SAM4S

Sam4POS Program Manual

CRS, Inc.
Limited Warranty and Disclaimers of Warranty

Precaution Statements

Follow these safety, servicing and ESD precautions to prevent damage and to protect against potential hazards such as electrical shock.

1-1 Safety Precautions

1. Be sure that all built-in protective devices are replaced. Restore any missing protective shields.
2. When reinstalling the chassis and its assemblies, be sure to restore all protective devices, including nonmetallic control knobs and compartment covers.
3. Make sure there are no cabinet openings through which people - particularly children - might insert fingers and contact dangerous voltages. Such openings include excessively wide cabinet ventilation slots and improperly fitted covers and drawers.
4. Design Alteration Warning:
Never alter or add to the mechanical or electrical design of the SAM4POS. Unauthorized alterations might create a safety hazard. Also, any design changes or additions will void the manufacturer's warranty.
5. Components, parts and wiring that appear to have overheated or that are otherwise damaged should be replaced with parts that meet the original specifications. Always determine the cause of damage or over- heating, and correct any potential hazards.

6. Observe the original lead dress, especially near the following areas : sharp edges, and especially the AC and high voltage supplies. Always inspect for pinched, out-of-place, or frayed wiring. Do not change the spacing between components and the printed circuit board. Check the AC power cord for damage. Make sure that leads and components do not touch thermally hot parts.
7. Product Safety Notice:
Some electrical and mechanical parts have special safety-related characteristics which might not be obvious from visual inspection. These safety features and the protection they give might be lost if the replacement component differs from the original - even if the replacement is rated for higher voltage, wattage, etc.
Components that are critical for safety are indicated in the circuit diagram by shading, (⚠) or (⚠). Use replacement components that have the same ratings, especially for flame resistance and dielectric strength specifications. A replacement part that does not have the same safety characteristics as the original might create shock, fire or other hazards.

CAUTION

Danger of explosion if battery is incorrectly replaced.

Replace only with the same or equivalent type recommend by the manufacturer.

Dispose used batteries according to the manufacturer's instructions.

ATTENTION

ll y a danger d'explosion s'il y a remplacement incorrect de la batterie.

Remplacer uniquement avec une batterie du même type ou d'un type équivalent recommandé par le constructeur.

Mettre au rebut les batteries usagées conformément aux instructions du fabricant.

SAFETY NOTICE: "For pluggable equipment, the socket−outlet shall be installed near the equipment and shall be easily accessible.

1-2   Servicing Precautions

WARNING: First read the-Safety Precautions-section of this manual. If some unforeseen circumstance creates a conflict between the servicing and safety precautions, always follow the safety precautions.

WARNING: An electrolytic capacitor installed with the wrong polarity might explode.

1. Servicing precautions are printed on the cabinet. Follow them.
2. Always unplug the units AC power cord from the AC power source before attempting to: (a) Remove or reinstall any component or assembly (b) Disconnect an electrical plug or connector   (c) Connect a test component in parallel with an   electrolytic capacitor
3. Some components are raised above the printed circuit board for safety. An insulation tube or tape is sometimes used. The internal wiring is sometimes clamped to prevent contact with thermally hot components. Reinstall all such elements to their original position.
4. After servicing, always check that the screws, components and wiring have been correctly reinstalled. Make sure that the portion around the serviced part has not been damaged.

5. Check the insulation between the blades of the AC plug and accessible conductive parts (examples : metal panels and input terminals).
6. Insulation Checking Procedure:
   Disconnect the power cord from the AC source and turn the power switch ON. Connect an insulation resistance meter (500V) to the blades of AC plug.
   The insulation resistance between each blade of the AC plug and accessible conductive parts (see above) should be greater than 1 megaohm.
7. Never defeat any of the B+ voltage interlocks. Do not apply AC power to the unit (or any of its assemblies) unless all solid-state heat sinks are correctly installed.
8. Always connect an instrument's ground lead to the instrument chassis ground before connecting the positive lead ; always remove the instrument's ground lead last.

Precautions for Electrostatically Sensitive Devices (ESDs)

1. Some semiconductor (solid state) devices are easily damaged by static electricity. Such components are called Electrostatically Sensitive Devices (ESDs); examples include integrated circuits and some field-effect transistors. The following techniques will reduce the occurrence of component damage caused by static electricity.
2. Immediately before handling any semiconductor components or assemblies, drain the electrostatic charge from your body by touching a known earth ground. Alternatively, wear a discharging wrist-strap device. (Be sure to remove it prior to applying power - this is an electric shock precaution.)
3. After removing an ESD-equipped assembly, place it on a conductive surface such as aluminum foil to prevent accumulation of electrostatic charge.
4. Do not use freon-propelled chemicals. These can generate electrical charges that damage ESDs.

5. Use only a grounded-tip soldering iron when soldering or unsoldering ESDs.
6. Use only an anti-static solder removal device. Many solder removal devices are not rated as anti-static; these can accumulate sufficient electrical charge to damage ESDs.
7. Do not remove a replacement ESD from its protective package until you are ready to install it. Most replacement ESDs are packaged with leads that are electrically shorted together by conductive foam, aluminum foil or other conductive materials.
8. Immediately before removing the protective material from the leads of a replacement ESD, touch the protective material to the chassis or circuit assembly into which the device will be installed.
9. Minimize body motions when handling unpackaged replacement ESDs. Motions such as brushing clothes together, or lifting a foot from a carpeted floor can generate enough static electricity to damage an ESD.

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Introduction

SAM4s SAM4POS Overview

SAM4POS from SAM4s is an Android based POS application solution that can be installed on the SAM4s SAP-6600 & SAP-4800II, the SAP-630/SAP-530 terminals, and the Hisense HM616 Android tablet. SAM4POS is available to resellers only as a hardware/software bundle; SAM4POS is not available as a generic application and will not run on other Android devices.

When installed, the SAM4POS application will automatically load when the device is powered-up, other Android applications or desktop functions are not available to the user without authorization.

Devices or 'Stations' within a network can have different settings and programs.

This manual provides programming information for the Sam4POS application. The programming in the various devices is essentially the same except where noted.

Hardware

The SAM4s SAP-6600 & SAP-4800 II touch screen terminals have a 15" LCD with Projected Capacitive Touch (PCT) and LED Backlighting, making them a powerful and cost-effective Android touch screen terminal that will effectively run a variety of Android software applications.

The Sam4s SAP-630 & SAP-530 Series registers are ECR-Style all-in-one Android POS terminals. Featuring a hybrid design, Sam4s has combined a 9.7" touch display for operating the Sam4POS application by touch with a large keyboard to support frequently used items, plus a built-in printer, customer display, card reader and cash drawer.

The Sam4POS Application software is a powerful platform for cafeteria, food court, thrift store, convenience store and many other applications.

SAP-6600

- Intel Braswell Celeron N3160 Quad Core 2.24GHz Fanless Processor
- Android 6.0 (Marshmallow) Operating System
- Stylish 15" LCD with Projected Capacitive Touch (PCT) with LED Backlighting
    - PCT is Inherently Faster, More Reliable and Robust
    - Vivid LED Backlight for Reliability and Energy Savings
    - Resolution 1024 x 768
- Integrated 1.5W Speaker
- 2GB DDR3 RAM expandable to 8GB
- Standard Magnetic Card Reader, Bluetooth and WiFi
- Cash Drawer Port *(accommodates two drawers with splitter)*, Selectable 12/24-volt (12-volt default)
- Optional Integrated 2-Line by 20 Character VFD Customer Display or 15" LCD Rear Display
- Energy Efficient and Low Heat Generation Architecture
- Fanless Operation – No Problematic Ventilation Holes
- Meets IP55 Standards for Exposure to Dust – Water Proof Front Panel
- Superior Serviceability and Ease of Installation

SAP-4800II

- Vivid LED Backlight for Reliability and Energy Savings
- Stylish 15" LCD with 5-Wire Resistive Touch
- ARM Cortex™-A9 Quad Core 1.0GHz Fanless Processor
- 1GB RAM
- Android Operating System
- Standard Bluetooth and WiFi
- Integrated Front-Facing Card Reader
- Two Cash Drawer Ports, Selectable 12/24-volt (12-volt default)
- Optional Integrated 2-Line by 20 Character VFD Customer Display or 15" LCD Rear Display
- Easily Wall Mountable – Standard VESA Configuration

SAP-630

- 9.7" LCD with 5-Wire Resistive Touch Operator Display.
- 160-position spill resistant flat keyboard or a 90-position keyboard with raised keys.
- Integrated 3" (80mm) thermal receipt printer.
- Key-Lock security with Void, Off, Register, X, Z, P positions (S-Mode service mode not used).
- Pop-Up Turret Style Customer Display, 2-Line by 16 Character.
- 2GB DDR3 RAM, 8GB Nand Flash.
- Intel Braswell Celeron N3160 (Maximum 2.24GHz) processor.
- Android 6.0 (Marshmallow) Operating System.
- LAN Standard 10/100 Base-T Ethernet.
- Four Serial COM Ports (two DB9 and two RJ45) and Two USB Ports for easy peripheral connection.
- Integrated Cash Drawer, 12/24-volt selectable (12v default), 5 Bill, 5- or 6-Coin Slots with Drawer Lock and Two Media Slots. Option for 2 additional cash drawers, standard POS RJ11 style connection.

SAP-530

- 9.7" LCD with 5-Wire Resistive Touch Operator Display.
- 160-position spill resistant flat keyboard or a 90-position keyboard with raised keys.
- Integrated 3" thermal receipt printer.
- Key-Lock security with **Void, Off, Register, X, Z, P** positions *(S-Mode service mode not used)*.
- Pop-Up Turret Style Customer Display, 2-Line by 16-Character.
- 1GB DDR3 RAM, 8GB NAND Flash.
- Freescale i.MX6 Quad Core 1.0GHz, ARM Cortex™- A9 processor.
- Android 4.3 *(Jelly Bean)* Operating System.
- Standard 10/100 Base-T Ethernet.
- Four Serial COM Ports and Two USB Ports for easy peripheral connection.
- Optional Integrated Dual Track Card Reader.
- Integrated Cash Drawer, 12/24-volt selectable (12v default), 5 Bill, 5- or 6-Coin Slots with Drawer Lock and Two Media Slots. Option for 2 additional cash drawers, standard POS RJ11 style connection.

Software

The SAM4POS application is largely based upon the features found in the SPS-2000/SPS-500 proprietary ECR's from SAM4s. Resellers familiar with those terminals will note significant differences and improvements.

Memory Supported Features

Unlike the SPS-2000/SPS-500 series terminals, the Sam4POS application software does not require allocation of memory for specific features. Database items such as PLUs, groups and operators can be added and used virtually without limit, as the memory on the SAM4s Android terminal far exceeds memory available on ECR-style proprietary terminals. This also means that certain functions can be replicated virtually without limit for example, tenders and discounts.

Power Requirements

Plug the Sam4POS terminal into a grounded 3-prong outlet.

- Be aware that other electrical devices on the same circuit can cause your ECR to malfunction. Avoid plugging your ECR into outlets where other high-current devices are connected.

- Be aware that power quality issues, including voltage fluctuations, electrical noise, spikes, outages, interruptions, and other power viruses can disrupt or damage modern electronic equipment, including ECRs and PCs.

- When ECRs are interconnected in networks, connected to PCs or where communications cables connect peripherals, particular care must be taken with power sources and communication cable routing. Your authorized dealer can provide detailed power specifications for these applications. Failure to implement installation requirements for networked systems may cause system failures and/or poor system performance.

- The Sam4s Sam4POS terminals are a modern computerized network device. As with all network systems, it requires appropriate electrical power wiring and proper routing of communication cabling for reliable operation and maximizing the life of the equipment.

- When installed in a merchant location, CRS recommends a PowerVAR ABC065-11 power conditioner, CRS P/N 701002. An uninterruptible power supply (UPS) is recommended where frequent power disruptions occur. Without a UPS, the SAM4POS will shut down and reboot when power is disrupted. (The SAM4POS reboots in less than one minute.)

CRS also recommends:

1. Dedicated branch circuits for Sam4POS equipment.
2. Isolated Grounding for all equipment within the Sam4POS system.

Safe Operation

- Do not locate your Sam4s Sam4POS terminal in a damp or wet environment. Avoid high humidity, direct sunlight and temperature extremes.
- Always plug your Sam4POS terminal into a grounded three-prong outlet. Never use two-prong adaptors or ungrounded outlets.
- Check to make sure the power outlet provides the correct voltage: (120V +/- 10%).
- Immediately disconnect the ECR from the power source in case of spilled liquid in the ECR, smoke, or strange smells. Call your authorized dealer for assistance.
- Do not operate the ECR with wet hands.
- Use a soft dry cloth to clean the ECR cabinet. Do not use wet towels or solvents.
- Do not open the ECR case to attempt repairs. Dangerous voltages can cause shock. Service attempts by untrained personnel can cause unnecessary damage to your ECR.

SAP-6600 Controls & Connections

Standard 3-Track
Front Facing
Magnetic **C**ard **R**eader (MCR)

Power Button located
on the bottom right of
the touch panel

Standard 3-Track
Front Facing
Magnetic **C**ard **R**eader (MCR)

Two v2.0 USB Ports

Connection Panel Access Cover

Cable Management Access Cover

Optional Integrated Rear
2 Line by 20 Character
VFD Customer Display

SAP-6600 Connection Panel
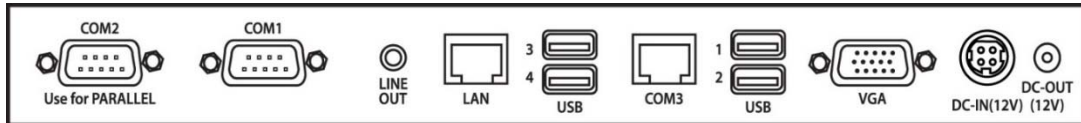
- COM1, COM2 = DB9M With Pin 9 voltage (+5V)
- COM4 = RJ45 Pin 8 (0V / +5V / 12V) Voltage selectable in BIOS
- Audio Line-Out port
- Four v3.0 USB Ports on I/O / Two on rear/side I/O
- LAN Port: RJ45 10/100/1000 Base-T
- VGA Port = DB15F for second display (Maximum resolution: 1920 x 1200)
- Power Connection for External 60W, 12V / 5A power adaptor 100-240V / 50-60Hz
- DC-Out (12V)

Standard Cash Drawer Port
*(Located on the right side of the
connection panel near the DC-Out
and the Power Button.)*
Selectable 24V / 12V

SAP-4800II Controls & Connections

Standard 3-Track
Magnetic Card Reader
(MCR)

Power Button
Located on the bottom
of the touch display.

Break-Out Tabs for
cable management.

Rear VFD Display (optional)

1 Hamburger T1 4.95
TAX 0.32 SUBT 5.27

SD Card Access

Optional Rear
VFD Display

USB Ports (2)

Break out tabs for cable
management.

SAP-4800-II Connection Panel
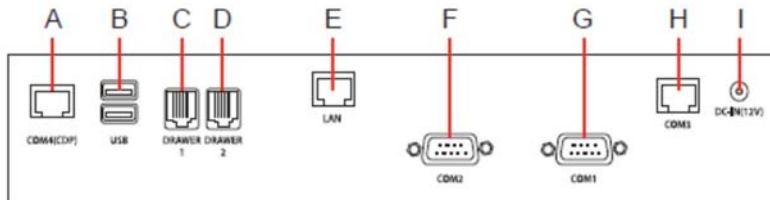
A - COM4 (Powered)

B - USB (2)

C - Drawer 1

D - Drawer 2

E - LAN

F - COM2 (Powered)

G - COM1 (Powered)

H - COM4 (Powered)

 I - DC In (Power Input)

SD Card Slot

Two USB Ports on the Left Side

SAP-630/530 Controls & Connections

3" Receipt thermal printer

9.7" operator touch display.

7 position Mode Key Lock

USB Port

The **Power LED** will illuminate when the ECR is powered on.

The **IRC LED** will flash during IRC operations

Optional **Magnetic Card Reader** (MCR)

Shown with Flat Keyboard
Raised Keyboard style also available

Front Panel Angle Adjustment

Set the LCD panel to the optimum viewing angle

Power Switch

Power Chord

Access panel – Not used
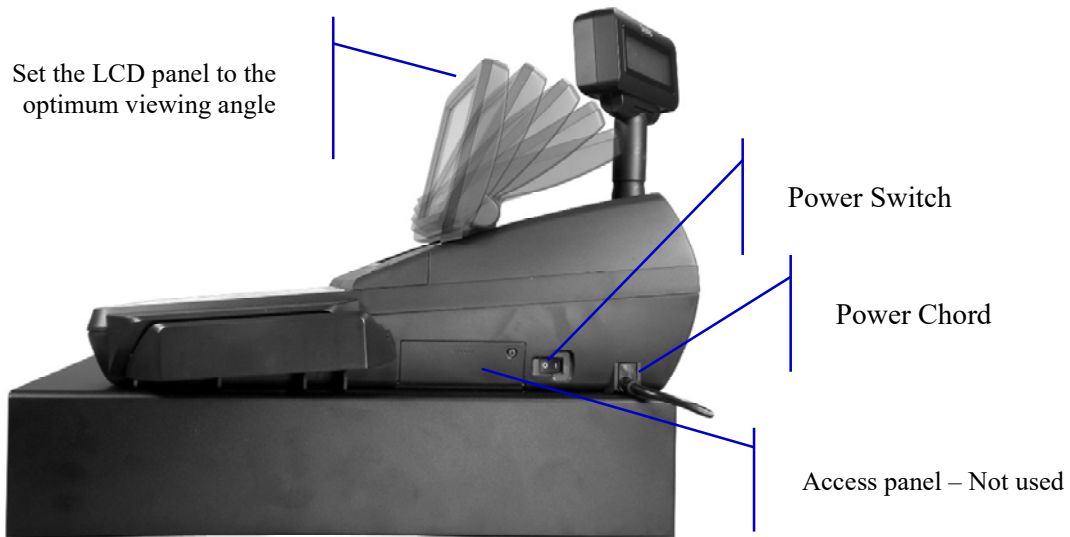
Rear Customer Display

1 PIZZA SLICE
$3.75

Standard Rear Display
Turn and/or lift for optimum viewing
with nearly 270° turning radius

SD Memory Card Slot
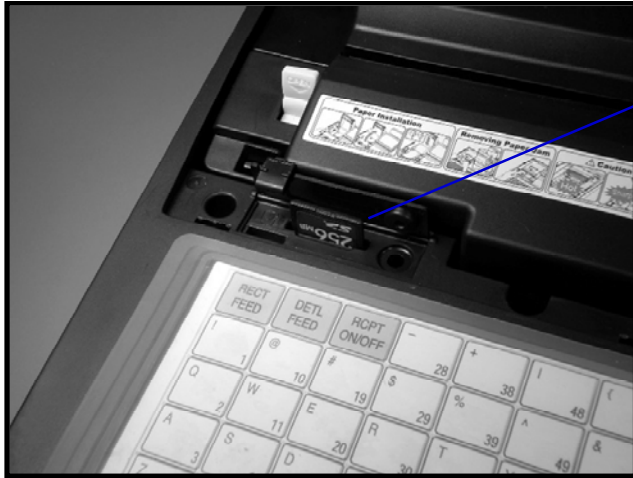
The SD Memory Card is located inside the printer compartment. It can be used to:

- Load Application Program Updates
- Save/Load Program Settings
- Load Graphic Images
- Save Screen Captures

Connection Panel
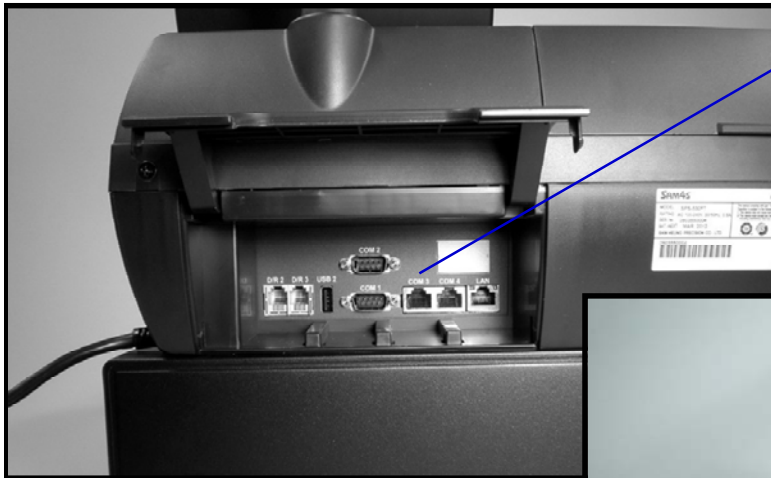
Standard ports include:

- 2 Additional Cash Drawer Ports (24v)
- LAN port
- 2-USB Ports (1 back panel/1 front)
- 4-RS-232C Comm. Ports
  (2-DB9 Male / 2-RJ45)

Front USB port located behind access door (for keyboard, USB memory stick or scanner)

Control Lock

The SAP-630/SAP-530 terminals utilize a control lock/mode key to access the programming, reporting and operation modes.
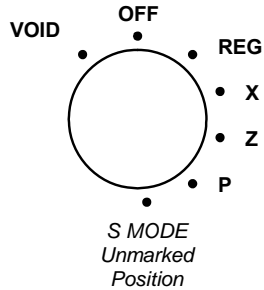
VOID	Use to Void transactions.	
OFF	The register is inoperable.	
REG	(Register) use for normal transaction registrations.	
X	Report Mode: Use to read register reports and perform other manager functions.	
Z	End Of Day: Use to read register reports and reset totals to zero.	
P		
S MODE	(Program) Use to program the register. Not used.	

The Sam4POS SAP-630/SAP-530 Series terminals include two sets of keys that can be used to access the following control lock/mode key positions.

Key	Positions Accessible
VD	VOID, OFF, REG, X
X	OFF, REG, X
Z	OFF, REG, X, Z
PGM	VOID, OFF, REG, X, Z, PGM
C	ALL POSITIONS

Note: Mode keys may be removed from the control lock in the *OFF* or *REG* positions only.

Keyboards *(SAP-630/SAP-530)*

The SAP-630 and SAP-530 are ECR style terminals and come with either a 160-position flat spill resistant keyboard or a 90-position raised keyboard to support frequently used items.

Default Flat Keyboard

Flat keyboard models have 160 key positions with the default legends and key assignments as shown below. The keyboard legend sheet can be replaced by lifting the protective rubber cover.

RCPT FEED			28	38	48	58	68	78	88	98	PLU INFO	RECEIPT ON/OFF	REPRINT	VOID ITEM	EMP#
1	10	19	29	39	49	59	69	79	89	99	EFT OPRTN	R/A	P/O	NO SALE	RETURN
2	11	20	30	40	50	60	70	80	90	100	ALPHA TEXT	EAT IN	YES/NO	ENTER	CANCEL
3	12	21	31	41	51	61	71	81	91	101	SEAT#	LIST CHECK	STORE	RECALL	PRINT CHECK
4	13	22	32	42	52	62	72	82	92	102	EXEMPT TAX	TAX SHIFT	F/S SHIFT	F/S SBTL	
5	14	23	33	43	53	63	73	83	93	103	%1	CLEAR	PLU		
6	15	24	34	44	54	64	74	84	94	104	%2	7	8	9	MISC 1
7	16	25	35	45	55	65	75	85	95	105	%3	4	5	6	CHECK
8	17	26	36	46	56	66	76	86	96	106	%4	1	2	3	SBTL
9	18	27	37	47	57	67	77	87	96	107	%5	0	00	.	CASH

Default Raised-Key Keyboard

RECT FEED		RE PRINT	RCPT ON/OFF	TAX EXMT	TAX SHIFT	VOID ITEM	MDSE RTRN		EAT IN			CANCEL	EMP#
% 1		X/TIME	PLU	CLEAR			1		6		11	F/S SHIFT	
% 2		7	8	9			2		7		12	F/S SUB	MISC 1
% 3		4	5	6			3		8		13		CHECK
% 4		1	2	3			4		9		14		SUBTOTAL
% 5		0	00	.			5		10		15		CASH

Expanded Raised-Key Keyboard

RECT FEED		RE PRINT	RCPT ON/OFF	TAX EXMT	TAX 1 SHIFT	VOID ITEM	MDSE RTRN		EAT IN							CANCEL	EMP#
% 1		X/TIME	PLU	CLEAR	1	6	11	16	21	26	31	36				F/S SHIFT	
% 2		7	8	9	2	7	12	17	22	27	32	37				F/S SUB	MISC 1
% 3		4	5	6	3	8	13	18	23	28	33	38					CHECK
% 4		1	2	3	4	9	14	19	24	29	34	39					SUBTOTAL
% 5		0	00	.	5	10	15	20	25	30	35	40					CASH

Navigating SAM4POS

Default Screens

Log On Screen

Upon boot up, the main Sign On screen displays. On the SAP-630/SAP-530, this screen will display regardless of the position of the mode key.

You can sign on or, if the time keeping feature is being utilized, clock in from this screen. To Sign-On to the Sam4POS application for the first time, use the default password "1" and touch "ENTER".

An employee must be signed on to operate the register.
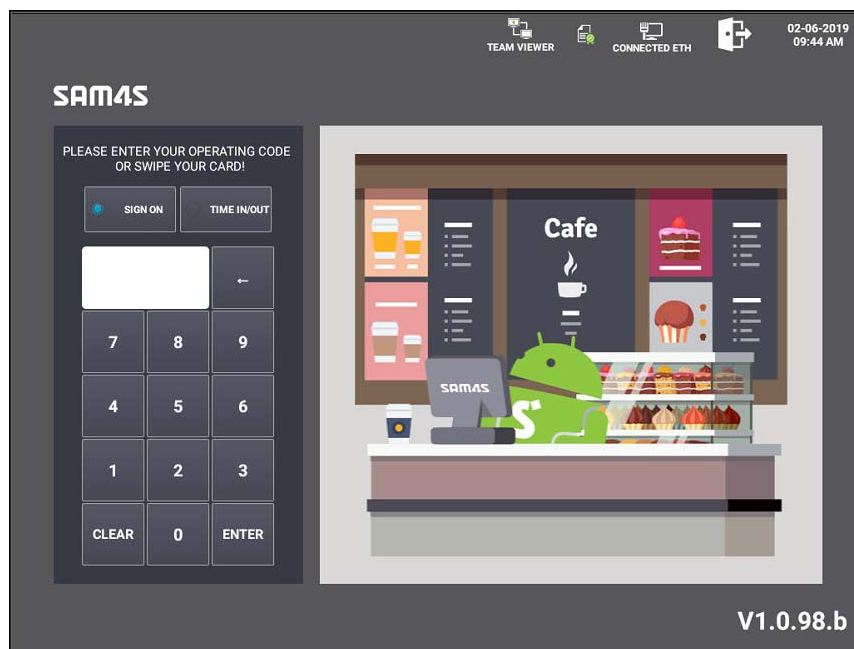
Main Sign On Screen Icons

| Opens Team Viewer | Displays License Info | Current Connection Method | Exits to the main Android screen | Current Date/Time |

Main Menu Screen

After a successful log-on on the SAP-6600/SAP-4800II, the SAM4POS Main Menu screen displays:
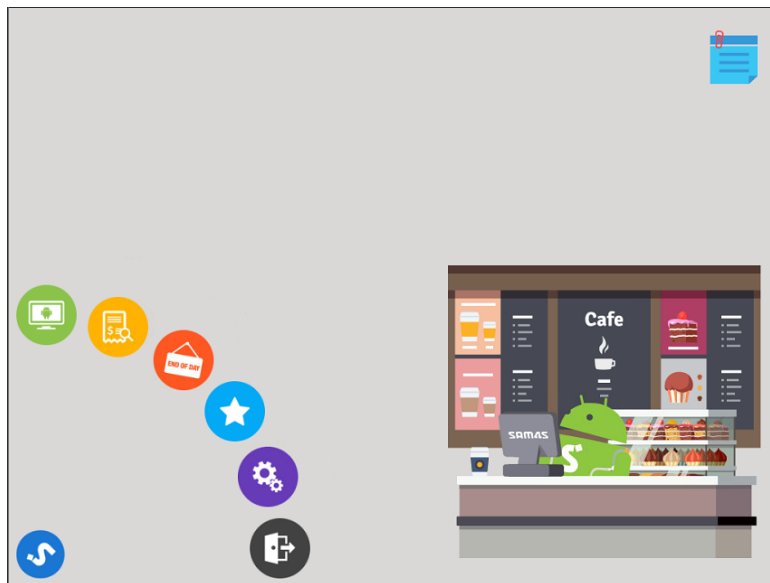
Note: When you log-on to the SAP-630/SAP-530 terminals, the screen displayed depends on the position of the Mode Key; REG, X, Z, P, etc.

Main Menu Icon Details:

The main menu icons are used to navigate to the various operation and program areas of the Sam4POS application.

The Register Mode icon opens the Operator's sales entry screen.

Choose Report Mode icon to access and generate system reports.

Choose End of Day icon to access and run the end of day reports.

The Favorites icon - displays the Favorite List. You can identify specific selections to display in the Favorite List. Selections may be from various areas within the application such as a specific report or program screen.

The Program Mode icon - used to access the various programming areas for making program additions or changes.

The Exit icon - used to close the SAM4POS application, this will return you to the main sign on screen.

Touch this icon to hide or display the main menu mode selection icons.

When displayed, use the Return icon to go back to the previous screen/selection.

Memo/Reminders

On the SAP-660/SAP-4800II terminals, Memos and Reminders can be added and accessed from the main menu screen using the memo icon. The Memos/Reminders can be accessed from the register mode as well.

On the SAP-630/SAP-530, memos are accessed/added only from the register mode.

1. Sign on to the SAM4POS application from the main Log On screen.

2. Press the **Memo Icon** on the upper right of the main menu screen to view or add notes.

3. On the note pad that displays; Press the ⊞ icon to add a new note or reminder to the list.
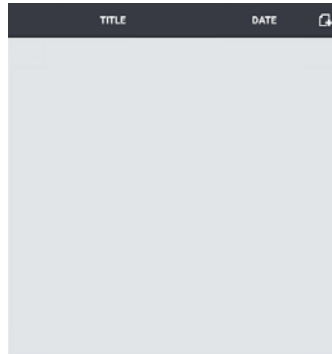
4. Type a **TITLE** for the new note; Type a message if desired and press **SAVE.**
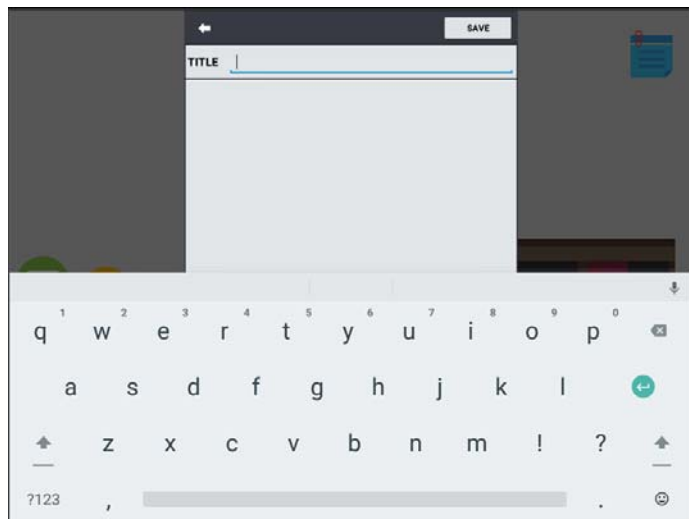
5. The new note is added to the list.

6. To edit or delete notes; tap/touch on the desired note from the list:

TITLE	DATE	
Update Prices	2019-03-11 12:04:04	
MEMO Example	2019-02-05 12:18:06	
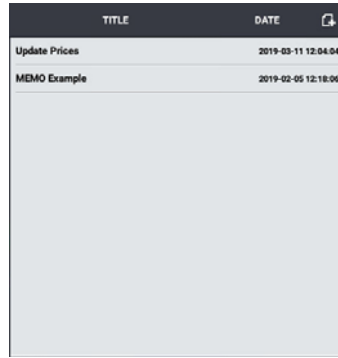
7. Press the:
   - note pad ⊞ icon to edit the note
   - trash can 🗑 icon to delete the note
   - back-arrow ⬅ icon to close the note

   TITLE MEMO Example
   AUTHOR MANNY
   DATE 2019-02-05 12:18:06
   this is where the memo displays
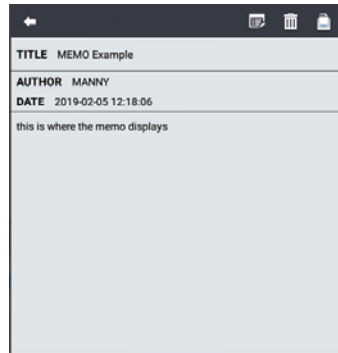
8. Press the note icon to close the list.

Navigation Tips

Navigating the various screens within the SAM4POS application is very intuitive. Screens are setup with easily identifiable icons to quickly access and select the various program areas and options.

Common Icons

Icon	Description
	Back Arrow, used to exit the current Mode selection, go back one screen.
	Use the Return icon to go back to the previous screen/selection.
	Mode, Sub Menu icons used to display/hide the sub menu for the current mode.
	Add Record icon, used to add new records to the database.
≡	Menu icon – used to access the sub menu selection to Edit or Sort information on programming screens.
GOTO	GOTO button - allows you to go to the programming options for that program area, group, recipe or MLU etcetera, from within the current program area.
	Drop down button opens a list of selections for the current program option.
	The pencil icon allows you to open a window to enter a value for the current program selection.
	Option check box with option not selected.
	Option checkbox with option selected.
	Note pad; Edit current list.
	The Trash can icon is used to delete records.
	Inactivate – makes current selection inactive.
	Exit / Clear – used to exit the current operation or to clear a data entry field.
	Copy Icon
	Refresh icon – refreshes the current screen.
	Show or magnify selection
	Print – Used for printing reports and labels.
	Export file to CSV
	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.

Icon	Description
⭐ ⭐	Favorites icon – Use to add or remove current selection to the Favorite List. White is not added to favorite list, gold indicates selection is added to favorite list. The favorite list can be accessed from any mode except the Register Mode.
🧍‍♂️	Table Map icon.
CONNECTED ETH	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.)
SIGN OFF	Sign Off icon allows you to sign off directly from the current screen without having to exit all the way out to the main sign on screen.
▼ SORT BY A TO Z	Sort menu – displays current sort selection from the edit/sort menu; if you press this icon, the sort will go back to the default setting, Sort By PLU Code.

Related Item Sub-Menu

If you are inside a program category or report area, you can take a shortcut to a related program area rather than backing out to the main program screen and reselecting the new program are. and following the menu to a different area. From an individual program screen, (as an example we will use the PLU programming screen) touch title *PLU* in the upper left to display a list of related programs. Select a new program area directly from the list to go to the programming for your selection.

Back Arrow Function

Touch PLU ▾ to Display the Sub-Menu

PLU Sub-Menu
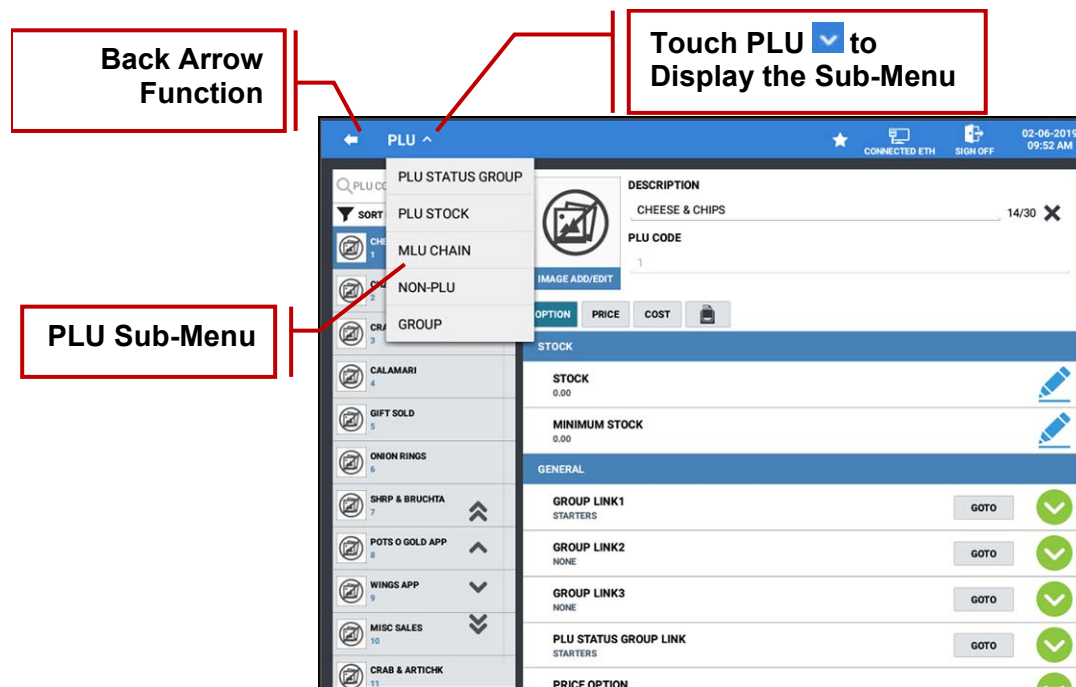
Left or Right Hand Display by Employee

By operator preference, the screen can be set to for left or right-handed view.

(See "Employee Option Definitions" – "General" Options.)

Right Hand View   **Left Hand View**

Using the On-Screen Keyboard

When a program or operation function requires an alphanumeric entry, the screen keyboard will display automatically. Type your descriptor and touch Done. The keyboard will hide automatically when your entry is completed.
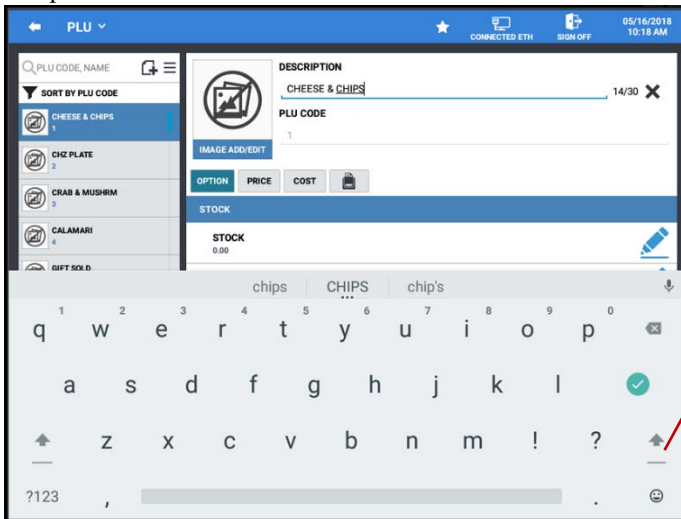
Press the CAPs button to capitalize a letter.

Press and hold the CAPs button to activate the CAPs Lock. (CAPs Lock is indicated by blue line under the icon):

CAPs Off

CAPs On

CAPs Locked

NUMERIC KEYS: Press the `?123` numeric key to access.
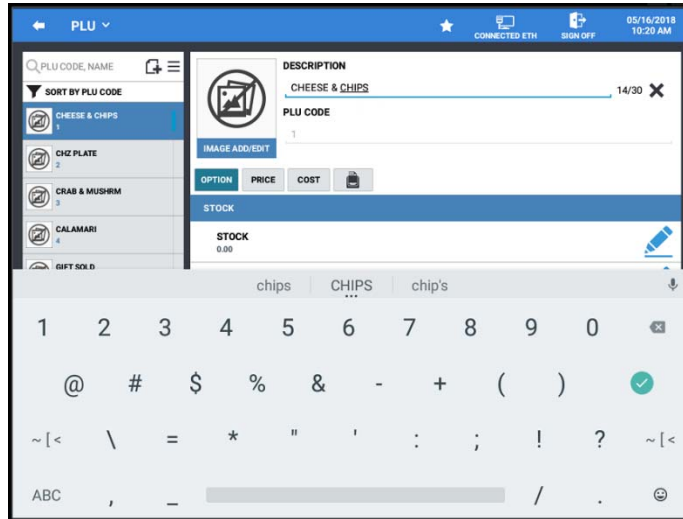
ADDITIONAL FUNCTION KEYS: Press the `~ [ <` symbol key to access.
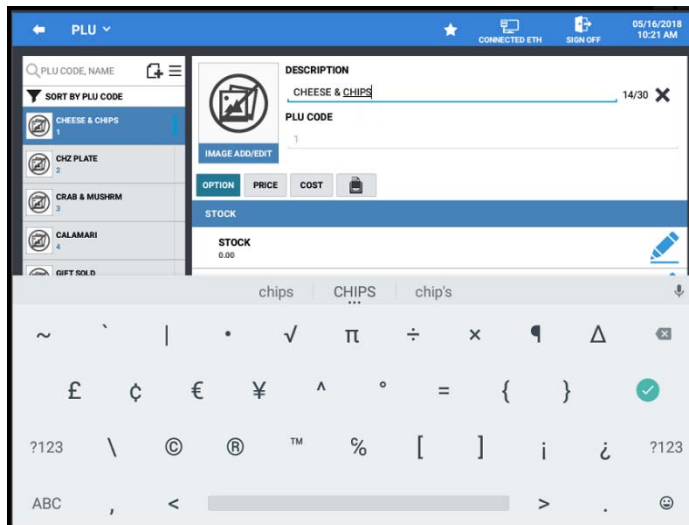
Using an External Keyboard

For large scale programming, users may find an external USB keyboard more familiar and quicker to use for entering data. You can hide the on-screen keyboard by touching the ESC key on the external keyboard.

The following shortcuts may be used with an external keyboard:

Esc	If a screen keyboard is displayed, press Esc to hide it, otherwise Esc will perform a back function, returning to the previous screen or program.
F8	Press to enter a new item. If there are two "new" options, for example in MLU programming, [NEW MLU GROUP] and [NEW MLU], F8 will bring up the lowest level, in this case [NEW MLU].
Del	Delete the selected item.
Tab	Advance to the next field
Enter	OK
Shift + Enter	OK and Continue

Menu Icon

In a long list, multiple items can be Edited (deleted or inactivated) Sorted for easier navigation or Filtered to see specific items. Different program areas may have different selections on the Menu ≡ icon, and selections within a sub menu may contain more selections.

For example: Press the menu ≡ icon in PLU programming to view the selections. Press the **FILTER** selection on the sub menu. An additional sub menu displays selections with the Filter selections:
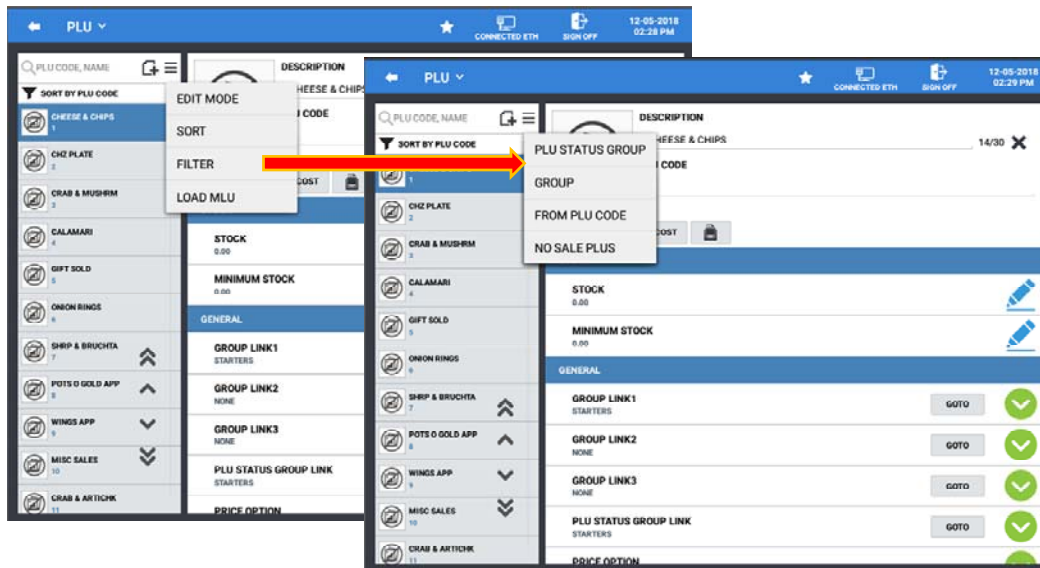
Edit Mode

In a long lists, multiple items can be deleted or inactivated from the Edit Mode.

1. Touch the Menu icon ≡ and select **EDIT MODE** to edit the list.

2. Select specific items from the list. For example; edit a PLU list. The action you choose will apply to all selected PLUs.

3. You can also search for specific items by code or descriptor. Press the search field ⌕ PLU CODE, NAME ☐⊞ at the top of the display and then type the desired code or description. Only items matching the search parameters will appear.
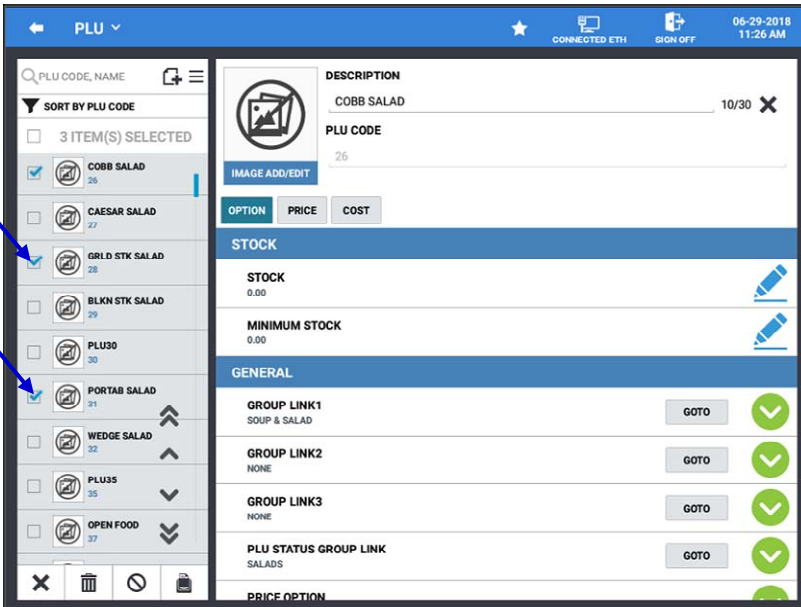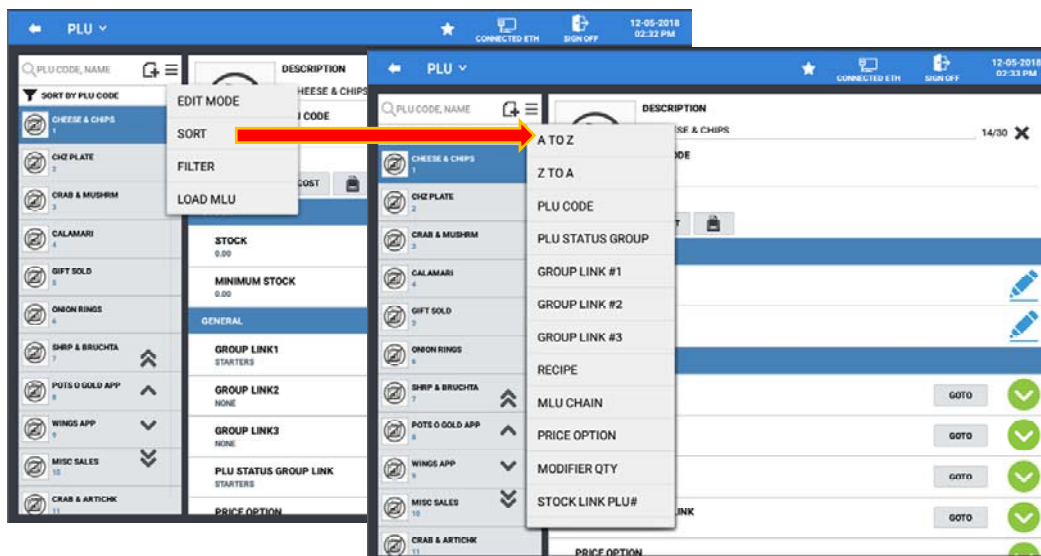
Sorting a List

In a large list, it may be simpler to sort the items in the list to assist in location specific items quicker. Select [SORT] to sort the items either alphabetically or by PLU code.

Viewing/Hiding Options on Long Lists

For program areas where there are long lists of selections, such as PLU options, PLU Status Options, or Function Options and System Options, are categorized or organized in sections. You can view or hide the detail options within categories.

View with option details hidden. Touch the option category to display all category details.

View with option details displayed. Touch the option category to display categories only.

Passwords

Specific passwords may be required to access the Report Mode and Program Mode. A separate Manager Password can also be set to allow access to manager controlled operations and activities. Operations set as 'Manager Required' can be completed only after the correct password is entered.

Password Notes

◆ The default passwords for access to the Report Mode and Program Mode is 0 (meaning no password entry is required to access this mode); the default system Manager Password is: **9999**.

    o You can set your own 4-digit system manager password by going to: PROGRAM MODE > OPTIONS > OPTIONS > SYSTEM OPTION

◆ When an employee performs an operation requiring manager approval, the Manager Required prompt appears. The manager will be required to enter the appropriate password to allow the operation to proceed. The password can be entered several different ways:

➢ You can type in the system Manager Password and press Enter.
➢ You can enter the operating code of any employee that has the ADMIN USER option checked.
➢ If an employee card system is used, employees with manager status can swipe their card to complete the transaction.

Initial Clear

The initial clear function allows you to exit any register activity and return to a beginning or cleared state. No program data is lost by performing this operation.

1. In versions 1.0.26 and later: Tap the **Version** information, in the lower right corner, three times to initial clear the SAM4POS terminal. *(In versions before 1.0.26: tap the SAM4s logo displayed on the main sign on screen three times.)*
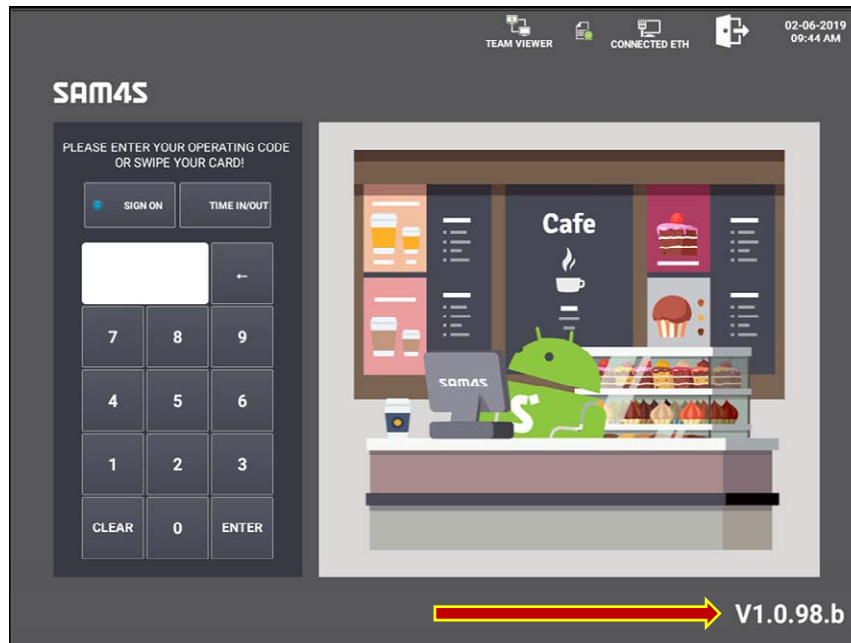
2. The Notification dialog displays:
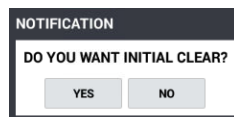
3. Press **YES** to proceed with the initial clear; or press NO to exit without the initial clear.
4. Sign on to the SAM4POS as normally.

Memory All Clear

This operation clears all programming and returns SAM4POS to the factory default.

This operation is reserved for the System Admin only. Contact your local authorized dealer for assistance.

Warning: *This operation is not reversible; all programming, settings, and report totals will be lost. Be sure to back up the program prior to performing this procedure if you wish to save any of the current program files, settings or report totals.*

1. From the Sign-On screen; sign on to SAM4POS as the **System Admin**. The confirmation dialog displays.

2. Press **YES** to confirm.
3. Go to: **PROGRAM MODE \ SYSTEM \ DATABASE \ APP FACTORY RESET**
4. The confirmation dialog displays:
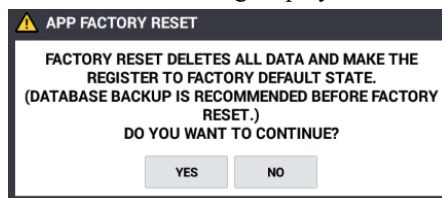
5. Press **YES** to confirm or no to exit without resetting.
6. The SAM4POS Application will be reset and the default demo database program will be loaded.

⬛ SAM4POS Operator Screen

Normal sales transactions and other sales related operations are performed from the register mode. On the SAP-6600/SAP-4800II, touch the Register Mode icon on the Main Menu screen to open the SAM4POS Register Mode / Operator Screen.

On the SAP-630/SAP530, turn the mode key to the REG position.

The operator screen is divided into different zones to facilitate regular sales transactions.
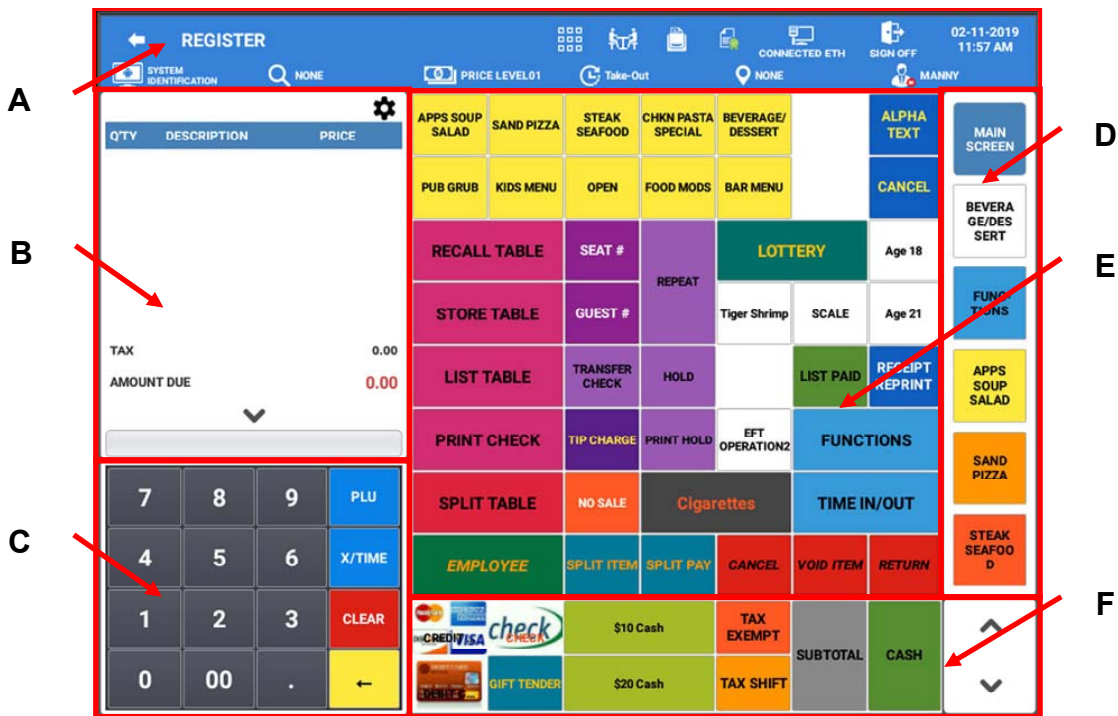
Pressing the Back Arrow icon ⬛ will close the register mode operators screen and return to the main menu screen on the SAP-6600/SAP-4800II. On the SAP-630/SAP530 the current employee will be signed off and the main sign on screen will display.

Operator Screen Zones

Zone	Description
A	Header – Top Row displays: Back Arrow, Mode, Menu, Table Display, Receipt On/Off, License Info, Connection method and Date/Time. Header – Bottom Row displays: System Identification, PLU Key Info, Price Level, KP Period, Destination and Employee name.
B	Transaction Detail – Displays the current sale information for the operator/cashier. You can touch ⌄ to hide the 10-Key pad and expand the receipt area.
C	10-Key pad – used to enter amounts into open items or enter tender amounts. You can touch ⌃ open the 10-Key pad if it is hidden.
D	MLU – Menu Look Up keys are used to access various screens for registering categories of items or performing specific operations and functions. When more MLUs than can be displayed are available, scroll keys are provided to see the additional MLUs.
E	Item Area – Displays the items for sale or functions assigned to the selected MLU.
F	FLU – Function Look Up keys are used primarily for tendering operation but other functions or MLU's can be assigned here as well. When more FLUs than can be displayed are available, scroll keys ⌃ ⌄ are provided to see the additional FLUs.

Operator Screen Header Bar

Operator Screen Header Icon Details

Header Icons - Top Row	
← Back Arrow	Back Arrow – Used to exit the register mode
REGISTER	Mode – Indicated the current mode
Menu Icon	Menu Icon – Tap to display memory storage usage percentage and the Memo pad. ** Refer to the "Expanded Operator Screen Header Bar" shown below.
TEAM VIEWER	Team Viewer – Allows access to team Viewer without having to exit the register mode.
Table Map	Table Map – Open the Table map, see TABLE MAP programming for details.
Receipt	Receipt On/Off – Turns receipt printing On and Off
License	License Info – Touch this icon to display the terminal License information:
CONNECTED ETH	Connection Method – Tap this icon to access the main Android, Wireless & Network settings. The Manager Password is required for access.
SIGN OFF	Allows you to sign off the current employee and return to the main sign on screen.
2018-01-25 09:28 AM	Date/Time – Touch this icon to display the clock on the screen:

Header Icons - Bottom Row	
SYSTEM IDENTIFICATION	System Identification displays the terminal information
Q NONE	PLU Key Info – Select to display the PLU 'Price' or 'Stock' on PLUs or select 'None'
PRICE LEVEL01	Price Level – displays the current Price Level, touch this icon to select or change to a different price level
EVENT	KP Period – Allows the operator to select/change the KP Period
NONE	Destination – Tap this icon to set the default destination or select None
ADMIN	Employee – displays the currently signed on employee, touch this icon to display: Time In/Out, Sign On info, Employee Report, Tip Report, Other Employee Report and Sign Off - *(Note: Other Employee Report is available only if employee is set as ADMIN)*

Expanded Operator Screen Header Bar

When the More Functions Menu icon [⊞] is selected, additional icons display on the header bar; memory usage, memo, TeamViewer and favorites icons display. (Available at version 1.0.98 and later.)

More Functions Menu Icons

⊞	Tap the More Functions Menu icon to access the End of Day report, Percentage of Memory Used, Memo, Team Viewer and Favorites icons.
END OF DAY	End Of Day icon – available with appropriate authority level setting only. Allows Employee to perform the EOD report from the Register mode.
11%	The Memory Storage icon displays the memory percentage usage; Tap the icon to display the memory storage management data. The Storage Threshold percentage can be set in Option\System Option.
MEMO	Tap the Memo icon to view or add a memo\note\reminder.
TEAM VIEWER	Team Viewer – Allows access to the Team Viewer application for remote support directly from the register mode.
★	Favorites – When selected, the register mode screen is added to the Favorites list. Note: The Favorite List is accessible from all modes except the Register Mode.

End Of Day

If selected, the EOD report is performed. The status dialog displays while the report is performed, then the EOD success displays briefly.

Memory Storage Management

The memory percentage usage icon is available when you press the more functions menu icon on the register screen header bar. When you tap on the memory percentage usage icon, the memory storage management dialog is displayed. This feature is used to view memory resources.

STORAGE SIZE : 1.77 GB / 14.55 GB

☐ SALE DATA : 741.00 Kb

☐ IMAGE FILES : 581.51 Kb

☐ VIDEO FILES : 0 Kb

☐ EJ FILES : 173.27 Kb

☐ BACKUP DATABASE FILES : 3.68 Mb

☐ SPLIT DATABASE FILES : 797.00 Kb

☐ ETC FILES : 0 Kb
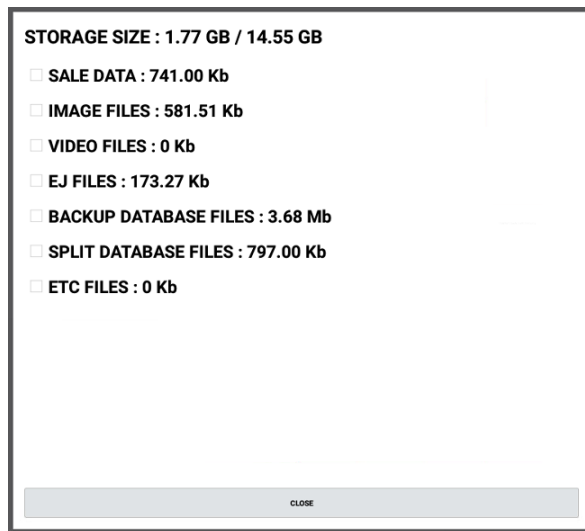
CLOSE

- Press **CLOSE** to exit the memory usage dialog.

Memo Icon

The Memo icon is available when you press the more functions menu icon on the register screen header bar. Selecting the Memo icon allow the operator to add a note or reminder that can be reviewed at a later time.

1. Sign on to the SAM4POS application from the main Log On screen.
2. Tap the register mode icon or turn mode key to REG.
3. Press the **More Functions Menu** icon to access the Memo icon.
4. Press the **Memo Icon** to view or add notes.
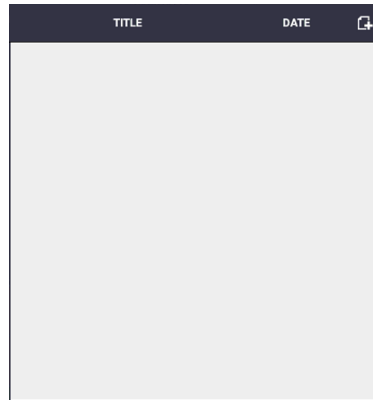
5. On the note pad that displays; Press the **add record icon** to add a new note or reminder to the list. The memo dialog and a keyboard display.
6. Type in a **TITLE** for the note/reminder using the keyboard on the display. *(An external keyboard connected to the terminal may also be used.)*
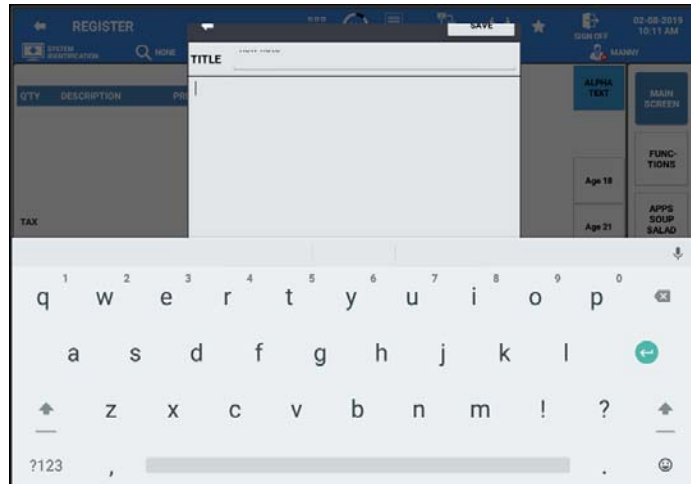
7. Then type the **Message**
8. Press **SAVE** when finished.
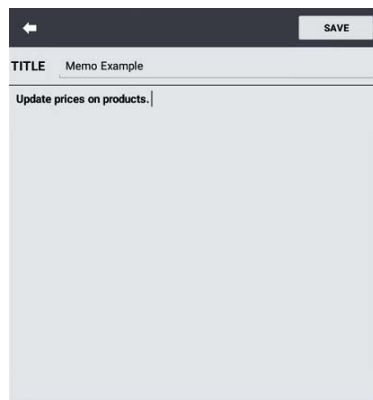
9. The new **memo/note/reminder** is added to the list.

TITLE	DATE	⊞
new note	2019-02-08 10:26:49	
Memo Example	2019-02-06 12:29:39	
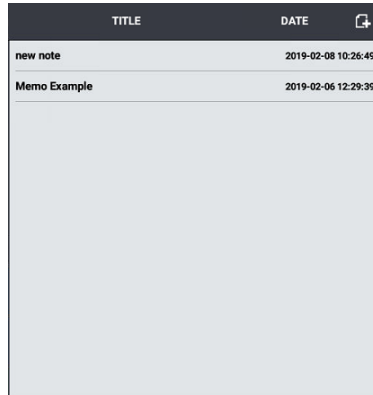
10. To edit or delete notes; tap/touch on the desired note from the list:

11. Press the:

- note pad ⊞ icon to edit the note;

- trash can 🗑 icon to delete the note;

- print 🖨 icon to print the selected memo;

- return ⬅ icon to close the note.

12. Press anywhere outside the memo list to close the list and return the register screen.

TITLE Memo Example

AUTHOR MANNY

DATE 2019-02-06 12:29:39

Update prices on products.
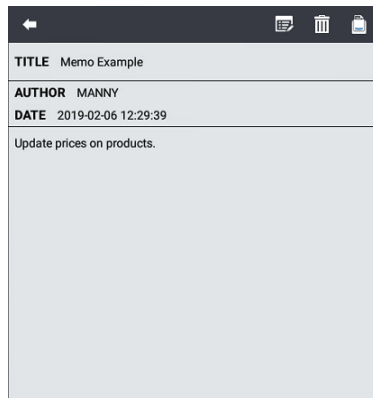
Team Viewer

The Team Viewer icon is available when you press the more functions menu icon on the register screen header bar. Team Viewer is a remote access utility that can be used to remotely support the SAM4POS application. The Team Viewer Quick Support application is already pre-loaded on the SAM4POS terminals.

To be able to utilize this tool, a connection to the Internet is required.

Favorite Icon

The Favorite icon is available when you press the more functions menu icon on the register screen header bar. When selected, the register mode can be added or removed from the favorite list.

Sale Screen Size Edit

A new option was added in v1.0.73 and later in the Program Mode\Options\Options\General Option: ALLOW SALE SCREEN EDIT in the Sale options section.

1. If this option is ON, the gear icon ✿ will display in REGISTER MODE allowing for the screen size to be edited.

2. Press the gear icon to change the size of the sale display:

3. Press and drag in the white area next to the save icon 🖫 to expand the sale display area. Notice that **all** display areas are adjusted:
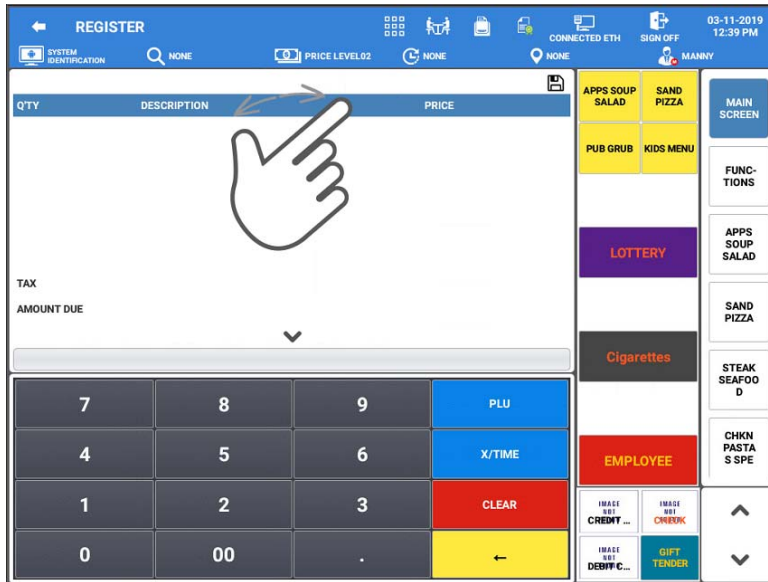
4. Press the save icon 🖫 if you want to save the new screen configuration.

Note: Any hidden MLU/FLU keys will no longer be accessible when registering sales.

![Report Mode icon]
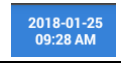
Report Mode

When the Report Mode is selected, a grid of six quick view summary reports displays for managers to quickly see selected report information. Additional detailed reports can be accessed by touching the 'REPORT MODE ⌄' sub menu dropdown. Cash Declaration is also provided in the Report Mode and as well as a calendar view for sales data.

1. From the main menu screen, press the **'REPORT'** icon *(X-Position on the SAP-630/SAP-530)*; the default **REPORT MODE** screen displays. Reports can be selected/deselected as desired to view.
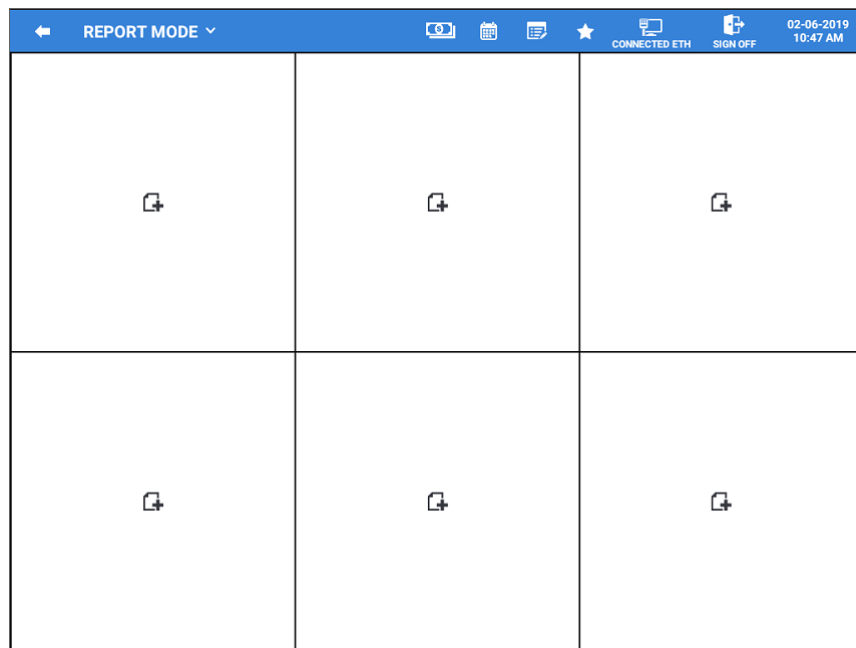
2. Press the 🔍 icon to **'SHOW'** the selected summary report details or press the Report Mode drop down to select a detailed report to view.

Report Mode Icons

Icon	Function Description
←	Back Arrow exits the report mode.
⌄ ⌃	Displays/Hides the Detailed Reports Sub Menu selections; press this icon to access all other reports.
💵	Cash Declaration
📅	Calendar Report View
📝	Note-Pad/ Edit – used to show/hide the edit icons on the individual report cells.
★	Press this icon to add or remove the report mode or specific report selections on the favorites list.
CONNECTED ETH	Connection Method – Tap this icon to access the main Android, Wireless & Network settings. The Manager Password is required for access.
SIGN OFF	Allows you to sign off the current employee and return to the main sign on screen.
2018-01-25 09:28 AM	Date/Time – Touch this icon to display the clock on the screen.
⊞	Add record icon
📝	Edit icon, brings up the Report Summary list to change the report that displays in the selected cell.
🗑	Trash Can/Delete icon – used to remove the report selection from the cell.
↻	Refresh – used to refresh the current selected report.

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Summary Reports

The Report Mode Summary Reports screen allows you to view selected report information without having to first run and print the report.

Adding Reports to the Summary Report

To add or edit the summary reports that are shown on the report mode quick view display, touch the add record icon ⊞ in any of the six, quick view summary report grids to display a list of available summary reports.

Note: reports that have already been assigned to a cell will no longer appear in the list.

Touch the ⊞ add record icon to add a report to the window.
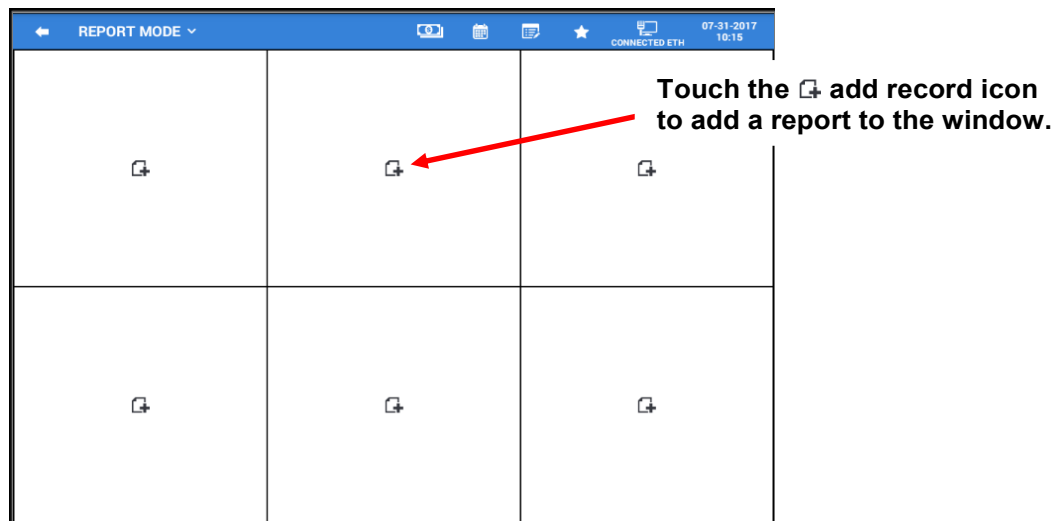
◆ The available quick view Summary Report Items include:

◇ **Current Sales Status (Graph)**	◇ **Sales By Time Period**
◇ **List Check**	◇ **Time In Employee**
◇ **Top 10 – Best Sales PLU**	◇ **Time In/Out Employee**
◇ **Top 10 – Best Sales Group**	◇ **Current Sales Status (Text)**
◇ **Top 10 – Best Employee**	◇ **TIP Report By Employee**
◇ **Sales Comparison – Previous Day**	

◆ Select the report from the list that you want to appear in the selected cell on the quick view screen.

◆ When you have added your report selections, they will appear on the quick view screen.
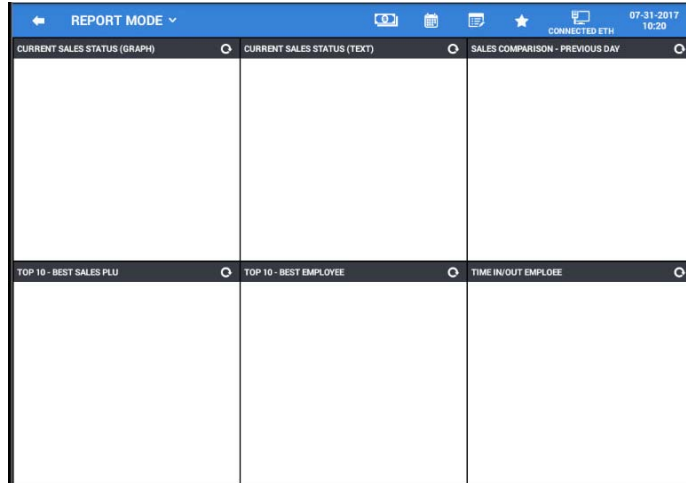
◆ To display the report information, you may need to exit the report mode and then return back again.
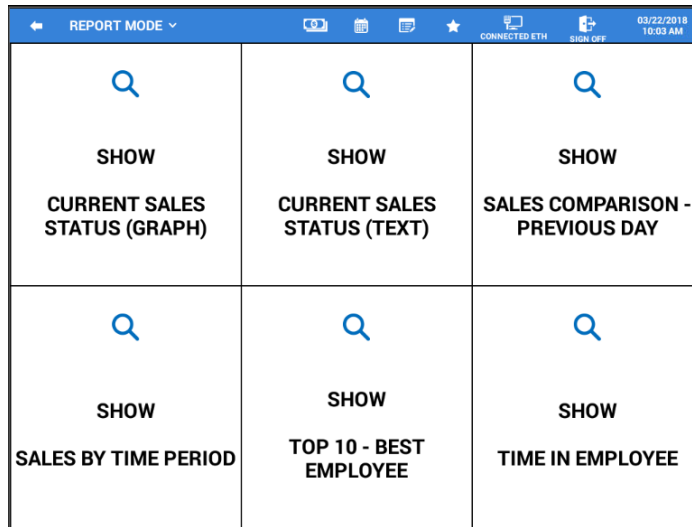
◆ If the report doesn't display, touch the 🔍 icon to see the report data:
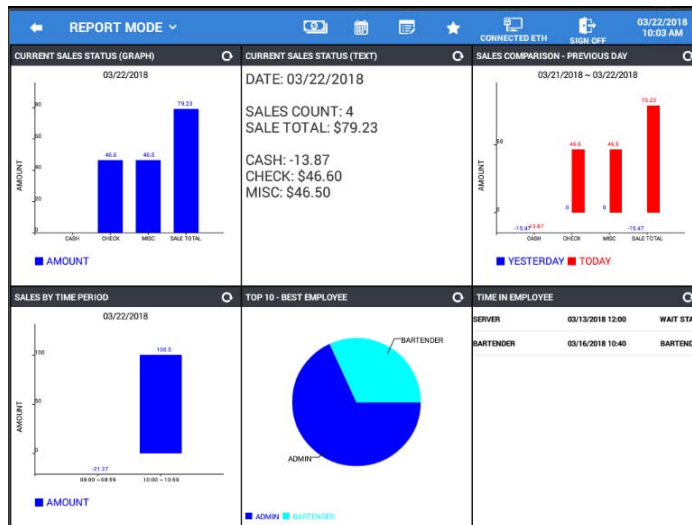
Edit the Summary Reports

If desired, the current reports displayed in the report mode summary report view can be changed to display different reports or removed from the summary report view.

◆ Touch the Edit icon on the title bar to display or hide the edit icons for each report in the grid.
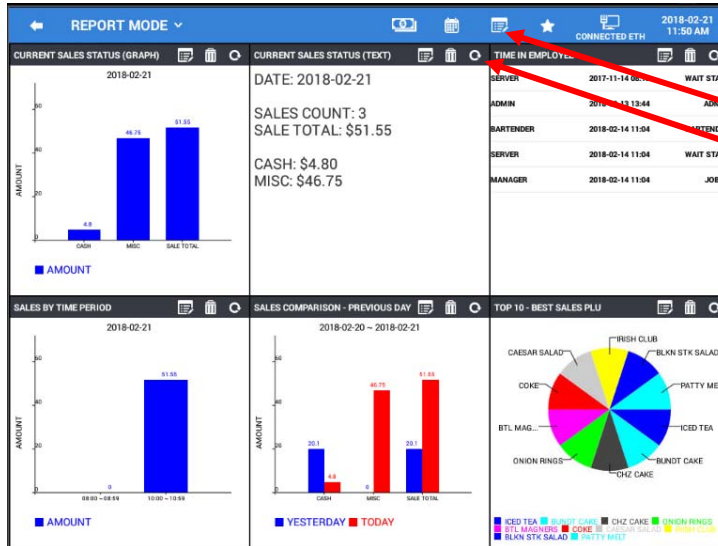
The "Edit" icon on the header bar displays or hides the edit icons for each report in the grid.

◆ Press the Favorites icon ⭐ if you want to include the REPORT MODE to your Favorite List selections.

◆ To exit the report mode, press the ⬅ button.

◆ The next time you enter the report mode, the quick view will display as shown here:
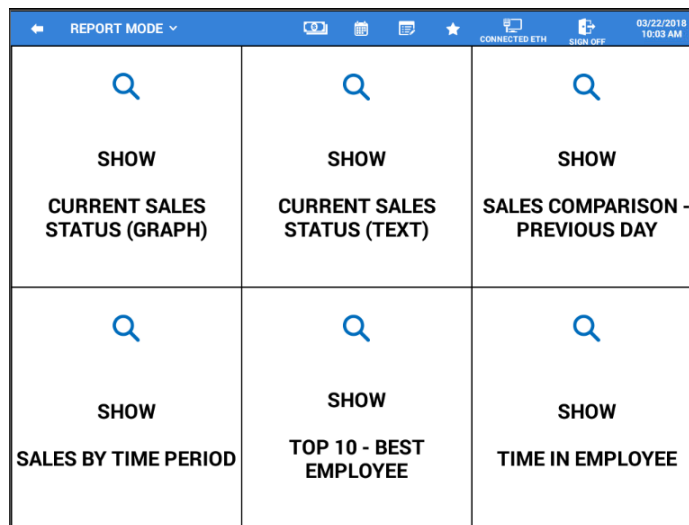
◆ To see the quick view reports again simply press the 🔍 in the cell to view the report data.

　o　You can change the reports displayed here by pressing the 'Edit' icon 🖉 and selecting a different report from the list of available Summary Report Items.

　o　Touch the 'Delete icon' 🗑 to no longer display any report in the current cell.

　o　Press the 'Refresh icon' 🔄 to refresh the report in the cell.

Detailed Reports

Additional reports are available by selecting the detailed report sub menu. From the sub menu report section, you can view, print or save the selected report as a CSV file. Reports are not cleared from this report mode, to clear reports you would need to go to the "End of Day" report mode.

1. Touch **'REPORT MODE ∨'** sub menu dropdown on the title bar to access all other reports. Select the specific report you wish to view from the list to open the report.

Touch REPORT MODE ∨ to open the detailed reports selection menu.
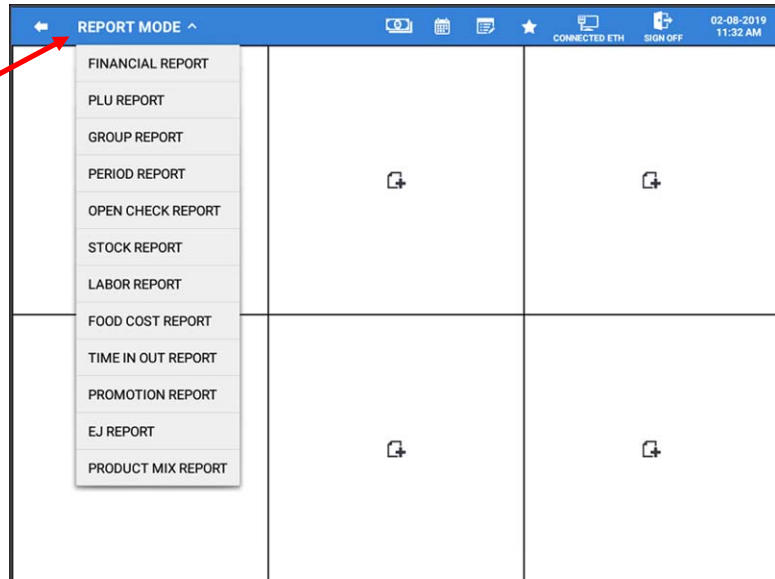
2. After making a report selection, you will be able to view the selected report. Select the **Date** or date range, choose detail **Options** and **Filters** for the report to view the desired information.

Note: The Date selection, Options and Filters will vary depending on the report selected.

Dates

You can choose **DATES** to view reports for Today, Last End of Day, or set a Custom period; you can also choose from Daily, Weekly, Monthly, 3 Month, 6 Month or Yearly reports. Simply make your selection and press the refresh icon to change the current view to your new selections.

TODAY

This selection will display the report data for the current day.

LAST END OF DAY

This report selection displays report data since the Last End of Day report was generated.

CUSTOM PERIOD

This selection allows the manager to select a specified report period; Select the Start Date and End Date for the Custom Period report.

DAILY

This selection allows the manager to select a specific day to review report data; Select the day by entering the Start Date *(the End Date will automatically be entered).*

WEEKLY

This selection allows the manager to select a specific week to review report data; Select the desired week by entering the Start Date; The start date can be any day of the desired week *(the End Date will automatically be entered).*

MONTHLY

This selection allows the manager to select a specific Month to review report data; Select the desired Month by entering the Start Date; Select the Month and Year for the report. The day selection has no effect, the day will always be the 1st of the selected month, *(the End Date will automatically be entered).*

3 MONTH

This selection allows the manager to select a specified 3-Month *(quarterly)* range to review report data; Select the desired 3-Month range by entering the Start Date; Select the Month and Year for the report. The day selection has no effect, the day will always be the 1st of the selected 3-month range; *(the End Date will automatically be entered).*

6 MONTH

This selection allows the manager to select a specified 6-Month *(bi-annual)* range to review report data; Select the desired 6-Month range by entering the Start Date; Select the Month and Year for the report. The day selection has no effect, the day will always be the 1st of the selected 6-month range; *(the End Date will automatically be entered).*

YEARLY

This selection allows the manager to select a specific Year to review report data; Select the desired Year by entering the Start Date; Select the desired Month and Year for the report. The day selection has no effect, the day will always be the 1st of the selected month; *(the End Date will automatically be entered).*

Additional selections in the Dates area are:

START DATE and END DATE

Use the calendar provided to select the start & end dates.

END OF DAY NUMBER

You have the option to select a specific End of Day Number *(if more than 1 has been performed)*

TERMINAL

You can select to view reports from ALL terminals or select individual terminals.

Options

Allow you to further define the report to display specific data.

TRAINING DATA	**REPORTING BY EMPLOYEE**
CURRENT DATA	**SIGNED ON EMPLOYEE**
DETAILED DATA	**CLOCKED IN EMPLOYEE**
ZERO SKIP	**REPORTING BY TERMINAL**
DRAWER TOTAL	
TIP TOTAL	

Filters

The filters provide further flexibility by allowing you to filter the report to show all employees or choose a specific employee to view just their individual totals.

Generate

This section provides:

♦ A **REFRESH** button ↻ to refresh the report data after changing date selections, options or filters.

♦ A **ZOOM** button 🔍 to view just the report data.

♦ A **REPORT VIEW** button 🖥 that allows you to view the report and/or print to the receipt printer.

♦ The **EXPORT** Button 📄 allows you to export the selected report to either a CSV file or as a PDF. Exported reports are formatted to 8.5 x 11.

♦ Use the ⊘ ⊗ icons to hide/show the Dates, Options, Filters and Generate selections. This allows you to view just the report data.

Available Detailed Reports

Financial	**Open Check**	**Time In Out**
PLU	**Stock**	**Promotion**
Group	**Labor**	**EJ**
Period	**Food Cost**	**Product Mix**

Financial Report

DATES
Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE & END DATE

END OF DAY NUMBER AND TERMINAL SELECTION

OPTIONS
Training Data, Current Data, Detailed Data, Zero Skip, Drawer Total, Tip Total
Reporting By Employee, Signed On Employee, Clocked In Employee, Reporting By Terminal

FILTERS
EMPLOYEES - ALL or selected Employees

GENERATE
Refresh, Zoom, Report View, Export

PLU Report

DATES
Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE & END DATE

END OF DAY NUMBER

TERMINAL SELECTION

OPTIONS
Training Data, Current Data, PLU Zero Sales, Waste, Promo, Price Level, Not Found PLU, PLU Profit
Reporting By Employee

FILTERS
Group #1, #2, #3 – Select specific Groups assigned on PLU group assignment #1, #2, #3
EMPLOYEES – Choose ALL or Selected Employees
From PLU \ To PLU – Select a PLU or PLU range for the report if desired
TOP – Choose to display the Top 5, 10, 20, 30, 50, 100 or ALL PLU's

Additionally, the PLU Report data can be displayed as a List report or in a Graph format.

GENERATE
Refresh, Zoom, Report View, Export

Group Report

DATES
Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE & END DATE

END OF DAY NUMBER

TERMINAL SELECTION

OPTIONS
Training Data, Current Data, Waste, Promo
Reporting By Employee

FILTERS
Group – Select a specific Group or Groups to view
Employee – Choose ALL or selected Employees
From PLU \ To PLU – Select a PLU or PLU range for the report if desired
TOP – Choose to display the Top 5, 10, 20, 30, 50, 100 or ALL PLU's

Additionally, the Group Report data can be displayed as a List report or in a Graph format.

GENERATE
Refresh, Zoom, Report View, Export

Period Report

DATES
Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE & END DATE

END OF DAY NUMBER

TERMINAL SELECTION

OPTIONS
Training Data, Current Data

FILTERS
EMPLOYEE – Choose ALL or selected Employees

TYPE
TIME PERIOD – Enter the desired time period in number of days; *i.e. 30, 60, 100, etc.*
Press the Time Period button to select Date Period:
DATE PERIOD – Day, Week, Month - - Sales, Group, Destination, Track
Press the Date Period button to return to Time Period selections.
DAY PERIOD – Choose: Day, Week or Month
SALES \ GROUP \ DESTINATION \ TRACK

Additionally, the Period Report data can be displayed as a List report or in a Graph format.

GENERATE
Refresh, Zoom, Report View, Export

Open Check Report

DATES
Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE & END DATE

ALL DATE
When selected, only the TODAY selection above is available

TERMINAL SELECTION

FILTERS
EMPLOYEE – ALL or selected Employees
TRACK – Select ALL or select specific Tracks from the list for the report *i.e. Drive-Thru*
TOP – Choose to display the Top 5, 10, 20, 30, 50, 100 or ALL PLU's

GENERATE
Refresh, Zoom, Report View, Export

Stock Report

DATES
Only the TODAY selection is available

FILTERS
Group #1, #2, #3 – Select specific Groups assigned on PLU group assignment #1, #2, #3
From PLU \ To PLU – Select a PLU or PLU range for the report if desired

GENERATE
Refresh, Zoom, Report View, Export

Labor Report

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE & END DATE

OPTIONS

Sales And Labor % - The Sales & Labor % Report is a combination of data from the *Period Report* and the *Time In Out Report*.

FILTERS

EMPLOYEE – Choose ALL or selected Employees
TOP – Choose to display the Top 5, 10, 20, 30, 50, 100 or ALL PLU's

TYPE

TIME PERIOD – Enter the desired time period in number of days; *i.e. 30, 60, 100, etc.*
DATE PERIOD – Choose: Day, Week or Month
Employee Type or None

Additionally, the report data can be displayed as a List report or in a Graph format.

GENERATE

Refresh, Zoom, Report View, Export

With the Options setting
SALES AND LABOR selected:

With the Type selection for
EMPLOYEE TYPE selected, data is
split out per employee:

LABOR REPORT DEFINITIONS:

DESCRIPTION = Time/Date Period.

CUST = Customer Count, number of customers.

NET SALES = Net Sales total amount.

AVG/CUST = Average amount per customer.

** CUST and NET SALES values are from Sales by Time Period Report where AVG/CUST is division of these two values.

HRS LBR = Sum of working hours for employees who had worked in the chosen time period.

LABOR COST = Multiplication of working hour and pay rate for every employee.

%/NET SALES = Ratio of NET SALES to LABOR COST.

'LABOR$/CUST' = Labor Cost per Customer which can be calculated by dividing the LABOR COST by CUST (number of customers).

SALES/MANHOUR = divide NET SALES by 'HRS LBR'. That is 'SALES/MANHOUR'.

Food Cost Report

DATES

Date selections include: Today, Last End of Day, Custom Period

1 DAY, 1 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE & END DATE

END OF DAY NUMBER

TERMINAL SELECTION

OPTIONS

Training Data, Current Data, Waste, Promo

FILTERS

Group #1, #2, #3 – Select specific Groups assigned on PLU group assignment #1, #2, #3

EMPLOYEE – Choose ALL or selected Employees

From PLU \ To PLU – Select a PLU or PLU range for the report if desired

TOP – Choose to display the Top 5, 10, 20, 30, 50, 100 or ALL PLU's

Additionally, the Food Cost Report data can be displayed as a List report or in a Graph format.

GENERATE

Refresh, Zoom, Report View, Export

Time In Out Report

DATES

    Date selections include: Today, Last End of Day, Custom Period
    1 DAY, 1 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE & END DATE

FILTERS

    EMPLOYEE – Choose ALL or selected Employees
    JOB CODE – Select All or specific job code from the list
    CLOSED – Choose: ALL, Not Closed, or Closed
    TYPE – ALL, In, Out, Break Time

Buttons for editing time entries are also provided.

Time Clock Editing

If an employee forgets to clock in or out, authorized personnel can Edit the time clock data from the Time In-Out Report screen. Use the buttons above the time entries to perform the desired operation. The available selections include:

- ♦ **New** – Use to enter a new time entry for the selected employee.
- ♦ **Edit** – Use to edit the current time entry for the selected employee.
- ♦ **Delete** – Use this selection to delete the selected time entry for the selected employee.

