

# SAM4s

SAM4s SPS-300 Series Electronic Cash Register

## *Operator's and Programming Manual*



*SPS-320 Shown Above with Optional Card Reader*

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SPS-300 v1.4

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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.

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### **ATTENTION**



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

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

# Precaution Statements

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

## 1-1 Safety Precautions

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

### CAUTION

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

### ATTENTION

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

## 1-2 Servicing Precautions

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

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

1. Servicing precautions are printed on the cabinet. Follow them.
2. Always unplug the units AC power cord from the AC power source before attempting to:
  - (a) Remove or reinstall any component or assembly
  - (b) Disconnect an electrical plug or connector
  - (c) Connect a test component in parallel with an electrolytic capacitor
3. Some components are raised above the printed circuit board for safety. An insulation tube or tape is sometimes used. The internal wiring is sometimes clamped to prevent contact with thermally hot components. Reinstall all such elements to their original position.
4. After servicing, always check that the screws, components and wiring have been correctly reinstalled. Make sure that the portion around the serviced part has not been damaged.
5. Check the insulation between the blades of the AC plug and accessible conductive parts (examples : metal panels and input terminals).
6. Insulation Checking Procedure: Disconnect the power cord from the AC source and turn the power switch ON. Connect an insulation resistance meter (500V) to the blades of AC plug. The insulation resistance between each blade of the AC plug and accessible conductive parts (see above) should be greater than 1 megohm.
7. Never defeat any of the B+ voltage interlocks. Do not apply AC power to the unit (or any of its assemblies) unless all solid-state heat sinks are correctly installed.
8. Always connect an instrument's ground lead to the instrument chassis ground before connecting the positive lead ; always remove the instrument's ground lead last.

## 1-3 Precautions for Electrostatically Sensitive Devices (ESDs)

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

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# Introduction

---

## About the SPS-300 Series

The SPS-300 Series is offered in three configurations. There are two flat keyboard models that work well for restaurants, food service shops, or convenience stores and a raised-keyboard model for retail applications.

This manual includes instructions for all models. The keyboard and printer configuration defines the model. All other features are the same, unless otherwise noted.

- The SAM4s **SPS-320** features a flat 150-position keyboard and a receipt printer.
- The SAM4s **SP-340** features a flat 150-position keyboard and receipt/journal printers.
- The SAM4s **SPS-345** features a raised-key keyboard and receipt/journal printers. (The expanded keyboard version of the SPS-345 is shown here.)



*Photos show SPS-300 series ECRs with optional card readers.*

---

## Using This Manual

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

1. "Getting Started" on page 17 provides quick start steps to help you get up and running for basic applications.
2. "Operations" on page 35 guides you through basic operation sequences.
3. "Management Functions" on page 93 explains manager controlled functions, along with X reports and balancing information.
4. "Z Mode" on page 103 explains how to reset register reports as well as other functions performed in this mode: mix & match discounts, PLU lookups and DataTran operations.
5. "S-Mode Programming" on page 111 provides instructions for secure programming – usually done by the installing dealer prior to installation.
6. "Program Mode Programming" on page 137 provides complete programming instructions, including PLU, function key programs, and system options. This section is recommended for use by storeowners and managers. Call your SAM4s dealer if you find you need programming assistance.
7. "Sample Reports" on page 247 provides a sample of each register report.
8. The "Integrated Payment Appendix" on page 259 provides important operation information for users where optional integrated electronic payments are done using a Datacap appliance.
9. The "IRC (Inter-Register Communications) Appendix" on page 275 provides notes for IRC installations.

The SAM4s SPS-300 allows many different user applications. This manual was written with this in mind. Although we have tried to touch on all available options, your specific application may differ.

If you have questions concerning the configuration of your SPS-300, contact your authorized SAM4s dealer.

## Using Flowcharts

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



This flowchart means:

Press numeric key 1.

Press numeric key 0.

Press numeric key 0.

Press PLU #1.

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

# Identifying Components & Connections

## Printer(s)

SPS-320: 58mm Receipt Printer  
SPS-340/SPS-345: 58mm Receipt  
and Journal Printers

## Cash Drawer

Sturdy Metal Cash  
Drawer with media  
slots and removable  
5 Bill/5 Coin Drawer  
Insert



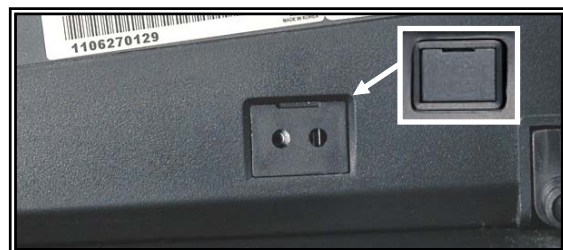
## Communication Ports

2-Standard RS-232C ports expandable to 4-ports  
provide support for these options:

- Load cell scale
- Kitchen printer
- Bar code scanner
- Coin changer
- Pole Display
- Liquor dispensing system
- DataTran Integrated Payment Appliance
- Remote Journal or Video Surveillance System
- SPS-300 PC Utility
- SAM300 Polling Software

## Power Switch Cover Options

- ♦ Use pointed object to toggle on/off
- ♦ Pop-out to remove the switch cover
- ♦ Insert shows optional full switch  
cover that is provided with  
accessories



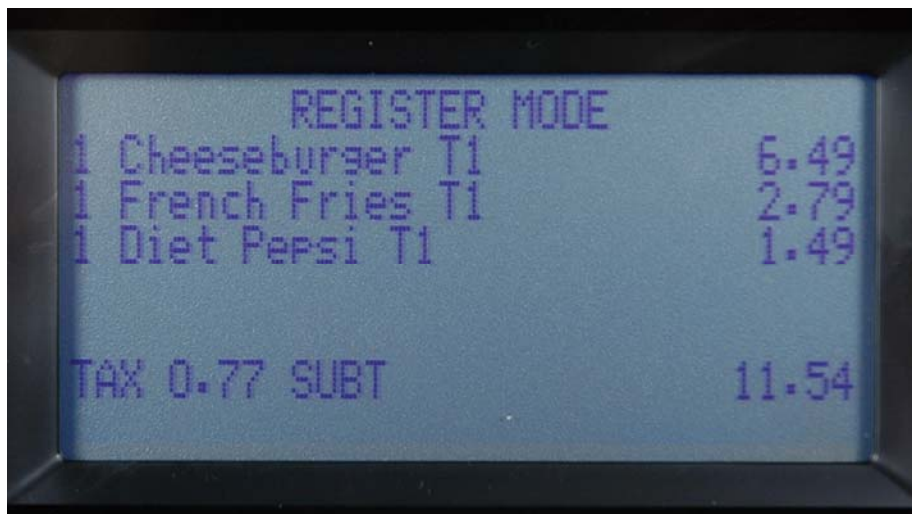
## Programmable Features

- Memory Allocation System Supports:
  - ⇒ Over 19,000 Price Look Ups (PLUs) are available
  - ⇒ Up to 5 menu levels for each PLU
  - ⇒ Up to 99 PLU Group totals
  - ⇒ Up to 99 clerks with separate report totals
  - ⇒ Electronic Journal
  - ⇒ Hard or Soft Guest Checks
- Up to 5 PLU modifier keys (i.e. small, medium, and large)
- 18 character programmable descriptors for PLUs and functions
- Employee time keeping functions for each clerk with optional employee cards login/sign on
- Four tax rates with value added tax (VAT) capability.
- Programmable functionality for each key location
- 24-hour real-time clock with automatic day and date change
- Check, Cash, and up to 8 charge tender functions
- Currency conversion capability for up to 4 foreign currencies
- Training mode
- Food stamp sorting and tendering
- Programmable discount/surcharge/coupon keys
- Error Correct, Void, Cancel and Void Transaction functions
- Function keys for posting charges and payments to accounts or guest checks
- Macro, Function Look-up, Price Inquiry, Promo and Waste functions
- Management reports, with the capability to view most reports on the register display
- Electronic Journal capability
- 6-line programmable preamble and postamble messages
- 10-line programmable check endorsement message
- Programmable descriptors for financial and clerk reports
- Up to 15 PLU look-up keys
- Age verification feature forces date of birth entry
- Up to 99 Mix & Match discounts

## Display

The SPS-300 features an eight line backlit LCD display.

- Press **PAGE DOWN** in **REG** mode to increase the intensity of the back light.
- Press **PAGE UP** in **REG** mode to decrease the intensity of the back light.
- The color of the backlight can be changed through system option program settings.

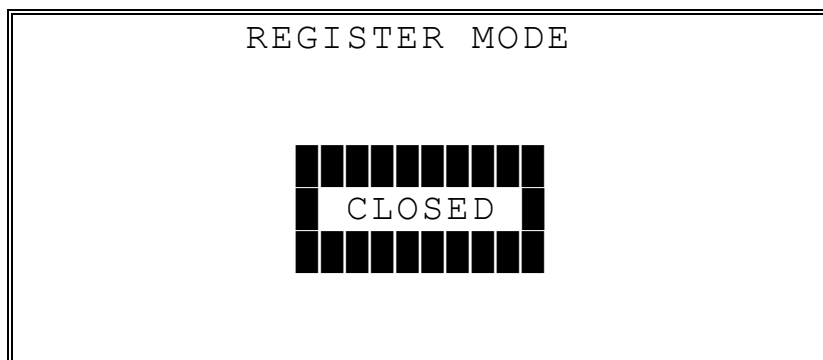


As items are registered, they will be listed on the next available line. The quantity information will update when multiples of the same item are entered. Additional information and error messages will display as appropriate, and may be accompanied by an error tone.

Programming options also display. In most cases you can make changes to your program without consulting this manual by simply following the program menus.

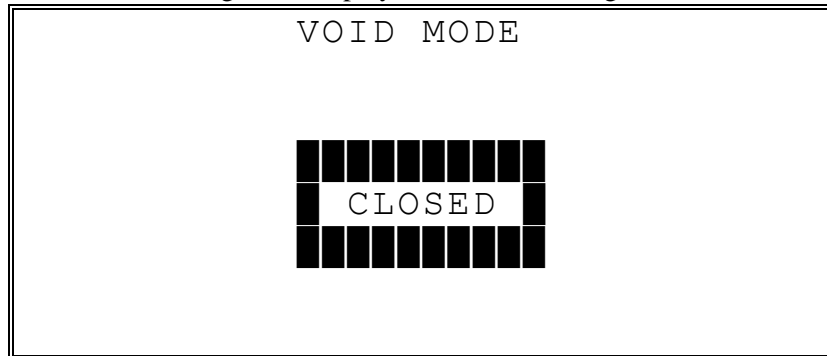
### **REG**

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

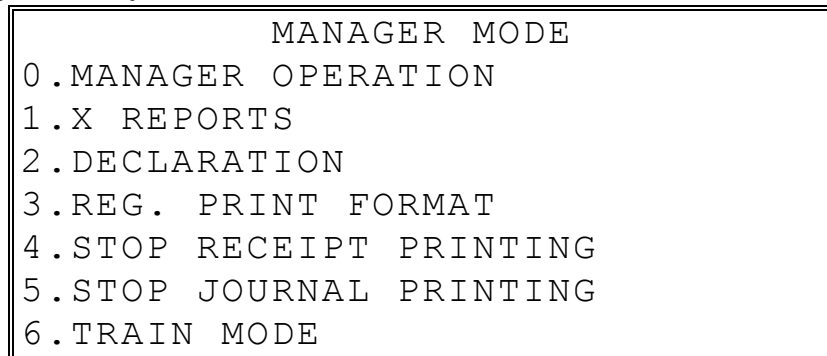


## **VOID**

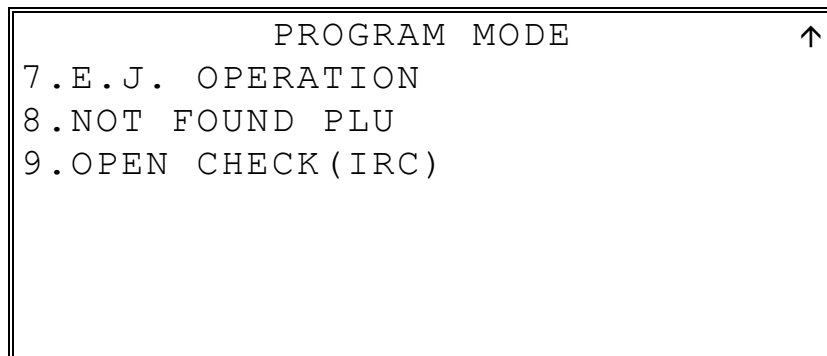
**Note:** The “CLOSED” message will display if a clerk is not signed on.



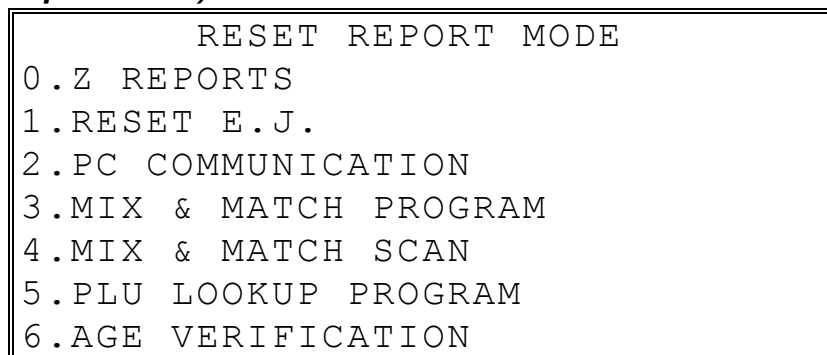
## ***X (Manager Mode)***



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



## ***Z (Reset Report Mode)***





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

```

                                PROGRAM MODE                                ↑
7.RESET NOT FOUND PLU
9.DATATRAN(DEBIT)
00.DATATRAN

```

### ***PGM (Program Mode)***

```

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

```

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

```

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

```

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

```

                                PROGRAM MODE                                P1 ↓
0.CLERK I/O
1.PLU STOCK
2.DRAWER LIMIT
3.CHECK CHANGE LIMIT
4.TIME & DATE
5.TARE WEIGHT
6.MACRO

```

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

PROGRAM MODE	P2	↑
7.MACHINE NO.		
8.PC SCHEDULE TIME		
9.TRAINING MODE P/W		
00.SCAN		

### ***SM (Service Mode)***

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

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

SERVICE MODE	↑
7. IRC OPTIONS	
8. RS232C PORT	
9. SD CARD OPERATION	
00.CLEAR CURR.BATCH	

# Printer/Printers

The SPS-320 features a single receipt printer:



Access to SD  
Card Slot

SPS-340 and SPS-345 Models feature separate receipt and journal printers:



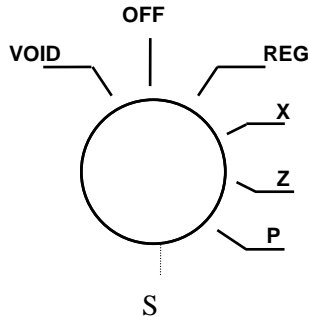
Access to SD  
Card Slot

## Printer Specifications

Paper:	2 1/4" (58mm) Thermal Paper
Paper Loading:	Drop-in Loading
Print Speed:	22 Lines per second

## Control Lock

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



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

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

### Control Keys

All SPS-300 series models include two sets of keys that may be used to access the following control lock positions.

<u>Key</u>	<u>Positions Accessible</u>
REG	OFF, REG
VD	VOID, OFF, REG, X
Z	VOID, OFF, REG, X, Z
P	VOID, OFF, REG, X, Z, P
C	ALL POSITIONS

---

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

---

## Keyboards

### SPS-320/SPS-340 Flat Keyboard Version

Flat keyboard models have 150 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.

Shaded key locations are fixed and cannot be changed.

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

### SPS-345 Raised Keyboard Version-Default

The SPS-345 keyboard includes 21 keyboard PLU locations and functions with the default legends and key assignments as shown below. The keyboard can be expanded to 63 PLU key locations.

Shaded key locations are fixed and cannot be changed.

1	8	15	FEED	JOURNAL FEED	#/NS	ERROR CORR	CLERK
2	9	16	PAGE UP	YES/NO	PAGE DOWN	VOID	FUNC LOOKU P 4
3	10	17	CLEAR	PLU	X/TIME	TAX 1	FUNC LOOKU P 2
4	11	18	7	8	8	CHECK	CHARGE 1
5	12	19	4	5	5	SUBTOTAL	
6	13	20	1	2	2	CASH TEND	
7	14	21	0	00	.		

### SPS-345 Raised Keyboard Version-Expanded

Your authorized dealer can expand the keyboard to 63 PLU key locations as shown below.

Shaded key locations are fixed and cannot be changed.

1	8	15	22	29	36	43	50	57	FEED	JOURNAL FEED	#/NS	ERROR CORR	CLERK
2	9	16	23	30	37	44	51	58	PAGE UP	YES/NO	PAGE DOWN	VOID	FUNC LOOKU P 4
3	10	17	24	31	38	45	52	59	CLEAR	PLU	X/TIME	TAX 1	FUNC LOOKU P 5
4	11	18	25	32	39	46	53	60	7	8	8	CHECK	CHARGE 1
5	12	19	26	33	40	47	54	61	4	5	5	SUBTOTAL	
6	13	20	27	34	41	48	55	62	1	2	2	CASH TEND	
7	14	21	28	35	42	49	56	63	0	00	.		

### SPS-345 Alpha Keyboard Overlay - Expanded

**Note:** There is no alpha overlay option for the default 21-PLU Location version of the SPS-300 Series. You must use the descriptor code entry method for programming descriptors with the 21-key configuration.

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

## SPS-320/SPS340 Alpha Keyboard Overlay

	1	11	21	31	41	51	61	71	81	91	FEED	JOURNAL FEED			
	2	12	22	32	42	52	62	72	82	92					
'	"	<	>	-	+	=	:	?							
!	@	#	\$	%	^	&	*	(	)						
q	w	e	r	t	y	u	i	o	p						
a	s	d	f	g	h	j	k	l	;			CLEAR	PLU	X/TIME	
z	x	c	v	b	n	m	,	.	/			7	8	9	
CAP	DOUBL E	SPACE	SPACE	SPACE	SPACE	SPACE	CAP	DOUBL E	BACK			4	5	6	
9	19	29	39	49	59	69	79	89	99			1	2	3	SUBTL
10	20	30	40	50	60	70	80	90	100			0	00	.	CASH

## Initial Clear

---

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

---

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

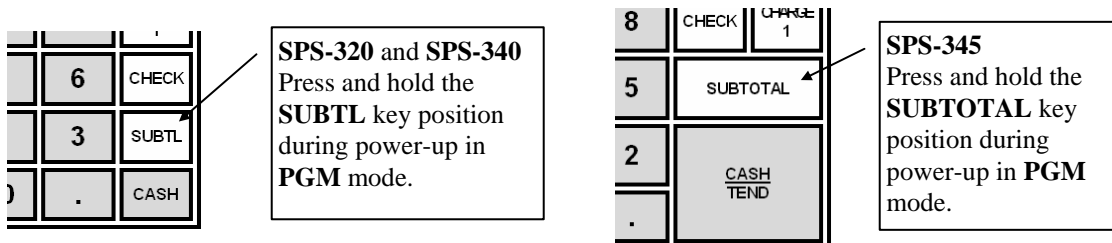
Here are some reasons you may want to perform an initial clear:

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

Perform this procedure only as necessary. Contact your SAM4s dealer first if you have questions about operating or programming your SAM4s SPS-300.

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

1. Turn the power switch located on the right side of the register to the **OFF** position.
2. Turn the control lock to the **PGM** position.
3. Press and hold the key position where the **SUBTOTAL** key is located on the default keyboard layout.
4. While continuing to hold the **SUBTOTAL** key, turn the power switch to the **ON** position. When the “Initial Clear Service” message displays release the **SUBTOTAL** key.
5. The message "INITIAL CLEAR OK!" prints when the initial clear is complete. To resume operations, you will need to sign on a clerk.





# Getting Started

---

## Quick Start Steps

SAM4s ECRs are designed to work out-of-the-box. You can sign on a clerk, enter amounts and finalize a sale. Most functions are active and ready to use.

Use the Quick Start Instructions provided here to prepare your SPS-300 series ECR for entering a program. Because the SPS-300 features on-screen programming, the dealer or user can simply follow the menus presented when the key is turned to the **PGM** (program) position. Detailed programming steps and reference information is found in the Program section of this manual.

### ***Steps In this chapter:***

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

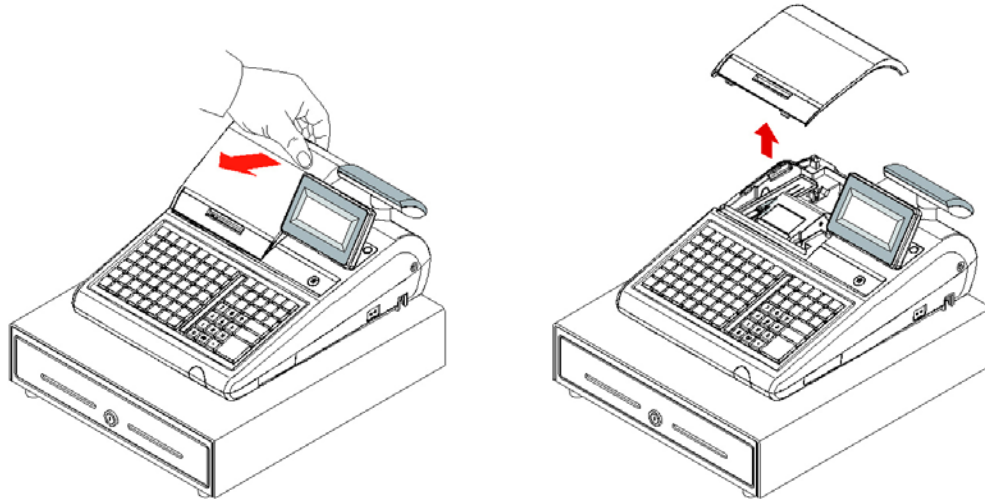
---

## Unpacking

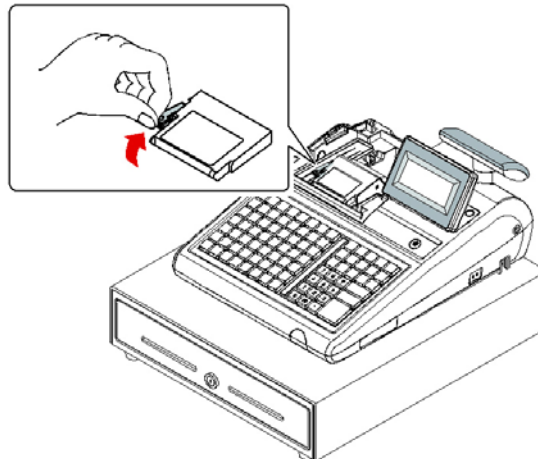
1. Unpack and unwrap the cash register.
2. Locate in the packing the following items:
  - Paper roll(s)
  - 1 rewind spindle (SPS-340 and SPS-345)
  - 2 sets of control keys
3. Remove the cardboard protectors from the cash drawer.
4. Plug the register into a grounded outlet (three-prong), turn the power switch on (note the power switch cover), insert a control key and turn the key to the REG control lock position.

## Installing the Paper

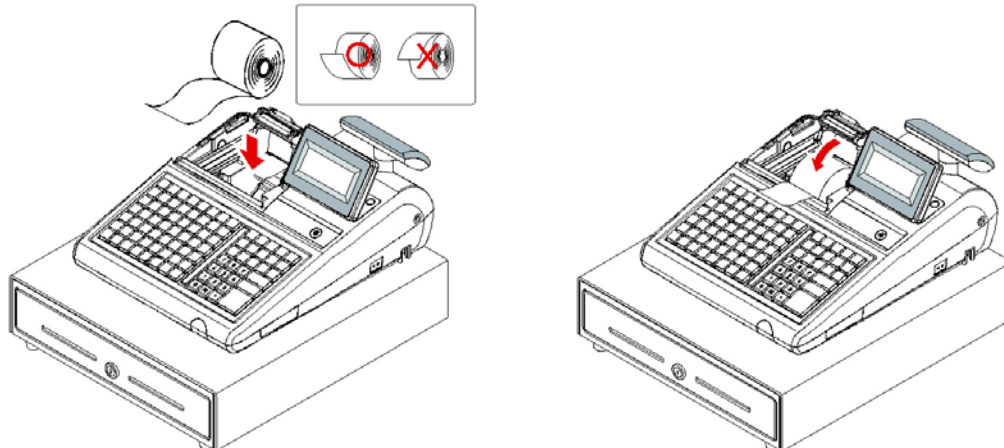
1. Remove the printer cover.



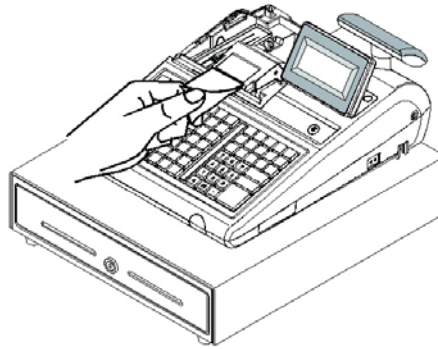
2. Push the blue cap lever and then lift up to open the paper cover.



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



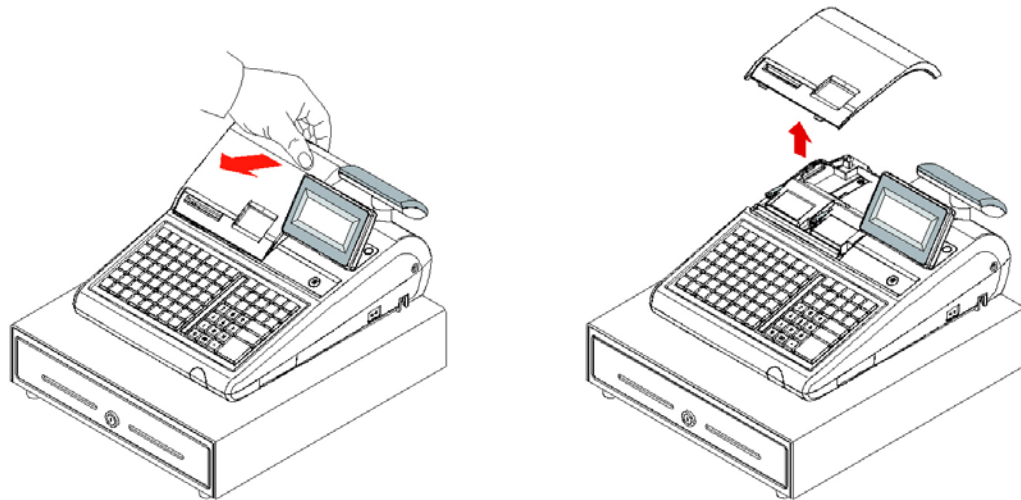
4. Pass the leading edge of the paper through the tear-bar slot. Tear off the excess paper. Replace the printer cover.



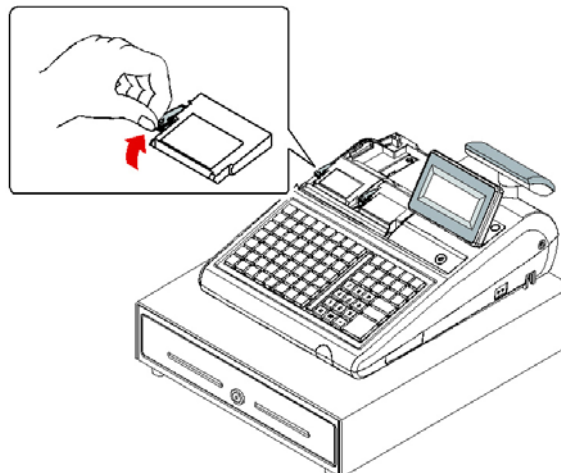
## Models with Two Printer Stations

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

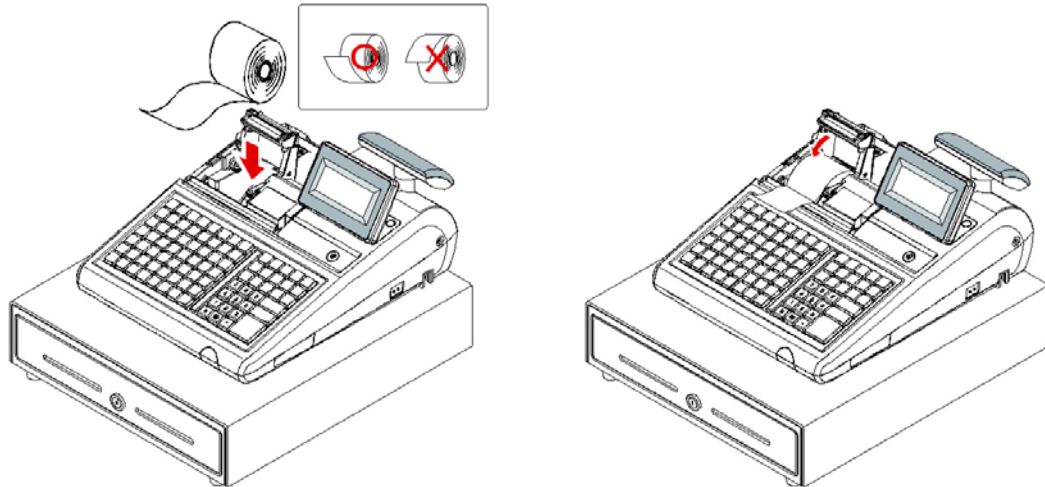
1. Remove the printer cover.



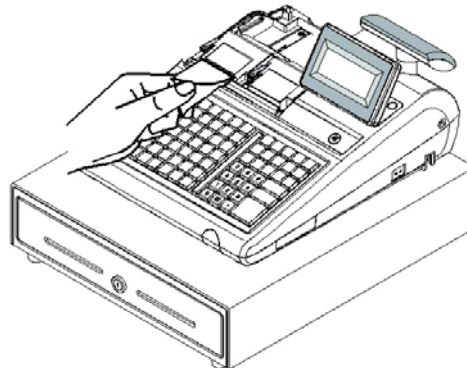
2. Push the green cap lever and then lift up to open the paper cover.



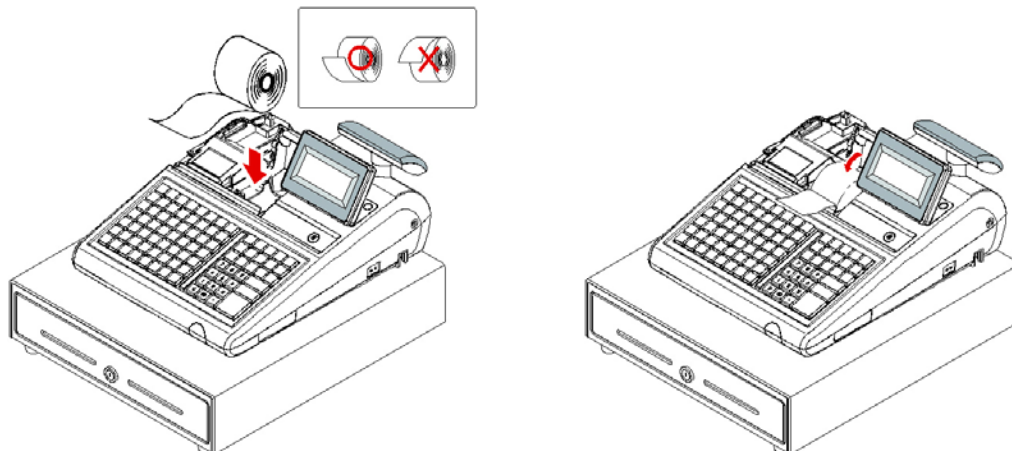
3. Ensure that the paper is being fed from the bottom of the roll and then close the paper cover slowly until it locks firmly.



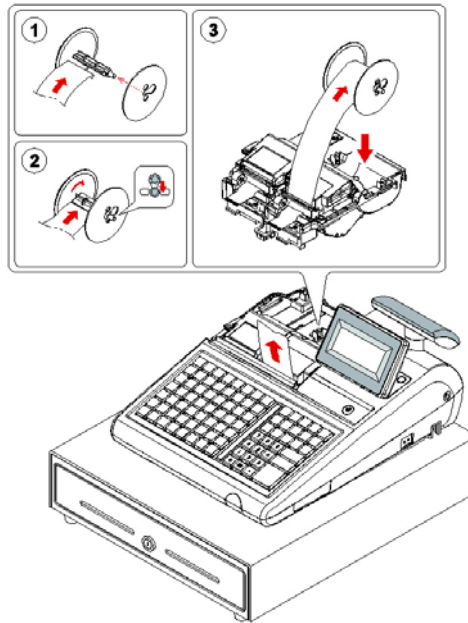
4. Pass the leading edge of the paper through the tear-bar slot. Tear off the excess paper.



5. Push the blue cap lever and then lift up to open the journal paper cover.
6. Ensure that the paper is being fed from the bottom of the roll and then close the paper cover slowly until it locks firmly.



7. If you wish to use the printer to print a sales journal, insert the paper into the paper take-up spool. Wind the paper two or three turns around the spool shaft and install the spool in the mount. Insure that the paper is being fed from the bottom of the roll.



---

# Clearing Memory

Before you use your SPS-300 Series ECR for the first time, you **must** perform a memory all clear to insure that all totals and counters are cleared and that the default program is installed.

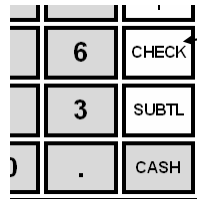
---

**CAUTION:** The procedures described in this area are security sensitive. Clearing the SPS-300 Series memory after the register is put into service will erase all programming as well as totals and counters. Do not share this information with unauthorized users and distribute the key marked “C” only to those you may want to perform these functions.

---

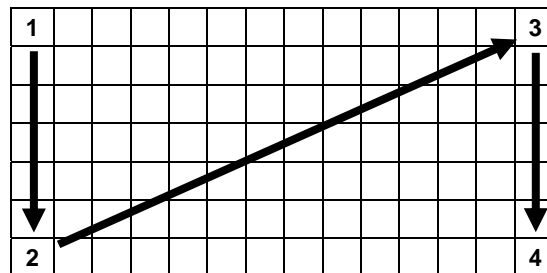
## SPS-320/SPS-340 Memory All Clear

1. Turn the power switch located on the right side of the register to the **OFF** position.
2. Turn the control lock to the **S** position.
3. Press and hold the key position where the **CHECK** key is located on the default keyboard layout.



**SPS-320 and SPS-340**  
Press and hold the **CHECK** key position during power-up in **S** mode.

4. Continue to hold the appropriate key while turning the power switch to the **ON** position. The message “RAM ALL CLEAR” displays.
5. Press the upper left key of the keyboard, then the lower left key, then the upper right key, and finally press the lower right key.



**SPS-320**  
**SPS-340**

6. The display reads: RAM (16M). After a short delay, the message: "OK" will display if the RAM check is good. Memory is cleared, the default program is installed and the RAM CLEAR receipt is printed. The display now reads:

2-STATION PRINTER : ‘CASH’ Key

1-STATION PRINTER : ‘CLEAR’ Key

7. If you have an ER-320 (one printer station), press **CLEAR**.

If you have an ER-340 (two printer stations), press **CASH**.

8. The display now reads: “

AUTO CUT : ‘CASH’ Key

NO CUT : ‘CLEAR’ Key

Press **CLEAR**..

9. The SERVICE MODE menu displays. The RAM Clear procedure is complete and the receipt prints

“ETHERNET LINK FAIL!!!” if the register is not connected to another register in the network.

The receipt will print the message: “ETHERET LINK SUCCESS!!!” if the register is connected to another network register.

```
DATE 07/01/2011 FRI TIME 08:37

=====
RAM ALL CLEAR OK !
=====

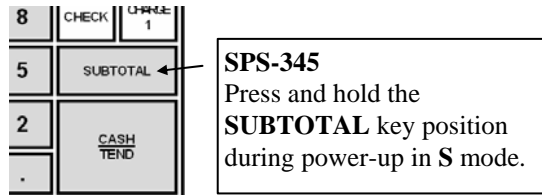
RAM (16M) OK

FLASHROM INFORMATION
VERSION : USA 01.027
CHECKSUM : A6D8
BOOT/APP : 0806/9ED2
MAY. 10 2012

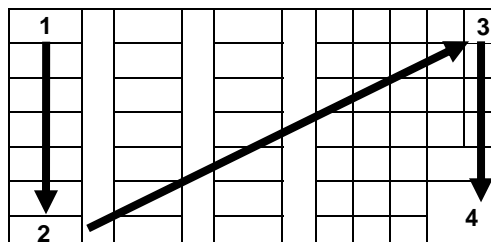
CLERK 00 000001 00000
```

## SPS-345 Memory All Clear

1. Turn the power switch located on the right side of the register to the **OFF** position.
2. Turn the control lock to the **S** position.
3. Press and hold the key position where the **SUBTOTAL** key is located on the default keyboard layout.



4. Continue to hold the appropriate key while turning the power switch to the **ON** position. The message "RAM ALL CLEAR" displays.
5. Press the upper left key of the keyboard, then the lower left key, then the upper right key, and finally press the lower right key.



**SPS-345  
Default  
Configuration  
(21 PLU Keys)**



**SPS-345  
Expanded  
(63 PLU keys)**

**Note:** In the default configuration, there are 21 double-width PLU keys. Under each key, the left-most key is inactive and the right-most key is active. The four-key sequence shown with the default configuration will set the keyboard in the default 21-PLU key configuration. When the keyboard is expanded, the four-key sequence shown will set the keyboard in the expanded configuration.

If you wish to build a custom configuration, you will want to perform a memory clear for the expanded configuration, and then assign each key position individually.



6. The display reads: RAM (16M). After a short delay, the message: "OK" will display if the RAM check is good. Memory is cleared, the default program is installed and the RAM CLEAR receipt is printed. The display now reads:

2-STATION PRINTER : 'CASH' Key

1-STATION PRINTER : 'CLEAR' Key

7. Press **CASH** (the SPS-345 has two printer stations).
8. The display now reads: "

AUTO CUT : 'CASH' Key

NO CUT : 'CLEAR' Key

Press CLEAR..

9. The SERVICE MODE menu displays. The RAM Clear procedure is complete and the receipt prints

"ETHERNET LINK FAIL!!!" if the register is not connected to another register in the network.

The receipt will print the message: "ETHERET LINK SUCCESS!!!" if the register is connected to another network register.

```
DATE 07/01/2011 FRI TIME 08:37

=====
RAM ALL CLEAR OK !
=====

RAM (16M) OK

FLASHROM INFORMATION
VERSION : USA 01.027
CHECKSUM : A6D8
BOOT/APP : 0806/9ED2
MAY. 10 2012

CLERK 00 000001 00000
```



# Operations

---

## Operator Display Screen

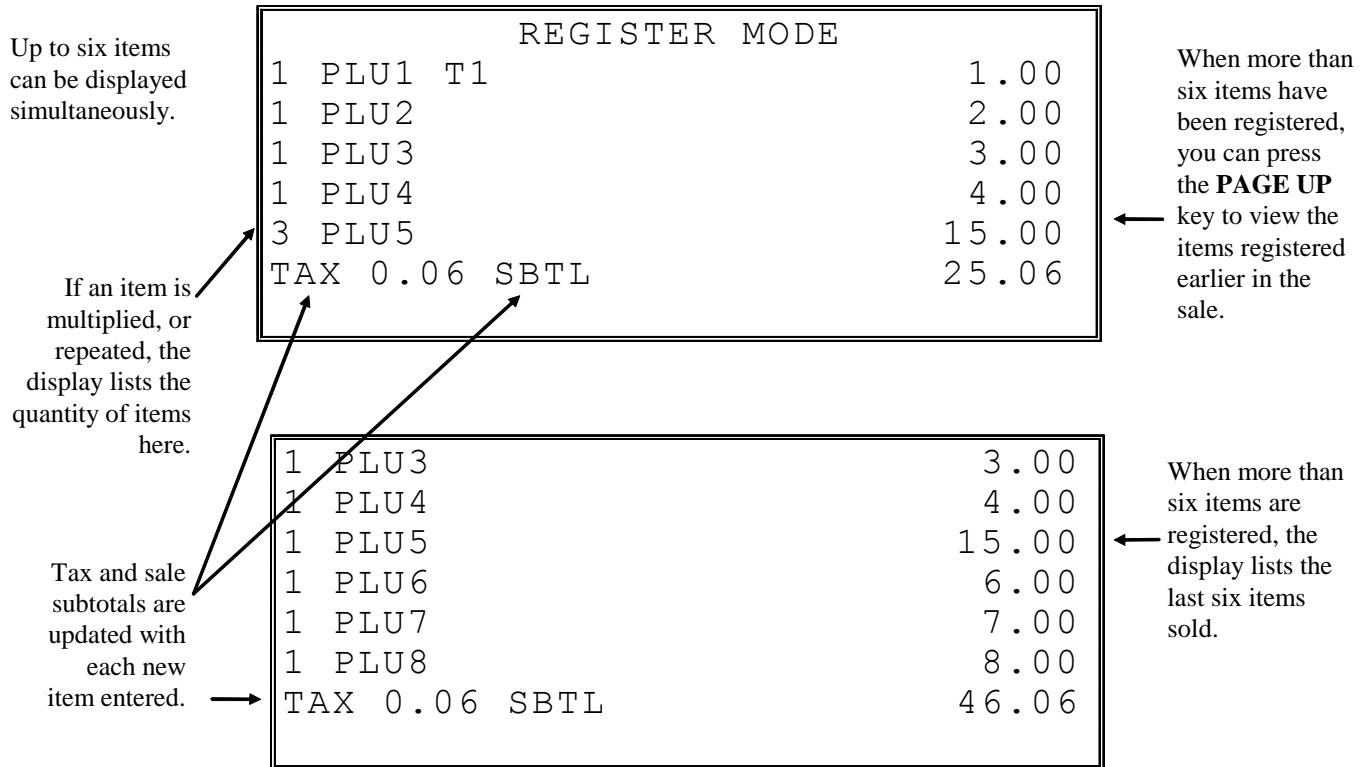
The *SPS-300* Electronic Cash Register has a liquid crystal display screen, providing up to 8 lines of information with up to 32 characters per line. The display is backlit to provide excellent visibility, regardless of lighting conditions (the color of the backlight can be changed through system option programming.) Display screen contrast may be adjusted (the transaction must be finalized):

- Press **PAGE DOWN** in **REG** mode to increase the intensity of the back light.
- Press **PAGE UP** in **REG** mode to decrease the intensity of the back light.

