

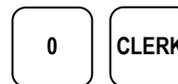
Getting Started with the Samsung ER-265

General Operation

Opening the Register

If the display on the register reads “CLOSED”, you will need to open the register by assigning a clerk to it. To do this...

1. Turn the key to the <Reg> position
2. Press 1
3. Press the CLERK key
4. The register is now open and available to ring in sales.
5. To close the register, press 0 and then CLERK



Ring in Sales

Using preset items on the keyboard

1. For items with a preset price, simply hit the key for that item on the keyboard.
2. To ring multiples of an item, i.e., 5 Bottled Waters
 - a. enter the quantity of the item
 - b. press X/TIME
 - c. press the item key



Using open priced items on the keyboard

3. For items without a preset price, enter the price for the item WITHOUT USING THE DECIMAL POINT, then press the button for that item on the keyboard.
4. To ring multiples of an item, i.e., 5 Bottled Waters
 - a. enter the quantity of the item
 - b. press X/TIME
 - c. press the item key



Finishing the Sale

1. Press the **SBTL** key to display the current total. Tell customer total owed (i.e, \$15.99).
2. Enter the amount received from customer (i.e. \$20 bill) and press **CASH, CHECK, CHARGE, ECT.** Amount of change to give back to customer will be displayed on screen.



Split Tender

1. If the customer would like to pay using cash and putting the remaining balance on a credit card. Ring in the amount of the cash and press CASH, and then the remaining amount and press CHARGE.



Receipts

1. If a receipt did not automatically print, or if the customer requests an additional copy, press the cash button again after the sale.
2. To change the default receipt printing setting, press the RCPT ON/OFF button. Pressing this button while in the middle of a sale will cause an error. Only press this button after finishing a transaction.



Error Correction

Clear

The CLEAR button is used to remove any numerical keystrokes made in error or to clear any error messages and stop the corresponding beeping. CLEAR **does not** change or remove any items within the current sale.



Cancel

If you have rung up multiple items and there is something wrong or customer does not have money you can press CANCEL key to void the whole sale and start again if necessary.



Void

The void button is used within a sale to remove one previously entered item at a time. Void can be used either before or after subtotal has been pressed, but must be done **prior to sale finalization**.

1. After ringing in an item that needs to be removed from the sale, press the void button.
2. Press the item button you wish to remove. You will see the item show up on the display with a minus (-) next to the price indicating it has been removed from the sale.



Item to be removed

Return

The return button is used to remove an item from a sale **after it has been finalized**. Use original receipt to verify items.

1. Make sure you are not in the middle of a sale
2. Press RETURN button
3. Press item button to be returned.
4. Finalize the return by pressing the CASH button.



Repeat for multiple items

Manager Operations

Reloading Paper

Keep paper in the printer at all times. If the register stops functioning and the message “E3” is displayed, replace with a new roll of paper making sure paper feeds from the underside of the roll. Register will begin printing right where it left off with no data lost.

Reports

Running a report (X1) while in X mode to view current totals. This can be done at any time. A Daily Report (Z1) or End of Event Report (Z2) performed while the key is in the Z position will reset all totals after the report is run. These should be run at the end of each night (Z1) and end of entire event (Z2). **Be sure to run both a Z1 and Z2 prior to the start of your event to clear out any training or test sales.**

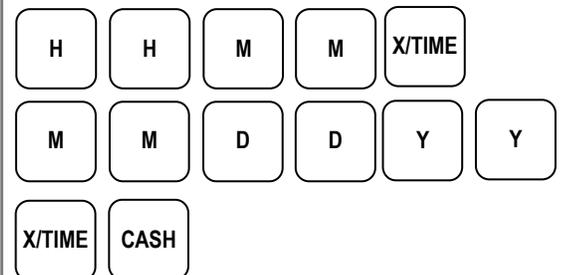
1. Turn the key to the X position for X report or Z position for Daily and Event reports
2. Press CASH to run an X1 or Z1 report
3. After running the Z1 report on the last day of sales, press CHARGE to run a Z2 report



Common Programming Functions

Changing the Date/Time

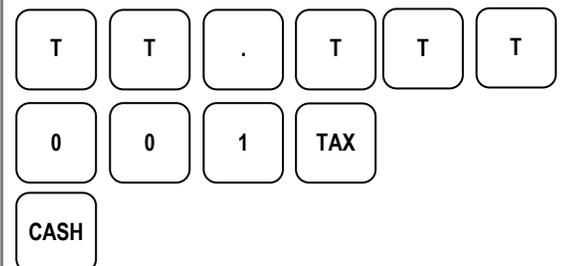
1. Turn the key to the PGM position
2. Enter the time in Military Standard Time (based on 24 hours) as a four digit number (i.e. 3:30 pm = 1530); press the X/TIME button
3. Enter the date in MM (month) DD (day) YY (year) format.
4. Then press X/TIME.
5. Press CASH to finalize the program



Changing the Tax Rate

To change the tax rate of your register follow these steps

1. Turn the key to the PGM position
2. Enter the percent tax rate including the decimal out to three places. Example, for 6.75%, press 06.750.
3. Assign the type of tax by pressing 001.
4. Press the TAX button on the keyboard.
5. Press the CASH button on the keyboard.
6. Return the key to the REG position.

