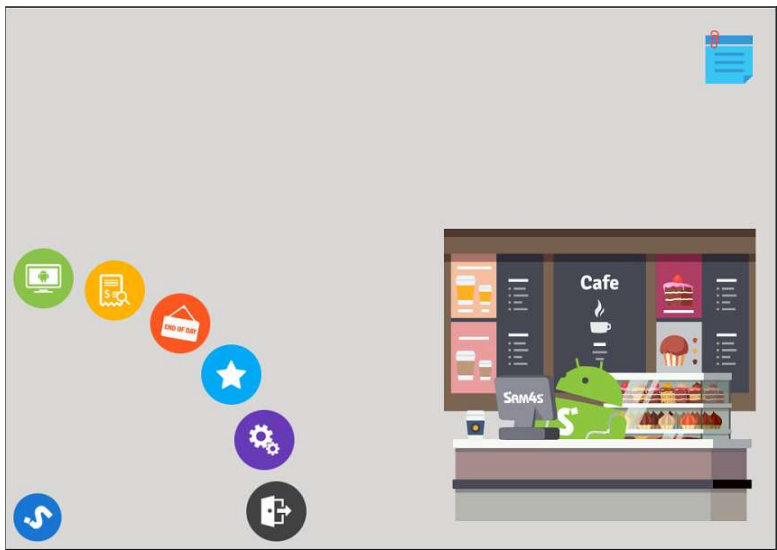


# Main Menu Screen

After a successful log-on, the Main Menu screen displays:



## Main Menu Icons



Register Mode icon opens the Operator’s sales entry screen.



Report Mode icon to access & generate system reports.



End Of Day icon accesses EOD mode to clear current totals.



Favorites icon can be program to display various areas within the application such as a specific report or program screen.



Program Mode is used to access the various program categories to allow making additions or changes.



Exit is used to close\exit the SAM4POS application and access the main android apps & settings.



Use this icon to Hide or display the Mode selection icons.



Memo icon is available on the SAP-6600(II) & SAP-4800(II) and the HM616 & HM626 Tablets. Memos and Reminders can be accessed or added from the main menu screen by tapping the memo icon. Memos/Reminders can be accessed from the register mode as well.



When displayed you can use the Return icons to go back to the previous screen/selection.

# Navigation Tips

Navigating the various screens within the SAM4POS application is very intuitive. Screens are set up with easily identifiable icons to quickly access and select the various program areas and options. Many of these icons are utilized on the various programming screens.

## Common Icons

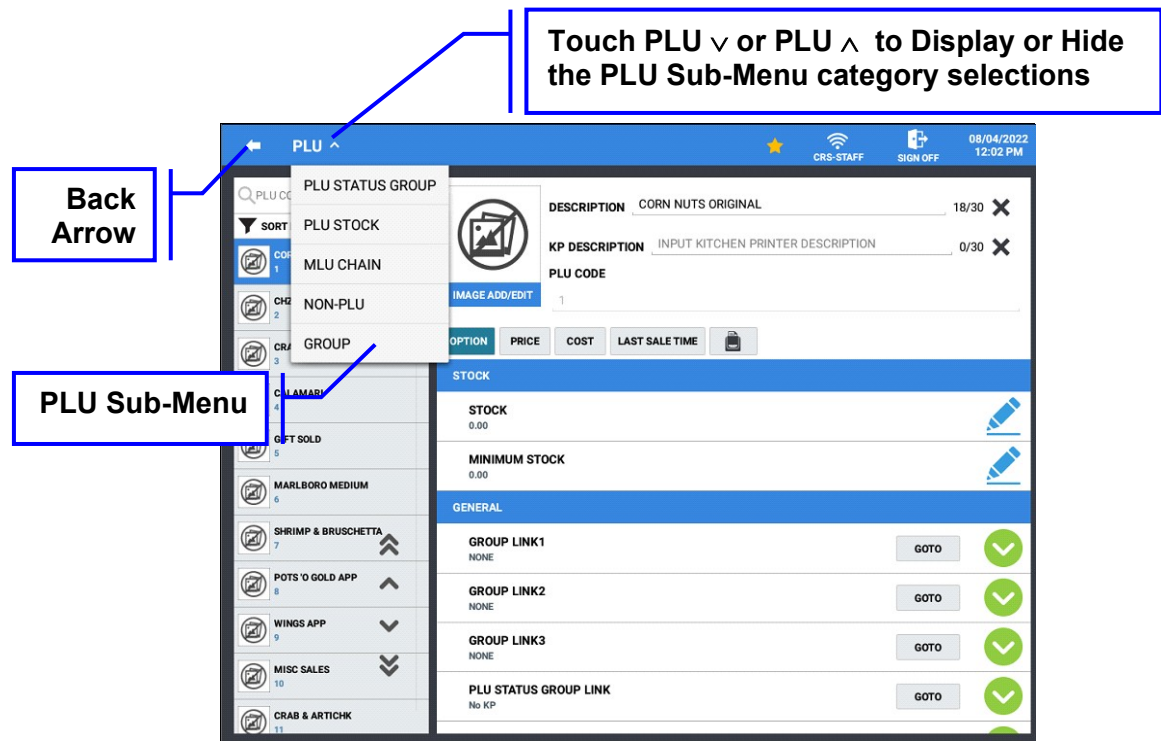
| Icon                                                                                | Description                                                                                                                                  | Icon                                                                                | Description                                                                                                                                                               |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | Back Arrow, used to exit the current Mode selection.                                                                                         |    | Exit                                                                                                                                                                      |
|    | Mode Sub Menu icons, used to display/hide the sub menu for the current mode.                                                                 |    | Copy Icon                                                                                                                                                                 |
|    | Add Record, used to add a new record in the current                                                                                          |    | Refresh                                                                                                                                                                   |
|    | Edit / Sort Menu                                                                                                                             |    | Show or magnify selection                                                                                                                                                 |
|    | GOTO allows you to go to the programming options for that program area, group, recipe or MLU etcetera, from within the current program area. |    | Print – Used for printing reports and labels.                                                                                                                             |
|    | Drop down button opens a list of selections for the current program option.                                                                  |    | Export file to CSV                                                                                                                                                        |
|    | The pencil icon allows you to open a window to enter a value for the current program selection.                                              |   | Scroll keys, the single arrow keys scroll Up/Down one page at a time, the double arrow scroll keys go to the Beginning/End of the list.                                   |
|  | Option check box with option not selected.                                                                                                   |  | Favorites icon, white is not added to favorites, gold indicates selection is added to favorites.                                                                          |
|  | Option checkbox with option selected.                                                                                                        |  |                                                                                                                                                                           |
|  | Note pad; Edit current list.                                                                                                                 |  | Table Map icon.                                                                                                                                                           |
|  | The Trash can icon is used to delete records.                                                                                                |  | Connection method indicator: pressing this icon will bring you to the Wireless & Network settings in the main Android settings. (Manager Password is required to access.) |
|  | Inactivate                                                                                                                                   |                                                                                     |                                                                                                                                                                           |

## Category Sub-Menus

If you are inside a program category or report area, you can take a shortcut to a related program area without having to back out to the main program screen and reselect program category and following the menu to a different area for the category. As an example, we will use the PLU programming category screen.

Touch PLU category title **PLU ▾** in the upper left to display a list of related PLU category programs. Select a category from the list to go to directly to the programming for your selection.

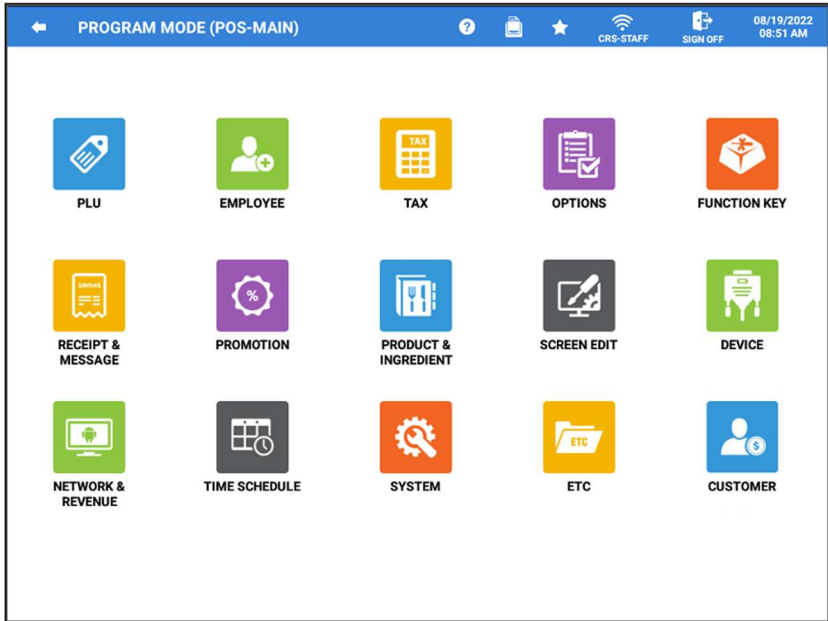
Press the back arrow **⬅** to return to the previous category programming screen.



# Program Mode

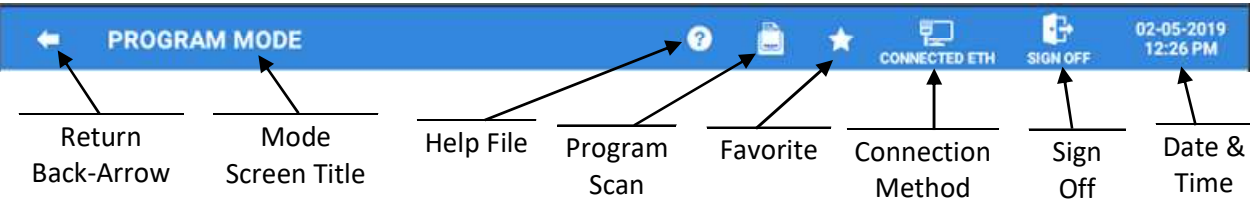
All database programming and maintenance is performed in Program Mode. The Program Mode is separated into 15 categories to make finding and programming specific areas easier. Touch any of the categories shown to enter the programming selections for that category. Not all program categories are discussed here in this training guide. For complete details of all program categories, sub-categories and related options, please refer to the “Sam4POS Programming Manual” available on the CRS website.

1. From the main menu screen, press the ‘**PROGRAM MODE**’ icon. (P-Position on the SAP-630/SAP-530); the default Program Mode screen displays:



2. The **Program Mode Title Bar** provides access to the **Help File** and **Program Scans**.
3. Below the Title bar the individual Program Categories are shown. Each category has related sub-category selections.

# Program Mode Title Bar



- ⇒ **Help File** – Provides a list of common programming topics. When you select a topic from the list you will be linked to a YouTube video showing how to use the selected topic.
- ⇒ **Program Scans** – Allows you to view and print the current program mode settings for all program categories.
- ⇒ **Favorites** – The favorite icon appears on all the category and subcategory screen title bars. Press the icon to add or remover the main program mode menu to the favorite list. The favorite list may be accessed by pressing and holding on the favorite icon on the title bar. On the SAP-6600(II)/4800(II), the favorite list also may be accessed by selecting the Favorite List icon on main menu selections.

## Program Mode Category Selections

| Menu Selection                                                                                      | Icon Definition                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br>PLU            | Set PLUs and related functions: PLU programming, PLU Status Groups, PLU Stock, MLU Chains, Set Menu, Group programming, Non-PLU and Quick PLU.                                                                                                                    |
| <br>EMPLOYEE     | Set up Employees, Employee Authority Levels, Job Codes & Pay Rates, and Station programming.                                                                                                                                                                      |
| <br>TAX          | Set tax rates for up to 10 different taxes and/or enter tax table information for one or more state or local taxes and set up Tax Groups to assign in the PLU status group programming.                                                                           |
| <br>OPTIONS      | Set various system options, options are organized in sub-categories General, TAX, Drawer, Training, Level Option, Guest Check, KP/KV Option, Print, Report, Time Keeping, HASH, and System Options. Programming for Rounding if used and Tare Weight programming. |
| <br>FUNCTION KEY | Identify and set specific options for function keys, tender keys, and MACRO keys.                                                                                                                                                                                 |

|                                                                                                           |                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br>RECEIPT & MESSAGE    | Customize receipt formats, select information to be printed on the sales receipt, guest check receipts, kitchen receipts, and label printer.<br>Receipt & Message categories include: Receipt, Message, Error Message, Report Message, Label Print, Gratuity, Receipt Message and Text Inserter Message.                   |
| <br>PROMOTION            | Retailers often offer discounts when multiples of items are purchased. Here you can choose different promotion formats such as discounts for specific combinations of specific items or items from specific groups. The <b>PROMOTION</b> category selection are: Promotion, Promotion Group, and Promotion Customer Group. |
| <br>PRODUCT & INGREDIENT | Set up ingredients and recipes for ingredient inventory and define product mix groups.                                                                                                                                                                                                                                     |
| <br>SCREEN EDIT          | Add, design and edit Table Map, Menu Lookups (MLU), Function Lookups (FLU), Rear Display ( <i>SAP-6600II &amp; Sapphire terminals only</i> ), KIOSK, and Real Keyboard ( <i>SAP-630 only</i> ).                                                                                                                            |
| <br>DEVICE               | Identify peripheral devices and port settings, set up kitchen printer groups, define card swipe data for employee cards and age verification, map devices to each station and perform EFT operations.                                                                                                                      |
| <br>NETWORK & REVENUE    | Use to define Terminal & Network information. Revenue Center is not used and can be disabled.                                                                                                                                                                                                                              |
| <br>TIME SCHEDULE        | Set time activated options: Price Level, Screen Level, KP Time Period, Auto Reboot, Auto End Of Day, Time Schedule Promotion and Auto Backup to FTP.                                                                                                                                                                       |
| <br>SYSTEM               | Access system utilities: Register License, Database Backup/Restore and Reset, Log Backup, secure System Settings, review Super Macro data, Program Backup & Restore, APK Installation, launch Team Viewer, and open the screen Calibrator.                                                                                 |
| <br>ETC                | Allows you to link SAM4POS to a website.                                                                                                                                                                                                                                                                                   |
| <br>CUSTOMER           | Used with the Customer Delivery feature. This program category must be enabled before it will be accessible and available on the category list.                                                                                                                                                                            |

---

# Employee

The employee file contains information for register operators as well as employees who use the register only to clock in or out (employee time keeping.) Specific functions that are allowed or disallowed for each employee are determined by assigning the employee to an authority level.

Two 10-digit code numbers may be assigned for each employee. A clock-in code is used to clock in or out and a separate sign on code used to operate the register. The social security number is for reference only and does not appear only on reports.

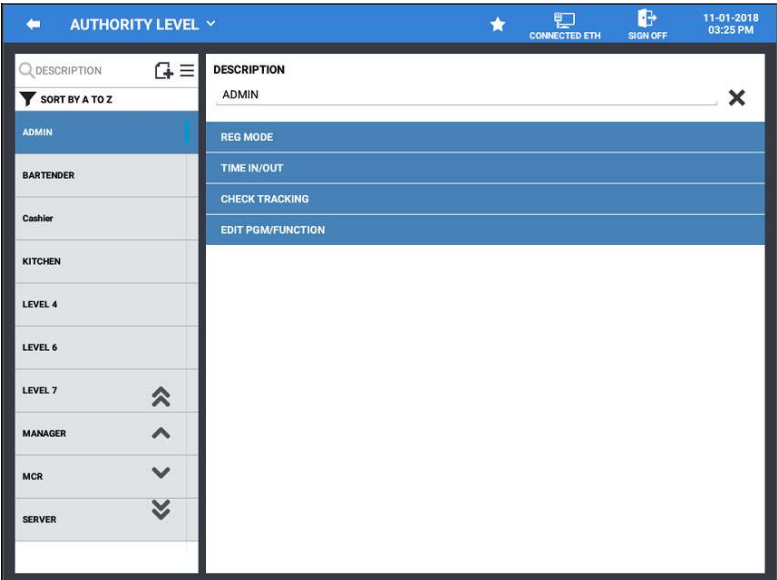
1. From the **PROGRAM MODE** touch **EMPLOYEE** to view the EMPLOYEE category selection window.
2. Touch the **EMPLOYEE** program category you wish to edit. Employee programming is broken down into five programming categories:
  - ⇒ **Employee** – Employee programming allows you to Create your Employee file for cashiers, wait staff, managers, etc. and assign the appropriate Passwords, Authority Level, Station, Pay Rate & Job Code for each employee.
  - ⇒ **Authority Level** – The selections made here for each authority level determine the operations that will be allowed for each employee.
  - ⇒ **Job Code & Pay Rate** – Job Code & Pay Rate must be set up to utilize the Time Keeping feature.
  - ⇒ **Station** – Create stations to be assigned to employees. For example you may have a Bar Station and a Server Station with different MLU/FLU assignments.
  - ⇒ **Option Category** – Option Category allows managers to be able to Hide selected categories from view when employees access the program mode screen.

