

## **Sam4s ER-900 Series Guide:**

### *Turning the Receipt Off:*

- Turn the key to the **X** Position
- Enter [ 9 ] [ 9 ]
- Press the [ **SUBTOTAL** ] key
- Enter [ 1 ]
- Press the [ **CASH** ] key
- Turn the key back to the **REG** Position

### *Turning the Receipt On:*

- Turn the key to the **X** Position
- Enter [ 9 ] [ 9 ]
- Press the [ **SUBTOTAL** ] key
- Enter [ 0 ]
- Press the [ **CASH** ] key
- Turn the key back to the **REG** Position

### Sign on a clerk:

- Make sure display says “Register Mode-closed” If it does not say closed another clerk is signed on.
- Press the number of the clerk key assigned to you and the [ **Clerk** ] key.

### Signing off a clerk:

- Make sure display says “Register Mode” If it does say closed then sign on.
- Press the [ 0 ] key and then the [ **Clerk** ] key

### *Taking a Z Report:*

- Turn the key to the **Z** Position
- Press the [ **System X / Z** ] key
- Turn key back to the **REG** Position once done.

### *Taking a X Report:*

- Turn the key to the **X** Position
- Press the [ **System X / Z**] key
- Turn key back to the **REG** Position once done