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

- When you are operating the register (in the **REG** or **VOID** control lock positions), you can view a list of items that have been registered, as well as updated tax and sale subtotals.
- If an item is multiplied, or repeated, the display lists the quantity of the item sold. (Note: Only quantities up to 99 are displayed in the quantity field.)
- Up to six items can be displayed simultaneously. When more than six items are registered, the display lists the last six items sold.
- You can scroll through long transactions with the **PAGE UP** and **PAGE DOWN** keys. When more than six items have been registered, you can press the **PAGE UP** key to view items registered earlier in the sale. Press the **PAGE DOWN** key to return to a view of the items registered later in the transaction.
- If you make an error, the screen specifies the type of error.

## Operator Display Example



---

## Clerk Operations

The number of clerks available is determined by memory allocation. (The default configuration provides 10 clerks.) See "Memory Allocation" in the "Service Mode Programming" chapter to set the number of clerks as well as other memory variables.

You can choose a push button or code entry clerk system:

- The simplest clerk system is the push button system. This is also the default system; the register will operate this way unless it is programmed otherwise. You simply press the **CLERK** key to sign on the clerk. You can operate only one clerk per register when you choose this method.
- You can provide maximum security in a multiple clerk system with the code entry system. Enter the clerk secret code, and then press the **CLERK** key to sign on the register.
- You can sign off a clerk by entering **0**, then pressing the **CLERK** key.
- Using an optional card reader, you can use employee cards to log on or off.

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

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

See "System Options" in the "Program Mode Programming" chapter to set clerk options.

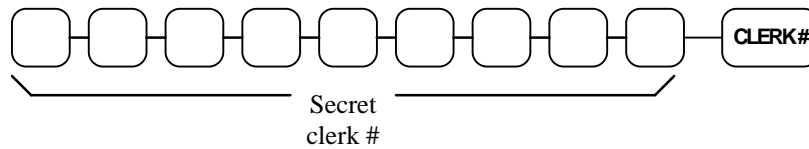
## Clerk Sign On Instructions

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

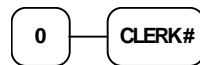
### *Push Button*



### *Code Entry*



## Clerk Sign Off Instructions



## Clerk Time Keeping

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

In addition:

- A maximum of 10 clock in/out records are kept for each clerk. It is recommended that users clear time records on a daily basis.
- If a clerk forgets to clock in or clock out, or if in or out records need to be modified, these corrections can be made in the program mode. See "Clerk In/Out" in the "Program Mode Programming" chapter.
- Clerk times can be read in the **X** control lock position or reset in the **Z** control lock position. See the "X-Mode" and/or "Z-Mode" chapters.
- Using an optional card reader, you can use employee cards to clock in or out.

---

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

---

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

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

TIME CLOCK IN/OUT
ENTER SECRET CODE
AND PRESS CASH

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

	TIME	CLERK	IN/OUT
I			01/15/2011 08:00
O			01/15/2011 05:00
I			00/00/0000 00:00
O			00/00/0000 00:00
I			00/00/0000 00:00
O			00/00/0000 00:00
TIME WORKED:			09:00

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

```
THANK-YOU
CALL AGAIN

DATE 06/05/2011 SUN    TIME 08:33

=====
CLERK TIME IN
=====

CLERK 1                      01
IN :          11/09/2011    08:33
CLERK 1          No.000011    00001
```

```
THANK-YOU
CALL AGAIN

DATE 06/05/2011 SUN    TIME 08:33

=====
CLERK TIME OUT
=====

CLERK 1                      01
OUT :          11/09/2011    08:33
CLERK 1          No.000011    00001
```



---

## Item Registrations

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

- Depending upon the specific model and the program installed, there will be different number of keyboard PLU keys. Flat keyboard models (SPS-320 and SPS-340) provide 100 PLUs on the default keyboard. The raised key model (SPS-345) provides 21 PLUs keys in the standard configuration. This can be expanded by your dealer to 63 PLUs. Your specific program may have a more or less PLU keys depending upon how key locations are set.
- Traditional code-entry PLUs can also be registered by entering the PLU number and pressing the PLU key.
- If optional scanning is implemented, the PLU number corresponds to the UPC number and a PLU is registered when an item is scanned.

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

### ***Using Function Look-Up Keys***

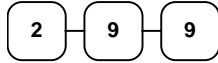
Because the *SPS-300* keyboard is programmable, both the selection and location of function keys may vary from one register to another.

You must pay particular attention to the two function look-up keys, **FUNCTION LOOK-UP #1** and **FUNCTION LOOK-UP #2**. Each of these keys can contain a list of up to 8 functions that can be used as if they were located on separate keys. For example:

- If a function, such as **CHARGE1**, is located on a function look-up key, as it is on the default keyboard, then you must access it by pressing the appropriate function look-up key, then pressing the digit that represents the function, instead of pressing a key on the keyboard.
- If you need to make a numeric entry before a function that is located on a function look-up key, first press the numeric key or keys, then press the function look-up key and press the digit that represents the function you wish to select.

## Open Keyboard PLU Entry

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



2. Press a PLU key. For example, press PLU 1:

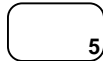


THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU1 T1		\$2.99
TAX1		\$0.18
TOTAL		\$3.17
CASH		\$3.17
CLERK 1	No.000011	00001

## Preset Price Keyboard PLU

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

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



THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU5		\$1.29
TOTAL		\$1.29
CASH		\$1.29
CLERK 1	No.000011	00001

## Gallonage PLU Entry

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



2. Press a PLU key set to gallonage function. For example, press PLU 7:



THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
GAL CNT		#5.26
GAL AMT	@	3.799
PLU7		\$20.00
TOTAL		\$20.00
CASH		\$20.00
CLERK 1	No.000011	00001

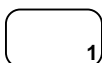
## Keyboard PLU Repeat Entry

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

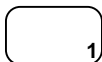
1. Enter an amount on the ten-key pad. Do not use the decimal key. For example, for \$2.99, enter:



2. Press a PLU key. For example, press PLU 1:



3. To register a second item exactly as the first, press the PLU key a second time. For example, press PLU 1:



THANK-YOU CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU1 T1		\$2.99
PLU1 T1		\$2.99
TAX1		\$0.36
TOTAL		\$6.34
CASH		\$6.34
CLERK 1	No.000011	00001

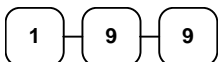
## Keyboard PLU Multiplication

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

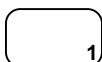
1. Enter the quantity of items being purchased; press the **X/TIME** key. For example, enter **4** on the numeric key pad and press the **X/TIME** key:



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



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



THANK-YOU CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
4X	@1.99	
PLU1 T1		\$7.96
TAX1		\$0.48
TOTAL		\$8.44
CASH		\$8.44
CLERK 1	No.000011	00001

## Keyboard PLU Multiplication with Decimal Point

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

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

3 . 7 5 X/TIME

2. Enter an amount on the ten-key pad. *Do not use the decimal key.* For example, if the price is \$.99 per pound, enter:

9 9

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

1

THANK-YOU		
CALL AGAIN		
DATE 06/05/2011 SUN	TIME 08:33	
3.75X	@0.99	
PLU1 T1		\$3.71
TAX1		\$0.22
TOTAL		\$3.93
CASH		\$3.93
CLERK 1	No.000011	00001

## Split Pricing (Keyboard PLU)

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

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

2 X/TIME

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

3 X/TIME

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

1 0 0

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

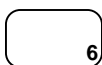
1

THANK-YOU		
CALL AGAIN		
DATE 06/05/2011 SUN	TIME 08:33	
2@3FOR	@1.00	
PLU1 T1		\$0.67
TAX1		\$0.04
TOTAL		\$0.71
CASH		\$0.71
CLERK 1	No.000011	00001

## Single Item Keyboard PLU

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

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



THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU6		\$1.29
TOTAL		\$1.29
CASH		\$1.29
CLERK 1	No.000011	00001

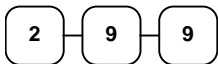
## Open Code Entry PLU

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

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



2. The display will prompt "ENTER PRICE". Enter an amount on the ten-key pad. *Do not use the decimal key.* For example, for \$2.99, enter:



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



THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU2 T1		\$2.99
TAX1		\$0.18
TOTAL		\$3.17
CASH		\$3.17
CLERK 1	No.000011	00001

## Preset Price Code Entry PLU

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



THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU1		\$1.29
TOTAL		\$1.29
CASH		\$1.29
CLERK 1	No.000011	00001

## Code Entry PLU Multiplication

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

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



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

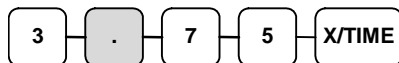


THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
4X	@1.99	
PLU1 T1		\$7.96
TAX1		\$0.48
TOTAL		\$8.44
CASH		\$8.44
CLERK 1	No.000011	00001

## Code Entry PLU Multiplication with Decimal Point

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

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



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



THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
3.75X	@2.99	
PLU3 T1		\$11.21
TAX1		\$0.67
TOTAL		\$11.88
CASH		\$11.88
CLERK 1	No.000011	00001

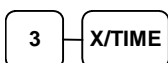
## Split Pricing Code Entry PLU

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

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



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



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



THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
2@3FOR	@2.99	
PLU3 T1		\$1.99
TAX1		\$0.12
TOTAL		\$2.11
CASH		\$2.11
CLERK 1	No.000011	00001

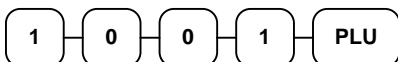
## PLU Price Inquiry

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

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



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



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

Screen Example:

HAMBURGER	
1	: 1.25
2	: 1.75

## Modifier Key

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

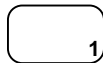
Modifiers can be:

- *stay down* so that registrations will be modified by the same modifier until another modifier is selected,
- *pop-up after each item* to register, for example large, medium or small soft drink, or
- *pop-up after each transaction* to register the same modification for the item until the transaction is finalized.

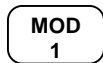
See "System Options" in the "Program Mode Programming" chapter to select stay down/pop-up status.

### Pop-Up Modifier Key Affecting PLU Code

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



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



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



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

THANK-YOU CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU1		\$1.00
MOD1		
#1001		\$1.25
PLU2		\$1.50
TOTAL		\$3.75
CASH		\$3.75
CLERK 1	No.000011	00001



## Price Level Key

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

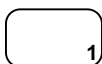
If you use this feature, the same PLU can be given up to 5 different preset prices. Price Level keys shift the price that is being registered. Levels can be:

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

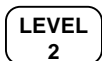
See "System Options" in the "Program Mode Programming" chapter to set how the price level keys operate.

### Pop-Up Price Level Keys

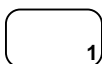
1. Press a preset PLU key. For example, press **PLU 1** programmed with a price of \$1.00 for price level 1.



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



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



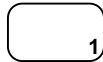
4. Press another PLU key. In this example press **PLU 2** programmed to register PLU #2 with price level 1. Note that the level 1 price is registered.

THANK-YOU CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU1		\$1.00
PLU1		\$2.00
PLU2		\$1.50
TOTAL		\$4.50
CASH		\$4.50
CLERK 1	No.000011	00001

## Promo

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

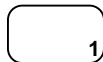
1. Register an item. For example, press PLU **1** programmed with a price of \$1.00 for price level 1.



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



3. Enter the item to be promo'd. You can not enter an item that has not been already registered in this transaction.



THANK-YOU CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU1		\$1.00
***PROMO***		
PLU1		
TOTAL		\$0.00
CASH		\$0.00
CLERK 1	No.000011	00001

## Waste

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

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



THANK-YOU CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
***WASTE***		
PLU1		\$1.25
PLU2		\$1.50
***WASTE***		
TOTAL		\$2.75
CLERK 1	No.000011	00001

---

# Shifting or Exempting Tax

## Shifting Tax

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

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

**TAX 1  
SHIFT**

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

**2 9 9**

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

**1**

THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU1		\$2.99
TOTAL		\$2.99
CASH		\$2.99
CLERK 1	No.000011	00001

## Exempting Tax

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

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

### Exempting Tax with Tax Shift Keys

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

2 9 9

2. Press a taxable PLU key. For example, press PLU 1:

1

3. Press **SUBTL**:

SBTL

4. Press the tax shift key (or keys) that represents the tax you wish to shift. For example, to exempt tax 1 press **TAX SHIFT 1**, then press **SUBTL**:

TAX 1 SHIFT SBTL

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

THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU1 T1		\$2.99
TOTAL		\$2.99
CASH		\$2.99
CLERK 1	No.000011	00001

## Exempting Tax with the Tax Exempt Key

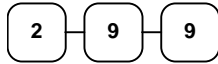
You can program the **TAX EXMT** function to remove all or selected taxes.

---

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

---

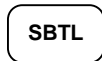
1. Enter an amount on the ten-key-pad. Do not use the decimal key. For example, for \$2.99, enter:



2. Press a taxable PLU key. For example, press **PLU 1**:



3. Press **SUBTL**:



4. Press the **TAX EXMT** key (or access the **TAX EXMT** function from a function look up menu key):



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

THANK-YOU CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU1 T1		\$2.99
TOTAL		\$2.99
CASH		\$2.99
CLERK 1	No.000011	00001

# Percent Key Operations

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

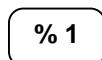
Each function is individually programmable to add or subtract, from an individual item or from a sale total, amounts (coupons) or percentages. You can also program the percentage key taxable or non-taxable, so that sales taxes are calculated on the net, or the gross amount of the item or sale. You can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

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

## Preset Percent Discount on an Item

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

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



3. The discount is automatically subtracted.

THANK-YOU CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU2		\$10.00
% 1		-10.000%
AMOUNT		-1.00
TOTAL		\$9.00
CASH		\$9.00
CLERK 1	No.000011	00001

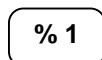
## Enter a Percent Discount on an Item

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

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



3. Press the %1 key:



4. The discount is automatically subtracted.

THANK-YOU CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU2		\$10.00
% 1		-33.333%
AMOUNT		-3.33
TOTAL		\$6.67
CASH		\$6.67
CLERK 1	No.000011	00001

## Percent on Sale Total

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

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

**SUBTL**

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

**1** **5** **%1**

4. The surcharge is automatically added.

THANK-YOU CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU2		\$10.00
% 1		15.000%
AMOUNT		\$1.50
TOTAL		\$11.50
CASH		\$11.50
CLERK 1	No.000011	00001

## Coupon on Sale (Vendor Coupon)

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

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

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

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

**SUBTL**

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

**2** **0** **0** **%1**

4. The coupon is subtracted.

THANK-YOU CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU2		\$10.00
%1		-2.00
TOTAL		\$8.00
CASH		\$8.00
CLERK 1	No.000011	00001

## Coupon on Item (Store Coupon)

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

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

2 0 0 % 1

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

1

4. The coupon is automatically subtracted.

THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU1		\$10.00
PLU1 C		-2.00
TOTAL		\$8.00
CASH		\$8.00
CLERK 1	No.000011	00001



---

## Return Merchandise Registrations

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

---

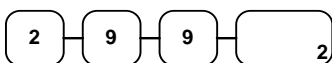
**Note:** When a function is located on a function look up menu key, you access the function by pressing the appropriate function look up key, then pressing the numeric digit corresponding to the function you wish to select. On the default keyboard, the **RETURN** function is function #2 on the function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

---

1. Press **RETURN**:



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



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

THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
RETURN *****		
PLU2 T1		-2.99
TAX1 AMT		-0.18
TOTAL		-3.17
CASH		-3.17
CLERK 1	No.000011	00001

---

## Voids and Corrections

### Error Correction (Void Last Item)

This function corrects the last item entered.

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

**ERROR  
CORR**

THANK-YOU		
CALL AGAIN		
DATE 06/05/2011 SUN TIME 08:33		
PLU1 T1		\$2.29
PLU2		\$1.29
ERR CORR	-----	
PLU2		-1.29
TAX1 AMT		\$0.14
TOTAL		\$2.43
CASH		\$2.43
CLERK 1	No.000011	00001

### Void Previous Item

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

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

**VOID**

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

1 2 9 2

THANK-YOU		
CALL AGAIN		
DATE 06/05/2011 SUN TIME 08:33		
PLU2		\$1.29
PLU1 T1		\$2.29
VOID	-----	
PLU2		-1.29
TAX1 AMT		\$0.14
TOTAL		\$2.43
CASH		\$2.43
CLERK 1	No.000011	00001

## Cancel

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

---

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

---

1. Register the items you wish to sell.
2. Press the **CANCEL** key (or access the **CANCEL** function from the function look up menu.)

**CANCEL**

```
THANK-YOU
CALL AGAIN

DATE 06/05/2011 SUN    TIME 08:33

PLU1 T1                $2.29
PLU2                   -0.50
CANCEL *****
CLERK 1                No.000011  00001
```

## Void Position Operations

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

1. Turn the control lock to the **VOID** position.
2. Enter the transaction you wish to correct exactly as it was entered originally in the **REG** control lock position. You can enter discounts, voids, returns, tax exemptions or any other function.
3. All totals and counters are corrected as if the original transaction did not take place.

```
THANK-YOU
CALL AGAIN

DATE 06/05/2011 SUN    TIME 08:33

VOID MODE *****
PLU1 T1                -2.29
PLU2                   -1.00
TAX1 AMT               -0.14
TOTAL                 -3.43
CASH                  -3.43
CLERK 1                No.000011  00001
```

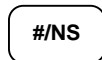
---

## No Sale Operations

### Open Drawer

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

1. Press **#/NS**:



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

THANK-YOU		
CALL AGAIN		
DATE 06/05/2011 SUN	TIME 08:33	
NO SALE -----		
CLERK 1	No.000011	00001

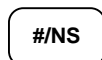
### Non Add Number

You can also use the **#/NO SALE** key to print any number (up to 9 digits) on the printer paper. You can enter the number any time during a transaction. For example, if you wish to record a checking account number, enter the number and press the **#/NO SALE** key before totaling the sale with the **CHECK** key.

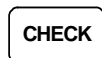
1. Register the items you wish to sell.
2. Enter the number you wish to record, for example enter:



3. Press **#/NS**:



4. Press **CHECK**:



THANK-YOU		
CALL AGAIN		
DATE 06/05/2011 SUN	TIME 08:33	
PLU1 T1 \$2.99		
NON-ADD# 1234		
TAX1 AMT \$0.18		
TOTAL \$3.17		
CHECK \$3.17		
CLERK 1	No.000011	00001

---

## Received On Account Operations

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

---

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

---

1. Press one of the received on account keys (**RA1-RA3**) or select one of the received on account functions from a function look up menu:

RA

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

1 0 0 0 CASH

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

1 0 0 0 CHECK

4. Enter the charge amount received, press **CHARGE1**, (or press the **FUNCTION LOOKUP** key and press the numeric key representing the appropriate charge function.)

1 0 0 0 CHARGE 1

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

RA

THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
RA1		
CASH		\$10.00
CHECK		\$10.00
CHARGE1		\$10.00
RA1		\$30.00
CLERK 1	No.000011	00001

---

## Paid Out Operations

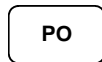
You can use the **PAID OUT** function to track cash or checks paid out or to record loans from the cash drawer.

---

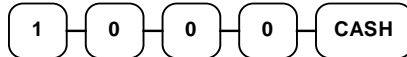
**Note:** When a function is located on a function look up menu key, you access the function by pressing the appropriate function look up key, then pressing the numeric digit corresponding to the function you wish to select. On the default keyboard, the PO1 function is function #4 on the function look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

---

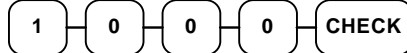
1. Press one of the paid out keys (**PO1-PO3**) or select one of the paid out functions from a function look up menu:



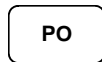
2. Enter the amount of cash paid out, press **CASH**.



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



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

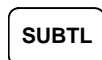


THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PO1		
CASH		-10.00
CHECK		-10.00
PO1		-20.00
CLERK 1	No.000011	00001

---

## Subtotaling a Sale

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



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

---

## Eat In/Take Out/Drive Thru Sales

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

---

**Note: EAT IN, TAKE OUT, and DRIVE THRU can be programmed to exempt taxes to accommodate area where food is taxed differently.**

---

---

## Totaling and Tendering

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

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

### Totaling a Cash Sale

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

**CASH**

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

THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU2		\$7.96
TOTAL		\$7.96
CASH		\$7.96
CLERK 1	No.000011	00001

### Totaling a Check Sale

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

**CHECK**

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

THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU2		\$7.96
TOTAL		\$7.96
CHECK		\$7.96
CLERK 1	No.000011	00001

## Tendering a Cash Sale

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

2 0 0 0

3. Press **CASH**:

CASH

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

THANK-YOU CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU1	T1	\$2.99
PLU1	T1	\$2.99
4X		\$1.99
PLU2		\$7.96
TAX1		\$0.36
TOTAL		\$14.30
CASH		\$20.00
CHANGE		\$5.70
CLERK 1	No.000011	00001

## Tendering a Check Sale

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

2 0 0 0

3. Press **CHECK**:

CHECK

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

THANK-YOU CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU1	T1	\$2.99
PLU1	T1	\$2.99
4X		\$1.99
PLU2		\$7.96
TAX1		\$0.36
TOTAL		\$14.30
CHECK		\$20.00
CHANGE		\$5.70
CLERK 1	No.000011	00001



# Totaling a Charge Sale

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

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

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



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

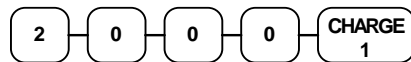


THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU1 T1		\$2.99
PLU1 T1		\$2.99
4X	\$1.99	
PLU2		\$7.96
TAX1		\$0.36
TOTAL		\$14.30
CHARGE1		\$14.30
CLERK 1	No.000011	00001

## Tendering a Charge Sale

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

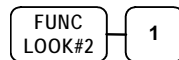
1. Register the items you wish to sell.
2. Enter the amount of the charge and press one of the charge keys if it is located on the keyboard:



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



Press **FUNCTION LOOK2**, then press the digit representing the charge function you are using:



THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU1 T1		\$2.99
PLU1 T1		\$2.99
4X	\$1.99	
PLU2		\$7.96
TAX1		\$0.36
TOTAL		\$14.30
CHARGE1		\$20.00
CHANGE		\$5.70
CLERK 1	No.000011	00001

## Check Cashing

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

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

2 0 0 0

2. Press **CHKCASH**:

CHK  
CASH

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

```
THANK-YOU
CALL AGAIN

DATE 06/05/2011 SUN    TIME 08:33

***CHKCASH***

CHECK                $20.00
CASH                 -20.00
CLERK 1              No.000011  00001
```

## Split Tender

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

---

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

---

1. Register the items you wish to sell.
2. Enter the amount of cash tendered by the customer. For example, enter \$10.00 and press **CASH**:

1 0 0 0 CASH

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

1 0 0 0 CHECK

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

```
THANK-YOU
CALL AGAIN

DATE 06/05/2011 SUN    TIME 08:33

PLU2                $20 00
TOTAL               $20.00
CASH                $10.00
TOTAL               $10.00
CHECK               $10.00
CLERK 1              No.000011  00001
```

## Post Tender

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

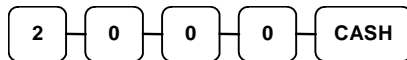
1. Register the items you wish to sell.

2. Press **CASH**:



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

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



5. The display will indicate the change due.

THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU1 T1		\$2.00
TAX1		\$0.12
CASH		\$2.12
CLERK 1	No.000011	00001

## Receipt On/Off and Receipt on Request

When a receipt is not normally issued, you can turn the receipt function off. See "Stop Register Printing" in the "X-Mode" chapter.

If the receipt is off, you can still issue a receipt after the sale has been completed.

### *Printing a Receipt after the Sale*

- ◆ After the sale has been totaled, but before the next transaction is started, press **CASH**:



## Food Stamp Sales

The *SPS-300* is capable of sorting food stamp and non-food stamp eligible items. If a customer chooses to pay by food stamps, the eligible total can be subtotaled and food stamp payments accepted. **NOTE:** Although integrated electronic payments can be deployed for credit, debit and gift transactions, integrated EBT transactions cannot be processed by the *SPS-300* at this time. Consult with your CRS representative for more information.

If you choose to use this feature, you must:

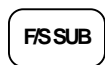
- Locate the appropriate function keys on the keyboard, **F/S SHIFT**, **F/S SUB**, and **F/S TEND**, and then set the appropriate options for the **F/S TEND** key.
- Determine and set the food stamp status for each PLU item or category.

Refer to the "Service Mode Programming" and the "Program Mode Programming" chapters to make the appropriate settings.

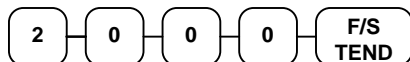
1. Register the items you wish to sell. You do not need to sort food stamp eligible or non-eligible items. The *SPS-300* will maintain a subtotal of eligible items based upon the pre-programmed status for each PLU.

If you wish to register a normally food stamp eligible item into a PLU programmed as non-food stamp eligible, press the **F/S SHIFT** key before registering the item. In the same manner, you can register non-food stamp items into food stamp eligible PLUs.

2. If a customer wishes to pay with food stamps, press the **F/S SUB** key to display the food stamp eligible total:



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



4. The remaining amount due displays.  
(Note, depending upon programming, change less than \$1 can be applied to the balance.)
5. Total or tender the remaining balance.

THANK-YOU CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PLU1 F		\$1.29
PLU2		\$4.29
TOTAL		\$5.58
F/S TOTAL		\$1.29
F/S TEND		\$20.00
F/S CRT AMT		\$0.71
TOTAL		\$3.58
CASH		\$5.00
CHANGE		\$1.42
F/S/ CHANGE		\$18.00
CLERK 1	No.000011	00001

## Currency Conversion

If you normally accept currency from neighboring nations, you can program the *SPS-300* to convert the subtotal of a sale to the equivalent cost in the foreign currency. You can set up to four separate conversion functions for different foreign currencies. To do this, you need to program the conversion factor. For example, if the US dollar (home currency) is worth 1.3720 Canadian dollars (foreign currency), the conversion factor is 1.3720. See "Function Key Programming" in the "Program Mode Programming" chapter to set a conversion factor.

---

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

---

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

**CONV1**

or, if the conversion is located on a function look up key press **FUNCTION LOOK2**, then press the digit representing the **CONV1** function:

**FUNC LOOK#2** **7**

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

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

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

THANK-YOU CALL AGAIN		
DATE 06/05/2011 SUN	TIME 08:33	
PLU1 T1		\$2.00
TAX1		\$0.12
TOTAL		\$2.12
CONV 1		¥2.90
CHANGE RATE	@1.3720	
HOME AMT.		\$10.00
CHANGE		\$5.17
CLERK 1	No.000011	00001

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

---

# Check Tracking Operations

---

**Important Note:** Check tracking operations must take place on the same register. If an IRC register system is implemented, you cannot access the same checks from any register within the system. You must open, add to, and/or pay the check at the same register.

---

## Overview

The *SPS-300* can employ a manual previous balance, hard check, or soft check system. (You must select hard or soft check posting in memory allocation programming - the default selection is soft.)

- If manual previous balance is selected, the check balance is not saved in memory and is input manually by the operator (use the **PBAL** key).
- If a hard check system is selected, only the previous balance is maintained in memory.
- If a soft check system is selected, the check detail is kept in memory until the check is paid. (The maximum size of the soft check is set in memory allocation programming.)

## Options

For hard or soft check operations, the following tracking options are available:

- Tracking by manually entering the check number. (The number of digits in the check number may be set from 0-9, with zero meaning no fixed length.)
- Tracking by automatically assigning a check number. The starting check is always #1.
- Enforcing entry of a table number, where a check number is also assigned, allows the check balance to be recalled by either the check or table number. Multiple checks may be assigned at the same table. (If there are multiple checks assigned to the same table, an attempt to recall by table number will recall the check with the lowest number.)
- The check number can be scanned from a printed bar code. For example, a bar code can be printed on a customer identification badge.

For soft check operations, the following option is available:

- Consolidation of like items can be selected for guest check printing. For example, if three rounds of drinks are served, the check will print "3 TAP BEER" rather than "1 TAP BEER" three times.

## Function Keys

Although none of the functions necessary for check tracking operations appear on the default keyboard, any or all of the following functions can be located on the keyboard:

<b>CHECK #</b>	<p>The <b>CHECK #</b> key is used to begin a new, or access an existing balance (hard check) or itemized bill (soft check.)</p> <p>Check track numbers that are entered manually may be set at a fixed length of one to nine digits. Check track numbers assigned automatically will begin with #1.</p> <p>Existing checks are accessed by entering the check track number and pressing the <b>CHECK#</b> key. In a drive thru system, simply pressing the <b>PBAL</b> key will recall the oldest open balance (lowest check track #).</p>
<b>GUEST</b>	<p>Use to enter the count of guests served as part of a guest check. The entry of a guest count can be enforced when opening a guest check, or for all transactions.</p>
<b>P/BAL</b>	<p>Use to enter the amount of an outstanding balance. The <b>P/BAL</b> key will take the recall function if the <i>drive thru</i> feature is enabled in <b>CHECK #</b> key programming.</p>
<b>SERVICE</b>	<p>Use to temporarily finalize Previous Balance or check tracking transactions. (If you are using a hard check system, you must program the <b>SERVICE</b> key for the port where the slip printer is connected.)</p>
<b>TABLE</b>	<p>You can enforce the entry of a table number for guest check transactions, or for all transactions. If you are tracking guest check balances, the balance can be recalled either by entering the check number or the table number.</p>
<b>PRINT CHECK</b>	<p>Use to print a guest check. The check can be printed on an optional (RS-232C) printer, or can be printed on the receipt printer. The <b>PRINT CHECK</b> key can be set to automatically service the check.</p>
<b>TIP</b>	<p>The <b>TIP</b> key allows a gratuity to be added to a guest check before payment. The tip amount is deducted from the Cash-in-Drawer amount for the Clerk/Cashier closing the guest check.</p> <p>The <b>TIP</b> key may be programmed as either a percentage or amount. If programmed as a percentage, tax programming defines whether the percentage is calculated on the net (taxable = no) amount, or the amount after taxes.</p>

See "Function Key Assignment" in the "Service Mode Programming" chapter to place the functions necessary for your application. See "Function Key Programming" in the "Program Mode Programming" chapter to set the options for each function.



## Posting Balances Manually

### Opening a Check

1. Enter the previous balance (if this is the first posting, enter **0**) press the **PBAL** key:



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

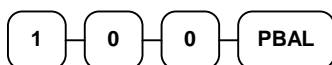


4. Place a slip in an optional slip printer, press the **PRINT CHECK** key.

THANK-YOU CALL AGAIN		
DATE 06/05/2011 SUN	TIME 08:33	
PBAL		\$0.00
PLU2		\$1.00
SERVICE		\$1.00
BFWD		\$1.00
CLERK 1	No.000011	00001

### Adding to a Check

1. Enter the previous balance, press the **PBAL** key:



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



4. Place a slip in an optional slip printer, press the **PRINT CHECK** key.

THANK-YOU CALL AGAIN		
DATE 06/05/2011 SUN	TIME 08:33	
PBAL		\$1.00
PLU3		\$2.00
SERVICE		\$2.00
BFWD		\$3.00
CLERK 1	No.000012	00001

### ***Paying a Manual Balance***

1. Enter the previous balance, press the **PBAL** key:

3 0 0 PBAL

2. If necessary, add additional items. If you wish to add a tip, press **SUBTL**, then enter the tip amount and press the **TIP** key:

SBTL

5 0 TIP

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

1 0 0 0 CASH

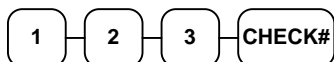
4. Place a slip in an optional slip printer, press the **PRINT CHECK** key.

THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
PBAL		\$3.00
TIP		\$0.50
CHECKS PAID		\$3.50
CASH		\$10.00
CHANGE		\$6.50
CLERK 1	No.000013	00001

## Soft Check

### Opening a Soft Check

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



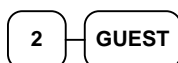
or, press the **CHECK #** key to automatically assign a check:



2. If required, enter the table number and press the **TABLE** key:



3. If required, enter the number of guests and press the **GUEST** key:



4. Register the items you wish to sell.
5. To total the posting, press **SERVICE**:



### Receipt Example:

THANK-YOU CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
CHECK #	#123	
PBAL		\$0.00
TABLE		#3
GUEST		#2
CHICKEN		\$7.00
STEAK		\$10.00
SERVICE		\$17.00
BFWD		<b>\$17.00</b>
CLERK 1	No.000011	00001

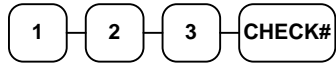
---

**Note:** If a table number entry is required for all guest checks, and checks are assigned by register, the check will be assigned by the register when the table # is entered.

---

## Adding to a Soft Check

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



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

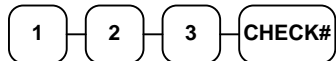


2. Register the next items you wish to sell.
3. To total the posting, press **SERVICE**:



## Printing a Soft Check

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



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



2. Press **PRINT CHECK** to print the complete check. If programmed to do so, the **PRINT CHECK** key will automatically service the check:



### Receipt Example:

THANK-YOU	
CALL AGAIN	
DATE 06/05/2011 SUN TIME 08:33	
CHECK #	#123
PBAL	\$17.00
TABLE	#3
GARLIC BREAD	\$2.00
SERVICE	\$2.00
BFWD	<b>\$19.00</b>
CLERK 1	No.000012 00001

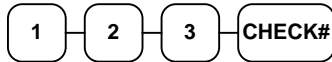
### Sample of soft check printed on the receipt:

THANK-YOU	
CALL AGAIN	
DATE 06/05/2011 SUN TIME 08:33	
CHECK #	#123
PBAL	\$19.00
TABLE	#3
CHICKEN	\$7.00
STEAK	\$10.00
GARLIC BREAD	\$2.00
SERVICE	\$0.00
BFWD	<b>\$19.00</b>
	CHK # : 1
CLERK 1	No.000012 00001

The number of times each check has been printed is counted and printed on the check

## Paying a Soft Check

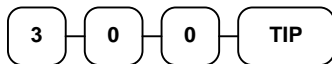
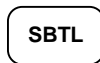
1. Enter the number of the guest check, press the **CHECK #** key:



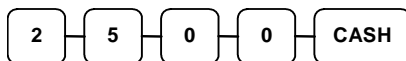
or, if you entered a table number, enter the table number and press the **TABLE** key:



2. If necessary, add additional items. If you wish to add a tip, press **SBTBL**, then enter the tip amount and press the **TIP** key:



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



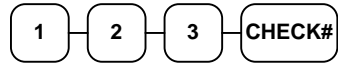
Sample of soft check printed on the receipt:

THANK-YOU CALL AGAIN		
DATE 06/05/2011 SUN	TIME 08:33	
CHECK #		<b>#123</b>
PBAL		\$19.00
TABLE		#3
TIP		\$3.00
CHECKS PAID		\$22.00
CASH		\$25.00
CHANGE		\$3.00
	CHK # : 2	
CLERK 1	No.000013	00001

## Hard Check

### Opening a Hard Check

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



or, press the CHECK # key to automatically assign a check:



2. If required, enter the table number and press the **TABLE** key:



3. If required, enter the number of guests and press the **GUEST** key:



4. Register the items you wish to sell.
5. Place a slip in an optional slip printer, the check will print automatically when you press **SERVICE**:



### Receipt Example:

THANK-YOU	
CALL AGAIN	
DATE 06/05/2011 SUN TIME 08:33	
CHECK #	<b>#123</b>
PBAL	\$0.00
TABLE	#3
GUEST	#2
CHICKEN	\$7.00
STEAK	\$10.00
SERVICE	\$17.00
BFWD	<b>\$17.00</b>
CLERK 1	No.000011 00001

## Adding to a Hard Check

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

1 2 3 CHECK#

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

3 TABLE

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

SERVICE

## Paying a Hard Check

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

1 2 3 CHECK#

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

3 TABLE

2. If necessary, add additional items. If you wish to add a tip, press **SUBTL**, then enter the tip amount and press the **TIP** key:

SBTL

3 0 0 TIP

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

2 5 0 0 CASH

## Receipt Example:

```

THANK-YOU
CALL AGAIN

DATE 06/05/2011 SUN    TIME 08:33

CHECK #                #123
PBAL                   $17.00
TABLE                  #3
GARLIC BREAD           $2.00
SERVICE               $2.00
BFWD                   $19.00
CLERK 1                No.000012    00001
  
```

## Sample of Hard Check postings printed on an optional printer:

```

DATE                12/01/2011                WED

CHECK #                #4
PBAL                   $0.00
STEAK T1               $15.50
LOBSTER T1             $19.50
WINE T1                $2.50
WINE T1                $2.50
TAX1                   $3.60
SERVICE               $43.60
BFWD                   43.60
No.000017 REG 01 KELLY    TIME 09:15
PBAL                   $43.60
2X                      @2.50
WINE T1                $5.00
TAX1                   $4.05
SERVICE               $5.45
BFWD                   49.05
No.000019 REG 01 KELLY    TIME 09:47
PBAL                   $49.05
2X                      @2.50
WINE T1                $5.00
TAX1                   $4.50
CHECKS PAID            $54.50
TOTAL                 $54.50
CASH                   $54.50

No.000021 REG 01 KELLY    TIME 10:16
  
```

## Fast Food Drive Thru

For fast food drive thru windows, the *SPS-300* has the capability of storing orders when they are taken, and then recalling the next order automatically at the payment window. (Note: Drive thru storing & recalling must be done at the same register.)

- The **PBAL** function becomes a recall function when the drive thru feature is enabled in the **CHECK #** function key program. Press the **PBAL** key to recall the lowest tracking number balance.
- Orders are stored by first pressing the **CHECK #** key to automatically assign the next tracking number, then pressing **SERVICE**. (A macro sequence key could be created to execute both functions sequentially by pressing the **MACRO** key.)

See "Function Key Programming" in the "Program Mode Programming" chapter.

### Taking a Drive Thru Order

1. Register the items you wish to sell.
2. Press the **CHECK #** key to begin an automatically assigned check:

CHECK#

3. To store the posting, press **SERVICE**:

SERVICE

#### Receipt Example:

THANK-YOU	
CALL AGAIN	
DATE 06/05/2011 SUN	TIME 08:33
HAMBURGER	\$2.00
FRIES	\$1.00
CHECK #	# 3
PBAL	\$0.00
SERVICE	\$3.00
BFW	\$3.00
CLERK 1	No.000011 00001

### Paying a Drive Thru Order

1. Press the **PBAL** key:

PBAL

2. If necessary, add additional items, register discounts or coupons.
3. Pay the balance as you would normally tender a transaction, with **CASH**, **CHECK**, or one of the **CHARGE** functions. If the tender is greater than the balance due, change is displayed.

5 0 0 CASH

#### Receipt Example:

THANK-YOU	
CALL AGAIN	
DATE 06/05/2011 SUN	TIME 08:33
CHECK #	# 3
PBAL	\$3.00
CHECKS PAID	\$3.00
TOTAL	\$3.00
CASH	\$5.00
CHANGE	\$2.00
CLERK 1	No.000012 00001



---

## Charge Posting Operations

The *SPS-300 Series* check tracking system can be used to post charges and payments to house accounts. This posting system is ideal for small resorts, camgrounds, motels/hotels or retail stores that accept house charges.

Charge posting features include:

- Manual balance posting, soft check posting, or hard check posting. For house account posting, the hard check posting method with an optional slip printer is recommended. (Because house accounts are usually maintained over a period of time, the soft check system may not have the memory capacity to track the ongoing account activity.)
- Payments can be posted before charges are posted and credit balances can be carried forward.
- Overpayments can be issued as change or carried forward.
- Managers can control access to new account numbers or closing accounts.
- Zero balance accounts can remain active.
- The total of outstanding accounts prints at the end of the open check report and also on the Financial report. (The total is not reset when the financial report is cleared.)
- The total of house account charges (Service Total) and payments are reported to facilitate accounts receivable balancing.

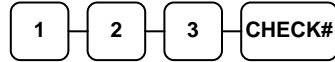
In order to implement this system, you must enable the charge posting features. The flag to enable charge posting is located in the function key options for the FINALIZE key. See “FINALIZE” on page 199.) You must also assign the necessary function keys for your application.

### ***Charge Posting Function Keys***

<b>CHECK # (ACCT #)</b>	The <b>CHECK #</b> key is used to begin a new, or access an existing balance (hard check) or itemized bill (soft check.) Existing checks are accessed by entering the check track number and pressing the <b>CHECK#</b> key. You may wish to reprogram the descriptor of the <b>CHECK #</b> key to <b>ACCT#</b> .
<b>P/BAL</b>	Use to manually enter the amount of an outstanding balance. The <b>P/BAL</b> key is not used when hard or soft check posting is used.
<b>SERVICE (HOUSE CHRG)</b>	Use to temporarily finalize Previous Balance or house account transactions. (If you are using a hard check system, you must program the <b>SERVICE</b> key for the port where the slip printer is connected.) You may wish to reprogram the descriptor of the <b>SERVICE</b> key to <b>HOUSE CHRG</b> .
<b>PAYMENT</b>	Press to make a payment, partial payment, or pre-payment while posting to a check (account). If the payment amount exceeds the check balance, the screen will display the option to apply the change to the account or to issue the overpayment as change.
<b>PRINT CHECK</b>	Use to print a check. The check can be printed on an optional (RS-232C) printer, or can be printed on the receipt printer. The <b>PRINT CHECK</b> key can be set to automatically service the check.
<b>FINALIZE</b>	Pressing the <b>FINALIZE</b> key before closing a check will close the account and the account number will no longer be reported on the open check report.

