

EX-300



QUICK SET-UP GUIDE

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EX-300 QUICK SET-UP GUIDE

*For more information please refer to the standard
Operating Manual supplied with the EX-300*

This Guide Assists with: -

- ✓ U.K. Standard Format Settings
- ✓ Receipt Format, Including Time And Date
- ✓ Receipt Style, E.g. Receipt After Sale
- ✓ 6 Server Holds With Auto Hold After Pre Set Limit
- ✓ Information To Set Drawer Alarm
- ✓ Information To Set Money 'LIF' Limit
- ✓ Information To Set Time And Date
- ✓ Information To Set Passwords
- ✓ Information To View Totals
- ✓ Euro (New) and Foreign Currencies See page 12

Consult the Manual provided with the EX300 for some of the Other Features

- ✓ Compulsory Cash Declaration
- ✓ Negative Departments
- ✓ Up To 999 Price Look Ups
- ✓ Compulsory Amount Tendered
- ✓ Report Passwords
- ✓ Best / Worst Clerk
- ✓ Soft Keyboard Layout
- ✓ Validation

HOW TO USE THIS GUIDE

In this guide boxes and circles represent EX300 keyboard function keys, circular icons represent the numerical keypad and rectangular icons represent all other function keys. The key lock position is also represented.

INITIALISING THE EX300

WARNING

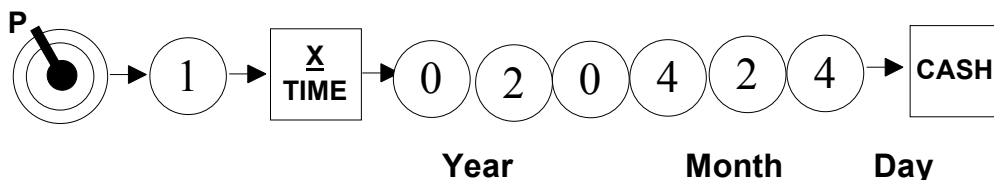
This procedure will clear all sales data and program settings

1. Using the manager's key turn the control lock to the 'L' position
2. Turn off the power at the mains
3. Turn the control lock to the 'P' position
4. Hold down the C key and power on the ECR. Release the C key after two seconds or when zero appears in the display

The EX300 is now ready to be programmed. The following pages demonstrate a basic flag set up procedure together with some additional information

SETTING THE DATE

Enter the date in the format, Year, Month, and Day. For example to set the date to the 24th April 2002 enter:- 020424



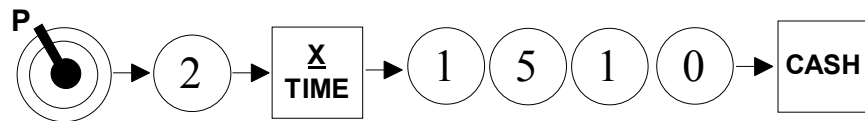
Note

When entering a single figure day such as 5th the zero must be included (05). The receipt will show the format Day, Month, and Year in two digits,

You can optionally set the year for four digits. See Flag (12 N3 = 1)

SETTING THE TIME

Enter the time in military format, although the 12-hour format can be printed upon the receipt. To set the time to 3.10 PM enter 1510



Note



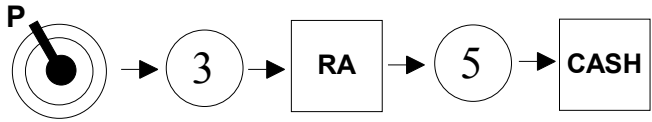
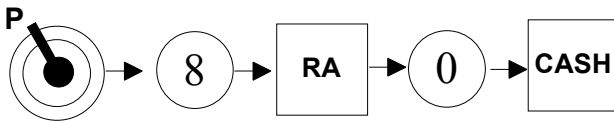
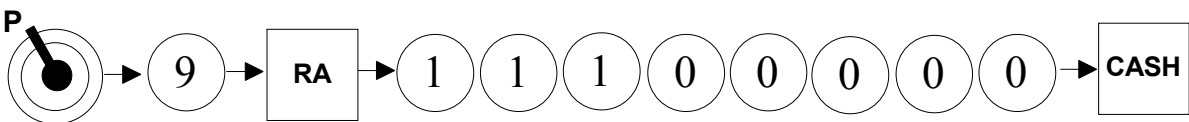
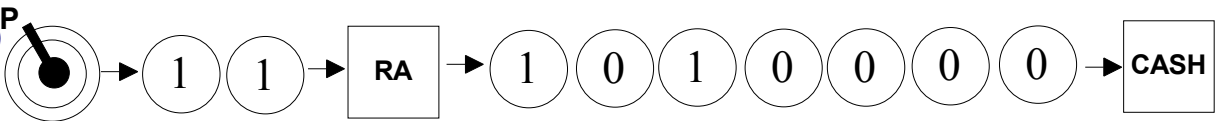
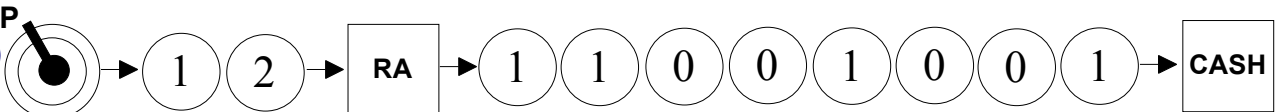
To check the time turn to the 'R' position and press the X/TIME key

