

M series Retail System Scales V4.0



Part 1

Operator Instructions

ENGLISH



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1 Safety

Declaration of Conformity

1.1 Warnings



Declaration of Conformity

Manufacturer	Avery Berkel
Type	MO100, MO110, MO200, MO202, MO210, MO212 MO300, MO400, MO410, MO420, MO500, MO600, MO601, MO602, MO603, MO650, MO651
No. of EC type approval certificate	UK2521

corresponds to the requirements of the following EC directives:

Non-Automatic Weighing Instruments	Directive 90/384/EEC ¹
EMC Directive	EMC 89/336/EEC
Low Voltage Directive	LVD 73/23/EEC

The applicable harmonised standards are:	EN45501, EN60950, EN50081-1
--	-----------------------------

Note 1 : This declaration is only valid if the non-automatic weighing instrument was verified by the manufacturer **or** with a certificate of conformity issued by a notified body.

A copy of the original signed declaration for this instrument is available from:

Avery Berkel, Foundry Lane, Smethwick, West Midlands B66 2LP England

1 Safety

1.1 Warnings

Safe Installation

Safety



For your protection all mains (110V or 230V) equipment used out of doors or in wet or damp conditions should be supplied from a correctly fused source and protected by an approved RCD to BS7071 or BS7288 or BS4293. **IF IN DOUBT SEEK ADVICE FROM A QUALIFIED ELECTRICIAN.**

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.

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.

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



Do not attempt to operate or carry out any procedure on a machine or network unless you have received the appropriate training or read the Instruction Books.

Ergonomics

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.

2 About Your Machine

- 2.1 Description**
- 2.2 Using the documentation**
- 2.3 Installation**
- 2.4 Getting started**
- 2.5 Function keys**

2 About Your Machine

2.1 Description



Figure 2.1 M series models

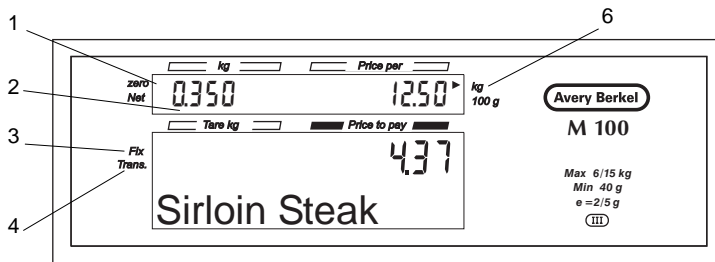


Figure 2.2 Vendor display

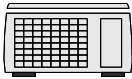
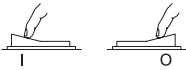





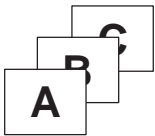

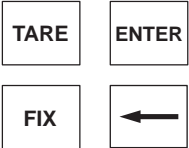
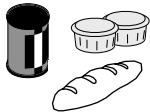
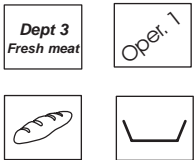


Annunciators





1. Zero
2. Net weight
3. Fix (pre-pack) operation
4. Transaction count
5. Battery operation

2.2 Using the documentation

Part 1, Operator Instructions, and Part 2, Manager Functions include all the functions available across the complete range of M 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.

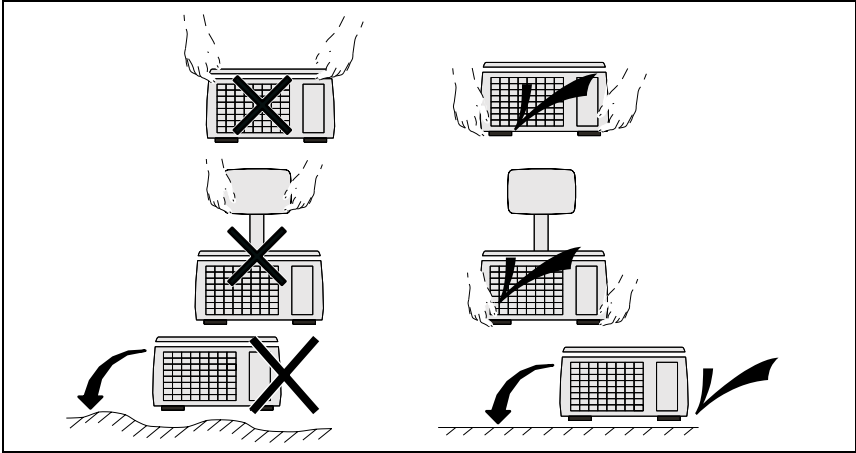
Glossary of symbols used

	weighing machine		switch machine ON or OFF
	note		press
	caution or warning		container
	numeric keys		alpha character keys
	weighed goods		function keys
	non weighed items		programmable keys
	beeping machine		scan the barcode

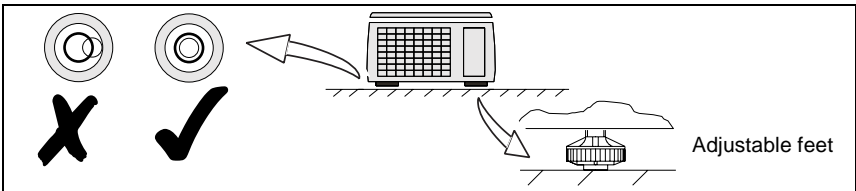
 <p>temperature</p>	 <p>flashing character</p>
 <p>call service engineer</p>	 <p>spirit level</p>

2.3 Installation

Handling



Levelling



Non-slip feet

*Genuine
Parts*

If the machine is to be positioned on a slippery surface we recommend that two special feet are fitted. The feet can be obtained from your Avery Berkel supplier:

part number 70257-144

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.

2.4 Getting started

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

Connections/switch positions

Note:

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.

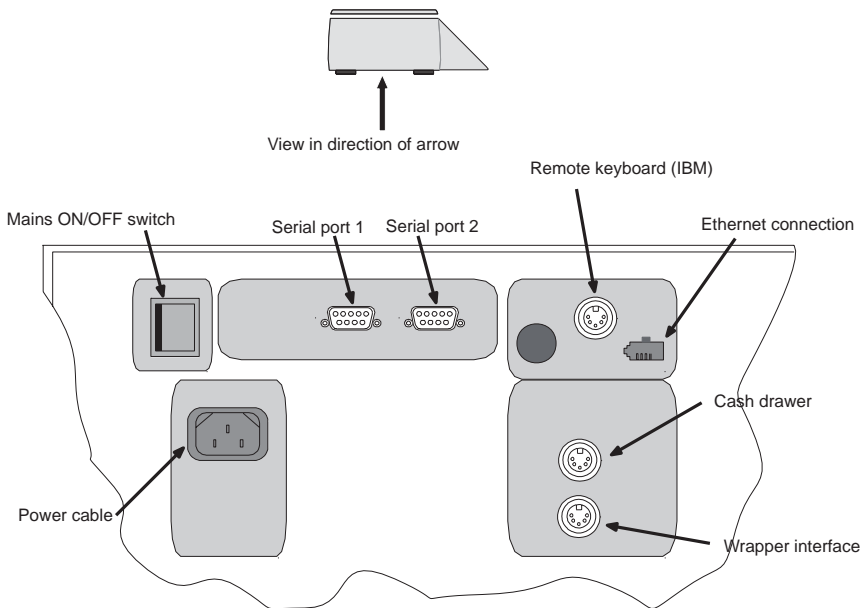


Figure 2.3 Connections and switches

Switching on

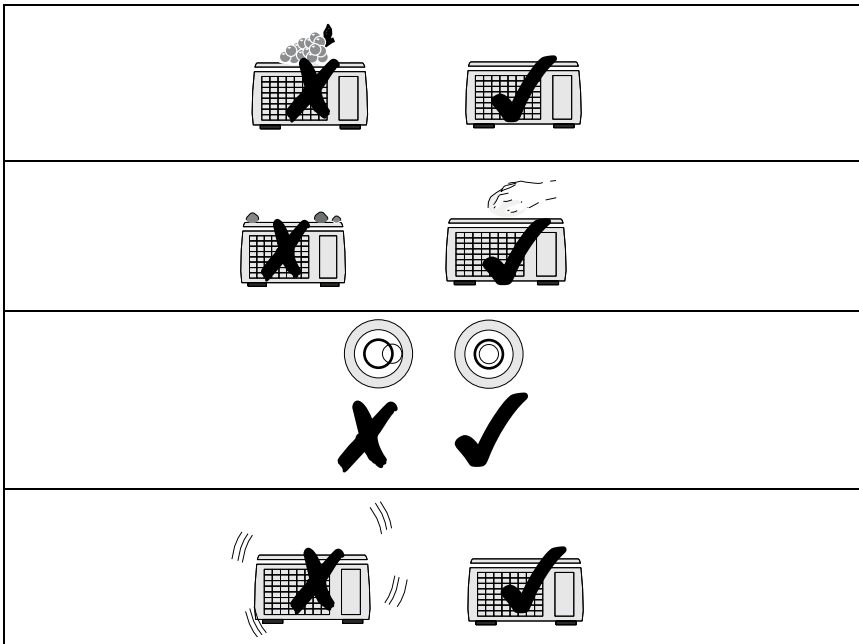
The mains plug must be inserted into a socket outlet with a **protective earth contact**. The electrical supply at the socket outlet must provide over current protection of an appropriate rating.



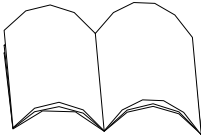

Operator keyboard

								VOID	OVER RIDE	7	8	9
								-	TARE	4	5	6
								+	FIX	1	2	3
								UP/P LU	ADD	ENTER	0	PRICE BASE
								TOTAL	CLEAR	ZERO	TEST	

Solving problems

If you do not see the correct display, carry out the following checks.



	
	<p>Act on any error message displayed. See Part 2, Manager Functions, section 13.</p>
	

2.5 Function keys

Sales keyboard

ZERO

Resets an out of balance scale.

TARE

Subtracts the weight of the container when weighing goods.

FIX

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.

CLEAR

Cancels a PLU or hand entered price.

Depending on the function in use, clears messages or characters from the display.

TOTAL

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

In **label** mode, prints a label.

ENTER

Confirms data entry.

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

OVER
RIDE

Enables you to change the programmed price of a PLU.

VOID

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.

ADD

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.



Enables you to enter the price of a nonweighed item.



Enables you to enter the price of a negative nonweighed item.



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



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.

3 Serving Customers

- 3.1 Basic operations**
- 3.2 Hand pricing**
- 3.3 Using PLUs**
- 3.4 Barcode scanning**
- 3.5 Displaying euro prices**
- 3.6 Overriding prices**
- 3.7 Weight override**
- 3.8 Voiding a transaction**

3 Serving Customers

This section includes operations you may want to carry out when serving customers on a machine working in either receipt or label mode.



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

3.1 Basic operations

Operator PIN

You may have been assigned a PIN and a security level. 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 levels

The scale functions on your machine may have security level associated with them. There are 10 security levels from 0 to 9. The security level determines operator access to scale functions. You will only have access to functions that have the same level of security or lower than your own security level.

1			Supervisor/operator number 0 - 99
2		enter PIN	

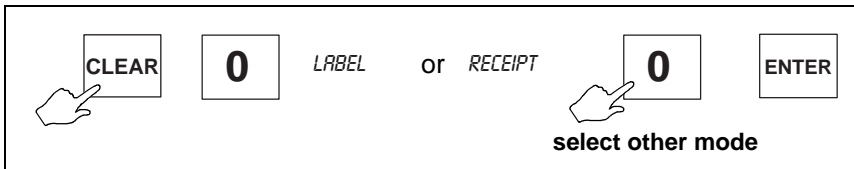
Selecting receipt or label mode

If your machine has been configured to operate in both label and receipt mode, before selecting label or receipt mode check that:

- the correct label or paper roll is loaded. Instructions for changing the printer roll can be found on page
- a FIX is not active.

Note:

If your security level is not high enough you will see the message Call Supervisor and the security level required will be displayed.



Printing



If you see the message *Dot Wear*:

- press CLEAR to cancel the message
- call Avery Berkel.

The message will appear again after 30 minutes or 4 hours depending on how your machine has been configured.

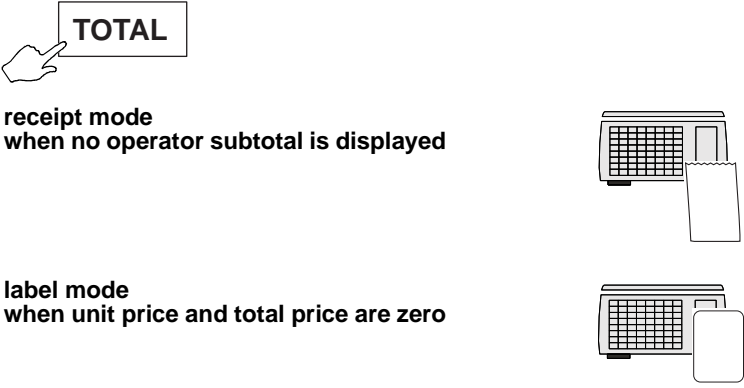
Advancing the printer roll

③

TOTAL

receipt mode
when no operator subtotal is displayed

label mode
when unit price and total price are zero




Printing a label

④

TOTAL

while total price is displayed




Dual printer machines


M420 models have two printers, a clamshell (receipt) printer and a cassette (label/receipt) printer. The way in which your machine has been configured will determine where labels are printed.



The clamshell printer will only print on continuous paper. You cannot use this printer to print separate labels


Using the LOG key

Your machine may have a dedicated  key.

The  key enables you to log on or off at the start and end of your shift or break. An operator can only enter transactions at a machine if 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.

Pressing  toggles between log on and log off.

3.2 Hand pricing

Weighed goods (unit price)



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

Unit Price
0,01 - 9999,99

1.100 1.50
HAND PRICE 1.65

Non-weighed items (item price)

① more than 1 item?

ENTER

number of items
1 - 99

ENTER

②

+


Item Price
0,01 - 9999,99

0.38
1.14
3 HAND PRICE


3.3 Using PLUs

Many of the goods and items you sell will have a unique PLU number. The most frequently used PLUs may have their own commodity key .

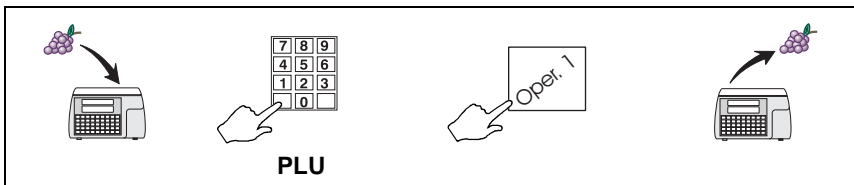
The way you select a PLU will depend on your machine configuration. You can:

- enter the PLU number and then press 
- enter the PLU number 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.
- press a commodity key if assigned
- enter the barcode number
- scan the barcode

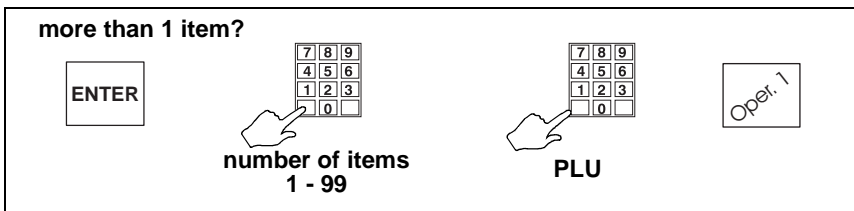


If your machine is not already in PLU mode, press  to select it.