# Authority Level

Each employee must be assigned to an authority level; create authorities here to assign each employee. There are four main categories in the authority level programming; REG MODE, TIME IN/OUT, CHECK TRACKING and EDIT PGM/FUNCTION. The selections made here for each authority level determine the operations that will be allowed for each employee.

For example, in a restaurant application, an authority level with the descriptor Kitchen Help could be set to allow only clocking in/out, or an authority level with the descriptor Manager could be set up to allow all functions. Other authority levels could be defined for servers, cashiers and bussers that allow only the appropriate operations.

1. From the **PROGRAM MODE** touch **EMPLOYEE** then touch **AUTHORITY LEVEL**.
2. Press the **NEW Record** icon  to add new employee **Authority Levels** to the database or you can select an existing employee to edit as necessary.
3. Select a category to edit the authority options for each of your authority levels.
  - REG Mode, Time In/Out, Check Tracking, Edit PGM/Function, End of Day
4. Press the  icon to access the **EDIT MODE** to select and delete Authority Levels from the list or select **SORT** to sort the Authority Levels alphabetically.



## Authority Level Definitions

### DESCRIPTION

Type in a descriptor (*up to 30 characters*) for the authority level, you can tap the X at the end of the description field to clear the current descriptor.

### REG MODE

#### SIGN IN USING MCR

This option forces the employee to use the Mag Card Reader for signing in and out of the ECR. See “Device/Card Read Format\Employee Card” programming for details.

#### ALLOW DESTINATION CHANGE

If selected, the operator has the option of selecting a destination (*i.e.* eat-in, take out, drive thru) other than the default.

**CAN PLU PRICE/HALO OVERRIDE**

If checked, the employee can override the preset price or HALO on items set to allow price change.

**ALLOW PRICE LEVEL CHANGE**

Select this option if the employee is allowed to change price levels.

**ALLOW CASH DECLARATION**

If cash declaration is used, select this option to allow cash declaration operations.

**ALLOW NOSALE**

Allows the No Sale operation outside a transaction.

**COMPULSORY TIP ENTRY**

If selected, the employee is prompted to declare tips when clocking out.

**REG MODE ONLY**

Select this option if you want to allow sales operations only for these employees.

**CAN EDIT PLU FROM PLU INFO**

Check this option to allow employee to use the PLU Info key in the Register Mode to edit the PLUs.

**VOIDING OF SERVICED ITEMS**

Allows voiding items off a check after the check has been services and recalled.

**SHOW THE MENU OF EMPLOYEE REPORT IN REG MODE**

With this option checked, tapping the Employee Name in the register mode will display the selections for :

**Employee Report** – Generates the employee report for today for the signed on employee.

**Employee Report (Current Data)** – Generates the Employee Report with current data only (*before the EOD is generated*) for the signed on employee.

**TIP Report** – Generates the TIP report for today for the signed on employee.

**TIP Report (Current Data)** – Generates the TIP Report with current data only (*before the EOD is generated*) for the signed on employee.

**ALLOW DISCOUNT**

When selected, this employee is allowed to enter discounts in a transaction.

**ALLOW TEAMVIEWER**

When selected, this employee is allowed to use the TeamViewer application.

**ALLOW END OF DAY IN REG MODE (*Added in v1.1.8*)**

When checked, the End Of Day report icon appears in the Utility Information menu on the register mode title bar.

**ALLOW VOID ITEM (*Added in v1.1.54*)**

When this option is not checked, the Cashier\Server cannot **Press & Hold** an item while in REG mode to VOID the item or use the **Void Item** function.

**ALLOW ASSIGN DIFFERENT EMPLOYEE WITH LIST PAID TIP ENTRY (*Added in v2.0.8*)**

Select this option if you want to allow ADMIN employees to be able to assign Tip's received to any employee in register mode using the TIP Entry on the List Paid function.

**ALLOW ANY EMPLOYEE REPORT IN REPORT MODE**

The setting will allow Managers or Supervisors to run the employee report for any employee instead of only being able to run your own report.

**SHOW LICENSE ICON (Added in v2.0.21)**

Check this option to display the License Icon  in the register mode. (Also see System Option: 'Show License Icon' to turn on this option.)

**SHOW UTILITY INFORMATION ICON (Added in v2.0.21)**

Check this option to display the Utility Information Icon  in the register mode.

**NEED MANAGER FOR RECEIPT ON / OFF CONTROL**

When checked, manager password is required to toggle the receipt On/Off.

**SHOW RECEIPT ON / OFF ICON (Added in v2.0.21)**

Select this option to see the receipt On/Off icon in the register mode (*displays on the title bar*).

**TIME IN/OUT****TIME-IN/OUT ENTRY ONLY**

When checked, employees are not able to run sales transaction, they are allowed Time-In/Out Only.

**TIME IN/OUT USING MCR**

This option forces the employee to use the Mag Card Reader for clocking in and out.

**ALLOW TIME CLOCK EDIT**

Select this option to allow employee to edit the time keeping reports.

**NEED MANAGER FOR TIME IN/OUT**

When selected, manager password is required to be able to clock-in/out.

**TIME IN BEFORE SALE**

Select this option to require employees to clock in before they can register sales.

**PAID BREAK**

Allows for clocking out for breaks and still being paid. Also see Time Keeping Option: Allow Breaks.

**CHECK TRACKING****PAYMENT OF OWN GUEST CHECK**

Employees are allowed to apply payment & tender to their own checks.

**PAYMENT OF ANY GUEST CHECK**

This allows the employee to apply payment & tender their own checks and other employees checks.

**TRANSFER OF GUEST CHECK**

Allows employees to transfer checks from one employee to another employee.

**CAN COMBINE/SPLIT GUEST CHECK**

Selections are: Not Allow – Own - All

**ALLOW EDIT ANY CHECK**

This allows the employee to edit any checks for any employee.

**Note:** This also allows employees to view all employees transactions on the List Paid function key.

**CAN CLOCK-OUT WITH OPEN CHECK**

When using the time keeping feature, this option allows employees to clock out even if they have open checks.

**GUEST CHECK ENTRIES ONLY**

If selected, employee must begin a check before registering transaction.

**ALLOW CANCEL AFTER RECALL**

When selected, when an employee recalls a check and adds new items, the employee is allowed to press cancel to remove the currently added items – Pressing Cancel will remove the currently added item then store the check. This does NOT allow canceling of the entire check.

**ALLOW DELETE CHECK *(Added in v2.0.5)***

When selected, this employee is allowed to delete checks without entering a manager password.

***EDIT PGM/FUNCTION***

**ALLOW PLU EDIT**

**Allow All** – Employee can make any changes to any PLU

**Allow Only PLU Price** – Employee can only change prices on PLUs

**Do Not Allow** – Employee will not be able to make changes to PLUs

**ALLOW EMPLOYEE EDIT**

**ALLOW AUTHORITY LEVEL EDIT**

**ALLOW JOB/PAY EDIT**

**ALLOW STOCK EDIT**

**ALLOW MLU EDIT**

**ALLOW FLU EDIT**

**CAN ALL MEMO DELETE**

These settings are used to define specific program categories the employee is allowed to edit. For example: allow managers to edit these setting but not allow other employees access.

**ALLOW OPTION CATEGORY EDIT *(Added in v2.0.10)***

If selected this employee can edit the settings in the Option Category programming.

***END OF DAY***

**ALLOW EOD EDIT *(Added in v1.1.8)***

If this option is checked, the employee is allowed to change the settings on the EOD screen.

**ALLOW EOD MODE ACCESS *(Added in v2.0.22)***

When selected, this employee will have access to the EOD reporting without entering the manager password (Z-Mode reporting on the SAP-630/530 even if employee has the Z key).

***EJ REPORT***

**ALLOW EJ DELETE *(Added in v2.0.172)***

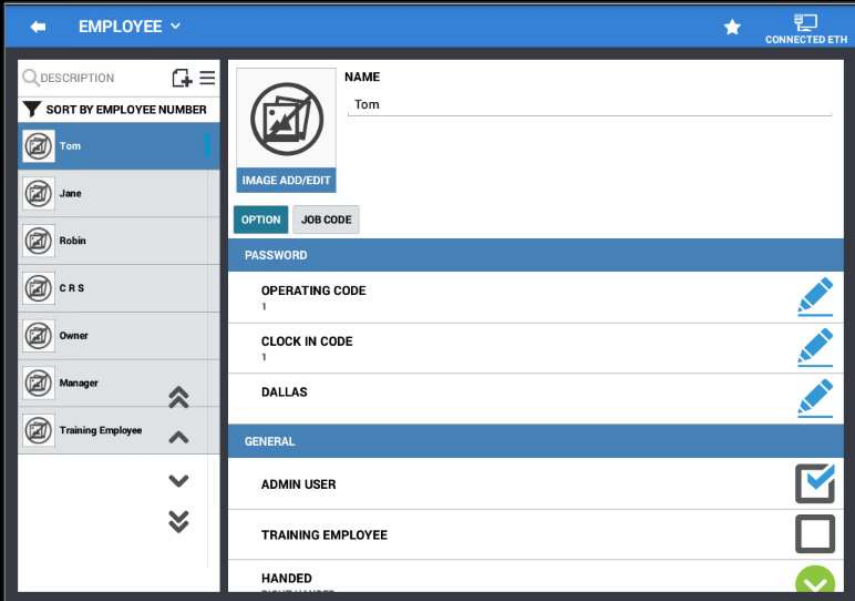
Check this option to allow the employee to use the delete button on the EJ Report.

# Employee Programming

Employee programming allows you to program the employee name and add an image for each employee.

Create your Employee file and assign the appropriate Passwords, Authority Level, Station, Pay Rate & Job Code for each employee.

1. From the **PROGRAM MODE** touch **EMPLOYEE** to view the employee program selection window.
2. Touch **EMPLOYEE** on the selection window to view all employees and the employee programming options. Here you can add, edit or delete employees as necessary.
3. All existing employees are listed. You can edit an existing employee by scrolling through the employee list to the specific employee you wish to edit.
4. Press the add **NEW Record** icon  to add new employees to the database or you can select an existing employee to edit as necessary.
5. If you have a large employee file, you can sort the employee list alphabetically or by employee number. You can also **Search** for a specific employee by name   .



6. Pressing the **Menu** icon  on the employee programming screen accesses the Edit Mode and Sort operations.
  - Select **SORT** from the available selections. Choose to sort from A TO Z, Z TO A, or EMPLOYEE NUMBER.
  - The **EDIT MODE** selection on the allows you to select multiple employees in the database and Delete them all in one operation.
7. By pressing and holding the selected employee you can choose to:
  - **Delete** – to remove the selected employee from the database.
  - **Copy To New Item** – to copy the selected employee to a new employee.
  - **Copy to Existing Items** – to copy the setting and options from the selected employee to other employees already in the database.
  - **Favorite Copy To Other Employee** – to set the selected employee as the favorite. This will copy the settings and options of the selected employee to newly added employees.

# Employee Option Definitions

## IMAGE ADD/EDIT

If desired, an image can be loaded for each individual Employee; Press to choose the desired image/photo.

## NAME

Type in a name for the Employee (*up to 30 characters*), you can use the **X** at the end of the name field to clear the current name for the selected employee. You can also add an Image for the employee is desired.

## OPTION BUTTON

The Option Button within the Employee Options programming breaks down into two program sections; a Password section and General section as defined below.

## PASSWORD

### OPERATING CODE

Enter a number (up to 10 digits in length) that will be used by this employee to sign in and/or out.

### CLOCK IN CODE

Enter the secret code number (up to 10 digits in length) that can be used to clock in/out.

### DALLAS

Not used in the USA.

## GENERAL

### ADMIN USER

If selected, this employee will be allowed to perform manager functions without entering a manager password.

### TRAINING EMPLOYEE

If selected, this employee will be in training, regardless of the training mode status of the entire register. When a Training employee is signed on, the Register Mode title bar will indicate Training Mode. We can also set the Training Option “Use Yellow Title In Training” to more easily see when a training employee is signed on.

### KIOSK

Check this option if employee is to be KIOSK employee. When the KIOSK employee signs on, Sam4POS will show the KIOSK Register screen.

### HANDED

Select *LEFT HANDED* or *RIGHT HANDED*; Controls display position in the sales mode.

### LINKED DRAWER NUMBER

Enhanced drawer assignment allows employees to be assigned to a specific drawer as desired:

**Drawer By Terminal** - When selected, the drawer assignment will follow the ‘Linked Drawer Number’ setting as set in the Terminal & Network.

**No Drawer** - If ‘No Drawer’ is assigned, the employee can only perform check track postings (not payments).

**Popup Drawer Assignment** – When selected, this employees drawer assignment will need to be reset as per the option ‘Reset Drawer Assignment At’ setting. (*See next option below.*)

**Sam4s Cash Drawer, Sam4s Cash Drawer II** – Kicks drawer connected to Sam4pos Drawer port.

**Printer Drawer** – Kicks the drawer on a connected printer.

**RESET DRAWER ASSIGNMENT AT *(ADDED IN V2.0.15)***

- NONE** – Drawer assignment does not change.
- CLOCK OUT** – Drawer assignment for this employee will need to be reassigned after the employee clocks out. When they clock in again the Linked Drawer Number selection dialog will display.
- END OF DAY** – Drawer assignments for this employee will need to be reassigned after running the EOD report.
- ALL** – Drawer assignments for this employee will need to be reassigned after every transaction.

**EMPLOYEE AUTHORITY LEVEL**

Operations and programs that can be accessed by this employee are determined by selecting an authority level; see authority Level programming on page 54 for details.

**EMPLOYEE AUTHORITY LEVEL OPTION CATEGORY**

Choose the Option Category to limit access to the available program categories for the selected employee as set in the Option Category Programming.

**STATION**

- Select the station the employee will be assigned to.
- If set to STATION BY TERMINAL, assignment follows STATION setting in Terminal & Network.
- If setting is for a specific station, it will follow the STATION assigned for EMPLOYEE.
- Priority, STATION of EMPLOYEE is first, STATION of TERMINAL is next. (Also see ‘Network & Terminal’ - ‘My Terminal Info’ programming on page 110.)

|                       |                  |                     |                 |
|-----------------------|------------------|---------------------|-----------------|
| <b>BIRTHDAY</b>       | <b>CITY</b>      | <b>ADDRESS</b>      |                 |
| <b>PROVINCE/STATE</b> | <b>TELEPHONE</b> | <b>SOCIAL SEC #</b> | <b>ZIP CODE</b> |

# Job Code & Pay Rate

The Sam4POS provides a basic time-keeping system for daily reporting and weekly payroll. To use the Time Clock feature in Sam4POS you must setup each employee in the Employee programming. You must also create Job Codes to be used when employees clock In\Out. Refer to the separate Time Keeping Supplement for complete details about this feature.

An employee might have more than one job, possibly with a different pay rate for each job. For example, in a restaurant, an employee might work as a server one day, and on a different day or shift, work as a cashier. Here you can create these different job codes and pay rates to be used for your employees. By assigning separate job codes and pay rates for each employee, the built-in time clock can track and report hours and wage costs appropriately.

The job codes & pay rates to be used by all employees are set up here. Each job code you create must be given a descriptor (up to 30 characters). Pay Rate values up to 999999.99 are allowed. You can create as many job codes & pay rates as are needed for your application needs. Job codes & pay rates can be sorted alphabetically/lowest to highest by pressing the column heading.

- 1. From the **PROGRAM MODE**, select **EMPLOYEE**, then select **JOB CODE & PAY RATE**.

