR totals. To perform Void operations by record number Tokenization must be enabled at the processor. Contact Datacap for details. Use the Void Mode function at the SAM4POS ECR to perform transaction voids that will correct the appropriate sales totals.
Print Internal EMV File	This prints the internally stored token file that stores the Authorization Response messages that allow the SAM4POS to perform "By Record Number" transactions. Specifically, the Void Transaction by Record Number and Gratuity Entry.
Gratuity Entry	The Gratuity Entry command allows the operator to add a tip to a sale that was tendered with a credit card. Tokenization must be enabled at the processor to perform Gratuity operations. When enabled, *"First Data Rapid Connect" will provide a 4 character token type ID which must be entered into PSCS then downloaded to the EFT device.* ***Contact Datacap for details.***
Post Authorization	If electronic authorization is not approved and the merchant receives voice authorization, the transaction can be entered into the batch with this operation.
Parameter Download	Use this operation to get new PIN-Pad parameters from Datacap.
Get Gift Card Balance	Select Gift Card Balance, the operator will be prompted to slide a gift card. The balance will be printed on the receipt printer
Get EBT Balance	Use to check the EBT food stamp balance
EMV Voucher For EBT	Use to manually enter EBT transactions.
Test Mode	**Not Used –** *(Only used for certification testing.)*
Self-Initiated Load	Use to load the Datacap Tran-Series EMV device parameters.
Diagnostics	Use to perform various diagnostics. Use as requested by Datacap support.
Clear EMV File	This clears the internally stored token file that stores the Authorization Response messages that allow the SAM4POS to perform "By Record Number" transactions. Specifically, the Void Transaction by Record Number and Gratuity Entry.
Zero Auth	Use this operation to verify a card is valid, activated, not reported as lost/stolen.
Pin Pad Reset	Use to Initialize\Reset the Pin-Pad connected to the installed Datacap device.
Reprint Batch	*(Requires v1.0.77 or later.)* This operation reprints the previous batch settlement.

DC DIRECT

(Requires v2.0.148 or later). For use only with Datacap DC Direct integrated payment equipment in the USA. Refer to the separate Sam4POS DC DIRECT Supplement for complete set up & operation details.

Operation	Definition
Reset Pin Pad	Use to Initialize\Reset the Pin-Pad connected to the installed Datacap device.
Close Batch	Closes the current batch and opens a new batch.
Parameter Download	Use this operation to get new PIN Pad parameters from Datacap
Get Gift Card Balance	Select Get Gift Card Balance, the operator will be prompted to slide a gift card. The balance remaining on the gift card will be printed on the receipt printer
Get EBT Balance	Use to check the EBT food stamp balance on the customers EBT Card. The balance remaining on the EBT card will be printed on the stations receipt printer.
EMV Voucher For EBT	Use to manually enter EBT transactions.
Clear EMV File	This clears the internally stored token file that stores the Authorization Response messages that allow the Sam4POS to perform "By Record Number" transactions. Specifically, the Void Transaction by Record Number and Gratuity Entry.
Verify Card	Use this operation to verify a card is valid, activated, not reported as lost/stolen.
Batch Summary	Prints a summary report for the current batch.
Cash Out	Allows the customer to receive CASH OUT payment for the remaining balance on a Gift Card.
EMV Voice Auth	If electronic authorization is not approved and the merchant receives voice authorization, the transaction can be entered into the batch with this operation.
EMV Return (Add Balance)	Use to return funds to the customer's credit card.
Get EBT Cash Balance	Select Get EBT Cash Balance, the operator will be prompted to slide the EBT card. The remaining Cash Balance will be printed on the stations receipt printer.
Gratuity Entry	*(Added in v2.0.174)* Use to enter gratuity (TIP) amounts. Pop-Up entry for Invoice #, Auth Code and TIP amount.
SAF Statistics	*(Added in v2.0.196)* Use this operation to generate the SAF Statistics for the current batch.

DC DIRECT CANADA

(Requires v2.0.150 or later.) For use only with Datacap DC Direct Canada integrated payment equipment in Canada. Refer to the separate Sam4POS DC DIRECT Canada Supplement for set up & operation details.

Operation	Definition
Reset Pin Pad	Use to Initialize\Reset the Pin-Pad connected to the installed Datacap device.
Close Batch	Closes the current batch and opens a new batch.
Parameter Download	Use this operation to get new PIN Pad parameters from Datacap.
Get Gift Card Balance	Select Get Gift Card Balance, the operator will be prompted to slide a gift card. The balance remaining on the gift card will be printed on the receipt printer.
EMV Voucher For EBT	Use to manually enter EBT transactions.
Clear EMV File	This clears the internally stored token file that stores the Authorization Response messages that allow the SAM4POS to perform "By Record Number" transactions. Specifically, the Void Transaction by Record Number and Gratuity Entry.
Verify Card	Use this operation to verify a card is valid, activated, not reported as lost/stolen.
Batch Summary	Prints a Summary report for the current batch.
EMV Voice Auth	If electronic authorization is not approved and the merchant receives voice authorization, the transaction can be entered into the batch with this operation.

Ingenico CRS

(Requires v2.0.14 or later. This Device was retired in 2024) For use only with EVO-Tetra integrated payment. Refer to the separate Sam4POS EVO-Tetra Supplement for complete set up & operation details.

Operation	Definition
Close Batch	Close Batch Closes the current batch and opens A NEW BATCH
Void Sales By Record Number	Use these operations to void transactions when the card is not present. **CAUTION!** These voids will not correct ECR totals (i.e. PLU Sales) but will maintain a total on the Financial Report. Use the Void Mode function at the Sam4POS ECR to perform transaction voids that will correct the appropriate sales totals.
Gratuity Entry	Tips can be entered here. Tip Entry is much easier using the LIST PAID function key.
Get Gift Card Balance	The operator will be prompted to slide a Gift Card. The balance will be printed on the receipt printer.
Get EBT Balance	The operator will be prompted to slide an EBT Card. The balance will be printed on the receipt printer.
Get Credit Balance	The operator will be prompted to slide a Prepaid Credit Card. The balance will be printed on the receipt printer.
Get Debit Balance	The operator will be prompted to slide a Debit Card. The balance will be printed on the receipt printer.
Clear EMV File *(Added in v2.0.95)*	This clears the internally stored token file that stores the Authorization Response messages that allow the SAM4POS to perform "By Record Number" transactions. Specifically, the Void Transaction by Record Number and Gratuity Entry.
Software Update	Loads the parameters for the EVO-Tetra device.

Sterling Operation Definitions

(Not Used)

Operations

TIP	Batch Close With Debit	Upload Status	Report
Reset Device	Reset Pin Pad	Settle Voice Auth (Force Settle)	Credit Card Status Check
Prepaid Card Balance	Request UID	Upload PLUs	Download PLUs
Upload Report	Diagnostics	Get Gift Card Balance	Get EBT Balance

Payment Sense

(Not Used in USA)

Operations

Report X Balance Report Z Balance Report Banking Report End Of Day Duplicate

Verifone VX NZ

(Not Used)

Operations

POS PRINTER – AT ALL TIMES POS PRINTER – NO PRINTING

Ingenico NZ

(Not Used)

Operations

Initialize EFT Close Batch Duplicate Receipt Print

Verifone ECR C

(Not Used)

Operations

Close Batch Void Sales By Record Number Get Credit Balance

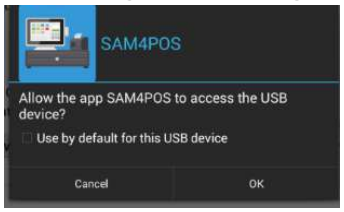
MSR Setting

The SAP-4800II comes with an integrated 3 track USB MSR. The MSR is already configured with default settings. The MSR Setting category is available on the SAP-4800II terminal only, the MSR Settings category is not available on the SAP-6600II or SAP-630/SAP-530 terminals.

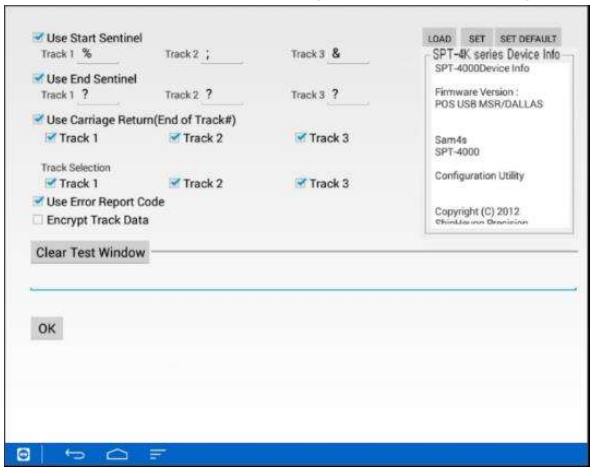
With Sam4POS on the SAP-4800II terminal, the MSR is controlled by the OS, we can use the MSR Setting menu to reconfigure the track information on the integrated MSR. These MSR Settings for the SAP-4800II terminals are separate from the Card Read Format settings used for reading employee cards.

To set up the SAP-4800II MSR for use with the SAM4POS ECR, follow the set up as shown here:

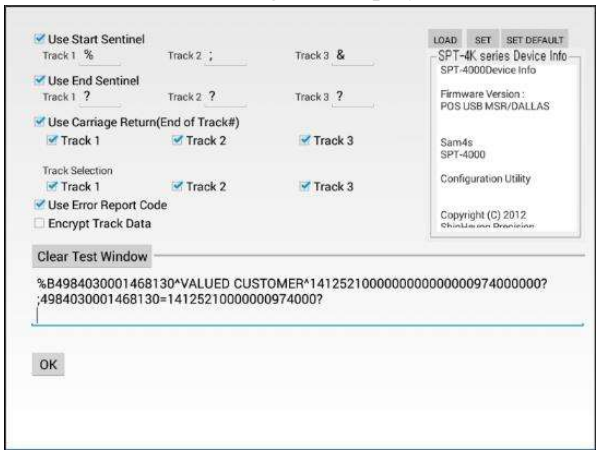
1. Select **MSR Setting** from the **Program Mode\Device** menu selections. The confirmation dialog is displayed.



2. Press **OK** to allow access to the integrated MSR Settings, The MSR configuration screen displays.



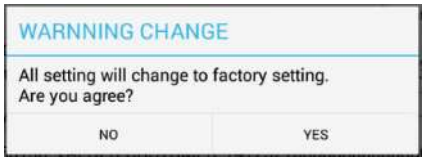
3. The cursor automatically goes to the **'Test Window'**, swipe a mag card to display the card data.
    a. The current MSR settings are displayed.



4. Edit the MSR settings as needed.
    a. Use Start Sentinel:
        Track 1 = % (percent sign)
        Track 2 = , (semi-colon)
        Track 3 = & (ampersand)
    b. Use End Sentinel:
        Track 1 = ?
        Track 2 = ?
        Track 3 = ?
    c. Check the “Use Carriage Return (End of Track#)” for all tracks.
    d. For the “Track Selection” select all tracks.
    e. Check the option “Use Error Report Code”.
5. When you have finished editing the settings, press the **SET** button (next to LOAD) to send changes to the MSR. Three quick beeps will sound when the settings are sent to the MSR.
6. Pressing the **LOAD** button displays.



7. The **SET DEFAULT** button to reset the MSR back to the factory settings. The message “WARNING CHANGE” appears:



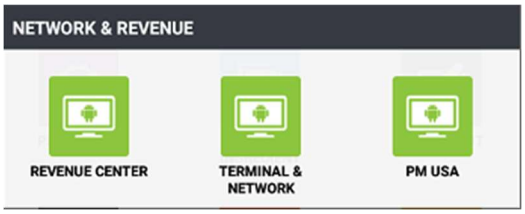
8. Press **YES** to proceed, three quick beeps will sound, or press NO to abort.
9. Press the **OK** button at the bottom of the screen when finished or press the return icon  at the bottom of the screen, if displayed, to return to the Program Mode screen.

Network & Revenue



Network & Revenue has two program areas: Revenue Center and Terminal & Network. The Network & Revenue category is set up in a multiterminal IRC installation. Refer to the "IRC Network Set Up" section on page 383 for details. The Revenue Center Is not used and does not require any changes.

1. From the main **PROGRAM MODE** selection menu, touch **NETWORK & REVENUE.**



2. The **NETWORK & REVENUE** category screen appears; touch the category you wish to edit:

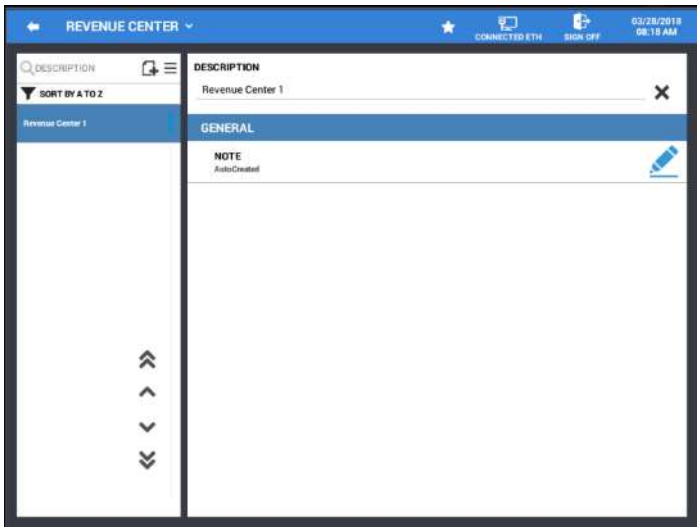
- **REVENUE CENTER** ***(Not Used)***
- **TERMINAL & NETWORK**
- **PM USA** ***(Not Used)***

The PM USA menu selection is disabled and is not used; leave this menu disabled.

Revenue Center

The Revenue Center category ***is Not used*** – no programming is needed. This category can be disable by the System Admin so it doesn't appear here.

1. Select **REVENUE CENTER** from the **NETWORK & REVENUE** selection menu.



2. Press the **Add Record icon** to add a new entry to the Revenue.
3. Type a **DESCRIPTION** for the selected Revenue Center, the ✕ at the end of the field clears the current description.
4. Press the menu icon ☰ to Sort or access the Edit Mode for the selected device.
   - **EDIT MODE –** Set devices as inactive or delete devices as necessary.
   - **SORT –** Select to list devices alphabetically, **A TO Z** or **Z TO A**.
5. Press the pencil icon to add a note for the selected revenue center entry.

Terminal & Network

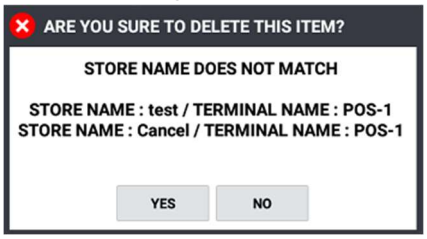
This program area is used to view the current Terminal Information and to view, establish or reset the terminals IRC *(Inter-**R**egister **C**ommunication)* for multiple station systems.

NOTE:

Sam4POS added the **"Store Name Does Not Match"** routine in version v1.1.8. In all previous versions we found that old store data could be stored in the DB. This could be caused by using an existing DB to start the configuration or changing the store name after starting configuration. ***This data existed, but could not be seen, edited, or deleted.***

Sam4s added the ***"Store Name Does Not Match"*** routine to delete the old store data that obviously does not belong to the current store. As a Best Practice, it is recommended to go into ***Program Mode > Network and Revenue > Terminal & Network*** to perform this operation after updating the terminal.

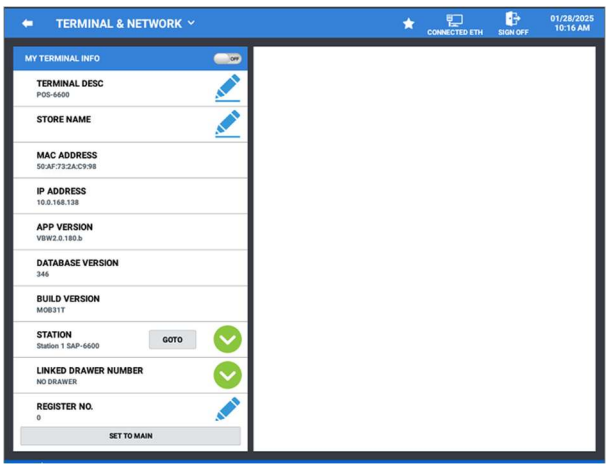
1. Select **TERMINAL & NETWORK** from the **NETWORK & REVENUE** selection menu.
   - When accessing Terminal & Network You may see the **"Store Name Does Not Match"** dialog:

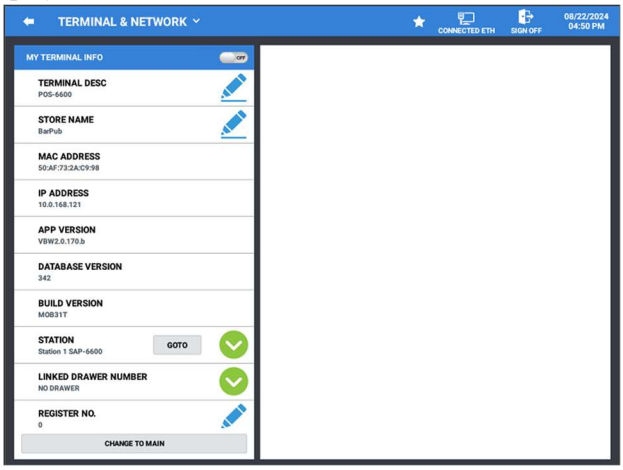


   - Press **YES** to close this notification dialog to delete old store data, this notification dialog should only appear once. This will not affect every site but it is something to be aware of.
2. The terminal information will **REFRESH** each time this area is accessed:



3. When the data has refreshed, Terminal Info screen is displayed:





4. **SET TO MAIN – Only used in an IRC network**.*(When networking stations)* Press **SET TO MAIN** or **RELEASE MAIN** button as needed. See IRC Network Set up on page 383 for details.
   - **SET TO MAIN \ CHANGE TO MAIN –** Will set the current station as the POS-Main terminal when setting up stations in an IRC configuration. Only use this designation when establishing an IRC, do not use this setting if the terminal is a standalone station (only one station is installed).
   - **RELEASE MAIN –** When IRC is no longer utilized, press Release Main at the current POS-main to changes the current "Main" station to be a standalone terminal. *(Turns IRC OFF at POS-Main.)*

Note: IRC must be turned off on all substations before the current MAIN station can be released.

My Terminal Info

Displays the current settings for the station. The 'My Terminal Info' slide switch is used to add the current satellite station to the POS-Main terminal in an IRC network.

TERMINAL DESC

Enter a Description for this terminal. Each station in an IRC network will have a unique Terminal Description.

STORE NAME

Enter a name for the store. In an IRC network, the Store Name must be ***exactly the same on all stations*** within the IRC network.

MAC ADDRESS

This is the MAC address of the current terminal. Sam4POS shows only the Ethernet MAC address. It is different from the Wi-Fi MAC address. Refer to the MAC Address chapter on page 501 in the Appendix for details.

IP ADDRESS

Internet Protocol address for the current terminal.

APP VERSION

This is the Sam4POS Cash Register Application version installed on the terminal. This version information also appears on the lower right corner on the main sign on screen and in the register mode System Identification.

DATABASE VERSION

This is the database version for the currently installed APP firmware version installed.

BUILD VERSION

This is the currently installed Android build version.

STATION

Station assignment for this terminal. Also see 'Employee Option Definitions' 'General Options' on page 172 for the employee(s) STATION assignment.

If the STATION is set to STATION BY TERMINAL, the assignment follows STATION setting of the terminal.

If the STATION setting is for a specific station, it will follow the STATION assigned for the EMPLOYEE.

Priority, STATION of EMPLOYEE is first, STATION of TERMINAL is next.

LINKED DRAWER NUMBER

There is also an option in Employee programming for Linked Drawer Number. If the setting in the Employee program is set for 'Drawer By Terminal', the drawer assignment will follow the setting as set here. Select the drawer for this station: *No Drawer, Sam4s Cash Drawer, Sam4s Cash Drawer II or Printer Drawer.* If no drawer is assigned, the employee can perform check track postings, but not payments.

SYNC TYPE

*(This setting appears on the **MAIN** terminal only.)* Determines when sales & transaction data will synchronize.

Note: Program Data synchronization is always Real-Time Sync for all stations.

Real-Time Synchronization – All sale\transaction data and program data are synchronized with all stations in the system as the sales\transactions or program changes are performed *(Real-Time)*. The more stations there are in a system, the busier the entire system will be.

Synchronize Before Report Operation – *(Requires v2.0.112 or later.)* When report data *(EOD, Report Mode Summary or Detail report or Calendar report)* is loaded at the satellite station, only the sales data for that station will be seen. When reports are performed *(EOD, Report Mode Summary or Detail report or Calendar report)* on the POS-Main terminal, All sale\transaction data is synchronized between all stations in the system.

- ⇒ Sales & transaction data is saved to each individual stations own database only.
- ⇒ Guest Check operations will be available only at the station they are registered on.
- ⇒ Sales Data is synchronized when a report *(EOD, Report Mode Summary or Detail report, or Calendar report.)* is generated on the POS-Main terminal. *(Program Data is always Real-Time Sync for all stations.)*

Sync Type Recommendation –

- ⇒ Real Time Sync:
  - Multiple stations in system and using a floating clerk (Clerk Interrupt) system.
- ⇒ Synchronize Before Report Operation:
  - Multiple stations in system and not using guest check tracking.
  - Multiple stations in system and using guest check tracking but *not using* a floating clerk (Clerk Interrupt) system.

REGISTER NO. ***(Available at v1.0.45 and later.)***

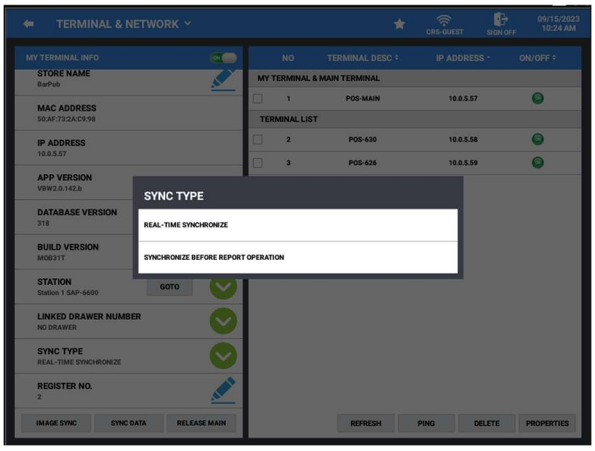
Used when KP Order# is set for 'Combine REG# & CONS#', also used to define this terminal for KVS operation and for the BandyWorks feature.

Sync Type

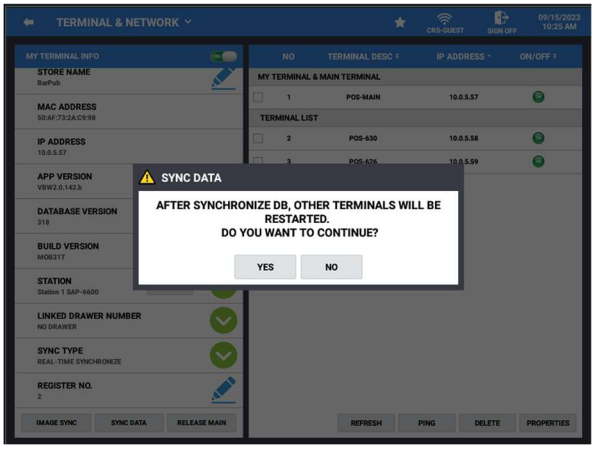
The Sync Type setting is available on the POS-Main terminal and can be set for **'Real-Time Synchronize'** or for **'Synchronize Before Report Operation'**. This setting determines how the synchronization of sales data and report data is handled by the stations in an IRC system.

Beginning at v2.0.199, you can also press the Sync Data function key to synchronize the transaction data. This function key will only operate when the SYNC TYPE setting on the POS-Main station in the Network & Revenue > Terminal & Network is set to "SYNCHRONIZE BEFORE REPORT OPERATION".

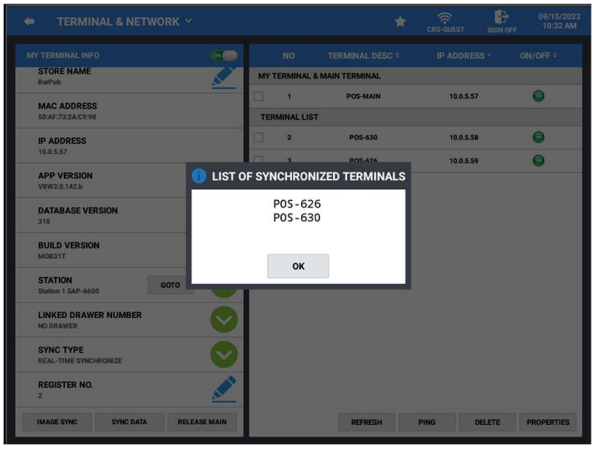
1. On the POS-Main terminal, go to the **PROGRAM MODE > NETWORK & REVENUE > TERMINAL & NETWORK** screen.
2. At the bottom of the **MY TERMINAL INFO** column (the left column), Press the **SYNC TYPE** button to choose the Sync Type.
   (Sync Type setting only appears on the POS-Main terminal.)
   REAL-TIME SYNCHRONIZE – All transaction and report data is synchronized to all terminals when sale transactions are performed.
   SYNCHRONIZE BEFORE REPORT OPERATION – Synchronizes the transaction and report data for all terminals before report operation is performed on the POS-Main terminal.
   (EOD, Report Mode, Calendar etc.)



3. When you press the **SYNC DATA** button at the POS-Main station, the Sync Data notification dialog displays.
4. Press **YES** to proceed with the synchronization. Pressing NO will close the dialog without synchronizing data.
   - All stations in the IRC will synchronize with POS-Main.



5. After the data has synchronized, the **LIST OF SYNCHRONIZED TERMINALS** notification displays. Press **OK**.



Note: Program data is **Real-Time SYNC** for all terminals.

Regarding Sync Type Setting

The Sync Type setting is only available in IRC configurations on the POS-Main terminal and can be set for 'Real-Time Synchronize' or for 'Synchronize Before Report Operation'. This setting determines how the synchronization of sale \ transaction data and report data is managed by the station in an IRC system. *(Program Data is always synchronized in Real-Time.)*

The Sync Data function key can be used anytime to synchronize the transaction data. This function only works when using the "Synchronize Before Report Operation" for the Sync Data setting.

Sync Type: Real Time Synchronize

Synchronizes the result of every sale \ transaction \ report data to all terminals in the system in real time.
Note: The greater the number of stations there are in an IRC system, the busier the system will be.

Sync Type: Synchronize Before Report Operation

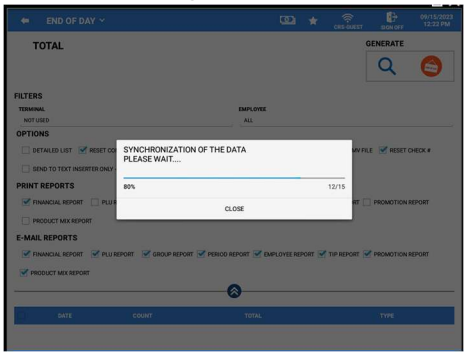
All sale transaction data is synchronized before reports are performed on the POS-Main terminal. Only Program Data changes are synchronized in Real-Time for all stations.

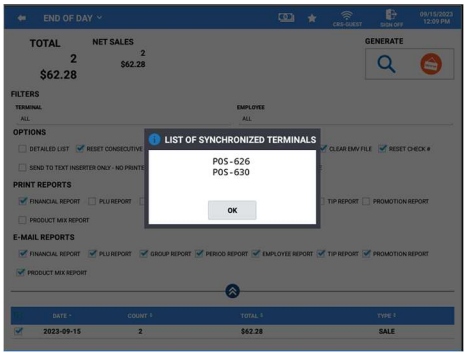
Beginning at v2.0.199, you can press the Sync Data function key to synchronize the transaction data. This function key will only operate when the SYNC TYPE setting on the POS-Main station > Network & Revenue > Terminal & Network is set to "SYNCHRONIZE BEFORE REPORT OPERATION".

- ⇒ Sale & transaction data is saved to each individual stations database only.
- ⇒ Guest Check operations will be available only at the station they are registered on.
- ⇒ Sale & transaction data is synchronized to all stations only when a report is generated. *(EOD, Report Mode: Summary Report, Detailed Report, or Calendar Report)* at the POS-Main terminal.

At the Satellite station, when the report data *(EOD, Report Mode Summary or Detail report or Calendar report)* is loaded, only the sales data for that station will be seen.

Only when the report data *(EOD, Report Mode Summary or Detail report or Calendar report)* is searched for & loaded at the POS-Main, will the Sale\Transaction report data be Synchronized between all stations in the system. When the **Synchronization Of The Data** is completed, the **List Of Synchronized Terminals** displays. Press **OK** to close the notification dialog, then Generate the EOD.





Sync Type Recommendation

Real Time Sync:

- ⇒ Multiple terminals in system and\or using floating clerk (Clerk Interrupt) system.

Synchronize Before Report Operation:

- ⇒ Multiple terminals in system and ***not using*** check tracking system.
- ⇒ Multiple terminals and using check tracking system but ***not using*** a floating clerk (Clerk Interrupt) system.
- ⇒ Multiple terminals at busy sites.

IRC Networks

Multiple stations at a site can be set up in an IRC *(**I**nter **R**egister **C**ommunications)* configuration using the RJ-45 Ethernet LAN Port. It is recommended to use a wired ethernet connection using the LAN port on the terminal to an ethernet switch and/or router for the IRC. However, WiFi connections are also supported. The SAP-630 terminals require the purchase of an optional Wi-Fi board for each terminal.

The IRC uses standard Ethernet (TCP/IP) communications and is established in the Terminal & Network selection in the Network & Revenue programming. When the IRC is active, all terminals in the system are updated automatically when program changes are made.

Dynamic or Static IP Addressing can be used on all terminals in the system. The **Dynamic (DHCP) IP** addressing method is recommended to prevent IP address conflicts. The best method is to use the **"DHCP Reservation"** set up on the DHCP server (router) to prevent IP address conflict.

* **DHCP Reservation** is a permanent IP address assignment. It is a specific IP address within a DHCP scope that is permanently reserved for leased use to a specific DHCP client.
* If you only have two stations to connect, an ethernet crossover cable may be used with Static IP settings.

Any of the Sam4POS terminal models can be connected together in an IRC system, Sapphire A60/A70, SAP-6600II/6600, SAP-630/530, SAP-4800II or the HM-626/616 Tablets. You will need to use a WiFi router for the HM-626/616 Tablets to communicate with the rest of the network. All the other terminals would connect into that same switch or router via Ethernet/LAN cable.

A video showing how to network terminals & tablets can be viewed on the CRS YouTube page:

https://www.youtube.com/watch?v=NTKCrAyJYWI&list=PLtF-h-a37jHmbhGgLO3nB76hP-avFSW29&index=62&pp=iAQB

Additional networking information can be found in the Sam4POS Networking & Installation Guide available on the CRS Website: https://www.crs-usa.com/products/sam4pos-android-software-5-year-license-

Security Note: You cannot add terminals licensed to your dealership into another dealers installation (IRC system). Additionally, you cannot load a program backed up from a different dealers installation into a terminal licensed to your dealership.

Required Settings

- **IP ADDRESS –** Each station in the system must have a unique IP, use DHCP for Ethernet\LAN connections. When using\setting static IP's, the first 3 octets of the IP scheme will be the same, the last octet must be unique. Example: 192.168.1.**201**, 192.168.1.**202**, 192.168.1.**203**, etc.
- Set the **STORE NAME** on all terminals in the system. The **'STORE NAME'** must match exactly at all terminals and is case sensitive.
- **TERMINAL DESC** – Enter a descriptor for the current terminal, i.e. POS-MAIN, POS-1, Bar Terminal, POS-2, Server Station, etc.
- Decide which terminal in the system will be the **"MAIN TERMINAL"**, Touch **SET TO MAIN** on that terminal. One terminal in an IRC system must be set as the MAIN before satellite terminals can be added.
- At all other satellite terminals, move the slider bar next to **MY TERMINAL INFO**, to **ON**. All the connected satellite stations will Synchronize to the POS-MAIN Terminal, any current settings and totals will be lost at the satellite stations.

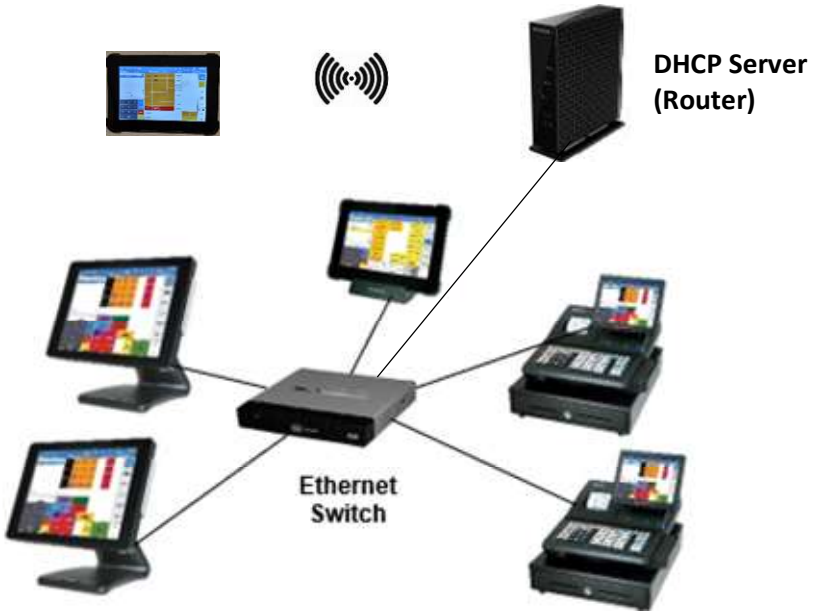
IRC Configuration Example

All Terminals in the IRC are connected to an Ethernet switch in a "star topology" configuration. The switch would then be connected to the DHCP Server (Router).

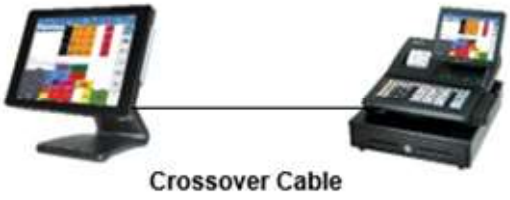
In a 2-unit installation the ECRs can be connected with a crossover cable eliminating the need for the Ethernet switch. Each ECR would need to be set up with a Static IP in this scenario.

Any Sam4pos terminal model can be used, SAP-6600II/6600, SAP-630/530, SAP-4800II or HM-616 Tablets. You will need to use a wireless router for the HM-626/616 Tablets to communicate to the rest of the network when they are not docked in a charging dock or smart dock.

Multiple Stations in IRC System



Two Stations in IRC System



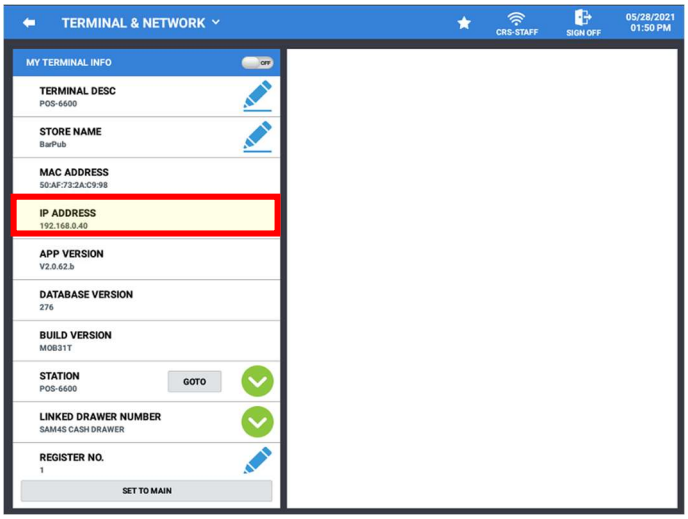
Finding Current IP Address on Terminals

When using DHCP IP Addressing, the terminal IP address is assigned by the DHCP Server, which is the Router that the terminals are connected to. We can see the current IP address for the terminal on the Terminal & Network screen.

1. From the main **PROGRAM MODE** selection menu, touch **NETWORK & REVENUE**.
   The **NETWORK & REVENUE** selection screen appears:



2. Select **TERMINAL & NETWORK** to view the **MY TERMINAL INFO** for the current station.



3. The current terminal information is displayed.
   TERMINAL DESC
   STORE NAME
   MAC ADDRESS
   IP ADDRESS
   APP VERSION
   DATABASE VERSION
   BUILD VERSION
   STATION
   SYNC TYPE
   REGISTER NO.

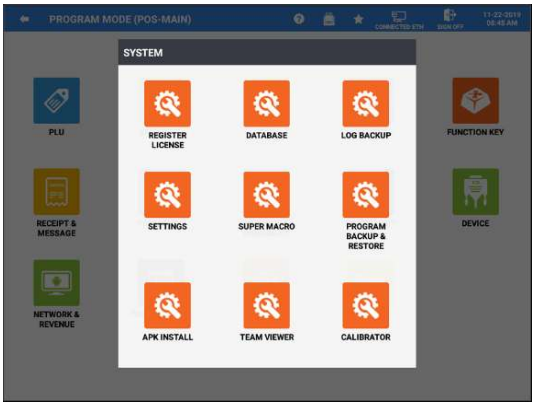
Setting Static IP Address

DHCP is the default setting and is the recommended connection setting for the Ethernet connections on the Sam4POS ECRs in an IRC configuration.

If you decide to use static IP's anyway, all terminals in the IRC network must share the same IP network scheme, only the last octet at each terminal will be unique. For Example: 192.168.1.**201**, 192.168.1.**202**, 192.168.1.**203**, etc. All stations IP settings must be outside the DHCP scope of the router to avoid IP conflicts.

The terminal IP address is set in the main Android settings. You can access these settings from within the Sam4POS Cash Register Application: Program Mode > System > Settings. When setting static IP addressing on the stations, be sure to use IP addresses that are outside the DHCP scope of the DHCP Server (Router).

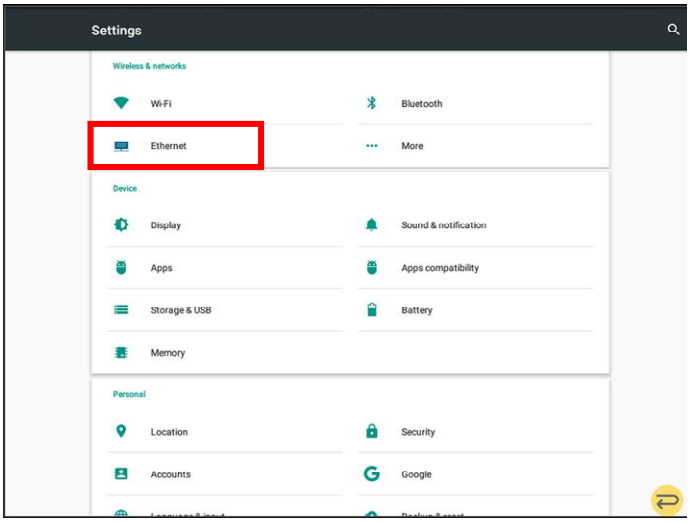
1. Choose **SYSTEM** from the main **PROGRAM MODE** menu selection screen.
2. Then select **SETTINGS** category selection menu screen.



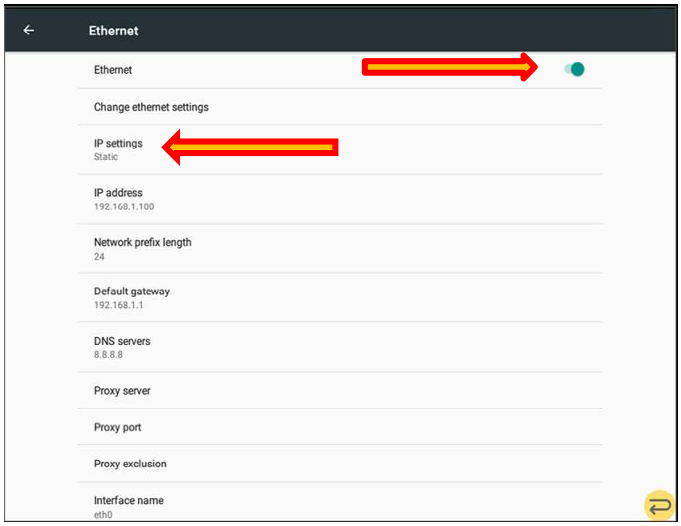
- If the employee doesn't have ADMIN authority, the **Manager Required / Manager Password** entry dialog displays.
- Enter the manager password (default is 9999), then press **ENTER**.



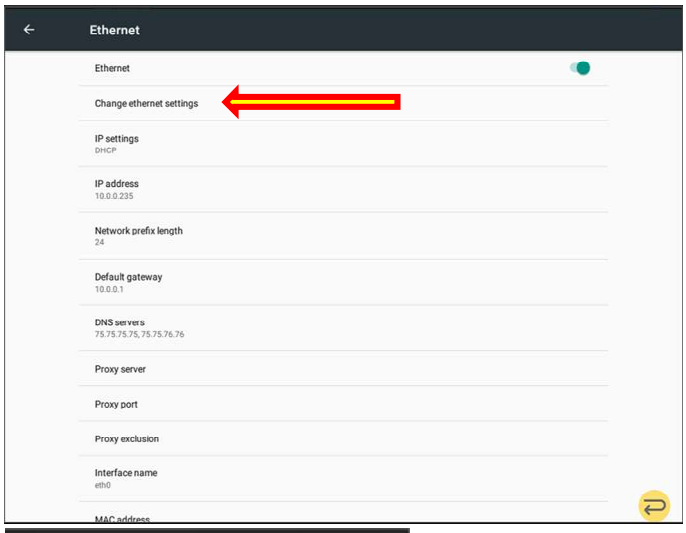
3. The **Settings** dialog screen displays.
4. Under the **Wireless & Networks** section, Choose **Ethernet**.



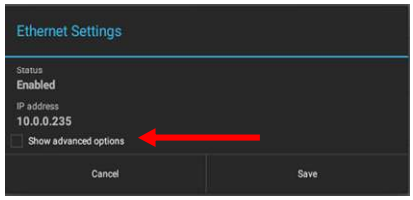
5. Verify the:
   - **Ethernet** switch is in the **ON** position and
   - IP Settings is set for Static:



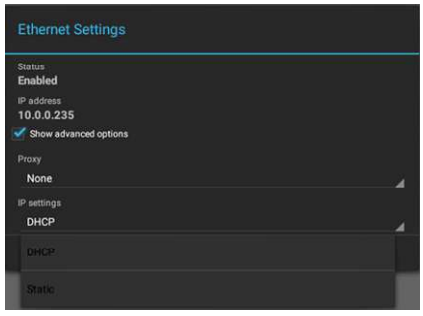
6. If the IP Settings is not set as static, Press **Change Ethernet Settings**



7. On the Ethernet Setting dialog, press the **Show advanced options**:



8. On the Advanced options Ethernet Settings, press the **IP Settings** to view the selections:
   - Change the IP Settings from DHCP to **Static**.



