IM Series
Counter Service Scales

User Instructions

ENGLISH

Trademarks and acknowledgements

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IMPORTANT

When programming or configuring the equipment you must ensure that you comply with all relevant standards and legislation. The example settings given in this book may not be legal for trade with the public.

Contents

Warnings

1

1.1   Warnings

Safe installation

CAUTION: The mains lead must be connected to a supply outlet with a protective earth contact. The electrical supply at the socket outlet must provide over current protection of an appropriate rating.

Pluggable equipment must be installed near an easily accessible socket outlet. Permanently connected equipment must have a readily accessible disconnect device incorporated in the fixed wiring.

USA
If the scale is connected to a 240V supply, the receptacle must be protected by a 15 amp circuit breaker.

Safe use

To avoid the possibility of electric shock or damage to the machine, always switch off the machine and isolate from the power supply before carrying out any routine maintenance.

To avoid the risk of the machine falling, where applicable, ensure that it is placed securely on a flat and level surface.

Cleaning the machine

CAUTION: Harsh abrasives, solvents, scouring cleaners and alkaline cleaning solutions, such as washing soda, should not be used especially on the display windows. Under no circumstances should you attempt to wipe the inside of the machine.

The outside of standard products may be wiped down with a clean cloth moistened with water containing a small amount of washing up liquid. The outside of products waterproofed to IP65, IP66 and IP67 may be washed down with water containing a small amount of a proprietary detergent.

Training
To avoid the risk of RSI (Repetitive Strain Injury) it is important to ensure that the machine is placed on a surface which is ergonomically satisfactory to the user. It is recommended that frequent breaks are taken during prolonged usage.

EMC compliance
The following warning may be applicable to your machine.

WARNING:

This is a class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Cleaning the print head

CAUTION: Do not use metallic objects on the print head. Only use the recommended print head cleaning kit.

About your machine

2

This chapter shows the models in the range and tells how you should handle the machines. Any legal requirements are stated in this chapter.

Contents

2.1   Description
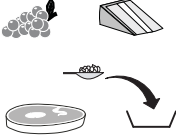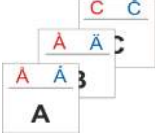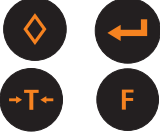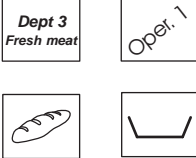
Figure 2.1   IM Series models

Using the documentation

These User Instructions include all the functions available across the complete range of IM Series machines. This means that some of the functions described may not be available at your machine. You should ignore those sections which do not apply.

Glossary of symbols used

	weighing machine		switch machine ON or OFF		weighed goods
	note		press		non weighed items
	caution or warning		container		bleeping machine

	numeric keys		alpha character keys		temperature
	function keys	Dept 3 Fresh meat / Oper. 1	programmable keys		call service engineer
	flashing character		scan the barcode		spirit level

2.2   Installation

Handling
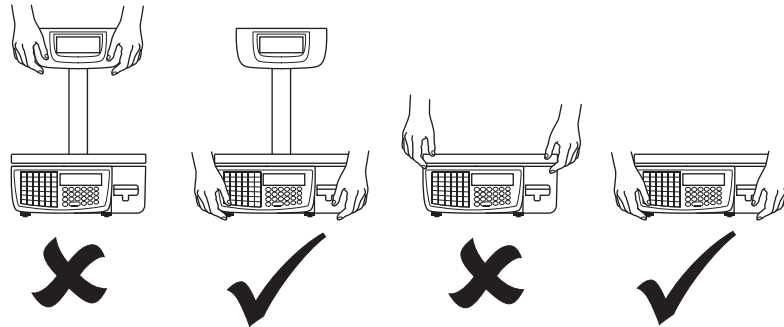
Levelling
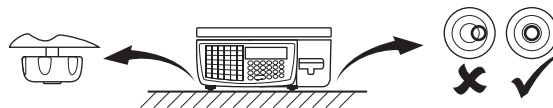
Legal requirements
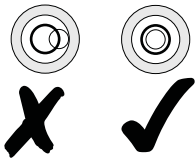
To use the machine only in a manner which complies with any mandatory markings.

In certain countries it is illegal to use pre-pack mode for direct trade with the public.

Getting started

3

This chapter shows the connections to the machine, the keyboard layout and what you can expect to see on the display.

Contents

3.1   Connections

Please remember .....

Take care not to trap any cables under the feet, or the ribs in the base of the machine, as this could cause weighing inaccuracies and damage to the cables.
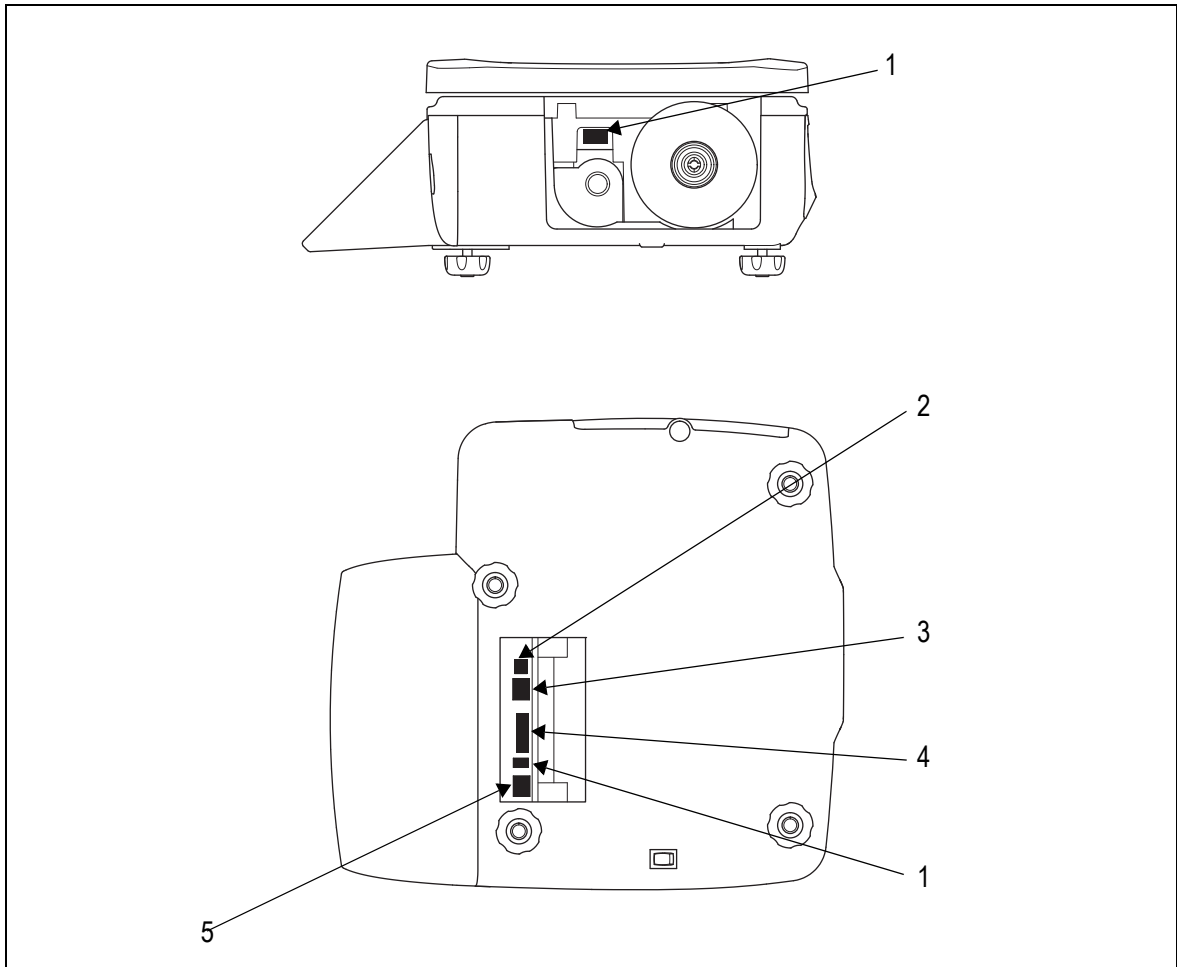
Figure 3.1   Connections and switches

1. USB

2. Power supply connection

3. Cash drawer

4. Expansion port

5. Ethernet network

3.2   Switching on

The mains plug must be inserted into a socket outlet with a **protective earth contact**. The electrical supply at the socket outlet must provide over current protection of an appropriate rating

Before operating your machine make sure that it has been programmed with the required functions.

Typical keyboards and displays
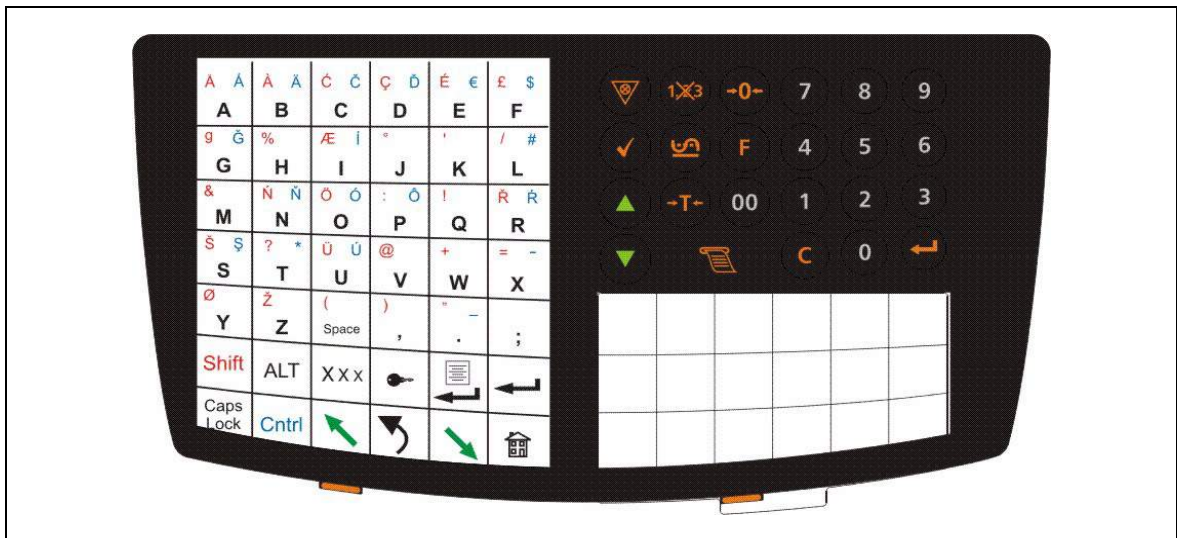
Figure 3.2   IM100 Sales keyboard
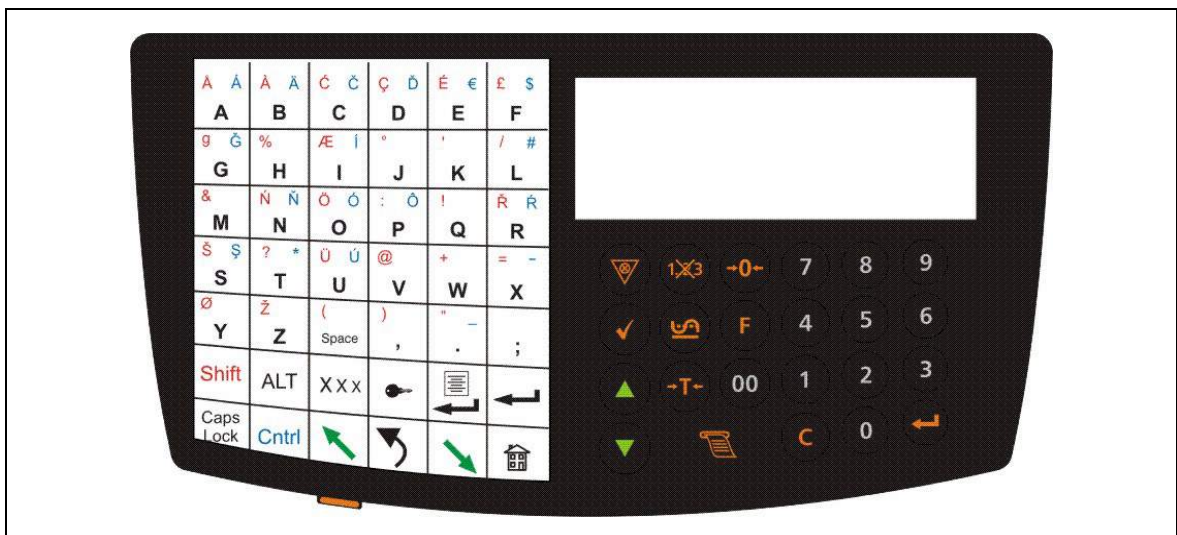
Figure 3.3   IM202 Programming keyboard
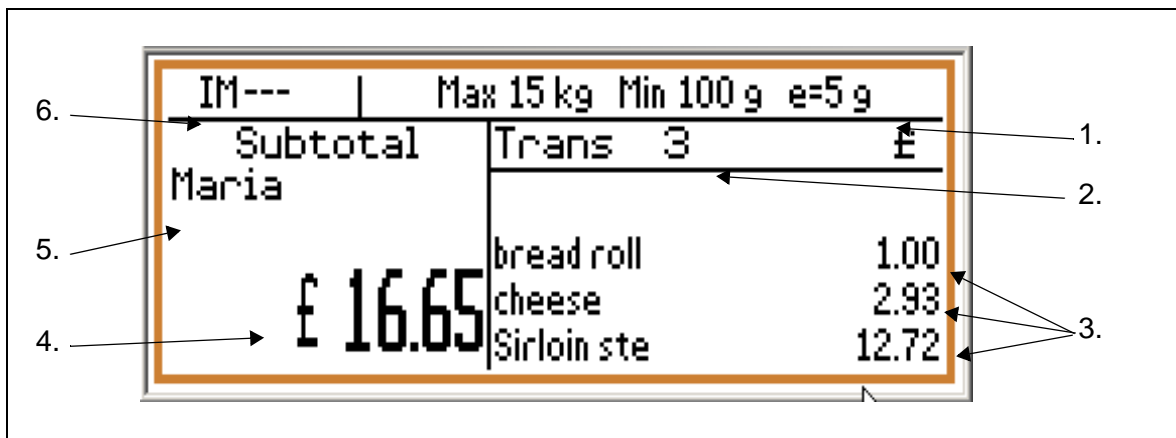
Figure 3.4   Typical vendor display

6. Metrology information

7. Transaction count

8. Transaction details

9. Sub-total

10. Operator details

11. IM model number

3.3   **Function keys**

Resets an out of balance scale.

Subtracts the weight of the container when weighing goods.

In **receipt** mode, retains the PLU until the transaction is entered.
Retains a tare, if in operation, until it is cancelled.
In **label** mode, the PLU is retained until it is cancelled.
Sets the machine to pre-pack if the machine configuration allows it.

Cancels a PLU or hand entered price.
Depending on the function in use, clears messages or characters from the display.

In **receipt** mode, when the subtotal is displayed, prints a receipt.
In **label** mode, prints a label.

Confirms data entry.
Enables you to change the number of items when serving non-weighed items.

Enables you to change the programmed price of a PLU.

Cancels an unwanted transaction from an operator subtotal.
In **label** mode, when set to print totals labels only for ADD key transactions, it cancels an unwanted transaction from the subtotal.

Depending on machine configuration, allows totals labels or totals and individual labels to be printed.

Selects the other price base when entering the price of an open, weighed PLU or a hand entered price.

Initiates a display test sequence.
Pressed again during the test sequence prints a test report.
Press operator key and type in PIN during test sequence to gain access to Manager Mode.

Move to the item above in the displayed list

Move to the item below in the displayed list

3.4   Solving problems

If you do not see the correct display, check the following:
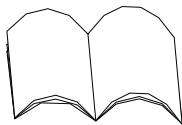
Act on any error message displayed.

See 16.2, *Error messages*, page 231

3.5   Printing

IM Series scales are supplied with a label/receipt printer. The printer will accept label or continuous paper rolls of two core diameters.

The printer is fitted with a small hub to take paper or label rolls with the small core.

A larger sleeve is provided to clip over the small hub for use with large core paper and label rolls.

Check that the correct size of hub is fitted before loading the paper or label roll.

Check that the arrow on the spindle points towards the scale.
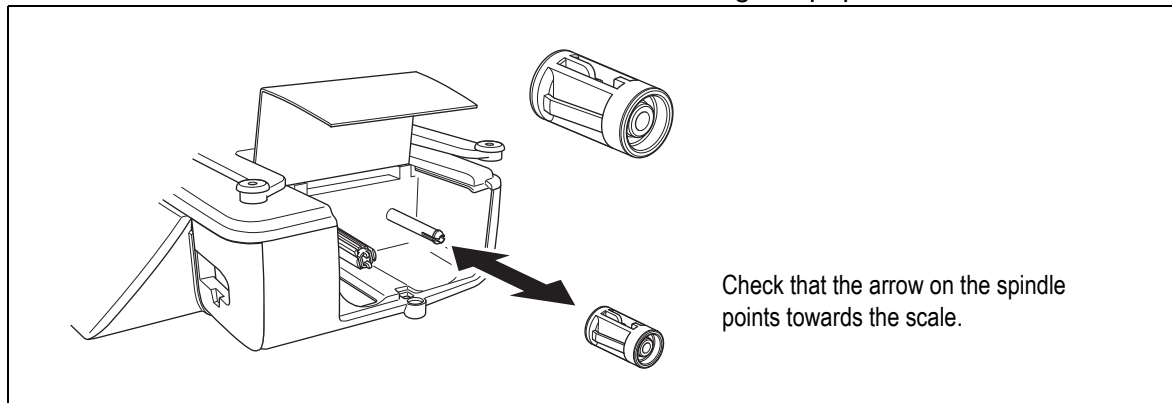
Figure 3.5   Changing the printer hub

Before you use your scale you should:

* check that the appropriate type of printer roll is loaded.

* adjust the label width guide if you load a printer roll of a different width.

Note: Printers using labels automatically adjust to accommodate labels of a different length.

⚠ **CAUTION:** Should labels become stuck in the printer, under no circumstances use a metal object to clear the blockage.

CAUTION: Do not use sharp or metal objects to remove accumulated debris.

CAUTION: The use of non-approved printer rolls may reduce the life of the print head and invalidate your warranty.

Approved labels and paper rolls are available from a number of suppliers, whose addresses can be obtained from your Avery Berkel centre.

* The message **Products** appears on the display to inform you that the printer roll is finished.

* If labels are jamming in the printer you will see the message **Label Feed Error**.

Advancing the printer roll

To advance the paper roll, or print a blank label, press [🖨] when the display shows

- **Enter PLU** or

- **Pre-Pack**

and the unit price and total price are zero.

Printer roll dimensions

These dimensions are approximate and for guidance only. Refer to the appropriate Thermal Label/Receipt Material Specifications for further information.

Paper roll	Thermal, 50 - 60mm wide

Labels	Standard width
	    59mm standard
	    49mm standard
	    38mm optional
	Height 40mm to 160mm

Roll diameter	120mm maximum
Cleaning	Daily, using specified kit.
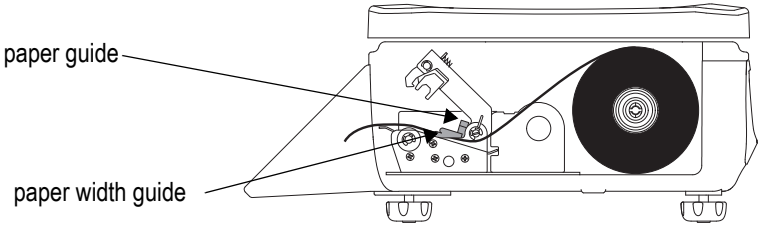
Changing the printer roll

Changing the paper/label roll
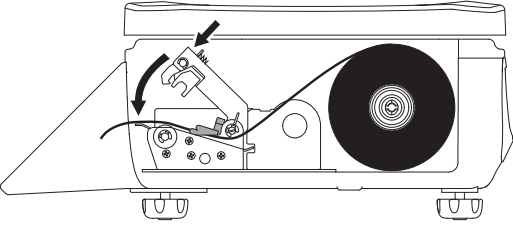
Note: If you are rewinding the backing paper follow the instructions on page 24.
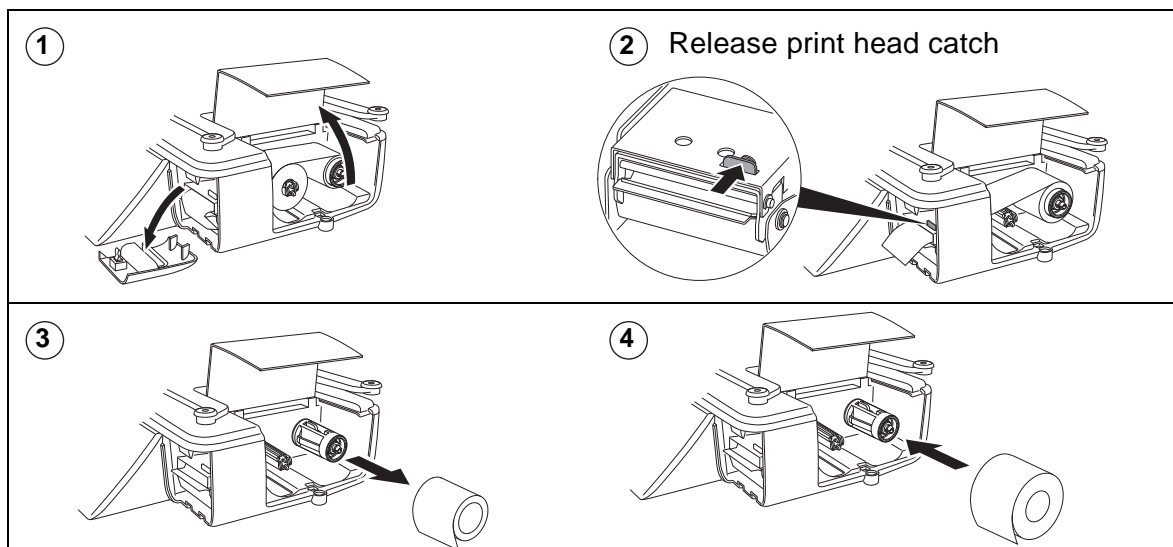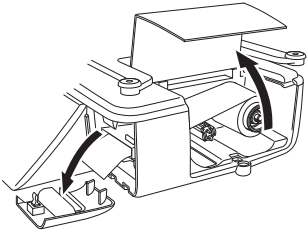
⑤	Feed paper over rewind spindle, under guide bar and beneath paper guide.
	paper guide paper width guide
⑥	Close print head
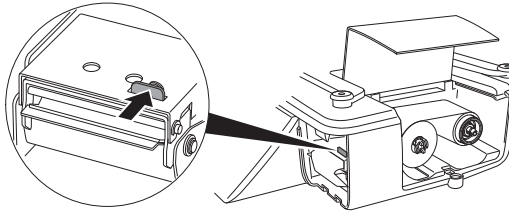
Rewinding the paper
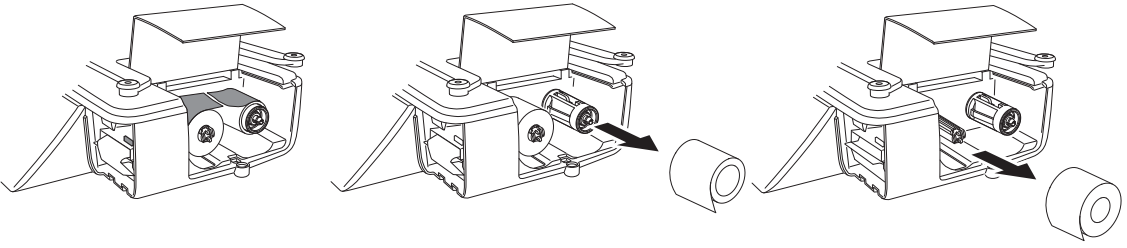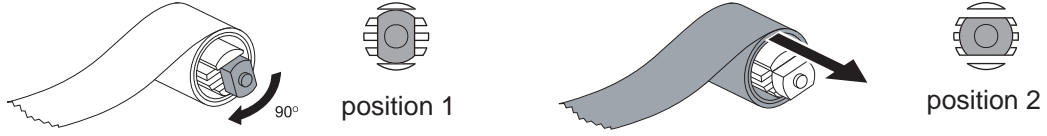
①		②	Release print head catch
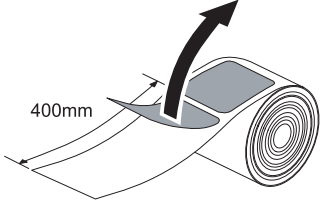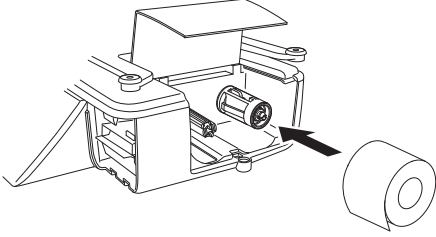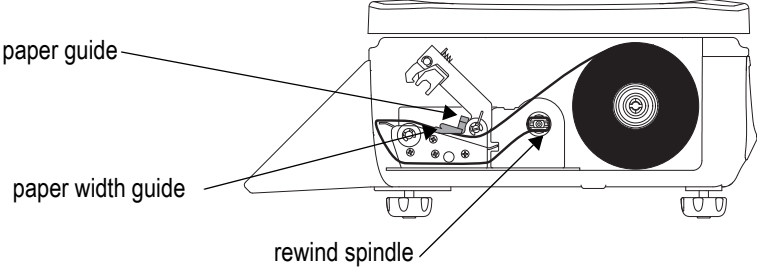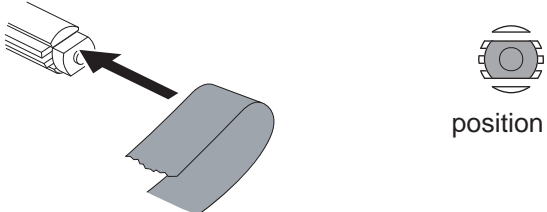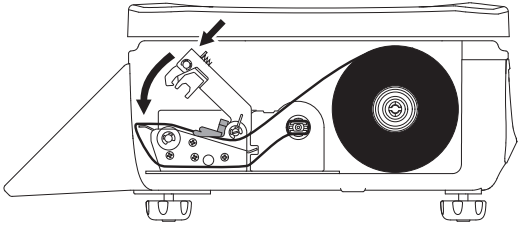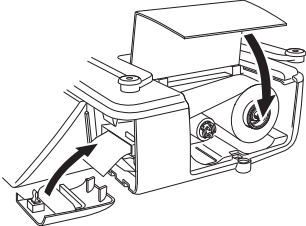
③	Tear paper then remove core and backing paper

④	Turn knob on rewind spindle to position 2 and remove backing paper from rewind spindle.
	90° position 1 position 2

5

400mm

6

7   Feed paper over rewind spindle, under guide bar
and beneath paper guide.

paper guide

paper width guide

rewind spindle

8   Turn knob on rewind spindle to position 2 and feed
backing paper through outer slots.

position 2

9   Close print head.

10

3.6   Routine maintenance

WARNING: To avoid the possibility of electric shock or damage to the machine, always switch off the machine and isolate from the power supply before carrying out any routine maintenance.

Cleaning the print head

We recommend that the print head is cleaned daily in order to ensure maximum life and to maintain the quality of print.

The print head should be cleaned using the specified head cleaning kit, part number SER/GSI/0236, available from your Avery Berkel centre.

Always follow the instructions on the cleaning kit.

⑦ Insert cleaning card	⑧ Close print head
⑨ Pull cleaning card through	⑩
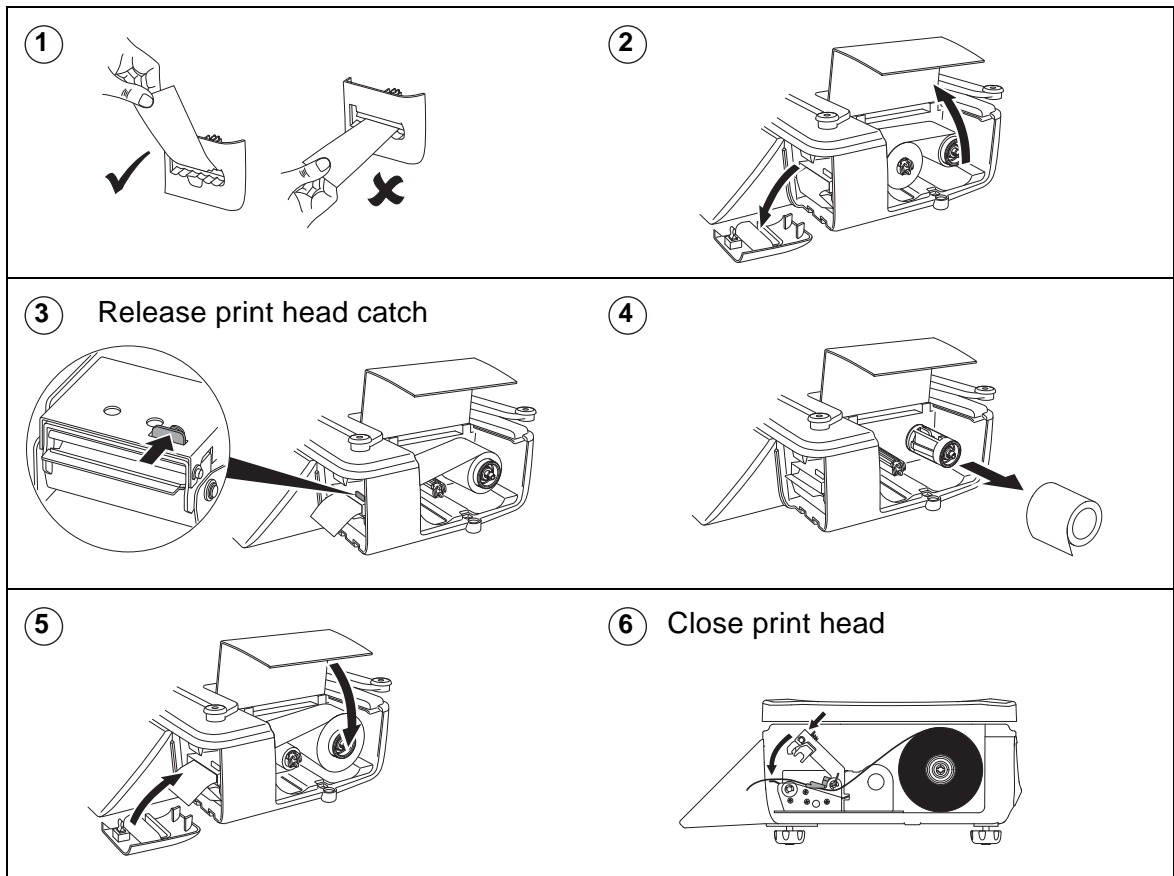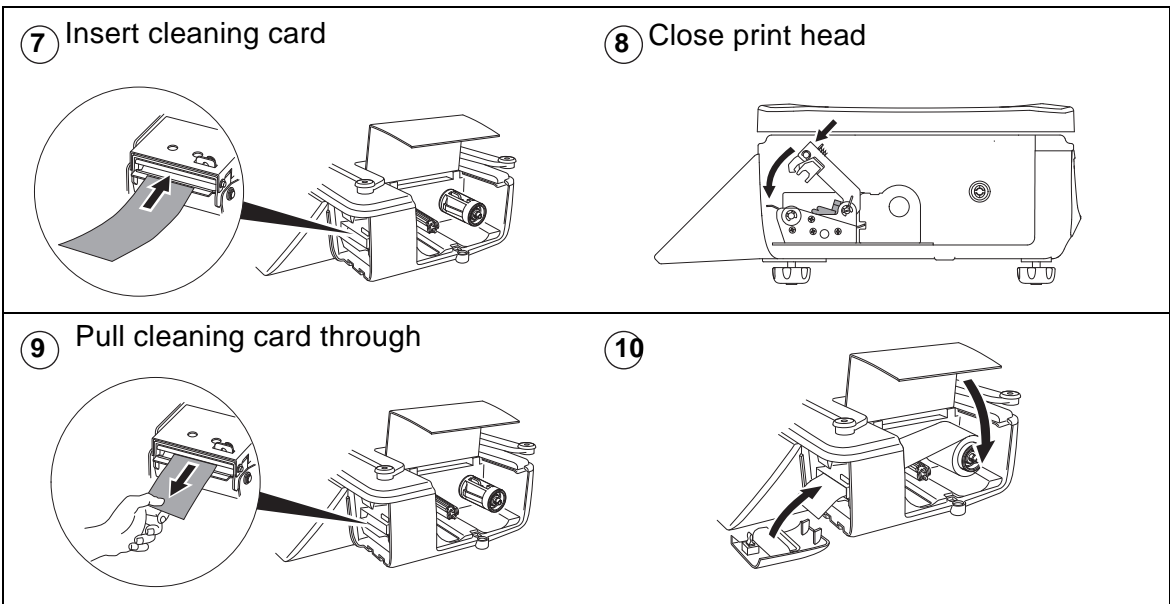
Programming the machine

4

This chapter tells you how to program the machines so that they operate in the way required to match the store operations.

Contents

4.1   Manager mode

Please remember .....

You must be in manager mode in order to perform a programming operation.

Keyboard overlay

Your machine is supplied with a reversible keyboard operator/programming overlay.

Revealing the programming overlay

1. Hold the overlay by the tab and slide it down to remove it from behind the protective cover.

2. Reverse the overlay to reveal the programming side.

3. Slide the top edge of the overlay up under the protective cover until the bottom edge rests on the supports

.
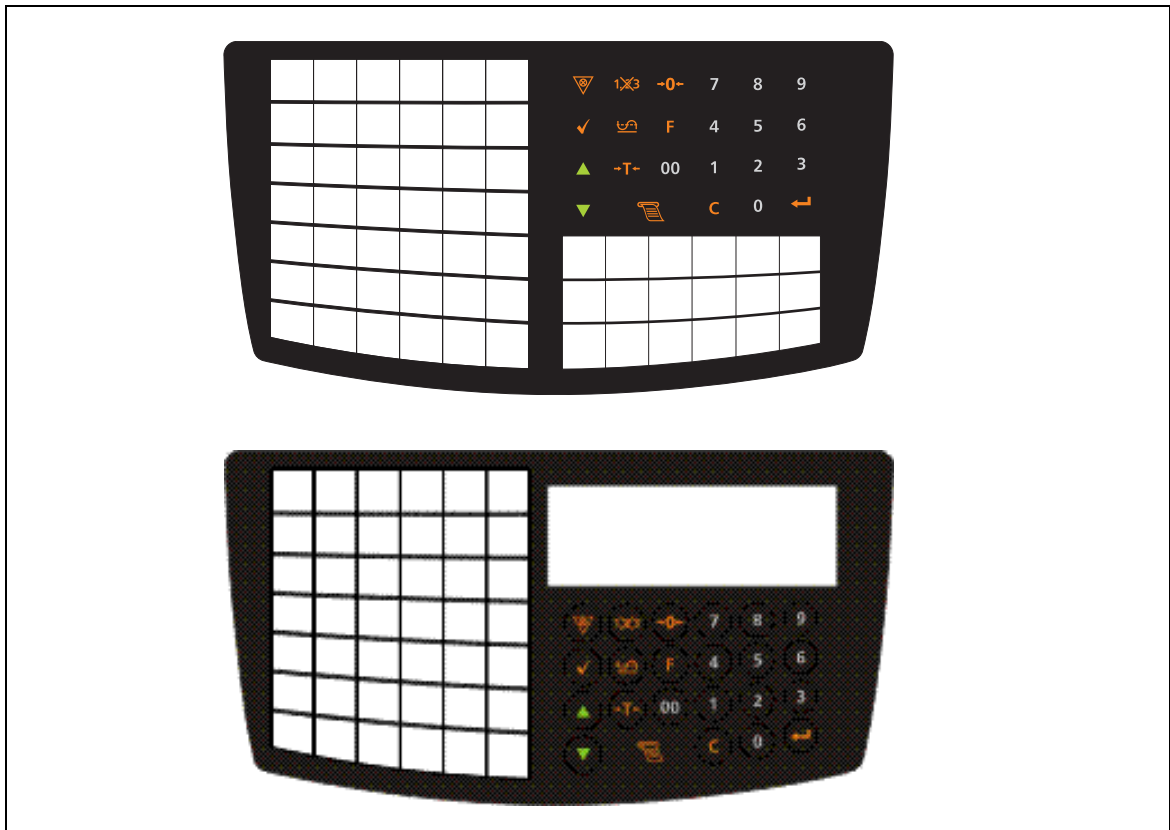
Figure 4.1   Programming overlays

To enter Manager Mode

You can enter Manager Mode by pressing test, and following the sequence described below.

Note: The factory default setting for operator 1 PIN is 4296 and for operator 1 security level is 2. All other operators will have factory default settings of PIN 0 and security level 0 unless you change them.
For information on changing an operator PIN and security level see Programming Operators on page 53.

Navigating the programming displays

The following diagram shows the keys you should use to

• move around the programming screen

• select menu items.

• select options

Your programming keyboard overlay may have keys that allow you to go directly to some of the menu items.

	Select menu displayed		Move to top level of menus. When at top level of menus, return to operator mode.
	Move back up one menu level		
	Move to menu item above.		Select menu item displayed
	Move to menu item below.	5	Select the like numbered menu item

PLU Create/Edit quick save

Save data entered up to this point.

To exit Manager Mode from within a menu

x 2
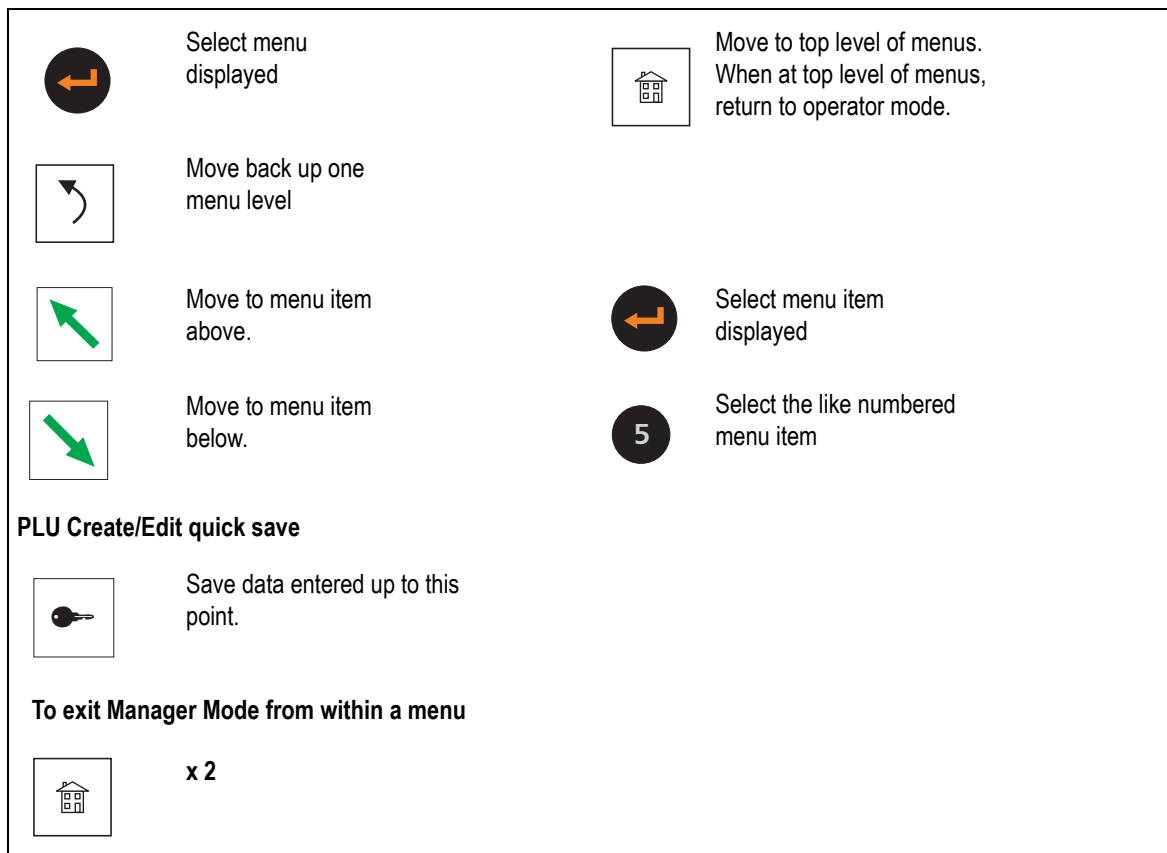
Figure 4.2   Navigating the menus

4.2   **Creating and editing text**

To enter text use the programming keyboard on the machine.

To type the upper marking shown on the keys press

1. Shift   and release for characters printed in red

    or Cntrl   and release for characters printed in blue.

2. Press the appropriate character key.

To create upper case text

1. Press Caps Lock

2. Press Caps Lock   again to revert to lower case text.

The machine:

*   word wraps PLU label text to ensure a word is not split over two lines.

*   word wraps after punctuation marks, for example

    , - : ; but not **'** (apostrophe)

    so you do not need to enter spaces when creating a list of ingredients.

*   centralises all printed label text and the sign on and sign off messages on receipts

1. press ⬅

2. press Shift   followed by ⬅   to re-centralize the text.

Selecting the size of printed text

There are 32 different character (font) sizes from which you can select when entering text for printing.

1. Enter the font identification number (**A** to **X** and **1** to **8**), as illustrated in Figure 4.3, for the size of characters required before entering the text otherwise it will be printed in the default size **D**.

2. Press X X X   followed by the identification number for the font you require at the start

    of the text.

Figure 4.3   Typical fonts

Inserting text

To insert text, press [↖] or [↘] until the character preceding the new text is at the far right-hand edge of the display. Enter the new text.

Inverted text

You can print text in inverse print:

1. Press [X X X] twice during text entry

2. Select the relevant control from the list displayed:

- Inverse On is displayed as <INVERSE>

- Inverse Off is displayed as <!INVERSE>

- Strike Out On is displayed as <STRIKE OUT>

- Strike Out Off is displayed as <!STRIKE OUT>

Displaying text

When you recall already entered text, the display shows either the entire text, if it is 16 characters or less, or the first 16 characters of a long description.

- Press **Shift** then [↖] to move to the previous line feed or to the start of displayed text.

- Press **Shift** then [↘] to move to the next line feed or to the end of displayed text.

Correcting the last character displayed

1. Press **C** to delete the last character.

2. Enter the character required.

Deleting a character

1. Press [↖] or [↘] until the character is at the right hand end of the display.

2. Press **C** to delete the last character.

Clearing the entire text entered

•   Press **Shift** then **C**. Do not press any other key.

Enter new text if required.

PLU display text

The PLU display text allows you to enter up to 60 characters over two lines (30 characters per line). The second line could be used to display the product text in an alternative language.

Note: The promotional message (if any) will replace the second line of the product text.

Extended character set

You can create additional text characters using the extended character facility and entering the appropriate numeric code for the character. See *section 17.1*, *page 237*, for the table of characters available and the corresponding numeric codes.

•   Press **ALT** followed by the numeric code keys for the character required.

4.3   Setting up data tables

Tax rate

You can program each PLU with one tax references. There are four tax references available (0-3) and each one can be assigned a different tax rate.

Use tax reference 0 for products which are non taxable.

Inclusive tax

• The value of the transaction is displayed including the tax.

Exclusive tax

• The value of the transaction is displayed excluding the tax. The tax is added to the receipt subtotal as a separate item when the receipt is printed.

Printing the tax

Your machine has been configured for one of three tax printing options

• printing the total tax value on receipts

• printing the individual tax rate values on the receipt

• no tax printing

See *section 8.2*, *Tax printing on receipts on page 120*.

Tax print key

If the machine has a tax print assigned to the sales keyboard, you can print individual tax rates regardless of the machine configuration.

To set up and assign a **Tax print key** to the sales keyboard, see *Section 5.2 - Dedicated keys*, *page 64*,

Please remember .....

• Tax rates are entered as a percentage.

  Remember to enter the digits after the decimal point, for example, enter 10% as 10.00.

Sales mode - selecting the tax rate

You can select

• Tax reference 1. This is the reference normally used to calculate the tax.

• Tax reference 2. Press $\boxed{\text{Tax change}}$ with the PLU selected but before assigning the transaction to use tax reference 2.

• Pressing $\boxed{\text{Tax change}}$ does not alter the price paid by the customer.

Tare weight (stored tare)

Programmed (stored) tares are only available for use when the machine is set to label mode or pre-pack mode.

When goods are to be weighed in containers, you can set up tare values (container weights) which are stored against a reference number from 0 to 39.
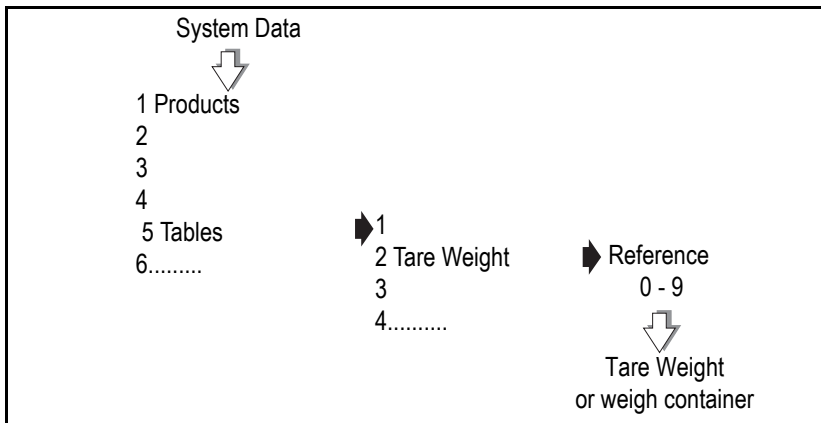
Repeat with a new reference number to create more tare references.

