Xtra Series Retail System Scales

Operators Instructions

These instructions cover both day-to-day operation of the scale and the setup and programming process. Use the table of contents button to navigate between the different sections.

This document can be installed on the scale so you can read it on the display, or on a tablet, phone, laptop or desktop PC where it can be read using a web browser.

Part Number ABR35-000520 issue AJ

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.

1. Using Your Machine

About your Machine

The scale is intended to be custom programmed to suit the circumstances that you will be using it in and that means that the display may appear different to that shown in these instructions. If you have questions about custom features not covered here ask your manager or supervisor for further help.

Safety 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

CAUTION: 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.

Touch Screen Cleaning

When cleaning the touch screen use the **Clean Screen** function to avoid problems such as transactions accidentally being performed during the clean or having to turn off the scale:

1. Press the **Sidebar** button to the right of the screen. the sidebar menu should open.

2. Press **User Functions.**

3. Press **Clean Screen**. The screen will go white and the touch function will be disabled.

4. Clean the screen.

5. Shortly after you stop cleaning a countdown will be displayed. To interrupt the countdown resume cleaning. Once the countdown reaches **0** the screen will return to normal.

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.

Levelling the Scale

The scale automatically compensates when it is not level.

If the scale is out of level by more than 5° the ValuMax indicator shows a red cross in the display screen status bar. The on-screen display shows the amount of adjustment needed in the X and Y directions to level it exactly.

The scale has four levelling feet to enable manual levelling up to 10mm in any direction.

Any angle up to 5° is considered to be level. Any angle above 5° out of level automatically displays the Level Scale screen and you will not be able to trade until it is correct.

Using the Keyboard & Display

Home Screen

The scale starts in the Home Screen which contain most of the keys you will need for daily use.
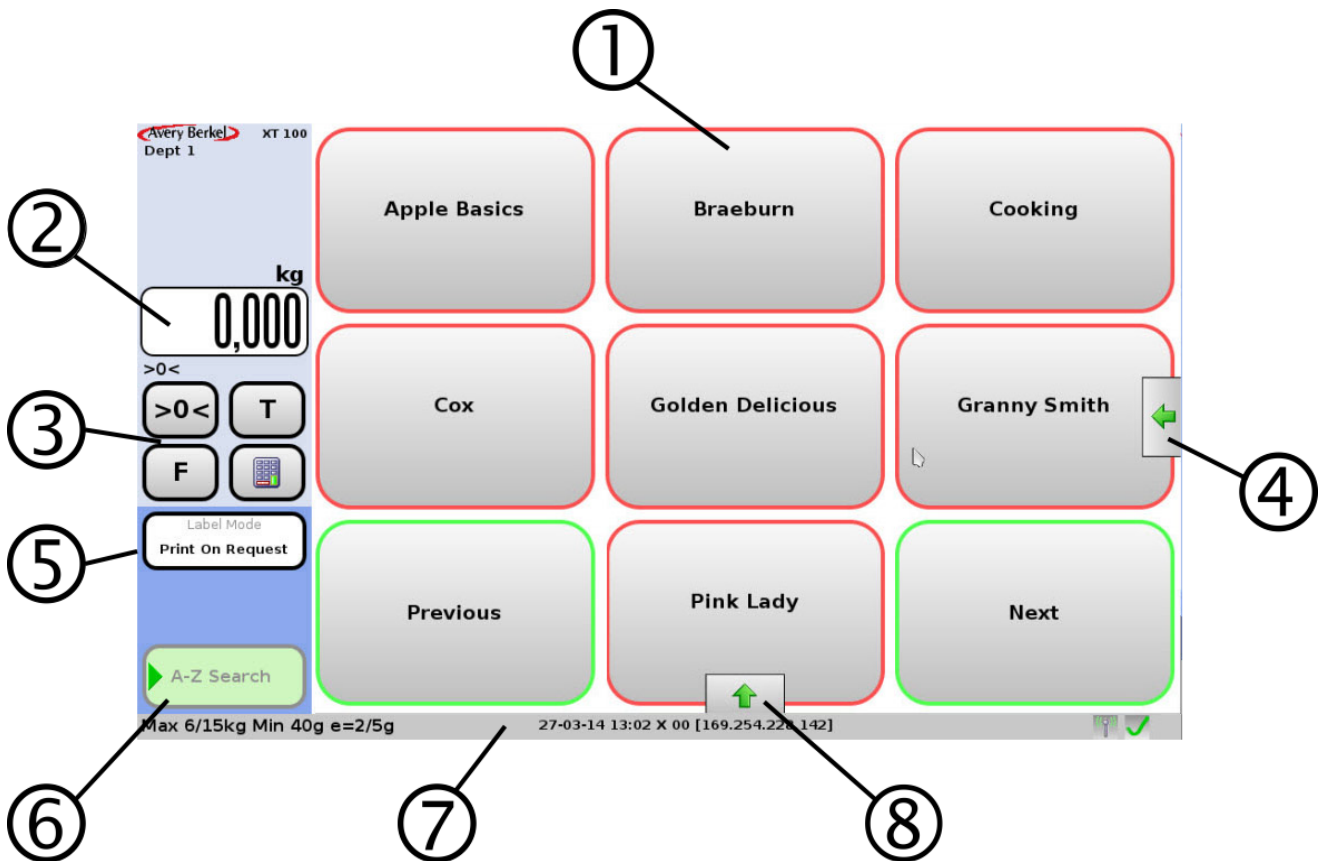
1. **Home Keyboard** - can contain function key such as login or PLU or PLU group keys.
2. **Weight display**
3. **Function keys**
   - Zero - press once to zero the scale
   - Tare - See *Tares*
   - Fix - See *Fix Key*
   - Numeric Keypad
4. **Morebar button** - press to open the Morebar keyboard. This open on the right of the screen and provides access to a number of operator functions
5. **Print mode setup key**
6. **PLU Search key** -
7. **Status Bar** - See *Status Bar*
8. **Dedicated Keyboard** - press to open the dedicated keyboard. This opens on the lower part of the screen and contains up to 20 operator function keys

---

Tares

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

To Add a Tare:
1. Place the container on the scale.

2. Press [T] . The weight of the tare is shown above the weight of the product.

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

4. Select the PLU (weighed products only) or scan the barcode.

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 the zero key.

Note: to keep the PLU and tare active, use the Fix key.

Fix Key

This "fixes" the selected product PLU and Tare so that when the transaction is complete, instead of resetting the scale, the PLU (and Tare) are still available.

1. Press [**F**] .

2. If you want to include the tare, place the container on the scale and press [**T**] . Fill the container either on or away from the scale.

3. Select the PLU (or scan the barcode).

4. Print the label or receipt.

5. Remove the goods from the scale. The tare and PLU remain active.

6. To cancel the tare, press [**T**] .

Zero Key

This resets the scale to zero (including any Tare).

Status Bar

The Status Bar is located at the bottom of the screen and provides the following information:

Max 6/15kg Min 40g e=2/5g   27-03-14 13:02 X 00 [169.254.228.142]

1   2   3   4
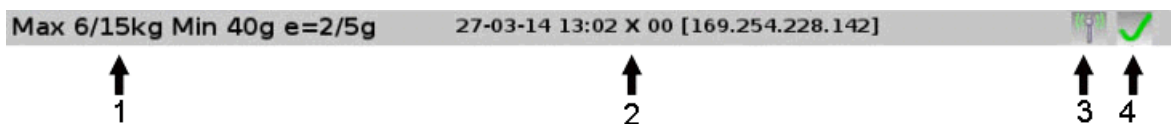
1.	Scale Maximum and Accuracy	**2.**	Network Identification - Scale ID and IP address.
3.	Wifi Network connection (if present).	**4.**	Wifi Level indicator

Status bar Colours

Max 6/15kg Min 40g e=2/5g   10-11-11 12:10 S 00

Blue = The scale is online and the network is OK.

Max 6/15kg Min 40g e=2/5g   10-11-11 12:23 C 07

Red = The client or server is offline.

Max 6/15kg Min 40g e=2/5g   10-11-11 12:23 C 07

Orange = The client is online, but the server is offline.

Max 6/15kg Min 40g e=2/5g   10-11-11 12:18 S 03

Yellow = There is an offline client scale on the network.

Using the Printer

Changing the Label Roll

Label rolls have a return spindle to hold the backing paper.

1. Remove the print cassette by pulling the red handle until it clicks and then slide the cassette out from the scale.
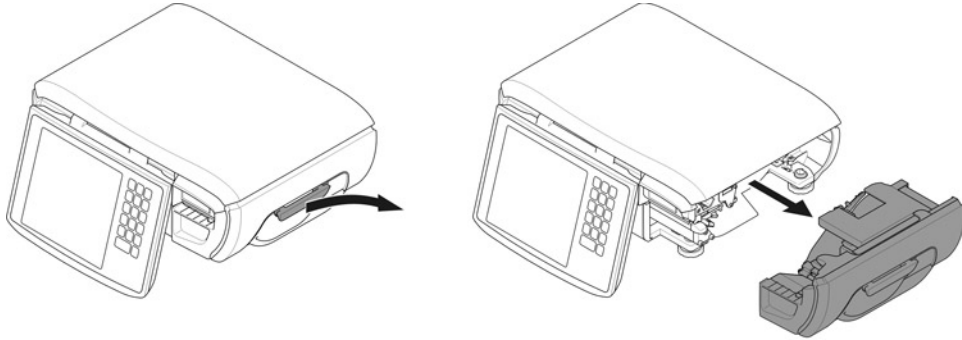
2. Remove the old label roll core and backing paper. Check that the new label roll is of the right type and size and insert the roll into the cassette.
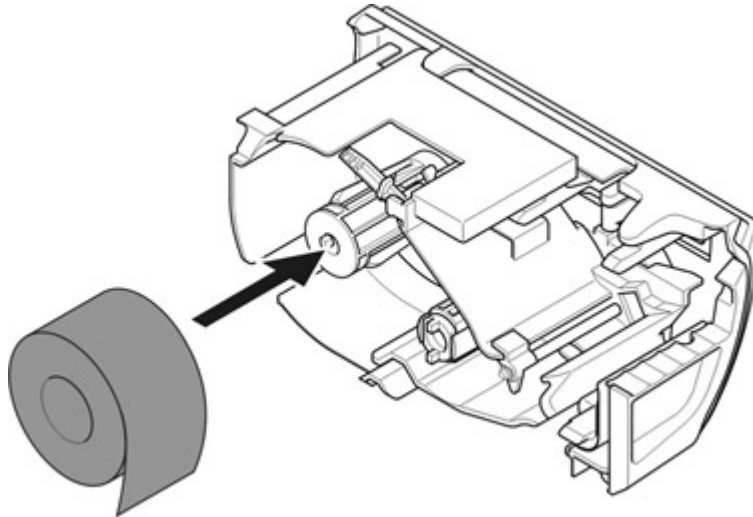
3. Peel off several labels so that you have a long section of backing paper. Feed the paper into the slots of the spindle, then back around the spindle so that the paper is firmly trapped.

Note: The backing paper can be very slippery, so wind the paper around the spindle several times before slotting the cassette back into place
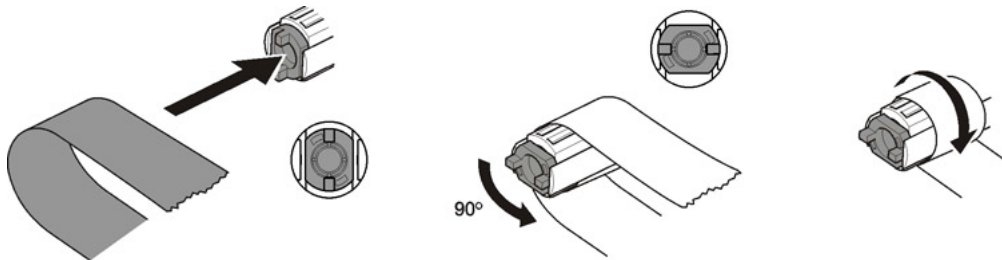
The following diagram shows the full path of the label:
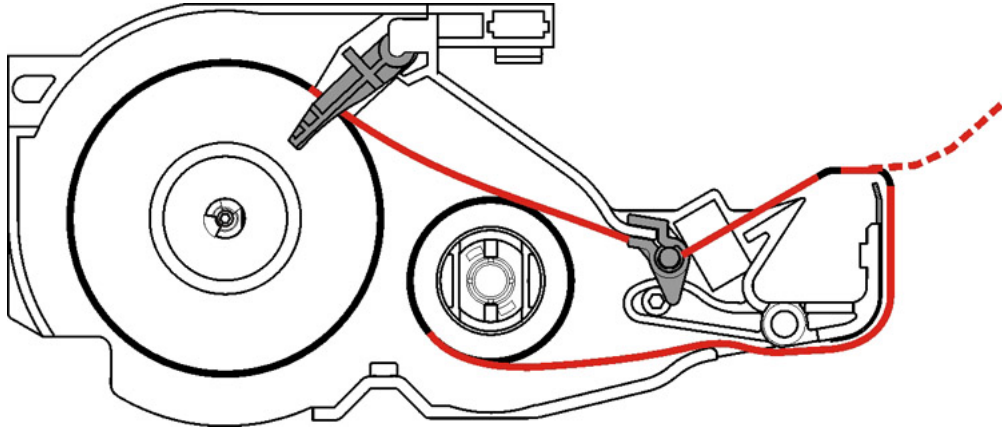
4. Replace the cassette into the scale and push the red handle to lock the cassette into place.

Changing a Receipt Roll

Label rolls have a return spindle to hold the backing paper.

1. Remove the print cassette by pulling the red handle until it clicks and then slide the cassette out from the scale.
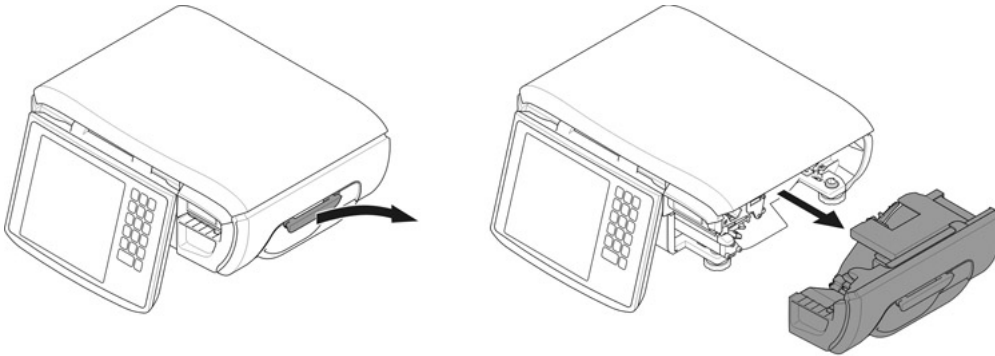
2. Remove the old receipt roll core. Check that the receipt roll is of the right type and size and insert the roll into the cassette.
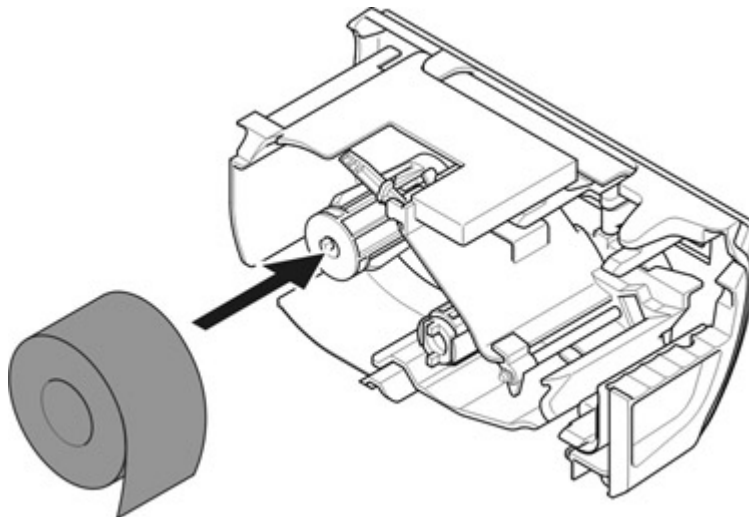
3. Thread the receipt through the cassette:
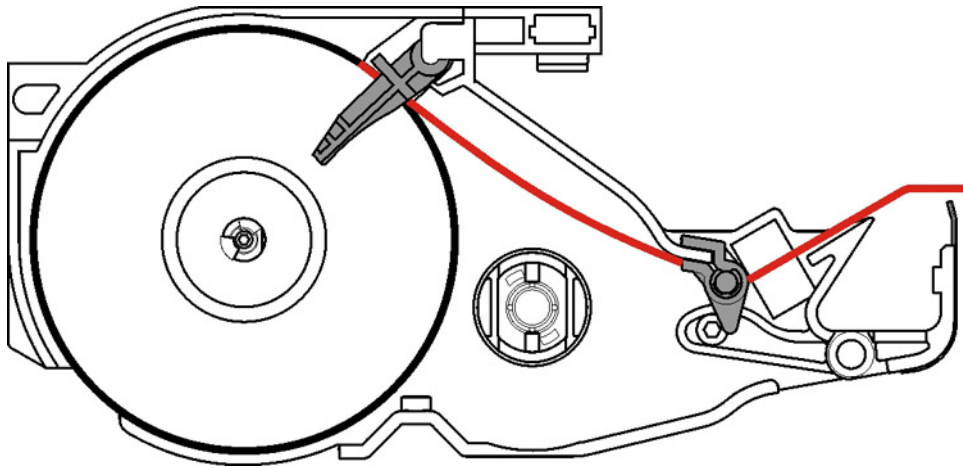
4. Replace the cassette into the scale and push the red handle to lock the cassette into place.

Receipt Only Printers

Receipt-only printers use continuous paper rolls, including linerless adhesive paper, with a cassette system for 'r;drop in' printer loading.

1. Turn the handle of the cassette anti-clockwise and pull it out.
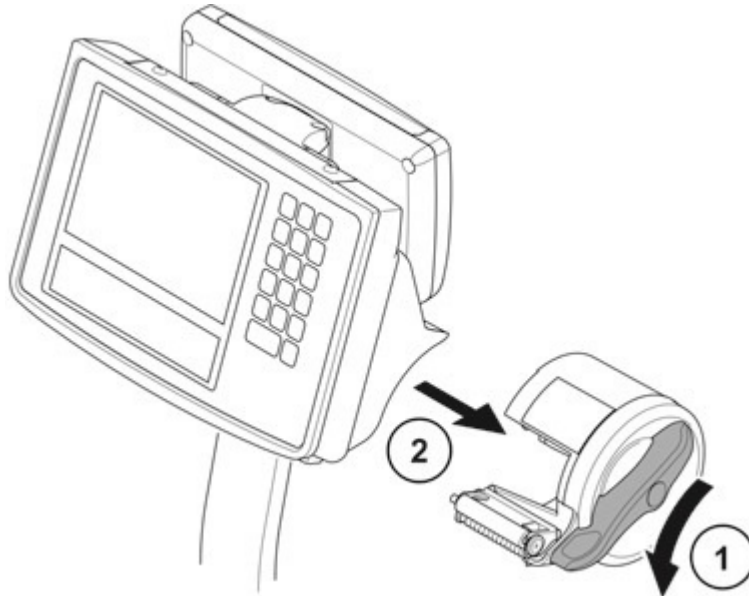
2. Remove the empty core and replace it with a full roll. The yellow label on the cassette shows the route for the paper.

3. Replace the cassette and turn the handle clockwise to lock.

2. Serving Customers

Searching for a PLU

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.