FLAG SET UP PROCEDURE

Carry out the following procedures to set up the demo

Note

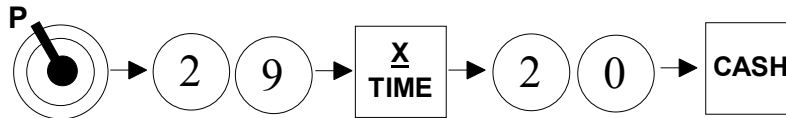
Flags 4,5,7,10,13,14,15,16,17,18, are set to zero from initialisation and do not need to be amended for this basic demonstration

- 1) 
- 2) 
- 3) 
- 4) 
- 5) 
- 6) 
- 7) 

The above set up will provide a receipt with logo when the transaction is finalised

ADDITIONAL INFORMATION

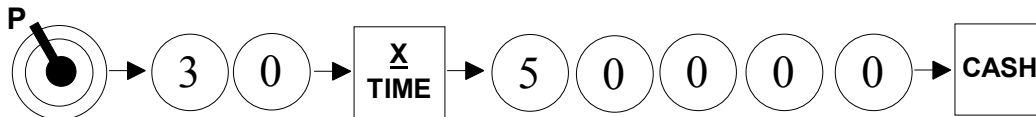
TO SET DRAWER ALARM DELAY



The above example shows the drawer alarm set for 20 seconds

TO SET CASH LIFT ALARM

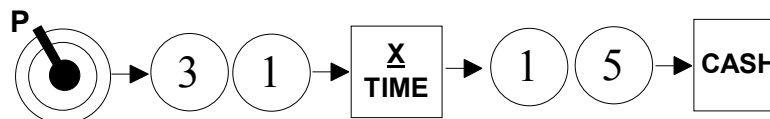
When the cash in the drawer exceeds the pre-programmed limit 'LIF' is displayed



The above example shows the limit set for £500, replace this figure with the desired amount e.g. 80000 (£800)

TO SET CLERK HOLD TIMER

The EX300 can store an opened clerk after a pre-programmed time delay



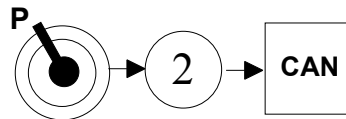
The above example shows how to set the clerk hold timer to 15 seconds

RECEIPT ON/OFF PROGRAMMING

The Receipt/Audit operation on the EX300 has four settings

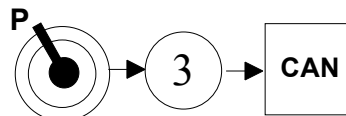
1) Audit mode

Every operation is printed on the Audit roll. Please Note:- This function cannot be used to issue a customer receipt. Follow the settings below for Audit only operation



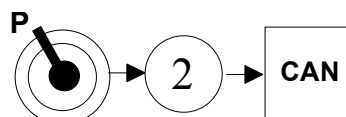
2) Receipt on finalisation

This setting produces a full receipt when the transaction is finalised providing the Receipt On/Off key is switched on



3) Receipt if requested after sale

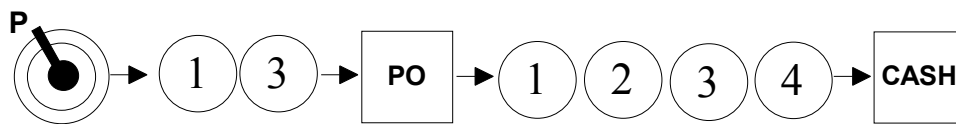
This setting allows items to be registered and then stored without printing on the Receipt roll. If a receipt is requested after the transaction is finalised, the Total key will issue a receipt for the customer



PASSWORDS

Setting secret clerk passwords

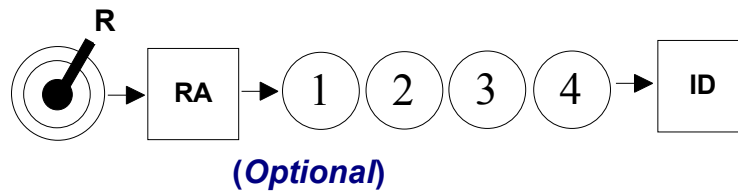
A maximum of 25 different clerks' passwords can be set, which allow clerks to operate the ECR in the 'R' position. A password can contain a maximum of four digits. The following shows password 1234 being set for clerk one