9. Set IP Address and Gateway:
   IP Address – 192.168.1.101
   The First 3 octets must be the same at all stations, the last octet at each station must be unique.
   Gateway – 192.168.1.1
   The First three octets must match the system IP scheme; the last octet is commonly 1.
   The gateway setting will be the same on all terminals in the system.
   Network Prefix Length – 24
   (Same on all terminals in system.)
   DNS 1 – 8.8.8.8
   (Same on all terminals in system.)
   DNS 2 – 4.4.4.4
   (Same on all terminals in system.)
10. Press **Save** when finished.



Note: The Static IP address chosen needs to be out of the DHCP scope range to prevent IP address conflicts.

11. Press the **return icon** to return to the System menu.

Notes:

DNS address does not mean much unless you want to connect to internet service, you can use the Google DNS server address for internet access.

* DNS 1 – 8.8.8.8
* DNS 2 – 4.4.4.4

GATEWAY address must be same for all terminals, typically this is the router IP address.

* If there is no router, or terminals are connected with a crossover cable or through a switch no Gateway IP address is needed, can leave it blank.

SUBNET address must be same for all terminals, typically **255.255.255.0** is used for Class C networks which supports up to 254 hosts.

* Sam4POS ECRs find each other by broadcasting to see if there are stations with the same "Store Name" in the same subnet. Once it finds them, it records the IP address, db, version, etcetera, info and updates them as necessary in the "terminal information db".
*

HM626 & HM616 WiFi Static IP

The tablet would typically connect to the IRC system via WiFi.

- Go to: **Program Mode > System > Settings**
- Select: **WiFi, Press & Hold on Current Connection**
- Select: **Modify Network**
- Check **Advanced Options**
- Scroll Down to **IP Settings** - Change From DHCP to **Static**
- Scroll Down & **Input Static IP - Gateway - Etc.**
- **Save**

Note: Ethernet settings on the HM626 & HM616 can be found in: **Program Mode > System > Settings > More > Ethernet** However, these settings are not commonly used.

Setting Up IRC

Multiple stations at a site can be set up in an IRC *(**I**nter **R**egister **C**ommunications)* configuration using the LAN port on the terminals for sharing programming and report data.

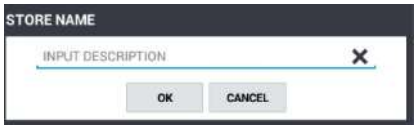
IP Address

Each station in the IRC system must have a unique IP, Use DHCP for Ethernet\LAN connections.
When using\setting static IP's, the first 3 octets of the IP scheme will be the same, the last octet must be unique.
Example: 192.168.1.**201**, 192.168.1.**202**, 192.168.1.**203**, etc.

Set Store Name

The Store Name for all terminals in the IRC system must be **exactly** the same at all stations in the IRC. The store name is punctuation and case sensitive.

1. From the **PROGRAM MODE \ NETWORK & REVENUE \ TERMINAL & NETWORK**, Press the pencil icon to type in the **STORE NAME** at each terminal. Pressing the ✕ at the end of the field will clear the current Store Name.

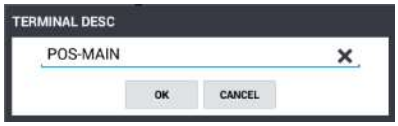


2. Press **OK**.

Terminal Description

The Terminal Descriptor is used to help identify each specific station within the IRC system. This should be a unique descriptor for each terminal, *i.e. POS-MAIN, COUNTER, DRIVE-THRU, etc.*

1. From the **PROGRAM MODE \ NETWORK & REVENUE \ TERMINAL & NETWORK: Terminal DESC.** Press the pencil icon to type in a unique **TERMINAL DESC** at each terminal. Pressing the ✕ at the end of the field will clear the current Terminal Descriptor.

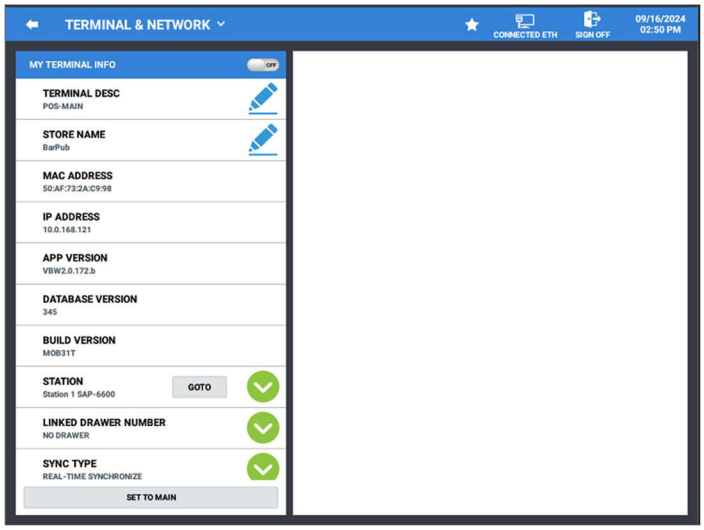


2. Press **OK**.

Set Main Terminal

One terminal in the system must be set up as the main terminal. The main terminal must be defined before turning on IRC at the satellite terminals. Only one terminal in an IRC system can be designated as the POS-MAIN station. Determine which terminal in the system will be the 'Main Terminal', then proceed as follows.

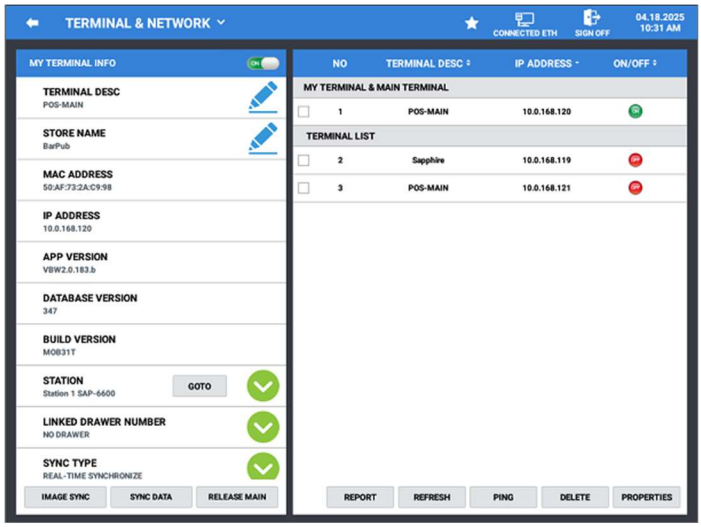
1. From the **PROGRAM MODE** \ **NETWORK & REVENUE** \ **TERMINAL & NETWORK**, Press the **SET TO MAIN** button at the bottom of the My Terminal Info column.



2. The confirmation dialog displays: Press **YES** to confirm you want to make this terminal the main terminal.



3. The **Terminal Description** will be changed to **POS-MAIN** and the IRC switch on the **My Terminal Info** line will be turned **ON**.
4. When set as the main terminal, additional options are available in the left column:
   IMAGE SYNC, **SYNC DATA**, **RELEASE MAIN**
   And in the right column:
   REFRESH, **PING**, **DELETE**, **PROPERTIES**



5. On all other terminals in the system, move the **My Terminal Info** slide switch to the **ON** position:



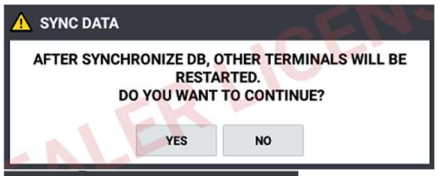
Main Terminal Buttons

When set as the main terminal, additional Buttons are available at the bottom of the My Terminal Info column on the Terminal & Network screen:



IMAGE SYNC –
Synchronizes the image file with all other terminals.

SYNC DATA –
Synchronizes database information from the POS-Main station to all satellite stations in the IRC System, The notification dialog displays:



Press **YES** and all satellite stations will initialize after they synchronize, then load back to the main Sign-On screen. At the POS-MAIN station a dialog showing the terminals that were synchronized is displayed.
Beginning with v2.0.170 if a station in the system is In A Sale or Offline, it will be indicated in the List Of Synchronized Terminals.
Press **OK** to close the List Of Synchronized Terminals dialog.



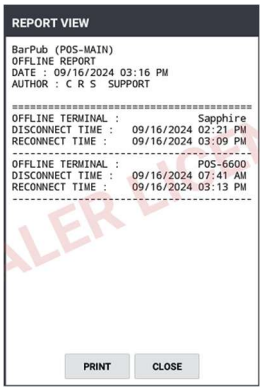
RELEASE MAIN –
Releases the current MAIN terminal. *(Turns the IRC OFF at the POS-Main station.)*
Note: The IRC must be turned off on all Satellite substations before the current MAIN station can be released.

When set as the main terminal, additional buttons are available at the bottom of the Terminal List column on the Terminal & Network screen:



REPORT – *(Added in v2.0.171)*
Press this button to view the Terminal **OFFLINE REPORT**.
Note: The REPORT button only appears after satellite stations are added to the IRC.

- Press **PRINT** to print the Offline Report to the receipt printer for the station.
- Press **CLOSE** to close the Offline Report dialog.

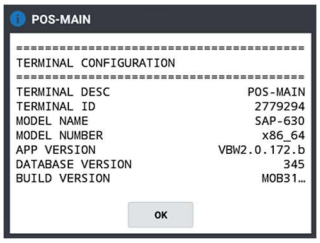


REFRESH –
Press this button to **REFRESH** the terminals list in the IRC.

PING –
Allows you to **PING** terminals in the IRC to verify the connection: Select a terminal in the IRC list, Press the **PING** button.
The **PING Test** dialog appears briefly, then the **SUCCESS** message briefly displays.

DELETE –
Allows you to **DELETE** selected satellite terminal(s) in the IRC list.
You can select all stations in the list, press DELETE, then press REFRESH to repopulate the terminal list.

PROPERTIES –
Select any terminal in the list and press the **PROPERTIES** button to view the terminal co nfiguration information for the selected station.
Press **OK** to close the Terminal Configuration dialog.



Turn IRC ON at Satellite Stations

After the Main terminal is a system is defined, add additional satellite stations as necessary. Satellite stations must have the exact same Store Name and must be on the same IP scheme as the POS-MAIN station. When a satellite station is added to an IRC system it will automatically Sync all programming with the Main terminal program.

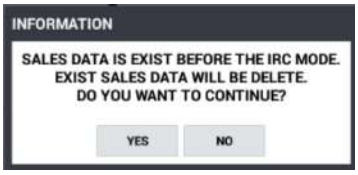
WARNING

When adding satellite stations to an IRC system the current data in the terminal will be overwritten. All current programming and report totals in the satellite station will be lost!

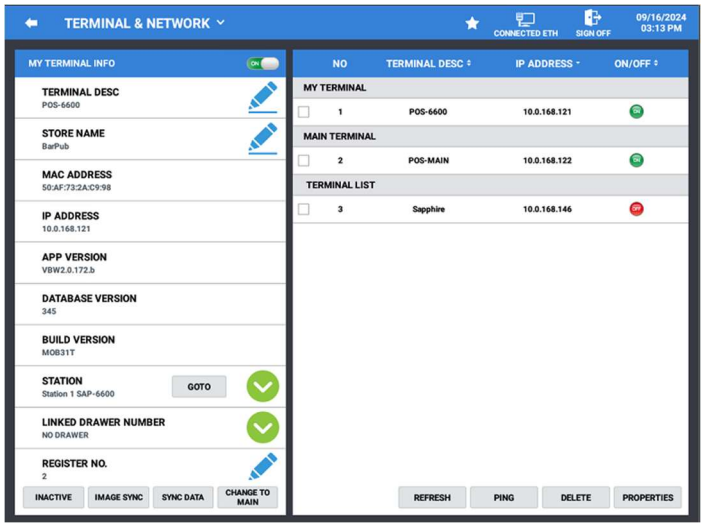
1. On all satellite terminals you want to include in the IRC system.



   - Tap the **IRC On/Off** slide switch at the top of the My Terminal Info column to turn **ON** the IRC.
2. Then the INFORMATION dialog "Sales Data Is Exist Before The IRC Mode. Exist Sales Data Will Be Delete. Do You Want To Continue?" displays.



3. All current programming and totals will be overwritten, If you have totals you want to write to the report data, perform the EOD before proceeding.
   - Press **YES** to confirm you want to continue adding the station to the IRC.
     - Pressing NO will abort the process without changing current programming.
   - Satellite stations will **REFRESH** then **SYNCHRONIZE** and start **RECEIVING FILES** from the POS-MAIN terminal.
   - When the downloading is complete, the **APP REBOOTING** dialog appears, then it will load back to the main sign on screen.
4. All stations on the network with the same Store Name appear in the terminal list on the right side of the display.
   - Satellite stations will show **My Terminal**, **Main Terminal**, and the **Terminal List** as shown at the right.
   - The POS-MAIN station will show **My Terminal & Main Terminal**, and the **Terminal List**.
   - Stations in the system that have the **IRC switch turned ON** (My Terminal Info = ON) will display in the terminal list on as **ON *(green button)***.
   - Stations in the system that have the **IRC switch turned OFF** (My Terminal Info = OFF) will display in the terminal list as **OFF *(red button)***.



5. Turn the **IRC ON** at the remaining stations in the system as necessary. You can now Sign-On to stations as necessary, the IRC is set up.

Satellite Terminal Buttons

When the IRC is activated in a system, the Satellite Terminals in an IRC configuration *(terminals that are not set as the MAIN terminal)* additional buttons are available at the bottom of the My Terminal Info column:



INACTIVE –
In an IRC network press this button if you wish to set the selected terminal inactive.

IMAGE SYNC –
Press this button to synchronize the images in an IRC network.

SYNC DATA –
Press this button to synchronize the programming at this satellite station with the POS-Main station in an IRC network. The station will refresh, then the Sales Data Exist notification appears. Press YES to continue with the synchronization. When the synchronization is completed, this satellite station APP will Reboot then load back to the main sign on screen. Other satellite stations in the system are not affected.

CHANGE TO MAIN –
In an IRC network, press this button to change the selected terminal as the main terminal.

When the IRC is activated at the Satellite Terminals in an IRC configuration *(terminals that are not set as the MAIN terminal)* additional buttons are available at the bottom of the Terminal List column. These are the same as shown at the POS-Main terminal.

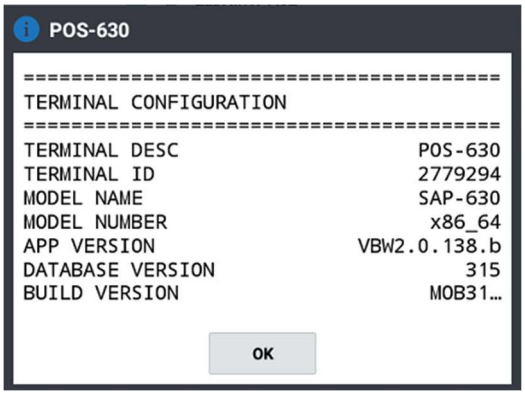


REFRESH –
Press this button to REFRESH the terminals list in the IRC.

PING –
Allows you to PING other terminals in the IRC to verify the connection:
Select a terminal in the IRC list, Press the PING button.

DELETE –
Allows you to DELETE a terminal in the IRC list. *(Note: You can select all terminals, press DELETE, then press REFRESH to repopulate the terminal list.)*

PROPERTIES –
The Terminal Configuration information for any station in the IRC system can be viewed from any station in the IRC system. Select any terminal in the terminal list and press the PROPERTIES button to view the terminal configuration information for the selected station.



Press **OK** to close the Terminal Configuration dialog.

Turn IRC OFF

It may become necessary to remove a station from the IRC System. Be sure to perform the EOD if possible before turning the IRC OFF.

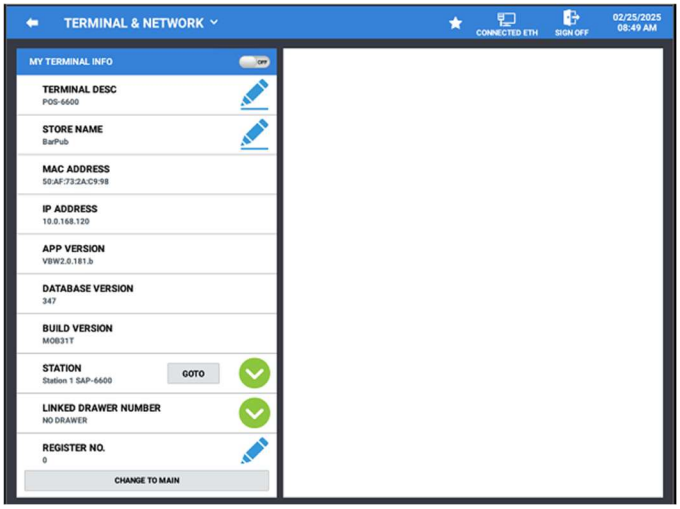
1. On all **Satellite Stations**:



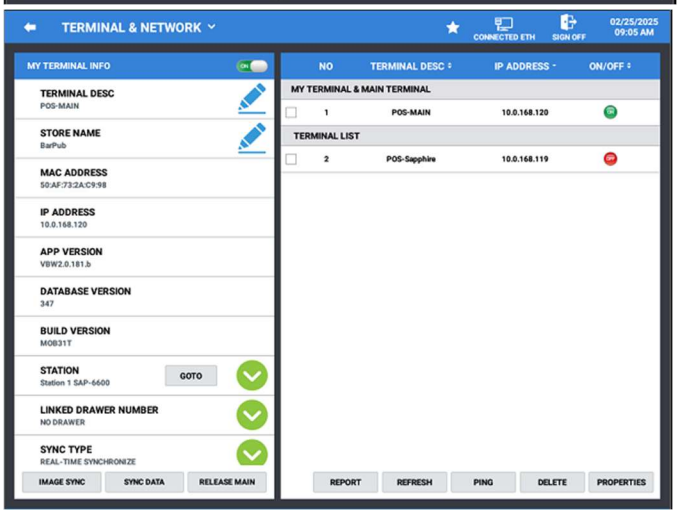
   - Tap the **IRC On/Off** slide switch at the top of the My Terminal Info column to turn **OFF** the IRC.
2. The INFORMATION dialog "Sales Data In IRC Mode Will Be Deleted When IRC Mode Turn On Again. Do You Want To Continue?" is displayed.



   - Be sure to perform the **EOD** if possible before pressing YES.
     - Press **YES** to confirm you want to continue.
     - Pressing NO will abort the process without changing current programming.
3. The default Terminal & Network screen is displayed. The **IRC** is turned **OFF** for this station.
4. Continue to turn the **IRC OFF** at the remaining stations in the system as necessary.



5. At the **POS-MAIN** station you will need to select and **DELETE** each satellite station in the terminal list on the right.
6. Then press the **RELEASE MAIN** button at the bottom left column on the POS-MAIN station.



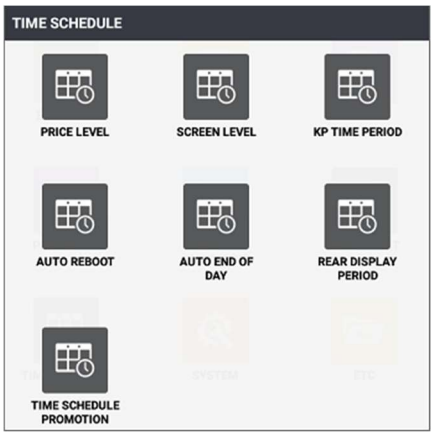
Time Schedule



The Time Schedule programming enables certain actions to automatically occur at a predetermined day & time. Time schedules are available for: *Price Level, Screen Level, KP Time Period, Auto Reboot, Auto End Of Day, Time Schedule Promotion and Auto Backup to FTP*.
All time scheduled operations are programmed in the same manner and will execute the operation even if no employee is signed on. Category selections vary according to terminal model.

Note: If stations are in an IRC system, make sure the Date & Time on all stations are set to the same and Time Zone. Refer to Program Mode > System Settings > Date & Time on page 421 for details.

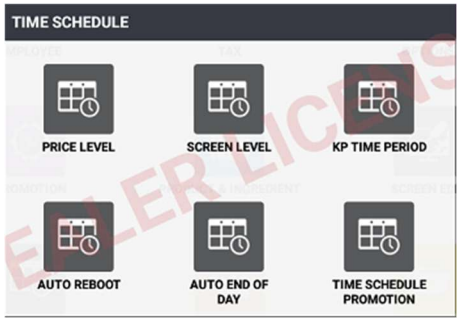
1. Select **TIME SCHEDULE** from the main **PROGRAM MODE** menu selection screen.



Sapphire & SAP-6600(II)



SAP-630



HM626

2. The **TIME SCHEDULE** selection menu appears; choose the program category from the selection menu you wish to set up or edit.

Note: The Real-Keyboard Period category selection is only available on the SAP-630/SAP-530 terminals. The Rear Display Period category selection is only available on the Sapphire and SAP-6600(II) terminals.

Time Schedule Categories

SAPPHIRE & SAP-6600(II)

Price Level, Screen Level, KP Time Period
Auto Reboot, Auto End Of Day, ***Rear Display Period*** *(Sapphire & SAP-6600(II) only)*
Time Schedule Promotion

SAP-630

Price Level, Screen Level, KP Time Period
Auto Reboot, Auto End Of Day, Time Schedule Promotion
Real Keyboard Period *(SAP-630 only)*

HM626 / HM616

Price Level, Screen Level, KP Time Period
Auto Reboot, Auto End Of Day, Time Schedule Promotion

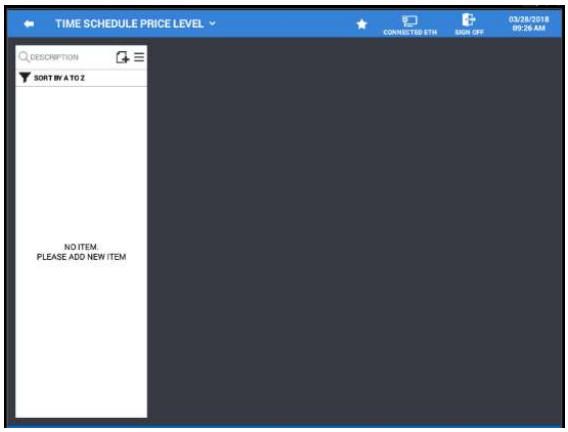
Price Level

The default program provides one price level, however, SAM4POS allows you to create as many different price levels as are necessary for your application. This allows the user to create a matrix of PLUs and Prices each accessed by price level keys. The Time Schedule Price Level program enables specific price levels to automatically apply at a predetermined Day & Time. The price level change can apply to all stations or to specific stations in the system.

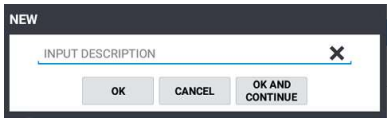
A product price level sales report is available in PLU reporting showing the total quantity and value sold per price level for each product.

Note: Price Level function keys must be created in the Function Key Programming area before you can assign them in the Time Schedule Price Level program.

1. From the **Time Schedule** menu screen, touch **Price Level** to view/add/edit price levels.
2. Press the **Add Record icon** to add a new price level to the list.

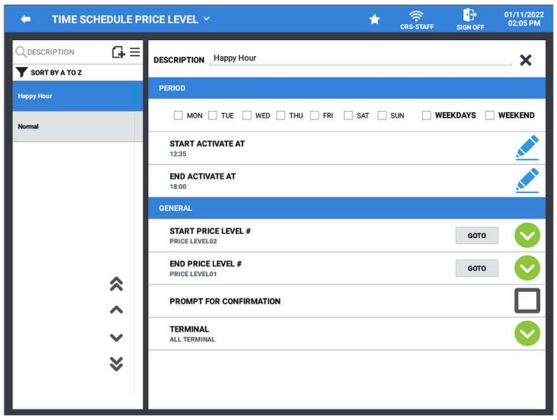


3. **Input Description –** Type in a description for the new price level schedule.
4. Press **OK** to add the schedule or press OK AND CONTINUE to add additional schedules. Pressing CANCEL will exit without adding the schedule.



- The new Price Level Time Schedule(s) are added to the list.

5. Define the **Period & General** settings for the price level. See **"Price Level Settings"** page 397 for details.
6. Press the **Menu icon** ≡ to access the edit mode and the sort options.
   - **EDIT MODE –** allows you to select multiple Price Level Time Schedules for deletion.
   - **SORT –** Arranges the Price Level Time Schedules alphabetically, **A TO Z** or **Z TO A**.



NOTE: Press the category title on the title bar to access\view the other Time Schedule category selections.

Price Level Settings

Time Schedule Price Level setting are as shown below.

DESCRIPTION

Type in a description *(up to 30-characters)* for the schedule.

PERIOD

Check the specific days of the week for the time schedule to occur.
Alternatively, you can check WEEKDAYS to select (MON, TUE, WED, THU, FRI) or select WEEKENDS to select (SAT, SUN) or check both selections to select all the days of the week.
Start Activate At – set the start time for the time schedule to begin.
End Activate At – set the end time for the time schedule.

GENERAL

Start Price Level # - Choose the price level # you want to begin at the specified Date/Time.
GOTO – Press the GOTO button to go directly to Function Key programming.
End Price Level # - Chose the price level # you want to return to after the specified time.
GOTO – Press the GOTO button to go directly to Function Key programming.
Prompt For Confirmation – Check this option if you want a notification prompt to appear before the time schedule activates.
Terminal – This setting is only available when the Default Price Level option in the Level Option programming is set for LOCAL. Selections include: ALL Terminal, (MY Terminal) or choose specific terminals in an IRC system to apply the Time Schedule Price Level selection for. *(Requires v2.0.96 of later.)*

Price Level Time Schedule Past Midnight

If a time schedule for a price level (Happy Hour \ Special) is to extend past midnight, you will need to program two price level time schedules for that Happy Hour \ Special.

For Example, if a Monday Special goes to Price Level 2 from 1800 to 0200, then goes back to price level 1, create two schedules to accommodate:

PERIOD = MONDAY

Start Activate At – 18:00
End Activate At – 23:59
Start Price Level # – Price Level 2
End Price Level # – Price Level 2

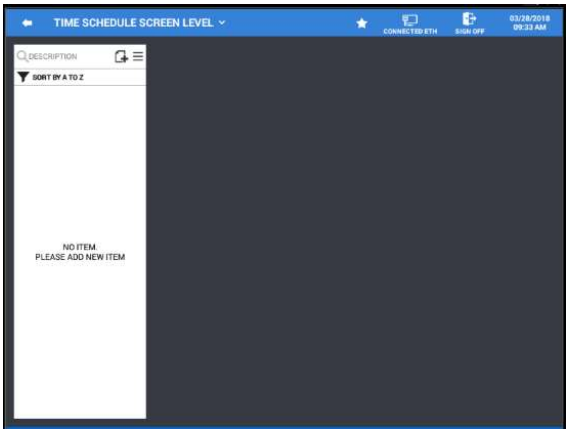
PERIOD = TUESDAY

Start Activate At – 00:00
End Activate At – 02:00
Start Price Level # – Price Level 2
End Price Level # – Price Level 1

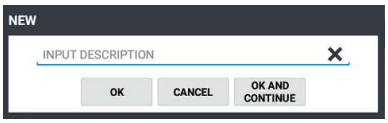
Screen Level

MLU screens can be set to automatically load at certain times. This is useful if you want different MLU screens such as Breakfast/Lunch/Dinner to display at a specified Day & Time.

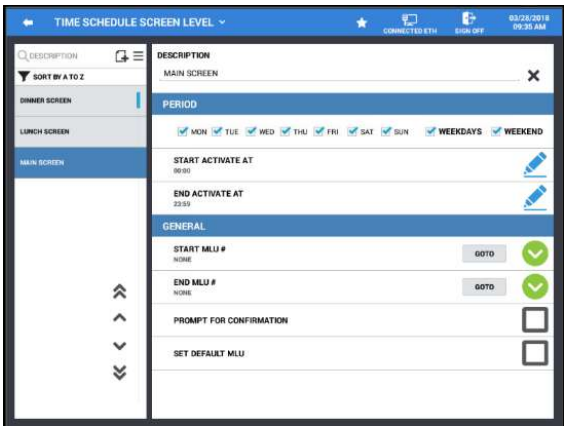
1. From the **Time Schedule** menu screen, touch **Screen Level** to view/add/edit screen levels.
2. Press the **Add Record icon** to add a new Screen Level to the list.



3. **Input Description –** Type in a description for the new screen level schedule.
4. Press **OK** to add the schedule or press OK AND CONTINUE to add additional schedules. Pressing CANCEL will exit without adding the schedule.
   - The new Screen Level Time Schedules are added to the list.



5. Define the **Period & General** settings for the price level. See **"Screen Level Settings"** on page 399 for details.
6. Press the **Menu icon** ≡ to access the edit mode and the sort options.
   - **EDIT MODE –** Allows you to select multiple Screen Level Time Schedules for deletion.
   - **SORT –** Arranges the Screen Level Time Schedules alphabetically, **A TO Z** or **Z TO A**.



NOTE: Press the category title on the title bar to access\view the other Time Schedule category selections.

Screen Level Settings

DESCRIPTION

Type in a description *(up to 30-characters)* for the schedule.

PERIOD

Determine the specific days of the week for the time schedule to occur.

Alternatively you can check WEEKDAYS to select (MON, TUE, WED, THU, FRI) or select WEEKENDS to select (SAT, SUN) or both to select all the days of the week.

Start Activate At – set the start time for the time schedule to begin.

End Activate At – set the end time for the time schedule.

GENERAL

Start MLU # - this is the MLU screen # you want to begin at the specified Date/Time.

GOTO – Press the GOTO button to go directly to the MLU Edit screen.

End MLU # - this is the MLU screen # you want to return to after the specified time.

GOTO – Press the GOTO button to go directly to the MLU Edit screen.

Prompt For Confirmation – Check this option if you want a notification prompt to appear before the time schedule activates.

Set Default MLU – Check this option if the selected screen level is to be used as the default MLU.

Screen Level Time Schedule Past Midnight

If a screen level time schedule is to extend past midnight, you will need to program two time schedules for that scheduled screen level.

For Example, if a Monday Special goes to a specific MLU screen from 1800 to 0200, then goes back to the Main MLU Screen, create two schedules to accommodate:

PERIOD = MONDAY

Start Activate At – 18:00

End Activate At – 23:59

Start MLU # – Monday Special MLU

End MLU # – Monday Special MLU

PERIOD = TUESDAY

Start Activate At – 00:00

End Activate At – 02:00

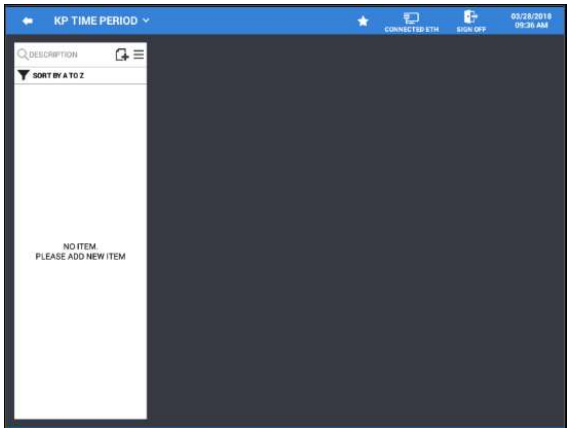
Start MLU # – Monday Special MLU

End MLU # – Main MLU Screen

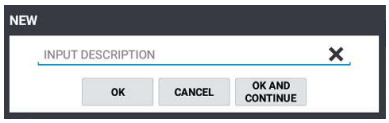
KP Time Period

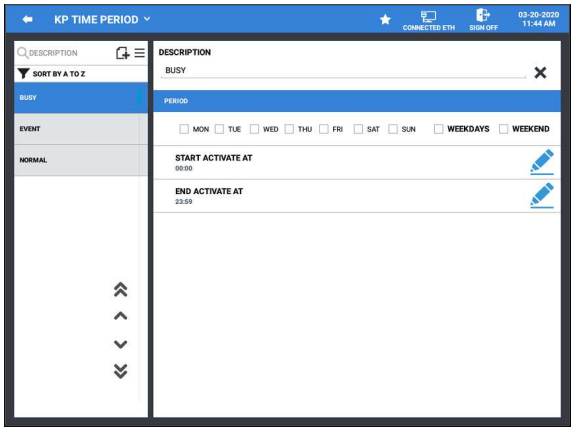
You can use the KP Time Period programming to automatically switch the KP Period on specified days & times, such as for Normal & Busy KP routing *(or for Event routing)* or Couter & Drive-Thru KP routing. KP Time Periods are used when setting up the KP Group programming.

1. From the **Time Schedule** menu screen, touch **KP Time Period** to view/add/edit KP Time Periods.
2. Press the **Add Record icon** to add a new KP Time Period to the list.



3. **Input Description –** Type a description *(up to 30-characters)* for the new KP Time Period.
4. Press **OK** to add the schedule or press OK AND CONTINUE to add additional schedules. Pressing CANCEL will exit without adding the schedule.
   - The new KP Time Period Time Schedules are added to the list.
5. Define the **Period** settings for the KP Time Period schedule. See **"KP Time Period Settings"** for details.
6. Pressing the **menu icon** ≡ will access the edit mode and the sort options.
   - **EDIT MODE –** Allows you to select multiple KP Time Period Time Schedules for deletion.
   - **SORT –** Arranges the KP Time Period Time Schedules alphabetically, **A TO Z** or **Z TO A**.





NOTE: Press the category title on the title bar to access\view the other Time Schedule category selections.

KP Time Period Settings

DESCRIPTION

Type in a description *(up to 30-characters)* for the KP Time Period.

PERIOD

Determine the specific days of the week for the KP time period to activate.
MON, TUE, WED, THU, FRI, SAT, SUN.

WEEKDAYS – To select all days of the week: MON, TUE, WED, THU, FRI.

WEEKENDS – To select all weekend days: SAT, SUN

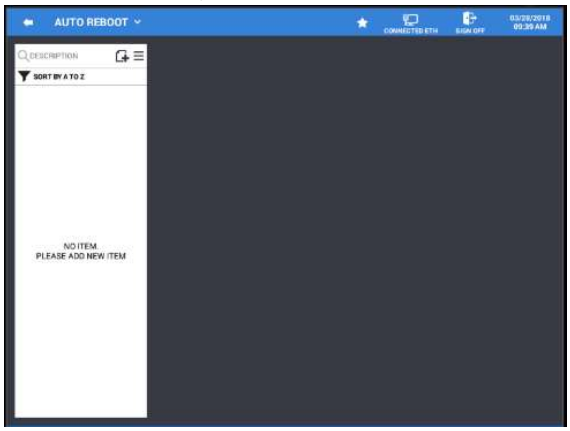
START ACTIVATE AT – set the start time for the KP time period to begin.

END ACTIVATE AT – set the end time for the KP time period.

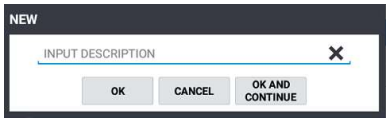
Auto Reboot

The Auto Reboot allows you to specify a day & time for the terminal to automatically reboot or shutdown as desired.

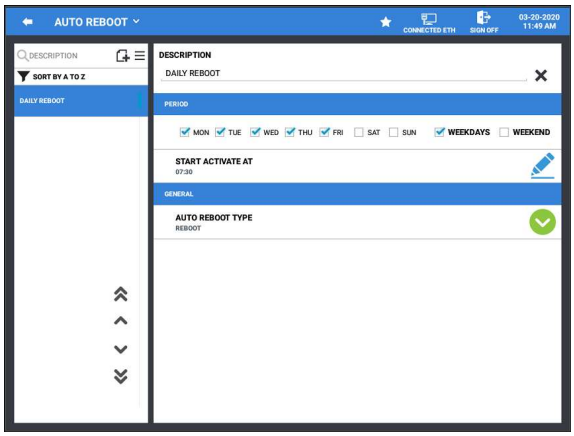
1. From the **Time Schedule** menu screen, touch **Auto Reboot** to view/add/edit auto reboot times.
2. Press the **Add Record icon** to add a new time activated auto reboot to the list.



3. **Input Description –** Type a description for the new Auto Reboot schedule.
4. Press **OK** to add the schedule or press OK AND CONTINUE to add additional schedules. Pressing CANCEL will exit without adding the schedule.
   - The new Auto Reboot schedules are added to the list.



5. Define the **Period and General** settings for the new auto reboot schedule. See the **"Auto Reboot Settings"** for details.
6. Press the **menu icon** ≡ to access the edit mode and the sort options.
   - **EDIT MODE –** Allows you to select multiple auto reboot schedules for deletion.
   - **SORT –** Arranges the Auto Reboot schedules alphabetically, **A TO Z** or **Z TO A**.



NOTE: Press the category title on the title bar to access\view the other Time Schedule category selections.

Auto Reboot Settings

DESCRIPTION

Type in a description *(up to 30-characters)* for the scheduled auto reboot. Use the ✕ at the end of the field to clear the current description.

PERIOD

Determine the specific days of the week for the scheduled auto reboot to occur, or Choose WEEKDAYS to select all (MON, TUE, WED, THU, FRI) or select WEEKENDS to select (SAT, SUN). Checking both will select all the days of the week.

Start Activate At – Enter the time for the Auto Reboot to occur.

GENERAL

AUTO REBOOT TYPE – Select: REBOOT or SHUT DOWN

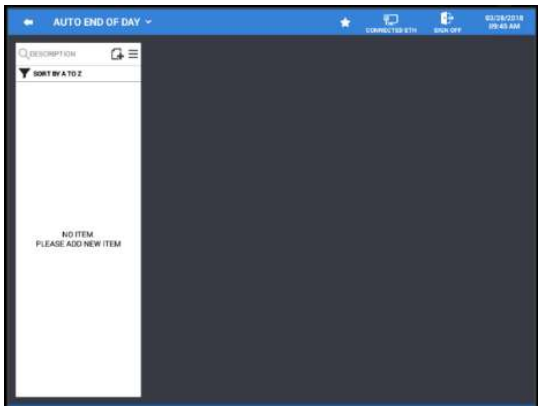
Auto End Of Day

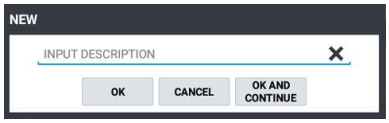
Generating an EOD report clears the current data on the terminal and updates the report data, this operation must be performed daily. If desired the End Of Day reporting can be set to automatically generate at a specified time on specific days to ensure it is generated daily. Reports will be printed and emailed as defined in the **E**nd **O**f **D**ay (EOD) screen the same as if they were executed from the EOD screen.

NOTES:

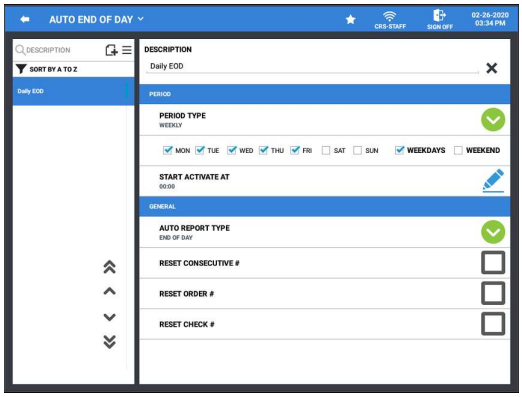
- The Device Self-Storage Management feature was added in v2.0.147 to allow merchants more control over how much data is to be held *(saved / stored)* on the terminal. This feature allows data files to automatically be backed up to a USB drive and then deleted from the station when the EOD is generated. A USB Flash Drive must be connected, data over the size limit will be saved to the USB, then deleted from the station. If no USB drive is connected, the data is still deleted.
- The Report Option: DO NOT RUN AUTO EOD WHEN EMPLOYEE SIGN ON was added at v2.0.125. When the Time Schedule: Auto End Of Day is set to generate the Auto Report Type: End Of Day, check this option to not generate the EOD report when an employee is signed on.
- Beginning in v2.0.6 the Auto End Of Pay, Auto End Of Not Found PLU and REPORT function key reporting can be set be set up from the Auto End Of Day, Time Schedule area. report function keys must be set up in the Program Mode\ Function Key\Function Key before they can be time activated from this program. Refer to Function Key programming on page 209 to set up report function keys.

1. From the **Time Schedule** menu screen, touch **Auto End Of Day** to view/add/edit automated End Of Day reporting.
2. Press the **Add Record icon** to add a new time activated End Of Day operation to the list.





3. **Input Description –** Type a description for the new Auto Reboot schedule.
4. Press **OK** to add the schedule or press OK AND CONTINUE to add additional schedules. Pressing CANCEL will exit without adding the schedule.
5. Define the **Period and General** settings for the new Auto End Of Day time schedule. Refer to the **"Auto End Of Day Settings"** on page 403 for details.
6. Press the **menu icon** ≡ to access the edit mode and the sort options.
   - **EDIT MODE –** Allows you to select multiple Auto End Of Day time schedules for deletion.
   - **SORT –** Arranges the Auto End Of Day time schedules alphabetically, **A TO Z** or **Z TO A**.



NOTE: Press the category title on the title bar to access\view the other Time Schedule category selections.

Auto End Of Day Settings

Description

Type in a description *(up to 30-characters)* for the scheduled auto reboot. Use the ✕ at the end of the field to clear the current description.

Period

Period settings allow you the choose the period type *(Weekly, Monthly, Yearly)* and activation time.

Period Type

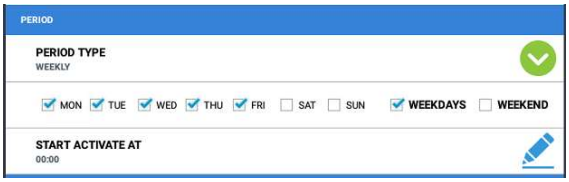
Choose the desired period *(Weekly, Monthly, Yearly)* for the auto End Of Day to execute:

WEEKLY

Determine the specific days of the week for the scheduled auto reboot to occur or Choose:

WEEKDAYS to select (MON, TUE, WED, THU, FRI)
WEEKENDS to select (SAT, SUN) or

Check Both selections to select all the days of the week.



START ACTIVATE AT

– Enter the time for the Auto Report to occur.

MONTHLY

Period Day – select the day of the month for the schedule to run: 1 *(first day of the month)*, 15, or Last Day.



START ACTIVATE AT

– Enter the time for the Auto Report to occur.

YEARLY

Period Month – select the month for the schedule to run.

Period Day – select the day of the month for the schedule to run: 1 *(first day of the month)*, 15, or Last Day.



START ACTIVATE AT

– Enter the time for the Auto Report to occur.

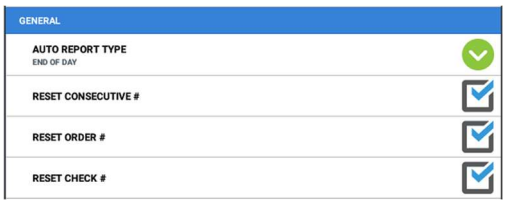
General

Choose the report type for the scheduled report. Depending on the type of report selected, additional settings are available.

AUTO REPORT TYPE

Select the type of report to generate for the selected time schedule.

