XS Series Retail System Scales
Operator Instructions

IMPORTANT

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

Chapter 1 Safety

1.1   Warnings

Safe Installation

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.

USA

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

Safe use

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

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

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

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.

Chapter 2 About Your Machine

2.1   Description

The XS series provides a complete set of system scales and printers to suit the different requirements of fresh food counters, self-service, pre-pack areas and point of sale areas for supermarkets and speciality stores. They may be used in stand-alone mode or linked together to form scale networks. Each network can be connected to a back office or head office computer, to provide store or even business wide central management.

The scales can operate in a number of different modes, printing individual labels for each item or combining the shoppers' items together and printing a single receipt.

The XS series build types cover a range of counter service terminals, including:

XS 100 Monobloc scale

This model provides a compact weighing terminal with integrated vendor and customer display. The scale has a 58 pre-set key keyboard for PLU selection and an additional 23 full-travel tactile keys for regularly used functions.

XS 200 Head up Display (HUD)

Scale with column mounted customer display and a vendor display located on the base unit. The display, keyboard and weighing characteristics are identical to the mono bloc unit. The scale has a 58 pre-set key keyboard for PLU selection and an additional 23 full-travel tactile keys for regularly used functions.

XS 300 Self-service scale

This provides 40 user programmable 'Full travel' keys placed on a large keyboard mounted on a separate column assembly. The keyboard unit connects to the scale via USB and the mounting arrangement allows for easy location and removal of the XS scale unit. The keyboard unit provides facility to insert a product-legended A4 sized sheet over which there is a transparent protective cover.

XS 400 Two-piece scale

This has the keyboard and both displays mounted on the tower column, this maximises eye-level interaction between operator and customer. The scale has a 58 pre-set key keyboard for PLU selection and an additional 23 full-travel tactile keys for regularly used functions.

2.2   Programming

Depending on how it is configured your XS scale can operate as three different machines: a counter scale; pre-pack machine, or a full cash control Electronic Cash Register (ECR). Before it can be used it must be programmed with Product Look Up codes which can be assigned to single keys on the Pre Set keyboard.

This programming is done from Manager Mode using a dedicated keyboard template. Programming is covered in a separate Programmers manual. This document is for operators and covers day to day operation of the XS series scale.

2.3 Vendor Display

All XS series customer and vendor displays are 320 x 128 dot resolution LCD dot-matrix displays with white LED back-light.

The layout of the display is designed to provide all relevant information according to its mode of operation, whilst providing an easy-to-use interface for the customer and vendor.

Date and time are permanently displayed, along with a status area showing network status, printer status, label/receipt mode and activity indicator.

The top left-hand corner of the display is reserved to allow a logo to be permanently displayed. This logo is stored in the machine using a scale management application (contact Avery Berkel for details).

Different character sets can be supported for the various countries, including Latin, Greek Hebrew and Arabic.
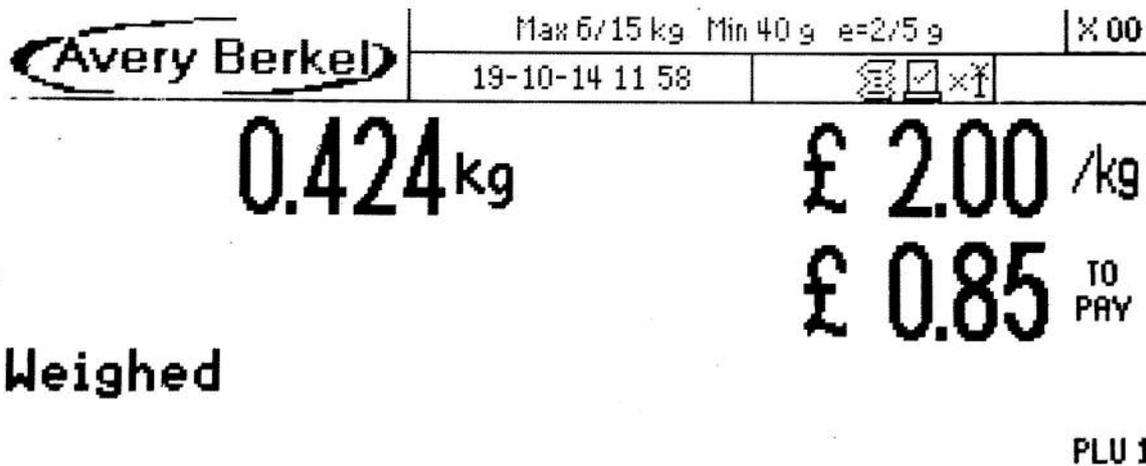
Figure 2.1   Vendor display

2.4 Installation

Handling

When moving the unit take care to handle it carefully and only lift it from the base.
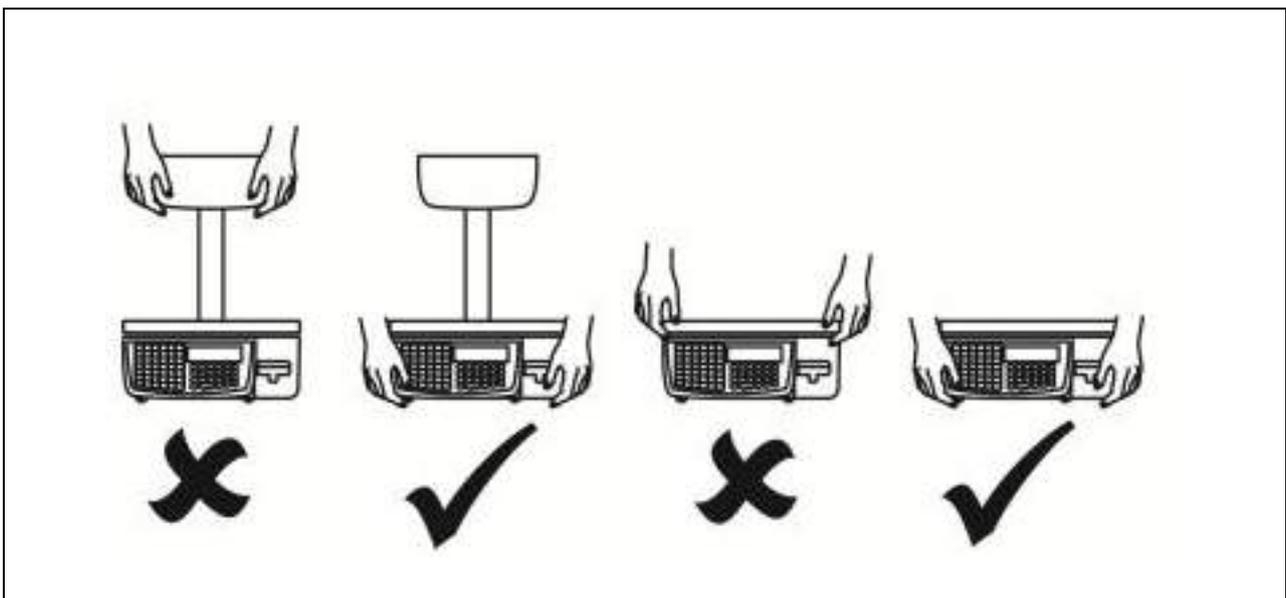
Levelling