Weighed goods





Non-weighted items



Using department keys

Your machine may have been set-up with dedicated department keys or a general department key or both. If the PLU you require is in a department other than the one assigned to your machine, and your machine has a dedicated department key for the same department, you can press the department key.

If you are using a general department key you will need to:

1. Press  .
2. Enter the department number.
3. Press  .

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 may 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  disables the promotion.

3.4 Barcode scanning

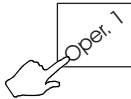
You can use the barcode scanner at the machine to read barcodes on products and on labels. This means that you do not have to enter product numbers to recall PLUs.

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



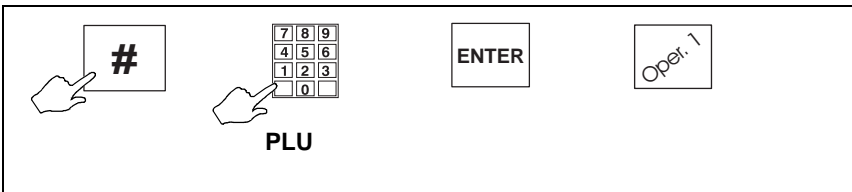
Barcode scanning is normally used with receipt printing operations.

When the scanner successfully reads the barcode it beeps.



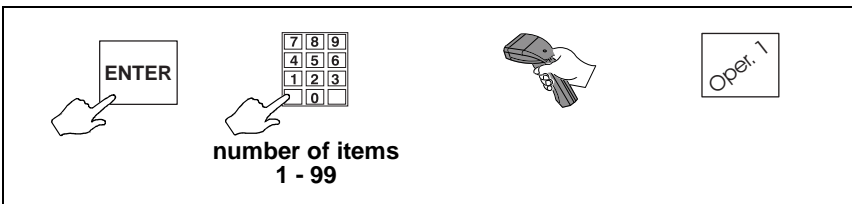
Repeat until you have scanned all the goods.

If the barcode does not scan



Changing the number of items

If you have more than one of the same item





Checkout mode

If you are operating a checkout machine, each time you scan a product barcode the transaction is automatically added to the receipt subtotal.


Note:

If the machine fails to find the PLU or to assign it, you will hear a triple bleep.

If the barcode does not scan you can press  then enter the barcode number manually.

If you press  and then scan the item it will not be assigned automatically. You can use this operation as a price enquiry.

When you have more than one of the same item, to change the number of items you must:

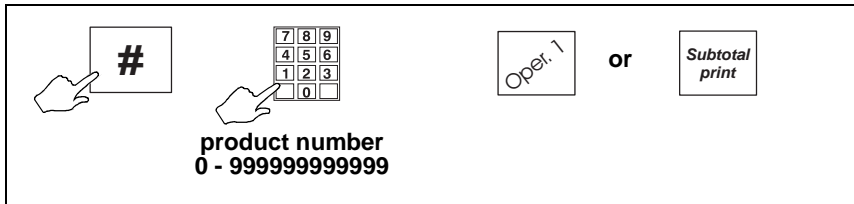
- press 
- enter the number of items
- scan the product (see page 40).

If the product does not have a barcode, you can select the PLU in the normal way, and press your operator key or the subtotal key to add the transaction to the receipt subtotal.



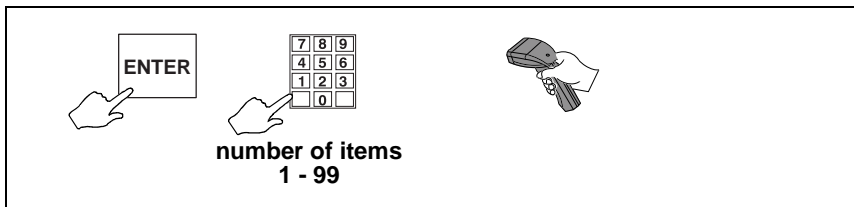
Repeat until you have scanned all the goods.

If the barcode does not scan



Changing the number of items

If you have more than one of the same item




3.5 Displaying euro prices

If your machine has been programmed with a conversion rate for Euros you will be able to display and print prices in Euros.

If the euro convert key has been set up at your machine you can display the transaction price and the subtotal in euro currency.



To display the transaction price in euro currency you must

press  while the price is displayed.



To display the subtotal in euro currency you must press


 while the **subtotal** is displayed.

Printing euro prices

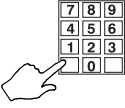

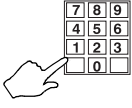




In receipt mode, if your machine has been set up to print euro price information automatically, the total will be printed in euro currency at the end of the receipt.

In label mode, providing a suitable label format is available, the unit price in euro currency will be printed in the 2nd unit price field. The total in euro currency will be printed in the 2nd total field.


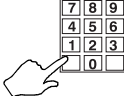
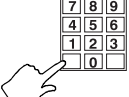

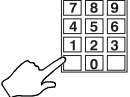


3.6 Overriding prices

You can press  if you need to enter a price which is different from the programmed price of a PLU.

Weighed goods

<p>①  PLU</p>	<p>② </p>
<p>③  Unit Price 0,01 - 9999,99</p>	<p>④ </p>
<p>⑤ receipt mode  or label mode </p>	<p>⑥ </p>

Nonweighed items

<p>① more than 1 item?</p> 	<p>② </p> <p>number of items 1 - 99</p>
<p>③ </p> <p>PLU</p>	<p>④ </p>
<p>⑤ </p> <p>Item Price 0,01 - 9999,99</p>	<p>⑥ receipt mode label mode</p> <p> or </p>

3.7 Weight override


If your machine has a weight override key, you can enter weights manually when necessary.

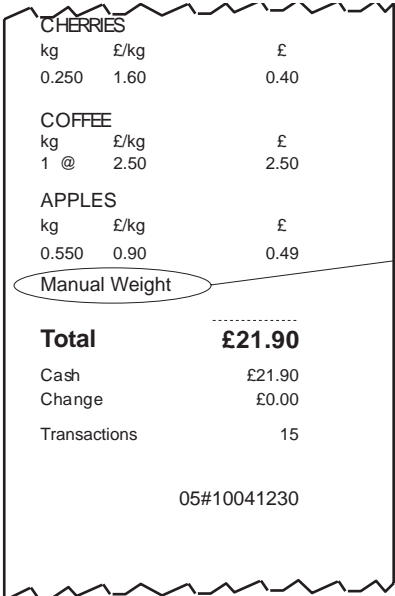
The receipt will have the message `Manual Weight' indicating the weight override transaction: on labels an `H' will be printed to the left of the weight.

Note:

Weight override is not available in hand price mode.

To use weight override:

1. select the PLU
2. press  with no weight on the pan
3. enter the weight using the numeric keys
4. complete the transaction.



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
Manual Weight		
Total		£21.90
Cash		£21.90
Change		£0.00
Transactions		15
05#10041230		

Figure 3.1 Sample receipt

3.8 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.



Cannot be used in normal label mode.

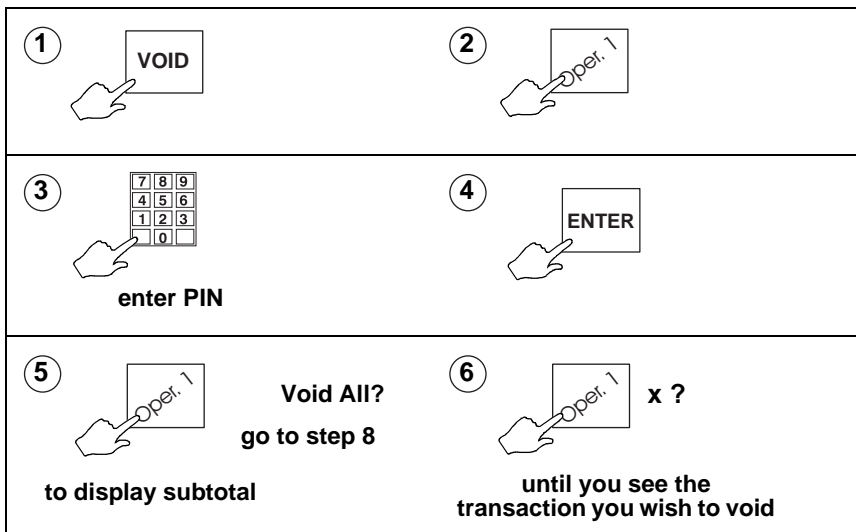
To find the transaction you wish to void, press your operator key to step back through the transactions in the subtotal (see step 6).

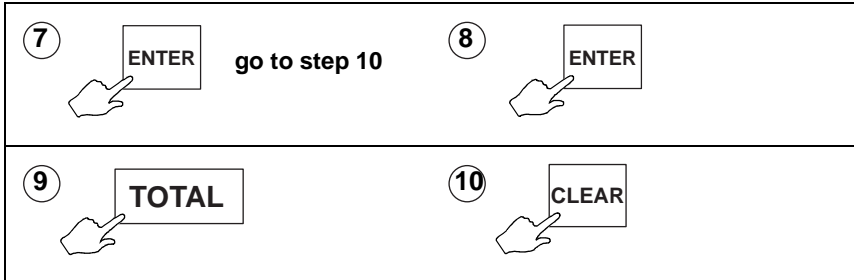
Checkout mode

If your machine is operating in checkout mode, you will not need to enter your PIN after pressing **VOID**.

Example: Using **VOID** with security level set.

*If your security level is not high enough you will see the message **Call Supervisor** and the security level required will be displayed.*





Subtotal receipts

Individual transactions or all the transactions may be voided before the total receipt is printed.

You can 'detach' a subtotal receipt from the final total receipt provided that the total receipt has not yet been printed. The subtotal receipt and its transactions still exist but are no longer linked to that total receipt.

To 'detach' a subtotal receipt:

1. Press **VOID** .
2. Press **Operator Num. XX** .
3. Press **Customer Number** until the unwanted customer number is displayed.
4. Press **ENTER** .

Repeat steps 3 and 4 for any further subtotal receipts you wish to deconsolidate.

5. Press **CLEAR** twice to exit void mode.

4 Using Tares

- 4.1 Free tare
- 4.2 Cumulative tare
- 4.3 Keyboard entered tare
- 4.4 Preset tare keys

4 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.

Tare interlock (label mode only)

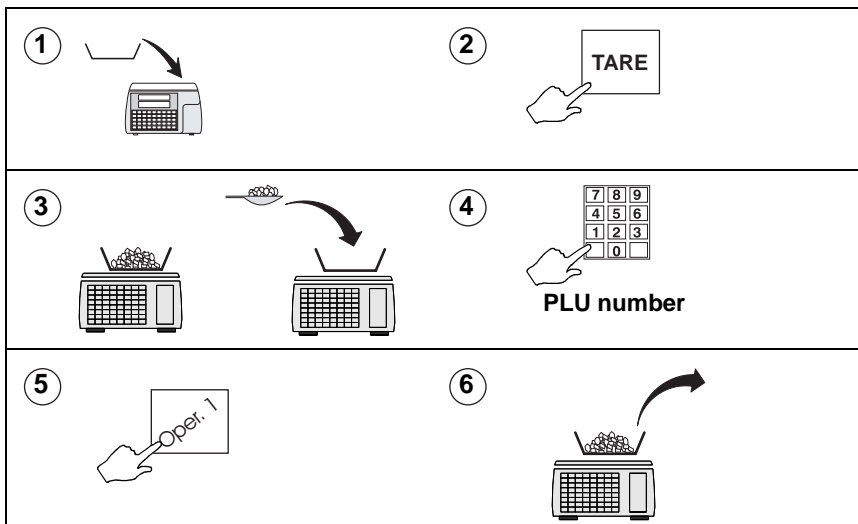
In label mode, if the tare interlock has been enabled on your machine, you will only be able to print a label if you have selected a tare. If you then select a PLU with a stored tare, the stored tare overrides the manually selected tare.

If you select **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.

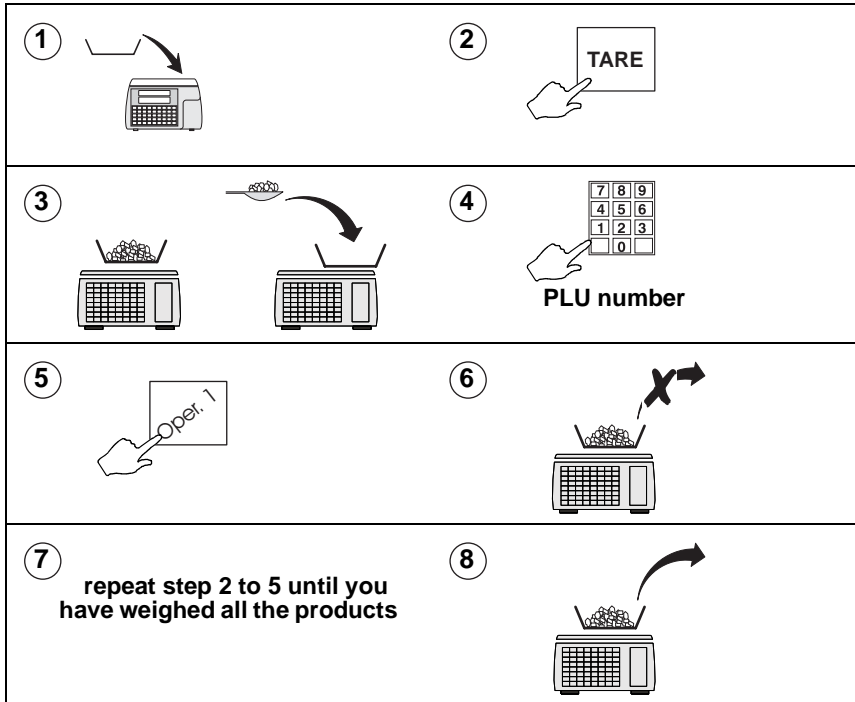
Note:

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.

