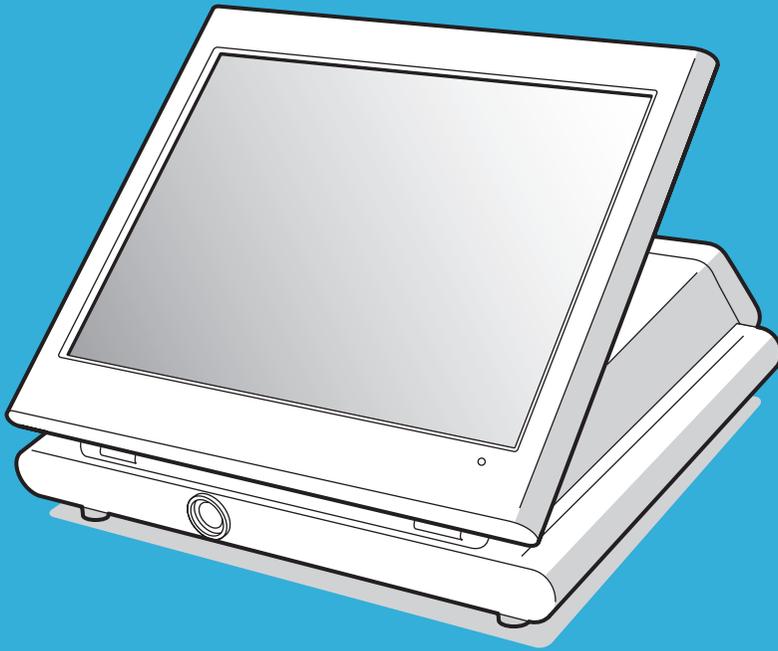


SHARP®

POS TERMINAL

MODEL
UP-X300

FRONT END INSTRUCTION MANUAL



INTRODUCTION

Thank you very much for your purchase of the SHARP POS Terminal Model UP-X300. This UP-X300 POS terminal operation manual explains the operation procedure of UP-X300 which is used as a terminal in the POS system.

Please read this manual carefully before operating your machine in order to gain full understanding. Please keep this manual for future reference. It will help you if you encounter any operational problems.

For handling the hardware, please read the SHARP POS Terminal Model UP-X300 HARDWARE manual.

Handling precautions, parts names and functions are included in the hardware manual.

CONTENTS

INTRODUCTION	1
CONTENTS	2
SYSTEM CONFIGURATION	6
Peripherals connectable	6
Printer sharing	6
Multilingual remote printer	6
Receipt ON/OFF function	6
1 Prior to Operating the POS Terminal	7
How to use the touch panel	7
Operator display screen configuration	8
Screen transition	8
Screens	9
Areas configuring screens	12
Viewing the customer display (option)	17
Screen save mode	17
Adjusting backlight brightness	17
Key list (excepting item and combo keys)	18
2 Prior to Making Item Entries	22
General operation flow for daily registration	22
Error Warning	23
Clerk sign-on/sign-off operation	25
Sign-on operation	25
Sign-off operation	26
Message for clerk (Electronic mail function)	26
Special password	27
Reason code	27
Starting cash memory	28
3 Item Entries	29
Single item entries	29
Direct PLU entries	29
PLU code entries	29
EAN entries	30
Searching objective PLUs by names	30
Repeat entries	31
Repeat round entries	32
Multiplication entries	33
Direct PLU entries	33
PLU code entries	33
EAN entries	34
Using PLU name search function	34
Split-pricing entries	35
Direct PLU entries	35
PLU code entries	36
EAN entries	36
Using PLU name search function	36
Single Item Cash Sale (SICS)/Single Item Finalize (SIF) entries	37
SICS entries	37
SIF entries	37
Scale entries	38
Manual scale entries	38
Auto scale entries	38

Non-turnover sales	39
PLU Menu entries	39
Modifier PLUs	40
Promotion Function	41
Mix and match function	41
Automatic modifier	42
Happy hour	42
Link PLU entries	43
Combo meal entries	44
Set PLU entries	45
With/Without entries	46
Condiment entries	47
How to make multiple entries	48
How condiment item prices are printed:	50
Dessert feature	51
Price shift by menu	52
Department shift	52
WASTE mode	53
PLU/EAN learning function	54
Price inquiry (view) function	55
Price change function	56
Countdown items (86 item)	58
Recipe guidance	61
4 Display of Subtotal	62
Subtotal	62
Difference subtotal (Differ ST)	62
5 Finalization of Transaction	63
Direct finalization	63
Amount tendering	63
6 Computation of VAT (Value Added Tax) /Tax	64
VAT/tax system	64
VAT shift entries	66
7 Auxiliary Entries	67
Refund	67
Return	67
Discount or Premium entries using a discount key	68
Discount/Premium for items	68
BOGO entry	68
Discount/Premium for total amount	68
Discount or Premium entries using a percent key	69
Discount/Premium for items	69
Discount/Premium for total amount	69
Group discount/premium	70
Group discount	70
Group discount shift	70
8 Payment Treatment	71
Handling tips	71
Tip-in entries	71
Tip editing	72
Tip paid entries	72
Tip transfer	73
Currency exchange	74
Received-on-Account (RA) entry	75

Paid-out (PO) entry	76
No sale (exchange)	77
Transferring cash	77
Cashing a cheque	77
Service charge	78
VIP sales	78
Gratuity	78
9 Text Entries	79
Free text entries	79
Address entries	81
10 Correction	82
Item void using the [-] key	82
Check/Subtotal void	84
Changing quantity using the [+] key	85
Correction after finalizing a transaction - Void mode	86
11 Customer Management	87
12 Guest Control	91
General overview for guest control	92
Floor planning	93
Table setting	95
How to look at table icon on the graphical layout screen	95
How to control a table layout screen	97
How to change a room	100
Searching a suitable table for guests using automatic table search function	101
Managing the waiting list	102
Modifying the waiting list	103
Managing guests	104
Opening a table on the graphical table layout screen to receive a new order and reorder	104
Opening a table by entering table number	106
Opening a table by entering a table code	107
Opening a table in use on the open table list	108
Changing a table to be served on the registration screen	109
Changing check number	110
Entering a number of guests manually	111
Closing a table temporally	111
Closing a table - Finalizing a guest check	111
Table alert	111
Transaction migration	112
Deposit entries	113
Bill totalizing/Bill transfer	114
Bill totalizing/Bill transfer in the same room	114
Bill totalizing/Bill transfer over a room	115
Bill separating	117
How to operate the B.S. screen	117
Transferring an item	118
Splitting multiple items	119
Splitting an item	120
Splitting a check by specified amount of money	121
Splitting a check by a number of a group	122
Remerging split checks (bills)	123
Direct payment in a BS screen	123
Transferring open tables (guest checks) to another clerk	124
Recalling data of closed tables(guest checks)	125

13	Employee Function	126
	Employee log-on/log off	126
	Employee's working time recording	128
	Time-in operation	128
	Break-in operation	129
	Break-out operation	130
	Time-out operation	131
	Editing employee's time record	132
	Sales for employees	135
	Supervisor clerk	136
	Overlapped clerk entry	137
	Remote automatic clerk sign-off	137
14	Special Printing Function	138
	After transaction receipt/Copy receipt printing- Receipt printer	138
	Validation printing - Slip printer	138
	Check printing (CHEQUE EURO and English check) - Slip printer	139
	CHEQUE EURO	139
	English cheque	139
	Printer rerouting	140
	Electronic journal	141
	Journal printing - Journal printer	141
	Receipt printing on a remote printer	142
	Sort shift function	142
	Hold and go function	142
	Receipt printing style shift function	143
	Printing bills	144
	Guest check copy	146
	Entertainment bill	147
15	Macro Key Entries	148
16	Training Function	149
	Bill void function	149
17	Compulsory Cash/Cheque Declaration	150
18	Close Session (EOS)	151
19	Terminal Programming	152
	Downloading POS programming data	152
	Changing programming settings	153
	Programming list	153
	Changing tare	153
20	Reading (X) and Resetting (Z) of Daily Sales Totals	155
21	Receipts Printed on a Remote Printer	159
22	Receipts Printed on the Remote Printer	160
	Type of Receipts	160
	Addition receipt type	160
	Single/double receipt type	161
	Addition + single receipt type	161
	Double addition receipt type	162
	Double (addition + single) receipt type	162

SYSTEM CONFIGURATION

Your POS terminal may be connected to a server (POS server) and other POS terminals unless your POS terminal is used as a stand-alone POS terminal. Also, various peripherals such as a printer, barcode scanner and magnet card reader may be connected with your POS terminal. Please refer to the following list for the peripherals connectable with your POS terminal. For the applicable peripheral models, please contact your authorized SHARP dealer.

■ Peripherals connectable

- Line display
- Magnetic card reader
- Drawer
- POS printer
- Scale
- Barcode scanner
- Kitchen video monitor*
- Coin dispenser*
- Drink dispenser*
- CCTV*
- EFT*
- PMS*
- MEU
- Keyboard
- Mouse

* Peripherals available in some countries only

■ Printer sharing

Generally it is not necessary for each POS terminal to have a bill printer, receipt printer, report printer journal printer and/or remote printer (kitchen printer). Multiple POS terminals can share those printers using the network.

■ Multilingual remote printer

For a remote printer, each item can have three kinds of texts; standard text, second language text and bit map text. Therefore, item text may vary depending on programming.

■ Receipt ON/OFF function

You can disable receipt printing in the REG mode to save paper using the receipt function. To disable receipt printing, press the [RCPT] key.

1

Prior to Operating the POS Terminal

How to use the touch panel

The operator display of the POS terminal is a touch panel. So, the operations can be performed by touching the panel (keys, items, buttons, etc. on the screen) of the operator display.

To touch the panel, use your finger or a stylus. Never apply excessive force when touching the display and never use any sharp-pointed objects including your fingernails on the display.

In order to display another window or to scroll to another window, touch an arrow as shown in the example below.

The screenshot shows a POS terminal interface with the following components and annotations:

- Header:** 24/05/2003 12:07:08, Paul Weaver, Standard / Room1, T1/ Registration [Steak]
- Order List (Left):** A list of items with prices, including House Lager, Draught Guinness, House Bitter, Tonic Water, Apple Juice, Mixed Ice Cream, Gin Fizz, John Collins, and Carlington Lager. Annotations: "To scroll up" (pointing to the top arrow) and "To scroll down" (pointing to the bottom arrow).
- Item Selection Grid (Top Right):** A grid of buttons for Rumpsteak (150gr, 200gr, 300gr), M. Steakplate, Filletsteak (250gr, 350gr), Big Steakplate, T. Bone (250gr, 350gr), and Mixed Grill. Annotations: "To display the previous window" (pointing to the top arrow) and "To display the next window" (pointing to the bottom arrow).
- Calculator (Bottom Right):** A numeric keypad with buttons for digits 0-9, CL, <, (X), and ENTER. Annotations: "To display the next key window" (pointing to the right arrow).
- Summary (Bottom Left):** A bar containing buttons for Table Layout, Table List, Recall, Expand, G.C. Rpt., NBAL, CASH, Payment, and Job Menu. Annotations: "To display the previous bar" (pointing to the left arrow) and "To display the next key window" (pointing to the right arrow).
- Total:** ***TOTAL €54.60

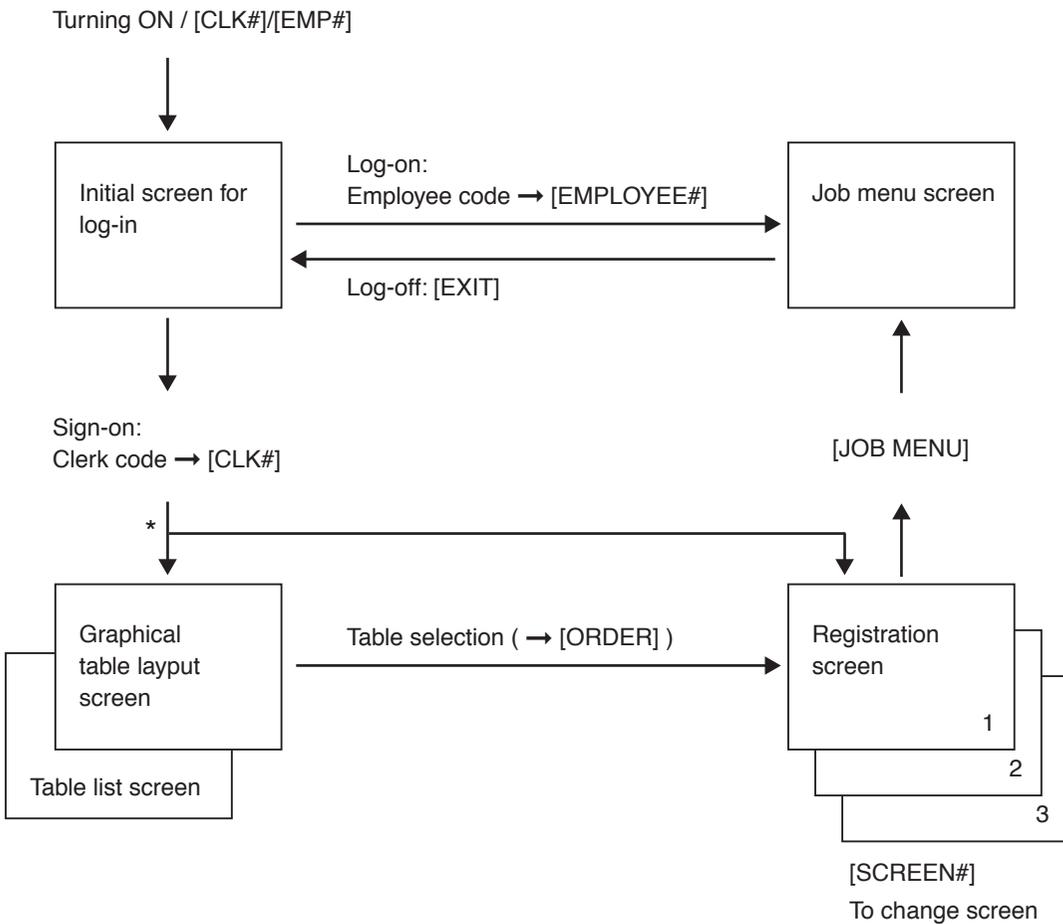
Operator display screen configuration

Your POS terminal provides five kinds of screens for the operator display, and each screen consists of some areas. In this section, general information about the screens and areas are provided.

However, please note that since each screen can be created for your specific use, screens including area layout, area size, key name, key layout, key size, etc. shown in this manual are all examples. For the keys available on the POS terminal there is a list in the key section. For the samples in this manual, the default captions on the key list are used. Please refer to the key list section for details.

■ Screen transition

Your POS terminal has various kinds of screen, and they can transit as follows:



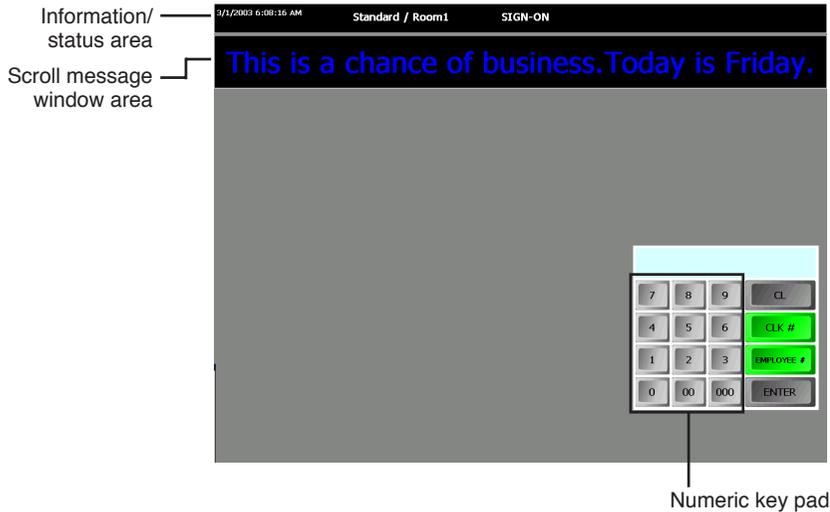
* Depending on programmng, a graphical table layout screen or a registration screen appears.

■ Screens

The POS terminal provides the following four kinds of screens to execute various functions. The details of each part of each screen is described in the subsequent section.

Initial screen

The screen that is displayed when you turn on the POS terminal and when you make a sign-off operation.



NOTE

Wall paper can be displayed if it is set.

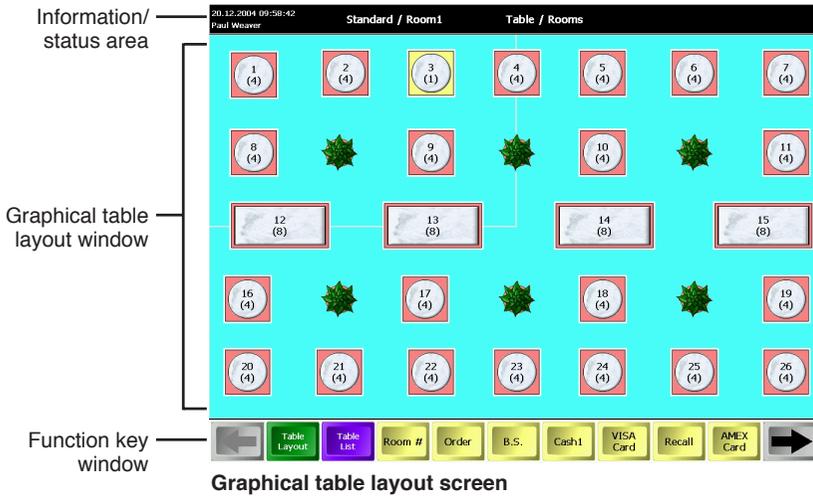
Job entry menu screen

The screen that contains a variety of special functions such as time-in, time-out for employees. The screen can be accessed by touching the [JOB MENU] key or when an employee's log-on operation is performed.



Table layout screen

The screen to access tables for guest checks. Graphical table layout screen and open table list belong to this screen. You can go to the graphical table layout screen by sign-on operation or by touching the [TABLE LAYOUT] key, and the open table list by touching the [TABLE LIST] key.



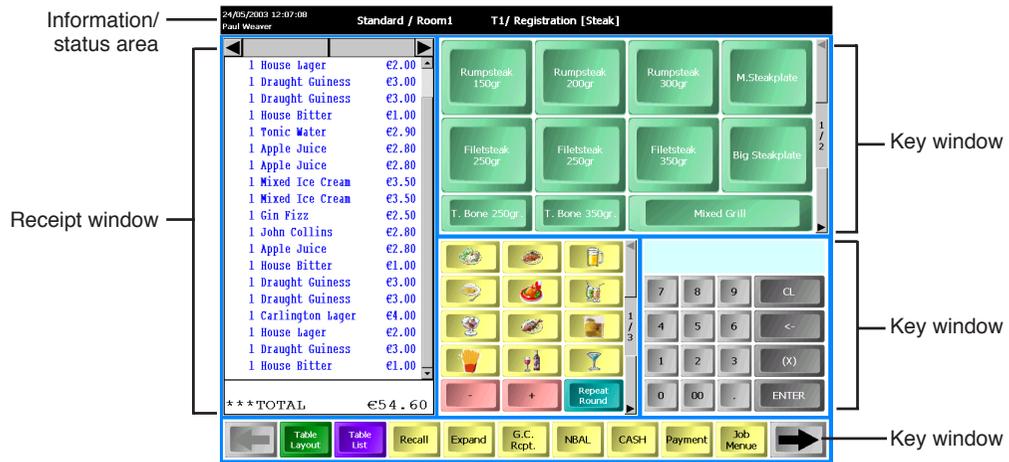
Room	Name	Room #	Seating	Server	Total
Room1		1/01	(0)	1 Paul Weaver	5:18 €21.50
Room1	Ms. James	7/01	(0)	1 Paul Weaver	17:51 €37.10
Room1	Mr. Moore	12/01	(0)	1 Paul Weaver	11:07 €90.20
Room1	Mr. Brown	15/01	(0)	1 Paul Weaver	7:28 €71.50
Room1		25/01	(0)	1 Paul Weaver	4:42 €27.00

Open table list

Registration screen

The screen for item registration, payment and other functions.

You can go to a registration screen by executing a sign-on operation or by touching the [ORDER] key.



Multiple numbers of the registration screens can exist on your POS terminal, and can be accessed by entering a number and touching the [SCREEN #] key.

An item window may be changed automatically according to the preset time zones, such as lunch time and dinner time. The window can also be changed manually by entering a target menu number and touching the [MENU#] key.

■ Areas configuring screens

Information/Status window

This area displays information and status such as date, time, clerk name and mode.



Date/Time/Clerk name

Time zone/Room info.

Screen name

Registration information area

Registration information area

On this area, the following information icons will appear when the corresponding condition is satisfied.

Tax shift		(In case of Tax shift 1)
Department shift		(In case of Dept. shift 1)
Receipt shift	(Blank)	Normal
		Shifted
Mode info.	(Blank)	Normal registration mode
		Void mode
		Waste mode
Sentinel information	(Blank)	Normal
		Sentinel message
HALO for tip	(Blank)	Normal
		Exceed HALO amount
No stock	(Blank)	Normal
		No stock
Receipt ON/OFF status	(Blank)	ON
		OFF

Network status

Network status is indicated in different background colors at the information/status window:

- Black: Normal
- Orange: POS server Down
- Deep pink: Backup server Down
- Red: Backup server Down/Cannot communicate with all the terminals (indicated at POS server).
POS server/Backup server Down (indicated at POS terminals)

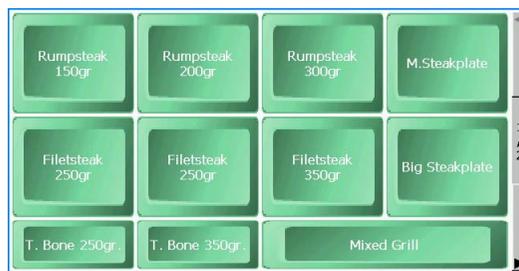
Scroll message window

This area displays scroll messages for terminals, clerks and customers. Under the clerk sign-off status, the scroll message for a terminal may appear, when a clerk is signed-on, a scroll message for the clerk may appear.

is Friday. This is a chance of business.Today

Item key window

Sales items are displayed in the window. By touching an item key, the item can be registered. In case of menu keys, the subsequent menus or the menu list will be displayed. In case of condiment keys, condiment items will be displayed. The details are described in each section.



Normal key window

Numeric key window, job-menu window, function key window, menu window, PLU menu window, etc, are made up of keys to make all kinds of operations. Key names can be changed freely by programming.

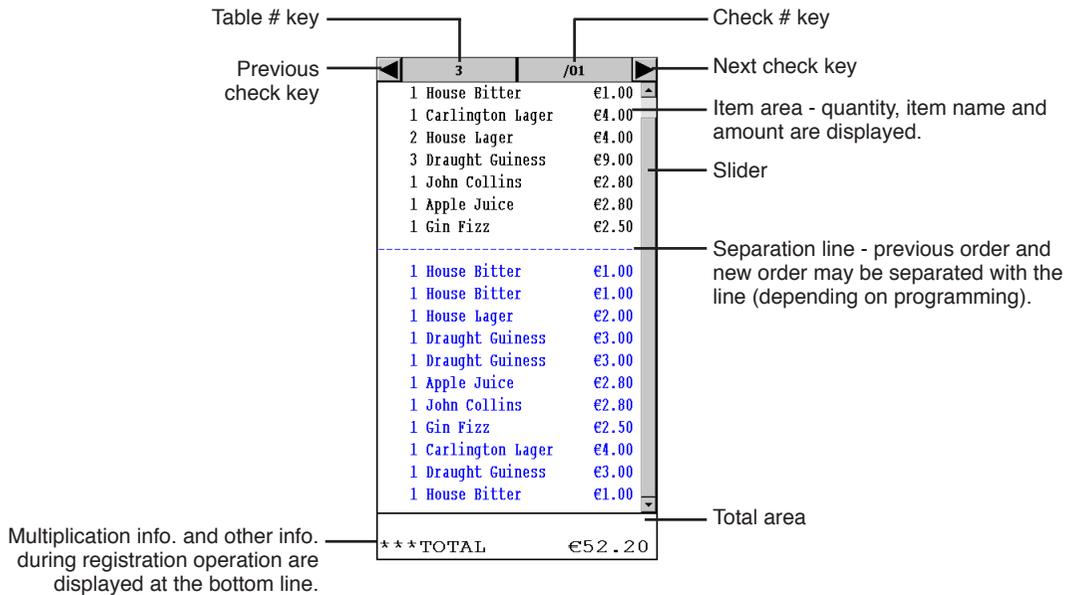


NOTE

When your POS terminal requires numeric data, a window containing numeric key pad will automatically appear. In this case, you must enter the data on this key pad.

