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Introduction

The Elcom company would like to thank you for purchasing the modern electronic cash register POS-3000. Prior using the ECR, please read carefully this user manual, so you will become familiar with its functionality and performance. This manual shall be kept for future use. It should be able to assist you in case of any trouble.


Ask authorised Elcom dealers and resellers only as for the installation of the POS-3000 cash register and its accessories. In case that the cash register or software were installed by some other provider, the Elcom company is not responsible and cannot guarantee correctness of data and ECR functionality.

Important notices

- Install the cash register on such a place where it won't be subject to direct sunlight, unusual temperature changes (under 0°C or above 50°C), or high humidity. Installing the ECR on such place can result in damage on cover and electrical parts.
- Prior actual use let the ECR turned on for at least eight hours so the memory back-up battery could charge itself appropriately.
- If transferring the ECR from cold environment to a warm one or vice versa, do not turn on the ECR for at least 20 minutes.
- The ECR shan't be serviced by a person with wet hands. Water could seep into the keyboard interior and cause ECR failure.
- Clean the ECR using dry soft cloth. Do not use any of cleaning agents like petrol or other solvents. Usage of such chemicals can lead to damage on ECR cover or cover colour.
- Avoid spilling drinks onto the ECR. Fluids can impair the ECR functionality. The keyboard should be protected more thoroughly.
- Connect the ECR to the mains power feed using the supplied adapter (230V±10%). Other electrical devices connected to the same mains circuit can be the source of ECR malfunctions. Use manufacturer recommended counter-interference devices in environments with strong interference.
- If the ECR is malfunctioning, call the authorised service technician immediately. Do not attempt to fix malfunctions yourself. Do not open the ECR!
- If the receipt is being printed, wait until the printer stops printing. Do not attempt to tear the receipt off during printing. Printer damage can arise.
- Use high quality thermal paper tapes only. Low quality paper tapes can damage the ECR printer eventually lowering its lifespan. Printer's lifespan is up to 19 miles (30 km) of printed tape if using high quality paper tapes and performing regular care!
- If a coloured strip indicating end of the tape appears, replace the tape as soon as possible. Delayed paper tape exchange could damage the printer, eventually lowering its lifespan.
- Use paper tapes without glued end. If such tape would be used and not timely replaces, it could damage the printer eventually lowering its lifespan. In such case, however, the printer guarantee cannot be applied.
- Legal storage period and legal demands on fiscal receipt paper tape durability are subject to local Fiscal Law regulations. Consult relevant literature and/or a notary or barrister for details.
- Use only the supplied power adapter to power the ECR. Usage of other adapters may result in ECR or adapter damage.
- Use only dealer recommended software and original connecting cable. As for barcode scanners, use the recommendations from this manual.
- To avoid data loss when the ECR is turned off for a long period of time, turn the ECR on for at least eight hours once in six months.
- If the ECR was turned off using the main power switch on the rear connector panel, it can be turned on again only after at least one minute has passed!

- The reseller does not carry any responsibility for data or ECR damage if the usage recommendation from this manual were neglected.

Touch sensitive display

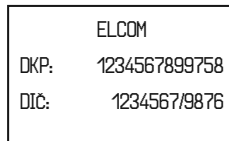
- Touch sensitive display is very delicate device. It shouldn't be serviced by a person with wet and/or dirty hands. Water leaked into the display can cause ECR malfunction. Do not use the display in humid environments.
- Use mainly the supplied pen, other blunt plastic objects, or fingers to service the display. Do not use sharp/hard objects. Do not use force while servicing (max. 0.4 lb (1.8 N)). Force can permanently damage the display. Product guarantee does not cover the mechanical damage so please protect the touch sensitive display from any form of mechanical damage.
-  The symbol on the product or on its packaging indicates that this product shall not be treated as household waste. Instead it shall be handed over to the applicable take-back scheme for the recycling of electrical and electronic equipment.
By ensuring this product is disposed of correctly, you will help prevent potential negative consequences for the environment and human health.
- Do not leave appliance unattended while it is in use.

Basic terminology

Logo

Logo is placed in the receipt header and is printed as introductory information prior the description of sold articles. It is commonly used as the ECR proprietor identification (company name, address, tax payer identification etc.). The ECR allows also programming of bottom logo, used mainly for expressing gratitude. The POS-3000 is capable of printing two kinds of logo. They are

Figure 1.1 a 1.2 >
Text (left) and graphical (right) logo.



the text logo of maximum 10 rows of text (fig. 1.1) and graphical logo, b/w picture in BMP format, maximum 336×448 pixels (fig. 1.2). Graphical logo is printed before the text logo.

Article group (department)

It is used for denoting a group (department) of articles that share common feature (dairy products, fruits, etc.). It is specified by its name only.

Tax level

Tax levels specify taxes applied on sold articles. It is specified by its value in per cent and its type (VAT, TT).

Sale units

These are used to specify the amount of article sold (metres, litres, etc.). A sale unit is assigned to every PLU that specifies the amount sold. It is possible to programme 15 sale units containing at most three letters.

Price Look Up (PLU)

PLU stands for the description of particular article. PLU is represented by a record in ECR memory allocated for the said article that contains article name, sale price, and its flags (PLU type etc.). Examples are: Milk – 1,30 €, Cream yoghurt – 0,59 €. If there is a barcode assigned to the article it can be used as its PLU.

Report

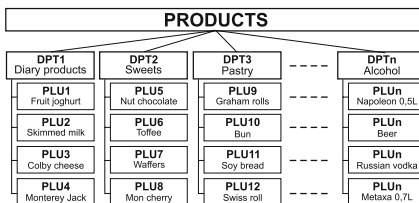
Reports supply necessary overview of sale by the chosen criterion (financial, total, PLU etc.). There are two types of reports performed by the ECR: X and Z.

X – reports print actual sale values (depending on report type) without clearing processed data from ECR memory.

Z – reports print actual sale values (depending on report type) and clear processed data from ECR memory.

Relationship between article groups and PLU

Following example figuratively describes the relationship between article groups (departments) and article records (PLU). Four departments and 16 PLUs are used in this demonstration.



< Figure 1.3
Department – PLU relationship example.

Barcode

The barcode is the graphical code of numerical value assigned to an article by international rules. If an article was assigned its barcode, then the same barcode is placed on every packaging of said article. The most frequently used barcode is the EAN-13 and EAN-8 that encode 13, respectively 8, digits according to the European Article Numbering rules.



< Figure 1.4
EAN barcodes: EAN-13 on left and EAN-8 on right.

Barcode reader (scanner)

This device is used for machine reading of barcodes of individual articles. Most commonly it is used to register quickly and precisely by reading the article's barcode.



< Figure 1.5
Barcode reader.

Cumulative totals (GrandTotals)

Cumulated totals are variables that cumulate the values from all sales. There are usually three known grandtotals: **GT1**, **GT2**, and **GT3**. Their meaning is as follows:

GT1 - gross turnover - this means the cumulated total of all positive values registered in the ECR.

GT2 - net turnover - the net turnover means the difference between gross turnover and negative turnover.

GT3 - negative turnover - this means the cumulated total of all negative values (voidances, refunds, discounts...) registered in the ECR.

Cash register description

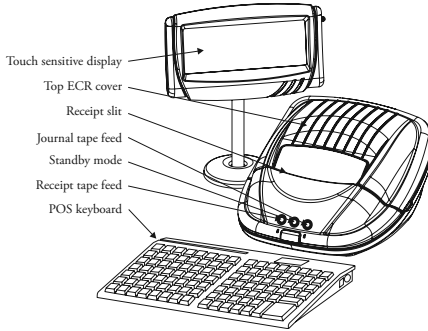
Basic parameters

The POS-3000 ECR belongs among the most modern ECRs of the new generation; it is light and compact. It is designed for larger establishments with high sale cadence. Despite its smaller dimensions, the technical features of POS-3000 are quite formidable. It has got capabilities to connect to a PC, a barcode reader, and scales. The ECR is capable to communicate with a PC using the serial port, modem, or it can use LAN (Local Area Network) communications. Furthermore, it is possible to connect cash drawers, cashier monitor, external customer display, PC keyboard, and also several types of POS keyboards. Its case is large enough to fit in a paper tape reel of up to 2.4" (60 mm) in diameter.

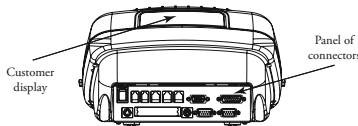
The POS-3000 is powered from mains using the state-of-the-art power adapter. Power adapter is a part of ECR distribution package.

Optional accessories include external customer display, cash drawer, memory expansion, Ethernet communication adapter, automatic paper tape cutter, and other devices according to customer's special needs.

POS-3000 offers several managerial functions and reports. It also includes full support for various national languages and their alphabets. Programming and report modes are also programmed in the elected national language. The most prominent feature of this ECR is the touch sensitive display that allows performing previously complicated tasks with ease.



< Figure 2.1
Basic parts of POS-3000.



< Figure 2.2
Rear ECR panel.

Optional ECR accessories

Complete and detailed list of optional accessories available is located in Appendix A at the end of the document.

Cash drawer

The POS-3000 cash register allows connecting most of cash drawer types that are equipped with the solenoid opening mechanism. The ECR is fitted with Modular jack connector for automatic opening of



< Figure 2.3
Examples of supplied cash drawers.

two cash drawers. You can use narrow (4 banknote compartments) or wide (8 banknote compartments) cash drawers as needed.

The cash drawer is connected to ECR by a thin cable that enables automatic opening. The cable/connector combination allows conveniently disconnecting and moving the ECR and the drawer. Both small and mid-size establishments will surely welcome the possibility to place the drawer wherever desired and operate it using the ECR. Ask your authorised POS-3000 dealer for delivery and installation of a cash drawer.

Cashier display

It is possible to connect 640×480 VGA DSTN touch sensitive display instead of the original 640×240 touch sensitive display. Its main advantage is that it is able to display much larger amount of information (during sale or reports). Ask your authorised POS-3000 dealer for delivery and installation of the VGA touch sensitive display drawer.

External customer display, cashier monitor

Figure 2.4 >
Alphanumerical display and 9" B/W VGA monitor.



External customer display is a supplement to the internal customer display that is imbedded into the body of POS-3000. External display is placed so that its digits are clearly visible to the customer.

The connection is provided for by supplied cable. The display is supplied in versions with/without backlight in tabletop version with stand.

It is also possible to connect a monochromatic 9" SVGA cashier monitor. ECR has to be equipped with the CRT video module in order for SVGA monitor to work. Ask your authorised POS-3000 dealer for delivery and installation of additional display/monitor.

IrDA

Infrared interface (IrDA) is convenient if data are frequently transferred between ECR and PC and neither ECR nor PC is connected to common computer network. This can save on equipment weariness caused by frequent plugging and unplugging of the network cable.

Ask your authorised POS-3000 dealer for more information and potential activation of infrared interface.

Barcode readers

The POS-3000 cash register is equipped with the interface for connecting the barcode reader (scanner) by default. If you decided to employ the functionality of a barcode scanner, this subchapter can help you choose one. In any case, it is recommended to consult the purchase of suitable barcode reader with your authorised POS-3000 dealer.

Scanner is connected to the ECR using the built-in RS-232 serial interface and standard Canon connector. The scanner should feature the same interface and connector. ECR supplies the scanner with +5 V of input voltage. Both scanner and ECR should be properly programmed prior connecting one to another.

The Metrologic scanners are recommended for POS-3000. Ask your POS-3000 dealer for further information. There is special scanner price if purchased along with a new cash register.

Figure 2.5 >
Metrologic MS-951.



Metrologic MS-951

Portable laser scanner, manual or mounted use, row scanning, RS-232 interface (model 951R), scanning speed 36 rows per second, scanning distance 8" (205 mm), automatic activation, easy programming, low cost model, 5 V input voltage, stand is included with the scanner.

Metrologic MS-6720

Portable/mounted scanner combination, great ergonomics, concentrated omni-directional scanning mode, flexible manipulation, adjustable stand, easy programming, low cost model, 5 V input voltage, scanning speed 1,000 rows per second, maximum scanning distance 8" (205 mm).



< Figure 2.6
Metrologic MS-6720.

Metrologic Orbit MS-7100

Stand-mounted lightweight scanner, high class in scanning, concentrated omni-directional scanning mode, flexible manipulation, easily adjustable stand, easy programming, low maintenance demands, 5 V, scanning speed 1,200 rows per second, maximum scanning distance 8,5" (215 mm).



< Figure 2.7
Metrologic Orbit MS-7100

Metrologic MS-860

Counter scanner, concentrated omni-directional scanning mode, easy programming, low maintenance demands, input voltage 11-30 V, scanning speed 2,000 rows per second, maximum scanning distance 7" (179 mm).



< Figure 2.8
Metrologic MS-860.

Metrologic MK-6130

Portable/mounted scanner combination, row scanning mode, easy programming, wireless scanner up to 20 ft (6 m), battery power supply of 3.6 V, battery life 8 hours (at 300 scans per hour), battery charger is supplied, battery is recharged after 4 hours, scanning speed 52 rows per second, maximum scanning speed 8" (203.2 mm).



< Figure 2.9
Metrologic MK-6130.

Metrologic MS-9520 Voyager

Portable laser scanner, portable/mounted use, row scanning mode, easy programming, scanning speed 72 rows per second, maximum scanning distance 8" (205 mm), 5 V power input.

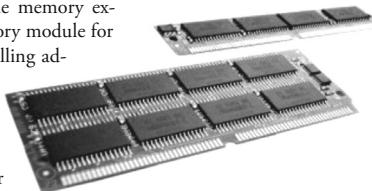


< Figure 2.10
Metrologic MS-9520 Voyager.

Ask your authorised POS-3000 dealer for information on additional types of barcode scanners.

SRAM and Flash memory expansions

The design of POS-3000 facilitates simple memory expansion by just replacing the SRAM memory module for a module with greater capacity or by installing additional SRAM module. The mainboard contains three SIMM connectors. It is possible to place 2, 4, or 8 MB SRAM module into a single slot. SRAM expansion is mainly used to increase the number of programmable PLUs. Expansion by 2 MB adds next 23,800 PLUs to the possible number of programmed PLUs.



< Figure 2.11
SRAM/Flash modules.

The POS-3000 cash register is sold with 8 or 16 MB of Flash memory according to ECR software needs. Only authorised service technician can perform the exchange of memory modules.

Communication adapter

Figure 2.12 >
Wireless communication: PCMCIA network card (top) and its access point (bottom).



The POS-3000 is able to communicate with PC via modem, standard or wireless network if equipped with proper PCMCIA devices. Wireless networking has its advantages in its speed, convenience of use, and other network capabilities depending on the PCMCIA adapter type.

Ask your authorised POS-3000 dealer on further uses and applications of the communications adapter.