There are four ways to select the PLU you want:

1. Select the product from the touchscreen.

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

3. Use the PLU search function.

4. Scan the product barcode.
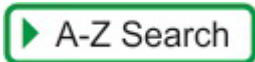
If the product you require is not displayed on the screen and you know the PLU number, you can enter the PLU number from the fixed keypad.

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

Searching by PLU Number

1. Press

2. Enter the PLU Number. The product is now ready for use.

Searching by Description

1. Press

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.

Searching by Department

When you use the PLU search function to find a PLU, the products are listed by department. By default, the currently selected department for trading is displayed. Use the left and right green arrows at the top of the page change department.

Using a Barcode Scanner

If the scale has a barcode scanner, you can scan the product barcode to automatically select the PLU.

Barcode Scanning

In order to do barcode scanning, you must have a barcode scanner installed, and receipts and labels configured to have barcodes printed on them.

Use the barcode scanner at the scale to read barcodes:

*   On products

*   On labels

*   On counter receipts: Barcodes are a convenient way to ensure that labels or counter receipts printed in one section of the store are correctly added to the customer's receipt at the checkout.

Important: Check that the scale selects the correct PLU.

When the scanner successfully reads the barcode, it bleeps.

Scanning barcodes means:

- You do not have to enter product numbers or select a PLU.

- At a Point of Sale (PoS) scale 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 to automatically deduct the voucher value.

About Operating Modes

The scale can be set to operate in either Label or Receipt mode depending on the role that the machine is to perform with the store. Both modes have a number of sub settings which determine how the scale will operate. These settings can be adjusted by using the **Print Mode Setup** key which appears on the Home Screen.
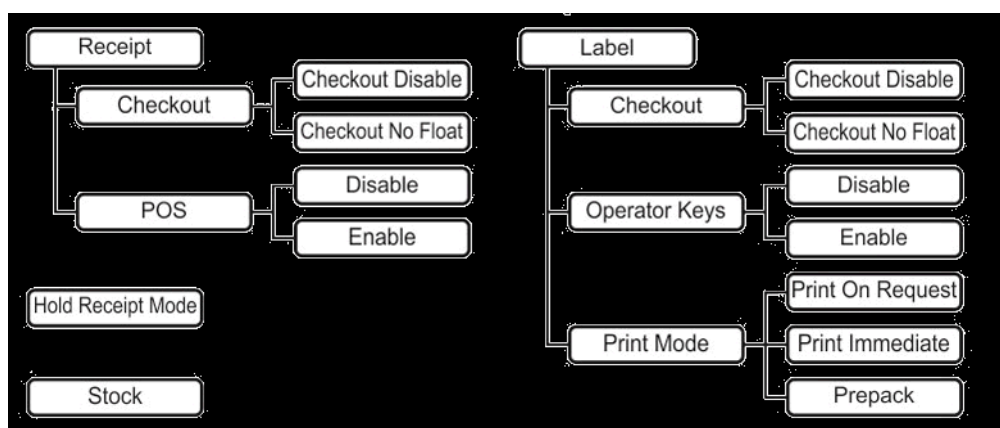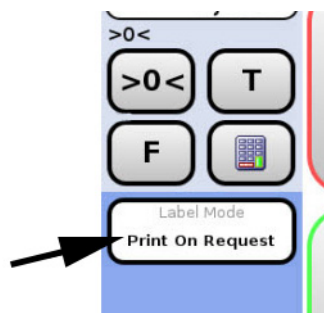
Label Mode

There are three parts to label mode:

Checkout Mode

Checkout mode sets whether the scale is used by:

Checkout No Float: A single operator who logs-on at the start of their shift, and transactions are automatically assigned to them. The operator cannot 'float' from one machine to another.

Checkout Disable: Multiple operators.

Operator Keys

This is usually used in conjunction with Checkout Mode - Disabled, and sets whether no operator log-on is required, or whether each operator must log-on, and transactions are assigned to them.

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.

Prepack: A label is printed automatically for the selected product each time the weight changes.

Operation in Label Mode

Prepack Mode Checkout - No Float

The **Print Mode Setup** key shows:

Checkout Mode
Operator

This mode assumes that a single operator uses the scale, and logs-on to the scale at the start of their shift.

Note: It does not matter whether **Operator Keys** option is enabled or disabled.

Typical Operation - Weighed Goods

1. Place the goods on the scale.

2. Select the **PLU**.

3. The label prints automatically. The **PLU** stays fixed ready for the next item.

4. Place the next item on the scale. The label prints automatically.

5. Repeat as required.

6. Press to cancel the PLU.

Typical Operation - Non-Weighed Goods

1. Select the **PLU**.

2. Select the number of items and the number of labels.

3. The label prints automatically. The **PLU**, number of items and number of labels stays fixed ready for the next item.

4. When ready, press

5. Repeat as required.

6. Press to cancel the **PLU**.

Print on Request Checkout - No Float

The **Print Mode Setup** key shows:

Checkout Mode
Operator

This mode assumes that a single operator uses the scale, and logs-on to the scale at the start of their shift.

Note: It does not matter whether **Operator Keys** option is enabled or disabled.

Typical Operation - Weighed Goods

1. Place the goods on the scale.

2. Select the **PLU**.

3.   When ready, press .

Typical Operation - Non-Weighed Goods

1.   Select the **PLU**.

2.   Select the number of items and the number of labels.

3.   When ready, press .

Print Immediate Checkout - No Float

The **Print Mode Setup** key shows: Checkout Mode Operator

This mode assumes that a single operator uses the scale, and logs-on to the scale at the start of their shift.

Note: It does not matter whether **Operator Keys** option is enabled or disabled.

Typical Operation - Weighed Goods

1.   Place the goods on the scale.

2.   Select the **PLU**.

3.   The label prints automatically.

Typical Operation - Non-Weighed Goods

1.   Select the **PLU**.

2.   Select the number of items and the number of labels.

3.   The label prints automatically.

Prepack Mode Checkout - Disabled Operator Keys - Enable

The **Print Mode Setup** key shows: Label Mode Prepack Mode

Multiple operators can use the same scale. Each operator must assign transactions to their key and when trying to access a secure function must enter PIN.

Typical Operation - Weighed Goods

1.   Place the goods on the scale.

2.   Select the **PLU**.

3.   Select the **Operator**.

4.   The label prints automatically. The **PLU** and **Operator** stays fixed ready for the next item.

5.   Place the next item on the scale. The label prints automatically.

6.   Repeat as required.

7.   Press to cancel the **PLU**.

Typical Operation - Non-Weighed Goods

1. Select the **PLU**.

2. Select the number of items and the number of labels.

3. Select the **Operator**.

4. The label prints automatically. The **PLU**, number of items and number of labels stays fixed ready for the next item.

5. Select the **Operator**. The label prints automatically.

6. Repeat as required.

7. Press ✖ to cancel the **PLU**.

Print on Request Checkout - Disabled Operator Keys - Enable

The **Print Mode Setup** key shows:

```
Label Mode
Print On Request
```

Multiple operators can use the same scale. Each operator must assign transactions to their key and when trying to access a secure function must enter PIN.

Typical Operation

Typical Operation - Weighed Goods

1. Place the goods on the scale.

2. Select the **PLU**.

3. Select the **Operator**.

4. The label prints automatically.

Typical Operation - Non-Weighed Goods

1. Select the **PLU**.

2. Select the number of items and the number of labels.

3. Select the **Operator**.

4. The label prints automatically.

Print Immediate Checkout - Disabled Operator Keys - Enable

The **Print Mode Setup** key shows:

```
Label Mode
Print Immediate
```

Multiple operators can use the same scale. Each operator must assign transactions to their key and when trying to access a secure function must enter PIN.

Typical Operation - Weighed Goods

Place the goods on the scale.

1. Select the **PLU**.

2. Select the **Operator**.

3. The label prints automatically.

Typical Operation - Non-Weighed Goods

1. Select the **PLU**.

2. Select the number of items and the number of labels.

3. Select the **Operator**.

4. The label prints automatically.

Prepack Mode Checkout - Disabled Operator Keys - Disable

The **Print Mode Setup** key shows:

> Label Mode
> Prepack Mode

Multiple operators can use the same scale without logging on.

Typical Operation - Weighed Goods

1. Place the goods on the scale.

2. Select the **PLU**.

3. The label prints automatically. The **PLU** stays fixed ready for the next item.

4. Place the next item on the scale. The label prints automatically.

5. Repeat as required.

6. Press to cancel the **PLU**.

Typical Operation - Non-Weighed Goods

1. Select the **PLU**.

2. Select the number of items and the number of labels.

3. When ready, press . The **PLU**, number of items and number of labels stays fixed ready for the next item.

4. Press to cancel the **PLU**.

Print on Request Checkout - Disabled Operator Keys - Disable

The **Print Mode Setup** key shows:

> Label Mode
> Print On Request

Multiple operators can use the same scale without logging on.

Typical Operation - Weighed Goods

1. Place the goods on the scale.

2. Select the **PLU**.

3. When ready, press .

Typical Operation - Non-Weighed Goods

1. Select the **PLU**.

2. Select the number of items and the number of labels.

3. When ready, press .

Print Immediate Checkout - Disabled Operator Keys - Disable

The **Print Mode Setup** key shows:

Label Mode
Print Immediate

Multiple operators can use the same scale without logging on.

Typical Operation

Typical Operation - Weighed Goods

1. Place the goods on the scale.

2. Select the **PLU**.

3. The label prints automatically.

Typical Operation - Non-Weighed Goods

1. Select the **PLU**.

2. Select the number of items and the number of labels.

3. When ready, press .

Receipt Modes

There are three settings for receipt mode:

PoS Mode

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

To change to Pos Mode from any other mode:

1. Press the **Print Mode Setup** key.

2. Press Receipt > POS Mode then either:

3. If an ECR is not present and cash handling is not required, select

    Disable followed by

4. If an ECR is present and cash handling is required, select Enable followed

   by
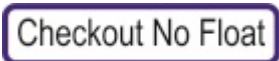
Checkout Mode

Checkout mode sets whether the scale is used by:

1. **Checkout No Float** = A single operator who logs-on at the start of their shift, and transactions are automatically assigned to them. The operator cannot 'float' from one machine to another.

2. **Checkout Disable** = Multiple operators.

To change to Checkout Mode from any other mode:

Press the **Print Mode Setup** key.

1. Press [Receipt] .
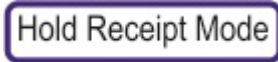
2. Press [Checkout Mode] then either:

3. If multiple operators are required, select [Checkout Disable] followed by ✓ .

4. If a single operator is required select [Checkout No Float] followed by ✓

Hold Receipt Mode
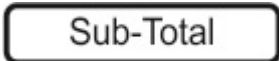
This mode is used where there is a scale on one or more counters. For transactions at these counters, the customer is given a subtotal receipt, which they take to the checkout to make payment.

Customer numbers can be auto-generated, manually entered or scanned from a barcode. If the scale is configured for manually-entered numbers, you are prompted to enter the customer number.

To change to Hold Receipt Mode from any other mode:

1. Press the **Print Mode Setup** key.

2. Press [Hold Receipt Mode]

Typical Operation - At a scale set in Hold Receipt Mode:

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

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

3. The sub-total briefly appears on the screen.

4. Select the operator.

5. To view the sub-total at any time, press [Sub-Total]

6. Continue making further transactions until ready to print the sub-total.

7. Press [Sub-Total] . Select the operator, then 🖨 .

8. A sub-total receipt is printed with the Customer number (and Barcode) at the bottom of the receipt.

Typical Operation - Manually at the checkout scale:

1. Press ⬅ to open the side bar and select **User Functions**.

2. The User Functions keyboard will open:

3. Press the [Reopen Held Receipt] key.

4. Enter the Customer Number. The details of the transaction will appear on screen.
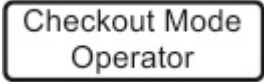
5. Continue making further transactions until ready to make payment.

Typical Operation - Automatically at the checkout scale using a barcode reader:
If the scale is configured with a barcode scanner.

1. Scan the barcode. The details of the held receipt are shown on the screen.

2. Press

3. Continue making further transactions until ready to take the payment.
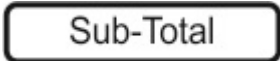
Checkout - No Float PoS - Enabled

The **Print Mode Setup** key shows:
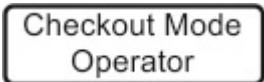
PoS (Point of sale) mode is normally used in conjunction with an Electronic Cash Register cash drawer (ECR).

This mode assumes that a single operator uses the scale, and logs-on to the scale at the start of their shift.

Typical Operation -

1. For weighed goods, place the goods on the scale and select the PLU (or scan the barcode).

2. Press .

3. For **non-weighed** goods, select the **PLU** (or scan the barcode), select the **number of items** and press .

4. The sub-total briefly appears on the screen.

5. To view the subtotal at any time, press

6. When ready, select the payment method. The scale prints the cash receipt.

Checkout - No Float PoS - Disabled

The **Print Mode Setup** key shows:

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

This mode assumes that a single operator uses the scale, and logs-on to the scale at the start of their shift.

Typical Operation -

1. For weighed goods, place the goods on the scale and select the PLU (or scan the barcode), press

2. For non-weighed goods, select the PLU (or scan the barcode), select the number of items and press

3. The sub-total briefly appears on the screen.

4. To view the subtotal at any time, press | Sub-Total |

5. When ready, press .

Checkout - Disabled PoS - Enabled
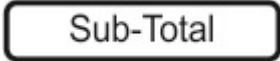
The **Print Mode Setup** key shows: | Receipt Mode / PoS Mode |

PoS (Point of sale) mode is normally used in conjunction with an Electronic Cash Register cash drawer (ECR).

Multiple operators can use the same scale. Each operator must assign transactions to their key and when trying to access a secure function must enter PIN.

Typical Operation

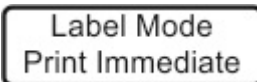1. For weighed goods, place the goods on the scale and select the PLU (or scan the barcode).

2. For non-weighed goods, select the PLU (or scan the barcode), select the number of items.

3. Select the operator. The sub-total briefly appears on the screen. Other operators can now use the scale.

4. To view the subtotal at any time, press | Sub-Total | , then select the operator

5. When ready, select the payment method. The scale prints the cash receipt.

Checkout - Disabled PoS - Disabled
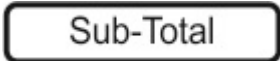
The **Print Mode Setup** key shows: | Receipt Mode / Counter Service |

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

Multiple operators can use the same scale. Each operator must assign transactions to their key and when trying to access a secure function must enter PIN.

Typical Operation

1. For weighed goods, place the goods on the scale and select the PLU (or scan the barcode).

2. For non-weighed goods, select the PLU (or scan the barcode), select the number of items.

3. Select the operator (when trying to access a secure function, you must enter your PIN). The sub-total briefly appears on the screen. Other operators can now use the scale.

4. To view the subtotal at any time, press | Sub-Total | then select the operator

5. When ready, press

Stock Mode

Stock mode is for back-office use only and should not be used in the presence of the customer.

In stock mode, the scale is used solely for data entry and capture. Any transactions performed in this mode do not update sales totals. Transactions are stored in the audit buffer and can be collected by suitable PC applications.

Trade transactions can include:

Trade sales

Delivery notes

Orders

Stock control operations

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

If you require PoS functions, select PoS Mode and touch to confirm your selection.

Note: A security level may have been assigned to the function in order to prevent unauthorised use.

Label mode
Stock mode can only be used if the ADD function has been selected.

Receipt mode
Refunds, returns and negative PLUs are not allowed in stock mode.

Trade accounts
Your scale may have accounts for trade customers, or for the areas of the business against which to charge the goods when performing stock functions. For example, if you are writing off stock, you might wish to charge it against a specific department such as electrical goods, toiletries or delicatessen.

Making Payment

When the scale is set to Receipt Mode - PoS Enabled, the various methods of payment are available.
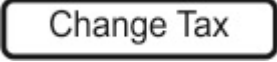
1. When all the transactions are complete, press $\boxed{\text{Sub-Total}}$. The screen shows a list of all the items and the total to pay.

2. If the customer pays in cash, enter the amount tendered and press $\boxed{\text{Cash}}$. The receipt prints automatically and shows the total, cash tendered and the change given.

3. The receipt prints automatically when the amount tendered equals or exceeds the amount to pay. For example:

* $\boxed{\text{Cash 20}}$ When the customer tenders £20.

* $\boxed{\text{Cash 10}}$ When the customer tenders £10.

* $\boxed{\text{Credit}}$

* $\boxed{\text{Cheque}}$

If you do not enter the amount tendered by the customer before pressing [Cash] the scale will assume that the exact money is used and will automatically print a receipt showing zero change.
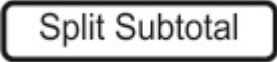
Modifying Payment
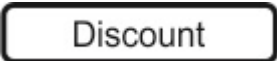
You may need to modify the total if you need to:

[Void] Void all or part of the receipt.

[Change Tax] Change the tax. Tax Rates are usually set in the product (PLU) details.

However, you can also have different taxes that are selected at the point of sale. For example, depending on whether the customer is eating inside or take-away.

[Split Subtotal] This shows a sub-total on the receipt.

[Discount] You can apply discounts to the receipt.

If an Electronic Cash Register (ECR) is present, you can do various ECR banking functions.
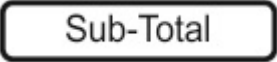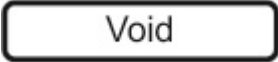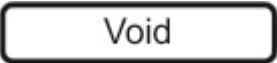
Voiding Transactions

This is when you need to remove a transaction from the receipt, 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 Mode.

You can cancel (void) either all the transactions, or an individual transaction. An individual transaction can be a product, discount or promotion.

Note: If security is set for the void function, the void operation can only be initiated by an operator or supervisor with an equivalent or higher security level.

1. Press [Sub-Total] .

2. If necessary, select the operator.

3. If PoS mode is enabled, press [Modify]

4. To cancel all the transactions in the subtotal press [Void] . You are prompted to confirm your selection. The scale automatically prints a receipt showing all the items are void, and the total is zero.

5. To cancel an individual transaction, press the line to be voided and then press

    [Void] . You are prompted to confirm your selection. The screen shows the transaction with a line through it.

6. When ready, press (counter receipts) or select the payment method (PoS Enabled). The scale prints the receipt with the voided items subtracted from the total.

Discounts
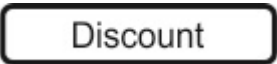
Discounts can be manually applied to individual transactions or to the entire receipt or label. Depending on how they are set, discounts can be a percentage or fixed price.

Note: You cannot apply a discount if the product is on promotional offer. Discounts override any manual price changes.

Receipt Discounts

You can apply a single discount to each product and/or apply a single discount to the entire receipt.
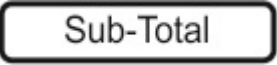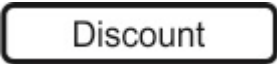
To discount an individual product:

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 | Discount | , the screen briefly shows the new discount.

4. Continue making further transactions.

Note: The discount does not appear on the subtotal screen, but does appear on the receipt against the product.

To discount the Entire Receipt:

You can discount the entire receipt at any point.

1. Press | Sub-Total |

2. If necessary, select the operator.

3. If PoS mode is enabled, press | Modify |

4. Press | Discount | , the screen briefly shows the new discount.
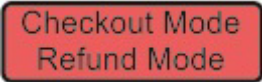
Label Discounts

You can have only one discount active at a time.

Refunds

Receipt Mode PoS - Enabled

If the refund function has been set up on the user functions keyboard, you can refund the cost of goods to the customer.