Figure 4.4 Creating a stored tare reference

Assigning a stored tare

You can

* enter a tare reference number when programming PLUs

* See *section 6.4*, *Tax reference on page 84*.

* enter a tare reference when assigning a dedicated (preset) tare key.

    See *section 5.2*, *page 64*.

*Note: For instructions on using a preset tare key see *section 7.8, Using preset tare keys on page 113*.*

Discount rates

There are two types of discount rate

* percentage

* value

Discount rates can be fixed or variable. You can program up to 9 discount rates and you can enter up to 16 characters for the discount text. If no discount text is programmed, in sales mode the display will show either **Discount Value** or **Discount Percent**.

You can set the security level for each discount rate. An operator will only be able to apply discount rates with a security level equal to or lower than his/her own security level.

Percentage discounts

For percentage discount rates you can enter a rate from 0% to 100%.

Value discounts

You can enter value discounts from 0 to a maximum equal to the total transaction or receipt value.

Variable discounts

If the value or percentage is left at 0, the discount is variable and the operator enters the value or percentage in sales mode.

Discount keys

You can only apply discounts if you have set up the appropriate discount keys on the sales mode keyboard, see *section 5.2*, *page 64*.

Note: If you set up a discount key without assigning a discount reference to it, the operator is prompted to enter the discount reference number.
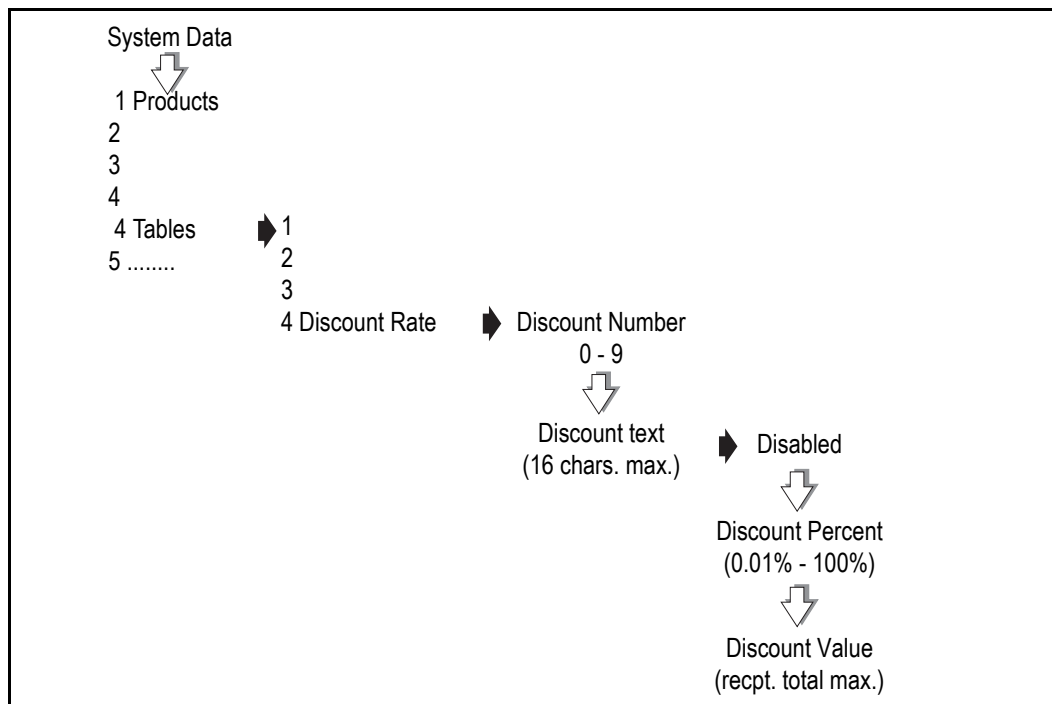
Figure 4.5   Programming a fixed discount

Payment tables

This function allows you to;

- define up to15 different payment options
- assign a dedicated key to each payment option if required (see *section 5.2*, *page 64*).
- select one of seven types of payment for each payment option or to disable it

• select from a range of programmable values associated with each payment type.

The flow chart (Figure 4.6) shows which options are available for each payment type. The table (Figure 4.7) shows the payment table default values.
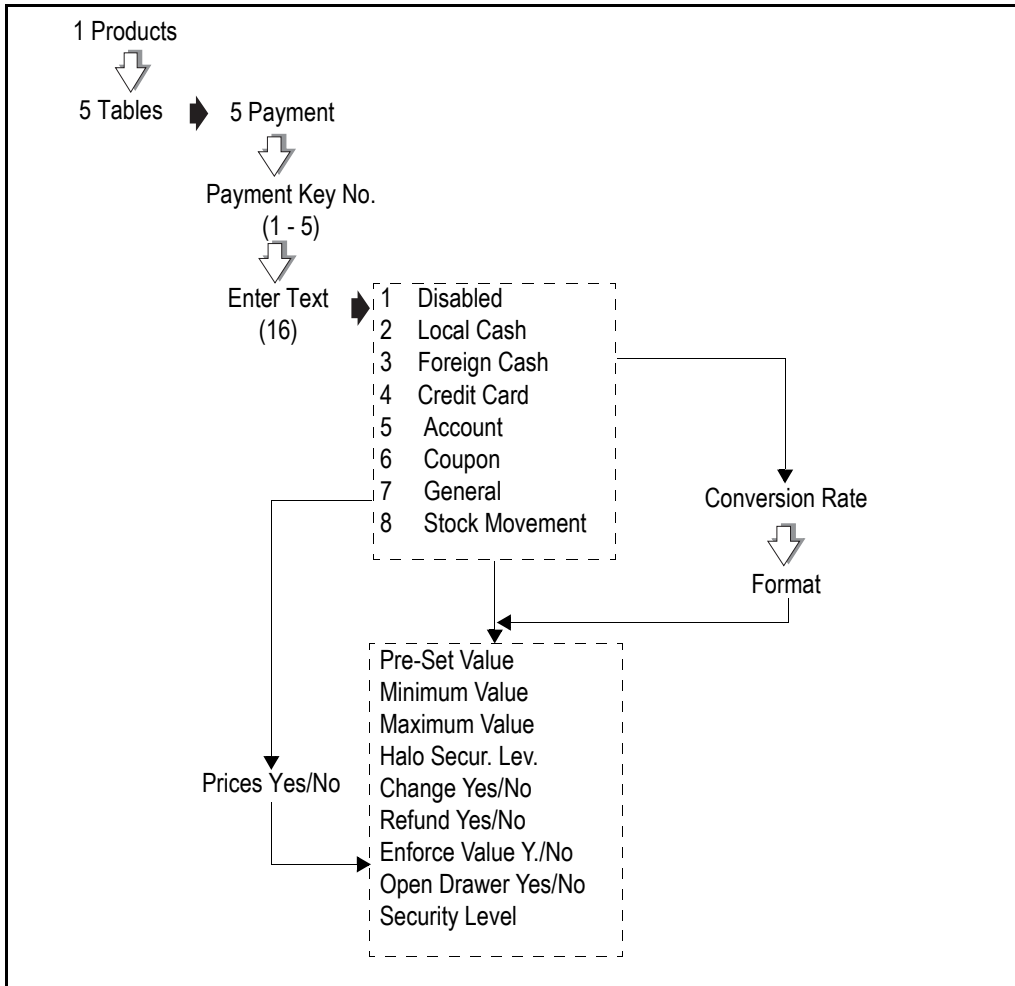
Figure 4.6   Payment programming

Payment Key Num. (1 - 15)	1	2	3	4	5		6 - 15
Payment Method (16 chars max)	Cash	Cheque	Card	Account	Coupon		
Type	Local Cash	General	Credit Card	Account	Coupon	Stock Movement	Disabled
Pre-set Value	0.00	0.00	0.00	0.00	0.00		0.00
Minimum Value	0.01	0.01	0.01	0.01	0.01		0.01
Maximum Value	99,999.99	99,999.99	99,999.99	99,999.99	99,999.99		99,999.99
Halo Security Level	0	0	0	1	0		0
Change	Yes	No	No	No	No		Yes
Allow Refund	Yes	No	Yes	Yes	No		Yes
Enforce Value	No	No	Yes	Yes	Yes		No
Open Drawer	Yes	Yes	Yes	Yes	Yes		Yes
Conversion Rate	1.00	1.00	1.00	1.00	1.00		1.00
Currency Symbol	£	£	£	£	£		£
Decimal Places	2	2	2	2	2		2
Security Level	0	0	0	1	0	0	0
Prices						No	

Figure 4.7   Payment table default values

Payment name

You can create a payment name of up to 16 characters or edit an existing name. The payment name is displayed when a payment is entered and is printed on receipts and cash reports.

Payment type

Press ↖ or ↘ or press the appropriate number key to select the payment type.

The payment types available are:

- Local Cash
- Foreign Cash
- Credit Card
- Account
- Coupon
- General

Preset value

Payment keys programmed with a pre-set value will only allow a payment entry that matches the pre-set value. For example, you could have a dedicated key for £50 notes.

Prices

If you select **No**, neither the unit/item price or the total price will be printed on the receipt.

Minimum value

Payment entries below the programmed minimum value are not allowed.

Maximum value (HALO)

Payment entries above the programmed maximum value are not allowed unless the operator security level is as high or higher than the HALO security level.

HALO (High Amount Lock Out) security level

Allows you to programme a security level for the maximum value.

Change

You can programme a payment key to allow or disallow change payments.

Allowed

You can enter payments greater than the amount owed.

Not allowed

You can not enter a payment for an amount greater than the amount owed when using a key that does not allow change.

Mixed payments

You can enter payments greater than the amount owed provided that:

•   payments have been entered using keys that allow change

•   the change required does not exceed the value entered using keys that allow change.

Example: *Amount owed £24.96*
          Change allowed for cash payment key
          Change not allowed for cheque payment key.

Payment method	Amount	Change given
cash	£25.00	0.04
cheque	£25.00	not allowed
cash +	£10.00	
cheque	£20.00	£5.04
cash +	£10.00	
cheque	£30.00	not allowed

Allow refund

When a receipt total has a negative value, and the payment key selected allows refunds, the receipt or ADD label is printed. If refunds are not allowed for the payment key selected you will see the message **Refunds Disabled**.

Enforce value

If enforce value is enabled, you must enter the payment value. If enforce value is not enabled and the payment key is pressed without a value entered, then the machine will assume that an exact payment has been made.

Open drawer

Each payment key can be programmed to open or not open the cash drawer. When more than one type of payment has been entered the cash drawer will open if any one of the payment types has been programmed to open the drawer.

Conversion rate

If you have selected foreign currency as the payment type you can programme the conversion rate to be used for converting the local amount to pay into the foreign cash.

- Use the numeric keys to enter the value for the conversion rate

- press ⬉ or ⬊ to move the decimal point.

Format

Currency symbol and decimal places

The currency symbol reference numbers are the same as those used to configure currency in service mode. Use the numeric keys to enter the reference number you require

Currency symbol reference numbers					
00 user defined	10 Lit	20 Pta	30 Won	40 Q	50 SR
01 £	11 P	21 Rp	31 bt	41 TL	51 YR
02 $	12 E	22 mk	32 Pts	42 F (Belg.)	52 Ft
03 R	13 K	23 ΔPX	33 EEK	43 BD	53 kn
04 F (French)	14 M	24 SR	34 Lt	44 LE	54 Lm
05 Kr	15 D	25 zt	35 €	45 JD	55 Ksh
06 DM	16 RM	26 Kc	36 Eur	46 KD	
07 S	17 L	27 SK	37 R$	47 LL	
08 Fr	18 N$	28 kr	38 B	48 RO	
09 *f*	19 Esc	29 Dhs	39 C	49 QR	

- Press ⬉ or ⬊ until you see the format for the decimal places you want to use.

The payment name, the value in the foreign currency and the conversion rate used is printed on the receipt.

Security level

Payment entry is only allowed if the operator security level is as high or higher than the security level set for the payment key.

4.4   Setting the date and time

The machine has an internal clock which stores the date and time. It uses the clock to calculate the sell-by dates printed on labels and to print the date and time on printouts and reports.

Please remember .....

- The default format for the date is day/month/year

- The time is displayed to the right of the date in hours/minutes (24 hour).

- You can only change the digit which flashes.

- You can press ↖ or ↘ to move along the display.

- Press Enter when you have set all the digits you need to change.

4.5   Creating departments

A department is a group of machines within the store which reflects the way the store operates, for example produce, bakery, fresh meat, fish. Each department has its own set of PLUs. The departmental PLU file is a subset of the main product file.

```
┌──────────────────────────┐   ┌──────────────────────┐   ┌──────────────────────┐
│      Department 1         │   │    Department 2      │   │    Department 3      │
│        Produce            │   │      Bakery          │   │     Fresh meat       │
│                           │   │                      │   │                      │
│ PLU 1  PLU 2  PLU3  PLU 4 │   │   PLU 2    PLU 1     │   │   PLU 1   PLU 2      │
│                           │   │                      │   │                      │
└──────────────────────────┘   └──────────────────────┘   └──────────────────────┘
```
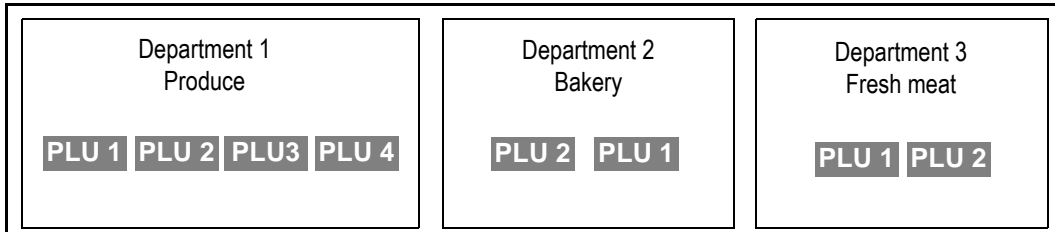
Figure 4.8   Using departments

You can create up to 10 departments.

• Assign a reference number from 0 to 9 and enter a name for the department.

• Program the department reference number into the PLU (see *Section 6.4 - Creating and Editing PLUs*,).

Note: *A department can be used as a barcode lock, see Section 10.1 - Introducing barcodes.*

Allocating departments

When you allocate a department to a machine, it becomes the default department for that machine.

When you enter the PLU number to select a product, the selected product will be the one assigned to the default department for the machine.

```
System Data    ➡   1 Products
                   2 Departments
                         ⇩
                   Department
                   Number
                         ⇩
          Description of department (20
                 characters max.)
                         ⇩
              Assign Machine
```
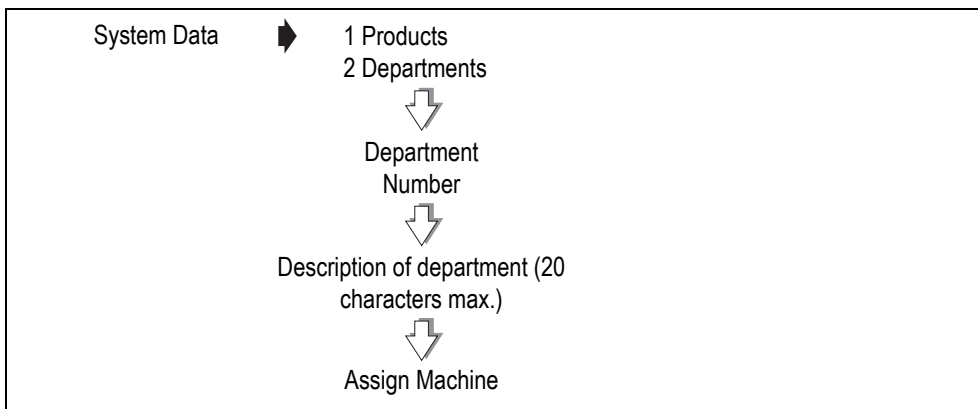
Figure 4.9   Creating departments

Press Enter instead of typing in the machine ID if you do not wish to allocate a specific

machine to the department.

Department keys

You can set up:

- department keys dedicated to specific departments.

- a general department key. This key enables you to use any department available at your machine by entering the department number.

- assign department keys to the keyboard (see *section 5.2*).

If you have commodity keys assigned, you can press a department key followed by a commodity key to select the PLU in that department with the same number as the commodity key.

Example: *Department 1 (Produce) assigned as default department*

Figure 4.10 Using commodity and department keys

4.6   Creating product groups

A product group is a category to which individual PLUs for similar product types may be assigned. For example, you could create groups for English cheeses, French cheeses, speciality cheeses.

You can:

• create up to 20 groups.

• give each group a name up to 20 characters long. The group name is printed on PLU and group reports.

Note: A product group can be used as a barcode lock see Printing barcodes, page 149
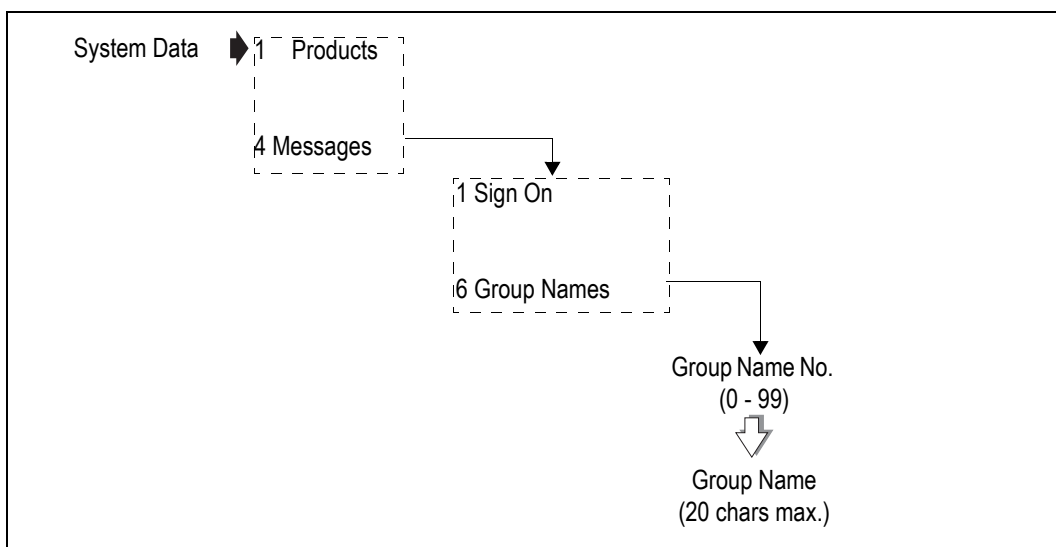
Figure 4.11 Creating groups

4.7   Setting up the ADD label

The ADD function enables you to obtain a label with totals printed on it.

Your machine can be configured to print one of four types of ADD labels:

- weighed and non weighed transactions with a label after each transaction and a single ADD label at the end of all the transactions.

- weighed and non weighed transactions with a single ADD label at the end of all the transactions.

- weighed and non weighed transactions with a single `receipt' type ADD label at the end of all the transactions.

- weighed and non weighed transactions with a label after each transactions and a single `receipt' type ADD label at the end of all the transactions.

For information on sell by dates see *Date code*, *page 51*.

For information on sales texts see *Sales message*, *page 50*.

Please remember .....

- ◇ is not operable when the machine is set to **Receipt Mode**.

- The barcode format for the ADD label is the receipt barcode format programmed for the machine unless the labels are for a single PLU. In this case the PLU barcode format will be used.

System Data   ▶1 Products

6 Label Details

1 Add Label

Label Format

Add Label Text (200 chars. max.)

Barcode Disabled/Enabled

Date 1 Disabled
Date 1 Days
Date 1 Months
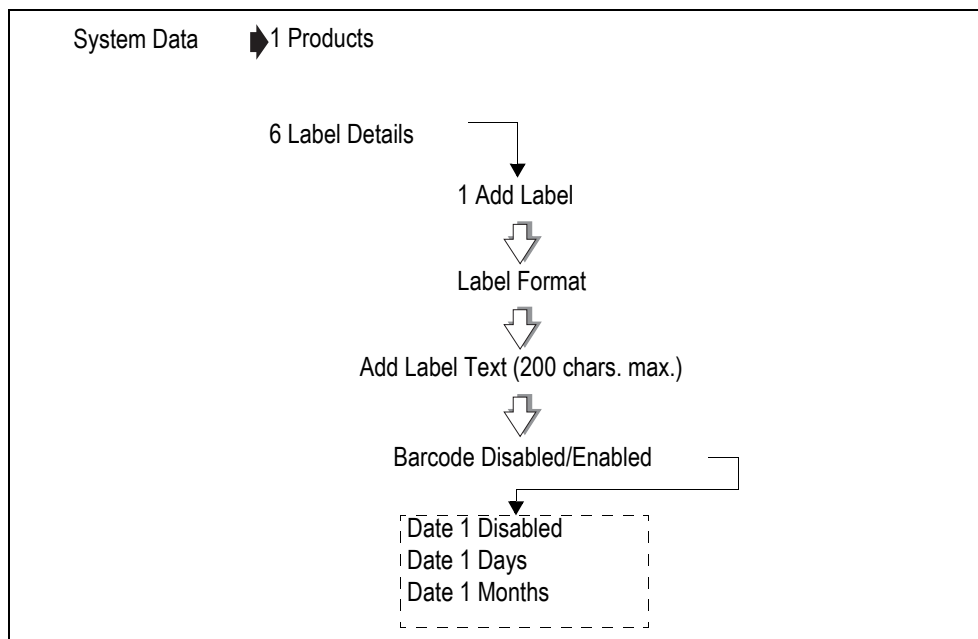
Figure 4.12 Creating an ADD label
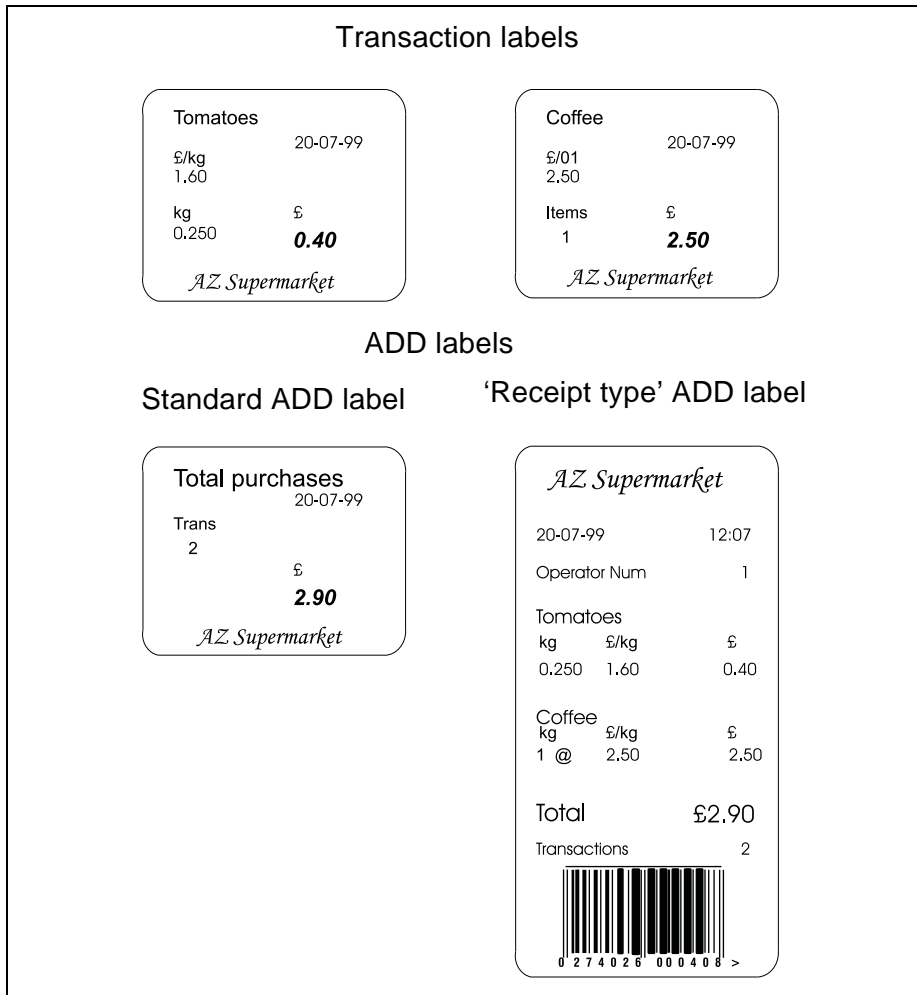
Figure 4.13 Typical labels

Barcode printing in ADD mode

You can print the PLU label barcode on the ADD receipt as well as on the ADD total label.

To print the PLU barcode:

• your machine must be configured to print receipt type labels at the end of all the transactions

• the PLU barcode must use the appropriate format

• ADD label barcode must be enabled

• all the transactions must be for the same PLU

• the machine receipt barcode must be enabled see Machine Setup and must use an appropriate format.

‘Receipt type’ ADD label

Single PLU number 2037

(PLU barcode)

AZ Supermarket

20-07-99		12:17
Operator Num		1

Tomatoes
kg	£/kg	£
0.250	1.60	0.40

Tomatoes
kg	£/kg	£
1.000	1.60	1.60

Tomatoes
kg	£/kg	£
0.500	1.60	0.80

Total   **£2.80**

Transactions   3

0 2 2 0 3 7 6   0 0 0 4 0 8

‘Receipt type’ ADD label

Mixed PLUs

(machine receipt barcode)

AZ Supermarket

20-07-99		12:07
Operator Num		1

Tomatoes
kg	£/kg	£
0.250	1.60	0.40

Coffee
kg	£/kg	£
1 @	2.50	2.50

Total   £2.90

Transactions   2

0 2 7 4 0 2 6   0 0 0 4 0 8   >

Figure 4.14 Typical ADD labels

4.8   Creating messages

You can create five different types of messages:

- scroll message

- store name

- sales message

- sign on and sign off text

- group names

Please remember .....

For information on creating and editing text:

see *section 4.2*, *page 32*.

For information on creating group names:

see *section 4.6*, *page 45*.

Substitution codes

You can include substitution codes in text messages for printing sales information.

For a complete list of Avery Berkel and Dewey Decimal substitution codes available and how to use them, see *Section 17.3 - Substitution codes*, *page 242*.

Scroll message

This is a trading message which appears on the customer and vendor displays when the machine is not in use. The message blanks as soon as you press a key during normal operation or when the weight is disturbed.

You can:

- create up to 99 messages numbered from 1 to 99.

- program each message with up to 400 characters.

Example:*Creating a scroll message*

```
        System Data        ┌─ 1
                           ▶│  2
                            │  3
                            │  4 Messages
                            └─────────────┐
                                          │
                            ┌─────────────▼─┐
                            │  1
                            │  2
                            │  3
                            │  4 Scroll
                            │  5
                            │  6
                            └──────────┐
                                       │
                               Message No
                                   ⇩
                          Scroll Message text     ┌ 1 Assign One M/c
                          (200 chars. max.)       │ 2 Assign All M/c
```
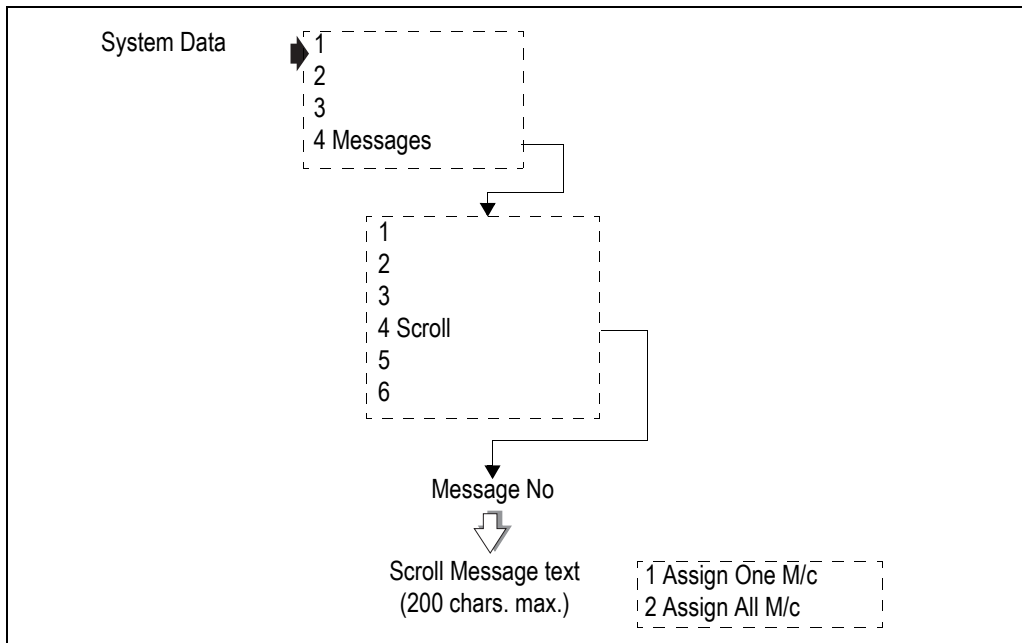
Press Enter instead of typing the machine ID if you do not wish to assign a specific

machine to the department.

Store name

The store name can:

* be printed at the bottom of the receipt

* be printed at the bottom of the label provided that a suitable label format is selected.

* contain machine based messages by including the substitution code for machine
  message in the store name text.

Sales message

A sales message is a message that:

* can be assigned to a PLU

* will be printed on labels if the label format has an appropriate sales message field.

The position of the message depends on the label format selected for the machine.

* Each label format can have up to two sales message fields.

You can:

* create up to 20 sales messages.

* program each message with up to 200 characters.

- include substitution codes in the text message for printing sales information. For example:

%%+4.1%%or   %%Dprints the current date

%%+4.3%%or %%Z1prints the time in the format 12:59

%%+4.4%%o   %%Z2prints the time in the format 1259

%%+4.4%%or   %%Z3prints the time in the format 125

%%+7.3#pp%% or%%Rpp prints the sales message numbered 'pp'.

You could use this to insert text that you wish to appear in all PLU texts.

%%+3.1%% or %%V1prints the current operator number.

%%+3.2%% or %%V1prints the current operator name.

%%+7.1%% or %%M prints the sales message at machines associated with that message.

Date code

Use the date code to print the date as the number of days from the start of the current year (01 January). You can set an offset (999,999 max.) to add a chosen number of days to the calculation.

%%+4.1%% or %%DCprints the date 01/02/02 as 32.

%%+4.2#10%% or %%DC+10prints the date 01/02/02 as 42

%%+7.1%% or %%DCprints the date31/12/02 as 365

Cooking times and loyalty points

- Insert the special codes for the cooking time or for loyalty points, in the sales text, up to a maximum of 99 minutes or 99 points.

- Enter the cooking time or points for 1kg of the goods.

  The total cooking time or loyalty points proportional to the weight of the goods being sold is printed.

Example: *Total cooking time*

Sales message text:

COOK AT 150° C FOR %%+9.2#60%% (or %%T60)

Printed text for 2.5 kg sold:

COOK AT 150° C FOR 2Hours 30Mins

Sales message text:

COOK AT 150° C FOR %%+9.2#30.1#20%% (or %%T30+20)

Printed text for 1.0 kg sold:

COOK AT 150° C FOR 50Mins

Example: *Loyalty points*

Sales message text:

YOU HAVE EARNED %%+9.1#20%% (or %%P20) BONUS POINTS

Printed text for 1.5 kg sold:

YOU HAVE EARNED 30 BONUS POINTS

Sign on/off text

These are messages that appear at the top (sign on) or at the bottom (sign off) of a customer receipt.

You can use these messages for whatever information you choose to enter. For example, it could be an advertising slogan or the company name and address.

If you include the substitution code for a sales message (%%+7.3#pp%% or %%Rpp) you can have different sign on or off messages at each machine.

Group names

These are the names for the product categories to which an individual PLU may be assigned.

Machine specific messages

 If you include the substitution code for machine message (%%+7.1#pp%% or %%Mpp) in the sign on or sign off message, you can print different messages at each machine.

The printed text is determined by the sales message reference number assigned to the machine as the Machine message in Printer setup.

4.9   **Programming Operators**

You can program details for operators so that each operator can be uniquely identified and you can select the status of an operator to be either trading or training. You can only change the operator status if there are no outstanding transactions against the operator.
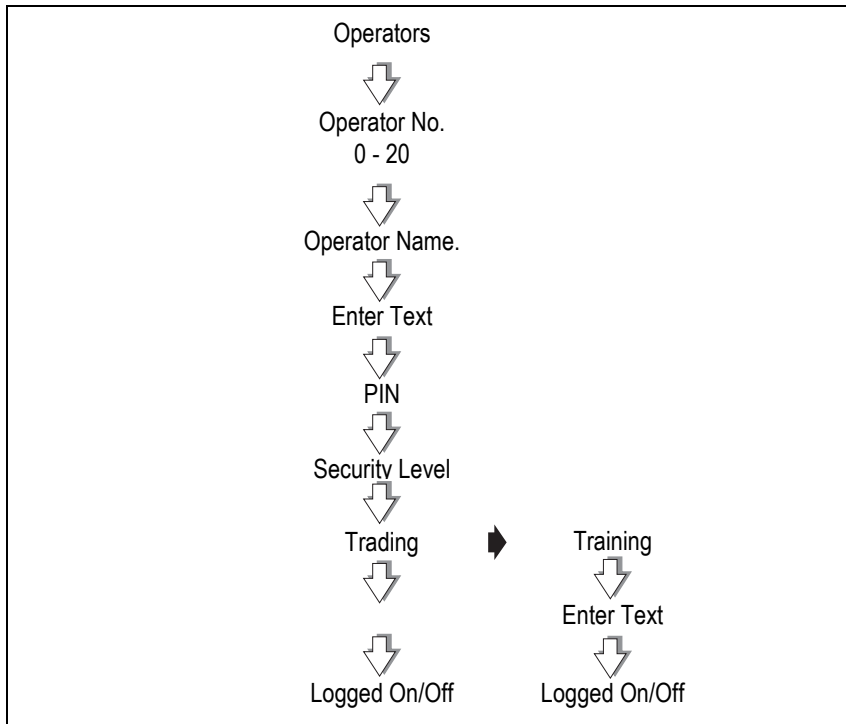
Figure 4.15 Setting up operators

Operator names

• You can enter up to 20 operator names and you can assign dedicated keys to any number of them.

• Each name may have up to 16 characters.

• Operator names are printed on receipts and the operator totals report.

• You can print the operator name or number on a label if you select a suitable label format and include the appropriate substitution code (see 17.3, *Substitution codes*, *page 242*) in the sales message text.

Operator PIN

• The factory default setting for operator 1 PIN is 4296 and for operator 1 security level is 2.

• All other operators will have factory default settings of PIN 0 and security level 0 unless you change them.

- Each operator may be assigned a PIN between 0 and 99999999 which must be entered when logging on or off. If the PIN is left at 0, a PIN is not required when logging on or off.

  If you make a mistake while entering the number press (C) and start again.

Changing PIN

If you have set up and assigned a dedicated PIN key, the operator can change his or her PIN in sales mode, see *section 7.1*, *page 100*.

Please remember .....

Always ensure that at least one operator has a security level set high enough to be able to change PINs and operator security in Manager Mode. If you accidentally set all the security levels too low see *section 16.1*, *page 230*.

Operator security level

- There are three security levels from 0 to 2.
- The security level determines operator access to scale functions.
- The operator will have access to those functions whose security level is the same as or less than their own security level.

Operator status

The default operator mode is trading. You can change the operator mode from trading to training (or back again from training to trading) provided that there are no outstanding transactions against that operator.

- If there are any current transactions you will see the message **Print Trans.** displayed briefly and the machine will revert to the previous mode.
- If there are totals outstanding you will see the message **Clear Trans. No.?**. Press

  (C) , or press (⏎) to return to the previous mode without clearing transactions for the operator.

Trading

All transactions carried out by the operator are added to the trading totals stored by the machine

Training

The operator's transactions are added to the operator totals and the training value is listed in the operator totals report.

Operator training text

Each time an operator is changed from trading to training you have the opportunity to change the training text or remove it.

- The training text is printed on receipts for transactions carried out while the operator is in training mode.

- The same training text is used for any operator in training mode.

4.10   Setting function security

Security levels

- There are three security levels from 0 to 2.

- The security level determines operator access to scale functions.

- The operator will only have access to those functions whose security level is the same as or less than their own security level.

Please remember .....

If you see the message Call Supervisor your security level is not high enough.

Security level 0 means that any operator can access that function.

The following functions have factory default security levels set as follows:

Sales functions

Void	1
UP/PLU	0
Positive non weighed	0
Negative non weighed	0
Receipt/label selection	0
Dual capacity	0
Override	1
Price base	0
Returns	1
Refunds	1
No Sale	0
Float	0
Pick Up	0
Paid Out	0

Manager functions

You can assign a security level to most of the manager functions or you can change the level set, provided that your own security level is the same or higher than the function security.

Please remember .....

Always ensure that you have at least one operator with a security level high enough to change Operator PIN and security level settings.

It is possible to inadvertently set all users security levels so that security levels can no longer be modified and no user has access to any sales or manager functions.

If this happens see Part 2, *section 16.1*, *page 230*.

Example:*Setting security for table creation*
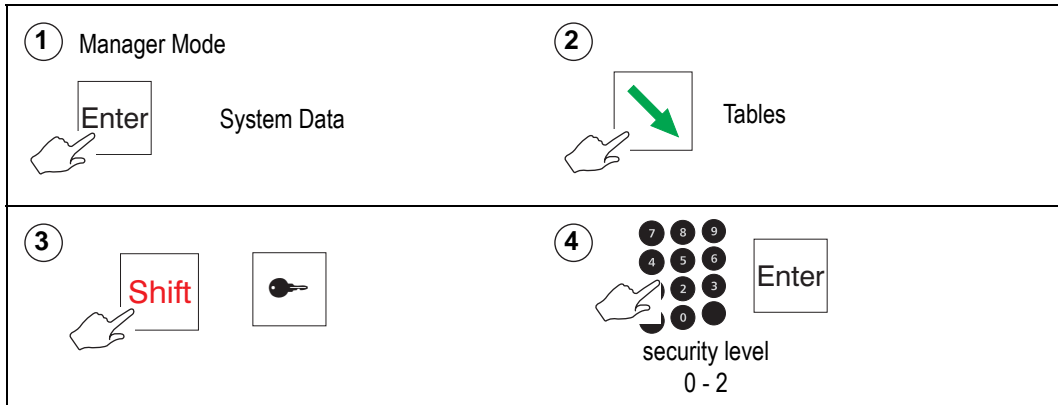
4.11   Printing data reports

Data reports comprise the PLU file and lists of the data tables and messages set up. A printout provides you with a reference copy of information programmed at the machine.

To stop a report press   **C**   .

Data reports available are:

- PLU file list
- Verify Labels
- Operators report
- Text report
- Discount list
- Security level
  Sales, Manager, Security Log
- Payment key list
- Traceability Reports
- Barcode list
- Logo list
- Tax Rate list
- Tare Weight list
- AI list

Please remember .....

Instructions for printing totals reports can be found in, *Section 12.3 - Totals reports*, *page 194*.

Data report examples

```
       ***Operators Report***                    *****Discount List*****

03-048-2007              12.05          03-04-2007               12.07
Operator Num 1                          Discount 1
SANDRA                                  BULK BUY
Security Level              1           Percentage                 5%
Trading                                 Security Level               1
Logged On                               Discount 2
Operator Num 2
MARIA                                   ONE DAY SPECIAL
Security Level              1           Value                   £5.00
Trading                                 Security Level               2
Logged Off
Operator Num 3                             ****Report Complete****

PAUL
Security Level              5
Trading                                    ****Sales Security****
Logged Off
Operator Num 4                          03-04-2007               12.09

ANNE                                    Void                         5
Security Level              9           UP/PLU                       0
Trading                                 Pos Non Weighed              0
Logged Off                              Neg Non Weighed              0
                                        Receipt/Label                9
   ****Report Complete****              Metric Switch                9
                                        Override                     5
                                        Price Base                   0
                                        Non Add                      0
                                        Returns                      1
                                        Refund                       5
                                        No Sale                      1
                                        Float                        5
                                        Pick Up                      7
                                        Paid Out                     7
                                        Account                      0

                                           ****Report Complete****
```

Figure 4.16 Data report examples

Listing the PLU file

Depending on the filter criteria defined for the machine, see *section 12.3*, *Define filter on page 199*, you can list:

- all the PLUs

- a range of PLUs

Figure 4.17   PLU file list

Verify labels

This function prints out the default labels for all programmed PLUs. Use this function to check that labels scan correctly before using them on products.

Text report

The text report lists:

- Sign on text
- Sign off text
- Store name text
- Sales message texts
- Scroll message text
- ADD label text
- Department text
- Group names

If you have not programmed a message or text under a particular heading, then that heading will not be printed.


```
        ******Text Report******

  03-04-2007                  12.18

  Sign On Text:
  WELCOME TO AZ
  SUPERMARKET

  Sign Off Text:
  THANK YOU FOR SHOPPING
  AT  AZ SUPERMARKETS

  Add Label Text:
  ASSORTED ITEMS

  Department Text
  1:  Meat
  2:  Bakery

      ****Report Complete****
```
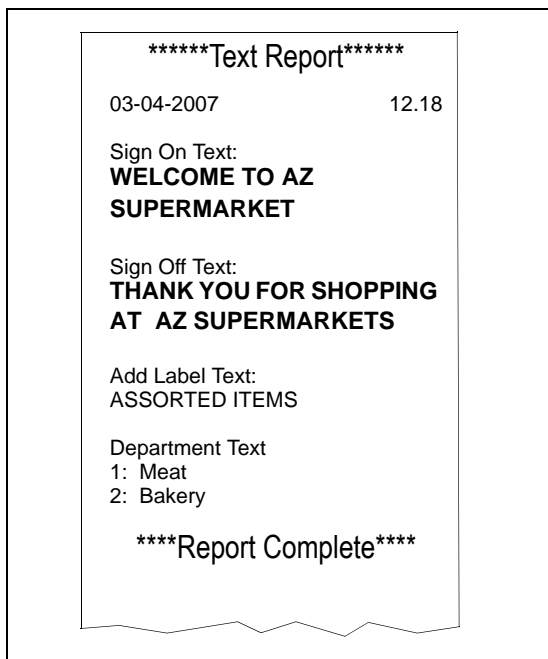
Figure 4.18 Text report

Machine Set-up

5

This chapter tells you how to customise the way in which your machine operate.You can:

- select which function keys are operable
- program dedicated keys for quick access to several functions.
- specify some of the criteria for printing receipts and labels.

Please remember .....

You must be in manager mode in order to perform a programming operation, see section 4.1, *Manager mode*, *page 29*.

Contents

5.1   Direct access (Hot) keys

Some functions have keys associated with them to give direct access to the function instead of stepping through the menus. This helps you perform manager functions more quickly

The default keys set up for the machine and their relative positions on the keyboard are shown below.

A System data	B X reports	C Z reports	D Data reports	E Mc setup	
G Messages	H Tables	I Date & time	J Assign keys	K Printer setup	
M Change price	N PLU edit	O Bcode format	P PLU assign	Q Op assign	
S Comms	T Machine ID	U Network map	V Network dump	W Mach IP	

Figure 5.1   Hot key positions

To program keys for other menus with associated 'hot' keys:

1. Navigate to the menu for which you require quick access.

2. Hold down the key you want to use until you hear a series of short bleeps followed by a long bleep.

You will see the message **Entry Accepted** when the key has been assigned.

Please remember .....

> **Customized 'hot' menu key assignments are not saved when you perform a machine dump, or restored with machine load. The default direct access keys are restored.**

5.2   Dedicated keys

Dedicated keys are 'soft' keys which can be assigned to any of the programmable keys on the keyboard.

You can label the key position for a soft key according to your own requirements.

Figure 7.1 shows how to assign a dedicated PLU (commodity) key for PLU 117. The procedure is similar for any other type of dedicated key.

Note: If you are assigning a key to a position previously assigned to a function key, hold down the key until you hear a series of short bleeps followed by a long bleep.
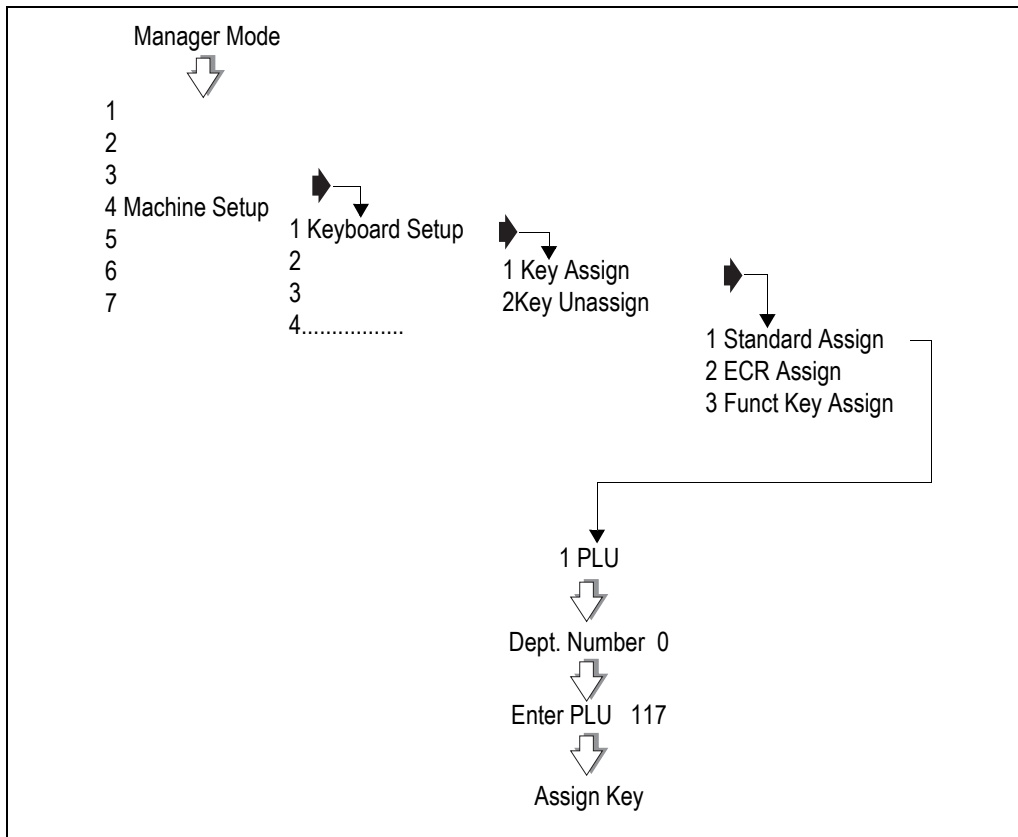
Figure 5.2   Assigning a dedicated PLU key

Standard keys

Standard keys are:

PLU	Tare	Hash
Operator	Prop. Tare	UP/PLU
Log	Dual Capacity	Positive Non-weighed
PIN	Alternate currency	Negative Non-weighed
Tax Print	Return	Edit Preset Traceability
Department	Discount	Weight Override,

You may have keys set up that are different from the ones shown here depending on your requirements. For example, you may have several operator keys or you might not have a tax print key.