4.1 Free tare



4.2 Cumulative tare

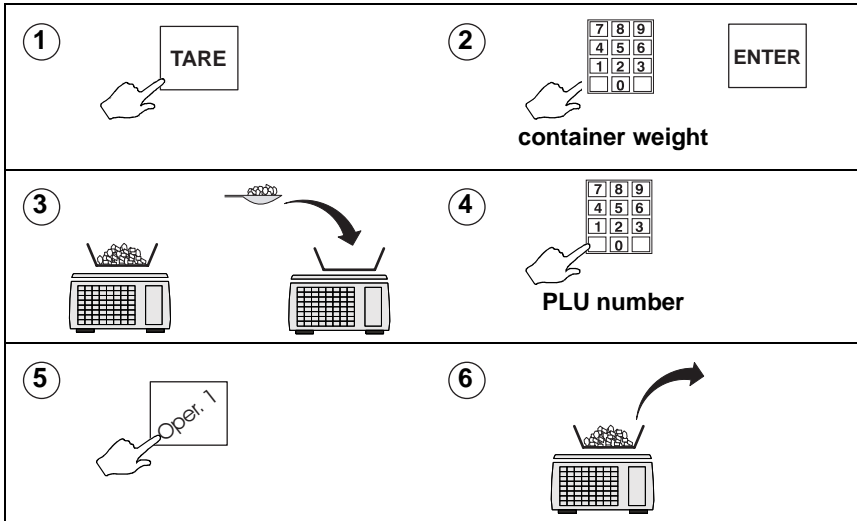


4.3 Keyboard entered tare

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

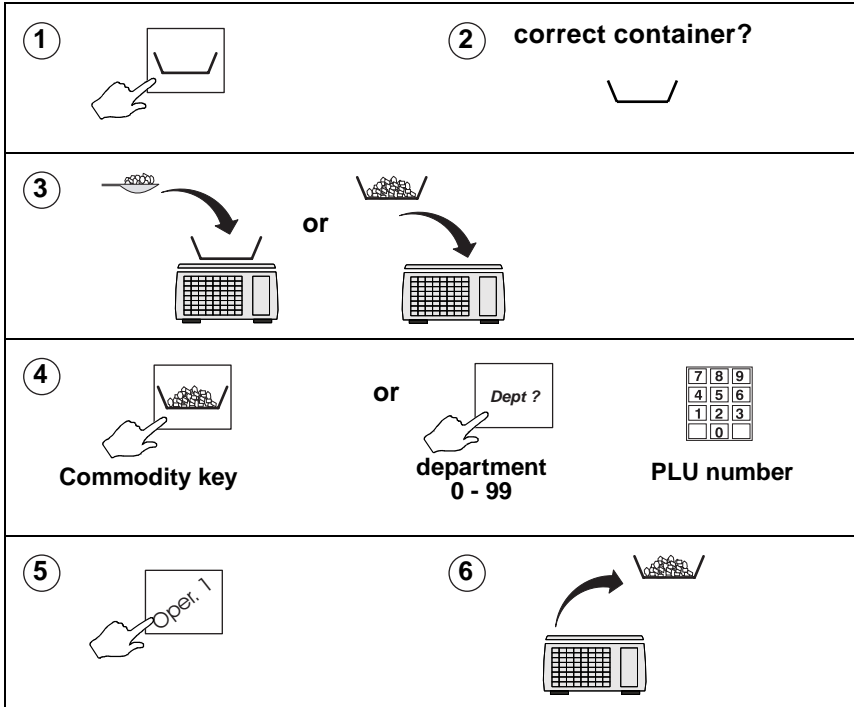
Note:

The weight display must be at zero..



4.4 Preset tare keys

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



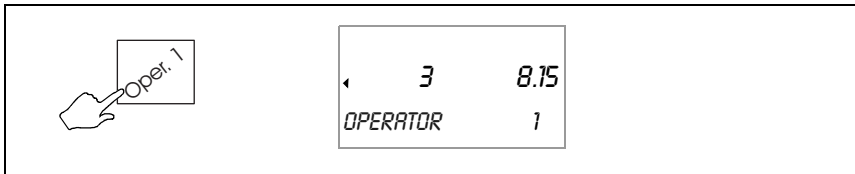
5 Working in Receipt Mode

- 5.1 Printing a receipt**
- 5.2 Paying for goods**
- 5.3 Customer accounts**
- 5.4 Sales discount**
- 5.5 Printing euro prices**
- 5.6 Cash drawer operations**
- 5.7 Refunds**
- 5.8 Returning products**
- 5.9 Using the FIX key**
- 5.10 Using Stock Mode**

5 Working in Receipt Mode

You can only enter transactions at a machine if you are logged on to that machine, see Part 2 Manager Functions, section 6.5. If you attempt to enter a transaction when you are logged off you will see the message **Please Log On**.

Displaying the operator subtotal



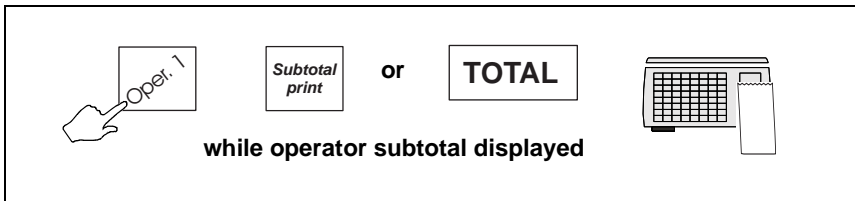
5.1 Printing a receipt

Printing a receipt clears the operator total. To print a receipt your machine must be in receipt mode

Counter receipts

If your machine is operating in receipt mode but not in PoS mode you can print a counter receipt.

You do not need method of payment keys for this type of receipt.



Subtotal receipts

Counter operation



If your machine has a Subtotal receipt key or if the total key has been configured for subtotal receipts, you can print subtotal counter receipts. Subtotal receipts may print all the transaction details or a summary of the transactions. These

receipts are subsequently presented at a PoS machine or checkout for payment. Subtotal receipts have either a manually entered customer number or a system generated customer number.

Note:

You cannot finalise or print sales receipts at counter machines which have the total key configured for subtotal receipts.

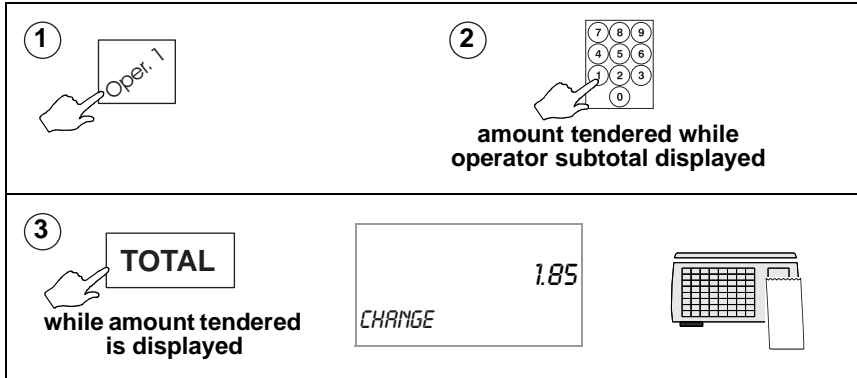
A previously printed subtotal counter receipt can be re-opened by assigning the customer number to an operator. The customer number may be typed in or scanned from the receipt. To re-open a receipt:

1. Press  .
2. Type in or scan the customer number.
3. Press  .

Further transactions can now be assigned and a new subtotal receipt printed.

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.



Previous sub-total and receipt

Your machine may have been set up to allow you to display the previous sub-total and re-print the associated receipt.

If there are no transactions outstanding against an operator, pressing the operator key will display the last sub-total. You will see the message Previous Sale, the number of transactions on the receipt and the total value.

To print the receipt, press **TOTAL** while Previous Sale is displayed. 'Duplicate' will be printed at the start and end of the receipt.

Bag labels

If this function has been enabled on your machine, a 'bag' label is printed after the itemised receipt has been printed.

The individually wrapped items are placed inside a larger outer bag together with the itemised receipt. The outer bag is then sealed using the 'bag' label. At the checkout only one label has to be scanned instead of several.



Bag label

20-07-2002	12:09		
Served by	Sandra		
COD FILLETS	£ 7.75		
1.250 kg	£ 6.20/kg		
SCOTTISH SALMON	£ 28.00		
North Atlantic Farmed			
3.500 kg	£ 8.00/kg		
Total	£35.75		
Cash	£ 40.00		
Change	£ 4.25		
Ref	Rate	Value	Tax
0	0.00%	35.75	0.00
Transactions		2	
		05#10041213	
<i>THANK YOU FOR SHOPPING AT AZ SUPERMARKETS</i>			

Itemised receipt

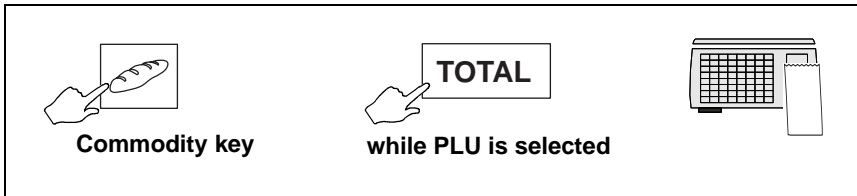
Figure 5.1 Typical label and receipt

'One shot' labels

If this function has been enabled on your machine, you can print a label for an item whilst the machine is in receipt mode.

This means that you can:

- individually label products with ingredients, cooking instructions, promotional information.
- print coupons, vouchers or promotion labels on demand.




If your machine is a dual printer model (M420), or if you are using continuous sticky tally roll, you will not need to change the paper roll to print the label.


5.2 Paying for goods

Printing a sales receipt

To print a sales receipt 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 except when charging to a customer account.
- If your machine has a **Tax Print** key assigned, you can print individual tax rates and values on the receipt even if your machine has not been configured to do so.

Pressing  prints the tax on the **next receipt only**.


- Press  to keep the subtotal on the display. If the machine does not sense any activity within thirty seconds, the subtotal will 'time out'.

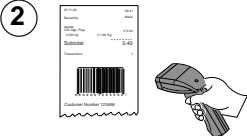
Subtotal receipts


At the PoS machine or checkout more than one subtotal receipt can be added together as part of the final sales total receipt. The total receipt may also include other transactions that have not formed part of a subtotal receipt.



All transactions are listed on the sales total receipt in detail including those that are summarised on subtotal receipts.

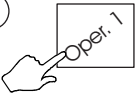
1 

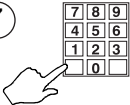
2 
scan or type in customer number

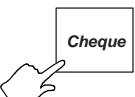
3 **More subtotal receipts?**

scan or type in customer number


4 Repeat step 3 for each subtotal receipt

5 Complete any other transactions for the customer.

6 
to display subtotal

7 
amount tendered

8 
press appropriate payment key



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 5.2 Example 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

Tax printing on receipts

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
<i>AZ Supermarket</i>				

Figure 5.3 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



A security level may have been 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.

Single payment (security level set)



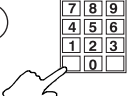
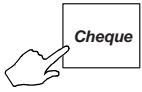
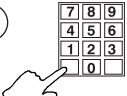
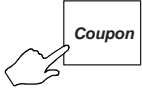
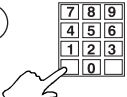
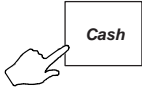
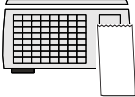
<p>① </p> <p>to display subtotal</p>	<p>② </p> <p>amount tendered</p>
<p>③ </p>	<p>?</p> <p><i>CALL SUPERVISOR</i></p>
<p>④ </p>	<p>?</p> <p><i>OPERATOR NUM.</i></p>
<p>⑤ </p> <p>Supervisor operator number 0 - 9</p>	<p>⑥ </p> <p>Enter PIN</p>
<p>⑦ </p> <p>amount tendered</p>	<p><i>CHANGE</i></p> <p><i>0.00</i></p>

Multiple or split payment

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



You can press **TOTAL** to keep the subtotal on display..




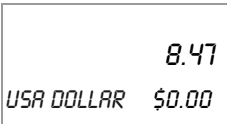
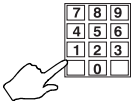
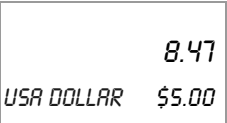

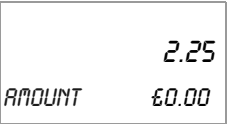
<p>①  to display subtotal</p>	<p>②  if you want to keep subtotal on display</p>				
<p>③  amount tendered</p>	<p>1st payment</p> <table border="1" data-bbox="463 608 692 730"> <tr> <td>AMOUNT</td> <td>75.55</td> </tr> <tr> <td></td> <td>£15.00</td> </tr> </table> <p></p>	AMOUNT	75.55		£15.00
AMOUNT	75.55				
	£15.00				
<p>④  amount tendered</p>	<p>2nd payment</p> <table border="1" data-bbox="463 770 692 893"> <tr> <td>AMOUNT</td> <td>0.55</td> </tr> <tr> <td></td> <td>£0.20</td> </tr> </table> <p></p>	AMOUNT	0.55		£0.20
AMOUNT	0.55				
	£0.20				
<p>⑤  amount tendered</p>	<p>3rd payment</p> <table border="1" data-bbox="463 933 692 1056"> <tr> <td>AMOUNT</td> <td>0.35</td> </tr> <tr> <td></td> <td>£0.35</td> </tr> </table> <p></p>	AMOUNT	0.35		£0.35
AMOUNT	0.35				
	£0.35				
<p>⑥ <table border="1" data-bbox="250 1096 479 1219"> <tr> <td>CHANGE</td> <td>0.00</td> </tr> </table> </p>		CHANGE	0.00		
CHANGE	0.00				

Paying with foreign currency

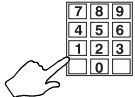
Customers may pay for goods in a foreign currency or they may use more than one currency. The foreign currency payment may be part of a multiple (split) payment or a single payment.

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.

<p>①  to display subtotal</p>	<p>②  while operator subtotal displayed</p>
<p>③ select currency? </p>	
<p>④  amount tendered in foreign currency</p>	
<p>⑤ </p>	

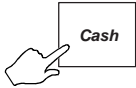
⑥



**amount tendered in
local currency**

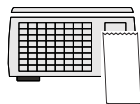
	2.25
AMOUNT	£2.50

⑦



Cash

CHANGE	0.25
--------	------



5.3 Customer accounts

Your machine allows two types of account payment.

- Charging to account; customers may charge the cost of purchases to an account.
- Payments `received on account'; customers may make payments into an account when no purchases have been made.

Your machine will have been set up to allow you either:


- to enter any account reference and charge goods or make payments to that account

or:

- to charge goods or make payments only to accounts that have been previously programmed in the machine.

If the account has been programmed, when the account reference is entered, the vendor display will show the account holder's name and credit limit set.

Charging to account


Press  to enable customers to pay all or part of the cost of purchases by charging the cost to their account. The machine prints the receipt followed by an account slip which is signed by the customer and then kept in the cash drawer.

Account keys operate in a similar way to cash keys except that you will always be asked for an account reference.



You can only use the account payment key in PoS mode or in stock mode.

Only one ACCOUNT payment is allowed on a receipt. If you


press  again when using multiple (split) method of payment, you will see the message Only 1 Acct.Pay.

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			£21.90
Account A2B3			
J. Smith £21.90			
Change £0.00			
Ref	Rate	Value	Tax
0	0.00%	21.90	0.00
Transactions			15
THANK YOU FOR SHOPPING AT AZ SUPERMARKETS			
05#10041230			

Charged To Account	
03-07-2003	12:09
Served by	Sandra
Account	A2B3
J. Smith	
Total	£21.90
Transactions	15
Customer
Signature
****Report Complete****	

Charged to account**Figure 5.4 Payment slip and receipt**

Payments received on account

The  key allows customers to make payments to their account even when they are not purchasing goods.

When the transaction is completed the machine prints two copies of the **Received On Account** slip. Give one copy of the slip to the customer and place the second copy in the cash drawer.

Customers may pay using any one, or a combination of, payment methods except charging to account.