End Of Day – When End Of Day is selected the additional selections, Reset Consecutive #, Reset Order # and Reset Check # are available.



End Of Pay – When End Of Pay is selected the additional selection, Reset Check # is available.

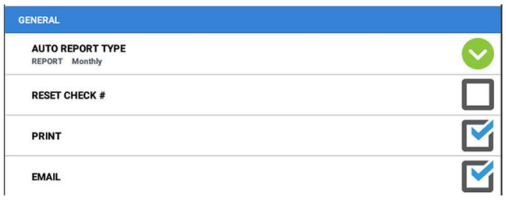
See **Auto End Of Pay Notes:



End Of Not Found PLU – When End Of Not Found PLU is selected the additional selection, Reset Check # is available.



Report Key – When a report key is selected the additional selections, Reset Check #, Print and Email are available.



RESET CONSECUTIVE #

This will reset the consecutive number when EOD is run.

RESET ODER #

This will reset the KP order number to 0.

RESET CHECK #

Select if you wish to reset the check number when the Auto EOD report is run.

PRINT

Check this option if you want to print the scheduled report to the receipt printer.

EMAIL

Check this option to send the scheduled report to the programmed email address as set in Report Option.

***Auto End Of Pay Notes:*

- **It is not recommended to set up a time schedule to generate the *End Of Pay* automatically.**
  If the End Of Pay is scheduled to automatically generate and any employee time punch is incorrect… that report will be wrong forever with no way to edit it.

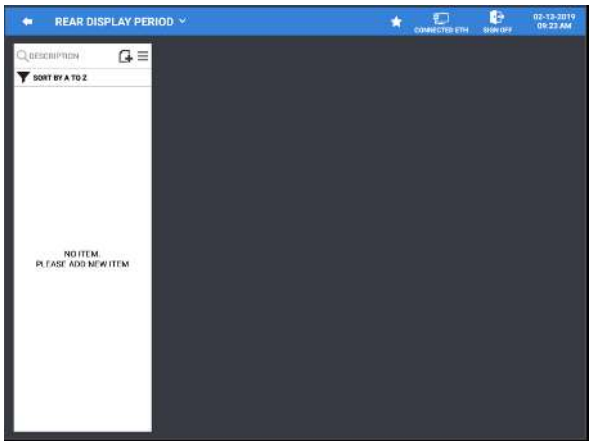
  Unless the merchant is 100 % confident that no employee will ever have an incorrect time punch, it makes no sense to set up a time schedule to automatically generate the End Of Pay.
- **Auto End Of Pay does not support Bi-Weekly scheduling.**
  For Example: There is no Period Day setting to select every other Friday.
  - You can set Period Type = Monthly and Period Day selection for 1, 15, or Last Day.

Rear Display Period

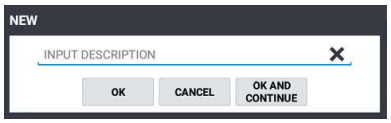
The Time Schedule Rear Display Period programming is available on the SAP-6600(II) only, beginning in v1.0.99. This feature works in conjunction with the Screen Edit\Rear Display program. Refer to the Screen Edit\Rear Display programming on page 331 for details.

In this Time Schedule Rear Display Period program area, we set up different Rear Display settings as necessary and choose the active Day & Time for each of the rear display schedules. We can choose different layouts *(from the Screen Edit\Rear Display program)* to appear during active orders and when no orders are active.

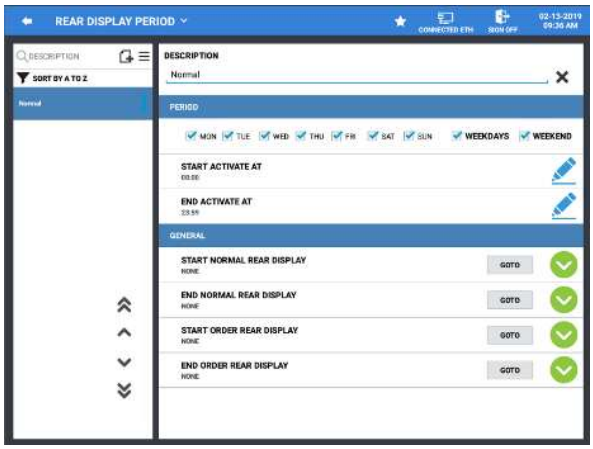
1. From the **Time Schedule** menu screen, touch **Rear Display Period** to view/add/edit automated Rear Display selections.
2. Press the **Add Record icon** to add a new time activated setting for the Rear Display schedule to the list.



3. **Input Description –** Type a description for the new Auto Reboot schedule.
4. Press **OK** to add the schedule or press OK AND CONTINUE to add additional schedules. Pressing CANCEL will exit without adding the schedule.



5. Define the **Period** and **General** settings for the new Rear Display time schedule. See **"Rear Display Period Settings"** on page 406 for details.
6. Select the rear display layouts for the **Start/End Normal** & **Start/End Order** settings.
7. Press the **menu icon** ≡ to access the edit mode and the sort options.
   - **Edit Mode –** Allows you to select multiple Rear Display schedules for deletion.
   - **Sort –** Arranges the Rear Display Period time schedules alphabetically, **A TO Z** or **Z TO A**.



NOTE: Press the category title on the title bar to access\view the other Time Schedule category selections.

Rear Display Period Settings

You must first create the Rear Displays to display here in the Program Mode > Screen Edite > Rear Display.

Description

Type in a description *(up to 30-characters)* for the scheduled auto reboot. Use the ✕ at the end of the field to clear the current description.

Period

Determine the specific days of the week for the scheduled rear display period to occur. Alternatively you can choose WEEKDAYS to select (MON, TUE, WED, THU, FRI) or select WEEKENDS to select (SAT, SUN) checking both will select all the days of the week.
Start Activate At – Enter the time for the selected rear display settings to apply.
End Activate At – Enter the time for the selected rear display settings to end.

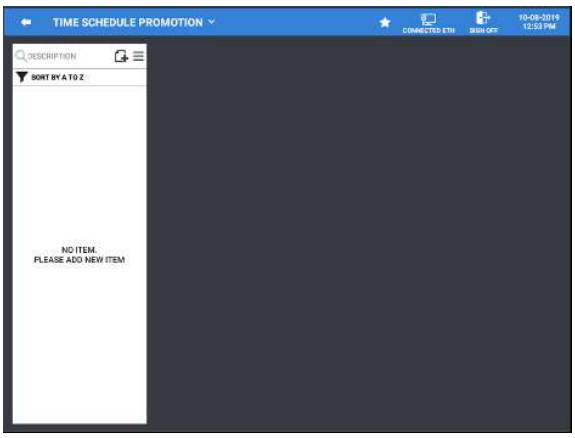
General

Start Normal Rear Display – Select None or choose the Rear Display from the list to appear when not in a sale/transaction.
End Normal Rear Display – Select None or choose the Rear Display from the list.
Start Order Rear Display – Select None or choose the Rear Display from the list to appear when inside a sale/transaction.
End Order Rear Display – Select None or choose the Rear Display from the list.

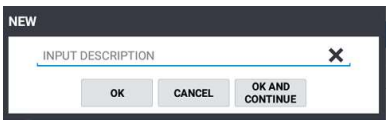
Time Schedule Promotion

The Time Schedule Promotion program can be used to automatically apply Mix & Match, Multi-Buy and Combo Discount promotions at specified times *(available with v1.1.46 and later)*. Time Schedule Promotions are used with the Mix & Match, Multi-Buy and Combo Discount promotion programs when the End Date option "Use Time Schedule" is set in the promotion program. Refer to the Promotion Programming on page 262 for options and settings for each promotion type.

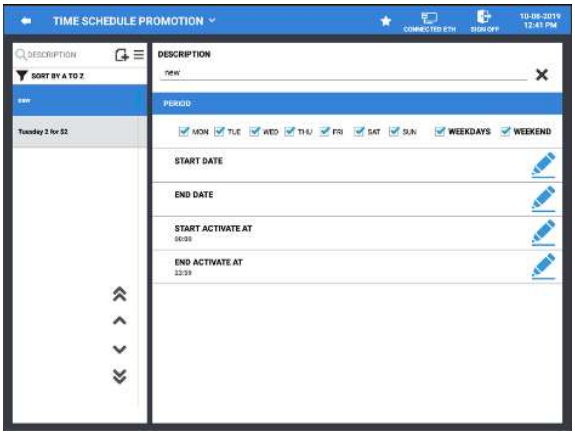
1. From the Time Schedule menu, touch **TIME SCHEDULE PROMOTION** to view/add/edit Time Schedule Promotions.
2. Press the **Add Record icon** to add a new Time Schedule Promotion to the list.



3. **Input Description –** Type a description for the new Time Schedule Promotion.
4. Press **OK** to add the schedule or press OK AND CONTINUE to add additional schedules. Pressing CANCEL will exit without adding the schedule.



5. Define the **Period** and **Activation** settings for the new Time Schedule Promotion. See **"Time Schedule Promotion Settings"** for details.
6. Press the **menu icon** ☰ to access the edit mode and the sort options.
   - **Edit Mode** – allows you to select multiple Time Schedule Promotions for deletion.
   - **Sort** – allows you to list the Time Schedule Promotions alphabetically, **A TO Z** or **Z TO A**.



NOTE: Press the category title on the title bar to access\view the other Time Schedule category selections.

Time Schedule Promotion Settings

DESCRIPTION

Type in a description (up to 30-characters) for the Scheduled Promotion.

PERIOD

Determine the specific day(s) of the week for the scheduled promotion to activate.
☑ MON, ☑ TUE, □ WED, □ THU, □ FRI, □ SAT, □ SUN
Alternatively you can choose:

- ☑ **WEEKDAYS** to select: ☑ MON, ☑ TUE, ☑ WED, ☑ THU, ☑ FRI
- ☑ **WEEKEND** to select: ☑ SAT, ☑ SUN
- **Select both ☑ Weekdays & ☑ Weekend** to apply to all the days of the week.
  ☑ MON, ☑ TUE, ☑ WED, ☑ THU, ☑ FRI, & ☑ SAT, ☑ SUN

Start Date – Select the date to begin the scheduled promotion.
End Date – Select the date to end the scheduled promotion.

- **If the Start Date & End Date are not defined, the schedule will always be active.**

Start Activate At – set the start time for the scheduled promotion to begin.
End Activate At – set the end time for the scheduled promotion to finish.

- **This is the time (HH:MM) on the selected day(s) for the promotion to be active.**

Mix & Match \ Multi-Buy \ Combo Discount

The End Date option "Use Time Schedule" is only available on the Mix & Match, Multi-Buy and Combo Discount promotion types.

End Date

The End Date option selection on the Mix & Match, Multi-Buy and Combo Discount promotions is used with the Time Schedule Promotion program. Time Schedule Promotions must be created before they can be selected & assigned to the Mix & Match, Multi-Buy and Combo Discount promotion types.

USE TIME SCHEDULE

When selected you will need to choose the appropriate Time Schedule Promotion from the list to be used with this promotion. This promotion will only be active during the date & time as defined in the selected Time Schedule Promotion settings.

- Pressing the **GOTO** button will bring you to the Time Schedule Promotion screen. You can add or edit existing Time Schedules as necessary.
- Press the **back arrow** ⇦ at the upper left of the screen to return to the promotion screen.

Auto Backup To FTP

This feature was available in v2.0.90 ~ v2.0.188. This operation was removed at v2.0.189 and later.

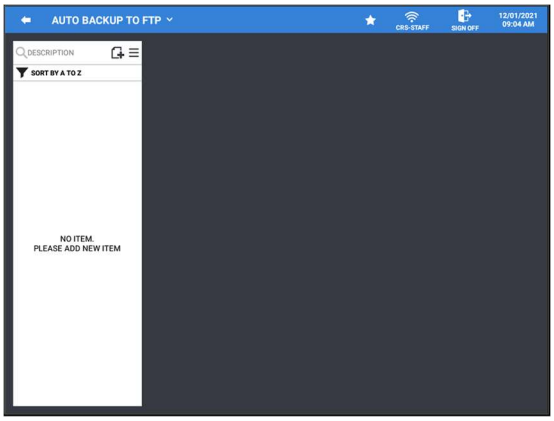
When time constraints prevent backing up Logs & Database files immediately to your own FTP site, this operation can be scheduled to initiate the backup automatically at a defined time.

The Auto Backup to FTP will follow the FTP settings in the Program Mode > System > Log Backup.

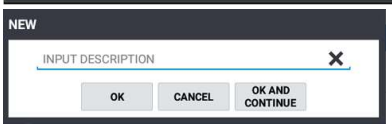
Warning: Make sure to enter a Store Name & Terminal Descriptor in the: ***Program Mode → Network & Revenue → Terminal & Network*** screen before setting up this feature.

Note: In v2.0.135 the Auto Backup To FTP was changed to allow for the setting of a single, specified date for the auto-backup to FTP to occur. If you use the Time Scheduled Auto-Backup To FTP to send Logs/Database files to the CRS FTP, only use the "Set Single Date" selection. If the schedule is set to run daily and the schedule is not turned off the FTP site will quickly fill up and no files will be able to be uploaded.

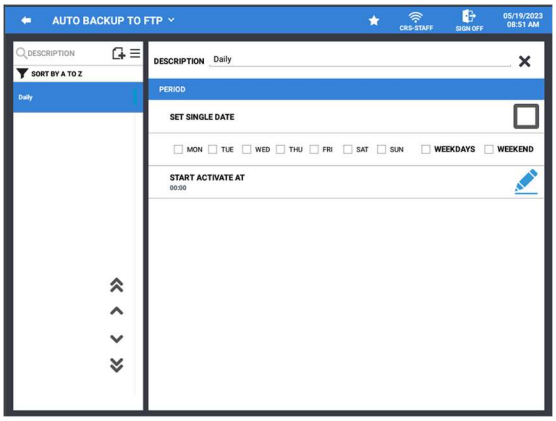
1. From the **Time Schedule** menu screen, touch **Auto Backup To FTP** to view/add/edit Auto Backup to FTP times.
2. Press the **Add Record icon** to add a new time activated auto backup to FTP to the list.



3. **Input Description –** Type a description for the new Auto Backup To FTP schedule.
4. Press **OK** to add the schedule or press OK AND CONTINUE to add additional schedules. Pressing CANCEL will exit without adding the schedule.
   - The new Auto Backup To FTP schedule is added to the list.



5. Define the **Period and Activation** settings for the new Auto Backup To FTP schedule.
   - Select **SET SINGLE DATE** or select specific **DAYS OF WEEK** for the backup.
   - Set the **START ACTIVATE AT** time.
   - Refer to the **"Auto Backup To FTP Settings"** on the next page for details.
6. Press the **menu icon** ≡ to access the edit mode and the sort options.
   - **EDIT MODE –** allows you to select multiple Auto Backup To FTP schedules for deletion.
   - **SORT –** allows you to list the Auto Backup To FTP schedules alphabetically, **A TO Z** or **Z TO A**.



NOTE: Press the category title on the title bar to access\view the other Time Schedule category selections.

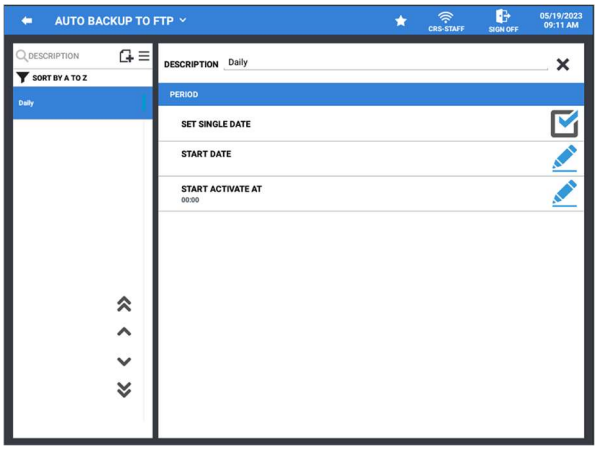
Auto Backup To FTP Settings

DESCRIPTION

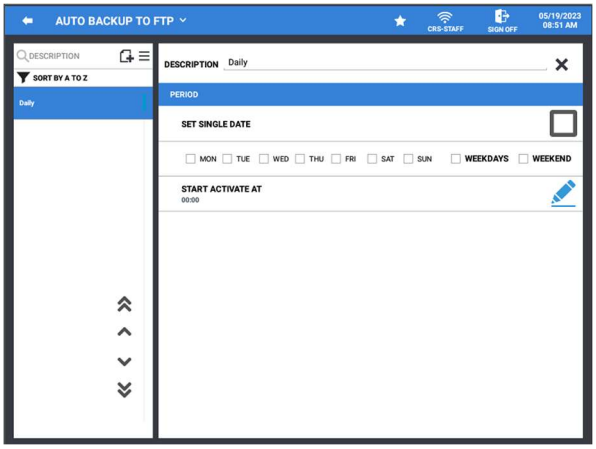
Type in a description (up to 30-characters) for the Auto Backup To FTP schedule. Use the ✕ at the end of the field to clear the current description.

PERIOD

Set Single Date – When selected, the display changes to allow for setting for a specified Date *(Start Date)* and time for the Auto Backup To FTP to occur. Use this selection if you need to backup data to the CRS FTP server.



Start Date – Use the Pencil icon to select the desired date from the calendar.
Start Activate At – Set the time of day for the Auto Backup To FTP to occur.
Set Single Date NOT Selected – Only use this selection to Auto-Backup to your own FTP server. Do not use this setting for backing up to the CRS FTP server.
Determine the specific days of the week for the scheduled Auto Backup To FTP to occur. Alternatively you can choose WEEKDAYS to select (MON, TUE, WED, THU, FRI) or select WEEKENDS to select (SAT, SUN) or check both, to select all the days of the week.



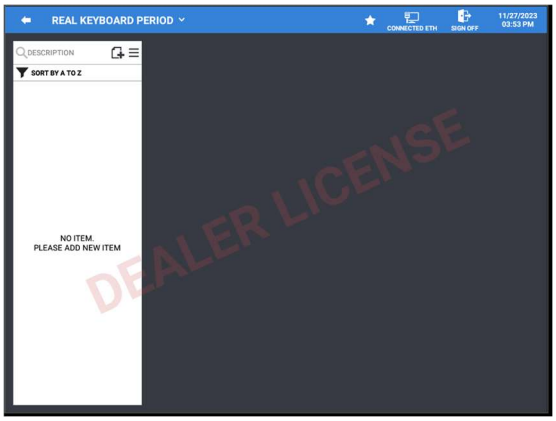
Start Activate At – Press the Pencil icon to enter the time for the Auto Backup To FTP to occur.

Real Keyboard Period

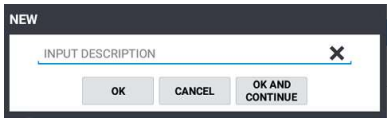
This feature is available for the SAP-630\SAP-530 terminals only. Multiple Real-Keyboards can be created with an individually defined set of keyboard functions for each key on the keyboard. For example, separate levels might be required for different lunch/dinner menus, Or, within a restaurant, different keyboards might be set up for pre-check, bar and/or cashier stations. Refer to page 335 for Screen Edit » Real Keyboard programming details.

The Time Schedule » Real Keyboard Period programming enables a specific Screen Edit » Real Keyboard selection to automatically be used at a predetermined day & time.

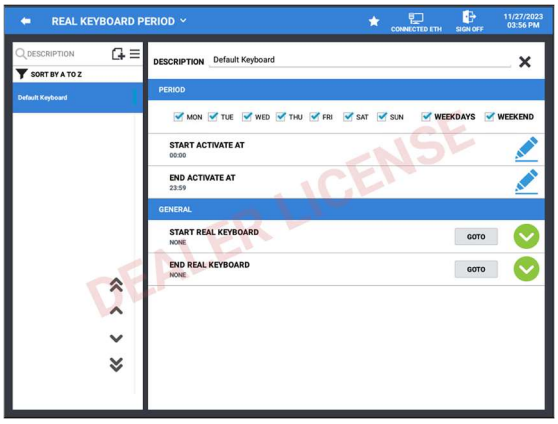
1. From the **Time Schedule** menu screen, touch **Real Keyboard Period** to view/add/edit screen levels.
2. Press the **Add Record icon** to add a new Screen Level to the list.



3. **Input Description –** Type a description for the new screen level.
4. Press **OK** to add the schedule or press OK AND CONTINUE to add additional schedules. Pressing CANCEL will exit without adding the schedule.
   - The new Real Keyboard Period Schedules are added to the list.



5. Define the **Period** & **General** settings for the price level. See **"Real Keyboard Period Settings"** on page 412 for details.
6. Press the **Menu icon** ≡ to access the edit mode and the sort options.
   - **EDIT MODE –** Allows you to select multiple Real Keyboard Period Schedules for deletion.
   - **SORT –** allows you to list the Screen Level Time Schedules alphabetically, **A TO Z** or **Z TO A**.



NOTE: Press the category title on the title bar to access\view the other Time Schedule category selections.

Real Keyboard Period Settings

DESCRIPTION

Type in a description *(up to 30-characters)* for the schedule.

PERIOD

Determine the specific days of the week for the time schedule to occur.

Alternatively you can check WEEKDAYS to select (MON, TUE, WED, THU, FRI) or select WEEKENDS to select (SAT, SUN) or both to select all the days of the week.

Start Activate At – Set the start time for the time schedule to begin.

End Activate At – Set the end time for the time schedule.

GENERAL

Start Real Keyboard - This is the Real Keyboard you want to begin at the specified Date/Time.

GOTO – Press the GOTO button to go directly to the Real Keyboard Edit screen.

End Real Keyboard - This is the Real Keyboard you want to return to after the specified time.

GOTO – Press the GOTO button to go directly to the Real Keyboard Edit screen.

Real Keyboard Period Schedule Past Midnight

If a Real Keyboard Period time schedule is to extend past midnight, you will need to program two time schedules for that scheduled Real Keyboard Period.

For Example, if a specific Real Keyboard Period is to be used from 1800 to 0200, then go back to the Default Keyboard, create two schedules to accommodate:

PERIOD = MONDAY

Start Activate At – 18:00

End Activate At – 23:59

Start MLU # – Special Event Keyboard

End MLU # – Special Event Keyboard

PERIOD = TUESDAY

Start Activate At – 00:00

End Activate At – 02:00

Start MLU # – Special Event Keyboard

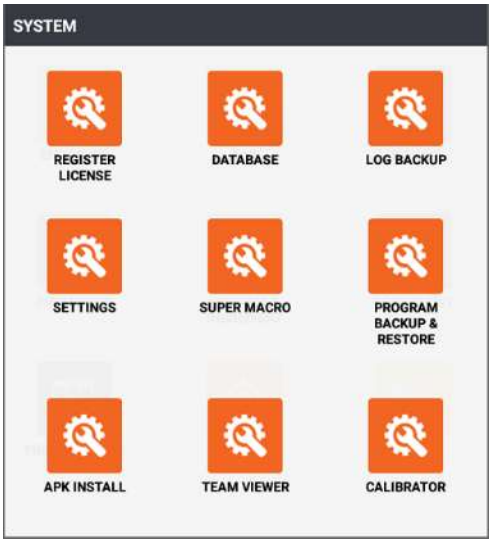
End MLU # – Default Keyboard

System



The System menu provides access to the SAM4POS CASH REGISTER APPLICATION License information, as well as program backup and restore operations. We can also access the Android terminals settings, access the Super Macro files, load upgrades via APK install, Team Viewer remote access operations and perform touch calibration.

1. Choose **SYSTEM** from the main **PROGRAM MODE** menu selection screen.



Sapphire, HM626 & SAP-6600(II)



SAP-630

2. The **SYSTEM** category menu selection screen displays.
3. Choose the program area you wish to access from the **SYSTEM** menu selections.

Note: The SAP-630 has the additional selection IO Board Update, all other terminals do not have this selection.

System Categories

SAPPHIRE / HM626 / HM616 / SAP-6600(II)

- Register License, Database, Log Backup
- Settings, Super Macro, Program Backup & Restore
- APK Install, Team Viewer, Calibrator

SAP-630

- Register License, Database, Log Backup
- Settings, Super Macro, Program Backup & Restore
- APK Install, Team Viewer, Calibrator
- ***IO Board Update*** *(SAP-630 only)*

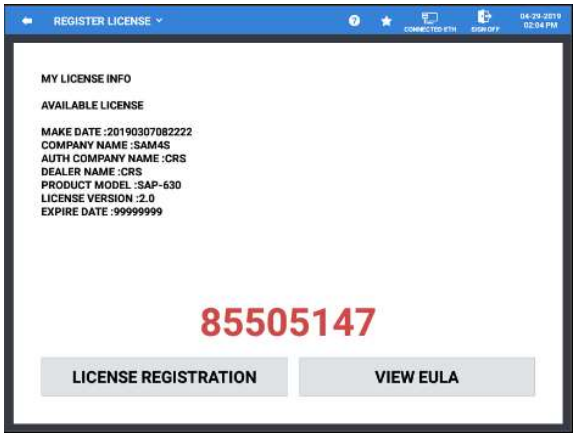
Register License

This category is where you will load the license for your Sam4POS station. The current license information and license code for the station can be viewed here. All terminals require a valid license to operate properly or to restore a database file. Each individual station is issued a license unique to that station. Be aware that when the current license expires there is a limitation of twenty-five transactions per day without a current license.

Dealers can request licenses for each station using the license request forms on the CRS website. Plan ahead when requesting licenses, it takes some time to complete the license generation process.

Important! Dealers need to maintain a list of their customers and which terminals & license ID's each site has.

Site Licenses for the SAM4POS ECR can be pushed to the terminal remotely if the station is online. If the station is not online the dealer will need to manually load and register the license from a USB memory drive. The large red number is the License Code for the terminal. This number is needed to generate a new license for the terminal. If desired, the License can be saved to the Internal Storage on the station.



License Registration

To manually register the license for the SAM4POS ECR perform the following procedure.

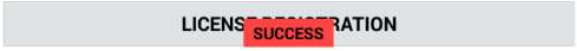
Note: Press the on the title bar to open the Information dialog. Be sure to set the terminal to the proper date and time prior to license registration.

USB Method:

1. **Unzip** and **Save** the **license.crt file** you received to the root of a **USB** flash drive.
2. Insert the **USB** flash drive into SAM4POS ECR.
3. Sign on to the Sam4POS station, *(the default sign on is: [1] [ENTER])*.
4. Select the **Program Mode**, then press **SYSTEM** from the main program mode menu screen.
    a. Select, **Register License** from the System menu selections.
    b. Press the **License Registration** button. All licenses saved on the USB are displayed.



5. Choose the correct **License.crt file** for your terminal license ID. The license file will load automatically when selected. When the license registration is complete, the Success message will display briefly.



6. You must **Accept the EULA** *(**E**nd **U**ser **L**icense **A**greement)* and enter the manager password at the prompt. *(The default Password is 9999.)*
   Note: You need to perform this operation ***at each station*** even when the license is PUSHED to the terminal!

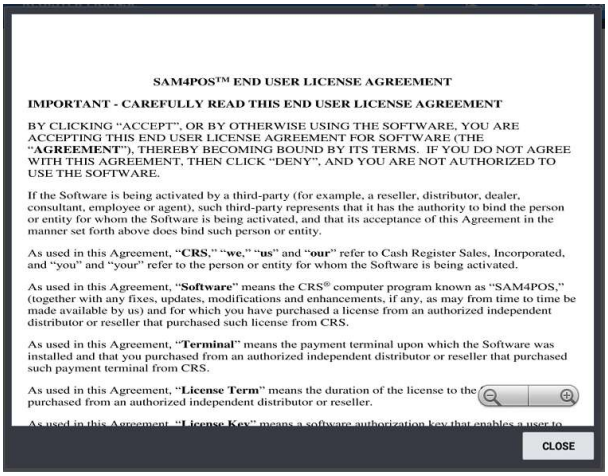


7. After registering the license at each station and after accepting the EULA at each the station, **Reboot** each terminal to complete the registration process.

View EULA

You can go back and review the End User License Agreement anytime.

1. Go to the **Program Mode** and Press **SYSTEM** from the main program mode menu screen. Select, **Register License** from the System menu selections.
2. Press the **View EULA** button on the Register License screen to display & review the SAM4POS™ **E**nd **U**ser **L**icense **A**greement.



3. Press **CLOSE** to return to the Register License screen.
4. Press the ***back arrow ⇦ icon*** at the upper left corner of the display to return to the main Program Mode screen.

Note: When the license is loaded you must **Accept EULA** *(enter the manager password at the prompt)* then **Reboot** the terminal *(each station that had the license registered)*.

Database

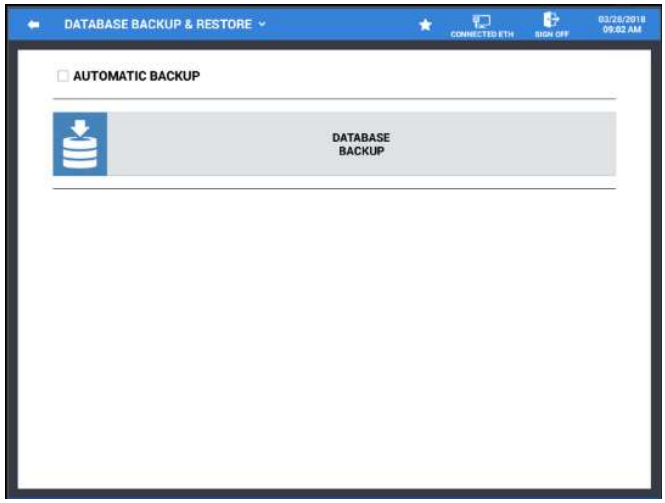
The database menu provides access to the database backup operations for the current program files. The database can be backed up manually or you can set the backup to execute at a specified date and time.

NOTE: The Options > Options> Report Options: Email Address For Export & Gmail Account & Password settings do not save when the performing a Database Backup. This is by design so that if you Database Restore the same program at a different merchants site, the original merchants Gmail credentials are not accessible to the new merchant site.

Database Backup

The Database Backup saves all the current programming configuration data and the sales data.

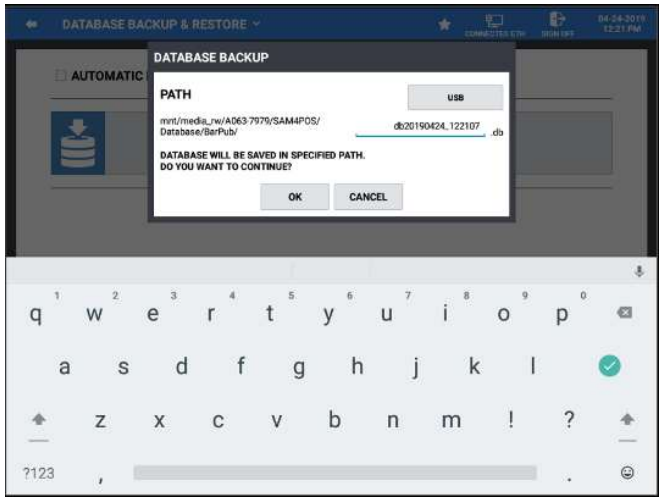
1. Touch **DATABASE** on the **SYSTEM** menu selection screen. The Database Backup screen displays.
2. Press the **DATABASE BACKUP** to open the database backup dialog.



3. On the **DATABASE BACKUP** dialog, Select the device **PATH** you wish to back up to.
   - PATH selections are **USB** or **Internal Storage**.

Note: If you have more than one terminal at an installation, to keep each register file separate, you can type in a description in the PATH, *i.e.* POS-1, POS-2, POS-3, etc.

4. Press **OK** to initiate the backup of the current database.



5. When the backup is completed, the confirmation, **'Database Backup Success'** displays, Press **OK**.



6. When the database has backed up successfully, two file folders are created on your memory device:
5. **LOST.DIR –** (D:\LOST.DIR)
6. **SAM4POS –** (D:\SAM4POS\Database\StoreName)
    * **DatabaseInfo.txt –** contains terminal model / version information for the saved DB.
        - db20230508_094241.db : DEVICE TYPE SAP-630 / VERSION VBW2.0.134.b / TERMINAL INFO POS-MAIN
    * Date_Time stamped format: dbYYYYMMDD_HHMMSS.db
        - Date_Time.db (i.e. db20190508_114632**.db**)
    * Date_Time stamped format: dbYYYYMMDD_HHMMSS.txt
        - Date_Time.txt (i.e. db20190508_114632**.txt**)

DatabaseInfo.txt File Example:



7. As a Best Practice, when you save the Database files from the store, keep them in separate directories for each terminal in the system.

Note: In the **HM626**, Database Backup selects and stores folders differently from EJ.

EJ is automatically stored on the USB whenever it is sold, different from the Database Backup.

The save folder changes every day because EJ needs to be distinguished.

For example: usb name = david, current year = 2025, current month = 7, current day = 12

mnt/media_rw/david/SAM4POS/EJ/2025/JULY/12/(EJ File)

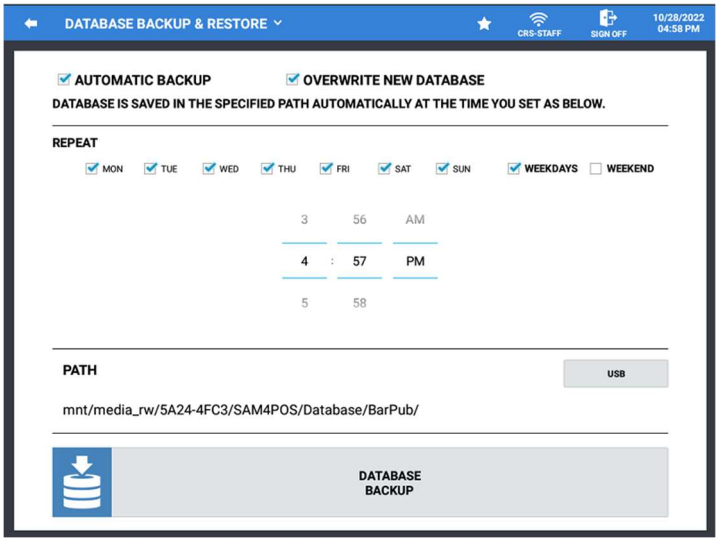
Therefore, you need permission to access mnt/media_rw.

Automatic Backup

We can program the SAM4POS to perform a backup automatically on a specified date and time to USB or to Internal Storage. This backup will occur at the specified time and date as long as the automatic backup is checked.

Caution! Backing up to internal storage can potentially cause Sam4POS operation to slow down. If you choose to use the Automatic Backup, be sure to select the option: **Overwrite New Database**.

1. Check the **AUTOMATIC BACKUP** option at the top of the Database Backup & Restore screen to display the automatic backup settings.



OVERWRITE NEW DATABASE

Check this option to overwrite any previously scheduled automatic DB backup files with the new DB backup file. Be sure to select this when saving to INTERNA STORAGE for the PATH selection.

REPEAT

Select the individual Days you wish the automatic backup to occur or select the Weekdays and/or Weekend selection as desired. Then set the time you want the automatic backup to occur.

PATH

Select where to save the backup to: USB or INTERNAL STORAGE.

2. You can press the **DATABASE BACKUP** to open the database backup dialog and run a backup manually if desired.
3. Press the **Back Arrow** ⇦ icon to exit out of the System \ Database menu screen. The backup will be initiated at the specified day & time.
4. After the Automatic backup runs, the Database Backup Success confirmation message displays briefly:



Log Backup

The log backup provides a means to save log data and database files to a USB drive or Internal Storage. We can also send the log data to an FTP site if desired. Backing up to an FTP site requires access to an active internet connection.

The Sam4POS ECR automatically generates a log file that saves operational data for the last 10 days. In IRC systems, each station maintains its own log files. When reporting an operation issue or if you experience a generic FAILURE error message, we may ask to receive the Log's with the Database files from ***all stations*** in the system.

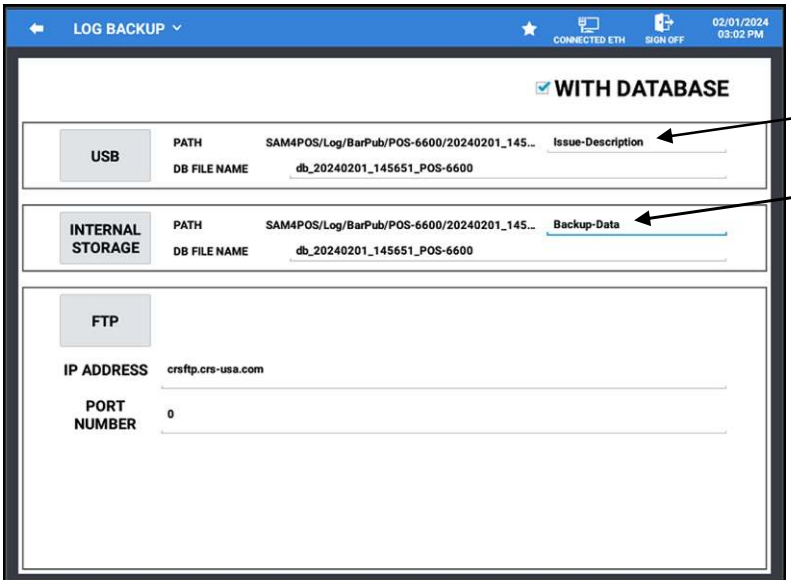
The Log Backup with Database file data is required for engineering to review when reporting issues.

Note: On terminals that have an SD port, the SD port is viewed as a USB port.

Important! Before performing the Log Backup, be sure to verify\enter the appropriate Store Name & Terminal Descriptor in the Program Mode → Network & Revenue → Terminal & Network.

The stations should not be registering sales during the Log Backup Operation.

1. From the **PROGRAM MODE**, go to **SYSTEM** and select **LOG BACKUP**. The Log Backup dialog screen displays:



You can type in your desired directory name in the PATH of the device you want to back up to or use the default.

2. Check the **WITH DATABASE** selection to include the database with the Log Backup.
3. Choose where you want to save the Log Backup File: **USB**, **Internal Storage** or **FTP**.

   USB \ INTERNAL STORAGE

   The Log Backup files are saved as a date & time stamped file on the USB. Each station must be backed up.

   For example: \SAM4POS\Log\POS-1\20240201_115455

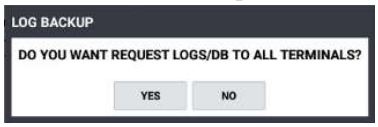
   - On the **PATH** line for the USB & Internal Storage selections, you can type-in a directory name for the data to back up to as desired.
   - In the **DB FILE NAME** line for the USB & Internal Storage selections, you can use the default file designation or type in a custom file name if desired.

   FTP

   Note: PATH and DB FILE NAME are not used when backing up to FTP.

   - The FTP **IP ADDRESS** and **PORT NUMBER** are preconfigured to send to the CRS FTP site.
     - **IP ADDRESS:** ***crsftp.crs-usa.com***
     - **PORT NUMBER:** ***0 (zero)***
   - If there is more than one station in the system you will see the prompt: **Do You Want To Request Logs/DB To All Terminals?** Select **YES**.

4. Press the appropriate button for: **USB**, Internal Storage, or FTP to initiate the backup.
   Note: When selecting to backup to FTP in an IRC system, perform the FTP Log Backup from the POS-Main terminal. You will have the option to select all terminals:



5. Press **YES** to confirm you want Logs & Database files from ALL terminals.
   Pressing NO will back up just the Main terminal's Logs & Database files.
6. The Backup to the FTP begins and the progress dialog displays:



7. When the backup is complete, the confirmation messages will display briefly:



Press OK, then



Press OK

8. Each terminal's Log and Database files will be backed up to a directory on the USB, Internal Storage, or FTP. This entire directory is required for sending to engineering. For example:
   - **USB** Backup: ***E:\SAM4POS\Log\StoreName\Terminal-Description\20230902_105804***
   - **Internal Storage** Backup: ***/storage/emulated/0/SAM4POS/Log/Terminal-Desc/20231103_111850/***
   - **FTP** Backup: ***\\10.0.168.8\ftproot\SAM4POS\CRS\StoreName\Log\Terminal-Description***.
9. Press the back-arrow ⇦ icon at the top left of the title bar to exit the log backup.

Settings

The settings for the Android terminal can be accessed without having to completely exit out of the Sam4POS Application. From the Android Settings area, we can set the Date & Time, Cash Drawer port voltage setting and turn on COM port voltage. The available settings differ between the different model terminals, the Sapphire A60/A70, the SAP-6600(II)/630 and the HM626 & HM616 tablets.

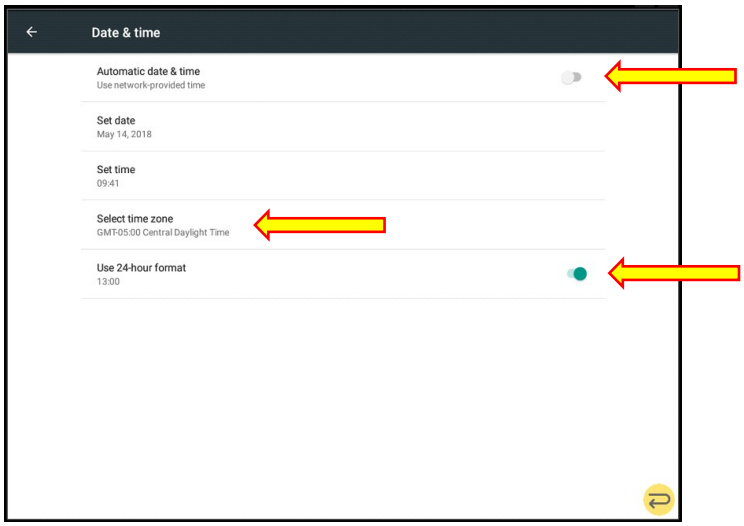
Caution! When accessing the settings menu on the terminal it is possible to lose the entire Sam4POS Cash Register Application, use caution when editing the Android settings.

Date & Time Setting

1. From the from the main **PROGRAM MODE** select the **SYSTEM** menu the touch **SETTINGS**. The **MANAGER REQUIRED / MANAGER PASSWORD** entry dialog displays *(depending on the current employee authority settings)*:



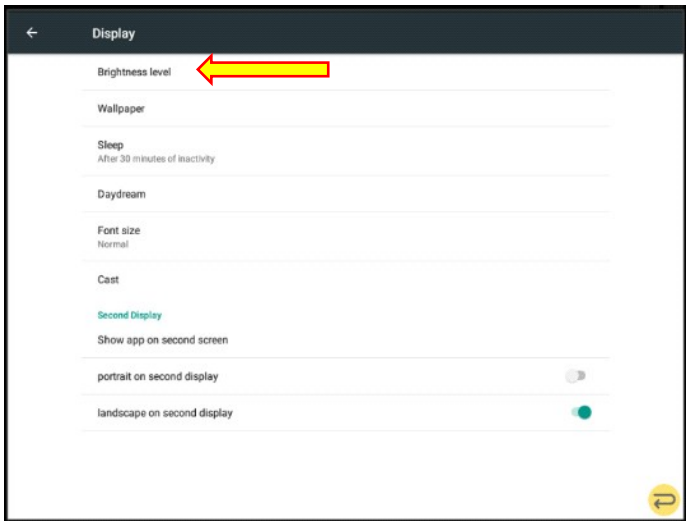
2. Enter your manager password and press **ENTER**. *(The default manager password is 9999.)* The Settings menu screen for your Android device displays.
3. Scroll down the **Settings** category list to the **SYSTEM** category.