Adjust the feet to level the machine so that the bubble in the level indicator is central.
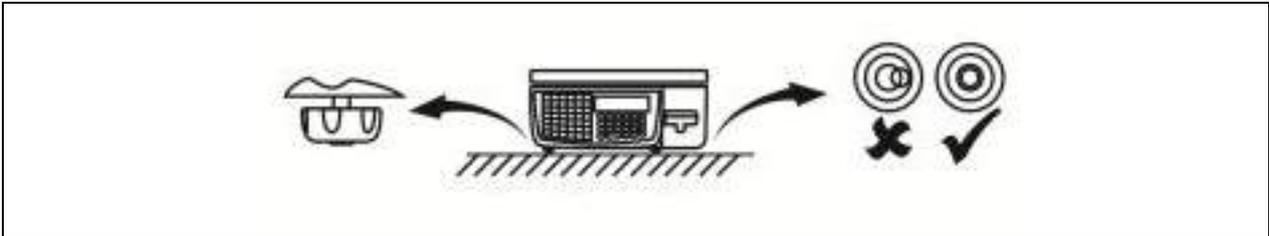
Legal requirements

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.

2.5   Getting started

Connections

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.

Power

Cash drawer

Ethernet network

USB port

Display

USB port
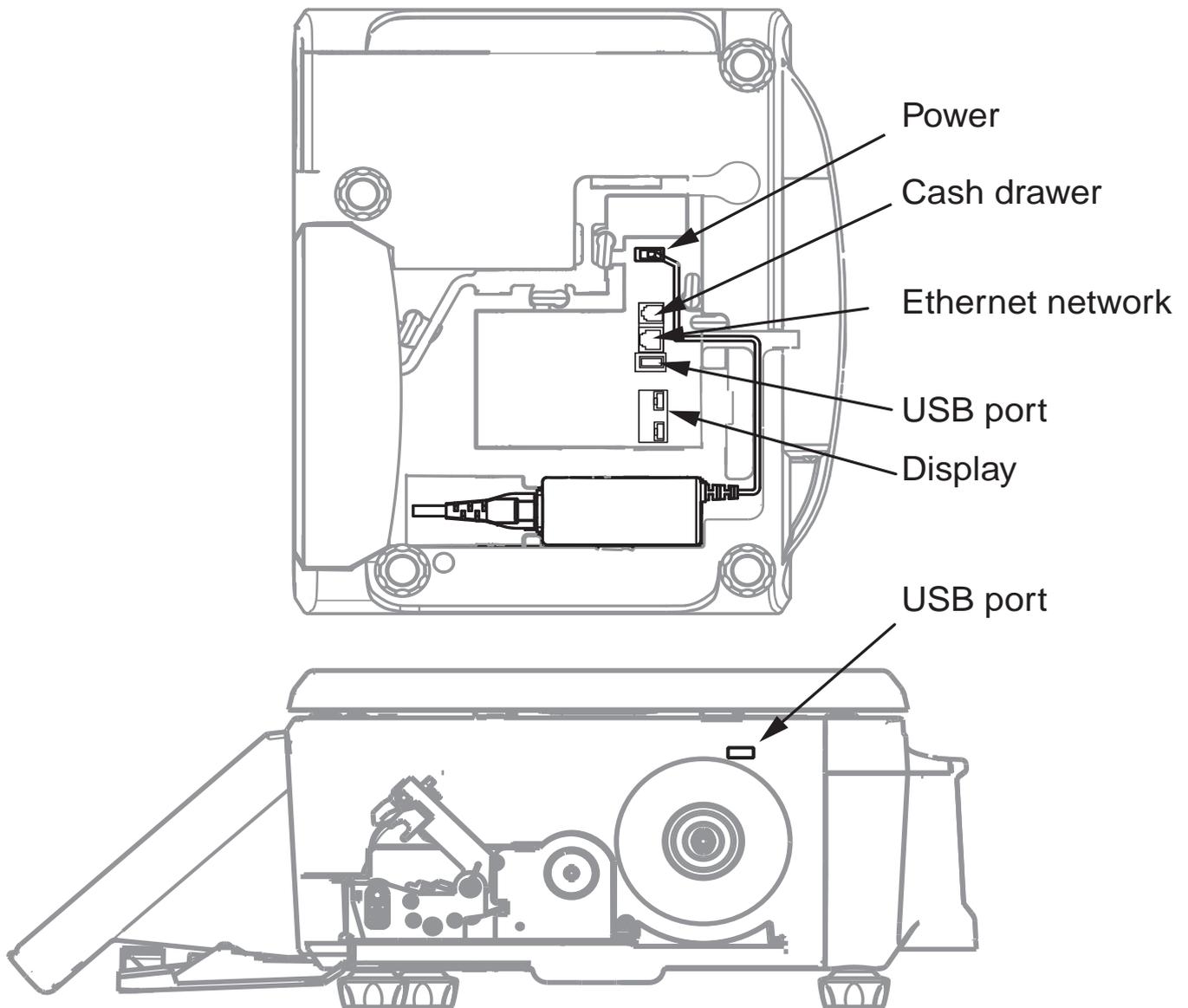
Figure 2.2   Connections

Mains power

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.

2.6   Keyboards

The Xs series features a 58 key user-programmable keyboard having a hard-wearing, touch sensitive, wipe clean surface.

The user programmable area has a hard-wearing, tear-resistant, transparent pocket under which a user-defined insert may be slotted into place. Tough, flexible plastic inserts are supplied with the scale; it is possible to write on these with a

non-permanent felt marker which can be erased if a change to the user-programmed key is made in the future. The reverse side of the insert contains all the keys necessary to programme the scale.

Figure 2.3   Operators keyboard template

Figure 2.4   Manager's programming keyboard

In addition there is a 23 key full-travel section for commonly used numeric / function keys (eg: 0-9, Clear, Test, Enter, Total / Print, Add, Tare, etc); this keyboard has a raised embossed overlay to give you touch feedback that your finger is located correctly on the key.
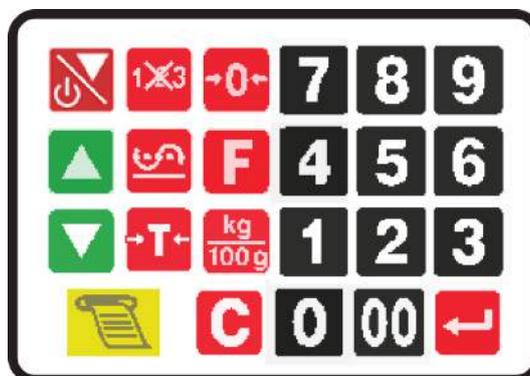
Figure 2.5   Numeric and Function Keypad

Function keys

 Zero. Resets an out of balance scale.

Tare. Subtracts the weight of the container when weighing goods.

Fix. (1) In receipt mode, retains the PLU until the transaction is entered. Retains a tare, if in operation, until it is cancelled. (2) In label mode, the PLU is retained until it is cancelled. (3) Sets the machine to pre-pack if the machine configuration allows it.