## Opening an Account

1. Enter the number of the account and press the **CHECK #** key. You may be required to turn the key lock to the **MGR** position.

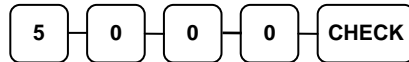


## Accepting an Advance Payment

2. Press the **PAYMENT** key.



3. Enter the amount of the payment and press the appropriate tender key; cash, check or charge.



4. Press the **SERVICE** key to finalize and store the balance.



## Posting New Charges

5. Enter the number of the account and press the **CHECK #** key.
6. Enter items purchased.
7. Press the **SERVICE** key to finalize and store the balance.

## Accepting an Overpayment and Issuing Change

8. Enter the number of the account and press the **CHECK #** key.
9. Press the **PAYMENT** key.
10. Enter the amount of the payment and press the appropriate tender key; cash, check or charge.
11. If the payment exceeds the balance, the display will read: "0:APPLY TO ACCOUNT BALANCE, 1:RETURN AS CHANGE. Press "1". After completing the payment, the cash drawer opens.
12. Close the cash drawer and press the **SERVICE** key to finalize and store the balance.

Sample of Hard Check postings printed on an optional printer:

DATE	12/01/2012	WED
CHECK #		<b>#123</b>
PBAL		\$0.00
PAYMENT		\$50.00
CHECK		\$50.00
SERVICE		\$0.00
BFW		<b>- 50.00</b>
No.000017	REG 01 ETHAN	TIME 09:15
DATE	12/01/2012	WED
PBAL		\$50.00
ROOM		\$75.00
SERVICE		\$75.00
BFW		<b>25.00</b>
No.000019	REG 01 ETHAN	TIME 09:47
DATE	12/01/2012	WED
PBAL		\$25.00
CHANGE		\$5.00
TENDER		\$30.00
CASH		\$25.00
SERVICE		\$0.00
BFW		<b>\$0.00</b>
No.000021	REG 01 ETHAN	TIME 10:16

---

## Scale Operations

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

- PLUs must be set to "scaleable" status to allow scale multiplication. If you attempt an entry into a PLU that has been programmed "scaleable", an error tone will sound and the message "REQ. SCALE ENTRY" will display.
- PLUs can be set to "auto scale" status to speed up scale entries by automatically retrieving the weight on the scale and multiplying it times the amount entered.

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

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

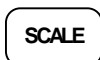
Refer to the "Service Mode Programming" and "Program Mode Programming" chapters to set your scale options. See:

- "Function Key Assignment" to place SCALE and TARE keys on the keyboard.
- "RS232C Port Options" to attach a scale to one of the ports.
- "Function Key Programming" to set options for the SCALE and TARE keys.
- "PLU Programming" to set scaleable, auto scale, or auto tare status.

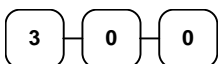
## Direct Scale Entry

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

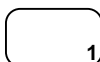
1. Place an item on the scale.
2. Press the **SCALE** key.



3. Note that the weight is displayed on the screen. Enter the price per pound on the ten-key pad. Do not use the decimal key. For example, for \$3.00, enter:



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

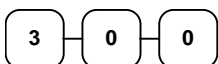


THANK-YOU CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
1.50 lb	@3.00/lb	
PLU1		\$4.50
TAX1		\$0.27
TOTAL		\$4.77
CASH		\$4.77
CLERK 1	No.000011	00001

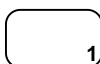
## Automatic Scale Entry

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

1. Place an item on the scale.
2. Press a PLU key, if the item is a preset item, or enter the price per pound on the ten-key pad. Do not use the decimal key. For example, for \$3.00, enter:



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



THANK-YOU CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
1.50 lb	@3.00/lb	
PLU1		\$4.50
TAX1		\$0.27
TOTAL		\$4.77
CASH		\$4.77
CLERK 1	No.000011	00001

## Tare Weight Entry

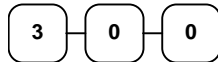
1. Place an item on the scale.
2. Enter the preprogrammed tare number.  
Press the **TARE** key.



3. Press the **SCALE** key.



4. Note that the weight, less the tare weight, is displayed on the screen. Enter the price per pound on the ten-key pad. Do not use the decimal key. For example, for \$3.00, enter:



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



THANK-YOU CALL AGAIN		
DATE 06/05/2011 SUN	TIME 08:33	
1.50 lb	@3.00/lb	
PLU1		\$4.50
TAX1		\$0.27
TOTAL		\$4.77
CASH		\$4.77
CLERK 1	No.000011	00001

# Manual Tare Weight Entry

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



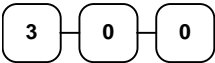
- 3. Enter the weight of the tare, for example, enter **.01**, press the tare key:



- 4. Press the **SCALE** key.



- 5. Note that the weight, less the tare weight, is displayed on the screen. Enter the price per pound on the ten-key pad. Do not use the decimal key. For example, for \$3.00, enter:



- 6. Press a PLU key. For example, press **PLU 1**:



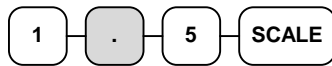
THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
1.50 lb	@3.00/lb	
PLU1		\$4.50
TAX1		\$0.27
TOTAL		\$4.77
CASH		\$4.77
CLERK 1	No.000011	00001

## Manual Weight Entry

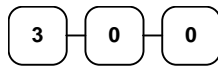
**Note:** Manual weight entry is allowed only when a scale is not connected and the RS-232C port is not set to the scale function. Manual Weight is also used when voiding or returning a scale item without using the scale.

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

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



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



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



THANK-YOU		
CALL AGAIN		
DATE	06/05/2011 SUN	TIME 08:33
1.50 lb	MANUAL WT. @	@3.00
PLU1		\$4.50
TAX1		\$0.27
TOTAL		\$4.77
CASH		\$4.77
CLERK 1	No.000011	00001

---

## Quick Journal Review

This feature was designed for use with the SPS-320, where a separate journal printer is not provided. It allows the operator to quickly print out the details of the last transaction or transactions for review. Quick Journal Review is available if set in Print Option Programming (see Print Option page 16.)

In the **REG** key lock position (outside of a transaction) enter **1 0** and press the **SUBTL** key. Recent journal entries are printed. (The last XX lines of the electronic journal are printed, where XX is set in Print Option programming.)

---

## Integrated Payment Operations

See “Integrated Payment Appendix” on page 259 for electronic payment operation information.



---

## Not Found PLU

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**Note:** The System Option “DISABLE NOT FOUND PLU” must be set to N(o) to allow this function.

---

The “Not Found PLU” feature is available for use when an optional scanner is used to input PLUs. If an item is scanned that is not programmed in the PLU file, the operator has the option to input the price of the item and assign it the same descriptor and properties of another PLU, or enter the descriptor and tax status independently. This provides a simple mechanism for quickly building an item file for a simple scanning installation.

### Quick Entry Method

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

NOT FOUND PLU PROGRAM ?	
0 : NO	1 : YES

2. Press the numeric “1” key to allow the registration of the PLU. The cursor will point at the SELECT COPY PLU field.

NOT FOUND PLU PROGRAM ?	
SELECT COPY PLU	
PRICE :	0 ←
	0

3. Press a PLU on the keyboard, or enter a PLU number and press the PLU key. The cursor will advance to the price field.

**Note:** The not found PLU will assume the same attributes of the PLU selected here. For example, if the item scanned is a “liquor” item, then press another PLU in the liquor category, or if you are using a PLU designated to accept open liquor entries, that PLU must be set to be a preset PLU with a preset value of zero and preset override allowed. (If you copy the PLU to an open PLU, the not found PLU will also be an open PLU.).

4. Enter the PLU price and press **CASH**. The PLU will register using the descriptor and tax status of the copied PLU.

## Detail Entry Method

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

NOT FOUND PLU PROGRAM ?			
0	:	NO	1 : YES

2. Press the numeric “1” key to allow the registration of the PLU. The cursor will point at the SELECT COPY PLU field.

NOT FOUND PLU PROGRAM ?			
SELECT COPY PLU			
			0 ←
PRICE :			0

3. Enter “0” and press the PLU key. The cursor will advance to the price field and additional fields will display to allow entry of a unique descriptor and PLU tax status.

NOT FOUND PLU PROGRAM ?			
SELECT COPY PLU			
			0
PRICE :			0 ←
DESC :			
TAX : 1N 2N 3N 4N			

4. Enter the PLU price and press **CASH**. The cursor will advance to the descriptor field.

5. Enter a descriptor using the descriptor method set up on your register (keyboard overlay or descriptor code. See “Descriptor Programming Methods” on page 137.) After the descriptor entry, press **CASH**. The cursor will advance to the TAX (1) field.
6. Press the **YES/NO** key to toggle the tax status from N(o) to Y(es). Set the status for the four possible tax rates and press **CASH**. The PLU entry is completed.

## Not Found PLU Report

Managers will typically use the “Not Found PLU Report” as a tool to update the PLU file. A list of up to 50 not found PLU items can be retained in the report. When capacity is reached, you must clear (Z) the Not Found PLU report.

- ◆ To run an X Report of not found PLUs, choose NOT FOUND PLU (selection #8) from the Manager Mode menu
- ◆ To run an Z Report of not found PLUs, choose RESET NOT FOUND PLU (selection #7) from the R Mode menu.



# Management Functions

---

## Introduction

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

---

## Manager Mode

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

MANAGER MODE ↓

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

- ◆ Press PAGE DOWN to display the second page of MANAGER MODE options:

MANAGER MODE ↑

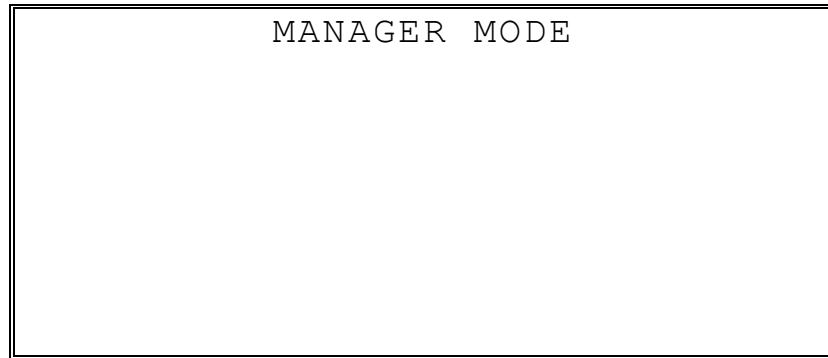
7.E.J. OPERATION  
8.NOT FOUND PLU  
9.OPEN CHECK(IRC)

---

## Manager Operation

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

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



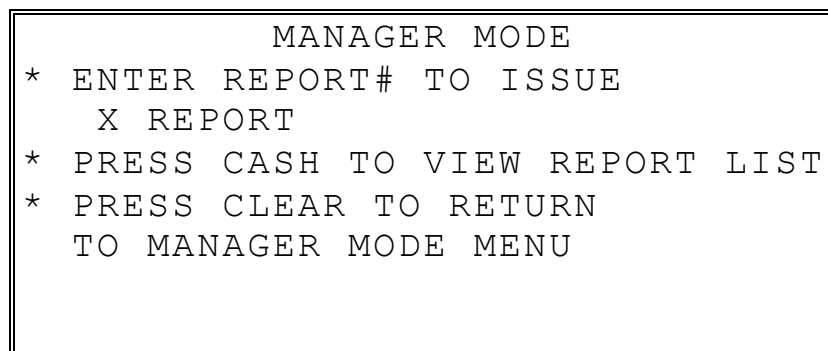
2. The **MANAGER MODE** screen displays.
3. Complete the operation requiring manager control.

---

## X Reports

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

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



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

X REPORT LIST	P1↓
0.FINANCIAL	
1.TIME	
2.PLU	
3.CLERK	
4.GROUPS	
5.DAY	
6.STOCK	

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

X REPORT LIST	P2↑
7.CLERK TIME	
8.OPEN CHECK	
9.DRAWER TOTALS	
00.PLU ZERO SALE	
DEC. MIX & MATCH	

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

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

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

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

X REPORT OPTIONS	
RPT# :	FINANCIAL
1. TYPE	0
0:DAILY 1:PERIOD	
2. 0:PRINT 1:DISPLAY	0
3. IRC	2
0:STANDALONE	
# 1Y←2N 3N 4N 5N 6N 7N 8N	

6. Press the **YES/NO** key at each register # to select whether you wish to include each register in the consolidated report. Press **CASH** after each selection. After the last selection, the report will start.

Field	Description																
TYPE	Select X1 or X2 if available for the selected report.																
IRC	<p>Select STANDALONE, ALL, or SELECT if available for the selected report. If SELECT, the screen will prompt for selection of registers - the screen will initially show the registers available from the from/to IRC register programming, for example if the IRC range is from 1 to 3, then the selection will default to:</p> <table><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>Y</td><td>Y</td><td>Y</td><td>N</td><td>N</td><td>N</td><td>N</td><td>N</td></tr></table>	1	2	3	4	5	6	7	8	Y	Y	Y	N	N	N	N	N
1	2	3	4	5	6	7	8										
Y	Y	Y	N	N	N	N	N										
OUTPUT	Select PRINT or DISPLAY output.																



---

## Declaration

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

1. From the **MANAGER MODE** menu press **2** to display the **DECLARATION SCREEN**. The cash drawer opens.

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

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

DECLARATION SCREEN	
INPUT AMT	31.00
DRAWER TTL	17.00
DIFFERENCE	-14.00

---

## Register Print Format

You can designate the *SPS-320* printer to print either a receipt, or a sales journal. If you select journal format, the preamble/postamble will not print. If you select receipt format, the preamble/postamble will print and the receipt will feed sufficiently for paper tear-off.

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

REG. PRINTING FORMAT

REGISTER PRINTING IS  
CURRENTLY RECEIPT

TO SET TO JOURNAL  
PRESS YES AND ENTER

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

---

## Stop Register Printing

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

1. From the **MANAGER MODE** menu press **4** to set receipt printing on or off, or **5** to set journal printing to on or off (SPS340/345 only):

REG. PRINTING ON/OFF

REGISTER PRINTING  
IS CURRENTLY ON

TO TURN OFF  
PRESS YES AND CASH

2. The **REG. PRINTING ON/OFF** or **JOURNAL PRINTING ON/OFF** screen displays. Press the **YES/NO** key to toggle from receipt on to receipt off. The screen will display the current status. Press **CASH** to set the new format.

---

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

---

---

## Training Mode

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

---

**Note: If you make registrations to check tracking numbers in training mode, remember that the check tracking total will be updated. Remember to pay, or clear the check file (Reset Mode Menu/Z/Open Checks) before resuming normal operations. You must close all open checks prior to entering training mode.**

---

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

ENTER/EXIT TRAINING

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

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

---

## Electronic Journal Operation

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

Use this program to print all or selected parts of the journal memory. Note: this program will not clear the electronic journal. See "Reset Electronic Journal" in the "Z-Mode" chapter to clear the E.J.

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

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

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

```
          ELECTRONIC JOURNAL          ↑
7.PRT ONLY ERR.CORR/VOID
8.PRT ONLY NOSALE
9.PRT ONLY CANCEL
00.PRT BY CLERK
DEC.PRINT ALL EJ (BY IRC)
```

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

---

**Note:** If you select "PRINT ALL EJ (BY IRC)", you will be presented with the option to print or save the report to SD. If you choose print, the EJ will print sequentially for each ECR in the system. If you choose SD, you will save a file for each register that can be viewed by the PC Utility.

---

---

## Open Check (IRC)

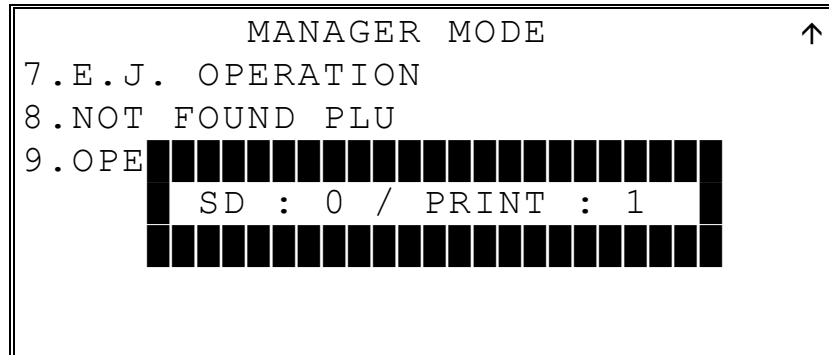
---

**CAUTION: SPS-300 Series ECRs do not share access to a common check file.**

---

This operation allows access to the individual check files that are located in separate SPS-300 ECRs. This information is not consolidated, but rather reported separately for each register.

1. From the **MANAGER MODE** menu press **9** to report open check by IRC. The display returns the message shown below:



The screenshot shows a monochrome LCD display with the following text and layout:

- Top right: An upward arrow icon (↑).
- Line 1: MANAGER MODE
- Line 2: 7.E.J. OPERATION
- Line 3: 8.NOT FOUND PLU
- Line 4: 9.OPE
- Line 5: A menu bar consisting of 20 black rectangular buttons.
- Line 6: SD : 0 / PRINT : 1
- Line 7: Another menu bar consisting of 20 black rectangular buttons.

3. Press **1** to print the report. The check file will print sequentially for each ECR in the system, or

Press **0** to save the reports to SD. A file will be saved for each register. Use the PC Utility to view the file.



# Z Mode

---

## Reset Report Mode

1. Turn the control lock to the Clear Totals position to display the **RESET REPORT MODE** menu:

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

2. Press **PAGE DOWN** to view the remaining Reset Mode options:

RESET REPORT MODE	↑
7.RESET NOT FOUND PLU	
9.DATATRAN (DEBIT)	
00.DATATRAN	

---

## Z Reports

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

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

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

```
          Z REPORT LIST                      P1↓
0.FINANCIAL
1.TIME
2.PLU
3.CLERK
4.GROUPS
5.DAY
6.STOCK
```

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

```
          Z REPORT LIST                      P2↑
7.CLERK TIME
8.OPEN CHECK
00.TRAIN FINANCIAL
DEC. MIX & MATCH
```



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

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

4. Select the TYPE (DAILY or PERIOD and the IRC configuration. Refer to the explanations in the table below. Press **CASH** after each selection. After the last selection, the report will start.
5. If IRC is SELECT, then the register selection displays:

Z REPORT OPTIONS	
RPT# :	FINANCIAL
1. TYPE :	0
0:DAILY 1:PERIOD	
2. 0:PRINT	0
3. IRC	2
0:STANDALONE	
#	1Y←2N 3N 4N 5N 6N 7N 8N

6. Press the **YES/NO** key at each register # to select whether you wish to include each register in the consolidated report. Press **CASH** after each selection. After the last selection, the report will start.

Field	Description
<b>TYPE</b>	Select Z1 or Z2 if available for the selected report.
<b>IRC</b>	<p>Select STANDALONE, ALL, or SELECT if available for the selected report. If SELECT, the screen prompts for selection of registers - the screen will initially show the registers available from the from/to IRC register programming, for example if the IRC range is from 1 to 3, then the selection will default to:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">1Y 2N 3N 4N 5N 6N 7N 8N</div>

---

## Reset Electronic Journal

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

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

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

RESET ELECT. JOURNAL
ARE YOU SURE ?
NO

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

---

## Mix & Match Program

Retailers often offer discounts when multiples of different items are purchased. For example, the offer: "save \$5 on any three bottles of wine" can be handled by a mix and match discount. The SPS-300 series can accommodate up to 99 different mix and match discounts.

This program sets the number of items that must be purchased to receive the discount and the amount of the discount. You must also set the following additional Mix & Match Table options that are set through separate programs:

- From *Logo Descriptor programming in P Mode*, you can set a 12 character descriptor for the discount.
- You must link eligible items to the appropriate mix and match table. See *PLU Programming in P Mode* and go to Page 6 of the PLU options.
- The mix & match discount can be set to be taxable (tax the net amount) or non-taxable (tax the gross amount). See *Page 18 of P Mode System Options* to make this selection.

## Mix & Match Price & Quantity Settings

1. Select Mix & Match Program from the Z Mode Menu to display the options:

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

2. Enter the number of the mix & match table you wish to program and press **CASH**.

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

3. At the COUNT field, enter the number of items that need to be purchased to qualify for the discount. At the AMOUNT field, enter the amount of the discount.
4. Press **CASH** to advance to the next Mix & Match or press **CLEAR** to exit.

---

## Mix & Match Scan

You can print out the options for each mix & match discount table. Select Mix & Match Scan from the Z Mode Menu to print the scan.

---

## PLU Lookup Program

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

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

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

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

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

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

1 .	PLU123
2 .	0 ←
3 .	0
4 .	0
5 .	0
6 .	0
7 .	0
8 .	0

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

---

## Age Verification

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

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

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

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

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

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

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

---

## DataTran Operation Menus

1. From the **RESET REPORT MODE** menu press 9 to display the DATATRAN (DEBIT) Operation menu:

```
          DATATRAN OPERATION.
0.PIN PAD INITIALIZE
1.CLOSE BATCH (DEBIT)
```

2. From the **DATATRAN OPERATION (DEBIT)** menu:  
Press 0 to initialize the Pin Pad.  
Press 1 to close the debit batch. You will be prompted “Are you sure?”  
Press the **YES/NO** key to toggle to “YES” and press “**CASH**” to continue.
3. From the **RESET REPORT MODE** menu press 00 to display the DataTran Operation menu:

```
          DATATRAN OPERATION      ↓
0.INITIALIZE EFT
1.OPEN BATCH
2.CLOSE CURR. BATCH

4.CHG. BATCH NUMBER
5.ISSUE LOCAL TOTAL
6.ISSUE TRANSACTION
```

4. If necessary, press **PAGE DOWN** to display the second page of the DataTran Operation menu:

```
          DATATRAN OPERATION      ↑
7.ISSUE BATCH STATUS
8.DIAL IN LOAD
9.DIAL OUT LOAD
00.TIP OPERATION
```

5. See “Integrated Payment Appendix” on page 259 for detailed DataTran operation instructions.

# S-Mode Programming

---

## Overview

The following procedures are done from the Service Mode menu:

- Hardware Tests
- Clear all totals
- Clear grand total
- Clear PLU file
- FLASH ROM Information
- Memory Allocation
- Assignment of functions to keyboard locations
- IRC Options
- RS232C Port Options
- SD Card Operations, including Program Backup and Loading
- Clear Current Batch (Integrated Payment Applications only)

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

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

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

```
                SERVICE MODE                ↑
7.  IRC OPTIONS
8.  RS232C PORT
9.  SD CARD OPERATION
00. CLEAR CURR.BATCH
```



---

## Hardware Test

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

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

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

2. From SERVICE MODE menu press **PAGE DOWN** to display the H/W TEST menu:

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

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

### Hardware Test Table

TEST	NOTES
PRINTER	A printer test pattern is printed. The H/W TEST menu automatically returns when the test is complete.
DISPLAY	A display test is initiated. The H/W TEST menu automatically returns when the test is complete.
KEYBOARD	The display indicates: "KEYBOARD TEST". Press any key location to display its' position. Turn the key lock to end the test.
MODE	Check the mode lock and/or the optional "real" clerk key lock with this test. As you turn the key lock, the display will show the current position. The display will also indicate the "real" key that is inserted. Return the key to the <b>SERVICE</b> position to end the test.

TEST	NOTES
RS-232	Select LOOP TEST PORT 1, LOOP TEST PORT 2, or LOOP TEST IRC. (to loop test port 1 or 2 , a loop back connector must be in place.) Then after a moment, the display indicates NG (not good) or OK.
MCR	Select to test read a magnetic card.
DALLAS	Option not available
SD	Insert an SD card and select to run a read/write test. The results will print. Press CLEAR to exit the test.
PRINTING PATTERN	ENDLESS PRINTING and LIFE TEST PRINT are factory tests. Toggle the power switch on and off to end the test.

---

## Memory All Clear

Before you use your SPS-300 Series ECR for the first time, you **must** perform a memory all clear to insure that all totals and counters are cleared and that the default program is installed. Go to "Clearing Memory" on page 30 to complete this procedure.

---

## Clear All Totals

This selection clears all totals and counters, including the grand total.

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

CLEAR ALL TOTALS

ARE YOU SURE ?                      N←

2. Press the **YES/NO** key to display **Y** at the "ARE YOU SURE ?" question. Press **CASH**.
3. The display reads: "PLEASE WAIT". The message "ALL TOTAL CLEAR" is printed and the screen returns to the **SERVICE MODE** menu.

---

## Clear Grand Total

This selection clears only the grand total.

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

CLEAR GRAND TOTALS	
ARE YOU SURE ?	N←

2. Press the **YES/NO** key to display **Y** at the "ARE YOU SURE ?" question. Press **CASH**.
3. The message "GRAND TOTAL CLEAR" is printed and the screen returns to the **SERVICE MODE** menu.

---

## Clear PLU File

This selection clears the entire PLU file, including totals, counters and programming.

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

CLEAR PLU FILE	
ARE YOU SURE ?	N←

2. Press the **YES/NO** key to display **Y** at the "ARE YOU SURE ?" question. Press **CASH**.
3. The message "PLU FILE CLEAR" is printed and the screen returns to the **SERVICE MODE** menu.

---

## Flash ROM Information

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

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

FLASHROM INFORMATION.	
VERSION :	USA 01.027
CHECKSUM :	A6D8
BOOT/APP :	0806/9ED2
PLUS USED:	300/2000
EFT VER. :	DTRAN 01.000
MAY.10 2012	
PRESS CLEAR KEY	

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

---

## Memory Allocation

**Note:** You must step through every memory allocation field to implement new memory allocation. If you press **CLEAR**, at any field you will abort memory allocation processes without making changes. Changes to Memory Allocation will clear all program data.

---

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

MEMORY ALLOCATION.	
TTL AVAIL :	1855488
TTL USED :	314865
# PLUS	2000←
# LEVELS (1-5)	1
# CLERKS	10
# GROUP TOTALS	20

2. The total available memory is displayed on the first line of the screen (TTL AVAIL). The total memory currently allocated is displayed on the second line of the screen (TTL USED). The TTL USED field is updated when you complete a change and press **CASH**.

Starting at the PLUs field, enter the quantity of each memory field. Press **CASH** after each entry, and the cursor will move to the next field. Page 2 of Memory Allocation will display after the # OF GROUP TOTALS field is set:

MEMORY ALLOCATION	
TTL AVAIL :	1855488
TTL USED :	314865
# EJ LINES	1000←
# CHECKS	10
Y=HARD/N=SOFT CHK	N
# LINES/SFT CHK	50

3. Continue filling each field until complete. Press **CASH** after setting the last field, "# LINES/SOFT CH". The screen will display "ARE YOU SURE ?". N (No) will display as the default answer to the question. If you wish to implement the new allocation you have entered, press the **YES/NO** key, and then press **CASH**.
4. The message "PLEASE WAIT . . . ." displays until the printer prints either: "MEMORY ALLOCATION OK !" or "MEMORY ALLOCATION SIZE OVER" if you attempt to allocate features requiring more memory than is available.
5. The **SERVICE MODE** menu screen displays when memory allocation programming is completed.

---

# Function Key Assignment

Any programmable key location may be reprogrammed with a function from the list of available functions on page 110 of this manual. The default program installs the functions as they are shown with the standard key legends.

To change the function on a specific key:

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

KEY ASSIGNMENT

PUSH KEY TO BE  
PROGRAMMED

0 ←

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

KEY ASSIGNMENT

KEY NUMBER : 322

CURRENT ASSIGNMENT  
CASH

ENTER NEW CODE,  
PRESS CASH

0 ←

3. Enter a new key code from the list of "Function Key Codes" on page 110 and press **CASH**, or press **PAGE DOWN** to display a list of key codes on the screen.

FUNCTION	KEYCODE
-----	
NLU#1 - NLU#150 (1-150)	
ONE	301
TWO	302
THREE	303
FOUR	304
FIVE	305

4. With the key code list displayed, you can press **PAGE DOWN** repeatedly, or **PAGE UP** until you find the key code you wish to use. Type the key code number you wish to place and press **CASH**. The **KEY ASSIGNMENT** screen displays again:

KEY ASSIGNMENT

PUSH KEY TO BE  
PROGRAMMED

PRESS CASH TO EXIT

0 ←

5. Continue to program function key locations as necessary. When you have completed function key programming, press the **CASH** key to finalize. The screen displays:

KEY ASSIGNMENT

PRESS ENTER TO SAVE CHANGES  
OR  
PRESS CLEAR TO EXIT  
WITHOUT SAVING

6. Press **CASH** to save the changes you have made, or press **CLEAR** to exit without saving changes.
7. The printer will print out a receipt showing all the changes made to the keyboard.

---

**Notes:**

1. Numeric keys (0-9), **CLEAR**, and **CASH** cannot be removed from the keyboard unless they have been assigned to a new keyboard location. This protects the programmer from accidentally removing keys that are required for register programming and operations.
  2. If you wish to program the **CASH** key, select it immediately after selecting **KEY ASSIGNMENT** from the **SERVICE MODE** menu. After the initial key is programmed, the **CASH** key is used to finalize the program.
-

## Function Key Codes

Code	Function
1	NLU 1
	<i>through</i>
150	NLU 150
301	Numeric 1
302	Numeric 2
303	Numeric 3
304	Numeric 4
305	Numeric 5
306	Numeric 6
307	Numeric 7
308	Numeric 8
309	Numeric 9
310	Numeric 0
311	Numeric 00
312	Decimal
313	#/NS
314	% 1
315	% 2
316	% 3
317	% 4
318	% 5
319	X/TIME
320	ADD CHECK
321	CANCEL
322	CASH
323	CHARGE 1
324	CHARGE 2
325	CHARGE 3
326	CHARGE 4
327	CHARGE 5
328	CHARGE 6
329	CHARGE 7
330	CHARGE 8
331	CHECKCASHING
332	CHECKENDORSE
333	CHECK
334	CHECKTRACK #
335	CLEAR
336	CLERK #

Code	Function
337	CURRENCY CONV.1
338	CURRENCY CONV.2
339	CURRENCY CONV.3
340	CURRENCY CONV.4
341	DRIVE THRU
342	EAT-IN
343	ERROR CORRECT
344	F/S SHIFT
345	F/S SUB
346	F/S TEND
347	Function lookup #1
348	Function lookup #2
349	GUEST #
350	PLU(CODEENTRY)
351	PRICE LEVEL 1
352	PRICE LEVEL 2
353	PRICE LEVEL 3
354	PRICE LEVEL 4
355	PRICE LEVEL 5
356	MACRO 1
357	MACRO 2
358	MACRO 3
359	MACRO 4
360	MACRO 5
361	MACRO 6
362	MACRO 7
363	MACRO 8
364	MACRO 9
365	MACRO 10
366	MDSE RETURN
367	MODIFIER 1
368	MODIFIER 2
369	MODIFIER 3
370	MODIFIER 4
371	MODIFIER 5
372	P/BAL
373	PAGE DOWN
374	PAGE UP
375	PAIDOUT1

Code	Function
376	PAID OUT 2
377	PAID OUT 3
378	PAPER FEED
379	PLU PRICE INQ
380	PRINT CHECK
381	PROMO
382	RECD ON ACCT 1
383	RECD ON ACCT 2
384	RECD ON ACCT 3
385	SUBTL(SUBTOTAL
386	SCALE
387	SERVICE
388	TABLE #
389	TARE
390	TAKE OUT
391	TAX EXEMPT
392	TAX SHIFT 1
393	TAX SHIFT 2
394	TAX SHIFT 3
395	TAX SHIFT 4
396	TIME IN/OUT
397	TIP
398	VOID ITEM
399	WASTE
400	YES/NO
401	VALIDATION
402 - 416	PLU LOOKUP1 - PLU LOOKUP15
442	PAYMENT
443	FINALIZE
444	JFEED
445	INACTIVE
446	NON ADD#



## IRC Options

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

IRC OPTIONS	
REG# (1-8)	1 ←
STORE#	000000
FROM REG#	1
TO REG#	1
IRC RETRIES (0-99)	3
#SHARE KP REG# (1-8)	0

2. Page 2 of IRC Options will display after the #SHARE KP REG# field is set:

IRC OPTIONS	
#SHARE DATATRAN REG# (1-8)	0 ←

3. Refer to the table below to fill the fields on the **IRC OPTIONS** screen.
4. Press the **CLEAR** key to finalize and return to the **SERVICE MODE** screen.

Option	Entry	Description
REG#	1-8	Enter the sequential number of the register in the IRC System. Use "1" for a standalone register.
STORE#	6-digits	Enter the store number
FROM REG#	1-16	Enter the number of the first register in the IRC range.
TO REG#	1-16	Enter the number of the last register in the IRC range.
IRC RETRIES	0-99	Enter the number of IRC retries. "3" is recommended
#SHARE KP REG#	1-16	Enter the number of the register where the shared kitchen printer is connected.
#SHARE DATATRAN REG#	1-16	Enter the number of the register where the shared DATATRAN is connected.

---

## RS232C Port Options

1. At the **S** control lock position menu, press **8** for RS232C programming. The port selection screen displays:

RS232 PORT	
1.	RS232 PORT 1
2.	RS232 PORT 2
3.	RS232 PORT 3
4.	RS232 PORT 4

2. Enter the digit (1-4) corresponding to the port you wish to program. The appropriate **PORT PROGRAM** screen displays:

PORT 1 PROGRAM PG1		
BAUD RATE		0←
0:9600	1:1200	2:2400
3:4800	4:19200	5:38400
6:57600	7:115200	
PARITY CHECK		0
0:NONE	1:ODD	2:EVEN
DATA BITS (0:8 1:7)		0

3. At each field, press **CASH** to view the selections. Enter the digit representing your selection.
4. Press **PAGE DOWN** to view page 2 of the RS232C port program:

PORT 1 PROGRAM PG2		
STOP BITS (0:1 1:2)		0←
DEVICE FUNCTION		0
-----		
0:NONE	1:PC	2:SCL
3:RJ	4:RP	5:LIQUOR
6:SCAN	7:COIN	8:RESERVED
9:POLE	10:EFT	11:PDC

5. Press **PAGE DOWN** to view page 3 of the RS232C port program:

```
PORT 1 PROGRAM PG3
INITIAL FEEDING LINE ON KP
(0-20)                                0←
ENDING FEEDING LINE ON KP
(0-20)                                0
INITIAL FEEDING LINE ON SLIP
(0-20)                                0
```

6. Press **PAGE DOWN** to view page 4 of the RS232C port program:

```
PORT 1 PROGRAM PG4
PRINT LINE ON GUEST CHECK
(0-50)                                0←
SCALE TYPE                            0
0:NCI          1:CAS          2:OZ
PRINTER TYPE                            0
0:NONE
1:SAM4S ELLIX 10
```

7. Press **PAGE DOWN** to view page 5 of the RS232C port program:

```
PORT 1 PROGRAM PG5
PRINTER TYPE                            0←
2:SAM4S ELLIX 20
3:SAM SRP-250
4:SAM SRP-350
5:CITIZEN 3550/3551
6:CITIZEN 810
7:CITIZEN 230
```

8. Press **PAGE DOWN** to view page 6 of the RS232C port program:

```
PORT 1 PROGRAM PG6
PRINTER TYPE                            0←
8:EPSON TM-T88-2
9:EPSON U200
10:EPSON U295
11:EPSON U300
12:EPSON U325
13:EPSON U375
```

9. Press **PAGE DOWN** to view page 7 of the RS232C port program:

```
PORT 1 PROGRAM PG7
PRINTER TYPE                                0←
14:STAR SP-200
15:STAR SP-298
16:STAR SP-300
17:STAR TSP-200
```

10. Press **PAGE DOWN** to view page 8 of the RS232C port program:

```
PORT 1 PROGRAM PG8
POLE DISLAY TYPE                            0←
 0:EPSON                                1:ICD
RESERVED
```

11. Refer to "RS232C Settings Screen Program Notes" on the next page to fill the fields for each port.
12. Press the **CLEAR** key to finalize and return to the **SERVICE MODE** screen.

## RS232C Settings Screen Program Notes

Option	Description
<b>BAUD RATE</b>	Select 9600, 1200, 2400, 4800, 9600, 19200, 38,400, 57,600, or 115,200 from the pop-up window; 9600 is default.
<b>PARITY</b>	Select NONE, EVEN, or ODD from the pop-up window; NONE is default.
<b>DATA BITS</b>	Select 8 or 7 from the pop-up window; 8 is default.
<b>STOP BITS</b>	Select 1 or 2 from the pop-up window; 1 is default.
<b>DEVICE FUNCTION</b>	<p>Enter the code number for the device you wish to attach to this port from the code numbers displayed. The device function codes are:</p> <ul style="list-style-type: none"> <li>1: PC Communications</li> <li>2: Scale</li> <li>3: Remote Journal Printer</li> <li>4: Remote Printer</li> <li>5: Liquor</li> <li>6: Scanner</li> <li>7: Coin Dispenser</li> <li>8: Reserved</li> <li>9: Remote Pole Display</li> <li>10: EFT (i.e.DataTran)</li> <li>11: PDC</li> </ul>
<b>PRINT LINE ON GUEST CHECK (0-50)</b>	Enter the number of lines that represent the maximum that can be printed on a single guest check.
<b>SCALE TYPE</b>	Select the digit that represents the scale type connected to this port.
<b>PRINTER TYPE</b>	Select the digit that represents the printer type connected to this port.
<b>POLE DISPLAY TYPE</b>	Select the digit that represents the pole display type connected to this port.
<b>RS232C RETRY TIMES</b>	Set the number of retries for RS232C communication (about 0.5 seconds each.)

---

## SD Card Operation

Utilities in this program include:

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

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

---

**Note: Note: The SD slot is located in the printer compartment. On the SPS-320, the SD slot is located to the right of the printer mechanism; on the SPS-340 and 345, the SD slot is located to the rear of the receipt printer.) Remove the security screw to access the slot. See page 19 for detail.**

---

1. At the **S** control lock position menu, press **9** for SD Card Operation. The SD CARD OPERATION screen displays:

<pre>SD CARD OPERATION 1 . PROGRAM BACKUP 2 . PROGRAM LOAD 3 . REPORT BACKUP 4 . PRE-IMAGE LOGO LOAD 5 . PRE-IMAGE LOGO BACKKUP 6 . POST-IMAGE LOGO LOAD 7 . POST-IMAGE LOGO BACKKUP</pre>
--

2. Insert the SD card in the register's SD slot.
3. Enter the digit (1-7) corresponding to the function you wish to access. A complete explanation of each function follows.

### ***Read Carefully: Store Name Notes***

The store name you set on System Option page 18 is used to identify program and report data on the SD card. Note that the default store name is "STORE\_A".

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

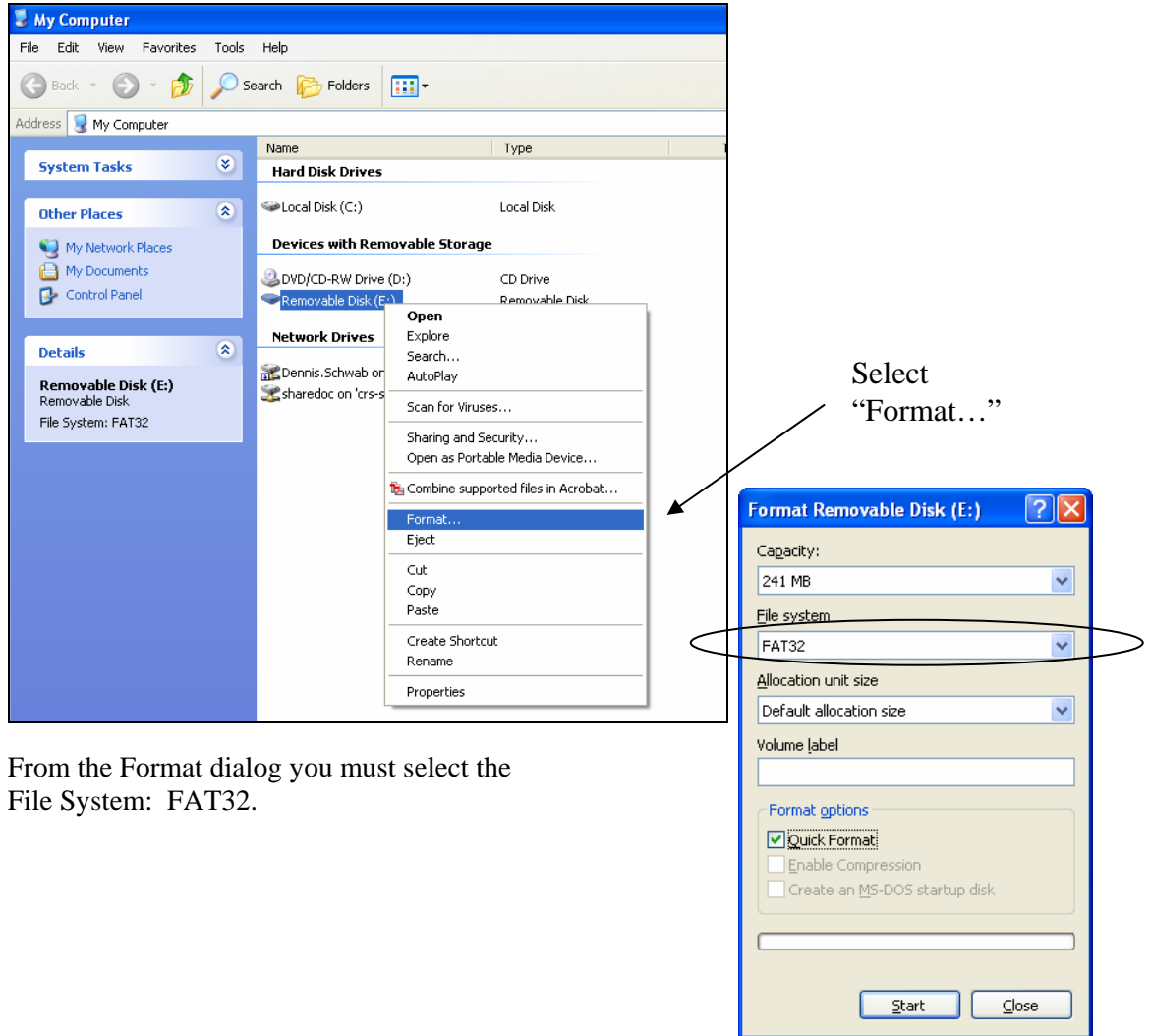
The Store Name field is 8-characters in length. If the store name is set to less than 8-characters, the 5-digit register number will be combined with the store name to create a unique 8-character identifier. For example, if the store name is "AAAAAA" and the register number is 05, the folder for the store data (both the PGMBACK and the REPBACK) will be named "AAAAAA05"; if the store name is "DDD" and the register number is "12345", the folder name will be "DDD12345".

