

SAM4S



Version 2 SPS-2000 EASY MANUAL

TO PROGRAM NEW PLU

- 1 PRESS PGM
- 2 PRESS PLU or SCAN ITEM
- 3 PRESS PLU ADD&CHANGE
- 4 PAGE DOWN TO SCREEN YOU WANT TO CHANGE ITEM ON AND PRESS ITEM
- 5 PRESS DESCRIPTOR BOX
- 6 TYPE IN NAME OF ITEM
- 7 PRESS OK
- 8 PRESS GROUP LINK#1 BOX
- 9 ENTER GROUP LINK NUMBER (THIS NUMBER TELL TILL IF PRODUCT IS FOOD, DRINK ETC.)
- 10 PRESS OK
- 11 PRESS PRICES
- 12 PRESS PRC/HALO (PRC L1) BOX
- 13 ENTER PRICE
- 14 PRESS OK
- 15 PRESS CLOSE 3 TIMES TO FINISH
- 16 PRESS REG

LINK GROUPS

1 =	4=
2=	5=
3=	6=

TO CHANGE A PRICE

- 1 PRESS PGM
- 2 PRESS PLU
- 3 PRESS PLU ADD & CHANGE
- 4 PAGE DOWN TO SCREEN YOU WANT TO CHANGE PLU ON
- 5 PRESS ITEM
- 6 PRESS PRICES
- 7 PRESS PRC/HALO (PRC L1) BOX
- 8 ENTER PRICE
- 9 PRESS OK

(IF CHANGING MORE THAN ONE PRICE PG DOWN TO NEXT ITEM)

- 10 PRESS CLOSE 3 TIMES TO FINISH
- 11 PRESS REG

TO PROGRAM GROUP NAMES

- 1 PRESS PGM
- 2 PRESS GROUP
- 3 PAGE DOWN TO THE NEXT FREE GROUP
- 4 PRESS DESCRIPTOR BOX
- 5 TYPE IN NAME OF GROUP
- 6 PRESS OK
- 7 PRESS CLOSE TO FINISH

TO CHANGE SCREENS

- 1 PRESS S
- 2 PRESS SCREEN DESIGNER
- 3 PRESS SCREEN TAB ALONG TOP OF SCREEN
- 4 SELECT SCREEN FROM LIST YOU WANT TO PROGRAM

TO MAKE BUTTON A PLU

PRESS PGM TAB AT TOP OF SCREEN

PRESS BUTTON

PRESS GREEN KEY BUTTON (in key program box)

PRESS PLU

PRESS PLU FROM LIST THAT YOU WANT THAT BUTTON TO BE

PRESS OK

TO CHANGE SCREEN DESCRIPTION OF A BUTTON

This would be used if you wanted the buttons to read the bin numbers for a wine list but it will still print the proper name of the wine on the customers receipt.

PRESS PGM TAB AT TOP OF SCREEN

PRESS BUTTON YOU WANT TO CHANGE DESCRIPTION

PRESS YELLOW KEY BUTTON (at screen description)

TYPE IN WHATEVER YOU WANT BUTTON TO READ PRESS OK

TO CHANGE SIZE OF BUTTON

PRESS DESIGN TAB AT TOP OF SCREEN

PRESS BUTTON YOU WANT TO CHANGE

PRESS BUTTON TYPE TO MAKE IT RELEVANT SHAPE & SIZE

TO CHANGE FONT SIZE

PRESS DESIGN TAB AT TOP OF SCREEN

PRESS BUTTON YOU WANT TO CHANGE

PRESS BUTTON YOU WANT TO CHANGE AND THEN CHOOSE FONT SIZE LEVEL 1 -4

TO CHANGE BUTTON COLOUR

PRESS DESIGN TAB AT TOP SCREEN

PRESS BUTTON YOU WISH TO CHANGE

PRESS RELEVANT COLOUR

TO DISABE BUTTON PRESS

PRESS DESIGN TAB AT TOP OF SCREEN

PRESS BUTTON YOU WANT TO DISABLE AND PRESS



AFTER PROGRAMMING ANY OF THE ABOVE PRESS CLOSE TO FINISH

TO PROGRAM SCREEN NAME

- 1 PRESS PGM
- 2 PRESS FUNCTION KEY
- 3 PAGE DOWN TO SCREEN FUNCTION KEYS (START AT 270)
- 4 PRESS SCREEN YOU WANT TO NAME
- 5 PRESS BOX AT DESCRIPTOR
- 6 PRESS CLEAR
- 7 TYPE IN NAME
- 8 PRESS OK
- 9 PRESS CLOSE TWICE TO FINISH