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

Print. In receipt mode (Non PoS), 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.

Price Override. Enables you to override the price of a PLU for that transaction.

Void Transaction. Cancels an unwanted transaction from an operator subtotal.

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

Display Test/Standby. (1) Press once to initiate a display test sequence. (2) Press again during the test sequence to print a test report. (3) Press and hold for 3 seconds to enter Standby mode. (4) Press and hold for 1 second to leave Standby and restart. (5) Press the Enter key and type in a valid PIN during the test sequence to gain access to Manager Mode (for programming.

Up. Move to the item above in the displayed list

Down. Move to the item below in the displayed list

2.7 Entering and leaving Standby mode

To shut down and enter Standby:

1. Press and hold [icon] for 3 seconds.

To exit Standby and return to normal operation:

2. Press [icon] for 1 second.

2.8 Machine security

Your machine may be programmed with security features which restrict access to unauthorised users.

Security level

Security levels are assigned to the scale functions on your machine. Each operator is assigned a security level. 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 or a lower level of security than your own security level.

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

Logging on/off

If your machine has a dedicated $\boxed{\text{LOG}}$ key you must:

- log on at the start of your shift

- log off at the end of your shift

- log off or on at the start or end of your break.

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

To log on:

1. Press the $\boxed{\text{LOG}}$ key.

2. Use the ▲ ▼ keys to select either log on or log off. Press ↵ .

3. Press the operator key (or select your operator number).

4. Enter your PIN.

2.9 Servicing your machine

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

Once the scales have been serviced, the engineer will reset the service interval.

Chapter 3 Printing

3.1   About the printer

The XS series printer is a heavy duty label and receipt printer, with a single motor driving both the paper feed and paper rewind systems. Receipt tally roll, die cut labels or continuous sticky paper can be used.

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

The paper roll is loaded onto the spindle and the paper passed through the aperture at the rear of the open print mechanism.

To ensure the print head can be cleaned easily, the print head is raised well clear of the lower body when in the open position ensuring good access.

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
Labels	Standard width 56mm standard
Roll diameter	100mm maximum
Cleaning	Daily, using specified kit.

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

3.2   Changing the printer roll

Choosing the correct spindle

The printer which will accept label or continuous paper rolls with two core diameters.

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

A larger sleeve is provided to clip over the small spindle for use with large core paper and label rolls (To remove the sleeve, pull it off as shown below).

Note: Make sure that the correct size of spindle is fitted before loading the paper or label roll.

Check that the arrow on the spindle points towards the machine.
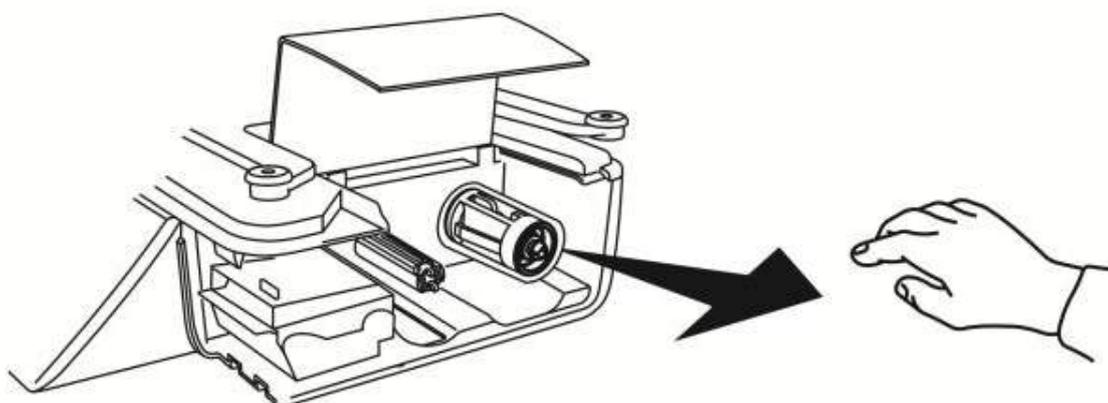
Changing the label/paper roll
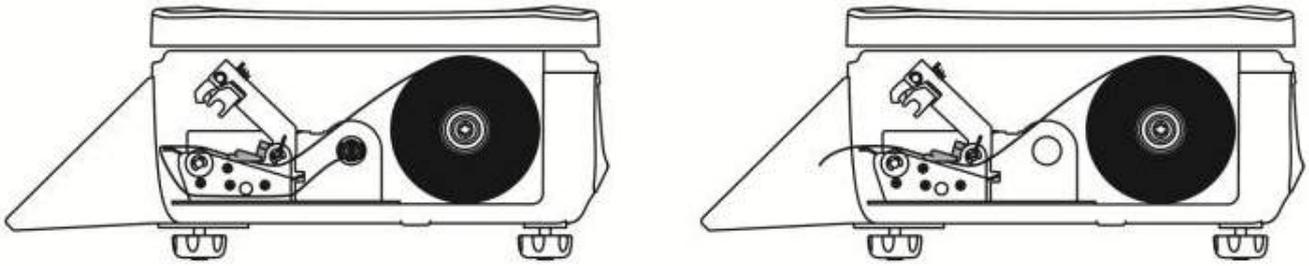
The paper path through the print head is the same for labels and continuous paper, but the label backing paper passes back under the print head to the take up spool.
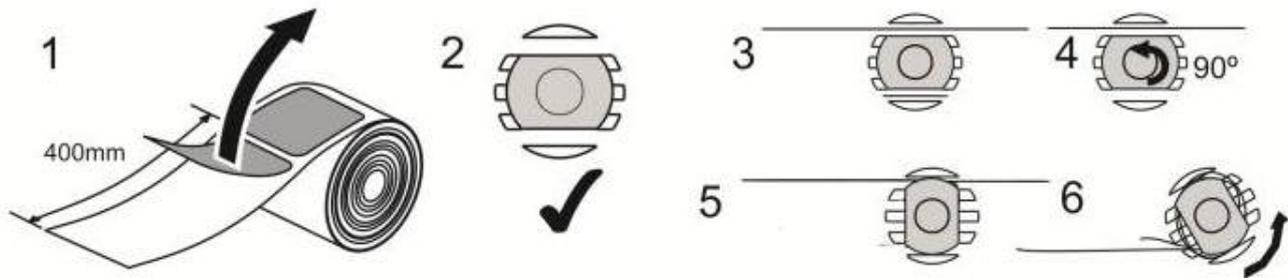
CAUTION: Should labels become stuck in the printer, under no circumstances use a metal object to clear the jam.

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.

• The message **Paper Out** or **Label Feed Error** appears on the display to inform you that the printer roll is finished.

Advancing the printer roll

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

• **Enter PLU**

• **Hand Price**

• **Pre-Pack**

3.3 Printing labels and receipts

You can select whether you want to print labels or receipts.

Before selecting label or receipt mode check that:

• The correct label or paper roll is loaded.

