

# 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 is available in both PDF and HTML formats. The PDF version can be opened, read or printed from any PDF viewer software. The HTML version 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.

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### **IMPORTANT**

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

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# 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 on your scale may be different to the examples 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 it 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.

### Training



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

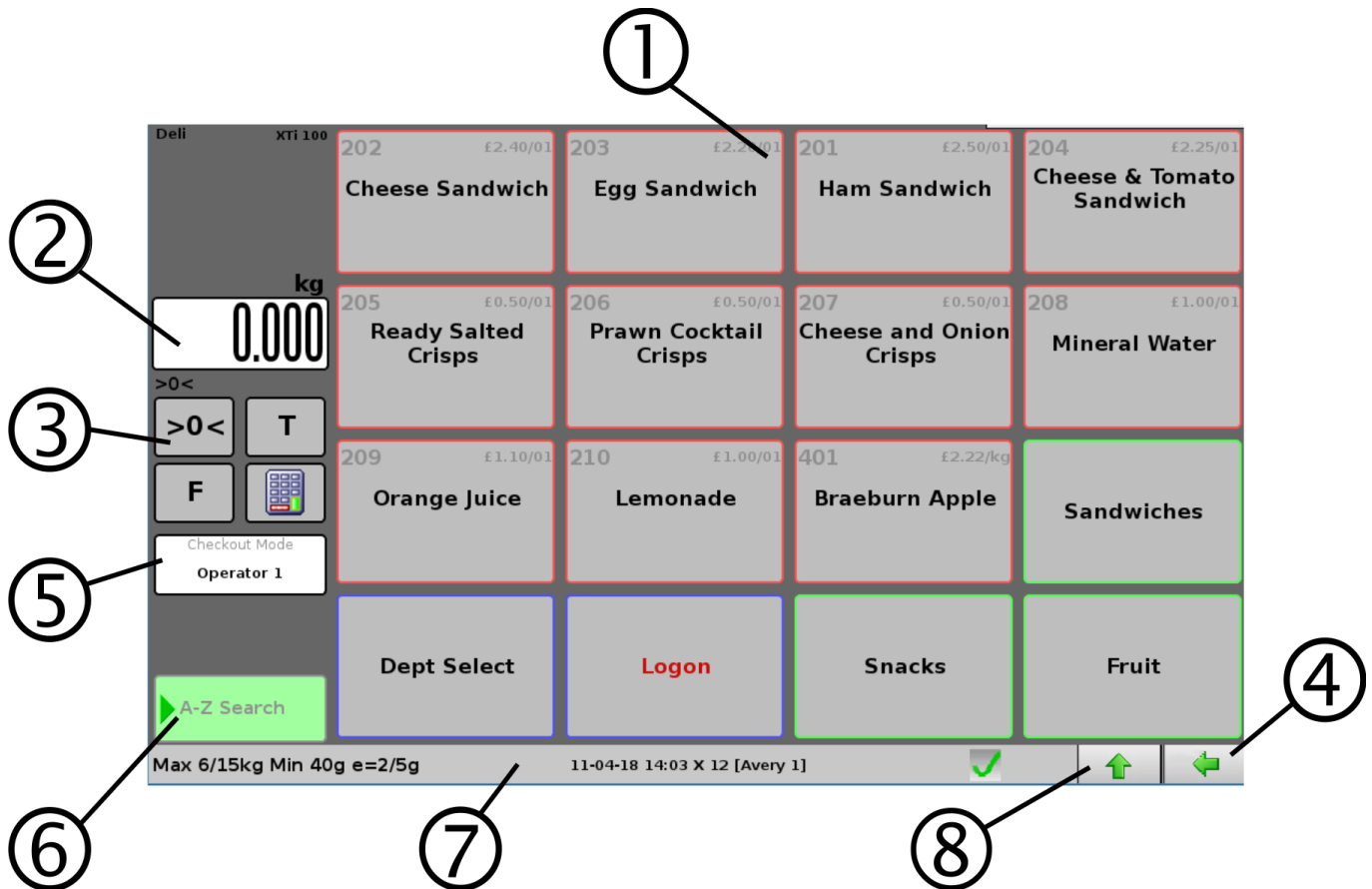
### EMC compliance

**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.

## Using the Keyboard & Display

### Home Screen

The **Home Screen** contain most of the keys you will need for daily use.



1. Home Keyboard - can contain function keys such as a Login key, Product keys, or Product group keys.
2. Weight display.
3. Function keys
  - Zero - press once to zero the scale
  - Tare - See *Tare* key below.
  - Fix - See *Fix* Key below.
  - Numeric Keypad. Opens a numeric keypad so a Product Lookup (PLU) code number can be entered.
4. Morebar button - press to open the Morebar menu. This opens on the right of the screen and provides access to a number of operator functions such as sales mode selection and access to the Manager Mode screen.
5. Current sales mode indicator.
6. Product Search key - allows search by name or PLU.
7. Status Bar - See *Status Bar* below.
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

## Tare key

A tare is the weight of a container used to hold the product while it is weighed. The scale's Tare function subtracts the weight of the container, leaving only the weight of the product displayed. It only applies 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).

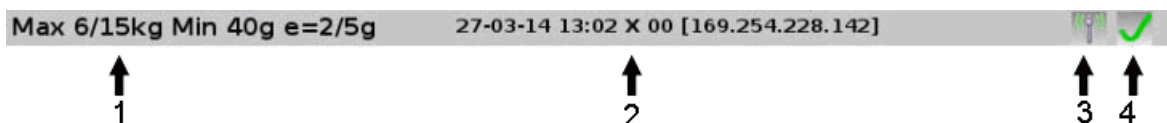
## More bar

Pressing the Morebar button opens the Morebar menu. This programmable menu contains a selection of useful functions. The contents depend on how your scale has been configured but, by default, it includes:

- **Shutdown.** Shuts the scale down.
- **Help.** Provides information on how to obtain support, get licences for additional features, check for scale software updates or to restore the software to a previous version. Press the  key to open this document if the HTML version has been installed on the scale.
- **User functions.** Opens a screen containing a selection of User function buttons, usually for administration and machine maintenance purposes. This is a programmable screen and the functions available depend on your machine's configuration.
- **About.** Provides detailed information about the scale and access to diagnostic software for managers and engineers.
- **Sales mode.** Opens the sales mode setup screen. This is the same as pressing the Sales Mode Setup key on the Home Screen.
- **Setup Mode.** Provides access to the setup menus for managers and engineers. These menus require a password to access.

## Status Bar

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



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

If the scale is connected to a scale network it changes colour to indicate the status of the network:



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



Red = The client or server is offline.



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



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

## 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

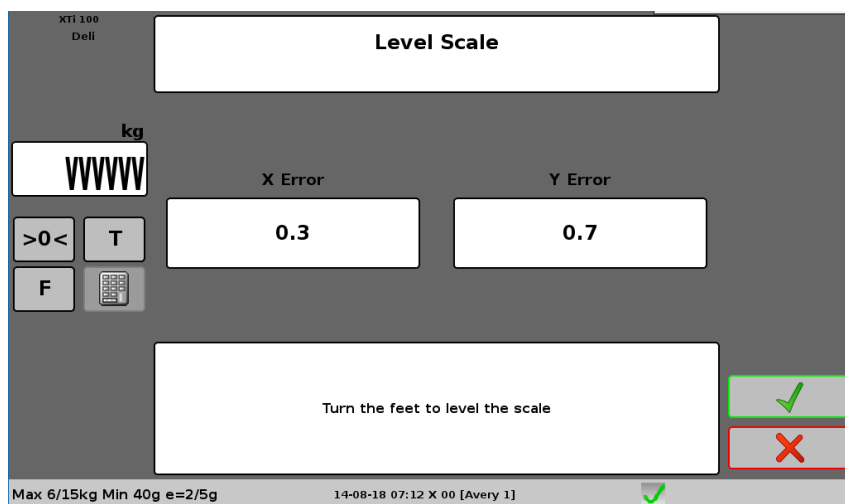
When cleaning the touch screen use the **Clean Screen** function to avoid problems such as transactions accidentally being performed during the clean or having to turn off the scale:

1. Press the **Morebar** button (  ) at the bottom right of the screen. the **Morebar** menu will open.
2. Press **User Functions**.
3. Press **Clean Screen**. The screen will blank 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.

## Levelling the Scale

The scale automatically compensates when it is not level up to a maximum of 5°. If the scale is out of level by more than 5° a red cross will appear in the display screen status bar. The Level Scale screen will appear automatically. You will not be able to trade until the level is corrected.

The scale has four levelling feet to enable manual levelling up to 10mm in any direction. The on-screen display shows the amount of adjustment needed in the X and Y directions to level it exactly.



The Level Scale screen can be also be accessed from the **Machine Setup** menu in Manager Mode (See *Level Scale* for more details).



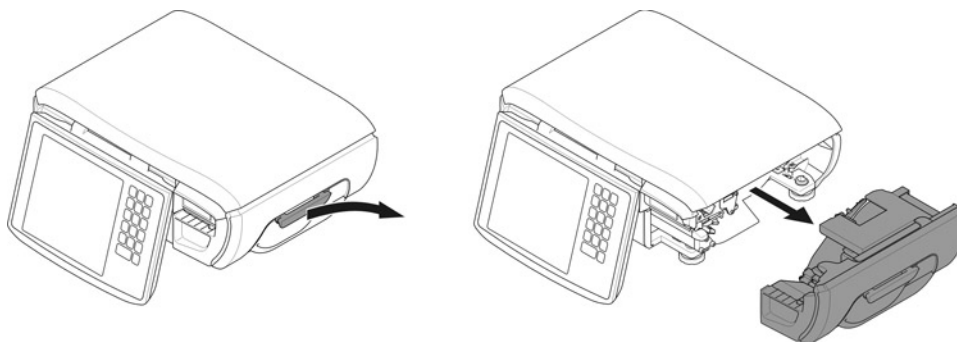
## Using the Printer

The printer built in to the scale can be loaded with adhesive backed labels or plain paper for the printing of receipts. The procedure for changing the role is different for each type.

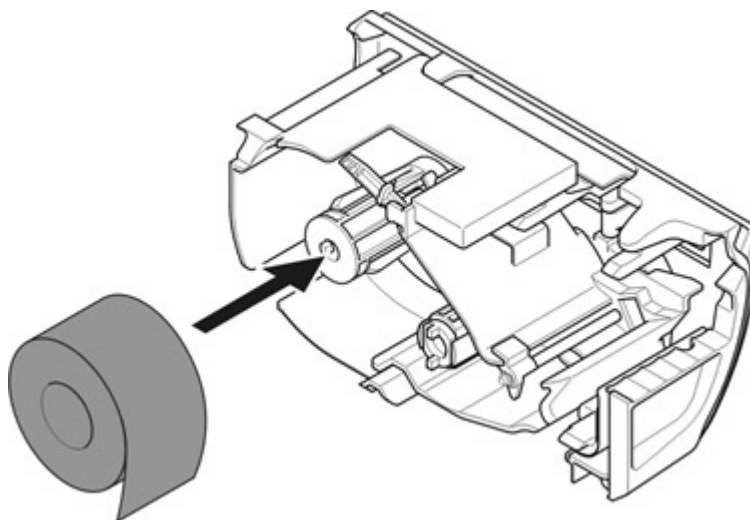
### Changing a Label Roll

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.

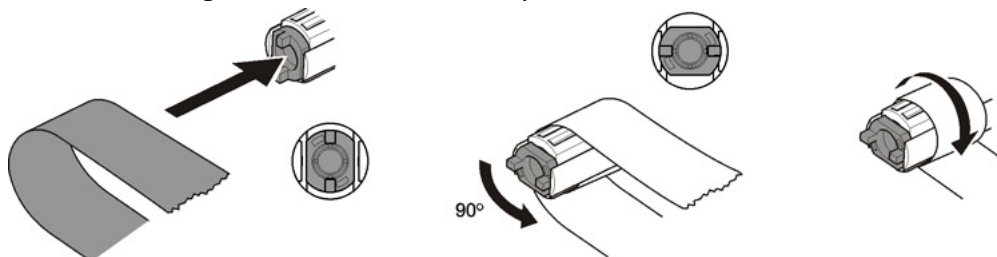


2. Remove the old label roll core and backing paper. Check that the new label roll is of the right type and size and insert the roll into the cassette.

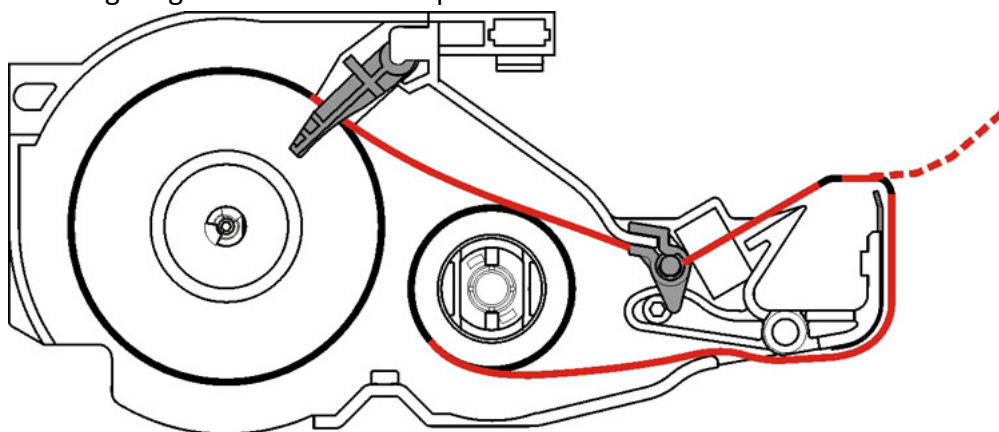


3. Peel off several labels so that you have a long section of backing paper. Feed the paper into the slots of the spindle, then back around the spindle so that the paper is firmly trapped.

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:

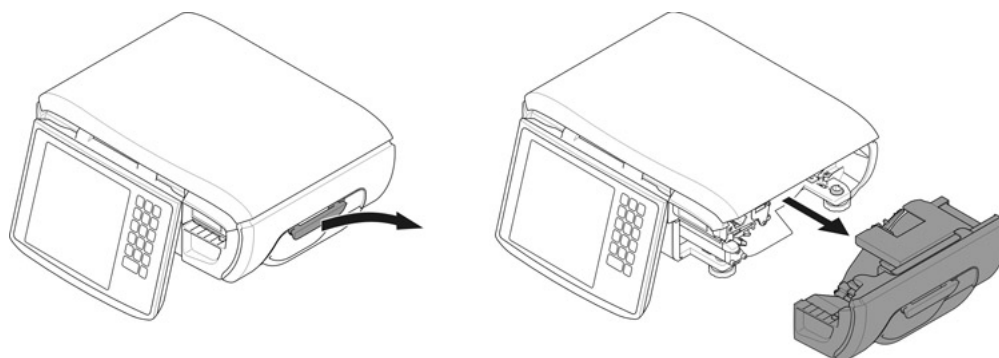


4. Replace the cassette into the scale and push the red handle to lock the cassette into place.

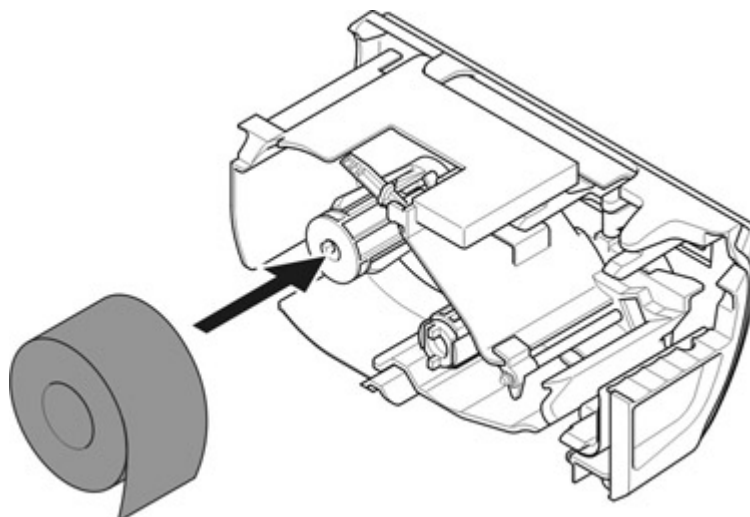
### Changing a Receipt Roll

Receipt paper does not have backing paper so the return spindle is not used.

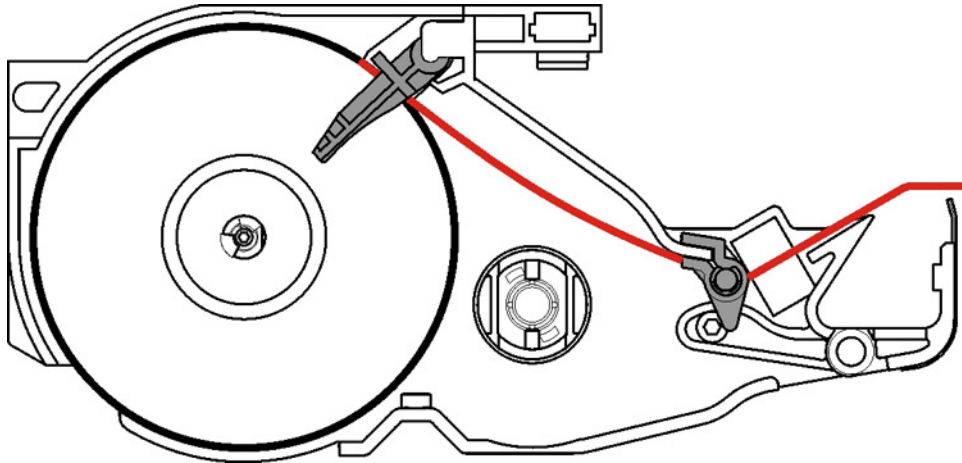
1. Remove the print cassette by pulling the red handle until it clicks and then slide the cassette out from the scale.



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:

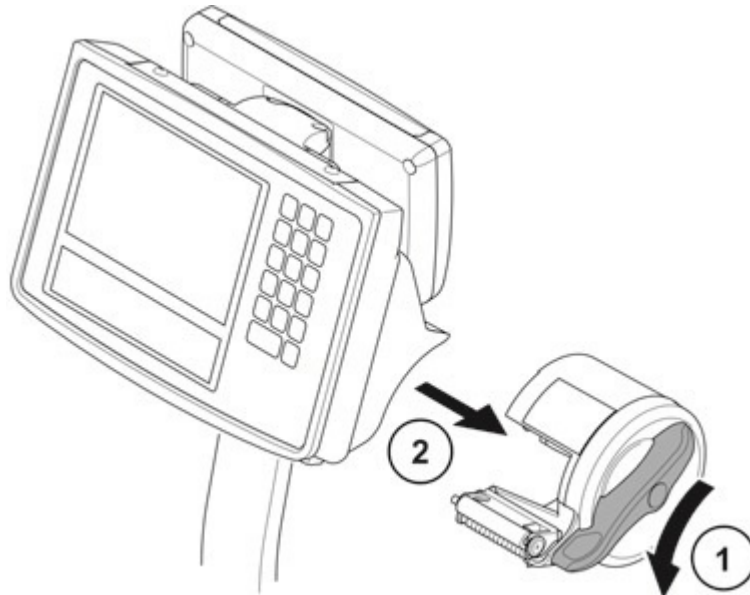


4. Replace the cassette into the scale and push the red handle to lock the cassette into place.

### Receipt Only Printers

Receipt-only printers use continuous paper rolls, including liner-less adhesive paper, with a cassette system for “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.

## Product Lookup (PLU) Codes

All products that have been programmed in to the scale have a unique PLU (Product Look Up) code number associated with them. PLUs serve as a unique identifier for the product and provide a fast way to recall product data.


There are four ways to select the PLU you want:

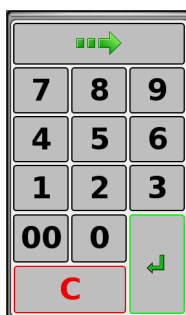
1. Select the product from the touch-screen.
2. Use the fixed numeric keys to enter the PLU number.
3. Use the PLU search function.
4. Scan the product barcode.

### Searching by PLU Number

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.

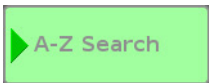
If departments are set up for the system, you can enter the PLU number from the fixed keypad provided it is in the department currently set on the scale.

1. Press . The numeric keypad will open:



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 green arrow at the top of the page to change department.

## Barcode Scanning

You can enter the PLU using a barcode if a barcode scanner is installed and the receipts and labels have barcodes printed on them.

Using 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.

Use the barcode scanner 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.

To scan a barcode:

1. Pass the barcode under the scanner
2. When the scanner has successfully read the barcode it will bleep.
3. Check that the scale has selected the correct PLU before scanning the next item.

## About Sales Modes

The scale can be quickly switched to operate in a number of different sales modes, depending on the changing role that it has to perform in the store. For instance, a scale used to print labels for counter service can be temporarily switched to Stock mode to adjust stock levels after a delivery and then switched back to continue counter service after this has been completed.