The mode button shows: | Checkout Mode / Refund Mode |

Your scale must be in Receipt Mode and PoS enabled.

A security level may be assigned to this function. If your security level is not high enough, you will see a warning message and the list of authorised operators will be displayed.

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

1. For weighed goods, select the PLU.

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

3. Enter the amount of the refund. The scale calculates 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.

4. On completion of a refund transaction, the scale automatically returns to the previous mode.

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

Promotions

Promotions are set up in Manager Mode and are applied automatically to the label or receipt.

Change 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.

In addition, you can also have different taxes that are applied to the entire receipt at the point of sale. For example, depending on whether the customer is eating inside or take-away.
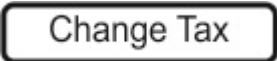
You can change the tax rate used only when the scale is set to Receipt Mode - PoS Enabled.

Note: If the county 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.

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.

For products that have more than one tax rate
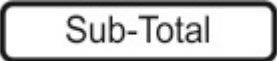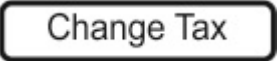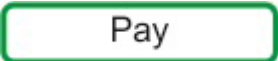
1. For weighed goods, place the goods on the scale and select the PLU. For non-weighed goods, select the PLU, select the number of items.

2. Press [Change Tax] , the screen briefly shows the new tax rate.

Continue making further transactions.

To change the tax for the entire receipt

You can change the tax for the entire receipt at any point.

Note: Only transactions for products that have two tax rates are modified. Transactions that are not taxable or only have one tax rate assigned are not modified.

1. Press [Sub-Total] .

2. If necessary, select the operator.

3. If PoS mode is enabled, press [Modify] .

4. To change the tax rate for all the transactions in the subtotal press [Change Tax]

5. Press ❎ or [Pay] to continue making transactions.

6. When ready, press (counter receipts) or select the payment method (PoS Enabled). The scale prints the receipt.

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

Price Override

You can temporarily change the unit or item price for a product providing your security level is adequate. Overriding the price changes it just for that transaction and the price reverts to the programmed price when the transaction is completed.

Price override only applies when Receipt Mode - PoS Enabled is enabled.

1. Select a product PLU.

2. Press the price per weight or price per item.
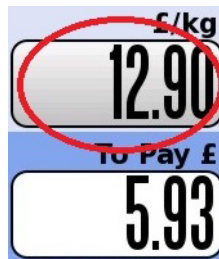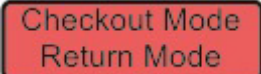
Note: Discounts override any price changes. That is, you can not change the price and apply a discount.

3. Enter a new price. The receipt shows an asterix (*) against the items that have a modified price.

Processing Returns

Receipt Mode PoS - Enabled

If the return function has been set up on the user functions keyboard, you can refund the cost of goods to the customer.

The mode button shows:

Your scale must be in Receipt Mode and PoS enabled.

A security level may be assigned to this function. If your security level is not high enough, you will see a warning message and the list of authorised operators will be displayed.

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

1. For weighed goods, select the PLU.

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

3. Enter the amount of the refund. The scale calculates 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.

4. On completion of a refund transaction, the scale automatically returns to the previous mode.

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

Split Subtotals

This is when you need to show one or more subtotals in a receipt.

Split Subtotals only applies when in Receipt Mode.

After making on or more transactions:

1. Press [Sub-Total]

2. If necessary, select the operator.

3. If PoS mode is enabled, press [Modify]

4. Press [Split Subtotal] a subtotal line is added to the list of transactions.

5. Press [Pay] or ✖ to continue making transactions.

6. When ready, press 🖨 (counter receipts) or select the payment method (PoS Enabled). The scale prints the receipt with each subtotal shown.

ECR Functions

Receipt Mode PoS - Enabled

If the following functions have been set up on the user functions keyboard, you can do 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.

When using any Float, Paid Out or Pick Up operation, 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.

If you use the Paid Out function the screen may present you with a list of reasons for the payout. Choose one from the list or, if none are offered, enter your own text to complete the transaction.

Note: The scale will produce an error if there are insufficient funds available for the payout in the cash drawer.

A security level may be assigned to these transactions. If your security level is not high enough, you will see a warning message and the list of authorised operators will be displayed.

3. Back of Store Operations

Stock Mode

Stock mode is for back-office use only and should not be used in the presence of the customer.

In stock mode, the scale is used solely for data entry and capture. Any transactions performed in this mode do not update sales totals. Transactions are stored in the audit buffer and can be collected by suitable PC applications.

Trade transactions can include:

• Trade sales

• Delivery notes

• Orders

• Stock control operations

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

If you require PoS functions, select PoS Mode and touch to confirm your selection.

Note: A security level may have been assigned to the function in order to prevent unauthorised use.

Label mode

Stock mode can only be used if the ADD function has been selected.
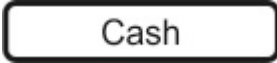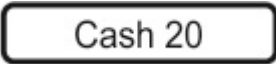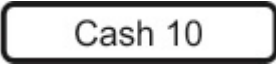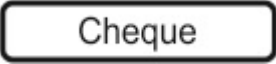
Receipt mode

Refunds, returns and negative PLUs are not allowed in stock mode.

Trade accounts

Your scale may have accounts for trade customers, or for the areas of the business against which to charge the goods when performing stock functions. For example, if you are writing off stock, you might wish to charge it against a specific department such as electrical goods, toiletries or delicatessen.
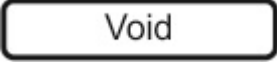
Re-Wrap

The Re-Wrap function allows you to reprint a label with different price/dates or return an unwanted product and select a new product for re-packing

Re-wrap is only available when in Label Mode.

There are two parts to the Re-Wrap option:

1. You can edit the price and/or dates and re-print the label.

2. You can return a product and replace it with another.

Changing Price and Dates

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

2. For non-weighed goods, select the PLU.

3. Press [Re-Wrap]

4. If necessary, select the price and press [Modify] Change the price and press ⏎

5. If necessary, select a date and press [Modify] to nudge the date 1 day at a time, or

[Edit] to enter a new date and press ✓
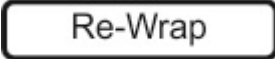
6. Press ✓

7. Press 🖨 The label shows an asterisk (*) against any dates that are modified.

Replacing a Product

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

2. For non-weighed goods, select the PLU.

3. Press [Re-Wrap] . Ensure the Re-Pack PLU field is selected and Press

[Modify] . The Goods Returned message briefly appears on the screen.

4. Search for the replacement product, and press ✓ .

5. If necessary, select the price and press [Modify] . Change the price and press

↵

6. If necessary, select a date and press [Modify] to nudge the date 1 day at a time, or

[Edit] to enter a new date and press.

7. Press ✓
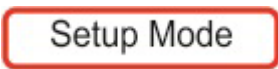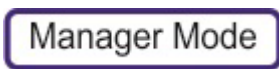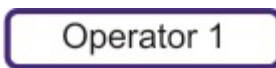
8. Press 🖨 . The label shows an asterisk (*) against any dates or the price that are modified.

9. Press ✗ to return to the home screen.

4. Using Manager Mode

To gain access to the commands needed to configure and set up the scale you will need to gain access to manager mode. The following sections of this manual are dedicated to explaining those commands

To access Manager Mode:

1. **XM Scale:** Press [icon]

2. XT Scales: Press [icon]

3. Press [Setup Mode] [Manager Mode]

4. A list of operators is displayed.

5. Select the Operator. For example: [Operator 1]

6. Enter the PIN Number (The default is 4296).

Note: The PIN Number can also be read from a barcode if a barcode scanner is available.

To access Manager Mode from Self Service Mode:

1. Press **Help.**

2. Press the top left corner of the help screen.

3. A list of operators is displayed.

4. Select the Operator. For example: [Operator 1]

5. Enter the PIN Number (The default is 4296).

6. The more bar is displayed for a short period of time to allow access.

Avery Berkel

Weighed 1

Non Weighed 2

kg

0.000

>0<

Help

A-Z Search

Shutdown

Help

User Functions

About

Sales Mode

Setup Mode

Max 6/15kg Min 40g e=2/5g   29-10-14 10:59 X 00 [192.168.0.1]

Manager Mode - Menu Map

The diagram below shows and overview of the manager mode commands that are available:

System Data
- Products
  - Create/Edit Products
  - BIN Lookup
  - Customise Editor
  - Delete All Products
  - Timed Promotions
- Discounts
- Tax Rates
- Messages
- Departments
- Miscellaneous Fees
- Operators
- Tares
- Ledgers
- Payments
- Groups
- Trace Records
  - Delete By Number
  - Delete By Last Used

System Setup
- Date and Time
- Touch Menus
  - Keyboards
  - Keys
- Configuration

Change Price

Data Reports
- Verify Labels
  - Print Single Label
  - Print All Labels

Diagnostics
- Save Log File
- Save Analysis File
- Log Persistence

Totals
- Period 1 Reports
- Traceability Report
- Period 2 Reports
- Security Report

Transactions
- Print Held Transactions
- Clear Transactions
- Print Live Transactions
- Export to USB Memory Stick

Data Transfer
- Backup Entire System
- Backup Best Sellers
- Load Media
- Backup Product File Only
- Restore

Machine Setup
- Comms Setup
  - Wired Setup
  - Network Setup
  - Ping
  - Wireless Setup
    - Basic
    - Load Conf File
    - Advanced
    - Wireless Diagnostics
  - Scale Networking
  - Remap Networking
- Level Scale
- Machine Settings
- Touch Screen Calibration
- Reset Best Sellers
- Printer Settings

Menu Shortcuts

Shortcuts can be added to any menu by selecting **Add Shortcut** from any Manager mode screen. This highlights all the currently displayed menus and by clicking any menu will add a shortcut.

5. System Setup

System Configuration Settings

These settings configure the operation of a stand alone scale, and for all scales across a network. To access them press the following keys:

Manager Mode > System Setup > Configuration
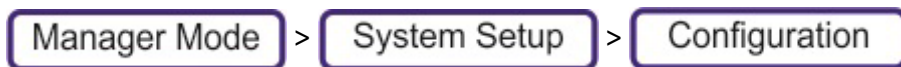
Configuration Settings

1	Appearance	Sets the graphics for the receipt header, footer and customer logo.
2	General	Sets various parameters.
3	Operational Configuration	Sets various operational configurations.
4	Keyboard	Sets the keyboard parameters.
5	Network Configuration	
6	Print Formats	Sets the SubTotal Receipt Format.
7	Dates	Sets the Late Pack Hour.
6	Barcodes	Sets various barcode configurations.

Appearance

Sets the graphics for the receipt header, footer and customer logo.

Note: For many of these configuration settings, you must restart the scale for changes to take effect.

1	Receipt Footer Media ID	Sets the graphic on the receipt header and footer. Media files are imported through MXBusiness.
2	Receipt Header Media ID	
3	Customer Logo	Sets the customer logo. The recommended size is 166 x 90 pixels. The customer logo must be a media file, assigned to the scale by MXBusiness. Acceptable file formats for logos are bmp, png, jpg, tif, gif, pcx, pnm, tga and xpm. The best quality is achieved if the dimensions of the logo match the designated size. In any case, the logo is auto-sized to fit the available area.
4	Number on PLU Button	Select whether the PLU buttons show the PLU number, Bin Number in the top-left corner of the PLU button.
5	Self Service Find Button	When in self-service mode, this sets whether the Find button is enabled.
6	Power Save Mode Time (mins)	If the scale is not used (no weight change and no touch screen event) the scale enters a power saving mode, and reduces the LCD screen brightness to 50%. The Avery Berkel logo flashes. The default 30 is minutes.
7	Standby Mode Time (mins)	If the scale is not used (no weight change and no touch screen event) the scale enters a standby mode and reduce the LCD screen brightness to zero. The Avery logo will also flash at a 2% duty cycle. The default 60 is minutes.

General Configuration

This sets the various machine parameters.

1	Auto Subtotal Display	Sets whether the Subtotal is displayed after each transaction.
2	Idle Timeout	Sets the length of time in seconds (0-3600 (one hour)) that the scale is inactive before idle time adverts are initiated.
3	Leading Zero Suppression	Sets whether the leading zeros are displayed.
4	Logging Level	This controls the amount of diagnostic information that the machine stores.
5	Numeric Entry Timeout	Sets the time that the numeric keypad is open.
6	Subtotal Display Timeout	Sets the length of time in seconds (0-100) that the subtotal opens.
7	Stock Print Prices	Select the report header from the list. Report headers are set in the System Data Messages:
8	Report Header	Sets the message on the report header.
9	Self Service Non Weighed Advert ID	Select the Self Service Non Weighed Advert ID from the list. Self Service Non Weighed Adverts are set either in MXBusiness, or in Service Mode. When the scales are put into Self-service Mode, you can restrict the selection of a non-weighed PLU and display an advert instead. When an advert is specified, selecting a non-weighed PLU causes the advert to be displayed for the duration specified in the advert and the scale to return to the Home screen.
10	Self Service Keypad Timeout	Sets the time that the self-service keypad remains open (0 to 9999 seconds).
11	Speaker Volume	The loudspeaker volume adjustment is for the XT model only. Set the speaker volume (0 to 99), where 0 is Quiet and 99 is Loud.

Operational Configuration

Sets various configurations.

1	Account Validation	Off - any account number accepted. You can enter any account reference and charge goods or make payments to that account. On - only known accounts allowed. You can charge goods or make payments only to accounts that have been previously programmed in the machine.
2	Totalising	Disables or enables totalising and therefore also totals reporting.
3	Transaction Filter	Determines the type of transactions stored by the scale when trading.
4	Transaction Buffer	Selects the transaction buffer behaviour when it is full. Circular New transactions overwrite the oldest transactions and trading can continue. Linear Trading cannot continue when the buffer is full. A warning message is generated when the buffer is almost full.

5	Transaction Storage	Sets whether transactions are stored after totalising. Store transactions only if they are being collected by a back office system. Transactions storage can occupy valuable memory space and potentially slow down the scale.
6	Cashing Up Declaration	This only applies to Machine Totals clearing reports for period 1. If this is enabled, the operator must enter the cash drawer contents when cashing up before the totals are printed. The totals reports lists the amount entered for each payment type and any discrepancies between that value and the amount in the drawer.
7	Hold Receipt Function	Held receipts are stored irrespective of the transaction storage setting. If Hold Receipt is enabled, a Place on Hold button is displayed in the subtotal screen, which allows the operator to place the receipt on hold at a scale that is also used for printing final receipts.
8	Customer Number Control	Determines how the customer numbers are generated. The number can be configured to be auto generated by the system or for manual entry by the operator.
9	Self Service Non Weighed Qty Entry	Sets whether numeric keyboard opens when a non weighed item is selected.

Keyboard Configuration

The following table has only some of the settings necessary for configuring a keyboard. For static keyboards, there are additional configuration settings.

1	Best Seller Day	The day that the best seller period is re-generated.
2	Best Seller Hour	The hour (0-23) that the best seller period is re-generated.
3	Best Seller Period	Best seller key update period. The period at which the best seller menu/ keyboard is re-generated from the best seller counts.
4	Number of Best Seller Keys	Defines the number of bestseller keys on each keyboard.
5	Best Seller Weighing	To give recently traded products the highest significance by ageing older bestsellers, bestseller quantities are reduced every time the bestseller menu is generated. This value is the percentage by which the bestseller quantities are reduced. 100% causes the quantities to be cleared. 0% disables the process.
6	Keyboard System	Selects the type of keyboard, either Static or Best Seller.
7	Keyboard Hierarchy	Sets the grouping of buttons, either by Department or Group. **Note**: The scale deletes the best sellers automatically on changing hierarchy.
8	Dynamic Key Sort Order	This determines how the keys on dynamic keyboards are sorted. Numeric Alpha (Group first then products) Best Seller Alpha (Groups and products mixed) For keyboards that are generated dynamically, the dynamic keyboard settings take precedence over the static keyboards the settings.. **Note**: You must restart the scale for these changes to take effect
9	Dynamic Key Rows	
10	Dynamic Key Columns	

11	Max Dynamic Keyboards	
12	Return to Home Menu	For multiple level keyboards, this determines whether the scale returns to the Home screen or back to the last keyboard shown after making a transaction.
13	Button Style	Sets whether the button shows Text, Graphic or both. If the style is set to Graphic Only but there is no graphic assigned, then the button shows the text.

Touch Menus (Keyboards)

Touch menus define how the static keyboards are configured.

The Home keyboard configuration determines which top level keyboard each machine displays.

Home Keyboard Selection

There are two types of Home keyboard:

Bestseller Keyboards. Bestseller keyboards consist of one single keyboard of bestselling items.

Products are automatically added to and deleted from the bestseller keyboard according to the number of transactions for each product. Factors such as the time period for recalculating bestseller keys, and a weighting for achieving bestseller status controls which products are placed on the bestseller keyboard and how long the product remains there. When a bestseller keyboard is recalculated, products remaining on the keyboard retain their key position.

Static Keyboards. Static Keyboards and keyboard systems are wholly or partially defined manually. The term Static Keyboard can be misleading as you can have a Static Keyboard that is populated with one of more dynamic keys, which provides highly dynamic functionality, see Dynamic Keyboards. There are two types of static keyboard:

- **Operator Keyboard.** Operator keyboards only contain either operator buttons, or links to other keyboards.

- **PLU Keyboard.** PLU keyboards can contain any type of button, such as a product, bestseller key, function key or operator key. PLU Keyboards can have both dynamic keys, which makes them into Dynamic Keyboards, and Bestseller keys.

In addition to the Home Keyboard, you can edit the functionality of:

- Morebar

- User Functions

- Dedicated Keys

To set the type of keyboard:

1. Press   Manager Mode > System Setup > Configuration

2. Select **2: Keyboard**, then **6: Keyboard System**.

3. Select the required keyboard type. The scale automatically saves the changes. and the menu changes to Network Setup.

4. Press   ✓   twice.

To set the main keyboards:

1. Press   Manager Mode > Machine Setup > Machine Settings

2. Select 1: Keyboards.

Touch Screen Calibration

We recommend that you occasionally calibrate the screen to avoid making mistakes when selecting items.

1. Press [Manager Mode] > [Machine Setup] > [Touch Screen Calibration]

2. Press and hold the flashing circle for a few seconds until it moves to the next position, repeat until all nine points are set.

Note: While the machine starts up, you also have the option to calibrate the touch screen.

Print Formats

This sets the SubTotal Receipt Format.

Subtotal receipts are customer receipts which can be printed for later recall using the customer number which is printed on the receipt. The data printed on the subtotal receipt is determined by the Subtotal Receipt Format.

There are two settings available:

Subtotal Summary - Prints a short summary containing just the data essential to re-open the receipt.

Subtotal Itemised - Prints an itemised receipt detailing all the transactions.

Date Configuration

There is one option for Print Formats: Late Pack Hour:

1	**Late Pack Hour**	If an item is packed late at night, this setting allows an extra day to be added to the use-by date. For example, if a bakery item is packed at 23:00, the use-by date can be set an extra day ahead in order not to waste a day when the item is packed very late.

Setting the Date and Time

The scale has an internal clock that stores the date and time, which is printed on labels and reports. The scale also calculates sell-by dates, see Date 1 & 2 Offsets in Create/Edit Products.

When you set the date and time on the server scale, any client scales synchronises to it.