	Oper. 1	Tax Print	Return	Dept 2 Bakery	⌄	Pass-port	#

Hand price keys

These keys allow you to hand price weighed goods and non weighed items.

• UP/PLU

Switches the scale to or from hand price or PLU operation.

• Positive Non Weighed

Allows you to enter the price of a non weighed item.

• Negative Non Weighed

Allows you to enter the price of a negative non weighed item.

UP/ PLU	+	-

ECR (payment) keys

You may have different keys set up from the ones shown here depending on your requirements. Several different payment keys are shown here for different types of payment.

Cash	Cheque	Credit Card	$	Coupon

Generic keys

Generic keys can be allocated to:

• departments

• tare references

- payments and discounts

    allowing you to select references that do not have a dedicated key on the keyboard.

To set up a generic key, do not enter a reference number for the key before assigning it to the keyboard.

Figure 5.3   Assigning a generic key

Note: You will be asked for the payment or discount number when you use these keys in sales mode.

5.3   Printer set-up

This group of functions enable you to customise the way in which your machine generates and prints labels, receipts and talons.

Label setup

These options allow you to choose:

*   how you want labels to look and
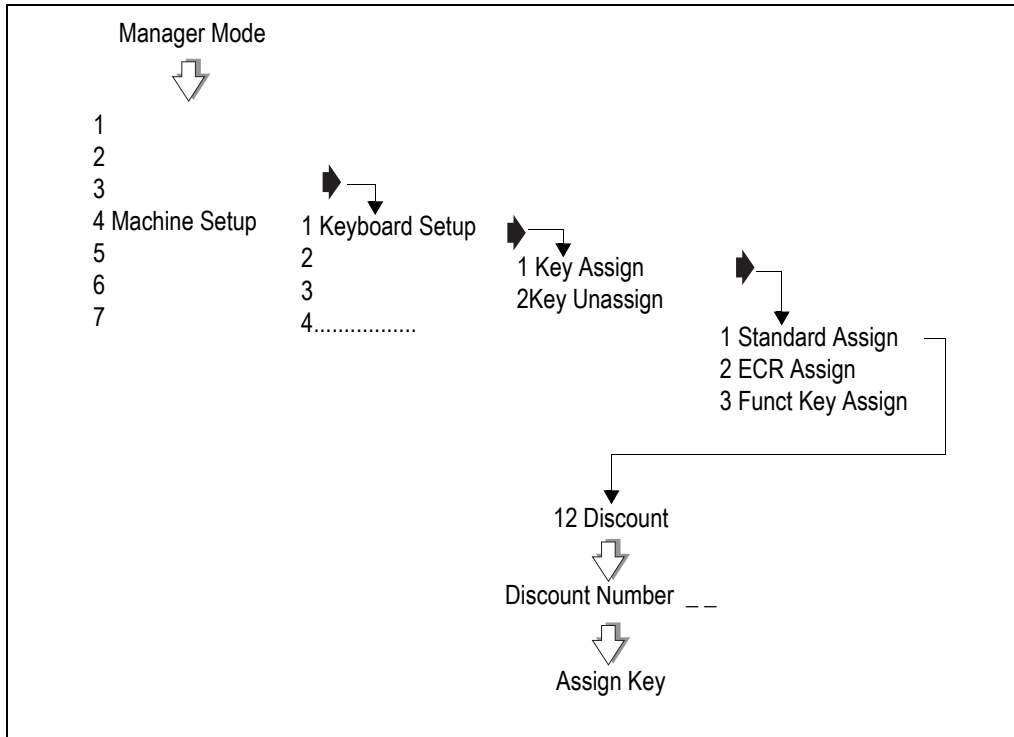
*   the way in which you want labels to be generated and printed.

Label type

You can select either separate or continuous labels.

Continuous paper

Continuous labels can be printed on a tally roll or on a continuous label roll. If you use varying lengths or formats for labels, printing on a continuous label roll uses the printer roll more economically.

Separate

Labels are printed on label rolls with separate labels. These labels must be the appropriate size to accommodate the label format assigned to the PLU or to the machine.

Selecting label format

The label format can be open or closed.

There are 12 standard label formats and four nutritional label formats available. Any of the formats can be set to suit your requirements.

*   Open label format.

    Labels are printed according to the format stored in the PLU record.

*   Closed label format.

    Labels are printed using the label format you have assigned to the machine.

If you machine is operating in **Hand Price** mode the label format assigned to the machine will be used.

Tare interlock

If the tare interlock is enabled, you will only be able to print a label if you have selected a tare.

Suppressing symbols

If symbols are enabled then symbols, for example, **£, kg, £/** are printed on labels. If you want to use pre-printed labels you can choose to disable symbols.

Selecting print modes

You can select one of three ways to print labels.

- Print on request.

- Print immediate.

- Pre-pack.

Print on request

Press your operator key or [icon] to obtain the label.

Print immediate

The machine issues a label as soon as the weight on the machine becomes steady. It does not retain the PLU or tare.

You cannot use [icon] .

Pre-pack

The machine retains the PLU and tare (if set up) and issues a label each time the weight becomes steady.

Default operator

When selecting the print mode you will be asked to enter an operator number. This number will be assigned to the [icon] key.

Print on request
Weighed and **non-weighed** transactions will be assigned to the default operator number.

Print immediate
Weighed transactions will be assigned to the default operator number.

Pre-pack
All labels will be assigned to the default operator number.

Talon

A talon is a log of each receipt printed at a machine and is printed after the receipt. It shows the operator number, the number of transactions and the total value of the last receipt.

Duplicate receipt

Use this function to set up the printer to print a duplicate receipt. DUPLICATE is printed at the start and end of the duplicate receipt.

Single item

Enable this function if you want to print a receipt after each transaction.

Note: Talon, Duplicate Receipt and Single Item can be enabled and disabled in a similar manner (see the example for enabling symbols).
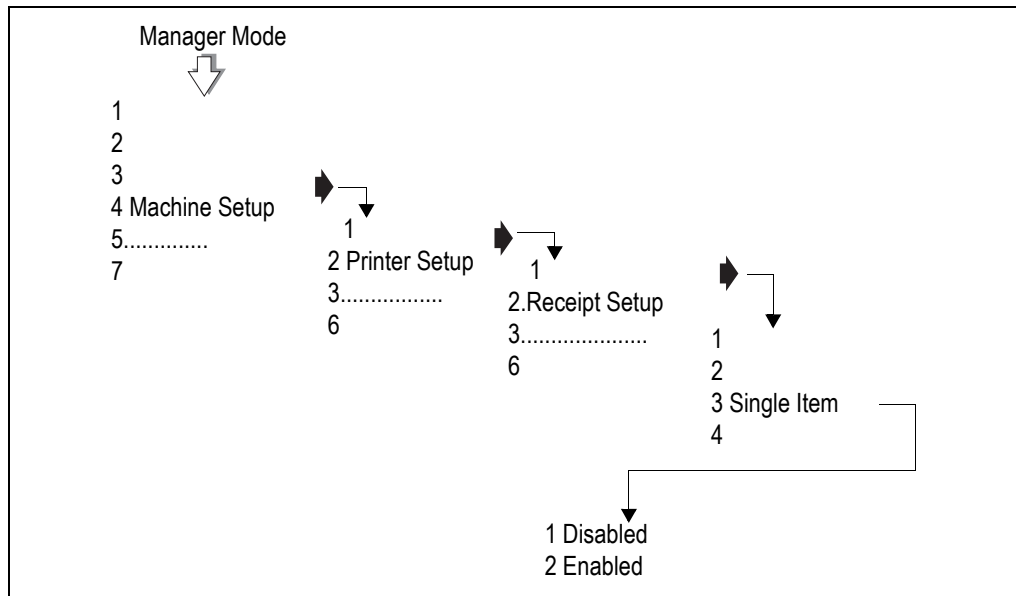
Figure 5.4   Enabling single item printing

Alternate currency print

Use this function to set up the printer to print alternate currency price information automatically on receipts and labels and to display alternate currency prices on request. You can print or suppress the warning message on the receipt.

On labels you can select to print either totals only or totals and unit price in the alternate currency.

Receipt printing

Provided your machine has been configured to print the alternate currency symbols, you can set up and assign a key, see *page 65*, to print a duplicate receipt using the alternate currency.

Machine message

You can assign a message reference to a machine. The substitution code %%M can be programmed into a PLU text field, sales message or store name. The code is replaced by the assigned message which is printed in the appropriate text field on the label.

Speed/density

You can enter a print speed between 50mm/s and 80mm/s. A slower print speed may improve print quality on low specification paper. Low print speed may also help if you have peel off problems with some types of label.

You can set the print density between 0% and 100%. The default setting is 100% but you may want to decrease the density when using a slow print speed.

5.4   Assigning a barcode format

In order for barcodes to be printed you must assign a format to the machine.

On label machines the format assigned to the machine is used unless the PLU has a programmed barcode. Enter a barcode reference number from 0 to 9.

On receipt machines you may enable or disable barcode printing for receipts and for talons.

Please remember .....

For more information on creating and selecting barcode formats, see *Barcodes*, *page 147*.

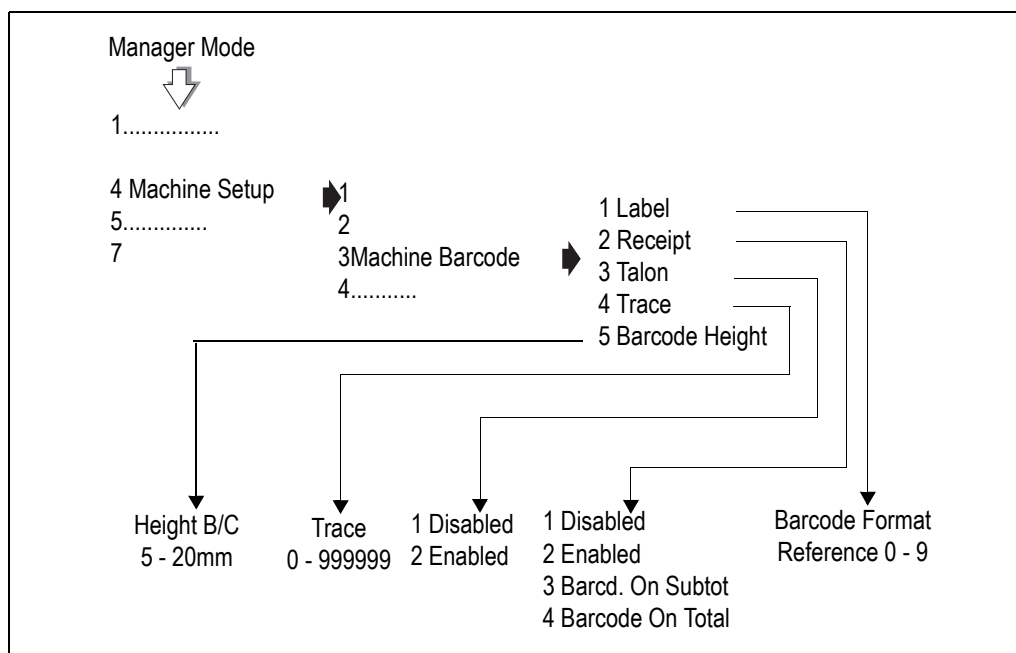**Figure 5.5   Assigning a barcode format**

Trace code

The trace code is a six digit numerical code printed at the end of receipts and reports. It is used to identify uniquely an individual machine.

Barcode height

Barcode height option allows you to set the height of barcodes on receipts and talons to be programmable in the range of 5-20 mm in 1mm intervals. The default height is 20mm

5.5   Adjusting the display brightness

You can adjust the brightness level (contrast) for the vendor and customer displays independently.

The brightness level increments with each key press until it reaches the maximum value. Any further key presses will cause it to restart from the lowest value.
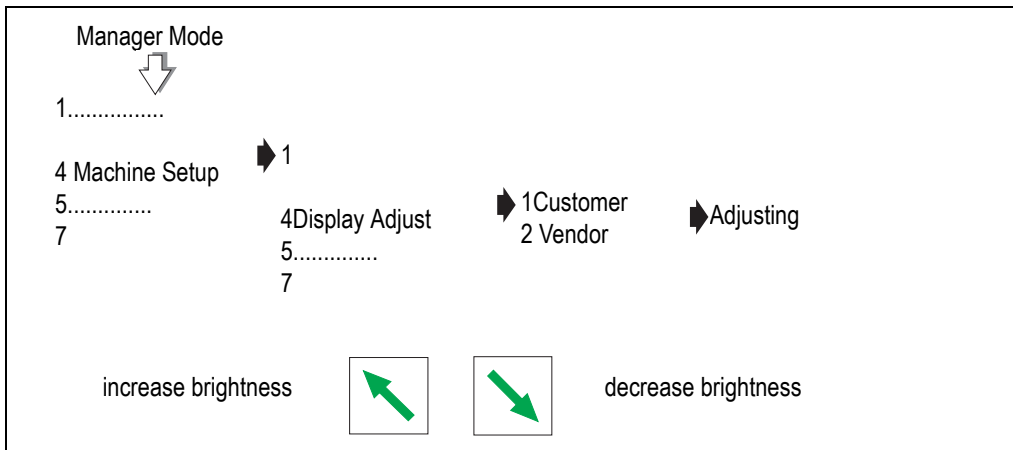
Manager Mode

1................

4 Machine Setup
5.............
7

1

4Display Adjust
5.............
7

1Customer
2 Vendor

Adjusting

increase brightness   decrease brightness

Figure 5.6   Adjusting display brightness

5.6 Machine operating modes

Floating vendor mode

In vendor mode you can have up to 20 `floating' operators logged on to the network at any time. You can serve customers and produce receipts or labels at any machine.
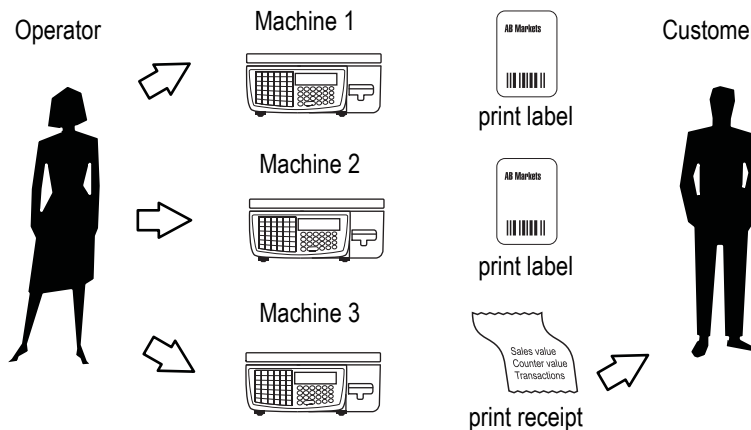

Figure 5.7   Floating operator

Point of Sale (PoS) mode

If PoS mode is enabled you can:

• print sales receipts

• display the amount tendered and the change required

• accept different types of payment for purchases according to the payment keys set up at your machine

• receive payments to accounts.

Note: If your machine has ECR functions but PoS is not enabled you will only be able to print counter receipts.

Self-service machines

In self-service mode you can select the way in which the keyboards will operate. There are three options:

• TK (self service) only

• both keyboards

• TK/Item keyboard.

If you choose to enable **Both Keyboards** all the keys except the function keys on the sales keyboard will be available.

If you select **TK/Item Keyboard,** any numeric entry at the lower keyboard will be treated as the number of items not the PLU number.

Please remember .....

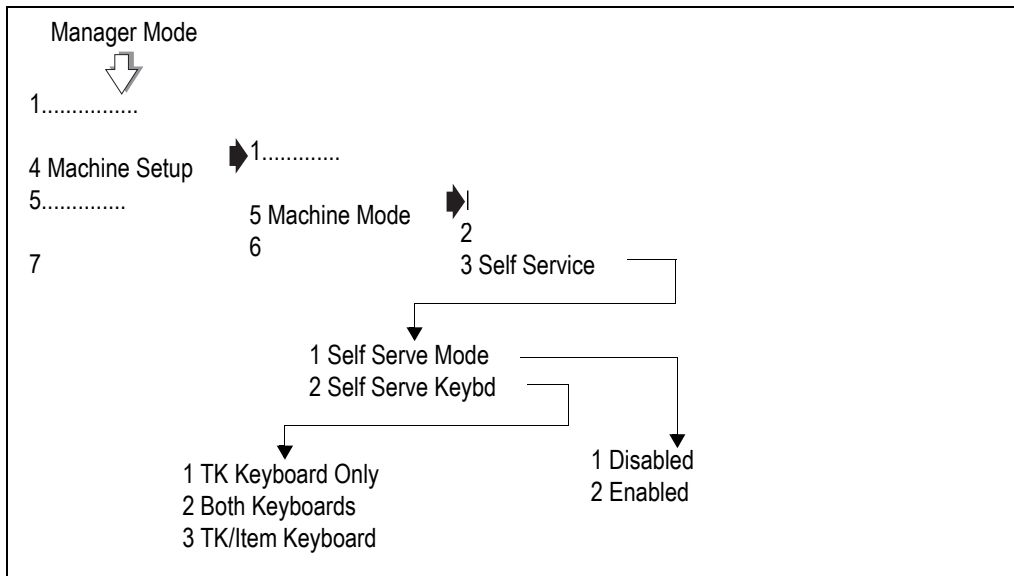**Make sure that the machine is set up or configured to print labels before enabling self-service mode.**

Manager Mode

1...............

4 Machine Setup
5.............

7

1.............

5 Machine Mode
6

2

3 Self Service

1 Self Serve Mode
2 Self Serve Keybd

1 TK Keyboard Only
2 Both Keyboards
3 TK/Item Keyboard

1 Disabled
2 Enabled

Figure 5.8   Enabling self service mode

Please remember .....

Set security for any functions that you do not want to be available from the sales keyboard.

Note: In self-service mode, PLU is cleared after 15 seconds if no label is printed.

The zero key on the sales keyboard is disabled in self-service mode. To re-zero the machine:

1. Enter manager mode. See *To enter Manager Mode*, *page 30*.

2. Press **→0←** .

Assigning keys

You can assign any programmable key to the TK keyboard in the same way that you assign keys to the sales keyboard. See *section 5.2*, *page 64*.

Large keys

Larger keys for product selection can be set up by assigning two adjacent keys, or four keys in a square block, to the same PLU. Create suitable labels or a keyboard overlay to suit your own keyboard layout.

Keyboard overlay

The keyboard overlay is inserted into a 'wipe clean' pocket with the opening at the right hand side. This means that you can remove the overlay provided and insert overlays printed to suit your own requirements.

5.7   Setting alarms

Cash drawer detect

If the cash drawer alarm is enabled the machine cannot be used while the cash drawer is open. An audible alarm will sound and the message Close Drawer will be displayed until the drawer is closed.

You can program a delay time from 0 -60 seconds between the drawer opening and the alarm sounding.

Network error alarm

You can enable or disable the network error audible alarm. For information on network errors see **Part 2**, *section 14.7*, *page 219*.

Note: .The error message will continue to flash on the display whenever the machine is idle.

Programming Products

6

A Product Look Up (PLU) is a record of the information stored about a product available for sale in the store. The most frequently used PLUs may have their own commodity key. This chapter describes how you can:

- select a PLU
- customise the PLU menu
- create or edit PLUs
- delete an unwanted PLU
- copy a PLU
- set up promotions
- create a nutritional panel.
- create voucher records for voucher promotions

Please remember .....

You must be in manager mode in order to perform a programming operation, see section 4.1, *Manager mode, page 29*.

Contents

6.1   Selecting PLUs by barcode

PLUs can be selected using the barcode number rather than the PLU number in:

* Sales mode

* Change Price

* Create and Edit

* Delete PLU

* Copy PLU.

    Use a barcode scanner if available or use the keyboard to enter the barcode number if you have a '#' key.

6.2   **Customizing the menus**

The Create/Edit PLU menu can be customised so that options which are not required do not appear on the display in Create/Edit PLU.

The options that can be disabled or enabled are:

- Departments
- Label Format
- Display text
- PLU Text 1 and Text 2
- Tax Ref 1
- Group Number
- Price Multiple
- Promotions
- Price Base
- Net Weight
- Tare Weight
- Proportional Tare
- Date 1
- Sales Text 1
- Barcode
- Traceability
- Nutri panel.
- PLU Logo

Example: *Disabling an option*
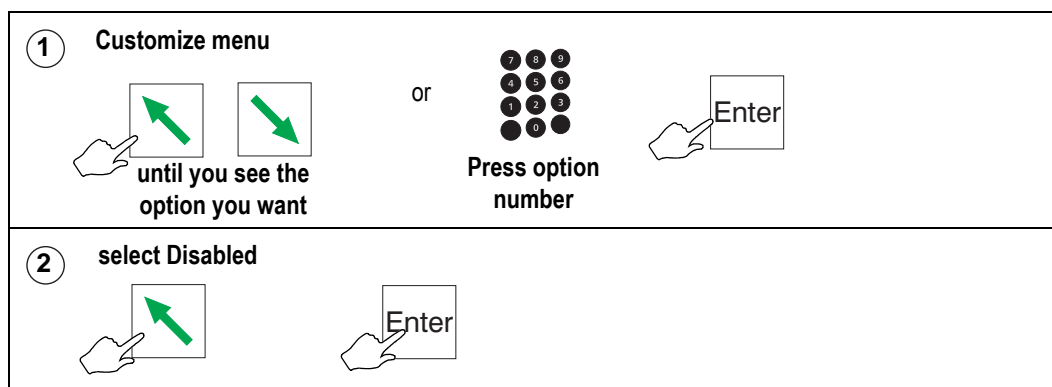
6.3   Changing prices

Only the first or second price (PLUs programmed with a promotion) of a PLU can be changed. To change any other PLU data see .

Note: For the each price, the display will highlight unit price, item price or neg. item price, according to the type of PLU selected.
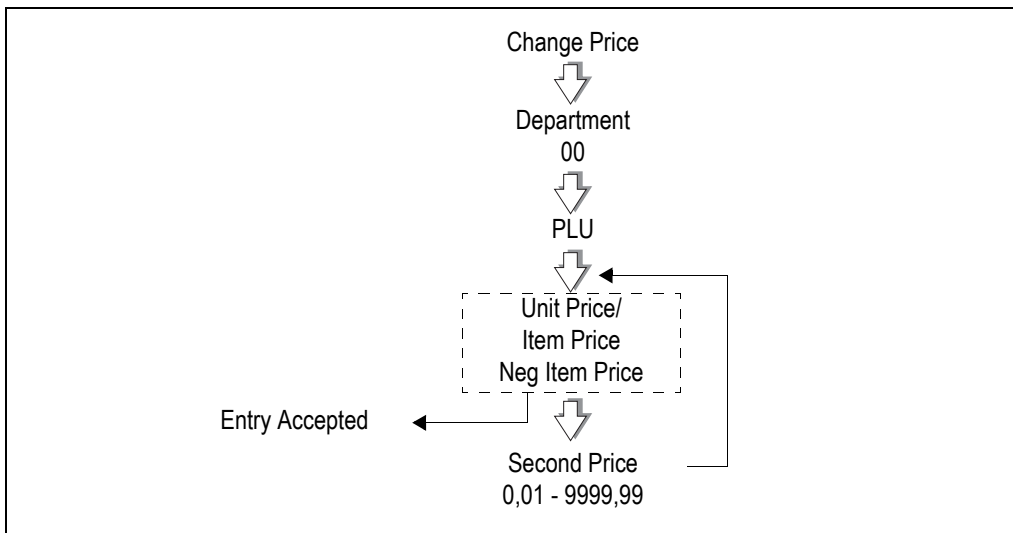

Figure 6.1   Changing prices

6.4   Creating and Editing PLUs

You can create closed, open or negative PLUs. The options available when creating or editing a PLU are described in this section.

The flow chart on *page 82* shows all the possible system prompts to guide you through creating a PLU. What you see will depend on how your machine has been configured.

Note: If the PLU you want to edit has a dedicated key assigned to it, instead of entering the PLU number you can, just press the appropriate PLU key.

PLU types

The type of PLU is decided by the information that has been programmed.

Closed PLU

The price of the goods or item has been pre-programmed in the PLU and cannot be altered by the operator.

A **promotional PLU** is one where a promotional price or offer has been programmed. Programming a promotion is explained in *section 6.7*, *page 90*.

Open PLU

The price has been left blank and must be entered by the operator for each transaction.
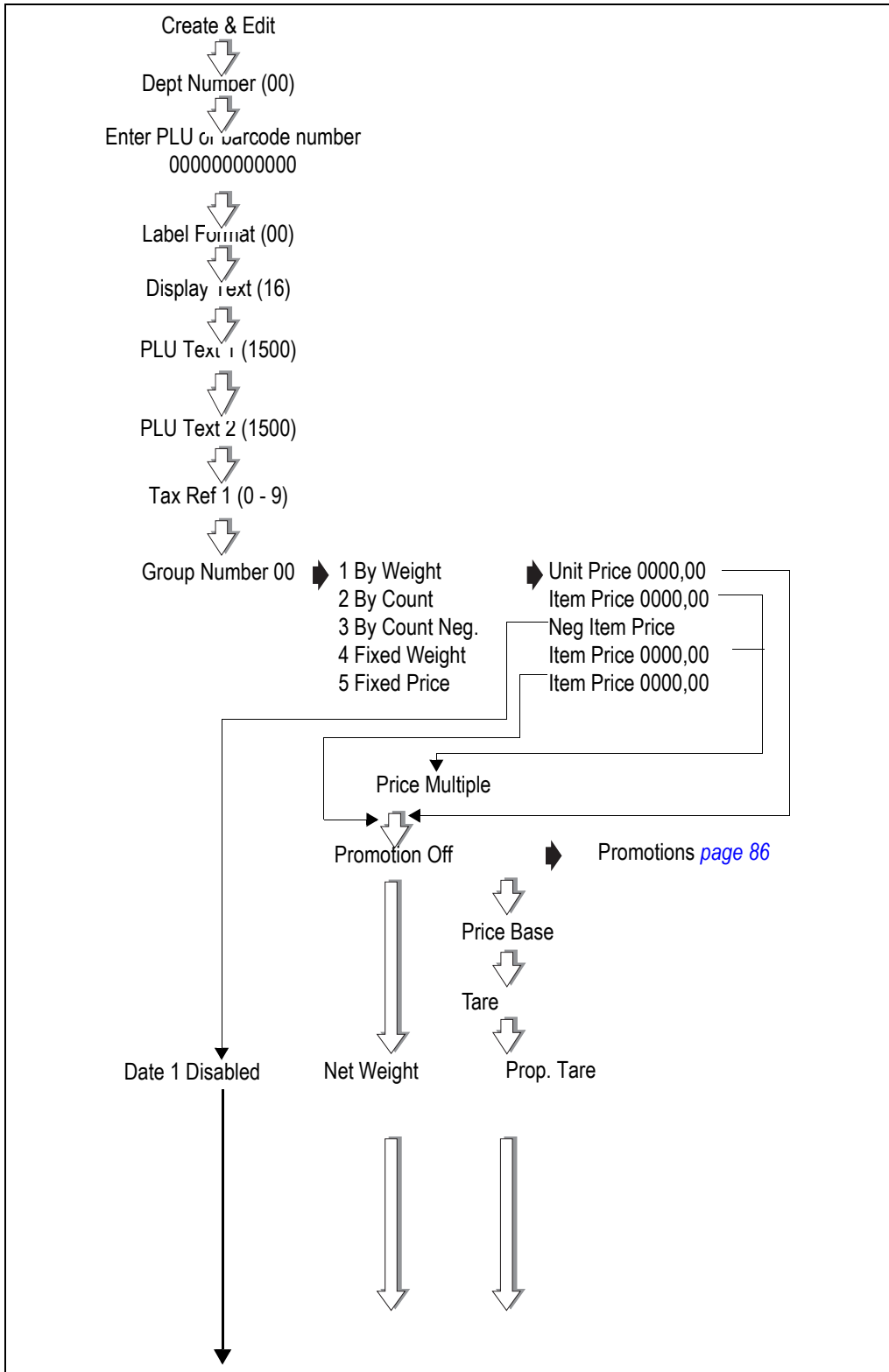
Negative PLU

Negative item price is selected when the PLU is programmed.

A negative PLU is for use in receipt mode to enable an operator to reimburse a customer for a non weighed item such as a returned bottle.

Pick lists are available for all programmed data for the following fields:

- Department Number
- PLU Number
- Label Format
- Tax References
- Group Number
- Tare Reference
- Net Weight Reference
- Promo/Sales Message
- Barcode Formats
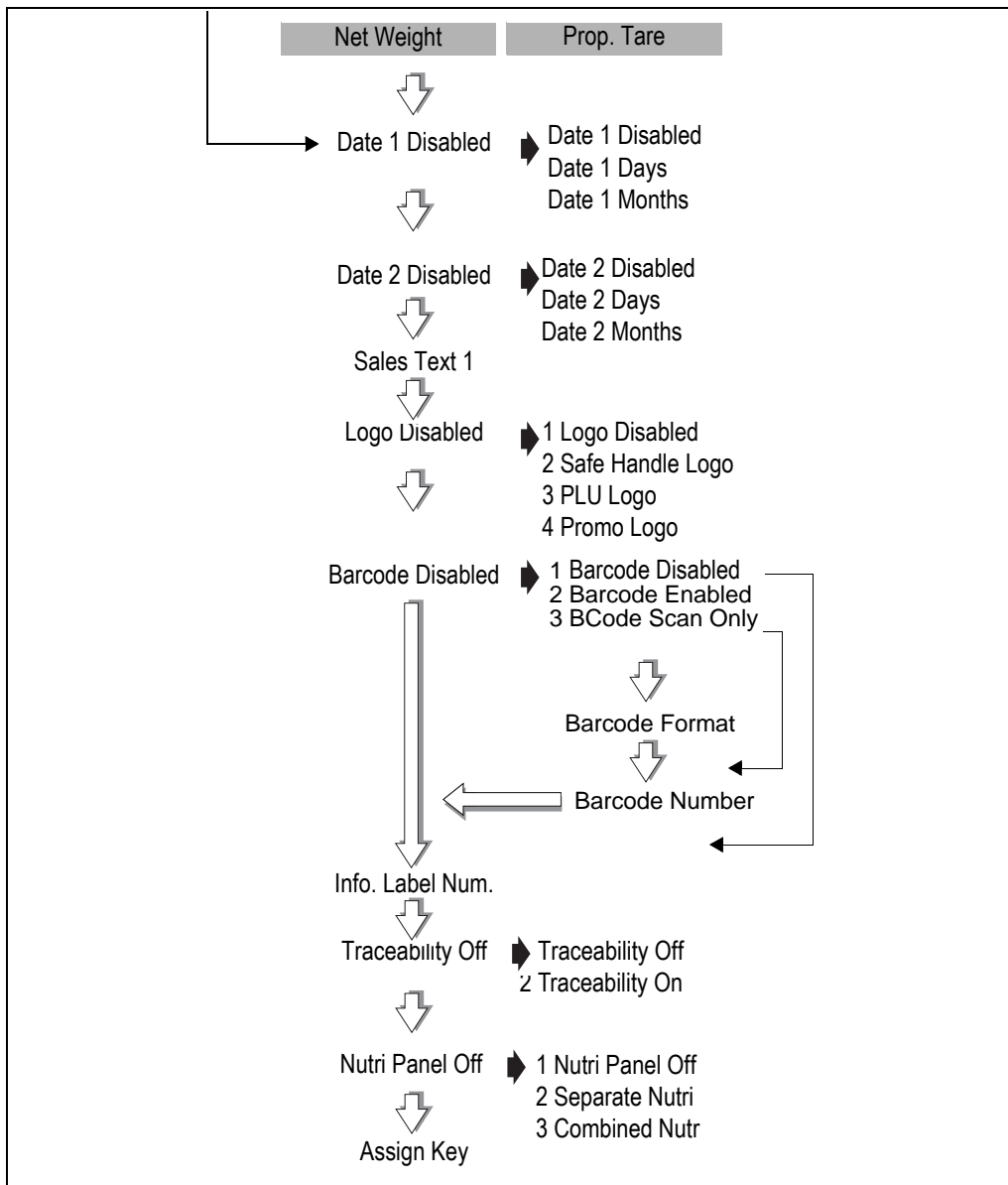- Traceability Scheme Reference

System prompts

```
                    Create & Edit
                         ⬇
                  Dept Number (00)
                         ⬇
          Enter PLU or barcode number
                  000000000000
                         ⬇
                 Label Format (00)
                         ⬇
                 Display Text (16)
                         ⬇
                  PLU Text 1 (1500)
                         ⬇
                  PLU Text 2 (1500)
                         ⬇
                  Tax Ref 1 (0 - 9)
                         ⬇
     Group Number 00  ▶  1 By Weight      ▶  Unit Price 0000,00
                          2 By Count          Item Price 0000,00
                          3 By Count Neg.     Neg Item Price
                          4 Fixed Weight      Item Price 0000,00
                          5 Fixed Price       Item Price 0000,00

                                    Price Multiple

                  Promotion Off        ▶     Promotions page 86
                                                    ⬇
                                              Price Base
                                                    ⬇
                                                 Tare
                                                    ⬇
     Date 1 Disabled    Net Weight          Prop. Tare
```

Figure 6.2   Creating or editing a PLU

Departments

When you assign a department to a machine, it becomes the default department for that machine.

If a department has been assigned to the machine you are using, when you enter the PLU number to select a product, the selected product will be the one assigned to the default department for the machine.

Note: For more information on creating and assigning departments refer to section 4.5, Creating departments on page 43.
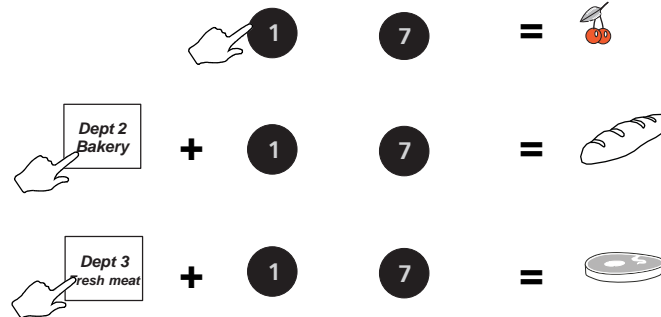
PLU text

You can program one display text area and up to two printable text areas. You can enter up to 16 characters in the display text and each PLU print text area can have a maximum of 1500 characters.

- PLU text 1 is the default text for printing on receipts and labels including ingredients.

- PLU text 2 is printed on labels provided that the label format contains the appropriate text field.

PLU display text (16 characters)

If no display text has been previously programmed you will see the message **Enter Text**. If text has been programmed before it will be displayed and you can remove it or change it.

PLU text 1 (1500 characters)

If no text has been previously programmed in PLU text 1 and the PLU display text area has been left blank, you will see the message **PLU Text 1**. The message clears automatically when you enter text.

- If no text has been previously programmed in PLU text 1, any text programmed in the display text area is copied to PLU text 1. You can remove or edit this text to suit your requirements.

PLU text 2 (1500 characters)

If no text has been previously programmed you will see the message **PLU Text 2**. The message clears automatically when you enter text.

- If Traceability has ben enabled in the PLU and the machine is in pre-pack mode, then the carcass text will be printed in the text 3 field.

Note: For substitution codes that you can use in PLU text messages 1 and 2 refer to section 4.8, Sales message on page 50.

Tax reference

Each PLU can have a tax reference assigned to it.

- There are ten tax references available (0 - 9) and each one can be assigned a different tax rate.

- Use tax reference 0 for products which are non taxable.

For further information on tax rates see section 4.3, *Setting up data tables,page 35*.

Product groups

A product group is a category such as fish, fresh meat or vegetables to which an individual PLU may be assigned.

- You can create up to 10 groups

- Each group name can contain up to 20 characters.

- The group name is printed on PLU and group reports.

Trading mode

You can select the way in which the product is sold

By Weight

Used for goods that are to be weighed and that have a unit price programmed.

By Count

Used for non weighed items requiring an item price.

By Count Neg

Used for negative PLUs in receipt mode that require a negative item price to enable an operator to reimburse a customer for a non weighed item.

Fixed weight

Used for products with fixed net weight requiring an item price.

Fixed Price

Normally sold as non weighed (By count).

If the machine is:

- operating in prepack mode

- and

- back calculation By Product Type has been enabled in Service Mode

  the product is treated as a weighed product. This is equivalent to Danish Back Calculation.

Price multiple

For non-weighed PLUs you can program a default quantity for the product at a set price.

Example: Four chocolate chip muffins for £1.40.

- Set the item price to £1.40 and the price multiple to 4.

To charge a premium when selling individual items (split pack price).

1. Set the item price to the higher value for that number of items.

2. Select price promotion

3. Set the second price to the default pack price and the trip value to the default quantity.

Example: *Four chocolate chip muffins for £1.40. Individual price £0.40.*

• Set the item price to £1.60 and the price multiple to 4.

• Select price promotion and set the second price to £1.40 and the trip value to 4.

If a smaller quantity than the default number is purchased, the items will be charged at the higher price.

If a quantity greater than the default number is purchased, all the items will be charged at the promotional price.

Promotions

You can choose from four types of promotion when programming a PLU.

• price promotion

• frequent shopper promotion

• weight or items free promotion

• discount promotion

For details see *section 6.7*, *page 90*.

Sell by dates

If you enter a sell by or use by date when programming a PLU the machine prints the date on the label either:

• as a use by or sell by date computed from the number of days from the current date

   or

• as a use by or sell by date computed from the number of months from the current date
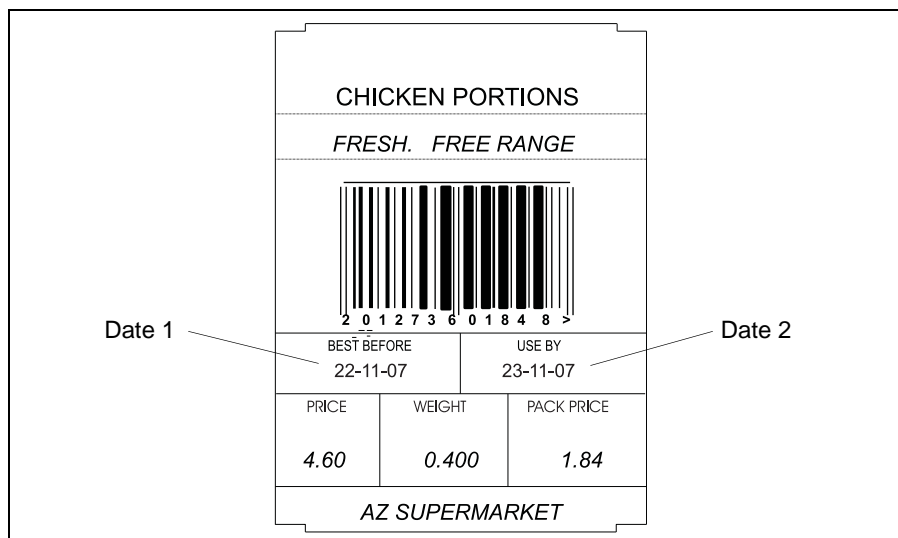
Figure 6.3   Sell by dates

Net weights

Net weight is a description printed on a label to identify the weight of a non-weighed product sold on a normal or average weight basis. For example, 400g for all loaves of a certain size.

Proportional tares

Proportional tares are used when weighing ready wrapped goods such as confectionery. Provided that the proportional weight value for the wrappings is known, the percentage tare value can be entered when programming the PLU.

Barcode printing

Labels

Barcodes will only be printed if you assign a barcode format to the machine see *section 6.4*, *page 81*, or enable the barcode in a PLU.

Receipts and talons

Barcodes will only be printed if you enable them on the machine.

PLUs for dry or branded goods

PLUs for dry or branded goods can be created in two ways:

Using a PLU number.

• Create the PLU as normal.

• When you see the message **Barcode Disabled**, press ⬉ or ⬊ select BCode Scan Only.

   You can enter the barcode number manually or use the scanner.

Using a barcode number.

• Scan the barcode when you see the message **Dept Number** or Enter PLU.

• or

• Enter the department number and when you see the message Enter PLU, press

   # and enter the barcode number.

• Enter other PLU details such as price as normal, but you do not need to enter any barcode related information.

Note: If you want the PLUs to be in Departments, enter the department number when you see the message Dept. Number and the barcode number when you see the message Enter PLU.

6.5 Deleting PLUs

You should delete PLUs that are no longer required to reduce the size of the PLU file.

In some cases you will delete a range of products (for example all products in a department) or sometimes the complete product file to ensure that no obsolete products exist in the scale.

Please remember .....

If the PLU has outstanding totals you should print a clearing totals report for the PLU before deleting it.

```
Delete PLU - Single/Range/All
            ⇩
        Department
            00
            ⇩
           PLU
            ⇩
      Are You Sure? No
```
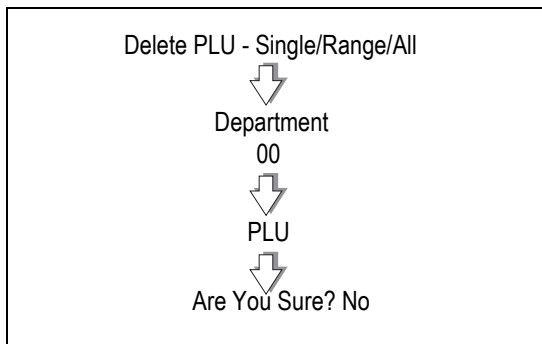
Figure 6.4   Deleting PLUs

Note: The default security level for Single PLU delete is 1. The default security level for the Range delete and All PLU delete is 2.

6.6   Copying PLUs

This function enables you to copy the data from an existing PLU to a new one. The new PLU has a different PLU number and barcode number, and can also be in a different department. The new barcode number will default so that the article number matches the PLU number. If the barcode number is already in use then the barcode number will be set to zero.
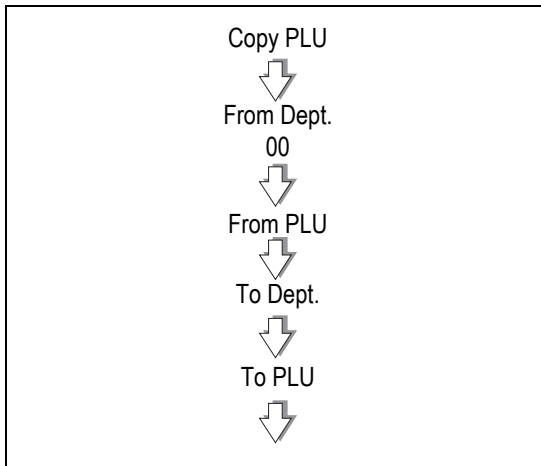
Figure 6.5   Copying PLUs

6.7   Promotions

You can program PLUs with a promotional price or offer.

If you select a PLU with a promotion the PLU description on the commodity display flashes.

There are four types of promotion available:

*   price promotion

*   frequent shopper promotion

*   weight or items free promotion

*   discount promotion

Sales receipts and labels can be printed with messages giving details of the savings or benefit to the customer. A suitable label format must be selected when programming the PLU for promotional information to be printed on the label.

You can:

*   select the promotional message to always print or only when the promotional price is enabled.

Please remember .....

*   Promotions are programmed in Create & Edit PLU.

*   Pressing disables the promotion.