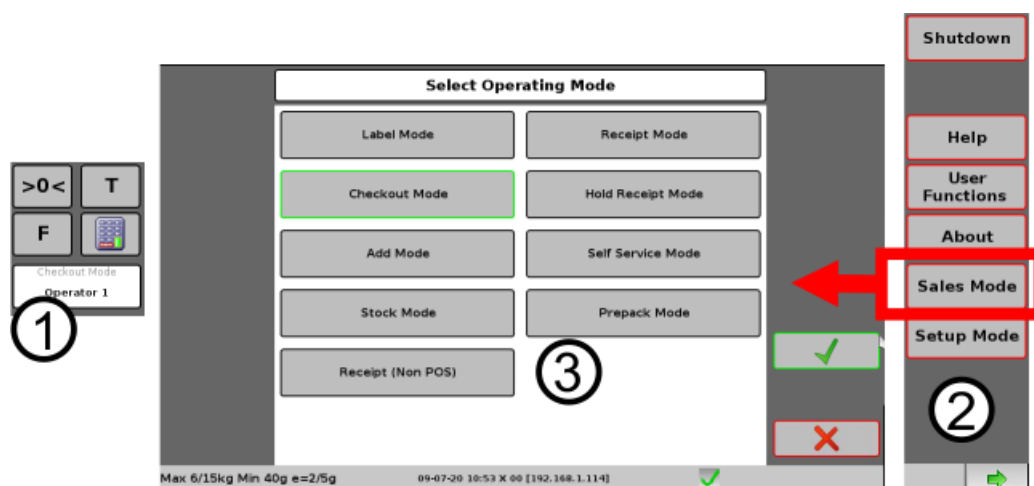
The scale is supplied from the factory with nine sales modes pre-configured. These can be used as they are, or customised to better suit the needs of your business. They can also be added to or replaced with additional sales modes used for special purposes. Up to twelve different sales modes can be configured.

**Note:** This manual describes the operation of the factory supplied default sales modes. For instruction on the use of any customised or additional sales modes refer to your manager. For instructions on how to modify or create new sales modes refer to the System Setup section of this manual.

## Setting the Sales Mode

The currently selected sales mode is shown in the sales mode indicator on the home screen.

The Sales mode is set by selecting **Sales Mode** from the **Morebar Menu** to the right of the screen. A list of available modes is then displayed.



1. Sales mode indicator shows currently selected sales mode.
2. Select Sales Mode from the Morebar.

3. Select from the available sales modes and confirm your selection. The scale may need to restart to begin operating in the new mode.

## The Default Sales Modes

The nine, factory set, default modes are as follows:

**Label Mode** - used to produce labels for single item transactions, for instance at a deli counter. When non-weighed goods are sold, the scale can print multiple identical labels. Multiple operators enter their PIN for each transaction.

**Receipt Mode** - Used at the point of sale with a cash drawer. Multiple operators enter their PIN for each transaction.

**Checkout Mode** - Used at the point of sale with a cash drawer. A single operator logs on and remains logged on for the length of the session.

**Hold Receipt Mode** - Used for counter service. Generates a subtotal receipt, which the customer can then take to the checkout to make payment. Multiple operators enter their PIN for each transaction.

**Self Service Mode** - Allows the customer to operate the scale to produce a label that can be later scanned at the checkout. May be used in conjunction with a barcode scanner or Optical Article Recognition equipment.

**Add Mode** - Enables an operator to print multiple labels for a single PLU, followed by a single label with totals printed on it.

**Stock Mode** - Used for stock management transactions that adjust stock levels, but do not update the sales totals. These can include: stock counts, stock received, stock write off and customer orders.

**Prepack Mode** - Used to print labels for pre-packaged items. Can also be used to re-wrap items when required.

**Receipt (Non POS) Mode** - Similar to Receipt Mode in operation, but does not require payment to be taken before a receipt is printed.

## Configuring the Scale - Manager Mode or MXBusiness?

Before the scale can be put to use in a store it must be configured to suit the application it is being used in. Each of the default Sales Modes can be customised in a number of ways and there are many additional functions that need to be configured before they can be brought in to operation. Further configuration is needed if the scale is to be used as part of a network, or in conjunction with other items of equipment such as cash drawers, barcode scanners or EFT payment terminals.

Finally, all of the details of the products the store is trading in must be programmed. These include the product's name, price, the methods by which it is sold, country of origin, trace scheme, any promotions or discounts that are on offer, tax and so on.

### Manager Mode

For a scale intended for use in a single store, all of this configuration can be carried out using the scale's touch screen user interface from Manager Mode. Doing this is explained in detail in the later section of this manual.

### MXBusiness

However, if you have a large quantity of product data to enter, or you are configuring scales for use in multiple stores, you may find it much easier to make use of MXBusiness PC software. This application provides access to all the features that you can access from the scale's screen combined with the accessibility and ease of use of the Microsoft Windows interface.

In addition to the ability to configure and manage multiple, network connected scales MXBusiness provides the ability to individually control a scale right down to the level of completing a transaction. MXBusiness also provides additional features, such as band management, that may be required when operating in multiple stores in different areas.

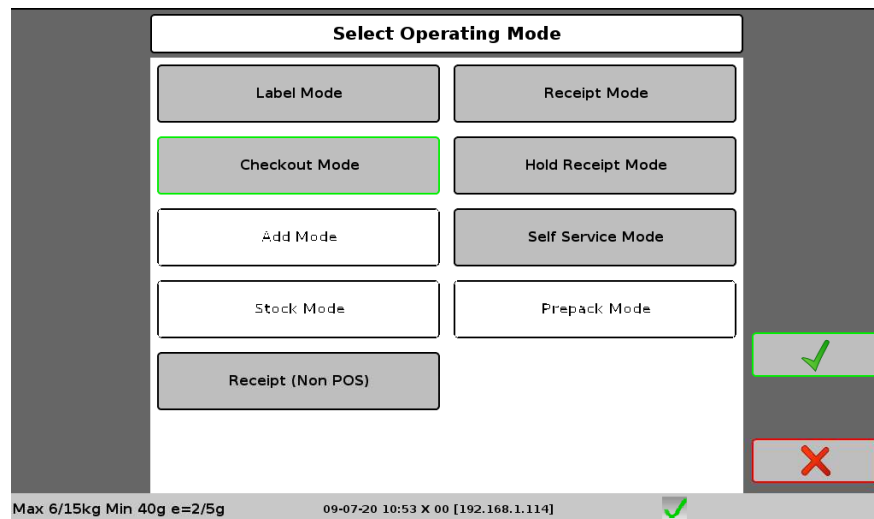
A free, demonstration version of MXBusiness is available for download from Avery.



## 2. Front of Store - Serving Customers

### Sales Modes for Customer Service

Six of the factory set, default Sales Modes are designed for use when directly serving customers. These are: Label Mode, Receipt Mode, Checkout Mode, Hold Receipt Mode, Self Service Mode and Receipt (Non POS) Mode.



The following describes the operation of the factory supplied default sales modes. On your scale these may be modified in a number of ways, depending on the requirements of the store. For instruction on the use of any customised or additional sales modes refer to your store manager.

For instructions on how to modify, or create new, sales modes refer to the *See Operating Mode Settings* in the System Setup section of this manual.

## Operation in Label Mode

Scales operating in label mode are generally used to produce labels for single item transactions, for instance at a deli counter. When non-weighed goods are sold, the scale can print multiple identical labels. Label Mode can be used with a number of operators who each have to enter their PIN to complete each transaction.

When label mode is selected, the **Print Mode Setup** key shows:

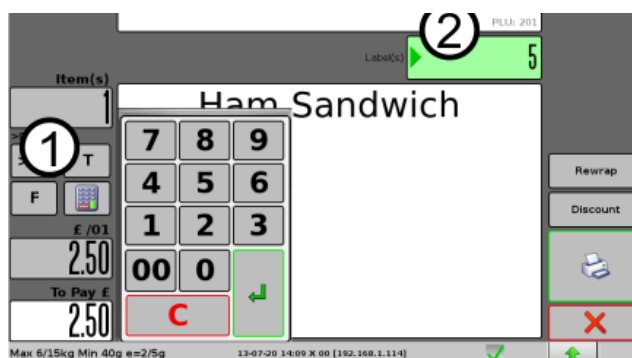


### Typical Operation - Weighed Goods

1. Place the goods on the scale.
2. Select the **PLU**.
3. Press the **Print** key.
4. Select the **Operator** and enter the PIN.
5. The label prints automatically.

### Typical Operation - Non-Weighed Goods

1. Select the **PLU**.
2. Select the number of items (1) and the number of labels (2) required.
3. Press the **Print** key
4. Select the **Operator** and enter the PIN..
5. The label prints automatically.



## Re-Wrap

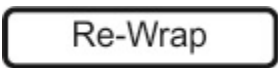
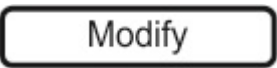




The Re-Wrap function allows you to reprint a label with different price/dates or return an unwanted product and select a new product for re-packing

There are two parts to the Re-Wrap option:

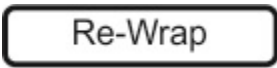








1. You can edit the price and/or dates and re-print the label.
2. You can return a product and replace it with another.

## 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 
4. Select the price and press  Edit the price and press  .
5. Edit the dates by either nudging it up or down using the arrow keys, or pressing the  button and selecting the new date from the display.
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  . Ensure the Re-Pack PLU field is selected and Press  . The Goods Returned message briefly appears on the screen.
4. Search for the replacement product, and press  .
5. Select the price and press  . Change the price and press  .
6. Select the date to be changed and either nudge it up or down using the arrow keys, or press the  button and select the new date from the display. Press 
7. Press  . The label shows an asterisk (\*) against any dates or the price that are modified.
8. Press  to return to the home screen.

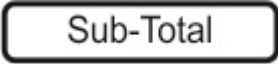
## Receipt Mode Operation

**Receipt Mode** is usually used at the point of sale with an Electronic Cash Register cash drawer (ECR). Multiple operators must enter their PIN for each transaction.

When Receipt mode is selected, the **Print Mode Setup** key shows:



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

## Checkout Mode Operation



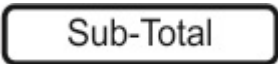
Checkout mode is normally used in conjunction with an Electronic Cash Register cash drawer (ECR). This mode assumes that a single operator uses the scale, and logs-on to the scale at the start of their shift.

When Checkout mode is selected the **Print Mode Setup** key shows:



The message "Please Log On" is replaced with the operator's name after login.

### 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 (see Making Payment). The scale will print the cash receipt.

## Receipt (Non POS) Mode Operation

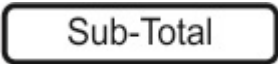
This mode prints counter receipts only, that is, there is no payment handling.


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.

When Receipt (NonPOS) is selected, the Print Mode Setup key shows:



### 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  then select the operator

5. When ready, press 

## Hold Receipt Mode Operation

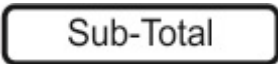
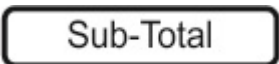

This mode is used where there is a scale on one or more counters. For transactions at these counters, the customer is given a subtotal receipt, which they take to the checkout to make payment.

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.



When Hold Receipt mode is selected the **Print Mode Setup** key shows:



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

## Self Service Mode Operation

**Self Service** mode allows the customer to operate the scale to produce a label or receipt that can be later scanned at the checkout. It can be used in conjunction with a barcode scanner or Optical Article Recognition equipment. Alternatively the product can be identified by its PLU number or by a short BIN number if one has been configured (see *Nutrifacts* (Programming Products) for more details.

In operation, the customer is prompted to select the product from the self-service screen, and either enter a quantity or place the goods on the scale. A label or receipt is then printed which can be attached to the product for use at the checkout.

### To switch the scale to Self-service operation:

1. Press  , and select  from the menu.
2. Press **Self Service Mode** and press  .
3. The scale will restart in Self Service mode.

**Note:** Once in self-service mode you will need to make use of a hidden key to re-enter manager mode if you want to make further changes to the settings. See *Using Manager Mode* for instructions.

### Self-service configuration

The default, factory-set Self Service sales mode is configured for label printing for use with both weighed and non-weighed goods.

There are a range of system settings that control change how the scale will operate in self-service mode. These include settings that control the display time-out, the information that the customer is presented with on the display, and whether the scale can be used for non-weighed goods. The print mode setting can be set to Print On Request or Print Immediate. Print On Request provides the customer with a prompt that allows them to choose when the label is printed. Print Immediate will print a label for weighed goods as soon as the weight is steady.

See *Installing a Barcode Scanner* for more information.

### Optical Article Recognition (OAR)

OAR technology makes use of a camera based vision system and image recognition software to identify products placed on the scale. In operation, the customer is automatically presented with a number of possible matches to choose from on the display screen. These are ordered as most likely match at the top left of the screen through to least likely at the bottom right. Customer choices are used to train and refine the image recognition software.

To implement an OAR system the scale's display must be custom configured and a number of settings made which are only available when an OAR system is installed. Refer to the documentation supplied with the OAR system for more on this.

## Using Self Service Receipt Mode

In Self Service Receipt Mode the scale is configured to allow the customer to add multiple items and produce a receipt. Combined with an EFT terminal and an automated Cashbox, this can be set up to allow the customer to complete the entire transaction, including payment.

In operation, after selecting a non-weighed product, the customer is invited to enter a quantity using the keypad:

The screenshot shows a self-service interface. On the left, a green arrow points to 'Item(s)' with a '1' entered. Below it, a price tag shows '£ / 01' and '2.20'. A red box indicates 'To Pay £ 2.20'. The main display area shows 'Egg Sandwich' with 'PLU: 203' below it. On the right, a numeric keypad (0-9) is visible. At the bottom, a status bar shows 'Max 6/15kg Min 40g e=2/5g', the date/time '28-07-20 12:00 X 01 [Avery 1]', and a green checkmark.

The item will then be added to the subtotal for the transaction:

The screenshot shows a list of items added to the transaction. The list includes: 1 x Egg Sandwich (2.20), 1 x Ready Salted Crisps (0.50), 1 x Ham Sandwich (2.50), and 1 x Orange Juice (1.10). The total is 6.30. The interface also shows a grid of product categories: Cheese & Tomato Sandwich, Weighed, Non Weighed, Ham Sandwich, Cheese Sandwich, Egg Sandwich, Ready Salted Crisps, Prawn Cocktail Crisps, Cheese and Onion Crisps, Mineral Water, Orange Juice, Lemonade, and Cheddar Cheese. A red X symbol is next to each item in the list. At the bottom, there are buttons for 'Search' and 'Finish', and a status bar with the same information as the previous screenshot.

Qty	Description	£
1 x	Egg Sandwich	2.20
1 x	Ready Salted Crisps	0.50
1 x	Ham Sandwich	2.50
1 x	Orange Juice	1.10
<b>4 Items</b>	<b>Total</b>	<b>6.30</b>

The red X symbol next to each item indicates that it can be deleted from the list by touching it.

When all the items are added the customer presses Finish (or Print) to either move on to the payment screen or print a receipt.



## Making Payment

When the scale is set to the Receipt or Checkout modes , the various methods of payment are available. These can include cash, card, cheque, Electronic Funds Transfer (EFT), or a voucher that the scale has issued as part of a promotion.

1. When all the transactions are complete, press **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 **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.

The scale may be configured with payment buttons for specific amounts or payment methods. For example:

- Press **Cash 20** when the customer tenders £20.
- Press **Cash 10** when the customer tenders £10.
- Press **Credit** when the customer tenders a credit card.
- Press **Cheque** when the customer pays by 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.

If the payment offered includes a voucher you should either scan the voucher barcode or enter the value manually and select the appropriate coupon payment key.

If the payment method is via EFT, the EFT terminal will take over the transaction until the transfer has been authorised.

## Modifying Payment

You may need to modify the total if you need to. There may be keys configured for this:

- Use **Void** to void all or part of the receipt.
- Use **Change Tax** to change the tax rate. 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.
- Use **Split Subtotal** to show a sub-total on the receipt.

- Use  to apply discounts to the receipt.

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

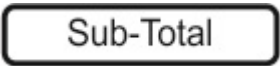

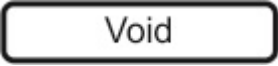
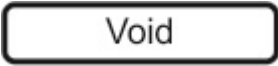

## Voiding Transactions

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  .
2. If necessary, select the operator.
3. If PoS mode is enabled, press  .
4. To cancel all the transactions in the subtotal press  . 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  . 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.

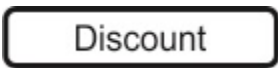
**Note:** You cannot apply a discount if the product is on promotional offer. Discounts override any manual price changes.

## 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:

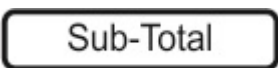

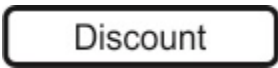
1. For weighed goods, place the goods on the scale and select the PLU.
2. For non-weighed goods, select the PLU, select the number of items.

3. Press  .
4. Press the item value on the screen and enter a new price or select a predefined discount button.
5. The screen briefly shows the new discount.
6. 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  .
2. If necessary, select the operator.
3. If PoS mode is enabled, press  .
4. Press  .
5. Select a predefined discount button.
6. The screen briefly shows the new discount and then returns to the subtotal.

#### Label Discounts

You can have only one discount active at a time.

#### 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.

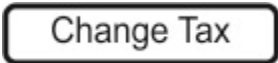
You can change the tax rate used only when the scale is set to Receipt Mode - PoS Enabled.

**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**

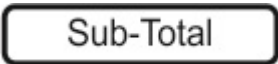

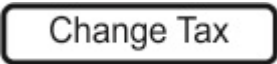

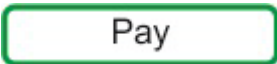

1. For weighed goods, place the goods on the scale and select the PLU. For non-weighed goods, select the PLU, select the number of items.
2. Press  , the screen briefly shows the new tax rate.

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  .
2. If necessary, select the operator.
3. If PoS mode is enabled, press  .
4. To change the tax rate for all the transactions in the subtotal press  .
5. Press  or  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.



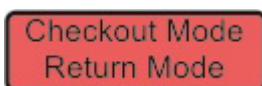
**Note:** Discounts override any price changes. That is, you can not change the price and apply a discount.

3. Enter a new price. The receipt shows an aster-ix (\*) against the items that have a modified price.

## Processing Returns

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 or Checkout Mode.

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.


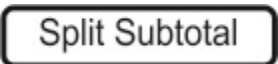
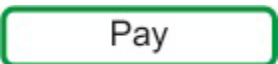


## Split Subtotals

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

Split Subtotals only applies when in a receipt printing mode.

After making on or more transactions:

1. Press 
2. If necessary, select the operator.

3. If PoS mode is enabled, press 
4. Press  a subtotal line is added to the list of transactions.
5. Press  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.

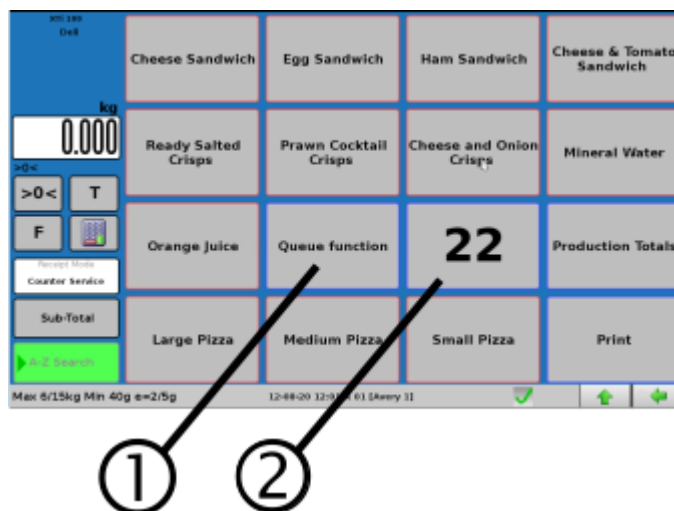
**Note:** The scale will produce an error if there are insufficient funds available for the payout in the cash drawer.

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.

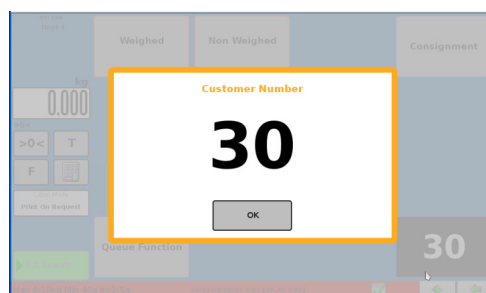
## Queue Management

Your scale may have been set up to provide a queue management function. This will display the current customer queue number on the scale's screens, but may also send control commands to other external displays.

Depending on how the queue management function has been set up you may have a couple of extra buttons on your scale:



1. **Queue Function Key.** This may be located on your Home screen, your User Functions menu or your dedicated keyboard. Press once to change the queue number to the next value. The new queue number will be displayed on your screen for 5 seconds and 15 seconds on the customer screen.



2. **Queue display.** This simply displays the current customer queue number.

### 3. Back of Store Operations



Back of store operations are operations you can do with the scale that do not directly involve a sale to a customer. These can include labelling, re-wrapping and stock management operations. Three of the default Sales Modes: Add Mode, Stock Mode and Prepack Mode, and some User functions, such as Consignment, are dedicated to back of the store operations. If the back of store User functions have been configured on your machine you will be able to access them from the User Functions screen.