TO PROGRAM CLERKS

- 1 PRESS PGM
- 2 PRESS EMPLOYEE
- 3 PRESS EMPLOYEE AGAIN
- 4 PRESS NAME BOX
- 5 TYPE IN CLERK NAME
- 6 PRESS OK

(IF YOU WANT TO CHANGE CLERK SIGN ON CODE
PRESS OPERATING CODE BOX AND TYPE IN NEW
CODE AND PRESS OK)

PAGE DOWN TO NEXT CLERK IF PROGRAMMING
MORE THAN ONE CLERK

- 7 PRESS CLOSE TWICE TO FINISH
- 8 PRESS REG

MIX & MATCH

- 1 PRESS PGM
- 2 PRESS PROMOTION TABLE
- 3 PRESS PROMO TABLE# ENTER NUMBER OF MIX&MATCH EG.
1
- 4 PRESS DESCRIPTOR
- 5 ENTER IN NAME OF PROMO EG. 3 FOR £10
- 6 PRESS OK
- 7 ENTER IN DISC GIVEN AFTER 3 ITEMS ARE SCANNED EG. IF
3 BOTTLES OF WINE COST £14.97 AND THE PROMO IS TO
SELL THEM AT £10 THEN DISCOUNT WOULD BE £4.97
- 8 ENTER IN FIXED QTY THIS IS NUMBER OF ITEMS TO BE SOLD
BEFORE DISCOUNT IS GIVEN. IN THIS CASE IT IS 3
- 9 PRESS CLOSE

You now have to link the m&m table number to each product in the promo

- 1 PRESS PLU
- 2 PRESS PLU ADD & CHANGE
- 3 SCAN ITEM IN PROMO
- 4 PRESS MIX&MATCH TABLE# BOX AND ENTER NUMBER OF
PROMO EG. 1
- 5 PRESS CLOSE TO FINISH

Please note you must link all products that you wish to be in promo. To take them off promo you just enter zero in m&m table box.

TO PROGRAM DATE&TIME

- 1 PRESS REP AT TOP OF SCREEN
- 2 PRESS SET DATE & TIME (THE FOLLOWING SCREEN WILL APPEAR)

RTC SETTING

00:36:02 30-12-2005 FRI

INPUT DATE/TIME (DDMMYYYYHHMMSS)

7	8	9
4	5	6
1	2	3
0	00	←

OK CANCEL

- 3 ENTER DATE & TIME DDMMYYYYHHMMSS
IE 25122008124522 25TH DEC 2008 12.45 (22 SEC)
- 4 PRESS OK

ELECTRONIC JOURNAL

Electronic journal is used to print off all transactions, reading etc. processed through the cash register. This is printed off when ever you need it to check for over rings etc.

TO PRINT E.J

- 1 PRESS REP AT TOP OF SCREEN
- 2 PRESS OTHER REPORTS
- 3 PRESS X OR Z
- 4 PRESS ELECTRONIC JOURNAL
- 5 PRESS SELECT ALL
- 6 PRESS OK
- 7 PRESS PRINT OF YOU WISH TO PRINT OR JUST VIEW IT ON SCREEN
- 8 PRESS CLOSE TO FINISH

****If an error comes up on screen saying Electronic Journal inactive follow the steps below.****

- 1 PRESS PGM
- 2 PRESS SYSTEM OPTION
- 3 PRESS PAGE DOWN
- 4 PRESS E.J &DETAIL PRINTING OPTIONS
- 5 CHANGE ALL BOXES TO YES **EXCEPT NO 2** ON OPTION#1 (JUST PRESS NO AND IT WILL CHANGE TO YES)
- 6 PRESS OPTION#2 CHANGE ALL BOXES TO YES
- 7 PRESS CLOSE TWICE TO FINISH

Your electronic journal is now active and working

REPORTS

The 3 main reports customers are likely to take are:-

- 1 **FINANCIAL** - This give a break down of total cash in drawer, total number of voids, cancels, no sales etc.
- 2 **GROUP** – This breaks down total money per group i.e. food& drink totals
- 3 **PLU** – This give a break down of how many of each individual item has been sold.

Financial and group reports are normally taken on a daily basis were as the plu report weekly or monthly depending on the business.

All reports can be taken at X or Z and can be viewed on screen, printed or even saved to your USB pen. All reports done at Z will be reset.