Received On Account	
13-07-2003	12:19
Operator Num	1
Sandra	
Account	A2B3
J. Smith	
Total	£120.00
Cash	£20.00
Cheque	£100.00
05#10041239	
****Report Complete****	

Figure 5.5 Received on account slip

5.4 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.

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

Security levels may be assigned to discounts. If you do not have an adequate security level assigned, you will see the message Call Supervisor and the security level required will be displayed.



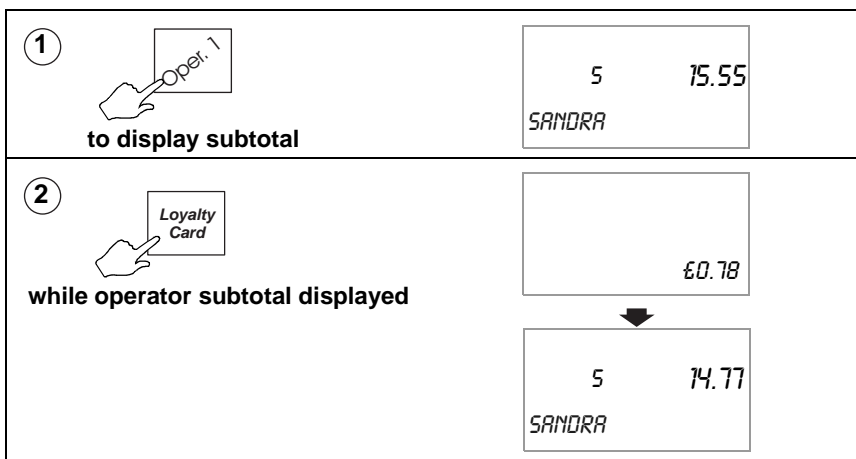
Transaction discount

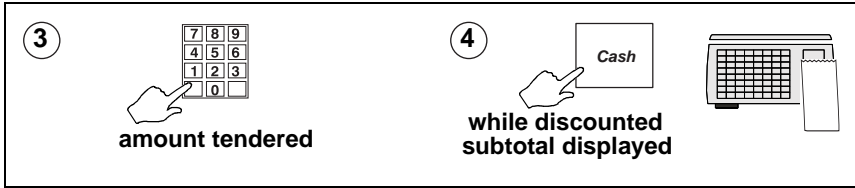
You must apply the discount before assigning the transaction.

Receipt discount

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%







5.5 Printing euro prices

If your machine has been set up to print euro price information automatically, the total will be printed in euro currency at the end of the receipt.

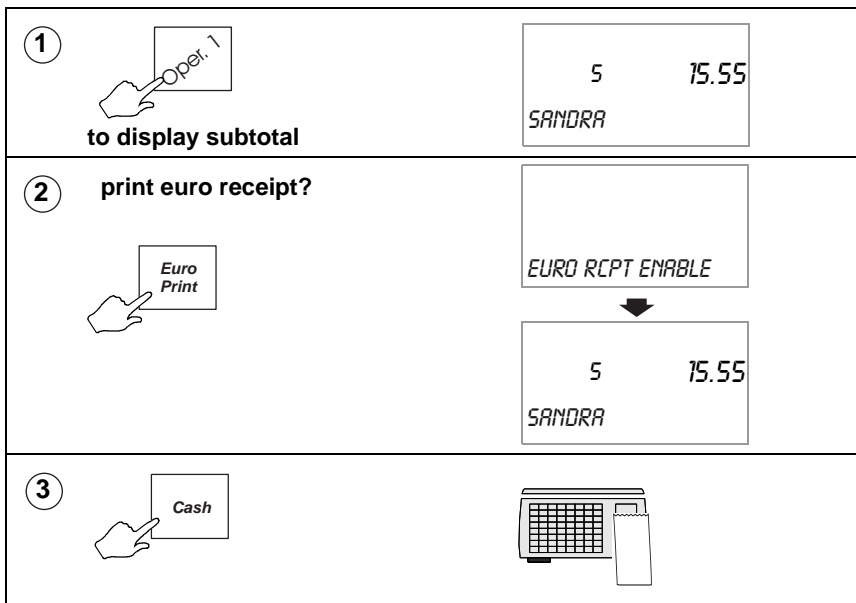
Printing a euro receipt

If a euro print key has been set up on your machine, you can:

- press  to print a duplicate receipt with the prices printed in Euros.
- press  while the price is displayed to display the transaction price in euros.



The euro receipt is for guidance only. **You may not use this receipt for payment unless the euro is legal tender in your country.**



5.6 Cash drawer operations

If your machine is operating in PoS mode you can use these ECR keys to carry out a range of operations requiring the use of the cash drawer.

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.



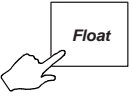



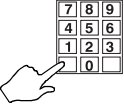


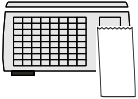
Security levels may have been assigned to these keys. If your security level is not high enough the message Call Supervisor and the security level required will be displayed when you enter your operator number.

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

Using the FLOAT or PICK UP 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.

<p>①</p> 	
<p>②</p> 	
<p>③</p>  <p>amount added to drawer</p>	
<p>④</p> 	

Using the PAID OUT key

When making a payment from the cash drawer you will be prompted to enter a reference code for the payment.

5.7 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.

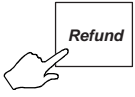



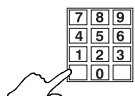
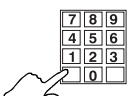
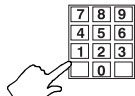
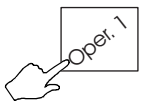
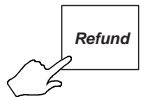

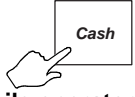
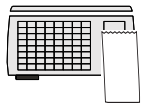
Please remember

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 CLEAR at step 8.

<p>① </p>	
<p>② Hand Price mode  go to ⑥</p>	<p>③ more than 1 item? </p>
<p>④  number of items 1 - 99</p>	<p>⑤  PLU number</p>
<p>⑥  Pack Price 0,01 - 9999,99</p>	<p>⑦ </p>
<p>⑧  or </p>	<p>⑨   while operator subtotal displayed</p>

5.8 Returning products

If your machine has a dedicated key set up for returned goods then the returns value and weight or count totals are automatically updated.

If your machine is operating in PoS mode, the cash refunded is deducted from the cash report and the tax value is deducted from the grand report.

If **Returns** and **Sales** are mixed on the same receipt, a refund slip will be printed only if the receipt total is negative.

Please remember


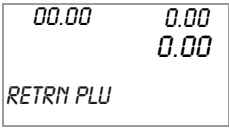



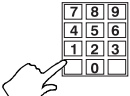

A security level may have been assigned to the RETURN key. If your security level is not high enough you will see the message **Call Supervisor**.

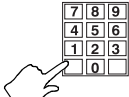
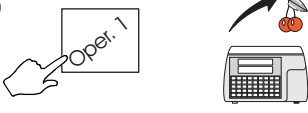
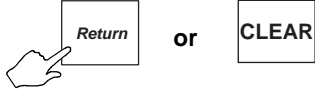
Note:

If your machine has been configured for 'one shot' operation for


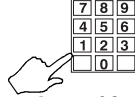
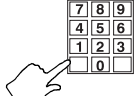


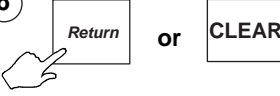
Returns you will not need to press  or  at step 16.

Weighed goods


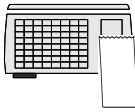
<p>①</p> 	
<p>② more than 1 item?</p> 	<p>③</p>  <p>number of items 1 - 99</p> 
<p>④</p>  <p>PLU number</p>	<p>⑤</p> 

<p>⑥</p>  <p>Pack Price 0,01 - 9999,99</p>	<p>⑦</p> 
<p>⑧</p> 	

Nonweighed items

<p>① more than 1 item?</p> 	<p>②</p>  <p>number of items 1 - 99</p>
<p>③</p>  <p>PLU number</p>	<p>④</p>  <p>Pack Price 0,01 - 9999,99</p>
<p>⑤</p> 	<p>⑥</p> 

If you machine is operating in PoS mode

<p>⑦</p>  <p>while operator subtotal displayed</p>	
---	---

5.9 Using the FIX key

Press to retain the PLU until you press your operator key. This acts as a check to ensure that the transaction is entered.

If a tare is in operation it will be retained until it is cancelled by pressing again.

To cancel the fix press again.

Note:

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

Retaining a unit price

You can retain the unit price of hand priced products until you press your operator key (see page 37).

5.10 Using Stock Mode



Stock mode may **not** be used in the presence of the customer.

Negative PLUs are not allowed.

Stock mode transactions and sales transactions may not be mixed on the same receipt.

If there are outstanding sales transactions you will see the message

Print Receipt.

You can use stock mode provided your machine is operating in:

- receipt mode
- or
- ADD' label mode
- PoS or non PoS mode

Stock

Use the key set up on the keyboard to select stock mode.

You will be able to perform all the normal sales functions except returns and refunds.

To exit stock mode, press CLEAR when no PLU or price is displayed .

Assigning transactions

Transactions are assigned to an operator and the sub-total displayed in the normal way.

You can only use stock movement type payment keys for example, trade account, stock take, write off, and the Recvd.On Account key

Stock movement payment keys function in a similar way to sales account keys. When you press the key you will see the message **Account Ref..**

Your machine will have been set up to allow you either:

- to enter any account reference
- or:
- to use only those accounts that have been previously programmed in the machine.

If the account has been programmed, when the account reference is entered the vendor display will show the account holder's name and credit limit set.

03-07-2003	12:09
Served by	Sandra
MELON	£50.40
36 Items @	£1.40
GRAPEFRUIT	£21.00
60 Items @	£0.35
Total	£71.40
Transactions	2
Delivery note	9
The Gourmet Restaurant	
THANK YOU FOR SHOPPING AT AZ SUPERMARKETS	
05#10041237	

Figure 5.6 Stock mode receipt example

6 Working in Label Mode

- 6.1 Using the FIX key**
- 6.2 Using the ADD key**
- 6.3 Returning products**

6 Working in Label Mode


Euro prices



If your machine has been set up to print euro price information automatically, providing a suitable label format is available, the unit price in euro currency will be printed in the 2nd unit price field. The total price in euro currency will be printed in the 2nd total field.

Duplicate labels

Your machine may have been configured to print a duplicate label following the original. This is useful for applications such as restaurants where a copy is required for the kitchen.

6.1 Using the FIX key

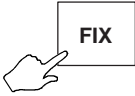
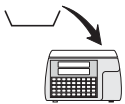

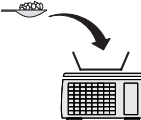

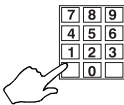



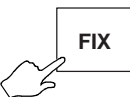
You can press  to retain the PLU when you wish to label several packs containing the same product.

The PLU is retained until you press  and the tare is retained until it is cancelled by pressing again .


Note:

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

Weighed goods

<p>① </p>	<p>② </p>
<p>③ </p>	<p>④  or </p>
<p>⑤  PLU number</p>	<p>⑥ receipt mode  → ⑨</p>
<p>⑦ label mode repeat steps 5 to 7 until you have weighed all the products</p>	<p>⑧ clear unit price? </p>
<p>⑨ cancel tare? </p>	<p>⑩ cancel fix? </p>

Retaining a unit price

You can press  retain the unit price of hand priced

products (see section 3.2, page 37) until you press .

6.2 Using the ADD key

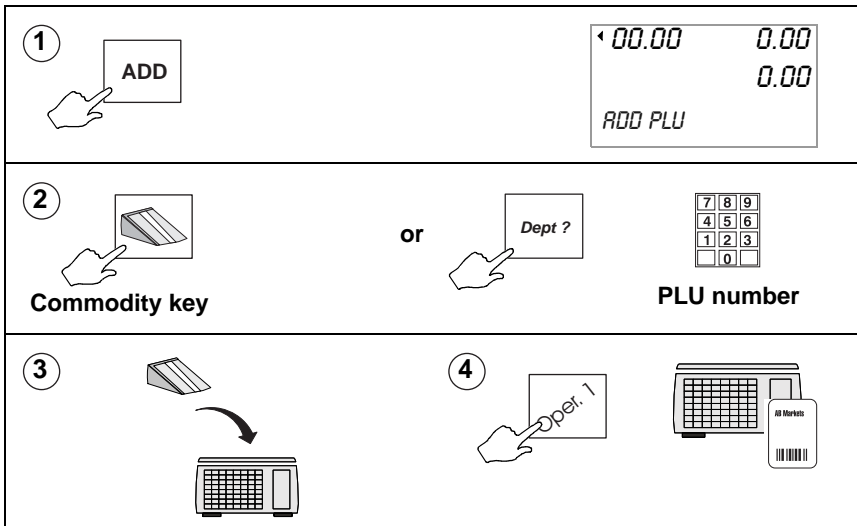
ADD enables you to obtain a label with totals printed on it.

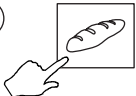
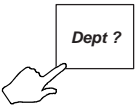
There are four types of add label available depending on how your machine has been configured:

- 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.

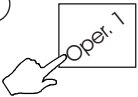
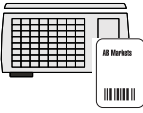
Please remember


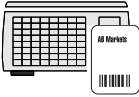


- **ADD** is not operable if the machine is set receipt mode.
- You must press **TOTAL** while the subtotal is displayed.



5  **Commodity key** or  **PLU number**

7	8	9
4	5	6
1	2	3
	0	

6   **7** **repeat steps 2 to 6 until you have totalised all the products**


8   or  **9** 

Barcode printing in ADD mode


If your machine is configured to print receipt type labels at the end of all the transactions and ADD label barcode is enabled, the PLU label barcode will be printed on the ADD receipt provided that:

- all the transactions are for the same PLU
- the PLU barcode uses the appropriate format

'Receipt type' ADD label
Single PLU number 2037
(PLU barcode)

<i>AZ Supermarket</i>			
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)

<i>AZ Supermarket</i>			
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 >			

6.3 Returning products

If your machine has a dedicated key set up for returned goods then the returns value and weight or count totals are automatically updated.





If your machine is operating in PoS mode, the cash refunded is deducted from the cash report and the sales values from totals.

Please remember


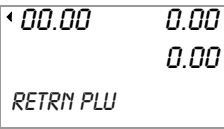

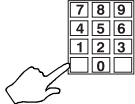


A security level may have been assigned to the RETURN key. If your security level is not high enough you will see the message Call Supervisor and the security level required will be displayed.

Note:

If your machine has been configured for 'one shot' operation for


Returns you will not need to press  or  at step 10.

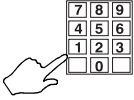
Weighed goods

<p>① </p>	
<p>If your machine is operating in PLU mode select the PLU.</p>	
<p>② </p>	<p>③  Pack Price 0,01 - 9999,99</p>
<p>④ </p>	<p>⑤ </p>

Nonweighed items

① more than 1 item?

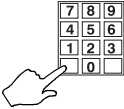




7	8	9
4	5	6
1	2	3
	0	


number of items
1 - 99

If your machine is operating in PLU mode select the PLU.