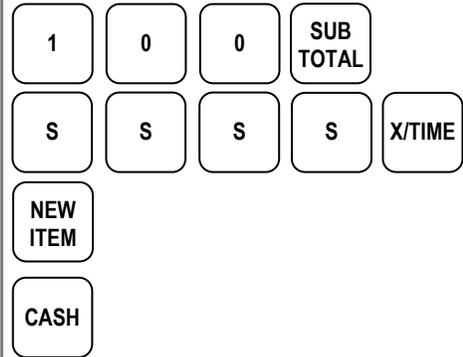


Adding or editing items

There are 3 steps to adding a new item. All 3 parts need to be done for each new item. Editing existing items – you can do just the program needed.

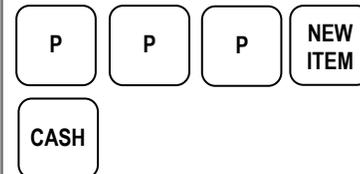
I. Assign a status to the item

1. turn the key to the P position
2. enter 100, then press SUBTOTAL
3. enter the Status (S) code from the options below
 - a. open, non-taxable item = 0000
 - b. open, taxable item = 0010
 - c. preset, non-taxable item = 0100
 - d. preset, taxable item = 0110
 - e. disable = 4000
4. press the X/TIME button, repeat steps 3 through 5 for additional items
5. press the item button on the keyboard
6. press CASH to finalize program sequence.



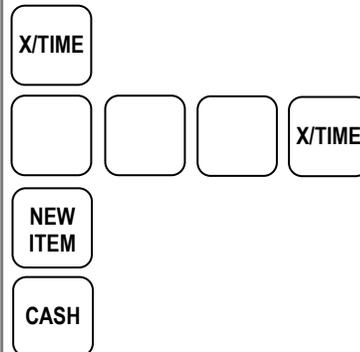
II. Assign a price to the item

1. turn the key to the P position
2. enter the Price (P) for this item (do NOT use the decimal point)
3. press the item button on the keyboard
4. repeat steps 2-3 for additional items
5. press CASH to finalize the sequence



III. Assign a description to the item

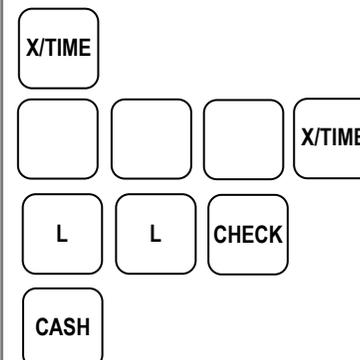
1. turn the key to the P position
2. press the X/TIME button
3. using the two digit numbers from the Alpha Code Chart at the end of this document, spell out the item description (18 characters max)
4. press the X/TIME button
5. press the item button
6. repeat steps 2-5 for additional items
7. press CASH



Receipt Header Change

To add/change the description in the receipt header

1. turn the key to the P position
2. press the X/TIME button
3. using the two digit numbers from the Alpha Code Chart at the end of this document, spell out the item description (18 characters max)
4. press the X/TIME button
5. Enter the 2-digit number that represents the line of the message
 - 11~16 = 1st line ~ 6th line of the receipt header
 - 21~26 = 1st line ~ 6th line of the receipt footer
6. Press CHECK button
7. repeat steps 2-5 for additional items
8. press CASH



Alpha Code Chart

Example, A=20, B=21

For bold characters, enter double width code 79 before each letter code.

		FIRST ENTRY						
		1	2	3	4	5	6	7
SECOND ENTRY	0	0	A	K	U		!	Space
	1	1	B	L	V	/	“	
	2	2	C	M	W	:	%	
	3	3	D	N	X	;	‘	~
	4	4	E	O	Y	<	(\
	5	6	F	P	Z	=)	{
	6	6	G	Q	@	>	*	}
	7	7	H	R	&	?	+	=
	8	8	I	S	#	[,	.
	9	9	J	T	\$]	-	Dbl Width