*   Applying a manual discount to a PLU disables the promotional discount.
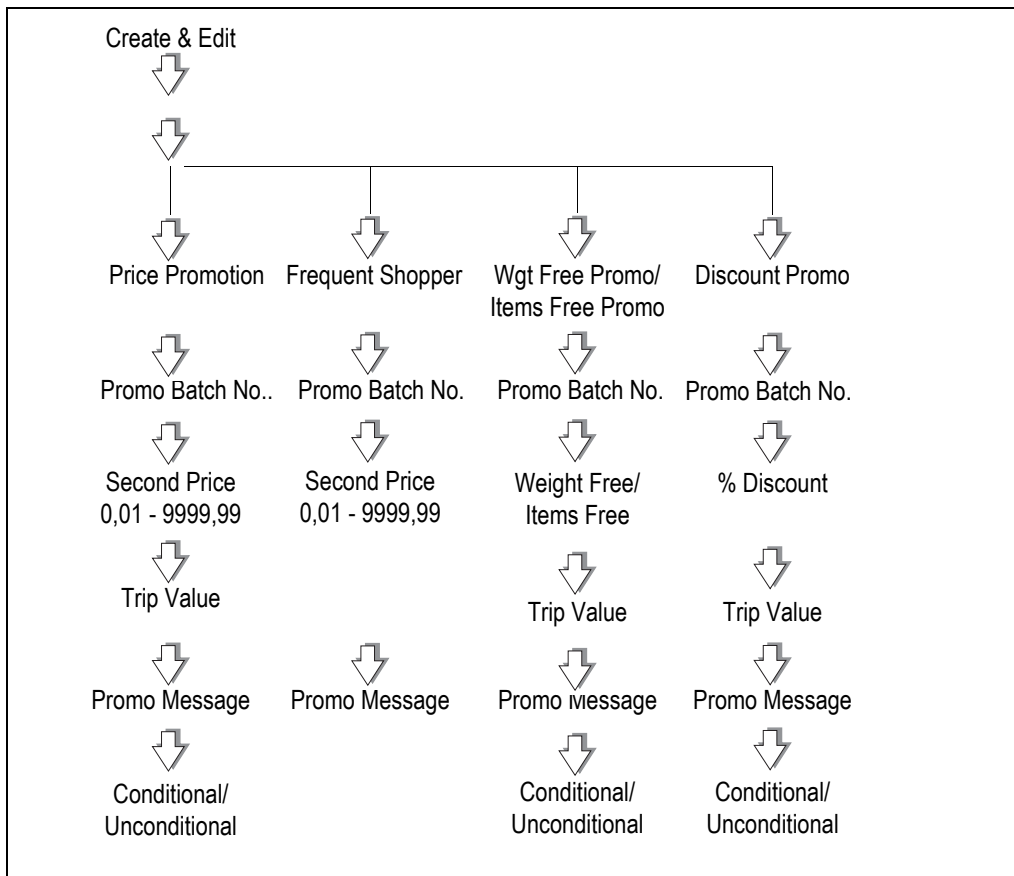
Figure 6.6   Promotion programming

Price promotion

You can program a PLU with a second unit or item price and different weighed quantities or number of items that enable the second price,

•   The promotional price is enabled when the pre-programmed weight or quantity is purchased.

•   You can change the unit or item price and the promotional prices using Change Price.

Please remember .....

> **If you program the weighed quantity as 0.00, or the number of items as 0, the promotion will always be enabled**

•   Sales receipts and labels can be printed with details of the savings to the customer.

•   To print promotional information on the label you must select an appropriate label format when programming the PLU.

Frequent shopper promotion

If you program a PLU with a frequent shopper promotion, you can have two prices printed on the label, the normal selling price and a special price.

- If the customer is in the frequent shopper scheme, the PoS terminal will use the special price when the goods are totalized at the checkout.

- If the customer is not in the frequent shopper scheme the normal selling price is used.

- A frequent shopper price is not dependant on the weight or quantity purchased.

There are three types of Frequent Shopper promotion available.

- Price

  You can program a second price for the PLU which applies if the customer is part of the frequent shopper program.

- % Discount

  This type of promotion calculates the discount as a percentage of the original unit price or of the total price for the PLU.

  You must enter the percentage discount as a whole number. For example:

  A price reduction of 3% must be entered as 3.00.

- Reduction

  The unit or total price of the PLU is reduced by the value programmed.

Weight/item free promotion

The system automatically scales up the free quantity according to the amount purchased.

Weight free promotion
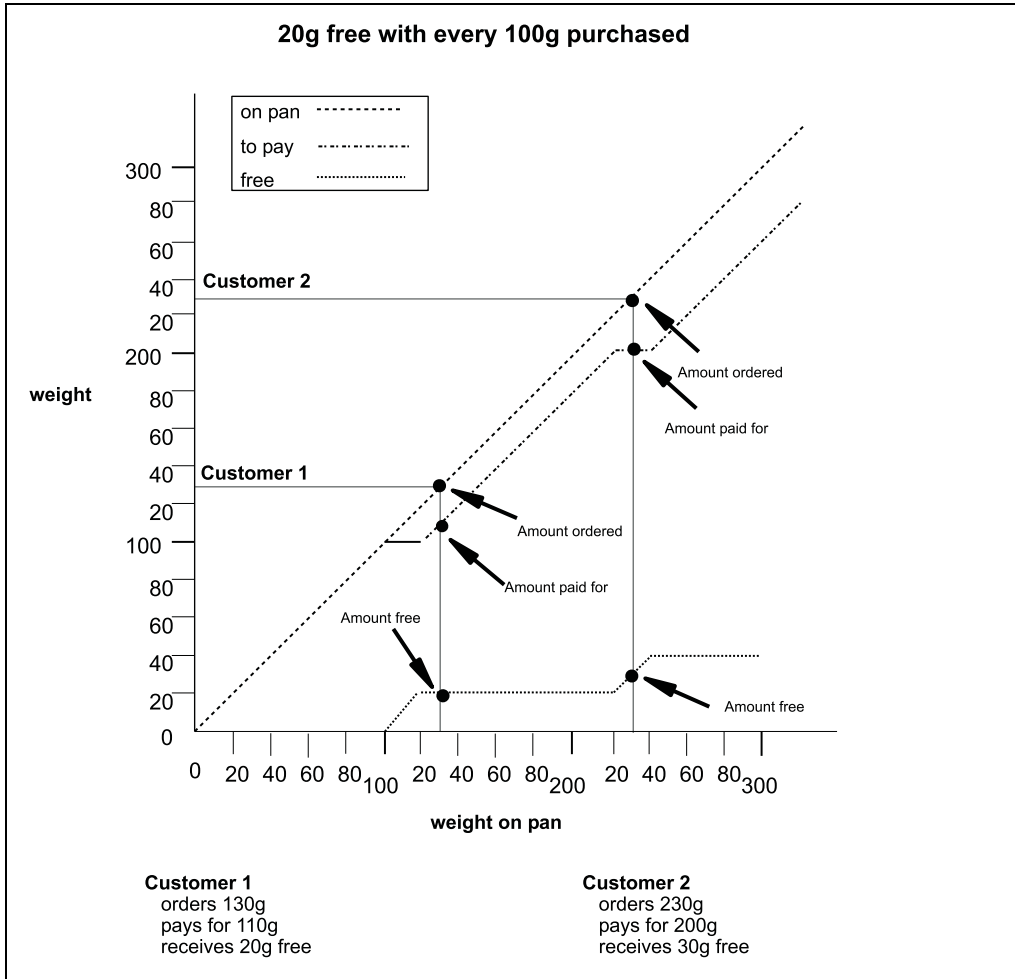
Figure 6.7   Free weights graph
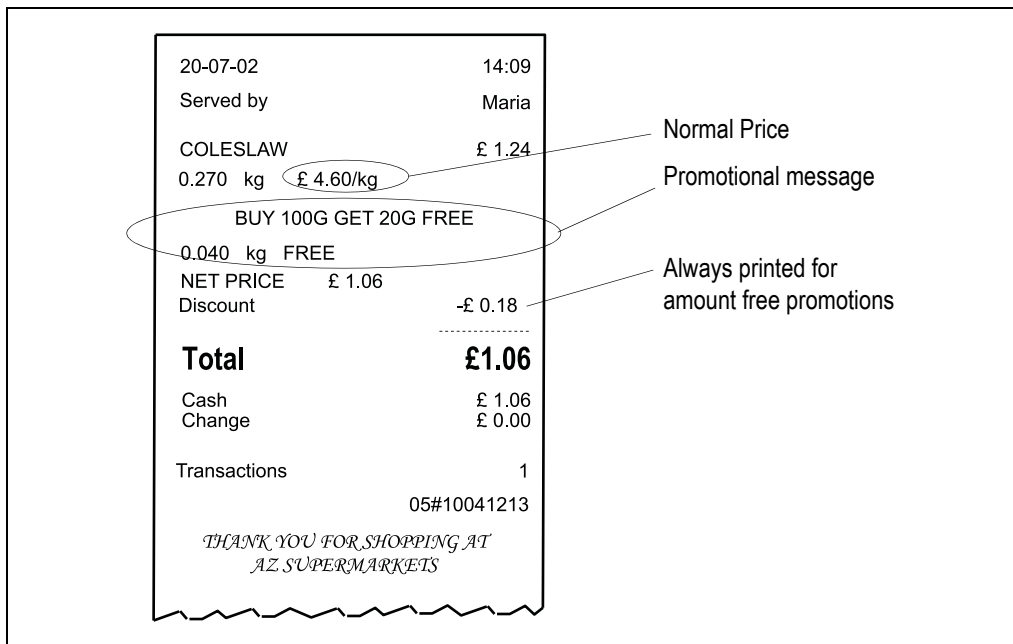
Figure 6.8   **Weight free promotion receipt**

Item free promotion

Item free promotions can be applied to weighed goods and non weighed items.

They can be used for products such as hamburgers which are priced by weight but generally sold by number.

Example: Buy 4 hamburgers and get 1 free.

• When programming the promotion, enter 1 for the number of free items and 4 for the item break.

• The weight and total price of 4 hamburgers is calculated from the weight of 5 hamburgers on the weigh plate and the unit price.

• When serving a customer, the operator weighs all 5 hamburgers and enters 5 for the number of items. The value of the transaction is calculated automatically with the appropriate quantity (1) given free.

```
20-07-02                    12:19
Served by                   Maria

HAMBURGER              £ 2.10            ─── Normal Price
0.500   kg    £ 4.20/kg
          BUY 4 GET 1 FREE              ─── Promotional message
1 FREE
NET PRICE      £ 1.68                    ─── Always printed for
Discount              -£ 0.42               amount free promotions
                 ----------------
Total                  £1.68
Cash                   £ 2.00
Change                 £ 0.32

Transactions               1
              05#10001188
     THANK YOU FOR SHOPPING AT
         AZ SUPERMARKETS
```
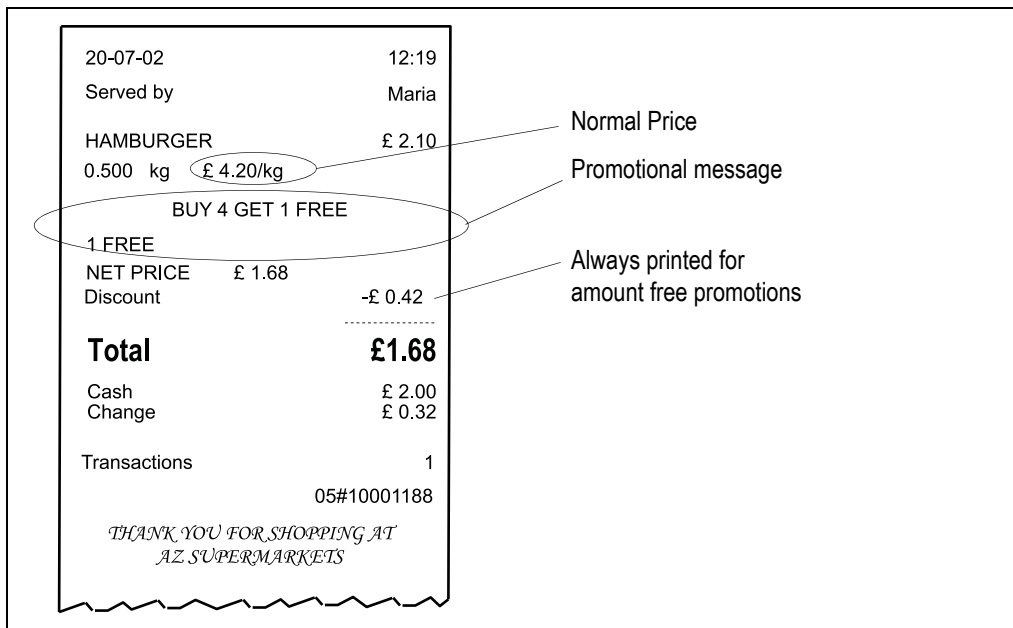
Figure 6.9   Typical item free promotion receipt

Discount promotion

A discount promotion applies a percentage reduction on the normal selling price. It is applied automatically when the quantity of weighed goods or the number of items equals or exceeds the trip value set in the PLU.

Please remember .....

You must enter the percentage discount as a whole number. For example, a price reduction of 5% must be entered as 5.00.

Promo messages

You can assign a promotional (sales) message to any promotion. If you select Conditional the sales message is printed only when the promotion is active. If you select Unconditional, the default setting, the sales message is always printed.

If you assign a promo sales message to a frequent shopper promotion it is always printed.

The message text can contain codes, as listed below, or Dewey Decimal codes to print information about the transaction. The codes are:

%%S   prints the value saved

%%N   prints the price to pay with promotion

%%G   prints the price to pay without promotion

%%F   prints the weight or items given free

Note: For other substitution codes that you can use in a promotional message refer to section 4.8, page 50, Sales message and for Dewey Decimal codes see Appendix, section 17.3.

6.8 Creating a nutritional panel

You can enter the information required to create a nutritional label at the end of the **Create & Edit** function.

The nutritional label shows the weight and percentage per serving of the nutrient content of a product relative to the recommended daily intake. You can print nutrition facts on a separate label either before or after the PLU label.

The format of this label is factory set and cannot be altered. Label rotation can be 0° or 180° and you can select either long label format or short label format, as shown in *Figure 6.10*, according to the label format number programmed in the PLU.

Use label formats numbered 12 to 15 for these fixed format nutritional labels.
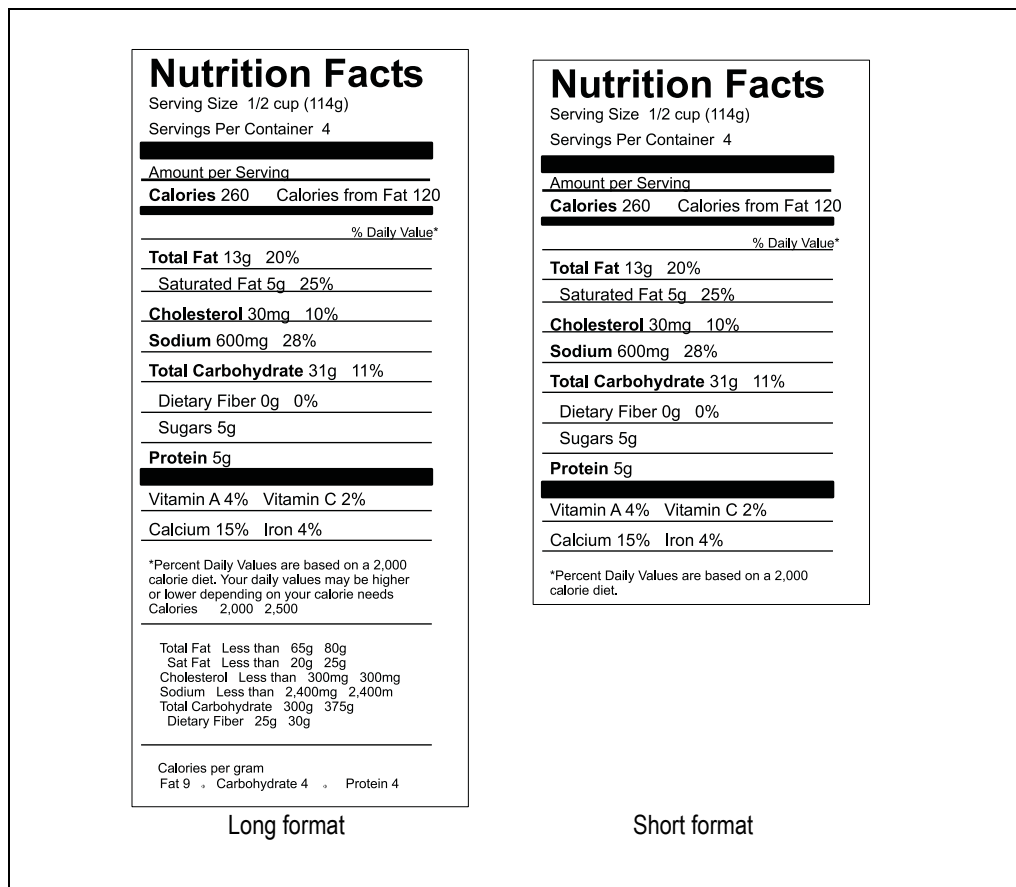
Figure 6.10 Fixed nutri panel label

If you are using label rolls then the nutritional and PLU labels must be the same size. If you are using continuous labels then the size of both labels can differ.

Serving per container

The number of servings per container is calculated automatically from the serving size programmed in the PLU and the weight of the product in the container:

total weight in container
serving size in grams

When programming the PLU the serving size in grams must be included in the 20 character text for serving size and the value **%%C** as the text for servings per container.

The scale looks for a numerical value followed by a g or G in the serving size text and uses that weight to calculate the number of servings.

Serving Customers

7

This section tells you how to use the operations you may need when actually serving customers.

Please remember .....

Take care when placing large, heavy produce such as water melons on the weigh plate so that they do not roll off the machine.

Contents

7.1   Basic operations

Logging on/off

You can only enter transactions at a machine if you are logged on to the machine.

Note: If the machine is operating in Checkout Mode you will still need to enter your PIN when logging on.

Note: Your scales may be set with a suitable service interval. If a service interval has been set, a notice will display as you near the service date.

Operator PIN

You may have ben assigned a PIN. Your PIN must be entered when logging on or off.

Changing your PIN

If your machine has a PIN key you may change your own PIN.
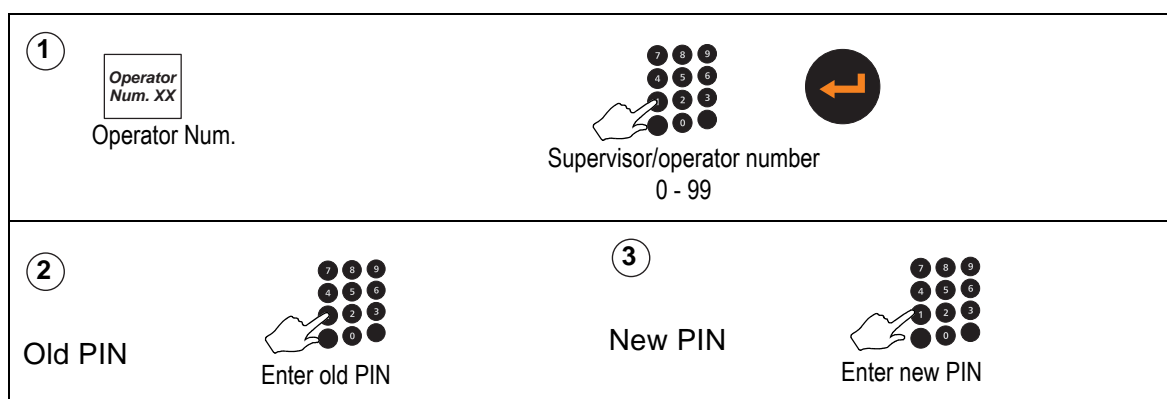
Security level

Security levels are assigned to

• the scale functions on your machine.

• each operator is assigned a security level

There are 3 security levels from 0 to 2. The security level determines operator access to scale functions.

• You will only have access to functions that have the same level or a lower level of security than your own security level.

• Only those operators with a security level equal to or greater than the function security are listed for selection.

Figure 7.1   Secure access displays

Printing labels and receipts

If you have a machine that prints labels or receipts you can select whether you want to print labels or receipts.

Before selecting label or receipt mode check that:

- The correct label or paper roll is loaded.

- For instructions for changing the printer roll see *Changing the printer roll*, *page 23*

- a FIX is not active (FIX icon not displayed).

Selecting label or receipt mode

① 0000

Enter PLU   **C**   **→0←**   **Label**   or **Receipt**

② **→0←**   ③   Entry Accepted

   select other mode

Advancing the printer roll

**receipt mode
when Enter PLU is displayed**

**label mode
when Enter PLU is displayed**

Printing a label

while total price is displayed
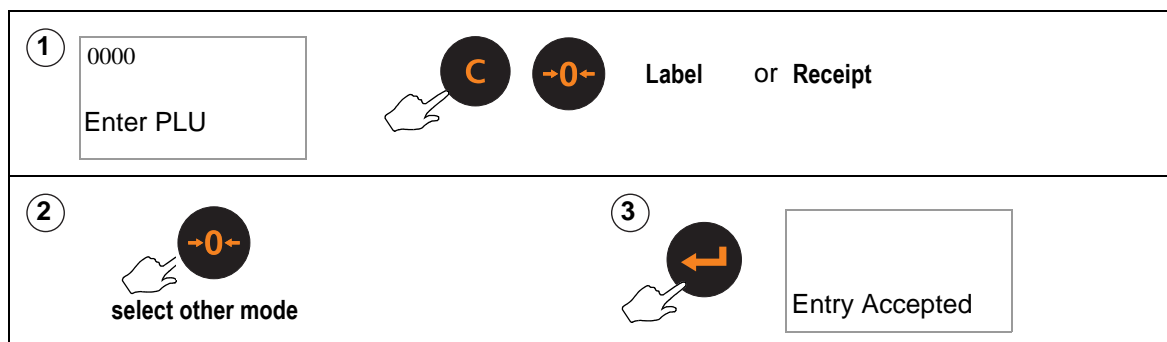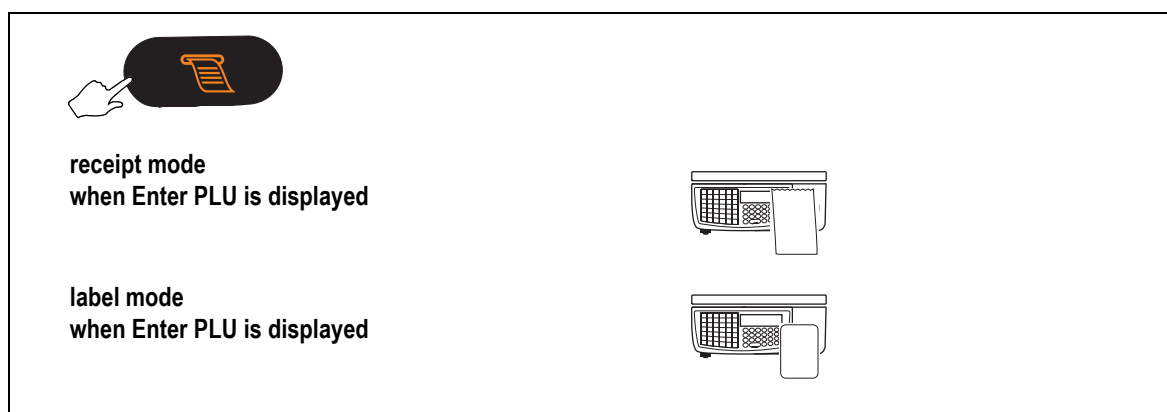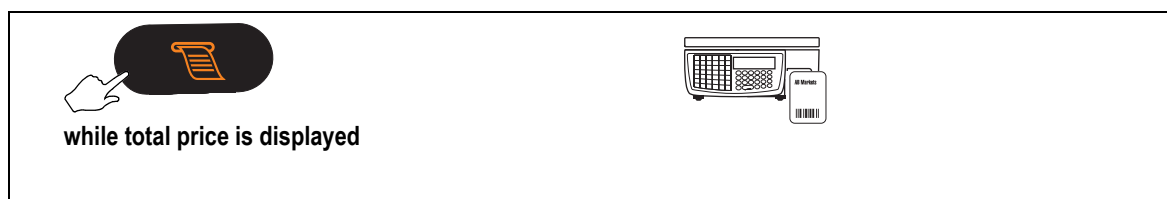
Label Streaming

In pre-pack mode, if you press the print key with a non-weighed product selected, you are prompted for the number of labels you want, and you can print out a number of labels (this is called label streaming).

In counter mode you can do the same by:

•   select a non-weighed product

•   press the enter key

•   select the number of labels required
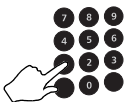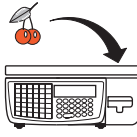
7.2 Hand pricing

Use this function when serving customers with products that do not have a PLU associated with them.

If your machine has been set up for PLU selection you will need to select **Hand Price** mode.

If your machine is in PLU mode, press | UP/PLU | to select **Hand Price** mode.

Weighed goods (unit price)

① **Unit Price**
0,01 - 9999,99

② 1.100   1.50
              1.65
Hand Price

③

Non-weighed items (item price)

① **more than 1 item?**

number of items
1 - 99

② ✚

Item Price
0,01 - 9999,99

            0.38
            1.14
3 Hand Price

7.3   Using PLUs

Many of the goods and items you sell will have a unique PLU (Product Look Up) number associated with them. The most frequently used PLUs may have their own commodity key.

A **commodity key** is a programmable key which has been assigned to a specific PLU. They are generally reserved for the most frequently used PLUs.

A **department key** is a programmable key allowing you to select PLUs assigned to departments other than the one allocated to your machine.

The **PLU search key** is a programmable key allowing you to enter the first few characters of the PLU description or the PLU number. A list is displayed on the right hand side of the screen.

If a department has been assigned to the machine you will see the eight PLUs in the selected department that most closely match the entry.

Use and to move up and down the list and view any further PLUs in the list.

To view PLUs in other departments you must first select the department.

Selecting a PLU

The way you select a PLU will depend on your machine configuration. If the PLU is one assigned to the default department for the machine you can:

- type in the PLU number and press

- type in the PLU number or press a commodity key and wait for the machine to automatically display the PLU information.

- This is the method described in this handbook and is known as timeout selection.

- enter the barcode number

Barcode scan

If your machine has a scanner

- scan the barcode

If your machine is not already in PLU mode, press [UP/ PLU] to select it.
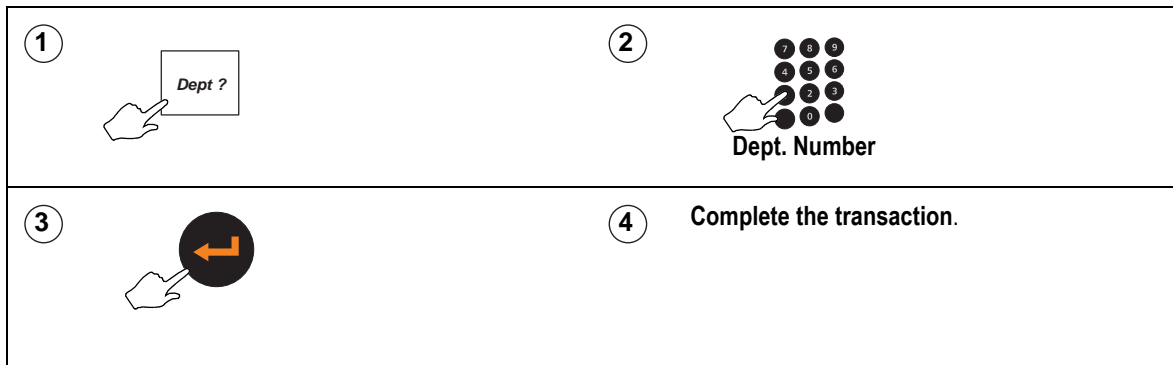
Weighed goods
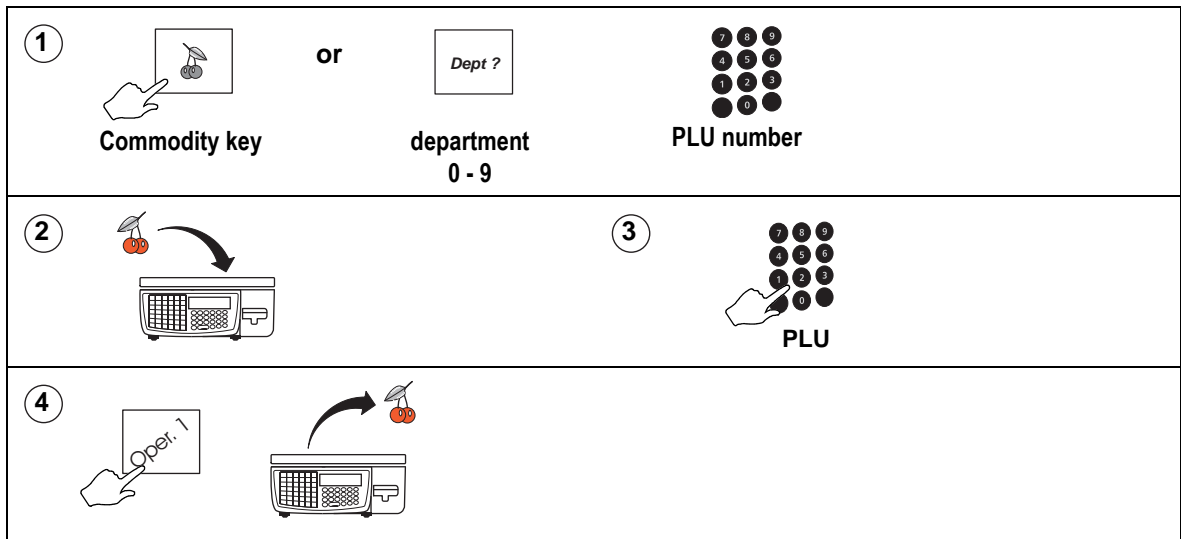
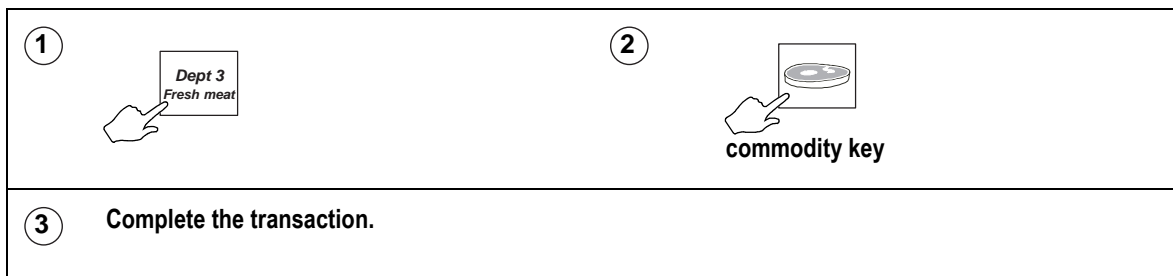## Non-weighed items
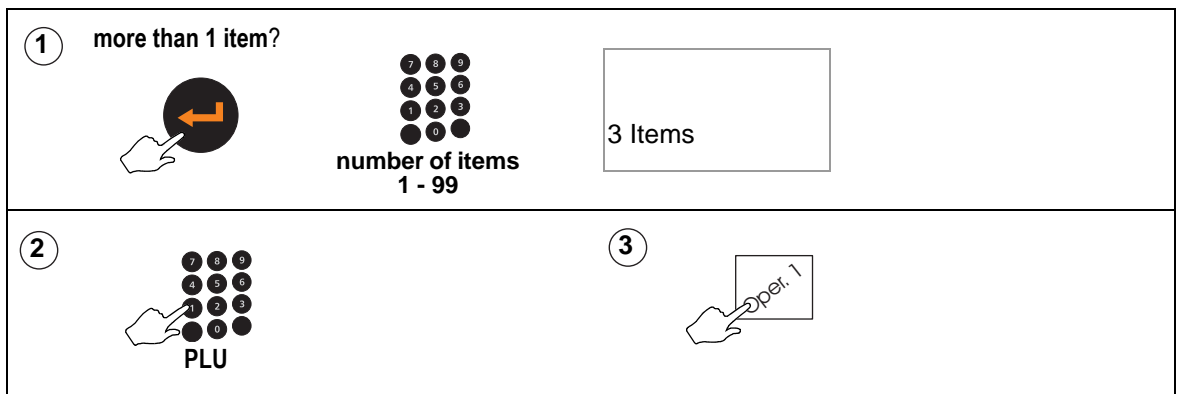
Using department keys

A department is a group of machines within the store which reflects the way the store operates, for example, produce, bakery, fresh meat, fish. See section 4.5, *Creating departments*, *page 43*.

- A department can be assigned to a machine and it becomes the default department for that machine.

- A dedicated department key is programmable key which has been assigned to a specific department.

- Your machine may have dedicated department keys or a general department key or both.

- If the PLU you require is not in the department assigned to your machine, you can press the dedicated department key for that PLU when **Enter PLU** is displayed.

Using a general department key

① *Dept ?*

② **Dept. Number**

③ ④ **Complete the transaction**.

Using a dedicated department key

① *Dept 3*
Fresh meat

② **commodity key**

③ **Complete the transaction.**

Promotional PLUs

If the PLU you select is programmed with a promotion, the PLU description on the commodity display flashes.

Four types of promotion are available:

- price promotion
- frequent shopper
- weight or item free promotion
- discount promotion

Sales receipts and labels can be printed with messages giving details of the savings or benefit to the customer.

If a frequent shopper promotion is in operation and a suitable label format is available, the label shows the normal selling price and a special price.

Pressing 1✗3 disables the promotion.

7.4   **Barcode scanning**

Barcode scanning is normally used with receipt printing operations.

Use the barcode scanner at the machine to read barcodes:
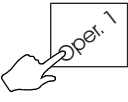
- on products

- on labels.

- on counter receipts

When the scanner successfully reads the barcode it bleeps.

Scanning barcodes means that

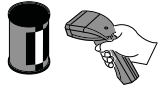- you do not have to enter product numbers to recall PLUs.

- at a Point of Sale (PoS) machine or checkout, you can scan customer numbers from subtotal counter receipts to add them to the sales total receipt.

Scanning a product.

Changing the number of items
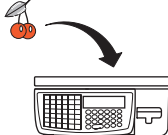
7.5   Overriding prices
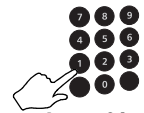
You can press to enter a price which is different from the programmed price of a PLU.

An asterisk is printed to the right of the unit price symbol to indicate an override price.

Weighed goods

Non weighed items

7.6   Overriding weight

Pre-packed goods may have the weight printed on the pack label. The weight override key enables you to enter the weight manually.

If weight override is used:

*   the receipt is printed with the message `Manual Weight' indicating the weight override transaction.

*   on labels, an `H' is printed to the left of the weight to indicate a weight override.

Note: Weight override is not available in hand price mode.

Using weight override.
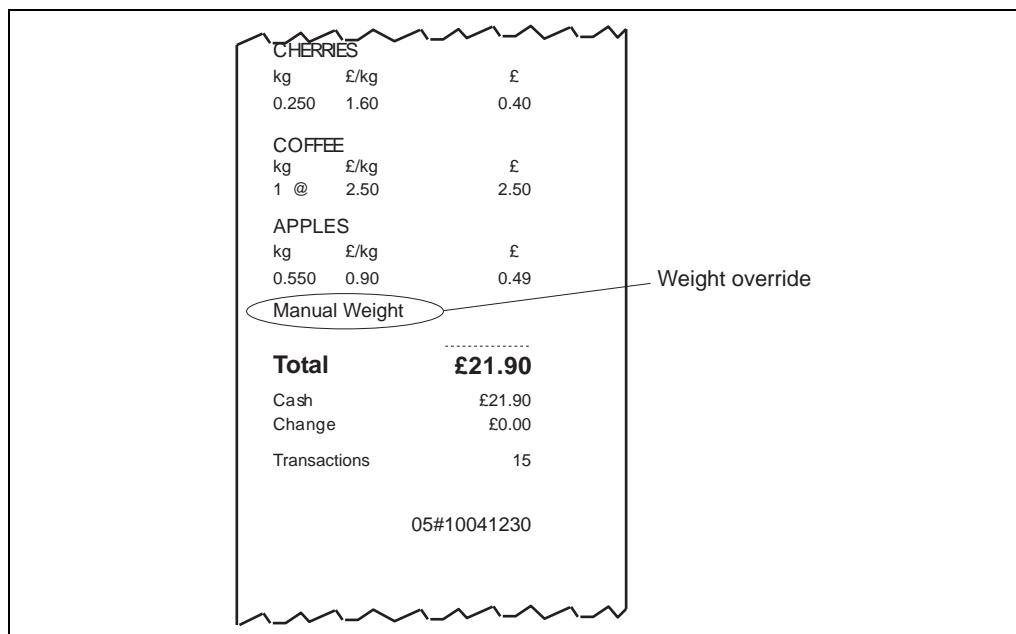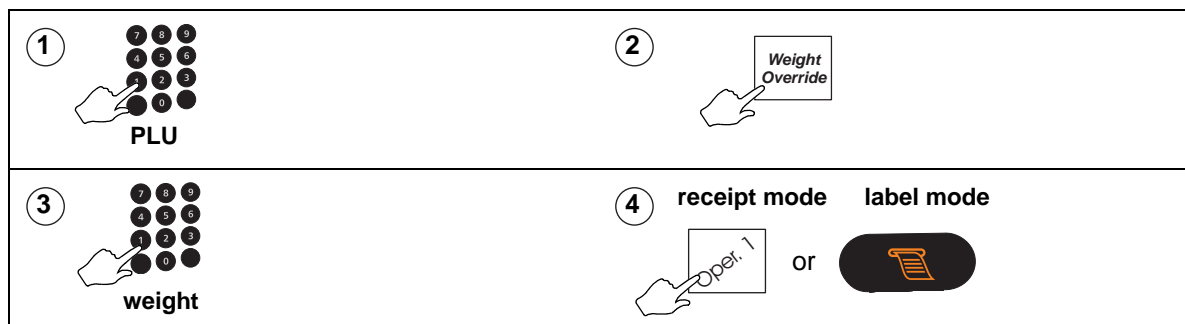
Figure 7.2   Receipt with weight override

Fixed price key

If you have a **Fixed Price** set up on the sales keyboard you can change the unit price of a weighed PLU to a non weighed price for that single transaction only.

7.7   Voiding a transaction

You may cancel (void) an individual, unwanted transaction or all the transactions before printing the customer receipt or an ADD totals label.

Please remember .....

You cannot use void in normal label mode.

Note: If security is set for the void function, the void operation can only be initiated by an operator or supervisor with an equivalent or higher security level.+
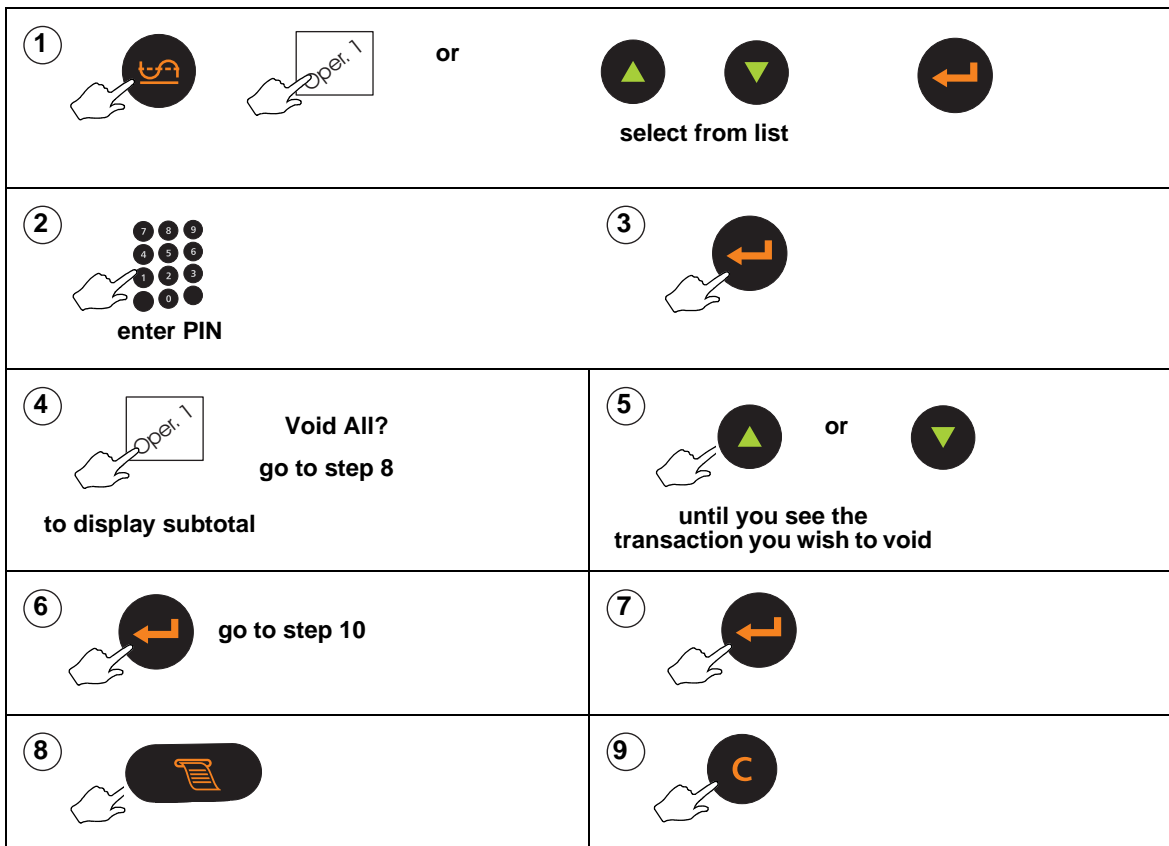
7.8   Using tares
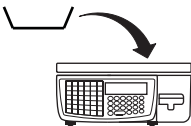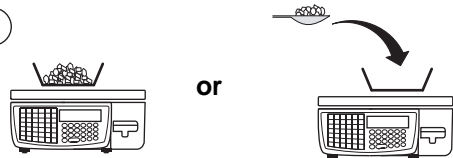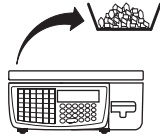
The types of tare available for you to use depend on local trading regulations and how your machine has been configured.

Free (semi-automatic), cumulative and keyboard entered tares cancel when the load is removed from the weigh plate.

Free tare
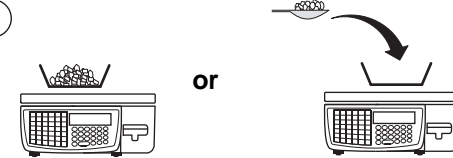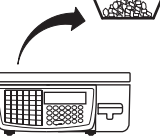
Cumulative tare

Keyboard entered tare

If you are using a container with a known weight you can use the numeric keys to enter the weight
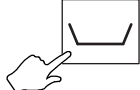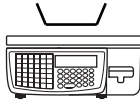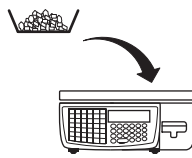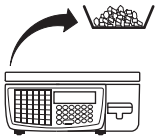
Note: The weight display must be at zero.

Using preset tare keys

A dedicated tare key selects a previously programmed tare weight value.

If your machine has dedicated tare keys you can use these to select the appropriate tare for the container you are using instead of using the numeric keys to enter the container weight.

Tare interlock (label mode only)

In label mode, if the tare interlock has been enabled, you can only print a label if you have selected a tare. It operates in one of two ways

Enabled

The manually selected a tare can be overridden by a PLU with a stored tare. The stored tare overrides the manually selected tare.

Enab. & Fix Tare

A manually selected tare cannot be overridden by a stored tare. You will see the message **Tare Operating** and the new tare will be cancelled.

Note: This only applies to manually selected tares. If a PLU with a stored tare is displayed and another PLU with a stored tare is selected, the interlock does not operate.

7.9   Using the FIX key

Use the FIX function to:
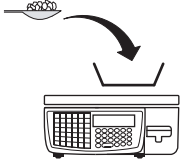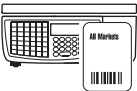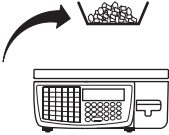
- retain the PLU until the transaction is assigned to the operator.
- retain a tare until it is cancelled
- retain the PLU until it is cancelled (Label mode)
- retain the unit price of hand priced products until you press your operator key.

Note: *If your machine is configured only to retain the tare, the PLU will not be retained.*

Receipt mode

Label mode

① F

② →T←

③

④ Commodity key   or   Dept ?   department 0 - 9   PLU number

⑤ Oper. 1   or

⑥ stick the label on the pack

⑦

⑧ to label more packs containing the same product repeat steps 3 to 6

⑨ C   →T←   F

cancel the PLU   cancel the tare   cancel the FIX

Receipt Operations

8

This section covers functions that are specific to receipt machines or machines operating in receipt mode. It includes the functions you are likely to need when taking payments from customers for purchases.

- The operations in this section are only available when the machine is in receipt mode.

- You can only enter transactions at a machine if you are logged on to that machine, see 4.9, *Programming Operators*, page 53.

If you attempt to enter a transaction when you are logged off you will see the message **Please Log On**.

Please remember .....

Take care when placing large, heavy produce such as water melons on the weigh plate so that they do not roll off the machine.

Contents

8.1   Generating receipts

Displaying the operator sub-total

Displaying the customers change

You can display the change required by a customer if your machine is in **receipt mode** or you are carrying out **add label** transactions. The change is displayed while the counter receipt is being printed.

Printing receipts

The type of receipt printed depends on how your machine has been set up to operate.

Sales receipt
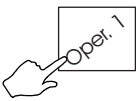
Machines operating in PoS (Point of Sale) mode will print sales receipts. You must have payment keys assigned to the keyboard to be able to print sales receipts.

Counter receipt

Machines operating in receipt mode but not in PoS mode will print counter receipts. You do not need method of payment keys for this type of receipt.

Note: Printing a sales receipt clears the operator total.

Printing a sales receipt.
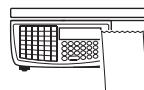
①	☞ *Oper. 1*	IM 100 — Max 15kg Min 100g e=5g **Subtotal** **Maria** **Trans 5** **£** **£17.75** Cherries 1.25 Butter 0.95 Milk 2.05 Cheese 4.63 Steak 8.87
②	Press a payment key ☞ *Cash* while operator subtotal is displayed	
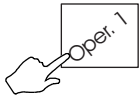
```
         03-07-2003              12:09


         Served by              Sandra

         CHERRIES
         kg      £/kg               £
         0.250   1.60              0.40

         COFFEE
         kg      £/kg               £
         1  @    2.50              2.50

         APPLES
         kg      £/kg               £
         0.550   0.90              0.49

                             --------------
         Total                    £3.39
         Cash                     £3.39
         Change                   £0.00
         Ref     Rate   Value      Tax
         0      0.00%   3.39       0.00
         Transactions               3
         THANK YOU FOR SHOPPING AT
                AZ SUPERMARKETS
                  05#10041230
```

Figure 8.1   Sales receipt (tax total printing configured)

Note: 'Transactions' printed at the bottom of the receipt may refer to the number of items sold or to the number of transactions depending on how your machine has been configured.
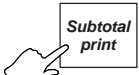
Printing a counter receipt.
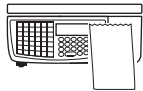
Re-opening receipts

You can add or void individual items on a receipt, or void a complete receipt.