New Time Entry

1. From the **Report Mode**, select the **Time In Out Report** from the detailed reports menu.
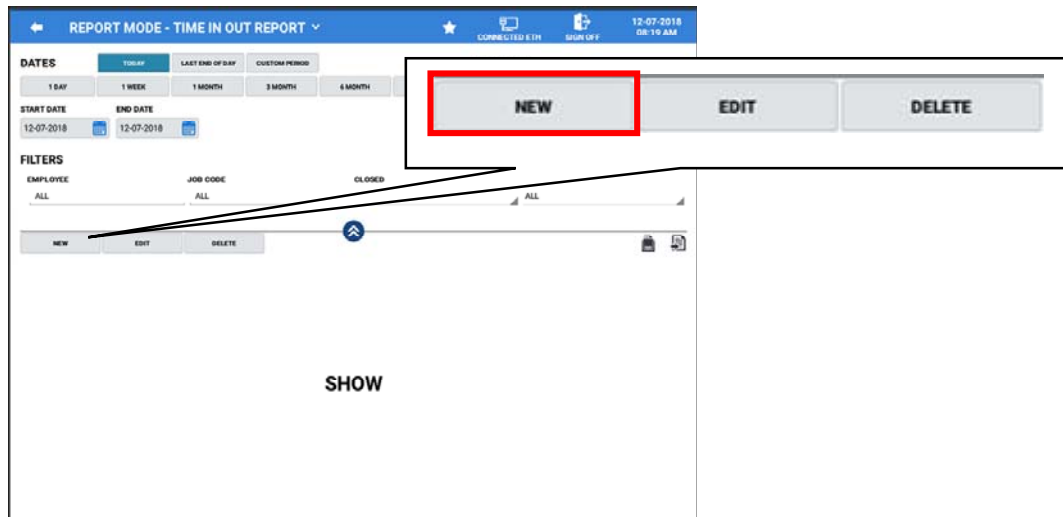
2. Press the **NEW** button to add a new time entry for an employee; the time entry dialog displays:
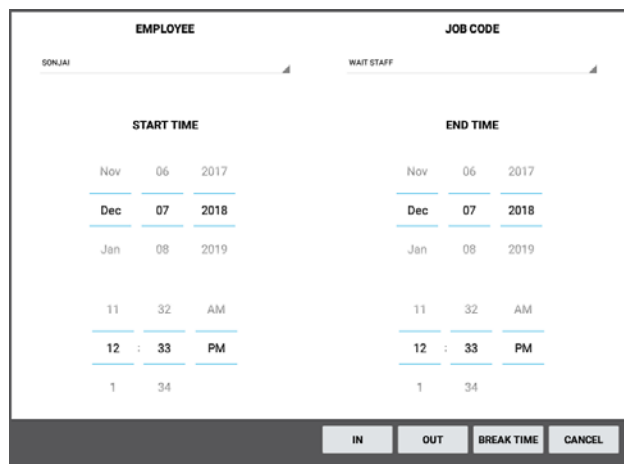
3. Use the drop-down lists to select:
   - o **EMPLOYEE**
   - o **JOB CODE**
   - o **START TIME** and **END TIME**

4. Next, select if the entry is for clock IN, **OUT** or BREAK TIME; pressing CANCEL will exit without entering any data.

5. The **NEW** time entry is added:
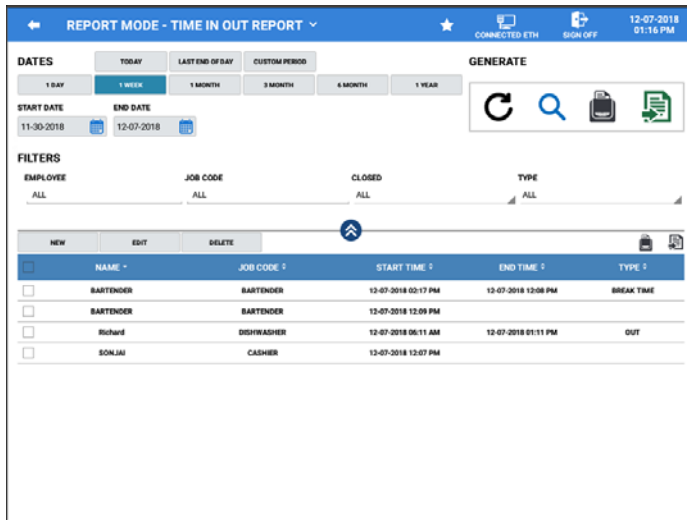
Edit Time Entry

1. From the **Report Mode**, select the **Time In Out Report** from the detailed reports menu, then press **SHOW** to display the current employee time entries:
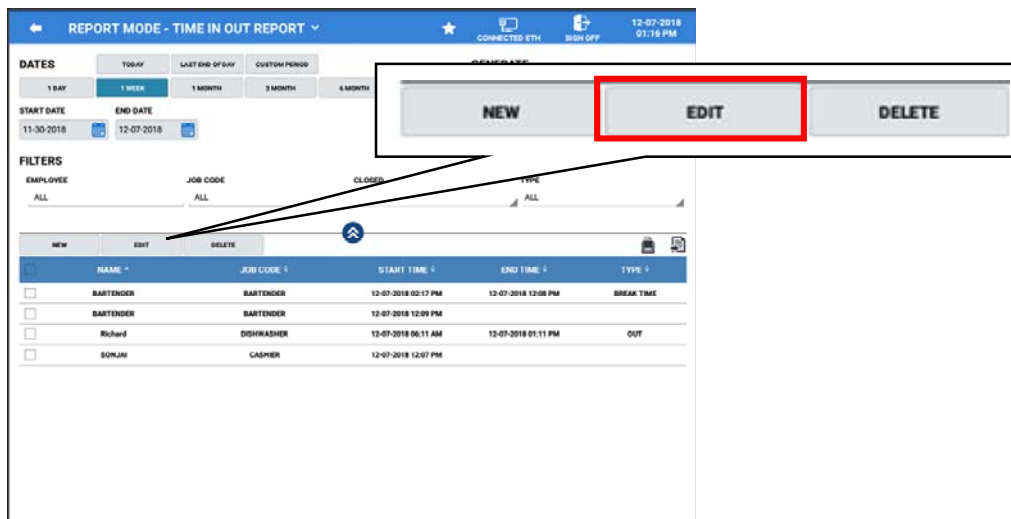
2. Press the **EDIT** Button; The Time In-Out Edit dialog displays:

3. We can edit the Job Code, Start Time End Time or Type; Select the field on the grid for the **EMPLOYEE** whose data you wish to edit: *i.e. to Edit the End Time for Davros, click/tap on the END TIME column on Davros's time entry line.*

4. The **END TIME** dialog is displayed:

5. Enter the new End Time and select **OUT** or BREAK TIME as appropriate. The new time is entered for the Employee.

6. Press **SAVE** to apply the new entry; pressing CANCEL will exit without applying any changes.

7. The time edit will print to the receipt printer (if set in system options) and the new time is applied to the Employee.
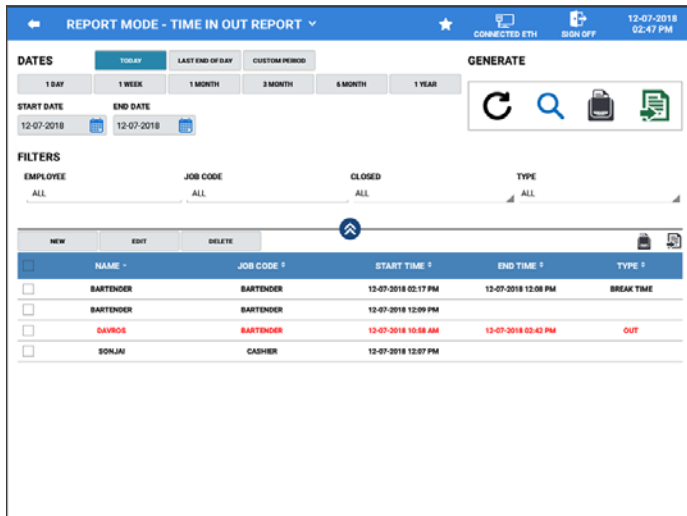
Note: Edited records will display in red to easily see which times have been changed.

Delete a Time Entry

1. From the **Report Mode**, select the **Time In Out Report** from the detailed reports menu, then press **SHOW** to display the current employee time entries:
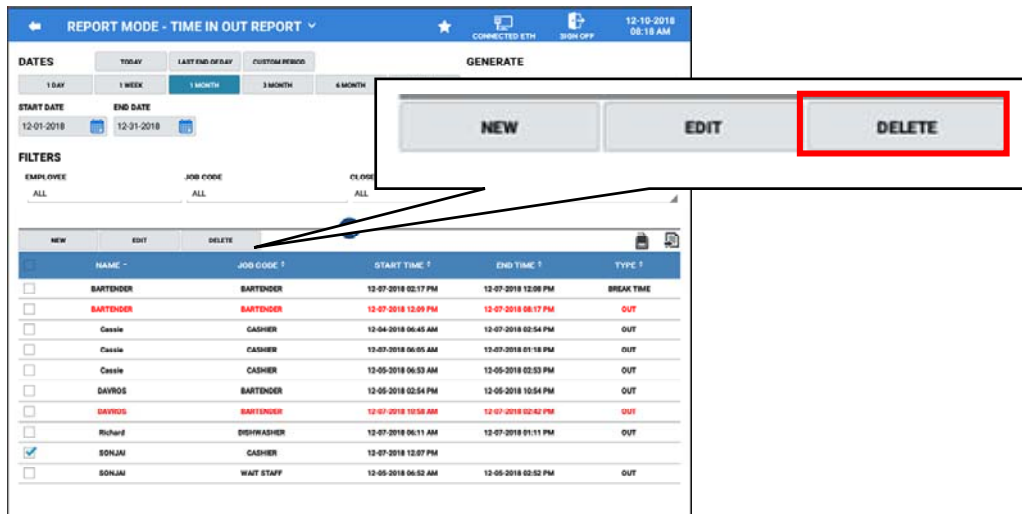
2. Select the time entry record you wish to remove; Press the **DELETE** Button. The selected record is removed.

Promotion Report

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE & END DATE

END OF DAY NUMBER

TERMINAL SELECTION

OPTIONS

Training Data, Current Data, Detailed Data, Zero Skip
Reporting By Employee, Signed On Employee, Clocked In Employee

FILTERS

EMPLOYEES – Choose ALL or selected Employees
TYPE – All, Mix and Match, Multi buy, Combo Discount, Sweet Deal

GENERATE

Refresh, Zoom, Report View, Export

EJ Report

When enabled in the Options\Report Options, the EJ report is a useful tool for searching, reviewing and reprinting previously closed transactions.

1. From the **Report Mode**, select the **EJ Report** from the **Detailed Reports** menu.
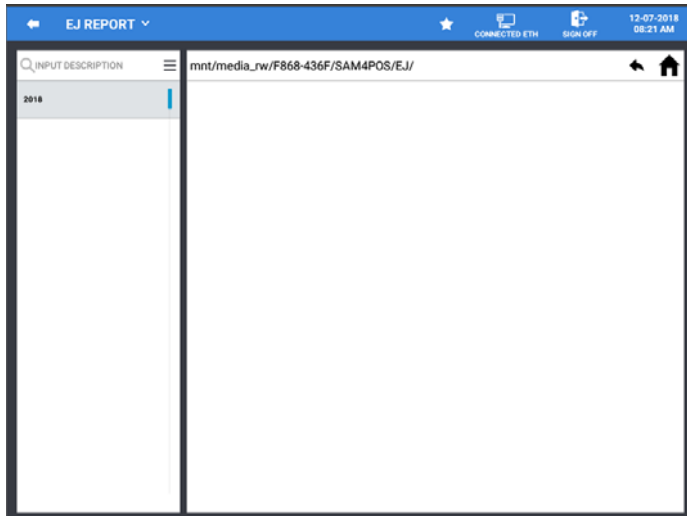
2. EJ Reports are sorted by, Year \ Month \ Date \ Transaction. Simply press the desired selection to expand; for example:
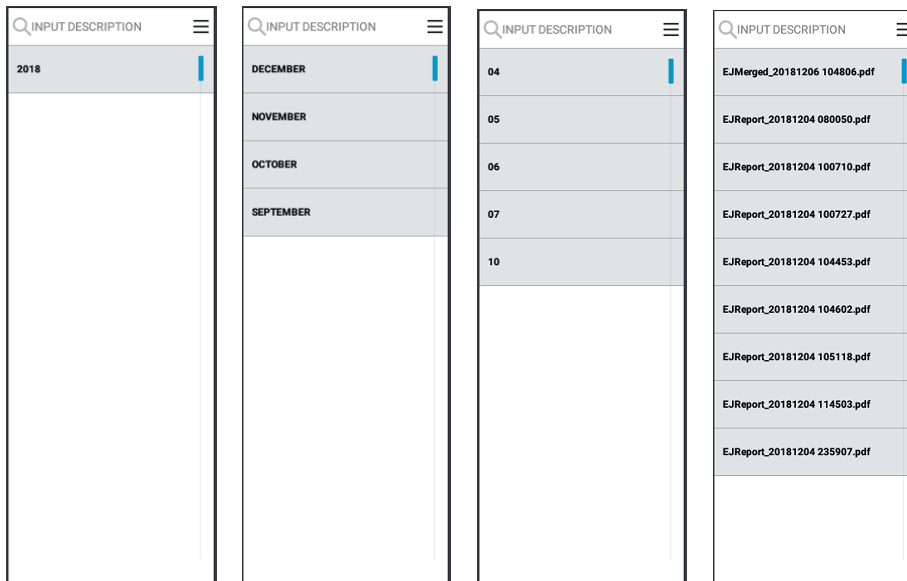
3. When a transaction is selected, the transaction detail is displayed:
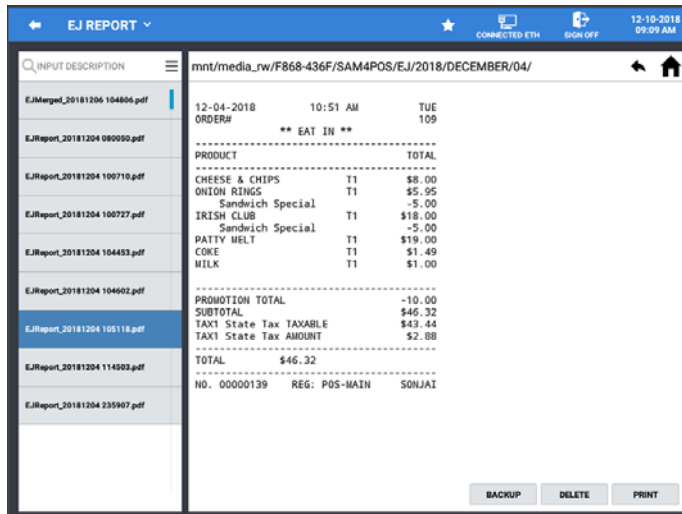
4. With the selected transaction displayed: you can **Backup**, **Delete**, or **Print** the transaction.

- ♦ **Backup –** Backs up the transaction to the memory device
- ♦ **Delete –** Will delete the selected transaction
- ♦ **Print –** Prints the transaction to the receipt printer

5. The EJ Report file path is displayed at the top of the display; the navigation icons can be used to:

 go back one level on the memory device

 go to the root of the memory device

EJ Report - EDIT MODE

The Edit Mode ☰ can be used to Print, Merge, Save and Delete EJ Report data.

 Print the selected record

 Merge the selected record

 Delete the selected records

 Save the selected records

 Close the Edit Mode

Product Mix Report

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE & END DATE

OPTIONS

Training Data, Time Period (When unchecked, only the summary of the Product Mix report will print.)

GENERATE

Refresh, Zoom, Report View, Export

Cash Declaration

Cash declaration is the process of counting and reporting media in drawer before a report is taken. Cash declaration can be set as compulsory in the Report Options/General Options. The Employee must have the authority to perform cash declarations. If desired, the cash drawer can be triggered to open when the cash declaration is performed by setting the option in the Drawer Options.

1. From the **Report Mode**, touch the **Cash Declaration** icon 🖸 on the title bar to enter each media total amount (Cash, Check, and Misc.) in the cash drawer. Use ALL to view all the media types.
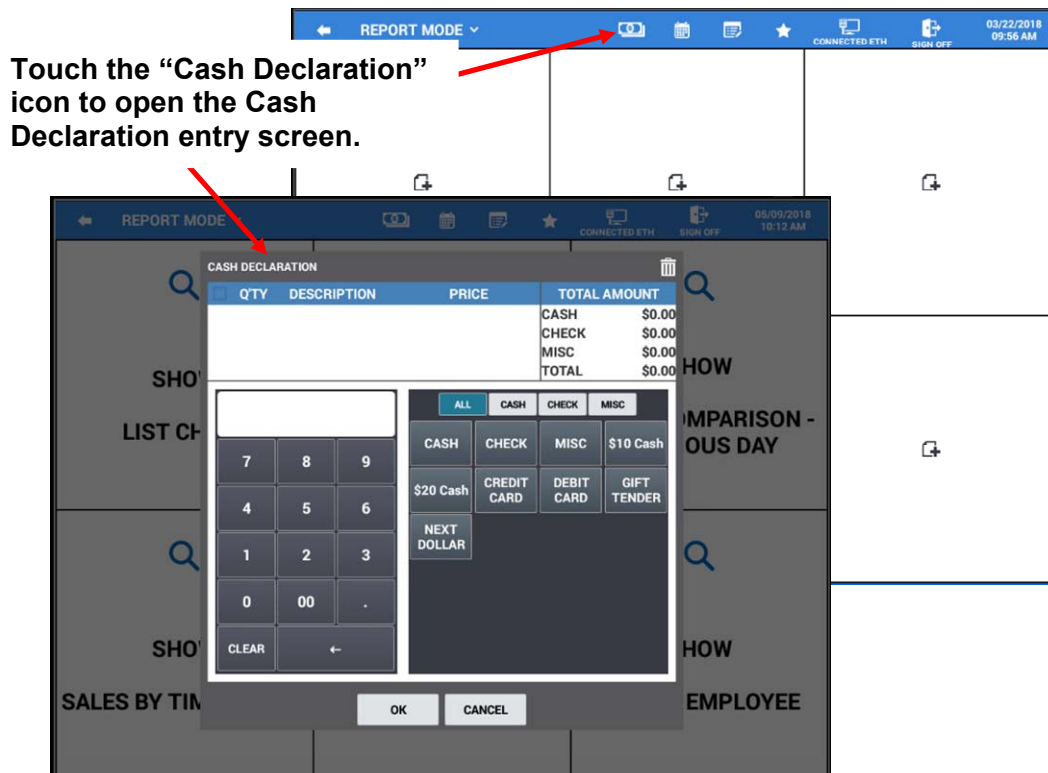
Calendar Report View

Daily Sales data can be viewed on a monthly calendar format, broken down for each day and week of the month by selecting the calendar report in the report mode.

1. From the **Report Mode**, press the **Calendar** icon 📅 the sales data accumulated for the current month is displayed.

Touch the Calendar icon to open the Calendar Report.

Monthly Totals

Totals by 'Day' of week

Daily totals appear for each date of the month

Summary Total for selected 'DAY' of the month.

Summary Totals for the 'WEEK' of the Year.

◆ Monthly totals are displayed at the top of the calendar while daily totals displayed for each day in the month. Use the ⊘ ⊙ arrows to navigate to the desired month.

◆ Sales totals by the week 'Day' is displayed for SUN thru SAT.

◆ Daily totals for each day are reported on the calendar grid.

◆ Weekly totals for each week of the year show at the right of the week.

◆ Totals at the right show the totals for a selected day of the month.

End of Day

End of Day operation allows the operator to close, Print and/or E-mail the Financial, PLU, Group, Period, Employee, TIP, and Product Mix Reports for all employees or select specific reports for specified employees. Reports generated from this screen will clear the totals for the selected reports.

The CASH Declaration can also be performed from End Of Day screen. This operates the same as the described in the Report Mode \ Cash Declaration example on page 70.

1. From the main menu screen, press the **'END OF DAY'** icon *(Z-Position on the SAP-630/SAP-530)*; the default screen displays the total sales amount and count for all the available reports. Reports can be selected/deselected as desired to view.

2. Press the 🔍 icon to **'SHOW'** the End of Day report summary. The report summary shows the TOTAL SALES AMOUNT and COUNT for all reports at the top of the screen. The report detail breaks down the data by DATE, transaction COUNT and the TOTAL for the day.

3. **OPTIONS:** Select the options for your report as desired:

    DETAILED DATA

    Breaks down the report data by individual transactions. Column headers are changed and include: SALE TIME, CLOSING, EMPLOYEE, SALE AMOUNT, and PAID AMOUNT. Detailed Data is sortable by clicking the column header.

Detailed Data can be sorted by clicking the column header title.

    RESET CONSECUTIVE #

    Check this option to reset the consecutive transaction number that is printed on receipts.

    RESET ORDER #

    Check this option to reset the order number that is printed on the kitchen printout.

    FINANCIAL REPORT BY TERMINAL

    Used in IRC configurations; displays financial report data by individual terminal.

4. **PRINT REPORTS:** Check or uncheck the reports you want to clear and print, all reports are selected by default. Report Selections are:

    Financial, PLU, Group, Period, TIP, Product Mix

5. Check or uncheck the report dates for your selected reports that you wish to clear. You can check/uncheck the select all box on the header row; by default, all reports are selected.

6. Press the generate report icon to issue your selected reports. Reports are printed and cleared.

End Of Day Sub Menu Reports

The End Of Day sub menu provides additional report selections for End Of Pay and End Of Not Found PLU.

1. Select the **END OF PAY** report is used to clear the time keeping report data.

2. Choose the desired report from the available sub menu selections.

End Of Pay

The End of Pay report displays the Total time, Labor cost, and overtime for the selected date and employees. You can generate a report for a selected date/employee. To clear the Time Keeping data, select the date and employees you wish to clear and press the Generate icon.

1. To view the selected reports, press the 🔍 '**Show icon**' in the **GENERATE** area; the **REPORT MODE – TIME IN OUT REPORT** screen is loaded:

2. To clear the Time Keeping data, select the date and employees you wish to clear and press the '**End Of Day icon**' in the **GENERATE** area. The selected Time In/Out Report will print at the receipt printer.

End Of Not Found PLU

The End of Not Found PLU report is used to clear the data generated when PLU items are added to the database from the register mode using the Not Found PLU feature.

1. From the main menu, press the **'END OF DAY'** icon, then press the **'END OF DAY ⌄'** on the title bar and select **'END OF NOT FOUND PLU'** from the sub menu selections; the 'End Of Not Found PLU' report displays:

Note: We can sort the column headers on the End Of Not Found PLU to make selecting individual PLU's or groups of PLU's easier.

2. The report shows the Total Not Found PLU Count (all items entered using the not found PLU feature). Filters allow you to view only certain specified information. Filter by:
   GROUP – Choose a specific group to see just the items added to that group.
   EMPLOYEE – Select an employee to see items added by that employee.
   FROM PLU / TO PLU – Enter a PLU range to see the just those PLU's.

3. Press the **'END OF DAY'** icon 🔴 in the **'GENERATE'** area to issue the report; this operation will clear the selected reports.

![star icon]

Favorite List

The Favorite Icon brings up the Favorite List. The Favorite List allows you to quickly access specific program areas or reports that you may use frequently. Adding selections to the favorite list is an easy way to go to a screen you visit frequently, such as a certain program mode, or a specific report.

If a screen has a white star in the upper-right corner the screen can be listed as a favorite. Touch the star to add the screen to the favorites list.

When a screen is on the favorites list, the star is colored amber.

1. From the main menu screen, touch the **FAVORITES** icon to display your FAVORITE LIST; or press and hold the favorite icon on the header bar on any screen.

   Note: On the SAP-630/SAP-530, the 'Favorite List' is only assessable from the screens title bar.
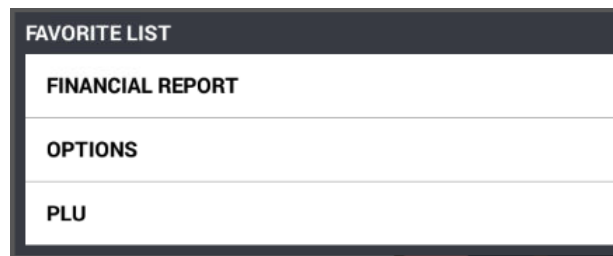
Favorite List Example

2. Choose from the available selection on the Favorite List to go directly to the desired selection.

Program Mode

All database programming and maintenance is performed in the Program Mode. The Program Mode is separated into categories to make finding and programming specific areas easier. Touch any of the categories shown to enter the programming options for that category.

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:

Program Mode Title Bar

| Return Back-Arrow | Mode Screen Title | Help File | Program Scan | Favorites | Connection Method | Sign Off | Date & Time |
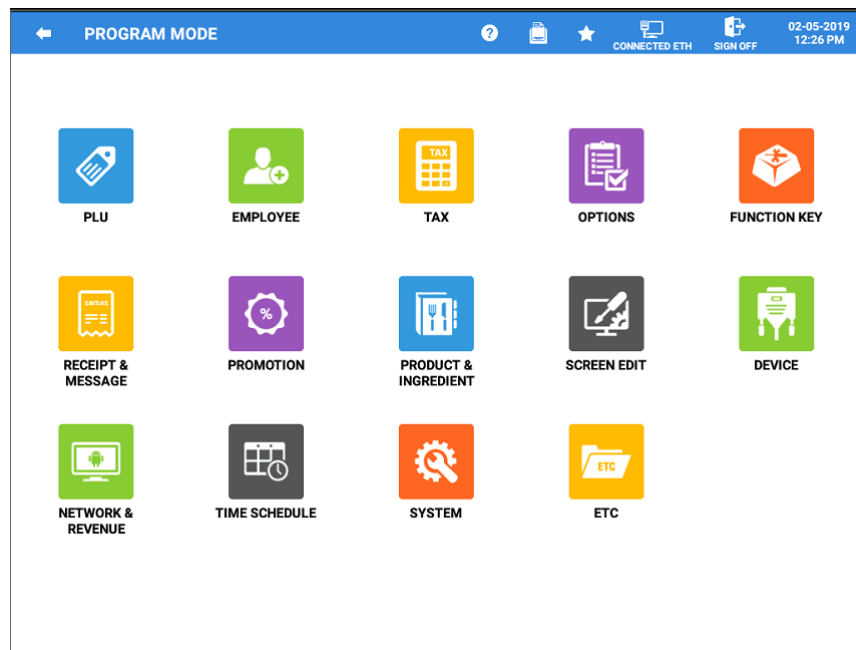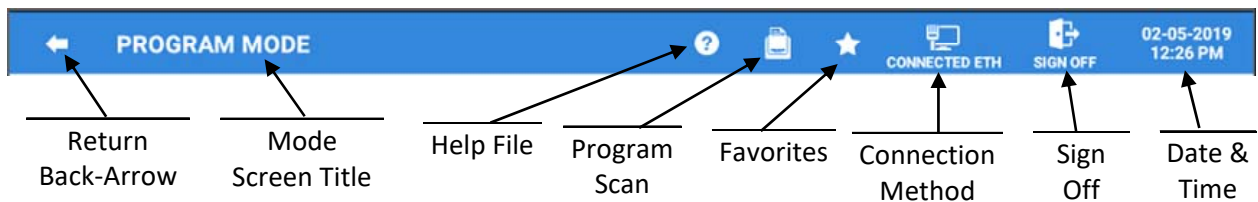
Program Mode Menu Selection Definitions

Menu Selection	Icon Definition
PLU	Set PLUs and related functions: PLU programming, PLU Status Groups, PLU Stock, MLU Chains, Set Menu, Group programming, Non-PLU and Quick PLU.
EMPLOYEE	Set up Employees, Employee Authority Levels, Job Codes & Pay Rates, and Station programming.
TAX	Set tax rates and/or enter tax table information for one or more state or local taxes and setup Tax Groups to assign in the PLU status group programming.
OPTIONS	Set various system options that are organized in sub-categories such as Printing, Reports, Training, etc. Program Rounding if used and Tare Weight programming.
FUNCTION KEY	Identify and set specific options for function keys and tender keys.
RECEIPT & MESSAGE	Customize receipt formats, select information will print on the receipt and where. As well as set custom alpha text messages, report descriptors, and error messages.
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.
PRODUCT & INGREDIENT	Set up ingredients and recipes for ingredient inventory and define product mix groups.
SCREEN EDIT	Add, design and edit Table Map, Menu Look-ups (MLU) and Function look-ups (FLU).
DEVICE	Identify peripheral devices and port settings, set up kitchen printer groups, define card swipe data for employee cards and age verification, define ports where devices are located and perform EFT operations.
NETWORK & REVENUE	Assign Revenue Center and define Terminal & Network information.
TIME SCHEDULE	Set time activated options: Price Levels, Screen Levels, Kitchen Printer Time Periods and Auto Reboot.
SYSTEM	Access system utilities: Register License, Database Backup/Restore and Reset, Log Backup, secure System Settings, review Super Macro data, Program Backup & Restore and APK Installation.
ETC	Allows you to link SAM4POS to a web site.

PLU

PLUs are the products or services that are available for sale. The PLU programming has seven programming categories: PLU, PLU Status Groups, PLU Stock, MLU Chain, Group programming, Non-PLU, and Quick PLU programming. These seven categories will determine the how the PLU is registered in the sales mode.

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 PLUs 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.

1. From the **PROGRAM MODE** menu, touch **PLU** to view the PLU program selection window.
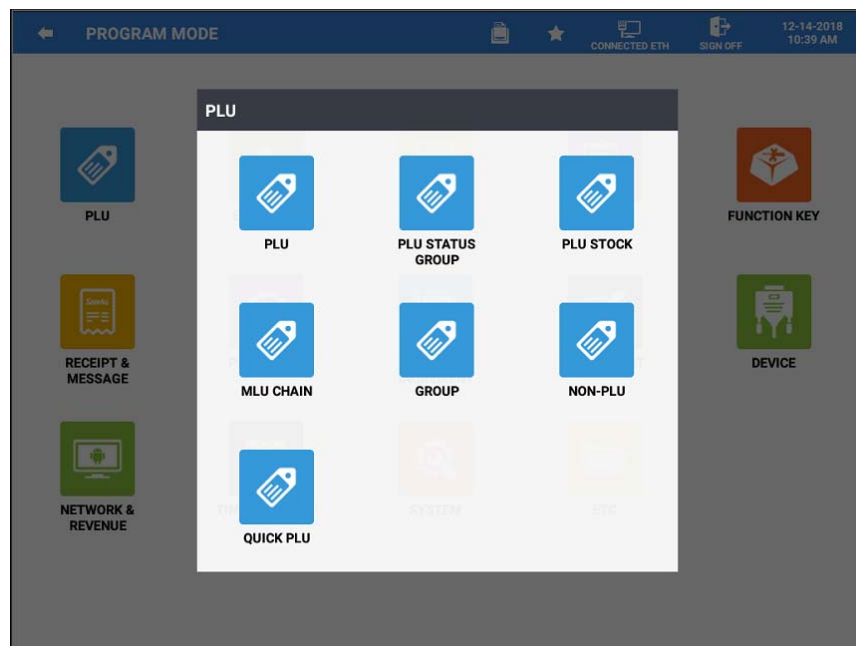
2. Touch the PLU program area you wish to edit.

PLU Programming

This is where new items 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.

Labels can be printed from the PLU screen as well by pressing the label Print icon, Specific setup is required for this feature. Refer to the section "Barcode Label Printing from SAM4POS" on page 363 in the appendix for details.

1. From the **PROGRAM MODE** main menu, touch **PLU** to view the PLU program selection window, touch **PLU** to view the PLU programming options. Here you can add, edit or delete items as necessary.

2. All existing PLUs are listed. You can edit an existing PLU by scrolling through the PLU list to the specific item you wish to edit.
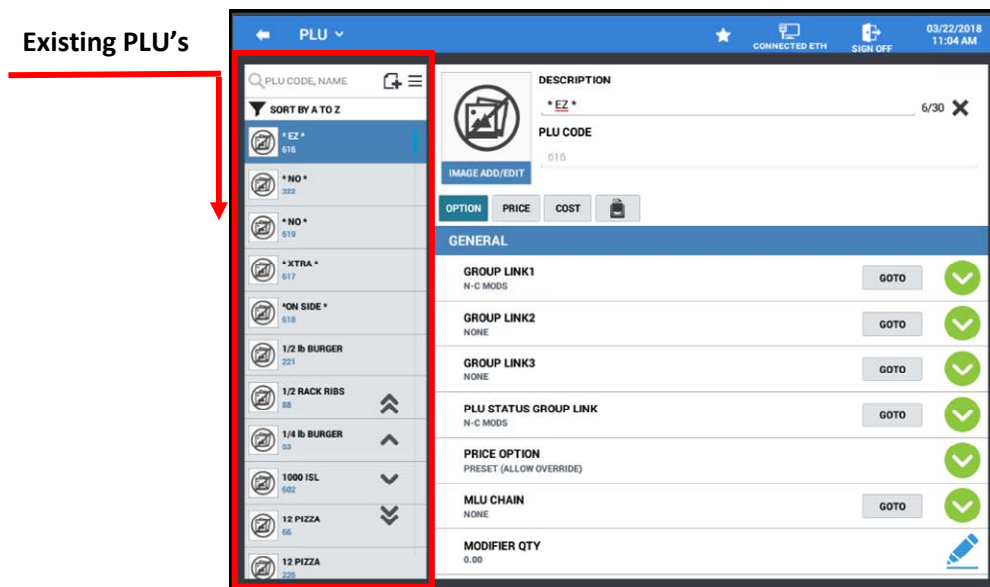
3. The double Up/Down Arrows ⤊ ⤋ go to the Beginning/End respectively; the single Up/Down Arrows ⌃ ⌄ scroll Up/Down one page at a time.

4. Select a PLU from the list to edit the options, price or cost for the item.

5. Press the add record icon ⊞ to add new items to the database or you can select an existing item to edit as necessary. You can also copy an existing PLU by pressing and holding the PLU you want to copy.

PLU Option Definitions

DESCRIPTION

This is the name of the saleable item, which will appear on receipts and reports.

PLU CODE

PLU code can be up to 18 numeric digits. PLU's 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 Items" in the Appendix for details.

Option - Stock

STOCK

The current stock level is displayed. Press the edit icon to change the 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.)

Option - 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

This is the programming for the status group link providing an en-masse program procedure for common system flags.
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 the "condiment chains" that will follow the PLU.

MODIFIER QTY

This works in conjunction with the Stock Link PLU# flag. For example: when items such as cases 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 Stock 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 #

PLU's can be set to reduce stock levels set at another PLU. Set the number of the PLU where stock is affected (by activity of this PLU) here. This capability has applications where multiple PLUs affect a single inventory item, for example cup counts for beverage items and where items are counted without regard to brand, such as cigarette packs.

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 is the price level(s) for each product.

Note: ***Additional Price Level function keys must be created in 'Function Key' programming before they can be assigned to PLU's.***
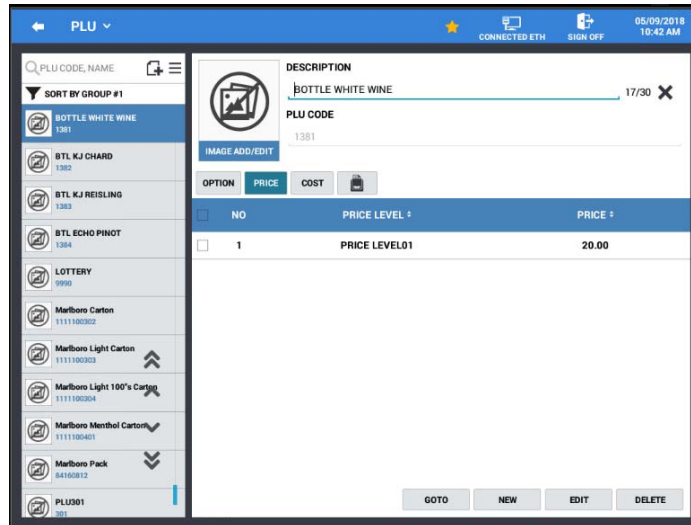
GOTO, NEW, EDIT, DELETE

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 cost of 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.
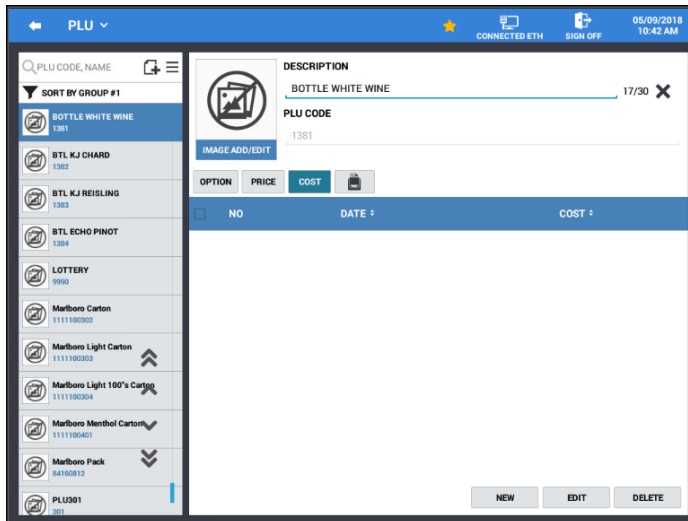
2. Select the '**NEW'** button at the bottom right of the display. The cost entry dialog displays.
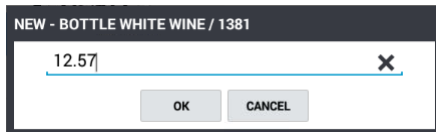
3. Enter the merchant cost of the item and press **OK**. The cost is entered for the item.
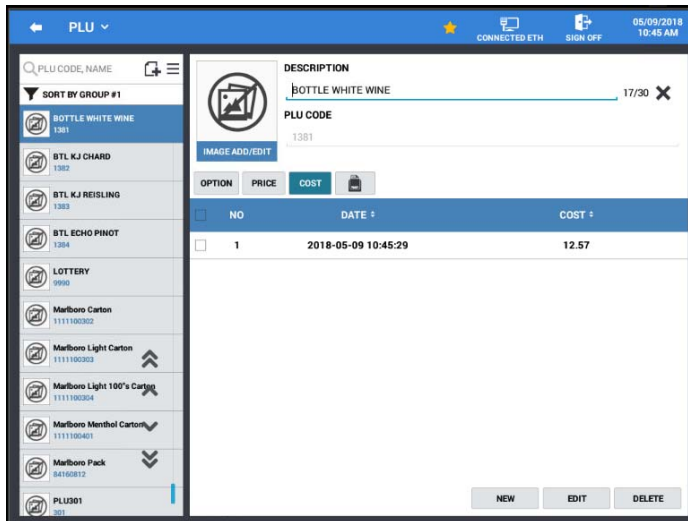
4. If the cost was entered incorrectly, you can edit the cost amount. Select the PLU you wish to edit the cost for and press the **EDIT** button at the lower right of the screen.

5. Enter the correct cost for the PLU and press **OK**. You are returned to the main PLU screen.

6. If 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.

Print Label

Labels can be printed from the PLU screen by pressing the 🗎 Print icon; Specific setup is required for this feature. Refer to the "Barcode Label Printing from SAM4POS" section on page 363 in the Appendix for details on this feature.
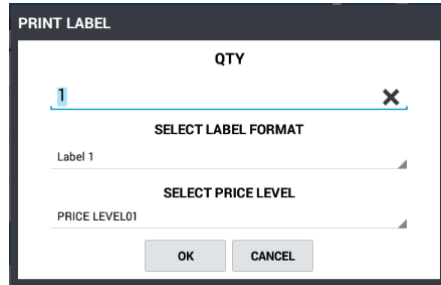
Menu Icon

If you have a large PLU file, you can select the Menu icon to maintain the PLU database more easily. The Menu Icon allows you to access the Edit Mode, Sort PLUs alphabetically or numerically; Search for PLUs by PLU Status Group, Group assignment, from PLU Code, or search for PLUs with no sales activity. We can also search for PLU by loading the MLU screens and selecting the desired item from the screen. PLU's in the database can also be deleted from this area.

1. Touch the Menu icon ☰ on the PLU programming screen to display the sub- menu:
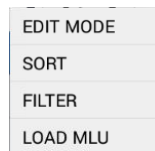
2. Select the operation from the menu that you want to perform.

EDIT MODE

> Selecting the Edit Mode from the menu selections allows you to select multiple PLUs at the same time or select all PLUs in the PLU file to edit the settings as necessary.
> Available actions include:
> *   ✖   Close the edit mode
> *   🗑   Delete selected PLU's
> *   🚫   Inactive selected PLU's
> *   🗎   Print a barcode for the selected PLU

SORT

> Select SORT from the available selections; Options to sort PLUs:
> *   A TO Z or Z TO A
> *   PLU CODE
> *   PLU Status Group
> *   Group #1, #2, #3
> *   Recipe
> *   MLU Chain
> *   Price Option
> *   Modifier QTY
> *   Stock Link PLU#
> *   Allow Price Change
> *   Stock
> *   Minimum Stock

FILTER

> Select Filter from the available selections, choose from:

- *PLU Status Group* – select the PLU status group to view PLUs assigned to that status group.
- *Group* – select the group to view just the PLUs assigned to that group.
- *From PLU Code* – Enter a PLU code to view just the PLUs from that code number entered and higher.
- *No Sale PLUs* – This selection will display all PLUs with no sales activity.

LOAD MLU

Brings up the MLU screen. Select from the MLU's to view items assigned to your selection. You will be brought to the PLU programming screen for the selected PLU.

Printing Labels from PLU

Labels can be printed from the PLU programming screen or from the Edit Mode area. We can choose to print a single label or multiple labels for one or more PLU items. Specific setup is required for this feature. Refer to the "Barcode Label Printing from SAM4POS" section on page 363 in the Appendix for complete details on this feature.

1. Select **PLU** from the **PROGRAM MODE** > **PLU** menu selections. The PLU programming screen displays:
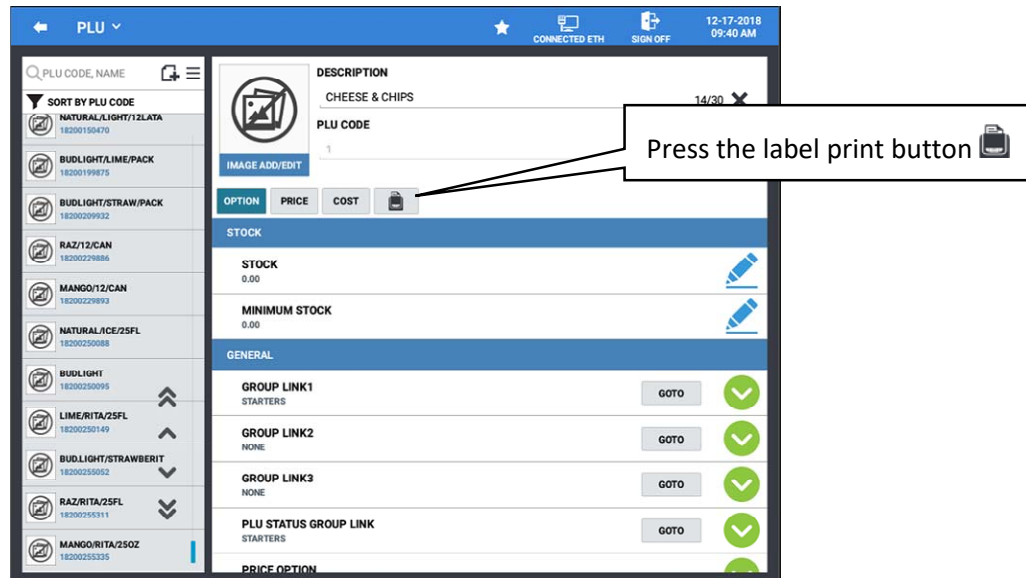
2. Alternately, Select the **EDIT MODE**, then select one or more PLU's from the list.
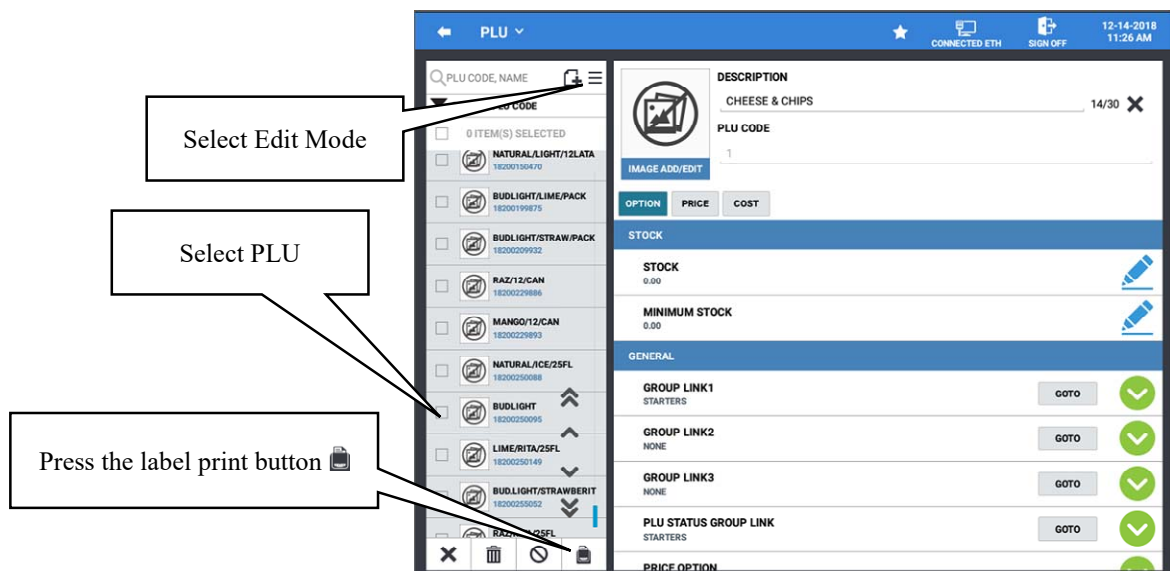
3. Press the label print button 📇 The **'PRINT LABEL'** dialog displays:

Enter **QTY** of labels to print.
Select LABEL FORMAT.
Select PRICE LEVEL *(used when printing PLU Price on the label.)*
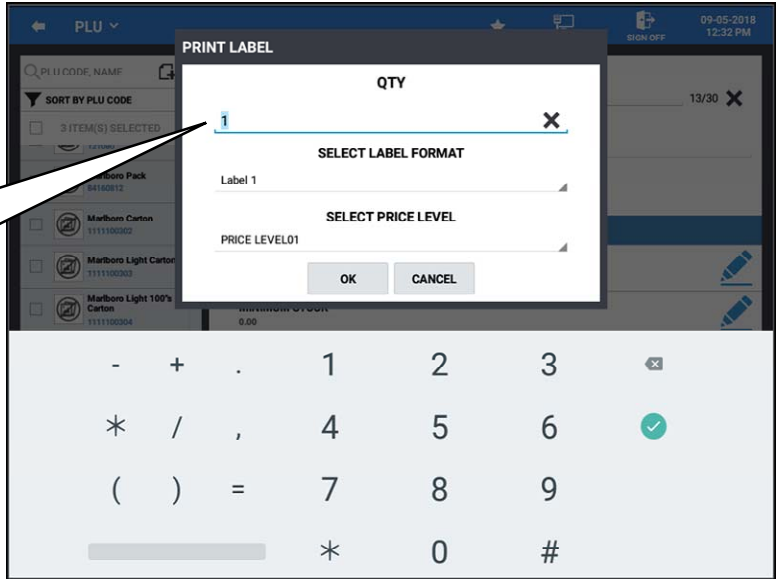
4. Select the **QTY**, number of labels for each selected item you want to print.

5. Select the **LABEL FORMAT** (as defined in the Label Print setup).

6. Select the **PRICE LEVEL,** this will be the price that prints on the label.
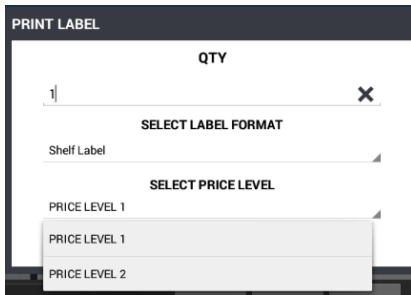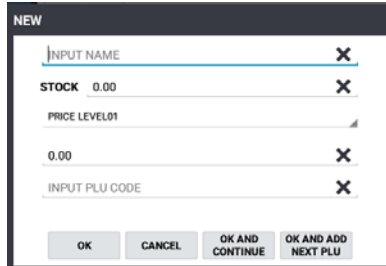
7. Press **OK** on the Print Label dialog to print the labels and close the dialog.

Adding New PLUs

New items (PLUs) can easily be added to the database. New PLUs can have up to a 30-character name/descriptor and up to an 18-digit PLU code.
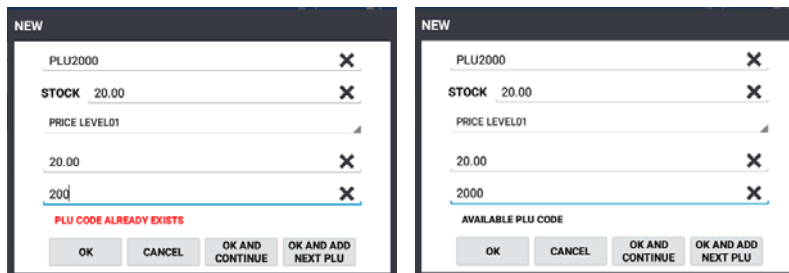
1. Press the add record icon ⊞ to add new PLUs to the database. The **"NEW"** item entry dialog displays:

2. Type in the PLU descriptor in the **"INPUT NAME"** field, Enter a **Price** on the **Price Level** line, Type in or scan the new item **PLU CODE** or scan the new item in the **"INPUT PLU CODE"** field.

Note: If the item code entered is already being used in the PLU database, you will receive the warning: **"PLU Code Already Exists"** enter in a new code number or press cancel.

---

3. Press **OK** to go on to the option programming;

   - Press **OK AND CONTINUE** to add the item and continue adding more PLUs;

   - Press **OK AND ADD NEXT PLU** to add the current item and automatically select the next PLU# available for the next PLU *(available at v1.1.16 and later)*;

   - Press **CANCEL** to cancel the new PLU entry.

Search PLUs

If you have a very large PLU file, you may find it easier to search for a specific PLU by typing the descriptor *(or partial descriptor)* in the search.

1. From the **PLU** Programming screen, touch the search area at the top of the PLU list grid:
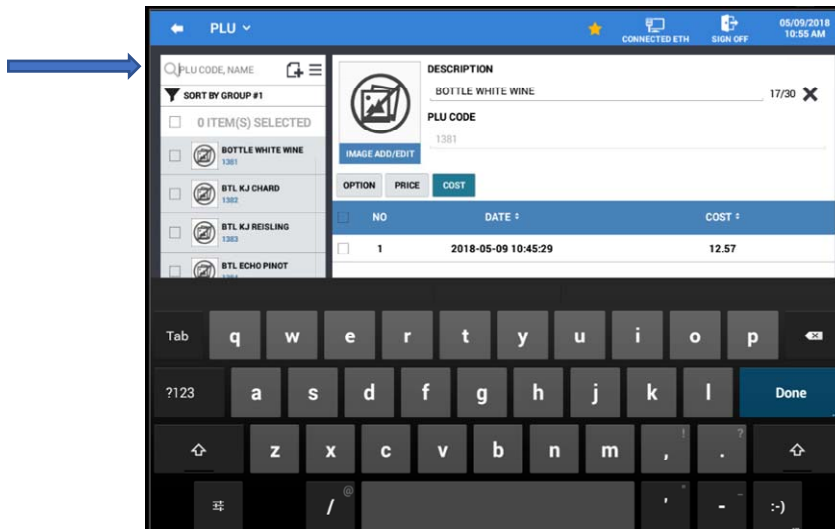
2. Type in the descriptor *(or partial descriptor)* for the item you want to edit.
3. PLU Items are listed that match you search criteria:
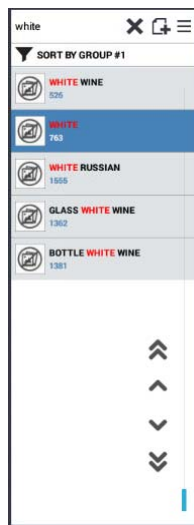
4. Note that the 'searched criteria' is highlighted in red in the results.
5. Select a PLU from the search results to go to the programming for that PLU.

PLU Maintenance

PLU's can be maintained easily in the SAM4POS application, simply select the item and make the appropriate changes. If you select an item in the PLU list and press and hold on the item, a sub menu list of operations is displayed. The PLU Descriptor/PLU Code displays at the top of the sub menu; the sub menu operation list includes: Delete, Inactivate/Activate, Copy To New Item, Copy To Existing Items, Copy The Price To Existing Items, Default Item, Remove Default Item.
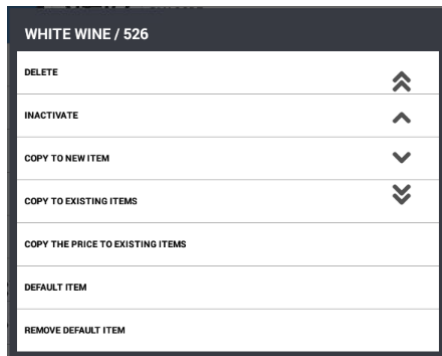
Delete PLU

Individual items can be deleted as desired from the PLU Maintenance menu. To delete multiple PLUs all at once use the Edit Mode method from the menu icon.

1. **Press and hold** on the item you wish to delete and select **'DELETE'**. The confirmation alert message displays:
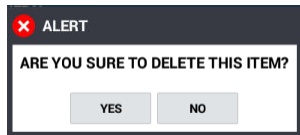
2. Press **YES** to delete the selected item; select NO to exit without deleting.

Inactivate / Activate PLU

Individual PLU's can be inactivated / re-activated as desired from the PLU Maintenance menu.

1. **Press and hold** on the item you wish to make inactive, then select **'INACTIVATE'** from the PLU maintenance list. Inactivated PLUs will be grayed out in the PLU list:

2. If an Inactivated PLU is selected in the register mode, the following error will display:
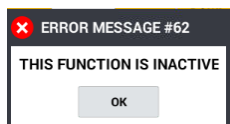
3. You will need to **'Activate'** the PLU to resume allowing sales for the item.

Copy PLU

The SAM4POS makes creating multiple items that share the same settings very simple with the Copy PLU feature. You can copy a selected PLU to a new item or copy the selected PLU to existing items. You can also choose to copy the just the price of the selected item to existing items in the database.

1. From the **PLU** programming screen, select the item you wish to copy.

2. **Press and Hold** the item to open the PLU Dialog Menu selections.
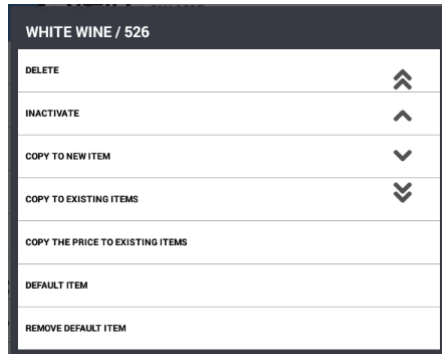
3. Select the appropriate Copy operation from the menu to proceed.

Copy to New Item

Copies the selected PLU to new items individually.
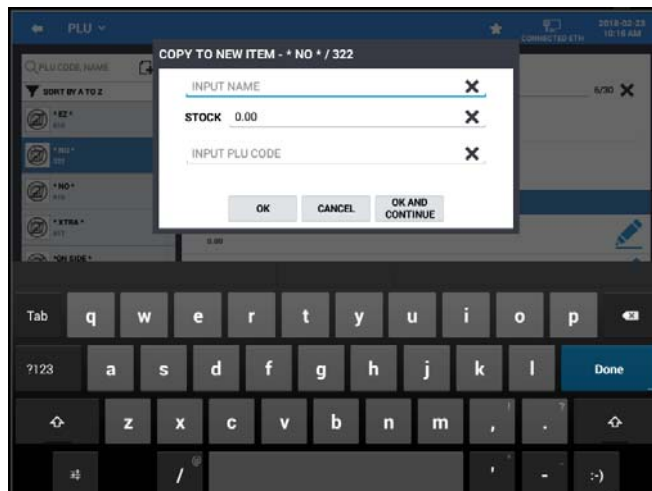
1. **INPUT NAME → STOCK** quantity → **PLU Code** for the new item.

2. Press **OK** to add the new item; Press **OK AND CONTINUE** to add the item and continue adding more PLUs; Press **CANCEL** to cancel the new PLU entry.

Copy to Existing Items

Allows you to copy the settings or changes of the selected item to multiple items already in the PLU database. The descriptor does not change, only the options/settings are updated.
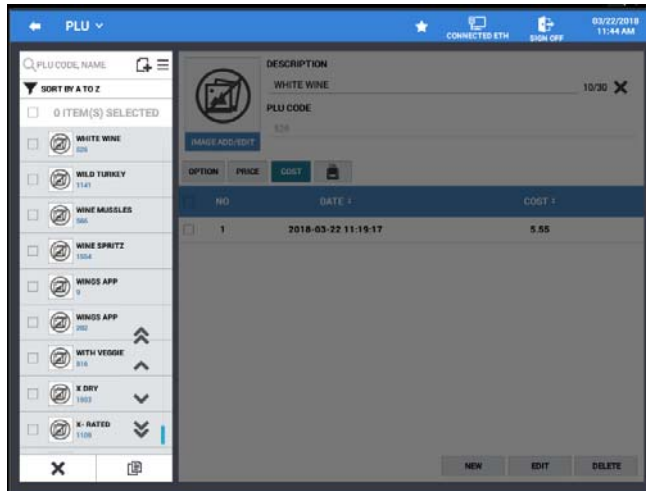
1. Check the items from the list to copy the selected PLU to.

2. The double Up/Down Arrows ⤊ ⤋ go to the Beginning/End respectively; the single Up/Down Arrows ⌃ ⌄ scroll Up/Down one page at a time. Pressing the **X** will exit the operation.

3. Press the **copy – icon** 🗐 the confirmation dialog displays:

4. Press **YES** to proceed with the copy procedure; all options, prices, will be copied to the selected items. The COST information is not copied. Press NO to exit the copy and return to the main PLU screen.

Copy the Price to Existing Items

This feature is similar to the 'Copy to Existing Items' operation except that only the price levels are copied to the items selected.

Default Item

You can choose any item in the PLU file to be used as the default item. The settings on the Default Item will be copied to all new PLUs that are added using the add new record ⊞ icon. You can remove the default item status or change it to another PLU to suite your needs.

Set the selected item as a default PLU.

The default item setting is indicated by the gold star ⭐
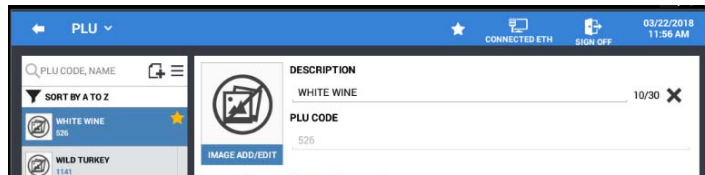
Remove Default Item

Removes the default item setting for the selected PLU.
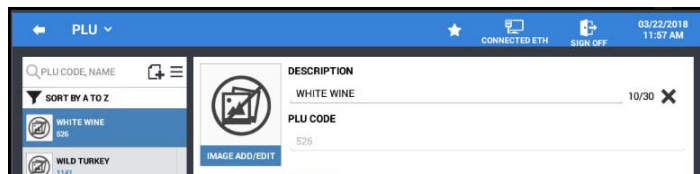
PLU STATUS GROUP

In most applications, large groups of PLUs 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 PLUs.

PLU Status Group Programming

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.

Existing
PLU STATUS
GROUPS
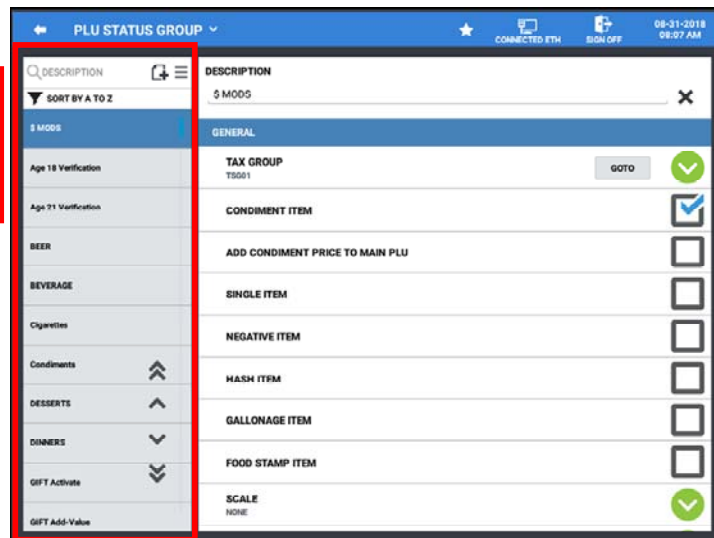
2. All existing PLU Status Groups are listed. You can edit an existing PLU Status Groups by scrolling through the list to the specific item you wish to edit.

3. If you have a large list, you can sort the status groups in the list alphabetically. Touch the Menu icon ☰ on the PLU Status Group programming screen.

4. Select **SORT** from the available selections. Choose to sort A TO Z, Z TO A.

5. To enter a new status group into the database, press the Add New Item button ⊞ or, you can select an existing status group to copy by pressing and holding the status group.

6. Type the descriptor in the INPUT DESCRIPTION field.

   Press **OK** to go on to the option programming.

   Press OK AND CONTINUE to add another PLU.

   Press CANCEL to cancel the new PLU entry.

7. After a PLU Status Group is selected, the programming options are displayed. Scroll through the options and edit as necessary.

8. You can delete/edit the descriptor for an existing PLU Stats Group by pressing the X at the end of the descriptor field and type in a new descriptor.
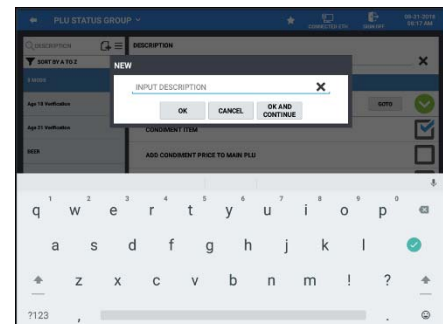
PLU Status Group Definitions

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 must be set as the price per gallon. (The price is set at three decimal places; however, the PLU programming screen will always display in a two-digit decimal format. For example, if a PLU is gallonage, a price of $1.299 per gallon would be set as "12.99".) 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, AUTOSCALE 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).

NEED AGE VERIFICATION

Enter the 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 age verification setting.

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

ALLOW DISCOUNT?

If selected, the operation of 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

(Requires v1.0.74 or later) 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 RED

Check this option if you wish PLUs in this group to print in red on the receipt. Red/black printer must be used.

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.

PRINT RED 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

(Requires v1.0.79 or later) 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 at v1.062 Condiment items print along with main item. For Example:

Coffee
 Cream

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.

Menu Icon

If you have a large number of PLU Status Groups, you can use the Edit/Sort menu features from the menu icon to maintain the PLU database more easily. This feature allows you to access the Edit Mode or to Sort PLU's alphabetically.

1. Touch the Menu Icon ☰ on the PLU programming screen. The Edit Mode/Sort sub-menu displays.
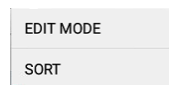
EDIT MODE
SORT

2. Select the operation from the menu that you want to perform.

EDIT MODE

Selecting the Edit Mode from the menu selections allows you to select multiple PLUs at the same time or select all PLUs in the PLU file to edit the settings as necessary.

Available actions include:

- ⊘ Inactive selected PLU Status Group
- 🗑 Delete selected PLU Status Group
- ✖ Close the edit mode

SORT

Select SORT from the available selections to sort the PLU Status Groups alphabetically.

PLU STOCK

PLU stock is a simple inventory system 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 increments to the second decimal position, *i.e.* "X.XX".)

Use the *PLU Stock* feature when you are selling items exactly as they are stocked. For example, if cartons of milk are only sold individually, they could be inventoried with this system. Alternatively, if prepared food, such as meats or salad is sold by weight, such as in a delicatessen, the actual weight sold in each transaction is subtracted from the *PLU stock* level.

Current and Minimum PLU stock levels are entered for each *PLU STOCK* item. To assist in reordering, the PLU minimum stock report lists each item with an inventory level below the minimum stock level. When the level of a stock item falls below the minimum inventory level set here, the item will appear on the PLU MINIMUM STOCK report. Optionally, a warning "BELOW MINIMUM STOCK" can display when if the PLU is registered and stock is below the minimum level. (See SYSTEM OPTIONS, GENERAL FUNCTION OPTION #57 to activate the warning.) When multiple registers are installed, stock count is checked by IRC at each stock item registration.

1. From the **PROGRAM MODE** touch **PLU** to view the PLU program selection window, then touch **PLU STOCK** to view the PLU stock items and quantities.
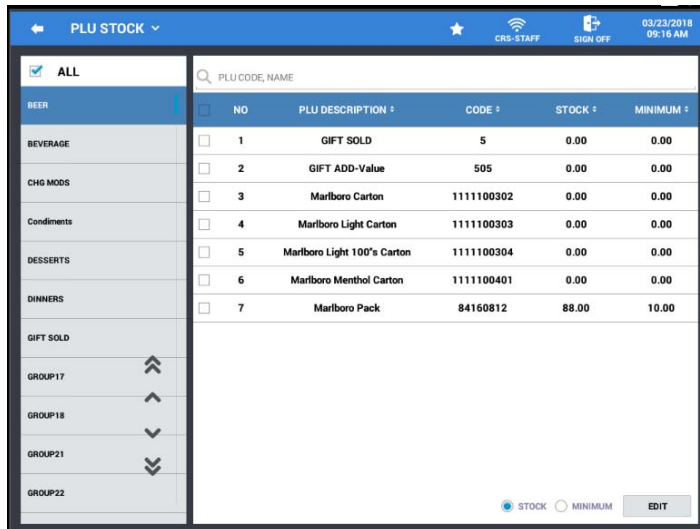
2. You can view ALL PLUs stock quantities or you can select a specific group of PLUs to view. Column headers can also be sorted to make it easier to locate specific items.

3. Select the item or multiple items you wish to edit. (All selected items stock value will be updated with the value entered.)

4. Select either the **STOCK** or the **MINIMUM** stock selection, then touch **'EDIT'**.

5. The appropriate entry window displays:
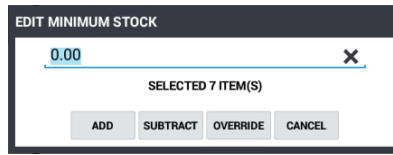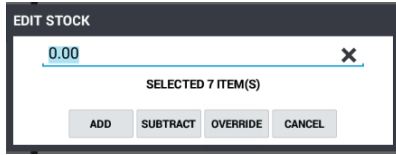
6. Enter the new quantity and then touch:

   ADD - to add to the current quantity
   SUBTRACT - to remove from the current quantity
   OVERRIDE - to enter a new quantity
   CANCEL - if you wish to exit without making any changes

MLU CHAIN

The MLU Chains are used to group certain MLU menus together, these MLU Chains can then be assigned to PLUs. Refer to the MLU Edit programming on page 216 for details about creating and editing MLU's.

When a PLU with an MLU Chain assigned to it is registered, the operator is required to make selections from the MLU's before tendering is allowed. For example; Pizza may link to an MLU Chain that selects SIZE, CRUST, and TOPPINGS.

1. 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.
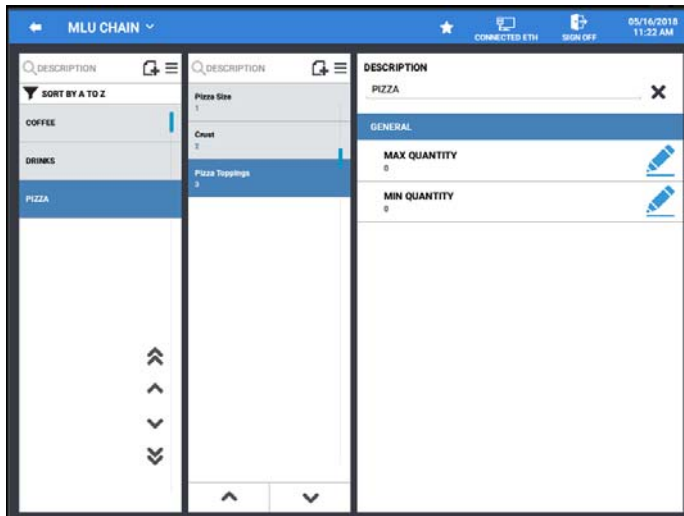
2. MLU Chain programming is separeated into 3 columns:

   a. The left column lists the MLU Chains.

   b. The Middle column shows the MLU's assigned to the selected MLU Chain.

   c. The right column sets the minimum/maximum quantity selections for each MLU in the chain and the description for the selected MLU Chain.

3. Use the ⊞ icon to add more MLU Groups or add MLU's to a MLU Group.

4. The menu icon ☰ can be used to **EDIT** or **SORT** MLU Groups and MLU's assigned to MLU Groups.

Group

Groups are designated to accumulate totals for sales of PLUs assigned to each group for convenient reporting. A PLU can send its sales information to up to 3 group links. This program allows you to set up the groups that the PLUs will report to. You can create as many groups as are necessary for your application.

We can choose to see the PLUs associated with each Group Link #; the PLUs assigned to each group will appear when a group is select, you can also choose to see all PLUs in the database. PLU's can be sorted alphabetically or by PLU Code.

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. Check the option **Add to Group Total** if you want totals for the selected group to be included in the totals on the Group Report. Typically, this option will be selected however, you may uncheck this option for Lottery groups or similar groups of items.

3. To view just the items assigned to the selected group, uncheck the **See All PLUs** checkbox.

4. Select a group from the list to edit or add new Groups by pressing the 🔲 icon and type a descriptor for the group. *(Press the X at the end of the descriptor to clear the descriptor field.)*

5. Alternately, you can copy an existing group by pressing and holding the desired group; you can delete individual groups in this manner as well.
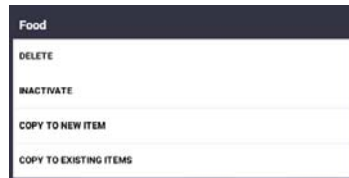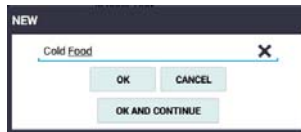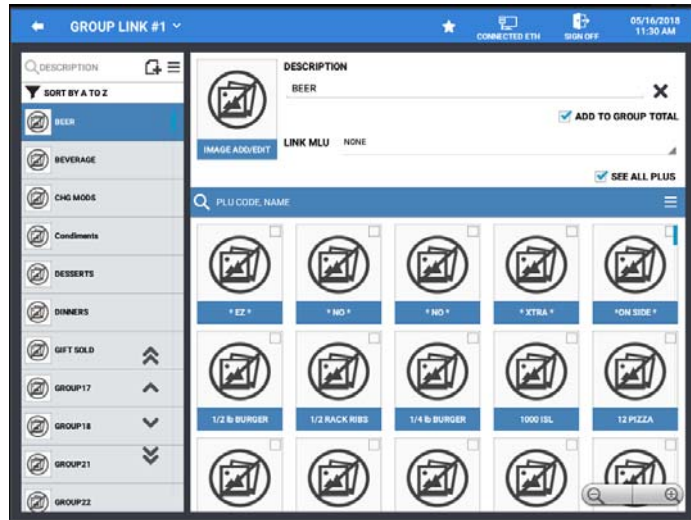
6. Select a group from the list to view the PLUs assigned to the group. Use the Group search at the top of the group list to locate specific groups by description. PLU's that are checked are the items that are assigned to the selected group.

7. Check or uncheck PLUs to add or remove them from the selected group.

8. Use the Menu ☰ icon to access the Edit Mode or the Sort options.
   a. EDIT MODE – Select and delete multiple Groups
   b. SORT – Sort by Group #, or Alphabetically

Group Definitions

GROUP LINK #

PLU's can be assigned to up to 3 groups for reporting purposes. Select the Group Link # at the top title/header 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

Name 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 an MLU to display just the items in that MLU when a PLU assigned to this group is selected.

SEE ALL PLUS

When the option "SEE ALL PLUS" is selected, all PLU's 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 🔍 PLU CODE, NAME

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

MENU ICON ≡

Displayed PLU's 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.

NON-PLU

The NON-PLU program must be set if you wish to scan UPCs (using the EAN 13 code) with embedded prices, weights or quantities.

Important Note: If you are importing or converting a file (SPS-Converts) for the Sam4POS, you need to setup the Non-PLU programming here before the import or convert is performed.

Within the EAN 13 code, the first two digits (part a) are used as an identifier and the last digit (part c) is used as a check digit. The remaining 10 digits (part b) contain the product code and the price (or weight or quantity).

020123450025

a) Identifier

b) Product code & price

c) Check digit
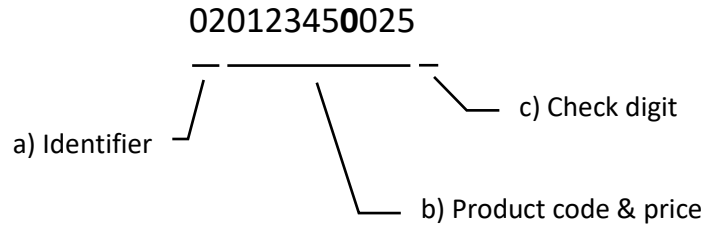
There are 11 identifier numbers available for non-PLU code programming: "02" and "20" through "29". The purpose of this program is to define the format of the 10-digit (part b) for each possible identifier.

For example:

- The structure of Non-PLU identifier "02" could be defined to use 5 digits for the product code and 5 digits for the price.

- The structure of Non-PLU identifier "20" could be defined to use 6 digits for the product code and 4 digits for the price.
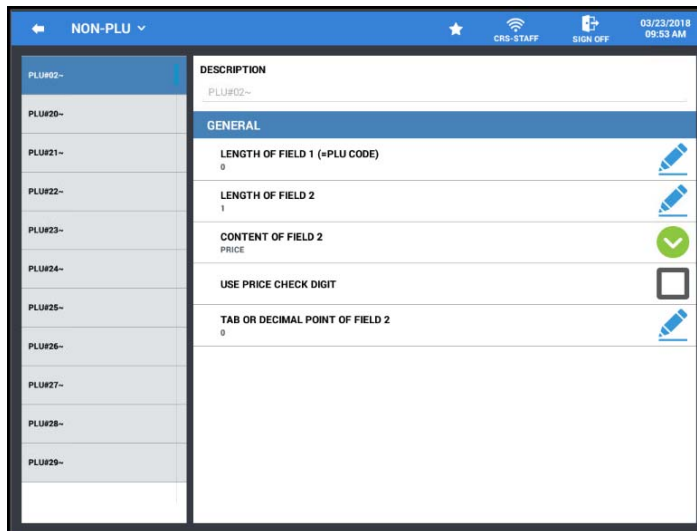
Program Non-PLU codes:

1. Select **NON-PLU** from the **PLU PROGRAM** selection window to display the **NON-PLU** programming screen.

2. Choose one of the NON-PLU identifiers **"02"** or "20" through "29" depending on the code printed from the scale.

3. The **NON-PLU** programming screen displays for the identifier you have chosen to program.

4. Use the field definitions below as a reference in filling the fields of this screen.

NON-PLU Code Field Definitions

LENGTH OF FIELD 1 (=PLU CODE)
Assign the length of the product code field. (The length of field 1 plus field 2 must equal 10.)

LENGTH OF FIELD 2
Assign the length of the price/weight/quantity field. (The length of field 1 plus field 2 must equal 10.)

CONTENT OF FIELD 2
Select the type of content for field 2: PRICE, WEIGHT or QUANTITY.

USE PRICE CHECK DIGIT
Select "Y" if the price field includes a price check digit.

Note: **The price check digit is not the PLU code check digit** *(the last digit of the 13-digit non-PLU field, identified as "part c" in the example above.)* **If the price check digit is selected, it occupies one of the 10 digits in "part b", between the product code & price field and counts as a digit in the Length Of Field 1 setting.**

TAB OR DECIMAL POINT OF FIELD 2
Enter the decimal point position for the price/weight/quantity field.

Program Price Embedded PLUs

1. Select **PLU** form the **PLU PROGRAM** selection window. The PLU programming screen displays.
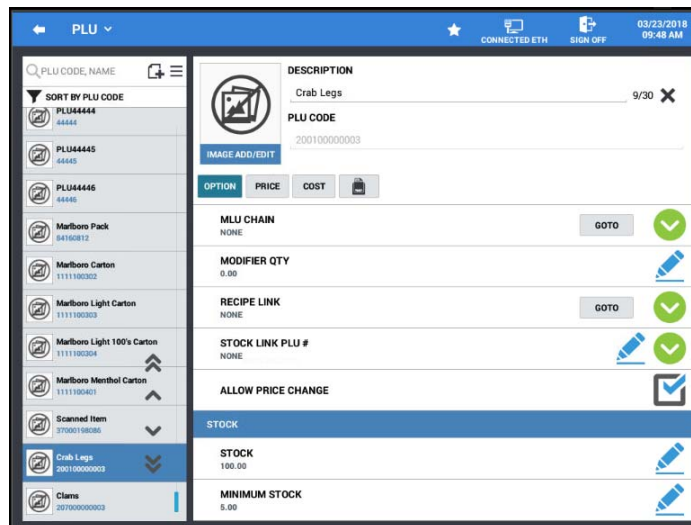
2. Press the press the ⊞ icon to add the price embedded PLU item.

3. Input the **Name** for the item in the **Item Name** field.

   a. STOCK quantity if this is a stock item.

   b. You can choose to enter the per unit price for each price level of the PLU for reference if you wish or leave at 0.00. *This field is not used when scanning the item in the sales mode. The price will be picked up from the embedded barcode when it is scanned in a sale*.

   c. Touch the **Input PLU Code** field and scan the barcode printed from scale.

4. Press **OK** to add the new item; press OK And Continue to add additional items or press Cancel to exit without adding the item.

Note: Embedded barcodes must be scanned into the terminal to assure the proper check digit calculation is assigned. If you attempt to type in embedded items they likely will not register properly in a sale.

When you scan in the new embedded barcode, the price field on the item will fill in with zeros if the Non-PLU Code programming settings are correct. If the new PLU code includes the price, then you should delete this new item and start over with the Non-PLU Code settings.

Price Embedded Barcode Registration Example

With the embedded barcode properly programmed, when the item is scanned in the sales mode, SAM4POS will extend the price per pound ($3.99 in this example), by the weight of the item (3.825lbs in this example) and register the amount of $15.26.
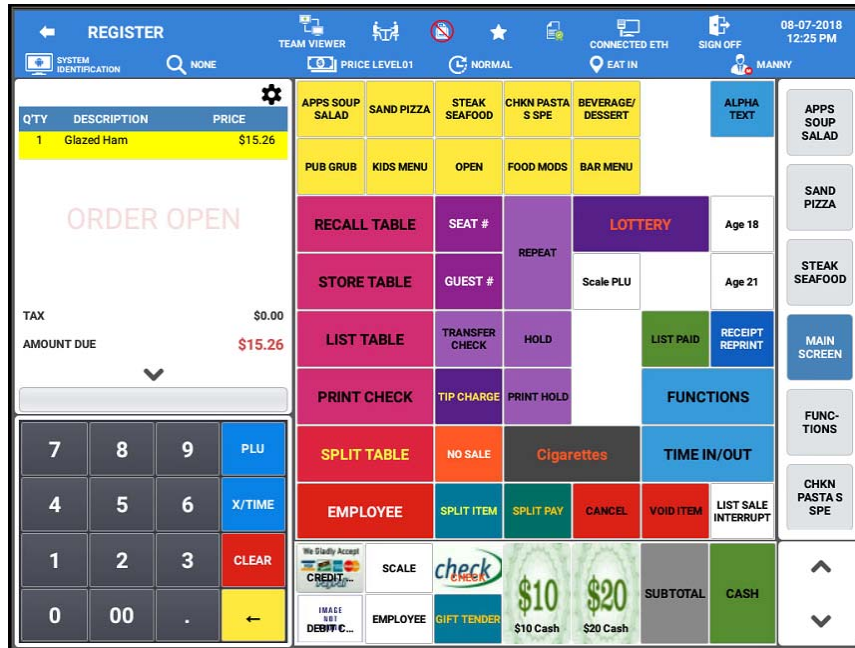
Quick PLU

The Quick PLU menu provides another means to quickly access the programming for a specific PLU or add new PLU's 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.

1. From the **PROGRAM MODE** main menu screen select **PLU** then select **Quick PLU**. The main Quick PLU selection screen is displayed:
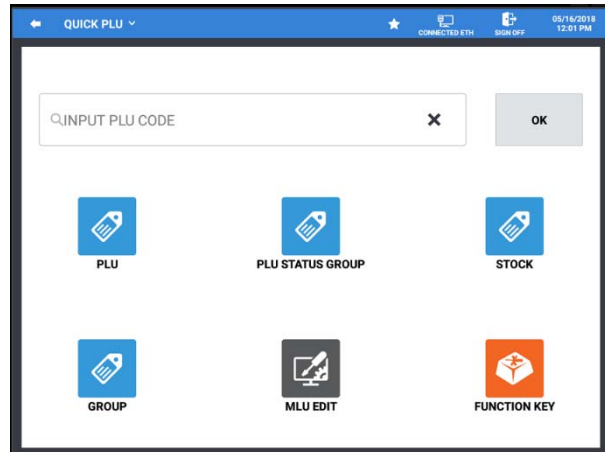
2. Select a category from the available selections to go to the programming screen for that category. Alternately, you can press the **Quick PLU** sub menu to select a category as shown:
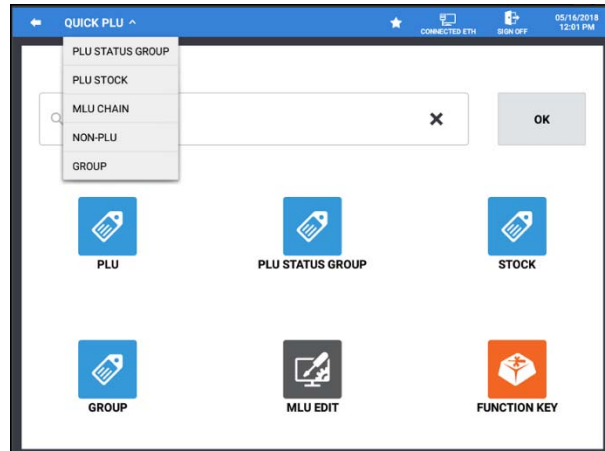
3. If you want to access the programming for a specific PLU, you can do so by typing in the desired **PLU#** or scan the specific item to go to that PLU.

4. Type in the **PLU CODE** then press the Done icon.
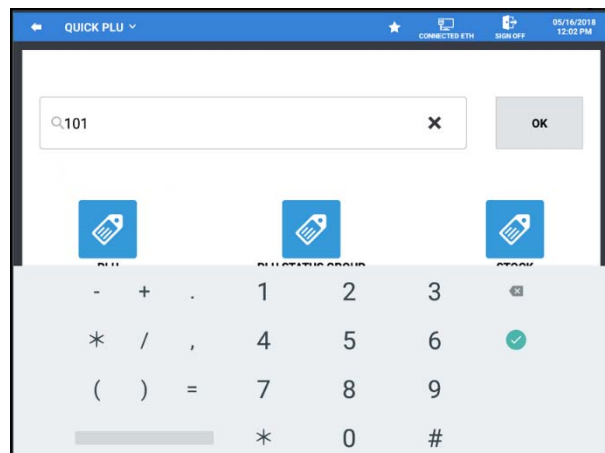
5. The PLU code is shown in the window as in the example:

6. Press **OK.**
   Alternately, type or scan the PLU# and press ***OK*** *to go directly to that PLU.*
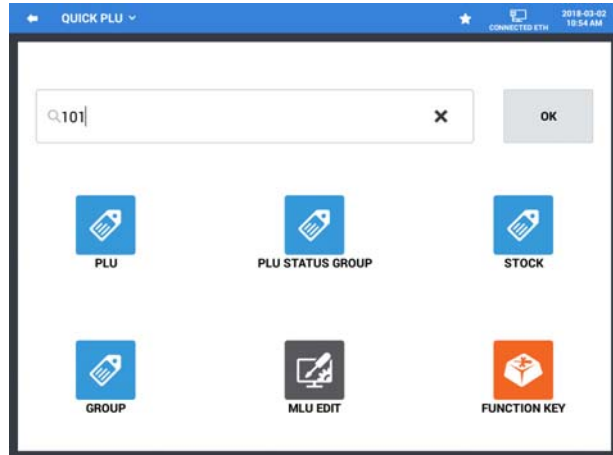
7. The programming for the PLU is shown; edit as necessary.

8. When you have finished editing the PLU, press the back arrow to return to the main Quick PLU menu screen.
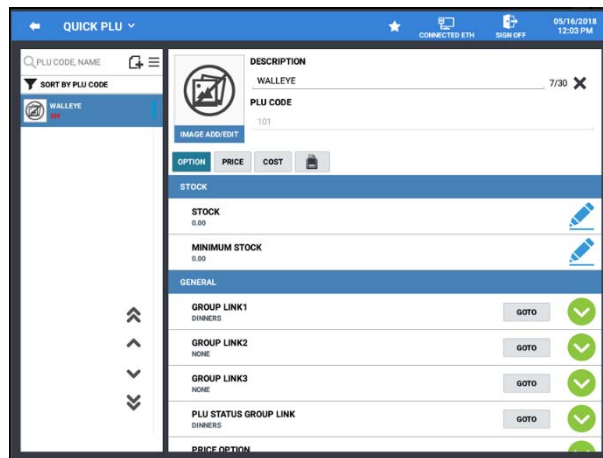
Employee

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 appears only on reports.

Employee programming is broken down into four programing categories: Employee, Authority Level, Job Code & Pay Rate and Station programming. Each of these categories has additional programming options.

1. From the **PROGRAM MODE** touch **EMPLOYEE** to view the EMPLOYEE program selection window.
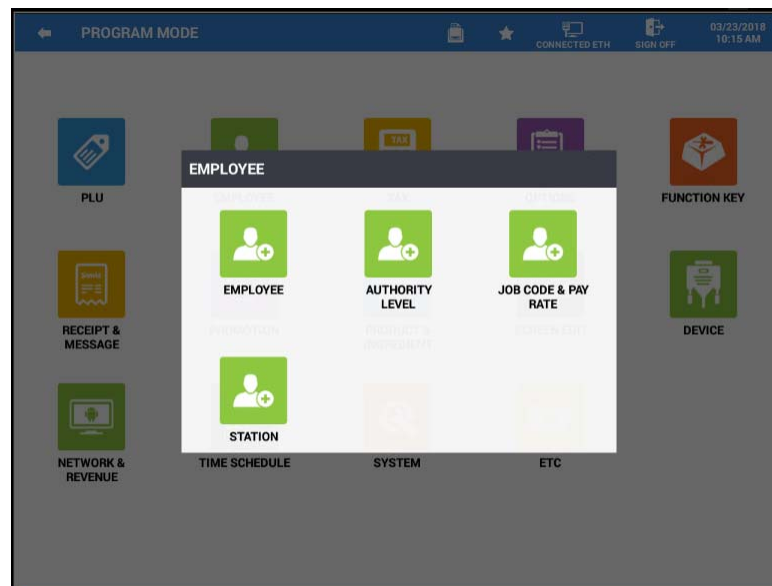
2. Touch the **EMPLOYEE** program area you wish to edit.

Employee Programming

The 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.
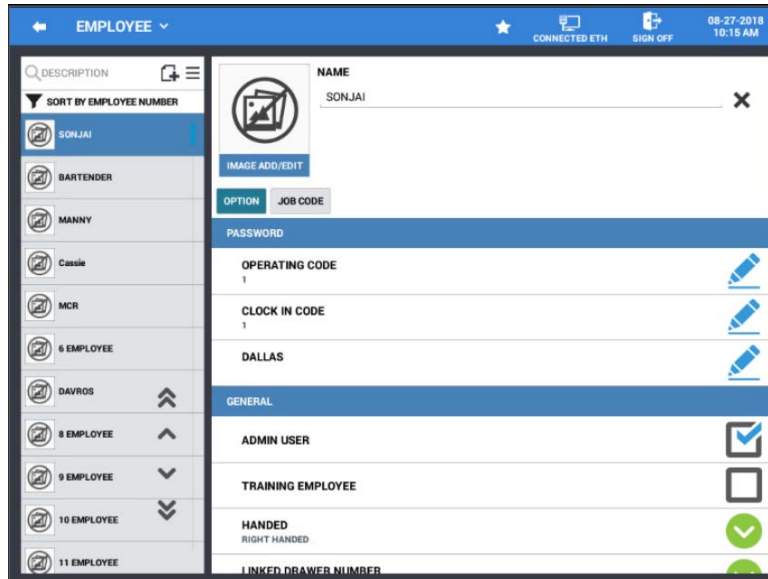
3. All existing employees are listed. You can edit an existing employee by scrolling through the employee list to the specific employee you wish to edit.

4. 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 .

5. Touch the **Menu** icon ≡ on the employee programming screen.

   a. Select **SORT** from the available selections. Choose to sort from A TO Z, Z TO A, or EMPLOYEE NUMBER.

   b. The **Edit Mode** selection on the allows you to select multiple employees in the database and Delete them all in one operation.

6. Press the add **NEW Record** icon ⊡ to add new employees to the database or you can select an existing employee to edit as necessary.

7. By pressing and holding the selected employee you can choose to:

   a. **Delete** – to remove the selected employee from the database

   b. **Copy To New Item** – to copy the selected employee to a new employee.

   c. **Copy to Existing Items** – to copy the setting and options from the selected employee to other employees already in the database.

   d. **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

The Employee programming allows you to program the employee name and add an image for the employee. You can also set specific options for the employee and assign job codes for the employee.

Name

Type in a name for the Employee, you can use the **X** at the end of the name field to clear the current name for the selected employee.

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.

HANDED

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

LINKED DRAWER NUMBER

Select the drawer for this employee: *No Drawer, Sam4s Cash Drawer, Sam4s Cash Drawer II or Printer Drawer.* If no drawer is assigned, the employee can only perform check track postings (not payments).

EMPLOYEE AUTHORITY LEVEL

Operations and programs that can be accessed by this employee are determined by selecting an authority level; see Employee Authority Level programming on page 112 for details.

STATION

Select the station the employee will be assigned to.
If STATION is set to STATION BY TERMINAL, assignment follows STATION of TERMINAL.
If STATION setting is 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 265.)

BIRTHDAY	**CITY**	**ADDRESS**
PROVINCE/STATE	**TELEPHONE**	**SOCIAL SEC #**
ZIP CODE		

Job Code Button

The Job Code button is where you will assign the jobs and pay rates the employee will utilize; you can assign as many job codes to an employee as is necessary. See "JOB CODE & PAY RATE" programming on page 114 for details.

> **JOB CODE / PAY RATES**
>
> 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 assign all the different job codes and pay rates for each employee.

Employee 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 Owner could be set up to allow all functions. Other authority levels could be defined for servers, cashiers and managers that allow only the appropriate operations.

REG MODE

> **SIGN IN/OUT USING MCR**
>
> This option forces the employee to use the Mag Card Reader for signing in and out of the ECR. See **Error! Reference source not found.** 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**
>
> If unchecked, employees assigned to this authority level cannot run the Employee Report. Employee Report is removed from the employee icon in REG Mode.

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

When checked, the End Of Day report icon appears in the More Functions menu 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, employee needs manager 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.

CHECK TRACKING

PAYMENT OF OWN GUEST CHECK

PAYMENT OF ANY GUEST CHECK

TRANSFER OF GUEST CHECK

CAN COMBINE/SPLIT GUEST CHECK

Selections are: Not Allow – Own - All

ALLOW EDIT ANY CHECK

CAN CLOCK-OUT WITH OPEN CHECK

GUEST CHECK ENTRIES ONLY

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

ALLOW CANCEL AFTER RECALL

EDIT PGM/FUNCTION

ALLOW PLU PRC CHANGE ONLY

If selected, the employee can access the PLU programming screen, but can edit only the PRICE/HALO and PRICE LEVEL fields.