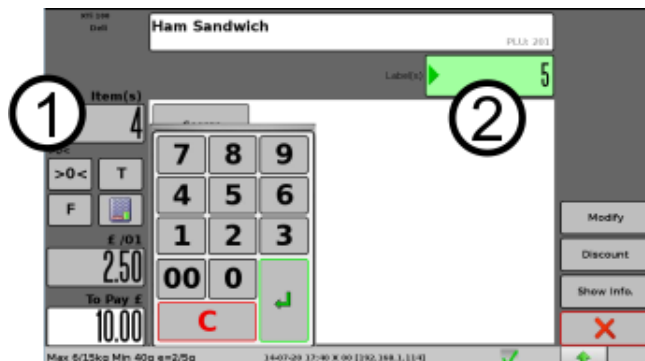
#### Using Add mode


By default, Add mode enables you to print multiple labels for a single PLU, followed by a single add label with totals printed on it.

The Add function can be configured to print batched labels (See *Operational Configuration*) where it will print labels for multiple PLUs in a single batch. A separator label can be printed whenever the PLU in the batch changes, and a final total label will be printed at the end of the batch run.

To use the scale for multiple label printing:

1. Load the labels in to the printer so that the backing paper feeds out of the printer slot.
2. Press the print mode setup key and select the Add function.
3. Press  and check that the print mode key shows  .
4. Select the first PLU.
5. Select the number of items (1).
6. Select the number of labels (2).



7. Press your Operator key and enter your PIN.
8. The labels will print or, if batched printing is enabled in system settings, the PLU will be added to the batch subtotal.
9. Continue until all PLUs in the batch have been entered.
10. Press the subtotal key followed by your operator key to view the details of the batch.
11. Press the  button to print the labels.



## Using Stock Mode

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

Stock mode transactions can update totals for accounts stored in the ledger. These can be customer accounts, trade accounts, or accounts for 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.

See *Ledgers* for more details of how to set up accounts.



Stock management transactions can include:

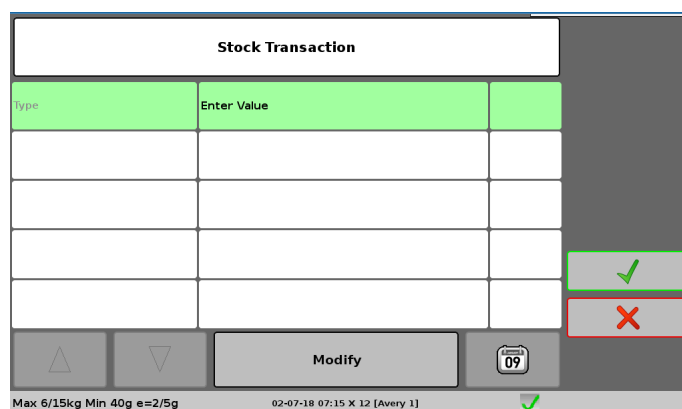
- Stock counts
- Stock received
- Stock write off
- Customer orders

Your scales User Functions menu



Stock management functions can be accessed from any sales mode, but a security level may have been assigned to prevent unauthorised use. From self-service mode you must first enter the Sales Mode selection screen (See *To access Manager Mode from self-service Mode:*), and this will require the scale to restart.


To carry out stock management:


1. Press , and select **Sales Mode** from the menu.
2. Press the Stock Mode button and press . The Stock Transaction window will open.





Type	Enter Value	

Buttons:  

Modify 

Max 6/15kg Min 40g e=2/5g 02-07-18 07:15 X 12 [Avery 1] 

3. Press Modify and select the stock transaction type (Customer Order, etc.).
4. Fill in the transaction details (store ID, order number, etc.) in the available fields.
5. Press .
6. Complete the transaction by selecting PLUs and quantities (as you would for a customer sale).




7. Press Print. Select the appropriate account, and press  to confirm and complete the transaction.
8. Use the Sales Mode key to return to the previous mode.

## Using Prepack Mode

The Prepack sales mode provides labels for pre-packaged goods. It can be used for both weighed and non-weighed goods. For instance, you can use it to individually price portions of commodities like cheese, or you could use it to bundle multiple non-weighed items together.

The procedure for using Prepack Mode varies, depending on whether the goods are weighed or non-weighed.

### To use Prepack Mode to print labels for non-weighed goods:

1. Press  , and select **Sales Mode** from the menu.
2. Press **Prepack Mode** and press  .
3. For non-weighed goods, select the PLU.
4. The screen will allow you to adjust the price, the quantity of items and the quantity of labels required.
5. Press  The resulting label will show an asterisk (\*) against any dates that are modified.

### To use Prepack Mode to print a label for weighed goods:

1. Place the goods on the scale and select the PLU.
2. The label will print immediately.

### To adjust the price for weighed goods:

1. Select the PLU.
2. Adjust the price.
3. Place the goods on the scale.
4. The label will print immediately.

**Note:** See *Re-Wrap* for details of how to use the **Re-Wrap** function. See *Discounts* for details of how to use the **Discount** function.

## Consignments

The **Consignment** function allows you to set up a print run for the labels required to fulfil a large order. It makes use of the scale's Pack Run feature which provides for three levels of packaging.

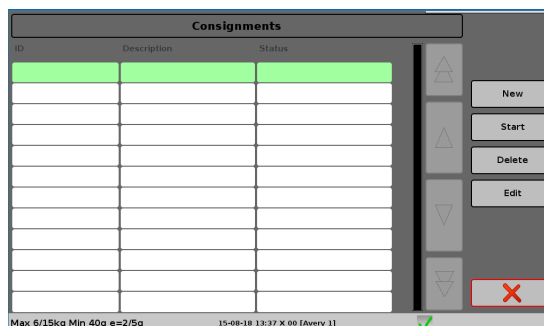
So, for instance, it can be used to print labels for an order for individual items packed inside boxes placed in cartons, which are then stacked on pallet. You can set targets for each level by quantity, weight or price and this determines how many labels are printed.

To make use of the Consignment function your machine must be set up with a Consignment button on either the Dedicated Keys keyboard or User Function keyboard. In addition, one or more Pack Run templates must be set up using Manager mode (See *Pack Run*).

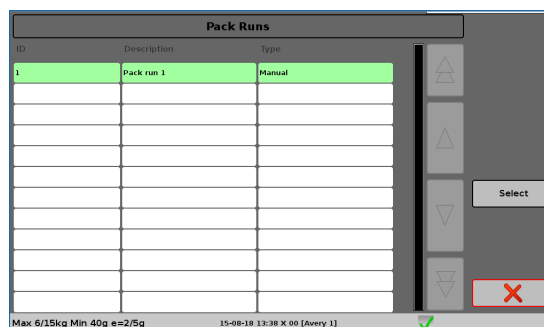
You can create a **New** consignment using by using one of the pre-defined pack run templates or the **Repeat** button may be used to use a previously completed consignment as a template.

### To create a new Consignment:

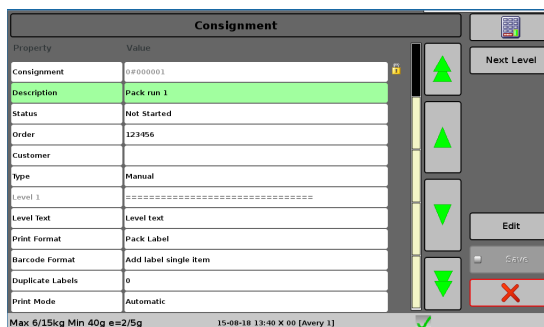
1. Select **Consignment** from the User Function or Dedicated Key keyboards.



2. Press New to reveal the list of pre-configured Pack Run templates.



3. Edit the template to suit your consignment and press **Save**.



4. Select the consignment from the list of available consignments and press **Start**.

XTI 100  
Esquisito

**BOCCONCINI DI MANZO CON FUNGHI** PLU: 104

Consignment	0#000035		
Description	Confez. Take Away		
Order Number			
Customer			

**Packs Remaining** **12**

Level	Quantity	Weight	Price
1 - Scatola	4	0.000	0.00
2 - Cartone	3	14.040	14.04
---	---	---	---

**To Pay €** **0.00**

Max 6/15kg Min 40g e=2/5g 21-10-19 15:20 X 00 [boost-alan.site]

Buttons: Undo Last, Re-Print, Complete, Print, Cancel (X), Back (←), Forward (→)

5. The scale will switch automatically to Pack Run Mode and you can then select the appropriate products to begin packing.

The PLU screen will show the details of the consignment, the total number of packs remaining and the remaining amounts to complete each level. Any targets that are not set will be displayed as ---. At the start of the consignment the value will be the set targets and will decrease as the consignment progresses.

When the remaining amounts for a level reaches 0 the level is complete and a level total label will be printed. In the latter case, the user may choose not to print the label and exceed the amounts for that level.

The 'Complete' button may be used to complete any level before the target amount has been reached. When higher levels are completed then any lower levels that are still in progress are also automatically completed and level total labels printed.

When all levels have been completed the consignment is set to **Completed**. Pack run mode is cancelled and the scale returns to the home screen.

- The 'Reprint' button may be used to re-print the last label without affecting the consignment totals. This may be necessary if the previous label is spoilt.
- The Undo Last button will allow you to remove any accidental transaction. Only the last transaction performed will be removed.
- Active consignments may be paused to allow customers to be served and Resumed later.

## Reviewing Consignments

The current state of all the consignments may be reviewed by cancelling the PLU and using the consignment function. Completed consignments should be deleted to keep the number of consignments to a manageable number. Note completed consignments are automatically deleted when a consignment totals are printed and cleared at the end of the day.


## Cash counting


Your scale may have been set up with the Cash Counting feature enabled. This enables the scale to calculate the value of coins by their weight. The value of notes can also be added to the total when cashing up, but they must be counted manually.

If it is enabled you can start the function from the Cash Counting button which, depending on your machine's configuration, may be located on the Home keyboard, the dedicated keyboard, or the User Functions keyboard that you can access by using the Morebar button (see your manager if you have trouble finding it).

1. Press the (Cash Counting) button.



2. Separate the coins into their denominations.
3. To count the coins, place them on the scale and select the denomination from the list.
4. Press  to add the value of the coins to the total. Repeat until all coins are counted.
5. Notes must be counted manually.
6. Select the value of note from the list and press **Edit**. Enter the number of notes.
7. Press the **Print** button to obtain a paper record of the totals.



Press  to add the value of the notes to the total.

**Note.** If you make use of containers to hold the coins whilst counting, the tare value for the container must be defined in the tare reference table and the tare reference must be assigned in the Denomination table. See System Setup for more details.

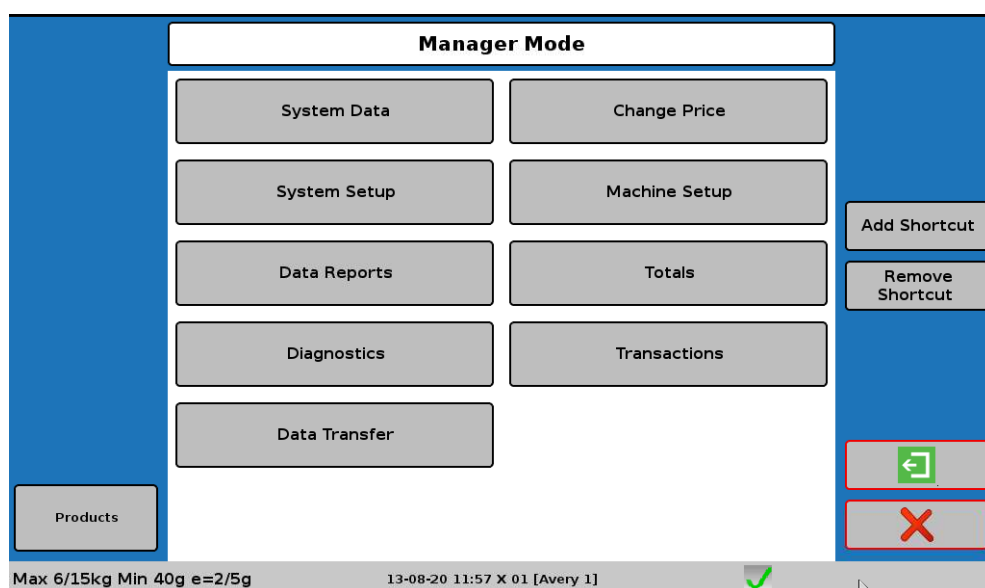
## 4. Using Manager Mode

Manager Mode provides access to the commands needed to configure and set up the scale. The following sections of this manual are dedicated to explaining those commands.

### To access Manager Mode:

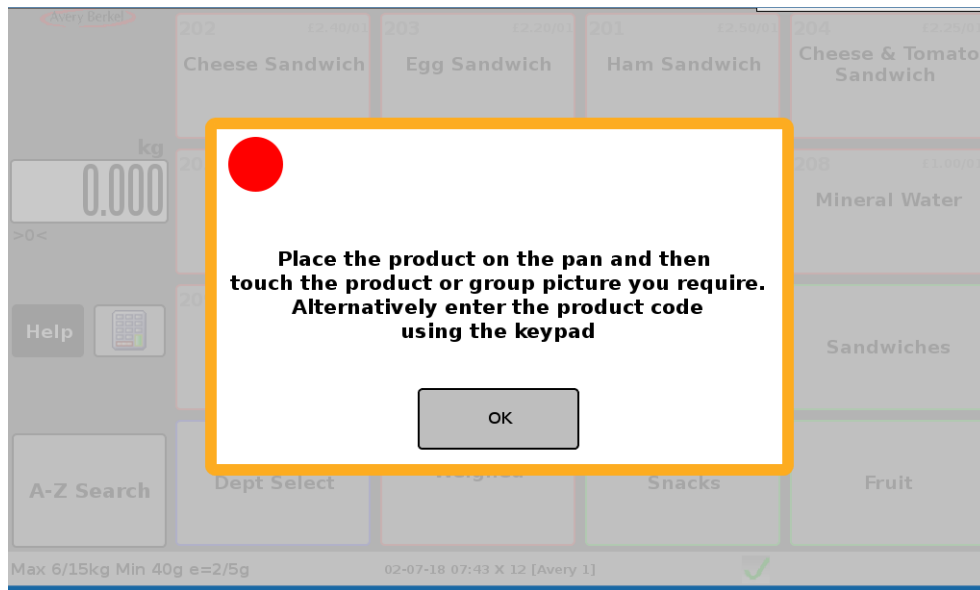
1. **XM Scale:** Press 
2. **XT Scales:** Press 
3. Press **Setup Mode** **Manager Mode**
4. A list of operators is displayed.
5. Select the operator. For example: **Operator 1**
6. Enter the operator's PIN Number (The default is 4296).

**Note:** The PIN Number can also be read with a barcode or card reader.



**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 to the Setup Mode Button.





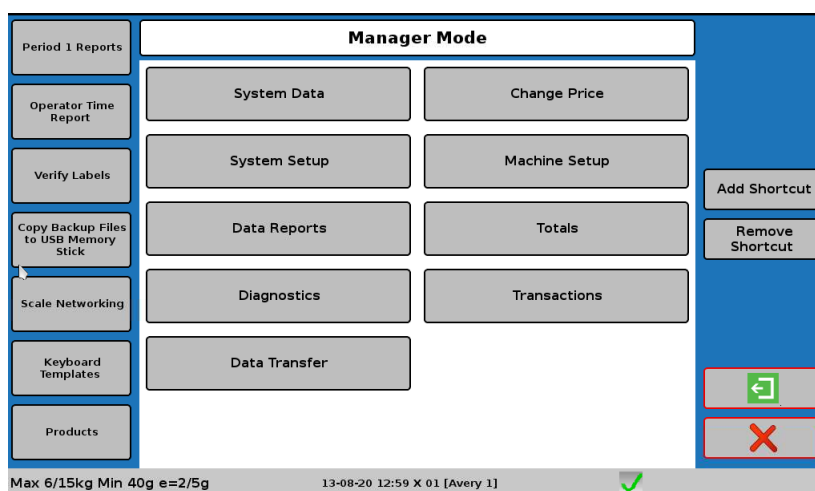
## Finding Your Way Around in Manager Mode

Each of the menu buttons on the Manager Mode screen will, when pressed, provide access to either additional sub-menus or a settings screen. The following sections of the manual will provide diagrams to help you find your way through the sub menus to the settings you require.

- At any point in the menu system you can return to the previous screen by pressing .
- The Quick Exit button  will allow you to immediately exit Manager Mode and return to the Home screen.

## Shortcuts

You can add Shortcuts buttons for any frequently used menu item. These buttons are displayed to the left of the screen and will remain visible, irrespective of which Manager Mode screen you are viewing. Press a Shortcut button to go directly to the settings screen for that item.



### To add a Shortcut:

1. Press the Add Shortcut button.
2. Select the appropriate Menu button.

### To Remove a Shortcut:

1. Press the Remove Shortcut button.
2. Select the shortcut to be removed.

## Change Price

The Manager Mode screen contains nine buttons, eight of which provide access to other screens, which then provide access to the settings. The exception is the “Change Price” button, which provides direct access to a screen which will allow you to quickly change the price of a product.

1. Press “Change Price”
2. Select the product from the list. Press ✓.
3. Enter the new price. Press ✓.

The screenshot shows the 'Price Editor' interface. It features a table with two columns: 'Property' and 'Value'. The table contains the following data:

Property	Value
Department	Deli
PLU Number	203
Description	Egg Sandwich
Price Multiple	
Standard Price	2.20

Below the table, there are two buttons: a green checkmark button and a red 'X' button. To the right of the table is a numeric keypad with buttons for digits 0-9, a 'C' (clear) button, and a left arrow button. The 'C' button is highlighted with a red box, and the left arrow button is highlighted with a green box. At the bottom of the screen, there is a status bar with the text: 'Max 6/15kg Min 40g e=2/5g', '10-08-18 10:36 X 00 [Avery 1]', and a green checkmark icon.

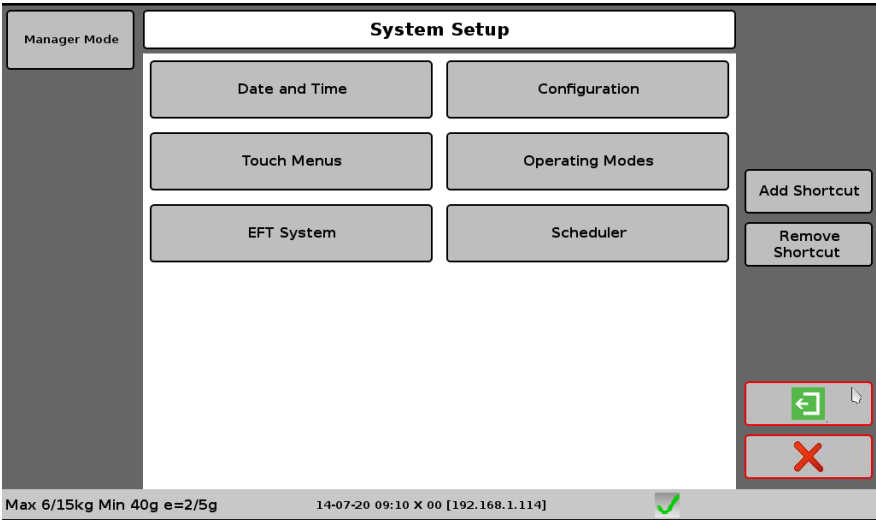
## About Service Mode

Entering **Setup Mode** from the home screen provides two options, Manager mode and **Service Mode**. Service Mode provides access to advanced settings and features that are used during maintenance, to set up special functions, and when interfacing the scale to other items of equipment.

Service Mode requires a service engineer's pass code to gain access to these settings and features. It is not covered in any detail in this manual. If you require access to them please contact your Avery representative.

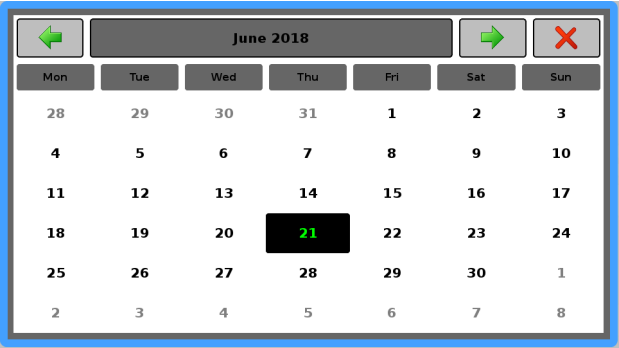
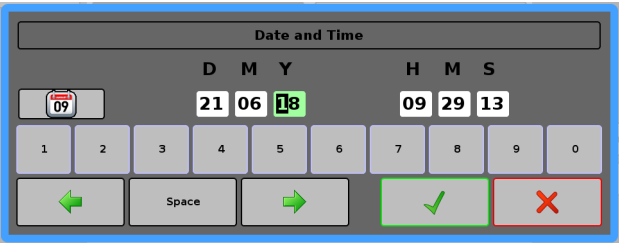
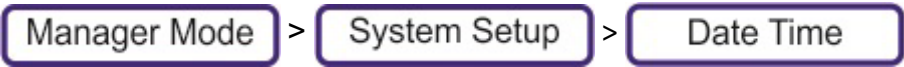
# 5. System Setup

Selecting System Setup from the Manager Mode screen opens a screen that provides access to settings are used make network wide changes and have an effect on all scales in the network.