Note: This function is restricted to authorized personnel only.

Please remember .....

If an operator has outstanding transactions, the message 'Print Receipt' is displayed and this function is not available.

If there are no transactions outstanding against an operator:

1. press the 'reopen receipt' key

2. enter the receipt number at the bottom of the receipt when prompted.

    If the receipt number exists, the receipt is voided from all management totals

Note: Only the number after the network ID is required. For example if 35#123456 is printed at the bottom of the receipt, then only 123456 should be entered.

3. The receipt stored in the audit buffer is modified to show it has been voided and the operator number is changed to the operator performing the void.

4. The receipt is reopened and assigned to the operator. Individual transactions can be added or voided, or the whole receipt can be voided if required. When the receipt is reprinted it will be totalized as a standard receipt.

Note: Voided receipts are returned to the software during transaction collection to provide information regarding the number of receipts voided and which operators performed the task.

8.2   Paying for goods

Printing a sales receipt

To print a sales receipt from your machine:

• must have PoS (Point of Sale) mode enabled.

• must have payment (ECR) keys assigned.

• must be in receipt mode.

• Customers may pay using any one, or a combination of, payment methods.

• You can use the same payment key more than once.

• Pressing [icon] keeps the subtotal on the display. If the machine does not sense any activity within thirty seconds, the subtotal will `time out'.

Tax printing on receipts

The tax print key enables you to print individual tax rates and values on the receipt even if your machine has not been configured to do so.

• Press | Tax Print | to print the tax on the **next receipt only**.

The tax change key enables you to select tax rate 2.

• Select the PLU.

• Press | Tax change | **before assigning the PLU** to select tax reference 2.

Net value tax

In some countries it is a requirement that the sales value net of tax is printed on the receipts. For these countries, if an inclusive tax system is used and tax printing has been enabled, the receipt will include:tax reference

• tax rate

• net sales

• tax value

• gross sales.

```
  20-07-99                    15:28
  Served by                   Maria
  Organic Coffee
     1 X        £2.75/01     £ 2.75

  Total                        2.75
  Cash                       £ 3.00
  Change                     £ 0.25

  Ref    Rate    Net    Tax    Gross
   1    10.00%   2.50   0.25    2.75
  Transactions                    1
           AZ Supermarket
```
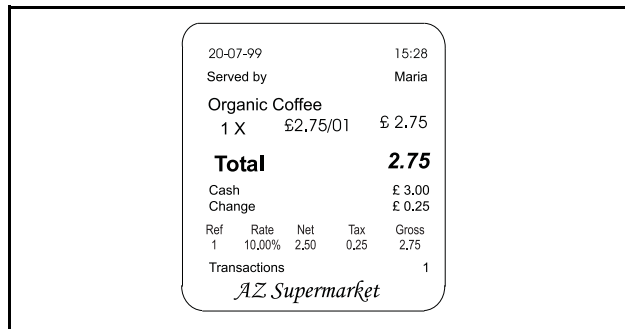
Figure 8.2   Sales receipt (net sales value)

Using payment (ECR) keys

The payment keys on your machine are only available for use in PoS mode. The keys may also have been set up with restrictions on how you can use them. The restrictions that can be applied include:

- giving change

- giving refunds

- minimum and maximum values that can be accepted

- accepting a pre-set value only

- typing in the amount tendered (enforce value)

- open cash drawer

- security level

Note: A security level may be assigned to a payment key, or to the maximum value that can be accepted for payment. If your security level is not high enough the message **Call Supervisor** *and the security level required will be displayed.*

Example:Single payment (security level set)

Multiple or split payment

Customers may pay for goods using more than one type of payment.

The receipt will only be printed when the amounts tendered are equal to or greater than the amount to pay.

Note: *You can press* *to keep the subtotal on display.*

Example: *Multiple or split payment (security level set)*

Paying with foreign currency

Customers may pay for goods in a foreign currency or they may use more than one currency. The foreign currency payment may be part of a multiple (split) payment or a single payment.

Please remember .....

- Only cash payments are allowed in foreign currency.

- An appropriate method of payment key must be programmed at your machine.

- If change is required it is calculated in the local currency.

8.3   Sales discount

You can discount a receipt or an individual transaction with a pre-programmed fixed discount or with a variable discount.

Fixed and variable discounts may be a percentage of the transaction or receipt total or a value.

Please remember .....

To discount a transaction, you must apply the discount before assigning the transaction.

- **Variable discount**

  A variable discount is one which does not have a pre-programmed value. The operator enters the discount value or percentage.

- **Fixed discount**
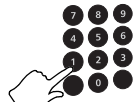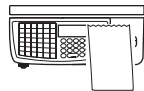
  The value or percentage is pre-programmed.

  Security levels may be assigned to discounts. If you do not have an adequate security level assigned, you will see the message **Authorising Op** and the list of authorized operators will be displayed.

Discounting a receipt

You must enter the amount tendered, press a payment key or print the receipt before the discounted subtotal display clears as a recalled subtotal reverts to the value before the discount was applied.

Example:*Customer loyalty discount 5%*

① to display subtotal

IM 100	Max 15kg Min 100g e=5g
Subtotal **Maria**	**Trans 5** **£**
£17.75	Cherries 1.25 Butter 0.95 Milk 2.05 Cheese 4.63 Steak 8.87

② while operator subtotal displayed

IM 100	Max 15kg Min 100g e=5g
Subtotal **Maria**	**Trans 5** **£**
Value **£1.78**	Cherries 1.25 Butter 0.95 Milk 2.05 Cheese 4.63 Steak 8.87

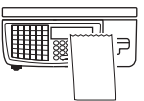| IM 100	Max 15kg Min 100g e=5g
Subtotal **Maria**	**Trans 5** **£**
£15.97	Cherries 1.25 Butter 0.95 Milk 2.05 Cheese 4.63 Steak 8.87

③ amount tendered

④ **Cash** while discounted subtotal displayed

8.4   **Cash drawer operations**

If your machine is operating in PoS mode you can use this ECR key to carry out operations requiring the use of the cash drawer.

Use:

No Sale   to open the cash drawer without entering a sale.
A 'No Sale' slip is printed.

Float   to add money to the cash drawer so that you can give change.

Paid out   to make miscellaneous payments using the cash from the drawer.

Pick up   to take money from the cash drawer for security purposes during trading.

When using the last three keys you must enter the amount added to or taken from the cash drawer so that the machine can update the cash report.

A security level may be assigned to these keys. If your security level is not high enough the message **Authorising Op** and the list of authorized operators will be displayed.

In checkout mode you will not be asked to enter you operator number. If your security level is not high enough you will still see the message **Authorising Op**.

Using the FLOAT, PICK UP or PAID OUT key

This example shows how to add a cash float to the drawer.

You follow the same procedure for pick up except that you remove money from the cash drawer

When making a payment (paid out) from the cash drawer you will be prompted to enter a reference code for the payment.
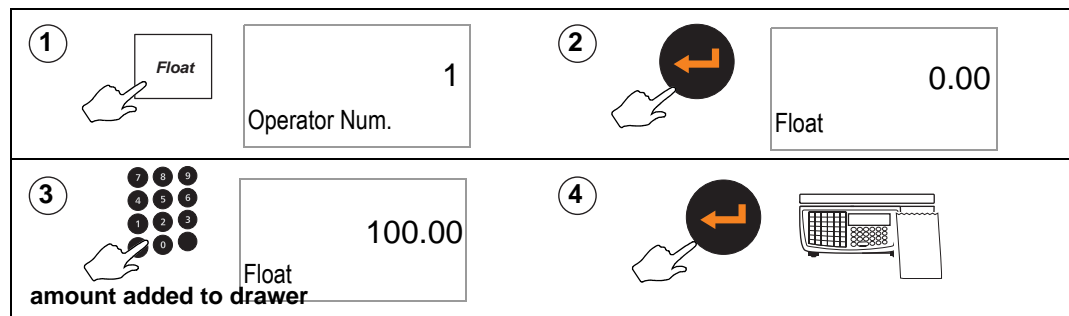
8.5   Refunds

The REFUND key is a programmable key that enables you to refund the cost of goods to the customer.

Refunds may be made as part of a sales transaction or as a separate operation.

The machine shows the amount of cash refunded on the cash report and updates the refund totals values and count.

If a customer has more than one identical item or pack you can:

*   enter the number of items

*   enter the value to be refunded for one item or pack

the machine will calculate the total value to be refunded.

Where the refund is part of a sales transaction and the total receipt value is negative, a refund slip will be printed after the sales receipt.

Please remember .....
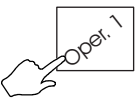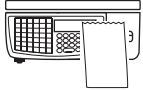
A security level may have been assigned to the REFUND key. If your security level is not high enough you will see the message **Call Supervisor** and the security level required will be displayed.

Your machine must be in **receipt mode** and **PoS** must be enabled.

If your machine has been configured for 'one shot' operation for Refunds you will

not need to press [Refund] or [C] at step 8.

Refunding the cost of goods

5

7 8 9
4 5 6
1 2 3
0

Pack Price
0,01 - 9999,99

6

Oper. 1

7

Refund   **or**   C

8

Cash

while operator
subtotal displayed

8.6   Using the ADD key

This function is only available if your machine is operating in label mode (see).

Pressing | ADD | enables you to obtain a label with totals printed on it.

There are four types of add label available depending on how your machine has been configured:

- single add label at the end of all the transactions
- label after each transaction and a single add label at the end of all the transactions
- a receipt type label at the end of all transactions
- label after each transaction and a receipt type add label at the end of all the transactions.

Please remember .....

- | ADD | is not operable if the machine is set to receipt mode.

- You must press 🧾 while the subtotal is displayed to print a label or ADD receipt.

Printing an ADD label
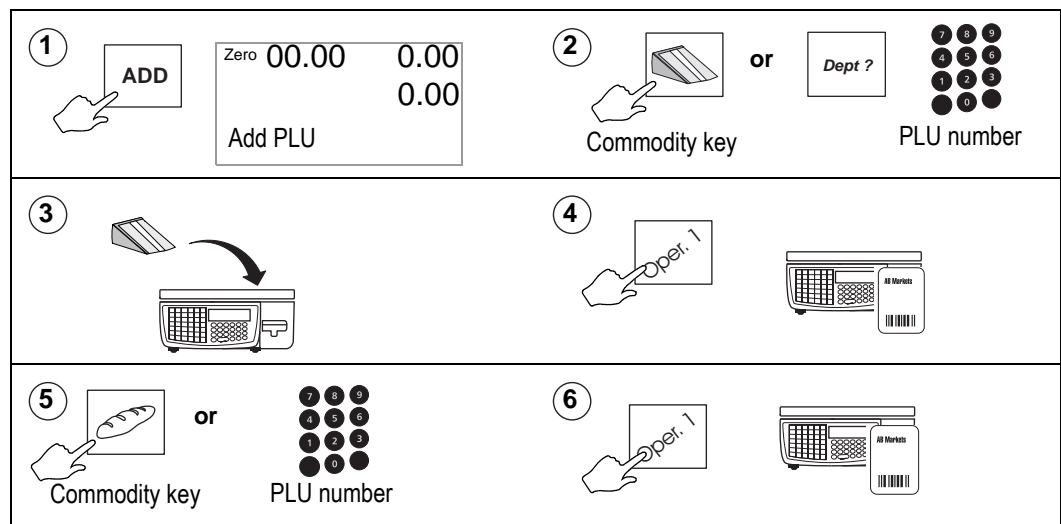
7

repeat steps 2 to 6 until you have
totalised all the products

8   or   **9**

8.7   Returning products
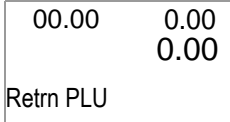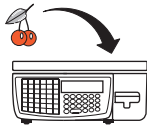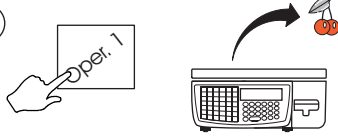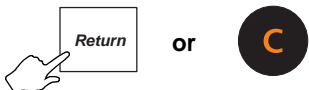
Your machine may have a dedicated key set up for returned goods.

Using the Return function:

- retains the PLU until the transaction is entered. This acts as a check to ensure that the transaction is entered.

- automatically updates the returns value and weight or count totals.

- in PoS mode, deducts the cash refunded from the cash report and deducts the tax value from the grand report.

- only prints a refund slip, when **Returns** and **Sales** are mixed on the same receipt, if the receipt total is negative.

A security level may have been assigned to the RETURN key. If your security level is not high enough you will see the message **Call Supervisor**.

Note: If your machine has been configured for `one shot' operation for Returns you will not need to press the Return or Clear keys at step16.

If your machine is operating in PoS mode

Printer disable

You can assign a print control key to allow the printer to be enabled/disabled in order to reduce paper output when returning items to stock. The key has a security level of 1.

Disabling the printer is a temporary change. The printer status will revert to its normal status when the machine is next switched on.

Please remember .....

This function is only available in label mode.

Pre-pack Operations

9

⚠ **CAUTION:**
In certain countries it is illegal to use pre-pack mode for direct trade with the public.

Please remember .....

Your machine must be in label mode for you to be able to use pre-pack operations.

Contents

9.1   Setting the machine to pre-pack

You can set up the machine for pre-pack operation in one of three ways (depending on how your machine is configured):

- set the print mode to pre-pack (see section 5.3, page 67) Part 2 Manager Functions

- or use **F**

- or, if your machine allows receipt and label printing, to select **Pre-Pack ON,** press

F followed by ↵ while the display shows **Label** (see section 7.1, page 100, Selecting label or receipt mode).

Pressing **F** again while the display shows **Label** will select **Pre-Pack OFF**.

Using the FIX key

① label mode **F**	Zero 0.000 Fix Enter PLU	② ... **or** Dept ? Commodity key department 0 - 9 PLU number	7 8 9 4 5 6 1 2 3 0
③	1.000 8.55 Fix 8.55 Beef Stir Fry		
④ Oper. 1 **or** 🖨			
⑤ stick the label on the pack		⑥	Zero 0.000 8.55 Fix 0.00 Beef Stir Fry
⑦ **more labels? Go to** ③		⑧ **C** **F**	Zero 0.000 Enter PLU

9.2   **Using PLUs**

PLUs and tares are retained in pre-pack mode until cancelled. A label is printed after

each change in weight. If you use [1X3] you must enter the unit price before placing the

goods on the pan.

Please remember .....

> **If your machine has not been set up for PLU selection you will need to select PLU mode.**

Pre-pack PLU lock

If the lock is enabled, you must press   **C**   to be able to select a different PLU.

If the lock is disabled for your machine, you will be able to select a different PLU from the one displayed by pressing a dedicated PLU key or by entering the PLU number. This will override the currently displayed PLU.

Weighed goods
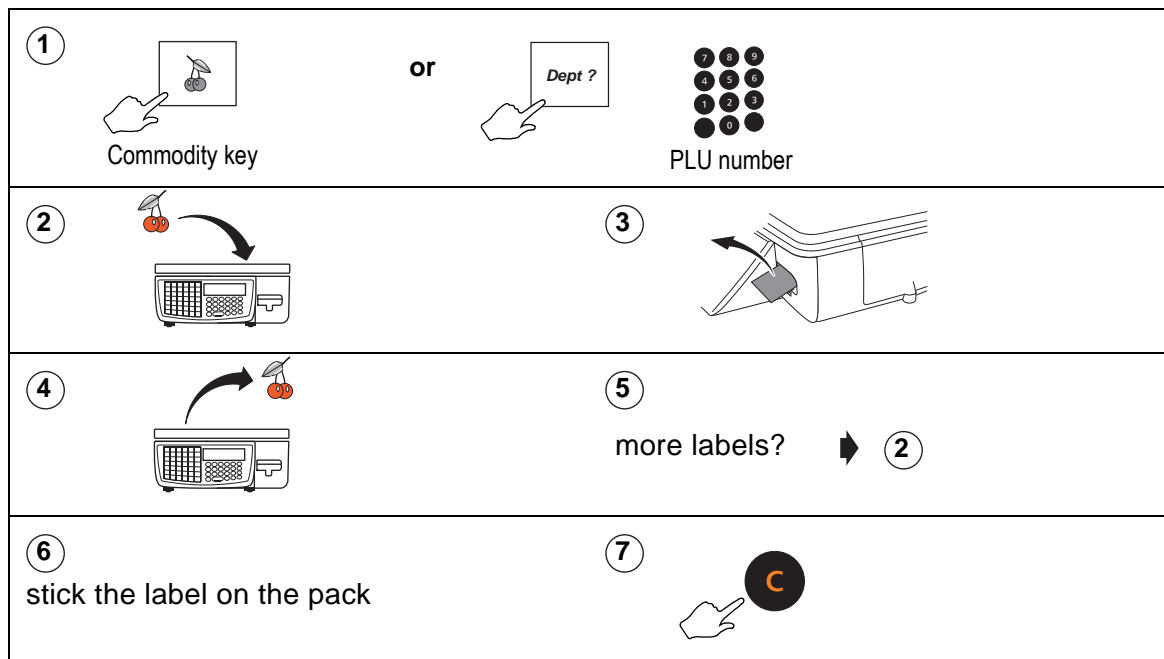
Non weighed items

To set up a label run see section 9.4, page 142.
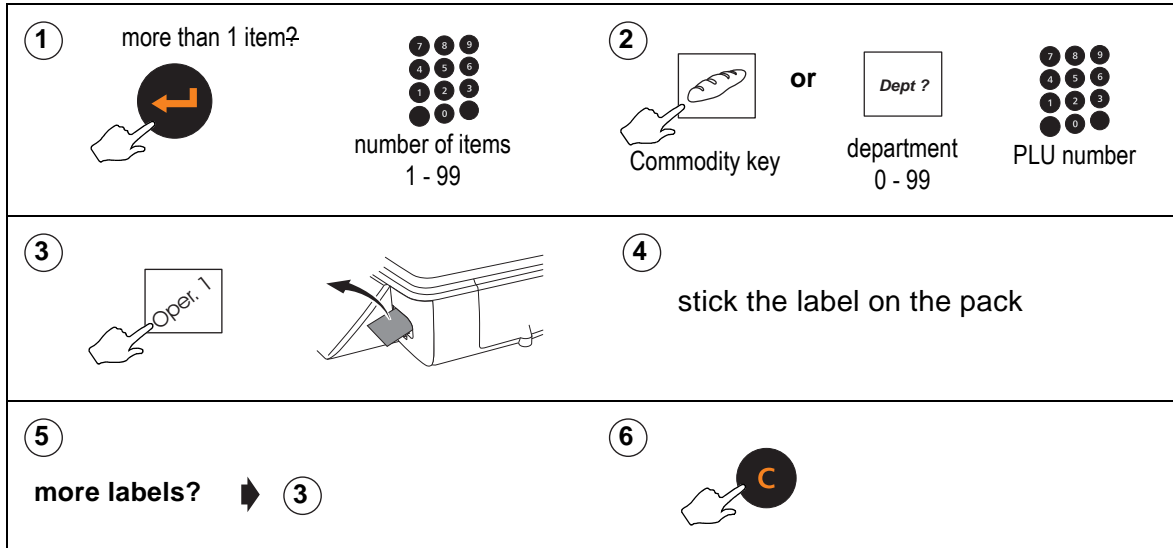
Zero priced, non weighed labels

Pre-pack mode

If you press [icon] when the total price is zero, an **item only** label is printed.

Press [icon] if you want to change the number of items for a zero price transaction

Press [icon] when you see **Pre-Pack** to print a **blank** label.

Counter mode

If you press [icon] or the operator key when the total price is zero you will see the message **Zero Total Price** and the transaction will not be accepted.

Press [icon] when you see **Enter PLU** to print a **blank** label.

9.3   Using tares

In pre-pack mode the PLU and tare are not cancelled when the filled container is removed from the weigh plate. This enables you to pack several containers of the same weight, using the same PLU, without having to select the PLU and set up the tare each time.

The following types of tare are available when pre-packing, depending on how your machine has been configured:

- free tare

- stored tare

- keyboard entered tare

- proportional tare
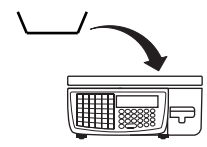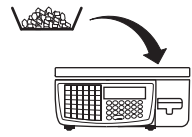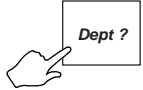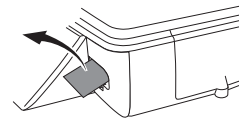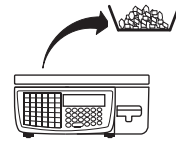
Note: Free (semi-automatic), cumulative and keyboard entered tares for counter service are described in Section 7.8 - Using tares, *.*

Tare display

What you see depends on how your machine has been configured. There are four options:

- No tare display

- Negative weight display

- separate tare weight display

- Separate tare and negative weight display

Free tare

1   Zero 0.000
         Fix
           Pre-Pack

2   0.000
         Tare

3

4   Commodity key   **or**   department   PLU number
                                        0 - 9

5

6

7   **more labels?** ➤ ③

8   C

Stored tares

If necessary, you can override the stored tare with a different tare value or you can cancel the stored tare.

If your machine has dedicated tare reference keys you can press a tare reference key after step 1 to override the stored tare with a different tare value.

Press ![→T←] or ![→0←] after step 1 to cancel the stored tare. Press ![→T←] again if you want to use a different weighed or keyboard entered tare value.
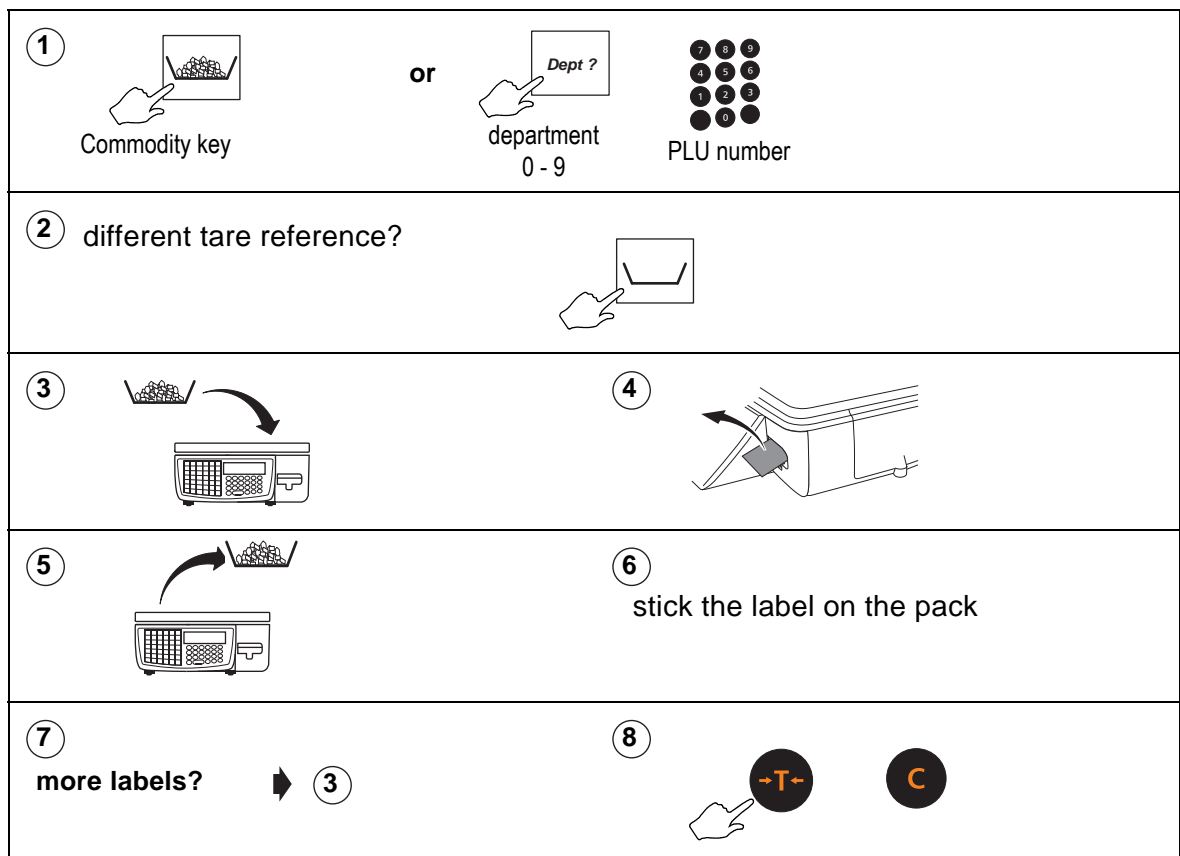
1 Commodity key	**or**	department 0 - 9	PLU number
2 different tare reference?			
3		**4**	
5		**6** stick the label on the pack	
7 more labels? ▶ ③		**8** →T← C	

Keyboard entered tare

If you are using a container with a known weight you can use the numeric keys to enter the weight.

①	container weight
②	Commodity key **or** department 0 - 9 PLU number
③	**or** ④
⑤	⑥ **stick the label on the pack**
⑦	**more labels?** ➤ ⑤ ⑧

Proportional tare

① Commodity key	**or** department 0 - 9	PLU number
②	③ Prop. Tare	% tare value
④	⑤ **more labels?** ▶ ②	
⑥	⑦ C	
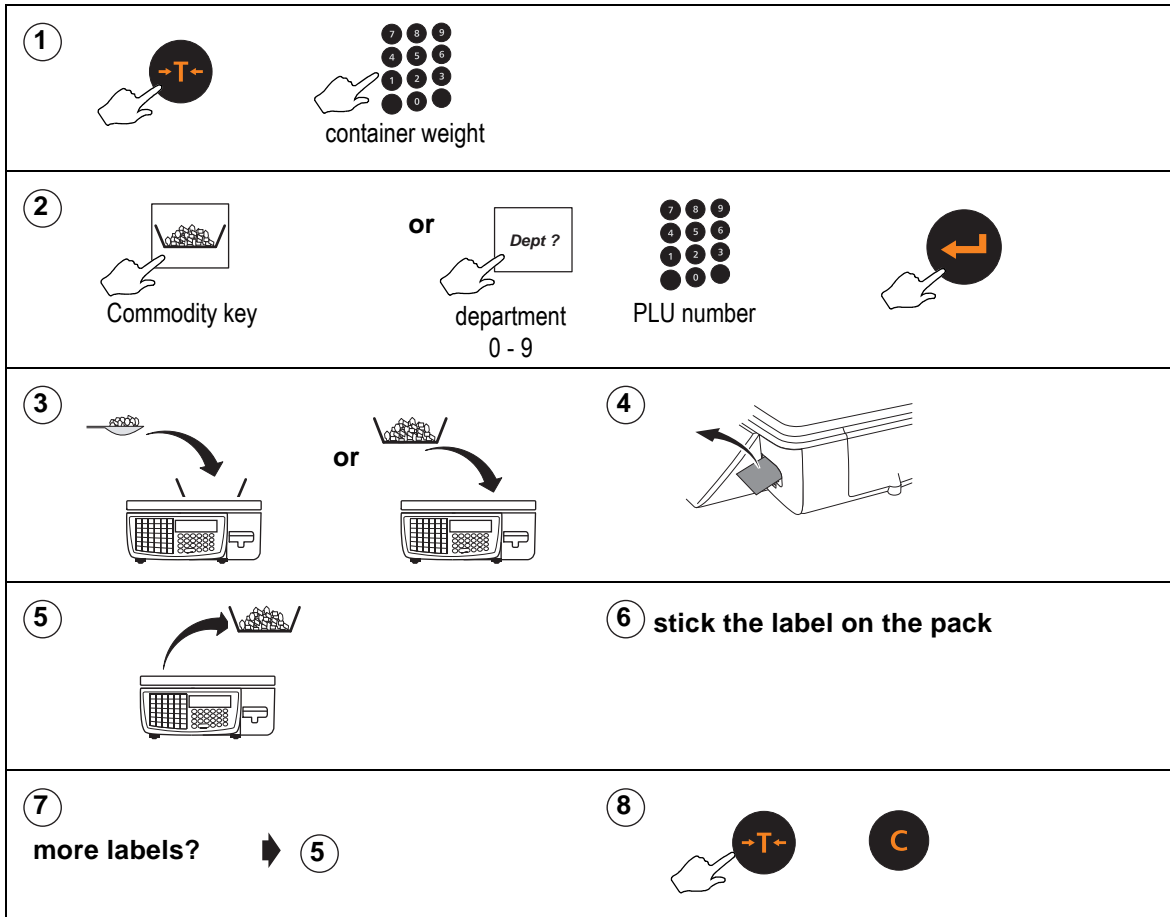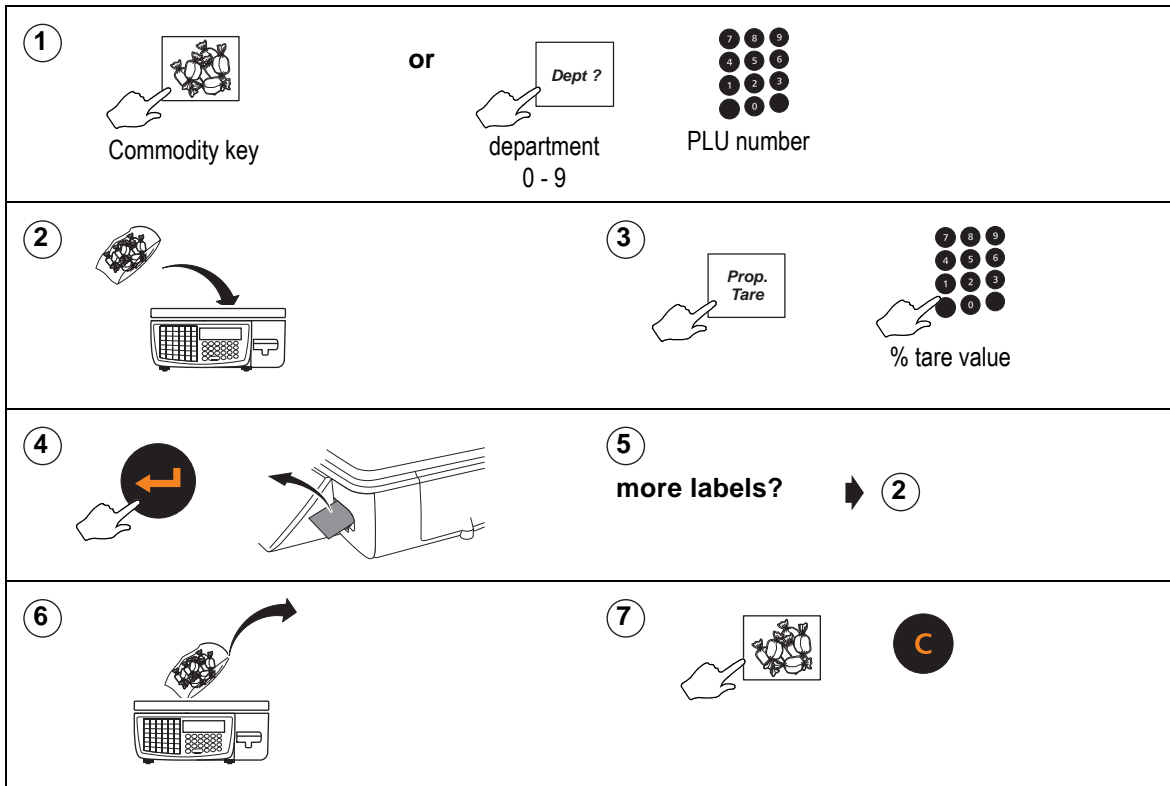
9.4   **Multiple labels**

You can set up a label run for up to 999 labels when you wish to print several labels for the same non weighed item.

As the machine prints each label the number of labels displayed decreases by one. When all the labels have been printed the display reverts to showing the total number requested.

Please remember .....

When rewinding the backing paper, the take up spool cannot accommodate 999 labels.

• To repeat a run press [🖹] .

• Press [🖹] to go straight to label count entry after selecting the PLU if you do not want to change any other data.

① Pre-Pack selected change number of items? ⏎	② [keypad] number of items 1 - 99
③ Hand Price mode ▶ ⑥	
④ Commodity key **or** department [keypad] PLU number ▶ ⑦	
⑤ [+]	⑥ [keypad] item price 0,01 - 9999,99
⑦ ⏎ **X 2**	⑧ [keypad] number of labels 1 - 999

⑨

⑩ **more labels?**   ➤   ⑧

⑪ end label run?

C   **X 2 (3)**
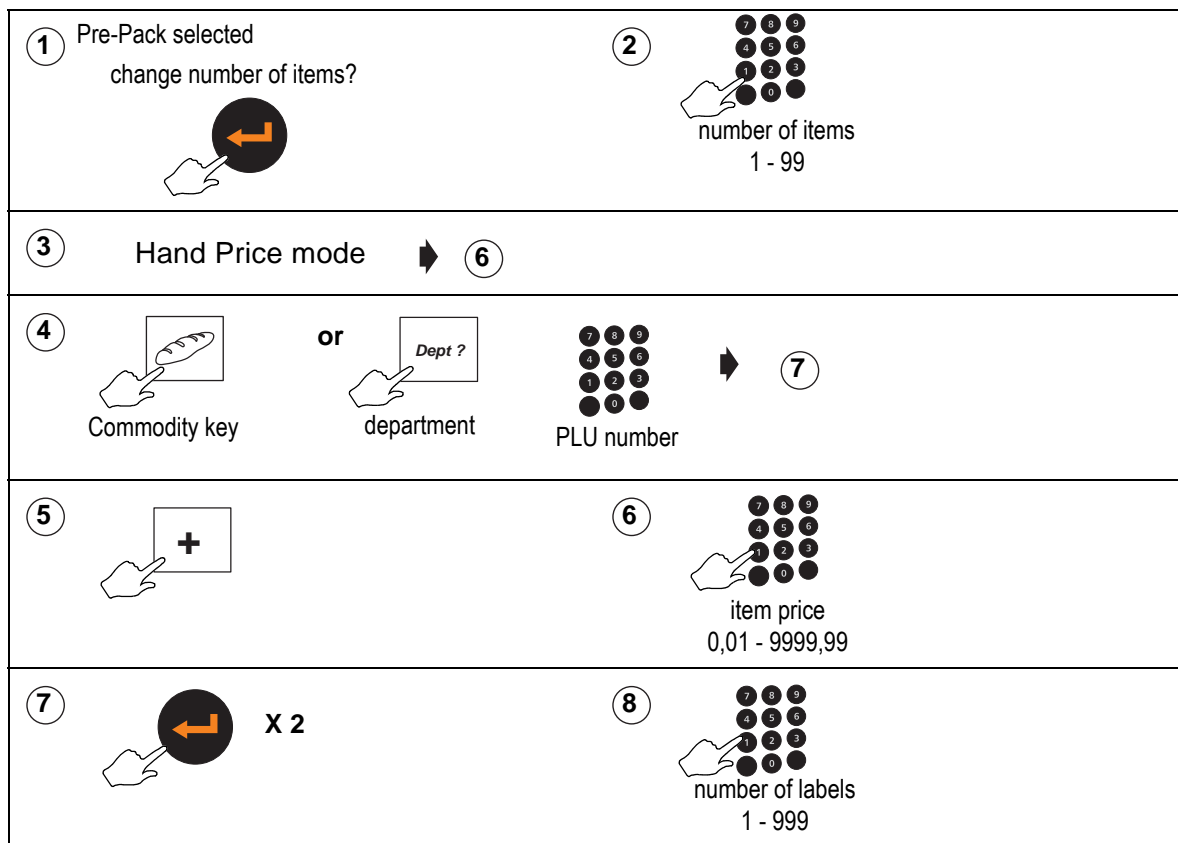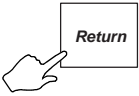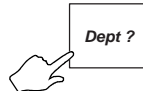
9.5   Returning labels

You can return several identical non weighed labels in one operation.

The machine displays the number of labels to be returned decreasing by one. When all the labels have been returned the display reverts to showing the number of labels as 1.

If you change the number of items from 1, enter the item price at step 7 and the machine will automatically calculate the pack price.

9.6   Back calculation

Back calculation is a pre-pack function that applies to non weighed products, where the unit price for the product is calculated from the computed total price and the computed net weight.

European

Both the item price and the computed unit price must be printed on the label.

The computed unit price is printed in the second price field.

Note: *You must use a label format that has all the appropriate fields defined.*
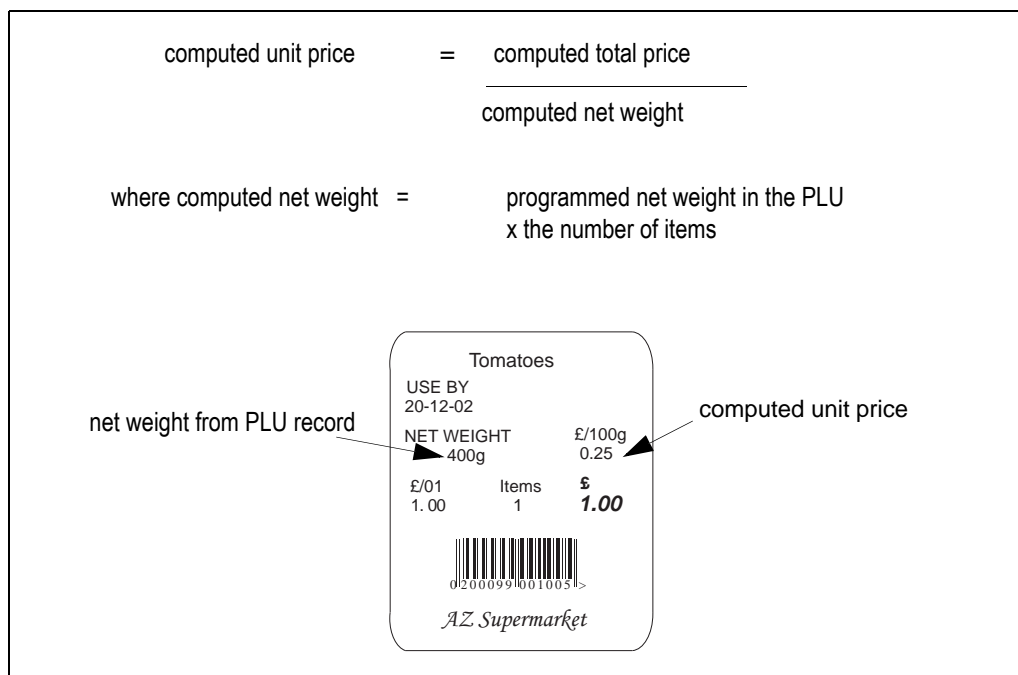
Figure 9.1   European back calculation

Danish

Using Danish back calculation, the item price of a non weighed product becomes the total price. The actual weight of the product is used to compute the equivalent unit price.

Note: If your machine is a non-weigh model you can enter the weight manually.
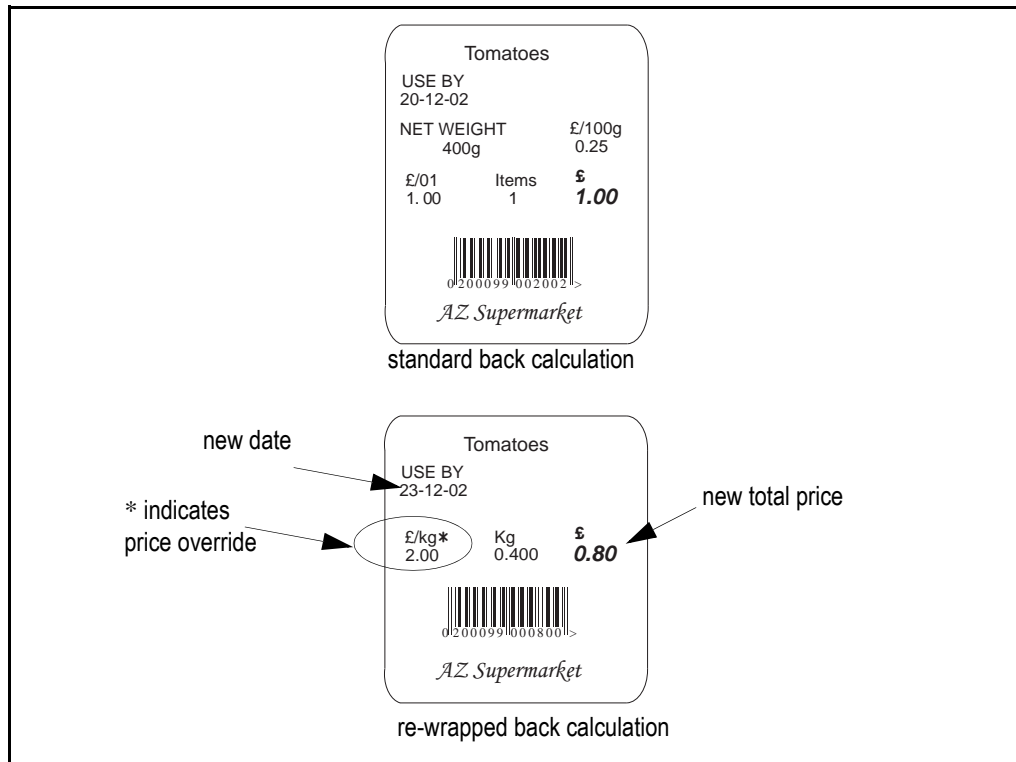
Figure 9.2   Danish back calculation

Barcodes

10

This section describes the different types of barcode and how they are used.

Contents

10.1   Introducing barcodes

Barcodes are used to identify specific characteristics about the product; for example, price, quantity, article number.

The machine displays fixed barcode formats as a series of numbers and letters. Each number and letter represents a digit in the barcode. By re-arranging these groups of digits you can re-define how information is printed on the barcode. No default values are pre-programmed for variable format barcodes.

You can select one of the barcode types for labels, receipts and talons or you can switch off the barcode (see 5.4, *Assigning a barcode format*, *page 71*).

You can create and store up to 15 barcode formats.

Barcode types

The barcode types available are:

*   EAN 13   Fixed format
*   EAN13 Scandinavian   Fixed format
*   EAN8   Fixed format
*   UPC12   Fixed format
*   UPC13   Fixed format
*   EAN128   Variable format
*   RSS Expanded   Variable format
*   RSS14   Fixed format
*   RSS Limited   Fixed format

Fixed format barcodes

There are several types of fixed format barcode which are accepted internationally for use in the retail trade. The type of barcode used depends on the standard adopted by a particular country.

Example:The USA uses UPC barcodes

Example:Europe uses EAN barcodes.

Default format

Each type of barcode has been programmed into the machine as a standard format for the barcode digits (see *section 10.6*, *page 161*). This is known as the default format.

The barcode formats can be re-defined to enable a source marked barcode or dry article barcode to be printed.

Variable format barcodes

You can enter data freely to specify the information you require to be embedded in the barcode provided it satisfies the requirements for the barcode type you are using. For example, it may need to be capable of encoding using AIs.

Printing barcodes

Please remember .....

Label machines

Barcodes will only be printed if you assign a default barcode format to the machine or enable the barcode in a PLU (see *section 5.4*, *page 71* and *Barcode printing*, *page 87*).

Please remember .....

Receipt machines

Barcodes will only be printed on receipts or talons if you enable them in the machine.

If the barcode format includes the department number or group number, you may not mix goods or items from different departments or groups on the same receipt.

Printing multiple barcodes

- You can print multiple barcodes on the same label if necessary.
- The barcodes can be defined in the PLU or referenced to a label format.
- Programming the barcode in the PLU is the preferred method for PoS barcodes.

Please remember .....

Create the barcodes before you create PLUs.

10.2   Branded goods

Dry article barcodes

This type of barcode contains only the product number.

Dry article barcodes are the most common barcode used on branded goods. For example, a jar of coffee might have a manufacturers product number 5021991245497.

Creating the product (PLU) file:

Create a dry article barcode in EAN8 and EAN13 formats

AAAAAAAC

AAAAAAAAAAAAC.

Please remember .....

Do this before you create the PLU. See *section 10.5*, *page 159*.

Then:

1. Create a **nonwhite** PLU. See *section 6.4*, *page 81*.

2. Program the item price.

3. Enter any other product information you want to include in the product file.

4. Select barcode enabled.

5. Enter the barcode format reference.

6. Enter or scan the manufacturer's barcode number when you see the barcode format displayed.

Note: You can only enter the product number in the designated article number positions (A) in the barcode format.

Please remember .....

You can only assign a dry article barcode to a non weighed PLU. It is illegal to use this type of barcode for a weighed PLU.

When the goods are scanned in sales mode the receipt shows the description and the price programmed in the PLU.

Price embedded barcode

Some goods may come from the manufacturer already weighed and priced, for example frozen chickens and pre-packed fruit and vegetables. In this case the manufacturers barcode will include the product number and the selling price.

Creating the product (PLU) file:

Create the barcode format registered with your national coding authority for use with branded, pre-priced goods.

For example, the UK currently uses the format **20AAAAAVPPPPC**.

Please remember .....

Do this before you create the PLU. See section 10.5, *Creating a barcode reference*, *page 159*.
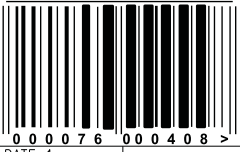
Then:

1. Scan the product barcode when you see Enter PLU

2. Enter any other product information you want to include in the product file.

OR

1. Create a **nonweighed** PLU. See *section 6.4*, *page 81*.

2. Program the item price as **0.00**.

3. Enter any other product information you want to include in the product file.

4. Select barcode enabled.

5. Enter the barcode format reference for branded, pre-priced goods.

6. Enter or scan the manufacturer's barcode number when you see the barcode format displayed.

When the goods are scanned in sales mode the receipt shows the description programmed in the PLU and the price embedded in the manufacturer's barcode.