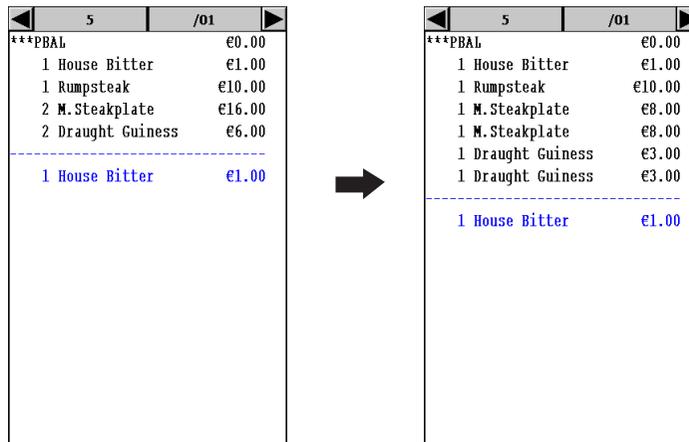
Receipt window

The receipt window appears only on registration screens.



Receipt window expand function

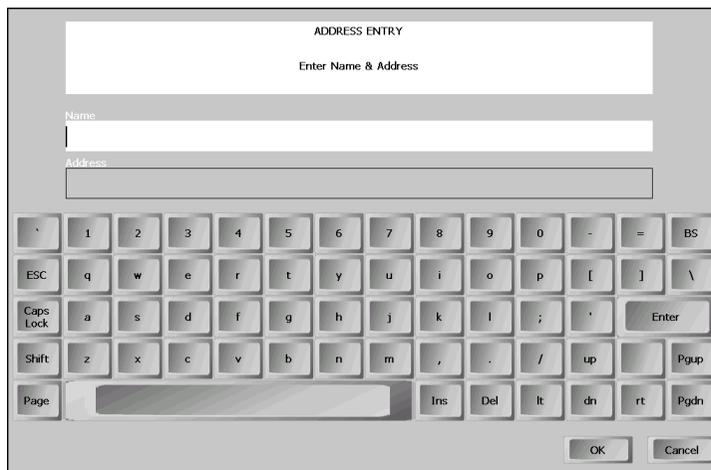
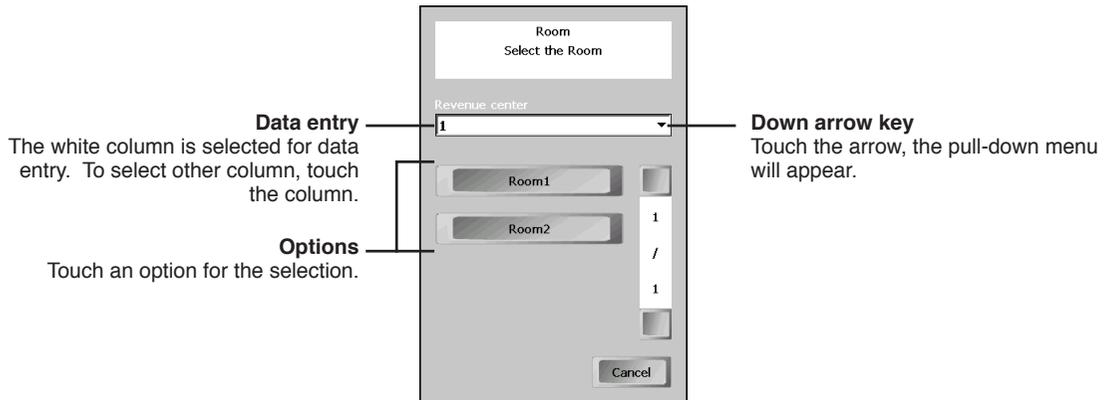
Previously ordered items in guest check may be summarized, but it is possible to view the detail of the items by touching the [EXPAND] key.



Pop-up window

When data entry is required to execute the function you selected by touching a key, for example, when you touch the [NAME/ADDR] key to enter the name and address of a guest, a pop-up window will appear automatically. Enter the necessary information using the keyboard or keypad appeared, and/or or select (touch) an option when options are listed.

To cancel the operation (close the window without setting), touch the [Cancel] or [Exit] (varies depending on a pop-up window).

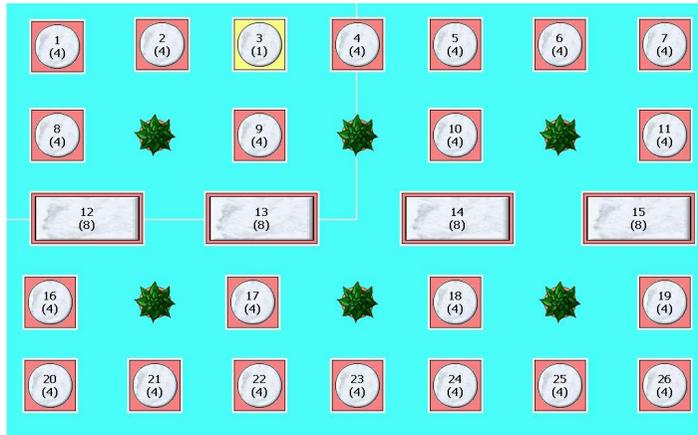


Abbreviation used on the pop-up window

ESC	Escape key
BS	Back space key
CL	Clear key
Ins	Insert key
Del	Delete key
up	Up arrow key
lt	Left arrow key
dn	Down arrow key
rt	Right arrow key
Pgup	Page up key
Pgdown	Page down key

Table layout window

The table layout window has graphical table layout and table list window, which appear on the table layout screen only.



Graphical table layout window

Room1		1/01 (0)	1 Paul Weaver	5:18	€21.50
Room1	Ms. James	7/01 (0)	1 Paul Weaver	17:51	€37.10
Room1	Mr. Moore	12/01 (0)	1 Paul Weaver	11:07	€90.20
Room1	Mr. Brown	15/01 (0)	1 Paul Weaver	7:28	€71.50
Room1		25/01 (0)	1 Paul Weaver	4:42	€27.00

Open table list window

Viewing the customer display (option)

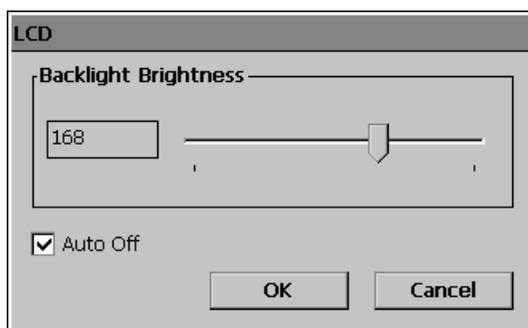
The UP-X300 has no standard customer display. However, the pole type or integrated type customer display can be attached. On the customer display, sales item, price, payment information and messages for customer may be displayed. The message is scrolled from the right to left on the display.

Screen save mode

To save the electrical power or the display's life, your POS terminal is provided with a screen save function. Your POS terminal goes into the screen save mode when the POS terminal is left idle for an extended period of time. To exit the screen save mode, touch any key. If programmed, a secret code entry window may appear to prompt a start-up secret code.

Adjusting backlight brightness

You can adjust backlight brightness of your POS terminal and also make the setting if the backlight is turned off when the machine goes into the screen save mode. Touch the [Back Light] key, the following window will open.



Move the slider to the left to make the screen darker, or to the right to make lighter, To turn off the backlight automatically in the screen save mode, check the Auto Off check box. To complete the settings, touch [OK].

Key list (except item and combo keys)

Caption (default)	Function
0 thru 9	Used to enter a numeric data. (0 thru 9)
00	Used to enter a numeric data. (00)
000	Used to enter a numeric data. (000)
1/2	Used to enter a 1/2
.	Used to enter a fractional part.
CL	Used to clear the entered data (amounts/rates/parameters, etc.) and the error state.
←	Used as a backspace key.
CANCEL	Used to cancel your current operation or menu or return to previous menu.
ENTER	Used to select item/menu or entered data.
(X)	Used to enter quantity.
TABLE LAYOUT	Goes to the table layout screen.
TABLE LIST	Goes to the open table list screen.
ORDER	Goes to the default registration screen.
JOB MENU	Goes to the job menu screen.
ROOM#	Goes to a selected room.
SCREEN#	Goes to a selected screen.
MENU#	Goes to selected time zone
EXPAND	Changes registration window display.
← ↑	Goes to the previous page.
→ ↓	Goes to the following page.
ZOOM	Enlarges a table layout.
REPORT	Goes to sales report printing.
EOS	Performs end of session.
EOD	Performs the End of Day operation.
JOIN	Joins a table to another table.
AVAILABILITY	Makes a table available/unavailable (toggle key).
RESERVATION	Makes table reservation.
NAME/ADDR	Changes a guest name/address.
WAITING	Displays the waiting list.
GUEST	Finds a table suitable for number of a group of guests. / Enters a number of guests.
FLOOR PLAN	Sets a floor plan.
SECTION	Sets employee for each section.
SMOKING	Smoking status(smoking/non-smoking) key
PLU/SUB	Specifies a PLU code entered.
PLU Name	Searches PLU item by name.
SCALE	Allows a scale entry.
OPEN TARE	Allows tare weight entry.
Modifier n	Uses a modifier PLU instead of normal PLU.
UPSIZE	Changes a combo meal to a large size.
RDSIZE	Changes a combo meal to a small size.

Caption (default)	Function
WITH	Adds a tied PLU for combo or set PLU.
WITHOUT	Deletes a tied PLU from a combo or set PLU.
NEXT COND.	Goes to next condiment without setting current condiment.
CHG COND.	Changes a condiment (for dessert feature).
WASTE	Goes to the waste mode.
REPEAT ROUND	Allows reorder of the previous items for a table.
Dept Shift n	Changes a department code temporarily.
INQ	Inquires the unit price of an item.
PRICE CHANGE	Changes the price of an item.
COUNTDOWN	Warns short stock (86 item).
RECIPE	Displays a recipe.
TABLE #	Opens a table by entering a table number.
AutoTable#	Automatically generates a table code and opens a table.
TABLE LIST	Displays open table window.
NBAL	Finalize a transaction temporarily without calculating VAT/tax.
Final	Finalize a transaction temporarily with the calculation of VAT/tax.
Deposit(+)	Allows a deposit entry for a guest.
Deposit(-)	Allows a deposit refund.
B.T. IN	Allows bill transfer/totalizing in a room.
B.T. OVER	Allows bill transfer/totalizing over rooms.
B.S.	Opens bill separate window.
SPLIT VALUE	Allows B.S. split by value.
SPLIT NUMBER	Allows B.S. split by number.
REMERGE	Remerges split bills.
TRANSFER	Allows table transfer from a clerk.
RECALL	Recalls the closed table list.
RECALL #	Recalls a closed table.
[+]	Allows item correction (addition) and repeat entries.
[-]	Allows item correction (deletion).
CHECK VOID	Allows subtotal void.
VOID MODE	Enters the void mode.
REFUND	Allows a refund entry.
RETURN	Allows a return entry.
(-) n	Allows discount by entering an amount.
% n	Allows discount by entering a rate.
GROUP DSC#	Allows group discount.
GD SFT #	Allows group discount shift.
TEXT #	Allows the free text entry by specifying a number.
Text n (Free text key text)	Allows the free text entry.
RA n	Allows received on account entry.
PO n	Allows paid out entry.
Nosale	Allows no sale.
W/O SERVICE	Cancels service charge.
SVC OVERRIDE	Change a rate of service charge.
W/O GRATUITY	Cancels gratuity.

Caption (default)	Function
CASH TIP In	Allows tip entry by cash.
Non Cash TIP In	Allows tip entry by check/charge.
Tip Paid	Allows payment of tip to an employee.
EDIT TIP	Allows to edit tip amount.
Tip Transfer	Allows tip transfer/split.
MDSE SBTL	(For US tax system)
SBTL	Obtains a subtotal.
TAX n SBTL	(For US tax system)
TAX SHIFT(Tax Shift n)	Allows a tax shift.
DIFF SBTL	Obtains difference subtotal.
TAX	(For US tax system)
Subtotal VAT	Calculates VAT/tax.
M-TAX	(For US tax system)
EX n	Allows finalization by a foreign currency.
Cash n	Allows cash n finalization.
Check n	Allows check n finalization.
Charge n (Credit n)	Allows credit n finalization.
Cash Transfer	Allows a cash transfer to check or credit.
Hotel Transfer	Allows a hotel transfer.
GC BALANCE	Allows gift card balance.
EXIT	Allows to log off.
EMPLOYEE #	Allows to enter an employee number.
CLK n	Allows a clerk code entry.
CLK #	Allows to enter a clerk number.
TIME IN	Allows employees time-in operation.
TIME OUT	Allows employees time-out operation.
BREAK IN	Allows employees break-in operation (salary is not paid during break in).
PAID BRK IN	Allows employees break-in operation (salary is paid during break in).
BREAK OUT	Allows employee break-out operation.
TIME EDIT	Allows time edit for employees.
BAL	Allows to check balance for employee sales.
EMPL SALES	Allows sales for employees.
Emp. Charge	Allows charge sales for employees.
Cust. Charge	Allows charge sales for customers.
RCPT	Allows a receipt print.
RCPT SW	Allows a receipt print on/off.
VP	Allows a validation print.
CHECK PRINT	Allows a check print.
SORT SHIFT	Allows a sort shift.
KP HOLD	Allows to hold a menu order to remote printer.
KP GO	Allows to release a held menu order to remote printer.
RCP SF	Allows a receipt shift.

Caption (default)	Function
BILL	Allows to print a bill.
G.C.RCPT	Allows to print a guest check receipt.
G.C. COPY	Allows a guest check copy.
E.BILL	Allows to print a entertainment bill.
C.BILL	Allows to print a cumulated bill.
MACRO#	Executes a macro key entry.
MACRO n (macro name)	Executes the macro entry.
SCM+	Allows a stored cash memory addition entry.
SCM-	Allows a stored cash memory subtraction entry.
VIP n	Allows a VIP sale.
CUST	Allows a customer entry.
CHANGE TARE	Allows to change tares.
UPDATE	Used to update the programming settings.
Open Store	Opens your store (Terminal).
Close Store	Closes your store (Terminal).
EJ Clear	Clears EJ memory.
T-log Clear	Clears T-Log memory.
Lock Clear	Clears terminals Z CCD error.
Back Light	Used to adjust backlight brightness.
HELP	Used to open HELP.
OS SHUTDOWN	Used to terminate the terminals.
BACKOFFICE	Used to execute Back Office.

2

Prior to Making Item Entries

General operation flow for daily registration

- 1.** Checking connection of peripherals and printer paper
 - Make sure that all peripherals are connected securely.
 - Also make sure that all printers in your system have adequate paper rolls.
 - For more information about the peripherals and applicable paper rolls for printers, please refer to the corresponding printer manual.
- 2.** Turn on your POS terminal. Please refer to the UPX300 HARDWARE manual.
 - If programmed, the latest programming setting are automatically downloaded.
- 3.** Make your sign-on operation. Each employee needs to make his or her sign-on operation. Please refer to page 25.
- 4.** Download programming settings, if necessary. Please refer to page 151.
- 5.** Make a float (SCM) operation, if necessary. Please refer to page 28.
- 6.** Change programming setting, if necessary.
 - Tares
- 7.** Make settings for countdown items and receipt guides, if necessary.
- 8.** Make table settings, if necessary.

Error Warning

When an error occurs on your POS terminal, an error message will appear on the operator display. For displayed error messages, there are two options: Error messages are displayed with the [OK] key, touching the [OK] key makes the message clear. Another option is that an error message disappears automatically.

When an error occurs relating to open EFT transaction, master down or the similar conditions related to communication control of external devices, the corresponding error message reappears in regular intervals until the problem is resolved.

In the following examples, your POS terminal will go into an error state accompanied with a warning beep and the error message on the display. Clear the error state by touching the [OK] key and take the proper action.

- When you make an error in key operation:
Clear the error and try the entry again.
- When you make an entry beyond a programmed amount entry limit:
Check to see if the entered amount is correct. If it is correct, contact your manager.
- When an including-tax subtotal exceeds eight digits:
Delete the subtotal by touching the [CL] key and touch a media key to finalize the transaction.

Drawer open alarm

When a specified time has elapsed with the drawer opened, an alarm buzzer sounds to warn the operator to close the drawer. When the operator closes the drawer, the buzzer will stop.

Memory full warning

When the memory capacity becomes low, the warning message “Insufficient Memory Please call your supplier” will appear. Click [OK] to close the window. Then please call your supplier.

You can continue operation even after the warning message is displayed until the following memory full error is displayed.

Memory full error

When the memory capacity becomes full, the error message “Insufficient Memory. Please call your supplier.” with full memory name (memory full/object store full/CF full) will appear. Click [OK] to close the window. Then please call your supplier immediately.

Registration operation is prohibited after the error message is displayed. Make a finalization operation, if necessary.

- When T-Log/EJ/Closed Transaction memory gets full
Depending on programming, registration operation is prohibited. Make a finalization operation, if necessary.
In case you can continue registration operation, the new data of registration will be abandon.
In case the T-Log/EJ gets full at your server system, you cannot continue registration operation.
In all cases, please call your manager.
- When GLU/Customer/Employee Sales memory gets full
The registration is prohibited. Please call your manager.

- When Drink Dispenser Missoperation memory gets full
The registration of drink dispenser debit is prohibited. Please call your manager.
- When Reg Buffer gets full
The registration is prohibited. Please call your manager.
- When PLU memory gets full
The registration is prohibited. Please call your manager.

Emergency lock clear

You can clear the following lock status manually. When a lock status occurs, please refer to the following procedure:

Open store	Making the terminal “open store” status. Procedure: → [Open Store]
Close store	Making the terminal “close store” status. Procedure: → [Close Store]
EJ clear	Clearing the EJ memory, and clearing EJ memory full error. Procedure: → [EJ Clear]
T-Log clear	Clearing the T-Log memory, and clearing T-Log memory full error. Procedure: → [T-log Clear]
Terminal Z CCD lock clear	Clearing Terminal Z CCD error. Procedure: → [Lock Clear]

When POS server is down

When your POS server is down, your POS terminal will display the window to select [Retry] or [Shutdown]. Select either option.

You cannot operate your POS terminal until your POS server is recovered.

Clerk sign-on/sign-off operation

■ Sign-on operation

Prior to item entry, the clerk will be compelled to enter his or her assigned clerk code. However, this may not be necessary if the POS terminal has been programmed for the clerk code entry as re-designation mode.

NOTE

Your POS terminal provides three systems for the sign-on/off operation; clerk code entry, contactless clerk key and WMF clerk key systems.

Clerk code entry system: Clerks can be assigned by entering his or her clerk code in advance.

Clerk direct key system: Clerks can be assigned by touching his or her direct clerk key.

Contactless clerk key system: Clerks can be assigned by setting corresponding contactless clerk keys. Any registration cannot be performed unless a contactless clerk key is set.

WMF clerk key system: Clerks can be assigned by inserting WMF clerk keys. (Continental Europe only)

Procedure

(Clerk code entry system)

1. Enter your clerk code, and touch [CLK#] or insert or set your clerk key.



In case of code entry

2. Enter your password, if necessary.



3. Enter the drawer number you use, if necessary.

■ Sign-off operation

A signed-on clerk may be automatically signed off after finalizing a transaction. If not, the clerk should make a sign-off operation when he or she finish his or her operation. Use the following procedure.

If another clerk is signed on while a clerk is signed on, the latter will automatically be signed off, unless the overlapped clerk entry is allowed. For details of overlapped clerk function please refer to the overlapped clerk entry section.

Procedure

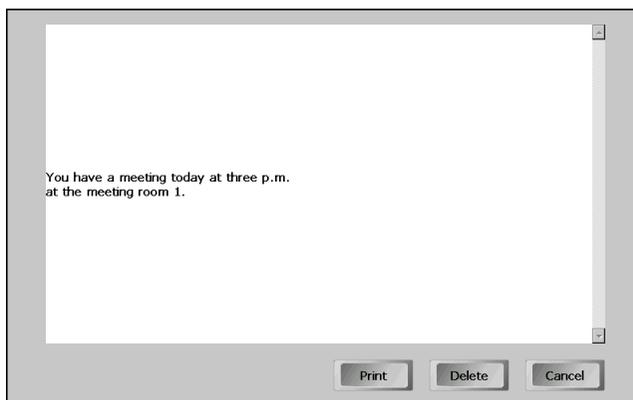
Touch the [CLK #] key, your POS terminal will go to a sign-on status waiting for other clerk code entry. Or remove your clerk key.

■ Message for clerk (Electronic mail function)

When a clerk got a mail, the following window will appear.



Touch [Open], a message window will appear.



To close the window, touch [Cancel].

To delete the message, touch [Delete].

To print the message, touch [Print].

■ Special password

When you make an operation, you may be required to enter the special password to execute the operation.

In this case the password entry window will appear automatically. Enter the special password, and touch [Enter] key.

■ Reason code

When you make some operations, you may be required to enter a reason code to execute the operation.

In this case the reason code entry window will appear automatically. Select the reason code, or select [OPEN CODE] to enter the code directly.

Starting cash memory

You may be required to enter the float amount (starting cash memory) in the drawer before starting entry operations. The amount should be discriminated from the sales amount when reports are generated, or in case of cash/cheque declaration is compulsory (please refer to CCD section for details), that amount should be omitted from the total amount of money for cash/cheque declaration. When the amount entry is compulsory, you cannot start item entries unless you make the entry. Use the [SCM+] key to add an amount, and the [SCM-] key to deduct an amount.

Procedure

1. Touch the [SCM+] or [SCM-] key. The SCM+ or SCM- window appear.

The screenshot shows a software window titled "SCM(+)" with the following text: "Enter Float Value" and "Employee #1". Below this is a table with four columns: "Tender", "Unit amount", "Quantity", and "Subtotal". The table contains the following data:

Tender	Unit amount	Quantity	Subtotal
1 p	0.010	0	0.00
5 p	0.05	0	0.00
10 p	0.10	0	0.00
50 p	0.50	0	0.00
1 £	1.00	0	0.00
2 £	2.00	0	0.00
10£	10.00	0	0.00

Below the table, there is a "Total" field displaying "0.00". To the right of the total field is a numeric keypad with buttons for digits 0-9, a decimal point, and function keys: "CL", "BS", "ENTER", "OK", and "Cancel".

2. Enter a SCM value with a kind of tender.

NOTE

Any entry cannot be made so that the SCM total is negative.

3

Item Entries

Single item entries

■ Direct PLU entries

Procedure

Only preset entry is allowed:

→ [Direct PLU key]

Only open entry is allowed:

→ Unit price → [Direct PLU key]

→ [Direct PLU key] → (Key pad appears) → Unit price → [ENTER]

Preset and open entries are allowed:

→ [Direct PLU key] → (Key pad appears) → [ENTER] (For preset price entry)

→ [Direct PLU key] → (Key pad appears) → Unit price → [ENTER] (For open price entry)

NOTE

- *Unit price: Within the programmed HALO/LALO*
- *You can display preset unit price during sales operation. For operation details, please refer to "Price inquiry (view) function".*

■ PLU code entries

Procedure

Only preset entry is allowed:

→ PLU code → [PLU/SUB]

Only open entry is allowed:

→ PLU code → [PLU/SUB] → (Key pad appears) → Unit price → [ENTER]

Preset and open entries are allowed:

→ PLU code → [PLU/SUB] → (Key pad appears) → [ENTER] (For preset price entry)

→ PLU code → [PLU/SUB] → (Key pad appears) → Unit price → [ENTER] (For open price entry)

NOTE

- *When PLUs for which the unit price has been programmed as zero are entered, only the sales quantity is added.*
- *You can display preset unit price during sales operation. For operation details, please refer to "Price inquiry (view) function".*

■ EAN entries

Procedure

Scanning EAN code:



Entering EAN code: EAN code → [PLU/SUB]

NOTE

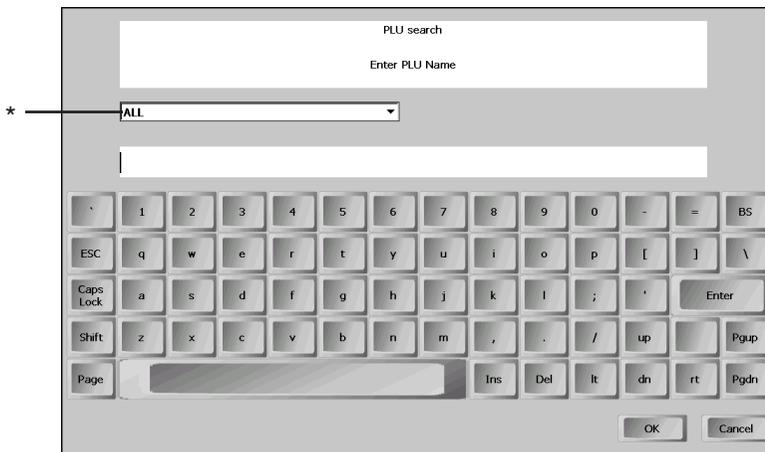
- When scanning or entering an undefined code, your POS terminal will go into the learning function mode if the learning function is allowed. For details of the learning function, please refer to “PLU/EAN learning function”.
- You can display preset unit price during sales operation. For operation details, please refer to “Price inquiry (view) function”.