←JOB CODE & PAY RATE ▾

★CONNECTED ETHSIGN OFF11-01-2018 03:41 PM

| <input type="checkbox"/> | NO | JOB CODE ↕ | <input type="checkbox"/> | NO | PAY RATE ↕ |
|--------------------------|----|------------|--------------------------|----|------------|
| <input type="checkbox"/> | 1  | WAIT STAFF | <input type="checkbox"/> | 1  | 7.00       |
| <input type="checkbox"/> | 2  | BARTENDER  | <input type="checkbox"/> | 2  | 7.25       |
| <input type="checkbox"/> | 3  | MANAGER    | <input type="checkbox"/> | 3  | 7.50       |
| <input type="checkbox"/> | 4  | CASHIER    | <input type="checkbox"/> | 4  | 7.75       |
| <input type="checkbox"/> | 5  | DISHWASHER | <input type="checkbox"/> | 5  | 8.00       |
| <input type="checkbox"/> | 6  | CHEF       | <input type="checkbox"/> | 6  | 8.25       |
| <input type="checkbox"/> | 7  | COOK       | <input type="checkbox"/> | 7  | 8.50       |
| <input type="checkbox"/> | 8  | ADMIN      | <input type="checkbox"/> | 8  | 8.75       |
| <input type="checkbox"/> | 9  | TRAINING   | <input type="checkbox"/> | 9  | 9.00       |
|                          |    |            | <input type="checkbox"/> | 10 | 10.00      |
|                          |    |            | <input type="checkbox"/> | 11 | 11.00      |
|                          |    |            | <input type="checkbox"/> | 12 | 12.00      |
|                          |    |            | <input type="checkbox"/> | 13 | 13.00      |
|                          |    |            | <input type="checkbox"/> | 14 | 14.00      |
|                          |    |            | <input type="checkbox"/> | 15 | 15.00      |

NEWEDITDELETE

NEWEDITDELETE

## Add \ Edit Job Codes

Job codes are used to break down the hours worked for all employees into different categories (See "Labor Groups" report in the Operation Manual.) A breakdown of hours by job is also reported for each employee.

The job codes to be used by all employees are set up here. Each job code you create must be given a descriptor here. You can create as many JOB CODES as are needed for your application needs.

1. From the **PROGRAM MODE**, select **EMPLOYEE**, then select **JOB CODE & PAY RATE**.
2. Select **NEW**, **EDIT** or **DELETE** as needed to maintain the job codes.
3. Add a NEW Job Codes for:

**MANAGER  
CASHIER  
TRAINING**

| <input type="checkbox"/> | NO | JOB CODE : |
|--------------------------|----|------------|
| <input type="checkbox"/> | 1  | WAIT STAFF |
| <input type="checkbox"/> | 2  | BARTENDER  |
| <input type="checkbox"/> | 3  | MANAGER    |
| <input type="checkbox"/> | 4  | CASHIER    |
| <input type="checkbox"/> | 5  | DISHWASHER |
| <input type="checkbox"/> | 6  | CHEF       |
| <input type="checkbox"/> | 7  | COOK       |
| <input type="checkbox"/> | 8  | ADMIN      |
| <input type="checkbox"/> | 9  | TRAINING   |

**Add \ Edit Pay Rates**

Similar to the job code programming, all employees’ Pay Rates are set here; you can create as many pay rates as are needed for your application.

- 1. From the **PROGRAM MODE**, select **EMPLOYEE**, then select **JOB CODE & PAY RATE**.
- 2. Select **NEW**, **EDIT** or **DELETE** as needed to create and maintain the pay rates.

| <input type="checkbox"/> | NO | PAY RATE : |
|--------------------------|----|------------|
| <input type="checkbox"/> | 1  | 7.00       |
| <input type="checkbox"/> | 2  | 7.25       |
| <input type="checkbox"/> | 3  | 7.50       |
| <input type="checkbox"/> | 4  | 7.75       |
| <input type="checkbox"/> | 5  | 8.00       |
| <input type="checkbox"/> | 6  | 8.25       |
| <input type="checkbox"/> | 7  | 8.50       |
| <input type="checkbox"/> | 8  | 8.75       |
| <input type="checkbox"/> | 9  | 9.00       |
| <input type="checkbox"/> | 10 | 10.00      |
| <input type="checkbox"/> | 11 | 11.00      |
| <input type="checkbox"/> | 12 | 12.00      |
| <input type="checkbox"/> | 13 | 13.00      |
| <input type="checkbox"/> | 14 | 14.00      |
| <input type="checkbox"/> | 15 | 15.00      |

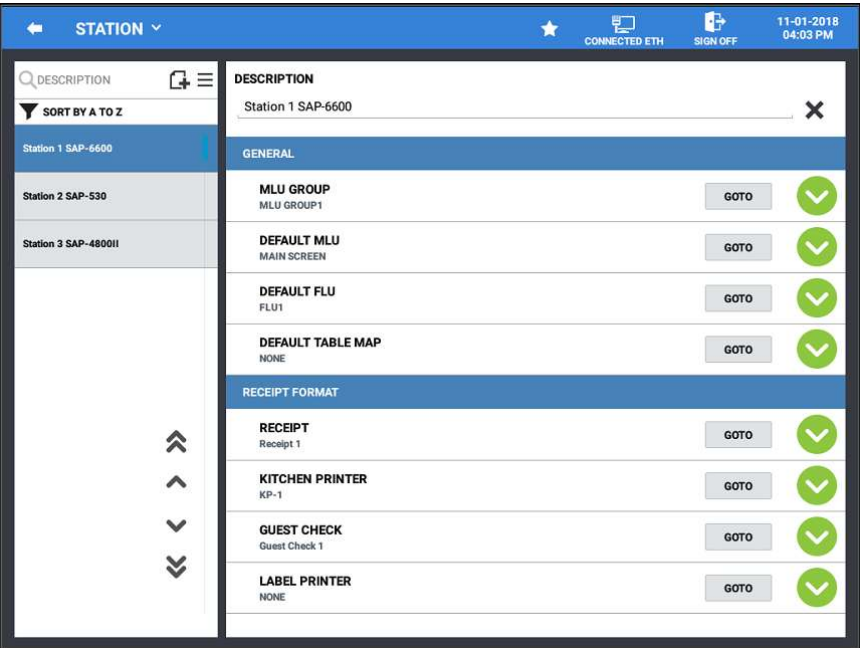
**Employee Programming Chart Example**

| Employee | Admin User<br>(General) | Training Employee<br>(General) | Handed (General) | Linked Drawer Number<br>(General) | Link to Authority Level<br>(General) | Station | Job Code #<br>(JOB Code<br>page) | Pay Rate #<br>(JOB Code<br>page) |
|----------|-------------------------|--------------------------------|------------------|-----------------------------------|--------------------------------------|---------|----------------------------------|----------------------------------|
| Tom      | NO                      | NO                             | Right Handed     | Sam4s Cash Drawer                 | Cashier                              | Default | Cashier                          | 15.00                            |
| Bart     | NO                      | NO                             | Left Handed      | Sam4s Cash Drawer II              | Employee                             | Default | Bar Tender                       | 20.00                            |
| Mary     | YES                     | NO                             | Right Handed     | Sam4s Cash Drawer                 | Manager                              | Default | Manager                          | 25.00                            |
| Training | NO                      | YES                            | Left Handed      | Sam4s Cash Drawer II              | Training                             | Default | Training                         | 10.00                            |

# Station

Create stations to be assigned to employees. For example you may have a Bar Station and a Server Station. Stations can be assigned to default MLU/MLU GROUP, FLU and Printers. Stations can also have different Receipt, Guest Check, and Kitchen Printer assignments.

1. From the **PROGRAM MODE** touch **EMPLOYEE** to view the employee program selection window.
  2. Touch **STATION** on the Employee selection window to view the station programming options. Here you can add, edit or delete stations as necessary.
  3. Use the  **Add New Station** icon at the top of the Station list to add new stations to the system.
  4. If you have many MLU Chains programmed the  double arrow keys allow you to go to the top & bottom of the MLU Chain list. The  single arrow keys allow you to go up & down a single page at a time.
  5. Add New Stations:  
**BAR AREA**  
**CARRY OUT**  
**DINING AREA**
  6. Assign the default MLU Group\MLU\FLU & Table map for your stations.
  7. Choose the proper receipt message in the Receipt Format for each station.
    - Receipt, Kitchen Printer, Guest Check, & Label Printer
- Note:** The menu icon  accesses the **EDIT MODE** and **SORT** functions for Stations list.
- **EDIT MODE** – Select stations from the list to delete as necessary.
  - **SORT** – Sort stations alphabetically.



## **Station Option Definitions**

### **DESCRIPTION**

Type in a descriptor (*up to 30 character*) for the selected station, you can use the **X** at the end of the description field to clear the current descriptor.

### **GENERAL**

The general section assigns the default MLU Group, Default MLU and FLU used for the selected station.

#### **MLU GROUP**

Select the MLU Group you want to be displayed in the register mode.

#### **DEFAULT MLU**

Choose the default MLU from the selected MLU Group to display in the register mode screen. All other MLU's will be available from the MLU selections in the right column of the screen.

#### **DEFAULT FLU**

Select the FLU you want displayed on the register mode screen. All other FLU's are available via the navigation buttons.

#### **DEFAULT TABLE MAP**

If the table map is utilized and more than one table map is configured, you can select which table map is displayed by default.

### **RECEIPT FORMAT**

Receipt format is used to assign the receipt message to be used for the selected stations printers. When more than one message is configured, you can choose which receipt to use as the default for each device.

#### **RECEIPT \ KITCHEN PRINTER \ GUEST CHECK \ LABEL PRINTER**

The **GOTO** buttons are used to directly access the programming for the option selection.

## Option Category

The Employee – Option Category allows employees with the proper authority setting to be able to Hide selected categories from view when employees are in the program mode screen. This allows managers to have another level of control over what employees can access. Option categories created here are then assigned to individual employees in the employee programming.

Different option categories can be set up for different employees or employee job types as desired.

### **DESCRIPTION**

Type in a descriptor (*up to 30 characters*) for the option category, you can tap the **X** at the end of the description field to clear the current descriptor.

### **PGM MENU**

Check the categories you wish to hide from view when in the employee programming.

|                                       |                                                      |                                                   |
|---------------------------------------|------------------------------------------------------|---------------------------------------------------|
| <b>HIDE PLU OPTION CATEGORY</b>       | <b>HIDE EMPLOYEE OPTION CATEGORY</b>                 | <b>HIDE TAX OPTION CATEGORY</b>                   |
| <b>HIDE OPTIONS OPTION CATEGORY</b>   | <b>HIDE FUNCTION KEY OPTION CATEGORY</b>             | <b>HIDE RECEIPT &amp; MESSAGE OPTION CATEGORY</b> |
| <b>HIDE PROMOTION OPTION CATEGORY</b> | <b>HIDE PRODUCT &amp; INGREDIENT OPTION CATEGORY</b> | <b>HIDE SCREEN EDIT OPTION CATEGORY</b>           |
| <b>HIDE DEVICE OPTION CATEGORY</b>    | <b>HIDE NETWORK &amp; REVENUE OPTION CATEGORY</b>    | <b>HIDE TIME SCHEDULE OPTION CATEGORY</b>         |
| <b>HIDE SYSTEM OPTION CATEGORY</b>    | <b>HIDE ETC OPTION CATEGORY</b>                      |                                                   |

---

# PLU

During PLU Programming, each PLU is assigned a descriptor, price or prices and a few unique options. The remaining PLU options are determined by linking the individual PLU's to a PLU Status Group. The PLU Status Group contains all the detailed option selections that might be assigned to a product. Separate PLU Status Groups are defined to accommodate the needs of groups of PLUs. Groups are designated to categorize and accumulate totals of PLU sales for PLU's assigned to each group. Groups are PLU categories such as BURGERS, CONDIMENTS, BEVERAGE. As many groups as are necessary for your application may be created. A PLU can be assigned to report its sales information to up to 3 groups.

1. From the **PROGRAM MODE** menu, touch **PLU**. The PLU programming consists of seven separate programming categories. These seven programming categories will determine how the PLU is registered in the sales mode.
  - ⇒ **PLU** – PLUs are the products or services that are available for sale. Each PLU is assigned a descriptor, Price, Cost, PLU code and a few unique options. The remaining PLU options are determined by linking the individual PLU to a PLU Status Group.
  - ⇒ **PLU Status Groups** – PLU options are determined by linking the individual PLU to a PLU Status Group. The PLU Status Group contains all the detailed programming selections that might be assigned to an individual PLU.
  - ⇒ **PLU Stock** – PLU Stock is a simple inventory system where each whole unit PLU activity subtracts a value of "1" from the stock counter.
  - ⇒ **MLU Chain** – MLU Chains (**M**enu **L**ook **U**p Chains) are used to group certain MLU menus together to make item registrations easier. Refer to page 104 for programming instructions.
  - ⇒ **Group programming** – Groups are designated to accumulate totals of PLU sales for PLU's assigned to each group.
  - ⇒ **Non-PLU** – NON-PLU program must be set if you wish to scan UPC's (using the EAN 13 code) with embedded prices, weights or quantities that are produced from a scale-printer. The Non-PLU settings here need to be configured to match the barcode format from the scale.
  - ⇒ **Quick PLU programming** – The Quick PLU menu provides another means to quickly access the programming for a specific PLU or add new PLUs to the database. Six quick access program areas are provided, PLU, PLU Status Group, Stock, Group, MLU Edit, and Function Key. Select one of these categories to go directly to the programming maintenance screen for that category. We can also enter the PLU code for a specific item to go to the programming for that specific PLU or add new PLUs to the database.
2. Touch the **PLU** program category you wish to edit:

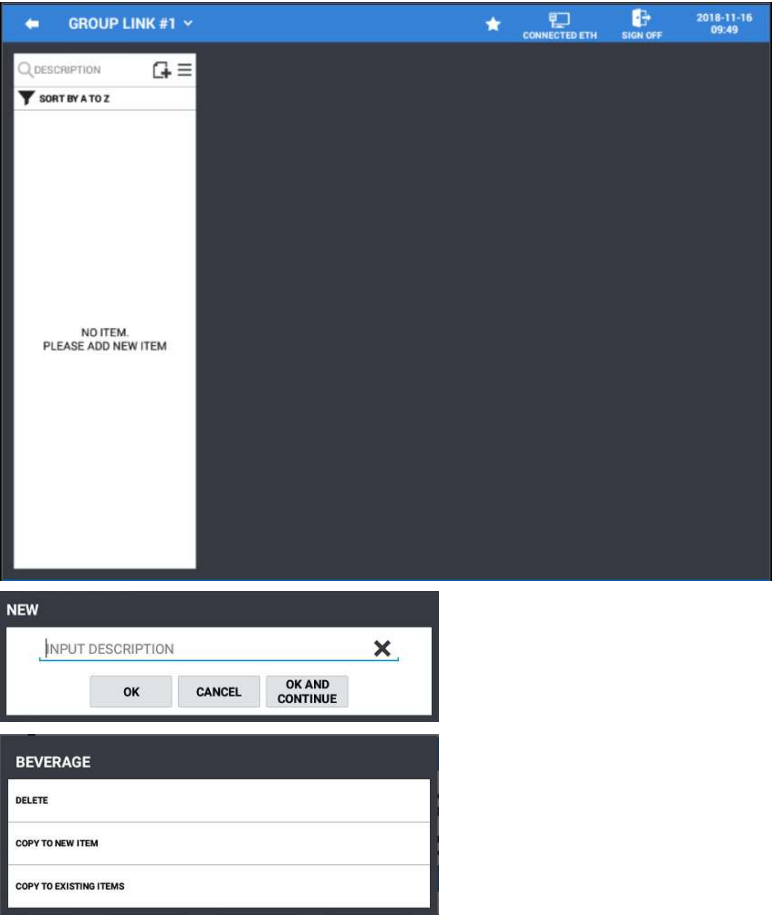
The programing sequence outlined here is intended to present the programming in a logical order.

- ⇒ Group Programming
- ⇒ PLU Status Group Programming
- ⇒ PLU programming

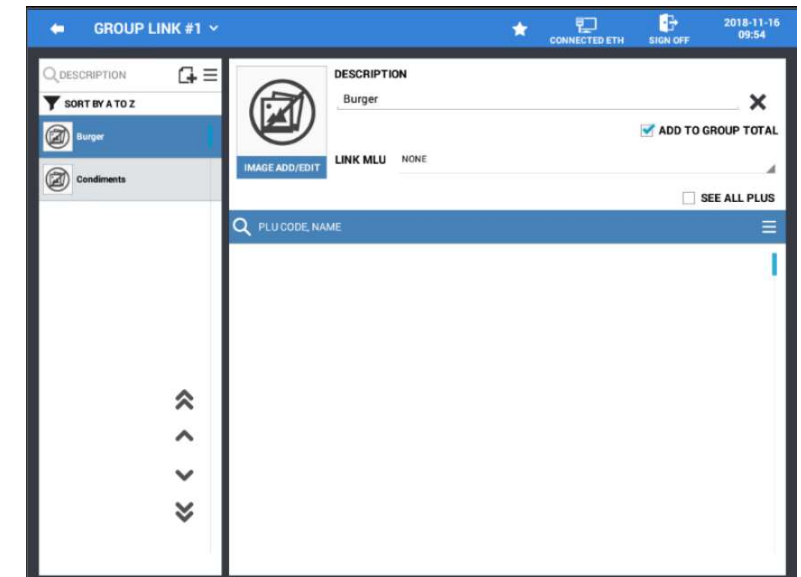
# Group Programming

Groups are designated to accumulate totals of PLU sales for PLU’s assigned to each group, as many groups as are necessary for your application may be created. A PLU can be assigned to report its sales information to up to 3 groups. This program allows you to set up the groups that PLUs will report to.