Selecting label or receipt mode

1. Press [C] .

2. Press [0] to toggle between **Label** or **Receipt** on the display.

3. When the desired mode is shown, press [icon] .

4. The screen will show **Entry Accepted** to confirm the change.

To print a label:

1. Press [icon] while a total price is displayed (see *Serving Customers* for more details of this)

Label Streaming

In label mode:

1. Select a non-weighed product

2. Press twice.

3. Select the number of labels required

3.4 Routine maintenance

Cleaning the print head

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

Note: Always follow the instructions on the cleaning kit
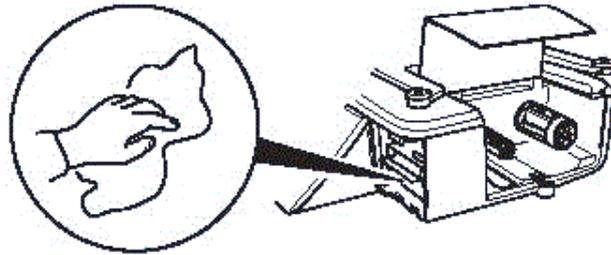
Chapter 4 Serving Customers

This section describes how to use the functions you may need when actually serving customers.

Some of these operations depend on special keys being set up during programming. If the keys mentioned in the instructions are not available on your keyboard refer to your manager for advice.

4.1 Using PLUs

All products have a unique PLU (Product Look Up) number associated with them. PLUs provide a fast way to recall product data for regular product lines. The most frequently used PLUs may have their own commodity key programmed.

There are four ways to select the PLU you want:

1.   Press the commodity key for the PLU.

2.   Use the fixed numeric keys to enter the PLU number.

3.   Use the PLU search function to search by description.

4.   Enter the barcode number or (if your machine has a scanner) scan the barcode.

If departments are set up for the system, you can enter the PLU number from the keyboard provided it is in the department currently set on the scale.

Searching by Description

1.   Press the PLU search key.

2.   Type the description. The list of products is progressively filtered by your text. For example, typing 'Gold' finds all products that start with: Gold and Golden.

4.2 Using Department Keys

A department is a group of machines within the store which reflects the way the store operates, for example, produce, bakery, fresh meat, fish.

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

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

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

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

4.3 Label Mode Operation

Label mode is generally used to print labels for single items that are to be taken to a checkout in another part of the store. The operation of the scale in Label mode is set during programming and determines how the scale is operated during a label printing transaction.

Print Mode. There are three options for this:

•   **Print on Request:** The label is printed when the print button is touched by the operator.

•   **Print Immediate:** The label is printed as soon as a steady weight is achieved without any intervention from the operator.

•   **Pre-pack:** A label is printed automatically for the selected product each time the weight changes.

4.4 Receipt Mode

Receipt mode is used to print receipts for one or more items, and may also be used to take payment if the machine is in PoS mode. The operation of the scale in receipt mode is set during programming and determines how the scale is operated during a receipt transaction.

There are two parts to receipt mode programming which in combination provide a total of six different variations:

PoS Mode. When PoS (Point of sale) mode is enabled it is normally used in conjunction with a cash drawer and allows different types of payments to be accepted.

Checkout Mode. The checkout mode has three options and can be set to Enabled, No Float, or Disabled:

•   **Enabled:** The scale is used by a single (logged on) operator. When moving to another scale, the operator must manually log off before logging on to the new one.

- **No Float:** This is similar to **Enabled** in that the scale is used by a single operator. The difference is that the operator is automatically logged off the previous scale when logging on to the new scale.

- **Disabled:** The scale is used by multiple operators. Each operator must assign transactions to their operator key. This has the advantage that, where multiple scales are in use you can weigh and assign the transaction on the closest, available, scale. Each transaction can be on a different scale and the receipt can be printed on whichever scale is most convenient.

If the Checkout mode is set to Enabled or No Float there may just be a single checkout key used to assign the transaction, rather than separate operator keys for each operator. Also, if you scan a product barcode, it is immediately assigned without needing to press either operator or checkout key.

Your manager should be able to advise you how your scale has been set up if it is not clear from the above.

Note: In the following instructions **Operator Key** means either the operator key assigned to you or the **Checkout Key** if that is what you have available.

PoS-Disabled

This mode prints counter receipts only, that is, there is no payment handling.

Example: Weighed Goods

1. Place the goods on the scale.

2. Select the PLU.

3. Press the Operator Key. The screen briefly shows the subtotal.

4. To show the subtotal at any time press the Operator Key.

5. To print the receipt, while the subtotal for the operator is on the screen, press .

Example: Non-Weighed Goods

1. Select the PLU.

2. If there is more than one item, press and enter the number of items.

3. Press the Operator Key. The screen briefly shows the subtotal.

4. To show the subtotal at any time press the Operator Key.

5. To print the receipt, while the subtotal for the operator is on the screen, press .

PoS - Enabled

PoS (Point of Sale) mode is normally used in conjunction with a cash drawer.

Dedicated ECR (Electronic Cash Register) keys are usually set up for a scale that is linked to a cash drawer. The position of the ECR keys depends on how the scale has been set up.

These may include the following keys:

- Cash

- Coupon

- Cheque

- £5

- Credit Card

- £10

- Account

- Debit Card

- Received on Account

There may also be some basic Electronic Cash Register (ECR) banking functions:

- **No Sale:** Allows you to open the cash drawer without entering a sale. A No Sale slip is printed.

- **Float:** Allows you to add money to the cash drawer so that you can give change.

- **Paid Out:** Allows you to make miscellaneous payments using the cash from the drawer.

- **Pick Up:** Allows you to take money from the cash drawer for security purposes during trading.

- **Refund:** Allows you to refund the customer for goods returned.

When using Float, Paid Out, Pick Up or Refund operations, you must enter the amount added to or taken from the cash drawer so that the scale cash report is updated. A receipt is printed for each of these functions.

Example: Weighed Goods

1. Place the goods on the scale.

2. Select the PLU.

3. Press the Operator Key. The screen briefly shows the subtotal.

4. To show the subtotal at any time press the Operator Key.

5. To print the cash receipt, while the Subtotal for the operator is on the screen, select the payment method. The scale prints the cash receipt.

Example: Non-Weighed Goods

1. Select the PLU.

2. If there is more than one item, press and enter the number of items.

3. Press the Operator Key. The screen briefly shows the subtotal.

4. To show the subtotal at any time press the Operator Key.

5. To print the cash receipt, while the Subtotal for the operator is on the screen, select the payment method. The scale prints the cash receipt.

4.5 Promotional PLUs

Some PLUs may be set up with a promotional price or offer, which is applied automatically to the receipt or label. Promotions are often time-limited, that is, are only applied during set periods.

There are six types of promotion are available:

- Price Break Promotion

- Frequent Shopper

- Weight Free Promotion (weighed products only)

- Items Free Promotion

- Discount Promotion

- Voucher Promotion

- Markdown Promotion

Sales receipts and labels can be printed with messages giving details of the savings or benefit to the customer. If a frequent shopper promotion is in operation and a suitable label format is available, the label shows the normal selling price and a special price.