[Manager Mode] > [System Setup] > [Date Time]

Barcode Configuration

1	**Add Label (Single Item) Barcode Format**	Select the barcode format from the list.
2	**Receipt Barcode Format**	
3	**Receipt Barcode On**	Sets whether a barcode is printed on the receipt.
4	**SubTotal Receipt Barcode**	These two fields configure the print format for the receipt. The default settings is for a fully itemised receipt with no barcode. You can choose to have either a fully itemised or a summary receipt, with or without barcode printing.
5	**SubTotal Receipt Barcode Format**	
6	**Talon Barcode**	A talon is a receipt slip showing the price to pay and an optional barcode. It is typically used when an order is placed and the customer has to return at a later time or date to collect it. A talon matches the customer order to the goods to be collected.
7	**Talon Barcode Format**	In sales mode, when talon printing is enabled, the talon is printed after the receipt, after a two-second delay, to allow the operator time to tear off the receipt. If the receipt has not been torn off after the two-second delay, the operator is prompted to do so.

Barcodes - Configuring Labels and Receipts

Adding Barcodes to Labels

There are two configuration settings that determine whether labels are printed with a barcode:

If both the **Machine Setting** is set to **None** and the **Product** > **Barcode Format** is set to **None**, then the label does not have a barcode.

If the **Machine Setting** is set to a barcode format and the PLU Barcode format is set to **None**, the label has the machine setting barcode.

If the **Machine Setting** is set to a barcode format and the PLU Barcode format is set to a different barcode format, the label has the PLU setting barcode. That is, the PLU setting overrides the machine setting.

Adding Barcodes to Total Receipts

The PLU Barcode format is ignored when printing receipts. Barcodes are only printed on receipts if a Receipt barcode format has been selected and Receipt Barcode On is set to yes.

Barcode Formats

The following table lists all the available barcode formats:

ID	Description	Barcode Type	Format
1	Label 4 Art, 5 Price, Verifier	0: Ean13	'02%%+.PLU_EAN!X2,4!T4!AR,4,0%%%%+.TRNLN_TP!T5!AR,5,0!FB!PV%%' 02 Prefix , 4 digit article number, Price verifier, 5 digit price, checksum
2	Label 4 Art, 5 Price, No Verifier	0: Ean13	'03%%+.PLU_EAN!X2,4!T4!AR,4,0%%0%%+.TRNLN_TP!T5!AR,5,0!FB%%' 03 Prefix , 4 digit article number, 0 , 5 digit price, checksum
3	Label 5 Art, 4 Price, Verifier	0: Ean13	'04%%+.PLU_EAN!X2,5!T5!AR,5,0%%%%+.TRNLN_TP!T4!AR,4,0!FB!PV%%' 04 Prefix , 5 digit article number, price verifier, 4 digit price, checksum

4	Label 5 Art, 4 Price, No Verifier	0: Ean13	'05%%+.PLU_EAN!X2,5!T5!AR,5,0%%0%%+.TRNLN_TP!T4!AR, 4,0!FB%%' 05 Prefix , 5 digit article number, 0, 4 digit price, checksum
5	Passport Format1	5: Ean128	'%%+.TRACE_OCRTEXT1%%' Barcode format reserved for printing traceability passport
6	Passport Format2	5: Ean128	'%%+.TRACE_OCRTEXT2%%' Barcode format reserved for printing traceability passport
7	Passport Format3	5: Ean128	'%%+.TRACE_OCRTEXT3%%' Barcode format reserved for printing traceability passport
8	Add label single item Barcode format to be printed on the final total label when all products on the individual labels use the same PLU.	0: Ean13	'06%%+.PLU_EAN!X2,4!T4!AR,4,0%%%%+.TRN_TTA!T5!AR,5,0 !FB!PV%%' 06 Prefix , 4 digit article number, price verifier, 5 digit total price, checksum
9	Receipt format Counter receipt barcode format	0: Ean13	'07%%+MACH[].MIDS!T5!AR,5,0%%%%+.TRN_TTA!T4!AR,4,0!F B!PV%%' 07 Prefix , 5 digit machine ID, price verifier, 4 digit total price, checksum
10	Subtotal receipt barcode Hold receipt format	0: Ean13	'29%%+.TRN_CN!T10!AR,10,0%%', 29 prefix, 10 digit customer number, checksum
11	Scandinavian price embedded	0: Ean13	'%%+.TRNLN_TP!T4!FP%%%%+.PLU_EAN!X2,6!T6!AR,6,0%%% %+.TRNLN_TP!T4!AR,4,0!FA%%' Variable prefix , 6 digit article number, 4 digit price, checksum
12	Scandinavian weight embedded	0: Ean13	'%%+.TRNLN_TQ!T4!FP%%%%+.PLU_EAN!X2,6!T6!AR,6,0%% %%+.TRNLN_TQ!T4!AR,4,0!FA%%' Variable prefix , 6 digit article number, 4 digit quantity (weight/ Items), checksum
13	Scandinavian receipt	0: Ean13	'%%+.TRNLN_TQ!T4!FP%%%%+MACH[].MIDS!T6!AR,6,0%%% %+.TRNLN_TQ!T4!AR,4,0!FA%%', Variable prefix , 6 digit machine ID, 4 digit quantity (weight/ Items), checksum
14	Label 4 Art, 5 Weight, Verifier	0: Ean13	'r;26%%+.PLU_EAN!X2,4!T4!AR,4,0%%%%+.TRNLN_TQ!T5!AR, 5,0!FB!PV%%' 26 prefix, 4 digit article number, weight verifier, 5 digit quantity (weight/items), checksum
15	Label 5 Art, 5 Weight, No Verifier	0: Ean13	'27%%+.PLU_EAN!X2,5!T5!AR,5,0%%%%+.TRNLN_TQ!T5!AR,5, 0!FB%%' 27 prefix, 5 digit article number, 5 digit quantity (weight/ items), checksum

16	Dry Goods	0: Ean13	'%%+.PLU_EAN!T12!AR,12,0%%' 12 digit article number, checksum
17	Voucher	0: Ean13	'99%%+.PLU_EAN!X2,5!T5!AR,5,0%%0%%+.TRNLN_TP!T5!AR,5,0!FB%%', 99 prefix, 5 digit article number, 5 digit price, checksum
18	Dry Goods	3: Ean8	'[10]%%+PLU[].GTIN%%[17]%%+!NOW!D"%y%m%d"%%[3103]%%+.TRNLN_TQ!T5!AR,5,0!FB%%' EAN128 with GTIN, Date and Batch weight
19	GTIN Date Weight	5: Ean128	'[10]%%+PLU[].GTIN%%[17]%%+!NOW!D"%y%m%d"%%[3103]%%+.TRNLN_TQ!T5!AR,5,0!FB%%' EAN128 with GTIN, Date and Batch weight
20	Label 4 Art, 5 Price, Verifier (France)	0: Ean13 As format 1 with a conversion of the price from Euros to French Francs	'08%%+.PLU_EAN!X2,4!T4!AR,4,0%%%%+.TRNLN_TP!C4!T5!AR,5,0!FB!PV%%' 08 Prefix , 4 digit article number, Price verifier, 5 digit price, checksum
21	Label 4 Art, 5 Price, No Verifier (France)	0: Ean13 As format 2 with a conversion of the price from Euros to French Francs	'09%%+.PLU_EAN!X2,4!T4!AR,4,0%%0%%+.TRNLN_TP!C4!T5!AR,5,0!FB%%' 03 Prefix , 4 digit article number, 0 , 5 digit price, checksum
22	Label 5 Art, 4 Price, Verifier (France)	0: Ean13 As format 3 with a conversion of the price from Euros to French Francs	'10%%+.PLU_EAN!X2,5!T5!AR,5,0%%%%+.TRNLN_TP!C4!T4!AR,4,0!FB!PV%%' 04 Prefix , 5 digit article number, price verifier, 4 digit price, checksum
23	Label 5 Art, 4 Price, No Verifier (France)	0: Ean13 As format 4 with a conversion of the price from Euros to French Francs	'11%%+.PLU_EAN!X2,5!T5!AR,5,0%%0%%+.TRNLN_TP!C4!T4!AR,4,0!FB%%' 05 Prefix , 5 digit article number, 0, 4 digit price, checksum

Installing a Barcode Scanner

Plug the barcode scanner into one of the USB ports on the underside of the scale.

The scanner must be configured before use. The scale is typically pre-configured for use with a scanner when ordered from Avery Berkel, otherwise a technician will need to set it up.

The scale now recognises barcodes when:

- Adding/editing product PLUs
- Selecting a PLU
- On counter receipts
- Home

6. Machine Setup

These settings configure the operation of a stand alone scale, and for all scales across a network. To access them press the following keys:

Manager Mode > Machine Setup > Machine Settings

1	Keyboard	Sets the keyboard parameters.
2	General	Sets various parameters.
3	Appearance	Sets the idle and product playlists
4	Operational Configuration	Sets various operational configurations.
5	Barcodes	Sets the default barcode.
6	Network Configuration	Sets various network configurations.
7	Identification	Sets the scale name and description.

Machine Settings - 1. Keyboard

1	Machine ID	Locked
2	Operator Keyboard	
3	Dedicated Keyboard	
4	Sidebar Keyboard	
5	Home Keyboard	

Keyboards - User Functions

Many of the default function keys are not enabled, and either require changes to the scale setup, or change the scale to use static keyboards so that you can edit the keyboard. If there are several keyboard designs, you can set which one is used.

You can only add function keys to the User Functions.

Prerequisites

You may need to add or edit the following:

- Departments

- Groups

- Products (PLUs)

- Tares

- Operators

- Barcodes

To edit the design of the Morebar
Note: You can only add function keys to the menu bar.

1. Press **Manager Mode** > **Touch Menus** > **Keys**

2. Select **3: User Functions**.

The options for a selected key are:

Move Key	Moved the key to the selected blank space.
Change Size	Resizes the key to the selected blank space. **Note**: You cannot resize a button so that it overlaps another button.
Edit Font Colour Edit Fill Colour	Opens a simple colour selection page. There are 17 colours and a Use Default.
Edit Key Text	By default, the key uses the PLU description. When a key is added or changed, you must always use the key editor to change the button text. that is, the key text is not linked to the PLU description.
Delete Key	Deletes the selected key.

Static Keyboards

Static product keyboards can consist of products and links designed and placed by the user manually or a combination of these with bestseller keys and dynamic keys.

Note: If the scale is set to Bestseller, then the pressing Keyboards button opens a message stating that this feature is not available.

Prerequisites
You may need to add or edit the following:

- Department.

- Groups

- Products

- Tares

Creating a new Keyboard

1. Press [Manager Mode] > [System Setup] > [Keyboards]

2. Press **New**.

Enter the details for each of the following fields:

Whichever field you edit, pressing automatically opens the next field for editing. When all of the fields are complete, press **Save**. If the ID number is already used or set to 0, the next available valid number is assigned.

1	Keyboard ID	Keyboard IDs are locked and generated automatically.
2	Description	The title of the keyboard. By default, a new description is set to the Keyboard ID.
3	Keyboard Type	Set the required type of keyboard: **PLU:** These keyboards can contain any type of button, such as a product, bestseller key, function key or operator key. **Operator keyboard:** Operator keyboards only contain either operator buttons, or links to other keyboards.
4	Key Population	Locked to Static Keys.
5	Keyboard Rows	Defines the keyboard grid. **Note**: Although you can enter any number of rows and columns, the maximum is 6. that is, 6x6.
6	Keyboard Columns	These settings are used when editing layout of the keys, see Keys (Keyboard Design) on page 44. However, for dynamic keyboards, the dynamic keyboard settings take precedence over the static keyboards settings, see Keyboard on page 34.

PLU Keyboards

PLU keyboards can contain any type of button, such as a product, bestseller key, function key or operator key. PLU Keyboards are a type of Static Keyboard.

Prerequisites

You may need to add or edit the following:

- Departments
- Groups
- Products (PLUs)
- Tares
- Operators

Creating a PLU Keyboard

3. Press [Manager Mode] > [Touch Menus] > [Keyboards]

4. Press **New**.

5. Select **2: Description** and Press **Edit**. give the keyboard a meaningful name. Pressing automatically opens the next field for editing.

6. Select **3:Keyboard Type** and select **PLU Keyboard**.

7. Set the Keyboard Rows and Columns

8. Press **Save**. If the ID number is already used or set to 0, the next available valid number is assigned.

Editing a PLU Keyboard

1. Press   System Setup

2. Select the Keyboard from the list.

The options for a selected key are:

Move Key	Moved the key to the selected blank space.
Change Size	Resizes the key to the selected blank space. Note: You cannot resize a button so that it overlaps another button.
Edit Font Colour	Opens a simple colour selection page. There are 17 colours and a Use Default.
Edit Fill Colour	
Edit Key Text	By default, the key uses the PLU description. When a key is added or changed, you must always use the key editor to change the button text. that is, the key text is not linked to the PLU description.
Delete Key	Deletes the selected key.

The options for a blank space are:

Add Tare Key	Select a tare from the list.
Add Function Key	Adds a function key.
Add Operator Key	Select an operator from the list.
Add Product Key	Select a product from the list.

Add Static Keyboard Link	Adds a link to another keyboard.
Add Bestseller Key	Select either all groups or a specific group from the list.
Add Dynamic Keyboard Link	A dynamic keyboard generates buttons automatically depending on the products that are stored in the scale. These buttons can be grouped together by the product group or the department. Select the group from the list. To set the parameters for dynamic key, see Keyboard Configuration:

List of Function Keys

1 Tare	All
2 Dept	All
3 Logon	Receipt
4 Logoff	Receipt
5 Discount Select	Label & Receipt
10 Void Function Button	Receipt
13 Price Override	Label & Receipt
15 Play Movie	All
16 Sales Mode	All
21 Setup Mode	All
22 Tare Override	All
23 About	All
24 User Functions	All
25 Manage Adverts	All
26 Update	All
27 User Help	All
28 Display Image	All
29 View Training Video	All
31 Trace	All
32 Return	Receipt
71 Mark Down	All
72 Rewrap	Pre-pack
74 Peers Offline Button	All
74 Tax Change	Receipt
75 Refund	Receipt
76 Disable adverts	All
77 Received on Account	Receipt
80 No Sale	Receipt

81 Float	Receipt
82 Pick Up	Receipt
83 Paid Out	Receipt
84 Passport	All
85 Manual Weight	All
86 Enter Barcode	All
87 Price Enquiry	Receipt
88 Reopen Total Receipt	Receipt
89 Reopen Held Receipt	Receipt
90 Quit	All
91 Shutdown	All
92 EFT Override	Receipt
96 Wrapper On/Off	Pre-pack
97 Traceability Limits Override	all
98 Traceability Edit Lot	all
99 Traceability Delete Lot	All
100 Reprint Receipt	Receipt
101 Prepack Toggle	all
102 Self Service Manager Access	selfservice
103 Code Key	label & Pre-pack
105 Pre-weigh	label & Pre-pack
108 Split Subtotal	Receipt
109 Help	All

Operator Keyboards

Operator keyboards only contain either operator buttons, or links to other keyboards. Operator Keyboards are a type of Static Keyboard, that if required, can contain dynamic keys or bestseller keys.

Creating an Operator Keyboard

1. Press

   Manager Mode > System Setup > Touch Menus > Keyboards

2. Press **New**.

3. Select **2: Description** and Press **Edit**. give the keyboard a meaningful name. Pressing automatically opens the next field for editing.

4. Select **3:Keyboard Type** and select **Operator Keyboard**.

5. Set the Keyboard Rows and Columns

6. Press **Save**. If the ID number is already used or set to 0, the next available valid number is assigned.

Editing an Operator Keyboard

1. Press [Manager Mode] > [Touch Menus] > [Keys]

2. Select the Keyboard from the list.

The options for a selected key are:

Move Key	Moved the key to the selected blank space.
Change Size	Resizes the key to the selected blank space. **Note**: You cannot resize a button so that it overlaps another button.
Edit Font Colour	Opens a simple colour selection page. There are 17 colours and a Use Default.
Edit Fill Colour	
Delete Key	Deletes the selected key.

The options for a blank space are:

Add Operator Key	Select an operator from the list.
Add Operator Keyboard Link	Add a link to an existing keyboard.

Sidebar (Morebar) Keyboards

The Morebar is the keyboard that opens on the right of the home screen. If there are several keyboard designs, you can set which one is used.

To edit the design of the Morebar

Note: You can only add function keys to the Side bar.

1. Press

Manager Mode > System Setup > Touch Menus > Keys

2. Select **2: Morebar**.

The options for a selected key are:

Move Key	Moved the key to the selected blank space.
Change Size	Resizes the key to the selected blank space. **Note**: You cannot resize a button so that it overlaps another button.
Edit Font Colour/ Edit Fill Colour	Opens a simple colour selection page. There are 17 colours and a Use Default.
Edit Key Text	By default, the key uses the PLU description. When a key is added or changed, you must always use the key editor to change the button text. that is, the key text is not linked to the PLU description.
Delete Key	Deletes the selected key.

Setting the Home, Operator, Dedicated Keys and User Functions keyboards

If you have several keyboard designs, you can select which keyboards are used:

1. Press Manager Mode > Machine Setup > Machine Settings

2. Select **1: Keyboard**

3. Select the keyboard for each of the main keyboards.

Dynamic Keyboards

The term dynamic keyboard means a static keyboard that is populated with one or more dynamic keys.