**Note: If you are Using an SD Card for the First Time . . .**

**NOTE:** You must use an SD card with a capacity of 1GB or smaller. SD cards must be formatted as FAT 32.

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

1. Start Windows Explorer.
2. Select the SD card drive, right click and select *Format*. (Win XP screen shown; slightly different procedures are used with different operating systems.)



3. From the Format dialog you must select the File System: FAT32.

## Program Backup and Load

You can use an SD flash memory card to backup and load (restore) the full program.

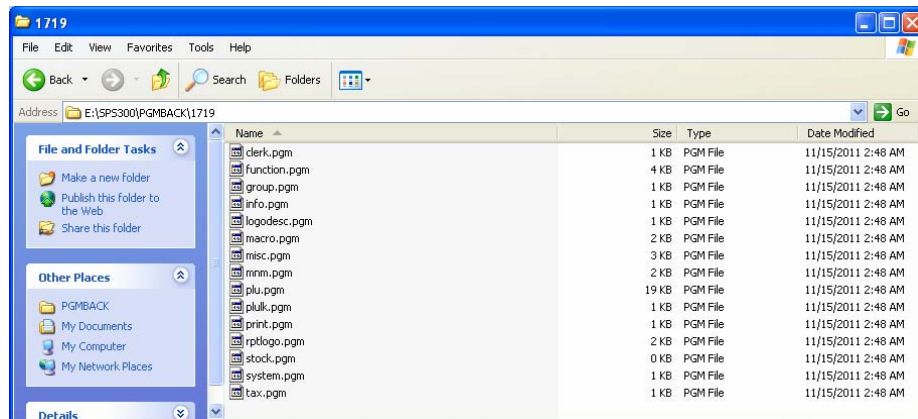
---

**NOTE:** The program data is saved in a separate folder on the SD card named with the store name that is set on page 18 of system options. Note that the default store name is “STORE\_A”. See page 126 for more information about the store name.

---

### *Backing Up the Program to an SD Card*

1. Insert the SD card in the register’s SD slot.
2. Turn the control lock to the **S** position.
3. From the second page of the Service Mode menu, select “**9 SD Card Operation**”.
4. From the SD Card Operation menu select “**1 Program Backup**”. The SPS-300 will write the program files to the folder: SPS300/PRGBACK/STORENAME (where store name is the name programmed on page 18 of system options.) In the example below, the store name is “1719”.
5. After a short pause, the register will print confirmation of the successful upload with the message “UPLOAD PASS” for each program segment. Below is an Explorer view of the backed up files.



### *Restore Program from the SD Card*

---

**CAUTION:** Memory allocation must be set the same as the saved program. Be sure to print out the memory allocation so that it can be re-entered before restoring the program.

---

1. Set the store name to match the name of the store folder you wish to restore.
2. Insert the SD card in the register’s SD slot.
3. Turn the control lock to the **S** position.
4. From the second page of the Service Mode menu, select “**9 SD Card Operation**”.
5. From the SD Card Operation menu select “**2 Program Load**”.
6. The register will print confirmation of the successful upload with the message “DOWNLOAD PASS” for each program segment.



## Saving Reports to an SD Card

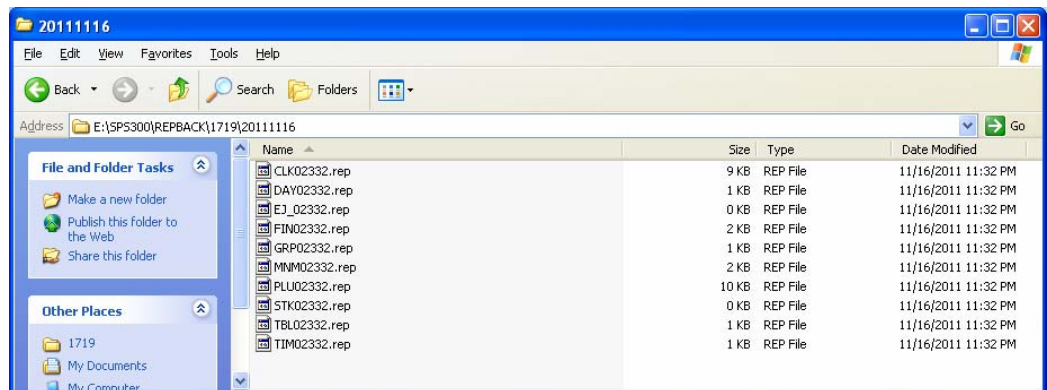
The SD card can also be used to save reports. Reports saved are the current X1 readings.

### SD Report Notes

- When backing up and restoring data, the store name must be programmed on page 18 of system options. The default store name is “STORE\_A”.
- The SPS-300 will write the program files to different folders depending whether REP or CSV format is selected. For example:
  - **SPS300/REPBACK/STORENAME/DATE** (for REP format)
  - **SPS300/CSVBACK/STORENAME/DATE** (for CSV format)
- The date folder is in **YYYYMMDD** format (for example 20111116 is November 16, 2011.)
- Each individual report is named with the time of the report. For example “**CLK2332**” represents a Clerk report taken at 23:32 (in a 24-hour time format.) In this manner, multiple reports backed up at different times in the same day will collect in the same “date” folder.

### To Save Reports

1. Turn the control lock to the **S** position.
2. From the second page of the Service Mode menu, select “**9 SD Card Operation**”.
3. From the SD Card Operation menu select “**3 Report Backup**”. The display offers two format choices:
  - Press **0** to save in **REP** format. REP format is proprietary and can be viewed using the SAM4s PC Utility
  - Press **1** to save in **CSV** format. This format can be read without conversion by many PC applications, including Microsoft Excel™.
4. The register will print confirmation of the successful report upload with the name of the report “**UPLOAD**” for each report. If the save is unsuccessful, the register will print an error message.



## Load/Save Receipt Images

You can load a preamble and postamble image for your receipt or soft guest check. Before loading, the images must be converted by the PC Utility to .img format. After conversion, they can be loaded directly by connecting a PC to the SPS-300 or by copying the images to a SD card and loading (or saving the image) using the SD utility program described here.

---

**Note that after loading the images, you must set Print Options on page 14 of the Print Options program to activate the image printing.**

---

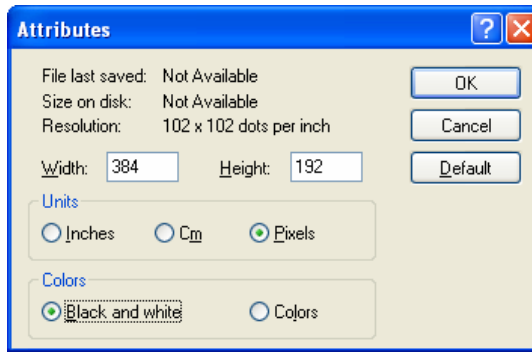
### *Preparing a Graphic Logo Bitmap for an SPS-300 Series*

---

**The image must be black/white, 384 x 192 pixels, and 10 Kbytes or less in size.**

---

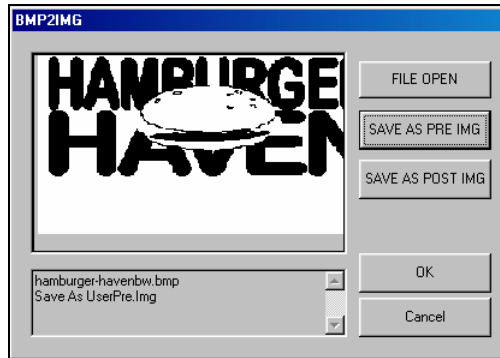
1. Open MS Paint.
2. Open the image file you wish to use.
3. Choose **Attributes** from the **Image** menu. The **Attributes** dialog box displays.



4. The image dimensions must be no larger than 384 pixels wide by 192 pixels high. If the image size in pixels is greater than the maximum, you must resize your image.
  - a. Click **OK** to exit the Attributes dialog.
  - b. Select your image. (Choose **Select All** from the **Edit** menu.)
  - c. Using the handles of the selected image, resize the image. Keep the image in the upper left corner of the screen.
  - d. Choose **Attributes** from the **Image** menu. The **Attributes** dialog box displays again. Enter 384 in the **Width** field; enter 192 in the **Height** field; select **Pixels** as the unit. Click **OK** to exit the dialog box.
  - e. Your image will be cropped to the 384 x 192 pixel size. If you cropped part of the image you wish to keep, you can undo (Ctrl + Z) and try again. You may have to experiment a bit to resize the image inside the 384 x 192 pixel limit.
5. After the image is sized, select **Black and white** in the **Attributes** dialog.
6. Save your image as type "Monochrome Bitmap (\*.bmp,\*.dib)" and confirm that the size is 10k or less. If you resized your original image, you may wish to rename when you save, so that you preserve a copy of the original image.

### ***Use the PC Utility to Convert the Image***

1. Install the *SPS-300 PC Utility* on your PC.
2. At your PC, start the SPS300 PC Utility. (Select **Start, Programs, SHC PC UTILITY, SPS300 PC UTILITY.**) The **Store Setting** dialog box displays.
3. If you are starting the SPS300 PC Utility for the first time, you must define a store name, or if a store is already defined, you can select the store from the drop down list. After the store is defined or selected, click **Close**. The PC Utility program starts.
4. Move the bitmap (.bmp) logos you wish to use into the store directory (i.e. C:\SPS-300PC\storename.)
5. At the PC Utility, choose **Convert Logo Image** from the **Utility** menu. The Bmp dialog box displays.
6. Click **FILE OPEN**. Select the bitmap image you wish to use from the **Open** dialog and click the **Open** command button.
7. Click the **SAVE AS PRE IMG** or **SAVE AS POST IMG** button.



8. When the image is selected, click **OK**. Verify that the message “Save As UserPre.Img” or “Save As UserPost.Img” displays. If the file is too large, and cannot be loaded, the message “File Size Error” displays.

### ***Copy the Images to an SD Card***

The PC Utility will create two image files:

- USERPRE.IMG
- USERPOST.IMG

They will be located in your PC at:

C:\SPS-300PC\Store Name

Copy the mages to the following path on your SD card:

SD\\SPS300\PgmBack\Store Name

---

**Important:** In the path: C:\SPS-300PC\Store Name, the store name is the name you have defined as the store in the PC Utility. **Note:** You must use the same store name in the SPS-300 Series ECR at System Options page 18. Note that the default store name is “STORE\_A”.

---

### ***Load the Images by SD Card***

1. Insert the SD card in the register's SD slot.
2. Turn the control lock to the **S** position.
3. From the second page of the Service Mode menu, select **"9 SD Card Operation"**.
4. From the SD Card Operation menu select **"4 PRE\_IMAGE LOGO LOAD"**.
5. The message "PREAMBLE LOGO LOADED!" will print on the receipt printer.

### ***Saving Images from an SPS-300 to an SD Card***

1. Insert the SD card in the register's SD slot.
2. Turn the control lock to the **S** position.
3. From the second page of the Service Mode menu, select **"9 SD Card Operation"**.
4. From the SD Card Operation menu select **"5 PRE\_IMAGE LOGO BACKUP"**.
5. The message "PREAMBLE LOGO BACKUP!" will print on the receipt printer.

## Flash ROM Updates

The SPS-300 series register software is loaded in flash ROM. This program may occasionally be updated by the manufacturer. Your SAM4s dealer can update the software if necessary.

The Flash ROM can be loaded through a PC Utility or by SD card.

---

**CAUTION: Flash ROM update by either method must be done by a qualified, trained technician. DO NOT POWER OFF OR ABORT any program loading once it has started. Failure to follow the procedures exactly may cause the program to load incompletely and for the register to fail completely.**

---

### *Flash ROM Update by SD*

The SPS-300 Flash ROM program is contained in a file named SPS300.bin. This file will be provided to the authorized dealer by CRS, Inc. and contains both the Boot program area and the Application program area.

1. Create a folder named update in the root of the SD card.
2. Copy SPS300.bin to: SD:/update/.
3. Insert the SD card into the register. (The SD slot is located inside the printer compartment. Remove the security screw and open the flap securing the SD slot. Insert the SD card until you hear a click and the SD card is locked in.)

### *Boot Area Update*

4. At the SPS-300, turn the control lock to the **S** position.
5. Power off the SPS-300.
6. Press and hold the Numeral **1** key on the keyboard. While continuing to hold the Numeral **1** key, turn on the power switch.
7. A rapid beep-beep-beep will be heard. Release the Numeral **1** Key.
8. The display will flash slowly at first and then will flash rapidly. When the load is complete (about 5 seconds), a rapid beep-beep-beep will be heard again the display will stop flashing and display a green color to confirm update completion.
9. Turn the ECR power switch OFF and proceed directly to the next step: Application Update.

### *Application Area Update*

10. Set the control lock to the **S** position.
11. Press and hold the Numeral **2** key on the keyboard. While continuing to hold the Numeral **2** key, turn on the power switch.
12. A rapid beep-beep-beep will be heard. Release the Numeral **2** Key.
13. The display will flash (Current program is being erased), after a few seconds, the display will continue to flash, but at a slower rate. This continues for about 1-minute while the new program is being loaded. When the load is complete, a

rapid beep-beep-beep will be heard again the display will stop flashing and display a green color to confirm update completion.

14. Power the register OFF. The FLASH ROM update is complete.
15. Remove the SD card from the register.
16. Perform a memory all clear on the ECR. The ECR is now ready to program or to load a previously saved end-user program.

## Flash ROM Update by PC Utility

### Update Files

To complete the firmware update, you will be supplied with the following files:

- NEWNET\_DOWN.exe (The update utility program)
- SPS300.bin

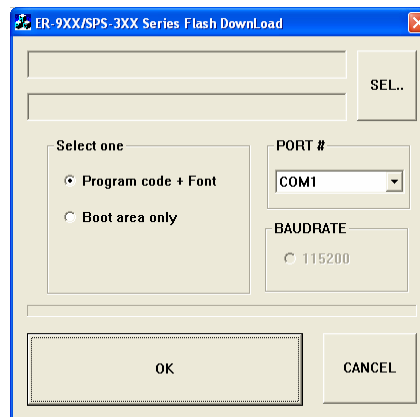
### PC Connection Cable

**YOU MUST USE Port #1.** Use the following cable:

- CRS Part # 522120 (Register DB-9MF COM 1 to PC DB-9F)

### Update Boot Area

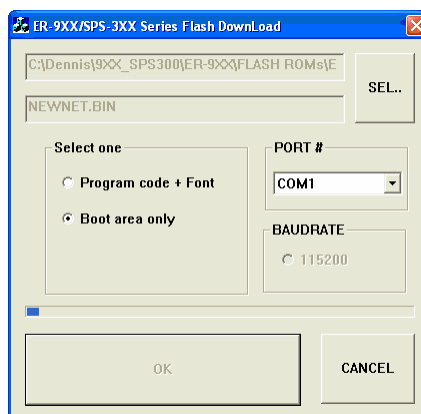
1. Connect the Serial Cable From ECR to PC.
2. At the register, turn the control lock to the **S** position.
3. Turn the power switch to the **OFF** position.
4. Press and hold the **CASH** and **CLERK** keys. (Use the keys in their default locations, the upper-right and lower-right keys on the keyboard.)
5. While continuing to hold the **CASH** and **CLERK** keys, turn the power switch to the **ON** position. (The display will illuminate and the error tone will sound beep-beep-beep in quick succession.) Release the keys.
6. At the PC, execute the program “NEWNET\_DOWN.exe”. The Download dialog box displays.



7. Select the appropriate com port connection at your PC at the PORT# option

buttons.

8. Click **SEL.** find the folder where the update files are located and select SPS300.bin.
9. Select **Boot Area Only** in the Select One option buttons.
10. Press **OK** Button. The download takes about 30 seconds; the scroll bar will track the progress of the download. At the ECR, the display will flash slowly while the update is taking place.

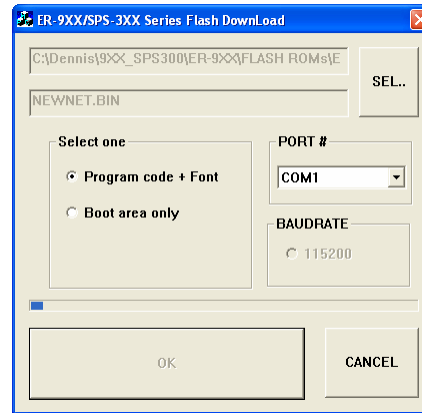


11. When complete, the message **Completed** displays on the PC. Click **OK** and the Download program will close. At the ECR, the display will change to a green color indicating the update is complete. Turn the power switch to the **OFF**.

## Update Program Area

1. Connect the Serial Cable From ECR to PC.
2. At the register, turn the control lock to the **S** position.
3. Turn the power switch to the **OFF** position.
4. Press and hold the **CASH** and **CLERK** keys. (Use the keys in their default locations, the upper-right and lower-right keys on the keyboard.)
5. While continuing to hold the **CASH** and **CLERK** keys, turn the power switch to the **ON** position. (The display will illuminate and the error tone will sound beep-beep-beep in quick succession.) Release the keys.
6. At the PC, execute the program "Download.exe". The Download dialog box displays.
7. Select the appropriate com port connection at your PC at the PORT# option buttons.
8. Click **SEL.** find the folder where the update files are located and select SPS300.bin.
9. Select **Program code + Font** in the Select One option buttons.

10. Press **OK** Button. The download takes about 3 minutes. At the PC, the scroll bar will track the progress of the download. At the ECR, The display will flash (Current program is being erased), after a few seconds, the display will continue to flash, but at a slower rate. This continues for about 3 minutes while the new program is being loaded.



11. When complete, the message **Completed** displays at the PC. Click **OK** and the Download program will close. At the ECR, when the load is complete, a rapid beep-beep-beep will be heard, and the display will flash rapidly. Turn the power switch to **OFF**, the program update is complete.
12. Disconnect the PC cable.
13. Perform a memory all clear on the ECR. The ECR is now ready to program or to load a previously saved end-user program.

---

## Clear Current Batch

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

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



# Program Mode Programming

## Descriptor Programming Methods

Descriptors are programmable for PLUs, function keys, groups, clerks and the logo/messages. There are two methods available to program descriptors, the *Program Overlay Method* and the *Descriptor Code Method*. This chapter describes both methods. Refer to each program area for specific steps for programming PLUs, groups, function keys, etc.

### Program Overlay Method

#### SPS-320/SPS-340

This method is the default descriptor program method for the flat keyboard models: SPS-320 and SPS-340. When the descriptor field is selected on the program screen, you can simply type the descriptor placing a copy of the overlay over the keyboard. Press enter to finalize your descriptor.

	1	11	21	31	41	51	61	71	81	91	FEED	JOURNAL FEED			
	2	12	22	32	42	52	62	72	82	92					
'	"	<	>	-	+	=	:	?							
!	@	#	\$	%	^	&	*	(	)						
q	w	e	r	t	y	u	i	o	p						
a	s	d	f	g	h	j	k	l	;			CLEAR	PLU	X/TIME	
z	x	c	v	b	n	m	,	.	/			7	8	9	
CAP	DOUBL E	SPACE	SPACE	SPACE	SPACE	SPACE	CAP	DOUBL E	BACK			4	5	6	
9	19	29	39	49	59	69	79	89	99			1	2	3	SUBTL
10	20	30	40	50	60	70	80	90	100			0	00	.	CASH

**NOTE:** Use the CAPS key to toggle between upper and lower case descriptor options.

## SPS-345

Descriptor programming by alpha code entry is the default program method for the SPS-345. The standard configuration of this model has 21 keyboard PLU locations and will not support descriptor programming by keyboard overlay. However, if the SPS-345 keyboard is expanded to 63 keyboard locations, an option for overlay descriptor programming is available by setting the program option.

Because SPS-345 key labels are inserted individually underneath the key cap, the overlay function should accompany the key's normal function on the key check, perhaps by placing the alpha function in a corner of the key. The keyboard below shows the placement of alpha function on the expanded SPS-345 keyboard.

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

---

**NOTE:** Use the CAPS key to toggle between upper and lower case descriptor options.

---

## Descriptor Code Method

If you customize your keyboard by covering key locations, or by installing double or quad size keys, you will need to program descriptors using the descriptor code method.

See “System Option Programming” on page 160. You must set the option “PGM DESC BY CODE” found on page 17 of System Options to **Y** to use the descriptor code method.

### Program Sequence

1. With the cursor pointed at a descriptor field, refer to the Descriptor Code Chart below and type the code for the first character. Press the decimal [.] key.
2. For each additional character, type the code and press the decimal key. Each character will be displayed as it is entered.
3. Press **CASH** when the descriptor is complete.

### Program Example

To program the descriptor "APPLE", type:

[65] [.] [80] [.] [80] [.] [76] [.] [69] [.] [CASH]

A P P L E

#### Note:

For lower case enter **98** after the descriptor code. For example:

a = [6598] [.] [CASH]

For DOUBLE (wide) characters enter **99** after the descriptor code. For example:

Ⓐ = [6599] [.] [CASH]

### Descriptor Code Table

Char.	Space	!	"	#	\$	%	&	'	(	)
Code	32	33	34	35	36	37	38	39	40	41
Char.	*	+	,	-	.	/	0	1	2	3
Code	42	43	44	45	46	47	48	49	50	51
Char.	4	5	6	7	8	9	:	;	<	=
Code	52	53	54	55	56	57	58	59	60	61
Char.	>	?	@	A	B	C	D	E	F	G
Code	62	63	64	65	66	67	68	69	70	71
Char.	H	I	J	K	L	M	N	O	P	Q
Code	72	73	74	75	76	77	78	79	80	81
Char.	R	S	T	U	V	W	X	Y	Z	[
Code	82	83	84	85	86	87	88	89	90	91
Char.		]	^	_		Back-space	CAPS	Double	1line Delete	
Code	92	93	94	95	96	97	98	99	0	

---

## Program Mode Menu

- ◆ Turn the control lock to the **PGM** position. The first page of the **PROGRAM MODE** menu displays:

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

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

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

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

PROGRAM MODE	P1↓
0.CLERK IN/OUT	
1.PLU STOCK	
2.DRAWER LIMIT	
3.CHECK CHANGE LIMIT	
4.TIME & DATE	
5.TARE WEIGHT	
6.MACRO	

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

PROGRAM MODE	P2↑
7.MACHINE NO.	
8.PC SCHEDULE TIME	
9.TRAINING MODE P/W	
00.SCAN	

---

## PLU Programming

To accommodate UPC scanning, each PLU can be given an identifying number up to 14 digits in length.

1. At the **PGM** control lock position menu, press **0** for PLU Programming. The **PLU PROGRAMMING** screen displays:

```
PLU PROGRAMMING

0.ADD/MODIFY PLU
1.DELETE PLU
```

### Add/Modify PLU

1. Press **0** to add or modify a PLU. The **PLU NUMBER** screen displays:

```
PLU NUMBER

* ENTER PLU NUMBER
AND PUSH PLU, OR
* PRESS A PLU KEY ON
THE KEYBOARD

0 ←
```

2. To view the **PLU # PROGRAMMING** screen, enter the number of the PLU you wish to program, or press a PLU key on the keyboard, or press a modifier key followed by a the PLU key on the keyboard, or scan the barcode on an item.
3. Refer to "PLU Options - Reference Information" on page 144 to make program entries or changes, press the **CLEAR** key to finalize and return to the **PROGRAM MODE** screen.

**Descriptor**

Type the descriptor using the Program Overlay, or by using the descriptor code method (see page 117.) The overlay is automatically activated when the cursor is pointing at the DESC field.

# of PRICE/HALO fields displayed is determined by memory allocation.

```

PLU#                                1 P1
DESC: PLU1                          ←
PRESET                              Y
PRICE/HALO1                         0.00

```

Press **ENTER** to advance the arrow to the next option.

Press **YES/NO** to toggle from "Y" to "N" for yes or no decisions.

```

PLU#                                1 P2
PRESET OVERRIDE                     Y ←
TAXable BY:                         1 2 3 4
                                     N N N N
FOOD STMP ELIGIBLE                  N
GROUP #1 (1-20)                      1
GROUP #2 (1-20)                      0
GROUP #3 (1-20)                      0

```

Press **PAGE DOWN** to view the second PLU Programming screen. Press **PAGE UP** once to return to the first option on a screen. Press **PAGE UP** again to return to the previous screen.

```

PLU#                                1 P3
NEGATIVE ITEM                       N ←
HASH                                N
SINGLE ITEM                          N
NON-ADD # COMP.                     N
GALLONAGE ITEM                      N
INVENTORY ITEM                      N
DISABLE                             N

```

Press **PAGE DOWN** to view the third PLU Programming screen.

```

PLU#                                1 P4
SCALABLE                           N ←
AUTO SCALE                          N
AUTO TARE (1-5)                     0
CONDIMENT                           N
COMP. CONDIMENT                     N
PRINT ON RECEIPT                    Y
PRINT ON DISPLAY                     Y

```

Press **PAGE DOWN** to view the fourth PLU Programming screen.

```

PLU#                                1 P5
PRINT ON CHECK                      Y←
PRINT PRICE ON RECEIPT              Y
PRINT PRICE ON CHECK                Y
DISABLE PROMO                       N
COUNTER NOT RESET                   N
PRESET OVERRIDE                     N
IN MGR CONTROL                      N

```

Press  
**PAGE DOWN**  
to view the 5<sup>th</sup>  
PLU  
Programming  
screen.

If you wish the registration of this PLU to automatically cause the registration of another PLU, Enter the PLU # you wish to link with the 10-key pad. Enter '0' for no link.



```

PLU#                                1 P6
LINK PLU:
MIX&MATCH (1-99)                   0
DISABLE VOID MODE & RETURN          N

```

Press  
**PAGE DOWN**  
to view the 6<sup>th</sup>  
and last PLU  
Programming  
screen.

## PLU Options - Reference Information

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a descriptor for each PLU. Type the descriptor using the Program Overlay, or by using the descriptor code method (see page 117.) The overlay is automatically activated when the cursor is pointing at the DESC field. The default descriptors are PLU #1, PLU #2, etc.
PRESET	Y or N	Choose <b>Y</b> for a preset PLU. Choose <b>N</b> for an open PLU. Open PLUs accept amount entries. Use open PLUs to enter different priced items into the same PLU. Preset PLUs automatically register a preprogrammed price when the PLU is entered. Use preset PLUs to register an individual item quickly and accurately. For example, cigarette packs or food items can be assigned to PLUs.



Option	Entry	Description
PRICE/HALO1 PRICE/HALO2 PRICE/HALO3 PRICE/HALO4 PRICE/HALO5	7 digit amount	Up to five price levels are available. (Note that price level fields 2-5 will display only if you allocate memory for additional price levels.) If the PLU is open, the amount entered here is the high amount lock out (HALO). You can limit errors by setting the maximum amount that can be entered into a PLU. If the PLU is preset, the amount entered here is the amount that is registered automatically when the PLU is entered.
PRESET OVERRIDE	Y or N	If Y, you can enter a price to override the preset price.
TAXable BY TAX1 TAXable BY TAX2 TAXable BY TAX3 TAXable BY TAX4	Y or N	Select <b>N</b> for non taxable items. Select <b>Y</b> to apply the appropriate tax automatically for this PLU.
FOOD STMP ELIGIBLE	Y or N	Select <b>Y</b> to accumulate a total of food stamp eligible items in the current sale. The total can be viewed by pressing the <b>F/S SUB</b> key and food stamps can be tendered with the <b>F/S TEND</b> key.
GROUP #1 GROUP #2 GROUP #3	0-99	For each of three group assignments, enter a group where this PLU's sales will accumulate. The number of groups available is determined by memory allocation.
NEGATIVE ITEM	Y or N	Select <b>Y</b> to register items that subtract, rather than add to the sale total.
HASH	Y or N	Items designated with HASH status add to the current sale, but do not add to the registers grand total. HASH items may or may not add to the net sales total - see system option programming. Use hash for lottery sales or bottle deposits.
SINGLE ITEM	Y or N	Select <b>Y</b> for a single item PLU. Single item PLUs automatically total as a cash sale immediately after the PLU entry. Single item PLUs are used to speed up one item sales.
NON-ADD # COMP	Y or N	Select <b>Y</b> to enforce the entry of a non-add number before a registration can be made.
GALLONAGE ITEM	Y or N	Select <b>Y</b> to compute gallons sold. The gallons sold will print along with the price entry on the receipt. The total gallons sold will accumulate in the PLU counter. You must program the price per gallon (in tenths of a cent, i.e. \$1.299 for \$1.29 and 9/10) in the PRICE/HALO field.
INVENTORY ITEM	Y or N	Select <b>Y</b> if you wish to track the number of items remaining in inventory using the Stock report.
DISABLE	Y or N	Select <b>Y</b> to disable the PLU. Entries can not be made into disabled PLUs.

Option	Entry	Description
SCALEABLE	Y or N	If <b>Y</b> , the PLU will work only when you are multiplying a weight from an optional scale or when multiplying a manually entered weight. (For example, enter weight, press <b>SCALE</b> , then register PLU.)
AUTO SCALE	Y or N	Select <b>Y</b> if you wish entries into this PLU to be automatically multiplied by the weight on the optional scale
AUTO TARE (1-5)	0-5	Enter a value (1-5) to indicate the number of the preprogrammed tare weight you want to automatically subtract when the PLU is used for a scale entry (using an optional scale). Enter <b>0</b> to disable automatic tare subtraction.
CONDIMENT	Y or N	Select <b>Y</b> if you wish the item to act like a condiment on the kitchen printer. Items with this status will satisfy the requirements of items with compulsory condiment status.
COMPULSORY CONDMNT	Y or N	Select <b>Y</b> if you wish to force the entry of a condiment after this item is entered.
PRINT ON RECEIPT PRINT ON DISPLAY PRINT ON CHECK	Y or N	Select <b>N</b> if you wish to suppress printing (or display) of the item at the designated location.
PRT PRICE ON RCPT	Y or N	Select <b>N</b> if you wish to suppress printing of the item's price on the receipt.
PRT PRICE ON CHK	Y or N	Select <b>N</b> if you wish to suppress printing of the item's price on the check.
DISABLE PROMO	Y or N	Select <b>Y</b> to block the PROMO function on this PLU.
COUNTER NOT RESET	Y or N	Select <b>Y</b> if you do not wish to reset the PLU item counter on the Z PLU report.
PRESET OVERRIDE IN MGR CONTROL	Y or N	If preset override is <b>Y</b> , then you can force manager control for preset override by setting this option to <b>Y</b> .
LINK PLU	14 digit maximum	If you wish the registration of this PLU to automatically cause the registration of another PLU, enter the PLU # you wish to link with the 10-key pad. Enter <b>0</b> for no link.
MIX&MATCH#	0-99	Enter a value (1-99) to indicate the number of the preprogrammed MIX&MATC TABLE. Enter <b>0</b> to disable
DISABLE VOID MODE & RETURN	Y or N	If <b>N</b> , you cannot correct this PLU through void mode nor can you perform a merchandise return of this PLU item. The <b>Y</b> value is recommended when using liquor control systems.

## Delete PLU

---

**Note:** To delete a PLU, all totals for the PLU must be cleared from Z1, Z2, Stock and PLU reports.

---

1. From the **PLU PROGRAMMING** screen, press **1** to display the **DELETE PLU** screen:

DELETE PLU
0.DELETE ONE PLU
1.DELETE PLU RANGE

2. Press **0** to delete an individual PLU. The **PLU NUMBER** screen displays:

PLU NUMBER
* ENTER PLU NUMBER
AND PUSH PLU, OR
* PRESS A PLU KEY ON
THE KEYBOARD
0 ←

3. Enter the number of the PLU you wish to delete, or press a PLU key on the keyboard, or press modifier key followed by a the PLU key on the keyboard. The **CONFIRM DELETE** screen displays:

CONFIRM DELETE
ARE YOU SURE YOU
WISH TO DELETE PLU#
CASH=DELETE
CLEAR=ABORT

4. Press **CASH** to delete the PLU; press **CLEAR** to return to the **PLU DELETE** screen without deleting the PLU.

## Delete PLU Range

---

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

---

1. From the **PLU PROGRAMMING** screen, press **1** for to display the **DELETE PLU** screen:

<p style="text-align: center;">DELETE PLU</p> <p>0.DELETE ONE PLU 1.DELETE PLU RANGE</p>
--

2. Press **1** to delete a range of PLUs. The **PLU NUMBER** screen displays:

<p style="text-align: center;">PLU NUMBER</p> <p>* ENTER NUMBER OF THE FIRST PLU IN THE RANGE AND PUSH PLU</p> <p style="text-align: right;">0 ←</p>
--

3. Enter the number of the first PLU in the range you wish to delete and press PLU. The screen prompts for the last PLU in the range:

<p style="text-align: center;">PLU NUMBER</p> <p>* ENTER NUMBER OF THE LAST PLU IN THE RANGE AND PUSH PLU</p> <p style="text-align: right;">0 ←</p>
---

4. Enter the number of the last PLU in the range you wish to delete and press PLU. The **CONFIRM DELETE** screen displays:

CONFIRM DELETE	
ARE YOU SURE YOU WISH TO DELETE PLU#	
1234	TO
1240	
CASH=DELETE	
CLEAR=ABORT	

5. Press **CASH** to delete the PLU; press **CLEAR** to return to the **PLU DELETE** screen without deleting the PLU.

---

**Note:** Before a PLU can be deleted, all report information must be cleared. It may be necessary to run a Z1 and Z2 PLU Report, and if the PLU is an inventory item, you must change the stock to zero.

---

---

## Group Programming

Up to 99 groups (**the exact number is determined by memory allocation**) are available to summarize PLU sales. Group totals appear on reports, so that you can track sales of different types of items.

- ◆ The group descriptors programmed here will replace the default descriptors GROUP 1 through GROUP 99 that appear on reports.
- ◆ Each PLU can report totals to one, two or three different groups. If a PLU sends totals to more than one group, the group total that appears on the Group report will not represent PLU sales. Therefore, you also have the option of deciding whether each group's total will add to the group total on the Group report.

### *To Program Groups*

1. At the **PGM** control lock position menu, press **1** for **GROUP**. The **GROUP PROGRAMMING** screen displays: (The maximum group number is set by memory allocation.)

GROUP PROGRAMMING	
GROUP NO? (1-20)	0 ←

2. Enter the number of the group to be programmed, press **CASH**. The **GROUP# PROGRAMMING** screen displays:

GROUP #1 PROGRAMMING					
DESC :	GROUP 1				←
ADD TO GROUP TTL					Y
SEND TO KP					N
KP PORT# :	1	2	3	4	R
SAT.	N	N	N	N	Y
SER.	N	N	N	N	
PRINT RED ON KP					N

- Press **PAGE DOWN** to view the second page of group programming:

GROUP #1 PROGRAMMING	
RESERVED	
RESERVED	
RESERVED	
GIFT CARD (1-2)	0 ←
1:ACTIVATE      2:ADD	
AGE VERIFICATION (0-5)	0

- Refer to the table below to fill the fields of the **GROUP PROGRAMMING** screens.
- Press **CASH** to return to the **GROUP PROGRAMMING** screen. Continue to program groups as necessary. Press **CLEAR** to return to the **PROGRAM MODE** screen.

### ***Group Programming - Reference Information***

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a descriptor for each group. Type the descriptor using the Program Overlay or by using the descriptor code method (see page 117.). The overlay is automatically activated when the cursor is pointing at the DESC field. The default descriptors are GROUP 1, GROUP 2, etc.
ADD TO GROUP TOTAL	Y or N	Select <b>N</b> if you do not wish this groups total to be added to the total of all groups on the Group report.
SEND TO KP	Y or N	Select <b>Y</b> if you wish to send PLUs reporting to this group to a kitchen printer.
KP PORT #	Y or N	<b>For SAT:</b> Select <b>Y</b> or <b>N</b> to direct items to the device attached to port 1-4 of the server register. Use the <b>R</b> option ( <b>Y</b> or <b>N</b> ) to print a kitchen requisition at the register. <b>For SER:</b> Select <b>Y</b> or <b>N</b> to direct items to the device attached to port 1-4 of a satellite register. (You must set the register number where the KP is attached at IRC programming, see page 121.) Use the <b>R</b> option ( <b>Y</b> or <b>N</b> ) to print a kitchen requisition at the register.
PRINT RED ON KP	Y or N	Select <b>Y</b> if you wish items reporting to this group to print in red on the kitchen printer. (Note, the kitchen printer must have red/black printing capability, and this option does not apply to the register receipt printer.)

Option	Entry	Description
GIFT CARD	0, 1 or 2	If a PLU in this group is used to register a new gift card, select 1 for “activate”. If a PLU in this group is used to add a value to an existing gift card, select 2 for “add”. For normal PLU registrations use the default value of “0”.
AGE VERIF.	0-5	<p>When an item in this group is registered (first time in a transaction only), the register will prompt the operator to enter the customer’s date of birth. The sale of the item will be registered only if the customer has reached the appropriate age.</p> <p>Set “0” for no age requirement.</p> <p>Set “1” to “5” to check the date of birth against the age requirement group set in Z Mode.</p>



---

## Sales Tax Programming

The *SPS-300* allows three calculation options for each of the four possible taxes.

- Add-On - most sales taxes can be programmed by entering an *add-on* tax percentage rate.
- Tax Table - if a tax entered as an add-on tax percentage does not follow exactly the tax chart follow that apply in your area, *tax table* programming will match tax collection exactly to the break points of your tax table. (Tax table programming allows up to 75 breakpoints.)
- VAT - if tax is included in the cost of the item, you can use value added tax (VAT) to calculate the tax share of each sale.
- A fourth tax programming option, for the Canadian Goods and Services tax (*GST*) can be set using tax rate 4.

---

**Important Note:** After you have entered your tax program, test for accuracy by entering several transactions of different dollar amounts. Carefully check to make sure the tax charged by the cash register matches the tax amounts on the printed tax chart for your area. As a merchant, you are responsible for accurate tax collection. If the cash register is not calculating tax accurately, or if you cannot program your tax properly from the information in this manual, contact your Dealer for assistance.

---

### Programming an Add-On Tax Rate Percentage

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

1. Turn the control lock to the **PGM** position.
2. From the **PROGRAM MODE** menu, press **2** to view the **TAX PROGRAMMING** screen:

TAX PROGRAMMING	
TAX NUMBER (1-4)	1 ←
DESC : TAX1	
TAX TYPE (0-2)	0
0 : ADD-ON	
1 : TAX TABLE	
2 : VAT	

3. When the arrow is pointed at the **TAX NUMBER** field, enter the number of the tax you wish to program. (There are four taxes available, enter **1**, **2**, **3**, or **4**.) The arrow will move to the **TAX TYPE** field.

4. Enter **0** for an **ADD-ON** tax with a straight percentage rate. The appropriate **TAX # PROGRAMMING** screen displays:

TAX #1 PROGRAMMING	
TAX RATE	0.000←

5. When the arrow is pointed at the **TAX RATE** field, enter the percentage rate for the sales tax. For example if the tax is 6 percent, enter **6.000** or **6.0**. If the tax is 7.5 percent, enter **7.500** or **7.5** using the decimal key. If the tax is 10 percent, enter **10.000** or **10.0**. Press **CASH** to set the rate.
6. The **TAX PROG.** screen will return prompting you to enter the next tax, if necessary. Continue to program additional taxes or press **CLEAR** to return to the **PROGRAM MODE** screen.

## Programming a Tax Table

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

Before programming, obtain a copy of the tax table you wish to program. You will need the printed tax table if you wish to determine the break point entries yourself. The "Tax Table Programming Example - Illinois 6% Tax Table" on page 157 is used as an example in the steps that follow.

---

**Note: You can enter up to 75 break points.**

---

1. Turn the control lock to the **PGM** position.
2. From the **PROGRAM MODE** menu, press **2** to view the **TAX PROG.** screen:

TAX PROGRAMMING	
TAX NUMBER (1-4)	1←
DESC : TAX1	
TAX TYPE (0-2)	1
0 : ADD-ON	
1 : TAX TABLE	
2 : VAT	

3. When the arrow is pointed at the **TAX NUMBER** field, enter the number of the tax you wish to program. (There are four taxes available, enter **1, 2, 3,** or **4.**) The arrow will move to the **TAX TYPE** field.
4. Enter **1** for **TAX TABLE** programming. The appropriate **TAX # PROGRAMMING** screen displays:

TAX #1 PROGRAMMING		
FIRST TAX AMOUNT		0.01 ←
NON-TAXABLE AMOUNT		0.10
# OF NON-REPEAT BREAK		5
# OF REPEAT BRK		3

5. Use the table below as a guide in filling the fields on this screen. After completing these entries, your screen should look like the screen that follows.