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

Pressing overrides the promotion.

4.6 Price Override

You can temporarily change the unit or item price for a product providing your security level is adequate. The change is temporary and the price reverts to the programmed price when the transaction is completed.

Note: Price Override overrides any promotion or transaction discount. That is, you cannot change the price and then apply a discount.

Weighed Goods

1. Place the goods on the scale.

2. Select the PLU.

3. Press ![1X3] .

4. Enter the **Price**.

5. Press the **Operator Key**. The screen briefly shows the subtotal. The receipt shows an asterix (*) against the items that have a modified price.

Non-Weighed Goods

1. Select the PLU.

2. If there is more than one item, press ![enter] and enter the number of items.

3. Press ![1X3] . A security level may be assigned to this function. If your security level is not high enough, the scale shows a warning message and the list of authorised operators is displayed.

4. Enter the **Price**.

5. Press the **Operator Key**. The screen briefly shows the subtotal. The receipt shows an asterix (*) against the items that have a modified price.

4.7   More on barcode scanning

The barcode scanner should be plugged into the USB socket on the underside of the scale.

Barcode scanning is normally used with receipt printing operations.

Use the barcode scanner at the machine to read barcodes:

- on products
- on labels.
- on counter receipts
- on vouchers

When the scanner successfully reads the barcode it bleeps.

Scanning barcodes means that:

- you do not have to enter product numbers to recall PLUs.
- at a Point of Sale (PoS) machine or checkout, you can scan customer numbers from subtotal counter receipts to add them to the sales total receipt.
- with the subtotal displayed, you can scan the barcode on promotional vouchers automatically deduct the voucher value.

Scanning a Product

1. At the Enter PLU prompt, scan the barcode on the product. This should select it and display the product details.

2. Press the Operator Key to add the transaction to the receipt.

If the Barcode Fails to Scan

1. At the Enter PLU prompt, press ![#]

2. Enter the barcode number and press ![enter] .

Changing the number of items

To select multiples, of the same item, before scanning the barcode:

1. Press ![enter]

2. Enter the number of items.

3. Scan the barcode

4. Press the Operator Key to add the transaction to the receipt.

Barcode scanning in checkout mode

If scale is in checkout mode, the transaction will be automatically added to the receipt subtotal, each time you scan a product barcode.

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.

To enquire about a price:

Press # and then scan the item. The transaction will not be assigned automatically.

4.8 Overriding weight

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

If weight override is used:

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

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

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

Using weight override:

1. Select a PLU

2. Press the <Weight Override> key.

3. Enter the required weighed.

4. Assign the transaction.

Figure 4.1   Receipt with weight override

Fixed price key

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

4.9 Cancelling (Voiding) transactions

You can cancel (void) an individual, unwanted transaction or all the transactions before printing the customer receipt or an ADD totals label. You may want to do this, for example, if a product is added in error, or the customer changes their mind about purchasing an item.

• Voiding only applies when in Receipt or Add mode.

- You can cancel (void) any item in the subtotal.
- If security is set for the void function, the void operation can only be initiated by an operator or supervisor with an equivalent or higher security level.

To void all transactions:

1. Press [icon] .

2. Press the Operator Key. The scale shows the subtotal.

3. Press [icon] .

To void individual transactions:

1. Press [icon] .

2. Press the Operator Key. The scale shows the subtotal.

3. Or use the [icon] [icon] keys to select the individual item to void.

4. Press [icon] . The screen shows the transaction with a line through it.

5. Continue to void other items, or press [icon] to return to normal operation.

6. When ready, print the receipt (or add label) in the usual way. The scale prints the receipt with the voided items subtracted from the total.

4.10   Using tares

A tare is the weight of a container, which is not to be added to the weight of the product, and therefore only applies to weighed goods.

To Apply a Tare

1. Place the container on the scale.

2. Press [icon] . The weight of the tare is shown below the weight of the product (if configured for separate tare).

3. Fill the container either on or off the scale.

4. Select the PLU (weighed products only).

5. Print the receipt or label.

6. Remove the container with the product from the scale. The tare is automatically cancelled. If it does not cancel, press [icon] .

Note: to keep the PLU (and tare in Label mode) active, use the fix key.

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.

Keyboard entered tare

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

To use a keyboard entered tare:

1. Press [icon] .

2. Enter the weight of the container.

3. Fill the container either on or off the scale.

4. With the container on the scale, select the PLU (weighed products only).

5.   Print the receipt or label.

6.   Remove the container with the product from the scale. The tare is automatically cancelled. If it does not cancel, press ![T] .

Note: The weight display must be at zero before you start.

Using preprogrammed tare keys

Your machine may be programmed with dedicated tare key that selects a previously programmed tare weight value.

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

Tare interlock (label mode only)

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

Enabled

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

Enab. & Fix Tare

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

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

4.11   Using the FIX key

Use the FIX function to:

•   retain the PLU after the item has been removed from the scale.

•   retain a tare until it is cancelled

•   retain the PLU until it is cancelled (Label mode)

•   retain the unit price of hand priced products after the item has been removed from the scale.

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

4.12   Using the ADD key

Note: This function is only available if your machine is operating in label mode.

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

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

•   single add label at the end of all the transactions

•   label after each transaction and a single add label at the end of all the transactions

•   a receipt type label at the end of all transactions

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

Please Note:

•   ADD is not available if the machine is set to receipt mode.

•   You must press ![icon] while the subtotal is displayed to print a label or ADD receipt.

To print an ADD label:

1.   Press ADD . Display shows **Add PLU**.

2.   Select the PLU for the first product.

3.   Put the product on the scale.

4.   Press your Operator Key.

5.   Select the PLU for the next product.

6.   Put the product on the scale.

7.   Press your Operator Key.

8.   Repeat steps 4, 5 and 6 until all products are totalled.

9.   With the subtotal displayed, press .

10.   Press ADD to exit the ADD function.

4.13   Receipt operations

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

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

- You can only enter transactions if you are logged on. If you attempt to enter a transaction when you are logged off you will see the message **Please Log On**.

Displaying the operator subtotal

To display the current subtotal for a particular operator, press their Operator Key.

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 receipt is being printed or the cash drawer is open.

To display the customer's change:

1.   Press the Operator Key to display the subtotal.

2.   Enter the amount tendered on the keypad.

3.   Press a payment key while the amount tendered is displayed.

Printing receipts

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

Sales receipt

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

Counter receipt

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

Subtotal receipt

Machines operating in receipt mode can also be set up to print subtotal receipts by pressing the Subtotal key instead of the print or payment key. Subtotal receipts can be printed at any suitable machine throughout the store. They are 'consolidated' (added) into a final sales total receipt at the PoS machine or checkout.

To print a sales receipt:

1.   Press the Operator Key to display the subtotal.

2.   Press a 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 4.2   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.

To print a counter or subtotal receipt:

1.   Press the Operator Key to display the subtotal.

2.   Press the [icon] or subtotal key while the subtotal is displayed

You can print subtotal receipts if your machine has a subtotal receipt key or if the [icon] key has been configured as a subtotal key.

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.