At its simplest, a dynamic keyboard can consist of a single keyboard, and a single dynamic keyboard link key. for example, a typical keyboard system for a scale serving fruit can be structured as follows:
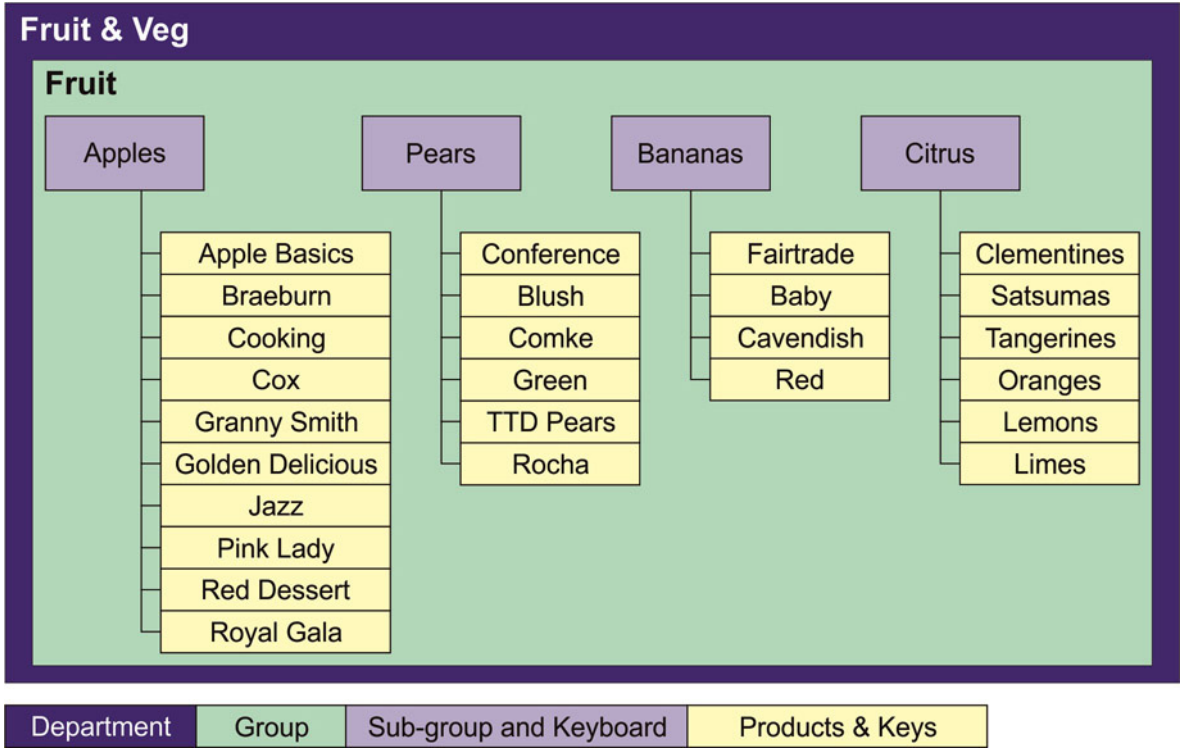
Department	Group	Sub-group and Keyboard	Products & Keys

Prerequisites

You may need to add or edit the following:

• Departments

• Groups

• Products (PLUs)

To create a Dynamic Keyboard

Either create a new PLU Keyboard that has a single Dynamic Key, or edit an existing PLU Keyboard.
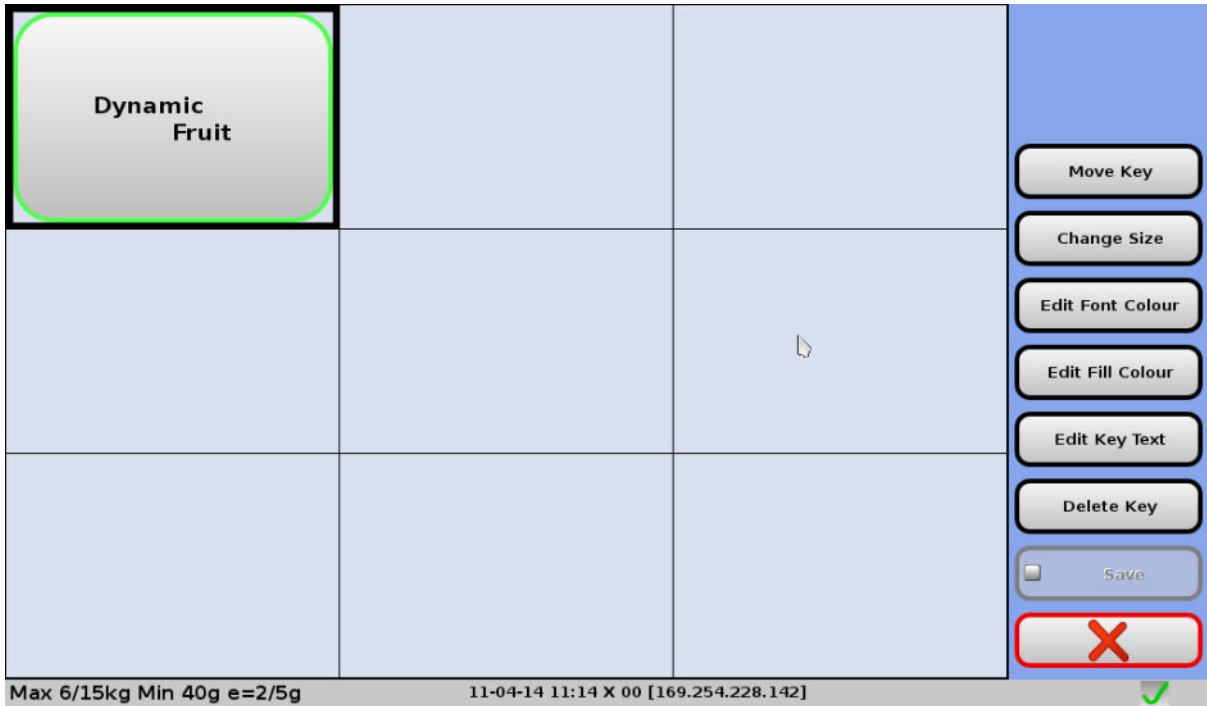
When you go to operator mode, the home screen is automatically populated with the sub groups:
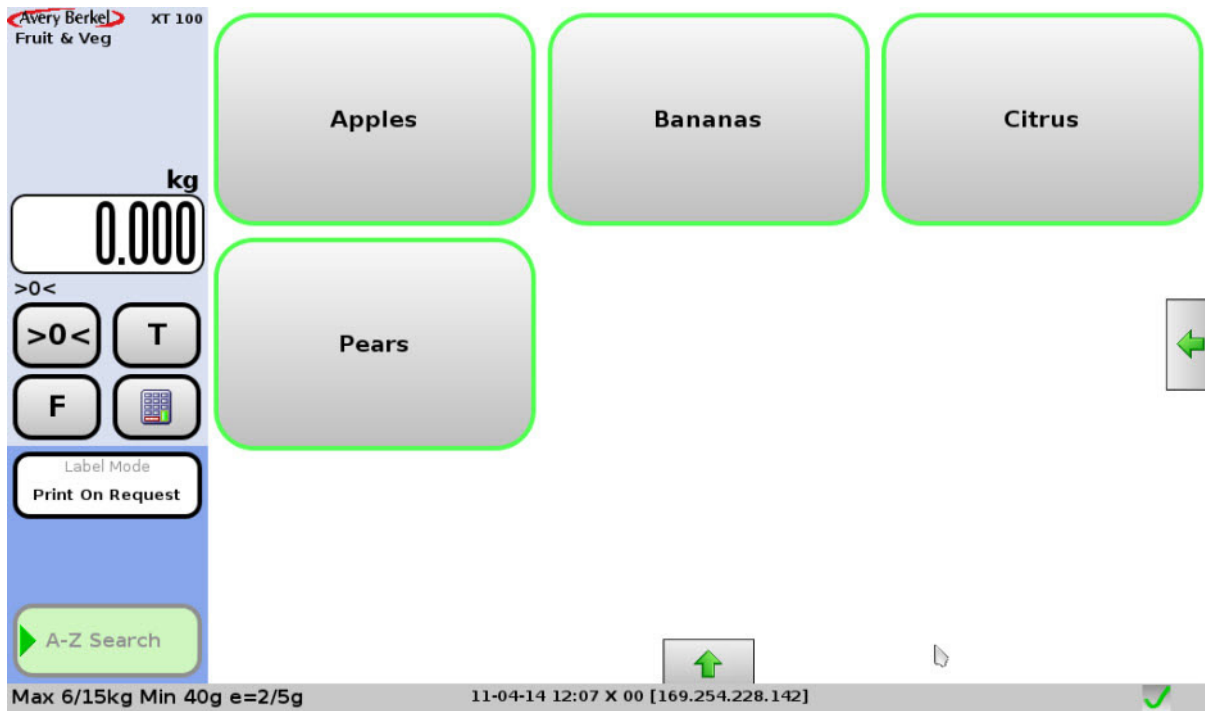
When you select a group, the keyboard is automatically populated with all the products within that group. In addition, if there are more products in the group that can be shown on one screen, the dynamic keyboard automatically adds a Next (and Previous) key:

Dedicated Keys

The Dedicated Keys are the ones underneath the Home keyboard. If there are several keyboard designs, you can set which one is used.

Prerequisites

You may need to add or edit the following:

- Department.

- Groups

- Products

- Tares

- Static Keyboards

To edit the design of the Dedicated Keys keyboard

Note: You can only add function keys to the Dedicated Keys keyboard.

1. Press

 Manager Mode > System Setup > Touch Menus > Keys

2. Select **4: Dedicated Keys**.

Blank Keys

The options for a blank key are:

Add Tare Key	Select a tare from the list..
Add Function Key	Adds a function key.
Add Operator Key	Select an operator from the list.
Add Product Key	Select a product from the list.
Add Static Keyboard Link	Adds a link to another keyboard .
Add Bestseller Key	Select the either all groups or a specific group from the lis.
Add Dynamic Keyboard Link	A dynamic keyboard generates buttons automatically depending on the products that are stored in the scale. These buttons can be grouped together by the product group or the department. Select the group from the list. To set the parameters for a dynamic key, see Keyboard Fields

Selected Key

The options for a selected key are:

Move Key	Moved the key to the selected blank space.
Change Size	Resizes the key to the selected blank space. **Note**: You cannot resize a button so that it overlaps another button.
Edit Font Colour **Edit Fill Colour**	Opens a simple colour selection page. There are 17 colours and a Use Default.
Edit Key Text	By default, the key uses the PLU description. When a key is added or changed, you must always use the key editor to change the button text. that is, the key text is not linked to the PLU description.
Delete Key	Deletes the selected key.

Bestseller Keyboards

Bestseller keyboards consist of one single keyboard of bestselling items. There is only one bestseller product keyboard on the scale.

Products are automatically added to and deleted from the bestseller keyboard according to the number of transactions for each product. Factors such as the time period for recalculating bestseller keys, and a weighting for achieving bestseller status controls which products are placed on the bestseller keyboard and how long the product remains there. When a bestseller keyboard is recalculated, products remaining on the keyboard retain their key position.

If you need to change the design of the bestseller keyboards, you must change the scale setting so that it is set to a static keyboards, change the design or layout, then change the scale back to bestseller keyboards.

You can add Bestseller keys to the home screen and Dynamic Menus to link to products representing in a particular group or department. The advantage with this approach is that all your keyboards are automatically populated with the bestselling products. You are more likely to find the right product in a shorter amount of time, and no manual maintenance of the keyboard is required.

The options for a bestseller keyboard are: how many products to display, the day and time to update the keyboard and how often to update it.

1. Press [Manager Mode] > [System Setup] > [Configuration]

2. Select **3: Keyboard** then edit options 1 to 6:

1	**Best Seller Day**	The day that the best seller period is re-generated.
2	**Best Seller Hour**	The hour (0-23) that the best seller period is re-generated.
3	**Best Seller Period**	Best seller key update period. The period at which the best seller menu/keyboard is re-generated from the best seller counts.
4	**Number of Best Seller Keys**	Defines the number of bestseller keys on each keyboard.
5	**Best Seller Weighing**	To give recently traded products the highest significance by ageing older bestsellers, bestseller quantities are reduced every time the bestseller menu is generated. This value is the percentage by which the bestseller quantities are reduced. 100% causes the quantities to be cleared. 0% disables the process.
6	**Keyboard System**	Selects the type of keyboard, either Static or Best Seller.

Key Borders

For bestseller keyboards, the borders show:

Red borders = Not yet Traded

Green borders = Traded

Machine Settings - General

Sets the idle and product playlists. To access them:

1. Press [Manager Mode] [Machine Setup] > [Machine Settings]

2. Press **2: General**

Configuration Settings

1	Machine ID	Locked
2	Idle Playlist ID	
3	Product Playlist ID	
4	EFT System ID	

Machine Settings - Appearance

Sets the idle and product playlists. To access them:

1. Press [Manager Mode] [Machine Setup] > [Machine Settings]

2. Press **3: Appearance**

Configuration Settings

1	Machine ID	Locked
2	Message ID (Storename)	
3	Receipt Footer Text	
4	Receipt Header Text	
5	Receipt Footer Logo	
6	Receipt Header Logo	

Machine Settings - Operational Configuration

Sets the operational configuration. To access them:

1. Press [Manager Mode] > [Machine Setup] > [Machine Settings]

2. Press **4: Operational Configuration**

1	Machine ID	Locked
2	Bag Label	
3	Checkout Mode	
4	Drawer Alarm	
5	One Shot Label Mode	
6	Cash Drawer Open Retry	
7	Forced Tare	
8	Print Mode	
9	Machine Operating Mode	
10	PoS Mode	
11	Receipt Print Mode	
12	Wrapper Interface Control	

| 13 | Code Key | |
| 14 | Machine Usage | |

Machine Settings - Barcodes

The Barcode machine setting works in combination with the PLU setting to determine whether a label is printed with a barcode and which barcode is used:

1. Press [Manager Mode] > [Machine Setup] > [Machine Settings]

2. Press **5: Barcodes**

If both the **Machine Setting** is set to **None** and the **Product** > **Barcode Format** is set to **None**, then the label does not have a barcode.

If the **Machine Setting** is set to a barcode format and the PLU Barcode format is set to **None**, the label has the machine setting barcode.

If the **Machine Setting** is set to a barcode format and the PLU Barcode format is set to a different barcode format, the label has the PLU setting barcode. That is, the PLU setting overrides this machine setting.

Note: To set barcodes format for receipts, select

[Manager Mode] > [System Setup] > [Configuration] **> 6: Barcodes**

Machine Settings - Network Configuration

These settings adjust the configuration of the network. To access them:

1. Press [Manager Mode] > [Machine Setup] > [Machine Settings]

2. Press **6: Network Configuration**

1	Machine ID	Locked
2	Network ID	
3	Peer Group ID	
4	IP Address	This shows the wired IP address. **Note**: If a wireless adaptor is present, the wireless IP address is shown in preference on the taskbar.
5	ISC Machine Type	
6	Short Machine ID	

Wireless Networks

The scale can be connected through a network wireless adapter to either a computer or one or more other scales. The scale supports the following wireless adaptors:

• 3COM 3CRUSBN275

• Edimax EW-7711UAn

• Edimax EW-7612UAn V2

Each machine in a network must have a unique IP address. The IP address is used by the TCP/IP protocol to identify the source and destination of data packets.

Before setting up an in-store network or connecting to, obtain the appropriate IP addresses from the store IT administrator. Enter the addresses at the machines before connecting to the network.

To access the wireless network setup:

1. Press

Manager Mode > Machine Setup > Comms Setup > Wireless Setup

Basic setup

1	IP Address	The static IP address (Internet Protocol address) of the scale consists of two parts, the network address and the machine address. The network address must be the same as all the other machines on the same network. The machine address must be different from the other machines on the same network. **Note:** If a wireless adaptor is present, the wireless IP address is shown in preference on the taskbar.
2	Sub-net Mask	The subnet mask identifies which part of the IP Address is the network Address, and which part is the machine address. For example: The subnet mask **255.255.0.0** sets the network address part as the first two sets of numbers of the IP address, which makes the last two sets of numbers the machine address. If the subnet mask is set to **255.255.255.0**, then the first three sets of numbers are the network address, and the last set is the machine address.
3	Gateway	A gateway enables networks using different protocols to communicate.
4	MAC Address	Media Access Control address. Cannot be changed.
5	DHCP	Dynamic Host Configuration Protocol. If the network infrastructure has a server that dynamically allocates IP addresses (DHCP server), then set this to enabled, otherwise, set to disabled for a static IP address. If this is set to enabled, you must give the scale a computer name. The computer name is shown on the taskbar. **Note:** If DCHP is enabled, then the IP address, Subnet mask and Gateway are set to 0.

Note: Changes to any wireless settings can take several minutes to take effect on the network. When connecting to a computer, it may be useful to refresh the computer network connections.

Advanced (Security Settings)

The fields in the advanced settings are for the wireless network security settings

1	ESSID	The Extended Service Set Identification (ESSID) name of the wireless network.
2	PSK	The password to connect to the wireless network (Pre-shared Key).

Default settings

Default settings for wireless are shown in the wireless setup menu when nothing has been programmed. The values must be entered before they become active:

•   **Security Mode:** WPA2

•   **ESSID**: admin

•   **Password:** administrator

Load Configuration File

This loads the **wpa_supplicant.conf** from the root of a memory stick and stored on the machine. The basic setup security mode is set to 'Loaded Config File' so there is no need for the user to do this separately.

The **wpa_supplicant.conf** file contains the wireless settings in the format recognised by the standard wpa supplicant program. This allows connection to wireless networks using a RADIUS authentication server.

Wireless Diagnostics

These provide diagnostic information which may be helpful when troubleshooting the wireless network:

Manager Mode > Machine Setup > Comms Setup > Wireless Setup >

Wireless Diagnostics

Run Diagnostics: This lists the signal quality and other wireless settings.

Wireless Network: Scan If a wireless adaptor is present, this

Save Diagnostics: File Saves the diagnostics file to a USB memory stick (if present).

Wired Networks

This is where the scale is connected through a network ethernet cable to either a computer or one or more other scales.

Each machine in a network must have a **unique IP address**. The IP address is used by the TCP/IP protocol to identify the source and destination of data packets.

Before connecting to, or setting up an in-store network, obtain the appropriate IP addresses from the store IT administrator. Enter the addresses at the machines before connecting to the network.

Manager Mode > Machine Setup > Comms Setup > Wired Setup

1	IP Address	The static IP address (Internet Protocol address) of the scale consists of two parts, the network address and the machine address. The network address must be the same as all the other machines on the same network. The machine address must be different from the other machines on the same network. **Note:** If a wireless adaptor is present, the wireless IP address is shown in preference on the taskbar.
2	Sub-net Mask	The subnet mask identifies which part of the IP Address is the network Address, and which part is the machine address. For example: The subnet mask **255.255.0.0** sets the network address part as the first two sets of numbers of the IP address, which makes the last two sets of numbers the machine address. If the subnet mask is set to **255.255.255.0**, then the first three sets of numbers are the network address, and the last set is the machine address.
3	Gateway	A gateway enables networks using different protocols to communicate.
4	MAC Address	Media Access Control address. Default is locked.

5	DCHCP	Dynamic Host Configuration Protocol. If the network infrastructure has a server that dynamically allocates IP addresses (DHCP server), then set this to enabled, otherwise, set to disabled for a static IP address. If this is set to enabled, you must give the scale a computer name The computer name is shown on the taskbar. Note: If DCHP is enabled, then the IP address, Subnet mask and Gateway are set to 0.

IP Address Example

The network address depends on which sub-net mask is used, for example for an IP address of 88.1.1.7:

Sub-net mask	255.0.0.0	255.255.0.0	255.255.255.0
Network address	**88**.0.0.0	**88.1**.0.0	**88.1.1**.0
Machine address	88.**1.1.7**	88.1.**1.7**	88.1.1.**7**

Networks - Setup

Manager Mode > Comms Setup > Network Setup

1	Computer Name	This applies to scales on networks with DHCP enabled. The computer name identifies the scale even if the IP address changes. If DCHP is enabled, then the computer name is shown on the taskbar. **Note**: Even if DCHP is not enabled, the computer name is used as the identifier for the scale that is connected to a network. For example, when connected to a computer.
2	Port	This port number is used by the scales in the network to communicate across the network.
3	Host Port	This is the TCP/IP port number used to communicate with a PC running MX software applications.
4	Search Domain Name	Displays the human-readable domain name for the scale that is needed in order to access the web browser.
5-7	DNS Server 1-3	This translates the human-readable domain name into the IP address. It is automatically set up when DHCP is enabled.
8	Proxy Server	This is a network server used for web security purposes.

Scale Networking

Manager Mode > Machine Setup > Comms Setup > Scale Networking

Note: These settings are duplicates of the ones found in:

Manager Mode > Machine Setup > Machine Settings > **6: Network Configuration.**

1	Network ID	Network ID is the equivalent of the Peer ID, but for Server Client networks. It identifies which machines are in the same logical network. For example, a large department with smaller counters. All machines are physically connected on the Ethernet network but only the machines with a matching network ID connect to each other as a server client network.
2	ISC Machine Type	Sets the type of machine: **Standalone Scale**: There is no ISC (Inter Scale Communications). Host communications (For example, from a computer) is direct to the scale. **Server Scale**: This is the host scale, and most data is replicated to the client scales. Client Scale **Peer Group Scale**: Only local price changes are distributed to other machines with the same Peer ID. This is typically for a label system where local price changes need to be distributed to other machines on the same counter. For example, on a deli counter. The machine type is shown on the taskbar.
3	Peer Group ID	Identifies which peer group the scale belongs to. For example, you can have a store-wide network that is divided into groups by giving each group its own peer ID.
4	Short Machine ID	A two-digit machine ID that is shown on the taskbar.