ALLOW EMPLOYEE EDIT

ALLOW AUTHORITY LEVEL EDIT

ALLOW JOBPAY EDIT

ALLOW STOCK EDIT

ALLOW MLU EDIT

ALLOW FLU EDIT

CAN ALL MEMO DELETE

JOB CODE & PAY RATE

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.

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 (up to 30 characters). You can create as many JOB CODES as are needed for your application needs. Job codes can be sorted alphabetically by pressing the JOB CODE heading.

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.

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. Pay Rate values up to 999999.99 are allowed. Pay rates can be sorted highest to lowest or from lowest to highest if desired.

1. Select **NEW**, **EDIT** or **DELETE** as needed to create and maintain the pay rates.

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. Stations can be sorted alphabetically if desired.
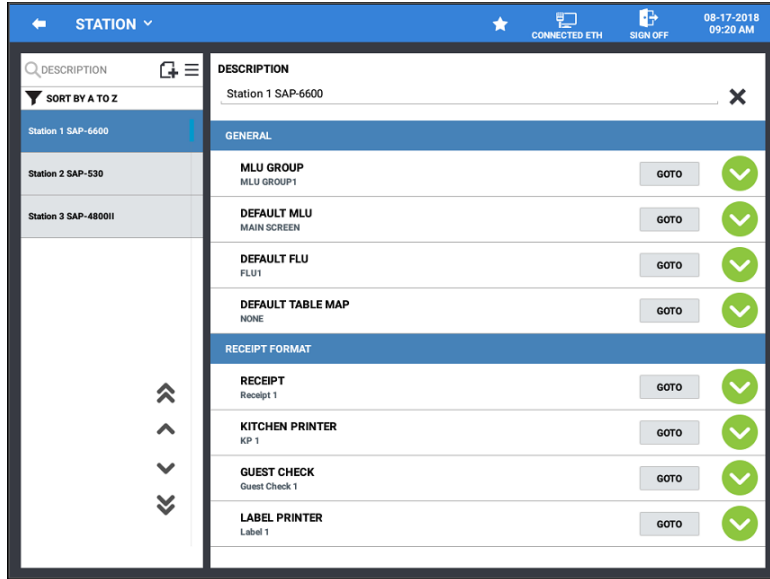
Description

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

        Select the label type (as set in the Label Print programming on page 98) to be used on the label printer for this station.

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

Tax

The SAM4POS provides calculation for up to ten different taxes. Tax calculations can be an *ADD ON* percentage, *TAX TABLE*, or *VAT* (Value-Added Tax).

Tax Groups are used to assign taxes to specific PLUs. The Tax Groups are assigned to items through the PLU Status Group programming. A tax Group can have a single tax assigned or multiple taxes can be assigned to the Tax Group to accommodate city, county, state, and federal taxes that may apply.

Tax 10 also has provisions for the Canadian Goods and Services tax (GST). If GST is to be taxable, you have the option for taxing the GST by other applicable tax rates (tax on tax).

1. From the main **PROGRAM MODE** menu select **TAX**, the Tax selection menu displays:
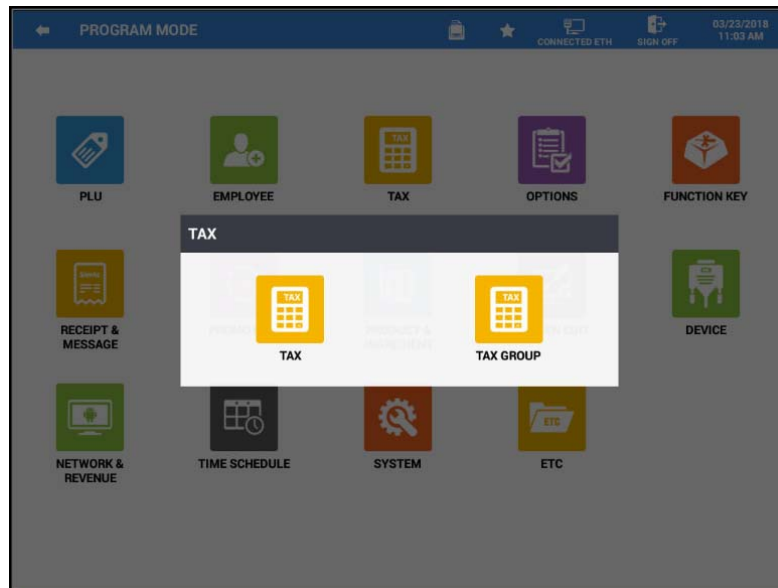
2. Select the program area you wish to edit; **TAX** or **TAX GROUP**.

TAX PROGRAMMING

There are three calculation options for each of the ten possible taxes.

- **Add-On -** most sales taxes can be programmed by entering an *add-on* tax percentage rate.

- **VAT -** if tax is included in the cost of the item, you can use value added tax (*VAT*) to calculate the tax share of each sale.

- **Tax Table -** if a tax entered as an add-on tax percentage does not follow exactly the tax chart follow that apply in your area, *tax table* programming will match tax collection exactly to the break points of your tax table. (Tax table programming allows up to 75 breakpoints.)

  1. From the **Program Mode** menu, touch **TAX** to view the TAX program selections and select **TAX**.
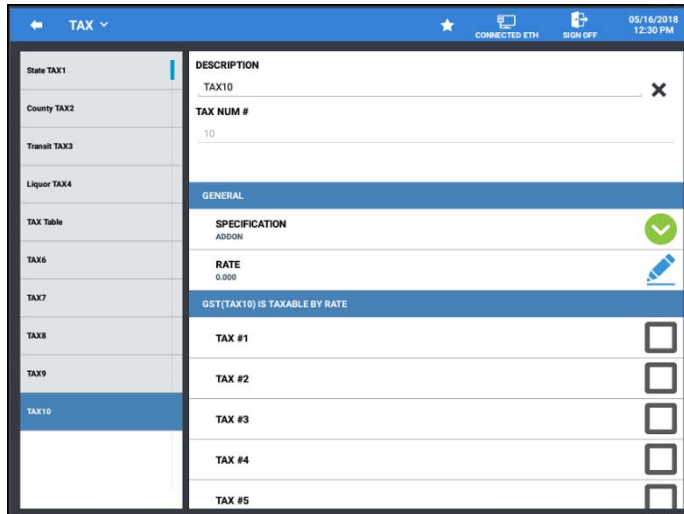
  2. Enter a **DESCRIPTION** for each of the 10 tax rates if desired. Descriptors can be up to 30 characters. This will be the descriptors printed on receipts and reports You can use the **X** at the end of the description field to clear the current descriptor.

  3. The **TAX NUM #** filed displays the current tax 1-10 that is selected.

General

SPECIFICATION
    Press the drop down to select the tax type; *VAT, ADDON,* or *TAX TABLE*.

RATE
    Refer to the notes that follow for programming the rate for each tax type:

VAT TAX Programming Notes

    When *VAT* tax is selected *(Value-Added Tax)*, the tax is included as part of the item price. Refer to **VAT** options in the Program Mode\Options\Options\Tax Option programming on Page 126 for additional *VAT TAX* options.

RATE
    Enter the rate to three decimal places; *i.e. 6.875% tax would be entered as 6875*.
    Press **OK** to go back to the main TAX programming screen.

Add On Tax Program Notes

    When *ADDON* tax is selected, the tax is calculated and then added-on to the sale.
    Enter the tax **RATE** to three decimal places; *i.e. 6.875% tax would be entered as 6875*.
    Press **OK** to go back to the main TAX programming screen.

Tax Table Programming

In some cases, a tax that is entered as a percentage does not follow exactly the tax charts that apply in your area (even if the tax chart is based on a percentage). In these cases, we recommend that you enter the tax rate using tax table programming method. This method will match tax collection exactly to the break points of your tax table.

Option - General

SPECIFICATION

Select TAX TABLE from the drop-down selection menu.

RATE

You can enter the rate if desired, this has no effect on the tax table values entered.

Option – Tax Table Option

MAXIMUM NON-TAXABLE AMOUNT

Enter the highest amount where no tax is charged. For this example, the entry is 0.10.

FIRST TAX AMOUNT CHARGED

Enter the first tax amount that is charged. For this example, the entry is 0.01.

 # OF NON-REPEAT BREAKS

Enter the number of Non-repeat breaks. For this example, the entry is 5.

 # OF REPEAT BREAKS

Enter the number of repeat breaks. For this example, the entry is 3.

BREAK POINT

Enter the high amount in the range.
For example: if the break point is .22 - .38, enter .38 for the break point.

Break Point

The break point tab is where the tax table break points are entered. The Sam4POS uses the high-side of the breakpoint range. Refer to the tax chart from your state department of revenue for the tax appropriate tax breaks for the tax rate you are entering. Use the buttons at the bottom of the display to enter your values.

| GOTO | NEW | EDIT | DELETE |

1. To enter the breaks for the tax table – press the **New** button; enter the first break point (high-side break point) for the specified number of Non-Repeat and Repeat Breaks from the tax table chart.

2. Enter the first Non-Repeat break point value and press **OK And Continue**.

3. Continue entering all the Non-Repeat and Repeat Break points in the same manner. After the last Repeat Break is entered, press **OK**.

4. If an incorrect break point value was entered, you can select the break point and press the **EDIT** button to change the value.

5. You can delete selected break points with the **DELETE** button.

Tax Table Example - 6% Tax Table

1. Examine the printed tax table for the tax you are programming.

2. Examine the pattern of break point differences to determine when the break points begin to repeat. Mark the beginning break points that do not fit a pattern as "Non-Repeat Breaks." Mark the break points that are repeating in a pattern as "Repeat Breaks." Count the number of repeat and non-repeat breaks.

Tax Charged	Sale Amount Range	Break points
$0.00	$0.00 - $0.10	
$0.01	$0.11 - $0.21	
$0.02	$0.22 - $0.38	
$0.03	$0.39 - $0.56	- Non-Repeat Breaks
$0.04	$0.57 - $0.73	
$0.05	$0.74 - $0.91	
$0.06	$0.92 - $1.08	
$0.07	$1.09 - $1.24	- Repeat Breaks
$0.08	$1.25 - $1.41	
$0.09	$1.42 - $1.58	
$0.10	$1.59 - $1.74	
$0.11	$1.75 - $1.91	
$0.12	$1.92 - $2.08	
$0.13	$2.09 - $2.24	
$0.14	$2.25 - $2.41	

TAX GROUP

Tax Groups are used to assign tax rates to taxable PLUs. A tax group can be assigned a single tax rate, multiple tax rates or no tax rates, depending on the application needs.

Individual Tax Groups are assigned in the PLU Status Group programming and the PLU Status Groups are then assigned to individual PLUs to apply the appropriate tax for the item.

1. From the main **Program Mode** menu, touch **TAX** to view the TAX program selections then touch **TAX GROUP**.

2. Select a Tax Group to edit or create new Tax Groups as needed.

3. Turn **ON/OFF** the tax rates as needed for each Tax Group by pressing the On/Off radial button.

Options

Options programming is used to define the most fundamental parameters of the register system. Options are separated into categories to simplify finding specific options.

Also available on the Options menu are Rounding and Tare Weight programming.

1. From the main **Program Mode** menu select **OPTIONS**, the options menu displays:
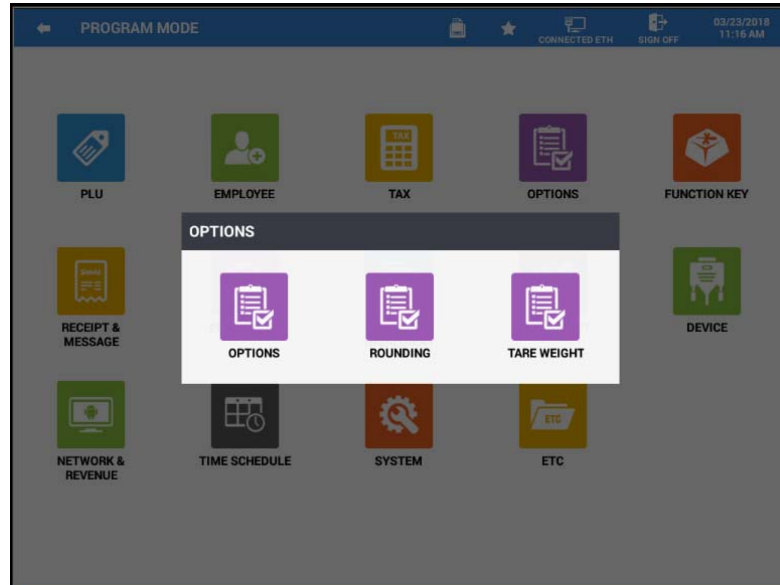
2. Select the program area you wish to edit from the options selection menu.

Options

Options programming is used to define the most fundamental parameters of the register system. Options are separated into easily identifiable categories to simplify finding specific options.

1. Select **OPTIONS** from the **Program Mode, OPTIONS** menu selections. The list of option categories is displayed.
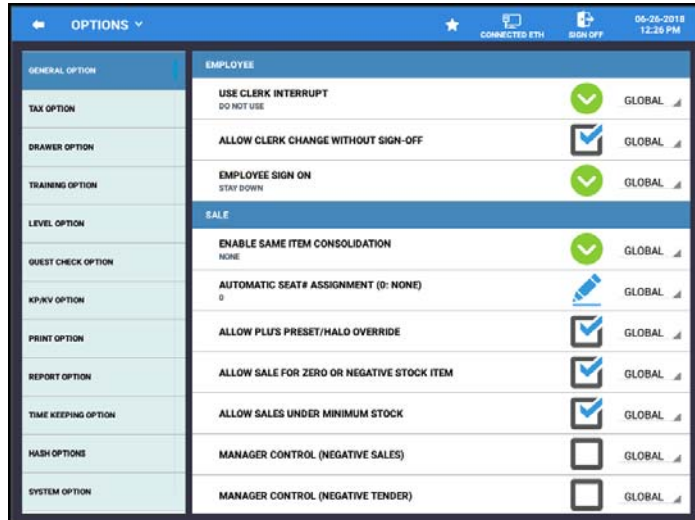
2. Choose a category from the list on the left to view the options related to the selected category.

3. Individual option within the categories allows you to select to make the option setting apply Globally to all station or apply to the Local station only. *(Available at v1.0.45 and later.)*

4. All options in all option categories can be selected as:

   a. Global – Applies to all terminals in a system

   b. Local – Applies to just the local station where option is set

Option Categories

GENERAL	**LEVEL**	**REPORT**
TAX	**GUEST CHECK**	**TIME KEEPING**
DRAWER	**KP/KV**	**HASH**
TRAINING	**PRINT**	**SYSTEM**

General Option

Employee

USE CLERK INTERRUPT

If allowed, a new clerk can be signed on in the middle of a transaction. In this circumstance, the initial transaction is suspended. When the interrupt transaction is completed, the suspended transaction can be continued when the original clerk signs back on.

- ♦ **DO NOT USE:** disables the clerk interrupt feature.
- ♦ **CLERK INTERUPT:** allows a new clerk to sign on in the middle of a transaction *(interrupt the current order)*. In this circumstance, the initial transaction is suspended. When the interrupt transaction is completed, the suspended transaction can be continued when the original clerk signs back on at the same terminal.
- ♦ **FLOATING CLERK:** if selected, the clerk interrupt feature is enabled and the employee is allowed to open the interrupted order at any terminal in the system.

ALLOW CLERK CHANGE WITHOUT SIGN-OFF

If selected, new clerk sign-on is allowed without previously signing off the current employee; must be set to YES if clerk interrupt is allowed.

EMPLOYEE SIGN ON

Choose POP UP to automatically sign off at the completion of a transaction. Choose STAY DOWN to register sales continuously for the same employee.

Sale

ENABLE SAME ITEM CONSOLIDATION

Choose "None", "One Item Delayed Consolidation" or "Immediate Consolidation".

AUTOMATIC SEAT# ASSIGNMENT (0: NONE)

If selected each item that does not receive a seat # prior to registration, will be assigned the default seat number as set here. Using a seat number system assists prep staff in assembling orders correctly and facilitates payment of separate parts of a check.

ALLOW PLUS PRESET/HALO OVERRIDE

Override of a preset price or override of a HALO (entry of a price greater than the PLUs high amount limit) can be allowed. See options in PLU programming and Authority Level as well.

ALLOW SALE FOR ZERO OR NEGATIVE STOCK ITEM

If selected, sale of items with zero stock or negative stock (≤ 0) is allowed.

ALLOW SALES UNDER MINIMUM STOCK

When STOCK ITEM status is assigned to a PLU (see PLU Status Group Programming), a warning "BELOW MINIMUM STOCK" will display if/when the PLU is registered and stock is below the minimum level.

MANAGER CONTROL (NEGATIVE SALES)

Requires manager authority; Settings here do not affect transactions performed in the **VOID** mode.

MANAGER CONTROL (NEGATIVE TENDER)

Requires manager authority; Settings here do not affect transactions performed in the **VOID** mode.

MANAGER CONTROL (ZERO SALES)

Requires manager authority; Settings here do not affect transactions performed in the **VOID** mode.

ALLOW NOT FOUND PLU

If selected, when a PLU number is entered (or scanned) that is not in the PLU file, the operator can enter the item price and complete the transaction.

ACTIVATE CANADIAN ROUNDING ON TEND / SUBTOTAL

Check this option to round cash transactions to the nearest .05¢.

MLU CHAIN MULTIPLICATION

Allows multiplication registration for menu lookup chain entries.

DISPLAY TOTAL / CHANGE AFTER FINALIZATION

When checked, the Total and change will display in an information box on the main screen. Press OK to close the message window. Employee is signed out.

DISPLAY TOTAL / CHANGE LARGE

If set to display the Total/Change after Finalization and this option is checked, the Total and Change is displayed Double High/Wide.

REFRESH SALE LIST AFTER FINALIZATION

Clears the sale from the display when the order is finalized or stored.

DISABLE AUTOMATIC SAME AMOUNT OPEN PLU ENTRY

If checked, when an open PLU is register and the same PLU is registered again immediately afterward, the same price is not registered as previously used.

DISPLAY MESSAGE FOR MACRO OPERATION

When selected, the MACRO information displays briefly after the MACRO completes its programmed operations.

ALLOW SALE SCREEN EDIT

If this option is ON, the gear will display in REGISTER MODE allowing for the screen size to be edited. Refer to the Sale Screen Size editing example on page 47 for the operation of this feature.

PRINT CURRENCY SYMBOL ON SCALE PRICE

When selected, the programmed currency symbol will print along with the item price on scale items.

Destination

Note: **Destination keys such as Eat-In, Take-Out, Drive-Thru, must be created in 'Function Key' programming before they can be used or defined here.**

DEFAULT DESTINATION

You have the option of selecting a default destination; the default destination will automatically apply to all sales. Choose NONE for no selection.

ENFORCE DESTINATION ENTRY AT START OF SALE

You can enforce the destination selection to be entered at the beginning of a sale, by selecting this option.

ENFORCE DESTINATION ENTRY BEFORE TENDER

You can enforce a destination selection before tendering a sale by selecting this option.

DISPLAY POPUP ON DESTINATION CHANGE

If selected, a pop-up dialog window will display when a destination key is pressed.

Multiplication

ENABLE DIRECT MULTIPLICATION

Direct multiplication allows you to enter a quantity and then press a preset key without using the **X/TIME** key.

DIRECT MULTIPLACATION (1-5)

You can determine the maximum number of digits allowed for the multiplier.

ALLOW MULTIPLE MULTIPLICATION

Selecting this option allows multiple multiplications, for example, **2 X/TIME**, **3 X/TIME**, **ITEM**. Note that multiple multiplication overrides split pricing.

LIMITING QUANTITY FOR MULTIPLICATION SALE

Determines the maximum quantity entry allowed when using the X/Time key. Quantity can be set up to 3 places past the decimal; i.e. X.xxx

ETC

DISABLE ERROR BUZZER

Select YES for a momentary error tone; select NO for a continuous error tone that must be cleared.

DISABLE TOUCH SOUND

Turns off the sound made when touching the screen.

ERROR BUZZER IS SPOT

Check this option for a momentary error tone; uncheck this option for a continuous error tone that must be cleared.

PRINT POWER FAIL COUNT WHEN POWER FAIL OCCURS

Each time the register powers on it will print a chit to the programmed receipt printer stating there was a power fail with the time, date, register number.

STOCK EDIT – SHOW THE POPUP (PRINT OR CLOSE) WHEN THE SCREEN IS EXITED

When stock is added or edited, select this option if you wish a popup dialog to appear to select if you want to print the stock edit or not. If this option is not selected, no dialog appears and not printing occurs.

DISABLE VOID MODE

Set to Yes to deactivate any activity in VOID mode.

ENABLE CARD READ

Required for the use of employee cards.

LINE DISPLAY DESCRIPTION

Program a custom message for a connected external 2-line Pole Display; two lines, up to 20 characters per line, to show on the rear customer VFD display.

CHECK DIGIT IS SENT FROM BCR

This setting needs to match the setting on your scanner, if the scanner is set to the read check digit, this option must be set.

AUTO-SEARCH DELAY (IN SECONDS)

This controls the search feature on the programming screens. The default setting is 2. If this is set to 0, there is no Auto-Search delay, the user must press DONE to search.

SECONDS TO DISPLAY TOTAL/CHANGE (0:ALWAYS)

This setting determines how long the data is displayed. Allowable settings are from 0 to 99 seconds.

SECONDS TO DISPLAY TOTAL/CHANGE (0:ALWAYS) on POLE DISPLAY

This setting determines how long the data is displayed on a remote pole display. Allowable settings are from 0 to 99 seconds.

DISPLAY A RUNNING SUBTOTAL ON POLE DISPLAY

Allows the pole display to show a running subtotal as items are registered.

FTP

FTP IP (LOG BACKUP)

FTP PORT (LOG BACKUP)

FTP IP (BACK OFFICE)

FTP PORT (BACK OFFICE)

FTP ID (BACK OFFICE)

FTP PASSWORD (BACK OFFICE)

FTP ROOT FOLDER (BACK OFFICE)

AUTO SCAN NEW PROGRAM ON FTP AFTER EOD

Tax Option

Tax

PRINT TAXABLE AMOUNT ON R/J

Select to print the tax eligible subtotals for each tax on the receipt and/or journal, if printed.

DISPLAY TAXABLE STATUS INDICATORS

Tax eligibility indicators, *i.e.* T1S2F display on the screen and print on printers adjacent to the item.

PRINT TAXABLE STATUS INDICATORS

In the default condition (Y), tax eligibility indicators, *i.e.* $^T_X1$ display on the screen and print on printers adjacent to the item. Choose No to selectively remove the indicators from the display and/or print.

PRINT TAX AMOUNT AT TENDER

When set, the tax charged for each tax will print on the receipt (TAX1, TAX2, etc.)

TAX PRINT ON RECEIPT: COMBINED/ITEMIZED

If the TAX amount is set to print on the receipt at tender, select if you want each tax amount to print separately *(Itemized)* or as one *(Combined)* TAX total.

PRINT TAX EXEMPT TOTALS

If selected, a tax-exempt total will print on the receipt.

VAT

PRINT VAT TAX AMOUNTS SEPARATELY

If there are multiple value added taxes, select to print tax amounts separately for each tax, rather than as a single tax total.

VAT SUBTRACTED FROM INDIVIDUAL PLU TOTALS

Select to subtract the VAT tax amount from the PLU totals on the PLU report. If not selected, the PLU report total reflects the items price and the value-added tax.

PRINT TAX ON VAT

If selected, prints breakout tax amount on VAT tax sales receipts.

ETC

SHOW FOOD STAMP INDICATOR

If selected, the food stamp indicator, F displays on the screen and prints on printers adjacent to the item. Uncheck to remove the indicator from the display and print.

PRINT SUBTOTAL WITHOUT TAX

If selected, the merchandise subtotal printed on the receipt does not include tax.

DISPLAY SUBTOTAL WITHOUT TAX

If selected, the amount displayed when the subtotal key is pressed does not include the tax.

Drawer Option

General

ALLOW ITEM REGISTRATION WITH DRAWER OPEN

Uncheck to force the drawer to be closed before registrations are allowed.

OPEN DRAWER FOR CASH-DECLARATION

When this option is selected, the drawer will open at the start of the CASH DECLARATION procedure.

OPEN DRAWER FOR ISSUING REPORTS

Select to open the drawer at the completion of any report. Drawer will not open on a scheduled EOD report *(requires v1.0.48 or later).*

OPEN DRAWER ALARM WAITING TIME (SEC)

Enter length of time (in seconds) the drawer may be open before the open drawer alarm sounds. (0 = No drawer alarm)

CASH IN DRAWER LIMIT

Set the maximum amount of cash in drawer before an error tone and message display. The error can be cleared, and continued sales are allowed; however, the warning continues to sound at the completion of each transaction until cash is removed from the drawer. Set the amount to 0 (zero) to disable the cash in drawer limit warning.

DISPLAY CHANGE UNTIL DRAWER IS CLOSED

When selected, change will appear on display until the cash drawer is closed. This setting is overridden when the option in General Option\ETC: 'Seconds To Display Total/Change' is set.

DRAWER ON TIME (50-250ms)

Train Option

General

OPEN DRAWER FOR TRAINING EMPLOYEE

Select to open the appropriate cash drawer during training operations.

PRINT RECEIPT FOR TRAINING EMPLOYEE

Select to print receipts (if receipts are normally printed) during training.

PRINT JOURNAL FOR TRAINING EMPLOYEE

Select to print (or update, in the case of an electronic journal) the journal in training.

PRINT ORDER ON KP/KV FOR TRAINING EMPLOYEE

Select to send orders to the kitchen printer and/or kitchen video during training.

PRINT TRAINING MARK ON RECEIPT FOR TRAINING EMPLOYEE

If checked, the message: ** TRAINING MODE ** is printer on receipts; uncheck to remove this message.

STOCK IS DEDUCTED FOR TRAINING EMPLOYEE

Default is NO. Select if you wish stock to affect inventory levels for training mode activity.

Level Option

Level / Modifier

DEFAULT PRICE LEVEL

If price levels are set as Pop-Up, enter the level you wish to return to after an entry on a different level is registered.

PRICE LEVEL IS

STAY DOWN: The price level will remain active until the next choice.

ITEM POPUP: The price level applies for the next PLU only, and then returns to the default.

TICKET POPUP: The price level remains active for the remainder of the transaction, and then returns to the default when the transaction is finalized.

MODIFIER LEVEL IS
    STAY DOWN: The modifier will remain active until the next choice.
    ITEM POPUP: Modifier remains active for the next PLU only, and then returns to the default.
    TICKET POPUP: Modifier remains active for the remainder of the transaction, and then returns to the default when the transaction is finalized.

ALLOW MODIFIER ON CODE ENTRY PLU
    Allows PLU modifier keys may be used with both keyboard PLU keys and code entry PLUs.

MODIFIER OVERRIDES PREVIOUS MODIFIER
    If selected, only the last modifier entry will affect the PLU number. Use this setting when a PLU is modified only once, *i.e.* small/med/large. If Not selected, several modifiers affecting different digit positions could be entered and affect the PLU registered. For example, size, crust type, and/or toppings could be indicated on pizza items.

USE MODIFIER HISTORY
    If selected, multiple modifiers will display in the message line before a main PLU is registered.

MOVE TO DEFAULT MLU AT FINALIZATON
    If selected, when the sale finalization is completed, the default Menu screen will display.

MOVE TO DEFAULT FLU AT FINALIZATION
    If selected, when the sale finalization is completed, the default Function screen will display.

Guest Check Option

General

WARNING ON HELD ITEMS AT FINALIZATION
    If a check with *Held Items* is paid, a warning will display.

AUTOMATICALLY SELECT HELD ITEMS ON GUEST CHECK RECALL
    Items may be "held" to temporarily postpone kitchen printing (or display). If selected, held items are automatically selected when a check is recalled so they may be sent to the appropriate printers/screens.

COMPULSORY PRINT CHECK BEFORE TENDER
    If selected, a check must be printed before payment is tendered.

AUTOMATICALLY PRINT GUEST CHECK SLIP AT TENDER
    When selected, the guest check will print when the order is paid.

KP/KV Option

Print on KP

You can determine the content of each kitchen printer chit. For each option listed, check the option to add to the kitchen print, uncheck the option to not print on the kitchen printer.

PRINT TOTAL AMOUNT ON KP

PRINT SEAT # ON KP

PRINT PLU CODE ON KP

PRINT PLU PRICE ON KP

PRINT NUMBER OF ITEM ON KP

ALPHA TEXT

PRINT CONDIEMNT QUANTITY ON KP

PRINT DEVICE MAPPING DESCRIPTION ON KP

PRINT DESTINATION DESCRIPTION

Select TOP or BOTTOM

Send on KP/KV

PRINT VOIDED ITEM AT KP/KV

If selected, then transaction void orders will not print or display at the appropriate printer/screen.

PRINT ORDER ON KP AT SUBTOTAL

Select if you wish to send/print items on the KP when the subtotal key is pressed, instead of when the sale is finalized.

PRINT ORDER ON KV AT SUBTOTAL

Select if you wish to send items to the KVS when the subtotal key is pressed, instead of when the sale is finalized.

ENABLE SAME ITEM CONSOLIDATION ON KP/KV

If selected, for example, if two hamburgers are entered and sent to the printer, they will print as "2 HAMBURGERS", rather than "1 HAMBURGER" and "1 HAMBURGER" on a second line. If condiments are entered, they will be separated and printed below the items.

REALTIME KV

Each item will display at the Kitchen Video screen when the next item is entered (one item delay).

Sort /Split

SORT KP BY SEAT #

If seat # system is used, will sort kitchen printer orders by seat #, for example:

[Seat # : 1]
   1 Eggs
   1 Coffee
     Cream
[Seat # : 2]
   1 Eggs
   1 Orange Juice

SPLIT KP BY KP ITEM

Select to produce a separate requisition for each main item.

ETC

DEFAULT KP PERIOD

KP Periods must be created in the Time Schedule/KP Time Period before you can assign the default KP Period here. Choose NONE for no selection.

KP ORDER#

Choose from "COMBINE REG#&CONS#" or "GLOBAL ORDER#".

 # FEEDING LINES AT START OF KP

 # FEEDING LINES AT END OF KP

Enter the number of lines you wish to feed the beginning/end of kitchen printer print.

PRINT ITEM IN DOUBLE

Select to print items to KP in Bold (Double High/Wide)

PRINT ITEM ONE LINE

When selected, KP will only print first line of descriptor.
When not selected, KP will print entire descriptor even if it wraps to second line.

Print Option

Receipt & Journal

PRINT REPRINT ON A REPRINTED RECEIPT

When a receipt is reprinted, ** REPRINT ** is printed at the top of the reprinted receipt.

PRINT SEAT#

When this option is checked, the seat # will print on the receipt and journal.

PRINT RECEIPT FOR SIGN ON/OFF

If selected, a receipt is printed whenever an employee signs on or off.

PRINT RECEIPT FOR TIME CLOCK IN/OUT

If selected, a receipt is printed whenever an employee clocks in or out.

PRINT RECEIPT FOR MANUAL TIME CLOCK EDIT

If selected, a receipt is printed whenever employee time is edited.

PRINT PLU CODE

If selected both the PLU# and descriptor will print when a PLU is registered

PRINT TENDER ON RECEIPT

If selected, the tender will print on the receipt.

PRINT NUMBER OF ITEMS ON RECEIPT

If selected, a count of the number of items will appear on each receipt.

PRINT VOIDED ITEM ON RP

When selected, items voided in the transaction will print on the RP.

PRINT SUBTOTAL WHEN SUBTOTAL KEY IS PRESSED

If checked, the receipt will print the subtotal at the point in the transaction when the subtotal key was pressed.

PRINT DESTINATION DESCRIPTION

You can select to print at the TOP or BOTTOM.

PRINT PREAMBLE/POSTAMBLE ON JOURNAL

Select this option to print the Preamble/Postamble message on the Journal *(Detail)* print.

PRINT LOGO ON JOURNAL

PRINT BARCODE ON JOURNAL

PRINT QR CODE ON JOURNAL

PRINT GRATUITY ON JOURNAL

Double

You can choose double-width printing (bold print) for Total, Tender, and Change amounts.

PRINT TOTAL IN DOUBLE

PRINT TENDER IN DOUBLE

PRINT CHANGE IN DOUBLE

ETC

ALLOW MULTIPLE RECEIPTS

If selected, more than one copy of the receipt can be issued after the sale.

ALWAYS PRINT RECEIPT IN VOID MODE

If selected, a receipt will automatically be printed for transactions in VOID mode.

LINES AFTER PREAMBLE

Enter the number of lines you wish to feed after the preamble and before the first receipt line.

LINES BEFORE POSTAMBLE

Enter the number of lines you wish to after the last receipt line and before the postamble.

PRINT HOME CURRENCY SYMBOL ON LABEL

When selected, the home currency symbol will print in front of the price for the PRICE element on labels. When not selected, the price is printed without the currency symbol on the labels PRICE element. *(Currency Symbol is set in System Option programming.)*

 # COPY OF EFT RECEIPT

Indicate the number of copies of the credit card transaction receipt to be printed. *(When Integrated Payment is utilized.)*

Report Option

General

EMAIL ADDRESS FOR EXPORT

Enter the email addresses where you wish to send reports.

Note: A Gmail account is needed for sending FROM, and the SAM4POS must be added to "Trusted Devices" in the Google account security settings.

GMAIL ACCOUNT

Enter your Gmail eMail account (This is the eMail address that the SAM4POS will send FROM).

Note: The SAM4POS app must be added to the Google Less Secure Apps (not Trusted Devices) in the Google security settings in order to send emails.

GMAIL PASSWORD

Enter the password for your Gmail account.

START DAY OF WEEK

Select the day you wish the official week to begin.

AUTO SIGN OFF AFTER SIGNED ON EMPLOYEE REPORT PRINTS

Check this option to sign off the current employee after the Signed On Employee Report is printed.

PRINT NRGT IN FINANCIAL REPORT

Select to print the **N**on **R**esettable **G**rand **T**otal on the Financial Report. *(Requires v1.0.75 or later.)*

End of Day

OPENING TIME

Enter time for the beginning of the working day; enter as 2400-hour clock. For Example; if you enter 0900 here, all sales will report to this day even if open and sale registered past midnight.

SEND EMAIL ON END OF DAY

Check this option to send end of day reports to the programmed eMail address.

COMPULSORY CASH DECLARATION BRFORE ISSUING END OF DAY

If selected, you must declare the amount of cash before taking the EOD report. This encourages accurate reporting and over/short amounts are calculated and printed.

ALLOW MANUAL END OF DAY WITH OPEN CHECK

If selected, the End of Day report can manually be performed with open checks is the system.

ALLOW AUTO END OF DAY WITH OPEN CHECK

If selected, the Auto End of Day can be performed with open checks is the system.

EJ Report

EJ REPORT

Check to enable Electronic Journal.

EJ REPORT PATH

Select the device PATH where the Electronic Journal will be saved; Choose from:
USB (default) or Internal Storage.

PREAMBLE/POSTAMBLE ON EJ

Select this option to print the Preamble/Postamble message on the Journal *(Detail)* print.

LOGO ON EJ

BARCODE ON EJ

QR CODE ON EJ

GRATUITY ON EJ

Time Keeping Option

Time Keeping

OVERTIME HOUR IS USED FOR

Select either "DAY" or "WEEK" for overtime hours.

HOURS PER OVERTIME STARTS

Enter the number of hours that must be worked per day or week before overtime starts. For example: if field #1 is day, enter 8 hours, or if field #1 is week, enter 40 hours.

OVERTIME FACTOR

Enter the factor which the standard pay rate is multiplied to determine overtime pay, *i.e.* enter 1.5 if rate is time and one half or enter 2.0 if rate is double time.

TIP REPORTING % OF SALE

The percentage entered here is calculated and reported as 'Estimated TIPS' on the Financial/Employee Report. Set to 0.000 to not show reports.

DISPLAY SIGN ON SCREEN

With this option checked, the sign on screen displays separate buttons for Sign-On and for Time In/Out.

COMPULSORY CASH DECLARATION BRFORE ISSUING END OF DAY

If selected, you must declare the amount of cash before running the Time In Out Report. This encourages accurate reporting and over/short amounts are calculated and printed.

Hash Options

Here you can define which report totals will be updated when HASH items are registered. See "PLU Status Group" programming on page 91 to apply HASH status to PLUs assigned to the PLU Status Group.

HASH

UPDATES SALE (RECEIPT) TOTAL

ADDS TO GROSS SALE TOTAL

ADDS TO NET SALE TOTAL

UPDATES HASH TTL ON FINAN/SFT RPT

UPDATES TIME PERIOD REPORT

UPDATES GROUP REPORT

UPDATES INDIVIDUAL PLU TOTALS

ADDS TO OVERALL PLU TOTALS

UPDATES DRAWER TOTALS REPORT

UPDATES CALENAR REPORT

System Option

General

DECIMAL POSITION: XXX. = 0; XX.X = 1; X.XX = 2; X.XXX = 3

Enter the desire number of decimal places (0-3).

CURRENCY SYMBOL

Enter desired currency symbol. $ § £ ¢ € ¥

SELECT DATE FORMAT

Select desired date format from the list; yyyy-MM-dd, MM-dd-yyyy, etc.

SELECT TIME FORMAT

Select either **HH:mm** – **HH:mm:ss** – or – **h:mm a**

CONSECUTIVE# IS RANDOM

If selected the consecutive # is generated randomly, rather than sequentially.

SCREEN SAVER (MINUTES)

Enter the number of minutes (0-99) before an inactive screen will automatically display; (0) will disable the screen saver. Press any key to refresh the screen.

SCREEN SAVER TYPE

Choose from Floating, Rotating or Clock: FLOATING requires a single image selected from USB or internal storage. The selected image will float in a pattern across the screen. ROTATING allows multiple images to display in sequence. Up to 6 images can be selected from USB or internal storage.

REPORT MODE PASSWORD

You can set your own 4-digit password; enter 0 for no password.

PGM PASSWORD

You can set your own 4-digit password; enter 0 for no password.

MANAGER PASSWORD

You can set your own 4-digit password *(9999 is the default)* enter 0 for no password.

USE REGISTER MODE NUMBER PAD

If unchecked, no number pad is displayed in the register mode.

COLLECT CARD HOLDER NAME

(Used with Integrated Payment.) Select this option to print the cardholder's name below the signature line.

TEST AS OPERATOR ID

Do not select this option in live applications; would print 'test' as the operator ID.

GRATUITY FLAG

(Used with Integrated Payment.) Select from the options: Do not prompt for TIP on Pin Pad; Prompt for TIP on Pin Pad; or Prints a blank TIP and Total Line on the receipt.

GO DIRECTLY TO THE GRAPHIC TABLE

If checked, Table Management displays automatically when in the register mode.

SHOW TABLE MAP ICON

Check to display or uncheck to not display the table map icon on the title bar in the Register mode.

DISABLE AMOUNT CONFIRMATION

Check this option if you wish to turn off the amount confirmation on the PIN-Pad when credit card transactions are performed.

REG Title UI Control

Check the options here to be able to Edit/Change the selection in the Register mode. Uncheck to not allow changing of the specific option.

> **ENABLE PRICE LEVEL**
> **ENABLE KP ROUTE**
> **ENABLE DESTINATION**
> **ENABLE EMPLOYEE**

Example with all REG Title UI Control selected
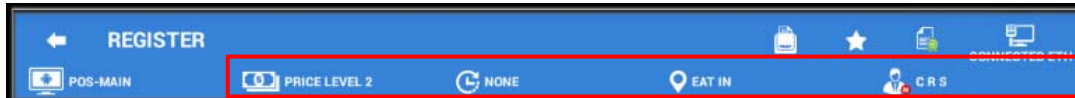
ETC

> **DEALER CONTACT**
> Allows entry of dealer contact information, up to 40 characters.
> **PM USA DATA STORE**
> Not used at this time.
> **STORAGE THREASHOLD %**
> Set the threshold percentage value for the memory storage area.

Rounding

The Rounding option allows you to choose how the rounding is handled when fractional amounts result during operations like multiplication, division, applying discounts and tax calculations. You can select the rounding method for these operations to always round up, always round down, or round up at .5 (half a cent .005¢).
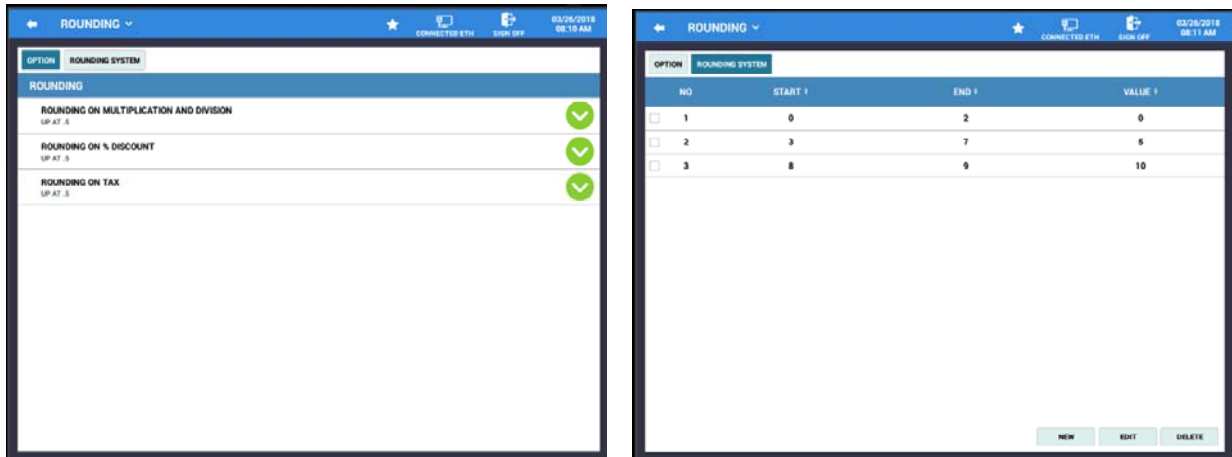
Rounding Option Programming

When calculations result in a fraction of a cent, you have the option of rounding UP AT .5 ($0.005 or greater rounds up; less than 0.005 rounds down) or you can choose to round any fractional calculation ALWAYS UP or ALWAYS DOWN.

> **ROUNDING ON MULTIPLICATION AND DIVISION**
> Choose rounding method for Multiplication & Division calculations: UP AT .5, Always Up or Always Down.
>
> **ROUNDING ON % DISCOUNT**
> Choose rounding method for % (discount/surcharge): UP AT .5, Always Up or Always Down.
>
> **ROUNDING ON TAX**
> Choose rounding method for TAX calculations: UP AT .5, Always Up or Always Down.

Rounding System Programming

Use these options to eliminate the use of small value coins (*i.e.* pennies). Rounding up or down occurs at subtotal or cash.

Select the ROUNDING SYSTEM field to display the ROUNDING SYSTEM PROGRAMMING SCREEN where up to five ranges can be set. For example, if you wish to eliminate pennies, the ranges could be set as:

> #1   00-02   000 (.00-.02 rounds to .00)
> #2   03-07   005 (.03-.07 rounds to .05)
> #3   08-09   010 (.08-.09 rounds up to .10)

TARE WEIGHT

A tare is the amount of weight accounted for by the container or packaging. By entering a tare weight (as required by law in some areas) the weight of the container is subtracted and only the true weight of the product is measured on the scale.

1. From the **PROGRAM MODE** touch **OPTIONS**, then select **TARE WEIGHT** to view the Tare Weight programming.
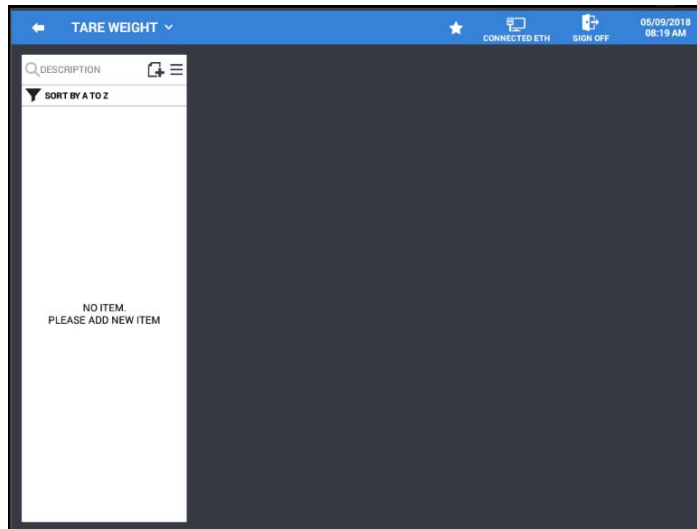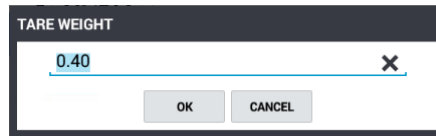
2. Touch the **Add** icon to add a new tare weight, the **NEW** item entry dialog displays.
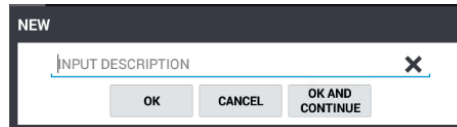
3. Input a description for the new tare weight and press **OK t**o add the tare or press OK AND CONTINUE to create additional tares. CANCEL will exit without adding the tare. You can use the **X** at the end of the descriptor field to clear the current descriptor.
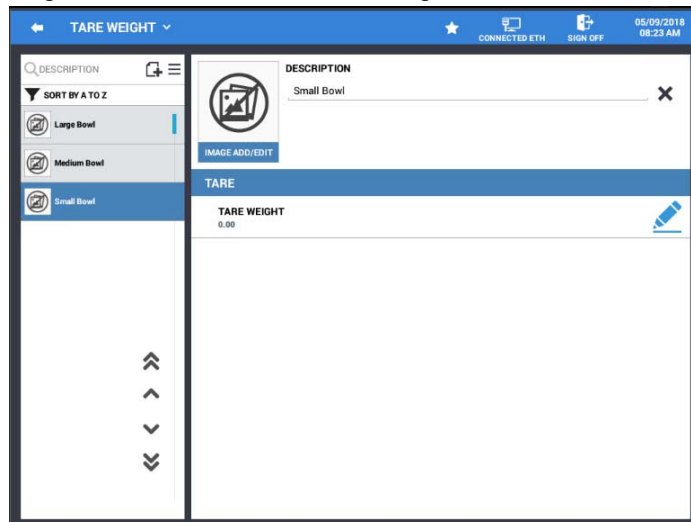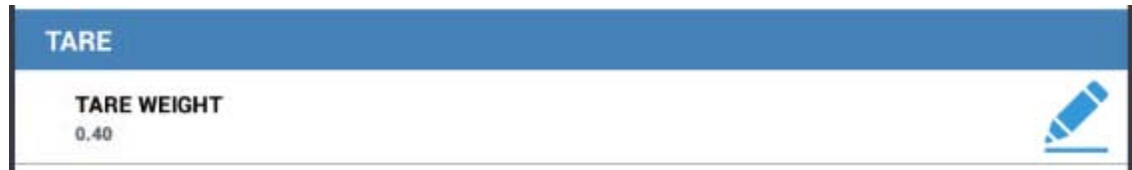
4. Next, select a tare from the list, touch the ✎ pencil icon to enter/edit the tare weight. You can use the **X** at the end of the Tare Weight filed to clear the current Tare.

5. Press **OK** or the Done key on the keypad to enter the tare.

Function Key

Function Key Programming is separated into three categories, Function Key, Tender Key and MACRO Key. The options for each vary by key type selected. Refer to the Function/Tender Key List for specific information about each key type.

FUNCTION KEY MACRO's can be programmed to perform a predefined set of functions/operations. We can create as many functions/tenders and MACRO's as are needed. Custom key descriptors up to 30 characters can be programmed on the keys.

MLU and FLU editing can also be accessed from the Function Key/Tender Key programming.

1. Select **FUNCTION KEY** from the **PROGRAM MODE** menu to display the **FUNCTION KEY, TENDER KEY** selection screen.
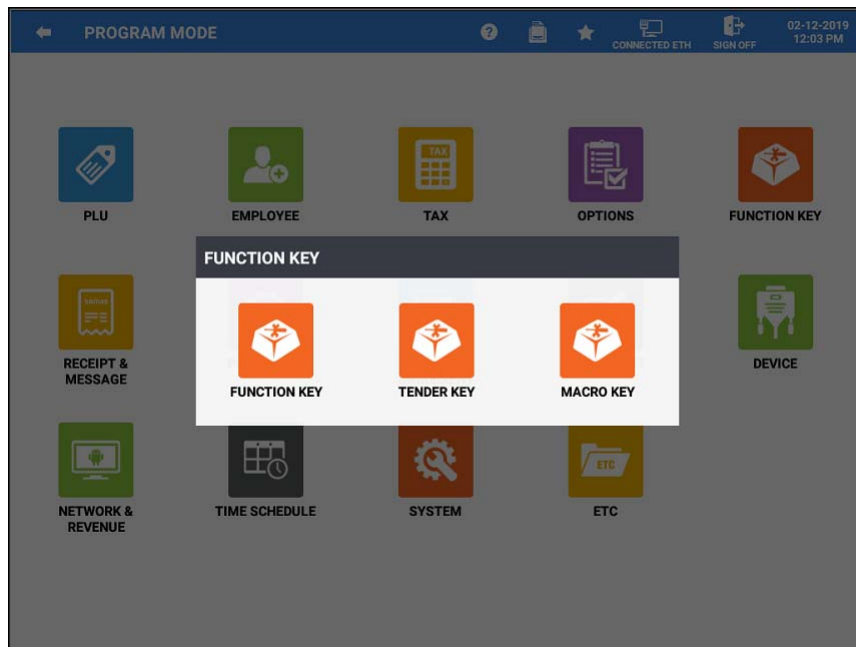
2. The function key selection menu appears; select the program area you wish to edit.

Function Key / Tender Key

1. From the **Function Key** programming selection menu, select **Function Key** or **Tender key** from the available selections.
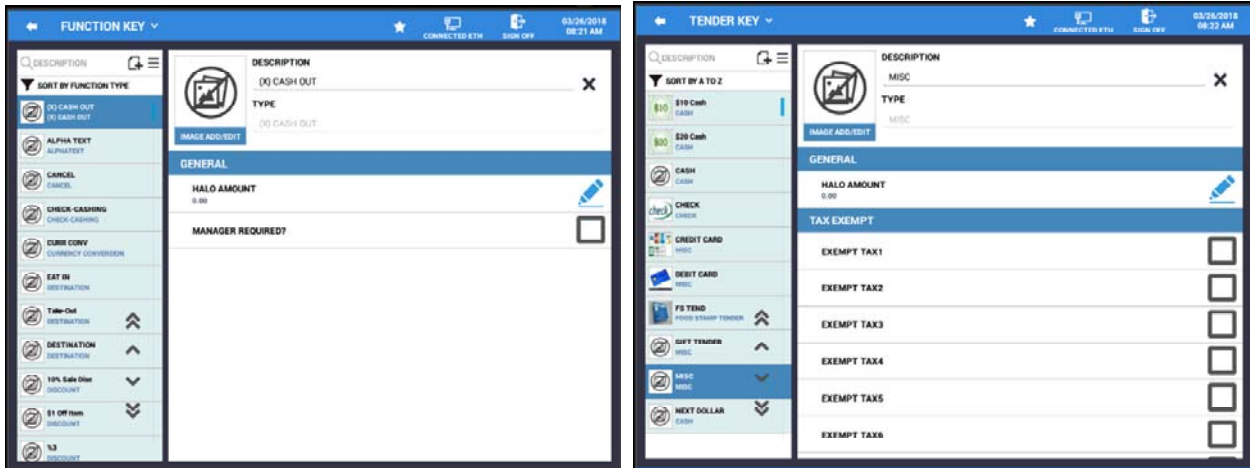
2. On the function key or tender key screen, use the ⌄ to scroll through the list of keys to the key you wish to edit. You can press the Menu icon ☰ to sort the keys alphabetically or by function key type. You can also search by specific key types such as destination keys, discount keys, etc.

3. Select a function key to edit the options available on the key as needed.

   DESCRIPTOR

   Enter a custom descriptor as desired for the function, you can use the **X** at the end of the descriptor field to clear the current descriptor.

   TYPE

   The type of key displays, this field cannot be edited.

4. The Function/Tender/Macro key Sub Menu provides access to MLU EDIT, FLU EDIT programming. This allows us to easily assign newly created function/tender/macro keys to the keyboard areas without having to exit the function/tender/macro key programming screen.
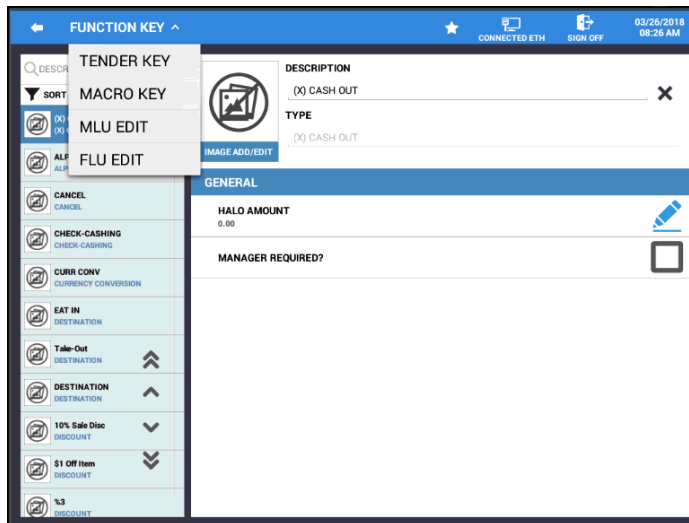
5. Select a program area from the sub menu selections to edit, assign functions/tenders as desired.
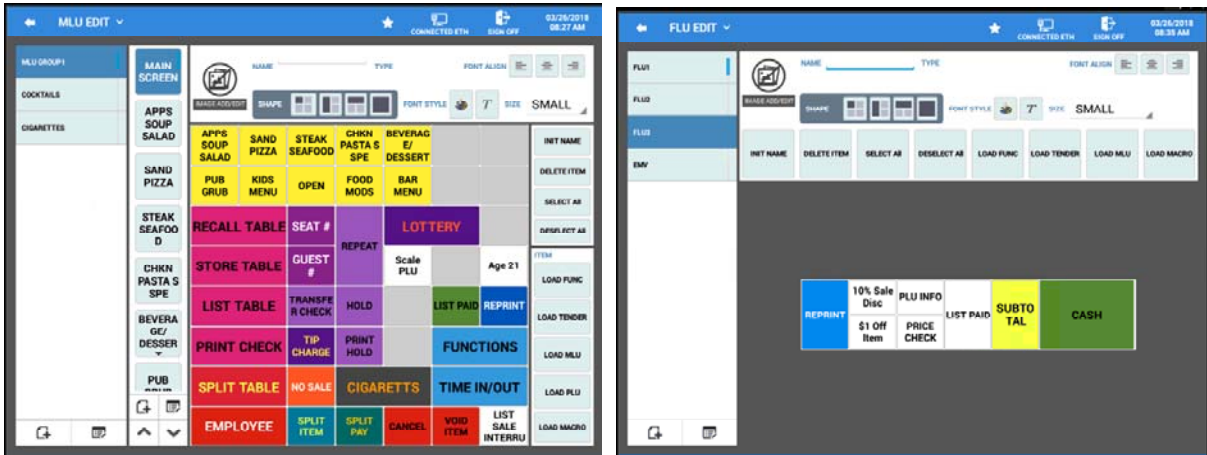
6. Press the back arrow [←] icon to return to the function/tender key screen.

Add New FUNCTION/TENDER KEY

You can add additional functions or tender keys as your application requires.

1. Press **Add button** [+] to add a new function or tender key to the list. The **NEW** key dialog displays.
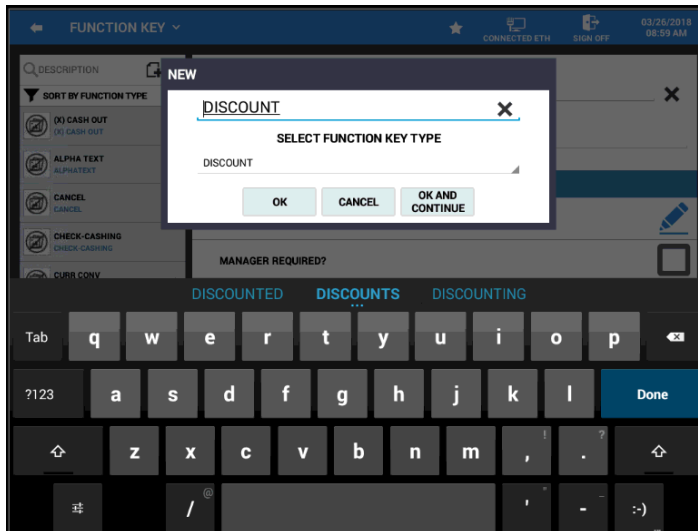
2. Type a descriptor for your new key at the **Input Description** field. The **X** at the end of the field, clears the current descriptor.
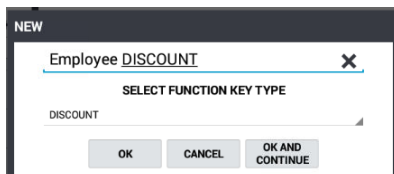
3. Select a key type from the **SELECT FUNCTION KEY TYPE** drop down menu list.

4. Edit the options for the selected key as necessary.

Copy Function/Tender Keys

If your application requires more a certain type of key, you can copy the key with the same type and options as the original key. You can also use this procedure to delete or inactivate specific keys.

1. Select the key you wish to copy. (*i.e.* the DISCOUNT key)

2. Touch and hold the key, the selection window below displays:
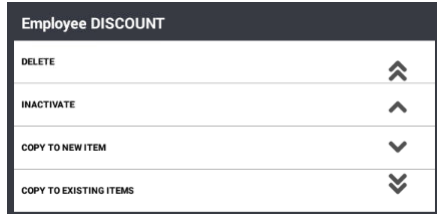
3. Select **COPY TO NEW ITEM** to create a copy of the same key type.

4. Select **COPY TO EXISTING ITEMS** to copy the settings of the selected key to other keys of the same key type.

5. We can also Delete or Inactivate the selected Function/Tender key from this menu.

Menu Icon

Select the Menu Icon to access the Edit/Sort menu features to maintain Function/Tenders more easily. This feature allows you to access the Edit Mode, Sort Function/Tenders alphabetically or by Type. We can also filter by the specific type of key.

1. Touch the Menu Icon ≡ on the PLU programming screen to display the sub-menu:
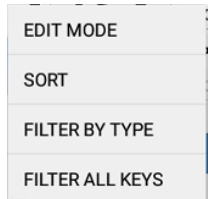
2. Select the operation from the menu that you want to perform.

EDIT MODE

Selecting the Edit Mode from the menu selections allows you to select multiple PLUs at the same time or select all PLUs in the PLU file to edit the settings as necessary.
Available actions include:
- 🗑 Delete
- ⃠ Inactive
- Press the exit icon ✖ to close the edit mode.

SORT

Select SORT from the available selections to sort alphabetically or by key type.

FILTER BY TYPE

This selection allows you to filter for keys of a specific key type.

FILTER ALL KEYS

Sorts all the keys in order by key type.

Function Key Definitions

Cash Out

Not utilized at this time.

> **GENERAL**
>> **HALO Amount –** *High Amount Lock-Out*; This is the maximum amount accepted on Cash Out.
>> **Manager Required? –** Operation requires input of manager password to complete operation.

Alpha Text

Used to type a name or message for an item within the sale.

Touch the ALPHA TEXT key any time after an item has been registered. Select a message from the available messages or type a message (up to 40 characters) using the alpha keyboard overlay and touch **OK**. Multiple message lines can be entered. The message is saved and printed/displayed with the order.

Note: Pre-Defined Alpha Text messages can be programmed in Receipt & Message → Message programming; See page 172 for details.

> **PRINT**
>> **Do Not Print Alpha Text on Receipt –**
>> **Do Not Print Alpha Text on Journal –**
>> **Do Not Print Alpha Text on KP –**

Cancel

Used to abort a transaction in progress. All current items are removed.

Note: **The PLU Status Group must be set to allow Cancel.**

> **GENERAL**
>> **HALO Amount –** *High Amount Lock-Out*; This is the maximum amount accepted when the Cancel key is used.
>> **Manager Required? –** Operation requires input of manager password to complete operation.
> **CANCEL**
>> **Print Receipt –** Check this option if you wish to print a receipt when Cancel is performed.

Check-Cashing

Use the CHECK-CASHING key to exchange a check for cash outside of a sale.

> **GENERAL**
>> **HALO Amount –** *High Amount Lock-Out*; This is the maximum amount accepted when Check-Cashing is used.
>> **Manager Required? –** Operation requires input of manager password to complete operation.
> **CHECK-CASH**
>> **Manager Required For HALO Override –** Check this option if HALO override requires input of manager password to complete operation.

Currency Conversion

If you normally accept currency from a neighboring nation, you can program the *SAM4POS* to convert the subtotal of a sale to the equivalent cost in the foreign currency. Only a cash tender is allowed after touching a CURR CONV key. Change is calculated and issued in home currency.

CURRENCY CONVERSION

Currency Symbol – Choose the desired currency symbol.

Rate – The value of foreign currency can be express in two ways: foreign currency in US dollars, and the inverse, US dollars in foreign currency. For example, a Canadian dollar may be worth $.70 US. The inverse of that value statement would be that a US dollar is worth $1.428571 Canadian dollars. Look for the rate expressed as US dollars in foreign currency (i.e. $1.428571 as in the example above) and enter that value in this field. Note: this field can contain 8 digits, with the decimal in any position. For example, you can enter 4 digits, the decimal, and four fractional digits.

Change In Foreign Currency – Select whether any change from an over-tender is issued in foreign currency (Y) or home currency (N).

Currency Rate Decimal Position (0-6) – enter a number from 0 to 6 to indicate the decimal position.

Linked Drawer # – Select the drawer to be opened on foreign currency tender transactions.

Destination

Destination keys are used for Eat-In/Take-Out/Drive-Thru identification. They are typically used as a subtotal function however, you can set destination to be required at the start of a sale as well in the General Option programming.

Touch a destination key to record the amount of the transaction in the Eat-In/Take-Out/Drive-Thru total on the financial report. Tax calculation can be changed to accommodate different tax rules for eat-in sales. Sales cannot be split between eat-in and take-out.

TAX EXEMPT

Check the Tax Rates (1-10) you wish to exempt when this destination is used.

DESTINATION

Price Level – The default setting is NONE. Alternately, you can Select a price level to be associated with this destination.

KP Period Override – The default setting is NONE. Alternately, you can select a defined KP Period to be associated with this destination.

Inverse Print – Check this option if you wish this destination to print in reverse.

MLU Link – The default setting is NONE. Alternately, you can select a defined MLU Link to be associated with this destination.

Kitchen Video – Select the KVS routing from the available list: UNSPECIFIED, EAT IN, TAKE OUT, TRACK 1, TRACK 2.

Linked PLU – Select a PLU from the list to link to the destination key. For Example, you could link a FEE PLU to the Delivery destination key to a delivery fee.

Discount

Used to discount an item or a sale by an amount or percentage, same as the % keys.

GENERAL

HALO Amount – *High Amount Lock-Out*; This is the maximum amount accepted when this Discount key is used.

Manager Required? – Operation requires input of manager password to complete operation.

TAXABLE

Check the Tax Rates (1-10) you wish to exempt when this destination is used.

DISCOUNT

Is Sale Discount? – Select Sale Discount *(applies to entire sale)* or Item Discount *(applied to single item in transaction).*

Is Amount Discount? – Selections are Amount Discount or Percent Discount.

Is Open Discount? – Selections are Preset Discount or Open Discount.

Is Surcharge? – Choose Discount *(to deduct from item/sale)* or Surcharge *(to add to item/sale).*

Net Item Total? – Check this option if you want the discounted amount to report to the PLU totals on reports.

Food Stamp Eligible – Check this option to apply discount to Food Stamp subtotal.

Subtotal – Select to: Allow Only One Discount Per Transaction or Allow Multiple Discounts per transaction.

Preset Override – Default section = NONE; alternately, you can choose Allow Preset Override for Everyone or for Manager Only.

Enable Do It Function – When checked, if a tender is short the amount due, this discount can be used to accept the amount tendered as total payment for the transaction. The 'short amount' is discounted.

Done

Can be used to exit an operation or MLU screen.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

EFT Operation

When pressed (in REGISTER Mode) a list of EFT functions displays: Close Batch, Void Sales by Record Number, Void Return by Record Number, Gratuity Entry, Get Gift Card Balance, Get EBT Balance, EMV Voucher for EBT, Clear EMV File, Zero Auth, Pin Pad Reset, and Reprint Batch.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

Employee

The EMPLOYEE key is used to sign off a cashier, clerk, or server. Enter the employee number and press the [Employee] key or enter [0] and press the [Employee] key.

Food Stamp Shift

Touch FD STMP SHIFT to shift the pre-programmed food stamp status of an item prior to its registration.

Food Stamp Subtotal

Touch FOOD STAMP SUBTTL to display the total of food stamp eligible items registered in the current transaction.

Guest

Use to record the number of guests served by a transaction. The entry appears on receipts and the kitchen printer/KVS.

GUEST#

Compulsory For All Sales? – When checked, the number of guests must be entered for all sales.

Hold

Use to identify an individual item, or an entire transaction so that the designated items will not print/display at the kitchen printer/KVS at the current finalization. Items designated as "hold" items will display on the screen with an "H".

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

KP Route

The KP ROUTING key is used to override KP Time Period control. For example, a restaurant might normally operate two kitchens at one time and one kitchen at other times. In case the volume of business changes, the manager might want to control the KP routing manually. Also, a single item, or large order might be required to be sent to a different printer than normal. Select STAYDOWN or TRANS. POP UP. To operate, before the transaction, touch [1] [KP ROUTING] for period one or [2] [KP ROUTING] for period two.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

OPTION

Function Is? –

POPUP: The selected KP Route remains active for the remainder of the transaction, and then returns to the default when the transaction is finalized.

STAY DOWN: The selected KP Route will remain active until the next choice.

List Held Items

Use the LIST HELD ITEMS to display Items designated as "hold" items *(with an "H")*.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

List Paid

Allows the operator to list previously closed transactions for a specified date range. A specific transaction can be selected to preview and reprint the receipt. We can filter the list to view just specified transaction types.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

OPTION

Paid Type – Select the Filter Type for this key from the list of available filters: NOT USED, TENDER, NO SALE, CANCEL, VOID MODE, VOID ITEM, RETURN, WASTE, PROMO or RA/PO.

Tender Category: Additional settings when the Paid Type = Tender; Selections include: NOT USED, CASH, CHECK, FOOD STAMP TENDER, or MISC.

Note: If the Paid Type is set for TENDER and the Tender Category is set for MISC, you can use this key for easy TIP entry. Beginning at v1.1.16; If the Employee is an ADMIN employee, they can assign TIPs to other employees. Other employees can only enter their own TIPs.

List Sale Interrupt

Allows the operator to list previously interrupted transactions, when the Clerk Interrupt Feature is used. A specific transaction can be selected to preview. We can filter the list to view just No Sale or Cancel transactions.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

List Table

Touch LIST TABLE to display a list of all open soft checks in the file. We can create separate List Table keys for each tracking file, Phone Orders, Take Out, Eat-In, etc.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

OPTION

Select to view ALL checks or select which tracking file (Recall Check key) to view. You can create multiple List Check keys to be used with each Recall Check key.

Log Backup

Backs up the Log Data to a USB, Internal Storage or to an FTP site.

OPTION

Log Backup Type – Select USB, FTP, or INTERNAL STORAGE.

With Database – check this option if you want the Log Backup to include the Database.

USB

USB PATH – You can create a custom description for this selection.

INTERNAL STORAGE

Internal Storage Path – You can create a custom description for this selection.

FTP

FTP IP – Enter the IP address of the site where you want to send backup information.

FTP Port – Enter the appropriate FTP port number.

Modifier

Preceding a PLU entry, a modifier key changes a digit of the PLU number, causing a different PLU to be registered; commonly used for registering Small/Medium/Large item selections. Modifier keys can be set to affect any digit position of the PLU *(1-18)* to any specified digit value *(0-9)*.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

MODIFIER

Print Descriptor On Guest Check –

Print Descriptor On Receipt –

Print Descriptor On KP –

Affect Digit – Enter the digit position of the PLU number *(1-18)* you wish to be changed when using this key.

Affect Value – Enter the value (0-9) to replace the selected affect digit position selected. For example; if you wish to affect PLU digit #4 with a value of 1, then pressing this modifier key prior to registering PLU# 17 will result in the registration of PLU# 1017.

No Sale

Use to open the drawer outside a transaction.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

NO SALE

Print On Receipt –

PLU Info

If an Employee has authority to edit from PLU Info: They can view and edit PLUs from the PLU Info function.

If the Employee does not have the authority to edit from PLU Info: They can only view PLU 's from the PLU Info function.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

PO (Paid Out)

Paid Out, used to remove cash, check or miscellaneous media from the drawer.

GENERAL

HALO Amount – *High Amount Lock-Out*; This is the maximum amount accepted when this Paid Out key is used.

Manager Required? – Operation requires input of manager password to complete operation.

Price Check

Use to check the price of a PLU; Edit the PLU or print a barcode.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

Price Level

Touch a Price Level key prior to a PLU entry to shift the price of a PLU to a different price set in PLU programming.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

PRICE LEVEL

Allow Zero Amount Sale – When checked, PLUs with a zero price are allowed to be registered.

Alternate Price Level – Select the price level to be used on zero price PLUs when PLU items using this price level are registered.

Print Guest Check

Prints the soft guest check (tracking file) that is currently displayed. The PRINT CHECK key may be programmed to store (service) the check automatically.

PRINT ON GUEST CHECK

Print Check Automatically Service Check? – Select this option if you wish the Print Guest Check key to automatically service the check after printing the check.

After Tender – Select a tender to be used when the Print Guest Check key is used, the selected tender will automatically apply to the check after pressing the Print Guest Check key or select None.

Print Hold

Use to remove the "Hold" designation from an item or order, so that the items and their instructions are now sent to the kitchen printer/KVS at finalization.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

Promo

Touch the PROMO key to void the price (the item remains) of an item. Can be used for 2 for 1 promotion. A PROMO count is available for each menu item.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

TAXABLE

Select which taxes *(1-10)*, if any, this key is taxable by.

Quantity Change

Allows you to change the quantity of a registered item in the current transaction.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

RA (Received on Account)

Received on Account; used to add cash, check or miscellaneous media to the drawer.

GENERAL

HALO Amount – *High Amount Lock-Out*; This is the maximum amount accepted when this RA key is used.

Manager Required? – Operation requires input of manager password to complete operation.

Recall Table

The check tracking system can maintain balances and the entire transaction in the register memory. You can create as many RECALL keys as necessary for your application; each key is linked with a Store key. Touch one of the four RECALL CHECK # keys directly to begin a tracking transaction or enter the tracking number and touch the RECALL CHECK # key to access the existing tracking balance.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

RECALL CHECK

Enforce Seat # – Seat# entry is required when using this key.

Compulsory For all Sales? –

Assigned By Register? – Select this option if you wish check numbers to be assigned by the register.

Opening Employee Accesses Check Exclusively – When checked, only the employee who opened the check has access to the check.

Drive Thru Feature Enabled? – If checked, the tracking file is used for drive thru windows in fast food operations.

Length Of Check# In Digits (0-10) – Set to 0 for no limit or set the number of digits for check #'s.

Guest Count Entry Required – When set the number of guests served is required when this key is used.

Receipt On/Off

Touch RECEIPT ON/OFF to toggle the receipt printing from on to off. This operation can also be performed by pressing the Receipt Icon on the header bar while in the register mode.

Receipt Reprint

Touch the Receipt Reprint key to issue a transaction receipt at the designated receipt printer.

RECEIPT REPRINT

Gift Receipt – Check this option if the receipt issued when pressing Receipt Reprint, is to be used for a Gift Receipt. Just the items are printed, no price or totals will print.

Recipe

Press the RECIPE key prior to selecting an item in a sale to view which recipe may be associated with the item. If no recipe is associated the message "No Link Recipe" is displayed.

GENERAL

Manager Required – Operation requires input of manager password to complete operation.

Repeat

Touch the REPEAT key to quickly re-order a set of items. When a check is recalled, simply touch the REPEAT key to automatically register all the items registered at the previous posting.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

Report

The REPORT key allows running several reports all at one time from the register mode. Select the desired report on the REPORT function key. Filer by ALL Employees or Signed On Employee.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

REPORT

Select the reports from the list to be included when this key is pressed.

FILTERS

Employee – Select All Employees, Signed On Employee or Individual Employee.

Terminal – Select: All Terminal, POS-Main (My Terminal), or other POS Terminals in system.

Return

Touch the RETURN key to remove items inside or outside of a transaction *(Merchandise Return)*.

GENERAL

HALO Amount – *High Amount Lock-Out*; This is the maximum amount accepted when this Return key is used.

Manager Required? – Operation requires input of manager password to complete operation.

RETURN OPTION

Skip Adjustment Of PLU Total – PLU total on reports will not will not be updated when this key is used.

Return Current Price Level Only – The price used on Return will be current price regardless of the price at time of sale.

Scale

Use to enter SCALE weight when a remote scale is used.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

MANUAL ENTRY

Allow Manual Entry Of Weight – Select this option for scale operation when scale is not interfaced with the register.

Weight Symbol For Manual Entry – choose the appropriate weight symbol to be used with this key when manual entry is utilized.

TARE ENTRY

Allow Tare Weight Entry – A tare is the amount of weight accounted for by the container or packaging. By entering a tare weight (as required by law in some areas) the weight of the container is subtracted and `only the true weight of the product is measured on the scale`.

Tare Entry Is Compulsory – When checked, a Tare Weight must be entered on scale operations.

Allow Manual Entry Of Tare – Select this option only if you want to manually enter a Tare Weight.

Seat #

Use to identify a specific SEAT # (or person) within a transaction. Facilitates separate payment by seat and identifies to the food preparation staff (through the kitchen printer/KVS) how to assemble meals. Seat numbers may be assigned at the time of entry or, if necessary, later in the transaction.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

OPTION

Function Is? –

POPUP: The selected Seat # remains active for the remainder of the transaction, and then returns to the default when the transaction is finalized.

STAY DOWN: The selected Seat # will remain active until the next choice.

Serve Order

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

Split Item

When like items are consolidated in a transaction you can move the cursor to the item and touch the SPLIT ITEM key to display the items separately, instead of in consolidated form, used normally to assist the items to seat allocation.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

OPTION

Allow Divide By Count – Select NO (default setting) or choose Decimal or Whole #. Decimal allows you to split items as fractional values 0.5.

Split Pay

Touch the SPLIT PAY key to divide the amount of a transaction into equal segments for payment by more than one person.

> **GENERAL**
>> **Manager Required?** – Operation requires input of manager password to complete operation.

Split Table

The Split Table function provides another method of splitting checks for payment. Note that this method works best when check numbers are not automatically assigned. Many programmers/installers will use the table number as the check number, and in this situation, the feature works quite well.

> **GENERAL**
>> **Manager Required?** – Operation requires input of manager password to complete operation.

Stock Check

Use the Stock Check key to view and/or edit the stock quantity on a selected item.

> **GENERAL**
>> **Manager Required** – Operation requires input of manager password to complete operation.

Store Table

The check tracking system maintains balances and the entire transaction in the register memory. Touch the STORE keys to store/service a check tracking transaction. Each STORE key is linked to a specific Recall key.

> **GENERAL**
>> **HALO Amount** – *High Amount Lock-Out*; This is the maximum amount accepted when this Store Table key is used.
>> **Manager Required?** – Operation requires input of manager password to complete operation.

> **TAX EXEMPT**
>> Check the Tax Rates (1-10) you wish to exempt when this destination is used.

> **STORE CHECK**
>> **Recall Check Link** – Select the Recall Table key to link this Store Table key to.
>> **Compulsory Alpha Text** – Select if you want to force alpha text message entry when this key is selected.
>> **Print Receipt After Store Check** – When selected, the receipt will print after the check is stored.
>> **Print Check # On R/P** – Select to print the check# on the receipt printer.
>> **Print Check # On J/P** – Select to print the check# on the journal printer.
>> **Manager Required For Servicing Of Negative Balance** –
>> **Auto Check Management** – Select this option when drive thru operations are utilized.

Subtotal

Touch SUBTOTAL to display the message "SUBTOTAL" on the display. Although a running total is always displayed on the bottom of the screen, the SUBTOTAL key may be required before some functions, such as subtotal discount.

Tax Exempt

The TAX EXEMPT can be preprogrammed to exempt specific taxes from a sale.

> **GENERAL**
>> **HALO Amount** – *High Amount Lock-Out*; This is the maximum amount accepted when this Tax Exempt key is used.
>> **Manager Required?** – Operation requires input of manager password to complete operation.
>
> **TAX EXEMPT**
>> Check the Tax Rates (1-10) you wish to exempt when this destination is used.
>
> **OPTION**
>> **Compulsory Alpha Text** – When selected, an alpha text message is required when this key is used.

Tax Shift

Use the TAX SHIFT key to change the preprogrammed tax status of an item.

> **GENERAL**
>> **Manager Required?** – Operation requires input of manager password to complete operation.

Time Clock In/Out

Touch the TIME CLOCK IN/OUT key to record start and stop work times for the registered employee. Hours worked are maintained by the time clock system.

> **GENERAL**
>> **Manager Required?** – Operation requires input of manager password to complete operation.

Tip Charge

Use TIP CHARGE to enter TIPs to an open guest check.

> **GENERAL**
>> **HALO Amount** – *High Amount Lock-Out*; This is the maximum amount accepted when this key is used.
>
> **TAXABLE**
>> Check the Tax Rates (1-10) you wish to exempt when this destination is used.
>
> **TIP CHARGE**
>> **Tip Amount** – Select if the tip entered will be an amount or percentage.
>> **Deduct Tip From Cash In Drawer** – Select this option to deduct tip amounts from the cash in drawer total on reports.
>> **Open Tip Entry** – Select this option if you want to enter a value for the tip. If not selected, the tip HALO Amount will be entered as the TIP value.

Tip Declare

Used TIP DECLARE enter TIPs received by an employee.

> **GENERAL**
>> **Manager Required?** – Operation requires input of manager password to complete operation.

Transfer Table

Use to transfer one or all open soft checks form one server to another server. A transfer check receipt will print.

> **GENERAL**
>> **Manager Required?** – Operation requires input of manager password to complete operation.

Void Item

Touch the VOID ITEM key to remove an item from a transaction. Locate the cursor on the item you wish to remove and touch the VOID ITEM key.

GENERAL

HALO Amount – *High Amount Lock-Out*; This is the maximum amount accepted when this Void Item key is used.

Manager Required? – Operation requires input of manager password to complete operation.

OPTION

Void All Quantity – Allows voiding of all item quantity when multiplication is used instead of one at a time. For Example: when item register as [10] [X/Time] [PLU Item] – void item will remove all 10 PLU Items.

Void Mode

Put terminal into the Void Mode as if it had a mode key and was turned to VOID.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

OPTION

Function Is? –

STAY DOWN: The selected Seat # will remain active until the next choice

POPUP: The selected Seat # remains active for the remainder of the transaction, and then returns to the default when the transaction is finalized.

Waste

Used to start and end entries of items that are wasted. A waste count is maintained for each item and inventory is adjusted.

GENERAL

Manager Required? – Operation requires input of manager password to complete operation.

WASTE

X/Time

Use the X/TIME key to multiply, to register split price items, or display the time in the REG mode.

OPTION

Allow Split Pricing – Selections are: NO, DECIMAL, WHOLE#

Allow Decimal Input – Allows use of the decimal key when inputting quantities; i.e. 3.32 [X/Time].

Tender Keys

There are four general tender types available in SAM4POS, *Cash, Check, Food Stamp* and *Misc*. Each Tender type has additional programming associated with that specific type of tender. Each tender key description can be edited to further identify the specific tender.

Cash

Use CASH to finalize or tender cash sales. Change is computed when the amount of cash tendered is greater than the amount of the sale.

Tenders keys setup with the tender type CASH can be used as a normal cash key or they can be setup as quick tender keys such as $5 cash, $10 cash, or setup to automatically go to the next dollar amount. Programming for cash type tender keys is broken down into sections.

GENERAL

HALO Amount – *High Amount Lock-Out*; This is the maximum amount accepted when this tender is used. For example, as a store policy you may only accept currency denominations up to $50 bills. You would set the HALO as 50.00.

TAX EXEMPT

Use this setting if the tender is to exempt the specified tax rate (1-10) when redeemed.

TENDER

Compulsory Amount Tender – Check this option if you wish to enforce an amount to be entered prior to pressing this key.

Do Not Allow Under-Tender – When checked, only the amount of the sale or greater are accepted.

Need Manager for Under Tender – If checked, the manager is needed to approve the transaction if the amount entered is less than the sale amount.

DRAWER

Open Drawer – This is option is selected by default, uncheck this option only if you do not want to open the cash drawer when this tender is used.

CASH

Allow Over Tender – Select if you wish to allow tender entry greater than the amount of the sale.

Cash Type – Select from **Normal** (transaction is finalized when used), **Quick Cash** (used for $5, $10, $20 speed tender keys) set the tender amount in the HALO, **Next Dollar** (automatically finalizes using the next dollar amount).

Coin Changer Port # - Enter the port # where the coin dispenser is connected if a Coin dispenser is used.

Check

Use Check Tender to finalize or tender sales paid for with a written check. Change is computed when the amount of the check tendered is greater than the amount of the sale.

GENERAL

HALO Amount – *H*igh *Amount L*ock-*O*ut; This is the maximum amount accepted when this tender is used. For example, as a store policy you may only accept checks up to $50 bills. You would set the HALO as 50.00.

TAX EXEMPT

Use this setting if the tender is to exempt the specified tax rate (1-10) when redeemed.

TENDER

Compulsory Amount Tender – Check this option if you wish to enforce an amount to be entered prior to pressing this tender key.

Do Not Allow Under-Tender – If this option is checked, only the amount of the sale or greater are accepted.

Need Manager for Under Tender – when checked, the manager is needed to approve the transaction if the amount entered is less than the sale amount.

DRAWER

Open Drawer – This is option is selected by default, uncheck this option only if you do not want to open the cash drawer when this tender is used.

CHECK

Allow Over Tender – Select if you wish to allow tender entry greater than the amount of the sale.

Coin Changer Port # - Enter the port # where the coin dispenser is connected if a Coin dispenser is used.

Food Stamp Tender

Food Stamps may be used to purchase eligible food items at food stores that participate in the program. The SAM4POS can assist a retailer in handling food stamp transactions by sorting food stamp and non-food stamp eligible items within each sale and tracking food stamp payments for eligible items.

Use the Food Stamp Tender key to tender the Food Stamp portion of the sale after the display of the food stamp eligible subtotal. Depending upon Food Stamp Tender key programming, change of less than $1 may be applied to any cash balance or issued as cash change.

> **GENERAL**
>> **HALO Amount** – *High Amount Lock-Out*; This is the maximum amount accepted when this tender is used. For example, as a store policy you may only accept food stamp amounts up to $50; You would set the HALO as 50.00.
>
> **TAX EXEMPT**
>> Use this setting to exempt the specified tax rates (1-10) when food stamps are redeemed.
>
> **DRAWER**
>> **Open Drawer –** This is option is selected by default, uncheck this option only if you do not want to open the cash drawer when this tender is used.
>
> **FOODSTAMP TENDER**
>> **Allow Over-Tender –** Set this option only if you want to allow food stamp tender amounts over the food stamp total.
>>
>> **Allow Decimal Entry –** Set this option to allow change amounts to be entered (i.e. 12.37), if not set only whole dollar amounts are accepted (i.e. 12.00).
>>
>> **Change Type –** Choose the media type to be issued when over-tender is allowed; Change In Cash or Change In Food Stamp.
>>
>> **Connect EFT Terminal –** Set this option if you are using the integrated Datacap device for EBT/Food Stamp transactions.

Misc

Use a Miscellaneous Tender key to finalize or tender sales paid by various credit, debit, and gift cards or other media types.

GENERAL

HALO Amount – *High Amount Lock-Out*; This is the maximum amount accepted when this tender is used. For example, as a store policy you may only accept Charge tender amounts up to $50; You would set the HALO as 50.00.

TAX EXEMPT

Check to exempt the specified tax rates (1-10) when purchases are redeemed with this tender.

TENDER

Compulsory Amount Entry – Check this option if you wish to enforce an amount to be entered prior to pressing this tender key.

Do Not Allow Under-Tender – If this option is checked, only the amount of the sale or greater are accepted.

Need Manager for Under-Tender – when checked, the manager is needed to approve the transaction if the amount entered is less than the sale amount.

DRAWER

Open Drawer – This is option is selected by default, uncheck this option only if you do not want to open the cash drawer when this tender is used.

MISC

Allow Over-Tender – Set this option only if you want to allow food stamp tender amounts over the food stamp total.

EFT Key – Select the type of tender for this key:

> Credit (DCAP, SPT)
> Debit (DCAP, SPT)
> Gift (DCAP, SPT)
> Gift-No NSF (DCAP)
> Canadian Debit (DCAP)
> Cash Benefit (DCAP)
> Account Rec. (DCAP)

Connect EFT Terminal? – Set this option if you are using the integrated Datacap device for EBT/Food Stamp transactions.

Coin Changer Port # - Enter the port # where the coin dispenser is connected if a Coin dispenser is used.

Macro Key

Macro Keys are special function keys used to register a series of specified keystrokes without having to press each key individually. MACRO keys can contain PLUs, Functions Keys, Tender Keys, or MLU's.

1. From the **Function Key** programming menu selection screen, select **MACRO Key** from the available selections. The main MACRO Key programming screen displays.
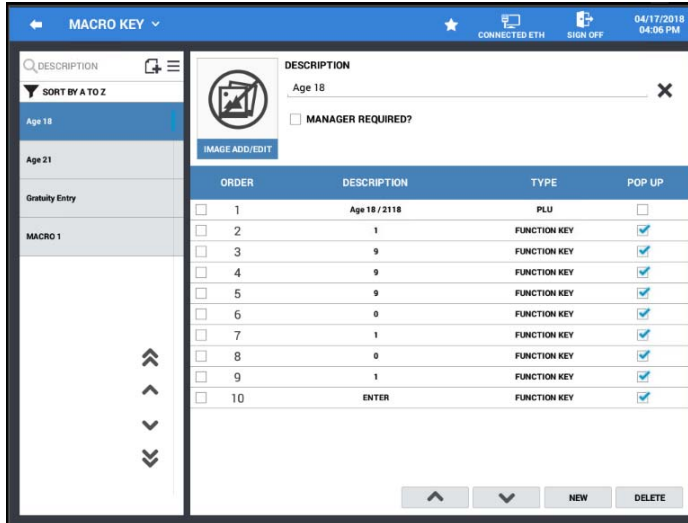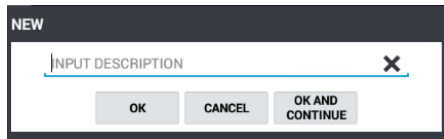

2. From the **MACRO** Key programming screen, you can add, edit, or delete MACRO's as needed.
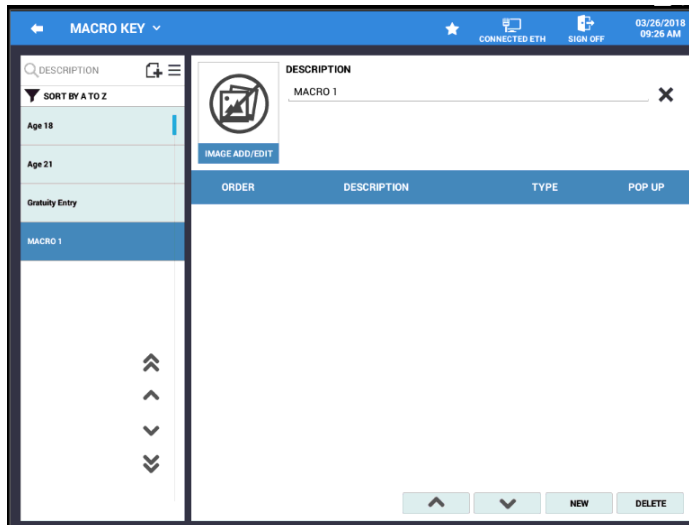
Adding MACRO's

You can create/add as many MACRO keys as are needed for your application.

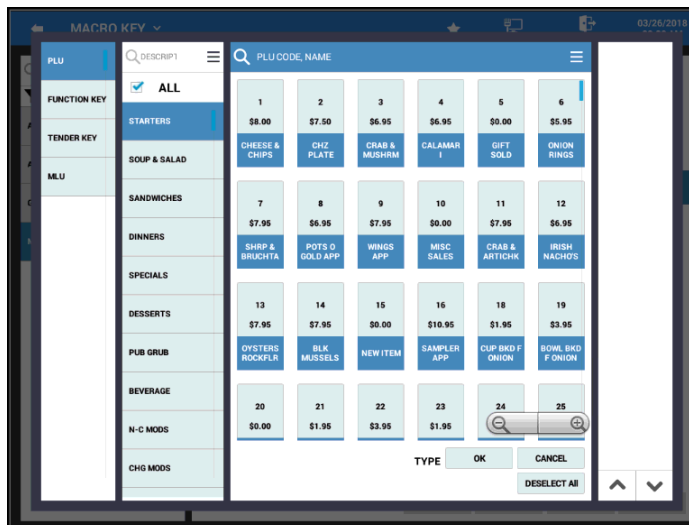1. To add a new MACRO, press the ⊞ icon, the **NEW MACRO** dialog is displayed.

2. Type in a name in the **'INPUT A DESCRIPTION'** field for the new MACRO. The **X** at the end of the description filed can be pressed to clear the current descriptor.

3. Press **OK** to add the new MACRO, press OK AND CONTINUE to add additional MACRO's. Pressing CANCEL will exit the new MACRO without adding any new macros.

4. Press **NEW** at the bottom right of the screen to add the keystrokes you wish the macro to perform; the PLU selection screen displays.


5. Select **PLUs, Function Keys, Tender Keys,** or **MLU's** for the MACRO as needed for the operation you want the MACRO to perform.

---

6. As you select items for your MACRO, they will appear in the key sequence grid to the right. You can use the ∧ ∨ keys to reposition items in the grid.

7. Remove individual items from the key sequence grid by touching the trash can icon next to the item.

Items being added to the MACRO appear in this grid.
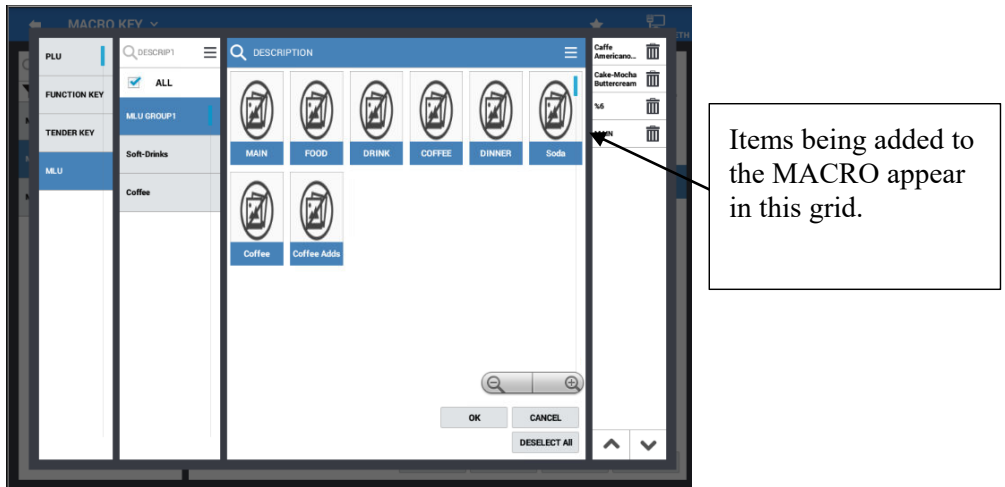
8. Press **OK** to save your MACRO, if you want to start over, press **DESELECT ALL** to remove all the current selections. Pressing CANCEL will exit the selection screen without adding any operations to the MACRO.