Field	Description
<b>FIRST TAX AMOUNT</b>	Enter the first tax amount that is charged. For this example the entry is 0.01.
<b>NON-TAXable AMOUNT</b>	Enter the highest amount where no tax is charged. For this example the entry is 0.10.
<b># OF NON-REPEAT BRK</b>	Enter the number of Non-repeat breaks. For this example the entry is 5.
<b># OF REPEAT BREAK</b>	Enter the number of repeat breaks. For this example the entry is 3.

6. After entering the **# OF REPEAT BRK** field, the next **TAX TABLE PROG.** screen will display. Using the printed copy of your tax table, enter information in the **SALE AMOUNT RANGE** fields. Enter the information as it appears on your tax table. Enter the high amount of the first range where you are prompted. The low amount of the next range will be computed automatically. After completing the tax range entries, your screen should look like the following screen. Note that this screen should look exactly like the corresponding part of the printed tax table.

TAX TABLE PROGRAMMING		
TAX	SALE AMT	RANGE
0.00	0.00	0.10
0.01	0.11	0.21
0.02	0.22	0.38
0.03	0.39	0.56
0.04	0.57	0.73
0.05	0.74	0.91 ←

7. Because this tax table has more than 5 break points (the number of break points that can be displayed on the first screen), you must continue to enter **SALE AMT RANGE** information on the additional screens until information has been entered for each break point. After completing the tax range entries, your screen should look like the following screen. Note that this screen should look exactly like the corresponding part of the printed tax table.

TAX TABLE PROGRAMMING			
TAX	SALE	AMT	RANGE
0.06	0.92		1.08
0.07	1.09		1.24
0.08	1.25		1.41←

8. After you have completed entering the **SALES AMOUNT RANGE** information, the **TAX PROG.** screen will return, prompting you to enter the next tax, if necessary. Continue to program additional taxes or press **CLEAR** to return to the **PROGRAM MODE** screen.

---

**Note: Some tax tables are very complex. Contact your Dealer for assistance should you have difficulty entering your Tax Table.**

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### ***Tax Table Programming Example - Illinois 6% Tax Table***

1. Examine the printed tax table for the tax you are programming.
2. Calculate the break point differences by subtracting the high side of the previous range from the high side of the sale amount range.
3. Examine the pattern of break point differences to determine when the break points begin to repeat. Mark the beginning break points that do not fit a pattern as “non-repeat breaks.” Mark the break points that are repeating in a pattern as “repeat breaks.” Count the number of repeat and non-repeat breaks.

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

## Programming a VAT (Value Added Tax)

When a tax is included in the cost of the item, you can use the value added tax (VAT) program to calculate the tax share of each sale.

1. Turn the control lock to the **PGM** position.
2. From the **PROGRAM MODE** menu, press **2** to view the **TAX PROG.** screen:

TAX PROGRAMMING	
TAX NUMBER (1-4)	1 ←
DESC : TAX1	
TAX TYPE (0-2)	0
0 : ADD-ON	
1 : TAX TABLE	
2 : VAT	

3. When the arrow is pointed at the **TAX NUMBER** field, enter the number of the tax you wish to program. (There are four taxes available, enter **1**, **2**, **3**, or **4**.) The arrow will move to the **TAX TYPE** field.
4. Enter **2** for **VAT**. The appropriate **TAX # PROGRAMMING** screen displays:

TAX #1 PROGRAMMING	
TAX RATE	0.000 ←

5. When the arrow is pointed at the **TAX RATE** field, enter the VAT rate. For example if the tax is 6 percent, enter **6.000** or **6.0**. If the tax is 7.5 percent, enter **7.500** or **7.5** using the decimal key. If the tax is 10 percent, enter **10.000** or **10**. Press **CASH** to set the rate.
6. The **TAX PROG.** screen will return, prompting you to enter the next tax, if necessary. Continue to program additional taxes or press **CLEAR** to return to the **PROGRAM MODE** screen.

## Programming a Canadian GST

Tax 4 can be programmed to accommodate the Canadian Goods and Services tax (GST).

1. Turn the control lock to the **PGM** position.
2. From the **PROGRAM MODE** menu, press **2** to view the **TAX PROG.** screen:

TAX PROGRAMMING	
TAX NUMBER (1-4)	4 ←
DESC : TAX4	
TAX TYPE (0-2)	0
0 : ADD-ON	
1 : TAX TABLE	
2 : VAT	

3. When the arrow is pointed at the **TAX NUMBER** field, enter **4**, press **CASH** (**CASH**). The arrow will move to the **TAX TYPE** field.
4. Press **CASH**. The **TAX #4 PROGRAMMING** screen displays:

TAX #4 PROGRAMMING	
TAX RATE	0.000 ←
GST IS TAXABLE BY	
RATE 1	N
RATE 2	N
RATE 3	N

5. When the arrow is pointed at the **TAX RATE** field, enter the GST rate. For example if the tax is 6 percent, enter **6.000** or **6.0**. If the tax is 7.5 percent, enter **7.500** or **7.5** using the decimal key. If the tax is 10 percent, enter **10.000** or **10.0**. Press **CASH** to set the rate.
6. At the **RATE 1** field, indicate if the GST is taxable by rate 1 (tax on tax) by pressing the **YES/NO** key, then pressing the **CASH** key. The arrow advances to the **RATE 2** field. Enter taxable status for **RATE 2** and **RATE 3**. The **PROGRAM MODE** screen returns.

# System Option Programming

1. At the **PGM** control lock position menu, press **3** for **SYSTEM OPTION** Programming. The **SYSTEM OPTION pg 1** screen displays:
2. Refer to "System Options - Reference Information" on page 164 to make program entries or changes, press the **CASH** key to finalize.

The 1st System  
Option screen.

SYSTEM OPTION		P1
BEEPER ACTIVE		Y←
RESERVED		
CLERK ENTRY		0
0:PUSH 1:CODE		
CLERK ASSIGNED WHEN CLERK KEY IS PUSHED (1-00)		1

Press **ENTER**  
after making a  
change, or press  
**ENTER** to  
advance the  
arrow to the next  
option without  
making a  
change.

Press  
**PAGE DOWN**  
to view the 2<sup>nd</sup>  
System Option  
screen.

SYSTEM OPTION		P2
CLERK IS Y:POP-UP		N←
N:STAY-DOWN		
DRAWER NEEDS TO BE SHUT TO OPERATE		Y
ACTIVATE OPEN DRAWER ALARM		N

Press **PAGE UP**  
to return to the  
previous screen.

Press  
**PAGE DOWN**  
to view the 3<sup>rd</sup>  
System Option  
screen.

SYSTEM OPTION		P3
SECONDS TO ALLOW DRAWER OPEN (0-99)		30←
ALLOW POST TENDER		N
OPEN DRAWER ON POST TENDER		Y
ALLOW MULTIPLE RECEIPT		N

**NOTE:**  
Be sure to press  
**ENTER** after  
changing a  
selection. If you  
do not press  
**ENTER**, the  
change will not  
be accepted.

Press  
**PAGE DOWN**  
to view the 4<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P4
CASH DECLARATION REQ BEFORE REPORTS		N←
MGR CONTROL TO TEND.		
NEGATIVE BALANCE		N
ZERO BALANCE		N
RESET TRANSACTION NO.ON Z RPT		N

Press **YES/NO**  
to toggle from  
'Y' to 'N' for yes  
or no decisions.



Press  
**PAGE DOWN**  
to view the 5<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P5
RESET GRAND TOTAL AFTER	Z REPORT	N←
OPEN DRAWER WHEN REPORTS	ARE RUN	Y
OPEN DRAWER DURING TRAIN MODE		Y
DECIMAL PLACE (0-3)		2

Press **ENTER**  
after making a  
change, or press  
**ENTER** to  
advance the  
arrow to the next  
option without  
making a  
change.

Press  
**PAGE DOWN**  
to view the 6<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P6
DATE FORMAT IS		0←
0:MDY 1:DMY 2:YMD		
MODIFIER		0
0:POP UP AFTER ITEM		
1:POP UP AFTER SALE		
2:STAYDOWN		

Press **PAGE UP**  
to return to the  
previous screen.

Press  
**PAGE DOWN**  
to view the 7<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P7
% AND TAX CALCULATION		0←
SPLIT PRICE CALCULATION		0
CALCULATION CHART		
0:ROUND UP AT 0.50		
1:ROUND UP		
2:ROUND DOWN		

**NOTE:**  
Be sure to press  
**ENTER** after  
changing a  
selection. If you  
do not press  
**ENTER**, the  
change will not  
be accepted.

Press  
**PAGE DOWN**  
to view the 8<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P8
COMPULSORY EAT-IN T-OUT D-THRU	BEFORE TENDERING	N←
HASH IS		Y
Y:NORMAL N:NON-ADD		
ALLOW PRINT SCREEN ON	X/TIME	N

Press **YES/NO**  
to toggle from  
'Y' to 'N' for yes  
or no decisions.

Press  
**PAGE DOWN**  
to view the 9<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P9
RESET Z COUNTER AFTER	Z1 REPORT	N←
FINANCIAL REPORT		N
TIME REPORT		N
PLU REPORT		N
CLERK REPORT		N
GROUP REPORT		N

Press  
**PAGE DOWN**  
to view the 10<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P10
RESET Z COUNTER AFTER Z2 REPORT	DAILY SALES RPT	N←
PRINTER PAPER SENSOR ACTIVE		Y
DEACTIVATE SPLIT PRICING		N

Press **ENTER**  
after making a  
change, or press  
**ENTER** to  
advance the  
arrow to the next  
option without  
making a  
change.

Press  
**PAGE DOWN**  
to view the 11<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P11
ALLOW DIRECT MULTIPLICATION		N←
INVENTORY CNT PGM		N
Y:ADD CURRENT LVL		
N:COUNTER REPLACE CURRENT		
LEVEL		
GLOBAL ENTRY LIMIT (0-14)		0

Press **PAGE UP**  
to return to the  
previous screen.

**NOTE:**  
Be sure to press  
**ENTER** after  
changing a  
selection. If you  
do not press  
**ENTER**, the  
change will not  
be accepted.

Press  
**PAGE DOWN**  
to view the 12<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P12
DISABLE PRICE LEVEL KEY		
LEVEL 1:		N←
LEVEL 2:		N
LEVEL 3:		N
LEVEL 4:		N
LEVEL 5:		N

Press  
**PAGE DOWN**  
to view the 13<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P13
PRICE LEVEL IS		0←
0:POP UP AFTER ITEM		
1:POP UP AFTER SALE		
2:STAYDOWN		
ELECTRONIC JOURNAL		N

Press  
**PAGE DOWN**  
to view the 14<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P14
PROMPT OPERATOR WHEN EJ BUFFER	IS FULL	N←
STOP OPERATIONS WHEN EJ BUFFER	IS FULL	N
SEND ONLY NEGATIVE ENTRIES	TO EJ	N
X REPORT & DECLARATION TO EJ		N

Press  
**PAGE DOWN**  
to view the 15<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P15
SEND RESET REPORT TO EJ		N←
DIRECT MULTIPLICATION MORE THAN ONE DIGIT		N
TENDER VALIDATION		N
Y:AMOUNT TENDERED		
N:AMOUNT OF SALE		

Press **ENTER**  
after making a  
change, or press  
**ENTER** to  
advance the  
arrow to the next  
option without  
making a  
change.

Press  
**PAGE DOWN**  
to view the 16<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P16
EUROPEAN ROUNDING		N←
# START END	VALUE	
1 00 - 00	0	
2 00 - 00	0	
3 00 - 00	0	
4 00 - 00	0	
5 00 - 00	0	

Press **PAGE UP**  
to return to the  
previous screen.

**NOTE:**  
Be sure to press  
**ENTER** after  
changing a  
selection. If you  
do not press  
**ENTER**, the  
change will not  
be accepted.

Press  
**PAGE DOWN**  
to view the 17<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P17
DISABLE NOT FOUND PLU		N←
EMBEDED PRICE BAR CODETYPE	0	
1/3/4/7		
CLERK INTERRUPT		N
PROGRAM DESC BY CODE		N
AUTO CUTTER		N
USE SPOOL		N

Press  
**PAGE DOWN**  
to view the 18<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P18
MCR CLERK SIGN ON		N←
USE TRACK 1&2 : 0	0	
TRACK 2&3 : 1		
RESERVED		
STORE NAME:		
	STORE_A	
MIX & MATCH IS TAXABLE		N

Press  
**PAGE DOWN**  
to view the 19<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P19
BACK LIGHT COLOR (0-7)		0←
0:ON 1:RED 2:GREEN 3:BLUE		
4:RED+GREEN 5:GREEN + BLUE		
6:RED+BLUE 7:0FF		
SELECT LANGUAGE		0
0:ENGLISH 1:SPANISH 2:FRENCH		
PUERTO RICO RJ FLAG		N

Press  
**PAGE DOWN**  
to view the 20<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P20
ALLOW PRICE LEVEL		
ONLY MGR MODE		N ←
DISPLAY ADD PRICE		
OF LINKED ITEMS		N
ALLOW SALE WITH 0 STOCK		Y
ALLOW Z STOCK RPT		Y

Press **ENTER**  
after making a  
change, or press  
**ENTER** to  
advance the  
arrow to the next  
option without  
making a  
change.

Press  
**PAGE DOWN**  
to view the 21<sup>th</sup>  
System Option  
screen.

SYSTEM OPTION		P21
EFT DRAFT IS		Y ←
Y:DATATRAN	N:FINE DINING	
MSR CONNECTED		2
0:DATATRAN	1:PDC 2:REGISTER	
PIN PAD TYPE		Y
Y:DUKPT	N:ROTAT	
PIN PAD (0-4)		0

Press **PAGE UP**  
to return to the  
previous screen.

**NOTE:**  
Be sure to press  
**ENTER** after  
changing a  
selection. If you  
do not press  
**ENTER**, the  
change will not  
be accepted.

Press  
**PAGE DOWN**  
to view the 22<sup>nd</sup>  
System Option  
screen.

SYSTEM OPTION		P22
NO SIGN IF TRANSACTION		0.00 ←
TTL LESS THAN		
DATATRAN WAIT VALUE		2
ON REMOTE REGISTER		
MGR REQUIRED TO OPEN CHECKS		N

## System Options - Reference Information

Option	Entry	Description
BEEPER ACTIVE	Y or N	Select <b>N</b> for a silent keyboard.
RESERVED	N	
CLERK ENTRY 0:PUSH 1:CODE	0 or 1	Select <b>PUSH</b> for a push button clerk, select <b>CODE</b> for a code entry clerk system (number - clerk or clerk - number - clerk) sequence.
CLERK ASSIGNED WHEN CLERK KEY IS PUSHED (1-10)	1-10	If <b>PUSH</b> system is selected, you can select the clerk that is signed on when the <b>CLERK #</b> key is pressed. Note that the maximum clerk number you can enter here is determined by how many clerks are allocated in memory.

Option	Entry	Description
CLERK IS Y:POP-UP N:STAY-DOWN	Y or N	Select <b>Y</b> for pop-up clerks, select <b>N</b> for stay down clerks. With pop-up clerks, you must sign on for each transaction. With stay down clerks, the same clerk remains signed on until sign off.
DRAWER NEEDS TO BE SHUT TO OPERATE	Y or N	Select <b>Y</b> to enforce closed drawer for register operations.
ACTIVATE OPEN DRAWER ALARM	Y or N	Select <b>Y</b> if you want the error tone to automatically sound when the drawer stays open longer than the time set in the following field.
SECONDS TO ALLOW DRAWER OPEN	1-99	If you enable the open drawer alarm above, you can set the length of time (1-99 seconds) before the alarm sounds.
ALLOW POST TENDER	Y or N	Select <b>Y</b> to allow re-tendering should a second change calculation be necessary. Re-enter the tendered amount and press the <b>CASH</b> key to show the new change computation.
OPEN DRAWER ON POST TENDER	Y or N	If you enable post tendering, select <b>N</b> to not open the cash drawer after the second tender.
ALLOW MULTIPLE RECEIPT	Y or N	Set to <b>Y</b> if you wish to issue more than one copy of a transaction receipt.
CASH DECLARATION REQ BEFORE REPORTS	Y or N	Select <b>Y</b> to enforce a cash declaration function before a financial, clerk, or cash in drawer report can be generated.
MGR CONTROL TO TEND. NEGATIVE BALANCE ZERO BALANCE	Y or N	Select <b>Y</b> if you wish to control negative transactions (when cash is removed from the drawer). When selected the control lock must be in the <b>X</b> position to finalize the transaction.
RESET TRANSACTION # ON Z REPORT	Y or N	Select <b>Y</b> if you wish to reset the transaction number (often called the receipt counter) to zero after the financial report is reset.
RESET GRAND TOTAL AFTER Z REPORT	Y or N	Select <b>Y</b> if you wish to reset the grand total to zero after the financial report is reset.
OPEN DRAWER WHEN REPORTS ARE RUN	Y or N	Select <b>N</b> to stop the drawer from opening when reports are run.
OPEN DRAWER DURING TRAIN MODE	Y or N	Select <b>N</b> if you do not want the cash drawer to open during training mode operations.
DECIMAL PLACE	0-3	Enter a digit to place the decimal point the selected number of positions from the right.
DATE FORMAT IS 0:MDY 1:DMY 2:YMD	0, 1, or 2	Select <b>0</b> for MMDDYY, select <b>1</b> for DDMMYY, or select <b>2</b> for YYMMDD date printing format.

Option	Entry	Description
MODIFIER: 0:POP UP AFTER ITEM 1:POP UP AFTER SALE 2:STAYDOWN	0, 1, or 2	A MODIFIER key alters the next PLU registered, either by changing the code number of the PLU so that a different item is registered, or by adding the modifier descriptor and not changing the code of the subsequent PLU. If you press a modifier key, you have the option of the modifier applying only to the next item (0), having the same modifier apply to any subsequent item registered in the same transaction (1), or having the same modifier apply to any subsequent item on any subsequent transaction (2).
% AND TAX CAL.	0, 1, or 2	Select the digit that represents the appropriate rounding method for tax and discount calculations: <b>0</b> for round up at 0.5 of a penny (0.005), <b>1</b> for always round up or <b>2</b> for always round down.
SPLIT PRICE CAL.	0, 1, or 2	Select the digit that represents the appropriate rounding method for split pricing (i.e. 2 at 3 for \$1.00) calculations: <b>0</b> for round up at 0.5 of a penny (0.005), <b>1</b> for always round up or <b>2</b> for always round down.
COMPULSORY EAT-IN T-OUT D-THRU BEFORE TENDERING	Y or N	Choose <b>Y</b> if you wish to enforce use of one of the destination keys (EAT-IN, TAKE OUT, or DRIVE THRU) before the sale is finalized.
HASH IS Y:NORMAL N:NON- ADD	Y or N	<b>Y</b> : Hash adds to all totals except the gross and net sales totals on the financial report. <b>N</b> : Hash does not add to any totals, except the HASH total on the financial report.
ALLOW PRINT SCREEN ON X/TIME KEY	Y or N	Choose <b>N</b> if you wish to disable the print screen function of the <b>X/TIME</b> key.
RESET Z COUNTER AFTER Z1 REPORT FINANCIAL REPORT TIME REPORT PLU REPORT CLERK REPORT GROUP REPORT	Y or N	Choose <b>Y</b> or <b>N</b> to determine if you wish to reset the Z counter after a Z1 of each report listed.
RESET Z COUNTER AFTER Z2 REPORT DAILY SALES RPT	Y or N	Choose <b>Y</b> or <b>N</b> to determine if you wish to reset the Z counter after a Z2 of the daily sales report.
PRINTER PAPER SENSOR ACTIVE	Y or N	A built in paper sensor determines whether paper is currently loaded in the printer. If <b>Y</b> , operations are not allowed without paper loaded. If <b>N</b> , operations are allowed when paper is out.

Option	Entry	Description
DEACTIVATE SPLIT PRICING	Y or N	If <b>N</b> , both multiplication and split pricing calculations can be done with the <b>X/TIME</b> key. If <b>Y</b> , only multiplication can be done with the <b>X/TIME</b> key.
ALLOW DIRECT MULT	Y or N	If <b>Y</b> , you can multiply preset items by simply entering the quantity, then pressing the preset PLU key.
INVENTORY CNT PGM Y:ADD CURR. LVL N:COUNTER REPLACE CURR LEVEL	Y or N	Choose <b>Y</b> or <b>N</b> to determine whether the quantity of inventory you enter in the PLU stock program adds to existing inventory quantity, or whether it replaces the current inventory quantity.
GLOBAL ENTRY LIMIT (0-14)	0-14	Enter a digit to determine the number of numeric digits that can be entered for any register function. Enter 0 for no limit.
DISABLE PRICE LEVEL KEY LEVEL 1: LEVEL 2: LEVEL 3: LEVEL 4: LEVEL 5:	Y or N	You can choose to disable any of the price level keys here.
PRICE LEVEL IS 0:POP UP AFTER ITEM 1:POP UP AFTER SALE 2:STAYDOWN	0, 1, or 2	If you press a price level key, you have the option of the level key applying only to the next item (0), having the same level key apply to any subsequent item registered in the same transaction (1), or having the same level key apply to any subsequent item on any subsequent transaction (2).
ELEC. JOURNAL	Y or N	Select <b>Y</b> to enable the electronic journal. The electronic journal captures in memory what you would print line by line on a traditional journal. The four options that follow control the electronic journal feature. The electronic journal can be read and printed in the <b>X</b> control lock position or reset and printed in the <b>Z</b> control lock position.
PROMPT OPERATOR WHEN E.J. IS FULL	Y or N	If the electronic journal is enabled above, select <b>Y</b> if you wish to display a message to notify the operator when the journal memory is full.
STOP OPERATIONS WHEN E.J. IS FULL	Y or N	If the electronic journal is enabled above, select <b>Y</b> if you wish to stop operations when the journal memory is full.
SEND ONLY NEGATIVE ENTRIES TO E.J.	Y or N	If the electronic journal is enabled above, select <b>Y</b> if you wish to capture only transactions with negative entries.
X REPORT & DECLARATION TO E.J	Y or N	If the electronic journal is enabled above, select <b>Y</b> if you wish to capture reset reports.

Option	Entry	Description
DIRECT MULT MORE THAN ONE DIGIT	Y or N	If you allow direct multiplication of a preset PLU, you can allow only single digit multiplication or multiplication by more than one digit.
TENDER VALIDATION Y:AMT TENDERED N:AMT OF SALE	Y or N	Validation is allowed if an appropriate optional printer is connected to an RS-232C port. Here you can choose the content of single line validation
EUROPEAN ROUNDING	Y or N	Select Y to implement the rounding system that you enter on this page. For example, enter a range such as “.00 - .05” and then select the rounding value for the range.
DISABLE NOT FOUND PLU	Y or N	Select N to allow the operator to enter PLU prices and other data when the entered PLU number is not found in the PLU file.
EMBEDED PRICE BAR CODE TYPE 1/3/7	1, 3, or 7	Enables price embedded bar codes: <b>1</b> = Type 1 embedded bar codes with a price check sum. <b>3</b> = Type 3 embedded bar codes without a check sum. <b>7</b> = Choose <b>7</b> if you are embedding a weight, rather than a price. Use weight when different items are sold in bulk, such as nut/bolts in a hardware store. When a weight embedded bar code is scanned the weight is displayed and must be extended by a price at the cash register.
CLERK INTERRUPT	Y or N	
PRG DESC BY CODE	Y or N	When N, program descriptors by pressing the appropriate key on the program overlay. When Y, program descriptors by typing the code for each descriptor character.
AUTO CUTTER	Y or N	NOT USED.
USE SPOOL	Y or N	Choose Y if the paper take-up spool is being used (single printer models only.)
MCR CLERK SIGN ON	Y or N	Choose Y to activate the optional card reader for clerk operations.
USE TRACK 1&2 USE TRACK 3&4	0 or 1	Select the tracks read by the card reader: 1 and 2 or 3 and 4.
RESERVED		
STORE NAME	8 characters	Stored files will be saved on SD/USB under a folder with the store name. The default store name is “STORE_A”. Do not include spaces in the name.
MIX & MATCH IS TAXABLE	Y or N	If Y, mix and match discounts are taxable, resulting in tax being applied to the net sale amount, rather than the gross amount.



Option	Entry	Description
BACK LIGHT COLOR	0-7	0=ON (standard light blue backlight) 1=RED; 2=GREEN; 3= BLUE; 4=RED+GREEN; 5=GREEN+BLUE; 6=RED+BLUE 7=OFF (no backlight)
SELECT LANGUAGE	0, 1, 2	Converts system descriptors to selected language
PUERTO RICO RJ FLAG	Y or N`	For Puerto Rico Only.
ALLOW PRICE LEVEL ONLY MGR MODE	Y or N	Choose Y to require the X Mode key to operate the Price Level keys.
DISPLAY ADD PRICE OF LINKED ITEMS	Y or N	When Y, the customer display shows a total of the item and linked item. For example, if PLU is \$1.00 and is linked to PLU2 which is \$0.25, the customer display will show \$1.25.
ALLOW SALE WITH 0 STOCK	Y or N	When N, inventory PLUs cannot be sold when stock reaches "0".
ALLOW Z STOCK RPT	Y or N	When N, the operator is not allowed to clear (Z) stock.
EFT DRAFT IS	Y or N	Set EFT DRAFT to Y (DATATRAN) for a normal draft. Set EFT DRAFT to N (FINE DINING) for a draft with a tip entry line.
MSR CONNECTED	0, 1, or 2	Set MSR CONNECTED to 0 if the MSR is connected to the DATATRAN. Set to 1 if the MSR is connected to the PDC. Set to 2 if connected to the register.
PIN PAD TYPE	Y or N	Choose Y. (DUKPT is only type supported.)
PIN PAD (0-4)	0-4	Indicate port where PIN PAD is connected.
NO SIGN IF TRANSANC- TTL LESS THAN 0.00	00.00	No signature requires if EFT transaction is under amount set here. (i.e. if 20.00 is set here, no signature is required on transactions under \$20.00.)
DATATRAN WAIT VALUE ON REMOTE REGISTER	0	A setting at this field may be required in IRC system of two or more SPS-300 registers where a DialTran (telephone line authorization) and other peripherals are shared. If an "INVALID ENTRY—TIME OVER" message is displayed at a remote register, contact CRS Technical Support for assistance is setting this field.
MGR REQUIRED TO OPEN CHECKS	Y or N	Set this field to Y in a charge posting environment. New checks can be assigned in manager mode.

# Print Option Programming

1. At the **PGM** control lock position menu, press **4** for **PRINT OPTION** Programming. The **PRINT OPTION pg 1** displays:
2. Refer to "Print Options - Reference Information" on page 174 to make program entries or changes, press the **CASH** key to finalize.

The 1st Print  
Option screen.

PRINT OPTION		P1
PRINT MEDIA TOTALS		
ON CLERK REPORT	N	←
PRINT TAX SYMBOL	Y	
PRINT VD MODE AND RETURN		
ON REPORT	Y	
PRINT AUDACTION ON REPORT	N	

Press **ENTER**  
after making a  
change, or press  
**ENTER** to  
advance the  
arrow to the next  
option without  
making a  
change.

Press  
**PAGE DOWN**  
to view the 2<sup>nd</sup>  
Print Option  
screen.

PRINT OPTION		P2
SKIP ZERO TOTALS ON		
FINANCIAL REPORT	Y	←
SKIP ZERO TOTALS ON		
CLERK REPORT	Y	
PRINT CLERK REPORT AFTER		
FINANCIAL REPORT	N	
PRINT SALE ITEM NO.	N	

Press **PAGE UP**  
to return to the  
previous screen.

Press  
**PAGE DOWN**  
to view the 3<sup>rd</sup>  
Print Option  
screen.

PRINT OPTION		P3
PRINT PLU WITH ZERO TOTALS		
ON REPORT	N	←
PRINT SUBTOTAL WHEN PRESSED		
	N	
PRINT % OF SALES ON PLU REPORT		
	N	
PRINT CONSECUTIVE NO.	Y	

**NOTE:**  
Be sure to press  
**ENTER** after  
changing a  
selection. If you  
do not press  
**ENTER**, the  
change will not  
be accepted.

Press  
**PAGE DOWN**  
to view the 4<sup>th</sup>  
Print Option  
screen.

PRINT OPTION		P4
PRINT DATE	Y	←
PRINT TIME	Y	
PRINT MACHINE NO.	Y	
PRINT CLERK NAME	Y	
HOME CURRENCY SYMBOL IS	\$	
PRINT Z COUNTER	Y	

Press **YES/NO**  
to toggle from  
'Y' to 'N' for yes  
or no decisions.

Press  
**PAGE DOWN**  
to view the 5<sup>th</sup>  
Print Option  
screen.

PRINT OPTION		P5
PRINT RECEIPT WHEN SIGN ON/OFF		Y ←
PRINT GRAND TOTAL		
ON X REPORT		Y
ON Z REPORT		Y

Press **ENTER**  
after making a  
change, or press  
**ENTER** to  
advance the  
arrow to the next  
option without  
making a  
change.

Press  
**PAGE DOWN**  
to view the 6<sup>th</sup>  
Print Option  
screen.

PRINT OPTION		P6
PRINT GROSS TOTAL		
ON X REPORT		Y ←
ON Z REPORT		Y
PRINT SUBTOTAL W/O TAX		N
TAX AMOUNT IS		N
Y:COMBINE	N:ITEMIZE	

Press **PAGE UP**  
to return to the  
previous screen.

**NOTE:**  
Be sure to press  
**ENTER** after  
changing a  
selection. If you  
do not press  
**ENTER**, the  
change will not  
be accepted.

Press  
**PAGE DOWN**  
to view the 7<sup>th</sup>  
Print Option  
screen.

PRINT OPTION		P7
PRINT TAX AMOUNT		Y ←
PRT TAXABLE TOTAL		N
PRINT TAX % RATE		N
VAT BREAKDOWN		N
PRINT TRAIN MODE TITLE		
IN TRAINING MODE		Y

Press **YES/NO**  
to toggle from  
'Y' to 'N' for yes  
or no decisions.

Press  
**PAGE DOWN**  
to view the 8<sup>th</sup>  
Print Option  
screen.

PRINT OPTION		P8
CURRENCY SYMBOL		
CONV#1	.	←
CONV#2	.	
CONV#3	.	
CONV#4	.	
E.J. PORT (0-4)		0
REPORT PORT (0-4)		0

Press  
**PAGE DOWN**  
to view the 9<sup>th</sup>  
Print Option  
screen.

PRINT OPTION		P9
PRT KP ORDER # ON RECEIPT	Y←	
PRINT PRICE ON KP	N	
SEND TO KP IN VOID MODE	Y	
SEND TO KP IN TRAIN MODE	N	

Press **ENTER**  
after making a  
change, or press  
**ENTER** to  
advance the  
arrow to the next  
option without  
making a  
change.

Press  
**PAGE DOWN**  
to view the 10<sup>th</sup>  
Print Option  
screen.

PRINT OPTION		P10
COMBINE LIKE ITEMS ON KP	N←	
CONSOLIDATION ON CHECK TRACK	N	
VOLUME UNIT	0	
0:GAL 1:LTR		

Press **PAGE UP**  
to return to the  
previous screen.

Press  
**PAGE DOWN**  
to view the 11<sup>th</sup>  
Print Option  
screen.

PRINT OPTION		P11
PRINT PREAMBLE	Y←	
PRINT POSTAMBLE	Y	
MESSAGE ON RECEIPT		
PRINT PREAMBLE	N	
PRINT POSTAMBLE	N	
ON THE GUEST CHECK		

Press  
**PAGE DOWN**  
to view the 12<sup>th</sup>  
Print Option  
screen.

PRINT OPTION		P12
PRINT ON FINANCIAL REPORT		
AVG ITEM/CUST	Y←	
AVG \$/CUST	Y	
BUFFER RECEIPT ISSUE WHEN		
RECEIPT IS ON	N	
PRIORITY PRINT BY GROUP		
ON KP/KV	N	

Press  
**PAGE DOWN**  
to view the 13<sup>th</sup>  
Print Option  
screen.

PRINT OPTION		P13
GRAND TOTAL IS	N←	
Y: NET N: GROSS		
PRINT E.J FROM	N	
Y: OLDEST N: NEWEST		
PRINT JOURNAL IS SMALL	N	
SEND ORDER TO KP AT SUBTOTAL	N	
PRINT PLU# ON REPORT	N	

Press  
**PAGE DOWN**  
to view the 14<sup>th</sup>  
Print Option  
screen.

PRINT OPTION		P14
PRINT PLU# ON RECEIPT	N	←
PRE-PRN GRAPHIC LOGO	N	
POST-PRN GRAPHIC LOGO	N	
ON RECEIPT		
PRE-PRN GRAPHIC LOGO	N	
POST-PRN GRAPHIC LOGO	N	
ON GUEST CHECK		

Press **ENTER**  
after making a  
change, or press  
**ENTER** to  
advance the  
arrow to the next  
option without  
making a  
change.

Press  
**PAGE DOWN**  
to view the 15<sup>th</sup>  
Print Option  
screen.

PRINT OPTION		P15
PRE-FEED LINE# RECEIPT (0-5)	0	←
POST-FEED LINE# RECEIPT (0-5)	0	
PRINT IN HIGH DENSITY	N	
PRINT DATE ON SERVICE	N	
ON HARD CHECK		
PRINT TAX CHARGED	N	
FOR LAST SERVICED ITEMS		

Press **PAGE UP**  
to return to the  
previous screen.

Press  
**PAGE DOWN**  
to view the 16<sup>th</sup>  
Print Option  
screen.

PRINT OPTION		P16
NOT PRINT WHEN POLLING REPORT	N	←
PRINT WHEN PROGRAM UP/DOWN	N	
ADJUSTABLE CUT (0-70)	40	
COPY OF DATATRAN RECPT. (0-99)	1	
PRINT WHOLE CARD NO.	N	
PRINT EXP. DATE	N	
PRINT LAST LINE OF EJ	0	

## Print Options - Reference Information

Option	Entry	Description
PRINT MEDIA TOTALS ON CLERK REPORT	Y or N	Select <b>Y</b> to print media totals for each clerk, thus allowing clerk cash drawer accountability.
PRINT TAX SYMBOL	Y or N	Select <b>N</b> to remove the tax symbol (i.e."T1") from the print and display.
PRINT VD MODE AND RETURN ON REPORT	Y or N	Select <b>N</b> to remove the VOID MODE and RETURN totals from the financial and clerk reports.
PRINT AUDACTION ON REPORT	Y or N	Select <b>N</b> to remove the AUDACTION total from the financial and clerk reports.
SKIP ZERO TOTALS ON FINANCIAL REPORT	Y or N	By default, the register prints only totals with information other than zero. Select <b>N</b> , if you wish to print the contents of all the financial report totals, even if the total is zero.
SKIP ZERO TOTALS ON CLERK REPORT	Y or N	By default, the register prints only totals with information other than zero. Select <b>N</b> , if you wish to print the contents of all the clerk report totals, even if the total is zero.
PRT CLERK REPORT AFT FINANCIAL RPT	Y or N	Select <b>Y</b> if you wish to include the clerk report information at the end of the financial report.
PRINT PLU WITH ZERO TOTALS ON REPORT	Y or N	By default, the register prints only totals with information other than zero. Select <b>Y</b> , if you wish to print the contents of all the PLUs, even if the total is zero.
PRINT SUBTOTAL WHEN PRESSED	Y or N	Select <b>Y</b> if you wish the subtotal to print when the <b>SUBTL</b> key is pressed.
PRINT % OF SALES ON PLU REPORT	Y or N	The register can calculate the percentage of sales represented by each PLU. Select <b>Y</b> if you wish to print this percentage on the PLU report. Note: the percentage will print only on standalone register reports, not IRC report.
PRINT CONS. NO.	Y or N	The consecutive number (also referred to as the transaction counter, or receipt counter) normally prints on each receipt. Select <b>N</b> if you do not wish to print this counter.
PRINT DATE	Y or N	Select <b>N</b> if you wish to delete the printing of the date.
PRINT TIME	Y or N	Select <b>N</b> if you wish to delete the printing of the time.
PRINT MACHINE NO.	Y or N	If you are using more than one cash register, you can identify the specific register where a receipt was printed. Enter <b>Y</b> if you wish to print the register number on the receipt.

Option	Entry	Description
PRINT CLERK NAME	Y or N	Select <b>N</b> if you wish to delete the printing of the clerk name on the receipt.
HOME CURRENCY SYM	\$	Users outside of the USA can designate a different currency symbol. To select a different symbol, press the symbol you wish to use on the Alpha Keyboard overlay. When this field is selected, press 00 to display a list of optional symbols.
PRINT Z COUNTER	Y or N	Select <b>N</b> if you wish to delete the printing of the reset counter on Z reports.
PRINT RECEIPT WHEN SIGN ON/OFF	Y or N	Select <b>N</b> if you do not wish to print a receipt when signing on or off a clerk.
PRINT GRAND TOTAL ON X REPORT ON Z REPORT	Y or N	Select <b>N</b> if you wish to delete the printing of the grand total on the financial report reading (X report) or financial report resetting (Z report).
PRINT GROSS TOTAL ON X REPORT ON Z REPORT	Y or N	Select <b>N</b> if you wish to delete the printing of the gross sales total on the financial report reading (X report) or financial report resetting (Z report).
PRINT SUBTOTAL W/O TAX	Y or N	If you hand-write credit card slips, you may find it useful to print the merchandise subtotal. Select <b>Y</b> if you wish to print the subtotal without tax on the receipt.
TAX AMOUNT IS Y:COMBINE N:ITEMIZE	Y or N	Select <b>Y</b> if you are calculating and reporting more than one sales tax rate separately and you wish to print just the total of multiple taxes rather than itemize each tax on the receipt.
PRINT TAX AMOUNT	Y or N	Select <b>Y</b> if you wish to delete the printing of the tax amount on the receipt.
PRINT TAXABLE TOTAL	Y or N	Select <b>Y</b> if you wish to print the total of merchandise eligible for each tax on the receipt.
PRINT TAX % RATE	Y or N	If you are calculating a tax percentage (add-on or VAT), select <b>Y</b> if you wish to print the tax rate on each receipt.
VAT BREAKDOWN	Y or N	If <b>Y</b> , a breakdown of the VAT eligible sale will print, the net amount and the VAT amount.
INCLUDE VAT TAX IN TAX AMT	Y or N	Choose <b>Y</b> to print the VAT tax amount on the receipt, and include the VAT tax amount with other taxes, if applicable.
PRINT TRAIN MODE TITLE IN TRAIN MODE	Y or N	When in training mode, the message "TRAIN MODE" normally prints on each receipt. Select <b>N</b> if you wish to delete this message.

Option	Entry	Description
CURRENCY SYMBOL CONV.#1 CONV.#2 CONV.#3 CONV.#4	Y or N	If you are using the currency conversion feature, you can select the appropriate symbol for each foreign currency you are accepting. To select a different symbol, press the symbol you wish to use on the Alpha Keyboard overlay. When one of these fields are selected, press 00 to display a list of optional symbols.
PRINT KP ORDER # ON RECEIPT	Y or N	A system wide counter creates an order number for each kitchen requisition. Choose <b>Y</b> or <b>N</b> to print the order number on the kitchen printer requisition.
PRINT PRICE ON KP	Y or N	You can choose to print the item with or without its' price on the kitchen requisition.
SEND TO KP IN VOID MODE	Y or N	You can choose whether to print or not print registrations in void mode on kitchen requisitions.
SEND TO KP IN TRAIN MODE	Y or N	You can choose whether to print or not print registrations in training mode on kitchen requisitions.
COMBINE LIKE ITEMS ON KP	Y or N	If two of the same items are registered in the same transaction, you can choose the format on the kitchen requisition. For example, if Y, "2 HAMBURGERS; if N, "1 HAMBURGER" and "1 HAMBURGER".
CONSOLIDATION ON CHECK TRACK	Y or N	Consolidation of like items can be selected for soft guest check printing. For example, if three rounds of drinks are served, the check will print "3 TAP BEER" rather than "1 TAP BEER" three times.
VOLUME UNIT 0:GAL 1:LTR	0 or 1	If gallonage is selected in PLU programming, choose gallons or liters here.
PRINT PREAMBLE	Y or N	Choose whether to print the PREAMBLE on the receipt.
PRINT POSTAMBLE MESG ON RECEIPT	Y or N	Choose whether to print the POSTAMBLE on the receipt.
PRINT PREAMBLE	Y or N	Choose whether to print the PREAMBLE on the guest check.
PRINT POSTAMBLE ON THE GUEST CHECK	Y or N	Choose whether to print the POSTAMBLE on the guest check.
PRINT ON FIN RPT AVG ITEM/CUST AVG \$/CUST	Y or N	Choose whether to print the average items per customer (PLU sales counter/Net sales counter) or the average sales per customer (Net Sales/Net Sales counter).
BUFFER RECEIPT ISSUE WHEN REC IN ON	Y or N	Determine whether you can issue a second receipt for the same transaction with the <b>CASH</b> key
PRIORITY PRINT BY GROUP ON KP/KV	Y or N	If <b>Y</b> , the order in which items appear on a kitchen requisition is determined by the group to which the item is assigned, i.e. items reported to group 1 will print before items reported to group 2.