•   have either a manually entered customer number or a system generated customer number.

Adding 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.

To add subtotal receipts:

1.   Press the Customer number button.

2.   Scan the barcode or type in the customer number from the receipt.

3.   Repeat steps 1 and 2 for each subtotal receipt.

4.   Complete other transactions for the customer.

5.   Press the Operator Key to display the subtotal.

6.   Enter the amount tendered.

7.   Press the appropriate payment key.

Re-opening a subtotal receipt

A previously printed subtotal 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 reopen a receipt:

1. Press the Customer number button.

2. Scan or type in the customer number from the receipt.

3. Press the operator number key.

4. Complete other transactions for the customer.

5. Press the Operator Key to display the subtotal.

6. Press the subtotal key while the subtotal is displayed to print a new subtotal receipt.

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:

- press the Operator Key to display the last sub-total. You will see the message **Previous Sale**, the number of transactions on the receipt and the total value.

- press while **Previous Sale** is displayed to print the receipt. 'Duplicate' is printed below the total.

Reopening receipts

You can reopen a receipt to allow individual transactions on a receipt to be added or voided, or to allow the whole receipt to be voided.

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

If there are no transactions outstanding against an operator:

- press the 'reopen receipt' key

- enter the receipt number at the bottom of the receipt when prompted

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

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.

```
20-07-02
Total purchases
Fresh Fish
Trans      kg        £
  2      4.750    35.75

‖‖‖‖‖‖‖‖‖‖‖‖‖
0 202033 035756
        AZ Supermarket
```
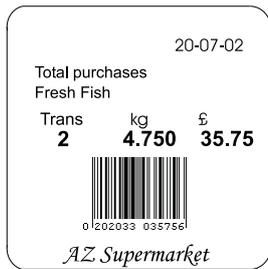
```
20-07-2002                    12:09
Served by                    Sandra

COD FILLETS                 £ 7.75
1.250  kg    £ 6.20/kg

SCOTTISH SALMON
North Atlantic Farmed       £ 28.00
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

     THANK YOU FOR SHOPPING AT
           AZ SUPERMARKETS
```

Itemised

Figure 4.3   Typical label and receipt

4.14   About Tax

Tax Rates are usually set for each product PLU (Tax Rate 1 & 2) and you can select which one to use when making a transaction. For example, depending on whether the customer is eating inside or take-away.

You can change the tax rate used only when the scale is set to Receipt Mode - PoS Enabled.

- **Inclusive tax.** The value of the transaction is displayed including the tax.

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

Note: If the country mandates that the tax rate is inclusive (UK Europe etc.), the total does not change when a different tax rate is selected. For countries where the tax rate is exclusive the total does change.

For products that have more than one tax rate:

1. For weighed goods, place the goods on the scale and select the PLU.

2. For non-weighed goods, select the PLU, select the number of items.

3. Press the Change Tax key, the screen briefly shows the new tax rate. Press the key again to toggle between the two tax rates.

4. Continue to assign further transactions.

Net Value Tax

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

- Tax reference

- Tax rate

- Net sales

- Tax value

- Gross sales

Figure 4.4   Sales receipt (net sales value)

Tax printing on receipts

If available, the **Tax Print** key enables you to print individual tax rates and values on the receipt even if your machine has not been configured to do so.

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

If available, the tax change key enables you to select tax rate 2.

1.   Select the PLU.

2.   Press | Tax change | to select tax reference 2.

4.15   Paying for goods

Printing a sales receipt

To print a sales receipt from your machine:

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

- must have payment (ECR) keys assigned.

- must be in receipt mode.

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

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

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

Using payment (ECR) keys

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

- giving change

- giving refunds

- minimum and maximum values that can be accepted

- accepting a pre-set value only

- typing in the amount tendered (enforce value)

- open cash drawer

- security level

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

Multiple or split payment

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

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

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

To take a multiple or split payment

1. Press the Operator Key to display the subtotal.

2. Enter the amount tendered for the first payment method.

3. Press payment key for the first method.

4. Enter the amount tendered for the second payment method.

5. Press payment key for the second method.

6. Repeat until total amount tendered exceeds the receipt value.

Paying with foreign currency

If the scale is programmed to do so, 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.

Note that:

• 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.

To take a multiple or split payment:

1. Press the Operator Key to display the subtotal.

2. Press the appropriate Currency key.

3. Enter the amount tendered in the foreign currency.

4. Press the Cash key. The display will indicate any change required in the local currency.

Customer accounts

Your machine allows two types of account transaction.

• **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.

Note: If your machine only allows pre-programmed accounts, when the account reference is entered, the vendor display shows the account holder's name and credit limit set.

Charging to account

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

To charge to an account:

1. Press the Operator Key to display the subtotal.

2. Press Account .

3. Enter your operator PIN.

4.   Enter the account reference number.

5.   Press [↵] .

```
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****
```

Figure 4.5   Payment slip and receipt

Payments received on account

Customers can make payments to their account even when they are not purchasing goods.

A customer can over tender and receive change, for example the customer owes £20 on account and wished to pay £5. They can tender a £10 note and get £5 change.

When the transaction is completed the machine prints two copies of the **Received On Account** slip. You should:

•   give one copy of the slip to the customer

•   place the second copy in the cash drawer.