## 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.



## Configuration Settings

The Configuration settings are used make network wide changes and have an effect on all scales in the network. To access them press the following keys:



## Configuration Settings

<b>Appearance</b>	Sets the graphics for the receipt header, footer and customer logo.
<b>General</b>	Sets various parameters.
<b>Operational Configuration</b>	Sets various operational configurations.
<b>Keyboard</b>	Sets the keyboard parameters.
<b>Network Configuration</b>	
<b>Print Formats</b>	Sets the Subtotal Receipt Format.
<b>Dates</b>	Sets the Late Pack Hour.
<b>Barcodes</b>	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.

<b>Corporate Logo</b>	Sets the corporate logo used on the screen. Media files are imported through MXBusiness.
<b>Receipt Footer Media ID</b>	Sets the graphics used on the receipt header and footer. Media files are imported through MXBusiness.
<b>Receipt Header Media ID</b>	Sets the graphics used on the receipt header and footer. Media files are imported through MXBusiness.
<b>Theme</b>	Sets the screen colour theme. Select from Dark, Green, Standard, White or None.
<b>Customer Logo</b>	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.
<b>Number on PLU Button</b>	Select whether the PLU buttons show the PLU number, Bin Number or Price in the top-left corner of the PLU button.
<b>Self-service Find Button</b>	When in self-service mode, this sets whether the Find button is enabled.
<b>Power Save Mode Time (mins)</b>	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.
<b>Standby Mode Time (mins)</b>	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.
<b>Self Service PLU Keypad Button</b>	Enabled or disabled. Sets whether the PLU keypad button is visible in Self-Service mode.
<b>Graphical buttons with borders</b>	

## General

This sets various machine parameters.

<b>Auto Subtotal Display</b>	Sets whether the Subtotal is displayed after each transaction.
<b>Idle Timeout</b>	Applies to self-service mode. Sets the length of time in seconds (0-3600 (one hour)) that the scale is inactive after a customer selects a product, or scans a tare container, before the transaction is cancelled and idle time adverts are displayed.
<b>Leading Zero Suppression</b>	Sets whether the leading zeros are displayed.
<b>Logging Level</b>	This controls the amount of diagnostic information that the machine stores.
<b>Maximum Transaction Sequence Number</b>	Default: 999999
<b>Numeric Entry Timeout</b>	Sets the time that the numeric keypad is open.
<b>Price Separator</b>	Sets the price separator character
<b>Receipt Tax Printing</b>	Sets the format for tax information that appears on the receipt
<b>Receipt Void Printing</b>	Sets whether voided items are shown on the receipt.
<b>Receipt Total Weight Printing</b>	Sets whether the receipt total weight is printed on the receipt.
<b>Subtotal Display Timeout</b>	Sets the length of time in seconds (0-100) that the subtotal remains on screen.
<b>Tax Reference in Description</b>	Set whether a tax reference is shown on the receipt.
<b>Stock Print Prices</b>	Select the report header from the list. Report headers are set in the System Data Messages:
<b>Report Header</b>	Sets the message on the report header.
<b>Self-service Non Weighed Advert ID</b>	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-weighted PLU and display an advert instead. When an advert is specified, selecting a non-weighted PLU causes the advert to be displayed for the duration specified in the advert and the scale to return to the Home screen.
<b>Self-service Keypad Timeout</b>	Sets the time that the self-service keypad remains open (0 to 9999 seconds).
<b>Speaker Volume</b>	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.
<b>Change Display Timeout</b>	Sets the Display Timeout value in seconds.
<b>Web Home Page</b>	Sets the web address for the home page
<b>Web Address Entry</b>	Enables or disables the ability to enter a web address into the built-in Web browser.
<b>Maximum Queue Number</b>	Sets the range of numbers (1-9999) that will be displayed by the queue management system. The text programmed in message ID 3, category 34 (Miscellaneous Messages) is displayed in addition to the customer number each time the number is changed. The default text is "Customer Number". If the media folder contains an image named "queueimage.jpg" then the customer display will overlay the number on the image.
<b>Current Queue Number</b>	The currently active queue number.
<b>Dot Saving</b>	Enabled or Disabled. Disabling the feature stops worn printer dots from being tuned off which cause the characteristic vertical white lines in the text.
<b>Trace Weight Status</b>	Controls the batch weight values panel on the traceability screen. By default it is enabled but may be disabled to allow for situations where some of the batch is traded on different manufacturers machines.

<b>Receipt Transaction Header</b>	The receipt heading line can be replaced with a user programmable text. The original column headings must be disabled from Service Mode > Data Maintenance > Network Parameters > Service Configuration > Receipt Symbols Printing = Disabled. A new heading line should be created in System Data > Messages > Receipt > Receipt Header Text and assign the message ID in System Setup > Configuration > General > Receipt Transaction Header. Note formatting cannot be applied to this text.
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## Operational Configuration

Sets various operational configurations.

<b>Account Validation</b>	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.
<b>Add Function</b>	The Add function operates in a way similar to receipt mode, but allows individual labels to be printed for each item with a final total label showing the total weight, and price. The setting provides six options for the printed output. <ul style="list-style-type: none"> <li>• None.</li> <li>• Label and total summary label.</li> <li>• Total summary label only.</li> <li>• Total summary receipt only.</li> <li>• Label and total summary receipt.</li> <li>• Batched label and total summary label. When this is enabled different PLUs can be added to a batch before printing is started. A separator label (See <i>Print Formats</i>) can be configured to print whenever the PLU in the batch changes.</li> </ul>
<b>Auto Recall Timeout</b>	Sets the Auto Recall Timeout in seconds
<b>Rewrap Function Control</b>	Determines which fields from the product can be modified when a new label is printed. The fields that can be selected are: Date 1, 2 & 3, Price and the PLU number.
<b>Totalising</b>	Disables or enables totalising and therefore also totals reporting.
<b>Transaction Filter</b>	Determines the type of transactions stored by the scale when trading.
<b>Transaction Buffer</b>	Selects the transaction buffer behaviour when it is full. <ul style="list-style-type: none"> <li>• Circular. New transactions overwrite the oldest transactions and trading can continue.</li> <li>• Linear. Trading cannot continue when the buffer is full. A warning message is generated when the buffer is almost full.</li> </ul>
<b>Transaction Storage</b>	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.
<b>Cashing Up Declaration</b>	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.
<b>Hold Receipt Function</b>	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.
<b>Customer Number Control</b>	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.
<b>Self-service Non Weighed Qty Entry</b>	Sets whether numeric keyboard opens when a non weighed item is selected.
<b>Ingredient text area</b>	Allows the PLU text field used for ingredients to be defined. The default value is 0. Can be programmed with values between 1-12 to identify the text containing the ingredients. If text area 12 is selected as the ingredients text then allergens can be highlighted on the receipts and labels.

<b>Nominal Weight Check</b>	A nominal weight check is performed when all of the following conditions are true. The scale is in pre-pack mode The PLU has a non-zero nominal weight The weight on the pan is above zero. If the above conditions are met and the weight on the pan is less than the nominal weight for the PLU a warning dialogue is displayed. Selecting 'Yes' allows the user to print the label.
<b>Merchant Receipts</b>	Controls whether a merchant copy of the receipt is printed. Print or Do Not Print
<b>Auto Logoff Timeout</b>	A value between 0-9999 Seconds. The default value of zero disables this feature. When a non-zero value is entered, any operator already logged on will have to manually log off and on again before the auto logoff feature will take effect.

## Keyboard Configuration

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

<b>Best Seller Day</b>	The day that the best seller period is re-generated.
<b>Best Seller Hour</b>	The hour (0-23) that the best seller period is re-generated.
<b>Best Seller Period</b>	Best seller key update period. The period at which the best seller menu/keyboard is re-generated from the best seller counts.
<b>Number of Best Seller Keys</b>	Defines the number of bestseller keys on each keyboard.
<b>Best Seller Weighing</b>	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.
<b>Keyboard System</b>	Selects the type of keyboard, either Static or Best Seller.
<b>Keyboard Hierarchy</b>	Sets the grouping of buttons, either by Department or Group. <b>Note:</b> The scale deletes the best sellers automatically on changing hierarchy.
<b>Dynamic Key Sort Order</b>	This determines how the keys on dynamic keyboards are sorted. <ul style="list-style-type: none"> <li>• Numeric</li> <li>• Alpha (Group first then products)</li> <li>• Best Seller</li> <li>• Alpha (Groups and products mixed)</li> </ul> For keyboards that are generated dynamically, the dynamic keyboard settings take precedence over the static keyboards the settings. <b>Note:</b> You must restart the scale for these changes to take effect
<b>Dynamic Key Rows</b>	
<b>Dynamic Key Columns</b>	
<b>Max Dynamic Keyboards</b>	
<b>Return to Home Menu</b>	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.
<b>Button Style</b>	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.



## Print Formats

These settings allow you to choose the print format used by various types of printed output. The format chosen determines both the appearance and the data that is printed of the receipt or label.

Add label print format	Select the print format for add labels.
Batch label print format	Select the print format for the label used as a separator between different PLUs when batch printing.
Control receipt format	Select the print format for control receipts.
Stock label format	Select the print format for stock labels.
Stock Slip Format	Can be used to print the stock slip as receipt form (format ID 108) or as a label format using any label design.
Subtotal receipt format	<p>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.</p> <p>There are two settings available:</p> <p><b>Subtotal Summary</b> - Prints a short summary containing just the data essential to re-open the receipt.</p> <p><b>Subtotal Itemised</b> - Prints an itemised receipt detailing all the transactions.</p>

## Date Configuration

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

<b>Late Pack Hour</b>	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.
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## Barcode Configuration

Add Label (Single Item) Barcode Format	Select the barcode format from the list.
Receipt Barcode Format	
Receipt Barcode On	Sets whether a barcode is printed on the receipt.
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.
SubTotal Receipt Barcode Format	
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.  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.
Talon Barcode Format	
Self Scan Barcode	On or Off
Stock Barcode Format	If the barcode is a QR or Datamatrix type and it contains the %%.TRNLN_BARCODE%% data string then it can contain a list of the transaction barcodes. The feature will allow for stock data collection without the need of transaction collection.
Stock Slip Barcode	No or Yes. System Setup > Configuration > Print Formats > Stock Slip Format is used to print the stock slip as receipt form (format ID 108) or as a label format using any label design.
Stock Receipt Barcode	If the receipt barcode is configured as a DataMatrix type the number of transactions which can be added is 40.

## 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!FB!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	'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%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%0%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%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%0%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%0%+.TRNLN_TP!C4!T4!AR,4,0!FB%%' 05 Prefix , 5 digit article number, 0, 4 digit price, checksum

## Touch Menus (Keyboards)

These settings allow you to setup the various keyboards that will be available to use across the system. “Keyboard Templates” allows you to set which keyboard templates will be available and Keyboard Layout allows you to setup the arrangement of keys on those templates. Keyboard templates that are setup here are available throughout the store system. A store system can contain several keyboard designs and you can set which one is used on a particular scale using the Machine Setup menus.

### About editing keyboards

The scale is highly customisable and many of its functions are not enabled by default. To edit the keyboards and make some functions available you may need to make changes to the scale setup, or set the scale to use static keyboards. To configure the keyboard you require, you may need to add or edit the following settings:

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

### 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.

### 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. PLU Macro Buttons

A PLU Macro is a grouping of products based on a product line that can be assigned to a single PLU Macro button. They are typically used where a number of items are bought together into a single offer and allow the transaction to be processed with a single key press.

For instance, a lunchtime special might consist of a sandwich, a drink and a packet of crisps. The scale can be configured so that the receipt is automatically printed without having to press the Cash button.

Only non-weighed products can be included in a PLU macro.

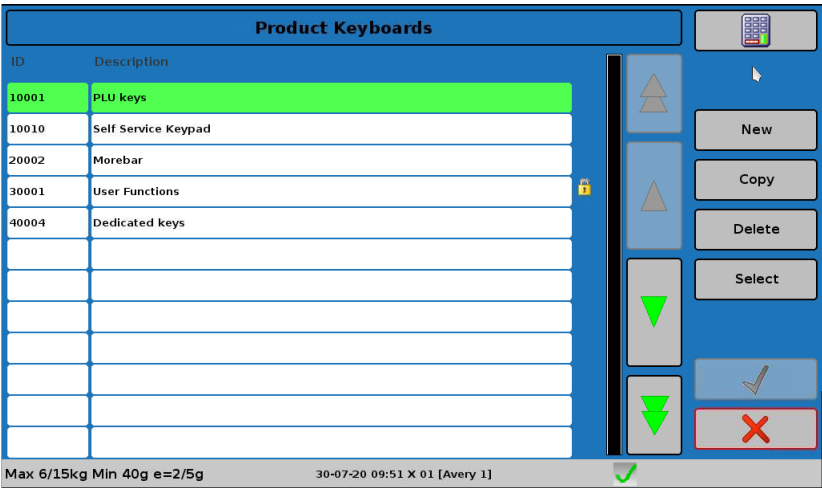
PLU Macro Buttons can be added to any of the operator keyboards in the same way that PLU buttons can be added.

PLU macros are configured in the Products section under System Data. See *PLU Macros* for more details.

### Bestseller Keyboards

Bestseller keyboards consist of one single keyboard of bestselling items where products are automatically added to and deleted from the bestseller keyboard according to the number of transactions for each product. Bestseller keyboards are set up using the Configuration menu.

Keyboard Templates



By default, Product Keyboards contains definitions for five keyboard templates. You can edit or copy and modify them, or create new templates and modify them to suit your needs.

Configuring a keyboard

Enter the details for each of the following fields:

Keyboard ID	Keyboard IDs are locked and generated automatically.
Description	The title of the keyboard. By default, a new description is set to the Keyboard ID.
Keyboard Type	Set the required type of keyboard: <b>PLU Keyboard:</b> These keyboards can contain any type of button, such as a product, bestseller key, function key or operator key. <b>Operator keyboard:</b> Operator keyboards only contain either operator buttons, or links to other keyboards. <b>Payment Keyboard:</b> <b>Morebar:</b> <b>Dedicated Keys:</b>
Key Population	Locked to Static Keys.
Keyboard Rows	Defines the keyboard grid. <b>Note:</b> The maximum number of columns or rows is 10.
Keyboard Columns	These settings are used when editing layout of the keys. However, for dynamic keyboards, the dynamic keyboard settings take precedence over the static keyboards settings.

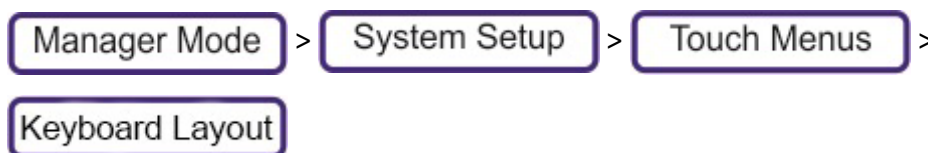
When all of the fields are complete, press Save. If the ID number is already used or set to 0, the next available valid number is assigned.

## Keyboard Layout

The Keyboard Layout editor allows you to configure the appearance of a keyboard template. In addition to choosing which keys appear, you can determine the size, position, font colour, fill colour and text displayed.

### Editing a PLU Keyboard

1. Press



2. Select the **PLU keyboard** from the list.



The options for a selected key are:

Move Key	Move 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 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.

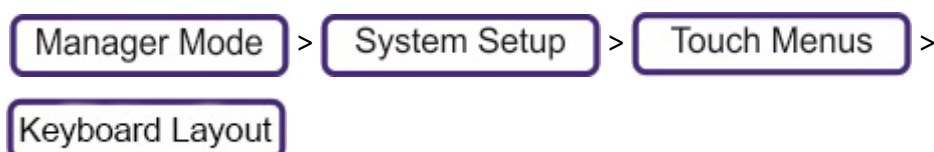
<b>Add Static Keyboard Link</b>	Adds a link to another keyboard.
<b>Add Bestseller Key</b>	Select either all groups or a specific group from the list.
<b>Add Dynamic Keyboard Link</b>	A dynamic keyboard generates buttons automatically depending on the products that are stored in the scale. These buttons 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:

### To edit the design of the Morebar

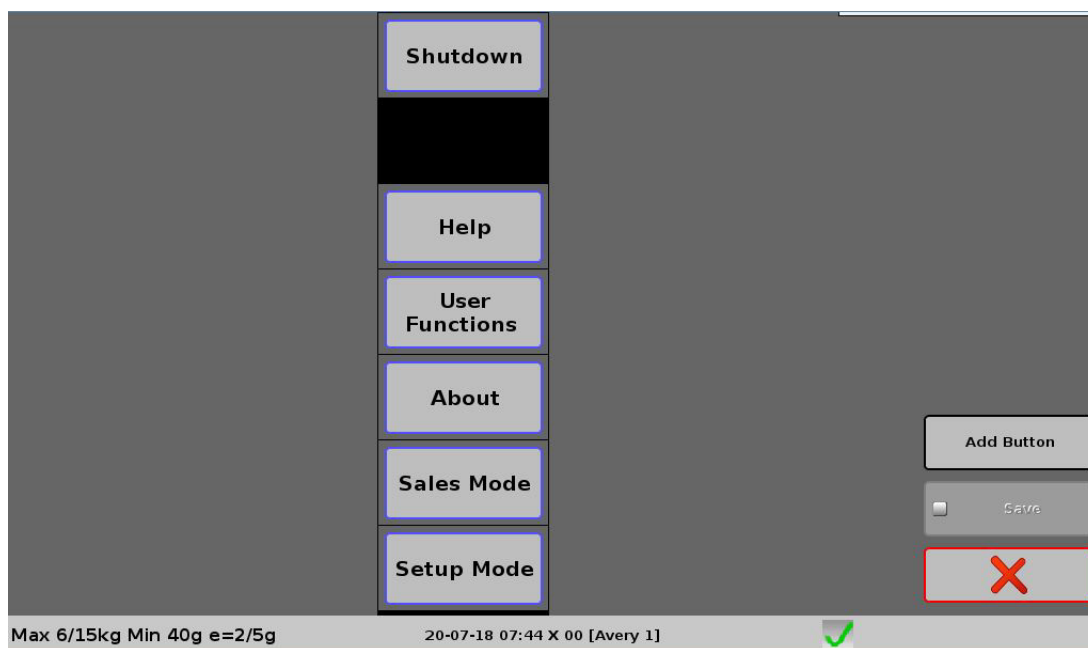
The Morebar is the keyboard that opens on the right of the home screen.

**Note:** You can only add function keys to the Morebar.

1. Press



2. Select **Morebar**.



The options for a selected key are:

<b>Move Key</b>	Move the key to the selected blank space.
<b>Change Size</b>	Resizes the key to the selected blank space. <b>Note:</b> You cannot resize a button so that it overlaps another button.
<b>Edit Font Colour/Edit Fill Colour</b>	Opens a simple colour selection page. There are 17 colours and a Use Default.
<b>Edit Key Text</b>	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.
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### To edit the layout of the User Functions keyboard:

1. From Manager Mode press **System Setup > Touch Menus > Keyboard Layout**.
2. Select **User Functions**.



3. Select the key that you wish to edit.

The options for a selected key are:

Move Key	Move the key to the selected blank space.
Change Size	Resizes the key to the selected blank space. <b>Note:</b> 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 User 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.

## List of Available Default Functions

The following table lists the functions that are available by factory default. Additional functions can be configured and added to the scale in Service Mode.

Function	Available operating modes
1 Tare Select	All
2 Dept Select	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

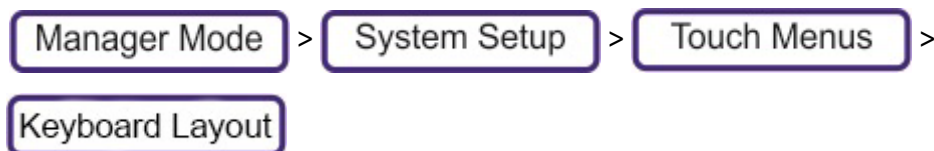
89 Reopen Held Receipt	Receipt
90 Quit	All
91 Shutdown	All
92 EFT Override	Receipt
96 Wrapper On/Off	Pre-pack
97 Traceability Limits Override	all
98 Traceability Edit Lot	all
99 Traceability Delete Lot	All
100 Reprint Receipt	Receipt
101 Prepack Toggle	all
102 Self-service Manager Access	self-service
103 Code Key	label & Pre-pack
104 Queue System Command	
105 Pre-weigh	label & Pre-pack
108 Split Subtotal	Receipt
109 Help	All
110 Clean Screen	All
111 Num 1	
112 Num 2	
113 Num 3	
114 Num 4	
115 Num 5	
116 Num 6	
117Num 7	
118 Num 8	
119 Num 9	
120 Num 0	
121 Num 00	
122 Num Enter	
123 Num Clear	
124 Num Display	
125 Num Prompt	
126 Stock Select	
127 Stock Count	
128 Stock Write-Off	
129 Stock Order	
130 Customer Order	
131 Stock Received	
132 Cash Counting	
133 Consignment	

## Dedicated Keys

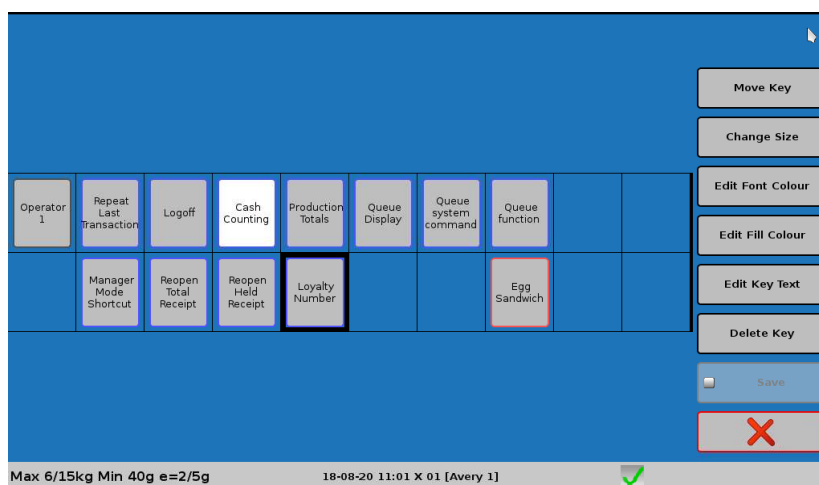
The Dedicated Keys are the ones underneath the Home keyboard. They provide the operator with quick access to commonly used functions.