② 

7	8	9
4	5	6
1	2	3
	0	

Pack Price
0,01 - 9999,99

③ 

Oper. 1

④ 

Return or CLEAR

CLEAR

7 Pre-pack Operations

- 7.1 **Setting the machine to pre-pack**
- 7.2 **Using PLUs**
- 7.3 **Using tares**
- 7.4 **Preset tare keys**
- 7.5 **Multiple labels**
- 7.6 **Returning labels**
- 7.7 **Using the NON ADD key**
- 7.8 **Using the Re-Wrap key**
- 7.9 **Using the Wrapper key**
- 7.10 **Using the Re-Price key**
- 7.11 **Pack runs**
- 7.12 **Back calculation**

7 Pre-pack Operations



CAUTION:

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



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



This key is used when the machine is linked to a wrapping machine.



This is the pre-pack override key. It enables you to alter dates 1 and 2 as well as the price.




An * is printed to the right of the unit price symbol to indicate a rewrap label.



This enables you to verify a label before starting a pack run.


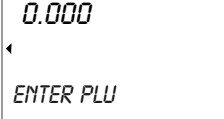


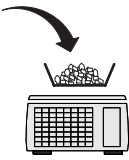
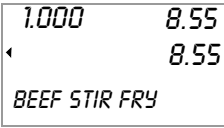
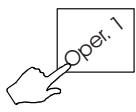
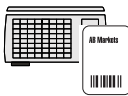
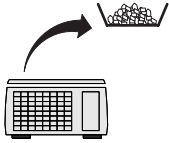
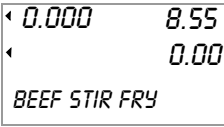
7.1 Setting the machine to pre-pack

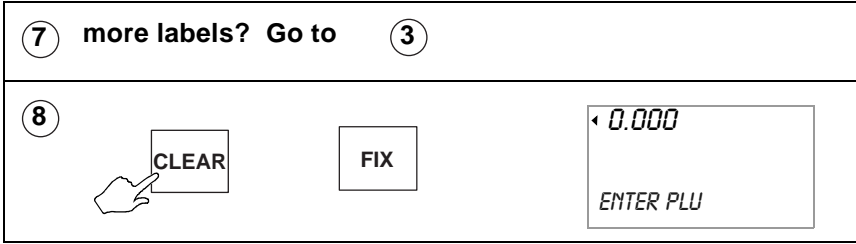
You can set up the machine for pre-pack operation in one of three ways (depending on how your machine is configured):

- set the print mode to pre-pack (see section 7.4, page 178) Part 2 Manager Functions
- or use 
- or, if your machine allows receipt and label printing, to select Pre-Pack ON, press  followed by  while the display shows Label (see section , page 34, *Selecting receipt or label mode*).

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

Using the FIX key

<p>① label mode</p> 	<p>FIX indicator →</p> 
<p>② Commodity key</p> 	<p>or</p> <p>department 0 - 99</p> <p>PLU numbe</p> 
<p>③</p> 	
<p>④</p> 	<p>or</p> <p>TOTAL</p> 
<p>⑤ stick the label on the pack</p>	
<p>⑥</p> 	



7.2 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

**OVER
RIDE**

you must enter the unit price before placing the goods on the pan.



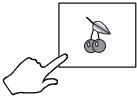


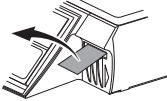


If your machine has not been set up for PLU selection you will need to select **PLU** mode.

Pre-pack PLU lock

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



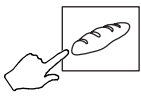
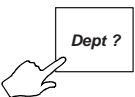
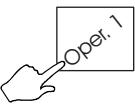
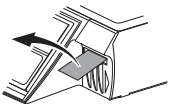

If the lock is disabled for your machine, you will be able to select a different PLU from the one displayed by pressing a dedicated PLU key or by entering the PLU number. This will override the currently displayed PLU.

Weighed goods

<p>①</p>  <p>Commodity key</p>	<p>or</p>  <p>PLU number</p>
<p>②</p> 	<p>③</p> 
<p>④</p> 	<p>⑤</p> <p>more labels? ➡ ②</p>
<p>⑥</p> <p>stick the label on the pack</p>	<p>⑦</p> 

Nonweighed items

To set up a label run see section 7.5 page page 110.

<p>① more than 1 item?</p> 	<p>②</p> <table border="1" data-bbox="711 279 789 359"> <tr><td>7</td><td>8</td><td>9</td></tr> <tr><td>4</td><td>5</td><td>6</td></tr> <tr><td>1</td><td>2</td><td>3</td></tr> <tr><td></td><td>0</td><td></td></tr> </table>  <p>number of items 1 - 99</p>	7	8	9	4	5	6	1	2	3		0	
7	8	9											
4	5	6											
1	2	3											
	0												
<p>③</p>  <p>Commodity key</p>	<p>or</p>  <p>department 0 - 99</p> <table border="1" data-bbox="784 502 862 582"> <tr><td>7</td><td>8</td><td>9</td></tr> <tr><td>4</td><td>5</td><td>6</td></tr> <tr><td>1</td><td>2</td><td>3</td></tr> <tr><td></td><td>0</td><td></td></tr> </table> <p>PLU number</p>	7	8	9	4	5	6	1	2	3		0	
7	8	9											
4	5	6											
1	2	3											
	0												
<p>④</p> 	<p>⑤</p> 												
<p>⑥ stick the label on the pack</p>													
<p>⑦ more labels? ➔ ③</p>	<p>⑧</p> 												

Zero priced, nonweighed labels

Pre-pack mode

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

Press **ENTER** if you want to change the number of items for a zero price transaction

Press **TOTAL** when you see **Pre-Pack** to print a **blank** label.

Counter mode

If you press **TOTAL** 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 **TOTAL** when you see Enter PLU to print a **blank** label.

7.3 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.



Depending on how your machine has been configured, if the tare weight is displayed, you may see a negative weight display or a separate tare weight display.

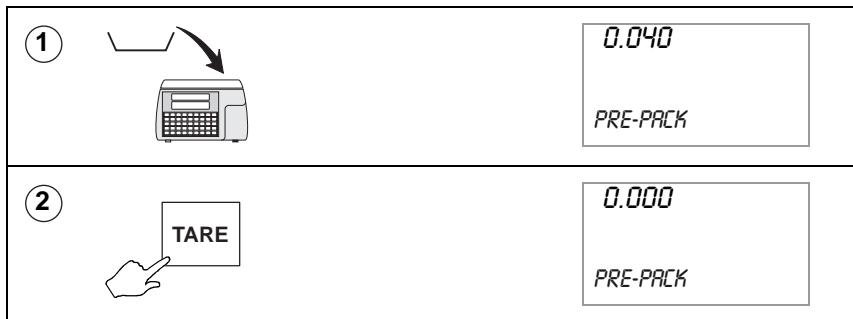
The following types of tare are available when pre-packing, depending on how your machine has been configured:

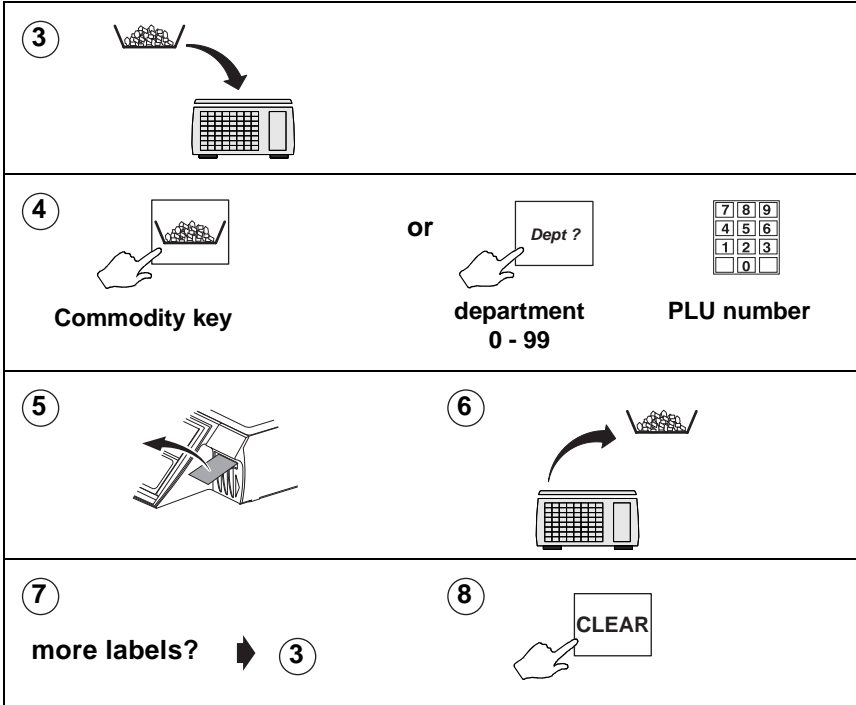
- free tare
- stored tare
- keyboard entered tare
- proportional tare



Free (semi-automatic), cumulative and keyboard entered tares for counter service are described in 4, *Using Tares*, page 51.

Free tare








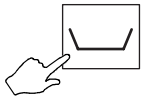
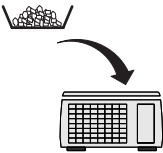
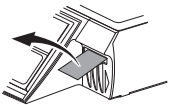
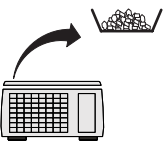

Stored tares

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.


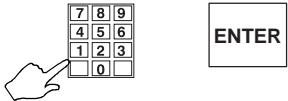




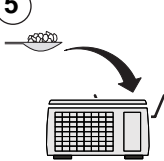
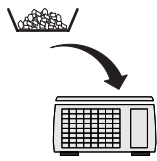
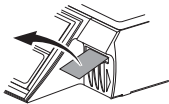
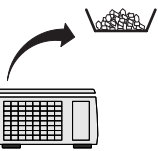

Press **TARE** or **ZERO** after step 1 to cancel the stored tare.

Press **TARE** again if you want to use a different weighed or keyboard entered tare value.




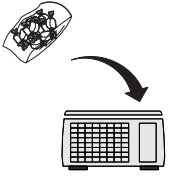

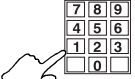

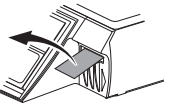
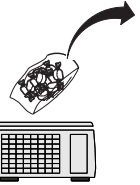


<p>①  Commodity key</p>	<p>or</p> <p> department 0 - 99</p> <p> PLU number</p>
<p>② different tare reference?</p> <p></p>	
<p>③ </p>	<p>④ </p>
<p>⑤ </p>	<p>⑥ stick the label on the pack</p>
<p>⑦ more labels? ➔ ③</p>	<p>⑧ </p>

Keyboard entered tare

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

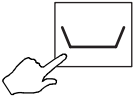

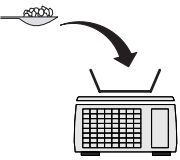
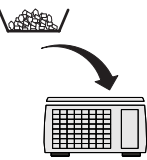

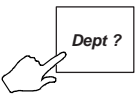

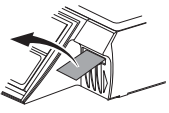
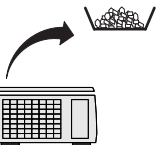
<p>① </p>	<p>②  container weight</p>
<p>③  Commodity key</p>	<p>or  department 0 - 99</p> <p> PLU number</p>
<p>④ </p>	<p>⑤  or </p>
<p>⑥ </p>	<p>⑦ </p>
<p>⑧ stick the label on the pack</p>	
<p>⑨ more labels? → ⑤</p>	<p>⑩ </p>

Proportional tare

<p>①  Commodity key</p>	<p>or  department 0 - 99</p> <p> PLU number</p>
<p>② </p>	<p>③ </p>
<p>④  % tare value</p>	<p>⑤ </p>
<p>⑥ </p>	<p>⑦ more labels? ➔ ②</p>
<p>⑧ </p>	<p>⑨  </p>

7.4 Preset tare keys

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

<p>① </p>	<p>② correct container? </p>
<p>③  or </p>	
<p>④  Commodity key</p>	<p>or  department 0 - 99  PLU number</p>
<p>⑤ </p>	<p>⑥ </p>
<p>⑦ stick the label on the pack</p>	

7.5 Multiple labels

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

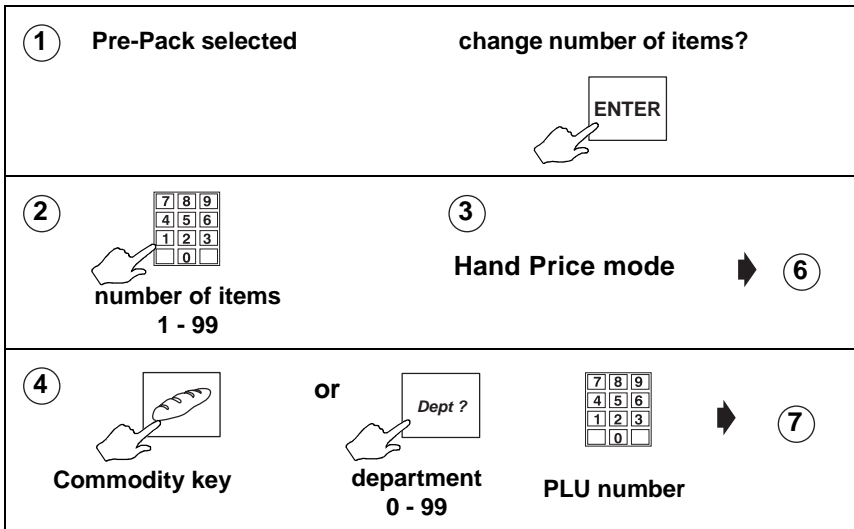
As the machine prints each label the number of labels displayed decreases by one. When all the labels have been printed the display reverts to showing the total number requested.

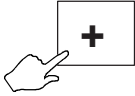
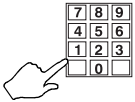

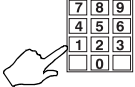





When rewinding the backing paper, the cassette cannot accommodate 999 labels on the take up spool.

To repeat a run press **TOTAL**.

If **NON ADD** has been set up, you can print a non-totalising test label before starting the label run.



<p>⑤ </p>	<p>⑥  item price 0,01 - 9999,99</p>
<p>⑦  ENTER X 2</p>	
<p>⑧  number of labels 1 - 999</p>	<p>⑨  TOTAL </p>
<p>⑩ more labels? ➔ ⑧</p>	<p>⑪ end label run?  CLEAR X 2 (3)</p>


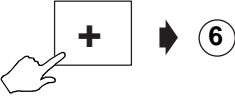


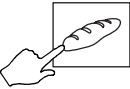


7.6 Returning labels


You can return several identical nonweighed 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.