Automatic paper tape cutter

The automatic paper tape cutter provides comfortable and secure receipt separation so that it cuts the receipt tape and thus avoids accidental tear through printed text or printer damage. The cutter type depends from the printer used in your cash register. Ask your authorised POS-3000 dealer for further information.

Other accessories

Any PC or POS keyboard can be connected to the POS-3000 cash register. You can pick among several types of keyboards: PC keyboard, POS keyboard EK-3000 as well as other types of keyboards, e. g. with built-in credit card reader.

Figure 2.13 >
OCTACOM stands.



OCTACOM stands are used to make servicing of POS-3000 clear and easy. They are designed to enhance the capabilities of and simplify installation of EK-3000 keyboards and ECR display provided by Elcom company on any possible place. These stands allow you to place keyboards and displays conveniently as for your personnel so for your customers. OCTACOM stands are manufactured from light and durable aluminium alloy. There are four types of stands in standard height 19.5" (50 cm). They are easily fitted to their base and easily adjustable in height.

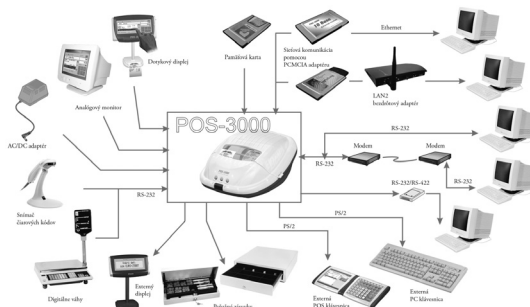
Figure 2.14 >>
Various POS combinations.

The POS-3000 cash register is supplied in several colours and colour patterns that allow you to match your ECR to your sale point interior and thus making the shopping more pleasant for your customers. Coloured plastic covers are made of highly durable material (polycarbonate plastics).

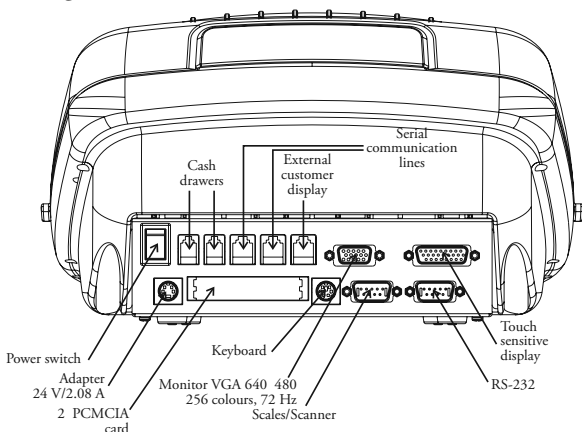


Possibility of connecting external devices

Figure 2.15 >
Connectible POS-3000 devices.



Connecting the external devices to POS-3000



< Figure 2.16
Rear connector panel
scheme.

Warning: Ask your ECR dealer for detailed instruction on connecting external devices.

POS-3000 keyboard

Any PS or POS keyboard can be connected to the POS-3000 cash register. The Elcom company recommends the EK-3000 keyboards that were specifically designed for this cash register. The EK-3000 keyboard is programmable, so it is possible to change the position of individual keys.

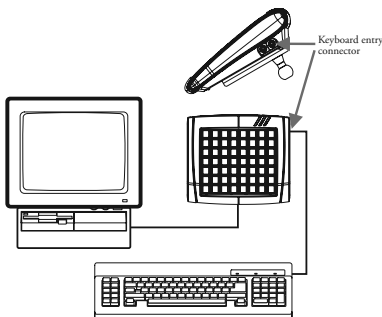
The keys are marked by large and simple icons for convenient and quick orientation. The function name is written under the icon in small letters. The POS-3000 keyboard is very convenient and ready for work, even whole day long. Function keys and department keys are equipped with transparent removable covers that allow exchanging the key stickers. You can greatly facilitate your work by marking the department keys to your own (e. g. dairy products, alcohol, groceries...).

Keyboard programming































The keyboard supplied along with the ECR is programmable using the software supplied on a diskette. The supplied software contains several help files that allow easy keyboard programming. Connect the keyboard according to the supplied picture and proceed as the help files instruct.

Names and functions of the keys

Text in capitals is the name of the key. This name will furthermore be used when referencing a key. Unprogrammable keys are usable in all ECR modes; the rest is usable only in the registration mode.



< Figure 2.17
POS keyboard connection.

-  ..  Numerical keys serve for entering numerical values.
-  ..  Direct keys are used for entering a PLU directly (e. g. for milk, cheese etc.) or for entering pre-programmed surcharges/discounts. It is necessary to programme them prior to their use.
-   Keys without an implicit function can be assigned any function (mostly it is a direct surcharge or discount) in programming mode, Keyboard group.
-  The **SPACE** key is used for activating selected buttons on the display. It cannot be re-programmed.
-  The **BACKSPACE** key is used to erase the character standing on the left from the cursor. It cannot be re-programmed.
-  The **OK ENTER** key is used to opt for OK and close the dialogue window (the dialogue contains OK and Cancel buttons). It cannot be re-programmed.
-  The **CANCEL ESC** key is used to opt for Cancel and close the dialogue window (the dialogue contains OK and Cancel buttons). It cannot be re-programmed.
-  ..  The tabulators (**TAB**) are used to select a button on the display using the POS keyboard. They cannot be re-programmed.
-  ..  Cursor movement arrows are used to move around the window and pick an item in the pull down menu. They cannot be re-programmed.
-  ..  Item selection arrows allow selecting an item on the electronic receipt. They cannot be re-programmed.
-  ..  Scrolling arrows are used to scroll the contents of the electronic receipt.
-  The **MULTIPLY** key is used for multiplying when several pieces of the same article are bought.
-  The **DIVIDE** key is used in dividing a split article price.
-  The **CLEAR** key is used to erase entered number that was incorrectly entered using numerical keyboard. This key also can be used to cancel wrongly entered function.
-  The **REFUND** key is used to refund money e. g. for defective article; it can be done during a sale or as an individual transaction.
-  The **VOID** key is used to void registration of already registered PLU.
-  The **SCALES** key is used to obtain the weight of sold article when the ECR is connected to the electronic scales.
-  The **DRAWER** key is used to open the cash drawer without performing a sale or to enter a reference number.
-  The **RA** (Receive on Account) key is used to record accepted payments that were made without registering a trade operation, i. e. entering the initial daily cash into the cash drawer.
-  The **PO** (Paid Out) key is used to record made payments that were made without registering a trade operation, i. e. cashing the turnover. It also is used while handing out from stock.
-  The **DUPLICATE** key is used to print the receipt once again after the transaction has finished. The receipt is marked as **DUPLICATE**. If the duplicate printing is forbidden, the key is not functional.
-  ..  These two keys are used to apply surcharge or discount in per cent to actual registration operation or to the entire transaction.

CONBT + **CONBT -** These two keys are used to apply constant value surcharge or discount to actual registration operation or to the entire transaction.

PLU PRICE The **PLU PRICE** key allows entering the article price that will override programmed PLU price for one record only and also allows paying in foreign currency.

PLU The **PLU** key is used to recall programmed article values from the PLU identifier: price, name, article group (department), tax level etc. Mainly used in sale registration for PLUs.

ST SUBTOTAL The **ST** key displays actual subtotal value. There is system flag that determines if the **ST** key has to be pressed prior finishing sale.

PLU LIST The **PLU LIST** key is used to show and search for PLU items stored in the ECR memory.

? HELP The **HELP** key is used to open short helpful instructions concerning the actual function. It is active only during registration.

ADD-ON DISCOUNT LIST The **ADD-ON DISCOUNT LIST** displays the list of predefined surcharges and discounts. It is active only during registration.

CUSTOMER The **CUSTOMER** key is used to enter the customer's reference number.

CR CREDIT The **CREDIT** key is used to mark the finished sale as finished by the credit card payment.

CH CHECK The **CHECK** key is used to mark the finished sale as finished by the cheque payment.

TOTAL CASH The key marked with Internet Explorer logo opens the window of the Internet browser.

The **TOTAL** key is used to finish the sale and also to mark the finished sale as finished by cash payment.

PC keyboard

Also the PC keyboard can be connected externally to the POS-3000. Sale and registration is analogous to the POS keyboard. The keys that cannot be re-programmed are the same as in the EK-3000: Esc, Enter, Tab, Space, Shift+Tab and arrow keys. All other keys are programmable.

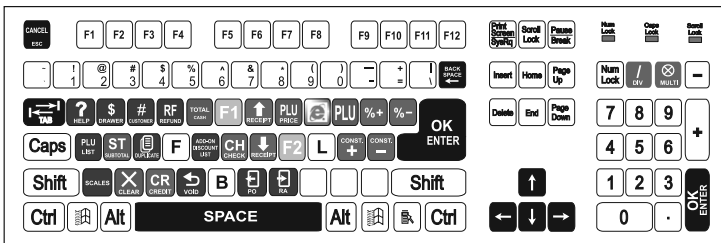
It is recommended to programme the direct PLU and predefined surcharge/discount keys as Shift+character key combination.

Following convenient keyboard shortcuts are provided by the PC keyboard:

CTRL+F2 – Toggling of the graphic modes (LCD, monitor, LCD+monitor). Chosen mode will initialise after the ECR is turned on.

CTRL+ALT+' – Touch sensitive display calibration

SHIFT+KEY – Character placed on top right part of a key



< Figure 2.18
POS equivalents mapping onto the PC keyboard.

CTRL+KEY – Character placed on bottom left part of a key
CTRL+SHIFT+KEY – Character placed on top left part of a key

Note: Ask your dealer on possibility of connecting the PC keyboard.

Description of displays

Figure 2.19 >
Cashier touch sensitive display.



Cashier display description

The novelty item in POS-3000 is the touch sensitive display that allows simple servicing of even the difficult POS functions. The POS-3000 cashier display is the touch sensitive colour LCD display of cutting-edge construction. It is capable of displaying any character or icon and activating its assigned function by pressing lightly using pen or index finger.

The touch sensitive display is very delicate device. It shouldn't be serviced by a person with wet and/or dirty hands. Presence of water in the ECR can cause system failure. Use blunt plastic objects or fingers to service the display. Do not apply force while pressing due fragility of used materials. Protect the display from any mechanical damage. Do not use the display in humid environments.

Customer display description

Figure 2.20 >
Segment display.



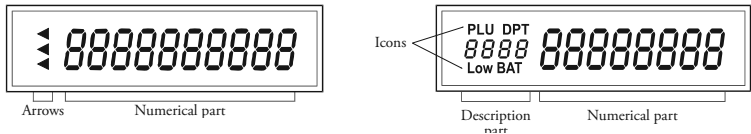
8-digit LCD display

The 8-digit LCD customer display of the POS-3000 possesses eight large and four smaller digital segments and additionally contains descriptive texts PLU, DPT, and LowBat. This display can be divided on the descriptive part and numerical part. Numerical part of the display shows mainly numerical values (price). The POS-3000 uses only the numerical part of the display to show numerical values.

10-digit LCD display

The 10-digit LCD customer display of the POS-3000 is equipped with ten large digital segments and additionally carries additional arrow shaped segments. This display can be partitioned to the numerical part and part containing the arrows. Numerical part of the display mainly displays numerical data (price). The POS-3000 uses only the numerical part of the display to show numerical

Figure 2.21 >
Detailed description of individual segment display types.



values.

Figure 2.22 >
Alphanumerical display 2x20 characters.



Alphanumerical display 2x20 characters

The alphanumerical display for the POS-3000 is capable of displaying two rows of twenty characters. Alphanumerical means that it can display both numerals and letters.

Microsoft Windows CE general terms

Following text explains several terms that appear in computer terminology. They are needed for good orientation in the texts of following chapters.

Label

Label is a fixed static text which function is to describe other element or its function/meaning. Labels may also serve themselves as a source of information.

Checkbox

The checkbox is a square shaped element that can be either checked (on) or not. The checkbox is toggled by pressing its square shape or by selecting it using Tab keys and toggle it using Space.

Radio button

The radio button is an array of circular elements within a group that offer different choices to the user. Selecting one button from within the array automatically cancels previous selection (just like old-style radios do). Pick one button from the group using Tab keys and press Space.

Button/Icon

The button is an element on the display that, if activated, will perform its assigned function. You can press the button directly on the touch sensitive display or you can pick the desired button using the Tab keys and pressing Space afterwards. The icon is in fact a button but contains iconic representation of the intended function. The icon is employed in the same way the button is.

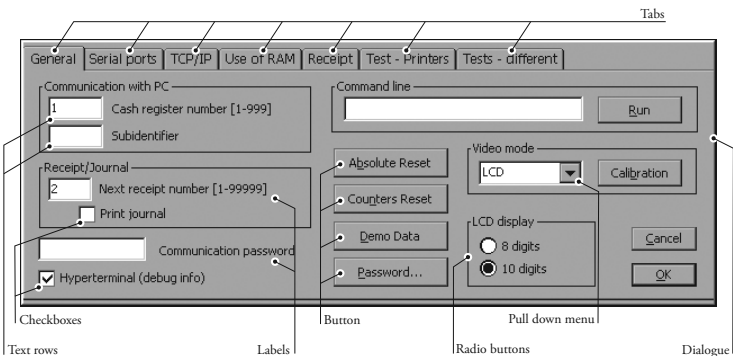
Text row

Text row represents the place where data can be entered and not only text data. Typical example is the entering of cashier's password into the text row.

Pull-down menu

The pull-down menu serves as to pick one option from several options. The visual difference between the pull-down menu and the text row is the small square carrying an arrow on its right side. When pressing the square, the menu unfolds and the visible unfolded options are selected by pressing on. While keyboard serviced, the menu turns blue if selected using tab keys. Use up and down arrow keys to browse through its options.

Tabs



< Figure 2.23 Individual visual elements of MS Windows CE environment.

The tabs are usually employed to enhance informational capacity of a single dialogue window. One dialogue contains several tabs that, in turn, contain many elements on themselves, thus integrating much more information than a single dialogue could muster. Switching between tabs is much quicker than constantly entering and leaving dialogues.

Dialogue

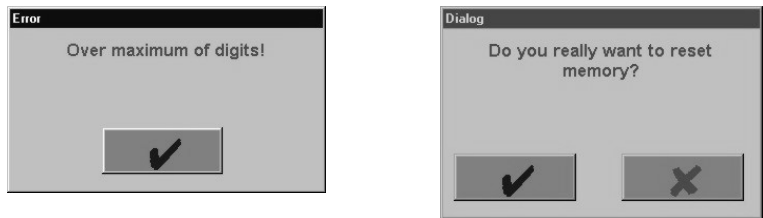
Dialogue is the displayed constellation of interrelated checkboxes, buttons, labels, icons, or text rows carrying out one function.