### To edit the design of the Dedicated Keys keyboard

1. Press



2. Select **Dedicated Keys**.



## Blank Keys

The options for a blank key are:

<b>Add Tare Key</b>	Select a tare from the list.
<b>Add Function Key</b>	Adds a function key.
<b>Add Operator Key</b>	Select an operator from the list.
<b>Add Product Key</b>	Select a product from the list.
<b>Add Static Keyboard Link</b>	Adds a link to another keyboard .
<b>Add Bestseller Key</b>	Select the either all groups or a specific group from the lis.
<b>Add Dynamic Keyboard Link</b>	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:

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

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 three 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.
- **Payment Keyboard.** A custom keyboard which allows you to choose which payment methods are available on the subtotal screen. This allows you to remove payment keys from any machines of the network that do not have cash drawers.

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 **Keyboard**, then **Keyboard System**.
3. Select either Static or Bestseller.
4. Press  twice.

**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:

**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 **Keyboard** then edit the following options:

<b>Best Seller Day</b>	The day that the best seller period is re-generated.
<b>Best Seller Hour</b>	The hour (0-23) that the best seller period is re-generated.
<b>Best Seller Period</b>	Best seller key update period. The period at which the best seller menu/keyboard is re-generated from the best seller counts.

<b>Number of Best Seller Keys</b>	Defines the number of bestseller keys on each keyboard.
<b>Best Seller Weighing</b>	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.
<b>Keyboard System</b>	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

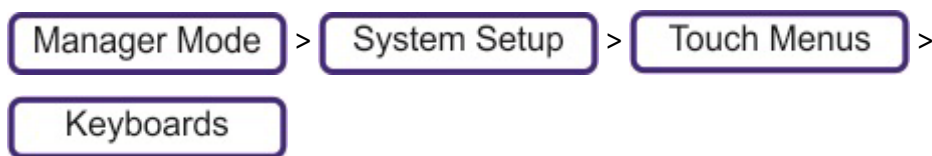
## Operator Keyboards

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

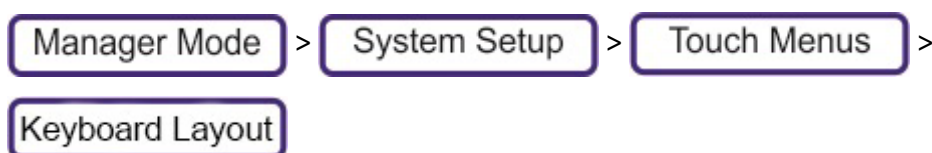
1. Press



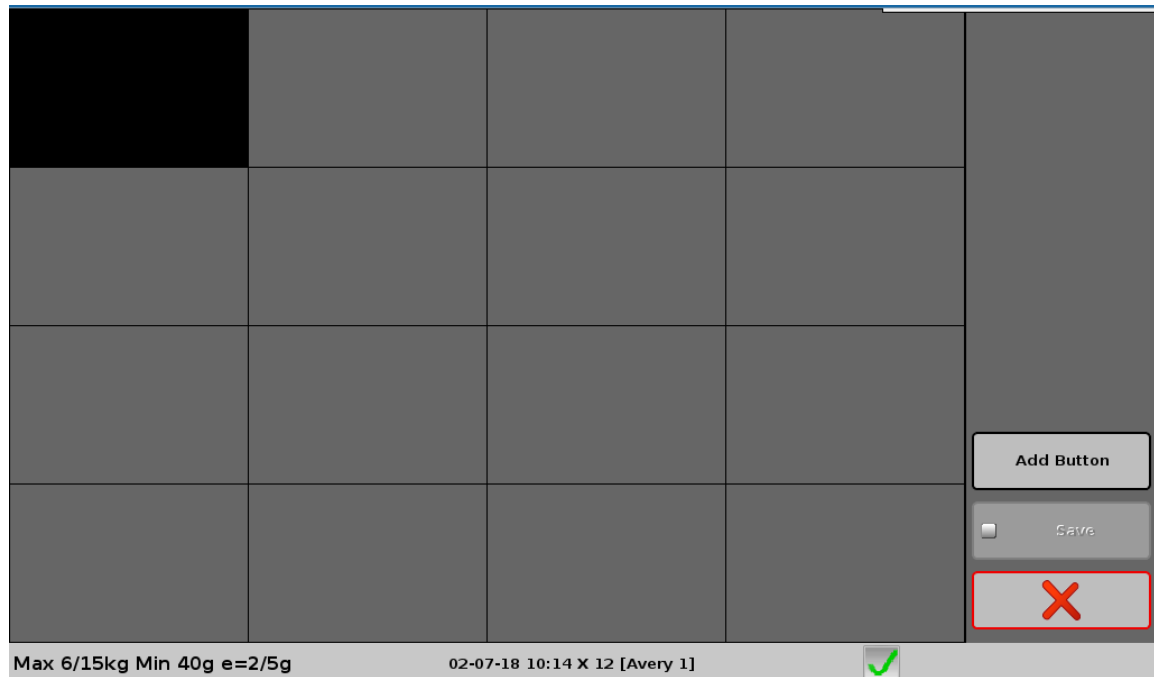
2. Press **New**.
3. Select **Description** and Press **Edit**. give the keyboard a meaningful name. Pressing automatically opens the next field for editing. ✓
4. Select **Keyboard Type** and select **Operator Keyboard**.
5. Set the Keyboard Rows and Columns
6. Press **Save**. If the ID number is already used or set to 0, the next available valid number is assigned.

### Editing an Operator Keyboard

1. Press



2. Select the Keyboard from the list.



The options for a selected key are:

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

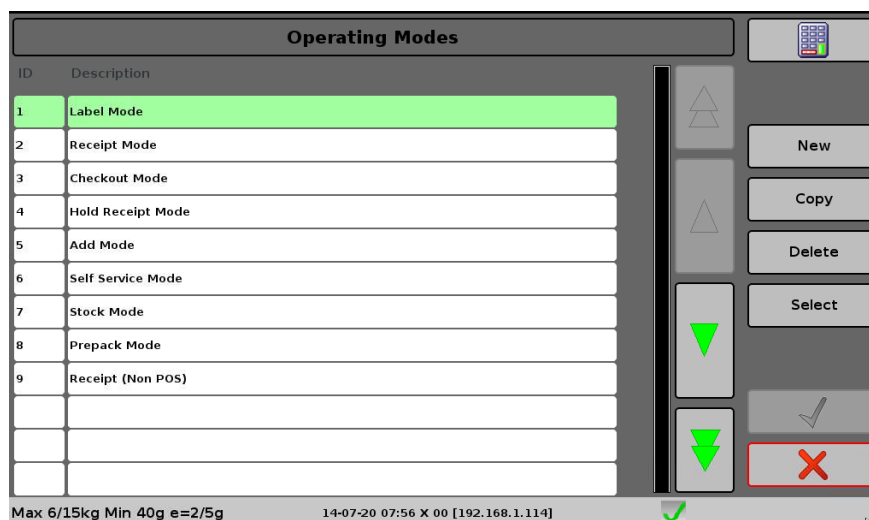
The options for a blank space are:

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



## Operating Mode Settings

The operating mode settings define how the scale operates within its role in the store.



The scale is supplied with nine pre-defined operating modes (Sales Modes) that are suitable for various roles within a store. The operating mode can be selected by the operator from the Sales Mode menu, accessed from the Morebar. This allows them to quickly switch the role of the scale when required.

Each of these operating modes can be further customised to suit specific roles, or be deleted and replaced. A maximum of twelve different operating modes can be defined for each scale.

From the operating mode screen you can create a new operating mode or copy or delete an existing one. To edit an operating mode's options select it from the list and press **Select**.

## Operating Mode Options

The operating modes allow you to select a base operating mode and adjust a number of option settings which modify how the scale will operate. These option control such things as when the printer operates and whether a single operator needs to log on for their shift.

<b>Operating Mode ID</b>	ID number from 1 to 12
<b>Description</b>	A name for the mode which will appear on the operators Sales Mode menu.
<b>Base Operating mode</b>	There are seven base operating modes: <ul style="list-style-type: none"> <li>• Label</li> <li>• Receipt</li> <li>• Receipt Subtotal</li> <li>• Add</li> <li>• Self Service</li> <li>• Stock</li> <li>• Self Service Receipt</li> </ul>
<b>Print Mode</b>	This provides three options: <ul style="list-style-type: none"> <li>• On request - The label is printed when the print button is touched by the operator.</li> <li>• Immediate - The label is printed as soon as a steady weight is achieved without any intervention from the operator.</li> <li>• Pre-pack - A label is printed automatically for the selected product each time the weight changes.</li> </ul>

<b>POS</b>	Normally used in conjunction with a cash drawer and allows different types of payments to be accepted. Yes No
<b>Single Operator</b>	Sets whether the scale is used by single or multiple operators: <ul style="list-style-type: none"> <li>• Disabled - 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.</li> <li>• Enabled - Multiple operators</li> </ul>
<b>Operator Keys</b>	Sets whether an operator log-on is required before transactions are assigned to them. <ul style="list-style-type: none"> <li>• Disabled</li> <li>• Enabled</li> </ul>
<b>Operator Role</b>	The number of options here depends on which Operator roles have been defined. <ul style="list-style-type: none"> <li>• None</li> <li>• Std operator</li> <li>• Manager</li> </ul>
<b>Auto assign</b>	When a product is selected by scanning a barcode it is always auto assigned. Auto Assign is ignored in base modes other than receipt mode <ul style="list-style-type: none"> <li>• Disabled</li> <li>• Enabled</li> </ul>

## Installing a Barcode Scanner

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

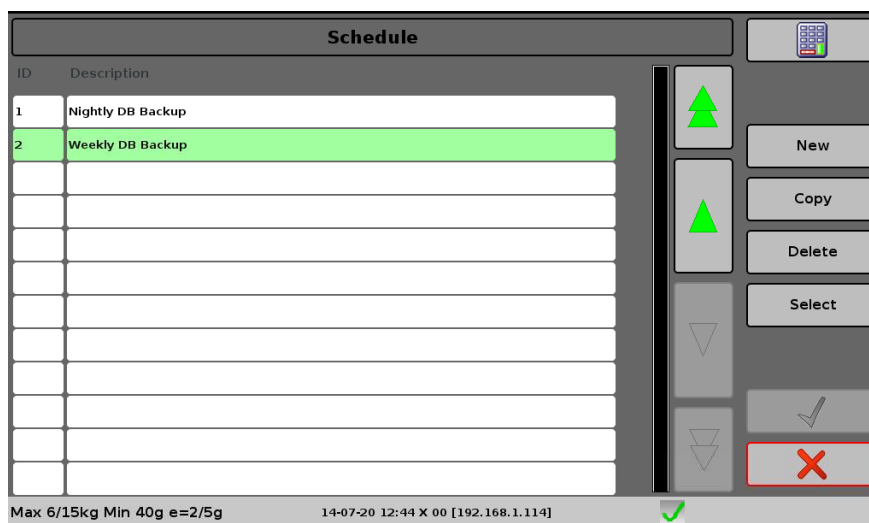
The scanner must be configured before use. The scale is typically pre-configured for use with a scanner when ordered from Avery Berkel, otherwise a technician will need to set it up.

The scale now recognises barcodes when:

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

## Scheduler

The Scheduler menu item allows you to set up various automated tasks that the scale will perform on a regular basis. This can include such tasks as making a backup of the entire system, having the scale automatically reboot, or to schedule a maintenance warning to remind the operator that a service is due.



The scale is supplied with two tasks set up, a nightly and weekly database backup. These can be modified, or new tasks can be added, using the scheduler settings menu.

## Scheduler Settings

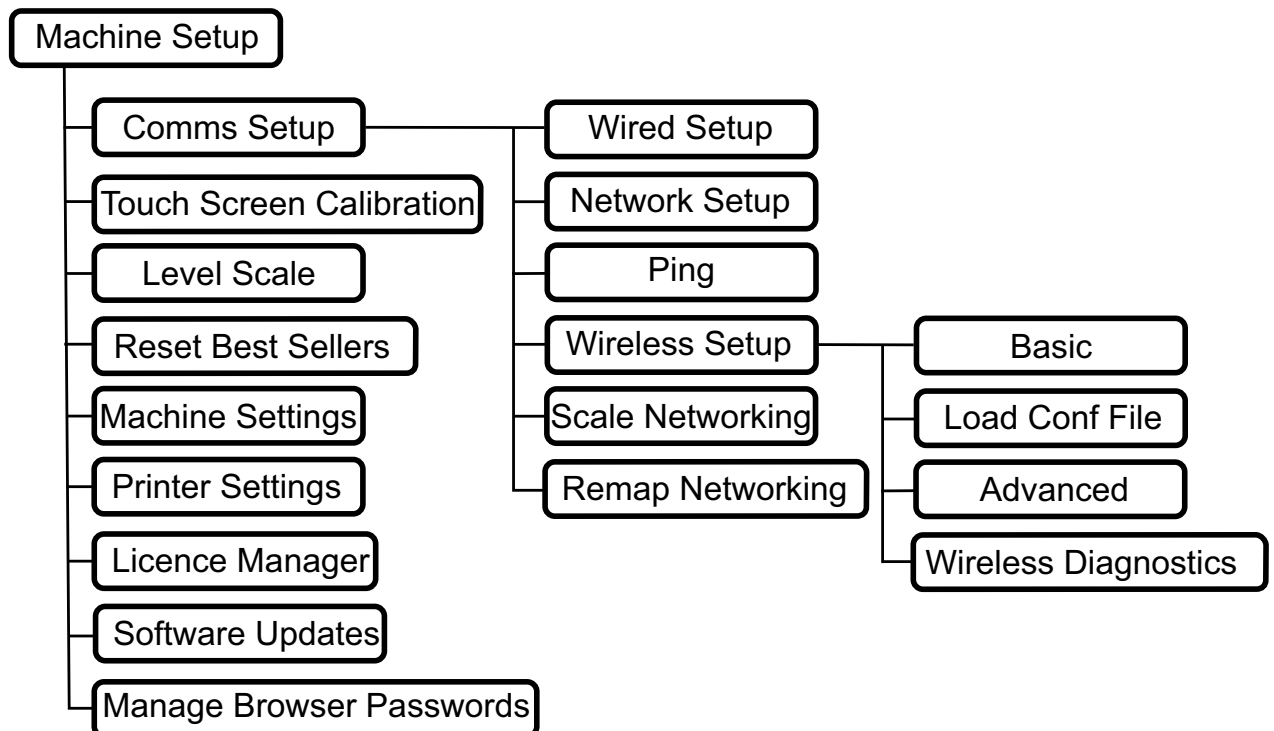
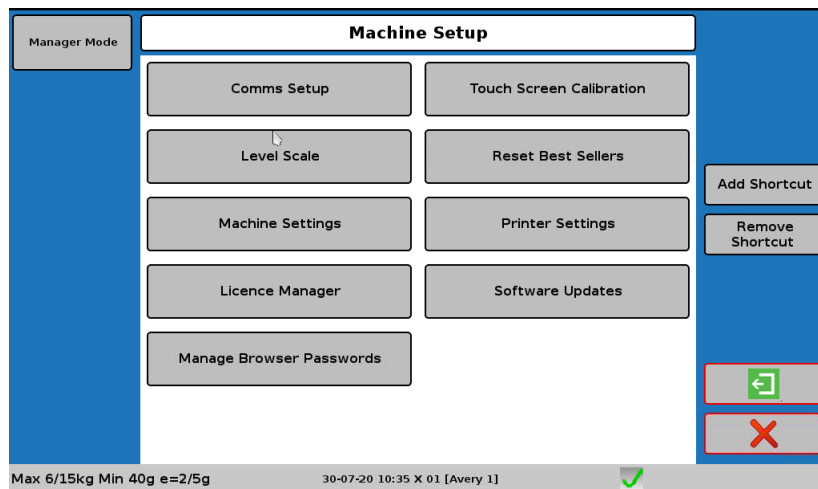
To re-configure an existing task, press **Select**. To set up a new task, press **New**.

<b>Schedule ID</b>	A unique number from 1 to 999.
<b>Start Date/Time</b>	The date and time that the schedule is to start
<b>Repeat Interval</b>	<ul style="list-style-type: none"> <li>• None</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> </ul>
<b>Task Type</b>	<ul style="list-style-type: none"> <li>• Reboot</li> <li>• Backup Database</li> <li>• Backup Transactions To Memory Stick</li> <li>• Maintenance Warning</li> <li>• Reset Logging Level</li> <li>• Save Log File</li> <li>• Software Update</li> <li>• Backup System To Memory Stick - The file name format is backupextra_Xnn.tar, where X = 'D' (Daily), 'W' (Weekly), 'M' (Monthly) and nn represents the day, week or month number.</li> </ul>
<b>Status</b>	<ul style="list-style-type: none"> <li>• Disabled</li> <li>• Enabled</li> <li>• Server Only</li> <li>• Client Only</li> </ul>
<b>Description</b>	A simple text description of the task
<b>Last Occured</b>	Updated automatically
<b>Maintenance Message</b>	The text message that is displayed when the maintenance warning task occurs.
<b>Last Result</b>	Success or failure - updated automatically
<b>S/W Update Product Type</b>	Scale type - inserted automatically.

<b>S/W Update Install Type</b>	<ul style="list-style-type: none"><li>• Update</li><li>• BSP</li></ul>
<b>S/W Update Version Number</b>	
<b>Software Download URL</b>	

## 6. Machine Setup

Selecting Machine Setup from the Manager Mode screen opens a screen that provides access to settings that effect the operation of the specific scale that they are made on. This allows you to configure individual scales to suit different purposes within the store.



## Comms Setup

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.

## Wired Setup

These settings are used 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.