Figure 10.1 Manufacturer's label and printed receipt

10.3   In-store goods

You can attach labels with barcodes to goods packed in-store prior to sale. If you include the barcode on the label the operator can scan the goods at the PoS or checkout machine.

Dry article barcodes

Use this type of barcode for goods with a non variable weight and a fixed price.

A barcode showing **just the product number** is attached to the goods and the price is displayed on the shelf edge.

A typical use would be for products from the bakery department

Please remember .....

In order to avoid pricing discrepancies the in-store dry article label should not show a price. If you are in any doubt use a price embedded barcode instead.

Creating the product (PLU) file:

Create the dry article in either EAN8 or EAN13 format:

2AAAAAAC or **02AAAAAAAAAAC**

Please remember .....

Do this before you create the PLU. See section 10.5, *Creating a barcode reference*, *page 159*.

Then:

1. Create a **nonweighed** PLU.

2. Enter a label format that supports barcodes.

3. Program the item price.

4. Enter any other product information you want to include in the product file.

5. Select barcode enabled.

6. Enter the barcode format reference.

7. Enter the product number.

Note:
You can only enter the product number in the designated article number positions (A) in the barcode

Please remember .....

You can only assign a dry article barcode to a *nonweighed* PLU. It is illegal to use this type of barcode for a weighed PLU.

8. Print the barcode labels and attach to the goods.

When the goods are scanned in sales mode the receipt shows the description and the price programmed in the PLU.

FARMHOUSE LOAF

LARGE

< 2 0 0 0 0 7 6 0 >

AZ SUPERMARKET

In-store label example
Dry article barcode format.

2AAAAAAC

2   **Prefix - In-store code for EAN8**
000076Article number
0   **Price verifier**
0   **Overall check verifier**

03-04-00   19-40
Served by.   Maria

FARMHOUSE LOAF
                1 X   £0.69   £0.69

Total   **£0.69**

Transactions   1

            09#02001152

Sales receipt example
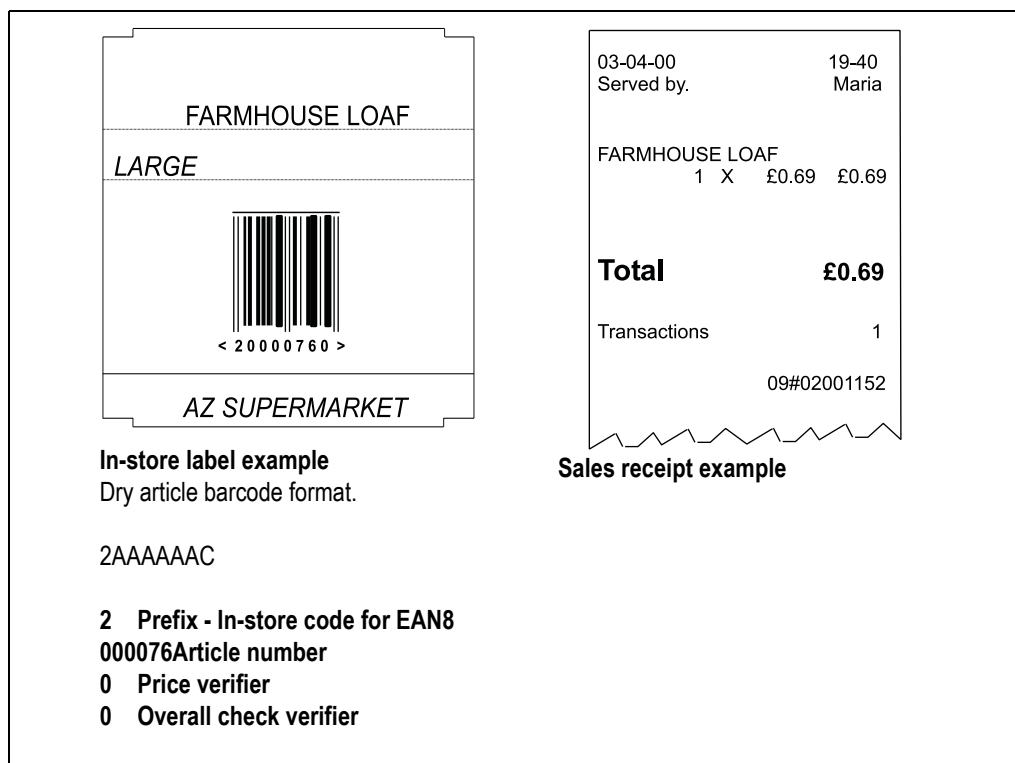
Figure 10.2 In-store label and printed receipt

Price embedded barcode

Use this type of barcode on labels for products such as fresh meat or fish that are priced or weighed and priced in the store pre-pack area.

To create the product (PLU) file:

Create a suitable barcode format for use with in-store, pre-priced goods. The recommended format is:

> **02AAAAVPPPPPC**.

Please remember .....

> **Do this before you create the PLU. Refer to section 10.5, *Creating a barcode reference*, *page 159*.**

1. Create a **weighed** or **non weighed** PLU.

2. Enter a label format that supports barcodes.

3. Program the unit or item price.

4. Enter any other product information you want to include in the product file.

5. Select barcode enabled.

6. Enter the barcode format reference.

7. Enter the product number.

Note: You can only enter the product number in the designated article number positions (A) in the barcode

8. Print the barcode labels and attach to the goods.

When you scan the price embedded barcode in sales mode, weighed goods are treated as a non weighed item. The receipt shows the description programmed in the PLU and the price embedded in the in-store barcode.

Note: If there is a promotion active for that PLU it will be cancelled.

Chicken portions appear as weighed goods on the barcode label and as a nonweighed item on the sales receipt to ensure correct totalisation.

Label example
In-store barcode format matches the recommended EAN format.

02AAAAAVPPPPC

02 Prefix -In-store code for EAN13
01273Article number
6   Price verifier
0184Price
8   Overall check verifier

Sales receipt example

Figure 10.3 Label and nonweighed receipt

10.4   Barcode scanning

You can use the Avery Berkel scanner to:

• read in-store or branded barcodes at a PoS machine when your machine is in sales mode.

• help you program PLUs when your machine is in manager mode (see *section 6.4*, *page 81*).

Please remember .....

You can only use the scanner if an appropriate barcode is displayed on the goods.

Branded goods

Branded goods have the barcode printed on the packaging by the manufacturer. The barcode is registered with the EAN authority and is known as a source marked barcode.

In-store goods

If you wish to scan in-store goods you must print a suitable barcode and attach it to the product being sold.

Note: RSS Limited barcodes are not suitable for use with some types of scanner.

Reading a barcode

When the barcode is scanned, the machine searches the barcode list for a prefix that matches the one in the scanned barcode. If it fails to find a matching barcode it treats the barcode as a dry article barcode.

The barcode format can either be the one assigned to the machine or the barcode format programmed in the PLU. The machine will use a PLU barcode if programmed rather than the one assigned to the machine.

Please remember .....

The scanner will use the first barcode type it encounters with a prefix matching the one on the goods. It is important that you do not program different barcode types with the same prefix.

Assigning a barcode

• Assign any barcode reference to the machine and program the required label barcode in the PLU.

Programming the barcode in the PLU is the preferred method as it is the safest

or

• Assign the required barcode reference to the machine and program the PLU barcode reference to **0**.

Please remember .....

- Check that the machine selects the correct PLU when you scan a source marked (branded) barcode.

- Check that the machine prints the correct barcode when you create an in-store barcode.

- Assign a barcode reference to the machine to enable barcode printing.
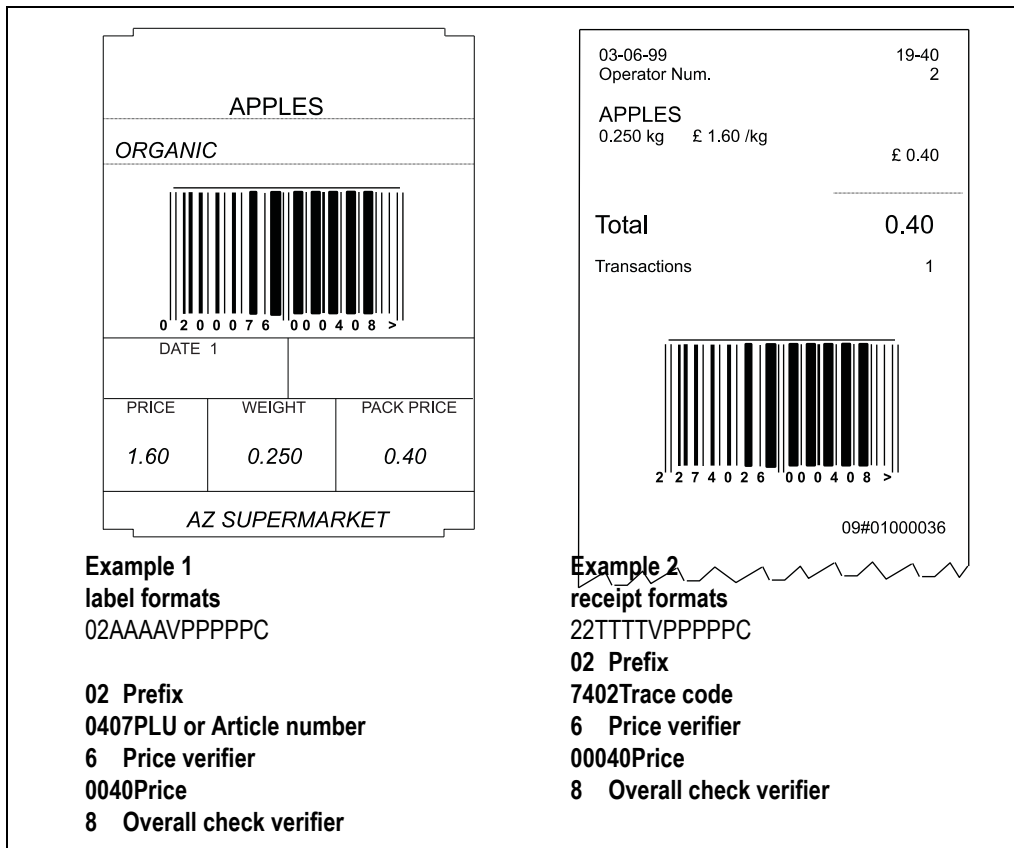
Figure 10.4 Typical barcode printing

Defining the barcode format

Barcodes are printed as a series of bars and digits on receipts and labels. Barcode digits are arranged in groups or fields known as the barcode format. Each group of digits conveys specific information, as shown in the examples in *Figure 10.4*.

- You can re-define the barcode formats to enable a source marked barcode or dry article barcode to be printed.

- You can define and store up to 15 barcode formats.

Incorrectly defined formats

If you define the barcode incorrectly you will briefly see the message **Invalid Entry** followed by the barcode format. The wrongly entered character flashes enabling you to correct it. If more than one character is incorrect the first incorrect one flashes. When all the characters are corrected the first character of the barcode will flash.

Correcting the format
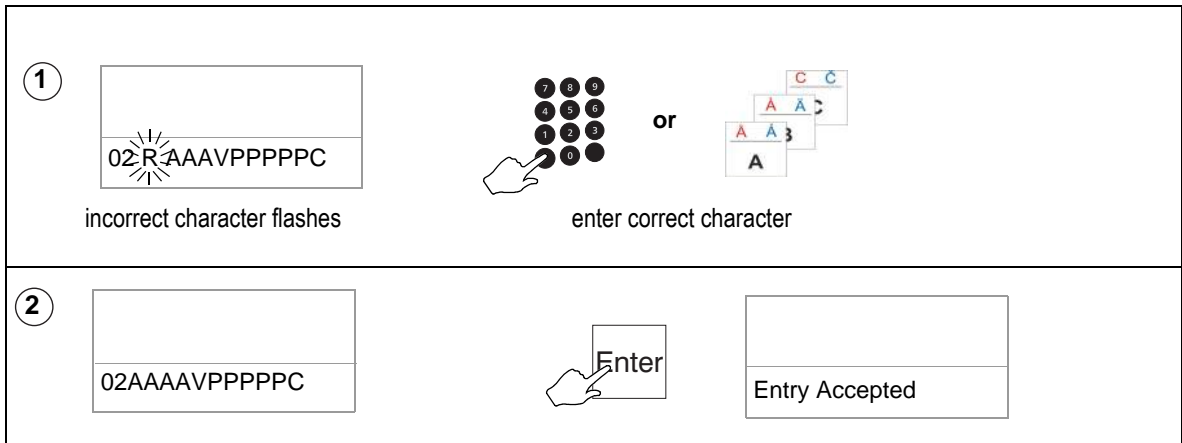
Press Enter . If the format is acceptable you will see the message **Entry Accepted**.

Please remember .....

Barcodes will only be printed on receipts or talons if you enable them in the machine.

10.5 Creating a barcode reference

You can create up to nine barcode references for labels, one for receipts and one for talons. You can select one barcode type for each reference. The machine displays barcode default formats as a series of numbers and letters. Each number and letter represents a digit in the barcode. You may re-arrange these groups of digits to re-define how information is printed on the barcode. For details of the barcode digits you can enter see *page 162* to *page 164*.
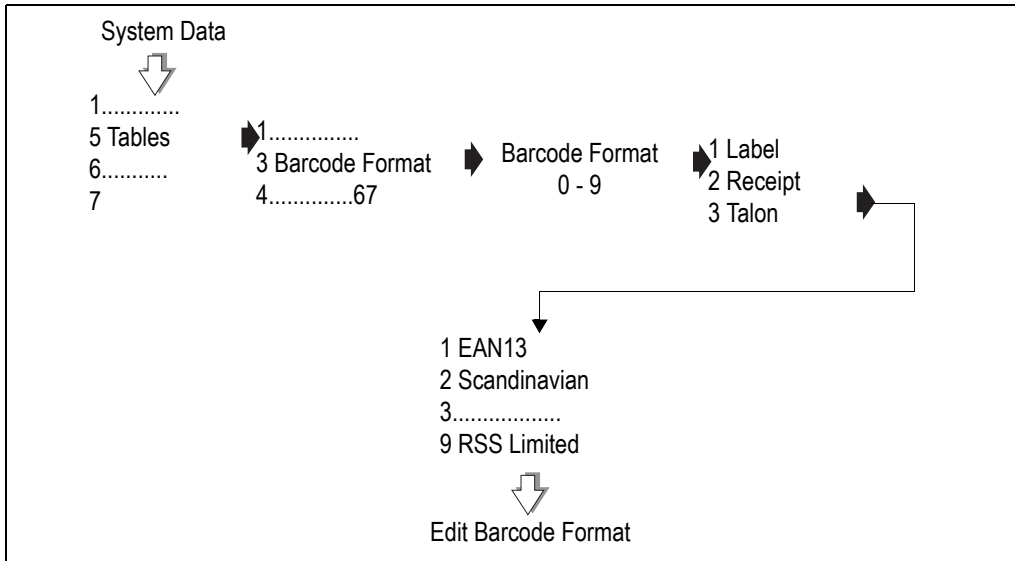
Figure 10.5 Creating a barcode reference

Barcode overflow

If there are more digits in the pack price or weight than specified in the barcode, the article number is printed instead of the barcode.
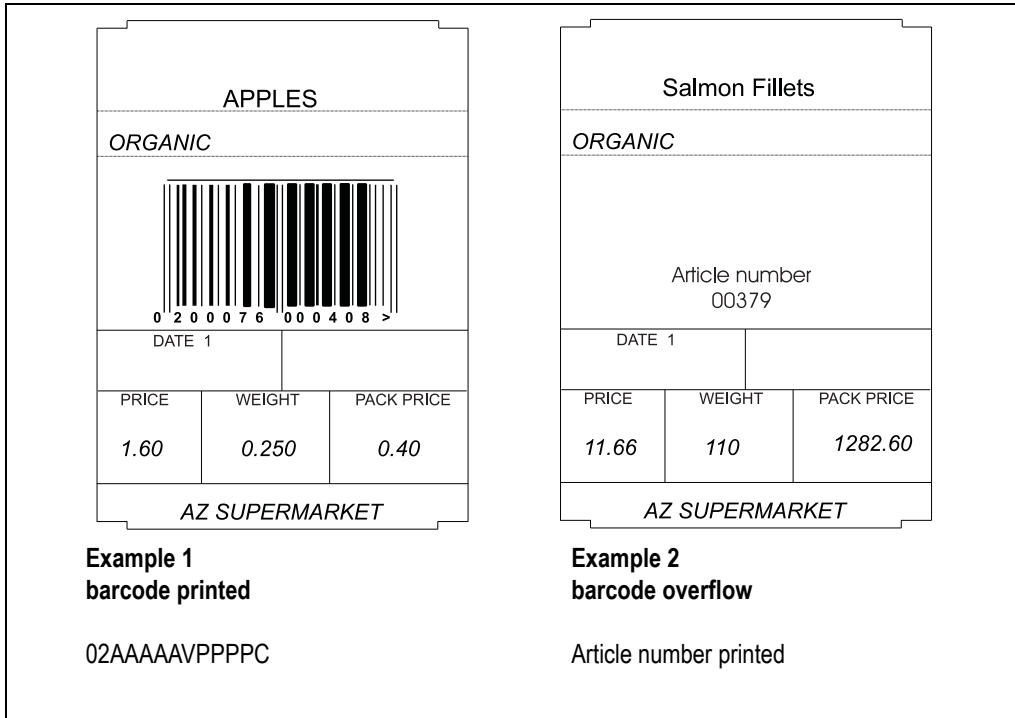
Figure 10.6 Barcode overflow

10.6   **Barcode formats**

Key:

Prefix defines the characters which may be encoded in barcode formats.

A   PLU or article number

T   Trace code

The trace code is a number used to uniquely identify a machine. It may have up to 6 digits.

V   Price verifier

The price verifier is an automatic check performed by the barcode reader to ensure that it has read the barcode price digits correctly.

P   Price

Price is the transaction price on a label barcode and the total price on a receipt.

W   Weight

Weight is the total weight on weighed labels or the number of items sold on non weighed labels. On a receipt, weight shows the total weight of all weighed transactions.

D   Department number

G   Group number

N   Operator number

C   Overall check verifier. Cannot be changed.

FF   Decimal point code (EAN13 Scandinavian).

S   Label or receipt sequence number

MM   Machine ID

HH   Network ID

Note: You can include %% codes and %%(AI) codes in some barcode formats. See Appendix on page 236, for a list of codes available for use.

EAN 8

	01	02	03	04	05	06	07	08
Default receipt format	0	0	8	T	T	T	T	C
Default label format	0	0	8	A	A	A	A	C

Permitted entries

Prefix	0 - 999		
A	1 - 7 digits	**W**	4 - 6 digits
T	4 - 6 digits	**D**	2 digits together
P	4 - 6 digits	**N**	2 digits together
G	2 digits together		

UPC 12

	01	02	03	04	05	06	07	08	09	10	11	12
Default receipt format	2	T	T	T	T	T	V	P	P	P	P	C
Default label format	2	A	A	A	A	A	V	P	P	P	P	C

Permitted entries

Prefix	0 - 9	**V**	digit 6 or 7
A	1 - 11 digits	**W**	4 - 6 digits
T	4 - 6 digits	**D**	1 - 2 digits together (printed on receipts)*
P	4 - 6 digits	**N**	2 digits together (printed on receipts)
G	1 - 2 digits together (printed on receipts)*		

Note: If only one digit is available, the least significant digit is printed for example, 12 would be printed as 2.

UPC 13

	01	02	03	04	05	06	07	08	09	10	11	12	13
Default receipt format	2	T	T	T	T	T	V	P	P	P	P	P	C
Default label format	2	A	A	A	A	A	V	P	P	P	P	P	C

Permitted entries

Prefix	00 - 09	**V**	digit 7 or 8
A	1 - 12 digits	**W**	4 - 6 digits
T	1 - 6 digits	**D**	1 - 2 digits together (printed on receipts)*
P	4 - 6 digits	**N**	2 digits together (printed on receipts)
G	1 - 2 digits together (printed on receipts)*		

Note: If only one digit is available, the least significant digit is printed for example, 12 would be printed as 2.

EAN 13

	01	02	03	04	05	06	07	08	09	10	11	12	13
Default receipt format	2	T	T	T	T	T	V	P	P	P	P	P	C
Default label format	2	A	A	A	A	A	V	P	P	P	P	P	C

Permitted entries

Prefix	0 - 9 or 00 - 09	**V**	digit 7 or 8
A	1 - 12 digits	**W**	4 - 6 digits
T	1 - 6 digits	**D**	1 - 2 digits together (printed on receipts)*
G	1 - 2 digits together (printed on receipts)*		
P	4 - 7 digits	**N**	2 digits together (printed on receipts)

Note: If only one digit is available, the least significant digit is printed for example, 12 would be printed as 2.

EAN 13 (Scandinavian)

	01	02	03	04	05	06	07	08	09	10	11	12	13
Default receipt format	F	F	T	T	T	T	T	T	P	P	P	P	C
Default label format	F	F	A	A	A	A	V	A	P	P	P	P	C

Permitted entries

FF	20 - 25	**W**	4 digitS
A	6 digits	**T**	6 digits
T	1 - 6 digits	**D**	1 - 2 digits together (printed on receipts)*
P	4 digits	**N**	2 digits together (printed on receipts)

a)The decimal point codes are:

    20 to print PP.PP

    21 to print PPP.P

    22 to print PPPP.

    23 to print W.WWW

    24 to print WW.WW

    25 to print WWW.W

Weight is the total weight on weighed labels On non weighed labels, 0000 is printed. On a receipt, weight shows the total weight of all weighed transactions

Dry article barcodes

Use this type of barcode when you want to print a 12 or 11 digit article number. Enter **A**s in the barcode format as shown below.

Please remember .....

You can only assign a dry article barcode to a *non weighed* PLU. It is illegal to use this type of barcode for a weighed PLU.

	01	02	03	04	05	06	07	08	09	10	11	12	13
EAN13 and UPC13 formats	A	A	A	A	A	A	A	A	A	A	A	A	C

	01	02	03	04	05	06	07	08	09	10	11	12
UPC12	A	A	A	A	A	A	A	A	A	A	A	C

RSS14 and RSS Limited

These barcodes support Global Trade Item Numbers (GTINs).

RSS14 barcodes have a maximum length of 14 characters.

RSS Limited barcodes only support GTINs with a 0 or 1 as the initial digit in the article number.

	01	02	03	04	05	06	07	08	09	10	11	12	13	13
Default label format	A	A	A	A	A	A	A	A	A	A	A	A	A	C

Permitted entries

A   13 digits   **C**   1 digits

10.7   Variable barcode formats

EAN128

You can enter up to 48 characters including text, %% codes and %%(AI) codes to specify the data to be embedded in the barcode. You can also program standard barcode format characters for standard EAN/UCC AIs, for example,

"AAAAAAAAAAAACWWWWWW%%BEAN&WEIGHT"

See Appendix on page 236, for a list of codes available for use.

RSS Expanded

You can enter up to 74 numeric or 41 alpha-numeric characters. All the data must be capable of encoding using AIs.

Note: *If the label field is not wide enough to accommodate all the characters, provided that there is room to increase the height sufficiently, the barcode will print as a 'stacked' barcode.*

Product Traceability

11

This section describes how to set up and use the product traceability scheme to provide an audit trail for a product back through the stages in its production to its original source. You can record traceability for up to 9 cutting centres and 5 fattening countries. It can be used for:

- beef products
- other types of meat products such as pork
- non meat products such as fish or cheese.

These instructions describe how to set up and use the scheme for tracking bovine carcasses.

To use the scheme for other types of product, change the data names and programming texts to suit the product.

Contents

11.1   Mandatory information

Traceability enables you to label products with information about the animal or group of animals (batch) from which the product was derived.

In some markets certain traceability information is mandatory.

Example:The following lists the information which is mandatory when labelling beef products in EU countries.

- lot number (more than one animal) or carcass number.
- slaughter house reference and country.
- cutting/de-boning centre reference and country.
- country of birth.
- country of rearing.

In addition, approved voluntary information may be included on labels and receipts.

Please remember .....

If the product is

- **pre-packed** (packed when the customer is not present), the traceability information **must** be printed on the product label or receipt.
- packed or prepared in the **presence of the customer**, there must be a clear link between the product being served and the displayed carcass details.

  The best way to ensure this is by individually labelling each pack, or by printing the full details on the counter or ECR receipt. If this is not possible you can use Tray labelling, see *page 189*.

11.2   Using traceability

Traceability details are printed on labels for all products associated with a carcass/batch.

Traceability format:

• defines the way in which the information is printed on the labels according to the text and data type programmed into the traceability format.

Traceability barcode format:

• defines the actual data and messages printed

• may also contain additional information provided by the supplier.

Traceability tables:

• are a database of countries, categories etc held by the machine.

• provide additional traceability information in relation to specific carcass/lot numbers.

• for non preset PLUs, this database is referenced for each specific carcass/lot number and the details printed on the label or receipt.

You can:

• print carcass/batch data on labels or receipts for all products associated with a particular carcass/batch.

• print counter service tray labels providing full traceability information for the customer.

• create duplicate passports, including a copy of the original barcode.

Non-preset mode

The full traceability or batch details are scanned or entered from the sales keyboard each time the operator selects a different batch at the machine.

This is particularly suitable for prepack operations where the operator may be packing a complete batch in one session and then selecting a new complete batch to pack.

11.3   Traceability schemes

You can set up a different scheme for each type of product that requires traceability.

For each scheme you can select the way in which it operates. You can choose from:

- GTIN operation)

  Select **GTIN Operation Y** if you require traceability records to be uniquely identified by a lot number and GTIN.

  GTIN codes contain data uniquely identifying the supplier and product type.

- Label or receipt printing

  You must select **Label & Receipt** for traceability information to be printed on sales receipts.

- PrePack operation

  You must select **PrePack&Counter** for traceability information to be printed on both counter receipts and labels. If you select **Prepack Only** the information will only be printed on labels.

- Weight limits

  Select No Weight Limit if you do not want to use weight limits during trading.

  Batch Weight uses the weight of the whole batch (usually encoded in the supplier barcode).

  Pack Weight allows you to set weight limits for individual cases or packs.

  If the barcode includes AI 303 the batch weight is incremented each time a pack is scanned. When the weight sold equals the weight limit for the batch you will see a warning message and you will not be able to print further labels.

- % Wastage

  If you select Batch Weight or Pack Weight limits you will be prompted for a % Wastage value. This is a programmable value that allows for wastage in the batch due to bone etc.

- Date limits

  Select No Date Limit if you do not want to use date limits during trading. You will not be prompted to enter dates when creating records.

  The default option Use Scheme Life, computes the expiry date from the slaughter date plus the scheme life. You can manually override the date if required.

  Use Expiry Date uses the sell by date encoded (AI 17) in the supplier barcode. You can manually override this date if required.

Scheme reference

This is a reference number from 1 to 10 that is used to link the batch being processed to the correct scheme.

For schemes operating in preset mode, when the PLU is selected, the associated lot number will link the PLU to the correct scheme.

Scheme name

You can program a scheme name, up to a maximum of 20 alpha/numeric characters, for easier identification of a scheme.

Life

You can set the number of days that limits the duration of a scheme. This is usually referred to as the scheme life and the default value in the machine is 30 days.

Linking a scheme to a PLU

When creating or editing a PLU, you will be asked to enter the scheme reference number for the PLU provided that:

• traceability is enabled and

• more than one traceability scheme exists.

11.4   **Printing the information**

Traceability information is normally printed in text field 3. You can print any of the data in other text fields provided you embed the appropriate %% codes or Dewey Decimal codes (see *Appendix*, *page 242*).

In preset mode, you can print the traceability information as:

- a single block of text

- as individual lines of text which can be printed in different areas on the label.

To enable traceability text line printing you must:

- embed the appropriate Dewey code in the sales message to select text printed as a block or as individual lines (see *Appendix*, *page 243*).

- separate the lines of text in the traceability text panel using line feed and centralise line feed characters.

    For information on creating and editing text see Part 1 Chapter 4.2.

You must select a suitable label format or the data will not be printed.

When programming PLUs you must select **Traceability On** to be able to use traceability for that product.

Listed below are the operations you need to perform to enable traceability information to be printed on labels.

- Enable receipt or counter service printing if required

- Define the barcode format for non-standard AI reference codes

- Program the tables with the data names and associated text as you want them to appear on the traceability panel.

- Create the traceability format which defines the way in which the information will be printed on the label.

- Set up the traceability schemes required.

11.5 Traceability code data

The machine contains tables relating the traceability code embedded in the traceability panel format to

- the Application Identifier (AI)

- the data name

- Dewey Decimal codes.

The machine is pre-programmed with industry standard codes for both data names and AIs. You can change these codes if necessary.

For full details of the codes see *Appendix*, *page 242*.

Data name

Data names are the text descriptions associated with the traceability codes. The machine is pre-programmed with industry standard codes. You can change these if necessary to suit the products for which you are using the system.

For example:

	Beef	Cheese
Origin 1	Born in:	Produce of:
Cutting ref:	Cutting in:	Packed in:
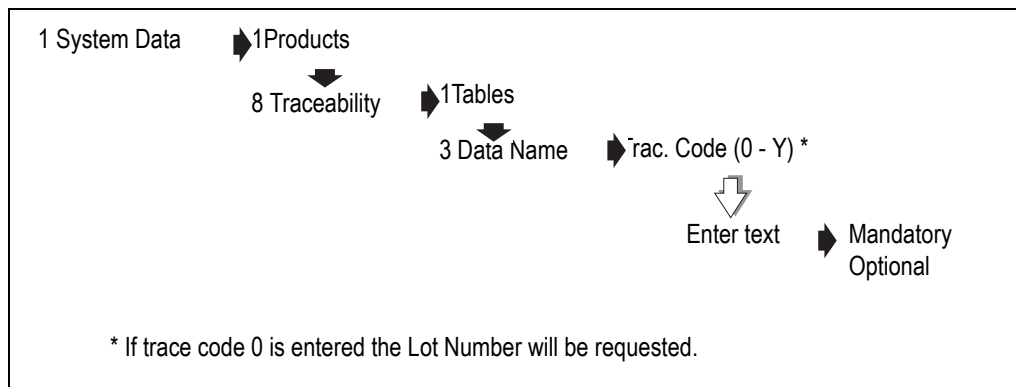
Figure 11.1 Editing code data

AI codes

- The AI code is embedded into the barcode followed by the data to which it refers.

- The data is interpreted according to the AI code function.

- The data can be in any order and can be split into more than one barcode if necessary.

Data interpretation

- Printed as read

  Lot/carcass number

slaughter and cutting numbers

scheme licence number

text 3 data.

- Dates are interpreted in the format YYMMDD.

- Referenced

  Origin, slaughter and cutting references, breed, category, type and species data are used as a reference to look up the related text in a table. See Figure 11.7.

- AI codes 7030 to 7039

  Application Identifier 7030 is always for the slaughter house and 7031 to 7039 are for the cutting centres. The first three digits are interpreted as an origin reference and the remaining alphanumeric characters as cutting numbers.

AI (EAN128 only)	Traceability Code (%%)	Dewey Decimal
10	0	%%+2.1%%
422	1	%%+2.6.1%%
423	2	%%+2.23.2.1 - to - %%+2.23.2.5
7030	3, 9	%%+2.16#0
424	3	%%+2.6.3%%
	4	
	5	
	6	
	7	
	8	
7031	A, E	%%+2.16#1
7032 - 7039	A, E	%%+2.16#2 - %%+2.16#9
	B	
425	E	%%+2.23.4.1- to - %%+2.23.4.9
	A	%%+2.24.1 - to - %%+2.24.9
251	I	
426	J	%%+2.6.5%%
	L	
953	Q	%%+2.13%%
	T	
	U	
	V	
	W	
	Y	

3103		%%+10.1.2%%
3303		%%+10.1.1%%
15		%%+10.2#1%%
17		%%+10.2#2%%
3902		%%+5.1%%
8005		%%+5.5%%

Figure 11.2 Supported AI numbers

Unsupported AI codes

You can use the Tables function to add an AI code or change an existing AI in the substitution codes list. (See *Substitution codes* on page 242..)

1. Select AI

2. Select Create & Edit

3. Enter the %% code or the Dewey Decimal code for the AI code you wish to change or to which the new AI code is to be assigned.
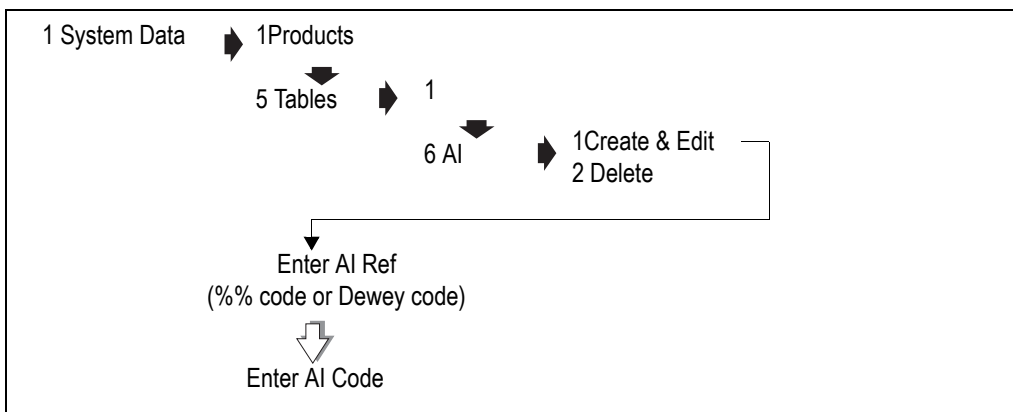
Figure 11.3 Adding or changing an AI code

11.6   Programming traceability tables

If you are using nonpreset schemes or scanning supplier proprietary barcodes, you need to set up tables for:

•   countries of origin

•   slaughter centre references

•   cutting centre references.

Creating messages

When creating messages ensure that the messages programmed in your machine match the messages used by your suppliers.

All your suppliers must use the same messages.

You can create seven different lists of messages.

List	Records	Characters
Origin	300	40
Slaughter reference	100	40
Cutting reference	100	40
Category	100	40
Breed	100	40
Type	100	40
Species	100	40

Origin, slaughter reference and cutting reference information is mandatory. Category, breed, type and species is additional information which may be included.

Origin messages

An origin message may be a country, a supplier or EC member states. You can print up to four origin messages on the label, for example: country of birth, supplied by. The default origin list contains internationally agreed country references (ISO 3166) but you can change these if necessary. To revert to the default value just delete the current entry

in the table (see **Part 1,** section *4.2, Creating and editing text*, *page 32*) and press $\boxed{\text{Enter}}$.

Slaughter reference

This table stores reference information about where the animal was slaughtered. It contains the name of the country and the approval number for the slaughterhouse.

Cutting reference

This table stores reference information about where the carcass was cut up and de-boned. It contains the name of the country and the approval number for the cutting centre.

Category messages

The following category messages must be used for beef:

Messages	Notes
Bull	
Young bovine (steer)	Less than 6 years old
Ox (beef cattle)	
Heifer	Less than 6 years old
Cow	

Breed messages

Breed messages describe the breed or race of the cattle. Examples are Aberdeen Angus and Charolais.

Type messages

Type messages describe the end product from the animal. For beef it could be beef animal, milk animal or mixed.

Species messages

These messages describe the type of animal or product.

```
1 System Data
     ⇩
8 Traceability
     ⇩
1 Tables          ▶   1 Table Names
                      2 Origin          ▶   Origin ref number
                                                  ⇩
                                             Enter text
```
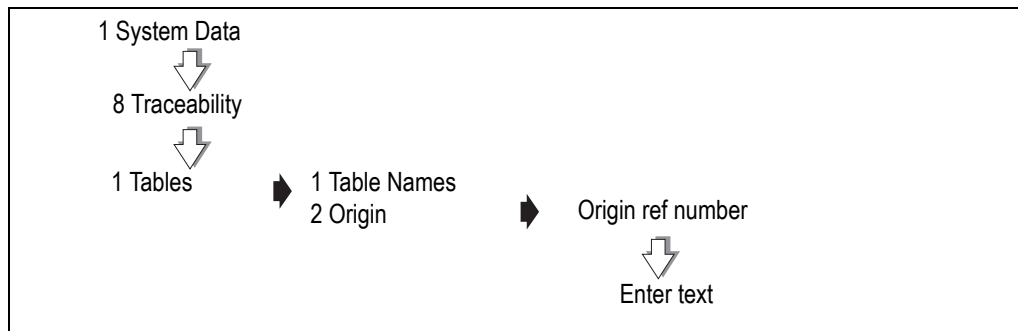
Figure 11.4 Creating origin messages

Create other message lists in a similar way.

11.7   Defining the barcodes

There are two types of barcode used with bovine traceability.

- EAN128 standard. These barcodes include the mandatory information and use Application Identifiers (AIs) to determine how the data is interpreted.

This type of barcode cannot be edited.

- EAN128 non-standard barcodes. These barcodes use Application Identifiers (AIs) but include voluntary information in addition to the mandatory information (custom barcode).

This type of barcode can be edited to match those of your supplier.

Each type of barcode has been programmed into the machine as a standard format for the barcode digits. This is known as the default format. You can edit these formats to match the barcode formats received from your suppliers.

Custom barcodes

Use this barcode format to interpret data from non standard AI barcodes received from the supplier. The system uses the AI (950) to identify that the barcode contains voluntary data and AI (953) the licence number to print this data.

The default barcode format for AI 950 is:

LWYTTUUVV

Example:

(10)234567(7030)250789(7031)250654
(950)141010100(953)321

(10)

6 digit carcass/lot number= 234567

(7030)

3 digit slaughter country reference= 250 = France

3 digit slaughter number= 789

(7031)

3 digit cutting country reference= 250 = France

3 digit cutting number= 654

(950)

1 digit species= 1 = bovine

1 digit category= 4 = heifer

1 digit type= 1 = meat

2 digit breed of father= 01 = Charolais

2 digit breed of mother= 01 = Charolais

2 digit breed if mixed= 00 = N/A

(253)

3 digit scheme licence number= 321

Traceability barcodes

Used for fixed, non AI barcodes received from suppliers.

A traceability barcode format defines the information conveyed by the printed bars in the barcode in a similar way to a label or receipt barcode. Traceability barcodes are based on digits, for example **00000006666661122335544**.

The default barcode format is:

00000044551122   14digits

6 digit carcass/lot number + 2digit slaughter reference + 2 digit cutting reference + 2 digit origin message 1 + 2digit origin message 2 = 14 digits

Example:

    1234560101050114 digits

6 digit carcass/lot number= 123456

2 digit slaughter reference= 01 = UK (1143)

2 digit cutting reference= 01 = UK (19985)

2 digit origin message 1= 05 = Scotland

2 digit origin message 2= 01 = UK

Example:The maximum number of barcode digits you can specify in the barcode format is 40.

The barcode digit in the first column of the table is also entered in the traceability format, see page 182, so the machine knows how to print bovine details on the label.

Barcode digit	Used for	Example
0	Lot number	0000000 7 digit lot/batch number (maximum 20 digits)
1	Country of birth	11 2 digit 1st origin message (maximum 4 digits)
2	Country of fattening	22 2 digit 2nd origin message (maximum 4 digits)
3	Country of slaughter	33 2 digit 3rd origin message (maximum 4 digits)

Barcode digit	Used for	Example
4	Slaughter reference	44 2 digit slaughter reference (maximum 4 digits)
5	Cutting reference	55 2 digit cutting reference (maximum 4 digits)
6	Date of birth	666666 Date 1 (fixed digits)
7	Date of slaughter	777777 Date 2 (fixed digits)
8	Date format	888888 Date 3 (fixed digits)
9	Slaughter house reference	999999 (maximum 30 digits)
A	Cutting centre reference	AAAAAA (maximum 30 digits)
B	Text 3	BBBBBB (maximum 20 digits)
E	Country of cutting	EE 2 digit 4th origin message (maximum 4 digits)
I	Carcass number	IIIIIIII 8 digit carcass number (maximum 20 digits)
J	Whole life country	JJ 2 digit 5th origin message (maximum 4 digits)
Q	Scheme licence	QQQQQQ 6 digit scheme licence number (maximum 30 digits)
T	Breed of father	TT 2 digit breed message (maximum 4 digits)
U	Breed of mother	UU 2 digit breed message (maximum 4 digits)
V	Breed if mixed	VV 2 digit breed message (maximum 4 digits)
W	Category	WW 2 digit category message (maximum 4 digits)

Barcode digit	Used for	Example
Y	Type	YY 2 digit type message (maximum 4 digits)
L	Species	LL 2 digit species message (maximum 4 digits)

11.8   Setting up the machine

Creating the traceability panel format

The traceability panel format defines:

• the text to be printed on the label.

• the type of data to be printed on the label.

Type the text to be printed on the label. Refer to the table in Figure 11.7 and enter the required code to define the type of data to be printed with the text on the label.

The maximum number of characters that you can have in the traceability panel format is 2000 (including spaces).

For information on creating and editing text see **Part 1** 4.2, *Creating and editing text*, *page 32*.

Default traceability format

This is already set up in the machine and allows for both fixed barcodes and EAN standard barcodes.

Traceability panel format

↵Lot Number: %%0↵Slaughtered In: %%4%%3%%9↵Cutting In: %%5%%E%%A↵Born In: %%1↵Reared In: %%2

Label print out (text area 3)

Lot Number: 102354

Slaughtered In: UK (1143)

Cutting In: UK (19985)

Born In: Ireland

Reared In: Ireland

Figure 11.5 Traceability format and label printout
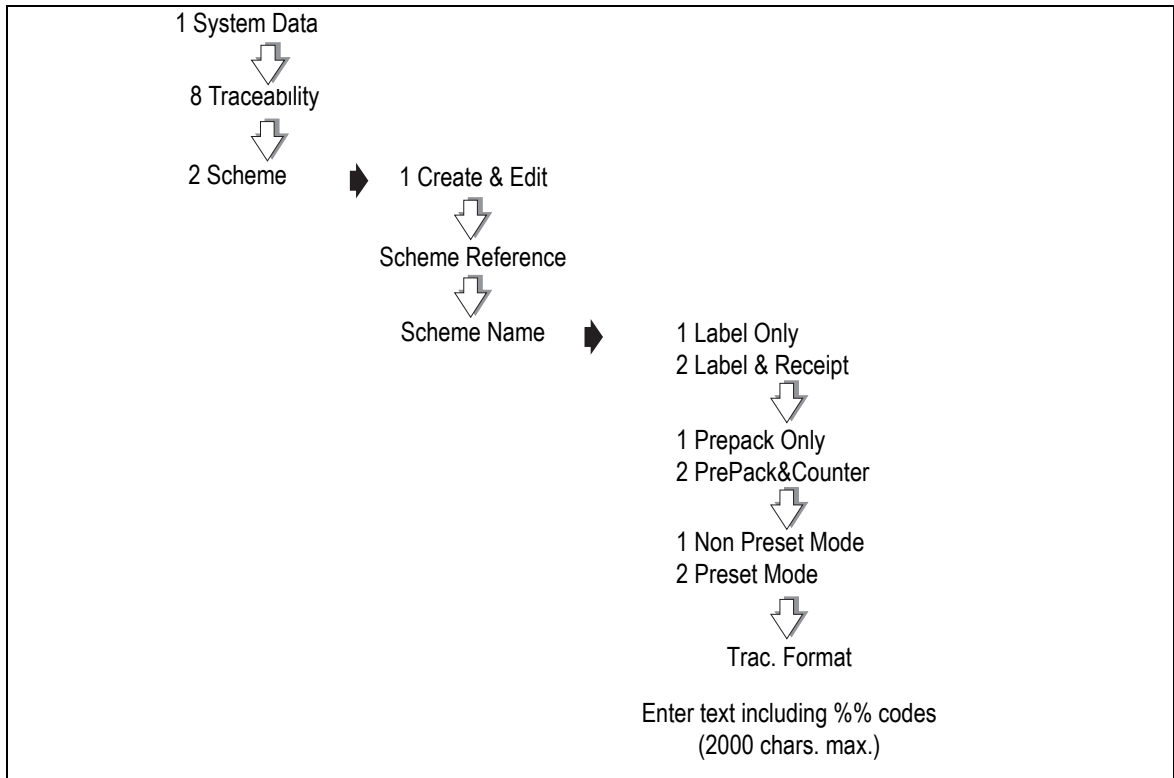
Figure 11.6 Creating the panel format

Substitution codes

AI (EAN128 only)	Traceability Code (%%)	Dewey Decimal	Data name	Typical use
10	0	%%+2.1%%	Lot number	Batch number (multiple animals)
422	1	%%+2.6.1%%	Origin 1	Country of birth
423	2	%%+2.23.2.1 - to - %%+2.23.2.5	Origin 2	Country of rearing (1 to 5)
7030	3, 9		Origin 3, Slaughter number	Country of slaughter, Slaughter house number
424	3	%%+2.6.3%%	Origin 3	Country of slaughter
	4		Slaughter reference	Slaughter reference
	5		Cutting reference	Cutting reference
	6		Date 1	Date of birth
	7		Date 2	Date of slaughter
	8		Date 3	Date 3
7031	A, E	%%+2.16#1	Processor centre 1	Country of cutting, Processor centre 1
7032 to 7039	A, E	%%+2.16#2 - %%+2.16#9	Processor centre (2 to 9)	Country of cutting, Processor centre 2 to 9
	B		Text 3	Miscellaneous text

AI (EAN128 only)	Traceability Code (%%)	Dewey Decimal	Data name	Typical use
425	E	%%+2.23.4.1 - to - %%+2.23.4.9	Origin 4	Country of cutting
	A	%%+2.24.1 - to - %%+2.24.9	Processor centre (1 to 9)	Processor centre (1 to 9)
251	I		Carcass reference number	Carcass number (single animal)
426	J	%%+2.6.5%%	Origin 5	Whole life country
	L		Species	Type of animal or product
953	Q	%%+2.13%%		Scheme licence number
	T		Race	Race of father
	U		Race of mother	Race of mother
	V		Race if mixed	Race if mixed
	W		Category	Animal category see *page 177*
	Y		Type	Type of end product see *page 177*
3103		%%+10.1.2%%		Net weight
3303		%%+10.1.1%%		Gross weight
15		%%+10.2#1%%		PLU date 1
17		%%+10.2#2%%		PLU date 2
3902		%%+5.1%%		Price with promo
8005		%%+5.5%%		Unit or item price

Figure 11.7 Table of codes

Note: When selecting a PLU with traceability enabled, the lot/carcass number is always displayed first followed by the remaining traceability information in the order in which it is stored in the carcass format.