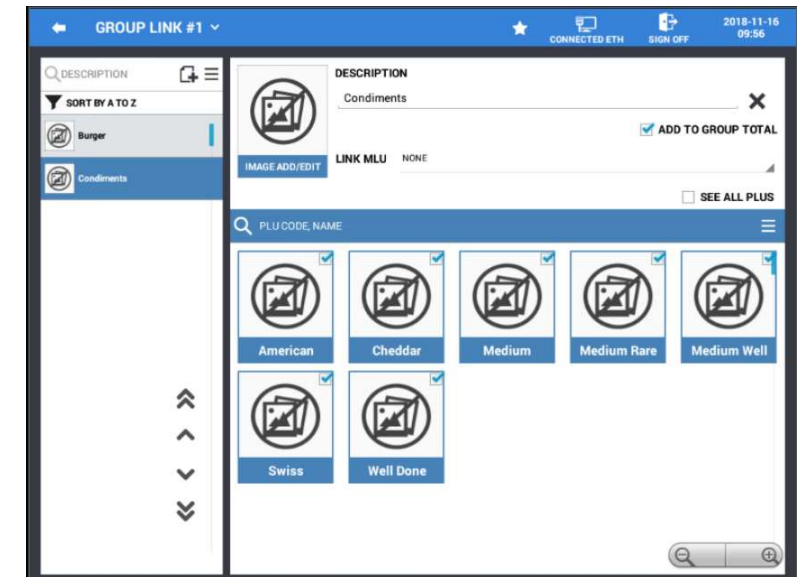
1. From the main **PROGRAM MODE** menu, touch **PLU** to view the PLU menu selection screen. Touch **GROUP** to access the **GROUP LINK #** programming screens.
2. Add new Groups by pressing the  icon and type a descriptor for the group.
3. Alternately, you can copy an existing group by pressing and holding the desired group; you can delete individual groups in this manner as well.



4. Create the following groups:
  - BURGER
  - CONDIMENT
5. Check the option **Add to Group Total** to include the totals on the Group Report.



6. When PLUs are assigned to groups, we can select a group from the Group list. PLUs, that are assigned to the selected group will be checked in the PLU list. We can then Check or Uncheck PLU's to add or remove them from the selected group.
7. To view just the PLU's assigned to a selected group:
  - Select Group Link #1, #2, or #3
  - Select a group from the group list (Left Grid)
  - Uncheck the '**SEE ALL PLUS**' check box
  - Only the PLUs that are assigned to the selected group are displayed. (Right Grid)
8. Use the PLU search to locate specific PLU's by Name or PLU Code.
9. Use the ≡ menu icon on the PLU search bar to sort the PLU's for the selected group alphabetically or by PLU Code.



### ***Group Link # Definitions***

PLUs can be assigned to up to 3 different groups for reporting purposes.

Select the Group Link # at the top title/bar to see the items associated for each of the group links, Group Link #1, #2, and #3.

**IMAGE ADD/EDIT**

Choose an image from you image library to appear to associate with the selected group.

**DESCRIPTION**

This is the name (up to 30 characters) for the group that will appear in programming and on reports. You can press the X at the end of the descriptor filed to clear the descriptor.

**ADD TO GROUP TOTAL**

Select this option if you want the selected group to update the totals on the Group Report.

**LINK MLU**

Optionally you can choose a Link MLU. When selected, any PLU assigned to this group will be automatically added to the chosen MLU.

**SEE ALL PLUS**

When the option “see all PLUs” is selected, all PLUs programmed in the database appear on the display. When this option is unchecked, only the PLUs assigned to the selected group will display.

**SEARCH ICON**

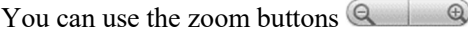


Allows you to search for specific PLUs by PLU Code or Name.

**MENU ICON**



Displayed PLUs within Groups can be sorted either alphabetically or by PLU Code.

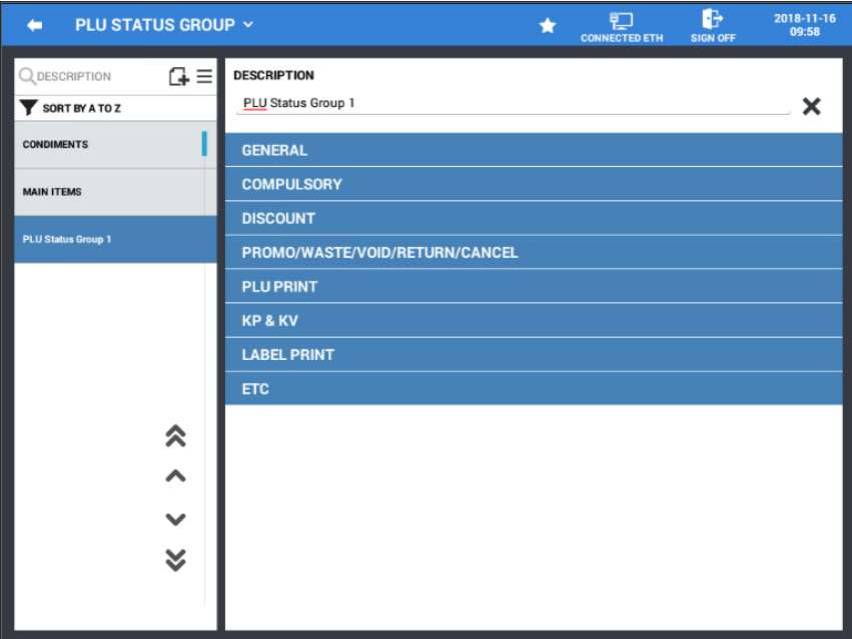


You can use the zoom buttons to increase or decrease the size of the icon images to display fewer or more PLUs as desired.

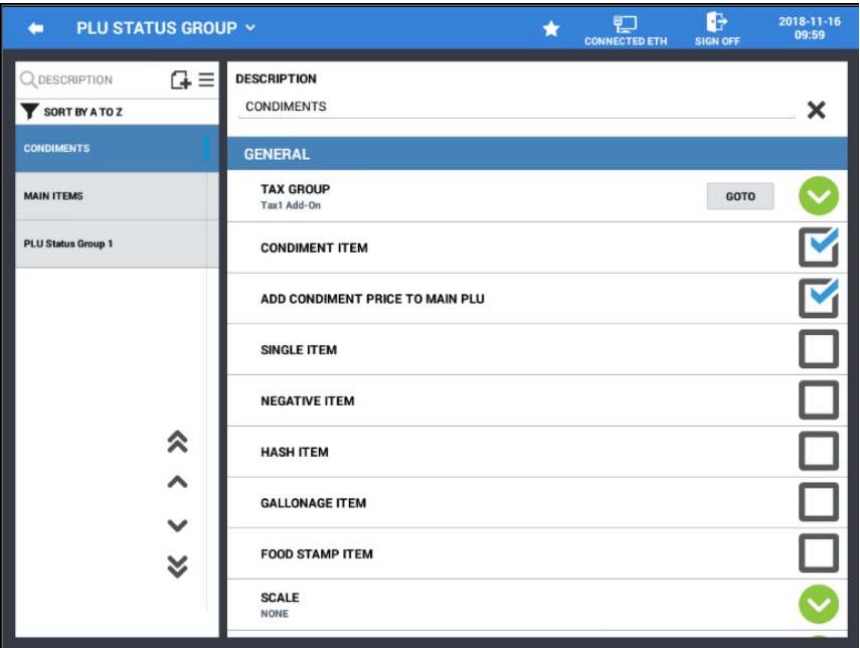
# PLU Status Group Programming

In most applications, large groups of PLU’s are set with many identical options, while the PLU number, descriptor and price are unique. On the PLU Programming, each PLU is assigned a descriptor, price or prices and a few unique options. The remaining PLU options are determined by linking the individual PLU to a PLU Status Group. The PLU Status Group contains all the detailed programming selections that might be assigned to an individual PLU. Separate PLU Status Groups can be set up to accommodate the needs of different groups of PLU’s.

1. From the **PROGRAM MODE** touch **PLU** to view the PLU program selection window, touch **PLU STATUS GROUP** to view the PLU status group options.
- The list of PLU Status Groups is displayed in the Left Grid
  - The options settings for PLU Status Groups displays in the Right Grid.
2. The option settings for PLU Status Groups is broken out into separate sub sections:
- General
  - Compulsory
  - Discount
  - Promo\Waste\Void\Return\Cancel
  - PLU Print
  - KP & KV
  - Label Print
  - ETC



3. Create PLU Status Groups:
- Main Item
  - Condiments



**PLU Status Group Definitions**

**DESCRIPTION**

Type a description for the status group pressing the X will delete the current description and allow you to type a new description.

**GENERAL**

**TAX GROUP**

Check for each tax rate to determine if the appropriate tax(es) is automatically calculated when the item is sold.

**CONDIMENT ITEM**

Condiments PLUs differ from non-condiment PLUs in the manner they display and print during operations. Non-condiment PLUs are used for “main” items. Condiment items are indented and displayed/printed below a main item so that condiments or cooking instructions are easily understood for each “main” item.

**ADD CONDIMENT PRICE TO MAIN PLU**

When this option is selected, the price of the condiment is not displayed; instead, it is added to the main item price.

**SINGLE ITEM**

The transaction is finalized automatically when a single item PLU is registers as the first item in a sale.

### **NEGATIVE ITEM**

Negative PLUs subtract from a sale, rather than add to a sale.

### **HASH ITEM**

HASH PLUs do not affect certain totals in reports. See General Function Option #7 to determine specifically which totals are impacted by HASH PLUs.

### **GALLONAGE ITEM**

Gallonage PLUs must be set as open PLUs. The PRICE/HALO will be set for the price per gallon.

In v2.0.109 and later the price is set at three decimal places: however, the PLU programming screen will always display in a two-digit decimal format. For example: A gallonage PLU price of \$3.99 per 9/10 gallon would be entered as "399" instead of 3999. (Originally the price was entered in tenths of a penny i.e. for \$3.99 per 9/10 gallon price was entered as 3999.) Gallonage PLUs will report the gallons sold in the activity counter on the PLU report by dividing the PLU total by the price per gallon.

### **FOOD STAMP ITEM**

A separate itemizer keeps a running total of food stamp eligible items in each transaction. Then if the sale is paid by food stamps, the food stamp eligible subtotal can be recalled.

### **SCALE**

Select NONE if no scale needed to register this item, AUTO SCALE if you wish to multiply items reporting to this group by a weight from a scale connected to the register, or OPEN SCALE which requires pressing the SCALE key to enter scale weights.

### **AUTO TARE**

If selected, the tare # indicated here will automatically subtract from the weight from the scale. See “Function Key Programming” for the SCALE key to preset tare weights.

### **STOCK ITEM**

Select if you wish to track PLU stock, where each whole unit PLU activity subtracts a value of "1" from the stock counter. (Note that if multiplication or decimal multiplication is used when the PLU is registered, the resulting quantity of activity will subtract from the stock counter. Stock is maintained in increments to the second decimal position, i.e. “X.XX”).

### **PLU GIFT CARD ITEM**

Set this option if the item is used to sell gift cards, selections are: None (not a gift card item), Activate (activating a new gift card), and Add (add value to previously activated gift card).

**Note:** Some processors may use the ADD selection for both Activating and Adding Value to gift cards.

### **NEED AGE VERIFICATION**

If the sale of this item is restricted to persons of a certain minimum age, enter the required age for the restriction (i.e. 18 or 21). The operator will be forced to enter a date of birth that indicates an age higher than the age as specified in the NEED AGE VERIFICATION setting.

### **JUUL PRODUCT**

This option is specific for JUUL products. Customers must be at least 21 years of age to purchase. Each JUUL product will be assigned to a specific PLU Status Group for the product type. JUUL product type selections are: JUUL STARTER KIT, JUUL DEVICE KIT, JUUL 4-PACK REFILL KIT, JUUL 2-PACK REFILL KIT. The selection NONE, is used for all Non-JUUL products.

To be able to sell\scan JUUL products, the scanner must have the Driver’s License Parsing file.

### **NOT ADD TO ITEM COUNT ON RECEIPT *(ADDED IN V2.0.135)***

When selected, PLU’s in this status group will not add to the item count shown on the register display or printed on receipts.

## ***COMPULSORY***

### **COMPULSORY ALPHATEXT**

If selected, an alpha text message must follow the registration of this PLU.

### **COMPULSORY CONDIMENT ENTRY?**

If selected, then a condiment entry must follow the registration of this PLU.

## ***DISCOUNT***

### **ALLOW SURCHARGE?**

If selected, an item surcharge after registration of a PLU reporting to this group is allowed.

### **ALLOW DISCOUNT?**

If selected, an item discount after registration of a PLU reporting to this group is allowed.

## ***PROMO/WASTE/VOID/RETURN/CANCEL***

### **ALLOW PROMO**

Select if you wish to allow the PROMO; PROMO activity will remove the item cost from the sale, but the count will include the promo item.

### **ALLOW WASTE**

If selected, the WASTE function is allowed on PLUs reporting to this group.

### **ALLOW VOID & RETURN**

Select this option if Voids & Returns are to be allowed for this item.

### **ALLOW CANCEL**

If checked, cancel operations are allowed when item assigned this PLU Status Group are registered.

If unchecked, the error message ‘Canceling of this item is not allowed’ displays.

## ***PLU PRINT***

### **PRINT RECEIPT**

Must be checked for PLUs in this group to print on the receipt.

### **PRINT JOURNAL**

Check this option if you want PLUs in this group to print to the journal.

### **PRINT ON GUEST CHECK**

Must be set to Yes for PLUs in this group to print on the guest check.

### **PRINT PRICE ON GUEST CHECKS?**

If selected, the price will print with the descriptor on guest checks.

### **PRINT PRICE ON RECEIPT/DETAIL?**

If selected, the price will print with the descriptor on the receipt and detail.

## **KP & KV**

### **KITCHEN PRINTER**

Select if PLUs in this group are to be sent to a kitchen printer.

### **KITCHEN PRINTER GROUP**

Select the kitchen printer group or groups to which PLUs in this group are to be sent.

### **KITCHEN VIDEO**

Select Yes if PLUs in this group are to be sent to a kitchen video.

### **KITCHEN VIDEO GROUP #**

Select the kitchen video group # to which PLUs in this group are to be sent. Condiment PLUs with a "0" status here will "follow" the last main item.

### **COLOR TO DISPLAY ON KV (0-31)**

The color code set here will control the color or screen format displayed on an optional kitchen video system requisition screen. Color codes vary by KVS system. Refer to the documentation for your video system for specific information.

### **INVERSE \ RED PRINT ON KITCHEN PRINTERS?**

Set to Yes if you wish PLUs in this group to print in red on the kitchen printer, i.e. condiments might be printed red. Red/black printer must be used.

### **AUTOMATIC HOLD ITEM**

This flag allows PLUs to be placed on HOLD to the KP/KVS automatically.

### **PRINT PLU PRICE ON KP**

When selected, the item price for KP items using this status group will be printed with the item on the kitchen printer.

## **LABEL PRINT**

### **LABEL PRINT**

When checked, a label is printed when you store a check or tender a sale. Beginning in v1.062 Condiment items print along with main item. For Example:

COFFEE

Cream

Flavor Shot – Hazelnut

## **ETC**

### **LINKED PLU**

If you wish the registration of the PLU assigned to this PLU status group to automatically cause the registration of another PLU, enter the number of the PLU you wish to register automatically here.

### **DISPLAY ON REGISTER SCREEN?**

Set to No if you wish the registration of PLUs in this group not to display on the register operator screen.

### **ELIGIBLE FOR CANADIAN DONUT LAW**

*(Added in v2.0.156)* Special Provincial or State sales tax laws might change the taxable status of an item depending upon the quantity sold. Donuts for example, might be taxable when sold individually at a bakery, but may not be taxable when sold by the dozen.

### **EXPIRATION DATE**

Enter the Month – Day - Year for the selected PLU Status Group to Expire. Press Cancel to remove expiration date.