Server Scale

To make the machine a server scale

1. Press [Manager Mode] > [Comms Setup]

2. Select **2: ISC Machine Type.**

3. Set the Machine to Server.

Networking - ISC Machine Type

The machine network system in a store can consist of a mixture of label and receipt machines. The system supports any combination of machines in the XM and XT ranges (If they have the same software version).

Scale networks can be connected in a wired or wireless ethernet setup. Scales can be set up as:

Stand-Alone: Each scale is independent. Communication is only possible to a back office system.

Server/Client: One or more client scales receives its data from a server scale. The number of clients that can be supported on a network depends on server performance.

A back office host can communicate with the server which will then communicate with the clients.

Scales set up in such a way can share resources and information (operators, PLUs, and so on). Local price and product updates can be made at any of the scales. Floating vendor is possible, whereby an operator moves from one scale to another, picking up live transactions from a particular customer at the scale they have moved to.

Multi-Server: Each scale is configured as a server. If there is a back office software application this communicates with all the scales.

Each scale holds its own product file and floating vendor is not possible.

Peer Group: Each scale is configured as a server in the same way as a multi-server network but local price and product updates can be made at any scale and communicated across the scales configured within the same peer group.

To access the setting that determines the scale usage:

1. Press

   Manager Mode > Machine Setup > Comms Setup > Scale Networking

2. Select **2: ISC Machine Type**

Machine Settings - Identification

Manager Mode   Machine Setup   Machine Settings **> 7: Identification**

1	Machine ID	Locked
2	Description (Computer Name)	This applies to scales on networks with DHCP enabled. The computer name identifies the scale even if the IP address changes. If DCHP is enabled, then the computer name is shown on the taskbar. **Note**: Even if DCHP is not enabled, the computer name is used as the identifier for the scale that is connected to a network. For example, when connected to a computer.
3	Description	You can give the scale a short description.
4	Department	Sets the default department.

Configuring Printers

This sets some basic functionality for the printer:

1. Press   Manager Mode > Machine Setup > Printer Settings

1	Label Taken Sensor	Sets whether the scale senses when a label has been taken.
2	Label Type	Sets the label type to either separate or continuous.
3	Roll Width	The width of the label roll in mm. **Note**: If the label design is greater than the roll width, the design takes precedence, and the label is truncated.

7. Programming Products

Products (PLUs)

Products include all weighed and non-weighed items. Products are grouped by department. Each product has its own PLU (Product Look Up).

Prerequisites

Many of the product settings are configured in other areas of the scale configuration, so you may prefer to setup the following before creating or editing a product, especially if you create one product as a template, which is then copied numerous times:

• Department

• Groups

• Tares

• Promo Time Periods

• Tax Rates

• Messages

• Trace Scheme

Create a New Product

1. Press

   [Manager Mode] > [System Data] > [Products] > [Create/Edit Product]

2. From the top of the screen, select the Department.

3. Type a new (unused) PLU number and press [✓] . The PLU editor opens.

4. Edit the **3: Description**. Whichever field you edit, pressing [✓] automatically opens the next field for editing. When all of the fields are complete, press Save. If the ID number is already used or set to 0, the next available valid number is assigned.

Note: You can customise, rename or change the order of the fields that are available.

1	Department	Selected earlier.
2	PLU Number	Not editable (up to 14 characters)
3	Description	The main title of the product, which is used in all manager mode descriptions. By default, this is used on the product button. However, for static keyboards you can change the text in the key editor, and once changed in the key editor you must always use the key editor to change the button text.
4	Text 1	Displayed when the operator selects **Show Info**.
5	Text 2	Typically, this is for ingredients.
6	Standard Price	The unit price for weighed goods or the item price for non-weighed items.
7	Product Type	Determines the way the price of the product is calculated (by weight, by count, fixed price, and so on).
8	Price Base	For weighed goods only, this selects whether the price is per kg or per 100g.
9	Price Multiple	For non weighed goods only, this sets the number of items included in the price.
10	Promotion	Enable and disables promotions.

11	**Promotion Type**	If Promotion is enabled, this sets the type of promotion.
12	**Promo Time Period 1**	You can set up to 2 promo periods and only over these periods the PLU is on promotion. For example, Easter promo, Christmas Promo. To set the timed promotions, see Timed Promotions.
13	**Promo Time Period 2**	
14	**Print Format ID**	Sets the label format or other stationery format to be used.
15	**Barcode Format**	The type of barcode assigned to this product for printing on a label. **Note**: if you use a barcode scanner to enter the **EAN Code**, the scanner automatically detects and sets the barcode format.
16	**EAN Code**	International Article Number, this is the character string representing the digits in the barcode. Either enter the prefix for the barcode format to be used and the article number, or if a barcode scanner is attached to the scale, scan the barcode and the EAN code is automatically entered.
17	**Tare Value (kg)**	Container weight value that is subtracted from the gross weight of goods sold in containers.
18	**Date 1 Offset**	Number of days/hours calculated from the date when the item was packed. Normally used for 'r;sell by' and 'r;use by' dates.
19	**Date 2 Offset**	
20	**Tax Rate 1**	You can set two different tax rates. The operator selects the tax rate at the point of sale. For example, depending on whether the transaction is for cold/ hot or takeaway/eat in.
21	**Tax Rate 2**	
22	**NetWeight Value**	Weight value of a non-weighed product sold on an average weight basis. For example, 400g for all loaves of a certain size.
23	**Message ID (1)**	Messages are defined in the label > Sales message group.
24	**Message ID (2)**	
25	**Group**	Assigns the PLU to a product category.
26	**Information Label**	Selects whether an information label is printed or not. Use MXBusiness to create/edit information labels.
27	**Trace Scheme**	Select None if no traceability is required or select the appropriate scheme for the product, see Trace Records and Period 1 and 2 Reports .

Customise Editor

This sets the fields that are available in the product editor.

Manager Mode > System Data > Customise Editor

You can add, delete, rename or change the order of the fields that are available.

Assigning a PLU to a Group

Groups are a way to categorise products, for example, red meat, fish or bread.

Groups have two purposes:

1. To report on totals for all products per group. For example, sales value for all products in the Beef Group.

2. You can design a keyboard with the top level keyboard with just the Group keys, see Touch Menus (Keyboards). For example, Fruit & Veg, Meats and so on. Each Group key is a link to another keyboard with either a subgroup or all products in that group.

For example. Meat > Beef > Sirloin Steak.

Prerequisites
The following must be done before assigning a product to a group:

Create one or more Groups.

To Assign a PLU to a Group

3. Press

Manager Mode > System Data > Products > Create/Edit Product

4. Either select the product from the list, or enter the PLU number. Press

5. Scroll down to field **26: Group** and press **Edit**.

6. Select the group from the list and press .

7. The option for Information Label opens. Press .

8. Press **Save**.

BIN Lookup

BIN lookup is a mapping of PLU number to BIN numbers. A BIN Lookup is usually found in supermarkets where products are put into bins with a reference number. The customers can then use the short BIN number instead of the long PLU number to select the product on the scale.

1. Press

Manager Mode > System Data > Products > Bin Lookup

2. Press **New**. Enter the details for each of the following fields:

3. Whichever field you edit, pressing automatically opens the next field for editing.

4. When all of the fields are complete, press Save. If the ID number is already used or set to 0, the next available valid number is assigned

1	BIN Number	When you save a new BIN, if the BIN Number is already used or set to 0, the next available valid number is assigned.
2	Description	The title of the BIN.
3	PLU Number	Select the PLU from the list
4	Department	Select the department from the list.

5. To make the scale lookup use the BIN number instead of the PLU number, use the configuration option in:

Manager Mode > System Setup > Configuration **6: Operational Configuration > 11: Number on PLU Button.**

Nutrifacts

Products can be programmed with nutrifacts data allowing nutritional information to be printed as either a separate label or included on the standard product label.

The actual values of the nutrients, percentage RDA and print format ID for a given product can be edited while creating or editing a PLU.

Note: A table of nutrients in **Service Mode>Datamain>General>Nutrient Definition** contains the description and reference intake (recommended daily amount RDA) values of all of the nutrients to be shown in the nutritional panels/labels.

To edit the Nutrifacts information for a product:

1. Press

 Manager Mode > System Data > Products > Create/Edit Product
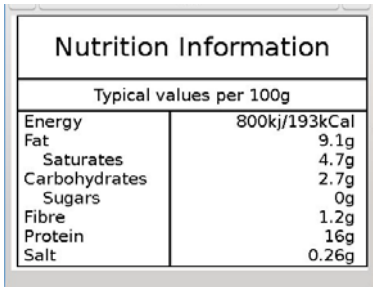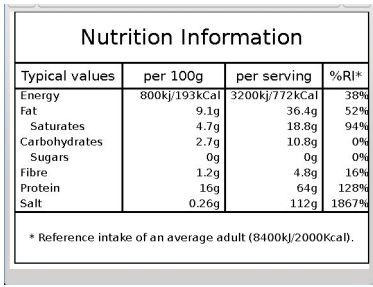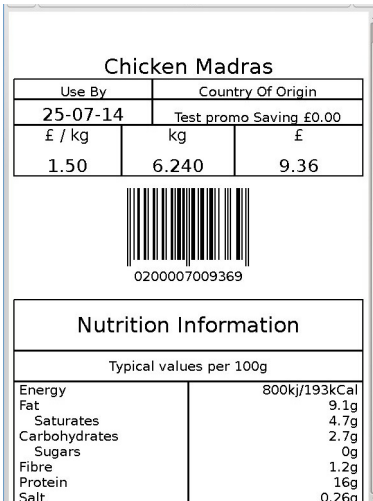
2. From the top of the screen, select the Department and then select the product from the list.

3. Press .

4. Press the **Nutrifacts** key in the right hand menu bar.

5. Edit the nutritional information for the product.

6. Press the **PLU Data** key to return to the PLU editor screen.

The print format ID defines the label format to be used to print the nutritional data, examples of the 4 predefined formats provided are shown below.

Note: The nutrient data may added to a combined label format rather than an individual label. To do this specify the print format ID in the PLU settings, and set the print format ID in Nutrifacts to zero.

Label Format 40 - Basic EU Label

Label Format 41 - Standard EU label

Label Format 42 - USA Nutritional Label

Label Format 43 - Combined

Promotions

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

There are five types of promotion are available:

- Price Break Promotion

- Discount Promotion

- Items Free Promotion (non weighed products only)

- Weight Free Promotion (weighed products only)

- Mark Down Promotion

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

Applying Promotion to a PLU

1. Press

Manager Mode > System Data > Products > Create/Edit Product

2. Select the product.

3. Set the following fields:

10	Promotion	Enable and Disables promotions.
11	Promotion Type	If Promotion is enabled, this sets the type of promotion and then opens the Promotion editor
12	Promo Time Period 1	You can set up to 2 promo periods and only over these periods the PLU is on promotion. For example, Easter promo, Christmas Promo. To set the timed promotions, see Timed Promotions.
13	Promo Time Period 2	

Promotion Type - Discount table

4	Discount Type	This is the same as **Promotion Type** (above)
5		When a product is put on promotion it can have associated with it 3 trigger points. The trigger points can either be an Item count (non weighed plus) or weight (weighed PLUS)
6	Item Break 1-3	
7		Associates with each trigger point is a price or a discount depending on the type of promotion.
8		For example, if you wanted to sell ham for £10.00/kg normally, £9.00/kg if you buy more than 100g and £8.00/kg if you buy more than 200g then
9		Standard price = £10.00 Promotion type = Price Break Price 1 = £9.00
10	Discount 1-3	Price 2 = £8.00 Price 3 = £0.00 Weight Break 1 = 0.100kg Weight break 2 = 0.200kg Weight break 3 = 0.000kg

Timed Promotions Periods

This defines the promotional period that is available for products, for example Christmas, Weekends, Happy Hour and so on.

Create a new Timed Promotions Period

1. Press
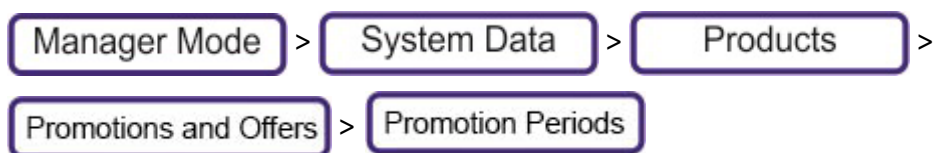
Manager Mode > System Data > Products >

Promotions and Offers > Promotion Periods

2. Press **New.**

3. Enter the details for each of the following fields: Whichever field you edit, pressing ✅ automatically opens the next field for editing. When all of the fields are complete, press Save. If the ID number is already used or set to 0, the next available valid number is assigned.

1	Time Period ID	You can have up to 99 time periods.
2	Description	The title of the time period.
3	Start and end date	The start and end date of the promotion.
4	Start and end time	The start and end time of the promotion.
5	Monday to Sunday	Days that the promotion applies, Either On or OFF
6	Items in Time Period Link	Product promotions to be associated with the promotion period.

Associated Products

To view all the products that are associated with a promotion:

1. Select the promotion

2. Select **Items in Time Period**

3. Click **Edit**.

To copy an existing product:

1. Select a product and press **Copy**. The product details open.

2. Select a new product from the list and press **Enter**. The product is added to the list of items in the promotion time.

To delete an existing product from the list press **Delete**.

New/Select Item in Time Period Link Fields

1	PLU Number	Select from the list of products.
2	Department	Select the department.
3	Time Period ID	Locked to the selected promotion period.

Mix and Match Offers

Mix and Match offers are a special type of promotion that applies when the customer purchases a specified number of a combination of items. This type of offer is only applicable to non weighed products that are sold with the machine in receipt mode.

The scale processes all items in the receipt and then allocates them to any active offers that will result in a saving to the customer. The items are allocated to the offers in such a way as to give the customer the best possible savings.

Products can have quantity break promotions and be part of a mix and match offer at the same time. Provided the conditions for each promotion are met then both may be applicable.

An offer can be one of four types:-

1. **Fixed Price** – where all of the qualifying items are sold for a fixed price. The saving amount is the total of all of the qualifying items less the fixed price.

2. **Money off** – where the normal total sales value of all of the qualifying items is reduced by an amount. The saving is the money off value.

3. **Discount** – where the total of all of the qualifying items is discounted by a percentage value. The saving amount is the total price – the discounted price.

4. **Free Gift** – where the cheapest item in the gift list which is in the receipt and not already given in another offer is given free. The saving value is the value of the free gift.

An offer becomes satisfied when the number of items sold in each of the qualifying lists matches the purchase quantity. In the case of a free gift the offer only results in a saving if one of the items in the gift list is included in the basket. If it is, it will be given free.

Notes:

- An Item cannot be included in more than one qualifying group for the same offer.

- Calculating offers is processor intensive and can effect the scales performance if a large number of offers with a large number of qualifying items are active. To avoid performance problems keep the number of live offers to a minimum. Offers that are currently not live can be disabled by linking to a time period which in the past. In addition, limit the total number of qualifying items to less than 30 for the XT scale and less than 10 for the XM scale.

- In multi operator mode the auto subtotal display can be disabled ensuring the offers are only calculated once at payment time.

Product Lines and Offer Groups

Before setting up a mix and match offer you will need to create one or more **Offer Groups**. These are lists of the products that are to be included in the offer. At least one and a maximum of 5 qualifying product lines must be programmed for every Offer Group.

- If an Offer Group has just one product the scale will operate in the same way as it does with existing PLU based promotions. (non-weighed offers only)

- If multiple products have been added then the purchase quantity applies to each of the lines and offer only applies when all of the qualifying lines are purchased. This type of offer is typically used in meal deals.

- Where an offer requires different number of items to be purchased for each list then the same qualifying line can be used more than once. For instance, "buy 2 starters and a main course" can be setup by setting the purchase quantity as 1 and assigning 2 starter product lines and 1 main product line as the qualifying products.

To set up Product Lines:

1. Press [Manager Mode] > [System Data] > [Products]

2. Press [Promotions and Offers] followed by [Product Lines] .

3. From this screen you can add, remove or edit the Offer Groups that can be applied to the offer.

4. Select an Offer Group and press **Select** to view its details.
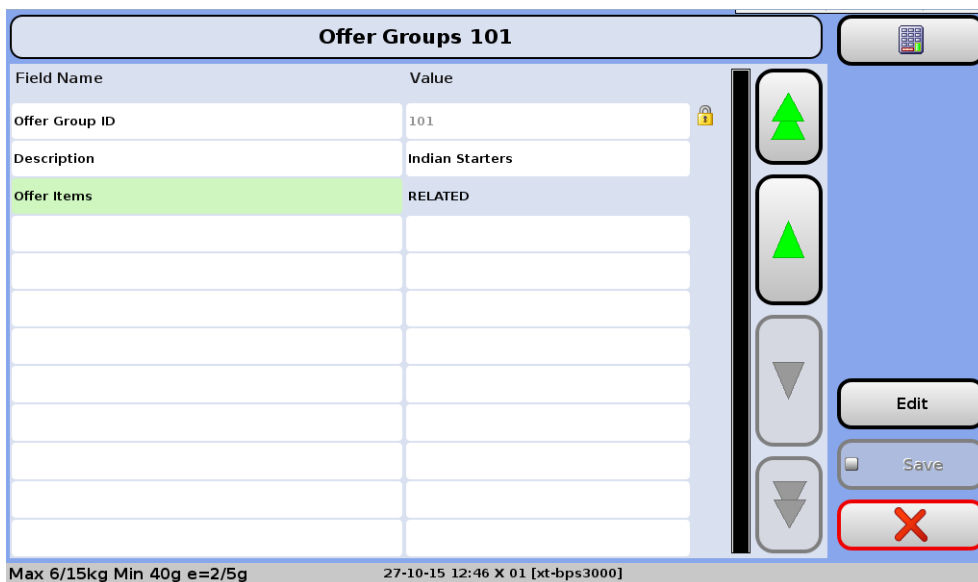
5. Select Offer items and press Edit to add and remove products from the Offer Group.

Promotion Periods

You may wish to set up one or more time periods for the offer. If the offer is not linked to a time period it will be active until it is deleted.