■ Searching objective PLUs by names

You can search for an item (PLU) by entering the item name or a part of the item name.

Procedure

1. Touch the [PLU NAME] key to display the PLU search window.



*: A PLU list may have a drop box to allow PLU Menu selection. (Please refer to “PLU Menu entries” section for details of PLU Menu.)

2. Enter an item name using the key pad displayed and touch [OK] to display a PLU list.

3. Select an item and touch [Enter].

PLU search

Code	Name	Price
P00003	PLU00003	5.00
P00004	PLU00004	4.00
P00005	PLU00005	5.00
P00006	PLU00006	7.00
P00007	PLU00007	7.00
P00008	PLU00008	8.00
P00009	PLU00009	9.00
P00011	PLU00011	6.00
P00012	PLU00012	6.00
P00013	PLU00013	8.00
P00050	PLU00050	5.00
P00100	PLU00100	1.00
P00101	PLU00101	2.00

Enter Cancel

NOTE

- You can sort the list by name or the code. Touch the column title “Code” or “Name”.

Repeat entries

You can use this function for repetitive entries of the same items.

Procedure

Touch an item on the receipt window and touch the [+] key. You can repeat touching the [+] key to a desired number.

Repeat round entries

This function is intended for a bar tender to accomplish reorder entries simply by touching a single key, when a guest or a group of a guest reorders drinks.

You can enter reordered items based on the last order by touching the [REPEAT ROUND] key. For example, it is assumed that beer, whiskey and wine are preprogrammed so that the repeat round is allowed, and when the following orders are done, the registration are conducted as follows.

	<u>Order (key entry)</u>	<u>Registered items</u>
First order	[Beer]	1 x Beer
	[Whiskey]	1 x Whiskey
	2 [Pizza]	2 x Pizza
Second order	[REPEAT ROUND]	1 x Beer
		1 x Whiskey
Third order	[Wine]	1 x Wine
	[REPEAT ROUND]	1 x Beer
		1 x Whiskey
		1 x Wine

NOTE

- Repeat round operation of refund and return items is not allowed.
- Repeat round operation of scale item is not allowed.
- Item discount is ignored at repeat round entry.

Multiplication entries

Use this feature when you need to enter two or more the same items.

This feature helps you when you sell a large quantity of items or need to enter quantities that contain decimals.

■ Direct PLU entries

Procedure

Only preset entry is allowed:

→ Quantity → [Direct PLU key]

Only open entry is allowed:

→ Quantity → [(x)] → Unit price → [Direct PLU key]

Preset and open entries are allowed:

→ Quantity → [Direct PLU key] → (Key pad appears) → [ENTER] (For preset price entry)

→ Quantity → [Direct PLU key] → (Key pad appears) → Unit price → [ENTER] (For open price entry)

NOTE

- *Quantity: Up to four-digit integer + three-digit decimal*
 - *Unit price: Within the programmed HALO/LALO*
 - *Quantity x unit price: Up to eight digits*
 - *The number of multiplications in a transaction is automatically checked as follows:*
 - *When your POS system is programmed for "Issuing S/D receipts by the number of times of multiplication: Yes, "*
Maximum number of multiplications in a transaction: Equal to the preset number for the "Maximum number of receipt issuing" (Default setting: 15).
 - *When your POS system has no kitchen printers or when the system is programmed for "Issuing S/D receipts by the number of times of multiplication: No, "*
Maximum number of multiplications in a transaction: 99
- For details, please refer to "Receipts Printed on a Remote Printer" (p.159) in this manual and "Programming for each physical device" in "8. POS Device Programming"/"Device Programming"/"Programming for Devices" in the UP-X300 Back Office Instruction Manual.*

■ PLU code entries

Procedure

Only preset entry is allowed:

→ Quantity → [(x)] → PLU code → [PLU/SUB]

Only open entry is allowed:

→ Quantity → [(x)] → PLU code → [PLU/SUB] → (Key pad appears) → Unit price → [ENTER]

Preset and open entries are allowed:

→ Quantity → [(x)] → PLU code → [PLU/SUB] → (Key pad appears) → [ENTER]
(For preset price entry)

→ Quantity → [(x)] → PLU code → [PLU/SUB] → (Key pad appears) → Unit price → [ENTER]
(For open price entry)

NOTE

- *Quantity: Up to four-digit integer + three-digit decimal*
- *Unit price: Within the programmed HALO/LALO*
- *Quantity x unit price: Up to eight digits*

■ EAN entries

Procedure

Scanning EAN code:

Quantity →  (Scan EAN code)

Entering EAN code:

Quantity → [(x)] → EAN code → [PLU/SUB]

■ Using PLU name search function

You can use the PLU name search function for multiplication entry.
Enter a quantity, and start PLU name search by touching the [PLU NAME] key.

Split-pricing entries

You will use this function when your customer wants to purchase more or less than the base quantity of a loose item.

■ Direct PLU entries

Procedure

Only preset entry is allowed:

→ Selling q'ty → [(x)] → Base q'ty → [Direct PLU key]

Only open entry is allowed:

→ Selling q'ty → [(x)] → Base q'ty → [(x)] → Unit price per base q'ty → [Direct PLU key]

Preset and open entries are allowed:

→ Selling q'ty → [(x)] → Base q'ty → [Direct PLU key] → (Key pad appears) → [ENTER]
(For preset price entry)

→ Selling q'ty → [(x)] → Base q'ty → [Direct PLU key] → (Key pad appears) →
→ Unit price per base q'ty → [ENTER] (For open price entry)

NOTE

- *When you use a base quantity programmed, skip entering base quantity (→ Base q'ty / → Base q'ty → [(x)]).*
- *Quantity: Up to four-digit integer + three-digit decimal*
- *Base quantity: Up to two digits integer*

■ PLU code entries

Procedure

Only preset entry is allowed:

→ Selling q'ty → [(x)] → Base q'ty → [(x)] → PLU code → [PLU/SUB]

Only open entry is allowed:

→ Selling q'ty → [(x)] → Base q'ty → [(x)] → PLU code → [PLU/SUB] →
→ (Key pad appears) → Unit price → [ENTER]

Preset and open entries are allowed:

→ Selling q'ty → [(x)] → Base q'ty → [(x)] → PLU code → [PLU/SUB] → (Key pad appears) →
→ [ENTER] (For preset price entry)

→ Selling q'ty → [(x)] → Base q'ty → [(x)] → PLU code → [PLU/SUB] →
→ (Key pad appears) → Unit price → [ENTER] (For open price entry)

NOTE

- When you use a base quantity programmed, skip entering base quantity (→ Base q'ty → [(x)]).
- Quantity: Up to four-digit integer + three-digit decimal
- Base quantity: Up to two digits integer

■ EAN entries

Procedure

Scanning EAN code:

→ Selling q'ty → [(x)] → Base q'ty → [(x)] →  (Scan EAN code)

Entering EAN code:

→ Selling q'ty → [(x)] → Base q'ty → [(x)] → EAN code → [PLU/SUB]

NOTE

- When you use a base quantity programmed, skip entering base quantity (→ Base q'ty → [(x)]).
- Quantity: Up to four-digit integer + three-digit decimal
- Base quantity: Up to two digits integer

■ Using PLU name search function

You can use the PLU name search function for split-pricing entry.

Make selling quantity and base quantity entries (selling q'ty → [(x)] → base q'ty → [(x)]), and start PLU name search by touching the [PLU NAME] key.

Single Item Cash Sale (SICS)/Single Item Finalize (SIF) entries

The operation is the same as that for normal PLU/EAN entries.

■ SICS entries

- This function is useful when a sale is for only one item and is for cash; such as a newspaper. This function is applicable only to those items that have been programmed for SICS.
- The transaction is finalized and the drawer opens as soon as you touch the direct PLU (item) key.
- If a sale of an item set for SICS follows one that is not set for SICS, the transaction does not finalize and results in a normal sale.

■ SIF entries

- If a sale of an item set for SIF follows one that is not set for SIF, the transaction is finalized immediately as a cash sale.
- Like the SICS function, this function is available for single-item cash settlement.

Scale entries

You have a choice of either manual or automatic method for scale entry.

If the first method is chosen, the clerk needs to enter the reading of the scale manually. If the second one is chosen, the weight is automatically read from the connected scale (option) and appears on the POS terminal display. For the refund entry, only manual scale entries is allowed.

■ Manual scale entries

Procedure

→ Net weight → [SCALE] → Base weight → [(x)] → (Single item entry)

- Net weight: 5 digits (2 digits integer + 3 digits decimal) or 2 digits (2 digits integer) depending on programming
- Base weight: 2 digits
- When you use the base weight programmed for the PLU, skip the base weight entry (→ Base weight → [(x)]).
- Repeat and multiplication entry are not allowed.
- For a refund or return entry, touch the [REFUND] or [RETURN] key at any timing (except the last position) in the key sequence.

■ Auto scale entries

With open tare weight entry

→ [OPEN TARE] → Tare weight → [SCALE] → Base weight → [(x)] → (Single item entry)

Using preset tare weight

→ Tare table number → [SCALE] → Base weight → [(x)] → (Single item entry)

- When you use a base weight programmed for the PLU, skip the base weight entry (→ Base weight → [(x)]).
- When you use the tare table number programmed for the PLU, skip the tare table number entry (→ Tare table number).
- When scale entry is compulsory for the PLU, it is not necessary to touch the [SCALE] key.

To issue a tare weight receipt

→ [OPEN TARE] → Tare weight → [SCALE] → [CASH n]

Non-turnover sales

This function is used to perform transactions in cash but not report as turnover as is the case when flowers are ordered in a restaurant. In this case, a clerk pays the bill and turnover and non-turnover sales are handled in the same transaction.

It is performed by entering an item (PLU) belonging to the department.

PLU Menu entries

Your POS terminal can have hierarchical categories as PLU menus.

For example, it is assumed that your POS terminal is programmed as;

Main category: Drink (PLU menu)

Sub category: Wine, Beer and Soft (PLU menu linked to Drink)

Item: Tea, Coffee, and Orange Juice (Item PLUs linked to Soft)

When you touch Drink, the sub category names, Wine, Beer and Soft will appear.

When you touch Soft, the item names , Tea, Coffee, and Orange Juice will appear.

When you touch Tea, that is an item PLU, the registration will be finalized.

NOTE

- *When all PLU Menu items cannot be displayed on a screen, use the scroll operation.*

Modifier PLUs

The modifier function is used in pubs and restaurants for a quick and easy registration of reduced or increased item sizes.

One PLU (original PLU) can have a maximum of 99 modifier PLUs . When a modifier key ([MODIFIER 1] - [MODIFIER 99]) is pressed before or after (depending on programming) an item (original PLU) is entered, the modifier PLU is registered instead of the original PLU.

For example, it is assumed that the following programming is done:

PLU 1 (original PLU): Unit price - 2.00
 Item/key label - [Whiskey]
 Modifier table 1

PLU 100 (modifier PLU listed in modifier table 1 for PLU 1):
 Unit price - 2.50
 Item label - Whiskey Rock

[MODIFIER 1] key label: [Rock]
Modifier key operation: After original key

When you touch the [Whiskey] and [Rock] is touched in this sequence, "Whiskey Rock" is registered.

NOTE

- *When this function is used, the sales quantity is subtracted from the stock quantity of the original PLU, while calculation of item quantity and amount is applied to the modifier PLU.*

Promotion Function

Your POS terminal provides three promotion functions; mix and match, automatic modifier and happy hour functions. The operation is the same as for normal item entries.

You can program time conditions for executing promotion function; start/end date, time, day of week, month of year)

■ Mix and match function

This function is convenient for matching several items, such as value meals, and for selling items in a lump and give a discount.

For a discount, amount discount, % discount, free product, discount of the cheapest item and discount of selling price (such as “buy any four items at a selling price of 5.00”) are available.

Your POS terminal may display message for mix-match, such as “buy 3, get 1 free.” to guide you to promote a mix and match selling.

Your POS terminal gives you two type of mix and match function; unconditional assort type (global type) and set settling type (individual type).

Global type allows a discount when items as many as the trip level programmed are sold among the PLUs programmed.

Individual type allows a discount when each PLU programmed is sold as many as the corresponding PLU trip level.

The mix-match discounts are applied automatically when all those conditions are met during the programmed time.

Unconditional assort type (global type)

Example

It is assumed the following is programmed for a mix-match.

Promotion type: Amount discount
Mix & match type: Global type
Discount amount: 1.00
Trip level: 3
PLU items: PLU 1 (2.30), PLU 2 (3.10) and PLU 3 (2.50)

Sale 1	PLU 1	2.30
	PLU 2	3.10
	PLU 3	2.50
	Subtotal	7.90
	Discount	-1.00
	Total	6.90

Sale 2	PLU 1	2.30
	PLU 2	3.10
	PLU 2	3.10
	Subtotal	8.50
	Discount	-1.00
	Total	7.50

Set selling type (individual type)

Example

It is assumed the following is programmed for a mix-match.

Promotion type: Amount discount
Mix & match type: Individual type
Discount amount: 1.00
PLU items: PLU 1 (2.30), PLU 2 (3.10) and PLU 3 (2.50)
Trip level: 1 for PLU 1, 1 for PLU 2 and 2 for PLU 3

Sale 1	PLU 1	2.30
	PLU 2	3.10
	PLU 3	2.50
	PLU 3	2.50
	Subtotal	10.40
	Discount	-1.00
	Total	9.40

Sale 2	PLU 1	2.30
	PLU 2	3.10
	PLU 2	3.10
	PLU 3	2.50
	Subtotal	11.00
	Total	11.00

(Discount is not applied.)

■ Automatic modifier

If any modifier PLU is programmed for a promotion, modifier function is automatically realized without pressing a modifier key when the time conditions programmed for promotion are satisfied. For details of modifier PLUs, please refer to the “Modifier PLUs” section.

■ Happy hour

Each PLU can have a maximum of 20 happy hour prices (happy hour price #1 through #20). If any happy hour price number is programmed for a promotion, the happy hour price is automatically registered instead of normal price when the time conditions programmed for promotion are satisfied.

Link PLU entries

Operation is the same as that for normal PLU entries. When a link PLU is entered, the total amount of the linked PLUs is included and the label of the linked PLU is printed automatically. All PLUs, the link (parent) PLU as well as the linked PLUs, are subjected to VAT calculation. The percent calculation is in effect for the amount of the 1st-ranking PLU.

Example

Programming

Link PLU: PLU 21(unit price 5.50)

Linked PLUs: PLU 25(unit price: 2.85)/PLU 26(unit price: 2.00)/PLU 27(unit price:8.00)

Entry	Receipt window
[PLU 21]	PLU 21 5.50
[CASH]	PLU 25 2.85
	PLU 26 2.00
	PLU 27 8.00
	CASH 18.35

Combo meal entries

Operation is the same as that for normal PLU entries.

When a combo meal is registered using a combo key such as HAMBURG SET, the items linked to the combo meal are all registered automatically. The sum of all adjusted prices for the combo entry becomes the combo meal price.

Adding to normal adjusted prices for a combo meal, up charge and reduced charge prices are available to enable large size and small size items registration.

NOTE

- *With/Without entries are available during a combo meal entry. For the details, please refer to "With/Without entries".*

Example

It is assumed the following prices and texts are programmed for combo 1 key.

Key text of the combo 1 key: HAMBURG SET

Tied PLU	Normal price/text	Up charge price/text	Reduced charge price/text
PLU 1	5.00/Hamburg	6.00/Hamburg Large	3.50/Hamburg Small
PLU 10	1.00/Potato	1.10/Potato Large	0.90/Potato Small
PLU 20	2.00/Soup	2.20/Soup Large	1.80/Soup Small

For normal registration: Touch [HAMBURG SET].

HAMBURG SET 8.00
Hamburg
Potato
Soup

For up-charge registration: Touch [HAMBURG SET] and [UPSIZE] in this order.

HAMBURG SET 9.30
Hamburg Large
Potato Large
Soup Large

For reduced-charge registration: Touch [HAMBURG SET] and [RDSIZE] in this order.

HAMBURG SET 6.20
Hamburg Small
Potato Small
Soup Small

NOTE

When combo meal is registered, quantity totalizer of the combo PLU and amount totalizer of each PLU are updated.

Set PLU entries

Operation is the same as that for normal PLU entries.

When a set PLU is entered, the items linked to the set PLU are all registered automatically. The sum of all adjusted prices for the set PLU are registered as the price.

NOTE

- Different from combo meal, only one price setting is available for tied PLUs. Therefore, always the same price is registered for the sales.
- With/Without entries are available during a set PLU entry. For the details, please refer to "With/Without entries".

Example

Programming

- PLU programming

PLU	Item label	Unit price	Set PLU table number
PLU 21	Hamburger set		1
PLU 25	Hamb	2.50	
PLU 26	Fries	1.00	
PLU 27	Coke	1.00	

- Set PLU table 1 programming

Linked PLU code	Price
25	1.91
26	0.79
27	0.79

Entry	Receipt window	Note
[PLU 21]	Hamburger set 3.49	1.91+0.79+0.79
[CASH]	Hamb	
	Fries	
	Coke	
	CASH 3.49	

With/Without entries

This function is used to add or delete tied PLU(s) to or from a combo/set PLU entered to allow a special request by a guest or to meet other situations, such as removing tomato from a dish in a restaurant. To realize this function, use the [WITH] key to add one of the tied PLUs to combo/set PLU, and the [WITHOUT] key to delete one of the tied PLUs to combo/set PLU.

Procedure

Using the [WITH] key

- 1.** Enter a combo or set PLU.
- 2.** Select the combo or set PLU on the receipt window. The item will be highlighted.
- 3.** Touch the [WITH] key. The corresponding tied PLUs will be displayed.
- 4.** Enter a PLU to add.

Using the [WITHOUT] key

- 1.** Enter a combo or set PLU.
- 2.** Select the tied PLU to be removed. The item will be highlighted.
- 3.** Touch the [WITHOUT] key.

Condiment entries

Your terminal may be programmed for prompting condiment and preparatory instructions for a menu-item PLU.

Example

When you select a menu-item PLU, a prompting message such as "HOWCOOK?" and a list of the "Condiment PLUs" will appear. You must specify one of the "Condiment PLUs" such as "without mustard" to meet a special order for the guest. In an example of the condiment table shown below, it is assumed that the condiment table no.1 is assigned to PLU code 21 (programmed text "STEAK") and table no. 4 is assigned to table no. 1 as the next table no. When you select the PLU code 21, the message "HOWCOOK?" will appear to prompt you to specify one of "RARE", "MED.RARE", and "WELLDONE". If the guest chooses "RARE", select it from the list. Then the next message "POTATO?" will appear to prompt you to specify one of "P.CHIPS", "MASHED.P", and "BAKED.P". If the guest chooses "MASHED.P", select it.

Here is an example of how to perform a condiment entry when your condiment table is as shown below.

Programming

PLU	Item label	Unit price	Condiment table #1		
PLU 21	STEAK	10.00	1		

Condiment table #	Condiment text	Next condiment #	Linked PLUs	PLU Item label	Unit price
1	HOW COOK?	4	PLU 22	RARE	0.00
			PLU 23	MED.RARE	0.00
			PLU 24	WELLDONE	0.00
4	POTATO?	-	PLU 30	P.CHIPS	0.60
			PLU 31	MASHED.P	0.60
			PLU 32	BAKED.P	0.50

Entry	Message	Receipt window	
[STEAK]	HOW COOK?	STEAK	10.00
[RARE]	POTATO?	RARE	
[BAKED.P]		BAKED. P	0.50

NOTE

- Your POS terminal will continue to operate for the condiment entry until you finish the entire condiment entry programmed for the PLU. During the condiment entry, if you enter a normal PLU, which is not in the condiment table, an error message will appear.
- When number of compulsive entries is programmed either of 2 thru 9, its table shows repeatedly until accomplishment of a programmed times, then the next table will show.
- When the [NEXT COND.] key is touched, the entry skips to the next table which is programmed.
- When the [CANCEL] key is touched, its condiment entry is canceled.
- When you enter a PLU priced at "0.00" only the text will be printed on the receipt.
- No refund entry is possible for any condiment entries. When you perform a refund entry with a menu-item PLU and the condiment PLUs assigned to the menu-item PLU are automatically registered as a refund entry.

■ How to make multiple entries

For a multiplication entry for a condiment menu, the registration should be either of single or multiple entry methods. (Depending on programming)

Single entry method

Condiment items for a menu must be entered one by one as shown below.

Entry	Message	Receipt window	Note
3 [STEAK] [RARE] [BAKED.P]	HOW COOK? POTATO?	1xSTEAK RARE BAKED. P	For the first steak
[WELLDONE] [MASHED.P]	HOW COOK? POTATO?	1xSTEAK WELLDONE MASHED. P	For the second steak
[MED.RARE] [MASHED.P]	HOW COOK? POTATO?	1xSTEAK MED.RARE MASHED. P	For the third steak

Multiplication item entry

Condiment items can be entered by a condiment items by using multiplication entry.

Entry	Message	Receipt window	Note
3 [STEAK]		1xSTEAK 1xSTEAK 1xSTEAK	
2[RARE] [WELLDONE]	HOW COOK?	1xSTEAK RARE 1xSTEAK RARE 1xSTEAK WELLDONE	
2[BAKED.P] [ENTER] *	POTATO?	1xSTEAK RARE BAKED. P 1xSTEAK RARE BAKED. P	Selecting item
[MASHED.P]	POTATO?	1xSTEAK RARE BAKED. P 1xSTEAK RARE BAKED. P 1xSTEAK WELLDONE MASHED.P	It is not necessary to select the last item.

* From the second condiment item, touch the [ENTER] key to continue selecting condiment items for other guests.

■ How condiment item prices are printed:

The price of each condiment item is either rolled-up to the condiment menu price or printed independently (depending on condiment table programming).

Example

Programming

PLU	Item label	Unit price	Condiment table #1
PLU 21	HAMB SET	6.50	1

Condiment table #	Condiment text	Pricing	Next condiment #	Linked PLU	PLU item label	Unit price
1	POTATO?	Add to Parent	4	PLU 30	P.CHIPS	0.50
				PLU 31	MASHED.P	0.50
				PLU 32	BAKED.P	0.50
4	SOUP?	Individual	-	PLU 40	ONION SOUP	3.00
				PLU 41	CORN SOUP	3.00

Entry	Printing	Note
[HAMB SET]	1 HAMB SET 7.00	Potato price is added. (6.50+0.50)
[BAKED.P]	1 BAKED.P	Price is not printed.
[ONION SOUP]	1 ONION SOUP 3.00	Price is printed.
[CASH]	CASH 10.00	

■ Dessert feature

When a set meal including dessert(s) is ordered, the desserts may be ordered after finishing a main dish. In case a dummy dessert is included in a condiment tables for the set menu, you once enter dummy desserts and can enter desserts later as free items of charge.

Example

Programming

PLU	Item label	Price	Condiment table #
PLU 21	TODAY'S SPECIAL	15.00	2
PLU 15	Cake	2.00	-

Condiment table #	Next condiment #	Dessert function	Linked PLU	PLU Item label	Price
2	3		PLU 11	Onion Soup	0.00
			PLU 12	Corn Soup	0.00
3	6		PLU 50	Dessert	0.00
6	-	Yes	PLU 15	Cake	0.00
			PLU 16	Ice cream	0.00

Entry	Receipt window	Note
1 [TABLE #] [TODAY'S SPECIAL] [Onion Soup] [Dessert] [TODAY'S SPECIAL] [Corn Soup] [Dessert] [NBAL]	1 TODAY'S SPECIAL 15.00 1 Onion Soup 1 Dessert 1 TODAY'S SPECIAL 15.00 1 Corn Soup 1 Dessert	Table selection Condiment entry 2 dummy desserts are entered. Temporary finalization
* For reorder 1 [TABLE #] Touch the line of Dessert [Change Condiment] [Ice Cream]	1 TODAY'S SPECIAL 15.00 1 Onion Soup 1 Dessert 1 TODAY'S SPECIAL 15.00 1 Corn Soup 1 Dessert 1 TODAY'S SPECIAL 15.00 1 Onion Soup 1 Dessert 1 TODAY'S SPECIAL 15.00 1 Corn Soup 1 Dessert 1 TODAY'S SPECIAL 15.00 1 Onion Soup 1 Ice Cream 1 TODAY'S SPECIAL 15.00 1 Corn Soup 1 Dessert	Table recall Condiment keys are displayed. Instead of Dessert, Ice Cream is registered.

