

SAM4s ER-390M Quick Start Programming Guide

There are a few areas that need planning before you can begin to program the register. These areas are:

1. Keyboard Layout.

There are 60 item keys that can be programmed (keys 1-60).

2. Item Descriptions.

Item descriptions can be up to 12 characters in length.

3. Item price settings. An item can either be open, or preset.

Open:

An open item does not have a specific dollar amount assigned to it. The price of an open item is entered manually. A good example of an open item would be a daily lunch special that has frequent price changes.

Preset:

A preset item is assigned a specific dollar amount, which can either be taxable or non-taxable.

4. Item groups

A group is where an item(s) reports its totals to. Some group examples are beverages, appetizers, and desserts.

5. Preamble and postamble messages.

Preamble:

The preamble is printed on the top of the receipt and usually includes the name of the store. There are six, sixteen character preamble lines

Postamble:

The postamble is printed after the transaction totals, i.e. Thank You. There are six, sixteen character postamble lines.

* When you are programming the register, use the **C** key. During business hours use the **REG** key for safety purposes. The **REG** key does not have access to the programming areas of the register. The key type is located on the head of the key.

Use the keyboard below to help layout the item locations. You can use any key that is not crossed out. This keysheet can be cut out and placed over the register's keyboard while programming. You will still use the X/TIME, SBTL, and CASH keys for programming even though they are crossed out. When you have finished writing the items on the keyboard, proceed to the next page.

										PAPER FEED	#/NS	REC'D ACCT	PAID OUT	CLERK #
1	7	13	19	25	31	37	43	49	55	ERROR CORR	CLEAR	PLU	X / TIME	TAX 1 SHIFT
!	@	#	\$	%	^	&	*	()	CANCEL	7	8	9	CHARGE
2	8	14	20	26	32	38	44	50	56	% 1	4	5	6	CHECK
Q	W	E	R	T	Y	U	I	O	P	% 2	1	2	3	SBTL
3	9	15	21	27	33	39	45	51	57	% 3	0	00	.	CASH
A	S	D	F	G	H	J	K	L	;					
4	10	16	22	28	34	40	46	52	58					
Z	X	C	V	B	N	M	,	.	/					
5	11	17	23	29	35	41	47	53	59					
+	-	<	>	?	=	CAPS	DOUBLE	SPACE	BACK SPACE					
6	12	18	24	30	36	42	48	54	60					

Use this page to help layout all of the programming information. In the Open/Preset & tax value # column, enter the number that corresponds with the tax and price settings, see below:

Preset Taxable = 6 Open Taxable = 0

Preset No Tax = 7 Open No Tax = 1

*Only 42 out of 60 items are listed, make copies of this page if you are using more than 42 items.

PLU #	Item Description	Open/Preset & Tax Value #	Groups (2 digits per group)	Preset Price	Group #	Group Description
1	_____		____		1	_____
2	_____		____		2	_____
3	_____		____		3	_____
4	_____		____		4	_____
5	_____		____		5	_____
6	_____		____		6	_____
7	_____		____		7	_____
8	_____		____		8	_____
9	_____		____		9	_____
10	_____		____		10	_____
11	_____		____		11	_____
12	_____		____		12	_____
13	_____		____		13	_____
14	_____		____		14	_____
15	_____		____		15	_____
16	_____		____		16	_____
17	_____		____		17	_____
18	_____		____		18	_____
19	_____		____		19	_____
20	_____		____		20	_____
21	_____		____			
22	_____		____			Preamble & Postamble
23	_____		____		Line Type	Line #
24	_____		____		Pre	1
25	_____		____		Pre	2
26	_____		____		Pre	3
27	_____		____		Pre	4
28	_____		____		Pre	5
29	_____		____		Pre	6
30	_____		____		Post	7
31	_____		____		Post	8
32	_____		____		Post	9
33	_____		____		Post	10
34	_____		____		Post	11
35	_____		____		Post	12
36	_____		____			
37	_____		____			
38	_____		____			Tax %
39	_____		____			1) ____ . ____
40	_____		____			2) ____ . ____
41	_____		____			3) ____ . ____
42	_____		____			4) ____ . ____

1. Load Printer Paper

- a. Load the roll of paper into the printer. The paper must unroll from the side closest to you. You must load the roll of paper before continuing.



2. Clear The Register's Memory

- a. Turn power off.
- b. Turn the C key to the S position which is located at 6 o'clock.
- c. Press and hold the CHECK key.
- d. Turn on the register while holding down the CHECK key. After the register makes a single beep noise, release the CHECK key.
- e. Press the upper left key (1), then the lower left key (6), then the upper right (Clerk #), and finally the lower right key (Cash). Wait for the printer to print: "RAM ALL CLEAR OK!" before you proceed to step f.
- f. Turn the key counterclockwise to the REG position.
- g. Enter 1, then press the CLERK # key

3. Date and Time

- a. a. Turn the key to the PGM position.

- b. Enter 1300, then press the SBTL key.
- c. Enter the time using the 24 hr.format.
- d. Press the X/TIME key.
- e. Enter the date using the DD/MM/YY format.
- f. Press the X/Time key.
- g. Press the CASH key.

4. Tax

- a. Turn the key to the PGM position.
- b. Enter the tax percentage rate. Use the decimal key and make sure there are 3 digits after it. i.e. 6.500
- c. Enter 0.
- d. Enter 0.
- e. Press the TAX 1 SHIFT key.
- f. Press the CASH key.