***PLU Status Group Programming Chart Example***

For this training exercise, create the PLU Status Groups as shown below.

| Status Group | Descriptor | Tax Group   | Condiment? | Add Condiment Price to Main PLU | Gallonage | Stock PLU? | Age Verification | Kitchen Printer | KP Group # | Print RED on KP? |
|--------------|------------|-------------|------------|---------------------------------|-----------|------------|------------------|-----------------|------------|------------------|
| 1            | MAIN ITEM  | Tax1 Add-On | NO         | NO                              | NO        | NO         |                  | YES             | KP-GRILL   | NO               |
| 2            | CONDIMENTS | Tax1 Add-On | YES        | YES                             | NO        | NO         |                  | YES             | NONE       | YES              |

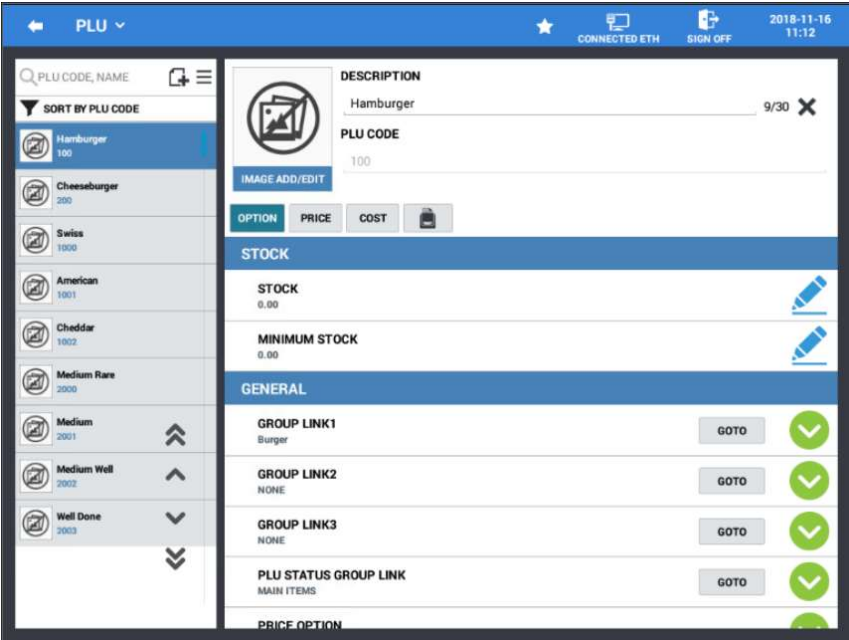
# PLU Programming

This is where new items or services are added to the database and existing items can be maintained or deleted. Each PLU is assigned a descriptor, Price, Cost, PLU code and a few unique options. Each new PLU can be assigned a unique code number up to a maximum of 18-digits in length.

**Note:** When creating or editing PLUs each PLU is assigned to a Group Link1, Group Link2, Group Link3 and to a specific PLU Status Group. The Groups and PLU Status Groups must be created before they can be assigned to the PLU.

**Item Labels** can be printed from the PLU screen as well by pressing the  Label Print icon. A label printer must be connected to the station and specific setup is required to use this feature.

1. From the **PROGRAM MODE** touch **PLU** to view the PLU program selection window, touch **PLU** to view the PLU programming options.
2. All existing PLU's are listed in the grid on the left. PLU option settings are displayed in the grid on the right.
3. Select a PLU from the list to edit the options, price or cost for the item or Press the **Add Record** icon  to add new items to the database
4. PLU option settings are separated into sub sections:
  - Stock
  - General



# ***PLU Option Definitions***

## ***DESCRIPTION***

This is the name of the saleable item, which will appear on receipts and reports. Descriptions can be up to 30 characters, the total characters used/allowed is shown at the end of the line. Pressing the X at the end of the description line will clear the current description.

## ***KP DESCRIPTION***

If desired, enter an alternate KP Description to be used at the KP/KVS. If no alternate KP Descriptor is entered, the PLU Descriptor will be used.

## ***PLU CODE***

PLU code can be up to 18 numeric digits. PLUs may be entered by code or by scan input.

## ***IMAGE ADD/EDIT***

You can display a thumbnail image of the PLU item. See “Loading Images For Item” in the Appendix for details.

## ***OPTION***

### ***STOCK***

#### **STOCK**

The current stock level is displayed. Press the pencil icon to Add to, Subtract from, or Override the current stock quantity for the item.

#### **MINIMUM STOCK**

You can enter minimum inventory levels for PLUs with stock item status. (The PLU must be linked to a PLU Status Group with the option Stock item checked.)

## ***GENERAL***

### **GROUP LINK 1, 2, 3**

This field is used to provide the first type of sales analysis by category i.e. Beer, Lagers and so on.

The GOTO button allows you to go to the programming options for that group.

### **PLU STATUS GROUP LINK**

Assign the appropriate PLU status group link for common system flags for this item.

The GOTO button allows you to go to the programming options for that PLU status group.

### **PRICE OPTION**

Set the PLU as: Preset (No Override), Preset (Allow Override) or as an Open price entry PLU.

### **MLU CHAIN**

This is where you assign MLU Chains “condiment chains” that will follow the PLU. You can also assign an individual MLU to an item by pressing the LOAD MLU button when the MLU Chain list is displayed.

### **MODIFIER QTY**

This works in conjunction with the Stock Link PLU flag when the General Option setting ‘Use Stock Link Program’ is set for ‘Stock Link PLU’. For example: when items such as cases of soda are broken down into 12-pack, 6-pack or singles, this determines how many units are to be reduced from the main stock item. The field consists of two decimal places, for example: 50 would result in 0.50 being reduced from the stock of the item program within the Link PLU# field; 100 will reduce the QTY by one.

### **RECIPE LINK**

This links to the ingredient inventory, so that when the product is sold, the quantities of each ingredient used are subtracted from stock for the allocated recipe and the appropriate sub recipes.

### **STOCK LINK PLU \ KP DESCRIPTOR PLU \ LINK PLU**

This operation depends on the General Option setting ‘Use Stock Link PLU On PLU Program’.

**STOCK LINK PLU** – When the General Option ‘Use Stock Link Program On PLU’ is the set for Stock Link PLU. Set the number for the PLU where stock is affected (by activity of this PLU) here. (Used with Modifier QTY above.)

This capability is used where multiple PLUs affect a single inventory item. For example: cup counts for beverage items or where items are counted without regard to brand, such as cigarette packs.

**KP DESCRIPTOR PLU** - When the General Option ‘Use Stock Link Program On PLU’ is set for KP Descriptor PLU instead of its own descriptor. This allows for a secondary PLU descriptor to print on the KP. (For example, this can be used to print Spanish in the kitchen.)

**LINK PLU** - When the General Option ‘Use Stock Link Program On PLU’ is set for LINK PLU Set the number for the PLU you want to register with the current PLU. (For Example: Link a CRV PLU Link for bottles or cans.)

### **ALLOW PRICE CHANGE**

If selected, the PLU price can be changed from the REGISTER mode using the [PLU INFO] or the [PRICE CHECK] keys.

## ***PRICE***

### **PRICE LEVEL (1 – X)**

Entered here are the assigned price level(s) for each product. Price/HALO can be up to 8-digits.

---

**Note: Additional Price Level function keys must be created in ‘Function Key’ programming before they can be assigned to PLUs.**

---

### **GOTO, NEW, EDIT, DELETE**

**GOTO** – Press to go to the Price Level programming

**NEW** – Press to add a new Price Level to the PLU (price level key must first be created in function key programming before you can assign here)

**EDIT** – Press to edit the selected Price and Price Level assignment.

**DELETE** – Press to delete the selected price.

## ***COST***

The PLU COST tab allows you to enter the merchant cost of the item.

1. From the PLU programming screen, select the PLU you want to add the cost to, press the **COST** tab.
2. Select the **NEW** button at the bottom right of the display. The cost entry dialog displays.
3. Enter the merchant cost of the item and press **OK**. The cost is entered for the item.
4. If the cost was entered incorrectly, you can edit the cost amount. Select the PLU you wish to edit the cost for and press the **EDIT** button at the lower right of the screen.
5. Enter the correct cost for the PLU and press **OK**. You are returned to the main PLU screen.
6. You can also delete the cost entry for the selected item. Select the PLU you wish to remove the cost for and press the **DELETE** button at the lower right of the screen. The cost entry will be removed.

## ***LAST SALE TIME***

Beginning in v1.1.46 and later, we can view the date and time a particular PLU was sold. This can be helpful when determining if an item should be removed or deleted. If the selected item has no sales history, it will indicate 'NONE'.

## ***PRINT LABEL***

Labels can be printed from the PLU screen by pressing the  Print Label icon; Specific setup is required for this feature. On the PLU programming screen, select the item you wish to print a label for then press the Label Print icon.

1. The Print Label dialog displays:
  - a. Select the **QTY**, number of labels for each selected item you want to print.
  - b. Select the **LABEL FORMAT** as defined in the Label Print setup.  
(As defined in Pprogram Mode > Receipt & Message > Lable Print.)
  - c. Select the **PRICE LEVEL**, this will be the price that prints on the label.
2. Press **OK** on the Print Label dialog to print the labels and close the dialog.

**PLU Programming Chart Example**

| PLU # | Descriptor   | Group Link#1 | Group Link#2 | Group Link#3 | PLU Status Group Link | Price Option         | MLU Chain   | Allow Price Change | Price |
|-------|--------------|--------------|--------------|--------------|-----------------------|----------------------|-------------|--------------------|-------|
| 100   | Hamburger    | Burger       |              |              | Main Item             | Preset (No Override) | Burger Mods |                    | 5.95  |
| 200   | Cheeseburger | Burger       |              |              | Main Item             | Preset (No Override) | Burger Mods |                    | 5.95  |
| 1000  | Swiss        | Condiment    |              |              | Condiments            | Preset (No Override) |             |                    |       |
| 1001  | American     | Condiment    |              |              | Condiments            | Preset (No Override) |             |                    |       |
| 1002  | Cheddar      | Condiment    |              |              | Condiments            | Preset (No Override) |             |                    |       |
| 2000  | Medium Rare  | Condiment    |              |              | Condiments            | Preset (No Override) |             |                    |       |
| 2001  | Medium       | Condiment    |              |              | Condiments            | Preset (No Override) |             |                    |       |
| 2002  | Medium Well  | Condiment    |              |              | Condiments            | Preset (No Override) |             |                    |       |
| 2003  | Well Done    | Condiment    |              |              | Condiments            | Preset (No Override) |             |                    |       |
|       |              |              |              |              |                       |                      |             |                    |       |

---

## Screen Edit

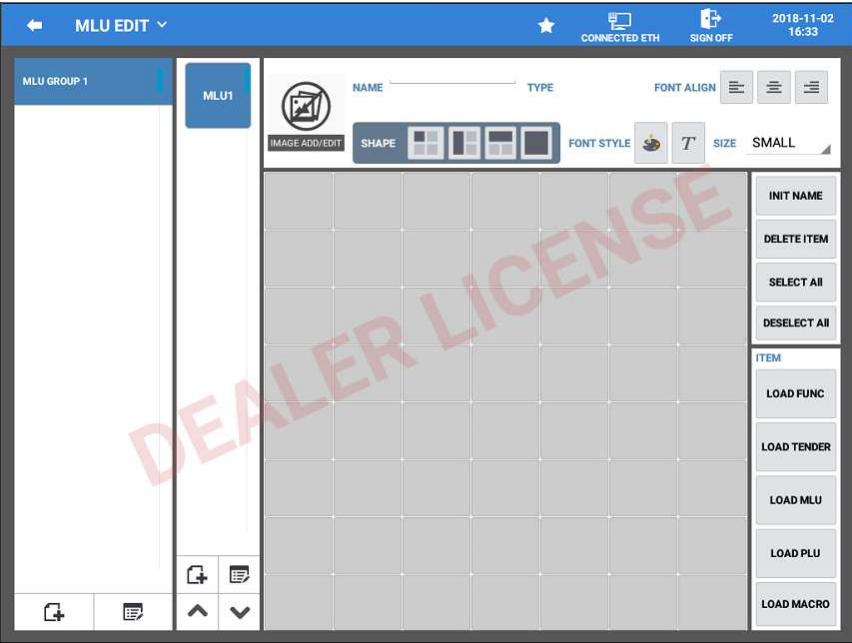
The Screen Edit program area is used to set up the Table Map, Menu Lookup (MLU Edit) and Function Lookup (FLU Edit) screens that will be used to complete register operations on the Sam4POS. The Real Keyboard on the Sam4POS loaded into the SAP-630/530 is also programmed from here.

1. Select **SCREEN EDIT** from the main **PROGRAM MODE** menu.
2. Choose the **Screen Edit program category** you wish to edit. Screen Edit is separated out into separate categories for:
  - ⇒ **MLU Edit** – Menu Look Up programming determines what is displayed in the item area of the operator screen. The MLU Edit screen is separated into MLU Groups (Left Column) and individual MLU's in each group (Center Column) and the items assigned to the MLU's (Right Column). MLU's are selected by touching an MLU key in the vertical panel to the left of the item area.
  - ⇒ **FLU Edit** – Function Look Up programming is very similar to MLU programming except that no PLU items can be assigned to a FLU. The FLU keys are displayed on the bottom of the operator screen. If multiple FLU's are available, you can use scroll buttons to view the keys on all available FLU's.
  - ⇒ **Table Map** – The table map allows you to create multiple tables in a grid formation for table service operations. Multiple seating zones and table configurations may be created to represent different seating areas and organize the appearance of the tables with custom names and colors. Refer to the Sam4POS Programming Manual or the separate Table Map program supplement available on the CRS website for details.
  - ⇒ **KIOSK** – Support for the KIOSK operation was added in version 1.1.45, this allows you to set up the station as a KIOSK for customer order entry operation.
  - ⇒ **Rear Display** – Support for the optional integrated 9.7-inch and 15-inch rear LCD customer display was added beginning in v1.1.11 and is only available on Sapphire and SAP-6600(II) terminals.
  - ⇒ **Real Keyboard** – The SAP-630/SAP-530 terminals have a large traditional ECR style keyboard, most applications will be designed with menu items located on the traditional keyboard, and condiments, options and instructions displayed on the screen. The Real Keyboard must be created and assigned to the stations before the keyboard will work on the SAP-630/SAP-530 terminal.

# MLU Edit

The **Menu Look Up** (MLU) programming determines what is displayed in the item area of the operator screen. The MLU Edit screen is separated into MLU Groups (Left Column) and individual MLU's in each group (Center Column) and the items assigned to the MLU's (Right Column). MLU's are selected by touching an MLU key in the vertical panel to the left of the item area.

- 1. Select **MLU EDIT** from the **SCREEN EDIT** menu screen; The **MLU EDIT** screen displays:

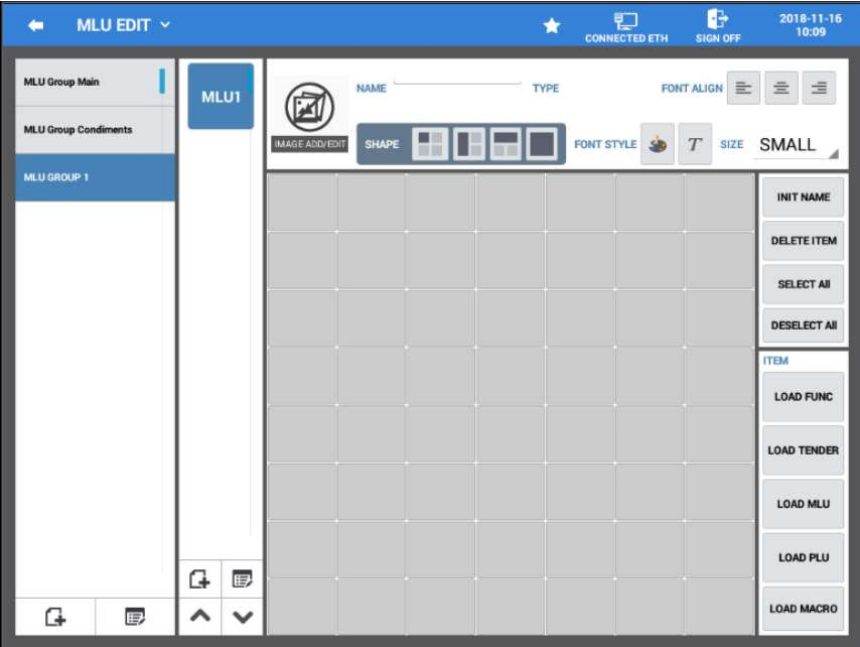
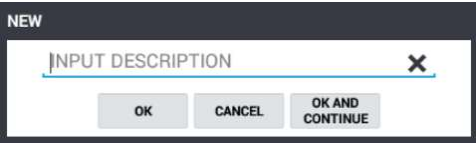


### MLU Groups

MLU Groups organize the MLU’s that will be displayed in the register. The default MLU group can be assigned by station so each station can display a different MLU group as desired. For example: the bar station can have a different default MLU Group than the dining area. MLU Group description can be up to 30 characters.