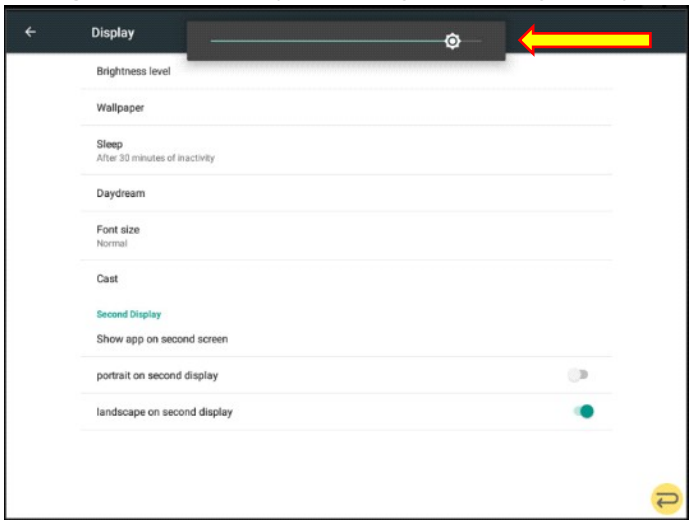
4. Select **Date & Time** from the available selections and set as desired:
   a. **Automatic date & time** or manually enter the date & time. Then choose . . .
   b. **Select Time Zone** and Scroll to the desired time zone, *(tap to select the zone).*
   c. **Use 24-hour Format –** Choose 24-hour format *(as shown)* or 12-hour AM/PM format.
5. To return to the Sam4POS Cash Register Application, press the icon.

Contrast Brightness Setting

1. In the Sam4POS application, go to ***Program Mode > System > Settings***. Enter the **MANAGER PASSWORD** at the prompt if required.
2. On the **Settings** menu, scroll down the category list on the left-side menu to the **DEVICE** category then select **DISPLAY**.



3. Select **Brightness Level,** Adjust the brightness using the adjustment scroll bar:

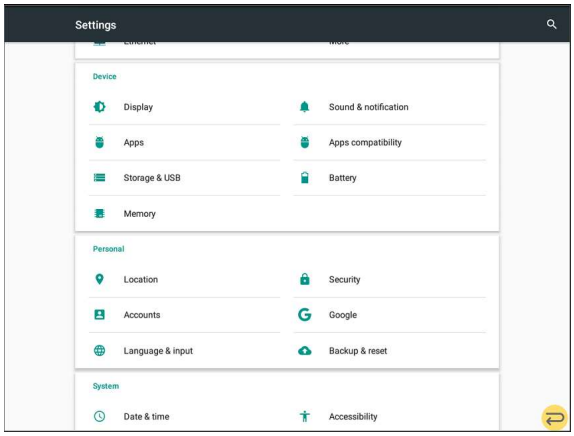


4. Tap anywhere on the display to exit the brightness level adjustment.
5. To return to the SAM4POS CASH REGISTER APPLICATION press the icon.

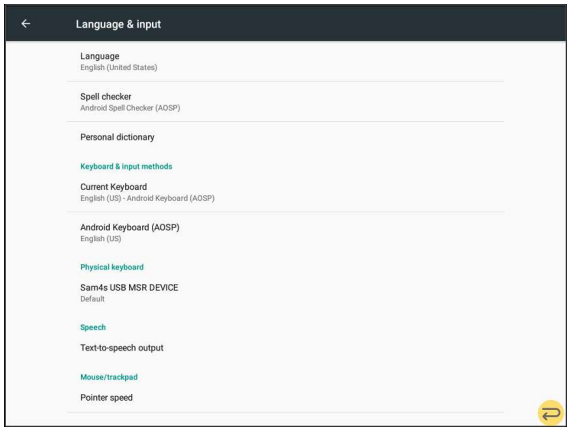
Language Selection

Language support for the Sam4POS Cash Register Application include English \ French \ Spanish. The Android language setting can be changed to accommodate this.

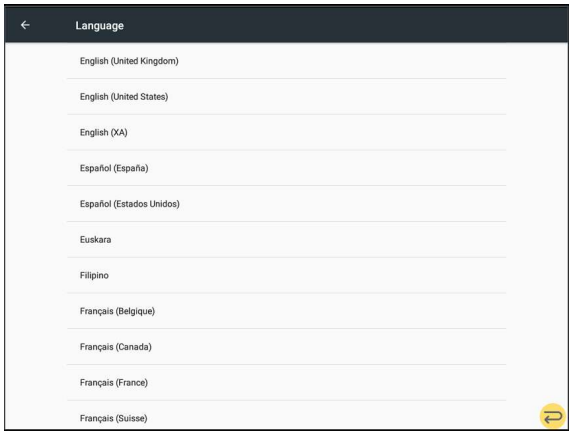
1. From the **Program Mode**, go to **System** and select **Settings**.
2. On the Setting menu selection page go to **Personal** and select **Language & Input**.



3. Select **Language** from the available options:



4. Choose the appropriate **Language** from the selection menu built in the software today is support for: English (Unites States) \ French \ Spanish \ etc.
5. Use the **return icon** to return to the Sam4POS Cash Register Application.



Font Size / Display Size Sapphire A60/A70

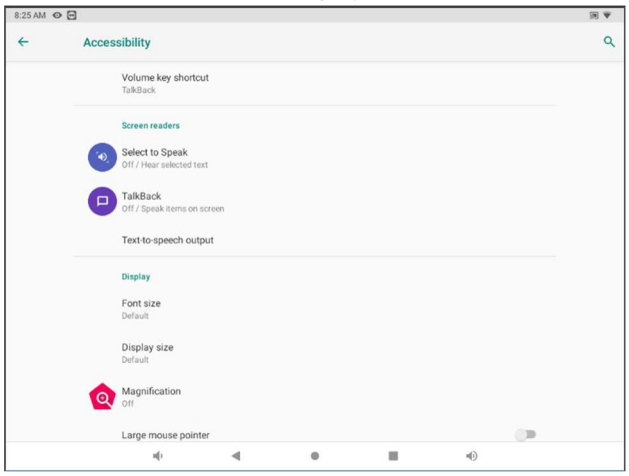
Typically, the default settings for the font size and display size are adequate for most installations. If desired, these settings can be edited. Changing these setting will adjust All Fonts on All Screens.

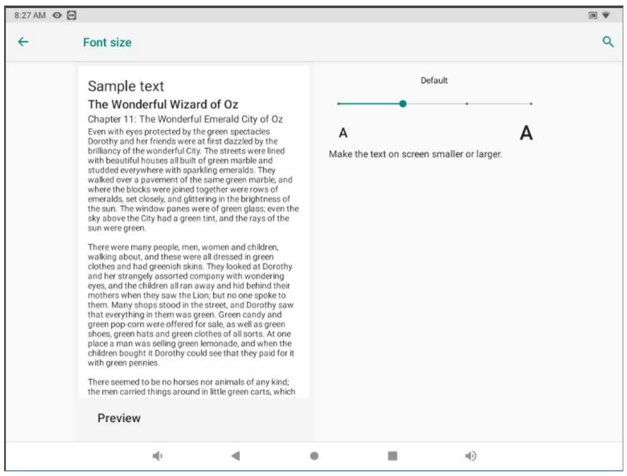
1. In the Sam4POS application, go to ***Program Mode > System > Settings***. Enter the **MANAGER PASSWORD** at the prompt if required.
2. Font Size and Display Size settings can be adjusted from the Android Settings **Display** category > **Advanced** settings or from the **Accessibility** category > **Display** settings.



Font Size

3. From the chosen category selection, select **Font size.**

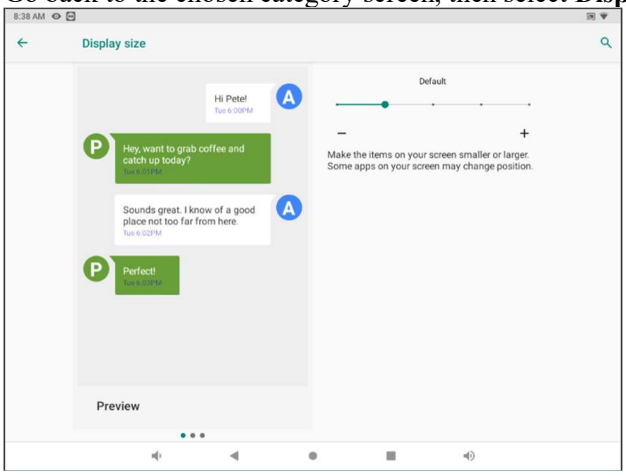




4. Typically, you would leave the **Font size** at the **Default** setting. If desired, you can use the Slider control to adjust the Font Size as necessary. Additional settings are: Small, Large, or Largest.

Display Size

5. Go back to the chosen category screen, then select **Display size**, use the slider to select the **Default** setting.

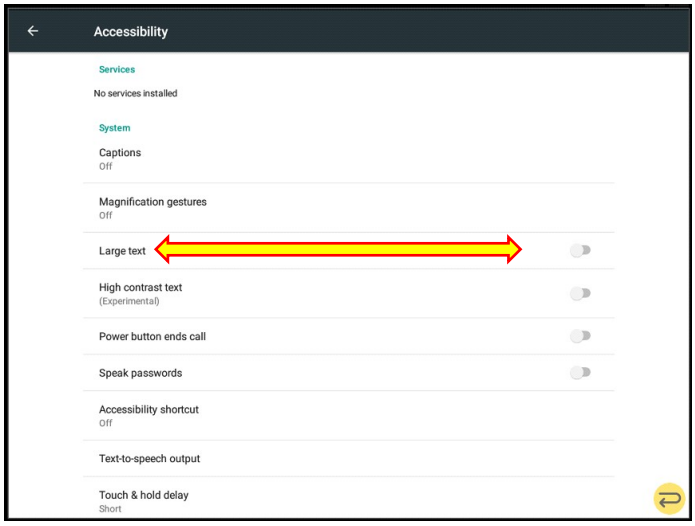


6. Typically, you would leave the **Display size** at the **Default** setting. If desired, you can use the Slider control to adjust the Display Size as necessary. Additional selections are: Small, Large, Larger, or Largest.

Large Font – SAP-6600(II)/630 & HM616 Terminals

If desired, the default FONT on the Register Mode screens can be set larger. Changing these setting will adjust All Fonts on All Screens.

1. In the Sam4POS application, go to ***Program Mode > System > Settings***. Enter the **MANAGER PASSWORD** at the prompt if required.
2. On the Settings menu, scroll down the category list on the left-side menu to the **SYSTEM** category.
3. Select **Accessibility** from the available selections. Select **Large text** for a larger font in the register mode.



- **Normal Font** = Large Text not selected: 

- **Large Font** = Large Text selected: 

4. To return to the Sam4POS Application press the icon.

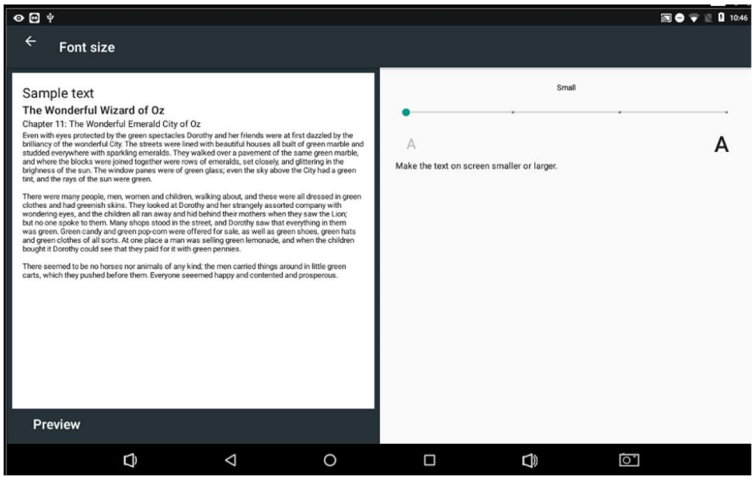
Font Size / Display Size HM626

For proper display of the Sam4POS application it is recommended that the Font Size and the Display Size be set to Small. Changing these setting will adjust All Fonts on All Screens.

1. In the Sam4POS application, go to ***Program Mode > System > Settings***. Enter the **MANAGER PASSWORD** at the prompt if required.
2. From the Android Settings menu, scroll down the category list on the left-side menu to the **SYSTEM** category.

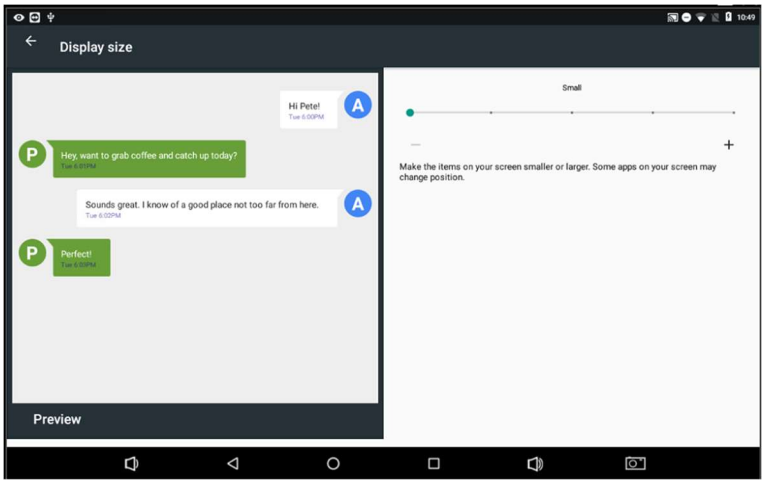
Font Size

3. Select **Accessibility** from the available selections. Select **Font size**, use the slider to select the **smallest** setting.



Display Size

4. Go back to the Accessibility screen, then select **Display size**, use the slider to select the **smallest** setting.



5. Press the Previous Screen icon to return to the Settings screen. Press the Previous Screen icon again to return to the Sam4POS Application.

Sleep Mode

If the Developer Options are disabled in the Settings, Sam4POS will enter into a sleep mode.

If the Developer Options are turned on in the Settings, the Sam4POS may enter into sleep mode if the 'Satay Awake' setting is turned off.

To wake the terminal from sleep mode, push the power button one time, then push the power button again after about 3~4 seconds.

To keep the terminal from entering into 'Sleep Mode', be sure these two settings are turned on.

Sapphire A60/A70 Terminals

The Sleep Mode setting on the Sapphire A60/A70 terminals is in the Android settings.

1. In the Sam4POS application, go to ***Program Mode > System > Settings***. Enter the **MANAGER PASSWORD** at the prompt if required.
2. On the Settings menu, scroll down the category list to ***Display > Sleep***. Select **NEVER**.
    - Available settings are: **Never**, 15 or 30 seconds, and 1, 2, 5, 10, or 30 minutes. Select **NEVER**.

SAP-6600(II) & SAP-630 Terminals

The Sleep Mode setting on the SAP-6600(II) & SAP-630 terminals is in the Android settings.

1. In the Sam4POS application, go to ***Program Mode > System > Settings***. Enter the **MANAGER PASSWORD** at the prompt if required.
2. On the Settings menu, scroll down the category list on the left-side menu to the **SYSTEM** category.
3. Select **Developer Options** from the selections.
    a. If developer options are Off, press to turn **On**. Confirm you want to turn it on at the prompt.
    b. If the **Stay Awake** selection in the Developer options is Off, press to turn **On**.

Note: An option was added in current OS versions to never dim the display in the OS\Display settings.

HM626 & HM616

The Sleep setting on the HiStone HM626 & Hisense HM616 tablet is in the Android Settings \Device \Display options menu.

1. In the Sam4POS application, go to ***Program Mode > System > Settings***. Enter the **MANAGER PASSWORD** at the prompt if required.
2. On the Settings menu, scroll down the category list on the left-side menu to the **Device\Display Settings** from the selections.
3. Select **SLEEP** from the display settings and set to **NEVER**.

SAP-4800 II & SAP-530 Terminals

The Sleep setting on the SAP-4800II terminals is in the Android Settings, Device\Display options menu.

1. In the Sam4POS application, go to ***Program Mode > System > Settings***. Enter the **MANAGER PASSWORD** at the prompt if required.
2. On the Settings menu, scroll down the category list on the left-side menu to the **Device\Display Settings** from the selections.
3. Select **SLEEP** from the display settings and set to **NEVER**.

COM Port Voltage Setting

Sapphire A60/A70

COM Port Voltage settings on the Sapphire A60/A70 terminals is enabled in the Android settings.

1. In the Sam4POS application, go to ***Program Mode > System > Settings***.
    - Enter the **MANAGER PASSWORD** at the prompt if required.
2. On the Settings menu, scroll down the category list to: ***> Device Status > COM Settings***.
    - Available settings for **COM 1 ~ COM 4** are: **NONE**, **5V** or **12V**.

SAP-6600(II)/SAP-630

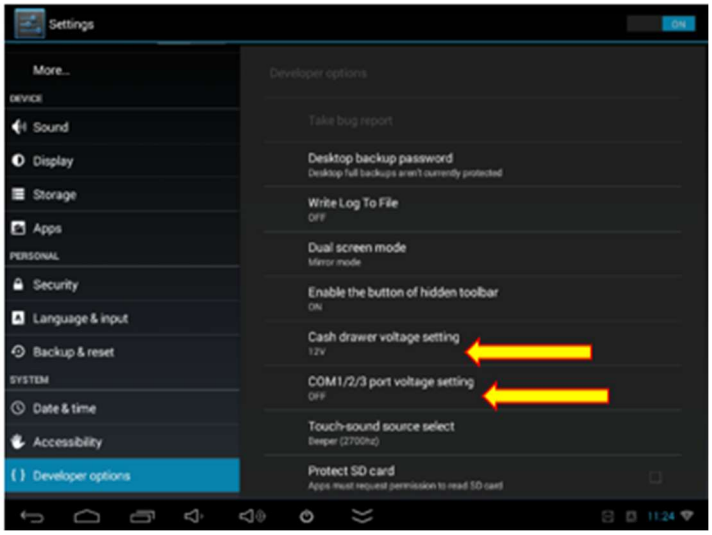
Enabling the COM Ports and voltage settings on the SAP-6600(II)/SAP-630 is done in the BIOS settings. Use an external Keyboard to access the BIOS settings, edit and save changes.
Alternatively, if no keyboard is available, you can reboot the terminal and double-tap the SETUP in the upper right corner of the display when it appears to access the BIOS settings. You can also double-tap settings to access, edit and save your changes.
Video showing Enable Com Port/Setting Com Port Voltage: https://youtu.be/NlWbZ4zZ8MU

1. **Power Off** the SAM4POS ECR and connect a USB keyboard to the terminal.
2. **Power On** the SAM4POS ECR, press **Delete** when the terminal begins loading to access BIOS settings.
3. Using the arrow keys on the keyboard, arrow over to the **Advanced** tab and select **F81960 Super IO Configuration**, press **ENTER**.
4. Arrow down to the desired **COM1/2/3 Power Select** and press **ENTER**.
    - Select the appropriate voltage setting **(5V** or **12V)** for the connected device, press **ENTER**.
5. Press **F10** to **Save & Exit** the BIOS settings.
6. The SAM4POS CASH REGISTER APPLICATION will launch to the main sign on screen.

Cash Drawer / COM Port Voltage Setting SAP-4800 II/SAP-530

COM Port voltage on the SAP-4800II/530 terminals is enabled in the Android settings.

1. In the Sam4POS application, go to ***Program Mode > System > Settings***. Enter the **MANAGER PASSWORD** at the prompt.
2. On the Settings menu, scroll down the category list on the left-side menu to the **SYSTEM** category.
3. Select **Developer Options** from the available selections. The developer options must be **ON** to allow editing.
4. Select the Cash Drawer Voltage Setting or select COM1/2/3 Port Voltage Setting.
5. Choose the value for each setting as desired.
6. Press the ⮌ icon to return to the Sam4POS application.

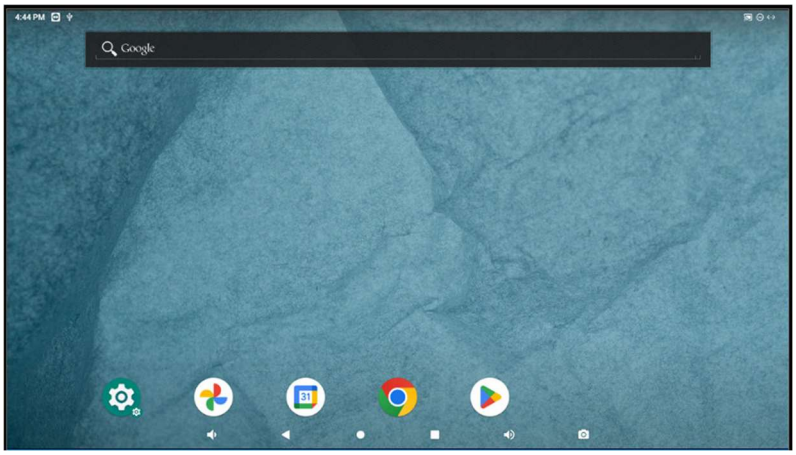


Activate Virtual Keyboard

When programming descriptor or attempting to enter a name or number for a Guest Check, if the alpha keyboard does not display, you can perform the operation here to bring back the keyboard.

Sapphire A60/A70 Virtual Keyboard

1. You can exit the Sam4POS application then open the Settings.



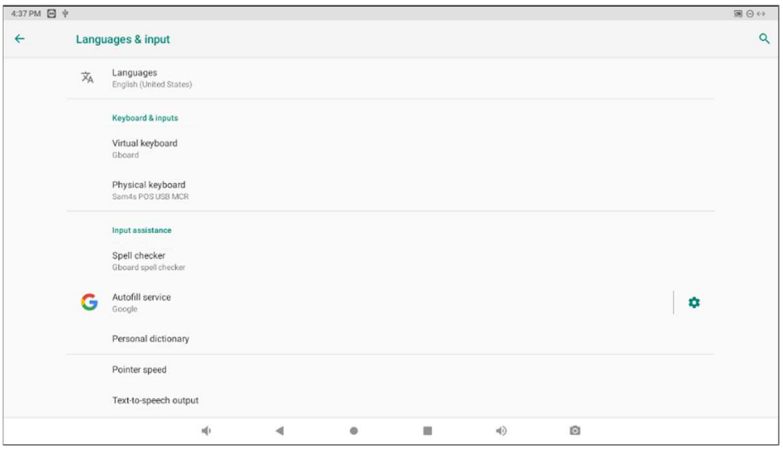
2. Alternatively, if Sam4POS is already running, you can go to ***Program Mode > System > Settings***
3. In the **Search Settings**, at the top of the screen, type in **Keyboard**.



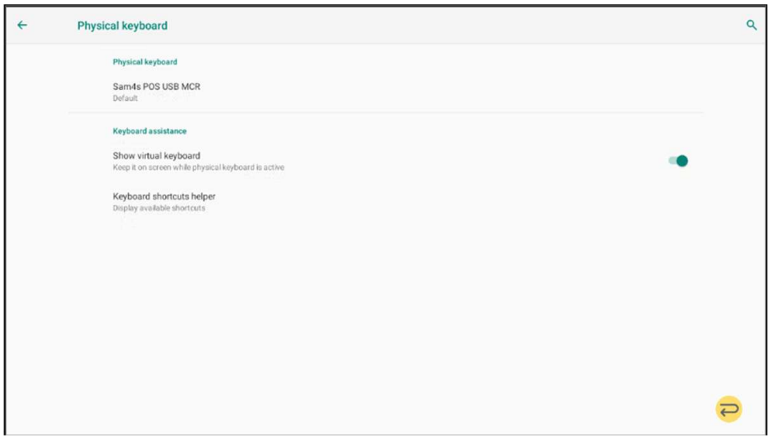
4. Select the **"Keyboard & Inputs"** selection.



5. The **Virtual Keyboard** settings are under the ***"Keyboard & Input"*** category.
6. Choose **"Physical Keyboard"**. Under the **Keyboard Assistance** category.



7. Verify the **"Show Virtual Keyboard"** is ON.

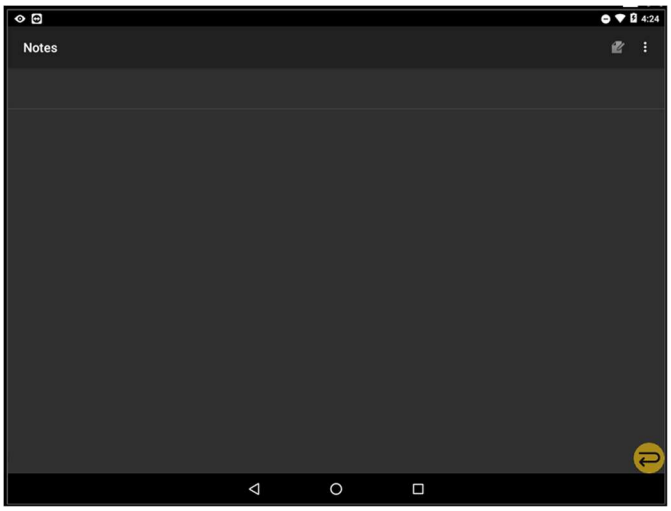


SAP-6600(II)/SAP-630 & HM616 Virtual Keyboard

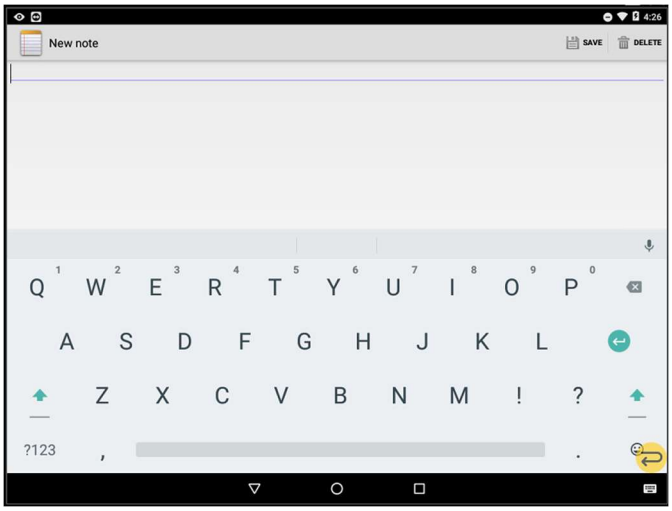
1. In the Sam4POS application, go to ***Program Mode > System > Settings***.
    - Enter the **MANAGER PASSWORD** at the prompt if required.
2. On the Settings menu, scroll down to: ***>Personal > Language & Input > Keyboard & Input Methods***
    - Make sure **English (US) – Android Keyboard (AOSP)** is selected.

Alternatively, you can open the notepad app to turn on the keyboard.

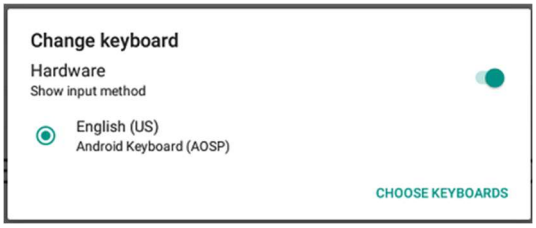
1. Exit out of the Sam4POS application. Go to the main **Android APPs** screen.
2. Select the **Notes widget** .



3. On the Note widget, Press the **New Note icon** at the upper right of screen, the **New Note** screen displays.
4. On the New Note screen, you will see the keyboard icon at the lower right of the screen, tap on the keyboard icon.



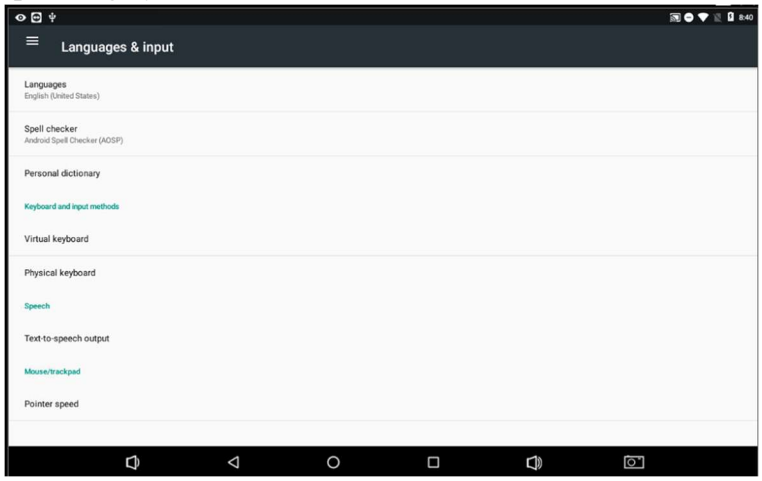
5. The Change Keyboard dialog appears.
    a. Turn on the selection: **Hardware Show input method**.
    b. Make sure **English (US) – Android Keyboard (AOSP)** is selected.



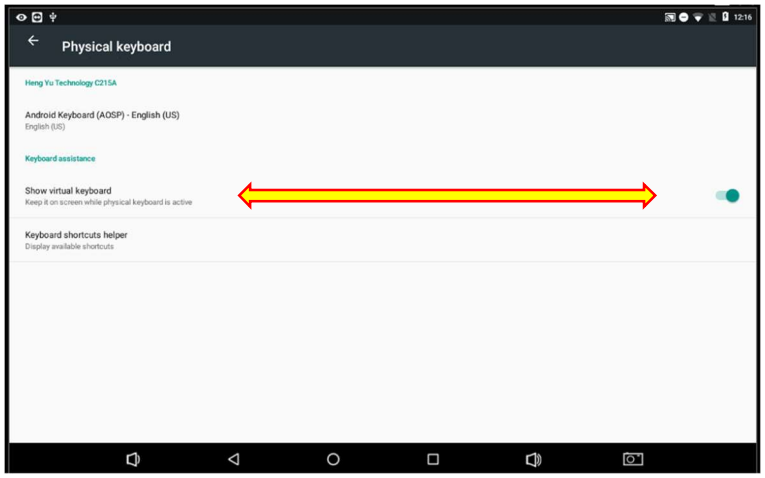
HM626 Virtual Keyboard

If you want the virtual keyboard to display automatically when using the Price Check & PLU Info keys in the register mode, you will need to enable the Virtual Keyboard in the Android settings.

1. Touch the **SYSTEM** icon on the main **PROGRAM MODE** screen to display all the program categories. The System menu displays.
2. From the **SYSTEM** menu touch **SETTINGS**. Enter the **MANAGER PASSWORD** at the prompt.
3. On the Settings menu, scroll down to the **Personal** category list on the left-side menu and select the Language **& Input** category.



4. On the Language & Input screen select **Physical Keyboard**.
5. On the **Keyboard assistance** category, enable the selection **Show virtual keyboard**.



6. Press the Previous Screen icon to return to the Language & Input screen, press the previous screen icon again to return to the Settings screen.
7. Continue editing the Android settings as necessary or press the previous screen icon again to return to the Sam4POS App.

Super Macro

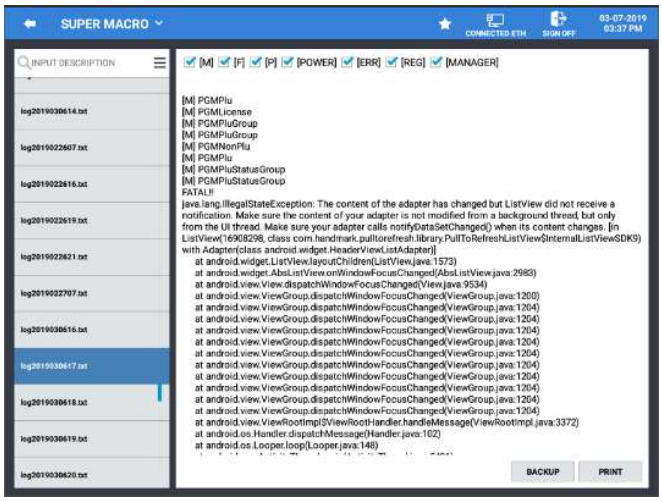
The super macro is a troubleshooting resource; it records the keystrokes performed on the terminal. Super Macro data is stored in the internal memory as the SAM4POS\VerboseLog. The super macro data is organized by date in a text file format (i.e. log20170123.txt). We can back up the super macro data to either an SD card or to a USB drive. We can also print the super macro data to the local printer on the SAM4POS station.

Note: On terminals that have an SD port, the SD port is viewed as a USB port.

Super Macro data is available on the terminal for 10 days.

1. Touch **SUPER MACRO** on the **SYSTEM** selection menu screen.
2. Select the super macro log date text file you wish to view.
3. Choose the selection you want to view on the Super Macro On the report, each keystroke is preceded with a code:

[M]	indicates the keystroke is an MLU key
[F]	indicates the keystroke is a function key
[K]	indicates the keystroke is a function key list
[P]	indicates the keystroke is a PLU entry
[M]	indicates the keystroke is a mode selection
[POWER]	indicates terminal lost power/ rebooted
[ERR]	Select to display errors that may
[REG]	indicates the register sales mode is selected
[MANAGER]	Select to display manager operations



4. Press the appropriate operation button to:
   - **Backup –** Back up the currently selected super macro data to a USB Drive. When backed up, the super macro data is saved to VerboseLog directory on the USB drive. ***i.e.*** D:\SAM4POS\VerboseLog
   - **Print –** Print the selected super macro log file to the receipt printer for the current station.
5. The **menu icon** ☰ can be used to access the **Edit Mode** (to select individual files to delete) or select **EJ Report Send Range To Email**.

Program Backup & Restore

Program Backup & Restore provides a means to back up the program files in a CSV format and backup the current image file in the SAM4POS. In version v1.0.86 and later, the ability to scan new program files on FTP was added.

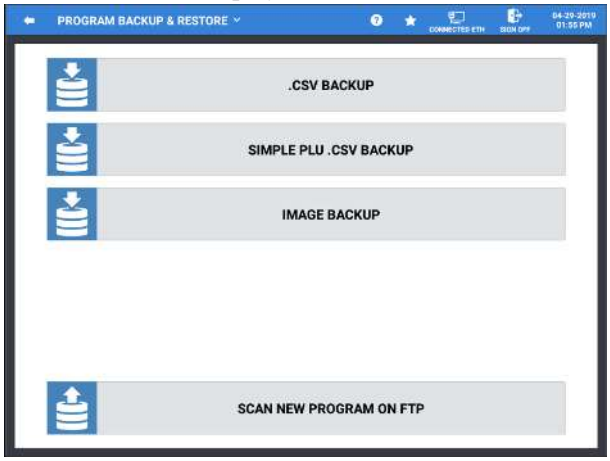
Note: Restore operations are only available for the System Admin.

.CSV Backup / Simple PLU.CSV Backup / Image Backup

The .CSV BACKUP backs up just the configuration programs, without any sales data, into files that can be opened and edited in Excel. SIMPLE_PLU.CSV BACKUP backs up just the specific PLU data necessary into a file that can be opened and edited in Excel.

The IMAGE BACKUP backs up any images that are being used on keys, screens, receipts or screensavers.

1. Touch **PROGRAM BACKUP & RESTORE** from the **SYSTEM** menu selection screen. The Program Backup & Restore screen displays.



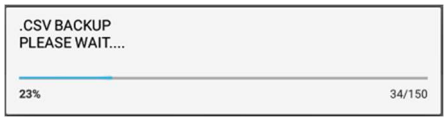
2. Select **.CSV BACKUP** to save all program files in a comma separated *(*.csv)* format.
   - **SIMPLE PLU.CSV –** Saves basic PLU data for easy editing of descriptors, groups and prices.
   - **IMAGE BACKUP –** Saves the current images in the terminal to an Image file. *(Not as a *.csv file.)*

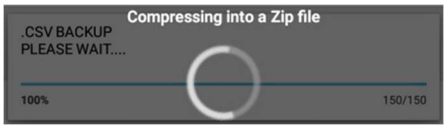






3. Choose the device you wish to back up to, **PATH** selections are USB and Internal Storage.
4. Press **OK** to initiate the backup procedure. Program files are backed up in *MAC Address .csv format, will pause, then the entire backup is compressed into a ZIP file. *(Image Backup does not compress into a .zip file.)* Pressing CANCEL will exit without backing up the file.





5. When the backup is complete, the confirmation message **SUCCESS** is displayed briefly, then you are returned to the Program Backup & Restore menu screen.
6. When the CSV file has been backed up successfully, a date & time stamped PROGRAM file is created:
   - **.CSV BACKUP** *(SD:\SAM4POS\Program\StoreName\20211109_092603.zip)*.
   - **SIMPLE PLU.CSV** *(SD:\SAM4POS\Program\StoreName\SIMPLE_PLU_20211109_094033.zip)*.
   - **IMAGE BACKUP** Image Backup will save to: *(SD:\SAM4POS\Program\Image)*.

Scan New Program On FTP

Beginning in v1.0.86, merchants can use this operation to send data to their own FTP server. In the case of "Polling" we will be sending and receiving data via FTP.

To use this feature, you must first set the FTP option settings in:
Program Mode \ OPTIONS \ OPTIONS \ GENERAL OPTIONS \ FTP settings.

APK Install

The APK Install provides an easy means to install AKP files to the terminal such as updating the Sam4POS application firmware or updating the TeamViewer Quick Support without having to exit out of Sam4POS and going to the main Android splash screen.

When the AKP Install is selected, the station looks for all APK files stored on a connected USB device or stored in the internal storage on the station.

The most current SAM4POS CASH REGISTER APPLICATION files can be obtained from the CRS Website at: https://www.crs-usa.com/products/software. Updating the application file does not clear any programing or affect report totals.

The APK files are specific to the type of terminal you have. When you download and unzip the Sam4POS application file from the CRS web site the APK files for all terminal models are included: **(a)**, **(b)**, **(c)**, **(d)**, **(e)**.

Version (a) – Is used with the SAP-530 \ SAP-4800II \ SAP-4800 terminals.
(4800_530)Sam4pos_Vx.x.xxx.a

Version (b) – Is used with the SAP-6600(II) \ SAP-630 terminals.
(6600_630)Sam4pos_Vx.x.xxx.b

Version (c) – Is used with the Hisense HM616 Tablet.
(HM-616)Sam4pos_Vx.x.xxx.c

Version (d) – Is used with the Hisense HM626 Tablet. *(Requires v2.0.106 or later.)*
(HM-626)Sam4pos_Vx.x.xxx.d

Version (e) – Is used with the Sam4s Sapphire A60/A70 terminals. *(Requires v2.0.161 or later.)*
(Sapphire)Sam4pos_Vx.x.xxx.e

Version **" f "** – Is a special firmware that installs on Hisense HM-626 tablet. *(Requires v2.0.184 or later.)*
(HM-626)Sam4pos_Vx.x.xxx.f

The "f" version takes care of duplicated license code issues for the HM626. This version uses the CPU serial number + Wi-Fi Mac address, ***you need to connect the tablet to the WIFI before you install SAM4POS***.

Updates can be performed locally using a USB flash drive or you can update the APP remotely using the Team Viewer file transfer method.

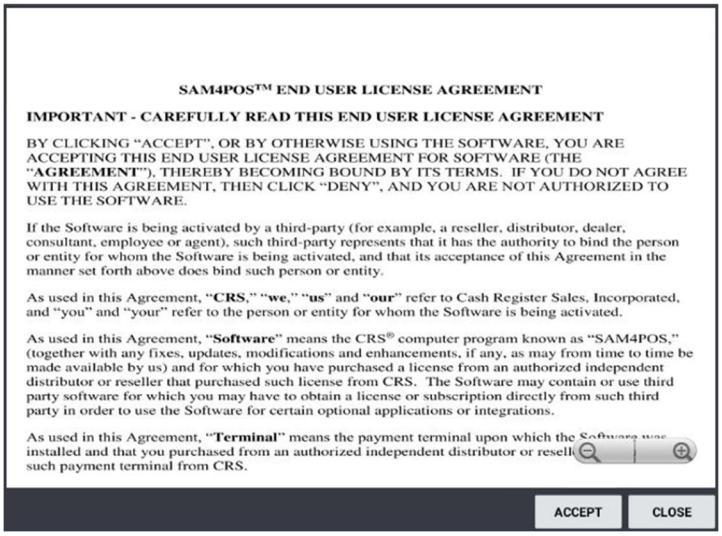
Note: The security setting in the main Android terminal: Settings \ Personal \ Security \ Unknown Sources: 'Allow installation of Apps from unknown sources' must be enabled.

USB Method

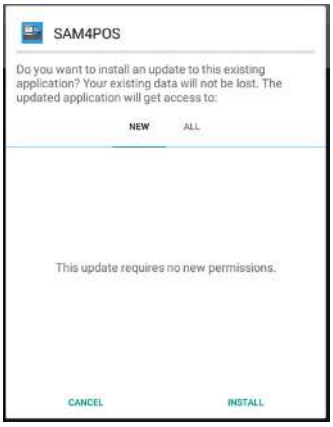
1. **Download & Unzip** the latest Sam4pos APK firmware from the CRS website.
2. Copy the new **SAM4POS_Version.APK** file to the root of a USB memory device.
3. Insert the USB memory device into an available USB port on the SAM4POS ECR.
4. Backup the current program: **Program Mode > System > Database > Database Backup**.
5. From the **SYSTEM** menu selection screen, press **APK INSTALL**.
    a. When the AKP Install is selected, the station looks for all APK files stored on a connected USB flash drive device or stored in the internal storage on the station.
    b. The file selection screen appears.



6. Tap the appropriate **SAM4POS_Version.APK** file you want to load.
   Note: It is possible to have multiple APK update files on the same USB device, be sure to select the appropriate file.
7. The **EULA** ***(End User License Agreement)*** appears.
    a. **Read the EULA** then **ACCEPT** the **EULA** to continue. *(Added in v2.0.92)*.



8. The **Install** dialog displays:





9. Press **Install** to load the selected SAM4POS update.
    a. The **'Installing…'** dialog displays while the new application files are loaded. When it is finished, the **'✓APP Installed'** dialog screen is displayed.





10. After APK file installation is complete, press **OPEN**.

    The APP REBOOT message displays briefly then the main sign on screen is displayed.

11. The SAM4POS CASH REGISTER APPLICATION restarts and the main sign on screen appears.
    a. Verify the firmware version in the lower right corner on the sign on screen.



12. **REBOOT** the SAM4POS ECR to complete the update.