<p>1 Pre-Pack selected</p> 	<p>2</p> 												
<p>3 change number of items?</p> 	<p>4</p> <table border="1" style="border-collapse: collapse; text-align: center; margin: 0 auto;"> <tr><td>7</td><td>8</td><td>9</td></tr> <tr><td>4</td><td>5</td><td>6</td></tr> <tr><td>1</td><td>2</td><td>3</td></tr> <tr><td> </td><td>0</td><td> </td></tr> </table> <p>number of items 1 - 99</p>	7	8	9	4	5	6	1	2	3		0	
7	8	9											
4	5	6											
1	2	3											
	0												
<p>5</p> 													
<p>6</p>  <p>Commodity key</p>	<p>or</p>  <p>department 0 - 99</p> <p>PLU number</p>												
<p>7</p> <table border="1" style="border-collapse: collapse; text-align: center; margin: 0 auto;"> <tr><td>7</td><td>8</td><td>9</td></tr> <tr><td>4</td><td>5</td><td>6</td></tr> <tr><td>1</td><td>2</td><td>3</td></tr> <tr><td> </td><td>0</td><td> </td></tr> </table> <p>pack price 0,01 - 9999,99</p> <p>or</p> <p>item price 0,01 - 9999,99</p>		7	8	9	4	5	6	1	2	3		0	
7	8	9											
4	5	6											
1	2	3											
	0												
<p>8</p> 													


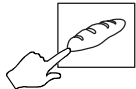
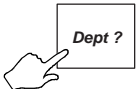


⑨  **number of labels**
1 - 999

⑩ 



⑪  **CLEAR X 4**

7.7 Using the NON ADD key

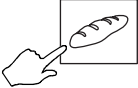



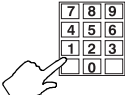

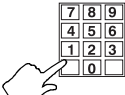

The NON ADD key enables you to perform a single non-totalising transaction and print a test label before starting a pack run.

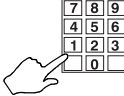

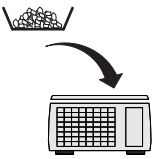
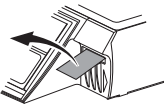
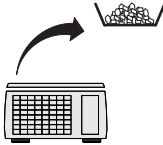
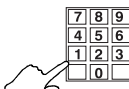


<p>① Pre-Pack selected</p> 
<p>②</p> <p> Commodity key</p> <p>or</p> <p> department 0 - 99</p> <p> PLU number</p>
<p>③</p> 

7.8 Using the Re-Wrap key

 enables you to override a pre-programmed price and change the number of days or months the product can be displayed. Press  when the PLU description is displayed.

If the PLU has a stored tare and you want to use a different tare value, see section 7.3, page 106.

<p>① </p> <p>Commodity key</p>	<p>or </p> <p>department 0 - 99</p> <p> PLU number</p>
<p>② </p>	
<p>③ Change price?</p> <p></p> <p>unit price 0,01 - 9999,99 or item price 0,01 - 9999,99</p>	<p>④ </p>
<p>⑤ </p> <p>date 1 days/months/hours 0-999/0-999/0-23</p>	<p>⑥ </p>

<p>⑦ </p> <p>date 2 days/months/hours 0-999/0-999/0-23</p>	<p>⑧ </p>
<p>⑨ Non-weighed items?</p> <p>➔ ⑮</p>	<p>⑩ </p>
<p>⑪ </p> <p>Stick the label on the pack</p>	<p>⑫ </p>
<p>⑬ More labels? ➔ ⑩</p>	<p>⑭ ➔ ⑰</p>
<p>⑮ </p> <p>number of labels 1 - 999</p>	<p>⑯ </p>
<p>⑰  X 2</p>	

7.9 Using the Wrapper key


If your machine is linked to a wrapping machine, this key will switch on or switch off the wrapper control.

7.10 Using the Re-Price key

Re-Price enables you to print a new price label to replace the product's original label. Re-price labels are not PLU specific.

Re-price totals disabled

1 Pre-pack mode




02 0000 VPPPPPC

2

7	8	9
4	5	6
1	2	3
	0	

Article number

02 8765 VPPPPPC



3 Change price?

←


or

→

select unit price/kg/100g
or item price

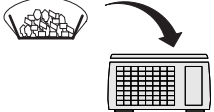
7	8	9
4	5	6
1	2	3
	0	


unit price
0,01 - 9999,99



item price
0,01 - 9999,99

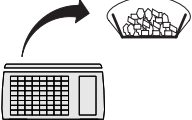
4 Weigh Pack No selected





or

TOTAL

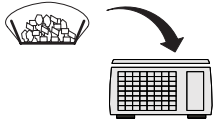
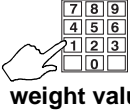


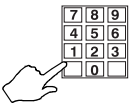

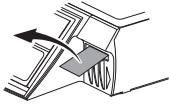
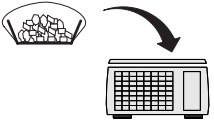




5





6


More labels? Repeat steps 4 and 5

6	Weigh Pack Yes		or		weight value	or		or							
Nonweighed items															
															
Change number of items?															
															
More labels? Repeat step 6															
7						No more labels		➔ 11							
						New article number		➔ 10							
Stick the label over the old price label															
8	Change weight or number of items?					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">0.000</td><td style="width: 50%;">1.50</td></tr> <tr><td></td><td style="text-align: right;">0.00</td></tr> <tr><td>MAN WT</td><td style="text-align: right;">0.000</td></tr> </table>				0.000	1.50		0.00	MAN WT	0.000
0.000	1.50														
	0.00														
MAN WT	0.000														
															
or															
															
weight value or items															
9	Change price?					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;"></td><td style="width: 50%; text-align: right;">0.00</td></tr> <tr><td></td><td></td></tr> <tr><td></td><td style="text-align: right;">£/KG</td></tr> </table>					0.00				£/KG
	0.00														
	£/KG														
															
CLEAR															
ENTER															
10	Change article number?					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td style="text-align: right;">02 8796 VPPPPPC</td></tr> </table>									02 8796 VPPPPPC
	02 8796 VPPPPPC														
															
CLEAR															
x 2															
11	No more labels?					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;"></td><td style="width: 50%; text-align: right;">0.000</td></tr> <tr><td></td><td></td></tr> <tr><td></td><td style="text-align: right;">PRINT TOTALS?</td></tr> </table>					0.000				PRINT TOTALS?
	0.000														
	PRINT TOTALS?														
															
CLEAR															
X 3															

Re-price totals enabled

If your machine is configured to generate re-price totals, you can print out the temporary totals for the re-price transactions at any time.

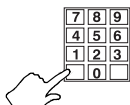
1 Pre-pack mode



0.040

02 0000 VPPPPPC


2



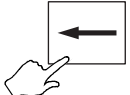
Article number

0.040

02 8765 VPPPPPC

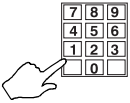


3 Change price?




← or →

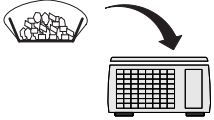
select unit price/kg/100g
or item price

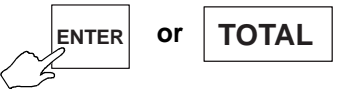


unit price item price
0,01 - 9999,99 0,01 - 9999,99

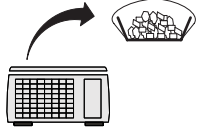



4 Weigh Pack No selected





5


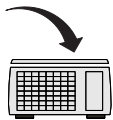
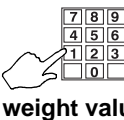






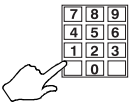



6

More labels? Repeat steps 4 and 5

6 Weigh Pack Yes

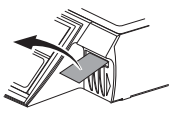
  **or**  **weight value**  **or** 

Nonweighed items

  **or**  



Change number of items? **More labels? Repeat step 6**

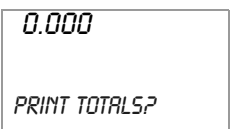
7



Stick the label over the old price label

8 Print totals?

 **X 3** 



7.11 Pack runs

Use this function to pack goods as consignments and to print labels describing the contents of the container.

Consignments consist of a 'pallet' loaded with a number of 'cartons'. Each carton contains a number of 'boxes' which in turn contain a quantity of 'packs'

There are three types of consignment (pack run) available for you to use.

- Closed

The PLU is pre-programmed in the pack run set up.

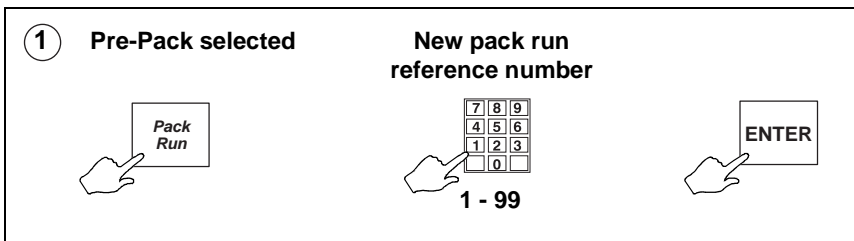
- Open

Each pack in a box must be the same PLU but cartons may contain boxes with different PLUs.

- Manual

You can pack mixed PLUs in the run.


Pack runs on your machine may have been set up with different names for the type of container, and label printing may be automatic or on request for each level. Duplicate labels may have been enabled if a second label is required for the container.




2

Pack run description CHEESE

Customer reference JONES & CO


 ENTER

3 Confirm customer reference if account validated set and reference is stored

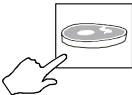
 ENTER

4 new order number?

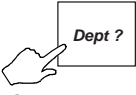
7	8	9
4	5	6
1	2	3
	0	

 ENTER

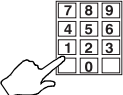
5

 **Commodity key**

or


 **department 0 - 99**


ENTER

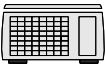
 **PLU number**

ENTER

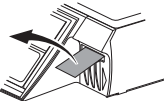
6







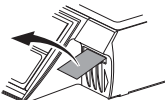
7



Stick the label on the pack

8 Repeat until all the goods are packed for level 1.

9



Print total labels for level 1 and attach to the container

10 Repeat for level 2 and level 3.

7.12 Back calculation

Back calculation is a pre-pack function that applies to nonweighed 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.

$$\text{computed unit price} = \frac{\text{computed total price}}{\text{computed net weight}}$$

where computed net weight = programmed net weight in the PLU
x the number of items

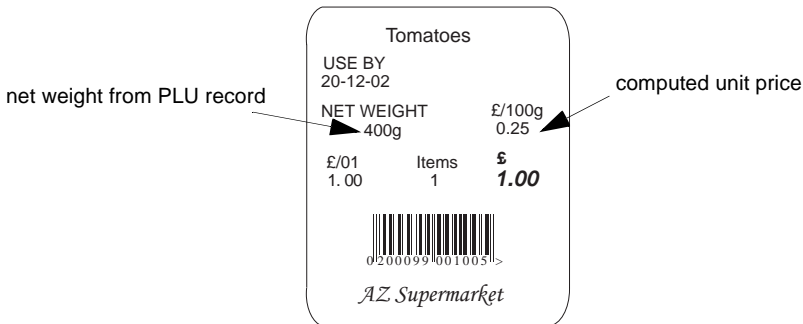


Figure 7.1 European back calculation

Danish

Using Danish back calculation, the item price of a nonweighed 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.

Rewrap

The rewrap price becomes the new total price and the unit price is re-computed using this new price.

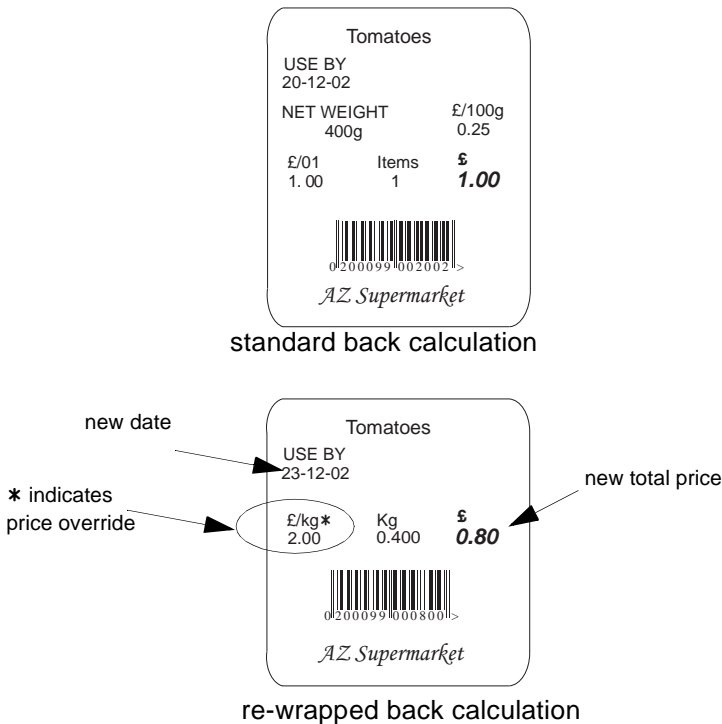


Figure 7.2 Danish back calculation

8 Product Traceability

- 8.1 Counter service operation
- 8.2 Traceability mode switching
- 8.3 Pre-pack operation
- 8.4 Pre-weigh function
- 8.5 Preset mode of operation

8 Product Traceability

This sections describes how you use product traceability to print information about the product on labels and receipts.

It is primarily used for beef products but could be used for other types of meat such as pork or for non meat products such as fish or cheese.

Using carcass tracking

Carcass details are printed on labels for all products associated with a carcass. The information printed on the labels is defined by the text and data type programmed into the carcass format. The barcode format defines the actual messages printed.

Carcass tracking operates in pre-pack, counter and receipt modes.

8.1 Counter service operation

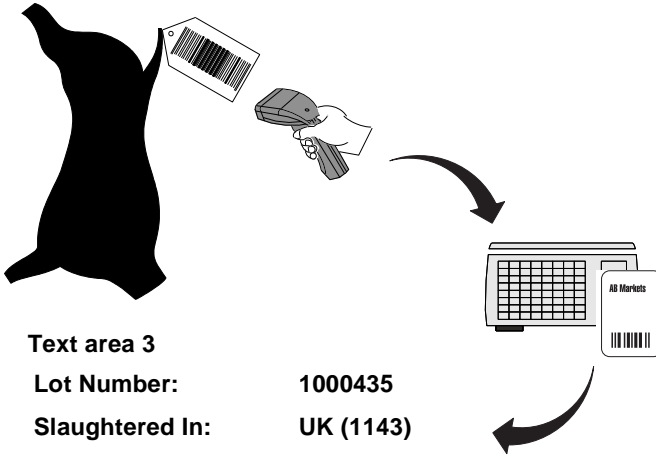
In counter service you can scan the barcoded information from the tray label for the product, or you can type in the lot number at the keyboard and the machine will print it on the label or receipt.

8.2 Traceability mode switching

You must clear transaction stores before switching from preset mode to non-preset mode. If you attempt to select non-preset mode you will see the flashing message **Clear Trans. No** and the change to non-preset mode will not be allowed.

8.3 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:	1000435
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.

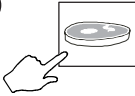





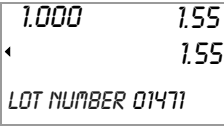

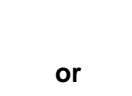

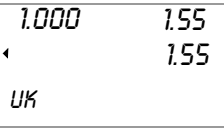
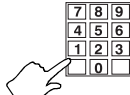



When you select the PLU, the last carcass/lot number used is displayed. You can enter a new carcass or lot number if required.