Error messages, queries

If an incorrect value or input was detected, the ECR displays an error message along with brief error description. Read the message carefully and press OK. The error message will disappear and allow you to correct the problem.

Query is the dialogue that appears if an important operation is about to take place and ECR requires its confirmation as it does if attempting to initialise the ECR or to delete a PLU item. Use the OK key to confirm the operation (OK ENTER on POS keyboard, NUMENTER on the PC key-

Figure 2.24 >
Error message dialogue (left) and query dialogue (right).

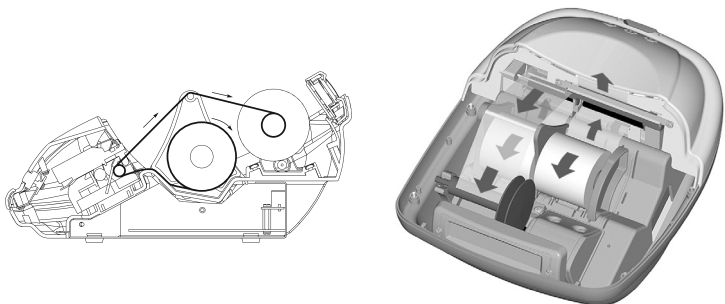


board) and use the Cancel key to cancel the action (CANCEL ESC on POS keyboard and Esc on the PC keyboard).

Inserting the paper tapes into the printer

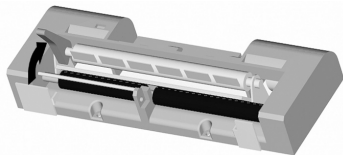
The POS-3000 cash register requires 2.1" (54 mm) thermal paper tapes for its operation. One (on the left) is used for printing receipts and the other (right one) is used to print the check tape – journal. Use only the quality reels up to 2.4" (60 mm) in diameter!

Figure 2.25 >
Cut-through and isometric views of paper tape feeding into the printers.



Warning: If a coloured strip indicating the end of the tape appears on the tape, quickly replace the paper tape. Delays in replacing the tape can lead to printer damage and potential shortening of its lifespan.

Use only paper tapes that have no glued ends. If such tape would have been used and not time-ly replaced for a new one, it could damage the printer or shorten its lifespan. The guarantee does not cover this particular case.



<< Figure 2.26
Printer head.

Proper ECR function demands that the print is sufficiently intense. If any problems arise, please contact your authorised dealer of POS-3000 cash registers.

Insert the paper tape reels into the reel beds so that they unroll from the bottom (see fig. %%). Trim the tape ends using scissors. Tape ends

must not contain any dirt or glue residue.

First, lift the printing head by lifting its position lever upwards. Feed both of the tapes, receipt and journal, as shown in the figure. Lower the printing head and press the receipt tape feed button on the front ECR cover until the tape's end doesn't emerge. Then, press the journal tape feed button until the journal tape has unwound sufficiently to fasten it into the winding reel and wind the reel several times over to fit the journal tape properly. Place the winding reel into designated holders and turn it lightly to stretch the tape.

Lead the receipt tape into the receipt tape slit in the printer cover and close the printer cover. Tear off surplus tape and you can begin registration.

Usage and storage of paper tapes

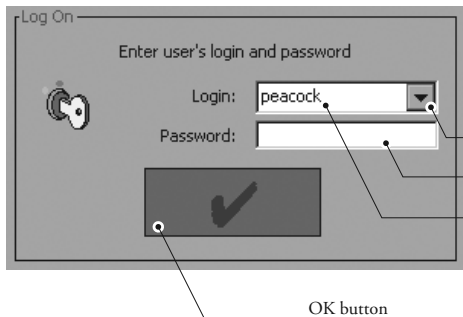
It is necessary to use 2.1" (54 mm) paper tapes in the POS-3000 cash register.

Following storage recommendations hold for commonly used paper tapes:

- do not expose to sunlight,
- do not expose to temperatures above 104 F (40 °C),
- avoid contact with softened PVC, mollifications, organic solvents, glue, and water.

The paper tape properties have to provide the printed data security while the storage conditions are met. It is necessary to use only paper tapes that guarantee to provide sufficient data security. Thermal paper tapes manufactured by Jujo Thermal Ltd. are recommended. If low quality paper tapes are used or the storage conditions were not met, the Elcom company cannot guarantee for the printing intensity and data security.

Logging into the ECR system



< Figure 2.27
Log on dialogue.

If compulsory cashier log in is set, the Login dialogue will appear after the ECR is turned on that requires you to log in using your login name and password. Pick the login name from the pull-down menu and enter your password (sequence of numbers). The password is not displayed as typed for security reasons. The cashier data (login, password etc.) have to be programmed in advance in the programming mode.

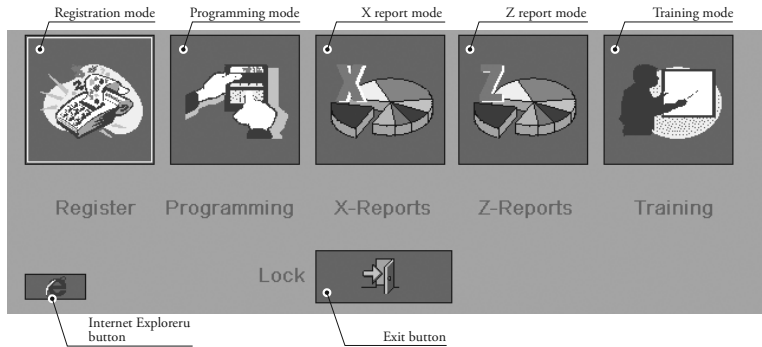
If the ECR is turned on for the first time, there is at least one cashier programmed. Pick one and press OK (default cashiers do not have passwords). The compulsory logging in can be turned off in the programming mode, group Printing and speech synthesis.

Logging out is performed by pressing the Exit button on the touch sensitive display or pressing **CANCEL ESC** on the POS keyboard or its PC keyboard equivalent until the login dialogue appears. If the compulsory login is turned off, pressing **EXIT** button returns to the Mode selection dialogue.

ECR mode selection

The Mode selection dialogue offers five ECR modes to pick from. The selection can be made us-

Figure 2.28 >
ECR mode selection dialogue.



ing either POS or PC keyboard or by simply pressing the corresponding icon on the display.

Tap the selected icon on the display or select the icon using **TAB** keys (selected icon has got a thicker rim) and press **SPACE**.

Registration mode is used to register sales and transactions.

Programming mode is used to programme all the values or functions of the ECR. It is activated by pressing programming mode icon.

X reports serve to display or print the sale overview. Does not clear ECR fiscal data and is activated by its respective icon.

Z reports do print all kinds of sales overviews that consequently clear the ECR fiscal data. It is activated by pressing the respective icon.

Training mode is used to train new cashiers. Fiscal operations performed in this mode are not recorded into ECR memory and do not appear in reports.

If you mistakenly entered an incorrect mode, you can press **CANCEL ESC** or its equivalent and return to the ECR mode selection dialogue.

Access to individual modes is subject to cashier authorisation for given modes.







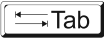






POS-3000 Programming

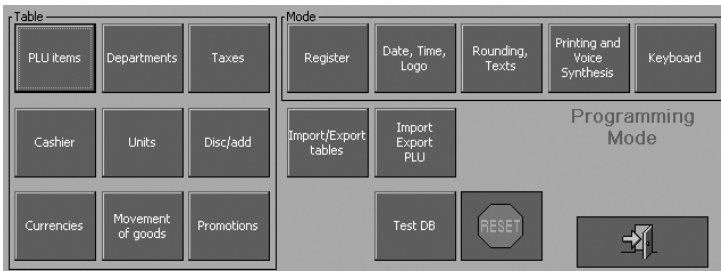
Initialisation

When used for the first time the POS-3000 has to be initialised. Initialisation is performed by the following procedure: Press **OK** without entering the login name and password in the login dialogue immediately after the application launches. Select the programming mode in the Mode selection dialogue and press the **RESET** button afterwards. The initialisation takes a while to run. After the initial set up it is only possible to perform initialisation if the monthly Z report has been run.

Warning: Initialisation erases all programmed information, returns the software to the basic settings and sets the default flag values. Only the cumulated totals (grand totals), ordinal report numbers (Z1, Z2), and system flags for rounding are kept.



If the printer is not properly initialised, the application will not launch. Application launches only after the problem(s) causing the printer to fail initialisation is (are) solved.

Action description	POS	POS keyboard	PC keyboard
press OK in the login dialogue without supplying a password			
press the Programming button		 until the Programming icon is selected, then press 	 until the Programming icon is selected, then press 
press the RESET button		 until the Reset icon is selected, then press 	 until the Reset icon is selected, then press 



< Figure 3.1
Programming mode dialogue

The Programming mode menu contains flags placed in groups. Every button in the Programming mode menu corresponds to a group of flags that are shown once you enter the main flag. The flags are grouped thematically; e. g. the flags concerned with rounding and their function texts are placed in the Rounding, Texts flag group.

When the programming is finished, exit by pressing the EXIT button  or by using the CANCEL Esc  on the POS keyboard or its equivalent on PC keyboard.

Recommended programming procedure









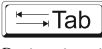

The POS-3000 can be programmed in three ways (using the touch sensitive display, POS or PC keyboard) that can be combined. Firstly, programme the settings represented by the buttons in the bottom row designated as Settings. This contains programming for the general system flags, flags for logo and function texts. Then programme the groups represented by buttons in the upper row that are designated as Tables. The PLU group is best programmed last, as it references other tables. Last, programme the Keyboard group.

An error message will appear if an incorrect entry has been entered or the entered value contradicts already programmed values.

Programming the general system flags, logo, and function texts

Register group

The Register group contains the flags for setting the register mode.

Action description	POS	POS keyboard	PC keyboard
log in (you have to be authorised to enter programming mode)			
press the Programming button		 until the Programming icon is selected, then press 	 until the Programming icon is selected, then press 
press the REGISTER button		 until the Register icon is selected, then press 	 until the Register icon is selected, then press 

Flag descriptions:

- Negative stock – Allows negative stock for PLUs if checked.
- Single PLU – Allows selling of the PLU as a single if checked.
- Open price – Allows entering a price other than the programmed one if checked.
- Disc/Add-on subtotal – Allows discounts/surcharges on subtotal if checked.
- Open disc/add – Allows operator to enter rate other than the preprogrammed discounts/surcharges if checked.

< Figure 3.2
Register group dialogue

- Required subtotal – Requires pressing the subtotal button before sale ends if checked.
- Refund allowed – Allows refunds if checked.
- Negative PLU – Allows registration of PLUs with negative price if checked.
- Negative cash – Allows the sale to have a negative total if checked.
- Cash required – Requires customer to make a cash payment if checked.
- Max. add-on (%) – Specifies the maximum allowed surcharge in per cent. Up to ten-digit number (per cent). The number of decimal places is determined by Rounding, in the Texts flag group.
- Max. discount (%) – Specifies the maximum allowed discount in per cent. Up to ten-digit number (per cent). The number of decimal places is determined by Rounding, in the Texts flag group.
- Max. quantity – Specifies the maximum quantity for a single item in a sale. Up to six-digit number (sale units). The number of decimal places is determined by Rounding, in the Texts flag group.
- Max. add-on (const.) – Specifies the maximum allowed constant surcharge. Up to ten-digit number (master currency). The number of decimal places is determined by Rounding, in the Texts flag group.
- Max. discount (const.) – Specifies the maximum allowed constant discount. Up to ten-digit number (master currency). The number of decimal places is determined by Rounding, in the Texts flag group.
- Max. total price – Specifies the maximum total value for a single sale. Up to ten-digit number (master currency). The number of decimal places is determined by Rounding, in the Texts flag group.
- Max. items – Maximum number of items in a single sale. It can be any from 50, 100, 150, or 200. Pick one using the pull-down menu.
- Void link. – Allows voiding of linked PLUs together with master PLU if checked. If a returnable bottle of mineral water is voided, its bottle is voided as well if the bottle was linked.
- Add-on/disc link – Similar to the Void link checkbox, allows the surcharge/discounts to apply to a linked PLUs if checked.
- Print PLU ID – Prints the PLU number onto the receipt and journal if checked.
- Enable stock out – Allows handing out from stock function.

- Apply complete quantity for piece disc/add.
 - Rounds down the sold quantity when applying the value discount per item if checked.
- Add unknown PLU from register mode to DB
 - If one happens to enter a PLU that is neither in the POS database nor is downloadable via network, the POS will enable the cashier to programme such PLU right from rregistration mode.
 - Group that handles printing of taxes.
 - Tax type used—VAT should be selected in the UK.
 - The manner of printing the subtotal (with tax or without) is decided here. Pick an option from the pull-down menu.
 - This pull-down menu decides how individual tax level is shown on the receipt; either by percent, by ID (level 1) or it can be turned off by selecting the word “nothing”.
- Tax types
 - Type
 - Subtotal type
- Print

After the programming is finished, check thoroughly correctness of entered values. Accidental errors can still be corrected. The group menu is exited by pressing the OK (OK ENTER).

Date, Time, Logo group

This group concerns the programming of date, time and the logo.









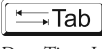

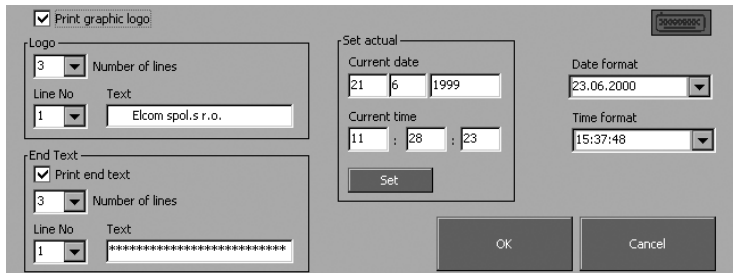
Action description	POS	POS keyboard	PC keyboard
log in (you have to be authorised to enter programming mode)			
press the Programming button		 until the Programming icon is selected, then press 	 until the Programming icon is selected, then press 
press the DATE, TIME, LOGO button		 until the Date, Time, Logo icon is selected, then press 	 until the Date, Time, Logo icon is selected, then press 

Figure 3.3 >
Date, Time, Logo group dialogue



Flag descriptions:

- Print graphic logo
 - The logo is printed if checked.
- Logo
 - This group allows the setting of the text logo printed at the beginning of the receipt.
 - The pull-down menu specifies logo size in rows.
 - The pull-down menu selects the specific logo row.
 - Selected logo line can be edited here.
- Number of lines
- Line No
- Text
- End text
 - Sets the text at the bottom of the receipt
 - The end text is printed if checked.
 - The pull-down menu specifies end text size in rows.
 - The pull-down menu selects the specific text row.
 - Selected end text line can be edited here.
- Print end text
- Number of lines
- Line No
- Text
- Set actual
 - This group contains settings for current date and time.
 - The text rows allow you to set the current date.
 - The text rows allow you to set the current time.
 - Pressing this button sets the programmed date and time.
- Current date
- Current time
- Set
- Date format
- Time format
 - The pull-down menu supplies various date formats.
 - The pull-down menu supplies various time formats.