9. After creating the operations for your MACRO's, they will appear on the main MACRO Key programming screen.
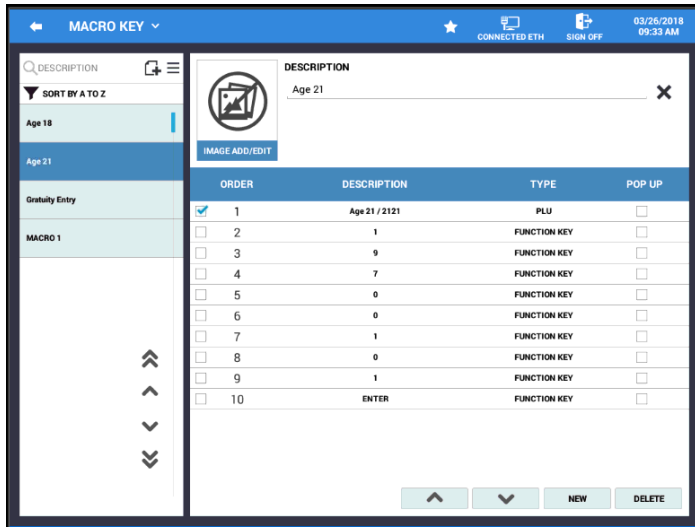
10. The display shows the numbered ORDER of the keystrokes, the DESCRIPTOR of the line item, the key TYPE, and an option checkbox for POP-UP. The POP UP selection is used to enter the selected keystroke into a "Pop-Up" box.

11. The **DELETE** button will delete the selected MACRO.

Menu Icon

1. Press the Menu icon ☰ to display the sun-menu:

    - Select **SORT** to view the macro keys alphabetically.
    - The **EDIT MODE** allows you to select multiple MACRO's from the list to delete them all.

Copy MACRO

MACRO keys can be copied to create new MACRO's with the same operation or you can copy a MACRO to existing MACRO's in the list by pressing and holding the desired MACRO. You can also use this procedure to delete or inactivate specific keys.

1. Select the **MACRO** key you wish to copy.
2. **Touch and hold** the MACRO key, the selection window below displays:

    MACRO 1

    DELETE

    COPY TO NEW ITEM

    COPY TO EXISTING ITEMS
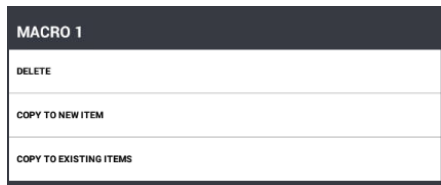
3. Select **COPY TO NEW ITEM** to create a copy of the same MACRO key.
4. Select **COPY TO EXISTING ITEMS** to copy the operation of the selected MACRO key to other MACRO keys in the list.
5. Press **DELETE** to eliminate the selected MACRO form the list.

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.

RECEIPT & MESSAGE

1. Select **RECEIPT & MESSAGE** from the main **PROGRAM MODE** menu screen.
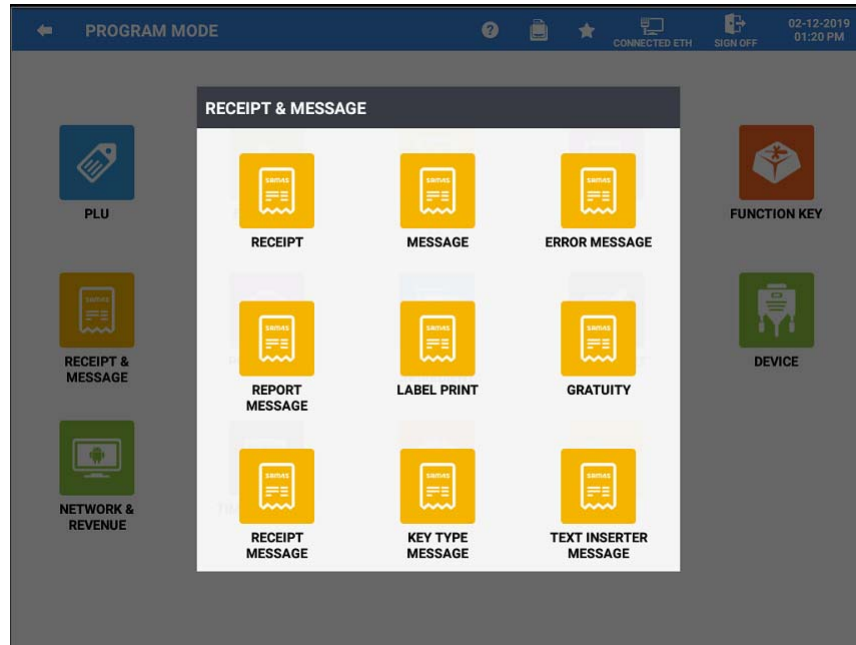
2. The **RECEIPT & MESSAGE** menu screen appears; touch the program area you wish to edit.

Receipt

Receipt message programming allows you to 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 th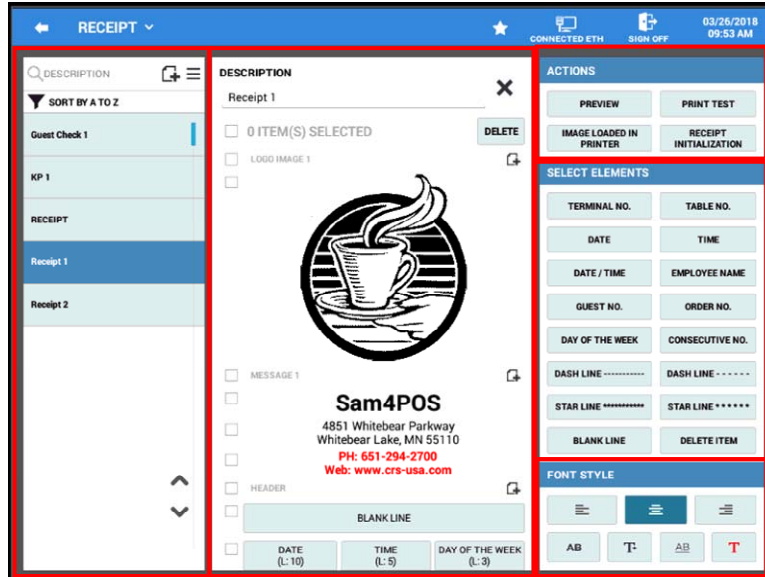en be assigned for use in the Employee - STATION - Receipt Format programming. See "Station" programming on page 115 for details.

1. Select **RECEIPT** from the **PROGRAM MODE**, **RECEIPT & MESSAGE** menu selections. The receipt programming screen displays.

Add a New Receipt Message

1. Press the ⊞ icon and type in a descriptor for the new receipt message. *Pressing the X at the end of the description field will clear the current descriptor.*
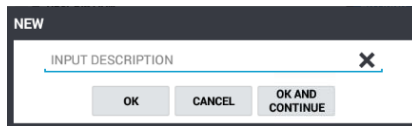
2. You can copy a receipt message to a new message by pressing and holding an existing message in the list. Individual receipt messages can be deleted in this manner as well.
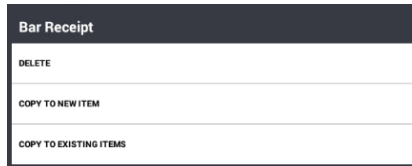
3. Use the Menu ☰ icon to SORT the list alphabetically or choose EDIT MODE to select and delete receipts.

Receipt Message Design Elements

1. After you have created your receipt messages, you can edit the design of the message by selecting the sections and elements you want to appear on the receipt in the **DESCRIPTION** section. See "Receipt Description Option Definitions" on page 165 for details of this section.

2. Press the ⬚ icon in the message area to add Logo Images, Message lines, Header/Footer elements.

3. Select the elements to edit on the receipt by checking the box in front of the area.

4. Select Elements to include on the receipt 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. These header/footer elements can be rearranged as desired.

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

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

   a. Justification Settings

   b. Bold Font

   c. Font Size

   d. Underline Font

   e. Red Font

6. When you have completed editing the receipt message you can use the **ACTIONS** options to:

   a. **Preview:** displays a sample for how the receipt will appear/print.

   b. **Print Test:** prints the receipt preview.

   c. **Image Loaded In Printer:** see "Image Loaded In Printer Button" on page 170 for details.

   d. **Receipt Initialization:** will clear all receipt format entries and restore to default.

Receipt Description Option Definitions

Element Name	Element Description
Logo Image 1	Image that appears at the top of the receipt above the pre-amble. *Note:* Images can be loaded from the terminal image gallery or from the images loaded into the printer; see the chapter "Load a Custom Logo Image to the Receipt" on page 166 for details.
Message 1	Pre-Amble Message that appears at the top of the receipt.
Header	Choose from the Select Elements to add to the header.
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 Message	Adds a line for a suggested gratuity. *(Added at v1.0.48)*
Footer	Choose from the Select Elements to include on the footer.
Message 2	Post-Amble message that appears at the bottom of the receipt.
Logo Image 2	Image that appears at the bottom of the receipt below the post-amble. *Note:* Images can be loaded from the terminal image gallery or from the images loaded into the printer; see "Load a Custom Logo Image to the Receipt" on page 166 for details.
Barcode	 20160101000001 1
QR Code	Type in a description for the code
Logo Image 3	Image to appear at the very bottom of the receipt below all other elements. *Note:* Images can be loaded from the terminal image gallery or from the images loaded into the printer; see "Load a Custom Logo Image to the Receipt" on page 166 for details.

Load a Custom Logo Image to the Receipt

All printers in the 'Device Mapping' will receive the same images when printing. You can choose an image from the terminal image gallery or an image loaded in the printer.

1. Select **RECEIPT** from the **PROGRAM MODE, RECEIPT & MESSAGE** program area.

2. Press the ⊞ icon next to **LOGO IMAGE 1, 2** or **3** to add an image to the selected receipt; The 'CHOOSE PHOTO' dialog window displays:
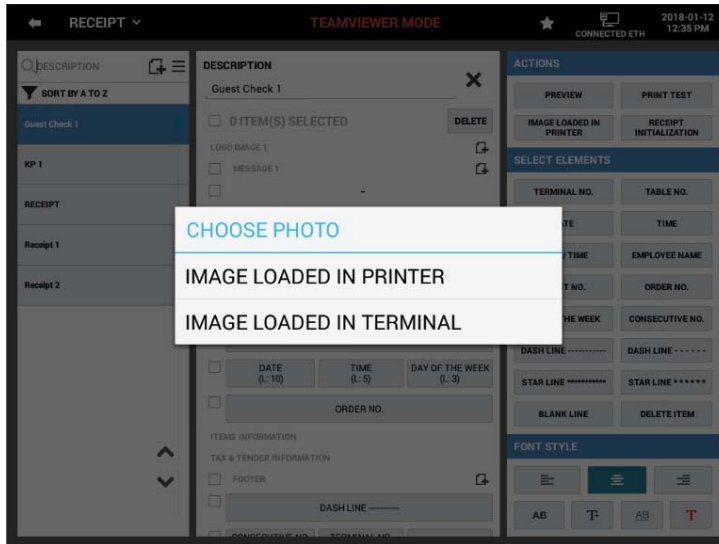
3. Press **'IMAGE LOADED IN PRINTER'** to select an image that is defined in the internal printer.

4. Press **'IMAGE LOADED IN TERMINAL'** to select an image that is loaded in the terminals image gallery or on a USB/SD storage device.

Image Loaded In Terminal

Loading an image saved in the terminals Image Gallery or on a USB/SD memory device installed on the terminal is an easy way to customize the customer's receipt.

1. Select **RECEIPT** from the **PROGRAM MODE, RECEIPT & MESSAGE** program area.

2. Press the ⊞ icon next to **LOGO IMAGE 1, 2** or **3**; the 'CHOOSE PHOTO' dialog window displays:
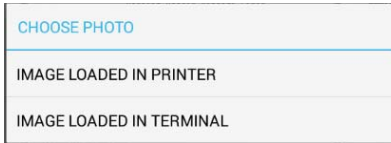
3. Select **'IMAGE LOADED IN TERMINAL'**.

4. Choose the location where the image you want to load is saved:
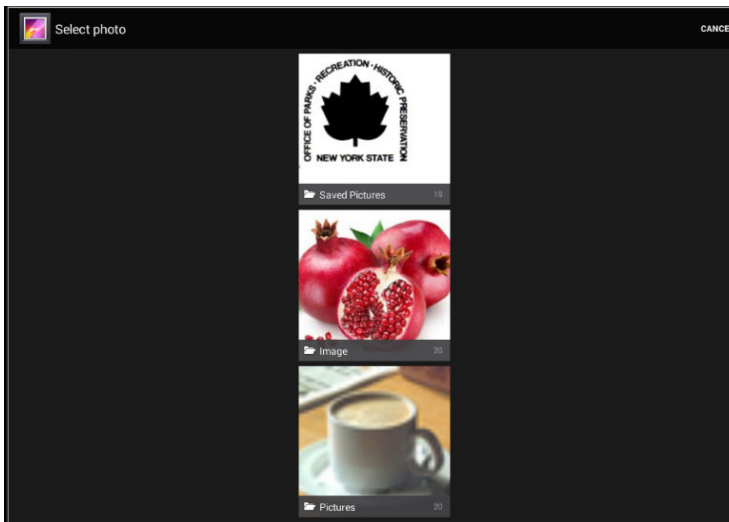
5. Choose the image you want for your selected Logo Image:
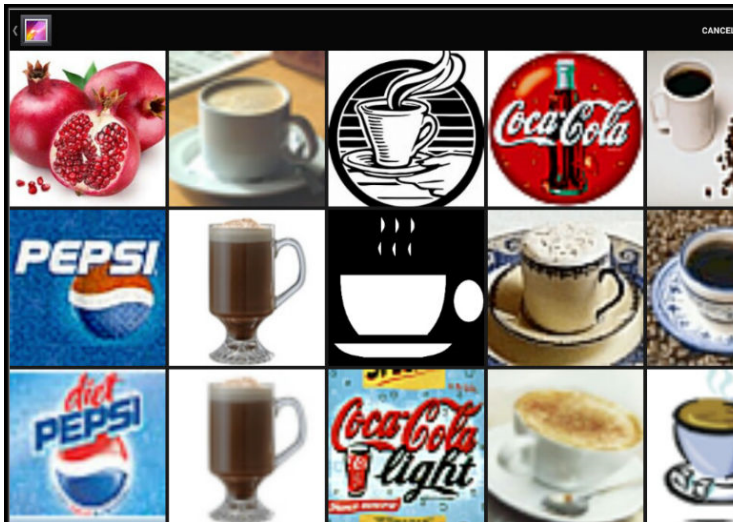
Touch **SAVE** to load the selected image to the receipt.

6. Touch **SAVE** in the upper left corner of the screen.

7. The INFORMATION dialog, "DO YOU WANT TO DEFINE THIS IMAGE ON THE INTERNAL RECEIPT PRINTER?" is displayed:

8. Touch **YES** to save the selected image to the receipt printer and load the logo image for the receipt.
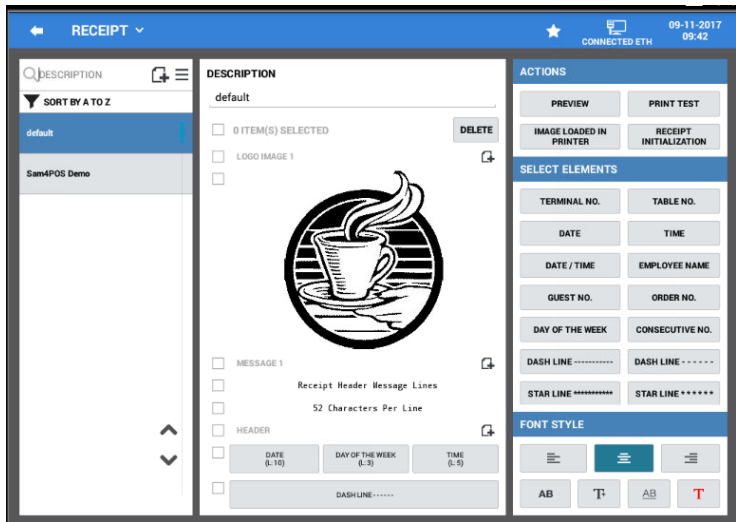
9. Image is saved and displays on receipt.

10. If you select NO, the image is not defined on the internal printer but is only saved as the Logo Image for the receipt.

Image Loaded In Printer

If you had previously chosen to define images on the internal printer, you can choose from these images to load for the Logo Image.

1.   Select **RECEIPT** from the **PROGRAM MODE, RECEIPT & MESSAGE** program area.

2.   Press the ⊕ icon next to **LOGO IMAGE 1, 2** or **3**; the 'CHOOSE PHOTO' dialog window displays:

CHOOSE PHOTO
IMAGE LOADED IN PRINTER
IMAGE LOADED IN TERMINAL
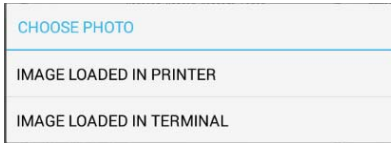
3.   Select **'IMAGE LOADED IN PRINTER'**.

4.   Chose to load images to the printer, you can select from the loaded images.

Scroll left/right to the desired image.

An enlarged image for the selected image will be displayed.

5.   Scroll through the available defined images to your desired image.

6.   Press **SELECT** to load the image as the Logo Image to your receipt. Pressing CLOSE will exit the image selection without loading an image.
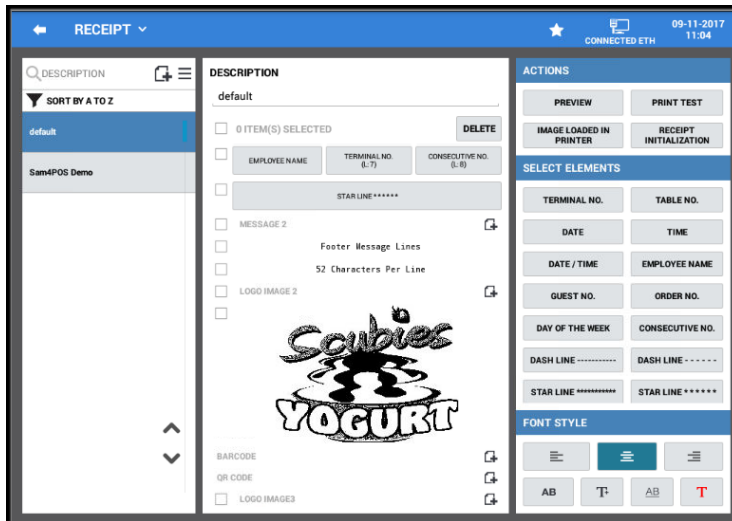
7. The selected Image is saved as the logo image on the receipt.

Image Loaded In Printer Button

Beginning at v0.1.140, a new button has been added to the Actions section of receipt programming. This new button allows us to add images to the internal printer.

1. Select **RECEIPT** from the **PROGRAM MODE, RECEIPT & MESSAGE** program area.

2. Press the **"IMAGE LOADED IN PRINTER"** button in the **ACTIONS** section.
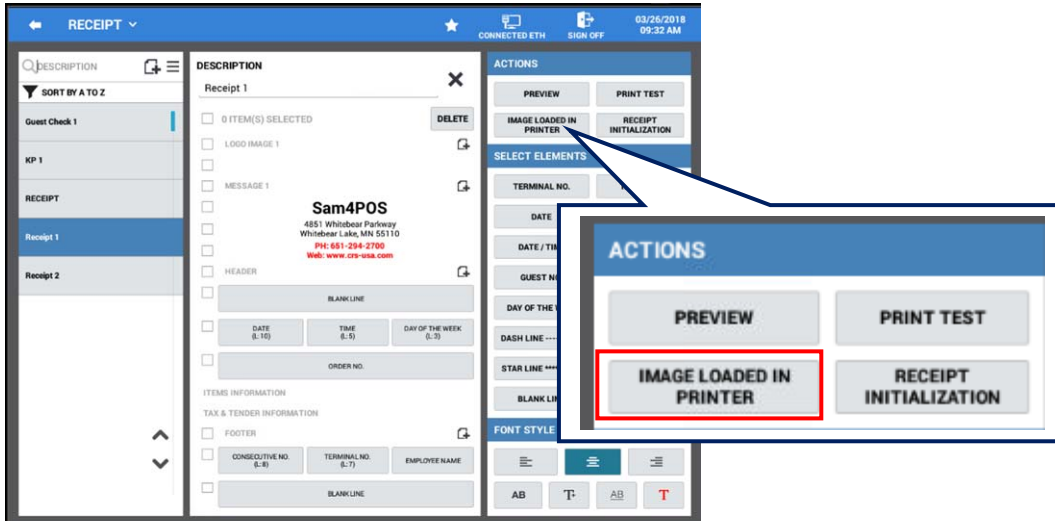
3. The available images are displayed:

4. Select the appropriate Operation Button:

   a. **NEW –** Select this to add new images to the list

   b. **SYNCH TO PRINTER –** Sends all images to the printer

   c. **DELETE –** Removes the current image

   d. **DELETE ALL –** Removes all images

   e. **CLOSE –** Return to the main receipt programming screen

Message

The Message Programming area allows you to create custom messages that can be used for certain operations or for special instructions. These messages will be available for use with the Alpha Text key.

1. Select **MESSAGE** from the **PROGRAM MODE, RECEIPT & MESSAGE** menu selections. The message programming screen displays:
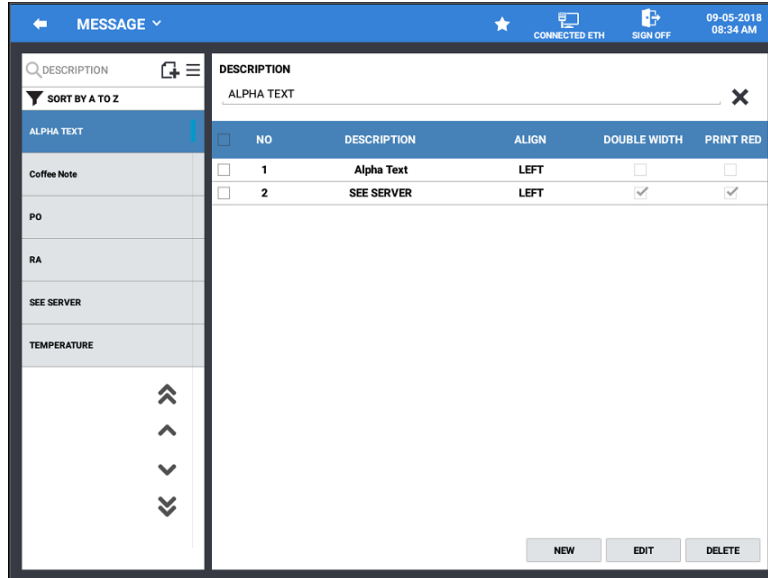
2. Add a new message category by pressing the ⊞ icon and type in a descriptor (up to 30 characters) for the new message category. Press the **X** at the end of the description field to clear the current descriptor.
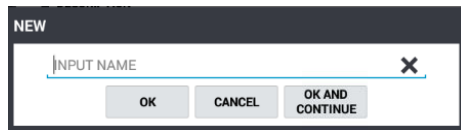
3. You can copy an existing message category by pressing and holding an existing category in the list. Message categories can be deleted in this manner as well.
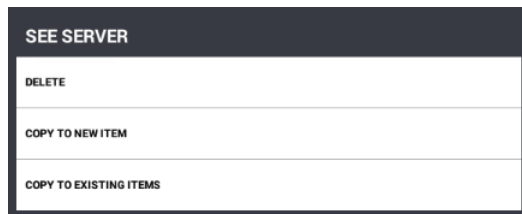
4. Use the Menu ☰ icon to sort the list alphabetically or choose Edit Mode to delete or make selections inactive.

5. When you have created your message categories, create messages for each category by pressing **NEW** in the messages area. The new message entry screen appears.
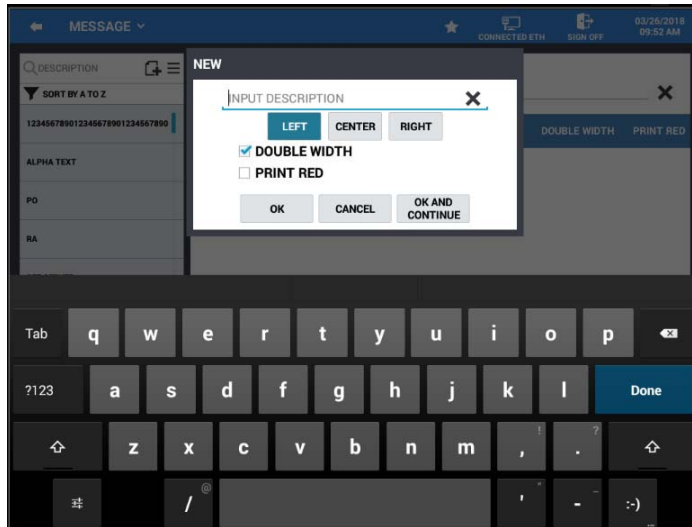
6. Type in the message (up to 40 characters) and set the justification:

    a. LEFT, CENTER, or RIGHT

7. You can also choose to have the message print DOUBLE WIDTH and/or PRINT RED.

8. Press **OK** when done. Select OK AND CONTINUE to add more messages for the category. Press CANCEL if you wish to close the window without creating a new message.

9. When complete your message(s) will appear for the category.
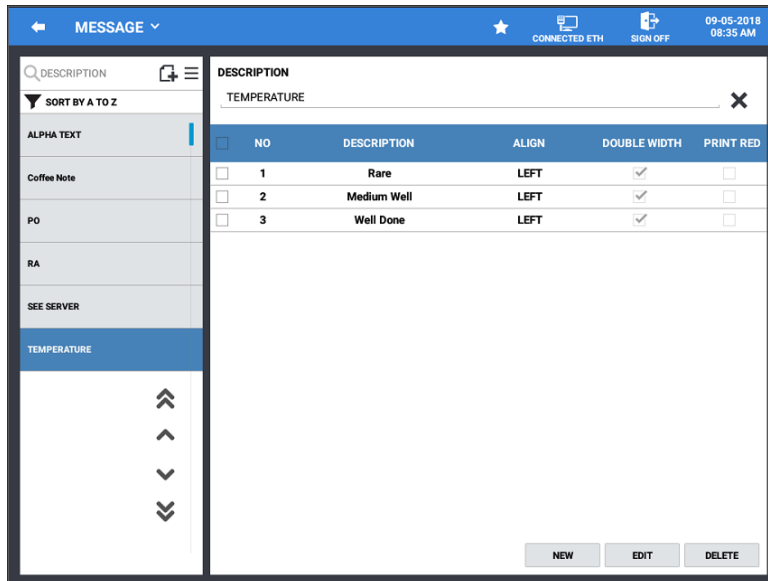
Error Message

Error messages can be individually selected and edited, edited messages or all messages can be selected to revert *(reset)* back to the original message.

Default Error Messages

NO.	ERROR MESSAGE DESCRIPTION
1	SUCCESS
2	DELETION OF THIS ITEM IS NOT ALLOWED
3	COULD NOT FIND REQUSTED DATA
4	DATA VALIDATION FAILED
5	DATA UPDATE FAILED
6	CONVERSION FAILED DUE TO THE WRONG DATA ENTRY
7	DELETION OF THIS ITEM IS NOT ALLOWED AS LINKED DATA EXIST
8	MAKE SELECTION FIRST
9	DATA IS NULL
10	DATABASE EXCEPTION
11	IDENTICAL DATA CONFLICT
12	DATA CREATION FAILED
13	WRONG SEQUENCE
14	DATA DELETION FAILED
15	VALUE IS OUT OF RANGE
16	MULTIPLE CREATION OF THIS ITEM IS NOT ALLOWED
17	DATA ENTRY IS EMPTY
18	OPERATION CANCELLED
19	SIGN ON REQUIRED
20	SUB-ITEM NEEDS MAIN ITEM
21	PRICE LEVEL DOES NOT MATCH
22	CONVERSION OF NUMBER FAILED
23	SELECT ALPHA TEXT GROUP FIRST
24	COMLPETE PREVIOUS OPERATION FIRST
25	UNDEFINED FUNCTION
26	VOIDING OF THIS ITEM IS NOT ALLOWED
27	REQUIRED DATA EXIST
28	THIS CHECK IS ALREADY OCCUPIED BY OTHER TERMINAL
29	SALE TRANSACTION IS EMPTY
30	PAYMENT IS IN PROGRESS; NO ADDITIONAL ITEM REGISTERATION ALLOWED
31	SELECT PLU STATUS GROUP
32	DESCRIPTOR NOT ENTERED
33	PLU CODE IS NOT ENTERED
34	PRICE NOT ENTERED
35	SELECT GROUP
36	FAILURE
37	SELECT REVENUE CENTER
38	CAN NOT REGISTER ITEM TO FINALIZED SALE TRANSACTION
39	PRINTER IS OFFLINE
40	CHOOSE DIFFERENT CHECK TABLE
41	CHOOSE MAIN ITEM
42	TABLE IS EMPTY
43	COMPLETE WASTE OPERATION FIRST
44	FINALIZE CURRENT TRANSACTION FIRST
45	SELECT ROOM FIRST
46	SOURCE ITEM CANNOT BE EMPTY
47	THIS OPERATION IS NOT ALLOWED WITH OPEN SALE
48	SELECT ANOTHER PRICE LEVEL

NO.	ERROR MESSAGE DESCRIPTION
49	DELETION OF THIS ITEM IS NOT ALLOWED AS LINKED MLU ITEM EXISTS
50	DELETION OF THIS ITEM IS NOT ALLOWED AS LINKED FLU ITEM EXITS
51	DELETION OF THIS ITEM IS NOT ALLOWED AS LINKED PAYMENT ITEM EXITS
52	DELETION OF THIS ITEM IS NOT ALLOWED AS LINKED HOTKEY ITEM EXISTS
53	SELECT MLU
54	SELECT FLU
55	SELECT TENDER GROUP
56	SELECT RECEIPT LAYOUT
57	WRONG PASSWORD!
58	CREATE MLU GROUP FIRST
59	CREATE FLU GROUP FIRST
60	CREATE TENDER GROUP FIRST
61	CREATE RECEIPT LAYOUT FIRST
62	THIS FUNCTION IS INACTIVE
63	TIME IN FAILED
64	TIME OUT FAILED
65	DO NOT HAVE AUTHORITY FOR THIS OPERATION
66	HALO OVER
67	NO PRESET OVERRIDE
68	THIS ITEM SHOULD BE CREATED
69	SURCHARGE ON THIS ITEM IS NOT ALLOWED
70	DISCOUNT ON THIS ITEM IS NOT ALLOWED
71	PROMOM ON THIS ITEM IS NOT ALLOWED
72	WASTE ON THIS ITEM IS NOT ALLOWED
73	ZERO AMOUNT SALE IS NOT ALLOWED
74	DUPLICATED LINKED PLU IS NOT ALLOWED
75	% DISCOUNT LIMIT OVER
76	CALCULATION ERROR
77	FOLDER NAME IS EMPTY
78	FILE NAME IS EMPTY
79	FAILED TO BACKUP DATABASE
80	FAILED TO RESTORE DATABASE
81	FAILED TO READ FILE
82	FAILED TO WRITE TO FILE
83	FAILED TO OPEN SERIAL PORT
84	FAILED TO CLOSE SERIAL PORT
85	SERIAL PORT ERROR
86	TENDER AMOUNT REQUIRED
87	UNDER-TENDER IS NOT ALLOWED
88	MANAGER AUTHORITY REQUIRED FOR UNDER-TENDER
89	OVER-TENDER IS NOT ALLOWED
90	EMPLOYEE DOES NOT HAVE PAYMENT AUTHORITY
91	INFINITE LOOP IS NOT ALLOWED
92	SALE IS NOT ALLOWED FOR ADMINISTRATOR
93	FAILED TO WRITE TO POLE DISPLAY
94	EFT/CREDIT CARD PAYMENT FAILED
95	THIS SALE WAS NOT PAID BY CREDIT CARD

NO.	ERROR MESSAGE DESCRIPTION
96	TRANSACTION ALREADY CANCELLED
97	PLEASE REGISTER TABLE
98	FILE NOT FOUND
99	CAN NOT CANCEL PARTIALLY PAID SALE
100	ENTER NON ZERO NUMBER
101	NO DECIMAL ENTRY ALLOWED
102	FAILED TO DETECT SECOND DISPLAY
103	FAILED TO START TRANSACTION
104	PRINT ERROR
105	SELECT PLU
106	AGE RESTRICTION
107	CHECK TRACKING ERROR
108	FORMAT ERROR
109	CARD READER IS NOT ALLOWED
110	SIGN IN OUT USING MCR IS NOW ALLOWED
111	EMPLOYEE NOT FOUND
112	EMPLOYEE CARD ID NOT MATCH
113	NEED FS SUBTOTAL FIRST
114	MUST SIGN EMPLOYEE CARD
115	ALTERNATE PRICE LEVEL ERROR
116	NOT ENOUGH QUANTITY
117	NEGATIVE BALANCE
118	NO MORE ITEM CAN BE SELECTED
119	SPLIT THIS ITEM NOT POSSIBLE
120	CANNOT CREATE ANY MORE
121	MUST CREATE PROMOTION GROUP
122	DEVICE IS OFFLINE
123	SELECT DESTINATION KEY FIRST
124	SIGN OFF REQUIRED
125	MUST BE NON TAXABLE AMOUNT <=FIRST BREAK POINT
126	MUST BE BREAK POINT N<=BREAK POINT N+1
127	# OF BREAKS IS WRONG
128	NO BREAK POINT
129	WRONG REPEAT BREAK POINT
130	PRINT CHECK FIRST
131	MULTIPLE DISCOUNT NOT ALLOWED
132	INACTIVE TAX
133	NOT READY
134	SCALEABLE PLU
135	NOT SCALEABLE PLU
136	AUTO SCALE PLU
137	DO NOT ALLOW MANUAL ENTRY
138	TARE WEIGHT IS REQUIRED
139	ZERO AMOUNT
140	DO YOU WANT TO START WITHOUT PRINT?
141	THIS FUNCTION NOT ALLOWED
142	FAILED TO READ DATA
143	RETURN OBJECT RANGE ERROR
144	OPEN A CHECK FIRST
145	DIFFERENT EMPLOYEE OWNS THIS CHECK
146	CREATION ERROR
147	SELECT ITEM(S) FIRST
148	DELETE ERROR
149	UPDATE ERROR
150	INTIALIZATION FAIL
151	EXCEPTION ERROR
152	ENTER A VALUE FIRDT
153	STORAGE MEMORY IS NOT ENOUGH

NO.	ERROR MESSAGE DESCRIPTION
154	RESTORE ERROR
155	PLU CODE ALREADY EXISTS
156	NO AVAILABLE PRICE LEVEL
157	NEED SUBTOTAL FIRST
158	VOID MODE IS INACTIVATED
159	OVERRIDE NOT ALLOWED
160	NO DRAWER
161	ALREADY VOIDED
162	THIS PLU IS INACTIVE
163	CONDIMENT REQUIRED
164	MULTIPLICATION LIMIT EXCEEDED
165	OUT OOF ZERO STOCK
166	UNDER MINIMUM STOCK
167	NEED SEAT # FIRST
168	DRAWER IS OPEN
169	PLEASE CLOSE TABLE
170	LIST IS NOT EMPTY
171	CASH IN DRAWER EXCEEDED
172	PLEASE CONNECT DALLAS
173	PLU SHOULD HAVE MORE THEN ONE PRICE AT LEAST.
174	TIME IN FIRST
175	OPERATING CODE ALREADY EXISTS
176	CLOCK IN CODE ALREADY EXISTS
177	MUST TIME INOUT BY EMPLOYEE CARD
178	TIME INOUT ONLY
179	NO ALLOW PRICE CHANGE
180	MUST BE MAX QUANTITY >= MIN QUANTITY
181	PLU STATUS GROUP IS NOT EXIST
182	IT EXCEEDS THE MAXIMUM NUMBER
183	FAIL TO CONNECT IRC! PLESE CHECK MAIN TERMINAL NETWORK CONNECTION. IF YOU WANT TO INACTIVATE THE IRC MODE, CLICK "INACTIVE" BUTTON.
184	NOT ALLOWED WITH OPEN ORDERS
185	MULTIPLE RECEIPTS NOT ALLOWED
186	SELECT MAIN TERMINAL FIRST
187	NOT CONNECT TO THE NETWORK! PLEASE CHECK YOUR NETWORK CONNECTION. IF YOU WANT TO INACTIVATE THE IRC MODE, CLICK "INACTIVE" BUTTON.
188	NOT CONNECT TO THE NETWORK! PLEASE CHECK YOUR NETWORK CONNECTION.
189	IRC PRINT IS OFF
190	MAIN TERMINAL CANNOT TURN OFF THE IRC MODE
191	MUST PERFORM END OF DAY
192	CREATE DEVISE FIRST
193	INACTIVATED IRC MODE! YOU CAN MODIFY THE PROGRAM ON MAIN TERMINAL!
194	INACTIVATED IRC MODE! YOU CANNOT USE THE CHECK OPERATION
195	PLU DOES NOT EXIST
196	CAN NOT EDIT PLU DURING SALE TRANSACTION
197	PLU STATUS GROUP IS INACTIVATED
198	NO MEM ALLOCATION PGM FILE
199	NO GROUP PGM FILE
200	NO AUTORITY PGM FILE
201	NO CASHIER PRGM FILE
202	NO PLU PGM FILE

NO.	ERROR MESSAGE DESCRIPTION
203	NO PLU STATUS PGM FILE
204	NO TAXTBL PGM FILE
205	NO JOBCODE PGM FILE
206	NO PAYRATE PGM FILE
207	SUB TERMINAL IS EXIST. FIRST, IT HAS TO BE IRC OFF.
208	PRINTER COVER OPEN
209	PRINTER PAPER END
210	PRINTER PAPER NEAR END
211	PRINTER TPH TEMERATURE OVER
212	PRINTER CUTTER JAM
213	PRINTER RECEIVE BUFFER FULL
214	PRINTER EXIST
215	KP DOES NOT EXIST
216	MAIN TERMINAL CANNOT DELETE.
217	TERMINAL IN USE CANNOT BE DELETED. IF YOU WANT TO DELETE, TURN OFF THE IRC MODE.
218	KP ROUTE DOES NOT MATCH
219	IF THE IRC MODE IS ON CAN NOT CHANGE STORE NAME PLEASE TURN OFF THE IRC MODE THEN CHANGE THE STORE NAME
220	NO CHECK#
221	ALREADY CLOSED
222	DIFFERENT TO DEALER NAME
223	NEED GUEST # FIRST
224	YOUR AUTHORITY LEVEL CAN ONLY ENTER THE REG MODE
225	SCALE WEIGHT MUST BE ZERO FOR MANUAL WEIGHT RETURN
226	MACRO ITEM DOES NOT EXIST
227	THE ERROR POPUP IS OPEN
228	PLEASE FIRST TURN THE MODE KEY
229	NO MNM PGM FILE
230	THIS PLU IS NOT INCLUDE TO MLU ITEM.
231	TARE WEIGHT LIMIT EXCEEDED
232	CREATE GMAIL ACCOUNT FIRST
233	CAN NOT DELETE THIS ITEM LINKED PLUS EXIST.

NO.	ERROR MESSAGE DESCRIPTION
234	NO KEYLINK PGM FILE
235	NO FUNCKEY PRGM FILE
236	NO PLU PGM FILE
237	NEED A LICENSE
238	AGE VERIFICATION FORMAT NOT FOUND
239	TURN OFF THE IRC MODE
240	MAXIMUM IMAGE COUNT: 15 LOGOS
241	MAXIMUM SIZE: 576*240 DOTS
242	CHECK COIN DISPENSER
243	CARD FORMAT ERROR
244	STORE TABLE FIRST
245	STATION DOES NOT MATCH
246	AUTHORITY DOES NOT MATCH
247	INACTIVATED IRC MODE! YOU CANNOT USE THE CLERK INTERRUPT
248	EXIST CHECK! YOU MUST END OF CHECK
249	EXIST CLERK INTERRUPT! YOU MUST END OF CLERK INTERRUPT
248	EXIST CHECK! YOU MUST END CHECK
249	EXIST CLERK INTERRUPT! YOU MUST END CLERK INTERRUPT
250	PLEASE CHECK DALLAS KEY
251	DALAS KEY DOES NOT MATCH
252	RETURNING OF THIS ITEM IS NOT ALLOWED
253	REQ GALLONAGE AMOUNT
254	PLEASE CHECK COM PORT-KITCHEN VIDEO
255	EMPLOYEE IN USE
256	NOT ALLOWED DURING TRANSACTION
257	DATABASE DISK IMAGE IS MALFORMED
258	TERMINAL OFFLINE CAN NOT ADD ITEMS TO OFFLINE TERMINAL
259	CANNOT GET THE ORDER NUMBER FROM MAIN TERMINAL
260	CANCEL IS NOT ALLOWED
261	CAN NOT MAKE MULTIPLE CLOCK
262	CAN NOT MAKE MULTIPLE ORDER LIST
263	NO LINK RECIPE

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.

Default Report Messages

NO.	REPORT MESSAGE DESCRIPTION	NO.	REPORT MESSAGE DESCRIPTION
1	(+) PLU TOTAL	25	CASH-IN-DRAWER
2	(-) PLU TOTAL	26	CHECK-IN-DRAWER
3	ADJUST TOTAL	27	FD/S-IN-DRAWER
4	NON-TAX	28	MISC TEND SALES
5	TAX SALES TOTAL	29	CONVERSION TOTAL
6	TAX TOTAL	30	DRAWER TOTAL
7	EXEMPT TAX SALES TOTAL	31	PROMO
8	DESTINATION SALES	32	WASTE
9	DISCOUNT TOTAL	33	GUESTS
10	NET SALES	34	CHECKS PAID
11	CREDIT TAX TOTAL	35	OPEN CHECK
12	FOOD STAMP CREDIT	36	INTERRUPT BALANCE
13	MDSE RETURN	37	TIP TOTAL
14	PREVIOUS VOID	38	DECLARATION TOTAL
15	TRANS VOID	39	DECLARATION OVER/SHORT
16	CANCEL	40	COUPON SALES
17	GROSS SALES	41	ROUND TOTAL
18	CASH SALES	42	PROMOTION TOTAL
19	CHECK SALES	43	AVERAGE SALES
20	RA TOTAL	44	AVERAGE GUEST
21	PO TOTAL	45	SAM4S CASH DRAWER
22	HASH TOTAL	46	ESTIMATED TIPS
23	AUDACTION	47	CASH OUT TOTAL
24	NO SALE		

Label Print

The Label Print programming is used to setup the different label types that may be used; such as product labels and shelf labels. You can customize the information that prints on the label to suit your application needs.

You will need to setup a Label Printer in the Device Setting before you can print labels. The Sam4POS provides support for the BTP-L520/L540 label printer. See page 239 for details on adding the label printer to your device selections.

1. Select **LABEL PRINT** from the **PROGRAM MODE**, **RECEIPT & MESSAGE** menu selections. The label print programming screen is displayed.
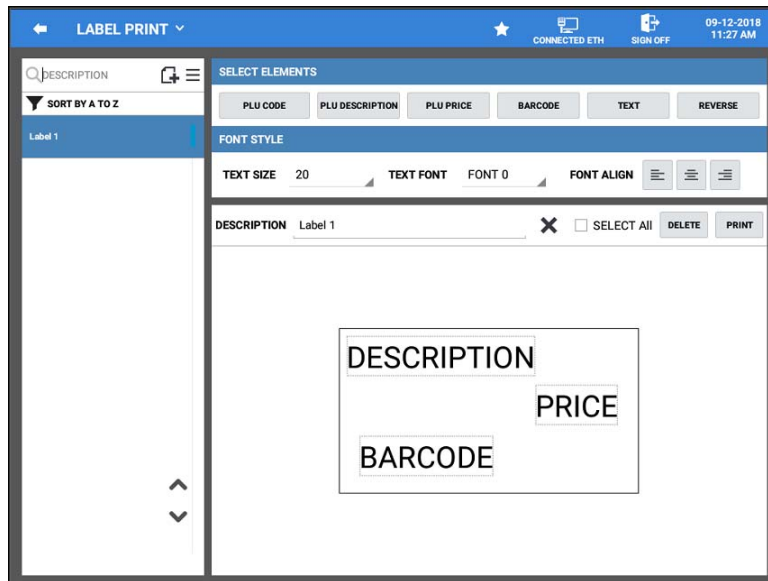
2. The default label is shown; you can edit this label as desired or create a new label.

3. Press the add record icon ⊞ to create a new label (or press and hold on an existing label in the list). The NEW record dialog appears:

4. Enter a description for the label on the top line and set the label size on the next line. *(The **X** at the end of each field can be used to clear the current entry.)*

    a. Input the Label Width

    b. Input the Label Height

5. Press **OK** to save your label or press OK AND CONTINUE to add additional labels. *Pressing CANCEL will exit without adding any labels*. A blank label is displayed:
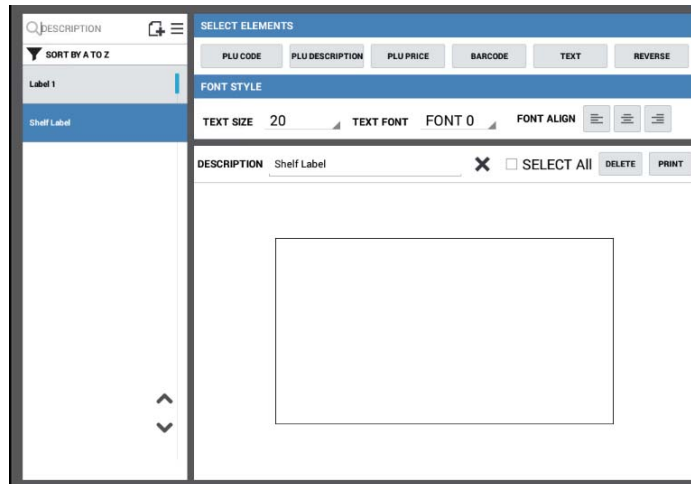
6. The **SELECT ELEMENTS** allows you to customize the label as desired by selecting the elements you want to appear on the label. Available elements include:

    a. PLU Code

    b. PLU Description

    c. PLU Price

    d. Barcode

    e. Text – type in a custom test to appear on your label; *i.e. Joe's Bait Shoppe*

    f. Reverse – prints in reverse *(dark background)*.

7. You can rearrange the position of the elements where you want them to appear on the label by clicking on the element and dragging the element to the desired position.

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

    a. Text Size

    b. Text Font – Select from 15 avaiable font styles

    c. Font Align – left, Center, or right align

9. You can edit the **DESCRIPTION**, **DELETE** elements or **TEST** print the barcode.

Text Font Styles

Printer font

FONT A — — ABCDwxyz 12345

FONT B — — ABCDWXYZ 12345 UPPER CASE ONLY

FONT D — — ABCDwxyz 12345

FONT E — — (OCR-B)ABCDwxyz 12345

FONT F — — ABCDwxyz 12345

FONT G — — AByz 12

FONT H — — (OCR-A) UPPER CASE ONLY

FONT 0 — — (Scaleable) ABCDwxyz 12345   ← Font zero.

FONT GS — — ® ® ™ Ⓢ Accessed with the ^GS command.

FONT P — — ABCDwxyz 12345

FONT Q — — ABCDwxyz 12345

FONT R — — ABCDwxyz 12345

FONT S — — ABCDwxyz 12345

FONT T — — ABCDwxyz 12345

FONT U — — ABCDwxyz 12345

FONT V — — ABCDwxyz 12345

Gratuity

The Gratuity programming area allows you to create gratuity or fees to apply to a sales transaction.

1. From the **PROGRAM MODE** menu select **RECEIPT & MESSAGE**, the select **GRATUITY** from the menu selections.
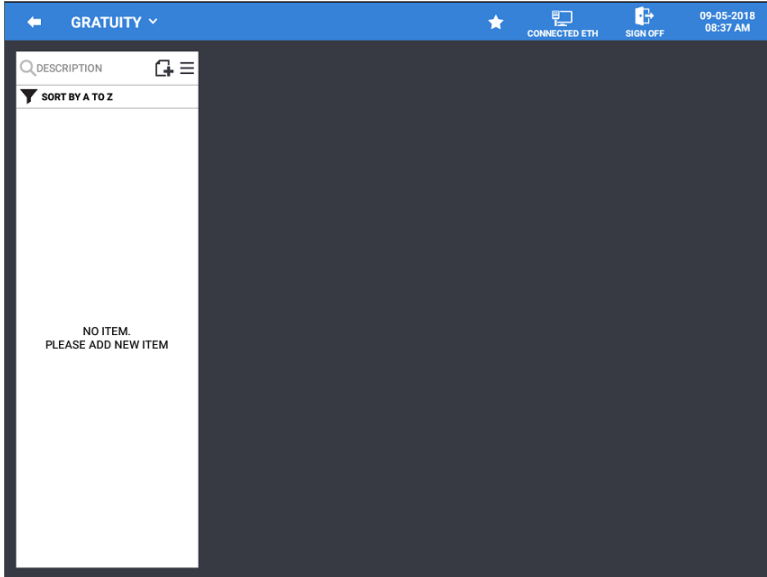
2. Add a new GRATUITY message category by pressing the ⊞ icon and type in a descriptor (up to 30 characters) for the new message category. Press the **X** at the end of the description field to clear the current descriptor.
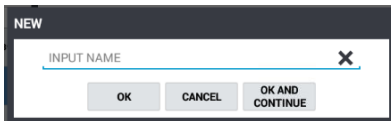
3. When you have created your Gratuity categories, enter the **RATE** for each gratuity type.
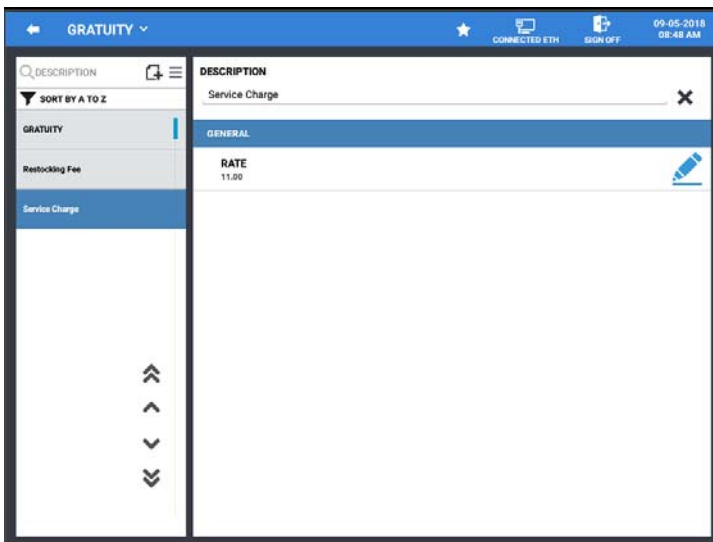
4. Use the Menu ☰ icon to SORT the list alphabetically or choose EDIT MODE to delete selections.

Receipt Message

Receipt Message programming is available at version 1.0.76 and later. This allows you to edit certain receipt element descriptors.

NO	DESCRIPTION
1	SUBTOTAL
2	TOTAL

Key Type Message

Beginning at v1.0.69 and later, Key Type Messages 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.

NO	DESCRIPTION	NO	DESCRIPTION	NO	DESCRIPTION
1	ALPHA TEXT	27	1	53	SPLIT ITEM
2	CANCEL	28	2	54	SPLIT PAY
3	CASH	29	3	55	SUBTOTAL
4	CASH OUT	30	4	56	PRINT GUEST CHECK
5	CHECK	31	5	57	RECALL TABLE
6	CHECK-CASHING	32	6	58	SPLIT TABLE
7	CLEAR	33	7	59	STORE TABLE
8	CURRENCY CONVERSION	34	8	60	TRANFER TABLE
9	.	35	9	61	TAX EXEMPT
10	DESTINATION	36	0	62	TAX SHIFT
11	DISCOUNT	37	00	63	TIME CLOCK IN/OUT
12	DONE	38	PLU#	64	TIP CHARGE
13	EMPLOYEE	39	PO	65	TIP DECALRE
14	FOOD STAMP SHIFT	40	PLU INFO	66	VOID ITEM
15	FOOD STAMP SUBTOTAL	41	PRICE LEVEL	67	VOID MODE
16	FOOD STAMP TENDER	42	PRINT HOLD	68	WASTE
17	GUEST	43	PROMO	69	X/TIME
18	HOLD	44	QUANTITY CHANGE	70	EFT OPERATION
19	KP ROUTE	45	RA	71	LOG BACKUP
20	LIST HELD ITEMS	46	RECEIPT ON/OFF	72	ENTER
21	LIST SALE INTERRUPT	47	REPEAT	73	BACK SPACE
22	LIST TABLE	48	RECEIPT REPRINT	74	SERVE ORDER
23	LIST PAID	49	REPORT	75	PRICE CHECK
24	MISC	50	RETURN	76	TABLE MAP
25	MODIFIER	51	SCALE	77	RECIPE
26	NOSALE	52	SEAT#	78	STOCK CHECK

Text Inserter Message

Added at v1.0.87, This allows for a concise open drawer message to appear on display when a text inserter is defined and mapped.

NO	DESCRIPTION
1	Open Drawer

Promotion

Retailers often offer discount when multiples of certain items are purchased. The SAM4POS terminals can accommodate four different discount scenarios with the PROMOTION programming and the PROMOTION GROUP programming.

Information from the sale of items assigned to the individual Promotions will send to the Promotion Report.

1. Select **PROMOTION** from the main **PROGRAM MODE** menu.
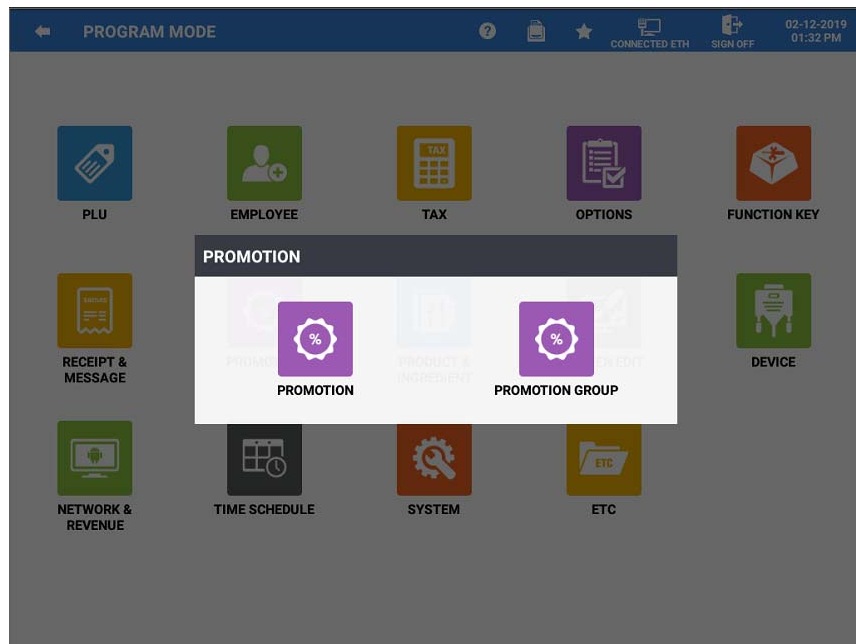
2. The **PROMOTION** selection screen appears; touch the program area you wish to edit.
3. Select **PROMOTION** from the available selections to setup each promotion type.

Promotion Programming

Retailers often offer discounts when combinations of items are purchased. There are four promotion types available that can be set to accommodate various promotion schemes a retailer may utilize.

- Mix & Match
- Multibuy
- Combo Discount
- Sweet Deal

Mix and Match

The Mix & Match discount situation takes place where the merchant offers a fixed amount or percentage discount when specific quantities of similar items are purchased. For example, "Save $5 on any three bottles of wine". This discount is implemented by first linking the applicable PLUs to a specific promotion table.
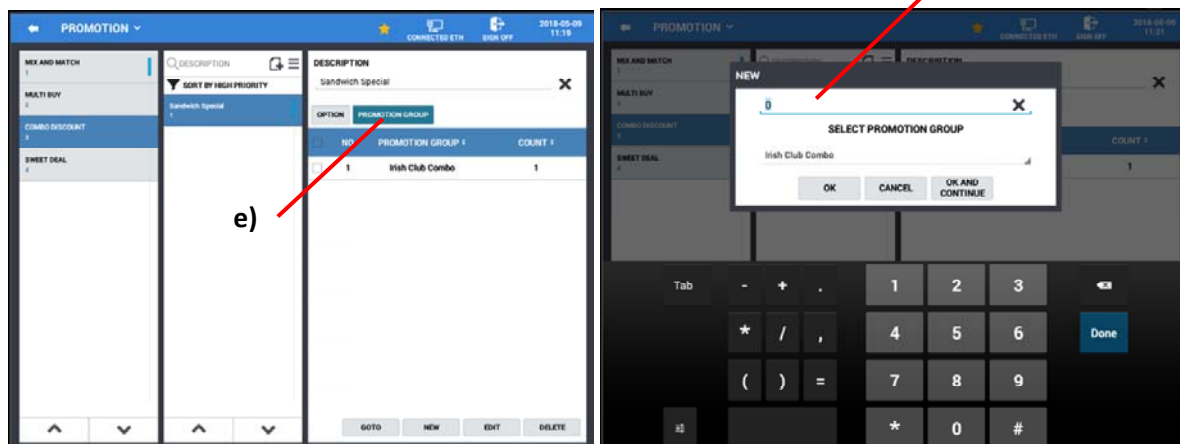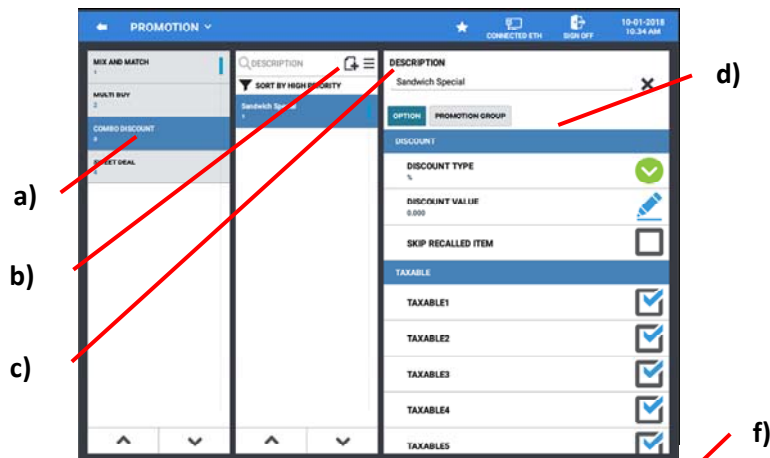
a) Select the **MIX AND MATCH** promotion type.

b) Add a new promotion ⊞ or select an existing promotion to edit.

c) Enter a descriptor for the promotion. The new promotion is added to the list.

d) On the Mix & Match promotion **OPTION** screen:

- Set the **DISCOUNT QUANTITY** field with the number of items that need to be purchased to qualify for the discount.

- Set the **DISCOUNT TYPE**:
    - [%] for percentage discount
    - [-] for amount discount
    - [FIXED PRICE] to sell listed items at a set "Fixed Price"

- Set the **DISCOUNT VALUE** accordingly.

- **SKIP RECALL ITEM** *(Mix & Match will apply only to new items entered when a check is recalled.)*

- Select the **TAXABLE** option *(If the TAXABLE option is unchecked, the tax is applied before the discount is applied.)*

e) Go to the **PLU** tab to select the items that can be used with this Mix & Match promotion.
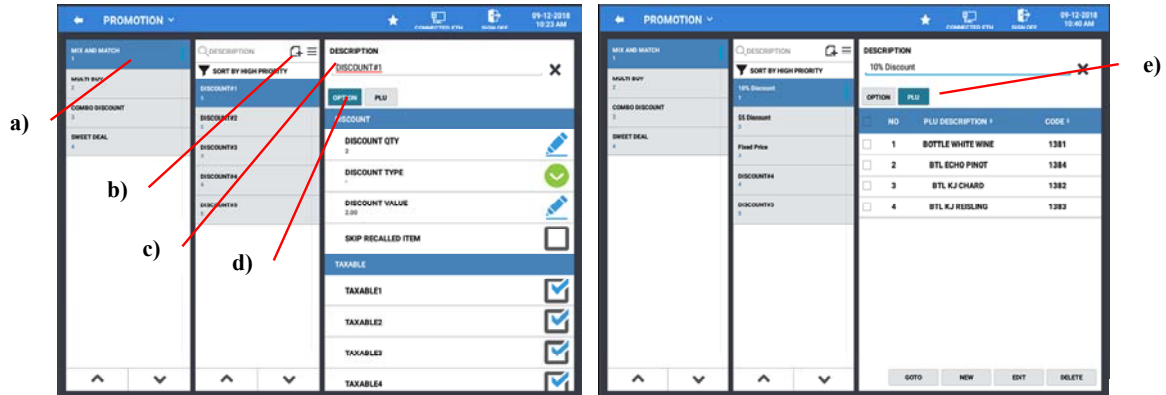
Multi Buy

The Multi-Buy discount situation takes place where the merchant offers an amount or percentage discount when a specific combination of items is purchased or offers the items at a fixed price. For example, purchase 2-Hamburgers, 1-French fry and 1-Medium soft drink to receive a $1 meal discount. To implement this discount, you must list each item and the qualifying quantity that must be purchased on the promotion program screen; enter the discount type and the discount value.

- a)   Select the **MULTI BUY** promotion type.
- b)   Add a new promotion ⤴ or select an existing promotion to edit.
- c)   Type in a descriptor for the promotion.
- d)   On the Multi Buy promotion **OPTION** screen:
  - Select the **DISCOUNT TYPE**:
    - ⬧ [%] for percentage discount,
    - ⬧ [-] for an amount discount or
    - ⬧ [FIXED PRICE] to sell selected items at a set "Fixed Price".
  - Set the **DISCOUNT VALUE** accordingly.
  - Choose if you want to **SKIP RECALLED ITEM**s. *(Mix & Match will apply only to new items entered when a check is recalled.)*
  - Select **TAXABLE** option. *(If the TAXABLE option is unchecked, the tax is applied before the discount is applied.)*
- e)   Go to the **PLU** tab, to select the items required to trigger this Multi-Buy promotion.
  - The COUNT refers to the number of items required for the selected item, the default count setting is 1. You can edit this by selecting the item, then press the EDIT button.
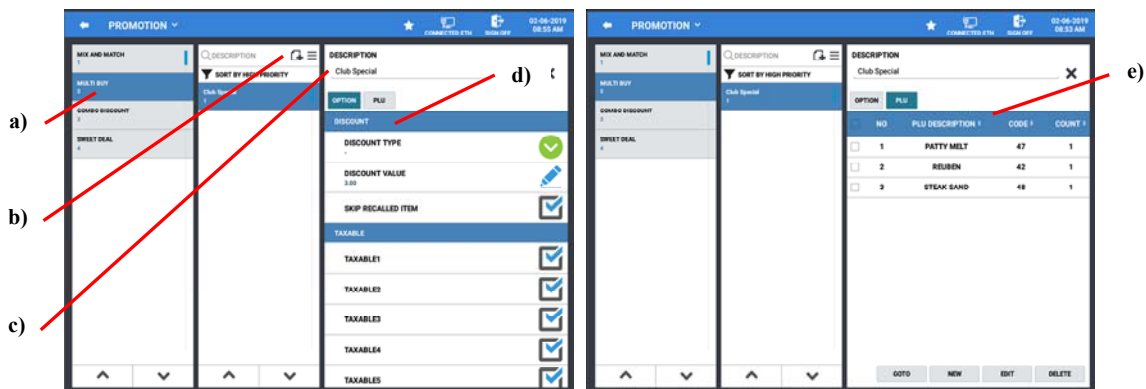
Combo Discount

The Combo discount is similar to the multi-buy discount. In both situations, specific items must be sold to qualify. When using the Combo Discount option, instead of the selecting PLUs individually, we assign promotion groups to be used with the discount; see "Promotion Group Programming" on page 189 for details.

a) Select the Combo Discount promotion type.
b) Add a new promotion ⊡ or select an existing promotion to edit.
c) Enter a descriptor for the promotion.
d) On the Combo Discount promotion **OPTION** tab:
 - Select the **DISCOUNT TYPE**:
   - [%] for percentage discount,
   - [-] for an amount discount, or
   - [FIXED PRICE] to sell selected items at a set "Fixed Price".
 - Set the **DISCOUNT VALUE** accordingly.
 - Choose if you want to **SKIP RECALLED ITEM**s. *(Mix & Match will apply only to new items entered when a check is recalled.)*
 - Select the **TAXABLE** option. *(If the TAXABLE option is unchecked, the tax is applied before the discount is applied.)*
e) Select the Promotion Group tab to add or edit the promotion groups that will be used with this Combo Discount promotion.
f) When selecting the promotion groups, enter the quantity required at the Input Count field, and select the promotion group to be used with this combo discount from the list.

Sam4POS 6600/630 Program Manual v3.3

Sweet Deal

The Sweet Deal promotion is built by first programming a promotion group. The promotion group will have all the items that are eligible for the sweet deal. Then assign the promotion group to the sweet deal promotion and set the parameters for the sweet deal promotion; see page 189 for details about Promotion Group Programming.

a. Select the Sweet Deal Discount promotion type.

b. Press the add a new promotion ⊡⊹ icon or select an existing promotion to edit.

c. Type in a descriptor for the promotion in the INPUT DESCRIPTION field on the dialog screen that appears.

d. Select the Promotion Group(s) that will be used with this Sweet Deal promotion by pressing the **Select Promotion Group** drop-down list; press **OK**.

e. The Sweet Deal promotion is created. Press **NEW** to add the discounts to the new promotion.

f. Select the **COUNT** and the **AMOUNT**; the amount represents the discount amount. Press **OK** when finished or press OK and Continue to add more discounts. Pressing CANCEL will exit without adding any discounts.

g. The new **Sweet Deal** Promotion is created. You can edit the Count/Amount fields as necessary.

f)

g)
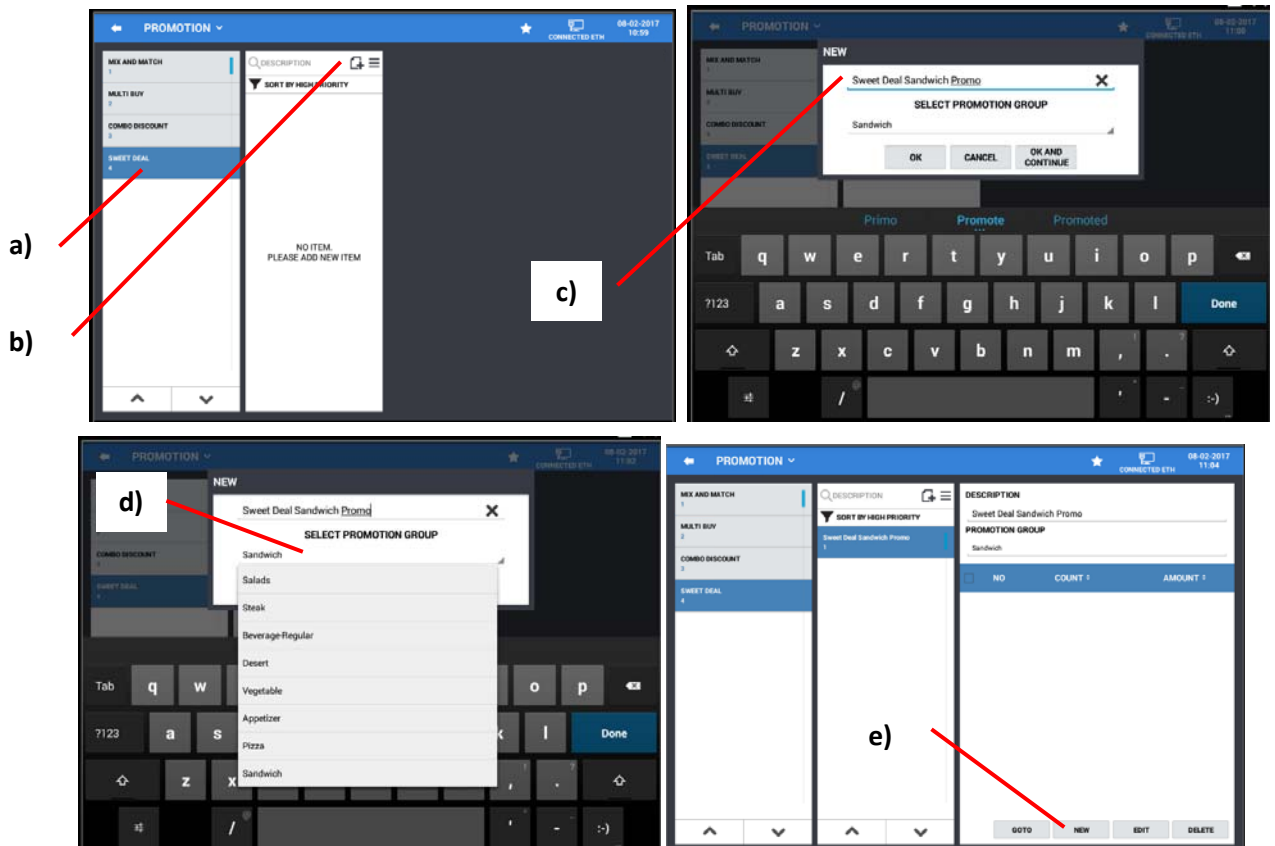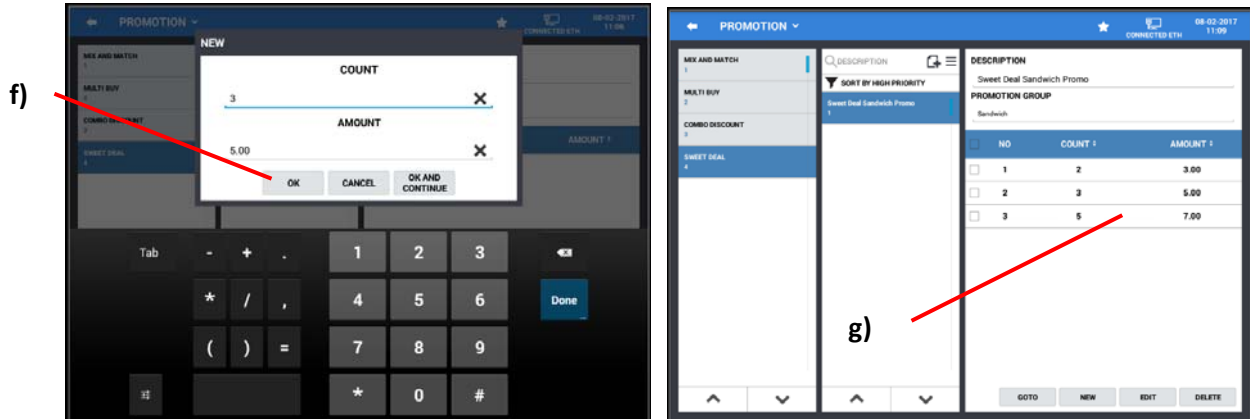
If desired, you can copy a promotion or delete a promotion; simply press and hold on the promotion until the dialog show below is displayed. You can Delete the selected promotion or Copy the promotion to a new or existing item.
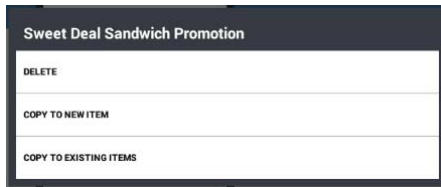
Promotion Group Programming

A promotion group is a group of PLUs that can be applied to a specific combo discount or sweet deal promotion. The promotion groups allow you to quickly add a group of items to be used with a promotion discount without having to add them individually.

1. From the main **PROGRAM MODE** menu touch **PROMOTION;** select **PROMOTION GROUP** from the available selections.
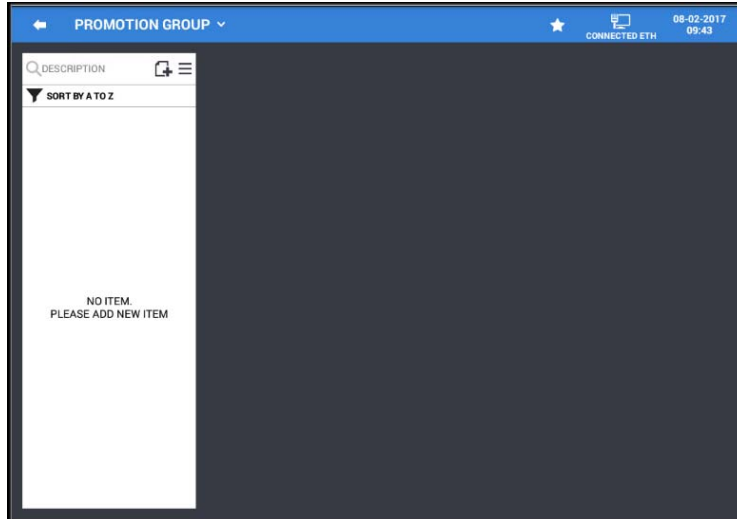
2. Touch the ⊞ icon to add a new Promotion Group or select an existing promotion group from the list to edit.
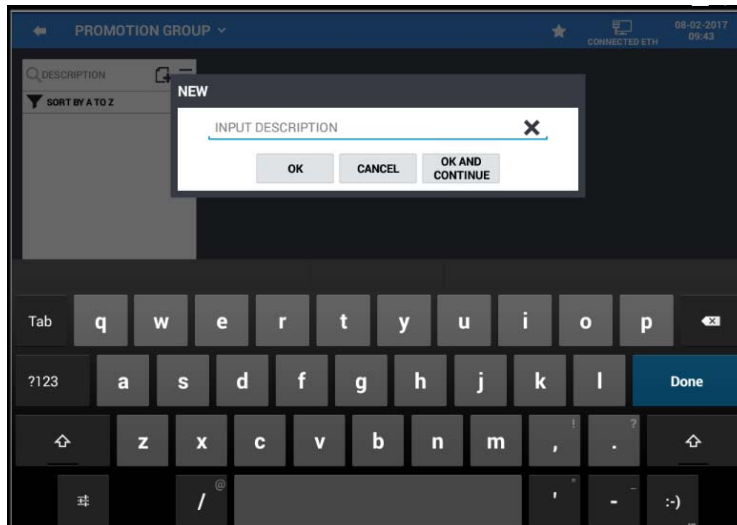
3. Type in a descriptor for the promotion group, press **OK** or press OK AND CONTINUE to add additional promotion groups**.** The new promotion group is created. Pressing Cancel will exit without adding the promotion group.

4. Choose a Promotion Group from the list; Press **NEW** to select PLUs to add the promotion group.
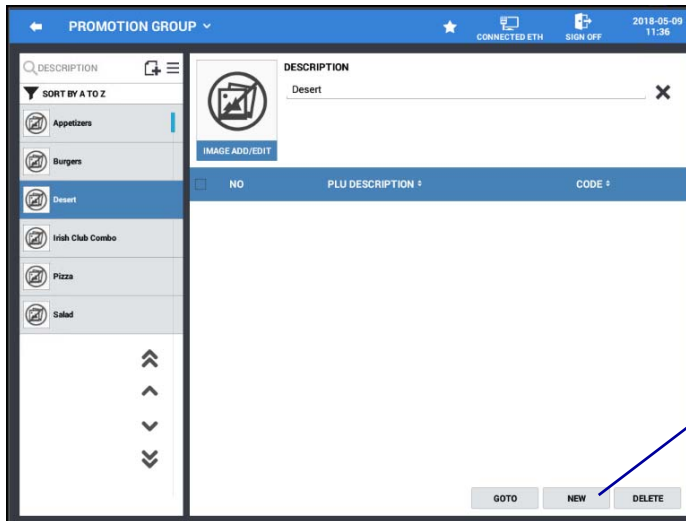
5. The complete list of PLUs is displayed; Select the PLUs you want to include in the promotion group from the list, you can view PLUs from All groups or choose a specific group to view PLUs from just that group. You can also search for specific PLUs by name; "Pizza" for example.
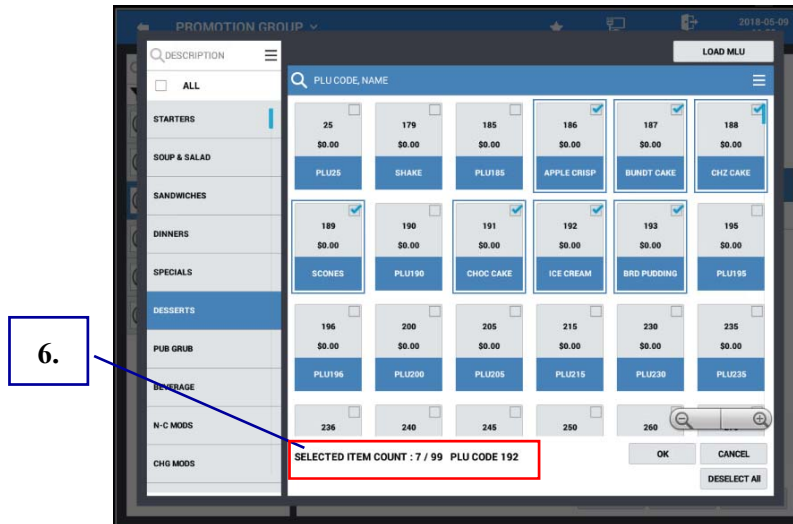
6. The **SELECTED ITEM COUNT**: shows the number of selections entered and the total number available selections.

7. When you have selected all the PLUs you want included in the promotion group; press **OK.** Your Promotion Group is created:
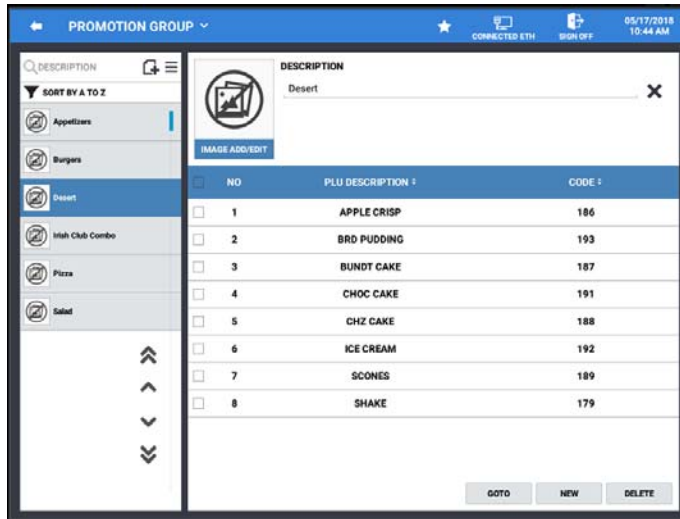
8. Pressing the **GOTO** button opens the PLU programming screen. Press the back arrow on the PLU screen to return to the promotion group programming.
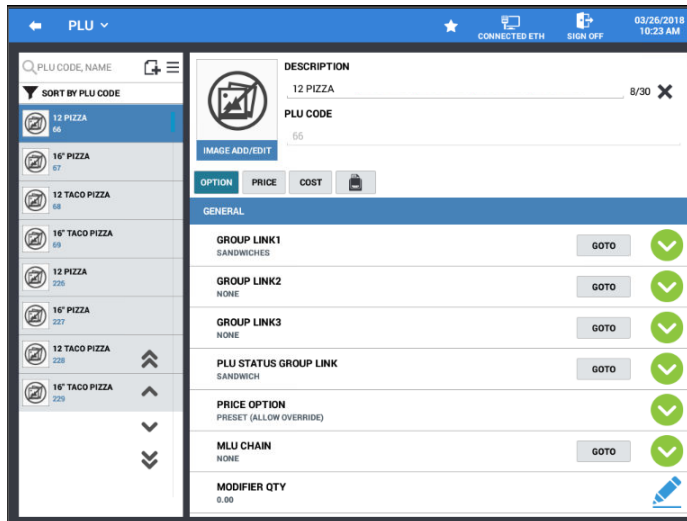
9. You can use the **DELETE** button to remove selected items from the promotion group.

Load MLU Button

When programming the items for a Promotion Group, we can select items from a specific MLU instead of scrolling through a complete list of PLUs.

1. Choose a Promotion Group from the list; Press **NEW** to select PLUs to add the promotion group.
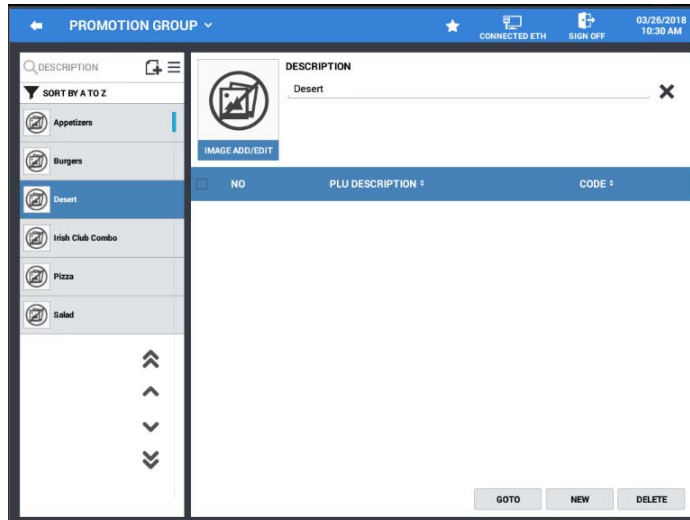
2. The complete list of PLUs for all groups is displayed.
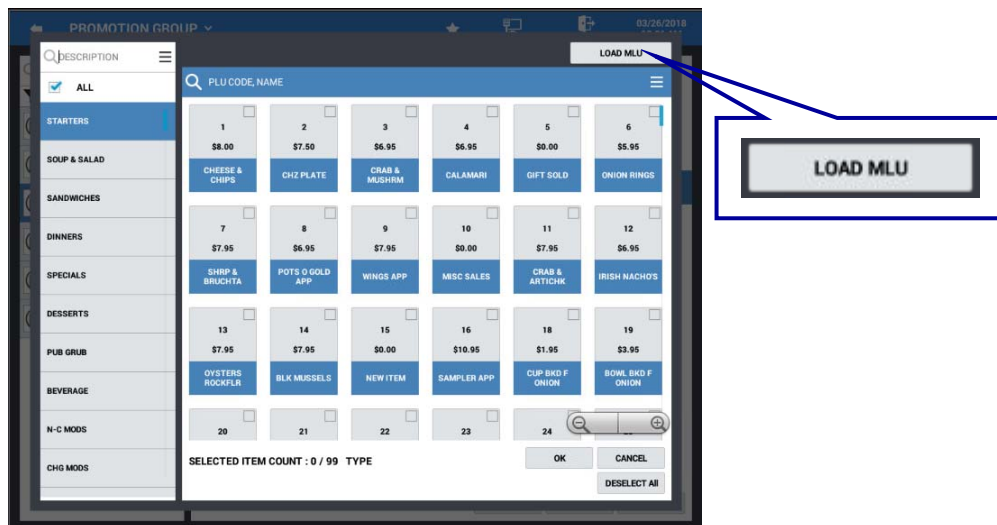
3. On the PLU list press the **LOAD MLU** button in the upper right of the display; The MLU Screens are displayed:
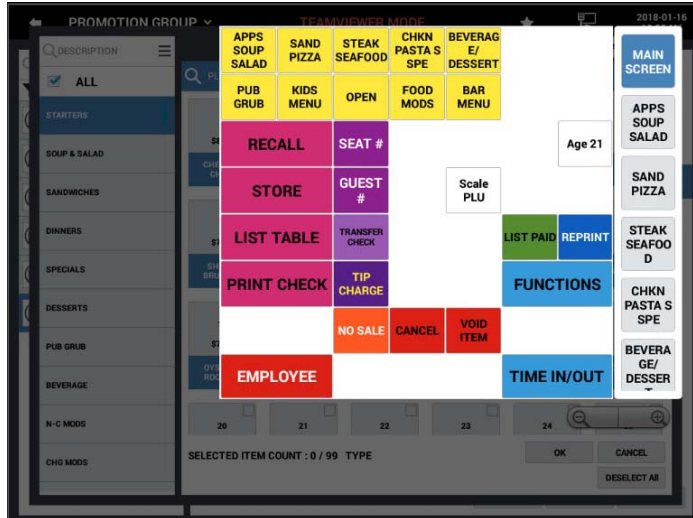
4. Choose an item from the selected MLU to add to the Promotion Group.
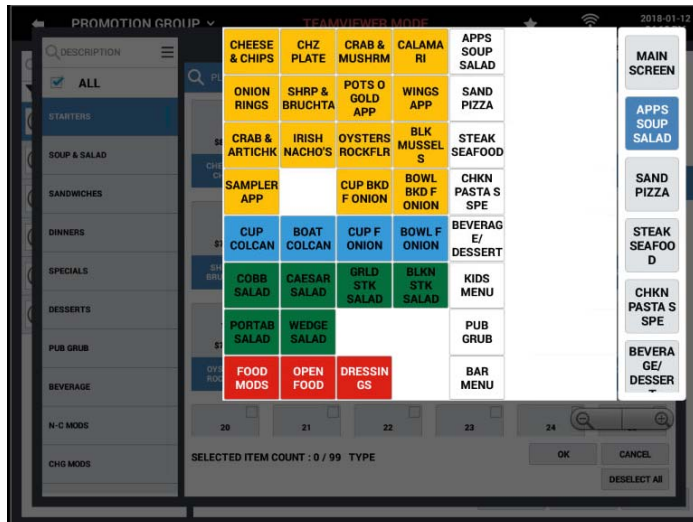
5. You are returned to the complete list of PLUs for all groups. Repeat the process to add additional items using the Load MLU method to the Promotion Group as desired.
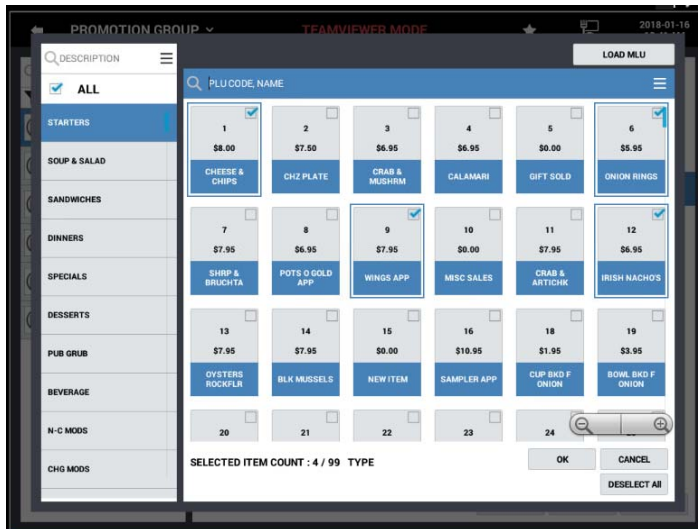
6. Press **OK** when finished adding items.

7. Your selected items now appear on the Promotion Group.
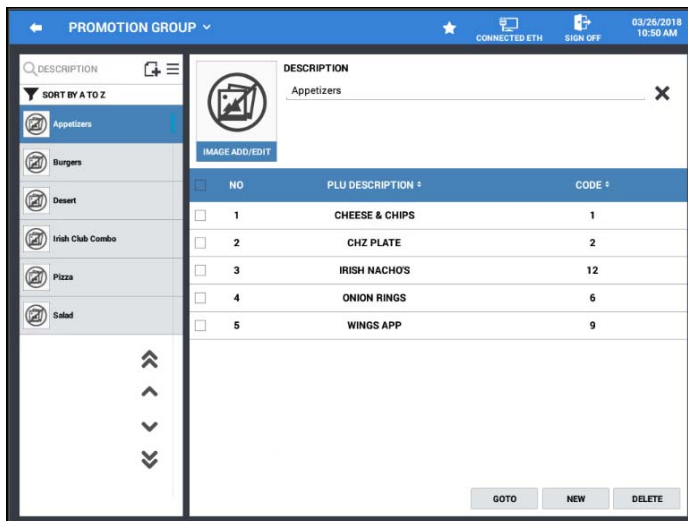
PRODUCT & INGREDIENT

Inventory control on the SAM4POS uses menu explosion to break down the PLU or menu item sold to the customer into its component ingredients. This information is then used on the Food Cost Report.

NOTE: Be careful not to confuse the separate and distinct inventory features of the SAM4POS

- *Ingredients* **and** *Recipes* use a menu-explosion type inventory system to break down the PLU or menu item sold to the customer into its component ingredients. When PLUs or menu items are linked to a recipe# they use this inventory program.

- *Product Mix Groups* can be used to implement a simplified ingredient system for tracking only essential ingredients associated with items (*i.e.* cups for beverages or number of pieces for chicken menus.) Product mix groups also report usage by time period and optional Product Projections reporting is also available.   The Product Projection report provides a history of each item's sales by day of week.

1. Select **PRODUCT & INGREDIENT** from the **PROGRAM MODE** main menu.
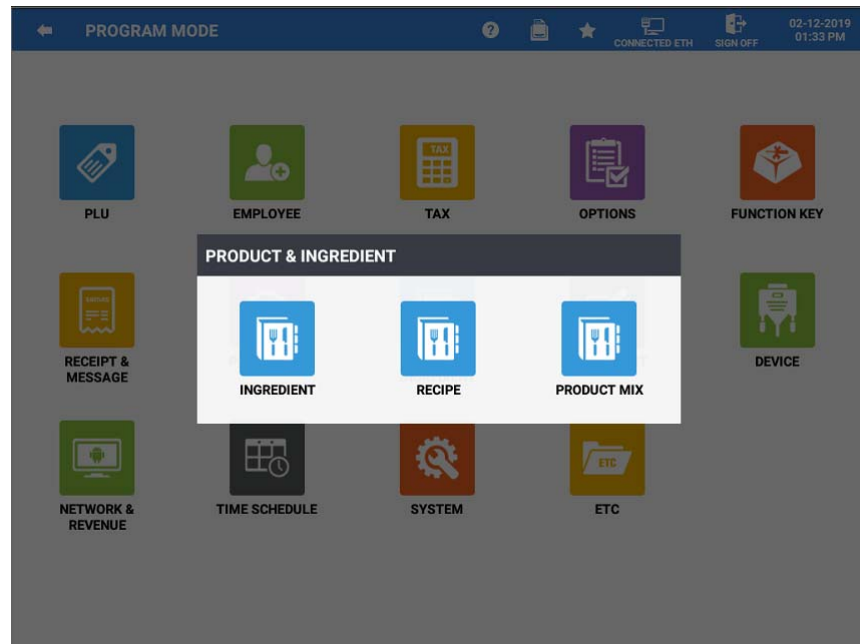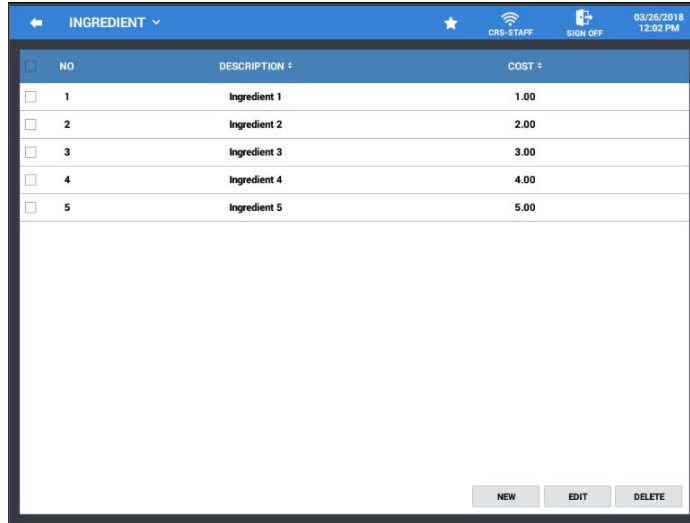
2. The **PRODUCT & INGREDIENT** selection screen displays; touch the program area you wish to edit.

