

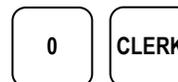
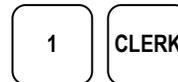
Getting Started with the Samsung ER-380M

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 items on the keyboard

1. For items with a open price, enter the price for the item on the keyboard. **DO NOT USE THE DECIMAL POINT.**
2. To ring vendor items,
 - a. Enter vendor number* (V) press plu/\$ key
 - b. Enter price
 - c. press the plu/\$ key

*Vendor numbers run from 15-500. Even numbers are non-tax, odd numbers are taxable



For open items that do not have set prices

1. Enter the quantity (Q) if greater than one
2. Press the X/TIME key
3. Enter a price for the item, example, for a \$8.99, enter 899. **DO NOT USE DECIMAL POINT**
4. Press an open item key, for example MISC SALES



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.



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.



Discounts

Subtotal Discounts

Discount buttons programmed to discount the entire sale will only be operational after the SUBTOTAL key has been pressed

1. Ring in sale
2. Press SUBTOTAL
3. Press discount key, example 10% DISC



Item Discounts

Item discounts are applied to individual items and are rung up after pressing an item button.

1. Press item that qualifies for discount, i.e. LG T-SHIRT
2. Press discount button, example \$3 DISC
3. Continue ringing additional items, or finalize sale.



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

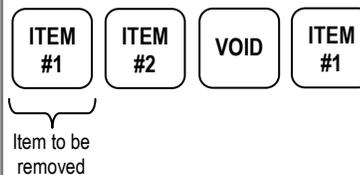
If you have rung up multiple items and there is something wrong or customer does not have money you can press CANCEL key to void the whole sale and start again if necessary.



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.

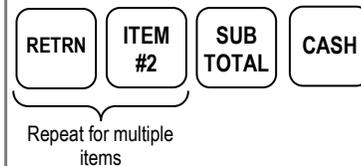
1. After ringing in an item that needs to be removed from the sale, press the void button.
2. Press the item button you wish to remove. You will see the item show up on the display with a minus (-) next to the price indicating it has been removed from the sale.



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 sale making sure to use same payment method as original sale as verified by original receipt.



Tax Exempt

Tax Shift (or Tax 1) will allow for tax exempt customers to have items rung in without tax getting added. Press TAX SHIFT after each item to remove the tax calculation at subtotal



Manager Operations

Reloading Paper

Keep paper in the printer at all times. If the register stops functioning and the message “**WARNING** RECPT PAPER END) 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. Change it when it gets low. Never pull the paper through the printer without lifting the blue release lever first.

Transaction void

To correct over-rings,

1. Turn the mode lock switch to the <VOID> position
2. Ring in the sale you wish to void exactly like it was rung up the first time. This will back out the over-ring. This cannot be done during a sale.
3. Turn the mode lock switch back to the <REG> position.

Reports

Run a Daily Report (X1) while in X mode to view current totals. This can be done at any time. A Daily Report (Z1) or End of Month 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 then end of each night (Z1) and end of each month (Z2).

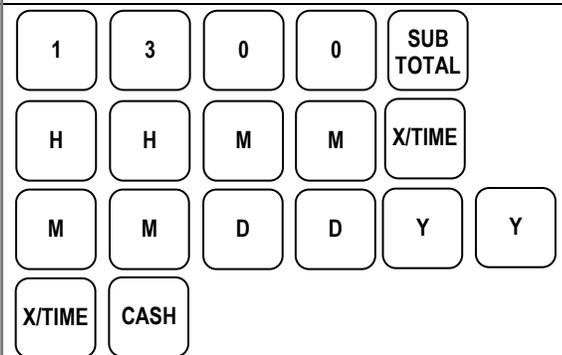
1. Turn the key to the X position for X report or Z position for Daily and Monthly reports
2. Press the desired REPORT button