<b>IP Address</b>	<p>The static IP address (Internet Protocol address) of the scale consists of two parts, the network address and the machine address.</p> <p>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.</p> <p><b>Note:</b> If a wireless adaptor is present, the wireless IP address is shown in preference on the taskbar.</p>
<b>Sub-net Mask</b>	<p>The subnet mask identifies which part of the IP Address is the network Address, and which part is the machine address. For example:</p> <p>The subnet mask <b>255.255.0.0</b> 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.</p> <p>If the subnet mask is set to <b>255.255.255.0</b>, then the first three sets of numbers are the network address, and the last set is the machine address.</p>
<b>Gateway</b>	A gateway enables networks using different protocols to communicate.
<b>MAC Address</b>	Media Access Control address. Default is locked.
<b>DCHCP</b>	<p>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.</p> <p>If this is set to enabled, you must give the scale a computer name. The computer name is shown on the taskbar.</p> <p><b>Note:</b> If DCHP is enabled, then the IP address, Subnet mask and Gateway are set to 0.</p>

## 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



## Wireless Setup

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:

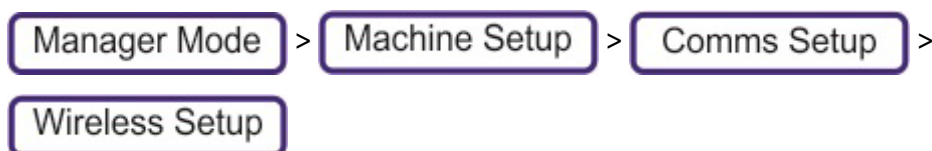
- 3COM 3CRUSB275
- Edimax EW-7711UAn
- Edimax EW-7612UAn V2

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



## Basic setup

<b>IP Address</b>	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. <b>Note:</b> If a wireless adaptor is present, the wireless IP address is shown in preference on the taskbar.
<b>Sub-net Mask</b>	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 <b>255.255.0.0</b> 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 <b>255.255.255.0</b> , then the first three sets of numbers are the network address, and the last set is the machine address.
<b>Gateway</b>	A gateway enables networks using different protocols to communicate.
<b>MAC Address</b>	Media Access Control address. Cannot be changed.
<b>DHCP</b>	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. <b>Note:</b> If DHCP 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

<b>ESSID</b>	The Extended Service Set Identification (ESSID) name of the wireless network.
<b>PSK</b>	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

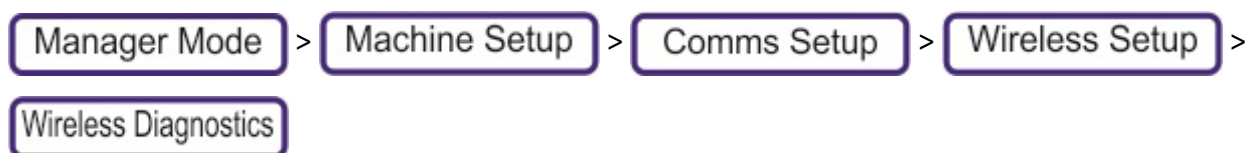
## Load Configuration File

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:

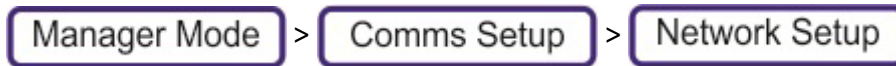


**Run Diagnostics:** This lists the signal quality and other wireless settings.

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

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

## Network Setup



<b>Computer Name</b>	This applies to scales on networks with DHCP enabled. The computer name identifies the scale even if the IP address changes. If DHCP is enabled, then the computer name is shown on the taskbar. <b>Note:</b> Even if DHCP 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.
<b>Port</b>	This port number is used by the scales in the network to communicate across the network.
<b>Host Port</b>	This is the TCP/IP port number used to communicate with a PC running MX software applications.
<b>Search Domain Name</b>	Displays the human-readable domain name for the scale that is needed in order to access the web browser.
<b>DNS Server 1-3</b>	This translates the human-readable domain name into the IP address. It is automatically set up when DHCP is enabled.
<b>Proxy Server</b>	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 > Network

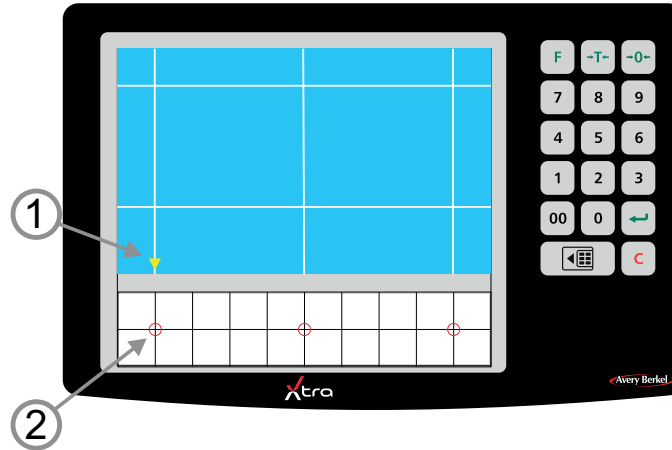
**Configuration.**

<b>Network ID</b>	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.
<b>ISC Machine Type</b>	Sets the type of machine: <b>Standalone Scale:</b> There is no ISC (Inter Scale Communications). Host communications (For example, from a computer) is direct to the scale. <b>Server Scale:</b> This is the host scale, and most data is replicated to the client scales. <b>Client Scale</b> <b>Peer Group Scale:</b> 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.
<b>Peer Group ID</b>	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.
<b>Short Machine ID</b>	A two-digit machine ID that is shown on the taskbar.

## Touch Screen Calibration

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

1. If you have a scale with a 7" display, insert the screen calibration template as shown in the drawing before starting the procedure. The arrows on screen (1) indicate which calibration target (2) on the template to press.



2. Press **Manager Mode** > **Machine Setup** > **Touch Screen Calibration**
3. 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.

## Level Scale

Opens a screen which will help you to level the scale. Follow the on-screen instructions.

The screenshot shows the 'Level Scale' screen on a scale display. The top left corner displays 'XT11 100' and 'Deli'. The main title 'Level Scale' is centered at the top. Below the title, the unit 'kg' is shown above a display area containing 'WWWWW'. To the left of the display are four buttons: '>0<', 'T', 'F', and a numeric keypad icon. In the center, there are two boxes labeled 'X Error' and 'Y Error' with values '0.3' and '0.7' respectively. Below these is a large white box with the instruction 'Turn the feet to level the scale'. To the right of this box are two buttons: a green checkmark button and a red 'X' button. The bottom status bar contains the text 'Max 6/15kg Min 40g e=2/5g', the date and time '14-08-18 07:12 X 00 [Avery 1]', and a small green checkmark icon.

XT11 100  
Deli

**Level Scale**

kg  
WWWWW

>0< T  
F [Numeric Keypad]

X Error: 0.3  
Y Error: 0.7

Turn the feet to level the scale

[Green Checkmark] [Red X]

Max 6/15kg Min 40g e=2/5g 14-08-18 07:12 X 00 [Avery 1] [Green Checkmark]

**Reset Best Sellers**

Resets the best seller list. This can be useful if the scale has been moved from another department or is being re-configured for another purpose within the store.

## Machine Settings

The machine settings control many aspects of how the scale will operate including which keyboards will be displayed and which print format is used. To access them press the following keys:

1. **Manager Mode** > **Machine Setup** > **Machine Settings**

<b>Operational Configuration</b>	Sets various operational configurations.
<b>Barcodes</b>	Sets the default barcode.
<b>Identification</b>	Sets the scale name and description.
<b>Keyboard</b>	Sets the keyboard parameters.
<b>General</b>	Sets various parameters.
<b>Print Formats</b>	Sets the default print format for the machine.
<b>Network Configuration</b>	Sets various network configurations.
<b>Appearance</b>	Sets the idle and product playlists

## Operational Configuration

Sets the operational configuration. To access them:

1. Press **Manager Mode** > **Machine Setup** > **Machine Settings**
1. Press **Operational Configuration**

<b>Machine ID</b>	Locked
<b>Bag Label</b>	
<b>Checkout Mode</b>	Disabled or Enabled - No Float. See <i>Operating Mode Settings</i> for more details.
<b>Drawer Alarm</b>	
<b>One Shot Label Mode</b>	
<b>Cash Drawer Open Retry</b>	
<b>Forced Tare</b>	
<b>Receipt Print Mode</b>	This provides four options: No Receipt, Single Receipt, Duplicate Receipt or Single Receipt and Talon.
<b>Machine Operating Mode</b>	Shows current mode. See <i>Operating Mode Settings</i> for more details.
<b>PoS Mode</b>	Shows current Mode. See <i>Operating Mode Settings</i> for more details.
<b>Receipt Print Mode</b>	
<b>Wrapper Interface Control</b>	
<b>Code Key</b>	
<b>Machine Usage</b>	
<b>PLU Keypad</b>	When set the keypad is shown immediately after the scale has started up and the home keyboard is displayed.

## 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 **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** > **Barcodes**

## Identification

**Manager Mode** > **Machine Setup** > **Machine Settings** > **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 DHCP is enabled, then the computer name is shown on the taskbar. <b>Note:</b> Even if DHCP 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.

## Keyboard

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

**To set the main keyboards:**

1. Press **Manager Mode** > **Machine Setup** > **Machine Settings**
2. Select **Keyboard**.

- Use this screen to choose the main keyboards for your scale.

Field Name	Value
Machine ID	00:10:F3:61:61:7F
Operator Keyboard	Dynamic Operator Keyboard
Payment Keyboard	Dynamic Payment Keyboard
Dedicated Keyboard	Dedicated keys
Sidebar Keyboard	Morebar
Home Keyboard	PLU keys

Max 6/15kg Min 40g e=2/5g      02-07-18 09:11 X 12 [Avery 1]      ✓

## General

Sets the idle and product playlists. To access them:

- Press **Manager Mode** > **Machine Setup** > **Machine Settings**
- Press **General**.

Machine ID	Locked
Idle Playlist ID	
Product Playlist ID	
EFT System ID	
Fiscal Printer ID	

## Print Formats

This setting allows you to set the machine label format. This is the default label design that will be used for any PLUs that do not have a label print format assigned.

## Network Configuration

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

- Press **Manager Mode** > **Machine Setup** > **Machine Settings**
- Press **Network Configuration**

Machine ID	Locked
Network ID	
Peer Group ID	

<b>IP Address</b>	This shows the wired IP address. <b>Note:</b> If a wireless adaptor is present, the wireless IP address is shown in preference on the taskbar.
<b>ISC Machine Type</b>	
<b>Short Machine ID</b>	

## Appearance

Sets the idle and product playlists. To access them:

1. Press **Manager Mode** **Machine Setup** > **Machine Settings**
2. Press **Appearance**

<b>Machine ID</b>	Locked
<b>Message ID (Storename)</b>	
<b>Receipt Footer Text</b>	
<b>Receipt Header Text</b>	
<b>Receipt Footer Logo</b>	
<b>Receipt Header Logo</b>	

## Printer Settings

This sets some basic functionality for the printer:

1. Press **Manager Mode** > **Machine Setup** > **Printer Settings**

<b>Label Taken Sensor</b>	Sets whether the scale senses when a label has been taken.
<b>Label Type</b>	Sets the label type to either separate or continuous.
<b>Roll Width</b>	The width of the label roll in mm. <b>Note:</b> If the label design is greater than the roll width, the design takes precedence, and the label is truncated.
<b>Continuous Paper Backwind</b>	Enabled or Disabled
<b>Linerless Label Printer</b>	Yes or No.

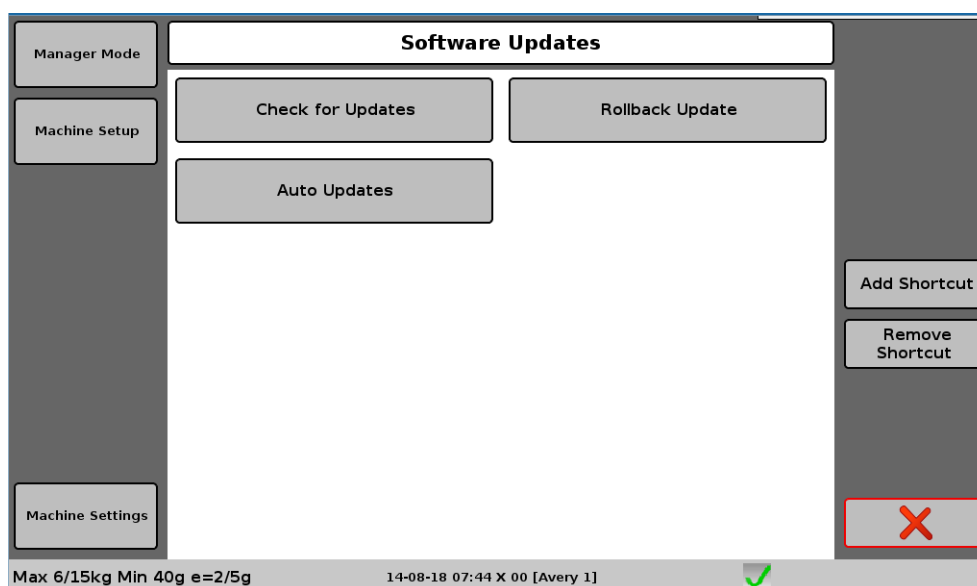
## Licence Manager

This screen allows you to manage software licences for additional functions that can be installed on the scale. It allows you to set up a trial, request, activate or backup and restore licences that have been installed.

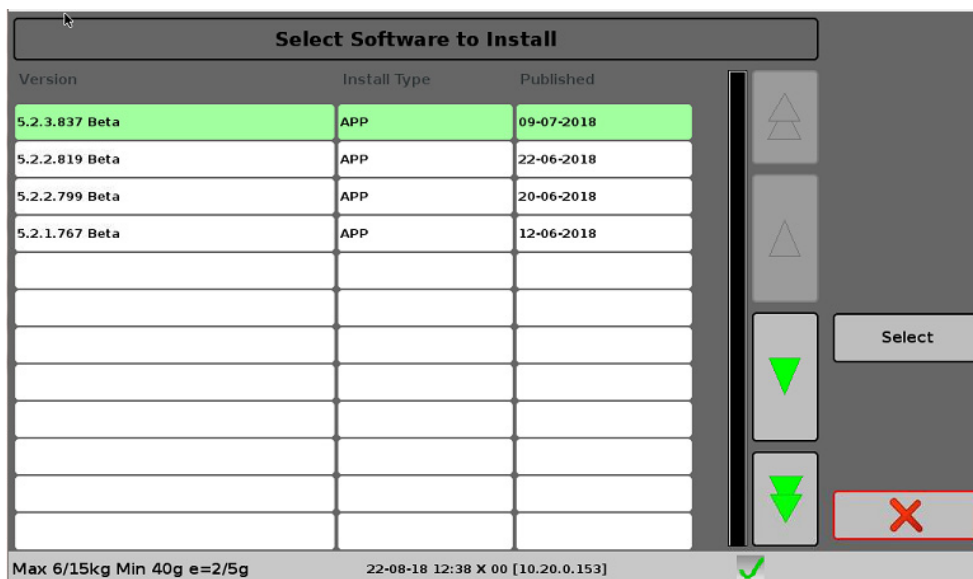


## Software Updates

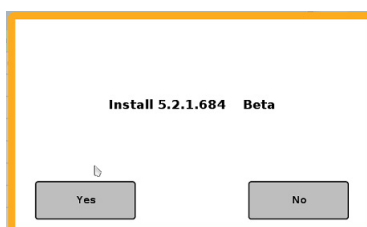
If your scale is connected to the Internet you can configure it to automatically download and install any software updates for the scale. If it is not configured to do so, you can check manually for updates to your scale's software and update it to the latest version if necessary: .



2. Press **Check for Updates**.



3. Use the arrow keys to highlight the software version required and then press **Select**.



4. Press **Yes** to confirm the installation or **No** to cancel.

### Rolling back an update

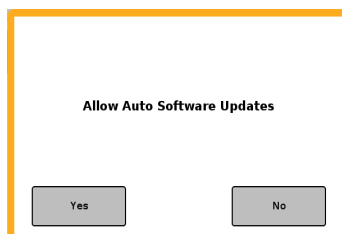
When the software is updated using this method a copy of the previous software, along with the scale's databases at the time of the update, is stored on the scale and can be rolled back if required. Rolling back the software will return the scale to the state it was in before the update:

1. Select **Rollback Update** and follow the instructions.

### Auto Updates

To configure the scale to apply available updates automatically.:

1. Press **Auto Updates**



2. Select **Yes** from the dialogue box.

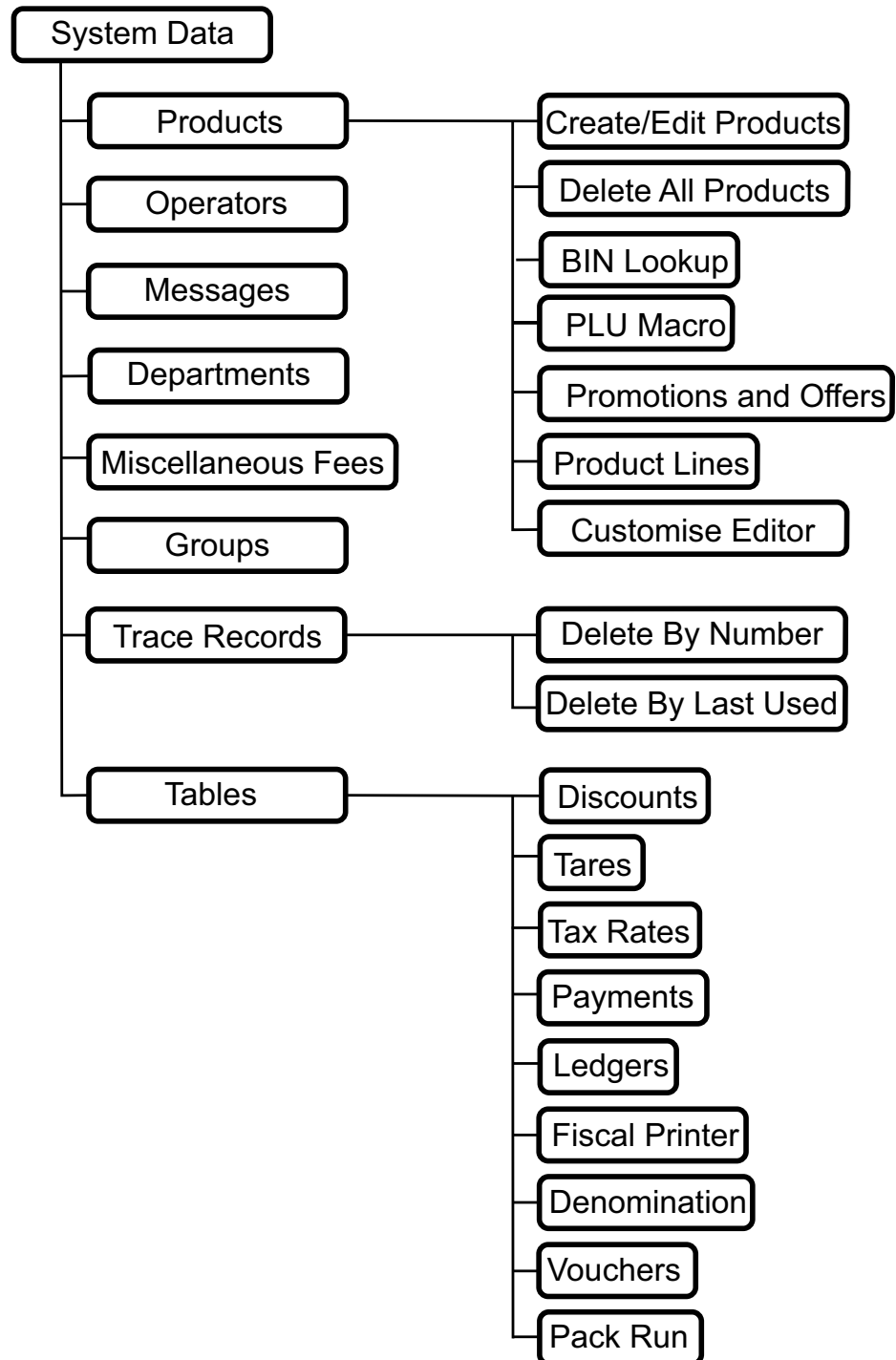
Updates will be installed whenever they become available.

## Manage Browser Passwords

- -- TBA --

## 7. Programming System Data

Selecting System Data from Manager mode provides you with access to the settings for the data used by the system during its operation. This includes details of the products that are sold, the system's operators and various tables of information required to calculate prices and discounts.



## Products (PLUs)

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

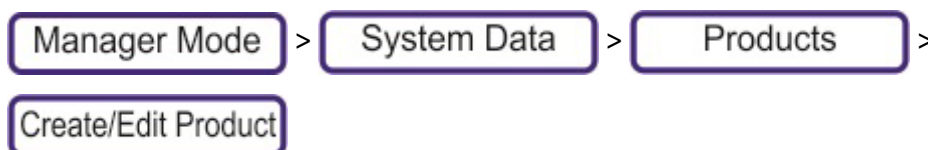
### Prerequisites

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

### Creating and Editing Products

1. Press



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 **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:** Many of the product fields shown here are not available by default. You can add, customise, rename or change the order of the fields that are available to you (See *Customise Editor*).

<b>Department</b>	Selected earlier.
<b>PLU Number</b>	Not editable (up to 14 characters)
<b>Description</b>	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.
<b>Text 1</b>	Displayed when the operator selects <b>Show Info</b> .
<b>Text 2</b>	Typically, this is for ingredients.



<b>Texts 3-12</b>	These fields are not available by default and must be added using the Customise Editor. They can be used for a range of purposes, but some of the fields are used for specific purposes by the scale: Text 4 - Nutritional data Text 5 - Serving size description Text 6 - Servings per pack description Text 12 - Servings per pack description	
<b>GTIN</b>	Global Trade Item Number - not available by default and must be added using the customise editor.	
<b>Nominal Volume (ml)</b>	This field is not available by default, but must be added (See <i>Customise Editor</i> ) if the product type "By Volume" is selected. The nominal volume value is shown in the weight display for the product and the operator can select multiples of this volume.	
<b>Standard Price</b>	The unit price for weighed goods or the item price for non-weighed items.	
<b>Product Type</b>	Determines the way the price of the product is calculated (by weight, by count, fixed price, or by volume). If the product is sold by volume	
<b>Price Base</b>	For weighed goods only, this selects whether the price is per kg or per 100g.	
<b>Price Multiple</b>	For non weighed goods only, this sets the number of items included in the price.	
<b>Promotion</b>	Enable and disables promotions.	
<b>Promotion Type</b>	If Promotion is enabled, this sets the type of promotion.	
<b>Promo Time Period 1</b>	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.	
<b>Promo Time Period 2</b>		
<b>Print Format ID</b>	Sets the label format or other stationery format to be used.	
<b>Barcode Format</b>	The type of barcode assigned to this product for printing on a label. <b>Note:</b> if you use a barcode scanner to enter the <b>EAN Code</b> , the scanner automatically detects and sets the barcode format.	
<b>EAN Code</b>	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.	
<b>Tare Value (kg)</b>	Container weight value that is subtracted from the gross weight of goods sold in containers.	
<b>Date 1 Offset</b>	Number of days/hours calculated from the date when the item was packed. Normally used for 'sell by' and 'use by' dates.	
<b>Date 2 Offset</b>		
<b>Trace Scheme</b>	Select None if no traceability is required or select the appropriate scheme for the product.	
<b>Tax Rate 1</b>	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.	
<b>Tax Rate 2</b>		
<b>NetWeight Value</b>	Weight value of a non-weighed product sold on an average weight basis. For example, 400g for all loaves of a certain size.	
<b>Message ID (1)</b>	Messages are defined in the label > Sales message group.	
<b>Message ID (2)</b>		
<b>Group</b>	Assigns the PLU to a product group.	
<b>Information Label</b>	Selects whether an information label is printed or not. Use MXBusiness to create/edit information labels.	
<b>Trace Scheme</b>	.	