11.9   **Capturing the source data**
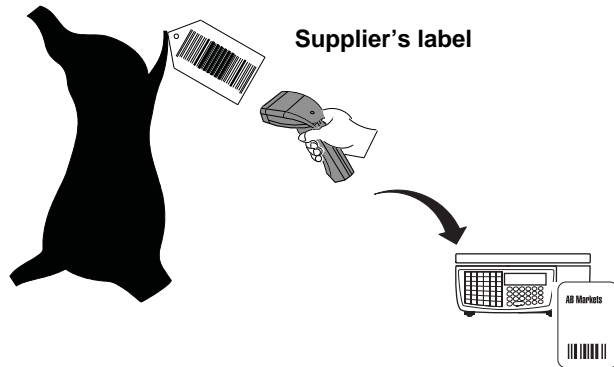
Supplier's label

The supplier attaches a barcoded label (traceability passport) to the carcass containing the information required.

Programming the machine with the same messages and data used by the supplier means that you can print the data defined in the traceability barcode on all labels for associated PLUs.

There are various ways in which the traceability data can be input to the machine.

- Use the Avery Berkel scanner to read the proprietary barcodes printed on the carcass labels by the supplier.

- Use the keyboard to enter the references for each data item when a product is selected.

- Use the Avery Berkel scanner to read the EAN128, PDF417 and RSS barcodes containing all the required bovine data.

Note:
When variable format barcodes are used it is possible that more than one barcode will be required to contain all the data. The system has been designed to cope with this.

Hash key

If a hash key has been assigned to the keyboard, you can enter the barcode digits manually:

1. Press $\boxed{\#}$

2. Type in the barcode digits

3. Press

Use this method if you do not have a scanner or the scanner fails to read the barcode,

---

11.10 Pre-pack operation

The supplier attaches a barcode to the carcass which is scanned when the carcass is cut and pre-packed in store.

Text area 3

Lot Number:1	**000435**
Slaughtered In:	**UK (1143)**
Cutting In:	**UK (19985)**
Born In:	**Ireland**
Reared In:	**Ireland**
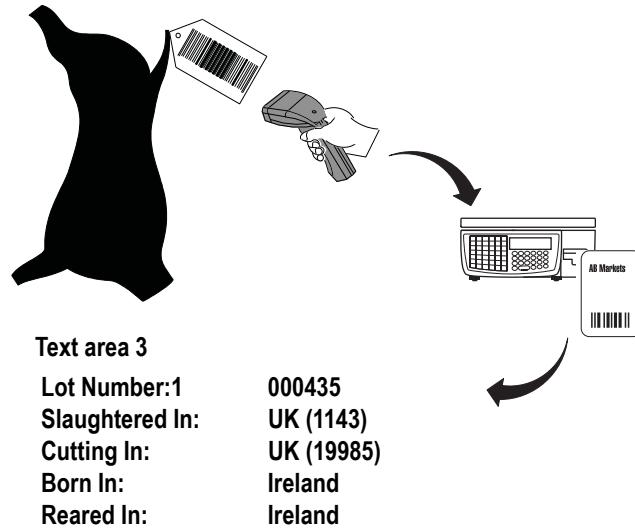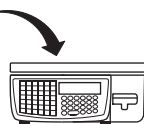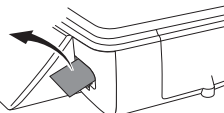
If your scanner is not working you can press **#** and then enter the barcode numbers directly.

When you select the PLU, the last carcass/lot number used is displayed. You can enter a new carcass or lot number if required.

Note: If lot number is enabled in the PLU and the panel text associated with the number contains text markers, the designated text is displayed instead of the lot number.

Category, origin and breed options, and dates are displayed in the order in which they are set in the print format. Carcass/Lot number is always displayed first.

If you see the message **Not Found** for any of the options enter the reference number for the origin message to be printed.

① Commodity key   **or**   Dept ?   department   PLU number
                                          0 - 99

②   ➡ **⑥**   if the lot number is O.K.

different carcass?

or   carcass/lot number

1.000	1.55
	1.55
Lot Number	01471

③   ➡ **⑥**   if you do not wish to change any other data

④   change options?

or

1.000	1.55
	1.55
UK	

⑤   different origin?

origin number

1.000	1.55
	1.55
UK	02

⬇

1.000	1.55
	1.55
Ireland	

Repeat step 5 for any other options you wish to change.

⑥   **⑦**

| 8 | | **more labels?**   ▶   6 |
| 9 | C   to exit PLU | |

RUMP STEAK

Carcass Ref.:   1000435
Slaughtered in: UK (1256)
Cutting In: UK (987234)
Country of origin: Ireland
Fattened In: Ireland

0 2 0 0 0 7 6 0 0 0 4 0 8>

| DATE 1 | DATE 2 |
| 15-02-01 | 16-02-01 |

| PRICE | WEIGHT | PACK PRICE |
| **9.60** | **0.250** | **2.40** |

AZ SUPERMARKETS

Figure 11.8 Typical label

11.11 Counter service operation

In counter service you can scan the barcoded information from the tray label for the product, or you can type in the lot number at the keyboard and the machine will print it on the label or receipt.

Tray labelling

Where the product is packed in the presence of the customer, it is not necessary to print all the carcass/batch details on each label or receipt, provided that the information is clearly displayed and obviously intended for that product.

The system enables you to assign a panel key to print `tray labels' for use in this mode of operation. You can use this key to print a counter service tray label for each tray of product on sale.

Tray labelling can be used in non-preset and preset modes.

Setting up the key

1. Create a PLU called `Tray Label'.

2. Select a label format for the PLU that has the relevant text fields included.

Tray labels usually have larger print than pack labels and the field needs to be large enough to allow all the information to be printed.

3. Enter the text required and the appropriate %% or Dewey Decimal codes in one of the PLU text fields.

4. Step through the remaining options except unit or item price without entering any data.

5. Select **Traceability On**.

6. Assign the key to the sales keyboard.

Note: You will need to program the PLU with a nominal unit or item price, but check that the label format selected has no fields for printing weight or price information.
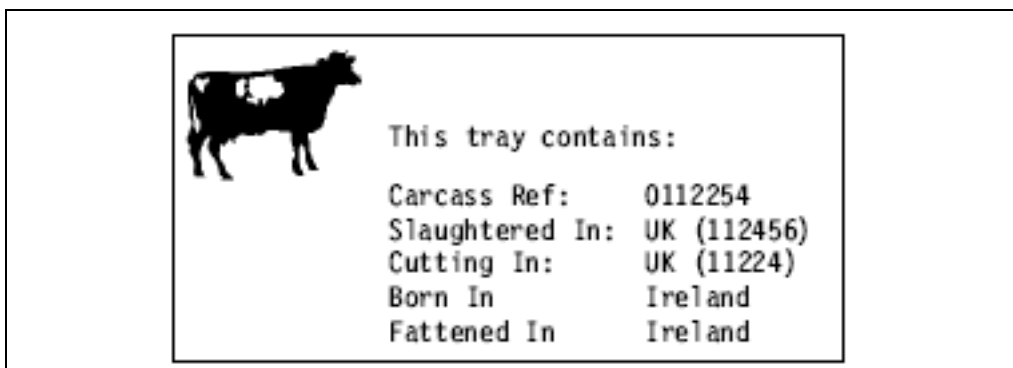
Figure 11.9 Tray label

Reporting Functions

12

This section describes how to configure the way in which you want reports printed. If the scale is part of a network, the choices you make will apply to all the scales on the network.

Contents

12.1   Reports

- Totals are updated whenever a label or receipt has been printed successfully.

- You must be in Manager Mode to print a report.

- You can assign a security level to any report.

Missing fields

If there is no data for a particular field then that field is not printed on the report. For example, if you are printing a Grand or Operator report and no voids have been registered then the Void Value and Void Count lines are not printed.

Sales value

Sales values show actual turnover.

Sales totals

- are **not reduced** by refunds or returns.

- are **reduced** by Negative PLUs.

Report type

An **X** report prints the totals for the period and does not reset any totals data.

Clearing (Z) reports, the totals are cleared and the relevant clearing date in the security report is updated.

A **Z** report prints the **X** totals for the period and then resets those totals.

Please remember .....

If the report printing fails for any reason or you abort the report printing, the totals will be unchanged.

12.2   Configuring reports

Reports can be printed on receipt rolls or labels. When printing to labels, the label gaps are skipped so that no data is lost.

Report setup

In report setup you configure the way in which you want the reports printed. The choices you make will apply to all the machines on the system. You can select:

• PLU Totals Yes   or   PLU Totals No

• Amount Entry OFFor   Amount Entry ONor   Amount Auto

• Short Cash Rpr   or   Full Cash Rprt

PLU totals

If you do not require PLU totals from the scale, disabling them makes more memory available for PLU storage at the scale.

Amount entry

If you select:

Amount Entry ON, you must enter the value of each type of payment in the cash drawer before printing a Z machine totals report. You will only be prompted to enter values for payment types that have been enabled in the payment programming table (see *section 4.3 page 35*). You may enter zero values. Any discrepancies between the expected values and the values entered will be printed.

Amount Entry OFF, you will not be prompted to enter drawer values and discrepancies will not be printed in the report.

Amount Auto, you will only be prompted to enter values for payment types actually taken.

When requesting the amounts in the drawer, If enforce value has been enabled for a payment type, you must enter a value or zero. If enforce value is disabled you may press

↵ to skip the entry.

If you have selected **Amount Entry ON** or **Amount Auto**, when printing Z Grand Total reports, all the amounts entered are accumulated into a single declared value and printed after the sequence numbers at the top of the report.

Cash report

If you select **Short Cash Rprt** a summary machine report is printed that does not list the payment types.

The report will include tax totals.

Note: Only non zero tax totals are printed.

Tax totals are part of the grand totals command and therefore can only be cleared when the grand totals are run and not when the cash report is run.

Please remember .....

The valid tax totals period is printed with the tax summary which can be different from the period of the cash report.

12.3   Totals reports

You can print any of the following totals reports:

- Grand Totals

- Department totals

- Machine Totals

- Operator Totals

- PLU Totals

- Group Totals

- Discount Totals

- Promotion Totals

- Security report

   You can also:

- Clear All Totals.

Report numbering

Each totals report has its own sequential number for security purposes. The number is incremented each time you print a **Z** report.

Report fields

* indicates the reports that include this field

** indicates fields that only appear on Z reports.

Field name	Description	Grand	Departm	Machii	Opera	PLU	Group	Discour	Promoti
Sales value	Value of all transactions in PoS mode	*	*	*	*	*	*		*
Sales weight/items	Weight/items sold					*			*
Counter value	Value of all transactions in non-PoS mode	*	*	*	*	*	*		
Counter weight/ items	Weight/items labelled					*			
Pre-pack value	Value of all transactions in Pre-pack mode	*	*	*	*	*	*		
Pre-pack weight/ items	Weight/items pre-packed					*			
Transactions	Total number of transactions (Sales + Counter + Pre-pack)	*	*	*	*	*	*		
Customer	Total number of receipts + Total ADD labels	*	*	*	*				
Training value	Value of all transactions in training mode			*	*				
Override value	Value of override transactions	*	*	*	*				
Override count	Total number of overrides	*	*	*	*				
Void value	Value of void transactions	*	*	*	*				
Void count	Total number of voids	*	*	*	*				

Field name	Description	Grand	Departmı	Machi	Operat	PLU	Group	Discour	Promoti
Return value	Value of return transactions	*	*	*	*		*		
Return count	Total number of returns	*	*	*	*		*		
Return weight/ items	Weight/items returned					*			
Refund value	Value of refund transaction	*	*	*	*				
Refund count	Total number of refunds	*	*	*	*				
Discount value	Value of all discounts	*	*	*	*			*	
Discount count	Total number of discounts	*	*	*	*			*	
No Sale count	Total number of No Sales	*	*	*	*				
Pick Up value**	Amount of Pick Up			*	*				
Pick Up count	Total number of Pick Ups			*	*				
Float value**	Amount of Float			*	*				
Paid Out value**	Amount paid out			*	*				
Paid Out count	Total number of Paid Outs			*	*				
Local Cash value**	Value of local cash payments			*	*				
Payment value**	Value of each payment type (not local cash)			*	*				
Received on Account	Value of payments received on account			*	*				
Promotion cost	Difference between sales value at standard price and sales value at promotion price								*
Payment usage	The number of payments taken for each payment type.			*					

Grand totals report

A Grand total consolidates data from PLU, Operator, Department, Machine, Group and Discount reports for each machine on the system and prints a report of the total sales. It also provides a tax breakdown for the entire system. Net sales value and tax value are calculated according to whether the tax system in use is inclusive or exclusive.

You can select either X or Z totals to print. If you select the X total, the totals are carried forward and are not cleared. If you select the Z total, the totals are cleared.

2 Reports
⇩
1 Totals Report   ▶ 1 X Reports   1 Grand Totals   ▶ Press ENTER
                       2 Z Reports   2 ....
                                            10 System Cash
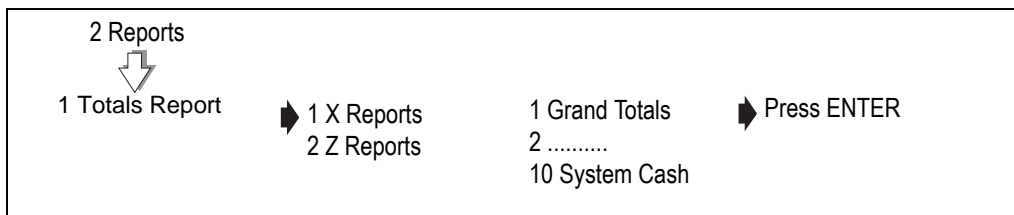
Figure 12.1 Selecting the type of report

```
∗∗∗Grand Report∗∗∗∗∗∗∗              ∗∗∗Grand Report∗∗∗∗∗∗∗

X Report            0001#0012        Z Report            0001#0013
03-08-2006              13:28        03-08-2006              13:29

Sequence Numbers 0012:0012           Sequence Numbers 0012:0013
Sales Value            £949.25       Declared              £950.03
Counter Value            £7.19
PrePack Value            £5.84        Sales Value            £949.25
Transactions                58       Counter Value            £7.19
Customers                   23       PrePack Value            £5.84
Override                 £3.29       Transactions                58
Override Count               8       Customers                   23
Voids Value              £0.36       Override                 £3.29
Voids Count                  1       Override Count               8
Return Value            £14.80       Voids Value              £0.36
Return Trans                 4       Voids Count                  1
Refund Value            £14.80       Return Value            £14.80
Refund Trans                 4       Return Trans                 4
                                     Refund Value            £14.80
Tax Ref 0                0.00%       Refund Trans                 4
Sales Value            £774.66
Tax Value                £0.00       Tax Ref 0                0.00%
Net Sales Value        £774.66       Sales Value            £774.66
                                     Tax Value                £0.00
Tax Ref 1               10.00%       Net Sales Value        £774.66
Sales Value            £174.59
Tax Value               £15.87       Tax Ref 1               10.00%
Net Sales Value        £158.72       Sales Value            £174.59
                                     Tax Value               £15.87
From:        02-08-2006 13:35        Net Sales Value        £158.72

To:          03-08-2006 13:28        From:        02-08-2006 13:35

                                     To:          03-08-2006 13:28
∗∗∗∗Report Complete∗∗∗∗
                                     ∗∗∗∗Report Complete∗∗∗∗
```

Figure 12.2 Grand totals reports

Machine totals report

Machine totals are calculated from the number of transactions so that they may be used to monitor machine utilisation.

The machine report gives totals for each machine. You can print a report for an individual machine or all machines.

If you select **All Machines** a consolidated cash up report is printed at the end of Z reports,.

Note: Returns value and Returns Trans are printed if return transactions are not zero.

```
****Machine Report****                    Return Value          £ 2.46
                                           Return Trans              1
Z Report            0001#0004              Refund              £ 1.90
02-08-2006             18:28               Refund Count             1
                                           Discount Value      £ 2.50
Sequence Numbers  0002:0004                Discount Count           5
Machine Start              1               No Sale Count            1
Machine End                4               Pick Up Count            1
                                           Paid Out Count           1
Machine ID                 1               - - - - - - - - - - - - - - - -

Performance Data                                 Cashup Report
Sales Value         £ 807.47
Counter Value         £ 0.40               - - - - - - - - - - - - - - - -
Transactions             127
Customers                 84               Cash                £ 702.53
                                           Cheque              £ 695.35
Exceptional Data                           Card                £ 327.15
Voids  Value          £ 0.66               Account             £ 250.25
Voids Count                1               Coupon               £ 23.70
Return Value          £ 5.60               Total              £ 1998.98
Return Trans               2
Refund               £ 10.10               Float               £ 500.00
Refund Count               2               Paid Out             -£ 5.00
Discount Value       £ 11.10               Pick Up            -£ 750.00
Discount Count             3               Drawer Value       £ 1743.98
No Sale Count              2
Pick Up Count              1               Discrepencies
Paid Out Count             1                          Declared   Difference
Rcvd On Accnt.      £ 150.00               Cash  £    704.53      2.00
                                           Cheque£    675.35  -  - 20.00
Machine ID                 2

Performance Data                           From:     02-08-2006  06:30
Sales Value         £ 317.43
PrePack Value       £ 210.40               To:       02-08-2006  18:29


                                           ****Report Complete****
```

Figure 12.3 Machine Totals report (clearing)

Operator totals report

The machine stores both trading and training totals. The report includes all transactions assigned to the operator and prints the training value, if any, on a separate line. Depending on how your machine is configured, a receipt item count may be printed.

You can choose to print the report for an individual operator or all operators.

```
***Operator Report***              Transactions           23
                                   Customers               8
X Report         0001#0004
02-08-2006          18:29           Operator Num 14

Sequence Numbers 0001:0004         ANNE
Operator Start         0
Operator End          99           Performance Data
                                   Sales Value        £873.54
   Operator Num 1                  Transactions          181
                                   Customers              66
SANDRA
                                   Exceptional Data
Performance Data                   Voids  Value       £14.66
Sales Value       £633.57          Voids Count            4
PrePack Value      £59.20          Return Value        £2.46
Transactions         103           Return Trans           1
Customers             58
          4                        From:       02-08-2006 15:30
Exceptional Data
Voids  Value      £14.66           To:         02-08-2006 18:29
Voids Count            4
Return Value       £2.46
Return Trans           1           ****Report Complete****

   Operator Num 2
```

Figure 12.4 Operator totals report (non-clearing)

PLU, department and group reports

These are sales analysis reports and show counter, sales and prepack values for each PLU, department or group.

PLU, department and group reports can be listed in various formats (see page *page 199*) to help you analyse sales more easily.

Note: Returns value and Returns Trans are printed only if return transactions are not zero.

Printing a department or group report

You can choose to print the report for an individual department or group, or all departments or groups.

```
∗∗∗Department Report∗∗∗∗          ∗∗∗∗∗Group Report∗∗∗∗∗

X Report          0001#0016        X Report          0001#0017
02-08-2006            18:25         02-08-2006            18:26

Sequence Numbers 0003:0016          Group Start              1
Dept. Start                2        Group End                1
Dept. End                  2
                                    Group Number 1
Department 2                        BREAD
BAKERY                              Sales Value        £121.77
Sales Value        £183.97          Sales Items             62
Sales Items             86          Counter Value       £29.10
Counter Value       £59.20          Counter Items           21
Counter Items           43          Return Value        £12.87
Return Value        £12.87          Return Items            13
Return Items            13          Return Trans             1
Return Trans             1          Transactions            79
Transactions           120          Customers               52
Customers               72
                                    From:      02-08-2006 16:30
From:      02-08-2006 16:31
                                    To:        02-08-2006 18:26
To:        02-08-2006 18:25

∗∗∗∗Report Complete∗∗∗∗              ∗∗∗∗Report Complete∗∗∗∗
```

Figure 12.5 Department and Group reports

Printing PLU reports

You can choose to print PLU reports with the information sorted by PLU number, counter, sales or transactions.

Define filter

You can specify either an individual PLU or a range of PLUs for listing PLU totals. To print the totals for one PLU only, enter the same PLU number for both the start and end value.

Note: *PLU totals reports include weight and items.*

```
        *****PLU Report*****

X Report                0001#0019
02-08-2006                  18:25


Sequence Numbers  0001:0019
Dept. Start                     0
Dept. End                       9
PLU Start                       1
PLU End                         3
Group Start                     0
Group End                       9

Sorted By               PLU No.
- - - - - - - - - - - - - - - - - -
          Department 2
              BAKERY
- - - - - - - - - - - - - - - - - -

PLU  2001
CARROT CAKE
Sales Value               £83.97
Sales Items                    76
Counter Value             £59.20
Counter Items                  43
Return Trans                    1
Return Value               £2.86
Return Items                    3

PLU  2002
BAGUETTE
Sales Value              £121.77
Sales Items                    62
Counter Value             £29.10
```

```
LARGE WHOLEMEAL
Sales Value               £97.44
Sales Items                   116
Counter Value             £27.84
Counter Items                  24
Return Trans                    1
Return Value               £2.52
Return Items                    3
- - - - - - - - - - - - - - - - - -
              Summary
- - - - - - - - - - - - - - - - - -

Number of PLUs                  3
PLU Totals               Enabled

Sales Value               £97.44
Sales Items                   116
Counter Value             £27.84

From:        02-08-2006  16:30

To:          02-08-2006  18:26


     ****Report Complete****
```

Figure 12.6 PLU report (non-clearing)

Discount totals report

Discount totals include manual transaction and receipt discounts.

```
****Discount Report****

X Report              0001#0006
02-08-2006              18:27


Sequence Numbers  0004:0006
Discount  1
MANAGER SPECIAL
Discount Value        £150.00
Discount Count             30


Discount  2
LOYALTY BONUS
Discount Value        £753.06
Discount Count            497

From:        02-08-2006  18:30

To:          03-08-2006  18:26
```

Figure 12.7 Discount report

Promotion totals report

You can select to print promotion totals by:

• single batch

• all batches

• PLU number

Batch promotion reports include the promo batch name, start and end dates, sales value and quantity for each PLU and the promotion cost. The promotion cost is the difference between selling at the standard price and the sales value at the promotion price. PLU totals are included, even if they are zero, to assist with promotion analysis.

Reports printed by PLU number will show the totals for all PLUs on promotion whether they are linked to a batch or not.

```
        ***Promotion Report***              ***Promotion Report***

X Report              0001#0008       X Report              0001#0039
03-11-2003               08:09        03-11-2003               18:26

Sequence Numbers  0001:0008           Dept. Start                  2
Dept. Start                  0        Dept. End                    2
Dept. End                    3        PLU Start                    1
PLU Start                    1        PLU End       9999999999999
PLU End 9999999999999                 Group Start                  0
Group Start                  0        Group End                   99
Group End                   99
                                      - - - - - - - - - - - - - - -
                                            Department 2
          Department 3                - - - - -  BAKERY  - - - - -
            BEVERAGES

                                      PLU  2001
PLU  00313                            CARROT CAKE
TEA BAGS                              Promotion Value        £23.76
Promotion Value        £83.32         Promotion Cost          £4.80
Promotion Cost          £8.70         Promotion Items            24
Promotion Items            77
                                      PLU  2002
          Department 4                BAGUETTE
             DAIRY                    Promotion Value        £52.08
                                      Promotion Cost         £26.04
PLU  00413                            Promotion Items            62
MILK ILTR
Promotion Value        £14.18         - - - - - - - - - - - - - - -
Promotion Cost          £2.48               Summary
Promotion Items            34         - - - - - - - - - - - - - - -
          Summary
                                      Number of PLUs               2
Number of PLUs               2
                                      From:        03-11-2003 16:31
From:        02-11-2032  08:20
To:          03-11-2003  08:09        To:          03-11-2003 18:26
     ****Report Complete****              ****Report Complete****


                                                 by PLU
             by Batch
```

Figure 12.8 Promotion report (non-clearing)

Security report

Security reports are non-clearing reports and list:

•   the sequence numbers for the Z reports

•   the date and time of the last Z report for each report type

```
    ****Security Report****              ****Security Report****

 X Report           0001#0000          Z Report           0001#0000
 02-08-2006              18:03          3-08-2006              13:04


 Sequence Numbers                      Sequence Numbers
                    X       Z                              X       Z
 PLU                11      9           PLU                12      9
 Promo              11      9           Promo              12      10
 Operator           11      9           Operator           12      9
 Grand              11      9           Grand              12      9
 Dept               11      9           Dept               12      10
 Machine            11      9           Machine            12      10
 Group              11      9           Group              12      9
 Discount           11      9           Discount           12      9
 Clear All          11      9           Clear All          12      9
 System             11      9           System             12      9

 Z Clearing Dates                      Z Clearing Dates
 PLU        02-08-06     18.00          PLU        02-08-06     18.00
 Promo      02-08-06     18.00          Promo      03-08-06     13.00
 Operator   02-08-06     18.00          Operator   02-08-06     18.00
 Grand      02-08-06     18.00          Grand      02-08-06     18.00
 Dept       02-08-06     18.00          Dept       03-08-06     13.00
 Machine    02-08-06     18.00          Machine    03-08-06     13.00
 Group      02-08-06     18.00          Group      02-08-06     18.00
 Discount   02-08-06     18.00          Discount   02-08-06     18.00
 Clear All  02-08-06     18.00          Clear All  02-08-06     18.00
 System     02-08-06     18.00          System     02-08-06     18.00

    ****Report Complete****              ****Report Complete****
```

Figure 12.9 Security report (non-clearing)

Clear All Totals

This function is only available with Z Totals. It clears all totals except carcass totals.


```
   2 Reports
      ⇩
   1 Totals Report      ▶  1 X Reports
                           2 Z Reports  ▶  1 Grand Totals
                                           2 ..........
                                           10 Clear All Totals ─┐
                                                                │
                                      ┌─────────────────────────┘
                                      ▼
                           2 Are You Sure? No
```
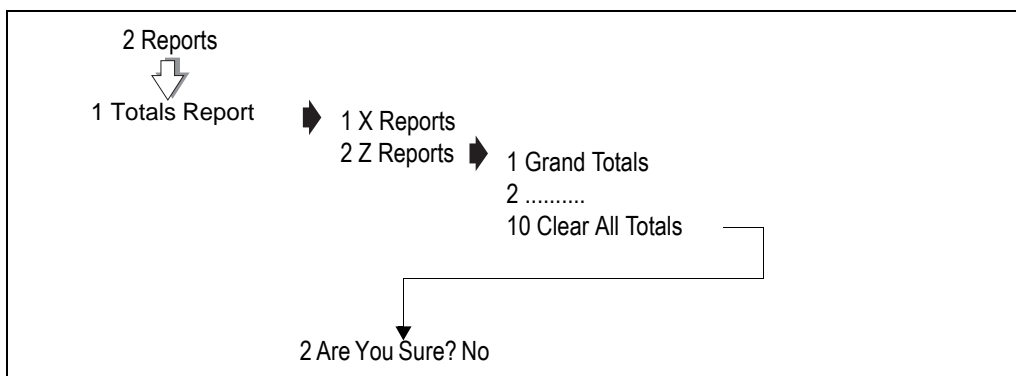
Figure 12.10Clearing totals

To confirm that you want to clear totals, press [🔑] .

System cash report

The accumulated Z totals and the declared payment values for all the machines being cashed up are added into the system cash totals. If the machines are configured for two period reporting both X and X2 reports are updated.

Detailed cash reports are always printed for system cash reports.

Clear All Totals does not clear the system cash report. These reports can only be cleared by printing the Z system cash reports corresponding to the X reports.

```
      ∗∗System Cash Report∗∗              
                                        
  Z Report            0001#0005             Cashup Report         
  02-08-2006              18:30                                 
                                          
  Performance Data                      Cash              £ 702.53
  Sales Value          £ 807.47         Cheque            £ 695.35
  Counter Value          £ 0.40         Card              £ 327.15
  Transactions             127          Account           £ 250.25
  Customers                 84          Coupon             £ 23.70
                                        Total            £ 1998.98
  Exceptional Data                      
  Voids  Value           £ 0.66         Float             £ 500.00
  Voids Count               1           Paid Out            -£ 5.00
  Return Value           £ 5.60         Pick Up          -£ 750.00
  Return Trans              2           Drawer Value     £ 1743.98
  Refund                £ 10.10         
  Refund Count              2           Discrepencies     
  Discount Value        £ 11.10                     DeclaredDifference
  Discount Count            3           Cash  £      702.53       2.53
  No Sale Count             2           Cheque£      695.35      25.00
  Pick Up Count             1           
  Paid Out Count            1           From:        02-08-2006  06:30
                                        
                                        To:          02-08-2006  18:29
                                        
                                        
                                          ∗∗∗∗Report Complete∗∗∗∗
```

Figure 12.11 System cash report

Audit Mode

13

Audit mode provides a reporting function that enables you:

- to print out completed transactions (receipts).

- to collect transactions if you have the appropriate PC software application (MX100).

Please remember .....

Remember to take a backup whenever you make any amendments, otherwise the files will be out of date.

Contents

13.1   Setting up the audit function

Filtering the information

You can set up the audit function to:

*   include label or receipt totals or both

or

*   include stock or account totals or both.

*   be able to continue trading when the audit store is full (circular).

*   to have to clear audit transactions before trading can continue when the audit store is full (linear).

Server/client buffer mode

Note: Client buffer mode only takes effect in local mode.

If you select **Circular** you will be able to continue trading when the audit store is full but new audit transactions will over write the oldest audit transactions. You will not see any warning messages.

If you select **Linear** you will see flashing warning messages **Audit 75% Full** and **Audit 90% Full** as the number of transactions in the audit store approach the maximum permitted. The message replaces the scroll message on the vendor display in sales mode and is also displayed if you go to the network map in manager mode.

Note: Normally the server buffer mode is set to circular and the clients are set to linear.

*   An error message is displayed at three stages:

*   **Audit 75% Full** when the audit store is 75% full.

*   **Audit 90% Full** when the audit store is 90% full.

*   **Audit Full** when there is no space left in the audit store.

To continue trading you must either **Erase Audit List** or print the **Audit Report** and then **Erase Audit List** to clear the audit store of transactions.

Label override

Label override allows you to continue trading when the client audit buffer mode is **linear** and the buffer is full.

This is the default mode for machines operating in label mode. The **Audit Full** message will be displayed on every transaction until the audit buffer has been cleared.

Press **C** to clear the message and complete the transaction.

You can disable label override if you do not wish to continue trading when the audit buffer is full.

Please remember .....

When label override is disabled, to print labels you must:

•   assign the print key to a different operator at each machine

or

•   set up and use operator assigned keys.

13.2   Printing the audit report

The audit report prints transactions that have been totalised and printed on the label or receipt. You will be prompted to enter

*   the start and end dates or times

*   receipt numbers for the report.

You can customise the reports to include only the type of transaction you require or all transactions. You can select from

*   label

*   receipt

*   label and receipt

*   or all transactions

If you select **Summary Report** the report prints a summary of each receipt or label. A **Detailed Report** prints all the transaction details for each label, receipt or account.

```
                    7 Audit Mode
                         ⇩

        Audit On/Off
        Filtering
        Server Buff Mode
        Client Buff Mode
        Audit Report                    Summary Report
        Erase Audit List             ▶  Detailed Report

                                            ⇩

                                     Start Date/Time
                                     End Date/Time

                                            ⇩

                                     Start Receipt No
                                     End Receipt No

                                            ⇩

                                     No Filters
                                     Label
                                     Receipt
                                     Receipt & Label
```
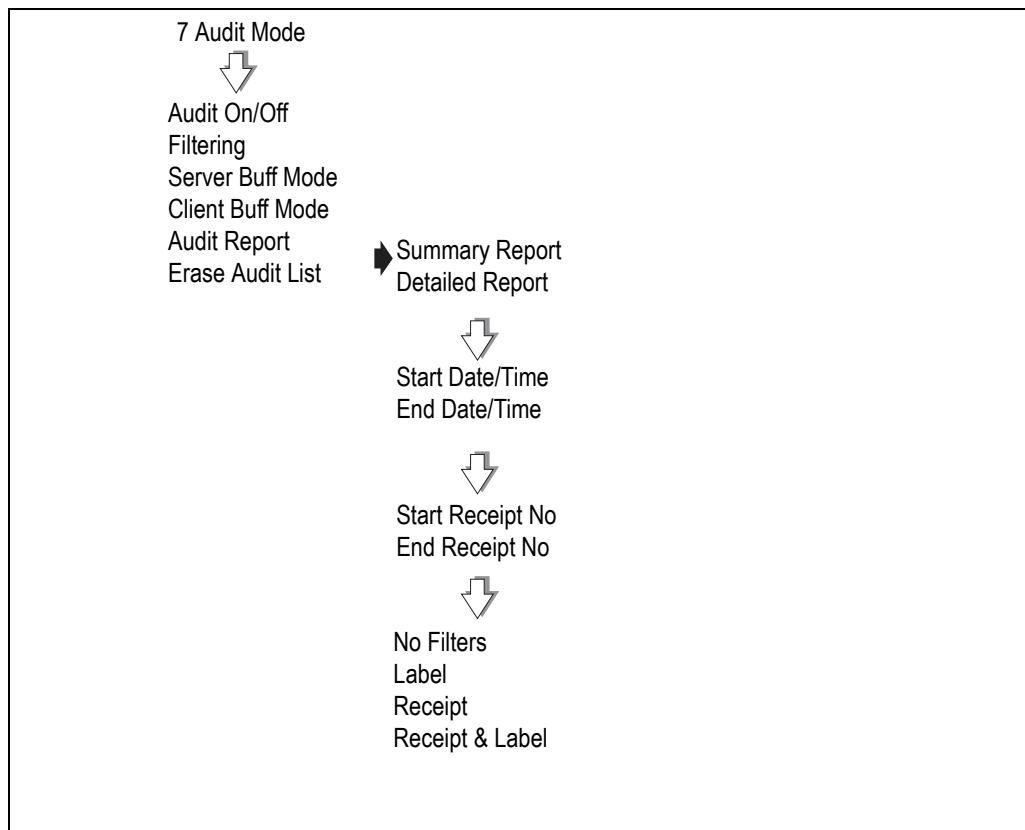
Figure 13.1 Printing an audit report

13.3   Erase audit list

You can clear all the audit transactions (No Filter) or you can set selection criteria as in printing the audit report.

If your system has a backup server and that machine is off-line when you try to erase the audit list you will see warning messages:

• No Backup Server

• Data May Be Lost

• Are you sure? No

You must press [●—] to delete the list.

Please remember .....

Do not erase the audit list unless you are certain that the backup server will not be restored during the trading period. In this situation, remove it from the network map.

If you erase the audit list and the backup is subsequently restored, totals data may be corrupted.

```
7 Audit Mode
      ⇩
Audit On/Off
Filtering
Server Buff Mode
Client Buff Mode
Audit Report
Erase Audit List        ▶ Start Date/Time
                          End Date/Time
                               ⇩
                          Start Receipt No
                          End Receipt No
                               ⇩
                          No Filters
                          Label
                          Receipt
                          Receipt & Label
```
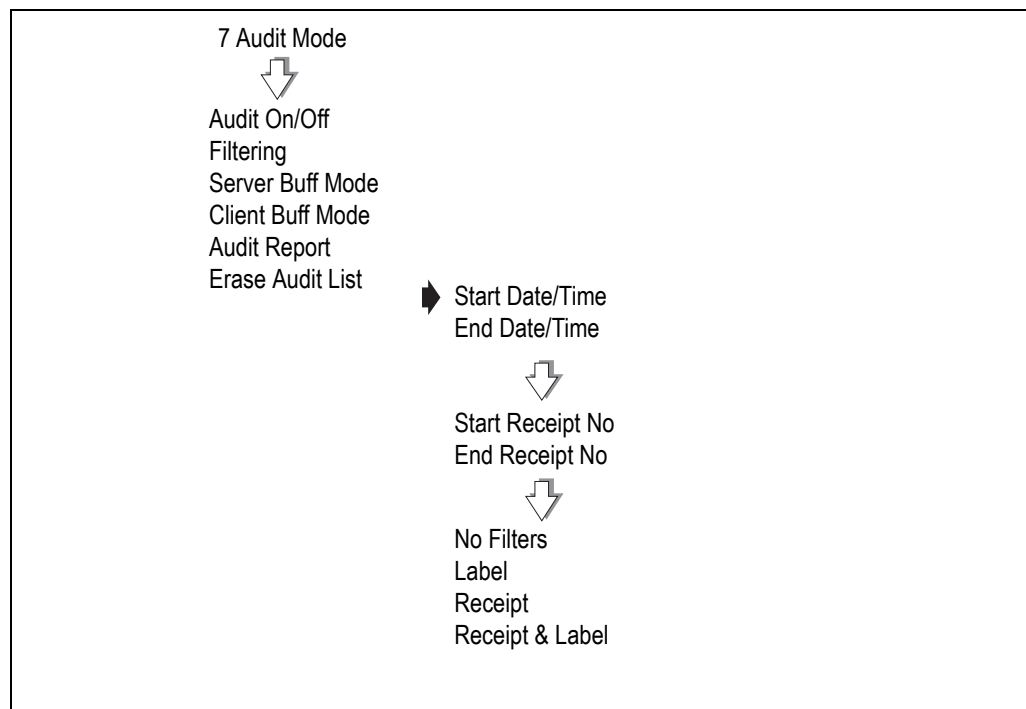
Figure 13.2 Clearing the audit list

13.4   Machines in local mode

Communications failure

If there is a communications failure between the server and client machines a machine may retain audit transactions while operating in local mode.

As soon as the server detects and reinstates the client machine, the client audit transactions are transferred to the server.

If the client buffer is set to linear mode, no warnings will be given when the buffer is nearly full. No further transactions will be allowed when the buffer is full.

Communications

14

This section describes to set up a network within the store.

You can link up to 10 compatible machines in a store network.

The system will support any combination of machines in the IM series range provided they have the same software version.

Machines may be used for weighing or nonweighing applications in

- counter service
- rear of store operations.
-

Contents

14.1   Setting up a network

Networked machines are connected using ethernet network cables. These cables enable information to be passed between each connected machine (and other devices if used).

One machine on the network is called the server and is responsible for overseeing the network. The remaining machines are known as client machines. Any machine may be programmed as the server.

All the machines on the network use the same PLU and system data. You can enter data at any machine and the other machines on the network will receive the information provided they are switched on.

Please remember .....

> **The server must be switched on when the client machines are in operation. If a client machine has been connected to the network but not had the machine ID set up it will not be recognized by the server.**

Network compatibility

You can use MX100 back office software to link an IM series machine network to another existing IM series

For further information contact your Avery Berkel centre

20 OPERATORS MAXIMUM
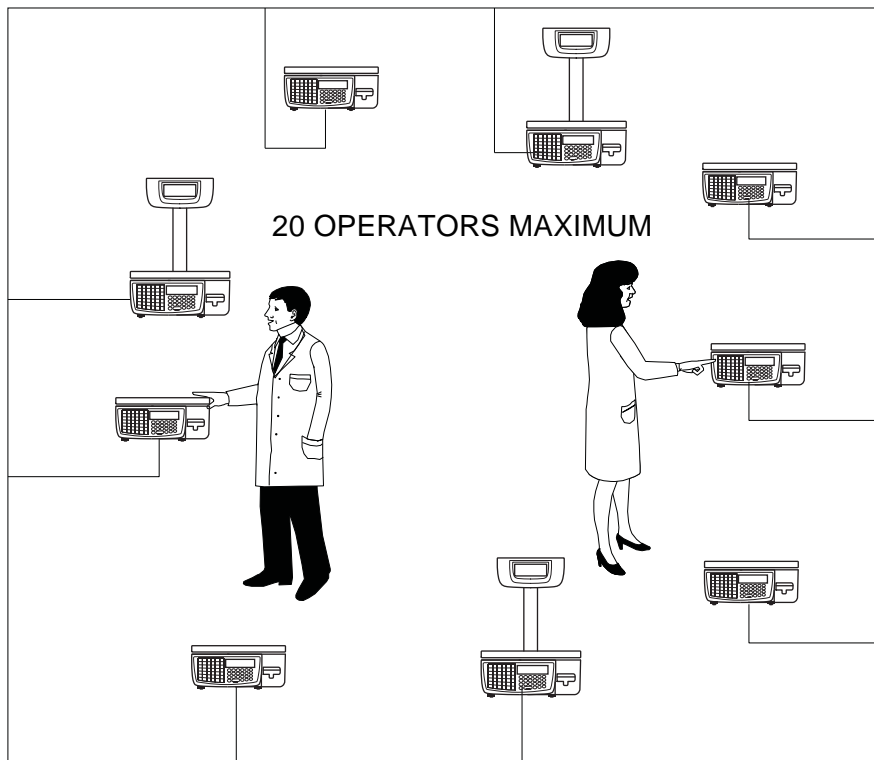
Figure 14.1 Typical ethernet network

14.2   Operating mode

The store network can consist of a mixture of label and receipt machines.

Vendors may be logged on to more than one machine and 'float' between machines to serve customers anywhere in the store.

Receipt printing machines will

- totalise transactions

- print a counter receipt

- print a sales receipt where the vendor receives payment for the goods.

Counter receipts are redeemed at a Point of Sale (PoS) machine or checkout for payment.

Label machines will

- print labels

- consolidate the transactions at the checkout or PoS machine.

Other PoS machines within the store will complete transactions and generate sales receipts for any purchases at those machines.

For example, cigarettes purchased at the tobacco kiosk.
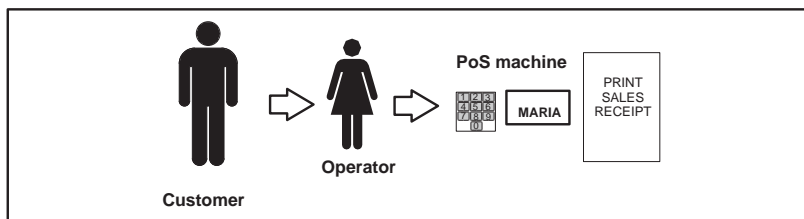
Figure 14.2 PoS purchase only

14.3   Auto configure

You can use auto configure to quickly set up a network of machines that are programmed with the factory default IP address and have been connected to an ethernet hub.

Adding a machine to the network

You can add machines to the network up to the maximum allowed (10). When you select **Auto Configure** at the new machine it will automatically be allocated the next machine ID.

Updating the PLU file

You can perform a **Network Dump** from the server if the PLU file at the new client machine does not match the server PLU file (see section 14.9, *page 222*).

Each time the client machine uses a PLU it fetches the PLU data from the server and the PLU file at the client machine is updated.

If you choose not to perform a network dump, the PLU file at the client will gradually be updated to match the server.
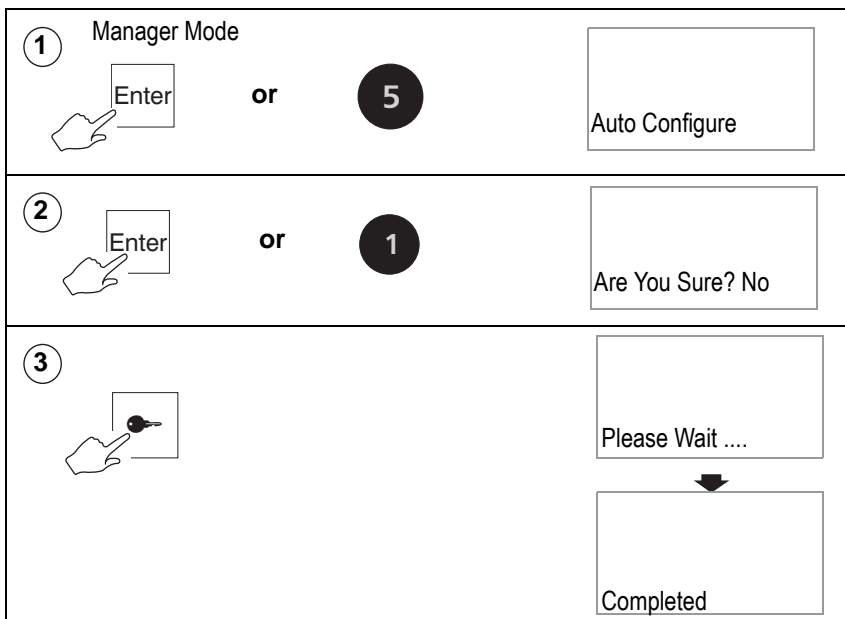
14.4   Setting machine ID

The server uses machine identity to distinguish between individual machines on the network. You can

- enter a value for the machine ID between 1 and 10.

- select either **Server** or **Client** for the machine status. An S or C will be displayed on the network map at the appropriate position.

Note: If you set the machine ID to 0 it will operate as a stand alone machine.

Communication

2 Machine ID

Machine ID
0 - 31

Server   ▶   Client
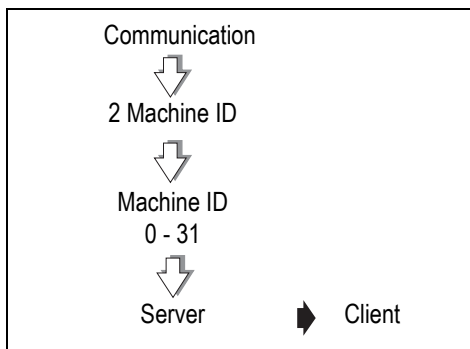
Figure 14.3 Setting machine ID

14.5   Network map

The network map at any machine shows the positions (machine ID) of all the machines on the network.

