

**YCR Distribution Limited.**

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## Quick Setup Guide

<b>Date</b>	24/01/05
<b>Manufacturer</b>	Sam4s
<b>Version</b>	

<b>Issue No.</b>	SAM-0001-1/2
<b>Model</b>	ER150
<b>Software</b>	

<b>Comments</b>	<b>Sam4s ER150 Quick Set up Guide</b>
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### SAM4S Electronic Cash Register Model ER150

#### **IMPORTANT NOTICE**

THE CASH REGISTER WILL OPERATE CORRECTLY ONLY AFTER THE FOLLOWING STEPS HAVE BEEN CARRIED OUT:

#### **UNPACK THE CASH REGISTER**

Please locate the following Items :-

- 1 x Paper Roll                      1 x Rewind Spindle
- 1 x Set of Batteries

#### **INITIALISING THE CASH REGISTER**

- Slide the control switch to the **P** position.
- Press and hold down the **C** and **00** buttons.
- With both buttons held down plug the cash register into the power socket.
- The printer will print a line of dots, you can now release the buttons.
- Remove battery cover and insert the batteries as shown in your operators guide.  
(Located beneath the till roll cover)
- Replace battery cover and insert the paper roll as shown in your operators guide.
- Slide the control switch to the **R** position ready for use.

#### **SETTING THE DATE**

**Please Note:** The date needs to be programmed every day.

- Slide the control switch to the **X** position.
- Enter the Date using 6 digits.
- For example enter **010899** for the 1<sup>st</sup> of August 1999  
Press the **CH** button.
- Slide the control switch to the **R** position ready for normal use.

#### **SETTING THE RECEIPT OR JOURNAL OPERATION**

- Slide the control switch to the **P** position.
- Enter **00** for Receipt or **01** for Journal.
- Press the **SUBTOTAL** button.
- Slide the control switch to the **R** position ready for normal use.

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### RESET THE GRAND TOTALS AFTER THE Z REPORTS

- Slide the control switch to the **P** position.
- Enter **01110** then press the **PO** button.
- Slide the control switch to the **R** position ready for normal use.
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### PREVENT NON USED ITEMS PRINTING ON REPORTS

- Slide the control switch to the **P** position.
- Enter **01110** then press the **RA** button.
- Slide the control switch to the **R** position ready for normal use.

### ENTERING A SALE

The Cash Register has Department buttons through which to enter your sales. The operation of all Department buttons is the same, the purpose of these are to assist you in analysing your business. For example Department Button 1 could be used for Food sales and Department Button 2 for Non Food. By entering the price of the goods and pressing the appropriate Department button you will begin to analysis your sales ready for the end of the day report.

- Slide the control switch to the **R** position ready for normal use.
- Enter the price of the item **eg. Enter 153 for £1.53**
- Press one of the Department buttons **eg. Press the 1**
- To enter another sale repeat as above by entering a price then a Department.
- Press the **SUB TOTAL** button to show the value due.
- If you would like to calculate change, enter the value of money given to you by the customer.  
**eg. 1000 for £10.00**  
*It is optional to enter the money given, if not go onto the next step.*
- Press either the **CASH TEND** or **CH** buttons to open the drawer and display the change due if the value of money given has been entered.

### REPORTING

The Cash Register has two reporting modes one for printing out the information without clearing any figures, this is referred to as the **X** mode. The second is for printing and clearing the figures back to zero ready for the next day, this is referred to as the **Z** mode.

- Slide the control switch to either the **X** position to print without clearing or **Z** position to print & clear sales
- Press the **CASH TEND** button.  
The end of day report is printed .
- Slide the control switch to the **R** position ready for normal use.