

# SAM4S ER-180(T)



## Quick Setup Guide

### 1 Initial Setup

The following explains the basic setup procedure.

#### Unpack the Register

- Locate the following items in the packaging:  
1 roll, 1 journal spool and 1 set of keys.
- Remove the cardboard protectors from the drawer.
- Connect the adaptor to the right hand side of the machine.

### 2 Paper Roll

The register uses a 57mm thermal paper roll as either a customer receipt or journal. In addition, the register has an electronic transaction journal (please refer to the manual).

#### Loading Paper

- Remove the printer cover.
- Open the paper arm.
- Insert the roll as shown.
- Push down the paper arm until it clicks in place.
- Turn the key to the **REG** position.
- Press **FEEED** key to ensure the paper feeds correctly.
- If the display shows **CLOSED** enter **1** and press the **CLERK** key.



- Ensure the paper is fed through the paper outlet in the printer cover.

#### For Journal

- Remove the left hand end of the Spool and feed the leading edge of the paper into slot.
- Turn the Spool to tighten the paper.
- Fit the end of the Spool and place into the paper well slot.
- Replace the printer cover.
- Turn the key to the **PGM** position.
- On the number keys, enter **3[0]**.
- Press the **SUBTOTAL** key.
- Enter **6** and press **X/TIME**.
- Enter **1** for journal print (or **0** for receipt print).
- Press the **SUBTOTAL** key.
- Press the **CASH/TEND** key and return to **REG**.



### 3 Printing

Printing can be turned ON or OFF as shown. (This is irrespective of journal or receipt settings).

- Press the **RCPT ON/OFF** key to toggle printing OFF or ON.

### 4 Making a Sale

Sales can be made either using 1 of the 500 Price Look Up code numbers, or a department on the keyboard, both with optional preset price settings.

All sales are reported to the financial report, with the option of the PLU codes reporting to a department key for sales analysis. (i.e. Dept 1 set as Food for open priced goods and PLU code 1 set as a preset priced Cake Bar at 50p).

- Ensure the key is in **REG** position.
- If display shows **CLOSED** enter a number from **1** to **10** and press the **CLERK** key. (Press **0** and the **CLERK** key to sign off).



#### Department Key Sale

- Enter the price of the item (i.e. for £1.50 enter **1[5][0]**).
- Press the **DEPT. 1** key to register the price.
- Repeat the price and department for further items.
- Press the **SUBTOTAL** key to display the value due.
- If change is required enter monies given (i.e. £5 as **5[0][0]**).
- Press the **CASH/TEND** key to finalise and display change.

#### PLU Code Key Sale

- Enter the code number for the item from 1 to 500.
- Press the **PLU** key.
- Enter the price for a non preset PLU code (i.e. for £1.50 enter **1[5][0]**).
- Press the **PLU** key to register the price.
- Repeat for further items.
- Press the **SUBTOTAL** key to display the value due.
- If change is required enter monies given (i.e. £5 as **5[0][0]**).
- Press the **CASH/TEND** key to finalise and display change.

### 5 Printing Reports

The register has two reporting modes, **X** to Print reports and **Z** to Print and Reset.

The following explains how to print a report.

- Turn the mode key to either **X** to Print reports or **Z** to Print and Reset.
- Enter the report number from the table below.
- Press the **SUBTOTAL** key
- Once the report has finished return to the **REG** position.

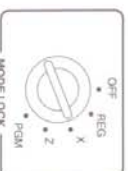


Mode Lock	Key Press	Report Printed
X - Read	<b>1</b> subtotal	Financial Report
Z - Reset	<b>2 0 1</b> subtotal	Periodic Financial Report. This totals all Z Financial Reports
X - Read	<b>2</b> subtotal	Price Look Up Code Report
Z - Reset	<b>3</b> subtotal	Clerk Report

### 6 Display The Monies

It is possible to display the monies in drawer without printing a report.

- Turn the key to the **X** position.
- Press the **CASH/TEND** key.
- The Cash in Drawer total is shown on the display.
- Return to the **REG** position.



Picture of Display and Monies in Drawer

## 7 Setting Item Names

A 12 letter name can be printed for each item using the keys on the numeric keypad as shown below (or by using alpha codes as per the manual). This item name is printed on the receipts and reports

7	8	9
SPACE	ABC	DEF
4	5	6
GHI	JKL	MNO
1	2	3
POQRS	TUV	WXYZ
0	00	.
BOLD	CAPS	BACK

Alpha Keyboard

### Department or PLU names

Items can be sold either by pressing a department key or entering a PLU code number, each of which can be named.