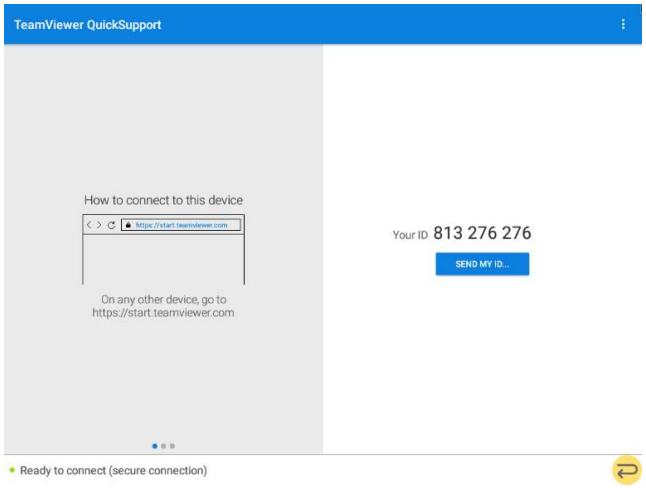
Team Viewer

Team Viewer is a remote access utility that can be used by dealers to provide remote support for the SAM4POS. The Team Viewer Quick Support application is already pre-loaded on the SAM4POS ECRs. A connection to the Internet is required to be able to use this feature.

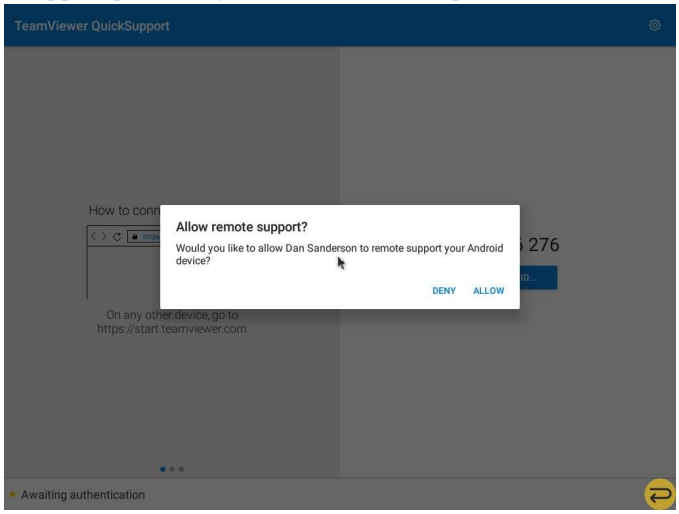
The device used to connect remotely to the Sam4POS ECR must have a premium (paid for) licensed version of TeamViewer. The Team Viewer license needs to include the Mobile Support module to be able to use with Sam4POS.

Note: In some cases, it also may be necessary to upgrade the TeamViewer Quick Support application on the Sam4POS ECR. The screens you see may appear different depending on the version of TeamViewer you have installed.

1. From the **SYSTEM** menu selection screen, touch **TEAM VIEWER** to allow remote access to the SAM4POS.
2. The **MANAGER REQUIRED / MANAGER PASSWORD** entry dialog displays *(depending on the current employee authority settings)*:
3. Enter your manager password and press **ENTER**. *(The default manager password is 9999.)*
4. The **Team Viewer Quick Support ID** screen appears. You will need to provide this ID code to the support person to allow them access to this SAM4POS ECR.



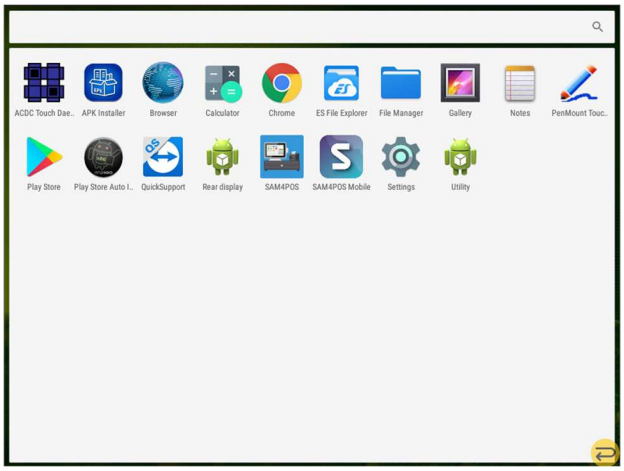
5. When the support person signs on with the code provided, the confirmation screen below is displayed.



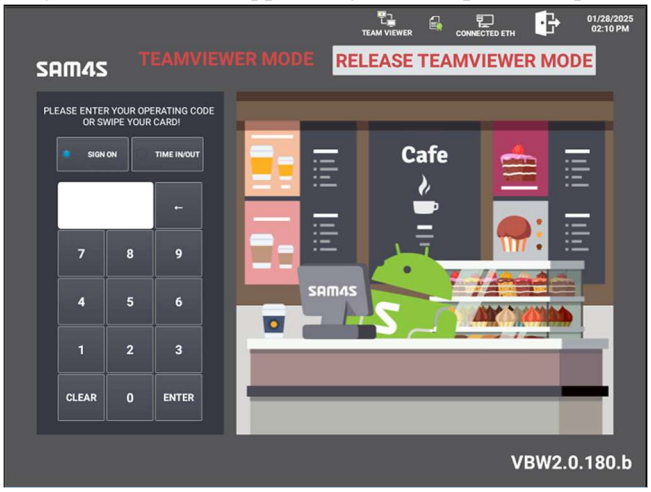
6. Press **Allow** to confirm you want to allow remote support access.
7. The SAM4POS APPLICATION will close, and the main Android screen is loaded.



8. Tap the “Android Applications” icon to open the Apps selections.



9. Touch the **SAM4POS** icon to reinitiate the SAM4POS CASH REGISTER APPLICATION. This operation can be accomplished remotely by the support personnel or by the local personnel at the site.
10. The main sign on screen will appear, sign on and perform operations as needed.



11. Enter the code for the employee you want to sign on with and press **ENTER**. When the remote support person has completed all their tasks, terminate the connection by simply pressing **“RELEASE TEAMVIEWER MODE”** on the main sign on screen.

Team Viewer – Notes

The device used to connect remotely to the Sam4POS ECR must have a premium (paid for) licensed version of TeamViewer. The Team Viewer license needs to include the Mobile Support module to be able to use with Sam4POS.

When signed on to the station with Team Viewer – a **REBOOT** button is added to the Title Bar on all screens. *(Requires v1.0.73 or later.)*



1. Press the **REBOOT** button on the title bar if you want to reboot the station, The **REBOOT** dialog displays:



2. Press **YES** to proceed with rebooting the terminal. *(Pressing NO will cancel the reboot.)*



3. The terminal powers off (the TeamViewer connection will be lost) then the Sam4POS Cash Register Application restarts.
4. When the main Sam4POS Sign-On screen loads an Employee can initiate another TeamViewer session as necessary.

HM626 Tablet

You will need to enable the Team Viewer Universal Add-On to be able to remotely edit settings.

1. Go to the **Android Settings > Accessibility > TeamViewer Add-On**
2. Tap slide switch to turn **ON.**

Calibrator

The Calibrator feature allows you to access the PENMOUNT touch screen calibration utility without having to exit out of the Sam4POS application. Available calibration methods include a 5-Point and 9-Point calibration. A Draw Test is available here as well. The Enable Debug Log selection is not used.

Sapphire A60/A70 terminals require no calibration. If you select the CALIBRATOR category you will see a pop-up notification **CAN NOT START APPLICATION**.

The touch controller on the SAP-6600(II) terminals was changed beginning with Serial Numbers 2108~ and later to the ACDC Touch Studio. Terminals using the ACDC touch controller do not require any calibration. Attempting to initiate the calibrator on these terminals will result in the Error: **[PENMOUNT] Failed to get RawX/RawY**

For terminals using the Silicon Works PENMOUNT touch controller, the touch calibration process is shown below.

1. From the **SYSTEM** menu selection screen, press **CALIBRATOR**. The Calibration screen displays.



2. Select the Calibrate from the available options, **5-Point,** or **9-Point Calibration**.
3. Select the Calibration Offset, **7 %**, **10%** or **15 %**. *(Moves the calibration targets further in/out depending on the offset selection.)*
4. Press **Calibrate**, **Press & Hold** each of the targets as they appear, until instructed to **'Release to Proceed'**.

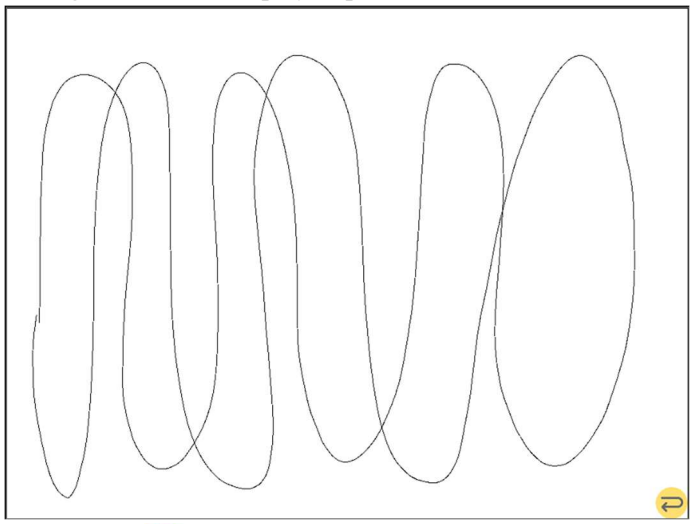


5. The message **"Calibration In Progress, Please Wait"** displays. When completed, the main System menu is loaded.

Note: If you have an external keyboard connected to the Sam4POS ECR, it will be inoperative until the calibration procedure is completed.

Draw Test

1. From the **SYSTEM** menu selection screen, press **CALIBRATOR**, then touch **'Draw Test'**.
2. Trace your finger across the display to perform the 'Draw Test'.



3. Press the return icon to return to the main calibration screen.
4. Press **Exit** on the calibration screen to return to the **SYSTEM** category screen.

Enable Debug Log

Not used with Sam4POS –

IO Board Update

This category only appears on the SAP-630 \ SAP-530 terminals, it would only be used in the case of an I/O Board firmware update.



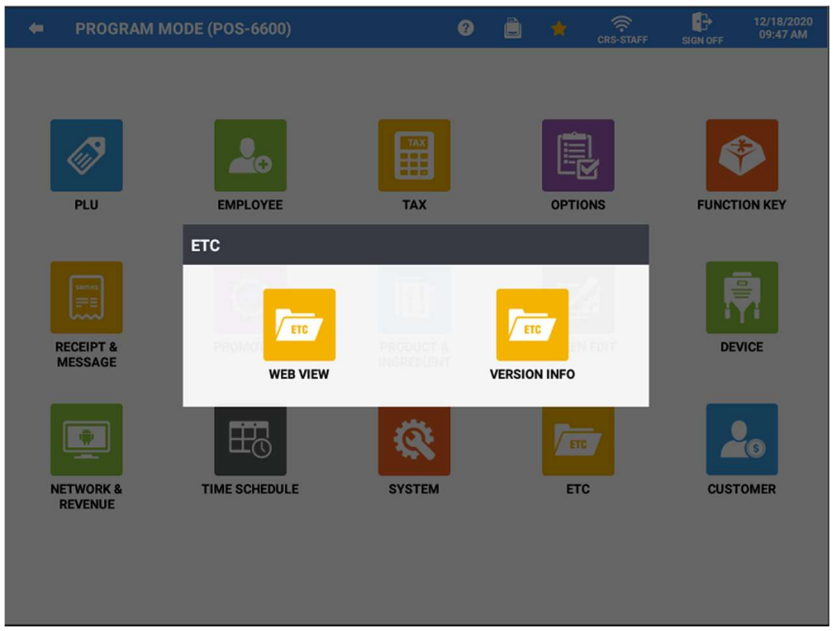
ETC



ETC

SAM4POS has the ability to set up a link to websites directly from the SAM4POS CASH REGISTER APPLICATION. The ETC programming allows this functionality via the WEB View menu selection. This program requires an active internet connection.
The ETC program area also allows us to view the SAM4POS Version Info selection. This feature is currently not used.

1. Select **ETC** from the main **PROGRAM MODE** menu screen.



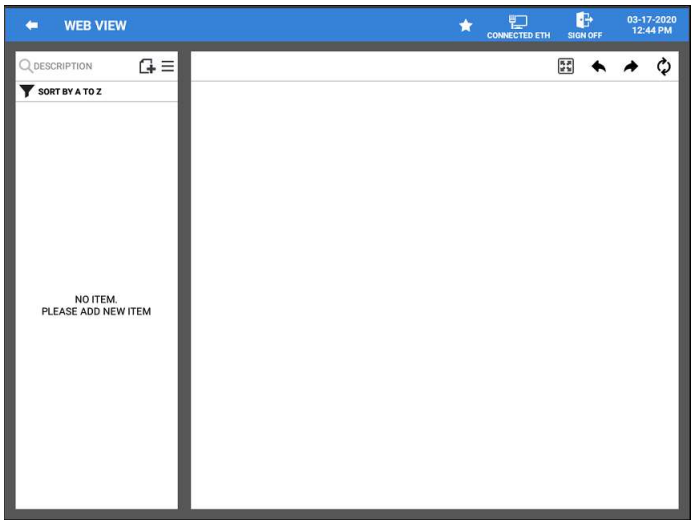
2. The **WEB VIEW** category screen displays. Choose the category you wish to view from the selections:
   - **WEB VIEW**
   - **VERSION INFO** ***(Not Used)***

Web View

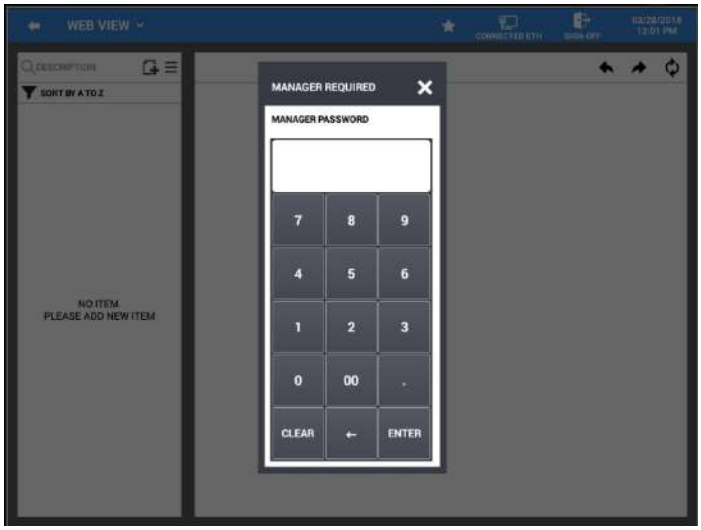
The WEB View category allows for accessing desired websites directly from the SAM4POS CASH REGISTER APPLICATION. The list of linked websites will appear in the left column; the right will display the linked web page.

Add New Web View Item

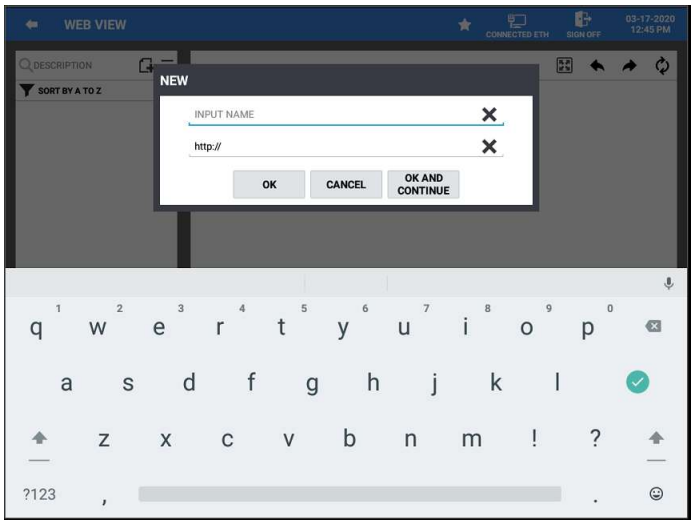
1. Select **WEB VIEW** from the **ETC** menu selections.
2. Press the **Add Record icon** add a new website to the Web View list.



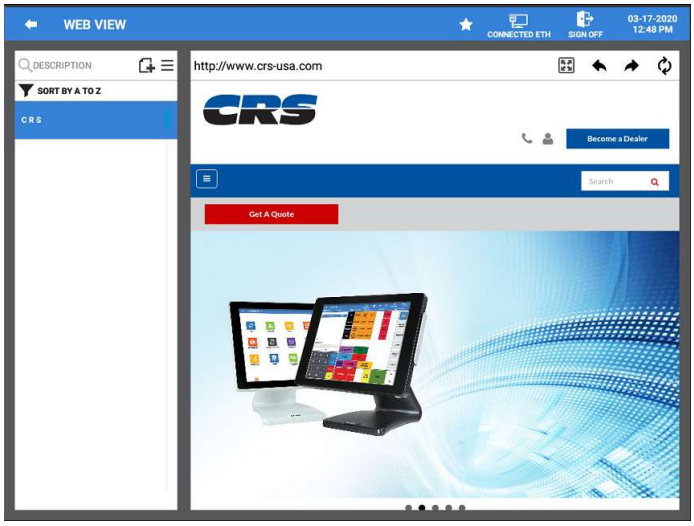
3. The manager password entry dialog displays, type in the password and press **ENTER**.



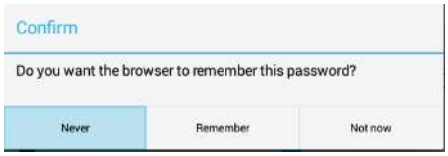
4. The **NEW** entry dialog displays**: Input a Name** for the site you are adding *(up to 320 characters)*.
5. Type in the **URL** for the website *(up to 320 characters)*.
6. Press **OK** to add the site or press OK AND CONTINUE to add additional sites.



7. After entering the name & URL, your site will be added to the list.
8. You can access the site as you would from any other internet connected device.
9. If your site requires a password for access, type in your Login information.



10. SAM4POS can save your password if you choose, simply press your choice from the selections.
11. Navigation icons are provided for: Full Screen, Back-Page, Next-Page, and Refresh.

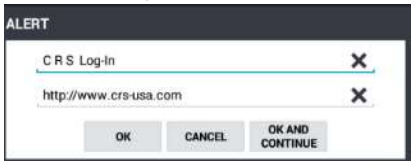


Edit Existing Web View Items

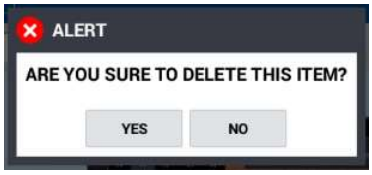
1. From the **Program Mode → ETC** menu selections, Select **WEB VIEW**.
2. **Press & Hold** on the Web View link you wish to edit.
3. The dialog below is displayed:



4. Select **EDIT** to change the name of the link or change the URL for the site *(up to 320 characters)*.



5. Select **DELETE** if you want to remove this web link from the list.



6. Press **YES** to delete the selection, press NO if you do not want to delete.
7. Press the **menu icon** ≡ to access the edit mode and the sort options.
   - **EDIT MODE –** allows you to select multiple web views for deletion.
   - **SORT –** allows you to list the web views alphabetically, **A TO Z** or **Z TO A**.

Version Info

Not Used – Possible future feature

This selection is disabled by default. If this selection appears in the ETC category list, it can be Disabled using the Admin Mode operation, refer to the Admin Mode manual for details.

Electronic Receipt



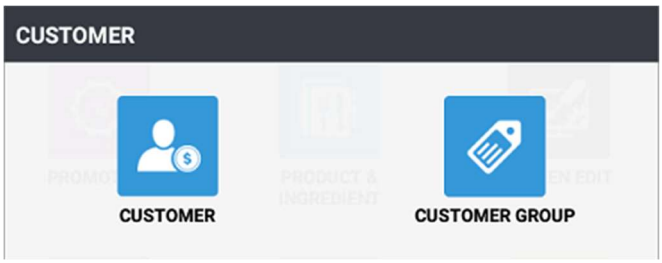
Not Used – This category is disabled by Default.

Customer



A Customer Delivery feature is available with Sam4POS (requires v2.0.28 or later). Customer records for the delivery feature are entered in the Customer category in the Program Mode. The Customer category has two program areas, Customer and Customer Group.
Note: The Customer program category is disabled by default. You must sign on using the Admin code to enable the Customer feature to be able to view the programming here.

1. Select **CUSTOMER** from the main **PROGRAM MODE** menu screen.



2. The **CUSTOMER** category selection screen displays. Select the program area you wish to edit:
   - **CUSTOMER**
   - **CUSTOMER GROUP**

Customer

The customer program area is where the customer records are maintained. The Customer program area has fifteen information entry fields available for each customer. You can enter data into all of the fields or just the entries necessary for your application.
The Order history is available for each customer from the customer record screen ORDER button.

Customer Group

The customer groups are used to assign Point Rates for different groups of customers, companies or organizations. Customer Groups can be assigned to specific promotions so only that customer group can utilize the specific promotion.

Note: Currently, points cannot be “redeemed”, only the accumulation of points is accommodated.

Associated Function Keys:

Refer to the "Function Key Definition" chapter on page 214 for specific options\settings for each function key.

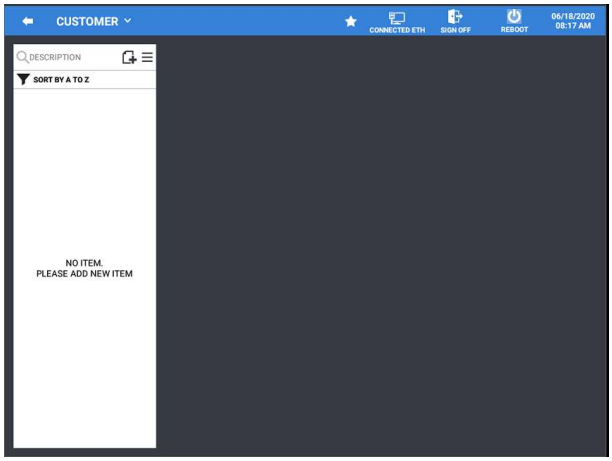
Function Key	Description
Customer	The Customer function key is used to associate the current order with a selected Customer. Orders opened using the customer function key cannot be stored. Pressing the Customer key will open the customer records list screen. Here you can add a new customer or select a customer from the list to associate the order with the selected customer.
Delivery	The Delivery function key is used to initiate a delivery order transaction. Pressing the Delivery key opens the customer list screen. Here existing customer accounts can be accessed, edited or deleted, or new accounts created. An order created using the Delivery key may be stored and/or the delivery order printed. Customer Delivery Orders are tracked by assigning a tracking file (Recall Table / Store Table) to hold the customer delivery orders.
Store Table	When a delivery order is created using the Delivery function key, the order can be stored by pressing the Store Table key.
Recall Table	Recall Table is used to open a specific delivery order. Press the Recall Table key used for the delivery feature. The Input Check# / Scan Barcode dialog displays. Enter the Check # or Scan the barcode for the check, *(you can also press the List Check button on the dialog to select from a list)* and press OK to open the delivery check.
List Table	A separate List Table keys can be created for just for customer delivery. The LIST TABLE is used to display a list of all open customer delivery transactions. The total number of checks is displayed on the header. You can print a check from the list table key, you can also merge & split checks from the list table key or unlock checks.
Print Check	Print Check is used to print out the delivery order. The customer info can be printed on Customer Delivery orders if desired.

Customer

The Customer category is where all the individual customer delivery records are maintained. The customer data files contain the customer's name, address, and other contact information.

Note: The CUSTOMER program category is disabled by default. You must sign on using the Admin code to enable the CUSTOMER category to utilize this feature.

1. From the **PROGRAM MODE** select the **CUSTOMER** category selection screen, Select **CUSTOMER** to display the CUSTOMER records list screen.

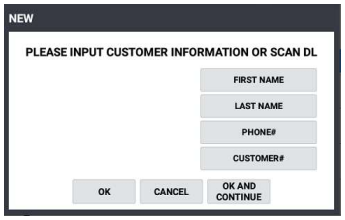


2. From the **CUSTOMER** screen you can **Add** new customers, **Edit** existing customers records, or **Delete** customer records as necessary.

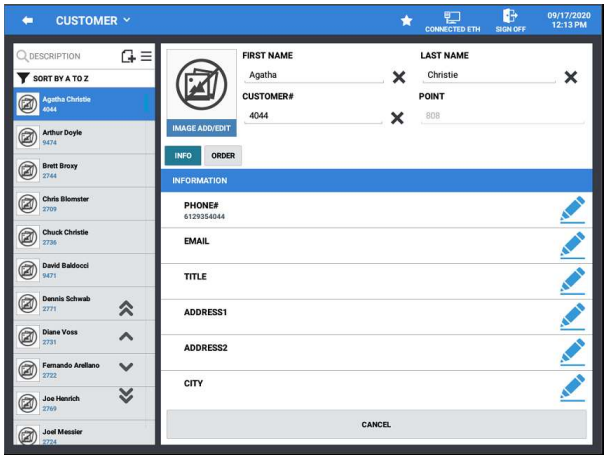
Add New Customer

The CUSTOMER program area has fifteen information entry fields available for each customer. You can enter data into all of the fields or just the entries necessary for your application. The Order history is available for each customer from the customer record screen ORDER button.

1. Select **CUSTOMER** from the **CUSTOMER** category menu screen to display the Customer file.
2. Press the **Add Record icon** to add a customer to the database, the **NEW** customer entry dialog will display:



3. Type in the customer information:
   - **Input First Name:** Up to 30-characters.
   - **Input Last Name:** Up to 30-characters.
   - **Input Phone #:** Up to 20 characters.
   - **Customer #:** Up to 20 characters.
4. Press **OK** to add the new recipe or press OK AND CONTINUE to add another customer. Pressing CANCEL will exit without adding the customer. Pressing the ✕ at the end of each field will clear the current entry.
5. The new customer(s) will be added to the list:



6. When the customer is added, additional entry fields are available. Enter additional data as necessary.

Note: New customers can be added from the register mode at the time of the sale as well by pressing the DELIVERY key. Then follow the procedure from step 2 above.

Edit Customer Data

When a new customer is added, you will need to add additional information or, at some point, the customer data may change, new location, new phone, etc. Customer data can easily be edited as described below.

INFO Tab – Information

1. Select **CUSTOMER** from the **CUSTOMER** category menu screen to display the Customer file.
    a. If you have a large customer file, you can use the search field 

to search for a specific customer by First Name, Last Name, or Customer #.
    b. Touch the **Menu icon** ≡ on the Customer programming screen to Sort or Edit the customer file.
        * Select **SORT** from the available selections. Choose to sort alphabetically: **A TO Z** or **Z TO A**, or by First Name, Last Name or Customer #.
        * The **EDIT MODE** selection allows you to select multiple employees in the database and Delete them all in one operation.
2. Choose the Customer from the list to edit their data, scroll to the data line you wish to edit and press the **Pencil icon** to change the information.
3. Type in the data, pressing the ✕ at the end of the line will clear existing data.
4. Press **OK** to complete the editing, Pressing CANCEL will exit without editing the data.

INFO Tab – Option

Changing data in the Option area is similar to the Information area.

PRICE LEVEL

Select the desired price level for this customer.

CUSTOMER GROUP

Select NONE or choose the customer group from the list to assig to this customer.

5. Press the **GOTO** button to edit the existing option selection settings for Price Level and/or Customer Group.
6. Press the **Selection icon** to change the assigned option selection for Price Level and/or Customer Group.

ORDER Tab

Displays the order history for the selected customer. You can select the date range you wish to view.

Select the desired Calendar selections for From ~ To and Date Type selection:

- NONE, 1 Day, 1 Week, 1 Month, 3 Month, 6 Month, 1 Year, Today

Customer Data Fields

The customer data entry is separated into individual entry fields, The basic name & customer number entry and two tabs for additional customer data and an order tab for reviewing past orders for the customer.

Field	# Characters
First Name	30
Last Name	30
Customer#	20
Point	Loyalty Points Not currently used. The Point setting is entered in the Customer Group programming.
Info Tab - Information	
Phone#	20
E-mail	50
Title	20
Address 1	40
Address 2	40
City	20
State	20
Zip Code	20
Birthday	Select using Calendar. (Beginning in v2.0.95, if the birthdate is entered here, this will satisfy the age restriction on products where applicable.)
Info Tab - Option	
Price Level	Select NONE or choose a specific price level to assign the selected customer to. *This allows special pricing for individual Delivery customers.*
Customer Group	Choose a specific customer promotion group to associate with the selected customer or Select NONE. This allows point promotions to be applied based on the Customer Group (type of customer). (Customer Groups must be created before they can be selected\assigned here.)
Order Tab	
Order History	Displays the order history by Date & Total for the selected customer. Calendar selections for From ~ To and Date Type Selections: • NONE • 1 DAY, 1 WEEK • 1 MONTH, 3 MONTH, 6 MONTH • 1 YEAR • TODAY Select an order from the list to Preview that order.

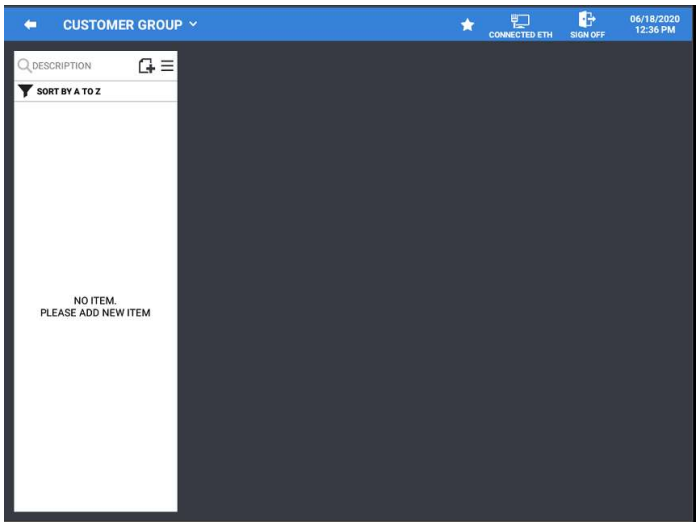
Customer Group

Customer Groups are used to assign Point Rates for similar groups of customers, such as for Loyalty Points.

Note: *Currently, points cannot be "redeemed" only the accumulation of points is accommodated.*

Customer Groups may also be assigned to specific Promotion Customer Groups. The promotion customer groups can then be assigned for use on specific Promotions on the Mix & Match, Multi-Buy, and Combo Discount promotion types for the Customer Link: Promotion Customer Group Link setting. Refer to the Promotion Customer Group programming chapter on page 281 for details.

1. Select **CUSTOMER GROUP** from the **CUSTOMER** category menu screen to display the Customer Group screen.

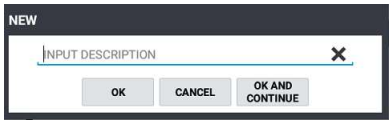


2. From this screen you can Add new Customer Group or edit existing Customer Groups as needed.

Add New Customer Group

Customer Groups can be used to assign specific Point Rates for different types of customers. For example: Wholesale, Non-Profit, Retail, customer groups may have different Point Rate settings.

1. Select **CUSTOMER GROUP** from the **CUSTOMER** category screen to display the Customer file.
2. Press the **Add Record icon** to add a customer to the database, the **NEW** customer group entry dialog will display:

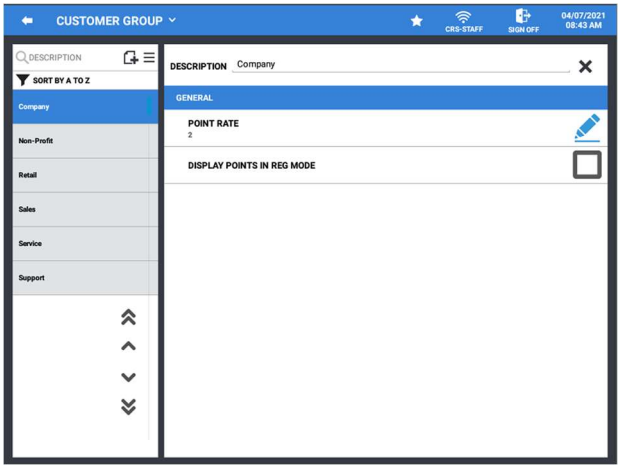


3. Type in a **DESCRIPTION** for the new Customer Group.

Pressing the ✕ at the end of the Input Description field will clear the description field.

4. Press **OK** to add the new recipe or press OK AND CONTINUE to add another customer group. Pressing CANCEL will exit without adding the customer group.

5. The new Customer Group will be added to the list:
   * The **Point Rate** entry field displays, and
   * The Option: **Display Points In REG Mode** is now available.



General

POINT RATE

The point rate is the multiplier number (up to 2-digits, whole digits only) for the points to be applied for each dollar of sales. Press the **Pencil icon** to enter the desired Point Rate.
Note: *(Points cannot be 'redeemed', only the accumulation of points is accommodated.)*

DISPLAY POINTS IN REG MODE

Selecting this option will display the current point balance next to the customer's name for customers in this customer group when an order is generated in the register mode.
Note: This option was added in v2.0.45 - in previous versions the Points always displayed in REG Mode. Now we have the option to display points or not.

Edit Customer Groups

Customer Groups are used to assign a Point Rate for groups of customers, such as Loyalty Points. The point rate may change at some time. Follow the procedure below to edit the customer group data.

General

1. Select **CUSTOMER GROUP** from the **CUSTOMER** category menu screen to display the Customer Group file.
   a. If you have a large number of customer groups, you can use the search field DESCRIPTION at the top of the column to search for a specific customer group by name.
   b. The Menu icon ☰ on the Customer Group programming screen is used to Sort or Edit the customer group file.
      * Select **SORT** from the available selections to sort alphabetically, **A TO Z** or **Z TO A**.
      * The **EDIT MODE** selection allows you to select multiple groups in the database and delete them all in one operation.
2. Choose the Customer Group from the list to edit the data, press the **Pencil icon** to change the Point Rate setting.
3. To change the Description for the group, Press the ✕ at the end of the line to clear existing description, then type in the new description for the group.

Appendix

Updating Application Software

Sam4POS application software updates can easily be loaded from a USB drive via the **APK INSTALL** operation in the program mode, system category as shown below.

It is also possible to update terminals remotely using Team Viewer, refer to 'Remote Firmware Update via Team Viewer' procedure on page 455 for details.

The device used to connect remotely to the Sam4POS ECR must have a premium (paid for) licensed version of TeamViewer. The Team Viewer license needs to include the Mobile Support module to be able to use with Sam4POS.

Note: The security setting in the main Android terminal settings:
Unknow Sources : 'Allow installation of Apps from unknown sources' must be enabled.

1. **Download & unzip** the current Sam4POS APK firmware from the CRS website. When you download and unzip the file from the CRS web site, the APK files for all terminal types is included, **(a)**, **(b)**, **(c)**, **(d)**, **(e)**.
    - **(4800_530)Sam4pos_Vx.x.xxx.a –** Installs on Sam4s SAP-530 \ SAP-4800II \ SAP-4800 terminals.
    - **(6600_630)Sam4pos_Vx.x.xxx.b –** Installs on Sam4s SAP-6600 \ SAP-6600II \ SAP-630 terminals.
    - **(HM-616)Sam4pos_Vx.x.xxx.c –** Installs on Hisense HM616 Tablet.
    - **(HM-626)Sam4pos_Vx.x.xxx.d –** Installs on Hisense HM626 Tablet.
      (The (d) firmware for the HM-626 is available at v2.0.106 or later.)
    - **((Sapphire)Sam4pos_Vx.x.xxx.e –** Installs on Sam4s Sapphire terminals.
      (Sapphire is available at v2.0.161 or later only.)

   Version **(f)** – Is a special firmware that installs on Hisense HM-626 tablet. *(Requires v2.0.184 or later.)*
   The "f" version takes care of duplicated license code issues with the HM-626. The "f" version uses the CPU serial number + Wi-Fi Mac address. ***You need to connect the tablet to the WiFi before you install SAM4POS***.
2. Select and copy the correct version of the application software **APK file** to a USB memory stick.
3. Insert the **USB** memory stick into an available USB port on the Sam4POS terminal.
4. Sign on to the SAM4POS ECR, default sign on is: **[1] [ENTER]**
5. Go to the **PROGRAM MODE** > **SYSTEM > APK INSTALL**.
    - If you have copied ALL the APK files to your USB, be sure to choose the correct **SAM4POS APK** update file from the list for your specific terminal.
6. The **EULA** *(**E**nd **U**ser **L**icense **A**greement)* appears, after you have read the EULA you must **ACCEPT** the **EULA** to continue. *(Added in v2.0.92 and later.)*
7. Press **"Install"** to load the new application software or press cancel to exit without updating.
8. After Installation is complete, Press **"Open"** to launch the SAM4POS CASH REGISTER APPLICATION.
9. **Reboot** the terminal for the changes to take effect.

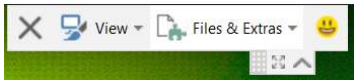
If a dealer has an issue… we may need to collect the logs\DB. See "Log Backup" on page 419 for this procedure.

Remote Firmware Update via Team Viewer

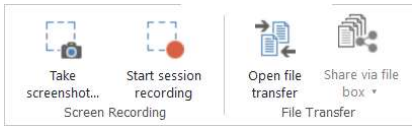
If the Sam4POS ECR is online firmware updates can be loaded remotely, no need to go to the site. You will need someone at the site to initiate a Team Viewer session on the terminal and provide you with the Team Viewer ID.

The device used to connect remotely to the Sam4POS ECR must have a premium (paid for) licensed version of TeamViewer. The Team Viewer license needs to include the Mobile Support module to be able to use with Sam4POS.

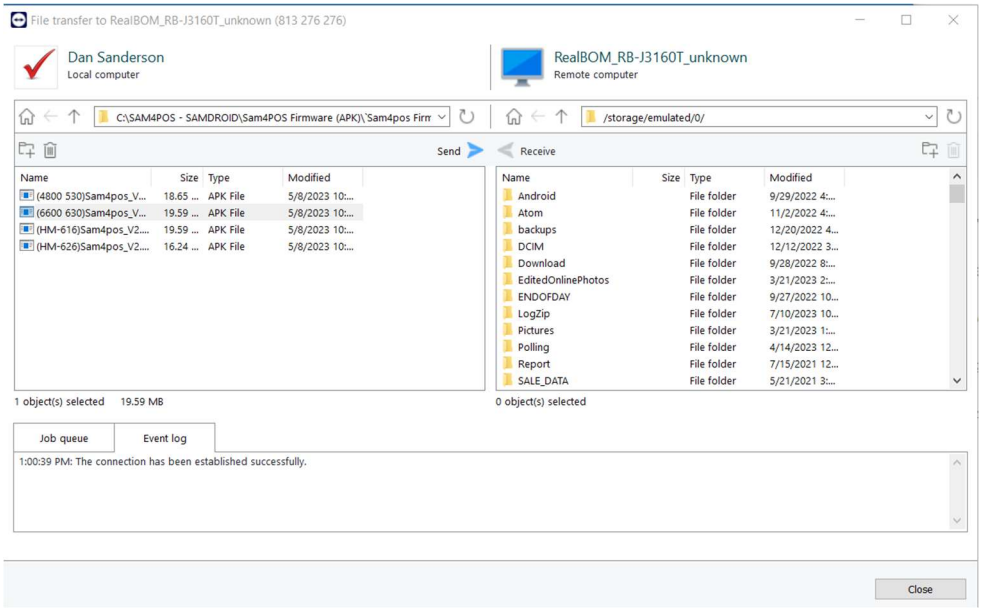
1. Initiate Team Viewer at your PC and log on to the Sam4POS ECR with the ID provided, however, do not initiate the Sam4POS application at this time.
2. If necessary, click the icon at the top of the team viewer window to open the Taskbar below:



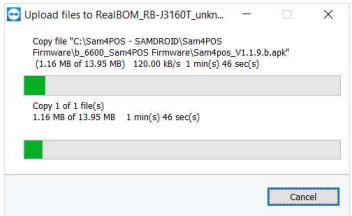
3. Select the **Files & Extras** dropdown:



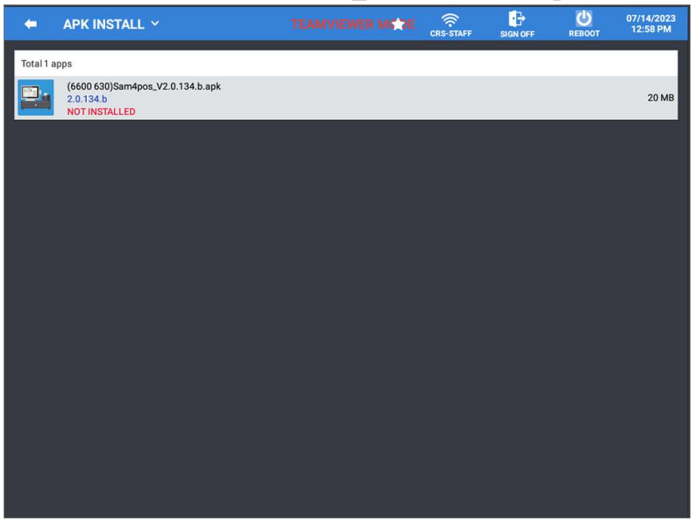
4. Click on the **Open File Transfer** Icon.
5. A pop up box will appear, on the left is your PC, on the right will be their Sam4POS ECR.



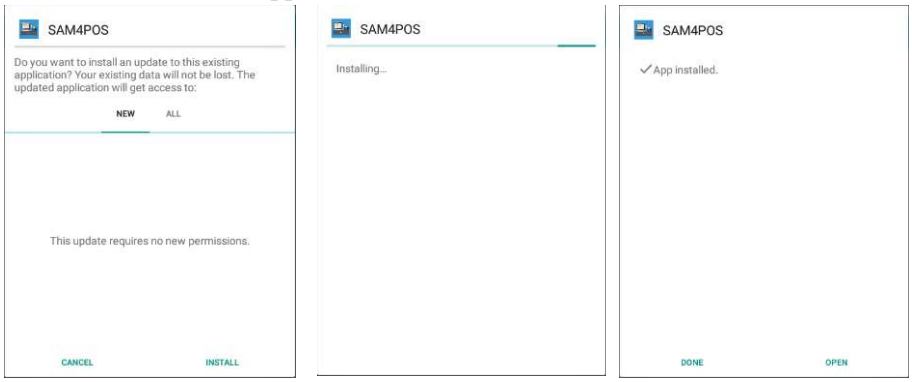
6. Browse from your pc to the **Sam4POS.apk file** needed for the update.
7. On the right choose the destination drive (the internal drive **/storage/emulated/0/**).
8. Press the **Send icon** Send to transfer the file, the progress notification displays:



9. Once the file is transferred, close the dialog box and run the APK installer.
    a. You can use the AKP installed on the Android Apps screen - or -
    b. You can use the AKP Installer from the Sam4POS: Program Mode System APK Install
10. Sam4POS will locate all the **Sam4POS_V#.#.###.*abcd*.apk** files on the internal drive:



11. Click on the desired **Sam4POS.apk** application file to load it.
12. The **EULA** *(**E**nd **U**ser **L**icense **A**greement)* appears, after you have read the EULA you must **ACCEPT** the EULA to continue. *(Added in v2.0.92 and later.)*
13. Press **INSTALL,** The selected application loads:



14. When the Sam4POS application firmware has finished installing.
    a. Press **OPEN** to launch the Sam4POS Application.

