

YCR Distribution Limited.Shaw Cross Business Park.
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Quick Setup Guide

Date	24/01/05
Manufacturer	Sam4s
Version	

Issue No.	SAM-0002-1/3
Model	ER5100
Software	

Comments	5100 Quick Set Up Guide
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Sam4s ER5100 Quick Setup Guide

Entering a Sale

The Cash Register has Department buttons 1 - 107 through which to register your sales. The operation of all Department buttons is the same, the purpose of these are to assist you in analysing your business. By pressing the appropriate Department button and registering your sale you will begin to analysis your sales ready for the end of the day report.

- Turn the control lock to the **REG** position ready for normal use.
- Press the Preset Department button of your choice eg. **Pint Lager** the sale will be registered on the display.
- To enter another sale repeat as above by pressing a Preset Department.
- Press the **SUBTL** button to show the value due.

If you would like to calculate change, enter the value of money given to you by the customer,

Note: Do not use the decimal point eg. **1000** for **£10.00** or press one of the Preset Cash buttons.

It is optional to enter the money given, if not go onto the next step.

- Press the **CASH TEND** button 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.

- Turn the control lock to either the **X** position to print without clearing or **Z** position to print & clear sales
- Press the appropriate Report No. from the table below & press the **SUBTL** button.
The end of day report is then printed.
- Turn the control lock back to the **REG** position ready for normal use.

END OF DAY REPORTS				
REPORT	REPORT No.	REPORT TYPE	KEY LOCK	KEY SEQUENCE
CASH	1	DAILY	X or Z	1 SUBTL
TIME	2	DAILY	X or Z	2 SUBTL
PRODUCT	30	DAILY	X or Z	30 SUBTL
END OF STOCK PERIOD REPORT				
PRODUCT	230	PERIOD	X or Z	230 SUBTL

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ENTERING A PRODUCT NAME

- Turn the control lock to the **P** position.
 - Enter **10** followed by the Product No. & press the **PAID OUT** button.
For example enter: 10001 for Product No.001 or 10107 for Product No.107
 - Using the **Alpha Code Table***enter the Code No. for each letter of your description & press the **CASH** **TEND** button to finalize the word.
 - Turn the control lock to the **REG** position ready for use.
- * Alpha Code Table located on Page 83 of the Programming Manual

ENTERING PRODUCT PRICES

- Turn the control lock to the **P** position.
- Enter the new Price and press the Product button.
*For example enter: 150 for £1.50 & press the **Pint Lager** button.*
- Turn the control lock back to the **REG** position ready for normal use.

CHANGING STAFF NAMES

- Turn the control lock to the **P** position.
 - Enter **3000** followed by the Staff No. (1-4) and press the **PAID OUT** button.
For example enter: 30003 for Staff 3
 - Using the **Alpha Code Table***enter the Code No. for each letter of your description & press the **CASH** **TEND** button to finalize the word.
 - Turn the control lock back to the **REG** position ready for normal use.
- * Alpha Code Table located on Page 83 of the Programming Manual

SETTING THE TIME & DATE

- Turn the control lock to the **P** position.
- Enter the Time using the 24-hour clock system.
For example enter 1300 for 1.00pm.
- Press the **X/TIME** button.
- Enter the Date using 6 digits followed by No. for Day of the Week.
For example enter 0108996 for Saturday 1st of August 1999
- Press the **X/TIME** button.
- Turn the control lock to the **REG** position ready for normal use.

SUNDAY	0
MONDAY	1
TUESDAY	2
WEDNESDAY	3
THURSDAY	4
FRIDAY	5
SATURDAY	6

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ENTERING & EXITING TRAINING MODE

(To ENTER Training Mode)

- Turn the control lock to the **P** position.
- Enter **45** then press the **X/TIME** button, then Enter **1** then press the **SUBTL** button.
- Turn the control lock to the **REG** position.

(To EXIT Training Mode)

- Turn the control lock to the **P** position.
- Enter **45** then press the **X/TIME** button, then Enter **0** then press the **SUBTL** button.
- Turn the control lock to the **REG** position.

PROGRAMMING RECEIPT MESSAGE

- Turn the control lock to the **P** position.
- Enter **4000** followed by the Line No. & then press the **PAID OUT** button.
For example enter: 40001 for Line No.1 or 40005 for Line No.5
- Enter the Letters from the **Alpha Code Table*** (Max 21 Letters) & then press the **CASHTEND** button.

** Alpha Code Table located on Page 83 of the Programming Manual*

SYSTEM OPTION PROGRAMMING

The table below contains machine options to enable or disable specific machine features as required. To enable any of the features listed below please use the following format:

Note: The value '0' is a default status.

- Turn the control lock to the **P** position.
- Enter the Address No. from the table below & then press the **X/TIME** button, Enter the sum of 'YES' or 'NO' & then press the **SUBTL** button.

ADD	OPTION	YES	NO
11	Preset Product Price Override.	1	0
14	Void Key restricted to 'X' position.	1	0
15	Cancel Key restricted to 'X' position.	1	0
16	Refund Key restricted to 'X' position.	1	0
17	% Key restricted to 'X' position.	1	0
18	R/A & P/O Keys restricted to 'X' position.	1	0
28	Staff buttons are Sign-on every sale.	1	0
32	No-Sale button is disabled.	1	0
35	Operation with Cash-Drawer Open.	1	0
36	Cash-Drawer open Alarm activated.	1	0
37	Number of Seconds before Alarm sounds	0 - 99	
43	Top Receipt Message printed.	1	0
44	Bottom Receipt Message printed.	1	0
46	Staff Overlap/Layaway	1	0
48	Kitchen Printer	1	0
54	KP/BILL Printer Type (Refer to Manual P26)	1 - 6	