At each position on the map corresponding to a machine you will see a character indicating the machine status. The flashing character indicates the ID of the machine currently being used to display the network map.

*Note: You can only change the status of a machine at **that** machine. For instructions for selecting client or server status see section 14.4, page 215.*

Figure 14.4   Network map

The following table defines the characters you may see on the network map.

Character	Meaning
S	Server: responsible for overseeing the network
C	Client
X	No machine set up.
E	The PLU file in the client machine at that position does not match the server PLU file.
O	The machine corresponding to that position is off line. (**Map Error**)
L	The machine is set to **Local Mode**.
B	Backup server

14.6   **Backup server**

You can change the status of any client machine to server see section 14.4, *page 215*. If a server already exists on the network the new server becomes the backup server. If there is more than one machine already set to server on the system, the new server becomes the backup server and the old backup server reverts to client status.

If the main server goes off-line for any reason the backup server takes over without any loss of operation.

Please remember .....

> **You should not continue to trade for an extended period unless both the main server and backup server are switched on.**

Should both servers go off-line you can choose to operate the client machines in **Local Mode** see section 14.8, *page 220*.

If audible warning is configured for the machine you will hear a bleep and the network map will show 0 at the position for the old server.

If there is a cable fault, both the main and backup server will bleep and each machine will show the other and the client machines as off-line.

Before setting a machine to server status you should:

- clear all transactions
- clear all totals
- Clear the audit list completely.
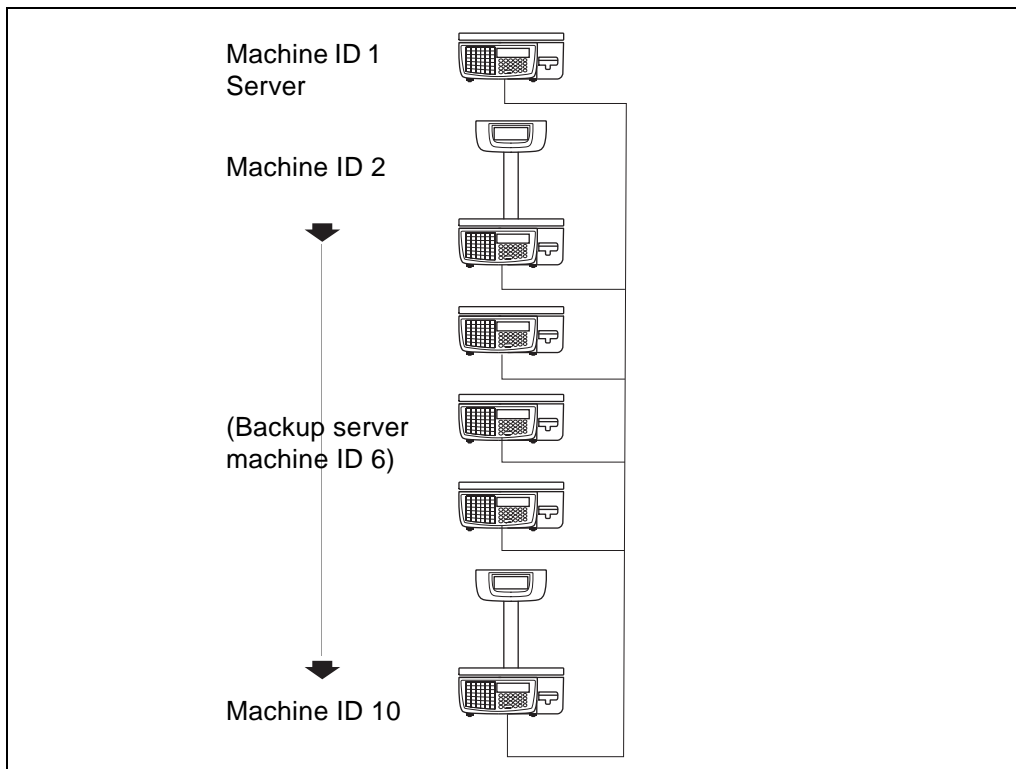
Figure 14.5 Dual server network

14.7 Dealing with network faults

The server constantly monitors the network and when it detects a network error it will bleep.

If the cause is a faulty client machine

1. switch off or disconnect the faulty machine.

2. At the server go to Manager Mode.

3. Press | NETWORK MAP | to display the network map.

4. Press | Enter | to stop the bleep.

If the cause is a client machine that has been switched off, then switch the client back on.

Error message	Cause	Action
Memory Full	The system cannot store any more PLUs	Delete any old, unwanted PLUs.
Comms Error	Breakdown in communications between machines.	Check network map
Map Error	The machine corresponding to that position is off line.	Check the network map. Check the network connections and set the machine ID if necessary.
Incomplete Error	The PLU file in the client machine does not match the server PLU file.	Perform a **Network Dump** at the server (see section 14.9 page 222).
Local Mode	The machine is in **Local Mode**.	To reinstate the client see page 221
No Server	Client machine is not communicating with server machine.	Check network cable. Set machine to operate in **Local Mode**.

14.8   Local mode

If you see the message **No Server** followed by **Local Mode ?** when you try to:

*   select a PLU

*   assign transactions

*   print a label

it means that the client cannot operate on the network because there is a communication failure between that client and the server.

Switching a client to Local Mode

You can set the machine to operate independently of the network when it cannot communicate with the server.

When you switch the client to **Local Mode** any transactions that have been entered but not printed will be lost. You must re-enter any uncompleted transactions.

*   Press ⏎ to switch the client to **Local Mode**.

If you do not want the client to operate in **Local Mode**

*   press any other key just to clear the message.

Label machines only

*   Press **C** to select the PLU and print one label.

The message is repeated next time you select a PLU.

There will be no totals for that label.

*Note: If the server is faulty you will see the message **No Server** at whichever client machine you are using.*

If you see the message **Local Mode** at the end of the start up routine when you switch on a machine then that machine is operating in **Local Mode**.

If you see the message **Local Machine(s)** at the end of the start up routine when you switch on the server, there is at least one client operating in **Local Mode**. Go to the **Network Dump** to check which machine it is.

Operating in local mode

If you use a client machine in **Local Mode** you will not be able to store totals as these are collected and stored by the server.

Audit buffer

The audit buffer can operate in linear or circular mode.

Linear mode

In linear mode you cannot continue trading when the audit buffer is full (see 13.1, *Setting up the audit function*, page 206). You will see flashing warning messages **Audit 75% Full** and **Audit 90% Full** as the number of transactions in the audit store approach the maximum permitted.

Circular mode

In circular mode new audit transactions over write the oldest transactions.

Default setting

The default buffer setting for **client** machines is linear and the transaction memory limit is set at 20 receipts with up to eight transactions per receipt (160 transactions).

You can change the client buffer mode from linear to circular if required.

If you wish to reset the audit buffer size, contact Avery Berkel.

Please remember .....

Before making any changes you should read *Audit Mode page 206*.

Reinstating a local client

When the problem with the network has been resolved the client machine operating in local mode is automatically restored to the network a follows

1. Connect the machine to the network (if it has been disconnected).

2. The server detects the client in local mode and switches the client on-line.

The server will then:

• transfer any outstanding live transactions from the client.

• transfer completed transactions to the server as a background task.

• update totals.

14.9   Network dump

Network dump synchronises all data held at client machines with that of the server.

When dumping data to client machines, the server copies the PLU file and all data apart from the positions of programmed keys and assignments.

You will need to dump data to client machines if you:

- programme the data at a server which is not connected to the network

- link a new or replacement machine onto the network.

You will *not* need to dump the data if you:

- programme the data at a server which is connected to the network and all the machines are switched on

- make amendments to the PLU data at any machine provided that all the machines are switched on.

① Manager Mode COMMS	② COMMS **X 3**
③ Enter	Network Dump
④ **Completed** 🔑	Please Wait .... ⬇ Completed
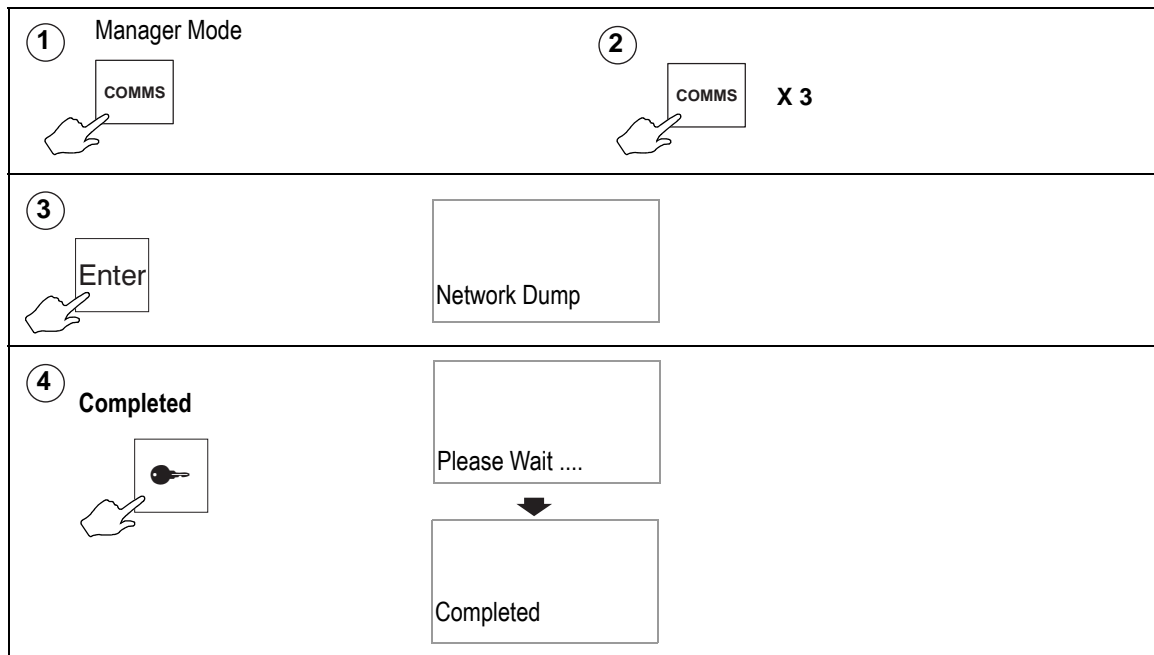
14.10 Machine setup dump

Machine setup dump allows you to copy the machine setup and dedicated keys from
machine to machine. The default security setting for this function is 2.

```
Communication
      ⬇
Auto Configure      ▶      Machine ID
                              0 - 10
                              ⬇
                    Server   ▶   Client
```
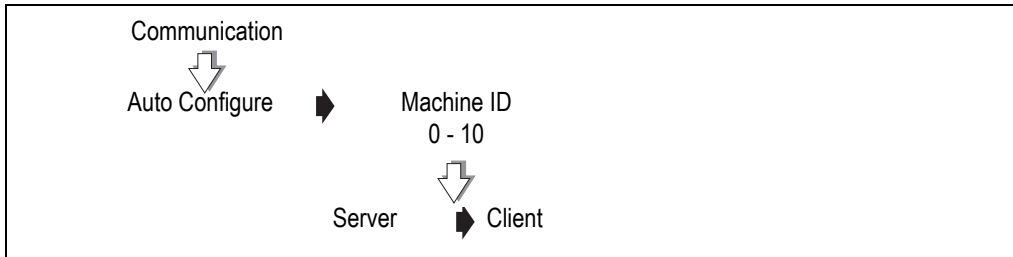
14.11 Advanced set-up

Machine IP address

Each machine in a network must have a unique IP address. The IP address is used by the TCP/IP protocol to identify the source and destination of data packets.

The machines are manufactured with unique IP addresses which only need to be changed if the IM series network is to be integrated with an existing Ethernet network.

The IP address of the machine consists of two parts.

• The network address

• The network address must be the same as all the other machines on the same network.

• The machine address.

  The machine address must be different from the other machines on the same network

The network address depends on which sub-net mask is used, for example for an IP address of 88.1.1.7:

Sub-net mask	255.0.0.0	255.255.0.0	255.255.255.0
Network address	**88**.0.0.0	**88.1**.0.0	**88.1.1**.0
Machine address	88.**1.1.7**	88.1.**1.7**	88.1.1.**7**

Sub-net mask

The sub-net mask allows you to split a large physical network into smaller logical networks.

Please remember .....

> **If a machine is being added to an existing network and you need to change the IP address and sub-net mask, the network address and the subnet mask must match the existing network. For further information contact Avery Berkel.**

Host name

This only applies to machines on networks with DHCP enabled. The host name enables the machine to be identified even if the IP address has changed. The name can have up to 100 characters in either a fixed or variable string. You can include the following codes in the string:

  %%NTID **or** %%+8.2%%network ID (2two digits)

  %%MCID **or** %%+8.1%%machine ID (2two digits)

The default host name text is:

Avery.Berkel.GM.NetId.%%NTID.McId%%MCID

Gateway IP address

Where IM series machines are linked to a PC through a gateway, the IM series machine needs to know the gateway address in order to communicate with it.

Network ID

The machines are manufactured with a default network ID. You will only need to change it if more than one IM series network is required.

Up to 10 machines can be connected together into a single machine network. All the machines in a single network must have the same network ID.

Up to 99 machine networks can be created but each group of machines must have a network ID number that is different from any other group.

Base port number

The base port number is used with the network ID to generate a TCP/IP port number for inter scale communications.

This port number is used by the scales in the network to communicate across the network. If this port number is used by other equipment you may need to change the base port number.

Host port number

This is the TCP/IP port number used to communicate with a PC running MX100 software. The IM series machine needs to know the port number for MX100 in order to be able to communicate with the PC. The default value for the port number will not usually need to be changed.

Ping IP test

This function tests connections between the scale and other IP addresses.

Data clone

You can use data clone to copy machine specific data, as well as system data, from the server to a new or replacement machine on a network. The new machine must use the same network ID.

Cloning transfers:

• system data

• service configuration (not capacity)

• machine setup

• dedicated keys

Data Backup

15

This section describes how to back up and restore scale data.

Please remember .....

Remember to take a backup whenever you make any amendments, otherwise the files will be out of date.

Contents

15.1   Dumping/loading data

USB backup

When setting up several stand-alone machines with the same PLUs and system information, usi.ng a memory stick saves you having to enter the data at each machine. You can store backup files which can be loaded to a machine should you ever experience problems.

Networked scales

If you have a scale network that includes a host PC, you can back up and restore scale data using MX050 Scale Support Tool. Contact Avery Berkel for more information.

Dumping

The USB or data backup software tool receives data from the machine and stores a copy in its own memory until you wish to use it. The original data is retained by the machine.

Loading

The USB or data backup software tool sends data to the machine. The data held by the machine is replaced or over written but is still retained by the USB or software tool.

System data

System data is comprised of the functions that need to be the same on all the machines in a store. Where machines are part of a network the system information will be common to all the machines.

When loading or dumping system information from the machine, the following data is sent to or received from the USB or data backup software:

departments	tax rates
network ID	stored tares
operator numbers	barcode formats
store name	PLUs
sign on/off messages	ADD label
scroll messages	traceability data
label formats	logos

Machine data

Machine data is comprised of those functions that are specific to each machine.

When loading or dumping machine set up information from the machine, the following data is sent to or received from the USB or data backup software:

machine ID	label mode
key assignments	label type
key set-up	label detect
printer set-up	tare interlock
print modes	barcode assignments
trace code	custom menus
symbols	display contrast

PLU file

The PLU file can be dumped or loaded independently of the system file.

Label formats

Label formats can be dumped or loaded independently of the system file.

If you want to keep a backup of a logo you must perform a **System Dump**. The system file includes label format and logo data.

Help

16

This section contains information to help you if you encounter a problem while using the machine.

Contents

16.1   Set-up mode

It is possible to inadvertently set all users security levels so that security levels can no longer be modified and no user has access to any sales or manager functions. This could happen, for example, if:

- manager's security level initially set to 2

- all sales and manager functions set to perhaps level 2

- manager changes own security level to 1

The manager can no longer use any function or change his/her own security level.

If no user has a security level set to 9 the Super User function becomes available. This function permits access to all functions regardless of the security level set, provided the user knows the Super User PIN
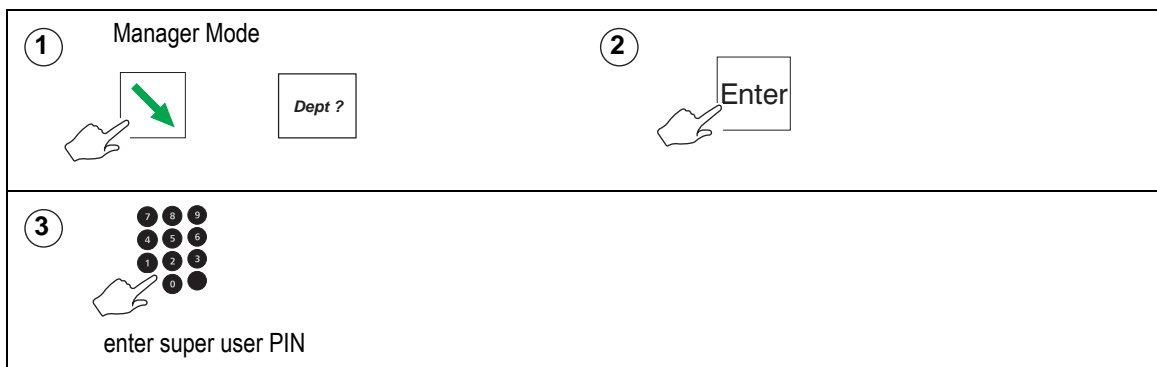
Note: If you do not know or cannot remember the Super User PIN, contact Avery Berkel.

16.2   Error messages

Whilst using the machine, you may see messages on the display to help you when things go wrong. These messages, and the action you should take, are listed below.

CALIBRATION LOST

The machine is not weighing accurately. Do not use the machine. Contact Avery Berkel.

CHECKSUM FAILURE

Contact Avery Berkel.

COMMS ERROR

There has been a breakdown in communications between machines. Check network map.

FILE TYPE ERROR

The files stored by the data backup tool. do not match those set in the machine.

FORMAT ERROR

You are trying to load the wrong type of file from the data backup tool. Check the file format.

HARDWARE ERROR

If necessary, press ⓒ to stop the machine bleeping. Switch off the machine and switch it back on. Contact Avery Berkel if the fault persists.

HARDWARE ERROR

Contact Avery Berkel.

INVALID ENTRY

You are trying to enter a tare value which is not a multiple of the display division. Enter a correct tare value.

You have tried to enter an incorrect barcode format.

You are trying to enter a machine ID that conflicts with another client machine.

INVALID OPTION

You are trying to select an option not permitted at your machine.

LABEL FEED ERROR

The printer has run out of labels or is not feeding the labels correctly. Check the printer.

You are trying to print the wrong type of label. Check printer set up.

If you are using pre-printed labels check with Avery Berkel that the labels are suitable.

LABEL NOT TAKEN

You are trying to obtain a label before removing the previous one.

MAP ERROR

Network map error. Check the network map and the network connections. Set the machine ID if necessary.

Perform a **Network dump** at the server,
see section 14.9, *page 222*.

NO SPACE LEFT

You cannot enter any more characters in the text. Edit the text.

You have selected a weighed PLU with no goods on the machine.

NO TARE SELECTED

Tare interlock has been set on at the machine and you are trying to print a label without first selecting a tare. Weigh the goods in a container.

NOT FOUND

The PLU, department, lot number etc. entered does not exist in the selected department.

PLU:

Ensure you selected the correct department and PLU number. Program the PLU.

Department:

Program the department. Assign a department key.

Lot number:

Ensure you selected the correct department and PLU number. Ensure the machine is in pre-pack mode. Program the traceability details.

OUT OF PAPER

The printer is out of paper. Replace the roll. Press C to clear the message.

PRICE OVERFLOW

The value of the transaction or the subtotal exceeds 9999,99. If you are using an open PLU, ensure you entered the correct unit price. If you are in receipt mode, print the receipt for any current transactions.

PRINT HEAD HOT

Print head overheating. Allow the print head to cool. Contact Avery Berkel if the fault persists.

SERIAL FAILED

Communications failure with PC. Check connectors and serial cable.

TRANSMIT ERROR

The machine and the dat backup tool cannot communicate with each other. Switch off the machine and switch it back on. Contact Avery Berkel if the fault persists.

The DCU has no spare memory.

WEIGHT BELOW MIN

You are trying to complete a transaction with no goods on the machine or the goods weigh less than the minimum permitted.

ZERO TOTAL PRICE

Total price is zero. If you are using an open PLU, check that you have entered the unit price.

16.3   If things go wrong

IM series machines are sophisticated computers that employ the latest techniques and components that are commercially available. Reliability and accuracy have been designed into the machines which should give you trouble free use.

They will not operate as expected if set up incorrectly. The following section lists some problems which may occur and the action you should take.

Wrong scroll message or store name

Check that you have programmed the correct information and the reference for the scroll message has been assigned correctly.

No barcode

Ensure you have programmed the correct assignments.

Function key does not operate

Function not configured. Contact Avery Berkel.

Cannot print continuous labels

Ensure that **Continuous** is selected for **Label Type**.

Machine not at zero

Ensure that there are no goods on the weigh plate. Check that no food has accumulated

on or under the weigh plate or under the machine. Press →0← .

Blank or unreadable display

Check that the display contrast is correctly adjusted, see 5.5, *Adjusting the display brightness*, *page 72*.

Should your machine fail to operate correctly check that:
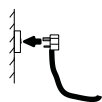
The machine is connected
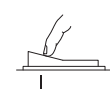
The machine is switched on

The fuse in the plug is the correct rating and is working

There is power to the socket outlet (plug in an electrical appliance that is known to be working)

You have followed the correct procedure for the operation you are trying to perform

? You have looked up any error message to see if it is a situation you can resolve for yourself.

Should the machine still fail to operate correctly, contact Avery Berkel for expert advice and prompt attention.

Appendix

17

Contents

17.1   Extended character sets

When creating or editing printable text such as sales messages or PLU text, you can create additional text characters using the extended character facility. Enter the appropriate numeric code for the character you require from the tables in this section.

To enter a character:

- Press ALT followed by the numeric code keys for the character required.

Latin character set

Example: *To enter the character Æ.*

To determine the code for the character you require:

- Read the number in the left hand column of the row (112)
- then add the number in the top row of the column (11)

This gives you the code for **Æ** - 123

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
000											LF	FONT	CLF			
016																
032	SP	!	°	#	$	%	&	'	(	)	*	+	,	-	.	/
048	0	1	2	3	4	5	6	7	8	9	:	;	<	=	>	?
064	@	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
080	P	Q	R	S	T	U	V	W	X	Y	Z	Ä	Ö	Å	Ü	Ø
096		a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
112	p	q	r	s	t	u	v	w	x	y	z	Æ	£	ƒ	€	
128	Ç	Ğ	Ý	Ş	±	ä	ö	å	ü	ø	æ	ç	ğ	I	ş	ł
144	Á	Á	Â	Ą	Ć	Č	Đ	Ď	É	Ě	Ê	Ę	Í	Ł	Ļ	N
160	Ň	Ó	Ò	Ö	Ô	Ř	Ś	Š	_ť	Ú	Ü	Ű	Ů	Ý	ż	Ž
176	Ż	Ã	Õ	Ǔ	Ñ	Ľ	Ĺ	Ŕ	μ	Â	Ã	Ē	Ë	Ģ	Ī	Į
192	Î	Ķ	Ņ	Ō	Ŗ	Ū	Ų	Ţ	À	Á	Â	Ã	È	è	é	ê
208	ë	ì	í	î	ï	ñ	ò	ó	ô	õ	ö	ù	ú	ý	ÿ	"
224	_	Ã	ţ	ď	č	Í	ľ	ň	š	R	ť					
240		0	١	٢	٣	٤	٥	٦	٧	٨	٩					

Greek character set

Example1: To enter the character **Y***.*

To determine the code for the character you require:

- Read the number in the left hand column of the row (080)

- then add the number in the top row of the column (7)

This gives you the code for **Y** - 087.

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
000											LF	FONT	CLF			
016																
032	SP	!	°	#	$	%	&	'	(	)	*	+	,	-	.	/
048	0	1	2	3	4	5	6	7	8	9	:	;	<	=	>	?
064	@	A	B	Γ	Δ	E	Z	H	Θ	I	K	Λ	M	N	Ξ	O
080	Π	P	Σ	T	Y	Φ	X	Ψ	C	D	Ω	F	G	J	L	Q
096		α	β	γ	δ	ε	ζ	η	θ	ι	κ	λ	μ	ν	ξ	ο
112	π	ρ	σ	τ	υ	φ	χ	ψ	R	S	ω	U	V	W		g
128																
144																
160																
176																
192																
208																
224																
240																

Cyrillic character set

To determine the code for the character you require:

- Read the number in the left hand column of the row (144)

- then add the number in the top row of the column (7)

This gives you the code for Ч - 151

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
000											TAB	LF		CLF	CNLF		
016												FONT				
032	**SP**	!	°	#	$	%	&	'	(	)	*	+	,	-	.	/
048	0	1	2	3	4	5	6	7	8	9	:	;	<	=	>	?
064	@	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
080	P	Q	R	S	T	U	V	W	X	Y	Z	Ä	Ö	Å	Ü	Ø
096		a	b	C	d	e	f	g	h	i	j	k	l	m	n	O
112	p	q	r	S	t	u	v	w	x	y	z	Æ	£	ƒ	€	
128	А	Б	В	Г	Д	Е	Ж	З	И	Й	К	Л	М	Н	О	П
144	Р	С	Т	У	Ф	Х	Ц	Ч	Ш	Щ	Ъ	Ы	Ь	Э	Ю	Я
160	а	б	в	Г	д	е	ж	з	и	й	к	л	м	н	о	П
176	р	с	т	У	ф	х	ц	ч	ш	щ	Ъ	ы	ь	э	ю	Я
192	Ё	Ђ	Ћ	Ѓ	Є	Ѕ	І	Ї	Ј	Љ	Њ	Ќ	Ў	Џ	Ґ	µ
208	″	‗														
224	ё	ђ	ћ	ѓ	є	ѕ	і	ї	ј	љ	ƒ	ќ	ў	џ	ґ	§
240																

Arabic character set

To enter a character:

- Press ALT followed by the numeric code keys for the character required.

Dec	Scale Char	Dec	Scale Char	Dec	Scale Char	Dec	Scale Char
32		85	U	138	beh mid ـبـ	191	meem init مـ
33	!	86	V	139	beh end ـب	192	meem mid ـمـ
34	°	87	W	140	teh init تـ	193	meem end ـم
35	#	88	X	141	teh mid ـتـ	194	noon init نـ
36	$	89	Y	142	teh end ـت	195	noon mid ـنـ
37	%	90	Z	143	theh init ثـ	196	noon end ـن
38	&	91	±	144	theh mid ـثـ	197	heh init هـ
39	'	92	\	145	theh end ـث	198	heh mid ـهـ
40	(	93	،	146	jeem init جـ	199	heh end ـه
41	)	94	"	147	jeem mid ـجـ	200	yeh init يـ
42	*	95	Ø	148	jeem end ـج	201	yeh mid ـيـ
43	+	96	Half space	149	hah init حـ	202	yeh end ـى
44	,	97	`	150	hah mid ـحـ	203	alef madda above end ـآ
45	-	98	Hamza ء	151	hah end ـح	204	alef hamza above end ـأ
46	.	99	Alef Madda above آ	152	khah init خـ	205	waw hamza above end ـؤ
47	/	100	Alef Hamza above أ	153	khah mid ـخـ	206	alef end ـل
48	0	101	Waw Hamza above ؤ	154	khah end ـخ	207	teh marbuta end ـة
49	1	102	Yeh Hamza above ئ	155	seen init سـ	208	dal end ـد
50	2	103	Alef ا	156	seen mid ـسـ	209	thal end ـذ
51	3	104	Beh ب	157	seen end ـس	210	reh end ـر
52	4	105	Teh Marbuta ة	158	sheen init شـ	211	zain end ـز
53	5	106	Teh ت	159	sheen mid ـشـ	212	waw end ـو
54	6	107	Theh ث	160	sheen end ـش	213	Alef maksura end ـى
55	7	108	Jeem ج	161	sad init صـ	214	a
56	8	109	Hah ح	162	sad mid ـصـ	215	b
57	9	110	Khah خ	163	sad end ـص	216	c
58	:	111	Dal د	164	dad init ضـ	217	d
59	؛	112	Thal ذ	165	dad mid ـضـ	218	e
60	<	113	Reh ر	166	dad end ـض	219	f
61	=	114	Zain ز	167	tah init طـ	220	g
62	>	115	Seen س	168	tah mid ـطـ	221	h
63	؟	116	Sheen ش	169	tah end ـط	222	i
64	@	117	Sad ص	170	zah init ظـ	223	j
65	A	118	Dad ض	171	zah mid ـظـ	224	k
66	B	119	Tah ط	172	zah end ـظ	225	l
67	C	120	Zah ظ	173	ain init عـ	226	m
68	D	121	Ain ع	174	ain mid ـعـ	227	n
69	E	122	Ghain غ	175	ain end ـع	228	o
70	F	123	Feh ف	176	ghain init غـ	229	p
71	G	124	Qaf ق	177	ghain mid ـغـ	230	q
72	H	125	Kaf ك	178	ghain end ـغ	231	r
73	I	126	Lam ل	179	feh init فـ	232	s
74	J	127		180	feh mid ـفـ	233	t
75	K	128	Meem م	181	feh end ـف	234	u
76	L	129	Noon ن	182	qaf init قـ	235	v
77	M	130	Heh ه	183	qaf mid ـقـ	236	w
78	N	131	Waw و	184	qaf end ـق	237	x
79	O	132	Alef Maksura ى	185	kaf init كـ	238	y
80	P	133	Yeh ي	186	kaf mid ـكـ	239	z
81	Q	134	yeh hamza above init ئـ	187	kaf end ـك	240	µ
82	R	135	yeh hamza above mid ـئـ	188	lam init لـ		
83	S	136	yeh hamza above end ـئ	189	lam mid ـلـ		
84	T	137	beh init بـ	190	lam end ـل		

17.2   Supported AI codes

AI (EAN128 only)	Carcass Code (%%)
00	
01	A
10	0
15	
17	
251	I
422	1
423	2
424	3
425	E
426	J
950	Z
953	Q
3103	W
3303	
3902	P
7030	K0 (3, 9)
7031	K1 (A, E)
8005	

17.3   Substitution codes

There are two types of substitution code supported by the software:

- the Avery Berkel code system

This is a fixed system using the start code %% followed by a character representing the associated data.

- a Dewey Decimal based system

The Dewey Decimal based system divides information into classes, divisions and subdivisions to the number of levels needed to give the required amount of detail. The number of levels supported by the software is four.

For each class, division etc. you can include a parameter to specify a particular reference. In the table of codes, a parameter is indicated by the characters #pp where pp is a numerical value.

Each code string requires the start characters %%+ and closing characters %%. The closing characters are entered automatically when you finish selecting the class and divisions you require.

Example: *To include the name of nutrient 21 from the nutrients list.*

Dewey decimal code:%%+1.1#21.1%%
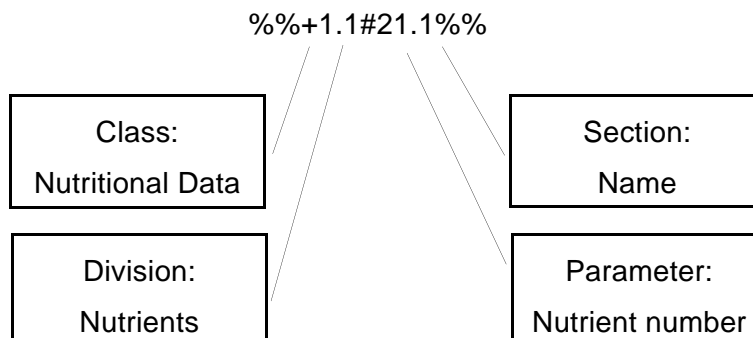
Dewey substitution codes

Substitution data (parameter	Dewey code	Avery Berkel code	AI code
Nutritional data	General form %%+string%%	General form %%string	( )
Nutrient name (nutrient number)	1.1#pp.1		
Nutrient RDA No units (nutrient number)	1.1#pp.2.1		
Nutrient RDA With units (nutrient number)	1.1#pp.2.2		
Nutrient RDA units only (nutrient number)	1.1#pp.2.3		
Serving size No units	1.2.1.1		
Serving size With units	1.2.1.2		
Serving size units only	1.2.1.3		
Std Measure size No units	1.2.2.1		
Std Measure size With units	1.2.2.2		
Std Measure size units only	1.2.2.3		
Servings per container	1.2.3	%%C	
Amount nutrient per serving measure No units (nutrient number)	1.2.4#pp.1		
Amount nutrient per serving measure With units (nutrient number)	1.2.4#pp.2		
Amount nutrient per serving measure units only (nutrient number)	1.2.4#pp.3		
Amount nutrient per std measure No units (nutrient number)	1.2.5#pp.1		
Amount nutrient per std measure With units (nutrient number)	1.2.5#pp.2		
Amount nutrient per std measure units only (nutrient number)	1.2.5#pp.3		
Serving size Txt	1.2.6		
Servings/Contnr	1.2.7		
Per serving guide message	1.2.8		
Per std measure guide message	1.2.9		
Nutrient serving % RDA (nutrient number)	1.3.1#pp		
Nutrient std measure % RDA (nutrient number)	1.3.2#pp		

Substitution data (parameter	Dewey code	Avery Berkel code	AI code
Nutri text 4	1.4		
Autogen nutrients per serving No units (nutri data ref)	1.5#pp.1		
Autogen nutrients per serving With units (nutri data ref)	1.5#pp.2		
Autogen nutrients std measure No units (nutri data ref)	1.5#pp.3		
Autogen nutrients std measure With units (nutri data ref)	1.5#pp.4		
Autogen nutrients serving %RDA (nutri data ref)	1.5#pp.5		
Autogen nutrients std measure %RDA (nutri data ref)	1.5#pp.6		
Traceability			
Trace lot num	2.1	%%0 or %%I	(10) or (251)
Trace slaughter ref	2.16#0	%%4	7030
Trace slaughter num	2.3	%%9	
Trace cutting ref	2.4	%%5	
Trace cutting num	2.5	%%A	
Trace origin 2.1	2.23.2.1	%%2	(423)
Trace origin 2.2	2.23.2.2	%%2	(423)
Trace origin 2.3	2.23.2.3	%%2	(423)
Trace origin 2.4	2.23.2.4	%%2	(423)
Trace origin 2.5	2.23.2.5	%%2	(423)
Trace origin 4.1	2.23.4.1	%%E	(425)
Trace origin 4.2	2.23.4.2	%%E	(425)
Trace origin 4.3	2.23.4.3	%%E	(425)
Trace origin 4.4	2.23.4.4	%%E	(425)
Trace origin 4.5	2.23.4.5	%%E	(425)
Trace origin 4.6	2.23.4.6	%%E	(425)

Substitution data (parameter	Dewey code	Avery Berkel code	AI code
Trace origin 4.7	2.23.4.7	%%E	(425)
Trace origin 4.8	2.23.4.8	%%E	(425)
Trace origin 4.9	2.23.4.9	%%E	(425)
Cutting Number 1	2.24.1	%%A	(425)
Cutting Number 2	2.24.2	%%A	(425)
Cutting Number 3	2.24.3	%%A	(425)
Cutting Number 4	2.24.4	%%A	(425)
Cutting Number 5	2.24.5	%%A	(425)
Cutting Number 6	2.24.6	%%A	(425)
Cutting Number 7	2.24.7	%%A	(425)
Cutting Number 8	2.24.8	%%A	(425)
Cutting Number 9	2.24.9	%%A	(425)
Trace breed of Father	2.7.1	%%T	
Trace breed of Mother	2.7.2	%%U	
Trace breed if mixed	2.7.3	%%V	
Trace date 1	2.8.1	%%6	
Trace date 2	2.8.2	%%7	
Trace date 3	2.8.3	%%8	8
Trace species	2.9	%%L	
Trace text 3	2.10	%%B	
Trace category	2.11	%%W	
Trace type	2.12	%%Y	
Trace scheme license	2.13	%%Q	(953)
Trace Custom (Scheme) Data	2.14	%%Z	
Trace (Carcass) Reference Number	2.15	%%I	
Trace scheme Processor	2.16#p	%%Kp	

Substitution data (parameter	Dewey code	Avery Berkel code	AI code
Trace GTIN	2.20		
Print trace text as a block	2.26#0		
Print line 1 of trace text	2.26#1		
Print trace text line (text line number)	2.26#nn		
Operator Details			
Operator number	3.1	%%V1	
Operator name	3.2	%%V2	
Date and Time			
Date std	4.1	D	
Date Julian (days from start of year offset)	4.2#pppppp	DC+pppppp	
Time format 1	4.3	Z1	
Time format 2	4.4	Z2	
Time format 3	4.5	Z3	
Key tracker	4.6	K	
Promotions			
Price with promo	5.1	N	(3902)
Price without promo	5.2	G	
Promo saving	5.3	S	
Promo amount free	5.4	F	
Unit or item price	5.5		(8005)
PLU batch start date	5.6.1	PS	
PLU batch end date	5.6.2	PE	
PLU batch text	5.6.3	PT	
Promo batch start date (batch number)	5.6.4#pp	PSpp	
Promo batch end date (batch number)	5.6.5#pp	PEpp	
Promo batch text (batch number)	5.6.6#pp	PTpp	
Alternate currency (NB if pp is 0, prints local currency; if non zero, prints currency associated with payment key #pp)	5.7#pp		

Substitution data (parameter	Dewey code	Avery Berkel code	AI code
Voucher Promo Expiry Date	5.8		
Promo Trip	5.9		
PLU Amount Free	5.10		
PLU Prices)	5.11		
PLU Data			
PLU number	6.1		
Department number	6.2		
Group number	6.3		
Article number	6.4		(01)
PLU Display Text	6.5.1		
PLU Text 1	6.5.2		
PLU Text 2	6.5.3		
PLU Text 3	6.5.4		
PLU Text 4	6.5.5		
PLU GTIN	6.7		
Miscellaneous Messages			
Message machine	7.1	M	
Message code key	7.2	H	
Message sales (sales message number)	7.3#pp	Rpp	
Barcode format text (barcode format number)	7.4#pp		
Network Details			
Network machine ID	8.1	MCID	
Network network ID	8.2	NTID	
Cooking and Points			
Points (per lb or kg)	9.1#ppp		
Cooking time (minutes per lb or kg)	9.2#ppp.1#ppp		
Transaction			
Gross weight	10.1.1		(3303)
Net weight	10.1.2		(3103)
Tare weight	10.1.3		
PLU date (1 or 2)	10.2#p		

Substitution data (parameter	Dewey code	Avery Berkel code	AI code
Receipt			
Receipt sequence number	11.1		
Miscellaneous Numbers			
Label consecutive number	13.1		
SSCC Barcode	13.2		(00)
SSCC Human Readable Form	13.3		

Using Dewey substitution codes

In text entry mode, as soon as you type in the start characters '%%+', the system will prompt you to select the class. Use [↖] and [↘] to move between the options. Press [Enter] to confirm the selection. When you have selected the class the system will prompt for a division within that class and subsequently for the section.

Press [Enter] to confirm each selection. To enter a parameter, just type in the value and the system will insert the '#'. When all the codes and parameters have been entered the system will automatically add the closing '%%' characters.

Example:*Programming the code for the nutrient name to be printed in the nutri panel.*

1 System Data   ▶1 Products

11 Nutrifacts
                          ▶ 1 Nutrient Defs   ▶ 1 Nutrient Edit
                            2 Nutri Data Texts   2 Nutrient Reset

                          Nutrients 1
                              ⇩
                          Enter Text *
Type in text required and %%+
                              ⇩
                          1   ▶   Misc. Numbers 13
                              ⇩
                          Nutrients 1_1 ▶▶   Nutri Auto-gen 1_5
                              ⇩
                     1 Select Nutrient
          Type in parameter value (eg. 21)
          (# is entered automatically)
                              ⇩
              Nutrient Name 1_1-21_1 ▶ Nutrient RDA 1_1-21_2

              Type in parameter value
              (# is entered automatically)

*If no text has previously been entered you will see the message Enter Text

17.4   Nutrient facts

Nutrient definitions define the nutrients that will appear on the nutri panel and will be listed when creating or editing the PLU.

Nutrient Data texts define the text that will be printed on the nutri panel.

Standard nutrient definitions

Standard nutrient definitions and the associated values, as advised by the UK Food Standards Agency, are already programmed in the machine. You can add to or edit these as required.

Ref	Nutrient name	RDA	Units of measure	Decimal places
1	Energy	10,400	(kJ)	0
2	Energy	2,500	(kcal)	0
3	Protein	60	(g)	0
4	Fibre	30	(g)	0
5	Total Fat	80	(g)	0
6	Saturated Fat	25	(g)	0
7	Cals from fat	0	(kcal)	0
8	Cholesterol	300	(mg)	0
9	Sodium	500	(mg)	0
10	Carbohydrates	375	(g)	0
11	Sugars	0	(g)	0
12	Vitamin A	800	(µg)	0
13	Vitamin B1	1.4	(mg)	1
14	Vitamin B2	1.6	(mg)	1
15	Vitamin B6	2.0	(mg)	1
16	Vitamin B12	1.0	(µg)	1
17	Vitamin C	60	(mg)	0
18	Vitamin D	5.0	(µg)	1
19	Vitamin E	10	(mg)	0
20	Vitamin K	70	(µg)	0
21	Vitamin H	150	(µg)	0
22	Calcium	800	(mg)	0
23	Iron	14	(mg)	0
24	Folic acid	200	(µg)	0
25	Niacin	18	(mg)	0
26	Trans Fat	2	(g)	0
27 - 50		0	(g)	0

Standard data texts

Standard data texts already programmed in the machine. You can edit these as required.

Ref	Text (400 chars)	Comments
1	Nutrient %%+1.1#2.1%% %%+1.1#3.1%% %%+1.1#4.1%% %%+1.1#5.1%% %%+1.1#6.1%% %%+1.1#7.1%% %%+1.1#8.1%% %%+1.1#9.1%% %%+1.1#10.1%% %%+1.1#11.1%% %%+1.1#12.1%% %%+1.1#13.1%% %%+1.1#14.1%% %%+1.1#17.1%% %%+1.1#22.1%% %%+1.1#23.1%% %%+1.1#24.1%%	Provides a column, headed with "Nutrient", showing the name of nutrients 1-14, 17 and 22-24. This nutri data text provides the template for the following four. These five nutri data texts provide the example nutri panel, in conjunction with default label format 99.
2	Per Serving %%+1.5#1.2%%	Column headed with "Per Serving", showing the amount of each nutrient per serving. This achieved using the auto-gen feature based on the nutrients listed in nutri data 1.
3	Per Std Meas %%+1.5#1.4%%	Column headed with "Per Std Meas", showing the amount of each nutrient per standard measure (normally per 100g or per 100ml). This achieved using the auto-gen feature based on the nutrients listed in nutri data 1.
4	Serv %RDA %%+1.5#1.5%%	Column headed with "Serv %RDA", showing the percentage of the recommended daily allowance that will be satisfied by eating a serving of this product. This achieved using the auto-gen feature based on the nutrients listed in nutri data 1.
5	Std Meas %RDA %%+1.5#1.6%%	Column headed with "Std Meas %RDA", showing the percentage of the recommended daily allowance that will be satisfied by eating the standard measure (normally 100g or 100ml) of this product. This achieved using the auto-gen feature based on the nutrients listed in nutri data 1.
6 - 28		Defaulted to null string.
7 28>	%%+1.2.4#26.2%%	Trans Fat
29	%%+1.2.1.2%%	The following texts provide an emulation of the old US style nutri panel, in conjunction with label field 100, 101, 102 or 103. This text inserts servings size with units.
30	%%+1.2.3%%	This text inserts servings per container.
31	%%+1.2.4#2.1%%	This text inserts energy (kCal) per serving with units.
32	%%+1.2.4#7.1%%	This text inserts calories from fat per serving with units.
33	%%+1.2.4#5.2%%	This text inserts total fat per serving with units.
34	%%+1.3.1#5%%	This text inserts the percentage RDA for total fat satisfied by a serving of this product.
35	%%+1.2.4#6.2%%	This text inserts saturated fat per serving with units.

36	%%+1.3.1#6%%	This text inserts the percentage RDA, for saturated fat, satisfied by a serving of this product.
37	%%+1.2.4#8.2%%	This text inserts cholesterol per serving with units.
38	%%+1.3.1#8%%	This text inserts the percentage RDA, for cholesterol, satisfied by a serving of this product.
39	%%+1.2.4#9.2%%	This text inserts sodium per serving with units.
40	%%+1.3.1#9%%	This text inserts the percentage RDA, for sodium, satisfied by a serving of this product.
41	%%+1.2.4#10.2%%	This text inserts carbohydrates per serving with units.
42	%%+1.3.1#10%%	This text inserts the percentage RDA, for carbohydrates, satisfied by a serving of this product.
43	%%+1.2.4#4.2%%	This text inserts fibre per serving with units.
44	%%+1.3.1#4%%	This text inserts the percentage RDA, for fibre, satisfied by a serving of this product.
45	%%+1.2.4#11.2%%	This text inserts sugar per serving with units.
46	%%+1.2.4#3.2%%	This text inserts protein per serving with units.
47	%%+1.3.1#12%%	This text inserts the percentage RDA, for vitamin A, satisfied by a serving of this product.
48	%%+1.3.1#17%%	This text inserts the percentage RDA, for vitamin C, satisfied by a serving of this product.
49	%%+1.3.1#22%%	This text inserts the percentage RDA, for calcium, satisfied by a serving of this product.
50	%%+1.3.1#23%%	This text inserts the percentage RDA, for iron, satisfied by a serving of this product.