### Add a New MLU Group

1. Touch the  **Add New MLU Group** icon at the bottom of the left most column.
  - a. Input a Description for the new MLU Group. Create MLU Groups for:
    - MAIN
    - Condiments
2. Press **OK** or select OK AND CONTINUE if you are adding additional MLU groups. Pressing CANCEL will exit without creating any new MLU Groups.
3. The new MLU Groups are now displayed.
4. Use the edit  icon at the bottom of the MLU Group list to open the edit mode; select MLU Groups you want to delete from the list.
  - Press the trash can  icon to delete the selected MLU Groups.
  - Press the **X** to exit the edit/delete mode.



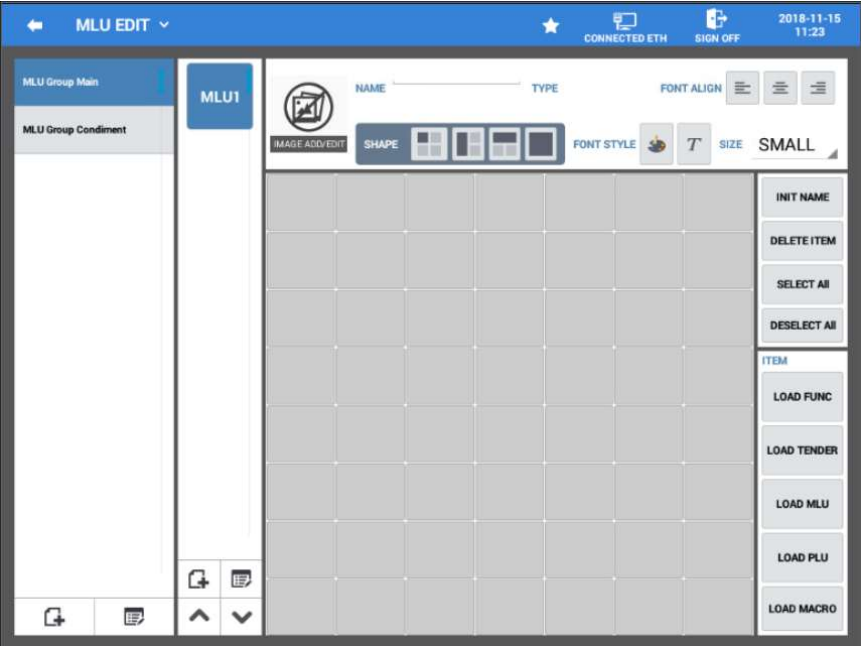
## Programming MLU's

After creating MLU Groups, Individual MLU's need to be created for each MLU Group. These MLU's are the screens that will appear in the register mode.

- Each MLU on the Sapphire terminals has a grid of 9 rows and 8 columns for a total of 72 cells that can be programmed as necessary.
- Each MLU on all other terminals and tablets has a grid of 8 rows and 7 columns for a total of 56 cells that can be programmed as necessary.
- The keys on the MLU screen can be assigned any PLU currently in the database, function keys, tender keys, Macro's or other MLU's.

## Add a New MLU

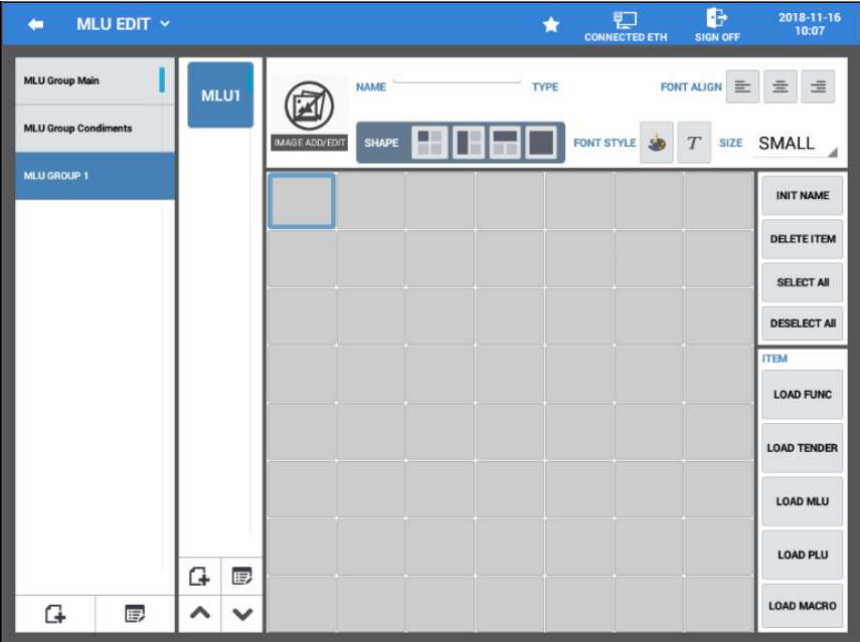
1. Select the MLU Group from the list to add MLU(s) for the group.
2. Touch the  **New MLU** icon at the bottom of the middle column to add new MLU's to the selected MLU Group.
3. Select an image for the MLU if desired, input the MLU description (up to 30 characters), set as Manager Required if desired to limit access. This restricts the use of this FLU to only those employees set as Manager
  - You can change the Background Color and Text Color for the MLU. This will display in the register mode as per your settings.
  - If desired, the MLU can be set for manager control. This restricts the use of this MLU to only those employees set as Manager.
4. Press **OK** to save the new MLU or select **OK AND CONTINUE** if you are adding additional MLU's. Pressing **CANCEL** will exit without adding any new MLU's.
5. The new FLU is created and appears in the FLU selection pane. There are 14 programable cells available on each FLU grid for assigning functions, tenders, macros or MLU's.
6. Use the  icon at the bottom of the MLU list to select MLU's you want to delete from the list.
  - Press the trash can  icon to delete the selected MLU's.
  - Press the **X** to exit the edit/delete mode.
7. The   buttons at the bottom of the MLU list can be used to reposition the currently selected MLU down or up the MLU list. This allows you to position the most used MLU's in a list to the top so they are more easily found while in the operator/register mode screen.
8. Create the following MLU's:
  - Select the **MLU Group MAIN**, add an MLU:
    - ◇ BURGERS
  - Select the **MLU Group CONDIMENT**; add MLU's:
    - ◇ Temperature
    - ◇ Select Cheese



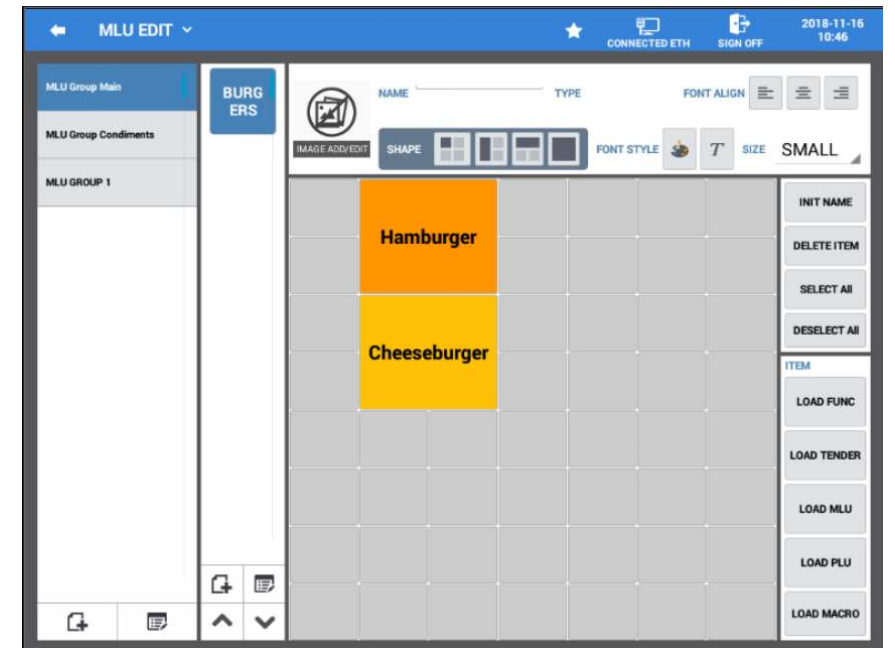
# MLU Key Assignment

You can save significant setup time by assigning multiple PLU’s to locations simultaneously, and by assigning attributes, such as button shape, font and color to a group of buttons simultaneously.

1. Select an **MLU Group** from the list (Left Column) to view the MLU’s associated with that group.
2. Select an **MLU** from the list (Middle Column) of existing MLU’s in the MLU group or add a new **MLU** to the list.
3. Select the cell on the item area grid on the MLU you wish to program. Choose one of the **ITEM LOAD** selection buttons; **LOAD FUNC**, **LOAD TENDER**, **LOAD MLU**, **LOAD PLU** or **LOAD MACRO**.
4. Select all the items from your ITEM LOAD selection that you want to appear on the MLU grid. To make finding items easier, you can press the Sort icon to sort the items alphabetically or by code #. You can also search 🔍 by PLU Code # or by PLU Name.
5. You can add an image for the selected key on the MLU if desired or change the MLU description (up to 30 characters).
  - The **MLU key Size** on the grid may be changed as desired.
    - Make Double key (High or Wide)
    - Make Quad key (Double High & Wide)
  - You can change the **Font Style** for the selected button, This will display in the register mode as per your settings:
    - Background Color and Text Color for the FLU
    - Standard Font or *Italic Font*
  - The **Font Size** can be edited:
    - Small, Medium, Large, X-Large
6. Add PLU’s to the newly created MLU’s:
  - **BURGERS** (on *MLU Group Main*)
    - Hamburger
    - Cheeseburger
  - **TEMPERATURE** (on *MLU Condiments*)
    - Medium Rare – Medium – Medium Well – Well Done
  - **SELECT CHEESE** (on *MLU Condiments*)
    - Swiss – American – Cheddar –



7. All your selections will appear on the MLU.
- You can rearrange the items as desired on the grid. Press and drag the selection to the desired location.
  - Edit the appearance of the items on the MLU with the elements in the designer pane.



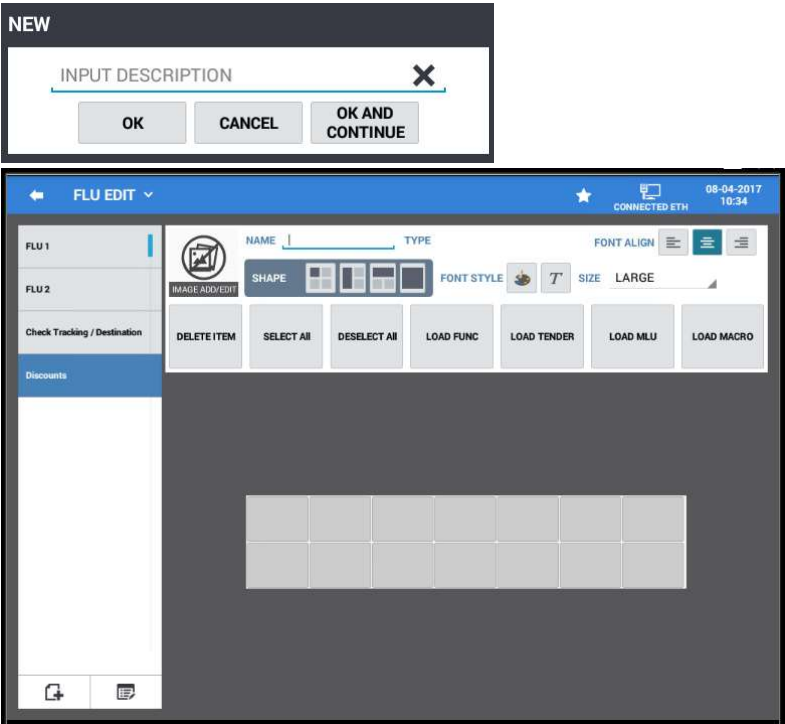
# FLU Edit

A Function Look Up (FLU) is very similar to an MLU, except that no PLU items can be assigned to an FLU. The FLU keys are displayed on the bottom of the operator screen below the MLU grid.

- Each FLU on the Sapphire terminals has a grid of 2 rows and 8 columns for a total of 16 cells that can be programmed as necessary.
- Each FLU on all other terminals and tablets has a grid of 2 rows and 7 columns for a total of 14 cells that can be programmed as necessary.
- The cells on an FLU screen can be assigned with any function key, tender key, Macro or other MLU’s.

## Adding New FLU Screens

1. Touch the  **Add New FLU** icon at the bottom of the left most column to create a new FLU.
2. **Input a Description** (up to 30 characters) for the new FLU, set as Manager Required if desired to limit access. This restricts the use of this FLU to only those employees set as Manager.
3. Press **OK** to add the new FLU. Alternately you can press OK AND CONTINUE to add additional FLU’s. Pressing CANCEL will exit without adding any FLU’s.
4. The new FLU is created and appears in the FLU selection pane. There are 14 programable cells available on each FLU grid for assigning functions, tenders, macros or MLU’s.
5. The  **Edit** icon located at the bottom of the FLU list can be used to select and delete FLU’s from the list.
  - Press the trash can  icon to delete the selected FLU’s.
  - Press the **X** to exit the edit/delete mode.
6. Additionally, you can **Press & Hold** on an individual FLU to Edit, Delete, or copy the selected FLU to New or Existing FLU items.



**FLU Key Assignment**

The FLU assignment pane allows up to 14 individual keys to be assigned. Select a cell in the grid to add function keys, tender keys, Macro’s or MLU’s. These keys can be edited using the design attributes.

1. Choose an FLU from the list you wish to edit.
2. Select the cell on the FLU item grid you wish to program. Choose one of the **ITEM LOAD** selection buttons; **LOAD FUNC**, **LOAD TENDER**, **LOAD MLU**, **LOAD PLU** or **LOAD MACRO**.
3. Select all the items from your ITEM LOAD selection that you want to appear on the MLU grid. To make finding items easier, you can press the Sort icon to sort the items alphabetically or by code #. You can also search 🔍 by Description\Name.
4. You can add an image for the selected key on the FLU if desired, change the FLU description (up to 30 characters).
  - The FLU key Size on the grid may be changed as desired.
    - Make Double key (High or Wide)
    - Make Quad key (Double High & Wide)
  - You can change the Font Style for the selected button, This will display in the register mode as per your settings:
    - Background Color and Text Color for the FLU
    - Standard Font or *Italic Font*
  - The Font Size may also be edited:
    - Small, Medium, Large, X-Large

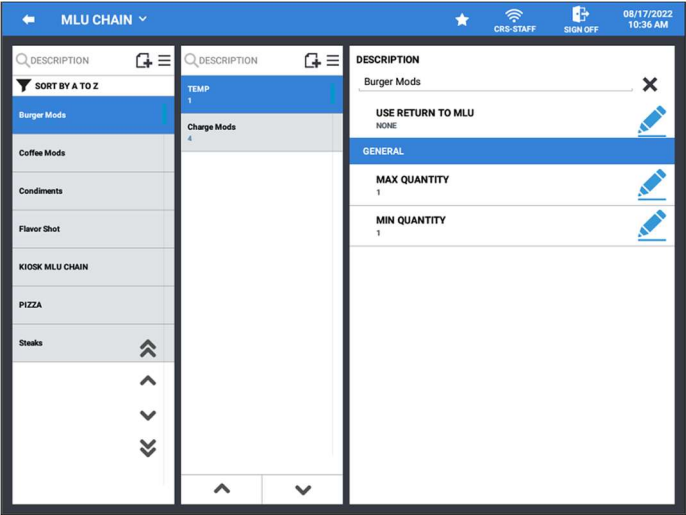


# MLU CHAIN

The MLU Chains (*Menu Look Up* Chains) are used to group certain MLU menus together when certain items require additional selections to complete. MLU Chains can then be assigned to PLUs to make item registration easier. When a PLU with a MLU Chain assigned to it is registered, the operator is required to make selections from the MLU’s before tendering is allowed. For example, a Hamburger may link to an MLU Chain for temperature and cheese selection.

