Getting Started with the Samsung ER-650

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

| 1 | CLERK |

| 0 | CLERK |
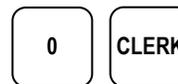
Ringing in Sales

Using preset items on the keyboard

1. For items with a preset price, simply hit the key for that item on the keyboard such as BOTTLE WATER.
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

| BOTTLE WATER |

| 5 | X/TIME | BOTTLE WATER |
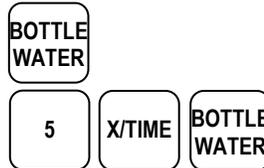
Using open items on the keyboard

1. For items without a preset price (open items) start by entering the price. Do NOT use the decimal point. (i.e. ring in a $3 Bottle Water)
2. Press the item button.
3. To ring multiples of an item, i.e., (5 Bottled Waters)
   a. enter the quantity of the item
   b. press X/TIME
   c. enter the price
   d. press the item key

| 3 | 00 | BOTTLE WATER |

| 5 | X/TIME | 3 | 00 | BOTTLE WATER |
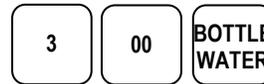
Finishing the Sale

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.

| SUB TOTAL | 2 | 0 | 00 | CASH |

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.

| CASH |

Discounts

Subtotal Preset 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 SENIOR DISC

SUB TOTAL	SR. DISC

Subtotal Open Discounts

The Family Discount button is an open price discount taken after the subtotal button has been pressed. For totals over the $30 family maximum, use the FAMILY DISC.

1. After pressing subtotal, the price is over $30 (i.e. $34.)
2. Enter the amount that is over the max price of $30 (i.e. $4)
3. Press the FAMILY DISC button.
4. Finalize the sale as normal.

SUB TOTAL	$3 DISC

4	0	0	FAM DISC
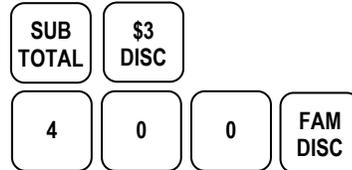
Error Correction

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.

CLEAR

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.

CANCEL

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 #1	ITEM #2	VOID	ITEM #1

Item to be removed
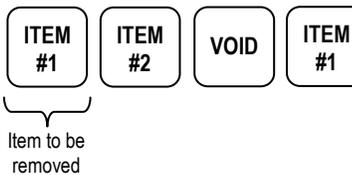
Return

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

RETRN	ITEM #2	SUB TOTAL	CASH

Repeat for multiple items
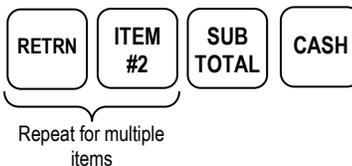
Tax Exempt

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.

[ITEM] [TAX SHIFT]

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 Event Report (Z2) preformed 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 entire event (Z2).

1. Turn the key to the X position for X report or Z position for Daily and Event reports
2. Press the REPORT button and choose the desired report from the on-screen menu.

[X REPORT] [DAILY REPORT] [EVENT REPORT]

While in X Position -
e**X**amine current totals
leaving them intact

In Z Position -
Zeros totals resetting
for new day's sales

In Z Position -
Cumulative totals of all
previous daily reports

Common Programming Functions

Receipt Header/Footer Change

To add/change the description in the receipt header

1. turn the key to the P position
2. enter 7 for LOGO DESC, then press ENTER (CASH)
3. Press 0 to change the Preamble (receipt header) or 1 to change the Postamble (receipt footer)
4. use the alpha overlay found under the keyboard to enter the description (up to 32 characters) and press CASH
5. Repeat step 4 for each line of the header/footer you wish to enter.
6. press CLEAR to finalize and return to the program menu screen

[7] [CASH]

[0] OR [1]

[A] [B] [C] [CASH]

[CLEAR]