Option	Entry	Description
PRINT PLU # ON RECEIPT	Y or N	If <b>Y</b> , the PLU number and descriptor will print. If <b>N</b> , only the PLU number will print.
E.J. PORT	0, 1, or 2	Choose a port for a remote printer to print electronic journal reports instead of the register printer.
REPORT PORT	0, 1, or 2	Choose a port for a remote printer to print reports instead of the register printer.
PRINT E.J FROM Y:OLDEST N:NEWEST	Y or N	<b>Y</b> : Prints electronic journal from lowest consecutive number to highest. <b>N</b> : Prints electronic journal from highest consecutive number to lowest.
NOT PRINT WHEN POLLING REPORTS	Y or N	Choose <b>Y</b> if you would like to suppress register printing when reports are polled.
PRINT PLU # ON PLU REPORT	Y or N	Determines whether PLU# is displayed on the report.
GRAND TOTAL IS Y:NET N:GROSS	Y or N	Choose <b>Y</b> if you wish the grand total to accumulate daily net sales totals. Choose <b>N</b> if you wish the grand total to accumulate daily gross sales totals.
SEND ORDER TO KP AT SUBTOTAL	Y or N	Choose <b>Y</b> to print orders on the KP when the SUBTOTAL key is pressed. Choose <b>N</b> to print orders on the KP when the order is finalized.
PRINT DATE ON SERV ON HARD CHECK	Y or N	If <b>Y</b> , the posting date will print at every posting on the hard check.
COPY OF DATATRAN RECEIPT (0-99)	0-99	Enter the number of copies of the DataTran (integrated credit) receipts.
PRT WHOLE CARD NO.	Y or N	If <b>N</b> , only the last four digits of the credit/debit card will print.
PRT EXP. DATE	Y or N	If <b>N</b> , the credit card expiration date will not print on the DataTran (integrated credit) receipt.
PRINT LAST LINE OF EJ	00	Quick journal review (R-Mode/10 Subtotal) prints last xx lines of electronic journal. (Where xx is 0-99.)

# Clerk Programming

1. At the **PGM** control lock position menu, press **6** for **CLERK**. The **CLERK NUMBER** screen displays:

CLERK NUMBER

CLERK NO? (1-99) 0 ←

2. Enter the clerk number 1-99, (**the actual number of clerks is set in memory allocation**). Press the **CASH** key to display the CLERK # programming screen:

## Descriptor

Type the descriptor using the Program Overlay or by using the descriptor code method (see page 117.). The overlay is automatically activated when the cursor is pointing at the DESC field.

CLERK #1 PROGRAMMING

NAME : CLERK 1 ←

PASSWORD 0

DRAWER ASSIGN (0-2) 1

← Press **ENTER** to advance the arrow to the next option.

3. Refer to "Clerk Programming - Reference Information" to make choices or changes on the screens provided.
4. After making new entries or changes for a function key, press the **CLEAR** key to finalize and return to the **PROGRAM MODE** screen.

## Clerk Programming - Reference Information

Option	Entry	Description
NAME	Alpha numeric 12 character	You can program a descriptor for each clerk. The name you program will print on the receipt in place of the default CLERK #1-99. Type the descriptor using the Program Overlay or by using the descriptor code method (see page 117.) The overlay is automatically activated when the cursor is pointing at the DESC field.
PASSWORD	10 digit number	If you are using a direct or code entry clerk system. The number you set here is the number you must use to sign on or clock in/out. If using an optional card reader, you must swipe the employee card at this field.
DRAWER	0-2	Enter 0 to allow check track operations only. (No cash sales.) Enter 1 or 2 (with the multiple drawer option) to select which drawer the clerk will open.

---

## Function Key Programming

1. From the **PGM** control lock position menu, press **5** for **FUNCTION KEY**. The **FUNCTION KEY PROGRAM** screen displays:

FUNCTION KEY PROGRAM

PUSH FUNCTION KEY TO  
BE PROGRAMMED

2. Press the function key you wish to program.

---

**If the function you wish to program is located on a function look-up key, press the appropriate function look-up key, then press 1 to select STATUS PROGRAM (meaning you wish to program the status of the function not the menu assignment of the function look-up key) then press the digit corresponding to the function you wish to program.**

---

## #/NS

1. Press the **#/NS** key to view the **#/NS** function key options:

# /NS KEY PROG .		↓
DESC1: NOSALE		←
DESC2: NON ADD #		
NO SALE KEY DISABLE	N	
UNDER MGR CONTROL	N	
INHIBIT NO SALE		
AFTER NON-ADD #	N	

2. Press **CASH** from the last field or press **PAGE DOWN** to view the second page of **#/NS** function key options:

# /NS KEY PROG .		↑
ENFORCE# ENTRY AT		
START OF SALE	N←	
PRINT ON N/S	Y	
NON-ADD# PROHIBIT	N	
COMP. NON-ADD# MUST		
MATCH MAX DIGIT	N	
MAX DIGIT (0-8)	0	

3. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **#/NO SALE Function Options**

<b>Option</b>	<b>Entry</b>	<b>Description</b>
DESC1	Alpha numeric 12 character	You can program a unique descriptor for the no sale function. The default descriptor is NOSALE.
DESC2	Alpha numeric 12 character	You can program a unique descriptor for the non add # function. The default descriptor is NON ADD #.
NO SALE KEY DISABLE	Y or N	Select <b>Y</b> to disable the no sale function (non-add entries are allowed).
UNDER MGR CONTROL	Y or N	Select <b>Y</b> to allow operation only in manager operation mode.
INHIBIT NO SALE AFTER NON-ADD #	Y or N	Select <b>Y</b> if you want disable the NO SALE function after a non-add number is entered.
ENFORCE # ENTRY AT START OF SALE	Y or N	Select <b>Y</b> if you wish to enforce the entry of a non-add number at the beginning of each transaction. (For example, to track the number of customers in each sale, or to identify a customer number with each sale.)
PRINT ON N/S	Y or N	Select <b>N</b> to stop printing when a NO SALE is performed.
NON-ADD # PROHIBIT	Y or N	Select <b>Y</b> to disable the non-add # function.
COMP NON-ADD # MUST MATCH MAX DIGIT	Y or N	Select <b>Y</b> if you wish all non-add number entries to have the exact number of digits selected in the MAX DIGIT flag below.
MAX DIGIT (0-8)	0-8	Enter the maximum number of digits for non-add number entry. Zero (0) means no limit.

## %1 -%5

1. Press the one of the % keys to view the appropriate % function key options:

%1 PROGRAMMING			↓
DESC :	%1		←
AMOUNT:Y	%:N		N
RATE		0.000	
KEY DISABLE			N
UNDER MGR CONTROL			N
OPEN:Y	PRESET:N		N
SALE:Y	ITEM:N		N

2. Press **CASH** from the last field or press **PAGE DOWN** to view the second page of % function key options:

%1 PROGRAMMING			↕
OVERRRIDEABLE			N←
POS.:Y	NEG.:N		N
TAXABLE BY TAX1			N
TAXABLE BY TAX2			N
TAXABLE BY TAX3			N
TAXABLE BY TAX4			N
F/S ELIGIBLE			N

3. Press **CASH** from the last field or press **PAGE DOWN** to view the next page of % function key options:

%1 PROGRAMMING			↕
ALLOW ONLY ONE TIME			
SUBTOTAL ENTRY			N←
ALLOW MULTIPLE AMT			
DISCOUNT(COUPON)			
WITHOUT SUBTOTAL			N
PRESET OVERRIDE IN			
MGR ONLY			N

4. Press **CASH** from the last field or press **PAGE DOWN** to view the last page of % function key options:

%1 PROGRAMMING	↑
COMPULSORY VALID	N←

5. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **%1 -%5 Function Options**

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptors are % 1-4.
AMOUNT:Y %:N	Y or N	Select <b>Y</b> if you wish this key to apply an amount (as in a coupon). Select <b>N</b> if you wish this key to apply a percentage (as in a discount or surcharge).
RATE	5 digit	If the function is an amount, enter an amount from 0 to 999.99. If not zero, the amount will be the preset coupon amount. If the function is a percentage, enter a percentage from 0 to 99.999%. If not zero, the percentage will be the preset percentage
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
UNDER MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
OPEN:Y PRESET:N	Y or N	Select <b>Y</b> if you wish the amount or percentage to be entered by the operator; select <b>N</b> if you wish the amount or percentage to be preset.
SALE:Y ITEM:N	Y or N	Select <b>Y</b> if you wish the amount or percentage to apply to the sale total. Select <b>N</b> if you wish the amount or percentage to apply to an item.
OVERRIDEABLE	Y or N	Select <b>Y</b> if you wish to enter a percentage or amount to override the preset percentage or amount set in the RATE field.

POS.:Y NEG.:N	Y or N	Select <b>Y</b> if you wish the amount or percentage to add to the sale total. Select <b>N</b> if you wish the amount or percentage to subtract from the sale.
TAXable BY TAX1 TAXable BY TAX2 TAXable BY TAX3 TAXable BY TAX4	Y or N	Select <b>N</b> to tax any taxable items before the discount or surcharge is applied (tax the gross amount). Select <b>Y</b> to tax any taxable items after the discount or surcharge is applied (tax the net amount).
F/S ELIGIBLE	Y or N	Select <b>Y</b> to reduce (increase) the food stamp subtotal by the amount of % entry.
ALLOW ONLY ONE TIME SUBTOTAL ENTRY	Y or N	If <b>Y</b> , you can enter only a single coupon and you must press the <b>SUBTL</b> key before the coupon entry.
ALLOW MULTIPLE AMOUNT DISCOUNT (COUPON) WITHOUT SUBTOTAL ENTRY	Y or N	If you set a % key to be used for vendor coupons (i.e. amount, negative and sale status) then choose <b>Y</b> to allow the function to be operated multiple times, without requiring the <b>SUBTL</b> key to be pressed prior to the coupon entry.
PRESET OVERRIDE IN MGR ONLY	Y or N	Select <b>Y</b> to allow preset override only in manager operation mode.
COMPULSORY VALIDATION	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.



## ADD CHECK

1. Press the **ADD CHECK** key to view the add check function key options:

ADD CHECK PROG.		↓
DESC : ADDCHK		←
KEY DISABLE	N	
COMPULSORY BEFORE TENDERING	N	
CONSECUTIVE NUMBER ADVANCED	Y	
RECEIPT CONDENCING	N	

2. Press **CASH** from the last field or press **PAGE DOWN** to view the second page of add check function key options:

ADD CHECK PROG.		↑
EXEMPT TAX 1	N	←
EXEMPT TAX 2	N	
EXEMPT TAX 3	N	
EXEMPT TAX 4	N	
COMPULSORY VALID	N	

3. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ADD CHECK Key Program Notes

Option	Entry	Description
DESC	Alphanumeric 12 character	You can program a unique descriptor. The default descriptor is ADD CHECK.
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
COMPULSORY BEFORE TENDERING	Y or N	Select <b>Y</b> if you want to force the operator to use the ADD CHECK function before tendering.
CONSECUTIVE NUMBERADVANCED	Y or N	Select <b>Y</b> if you want to advance the consecutive number each time the ADD CHECK key is used.
RCPT CONDENCING	Y or N	Select <b>Y</b> if you want to delete the preamble and postamble each time the ADD CHECK key is used.
EXEMPT TAX 1-4	Y or N	Select <b>Y</b> to exempt the appropriate tax automatically when finalized with this key.
COMPULSORY VALIDATION	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.

## CANCEL

1. Press the **CANCEL** key to view the cancel function key options:

CANCEL KEY PROG.	
DESC : CANCEL	←
KEY HALO	0.00
(0 : NO LIMIT)	
KEY DISABLE	N
UNDER MGR CONTROL	N

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***CANCEL Key Program Notes***

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is CANCEL.
HALO	7 digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
UNDER MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.

## CASH

1. Press the **CASH** key to view the cash function key options:

CASH KEY PROG .		↓
DESC : CASH		←
HALO	0.00	
(0 : NO LIMIT)		
AMOUNT TEND COMPULSORY		N
OVER/UNDER TENDER		
IN MGR CONTROL		N
DISABLE UNDER TND.		N

2. Press **CASH** from the last field or press **PAGE DOWN** to view the second page of cash function key options:

CASH KEY PROG .		↑
DOES DRAWER OPEN		Y←
EXEMPT TAX 1		N
EXEMPT TAX 2		N
EXEMPT TAX 3		N
EXEMPT TAX 4		N
COMPULSORY VALID		N

3. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### CASH Key Program Notes

Option	Entry	Description
DESC	Alphanumeric 12 character	You can program a unique descriptor. The default descriptor is CASH.
HALO	7 digit amount	You can limit errors by setting the maximum amount that can be tendered. "0" means that there is no entry limit.
AMOUNT TEND COMP.	Y or N	Select <b>Y</b> if you want to force the operator to enter the tendered amount and let the register calculate the change.
OVER/UNDER TENDER IN MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator to tender more than the amount of the sale and issue change. When selected, over and under tendering is allowed only in the X position.
DISABLE UNDER TEND.	Y or N	Select <b>Y</b> if you do not want the operator to tender less than the amount of the sale.
DOES DRAWER OPEN	Y or N	Select <b>N</b> if you do not want the drawer to opened with this key.
EXEMPT TAX 1-4	Y or N	Select <b>Y</b> to exempt the appropriate tax automatically when finalized with this key.
COMPULSORY VALIDATION	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.

## CHARGE 1-8

1. Press one of the CHARGE key to view the appropriate charge function key options:

CHARGE 1 PROG.		↓
DESC : CHARGE1		←
KEY HALO	0.00	
(0 : NO LIMIT)		
AMOUNT TEND COMPPULSORY		N
OVER/UNDER TENDER		
IN MGR CONTROL		N
DISABLE UNDER TND.		N

2. Press **CASH** from the last field or press **PAGE DOWN** to view the second page of charge function key options:

CHARGE 1 PROG.		↕
DOES DRAWER OPEN		N←
ALLOW OVER TEND		N
NON-ADD # COMPPULSORY		N
EXEMPT TAX 1		N
EXEMPT TAX 2		N
EXEMPT TAX 3		N
EXEMPT TAX 4		N

3. Press **CASH** from the last field or press **PAGE DOWN** to view the last page of charge function key options:

CHARGE 1 PROG.		↑
COMPULSORY VALID		N←
SEND TO EFT		N
SELECT (1:CREDIT, 2:DEBIT,		
3:GIFT, 4:GIFT-NO NSF)	0	

4. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### CHARGE 1-8 Key Program Notes

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptors are CHARGE 1-8.
HALO	7 digit amount	You can limit errors by setting the maximum amount that can be tendered. "0" means that there is no entry limit.
AMOUNT TEND COMP.	Y or N	Select <b>Y</b> if you want to force the operator to enter the tendered amount and let the register calculate the change.
OVER/UNDER TENDER IN MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator to tender more than the amount of the sale and issue change. When selected, over tendering is allowed only in the <b>X</b> control lock position.
DISABLE UNDER TEND.	Y or N	Select <b>Y</b> if you do not want the operator to tender less than the amount of the sale.
DOES DRAWER OPEN	Y or N	Select <b>N</b> if you do not want the drawer to opened with this key.
ALLOW OVER TEND.	Y or N	Select <b>Y</b> if you wish to allow tender greater than the amount of the sale.
NON-ADD # COMP.	Y or N	Select <b>Y</b> if you wish to enforce the entry of a non-add number prior to tendering.
EXEMPT TAX 1 EXEMPT TAX 2 EXEMPT TAX 3 EXEMPT TAX 4	Y or N	Select <b>Y</b> to exempt the appropriate tax automatically when finalized with this key.
COMPULSORY VALIDATION	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.
CONNECT EFT	Y or N	Select <b>Y</b> if the DataTran is connected.
SELECT (1:CREDIT 2:DEBIT, 3:GIFT, 4: GIFT NSF)	1, 2, 3, 4	Gift NSF indicates that a Gift card with a value less than the amount of the sale will be accepted as an under tender. (Applies to DataTran operations only.)

## CHECK CASHING

1. Press the **CHECK CASHING** key to view the check cashing function key options:

CHECK CASH PROGRAMMING		
DESC : CHKCASH		←
KEY HALO	0.00	
(0 : NO LIMIT)		
KEY DISABLE	N	
UNDER MGR CONTROL	N	
COMPULSORY VALID	N	
COMPULSORY CHECK ENDORSEMENT	N	

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***CHECK CASHING Key Program Notes***

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is CHKCASH.
HALO	7 digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
UNDER MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
COMPULSORY VALIDATION	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.
COMPULSORY CHECK ENDORSEMENT	Y or N	Choose <b>Y</b> to enforce check endorsement if an optional printer with validation capability is connected to an RS-232C port.

## CHECK ENDORSEMENT

1. Press the **CHECK ENDORSEMENT** key to view the check endorsement function key options:

CHECK ENDORSEMENT	↓
DESC : CHKENDOR	←
KEY DISABLE	N
PRINT CHECK AMT IN	

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***CHECK ENDORSEMENT Key Program Notes***

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is CHKENDOR.
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
PRINT CHECK AMT IN THE ENDORSEMENT	Y or N	Choose <b>Y</b> to print the amount of the check as well as the endorsement message. Choose <b>N</b> to print only the endorsement message.  Note: A 10 line check endorsement message may be programmed. See "Endorsement Message" on page 226 for more information.

## CHECK

1. Press the **CHECK** key to view the check function key options:

CHECK KEY PROG.		↓
DESC : CHECK		←
HALO	0.00	
(0 : NO LIMIT)		
AMOUNT TEND COMPULSORY		N
OVER/UNDER TENDER		
IN MGR CONTROL		N
DISABLE UNDER TENDER		N

2. Press **CASH** from the last field or press **PAGE DOWN** to view the second page of check function key options:

CHECK KEY PROG.		↕
DOES DRAWER OPEN		N
EXEMPT TAX 1		N
EXEMPT TAX 2		N
EXEMPT TAX 3		N
EXEMPT TAX 4		N
COMPULSORY CHECK ENDORSEMENT		N

3. Press **CASH** from the last field or press **PAGE DOWN** to view the third page of check function key options:

CHECK KEY PROG.		↑
COMPULSORY VALID		N

4. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.



### **CHECK Key Program Notes**

<b>Option</b>	<b>Entry</b>	<b>Description</b>
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is CHECK.
HALO	7 digit amount	You can limit errors by setting the maximum amount that can be tendered. "0" means that there is no entry limit.
AMOUNT TEND COMP.	Y or N	Select <b>Y</b> if you want to force the operator to enter the tendered amount and let the register calculate the change.
OVER/UNDER TENDER IN MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator to tender more than the amount of the sale and issue change. When selected, over tendering is allowed only in the <b>X</b> control lock position.
DISABLE UNDER TEND.	Y or N	Select <b>Y</b> if you do not want the operator to tender less than the amount of the sale.
DOES DRAWER OPEN	Y or N	Select <b>N</b> if you do not want the drawer to open with this key.
EXEMPT TAX 1 EXEMPT TAX 2 EXEMPT TAX 3 EXEMPT TAX 4	Y or N	Select <b>Y</b> to exempt the appropriate tax automatically when finalized with this key.
COMPULSORY CHECK ENDORSEMENT	Y or N	Choose <b>Y</b> to enforce check endorsement if an optional printer with endorsement capability is connected to an RS-232C port.
COMPULSORY VALIDATION	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.

## CHECK #

1. Press the **CHECK TRACK #** key to view the check track function key options:

CHECK TRACK PROGRAMMING	↓
DESC : CHECK #	←
KEY DISABLE	N
COMPULSORY FOR ALL	
SALES	N
OPENING CLERK HAS	
EXCLUSIVE ACCESS	N
PRINT ON RECEIPT	Y

2. Press **CASH** from the last field or press **PAGE DOWN** to view the second page of check track function key options:

CHECK TRACK PROGRAMMING	↕
PRINT CHKS ON RP	Y←
ALLOW ONLY ONE CHK	
PER TABLE	N
CHECK # ASSIGNED	
BY REGISTER	N
DRIVE THRU FEATURE	
ENABLED	N

3. Press **CASH** from the last field or press **PAGE DOWN** to view the second page of check track function key options:

CHECK TRACK PROG.	↑
LENGTH OF CHECK (0-9)	0←
SCAN CHECK #	N

4. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **CHECK # Key Program Notes**

<b>Option</b>	<b>Entry</b>	<b>Description</b>
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is CHKTRACK.
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
COMPULSORY FOR ALL SALES	Y or N	Select <b>Y</b> you must begin a new, or recall an existing tracking number before registering items.
OPENING CLERK HAS EXCLUSIVE ACCESS	Y or N	If <b>Y</b> , the clerk that begins a tracking number is the only clerk who can recall a check. If <b>N</b> , any clerk can recall any check.
PRINT ON RECEIPT	Y or N	If <b>N</b> , the check track number and balance will not print on the receipt.
PRINT ON REMOTE	Y or N	If <b>N</b> , the check track number and balance will not print on the remote.
ALLOW ONLY ONE CHK PER TABLE	Y or N	If <b>Y</b> , you can begin only one check with the same table #.
CHECK # ASSIGNED BY REGISTER	Y or N	If <b>Y</b> , press the <b>CHECK. #</b> key to automatically assign the next sequential check. Check numbers will begin with #1 and continue until the open check report is reset, at which point the check number will be reset and start at #1 again.
DRIVE THRU FEATURE ENABLED	Y or N	If you wish to implement a drive thru recall key, this setting changes the function of the <b>PBAL</b> key to that of a recall key. Press the <b>PBAL</b> key directly to automatically recall the open check with the lowest tracking number
LENGTH OF CHECK (0-9)	Y or N	Set the length of check in number of digits. For example, if 4, then checks must be used in the range from 1000, to 9999. This setting applies only to check numbers input by the operator, not to check numbers assigned by the register.
SCAN CHECK #	Y or N	Choose <b>Y</b> to allow the check number to be input by a scanner (must be nine digits or less).

## CURRENCY CONVERSION 1-4

1. Press one of the **CURRENCY CONVERSION** keys to view the appropriate currency conversion function key options:

CONVERSION #1 PROG.	
DESC : CONV1	←
RATE	0
NUMBER OF DECIMAL	0

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***CURRENCY CONVERSION 1-4 Program Notes***

DESC	Alpha numeric 12 character	You can program a unique descriptor for each foreign currency. The default descriptors are CONV 1-4.
RATE	5 digits	Enter the exchange rate of up to 5 digits (do not enter the decimal point). See the examples on the next page.
NUMBER OF DEC.	1 - 6	Enter a number from 0 to 6 to indicate the decimal position of the exchange rate. Count the decimal position from the right. See the examples below.

### **Currency Exchange Rate Programming Examples**

---

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

---

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

RATE: 13720

NUMBER OF DEC.: 5

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

RATE: 11024

NUMBER OF DEC.: 2

## EAT-IN TAKE OUT DRIVE THRU

1. Press the **EAT-IN**, **TAKE OUT**, or **DRIVE THRU** key to view the appropriate function key options:

EAT-IN PROGRAMMING		
DESC :	EATIN	←
EXEMPT TAX 1		N
EXEMPT TAX 2		N
EXEMPT TAX 3		N
EXEMPT TAX 4		N
COMPULSORY VALID		N

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***EAT-IN/TAKE OUT/DRIVE THRU Key Program Notes***

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptors are EATIN, TAKE OUT and DRIVE THRU.
EXEMPT TAX 1 EXEMPT TAX 2 EXEMPT TAX 3 EXEMPT TAX 4	Y or N	If you wish to automatically exempt a tax for a particular type of sale, select <b>Y</b> for the appropriate tax. For example, if items are non-taxable for take out, but taxable for eat-in, set this program to exempt tax on take out sales.
COMPULSORY VALIDATION		Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.

## ERROR CORRECT

1. Press the **ERROR CORRECT** key to view the error correct function key options:

ERR CORRECT PROGRAMMING	
DESC : ERRCORR	←
KEY HALO	0.00
(0 : NO LIMIT)	
KEY DISABLE	N
UNDER MGR CONTROL	N

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **ERROR CORRECT Key Program Notes**

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is ERRCORR.
HALO	7 digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
UNDER MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.

## FINALIZE

1. Press the **FINALIZE** key to view the error correct function key options:

ERR CORRECT PROGRAMMING		
DESC :	FINALIZE	←
CHARGE POSTING		N

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***FINALIZE Key Program Notes***

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is FINALIZE.
CHARGE POSTING	Y or N	Choose Y to enable charge posting functions.

## F/S TEND

1. Press the **F/S TEND** key to view the food stamp tender function key options:

FOOD STAMP PROGRAMMING			↓
DESC :	F/S TEND		←
HALO		0.00	
EXEMPT TAX 1		N	
EXEMPT TAX 2		N	
EXEMPT TAX 3		N	
EXEMPT TAX 4		N	
ALLOW DECIMAL		N	

2. Press **CASH** from the last field or press **PAGE DOWN** to view the second page of food stamp tender function key options:

FOOD STAMP PROGRAMMING			↑
CHANGE IS ISSUED IN CASH		N	←
DOES DRAWER OPEN		Y	
COMPULSORY VALID		N	
ALLOW OVER TEND.		N	

3. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### F/S TEND Key Program Notes

Option	Entry	Description
DESC	Alphanumeric 12 character	You can program a unique descriptor. The default descriptor is F/S TEND.
HALO	7 digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
EXEMPT TAX 1-4	Y or N	If taxes are exempted automatically on food stamp sales (as is most often the case) select <b>Y</b> for each tax that is actively used and needs to be exempted.
ALLOW DECIMAL	Y or N	If <b>N</b> , food stamp tender must be in whole dollar amounts, i.e. \$1, \$5, or \$10. If <b>Y</b> , the tender is allowed in any amount.
CHANGE IS ISSUED IN CASH	Y or N	If <b>Y</b> , food stamp change less than \$1 will be issued in cash.
DOES DRAWER OPEN	Y or N	Select <b>N</b> if you do not want the drawer to opened with this key.
COMPULSORY VALIDATION	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.
ALLOW OVER TEND	Y or N	Choose <b>Y</b> to allow tendering over the food stamp subtotal.



## FUNCTION LOOK UP (1-2)

Two function keys (**FUNCTION LOOK 1** and **FUNCTION LOOK 2**) are available to access up to eight functions each. You can use function look up keys to locate functions that are necessary for your application, but may not fit on the keyboard layout, or to locate functions that are used only occasionally.

With this program, you can determine which functions are located on each function look up key, and you can also access these functions for option programming.

1. Press the **FUNCTION LOOK UP 1** or **FUNCTION LOOK UP 2** key to view the appropriate function program menu screen:

```
FUNC #1 PROGRAM

0 . MENU ASSIGNMENT
1 . STATUS PROGRAM
```

2. Press **0** to select the menu assignment on the function look-up key or press **1** to program the options for a function on the function look-up key. If you are programming function key options, refer to each function separately in this chapter to set function options. If you chose **0** to program menu assignment, the **FUNC. # MENU ASSIGN** screen displays:

```
FUNC #1 MENU ASSIGN.

PUSH MENU NUMBER TO
BE PROGRAMMED (1-8)

0 ←
```

3. Enter the number of the menu position (there are eight functions listed on each function look up menu) that you wish to edit, press **CASH**.

FUNC #1 MENU ASSIGN.	
MENU NUMBER :	1
CURRENT ASSIGNMENT	
CANCEL	
ENTER NEW FUNC CODE,	
PRESS CASH	
	0 ←

4. Type the code for the function you wish to place on the function look up key menu, press **CASH**. See "Function Key Codes" in the "Service Mode Programming" chapter, or press **PAGE DOWN** to view a list of functions and codes.
5. Go to step 2 above and continue to program menu numbers for the function look up key, or press **CLEAR** to return to the **PROGRAM MODE** menu.

## GUEST #

1. Press the **GUEST** key to view the guest function key options:

GUEST # PROGRAMMING		
DESC : GUEST		←
COMPULSORY FOR		
GUEST CHECK		N
COMPULSORY FOR ALL SALES		N
PRINT AT REMOTE PRINTER		N

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***GUEST Key Program Notes***

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is GUEST.
COMPULSORY FOR GUEST CHECK	Y or N	Select <b>Y</b> to enforce an entry into the <b>GUEST #</b> key before a tracking number can be accessed for the first time.
COMPULSORY FOR ALL SALES	Y or N	Select <b>Y</b> to enforce an entry into the <b>GUEST #</b> key before an item can be registered on any sale.
PRINT AT REMOTE PRINTER	Y or N	Select <b>N</b> if you do not want <b>GUEST #</b> entry to print at the kitchen printer if items from the same transaction are sent to the KP.

## LEVEL 1-5 (Price Level 1-5)

1. Press one of the **LEVEL** keys to view the level function key options:

LEVEL 1 PROG.	
DESC : LEVEL1	←
SEND DESCRIPTION TO KP	N

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### LEVEL 1-5 Key Program Notes

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptors are LEVEL1, LEVEL2, etc.
SEND DESCRIPTION TO KP	Y or N	Determines whether the level descriptor prints with the item at the KP.

## RETURN

1. Press the **RETURN** key to view the merchandise return function key options:

RETURN KEY PROGRAMMING		
DESC :	MDSE RETURN	←
KEY HALO		0.00
(0 : NO LIMIT)		
KEY DISABLE		N
UNDER MGR CONTROL		N

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***RETURN Key Program Notes***

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is MDSE RETURN.
HALO	7 digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
UNDER MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.

## MODIFIER 1-5

1. Press one of the **MODIFIER** keys to view the appropriate modifier function key options:

MOD 1 PROGAMMING	↓
DESC : MOD1	←
UNDER MGR CONTROL	N
AFFECT PLU #	N
PRINT ON CHECK	N
PRINT ON RECEIPT	N
AFFECT DIGIT 1-14	
OF PLU#	0

2. Press **CASH** from the last field or press **PAGE DOWN** to view the second page of modifier function key options:

MOD 1 PROGAMMING	↑
VALUE OF AFFECTED DIGIT (0-9)	0←

3. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **MODIFIER 1-5 Key Program Notes**

<b>Option</b>	<b>Entry</b>	<b>Description</b>
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptors are MOD1 - MOD5.
UNDER MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
AFFECT PLU #	Y or N	Select <b>Y</b> , if you wish the modifier entry to modify the PLU and cause a different item/price to be registered. Select <b>N</b> to only add the modifier descriptor.
PRINT ON CHECK	Y or N	Select <b>N</b> to suppress printing of the modifier descriptor on the guest check.
PRINT ON RECEIPT	Y or N	Select <b>N</b> to suppress printing of the modifier descriptor on the receipt.
AFFECT DIGIT 1-14	1-14	Preceding a PLU with a Size and/or Modifier key manipulates the PLU code assigned to the PLU key, causing a different PLU to be registered when the PLU key is pressed. Enter the digit of the PLU number you wish to be changed when using this key. (Digit #1 is the rightmost digit; digit #14 is the leftmost digit.)
VALUE OF AFFECTED DIGIT (0-9)	0-9	Enter the value you wish to be added in the digit position selected. For example, if you wish to affect PLU digit #4 with a value of 1, then pressing this modifier key prior to the registration of PLU #17 will result in the registration of PLU #1017.
SEND DESCRIPTION TO KP	Y or N	Determines whether the modifier descriptor prints with the item at the KP. (The modifier descriptor will print immediately above the item.)

## PBAL

1. Press the **PBAL** key to view the previous balance function key options:

PREVIOUS BAL. PROGRAMMING	
DESC : PBAL	←
ENTER ANY TIME	N
REQUIRE AT START OF SALE	N

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***PBAL Key Program Notes***

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is PBAL.
ENTER ANY TIME	Y or N	Select <b>Y</b> to allow the <b>PBAL</b> entry at any time. Select <b>N</b> to allow a <b>PBAL</b> entry only at the start of a sale.
REQUIRE AT START OF SALE	Y or N	Select <b>Y</b> to require an entry into the PBAL key at the start of every transaction.



## PAID OUT 1-3

1. Press one of the **PAID OUT** keys to view the paid out function key options:

PO #1 KEY PROGRAMMING		
DESC : PO1		←
KEY HALO	0.00	
(0 : NO LIMIT)		
KEY DISABLE		N
UNDER MGR CONTROL		N
COMPULSORY VALID		N

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### PAID OUT 1-3 Key Program Notes

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptors are PO 1-3.
HALO	7 digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
UNDER MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
COMPULSORY VALIDATION	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.

## PRINT CHECK

1. Press the **PRINT CHECK** key to view the print check function key options:

PRINT CHECK PROGRAMMING		
DESC : PRINT CHECK		←
CHECK PRINT		
COM PORT # (0-4)		0
AUTO SERVICE CHK		N
PRT CHECK ON RECP		N
SKIP PRT OF CONSEC#		
ON CHECK		N

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***PRINT CHECK Key Program Notes***

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is PRINT CHECK.
CHECK PRINT COMM PORT # (0-2)	0-2	Select the port (1 or 2) where the check print printer is attached. If 0 is selected, the check will print on the receipt printer.
AUTO SERVICE CHK	Y or N	Select <b>Y</b> if you want the Check Print function to automatically service the check.
PRT CHECK ON RECP	Y or N	Select <b>Y</b> if you want the Check Print function to print on the receipt printer.
SKIP PRT OF CONSEC# ON CHECK	Y or N	Select <b>Y</b> if you wish to delete the printing of the consecutive # on the guest check.

## PROMO

1. Press the **PROMO** key to view the promotion function key options:

PROMO PROGRAMMING		
DESC : PROMO		←
KEY DISABLE	N	
UNDER MGR CONTROL	N	
TAXABLE BY TAX1	N	
TAXABLE BY TAX2	N	
TAXABLE BY TAX3	N	
TAXABLE BY TAX4	N	

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **PROMO Key Program Notes**

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is PROMO.
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
UNDER MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
TAXABLE BY TAX1 TAXABLE BY TAX2 TAXABLE BY TAX3 TAXABLE BY TAX4	Y or N	If an item is taxable, and you wish to remove taxes and an item's cost when using the <b>PROMO</b> key, set the taxable status for the appropriate tax to <b>Y</b> .

## RECD ON ACCT 1-3

1. Press one of the **RECD ON ACCT** keys to view the received on account function key options:

RA #1 KEY PROGRAMMING	
DESC : RA1	←
KEY HALO	0.00
(0 : NO LIMIT)	
KEY DISABLE	N
UNDER MGR CONTROL	N
COMPULSORY VALID	N

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### RECD ON ACCT 1-3 Key Program Notes

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptors are RA 1-3.
HALO	7 digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
UNDER MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
COMPULSORY VALIDATION	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.

## SCALE

1. Press the **SCALE** key to view the scale function key options:

SCALE KEY PROGRAMMING	↓
DESC : SCALE	←
KEY DISABLE	N
UNDER MGR CONTROL	N
KEY IS MAN. ENTRY	N
TARE-WEIGHT COMP.	N
WEIGHT SYM FOR MAN.	
(0:LB 1:KG 2:OZ)	0

2. Press **CASH** from the last field or press **PAGE DOWN** to view the second page of scale function key options:

SCALE KEY PROG.	↑
ALLOW DOLLAR ENTRY	N←
W/O SCALE ON	
SCALEABLE ITEM	

3. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### SCALE Key Program Notes

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is SCALE.
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
UNDER MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
KEY IS MAN. ENTRY	Y or N	Select <b>Y</b> if you wish to scale key to enter a manual weight. Select <b>N</b> if you wish to automatically recall the weight from the attached scale.
TARE-WEIGHT COMP.	Y or N	Select <b>Y</b> if you wish to enforce the subtraction of a tare weight on the scale entry.
WEIGHT SYMBOL FOR MAN	Y or N	Select <b>Y</b> if you wish to use the weight symbol Kg (kilogram) for weights entered manually or OZ for ounce measurements.
ALLOW DOLLAR ENTRY W/O SCALE ON SCALEABLE ITEM	Y or N	If <b>N</b> , you must use the scale to register scaleable PLU items. If <b>Y</b> , you can either register scaleable items by weight extension, or by price entry.

## SERVICE

1. Press the **SERVICE** key to view the service function key options:

SERVICE KEY PROGRAMMING		↓
DESC : SERVICE		←
NON-ADD # COMP	N	
PRINT ON RECEIPT	Y	
NEGATIVE BALANCE		
IN MGR CONTROL	N	
CALCULATE TAX1	Y	
CALCULATE TAX2	Y	

2. Press **CASH** from the last field or press **PAGE DOWN** to view the second page of service function key options:

SERVICE KEY PROGRAMMING		↑
CALCULATE TAX3	Y←	
CALCULATE TAX4	Y	
COMPULSORY VALID	N	
HARD CHECK PRINTER		
PORT (0-4)	0	

3. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **SERVICE Key Program Notes**

Option	Entry	Description
DESC	Alphanumeric 12 character	You can program a unique descriptor. The default descriptor is SERVICE.
NON-ADD # COMP	Y or N	Select <b>Y</b> if you wish to force the entry of a non-add number (i.e. a tax exempt #) before the key is used
PRINT ON RECEIPT	Y or N	Select <b>N</b> to not print on the receipt.
NEGATIVE BALANCE IN MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
CALCULATE TAX1-4	Y or N	Select <b>Y</b> to calculate and add the appropriate tax automatically when finalized with this key.
COMPULSORY VALIDATION	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.
HARD CHECK PRINTER PORT (0-4)	0-2	If you are using a hard check system, enter the RS232C port number (1 or 2) where the optional guest check printer is attached.

## TABLE

1. Press the **TABLE** key to view the table # function key options:

TABLE # PROGRAMMING		
DESC : TABLE		←
ENFORCE ON CHECK		
TRACK		N
ENFORCE ON ALL		
SALES		N
PRINT AT REMOTE		
PRINTER		N

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **TABLE Key Program Notes**

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is TABLE.
ENFORCE ON CHECK TRACK	Y or N	If <b>Y</b> , you must enter the table number before opening a new check track #.
ENFORCE ON ALL SALES	Y or N	If <b>Y</b> , you must enter the table number before beginning any transaction.
PRINT AT REMOTE PRINTER	Y or N	Choose <b>Y</b> to print the table number at the remote printer.

## TARE

1. Press the **TARE** key to view the Tare function key options:

TARE KEY PROGRAMMING	
DESC : TARE	←
KEY DISABLE	N
UNDER MGR CONTROL	N
#5 IS MANUAL TARE	N

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***TARE Key Program Notes***

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is TARE.
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
UNDER MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
#5 IS MANUAL TARE	Y or N	Choose <b>Y</b> to use tare number five to manually enter a tare weight.



## TAX EXEMPT

1. Press the **TAX EXEMPT** key to view the tax exempt function key options:

TAX EXEMPT PROGRAMMING		
DESC :	TAXEXMT	←
EXEMPT TAX 1		N
EXEMPT TAX 2		N
EXEMPT TAX 3		N
EXEMPT TAX 4		N
NON-ADD#	COMP	N
COMPULSORY	VALID	N

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***TAX EXEMPT Key Program Notes***

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is TAXEXMT.
EXEMPT TAX 1 EXEMPT TAX 2 EXEMPT TAX 3 EXEMPT TAX 4	Y or N	Select <b>Y</b> or <b>N</b> for each tax to determine which tax or taxes are exempted when this key is used.
NON-ADD # COMP	Y or N	Select <b>Y</b> if you wish to force the entry of a non-add number (i.e. a tax exempt #) before the key is used.
COMPULSORY VALIDATION	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.

## TIME IN/OUT

1. Press the **TIME IN/OUT** key to view the time in/out function key options:

TIME IN/OUT PROGRAMMING		
DESC : TIME IN/OUT		←
KEY DISABLE	N	
UNDER MGR CONTROL	N	
COMPULSORY VALID	N	

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### ***TIME IN/OUT Key Program Notes***

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is TIME IN/OUT.
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
UNDER MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
COMPULSORY VALIDATION	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.

## TIP

1. Press the **TIP** key to view the tip function key options:

TIP KEY PROGRAMMING			↓
DESC :	TIP		←
KEY DISABLE		N	
UNDER MGR CONTROL		N	
TYPE IS		0	
%:1 AMOUNT:0			
ADD TAX RATE 1		N	
ADD TAX RATE 2		N	

2. Press **CASH** from the last field or press **PAGE DOWN** to view the second page of tip function key options:

TIP KEY PROG.			↑
ADD TAX RATE 3		N	←
ADD TAX RATE 4		N	
AMT ADDED TO			
NET & GROSS TOT		N	

3. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### TIP Key Program Notes

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is TIP.
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
TYPE IS %:1 AMOUNT:0	0 or 1	Select <b>0</b> if the tip is to be a calculated percentage based on a percentage entry. Select <b>1</b> if the TIP is to be an amount entry.
ADD TAX RATE 1 ADD TAX RATE 2 ADD TAX RATE 3 ADD TAX RATE 4	Y or N	Choose <b>Y</b> to if tax is calculated and added on the tip amount.
AMT ADDED TO NET AND GROSS TOT	Y or N	Choose <b>Y</b> if you wish to add the TIP total to the NET and GROSS sales totals on the financial report.

## VALIDATE

1. Press the **VALIDATE** key to view the validate function key options:

VALID KEY PROGRAMMING	
DESC : VALIDATION	←
SLIP OUTPUT	
COM PORT # (0-4)	0
KEY DISABLE	N

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### **VALIDATE Key Program Notes**

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is VALIDATION.
SLIP OUTPUT COMM PORT # (0-4)	0-4	If validation is used, identify the communications port (1-4) where the validating printer is attached. Enter <b>0</b> if validation is not used.
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
ALLOW MULTIPLE VALID?	Y or N	Select <b>Y</b> to allow multiple validations of the same transaction.

## VOID ITEM

1. Press the **VOID ITEM** key to view the void item function key options:

VOID KEY PROGRAMMING		
DESC : VOID		←
KEY HALO	0.00	
(0 : NO LIMIT)		
KEY DISABLE		N
UNDER MGR CONTROL		N

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### VOID ITEM Key Program Notes

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is VOID.
HALO	7 digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
UNDER MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.