After the programming is finished, check thoroughly the correctness of entered values. Accidental errors can still be corrected.

Rounding, Texts group

This group contains settings for rounding (rounding up and down), number of decimal places and function texts that are printed onto the receipt, e.g. SUBTOTAL, REFUND etc. Setting the rounding flags and decimal places is available only if accumulated totals are zero.

Action description	POS	POS keyboard	PC keyboard
--------------------	-----	--------------	-------------

log in (you have to be authorised to enter programming mode)

press the Programming button



until the Programming icon is selected, then press

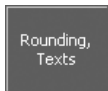


until the Programming icon is selected,

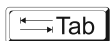
then press



press the **ROUNDING, TEXTS** button



until the Rounding, Texts icon is selected, then press



until the Rounding, Texts icon is selected,

then press



Flag descriptions:

- Decimal places and rounding
 - This group specifies the number of decimal places, the rounding algorithm (round up or down), and place where rounding takes place.
- Decimal places
 - Denotes the column that contains the number of

Figure 3.4 >
Rounding, Texts group
dialogue

Decimal places and rounding			
Decimal places	Rounding place	Rounding type	
Disc/add	2	1	S-up
Price	2	1	S-up
Tax	2	1	S-up
Amount	3	3	S-up
Subtotal	2	1	S-up

Decimal places while programming	
Price	2
Tax	2
Exchange Rate	5
Disc/add	2

Ref.No	REF.NUMBER	Customer	CUSTOMER
Cash	\$CASH	Void	VOIDANCE
Check	\$CHECK	Refund	\$REFUND
Credit	\$CREDIT	Subtotal	\$SUBTOTAL
Change	\$CHANGE	Total	\$T\$O\$T\$A\$S\$L
RA	RA	PO	PO

- displayed decimal places.
- This column specifies to how many decimal places the item should be rounded.
- This column specifies the rounding algorithm: rounding up, down or rounding from five up.
- Row specifies the type and place for rounding and number of decimal places for discounts/surcharges.
- Row specifies the type and place for rounding and number of decimal places for item prices.
- Row specifies the type and place for rounding and number of decimal places for taxes.
- Row specifies the type and place for rounding and number of decimal places for article amounts.
- Row specifies the type and place for rounding and number of decimal places for subtotal value.
- Decimal places while programming
 - This group specifies the number of decimal places in other groups of Programming mode groups' dialogues.
 - Specifies the number of decimal places when programming article prices.
 - Specifies the number of decimal places for taxes.
 - Specifies the number of decimal places when programming exchange rates.
 - Specifies the number of decimal places when programming discounts/surcharges.

Further rows in this flag group cover the texts printed onto receipts. If the bold print is desired, it is necessary to place paragraph character '\$' before the character that is to be printed in bold (e.g. if the first letter in the word Total should be bold, then type \$Total into the appropriate row; if the whole word Total should be in bold, type \$T\$o\$t\$a\$s\$l).






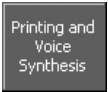


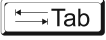

- Ref. No
 - Sets the text printed before reference number that can serve as invoice number etc.
- Customer
 - Sets the function text for customer number.
- Cash
 - Sets the function text for cash payments.
- Void
 - Sets the function text for avoidance of items or subtotal.
- Check
 - Sets the function text for cheque payments.
- Refund
 - Sets the function text for refunds.
- Credit
 - Sets the function text for credit card payments.
- Subtotal
 - Sets the function text for subtotals.
- Change
 - Sets the function text for returned change.

- Total – Sets the function text for total sale value.
- RA – Sets the function text for receive on account operation.
- PO – Sets the function text for paid out operation.

After the programming is finished, check thoroughly the correctness of entered values. Accidental errors can still be corrected. The group dialogue is exited by pressing the **OK (OK ENTER)**.

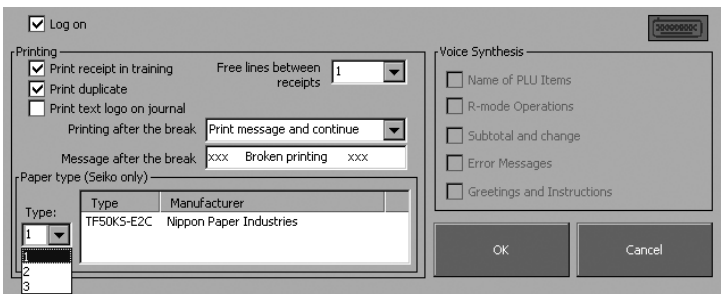
Print group

This group contains the settings for the printer and printing.

Action description	POS	POS keyboard	PC keyboard
log in (you have to be authorised to enter programming mode)			
press the Programming button		 until the Programming icon is selected, then press 	 until the Programming icon is selected, then press 
press the PRINTING AND VOICE SYNTHESIS button		 until the Printing icon is selected, then press 	 until the Printing icon is selected, then press 

Flag descriptions:

- Log on – Logging on is compulsory after turning on or unlocking if checked.
- Printing
 - Print receipt in training – This group sets the printing parameters.
 - Print duplicate – Prints receipts in training mode if checked.
 - Print text logo on journal – Allows duplicate printing if checked.
 - Free lines between receipt – Prints text logo onto journal tape if checked.
 - Printing after the break – Use the pull-down menu to specify number of empty lines before the cutter cuts the receipt roll.
 - Message after the break – Determines restoration of printing (for instance if the unit is turned off accidentally). Printing can be restored with or without printed message.



< Figure 3.5
Printing and voice synthesis group dialogue

Paper type

interruption itself. Overwriting the row changes the message.

- three types of paper are available. Producer of paper is also displayed after the paper type is selected. This option must be changed every time the paper type is changed. After the Master Reset was performed default value is „non-defined“

After the programming is finished, check thoroughly the correctness of entered values. Accidental errors can still be corrected. The group dialogue is exited by pressing the OK (OK Enter).





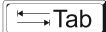

Movement of goods group

The non-fiscal movements of goods are defined and classified in this group. These records can assist stock management, ordering, etc. A descriptor is entered that describes a type of entry—for example the name of a supplying wholesaler where after a delivery you add stock.

Action description	POS	POS keyboard	PC keyboard
--------------------	-----	--------------	-------------

log in (you have to be authorised to enter programming mode)

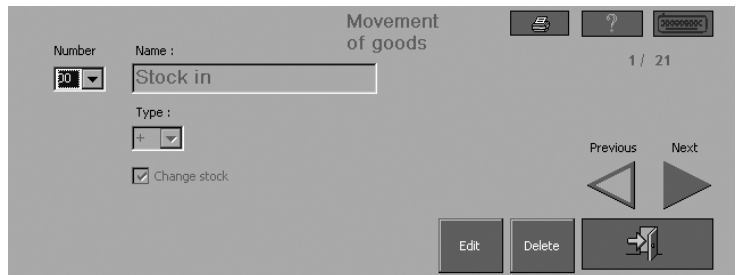
press the Programming button		  until the Programming icon is selected, then press 	 until the Programming icon is selected, then press 
------------------------------	---	--	---

press the MOVEMENT OF GOODS button		  until the Movement of goods icon is selected, then press 	 until the Movement of goods icon is selected, then press 
------------------------------------	---	--	---



Flag descriptions

- Number - The movement key in form of two numerals, is selected from a range of valid values (00-20)
- Name - The label for the given movement; 20 characters maximum
- Type - Sets the type of movement: '+' adds to stock, '-' subtracts from stock
- Change stock - This check box specifies if the actual stock values change when the movement is performed

Figure 3.6 > Movement of goods group dialogue



Programming of the groups designated as Tables

Tables are the programming mode groups that cover the data used in the register mode. During table programming, the right and bottom part of the dialogue is always the same. In the top middle is the name of programmed table. The **HELP** button  displays an example of how to fill in the values. The **PRINT** button  will print out the programmed values after specifying the range of values to be printed from within the programmed table.

- Search key – The key that is used to search the table. It is also used to browse the table using the Previous/Next buttons. The key is case sensitive.
- Search – Record look-up. Press the button and select the key that contains the sought for value and enter it or its part into respective text row.
- New – This button creates a new blank record in the table.
- Edit – This button unlocks dialogue elements to allow editing.
- Delete – Removes the displayed record from the table.

Usual procedure for creating a new record:

Press the **NEW** button. Enter relevant values into the respective text rows or pull-down menus.

Usual procedure for editing an existing record:

Find the desired record using **PREVIOUS/NEXT** buttons or use **SEARCH** key menu/**SEARCH** button. Press the **EDIT** button. Dialogue elements unlock to allow editing of record values.

After the programming is finished, check thoroughly the correctness of entered values. Accidental errors can still be corrected. The group dialogue is exited by pressing the **OK (OK ENTER)**.

Press the **EXIT** button to return to the Programming mode dialogue or use the **CANCEL ESC** key on the POS keyboard or use its equivalent on the PC keyboard.


PLU programming

Up to 43000 Plus can be stored. The bar-code reader may be used while programming the barcodes to identify the PLU.

Action description	POS	POS keyboard	PC keyboard
log in (you have to be authorised to enter programming mode)			

press the Programming button

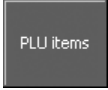






until the Programming icon is selected, then press 



until the Programming icon is selected, then press

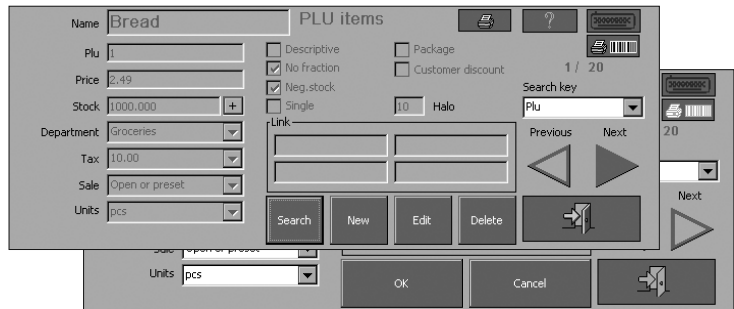


Action description	POS	POS keyboard	PC keyboard
press the PLU ITEMS button		 until the PLU items icon is se- lected, then press 	 until the PLU items icon is selected, then press 


Flag descriptions:


- Name – Article name. This description will be printed onto the receipt.
- PLU – PLU code. The EAN bar-code will appear here. Bar-codes can be entered manually or using the bar-code scanner.
- Price – Article price. It is entered in the master currency, set in the Currency group. Up to ten-digit number or up to specified Halo (see below).
- Stock – Current stock.
- Department – Assign the department to the article using the pull-down menu. Departments are programmed in the Departments group.
- Tax – Assign the tax level to the article using the pull-down menu. Selected tax will be charged to the article. Tax levels are programmed in the Taxes group.
- Sale – Can prohibit sale or specify the manner of entering the price during sale (entry via keyboard (open), preprogrammed price only (preset) or both).
- Units – Assign the sale unit to the article using the pull-down menu. The sale units are programmed in the Units group.
- Descriptive – PLU without price, it is only a descriptive name.
- No fraction – Forbids selling a fraction from this article if checked.
- Neg. stock – Allows negative stock values if checked.
- Single – This PLU will automatically finish the sale.
- Package – This PLU is designated as returnable packaging for reports.
- Customer discount – Value discount per piece can be applied to this PLU.
- Halo – The maximum number of digits while entering the price using the keyboard. This number concerns only the digits to the left of the decimal separator. This number must be within 1 to 10.

Figure 3.7 > PLU record programming dialogue. After pressing the **NEW** or **EDIT** buttons the inactive elements are activated and the bottom button bar changes as shown in the underlying picture.



- Link – This group contains PLU codes of articles that will be connected to the current PLU.

Note: After pressing the  button and checking the **PRINT STOCK** checkbox it is possible to print out the stock values for programmed PLUs. The stock is printed out in both the number of sale units and financial value. The total values are also calculated.

After pressing the  button near the Stock element, the Add to stock dialogue window appears. You can add to stock without having to edit the PLU record itself.




< Figure 3.8
Add to PLU stock dialogue

Flag descriptions:







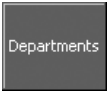





- Add stock – How many will be added to stock.
- Price – The price of newly acquired stock.
- Recount – New PLU price recount algorithm (arithmetic/ weighed mean, former price, new price).
- New price – New price after recalculation.

Shelf edge labels

A shelf edge label for the PLU can be printed that contains the bar code, product description and price. This is printed on the receipt printer and is activated by pressing the small printer and bar code image  on the top right of the PLU item screen.

Departments programming

Items can be allocated to departments e.g. dairy, beer etc. The maximum number of programmed departments is 200.

Action description	POS	POS keyboard	PC keyboard
log in (you have to be authorised to enter programming mode)			
press the Programming button		  until the Programming icon is selected, then press 	 until the Programming icon is selected, then press 
press the DEPARTMENTS button		  until the Departments icon is selected, then press 	 until the Departments icon is selected, then press 

Flag descriptions:


- Department – The department name. If edited, the new edited name will also appear in the PLU items dialogue, within the Department pull-down menu.

- Id. – Identifier. This ID number uniquely identifies the department. It is used mainly for department identification during programming using the computer.

Figure 3.9 >
Department group programming dialogue



Shelf edge labels

Shelf edge labels can be printed for all PLUs in that department by pressing the printer with bar code image  on the top right of the department programming screen.

Tax levels programming

The cash register allows up to fifteen tax levels. The individual tax levels consist of two programmable items. The tax levels can only be deleted and/or edited after performing the monthly Z report.

Action description	POS	POS keyboard	PC keyboard
--------------------	-----	--------------	-------------

log in (you have to be authorised to enter programming mode)

press the Programming button		until the Programming icon is selected, then press	until the Programming icon is selected, then press
------------------------------	--	--	--

press the TAXES button		until the Taxes icon is selected, then press	until the Taxes icon is selected, then press
------------------------	--	--	--

Flag descriptions:

- Value – Tax level in per cent.
- Type – Select the tax type (available in the Registration group—both types checkbox is on).
- Id. – Identifier.



< Figure 3.10
Tax levels programming dialogue

Cashiers programming

The cash register allows operation by up to 50 cashiers.