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

1.   Press [Recd. on Account] .

2.   Enter your operator number. Press [↵] .

3.   Enter the account reference number. Press [↵] .

4.   Enter the amount to pay. Press [↵] .

5.   Press the Cash button.

```
            *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 4.6   Received on account slip

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.

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

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

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

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

Discounting a receipt

You must enter the amount tendered, press a payment key or print the receipt before the discounted subtotal display clears. A recalled subtotal reverts to the value before the discount was applied so it must be re-applied.

Example: Customer loyalty discount 5%:

1.   Press the Operator Key to display the subtotal.

2.   Press | Loyalty Card |.

3.   Enter the amount tendered.

4.   Press the | Cash | key.

Discounting an individual transaction

1.   Select the PLU

2.   Put the goods on the scale.

3.   Press the discount key - the scale will display discount name.

4.   Press the Operator key. The display will show **Saving £xx.xx**.

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 | Euro Print | to print a duplicate receipt with the prices printed in Euros.

- press [Euro Print] while the price is displayed to display the transaction price in euros.

4.16 Cash drawer operations

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

Use:

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

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

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

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

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

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

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

Using the FLOAT, PICK UP or PAID OUT key

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

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

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

To add a cash float to the drawer:

1. Press [Float] .

2. Your operator number will be displayed. Press [↵] .

3. Enter the amount added to the drawer. Press [↵] .

Refunds

The Refund key is a programmable key that, when available, 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.

Note: 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 🅲 at step 6.

To refund the cost of goods:

1. Press [Refund] . Press [↵] .

2. Enter the number of items. Press [↵] .

3. Enter the PLU number. Press [↵] .

4. Enter the pack price. Press [↵] .

5. Press your Operator Key.

6. Press [Refund] (or 🅲 to exit the refund operation)

7. Print the receipt in the usual manner..

4.17 Returning products

Your machine may have a dedicated key set up for non-faulty returned goods that are to be returned to stock.

Using the Return function:

- retains the PLU until the transaction is entered. This acts as a check to ensure that the transaction is entered.
- automatically updates the returns value and weight or count totals.
- in PoS mode, deducts the cash refunded from the cash report and deducts the tax value from the grand report.
- only prints a refund slip, when **Returns** and **Sales** are mixed on the same receipt, if the receipt total is negative.

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

Note: If your machine has been configured for `one shot' operation for Returns you will not need to press the Return or Clear keys at step 8.

To return an item:

1. Press [Return] . The display will show **Retrn PLU**.

2. Press [↵] .

3. Enter the number of items. Press [↵] .

4. Select the PLU. Press [↵] .

5. If the goods are weighed items, place them on the scale.

6. Enter the pack price.

7. Press your Operator Key.

8. Press [Return] .

9. If your machine is operating in PoS mode press the Cash key while the operator subtotal is displayed.

Printer disable

A printer status key can be programmed to allow the printer to be enabled/disabled in order to reduce paper output when returning items to stock. The key has a default security level of 1.

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

Note: This function is only available in label mode.

4.18　Electronic Funds transfer

If your scale is paired with an EFT card terminal then you will be able to use it to perform PIN Verified, Contactless, Swiped, and refund transactions. If the card payment key is configured with Allow Change enabled then you will also be able to do Cashback transactions.

Each card terminal can be shared with more than one scale and the sequence of operation will depend on how your system is set up. To use a the EFT card terminal one of the keys on your keyboard must be configured as a Card Payment key.

Before using the terminal you must log on using the user ID and PIN number for the merchant bank login. This needs to be performed once only on each terminal, and ideally it should be done at the start of the day when the terminal is switched on. The log on key on the scale can be used to log on the EFT terminal without performing a sale transaction.

Performing a EFT transaction

To use the EFT card terminal:

1.　Press the Card Payment key to select the EFT payment method.

2.　Follow the on-screen instructions.
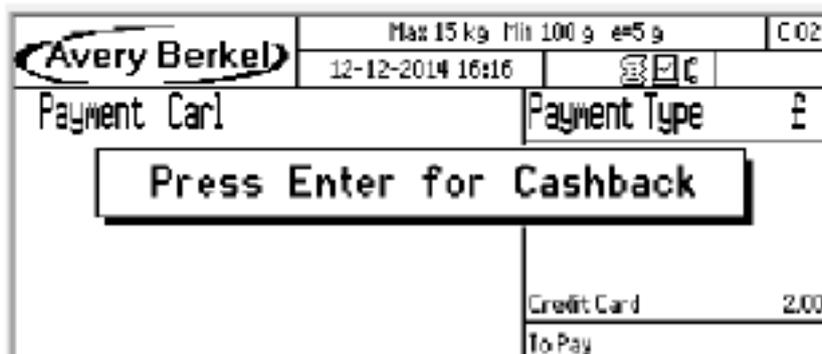
3.　If you are asked if cashback is required press Enter to specify the amount required, or Cancel if the customer indicates no cashback is required.

4.　After the customer has successfully entered their PIN number the terminal will process the transaction.
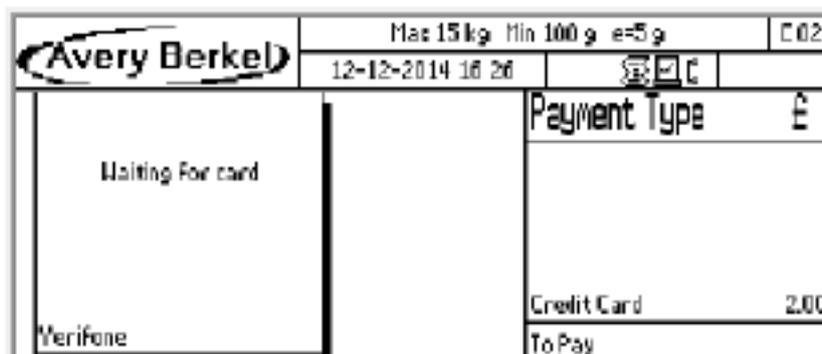
5.　If the transaction is successful the merchant card slip will be printed on the scale followed by the customer sale receipt and the card slip.

Note: If a security level has been set for card transactions your supervisor may be prompted to enter their PIN to authorise the transaction.

```
03-12-2014                    09.56

Served by                       Carl

BEANS                          £ 1.00
1 X        £ 1.00/01
                          ------------
Total                       £ 1.00

Credit Card                    £ 1.00
Change                         £ 0.00

Transactions                        1

                         23#02000006

** CARDHOLDER COPY **

Test
```

```
** MERCHANT COPY **

Test

----------------------------
BARCLAYCARD VISA
492914*******0003
Expiry: 04/17
SALE
ICC
Please debit my account
Amount: £1.00
TOTAL: £1.00
PIN VERIFIED
Please keep receipt for your
records
PTID: 29937483
MID: 21249872
TID: 04380001
Date: 03/12/2014
Time: 09.56.37
EFTSN: 6642
Authcode: 789DE