Ingredient

Before recipes can be created, you must first define all the ingredients that will be used with recipes. These ingredients are the component items that make up your product; i.e. Hot Dog, Burger, Sandwich, etc. could break down in to Buns, bread, meats, lettuce, tomato, and so on.

1. Select **INGREDIENT** from the **PRODUCT & INGREDIENT** menu selections.

DESCRIPTOR

> Up to a 30-charactor descriptor can be entered for the ingredient. You can also press the heading DESCRIPTION to sort the ingredient list alphabetically.

COST
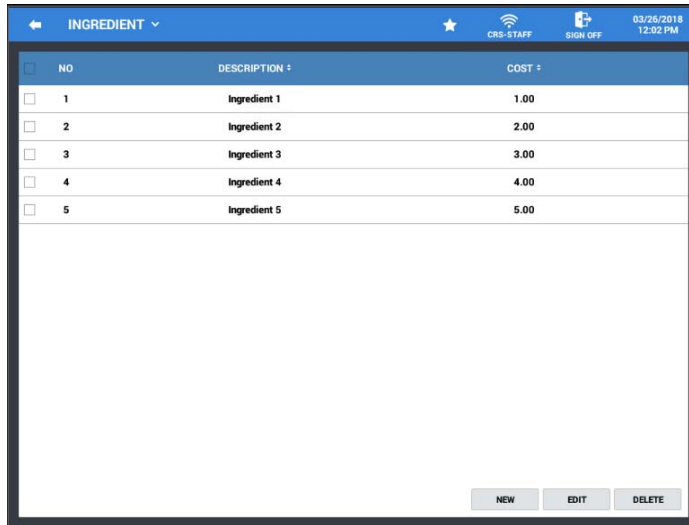
> The <u>COST</u> in the ingredient programming is the merchants cost of the ingredient portion. The cost is entered to two places after the decimal, the maximum cost entry is 99999.99; You can also sort the ingredient list by cost by pressing the COST heading.

NEW – EDIT – DELETE BUTTONS

> Use these buttons to add NEW, EDIT existing and DELETE ingredients as necessary.
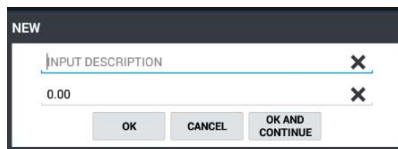
Add Ingredients

1. Select **INGREDIENT** from the **PRODUCT & INGREDIENT** menu selections.
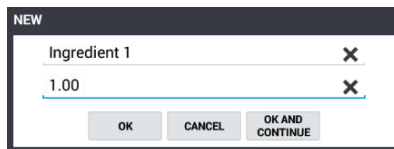
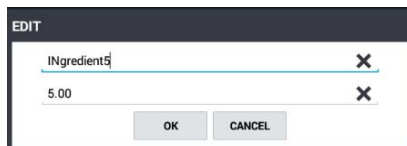2. Press **NEW** to add a new ingredient to the list, the new item dialog displays

3. Type a description *(up to 30 characters)* and the merchant cost for the new ingredient; press **OK** to add the ingredient to your list or press OK And Continue to add more ingredients. Pressing Cancel will exit without adding any ingredients. The **X** at the end of the field will clear the current information.

Edit Ingredients

1. Select an ingredient from the list and press **EDIT**; the Edit dialog displays:

2. Type in a new descriptor or merchant cost for the selected ingredient, press **OK**.
3. Continue editing ingredients as necessary.

Delete Ingredients

1. Select the ingredients from the list you no longer need and press **DELETE.** All the selected ingredients will be immediately deleted.
2. Type in a new descriptor or merchant cost for the selected ingredient, press **OK**.
3. Continue editing ingredients as necessary.

Recipe

The Recipe programming allows you organize ingredients into recipes that are then linked to the PLUs being sold. If a PLU is linked to a recipe, PLU sales activity will update information on the Food Cost Report.
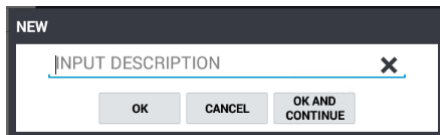
Recipes are created using items from the ingredient list, recipes can also contain other recipes.

Add a New Recipe

1. Select **RECIPE** from the **PRODUCT & INGREDIENT** selection menu.
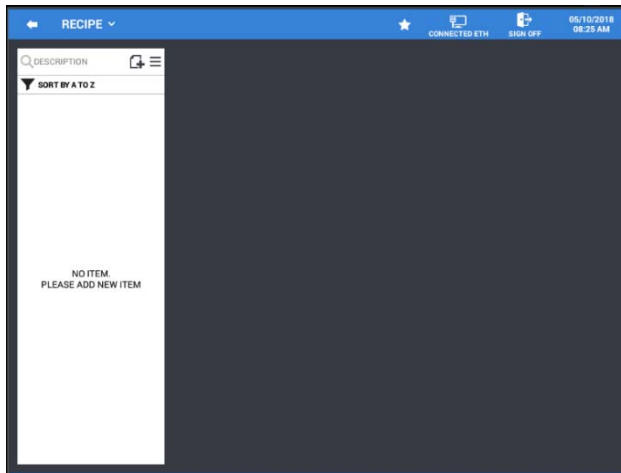
2. Press the add record icon ⊡ to add a recipe to the database or you can select an existing recipe from the list to edit as necessary.

3. Type in a description *(up to 30 characters)* for the recipe, press **OK** to add the new recipe or press OK AND CONTINUE to add more recipes. Pressing Cancel will exit without adding the recipe. Press the **X** at the end of the field to clear the current description.

4. Your Recipe/Recipes will be added to the list:
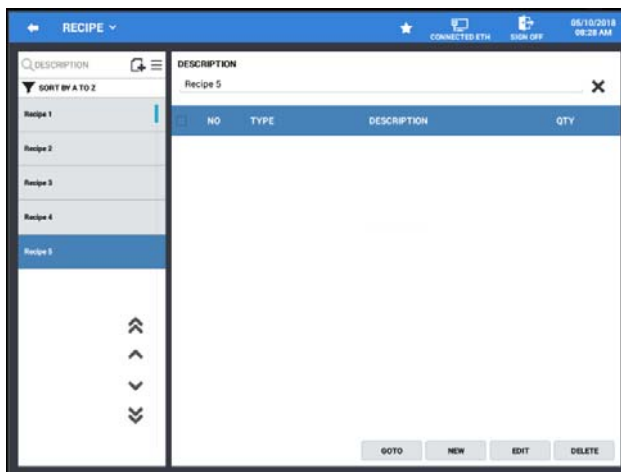
5. Next, you will need to add the ingredient items to your recipe.

Add Ingredient-Items / Edit a Recipe

If you are editing an existing recipe, use the buttons at the bottom of the screen to revise the recipe as necessary.

GOTO	NEW	EDIT	DELETE

**GOTO – NEW – EDIT – DELETE BUTTONS DEFINITIONS:**

GOTO – Use this button to go to the Ingredient Programming screen.

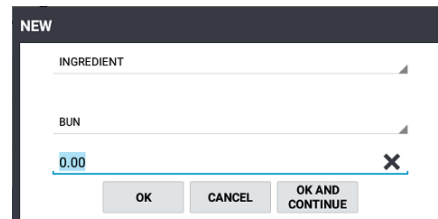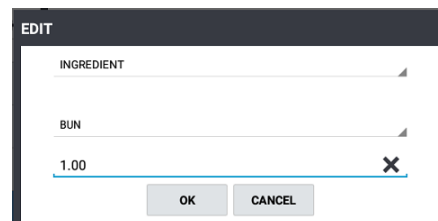**NEW –** Use this button to add new ingredients to the selected recipe.

EDIT – Use this button to edit an existing ingredient in the selected recipe.

DELETE – This button is used to delete ingredients from the selected recipe.

1. Select a recipe from the list to Add NEW ingredient items to or EDIT current ingredient items. Use the ⤊ ⌃ ⌄ ⤋ keys to scroll up/down the list as necessary.
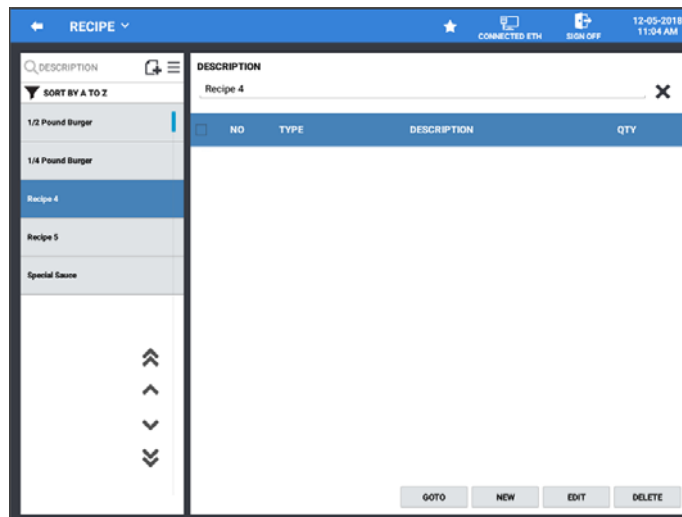
2. Press **NEW** to add a new ingredient to the recipe or select an existing ingredient and press **EDIT**:

3. Recipes can contain individual ingredients or other Recipes:

   a. Choose the appropriate selection: Ingredient or Recipe from the drop-down list that you wish to add to your selected recipe.

   b. Next, choose the desired item selection from the list; (Ingredient List or Recipe List) as per selection in previous step.

   c. Enter the Quantity for the selection, to two decimal positions.

4. Press **OK** to complete; or press OK AND CONTINUE to add more items to the recipe. Press CANCEL if you wish to exit without adding any items.

5. Your Recipe is created:

Delete a Recipe

1. **Press and Hold** a recipe from the list, the **RECIPES** dialog displays:

    RECIPE5

    DELETE

    COPY TO NEW ITEM

    COPY TO EXISTING ITEMS
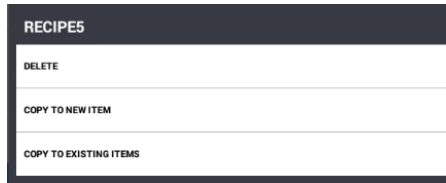
2. Select **DELETE** from the available selections; the confirmation dialog appears:

    ❌ ALERT

   ARE YOU SURE TO DELETE THIS ITEM?

    YES   NO
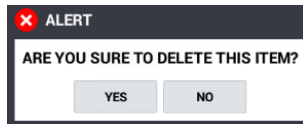
3. Press **YES** to delete the selected recipe, the recipe will be deleted; choose No to keep the recipe.

4. Alternately, you can use the Edit Mode on the Menu Icon ☰ button to select multiple recipes from the list to delete.

Copy a Recipe

1. **Press and Hold** a recipe from the list, the RECIPES dialog displays:

    RECIPE5

    DELETE

    COPY TO NEW ITEM

    COPY TO EXISTING ITEMS
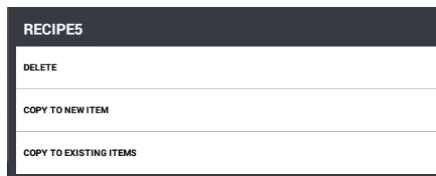
2. Select **COPY TO NEW ITEM** from the available selections; the Copy To New Item dialog appears:

    COPY TO NEW ITEM - Special Sauce

    INPUT DESCRIPTION   ✕

    OK   CANCEL   OK AND CONTINUE
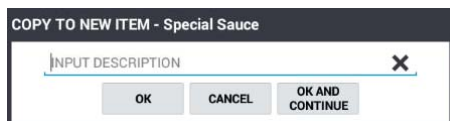
3. Type in a description for the new recipe; press **OK** to add the new recipe to the list, press OK AND CONTINUE to add additional items or press CANCEL to exit without adding any items.

4. Select **COPY TO EXISTING ITEMS**, to copy the ingredients from the selected recipe to other existing recipes in the list. The recipe selection screen appears.
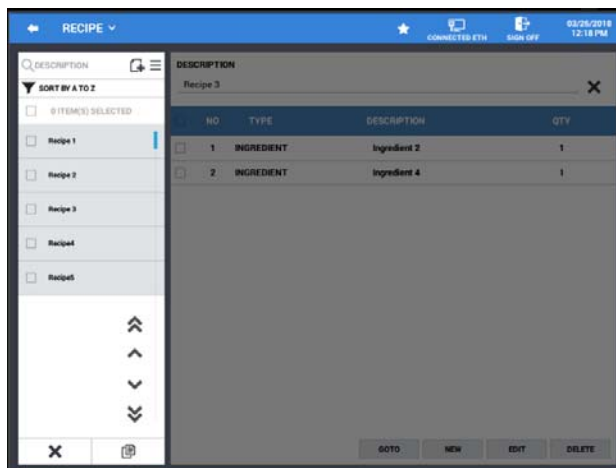
5. Select the recipes from the selection list you want to copy the ingredients to, then press the 📋 copy icon; the confirmation dialog appears:

ALERT

ARE YOU SURE TO COPY THIS ITEM?

| YES | NO |

6. Press **YES** to copy the ingredient to the selected recipes; you are returned to the main recipe screen.
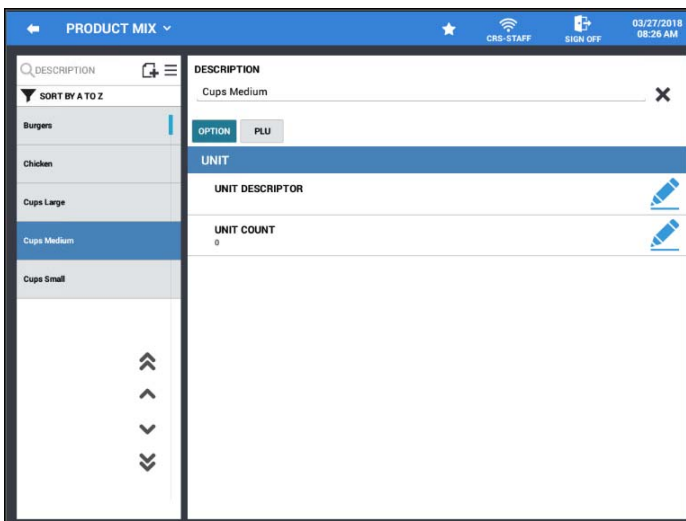
Product Mix

Product Mix can be used to implement a simplified ingredient system for tracking only essential ingredients associated with items (i.e. cups for beverages or number of pieces for chicken menus.) Multiple groups of product mix items can be created.

1. Select **PRODUCT MIX** from the **PRODUCT & INGREDIENT** selection menu.
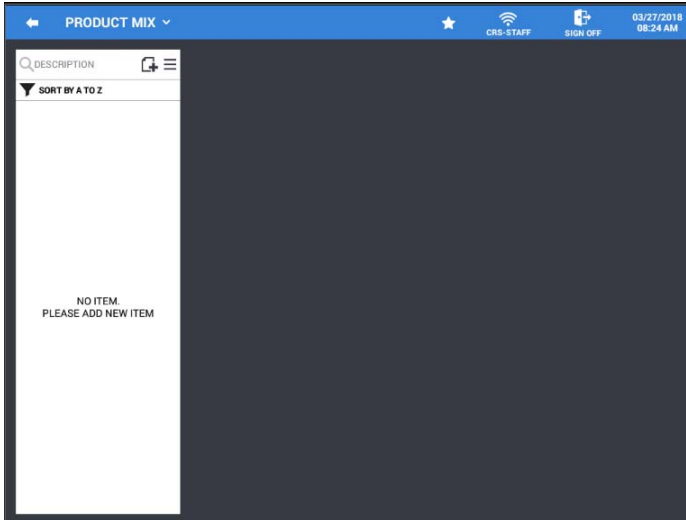
2. Press the **Add Record icon** ⊞ to add a new product mix to the database or you can select one of the existing product mix groups from the list to edit as necessary.

3. Type in a description *(up to 30 characters)* for the new product mix group.
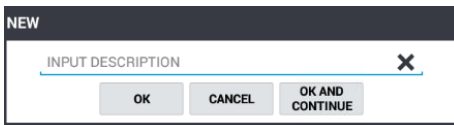
Product Mix Items

Product Mix items are inventoried as they are purchased; for example, a box of burger patties, case of burger buns, heads/cases of chicken.

DESCRIPTION
Each product mix group item can have a 30-character descriptor.

Product Mix Option Tab

UNIT DESCRIPTOR
Enter a 4-Character descriptor for the unit, using the Alpha-keyboard overlay. This descriptor is for report purposes.

UNIT COUNT
Enter the number of pieces in the unit; for the example shown, 120 burgers to the case: Enter 120.

Product Mix PLU Tab

Displays a list of the PLUs currently assigned to the selected Product Mix; use the buttons at the bottom of the display to edit the list. The list shows the number of the PLU item in the group, the PLU Descriptor, PLU Code number and the Count.

The COUNT on the PLU Tab represents the number of pieces used by the specific PLU when sold.
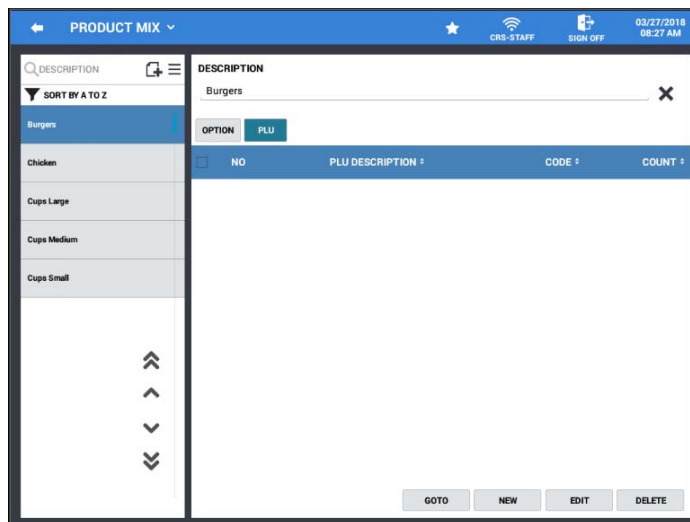
Edit/Add Items to Product Mix

You use the buttons at the bottom of the screen to revise the Product Mix as necessary.

GOTO – NEW – EDIT – DELETE BUTTONS DEFINITIONS:
**GOTO –** Press this button to go to the PLU programming screen.
NEW – Use this button to add new PLUs to the selected product mix group.
**EDIT –** Use this button to edit the count for the selected product mix item.
DELETE – This button is used to delete PLUs from the selected product mix group.

Adding New Product Mix Items

1. On the **Product Mix** programming screen, select a PMG from the list, touch the **PLU** tab, then touch the **NEW** button at the bottom of the screen. The PLU selection screen displays:
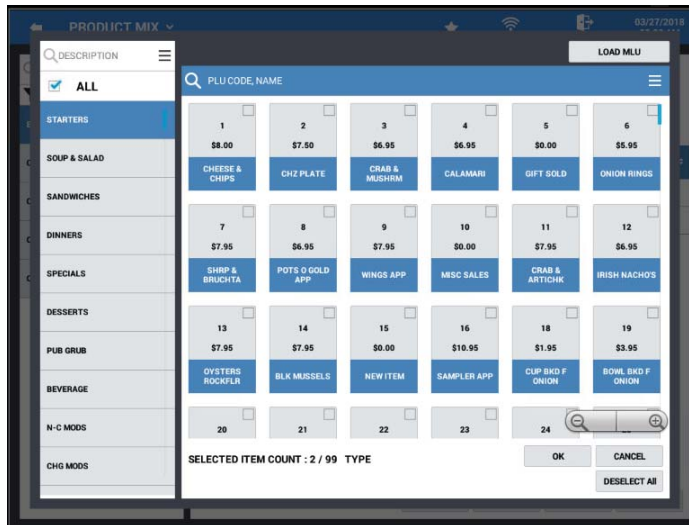
2. ALL groups are selected by default in the groups list and all of the PLUs are shown in the PLU list. You can choose a specific group from the list to see just the PLUs in that group. Scroll through the list of PLUs and select the items to add to the Product Mix group. The PLU list can be sorted alphabetically or by PLU Code to make it easier to find specific items.

3. You can type in a description in the search field to view just the items that match the description. *(For example: burger.)*
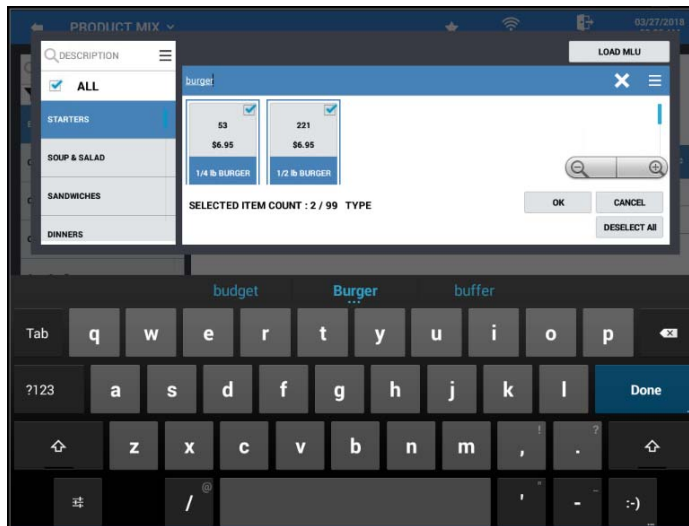
4. Items matching your description are displayed; press **Done**.
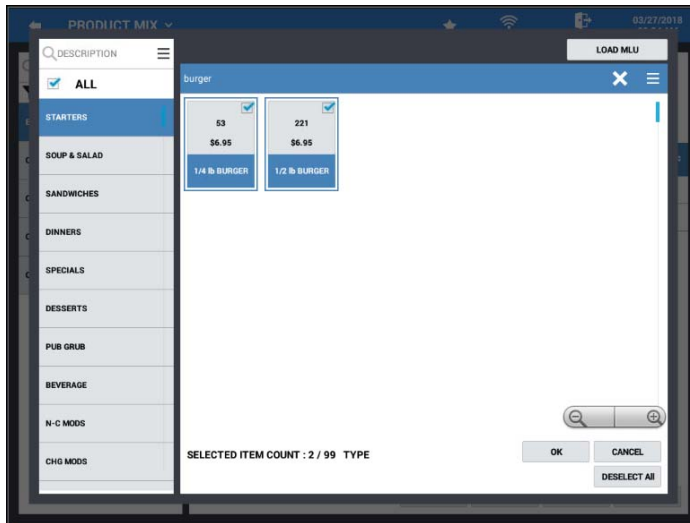
5. Select the items you wish to include in the Product Mix Group; The SELECTED ITEM COUNT reflects the number of items selected and the number of remaining selections available. Press **OK** to add the selected items the product mix group.
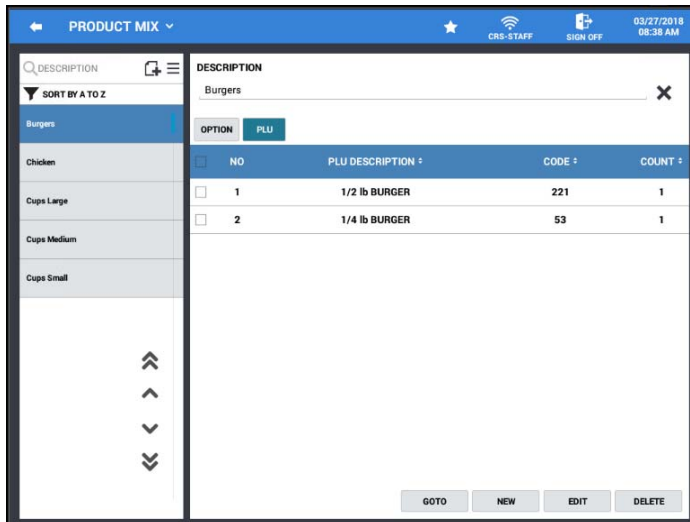
6. You can edit the count for any or all the items in the group. Select the items in the list you want to edit; press the **EDIT** button. The **COUNT** entry dialog displays:
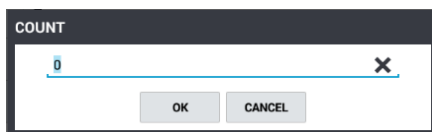
7. Enter the new **COUNT** *(number of pieces)* and press **OK**. The new count is displayed.

Load MLU Button

We can also add new items to a product mix group by selecting items directly from an MLU screen.

1. Select the desired **PMG** from the list from the **Product Mix** programming screen, touch the **PLU** tab, then touch the **NEW** button at the bottom of the screen. The PLU selection screen displays:

2. Press the **Load MLU** button at the top right of the display, the MLU selection screen appears:

3. Select the appropriate MLU and select an item from the MLU to add to the PMG. You are returned to the PLU list:
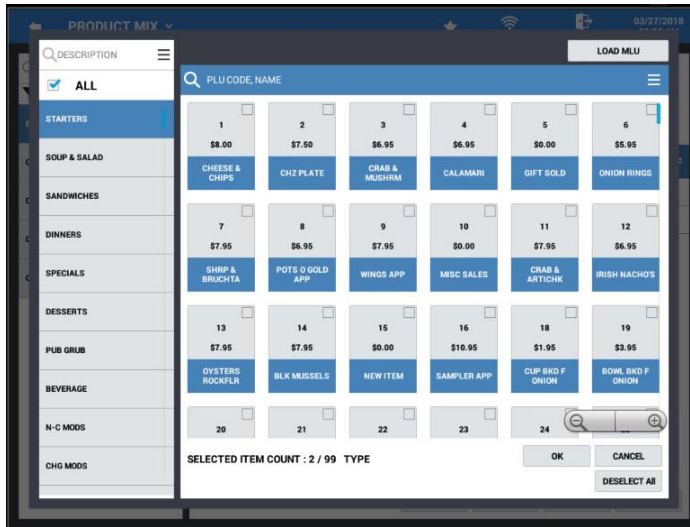
4. Continue adding items to the PMG as desired, Press **OK** when finished adding items. The selected items are added to the product mix group.
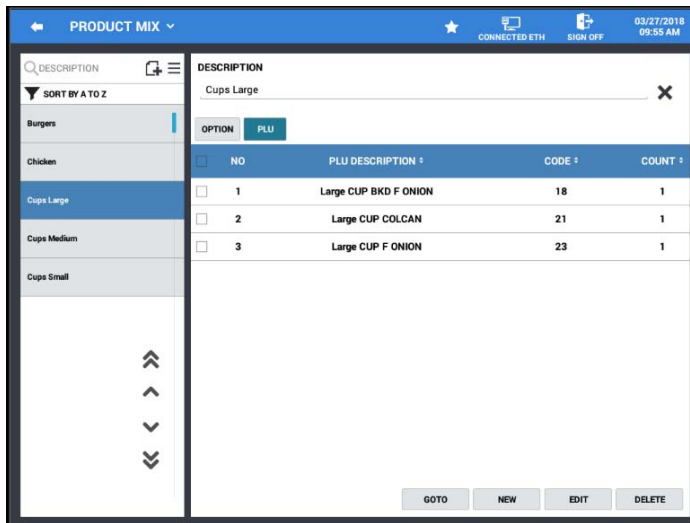
5. You can edit the count for any or all the items in the group. Select the items in the list you want to edit; press the **EDIT** button. The **COUNT** entry dialog displays:
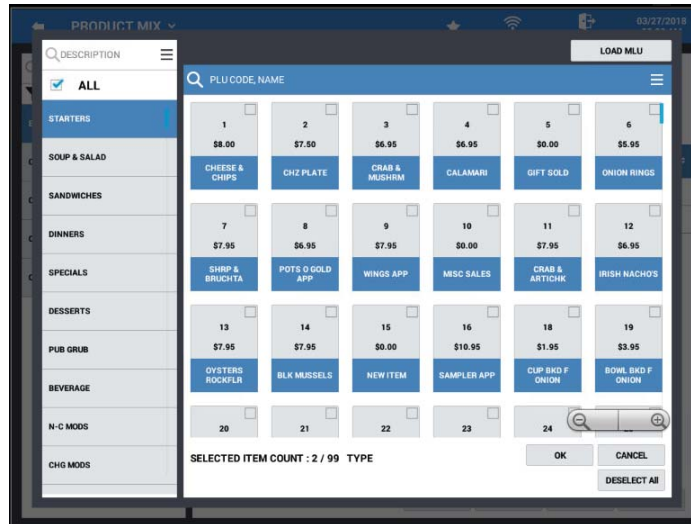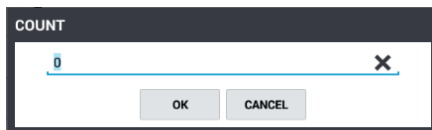

6. Enter the new **COUNT** *(number of pieces)* and press **OK**. The new count is displayed.

Screen Edit

The Screen Edit program area is used to setup the Table Map, Menu Lookup (MLU Edit) and Function Lookup (FLU Edit) screens that will be used to complete register operations on the SAM4POS.

1. Select **SCREEN EDIT** from the main **PROGRAM MODE** menu.
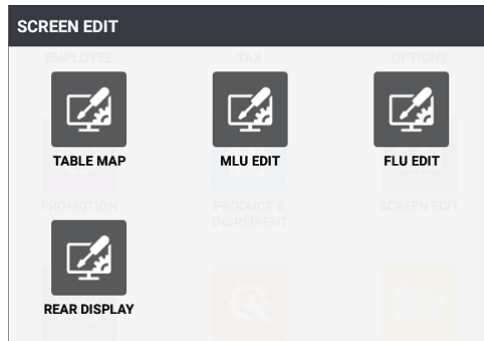
SAP-6600
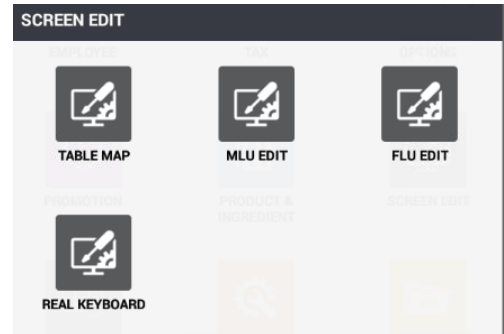
SAP-630

2. The **SCREEN EDIT** selection screen appears; choose the program area you wish to edit.

Note: the SAP-6600 and SAP-630 have different category selections.

SAP-6600
Table Map, MLU Edit, FLU Edit
Rear Display

SAP-630
Table Map, MLU Edit, FLU Edit
Real Keyboard

TABLE MAP

The table map allows you to create multiple tables in a grid formation for table service operations. We can create multiple seating zones and tables to represent different seating areas and organize the appearance of the tables with custom names and colors.

Enable the System Options "Show Table Map Icon" *(to display the icon on the REGISTER Mode title bar)* and/or "Go Directly To The Graphic Table" *(to display the table map immediately when accessing the REGISTER Mode)*.

1. Press **TABLE MAP** on the **SCREEN EDIT** selection menu.
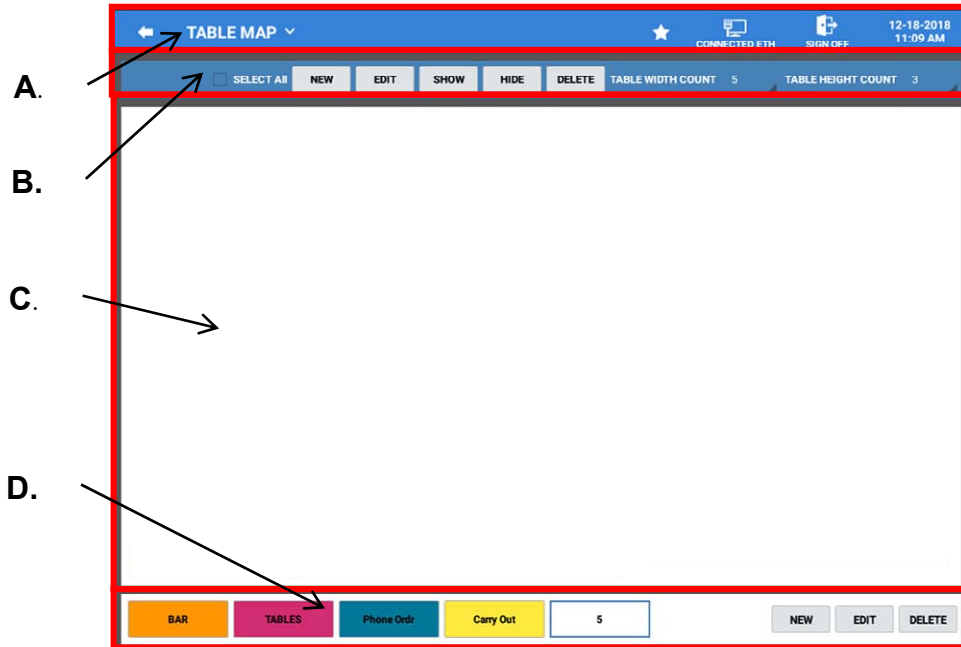
2. The default **TABLE MAP** is displayed.

Table Map Screen Sections

Program Area	Description
A.	Title Bar; press the Table Map Sub Menu drop down to view the other Screen Edit program areas. MLU, FLU.
B.	Table Edit Pane to add NEW tables, EDIT or DELETE selected tables within a seating zone. SHOW and HIDE table information.
C.	Table Display Pane – displays the table grid.
D.	Table Map Seating Zones – Create NEW seating zones, EDIT or DELETE seating zones.

Edit an Existing Table Seating Zone

1. Touch the zone you wish to edit and press the **EDIT** button in the Table Zone editing area (bottom right of the display).
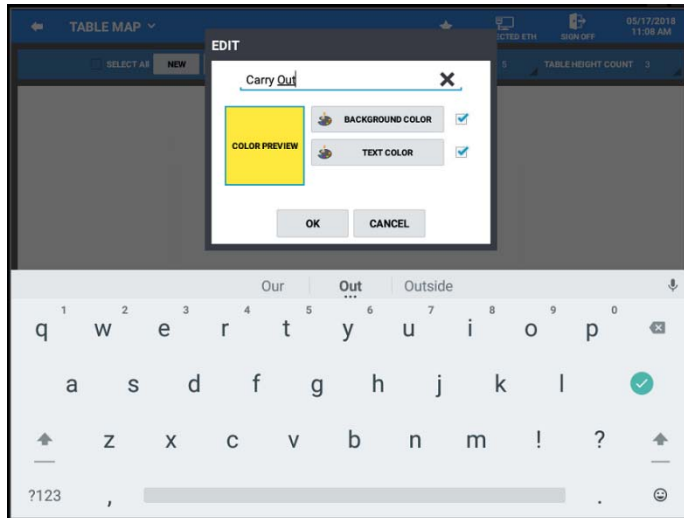
2. Type in a name for the Table Seating Zone and customize the background and text color as desired. A 25-color palette is provided.

3. Press **OK t**o view you edits on the main table map screen.
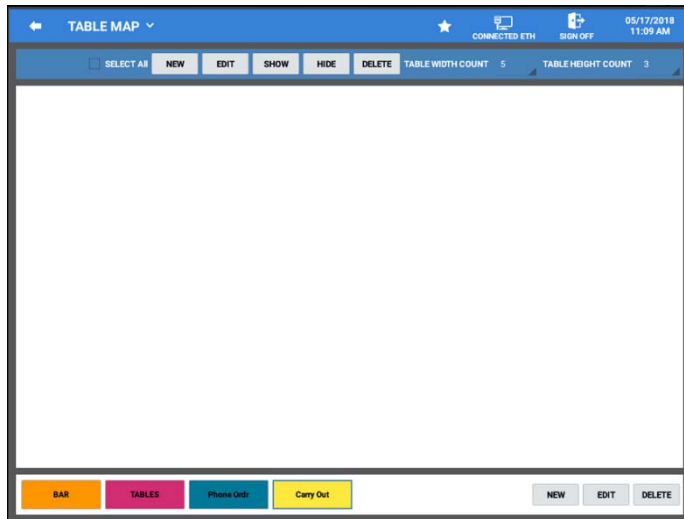
Add Additional Table Seating Zones

1. Press **NEW** on the table seating zone editing area (bottom right of display).
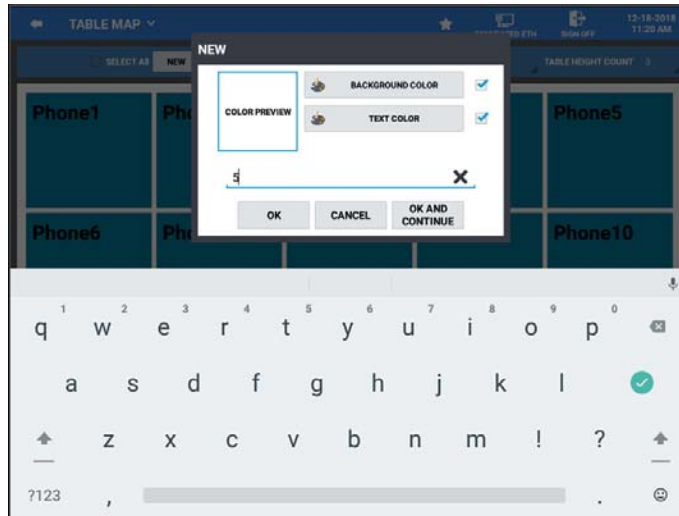
2. Type in a name *(up to 10 characters)* for the new seating zone, edit the background and text color as desired with the 25-color palette that is provided.
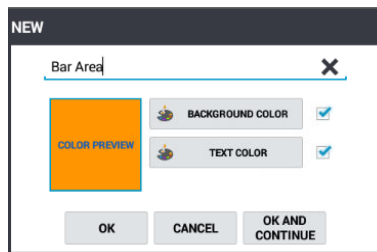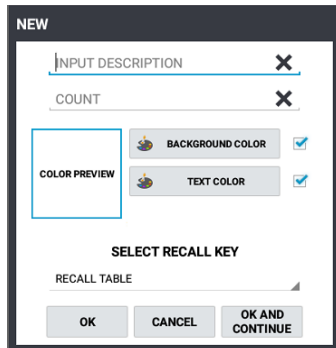
3. Press **OK** to add the new zone or press **OK AND CONTINUE** to add more zones as desired. Pressing **CANCEL** will exit without adding the new zone.
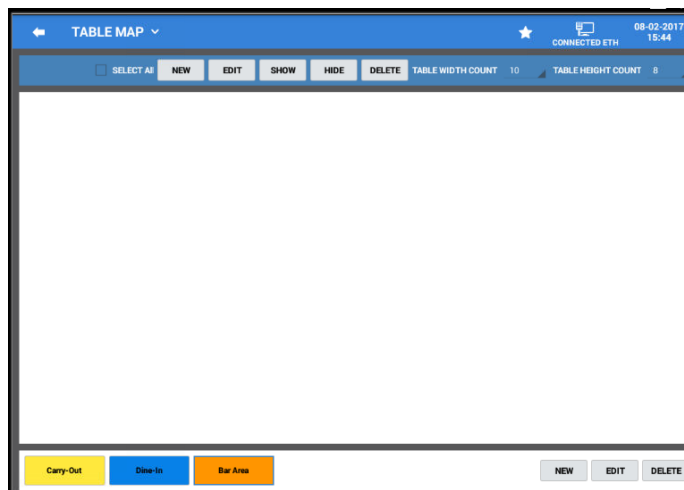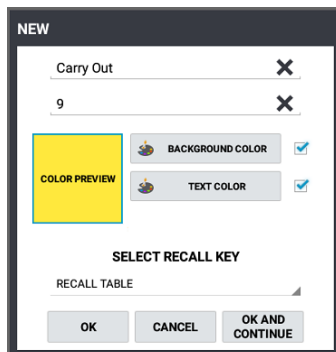
4. The new table seating zones appear.

Adding Tables to Seating Zones

1. Select the table seating zone you wish to add tables to. Press the **NEW** button at the top of the display (Table Edit Pane). The NEW table edit dialog displays.

2. In the *"Input Description"* field, type in the name (up to 10 characters) that you want to appear on the new tables.

3. Enter in the number of tables associated with the seating zone in the *"Count"* filed.

4. Customize the background and text color as desired.

5. Select the Recall Key associated with these tables.

6. Press **OK**, the tables are created and displayed in the table display zone.
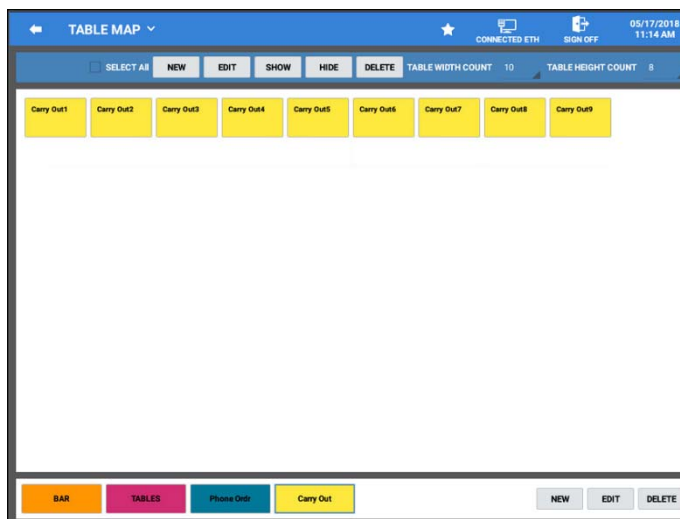
7. You can edit the layout of the grid to show more or fewer tables in each Row.

8. Press the **TABLE WIDTH COUNT** and select the number tables you want to see per row. Allowable setting range is from 3 to 10.
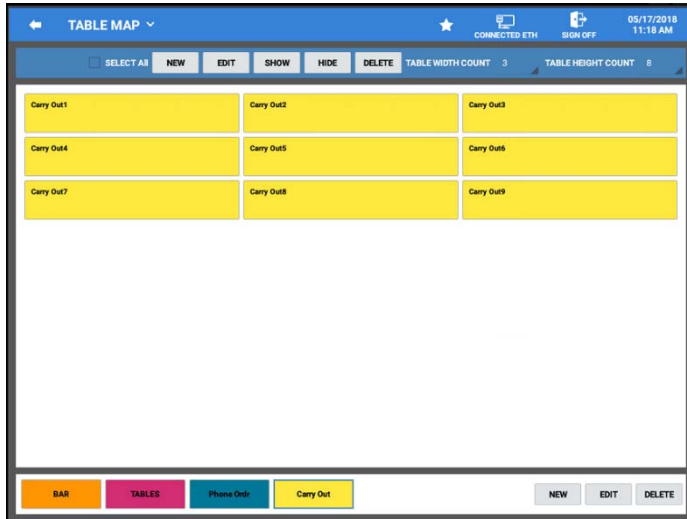
9. Press the **TABLE HEIGHT COUNT** to select the number of tables you want to see per column. Allowable settings range is from 3 to 8.
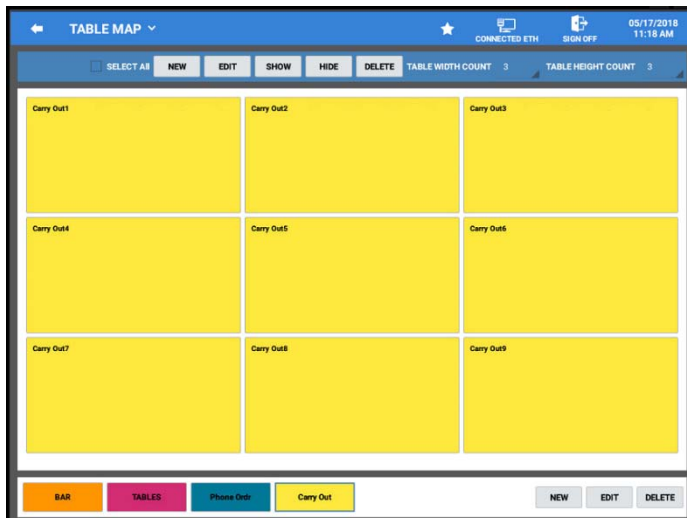
10. The table grid displays as per your selection. Each table zone has its own settings for the Table Width and Height so each zone can have a different appearance.

11. Add Tables for additional table seating zones as necessary.

Note: **when creating table grids, you can set a starting table number or enter a custom table name by entering in the number you want to start at along with the table name.**

 For Example: **New tables created BAR20 with a count of 10 would create tables BAR20 thru BAR29.**

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 and individual MLU's. MLUs are selected by touching an MLU key in the vertical panel next to the item area.

See the sample at "SAM4POS Operator Screen" on page 38. If more than five MLUs are available, you can use scroll buttons to view the hidden keys.

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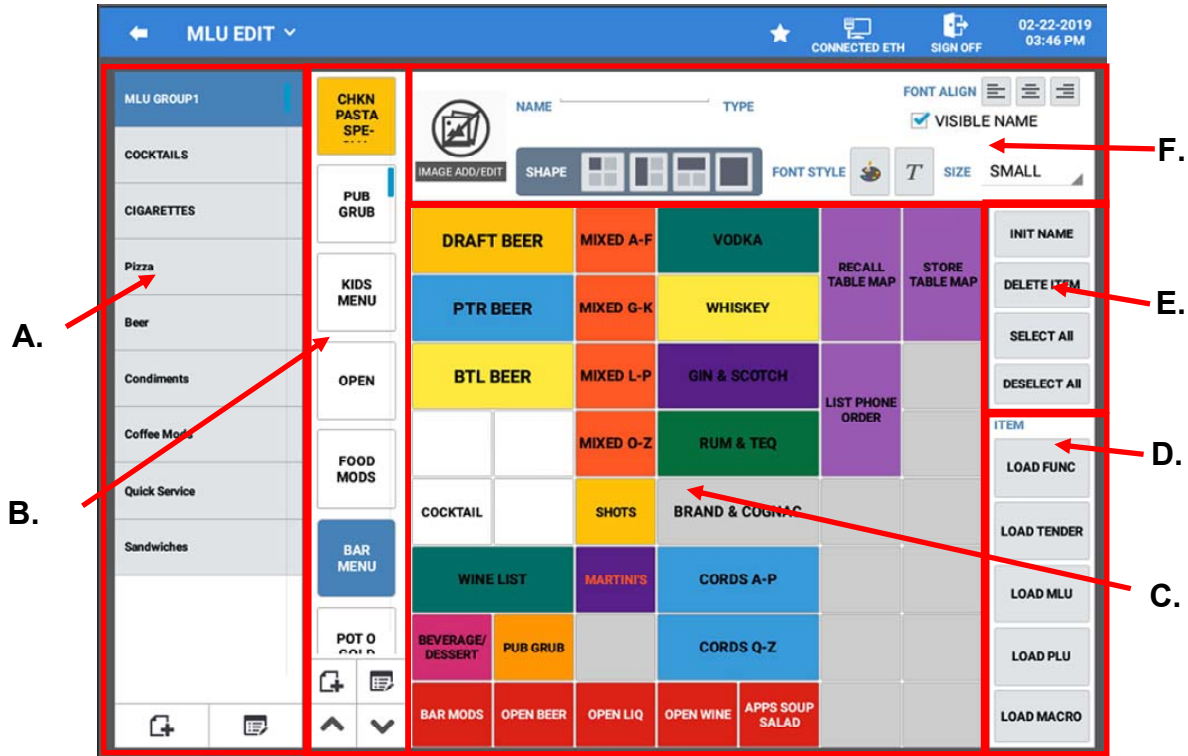
MLU EDIT Screen Sections

A.	MLU Groups Pane: These are the groups of MLU's that will appear in the register mode.
B.	MLU Pane: These are the menu selection items; MLU's can contain PLUs, Functions, Macro's, Tender keys or other MLU's.
C.	Item Area lists all the functions, PLUs, etc. associated with the MLU. A maximum of 56 items can be assigned.
D.	Item Assignment Selections Pane *(For assigning to the cells on the selected MLU)*
E.	INIT NAME (Input a Name) for the selected cell; Item Selection; Select All, None, or Delete the selected item.
F.	Design Item Attributes; Background & Text color, Font Style (normal or *italic*), Font Size and Alignment; Visible Name option *(Select to Display the key descriptor on a key when using custom images.)*

MLU Groups

MLU Groups organize the MLUs 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.

Add a New MLU Group

1. Touch the ⊡ **New MLU Group** icon.

2. Input the MLU Group description (up to 30 characters) and press **OK** or select OK AND CONTINUE if you are adding additional MLU groups. Pressing CANCEL will exit without creating any new MLU Groups.
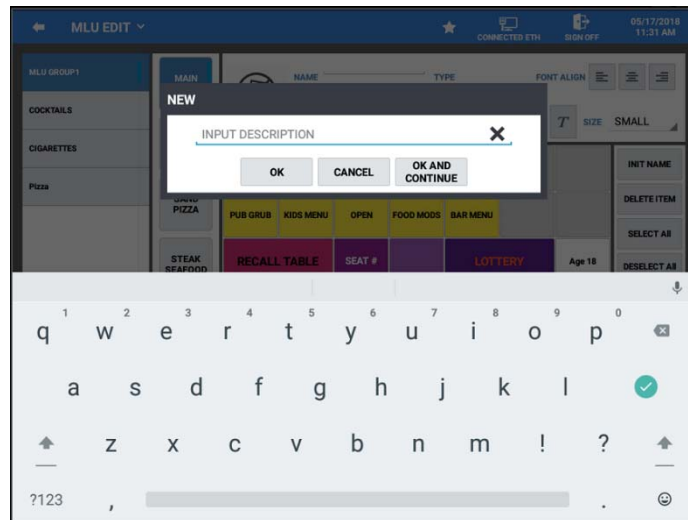
3. Use the edit ▦ icon to select MLU Groups you want to delete from the MLU Group list.

4. After selecting MLU Groups, press the trash can ▥ icon to delete the selected MLU Groups.

Add a New MLU

After creating MLU Groups, Individual MLU's are created for each group. These MLU's are the screens that will appear in the register mode. Each MLU can be assigned up to 56 PLUs or functions as necessary. The keys on the MLU screen can be assigned any PLU currently in the database. Additionally, MLU keys can be assigned function keys, tender keys, MACRO's or other MLU's.

1. Touch the ⊞ **New MLU icon** to add new MLU's to the MLU Group.

2. Select an image for the MLU if desired, input the MLU description (up to 30 characters). If desired, the MLU can be set for manager control. This restricts the use of this MLU to only those employees set as Manager.

3. 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.
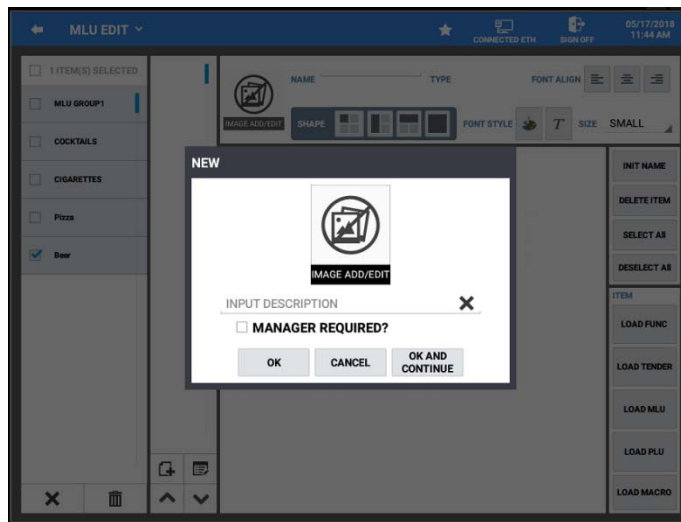
4. Use the ▤ icon to select MLU's you want to delete from the list.

5. Press the trash can 🗑 icon to delete the selected MLU's.

Editing an MLU Group or an MLU

1. From the MLU Group or MLU pane, press and hold your selection. A list of edit options displays:
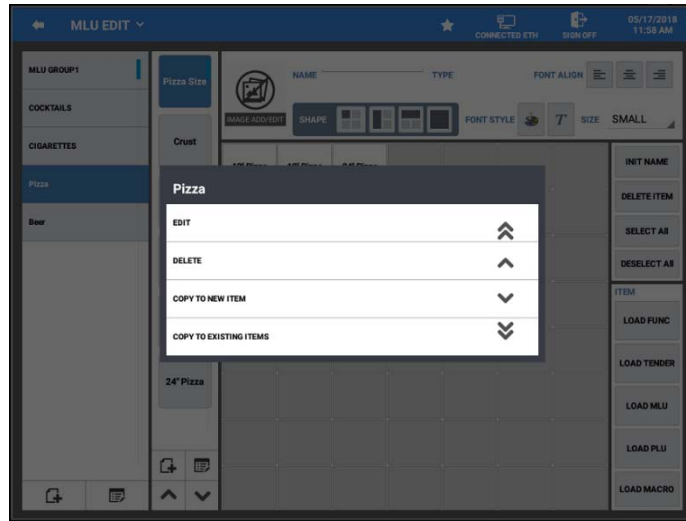
Item	Function
EDIT	Edit the MLU Group or MLU Descriptor
DELETE	Delete the selected MLU Group or MLU
COPY TO NEW ITEM	Copies the currently selected MLU Group or MLU to a new MLU Group or MLU
COPY TO EXISTING ITEMS	Copy the currently selected MLU Group or MLU to an existing MLU Group(s) or MLU(s)

Programming MLU Buttons

You can save significant setup time by assigning multiple PLUs 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 to view the MLU's associated with that group.

2. Open a new **MLU** or select from the list of existing MLU's in the group.
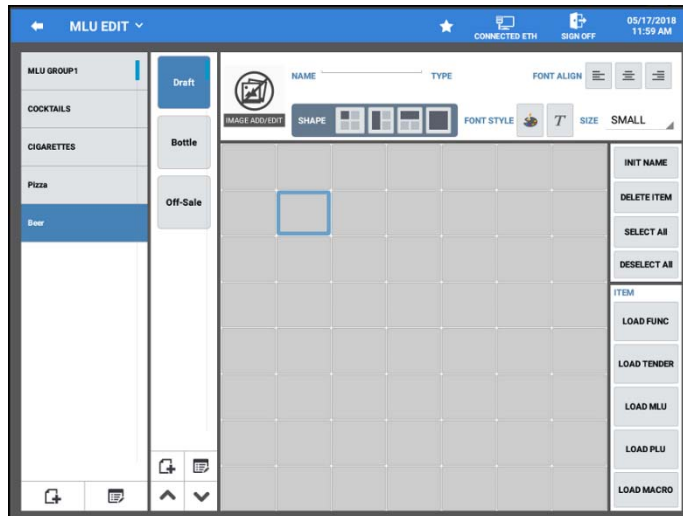
3. Select a cell on the item area of the MLU you wish to program.

4. Press one of the 5 ITEM LOAD selection buttons; *FUNC, TENDER, MLU, PLU* or *MACRO*.

Note: Although there is no actual function key for Table Map, there is a Table Map function that can be assigned to an MLU.

---

5. Select all the items from your 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.

Notice that the buttons show the PLU#, Price (Price Level 1), and the PLU Descriptor.
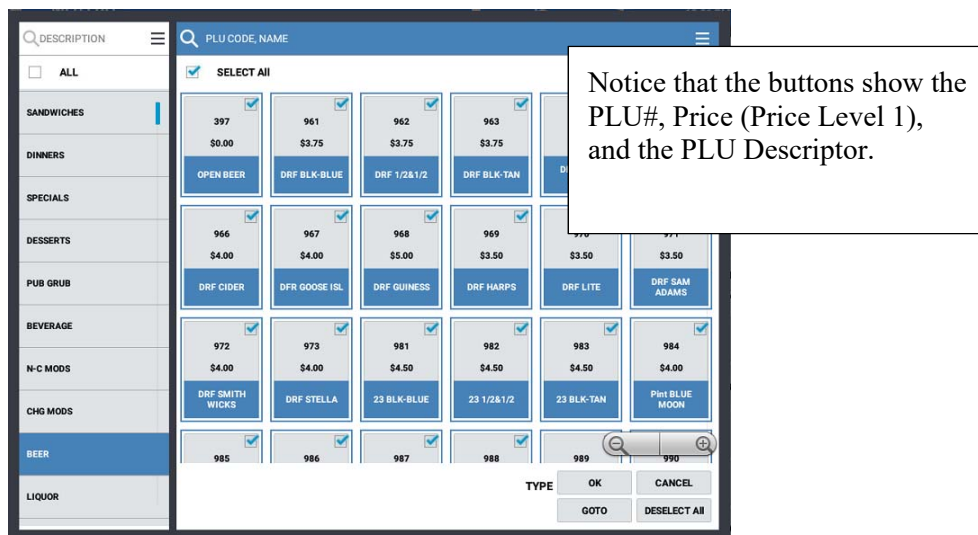
6. Check *SELECT ALL* if you want to add all the items or Check just specific the items you wish to add.

7. After selecting an item, you can press the **GOTO** button to go to the programming for the selected item or items. Press the Back Arrow to return to the MLU item selections.

8. Press **OK** after you have made all your desired selections; your selections will appear on the MLU.
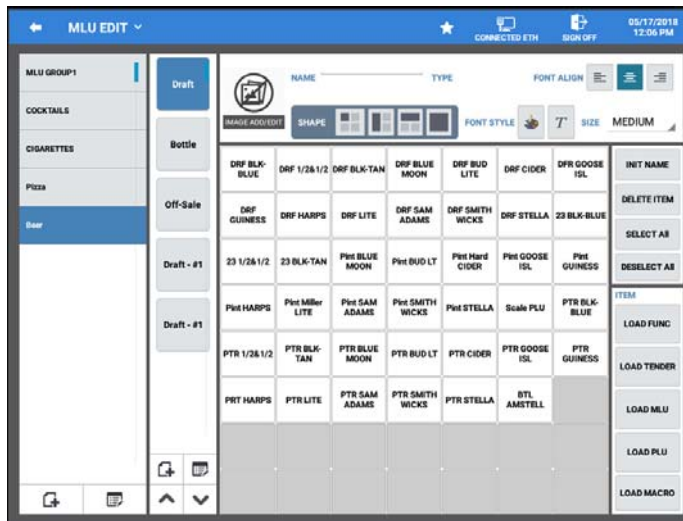
Editing the Appearance of MLU Screens

1. You can rearrange the items as desired on the grid. Press and drag the selection to the desired location.
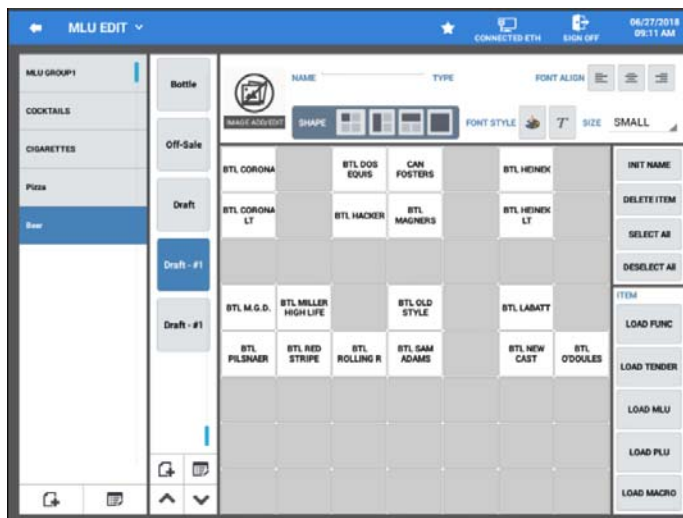
2. The appearance of the items on the MLU screen can be edited using the elements in the designer pane.

Note: When you select an individual item and type in a new name, the original name Descriptor appears and the TYPE of key is displayed:

3. When adding items to a selected MLU, if you select more items to load than the number of available spaces on the MLU, the SAM4POS will automatically create additional MLU buttons for you.

a) Example: create a **FOOD** MLU and select a cell on the MLU:

b) Click **LOAD PLU**
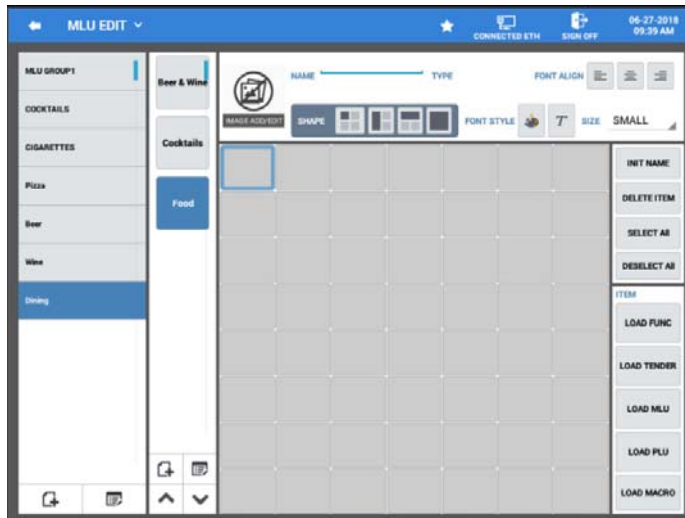
c) Select more items than the available cells; Press **OK**.
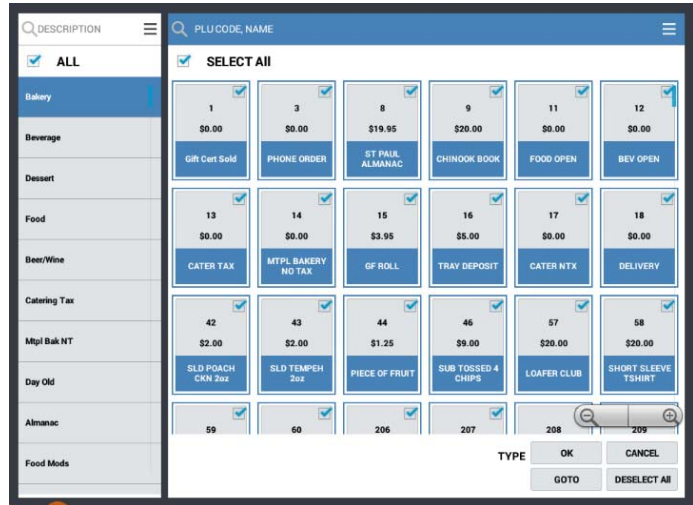
d) The selected items are added to the MLU; additional FOOD MLU's are created as necessary for all the selected items.

    (i.e. FOOD - #1 thru FOOD #5).
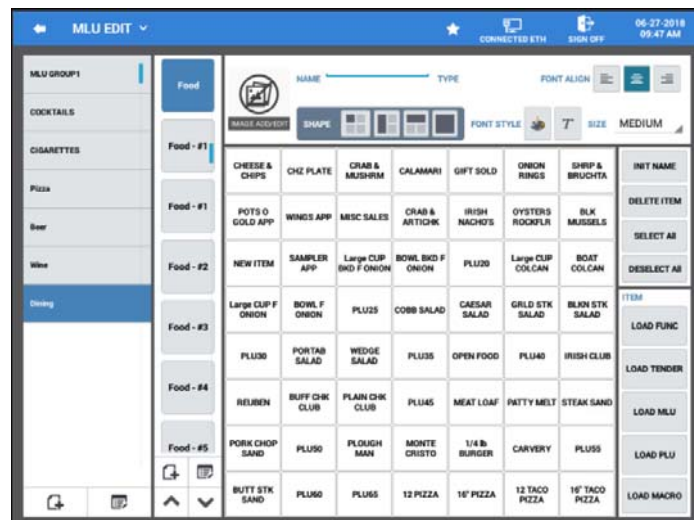
FLU Edit

A Function Look Up (FLU) is very similar to an MLU, 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 FLUs are available, you can use scroll buttons to view the keys on all available FLUs.

1. From **Screen Edit** in **Program Mode**, select **FLU EDIT**; The FLU Edit screen displays.
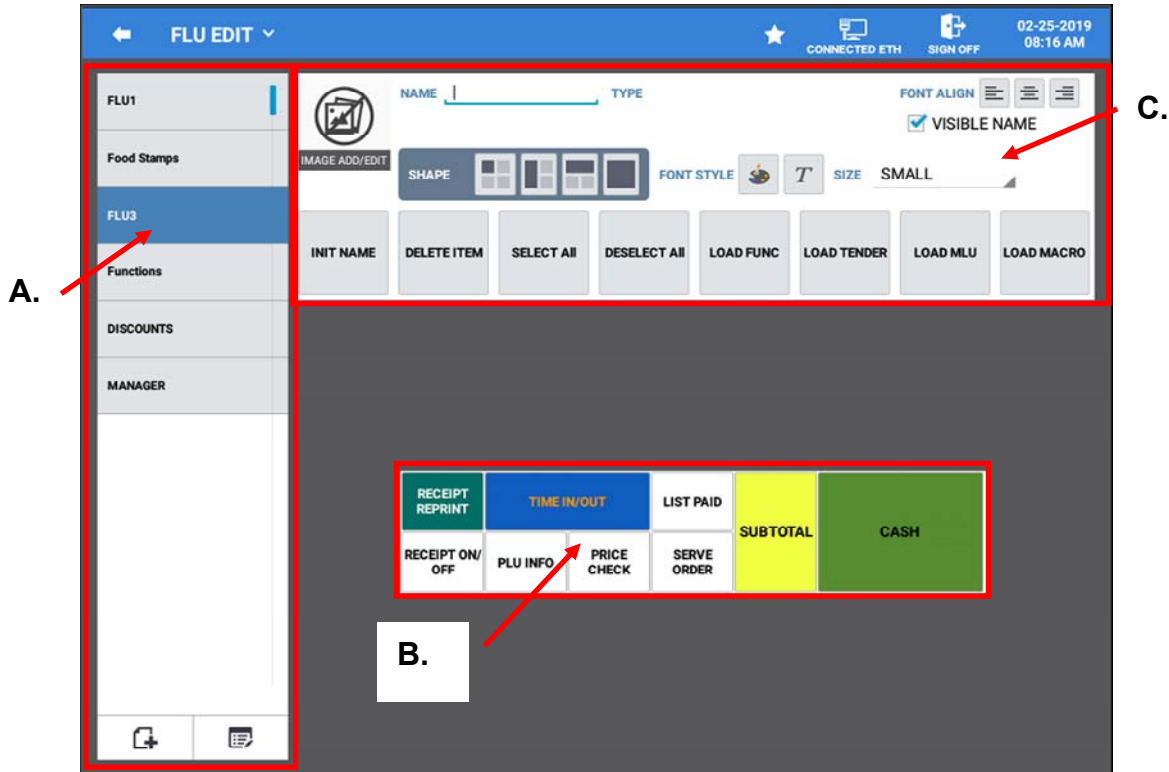
FLU Edit Screen Sections
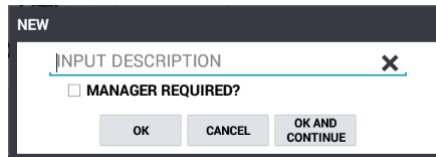
A.	FLU Selection Pane; These are the groups of functions that will appear in the register mode.
B.	FLU Key Assignment Pane; up to 14 Function, Tender, Macro or MLU keys can be assigned, *(no PLU keys can be assigned to a FLU)*.
C.	Edit/Design Item Attributes: Background & Text color, Font Style (normal or *italic*), Font Size and Alignment. Visible Name option *(Select to Display the key descriptor on a key when using custom images)*.

FLU Selection Pane

You can add new FLU's or select an existing FLU to edit from this section. The FLU screens provide up to 14 single keys which can have functions, tenders, Macro's or MLU keys assigned.

Add New FLU Screens

1. Touch the ⊞ icon to add a new FLU.

2. Enter a Description (up to 30 characters) for the new FLU; (*i.e. DISCOUNTS*); check the '**MANAGER REQUIRED?**' option if reserved for manger use only.

3. Press **OK** to add the new FLU or press OK AND CONTINUE to add additional FLU's. Pressing CANCEL will exit without adding any FLU's.
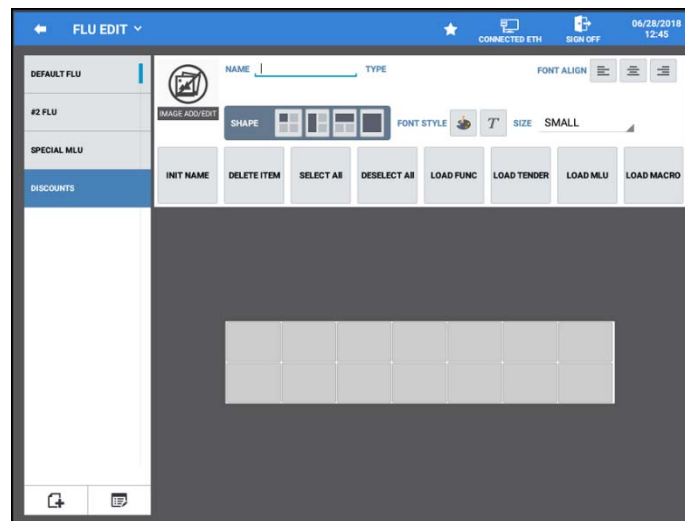
4. The new FLU for DISCOUNTS is created and appears in the FLU selection pane.

5. Assign function key or tender keys as needed.

6. The edit icon 📑 is used to select and delete FLU's from the list.

FLU Key Assignment Pane

The FLU assignment pane allows up to 14 individual keys to be assigned. Choose from function keys, tender keys, Macro's or MLU's. These keys can be edited using the design attributes.
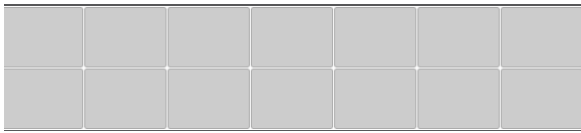
Design Item Attributes

Use this section to assign or delete keys to the FLU and to design the look of the keys. We can change the key style to a double key, vertical or horizontal, or to a quad key. You can edit the background color of the key and the color, size and alignment of the font.
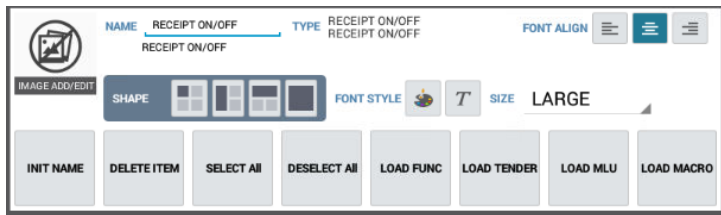
Use the Image Add/Edit to add an image to a selected key if desired.

Use these keys to Input a name, edit/assign function keys, tender keys, MLU keys or MACRO's to the keys on the FLU.

Once keys are assigned, you can edit the key Name/descriptor if desired.

Use the shape designer to change keys from single, double or quad keys.

Use the Font Style/Size keys to edit the background color of the keys and text color, style, and size.

These Font Align selections allow you to align the font left, center, or right.

Rear Display

Support for the optional 9.7" or 15" Rear Display\Dual Monitor setup is available beginning at v1.1.11 and later. This option is only available on the SAP-6600 terminals.

Rear Display Period settings are available in the Time Schedule to set desired rear display settings to automatically occur at a predetermined time. See "Time Schedule\Rear Display Period" settings on page 286 for details.

Refer to the Dual Monitor supplement for setup/configuration information. You can also view a video showing the installation & features here: https://www.youtube.com/watch?v=7RAFuIYxgtc&list=PLtF-h-a37jHmbhGgLO3nB76hP-avFSW29&index=3&t=0s

1. From **Screen Edit** in **Program Mode**, select **REAR DISPLAY**; The Rear Display Edit screen displays.
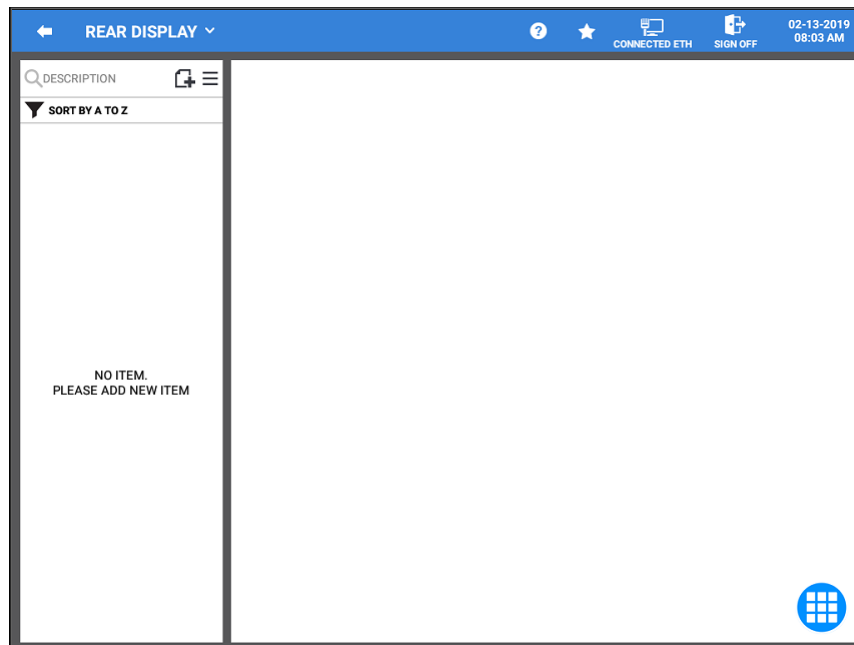
2. Press the add record ⊞icon to add a new Rear Display category.

3. Press the menu ⊕ icon to select an element for the rear display; available elements include:

Add Text	**Add Photo**	**Add Slide Show**
Add Video	**Add Order List**	**Add Clock**
Add Recommended Menu	**Change Background Color**	**Full Screen**

More than one element can be added is desired.

4. Elements can be removed from the display by pressing and holding the element, then press the trash can icon 🗑

5. Use the Menu ≡icon to SORT the Rear Display list alphabetically or choose EDIT MODE to select and delete receipts.

Real Keyboard

The SAP-530 terminal with the Sam4POS software loaded has a large traditional ECR keyboard, most applications will be designed with menu items located on the traditional keyboard, and condiments, options and instructions displayed on the screen.

Multiple keyboards can be created with a separately defined set of keyboard functions for each key on the keyboard. For example, separate levels might be required for different lunch/dinner menus; Or, within a restaurant, different keyboards might be set up for pre-check, bar and/or cashier stations. Each register might contain the functions for each station on a separate level, so that any register could function at any station by simply changing keyboard levels and key legend sheets.

1. Select **REAL KEYBOARD** from the **SCREEN EDIT** menu screen; The **REAL KEYBOARD** screen displays.
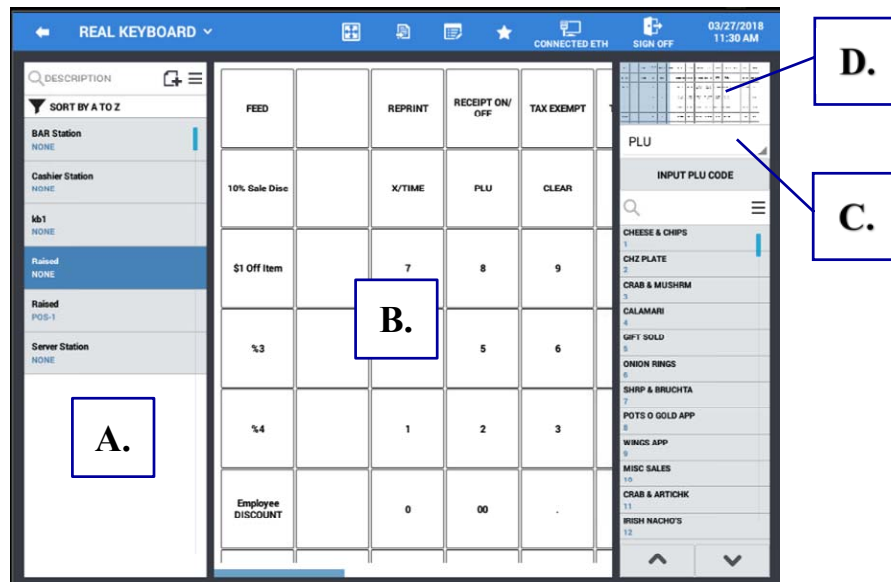
2. Select a keyboard from the list to edit or add new keyboards as required.

3. You can use the menu icon ≡ to Sort the keyboard list alphabetically or choose the Edit Mode to select keyboards in the list to delete.

Real Keyboard Screen Selections

Program Area	Description
A.	Real Keyboard Groups selection pane (keyboard levels)
B.	Keyboard Layout, Editing Pane
C.	Key Assignment, Key Type Selections: PLU, FLU, Function Key, Tender Key, MLU, Real Key Group, MACRO
D.	Keyboard Viewing
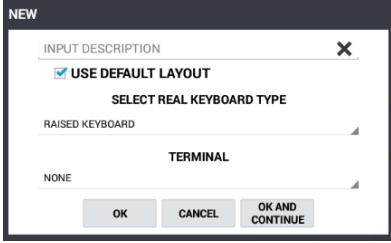
Real Keyboard Header Icons

Icon	Description
←	Press to Exit the Real Keyboard programming and return to the main program mode.
REAL KEYBOARD ∨	Press the Real Keyboard title for the sub menu drop down to access the other Screen Edit program areas: Function/Tender Keys or MLU/FLU edits. MACRO keys can also be access from here.
⊞	Press to see an Expanded View for keyboard
▤	Press to Export the Keyboard Template; select USB or Email
▤	Edit Keyboard Template; change background & text color, font size, style, alignment
★	Favorites icon – Use to add or remove the real keyboard on the favorite list.
CONNECTED ETH	Shows the current connection method for the terminal.
SIGN OFF	Sign Off – signs off the current employee, loads the main sign on screen.
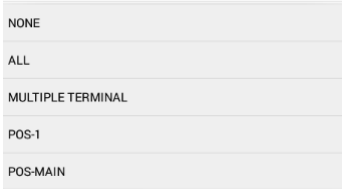
Creating Real Key Keyboards

Multiple keyboards can be created depending on the merchant's needs. For example, you may have different keyboards for a bar area, server station and table service area. You can create keyboards for raised and/or flat keyboards here.
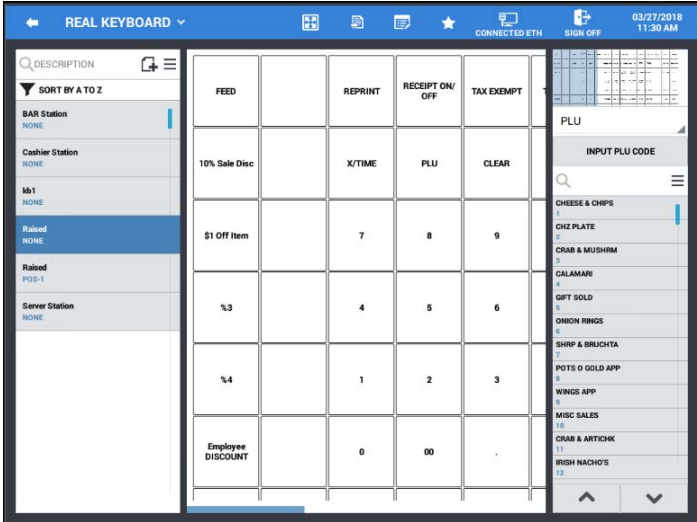
1. Press the ⊞ icon to add new a keyboard.

2. At the **'INPUT DESCRIPTION'** field, type a description for the keyboard. Pressing the **X** at the end of the field will clear the current description.

3. Check the **USE DEFAULT LAYOUT** box if you want to use the default layout for the keyboard type selected. This will load all the default keys for the keyboard as if would be on a newly installed terminal. If not checked a completely blank keyboard will load (except for the FEED key).

4. **SELECT REAL KEYBOARD TYPE**; choose FLAT or RAISED KEYBOARD depending on the keyboard installed on the station.

5. At the **TERMINAL** entry; Select which stations will utilize this keyboard

6. Press **OK** to add your new keyboard, press *OK And Continue* to add additional keyboards, press *Cancel* to exit without adding the keyboard. The newly created keyboard(s) will display.

Editing the Real Keyboard

Any key can be assigned to any location on the real keyboard.

1. Select the **KEYBOARD** you wish to edit from the **REAL KEY GROUP** selection pane.

2. Tap the cell on the keyboard layout to edit the key. You can also press the key location on the real keyboard.

3. The Keyboard Edit Viewing pane shows the current keyboard zone you are in.
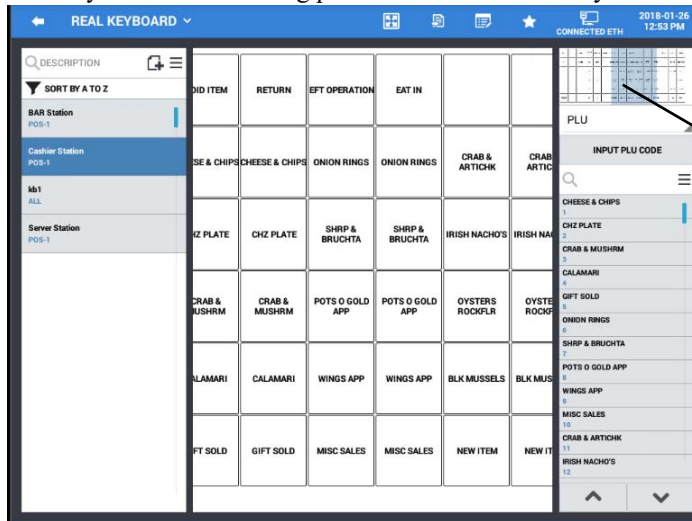
Keyboard Edit Viewing Pane: Shaded area is the current keyboard zone.

4. Use the keyboard Key Type selection to edit the selected key; the available key types are displayed:
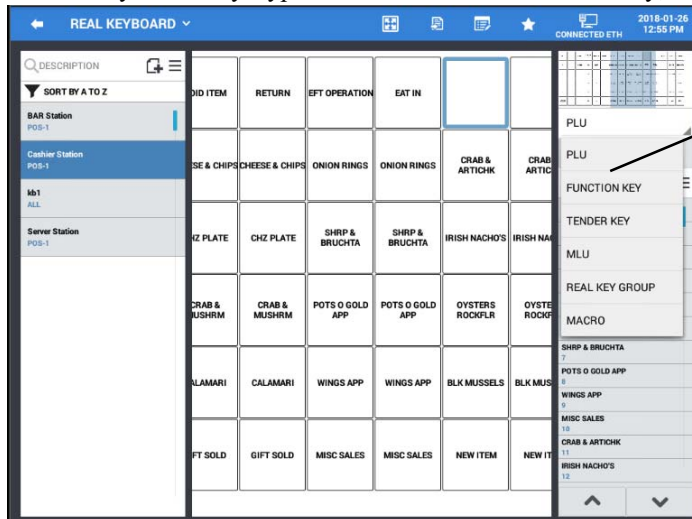
Key Type Selections

5. From the selection widow, choose the key type you want to change the key to. Choose from: PLU, Function Key, Tender Key, MLU, Real Key Group *(keyboard selection from* and MACRO.

6. When you have selected the Key Type, the related selections are displayed. For Example, if you choose PLU; all PLUs are listed, choose Function Keys and all Function keys are listed.

7. Make your selection from the list to change the selected key on the keyboard.

8. You can rearrange keys by simple click and drag operation.

Copy a Keyboard

After creating a custom keyboard, you may want to use it as a template for other keyboards, then just edit the keys as necessary.

1. **Press and hold** on the keyboard from the **REAL KEY GROUP** list that you want to copy; the operation selection dialog displays:

Server Station	
EDIT	»
DELETE	^
COPY TO NEW ITEM	v
COPY TO EXISTING ITEMS	«

2. Select **COPY TO NEW ITEM** to copy the selected keyboard to a new keyboard.

    a. Input a description for the new keyboard then press **OK**; press 'OK And Continue' to add more of the same keyboard; press 'Cancel' if you want to exit without saving.

3. Select **COPY TO EXISTING ITEMS** to copy the selected keyboard to other keyboards already in the list.

    a. Select the keyboards from the list to copy to; press the 📋 Copy icon. A confirmation alert displays:

    ALERT
    ARE YOU SURE TO COPY THIS ITEM?
YES	NO

    b. Press **YES** to confirm the copy; press NO to abort the operation.

4. We can also choose to **DELETE** or **EDIT** the selected keyboard; Edit selections include:

    a. Description

    b. Terminal selection

Expand Keyboard View

Tapping the Expanded View icon on the title bar will hide the keyboard selection pane to allow viewing more of the selected keyboard in the display.

1. Select a **REAL KEY GROUP** from the available keyboard selections, then press the **'EXPANDED VIEW'** icon on the title bar.
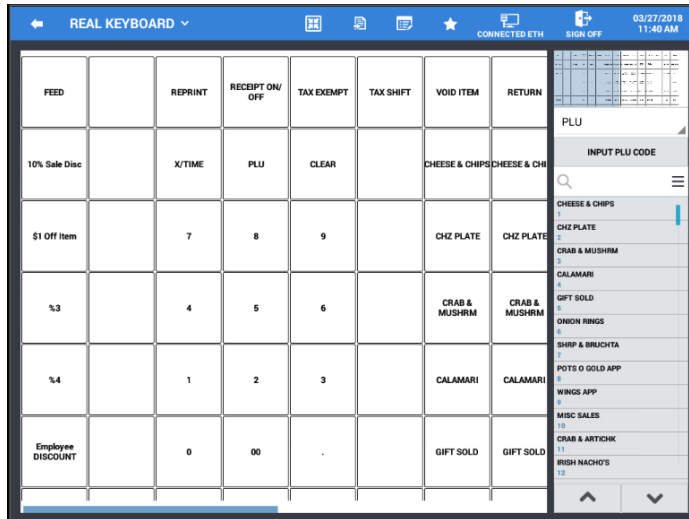
2. Press the **'Expanded View'** icon again to return to normal view
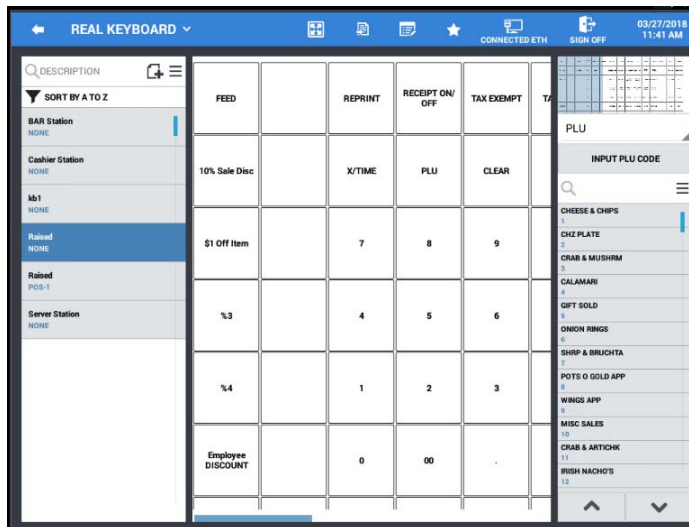
Real Keyboard Template Editing

You can edit the appearance of each key individually on the real keyboard or edit multiple keys all at the same time. Press the Edit icon on the title bar to access this feature.

1. Press the **'KEYBOARD TEMPLATE'** icon on the **REAL KEYBOARD** screen title bar to access the keyboard template designer screen.
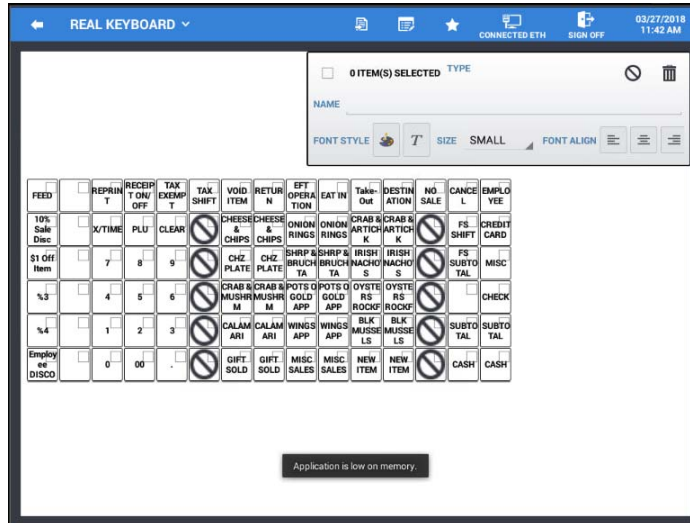
2. The real keyboard designer screen displays the keyboard and the key edit menu section.

3. The key edit selections include: FONT STYLE, SIZE and ALIGNMENT options.
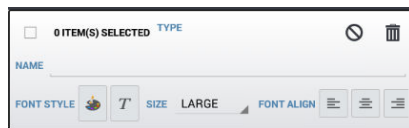
FONT STYLE

You can change the BACKGOUND COLOR and TEXT COLOR as well as select the *ITALIC* font.

SIZE

You can select: Small, Medium, Large, and X-Large.

FONT ALIGN

Choose from LEFT, CENTER, or RIGHT alignment for the text.

4. Select keys to edit:

5. Make the desired edits for the selected keys; the REALKEY ITEM COLOR provides a 25-color, color palette.

---
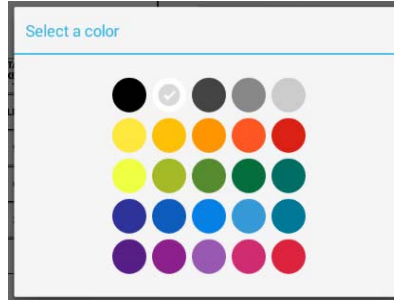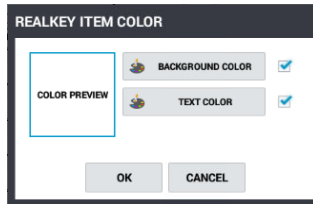
6. Continue to edit keys as desired, be sure to uncheck your current key selections before editing other keys. Your real keyboard edits are displayed as you make them.

7. When complete press the Keyboard Template icon or the back arrow to exit the edit screen. Your changes will display on the Real Keyboard screen:
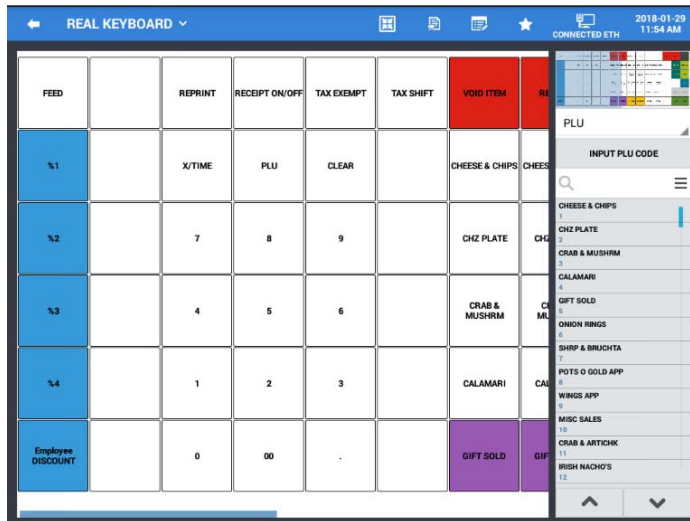
Export Keyboard

 When you have finished editing your keyboard templates you can export them to an external USB dive, SD Card or send them to an Email account. Templates are saved in the \SAM4POS\REALKEY directory on your device.

The exported keyboard template file is saved as a ***.**jpg file where ***** represents the keyboard name; the keyboard template can then be opened on a PC and printed.

1. Choose the keyboard template you want to export from the selection on the **REAL KEYBOARD** programming screen.

2. Touch the **'EPORT KEYBOARD'** icon on the title bar of the **REAL KEYBOARD** programming screen; the keyboard **'PREVIEW'** screen displays:
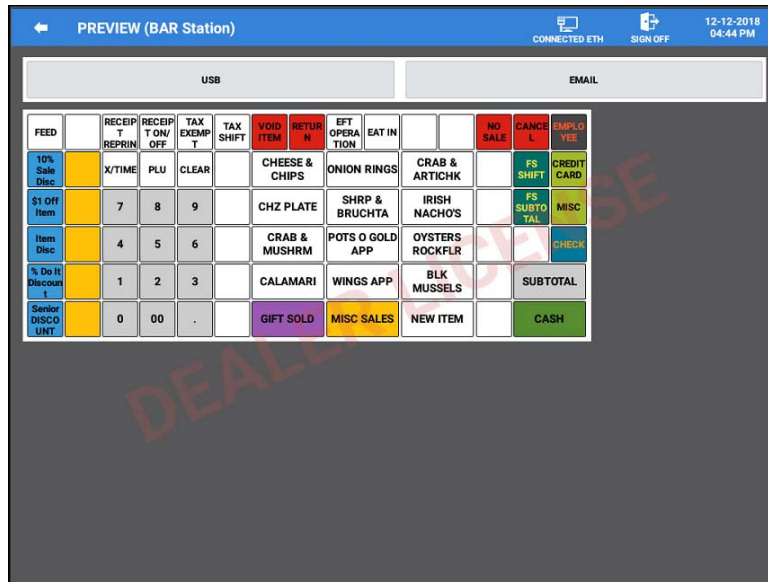
3. Select the device you want to export the keyboard template to; USB or EMAIL.