Action description	POS	POS keyboard	PC keyboard
--------------------	-----	--------------	-------------

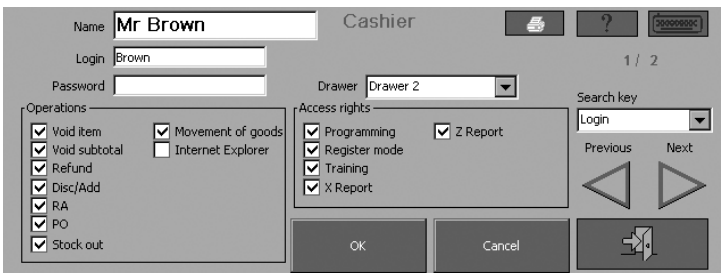
log in (you have to be authorised to enter programming mode)

press the Programming button		until the Programming icon is selected, then press	until the Programming icon is selected, then press
------------------------------	--	--	--

press the CASHIER button		until the Cashier icon is selected, then press	until the Cashier icon is selected, then press
--------------------------	--	--	--

Flag descriptions:

- Name – Cashier name. Maximum 25 characters.
- Login – After the unit is turned on, the cashier uses this name to log in.
- Password – Password for logging in after the unit is turned on. Password must be a maximum ten numerals.
- Drawer – Specifies which cash drawer this cashier will use if more than one is operated.






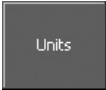






< Figure 3.11
Cashier programming dialogue

- Mode rights – This group’s checkboxes allow the cashier to enter the specified modes.
- Operation rights – This group’s checkboxes allow the cashier to perform the checked operations.

Sale units programming

The cash register is, by default, capable of working with fifteen sale units. Single unit’s name can contain three characters maximum.

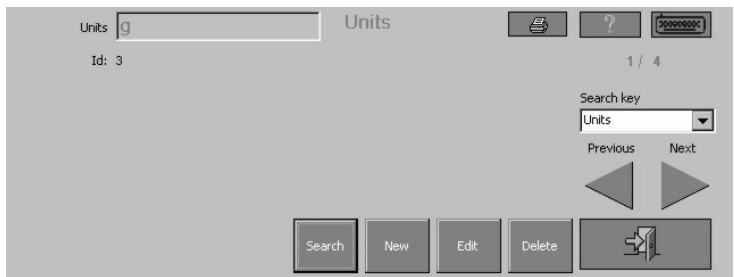
Action description	POS	POS keyboard	PC keyboard
log in (you have to be authorised to enter programming mode)			
press the Programming button		 until the Programming icon is selected, then press 	 until the Programming icon is selected, then press 
press the UNITS button		 until the Units icon is selected, then press 	 until the Units icon is selected, then press 

Flag descriptions:






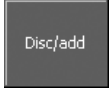




- Units – The unit name that will be displayed in the PLU Items dialogue within the Units pull-down menu.
- Id. – Identifier.

Surcharge/discount programming

Figure 3.12 >
Sale units programming dialogue

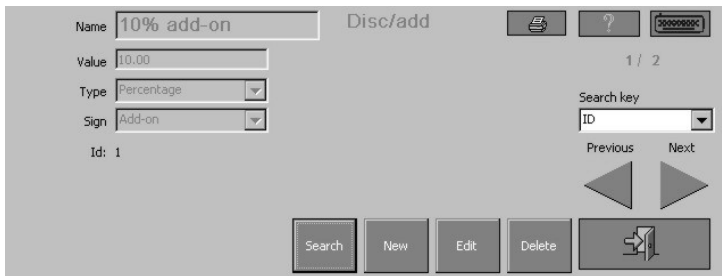


The cash register allows programming of a maximum of twelve surcharges or discounts. The number of decimal places depends on the programmed values in theRounding, Texts group.

Action description	POS	POS keyboard	PC keyboard
log in (you have to be authorised to enter programming mode)			
press the Programming button		 until the Programming icon is selected, then press 	 until the Programming icon is selected, then press 
press the Disc/ADD button		 until the Disc/add icon is selected, then press 	 until the Disc/add icon is selected, then press 

Flag descriptions:











- Name – Programmed surcharge or discount name.
- Value – The surcharge/discount value in master currency or in per cent (as selected).
- Type – Selects the type of surcharge/discount (percent, value, or value per piece).
- Sign – Selects whether it is a surcharge or a discount.
- Id – Identifier. During direct key programming for programmed surcharges/discounts this identifier is entered into the direct key assignment dialogue. This number identifies the surcharge/discount.



< Figure 3.13 Discount/surcharge programming dialogue

Foreign currencies programming

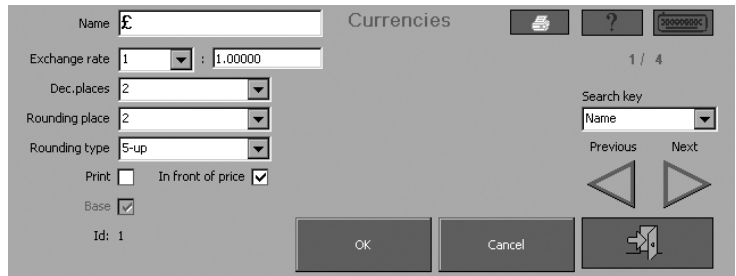
The cash register allows programming of up to twenty foreign currencies. The master currency can be changed only if grand totals are zero. The exchange rate then recalculates to the new master currency.

Action description	POS	POS keyboard	PC keyboard
log in (you have to be authorised to enter programming mode)			
press the Programming button		 until the Programming icon is selected, then press 	 until the Programming icon is selected, then press 
press the CURRENCIES button		 until the Currencies icon is selected, then press 	 until the Currencies icon is selected, then press 

Flag descriptions:

- Name – Foreign currency name/abbreviation.
- Rate – The exchange rate against master currency. The master currency is always 1 – two elements make up the rate (e.g. 1:3.50).
- Decimal places – Number of decimal places when displaying this currency.
- Rounding place – The ordinal of decimal place to which the rounding takes place.
- Rounding type – The rounding algorithm for this currency (up, down, 5-up, and quarter).
- Print – The total value will be printed onto the receipt along with the value in master currency.
- In front of price - If checked, currency symbol £ will appear in front of price amount on the receipt.
- Base – Selected currency is master currency if checked.
- Id. – Identifier.
- In front of price – If this checkbox is on, the currency name will appear in front of price when printing shelf edge labels.

Figure 3.14 >
Currency programming dialogue



The Decimal places, Rounding place, and Rounding type elements have no effect if the particular currency is marked as master currency (**BASE** checkbox). This is because the data for the master currency is read from the Rounding, Texts group.

Promotion programming

Enter Promotions menu from Programming main icon. For a new promotion, touch **NEW** button. First, enter name of promotion in box at top left—this is also how it will appear on the receipt, such as “Product X buy one get one free offer”. (Please remember that there is an on screen keyboard available by touching the symbol in the top right corner.)

< Figure 3.15
Promotion programming
dialogue

Next enter **START** date of the promotion and then enter an **END** date of the promotion (touching the drop down symbol on the right brings up a calendar). You can select which **DAYS** you wish the promotion to run—by default, all days are entered. If you only wish the promotion to run on certain days uncheck those days when it will not apply. This feature allows you to have weekend specials for example. You can also select which hours you wish the promotion to run using the **TIME** box. If you leave it blank it will run all day or press the + button and you can select which hours. The cross button cancels any entry.

There are two types (pure price discounts are handled under discounts):

- buy certain items get an item(s) free/ at a reduced price (e.g. buy 2 get one free)
- buy items for a special price (e.g. buy 3 for £1)

Select which type it is from the drop down menu.

The check box below **HOLD** can stop the promotion if checked. This might be used when one of the items on the promotion is out of stock.

The **AMOUNT** section refers to the qualifying product to be purchased. The threshold quantity is the amount the customer has to buy to qualify—so if it is a 2 for 1, 2 is entered. The offer quantity is what is being offered so if 2 for 1, it is 1. If it is buy 3 items for £1 the threshold quantity is 3 and offer quantity is 3. You can limit the number of items (offers) any one customer can purchase; this should be entered in the **OFFER QUANTITY** box. Leave blank if you do not want a limit.

GROUP/ORDER is a slightly complex area that allows you to have multiple promotions on the same item. An example would be beer where you may have three promotions on the same product of say, 4 for £5, 8 for £9 and 12 for £12. In this particular case you would assign them the same group number and then assign:

- the 12 promotion as order1,
- the 8 promotion as order 2
- the 4 promotion as order 3.

The reason for this is best given as an example. Suppose somebody purchased 16 cans. You would want them to have the 12 offer and then the 4 offer. By assigning the above priorities the system looks at the 16 cans transaction and identifies that there is a 12 there as its first check. It then looks for 8 and can't find any as only 4 cans are left and therefore it applies the last priority of the 4 can price. Thus, the biggest offer quantity is normally priority (order) 1 running downwards to the smallest offer quantity. Group number can also be used as a priority sequence, which can be useful if you have a product on several different promotions.

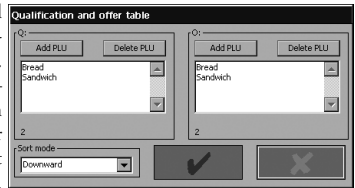
For instance, an item might be on a multi buy, a meal deal and a bogof. In this case a group number should be given in the sequence of priority that you want the promotion to be executed. If you want the meal deal to take priority, make that group 1 and so on. Remember this is only important if you have a line on several promotions.

The **DISCOUNT/VALUE** entry is the value of the offer—so if it is a free item it is 100.00 (as in 100% free), if it is 3 for £1 it is 1 (£1 is the offer), if it is buy one get one half price it is 50.00 (as in 50% of the price). **TYPE**, shows whether it is a percent discount (like the 100.00 and 50.00 above) or total price like the £1 above. **SIGN** shows whether it is a discount or in the unlikely event of an addition.

The last element is to identify the PLUs the promotion applies to. Touch the **QT/OT** button.

Figure 3.16 >> Dialogue for specifying qualification and offer tables











This brings up a table with 2 sides—the left will show the products the customer needs to purchase and the right what they will get in return. Touch **ADD PLU** and the PLU list will appear—either scroll down to the product or scan the item and touch the tick box. The product will appear in the left hand table. Enter other products that are part of the same promotion in the same way. These are the qualifying products. Now do the same in the right hand side for the offer product. If the same product(s) are involved just re-enter them. In the case of a buy three for a £1 example, put the same products on both sides. On the other hand, if you had buy a product and get a different item half price there would be different products in each table.



Each promotion entered is given a unique sequential id number. You can print off all the details of promotions by touching the button at the top of the Promotion screen. Please note however, that if you have a large quantity of promotions this could use a large amount of till roll.

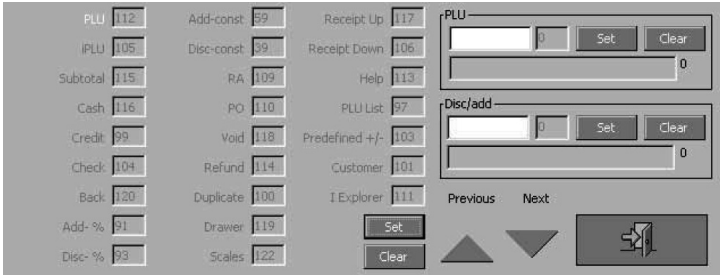
Keyboard programming

There are certain group of keys (on either POS or PC keyboard) that are re-programmable. If a key is re-programmed, it loses its original function. Key programming occurs in three modes.

Action description	POS	POS keyboard	PC keyboard
log in (you have to be authorised to enter programming mode)			
press the Programming button		 until the Programming icon is selected, then press 	 until the Programming icon is selected, then press 
press the KEYBOARD button		 until the Keyboard icon is selected, then press 	 until the Keyboard icon is selected, then press 

Assignment of keys to common functions

The left part of the dialogue serves for assigning keys to common functions.



< Figure 3.17
Keyboard programming dialogue

Using the **PREVIOUS/NEXT** buttons (or by using the **TAB** and **SPACE** keys on the screen buttons) select the function you want to assign a new key to. Press the **SET** button (or move to the button using **TAB** and then **SPACE**). A prompt window for pressing the desired key appears. Press that key. The row next to the function label shows the code of the pressed key.

Direct PLU keys programming

The menu element designated as PLU serves for direct PLU keys programming.

Enter the PLU code that you want to assign a direct key to into the PLU text row (tap the row on the display or use **TAB** key to position the cursor into the row). Press the **SET** button (or select the button using **TAB** and press **SPACE**). A query window for pressing the desired direct PLU key appears. Press that key.

If there is no direct key assigned to the selected PLU, the right row contains zero (0). Maximum possible number of programmed direct PLU keys is 100 (provided you have a sufficiently large keyboard). If you want to remove an assigned direct PLU key, use the same procedure, but press the **CLEAR** button instead.


Direct surcharge/discount keys programming

The menu designated as Disc/Add works for direct surcharge/discount keys programming.

Enter the surcharge/discount ID code that you want to assign a direct key to into the **Disc/ADD** text row (tap the row on the display or use **TAB** key to position the cursor into said row). Press the **SET** button (or select the button using **TAB** and press **SPACE**). A query window for pressing the desired direct surcharge/discount key appears. Press that key.

If there is no direct key assigned to the selected surcharge/discount, the right row contains zero (0). Maximum possible number of programmed direct surcharge/discount keys is 12. If you want to remove an assigned direct surcharge/discount key, use the same procedure, but press the **CLEAR** button instead.

Keyboard button

There are situations when no keyboard is attached to the cash register. In such cases it is possible to display the virtual keyboard on the display. The Keyboard button  is loca-



< Figure 3.18
Virtual keyboard

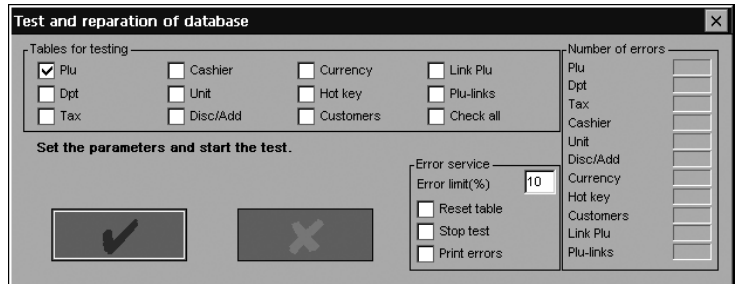
ted in every programming mode dialogue, except the Keyboard dialogue. Necessary text adjustments are made by tapping the individual keys on the screen's virtual keyboard (best done with the supplied stylus rather than the finger). The arrow keys on the virtual keyboard's right margin serve to position the keyboard to screen's margins.

Test DB

This menu offers database testing and repair functions.

- Tables for testing
 - Every checked table in the group will be tested. By checking Check all checkbox, all the tables will be tested.
- Error service
 - Parameters for error handling after tests' completion.
 - If the number of erroneous items in a table exceeds this limit (in per cent), then the checked actions will take place. Any combination can be selected.
- Number of errors
 - Information on number of errors in each table.