APK Recovery

If the APK file does not load properly, gets stuck in the never-ending loop, or other issue with the application loading, the terminal can be recovered by following the following procedure:

- Power **OFF** the SAM4POS ECR (hold power button 10 seconds).
- Connect a USB keyboard to the SAM4POS ECR.
- Power **ON** the terminal, During the booting sequence press **ALT-ESC**.
- **Uninstall SAM4POS CASH REGISTER APPLICATION**. *(See procedure on page 459.)*
- **Reinstall SAM4POS CASH REGISTER APPLICATION**.
- You will still be able to Save log data.

Safe Mode

Safe mode is a diagnostic mode for the operating system and only allows essential system programs and services to start up at boot. Safe mode is intended to help fix most problems within the operating system.

If the Sam4POS application does not open properly, gets hung up on a specific screen, we can use Safe Mode to access the settings and uninstall Sam4POS. When booting into Safe-Mode, the terminal will boot to the main Android screen. The Sam4POS application does not automatically load and is not accessible from the APPs screen.

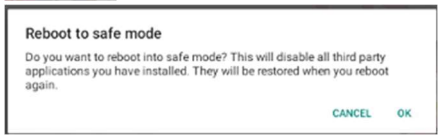
Sapphire A60/A70

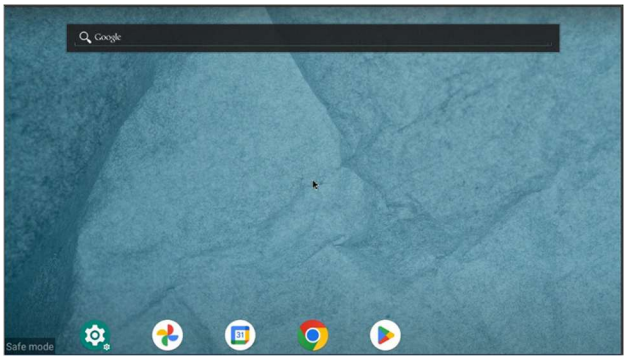
To enter Safe Mode on the Sapphire A60/A70 terminals, follow the procedure below:

1. When the machine is up and running, on any screen, **Press & Hold** the **Power Button** until the **"Power Off"** & **"Restart"** notification appears.



2. If you ***press and hold*** on the "Power Off" & "Restart" notification on the screen it will ask you if you want to **"Reboot To Safe Mode"**.
3. Press **OK** to enter Safe Mode.
4. When the terminal boots up it will be in Safe Mode. **Safe mode** is indicated in the lower left corner of the display. Only critical APPs will be available.



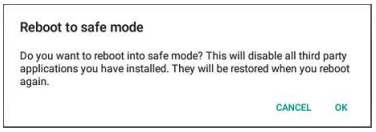


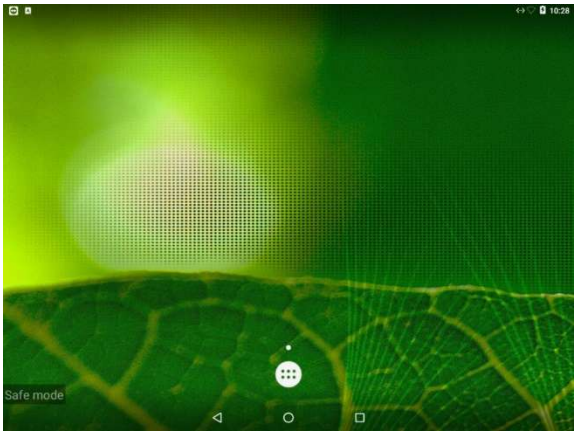
SAP-6600(II)/SAP-630

To enter Safe Mode on the SAP-6600(II) & SAP-630 terminals, follow the procedure below:

1. When the machine is up and running, on any screen, tap the power button once and it displays the **"Power Off"** notification.
2. If you ***press and hold*** on the "Power Off" notification on the screen, it will ask you if you want to **"Reboot To Safe Mode"**.
3. Press **OK** to enter Safe Mode.
4. When the terminal boots up it will be in Safe Mode. **Safe mode** is indicated in the lower left corner of the display. Only critical APPs will be available.



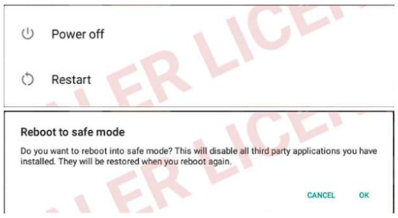




HM626

To enter Safe Mode with the HM626 tablet, follow the procedure below:

1. When the machine is up and running, on any screen, **Press & Hold** the **Power Button** until the **"Power Off"** & **"Restart"** notification appears.
2. If you ***press and hold*** on the "Power Off" & "Restart" notification on the screen it will ask you if you want to **"Reboot To Safe Mode"**.
3. Press **OK** to enter Safe Mode.
4. When the terminal boots up it will be in Safe Mode. **Safe mode** is indicated in the lower left corner of the display. Only critical APPs will be available.





Exit Safe Mode

To exit the Safe-Mode reboot the terminal *(Power Off\On)*.

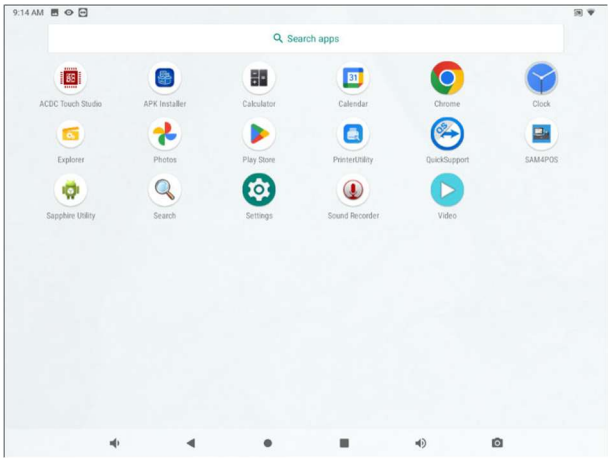
Uninstall SAM4POS

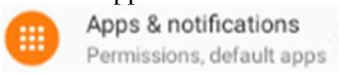
If an issue arises, it is OK to Uninstall and Reinstall the Sam4POS Cash Register Application. The Logs and License file will not be lost but be sure you have a backup of the current database before performing this procedure. You will need to reinstall Sam4POS and Restore the Database after performing this operation.

Sapphire A60/A70

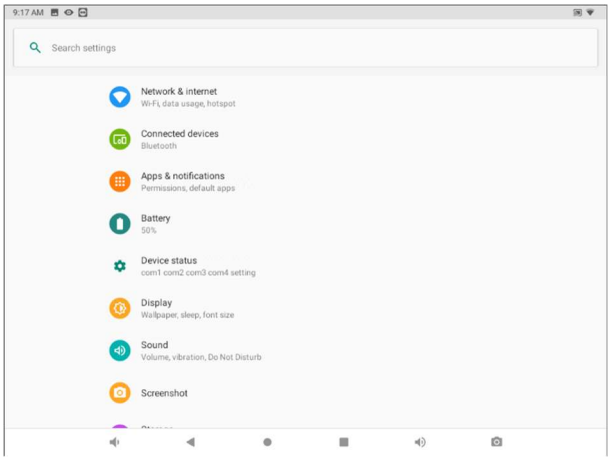
1. Exit Sam4pos to the **Main Android screen**.
2. Select **Settings** 

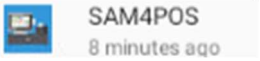
from the available selections:

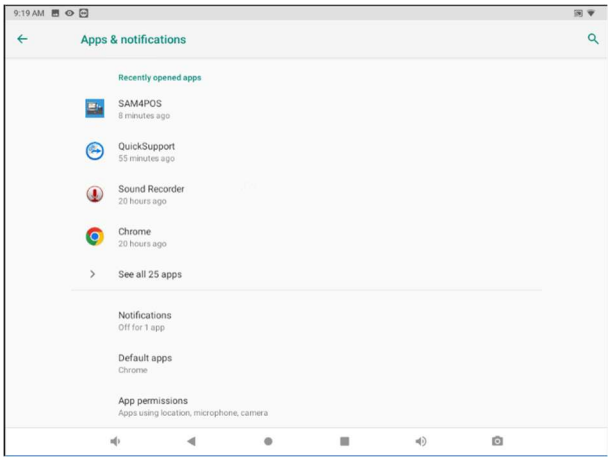


3. Choose Apps & Notifications


from the Settings menu:



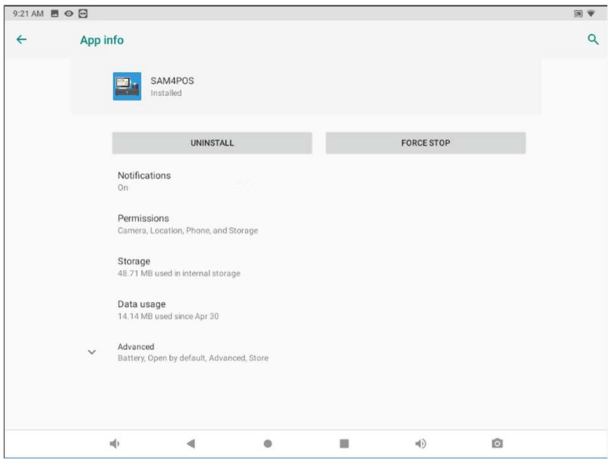
4. Scroll through the list of installed App's and select **SAM4POS**:




5. When the **SAM4POS** App is selected the App Info dialog appears. Two option buttons are available, UNINSTALL & FORCE STOP:
6. Select **UNINSTALL** to remove the Sam4POS application.

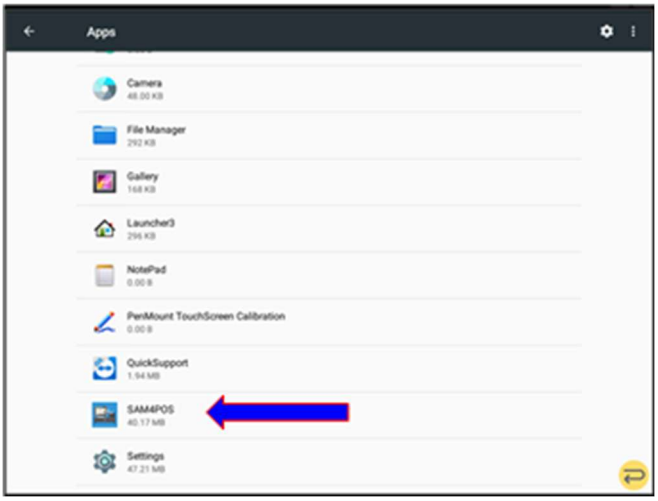


7. After the Sam4POS application is removed, you can reinstall the Sam4POS APK again.
    - Follow the procedure for First Install.

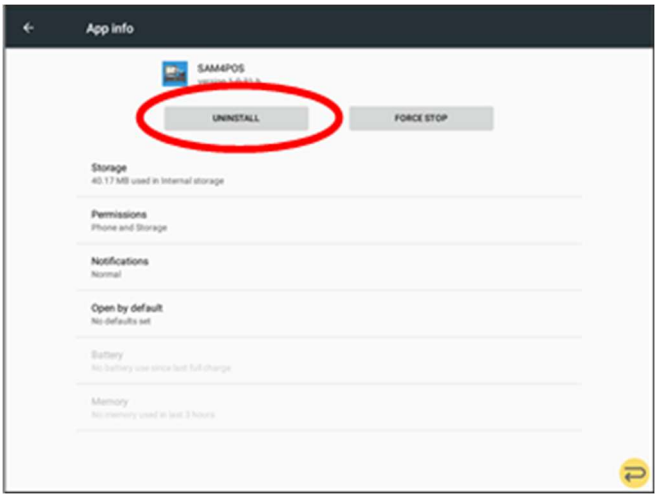


SAP-6600(II)/SAP-630

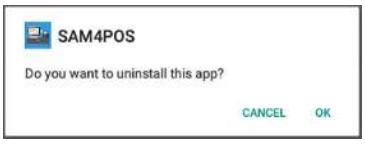
1. From the **Program Mode**, go to **System** and select **Settings**.
    a. Enter the Manager Password at the prompt if required.
2. In the Android **Settings > Device** section, choose **Apps** the list of installed Apps is displayed.
3. Choose **SAM4POS** from the list of Apps.



4. With **SAM4POS** selected you will have the option to **UNINSTALL**.
5. Press the **UNINSTALL** button to completely remove the SAM4POS APPLICATION.



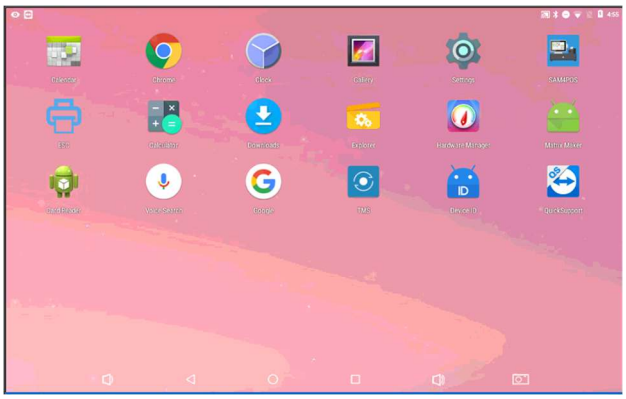
6. The confirmation dialog “Do you want to uninstall this app?” displays:



7. Select **OK** to remove completely remove the SAM4POS APPLICATION. Pressing Cancel will exit without removing Sam4POS.
8. After the Sam4POS application has been removed, you can reinstall the Sam4POS APK. Follow the procedure for Installing Sam4POS for the first time.
9. When Sam4POS is installed, you can Restore the Database.

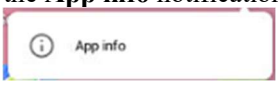
HM626

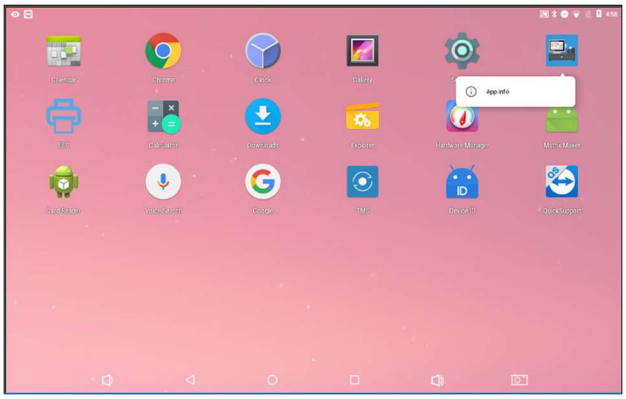
1. Exit Sam4POS, go to the **Main Android screen**.



2. **Press & Hold** on the SAM4POS icon: 

3. When you press & hold on the SAM4POS icon, the **App info** notification displays:

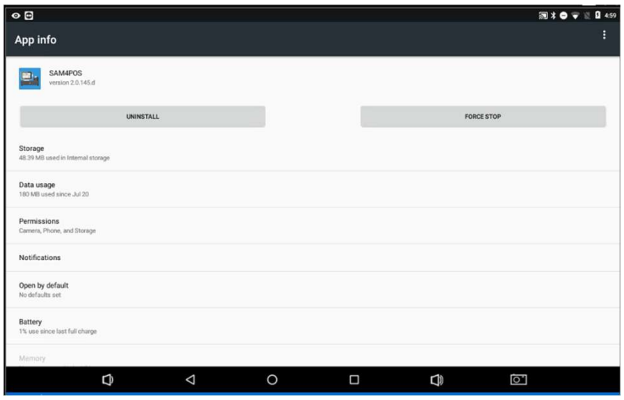




4. Tap on the **App info** notification to open the App info dialog screen.

5. On the **App info** dialog screen, Select **UNINSTALL** 

to remove the Sam4POS application.



6. The confirmation dialog **"Do you want to uninstall this app?"** is displayed: Press **OK** to confirm.
   * Pressing CANCEL will exit back to the App info screen without uninstalling SAM4POS.
7. After the Sam4POS application is removed, you can reinstall the Sam4POS APK again. Follow the procedure for First Install.



Factory Data Reset

The Factory Data Reset is accessible from the main Android Settings menu. This operation will reset the SAP-6600(II) terminal to its default factory settings. ***ALL applications installed including the SAM4POS APPLICATION and the SAM4POS license information will be lost!***

You will be required to reinstall the SAM4POS APPLICATION, This will create a new license file for the terminal … the factory will need to generate a new license for the terminal.



THIS OPERATION IS NOT REVERSABLE! This operation completely removes the Sam4POS Cash Register Application, All program data, report data and the license file. You will need to reinstall the Sam4POS Cash Register Application & request a new license.

If you need to remove the Sam4POS Cash Register Application due to serious corruption, you can follow the procedure below:

Backup the Current Database

Go to the ***Program Mode → System → Database: Database Backup***

Note The Current Terminal / License ID#

Go to: ***Program Mode → System → Register License*** *(Large Red Number)*

Factory Data Reset

Go to the ***Program Mode → System → Settings***

Reinstall the Sam4POS Application

See the procedure to reinstall the Sam4POS APK file on page 464

Request a New License for the Station

Request a Service Swap License Request on the CRS website:
https://www2.crs-usa.com/l/565112/2022-01-11/2fh7jf

Install the New License

See the License Registration procedure on page 465

Restore the Database

See the Database Restore procedure on page 465

Factory Reset Procedure

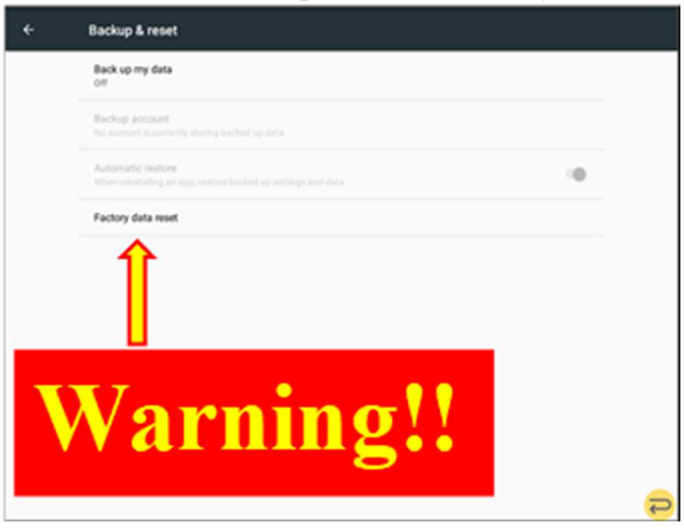
Sapphire A60/A70

1. Go to: ***Program Mode → System → Settings***
   Enter the manager password at the prompt *(if required)*.
2. Scroll down to: ***System → Advanced → Reset Options → Erase All Data (Factory Reset)***



(SAP-630 & SAP-6600(II))

1. Go to the **Program Mode → System → Settings.**
   Enter the manager password at the prompt *(if required).*
2. Scroll down to **Personal → Backup & Reset → Factory Data Reset**.



(HM626)

Exit Sam4POS, From the main Android Apps open the **Calculator App**.
Enter: **sin cos tan 000.999** to set factory default.



Reinstall Sam4POS

After Sam4POS has been uninstalled or the device has been "Factory Data Reset" you will need to reinstall the Sam4POS application. If the Factory Data Reset was performed, you will be required to re-license the terminal *(Service Swap License Request).* Refer to page 465 for service swap license request details.

If you need an immediate license you can create & install the 15-Day Temporary License. After registering the license on the station restore your program *(Database Restore)*.

1. Unzip & Copy the ***Sam4POS_.apk*** file to the root of your USB drive.
2. Connect the USB drive to any available USB port on your terminal.
3. When the SAP-630/6600 terminal is powered on, the main Android OS screen is displayed.
4. Tap the "Android Applications" icon: The applications screen displays.
5. The **APK files** loaded on your USB drive: Tap on the desired **Sam4pos_.apk** from the list:
6. The **Sam4POS APK files** are specific to the type of terminal you have. When you download and unzip the file from the CRS web site the APK files for all terminal models are included, **(a)**, **(b)**, **(c)**, **(d)**, **(e)**, **(f)**.

   Version (a) – Is used with the SAP-530 \ SAP-4800II \ SAP-4800 terminals.
   (4800_530)Sam4pos_Vx.x.xxx.a
   Version (b) – Is used with the SAP-6600(II) \ SAP-630 terminals.
   (6600_630)Sam4pos_Vx.x.xxx.b
   Version (c) – Is used with the Hisense HM616 Tablet.
   (HM-616)Sam4pos_Vx.x.xxx.c
   Version (d) – Is used with the Hisense HM626 Tablet. *(Requires v2.0.106 or later.)*
   (HM-626)Sam4pos_Vx.x.xxx.d
   Version (e) – Is used with the Sam4s Sapphire A60/A70 terminals. *(Requires v2.0.161 or later.)*
   (Sapphire)Sam4pos_Vx.x.xxx.e

   Version **(f)** – Is a special firmware that installs on Hisense HM-626 tablet. *(Requires v2.0.184 or later.)*
   The "f" version takes care of duplicated license code issues with the HM-626. The "f" version uses the CPU serial number + Wi-Fi Mac address. ***You need to connect the tablet to the WiFi before you install SAM4POS***.
7. The installation dialog is displayed. Tap **"INSTALL"** to install the application file. The Sam4POS Cash Register Application is installed.
8. When the Sam4POS App is finished installing, tap **"OPEN"** to launch the Sam4POS Cash Register Application.
9. **Choose The Terminal Model!** Select the appropriate model for your terminal *(and keyboard selection if necessary)*. After the terminal model is selected, the End Use License Agreement (EULA) is displayed.
10. **Read the EULA** then tap **"ACCEPT"** on the License Agreement.
11. The Sam4POS Cash Register Application installation is complete and the Sam4POS Sign On screen displays.
12. If the Factory Data Reset was performed, you will be required to request a new license for the terminal *(Service Swap License Request, see page 465)* and Restore the Database file *(see page 465)*.

Service Swap License Request

Plan ahead when requesting licenses, it takes some time to complete the license generation process.

Important: Every effort will be made to immediately issue licenses but please allow 24 hours. If you need an immediate license you can create & install the 15-Day Temporary License.

1. Get the new license ID#:
    a. Go to the **Program Mode → System → Register License: Note the License ID#** *(Large Red Number)*
2. Request a new license *(using the Service Swap license request form on the CRS website)*.
    a. Enter the original terminals license code in the notes area.

Install New License

1. When you receive the new license, **Unzip** and **copy** the **license.crt** file to your **USB** flash drive.
2. To install, go to: **Program Mode → System → Register License**.
3. Select the correct **License.crt** file for the station to install the license.
4. **Reboot** the Sam4POS terminal when the license has been installed.

Database Restore

When the new license has been received and Installed, Restore the Database.

1. From the main **Sign On** screen, sign on with the System Admin Password.
2. Go to the **PROGRAM MODE**, press **SYSTEM**, select **DATABASE**, then touch **DATABASE RESTORE** on the menu selection screen.
    - An Information dialog appears: Press **YES** to continue. Pressing NO will exit the operation.
3. The Database Restore dialog screen displays the list of available Database backup files in the left column.
    - Select the desired database backup from the list to restore.
4. When the store database is selected, a list of available backup files is displayed in the right window.
    - Choose the desired backup to be restored. When selected, press the **OPEN** button to load the selected backup.
5. When the database you want to restore is opened, the Database Restore confirmation dialog displays:
    - Press **YES** to proceed with the database restore operation. Pressing NO will exit without restoring. Pressing the DATABASE BACKUP button will back up the DB again.
    - The selected database will be restored and the Sam4POS application will automatically reboot.
6. After the APP Reboot, you will need to sign back on to the terminal using an employee code associated with the restored database.

Integrated Payment

The SAM4POS application only supports EMV enabled devices for integrated payment transactions. There are several different EFT Devices that will integrate with Sam4POS, each EFT Device sets up differently.

For all EFT integrated credit installations, refer to the specific separate supplement available on the CRS website for your specific EFT device.

https://www.crs-usa.com/products/sam4pos-android-software-5-year-license-

Store And Forward

Available at v2.0.196 and later for DC Direct installations only. Refer to the Sam4POS DC Direct supplement for programming and operation details. Store And Forward (SAF) credit card transactions allow merchants to accept payments without a direct connection to the integrated payment gateway. This feature must be enabled by Datacap on the DC Direct for the merchant before this operation will function.

The DC Direct integrated payment application recognizes these instances automatically and provides a buffer to store transaction data, allowing transactions to continue. Refer to the Sam4POS DC Direct supplement for details.

Data Storage: The stored transaction data is not immediately sent to the payment processor but is securely held in the DC Direct device until a later time.

Batch Processing: At a scheduled time or when the DC Direct integrated payment connection is restored, the SAF stored transaction data is compiled into batches and transmitted to the payment processor. Sales that are approved as SAF will print if the Device \ EFT Operation \ DC Direct \SAF Statistics report is run. These sales will be uploaded when the normal batch is closed.

Authorization and Settlement: The payment processor authorizes the transactions with the card issuing banks and settles the funds into the merchant's account.

SAF is particularly useful during temporary internet connectivity issues or when the merchant needs to continue accepting payments without a direct connection to the integrated payment device and the payment processor.

IMPORTANT! It is important to note that SAF carries increased risks for merchants, such as the potential for charge backs and the inability to receive payment for declined transactions. The merchant assumes all responsibility for these transactions.

Merchants should only use SAF if they are prepared to assume the risks and are allowed to do so by the Card Brand Rules and Regulations.

Risks and Considerations

Increased Risk: Since transactions are processed without immediate authorization, there is a risk of accepting payments from cards that may not have sufficient funds or could be reported as lost or stolen. The merchant assumes responsibility for these transactions.

Transaction Limits: Businesses can set limits on the maximum transaction amount and types of cards accepted which are not applied with SAF.

Potential for Chargebacks: Transactions process using SAF may lead to higher chargeback rates as the merchant may not have immediate confirmation of the transaction's validity. The merchant assumes responsibility for these transactions.

Loading Images for Items

Images for Items, Functions, etcetera, can be loaded from the File Manager Gallery on the Android terminal or from an image file located on a USB drive. Images are automatically formatted to fit the key selection.

A video demonstration for loading images can be viewed on the CRS YouTube page:
https://www.youtube.com/watch?v=j4Yin34z3fw&list=PLtF-h-a37jHmbhGgLO3nB76hP-avFSW29&index=8

Gallery Selection

1. Press the **Image Add/Edit** on any PLU, Function, etcetera, the **Choose Photo** dialog displays:
2. Select 'Choose From Library'.

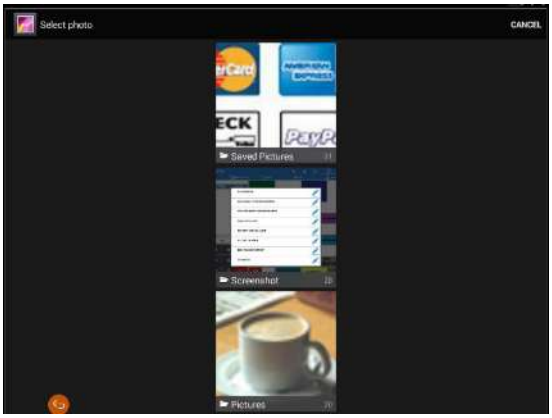


3. The **'Complete action using'** selection dialog that displays.





4. Choose the **Gallery** selection, then select the 'Always' option.
5. The **Select Photo** screen displays:
   - Choose the directory where the desired image/photo resides, The images stored in the file are displayed:



6. Scroll through the images and select the desired image for your key.

Note: Pressing CANCEL in the upper right corner will exit without saving the image:



7. The selected Image can be cropped as desired to the load just the image portion you want.
8. Press **SAVE** SAVE at the top left of the display to save the selected image for your key. The image will be added to your selection and will display on the key when in the Programming mode and in the REG Mode:



9. The image selected is added to the key.



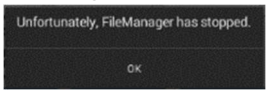
File Manager Selection:

If you had mistakenly chosen ‘FileManager’ selection for the ‘Complete action using’ selection, you will likely receive an error message:





1. The error message ‘Unfortunately, File Manager has stopped’:



2. If you get the error, Press **OK**.

You could reset the default selection if you had mistakenly chosen ‘FileManager’ selection for the ‘Complete action using’ selection.

Reset Open By Default Setting

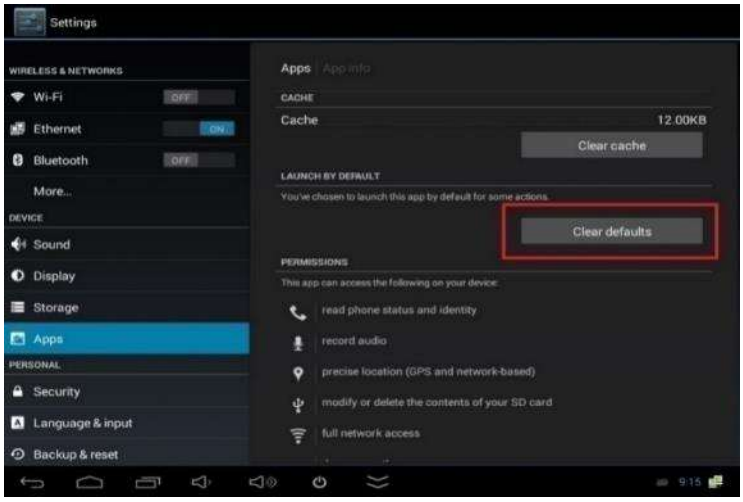
Reset the default selection if you had mistakenly chosen ‘FileManager’ selection for the ‘Complete action using’ selection.

SAP-4800II/SAP-530

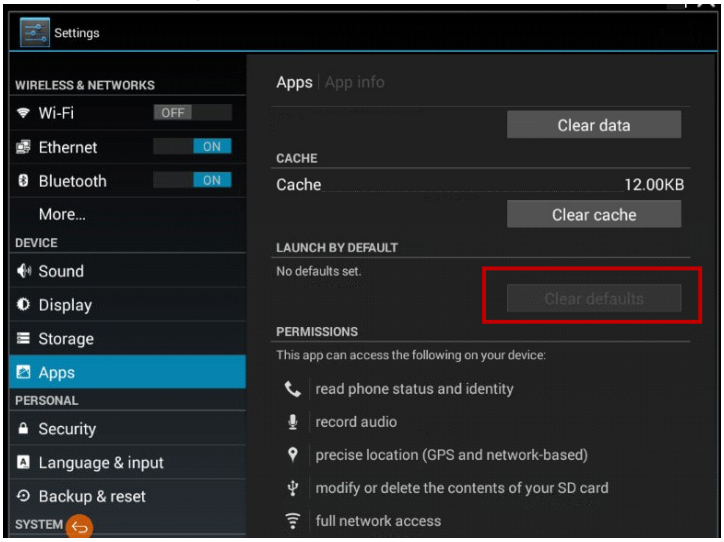
1. Go to, **Program Mode → System → Settings → Apps → ALL → FileManager.**



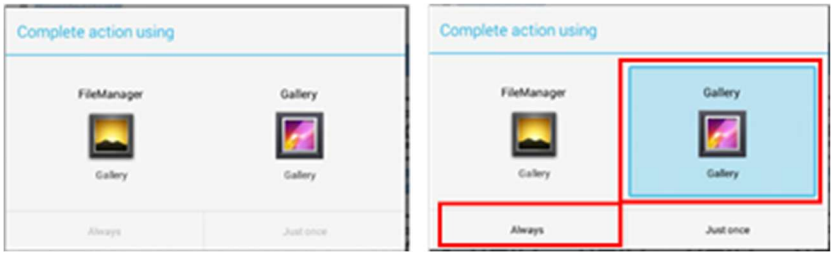
2. On the FileManager **‘LAUNCH BY DEFAULT’** settings, press **‘Clear defaults’**.



3. The selected default settings will be cleared:



4. Press the return icon to **Exit** out of the 'Settings' and return to the Sam4POS application.
5. From the SAM4POS, select your desired program, PLU / Group / etcetera. Select **IMAGE ADD/EDIT**.
6. The **'Complete action using'** selection screen that displays.



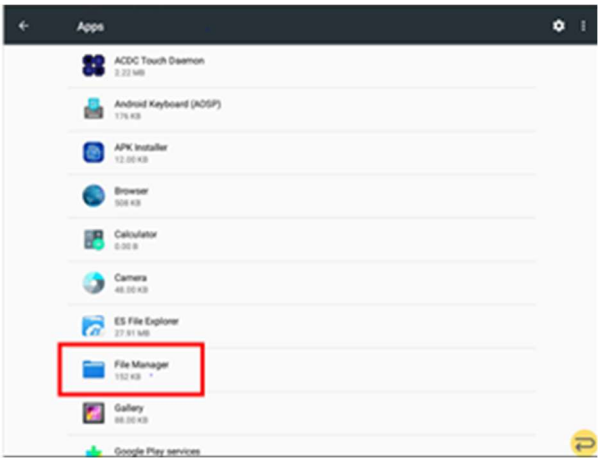
7. Choose the **'Gallery'** selection, then select the **'Always'** option:
8. Proceed with your image selection.

SAP-6000(II)/SAP-630/HM626

1. On the Sapphire A60/A70 go to: **Program Mode → System → Settings → Apps & Notifications → Explorer > Advanced**.
2. On the SAP-6600(II)/630 go to, **Program Mode → System → Settings → Device → Apps → File Manager**
   On the HM626 go to: **Program Mode → System → Settings → Device → Apps → Explorer**.



Sapphire A60/A70

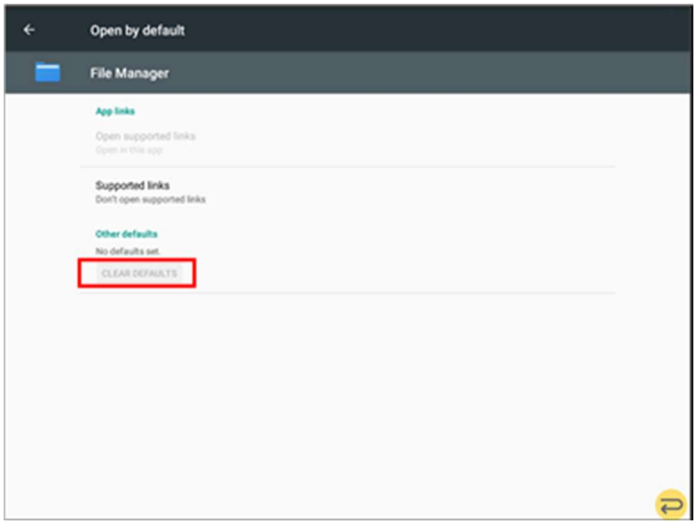


SAP-6600(II)/SAP-630

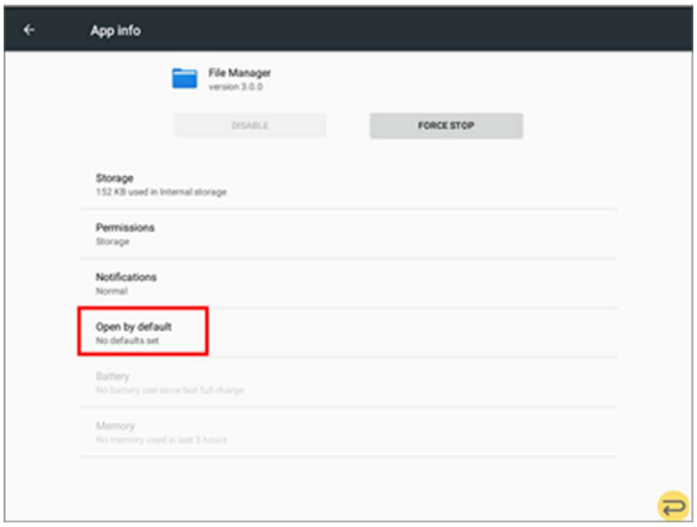


HM626

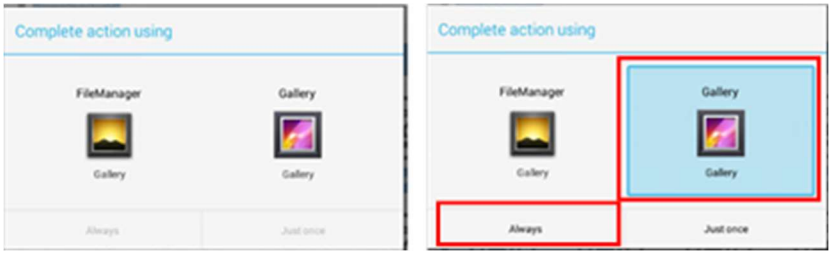
3. On the File Manager screen, **'OPEN BY DEFAULT'** settings, Press **'CLEAR DEFAULTS'**.



4. The selected default settings will be cleared, **"No Defaults Set"**:



5. Press the return icon to **Exit** out of the 'Settings' and return to the Sam4POS Application.
6. From the SAM4POS, select your desired program: *i.e.* PLU / Group / etcetera. **Select IMAGE ADD/EDIT**
7. The **'Complete action using'** selection screen that displays:



8. Choose the **'Gallery'** selection, then select the **'Always'** option:
9. Proceed with your image selection.

Change Default Image

The image on the default sign on screen and the main category selection screen can be changed to any image you choose. You may want the customers logo on these screens for example. You could choose a different image for each screen if desired. Images are automatically resized to fit the selected area.

Sapphire A60/A70 Terminals

1. Double tap the screen image. The manager password entry dialog displays.
2. Enter the manager password and press **ENTER** *(Default password is 9999).*



3. The **CHOOSE PHOTO** dialog displays.
   - Tap **CHOOSE FROM LIBRARY** Selecting DELETE will remove the current image if one is loaded.



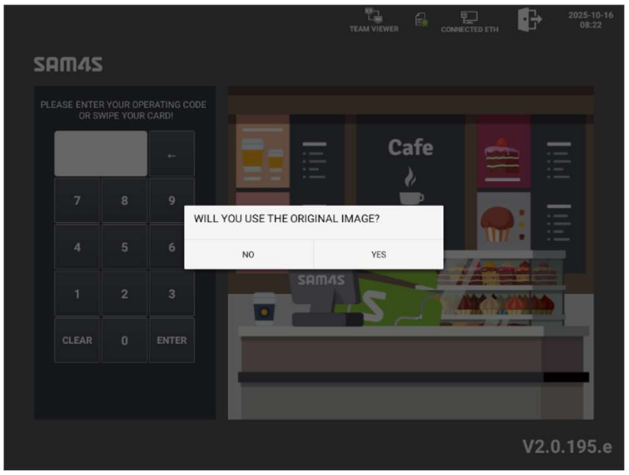
4. The **Select Photo** screen is displayed.
   - Choose the directory where the desired image resides.



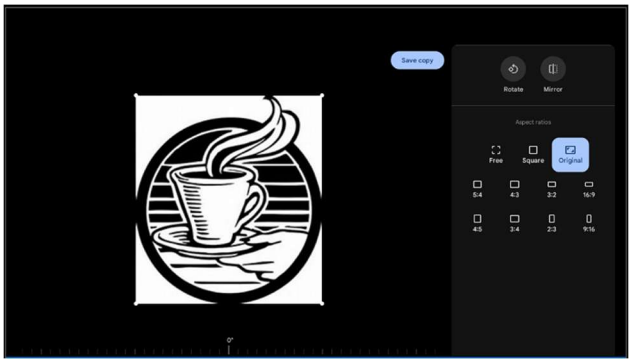
5. The images stored in the directory are displayed.
   - Scroll through the image selections to choose an image from the directory to use as the screen image.



6. Beginning at v2.0.196, when you change select an image, a notification appears about whether you want to use the original image.
    - Select **YES** to use the original selected image.
    - If you click the "NO" button, you can edit the image the same as before.



- If you chose No for the above selection, choose the appropriate **Aspect Ratio**, then press the **Save Copy** button.



7. The selected image is added to your screen.



8. To return to the default image, follow the same procedure.
    - Double Tap the image
    - Enter the manager password at the prompt *(if required)* and press **ENTER**
    - At the CHOOSE PHOTO dialog, press **DELETE**

SAP-6600(II)/SAP-630

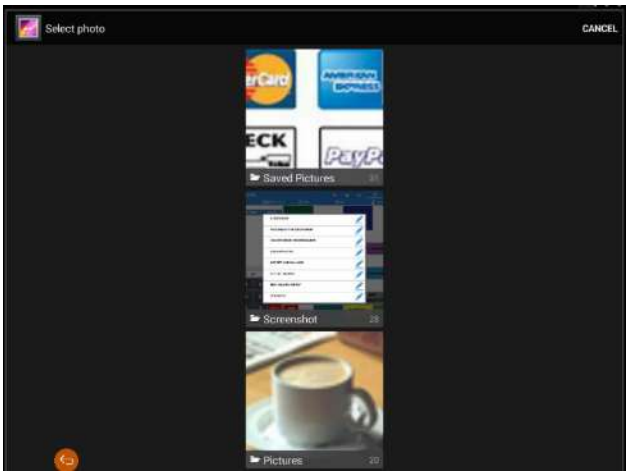
1. Double tap the screen image. The manager password entry dialog displays.
2. Enter the manager password and press **ENTER** *(Default password is 9999)*.



3. The **CHOOSE PHOTO** dialog displays:
   - Tap Choose From Library



4. The **Select Photo** screen is displayed.
   - Choose the directory where the desired image resides.



5. The images stored in the directory are displayed:
   - Scroll through the image selections to choose an image to use as the screen image.



6. When you have selected the image, Press **SAVE** SAVE at the top left of the display to save the new screen image.



7. The selected image will be added to your screen:



8. To return to the default image, follow the same procedure.
   - Double Tap the image
   - Enter the manager password at the prompt *(if required)* and press **ENTER.**
   - At the **CHOOSE PHOTO** dialog, choose **DELETE**. The default image will be restored.

Integrated Payment

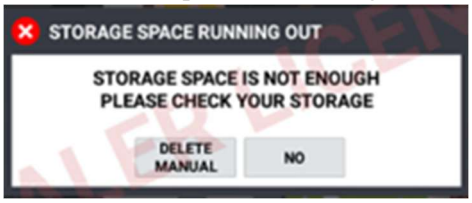
The SAM4POS application only supports EMV enabled devices for integrated payment transactions. There are several different EFT Devices that will integrate with Sam4POS, each EFT Device sets up differently.

For all EFT integrated credit installations, refer to the separate specific supplement available on the CRS website for your specific EFT integrated payment device.

https://www.crs-usa.com/products/sam4pos-android-software-5-year-license-

Storage Space Running Out

(Added in v2.0.121) When the Sam4POS detects that the storage is over 90% the warning message ***'STORAGE SPACE RUNNING OUT: Storage Space is Not Enough Please Check Your Storage'*** will appear. This warning will continue to appear until there is space in the storage and the sale operation will not be available.





There are two buttons in the STORAGE SPACE RUNNING OUT warning message dialog.

» **DELETE MANUAL –** Will send you to the Storage Management Screen to delete old storage data.
» **NO –** Will clear the screen but the operator will continue to see Error Message #287.

Perform each of the steps below until the issue is resolved.