## Nutrifacts

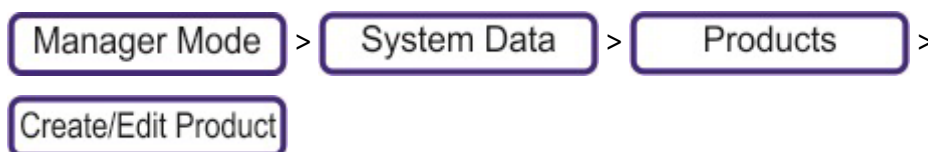
Products can be programmed with Nutrifacts data allowing nutritional information to be printed as either a separate label or included on the standard product label.


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



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.

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Nutrition Facts		
Serving size: 400		
Servings Per Container: 1		
Amount Per Serving		
Calories: 772	Calories from Fat:	
% Daily Values*		
Total Fat 36.4g		52%
Saturated Fat 18.8g		94%
Trans Fat 0g		
Cholesterol 0mg		0%
Sodium 0g		0%
Total Carbohydrates 10.8g		4%
Dietary Fibre 4.8g		16%
Sugar 0g		0%
Protein 64g		128%
Vitamin A 0µg		0%
Vitamin C 0mg		0%
Calcium 0mg		0%
Iron 0mg		0%
* Percent Daily Values are based on a 2000 calorie diet		

Label Format 42 - USA Nutritional Label

Chicken Madras		
Use By	Country Of Origin	
25-07-14	Test promo Saving £0.00	
£ / kg	kg	£
1.50	6.240	9.36
		
0200007009369		
Nutrition Information		
Typical values per 100g		
Energy	800kJ/193kCal	
Fat	9.1g	
Saturates	4.7g	
Carbohydrates	2.7g	
Sugars	0g	
Fibre	1.2g	
Protein	16g	
Salt	0.26g	

Label Format 43 - Combined

## Delete All Products

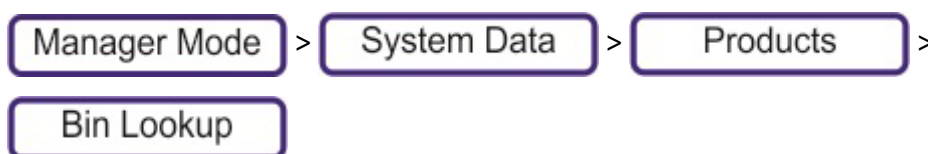
Deletes all the products and sets the Weighed and Non Weighed products to their default settings.



## 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

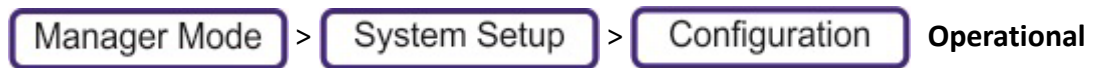


2. Press **New**. Enter the details for each of the following fields:

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

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.

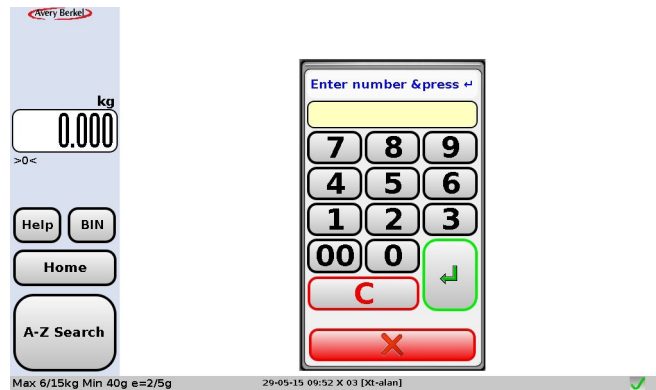
5. To make the scale lookup use the BIN number instead of the PLU number, use the configuration option in:



**Configuration > Number on PLU Button.**

To configure a self-service scale which allow a PLU to be selected by BIN number:

1. Set keyboard system to 'static'.
2. In the machine settings set the PLU keyboard to 'none'.
3. Set the number on PLU button to BIN.



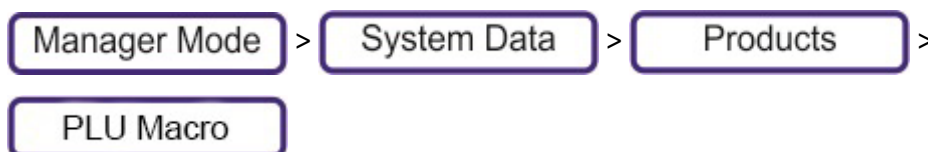
## PLU Macros

A PLU Macro is a grouping of products based on a product line that can be assigned to a single PLU Macro button. They are used where a number of items are bought together into a single offer and allow the transaction to be processed with a single key press. Only non-weighed products can be included in a PLU macro.

Buttons of this type can be added to any of the operator keyboards in the same way that PLU buttons can be added. When the operator presses the PRINT or OPERATOR key (depending upon the mode of operation), the scale will present for sale all of the items in the product line.

### To create a PLU Macro:

1. Press



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

<b>PLU Macro</b>	A unique ID number (1-99) for the PLU Macro
<b>Description</b>	The title of the PLU Macro.
<b>Auto Print</b>	Yes/No. If the auto print option is on then the sequence will continue automatically until all PLU labels or the receipt has been printed. If the auto print option is off the operator has to press the PRINT or OPERATOR to continue through all of the PLU.
<b>Item Group</b>	Sets the Offer Group for the product line. To set up a PLU Macro all the products that make up the line must be assigned to an offer group.

3. Add the PLU Macro Button to the keyboards as you would a PLU key. See *PLU Keyboards* for more details.

## Promotions and Offers

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.

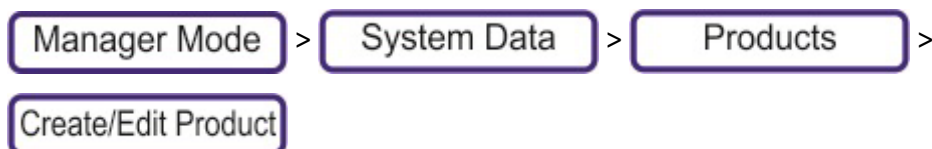
There are five types of promotion are available:

- 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



2. Select the product.
3. Set the following fields:

<b>Promotion</b>	Enable and Disables promotions.
<b>Promotion Type</b>	If Promotion is enabled, this sets the type of promotion and then opens the Promotion editor
<b>Promo Time Period 1</b>	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.
<b>Promo Time Period 2</b>	

### Promotion Type - Discount table

4	Discount Type	This is the same as <b>Promotion Type</b> (above)
5	Item Break 1-3	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		
7		Associates with each trigger point is a price or a discount depending on the type of promotion.
8	Discount 1-3	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		
10		Standard price = £10.00
		Promotion type = Price Break
		Price 1 = £9.00
	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



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 typically applicable to non weighed products that are sold with the machine in receipt mode.

However, weighed products which are pre-packed and labelled before being scanned into the POS terminal (as a non-weighed item) can be included in mix and match promotions.

It is also possible to include products which are traded as a weighed item into a mix and match promotion. In this instance the traded item is handled as a single item as far as mix and match is concerned regardless of the weight actually sold.

For instance, you could use this to set up a “10% off all lamb” type of promotion. The offer group would contain all lamb products which could be a mixture of weighed, non-weighed and weighed prepack PLU. The offer would be set for a discount of 10% for a purchase quantity of 1. Any of the lamb items now sold will generate a 10% promotional discount.

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.

**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**.

Time Period	
ID	Description
1	Christmas
2	Easter

Max 6/15kg Min 40g e=2/5g  
 02-07-18 11:29 X 12 [Avery 1]

[New] [Copy] [Delete] [Select] [✓] [✗]

- 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.

Field Name	Value
Start Date	01-11-18
Expiry Date	31-12-18
Daily Start Time	12:00
Daily End Time	23:00
Monday	on
Tuesday	on
Wednesday	on
Thursday	on
Friday	on
Saturday	on
Sunday	on
Item In Time Period Link	RELATED

Max 6/15kg Min 40g e=2/5g 02-07-18 11:24 X 12 [Avery 1]

### 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:

- Press **Manager Mode** > **System Data** > **Products**
- Press **Promotions and Offers** followed by **Offers**.

ID	Description
1	SUMMER MEAL DEAL

Max 6/15kg Min 40g e=2/5g 01-08-18 12:27 X 00 [Avery 1]

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

4. Edit the following fields:

Offer ID	You can configure up to 99 offers
Description	The title of the offer
Promotion Type	Fixed Price, Money off, Discount or Free Gift.
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.
Purchase Quantity	The number of items that must be purchased from each Qualifying group.
Qualifying Group 1	Setup qualifying offer groups in: <b>Manager Mode &gt; Products &gt; Promotions and Offers &gt; Offer Groups.</b>
Qualifying Group 2	
Qualifying Group 3	
Qualifying Group 4	
Qualifying Group 5	
Gift List	List of items from which a free gift can be given. The list must be a predefined product lines.
Time Period ID	Set the time period in: <b>Manager Mode &gt; Products &gt; Promotions and Offers &gt; Offer Groups</b>

**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.

The screenshot shows a screen titled "PLU Number 201 - Ham Sandwich". Below the title is a table with two columns: "ID" and "Description". The first row is highlighted in green and contains the value "1" in the ID column and "SUMMER MEAL DEAL" in the Description column. There are several empty rows below. To the right of the table is a vertical bar with four upward-pointing triangles and a downward-pointing triangle. At the bottom right of the screen is a red button with a white "X". At the bottom of the screen, there is a status bar with the text "Max 6/15kg Min 40g e=2/5g", a date and time "01-08-18 12:29 X 00 [Avery 1]", and a green checkmark icon.

### 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 rules 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.

<b>Operator 1</b>	<b>22-10-15 13:17</b>
<b>Crisps salt &amp; vinegar</b>	<b>£0.50</b>
1 Item £0.50 / 01	
<b>Crisps salt &amp; vinegar</b>	<b>£0.50</b>
1 Item £0.50 / 01	
<b>Crisps ready salted</b>	<b>£0.50</b>
1 Item £0.50 / 01	
<b>Ham sandwich</b>	<b>£0.60</b>
1 Item £0.60 / 01	
<b>Cheese sandwich</b>	<b>£0.60</b>
1 Item £0.60 / 01	
<b>Ham sandwich</b>	<b>£0.60</b>
1 Item £0.70 / 01	
<b>Coke</b>	<b>£0.70</b>
1 Item £0.70 / 01	
<b>Coke</b>	<b>£0.70</b>
1 Item £0.70 / 01	
<b>Coke</b>	<b>£0.70</b>
1 Item £0.70 / 01	
<b>Sub Total</b>	<b>£5.40</b>
Sandwich Deal	-£0.30
Sandwich Deal	-£0.30
Sandwich Deal	-£0.30
<b>You have saved</b>	<b>£0.90</b>
<b>TOTAL</b>	<b>£4.50</b>
<b>Cash</b>	<b>£4.50</b>
<b>Change</b>	<b>£0.00</b>
<b>Transactions</b>	<b>9</b>

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.**

<b>Italian food offer record:</b>	
<b>Field</b>	<b>Description</b>
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 cheapest item from the qualifying list.

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

<b>Cake offer record:</b>	
<b>Field</b>	<b>Description</b>
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 cheapest 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.

<b>Indian meal deal offer record:</b>	
<b>Field</b>	<b>Description</b>
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.

<b>Indian meal deal offer record:</b>	
<b>Field</b>	<b>Description</b>
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



## Product Lines

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.
- 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.

Field Name	Value
ID	1
Description	Sandwiches
Items	RELATED

Max 6/15kg Min 40g e=2/5g      02-07-18 11:18 X 12 [Avery 1]

5. Select Offer items and press Edit to add and remove products from the Offer Group.

ID	Description
1,1,204	Cheese & Tomato Sandwich
1,1,207	Cheese and Onion Crisps
1,1,203	Egg Sandwich
1,1,202	Cheese Sandwich
1,1,201	Ham Sandwich

Max 6/15kg Min 40g e=2/5g      02-07-18 11:20 X 12 [Avery 1]

## Customise Editor

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



You can add, delete, rename or change the order of the fields that are available to you when you edit your product details.

Field	Custom Description
Department	
PLU Number	
Display Text	
Text Area (1)	
Text Area (2)	
Retail Price (1st)	
Product Type	
Price Base	
Price Multiplier	
Promotion Control	
Promotion Type	
Promo Time Period 1	

Max 6/15kg Min 40g e=2/5g 02-07-18 11:02 X 12 [Avery 1]

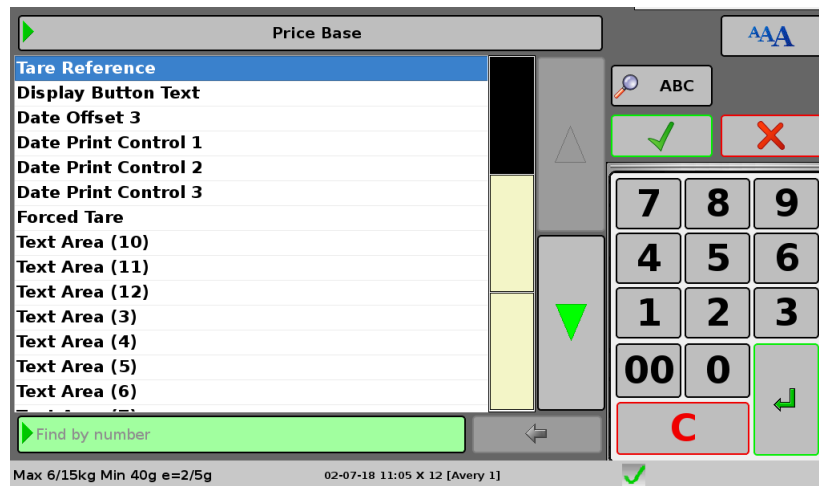
This can help save you time when you add products because you can remove fields that are not relevant to your product range.


The ability to add fields can be helpful in a number of ways. For instance, it will allow you to provide additional text fields for important product information such as allergy advice, recipes, safety warnings or a tare reference. The information can be displayed on the screen at the time of purchase or printed using the Print Info button.

The text fields are displayed in the order in which they are defined in the custom editor table. The default text displayed in the main window will be the first field in the text editor that has programmed text. This allows you to control which field(s) are displayed and in which order.

**To add a new product editor field:**

1. Press **New**.



2. Select a field type from the list.
3. Press  to open the field editor.
4. After completing your edits use the **Move Up** and **Move Down** buttons to adjust the position of the field in the list.
5. Press **Save**.

## Operators

The Operators settings allow you to add the details for up to 99 operators to the system. To add a new operator:

1. From Manager Mode Press **System Setup > Operators > Operator Details**
2. Press **New**.
3. Enter the details for each of the following fields:


<b>Operator ID</b>	A number in the range of 1 to 99.
<b>Operator Name</b>	The operator name is printed on the receipt. You can enter up to 33 characters for the operator name.
<b>Media ID</b>	Media ID for operators photograph.
<b>Operator PIN</b>	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.
<b>Operator Role</b>	You can create or modify operator roles in the MXBusiness application. Default roles are Standard Operator and Manager.
<b>Operator Status</b>	This can be set to either Enabled or Disabled. The default is Enabled.
<b>Operator Transaction Mode</b>	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.

## 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.

<b>Message ID</b>	You can have up to 999,999 messages
<b>Message Category ID</b>	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.
<b>Message</b>	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

There are four message groups:

#### General

<b>Pop-up Messages</b>	
<b>ISO 3166-1 numeric country codes</b>	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).
<b>Adjustment reason</b>	
<b>Generic Traceability Text</b>	Traceability operation for storing pre-defined text
<b>Operator Prompts</b>	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.
<b>Miscellaneous</b>	General purpose messages, for example, the Help message that are displayed on the Help screen, and report headers.
<b>Promotional Template Messages</b>	Messages displayed by the Automatic Advert Generator, that is, depending on the type of promo, one of these message is selected. <b>Note:</b> The automatic advert template can be modified in MXBusiness.

## Labels

<b>Ingredient Text</b>	
<b>Date Text</b>	
<b>Advert Text</b>	
<b>Sales Messages</b>	Sales Messages are selected from the product PLU (Message ID 1 & 2), or directly assigned to a label design. in MXBusiness.
<b>Nutrient Messages</b>	
<b>Store Name</b>	Printed on a label, assigned to a label design. in MXBusiness.
<b>Contents</b>	
<b>Allergens</b>	

## Receipt

<b>Receipt Header Text</b>	Text printed at the top of a receipt (assigned to a label design in MXBusiness). For example, the store details.
<b>Receipt Footer Text</b>	Text printed at the bottom of a receipt (assigned to a label design in MXBusiness). For example, "Thank you for shopping with us"
<b>Paid Out Reason</b>	
<b>Return Reason</b>	
<b>Void Reason</b>	

## Trace

<b>Trace Slaughter Ref</b>	List of slaughter centres.
<b>Trace Cutting Ref</b>	List of processing centres.
<b>Trace Category</b>	Additional information about the animal.
<b>Trace Breed</b>	
<b>Trace Type</b>	
<b>Trace Species</b>	

## 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: .

1	<b>Department</b>	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	<b>Description</b>	The title of the department.
3	<b>Media ID</b>	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.

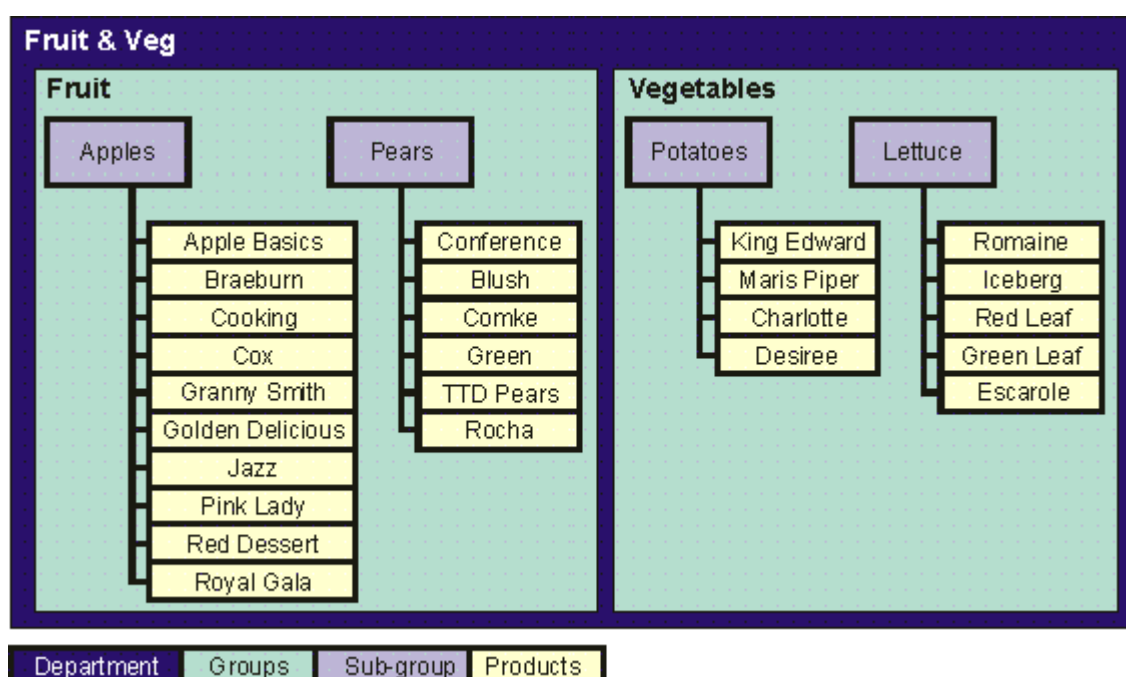


## Groups

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

Groups have three 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.
3. You can assign an operator role to a group so that a particular product (for instance alcohol or tobacco products) can only be sold by an operator with that role.



## 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:

<b>Group ID</b>	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.
<b>Description</b>	The title of the group.
<b>Group ID (Parent Group)</b>	If the group is a sub-group, this shows the title of the Parent Group.

<b>Media ID</b>	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.
<b>Operator Role</b>	Selecting an operator role for the group will limit sales of products in the group to operators with that role.
<b>Group</b>	If the group is a top level group, this is set to <i>CHILDREN</i> . If this is a sub-level group it shows the description of the parent group, and is locked.

4. Whichever field you edit, pressing  automatically opens the next field for editing.
5. 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:** 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 **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.

## 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.

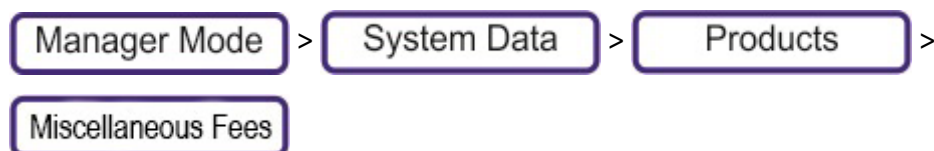
Examples of miscellaneous fees are:


- 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



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.