Price shift by menu

The preset price of each PLU is changed automatically by preset hourly range for valid menu (e.g. morning time/lunch time etc.). The prices for the menu can also be changed manually by pressing the [MENU#] key. Your POS terminal provides a maximum of five prices (5 menus having different prices, one for general time zone, and others for special time zones).

Procedure

To shift to the target price menu: Time zone number (1-4) → [MENU#]

Department shift

This shift can change the preset department to which a PLU belongs temporarily. When the [DEPT SHIFT n] key is entered at the start of a transaction, the department codes to which all PLUs used in the transaction belong are changed to those which have been assigned to the [DEPT SHIFT n] key used.

WASTE mode

This mode is used to throw away an article which has already been prepared and is no longer serviceable.

Procedure

- 1.** Touch the [WASTE] key. The POS terminal will enter to the WASTE mode. (The trash can icon appears at the information/status window.)
- 2.** Enter items to be wasted. (Please refer to item registration section.)
- 3.** Touch the [WASTE] key again to quit the WASTE mode.

NOTE

- *PLU entries are only allowed in the WASTE mode, and direct and indirect void operations are also allowed in this mode.*
- *When a WASTE mode transaction is finalized, the drawer does not open.*
- *The consecutive number is incremented every WASTE mode transaction.*
- *When the WASTE mode is activated by touching the [WASTE] key, the mode icon (trash can) is displayed.*
- *Condiment compulsory may be ignored depending on programming.*

PLU/EAN learning function

When you enter or scan an undefined code, you are required to enter its unit price and the associated department. The code, associated department and unit price entered are stored in the PLU/EAN file or the dynamic PLU/EAN file and used for future EAN sales entries.

Procedure

1. When an undefined code is scanned or entered, the message, "Undefined code" will appear, then the following window will be displayed.

The screenshot shows a dialog box titled "Learning" with the subtitle "Enter Price & Department No" and a reference code "P00123". It features a "Price" input field containing "0.00" and a "Department Number" input field. To the right of the price field is a dropdown menu for "Auto delete" with options "Auto delete" (highlighted) and "No delete". Below these fields is a numeric keypad with buttons for digits 0-9, "00", "CL", "BS", and "ENTER". At the bottom are "OK" and "Cancel" buttons.

2. Enter the price, the associated dept. number, and the delete method.
 - Delete method: Auto delete - The PLU will be automatically deleted when it is not registered in a programmed period of time.
3. Touch [OK] to register.

NOTE

To cancel the registration, touch [Cancel].

NOTE

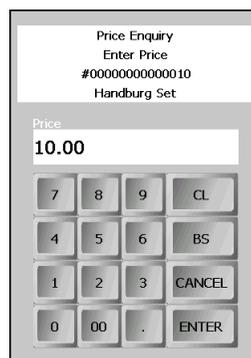
- When there is no capacity remained in the file, the data is not stored in the file.
- For the text for the PLU/EAN code, the text of its associated department is applied.
- You can use the PLU/EAN learning function in training mode.

Price inquiry (view) function

You can use this function when you want to know the unit price of the PLU/EAN item during transaction. You can register the item, and also change the price temporarily while the programmed unit price is not changed.

Procedure

1. Touch the [INQ] key.
2. Enter a PLU/EAN code for which you want to know the price.
 - Code entry: → PLU/EAN code → [PLU/SUB]
 - Direct PLU entry: → [Direct PLU key]
 - Scanning an EAN code
3. The key pad will appear, and the unit price will be displayed at the Price column.



4. Execute one of the following options.
 - Touch [CANCEL] to cancel the inquiring (view) mode (view only).
 - Touch [ENTER] when you want to register the unit price of the PLU/EAN displayed.
 - Enter a new price and touch [ENTER] to change the price temporarily (Price override entry).

Price change function

You can use this function when you need to change the unit price or associated department of a PLU/EAN item.

There are two methods for change:

1. Price change mode

You can change the preset price and/or the associated department of a PLU/EAN item permanently.

2. Changing price during a transaction

When you find a wrong price and/or associated department upon transaction, you can correct them at the time of transaction. With the entry of new price and/or associated department, the preset price and/or associated department is automatically changed to the new price and/or associated department. The changed price/associated department is valid until the operation for the End of the Day.

NOTE

- In case price change function is prohibited for the item by programming, the warning message "Change Inhibited Product" will appear. Touch the [CL] key to cancel.

Procedure

Price change mode

1. Touch the [PRICE CHANGE] key.
2. Enter an objective item.
 - Code entry: → PLU/EAN code → [PLU/SUB]
 - Direct PLU entry: → [Direct PLU key]
 - Scanning an EAN code
3. The key pad will appear, and the unit price and the associated department code will be displayed at the Price and Department# columns respectively.

The screenshot shows a 'Price Change' dialog box. At the top, it says 'Price Change' and 'Enter Price & Department Number'. Below that, it displays '#0000000000001' and 'Potato'. There are two input fields: 'Price' with the value '1.00' and 'Department#' with the value '0000001'. Below the fields is a numeric keypad with buttons for digits 0-9, a decimal point, and a 'CL' button. There are also buttons for 'BS', 'ENTER', 'OK', and 'Cancel'.

4. Execute one of the following options.
 - Touch [Cancel] to cancel the price change mode.
 - Enter a new price and/or associated department code, and touch [OK]. The new price and/or associated department code are registered.

Changing price during a transaction

1. Enter an objective item.
 - Code entry: → PLU/EAN code → [PLU/SUB]
 - Direct PLU entry: → [Direct PLU key]
 - Scanning an EAN code
2. If the PLU has a wrong price, touch the [PRICE CHANGE] key.
3. The key pad will appear, and the unit price and the associated department code will be displayed at the Price and Department# columns respectively.

The image shows a keypad interface for changing prices. At the top, it says "Price Change" and "Enter Price & Department Number". Below that, it displays "#0000000000001" and "Potato". There are two input fields: "Price" with the value "1.00" and "Department#" with the value "0000001". Below the input fields is a numeric keypad with buttons for digits 0-9, a decimal point, and function keys: CL, BS, ENTER, OK, and Cancel.

4. Execute one of the following options.
 - Touch [Cancel] to cancel the price change mode.
 - Enter a new price and/or associated department number, and touch [OK]. The new price and/or associated department number are registered.

Countdown items (86 item)

This function is suitable for the control of quantity restrictions on sales (e.g. special sales, control of a small stock, etc.).

The countdown value will be shown with text and/or icon of key. It is decreased by selling quantity at real time. If countdown value reaches to zero, the item cannot be sold depending on programming.

(example of countdown item icon)



NOTE

- If the item entry is not prohibited when the value becomes zero by programming, the entry is kept allowed with the countdown of minus values.
- In case you set countdown value as zero in the following procedures, entries of the item is prohibited with the warning message "Out of stock".

Procedure

Creating new countdown items

1. Touch the [COUNTDOWN] key. The countdown item list window will appear.

2. Touch [NEW]. The ordinary key layout will be shown.
3. Select the PLU subjected to a new countdown item. You can display a PLU list by looking up by name. The countdown item entry window will appear.

4. Enter a quantity of the item, and touch [ENTER]. The item and stock number appear in the countdown item window.

Countdown Item		
No	Name	Qty
P00006	PLU00006	50

New Modify Delete OK

5. Repeat from step 2 to create another new countdown item, if necessary.
To finish the operation, touch [OK].

Modifying countdown values

1. Touch the [COUNTDOWN] key.
2. The countdown item list window will appear.

Countdown Item		
No	Name	Qty
P00004	PLU00004	56
P00006	PLU00006	50
P00008	PLU00008	30

New Modify Delete OK

3. Select a PLU to be modified and touch [Modify]. The countdown item entry window will appear.

Countdown Item
Enter New Qty
#00000000000008
PLU00008

30

7 8 9 CL
4 5 6 BS
1 2 3 CANCEL
0 00 . ENTER

- 4.** Enter a new quantity of the item, and touch [ENTER]. The item and the new quantity appear in the countdown item window.
- 5.** Repeat from step 2 to modify another countdown item, if necessary.
To finish the operation, touch [OK].

Deleting countdown items

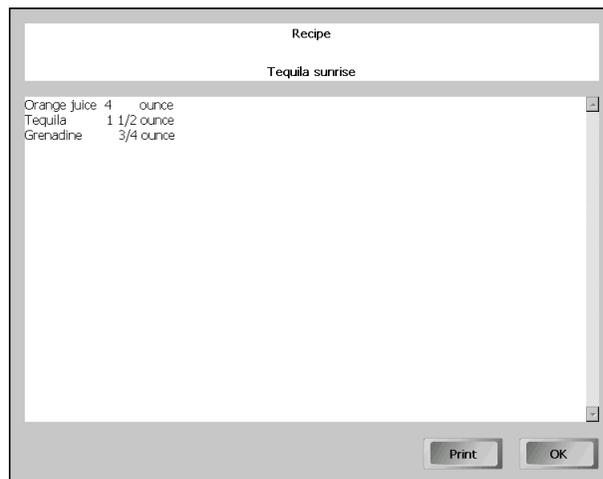
- 1.** Touch [COUNTDOWN] key.
- 2.** The countdown item list window will appear.
- 3.** Select a PLU to be deleted and touch [Delete]. The selected PLU will be deleted from the list.
- 4.** Repeat from step 2 to delete another new countdown item, if necessary.
To finish the operation, touch [OK].

Recipe guidance

The [RECIPE] key allows employees to display recipes of sales items that have been selected on the display. For example a new bartender might use this option if he/she forgets or does not know how to prepare a drink. They can also print the recipe.

Procedure

1. Enter an objective PLU.
 - Code entry: → PLU/EAN code → [PLU/SUB]
 - Direct PLU entry: → [Direct PLU key]
 - Scanning an EAN code
2. Touch the line of the PLU displayed on the receipt window. The selected item will be highlighted.
3. Touch the [RECIPE] key to display the recipe.



4. Touch [PRINT] to print the recipe.
Touch [OK] to close the window.

4

Display of Subtotal

Your POS terminal provides the following types of subtotals:

■ Subtotal

Touch the [SUBTOTAL] key at any point during a transaction. The sales subtotal including tax will appear in the receipt window.

■ Difference subtotal (Differ ST)

Touch the [DIFFER SBTL] key at any point during a transaction. When you touch it first, the subtotal of all entries which have been made is displayed and printed. If you touch it second, you will get the subtotal of entries which have been made after the first subtotal. Taxes are calculated each time you touch the [DIFF SBTL] key, and taxes and taxable subtotals are displayed and printed on the receipt.

NOTE

When the transaction of zero sales subtotal is finalized, the drawer will remain closed.

5

Finalization of Transaction

The following types of media; cash, cheque and credit, can be used for the finalization of transaction, and the direct finalization and the amount tendering are available. When a customer gives the exact amount of money, you can finalize the transaction without entering tendered amount (direct finalization). When a customer gives a larger amount than the sales amount, or gives multiple media, such as cash and credit, you must finalize by entering the amount tendered.

■ Direct finalization

Procedure

Touch a corresponding media key; [CASH n], [CHECK n] or [CREDIT n]. The sales amount appears on the operator and customer display. Also the drawer opens and the receipt is issued, if programmed.

NOTE

- *The direct finalization of cash or cheque is disallowed after a short tendering operation.*
- *The direct charge function is allowed when its media is programmed for prohibited tendering.*
- *The direct check function is disallowed when the sales subtotal (full subtotal) is zero or negative.*

■ Amount tendering

Procedure

Enter the tendered amount, and touch a corresponding media key; [CASH n], [CHECK n] or [CREDIT n].

When the tendered amount is equal to or larger than the sales amount, the change due appears on the operator and customer display. Also the drawer opens and the receipt is issued, if programmed.

When the tendered amount is smaller, "DUE" is displayed at the bottom line of the receipt window. In case another registration is started under the short tender, the error message "Insufficient Payment Amount" appears on the operator and customer display. Touch [CL], and repeat the operation until the deficit becomes zero.

NOTE

- *The credit tendering is allowed when its media is programmed for compulsive tendering.*
- *The amount tendering is disallowed when the sales subtotal (full subtotal) is zero or negative.*
- *The amount tendering for the partial payment (short tendering) may be allowed. (Depending on programming)*

6

Computation of VAT (Value Added Tax) /Tax

VAT/tax system

The POS terminal supports up to 10 different tax definitions.

Your POS terminal provides percent rate tax calculation and tax amount entry method.

For the percent calculation, the following formula are applied for VAT or tax calculation on each taxable subtotal (taxable 1 through taxable 10).

Tax calculating equation: $\text{Tax amount} = (\text{taxable subtotal}) \times \text{tax rate} / 100$

VAT calculating equation: $\text{Tax amount} = (\text{tax rate}) \times (\text{taxable subtotal}) / (100 + \text{tax rate})$

The rounding depends on programming.

Also automatic calculation (for percent rate calculation only) and manual calculation are applied for the system. The automatic calculation, at settlement, automatically calculates VAT/tax for taxable 1 through taxable 10 subtotals by using the corresponding programmed percentages.

For manual calculation, please refer to the procedure below.

Manual calculation on the basis of the preset VAT/tax rates

Procedure

→ [SBTL VAT] →

Manual VAT rate entry using the numeric keys

Procedure

→ VAT rate → [SBTL VAT]

Manual VAT/tax amount entry using the numeric keys

Procedure

→ VAT/tax amount → [Manual TAX]

If programmed, VAT/tax assignment is printed at the fixed right position of the amount on the receipt and bill as follows:

- VAT1/tax1 - A
- VAT2/tax2 - B
- VAT3/tax3 - C
- VAT4/tax4 - D
- VAT5/tax5 - E
- VAT6/tax6 - F
- VAT7/tax7 - C
- VAT8/tax8 - D
- VAT9/tax9 - E
- VAT10/tax10 - F

When the multiple VAT/tax is assigned to a PLU, a smaller number of the VAT/tax will be printed.

VAT shift entries

This feature is intended to shift the tax status of a particular item to another tax status. “VAT item shift” and “VAT transaction shift” are available to shift a tax status.

VAT item shift

The tax status of one item only is shifted. You can use one or more tax shift keys.

VAT transaction shift

Tax status of all sales items are shifted. By touching the [TAX SHIFT n] key during a transaction, you can shift tax status, and touching the key again, you can return to the normal status.

Automatic VAT shift operation

VAT shift operation may be activated automatically under the following situations:

- Automatic VAT shift by clerk
The VAT shift is performed automatically by programmed VAT shift status for each clerk.
- Automatic VAT shift by media keys
The VAT shift is performed automatically by programmed VAT shift status for each media.
- Automatic VAT shift by terminal
The VAT shift is performed automatically by programmed VAT shift status for each terminal.

Manual VAT shift operation

For the manual VAT shift operation, take the following procedures:

Procedure

For the VAT item shift, touch the [TAX SHIFT n] key to activate the VAT shift prior to entering of PLU/EAN concerned.

For the VAT transaction shift, touch the [TAX SHIFT n] key at the end of a transaction.

7

Auxiliary Entries

Refund

When a refund item (normally an item that cannot be resold) is received, use the [REFUND] key. Make a refund item registration after touching the [REFUND] key at any timing during the registration.

Return

When a returned item (normally an item that can be resold) is received, use the [RETURN] key. Make a return item registration after touching the [RETURN] key at any timing during the registration.

Discount or Premium entries using a discount key

Your POS terminal allows you to deduct or add a certain amount less than a programmed upper limit from individual items and to a total amount.

NOTE

- *Not all items allow discount/premium. The items subjected to discount/premium are limited by programming.*
- *Also not all clerks are allowed discount/premium operation.*
- *The upper limit of a discount/premium amount depends on programming.*

■ Discount/Premium for items

Procedure

1. Make an item entry.
2. Enter a discount/premium amount and touch a discount key ([[(-)n]).

When you use the preset discount amount (if programmed), touch a discount key without entering a discount amount.

NOTE

- *To make a discount/premium operation for an item already registered, touch the item subjected to the discount/premium first, then operate step 2 above.*

■ BOGO (Buy one get one) entry

In case that the bogo entry is allowed for an item, the item will be automatically discounted when it is registered.

■ Discount/Premium for total amount

Procedure

1. Make item entries.
2. Touch the [SBTL] key.
3. Enter a discount/premium amount and touch a discount key ([[(-)n]).

When you use the preset discount amount (if programmed), touch a discount key without entering a discount amount.

Discount or Premium entries using a percent key

Your POS terminal can make percent calculations (discount and premium) with the use of percent keys ([% n]).

NOTE

- *Not all items allow discount/premium. The items subjected to discount/premium are limited by programming.*
- *Also not all clerks are allowed discount/premium operation.*
- *The upper limit of a percent rate depends on programming.*

■ Discount/Premium for items

Procedure

1. Make an item entry.
2. Enter a percent rate for discount/premium and touch a percent key ([(%n]).

When you use the preset percent rate (if programmed), touch a percent key without entering a percent rate.

NOTE

- *To make a discount/premium operation for an item already registered, touch the item subjected to the discount/premium first, then operate step 2 above.*

■ Discount/Premium for total amount

Procedure

1. Make item entries.
2. Touch the [SBTL] key.
3. Enter a percent rate for discount/premium and touch a percent key ([(%n]).

When you use the preset percent rate (if programmed), touch a percent key without entering a percent rate.

Group discount/premium

Your POS terminal gives you group discount/premium method. Items belonging to a discount/premium group are subjected to discount/premium, and discount/premium is performed according to the programmed percentage.

Use the following procedure for group discount/premium operation.

■ Group discount

Procedure

1. Enter a group discount number and touch the [GROUP DSC#] key.

NOTE

Group discount/premium may be performed automatically at finalization depending on programming.

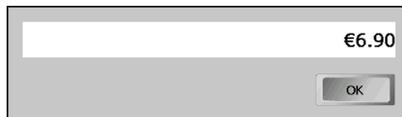
■ Group discount shift

By using the [GD SFT#], you can shift a discount group number.

Enter a group number and touch the [GD SFT#] key before starting target item entries.

Checking subtotal of items subjected to group discount

Enter a group number and touch the [GD SFT#] key and the [SBTL] key in this order. The following window appears.



8

Payment Treatment

Handling tips

Your POS terminal provides tip-in, tip-editing, tip-transfer and tip-paid functions for treating tips. Read through this section for handling tips.

■ Tip-in entries

Your POS terminal allows entries of tips that your guests give to clerks in cash or other media (cheque or credit). Also depending on programming, an over-tendered amount may be automatically received as a tip.

The tip-in entry assumes that it is carried out in the following system:

- Tip paid by a guest to a clerk is entered in the POS terminal by tip entry, and the restaurant pays the tip amount to the clerk later in cash.
- Tip amount entry to the POS terminal is normally performed by a clerk.

The entry is allowed before payment operation is performed. After the tip entry is performed, item entry is not allowed. The transaction operation must be finalized by payment operation. Two types of tip, cash tip and non-cash (credit or cheque) tip, are not allowed to be mixed in entry during one transaction operation.

Cash tip entry

In a transaction in which cash tip entry is made, when payment operation is started, the process is as follows:

Cash tender (which may be foreign money) is compulsory until total cash tender exceeds or equals to cash tip amount. Then, cheque (or credit) tender operation is allowed.

Non-cash tip entry

In a transaction in which non-cash tip entry is made, when payment operation is started, the process is as follows:

Cheque (or credit) tender is compulsory until total cheque (or credit) tender exceeds or equals to non-cash tip amount. Then, cash tender operation is allowed.

Procedure

Cash tip entry

→ Tip amount → [CASH TIP IN] →

Non-cash tip entry

→ Tip amount → [NON-CASH TIP IN] →

NOTE

- If the tip entered exceeds the HALO amount, your POS terminal requests a confirmation of the tip amount.
- When the tip totalizer exceeds the HALO amount, your POS terminal show the special indicator.

■ Tip editing

This function is used for entering tip amounts after finalizing a guest check transaction. This function is available when the guest check transaction is finalized in credit tender, and also when the tip is paid in credit tender. The transaction number or bill number which is issued when the [SRVC] or [FINAL] key is touched in guest check entry must be used in order to identify the guest to edit or add tip amount. For the operation, touch the [EDIT TIP] key. When the display prompt appears, enter the bill number or transaction number and tip amount. In case that the payment was done by multiple credit cards, the window to specify the target credit type for which the tip editing should be done will be displayed after entering the bill number or transaction number.

■ Tip paid entries

This operation is used when tips that guests have paid by using credit card are paid to respective clerks in cash. To perform a tip paid entry, make sure the target clerk is assigned, and touch the [TIP PAID] key. The clerk currently assigned is subjected to the tip payment.

NOTE

When the tip amount remains unchanged in Individual Server Resetting, the tip paid function is automatically executed and a tip receipt is issued to the report printer prior to report printing.

■ Tip transfer

This function is used to transfer tip amount from one clerk to another to share a tip with others. All or a part of tip amount can be transferred to another clerk.

Procedure

1. Make sure the clerk whose the tip should be shared is logged-on.
2. Touch the [TIP TRANSFER] key to display a tip transfer window.

The screenshot shows a 'Tip Transfer' window with the following elements:

- Title: Tip Transfer
- Instruction: Select Employee and enter tip amount.
- Employee field: A dropdown menu showing 'Mary Springfield'.
- Cash Tip field: A text input field containing '0.00'.
- Charge Tip field: A text input field containing '0.00'.
- Numeric keypad: A grid of buttons for digits 0-9, a decimal point, and function keys: CL, BS, ENTER, 00, and .
- OK and Cancel buttons: Located at the bottom of the window.

3. Select an employee to whom the tip is transferred, then enter the tip amount to be shared and touch [ENTER] for each cash and non-cash tip. After the entries, touch [OK].

Currency exchange

Your POS terminal allows payment entries in a foreign currency (totally nine different foreign currencies are available.) Pressing an exchange key creates a subtotal in foreign currency. Cash ([CASH 1] or [CASH 2]) alone can be handled after currency exchange.

Procedure

1. Touch the [EX n] key. The sales amount will appear in foreign currency at the receipt window.
2. Enter an amount tendered in foreign currency, and touch a cash key. The finalization operation is performed.

If you receive the exact amount, directly touch a cash key.

To cancel the operation, touch the [CL] key.

NOTE

- *When the amount tendered is short, its equivalent in deficit is shown in domestic currency.*
- *Change amount will be displayed in domestic currency.*
- *Credit and cheque tendering for exchange 1 may be available when EURO status is B or C. For details of EURO status, please refer to "EURO Migration Function".*

Case of opening foreign currency drawer:

- At the timing of issuing receipt after tendering exchange amount.
- At the timing of issuing an X/Z report (including CCD)
- The Exchange drawer open function is executed. When the EXCHANGE(n) key is touched simply out of transaction, the foreign currency drawer is opened.

Received-on-Account (RA) entry

Received-on-account entry is available in the following two methods depending on programming:

- Cash-only entry; cash is only available.
- Mixed entry; mixed entries of cash, cheque and credit are available. Discount/premium using [% n] or [(-) n] key is available once on the mixed entry.

Procedure

Cash-only entry

- 1.** Enter RA amount (max. 8 digits, varies depending on HALO programming) and touch a RA ([RA n]) key.

Mixed entry

- 1.** Enter RA amount (max. 8 digits, varies depending on HALO programming) and touch a RA key.
To cancel, touch the [-] key.
- 2.** Make a discount/premium entry if necessary: Enter a discount/premium rate/amount if necessary, and touch a [% n] or [(-) n] key.
- 3.** Make a media key finalization operation: Enter an amount and touch a media key ([CASHn], [CHECKn], [CREDITn]).
- 4.** Repeat the step 3 until the amount reaches to RA amount.
If an amount entry is omitted, the remained amount is registered, and the transaction will finalize.

NOTE

RA entry is not allowed during other operation, such as a sales entry.

Paid-out (PO) entry

Paid-out entry is available in the following two methods depending on programming:

- Cash-only entry; cash is only available.
- Mixed entry; mixed entries of cash, cheque and credit are available.

Procedure

Cash-only entry

1. Enter PO amount (max. 8 digits, varies depending on HALO programming) and touch a PO ([PO n]) key.

Mixed entry

1. Touch a PO key.
2. Enter a PO amount (max. 8 digits, varies depending on HALO programming).
3. Touch the corresponding media key ([CASHn], [CHECKn], [CREDITn]).
4. Repeat steps 2 and 3 if necessary.
5. To finish PO entry, touch the PO key touched in step 1 again.