To set up a time period for an offer:

1. Press [Manager Mode] > [System Data] > [Products]

2. Press [Promotions and Offers] followed by [Promotion Periods].
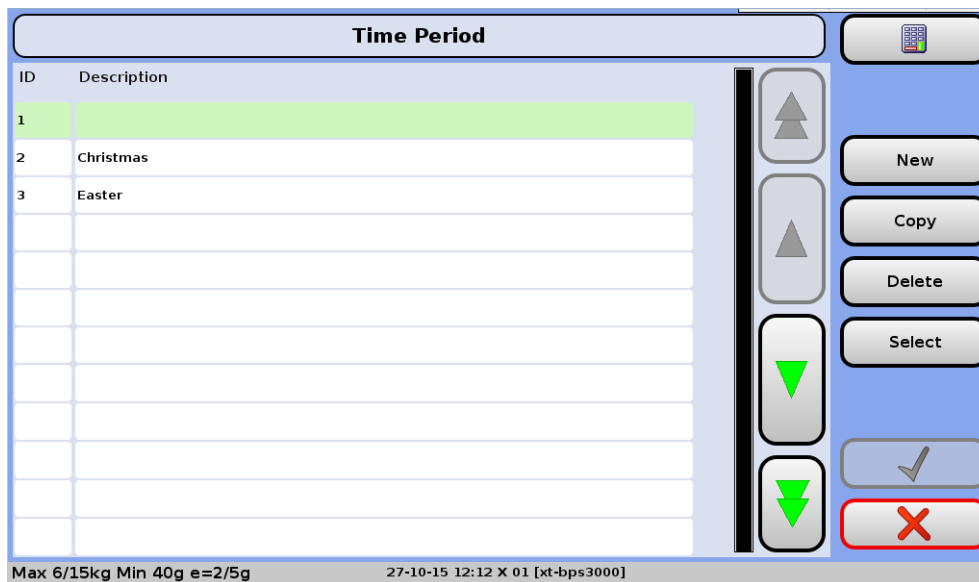
3. The Time Period edit settings allow you to set a range of dates and specify times and days of the week when the offer will be active.
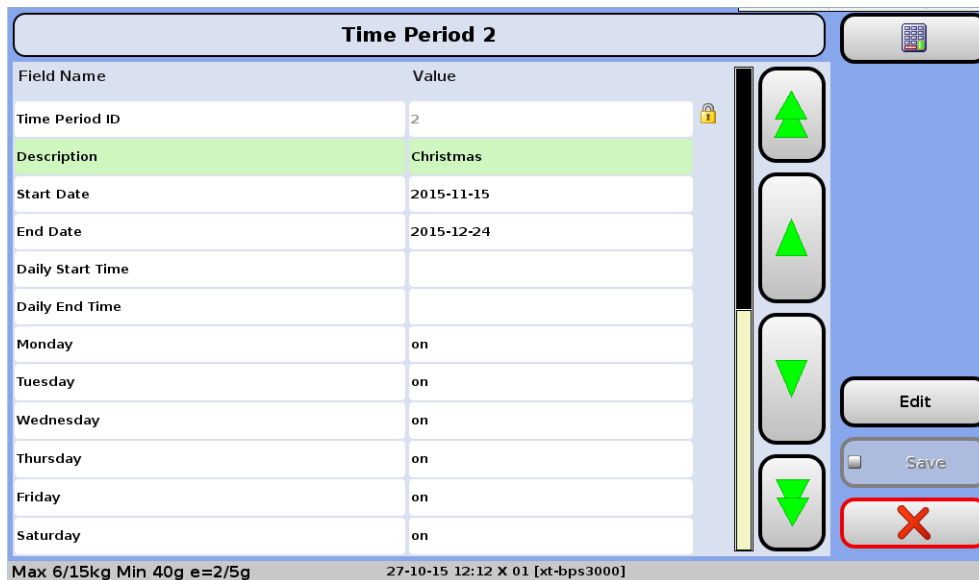
Setting Up Mix and Match Offers

When product lines are defined and any promotion periods set up, you can go ahead and set up your Mix and Match offers

To set up offers:

1. Press [Manager Mode] > [System Data] > [Products]

2. Press [Promotions and Offers] followed by [Offers].

Offers

ID	Description
1000	Indian Combo Offer
1002	Italian Meal Offer
1003	Chinese Meal Offer

New
Copy
Delete
Select

✓
✗

Max 6/15kg Min 40g e=2/5g   27-10-15 12:15 X 01 [xt-bps3000]

3. Press **New** to create an new offer.

4. Edit the following fields:

1	Offer ID	You can configure up to 99 offers
2	Description	The title of the offer
3	Promotion Type	Fixed Price, Money off, Discount or Free Gift.
4	Offer Value	Depends on the promotion type. It could be the fixed offer price, the amount of money off, the discount value, or the number of free gifts to be given.
5	Purchase Quantity	The number of items that must be purchased from each Qualifying group.
6	Qualifying Group 1	Setup qualifying offer groups in: **Manager Mode > Products > Promotions and Offers > Offer Groups.**
7	Qualifying Group 2	
8	Qualifying Group 3	
9	Qualifying Group 4	
10	Qualifying Group 5	
11	Gift List	List of items from which a free gift can be given. The list must be a predefined product lines.
12	Time Period ID	Set the time period in: **Manager Mode > Products > Promotions and Offers > Offer Groups**

Note: To keep track of which products are assigned to which offers go to: **Manager Mode > Products > Promotions and Offers > Product in Offers**. Select the product to see a list of which offers it is associated with.

PLU Number 3000 - Popadoms

ID	Description
1000	Indian Combo Offer

Max 6/15kg Min 40g e=2/5g   27-10-15 13:55 X 01 [xt-bps3000]

Mix and Match Offer Rules

When multiple offers are in operation, calculating which combination provides the best value can be complex. The scale operates the following frules for Mix and Match Offers:

- Products can be programmed against multiple offers but once specific item has been used to satisfy an offer then the same item will not be used to satisfy another offer. Items that can potentially be used to satisfy more than one offer shall be used against the offer resulting in the maximum customer saving.

For Example:

> Melons are £1.20 each
>
> Offer 1: 3 for 2 melon offer
>
> Offer 2: Buy 2 melons for £2.00
>
> Customer has 4 melons.
>
> Allocating 3 melons to offer 1 would result in one free melon and a saving of £1.20
>
> Allocating 2 melons to offer 2 would result in a saving of £0.40
>
> Therefore 3 of the 4 melons will be allocated to offer 1 and 1 melon will be charged at £1.20

- A free gift offer will always result in the cheapest item being given free.
- PLU based offers using the existing promotions can apply at the same time as offer based promotions. E.g. a product may be on 2 for 1 offer and also part of a meal deal.
- Offer calculations shall be independent of the order in which the items are transacted.
- Offers are only relevant to receipt mode operation.

Mix and Match in Operation

When a transaction results in an offer becoming applicable a message showing the details will be displayed on the customer's and operator's screens.

The savings from each offer will be listed on the receipt after the transactions.

```
Operator 1                    22-10-15 13:17
Crisps salt & vinegar              £0.50
1 Item          £0.50 / 01
Crisps salt & vinegar              £0.50
1 Item          £0.50 / 01
Crisps ready salted                £0.50
1 Item          £0.50 / 01
Ham sandwich                       £0.60
1 Item          £0.60 / 01
Cheese sandwich                    £0.60
1 Item          £0.60 / 01
Ham sandwich                       £0.60
1 Item          £0.70 / 01
Coke                               £0.70
1 Item          £0.70 / 01
Coke                               £0.70
1 Item          £0.70 / 01
Coke                               £0.70
1 Item          £0.70 / 01
Sub Total                          £5.40
Sandwich Deal                     -£0.30
Sandwich Deal                     -£0.30
Sandwich Deal                     -£0.30
        You have saved  £0.90

TOTAL                              £4.50
Cash                               £4.50
Change                             £0.00
Transactions                          9
```

The total savings can be printed as message on the receipt using a substitution code.

A management report is available to help you determine the effectiveness of the promotions. The report provides the following data for each offer.

• Offer ID

• Offer Description

• Offer Period

• Number of times the offer was given

• Sales value of items (standard sales value of the items)

• Cost of the offer (Sum of all the savings made)

Note: Any tax calculations used to print the tax summary on the receipt and the tax report take into account the savings given and reduce the tax declaration accordingly.

Mix and Match Examples

Lemons 30p each, 4 for £1.00

Digestive offer record:	
Field	**Description**
ID	0001
Description	** Lemons offer **
Offer Type	Fixed price
Offer Value	£1.00
Purchase Qty	4
Qualifying Products 1	ID to product line containing only lemons

Buy 3 from our Christmas gifts range for £10.

Christmas gifts offer record:	
Field	**Description**
ID	0002
Description	** 3 for 2 Christmas Gifts Offer **
Offer Type	Fixed price
Offer Value	£10.00
Purchase Qty	3
Qualifying products 1	ID to product line for Christmas gifts

Buy 4 packets of Walkers Crisps and get 50p off

Walkers crisps offer record:	
Field	**Description**
ID	0003
Description	** Walkers crisps offer **
Offer Type	Money Off
Offer Value	£0.50
Purchase Qty	4
Qualifying products 1	ID to product line for Walkers Crisps

10% of wines when you buy 6 bottles.

Australian wine offer Record:	
Field	**Description**
ID	0004
Description	** Wine Offer **
Offer Type	Discount
Offer Value	10.00%
Purchase Qty	6
Qualifying products 1	ID to product line for wines

Buy 2 Cadburys chocolate bars and get 1 free

Cadbury offer record:	
Field	**Description**
ID	0005
Description	Cadbury 3 for 2 offer
Offer Type	Free Gift
Offer Value	1

Purchase Qty	2
Qualifying products 1	ID to product line for Cadbury chocolate bars

Buy 3 from our Italian food range get the cheapest item free.

Italian food offer record:	
Field	**Description**
ID	0006
Description	Italian food offer
Offer Type	Free Gift
Offer Value	1
Purchase Qty	3
Qualifying products 1	ID to product line for Italian food range

Note In this example the gift list has not been specified and therefore the free gift is the <u>cheapest</u> item from the qualifying list.

Buy 3 from our luxury cake range and get a free carton of cream

Cake offer record:	
Field	**Description**
ID	0007
Description	Cake offer
Offer Type	Free Gift
Gift Products	ID to product line for creams
Offer Value	1
Purchase Qty	3
Qualifying products 1	ID to product line for luxury cake range

Note In this example the gift list has been specified and therefore the free gift is the <u>cheapest</u> item from the gift list.

Buy a starter and a main course from the Italian meals for £10

The is a combination offer requiring 1 purchase from each of the 2 qualifying lists.

Indian meal deal offer record:	
Field	**Description**
ID	0009
Description	Italian combo offer
Offer Type	Fixed Price
Offer Value	£10.00
Purchase Qty	1
Qualifying products 1	ID to product line for Italian starter course range
Qualifying products 2	ID to product line for Italian main course range

Buy 2 starters, mains and deserts from the Chinese selection and get 15% off

This is a combination offer requiring 2 purchases from each of the 3 qualifying lists.

Indian meal deal offer record:	
Field	**Description**
ID	0010
Description	Chinese combo offer
Offer Type	Discount
Offer Value	15.00%
Purchase Qty	2
Qualifying product 1	ID to product line for Chinese starter course range

| Qualifying product 2 | ID to product line for Chinese main course range |
| Qualifying product 3 | ID to product line for Chinese desert course range |

Buy 1 starter, main & desert from the Indian range and get 2 wines free

The is a combination offer requiring 1 purchase from 3 qualifying groups giving 2 free offers

Indian meal deal offer record:	
Field	**Description**
ID	0008
Description	Indian combo offer
Offer Type	Free Gift
Gift product line	ID to product line for free wines range
Offer Value	2
Purchase Qty	1
Qualifying products 1	ID to product line for Indian starter course range
Qualifying products 2	ID to product line for Indian main course range
Qualifying products 3	ID to product line for Indian desert course range

Delete All Products

Deletes all the products and sets the Weighed and Non Weighed products to their default settings.

Manager Mode > System Data > Products > Delete All Products

8. Programming System Data

Adding a new Operator

There are two default roles of operator:

1. Standard Operator

2. Manager

To create a new operator:

1. Press [Manager Mode] > [System Setup] > [Operators]

2. Press **New.**

3. Enter the details for each of the following fields: Whichever field you edit, pressing ✅ automatically opens the next field for editing. When all of the fields are complete, press Save. If the ID number is already used or set to 0, the next available valid number is assigned.

1	Operator ID	You can have up to 99 operators. When you save a new Operator, if Operator ID number is already used or set to 0, the next available valid number is assigned.
2	Operator Name	The operator is printed on the receipt. You can enter up to 33 characters for the operator name. If the name is too long for the space available it is truncated.
3	Operator PIN	It is important that you change the PIN from the default setting. If you do not, then the user can not log on. The PIN can have 0 to 4 numeric characters. If the PIN has no characters, then the operator is not prompted for a PIN when logging on.
4	Operator Role	You can create or modify operator roles in the MXBusiness application. Default roles are Standard Operator and Manager.
5	Operator Status	This can be set to either Enabled or Disabled. The default is Enabled.
6	Operator Transaction Mode	Select whether the operator is actively serving customers (trading) or just learning (training). When set for training the receipts and labels are printed as normal, but the transactions are not totalised .

Departments

A department is a group of machines within the store that reflects the way the store operates, for example Produce, Bakery, Fresh Meat, Fish. Each department has its own set of products.

Note: You cannot copy product PLUs from one department to another. However, you can copy a department, which inherits all the products from the selected department.

Allocating products (PLUs) to the appropriate department:

• Reduces the complexity of maintaining the PLU file.

• Helps to reduce errors when selecting a PLU.

Creating a New Department

1. Press [Manager Mode] > [System Data] > [Departments]

2. Press **New**.

3. Enter the details for each of the following fields: Whichever field you edit, pressing ✅ automatically opens the next field for editing.

4. When all of the fields are complete, press **Save**. If the ID number is already used or set to 0, the next available valid number is assigned.

1	Department	When you save a new department, if the Department ID number is already used or set to 0, the next available valid number is assigned.
2	Description	The title of the department.
3	Media ID	If you create a PLU keyboard that has buttons that reference the department, then the media is shown on the button. You can add media via USB memory stick.

Groups

Groups are a way to categorise products, for example, red meat, fish or bread.

Groups have two purposes:

To report on totals for all products per group. For example, sales value for all products in the Beef Group.

You can design a keyboard with the top level keyboard with just the Group keys, see Touch Menus (Keyboards). For example, Fruit & Veg, Meats and so on. Each Group key is a link to another keyboard with either a subgroup or all products in that group.

  For example. Meat > Beef > Sirloin Steak.
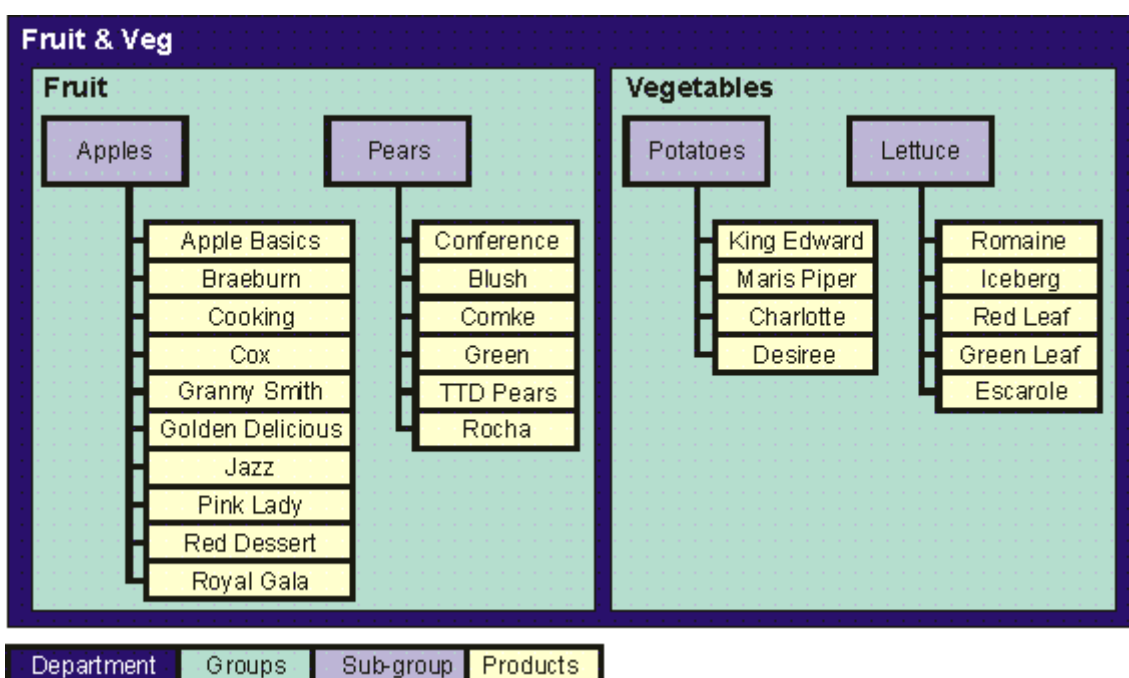
Prerequisites

If your group is to have adverts, then it is advisable to load the media first, especially if the group is to be used as a template for other groups (see Copying a Group).

To Create a New (top level) Group

1. Press [Manager Mode] > [System Data] > [Groups]

2. Press **New**.

3. Enter the details for each of the following fields: Whichever field you edit, pressing ✅ automatically opens the next field for editing.

4. When all of the fields are complete, press **Save**. If the ID number is already used or set to 0, the next available valid number is assigned.

1	Group ID	You can have up to 999,999 groups. When you save a new group, if the Group ID number is already used or set to 0, the next available valid number is assigned.
2	Description	The title of the group.
3	Group ID (Parent Group)	If the group is a sub-group, this shows the title of the Parent Group.
4	Media ID	If you create a PLU keyboard that has buttons that reference the group, then the media is shown on the button, see Touch Menus (Keyboards). You can add media via MXBusiness.
5	Group	If the group is a top level group, this is set to *CHILDREN* . If this is a sub-level group it shows the description of the parent group, and is locked.

To Create a Sub-Group

Note: It is very easy to create multiple levels of groups. However, if you forget which group is the parent, it can be difficult to find the sub group.

1. Press [Manager Mode] > [System Data] > [Groups]

2. Press **System Data**.

3. Press **Groups**.

4. From the list of existing groups, select which one is to be the Parent group (for example: Fruit).

5. Press **Select**.

6. Select the **5: Group** field and press **Edit**.

7. Press **New**.

8. Enter the details for each of the above fields: Whichever field you edit, pressing ✅ automatically opens the next field for editing.

9. When all of the fields are complete, press **Save**. If the Group ID number is already used or set to 0, the next available valid number is assigned.

Copying Groups

Note: You can only copy groups that are on the same level in the group hierarchy.

1. Press [Manager Mode] > [System Data] > [Groups]

2. Press **System Data**.

3. Press **Groups**.

4. From the list of existing groups, select which one is to be copied.

5. Press **Copy**. A new group is created with identical fields.

6. Edit the description.

Note: It is possible to create a group that identical to the original except for the Group ID, so it is recommended that you give the group a new description.

7. Make the required changes and press **Save**. If the Group ID number is already used or set to 0, the next available valid number is assigned.

Tares (Container Weights)

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

When goods are to be weighed in containers, you can set up tare values (container weights) that are stored against a reference number.

Each tare is assigned to a dedicated press button. Depending on how your machine has been configured, the tare buttons can be accessed from:

1. A dedicated press button on the user functions screen.

2. A dedicated key on the programmable key area below the home screen

Create a new Tare

1. Press [Manager Mode] > [System Data] > [Tares]

2. Press **New**.

3. Enter the details for each of the following fields: Whichever field you edit, pressing ✅ automatically opens the next field for editing.

4. When all of the fields are complete, press **Save**. If the ID number is already used or set to 0, the next available valid number is assigned.

1	Container ID	You can have up to 39 tares. When you save a new tare, if the Container ID number is already used or set to 0, the next available valid number is assigned.
2	Description	The title of the tare.
3	Container Tare Value	The weight of the container in kg.

Tax Rates

If PLUs are configured with a tax rate (Tax Rate 1 and Tax Rate 2), you can print the tax value and individual tax rates on the receipt. Miscellaneous fees can also have a tax rate.

In addition, you can also have different taxes that the operator applies to the entire receipt at the point of sale. For example, depending on whether the customer is eating inside or take-away.

Create a new Tax Rate

1. Press [Manager Mode] > [System Data] > [Tax Rates]

2. Press **New.**

3. Enter the details for each of the following fields: Whichever field you edit, pressing automatically opens the next field for editing.

4. When all of the fields are complete, press **Save**. If the ID number is already used or set to 0, the next available valid number is assigned.

1	Tax Rate ID	You can have up to 9 tax rates. When you save a new tax rate, if the Tax Rate ID number is already used or set to 0, the next available valid number is assigned.
2	Description	The title of the tax rate.
3	Tax Rate	The tax rate in percent.