4. You selected keyboard template will be exported to the **\SAM4POS\RealKey** directory on your device.

5. Choosing to export the keyboard to an EMAIL opens the CHOOSE EXPORT EMAIL ADDRESS dialog box.
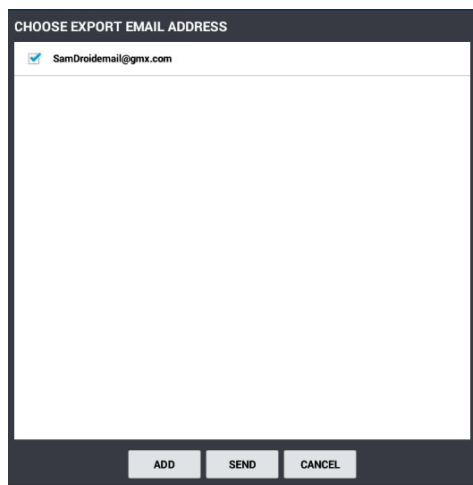
6. Select the email account from the list or add a new email, press **SEND**.

7. Press the **REAL KEYBOARD** drop down menu to access other **SCREEN EDIT** program areas from the Real Keyboard screen.
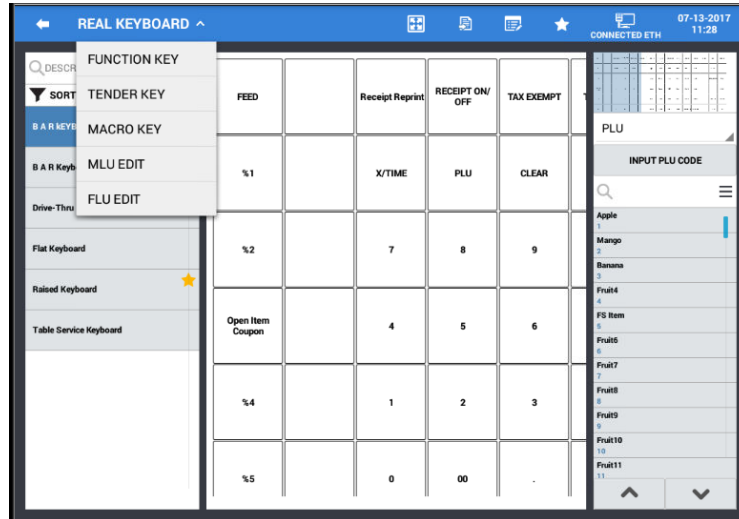
DEVICE

Device programming is where all the individual peripheral devices used on the SAM4POS system are configured and mapped (routed) to the all the stations in the system. The peripheral devises available for use on the SAM4POS are *Printer, Scanner, Line Display, Scale, EFT, Coin Dispenser, Liquor Dispenser, Kitchen Video, and Text Inserter.*

Other programming areas include: KP Group programming, Card Read Format settings and the EFT Operation menu is accessed from here as well.

Note: **Device Mapping and KP Group programming changed in v1.0.80 and later, be sure to refer to the appropriate programming for your specific version.**

---

1. Select **DEVICE** from the **PROGRAM MODE** main menu selection screen.
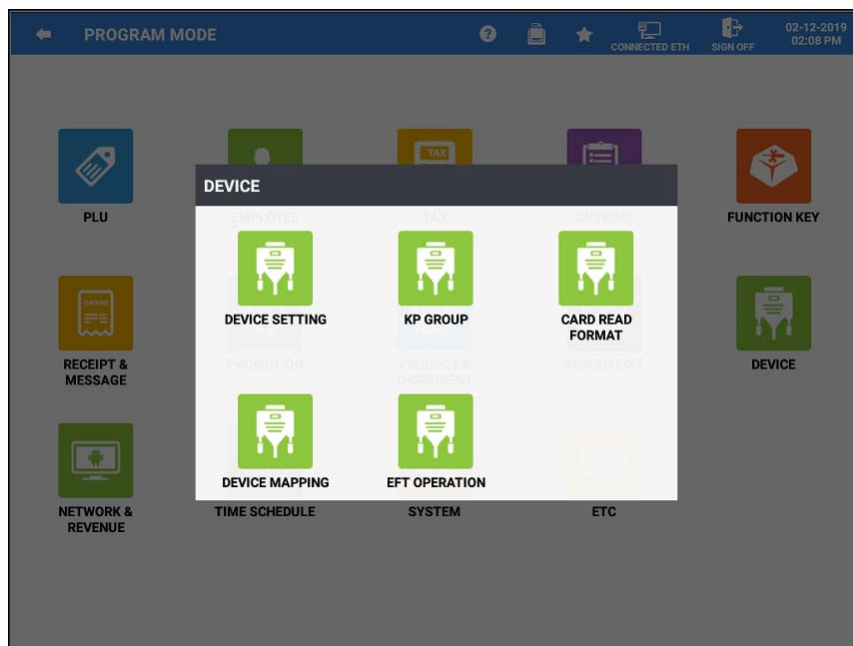
2. The **DEVICE** menu selection dialog displays; touch the program area you wish to edit from the menu selections.

Note: **MSR setting is only available on the SAP-4800II, refer to "MSR Setting" on page 261 for details.**

Device Setting

The Device setting programming area is where all your devices are configured for the port that they will occupy. Each device will have additional programming options specific to the device; *Printer, Scanner, Line Display, Scale, EFT, Coin Dispenser, Liquor Dispenser, Kitchen Video, Text Inserter.*

To simplify device mapping when multiple terminals are in an IRC network, it is best to program your devices to the same port on each terminal. For example: all Kitchen Printers on COM2, all EFT devices on COM1, etcetera.

1. Select **DEVICE SETTING** from the **DEVICE** menu selections. The **DEVICE SETTING** programming screen displays.
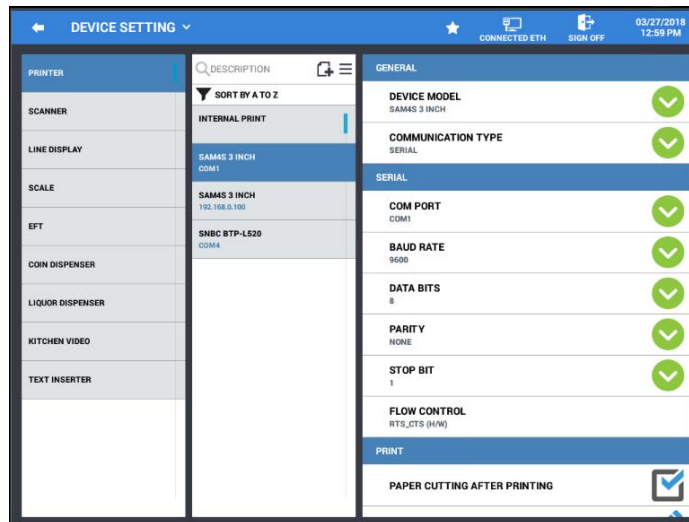
2. Choose the device from the selection list you wish to add or edit.

3. If you have a long list of printers you can use the search [🔍DESCRIPTION] field to search by descriptor, only the printers fitting the search criteria will display.

4. Press the 🔲 icon to add a new device.

5. Press the menu icon ≡ to Test, Sort, or enter the Edit Mode for the selected device.

   - **TEST** – Tests to operation of the selected device. Devise Mapping is required prior to testing the device.

   - **EDIT MODE** – Select devices to delete as necessary.

   - **SORT** – Sort devices alphabetically.

Printer

Add all the printers to be used in the system for receipt printers, kitchen printers.

AVAILABLE PRINTER TYPES:

SAM4S 3 Inch, 2 Inch,
EPSON TMT88III, TM-U220, TMT88II,
SNBC BTP-L520 *(Label Printer)*

General

DEVICE MODEL

SAM4S 3 Inch, 2 Inch,
EPSON TMT88III, EPSON TM-U220, TMT88II
SNBC BTP-L520

COMMUNICATION TYPE

Serial, Ethernet

Serial

COM PORT

COM1 thru COM4
/dev/ttyUSB0 – only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE

1200, 2400, 9600, 19200, 38400, 57600, 115200

DATA BITS

7 or 8

PARITY

NONE, EVEN, ODD

STOP BITS

1 or 2

FLOW CONTROL

NONE, XON_XOFF (S/W), RTS_CTS (H/W)

Ethernet

IP ADDRESS

Type in the IP of the printer *(must be in the same range as system)*

PORT NUMBER

Type in the PORT number used by the printer *(check the printer settings for the correct number)*

Print

PAPER CUTTING AFTER PRINTING

Check if you want to the printer to cut after printing. This flag can also be used to send a signal to a beeper connected the printer.

FEEDING LINES BEFORE PRINTING

A 2-digit entry is allowed (0-99).

FEEDING LINES AFTER PRINTING

A 2-digit entry is allowed (0-99).

Scanner

Serial scanners can be used with the SAM4POS terminal, program the port setting to match the scanner settings,

Alternately, a USB scanner can be connected to the terminal; a USB scanner would require no port programming, simply plug in the USB scanner.

General

DEVICE MODEL
> General Scanner

COMMUNICATION TYPE
> Serial

Serial

COM PORT
> COM1 thru COM4
>
> /dev/ttyUSB0 – only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE
> 1200, 2400, 9600, 19200, 38400, 57600, 115200

DATA BITS
> 7 or 8

PARITY
> NONE, EVEN, ODD

STOP BITS
> 1 or 2

FLOW CONTROL
> NONE, XON_XOFF (S/W), RTS_CTS (H/W)

Line Display

Add all line displays *(customer displays)* utilized in the system.

Note: You can edit the line display message from PROGRAM MODE \ OPTIONS \ OPTIONS \ GENERAL OPTIONS \ ETC \ Line Display Description

General

DEVICE MODEL
> SAM4S CDP or SAM4S ML700

COMMUNICATION TYPE
> Serial

Serial

COM PORT
> COM1 thru COM4
>
> /dev/ttyUSB0 – only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE
> 1200, 2400, 9600, 19200, 38400, 57600, 115200

DATA BITS
> 7 or 8

PARITY
> NONE, EVEN, ODD

STOP BITS
> 1 or 2

FLOW CONTROL
> NONE, XON_XOFF (S/W), RTS_CTS (H/W)

Scale

Set up a port for an integrated scale for use when selling Scale and/or Auto-Scale items.

General

DEVICE MODEL
> **NCI**, CAS, OZ

COMMUNICATION TYPE
> Serial

Serial

COM PORT
> COM1 thru COM4
> /dev/ttyUSB0 – only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE
> 1200, 2400, **9600**, 19200, 38400,
> 57600, 115200

DATA BITS
> **7** or 8

PARITY
> NONE, **EVEN**, ODD

STOP BITS
> **1** or 2

FLOW CONTROL
> NONE, XON_XOFF (S/W), RTS_CTS (H/W)

EFT

The SAM4POS terminals only support EMV enable devices for integrated payment transactions.

General

DEVICE MODEL
> **Datacap** *(Ingenico CRS, Payment Sense, Verifone VL)*

COMMUNICATION TYPE
> Serial

Serial

COM PORT
> COM1 thru COM4
> /dev/ttyUSB0 – only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE
> 1200, 2400, 9600, **19200**, 38400,
> 57600, 115200

DATA BITS
> 7 or **8**

PARITY
> **NONE**, EVEN, ODD

STOP BITS
> **1** or 2

FLOW CONTROL
> **NONE**, XON_XOFF (S/W), RTS_CTS (H/W)

Ethernet

IP ADDRESS
> Type in the IP of the printer *(must be in the same range as system)*

PORT NUMBER
> Type in the PORT number used by the printer *(check the printer settings for the correct number)*

Coin Dispenser

General

DEVICE MODEL
> General Coin Dispenser

COMMUNICATION TYPE
> Serial

Serial

COM PORT
> COM1 thru COM4
> /dev/ttyUSB0 – only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE
> 1200, 2400, 9600, 19200, 38400,
> 57600, 115200

DATA BITS
> 7 or 8

PARITY
> NONE, EVEN, ODD

STOP BITS
> 1 or 2

FLOW CONTROL
> NONE, XON_XOFF (S/W), RTS_CTS (H/W)

Liquor Dispenser

General

DEVICE MODEL
> Berg

COMMUNICATION TYPE
> Serial

Serial

COM PORT
> COM1 thru COM4
> /dev/ttyUSB0 – only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE
> 1200, 2400, 9600, 19200, 38400,
> 57600, 115200

DATA BITS
> 7 or 8

PARITY
> NONE, EVEN, ODD

STOP BITS
> 1 or 2

FLOW CONTROL
> NONE, XON_XOFF (S/W), RTS_CTS (H/W)

Kitchen Video

General

DEVICE MODEL
SAM4S KDS

COMMUNICATION TYPE
Serial

Serial

COM PORT
COM1 thru COM4
/dev/ttyUSB0 – only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE
1200, 2400, 9600, 19200, 38400,
57600, 115200

DATA BITS
7 or 8

PARITY
NONE, EVEN, ODD

STOP BITS
1 or 2

FLOW CONTROL
NONE, XON_XOFF (S/W), RTS_CTS (H/W)

Text Inserter

General

DEVICE MODEL
TALON

COMMUNICATION TYPE
Serial, Ethernet

Serial

COM PORT
COM1 thru COM4
/dev/ttyUSB0 – only available when a USB to RS-232 converter is connected to the terminal.

BAUD RATE
1200, 2400, 9600, 19200, 38400,
57600, 115200

DATA BITS
7 or 8

PARITY
NONE, EVEN, ODD

STOP BITS
1 or 2

FLOW CONTROL
NONE, XON_XOFF (S/W), RTS_CTS (H/W)

Ethernet

IP ADDRESS
Type in the IP of the printer *(must be in the same range as system)*

PORT NUMBER
Type in the PORT number used by the printer *(check the printer settings for the correct number)*

Device Mapping (v1.0.79 and Earlier)

The Device Mapping programming area is used to assign which devices *(Printer, Scanner, Line Display, Scale, EFT, Coin Dispenser, Liquor Display, Kitchen Video, Text Inserter)* that will be used on the various stations in the SAM4POS system.

1. Select **DEVICE MAPPING** from the selections on the **DEVICE** menu.
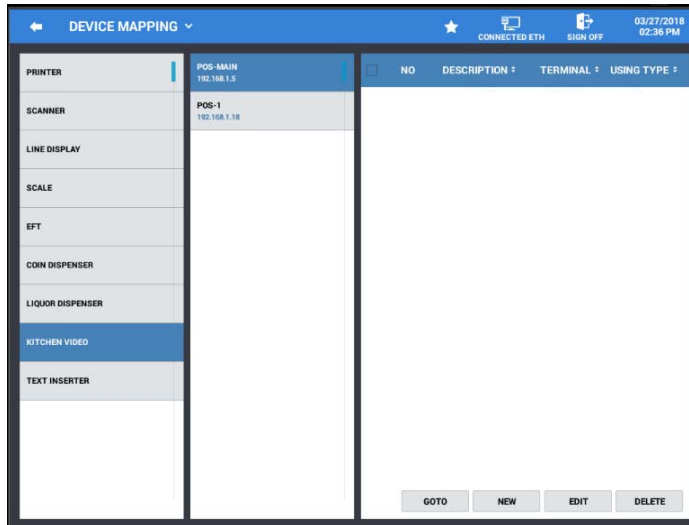
2. The **DEVICE MAPPING** programming screen displays.

3. Choose the device from the selection list to map the device to the SAM4POS terminal.

4. Press the **NEW** button to assign a device. The NEW item dialog for the selected device displays. *(The NEW item input dialog is specific to the device selected. Refer to the "Device Mapping Setting" chart for details.)*
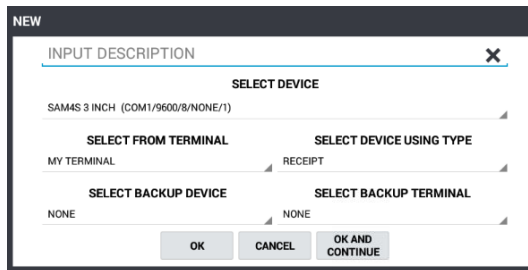
   a. Input a **DESCRIPTION** for the device (up to 30 characters).

   b. **SELECT DEVICE:** from the list of available devices as set in the Device Setting screens.

   c. **SELECT FROM TERMINAL:** chose the terminal where the device is connected.

   d. **SELECT DEVICE USING TYPE:** Select the type for the specified device. Example, for printers choose from the selections: Receipt, KP, Journal, Slip, and Label.

   e. **SELECT BACKUP DEVICE:** set if you wish to define a backup device in the case the main device is offline.

   f. **SELECT BACKUP TERMINAL:** select the terminal where the backup device is connected.

5. Press **OK** when complete to add the device mapping or press OK AND CONTINUE to map more devices. Press CANCEL if you want to exit without mapping devices.

6. Your mapped devices will display:

---
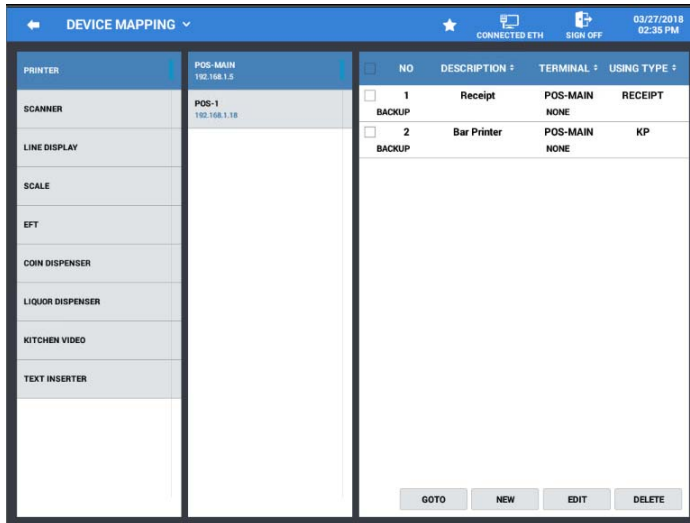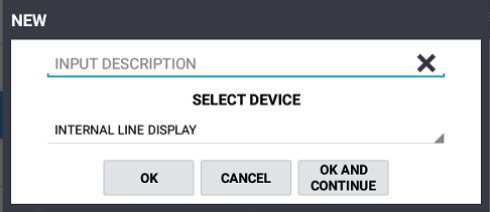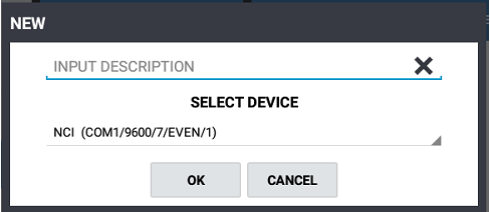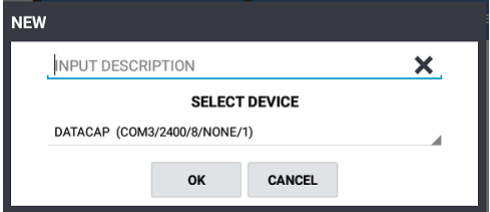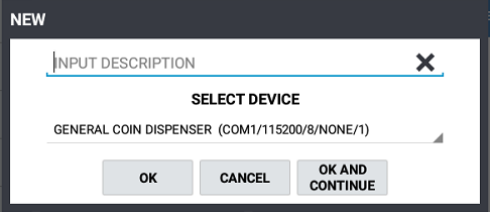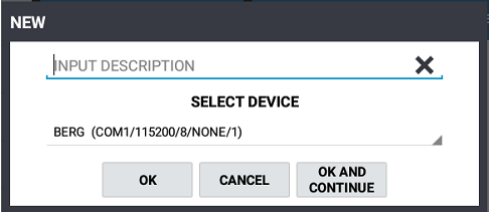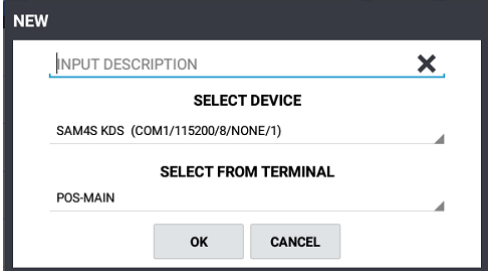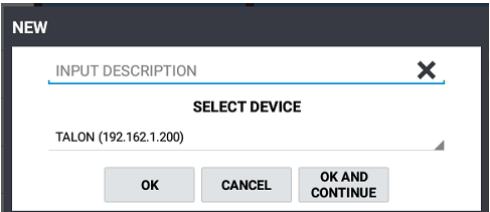
7. You can use the buttons at the bottom of the mapping screen to edit existing mapped devices.

- **GOTO –** Brings up the Device Setting programming.
- **NEW –** To add additional devices.
- **EDIT –** Allows changes to the printer and time period selections.
- **DELETE –** Will delete the selected device assignment.

Device Mapping Settings

Printer: Input a **DESCRIPTION** for the device (up to 30 characters). **SELECT DEVICE:** from the list of available devices as set in the Device Setting screens. **SELECT FROM TERMINAL:** chose the terminal where the device is connected. **SELECT DEVICE USING TYPE:** Select the type for the specified device. Example, for printers choose from the selections: Receipt, KP, Journal, Slip, and Label. **SELECT BACKUP DEVICE:** set if you wish to define a backup device in the case the main device is offline. **SELECT BACKUP TERMINAL:** select the terminal where the backup device is connected.	
Scanner: Input a **DESCRIPTION** for the device (up to 30 characters). **SELECT DEVICE:** from the list of available devices as set in the Device Setting screens.	

Line Display: Input a **DESCRIPTION** for the device (up to 30 characters). **SELECT DEVICE:** from the list of available devices as set in the Device Setting screens.	
Scale: Input a **DESCRIPTION** for the device (up to 30 characters). **SELECT DEVICE:** from the list of available devices as set in the Device Setting screens.	
EFT: Input a **DESCRIPTION** for the device (up to 30 characters). **SELECT DEVICE:** from the list of available devices as set in the Device Setting screens.	
Coin Dispenser: Input a **DESCRIPTION** for the device (up to 30 characters). **SELECT DEVICE:** from the list of available devices as set in the Device Setting screens.	
Liquor Dispenser: Input a **DESCRIPTION** for the device (up to 30 characters). **SELECT DEVICE:** from the list of available devices as set in the Device Setting screens.	
Kitchen Video: Input a **DESCRIPTION** for the device (up to 30 characters). **SELECT DEVICE:** from the list of available devices as set in the Device Setting screens. **SELECT FROM TERMINAL:** chose the terminal where the device is connected.	
Text Inserter: Input a **DESCRIPTION** for the device (up to 30 characters). **SELECT DEVICE:** from the list of available devices as set in the Device Setting screens.	

KP Group (v1.0.79 and Earlier)

Use this programming area to determine the KP Groups that will be used for assignment in the PLU Status Group programming. You can assign KP Groups to different printers at different time periods if desired.

Note: **You must create a KP printer in the Device Mapping before you can create a KP Group.**
Note: **KP Time Periods must be created prior to assignment here.**

---

1. From the **Program Mode/Device/DEVICE MAPPING** screen, press the drop-down arrow ⌄ on the section title to view the sub menu selections. Select **KP GROUP** from the available selections. The **KP GROUP** program screen is displayed:
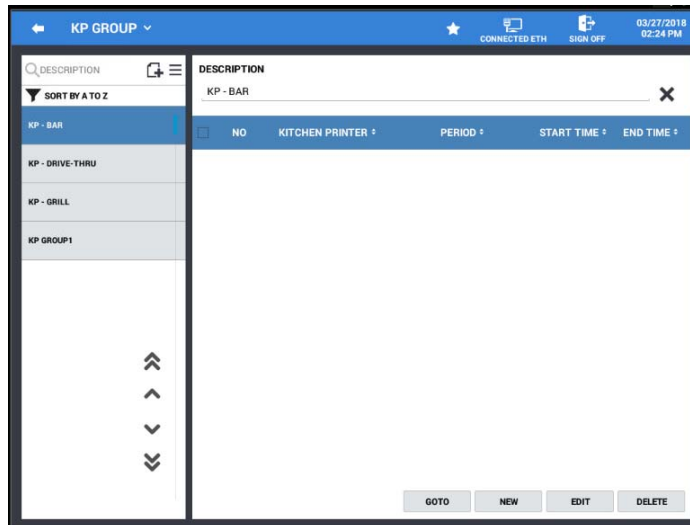
2. From the **KP GROUP** programming screen press the ⊞ icon to add a new KP Group(s) or select a group from the KP Group list.
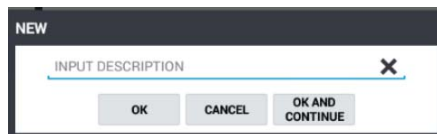
3. Input a description (up to 30 characters) for the KP Group and press **OK** to close the dialog or press OK AND CONTINUE to add additional KP Groups. Press CANCEL if you wish to exit the add KP Group without adding the group.

4. After the KP Groups are created, press the **NEW** button to assign the KP group to a printer and selected the time period for the group. You can add more than one printer/time period for the group. Operation Buttons are provided to maintain the KP Group settings:

- **GOTO** – will bring you to the Device Setting programming. This allows you to Add/Edit devices without having to exit out of the KP Group programming.

- **NEW** – to assign printers *(from Device Mapping)* to the KP Group and select the time period for the KP group. The default Time period is ALWAYS, additional time periods for use here are created in: Program-Mode\Time Schedule\KP Time Period. You can add more than one printer/time period for the group. *i.e. In an IRC system, you may have KP printers assigned for each station.*

- **EDIT** – allows you to change the assigned printer and time period selections.
- **DELETE** – Will delete the printer assignment for the selected printer.

5. Press the menu ☰ icon to access the:

   - **EDIT MODE** to select and delete KP Groups *or select*
   - **SORT** to sort the KP Groups alphabetically.

Device Mapping (v1.0.80 and Later)

The Device Mapping program area was changed beginning at v1.0.80. Kitchen Printer is a separate selection from Printer mapping. The Kitchen Printer area is used to assign printers that will be used on each of the stations in the Sam4POS system.

1. From the **Program Mode/Device** menu, select **DEVICE MAPPING** from the available selections.

   - Alternately, you can press the drop-down arrow ⌄ on the **DEVICE SETTING** screen to view the sub menu selections; then select DEVICE MAPPING from the selection list.

2. The **DEVICE MAPPING** program screen is displayed:
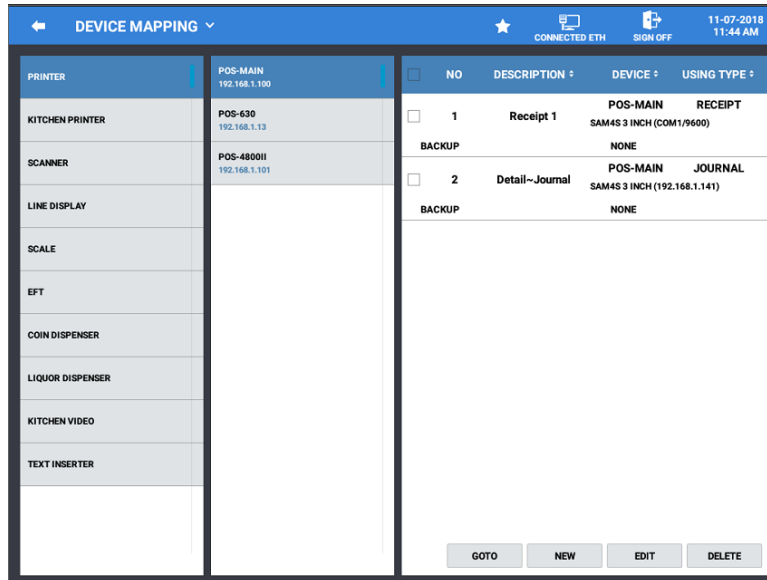
3. Select **KITCHEN PRINTER** from the list of available device selections.
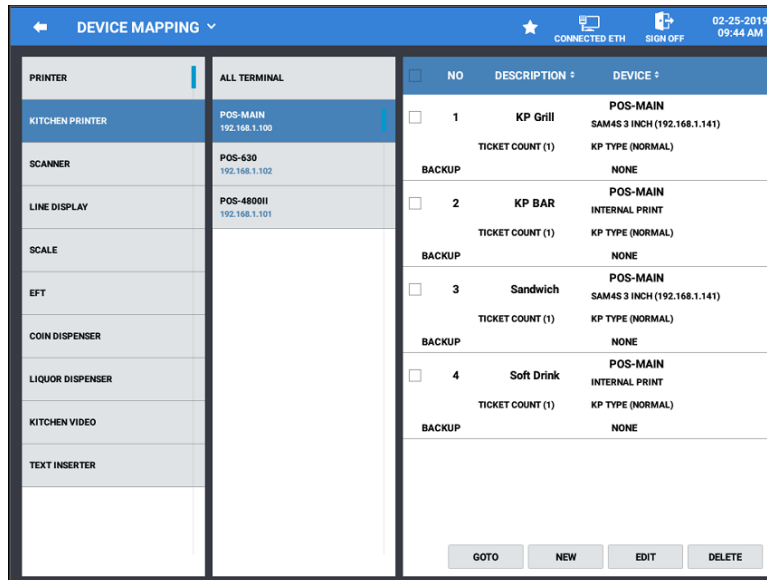
4. **ALL TERMINAL** is set by default. When terminals are setup in an IRC system, there is no longer a need to setup KP printers for individual stations.

Adding Kitchen Printers

Kitchen Printers are listed in the right most column on the Device Mapping Screen. Beginning at v1.0.96, the ability to configure KP by station was added.

1. Press the **NEW** button to assign a device. The NEW item dialog displays:

    a. **INPUT DESCRIPTION -** Type in a description for the device (up to 30 characters). *i.e. KP Grill, Bar, Cold, etc.*

    b. **SELECT DEVICE -** Choose the printer from the list of available printers as set in the Device Setting.

    c. **SELECT FROM TERMINAL -** Chose the terminal from the list where the device is connected.

    d. **TICKET COUNT -** Set the number of KP tickets to be printed.

    e. **KP TYPE -** Select the type for the specified device.
        - **Normal** – Prints all items on one ticket.
        - **Single** – Prints each item on a separate ticket; (regardless of the KP Option settings).
        - **Normal & Single** – Prints all items on one ticket & prints each item separately.
        - **Single & Normal** – Prints each item on a separate ticket & prints all items on one ticket.

    f. **SELECT BACKUP DEVICE -** Set if you wish to define a backup device in the case the main device is offline.

    g. **SELECT BACKUP TERMINAL -** Select the terminal where the backup device is connected.

2. Press **OK** when complete to add the device mapping or press OK AND CONTINUE to map more printers. Press CANCEL if you want to exit without mapping additional kitchen printers.

3. Your mapped devices are displayed:

4. You can use the buttons at the bottom of the mapping screen to edit existing mapped devices.

- **GOTO** – Brings up the Device Setting programming.
- **NEW –** To add additional Kitchen Printers.
- **EDIT –** Allows changes to the settings for the selected Kitchen Printer. You can select an individual printer or multiple printers to edit all at one time.
- **DELETE –** Will delete the selected Kitchen Printer.

Edit Kitchen Printers

If necessary, you can edit the kitchen printer information.

1. Select a Kitchen Printer from the list you wish to edit; Press the **EDIT** button to open EDIT item dialog:

   a. **DESCRIPTION -** You can delete and type in a new description for the device (up to 30 characters) if desired.

   b. **SELECT DEVICE -** Choose the printer from the list of available printers as set in the Device Setting.

   c. **SELECT FROM TERMINAL -** Chose the terminal from the list where the device is connected.

   d. **TICKET COUNT -** Set the number of KP tickets to be printed.

   e. **KP TYPE -** Select the type for the specified device.

- **Normal** – Prints all items on one ticket.
- **Single** – Prints each item on a separate ticket; (regardless of the KP Option settings).
- **Normal & Single** – Prints all items on one ticket & prints each item separately.
- **Single & Normal** – Prints each item on a separate ticket & prints all items on one ticket.

   f. **SELECT BACKUP DEVICE -** Set if you wish to define a backup device in the case the main device is offline.

   g. **SELECT BACKUP TERMINAL -** Select the terminal where the backup device is connected.

2. Press **OK** when complete to add the device mapping or press CANCEL if you want to exit without mapping additional kitchen printers.

KP Group (v1.0.80 and Later)

The KP Group programming was changed beginning at v1.0.80 and later. Use this programming area to determine the KP Groups that will be used for assignment in the PLU Status Group programming. You can assign KP Groups to different printers at different time periods if desired.

Note: **You must create a KP printer in the Device Mapping before you can create a KP Group.**
Note: **KP Time Periods must be created prior to assignment here.**

1. From the **Program Mode/Device** menu, select **KP GROUP** from the available selections.

   - Alternately, you can press the drop-down arrow ⬇ on the **/DEVICE MAPPING** screen to view the sub menu selections; then select KP GROUP from the selections.

2. The **KP GROUP** program screen is displayed:
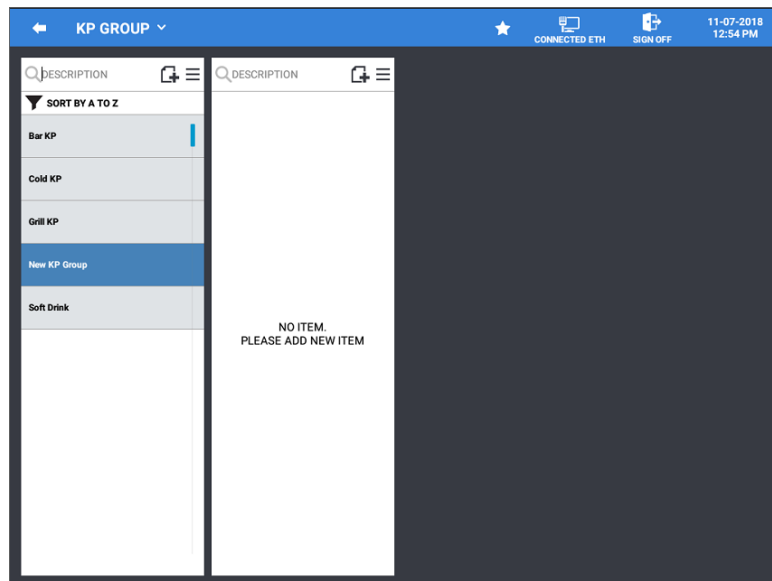
3. From the **KP GROUP** programming screen press the ⊞ icon in the left column to add a new KP Group(s) or select a KP Group list.
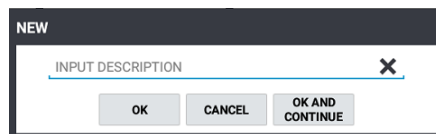
4. **INPUT DESCRIPTION** (up to 30 characters) for the KP Group and press **OK** to close the dialog or press OK AND CONTINUE to add additional KP Groups. Press CANCEL if you wish to exit the add KP Group without adding the group.

5. After the KP Groups are created, press the ⊞ icon in the center column to assign the printer to be used for the KP group and selected the time period for the group.

6. When the printer and time period are selected, the **KP OPTION** selections are displayed.
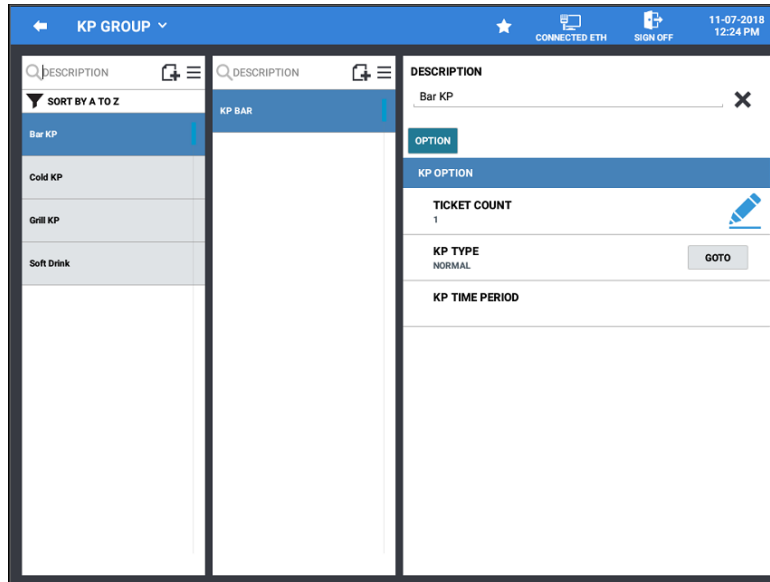
KP Option

DESCRIPTION

You edit the description for the KP Group here if desired.

TICKET COUNT

This is the number of tickets you wish to print. This number initially comes from the Device Mapping setting.

KP TYPE

This setting comes from the Device Mapping setting. Pressing the GOTO button will bring you to the Device Mapping screen.

KP TIME PERIOD

This setting comes from the Device Mapping setting.

Press the menu ☰ icon to access the:

- **EDIT MODE** to select and delete KP Groups *or select*
- **SORT** to sort the KP Groups alphabetically.

Card Read Format

The Card Read Format programming determines the card data that will be utilized when the employee is set to use the MSR for employee Sign On/Off and or for Time In/Out. In addition, we can setup the parameters for cards used for Age Verification.

Refer to the "MSR Setting" chapter for detailed information on how to setup the MSR for use with the SAM4POS application.

1. Select **CARD READ FORMAT** from the **DEVICE** menu. The selection screen below displays:

2. On the **Card Read Format** screen; select from the card types in the left-hand column:

   a. **Employee Card –** One Employee Card setup is provided

   b. **Age Verification –** Four age verification card types are available

3. Set the parameters for the card type you selected.

4. Swipe the card to view the data on the card as per your parameter settings.

Note: When deciding the START number in the Column of Number, do not include the Sentinel Character and any characters *(i.e. =)* that may appear within the data line.

Employee Card

One Employee Card setup is provided and cannot be deleted, no additional employee card formats are allowed.

CARD DATA

Swipe your card to view the data on the card.

READ

Choose which track you want to read for MSR operations; Track1, Track2, or Track3.

CARD ID

Check this option if Card ID numbers are to be used, then touch CARD ID enter the ID number *(up to a 2-digits entry is allowed)* from the magnetic cards that will be accepted. If ID numbers are not to be used, do not check this field.

COLUMN OF CARD ID

Enter the column number where the you wish to START reading on the card number. (This does not include the sentinel character).

COLUMN OF NUMBER

Enter the column number where the you wish to START reading on the card number. Enter the number of DIGITs (up to a 2-digits entry) of the card number you wish to read beginning at the start digit.

Age Verification

There are four different age verification formats available in the SAM4POS by default. You can delete any age verification formats that are not utilized in your area. Program the format specific for your application as necessary or add additional formats as necessary.

Note: Be sure the "MSR Setting" programming is correct, prior to programming the Age Verification.

CARD DATA

Swipe your card to view the data on the card.

READ

Choose which track you want to read for MSR operations; Track1, Track2, or Track3.

COLUMN OF NUMBER

Enter the column number where the you wish to **START** reading on the card number.

DATE

Select the date format on the cards used for age verification.

EFT Operation

SAM4POS supports integrated credit card processing with Datacap equipment and supports the EMV protocol. *(There will be no Non-EMV integration.)* Credit Card *(EFT)* maintenance operations can be performed at the SAM4POS terminal from the EFT operations menu.

1. From the main **PROGRAM MODE** menu, select **DEVICES**, then choose **EFT OPERATION**, from the selections.
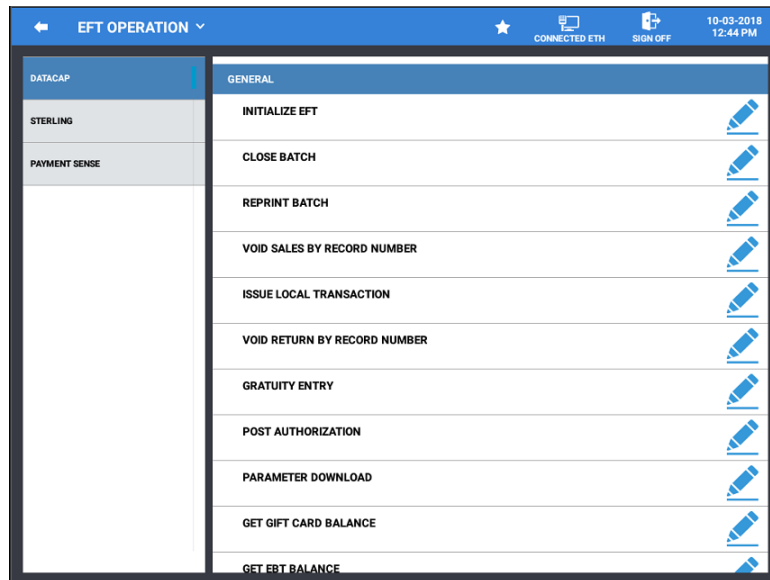
2. The **EFT Operation** menu is displayed; select the **DATACAP** Operation.

   a. STERLING is not available at this time.

   b. PAYMENT SENSE is not used in the U.S.A.

   c. INGENICO CRS is not used at this time.

3. Refer to the Operation Definitions menu below for information on each operation.

Datacap Operation Definitions

Operation	Definition
Initialize EFT	Use this function to initialize the Datacap EFT device.
Close Batch	Closes the current batch and opens.
Reprint Batch	(Requires v1.0.77 or later.) Enhanced Sam4POS to print the batch information in a more readable format. Also added the ability to reprint the batch information.
Void Sales By Record Number	Use these operations to void transactions when the card is not present. CAUTION: These voids will not correct ECR totals (i.e. PLU Sales) but will maintain a total on the Financial Report.
Void Return By Record Number	Use the Void Mode function at the SAM4POS terminal to perform transaction voids that will correct the appropriate sales totals.
Issue Local Transaction	If "terminal based" processing is used, the Local Transaction Report contains details of each transaction in the current batch. When "host based" processing is used, transaction data is stored at the processor.
Gratuity Entry	The Gratuity Entry command allows the operator to add a tip to a pre-authorized credit sale.
Post Authorization	If electronic authorization is not approved and the merchant receives voice authorization, the transaction can be entered into the batch with this operation.
Parameter Download	Use this function to get new PIN Pad parameters from Datacap
Get Gift Card Balance	Select Gift Card Balance, the operator will be prompted to slide a gift card. The balance will be printed on the receipt printer
Get EBT Balance	Use to check the EBT food stamp balance
EMV Voucher For EBT	Use to manually enter EBT transactions.
Test Mode	Only used for certification testing.
Self-Initiated Load	Used to load the Datacap EMV device parameters.
Diagnostics	Used to perform various diagnostics. Use as requested by Datacap support.
Clear EMV Value	This clears the internally stored token file that stores the Authorization Response messages that allow the SAM4POS to perform "By Record Number" transactions. Specifically, the Void Transaction by Record Number and Gratuity Entry.
Zero Auth	Use this operation to verify a card is valid, activated, not reported as lost/stolen.
Pin Pad Reset	Use to Initialize\Reset the Pin-Pad connected to the installed Datacap device.
Reprint Batch	Use to reprint previous batch. *(Requires v1.0.77 or later.)*

Sterling Operation Definitions

(Currently NOT Available)

Operation	Definition
TIP	
Batch Close With Debit	
Upload Status	
Report	
Reset Device	
Reset Pin Pad	
Settle Voice Auth (Force Settle)	
Credit Card Status Check	
Prepaid Card Balance	
Request UID	
Upload PLU's	
Download PLU's	
Upload Report	
Diagnostics	
Get Gift Card Balance	
Get EBT Balance	

Ingenico CRS

(Not used at this time.)

Operation	Definition
Close Batch	
Void Sales By Record Number	
Gratuity Entry	
Get Gift Card Balance	
Get EBT Balance	
Get Credit Balance	
Get Debit Balance	

MSR Setting

The SAM4POS terminal comes with an integrated 3 track USB MSR. The MSR is already configured with default settings.

With the SAM4POS on the SAP-4800II terminal, the MSR is controlled by the OS; we can use the MSR Setting menu to reconfigure the track information on the integrated MSR. These settings are not available on the SAP-6600 or SAP-630/SAP-530 terminal with SAM4POS loaded.

These settings are separate from the Card Read Format settings used for reading employee cards.

To setup the SAP-4800II MSR for use with the SAM4POS terminal, follow the setup as shown here:

1. Select **MSR Setting** from the **Program Mode\Device** menu selections. The confirmation dialog below is displayed:
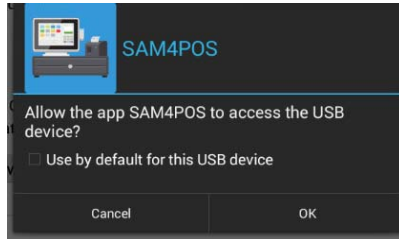
2. Press **OK** to allow access to the integrated MSR Settings; The MSR configuration screen displays:
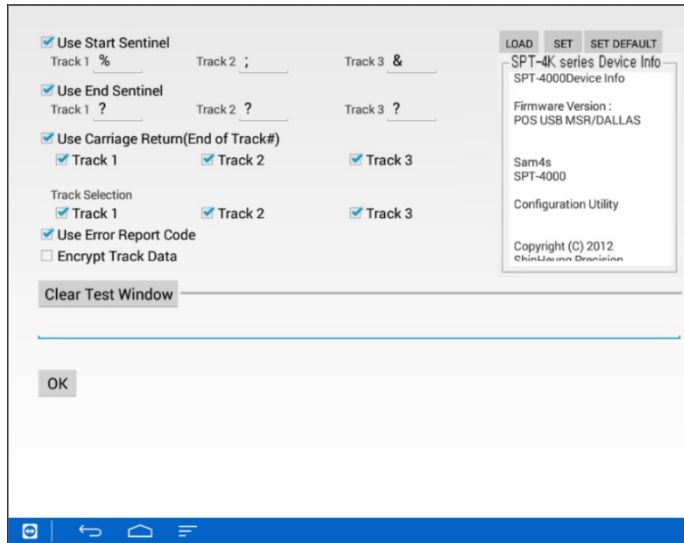
3. The cursor automatically goes to the **'Test Window'**; swipe a mag card to display the card data:
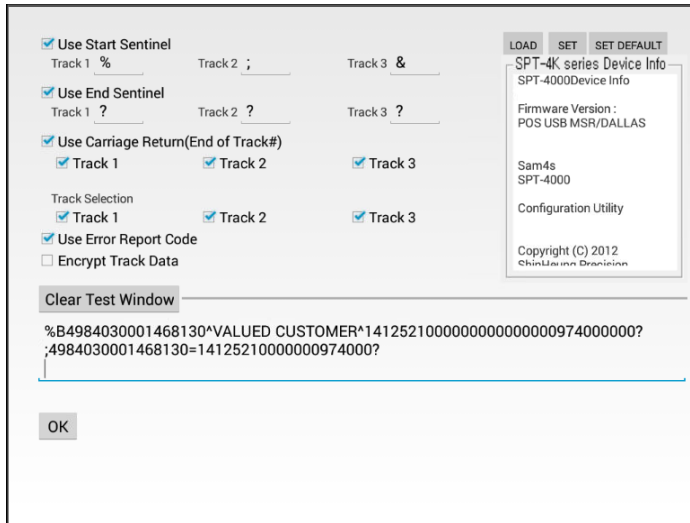
4. The current MSR settings are displayed; edit the setting as needed.
   a. Use Start Sentinel:

      Track 1 = % (percent sign)

      Track 2 = ; (semi-colon)

      Track 3 = & (ampersand)

   b. Use End Sentinel:

      Track 1 = ?

      Track 2 = ?

      Track 3 = ?

   c. Check the "Use Carriage Return (End of Track#)" for all tracks.
   d. For the "Track Selection" select all tracks.
   e. Check the option "Use Error Report Code".

5. When you have finished editing the settings, press the **SET** button (next to LOAD) to send changes to the MSR. Three quick beeps will sound when the settings are sent to the MSR.

6. Pressing the **LOAD** button displays;

7. The **SET DEFAULT** button to reset the MSR back to the factory settings. The message "WARNING CHANGE" appears:

8. Press **YES** to proceed, three quick beeps will sound; or press NO to abort.

9. Press the **OK** button at the bottom of the screen when finished or press the return icon at the bottom of the screen, if displayed, to return to the Program Mode screen.

Network & Revenue

IRC *(**I**nter **R**egister **C**ommunications)* is defined in the Terminal & Network selection in the Network & Revenue programming. The IRC uses standard Ethernet communications. When the IRC is active, all terminals in the system are updated automatically when program changes are made.

Revenue Center information is also defined here.

1. From the main **PROGRAM MODE** selection menu, touch **NETWORK & REVENUE.**
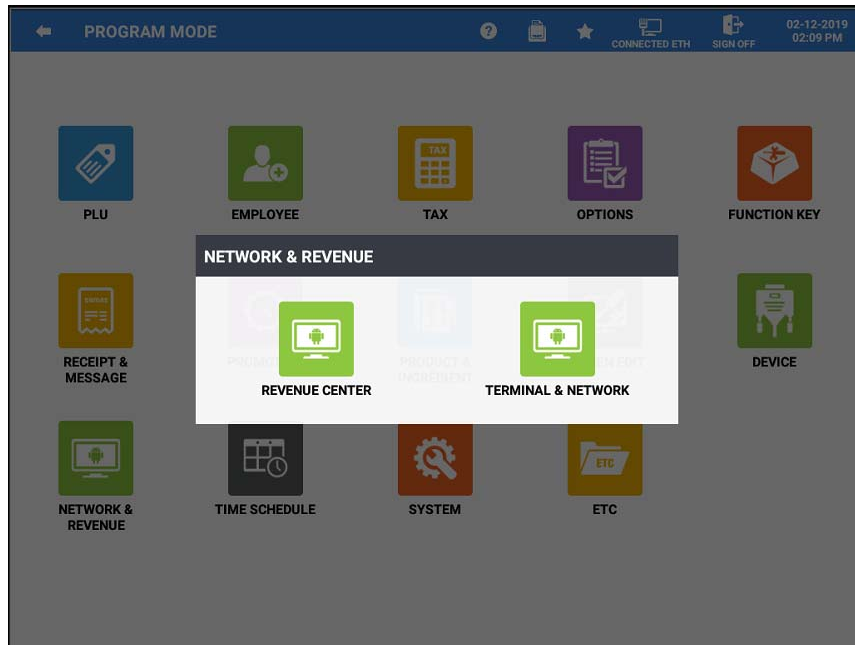
2. The **NETWORK & REVENUE** selection screen appears; touch the program area you wish to edit.

Revenue Center

Define the Revenue Center information here as needed.

1. Select **REVENUE CENTER** from the **NETWORK & REVENUE** selection menu.
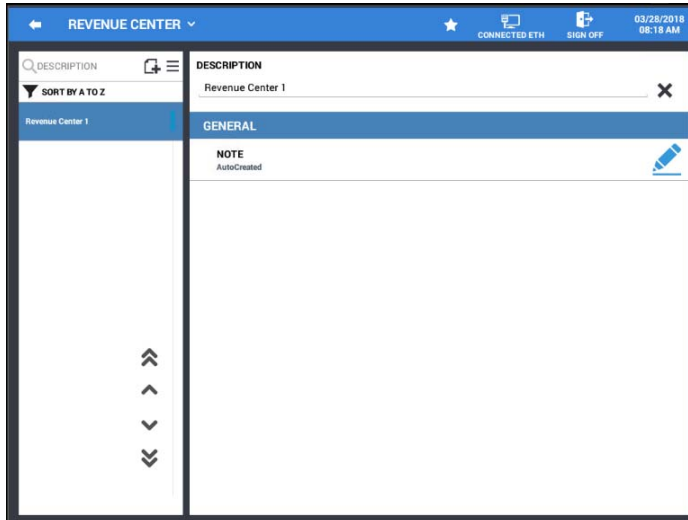
2. Press the add record icon ⊞ to add a new entry to the Revenue.

3. Type a **DESCRIPTION** for the selected Revenue Center; the **X** at the end of the field clears the current description.

4. Press the menu icon ☰ to Test, Sort, or enter the Edit Mode for the selected device.

    a. **EDIT MODE –** Set devices as inactive or delete devices as necessary.

    b. **SORT –** Sort devices alphabetically

5. Press the pencil icon ✎ to add a note for the selected revenue center entry.

Terminal & Network

This program area is used to view the current Terminal Information and to setup IRC *(Inter-Register Communication)* for the system.

1. Select **TERMINAL & NETWORK** from the **NETWORK & REVENUE** selection menu. The terminal information will REFRESH each time this area is accessed:

2. When the data has refreshed, the Terminal Info screen is displayed:
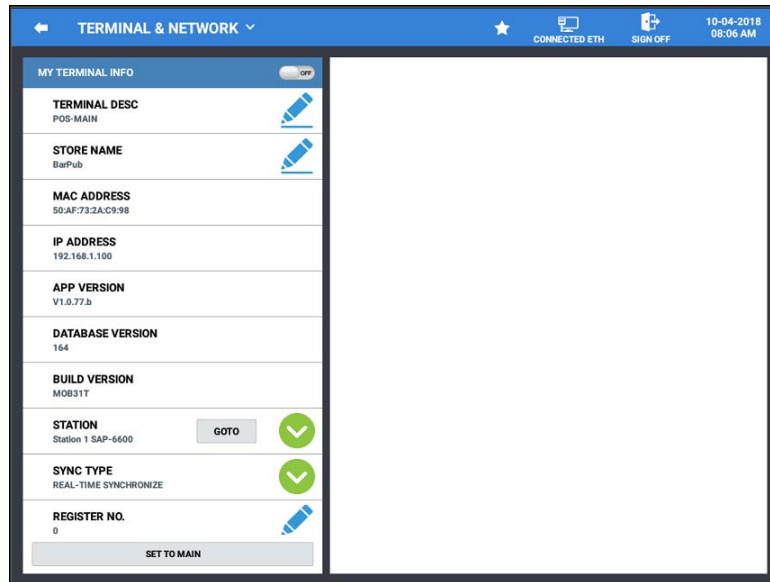
3. Press the **SET TO MAIN** or **RELEASE MAIN** button as needed.

    a. **SET TO MAIN** – will set the current station as the Main terminal in an IRC configuration.

    b. **RELEASE MAIN** – sets the current station as a satellite SUB Terminal.

Note: ICR must be turned off on all substations before the current MAIN station can be released.

My Terminal Info

TERMINAL DESC –

Description for the terminal

STORE NAME -

Enter a name for the store

MAC ADDRESS -

This is the MAC address of the current terminal.

IP ADDRESS -

Internet Protocol address for the current terminal.

APP VERSION -

SAM4POS application version installed on the current terminal. This version information also appears on the lower right corner on the main sign on screen.

DATABASE VERSION -

This is the database version for the current terminal.

BUILD VERSION -

This is the Android build version currently installed.

STATION –

Select the station the employee will be assigned to.

If STATION is set to STATION BY TERMINAL, assignment follows STATION of TERMINAL.

If STATION setting is a specific station, it will follow the STATION assigned for the EMPLOYEE.

(Also see 'Employee Option Definitions' 'General Options' on page 111.) Priority, STATION of EMPLOYEE is first, STATION of TERMINAL is next

SYNCH TYPE –

Real-Time Synchronization – data is synchronized as sale transactions are performed.

Synchronize Before Report Operation – data is synchronized before reports are performed on main terminal.

REGISTER NO. -

Used for KVS operation and for order numbers. *(Available at v1.0.45 and later.)*

IRC Network Setup

Overview

IRC *(**I**nter **R**egister **C**ommunications)* is defined in the Terminal & Network selection in the Network & Revenue programming. The IRC uses standard Ethernet communications. When the IRC is active, all terminals in the system are updated automatically when program changes are made.

Connect all the SAM4POS terminals to be included in the system to a network switch. In most cases, you would want to set up static IP addresses for the terminals.

Set IP Addresses at all terminals

- **TERMINAL DESC** – Enter a descriptor for the current terminal; i.e. POS-MAIN, Bar Terminal, Server Station, etc.

- Set the **STORE NAME** on all terminals in the system

    o Program Mode – Network & Revenue – Terminal & Network

    o The **'STORE NAME'** must match on all terminals and is case sensitive

- **IP ADDRESS –** Each station in the system must have a unique IP; the first 3 octets of the IP will be the same, the last octet must be unique. Example: 192.168.1.100, 192.168.1.101, 192.168.1.102, etc.

- Decide which terminal will be the **"MAIN TERMINAL"**

    o Touch **SET TO MAIN** on that terminal

- At all other terminals, move the slider bar next to **MY TERMINAL INFO**, to **ON**.

    o The stations will Synchronize to the MAIN Terminal, current settings and totals will be lost.

Find Current IP Address on Terminals

1. From the main **PROGRAM MODE** selection menu, touch **NETWORK & REVENUE.**

2. The **NETWORK & REVENUE** selection screen appears:
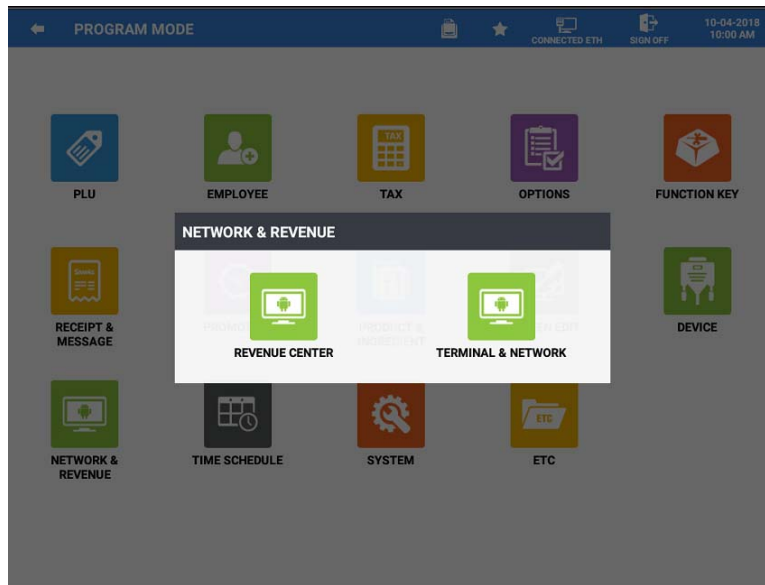
3. Select **TERMINAL & NETWORK**.
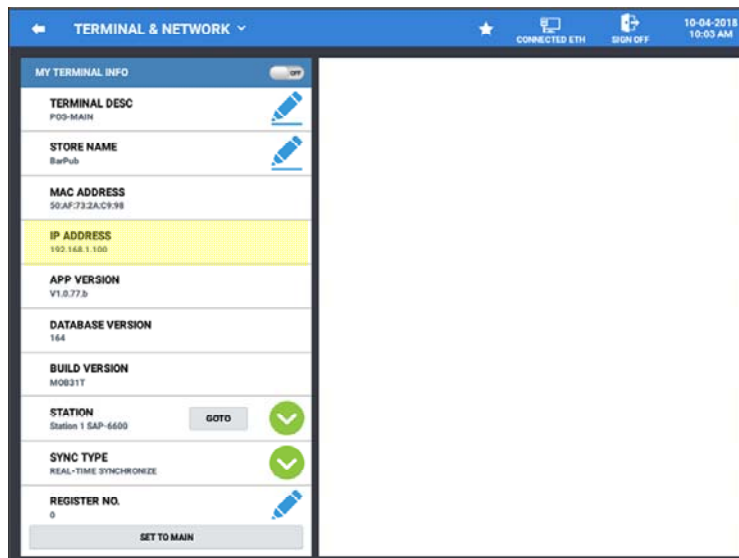
4. The current terminal information is displayed;

TERMINAL DESC	**APP VERSION**
STORE NAME	**DATABASE VERSION**
MAC ADDRESS	**BUILD VERSION**
IP ADDRESS	**REGISTER NO.**

Change Terminal IP Address

The terminal IP address is set in the main Android settings. You can go to these setting from the SAM4POS application.

1. Choose **SYSTEM** from the main **PROGRAM MODE** menu selection screen.

2. The **SYSTEM** menu screen displays.
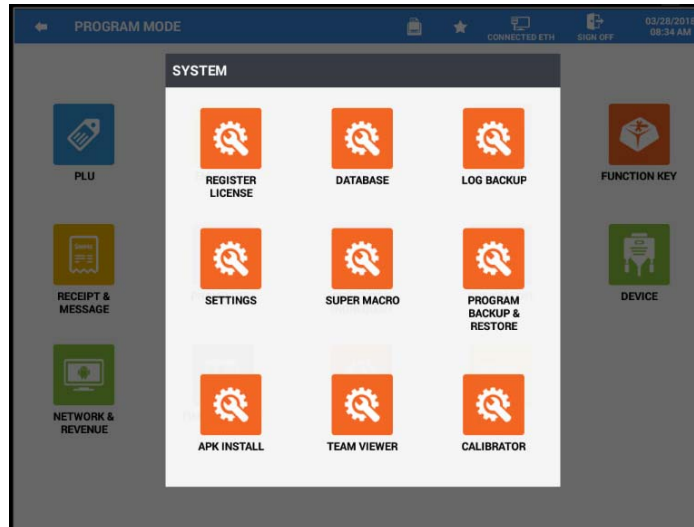
3. Touch **SETTINGS;** The Manager Required / Manager Password entry dialog displays *(depending on the authority settings for the current employee)*:

4. Enter the manager password *(default is 9999)*, then press **ENTER**.

5. On the Settings menu, go to **Wireless & Networks**; Chose **Ethernet**:
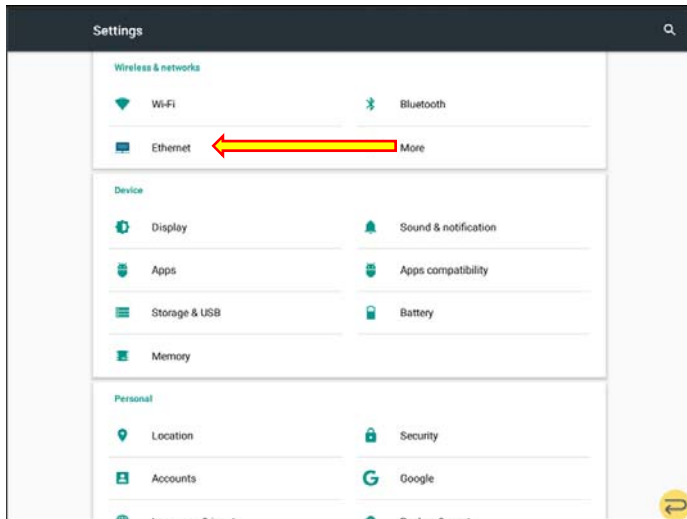
6. Next, touch **Change Ethernet Settings**:
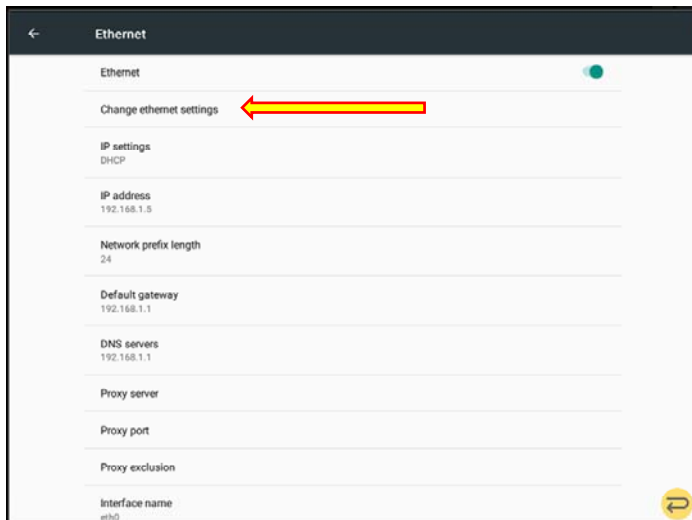
7. On the Ethernet Settings dialog, check the option **'Show Advanced Options'** to allow editing of the IP address:
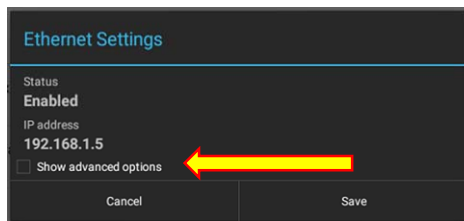
8. Select the **IP Settings** drop down and select **'Static'**
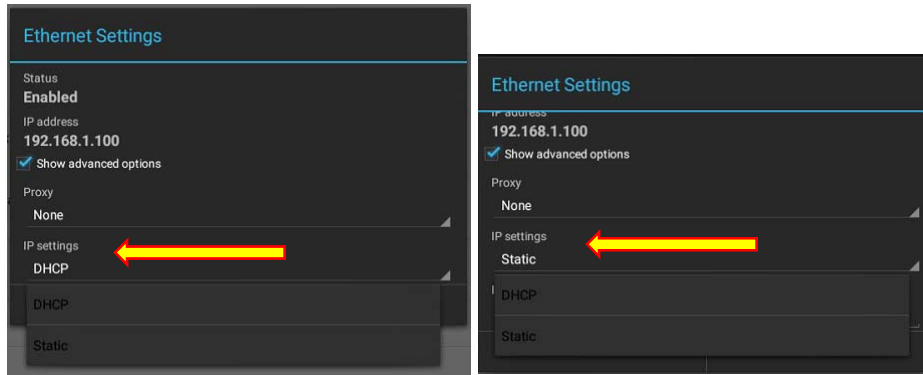
9. Set the **Ethernet settings**;
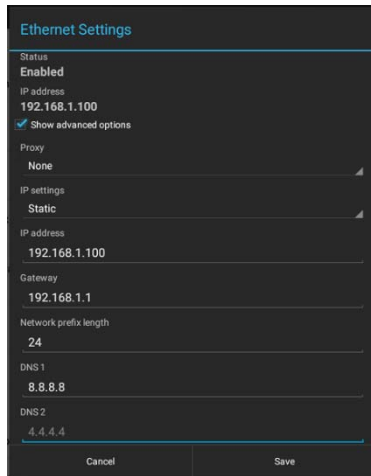
10. You Must enter:

> **IP Address -** (first 3 octets must match on all terminals in the system, last octet must be unique at each terminal). *Note: The static IP address chosen needs to be out of the DHCP scope range to prevent IP address conflicts.*
>
> **Gateway -** (same on all terminals in system)
>> For the Gateway use the IP of the Router. (In the example: 192.168.1.1)
>
> **Network prefix length –** leave at default, 24
>
> **MASK -** (same on all terminals in system)
>
> **DNS 1 -** (same on all terminals in system) For the **DNS 1** use **8.8.8.8**
>
> **DNS 2 -** (same on all terminals in system) For the **DNS 2** use **4.4.4.4**

11. Press **Save** when finished.

12. Press the return icon ⮌ to return to the SAM4POS System menu.

Terminal DESC

The Terminal Descriptor is used to help identify each specific station within the IRC system.

1. From the **PROGRAM MODE \ NETWORK & REVENUE \ TERMINAL & NETWORK**; type in a Store Name at each terminal. Press the **X** at the end of the field to clear the current name.
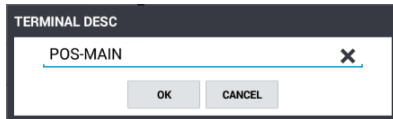
2. Press **OK**.

Set Store Name

The Store Name for all terminals in the IRC system must have the same store name. The store name is case sensitive.

3. From the **PROGRAM MODE \ NETWORK & REVENUE \ TERMINAL & NETWORK**; type in a Store Name at each terminal. Press the **X** at the end of the field to clear the current name.
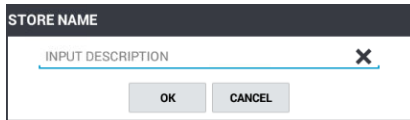
4. Press **OK**.

Set Main

One terminal in the system must be setup as the main terminal. Determine which terminal will be the 'Main Terminal', then proceed as follows:

5. From the **PROGRAM MODE \ NETWORK & REVENUE \ TERMINAL & NETWORK**; Press the **"SET TO MAIN"** radial button at the bottom of the My Terminal Info column.
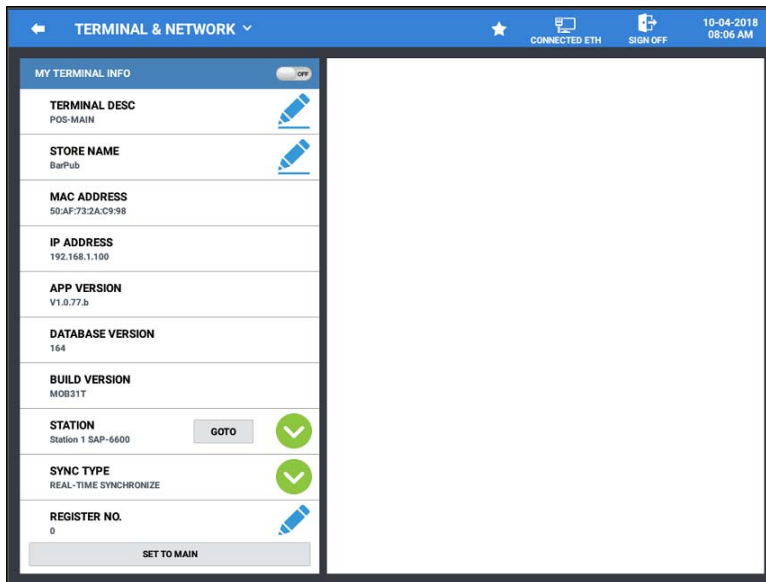
6. The confirmation dialog displays:

7. Press **YES** to confirm you want to make this terminal the main terminal.

---

8. Stations on the same IP scheme and Store Name will be will display as shown:
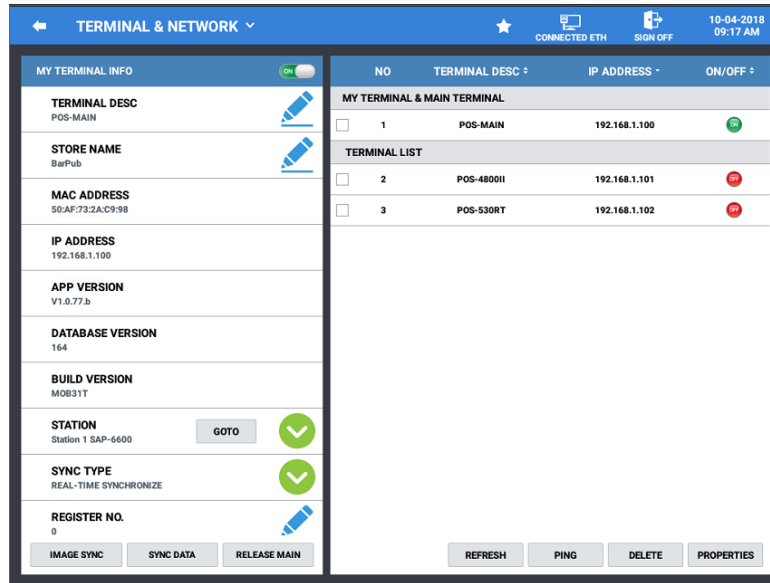
9. When set as the main terminal, additional radial buttons are available:

IMAGE SYNC –

Synchronizes the image file with all other terminals.

SYNCH DATA –

Synchronizes database information to all other terminals, other terminals will restart after they synchronize. Afterward, a list of synchronized terminals is displayed.

RELEASE MAIN –

Releases the current MAIN terminal; **Note:** IRC must be turned off on all substations before the current MAIN station can be released.

REFRESH –

Press this button to REFRESH the terminals list in the IRC.

PING –

Allows you to PING terminals in the IRC to verify the connection:

    a) Select a terminal in the IRC list

    b) Press the PING button

DELETE –

Allows you to DELETE a terminal in the IRC list.

PROPERTIES –

    Select a terminal in the list and press the PROPERTIES button to view the terminal property info for the selected station.

10. On all other terminals in the IRC system, move the IRC On/Off slide switch to the **ON** position:

11. The stations will **REFRESH**:

Then the confirmation dialog displays:

INFORMATION

SALES DATA IS EXIST BEFORE THE IRC MODE.
EXIST SALES DATA WILL BE DELETE.
DO YOU WANT TO CONTINUE?

YES   NO
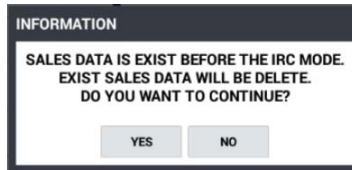
12. Press **YES** to confirm.

13. The Satellite stations will synchronize data files with the main terminal; the stations will Reboot and load back to the main sign on screen.

14. You can now Sign on to stations as necessary, the IRC is set up.

Main Terminal Radial Button Operation

When activating the IRC in a system, one of the terminals in the system must be designated as the Main Terminal.

In an IRC configuration the *Main Terminal* will display as shown:
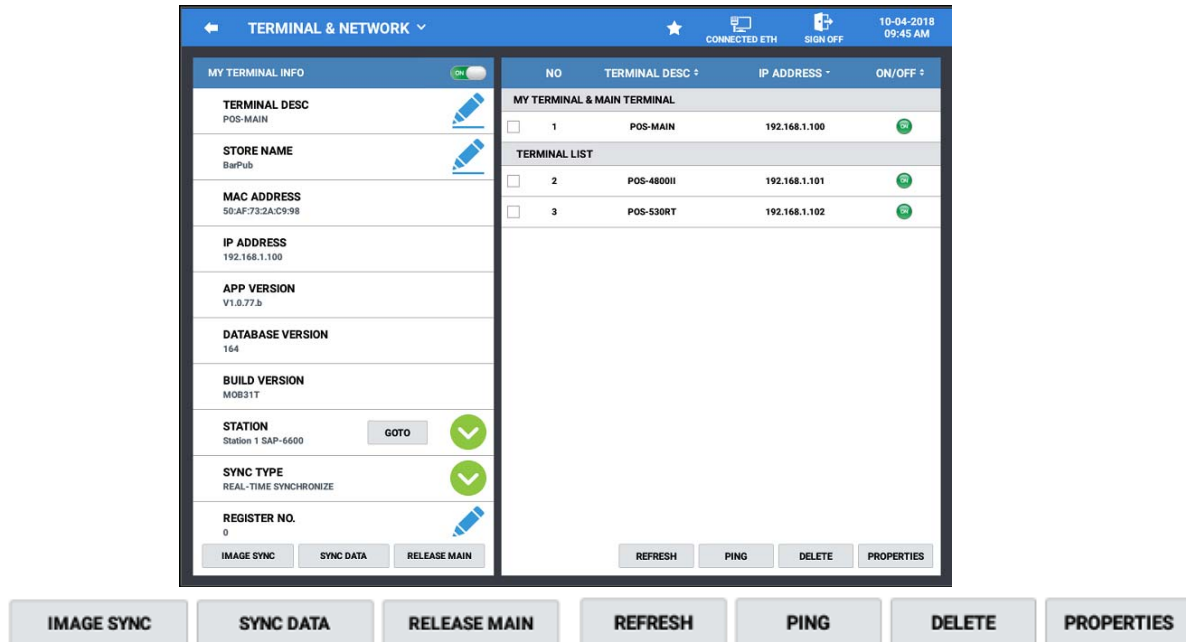
IMAGE SYNC –

Press this button to synchronize the images in an IRC network.

SYNCH DATA –

Synchronizes database information to all other terminals, other terminals will restart after they synchronize. Afterward, a list of synchronized terminals is displayed; all Sub-Terminals will be reboot.

RELEASE MAIN –

Releases the current MAIN terminal; **Note:** IRC must be turned off on all substations before the current MAIN station can be released.

REFRESH –

Press this button to REFRESH the terminals list in the IRC.

PING –

Allows you to PING terminals in the IRC to verify the connection:
   a) Select a terminal in the IRC list
   b) Press the PING button

DELETE –

Allows you to DELETE a terminal in the IRC list.

PROPERTIES –

Select a terminal in the list and press the PROPERTIES button to view the terminal property info for the selected station:
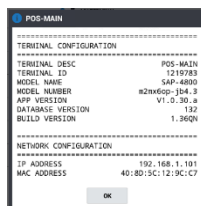
Satellite Terminals Radial Button Operation

When the IRC is activated in a system, the Satellite Terminals in an IRC configuration *(terminals that are not set as the MAIN terminal)* will display as shown:
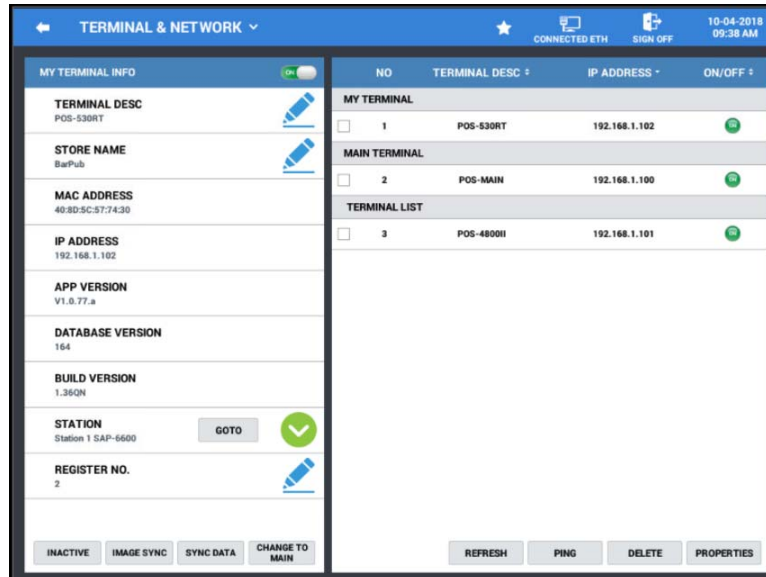
INACTIVE –
> In an IRC network press this button if you wish to set the selected terminal inactive.

IMAGE SYNC –
> Press this button to synchronize the images in an IRC network.

SYNCH DATA –
> Press this button to synchronize the programming in an IRC network.

CHANGE TO MAIN –
> In an IRC network, press this button to change the selected terminal as the main terminal.

REFRESH –
> Press this button to REFRESH the terminals list in the IRC.

PING –
> Allows you to PING terminals in the IRC to verify the connection:
> > a) Select a terminal in the IRC list
> > b) Press the PING button

DELETE –
> Allows you to DELETE a terminal in the IRC list.

PROPERTIES –
> Select a terminal in the list and press the PROPERTIES button to view the terminal property info for the selected station:
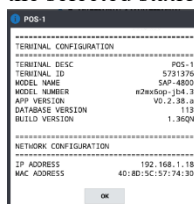
Time Schedule

 The Time Schedule programming enables certain actions to automatically occur at a predetermined time. Time schedules are available for: *Price Level, Screen Level, KP Time Period, Auto Reboot and Auto End Of Day*.

TIME SCHEDULE All the time schedules are programmed in the same manner.

1. Select **TIME SCHEDULE** from the main **PROGRAM MODE** menu selection screen.
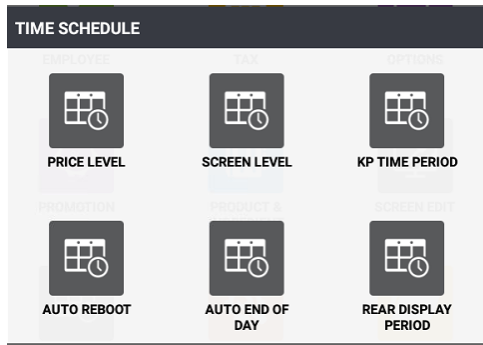
SAP-6600
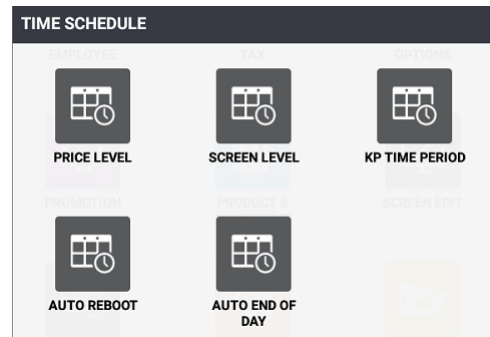
SAP-630

2. The **TIME SHCEDULE** selection menu appears; choose the program area on the selection menu that you wish to edit.

Note: the SAP-6600 and SAP-630 have different category selections.

SAP-6600
>   Price Level, Screen Level, KP Time Period
>   Auto Reboot, Auto End Of Day, *Rear Display Period*

SAP-630
>   Price Level, Screen Level, KP Time Period
>   Auto Reboot, Auto End Of Day

Price Level

The default program provides one price level however, SAM4POS allows you to create as many different price levels as are necessary for your application. This allows the user to create a matrix of PLUs and Prices each accessed by price level keys. A product price level sales report is available in PLU Reporting showing the total quantity and value sold per price and overall per product also a total for each price.

Note: You will need to create the price level keys in the Function key programming area before you can assign them in a time schedule.

1. From the **Time Schedule** menu screen, touch **Price Level** to view/add/edit price levels.
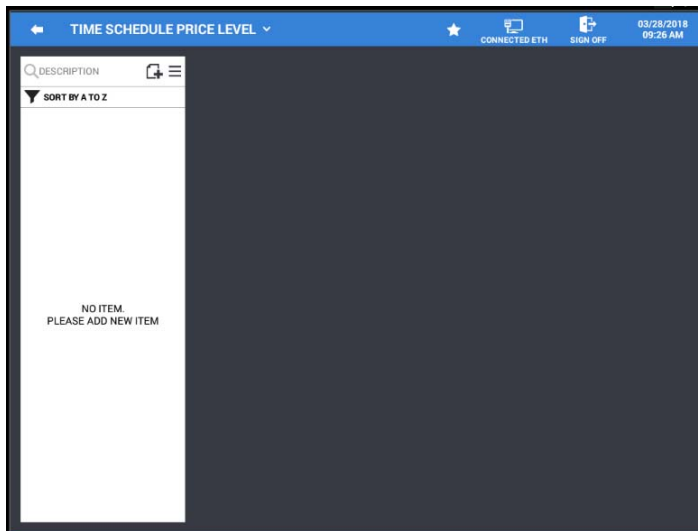
2. Press the add record icon to add a new price level to the list.
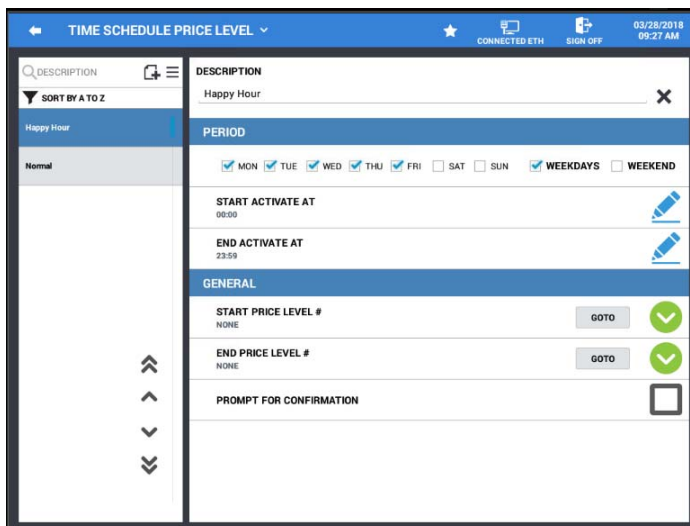
3. Define the periods the price level is to be active.

4. Press the menu icon ≡ to access the edit mode and the sort options.

- **EDIT MODE** – allows you to select multiple web views for deletion
- **SORT** – allows you to sort the web views alphabetically

Price Level Settings

DESCRIPTION

Type in a description *(up to 30 characters)* for the schedule.

PERIOD

Check the specific days of the week for the time schedule to occur.

Alternately, you can check WEEKDAYS or WEEKENDS or check both selections to select all the days of the week.

Start Activate At – set the start time for the time schedule to begin.

End Activate At – set the end time for the time schedule.

GENERAL

Start Price Level # - Choose the price level # you want to begin at the specified Date/Time.

    GOTO – Press the GOTO button to go directly to Function Key programming.

End Price Level # - Chose the price level # you want to return to after the specified time.

    GOTO – Press the GOTO button to go directly to Function Key programming.

Prompt For Confirmation – Check this option if you want a prompt to appear before the time schedule activates.

Screen Level

MLU screens can be set to automatically load at certain times. This is useful if you want different MLU screens such a Breakfast/Lunch/Dinner to display at a specified time.

1. From the **Time Schedule** menu screen, touch **Screen Level** to view/add/edit screen levels.
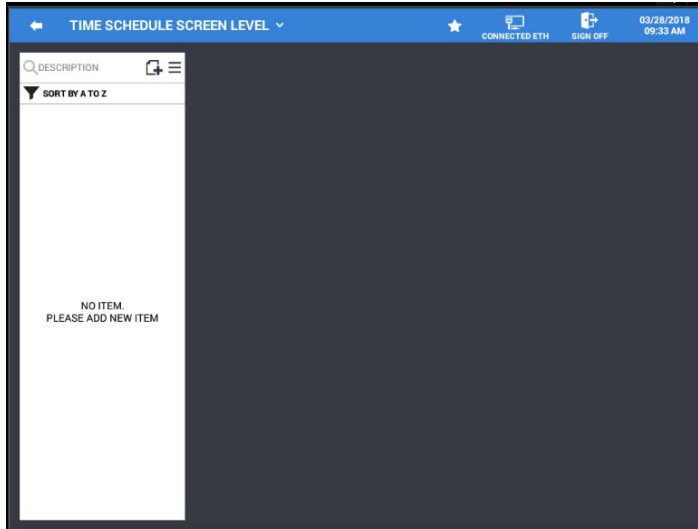
2. Press the **Add Record icon** 🔲 to add a new Time Activated Screen Level to the list.
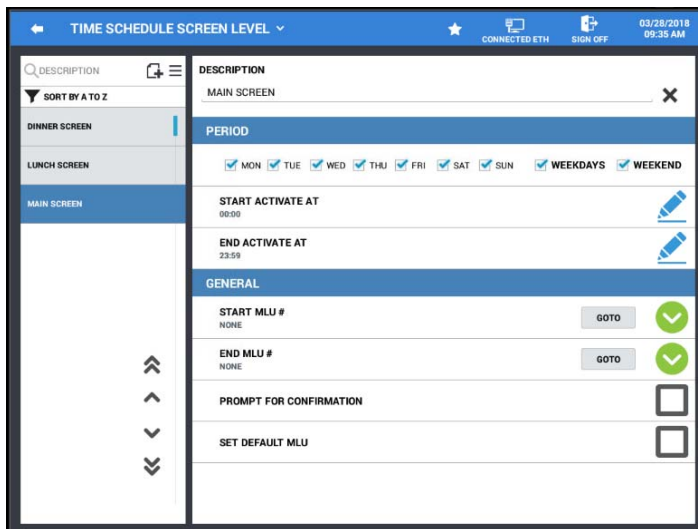
3. Define the setting for activation of the new screen levels.

4. Press the menu icon ≡ to access the edit mode and the sort options.

   - **EDIT MODE** – allows you to select multiple web views for deletion
   - **SORT** – allows you to sort the web views alphabetically

Screen Level Settings

DESCRIPTION

Type in a description *(up to 30 characters)* for the schedule.

PERIOD

Determine the specific days of the week for the time schedule to occur.

Alternately you can check Weekdays or Weekends or both to select all the days of the week.

Start Activate At – set the start time for the time schedule to begin.

End Activate At – set the end time for the time schedule.

GENERAL

Start MLU # - this is the MLU screen # you want to begin at the specified Date/Time.

> **GO TO –** Press the GOTO button to go directly to the MLU Edit screen.

End MLU # - this is the MLU screen # you want to return to after the specified time.

> **GO TO –** Press the GOTO button to go directly to the MLU Edit screen.

Prompt For Confirmation – Check this option if you want a prompt to appear before the time schedule activates.

Set Default MLU – Check this option if the selected screen level is to be the default MLU.

KP Time Period

You can use the KP Time Period programming to automatically switch the KP Period at specified times. KP Time Periods are used when setting up KP Group programming.

1. From the TIME SCHEDULE menu, touch KP TIME PERIOD to view/add/edit KP Time Periods.
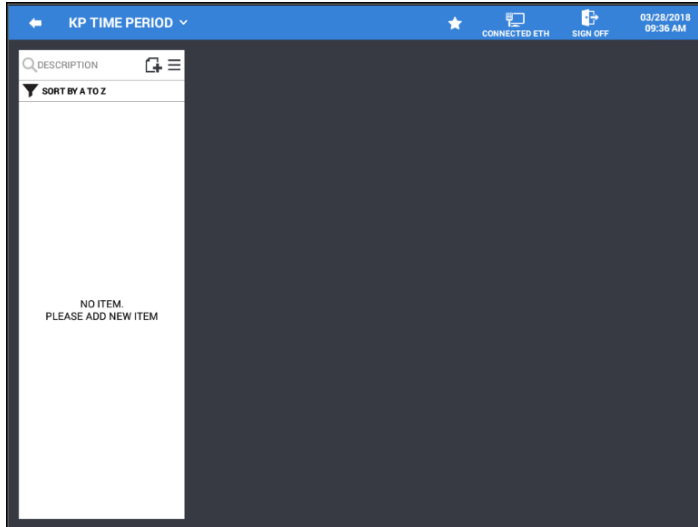
2. Press the **Add Record icon** to add a new KP Time Period to the list.
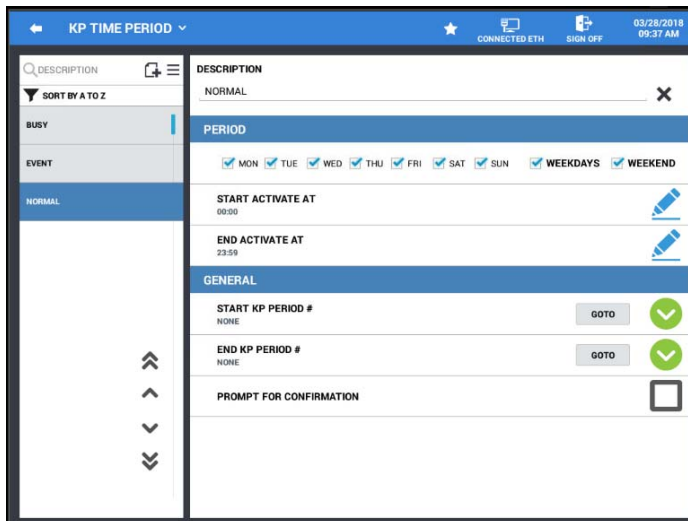
3. Define the activation settings for the new KP Time Periods.

4. Press the menu icon ≡ to access the edit mode and the sort options.

   - **EDIT MODE** – allows you to select multiple web views for deletion
   - **SORT** – allows you to sort the web views alphabetically

KP Time Period Settings

DESCRIPTION

Type in a description *(up to 30 characters)* for the KP Time Period.

PERIOD

Determine the specific days of the week for the KP time period to activate or choose WEEKDAYS or WEEKENDS or both to select all the days of the week.

Start Activate At – set the start time for the KP time period to begin.

End Activate At – set the end time for the KP time period.

GENERAL

Start KP Period # - Choose the KP Group you want to 'Start Activate At' specified Date/Time.

    Go To – Press the GOTO button to go directly to the KP Group Edit screen.

End KP Period # - Choose the KP Group you want to launch the 'End Activate At' specified Date/Time.

    Go To – Press the GOTO button to go directly to the KP Group Edit screen.

Prompt For Confirmation – Check this option if you want a prompt to appear before the KP time period activates.

Auto Reboot

The Auto Reboot allows you to set a time for the terminal to automatically reboot.