1. Choose **DELETE MANUAL** to delete old storage data or sign on as ADMIN to delete ***Storage Management***. Refer to the "Storage Management" chapter in the separate ADMIN Guide for details.
    - Open Sales Data
    - Log Files
    - ETC Files
    - IRC Sync Data
2. ***Delete Files From Internal Memory:*** Refer to the "Deleting Files From Internal Memory" chapter in the separate ADMIN Guide for details.
    - Log.zip (if this file appears, delete it)
    - \Log
    - \VerboseLog
    - \Database
    - \Program
3. ***Uninstall\Reinstall Sam4POS:*** Refer to the "Uninstall Sam4POS" procedure on page 459 and the "Reinstall Sam4POS" procedure on page 464 for details.
4. ***Factory Data Reset:*** Refer to the "Factory Data Reset" chapter on page 462 for details.
5. ***Possible Hardware\RAM issue:***
    - Open the case and Reseat the M.2 SSD and RAM (SAP-6600II). If the issue persists it is likely a hardware issue, possibly the M.2 SSD storage on SAP-6600II.
    - The SAP-630 has 8GB eMMC storage, it could be the storage is Full. Check Storage Size & use Storage Management to delete data as necessary. You can also delete data on Internal Storage.
6. **Device Self-Storage Management –** Enable and set the Self-Storage Management Data Size. Refer to the "Device Self-Storage Management" chapter on page 478 for details. A USB flash drive must be connected to each station in the system.

Device Self-Storage Management

The Device Self-Storage Management feature *(SSM)* was added in v2.0.147 to allow merchants more control over how much data is to be held *(saved / stored)* on the terminal. A USB Flash Drive must be installed on each station. When the data on the station is over SELF STORAGE MANAGEMENT DATA SIZE LIMIT, when the EOD is generated the data will be moved to the USB, then deleted from the station.

Important: If SSM is enabled and there is no USB Flash Drive on the station, when SSM is ran after generating the EOD, the older months sales data is deleted from the unit without ever being saved anywhere. The history is gone and cannot be recovered from the unit.

How Self-Storage Management (SSM) Works

SSM was built to free up space by removing the older sales data from the unit at closing once storage usage crosses the threshold. Its behavior is:

- If a USB drive is present: SSM copies the data (split DBs, EJ files, backup DBs) to the USB first, then it is deleted from the unit.
- If no USB drive is present: SSM still deletes that data from the unit – SSM does NOT verify that a backup was actually successful before deleting the data.

In other words, if SSM is enabled but there is no USB in the machine, when SSM is ran at closing, older months data is deleted from the unit without ever being saved anywhere. The history is gone and cannot be recovered from the unit.

For most sites we recommend using the Split Sale DB rather than Self-Storage Management (SSM):

- With Split Sale DB, the previous sales data stays on the unit in separate split database files — it is never deleted — so the previous months' reports remain available on the machine without any USB.
- Because the current/active database stays small, the unit does not slow down even as history accumulates. You get the performance benefit without losing any data.

SSM Requirements

- USB Flash Drive
  - Insert a USB flash drive into any available USB port on your terminal.
- System Option
  - Enable Self-Storage Management
  - Self-Storage Management Data Size

  Additional System Option Settings:
  - Storage Threshold %
  - Sale Data Split Size
- Generate EOD

USB Flash Dive

Insert a USB flash drive into any available USB port on your terminal. This is required for the 'Device Self Storage Management' operation.

Important: If SSM is enabled but there is no USB Flash Drive in the machine, when SSM is ran after generating the EOD, the older months data is deleted from the unit without ever being saved anywhere. The history is gone and cannot be recovered from the unit.

System Option

You must enable Self-Storage Management before you can use the Self-Storage Management feature. Go to:

Program Mode > Options > Options > System Option

Device Self Storage Management

ENABLE SELF-STORAGE MANAGEMENT

Only select this option if you wish to set a limit for the amount of data storage to be held *(saved / stored)* on the station. This requires a USB flash dive to be installed on each station.

SELF-STORAGE MANAGEMENT DATA SIZE LIMIT (MB)

Select from 300MB *(default setting)*, 500MB, 1000MB.

Additional System Option Settings:

These additional System Option Settings can be set if desired.

ETC

STORAGE THRESHOLD %

Set the threshold percentage value (from 0 to 100) for the memory storage area. When the storage threshold is reached, the notification "Over The Storage Threshold, Do You Want Management For Storage?" displays on the main sign on screen when employee signs off.

SALE DATA SPLIT SIZE (MB) ***(Added in v2.0.115)***

Set the database size in Megabytes from 1 – 99 that will trigger the database split when the EOD is performed.

⇒ All Open Checks must be closed before performing the 'Sale Data Split' operation.

* Sale Data will not split with open checks in the system.

⇒ When a Database Backup is performed on Sam4POS it does not include the Split Database Files.

* The only way to get the Split Database Files is to manually copy them, which is not recommended. If a mistake is made, the file could be permanently deleted.

Generate EOD

Generating an EOD report clears the current data on the terminal and updates the report data, this operation must be performed daily. Report totals are not deleted, only the current data (since last EOD) is cleared.

When the EOD is generated, Sam4POS will automatically split the sale data to internal memory if the working database is over the setting in SYSTEM OPTION: SALE DATA SPLIT SIZE (MB). The default setting is 30 MB.

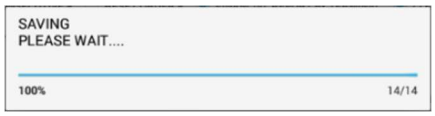
When the Device Self-Storage Management is enabled, Sales Data that is over the data size limit setting in SYSTEM OPTION: SELF-STORAGE MANAGEMENT DATA SIZE will be backed up to the USB flash drive and removed from the station. The sequence of events After End Of Day (EOD) is generated are:

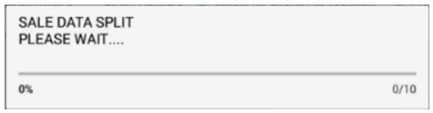
- **Check Storage Size**
  - Total Memory Storage Size Used (Current DB, EJ Files, Backup DB, Split Sales DB, Log Files)
- **Sale Data Split**
  - Compares SYSTEM OPTION: SALE DATA SPLIT SIZE (MB) with the working database size.
  - Split Sales Data if over this setting.
- **Device Self-Storage Management Condition**
  - Checks for a Connected USB Storage device . . .
  - Compares SYSTEM OPTION – SELF-STORAGE MANAGEMENT DATA SIZE (MB) setting with the Current Memory Storage Size Used.
  - Check if the Self-Storage Size is up to 95%.
- **Data Backup To USB**
  - The Current DB, EJ Files, Backup DB, Split Sales DB, Log Files will back up to the USB.
- **Delete Self-Storage Management Data Files**
  - Then the EJ Files, Backup DB, Split Sales DB, and Log Files are deleted from the terminal.

Sale Data Split

When the EOD is generated, Sam4POS will automatically split the sale data to internal memory if the working database is over the setting in SYSTEM OPTION: SALE DATA SPLIT SIZE (MB). The default setting is 30 MB. The sale data split is performed to speed up normal transaction entry by making the working Database smaller.

At the station that generates the EOD you may see the notifications: **Saving Please Wait . . . .** then **Sale Data Split Please Wait . . . .**





During the Sale Data Split operation, all other stations in an IRC System will display the notification message: **Database Split Please Wait . . . .**

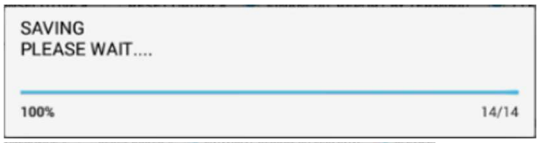


Press **OK** to clear the notification. When the Database Split is completed, the notification Sale Data Split Success will appear on the display briefly.

Self-Storage Management

With Device Self-Storage Management enabled, when the EOD is generated and the Database Split has finished, if the total storage on the terminal is over the setting as set in SYSTEM OPTION – SELF-STORAGE MANAGEMENT DATA SIZE (MB), the Self-Storage Management process will initiate automatically.

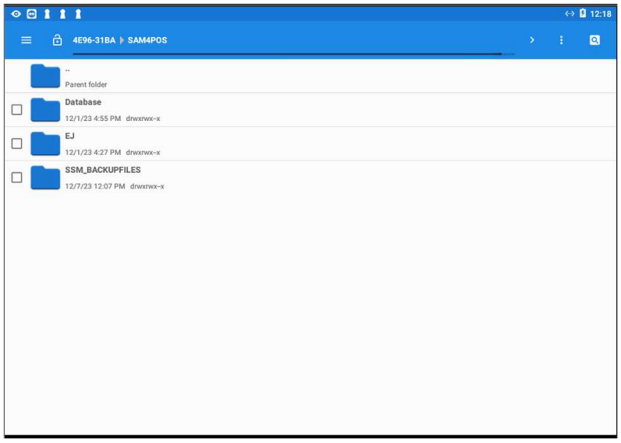
- Data is backed up to the USB.
    - USB Flash Drive must be connected prior to generating the EOD.



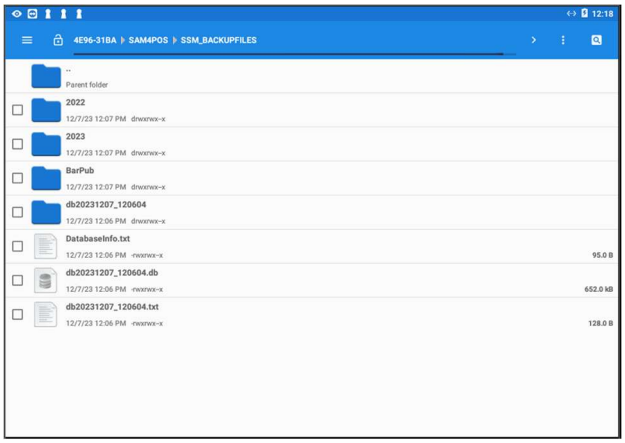
- Self-Storage Management files are deleted.
    - If no USB drive is present: SSM still deletes that data from the terminal.



- When storage management is complete, the files are located on the USB: ***USB:\SAM4POS\SSM_BACKUPFILES***



- Inside the SSM_BACKUPFILES directory you will see the EJ Files, Backup DB, Split Sales DB, and Log Files



If you do not have a USB Flash Drive installed on the terminal, the Self-Storage Management dialog "Failed To Backup Self-Storage Management Please Insert USB" will display.

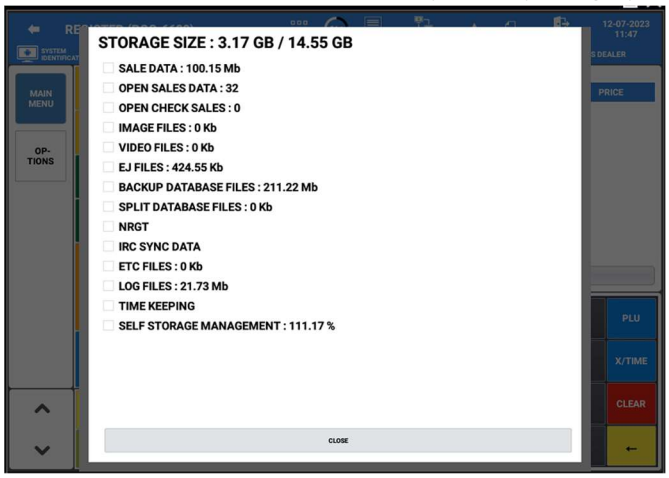


- **YES :** Will not show this message again.
- **NO :** The message will display again at the next Sign-On.

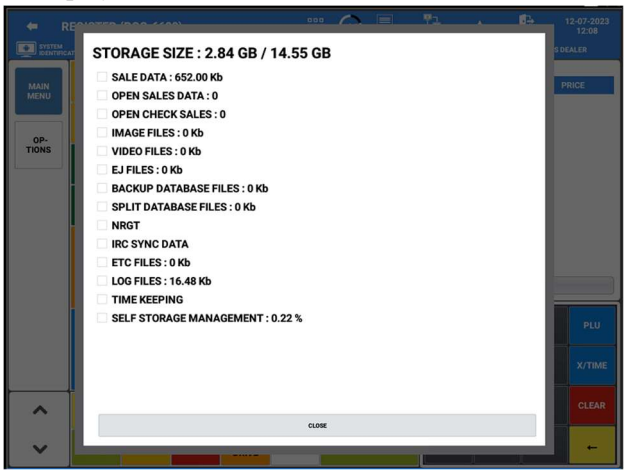
Checking Storage Size

The current Storage Size can be checked from the register mode.

1. From the register mode title bar, press the Utility Information icon. 
2. The Storage Usage icon displays the current percentage of Memory Storage currently used. 
3. If the percentage of total memory storage used is higher than the System Option: Storage Threshold % value, the Memory Storage percentage value will appear Red. 
4. Tap the Memory Storage icon to show the total Memory Storage Size: Used Memory / Total Memory.
   - The breakdown of memory used by category is also displayed.



Register Mode: Memory Storage **Before EOD**



Register Mode: Memory Storage **After EOD**

Sales Data Recovery

When the Device Self-Storage Management is enabled, Sales Data is saved to a USB flash drive when the SYSTEM OPTION – SELF-STORAGE MANAGEMENT DATA SIZE (MB) setting is reached. The sales data from the backed up file is no longer available in the Report Mode.

The Sales Data is saved on the USB by Default in the database backup directory:

USB:\SAM4POS\SSM_BACKUPFILES\db20231207_120604\saledata

If a merchant wants to view this old sales data at the Sam4POS station, It is possible to recover old sales data if necessary.

They would need to move the ***sale data*** directory, so it is inside of the **SSM_BACKUPFILES** directory on the USB.

Like this: ***USB:\SAM4POS\SSM_BACKUPFILES\saledata***

Insert the USB into the Sam4POS station, then go to Report Mode and generate the desired report.

Manually Edit Storage Management

The Sam4POS Database holds both configuration data and report data. Since there is a finite amount of memory available, eventually this memory will fill up and cause the terminal operations to slow down.

If you want to manually control the storage on the terminal, you can use storage management to backup historical data to a USB flash drive if desired, then delete the old data on the terminal to free up memory resources to improve performance.

Warning! This operation is not reversable, the selected totals will be cleared for ALL Stations in a system!

To manually delete Storage Management files from memory you will need to sign on to the station using the System ADMIN sign on code. Then go to:

Program Mode > System > Database > Storage Management

Refer to the separate 'ADMIN GUIDE' supplement for complete details.

You can view a video showing Storage Management here: https://www.youtube.com/watch?v=NmwXR4YcnfI

You can choose to 'Backup To USB' any Data that you want to save, for example:

EJ Files, Backup Database Files, Split Database Files, Log Files.

Then Delete selected Data from Storage Management. Refer to the separate 'ADMIN Guide' for complete details.

Remote FTP Log Backup

If your Sam4POS ECR is connected to the Internet, the log backup provides a means to save log data and database files directly to the CRS FTP site if desired. The default FTP settings are already set up to send to the CRS FTP site. No changes are required to send to the CRS FTP site.

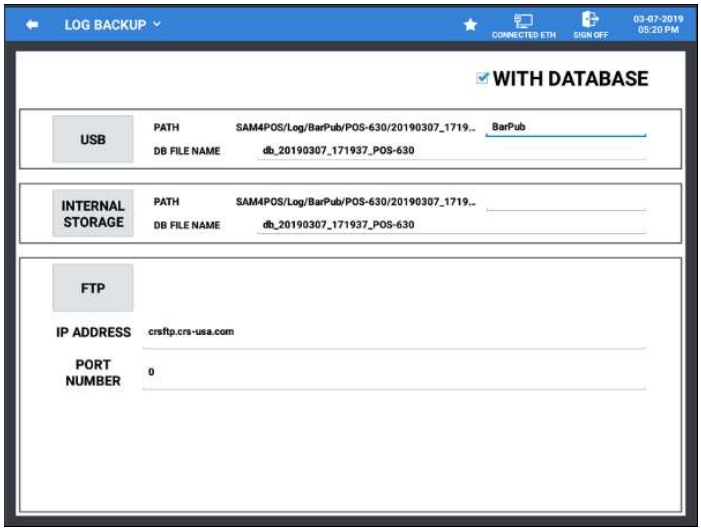
Log data for the last 10 days is stored in the terminal. In an IRC systems, each station maintains its own log files. When reporting an operation issue or if you experience a generic FAILURE error message, we may ask for the Log's and Database files from all stations in the system.

The dealer can log onto the POS-Main terminal at the site with TeamViewer and perform the Log Backup remotely.

Important! Before performing the Log Backup, be sure to verify\enter the appropriate Store Name & Terminal Descriptor in the Program Mode → Network & Revenue → Terminal & Network.

- Enter a **'STORE NAME'**, Then Press **OK** (the icon).
- Enter a **'TERMINAL DESC**, Then Press **OK** (the icon).

1. From the **PROGRAM MODE**, go to **SYSTEM** and select **LOG BACKUP**. The Log Backup screen displays:



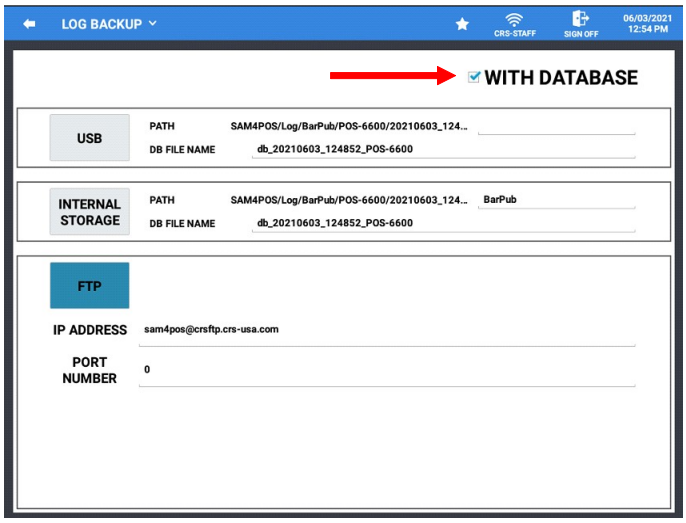
Note: *PATH and DB FILE NAME are not used when backing up to FTP.*

- Enter the **IP ADDRESS** or URL for the FTP site where you want to send the backup to.

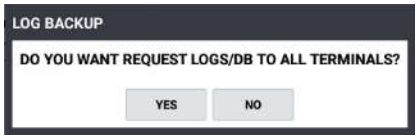
  Press **Next (**the icon).
- Enter **0** for the **PORT NUMBER**, Press **Next** (the icon).

Note: The default FTP settings are already set up to send to the CRS FTP site. When uploading to the CRS FTP, no changes are required.

2. Make sure the **'WITH DATABASE'** option is checked, Press the **FTP** button to initiate the backup.



3. If you select to back up to FTP, you have the option to select all terminals in the IRC system:

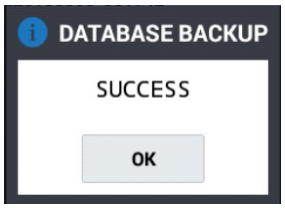


4. Press **YES** to send the backup from all terminals in system, *(eliminates having to send from each terminal individually)*, press NO if you want to send the backup from just the one station.
5. The SAM4POS connects to the FTP Server, then the Backup begins, the progress dialog displays:

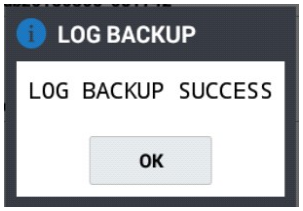




6. Each Log file currently available in the SAM4POS will be backed up to the FTP Site along with the database.
7. When the backup is complete, the confirmation messages will display briefly:



Press OK



Press OK

8. The data files are saved to the FTP site.
9. Press the back-arrow ⇦ icon at the top left of the title bar to exit the log backup.
10. When Logs and Database have uploaded, provide the following to CRS:
    - Dealer Name
    - Store Name
    - Terminal Name
    - Date & Time the issue occurred.
    - Examples showing issue.

If FTP Backup Fails

If the backup to the FTP site fails, some things to check would be:

1. Verify the FTP setting is correct:
    a. IP Address: **crsftp.crs-usa.com**
    b. Port Number: **0**
2. Try accessing a website from the WEB View
    a. Program Mode → ETC.
    b. Type in a web address or select a website from the list. Example: www.crs-usa.com
3. Check to see if there are any 0 byte log files on the terminal, delete them if there are:
    a. Log in with Team Viewer
    b. May need to install ES File Explorer (available on the Sam4POS page\CRS website)
    c. Exit Sam4POS and go to the main Android screen, go to the File Manager.
    d. Look for any **0 byte log files** in the Sam4POS \ Log Folder, **delete the 0 byte files**.

If uploading Logs & Database files directly to the FTP fails or if there is no internet connection at the site, the Logs & Database files from Each station at the site can be saved to a USB memory stick. The Log/Database Backup files can then be uploaded to your Dropbox or Google Drive, or other file hosting & storage service, or to the CRS FTP Page from the link on the CRS website. https://www.crs-usa.com/resources/ftp-page

Note: The File Size for uploading to the CRS FTP page from the CRS website is limited to 2GB.

Upload Backup Files to Hosing Service

If the merchant site does not have an active internet connection or for some other reason the logs & database files cannot be uploaded to the CRS FTP from the Log Backup, you can save the Logs & Database files from each station at the site to a USB drive then upload the Logs & Database files to your Dropbox or Google Drive or other file hosting & storage service.

When the upload is complete simply copy the link to the file (make sure to set the link accessible to anyone) and email the link to crssupport@crs-usa.com or to a specific support person.

Be sure to indicate in the email what case# the linked file is for including the site name and specific issue, support tech the file is intended for and any other pertinent information.

CRS Website FTP Page Upload

The FTP Log Backup discussed on page 419 is an easy way to upload Logs & Database files for reporting issues directly to the CRS FTP. If the merchant site does not have an active internet connection or for some other reason the logs & database files cannot be uploaded in this manner, you can back up the Logs & Database files from each station in the system to a USB memory stick and upload them using the CRS website FTP Page at: https://www.crs-usa.com/resources/ftp-page

Note: The File Size for uploading to the CRS FTP Page from the CRS website is limited to 2GB.

Be sure to indicate the case# on the form that the linked file is for, including the site name and specific issue, and the support tech that the file is intended for and any other pertinent information.

FTP Page Upload On CRS Website

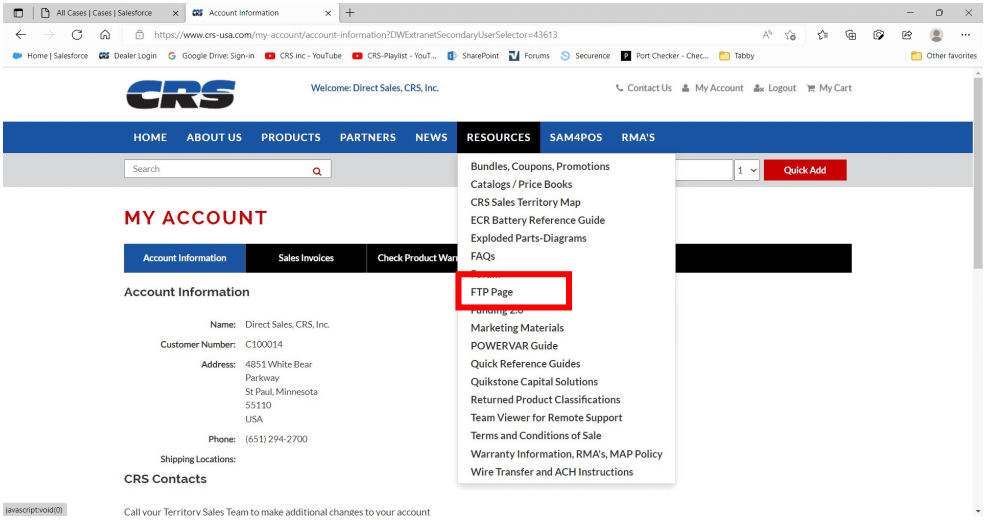
The Remote FTP Log Backup discussed on page 482 in the appendix is an easy way to upload Logs & Database files to the CRS FTP for reporting issues. If the merchant site does not have an active internet connection or for some other reason the logs & database files cannot be uploaded in this manner, you can save the Logs & Database files from each station in the system to a USB memory stick and upload them individually from the CRS website FTP Page at:

https://www.crs-usa.com/resources/ftp-page

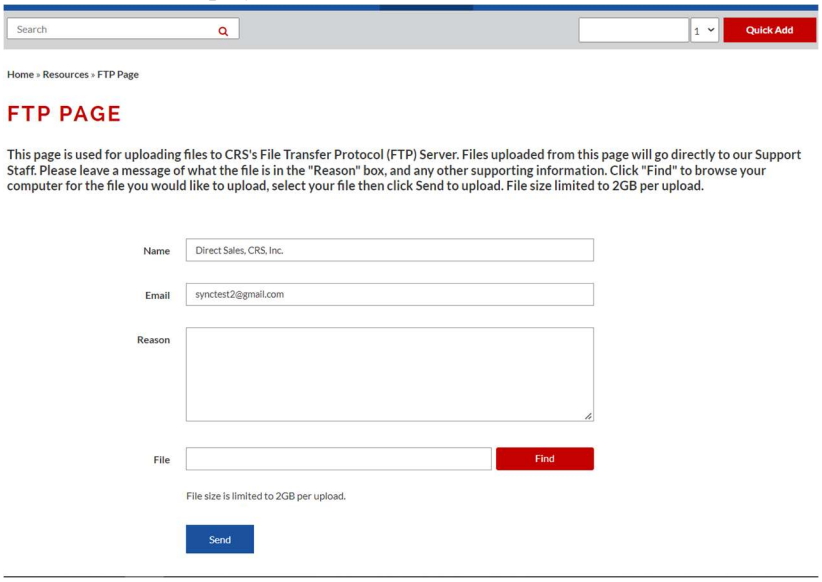
Note: The File Size for uploading to the CRS FTP Page from the CRS website is limited to 2GB.

FTP Page Upload Procedure

1. Backup each stations Logs & Database files to your USB memory stick.
2. Insert the USB with the Log & Database backup files into your PC.
3. Login to the **CRS website** using your Dealer Login credentials.
4. Go to the **Resources** on the main menu bar and select **FTP Page**.



5. The **FTP PAGE** is displayed:



6. On the **FTP Page** enter details in the **Reason** box.
    - Site name where the file is from
    - Issue you are reporting.
    - Case # *if known.*
    - Support tech you are sending the file to
    - Any other pertinent information, etc.
7. Click **Find** on the **File** line to browse to the Logs & Database files saved on your USB.
8. You may need to upload station files individually; File size is limited to 2GB per upload.
9. Press **Send**. The Files uploaded from this page will go directly to the CRS Support Staff.

Barcode Label Printing

The barcode label printing was added to Sam4POS beginning with v0.1.108. This feature allows a merchant to print labels for PLUs from the PLU programming screen. We can also set labels to be printed when certain PLUs are registered in a sale.

Label Print programming is used to set up the different label types that may be used such as product labels and shelf labels. You can customize the information that is printed on the label to suit your application needs. The labels generated by Sam4POS are the CODE_128 format.

Equipment List

You will need to set up a Label Printer in the Device Setting before you can print labels. The Sam4POS provides support for the BTP-L520 & BTP-L540 label printers. The printer interface to Sam4POS can be either Serial or Ethernet, you cannot use a USB interface for SNBC printers.

- CRS P/N: 132063 – BTP-L520 – Serial with Peeler
- CRS P/N: 132066 – BTP-L520 – Ethernet with Peeler
- CRS P/N: 132071 – BTP-L540 – Serial/USB with Peeler
- CRS P/N: 132072 – BTP-L540 – Ethernet/USB with Peeler

Sam4POS Label Print default format size of 400 X 220 *(As measured in Label Printer Units)* = 2.25” x 1.25”. This is a common size for shelf labels.

- CRS P/N: 800601 = Direct Thermal 2.25” X 1.25” Labels.

Required Programming

The programming required to utilize the barcode label printing feature:

- Device: Device Setting & Device Mapping
- Receipt & Message: Label Print
- Employee > Station > Receipt Format: Label Printer

Optional Programming

If desired, you can print a product label from the register mode using the Price Check function key.

- Function Key
    - Price Check

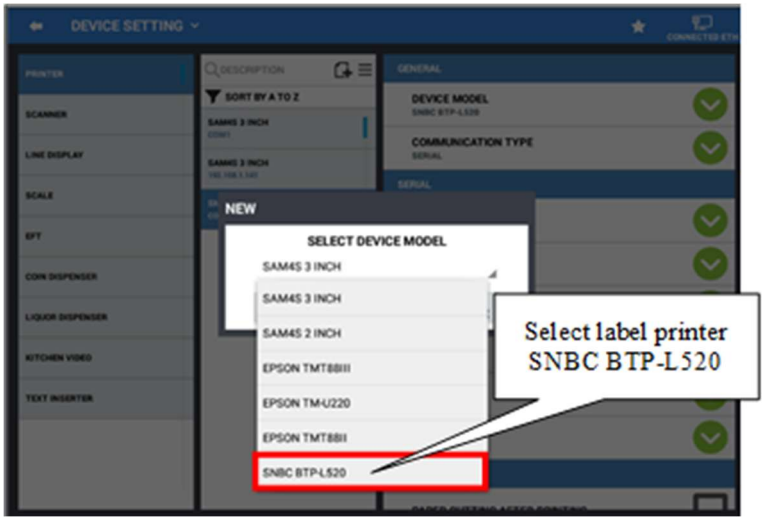
Device Programming

You must first set up the Label Printer in the Device programming before labels can be printed from the Sam4POS. The label printer can have either a serial or ethernet interface.

- Device: Setting & Mapping *(See Device programming on page 352 for complete details.)*
- Receipt & Message: Label Print *(See Label Print programming on page 256 for complete details.)*
- Employee > Station > Receipt Format: Label Printer *(See Station programming on page 177 for details.)*

Device Setting

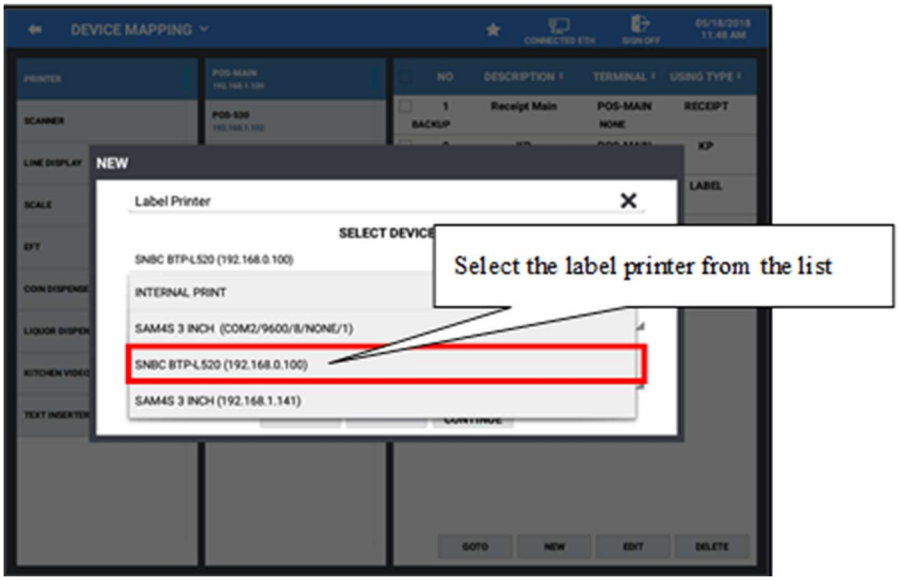
1. Select **DEVICE SETTING** from the **PROGRAM MODE » DEVICE** menu selections.
2. Add the **SNBC BTP-L520** label printer *(Serial or Ethernet only)* to the printer list:



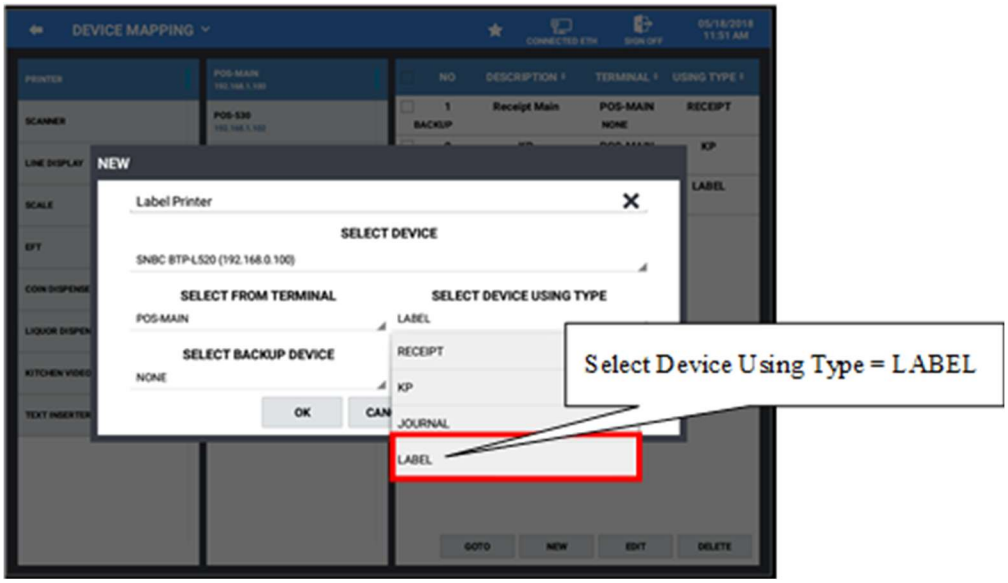
3. Verify your settings,
    a. Serial: COM Port, Baud Rate, etc.
    b. Ethernet: IP Address, Port Number

Device Mapping

1. Select **DEVICE MAPPING** from the **PROGRAM MODE » DEVICE** menu selections.
2. For your station, add the label printer as a **NEW** device. Type in a **DESCRIPTION** for the device:



3. In the **SELECT DEVICE** field, choose the **SNBC BTP-L520** label printer (as defined in the device settings):

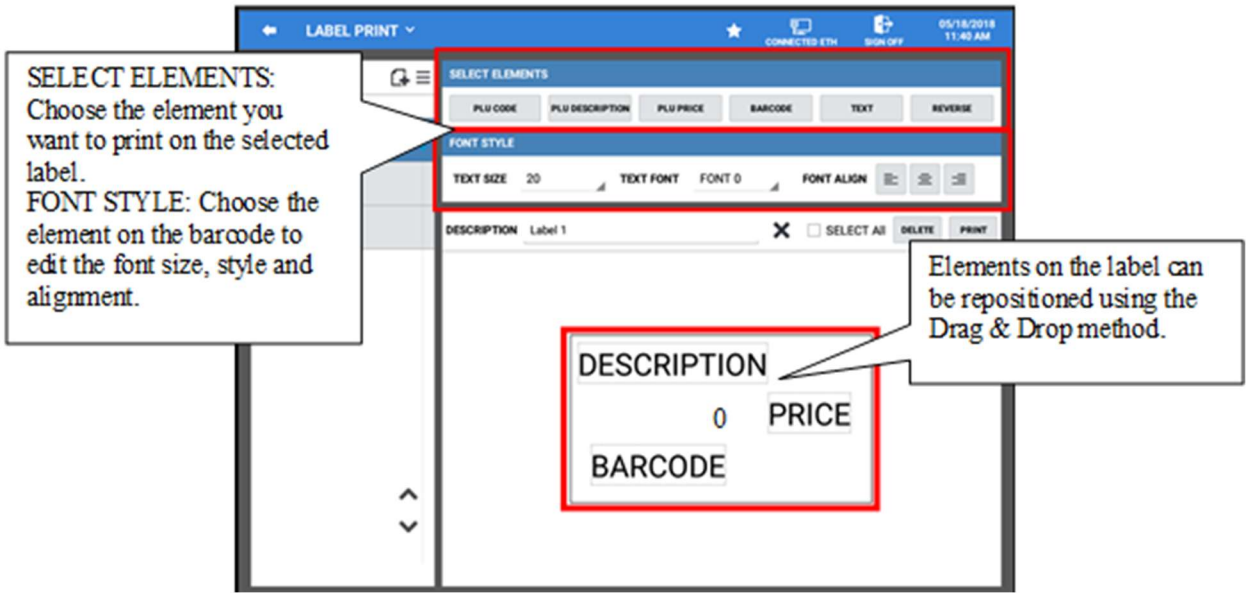


4. Choose **LABEL** for the SELECT DEVICE USING TYPE field.
5. If you have more than one label printer set up in the system, you can define a backup printer if you desire. If you do not, leave the backup settings at NONE.
6. Press **OK** to save your settings.

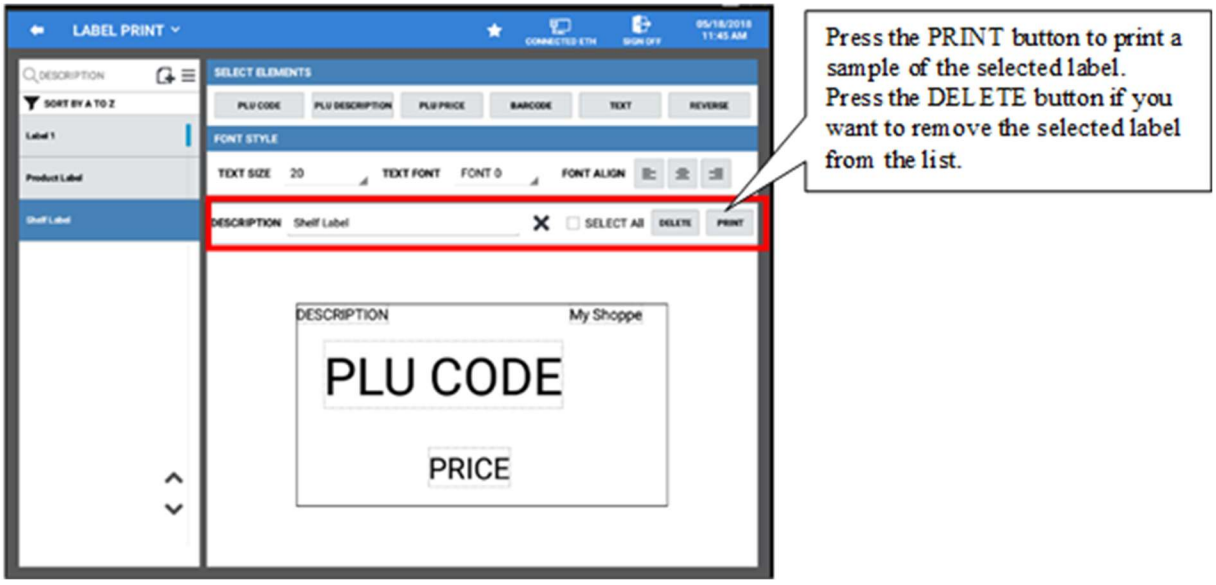
Receipt & Message » Label Print

You will need to define the labels you want to use in the Label print programming. Refer to Label Print programming on page 256 for details about this program area. You can create multiple label types for different purposes, such as Self Labels or product labels. The labels generated by Sam4POS are the CODE_128 format.

1. Select **LABEL PRINT** from the **PROGRAM MODE** » **RECEIPT & MESSAGE** menu selections. The default label displays:



2. **Add** or **Edit** labels as needed.



3. After you have all the elements positioned where you want, you can edit the descriptor and issue a test print of the selected label or delete the selected label.

Employee » Station

When you have created the Labels for your desired label sizes, you will need to assign the Receipt Format to be used for the Label Printer for each station. Create the stations here in the Employee Station programming. For example, you may have different Counter Stations and Drive-Thru Stations.

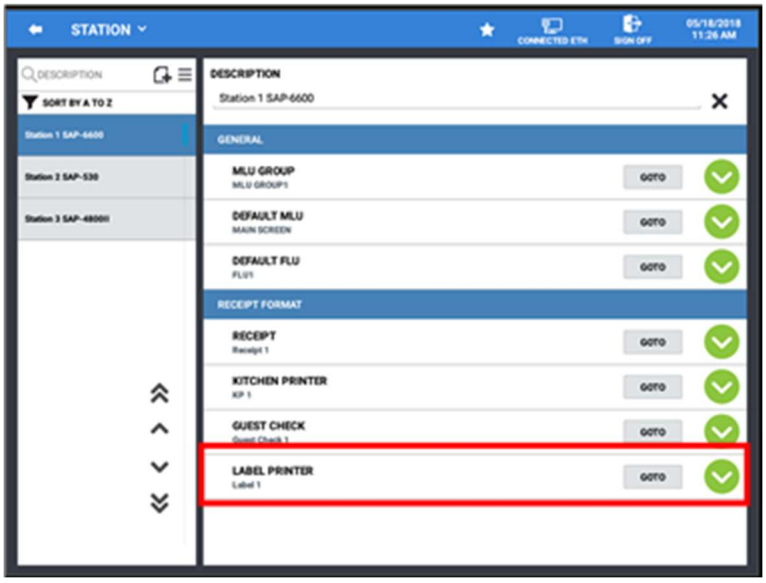
Note: Station assignment is also set in the ***Program Mode "Network & Revenue"*** » ***"Terminal & Network"***.

Receipt Format » Label Printer

Assign the desired Label Print Receipt Format for the Label Printer for each station.

Format for Sale

1. Select **STATION** from the **PROGRAM MODE » EMPLOYEE** menu screen.



2. Go to the **RECEIPT FORMAT** options and select **LABEL PRINTER**.



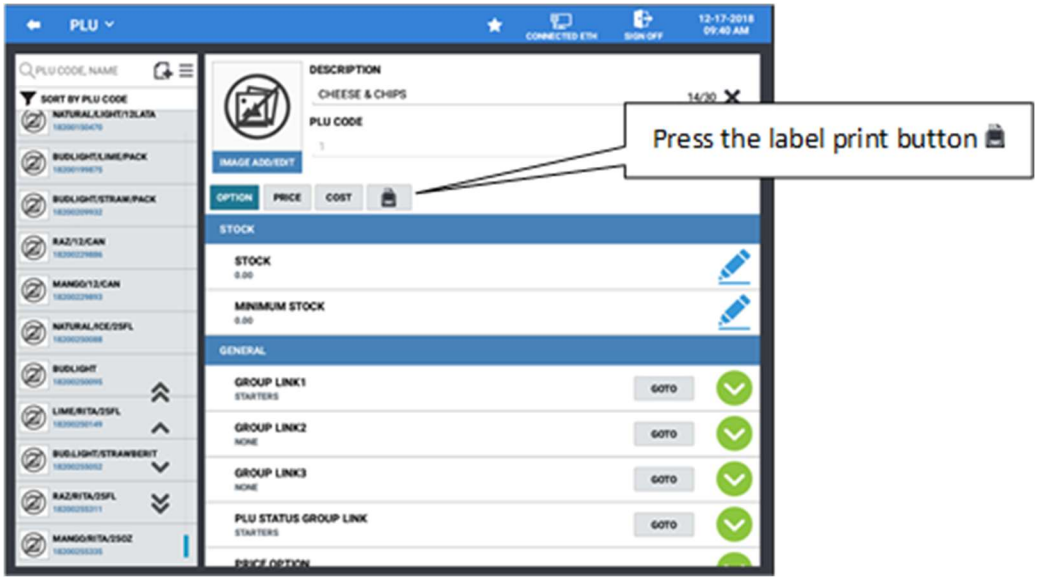
   a. You can have different label formats for product labels, shelf labels, etc. Choose the format for the specific label type you want to print.