## Create MLU Chains

- From the **PROGRAM MODE** menu, touch **PLU** to view the PLU program selection window, then touch **MLU CHAIN** to view, add or edit current MLU Chains.
  - Use the  **Add New MLU Chain** icon at the top of the MLU Chain list & MLU list to add MLU Chains or to add MLU’s to the selected MLU Chain.
  - MLU Chain programming is separeated into 3 columns:
    - Left Column** – Lists the current MLU Chains  
If you have many MLU Chains programmed the  double arrow keys allow you to go to the top & bottom of the MLU Chain list. The  single arrow keys allow you to go up & down a single page at a time.
    - Middle Column** – Shows the MLU’s assigned to the selected MLU Chain  
The  arrow buttons can be used to move the currently selected MLU up and down the list. The MLU’s will appear in the order they are presented here when in the register mode.
    - Right Column** – Sets the parameters for each MLU Chain  
**DESCRIPTION** – Type a descriptor (*up to 30-characters*) for the selected MLU Chain.  
**USE RETURN TO MLU** – This setting allows you to enter an MLU to return to when the max quantity for all the MLU’s in the chain are satisfied. When this is set, all the MLU’s in the chain will automatically be set to the same selection. If any of the MLU's in the chain have a Max QTY = 0; you will be returned to that MLU instead of the designated USE RETURN TO MLU.  
**MAX QUANTITY / MIN QUANTITY** – Set the maximum & minimun number or selections for each of the MLU’s in the chain.
- \* **Note:** If multiplication is used, the multiplier number counts towards the MAX & MIN Quantity.
- Create a **Burgers** MLU Chain.
  - Assign the **TEMPERATURE** and **SELECT CHEESE** MLU’s to the chain. Set the Max/Min Quantity to 1.
  - Assign the MLU Chain to PLU’s: **Hambruger** and **Cheeseburger**.
    - \* **Note:** The menu icon  accesses the **EDIT MODE** and **SORT** functions for MLU Chains and **EDIT MODE** functions for MLU’s assigned to MLU Chains.



### ***Assign MLU Chain to PLU***

1. From the **PROGRAM MODE** touch **PLU** to view the PLU program selection window, touch **PLU** to view the PLU programming options.
2. Select the **PLU** you want to assign a **MLU Chain** to.
3. In the **PLU General Options** scroll down to the option **MLU CHAIN**. Press the drop down selection to choose the **MLU Chain** you want to assign to this item.
4. Repeat as necessary.

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## **Receipt Message**

The information that prints at the top (Header) and at the bottom (Footer) of receipts can be customized to the customer's preference. Custom messages can be created for certain operations or for special instructions. Error Messages and Report Messages can be edited here as well as the Label Print formats.

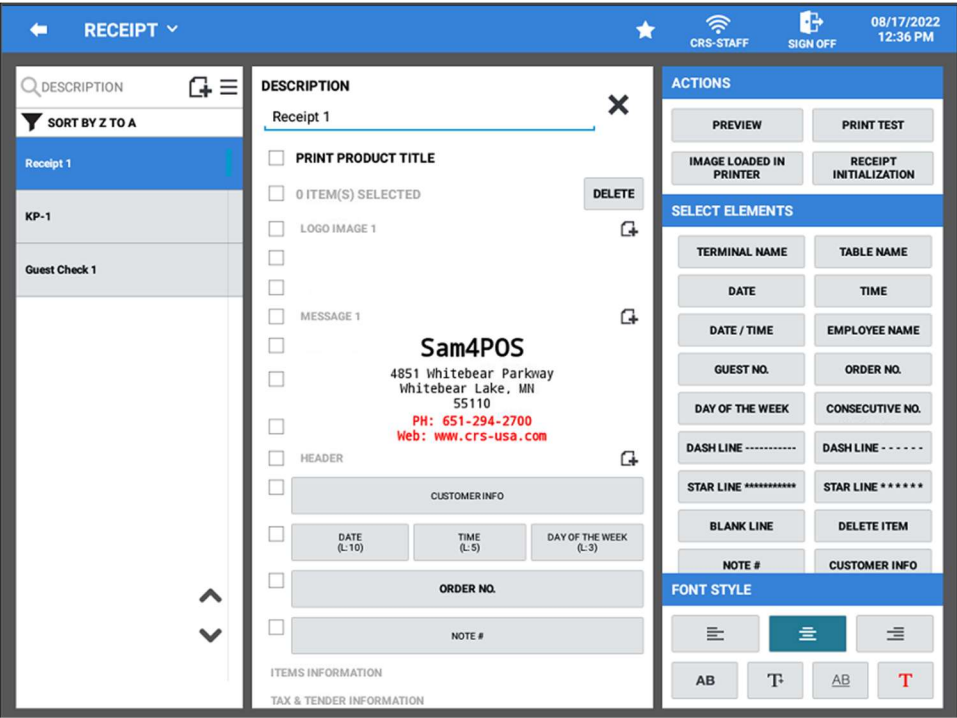
1. Select **RECEIPT & MESSAGE** from the main **PROGRAM MODE** menu
2. Touch the **Receipt program category** you wish to edit. The Receipt & Message category menu has the following program areas:
  - ⇒ **Receipt** – Programming for the header and footer information that appears on each of your receipts. kitchen and guest check printers that you may have. Custom receipts can then be assigned for use in the Employee – Station – Receipt Format programming.
  - ⇒ **Message** – Programming area for creating custom messages to be used for certain operations or for special instructions with the Alpha Text key.
  - ⇒ **Error Message** – Error messages can be individually selected and edited, edited messages or all messages can be selected to revert (*reset*) back to the original message.
  - ⇒ **Report Message** – Report messages can be individually selected and edited or set to 'Do Not Use' on reports. You can select individual or all edited messages to revert (*reset*) back to the original message.
  - ⇒ **Label Print** – The Label Print programming is used to set up the different label types that may be used, such as product labels and shelf labels.
  - ⇒ **Gratuity** – Gratuity programming area allows you to create suggested gratuity to print on receipts. When created, you will need to add the Gratuity Line to the desired Receipt.
  - ⇒ **Receipt Message** – Receipt Message programming allows you to edit certain receipt element descriptors.
  - ⇒ **Key Type Message** – The default Key Type descriptors can be individually selected and edited; this allows further customization of key types. You can select individual or all edited messages to revert (reset) back to the default message.
  - ⇒ **Text Inserter Message** – This allows for a concise open drawer message to appear on the display when a text inserter is defined and mapped.

# Receipt

## Receipt Logo Message Program

Program the header and footer information that appears on each of your receipts, kitchen and guest check printers that you may have. These receipt messages can then be assigned for use in the Employee – Station - Receipt Format programming.

- 1. Select **RECEIPT** from the **PROGRAM MODE, RECEIPT & MESSAGE** menu selections. The receipt programming screen displays.
- 2. Add a new receipt message by pressing the  icon and type in a descriptor for the receipt message.
- 3. You can also create a new receipt message by pressing and holding an existing message in the list. Messages can be deleted or inactivated in this manner as well.



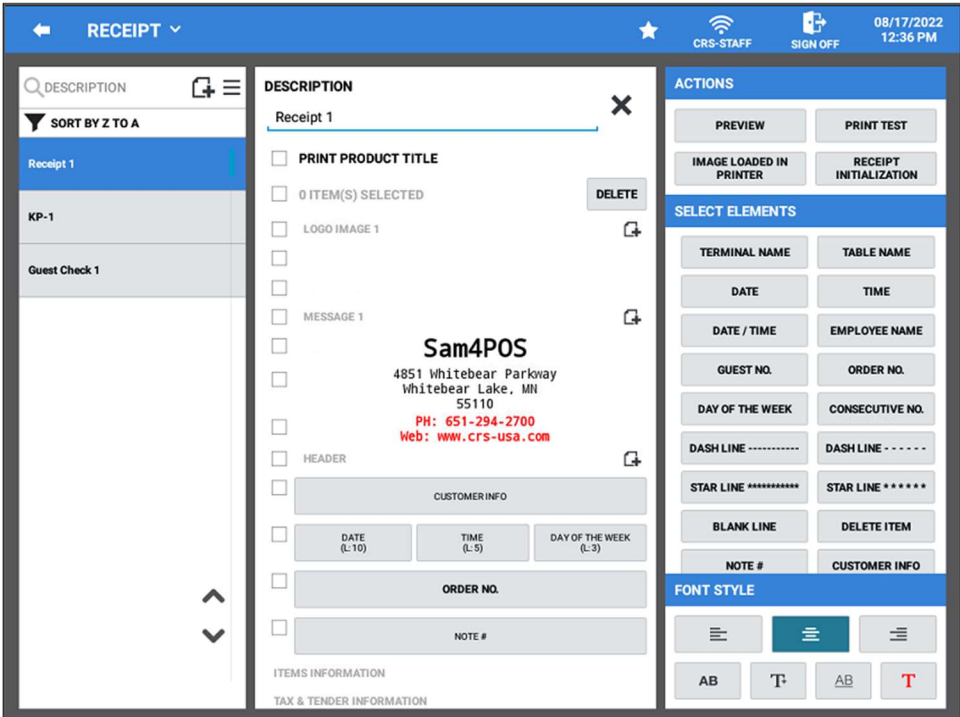
4. Use the **Menu**  icon to **Sort** the list alphabetically or choose **Edit Mode** to select & delete receipts.
5. After you have created your receipt messages, you can edit the **DESCRIPTION** if desired. Then you can design the message by selecting the elements you want to appear on the receipt. Refer to the Receipt Description Definitions on page 108 for details of this section.
6. Add elements such as Date, Time, Dash Lines, etc. from the **SELECT ELEMENTS** section. Simply press and drag the desired element to the Header and Footer sections as desired.

| SELECT ELEMENTS |                     |
|-----------------|---------------------|
| Terminal Name   | Table Name          |
| Date            | Time                |
| Date / Time     | Employee Name       |
| Guest No.       | Order No.           |
| Day Of The Week | Consecutive No.     |
| Dash Line ----- | Dash Line - - - - - |
| Star Line ***** | Star Line * * * * * |
| Blank Line      | Delete Item         |
| Note #          | Customer Info       |

7. Use the **FONT STYLE** options to edit the font of your receipt message; options include:

- Justification Settings 
- Bold Font 
- Font Size 
- Underline Font 
- Red Font 

8. When you have completed editing the receipt message you can use the **ACTIONS** options to:
- Preview** the receipt.
  - Print Test** the receipt.
  - Receipt Initialization** will clear all entries and restore them to default.



**Receipt Description Definitions**

| Element Name             | Element Description                                                                                                                                                                                                                    |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Logo Image 1             | Pre-Amble Image that appears at the top of the receipt above the pre-amble.                                                                                                                                                            |
| Message 1                | Pre-Amble Message that appears at the top of the receipt. Create as many line as you need, 52 Characters per line.<br>You can create as many Message 1 sections as needed. The font style for each section can be modified separately. |
| Header                   | Choose from the Select Elements to add to the header. This is the area between the message 1 section and the receipt data.                                                                                                             |
| Items Information        | Not selectable; Items will appear as per PLU Status programming.                                                                                                                                                                       |
| Tax & Tender Information | Not selectable; Tax and Tender will appear as per options programming.                                                                                                                                                                 |
| Gratuity                 | Type in a message for Gratuity <i>i.e.</i> <i>TIP:</i> _____                                                                                                                                                                           |
| Footer                   | Choose from the Select Elements to include on the footer. This is the area between the receipt data and message 2 section.                                                                                                             |
| Message 2                | Post-Amble Message that appears at the bottom of the receipt.                                                                                                                                                                          |
| Logo Image 2             | Post-Amble Image that appears at the bottom of the receipt below the post-amble message.                                                                                                                                               |
| Barcode                  |                                                                                                                                                       |
| QR Code                  |                                                                                                                                                       |
| Logo Image 3             | This is the image that appears at the bottom of the receipt below all other elements.                                                                                                                                                  |

**Assign Receipt Message to Station**

- 1. From the **PROGRAM MODE** touch **EMPLOYEE** to view the employee program selection window.
- 2. Touch **STATION** on the Employee selection window to view the station programming options.
- 3. Here you can **ADD, EDIT** or **DELETE** stations as necessary. Stations can be sorted alphabetically if desired.

**DESCRIPTION**

Type in a descriptor for the selected station, you can use the X at the end of the description field to clear the current descriptor.

**GENERAL**

The general section assigns the default MLU Group, Default MLU and FLU used for the selected station.

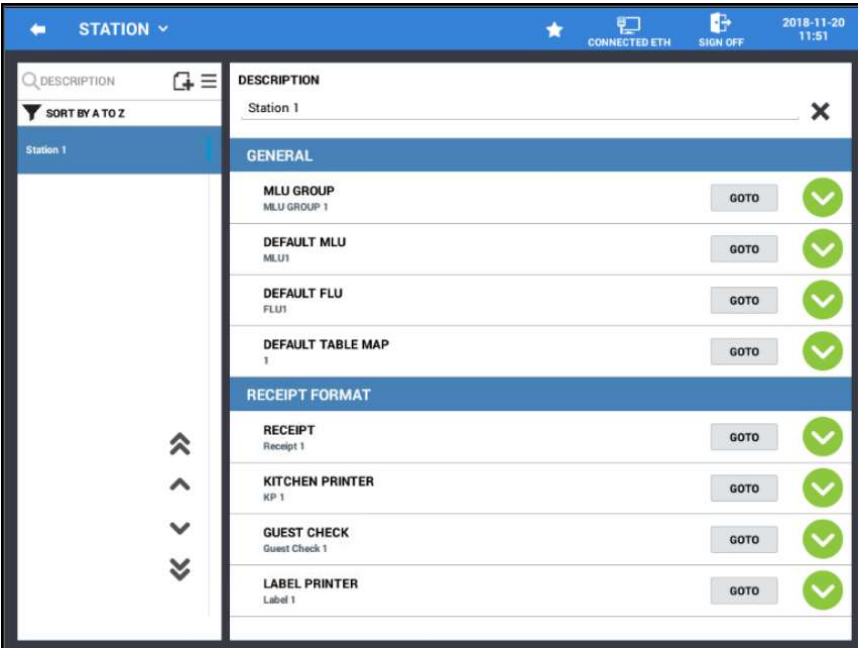
- MLU GROUP
- DEFAULT MLU
- DEFAULT FLU
- DEFAULT TABLE MAP

**RECEIPT FORMAT**

Receipt format is used to assign the receipt message to be used for the selected stations printers:

- RECEIPT
- KITCHEN PRINTER
- GUEST CHECK
- LABEL PRINTER

The **GOTO** buttons are used to directly access the programming for the option selection.

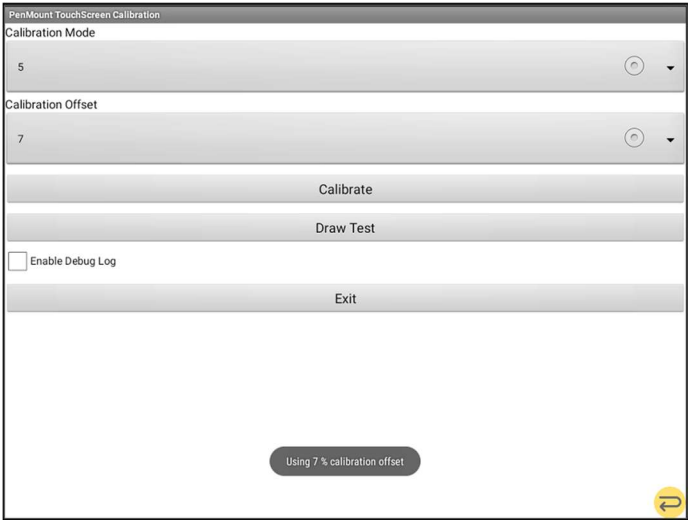


# Calibrator

The Calibrator feature allows you to access the PENMOUNT touch screen calibration utility without having to exit out of the Sam4POS application. Available calibration methods include a 5-Point and 9-Point calibration. A Draw Test is available here as well. The Enable Debug Log selection is not used.

The touch controller on the SAP-6600(II) terminals was changed beginning with Serial Numbers 2108~ and later to the ACDC Touch Studio. Terminals using the ACDC touch controller do not require any calibration. Attempting to initiate the calibrator on these terminals will result in the Error: **[PENMOUNT] Failed to get RawX/RawY**

Sapphire A60 & A70 terminals require no calibration. If you select the CALIBRATOR category you will see a pop-up notification **CAN NOT START APPLICATION.**



# ADMIN Operations

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## System Admin

Certain operations are only available when signed on to the Sam4POS terminal as the system admin or test mode. Specific operating codes are used to access these operations. Only operation in the program mode are allowed when signing on using the system admin code or test mode code.

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**Note: On the SAP-630/530 terminals, you must turn the mode switch to the “P” position to sign on with the Admin code.**

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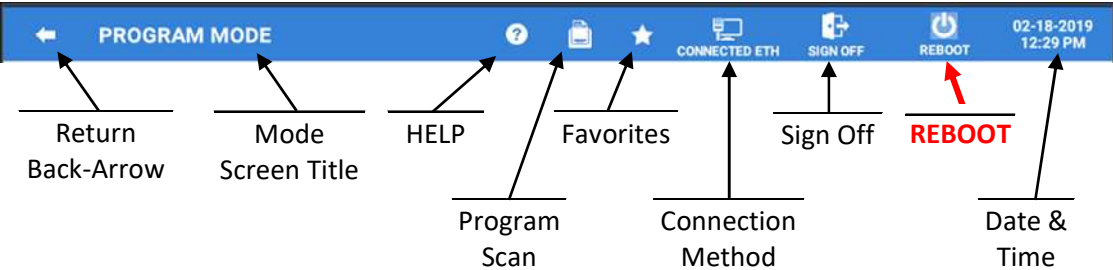
These password codes should not be shared with merchants and customers (end users) as these operations could potentially cause loss of all sales and programming data or licensing information. Refer to the separate ADMIN Mode supplement for complete details.