FINANCIAL REPORT

- 1 PRESS REP AT TOP OF SCREEN
- 2 PRESS FINANCIAL REPORT
- 3 PRESS X OR Z
- 4 PRESS FINANCIAL
- 5 PRESS PRINT
- 6 PRESS CLOSE

GROUP REPORT

- 1 PRESS REP AT TOP OF SCREEN
- 2 PRESS GROUP REPORTS
- 3 PRESS X OR Z
- 4 PRESS GROUPS
- 5 PRESS PRINT
- 6 PRESS CLOSE

PLU REPORT

- 1 PRESS REP AT TOP OF SCREEN
- 2 PRESS PLU REPORTS
- 3 PRESS X OR Z
- 4 PRESS PLUS BY GROUP (THIS GIVE BREAKDOWN OF INDIVIDUAL ITEM SOLD PER GROUP)
- 5 PRESS PRINT
- 6 PRESS CLOSE TO FINISH

FUNCTION KEY DEFINITIONS

Paid Recall

Press the PAID RECALL key to view the previous transaction. Press the PAID RECALL key again to view the next previous transaction. Press **PAGE UP, PAGE** keys to view the entire recalled transaction. Press **RECEIPT** if you want a reprint of the sale. Press **CLEAR** to exit.

Receipt Issue

Press RECEIPT to print a transaction receipt.

Cancel

Press cancel to abort any transactions in progress. All current items are removed (voided).

Clear

Press CLEAR to clear numeric entries or error conditions

Void Mode

This is a Fixed Key, which puts the register into void mode so that all transactions and sales are voided. This can be switched on and off at the beginning of each transaction and not in the middle of a sale

Err Correct

Press the error correct key to remove the last item from the sale total.

#/No Sale

Used to open the cash drawer outside of a sale

PLU

Used to register a PLU by entering the appropriate PLU number and pressing the PLU/# key

Receipt On /Off

This is used to turn the receipt on/off.

Void Item

This key is used to remove an item from a transaction. Touch item you wish to void and press void key

X/Time

Used for multiplication entries in the register position

Employee # (SIGN ON)

The employee key is used to sign on the employee before starting to use machine.

Mdse Return

Used to remove items from the sales totals and return goods back into stock. This key can be used within or outside of a transaction.

Done

This key brings you back to main screen at any time.

HOW TO USE PAID OUT

Paid Out key registers monies removed from the cash drawer

- 1 PRESS PAID OUT BUTTON
- 2 ENTER AMOUNT OF MONEY BEING PAID OUT
- 3 PRESS CASH
- 4 PRESS DONE TO FINALIZE AND FOR PAID OUT TO BE RECORDED

HOW TO USE PAID RECALL

Paid Recall button is used to view previous transactions

PRESS PAID RECALL ONCE THIS WILL GIVE THE LAST TRANSACTION PRESS AGAIN TO VIEW THE NEXT PREVIOUS TRANSACTION AND SO ON.

IF YOU WANT TO PRINT A COPY PRESS RECIEPT

PRES CLEAR TO FINISH

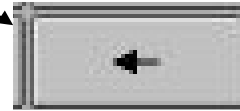
TO PERMANTLEY WIPE ALL TOTALS

- 1 S-mode
- 2 Memory clear
- 3 Option 1, RESET ALL TTLS, CNTS & GRAND TTLS

Now all reports and cash lifted will be set to factory settings of £0.00

TO CHANGE PASSWORDS

- 1 S-MODE
- 2 PASSWORD
- 3 SELECH WHICH PASSWORD YOU WOULD LIKE TO CHANGE...
MANAGER PASSWORD = MANAGER PASSWORD
P-MODE PASSWORD = PROGRAM PASSWORD
S-MODE PASSWORD = SERVICE MODE
- 4 PRESS THE ARROW TO CLEAR EXISTING PASSWORD



- 5 ENTER NEW PASSWORD OF YOUR CHOICE
- 6 FINISH WITH OK

IF SCREEN IS OUT OF ALLIGNMENT

IF YOU FIND THAT YOUR SCREEN IS OUT OF ALLIGNMENT, IT MAY BE A CASE OF THE SCREEN NEEDING COLABRATED, FOR EXAMPLE IF YOU ARE PRESSING A PLU BUTTON AND IT IS SELECTING THE WRONG ONE THEN THE SCREEN MAY NEED COLABRATED

- 1 S-MODE
- 2 SELF TEST
- 3 TOUCH
- 4 TOUCH CALABRATION
- 5 THEN TOUCH THE BLACK "**X**" IN EACH OF THE 4 CORNERS OF THE SCREEN, THEN FINALLY IN THE CENTER OF THE SCREEN
- 6 THEN CLOSE AND BACK TO REG.