Note

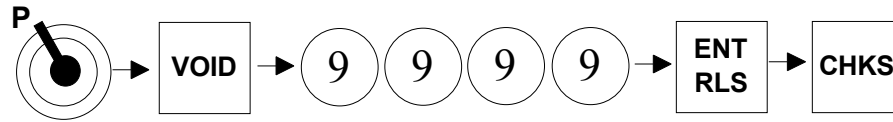
13 = Clerk one, 14= Clerk two, 15= Clerk three,
 16= Clerk four, 17= Clerk five, 18= Clerk six, 19= Clerk seven,
 20= Clerk eight, 21= Clerk nine, 22= Clerk ten. Etc. until 37

If you require the clerk's ID number not to be displayed press the RA key first

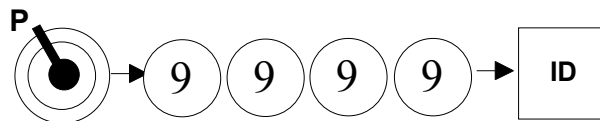


Setting Manager's Password

Setting the manager's password will allow you to operate the cash register in 'P' mode. Once the password has been set 'P' mode will only work once the correct manager's password is entered. The sequence on the following page shows the manager's password being set to 9999

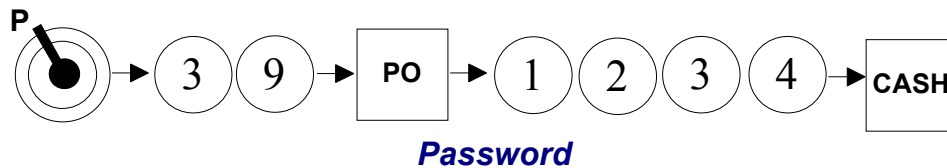


Once the password is set to access the 'P' position as below: -

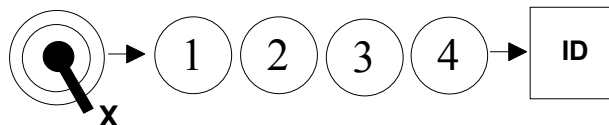


X Report Passwords

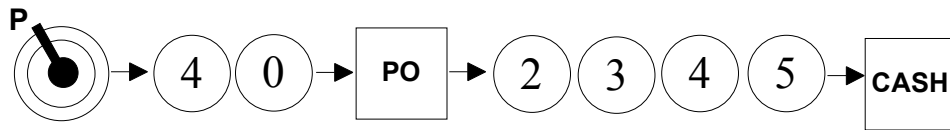
You can program a password to prevent an X report being taken at the X control lock. The password should range from 1-4 digits in length. The operation is shown below



To access the 'X' position the following operation should be followed once the password has been set

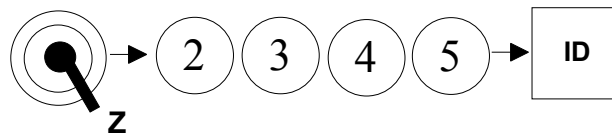


Z Report Passwords



You can program a password to prevent an Z report being taken at the Z control lock. The password should range from 1-4 digits in length. The operation is shown below

To access the 'Z' position the following operation should be followed once the password has been set



TOTALS THAT CAN BE VIEWED (IN THE 'X' POSITION)

Press:	To display	BPress:	To display
1 and X/TIME	Net sales total	8 and X/TIME	Cash in drawer total
2 and X/TIME	Cash total	9 and X/TIME	FC1 (=the euro) in cash drawer
3 and X/TIME	Change due total	10 and X/TIME	FC2 in drawer total
4 and X/TIME	Check total	11 and X/TIME	FC3 in drawer total
5 and X/TIME	Non-sale item total	12 and X/TIME	RA total of FC1 (=the euro)
6 and X/TIME	RA total	13 and X/TIME	PO total of FC1 (=the euro)
7 and X/TIME	PO total	14 and X/TIME	Charge 2 total

EX-300 EURO SET-UP

The following settings will configure the EX-300 for the EURO Function

- 1) Put Euro Key on keyboard (Key Code 24)

Work out Euro Conversion Rate e.g. if the Euro is 1.64 to the Pound do the following:

- 2) $1 - \text{Divided by} - 1.64 = 0.609756$

- 3) Skip the Zero and round to 5 Decimal Places

- 4) 60976 would be the Figure to enter into the ECR's Currency rate

18 - XTIME - 60976 - CASH

- 5) Now round the Euro Figure to 2 Decimal places by doing the following

22 - XTIME - 52 - CASH

From Default the Change will be given in Local Currency.

- 6) Set Euro Flags

16 RA 1000000 CASH

17 RA 1 CASH