When you sign on to Sam4POS with the system admin code **4 5 6 8 5 2 7 5 3 9 5 1**, the Sam4POS terminal enters into the SYSTEM ADMIN MODE. You will have access to just the Program Mode while signed on as the System Admin. The program screens will appear as they normally do. Additional Operations reserved for the admin are available.

You can change the default System Admin Password (up to 12-digits) by going to: Program Mode " Options " Options " System Option: Admin Password

Exiting (Sign-Off) to the initial sign on screen releases the terminal from the SYSTEM ADMIN MODE.

# Program Mode Title Bar Icons



**Note:** When signed on as the System Admin, An additional icon for **REBOOT** is displayed on all title bars.

Additional operations available when signed on as the system admin are:

- ⇒ Help Menu: Edit selections
- ⇒ Program Mode: Enable\Disable categories
- ⇒ Delete All PLU's: PLU Program \Edit Menu
- ⇒ Device\EFT Operation: Enable\Disable operations that appear
- ⇒ Database Restore & CSV file Restore & Image Restore operations
- ⇒ Convert SPS-500/2000, ER-900 & SPS-300 Programs to Database
- ⇒ PM Data Backup – (Not Used)
- ⇒ Scan New Program On FTP - Customers can use this to send data to their own FTP server. In the case of “Polling” we will be sending and receiving data via FTP. This is used with the FTP general option settings:

***Program Mode \ OPTIONS \ OPTIONS \ GENERAL OPTIONS \ FTP***

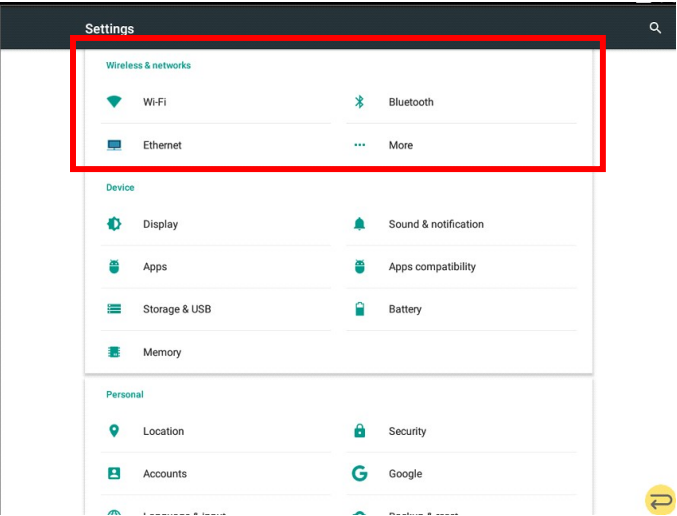
# Android Settings

There are several ways to access the stations Android settings.

- Go to the *Program Mode > System > Settings*
- From the *Main Sign On Screen* press the **Exit**  icon to go to the main Android screen. Enter the Manager Password at the prompt. Select the **Settings**  icon.
- From any screen, press the **Connection Method**   icon on the title bar.

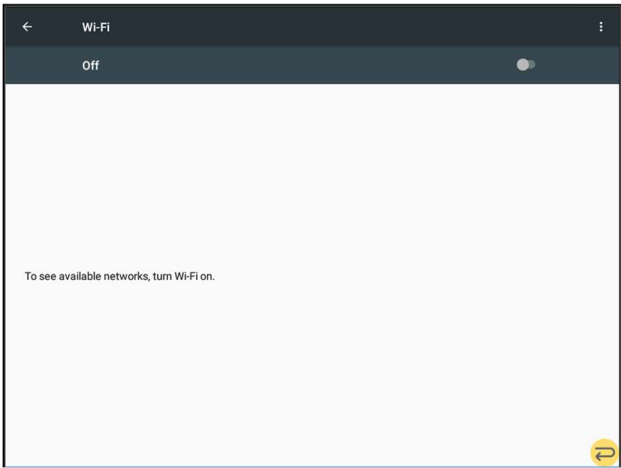
# Wireless & Network

From the main Android **Settings** screen, go to the **Wireless & Networks** category:



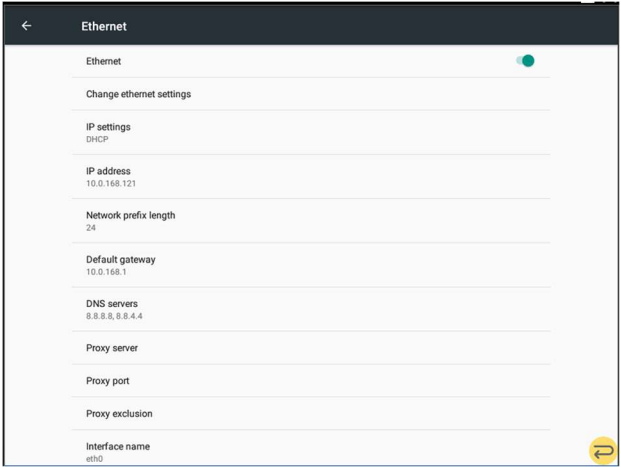
**Wi-Fi**

SAP-6600II and SAP-630 stations; **Turn Wi-Fi OFF.**



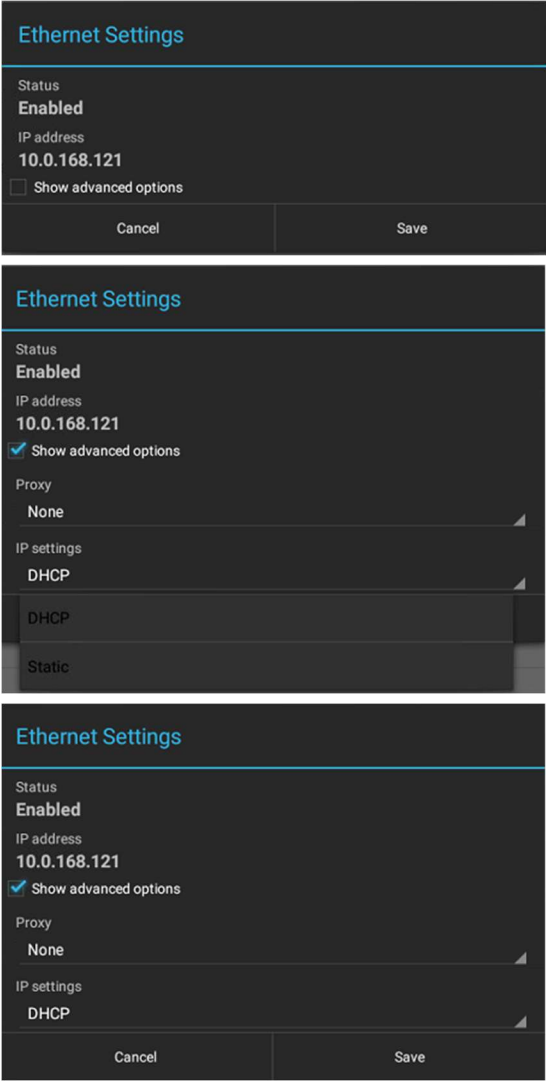
**Ethernet**

SAP-6600II and SAP-630 stations; **Turn Ethernet ON.**



**Ethernet Settings**

- 1. From the Ethernet Settings screen select **Change Ethernet Settings**. The Ethernet Settings dialog is displayed.
- 2. Check the **Show Advance Options** checkbox.
- 3. The **Proxy** and the **IP Settings** dropdown selections are available.
  - Tap the **IP Settings** dropdown and select **DHCP** if this is not already selected.
- 4. Click **SAVE** after selecting **DHCP**.
  - You will be returned to the Ethernet settings screen.



# Terminal & Network

## IP Address

Each station in the IRC system must have a unique IP; Use DHCP for Ethernet\LAN connections to a router. When using\setting static IP's, the first 3 octets of the IP scheme will be the same, the last octet must be unique. For Example: 192.168.1.**201**, 192.168.1.**202**, 192.168.1.**203**, etc.

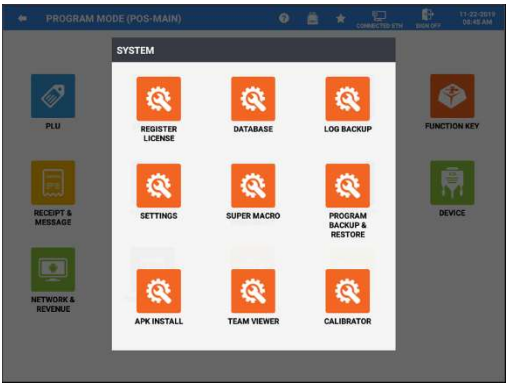
## Setting Static IP Addresses

**DHCP** is the default setting and is the recommended connection setting for the Ethernet connections on the Sam4POS ECRs in an IRC configuration.

If you decide to use static IP's anyway, all terminals in the IRC network must share the same IP network scheme, only the last octet at each terminal will be unique. For Example: 192.168.1.**201**, 192.168.1.**202**, 192.168.1.**203**, etc. All stations IP settings must be outside the DHCP scope of the router to avoid IP conflicts.

The terminal IP address is set in the main Android settings. You can access these settings from within the Sam4POS Cash Register Application: Program Mode > System > Settings. When setting static IP addressing on the stations, be sure to use IP addresses that are outside the DHCP scope of the DHCP Server (Router).

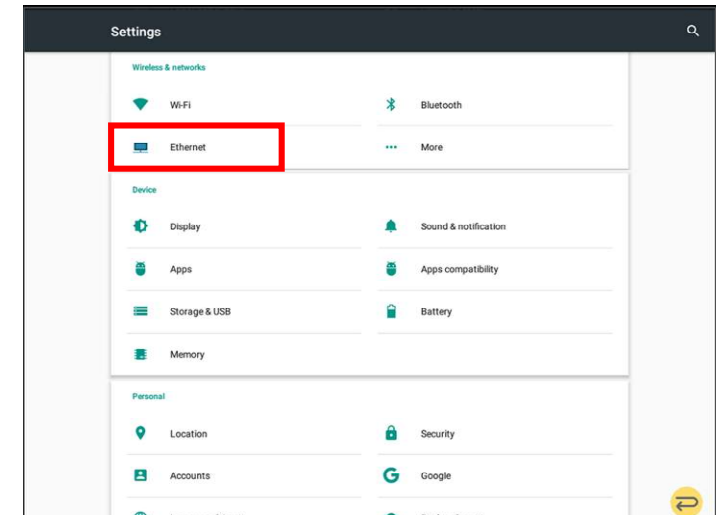
1. Choose **SYSTEM** from the main **PROGRAM MODE** menu selection screen.
2. Then select **SETTINGS** category selection menu screen.



3. If the employee doesn't have ADMIN authority, the **Manager Required / Manager Password** entry dialog displays.
4. Enter the manager password (default is 9999), then press **ENTER**.

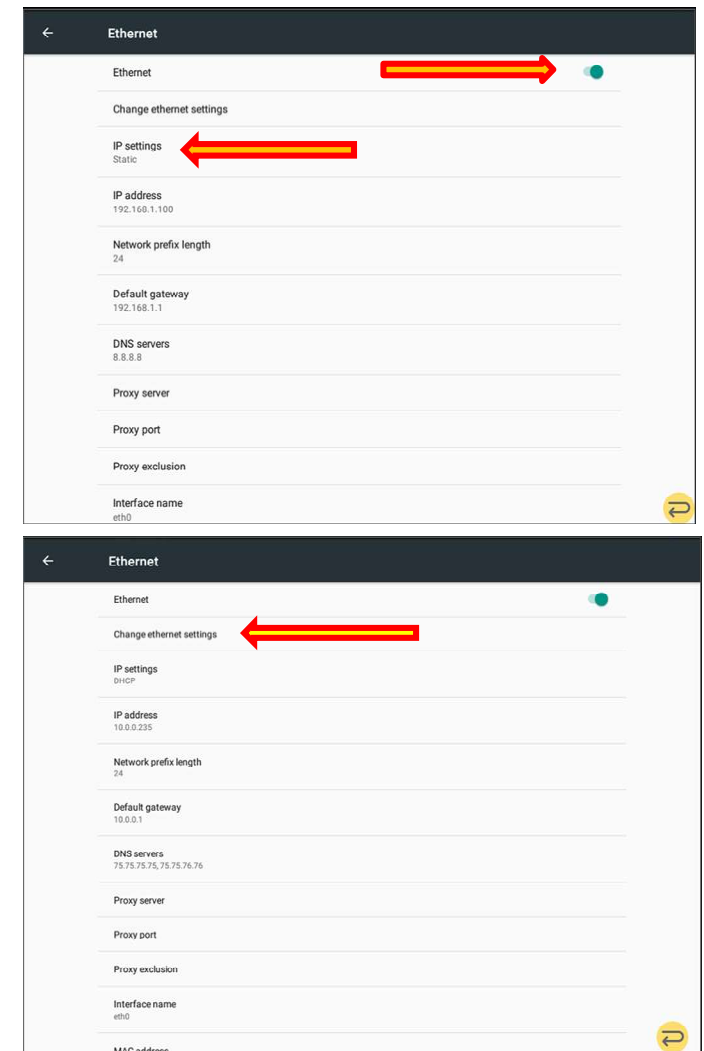


5. The **Settings** dialog screen displays.
6. Under the **Wireless & Networks** section, Choose **Ethernet**.



7. Verify the:
- a. **Ethernet** switch is in the **ON** position and
  - b. **IP Settings** is set for **Static**:

8. If the IP Settings is not set as static; Press **Change Ethernet Settings**



9. On the **Ethernet Setting** dialog, check the **Show advanced options** selection:

10. On the Advanced options Ethernet Settings, press the **IP Settings** to view the selections:
- a. Change the IP Settings from DHCP to **Static**.

11. Set IP Address and Gateway:

**IP Address** – 192.168.1.101

The First 3 octets must be the same at all stations; the last octet at each station must be unique.

**Gateway** – 192.168.1.1

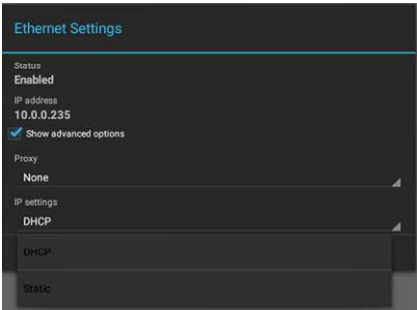
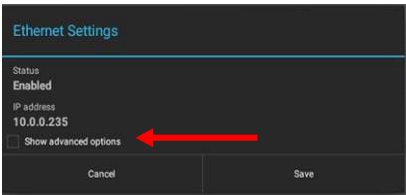
The First three octets must match the system IP scheme; the last octet is commonly 1. The gateway setting will be the same on all terminals in the system.

**Network Prefix Length** – 24 (Same on all terminals in system.)

**DNS 1** – 8.8.8.8 (Same on all terminals in system.)

**DNS 2** – 4.4.4.4 (Same on all terminals in system.)

12. Press **Save** when finished.



**Note:** The Static IP address chosen needs to be out of the DHCP scope range to prevent IP address conflicts.

13. Press the **return icon**  to return to the System menu.

**Notes:**

**DNS** address does not mean much unless you want to connect to internet service, you can use the Google DNS server address for internet access.

- \* DNS 1 – 8.8.8.8
- \* DNS 2 – 4.4.4.4

**GATEWAY** address must be same for all terminals, typically this is the router IP address.

- \* If there is no router, terminals are connected with a crossover cable or through a switch no Gateway IP address is needed, can leave it blank.

**SUBNET** address must be same for all terminals, typically 255.255.255.0 is used for Class C networks which supports up to 254 hosts.

- \* Sam4POS ECRs find each other by broadcasting to see if there are stations with the same “Store Name” in the same subnet. Once it finds them, it records the IP address, db, version, etcetera, info and updates them as necessary in the “terminal information db”.

### ***HM626 & HM616 Tablet Wi-Fi Static IP***

The tablet would typically connect to the IRC system via Wi-Fi.

- Go to: **Program Mode “ System “ Settings**
- Select: **Wi-Fi; Press & Hold on Current Connection**
- Select: **Modify Network**
- Check **Advanced Options**
- Scroll Down to **IP Settings** - Change From DHCP to **Static**
- Scroll Down & **Input Static IP - Gateway - Etc.**
- **Save**

**Note:** Ethernet settings on the HM626 & HM616 can be found in: **Program Mode “ System “ Settings “ More “ Ethernet** However, these settings are not commonly used.