## WASTE

1. Press the **WASTE** key to view the waste function key options:

WASTE PROGRAMMING	
DESC : WASTE	←
KEY HALO	0.00
(0 : NO LIMIT)	
KEY DISABLE	N
UNDER MGR CONTROL	N
COMPULSORY VALID	N

2. Press **CASH** from the last field to return to the **FUNCTION KEY PROGRAM** screen, or press **CLEAR** at any time to return to the **FUNCTION KEY PROGRAM** screen without saving changes.

### WASTE Key Program Notes

Option	Entry	Description
DESC	Alpha numeric 12 character	You can program a unique descriptor. The default descriptor is WASTE.
HALO	7 digit amount	You can limit errors by setting the maximum amount that can be used with this function. "0" means that there is no entry limit.
KEY DISABLE	Y or N	Select <b>Y</b> to disable this function.
UNDER MGR CONTROL	Y or N	Select <b>Y</b> if you do not want the operator use this function in <b>REGISTER</b> mode. When selected, the function is allowed only in the <b>X</b> control lock position.
COMPULSORY VALIDATION	Y or N	Choose <b>Y</b> to enforce validation if an optional printer with validation capability is connected to an RS-232C port.

---

## Logo Descriptor

- ◆ From the **PGM** control lock position menu, press **7** for **LOGO DESC.** The **LOGO DESC. PROGRAM** screen displays:

```
          LOGO DESC. PROGRAM
0 . PREAMBLE
1 . POSTAMBLE
2 . ENDORSEMENT MESSAGE
3 . FINANCIAL REPORT
4 . CLERK REPORT
5 . MIX & MATCH NAME
6 . DATATRAN
```

### Preamble

The preamble is a programming message of up to six lines of 32 characters that appears at the top of each receipt and/or guest check.

1. From the **LOGO DESC. PROGRAM** screen, press **0** to display the **PREAMBLE** screen:

```
          PREAMBLE
LINE 1  :
LINE 2  :
LINE 3  :
```

2. Using the alpha numeric keyboard overlay (SPS-320/SPS-340, type the descriptor. For the SPS-345 use the descriptor code method (see page 117.) Each line can be up to 32 characters. If you make a mistake, press the **BACKSPACE** key (on the alpha overlay or enter the backspace code 97 if you are using the descriptor code method) to erase the previous character. After you have completed typing the first line, press **CASH** to accept the new line and advance to the second line, or press **CLEAR** to return to the **LOGO DESC. PROGRAM** screen without making any changes.

- Using the same procedure, continue programming each line as necessary. Press **CLEAR** at any time to exit. After programming the third line, the fourth, fifth, and sixth lines display:

PREAMBLE		↑
LINE 4 :		←
LINE 5 :		
LINE 6 :		

- When the last line has been entered, press **CASH** to accept the line and return to the **LOGO DESC. PROGRAM** screen.

## Postamble

The postamble is a programming message of up to six lines of 32 characters that appears at the bottom of each receipt and/or guest check.

- From the **LOGO DESC. PROGRAM** screen, press **0** to display the **POSTAMBLE** screen:

POSTAMBLE		↓
LINE 1 :		←
LINE 2 :		
LINE 3 :		

- Using the alpha numeric keyboard overlay (SPS-320/SPS-340, type the descriptor. For the SPS-345 use the descriptor code method (see page 117.) Each line can be up to 32 characters. If you make a mistake, press the **BACKSPACE** key (on the alpha overlay or enter the backspace code 97 if you are using the descriptor code method) to erase the previous character. After you have completed typing the first line, press **CASH** to accept the new line and advance to the second line, or press **CLEAR** to return to the **LOGO DESC. PROGRAM** screen without making any changes.



3. Using the same procedure, continue programming each line as necessary. Press **CLEAR** at any time to exit. After programming the third line, the fourth, fifth and sixth lines display:

↑

LINE 4 : POSTAMBLE

←

LINE 5 :

LINE 6 :

4. When the last line has been entered, press **CASH** to accept the line and return to the **LOGO DESC. PROGRAM** screen.

## Endorsement Message

The Endorsement Message is a programming message of up to ten lines of 32 characters that prints when a check is endorsed on an optional slip printer.

1. From the **LOGO DESC. PROGRAM** screen, press **2** to display the **ENDORSEMENT MESG.** Screen:

ENDORSEMENT MESSAGE		↓
LINE 1 :		
LINE 2 :		←
LINE 3 :		

2. Using the alpha numeric keyboard overlay (SPS-320/SPS-340, type the descriptor. For the SPS-345 use the descriptor code method (see page 117.) Each line can be up to 32 characters. If you make a mistake, press the **BACKSPACE** key (on the alpha overlay or enter the backspace code 97 if you are using the descriptor code method) to erase the previous character. After you have completed typing the first line, press **CASH** to accept the new message and advance to the second line, or press **CLEAR** to return to the **LOGO DESC. PROGRAM** screen without making any changes.
3. Using the same procedure, continue programming each line as necessary. Press **CLEAR** at any time to exit. After programming the third line, the next three lines display:

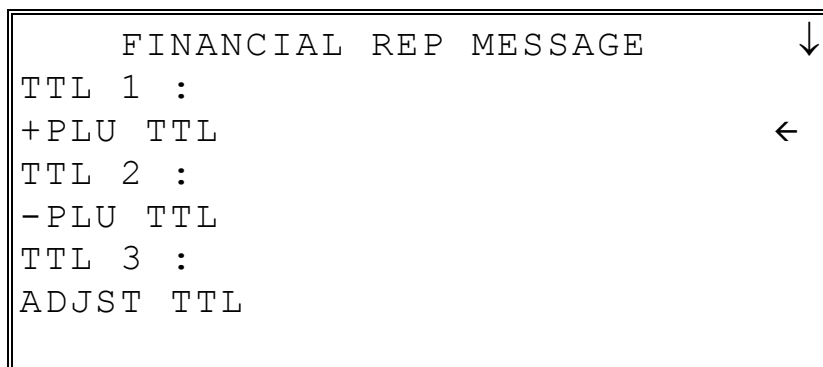
ENDORSEMENT MESSAGE		↑
LINE 4 :		
LINE 5 :		←
LINE 6 :		

4. Continue programming all ten lines if necessary. When the last line has been entered, press **CASH** to accept the message and return to the **LOGO DESC. PROGRAM** screen.

## Financial Report

The Financial Report selection allows you to reprogram the descriptors that appear with the Financial Report totals and counters. For example, the first total on the financial report "+PLU TTL" represents the total of all positive PLU entries. You might wish to re-label this total to say "FOOD SALES". You can reprogram any of the Financial Report totals listed here with any 12-character descriptor.

1. From the **LOGO DESC. PROGRAM** screen, press **3** to display the **FINANCIAL REP MESSG.** Screen:



The screenshot shows a terminal window titled "FINANCIAL REP MESSAGE". It contains three lines of text, each followed by a colon: "TTL 1 :", "+PLU TTL", and "TTL 2 :". Below these are two more lines: "-PLU TTL" and "TTL 3 :". At the bottom is "ADJUST TTL". A cursor arrow points to the first line, and a left arrow points to the second line.

2. The first 3 report descriptors (TTLs 1-3) display with the cursor arrow pointing at the first descriptor. Using the alpha numeric keyboard overlay (SPS-320/SPS-340, type the descriptor. For the SPS-345 use the descriptor code method (see page 117.) Each descriptor can be up to 12 characters. If you make a mistake, press the **BACKSPACE** key (on the alpha overlay or enter the backspace code 97 if you are using the descriptor code method) to erase the previous character. After you have completed typing the first descriptor, press **CASH** to accept the new message and advance to the next descriptor, or press **CLEAR** to return to the **LOGO DESC. PROGRAM** screen without making any changes.
3. Press **CASH** repeatedly, or press **PAGE UP** and/or **PAGE DOWN** to locate the descriptor you wish to program. After the last item on each screen, the screen shifts to display the next 3 descriptors. (There are 73 Financial Report descriptors that you may program.) Using the same procedure, continue programming each line as necessary. Press **CLEAR** at any time to exit and return to the **LOGO DESC. PROGRAM** screen.

## Clerk Report

The Clerk Report selection allows you to reprogram the descriptors that appear with the Clerk Report totals and counters. For example, the first total on the clerk report "NET SALES" might be re-labeled to say "GROSS SALES". You can reprogram any of the Financial Report totals listed here with any 12-character descriptor.

1. From the **LOGO DESC. PROGRAM** screen, press **4** to display the **CLERK REP MSG.** Screen:

CLERK REP MESSAGE		↓
TTL 1 :	NET SALE	←
TTL 2 :	NONTAX	
TTL 3 :	TAX1 SALES	

2. The first 3 report descriptors (TTLs 1-3) display with the cursor arrow pointing at the first descriptor. Using the alpha numeric keyboard overlay (SPS-320/SPS-340, type the descriptor. For the SPS-345 use the descriptor code method (see page 117.) Each descriptor can be up to 12 characters. If you make a mistake, press the **BACKSPACE** key (on the alpha overlay or enter the backspace code 97 if you are using the descriptor code method) to erase the previous character. After you have completed typing the first descriptor, press **CASH** to accept the new message and advance to the next descriptor, or press **CLEAR** to return to the **LOGO DESC. PROGRAM** screen without making any changes.
3. Press **CASH** repeatedly, or press **PAGE UP** and/or **PAGE DOWN** to locate the descriptor you wish to program. After the last item on each screen, the screen shifts to display the next 3 descriptors. (There are 52 Clerk Report descriptors that you can program.) Using the same procedure, continue programming each descriptor as necessary. Press **CLEAR** at any time to exit and return to the **LOGO DESC. PROGRAM** screen.

## Mix & Match Name

Each Mix & Match discount function can be programmed with a unique 12-character descriptor. The number of Mix & Match discounts is set in memory allocation. See “Mix & Match Program” on page 106 for more information.

1. From the **LOGO DESC. PROGRAM** screen, press **5** to display the **MIX & MATCH DESC.** Screen:

MIX & MATCH DESC.										↓
M	&	M	1	:						
M	&	M	1							←
M	&	M	2	:						
M	&	M	2							
M	&	M	3	:						
M	&	M	3							

2. Using the alpha numeric keyboard overlay (SPS-320/SPS-340, type the descriptor. For the SPS-345 use the descriptor code method (see page 117.) Each descriptor can be up to 12 characters. If you make a mistake, press the **BACKSPACE** key (on the alpha overlay or enter the backspace code 97 if you are using the descriptor code method) to erase the previous character. After you have completed typing the first descriptor, press **CASH** to accept the new message and advance to the next descriptor or press **CLEAR** to return to the **LOGO DESC. PROGRAM** screen without making any changes.
3. Press **CASH** repeatedly, or press **PAGE UP** and/or **PAGE DOWN** to locate the next mix & match descriptor you wish to program. After the last item on each screen, the screen shifts to display the next 3 mix & match descriptors. Using the same procedure, continue programming each line as necessary. Press **CLEAR** at any time to exit and return to the **LOGO DESC. PROGRAM** screen.

## DataTran

When a DataTran integrated payment appliance is connected, you can print a message of up to four lines on the electronic payment draft receipt.

1. From the **LOGO DESC. PROGRAM** screen, press **6** to display the **DATATRAN MESSAGE** screen:

DATATRAN MESSAGE		↓
LINE 1 :		
LINE 2 :		←
LINE 3 :		

2. Using the alpha numeric keyboard overlay (SPS-320/SPS-340, type the descriptor. For the SPS-345 use the descriptor code method (see page 117.) Each line can contain up to 32 characters. If you make a mistake, press the **BACKSPACE** key (on the alpha overlay or enter the backspace code 97 if you are using the descriptor code method) to erase the previous character. After you have completed typing the first line, press **CASH** to accept the new message and advance to the next line, or press **CLEAR** to return to the **LOGO DESC. PROGRAM** screen without making any changes.
3. Press **CASH** repeatedly, or press **PAGE UP** and/or **PAGE DOWN** to locate the next line of the message you wish to program. After the last line on the first page, the screen shifts to display line #4 of the message. Using the same procedure, continue programming each line as necessary. Press **CLEAR** at any time to exit and return to the **LOGO DESC. PROGRAM** screen.

---

## NLU Code Number

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

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

1. From the **PGM** control lock position menu, press **8** for **NLU CODE# PGM**. The **NLU CODE PROGRAM** screen displays:

NLU CODE PROGRAM

PRESS THE NLU KEY ON THE  
KEYBOARD YOU WISH TO PROGRAM

PRESS CLEAR TO EXIT

2. Press the NLU key on the keyboard you wish to program, or press **CLEAR** to exit.

NLU CODE PROGRAM

CURRENT PLU CODE#

1

ENTER

NEW PLU CODE#

0 ←

3. The current PLU code number displays. Type the new PLU code number you wish to use for this NLU key, press **CASH**.
4. The **NLU CODE PROGRAM** screen returns. Continue from step 2 to program additional NLU keys, or press **CLEAR** to exit.

---

## Download Programs

When multiple registers are connected in an IRC network, you can download programs from one register to any or all of the remaining registers.

1. From the **PGM** control lock position menu, press **9** for **DOWNLOAD PROGRAMS**. The **PROGRAM DOWN** screen displays:

```
PROGRAM DOWN

0 . IRC ALL
1 . IRC SELECT
```

2. From the **PROGRAM DOWN** screen, press **0** if you wish to download programs to all of the registers, then go to step 4. If you wish to download only to selected registers, press **1**:

```
PROGRAM DOWN

0 . IRC ALL
1 . IRC SELECT

#   1Y←2N 3N 4N 5N 6N 7N 8N
```

3. If you pressed **1** to download to selected registers, the **PROGRAM DOWN** screen now displays **Y** or **N** for each of the eight possible registers in an IRC system. For example, if your IRC system consists of 3 registers, the default **Y** will display for register 1, 2, and 3. The cursor arrow points at the first register. Press the **YES/NO** key to toggle the selection for register #1 to **Y** or **N**. Press **CASH**. The cursor arrow moves to #2. Select **Y** or **N** for second register. In this manner you can determine which registers you wish to download programs to. When you have selected **Y** or **N** for the last register, the **PROGRAM DOWN** screen appears.



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

4. From the **PROGRAM DOWN** screen, find the digit that represents the program you wish to download. Press **PAGE DOWN** to view the second page of the **PROGRAM DOWN** options. Note that **00** downloads all programs.

PROGRAM DOWN	
7 . LOGO DESC .	↑
8 . NLU CODE# PGM .	
9 . TIME & DATE/MISC	
00 . ALL	

5. Press the digit that represents your selection. This display will indicate the number of the machine that the program is downloading to. The printer at the receiving register will indicate "PROGRAM DOWN" and "PASS" or "FAIL" to indicate if the download is successful.

---

**Note: If there is a failure in IRC communication, the register that programs are being sent from will display "IRC NOT READY" and the register number indicating no communication is possible.**

---

---

## Clerk In/Out

The Clerk In/Out program allows you to edit actual punch in/out times for the day.

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays.
2. From the **PROGRAM MODE page 2** screen, press **0** for **CLERK I/O**. The **CLERK NUMBER** screen displays:

CLERK NUMBER	
CLERK NO? (1-10)	0 ←

3. Type the number of the clerk you wish to edit and press **CASH** to display the **CLERK I/O PROG.** screen:

CLERK I/O PROG.		
IN	00.00.00 ←	00:00
OUT	00.00.00	00:00
IN	00.00.00	00:00
OUT	00.00.00	00:00
IN	00.00.00	00:00
OUT	00.00.00	00:00
TIME WORKED:		00:00

4. The cursor will point at the date for the first time punch. Press **CASH** until the cursor points at the field you wish to edit. Note that you can edit the last 20 time punches, although only 6 dates/times display on the screen at one time. When you leave the last field displayed on the current screen, your view will shift to the next 6 dates/times
  - If you wish to edit a date, type a new date and press **CASH**. Be sure to enter the date in a six digit format, i.e. enter July 8<sup>th</sup>, 2011 as **070811**.
  - If you wish to edit a time field, type the new time in a 24 hour (military) format, i.e. enter 7:00 PM as **1900**.
5. Note that when you edit time information, the **TIME WORKED** field is updated with a new total. When you have completed editing, press **CLEAR** to return to the **CLERK NUMBER** selection screen.

---

## PLU Stock

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

- Refer to "System Option Programming" on page 160 to determine whether the quantity of inventory you enter in this program adds to existing inventory quantity, or whether it replaces the current inventory quantity.
- Inventory is kept in decimal units two digits beyond the decimal. For example, if 1.75 pounds are multiplied times the PLU with the preset price per pound of apples, 1.75 is subtracted from the PLU representing apples.

### *To Program Inventory*

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays.
2. From the **PROGRAM MODE page 2** screen, press **1** for **PLU STOCK**. The **PLU NUMBER** screen displays:

PLU NUMBER

\* ENTER PLU NUMBER  
AND PUSH PLU, OR

\* PRESS A PLU KEY ON  
THE KEYBOARD

0 ←

3. Enter the PLU number and press the PLU key, or press an PLU key on the keyboard. The stock quantity for the selected PLU displays:

PLU#	1 P1
STOCK QUANTITY	0.00 ←

4. Type the new or additional stock quantity and press **CASH**. Note that stock is kept in decimal units and you must enter new or additional stock to two digits beyond the decimal. For example, type **1 0 0 0** to enter ten units of inventory.
5. Return to step 2 to continue recording inventory, or press **CLEAR** to return to the **PROGRAM MODE** menu.

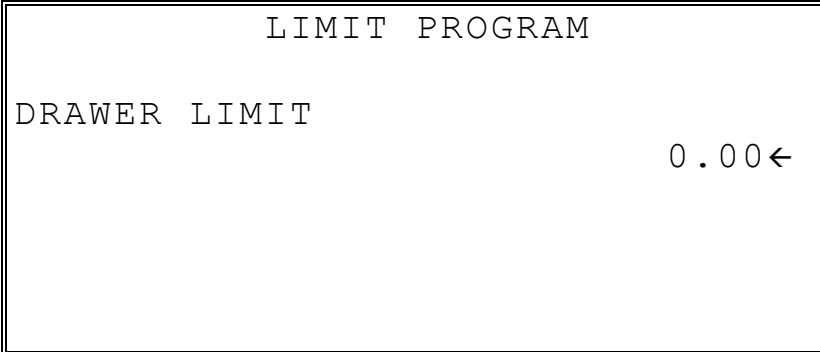
---

## Drawer Limit

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

Set the drawer limit to **0** to disable the drawer limit warning.

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays.
2. From the **PROGRAM MODE page 2** screen, press **2** for **DRAWER LIMIT**. The **LIMIT PROGRAM** screen displays:



The screenshot shows a rectangular screen with a double-line border. At the top center, the text "LIMIT PROGRAM" is displayed. Below it, on the left side, is the text "DRAWER LIMIT". On the right side, the text "0.00" is displayed with a left-pointing arrow cursor to its right.

3. Type the amount you wish to use for a limit (or type 0 for no limit.) Press **CASH**.

---

## Check Change Limit

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

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays.
2. From the **PROGRAM MODE page 2** screen, press **3** for **CHECK CHANGE LIMIT**. The **CHECK LIMIT PGM.** screen displays:

CHECK LIMIT PROGRAM	
CHECK CHANGE LIMIT	0.00←

3. Type the amount for the check change limit. Press **CASH**.

---

## Time & Date

Use this program to set the clock and calendar on your *SPS-300*. The date changes automatically. After initial setting, time changing will probably be required only for beginning and ending daylight savings time.

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays.
2. From the **PROGRAM MODE page 2** screen, press **4** for **TIME & DATE**. The **SET DATE & TIME** screen displays:

SET DATE & TIME	
SET TIME :	HH:MM
(MILITARY)	09:01←
SET DATE :	MM.DD.YY
	09.21.11

3. Type the current time in 24-hour format (i.e. military time, where 13:00 is 1:00 PM.) Press **CASH**.
4. Type the current date in MM (month) DD (day) and YY (year) format. Press **CASH**.

---

## Tare Weight

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

If you choose to use tare #5 for manual tare weight entry, do not enter a weight for tare #5. (See TARE on page 216.)

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays.
2. From the **PROGRAM MODE page 2** screen, press **5** for **TARE WEIGHT**. The **TARE WEIGHT PROG.** screen displays with the cursor arrow pointed at the weight for tare #1:

TARE WEIGHT PROGRAM		
TARE 1 :	0 . 000	←
TARE 2 :	0 . 000	
TARE 3 :	0 . 000	
TARE 4 :	0 . 000	
TARE 5 :	0 . 000	

3. Type the weight for the first tare, press **CASH**. The cursor advances to TARE 2. Type the weight for the second tare and press **CASH**. Continue until all 5 tares are programmed, or press **CLEAR** to exit.

---

## Macro

Macro keys may be programmed to record, and then later perform, up to 50 keystrokes. For example, a macro key could be set to tender (preset tender) a common currency, such as \$5 into the cash key. Use this program to record keystrokes for each of the 10 possible macro keys.

---

**Note:** You can also program macros in function key programming.

---

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays.
2. From the **PROGRAM MODE page 2** screen, press **6** for **MACRO**. The **MACRO PROGRAM** screen displays:

MACRO PROGRAM	
0 .	MACRO #1
1 .	MACRO #2
2 .	MACRO #3
3 .	MACRO #4
4 .	MACRO #5
5 .	MACRO #6
6 .	MACRO #7
↓	

3. Press the digit that represents the macro you wish to program. Press **PAGE DOWN** to view the remainder of the list:

MACRO PROGRAM		↑
7 .	MACRO #8	
8 .	MACRO #9	
9 .	MACRO #10	



## Programming a New Macro

1. After selecting a new macro to program, the screen displays with the arrow pointing at the first macro line:

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

2. Press the first key of the macro sequence, for example, press **1** (numeric one):

1 . ONE	
2 .	←
3 .	
4 .	
5 .	
6 .	
7 .	
8 .	

3. The keystroke is recorded on the screen and the cursor moves to the next keystroke.

- Continue to enter keystrokes until the macro is complete. Press **CLEAR** to end the macro recording and return to the **MACRO PROGRAM** screen. If you wish to add a function to a macro that is not located on the keyboard, or if you wish to include the **CLEAR**, **Y/N**, **PAGE UP**, or **PAGE DOWN** function to a macro string (these keys are used for editing purposes inside this program), press **PAGE DOWN** to display a key code list:

FUNCTION	KEYCODE
-----	
NLU#1 - NLU#150 (1-150)	
ONE	301
TWO	302
THREE	303
FOUR	304
FIVE	305

- With the key code list displayed, press **PAGE DOWN** and **PAGE UP** to find the function you wish to add to the macro. Type the numeric code number press **CASH**. The function is added to the macro.

## Editing an Existing Macro

- After selecting a macro to program the screen displays the keystrokes currently programmed.

1 . ONE	←
2 . TWO	
3 . THREE	
4 . FOUR	
5 .	
6 .	
7 .	
8 .	

- Press the **YES/NO** key to advance the cursor to the line you wish to edit.
- With the cursor pointing at a line, press (or select) the new function you wish to place in the macro sequence.
- If you wish to remove a key stroke from a macro, replace the current function with the **INACTIVE** function by pressing the **PAGE DOWN** to display a key code list, then enter **445**.

---

## Machine No.

The machine number is printed on the register receipt. Program a machine number so that any receipt can be identified with the store or register where the transaction took place. The machine number may be a different number than the IRC register number programmed in IRC programming (see "IRC Options" in the "Service Mode Programming" chapter.)

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays. Press **PAGE DOWN** to view the remainder of the page 2 program options.
2. From the **PROGRAM MODE page 2** screen, press **7** for **MACHINE NO.** The **MACHINE # PROG.** screen displays:

MACHINE # PROGRAM	
MACHINE #	0 ←

3. Type the machine number, up to 5 digits, press **CASH**.

---

## Training Mode Password

If you wish to use training mode, you must program a password that you will use to enter training mode. The password may be up to 4 digits long, however, if you choose to use a password less than 4 digits, you must enter preceding zeros to complete a 4 digit entry. For example, if you program the password to be "77", you must type "0077" when entering training.

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays. Press **PAGE DOWN** to view the remainder of the page 2 program options.
2. From the **PROGRAM MODE page 2** screen, press **9** for **TRAINING MODE P/W**. The **TRAINING MODE P/W** screen displays:

TRAINING MODE PASSWORD	
PASSWORD :	0 ←

3. Type the password, up to 4 digits, press **CASH**.

---

## Program Scans

You can make a printed record of your *SPS-300* program.

1. From the **PGM** control lock position menu, press **00** for **MORE**. The **PROGRAM MODE page 2** screen displays. Press **PAGE DOWN** to view the remainder of the page 2 program options.
2. From the **PROGRAM MODE page 2** screen, press **00** for **SCAN**. The **PROGRAM SCAN** screen displays:

```
PROGRAM SCAN

0 . PROGRAM SCAN
1 . ALL PROGRAM SCAN
```

3. Press **1** to initiate a printout of all programs. Press **0** to select the program you wish to print from the **PROGRAM SCAN** screen.

```
PROGRAM SCAN P1↓

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

4. Press **PAGE DOWN** to view the remainder of the program scan selections. If you see the program you wish to print, press the digit representing that program.

```
PROGRAM SCAN P2↑

7 . LOGO DESC .
8 . NLU CODE# PROGRAM

00 . MORE SCAN
```

5. Press **00** to view the **PROGRAM SCAN page 2** screen:

PROGRAM SCAN	P1↓
0.CLERK I/O	
1.PLU STOCK	
2.DRAWER LIMIT	
3.CHECK CHANGE LIMIT	
4.TIME & DATE	
5.TARE WEIGHT	
6.MACRO	

6. Press **PAGE DOWN** to view the remainder of the program scan selections.  
When you see the program you wish to print, press the digit representing that program.

PROGRAM MODE	P2↑
7.MACHINE NO.	
8.PC SCHEDULE	
9.TRAINING MODE P/W	



# Sample Reports

## Financial

	DATE 11/10/2011 WED	TIME 13:32
	X 1 REPORT	00001
	-----	
	FINANCIAL	
Total and count of all positive PLUs	+PLU TTL	179.56
		\$288.60
Total and count of all Negative PLUs	-PLU TTL	10
		-20.00
Total of +PLU and -PLU sales	ADJST TTL	189.56
		\$268.60
	-----	
Total of Non-taxable sales	NONTAX	\$30.47
Total of tax eligible sales for each sale tax	TAX1 SALES	\$153.60
	TAX2 SALES	\$11.92
	TAX3 SALES	\$16.77
	TAX4 SALES	\$31.89
	TAX1	\$10.00
	TAX2	\$1.21
	TAX3	\$1.18
	TAX4	\$2.18
Total of tax collected for each tax	XMPT1 SALES	\$7.00
	XMPT2 SALES	\$1.50
	XMPT3 SALES	\$7.95
Total exempted sales for each tax	XMPT4 SALES	\$7.50
	EATIN TTL	1
		\$10.12
Total sales for each type of destination	TAKEOUT TTL	2
		\$40.77
	DRTHRU TTL	1
		\$3.04
Total and count for each % function key (i.e. discounts & coupons)	ITEM DISC.	3
		-0.48
	continued . . .	

continued from previous page

Total and count for each % function key (i.e. discounts & coupons)	→	SALE DISC.	2
			-5.22
		SALE SURCH.	3
			\$3.23
		% 4	0
Net Sales	→		\$0.00
		% 5	0
			\$0.00
		NET SALE	26
			\$281.18
Credited tax for each tax. (Tax is credited for negative taxable sales, i.e. mdse return transactions.)	→	CREDIT TAX1	4
			-1.11
		CREDIT TAX2	1
			-0.23
		CREDIT TAX3	2
Food stamp change credited to sales	→		-0.89
		CREDIT TAX4	1
			-0.39
		FD/S CREDIT	0
			\$0.23
Total and count for each type of transaction correction.	→	RETURN	33
			-59.73
		ERROR CORR	2
			-4.00
		PREVIOUS VD	1
Gross Sales	→		-1.50
		MODE VOID	-2
			-6.40
		CANCEL	2
			\$16.00
Totals and counters for CASH and CHECK sales	→	GROSS SALES	\$375.63
		CASH SALES	13
			\$133.49
		CHECK SALES	1
			\$23.05
Total and count for each type R/A (received on account) and P/O (paid out) key.	→	R/A 1	1
			\$145.00
		R/A 2	0
			\$0.00
		R/A 3	0
	→		\$0.00
		P/O 1	1
			-140.00
		P/O 2	0
			\$0.00
	→	P/O 3	0
			\$0.00

continued . . .



Total and count of items sold with HASH status.	continued from previous page
Count of No Sales.	HASH TTL 0
Total of numbers entered into the non-add key	\$0.00
Total and count of expected CASH, CHECK in drawer. Declaration amounts and over/short calculations.	NOSALE 4
	NON ADD # 547
	CASH-IN-D 14
	\$269.99
	CASH DEC AMT 269.99
	OVER/SHORT \$0.00
	CHECK-IN-D 3
	-108.45
	CHECK DEC AMT \$0.00
	OVER/SHORT -108.45
	FD/S-IN-D 2
	\$21.00
	FOOD DEC AMT \$0.00
	OVER/SHORT \$21.00
	CHG1-IN-D 0
	\$0.00
Total and count of expected in drawer for each charge function. (Charge in drawer will differ from charge sales if the charge is over-tendered)	CHG2-IN-D 1
	\$8.43
	CHG3-IN-D 1
	\$8.52
	CHG4-IN-D 2
	-1.60
	CHG5-IN-D 1
	\$2.67
	CHG6-IN-D 2
	\$13.09
	CHG7-IN-D 0
	\$0.00
	CHG8-IN-D 1
	\$3.04
Total and count for each CHARGE key.	CHG1 SALES 0
	\$0.00
	CHG2 SALES 1
	\$8.43
	CHG3 SALES 1
	\$8.52
	CHG4 SALES 2
	-1.60
	CHG5 SALES 1
	\$2.67
	CHG6 SALES 2
	\$13.09
	CHG7 SALES 0
	\$0.00
	CHG8 SALES 1
	\$3.04
	continued . . .



# Time

Time Period		DATE 11/10/2011 WED	TIME 15:48
Number of Transactions		X 1	REPORT 00001
Net sales in this period.		-----	
Percentage of total sales		TIME	
Number of Transactions all periods		13:00-14:00	
Net sales in all periods.		CNT	17
		SALES AMT	\$183.85
		SALES RATE	65.39%
		14:00-15:00	
		CNT	9
		SALES AMT	\$97.33
		SALES RATE	34.61%
		*****	
		TOTAL CNT	26
		TOTAL AMT	\$281.18
		KELLY	No.000236 00000

# PLU

PLU number
PLU Descriptor
Count and sales total.
Percentage of total sales

```

DATE 11/10/2011 WED    TIME 15:33

X 1  REPORT                                00001
-----
ALL PLU

PLU#1
HAMBURGER
  CNT 28                                $42.00
  SALES RATE                            15.64%
PLU#2
DBL BURGER
  CNT 40                                $99.75
  SALES RATE                            37.14%
PLU#4
COKE
  CNT 26                                $38.85
  SALES RATE                            14.46%
PLU#5
SPRITE
  CNT 18                                $13.42
  SALES RATE                             5.00%
PLU#7
ROAST
  CNT 19.16                            $30.47
  SALES RATE                            11.34%
PLU#28
UNLEADED
  CNT 32.85                            $39.39
  SALES RATE                            14.66%
PLU#29
RETURNS
  CNT 10                               -20.00
  SALES RATE                           -7.44%
PLU#33
NAILS
  CNT 15.55                            $24.72
  SALES RATE                             9.20%
*****
TOTAL CNT                                189.56
TOTAL AMT                               $268.60

KELLY                                No.000213    00000

```

Total activity for all PLUs
Total sales for all PLUs.

# Clerk

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

Clerk Name	DATE 11/10/2011 WED	TIME 15:36
Number of Transactions	X 1 REPORT	00001
Net sales for this clerk	ALL CLERK	
Drawer total for this clerk	KELLY	
	NET SALE	10
		\$155.23
	DRWR TTL	\$109.81
	ZACH	
	NET SALE	5
		\$45.14
	DRWR TTL	\$43.22
	ANNA	
	NET SALE	4
		\$78.75
	DRWR TTL	\$67.03
	LAURA	
	NET SALE	2
		\$0.00
	DRWR TTL	\$18.64
	PEGGY	
	MOLLY	
	NET SALE	5
		\$2.06
	DRWR TTL	-22.01
	KELLY	No.000218 00000

---

## Individual Clerk

Clerk Name		DATE 11/10/2011 WED	TIME 15:36
Number of Transactions		X 1 REPORT	00001
Net sales for this clerk		-----	
Drawer total for this clerk		INDIVIDUAL CLERK	
		KELLY	
		NET SALE	10
			\$155.23
		DRWR TTL	\$109.81
		-----	
		KELLY	No.000218 00000

---

## Groups

Group Descriptor		DATE 11/10/2011 WED	TIME 15:34
Number of items sold in this group		X 1 REPORT	00001
Net sales for this group		-----	
		GROUP	
		GROUP : 1 FOOD	
		CNT	68
		SALES AMT	\$141.75
		GROUP : 2 DRINK	
		CNT	44
		SALES AMT	\$52.27
		GROUP : 3 REST.	
		CNT	112
		SALES AMT	\$194.02
		GROUP : 5 STORE	
		CNT	19.16
		SALES AMT	\$30.47
		GROUP : 8 MDSE	
		CNT	58.40
		SALES AMT	\$44.11
		GROUP : 9 STORE MDSE	
		CNT	77.56
		SALES AMT	\$74.58
		*****	
Number of items sold in all groups.		TOTAL CNT	189.56
Net sales for all groups.		TOTAL AMT	\$268.60
		KELLY	No.000237 00000

---

## Day

The Day (Daily Sales) report lists net sales for each day of the month.

Count		DATE 11/10/2011 WED	TIME 15:47
Net Sales		X 2 REPORT	00001
Percentage of total		-----	
		DAY	
		DAY : 12	
		CNT	2
		SALES AMT	\$6.00
		SALES RATE	50.00%
		DAY : 12	
		CNT	2
		SALES AMT	\$6.00
		SALES RATE	50.00%
		*****	
		TOTAL CNT	4
		TOTAL AMT	\$12.00
		CLERK 1	No.00047 0000

---

## Stock

PLU number		DATE 11/10/2011 WED	TIME 15:47
PLU Descriptor		X 1 REPORT	00001
Current inventory count		-----	
		ALL PLU STOCK	
		PLU#1	
		HAMBURGER	
		CNT	26
		PLU#2	
		DBL BURGER	
		CNT	15
		PLU#7	
		ROAST	
		CNT	25.96
		PLU#28	
		UNLEADED	
		CNT	1488.47
		PLU#33	
		NAILS	
		CNT	161.25
		KELLY	No.000228 00000
		DATE 11/10/2011 WED	TIME 15:47

## Clerk Time Report

Clerk Name

Date and time for  
the last ten time  
clock punches (in &  
out)

Total time for clerk

```
DATE 11/10/2011 WED    TIME 15:36

X 1   REPORT                                00001
-----
INDIVI. CLERK TIME

KELLY
TIME IN :      11/09/2011    07:52
TIME OUT:      11/09/2011    15:44
TIME IN :      11/10/2011    07:52
TIME OUT:      11/10/2011    13:50
TIME WORKED :                      0013:50
ZACH
TIME IN :      11/09/2011    07:26
TIME OUT:      11/09/2011    14:55
TIME IN :      11/10/2011    07:26
TIME OUT:      11/10/2011    14:22
TIME IN :      11/11/2011    06:58
TIME WORKED :                      0014:25
ANNA
TIME IN :      11/09/2011    12:52
TIME OUT:      11/09/2011    15:42
TIME IN :      11/10/2011    06:44
TIME OUT:      11/10/2011    14:55
TIME WORKED :                      0011:01
LAURA
TIME IN :      11/09/2011    02:33
TIME OUT:      11/09/2011    07:55
TIME IN :      11/09/2011    12:44
TIME OUT:      11/09/2011    18:44
TIME IN :      11/10/2011    09:55
TIME WORKED :                      0011:22
PEGGY
TIME IN :      11/10/2011    13:52
TIME WORKED :                      0000:00
MOLLY
TIME IN :      11/09/2011    01:05
TIME OUT:      11/09/2011    09:55
TIME IN :      11/10/2011    07:44
TIME WORKED :                      0008:50
-----
TOTAL WORKED :                      0059:28
KELLY          No.000217    00000
```

Total time for all  
clerks



---

## Check File

Open check number  
and balance.

Clerk responsible  
for the check.

```
DATE 11/10/2011 WED    TIME 15:59
X 1    REPORT                      00001
-----
OPEN CHECK
CHECK : 3                      $24.07
MOLLY
CHECK : 4                      $45.42
KELLY
CHECK : 5                      $24.50
KELLY
CHECK : 6                      $28.33
KELLY
KELLY                          No.000243    00000
```

---

## PLU Zero Sale

PLU Descriptor

```
DATE 11/10/1999 WED    TIME 15:59
X 1    REPORT                      00001
-----
PLU ZERO SALE
ITEM                                PLU#
-----
PLU11                             #11
PLU14                             #14
PLU15                             #15
PLU16                             #16
PLU19                             #19
PLU20                             #20
CLERK 1                          No.000243    00000
```

PLU Number

## Balancing Formulas

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

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

# Integrated Payment Appendix

---

## One Day Example of Credit Authorization

### Open Batch

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

1. Turn the control lock to the Clear Totals position to display the **RESET REPORT MODE** menu:

```
RESET REPORT MODE
0.Z REPORTS
1.RESET E.J.
2.PC COMMUNICATION
3.PLU LOOKUP PGM
4.AGE VERIFICATION
5.KP STARTING NO.
00.DATATRAN
```

2. Press 00 to display the DataTran Operation menu:

```
DATATRAN OPERATION ↓
0.INITIALIZE EFT
1.OPEN BATCH
2.CLOSE CURR. BATCH

4.CHG. BATCH NUMBER
5.ISSUE LOCAL TOTAL
6.ISSUE TRANSACTION
```

3. If necessary, press **PAGE DOWN** to display the second page of the DataTran Operation menu:

↑

DATATRAN OPERATION

7.ISSUE BATCH STATUS

8.DIAL IN LOAD

9.DIAL OUT LOAD

4. Press **1** to open the batch. The message “WAITING RESP” displays. No printing takes place.

## Sample Transaction

1. Register a normal transaction. Press the appropriate CHARGE key. The message 'SLIDE CARD' displays:

REGISTER MODE		
2	PLU1 T1	2.00
SLIDE CARD		
TAX	0.00	SUBT 2.00

2. Swipe the card. The message "WAITING RESP." displays until the card verification is complete. :

REGISTER MODE		
2	PLU1 T1	2.00
WORKING		
TAX	0.00	SUBT 2.00

3. When verification is complete, the draft is printed.

---

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

---

## Sample Draft

5/26/04	10:10	00001
SALE		\$2.00
*****6301		
APP: VITAL8		
REF: 41415013334		
REC NO : 1		
X _____		
I AGREE TO PAY ABOVE		
TOTAL AMOUNT ACCORDING		
TO CARD ISSUER AGREEMENT		

### ***Sample Draft – With Gratuity***

To print the tip entry line, see System Option programming page 18 and select the option “EFT DRAFT IS” to “N” (no).

5/26/04	10:10	00001
SALE		\$2.00
*****6301		
APP: VITAL8		
REF: 41415013334		
REC NO : 1		
TIP	_____	
TOTAL	_____	
X	_____	
I AGREE TO PAY ABOVE TOTAL AMOUNT ACCORDING TO CARD ISSUER AGREEMENT		

## Manual Card Entry

1. Register a normal transaction. Press the appropriate CHARGE key. The message 'SLIDE CARD' displays:

REGISTER MODE	
2 PLU1 T1	2.00
SLIDE CARD	
TAX 0.00 SUBT	2.00

2. If card will not read, press Clear once, the message "ENTER ACCT NO" displays.

REGISTER MODE	
2 PLU1 T1	2.00
ENTER ACCT NO	
TAX 0.00 SUBT	2.00

3. Enter the account number and press CASH (or press Clear twice to abort the transaction.)

REGISTER MODE	
2 PLU1 T1	2.00
ENTER EXP DATE	
TAX 0.00 SUBT	2.00

4. When verification is complete, the draft is printed.

---

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

---

## Merchandise Return

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

1. Register a normal transaction. Press the appropriate CHARGE key. The message 'SLIDE CARD' displays:

REGISTER MODE		
1	PLU1 T1	-1.00
1	PLU1 T1	-1.00
[REDACTED]		
[REDACTED] SLIDE CARD [REDACTED]		
[REDACTED]		
TAX	0.00	SUBT 12.00

2. Swipe the card. The message "WAITING RESP." displays until the card verification is complete.

REGISTER MODE		
1	PLU1 T1	-1.00
1	PLU1 T1	-1.00
[REDACTED]		
[REDACTED] WAITING RESP [REDACTED]		
[REDACTED]		
TAX	0.00	SUBT 2.00

3. When verification is complete, the draft is printed.

---

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

---

### Sample Draft

5/26/04	10:42	1
SALE		-2.00
*****6301		
APP: *7		
REF: 00003		
REC NO : 3		
X _____		
I AGREE TO PAY ABOVE		
TOTAL AMOUNT ACCORDING		
TO CARD ISSUER AGREEMENT		



## Void Transaction

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

1. Turn the key lock to the VOID position.
2. Register a normal transaction.
3. Press the appropriate CHARGE key. The message “SLIDE CARD” displays
4. Swipe the card. The message “ENTER APP CODE” displays:

VOID MODE			
2	PLU1	T1	-2.00
<div>ENTER APP CODE</div>			
TAX	0.00	SUBT	12.00

5. Enter the authorization code printed for the transaction to be voided, press CASH. The message “ENTER REF NO” displays:

VOID MODE			
2	PLU1	T1	-2.00
<div>ENTER REF NO</div>			
TAX	0.00	SUBT	12.00

6. Enter the Reference number from the transaction to be voided; press CASH. The message “WAITING RESP.” displays until the transaction is found and the original record removed.

## Local Total Report

Run an Issue Local Total report to confirm that credit totals match the financial report before closing the batch.

## Tip (Gratuity) Entry

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

1. Turn the control lock to the Clear Totals position to display the **RESET REPORT MODE** menu.
2. Press **00** to display the DataTran Operation menu.
3. Press **Page Down** to view the second page of the DataTran Operation menu
4. Press **00** (Tip Operation) to enter tips.

TIP OPERATION	
ENTER REC NO.	
ORIG TRAN AMOUNT	←
TIP AMOUNT	

5. Enter the record number of the transaction and press **CASH**.
6. Enter the original transaction amount and press **CASH**.
7. Enter the tip amount and press **CASH**.
8. If the record number and transaction number are valid, the tip amount is entered in the batch and a tip entry chit prints as shown below.

### Sample Tip Chit

DATE 09/27/2011 MON	TIME 10:41
SALE AMOUNT: \$426	
TIP AMOUNT: \$1.50	
REF: *	
REC: 2	
EMPLOYEE1	NO.000023 REG 01

## Close Batch

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

1. Turn the control lock to the Clear Totals position to display the **RESET REPORT MODE** menu:

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

2. Press **PAGE DOWN** to view the next page of the RESET REPORT MENU.