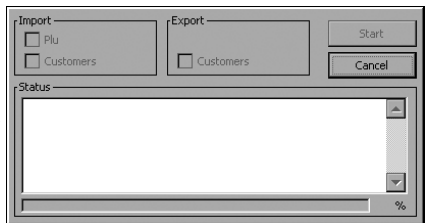
Figure 3.19 >
Database tests dialogue



Import of tables

Figure 3.20 >>
Table import status window

The import of tables is performed from the files stored on an inserted PCMCIA memory card. There are separate files for PLU and for customers. If there are no such files on the inserted memory card, the import window will contain only inactive elements.



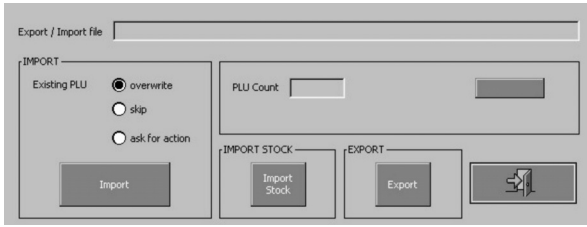
If the required files are located on the memory card press the **IMPORT TABLES** button and the tables will be imported into the POS memory. The Status window shows the import progress.

Export/Import PLU

After pressing this button, the export/import dialogue appears. The dialogue allows importing of Sage Line 50 files.

Flag descriptions:

- Export/Import file
 - This row shows the whole path, including the filename of the file from/to which the import/export will take



< Figure 3.21
PLU export/import dia-
logue

- Import
 - Overwrite
 - Specifies the import parameters.
 - If imported PLU already exists, it will be overwritten with imported value.
 - Skip
 - If imported PLU already exists, the imported PLU will be skipped, i.e. it won't import.
 - Ask for action
 - The import process will ask for action if duplicate PLUs are found (Overwrite (all)/Keep (all)).
 - Import
 - This button launches the import process by displaying the File open dialogue.
- Import stock
 - This button launches the PLU stock import by opening the File open dialogue.
- Export
 - The PLU export starts. File selection dialogue opens to specify the output file.
- PLU count
 - Displays the number of exported/imported PLUs.
- Cancel
 - Cancels the current process.

Turn off receipt

If you do not wish to give receipts to customers, enter Service Mode from the main function menu. Service Mode contains all the settings for your unit and most changes should only be made by experienced computer professionals. In the case of receipt turn off though, it is a very simple change. After entering service mode look for the first tab headed **GENERAL**—in the section headed **RECEIPT/JOURNAL** is a box **PRINT RECEIPT**, if checked receipts are printed—if unchecked no receipt is printed.

Service Mode

Never change the cash register number, as this is the unique identifier.

Back office software is assigned to a specific PC, any change must be performed by an authorised dealer.

If you have agreed to provide data and change from Dial up phone to broadband or vice versa, your authorised dealer should be consulted.

If you have agreed to supply data and wish to change your mind, transmission can be halted by entering Service Mode from the main menu and then pressing the FTP tab on the far right. Uncheck the boxes for either **RECEIPTS FROM STORAGE CARD** or **TOTAL AND PERIODICAL REPORT**. This will stop all transmission.


POS-3000 register mode

The following chapters contain the description of all functions available in the cash register mode of the POS-3000. Since they are mostly fiscal ones, it is best to practice these functions in the training mode.


Registration mode is available via the mode selection menu.

Recommended daily procedure for the cash register

There are specific procedures that should be performed at the beginning and end of each day. At the beginning, the manager should:

1. Check whether there is enough till roll in the unit for a day's transactions and, if necessary, fit a new paper reel.
2. Print the daily X report and make sure that the correct date and time are set in the cash register; also check if the daily Z report was printed for the previous day.
3. Make sure that there is enough spare change in the cash drawer.
4. Record any added cash into the cash drawer by using the RA key (/M).

At the end of the day the manager should:

1. Perform the daily Z report.
2. Cash taken from the drawer should be recorded using the PO key (/N).

Register mode - operations

After logging in and entering the register mode, the whole range of registration mode functions is available to the cashier: sale functions, stock management and other fiscal operations. Specifically, these are:

- article sale,
- surcharging/discounting an article,
- voids and refunds,
- payments in various currencies and forms (cash, cheque, and credit),
- cash/cheque flow registration from/to the cash drawer,
- handing out from stock.

The primary function of the cash register is a sale, which operates as follows:

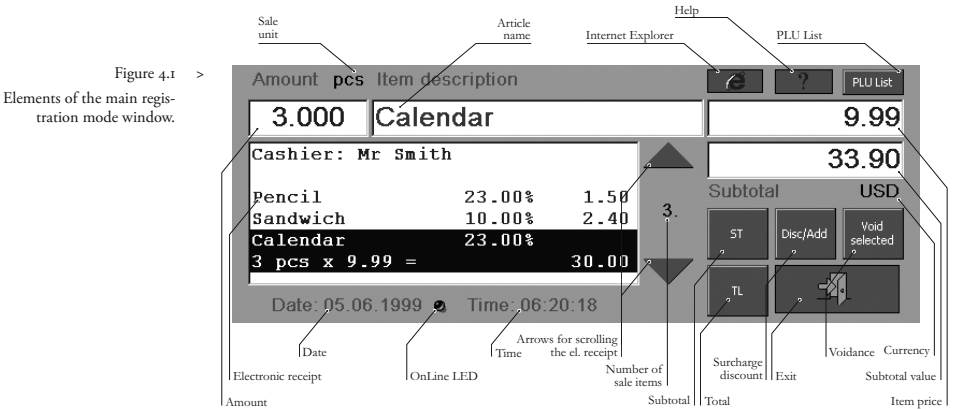
1. The sale begins with an item, a refund, or by entering a customer number. The customer number can be entered only once and cannot be changed or erased afterwards.
2. Continue sale by scanning further items, assigning surcharges/discounts, performing further refunds or voids of already entered articles or surcharges/discounts. Voids are only possible within the actual sale; refunds should be used for voiding articles purchased within another sale. You can perform a subtotal for information purposes at any time.

3. If the appropriate flag is programmed (Programming mode, group Register), the subtotal is mandatory prior to ending the sale. You can surcharge/deduct the subtotal or void the entire sale by voiding the subtotal.
4. Afterwards, press the sale termination key: **TOTAL** (**TOTAL** / **T**), **CHECK** (**CH** / **H**) or **CREDIT** (**CR** / **C**).
5. Enter paid amount and specify the used currency (only if other than the master currency).
6. Finish the sale using the sale finishing key that corresponds to the payment manner used to finish the sale: **CASH** (**TOTAL** / **T**), **CHECK** (**CH** / **H**) or **CREDIT** (**CR** / **C**).

The rest of the functions (i. e. recording of non-fiscal cash/cheque flow and handing from stock) are described separately.

Register - window description

Individual parts of the register window are shown in the figure 4.1. The window contains several elements (number of sold items indicator, unit price, immediate subtotal), buttons (help, PLU look-up, exit from register mode and basic register operations such as subtotal, total, surcharge/deduct, or voids), input text row, and the electronic version of the receipt.



Sale operations

All sale operations are described in the following paragraphs, ranked by their frequency of use.

Item sale

The basic sale of a PLU is possible in three ways (depending on equipment).

enter PLU/barcode using keyboard and press PLU key

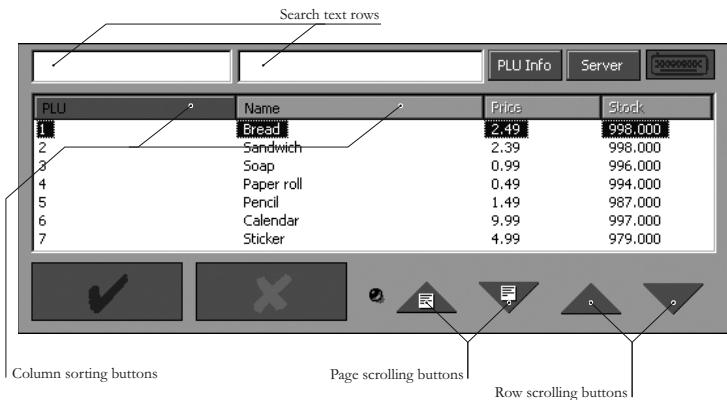


scan the bar-code using the bar-code scanner (this method requires properly connected and configured bar-code scanner)

press the button for PLU list and pick up the appropriate PLU (see the next subchapter)

PLU list window

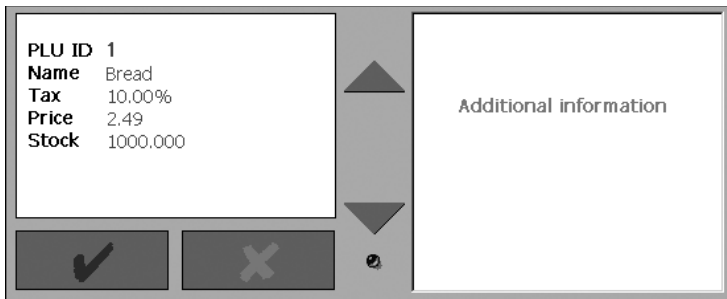
The table containing the list of all the programmed PLUs in the cash register is available after pressing the PLU button in the main window. Individual elements of this window are described in figure 4.2.



< Figure 4.2
PLU list window.

Searching the PLU list can be performed by entering a full search criterion or a part of it. The criterion can be either PLU or the article name. The PLU can also be entered using the bar-code scanner.

It is also possible to browse the PLU list using the arrow buttons. There are two kinds of arrow buttons: the arrows moving by one item and the arrows moving by one page (i. e. seven items). The window contents can be sorted to your needs by tapping the bars in the list header according to the desired search criteria—PLU or name.



< Figure 4.3
PLU info window.

The PLU Info button shows additional information on the highlighted article.

It is possible to price check a PLU by pressing the PLU list button and then scanning product, this will show you the product and price.

Selling an article with a price different to the programmed one

In some cases it is necessary to sell an article with a price other than the programmed.

Selling an article with a price other than the programmed one follows this procedure:

enter new price using the keyboard

1 6 . 2 0

press the **PLU PRICE** key



Scan the article

2 1 9 PLU /P



5 896245 124510



Selling multiple units of one item

Selling multiples of a single item is undertaken as follows:

enter the purchased amount

3

press the **MULTIPLY** button



sell the article

2 1 9 PLU /P



5 896245 124510



In some situations it can be more convenient to use the facility that allows twofold multiplication. An example is when a consumer buys lemonade that is sold individually and also in six-packs. In this case the PLU is programmed for a bottle of lemonade and the purchase of three lemonade six-packs follows this procedure:

enter number of purchased packs

3

press **MULTIPLY** key



enter number of items per pack

6

press **MULTIPLY** key



sell the article

2 1 9 PLU /P





5 896245 124510






Selling fractional items


A fractional item is one that is measured during sale (measured in kilos, metres, or litres) and its PLU is programmed with the fraction flag on. Typical examples are fruit/vegetables, cloth, or petrol. Sales using the electronic scales are a specific issue that is described in a separate subchapter. The fractional sale without using electronic scales follows this procedure:


enter the purchased amount (in the programmed sale unit) 


press the **MULTIPLY** key 


sell the article 






Another special case of fractional article sale is sale of a portion of packaging (i. e. packed processed cheese) and the PLU is programmed for the entire package. In this case, the registration follows this procedure:

enter the number of purchased items 

press the **DIVIDE** key 

enter the number of items per pack 


press the **MULTIPLY** key 

sell the article 






Fractional sale using the electronic scales

The sale using the electronic scales can follow two different procedures:

- 1. In cases when the scales are directly connected to the POS and are properly configured in the service mode, the fractional amount can be registered simply:

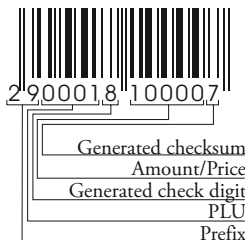
press the **SCALES** button 

place the item onto the scales and leave to steady (registration is impossible until scales are steady)

sell the article 



- 2. Next case is the use of weighed bar-codes, printed by the electronic scales. Such scales print the weighed bar-code sticker after the item is weighed and its code selected on the scales. This weighed bar-code can contain not only the article weight, but also the article price (determined by the type of scales). Weighed bar-codes contain these elements (more detailed view is in the figure 4.4):

Prefix – 1st–2nd numeral; if the prefix is 26, 28, or 29, the weighed bar-code contains information on



< Figure 4.4
Weighed bardcode.

article amount, if the prefix is 21, 24, or 27 then the weighed bar-code contains directly the article's price,

PLU – 3rd–6th numeral; weighed article PLU,

Generated check digit – 7th numeral; randomly generated element for the final check-sum, according to the EAN norm,



Amount/Price – 8th–12th numeral; the content of this field is pre-determined by the prefix; its interpretation is also determined by settings in the Rounding, Texts group—the amount encoded as e. g. 03215 is 3.215 lbs (the amount is, by default, set to three decimal places) and the price encoded as e. g. 03215 is £32.15 (the price is, by default, set to two decimal places),

Generated checksum – 13th numeral; generated checksum according to the EAN norm.

The weighed barcodes are processed the same as standard barcodes—scan them using the barcode scanner. Decoding of the weighed barcode follows this procedure (using the sample weighed barcode from figure 4.4):




- firstly, the cash register looks up PLU 290001000000 or 290001 in its database,
- if no such PLUs are found, then the barcode is decomposed accordingly and PLU described on 3rd to 6th position is used in registration.

Corrections

Incorrectly typed data can be erased before it is entered by using **CLEAR** key () , this erases all the typed data—whatever it is: wrongly transcribed barcode, incorrect multiplication, etc. The scanned barcode cannot be erased in this way, it has to be voided. In the PLU list window, mistyped PLU/name can be corrected using the **BACKSPACE** key ().


Operation voidance

The operation can be cancelled even after it has been, mistakenly, entered. The void is allowed on the sale items, surcharges/discounts, refunds, or the entire sale (so called subtotal voidance). Conversely, the void is not allowed on descriptive PLUs, already completed sales or other voids.

The voidance of the immediately preceding operation is performed by pressing the **VOID** key () , that will void said operation. If a more recent operation has to be voided (within current sale), look up the operation using the   keys or by browsing to and tapping the operation on the touch sensitive display and then press the **VOID** key.

If you intend to void an entire sale, perform the subtotal first, and void it then using the **VOID** key. Confirm the 'ST voidance' query by pressing the **SUBTOTAL** key, the entire sale will be voided and its receipt will be shown as 'Voided receipt'.

Refund

This operation is used mainly in handling customer complaints in cases when a monetary refund is issued. This operation begins by pressing the **REFUND** key () and entering the refunded item immediately afterwards (by entering PLU, scanning a barcode, or picking up from the PLU list).