Common Programming Functions

Changing the Date/Time

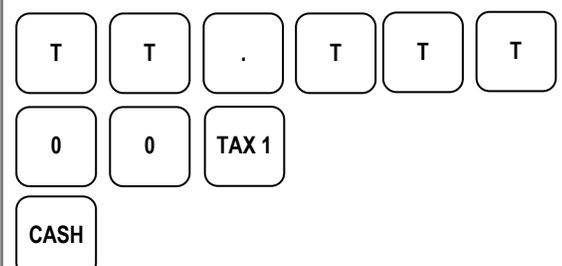
1. Turn the key to the PGM position
2. Press 1300 then press subtotal
3. Enter the time in Military Standard Time (based on 24 hours) as a four digit number (i.e. 3:30 pm = 1530); press the X/TIME button
4. Enter the date in MM (month) DD (day) YY (year) format.
5. Then press X/TIME.
6. Press CASH to 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.

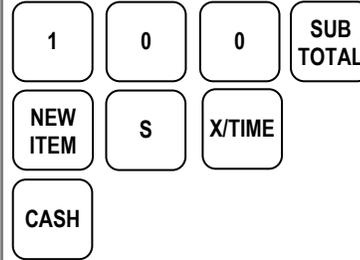


Adding or editing items

There are 4 programs to adding a new item. All 4 parts need to be done for each new item. Editing existing items – you can do just the program needed.

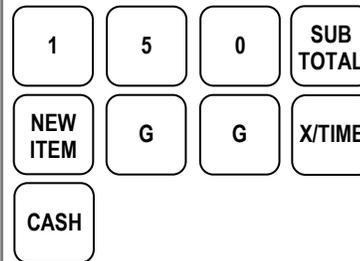
I. Assign a status to the item

- turn the key to the P position
- enter 100, then press SUBTOTAL
- scan the item or press the button on the keyboard
- enter the Status (S) code from the options below
 - preset taxable item = 4
 - preset nontaxable item = 6
 - open taxable item = 1
 - open nontaxable item = 2
- press the X/TIME button, repeat steps 3 through 5 for additional items
- press CASH to finalize program sequence.



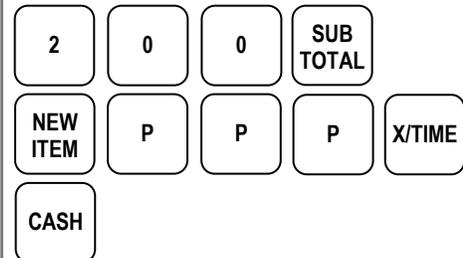
II. Assign a group link to the item

- turn the key to the P position
- enter 150, then press SUBTOTAL
- scan the item or press the button on the keyboard
- enter the Group # (G) that you want linked to this item
- press the X/TIME button
- press CASH



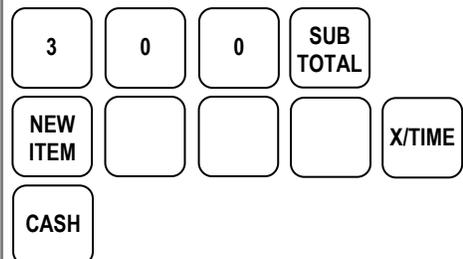
III. Assign a price to the item

- turn the key to the P position
- enter 200, then press SUBTOTAL
- scan the item or press the button on the keyboard
- enter the Price (P) for this item (do NOT use the decimal point)
- press the X/TIME button
- press CASH



IV. Assign a description to the item

- turn the key to the P position
- enter 300, then press SUBTOTAL
- scan the item or press the button on the keyboard
- place the alpha overlay (found under the keyboard) on the keyboard and enter up to 18 characters
- press the X/TIME button
- press CASH



Receipt Header Change

To add/change the description in the receipt header

- turn the key to the P position
- enter 700, then press SUBTOTAL
- enter the line number (L) you wish to change (1-6) and then press X/TIME
- use the alpha overlay to enter the description (up to 32 characters) and press SUBTOTAL
- press CASH to finalize