1. From the **Time Schedule** menu screen, touch **Auto Reboot** to view/add/edit auto reboot times.
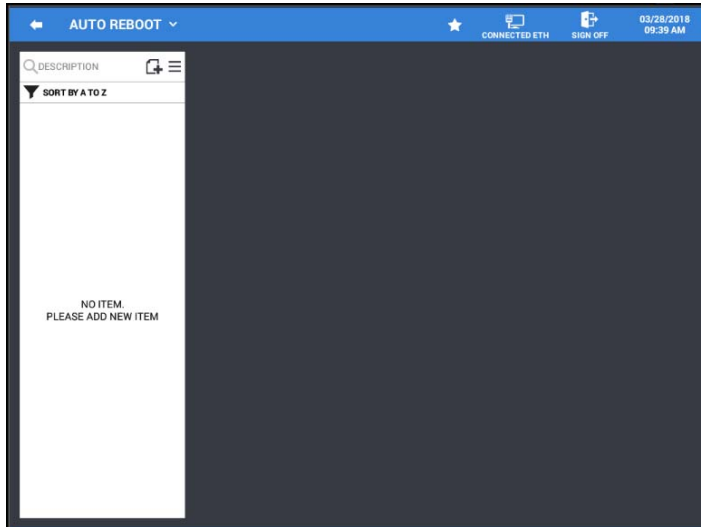
2. Press the **Add Record icon** 🔲 to add a new time activated auto reboot to the list.
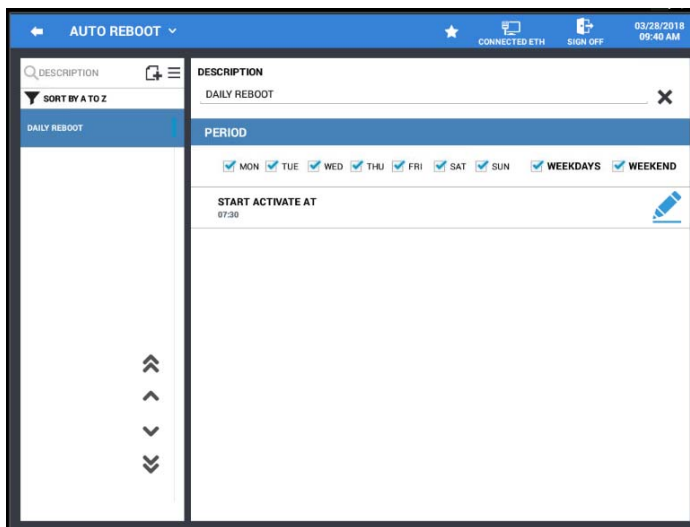
3. Define the activation settings for the new auto reboot time.

4. Press the menu icon ☰ to access the edit mode and the sort options.
    *   **EDIT MODE –** allows you to select multiple web views for deletion
    *   **SORT –** allows you to sort the web views alphabetically

Auto Reboot Settings

DESCRIPTION

Type in a description *(up to 30 characters)* for the scheduled auto reboot. Use the **X** at the end of the field to clear the current description.

PERIOD

Determine the specific days of the week for the scheduled auto reboot to occur, or Choose WEEKDAYS, WEEKENDS or check both to select all the days of the week.

Start Activate At – Enter the time for the Auto Reboot to occur.

Auto End Of Day

If desired the End Of Day reporting can be set to automatically run at a specified time. Report totals as defined in the **E**nd **O**f **D**ay (EOD) report screen will be cleared the same as if they were executed from the EOD screen.

1. From the **Time Schedule** menu screen, touch **Auto End Of Day** to view/add/edit automated End Of Day reporting.
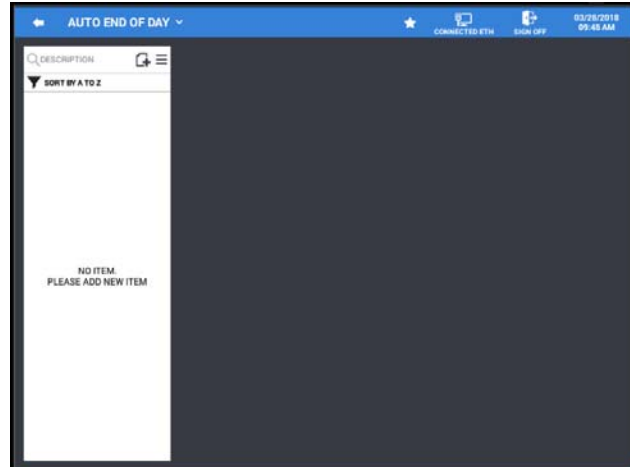
2. Press the **Add Record icon** ⊞ to add a new time activated End Of Day operation to the list.
3. Define the activation settings for the new End Of Day time.
4. Press the menu icon ≡ to access the edit mode and the sort options.

   - **EDIT MODE** – allows you to select multiple web views for deletion
   - **SORT** – allows you to sort the web views alphabetically
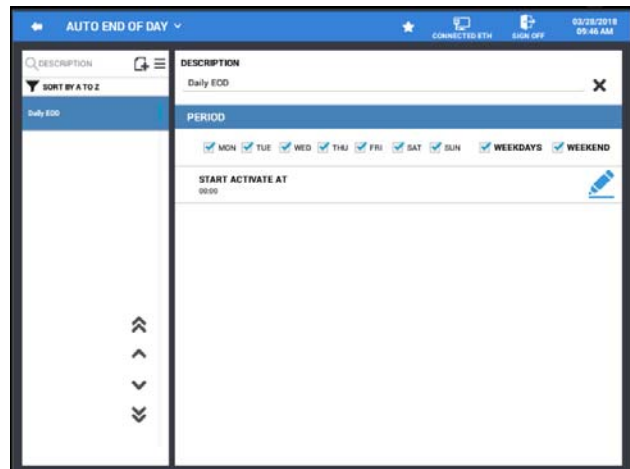
Auto End Of Day Settings

   DESCRIPTION

   Type in a description *(up to 30 characters)* for the scheduled auto reboot. Use the **X** at the end of the field to clear the current description.

   PERIOD

   Determine the specific days of the week for the scheduled auto reboot to occur, or Choose WEEKDAYS, WEEKENDS or check both to select all the days of the week.

   Start Activate At – Enter the time for the Auto Reboot to occur.

Rear Display Period

Available on the SAP-6600 only, beginning at v1.0.99.

1. From the **Time Schedule** menu screen, touch **Rear Display Period** to view/add/edit automated Rear Display selections.
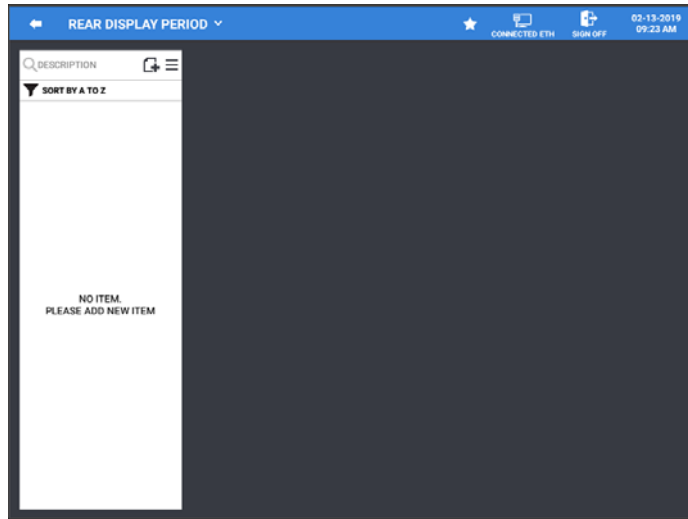
2. Press the **Add Record icon** ⊡ to add a new time activated setting for the Rear Display operation to the list.

3. Define the activation settings for the new Rear Display operation.

4. Press the menu icon ≡ to access the edit mode and the sort options.

   a. **Edit Mode** – allows you to select multiple web views for deletion

   b. **Sort** – allows you to sort the web views alphabetically
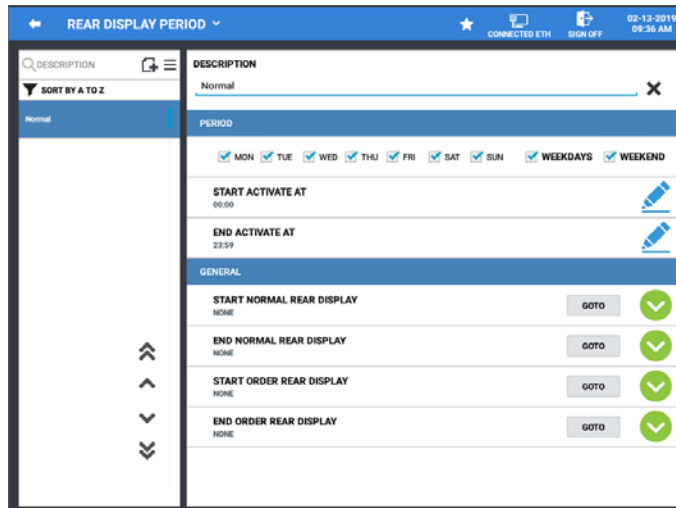
Rear Display Period Settings

DESCRIPTION

Type in a description *(up to 30 characters)* for the scheduled auto reboot. Use the **X** at the end of the field to clear the current description.

PERIOD

Determine the specific days of the week for the scheduled auto reboot to occur, or Choose WEEKDAYS, WEEKENDS or check both to select all the days of the week.

Start Activate At – Enter the time for the Auto Reboot to occur.

GENERAL

Start Normal Rear Display – Select None or choose Rear Display operation from the list.

End Normal Rear Display – Select None or choose Rear Display operation from the list.

Start Order Rear Display – Select None or choose Rear Display operation from the list.

End Order Rear Display – Select None or choose Rear Display operation from the list.

System

The System menu provides access to the SAM4POS application License information, as well as program backup and restore operations. We can also access the Android terminals settings, access the Super Macro files, load upgrades via APK install, Team Viewer remote access operations and perform touch calibration.

1. Choose **SYSTEM** from the main **PROGRAM MODE** menu selection screen.
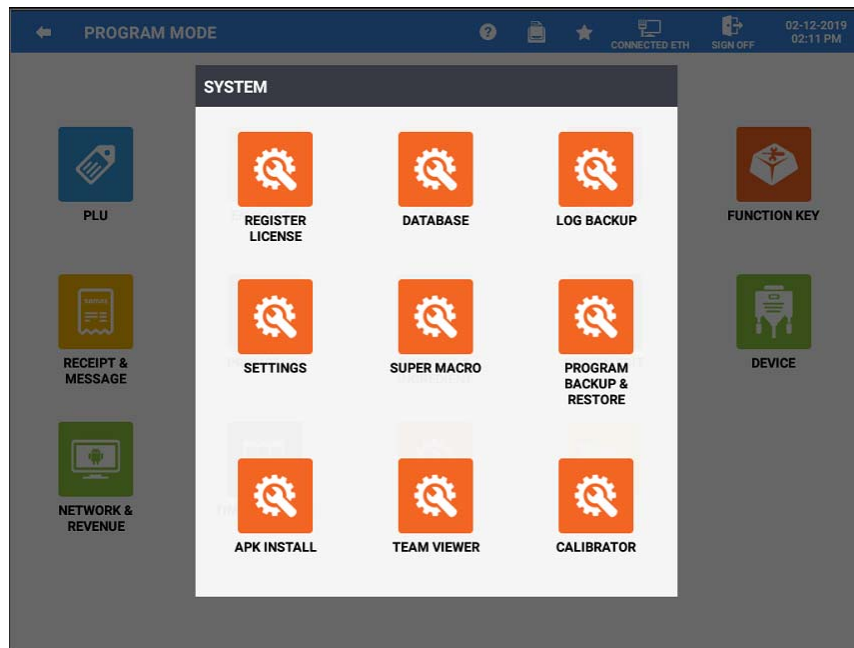
2. The **SYSTEM** menu screen displays.
3. Choose the program area you wish to access from the **SYSTEM** menu selections.

Note: the SAP-6600 and SAP-630 have different category selections.

SAP-6600

Register License, Database, Log Backup
Settings, Super Macro, Program Backup & Restore
APK Install, Team Viewer, Calibrator

SAP-630

Register License, Database, Log Backup
Settings, Super Macro, Program Backup & Restore
APK Install, Team Viewer, Calibrator
IO Board Update

Register License

Displays the current license information and serial number for the SAM4POS station. All terminals require a valid license to operate properly or to restore a database file. Be aware that there is a limitation of 25 transactions per day without a current annual license.

If needed, the license for the SAM4POS terminal can be loaded or updated. Contact your local dealer to obtain a license a license for the terminal.
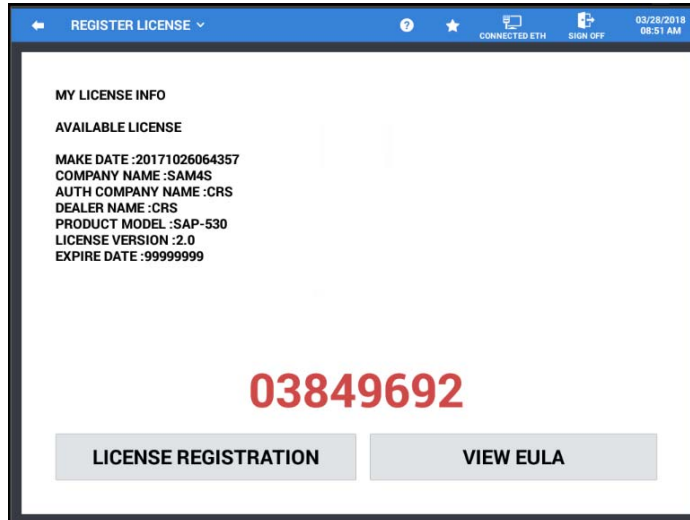
License Registration

To manually register the license for the SAM4POS terminal perform the following procedure.

Note: You can press the 📘 on the title bar for details.
Be sure to set the terminal to the proper date and time prior to license registration.

Please perform the following:

1. Unzip and Save the **license file** you received to the root of a USB stick.
2. Insert the USB stick into SAM4POS terminal.
3. Sign on to the SAM4POS; *(the default sign on is: [1] [ENTER])*
4. Select the **Program Mode**.
5. Press **SYSTEM** from the main program mode menu screen.
6. Select; **Register License** from the System menu selections.
7. Press **License Registration**.
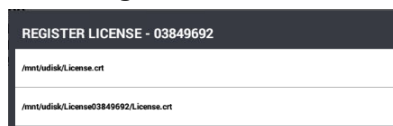
8. Choose the correct SAM4POS license file. The license file will load automatically when selected.

9. When the license registration is complete, the Success message will display briefly.
10. You will need to complete this operation at each SAM4POS station.

View EULA

When this button is pressed, the SAM4POS **E**nd **U**ser **L**icense **A**greement is displayed. When the SAM4POS terminal is licensed, this agreement must be accepted.
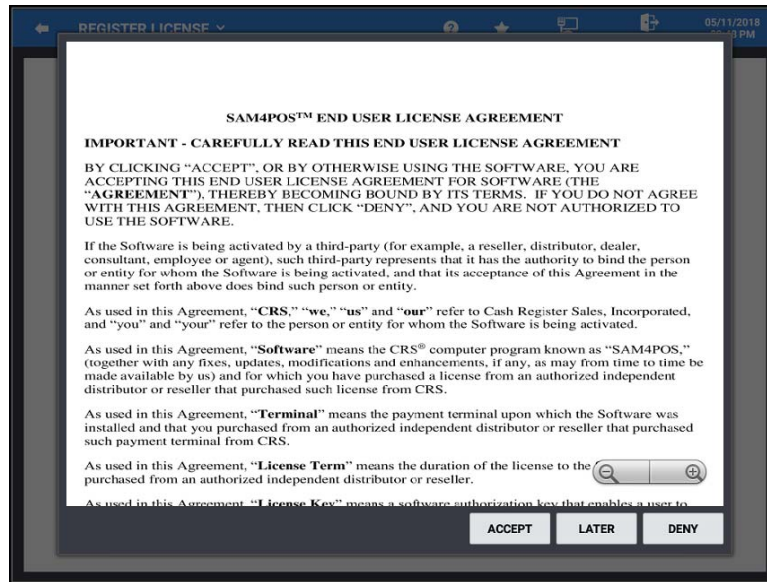
Accept EULA and enter the manager password at the prompt.

Database

The database menu provides access to the database backup operations for the current program files. The database can be backed up manually or you can set the backup to execute at a specified date and time.

Database Backup

1. Touch **DATABASE** on the SYSTEM menu selection screen. The Database Backup screen displays.
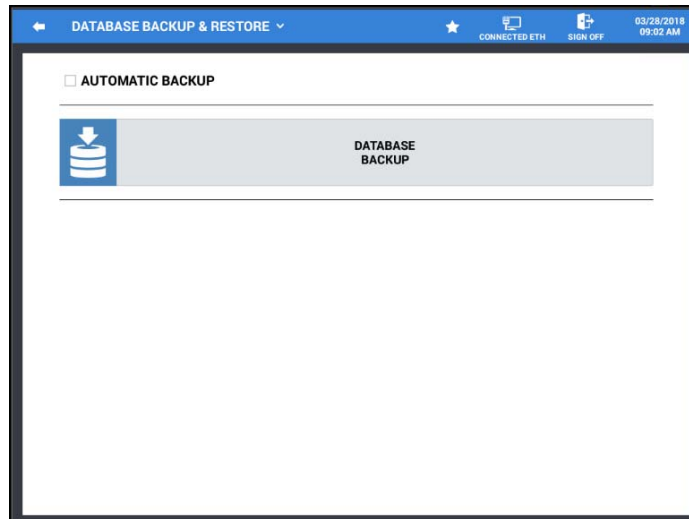
2. Press the **DATABASE BACKUP** to open the database backup dialog.

---
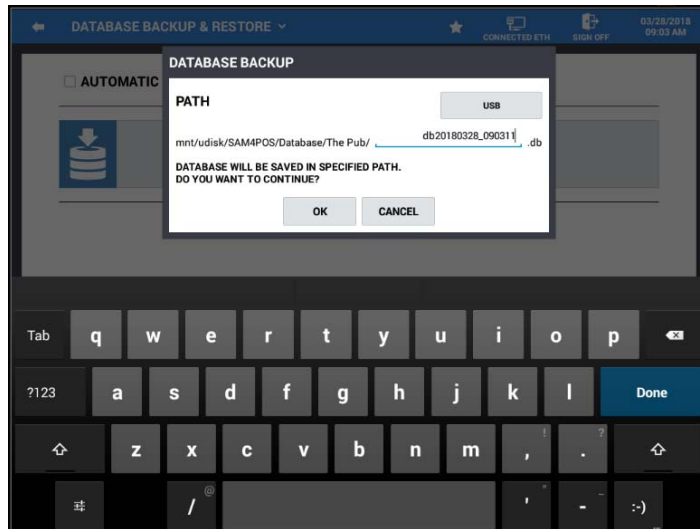
3. Select the device **PATH** you wish to back up to. PATH selections are: USB, Internal SD Card, External SD Card.

4. Press **OK** to initiate the backup of the current database.

5. When the backup has completed, the confirmation, **'Database Backup Success'** displays:
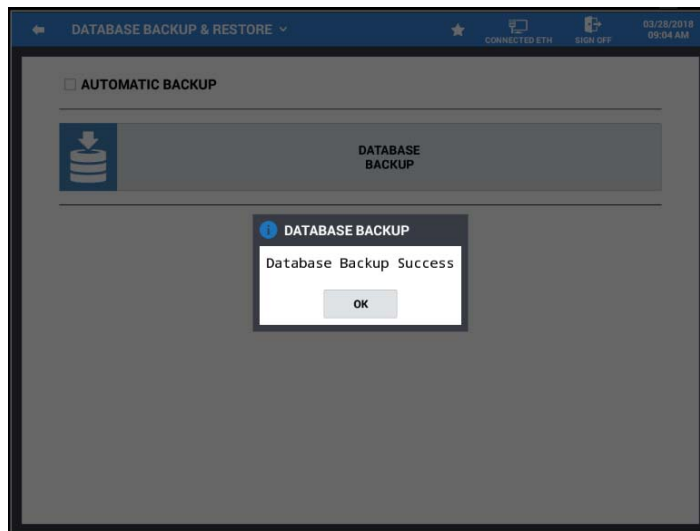
6. When the database has backed up successfully, three files are created on your memory device:
   a. DatabaseInfo.txt
   b. "Name".db
   c. "Name".txt

7. The DatabaseInfo.txt file contains terminal information about the saved DB:
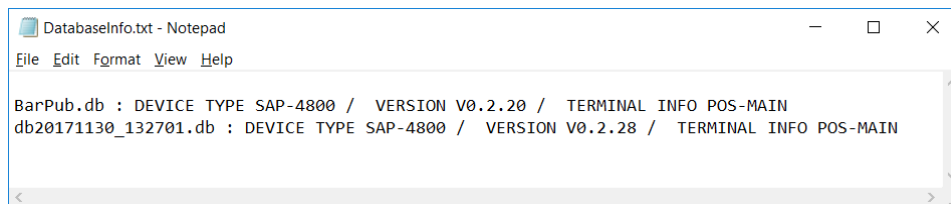
8. As a Best Practice, when you save the DB files from the store, keep them in separate directories for each terminal in the system.

Automatic Backup

We can program the SAM4POS to perform a backup automatically on a specified date and time. This backup will occur at the specified time and date as long as the automatic backup is checked.

1. Check the **AUTOMATIC BACKUP** option at the top of the screen.
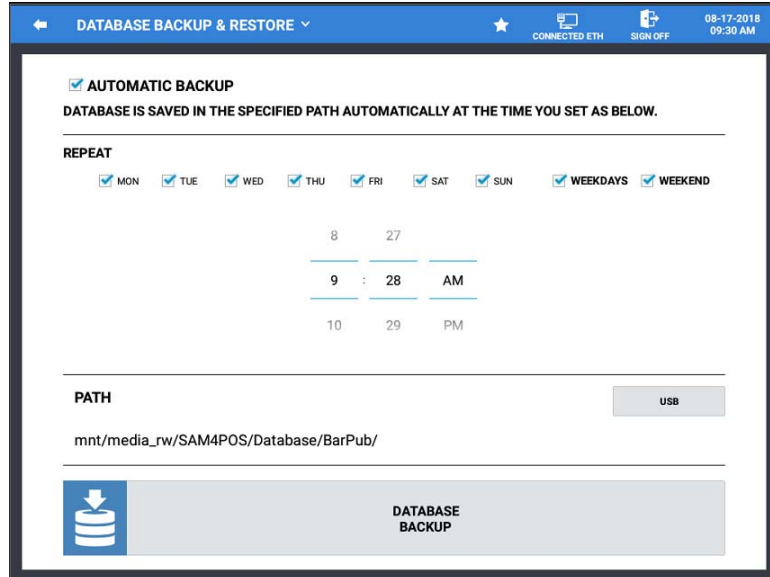
2. In the **REPEAT** area, select the individual Days you wish the automatic backup to occur or select the Weekdays and/or Weekend selection as desired. Then set the time you want the backup to occur.

3. Select the **PATH** to save the backup to:
   a. USB
   b. Internal Storage
   c. External SD Card

4. Press **DATABASE BACKUP**, The Database Backup dialog displays.
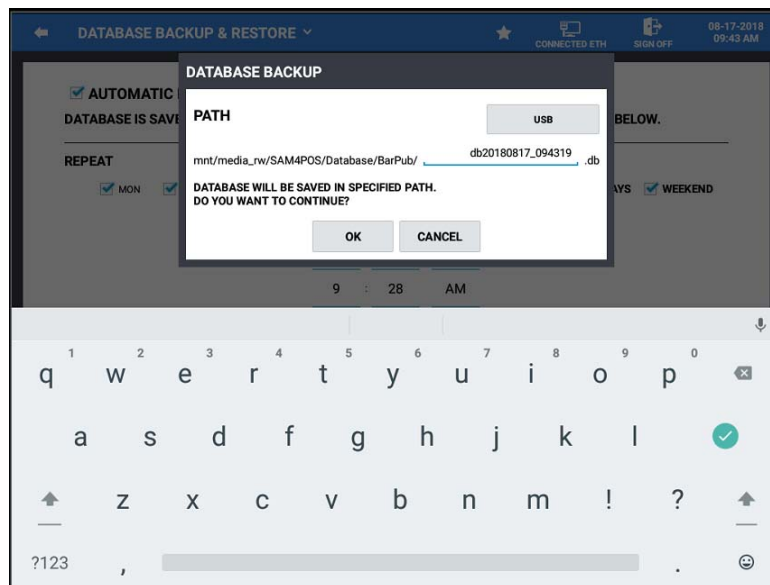
5. You can use the default file name or type in a custom description for the database file.

6. Press **OK** to set the scheduled backup; the backup will run.

7. The Database Backup Success confirmation displays:
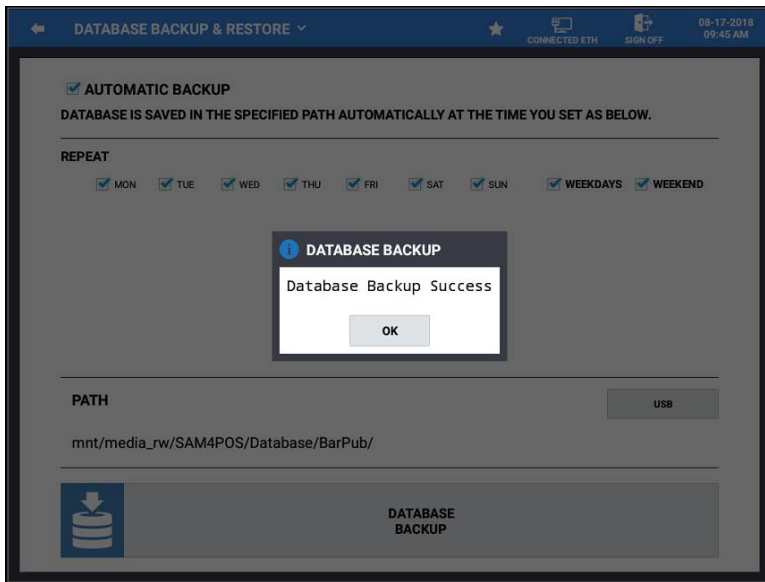
8. Press **OK**.

9. Exit out of the System \ Database menu screen. The backup will initiate at the specified time.

10. After the Automatic backup runs, the Database Backup Success confirmation message displays briefly:

Log Backup

The log backup provides a means to save log data and database files to a USB drive or an SD Card. SAM4POS Log files are stored for 10 days on the terminal. We can also send the log data to an FTP site if desired. Backing up to an FTP site requires access to an active internet connection. Refer to the "Remote FTP Log Backup" procedure in the Appendix for details.

1. From the **PROGRAM MODE**, go to **SYSTEM** and select **LOG BACKUP**. The Log Backup dialog screen displays:

Type in your desired directory name in the PATH of the device you want to back up to or use the default.

2. Check the **WITH DATABASE** selection to back up the database with the Log backup.

3. On the **PATH** line for the device you are backing up to, type in a directory name for the data to back up to.

4. In the **DB FILE NAME**, you can use the default file name or type in a custom file name if desired.

---

5. Press the radial button for **USB, SD Card,** or **FTP** to initiate the backup.
Note: PATH and DB FILE NAME are not used when backing up to FTP.
Refer to "Remote FTP Log Backup" in the appendix for details.

Also note: If selecting to backup to FTP, you have the option to select all terminals:
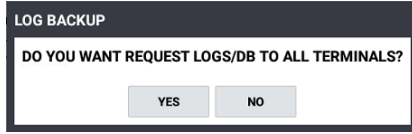
6. The Backup begins, the progress dialog displays:
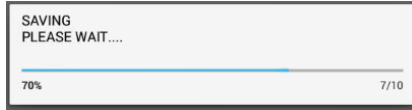
7. Each Log file currently available in the SAM4POS will be backed up to the directory as defined:
D:\SAM4POS\Log\SAM4POS\POS-MAIN\DemoStore.

8. When the backup is complete, the confirmation messages will display briefly:
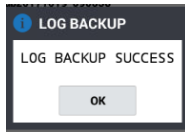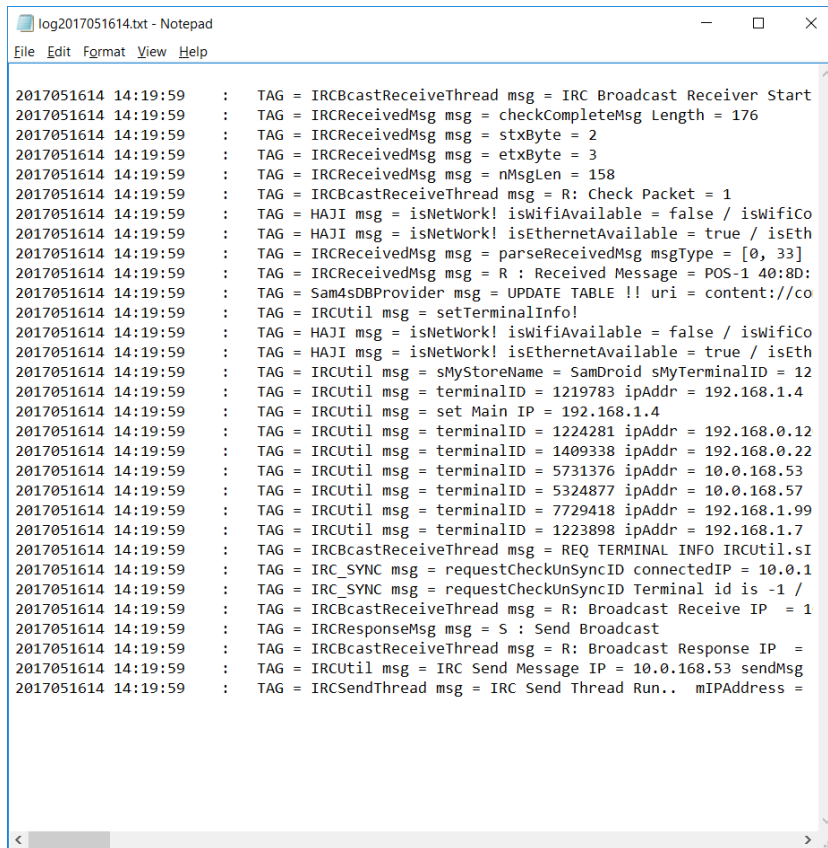
 Press OK; then *Press OK*
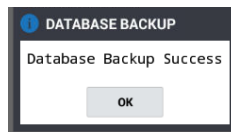
9. The data files are saved as a zipped (compressed) file to the directory as defined. The file is saved as a Date_Time stamped format such as ***Log_20171019_090922.zip.***

10. Unzip the log files to view individual logs. Logs are saved as a text file, you can view the log files using a text editor such as MS Notepad.

11. Press the back-arrow icon on the title bar to exit the log backup.

Log Backup Example

```
log2017051614.txt - Notepad                                    —   □   ×
File  Edit  Format  View  Help

2017051614 14:19:59   :   TAG = IRCBcastReceiveThread msg = IRC Broadcast Receiver Start
2017051614 14:19:59   :   TAG = IRCReceivedMsg msg = checkCompleteMsg Length = 176
2017051614 14:19:59   :   TAG = IRCReceivedMsg msg = stxByte = 2
2017051614 14:19:59   :   TAG = IRCReceivedMsg msg = etxByte = 3
2017051614 14:19:59   :   TAG = IRCReceivedMsg msg = nMsgLen = 158
2017051614 14:19:59   :   TAG = IRCBcastReceiveThread msg = R: Check Packet = 1
2017051614 14:19:59   :   TAG = HAJI msg = isNetWork! isWifiAvailable = false / isWifiCo
2017051614 14:19:59   :   TAG = HAJI msg = isNetWork! isEthernetAvailable = true / isEth
2017051614 14:19:59   :   TAG = IRCReceivedMsg msg = parseReceivedMsg msgType = [0, 33]
2017051614 14:19:59   :   TAG = IRCReceivedMsg msg = R : Received Message = POS-1 40:8D:
2017051614 14:19:59   :   TAG = Sam4sDBProvider msg = UPDATE TABLE !! uri = content://co
2017051614 14:19:59   :   TAG = IRCUtil msg = setTerminalInfo!
2017051614 14:19:59   :   TAG = HAJI msg = isNetWork! isWifiAvailable = false / isWifiCo
2017051614 14:19:59   :   TAG = HAJI msg = isNetWork! isEthernetAvailable = true / isEth
2017051614 14:19:59   :   TAG = IRCUtil msg = sMyStoreName = SamDroid sMyTerminalID = 12
2017051614 14:19:59   :   TAG = IRCUtil msg = terminalID = 1219783 ipAddr = 192.168.1.4
2017051614 14:19:59   :   TAG = IRCUtil msg = set Main IP = 192.168.1.4
2017051614 14:19:59   :   TAG = IRCUtil msg = terminalID = 1224281 ipAddr = 192.168.0.12
2017051614 14:19:59   :   TAG = IRCUtil msg = terminalID = 1409338 ipAddr = 192.168.0.22
2017051614 14:19:59   :   TAG = IRCUtil msg = terminalID = 5731376 ipAddr = 10.0.168.53
2017051614 14:19:59   :   TAG = IRCUtil msg = terminalID = 5324877 ipAddr = 10.0.168.57
2017051614 14:19:59   :   TAG = IRCUtil msg = terminalID = 7729418 ipAddr = 192.168.1.99
2017051614 14:19:59   :   TAG = IRCUtil msg = terminalID = 1223898 ipAddr = 192.168.1.7
2017051614 14:19:59   :   TAG = IRCBcastReceiveThread msg = REQ TERMINAL INFO IRCUtil.sI
2017051614 14:19:59   :   TAG = IRC_SYNC msg = requestCheckUnSyncID connectedIP = 10.0.1
2017051614 14:19:59   :   TAG = IRC_SYNC msg = requestCheckUnSyncID Terminal id is -1 /
2017051614 14:19:59   :   TAG = IRCBcastReceiveThread msg = R: Broadcast Receive IP  = 1
2017051614 14:19:59   :   TAG = IRCResponseMsg msg = S : Send Broadcast
2017051614 14:19:59   :   TAG = IRCBcastReceiveThread msg = R: Broadcast Response IP  =
2017051614 14:19:59   :   TAG = IRCUtil msg = IRC Send Message IP = 10.0.168.53 sendMsg
2017051614 14:19:59   :   TAG = IRCSendThread msg = IRC Send Thread Run..  mIPAddress =
```

Settings

The settings for the Android terminal can be accessed without having to exit completely out of the SAM4POS application. From the Settings area, we can set the Date & Time, Cash Drawer port voltage setting and turn on COM port voltage.

Use caution when accessing the settings menu on the terminal. It is possible to lose the entire SAM4POS application from this area.

Date & Time Setting

1. Touch the **SYSTEM** icon on the main **PROGRAM MODE** screen to display all the program categories. The System menu displays.

2. From the **SYSTEM** menu touch **SETTINGS**. The **MANAGER REQUIRED / MANAGER PASSWORD** entry dialog displays *(depending on the current employee authority settings)*:

3. Enter your manager password and press **ENTER**. *(The default manager password is 9999.)* The Settings menu screen for your Android device displays.

4. Scroll down the category list on the left-side menu to the **SYSTEM** category.
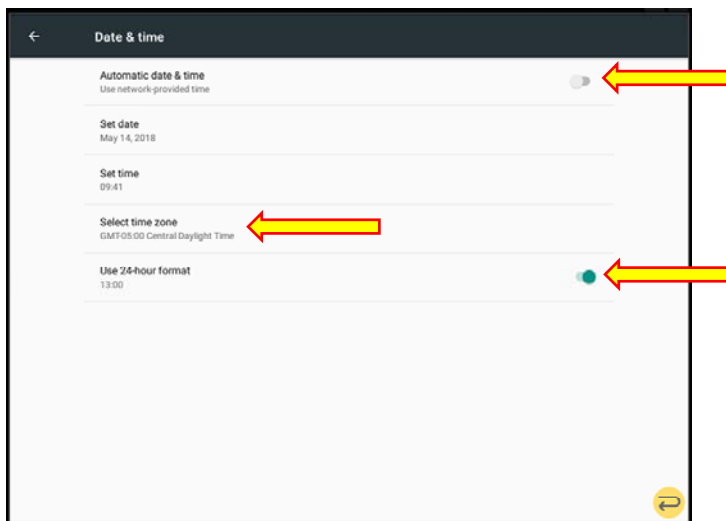
5. Select **Date & Time** from the available selections and set as desired:

   a. **Automatic date & time** or manually enter the date & time. Then choose

   b. **Select Time Zone** and Scroll to the desired time zone; *(tap to select the zone)*.

   c. **Use 24-hour Format** – Choose 24-hour format *(as shown)* or 12-hour AM/PM format.

6. To return to the SAM4POS application, press the ↩ icon.

Large Font

If desired, the default FONT on the Register Mode screens can be set larger.

1. Touch the **SYSTEM** icon on the main **PROGRAM MODE** screen to display all the program categories. The System menu displays.

2. From the **SYSTEM** menu touch **SETTINGS**.

3. Enter the **MANAGER PASSWORD** at the prompt if required.

4. On the Settings menu, scroll down the category list on the left-side menu to the **SYSTEM** category.

5. Select **Accessibility** from the available selections.

6. Select **Large text** to make the font in the register mode larger.
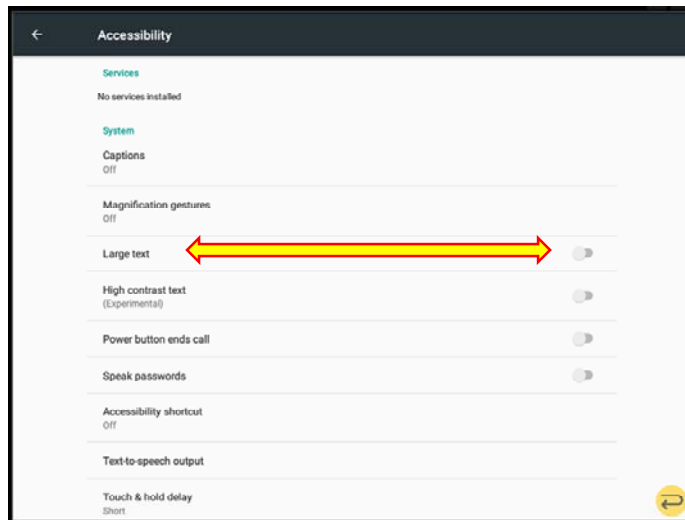
NORMAL FONT, LARGE TEXT NOT CHECKED:

LARGE TEXT CHECKED

7. To return to the SAM4POS application press the ↩ ↶ icon.

Contrast Setting

1. Touch the **SYSTEM** icon on the main **PROGRAM MODE** screen to display all the program categories. The System menu displays.

2. From the **SYSTEM** menu touch **SETTINGS**.

3. Enter the **MANAGER PASSWORD** at the prompt.

4. On the Settings menu, scroll down the category list on the left-side menu to the **DEVICE** category and select **DISPLAY**.
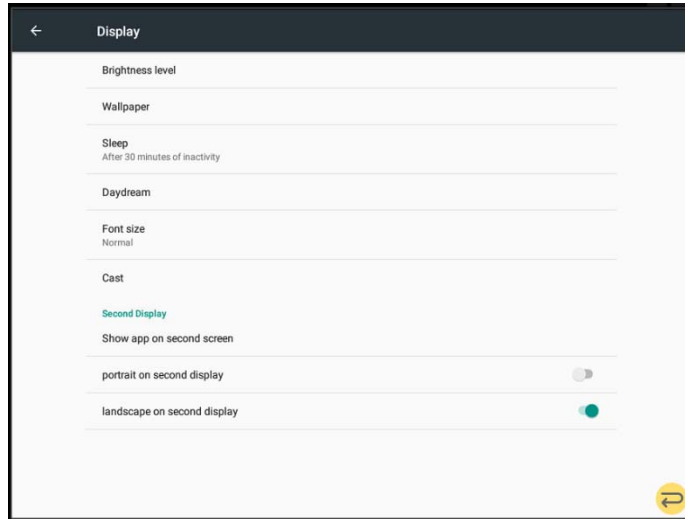
5. Select **Brightness Level;** Adjust the brightness using the adjustment scroll bar:
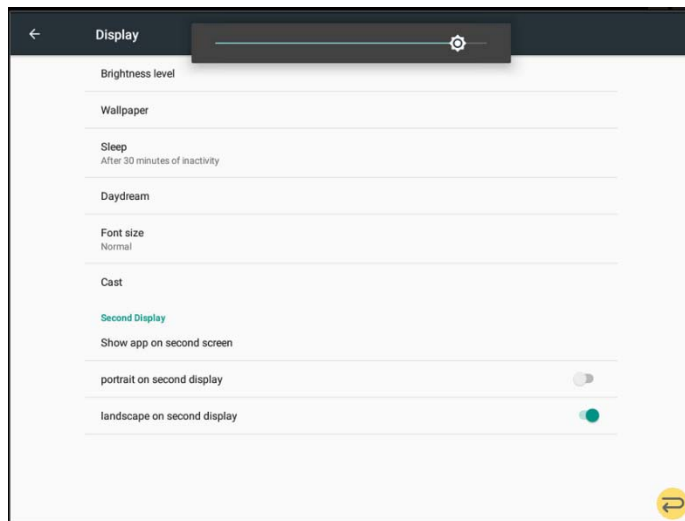
6. Tap anywhere on the display to exit the brightness level adjustment.

7. To return to the SAM4POS application press the ⮌ ⤺ icon.

COM Port Voltage Setting SAP-6600

COM Port voltage settings is enabled in the SAP-6600 bios settings. An external Keyboard is required to access the BIOS settings.

1. Power off the SAM4POS terminal and connect a USB keyboard.

2. Power on the SAM4POS terminal; press **Delete** when the terminal begins loading.

3. Using the arrow keys on the keyboard, arrow over to the **Advanced** tab and select **F81960 Super IO Configuration**; press **ENTER**.

4. Arrow down to the desired **COM1/2/3 Power Select** and press **ENTER**.

5. Select the appropriate voltage setting **(5V or 12V)** for the connected device; press **ENTER**.

6. Press **F10** to **Save & Exit** the BIOS settings.

7. The SAM4POS application will reload to the main sign on screen.

Cash Drawer / COM Port Voltage Setting SAP-4800 II

1. Touch the **SYSTEM** icon on the main **PROGRAM MODE** screen to display all the program categories. The System menu displays.

2. From the **SYSTEM** menu touch **SETTINGS**.

3. Enter the **MANAGER PASSWORD** at the prompt.

4. On the Settings menu, scroll down the category list on the left-side menu to the **SYSTEM** category.

5. Select **Developer Options** from the available selections. Note: the developer options must be ON to allow editing.

6. Select the **Cash Drawer Voltage Setting** or select **COM1/2/3 Port Voltage Setting**.
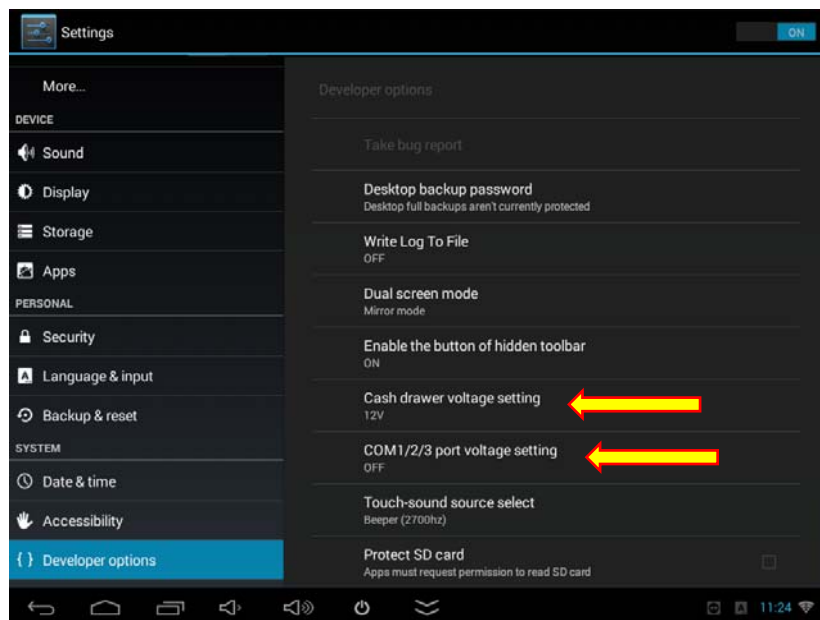
7. Choose the value for each setting as desired.

8. To return to the SAM4POS application, press the ⤺ icon.

Sleep Mode

SAP-6600 Terminals

If the Developer Options are disabled in the Settings, Sam4POS will enter into a sleep mode.

If the Developer Options are turned on in the Settings, the Sam4POS may enter into sleep mode if the 'Satay Awake' setting is turned off.

To wake the terminal from sleep mode, push the power button one time, then push the power button again after about 3~4 seconds.

To keep the terminal from entering into 'Sleep Mode', be sure these two settings are turned on.

1. Touch the **SYSTEM** icon on the main **PROGRAM MODE** screen to display all the program categories.
2. From the **SYSTEM** menu touch **SETTINGS**.
3. Enter the **MANAGER PASSWORD** at the prompt if required.
4. On the Settings menu, scroll down the category list on the left-side menu to the **SYSTEM** category.
5. Select **Developer Options** from the selections.
6. If developer options are Off, press to turn **On**. Confirm you want to turn on at the prompt.
7. If the **Stay Awake** selection in the developer options is Off, press to turn **On**

SAP-4800 II & SAP-530 Terminals

The Sleep setting on the SAP-4800II terminals in in the Settings, Device\Display options menu.

1. Touch the **SYSTEM** icon on the main **PROGRAM MODE** screen to display all the program categories.
2. From the **SYSTEM** menu touch **SETTINGS**.
3. Enter the **MANAGER PASSWORD** at the prompt if required.
4. On the Settings menu, scroll down the category list on the left-side menu to the **Device\Display Settings** from the selections.
5. Select **SLEEP** from the display settings and set to **NEVER**.

Super Macro

The super macro (a troubleshooting resource) records the keystrokes performed. The super macro data is organized by date in a text file format (i.e. log20170123.txt). We can back up the super macro data to either an SD card or to a USB drive. We can also print the super macro data to the local printer on the SAM4POS station.

Super Macro data is available for 10 days.

1. Touch **SUPERMACRO** on the **SYSTEM** selection menu screen.

2. Select the super macro log date text file you wish to view.

3. Choose the selection you want to view on the Super Macro On the report, each keystroke is preceded with a code:

[M]	indicates the keystroke is an MLU key
[F]	indicates the keystroke is a function key
[K]	indicates the keystroke is a function key list
[P]	indicates the keystroke is a PLU entry
[M]	indicates the keystroke is a mode selection
[POWER]	indicates terminal lost power/ rebooted
[ERR]	Select to display errors that may
[REG]	indicates the register sales mode is selected
[MANAGER]	Select to display manager operations
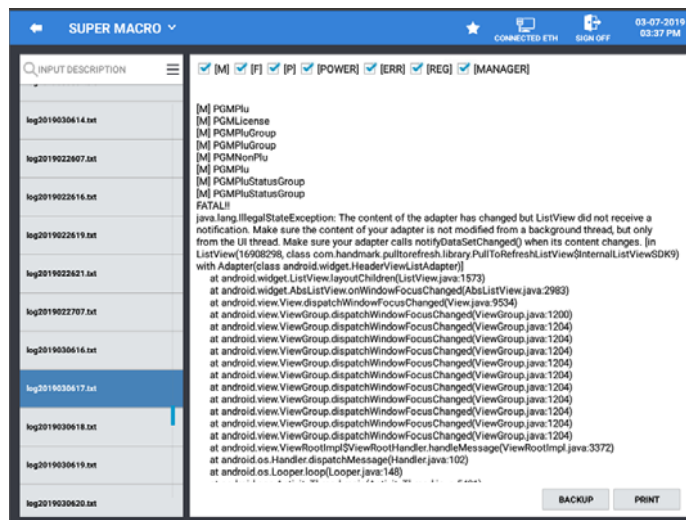
4. Press the appropriate operation button to:

   a. **Backup** – Back up the currently selected super macro data to an SD Card or USB Drive. When backed up, the super macro data is saved to VerboseLog directory on the SD or USB drive. *i.e.* D:\SAM4POS\VerboseLog

   b. **Print** – Print the selected super macro log file to the receipt printer for the current station.

5. The menu icon ☰ can be used to access the Edit Mode to backup selected super macro log files to an SD Card or USB memory device.

Program Backup & Restore

Program Backup & Restore provides a means to back up the program files in a CSV format and backup the current image file in the SAM4POS. In version v1.0.86 and later, the ability to scan new program file on FTP was added.

Note: Restore operations are only available for the System Admin.

.CSV Backup / Image Backup

The .CSV BACKUP backs up the configuration programs into files that can be opened and edited in Excel.

The IMAGE BACKUP backs up any images that are being used on keys, screens, receipts or screensavers.

1. Touch **PROGRAM BACKUP & RESTORE** from the **SYSTEM** menu selection screen. The Program Backup & Restore screen displays.
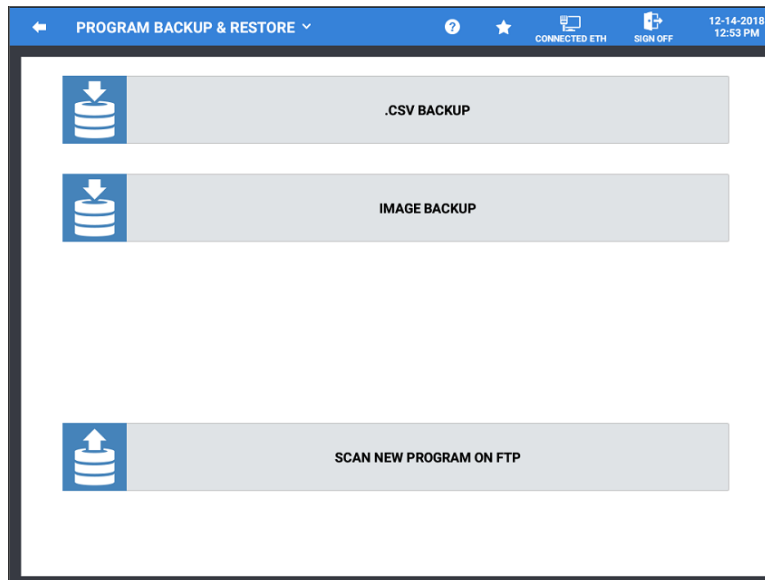
2. Select **.CSV BACKUP** to save the program files in a comma separated format or **IMAGE BACKUP** to save the current image file in the terminal.
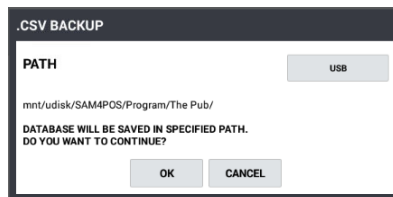
3. Choose the device you wish to backup to; **PATH** selections are:
   a. USB
   b. Internal Storage

4. Press **OK** to initiate the backup procedure, a progress bar displays.
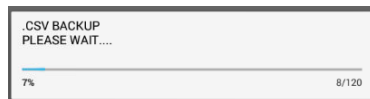
5. When the backup is complete, the confirmation message **SUCCESS** is displayed briefly, then you are returned to the Program Backup & Restore menu screen.

Scan New Program On FTP

Beginning at v1.0.86, additional options for were added for 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.

To use this feature you must first set the FTP option settings in:

Program Mode \ OPTIONS \ OPTIONS \ GENERAL OPTIONS \ FTP settings.

APK Install

The APK Install provides an easy means to update the SAM4POS application without having to exit out to the main Android splash screen. The most current SAM4POS Application files can be obtained from the CRS Web site at: https://www.crs-usa.com/products/software. Updating the application file does not clear any programing changes you have made.

The AKP files are specific to the type of terminal you have. When you download and unzip the file from the CRS web site, there will be three different APK files, (a) (b) and (c).

a) SAP-530/SAP-4800 terminals use the **(a)** APK file

b) SAP-630/SAP-6600 uses the **(b)** APK file

c) HM616 Tablet uses the **(c)** application file

Updates can be performed locally using a USB drive or you can update the APP remotely.

Note: The security setting in the main Android terminal settings:
    Unknow Sources
    'Allow installation of Apps from unknown sources' must be enabled.
---

1. Copy the new **SAM4POS APK** file to a USB flash drive and insert the USB drive into the SAM4POS terminal.

2. From the **SYSTEM** menu selection screen, press **APK INSTALL**. The file selection screen appears.

3. Tap the appropriate **SAM4POS APK** file you want to load. (It's possible to have multiple update files on the same drive.) The Install dialog displays:

---
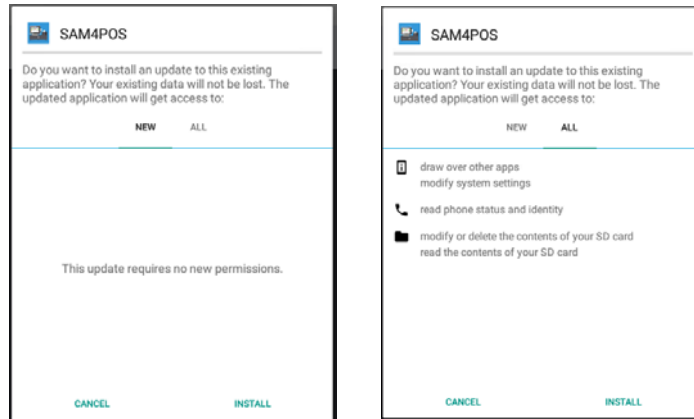
4. Press **Install** to load the selected SAM4POS update.

5. The **'Installing…'** dialog displays while the new application files are loaded. When it is finished, the **'APP Installed'** dialog screen is displayed:
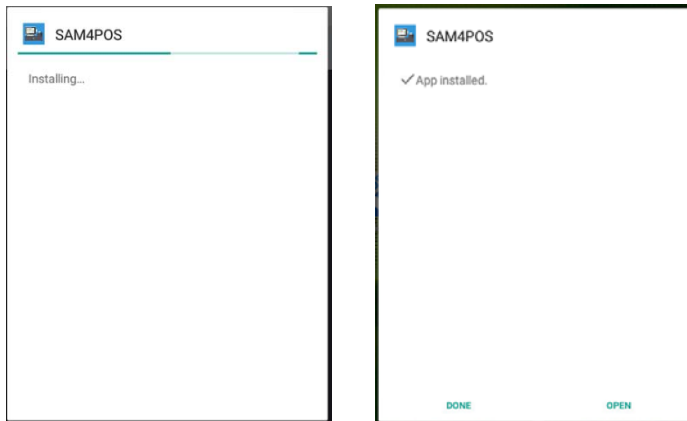
6. After APK file installation is complete, Press **"Open"**.

7. If this is the first installation, the user License Agreement may display; Accept the agreement to continue. Enter the Manager Password at the prompt.

8. The SAM4POS application restarts and the main sign on screen appears. Verify the version in the lower right corner on the sign on screen.

9. **REBOOT** the SAM4POS terminal to complete the update.

Team Viewer

Team Viewer is a remote access utility that can be used to remotely support the SAM4POS application. The Team Viewer Quick Support application is already pre-loaded on the SAM4POS terminals. A connection to the Internet is required for to be able to use this feature.

1. From the **SYSTEM** menu selection screen, touch **TEAM VIEWER** to allow remote access to the SAM4POS.

2. The **Team Viewer Quick Support ID** screen appears. You will need to provide this ID code to the support person to allow them access to this SAM4POS terminal.
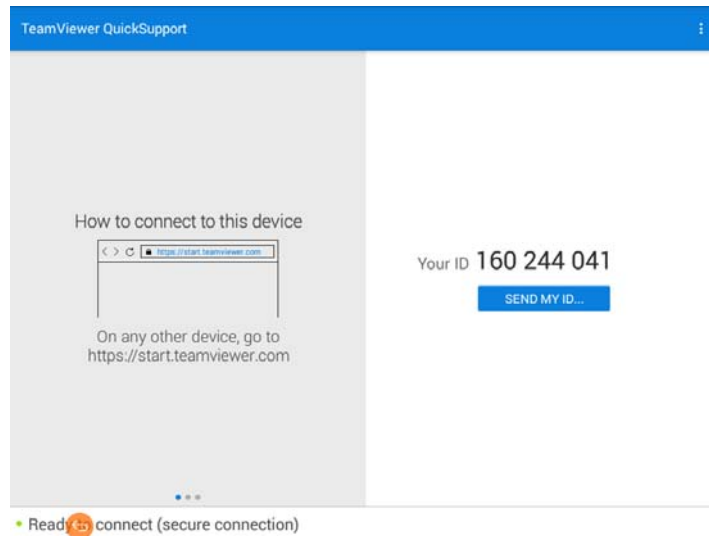
3. When the support person signs on with the code provided, the confirmation screen below is displayed.
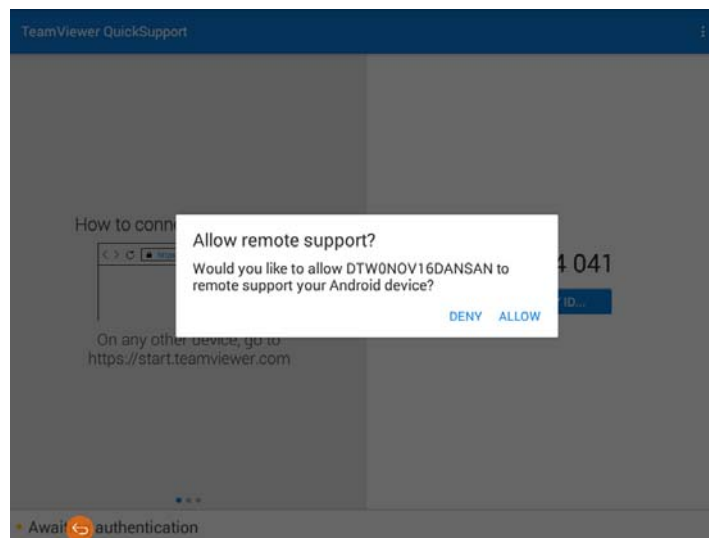
4. Press **Allow** to confirm you want to allow remote support access.

5. The SAM4POS application will close and the main Android screen is loaded.
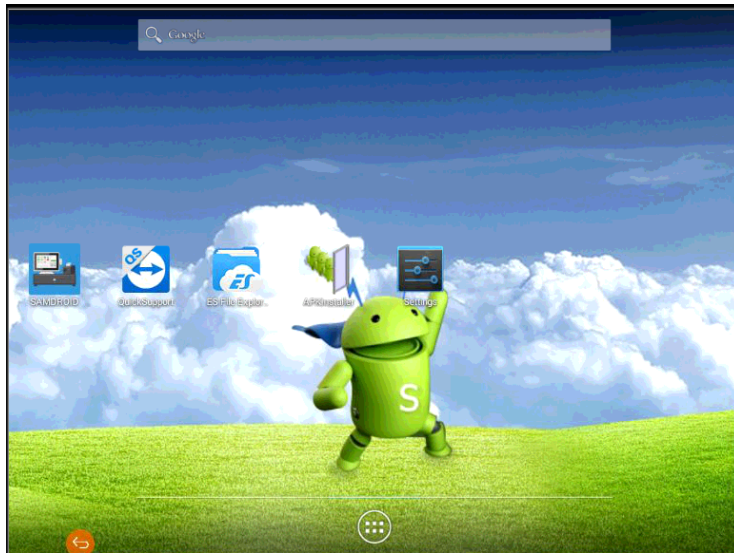
6. Touch the **SAM4POS** icon to reinitiate the SAM4POS application. This operation can be accomplished remotely by the support personnel or by the local personnel at the site.

7. The main sign on screen will appear, sign on and perform operations as needed.
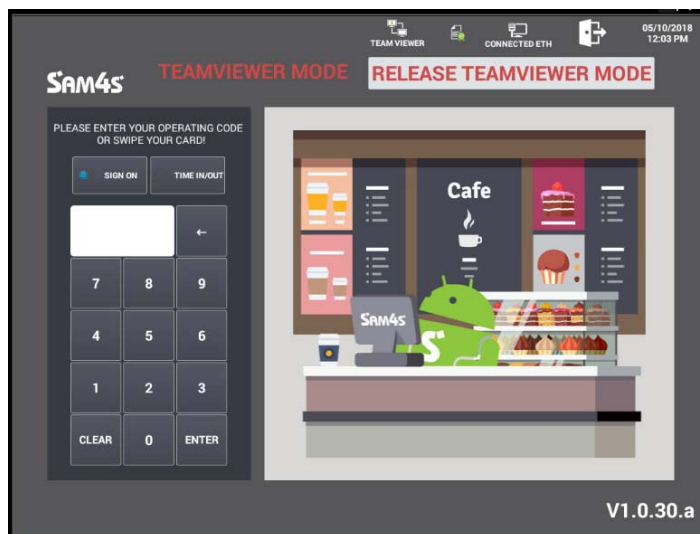
Note that all the screens now indicate "TEAMVIEWER MODE"

8. Enter the code for the employee you want to sign on and press **ENTER.**

9. When the remote support person has completed all their tasks, terminate the connection by simply pressing **"RELEASE TEAMVIEWER MODE"** on the main sign on screen.

Team Viewer – Program Mode - Reboot

Note: When signed on with Team Viewer – a REBOOT button is added to the Title Bar in Program Mode. Requires v1.0.73 or later.

1. From the main **PROGRAM MODE** menu, press the **REBOOT** button ⏻ on the title bar:

    ⚠ REBOOT
    YOUR DEVICE WILL REBOOT
    | YES | NO |
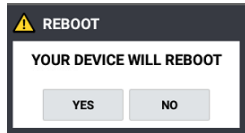
2. Press **YES** to proceed with rebooting the terminal. *(Pressing NO will cancel the reboot.)*

    Power off
    Shutting down…

3. The terminal powers off and then the Sam4POS application restarts.
4. Sign on at the main sign on screen.

Calibrator

The Calibrator feature allows you to calibrate the touch screen without having to exit the SAM4POS application. Available calibration methods include a 3-Point, 5-Point and 9-Point calibration. The Debug Log can also be enabled from this area and a Draw Test is available here as well.

Calibrate

1. From the **SYSTEM** menu selection screen, press **CALIBRATOR**. The Calibration screen displays.
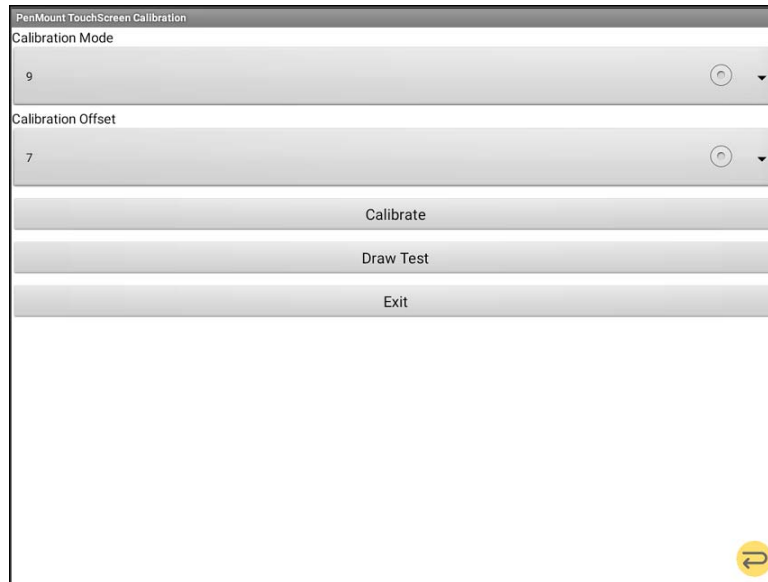
2. Select the Calibrate from the available options; **5-Point,** or **9-Point Calibration**.

3. Select the Calibration Offset; **7 %**, **10%** or **15 %**. *(Moves the calibration targets further in/out depending on selection.)*

4. Press **Calibrate**; press and hold the each of the targets as they appear until instructed to **'Release to Proceed'**.

5. The message **"Calibration In Progress, Please Wait"** displays. When completed, the main System menu is loaded.

Note: If you have an external keyboard connected the Sam4POS terminal, it will be inoperative until the calibration procedure is completed.

Draw Test

1. From the **SYSTEM** menu selection screen, press **CALIBRATOR**, then touch **'Draw Test'**.

2. Trace your finger across the display to perform the 'Draw Test'.
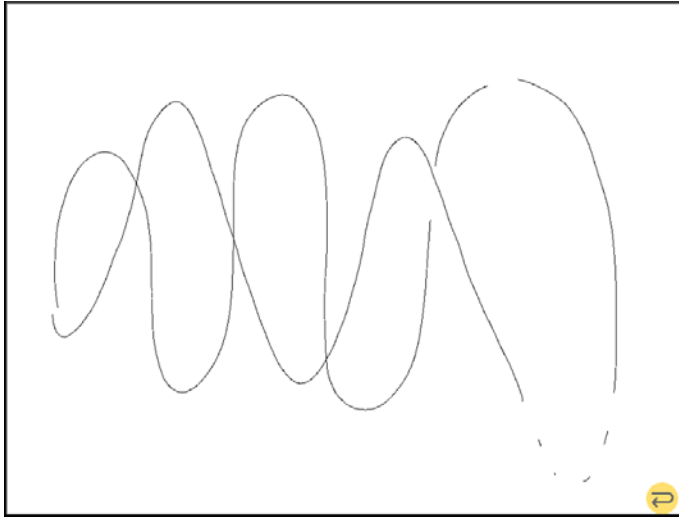
3. Press the return icon 🔁 to return to the main calibration screen.

4. Press Exit on the calibration screen to return to the PROGRAM MODE category screen.

IO Board Update

Available on the SAP-630/SAP-530 terminals only.
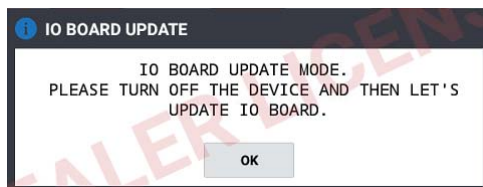
ETC

SAM4POS has the ability to link to various web sites directly from the SAM4POS application. The ETC programming allows this functionality via the WEB View menu selection. This programming requires an active internet connection.

The ETC program area also allows us to view the SAM4POS Version information.

1. Select **ETC** from the main **PROGRAM MODE** menu screen.
2. The **WEB VIEW** screen displays.

Web View

WEB View allows us to link to various web sites directly from the SAM4POS application.
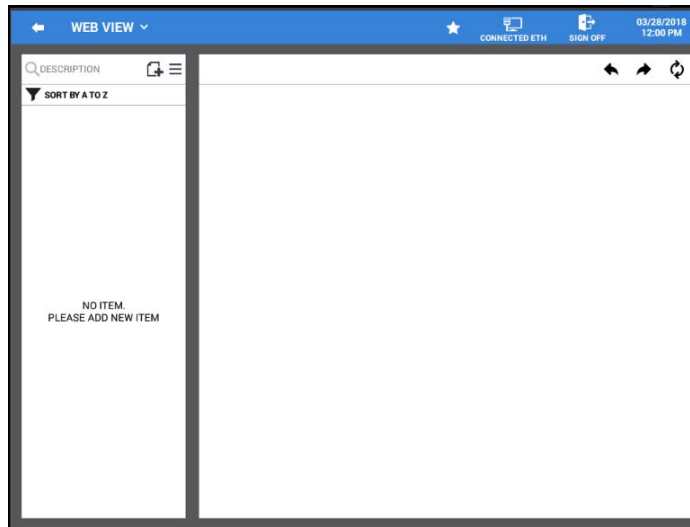
1. Press the icon to add a web site to the Web View list.
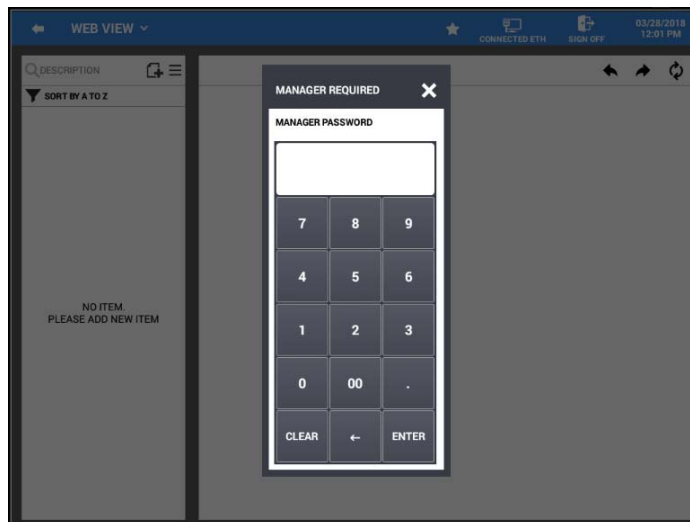
2. The manager password entry dialog displays, type in the password and press **ENTER**.

---
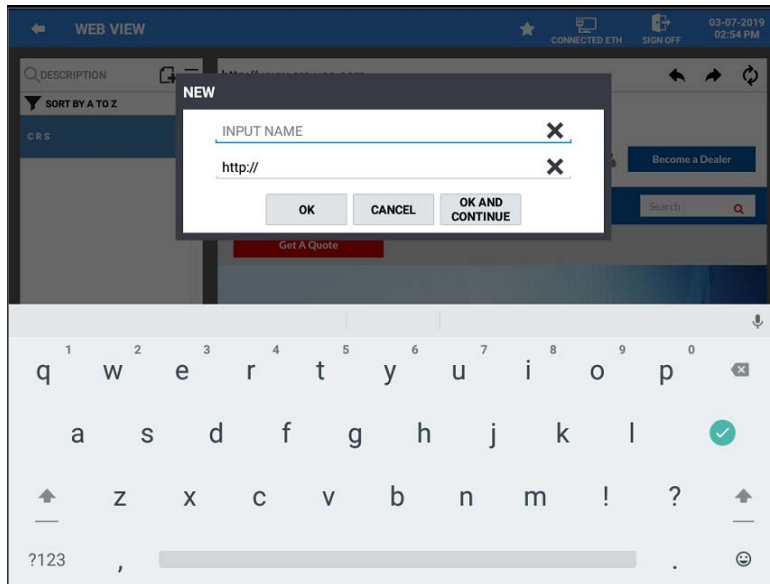
3. The **NEW** entry dialog displays**; Input a Name** for the site you are adding.

4. Type in the **URL** for the web site.

5. Press **OK** to add the site or press OK and Continue to add additional sites.

6. Your site will be added to the list.
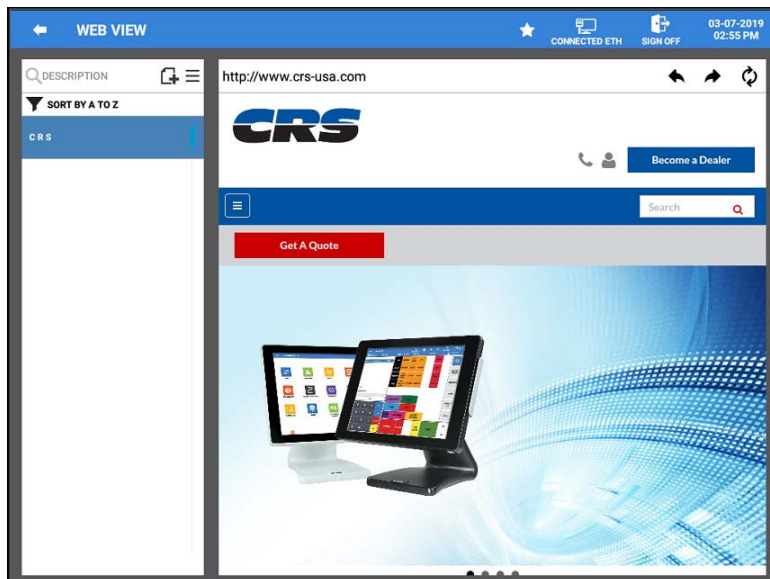
7. You can access the site as you would from any other internet connected device.

8. If your site requires a password for access, type in your Login information.
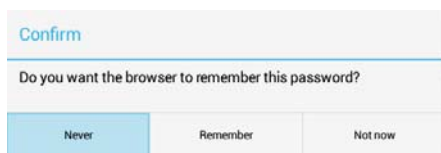
9. SAM4POS can save your password if you choose; simply press your choice from the selections.

10. Navigation icons are provided for Back-Page, Next-Page, and Refresh.

Edit Web View

1. Press and hold on the Web View link you wish to edit.

2. The dialog below is displayed:
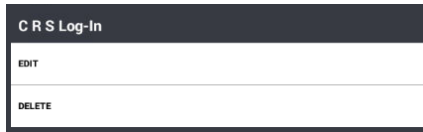
3. Select **EDIT** to change the name of the link or change the URL for the site.
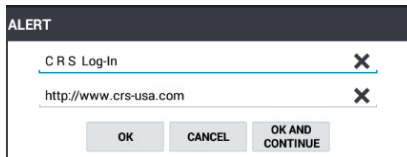
4. Select **DELETE** if you want to remove this web link from the list.
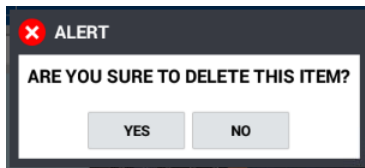
5. Press **YES** to delete the selection; press NO if you do not want to delete.

6. Press the menu icon ≡ to access the edit mode and the sort options.

- **EDIT MODE –** allows you to select multiple web views for deletion
- **SORT –** allows you to sort the web views alphabetically

Help Menu

Beginning at v1.0.93, a Help Menu is available. Press the [?] Help icon, then select a topic from the list to view a YouTube Video. *(An active internet connection is required.)*
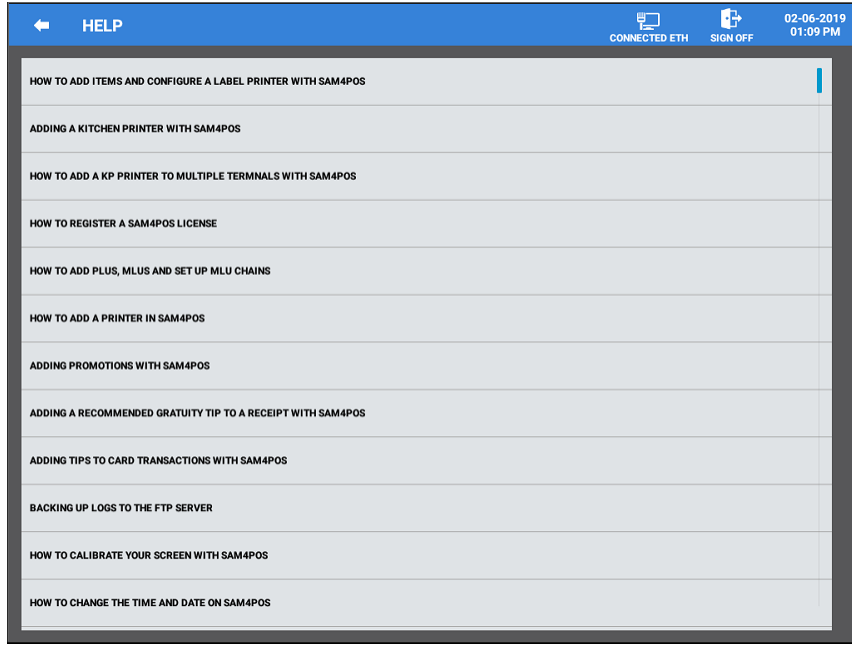
Program Scans

This operation allows you to view the program mode settings and print the settings if desired to the assigned receipt printer. Each of the various program scan categories have options and filters specific to the selected category.

1. From the main **PROGRAM MODE** menu screen, touch the **PROGRAM SCAN** icon located on the title bar.
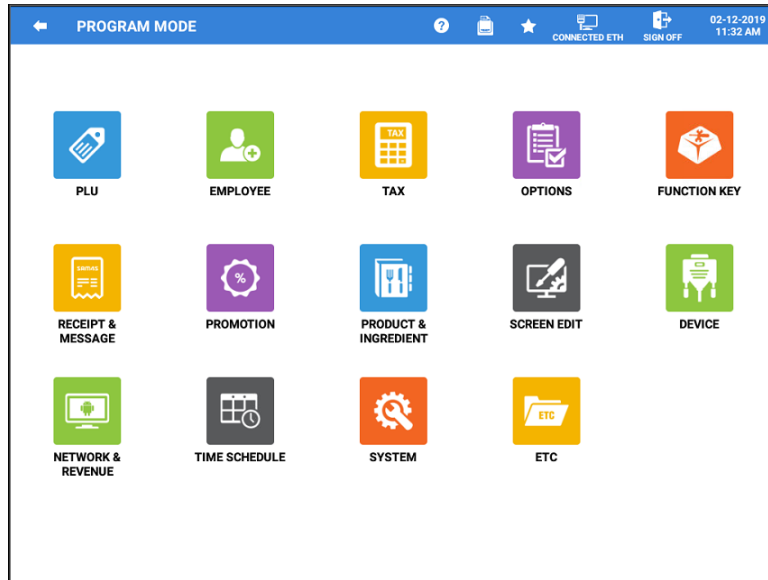
2. The main Program Scan selection menu is displayed:
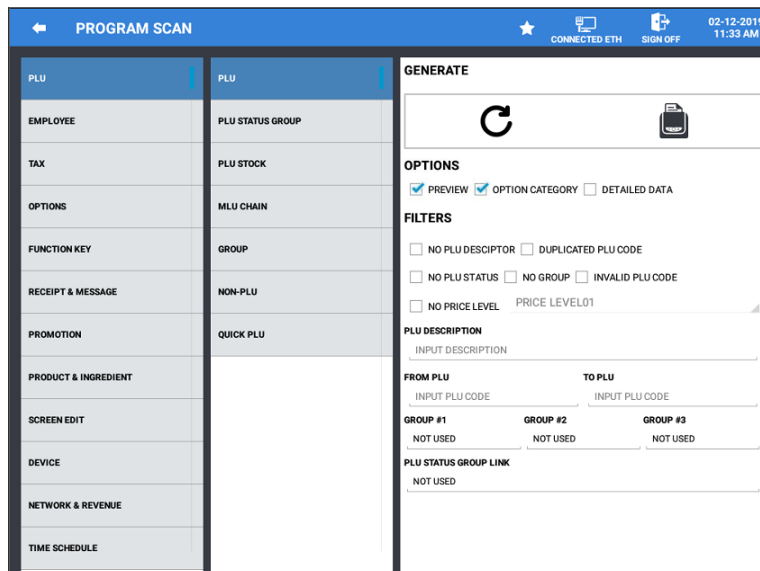
3. Select the program area you wish to Scan; Select the options/filters for the selected scan; Press the ⟳ refresh icon.

4. Check Options and filters for your scan; Press the Print icon to preview/print your selection.

Available Scans:

PLU

PLU

 Options: – Preview, Option Category, Detailed Data

 Filters: – No PLU Descriptor, Duplicated PLU Code, No PLU Status, No Group, Invalid PLU Code, No Price Level

   PLU Description

   From PLU ~ To PLU

   Group #1, #2, #3

   PLU Status Group Link

PLU STATUS GROUP

 Options: – Preview, Option Category

 Filters: – PLU Status Group Link

PLU STOCK

 Options: – Preview, Option Category

 Filters: – From PLU ~ To PLU

   Group #1, #2, #3

FILTERS: – MLU CHAIN

 Options: – Preview, Option Category

 Filters: – MLU Chain

GROUP

 Options: – Preview, Option Category

 Filters: – Group #1, #2, #3

NON-PLU

 Options: – Preview, Option Category

QUICK PLU

 Options: – Preview, Option Category

Employee

EMPLOYEE

 Options: – Preview, Option Category

 Filters: – Employee, Authority Level

AUTHORITY LEVEL

 Options: – Preview, Option Category

 Filters: – Authority Level

JOB CODE & PAY RATE

 Options: – Preview, Option Category

STATION

 Options: – Preview, Option Category

Tax

TAX

Options: – Preview, Option Category

TAX GROUP

Options: – Preview, Option Category

Options

OPTIONS

Options: – Preview, Option Category

Filters: – Options

ROUNDING

Options: – Preview, Option Category

TARE WEIGHT

Options: – Preview, Option Category

Function Key

FUNCTION KEY

Options: – Preview, Option Category

Filters: – Function Key

TENDER KEY

Options: – Preview, Option Category

Filters: – Tender Key

MACRO KEY

Options: – Preview, Option Category

Receipt & Message

RECEIPT

Options: – Preview, Option Category

MESSAGE

Options: – Preview, Option Category

ERROR MESSAGE

Options: – Preview, Option Category

REPORT MESSAGE

Options: – Preview, Option Category

LABEL PRINT

Options: – Preview, Option Category

Promotion

PROMOTION

Options: – Preview, Option Category

Filters: – Mix And Match, Multi Buy, Combo Discount, Sweet Deal

PLU Sort: – PLU Code or Alphabetically

PROMOTION GROUP

Options: – Preview, Option Category

Product & Ingredient

INGREDIENT

Options: – Preview, Option Category

RECIPE

Options: – Preview, Option Category

PRODUCT MIX

Options: – Preview, Option Category

Screen Edit

TABLE MAP

Options: – Preview, Option Category

MLU EDIT

Options: – Preview, Option Category

FLU EDIT

Options: – Preview, Option Category

Device

DEVICE SETTING

Options: – Preview, Option Category

KP GROUP

Options: – Preview, Option Category

CARD READ FORMAT

Options: – Preview, Option Category

DEVICE MAPPING

Options: – Preview, Option Category

EFT OPERATION

Options: – Preview, Option Category

MSR SETTING

Options: – Preview, Option Category

Network & Revenue

REVENUE CENTER

Options: – Preview, Option Category

TERMINAL & NETWORK

Options: – Preview, Option Category

Time Schedule

PRICE LEVEL

Options: - Preview, Option Category

SCREEN LEVEL

Options: - Preview, Option Category

KP TIME PERIOD

Options: - Preview, Option Category

AUTO REBOOT

Options: - Preview, Option Category

AUTO END OF DAY

Options: - Preview, Option Category

Favorite Icon

The favorite icon on the main program mode title bar can be used to add the main program mode menu to the favorites list. The favorite icon appears on all the category and sub category screen title bars.

Adding a category to the favorite list is an easy way to go to a screen you visit frequently, such as a program area setting, or a specific report. Simply press the favorite icon on the title bar of the screen you want to add to the favorites list.

The favorites list may be accessed by pressing and holding on the favorite icon on the title bar. On the SAP-6600/4800II, the favorite list also may be accessed by selecting the Favorite List icon on main menu selections.

If a screen has a white star in the upper-right corner the screen can be listed as a favorite. Touch the star to add the screen to the favorites list.

When a screen is on the favorites list, the star is colored amber.

1. To access Favorite List, press and hold on the ⭐ icon on any page in any key position *(except the Register Mode)* to display your list of favorites:

    FAVORITE LIST

    FINANCIAL REPORT

    OPTIONS

    PLU
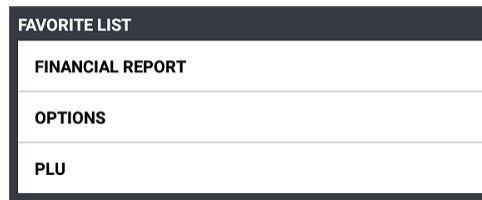
    Example: Favorites List

2. Select from the favorite List to go to the desired selection.

Integrated Payment Appendix

Introduction

This guide supports integrated payment utilizing Datacap equipment with EMV protocol for the SAM4POS Series ECRs.

EMV cards are embedded with a microprocessor or smart chip that interacts with the merchant's point-of-sale device to make sure that the payment card is valid and with the use of a PIN that it belongs to the person using the card.

To implement the EMV application, the following is required:

1. Deploy your application with the latest Datacap equipment, using either the IPTran LT or the PDC/Tran Server. (Refer to the configuration diagrams that follow. Note that it is more cost-effective to use the Tran server and PDC configuration when your network includes four or more ECRs.)
2. For PIN-Pad/EMV reader, you can use any Pin-Pad approved for use by Datacap.
3. When your configuration is completed and connected to an active internet connection, you may need to perform a Datacap device load and PIN-Pad parameter download.

What to Order?

Datacap Equipment Part Numbers

1900.20 – IPTran LT (applications with up to 3 ECRs)
1715.20 – New Style PDC (applications with 4 or more ECRs)
1900.50 – Tran Server (applications with 4 or more ECRs)
9091.XX – Payment Application
7871.00 – Serial Interface Cable DB9-F connection ⎤
7871.10 – Serial Interface Cable RJ45 connection ⎦ *Included as needed*
7877.30 – Peripheral Adapter Cable (For PIN-Pad connection)

PIN-Pad

Use any PIN-Pad approved for use by Datacap. A VerifoneVx805 may be used with the certified version of XPI v8.42B.

VeriFone Part Numbers:

M280-703-A3-WWA-3 –VeriFone Vx805
PWR282-001-01-A – Power Cable
CBL282-031-02-A – Serial Interface Cable
Load XPI Application (Version 8.42B)
Processor Encryption (Specific to merchant installation)

EMV PIN Pads can be purchased from the following distributors:

POS Portal (https://buy.posportal.com/crs)

JR's POS Depot (www.jrorders.com/datacap-specificproducts_c_310.html)

POS Data (www.posdata.com)

The Phoenix Group (www.tpgpos.com)

Configurations

Sam4s SAM4POS/ Datacap ECR Configuration

Single ECR
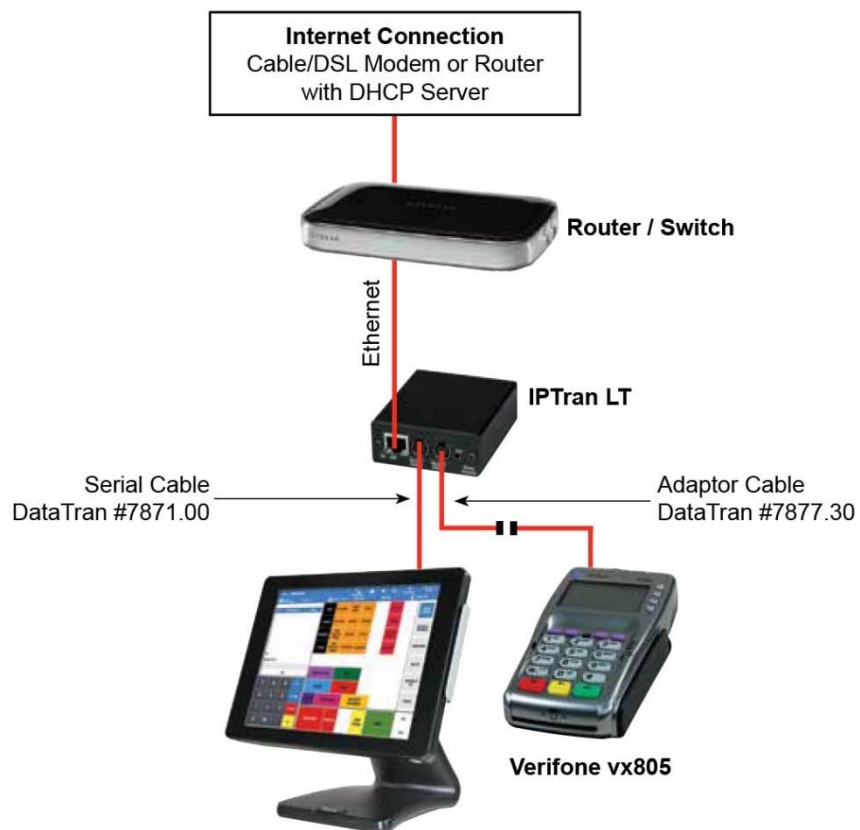
Multi ECR (3 or Less)
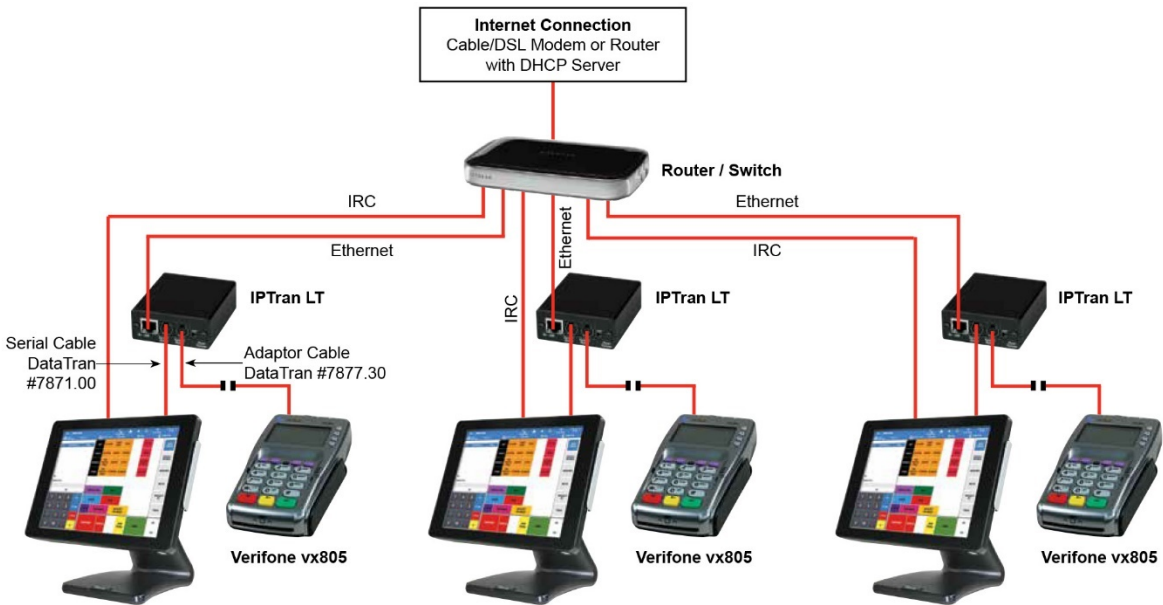
NOTE: If you have an installation with 3 IPTran LT units, all three have a separate batch and work independent of each other (separate batching, separate reporting).

Multi ECR (4 or More)
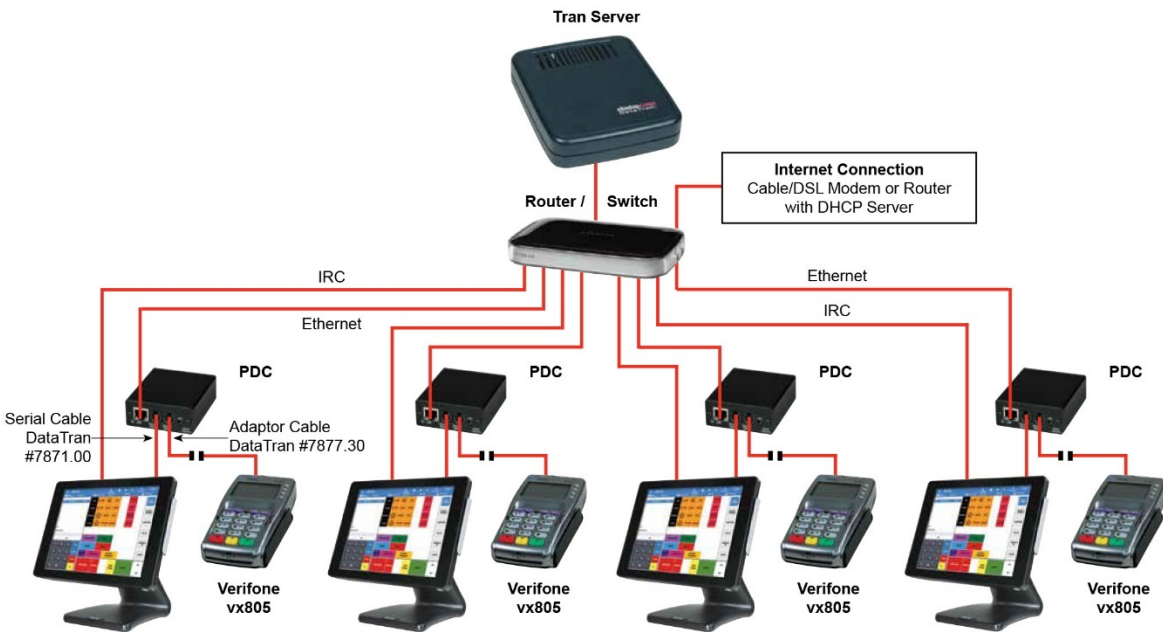
NOTE: If you have multiple PDC's and a Tran Server there is only one batch and it can be controlled at any of the registers. PDC's must have a connection to the internet.
Also note: PDC's are paired to a specific Tran Server. A PDC from one site will not work with the Tran Server from another site.