- Insert the key stamped **C** and turn to the **PGM** position
- Enter the program code as shown :-



### Department Keys

**1 0 0** then the **2 digit Dept Key number**  
i.e. **1 0 0 0 1** for Dept. 1

OR

### Price Look Up Codes

**2 0** then the **3 digit PLU Code number**  
i.e. **2 0 0 0 1** for PLU Code 1

- Press the **SUBTOTAL** key
- The display shows 001-00-0 this indicates **Item No. – Letter Count – Key Press Count.**
- Press the number key 1, 2, 3, or 4 times to select the required letter i.e. **8**  
ABC
- The key press count E.g. 001-00-1 will increase per letter. Wait until the letter count has increased E.g. 001-01-0 and select the next letter. Up to **12 letters** can be printed. Bold, Caps and Back can be selected.
- Press the **SUBTOTAL** key and repeat for further items.
- Press **CASH/TEND** key and return to **REG** position.

Local Supplier: Anchor Data Systems (NI) Ltd - www.AnchorData.co.uk - Tel: +44 (0) 28 9074 0315

## 8 Setting Item Prices

Each item can be set as preset and given a price. Shown is how to set the preset status and price. For tax options please refer to the manual.

### Setting the Preset Status

- Insert the key stamped **C** and turn to the **PGM** position
- Enter the program code as shown:-

**5 0 0** Department Keys

OR

**1 0 0** Price Look Up Codes

- Press the **SUBTOTAL** key
- Choose the item to be programmed as shown :-

### Department Keys

Press the **DEPT** key on the keyboard

OR

### Price Look Up Codes

Enter the code from 1 to 500 and press the **PLU** key.

- Enter **1** and press the **X/TIME** key to set status.
- Press the **CASH/TEND** key.
- Repeat for further items.
- Turn the key to the **REG** position.

### Setting the Price

- Insert the key stamped **C** and turn to the **PGM** position.
- Enter the program code as shown:-

**5 2 0** Department Keys

OR

**2 0 0** Price Look Up Codes

- Press the **SUBTOTAL** key
- Choose the item to be programmed as shown :-

### Department Keys

Press the **DEPT** key on the keyboard.

OR

### Price Look Up Codes

Enter the code from 1 to 500 and press the **PLU** key.

- Enter the price without a decimal (i.e. for £1.50 enter **1 5 0**).
- Press the **X/TIME** key to preset the price.
- To finish press **CASH/TEND**.
- Repeat for further items.
- Turn the key to the **REG** position.

## 9 Setting Receipt Message

It is possible to print a 6 line message at the top and bottom of the receipt. This is used to show such details as store name, telephone number etc.

- Insert the key stamped **C** and turn to the **PGM** position.
- Enter the program code as shown:-

**3 0 0 0 0** Top Message

OR

**4 0 0 0 0** Bottom Message

- Enter the line number 1 to 6.
- Press the **SUBTOTAL** key.
- The display shows 001-00-0 this indicates **Line No. – Letter Count – Key Press Count.**
- Press the number key 1, 2, 3, or 4 times to select the required letter, i.e. **8**  
ABC

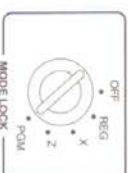
The key press count E.g. 001-00-1 will increase per letter.

- Wait until the letter count has increased E.g. 001-01-0 and select the next letter. Up to **24 letters** can be printed. Bold, Caps and Back can also be selected.
- Press the **SUBTOTAL** key and repeat for further lines.
- Press **CASH/TEND** key and return to **REG** position.



## 10 Setting the Date and Time

- Insert the key stamped **C** and turn to **PGM** position
- Enter **1 3 0 0** and press the **SUBTOTAL** key.



- Enter the time in the 24 hour and press **X/TIME**.  
(i.e. Enter 1.30pm as **1 3 3 0**).
- Enter the date in 6 digits as **MMDDYY** and press **X/TIME**.  
(i.e. Enter 3rd April 2017 as **0 4 0 3 1 7**).
- Press **CASH/TEND** and return to the **REG** position.

Local Supplier: Anchor Data Systems (NI) Ltd - www.AnchorData.co.uk - Tel: +44 (0) 28 9074 0315