Messages

Messages enable you to select the appropriate information to be printed on labels, receipts, vouchers and other printed output such as banking operations slips.

You can also set up text for adverts displayed whenever the scale is idle.

Create a new Message

1. Press [Manager Mode] > [System Data] > [Messages]

2. Press **New.**

3. Enter the details for each of the following fields: Whichever field you edit, pressing automatically opens the next field for editing.

4. When all of the fields are complete, press **Save**. If the ID number is already used or set to 0, the next available valid number is assigned.

1	Message ID	You can have up to 999,999 messages
2	Message Category ID	Each message has an Category ID that determines where the message appears. For example: Operator prompts have the Category ID 33, any messages added to this category has the ID X,33, where X is the ID of the message, and 33 is the category ID.
3	Message	The text of the message. To adjust the style of the text when editing the message text, press the Style button. The message opens in an editor where you can select the text size, position, and whether it is bold, underlined or italic.

Message Categories

Message categories are defined in Service Mode and cannot be changed from Manager Mode.

There are four message groups:

General

1	Generic Traceability Text	Traceability operation for storing pre-defined text
2	Operator Prompts	When a product is selected, the operator prompts are displayed automatically under the product title. If there is more than one message, then each one is shown in turn every time a PLU is selected.
3	Miscellaneous	General purpose messages, for example, the Help message that are displayed on the Help screen, and report headers.
4	Promotional Template Messages	Messages displayed by the Automatic Advert Generator, that is, depending on the type of promo, one of these message is selected. **Note**: The automatic advert template can be modified in MXBusiness.

Labels

1	1	Ingredient Text	Not implemented
2	2	Date Text	
3	3	Advert Text	
4	14	Sales Messages	Sales Messages are selected from the product PLU (Message ID 1 & 2), or directly assigned to a label design. in MXBusiness.
5	25	Nutrient Messages	Not implemented
6	26	Store Name	Printed on a label, assigned to a label design. in MXBusiness.
7	32	Contents	Not implemented

Receipt

1	22	Receipt Header Text	Text printed at the top of a receipt (assigned to a label design in MXBusiness). For example, the store details.
2	23	Receipt Footer Text	Text printed at the bottom of a receipt (assigned to a label design in MXBusiness). For example, ”r;Thank you for shopping with us”
3	27	Adjustment Reason	Not implemented
4	28	Paid Out Reason	
5	29	Return Reason	
6	30	Void Reason	

1	15	ISO 3166-1 numeric country codes	List of country codes. These are three-digit country codes defined in ISO 3166-1, part of the ISO 3166 standard published by the International Organization for Standardization (ISO).
2	16	Trace Slaughter Ref	List of slaughter centres.
3	17	Trace Cutting Ref	List of processing centres.
4	18	Trace Category	Additional information about the animal.
5	19	Trace Breed	
6	20	Trace Type	
7	21	Trace Species	

Discounts

You can apply a pre-programmed fixed discount, or a variable discount to an entire receipt or to an individual transaction.

If the scale is in label mode, discounts are applied to the transaction.

Discount rates can be fixed or variable. If the value or percentage for the discount is set to 0, the discount is variable and the operator enters the value or percentage in Sales Mode.

To create a new discount:

1. Press [Manager Mode] > [System Data] > [Discounts]

2. Press New.

3. Enter the details for each of the following fields: Whichever field you edit, pressing ✓ automatically opens the next field for editing.

4. When all of the fields are complete, press **Save**. If the ID number is already used or set to 0, the next available valid number is assigned.

1	Discount ID	You can have up to 20 discounts. When you save a new discount, if the Discount ID number is already used or set to 0, the next available valid number is assigned.
2	Description	The title of the discount.
3	Discount Percentage	0 to 99.99 % A percentage of the transaction value or the receipt total is deducted from the price to pay.
4	Discount Amount	For value discounts you can enter a value from 0 to a maximum equal to the total transaction or receipt value and this value is deducted from the amount to pay.
5	Discount Type	Select whether the discount is a Percentage or Value

6	Operator Role	A discount can be associated with all roles (everyone is allowed access) or a single specific role. If the discount is available to more than one role but not all roles then you must create a separate discount for each required role.

Discount Keys

You can only apply discounts if you have set up the appropriate discount keys on the sales mode keyboard.

Note: If you set up a discount key without assigning a discount reference to it, the operator is prompted to enter the Discount ID.

Miscellaneous Fees

Miscellaneous fees can be added to the payment type selection, see Payments on page 25. The operator selects the payment type at the point of sale, refer to the Operator Instructions for more details.

Examples of miscellaneous fees are:

• Credit card surcharge

• Delivery charge

• Gift wrapping service

Each type of fee can be set to add the surcharge automatically or to request confirmation. For example, a surcharge for payment by credit card is added automatically but a gift wrap charge requires confirmation that the customer accepts the surcharge.

Create new Miscellaneous Fees

1. Press Manager Mode > Miscellaneous Fees

2. Press **New**.

3. Enter the details for each of the following fields: Whichever field you edit, pressing automatically opens the next field for editing.

4. When all of the fields are complete, press **Save**. If the ID number is already used or set to 0, the next available valid number is assigned.

1	Surcharge ID	You can have up to 999 miscellaneous fees. When you save a new miscellaneous fee, if the Surcharge ID number is already used or set to 0, the next available valid number is assigned.
2	Description	The title of the miscellaneous fee.
3	Surcharge Confirm	If enabled, the operator is prompted to confirm that the surcharge is accepted.
4	Surcharge Percentage	The percentage (0-100%), if the Surcharge Type is set to Percentage.
5	Surcharge Amount	The amount (0-100%), if the Surcharge Type is set to Percentage.
6	Surcharge Type	Either Percentage or Value
7	Tax Rate ID	If applicable, the tax rate.

Ledgers

Ledgers are a way of managing business accounts, for example:

- Customer accounts
- Trade accounts (suppliers or customers)
- Stock functions.

Stock functions might include specific areas of the business against which to charge goods. For example, if you are writing off stock, you might wish to charge it against a specific department such as electrical goods, toiletries or delicatessen.

Create a new Ledger

1. Press [Manager Mode] > [System Data] > [Ledgers]

2. Press **New**.

3. Enter the details for each of the following fields: Whichever field you edit, pressing ✅ automatically opens the next field for editing.

4. When all of the fields are complete, press **Save**. If the ID number is already used or set to 0, the next available valid number is assigned.

1	Account ID	The name of the account.
2	Account Name	The title of the account.
3	Account Credit Status	The details of the account, credit status and any other relevant information.

Payments

Payment types are a way to enable and categorise different payment methods. The operator selects the payment type at the point of sale, refer to the Operator Instructions for more details.

Create a new Payment

1. Press [Manager Mode] > [System Data] > [Payments]

2. Press New.

3. Enter the details for each of the following fields: Whichever field you edit, pressing ✅ automatically opens the next field for editing.

4. When all of the fields are complete, press Save. If the ID number is already used or set to 0, the next available valid number is assigned.

1	Payment Type ID	You can have up to 15 payment types.
2	Allow Change	Select whether the change can be given.
3	Allow Refund	If the product is subsequently returned, select whether a refund can be given.
4	Currency ID	For foreign currency transactions, select the currency.

5	Description	The title of the payment type.
6	Forced Amount Entry	If Forced Amount Entry is enabled, you must enter the payment value. If Forced Amount Entry is not enabled and the payment key is pressed without a value entered, then the machine assumes that an exact payment has been made.
7	Minimum Amount	Payment entries below this amount are not allowed.
8	Maximum Amount	Payment entries above this amount are not allowed.
9	Open Drawer	Sets whether the cash drawer opens automatically.
10	Operator Role	A payment can be associated with all roles (everyone is allowed access) or a single specific role. If the payment is available to more than one role, but not all roles, then you must create a separate payment for each required role.
11	Preset Amount	The value of the payment type. For example, £20 Gift Token
12	Payment Type	There are twelve payment types: 2 Foreign Cash 3 Credit Card 4 Account 5 Coupon 7 Trade Account 9 Cash 10 Cheque 11 Cheque Card 12 Debit Card 13 Food Stamp 14 Gift Certificate 15 Travellers Cheque
13	Surcharge ID	Any extra payments that are added to the payment type, for example, credit card surcharge, see Miscellaneous Fees.

Trace Records

Many countries require that all livestock is accounted for from farm to abattoir to point of sale. Each product can be set to the appropriate trace scheme.

System Data > Trace Records

Operators create the trace records when they scan the data from a barcode on a pack, or by manually entering the required data. They can also be managed from a back office system, which normally creates the required records and deletes old records that are no longer required.

Delete

The delete buttons allow managers to delete old records from the scale to free up space in case the back office system goes down.

9. Reporting Functions

Totals

Totals are updated whenever a label or receipt are printed successfully.

Manager Mode > Totals

Totalising must be enabled:

Manager Mode > System Setup Configuration **> 5: Operational Configuration > 2: Totalising**

Period 1 and 2 Reports

There is no definition of these periods. Instead, you have the option to either **print**, or **print** and **clear**, which gives you the option to have short-term and long-term reports.

For example, for daily and monthly reports: At the end of each day, select Print and Clear for Period 1, and select Print for Period 2, which gives a running total. At the end of the month you select Print and Clear for the Period 2 report.

Totals Fields

1	Operator Totals	The report includes all transactions assigned to the operator.
2	Tax Totals	This report provides a tax breakdown for scale. Net sales value and tax value are calculated according to whether the tax system in use is inclusive or exclusive. **Note**: Tax totals do not always reflect the same values as total sales due to rounding errors which may cause a very small discrepancy.
3	Machine Totals	The information in this report depends on the payment methods setup for the machine.
4	Grand Totals	A Grand total consolidates data from PLU, Operator, Department, Machine, Group and Discount reports for each machine on the system and prints a report of the total sales.
5	Item Totals	
6	Group Totals	Includes weight and item fields broken down by sales, counter, prepack and return transactions.
7	Department Totals	Includes weight and item fields broken down by sales, counter, prepack and return transactions.
8	Hourly Totals	
9	Offer Totals	The amount of saving given in each offer
10	System Cash Totals	The System cash report allows a network of machines to be cashed up with a single report.

Report Printing

Select **Print** for a non-clearing report. The totals for those values are carried forward.

Select **Print** and **Clear** for a clearing report. The totals are cleared and the relevant clearing date in the security report is updated.

If the report printing fails for any reason or you abort the report printing, the totals are unchanged.

Report Numbering

Each totals report has its own sequential number for security purposes. There are two separate number sequences, one for Print reports and one for Print and Clear reports. The number increments each time you print a report.

Traceability Reports

The data is printed by lot number and depends on how the scheme has been configured. Only fields for which there have been transactions are printed. Trace totals reports are non-clearing.

Manager Mode > Totals > Traceability Report

Traded quantity is the total used weight of the batch/carcass. The quantity sold is comprised of sales weight, counter service, pre-pack and returns and increments each time a transaction is completed.

The limit quantity is the weight of the lot or carcass minus any percentage for losses due to unsalable parts of the carcass such as fat and bone. Depending on how the scale has been configured, the following fields may be printed:

- Sales weight

- Counter service

- Pre-pack

- Returns

- Traded quantity

- Limit quantity

- Sales value

- Transactions

- First traded date

- Last traded date

- Slaughter/creation date

Transactions

This section helps you manage the transactions stored in the scale.

Manager Mode > Transactions

Print Held Transactions

If Hold Receipt Mode is selected, transactions are held and a subtotal receipt printed. The transactions can be recalled later, using the customer number, and a final receipt printed at the checkout for all that customer's transactions.

Use this option to print and clear held transactions in the transaction store. You have the option to print the full receipt, or the summary. If you select the full receipt, all details about the transaction are printed.

Print Live Transactions

This option prints and/or clears the transaction store.

Clear Transactions

This option clears the transaction store without printing the contents of the store.

Export to USB Memory Stick

The transactions in the store are exported to the USB memory stick, and deleted from the store after export.

Note: This can only be done on the server.

1. Insert a USB memory stick into the scale's USB port located behind the paper cartridge.

2. Select **Yes**. The transactions are transferred to the USB memory stick as a .csv file.

Security Report

Manager Mode > Totals > Security Report

Security reports are non-clearing reports and list:

• The sequence numbers for each non-clearing report.

• The sequence numbers for each clearing report.

• The date and time of the last clearing report for each report type.

Counter Receipts

Note: To be able to recall information about a counter receipt transaction, you must enable **Transaction Storage**:

1. Press Manager Mode System Setup > Configuration

2. Press **5: Operational Configuration**

3. Set **5: Transaction Storage** to Enabled.

Data Reports

There are two options for verifying labels, either select a single label, or print all labels

Manager Mode > Data Reports

10. Maintenance

Diagnostics

These buttons are usually only used when requested by service personnel.

[Manager Mode] > [Diagnostics]

Backup and Restore

[Manager Mode] > [Totals]

Backup Entire System

1. Insert the USB memory stick into the scale's USB port located behind the paper cartridge.

2. From the Data Transfer screen select **Backup Entire System**.

3. The scales will now backup the system data. A message window opens.

Backup Product File Only

1. Insert the USB memory stick into the scale's USB port located behind the paper cartridge.

2. In the Data Transfer menu, select Backup Product File Only.

3. Remove the USB memory stick.

Backup Best Sellers

1. Insert the USB memory stick into the scale's USB port located behind the paper cartridge.

2. In the Data Transfer menu, select Backup Product File Only.

3. Remove the USB memory stick.

Restore

When restoring files, you can either delete the existing products or merge with the products on the memory stick.

To restore the data file:

1. Insert the USB memory stick into the scales USB port located behind the paper cartridge.

2. Select **Restore**.

If the data restore function in manager mode is run without a USB memory stick inserted, an option is given to restore the database from one of the scheduled backup files. Scheduled backup files may exist for daily, weekly, monthly and yearly time periods.

If one or more scheduled backup files are present then you are prompted to restore them in the following order:

1. Daily

2. Weekly

3. Monthly

4. yearly

If there are no scheduled backup files present then the following message "There are no scheduled backup files to restore" opens.

After successfully restoring a database the following message "Restore completed successfully" opens. The restored database is active immediately.

Adding Media via USB Stick

This option is only available on the server and not on client scales.

The media must be in a top-level (root) "r;**media_update**" folder on the USB memory stick.

To load media

1. Insert the USB memory stick into the scales USB port located behind the paper cartridge.

2. Press [Manager Mode] > [Data Transfer] > [Load Media]

Warning: Load media replaces any existing media.

3. You are prompted to confirm that you want to load media. Press **Yes**.

Note: The loading of media using this method restricts the file size of any imported files to 5MB for XM and 10MB for XT. If any file was excluded from the import a message "r;x files exceeded the maximum file size (xxMB) and were not imported" opens.

Recommended Media Sizes

Xm Rear (customer facing) Screen	800 x 453 pixels
Xt Rear (customer facing) Screen	1024 x 574 pixels
Customer Logo	166 x 90 pixels

Note: Media files are scaled to fit.

Media File Specifications

Text	n/a	Marquee text stored in the media configuration file. Various types of animation available.
Image	jpg, bmp, png tif, tga, pcx, pnm, gif, xpm	Auto sized to fit window maintaining aspect ratio. Image not expanded if smaller than display window.
Video	flv, avi, mp4, mpg, mpeg, wmv	Can only be used for idle time adverts. XT supports sound and up to 30 fps with auto sizing to fit window. XM can support short animated clips (~10 seconds) in flv format. XM has maximum size of 800x453 with no auto sizing.

Media Configuration File

This is an optional medial configuration file that can be supplied on the memory stick with the media. The media configuration file must be in a top-level (root) media_update folder of the USB memory stick, and have the filename: mediaconfig.xml.

The media configuration file is mandatory for text adverts as the advert text is specified inside the media configuration file.

An idle time playlist and a product playlist with picture and text adverts:

```
<?xml version="1.0" encoding="utf-8"?>
<!-- This configuration file generates a idle time playlist and a product playlist with picture and text adverts-->
<Advertising>
 <Playlist Type = "idle">
  <Image Description = "Description for advert one" Duration = "5" File = "filename-1.jpg" />
  <Image Description = "Description for advert two" Duration = "5" File = "filename-2.jpg" />
  <Text Description = "Description for advert three" Duration = "10" Caption = "10% off Pork Chops"
   DateStart = "2014-04-17 00:00:00" DateEnd = "2014-04-28 00:00:00" BackgroundColour = "0"
   TextColour = "16777215" FontSize = "24" FontBold = "Yes" FontItalics = "Yes"
   FontUnderline = "Yes" Animation = "RightToLeft" Speed = "Slow" />
 </ Playlist >
 <Playlist Type = "product">
  <Image Description = "Description for advert three" File = "filename-3.jpg" />
  <Image Description = "Description for advert four" File = "filename-4.jpg" />
 </ Playlist >
</Advertising>
```

The media configuration file is optional for image and video adverts when loaded via USB memory stick. If the media configuration file is not present then a single idle time playlist are generated with all the advert settings at default values. The type of advert are determined from the physical media file extension and the order are sorted alphabetically from the name of the file, uppercase characters first (A-Z then a-z).

A single idle time playlist showing each advert for 5 seconds:

```
<?xml version="1.0" encoding="utf-8"?>
<!-- This configuration file generates a single idle time playlist showing each advert for 5 seconds -->
<Advertising>
 <Playlist Type = "idle">
  <Image Description = "Description for advert one" Duration = "5" File = "filename-1.jpg" />
  <Image Description = "Description for advert two" Duration = "5" File = "filename-2.jpg" />
 </ Playlist >
</Advertising>
```

If a media configuration file is present then the order in which the adverts are played is determined by the order in which they are defined in the playlist.

Media may be referenced by more than one advert which may be associated with more than one playlist.

A media configuration file without any play lists results in all existing play lists and associated media to be deleted from the scale.

If a media configuration file can contain a playlist ID and the machines that will use the playlist can be specified. Adverts can also be allocated to a PLU.

A playlist specifying which scales should display the media:

```xml
<?xml version="1.0" encoding="utf-8"?>
<Advertising>
<Playlist Type = "Idle" Id = "5"> The playlist id can be optionally specified
<Machine Id = "1"/> The machine(s) to which this playlist should be allocated
<Machine Id = "3"/>
<Image Description = "MMM01" Duration = "10" File = "mmm01f.jpg" />
<Image Description = "MMM02" Duration = "10" File = "mmm02f.jpg" />
<Image Description = "MMM03" Duration = "10" File = "mmm03f.jpg" />
<Image Description = "MMM04" Duration = "10" File = "mmm04f.jpg" />
<Image Description = "MMM05" Duration = "10" File = "mmm05f.jpg" />
</Playlist>
<Playlist Type = "Product" Id = "6">
<Machine Id = "2"/>
<Image Description = "MMM01" Duration = "10" File = "mmm01f.jpg" />
<Image Description = "MMM02" Duration = "10" File = "mmm02f.jpg" />
<Image Description = "MMM03" Duration = "10" File = "mmm03f.jpg" />
<Image Description = "MMM04" Duration = "10" File = "mmm04f.jpg" />
<Image Description = "MMM05" Duration = "10" File = "mmm05f.jpg" />
</Playlist>
<Playlist Type = "PLU" PLU = "2" Dept = "1"> Allocate the following adverts to this PLU
<Image Description = "MMM01" Duration = "10" File = "mmm01f.jpg" />
</Playlist>
</Advertising>
```

Deletes all play lists and associated media:

```xml
<?xml version="1.0" encoding="utf-8"?>
<!-- This configuration file deletes all playlists and associated media -->
<advertising>
</advertising>
```