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.

<p>① </p> <p>Commodity key</p>	<p>or </p> <p>department 0 - 99</p>	<p></p> <p>PLU number</p>
<p>② </p>	<p>➔ ⑥ if the lot number is O.K.</p> <p>different carcass?</p>	
<p></p>	<p>or </p> <p>carcass/lot number</p>	<p></p>
<p>③ </p>	<p>➔ ⑥ if you do not wish to change any other data</p>	
<p>④ </p>	<p>change options?</p> <p>or </p> <p>TOTAL</p>	<p></p>
<p>⑤ </p>	<p>different origin?</p> <p>origin number</p> <p></p> <p>ENTER</p>	<p></p> <p style="text-align: center;">↓</p> <p></p>

Repeat step 5 for any other options you wish to change.

6

7

8

more labels? → **6**

9

CLEAR to exit PLU






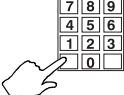
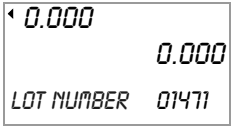
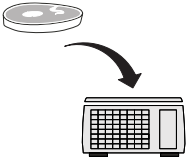
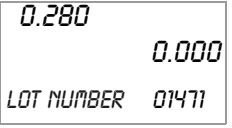

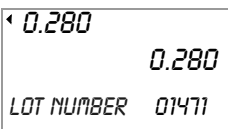
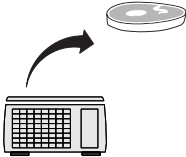
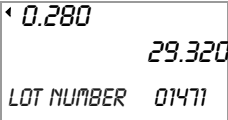

Figure 8.1 Typical label

8.4 Pre-weigh function

If you have a pre-weigh key available, you can select pre-weigh so that you can account for all the produce from a batch. For example, when you move meat from the chill room to the counter.



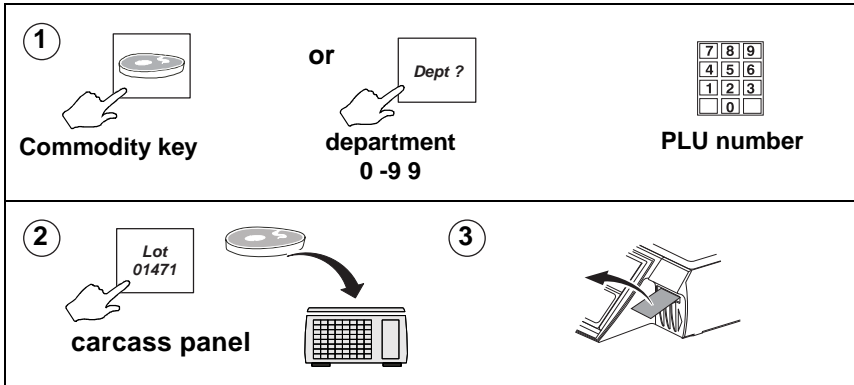
Pre-weighing may not be used in the presence of the customer.

<p>①</p>  <p>Pre-weigh</p>	 <p>LOT NUMBER</p>	
<p>②</p>  <p>Lot 01471</p>	<p>or</p>  <p>lot number</p>	 <p>0.000 0.000 LOT NUMBER 01471</p>
<p>③</p> 	 <p>0.280 0.000 LOT NUMBER 01471</p>	
<p>④</p>  <p>ENTER</p>	 <p>0.280 0.280 LOT NUMBER 01471</p> 	
<p>Repeat steps 3 and 4 until all the cuts from the batch have been weighed</p>		
<p>⑤</p>  <p>0.280 29.320 LOT NUMBER 01471</p>	 <p>to print a pre-weigh report.</p>	

8.5 Preset mode of operation

In preset mode, you can assign a lot number to a key. This means that instead of scanning or entering the details for each transaction, you can just press the appropriate key.

You can label the keys to suit your own requirements.



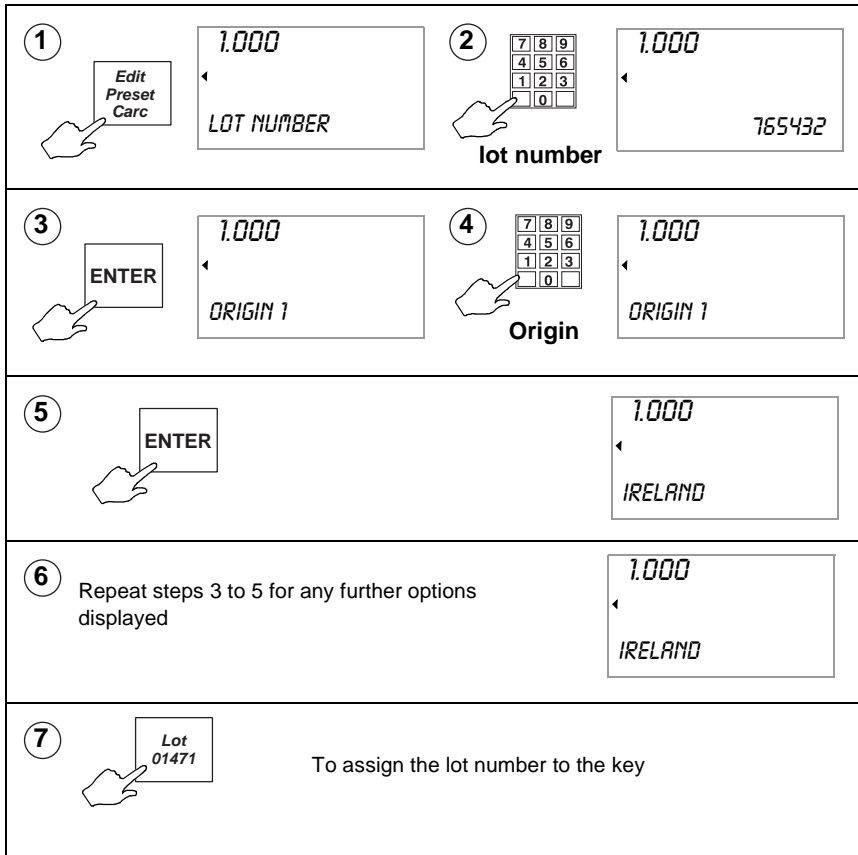
Retained lot number

When you select a PLU, the last used lot number is displayed. You can enter a new lot number at this point if required. If Retained Lot No. has been enabled for your scale the new lot number will be retained, replacing the programmed lot number in the PLU

Edit preset carcass

To create or edit a carcass record from the sales keyboard enter the lot number, then enter the **references** to the appropriate data tables.

You can scan the barcode if you have a scanner at the machine, or use the # key to program data from the supplier barcodes, if the appropriate barcoded information is available.




If the record already exists, when you have finished entering data, you will see the message Carcass Exists followed by


Update Carcass?. Press **ENTER** to confirm that you


want to update the carcass panel or press **CLEAR** to cancel the changes.


If all 250 records are currently in use, when you try to create a new panel you will see the message No Space Left followed by Delete Old Carc?.

The system uses the last pack date to select the oldest record.

Press  to confirm selection.

Press  to view the next oldest record. You can keep

pressing  to step through the carcass records and

press  to delete any record no longer required.

If you need to delete old records by lot number or specific dates, see **Part 2 Manager Functions** , section 4.12.

9 The Cassette printer

9.1 Changing the printer roll

9.2 Routine maintenance

9 The Cassette printer

This is a label/receipt printer which will accept label or continuous paper rolls.



CAUTION:

Should labels become stuck in the printer, under no circumstances use a metal object to clear the jam.



CAUTION:

Under no circumstances use sharp or metal objects to remove any 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 **Out Of Paper** appears on the display to warn you that the printer roll is nearly finished or labels are jamming in the printer.

Most M series machines are supplied with one of two printer types depending on the model. M420 machines have two printers, a clamshell (receipt) printer and a cassette label/receipt printer.



Ensure that the appropriate type of printer roll is loaded before you start to use the machine.

You may need to adjust the label width guide if you load a printer roll of a different width.

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

Advancing the printer roll

To advance the paper roll, or print a blank label, press

TOTAL

when the display shows **Enter PLU** or **Hand Price** or **Pre-Pack** and the unit price and total price are zero.

Printer roll dimensions

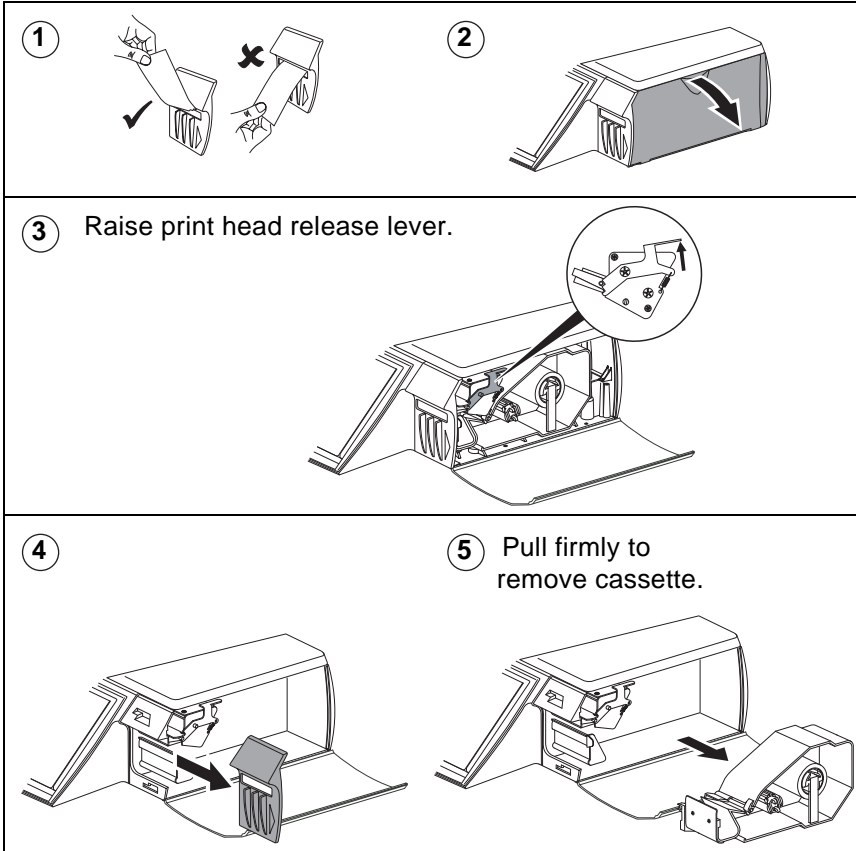


These dimensions are approximate and for guidance only. Refer to the appropriate Thermal Label/Receipt Material Specifications for further information.

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.

9.1 Changing the printer roll

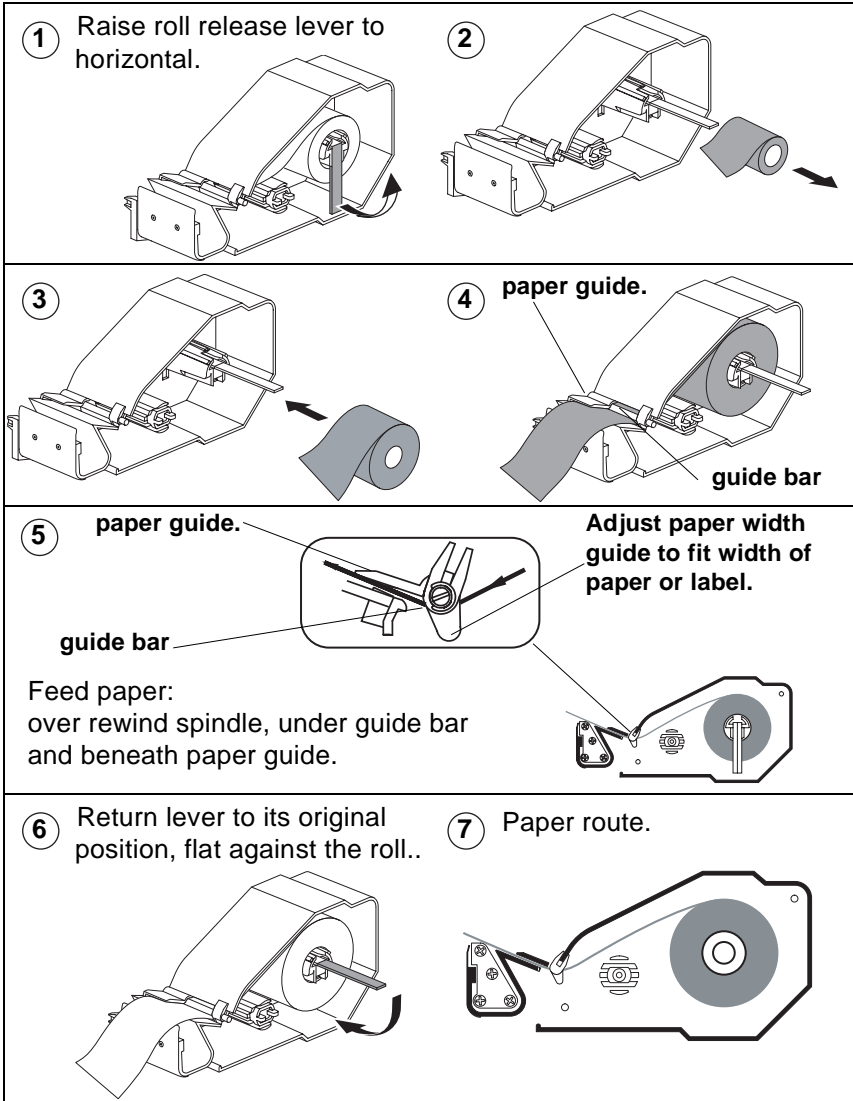
Removing the cassette

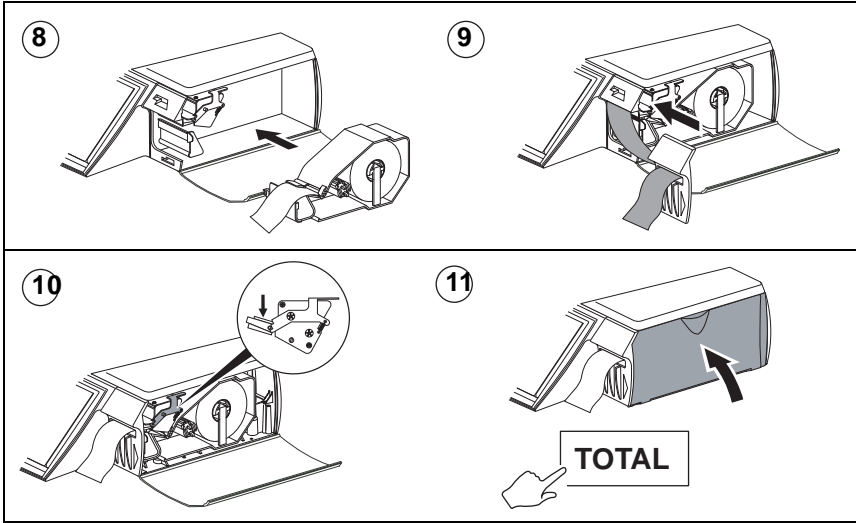


Changing the label/paper roll

Note:

If you are rewinding the backing paper follow the instructions on page 144



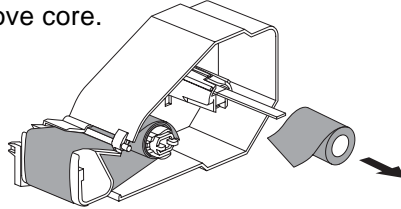


Rewinding the paper

If you are using a label roll you should rewind the backing when serving customers. If you are using a paper roll you can rewind the paper when printing reports.