NOTE

PO entry is not allowed during other operation, such as a sales entry.

No sale (exchange)

To open the drawer without any sales entry, use a cash key or the [Nosale] key depending on programming.

Transferring cash

This function is used to change cash sales amount for credit or cheque sales amount. For example, you can use this function in the following situation: You finalize a transaction by cash to issue a bill to show the guest, and the guest pays by credit. Then you can use this function by changing the cash sale to a credit sale.

Procedure

→ Amount → [CASH TRANS] → [CHECK n] or [CREDIT n]

NOTE

- *The totalizers of cash, cheque and credit sales are corrected accordingly.*

Cashing a cheque

To cash a cheque, follow the procedure below. Availability of this function depends on the corresponding programming.

Procedure

→ Amount → [CHECK n] →

Service charge

When the payment operation is made for sales registrations, the service charge amount may be automatically calculated and printed according to the programming settings.

When a service charge is involved in the payment amount, you can remove the service charge or can change the service charge rate, if necessary. Touch the [W/O SERVICE] key to remove, and enter a new rate or amount and touch the [SVC OVERRIDE] key to change to the rate or amount.

VIP sales

This function is used for transactions for important guests.

Your POS terminal goes to the VIP sale mode when the [VIP n] key is touched at the beginning of transaction. In the VIP sale mode, the items which are preset as VIP sale available can be registered and the amount is reduced to zero.

The VIP sale mode is canceled automatically upon completion of the transaction entries.

Procedure

→ [VIP n] → item entries → finalization

Gratuity

Calculation

When the payment operation is made for sales registrations, the gratuity amount obtained based on the programmed percent rate or amount may be automatically calculated.

You can program a tax status for gratuity.

Exemption

Your POS terminal allows you to exempt a customer from the gratuity by touching the [W/O GRATUITY] key prior to a payment operation.

9

Text Entries

Free text entries

Free text can be printed on a remote printer by entering a free text code. You can print a preset free text by direct key entry, text code entry and text list entry, or enter free text during registration by open entry, while the method are preprogrammed. The open entry can be carried out in two methods: individual free text entry and free-text-or-item entry. In case of free-text-or-item entry, you can enter a free text just before or after an item entry depending on the programming. Free texts can be printed together with single item entry or multiplication item entry.

Depending on programming, printing method varies as follows:

Printing method

Individual free text: Printing occurs in accordance with KP assignment (KP n or all KPs)
Individual free text is printed on the top of KP or bottom of KP.

Free text for item: Printing occurs in accordance with item or sort group assignment.

```
***PBAL                €0.00
  1 Rumpsteak 150gr.    €18.50
Free Text 1            1
  1 Rare
  1 Fried Potatoe
  1 Sweet Corn
  1 Mixed Ice Cream
```

In case of free text for item
(Free text: Free text 1)

Procedure

Direct key entry:

→ Quantity → [TEXTn] → (Item entry)

When the Quantity is "1", it is unnecessary to enter the Quantity ("→ Quantity →").

Text code entry:

→ Quantity → [(X)] → Text code → [TEXT#] → (Item entry)

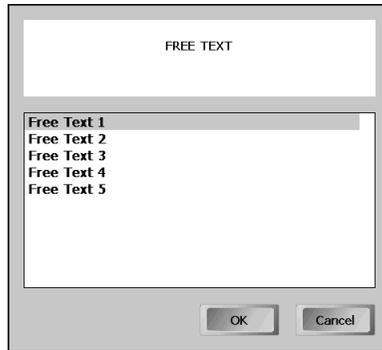
When the Quantity is "1", it is unnecessary to enter the Quantity ("→ Quantity → [(X)] →").

Text list entry:

(FREE TEXT list window appears)

→ Quantity → [(X)] → [TEXT#] → Select a target text → (Item entry)

When the Quantity is "1", it is unnecessary to enter the Quantity ("→ Quantity → [(X)] → ").

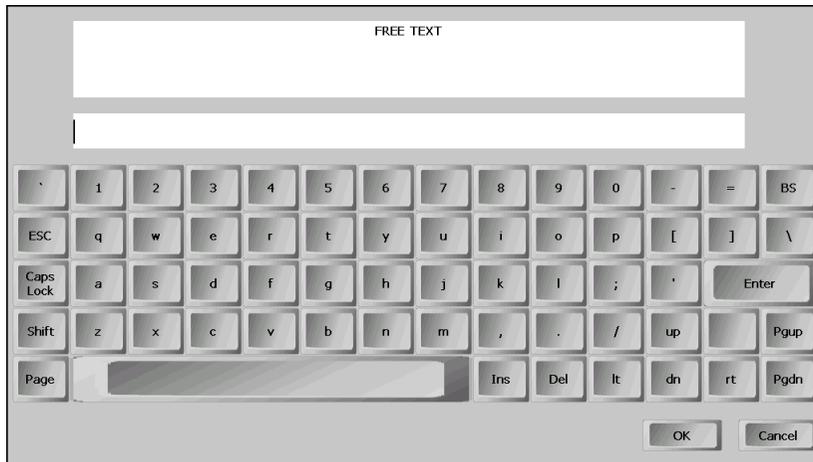


Open entry:

(FREE TEXT window appears)

→ Quantity → [(X)] → [FreeText] → Enter or change text and touch [OK]. → (Item entry)

When the Quantity is "1", it is unnecessary to enter the Quantity ("→ Quantity → [(X)] → ").



NOTE

A free text can be entered just before or after an item entry depending on the programming.

In case of a free text entry just after an item entry

(FREE TEXT window appears)

(Item entry) → Quantity → [(X)] → [FreeText] → Enter or change text and touch [OK].

When the Quantity is "1", it is unnecessary to enter the Quantity ("→ Quantity → [(X)]").

Address entries

The name and address of a guest can be entered during a transaction. The name and address of the guest are printed on a bill.

Procedure

1. Press the [NAME/ADDR] key. The ADDRESS ENTRY window will be displayed.

The screenshot shows a software interface for entering guest information. At the top, the title "ADDRESS ENTRY" is centered, with the instruction "Enter Name & Address" below it. There are two input fields: "Name" and "Address". Below these fields is a virtual keyboard with the following layout:

.	1	2	3	4	5	6	7	8	9	0	-	=	BS	
ESC	q	w	e	r	t	y	u	i	o	p	[]	\	
Caps Lock	a	s	d	f	g	h	j	k	l	;	'	Enter		
Shift	z	x	c	v	b	n	m	,	.	/	up		Pgup	
Page								Ins	Del	lt	dn	rt		Pgdn

At the bottom right of the window are two buttons: "OK" and "Cancel".

2. Enter the address and name of the guest, and touch [OK].
To cancel the entry, touch [CANCEL].

10 Correction

Item void using the [-] key

The [-] key allows you to void items. The last item, past items and printed items can be voided.

Procedure

To void an item:

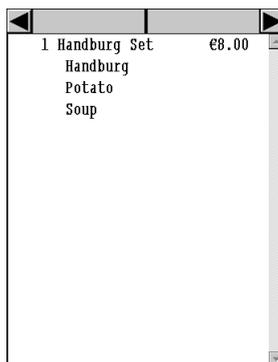
1. Touch the line of an item to be voided. The selected item will be highlighted.



2. Touch the [-] key. The item will be voided.

In case of multiple number of quantity are registered for the item, the quantity will be decreased by one every time you touch the [-] key.

To void multiple quantity, you can enter the number and touch the [-] key.



To void multiple items:

1. Touch the lines of items to be voided. The selected items will be highlighted.

3	Handburg Set	€24.00
	Handburg	
	Potato	
	Soup	
3	Tequila sunrise	€24.00

2. Touch the [-] key. The items will be voided.

2	Handburg Set	€16.00
	Handburg	
	Potato	
	Soup	
2	Tequila sunrise	€16.00

To void a printed item

1. Touch the line of an item to be voided. The selected item will be highlighted.

	2	/01
***PBAL		€0.00
2	Potato	€2.40
2	Soup	€4.00
2	Handburg	€20.00

2. Touch the [-] key. The item will be voided.

	2	/01
***PBAL		€0.00
2	Potato	€2.40
2	Soup	€4.00
2	Handburg	€20.00

-1	Potato	-1.20

To void condiment entry (in case that condiment entry is compulsory)

If entry for a condiment PLU item is compulsory, you cannot void a condiment entry for the item except immediately after touching the corresponding condiment item key to make the entry (direct void). To make direct void, touch the [-] key, and your terminal will return to the previous condiment selection window. Also you can void the original menu PLU item (for example, "Hamburg Set") including condiment items.

NOTE

The following two approaches are available to make condiment entry compulsory in your POS system:
1) compulsory for all condiments and 2) compulsory for each condiment.

1) When your POS system is programmed for "Condiment entry to menu item: Compulsory":

Entries for all condiments are compulsory.

For "Condiment entry to menu item: Compulsory/Noncompulsory," please refer to "POS Programming" / "Products" / "PLU" (p.74) in the UP-X300 Back Office Instruction Manual.

2) When your POS system is programmed for the "Number of compulsive entries: 1 or more" in "Condiment List (for each condiment)":

Entry for a corresponding condiment is compulsory.

If the number of compulsive entries for a condiment is preset to 0, entry for the condiment is noncompulsory and can be voided.

For "Number of compulsive entries: 1 or more," please refer to "POS Programming" / "Products" / "Condiment List" (p.98) in the UP-X300 Back Office Instruction Manual.

Check/Subtotal void

In order to cancel all of the items registered, perform a check void. In case of you open a table for the guest, perform a check void immediately after re-opening the table.

Under the table control, in order to cancel only newly entered items after re-opening a check, perform a subtotal void.

Procedure

Check void: In order to void all items

Under the table control, firstly open the table.

1. Touch the subtotal area of the check to be voided.
2. Touch the [CHECK VOID] key. Confirmation message will be appear.
3. Touch the [Yes] to void the check.

To cancel the check void, press the [NO].

Subtotal void: In order to void a registration of item(s) after re-opening a table

1. Touch the subtotal area of the check including items to be voided.
2. Touch the [-] key.

Example

New order

PLU 1

PLU 2

-- PLU 3 -- -- -- -- ← PLU 1-3 are canceled (subtotal void).
[NBAL]/[FINAL]

Reorder

-- PLU 4 -- ← All items are canceled (check void).

PLU 5

-- PLU 6 -- ← PLU 4-6 are canceled (subtotal void).
CASH

Changing quantity using the [+] key

The [+] key allows you to add quantity of registered items. The last item, past items and printed items can be added.

Procedure

To add an item

1. Touch the line of an item to be added. The selected item will be highlighted.
2. Touch the [+] key. Quantity one is added to the item.

To add multiple quantity, you can enter the number and touch the [+] key.

To add multiple items

1. Touch the lines of items to be added. The selected items will be highlighted.
2. Touch the [+] key. Quantity one is added to each of the selected items.

To add printed item

1. Touch the line of an item to be added. The selected item will be highlighted.

	1	/01
***PBAL		\$0.00
2 PLU00001		\$20.00
2 PLU00002		\$4.00

2. Touch the [+] key. The same item is newly registered.

1		/01	
***PBA			\$0.00
2	PLU00001		\$20.00
2	PLU00002		\$4.00

1	PLU00002		\$2.00

Correction after finalizing a transaction - Void mode

When you need to void incorrect entries that clerks cannot correct (incorrect entries that are found after finalizing a transaction or cannot be corrected by using the [-] key), enter the void mode by touching the [VOID mode] key, and repeat the entries that are recorded on an incorrect receipt.

Your POS terminal automatically returns to the normal mode when a valid finalization key is operated.

NOTE

You cannot enter the void mode during a transaction.

11

Customer Management

Your POS terminal can provide customer management functions.

To enable the customer management function, you have three options:

- Entering the customer code assigned to a customer
- Swiping a customer card
- Scanning a barcode (customer code)

You can enter the customer code at any point during a transaction.

After a customer code entry, following operations only are allowed:

- Item registration
- Payment
- Received-on-account
- No sale
- Subtotal void

For new customers

Normally customer information (name, code and address) are previously set by the programming. However, you can enter a new customer information during transaction using customer learning function. Use the following procedure.

Procedure

1. Touch the [CUST] key, the following window will appear.

Customer

Enter Customer Code

7 8 9 CL

4 5 6 BS

1 2 3 CANCEL

0 00 . ENTER

You can directly enter a customer code and touch the [CUST] code to display the following window. Go to step 3.

2. Enter a customer code (max. 13 digits), swipe a customer card or scan a barcode(should be 13 digits EAN code/flag code 08). The following window will appear.

Customer

Enter Name & Address
#000000000001

Name

Address

· 1 2 3 4 5 6 7 8 9 0 - = BS

ESC q w e r t y u i o p [] \

Caps Lock a s d f g h j k l ; ' Enter

Shift z x c v b n m , . / up Pgup

Page [Slider] Ins Del It dn rt Pgdn

OK Cancel

3. Enter the customer's name and address, then touch [OK].
4. Make item entries.

NOTE

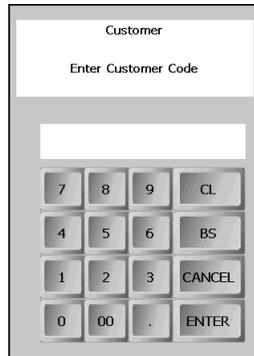
When entering a wrong customer code, you can cancel the operation by following two methods.

- When no item is registered: Touch the [Nosale] key.
- When an item is registered: Operate "subtotal void".

To recall a customer information by entering the customer code

Procedure

1. Touch the [CUST] key. The customer code entry window will appear.



Customer
Enter Customer Code

7 8 9 CL
4 5 6 BS
1 2 3 CANCEL
0 00 . ENTER

2. Enter a customer code, swipe a customer card or scan a barcode. The customer name will appear on the receipt window (bottom line).
3. Make item entries.

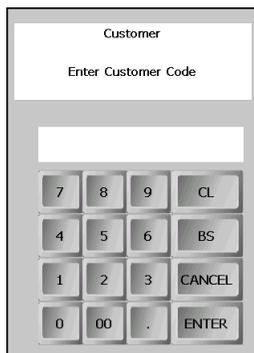
NOTE

When entering a wrong customer code, you can cancel the operation by following two methods.

- *When no item is registered: Touch the [Nosale] key.*
- *When an item is registered: Operate "subtotal void".*

To recall a customer information by looking up by name

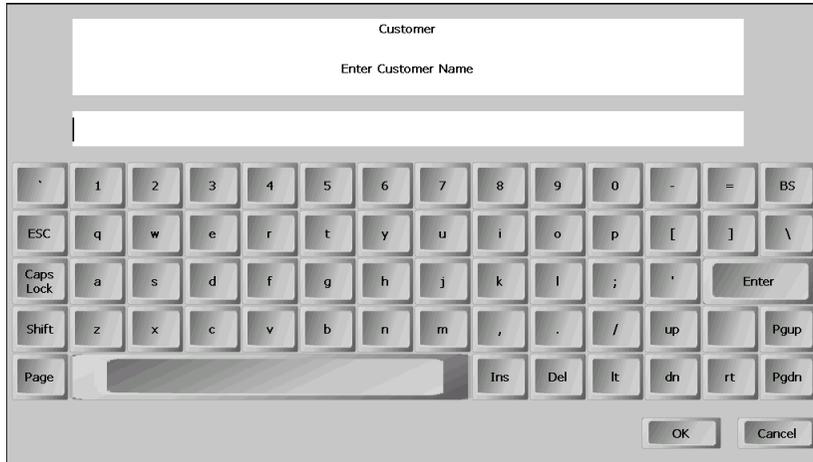
1. Touch the [CUST] key. The customer code entry window will appear.



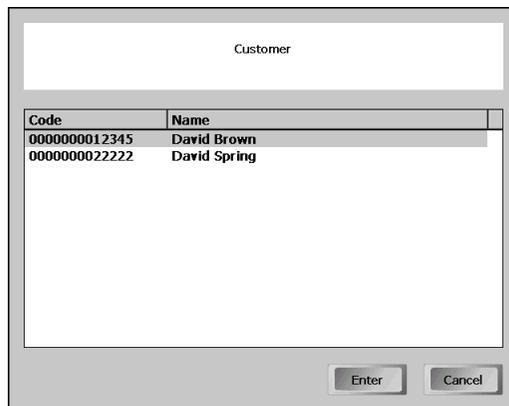
Customer
Enter Customer Code

7 8 9 CL
4 5 6 BS
1 2 3 CANCEL
0 00 . ENTER

2. Touch [Enter] without entering any code. The following window will appear.



3. Enter the name (the first name in case of David Brown) of a customer, and touch [OK]. The customer list will appear.



4. Select a target customer, and touch [Enter] to start item registration for the customer.

12

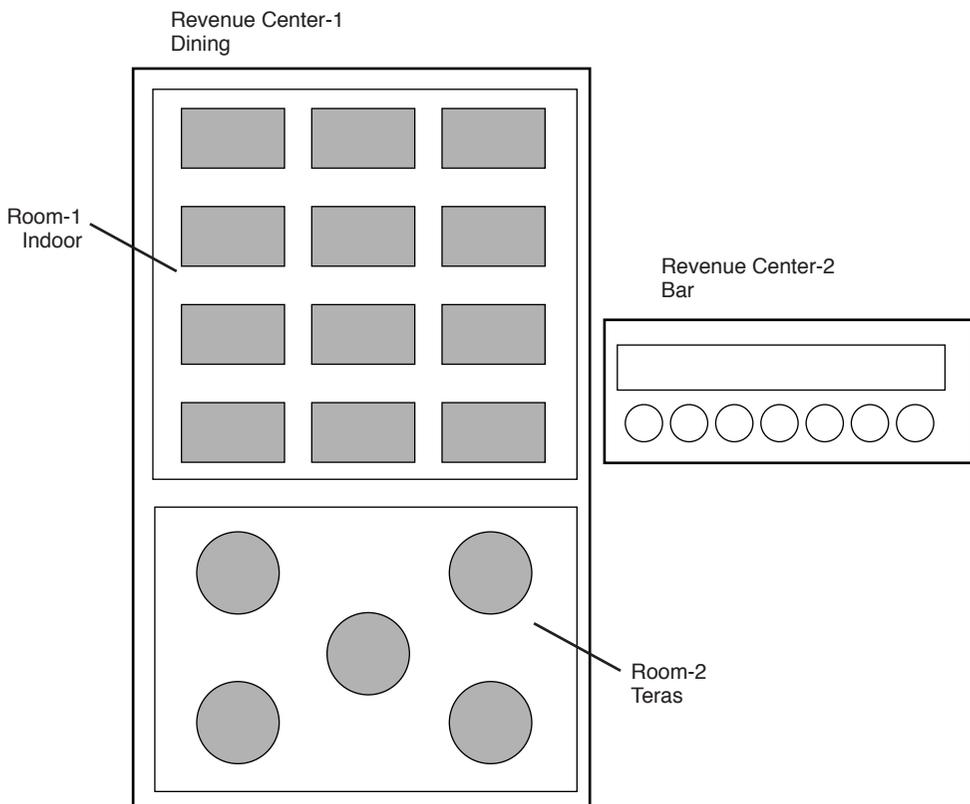
Guest Control

Your POS terminal manages guests using tables. A group of tables are viewed and managed as a room, and a group of rooms are controlled by a revenue center. Transaction data is consolidated by each revenue center.

You can view the tables in a room on the graphical table layout screen. Touch the [TABLE LAYOUT] key to display a table layout screen.

NOTE

The default room displayed may vary depending on clerks, and also tables that can be managed may be limited depending on clerks, since tables that a clerk is in charge of may vary. Depending on programming, the sections you are in charge of may be displayed using a specific color.



General overview for guest control

Floor planning

Allocating clerks to time zone and sections, or make a change

Table setting

Displaying a room where the tables you are in charge are included

- Checking table reservation status / Reserving a table for a guest
- Joining tables
- Changing smoking/non-smoking status
- Changing table availability

Searching a suitable table for guests using automatic search function

Using a waiting list

Guest management

Opening a table for guests to receive orders, that is, to make item registration

- Using the graphical table layout screen
- Entering table number
- Using the table list
- Using migration operation
- Entering a free code for Table#
- Using the automatic table code generation function

Temporarily closing a guest check

Reopening a guest check for receiving reorder

Making a finalization operation

Payment control before receiving payment (finalization operation)

- Receiving deposit
- Refund deposit
- Separating bill
- Remerging separated bills
- Check number change
- Recalling data of closed tables to receive additional order or make corrections.

For clerks,

- Transferring open tables in charge to another clerks
- Using table alert function

Floor planning

Each clerk should be assigned to a time zone (work time) and sections (a group of tables in an area). For example, it is assumed that your POS terminal is programmed so that 2 clerks works at daytime. Basically those settings may be done by the POS server, while you can change the setting at your POS terminal. Please follow the procedure shown below for actual setting.

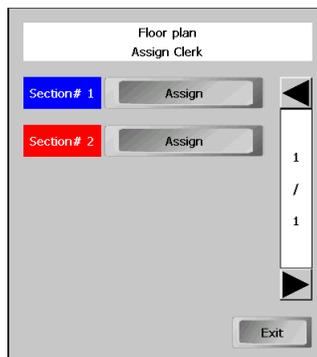
When an end-of-day operation is performed, all settings done on your POS terminal may be reset depending on programming.

Procedure

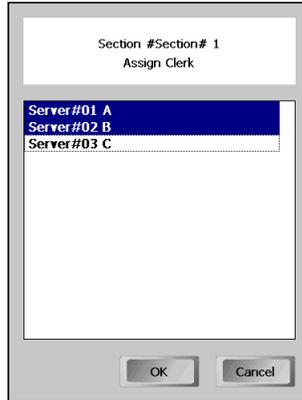
1. Touch the [FLOOR PLAN] key. The list of floor plans will appear.



2. Touch the target plan. The clerk assignment screen will appear.



3. Touch [Assign] of a target section. The clerk list will appear.



4. Select clerks to be assigned and touch [OK].
5. Repeat the steps 3 and 4 if necessary.
6. Touch [OK] after the selection. You will return to the screen in step 2. Touch [Exit] to finish.

Changing a clerk in charge of a section using the [SECTION] key

To change a clerk assigned to a section to other clerk, for example in case that the assigned clerk is off sick, you can use the [SECTION] key to display the clerk assignment screen directly.

On the screen, follow the steps from the step 3 shown above to change a clerk.

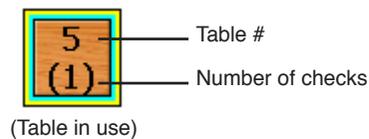
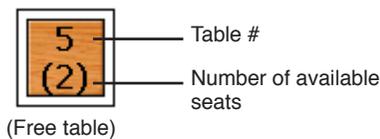
Table setting

Your POS terminal manages guests using tables. Normally table icons and auxiliary icons on the graphical table layout screen are used to give information about tables such as smoking/non-smoking and reservation status, and also information about guests themselves such as number of a guest group, what stages (appetizer, main dish, dessert, etc.) are they in.

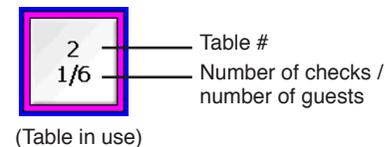
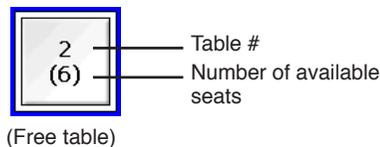
■ How to look at table icon on the graphical layout screen

Each table has a number of available seats, number of checks and number of guests, and depending on programming, either of the following two type is displayed as an icon. Also some other status of tables, such as smoking/non-smoking status can be checked by the corresponding icons as listed below.

Type 1: Showing number of available seats (when the table is free) or number of checks (when the table is in use.)



Type 2: Showing number of available seats (when the table is free) or number of checks and number of guests (when the table is in use.)



• Smoking/Non-smoking icon

Each table may have smoking/non-smoking icon.



• Table availability

In case that a table cannot be used, the use of the table can be prohibited by showing an icon.



- **Table-join icon**

Each table can be joined to another one, and this status is indicated by a link line.



- **Reservation status**

Reservation status may be indicated by an icon.

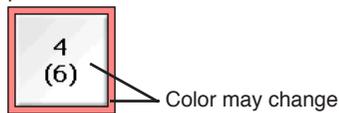


- **Stages of a table**

Each table may have seven stages depending how services are progressed; free, order not open, appetizer, main dish, dessert, payment and cleaning. The stages are indicated by changing the color of the table (colors of frame and inside of the frame).

The relation of stages and table colors depends on the programming.

Example



■ How to control a table layout screen

Based on the table status, you can control tables using the following functions:

Zooming the table layout screen

You can zoom any position of the table layout screen you want to enlarge. That screen will be enlarged 4 times focusing on that position.