5. Item Group Descriptions

- a. Turn the key to the PGM position.
- b. Enter 910, then press the SBTL key.
- c. Enter the group number you would like to program (1-20).
- d. Press the X/TIME key.
- e. Enter the name of the group, up to 12 characters in length. i.e. Beverages
- f. Press the SBTL key.
- g. Repeat from step 5.c to 5.f for the remaining groups. Then proceed to step 5.i.
- h. Press the CASH key once all of the group descriptions have been programmed.

6. Item Descriptions

Place the Keyboard that has the item locations over the register's keyboard.

- a. Turn the key to the PGM position.
- b. Enter 300, then press the SBTL key.
- c. Press one of the items that needs a description programmed to it.

- d. Enter the item description, up to 12 characters in length.
- e. Press the X/TIME key.
- f. Repeat from step 6.c to 6.e for the remaining items. Then proceed to step 6.g.
- g. Press the CASH key when all of the item descriptions have been programmed.

7. Item Tax and Preset/Open Status

- a. Turn the key to the PGM position.
- b. Enter 100, then press the SBTL key.
- c. Press one of the item keys that needs to be programmed.
- d. Enter the number that corresponds with the tax and preset options, see below:
Preset Taxable = 6
Preset No Tax = 7
Open Taxable = 0
Open No Tax = 1
- e. Press the X/TIME key.
- f. Repeat from step 7.c to 7.e for the remaining items. Then proceed to step 7.g.
- g. Press the CASH key once all items have been programmed.

8. Item Group Assignment

- a. Turn the key to the PGM position.
- b. Enter 150, then press the SBTL key.
- c. Press the item that needs to be assigned to a group.
- d. Enter up to 3 groups. Use 2 digits per group. i.e. 01.00.00 (group 1), 010300 (groups 1,3) 010304 (groups 1,3,4). All items have a default setting of group 1.
- e. Press the X/TIME key.

f. Repeat from step 8.c to 8.e for the remaining items. Then proceed to step 8.g.
g. Press the CASH key once all items have been assigned to a group to report its totals to.
9. Item Preset Price
<u>Skip this step for all open items.</u>
a. Turn the key to the PGM position.
b. Enter 200, then press the SBTL key.
c. Press an item on the keyboard that is going to have a preset price.
d. Enter the preset price value <u>without using the decimal key.</u>
e. Press the X/TIME key.
f. Repeat from step 9.c to 9.e for the remaining preset items. Then proceed to step 9.g.
g. Press the CASH key when all preset items have been programmed.
10. Preamble & Postamble Description
<p>The pre & postamble both have 6, 16 character lines. You need to manually center each line by spacing in before you enter the first letter. When counting the total number of characters being used per line, remember to include the space between words. Use the 2 step formula below to figure out how many initial spaces need to be entered before the first letter.</p> <p>Step 1) $16 - (\# \text{ of characters used}) = X$ Step 2) $X \div 2 = \# \text{ of initial spaces}$</p> <p>i.e. SNACK NOW = 9 characters</p> <p>Step 1) $16 - 9 = 7$ Step 2) $7 \div 2 = 3.5$, round up = 4 initial spaces</p>

a. Turn the key to the PGM position.
b. Enter 700, then press the SBTL key.
c. Enter the pre or postamble line number that you would like to program, see below: Pre line 1 = 1.....Pre line 6 = 6 Post line 1 = 7.....Post line 6 = 12
d. Press the X/TIME key.
e. Enter the initial spaces and the line description. <u>Use the double key (48) before each character, including spaces.</u> i.e. SNACK NOW double, space, double, space, double, space, double, space, double, S, double, N, double, A, double, C, double, K, double, space, double, N, double, O, double, W. If you make a mistake use the BACKSPACE key (60) to erase the last character entered.
f. Press the SBTL key after you have entered the line description.
g. Repeat from step 10.c to 10.g for the remaining pre & postamble lines. Then proceed to step 10.i when finished.
h. Press the CASH key.
i. If you are not using integrated credit, you are done programming your register. Turn the key to the OFF position and remove it from the register for security purposes. If you are using integrated credit, proceed to the next section.
11. MCR Setup (credit)

<u>Skip this section if you are not using integrated credit.</u>
a. Turn the C key to the S position which is located at 6 o'clock.
b. Enter 70, then press the SBTL key.
c. Enter 123, then press the CHARGE key.
d. Press the CASH key.
e. Turn the C key to the PGM position.
f. Enter 70, then press the SBTL key.
g. Enter 21, then press the CHARGE key.
h. Press the CASH key.
i. Enter 30, then press the SBTL key.
j. Enter 27, then press the X/TIME key.
k. Enter 2, then press the SBTL key.
l. Enter 29, then press the X/TIME key.
m. Enter the number that corresponds with the MCR location. See below. The MCR location is where the credit card will be swiped. DataTran = 0 Register = 2
n. Press the SBTL key.
o. Press the CASH key.
p. Turn the key to the S Position.
q. Enter 81, then press the SBTL key.
r. Enter 1, then press the X/TIME key.
s. Enter 2, then press the CASH key.
t. Enter 5, then press the X/TIME key.
u. Enter 10, then press the CASH key.
v. Plug the DataTran into serial port 2 on the register.
w. You're done! Turn the key to the OFF position and remove it from the register.