Printing Labels

Printing Labels from PLU

Labels can be printed from the PLU programming area or from the Menu icon Edit Mode. We can choose to print a single label or multiple labels for one or more PLU items. The labels generated by Sam4POS are the CODE_128 format.

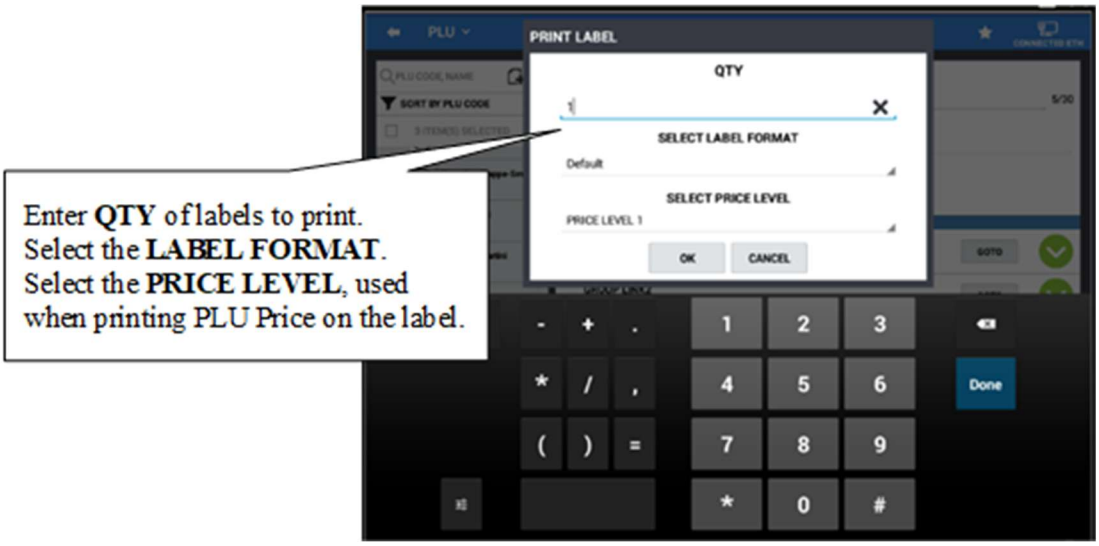
1. Select **PLU** from the **PROGRAM MODE** » **PLU** menu selections. The PLU programming screen displays:



2. Select the item you wish to print a label for, Press the printer button .
   Alternatively, you could print labels for multiple items. Select the **EDIT MODE** ☰, then select one or more PLUs from the list.



3. Press the printer button The **'PRINT LABEL'** dialog displays:



4. Select the **QTY**, number of labels for each selected item you want to print.
5. Select the **LABEL FORMAT** (as defined in the Label Print set up).



6. Select the **PRICE LEVEL,** this will be the price that is printed on the label.



7. Press **OK** on the Print Label dialog to print the labels and close the dialog.

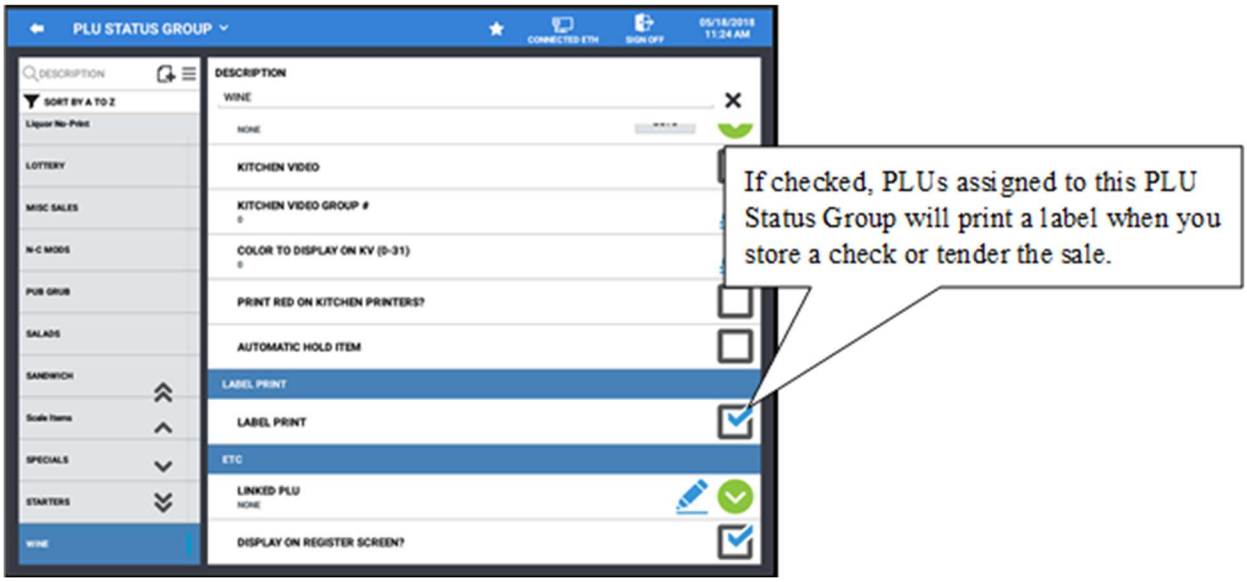
Printing Item Label Within Sale

If you have assigned certain PLUs to a PLU Status Group set to print a label, these items will print a label when the transaction is stored or tendered.

PLU Status Group

Optionally, if you want to print a label when a PLU when selling specific items, you will need to assign the items to a PLU Status group with the appropriate setting to print a label, *i.e.* print a label for coffee cups to identify the coffee type.

1. From the **PROGRAM MODE** touch **PLU** to view the PLU program selection window, touch **PLU STATUS GROUP** to view the PLU status group options.
2. Choose the desired PLU Status Group from the list, in the Label Print program area select the option: Label Print.

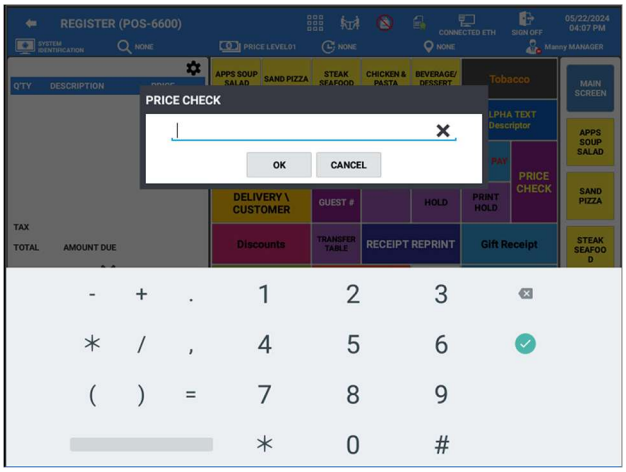


3. Any items assigned to this PLU Status Group will print a label when registered in a sale.
   When an item assigned to this PLU Status Group is registered, a label is printed when you tender the sale or store the order (if using check tracking). Beginning in v1.062 Condiment items will print along with main item.
   For Example:
   COFFEE
   Cream
   Flavor Shot – Hazelnut

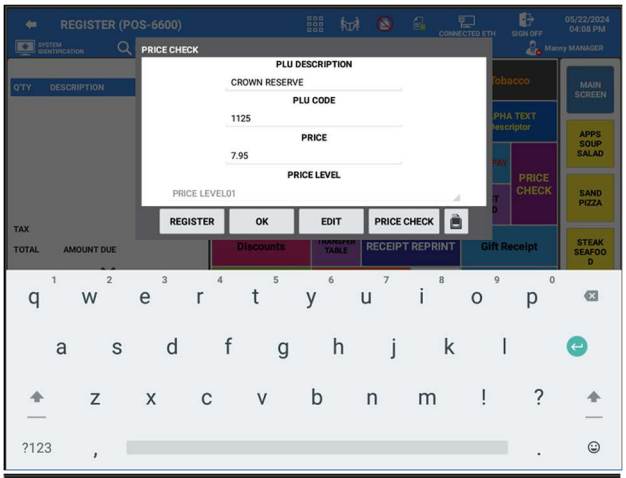
Print Label Using Price Check Key

Product labels for any item can be printed from the register mode using the Price Check function key.

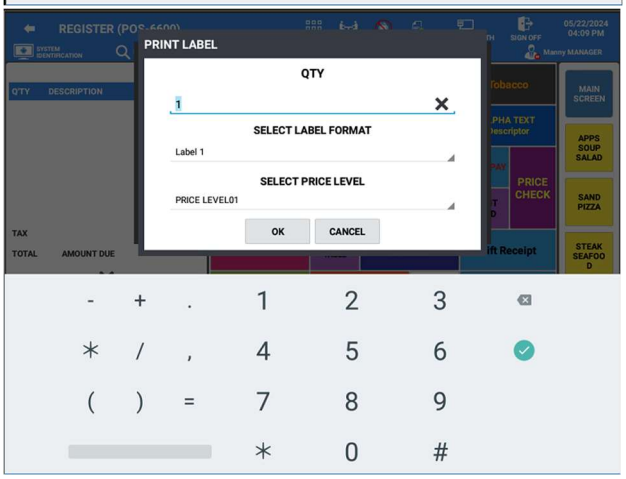
1. From the **REGISTER** mode, press the **PRICE CHECK** function key to open the Price Check entry.
2. On the **PRICE CHECK** dialog, scan an item or enter the number for the item you want to print a product label for. Press **OK** to open the Price Check entry screen.



3. The **PRICE CHECK** entry screen for your item displays.
4. On the **PRICE CHECK** entry screen for your selected item, press the **PRINT** button to open the PRINT LABEL dialog box.



5. On the **PRINT LABEL** entry dialog box:
   a. Enter the number of labels you want to print on the **QTY** line.
   b. Choose the desired **SELECT LABEL FORMAT** from the drop down selections.
   c. Choose the desired **SELECT PRICE LEVEL** from the available selections in the drop down list.
6. Press **OK** to print your labels. Pressing CANCEL will exit the operation without printing any labels.

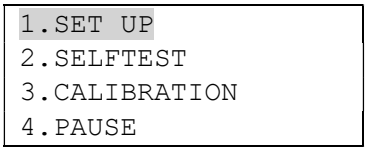


SNBC BTP-L520/L540 Label Printer

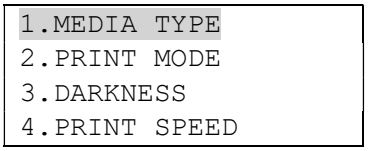
Setting Peeler Function to OFF

If your label printer includes a peeler that you do not wish to use, you can easily turn the peeler function off using the printers Feed Button programming menu. Similarly, you can follow this procedure to Turn On the peeler operation.

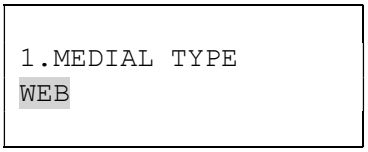
1. Power **ON** the printer. Wait until the **Green LED** comes **ON**.
2. **Press & Hold** the **Feed** button (long press) until the LED blinks, Release the **Feed** button. The set up menu will display with option **#1. SET UP** selected.



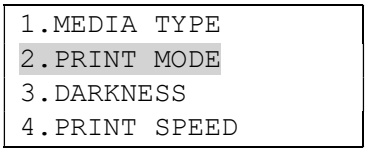
3. With **SET UP** selected, **Press & Hold** the Feed button (long press) until the LED blinks. Release the **Feed** button, the set up options will display with option **#1. MEDIA TYPE** selected.



4. With **MEDIA TYPE** selected, **Press & Hold** the **Feed** button (long press) until the LED blinks. Release the **Feed** button, the set up options will display with the currently selected MEDIA TYPE option.
5. Press the feed button (short press) until the **MEDIA TYPE** option **WEB** is selected.



6. With **WEB** selected, **Press & Hold** the **Feed** button (long press) until the LED blinks. Release the **Feed** button, the set up menu returns with **MEDIA TYPE** selected.
7. Press the **Feed** button once (short press) to select option **#2. PRINT MODE**.



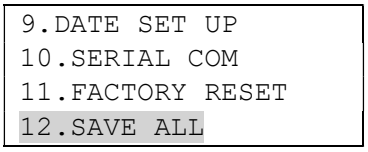
8. With **PRINT MODE** selected, **Press & Hold** the **Feed** button (long press) until the LED blinks. Release the **Feed** button, the set up options will display with the currently selected PRINT MODE option (PEEL OFF).



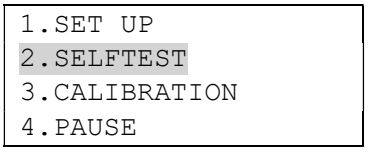
9. Press the **Feed** button (short press) until **TEAR OFF** is displayed.



10. With **TEAR OFF** selected, **Press & Hold** the **Feed** button (long press) until the LED blinks. Release the **Feed** button, the set up menu returns with **PRINT MODE** selected.
11. Press the **Feed** button (short press) sequentially until option **#12. SAVE ALL** is selected.



12. Verify settings by printing a printer self-test.
13. **Press & Hold** the **Feed** button (long press) until the LED blinks. Release the **Feed** button, the set up menu will display with option **#1. SET UP** selected. Press the **Feed** button once (short press) to select option **#2. SELFTEST**.
14. **Press & Hold** the **Feed** button (long press) until the LED blinks. Release the **Feed** button, the SELFTEST will print.
15. You can use option **#3. CALIBRATION** selection to calibrate the printer to your label. The printer will feed many labels, then sense the separator/perforation.



Calibrate Label Printer To Labels

If you change to a different label, label size or otherwise need to recalibrate the printer to your label, follow the procedure shown here.

1. Power on the printer, wait until the **Green LED** comes **ON**.
2. **Press & Hold** the **Feed** button (long press) until the LED blinks.
    a. Release the **Feed** button, the set up menu will display with the **#1. SET UP** selected.

```
1.SET UP
2.SELFTEST
3.CALIBRATION
4.PAUSE
```

3. Press the **Feed** button (short press) sequentially until option **#3. CALIBRATION** is selected.
4. With **CALIBRATION** selected, **Press & Hold** the Feed button (long press) until the LED blinks.
    a. The printer will feed numerous labels while sensing the label perforation and complete the calibration.

2nd Display (Dual VGA Monitor)

A 2nd Rear LCD Dual Monitor can be connected to the Sapphire A60/A70 terminals or the SAP-6600(II) terminals. Support for the optional integrated 9.7-inch and 15-inch rear LCD customer display was added beginning in v1.1.11. This enhancement only applies to the SAP-6600(II). For detailed information regarding the installation of the integrated LCD, refer to the Dual Monitor supplement.

The rear LCD Display can be used to display text messages, images, menu suggestions and more. Configuration settings for the rear display can be found in: Program Mode \ Screen Edit \ Rear Display.

When Sam4POS version v1.1.11 or later is installed on the SAP-6600(II) terminals, a prompt to install the Rear Display App will appear. You must select to install the Rear Display App to utilize the feature.

There is no Dual Monitor setup available on the SAP-630 terminals or the Histone tablets.

Refer to the Sam4POS Dual Monitor programming supplement for installation & set up information. This supplement can be downloaded from the CRS Website from the Sam4POS pages at:

https://www.crs-usa.com/products/sam4pos-android-software-5-year-license-

You can review a video for the rear display installation here:

https://www.youtube.com/watch?v=InipJgq7S3Q&list=PLtF-h-a37jHmbhGgLO3nB76hP-avFSW29&index=4&t=0s

If you choose to connect a VGA monitor to the VGA port on the SAP-6600(II) you must reboot the terminal in order for the terminal to send data to the VGA port.

BEST PRACTICE:

- Power OFF the SAP-6600(II)
- Connect VGA Monitor
- Turn on VGA Monitor
- Power ON the SAP-6600(II)

With application firmware versions prior to v1.1.11 if you can connect a 2nd Display to the VGA port on the SAP-6600(II) terminal, it will display the same information as the front *(operator)* screen.

There is no feature in versions prior to v1.1.11 Sam4pos to do anything more (*i.e.:* show pictures, customer display, videos, etc.).

Equipment Required

For detailed information regarding the installation of the integrated LCD, refer to the Dual Monitor supplement.

CRS has two LCD displays for integration with the SAP-6600(II), a 9.7” display and a 15” display. However, any VGA LCD display can be connected to the Sam4POS VGA port.

SAP-6600(II) running Sam4POS Cash Register Application software v1.1.11 or later

9.7” Display P/N 503336

(old 9.7” Display P/N 503130)

15” Display P/N 503337

(old 15” Display P/N 503128)

Bracket P/N 503270

Note: The 9.7 inch display comes with the mounting bracket. With the 15 inch display, the bracket is sold separately.

Replacing A Terminal In A System

If a terminal is removed from the system or if a terminal is damaged and must be replaced, the license for the station can be transferred to another terminal. You will need to fill out the online service swap license request form on the CRS website. Plan ahead when requesting licenses, it takes some time to complete the license generation process.

Important: Every effort will be made to immediately issue licenses but *please allow 24 hours*. If you need an immediate license you can create & install the 15-Day Temporary License.

Service Swap License Request

To swap the license from the old terminal to a new terminal, you will need to fill out the Service Swap license request on the CRS website. You will need the original terminals License Code and the License Code for the New Terminal.

1. To get the license ID#: Go to the **Program Mode → System → Database: Database Backup**
    a. Note the original license ID#
    b. Go to the **Program Mode → System → Register License: Note the License ID#** *(Large Red Number)*
2. Request a new license *(using the Service Swap license request form)*
    a. Enter the original terminals license code in the notes area.

Historical Report Totals

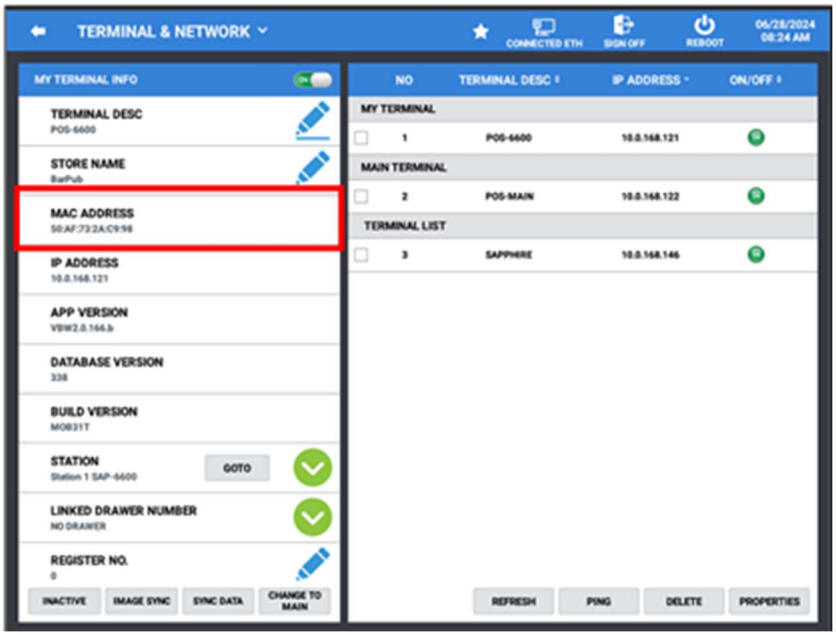
1) If a terminal in the system is removed or requires replacement what happens with the historical report totals?
    ⇒ Report data is saved on all stations in a system, the report data for the missing or damaged terminal is still available when a consolidated report is generated.
2) What reports are available if a terminal is removed from the system?
    ⇒ All reports are possible but only as consolidated data.
3) When running historical reports, are the daily sales totals available for the missing register before replacement?
    ⇒ Daily sales totals are available only as consolidated. not for the missing (not connected) register.
4) Could the dealer read the missing registers daily sales data?
    ⇒ Report data is only available with a consolidated report not as a standalone, individual report.
5) What happens when a new replacement terminal replaces the one that was removed for service?
    ⇒ New register starts from initial total.

For Example :

POS-Main : $1.00
POS-1 : $2.00
POS-2: $3.00
and POS-2 is removed, and new POS-2 station is added.
==========
New POS-2 station sells $1.50
Then the total consolidated terminal reports will be $7.50
The new POS-2 stations report will be $1.50

MAC Address

The MAC Address for the terminal can be found in the ***Program Mode > Network & Revenue > Terminal & Network***.



Sam4POS only shows the Ethernet MAC Address, The Wi-Fi MAC Address is different.
You can see the Wi-Fi MAC Address and the Ethernet MAC Address from the Android settings.

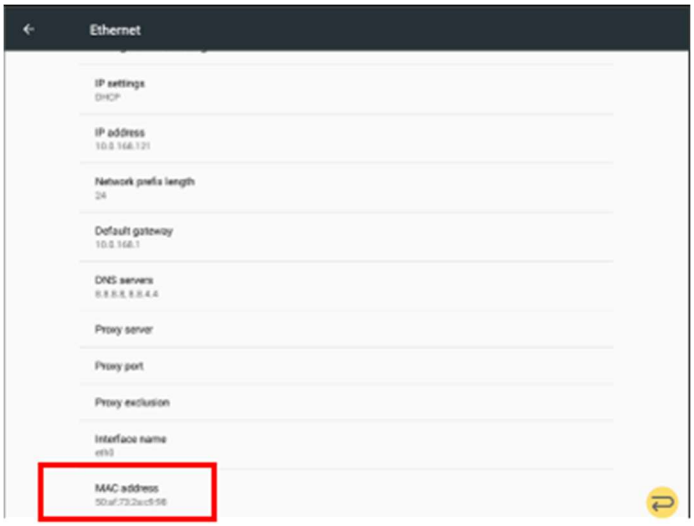
Go to Program Mode > System > Settings. Enter the Manager Password if necessary.

From the Android Settings, go to Wireless & Networks and select Ethernet or Wi-Fi.

Ethernet MAC Address

From the ***Android Settings > Wireless & Networks, select Ethernet***.

Scroll down to the **MAC Address**.

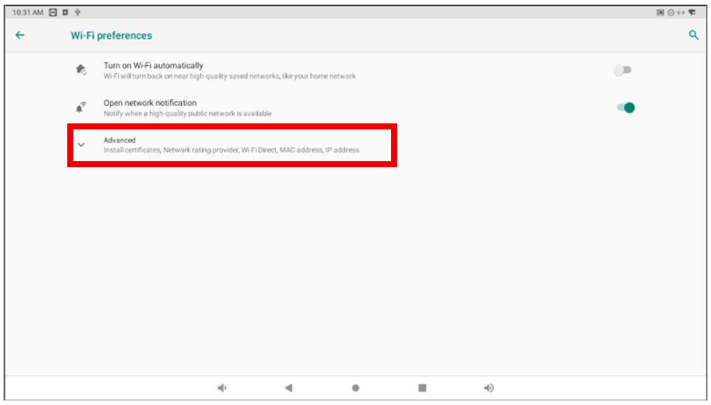


Wi-Fi MAC Address (Sapphire A60/A70)

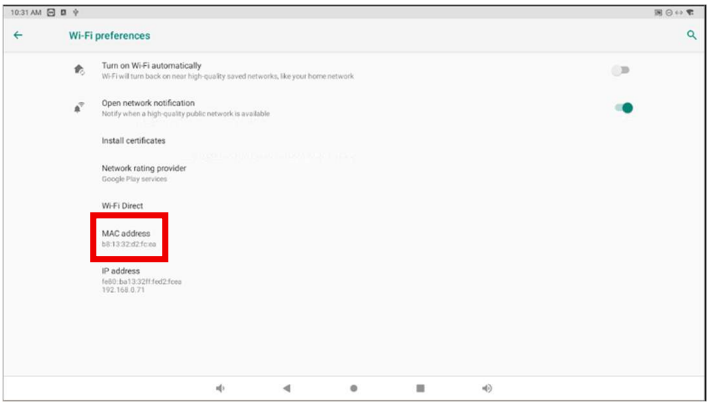
1. To see the Wi-Fi MAC Address From the **Android Settings > Network & Internet >** select **Wi-Fi**.
2. Connect to the appropriate **Wi-Fi** network.
   - Click on the desired network to select the network.



3. On the **Wi-Fi Preferences** menu list, select **Advanced**.



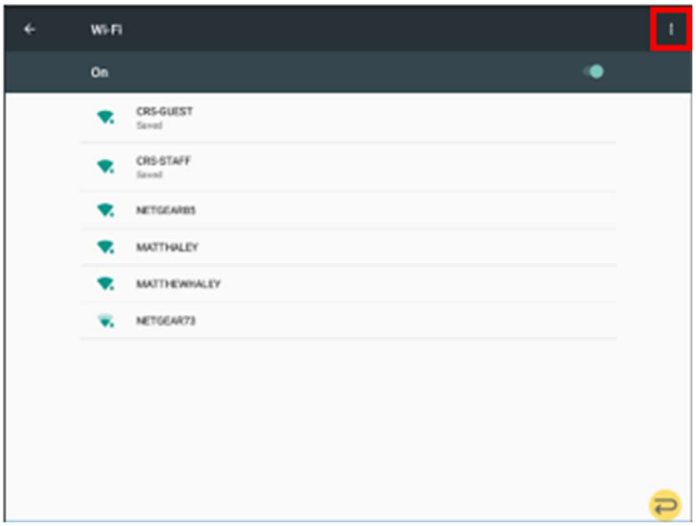
4. The **Wi-Fi MAC Address** appears near the bottom of the screen.



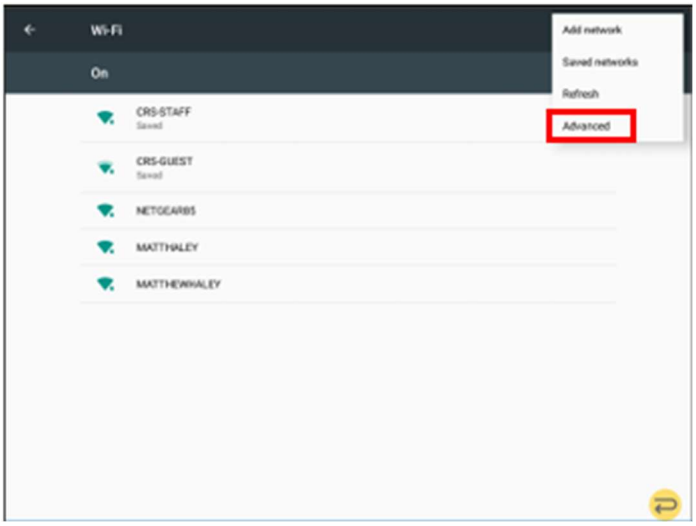
Wi-Fi MAC Address (SAP-6600/SAP-630)

To see the Wi-Fi MAC Address From the Android Settings > Wireless & Networks, select Wi-Fi.

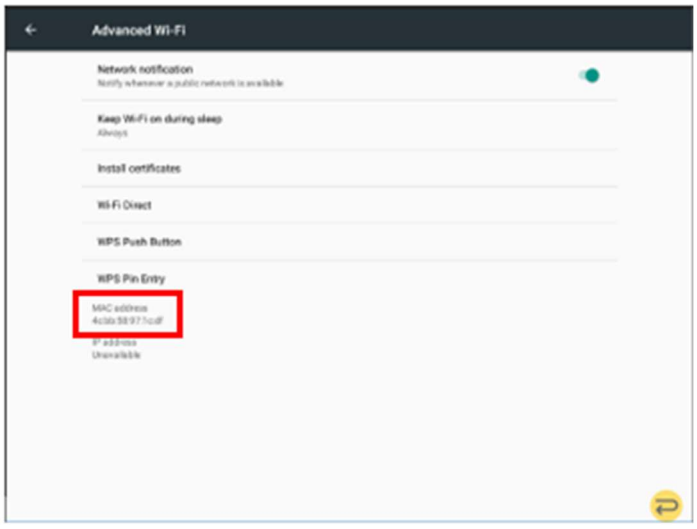
Select the **Menu icon** in the upper right of the screen.



On the Menu list, select **Advanced**.



The **Wi-Fi MAC Address** appears near the bottom of the screen.



Manual Revision Record

Revision Number	Date Published	Revision Contents
Preliminary	8/31/2017	Initial Preliminary Release
v0.2	5/18/2018	Edited: Screens, Error Message, Report Message, Time Keeping Option
v2.0	6/28/2018	Removed blank pages, Edited: Error Message, Options, Authority Level, EOD, Terminal & Network, Receipt & Message, EFT Operation. Added: Password Notes, Language Selection
v2.1	7/12/2018	Edit Function keys/Tender Keys
v2.2	8/1/2018	Added BTP-L520/L540 Label Printer Information, updated EOD reports
v2.3	8/17/2018	Edited: Automatic Backup, General Option\Rear Display Message Employee Authority Levels, Employee Station programming, PLU Status\Print Label, Terminal & Network, Error Messages
v2.4	9/5/2018	CASH/Check Tender keys, Report Options, Added message categories: Gratuity, Key Type Message
v2.5	9/10/2018	Added: SAP-6600(II) Sleep Mode, Sale Screen Size Edit, Updated: Error Messages, General Options, Mix & Match, Label Print, Team Viewer-Reboot
v2.6	9/18/2018	Added: 2nd Monitor Info, Receipt Message programming Updated: Promotion Programming, Report Options
v2.7	10/3/2018	Updated: EFT Operation function key and Datacap Operation Definitions, KP/KV Options
v2.8	10/18/2018	Edited: EFT Operation function key, PLU Status Groups, Employee Cash Drawer selections
v2.9	12/5/2018	Updated: Print Options, General Options, Report Options, Recipes, Device Settings, Program Scans Added: KP Mapping/KP Group v1.0.79 & Earlier/v1.0.80 & Later
v2.10	12/14/2018	Updated: Detailed Reports, General Option, Report Option, Time Keeping Option, HASH Option, System Option, EFT Operation
v2.11	1/11/2019	Added: Text Inserter Message, General Options – FTP options. Updated Reports: added Reporting by Employee for PLU and Group reports,
v2.12	1/21/2019	Added: Utility Information Icon info (REG mode), Product Mix Report. Updated: Logo, Function Keys, Error Message, Report Message, Screens, System Options.
v2.13	3/4/2019	General Options
v3.0	3/7/2019	Combined SAP-6600(II)/SAP-630 manuals, Updated Authority Level: EOD in REG Mode, Key Type Message.
v3.1	3/15/2019	Added Pin-Pad Errors to the Integrated Payment Appendix
v3.2	3/28/2019	Updated: Super Macro, Function Keys\Stock Check, Time Schedule\Rear Display Period, Screen Edit\ Rear Display
v3.3	4/2/2019	Updated: Add PLU operation: OK AND NEXT PLU option, List Paid information
v3.4	4/17/2019	Added: Remote Firmware Update via Team Viewer Updated: Program Scans, Table Map-Dynamic, Quick PLU

Revision Number	Date Published	Revision Contents
v3.5	4/24/2019	Updated: 2nd Display (VGA Monitor) in appendix, General Options, KP/KV option, End Of Day & Report Mode, Recipe
v3.6	6/5/2019	Updated: Register Mode: Header Icon Details, IRC Network, System Options, L520 Label Printer, Tare Weight, Key Type Message, Error Message, Function keys (Promotion), Promotion Programming for Coupon Search, Device Setting (SRM), Device Mapping (SRM), PLU Info function. Added: Copy To Items By Range *(requires v1.1.26 or later)*,
v3.7	6/19/2019	Updated: PLU 'Copy to Items by Range', 'Load All PLUs'
v3.8	6/27/2018	Added: HM616 information, KIOSK in General Options Updated: Employee Authority Level, Real Keyboard, List Paid, Card Read Format
v3.9	7/29/2019	Updated Device Setting: Line Display, EOD & Auto EOD report. Calendar report, PLU maintenance: copy to existing item
v3.10	8/6/2019	EOD report, Time Schedule\Auto EOD, System Option, General Option, Card Read Format
v3.11	8/28/2019	Function Keys, Key Type Message, Receipt Message, General Option, Guest Check Option
v3.12	9/4/2019	EOD report, Report Options, System Option, Function keys: Recall Table & List Paid, EJ report Edit Mode
v3.13	9/27/2019	Receipt Description: Barcode
v3.14	10/10/2019	Messages, Promotion, Time Schedule, KIOSK, PLU, Employee, General Option
v3.15	11/5/2019	Employee and Terminal & Network: Linked Drawer Number. Report Option, Devices
v3.16	12/4/2019	Updated: General Option, Tax Option, Guest Check Option, KP/KV Option, Print Option, System Option, Default Item
v3.17	12/20/2019	MISC Tender, System Option, Drawer Option, Print Option, Device Mapping, Authority Level
v3.18	2/27/2020	Error Message, Key Type Message, MLU Edit, Cash Declaration, Program Scans, System Option, General Option, Drawer Option, Employee, Employee Authority Level, Employee Option Category, List Paid, Mix & Match, Auto End Of Day, PLU Minimum Stock Report
v3.19	3/20/2020	MLU Chain: Use Return To MLU, Error Message, Key Type Message, General Option, Drawer Option, Training Option, System Option, Alpha Text, Auto Reboot, PLU Program Scan
v3.20	3/26/2020	Auto End Of Day, KP Period, Program Scans, Authority Level, Report Option,
v3.21	3/31/2020	Print Option
v3.22	4/15/2020	System option, Employee Authority Level, End Of Day reporting, Function keys, Receipt & Message: Receipt, Error Message, Key Type Message, Report Mode: EJ Report
v3.23	5/8/2020	EOD Report - EFT Close Batch, General Option, KP/KV Option, Print Option, System Option, Rear Display, PLU-KP Descriptor, EJ Report
v3.24	5/14/2020	EOD Function Key, Key Type Message, Options. Authority Level: Paid Break, Program Scans-PLU
v3.25	8/26/2020	General Option: KIOSK, Function Keys, Messages, Customer programming

Revision Number	Date Published	Revision Contents
v3.26	9/14/2020	Updated: Report Mode-Detailed Reports, EJ Report, Function Keys, General Option, Time Keeping Option, Error Message Added: Isolated Sam4pos Network info, Customer programming & Program Scan, Datalogic Scale-Scanner
v3.27	11/3/2020	Updated: KIOSK Programming, Kiosk Groups & Kiosk Chains, Pin-Pad info, Configuration diagrams
v3.28	11/18/2020	Updated: PLU Status Group JUUL info, Order # Added: HM-616 note in device programming
v3.29	12/18/2020	Updated: Line Display USB info Added: Drawer Option: Open Drawer on Partial Tender
v3.30	1/27/2021	Updated: Report Messages, EOD Options
v3.31	2/24/2021	Updated: USB printer firmware information
v3.32	4/29/2021	Updated: USB Line Display information, Customer Group setting (Points Display in REG Mode), Report Mode\Detailed Reports information Added: Printing Item Label within a sale
v3.33	5/12/2021	Updated: FTP option & settings, KP/KV Option: Sort KP by KP Group#
v3.34	5/21/2021	Updated: Label Print & Barcode Printing, Added Promotion Customer Group
v3.35	6/8/2021	Edited: IRC Network Set up: Static/DHCP IP Addressing information Updated System Options, Labor Report – Added Sales & labor % Report
v3.36	6/29/2021	Added: Time Schedule\Price Level Past Midnight example Updated Error Message & Report Message, PLU Status Group
v3.37	9/23/2021	Updated: license info icon explanation, General Option, System Option, Card Read Format\Age Verification, List Paid info,
v3.38	12/9/2021	Time Schedule\Auto Backup To FTP, Error Messages, .CSV Backup, Non-PLU Programming,
v3.39	12/17/2021	Rear LCD Display Notes,
v3.40	1/3/2022	Internal Printer & Line Display notes, Current/Today added to Report Mode Quick View summary reports
v3.41	1/7/2022	Updated Mix & Match: Discount continuously after QTY, Tare Weight to allow 3 digit past decimal, Customer Database: B-Date
v3.42	1/25/2022	PLU Programming added Filter: PLU By Stock Range, Time Schedule Price Level by terminal, Print Option, Time Keeping Option, Error Message
v3.43	2/17/2022	Paid Out **Note:** Paid Out was limited to CASH only in v2.0.88 and later firmware versions.
v3.44	4/13/2022	Time Clock Edit, Detailed Reports, Function keys
v3.45	4/27/2022	Promotion: Multi-Buy: added Fixed Price Even *(Added in v2.0.105)*
v3.46	7/21/2022	Do It Discount example, Added Warning to Turn IRC On Satellite Terminals: All current programming and report totals in the satellite station will be lost!, Split Item definition: General Option: MGR Control (Not Found PLU), Time Clock Edit
v3.47	7/28/2022	Gallonage Item, Note # function key, List Paid function key, Rear Display Period settings, PLU Status Group, System Option: Sale Data Spit Size (MB), Replacing a terminal in a system, Added HM626 info, Time Schedule: Auto End Of Day: Report Type, EOD: Options
v3.48	9/29/2022	Table Map: Table Shape, EFT Operation, EJ Report, Replacing a terminal in a system, Report Mode & EOD, Passwords, My Terminal Info: Sync Type

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v3.49	10/31/2022	Error messages, MISC Tender key, EMV Notes, Gift Card Programming, Report Option
v3.50	11/16/2022	Updated Table Map programming, Group programming, Report Option, Added BandyWorks Report info, Promotions/Coupon Search, List Paid notes
v3.51	12/23/2022	Factory Data Reset (HM626), TeamViewer Notes
v3.52	12/30/2022	Updated Voids by Record Number & Gratuity Entry note, EFT Device Settings
v3.53	1/30/2023	Virtual Keyboard HM626, updated Team Viewer Notes, Receipt Program
v3.54	2/16/2023	License Expiration Notes, Time Schedule Promotion
v3.55	3/10/2023	Updated: 5-Year License Expiration Notes, Safe Mode, Message programming
v3.56	3/28/2023	Edited KIOSK options, MLU Edit, Labor Report, Edit Time Keeping notes
v3.57	4/3/2023	End Of Pay Notes
v3.58	4/5/2023	Not Found PLU, Copy PLU, KP/KV Option, Print Option
v3.59	4/21/2023	Updated: license expiration notes, General Option, Print Option, Guest Check Option, Report Option, PLU Status Group options, Auto-Backup To FTP, Added INTEKBOX model text inserter
v3.60	6/9/2023	Report Options, Tip Charge Function Key
v3.61	6/29/2023	Updated: 5-Year License Expiration Notes, Tax Table: # of Break Points, System: Calibrator operation, Gratuity Entry Notes
v3.62	7/17/2023	Employee Authority Level: List Paid & Currency Conversion function keys, IRC Network information, Terminal & Network, System Option, Report Option, Devise Setting: EFT, Error Message, Time Clock Editing
v3.63	9/26/2023	Time Clock Editing, Memo operation, IRC Networks, EOD Employee filter, Report Mode Employee filter, Added General Option: Promotion Refresh, Error Message, Report Messages
v3.64	11/6/2023	Report Option: Hide Email List In Report Mode, Calibrate Label Printer to Labels, Table Map, General Option, System Option, Tender Keys, Time Schedule: Real Keyboard Period, Removed Integrated Payment Appendix
v3.65	11/29/2023	EFT Operation, EOD: Sale Data Split & Self-Storage Management, Appendix: Device Self-Storage Management,
v3.66	1/18/2024	MLU Chain programming, General Option: Hide Operation and Clerk In Code
v3.67	1/24/2024	Device Parameter Settings & EFT Operation EFT: DC Direct Canada, Product Mix, Error Messages,
v3.68	2/7/2024	Report Messages, Device Self-Storage Management – Sales Data Recovery
v3.69	2/16/2024	Ingredient Programming, Report Filters & Options, Storage Space Running Out, Alpha Text function key
v3.70	2/23/2024	Added Tax Option: Canadian Donut Law & PLU Status Group: Eligible For Canadian Donut
v3.71	3/6/2024	Updated: Report Filters & Options, Added Print Option: No Signature Slip If Transaction Total Is Less Than X.xx amount
v3.72	4/4/2024	Updated: APK Install information, Surcharge\Payment Fee comparison, Error Message, License Expiration Notes. Added General Option: Do Not Allow Manually Entered Age Verification Date
v3.73	5/23/2024	Added: Financial Report – NRGT Notes, Print Label Using Price Check, EOD Price Level option, PLU Stock Edit, Edited available license term,
v3.74	6/26/2024	MAC Address information, Check Cashing function key: Check Cashing Fee

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v3.75	7/18/2024	Added: Surcharge Notes. Updated Receipt Messages, Report Options, EOD reports.
v3.76	8/2/2024	Updated: License Expiration Notes, Report Mode Dates selections, System Option: Exit Password, List Paid Function Key
v3.77	8/16/2024	Updated: Dealer Temporary License, Sync Data, Report function key
v3.78	9/13/2024	Employee Authority Level
v3.79	9/17/2024	Added Report button to POS-Main Buttons
v3.80	10/25/2024	Updated: List Paid, Period Report
v3.81	12/4/2024	.CSV Backup, General Options, System Options
v3.82	12/11/2024	Updated Error Messages
v3.83	1/2/2025	Added: Device > EFT Operation > DC Direct: Gratuity Entry; Updated List Paid, Report Dates
v3.84	2/6/2025	Updated: license expiration notes, Guest Check Option; Sign On/Off Operations.
v3.85	2/12/2025	Added: Sapphire Terminal information, Updated: MLU & FLU
v3.86	4/8/2025	Activate Virtual Keyboard, Turn IRC OFF
v3.87	4/28/2025	Firmware version (f) was added for HM626
v3.88	5/8/2025	General Option: KIOSK Options, PO (Paid-Out): added CHECK tender
v3.89	5/29/2025	Updated: Surcharge, Drawer Option
v3.90	7/25/2025	Updated: System Option, Removed Time Schedule: Auto Backup To FTP
v3.91	8/4/2025	Retired Terminals, Print & Email EOD Reports, General Option, MISC TEND key
v3.92	8/21/2025	Sapphire Wi-Fi MAC Address, Change Default Image on Sapphire
v3.93	9/10/2025	Saving EJ Reports to USB; Error Message; Report Option
v3.94	9/19/2025	Employee Authority Level
v3.95	11/7/2025	Rounding; EFT Operations; System Option, Sapphire A60 & A70 Change Default Image
v3.96	11/11/2025	General Option; License Expiration Notes; PLU Menu: Filter; System Option: SAF; EFT Operation
v3.97	12/22/2025	General Option: Autofill Phone Number With Account Number for BandyWorks; System Option: Enable SAF
v3.98	1/5/2026	Device Parameter Settings: Scale
v3.99	1/6/2026	Sync Data function key; Key Type Message; Report Option, Print Option
v3.100	2/13/2026	PLU Profit Report, PLU Report Export; 5-year license extension; Print Option
v3.101	2/24/2026	System Option; License Extension
v3.102	3/17/2026	KP/KP Option
v3.103	4/21/2026	Program Scans, Report Message
v3.104	4/30/2026	Alpha Text Function Key
v3.105	5/15/2026	EOD Function Key
v3.106	6/12/2026	Device Self-Storage Management
v3.107	6/19/2026	List Paid Function Key