Procedure

Touch an area (other than a table) to be enlarged, then touch the [ZOOM] key.
Touch the [ZOOM] key again to cancel the zooming. The screen will return its original size.

Joining tables

When a table is joined to another, you can control the joined table on the table layout screen. There are two methods to join tables depending on programming as shown below. After joining tables, the table will be in open status; ready to accept orders.

Procedure

In the touch only mode:

To join a table to another for the first time:	[JOIN] → Table → Table
To join a new table to a joined table:	[JOIN] → New table → Joined table
To release joined table:	[JOIN] → Joined table to be released

In the touch and order mode:

To join a table to another for the first time:	Table → [JOIN] → Table
To join a new table to a joined table:	New table → [JOIN] → Joined table
To release joined table:	Joined table to be released → [JOIN]

Prohibiting use of tables (Table availability)

Procedure

Touch the [AVAILABILITY] key and touch the table you want to prohibit using.
To cancel the prohibited status, make the same operation. The operation toggles the status of table availability.

Changing smoking/non-smoking status

You can change the smoking/non-smoking status of a table.

Procedure

1. Touch the [SMOKING] key.
2. Touch the table you want to change the status. The status will be automatically changed to the another one.

Managing table reservation

You can check reservation status by opening the reservation window by touching [RESERVATION]. Also you can enlist a guest in the reservation list and edit reservation status for enlisted guests. Depending on programming, a reserved guest information may appear on the display to alert you the guest will be coming soon.

The name and address of the guests on the reservation list are printed on his or her bill.

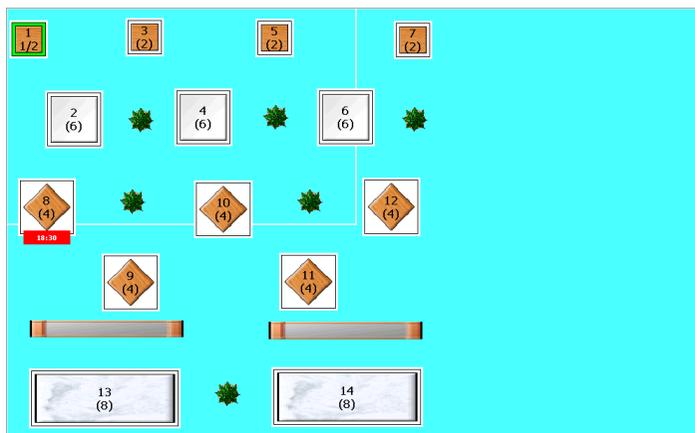
Procedure

Enlisting a new guest in the reservation list

1. Touch the [RESERVATION] key. The reservation list will appear on the display.

Table No	Date	Time	Guest Name	Guest
3	04/05/2003	14:00	Peter Jackson	5
1	04/05/2003	19:30	Jack Willson	3

2. Touch [New]. The graphical table layout screen will appear.



3. Touch the target table to be reserved. The reservation window where the details are entered will appear.

The image shows a 'Reservation' form with the following fields and controls:

- Title: Reservation
- Subtitle: Enter Name and Address
- Table #9
- Date/Time: 3/28/2005 (dropdown)
- Hour: 17
- Minute: 4
- Guest Number: 0
- Name: (text input)
- Address: (text input)
- Phone number: (text input)
- A numeric keypad overlay with the following layout:
 - Row 1: ., 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, -, =, BS
 - Row 2: ESC, q, w, e, r, t, y, u, i, o, p, [,], \
 - Row 3: Caps Lock, a, s, d, f, g, h, j, k, l, ;, ', Enter
 - Row 4: Shift, z, x, c, v, b, n, m, ,, ., /, up, Pgup
 - Row 5: Page, [arrow], Ins, Del, lt, dn, rt, Pgdn
- Buttons: OK, Cancel

4. Enter the information of the guest; reservation date, time(hour/minute), number of guests (guest number) and name, and also address and phone number if necessary. After entering necessary information, touch [OK]. The reservation list will appear again.
5. To exit from the reservation window, touch [Exit]. The graphical table layout screen will appear.
6. Make sure that the table reservation you newly entered is correct.

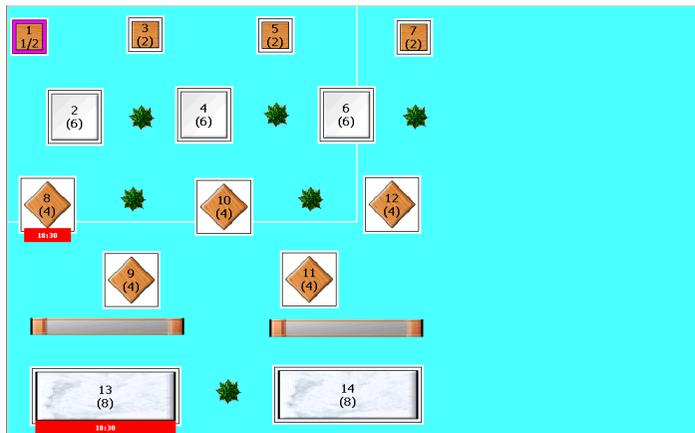


Table newly reserved

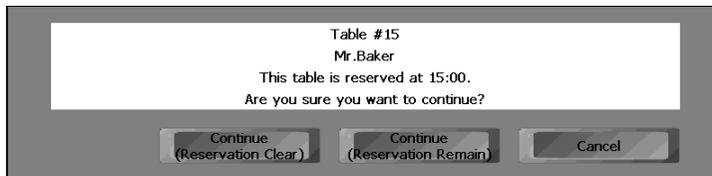
Editing the reservation table

1. Touch the [RESERVATION] key. The reservation list will appear on the display.
2. To modify, select the target reservation to be modified and touch [Modify]. The reservation window will appear.
To delete, select the target reservation to be deleted and touch [Delete]. The confirmation window will appear. Touch [Yes] for deletion. The selected reservation will be deleted.
3. For modification, edit the necessary information, and touch [OK] when completed. The reservation list will appear again.
4. To exit from the reservation window, touch [Exit].

When you open a reserved table:

When you open a reserved table, the following window will appear on the screen.

To clear the reservation and receive orders, touch [Continue (Reservation Clear)]. To hold the reservation and receive orders, touch [Continue (Reservation Remain)]. To cancel, touch [Cancel].

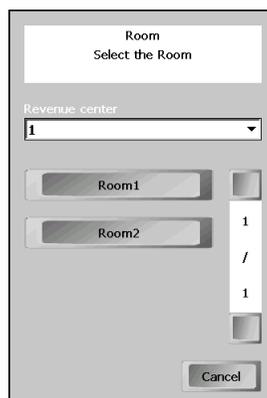


■ How to change a room

Changing a table to be served in the registration screen

Procedure

1. Touch the [ROOM #] key. The Room window will appear.



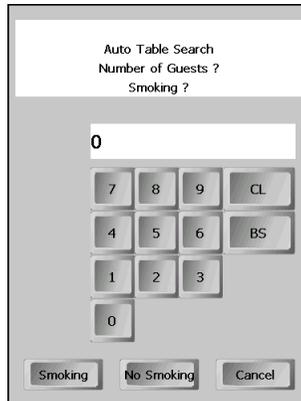
2. Select a revenue center and a room.

Searching a suitable table for guests using automatic table search function

When a guest or a group of guests comes, you can search a suitable table for the number of guest with smoking or non-smoking selection on the table layout screen.

Procedure

1. Touch the [GUEST] key. The Auto Table Search window will appear.



2. Enter the number of guests using ten keys.
3. Touch [Smoking] or [No Smoking].

The table layout screen will appear automatically and a suitable table for the guests will be highlighted.

NOTE

When there is no table available for the guests, the warning message will appear. Click [OK]. Then the waiting list window will open automatically. For the managing the waiting list, please refer to the following section.

4. When the table is acceptable, touch the highlighted table.
When you select another table for the guest, just touch the table.

Managing the waiting list

When no table is found to be available in automatic table search function or when the [WAITING] key is touched, your POS terminal will go to the waiting list function mode showing the window below. The waiting list is managed in First-In/First-Out(FIFO) principal. When a table becomes free for other guests listed in the waiting list, your POS terminal automatically displays the message for the free table. In case you are in the registration screen, your POS terminal automatically goes to the graphical table layout screen after you click [OK] for the message. Then you can select the free table.

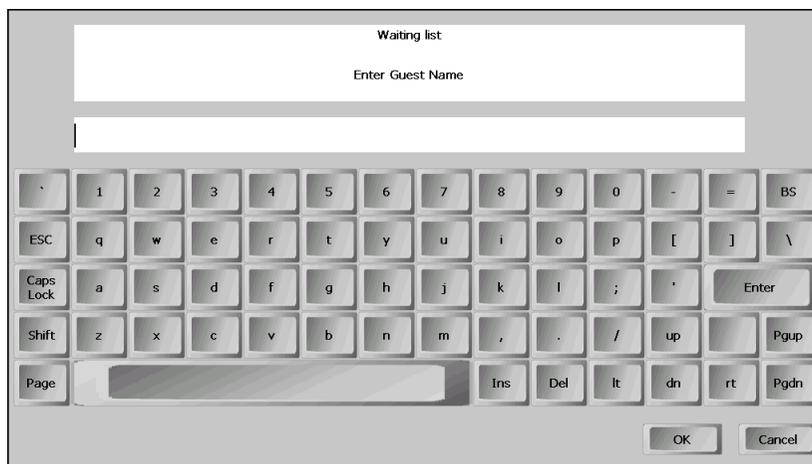
When necessary, after enlisting a guest(s) in the waiting list, you can edit the list for the guest(s).

Procedure

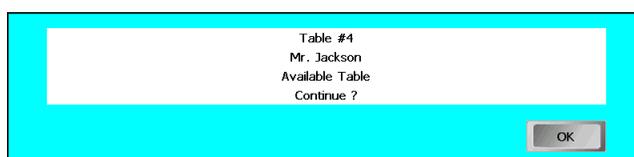
1. When no table is found to be available in automatic table search function, the following window will appear. In the window, an approximate time to wait is indicated.



2. Touch [OK] when the guest(s) can wait that time and enlist the guest in the waiting list. The keyboard will be displayed.



3. Enter the guest's name, and touch [OK]. The guest is enlisted in the waiting list. When a table gets ready for the guest(s), the following window will automatically open.



4. Touch [OK]. The table layout screen will appear and the table available for the guest(s) will be highlighted.
5. If the table is OK, touch the [ORDER] key to receive orders.

■ Modifying the waiting list

You can modify a number of guests and/or smoking status for a guest enlisted in the waiting list, and also can delete an enlisted guest from the list.

Procedure

1. Touch the [WAITING] key. The waiting list will appear.

Time	Wait	Available	Guest Name	Guest	Smoking
16:58	1	-15	Mr. Brown	5	NoSmoking
17:00	0	-15	Ms. Adams	6	NoSmoking

To delete a guest from the list:

2. Select the line and touch [Delete]. The guest will be deleted from the list.
3. Touch [Exit] to exit.

To modify:

2. Select the line and touch [Modify]. The following window will appear.

Waiting list
Number of Guests ?
Smoking ?

5

7	8	9	CL
4	5	6	BS
1	2	3	
0			

3. Change the number of guests if necessary, and touch either [Smoking] or [No Smoking]. To cancel, touch [Cancel].

Managing guests

For managing guests, your POS terminal provides various guest functions, such as room change, table change, bill separation, not only accepting orders and payments. All these functions can be performed by opening a table allocated for a guest or a group of guests.

Normally you can open tables on a graphical table layout screen which is displayed when the [TABLE LAYOUT] key is touched, or when a sign-on operation is performed (depending on programming).

Also you can open a table by entering table number, and in order to open a table in use on the open table list for reorder. Please refer to each section for the details.

Your POS terminal provides two ways to open a table for performing the guest functions ([B.S.], [JOIN], [B.T. IN], [BILL] etc. except [ORDER]), and either one is set for each clerk.

Type 1: A table opens when the table is touched. To perform a guest functions, the corresponding function key must be touched prior to opening the table.

Type 2: A table is opened when a function key including the order key is touched after the table is touched.

NOTE

- You can perform the guest functions via. a graphical table layout screen or open table list.

■ Opening a table on the graphical table layout screen to receive a new order and reorder

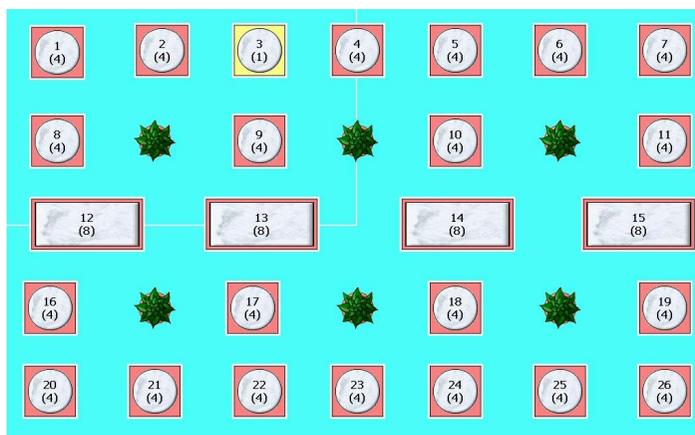
Procedure

1. Touch the [TABLE LAYOUT] key, the graphical table layout screen will appear.

When programmed, the graphical table layout screen will automatically appear when you make a sign-on operation.

NOTE

If necessary, change a room using the [ROOM#] key.



2. Touch a suitable table for a guest or a group of guests.

In case Type 1 method is used, the registration screen will appear to receive an order.

In case Type 2 method is used, touch the [ORDER] key to get an order. The registration screen will appear.

NOTE

- For selecting a suitable table for guests, you can use the automatic search function.
- In case you open a table for a new guest and the entry of the number of guests is programmed to be compulsory, the following window will appear. Enter the number of guests and touch [ENTER].

Table
Enter the Number of Guests
Table #2

0

7	8	9	CL
4	5	6	BS
1	2	3	CANCEL
0	00	.	ENTER

- If the table has two or more checks in a reorder entry, the window for selecting a check will appear. Touch the check number you want.

Table
Select the Check
Table #2

1

2

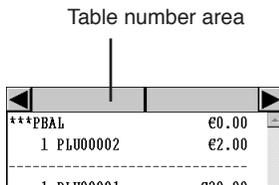
1
/
1

Cancel

■ Opening a table by entering table number

Procedure

1. Change a room, if necessary.
2. Touch the [TABLE #] key or touch the table number area of the receipt window. The following window will appear.



3. Enter a target table number and also enter a target check number if necessary in the following manner.

For example: Table number 1:

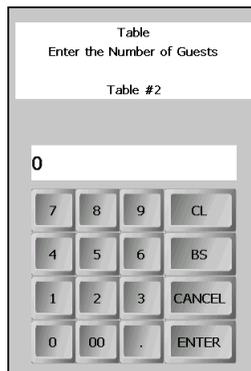
1 [ENTER]

or 1 (touch table number area)

Table number 25 and check number 2: 25.2 [ENTER]

NOTE

- In case you open a table for a new guest and the entry of the number of guests is programmed to be compulsory, the following window will appear. Enter the number of guests and touch [ENTER].



■ Opening a table by entering a table code

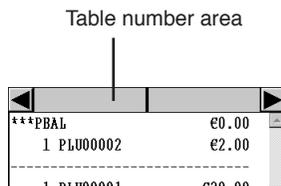
Your POS terminal allows you to open a table by manually entering a free table code. Here a free table code refers to a code which has not been generated using the table planning function. You can also generate free table codes using the automatic table code generation ([AutoTable#]) function if so programmed.

Manual code entry method

Procedure

1. Touch the [TABLE #] key or touch the table number area of the receipt window and the following window will appear.

Table number area



***PBAL	€0.00
1 PL000002	€2.00

1 PL000001	€0.00

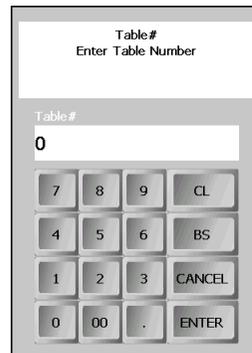


Table #
Enter Table Number

Table #
0

7 8 9 CL
4 5 6 BS
1 2 3 CANCEL
0 00 . ENTER

2. Enter the table code and also enter the target check number if necessary in the following manner.

For example: Table number 10005:

10005 [ENTER]

or 10005 + (touch the table number area)

Table number 10025 and check number 2: 10025.2 [ENTER]

NOTE

- When the entered table code is the same as a table number generated using the floor planning function, the entered code is treated as the table number already determined.
- When you open a table for a new guest check and entry of the number of guests is compulsory, the following window will appear. Enter the number of guests and touch the [ENTER] key.

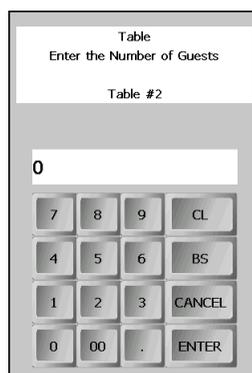


Table
Enter the Number of Guests

Table #2

0

7 8 9 CL
4 5 6 BS
1 2 3 CANCEL
0 00 . ENTER

Automatic code entry method

Depending on the programming, you can generate free table codes using the Automatic Table Code Generation ([AutoTable#]) function.

Procedure

1. Touch the [AutoTable#] key. A table code (10001-99999999; depending on the programming) will be automatically generated and the corresponding table will be open.

NOTE

- The guest check number is fixed at "01".
- You can perform the transaction migration to a table using the Automatic Table Code Generation function.
- You cannot use the Automatic Table Code Generation function during bill totalizing/bill transfer and bill separating operation.

Opening a table in use on the open table list

Each clerk can display all the tables that are currently opened by the clerk on the table list. You can select a table out of the list for reorder and payment, and also bill separation and table transfer which are described later.

NOTE

Supervisors can see all opened tables.

Procedure

1. Touch the [TABLE LIST] key, the open table list will open.

Room number	Guest name	Table number/check number	Number of guests	Clerk code/name	Service time	Amount
Room1		1/01 (0)	1	Paul Weaver	5:18	€21.50
Room1	Ms. James	7/01 (0)	1	Paul Weaver	17:51	€37.10
Room1	Mr. Moore	12/01 (0)	1	Paul Weaver	11:07	€90.20
Room1	Mr. Brown	15/01 (0)	1	Paul Weaver	7:28	€71.50
Room1		25/01 (0)	1	Paul Weaver	4:42	€27.00

2. Touch the target table line to select the table.
In case Type 1 method is assigned, the registration screen will appear to receive a reorder.
In case Type 2 method is assigned, touch the [ORDER] key to get a reorder. The registration screen will appear.

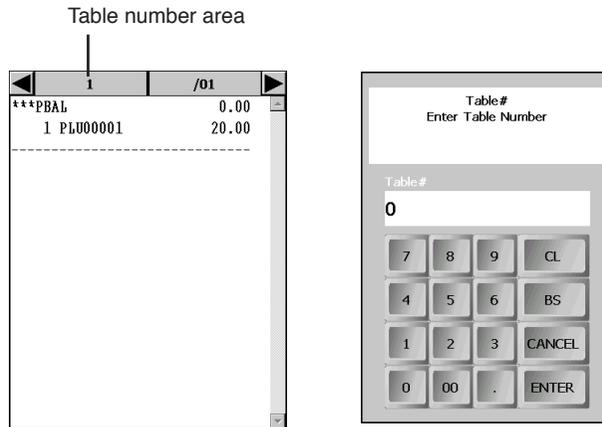
■ Changing a table to be served on the registration screen

You can directly change a table to be served on the registration screen without displaying the table screen.

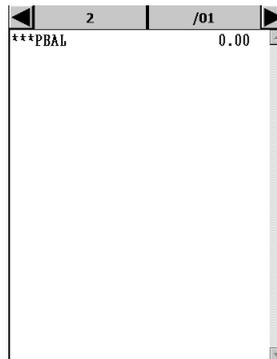
Follow the procedure below.

Procedure

1. Touch the table number area. The table # window will appear.



2. Enter the target table number and touch [ENTER]. The current table will be temporarily closed, and the receipt window for the target table will appear.



NOTE Short cut

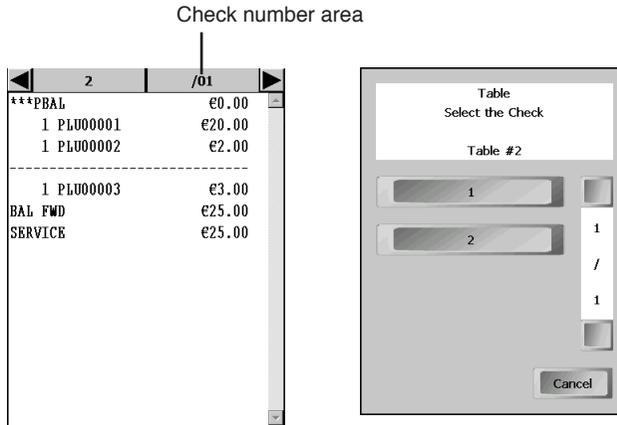
You can enter a target table number and touch the [Table#] key or the table number area when you change a table in the same room.

■ Changing check number

Procedure

Method 1

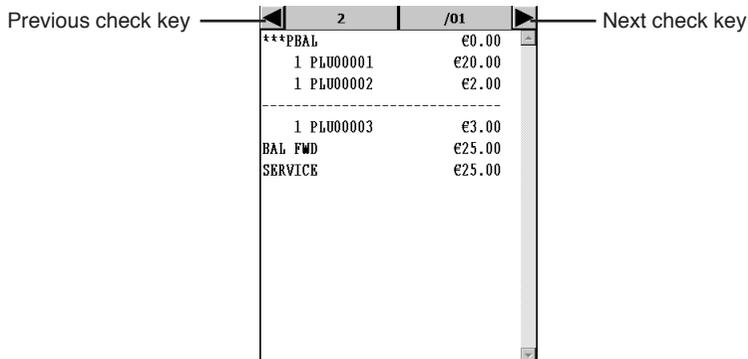
1. Touch a check number area. The table window will appear.



2. Select a target check number.

Method 2

1. Touch the previous or next check key. The check number will be increased or decreased every time you touch the previous or next check key.



■ Entering a number of guests manually

You can enter a number of guests seated on a table using the [GUEST] key when the table is open. The entry is compulsory when you open a table in case the entry is set to compulsory by programming. For the entry, enter a number of guests and touch the [GUEST] key when the table is open.

NOTE

- *If a table is not open, the [GUEST] key is used for automatic table search function.*

■ Closing a table temporarily

To close a table temporarily, use the [NBAL] or [FINAL] key.

When the [NBAL] key is used, the POS terminal does not calculate tax when a transaction operation is performed. When the [FINAL] key is used, the POS terminal always calculate tax.

Therefore, it is recommended to use the [NBAL] key when entering orders, and the [FINAL] key when claiming payment. The [FINAL] key is used when printing a total amount including tax on a bill.

■ Closing a table - Finalizing a guest check

For the settlement of a guest check, open the target table and finalize the guest check using a media key. Your POS terminal provides bill separation functions for a convenience of variety of guests' payment. When necessary, please refer to the bill sections later in this section.

It is recommended to print a bill to show it to the guest. Depending on programming, you must print a bill before finalizing a guest check using a media key.

■ Table alert

When a programmed period of time has elapsed after a temporary finalization by the [NBAL] or [FINAL] key, a table may start blinking on the graphical table layout screen or a table transaction line is highlighted in red in order to alert you to check the table if the everything is fine.

The table alert counter is created when the table reopens.

■ Transaction migration

Your POS terminal allows you to migrate transactions which are registered without opening tables to transactions with tables opened for the guests. For example, after a guest has a drink at a bar, he has a meal at a table. His transaction at the bar can be migrated into one of guest checks which are controlled by opening tables.

Procedure

1. When necessary, change the room.
2. Enter the table number and touch the table number area (top of registration window). Or, touch the table number area at the top of a receipt window, the window for selecting a table number will appear. Enter the target table number and touch [ENTER].

The items registered are migrated to the receipt of the table.

NOTE

The transaction migration can be operated before payment operation was made.

Deposit entries

Deposit refers to a prepayment on a guest check. It can be received in cash, by cheque or credit. A received deposit can be refunded by touching the [DEPO RFND] key. You cannot attempt to refund an amount larger than deposit balance.

Deposit is available for regular customer accounts, and possible for normal tables.

Procedure

Deposit

1. Enter a deposit amount, and touch the [DEPO +] key.
2. Touch a [CASH n], [CHECK n], or [CREDIT n] key, which is the deposit media.

Deposit refund

1. Enter a deposit refund amount, and touch the [DEPO -] key.
2. Touch a [CASH n], [CHECK n], or [CREDIT n] key, which is the media of the deposit refund.