<b>Surcharge ID</b>	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.
<b>Description</b>	The title of the miscellaneous fee.
<b>Surcharge Confirm</b>	If enabled, the operator is prompted to confirm that the surcharge is accepted.
<b>Surcharge Percentage</b>	The percentage (0-100%), if the Surcharge Type is set to Percentage.
<b>Surcharge Amount</b>	The amount (0-100%), if the Surcharge Type is set to Percentage.
<b>Surcharge Type</b>	Either Percentage or Value
<b>Tax Rate ID</b>	If applicable, the tax rate.

## 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.



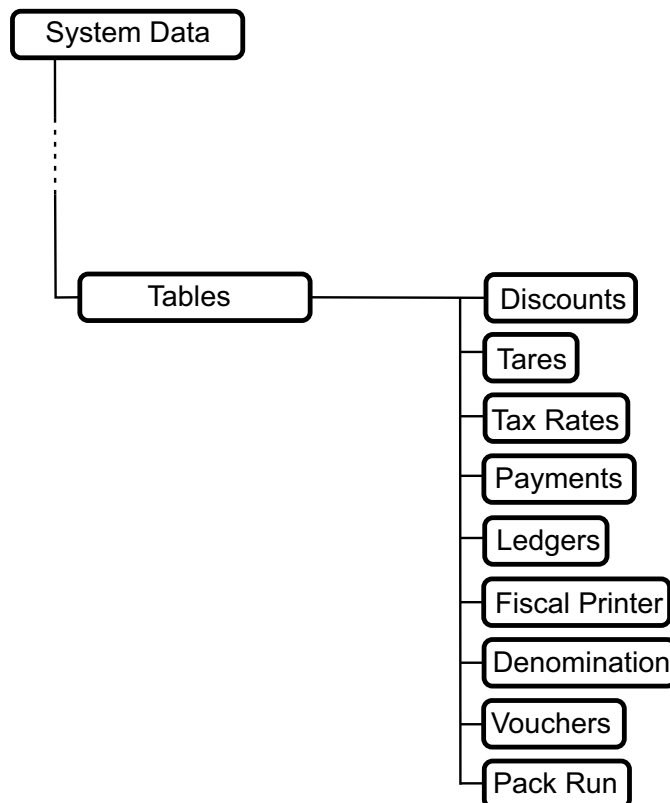
Operators create the trace records when they scan the data from a barcode on a pack, or by manually entering the required data. They can also be managed from a back office system, which normally creates the required records and deletes old records that are no longer required.

## 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.

## Tables

System Data includes a number of tables of data that is used to calculate various aspects of the scale's operation.



## Discounts

You can set up preprogrammed discounts which can be applied during the checkout process.

To set up a discount:

1. Press

**Manager Mode** > **System Data** > **Tables** > **Discounts** >

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

<b>Discount ID</b>	A unique ID number (1-99) for the discount.
<b>Description</b>	The title of the discount.
<b>Discount Percentage</b>	The percentage value of the discount - used if the Discount Type is set to percentage.
<b>Discount Amount</b>	Cash value of the discount. - used if the Discount Type is set to value.
<b>Discount Type</b>	Percentage or Value
<b>Operator Role</b>	If the operator role is set then an appropriate PIN number will be required to complete the transaction

## 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.

## 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	<b>Container ID</b>	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	<b>Description</b>	The title of the tare.
3	<b>Container Tare Value</b>	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.


- 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	<b>Tax Rate ID</b>	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	<b>Description</b>	The title of the tax rate.
3	<b>Tax Rate</b>	The tax rate in percent.

## 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

- Press **Manager Mode** > **System Data** > **Payments**
- 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.

<b>Payment Type ID</b>	You can have up to 15 payment types.
<b>Allow Change</b>	Select whether the change can be given.
<b>Allow Refund</b>	If the product is subsequently returned, select whether a refund can be given.
<b>Currency ID</b>	For foreign currency transactions, select the currency.
<b>Description</b>	The title of the payment type.
<b>Forced Amount Entry</b>	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.
<b>Minimum Amount</b>	If no surcharge ID is configured payment entries below this amount are not allowed. If a surcharge is configured it will be applied if the payment is below this amount. If the Minimum Amount is set to £0.00 then the surcharge will be applied irrespective of the payment amount.
<b>Maximum Amount</b>	Payment entries above this amount are not allowed.
<b>Open Drawer</b>	Sets whether the cash drawer opens automatically.
<b>Operator Role</b>	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.
<b>Preset Amount</b>	The value of the payment type. For example, £20 Gift Token

<b>Payment Type</b>	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
<b>Surcharge ID</b>	Any extra payments that are added to the payment type, for example, credit card surcharge, See <i>Ledgers</i> .


## 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.

<b>Account ID</b>	The name of the account.
<b>Account Name</b>	The title of the account.
<b>Account Credit Status</b>	The details of the account, credit status and any other relevant information.
<b>Account Type</b>	Can be Trade or Savings
<b>Balance</b>	The current account balance



Ledger

Property

Value

Account ID	01234
Account Name	Graham
Account Credit Status	Good
Account Type	Savings Account
Balance	£0.00

▲

▲

▼

▼

Edit

Save

Max 6/15kg Min 40g e=2/5g14-08-18 10:58 X 00 [Avery 1]

Fiscal Printer

These screens allow you to add details of any Fiscal printers connected to the network.

Fiscal Printer

Field Name

Value

Fiscal Printer ID	0
Description	
Connection	Ethernet
IP Address	
Port Number	9100
PLU text print	Disabled
USB Vendor ID	0
USB Product ID	0
Tax Department ID	1
Transaction Line Print	Total Only
Close Receipt	Enabled

▲

▲

▼

▼

Edit

Save

Max 6/15kg Min 40g e=2/5g14-08-18 10:00 X 00 [Avery 1]

Denomination

These screens allow you to configure the currency denomination information used by the coin counting function.

Denomination

ID	Description
1,1	1p coin
1,2	2p coin
1,3	5p coin
1,4	10p coin
1,5	20p coin
1,6	50p coin
1,7	1 pound coin (2017)
1,8	2 pound coin
1,9	5 pound coin
1,10	5 pound note
1,11	10 pound note
1,12	20 pound note

▲

▲

▼

▼

New

Copy

Delete

Select

✓

✗

Max 6/15kg Min 40g e=2/5g14-08-18 10:13 X 00 [Avery 1]✓

The editor allows you to specify the precise weight of a coin and a container tare reference if required.

Denomination 1,1

Field Name	Value
Currency ID	0
Denomination ID	1
Description	
Denomination Size	1
Denomination Weight	0.00g
Container ID	-NONE-

▲

▲

▼

▼

Edit

Save

✗

Max 6/15kg Min 40g e=2/5g14-08-18 10:14 X 00 [Avery 1]✓

## Vouchers

These screens allow you to configure vouchers which will provide money off or a discount which will be printed when the conditions for an offer are satisfied .

ID	Description
1	MONEY OFF VOUCHER

Max 6/15kg Min 40g e=2/5g      14-08-18 10:29 X 00 [Avery 1]      ✓

You can set the minimum spend required, set an expiry date and determine the operating mode that will make the voucher available .

Field Name	Value
Voucher ID	1
Description	MONEY OFF VOUCHER
Print Format ID	Voucher
Barcode Format ID	-NONE-
Voucher Type	Money Off
Minimum Spend	£5.00
Operating Mode Control	Label & Receipt
Expiry Date	22-11-18

Max 6/15kg Min 40g e=2/5g      14-08-18 10:30 X 00 [Avery 1]      ✓

## Pack Run

This screen is used to set up pack runs that are used in consignment printing (See Consignments for more details).

Field Name	Value
Pack Run ID	0
Description	
Pack Run Type	manual
Account ID	-NONE-
Pack Run Order Number	
Pack Run Level Text	
Print Mode	Manual
Print Format ID	-NONE-
Duplicate Labels	0
Barcode Format ID	-NONE-
Date Offset 1	0
Date Offset 2	0

Max 6/15kg Min 40g e=2/5g 14-08-18 12:27 X 00 [Avery 1]

You can create a pack run with up to 3 levels. This could be used, for instance, to print labels for all products in a consignment that consisted of packs inside of boxes, which are inside of cartons arranged on a pallet.

Pack runs are templates that can be used to create consignments and typically a small number of templates will be created for the most common consignments.

The table below defines the fields that may be programmed in a pack run. Note each of the level fields are duplicated for each level.

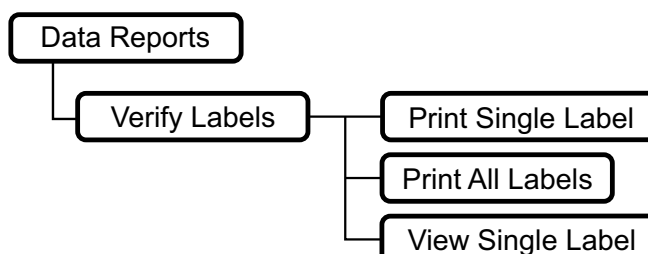
Field	Description	Additional Info
ID	Unique ID	1 – 999
Description	Pack run description	User friendly description
Type	Type of Pack run	Manual, Open, Closed
Customer	Customer ID	Customer account ID
Order	Order Number	Customer order number
Level Data [1-3]	Text	Level description
	Print Mode	Total label printing
	Print Format	Label format ID
	Duplicate Label	Number of duplicate label(s)
	Barcode Format	Barcode format ID for level
	Date Offsets <sup>1</sup>	Date 1-3 offset
	Date Control	Date 1-3 control
	Tare value	Tare weight
	Target Count <sup>2</sup>	Target count
	Target Weight <sup>2</sup>	Target weight
	Target Price <sup>2</sup>	Target price
<sup>2</sup> Level target is achieved when any of the target(s) have been met. ( 0 = not applicable)		

## 8. Reporting Functions

The scale provides a number of reporting functions that record various aspects of the its operation.

### Data Reports

Selecting **Data Reports** from Manager Mode provides access to a single function, Verify Labels. This allows you to verify that the labels for the PLUs have been set up properly.



You can choose to print single labels for specified PLUs or print all available labels. Alternatively, you can choose to view single labels on the screen of the scale.

### Totals

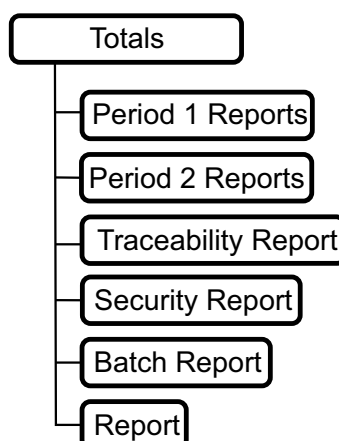
The **Totals** screen provides access to a range of reports that help summarise the scale's activities. Totals are updated whenever a label or receipt are printed successfully.

Before making use of Totals Totalising must be enabled in system setup:

1. From Manager Mode, select **System Setup > Configuration > Operational Configuration**.
2. Set **Totalising** to Enabled.>

Once enabled, you can access the Totals screen from manager mode by selecting **Totals**.

The Totals screen allows you to select from the following fields:



## Period 1 and 2 Reports

These allow you to print a variety of reports on the scale's activity over two different time periods.

The screenshot shows a screen titled "Period 1 Reports". It features a list of 12 report types, each with an ID and a name. The first report, "Operator Totals" (ID 1), is highlighted in green. To the right of the list are several control buttons: "Clear All", "View", "Print", "Print And Clear", and a red "X" button. There are also navigation arrows (up, down, and a large green down arrow) and a status bar at the bottom.

Id	Report
1	Operator Totals
2	Tax Totals
3	Machine Totals
4	Grand Totals
5	Item Totals
6	Group Totals
7	Department Totals
8	Hourly Totals
9	Offer Totals
10	Voucher Totals
11	Account Totals
12	System Cash Totals

Max 6/15kg Min 40g e=2/5g 03-07-18 11:00 X 12 [Avery 1] ✓

There is no way to enter a specific definition of the report time periods. Instead, you have the option to either **View** (which displays the report on screen), **Print**, or **Print and Clear**.

Selecting **View** or **Print** will provide a non-clearing report where the totals for those values are carried forward.

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

Having two time periods gives you the option to have short-term and long-term reports. For example, for daily and monthly reports:

1. At the end of each day, select Print and Clear for Period 1, and select Print for Period 2, which gives a running total.
2. At the end of the month select Print and Clear for the Period 2 report.

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.

## Period 1 and 2 Report Formats

1	<b>Operator Totals</b>	The report includes all transactions assigned to the operator.
2	<b>Tax Totals</b>	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. <b>Note:</b> Tax totals do not always reflect the same values as total sales due to rounding errors which may cause a very small discrepancy.
3	<b>Machine Totals</b>	The information in this report depends on the payment methods setup for the machine. When Print and Clear is selected (with the Cash Drawer Declaration feature enabled) a Cash Count feature is enabled. See below for more information
4	<b>Grand Totals</b>	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	<b>Item Totals</b>	
6	<b>Group Totals</b>	Includes weight and item fields broken down by sales, counter, prepack and return transactions.
7	<b>Department Totals</b>	Includes weight and item fields broken down by sales, counter, prepack and return transactions.
8	<b>Hourly Totals</b>	
9	<b>Offer Totals</b>	The amount of saving given in each offer
10	<b>Voucher Totals</b>	The value of vouchers issued during the period.
11	<b>Account Totals</b>	Details the sales amount paid on each account within the reporting period.
12	<b>System Cash Totals</b>	The System cash report allows a network of machines to be cashed up with a single report.
13	<b>Consignment Totals</b>	Value of consignments produced during the period. When consignment totals are cleared then all completed consignments are deleted and will not be visible using the consignment function.

### Declared Cash Values

The System Cash Totals report for period 1 and period 2 can include operator declared cash values. If the optional Cash Drawer Declaration is enabled then the report will include both the declared cash values and any discrepancies.

To enable the Cash Drawer Declaration function:

1. From Manager Mode, select **System Setup > Configuration > Operational Configuration**.
2. Set Cashing Up Declaration to **Enabled.>**

### Using the Cash Count Feature

The Cash Count feature becomes available when Print and Clear Machine Totals is selected (and the Cashing Up Declaration is enabled). It allows the operator to enter the amount of cash in the drawer, so that this can be reconciled with the machine totals. The scale can be used to count coins by weight, speeding up the cashing up process. Any discrepancies are shown in the report.

To use the cash count feature:



1. Access the Period 1 Reports screen from **Manager Mode > Totals > Period 1 Reports**.
2. Select **Machine Totals**
3. Select **Print And Clear**.

4. Press the  button.



Description	Count	Total
1p coin	0	£0.00
2p coin	0	£0.00
5p coin	0	£0.00
10p coin	0	£0.00
20p coin	0	£0.00
50p coin	0	£0.00
1 pound coin (2017)	0	£0.00
2 pound coin	0	£0.00
5 pound coin	0	£0.00
5 pound note	0	£0.00
10 pound note	0	£0.00
20 pound note	0	£0.00

Max 6/15kg Min 40g e=2/5g 13-08-20 13:46 X 01 [Avery 1]

5. Separate the coins into their denominations.
6. To count the coins, place them on the scale and select the denomination from the list.
7. Press  to add the value of the coins to the total. Repeat until all coins are counted.
8. Notes must be counted manually.
9. Select the value of note from the list and press **Edit**. Enter the number of notes.
10. Press  to add the value of the notes to the total.
11. Press **Continue** and then edit the values for Credit Card and Cheque transactions if required.
12. Press Continue to print the report.

Printer Emulation v2.0

Hide

System Cash Totals Period 1  
Non-Clearing

Sequence Number	1
Time Stamp	12-01-15 15:37
Number of Records	1

Cash Sales	£7.02
Float Amount	£5.00
Paid Out Amount	-£1.02
Pick Up Amount	-£1.00
Cash	£10.00
Total	£10.00

Discrepancies:	Declared	Difference
Cash	£10.25	£0.25
To	12-01-15 15:37	

END OF REPORT



**Traceability Reports**

The data for a Traceability Report 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.

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 unsaleable 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

**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.
- 

**Batch Report**

- -- TBA --

**Report**

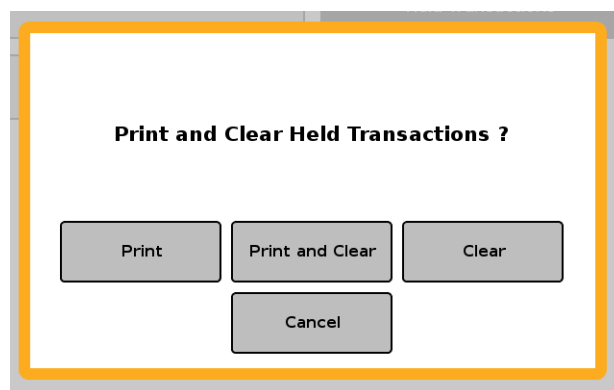
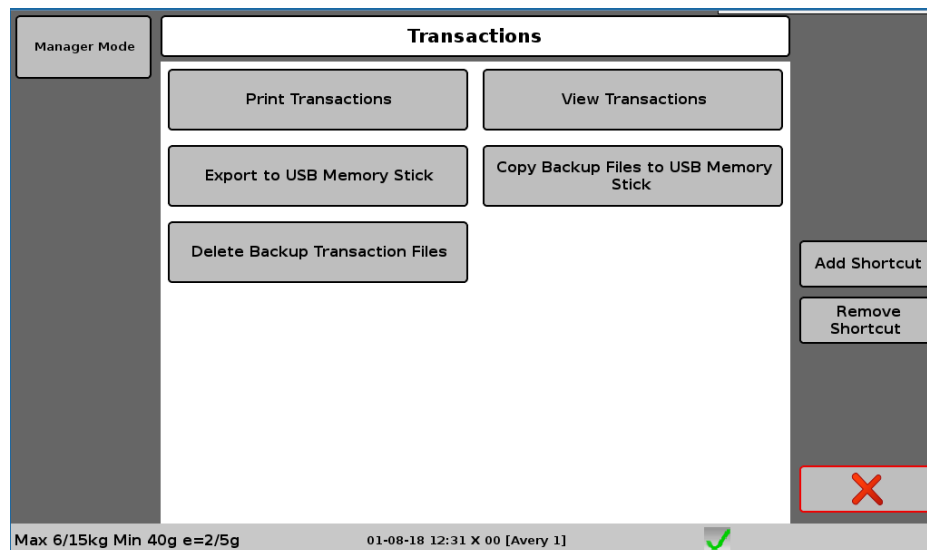
- --TBA--

## Transactions

Selecting **Transactions** provides access to functions that help you manage the transactions stored in the scale.

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

1. From Manager Mode, select **System Setup > Configuration > Operational Configuration**.
2. Set **Transaction Storage** to Enabled.



## Printing 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, print and clear, or simply clear the 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.

**Consignment Transactions**

When transaction storage is enabled, consignment transactions will be stored for both the individual pack labels and the level total labels.

**Printing Live Transactions**

Use this option to print, print and clear, or simply clear live transactions.

**Printing Finalised Transactions**

Use this option to print, print and clear, or simply clear finalised transactions.

**Export to USB Memory Stick**

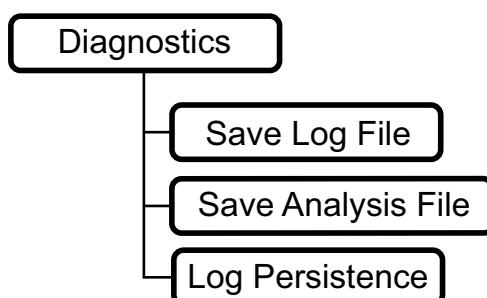
The transactions in the store are exported to the USB memory stick, and deleted from the store after export.

**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.

## 9. Maintenance

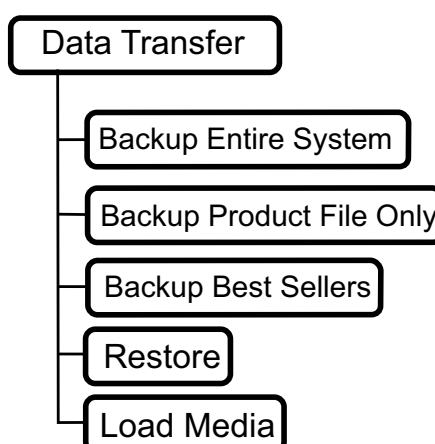
### Diagnostics



The Diagnostics menu items are usually only used when requested by service personnel.

### Data Transfer

Choosing **Data Transfer** from Manager Mode will allow you to backup and restore system data.



#### 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) "**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 "x files exceeded the maximum file size (xxMB) and were not imported" opens.

## Recommended Media Sizes

7" Screen	800 x 453 pixels
10" Screen	1024 x 574 pixels
Customer Logo	166 x 90 pixels

**Note:** Media files are scaled to fit.

## Media File Specifications

<b>Text</b>	n/a	Marquee text stored in the media configuration file. Various types of animation available.
<b>Image</b>	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.
<b>Video</b>	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 file-name: 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, upper-case 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 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 version="1.0" encoding="utf-8"?>
<!-- This configuration file deletes all playlists and associated media -->
<advertising>
</advertising>
```

## Load Fonts

This provides the capability for users to add custom fonts.

To load a custom font:

1. Copy the true type font file into a font\_update folder on the root of a USB memory stick.
2. From Manager Mode select: **Data Transfer > Load Fonts.**