```
RESET REPORT MODE
9.DATATRAN (DEBIT)
00.DATATRAN
```

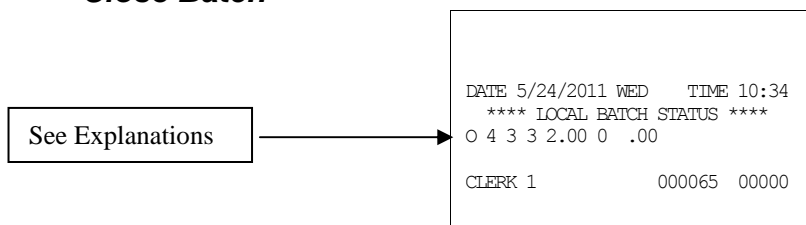
3. Press **00** to display the DataTran Operation menu, or if the application is using debit, press **9**.

```
DATATRAN OPERATION ↓
0.INITIALIZE EFT
1.OPEN BATCH
2.CLOSE CURR. BATCH

4.CHG. BATCH NUMBER
5.ISSUE LOCAL TOTAL
6.ISSUE TRANSACTION
```

4. Press **2** to close the current batch. The message “WAITING RESP” displays. When communication is complete, the Local Batch Status prints and the batch is closed.

## Close Batch



## Local Batch Status Explanations:

(From Left to Right)

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

---

## Integrated Payment Program Requirements

1. See RS232 Options on page 122 and set the port options for the serial port where the DataTran is connected. Set the BAUD to 2400 and the device field to EFT (option 10) and leave the remaining fields at the default settings.
2. See System Option Programming on page 160. Press PAGE DOWN until SYSTEM OPTION pg 21 displays.

Set EFT DRAFT to Y (DATATRAN) for a normal draft. Set EFT DRAFT to N (FINE DINING) for a draft with a tip entry line.

Set MSR CONNECTED to 0 if the MSR is connected to the DATATRAN. SET to 1 if the MSR is connected to the PDC; or set to 2 if the card reader is internal.

3. See Print Option Programming on page 170. Press **PAGE DOWN** until PRINT OPTION pg 16 displays. Set the number of DataTran receipt copies you wish printed.
4. See CHARGE 1-8 on page 188 to set the options for integrated payment charge functions. From the appropriate charge program screen, select **Y** (yes) at the CONNECT EFT field. Select CREDIT, DEBIT, GIFT or GIFT NSF at the SELECT field. Check with your CRS representative to verify availability of different payment methods.

---

## DataTran Operation Menu

1. Turn the control lock to the Clear Totals position to display the **RESET REPORT MODE** menu.
2. Press 00 to display the DataTran Operation menu:

```
          DATATRAN OPERATION          ↓
0.INITIALIZE EFT
1.OPEN BATCH
2.CLOSE CURR. BATCH

4.CHG. BATCH NUMBER
5.ISSUE LOCAL TOTAL
6.ISSUE TRANSACTION
```

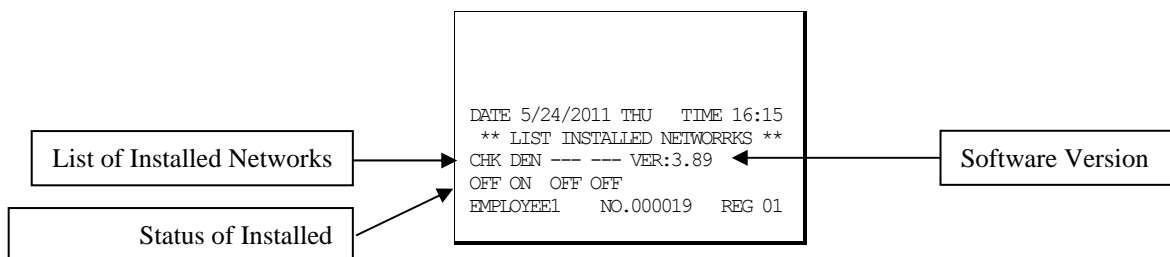
3. If necessary, press **PAGE DOWN** to display the second page of the DataTran Operation menu:

```
          DATATRAN OPERATION          ↑
7.ISSUE BATCH STATUS
8.DIAL IN LOAD
9.DIAL OUT LOAD
00.TIP OPERATION
```

4. Review the explanations that follow and select the appropriate operation.

### Initialize EFT

Select Initialize EFT to verify communications, software versions and installed networks.



## Change Batch Number

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

## Issue Local Total

This report is added for ease of customer balancing actual totals in the DataTran to the system wide reports. A summary of each kind of credit card and a batch total should match the totals within the ER-650/ER-600 system-wide report before the Settle Batch is attempted.

```
DATE 5/24/2011 WED    TIME 10:55
****LOCAL  TOTAL REPORT ****
AMEX              .00 0
VISA              120.32 5
MASTER           .00 0
DISCOVER          .00 0
PRIVATE LABEL     .00 0
DINERS            .00 0
JCB               .00 0
DEBIT             .00 0
TOTAL             120.32 5
CLERK 1           000069 00000
```

## Issue Transaction

The Local Transaction Report contains details of each transaction in the current batch.

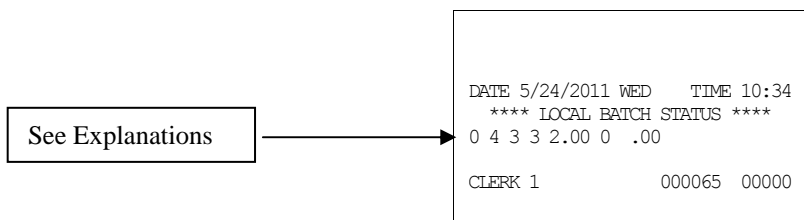
### *Example*

(See Appendix for report key.)

```
DATE 5/24/2011 WED    TIME 10:59
*** LOCAL TRANSACTION REPORT ***
1 A 54 *****6301 0501 1 V
ITAL6 * 100.00 * * * * 4 * 052
604 113803 5 @ NY * * 00 * * D 1
00 00 * * * 00001 * * * * 0524
04 113803 * * * * 00 *
CLERK 1           000070 00000
```

## Issue Batch Status

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



### **Local Batch Status Explanations:**

(From Left to Right)

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

### **Dial In Load/Dial Out Load**

#### **For Legacy DataTran equipment:**

If instructed by Datacap support, you can use these options to update DataTran software. Choose Enable Dial In Load to allow Datacap to call the DataTran and send updates. Choose Enable Dial Out Load to call Datacap to connect. You will be required to enter the phone number and terminal I.D. (password) which will be given to you by Datacap.

#### **For TwinTran:**

When a TwinTran is first installed, the dealer *must do a Dial Out Load through the IP connection*. If, for any reason, the internet is not available, the device cannot be loaded. If it is being installed at a location where the Internet is not currently operational and the customer wants to use the dial out method for approvals, the procedure below must be done at a location where the internet is working.

#### **To load a TwinTran using a Sam4s register;**

With the TwinTran connected to the register and an active Ethernet line, enter into the Dial Out mode. At the Phone number field enter the number "1". If the register uses the code entry method for alpha characters enter the 3 digit code (049). At the Enter ID prompt, enter the serial number of the TwinTran. Select Tone phone connection. The TwinTran will call Datacap's host PC and load itself. This takes approximately 20 seconds. After the TwinTran is loaded, one successful credit transaction must be done. After that the unit can be connected as the customer wishes.

### **Tip Operation**

Follow the prompts to enter the record number, original transaction amount and tip amount. If the record number and transaction number are valid, the tip amount is entered in the batch and a tip entry chit prints.

## Local Transaction Report Key

A B C D E F G H I J K H I J K L M N O P Q R S T [U V W X Y Z A A B B]					
Field	Description	Min	Max	Type	
A	Transaction Sequence Number	1	5	Numeric	
B	Transaction Status	1	1	Alphanumeric	
C	Network Transaction Code	1	3	Alphanumeric	
D	Credit Card Account Number	1	38	Alphanumeric	
E	Expiration Date	4	4	Numeric	
F	Card Reader Flag	1	1	Numeric	
G	Approval Code	1	16	Alphanumeric	
H	Reference Number	1	16	Alphanumeric	
I	Transaction Amount	3	11	Numeric	
J	Operator ID	1	10	Alphanumeric	
K	AMEX Category or Product Code	1	10	Alphanumeric	
L	Arrival Date	3	6	Numeric	
M	Departure Date	3	6	Numeric	
N	Gratuity Amount	3	11	Numeric	
O	Media Type	1	2	Numeric	
P	Special Program Code	1	1	Numeric	
Q	Transaction Date	3	6	Numeric	
R	Transaction Time	4	4	Numeric	
S	Authorization Source Code	1	1	Numeric	
T	Card Holder ID	1		Numeric	1
U	PS2000 or MIC Payment Service Indicator	1	1	Alphanumeric	
V	PS2000 Transaction ID or	15	15	Alphanumeric	
	MIC Banknet Reference Number	9	9	Alphanumeric	
	MIC Banknet Authorization Date	4	4	Numeric	
	MIC POS Entry Mode	1	1	Alphanumeric	
	MIC Mag Stripe Error Code	1	1	Alphanumeric	
W	PS2000 Validation Code	4	4	Alphanumeric	
X	Authorization Response Code	2	2	Alphanumeric	
Y	PS2000 Authorization Currency Code or	3	3	Alphanumeric	
	MIC Entry Mode Change Indicator	1	1	Alphanumeric	
	MIC Track Data - CVC Error	1	1	Alphanumeric	
	MIC Track Data - Error Code	1	1	Alphanumeric	
	ZMerchant Category Code	2	2	Alphanumeric	
	AAEntry Mode	2	2	Alphanumeric	
	BBOOriginal Authorized Amount	3	11	Numeric	

### Local Transaction Report Field Definitions

- A. Transaction Sequence Number: The DataTran will use this field to return the internal sequence number assigned to each accessed transaction.
- B. Transaction Status: The DataTran will use this field to return the current status of each accessed transaction.  
Allowed values: "A" = Authorized but not captured, "C" = Captured, "F" = Forced Entry, or "V" = Void.
- C. Network Transaction Code: When available, the DataTran will use this field to return the service provider's code assigned to each accessed transaction.



- D. Credit Card Account Number: The DataTran will use this field to return the card account number used in each accessed transaction .
- E. Expiration Date: The DataTran will use this field to return the expiration date of the credit card used in each accessed transaction.  
Format: “YYMM” or “MMYY” (“YY” = year and “MM” = month).
- F. Card Reader Flag: The DataTran will use this field to return the type of account number entry used in each accessed transaction.  
Allowed values: 0 = Hand entered account number, or 1 = Entered by card reader.
- G. Approval Code: The DataTran will use this field to return the approval code of each accessed transaction.
- H. Reference Number: When available, the DataTran will use this field to return the reference number of each accessed transaction.
- I. Transaction Amount: The DataTran will use this field to return the sales amount of each accessed transaction.  
Format: -9999999.99 (decimal point required).
- J. Operator ID: When available, the DataTran will use this field to return the cashier or operator ID number entered in each accessed transaction.
- K. AMEX Category or Product Code: When available, the DataTran will use this field to return the American Express product or category code of each accessed transaction.
- L. Arrival Date: When available, the DataTran will use this field to return the customer’s arrival date entered in each accessed transaction.  
Formats: “MMDDYY” (“MM” = month, “DD” = day, and “YY” = year).
- M. Departure Date: When available, the DataTran will use this field to return the customer’s departure date entered in each accessed transaction.  
Formats: “MMDDYY” (“MM” = month, “DD” = day, and “YY” = year).
- N. Gratuity Amount: When available, the DataTran will use this field to return the gratuity amount entered in each accessed transaction.  
Format: -9999999.99 (decimal point required).
- O. Media Type: The DataTran will use this field to return the media type used in each accessed transaction:  
2 = American Express 6 = Private Label  
3 = Visa 7 = Diner’s Club or Carte Blanche  
4 = MasterCard 8 = JCB  
5 = Discover 9 = Debit
- P. Special Program Code: When available, the DataTran will use this field to return the special program code entered for each accessed transaction.
- Q. Transaction Date: The DataTran will use this field to return the date of each accessed transaction.  
Formats: “MMDDYY” (“MM” = month, “DD” = day, and “YY” = year).
- R. Transaction Time: The DataTran will use this field to return the time of each accessed transaction.  
Format: “HHMM” (“HH” = military hours and “MM” minutes).
- S. Authorization Source Code: When available, the DataTran will use this field to return the Authorization Source Code of each accessed transaction.
- T. Card Holder ID: When available, the DataTran will use this field to return the Card Holder ID type of each accessed transaction.
- U. Payment Service Indicator: When available, the DataTran will use this field to return the Payment Service Indicator (also referred to as the ACI field) of each accessed transaction.
- V. Transaction ID: When available, the DataTran will use this field to return either the PS2000 Transaction ID number or MIC data of each accessed transaction.
- W. Validation Code: When available, the DataTran will use this field (also known as the ACI field) to return the validation code of each accessed transaction.

- X. Authorization Response Code: When available, the DataTran will use this field to return the authorization response code of each accessed transaction.
- Y. Authorization Currency Code: When available, the DataTran will use this field to return the authorization currency code of each accessed transaction.
- Z. Merchant Category Code: When available, the DataTran will use this field to return the merchant category code of each accessed transaction.
- AA. Entry Mode: When available, the DataTran will use this field to return the entry mode of each accessed transaction.
- BB. Original Authorization Amount: When available, the DataTran will use this field to return the original authorization amount of each accessed transaction.  
Format: -9999999.99 (decimal point required).

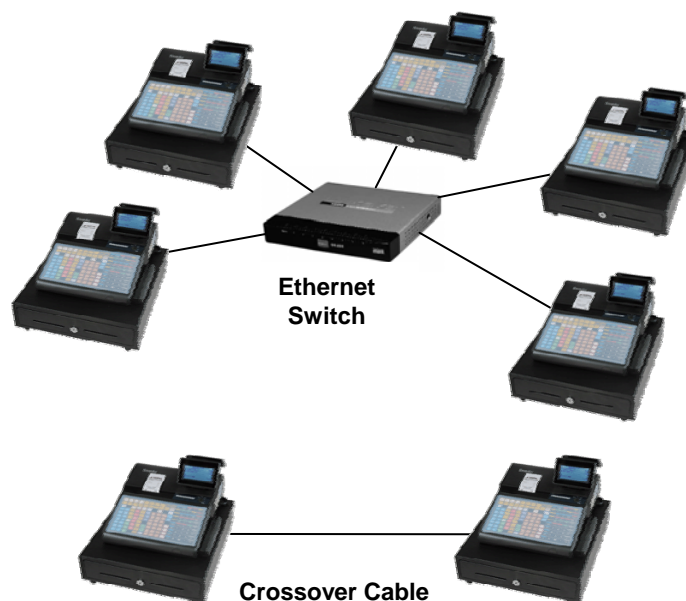
# IRC (Inter-Register Communications) Appendix

---

## Overview

IRC is standard feature of the SPS-300. Each register is equipped with a standard Ethernet-style network connector. Up to eight registers can be connected to an Ethernet switch in a simple “star topology” configuration.

- Optionally, in a 2-unit installation (shown below), ECRs can be connected with a crossover cable, eliminating the need for the Ethernet switch.
- CRS supplies 5-port (p/n 140114) and 8-port (p/n 140115) switches.



---

# IRC Functions

## Reports

Using IRC, you can generate consolidated X (read) or Z (reset) reports from any register in the system. The report option screen allows you to select “All” or specify individual register(s) for consolidation. See “X Reports” on page 94 or “Z Reports” on page 104 for detailed report-taking instructions.

### ***Busy Registers***

Reports cannot be taken from registers that are busy (inside a transaction) or powered “OFF”. The message “IRC NOT READY” will display if an attempt is made to communicate with a register that is not available. The register number of the unavailable register will also display.

---

**Best Practice:** In IRC systems it is recommended to use only the key lock to turn the register to “OFF”. You may wish to leave the power switch in the “ON” position and use the Power Switch cover (see page 13) to prevent the register from being turned off inadvertently (and therefore not available for IRC functions.) With the power switch “ON” you can turn the key to “OFF” so that reports and polling function will remain available.

---

## Device Sharing

Limited device sharing is available for remote printers and Datatran integrated payment appliances and polling. Through IRC, traffic from satellite registers is sent to the Datatran or printer that is attached to one of the registers in the network. In the case of polling, the PC can access satellite registers through the connection to one of the registers.

---

### **Notes:**

**Caution:** The register where the shared device is connected will be momentarily busy when traffic from a satellite register is communicated. The message “WORKING” will display momentarily on the register that is connected to the shared device until the communication is complete.

**Best Practice:** In an IRC System where both a Datatran and remote printer are shared, it is recommended that both devices be connected to the same register to reduce the amount of cross-traffic between registers.

### **Feature Notes:**

The Tracking File (Check File) cannot be shared through IRC. If check tracking is used, each register will maintain its own file. Separate check files on individual registers can be polled through IRC.

Other optional RS-232 devices, such as scales, scanners, pole displays, and coin dispensers operate exclusively with the register to which they are connected, and cannot be shared.

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## IRC Programming & Setup

The only IRC settings are made by selecting IRC OPTIONS from the S-Mode menu. See. “IRC Options” on page 121 to make these settings. If a kitchen printer or Datatran is used as a shared device, you must identify the register where the device is connected at the program.

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**Note:** If a new register is added to an existing IRC network, you must power on/off all registers so the the new register will be recognized.

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## Communication Cable Specifications

At minimum, CRS recommends Shielded Category 5e STP , 4 twisted pair cable, for use as communication wiring for SPS-2000/SPS-5X0 system.

**NOTE:** *Higher rated cables, such as Cat 6 are also acceptable.*

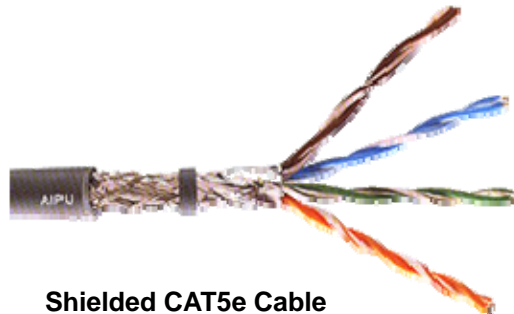
CAT 5e STP (Shielded Twisted Pair) cable is a high quality general purpose data communications cable that supports standard transmission protocols such as 232, 422, 485, and 10/100 Base-T Ethernet communications. CAT 5e STP cable consists of 4 pairs of stranded, twisted pair wire, with an overall shield foil.

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**Note:** CRS supplies different modular connectors for use with stranded or solid cable. Use P/N 202896 with stranded cable; use P/N 202994 with solid cable.

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**Do not use unshielded CAT 5e, unless run alone inside conduit.**



Shielded CAT5e Cable

## Communication Conduit Size

Table 1-3 is a guide to the conduit size needed to fit certain numbers of communication cables:

**Table 1-3: Cable/Conduit Size**

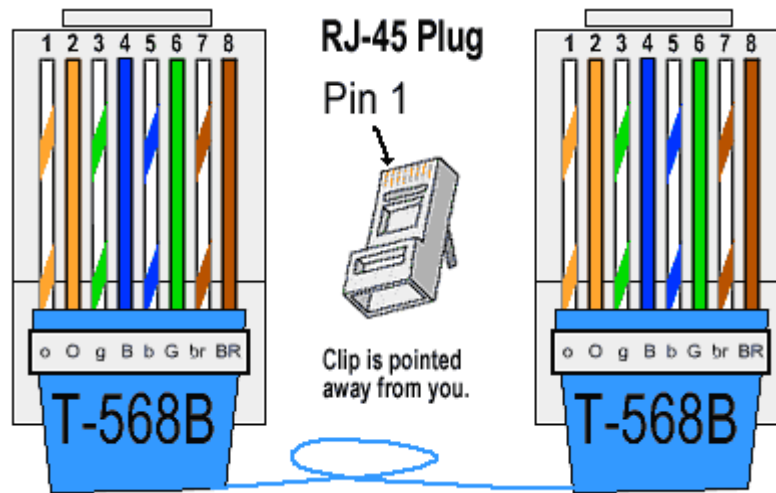
Number of Category 5 Cables	Conduit Size (InsideDiameter)
1	0.5"
2	0.75"
4	1.0"
6	1.25"
12	1.5"

The communications cable contractors should ensure that the Communication cable is pulled and the Termination Block mounted as close as possible to the SPS-2000/SPS-500 devices. If it is not their responsibility to terminate the cable, then they must ensure that there is 3 feet (1m) of cable left for this purpose.

If the CAT 5 communications cabling system is to be terminated by a cabling specialist, then the cabling companies must conform to the EIA/TIA 568B termination standard.

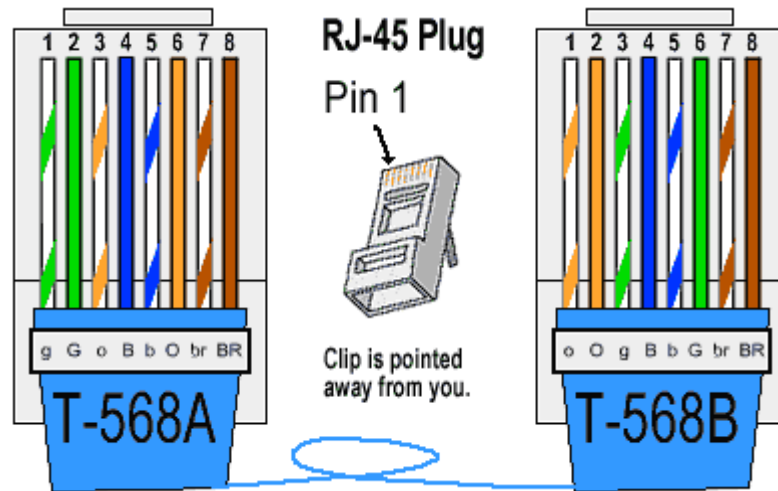
## Communication Cable Termination

### *Straight Thru Cable - Color Coding and Terminal Connection*

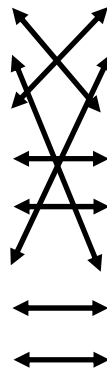


Pin #	Color		Pin #	Color
1	Orange/White	↔	1	Orange/White
2	Orange	↔	2	Orange
3	Green/White	↔	3	Green/White
4	Blue	↔	4	Blue
5	Blue/White	↔	5	Blue/White
6	Green	↔	6	Green
7	Brown/White	↔	7	Brown/White
8	Brown	↔	8	Brown

## Crossover Cable - Color Coding and Terminal Connection



Pin #	Color
1	Green/White
2	Green
3	Orange/White
4	Blue
5	Blue/White
6	Orange
7	Brown/White
8	Brown



Pin #	Color
1	Orange/White
2	Orange
3	Green/White
4	Blue
5	Blue/White
6	Green
7	Brown/White
8	Brown

## **Ethernet Cable Termination Instructions**

1. Pull the cable off the reel to the desired length and cut. If you are pulling cables through holes, it is easier to attach the RJ-45 plugs after the cable is pulled. The total length of wire segments between an SPS-2000/SPS-5X0 and a switch or between two ECRs cannot exceed 100 Meters (328 feet).
2. Start on one end and strip the cable jacket off (about 1") using a stripper or a knife. Be extra careful not to nick the wires, otherwise you will need to start over.
3. Spread, untwist the pairs, and arrange the wires in the order of the desired cable end. Flatten the end between your thumb and forefinger. Trim the ends of the wires so they are even with one another, leaving only 1/2" in wire length. If it is longer than 1/2" it will be out-of-spec and susceptible to crosstalk. Flatten and insure there are no spaces between wires.
4. Hold the RJ-45 plug with the clip facing down or away from you. Push the wires firmly into the plug. Inspect each wire is flat even at the front of the plug. Check the order of the wires. Double check again. Check that the jacket is fitted right against the stop of the plug. Carefully hold the wire and firmly crimp the RJ-45 with the crimper.
5. Check the color orientation. Check that the crimped connection is not about to come apart, and check to see if the wires are flat against the front of the plug. If even one of these is incorrect, you will have to start over. Test the Ethernet cable.

## **Ethernet Cable Tips**

- A crossover is used to connect two Ethernet devices without a switch.
- A crossover has one end with the Orange set of wires switched with the Green set.
- Odd numbered pins are always striped, even numbered pins are always solid colored.
- Looking at the RJ-45 with the clip facing away from you, Brown is always on the right, and pin 1 is on the left.
- No more than 1/2" of the Ethernet cable should be untwisted otherwise it will be susceptible to crosstalk.
- Do not deform, do not bend, do not stretch, do not staple, do not run parallel with power cables, and do not run Ethernet cables near noise inducing components.

## **Routing Communication Cable**



**NOTE**

Communication cable must be kept a minimum of one (1) foot away from AC wiring or fluorescent lighting and at least five (5) feet away from large transformers or motors. If the communication cable must cross AC wiring, it must cross at a 90° angle to the AC wiring.



**NOTE**

Metal Conduit should be used wherever there is a chance of damage to the wire including telephone rooms and basements (where rodents could pose a problem). This conduit should be attached to the building ground not the isolated ground.



**NOTE**

Communications cable must NOT be placed alongside or in the same conduit as AC power or telephone signals.

The bending radius on CAT 5e UTP or STP cable is to be a minimum of 1 inch.



### ***Plenum Ceilings***

The Plenum rated Category 5, has a durable Teflon coating and is safety rated for air plenums. Conduit is only needed when the communication cable is exposed in areas of high traffic or harsh conditions (exterior mounted cables, Terminal and Printer locations in kitchen and bar areas etc.).

### ***Direct Burial Cable***

For exterior use, Category 5 direct burial cable is specially designed for direct burial with a durable covering for protection.



# Glossary

## Activity Count

The activity counter increments each time an entry is made on a particular PLU, or function key. The counter prints on the appropriate reports.

## Cancel

Press the CANCEL function to abort a transaction in progress. All current items are removed (voided).

## Cash Declaration

This option forces the operator to count the cash drawer and input the results before the financial report can be taken. Absentee owners may want clerks or managers to declare the drawer counts to insure that all cash is deposited, regardless of overages, or shortages. As an added benefit, the overage or shortage amount is calculated and printed on the financial report.

## Clerk

Sales clerks are individuals who are responsible for selling the merchandise to the customer. Typically, management wants to know merchandise sales levels for each clerk, in order to monitor productivity, account for cash and other media, and/or pay commissions. The default program provides operation for 15 clerks, however up to 99 different clerks can be used by changing the default memory allocation.

## Compulsory

When an operation is programmed compulsory, the appropriate entry must be performed in order to complete the operation.

## Compulsory Amount Tendering

This forces the operator to input the tender, rather than pressing a payment key directly. The change will always be computed by the register when a customer tenders an amount greater than the total due. Compulsory tendering will reduce cashier change errors.

## Compulsory Condiment

When a kitchen printer, or requisition system is used, the merchant may wish to force the entry of a condiment or instruction for specific items. If compulsory condiment status is set for a specific PLU, then a condiment PLU must follow the entry of the item.

## **Compulsory Drawer**

With compulsory drawer enabled, the clerk cannot begin a new transaction until the drawer is closed. This simple feature was designed to teach cashiers the habit of closing the cash drawer after each transaction. You'll reduce potential errors, theft and fraud that can take place when your cashier works out of an open drawer.

## **Compulsory Number Entry**

This option forces the operator to enter a reference number (using the #/NS key) before a PLU entry can be made or a transaction finalized with a Charge key. The number could represent an SKU number that would be tracked manually, or other data such as a customer count.

## **Consecutive Number**

A sequential number is printed on each receipt issued. This is not a "customer count" as this number is incremented for non-sales activity such as no-sales and reports. A count of revenue generating transactions (true customer count) is printed with the Net Sales total on the financial report.

## **Currency Conversion**

Use the currency conversion function to convert and display the value of the transaction in foreign currency. Only cash tender is allowed after pressing the currency conversion function. Change is calculated and issued in home currency.

## **Decimal Multiplication**

If you sell weighed goods, yard goods, or any merchandise sold in fractions of a unit, the decimal multiplication feature calculates each transaction quickly and accurately. For example, if your customer selects 4.75 pounds of an item sold at \$1.59 per pound, you enter 4.75 on the numeric keypad, press the X/TIME (multiplication) key, then enter the price per pound and press the appropriate PLU key.

## **Default Program**

The original program installed in the SPS-300 Series. The register has a default program which makes it operational after a memory clear. Nearly all option, rate, and status programs are set to zero as the default condition.

## **Department**

Note: The SPS-300 Series uses price look-ups (PLUs) to perform the function of traditional cash register departments. PLUs may be registered directly on the keyboard (like traditional departments) or indirectly by entering the item or PLU number and then pressing the PLU key.

## Electronic Journal

The SPS-320 does not provide a journal printer; the SPS-340 and SPS-345 provide a traditional journal printer. Today many systems, even expensive PC-based systems do not print a traditional sales journal. For business records, a copy of daily financial summaries is usually all that is needed. Like some of the more expensive POS systems, the SAM4s SPS-300 Series has the capability of storing a sales journal in memory. The electronic journal can be reviewed and discarded, saved to an SD card or polled by a PC for archival. When ECR memory reserved for electronic journal is full, current records are saved and old data is discarded.

## Error Condition

An error condition signals that mis-operation has occurred. It is identified by an audible tone and an error descriptor appearing on the display.

## Error Correct

An error correct operation voids the last item entered, it must be used within a sale.

## Flash ROM

Flash ROM is used by the manufacturer to contain the program that runs the register. Flash ROMs maintain memory when power is off, allowing the register to be especially stable and reliable. In the case that the register's program is improved, or updated, the Flash ROM can be updated by a qualified service technician through a utility in the register.

## Food Stamp

Note: Many areas now administer food stamp payments through EBT cards, rather than traditional food stamp coupons. The SPS-300 Series is not capable of accepting EBT electronic payments at this time.

Merchants who accept food stamp payments have the responsibility of accepting food stamps only for food stamp eligible merchandise.

The SAM4s SPS-300 Series offers a sophisticated routine to separate food stamp eligible items and accept the appropriate payments. First, each PLU is pre-programmed with food stamp eligibility status. If the customer is paying by food stamps, the operator can then recall and display the food stamp eligible total. Depending upon local rules, sales tax can be forgiven on any taxable food stamp eligible item. Change less than one dollar from food stamp tender is applied to non-food stamp eligible items, or issued in cash change. If both cash and food stamp change is due, the register displays both types of change due.

Using this system, all food stamp items are automatically sorted, with change and tax calculated by the register. Thus, a potentially confusing transaction can be handled quickly with little risk for errors.

## Gallorage

To simplify gasoline transactions, PLUs can be designated to calculate gallons sold on fuel purchases. The price of the fuel sold is entered as it would be in a normal “open” PLU. However the price per gallon of fuel is entered where the PLU preset price is normally maintained. When fuel is sold, the register will refer to the programmed price per gallon and calculate the number of gallons sold. Both the gallons pumped and dollar amount of the gas purchase are conveniently printed on the customer receipt and sales journal. This provides all the necessary information for a customer that needs a receipt for gas purchases. The total of gallons sold is also maintained on the appropriate PLU report, in the place of the PLU item counter. Several gallorage PLUs could be placed on the keyboard to maintain records for different pumps, or types of fuel. Thus, the dollar and gallon totals can provide a useful security check against separate pump totals.

## Groups (PLU Groups)

Groups are used to organize sets of items. For example, in a restaurant Grill Items, Drinks, and Ice Cream items might be separated into different groups. Up to 99 group totals are available. Group reporting is available on the group report.

## HALO

The high amount lock-out (HALO) limits the amount allowed to be entered in a PLU, or function key.

## HASH

Merchants often sell non-merchandise items, such as lottery tickets, or bottle deposits, that they do not wish to account for as reportable revenue. HASH PLUs are useful to account for non-revenue income. They will add to the appropriate totals on the PLU report, they will add to the transaction totals, and they will be accountable for in drawer totals, but they will not affect the merchants, NET SALES, GROSS SALES or NON-RESETTABLE GRAND TOTAL. As a system option, HASH can be defined to not add to the transaction (NON-ADD).

## Link (PLU Link)

Use linked PLUs if you wish the registration a PLU to automatically cause the registration of another PLU (for example to automatically add a bottle deposit.) Linked PLUs are set with Program 350, PLU Link programming.

## Macro

Macro keys may be programmed to record, and then later perform, up to 50 keystrokes.

For example, a macro key could be set to tender (preset tender) a common currency, such as \$5 into the cash key.

## Memory Allocation

Memory allocation is a program that determines how the system memory is divided to provide the correct features for your application. For example, you may require more or less clerk memory, PLUs, or electronic journal memory. Memory allocation allows you to maximize the features you need while minimizing the features you do not need.

## Mix & Match

Retailers often offer discounts when multiples of different items are purchased. For example, the offer: “save \$5 on any three bottles of wine” can be handled by a mix and match discount. The default SPS-300 Series can accommodate up to 10 different mix and match discounts, the total can be increased to a maximum of 100 through memory allocation.

## Multiple Receipts

In some cases, for example where a mail-in rebate is offered, an extra copy of a receipt is needed. If allowed, the receipt must be re-printed immediately, before another transaction is started.

## Negative PLUs

As you program PLUs, you will find a setting to make them negative (normally they are positive). Positive PLUs are used for items that add to the sale. Negative PLUs are used for items that subtract from a sale, like individual store coupons or bottle deposit credits.

## NLU

Number Look-Up (NLU) refers to PLU code that is accessed when a Keyboard PLU is used. In the default program each Keyboard PLU will look up the appropriate numeric PLU, beginning with PLU #1 for Keyboard PLU key #1 and continuing sequentially through the keyboard.

However, this numbering sequence may be impractical for some applications. For example, Keyboard PLU #1 may represent a can of *Diet Pepsi*. The merchant may wish to have the Keyboard PLU look up the UPC code number for *Diet Pepsi*, which is “120500”. Using this program you can change the Number Look-Up (NLU) for the keyboard PLU to any 15-digit number you choose.

## No Sale

No sale is an operation to simply open the cash drawer. No sales are counted and reported on the financial report.

## Not Found PLU

For small merchants, the SPS-300 Series can build a PLU file “on the fly”. Each time an item is scanned (or entered by PLU number) that is not in the PLU file, the operator is prompted to enter the price and other options for the item. At the end of the day, the “Not Found PLU Report” will allow the manager to verify the prices and update the PLU file as needed. T

## Open (PLU)

Open PLUs accept price entries, rather than register a preset price. To prevent errors, you may set a high limit (HALO) for open entries.

## Override

Override is an operation used to bypass a programmed price or entry limit (HALO).

## Over-Tendering/Under-Tendering

When a payment is made less than the amount due, it is called an under-tender. After an under-tender, the register calculates and displays the remaining balance for the sale. Additional payments must be made until the total due is satisfied. When the sale is fully paid, the cash drawer will then open and the receipt is completed. When a payment is made more than the amount due, it is called an over-tender. The register will compute and display the change due and the receipt will be completed. Note that register options can be set to allow or disallow over-tendering for check and charge payments.

## Paid Out

The Paid Out key is used to track cash paid out of the cash drawer or to record pick ups from the cash drawer.

## PLUs

Price look-ups (PLUs) are accessed by indexing a code number and pressing the PLU key, or by pressing a keyboard PLU key. PLUs can be programmed with a preset or open price. PLUs record an activity count and dollar total on the PLU report. PLU sales may also report to a group.

## Post Tender

Post tendering is available to help prevent cashier confusion when a customer decides to change the tender amount. When Post Tendering is allowed, the operator can re-enter a cash tender and the register will re-calculate the change.

To post tender after finalizing the sale, enter the cash amount presented by the customer and then press CASH. The amount of change due to the customer is then displayed. This is a calculation function only, and no totals or counters are updated by the use of this feature.

## Preamble/Postamble Message

Programmable messages allow each merchant to customize his receipt with the store name, address, phone number, website or other critical identification information or advertising messages. The SAM4s SPS-300 Series allows a preamble message of up to six lines, each with up to 24-characters, to be printed at the top of each receipt. A postamble of up to 6-lines of 24-characters can also be printed at the bottom of the receipt.

## Preset (PLU)

When a PLU is pre-programmed or pre-set with a fixed amount, the preset amount will automatically register when the PLU is pressed or entered.

## Preset Override

When a PLU is preset, it is possible to override the preset price with a different price. If the override function is set to be allowed in the PLU program, you can simply enter a new price and press the PLU key.

## Receipt

A receipt is a printed tape given to a customer as a record of the sale transaction.

## Received on Account

The Received on Account key is used to track cash received into the cash drawer or to record



loans to the cash drawer.

## **Register Number**

The number of the register can be set and printed on each receipt. If the merchant uses more than one register, or has more than one location, the register where a transaction took place or report was taken is easily identified.

## **Single Item**

The transaction is finalized automatically when a single item PLU is registered as the first item in a sale. Single item status is used to speed transaction entry when an item is normally sold in a one-item sale, for example, a pack of cigarettes, a newspaper or an admission ticket.

## **Split Pricing**

Often merchants price items in multiples, for example 3 for \$1. The register will compute the price of items when the exact quantity is not purchased. If the customer chooses to buy 2 items at 3 for \$1, enter 2, press the X/TIME key, enter 3, press the X/TIME key and then enter the price and the PLU. The register will compute the price for the items purchased.

## **Stock (PLU Stock)**

Each PLU reports an activity counter. Normally the activity counter increments (adds) and is reset when a PLU Z-report is taken. You can choose to use the PLU activity counter as a stock counter. If used as a stock counter, each PLU activity will reduce the count. A separate program allows you to add to the stock count or enter a new stock count. Stock counts are not reset when PLU Z-reports are taken.

## **Surcharge (Item)**

An item percent surcharge adds a percentage to the price of an item. This addition nets the PLU total.

## **Surcharge (Sale)**

A sale percent surcharge adds a percentage to the entire sale.

## **Tare**

Tares are container weights. If you are using the scale function, you can preset up to 5 different tare weights. The tare can be subtracted automatically when a specific PLU is registered, or manually inputting the tare number and pressing the TARE key can subtract the tare. Tare #5 can be programmed for entering tare weights manually.

## **Tax Computation by Rate/Tax Computation by Table**

In the simplest method of tax calculation, the register is set with a tax rate (or rates) and the taxes are computed by a percentage calculation. In some cases, a tax that is entered as a percentage does not follow exactly the tax charts that apply in your area (even if the tax chart is based on a percentage). In these cases, we recommend that you enter your tax using tax table programming. This method will match tax collection exactly to the break points of your tax table.

## **Tax Exempt**

Tax exempt is used to exclude the tax from an entire sale.

## **Tax Shift**

Tax shift keys are used to reverse the tax status of a PLU entry.

## **Tender**

A tender is the register operation in which the amount of the payment is entered. If the tender exceeds the amount due, the sale is finalized and change due is displayed.

## **Training Operation**

Training operations do not add to PLU or function key totals. This allows an operator to practice making entries without updating sales totals. If you wish to perform training operations, designate one of the clerks for training. You must clear (Z) the register before the training clerk can be used. When that clerk is signed on, the register is in “training mode”.

## **Transaction Number**

See consecutive number.

## **VAT**

Value-Added Tax (VAT) is a tax collection system where a portion of the item’s sale price is tax. VAT is different than most sales taxes where tax amounts are calculated and added-on to the sale. Value added taxes are included in the item price. Most locales in the USA do not use a VAT system, which is used in Canada and other nations.

## **Void**

A void operation will erase a previous item entry. It must be used inside of a sale only.

## **X & Z Reports**

X (eXamine) reads reports without resetting and Z (Zero) reads and resets your sales totals.

# Manual Revision Record

Edition	Date published	Revision Contents
V1.0	01-31-2012	Initial Publication
V1.1	02-20-2012	Update Basic features functions; Power switch cover options described, Added charge posting operations & function key programs. Updated FLASH update procedures. Default store name is “STORE_A”.
V1.2	04-26-2012	IRC Appendix information added.
V1.3	05-15-2012`	Version 1.027; Puerto Rico System Option added.
V1.4	05-16-2012	Not Found PLU operation updated. Store Name notes added.