AID: A0000000031010
App Eff: 06/14
App Seq: 00
----------------------------
Test
```

Chapter 5 Pre-pack Operations

Pre-pack operations are used to print labels for goods that are to be pre-packaged for sale.

Pre-pack operations require the machine to be operating in label mode with the print mode set to **Pre-pack**. In this mode a label is printed automatically for the selected product each time the weight changes.

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

5.1 Pre-pack operation keys

Your machine may be programmed with following keys for use in pre-pack operations

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.

This enables you to print a new price label to replace the product's existing label.

This allows you to print labels for a product that has been converted from another product, for example, steak converted to minced beef.

5.2 Setting the machine to pre-pack

If Direct Entry Pre-pack is configured, you can select pre-pack mode as follows:

To select pre-pack mode:

1. Press **C** .

2. Press **0** to toggle between **Label** or **Receipt** on the display.

3. When **Label** is shown, press **F** to toggle between Pre-Pack On and Pre-Pack Off.

4. When **Pre-Pack On** is shown, press ⏎ .

5. Enter your operator number, and press ⏎ .

6. The screen will show **Entry Accepted** to confirm the change.

5.3 Using PLUs

PLUs selected are retained in pre-pack mode until cancelled. A label is printed after each change in weight.

You must press **C** to be able to select a different PLU.

If you need to change the unit price press **1X3** and enter the unit price before placing the goods on the pan.

5.4 Labels for weighed goods

To print labels for weighed goods:

1. Select the PLU (use a preprogrammed commodity key, or use the keypad to enter a department and PLU number).

2. Place the goods on the scale. The label will print as soon as the weight has stabilised.

3. Fix the label to the goods.

4. Repeat steps 2 and 3 until no more labels are required.

Zero priced, weighed labels

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

5.5 Labels for nonweighed items

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

To print labels for nonweighed items:

1.   Press [icon].

2.   Enter the number of items.

3.   Select the PLU.

4.   If more than one label is required, press [icon] twice and then select the number of labels.

5.   Press [icon] or your operator key (if available).

6.   Fix the label(s) to the goods.

Zero priced, nonweighed labels

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

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

Press [icon] when the display shows **Pre-Pack** to print a **blank** label.

5.6 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 is configured, the following types of tare may be available when pre-packing:

•   Free tare

•   Stored tare

•   Keyboard entered tare

•   Proportional tare

Note: Some types of tare are not allowed in some countries.

Tare display

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

•   No tare display

•   Negative weight display

•   Separate tare weight display

•   Separate tare and negative weight display

Free tare

1.   Place the empty container on the scale.

2.   Press [icon]. The display will show **Tare** and the weight of the container.

3.   Select the PLU.

4.   Place the filled container on the scale.The label will print.

5. Fix the label to the item.

6. Repeat steps 4 and 5 until all items have been labelled.

7. Press [C] to select a new PLU.

Stored tares

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.

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

1. Press [→T←] or [→0←] with nothing on the scale pan to cancel the stored tare.

2. Press [→T←] again if you want to use a different weighed or keyboard entered tare value.

Keyboard entered tare

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

1. Press [→T←].

2. Enter the container weight.

3. Select the PLU and press [←].

4. Place the filled container on the scale.The label will print.

5. Fix the label to the item.

6. Repeat steps 4 and 5 until all items have been labelled.

Proportional tare

A proportional tare allows you to set the tare as a percentage of the package weight.

1. Select the PLU.

2. Place the item on the scale.

3. Press [Prop. Tare].

4. Enter the percentage (%) tare value.

5. Place the item on the scale. The label will print.

6. Fix the label to the item.

5.7 Preprogrammed tare keys

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

1. Press [⌣].

2. Select the PLU.

3. Place the item on the scale. The label will print.

4. Fix the label to the item.

5.8 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.

Note: 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.

1. Press [Return] .

2. Press [⬅] and select the number of items.

3. Press [⬅] .

4. Enter the number of labels.

5. Select the PLU and modify the pack or item price if required.

6. Press [⬅] and enter the number of labels required.

7. Press [🖺] .

5.9   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.

1. Press [NON ADD] .

2. Select the PLU.

3. Press [🖺] .

5.10   Using the Re-Wrap key

[Rewrap] enables you to override a pre-programmed price and change the number of days or months the product can be displayed.

Press [Rewrap] when the PLU description is displayed.

If the PLU has a stored tare and you want to use a different tare value, see section 1.3, page 97.

Note: If you enter a date 00.00.00, the date will not be printed.

1. Select the PLU.

2. Press [Rewrap] .

3. Change the date 1 if required. Press [⬅] .

4. Change date 2 if required. Press [⬅] .

5. Enter a new price if required. Press [⬅] .

6. For non weighed items press [🖺] , for weighed items place the item on the scale.

7. Stick the label on the pack.

5.11 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.

5.12 Using the Re-Pack key

Re-Pack allows you to print labels for a product that has been converted from another product, for example, steak converted to minced beef.

This means that you can:

- Re-use the lot number and traceability information
- Select the PLU for the new product
- Change the unit or item price
- Change the date offsets
- Account for the price of the original product pack as it is added to the returns values.

Note: You can print labels for more than one product converted from the same original product.

1. Select the original PLU.

2. Enter the original pack weight.

3. Press Re-Pack .

4. Change the date 1 if required. Press .

5. Change date 2 if required. Press .

6. Enter a new price if required. Press .

7. For non weighed items enter the quantity required and press .

8. For weighed items place the item on the scale.

5.13 Pack runs

Use this function to create consignments (pack runs) 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'.

Cartons, boxes and packs are the default names for each level which you can change if required. There are three types of pack run:

- Closed
- Open
- Manual

Using pack runs

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.

1. Press Pack Run .

2. Enter a reference number for the pack run. Press .

3. Enter a pack run description. Press .

4. Enter a customer reference. Press . The customer name will be displayed.

5. Press to confirm the customer reference.

6. Enter a new order number. Press

7. Enter the PLU.

8. Place the first item on the scale.

9. Fix the label to the pack.

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

11. Print total labels for level 1 and attach to the container.

12. Repeat for each level in the pack run.

Voiding Transactions

You can void a transaction in pack run mode as follows:

• press the Void key at the pack run prompt

• the most recent transaction is selected by default

• follow the standard voiding of transaction process

Note: The level totals for the pack run will be reduced to take into account the voided transaction. Also the transaction in the audit buffer will be marked as void.

5.14 Using Stock Mode

Note:

• 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

Note: You do not need to be in Pre-pack Mode

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 when no PLU or price is displayed.

Assigning transactions

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

Paying for transactions

You can only use stock movement type payment keys that have been configured, for example: "trade account", "stock take" or "write off".

You can also use the Recvd.On Account key (although this is not a stock movement payment).

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 pre-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 5.1   Stock mode receipt example

5.15   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.

• **Computed unit price** = Computed total price / Computed net weight.
• **Computed net weight** = Programmed net weight in the PLU x the number of items.
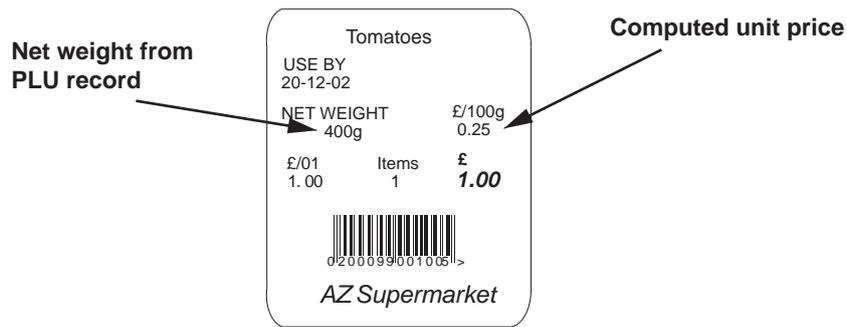
Figure 5.2   European back calculation

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: 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.
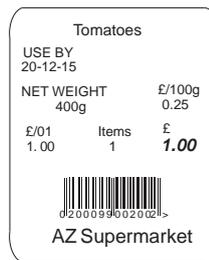
Standard back calculation
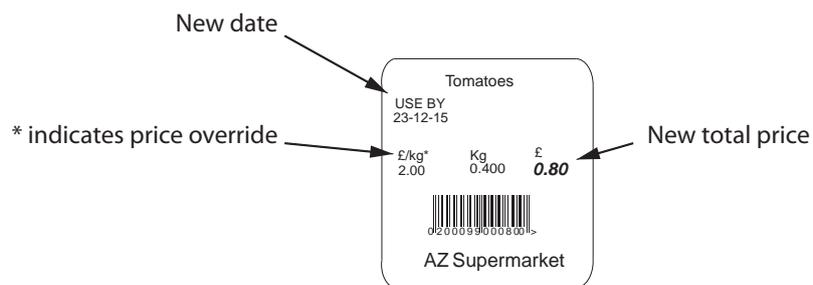
Re-wrapped back calculation

Figure 5.3   Rewrapped Danish back calculated label