Customer number

Customer identification is valuable in cases when the knowledge of customer's purchase volumes to offer him/her some advantages upon reaching certain purchase volume. Customer number can be obligatory and can be entered anytime during the

Figure 4.5 >>
Customer number entry
dialogue.



sale using the **CUSTOMER** key ($\frac{\#}{\text{CASH}} / \frac{\text{E}}{\text{E}}$). The number is entered into a special dialogue (where it can be corrected using Backspace) and is also printed onto the receipt.

Subtotal

The subtotal serves as intermediate information for the customer showing sale value to date; it is also used in sale avoidance (see previous chapter). It is performed by pressing the **SUBTOTAL** key ($\frac{\text{ST}}{\text{SUBTOTAL}} / \frac{\text{S}}{\text{S}}$). The subtotal is mandatory prior to ending the sale (see succeeding chapter) if the appropriate flag is set in the programming mode.

The subtotal operation behaves differently with quarter rounding enabled in a currency. After you press **SUBTOTAL** key, the *unrounded* value is printed onto the receipt, but the *rounded* value is shown on both customer and cashier display.

Finishing a sale

The sale finishes with payment for purchased articles. The payment can have three forms: payment by cash, by credit (i. e. credit card), or by cheque. There are corresponding finishing keys available to these three forms: **CASH** ($\frac{\text{TOTAL}}{\text{CASH}} / \frac{\text{T}}{\text{T}}$), **CHECK** ($\frac{\text{CH}}{\text{CHECK}} / \frac{\text{H}}{\text{H}}$), and **CREDIT** ($\frac{\text{CR}}{\text{CREDIT}} / \frac{\text{C}}{\text{C}}$). If the corresponding flag in the programming mode is set that makes the pressing of **SUBTOTAL** key mandatory, then press the **SUBTOTAL** key prior pressing the finishing key. The finishing of a sale follows this procedure:

if the pressing of **SUBTOTAL** key is mandatory, press the **SUBTOTAL** key.

$\frac{\text{ST}}{\text{SUBTOTAL}} / \frac{\text{S}}{\text{S}}$

press any finishing key

e. g.: $\frac{\text{TOTAL}}{\text{CASH}} / \frac{\text{T}}{\text{T}}$

when prompted 'Paid by customer...', enter the paid amount; if no amount is entered, the cash register presumes exact payment

2 5 . 6 0

press the key corresponding to the performed method of payment (cash, credit card, or cheque)

$\frac{\text{TOTAL}}{\text{CASH}} / \frac{\text{T}}{\text{T}}$, $\frac{\text{CH}}{\text{CHECK}} / \frac{\text{H}}{\text{H}}$,
 $\frac{\text{CR}}{\text{CREDIT}} / \frac{\text{C}}{\text{C}}$

repeat two preceding steps after the prompt, to pay up the bill (at most three times—each payment type can be used only once)

after the bill has been paid up, return any change, along with the receipt, to the customer

Finnish of purchase with second currency

Purchase is also possible to finish with second currency. Payment of purchase in second currency (not basic currency) is analogical to finish of receipt as in general way.

press **SUBTOTAL** key

$\frac{\text{ST}}{\text{SUBTOTAL}} / \frac{\text{S}}{\text{S}}$

press **PLU PRICE** key

$\frac{\text{PLU}}{\text{PLU}} / \frac{\text{I}}{\text{I}}$

choose currency using arrow keys or touch panel; At the same time cash register re-count purchase price according actual course.

Insert paid price in chosen currency; If you do not insert payment than cash register suppose exact payment.

2 5 . 6 0

press the key corresponding to the performed method of payment (cash, credit card, or cheque). When purchase is paid with credit card than it is still paid in main currency.



$\frac{\text{TOTAL}}{\text{CASH}} / \frac{\text{T}}{\text{T}}$, $\frac{\text{CH}}{\text{CHECK}} / \frac{\text{H}}{\text{H}}$,
 $\frac{\text{CR}}{\text{CREDIT}} / \frac{\text{C}}{\text{C}}$

After prompt „PAY-UP“ repeat antecedent two steps, till it is not paid hole price of purchase.

after the bill has been paid up, return any change, along with the receipt, to the customer

Handing out from stock

Handing out from stock is a non-financial operation that is equivalent to finishing the sale. The only difference is that no financial transaction takes place during handing out from stock, but the “sold” items are simply subtracted from stock reserves.

After registering the handed articles (plus subtotal, if required), the articles are handed out using the PO key (). Even if you mistakenly pressed the PO key, you can cancel the operation using the CLEAR key () and continue the sale or finish the sale in a usual way.

Receive on Account and Paid Out operations

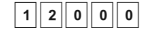
Receive on Account (RA) and Paid Out (PO) operations are performed as individual operations of the sale itself. These financial operations do not change the stock reserves and are mainly used to record the flow of cash/cheques from/to the cash drawer. Only cash and cheques can be monitored using this operation and this follows the following procedure:

Figure 4.6 >>
Dialogue for movements of goods.

press the RA or PO key depending on whether you want to register the flow from or to the cash drawer



enter the amount recorded




if you record the flow of other currency than the master one, press the PLU PRICE key and select that currency



press the finishing key corresponding to the recorded asset: cash or cheques



RA/PO operations can be cancelled using the CLEAR key () before you press the finishing key.

Movement of goods

The movement of goods is another non-fiscal operation and is performed, like the Paid Out and Receive on Account, as a separate operation. Prior to using this function it is necessary to programme movement types (see chapter on programming mode). This operation, in contrast to the previous one, is bound to a specific customer.

begin a new sale and assign a customer using the customer number



press PLU key




menu from fig. 4.6 appears; pick the movement type using its code (pull down menu Movement) and enter the PLU number for the article concerned (row Code)

repeat above step for all other movements that concern the assigned customer

finish movement registration so as you would a sale



Leaving the register mode

It is possible to leave the register mode and return to the mode selection menu using close on the touch sensitive display, or using the CANCEL ESC key (). The button is faded to grey during transactions and is inactive. After the operation (sale, handing out from stock or RA/PO) has been finished (by paying, handing out, or voided), the button restores its active state (it colours back to cyan) and then it can be used. The same holds for the use of CANCEL ESC key.

Reports

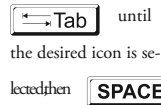
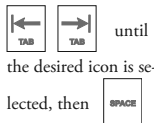
The POS-3000 gives you an overview of your business activities in the report mode. There are essentially two types of reports:

- reports in the X mode (so called X reports) that offer continuous overview for managers; the memory is unchanged.
- reports in the Z mode (so called Z reports) provide the overview and erase the memory after summarising the main elements.

One can enter the respective modes following this procedure:

Action description	POS	POS keyboard	PC keyboard
log in (you have to be authorised to enter X or Z mode)			

press either the X mode or Z mode icon (as needed)



Individual report types are available, as shown in the table:

	Report type								
	PLU	Department	Cashier	Financial	Hour	Customers	Total	Periodical	Receipts
X mode	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Z mode	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

X mode

In the X report mode, the following reports are available: PLU, departments, cashier, financial, hourly, daily, monthly, and customers.

In the following sections there is a detailed description for every report type.

X mode window

In the X mode window there is an electronic receipt that contains the same information as is printed on the receipt. Using it together with the Print checkbox can serve as economical way to get the desired information—the “printing” on the electronic receipt saves the receipt paper. The window also contains the obligatory EXIT button, then the PRINT button (that





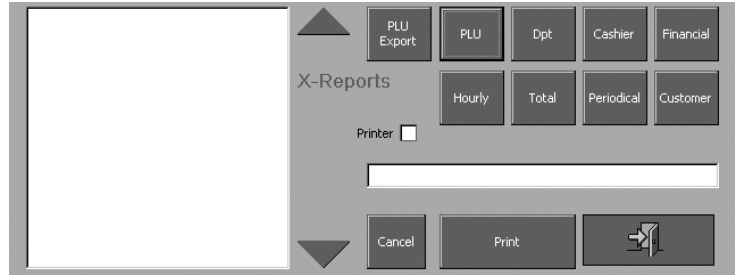
will start the report printing) and the **CLEAR** button that will cancel the previous report selection displayed in the row below the report buttons. The report is selected by pressing the respective button (by tapping on the touch sensitive display or by using the **TAB** keys / and pressing **SPACE**  (**SPACE** ). The reports that allow range selection, display the range specification dialogue prior report execution (see figure 5.2)

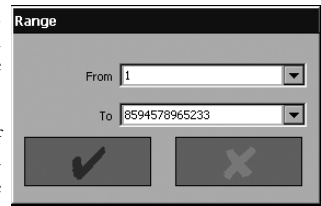
Figure 5.1 >
X mode window.



Z mode

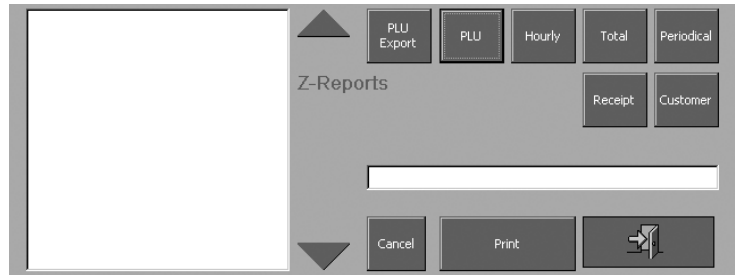
Figure 5.2 >>
Report range specification dialogue.

The Z report mode offers these report types: PLU, daily, monthly, hourly, customer, and receipts. In this mode, financial, departments, and cashiers are parts of the daily report.







The following subchapters contain descriptions of individual report types. The main difference between the X and Z mode is that the reports made in the Z mode erase the data once run.

Figure 5.3 >
Z mode window.



Z mode window

In the Z mode window there is also the electronic receipt. The window also contains the obligatory **EXIT** button, then the **PRINT** button (that will start the report printing) and the **CLEAR** button that will cancel the previous selection displayed in the row below the report buttons. The report is selected by pressing the respective button (by tapping on the touch sensitive display or by using the **TAB** keys / and pressing **SPACE**  (**SPACE** ). The reports that allow range selection, display the range specification dialogue prior report execution (see figure 5.2).

PLU reports

This report offers an overview of PLU sales since the last Z report. It prints and summarises the PLUs that have non-zero sale values and are within the range specified for this report. The PLU report specifically contains:

1. PLU name
2. PLU number
3. Amount sold of the article
4. Current stock
5. Value of merchandise sold in the master currency

```

***** X *****
*****
          PLU REPORT
*****
Bread                      11
12.0000  Stc: 987.000    236.40
Powdered milk              25
2.0000   Stc: 120.000    64.30
TOTAL                      300.70
    
```

At the end of the report there is a total sum of all PLUs in the report.

Department report

This report summarises the sales volume by individual departments since the last Z report. Departments with zero sales volume or out of the specified range won't appear in the report. The department report usually contains:

1. Department name
2. Number of articles sold
3. Sale value of the department in the master currency

```

***** X *****
*****
          DEPARTMENT REPORT
*****
Groceries                   640.50
49.0000
Dairy products              904.30
34.0000
TOTAL                       1544.80
    
```

At the end of the report there is a total value of sales of all departments included in the report.

Cashier report

The cashier report offers an overview of sales volumes by individual cashier since the last Z report. Cashiers with zero sale volume or the cashiers out of the specified report range are excluded from the report. The cashier report contains:

1. Cashier name
2. Number of sales performed by cashier
3. Sales value in the master currency transacted by each cashier

```

***** X *****
*****
          CASHIER REPORT
*****
Smith                        546.50
25
Cooper                       804.30
34
TOTAL                        1350.80
    
```

At the end of the report the total sales volume for all included cashiers is printed.

Financial report

This report offers an overview of financial measurement in various forms. It, too, doesn't display values that are zero. Financial report offers data on following categories:

1. Cumulative totals' (Grand Totals') values
2. The taxable base for individual tax levels
3. Tax value at individual tax levels
4. Total sale value
5. Total net sale value (excl. tax)
6. Total cashed taxes
7. Number and value of all hand from stock operations
8. Number and value of all performed void operations
9. Number and value of all performed refund operations

- 10. Number and value of all sold returnable packaging
- 11. Number and value of all returned returnable packaging
- 12. Number and value of all pre-defined surcharges and discounts
- 13. Number and value of all discounts
- 14. Number and value of all surcharges
- 15. Number and value of all payments in cash for individual currencies
- 16. Number and value of all payments by cheque in individual currencies
- 17. Number and value of payments by credit in individual currencies
- 18. Number and value of all RA (cash) operations in individual currencies
- 19. Number and value of all PO (cash) operations in individual currencies
- 20. Number and value of all RA (cheque) operations in individual currencies
- 21. Number and value of all PO (cheque) operations in individual currencies
- 22. Number and value of all payments in cash in all currencies recalculated to the master currency
- 23. Number and value of all payments by cheque in all currencies recalculated to the master currency
- 24. Number and value of all payments by credit in all currencies recalculated to the master currency
- 25. Number and value of all RA (cash) in all currencies recalculated to the master currency
- 26. Number and value of all PO (cash) in all currencies recalculated to the master currency
- 27. Number and value of all RA (cheque) in all currencies recalculated to the master currency
- 28. Number and value of all PO (cheque) in all currencies recalculated to the master currency
- 29. Total value of cash in the drawer recalculated to the master currency
- 30. Total value of cheques in the drawer recalculated to the master currency

***** X *****	

FINANCIAL REPORT	

GT1	5261.90
GT2	4861.20

GT3	-400.70
TAXABLE	667.30
0.00%	0.00
TAXABLE	1395.80
10.00%	126.90
TAXABLE	1618.80
23.00%	302.70
TOTAL	3681.90
NET TOTAL	3252.30
VAT TOTAL	429.60
Stock out	
1	769.00
VOID	
3	-206.00
REFUND	
4	-90.50
PACKINGS	
5	177.00
RETURNED PACKINGS	
1	-60.00
Student discount	
1	-10.90
DISCOUNT	
2	-15.90
ADD-ON	
1	3.40
CASH EUR	
14	445.60
CHECK EUR	
3	182.30
CREDIT EUR	
1	27.50
RA-CASH EUR	
1	10000.00
PO-CASH EUR	
1	1000.00
RA-CHECK EUR	
1	500.00
PO-CHECK EUR	
1	500.00
CASH IN DRAWER EUR	9445.60
CHECK IN DRAWER EUR	182.30
CASH USD	
1	20.00
CHECK USD	
2	40.00
CREDIT USD	
1	5.00
CASH IN DRAWER USD	20.00
CHECK IN DRAWER USD	40.00
CASH	

15	1415.00
CHECK	
5	2021.90
CREDIT	
2	245.00
RA-CASH	
1	10000.00
PO-CASH	
1	1000.00
RA-CHECK	
1	2021.90
PO-CHECK	
1	500.00
CASH IN DRAWER	10415.00
CHECK IN DRAWER	2021.90

Hourly report

This report shows sales by individual hour and. The hourly report does not contain the values for hours with zero sale volume and/or the hours out of the specified report range. Here you will find:

1. Beginning of the hour (i. e. '12:00' marks the time from noon till one o'clock PM)
2. Number of sales performed in the given hour
3. Total sale value in the given hour in the master currency

```

***** X *****
*****
          HOURLY REPORT
*****
9: 00      3      305.00
10: 00     3      297.70
TOTAL                    602.70
    
```

At the report's end, there is a sum of all hours shown in this report.