NOTE

A deposit operation can be mixed with the sales (order) entry in a new check or reorder entry operation.

Bill totalizing/Bill transfer

The [B.T.] key is used to totalize multiple bills when, for example, a particular guest pays not only his or her bill, but also the bills of other guests (bill totalizing), and also used to change a bill number to another (bill transfer).

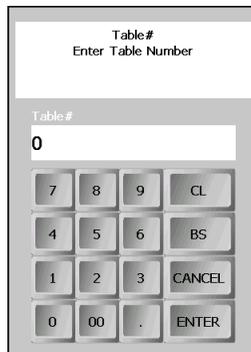
■ Bill totalizing/Bill transfer in the same room

Procedure - Graphical layout screen

1. Touch the [B.T. IN] key.
2. Touch one or more source tables to be moved. The tables will be highlighted.
3. Touch the [B.T. IN] key again.
4. Touch a destination table. The registration screen will be shown.

Procedure - Open table list

1. Touch the [B.T. IN] key.
2. Touch one or more source table to be moved. The tables will be highlighted.
3. Touch the [B.T. IN] key again. The table # window will appear.



Table#
Enter Table Number

Table#
0

7	8	9	CL
4	5	6	BS
1	2	3	CANCEL
0	00	.	ENTER

4. Enter a destination table number, and touch [ENTER]. The registration screen will be shown.

Procedure - Numeric table number entry

1. Touch the [B.T. IN] key.
2. Touch the [Table #] key. The Table # window will open.
3. Enter the source table number to be moved and touch [ENTER].
4. Touch the [B.T. IN] key again. The Table # window will appear.
5. Enter a destination table number and touch [ENTER]. The registration screen will be shown.

Procedure - Registration screen

1. Open the source table to be moved. The registration screen will appear.
2. Touch the [B.T. IN] key. The Table # window will appear.
3. Enter a destination table number and touch [ENTER]. The registration screen will be shown.

■ Bill totalizing/Bill transfer over a room

Procedure - Graphical layout screen

1. Touch the [B.T. OVER] key.
2. Touch one or more source tables to be moved. The tables will be highlighted.
3. Touch the [B.T. OVER] key again. The room selection window will appear.

Room
Select the Room

Revenue center
1

Room1

Room2

1
/
1

Cancel

4. Select a revenue center and a room. The graphical table layout will be shown.
5. Touch a destination table. The registration screen will be shown.

Procedure - Open table list

1. Touch the [B.T. OVER] key.
2. Touch one or more source table to be moved. The tables will be highlighted.
3. Touch the [B.T. OVER] key again. The room selection window will appear.

Table#
Enter Table Number

Table#
0

7	8	9	CL
4	5	6	BS
1	2	3	CANCEL
0	00	.	ENTER

4. Select a revenue center and a room. The registration screen will appear.

Procedure - Numeric table number entry

1. Touch the [B.T. OVER] key.
2. Touch the [Table #] key. The Table # window will open.
3. Enter the source table number to be moved and touch [ENTER].
4. Touch the [B.T. OVER] key again. The room selection window will appear.
5. Select a revenue center and a room. The Table # window will appear.
6. Enter a destination table number, and touch [ENTER]. The registration screen will be shown.

Procedure - Registration screen

1. Open the source table to be moved. The registration screen will appear.
2. Touch the [B.T. OVER] key. The room selection window will appear.
3. Select a revenue center and a room. The Table # window will appear.
4. Enter a destination table number, and touch [ENTER]. The registration screen will be shown.

Bill separating

This function is used when each guest of a group pays his or her own order. With this function, you can select some items from a guest check to another guest check in the same table or of another table. The bill can be separated only under the same revenue center.

To separate checks, your POS terminal provides several options. And all options can be performed from the Bill Separation (B.S.) screen.

■ How to operate the B.S. screen

To open the B.S. screen:

On the graphical table layout screen or the open table list screen, touch the [B.S.] key and touch a table whose check is to be separated in case of Type 1 method, or touch a table whose check is to be separated, and touch the [B.S.] key in case of Type 2 method.

On the registration screen, open a table by entering the table number after touching the table number area of the receipt window and touch the [B.S.] key.

The original check is displayed at the check#1 column.

Table number/Check number

	3/01	3/02	3/03
1 House Bitter	€1.00		
1 House Lager	€2.00		
2 Draught Guinness	€6.00		
1 Apple Juice	€2.80		
1 Mixed Ice Cream	€3.50		
1 Cookies	€2.20		
1 Banna Split	€2.20		
***TOTAL	€19.70	***TOTAL €0.00	***TOTAL €0.00

Total window area

To close the BS window:

Touch the [B.S.] key again.

To change a table and/or a check on the BS screen:

Touch a table# area, the table # window will open. On the window, enter a new table number.

To change checks to be displayed using the previous/next buttons:

Touch a next or previous button, the BS screen will be scrolled to right or left.

NOTE

The check #1 column does not scrolled.

To select a target check:

Touch the total window area of a target check. The selected check will be highlighted to notice you that check is selected.

After you selected a check, you can make operations for the check, such as reorder and payment.

□

■ Transferring an item

In case that the ordered number of a target item to be transferred is one, a simple Drag and Drop operation makes an item can transfer the item to another check.

3/01	3/02	3/03
1 House Bitter €1.00 1 House Lager €2.00 2 Draught Guinness €6.00 1 Apple Juice €2.80 1 Mixed Ice Cream €3.50 1 Cookies €2.20 1 Banna Split €2.20		
***TOTAL €19.70	***TOTAL €0.00	***TOTAL €0.00



3/01	3/02	3/03
1 House Lager €2.00 2 Draught Guinness €6.00 1 Apple Juice €2.80 1 Mixed Ice Cream €3.50 1 Cookies €2.20 1 Banna Split €2.20	1 House Bitter €1.00	
***TOTAL €18.70	***TOTAL €1.00	***TOTAL €0.00

■ Splitting multiple items

In case that the ordered number of a target item to be transferred is a multiple number, the following number boxes appears automatically when you drag the target item to a destination check. Drag the item to the box having the number you want to split and drop it there. The number of the items are transferred to the destination check.

3/01	3/02		3/03
1 Rumpsteak 150gr. €17.80 1 Well Done 1 Fried Reis 1 Sweet Corn 1 Sweet Cake	1	6	
2 House Bitter €5.60	<input type="checkbox"/> 2	7	
1 Carlington Lager €2.80 1 House Lager €2.80	3	8	
	4	9	
	5	ALL	
***TOTAL €29.00			***TOTAL €0.00



3/01	3/02	3/03
1 Rumpsteak 150gr. €16.00 1 Well Done 1 Fried Reis 1 Sweet Corn 1 Sweet Cake 1 House Lager €2.00 1 Carlington Lager €4.00	2 House Bitter €2.00	
***TOTAL €22.00	***TOTAL €2.00	***TOTAL €0.00

■ Splitting an item

In case that the ordered number of a target item is one and it should be split among a group of guests, such as a bottle of wine, firstly touch the total window area(s) of destination check(s). The selected check(s) will be highlighted. Then operate a drag and drop operation for a target item to the highlighted area.

The quantity after a split an item will shown like, 1/2 or 1/3.

05.06.2003 17:57:32 Paul Weaver		Standard Menu / Room 1		Bill Separation	
1/01		1/02		1/03	
2 Oxtail soup	€5.80				
1 Onion Soup	€2.00				
2 Seafood Salad	€12.00				
1 Mixed Salad	€3.50				
1 French dressing					
2 House Bitter	€5.60				
1 Bordeaux Bottle	€7.50				
***TOTAL		€36.40	***TOTAL	€0.00	***TOTAL
				€0.00	



05.06.2003 17:52:52 Paul Weaver		Standard Menu / Room 1		Bill Separation	
1/01		1/02		1/03	
2 Oxtail soup	€5.80	1x 1/3 €7.50		1x 1/3 €7.50	
1 Onion Soup	€2.00	Bordeaux Bottle	€2.50	Bordeaux Bottle	€2.50
2 Seafood Salad	€12.00				
1 Mixed Salad	€3.50				
1 French dressing					
2 House Bitter	€5.60				
1x 1/3 €7.50					
Bordeaux Bottle	€2.50				
***TOTAL		€31.40	***TOTAL	€2.50	***TOTAL
				€2.50	

■ Splitting a check by specified amount of money

A check can be split into two checks by specifying amount of money. The amount is used as a target amount for a new check. You can repeat this operation.

NOTE

- Tax is always calculated each time this operation is performed.
- Additional ordering is acceptable.

Procedure

1. Touch the [SPLIT VALUE] key. The following bill separation window will appear.

2. Enter a target amount, and touch [ENTER].

Based on the target amount, the check will be split and a new check will be created.

18/01	18/02	18/03
7x -/ €2.80 House Bitter €10.27	7x -/ €2.80 House Bitter €9.33	
3x -/ €2.80 Draught Guinness €4.40	3x -/ €2.80 Draught Guinness €4.00	
5x -/ €2.80 House Lager €7.33	5x -/ €2.80 House Lager €6.67	
***TOTAL €22.00	***TOTAL €20.00	***TOTAL €0.00

■ Splitting a check by a number of a group

A check can be split by a number, such as a group number. All items of the check are divided by the number. The remains are added to the original check number.

Procedure

1. Touch the [SPLIT NUMBER] key. The following bill separation window will appear.

2. Enter a number, and touch [ENTER].

Based on the number, the check will be split and a new check(s) will be created.

05.06.2003 18:10:48 Paul Weaver		Standard Menu / Room 1	Bill Separation
1/01		1/02	1/03
2x 1/3 €2.90		2x 1/3 €2.90	2x 1/3 €2.90
Oxtail soup	€1.94	Oxtail soup	Oxtail soup
1x 1/3 €2.00		1x 1/3 €2.00	1x 1/3 €2.00
Onion Soup	€0.66	Onion Soup	Onion Soup
2x 1/3 €6.00		2x 1/3 €6.00	2x 1/3 €6.00
Seafood Salad	€4.00	Seafood Salad	Seafood Salad
1x 1/3 €3.50		1x 1/3 €3.50	1x 1/3 €3.50
Mixed Salad	€1.16	Mixed Salad	Mixed Salad
1x 1/3 €0.00		1x 1/3 €0.00	1x 1/3 €0.00
French dressing		French dressing	French dressing
2x 1/3 €2.80		2x 1/3 €2.80	2x 1/3 €2.80
House Bitter	€1.86	House Bitter	House Bitter
1x 1/3 €7.50		1x 1/3 €7.50	1x 1/3 €7.50
Bordeaux Bottle	€2.50	Bordeaux Bottle	Bordeaux Bottle
***TOTAL	€12.12	***TOTAL	€12.14

In case "3" was entered.

■ Remerging split checks (bills)

It is possible to remerge split checks. Touch the [REMERGE] key, checks will be remerged.

■ Direct payment in a BS screen

On a BS screen, you can make a payment operation. Select a check and make a payment operation.

3/01	3/02	3/03
1 Rumpsteak 150gr. €16.00	1 Bordeaux Bottle €7.50	
1 Well Done	1 House Lager €2.00	
1 Fried Reis		
1 Sweet Corn		
1 Sweet Cake		
2 House Bitter €2.00		
1 Carlington Lager €4.00		
***TOTAL €22.00	***TOTAL €9.50	***TOTAL €0.00



3/01	3/02	3/03
1 Rumpsteak 150gr. €16.00		
1 Well Done		
1 Fried Reis		
1 Sweet Corn		
1 Sweet Cake		
2 House Bitter €2.00		
1 Carlington Lager €4.00		
***TOTAL €22.00	***TOTAL €0.00	***TOTAL €0.00

Check 02 payment has done.

Transferring open tables (guest checks) to another clerk

Open guest checks can be transferred from a clerk to another clerk. This function may be convenient at the end of a clerk shift or whenever a clerk is relieved. It is possible to transfer one, several or all open tables.

The clerk who has served the table must be signed on.

Procedure

Type 1 method:

1. Touch the [TRANSFER] key.
2. Select the objective tables on the graphical layout screen or open table list screen. In case of transferring all opened tables, you do not have to select tables.
3. Touch the [TRANSFER] key.
4. Enter a clerk code to whom the opened tables are transferred, and his or her password, if necessary. Then touch [OK]. In case of the real clerk key system, insert his or her clerk key.

The screenshot shows a screen titled "Transfer" with the instruction "Enter New Server". Below this, it says "Table #1". There are two input fields: "Server #" and "Password". Below the input fields is a numeric keypad with buttons for digits 0-9, a decimal point, and function keys labeled "CL", "BS", and "ENTER". At the bottom of the keypad are "OK" and "Cancel" buttons.

Type 2 method:

1. Select the objective tables on the graphical layout screen or open table list screen. In case of transferring all opened tables, you do not have to select tables.
2. Touch the [TRANSFER] key.
3. Enter a clerk code to whom the opened tables are transferred, and his or her password, if necessary. Then touch [OK]. In case of the real clerk key system, insert his or her clerk key.

NOTE

In case of Type 1 method is applied, key sequence, [TRANSFER] → [TABLE #] → Select the target table number → Select the clerk, is available.

Recalling data of closed tables(guest checks)

You can recall data of closed tables. All payment operations are canceled for the recalled guest checks, and the transaction is opened again.

Following operation are available after a recall:

- To edit media type
- To correct items
- To add items
- To add tip
- To access by bill number or transaction number

Procedure

1. Touch the [Recall] key. A recall table list will appear.

20/03/2003 18:48:50 Paul Weaver	Standard / Room1	Table / Rooms	
00000244	1/01 (0)	1 Paul Weaver	€43.90
00000245	3/01 (0)	1 Paul Weaver	€17.80
00000248	1/01 (0)	1 Paul Weaver	€23.00
00000249	0/00 (0)	1 Paul Weaver	€26.60
00000250	1/01 (0)	1 Paul Weaver	€82.10
00000252	3/01 (0)	1 Paul Weaver	€33.00
00000254	19/01 (0)	1 Paul Weaver	€60.90
00000255 Mr. and Mrs. Moore	19/01 (0)	1 Paul Weaver	€46.50
00000256	1/01 (0)	1 Paul Weaver	€21.50
00000259 Mr. Brown	15/01 (0)	1 Paul Weaver	€71.50
00000261	1/01 (0)	1 Paul Weaver	€36.40
00000262	1/01 (0)	1 Paul Weaver	€5.80
00000263	1/01 (0)	1 Paul Weaver	€3.00

2. Perform an operation suitable for you.
 - Select the targeted transaction line on the list.
 - In order to open the window for entering a bill or transaction number, touch the [RECALL#] key. Then enter the bill or transaction number and touch [Enter].
 - Scan the barcode (bill or transaction number) printed on the bill issued for the table.

13 Employee Function

You can use the following functions by using employee codes.

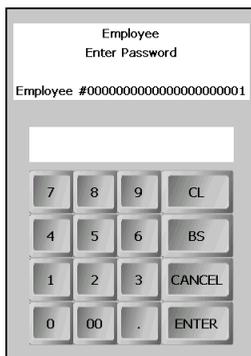
Employee log-on/log off

Employees can be logged-on by entering employee codes, or they can be signed-on by using employee cards. To use an employee card, you need a magnetic card reader (MCR).

Procedure

To log-on

1. Enter your employee code and touch the [EMPLOYEE #] key, or swipe employee card.
When your password is to be entered, the following window will appear.



The screenshot shows a log-on interface with the following elements:

- Header: "Employee" and "Enter Password"
- Text field: "Employee #00000000000000000001" with a white input area below it.
- Numeric keypad with buttons: 7, 8, 9, CL, 4, 5, 6, BS, 1, 2, 3, CANCEL, 0, 00, ., ENTER.

2. Enter your password, if necessary.

3. The default screen for the employee, which is programmed previously will be displayed.



(In case of job entry menu screen)

To log-off

Touch the [Exit] key to log off.

Employee's working time recording

You can manage your working time; time-in, time-out, break-in and break-out time.
The working time can be recorded by the following operations:

■ Time-in operation

Procedure

1. Touch the [TIME IN] key. The time-in window will appear.

If you have already signed-on, the POS terminal will directly display time-in message shown in step 2.



2. Enter your employee code or swipe your employee card, and if necessary enter your password. Then touch [OK]. The time-in message will appear.



3. Touch [OK].

When you want to print the time, touch [Print].

NOTE

When your POS terminal is programmed so that the message window is displayed automatically, the message window of electronic mail will open automatically.

■ Break-in operation

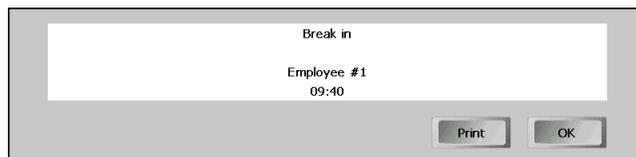
Procedure

1. Touch the [BREAK IN] or [PAID BREAK IN] key. The break-in window will appear.

If you has already signed on, the POS terminal will directly display break-in message shown in step 2.



2. Enter your employee code or swipe your employee card, and if necessary enter your password. Then touch [OK]. The break-in message will appear.



3. Touch [OK].
When you want to print the time, touch [Print].

■ Break-out operation

Procedure

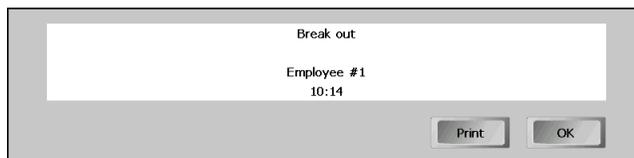
1. Touch the [BREAK OUT] key. The break-out window will appear.

If you had already signed on, the POS terminal will directly display break-out message shown in step 2.



The screenshot shows a 'Break-out' window with the title 'Break-out Enter Employee'. It contains two input fields: 'Employee Number' and 'Password'. Below these fields is a numeric keypad with buttons for digits 0-9, a decimal point, and function keys: CL, BS, ENTER, and OK. There is also a 'Cancel' button at the bottom right.

2. Enter your employee code or swipe your employee card, and if necessary enter your password. Then touch [OK]. The break-out message will appear.



The screenshot shows a 'Break out' message window. It displays the text 'Break out', 'Employee #1', and '10:14'. At the bottom right, there are two buttons: 'Print' and 'OK'.

3. Touch [OK].

When you want to print the time, touch [Print].

■ Time-out operation

Procedure

1. Touch the [TIME OUT] key. The time-out window will appear.

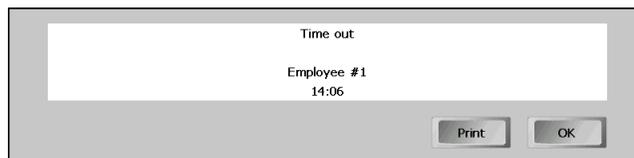
If you has already signed-on, the POS terminal will directly display time-out message shown in step 2.



The screenshot shows a 'Time-out' window with the following elements:

- Title: Time-out
- Instruction: Enter Employee
- Input field: Employee Number
- Input field: Password
- Keypad with buttons: 7, 8, 9, CL, 4, 5, 6, BS, 1, 2, 3, ENTER, 0, 00, .
- Buttons: OK, Cancel

2. Enter your employee code or swipe your employee card, and if necessary enter your password. Then touch [OK]. The time-in message will appear.



The screenshot shows a 'Time out' window with the following elements:

- Title: Time out
- Employee ID: Employee #1
- Time: 14:06
- Buttons: Print, OK

3. Touch [OK].
When you want to print the time, touch [Print].

Editing employee's time record

When it is necessary to edit an employee's time record, use the following procedure.

Procedure

1. Touch the [TIME EDIT] key. The following window will appear.

If you has already signed on, the POS terminal will directly display the window for entering a target employee code shown in step 2.

Time-edit
Enter Employee

Employee Number

Password

7 8 9 CL

4 5 6 BS

1 2 3 ENTER

0 00 .

OK Cancel

2. Enter your employee code or swipe your employee card, and if necessary enter your password. Then touch [OK]. The following window will appear.

Time-edit
Enter Employee

Employee Number

Password

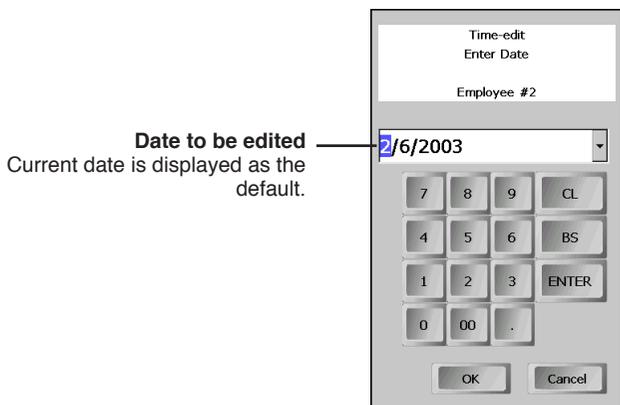
7 8 9 CL

4 5 6 BS

1 2 3 CANCEL

0 00 . ENTER

3. Enter the target employee code for whom time is to be edit, or swipe his or her employee card.

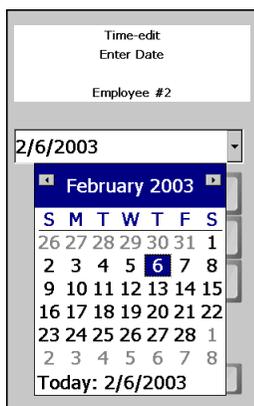


Date to be edited
Current date is displayed as the default.

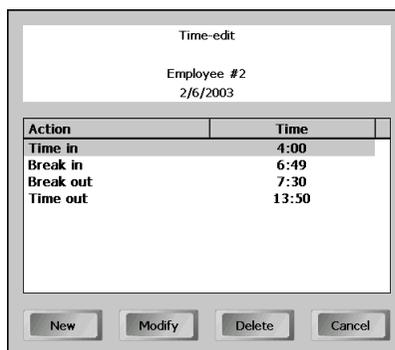
4. Specify the date to be edited.

Change the date on the date column, or display a calendar by touching the arrow key on the date column, and click the target date on the calendar. To change the month, click the right or left arrow.

After specifying the date, touch [OK]. The window for editing time will appear.

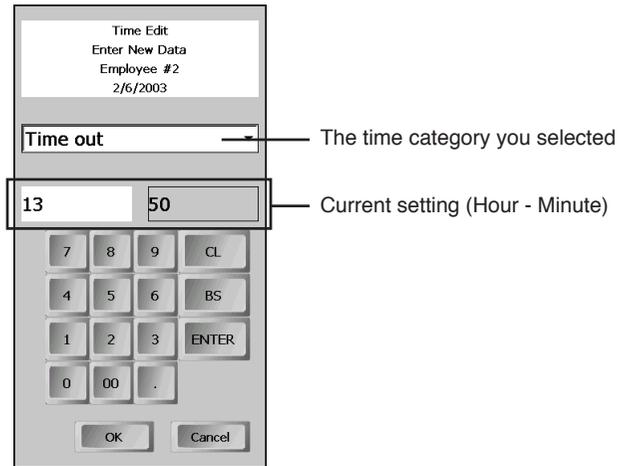


Calendar



5. To modify time:

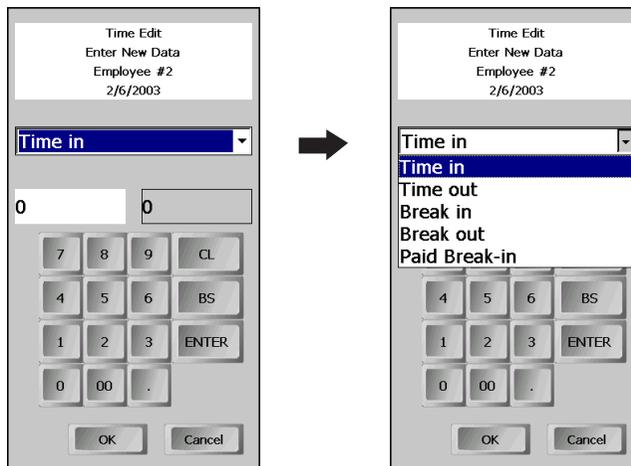
Touch the line to be modified and touch [Modify]. The following window will appear.



Change the time. To change the minute, touch the minute column. After the setting, touch [OK]. Time edit window will appear again with new setting.

To make a new setting:

Touch [New]. The following window will appear.



Touch the down arrow key. The pull-down menu for selecting a time category will appear. Touch the target time category.

Then set the time (hour/minute). To change the minute, touch the minute column. After the setting, touch [OK].

Time edit window will appear again with new setting.

To delete a time setting:

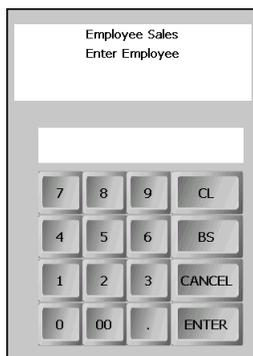
Touch the line to be deleted and touch [Delete]. The selected time setting will be deleted.