Follow the instructions on page page 141 to remove the cassette.

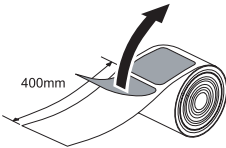
- ① Tear paper and remove core.



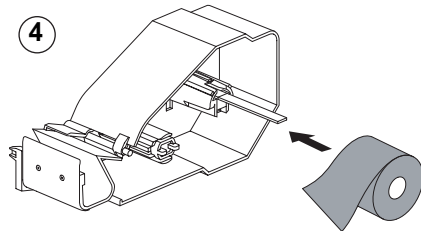
- ② Turn knob on rewind spindle to position 2 and remove backing paper from rewind spindle.



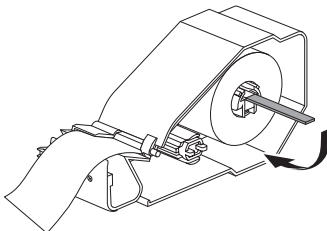
- ③



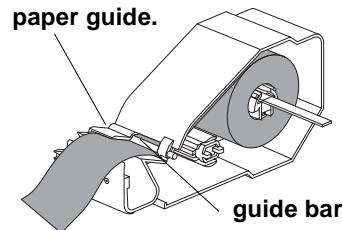
- ④

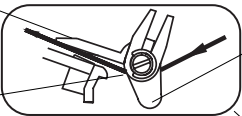
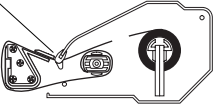
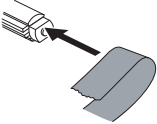
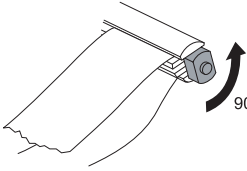
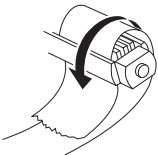
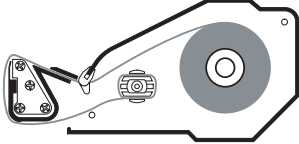
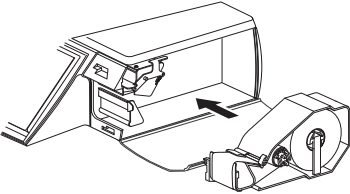
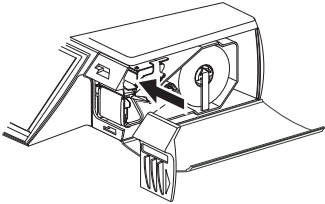
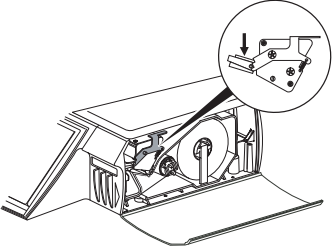
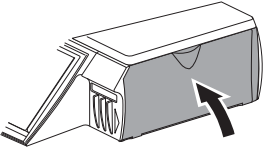


- ⑤ Return lever to its original position, flat against the roll..



- ⑥ Feed paper under guide bar and through paper guide.



<p>7 paper guide.</p> <p>guide bar</p> <p>Feed paper: over rewind spindle, under guide bar and beneath paper guide.</p>	<p>Adjust paper width guide to fit width of paper or label.</p>  
<p>8 Turn knob on rewind spindle to position 2 and feed backing paper through outer slots.</p>  <p>position 2</p>	<p>9 Turn knob back to position 1.</p>  <p>position 1 90°</p>
<p>10 Turn complete spindle 2 or 3 times to anchor paper firmly.</p> 	<p>11</p>  <p>paper route</p>
<p>12</p> 	<p>13</p> 
<p>14</p> 	<p>15</p> 

9.2 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.

The ON/OFF switch is located in the base of the machine just in front of the rear left foot.

Cleaning the print head



CAUTION:

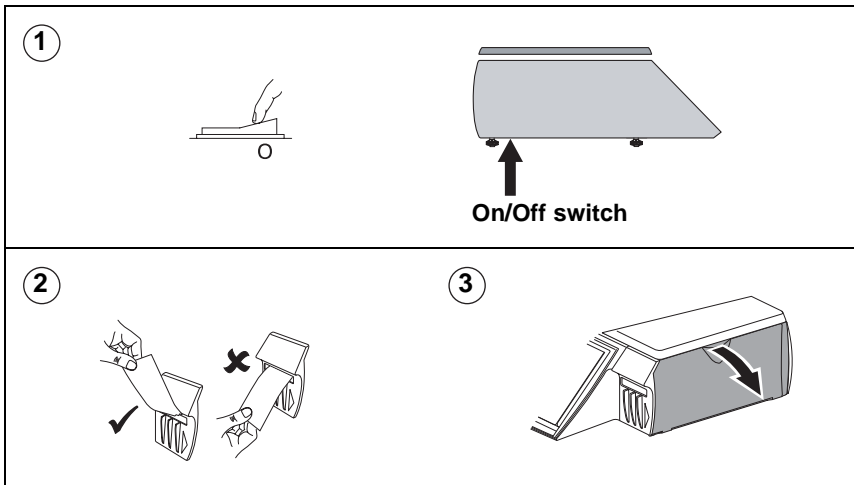
We recommend that the print head is cleaned *daily* in order to ensure maximum life and to maintain the quality of print.



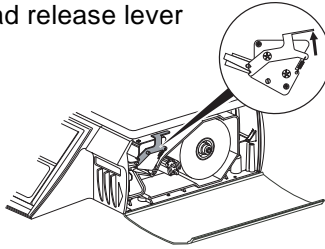
The print head should be cleaned daily with the specified head cleaning kit, part number SER/GSI/0100, available from your Avery Weigh-Tronixl centre.



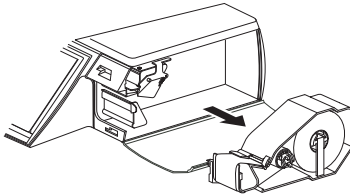
Always follow the instructions on the cleaning kit.



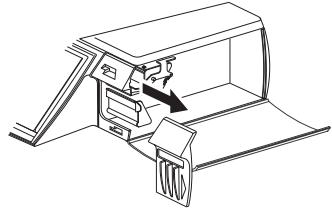
- ④ Lift up print head release lever



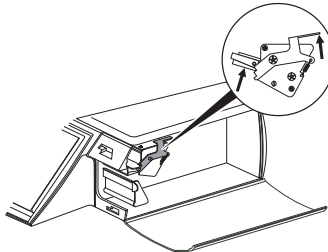
- ⑤ Pull firmly to remove cassette



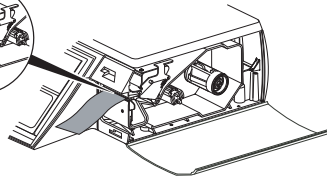
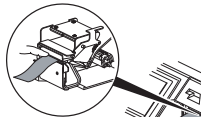
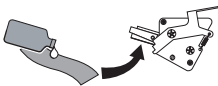
- ⑥



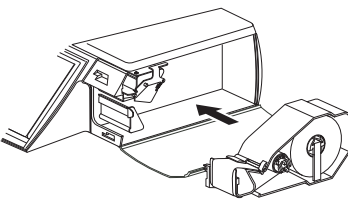
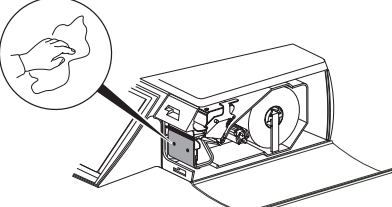
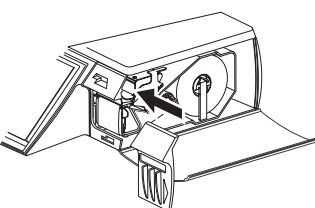
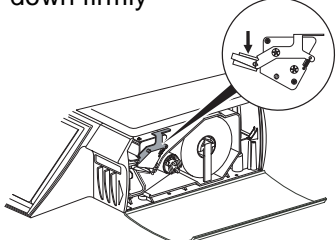
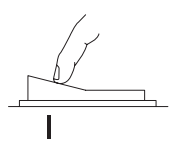
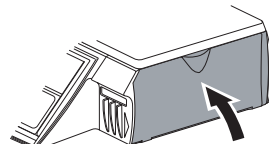
- ⑦ Lift up print head while holding print head release lever up.



- ⑧ Use recommended cleaning fluid to clean print head and roller.



Turn the roller as you clean it so that all of the surface is cleaned.

<p>9</p> 	<p>10 Clean front plate</p> 
<p>11</p> 	<p>12 Make sure that print head is down firmly</p> 
<p>13</p> 	<p>14</p> 

10 The Receipt printer

10.1 Changing the printer roll

10.2 Routine maintenance

10 The Receipt printer

This is a (Clamshell™) receipt only printer which uses continuous paper rolls.



Under no circumstances use sharp or metal objects to remove any accumulated debris.



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



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

The message **Out Of Paper** appears on the display to warn you that the printer roll is nearly finished.



Ensure that the appropriate type of printer roll is loaded before you start to use the machine.

Advancing the printer roll

To advance the paper roll, or print a blank label, press

TOTAL

when the display shows **Enter PLU** or **Hand Price** or **Pre-Pack** and the unit price and total price are zero.

Printer roll dimensions

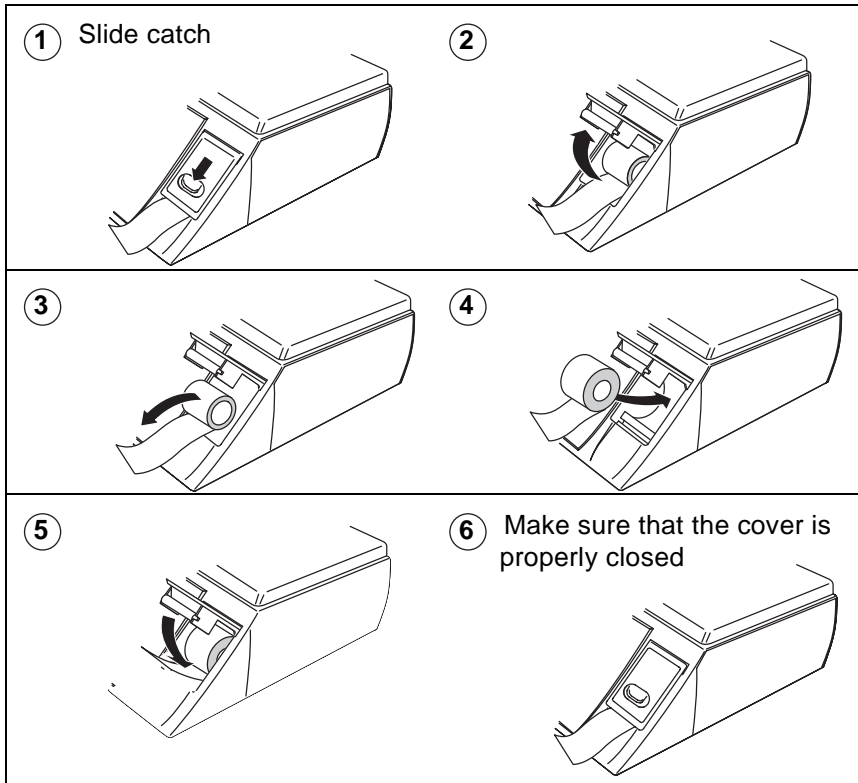


These dimensions are approximate and for guidance only. Refer to the appropriate Thermal Label/Receipt Material Specifications for further information.

Paper roll	Thermal, 60mm wide
Roll diameter	70 mm maximum
Cleaning	Daily, using specified kit.

10.1 Changing the printer roll

Receipt only printer



10.2 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.

The ON/OFF switch is located in the base of the machine just in front of the rear left foot.

Cleaning the print head



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

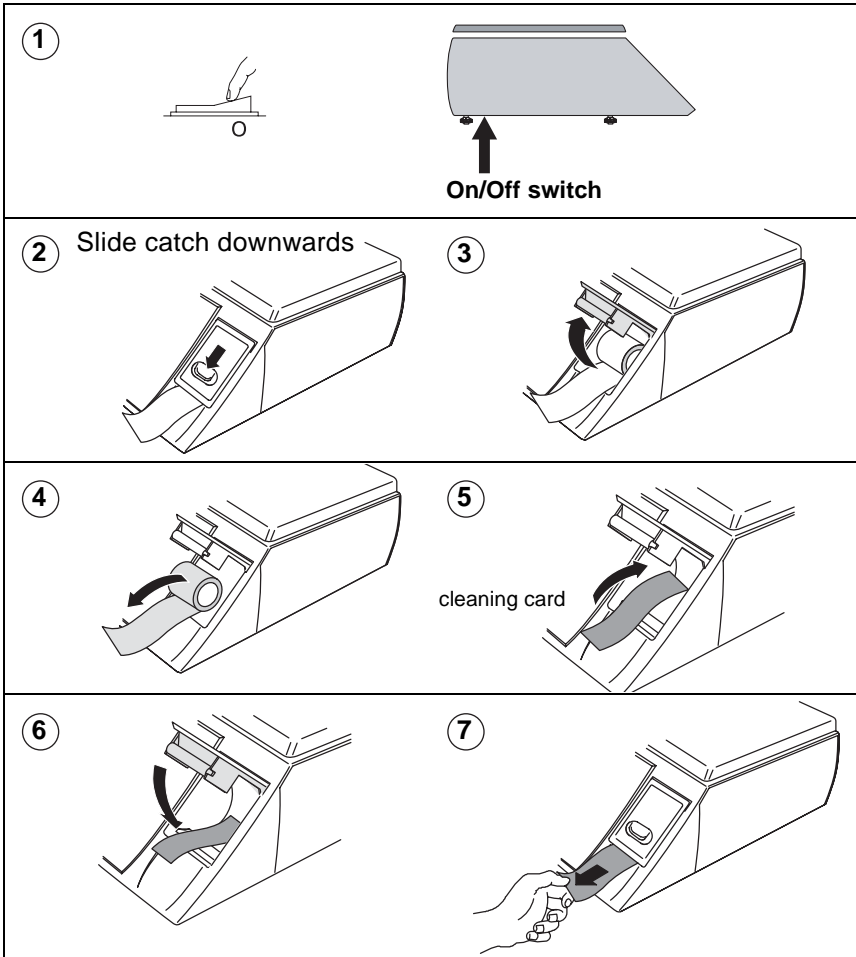
Receipt printer



The print head should be cleaned daily with the specified head cleaning kit, part number 76801-107, available from your AveryBerkel centre.



Always follow the instructions on the cleaning kit.



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