Total report

This report gives reports on the unit's functions and its personnel:

1. Number of Z reports run to date(Z1#)
2. Department report
3. Cashier report

4. Financial report

A total report in Z mode should be run at the end of each day.

Periodical report

The periodical report gathers financial data from the daily Z reports in a longer time-span—it displays the same data as the daily report, but since the last periodical Z report:

1. Number of total Z reports run to date(Z1#)
2. Number of monthly Z reports run to date (Z2#)
3. Department report
4. Cashier report
5. Financial report

Customer report

By employing this report, you can gain insight into sales made to customers who have an assigned customer number. The customer report contains:

1. Customer number
2. Customer name (if assigned using the Soft3000 software)
3. Number of sales made to that customer
4. Total sale value to that customer
5. Total discount for that customer

```

***** X *****
*****
          CUSTOMER REPORT
*****
Customer                               1
Catherine Hill
Purchases                               6
Purchase value                          1024,50
Discount value                           71,70

Customer                               2
Purchases                               2
Purchase value                          641,30
Discount value                           44,90
Discounts TOTAL                         116,60
Purchases TOTAL                         1665,80
    
```

At the end of the report you will find the total sum of all customer discounts and the

total sum of sales made to registered customers.

Promotion report

The overview of all promotional discounts or surcharges can be found in this report. This report summarises all active promotions and supplies data on their sale effect. These are:

1. Promotion name
2. Promotion identification number
3. Number of qualifications in given promotion
4. Value of qualifications in given promotion
5. Number of offers in given promotion
6. Value of offers in given promotion
7. Total value of effectively applied discounts/surcharges

***** X *****	

PROMOTION REPORT	

Christmas promotion	1
Q: 4.0000	84.00
Q: 4.0000	84.00
Disc./Add:	4.00
Soap promotion	2
Q: 2.0000	138.00
Q: 1.0000	49.00
Disc./Add:	-49.00

TOTAL	
Disc.:	-49.00
Add:	4.00

Report finishes with the total sum of all applied promotional discounts/surcharges.

Receipt report


This report will print all saved receipts onto the journal tape. However, the text receipt saving option has to be activated in the service mode.





Training mode

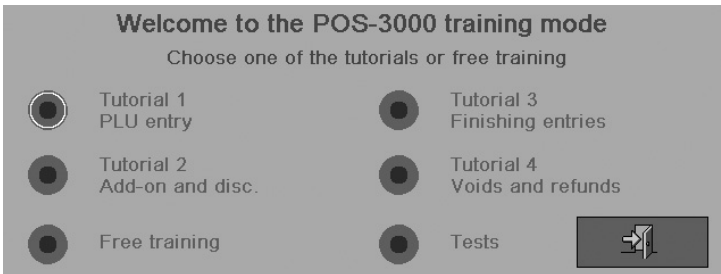
It is very important to give adequate attention to the training of cash register personnel without actually adding sales to the memory.

Training options

You can enter the training mode by the following procedure:

Action description	POS	POS keyboard	PC keyboard
log in (you have to be authorised to enter the training mode)			
press the training mode icon		until the icon is selected, then press	until the training mode icon is selected, then press

After entering the training mode the basic window containing individual tutorials will appear. You can pick up any of the four exercises to provide training for the different areas that appear in actual register mode. Further options are free training and the testing of gained skill. Options are selected by tapping the round button near the chosen training option or you can use TAB keys    and SPACE key  **SPACE**. The Exit button will return you to the mode selection menu.



< Figure 6.1
Basic training mode window.

Tutorials

Individual tutorials take place in a window just like the window of the register mode. The window also contains an instruction row. The instructions will lead the cashier through the individual functions that the cash register offers. It is recommended that the cashier train with this manual, particularly the chapter on register mode.

Any operation performed in the training mode will not affect the financial data stored in the memory.

Tutorial 1 – PLU registration

This tutorial will introduce the cashier to the concept of PLU sale:

- PLU sale without supplying amount,
- PLU sale with multiplied/divided amount,
- PLU sale with twice multiplied amount, and
- overwriting the pre-programmed PLU price.

Figure 6.2 >
Main training window.

The screenshot shows the main training window of the POS-3000 system. The window is divided into several sections:

- Top Bar:** Contains 'Amount pcs', 'Item description', and 'PLU List'.
- Item Entry:** Shows '1.000' in the amount field and 'Pencil' in the item description field. The price '1.49' is displayed on the right.
- Receipt Information:** Shows '1#0000', '05.06.1999 09:25:39', and 'Cashier: Mr Brown'.
- Receipt Status:** Displays 'INVALID RECEIPT'.
- Item Summary:** A table showing 'Pencil' with a '23.00%' discount and a final price of '1.50'.
- Subtotal:** Shows 'Subtotal USD' with a value of '1.50'.
- Buttons:** Includes 'TL', 'ST', 'Disc/Add', and 'Void selected'.
- Footer:** Contains the instruction 'PLU entry with quantity - Enter: Quantity' and a navigation arrow.

Tutorial 2 – Surcharges and discounts

This tutorial will introduce the concept and procedure for discounts and surcharges:

- per cent/value discount/surcharge on a PLU,
- pre-programmed discount/surcharge on a PLU,
- per cent/value discount/surcharge on a subtotal, and
- pre-programmed discount/surcharge on a subtotal.

Tutorial 3 – Finishing the sale

The sale and its completion are the subject of the third tutorial that contains:

- how to complete the sale in the master currency and
- how to complete the sale in one of the foreign currencies (very optional).

Tutorial 4 – Voids and refunds

This tutorial will introduce the cashier to the concepts of voids and refunds, specifically:

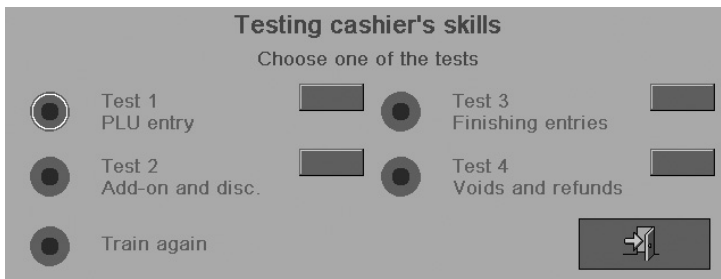
- simple item void,
- voidance of any item in the receipt,
- subtotal voidance, and
- item refund, also with the multiplied/divided amount.

Free training

If training free from the restrictions present in individual tutorials is required, the option of free training is also available. It allows training in all functions in the register mode.

Tests

The Tests button reveals a menu that offers a collection of tests for measuring the cashier's skill. The contents of these tests are like the tutorials. Next to the test labels there are buttons



< Figure 6.3
The training mode tests' window.

that, after completing a particular test, will show the cashier's efficiency in that test expressed in per cent. By pressing that button, you will see a measure of efficiency and a dialogue that contains a detailed description of the cashier's performance in individual tasks. The testing window is very similar to the training window (see figure 6.4), but contains the extra Next button that allows the cashier to skip the currently demanded task in the test. The usage of this button automatically marks the skipped task as failed and assigns 0%.

The remaining two buttons allow exiting the testing part of the training mode: the Train Again button returns to the training mode window, the Exit button leaves directly into the mode selection menu.

Individual tests contain these tasks:

Test 1 – PLU sale

- A: PLU sale without entering amount
- B: PLU sale with specified amount
- C: PLU sale with twofold multiplication
- D: Different PLU price
- E: Completing the sale

Test 2 – Discounts and surcharges

- A: Discount or surcharge on a PLU
- B: Pre-defined discount and surcharge on a PLU
- C: Discount or surcharge on a subtotal
- D: Pre-defined discount and surcharge on a subtotal
- E: Completing the sale

Test 3 – Completing the sale

- A: Completing the sale in master currency
- B: Other currency

Test 4 – Voids and refunds

- A: Item voidance
- B: Selected item voidance
- C: Subtotal voidance
- D: Multiplied item refund
- E: Completing the sale

Note: All receipts produced in the training mode carry the words "INVALID RECEIPT" and are not included in the fiscal data of the system.

Figure 6.4 >
The testing window of the training mode.

Amount	pcs	Item description		PLU List
2.000		Paper roll		0.49
INVALID RECEIPT				2.50
Pencil 23.00% 1.50				Subtotal USD
Paper roll 23.00%				
2 pcs x 0.49 = 1.00				2.
				TL ST Disc/Add Void selected
C: Enter PLU with 2 quantities.				Next

Program accessories for Soft 3000

On a CD supplied with cash register POS-3000 is also software Soft 3000, which make information and programming of cash registers POS – 3000 easier. It allows modification and transfer all of the programmable data of cash register (from settings of system flags, graphic and text logo to the programming of PLU and DPT) mediates backup of cash registers data and handles with sale data on the base-level. This software does not belong to the group of applications which is entertaining by stock control.

Several functions of software for cash register POS – 3000 are presented in the user manual for Soft 3000 on the web page www.elcom.sk in the „Support“ section

Appendix A: The list of optional accessories for POS-3000 cash register

The list of optional accessories for POS-3000 cash register

Name	Description
Cashier display	
TDC-3000	The colour display manufactured by progressive STN technology that accounts for good resolution and visibility from greater angles. The display can be used for operation of the ECR using just fingers or using the special pen, supplied along with the display. The display offers the resolution of 640×240 (H VGA).
TDC-3000D	Colour touch-sensitive display (STN) with resolution 640×480 (VGA)
Monochrome VGA 9" monitor	Monochromatic monitor with 9" screen. Its advantage is the great angular visibility.
Customer display	
ED-2000	LCD display for the customer displaying eight/ten digits, depending on the size of the ECR internal display. The display is back-lit by default. Large segments ensure great visibility.
ED-2500	This display shows both numbers and characters. This type displays up to 2×20 characters (two rows with twenty characters each).
Keyboards	
EK-3000 SN	53 key POS keyboard, function keys + five direct PLU keys, PS/2 interface
EK-3000 S	56 keys for direct PLU, PS/2 interface
EK-3000 DN	109 keys where 61 serve for direct PLU, PS/2 interface
EK-3000 D	112 keys for direc PLU, PS/2 interface
EK-3000 FS	56 keys, flat, restaurant type, PS/2 interface
EK-3000 DFS	Combination of classical and flat keyboard, PS/2 interface
EK-3000 FD	112 keys, flat, restaurant type, PS/2 interface
EK-3000 I	Combination of TDC-3000 display and EK-3000 SN keyboard
EK-3000 FI	Combination of TDC-3000 display and EK-3000 FS keyboard
PC klávesnica	Standard PC keyboard
RF-čítačka pre EK-3000	The RFID reader for RFID identification
Kľúčienka	The keyring badge carrying RFID identification token
Cash drawers	
CD-530	Contains five coin and four note compartments
CD-840	Conatins eight coin and four note compartments
CD-880	Contains eight coin and eight note compartments
CDM-460	The up-opening drawer
C-330	Mechanical drawer
C-550	Mechanical drawer
Bar-code readers	
MS-951	Reader suitable for establishments with lower sale cadence
MS-9520	Reader suitable for establishments with lower sale cadence
MS-9540 Voyager	Reader suitable for establishments with lower sale cadence
MS-6720	Reader suitable for self-serving establishments
MS-7120 Orbit	Reader suitable for self-serving establishments
MK-6130 + RF	Wireless reader suitable for small/medium establishments

CD-108e CCD	Manual CCD scanner
BD-288 CCD	Manual CCD scanner
BS-960 LD	Manual keyboard scanner (laser)
BF-506M CCD	Keyboard CCD scanner
Scales	
VE-15TE	Certified digital scales
Optional	
RS-232/RS-422 converter	RS-232/RS-422 cpnverter + adapter
FLASH programmer	SIMM modules for POS-3000, 8 MB
Cutter ACU2324A	Automatic paper tape cutter
IrDA port	Interface for infra-red transfers
CRT module	Module for connecting a PC monitor
Coloured plastic parts POS-3000 W, G, B	Highly durable polycarbonate plastic parts in assorted colours (W – wood, G – dark green, B – blue)
Communication	
PCMCIA Ethernet Card	Network adapter for connecting the POS to the computer network
PCMCIA Modem V90 56kBps	Modem for connecting the POS to the remote network
Proxim Range LAN2 7410CE	Wireless Ethernet PCMCIA card
Proxim Access Point 7510	Wireless Ethernet access point into the LAN
Memory modules	
SIMM 2 MB RAM	Memory extension (20 000 PLU equivalent)
SIMM 4 MB RAM	Memory extension (40 000 PLU equivalent)
SIMM 8 MB RAM	Memory extension (80 000 PLU equivalent)
FLASH 8 MB	Rozšírenie Flash pamäte, vhodné keď používate aj iné aplikácie
Zálohovacie zariadenia	
SmartMedia Pretec 16 MB	Back-up memory for POS-3000
SmartMedia Pretec 32 MB	Back-up memory for POS-3000
SmartMedia PCMCIA adapter	Back-up memory adapter for the PCMCIA slot in POS-3000
Software Elcom Store Manager	
Free	Free version limited to 500 PLU, one PC and one POS
Lite	Version for 1xPC, 1xPOS
Pro3	Version for 1xPC, 3xPOS
Pro5	Version for 1xPC, 5xPOS
Power surge protection	
P-Protector Munos F8	5 metres, 8 sockets
PA-Overdrive F6	1 socket
Stojany OCTACOM (výška 50 cm)	
OCTACOM A	Kombinácie pre účtujúceho: EK-3000 D+ ED-2500, EK-3000 D + TDC-3000 alebo EK-3000 I + EK-3000 S
OCTACOM B	Kombinácie pre účtujúceho: EK-3000 SN+ ED-2500, alebo EK-3000 SN + TDC-3000. Kombinácia pre zákazníka: ED-2500 alebo ED-2000.

OCTACOM C	Kombinácie pre účtujúceho: EK-3000 D+ ED-2500, EK-3000 D + TDC-3000 alebo EK-3000 I + EK-3000 S. Kombinácia pre zákazníka: ED-2500 alebo ED-2000.
OCTACOM D	Kombinácie pre účtujúceho: EK-3000 SN+ ED-2500, EK-3000 SN + TDC-3000 alebo EK-3000 I. Kombinácia pre zákazníka: ED-2500 alebo ED-2000.