Sales for employees

Sales for employees can be managed by entering employee codes. The sales shall be finalized by credit.

Procedure

1. Touch the [EMPL SALES] key. The following window will appear.

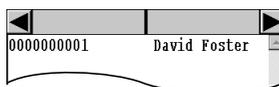


Employee Sales
Enter Employee

0000000000

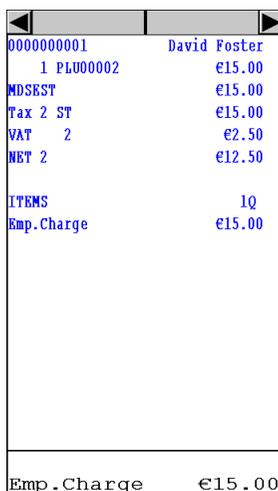
7	8	9	CL
4	5	6	BS
1	2	3	CANCEL
0	00	.	ENTER

2. Enter the employee code for whom sales registration is performed, or swipe his or her employee card. Then touch [ENTER]. The employee code and name will appear in the receipt window.



0000000001 David Foster

3. Make item registrations.
4. For finalization of the transaction, touch the [EMPL CHARGE] key.



0000000001	David Foster
1 PLW00002	€15.00
MOSEST	€15.00
Tax 2 ST	€15.00
VAT 2	€2.50
NET 2	€12.50
ITEMS	1Q
Emp.Charge	€15.00
Emp.Charge	€15.00

NOTE

- When sales exceeds the programmed employee sales limitation, over limit error will occur.
- During an employee sales registration, his or her balance of employee charge can be checked by [BAL].

Supervisor clerk

This function is used to substitute a supervisor clerk for an ordinary clerk. The supervisor clerk can make entry as an ordinary clerk by assigning the ordinary clerk code. You can use the supervisor clerk function only for substituting for an ordinary clerk.

Procedure

- 1.** Enter your clerk code, and touch the [CLK#] key, or insert your real key.
- 2.** Enter your password, if necessary.
- 3.** Open the target table(s). The supervisor can access all opened tables.
Or, enter the responsible clerk code to open a new table or to make operations other than table control or guest check.

Overlapped clerk entry

This function allows switching from one clerk to another clerk and to interrupt the first clerks entry. When a clerk key other than the one currently in operation is pressed during a transaction operation, the entries made thereafter are treated as different clerk sales.

No item is printed on a receipt during an entry operation while the overlapped clerk function is enabled, though printed on the journal. When the payment is completed, the receipt will issued.

Example

	Clerk 1 (for customer A)	Clerk 2 (for customer B)	Clerk 3 (for customer C)	NOTE
[CLK 1]				The entry by clerk1 is started.
50 [PLU 1]	PLU 1	50		
200 [PLU 2]	PLU 2	200		
[CLK 2]				Clerk change (1 to 2), interrupt initiated
350 [PLU 3]		PLU 2	350	
[CLK 3]				Clerk change (2 to 3), interrupt initiated
400 [PLU 4]			PLU 4 400	
[CASH]			CASH 400	The transaction by clerk3 is finished.
			Receipt is issued	
[CLK 1]	TOTAL	250		
500 [CASH]	CASH	500		
	CHANGE	250		
	Receipt issued			Clerk change (3 to 1), entry restarted, transaction finished.

■ Remote automatic clerk sign-off

In a network system, a clerk will be automatically signed off when the same clerk signs on at another terminal. The availability of this function depends on the programming setting.

14

Special Printing Function

Printers may be connected with your POS terminal. Depending on the printers connected with your POS terminal, please refer to below for special printing function.

After transaction receipt/Copy receipt printing- Receipt printer

If your customer wants a receipt after you have finalized a transaction with the receipt ON-OFF function in the "OFF" status (no receipting), touch the [RCPT] key for receipting. Your POS terminal can also print a copy receipt when the receipt ON-OFF function is in the "ON" status.

Validation printing - Slip printer

The POS terminal can perform validation printing when it is connected to a slip printer. Total amount validation printing and item validation printing are both available.

In case of a check or credit finalization, the corresponding VP message may be printed.

Procedure

1. Set a validation slip to the slip printer.
2. Touch the [VP] key. The validation printing will start.

NOTE

Programmed compulsory validation printing can be overridden by performing the following operation. Touch the [CANCEL] key and the [VP] key in this sequence.

Check printing (CHEQUE EURO and English cheque) - Slip printer

The POS terminal can perform check printing (CHEQUE EURO and English cheque) when it is connected with the slip printer (SHARP model TM-295 for CHEQUE EURO, and SHARP model TM-295 or TM-U950 for English cheque).

■ CHEQUE EURO

Procedure

1. Set a validation slip to the slip printer (TM-295).
2. Enter a check payment amount, and touch a cheque key and the [CHECK PRINT] key in this order. The amount will be printed on a slip.

■ English cheque

Procedure

1. Set a validation slip to the slip printer (TM-295).
2. Make item registration
3. Enter an amount (less than five digits) to be printed, and touch the [CHECK PRINT] key.
When printing the full subtotal, touch the [CHECK PRINT] key without entering an amount.
4. Make the finalization operation using the [TL], [CHECK n] or [CREDIT n] key.

NOTE

The check finalization which has the amount less than the check print amount (the amount entered in the step 3) causes an error.

Printer rerouting

All printers can be rerouted to any other printer, like from a receipt printer to remote printer. When any error occurs at a printer, a window will appear to prompt you to select another printer for rerouting.

For rerouting, select a printer.

To retry printing on the error printer, touch the [Retry] key.

To store printing data, touch the [Store] key. The POS terminal stores printing data and prints when the error printer was recovered.

Electronic journal

This function is intended to record the journal data in the electronic journal file (memory) instead of journal paper. Also this data is used instead of Transaction Log data. All transaction data and operation log is logged into the electronic journal file.

On your POS server, the data for one day are stored.

Multifilter (time, items, revenue center, time zone, clerk amount, transaction number, media, discounts and terminal) and open entry filter (text search) are allowed.

Journal printing - Journal printer

Your POS terminal may not print plus department and plus PLU entries on the journal printer (depending on the programming), while the following items are always printed on the journal printer.

- Refund/Return entry
- Item (-)/item % entry
- Coupon like PLU
- Hash/Non-turnover item
- Item void entry
- Each entry except dept./PLU entry

Receipt printing on a remote printer

■ Sort shift function

Registered items are printed on remote printers according to their sort groups.

You can temporarily change the group number of an item to be registered by using the [S.SFT] key. If the [S.SFT] key is used for a link, combo, or condiment PLU, the sort group numbers of all items are changed.

Procedure

1. Enter a new sort group number (01-99), and touch the [S.SFT] key.
2. Make an item entry.

NOTE

When "00" is entered as a sort group number, the item is printed immediately at registration.

■ Hold and go function

This function allows you to hold an order or an item of an order until the guest is ready to receive order. For example, you may use this function to hold a dessert so that it is not served until a main dish has completed.

Items which is under the holding status are indicated by the symbol "P" on the receipt window.

Procedure

Hold and go for all items in a transaction (the whole order):

To hold, touch the [KP HOLD] key.

To release the holding status, touch the [KP GO] key.

Hold and go for an item in a transaction:

To hold, touch an item to be held, and touch the [KP HOLD] key.

To release the holding status, touch the item, and touch the [KP GO] key.

AUTO delay

If a delay time is programmed, the held item(s) will be printed automatically when the time has elapsed after a clerk exits the table subjected to the order.

Receipt printing style shift function

Receipt printing style can be temporarily shifted from S/D to Addition or from Addition to S/D by using the [RCP SF] key.

When the receipt printing style is programmed to S/D, the style is changed to Addition, and it is programmed to Addition, the style is changed to S/D.

The printing style will return to programmed type after issuance of one receipt or by using the [RCP SF] key again.

When sorted receipt is programmed, the receipt-shifted receipt also has effective sorted receipt. At this time, Item of Group NO.0 is issued by S/D receipt on a remote printer.

Procedure

Touch the [RCP SF] key at any time within a transaction.

Printing bills

This function is used for issuing the bill to the guest. Your POS terminal can print bills on the bill printer or the receipt printer.

When bill printing is compulsory for table guest checks, and a paper is inserted, bills are automatically printed.

Procedure

1. Touch the [C.BILL] key, if necessary.
2. Touch the [BILL] key to print a bill.
Touch the [G.C.RCPT] key to print bill on receipt.
3. Touch the same key again to make a copy.

NOTE

This function is available immediately after the finalization of transaction (including after touching the [NBAL] key.)

Reprinting bills

After a temporary finalization using the [FINAL] key, it is possible to print a bill on both a slip printer and/or a roll printer. Every time a bill is printed after the FINAL operation, the bill is reprinted and all contents of a guest check are printed from a beginning. After the text of "REPRINT" and reprint counter are printed on the reprinted bill.

NOTE

- *This function is applied to both FINAL and other media.*
- *This function is enabled only when the clerk is allowed to print a bill duplicately.*

Printing bills after NBAL (Intermediate guest check reading)

After a temporary finalization using SRVC(NBAL) key, the [BILL] or [G.C.RCPT] key acts as intermediate guest check reading. The contents of guest check are printed on a bill printer and/or receipt printer. On the bill, the text of "INTERMED." is printed to indicate it is a intermediate bill.

Printing bills before finalizing a guest check

Depending on programming, you are required to print a bill before finalizing a guest check using a media key. This function is intended to show a printed bill to the guest for the payment.

Bills on journal

When a bill is printed, a copy of the bill is printed on journal at the same time. However, the print format of a bill on journal depends on the journal format.

NOTE

Consecutive number is not printed on the copy on the journal, but the bill consecutive number is printed. You can trace the bill later by the bill number.

Bar code printing on bill

Bar code is printed on a bill for recall transaction by scanning a bar code. Touch the [RECALL] key, and scan the barcode on the bill.

Guest information printing on bill

The name and address of a guest entered for table reservation can be printed on a bill. Also you can enter the name and address of a guest in a transaction by using the [NAME/ADDR] key. Please refer to the text entry section for the entry.

Guest check copy

You can use this function when you want to take a copy of guest check.
Touch the [G.C.COPY] key and make a desired entry.

Procedure

→ [G.C. COPY] → item entry → finalization → (Bill/G.C.RCPT/RCPT) →

NOTE

- *The guest check copy has nothing to do with the memory.*
- *The operation is the same as normal entry. But the validation printing is disabled and the drawer does not open.*

Entertainment bill

This function is used to print sales data on guest checks (Entertainment bill) on a receipt printer or bill printer. (Continental Europe only)

NOTE

- *When a bill printer is not assigned, an entertainment bill is printed at a receipt printer.*
- *When an assigned bill printer uses one sheet paper (TM-295), an entertainment bill is printed at a receipt printer.*
- *When an assigned bill printer used roll paper (TM-U210, TM-T85/88), an entertainment bill is printed at the bill printer automatically.*
- *Print format varies depending on the programming.*

Procedure

→ [E.BILL]

15

Macro Key Entries

You can achieve many different key sequences automatically with a single operation. For this function your POS terminal allows you to use a magnetic card reader (MCR), a barcode scanner, the [MACRO #] key and the direct macro ([MACRO n]) keys. You can make the entries anytime during item registration.

Procedure

Using the [MACRO #] key

Enter the target automatic sequencing number and touch the [MACRO #] key.

Using the [MACRO n] key

Touch the target macro key.

Using a barcode scanner

Scan the target barcode.

Using a MCR

Swipe the target magnetic card.

NOTE

When the [CR] key is included in a macro, it works as a pause key. The sequence will stop at the clear key and enter into the pause mode. Then you can start manual key entries. When the same automatic key is touched again, the pause mode will be terminated and the sequence will be resumed.

16

Training Function

The training function is used when a clerk practices POS terminal operations.

When a clerk set in training is selected, the POS terminal automatically enters the training function mode. When a clerk not set in training is selected, the POS terminal automatically enters the ordinary registration mode.

The training operations are valid for key operations in all modes.

A mark or message with which you can identify as a training receipt (such as "TRAINING") is printed on every receipt which is issued in the training mode.

The journal print completely stops in the training mode. The consecutive number is not updated. The preceding number is repeated in printing.

The memory in clerk is updated in the training mode. Other memories are not updated.

The table numbers which are opened in the training mode are also printed on the table report. In this case, those tables are distinguished from others by the character of "T". The data of training tables are not added to the total.

The reading and resetting of training clerks is printed on the clerk reports. However, the sales total of training clerks is not included in the clerk total on the full clerk report.

Bill void function

This function allows to voiding a bill that has been issued already for training. The voided bill is removed from a bill report, and the voided bill number is reused for a new bill.

Procedure

Bill number → [-] → [G.C.RCPT] or [BILL]

17

Compulsory Cash/Cheque Declaration

If your POS terminal has been programmed for compulsory cash/check declaration, you must declare cash/cheque in drawer in advance according to the type of the declaration when you take a individual or all clerk Z report or a terminal report Z, which depends on programming.

For the declaration, there are two methods, preset type and open type. In the preset type, unit amount are preset, so you only select tender types and quantity, while you must additionally enter unit amount in the open type.

Procedure

1. When CCD entry is compulsory, the window will appear for the declaration of cash/check in the drawer.

CCD
Enter Float Value

Tender	Unit amount	Quantity	Subtotal
1 p	0.010	0	0.00
5 p	0.05	0	0.00
10 p	0.10	0	0.00
50 p	0.50	0	0.00
1 £	1.00	0	0.00
2 £	2.00	0	0.00
10£	10.00	0	0.00

Total

0.00

7	8	9	CL
4	5	6	BS
1	2	3	ENTER
0	00	.	

OK
Cancel

2. In case preset type is selected:
Select a tender type, and enter the quantity, or enter quantity and select the tender type. Amount and total are calculated automatically.

In case open type is selected:

Select a tender type, and enter the unit amount and quantity. Then new record will be created. Amount and total are calculated automatically.

NOTE

- Incorrect entry can be cleared by the [\leftarrow] or [CL].
- Total amount includes domestic currency amount and foreign currency amount converted to the domestic currency.

3. A clerk or terminal report will be issued.

18

Close Session (EOS)

Close session closes the terminal. Close session may be performed automatically at the preset time, or can be performed manually.

When a close session is executed, the following Z reports may be issued automatically.

- Transaction report
- Item report
- Hourly report

NOTE

For details of Z reports, please refer to "Reading (X) and Resetting (Z) of Daily Sales Total" section.

Procedure

To perform close session manually, touch the [EOS] key.

Downloading POS programming data

Programming data set by the POS sever (Back Office) may be downloaded to your POS terminal automatically or manually depending on the programming setting.

When the programming data is downloaded, all the terminals connected to the POS server are updated.

Automatic downloading

When you turn on your POS terminal, all programming data is copied from the POS sever to the terminal.

Also any change done at the POS sever are downloaded real time: The change is applied after the current open receipt is finalized, and automatic broadcast is applied every 10 seconds if the terminal is busy.

Manual downloading

Programming data is downloaded when the [UPDATE] key is touched.

Changing programming settings

All programming settings necessary for your POS terminal are done at the POS sever. However, on the terminal you can temporarily change some programming settings depending your need.

■ Programming list

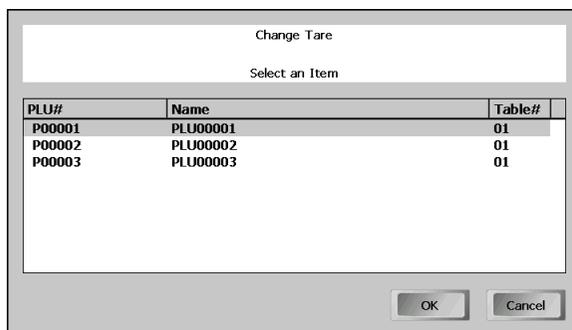
Price change	Use price change function. New price are distributed to all satellites.
EAN/PLU creation	Use EAN/PLU learning function.
Customer creation	Use customer learning function.
Low stock entry	Use countdown item function.
Changing tare	See the procedure below.

■ Changing tare

When it is necessary to change a plate/package for packaging, use the following procedure to change the tare number. This change affects all terminals in the same revenue center and is valid until the operation of end of session.

Procedure

1. Touch the [CHANGE TARE] key. The tare list window will appear.



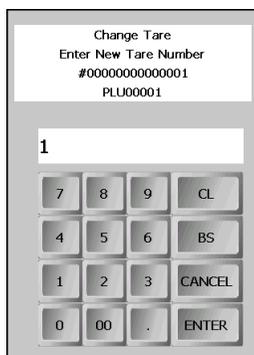
Change Tare

Select an Item

PLU#	Name	Table#
P00001	PLU00001	01
P00002	PLU00002	01
P00003	PLU00003	01

OK Cancel

2. Select the PLU for which tare is to be changed, and touch [OK]. The following window will appear.



Change Tare

Enter New Tare Number

#00000000000001

PLU00001

1

7	8	9	CL
4	5	6	BS
1	2	3	CANCEL
0	00	.	ENTER

- 3.** Enter a new tare number for the PLU item, and touch [ENTER].
The tare list window will appear again with the changed parameter.

Change Tare

Select an Item

PLU#	Name	Table#
P00001	PLU00001	02
P00002	PLU00002	01
P00003	PLU00003	01

OK Cancel

- 4.** If necessary, repeat from the step 2 for selecting another items.
To finish the operation, touch [Cancel].

20

Reading (X) and Resetting (Z) of Daily Sales Totals

You can take reading and resetting reports of daily sales totals. Those operations can be performed by issuing daily sales reports. For the issuance, you may

- display on the operator display.
 - print on a printer
 - both display on the operator display and print on a printer.
- Use the reading function (X) when you need to take the reading of daily sales information entered after the last resetting. You can take this reading any number of times. It does not affect the POS terminal memory.
 - Use the resetting function (Z) when you need to clear the POS terminal memory. Resetting prints all sales information and clears the entire memory except for the GT1, reset count, and consecutive number.

NOTE

Displaying or printing format depends on programming.

Report list

Report title	Filter	Available report in each mode		At the close session
		X	Z	
Transaction report		Yes	Yes ^{*1}	Yes
Department			Yes	Yes
	Groups	Yes		
Department Markdown	Departments	Yes		
	Groups	Yes		
Group total	Groups	Yes		
Item report (PLU Items)			Yes	
	PLU Groups	Yes		
	Departments	Yes		
	Item Range	Yes		

*1: With CCD report if compulsory

Report title	Filter	Available report in each mode		At the close session
		X	Z	
Item Report by Time Zone	PLU Groups	Yes		
	Departments	Yes		
	Item Range	Yes		
Theoretical Food Cost% report	PLU Groups	Yes		
	Departments	Yes		
	Item Range	Yes		
	Revenue Center	Yes		
Simple Stock report	PLU Groups	Yes		
	Departments	Yes		
	Item Range	Yes		
Hourly reports *2			Yes	Yes
	Time range	Yes		
PLU Hourly reports *2			Yes	
	Time range	Yes		
Sales by terminal report		Yes		
Clerk report (individual) *3	Clerk	Yes	Yes *1	
Clerk report (all) *3		Yes		
Clerk Summary report *3	Clerk	Yes		
Tefra by Employee code report *3		Yes		
Tefra by Employee name report *3		Yes		
EJ report			Yes	
	Time range	Yes		
	Clerk	Yes		
	Medias	Yes		
DD Error report		Yes	Yes	
DD Reset report			Yes	

*1: With CCD report if compulsory

*2: Time slice setting : 15, 30 or 60 minutes is also available

*3: All system

NOTE

Transaction report, item report, hourly report and PLU hourly report may be printed automatically at the close session. For details of close session, please refer to the close session section.

Procedure

1. Touch the [REPORT] key. The report window will appear.

Report

Select a Report

- Transaction report
- Department report
- Department Markdown report
- Group total report
- Item report
- Item Report by Time Zone
- Theoretical Food Cost% report
- Simple Stock report
- Hourly report
- PLU Hourly report
- Sales by terminal report
- Clerk report(individual)
- Clerk report(all)
- Clerk Summary report
- Tefra by Employee code report
- Tefra by Employee name report
- EJ report

X Z Cancel

2. Select a target report and touch [X] or [Z]. Filter layout will be shown.

Department X report

Enter Filter Data

Group ALL

Department ALL

7 8 9 CL

4 5 6 BS

1 2 3 ENTER

0 00 .

Display Print Display & Print Cancel

In case of the Department X report

Department Z report

Enter Filter Data

Group ALL

Department ALL

7 8 9 CL

4 5 6 BS

1 2 3 ENTER

0 00 .

Display Print Display & Print Cancel

In case of the Department Z report

- 3.** Select the target filtering data from the drop menu, or enter the filtering data if necessary and touch [Display], [Print] or [Display & Print].

The image shows a software interface for filtering data. At the top, it says "Department X report" and "Enter Filter Data". There are two labels: "Group" and "Department". The "Group" label is next to a dropdown menu that currently shows "ALL" and is highlighted in blue. The "Department" label is next to a list box containing the numbers 1, 2, 3, and 4. Below the list box is a numeric keypad with buttons for 4, 5, 6, BS, 1, 2, 3, ENTER, 0, 00, and . At the bottom of the dialog are four buttons: Display, Print, Display & Print, and Cancel.

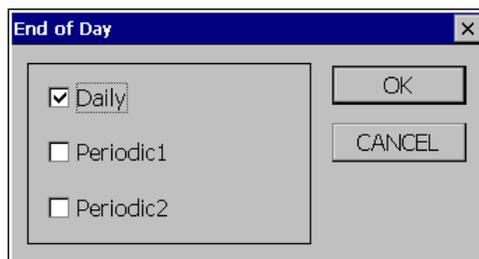
21

Receipts Printed on a Remote Printer

If the [EOD] key is placed on the Front End of the POS server (or the Back-up server when the POS server is down), you can give a command for the Back Office system to perform End-of-Day (EOD) operation through the Front End. Use the following procedure on the Front End, and the Back Office system will perform End-of-Day operation.

Procedure

1. Touch the [EOD] key. When you have an appropriate authority, the dialog box shown below will appear.



2. Touch the [OK] key, and End-of-Day operation will be performed.
(If you want to select "Periodic 1" or "Periodic 2" in addition to "Daily," check the corresponding check box before touching the [OK] key.)

NOTE

- As you touch the [EOD] key, Authority check and Employee Function check are automatically performed.

22

Receipts Printed on the Remote Printer

Type of Receipts

You can select one of the following five types of receipts for remote printers. These types of receipts are available in the REG or VOID mode. The receipt type may vary depending on each PLU, category, department, group and remote printer.

- Addition receipt type
- Single/double receipt type
- Addition + single receipt type

- Double addition receipt type
- Double addition + single receipt type

NOTE

- When your POS terminal is programmed to issue receipts by the number of times of multiplication, the entered number of multiplication is restricted in a multiplication entry.
- The maximum multiplier, which can be entered by multiplication registration, is specified by programming.
- At the time of multiplication registration of an item, restriction of a multiplier is performed when at least one of the following is programmed: S/D, Addition + single or Double addition + single.

■ Addition receipt type

Addition receipt type contains all of transaction entry, such as item entry and %/amount discount.

Addition receipt

15/12/03	123456
10:27	
JACK	
PL000001	*1.20
PL000003	*5.00
CASH	*6.20

■ Single/double receipt type

A single receipt or a double receipt is issued in accordance with the receipt type programmed for each item.

Same consecutive number is printed on each double receipt

Double receipt		Single receipt	
15/12/03	123456	15/12/03	123456
10:50		10:47	
JACK		JACK	
PL000001	*1.20	PL000001	*1.20

15/12/03	123456		
10:50			
JACK			
PL000001	*1.20		

← Perforation

■ Addition + single receipt type

Single type receipt is issued for each item after a normal receipt (addition type) is issued.

The contents of this type of receipt is same as the addition receipt type.

15/12/03	123456	} Addition receipt
10:56		
JACK		
PL000001	*1.20	} Addition receipt
PL000003	*5.00	
CASH	*6.20	
-----		← Perforation
YOUR RECEIPT		} Single receipt
THANK YOU		
15/12/03	123456	
10:56		} Single receipt
JACK		
PL000001	*1.20	

YOUR RECEIPT		} Single receipt
THANK YOU		
15/12/03	123456	
10:56		} Single receipt
JACK		
PL000003	*5.00	

■ Double addition receipt type

The contents of this type of receipt is same as the addition receipt type. However, the same receipt will be issued two times.

■ Double (addition + single) receipt type

The contents of this type of receipt is same as the (addition + single) receipt type. However, the same receipt will be issued two times.

Same consecutive number is printed on both issues.

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