Required Programming for Integrated Payment

Device Programming

Device programming is where EFT device is configured and routed to the all the stations in the system.

Device Setting

1. Go to the **PROGRAM MODE**; Select **EFT** from the **DEVICE \ DEVICE SETTING** menu to assign the Datacap IPTran LT or new style PDC device to the appropriate serial port.

2. Press the **Add NEW device icon** ⤵ if no EFT device already exists.

3. Select **DATACAP** from the **SELECT DEVICE MODEL** choices and press **OK**.

4. Only check 'Sterling' if using the UIC box from Sterling. *(Sterling interface is not available at this time.)*
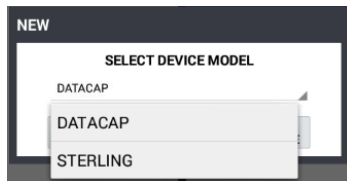
5. Select the Serial **COM PORT** where the Datacap device is connected.

6. Set the Device Settings to:

    > **BAUD RATE = "19200"**
    > **DATA BITS = "8"**
    > **PARITY = "NONE"**
    > **STOP BIT = "1"**
    > **FLOW CONTROL = "NONE"**

Use these same settings for both, the IPTran LT and the new style PDC.

Note: When a TranServer is used with new style PDC's connected to the terminals, they are to be identified as a DATACAP terminal in the device settings.

Device Mapping

The Device Mapping programming area is used to assign which devices *(Printer, Scanner, Line Display, Scale, EFT, Coin Dispenser, Liquor Dispenser, Kitchen Video, Text Inserter)* that will be used on the various stations in the SAM4POS system.

1. Select **DEVICE MAPPING** from the selections on the **DEVICE** menu.

2. The **DEVICE MAPPING** programming screen displays.

3. Choose the device from the selection list to map the device to the SAM4POS terminal.

4. Press the **NEW** button to assign a device. The NEW item dialog displays:

    a. Input a **DESCRIPTION** for the device (up to 30 characters).

    b. **SELECT DEVICE:** from the list of available devices as set in the Device Setting screens.

5. Press **OK** when complete to add the device mapping or press OK AND CONTINUE to map more devices. Press CANCEL if you want to exit without mapping devices.

6. Your mapped devices will display:

7. You can use the buttons at the bottom of the mapping screen to edit existing mapped devices.

    a. **GOTO –** Brings up the Device Setting programming.

    b. **NEW –** To add additional devices.

    c. **EDIT –** Allows changes to the printer and time period selections.

    d. **DELETE –** Will delete the selected device assignment.

Options

The following options are used for integrated payment operations.

◆ Go to the **PROGRAM MODE \ OPTIONS \ OPTIONS**

System Options

1. Select **SYSTEM OPTION** from **OPTIONS** menu to view and set the necessary options as indicated below:

   COLLECT CARD HOLDER NAME
   > Select this option to print the cardholder's name below the signature line.

   TEST AS OPERATOR ID
   > Do not select in live application; would print 'test' as the operator ID.

   GRATUITY FLAG
   > Select from the options:
   > Do not prompt for TIP on Pin Pad;
   > Prompt for TIP on Pin Pad; or
   > Prints a blank TIP and Total Line on the Receipt.

   Disable Amount Confitmation
   > Check this option if you wish to turn off the amount confirmation on the PIN-Pad when credit card transactions are performed.

Print Option

1. Select Print Option from the Options menu. Set the following options as desired:

   # Copy of EFT Receipt
   > Indicate the desire number of copies of the credit transaction receipt to be printed.

Set HASH Options

The SAM4POS series registers have various options affecting the reporting of HASH sales. In all Cases, the HASH option 'Updates Sales (Receipt) Total' must be checked. If the HASH sale does not add to the sale, and the gift card sale is tendered to a credit card, the register will attempt to authorize a zero amount, which will result in a processor error.

1. Select **HASH OPTIONS** from the **OPTIONS** menu selections.

2. Verify that the options below are checked:
   UPDATES SALE(RECEIPT) TOTAL S
   UPDATES HASH TTL ON FINAN/SFT RPT
   UPDATES DRAWER TOTALS REPORT

HASH Descriptor Program Note

When the HASH function is used exclusively for gift card sales, it may be useful to change the report descriptor "HASH TOTAL" to read "GIFT CARD SALES".

1. Go to **PROGRAM MODE** and select **RECEIPT & MESSAGE**, select **REPORT MESSAGE**, then select **FINANCIAL REPORT**.

2. Scroll down to **line #22** and edit the **"HASH TOTAL"** message to read **"GIFT CARD SALES"**.

3. Press **"OK"** to exit and save your programming.

Tender Keys

Misc

Miscellaneous Tender keys are used for Charge tenders, Debit Card tender, Gift Cards redeemed, and all other tender types that the merchant accepts.

GENERAL

HALO Amount – *High Amount Lock-Out*; This is the maximum amount accepted when this tender is used. For example, as a store policy you may only accept Charge tender amounts up to $50; You would set the HALO as 50.00.

TAX EXEMPT

Check to exempt the specified tax rates (1-10) when purchases are redeemed with this tender.

TENDER

Compulsory Amount Entry – Check this option if you wish to enforce an amount to be entered prior to pressing this tender key.

Do Not Allow Under-Tender – If this option is checked, only the amount of the sale or greater are accepted.

Need Manager for Under Tender – when checked, the manager is needed to approve the transaction if the amount entered is less than the sale amount.

DRAWER

Open Drawer – This is option is selected by default, uncheck this option only if you do not want to open the cash drawer when this tender is used.

MISC

Allow Over-Tender – Set this option only if you want to allow food stamp tender amounts over the food stamp total.

EFT Key – Select the type of tender, you must have a separate key for Credit, Debit etcetera:

Credit (DCAP, SPT)
Debit (DCAP, SPT)
Gift (DCAP, SPT)
Gift-No NSF (DCAP)
Canadian Debit (DCAP)
Cash Benefit (DCAP)
Account Rec. (DCAP)

EFT Type – Select the EFT Type:

EFT1 thru EFT10.

Connect EFT Terminal? – Set this option if you are using the integrated Datacap device for credit card transactions.

Cash Out – Not used at this time.

Coin Changer Port # - Enter the port # where the coin dispenser is connected if a Coin dispenser is used.

Food Stamp Tender

In the United States, Food Stamps may be used to purchase eligible food items at food stores that participate in the program. The SAM4POS can assist a retailer in handling food stamp transactions by sorting food stamp and non-food stamp eligible items within each sale and tracking food stamp payments for eligible items.

> **GENERAL**
>> **HALO Amount** – *High Amount Lock-Out*; This is the maximum amount accepted when this tender is used. For example, as a store policy you may only accept food stamp amounts up to $50; You would set the HALO as 50.00.
>
> **TAX EXEMPT**
>> Use this setting to exempt the specified tax rates (1-10) when food stamps are redeemed.
>
> **DRAWER**
>> **Open Drawer** – This is option is selected by default, uncheck this option only if you do not want to open the cash drawer when this tender is used.
>
> **FOODSTAMP TENDER**
>> **Allow Over-Tender** – Set this option only if you want to allow food stamp tender amounts over the food stamp total.
>>
>> **Allow Decimal Entry** – Set this option to allow change amounts to be entered
>> (i.e. 12.37), if not set only whole dollar amounts are accepted (i.e. 12.00).
>>
>> **Change Type** – Choose the change type to be issued when over-tender is allowed;
>> Change In Cash or Change In Food Stamp.
>
> **EFT TYPE –** SELECT THE EFT TYPE:
>> EFT1 thru EFT10.
>>
>> **Connect EFT Terminal –** Set this option if you are using the integrated Datacap device for EBT/Food Stamp transactions.

TIP Charge Keys

TIP Charge keys are optional; they are used with check tracking operations only. The TIP key is used to enter a gratuity on a check prior to finalization.

PLU Status Group for Gift Cards

For most merchants, the sale of a gift card is not reportable revenue until actual merchandise is sold and the gift card is redeemed. As a "best practice" dealers will program the PLU used for the sale of a gift card as a "HASH" PLU (report the PLU to a PLU Status Group with HASH status).

1. From the **PROGRAM MODE** touch **PLU** then touch **PLU STATUS GROUP** to view the PLU status group options. Data for the first status group displays.

2. Select a PLU status group you wish to program.

3. Check the option; **"HASH ITEM"**.

4. Set the **"PLU GIFT CARD ITEM"** option:

   a. *ACTIVATE (Activate a new Gif Card)*

   b. *ADD (Add value to an existing Gift Card)*

Load the EMV Parameters

After connecting the new EMV compatible Datacap device and the PIN-Pad to the ECR and all the required programming is completed, you must load the parameters for the devices. The IPTran LT must be connected to the internet to load the parameters.

To load the Datacap device parameters perform the following:

1. *Parameter Download -* This procedure is explained on page 338 in this supplement. This operation loads the parameters for the Pin-Pad.

2. *Self-Initiated Load* – This procedure is explained on page 340 in this supplement. This operation is typically not necessary, the Tran device will call out to verify the load automatically.

Backup Program

It is a good practice to back up the program data from the ECR after all the programming is completed and the equipment tested for proper operation.

The database menu, in the program mode system menu selections, provides access to the database backup operations for the current program files. The DATABASE BACKUP backs up the database configuration data and all sales data.

Database Backup

1. From the **PROGRAM MODE**, touch **SYSTEM**, then select **DATABASE**. The Database Backup & Restore screen displays.
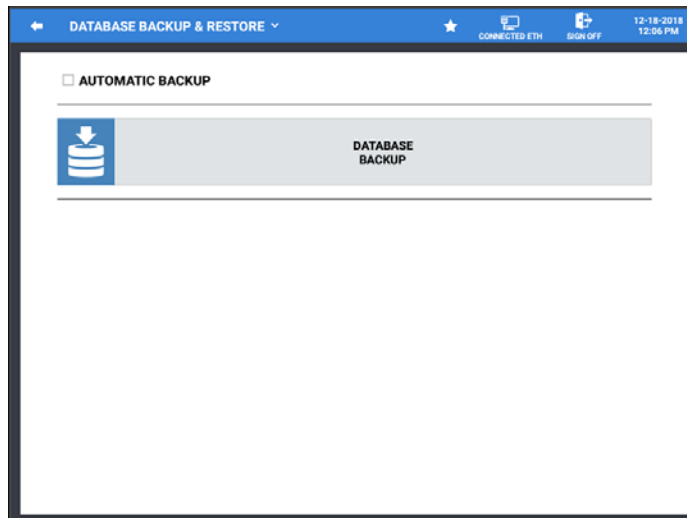
2. Press the **DATABASE BACKUP** to open the DATABASE BACKUP dialog.
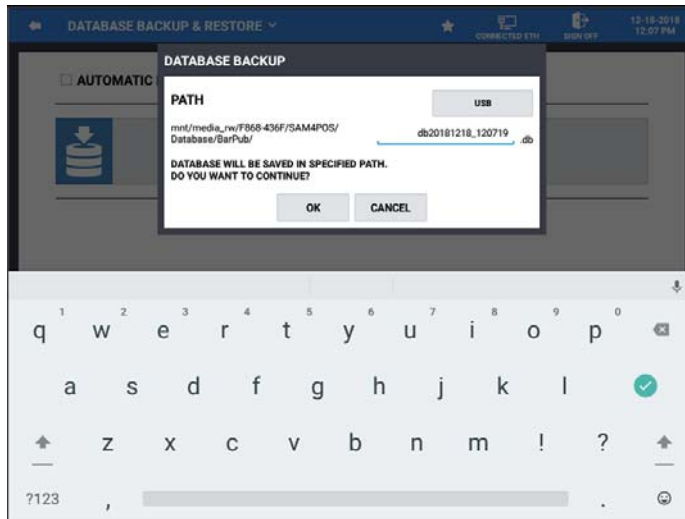
3. Select the **PATH** to save the backup to, selections are: **USB** or **INTERNAL STORAGE**.

4. Press **OK** to back up the current database.

5. When the backup has completed, the confirmation, **'Database Backup Success'** displays.
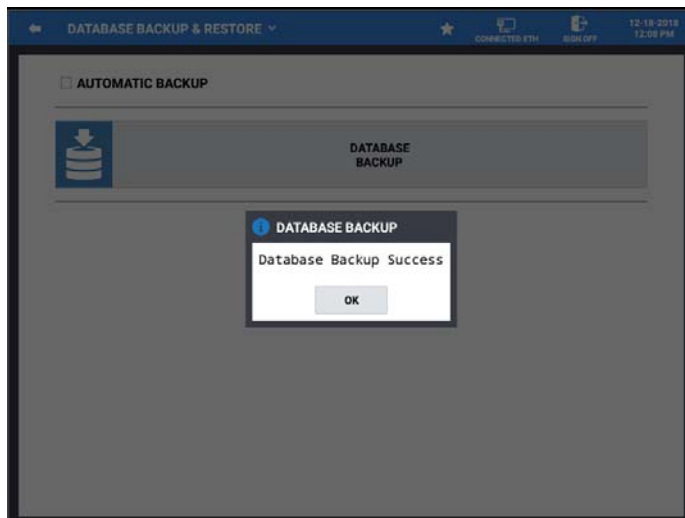
6. Press **OK.**

EFT Operation

EFT Operation Menu

SAM4POS supports credit card processing with Datacap integrated payment appliance and supports the EMV integration protocol. (There will be no Non-EMV integration.) Credit Card *(EFT)* maintenance operations can be performed at the SAM4POS terminal from the EFT Operation menu.

In the Pre-EMV environment Datacap stored some information in the Tran that allowed the registers to run some reports, such as the local transaction report.

In the EMV environment Datacap no longer stores information in the Tran so there are no reports available.

On the SAM4POS we are storing some information on the approvals at the register. This is required to be able to perform *"By Record"* transactions. The "Clear EMV File" in the DATACAP Operation menu should be performed daily to clear this data.

Currently, if a Local Transaction Report is run we print the information from the approvals. However, this data should only be used for troubleshooting and should not be relied upon as accurate.

For example, if you perform a sale for $1.00 and then perform a Void by Record Number of the same transaction, you will have two transactions. The register is only printing the information from the approvals.

Refer to the *"DATACAP Operation Definitions"* on page 332 for details about these options.

1. From the main **PROGRAM MODE** menu, select **DEVICE**, then choose **EFT OPERATION**, from the device menu selections.
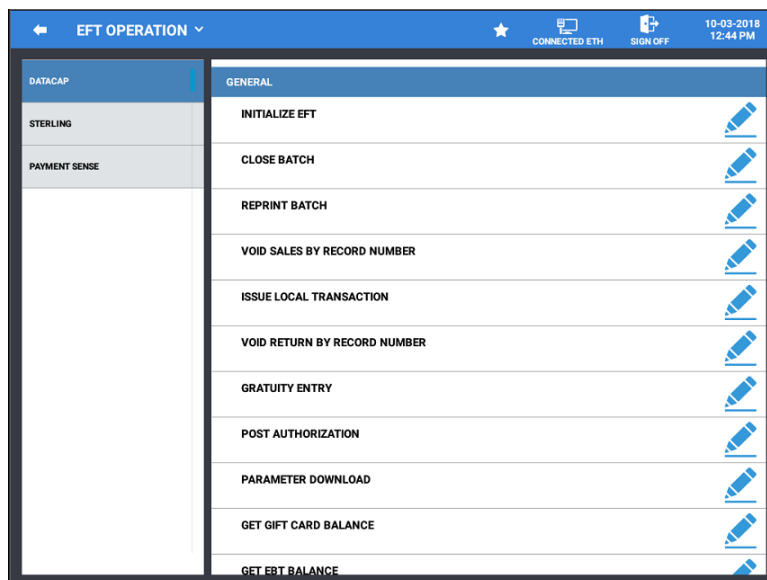
2. The **EFT Operation** menu is displayed; select the **DATACAP** Operation.
3. Refer to the appropriate Operation Definition menu below for information on each operation.

EFT Operation Function Key

To avoid giving employees access to the Program mode, certain EFT operations can be accessed from the REG mode using the *EFT OPERATION* function key.

Note: Batch operations may be restricted to employees with assigned authority levels for these functions.

Refer to the "Datacap Operation Definitions" on page 332 for details about these options.

You can access the EFT OPERATION function menu in one of two ways:

1. While in **REGISTER** mode, press the **EFT OPERATION** function key located on the appropriate MLU or FLU on the display;

    a. Select the desired operation from the list.

    b. Initiate the selected operation by pressing the ✎ icon.

2. Enter the shortcut numeral for the operation and press the **EFT OPERATION** function key. This facilitates access to a specific operation through a macro. The shortcut numerals are shown below.

[1]	Close Batch
[2]	Void Sales By Record Number
[3]	Void Return By Record Number
[4]	Gratuity Entry
[5]	Get Gift Card Balance
[6]	Get EBT Balance
[7]	EMV Voucher For EBT
[8]	Clear EMV File
[9]	Zero Auth
[10]	Pin Pad Reset
[11]	Reprint Batch

- For example; if you wanted to allow an employee to be able to get a gift card balance only, you could create a MACRO to allow the operation from the REG mode.

- The MACRO sequence would simply be the numeric #5 followed by the EFT Operation function key:

    [5]
    [EFT OPERATION]

- The MACRO would then be assigned to a position on an MLU or FLU.

Datacap Operation Definitions

1. From the main **PROGRAM MODE** menu, select **DEVICES**, then choose **EFT OPERATION:**

Operation	Definition
Initialize EFT	Use this function to initialize the Datacap EFT device.
Close Batch	Closes the current batch and opens.
Void Sales By Record Number **Void Return By Record Number**	Use these operations to void transactions when the card is not present. CAUTION: These voids will not correct ECR totals (i.e. PLU Sales) but will maintain a total on the Financial Report. *(Not available with processor "First Data")* Use the Void Mode function at the SAM4POS terminal to perform transaction voids that will correct the appropriate sales totals.
Issue Local Transaction	If "terminal based" processing is used, the Local Transaction Report contains details of each transaction in the current batch. When "host based" processing is used, transaction data is stored at the processor.
Gratuity Entry	The Gratuity Entry command allows the operator to add a tip to a pre-authorized credit sale. *(Not available with processor "First Data")*
Post Authorization	If electronic authorization is not approved and the merchant receives voice authorization, the transaction can be entered into the batch with this operation.
Parameter Download	Use this function to get new PIN Pad parameters from Datacap
Get Gift Card Balance	Select Gift Card Balance, the operator will be prompted to slide a gift card. The balance will be printed on the receipt printer
Get EBT Balance	Use to check the EBT food stamp balance
EMV Voucher For EBT	Use to manually enter EBT transactions.
Test Mode	Use only for certification testing.
Self-Initiated Load	Used to load the Datacap EMV device parameters.
Diagnostics	Used to perform various diagnostics. Use as requested by Datacap support.
Clear EMV File	This clears the internally stored token file that stores the Authorization Response messages that allow the SAM4POS to perform "By Record Number" transactions. Specifically, the Void Transaction by Record Number and Gratuity Entry. Perform this operation Daily.
Zero Auth	Use this operation to verify a card is valid, activated, not reported as lost/stolen.
Pin Pad Reset	Use to Initialize \ Reset the Pin-Pad connected to the installed Datacap device
Reprint Batch	Reprints the previous batch information. *(Requires v1.0.77 or later.)*

Performing EFT Operations

When performing EFT Operations, the EFT Operation communication between the ECR and the Tran device is displayed on the SAM4POS. When the specified operation is completed, the register will print the results of the requested operation at the register's receipt printer. You can also print out the EFT Operation communication to the register receipt if desired.

Initialize EFT

Select Initialize EFT to verify communications, software versions and installed networks.

1. From the main **PROGRAM MODE** menu screen, select **DEVICE**, then touch **EFT OPERATION**.
2. Select **DATACAP** Operation from the selections.
3. Select **INITIALIZE EFT**. The register will display "Information Working"
4. The EFT OPERATION dialog is displayed:

5. You can PRINT the response if desired; then press **CLOSE**.

Sample Initialize EFT chit:
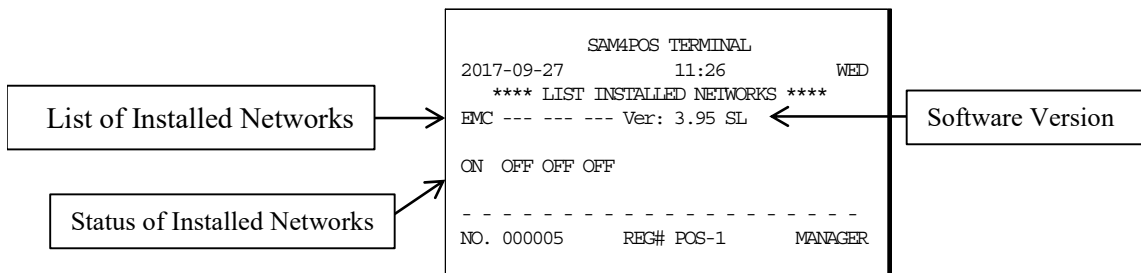
Close Batch

You must close the batch daily. This procedure clears the EMV File temporarily stored in the ECR memory. (Or perform "Clear EMV File" if Auto Batch is used.)

NOTE: When a batch is closed, a new batch is automatically opened for the next day.

1. From the main **PROGRAM MODE** menu screen, select **DEVICE**, then touch **EFT OPERATION**.

2. Select **DATACAP** Operation from the selections.

3. Select **CLOSE BATCH**. The register will information dialog "Working" is displayed then the Batch Settlement Successful message displays:
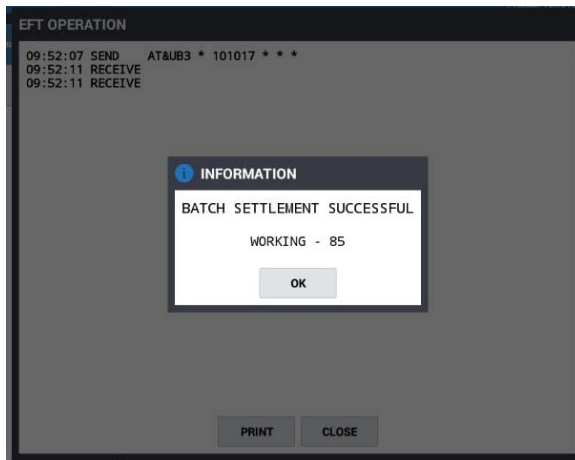
4. Press **OK**. The settlement information displays:

5. Press **CLOSE** to exit the batch settlement; pressing PRINT will print the information displayed on the screen.

Void Sales by Record Number

Void Return By Record Number

**Note: This operation will not correct ECR sales total but will remove the transaction from the batch.**

1. From the main **PROGRAM MODE** menu screen, select **DEVICE**, then touch **EFT OPERATION**.

2. Select **DATACAP** Operation from the selections.

3. Select **VOID SALES BY REPORD NUMBER**; The register will display the Void Sales By Record Number entry dialog:

```
VOID SALES BY RECORD NUMBER
                INVOICE NO
                                        ✕
              ORIGINAL TRAN AMT
   0.00                                  ✕
            OK        CANCEL
```

4. At the prompt: Enter the transaction 'Invoice Number' then Enter the 'Original Transaction Amount'.

5. The message "WORKING" displays until the void is completed. The receipt and merchant voucher print:
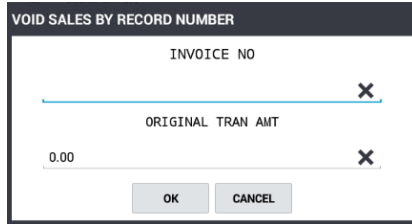
```
            SAM4POS TERMINAL
2017-10-17                         THU
              VOID SALE
CARD: ************0010
VOID AMOUNT: $2.01
INVOICE:  00038
REFERENCE: 1005
NO.000023     REG# POS-1      MANAGER
```

```
            SAM4POS TERMINAL
2017-10-17                         THU
              VOID SALE
CARD: ************0010
VOID AMOUNT: $2.01
INVOICE:  00038
REFERENCE: 1005


          APPROVED – THANK YOU

I AGREE TO PAY THE ABOVE TOTAL AMOUNT
  ACCOURDING TO CARD ISSURE AGREEMENT
 (MERCHANT AGREEMENT IF CREDIT VOUCHER)


x_____
          Merchant Signature
NO.000023     REG# POS-1      MANAGER
```

Optionally: Voids can be performed with "REFUND" operation in the Register Mode.

Issue Local Transaction

The Issue Transaction report summarized transaction in the current batch.

NOTE: This report lists the transactions stored in ECR memory for tip and record updating. The transactions here may not be the same as the transactions in the current batch.

This operation is Only to be used for troubleshooting . . . Not for reporting purposes.

```
           SAM4POS TERMINAL
2017-09-27          22:37          WED
   **** LOCAL TRANSACTION REPORT ****
INV:00001        AMT: 2.00
AUTH: 03849A     REF: 1001
CARD: 0010 (VISA)
--------------------------------------
INV:00002        AMT: 2.02
AUTH: 03853A     REF: 1002
CARD: 0010 (VISA)
--------------------------------------
INV:00003        AMT: 2.04
AUTH: 03864A     REF: 1003
CARD: 0010 (VISA)
--------------------------------------


- - - - - - - - - - - - - - - - - - -
NO. 00000081   REG# POS-1      MANAGER
```
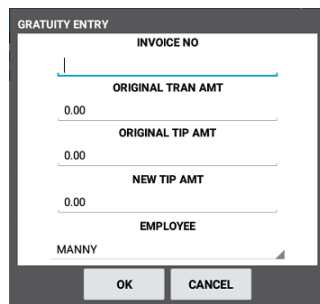
Gratuity Entry

The processor must allow "By Record" operations *(Tokenization)* for this operation.

Gratuities (Tips) indicated by the customer on the payment draft must be entered at the ECR before the batch is closed. Tips that were not entered at the time of the transaction, are entered using the Gratuity Entry selection on the EFT OPERATION function key menu, or from the Gratuity Entry selection on the EFT OPERATION menu accessed from the Program Mode / Device menu selections.

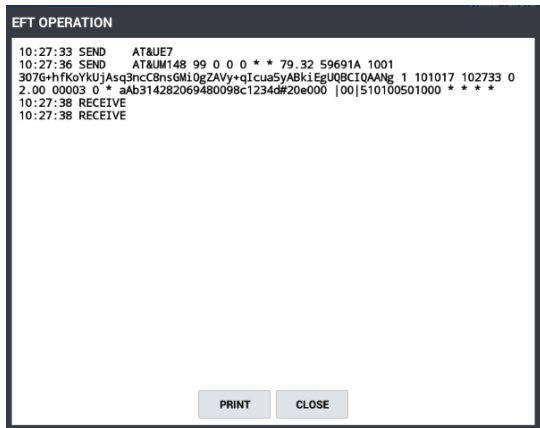The tip entered here replaces any previous tip entered for the same transaction.

> ➢ **Tips cannot be edited/added to Debit transactions after the sale.**
>
> ➢ **No TIP entry is allowed for GIFT Card transactions. Tips must be entered using a PLU prior to finalization with a *Gift Card***

1. Select **GRATUITY ENTRY** from the EFT OPERATION function key menu or from the EFT OPERATION menu in the Program Mode – Device menu selections. The Gratuity Entry dialog displays:

2. Fill the fields:

   - Invoice No (5-digit entry; enter leading zeros as needed)
   - Original Transaction Amount
   - Original Tip Amount
   - New TIP Amount
   - Employee

3. This information must exactly match the information for the transaction record. The message "WORKING" displays until the record is updated, select **OK** when approved. If the information entered does not exactly match the transaction record in the batch, the tip update will be declined.

4. The Display shows the tip entry on the EFT Operation dialog:

```
EFT OPERATION

10:27:33 SEND    AT&UE7
10:27:36 SEND    AT&UM148 99 0 0 0 * * 79.32 59691A 1001
307G+hfKoYkUjAsq3ncC8nsGMiOgZAVy+qIcua5yABkiEgUQBCIQAANg 1 101017 102733 0
2.00 00003 0 * aAb314282069480098c1234d#20e000 |00|510100501000 * * * *
10:27:38 RECEIVE
10:27:38 RECEIVE




                          PRINT    CLOSE
```

5. Press **CLOSE** to exit the TIP entry; pressing PRINT will print the information on the display.

Sample Gratuity (TIP) Chit:
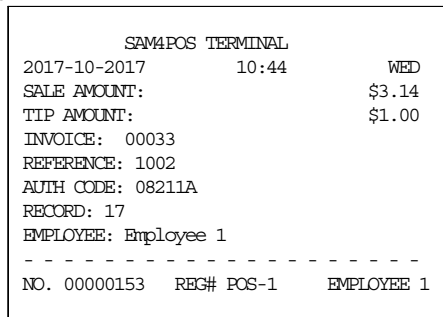
```
               SAM4POS TERMINAL
2017-10-2017           10:44          WED
SALE AMOUNT:                        $3.14
TIP AMOUNT:                         $1.00
INVOICE:  00033
REFERENCE: 1002
AUTH CODE: 08211A
RECORD: 17
EMPLOYEE: Employee 1
- - - - - - - - - - - - - - - - - - - - -
NO. 00000153   REG# POS-1    EMPLOYEE 1
```

Post Authorization

If electronic authorization is not approved and the merchant receives voice authorization from their processor, the transaction can be entered into the batch with this function.

Note: This operation does not adjust any other cash register totals or counters.

Pin Pad Reset

Use this operation to reset the Pin-pad connected to the integrated credit device.

Parameter Download

Use this operation to load the EMV parameters into the PIN-Pad. Perform this operation after loading the Datacap device parameters (Self-Initiated Load).

1. From the main **PROGRAM MODE** menu screen, select **DEVICE**, then touch **EFT OPERATION**.
2. Select **DATACAP** Operation from the selections.
3. Scroll down the list of options and touch **PARAMETER DOWNLOAD**.
4. The Pin-Pad parameters will load and the EFT OPERATION dialog is displayed.
5. You can PRINT the response if desired; then press **CLOSE** to exit back to the EFT Operation screen.

Get Gift Card Balance

This procedure will print a receipt with the cardholder's current balance.

1. Select **GET GIFT CARD BALANCE** from the EFT Function key menu or from the **EFT OPERATION** menu.

2. The ECR will display "WORKING" and the PIN-Pad will display "Balance 0.00 OK?". Press the **GREEN** button on the PIN-Pad keypad to continue.

3. At the prompt, swipe the Gift Card on the PIN-Pad.

4. The balance will be recalled and printed:

```
            SAM4POS TERMINAL
10/11/2016          11:57          WED
MERCHANT ID: 19497807
CLERK ID: test

               BALANCE

GIFT CARD              ************0968
ENTRY METHOD: SWIPED


DATE: 101117  TIME: 091157


INVOICE: 00043
BALANCE                    USD$ 13.00

         APPROVED - THANK YOU


- - - - - - - - - - - - - - - - - - -
NO.00000123   REG# POS-1       MANAGER
```

5. You can print the response on the terminal display if desired; press **CLOSE** to exit the screen.

Get EBT Balance

Use this operation to get the current balance on an EBT (Food Stamp) card.

EMV Voucher for EBT
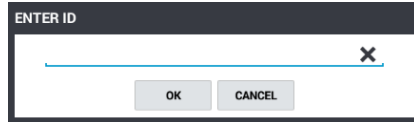
Use to manually enter EBT transactions.

Test Mode

Only used for certification testing.

Self-Initiated Load

Typically, we would not need to perform this operation. The Tran parameters are loaded each time the device is rebooted You will be asked to enter the Device ID of the IP Tran LT or PDC device. The device will call Datacap's host PC and load itself.

1. From the main **PROGRAM MODE** menu screen, select **DEVICE**, then touch **EFT OPERATION**.

2. Select **DATACAP** Operation from the selections.

3. Scroll down the list of options and touch **SELF INITIALTED LOAD**. The **ENTER ID** prompt displays:

4. Enter the **device ID** *(or serial number of the Device).*

5. Press **OK**. The device parameters will load and the EFT OPERATION dialog is displayed.

6. You can PRINT the response if desired; then press **CLOSE**.

Diagnostics

Use only with Datacap Support as necessary to troubleshoot Datacap issues.

1. From the main **PROGRAM MODE** menu screen, select **DEVICE**, then touch **EFT OPERATION**.

2. Select **DATACAP** Operation from the selections.

3. Scroll down the list of options and touch **DIAGNOSTICS**.

4. The message **"DIAGNOSTICS"** number entry dialog will display:

5. If necessary; Press **0** and then **ENTER** to print a list of diagnostic options.

Note: Selections may vary depending upon your installed application.

```
                SAM4POS TERMINAL
DATE            06/23/2016          THU
                DIAGNOSTICS (0)
1 - IPTRAN VERSION
4 - CREDIT MID SETTINGS
10- IP ADDRESS
11- DNS TEST
15- PARAM LOAD
40- EEPROM DATA
41- RESET SEQKUENCE NUMBER
NO.00000148   REG# POS-1        MANAGER
```

6. Reselect the Diagnostic option. The *"DIAGNOSTICS"* entry dialog will again display.

7. Enter the number of the diagnostic test you wish to perform and press **ENTER**. The report will print.


Clear EMV File

This is the internally stored file that stores the Authorization Response messages that allow the SAM4POS terminal to perform "By Record Number" transactions. Specifically, the Void Transaction by Record Number and Gratuity Entry.

This file should be cleared each day as we have a limited amount of space to hold the file and most likely, "By Record Transactions" will take place on the same day as the original transaction. The EMV File is Cleared automatically when the CLOSE CURRENT BATCH command is performed. Some sites are set to Auto Batch and some processors only allow Auto Batch. If Auto Batch is utilized, this operation should be executed every day.

Zero Auth

Use this operation to verify a given card is OK.

1. From the main **PROGRAM MODE** menu screen, select **DEVICE**, then touch **EFT OPERATION**.
2. Select **DATACAP** Operation from the selections; then touch **ZERO AUTH**.
3. The Pin-Pad prompts **"Verify Card $0.00 OK?"**
4. Press the **GREEN** button on the Pin-Pad.
5. When APPROVED, the SAM4POS displays the verification:
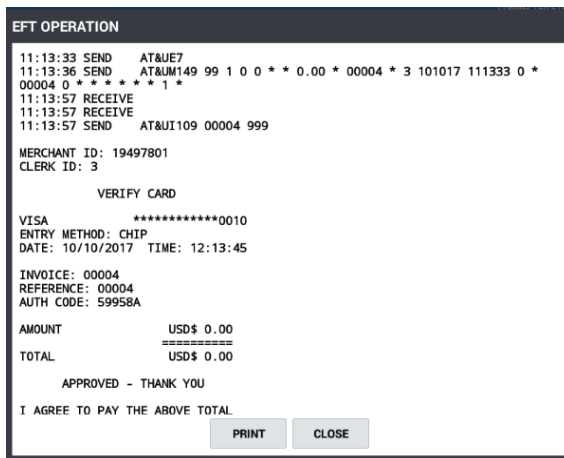
6. The verification will automatically be printed. Press **CLOSE** to return to the EFT Operation screen.

Sample ZERO AUTH receipt

```
              SAM4POS Terminal
10/10/2017          11:22          TUE
11:20:04 SEND    AT&UE7
11:20:07 SEND    AT&UM149 99 1 0 0 * * 0
.00 * 00005 * 3 101017 112004 0 * 00005
0 * * * * * * 1 *
11:20:26 RECEIVE
11:20:26 RECEIVE
11:20:26 SEND    AT&UI109 00005 999


MERCHNAT ID: 19497801
CLERK ID: 3
                VERIFY CARD


VISA            ************0010
ENTRY METHOD: CHIP
DATE: 10/10/2017  TIME: 12:20:15

INVOICE: 00005
REFERENCE: 00005
AUTH CODE: 59981A


AMOUNT              USD$ 0.00
                    ==========
                    USD$0.00
            APPROVED – THANK YOU


I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
AGREEMENT. (MERCHANT AGREEMENT
IF CREDIT VOUCHER)




X_____
      Card 01              Test



APP LABEL: Visa Credit
AID: A0000000031010
TVR: 0280008000
IAD: 06010A036020000
TSI: F800
ACR: 00
CVM: SIGN
EOD 7151 OK


----------------------------------------

NO.00000147   REG# POS-1     MANAGER
```

Important Notes:

- "Close Batch" or "Clear EMV File" operation needs to be performed every day at the register even when the site is set for auto batch with their processor. This is how Sam4POS clears the EMV token file. The EMV token file is used to allow for "By Record" transactions (such as Voids and Gratuity Entries).

- PIN-Pad is customer facing…. There is no indication to cashier what the end-user is doing (or not doing).

- Cannot suppress the signature line. In the non-EMV world we added a flag to the registers: "NO SIGNATURE IF TRANSACTION IS UNDER $xx". When this flag is set, the register will not print the signature line if the transaction is under the configured amount (usually set at $25). In the EMV integration, the register receives the receipt data from the Datacap device and the signature line is included in the receipt data … therefore it cannot be controlled at the register.

- Debit cards with EMV chip - Since Datacap \ mercury do not currently support EMV Debit, all EMV Debit cards are forced to be inserted and are then processed as regular credit cards. This usually means a higher rate for the merchant on transactions over $25.

- The Pin-Pad Timeouts settings cannot be configured at the register. Some say they are too short, other say they are too long… cannot configure at register.

- Consolidated Reports; If an end-user wants consolidated reporting they must use the configuration with Tran server (even if only two registers in their system).

- EMV Quick Chip is an enhancement to EMV processing that speeds up EMV transactions to about 2 seconds or less. EMV Quick Chip is available for all processors that support Ingenico Pin-Pads, installations that expect fast processing times should use Processors that support Quick Chip. Look here for the latest information:

   https://www.datacapsystems.com/tran-series-supportedfeatures

Pin-Pad Errors

Occasionally, the network will decline or reject a transaction sent to it by the DataTran, or the DataTran will return an error response back to the user system due to a communication or operational problem.

Register a transaction and tender with **EMV Credit**:

If Customer **does not press anything** at the Pin-Pad result is:

499 0 TRANSACTION_NOT_COMPLETE_-_*Timeout_Returned_from_Pin-Pad.* * * * * * 0 * * * * * * * * * *
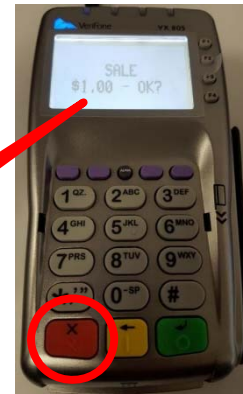
If Customer presses **CANCEL** at the Pin-Pad result is:

499 0 TRANSACTION_CANCELLED_-_*Operation_Cancelled.* * * * * * 0 * * * * * * * * * *

If Customer presses **OK** at the Pin-Pad and then does nothing at the Pin-Pad result is:

499 0 TRANSACTION_NOT_COMPLETE_-_*NO_Response_from_Pin-Pad.* * * * * * 0 * * * * * * * * *

Vx805 Out Of Memory

The VX805 Pin-Pad at times displays an "Out of Memory" error message. After rebooting a couple of times, the "Out of Memory" instruction is sent, and the error is resolved with the rebooting of the Pin-Pads. After some time, the VX805 may start to display the "Out of Memory" error message again.

Please *carefully* follow the "Out of Memory" instructions below prior to further troubleshooting.

Some PIN pads loaded with XPI 8.42b/8.43c may be shipped from distributors missing 2 parameters required for reliable operation. Follow the steps below to set these parameters manually from the PIN pad's system menu.

1. Press **F2** and **F4** to enter system mode.
2. The password is: **1 ALPHA ALPHA 6 6 8 3 1**; Press **ENTER** (Alpha is a black key located directly above the 2 key Enter is the Green key)
3. Press **2** for **"Edit Parameters"**; Press **ENTER**
4. Select **1** for **"Group ID"**. The password is: **1 ALPHA ALPHA 6 6 8 3 1**; Press **ENTER**.
5. Press **ENTER** to select **"CONFIG.SYS"**.
6. Press **1** for **"New"**.
7. For the parameter name, enter ***DHEAP**. For the alpha characters, press the associated number key followed by ALPHA until the correct letter appears. * is located below the 7 key.
8. Press **ENTER** to confirm the new parameter.
9. For the value, enter **0**.
10. Press **ENTER** to confirm the new value.
11. Press **1** for **"New"** again.
12. For the parameter name, enter **#CZE**. For the alpha characters, press the associated number key followed by ALPHA until the correct letter appears. # is located below the 9 key.
13. Press **ENTER** to confirm the new parameter.
14. For the value, enter **1**.
15. Press **ENTER** to confirm the new value.
16. Press **CANCEL**.
17. Press **1** for **"Restart"**.

Appendix

License Registration

All SAM4POS terminals require a license to operate properly. Licenses are available as 1yr, 2yr, 3yr, and 5yr licenses. The license for the SAM4POS terminal must be loaded to allow for full operation. Contact your local dealer to obtain or update your license.
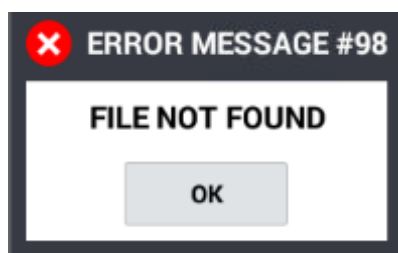

Please perform the following:

1. Unzip and Save the license file you received to a USB stick.

2. Insert the USB stick into SAM4POS terminal the license was issued for.

3. Sign on to the SAM4POS; default sign on is: [1] [ENTER]

4. Select the **Program Mode** and press **SYSTEM** from the program mode menu screen.

5. Select; **Register License** from the system menu selections.

6. Press **License Registration**.

7. Choose the correct SAM4POS license file. The file will load automatically.

Note: You will need to complete this operation for each SAM4POS station.

Uninstall SAM4POS

It is OK to Uninstall and Reinstall the SAM4POS application:

1. From the **Program Mode**, go to **System** and select **Settings.**

2. Enter the Manager Password at the prompt if required.

3. In the **Settings** choose **Apps** in the DEVICE section, the installed Apps are displayed:
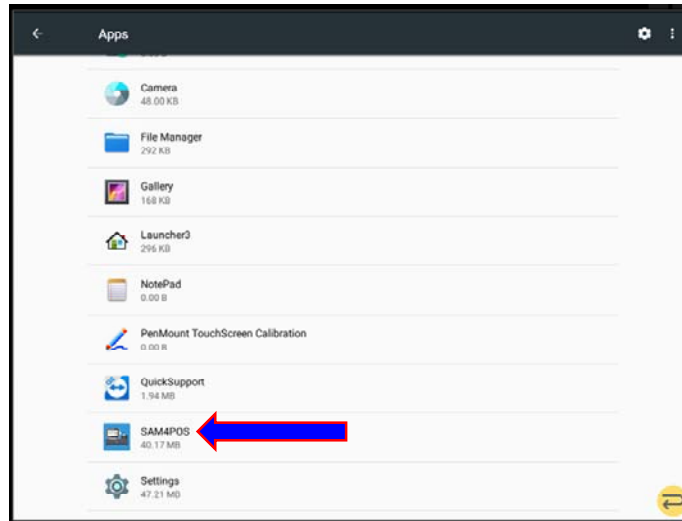
4. Choose **SAM4POS** from the list of APPS, you will have the option to *Uninstall*.
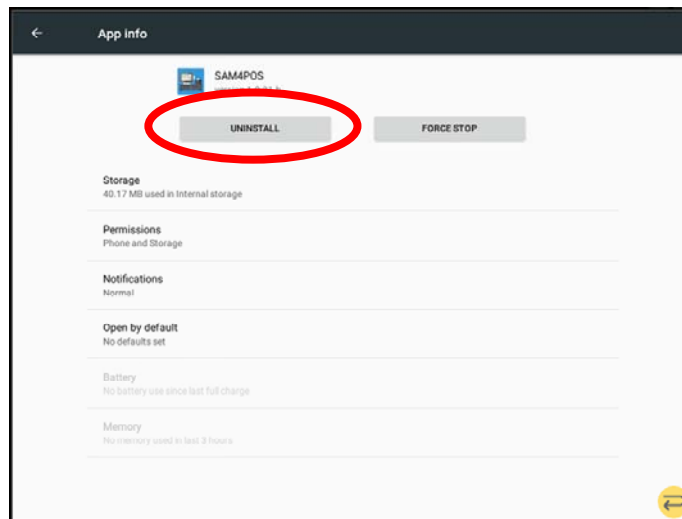
5. Choose **Uninstall** to completely remove the SAM4POS application. The confirmation dialog displays:
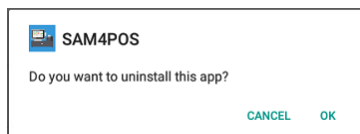
6. Select **OK** to remove completely remove the SAM4POS Application, or press Cancel to exit without removing.

7. If you choose **OK** to remove the SAM4POS Application, you will be required to re-install the SAM4POS APK application file. See "Updating Application Software" for the installation procedure.

Factory Data Reset

The Factory Data Reset is accessible from the main Android Settings menu. This operation will reset the SAP-6600 terminal to its default factory settings. ALL applications installed including the SAM4POS application and the SAM4POS license information will be lost!

DO NOT perform this operation if you intend to continue using the SAM4POS application with this terminal!

You will be required to reload the SAM4POS application; This will create a new license file for the terminal … the factory will need to generate a new license for the terminal.

WARNING	***This operation completely removes the Sam4POS application; All program data, report data and the license file.***

If you need to remove the Sam4POS application due to serious corruption, you can follow the procedure below:

- Program Mode → System → Settings
- Enter the manager password at the prompt
- Personal → Backup & Reset
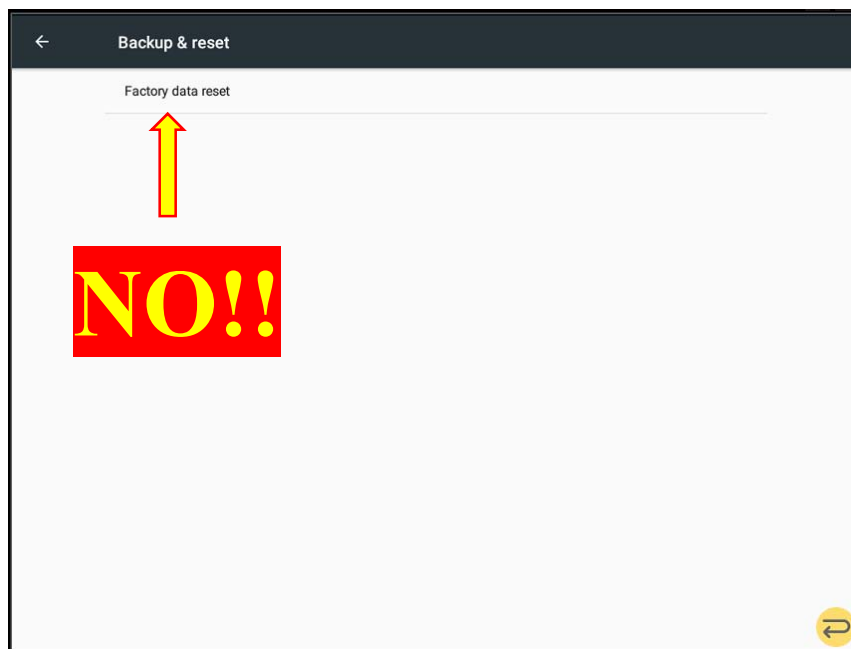
Updating Application Software

Software updates can easily be loaded from a USB drive via the **APK Install** operation.

Note: The security setting in the main Android terminal settings:
>   **Unknow Sources**
>   **'Allow installation of Apps from unknown sources' must be enabled.**

1. Copy the latest application software **APK file** to a USB memory stick.

2. Insert the USB memory stick into SAM4POS terminal USB port.

3. Sign on to the SAM4POS terminal; default sign on is: [1] [ENTER]

4. Go to the **Program Mode.**

5. Select **SYSTEM** from the available selections.

6. Select **APK Install.**

7. Choose correct **SAM4POS APK** update file from the list.

    a. SAP-530/SAP-4800 terminals use the **(a)** APK file

    b. SAP-630/SAP-6600 uses the **(b)** APK file

    c. HM616 Tablet uses the **(c)** application file

8. Press **"Install"** to load the new application software or press cancel to exit without updating.

9. After Installation is complete, Press **"Open"** to launch the SAM4POS application.

10. Reboot the terminal for the changes to take effect.

If a dealer has an issue… we need to collect the logs\DB. See "Log Backup" on page 293 for this procedure.

APK Recovery

If the APK file doesn't load properly, gets stuck in the never-ending loop, or other issue with the application loading, the terminal can be recovered by following the following procedure:

- Power **OFF** the SAM4POS terminal (hold power button 10 seconds)

- Connect a USB keyboard to the SAM4POS terminal

- Power **ON** machine

- During booting sequence press **ALT-ESC**

- Uninstall SAM4POS application *(See procedure on page 349)*

- Reinstall SAM4POS application

- You will still be able to Save logs

Loading Images for Items

Images for Items, Functions, etcetera, can be loaded from the File Manager Gallery on the Android terminal or from an image file located on a USB drive. Images are automatically formatted to fit the key selection.

A video demonstration for loading images can viewed from here:
https://www.youtube.com/watch?v=j4Yin34z3fw&list=PLtF-h-a37jHmbhGgLO3nB76hP-avFSW29&index=8

1. Press the **IMAGE ADD/EDIT** on any PLU, Function, etcetera; the **CHOOSE PHOTO** dialog displays:
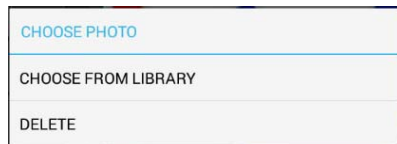
2. Select **'CHOOSE FROM LIBRARY'**;

3. The 'Complete action using' selection screen that displays allows you to select images stored in the FileManager application or select images stored in the Gallery application *(USB device)*.
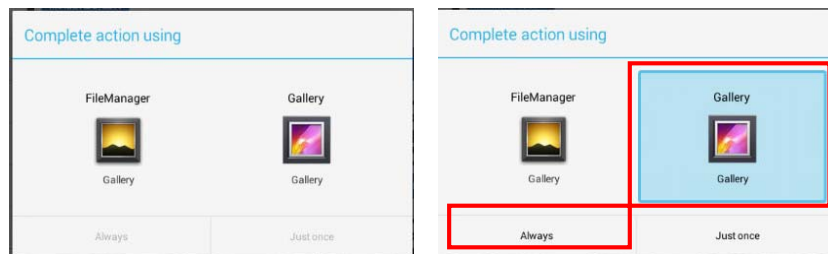
4. Choose the 'Complete action using' **Gallery** selection, then select the **'Always'** option:

5. The **Select Photo** screen displays:

6. Choose the directory where the desired image/photo resides; The images stored in the file are displayed:
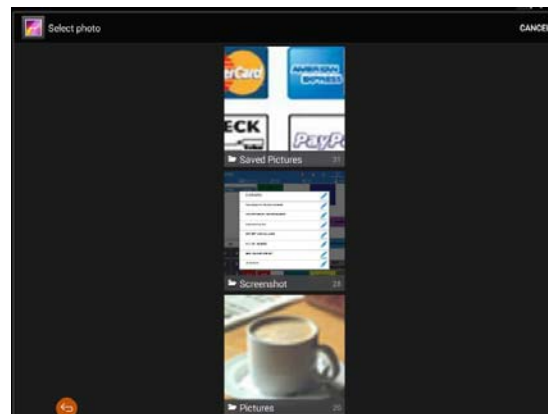
7. Scroll through the images and select the desired image for your key;

    Note: Pressing CANCEL in the upper right corner will exit without saving the image:

8. The selected Image can be cropped as desired to the load just the image portion you want.

9. Press the **SAVE** icon at the top of the display to save the selected image for your key. The image will be added to your selection and will display on the key when in the Programming mode and in the REG Mode:

10. The image selected is added to the key.
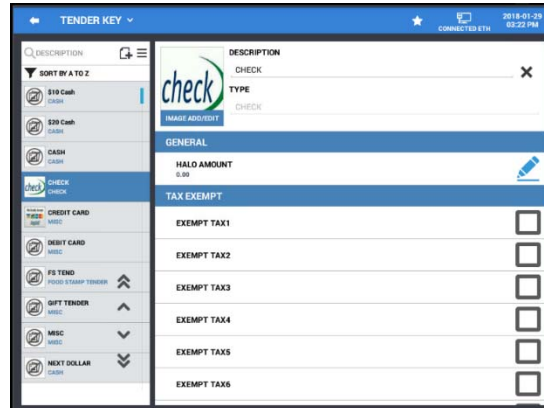
If you had mistakenly chosen the File Manager selection:
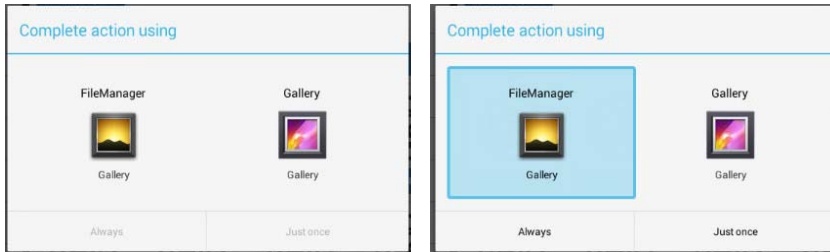
1. The error message 'Unfortunately, File Manager has stopped':
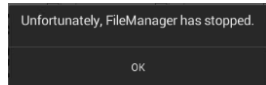
2. If you get the error, Press **OK**.

SAP-4800II/SAP-530

3. Go to; *Program Mode → System → Settings → Apps → ALL → FileManager*

4. On the FileManager **'LAUNCH BY DEFAULT'** settings, press **'Clear defaults'**.
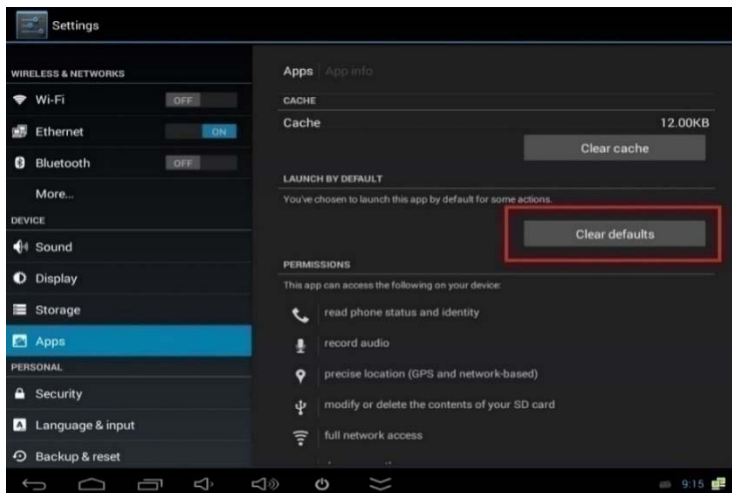
5. The selected default settings will be cleared:

---
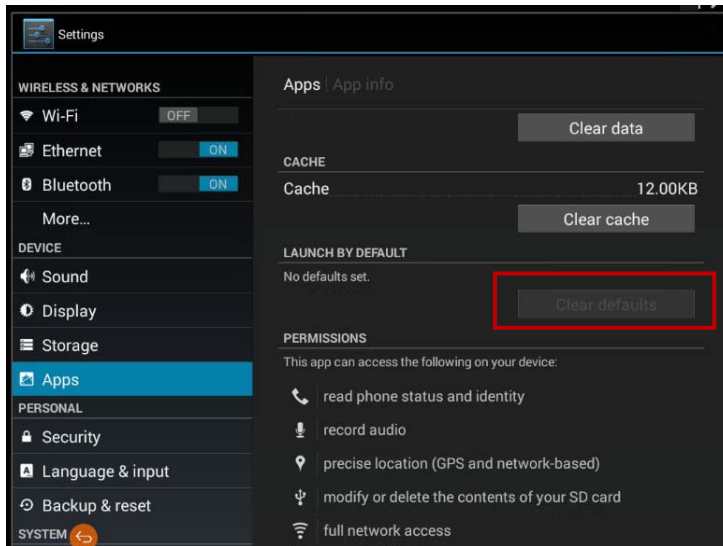
6. Exit out of the 'Settings'; return to the SAM4POS application.

7. From the SAM4POS, select your desired program; PLU / Group / etcetera. Select **IMAGE ADD/EDIT**

8. The 'Complete action using' selection screen that displays:
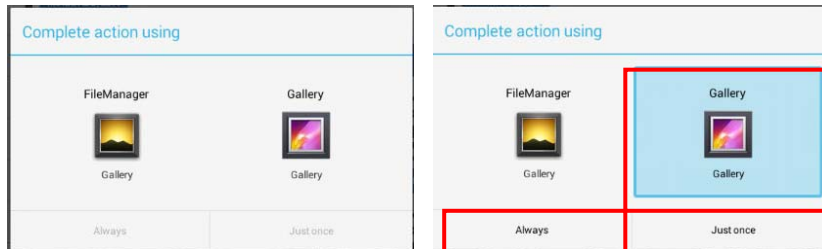
9. Choose the **'Gallery'** selection, then select the **'Always'** option:

10. Proceed with your image selection.

SAP-6000/SAP-630

Very similar to the SAP4800II/SAP530:

1. Go to; *Program Mode → System → Settings → Device → Apps → File Manager*
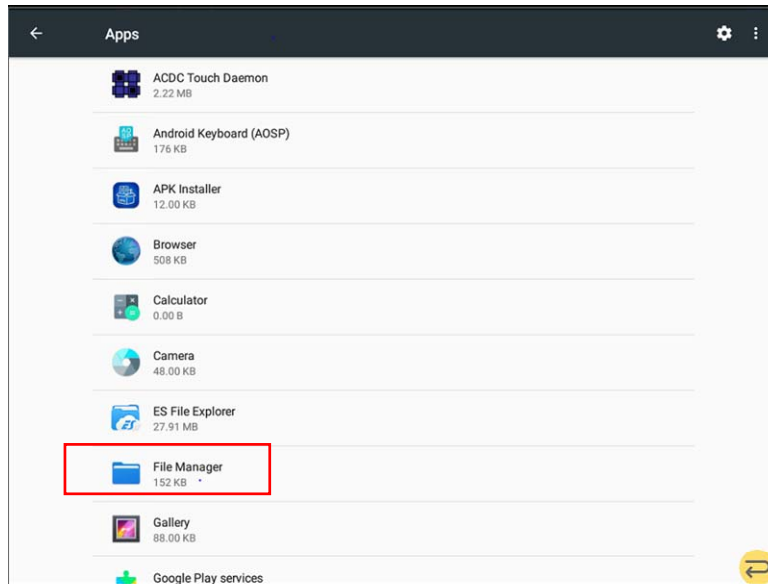
2. On the File Manager screen, **'OPEN BY DEFAULT'** settings; Press **'CLEAR DEFAULTS'**.
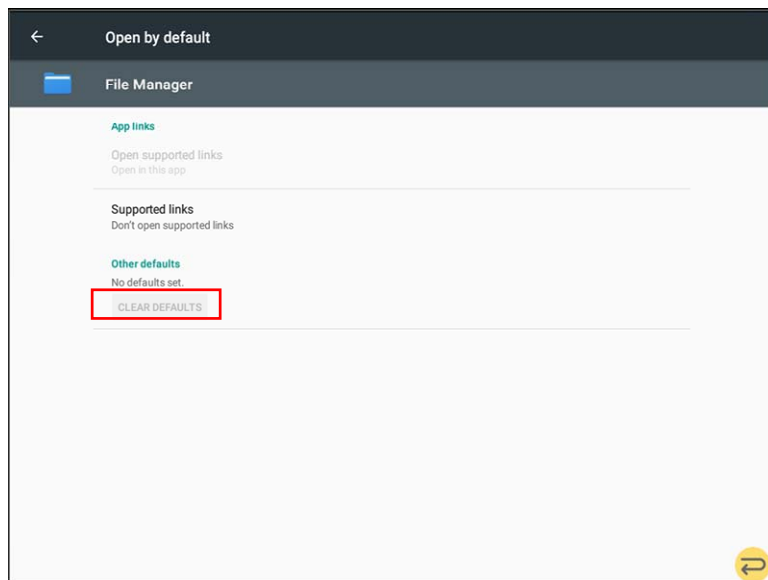
3. The selected default settings will be cleared, **"No Defaults Set"**:
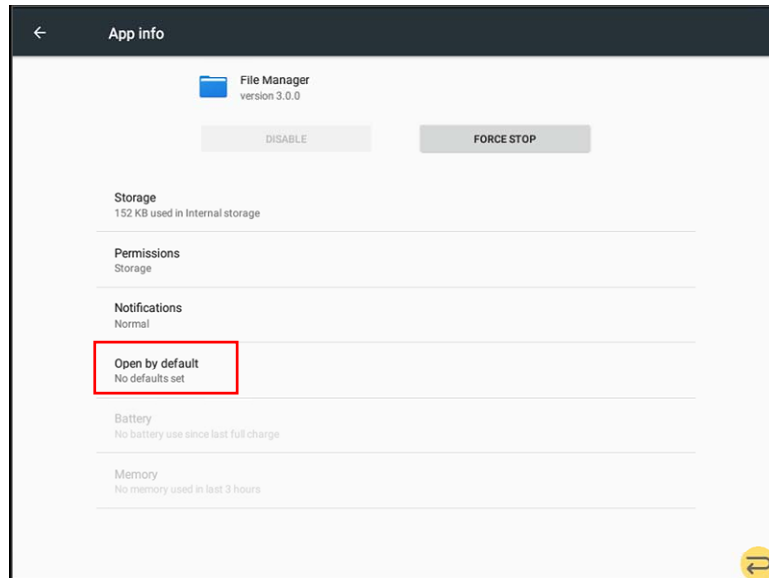
4. Exit out of the 'Settings'; return to the SAM4POS application.

5. From the SAM4POS, select your desired program: *i.e.* PLU / Group / etcetera. **Select IMAGE ADD/EDIT**

6. The 'Complete action using' selection screen that displays:
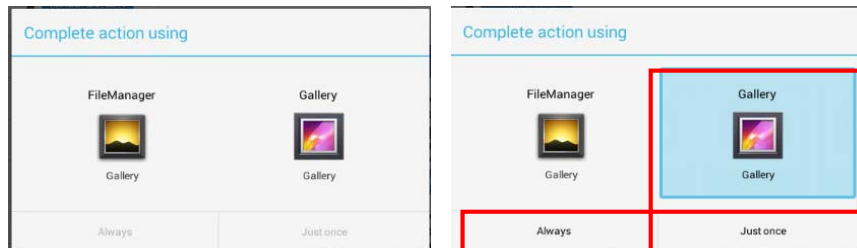
7. Choose the **'Gallery'** selection, then select the **'Always'** option:

8. Proceed with your image selection.

Change Default Image

The image on the default sign on screen and the main menu screen can be changed to any image you choose. You may want the customers logo on these screens for example. You could choose a different image for each screen if desired. Images are automatically resized to fit the selected area.

1. Double tap the screen image. The manager password entry dialog displays.

2. Enter the manager password and press **ENTER**. The 'CHOOSE PHOTO' dialog displays:
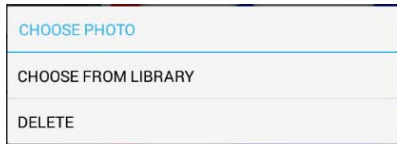
3. Tap **'CHOOSE FROM LIBRARY'**

4. The 'Select Photo screen is displayed.

5. Choose the directory where the desired image resides.
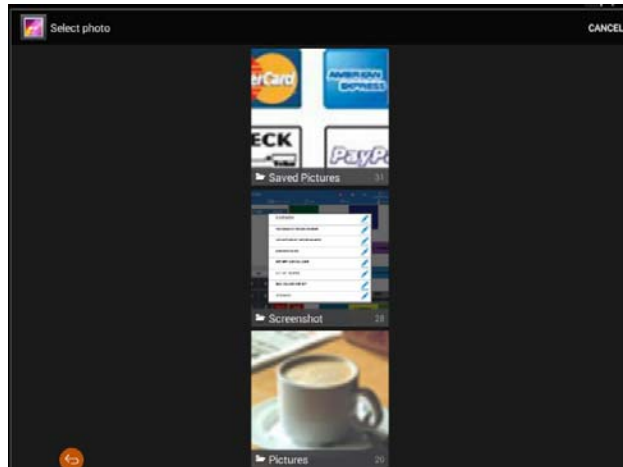
6. The images stored in the directory are displayed:

7. Scroll through the image selections to choose an image from the directory to use as the screen image.

8. When you have selected the image, Press the Save icon at the top of the display to save the image for your key.


9. Press the Save icon at the top of the display to save the selected image for your key. The selected image will be added to your screen:

10. To return to the default image, follow the same procedure; choose DELETE from the 'choose photo' dialog.

Language Selection

Language support for the Sam4POS application include English \ French \ Spanish.

1. From the **Program Mode**, go to **System** and select **Settings.**

2. On the Setting menu selection page go to **Personal** and select **Language & Input**.
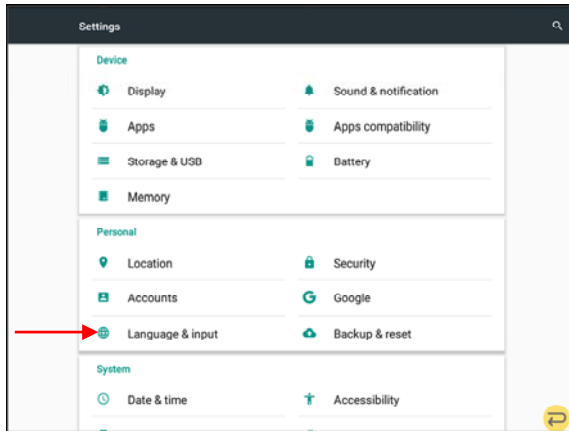
3. Select **Language** from the available options:
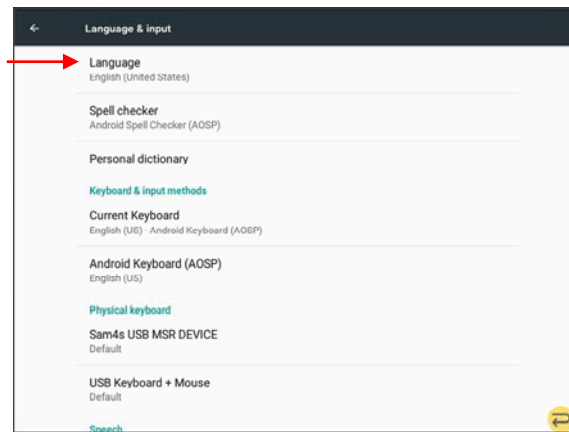
4. Choose the appropriate **Language** from the selection menu built in the software today is support for English \ French \ Spanish):

5. Use the return icon ⏎ to return to the Sam4POS application.

Online *(Internet)* Operations

If your Sam4POS terminal is connected to the Internet, there are many valuable tools available for remote customer support.

- Save Log Files with Database via FTP

- Upgrade SAM4POS Application Firmware (DM Server)

- Export \ Import Configuration Data to CSV

- Convert SPS-2000 or SPS-500 database to SAM4POS

- Save Screen Captures from the SAM4POS Terminal

Remote FTP Log Backup

When reporting an operation issue or if you experience a generic FAILURE error message, we may ask to receive the terminals Log's with the Database. The log backup provides a means to save log data and database files to a USB drive or an SD Card. We can also send the log data to an FTP site if desired. Backing up to an FTP site requires access to an active internet connection.

1. From the **PROGRAM MODE**, go to **SYSTEM** and select **LOG BACKUP**. The Log Backup dialog screen displays:

2. Check the **"WITH DATABASE"** selection to back up the database along with the Log Backup. *Note: PATH and DB FILE NAME are not used when backing up to FTP.*

3. Enter the **IP ADDRESS** or URL for the FTP site where you want to send the backup to; Press **Next** (the ⊙ icon).

4. Enter **0** for the **PORT NUMBER**; Press **Next** (the ⊙ icon).

5. Enter a **'Store Name'**; Then Press **Done** (the ✓ icon).

6. Make sure the **'WITH DATABASE'** option is checked; Press the **FTP** button to initiate the backup.
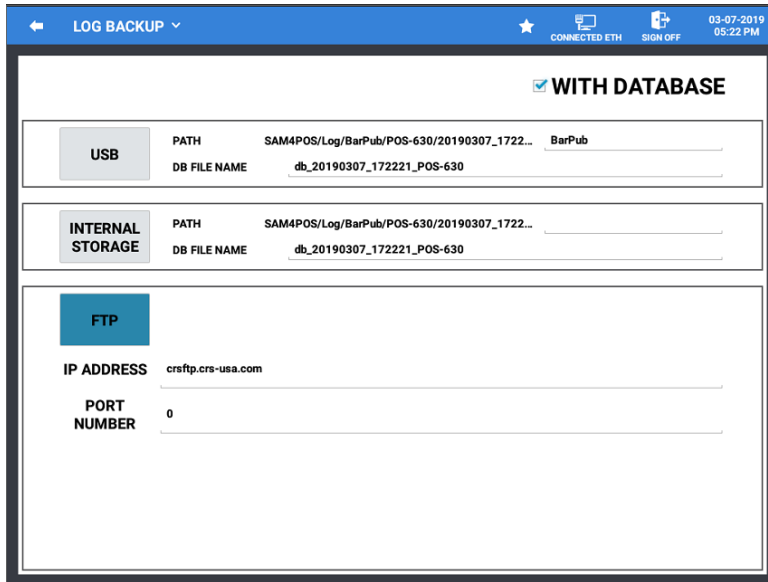
7. If selecting to backup to FTP, you have the option to select all terminals:
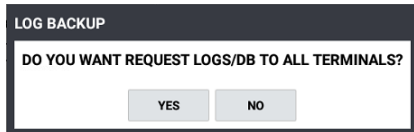
8. Press **YES** to send the backup from all terminals in system, *(eliminates having to send from each terminal individually)*; press NO if you want to send the backup from just the one station

9. The SAM4POS connects to the FTP Server, then the Backup begins, the progress dialog displays:

10. Each Log file currently available in the SAM4POS will be backed up to the FTP Site along with the database.

11. When the backup is complete, the confirmation messages will display briefly:

 Press OK *Press OK*

12. The data files are saved to the FTP site.

13. Press the back-arrow icon on the title bar to exit the log backup.

Barcode Label Printing from SAM4POS

The barcode label printing feature requires SAM4POS v0.1.108 or later. This feature allows label printing for PLUs.

The Label Print programming is used to setup the different label types that may be used; such as product labels and shelf labels. You can customize the information that prints on the label to suit your application needs.

You will need to setup a Label Printer in the Device Setting before you can print labels. The Sam4POS provides support for the BTP-L520/L540 label printer. See page 239 for details on adding the label printer to your device selections.

- CRS P/N: 132063 – BLACK BTP-L520 – Serial with Peeler
- CRS P/N: 132066 – BTP-L520 – Ethernet with Peeler
- Sam4POS is preconfigured to work with: 2.25" X 1.25" labels (CRS Part Number - 800601)

Required Programming

To utilize the Label Print feature, you must setup your label printer in the device settings and map the device to your station.
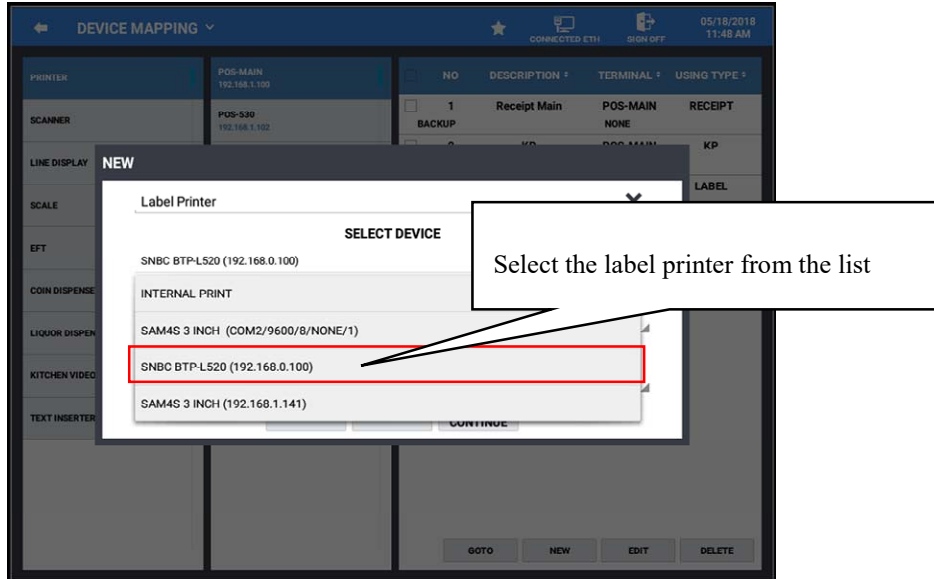
Device Setting

1. Select **DEVICE SETTING** from the **PROGRAM MODE** > **DEVICE** menu selections.
2. Add your label printer to the printer list:
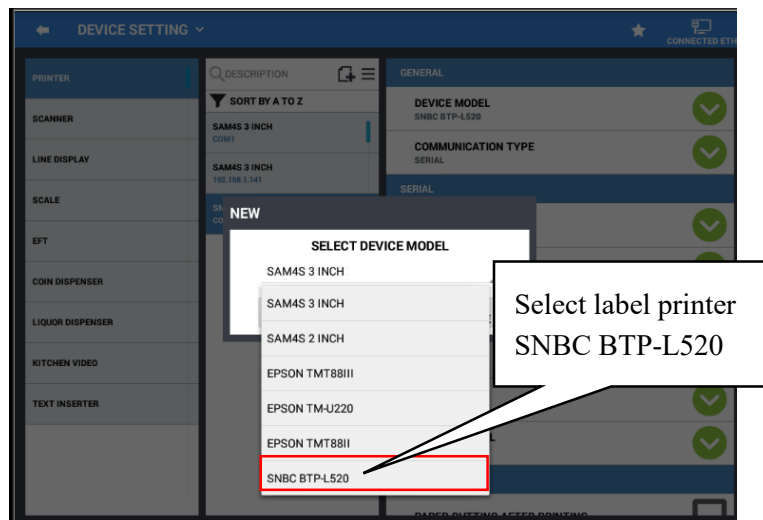
3. Verify your settings; COM Port, Baud Rate, etc.

Device Mapping

1. Select **DEVICE MAPPING** from the **PROGRAM MODE** > **DEVICE** menu selections.

2. For your station, add the label printer as a new device.

3. Type in a **DESCRIPTION** for the device:

4. In the **SELECT DEVICE** field, choose the **SNBC BTP-L520** label printer (as defined in the device settings):
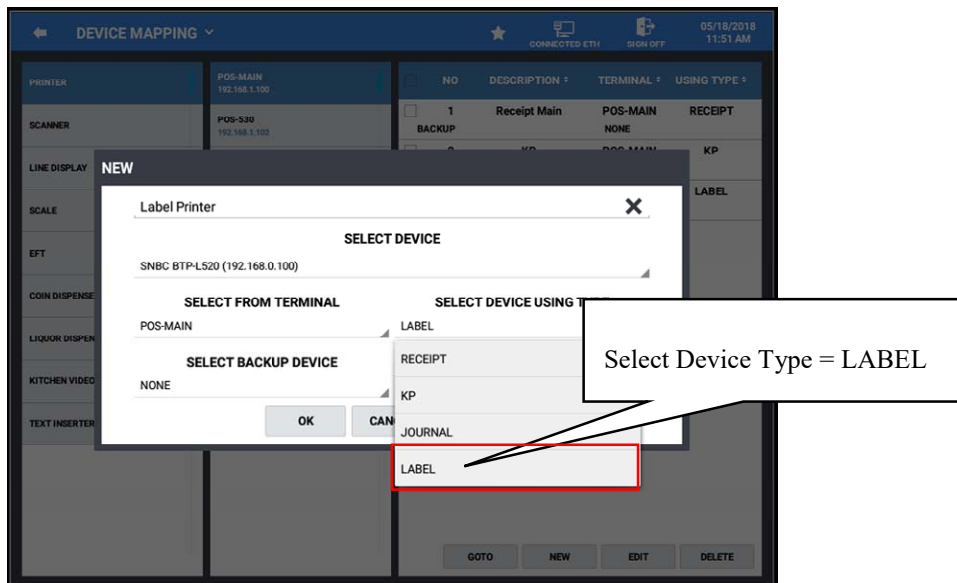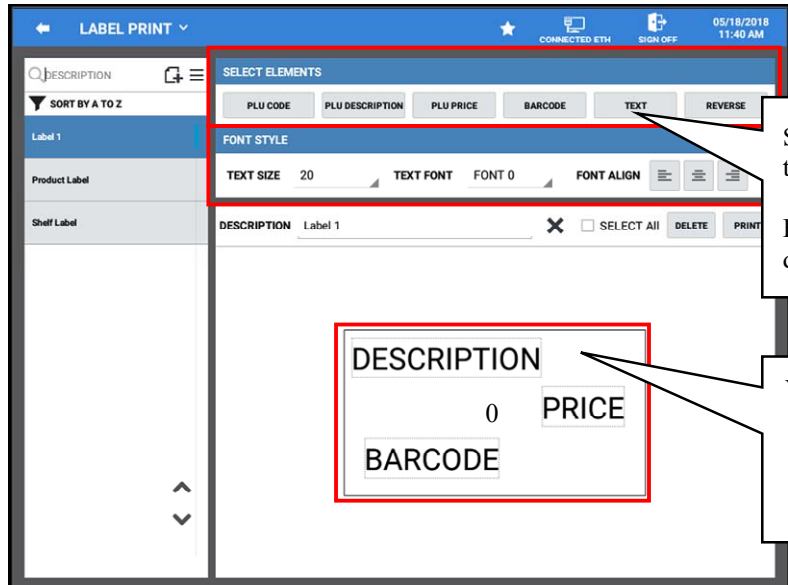

5. Choose **LABEL** for the SELECT DEVICE USING TYPE field.

6. If you have more than one label printer setup in the system, you can define a backup printer if you desire. If you do not, leave the backup settings at NONE.

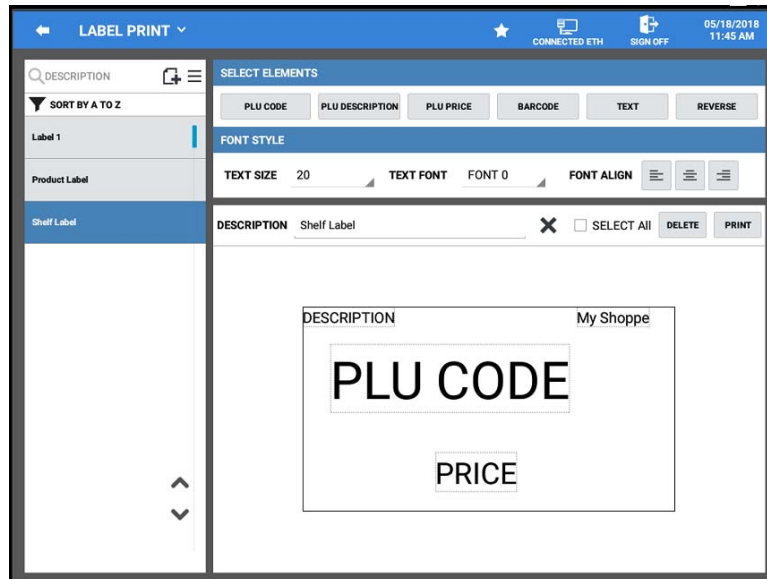7. Press **OK** to save your settings.

Label Print

You will need to define the labels you want to use in the Label print programming. Refer to Label Print programming on page 178 for details about this program area. You can create multiple labels types for different purposes, such as Self Labels or product labels.

1. Select **LABEL PRINT** from the **PROGRAM MODE** > **RECEIPT & MESSAGE** menu selections. The default label displays:

SELECT ELEMENTS you want to print on your label.

Edit the FONT STYLE as desired.

You can reposition your selected elements by Drag & Drop
You can select individual or all elements and change the font style and alignment.
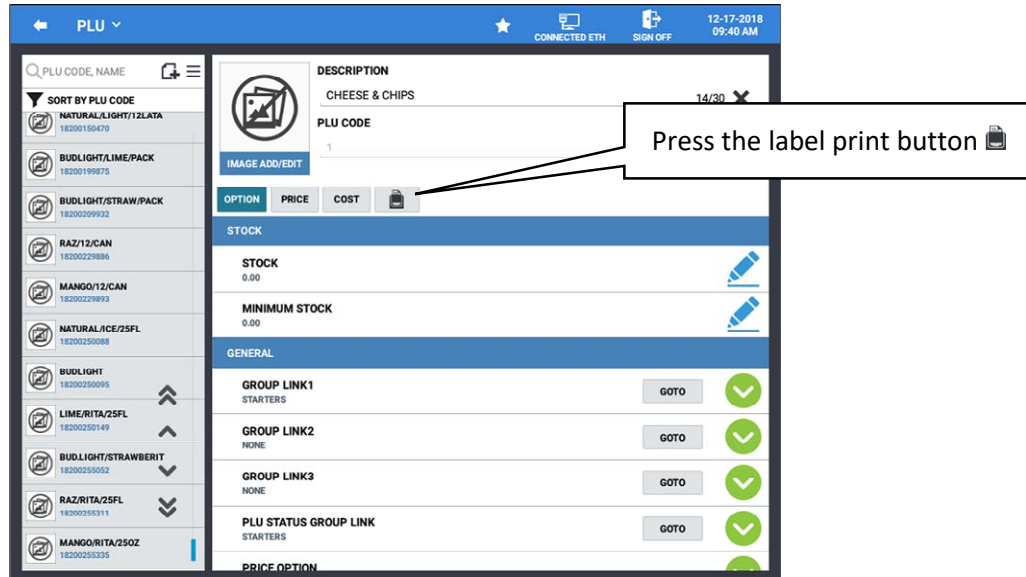
2. Add or Edit labels as needed.

Printing Labels from PLU

Labels can be printed from the PLU programming area or form the Edit Mode. We can choose to print a single label or multiple labels for one or more PLU items.

1. Select **PLU** from the **PROGRAM MODE** > **PLU** menu selections. The PLU programming screen displays:

2. Select the item you wish to print a label for; Press the printer button 🖶.

Alternately; you could print labels for multiple items. Select the **EDIT MODE** ≡, then select one or more PLU's from the list.
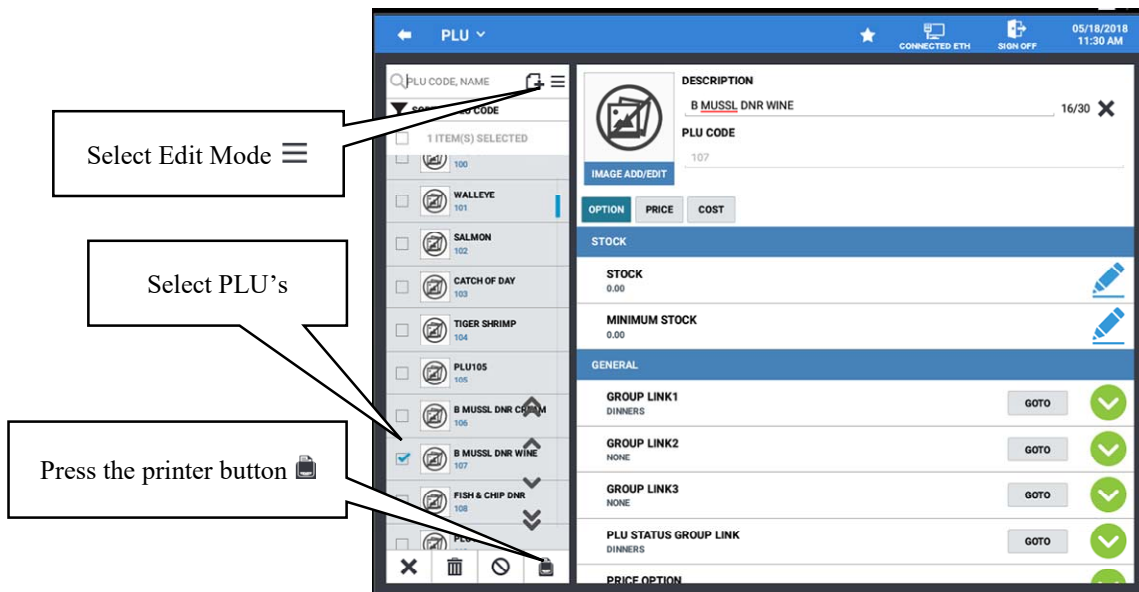
3. Press the printer button 🖶 The **'PRINT LABEL'** dialog displays:

Enter **QTY** of labels to print.
Select the **LABEL FORMAT**.
Select the **PRICE LEVEL**, used when printing PLU Price on the label.
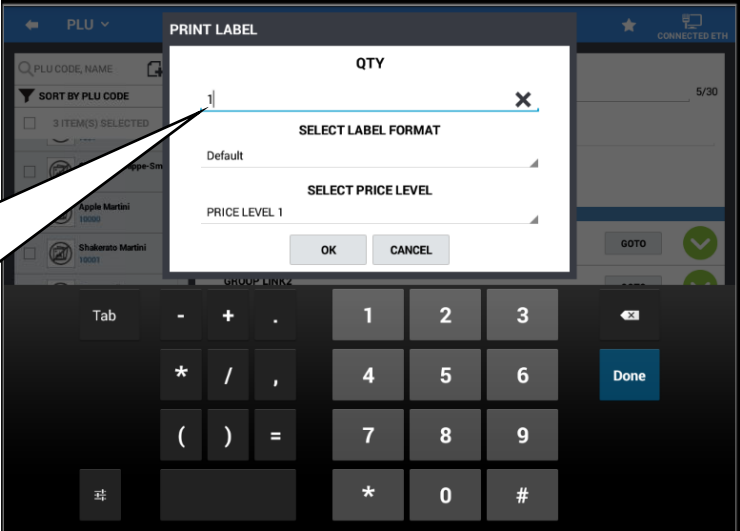
4. Select the **QTY**, number of labels for each selected item you want to print.
5. Select the **LABEL FORMAT** (as defined in the Label Print setup).
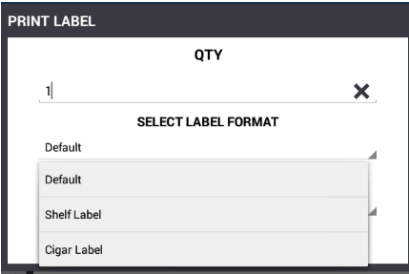
6. Select the **PRICE LEVEL,** this will be the price that prints on the label.
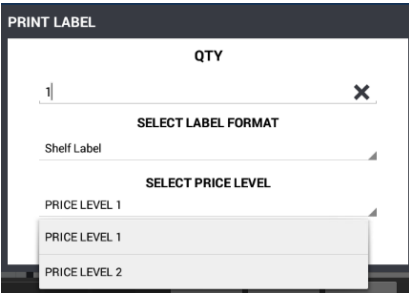
7. Press **OK** on the Print Label dialog to print the labels and close the dialog.

Format for sale

1. Select **STATION** from the **PROGRAM MODE** > **EMPLOYEE** menu screen.
2. Go to the **RECEIPT FORMAT** options.
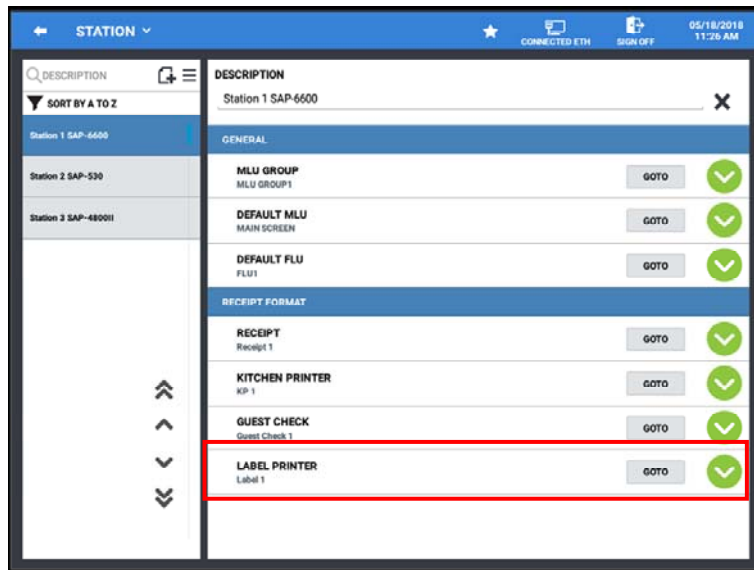
3. Select the **LABEL PRINTER** you want to print to.

Option for sale – PLU Status Group

If checked, a label will print when you store a check or tender the sale.

Condiment items do no print.

SNBC BTP-L520/L540 Label Printers

Setting Peeler Function to OFF

If your printer includes a peeler that you do not wish to use, you can easily turn the peeler function off using the printers Feed Button programming menu.

1. Power on the printer, wait until the green LED is **ON**.
2. Press and hold the **Feed** button (long press) until the LED blinks. Release the **Feed** button, the setup menu will display with the #1 option, **SETUP** selected.

```
1.SETUP
2.SELFTEST
3.CALIBRATION
4.PAUSE
```

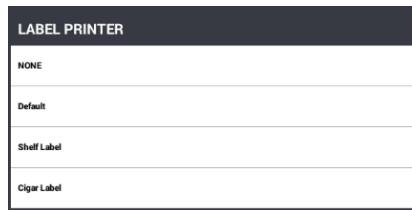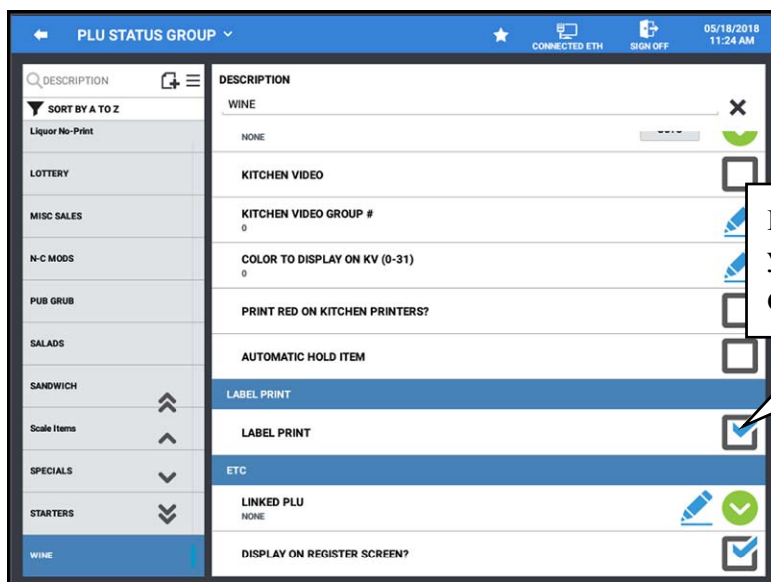3. With **SETUP** selected, press and hold the Feed button (long press) until the LED blinks. Release the **Feed** button, the setup options will display with the #1 option, **MEDIA TYPE** selected.

```
1.MEDIA TYPE
2.PRINT MODE
3.DARKNESS
4.PRINT SPEED
```

4. Press the **Feed** button once (short press) to select the #2 option **PRINT MODE**.

```
1.MEDIA TYPE
2.PRINT MODE
3.DARKNESS
4.PRINT SPEED
```

5. With **PRINT MODE** selected, press and hold the **Feed** button (long press) until the LED blinks. Release the **Feed** button, the setup options will display with the currently selected print mode option (PEEL OFF).

```
2.PRINT MODE
    PEEL OFF
```

6. Press the **Feed** button (short press) until **TEAR OFF** is displayed.

```
2.PRINT MODE
    TEAR OFF
```

7. With **TEAR OFF** selected, press and hold the **Feed** button (long press) until the LED blinks. Release the **Feed** button, the setup menu returns with **PRINT MODE** selected.
8. Press the **Feed** button (short press) sequentially until option #12, **SAVE ALL** is selected.

```
9.DATE SETUP
10.SERIAL COM
11.FACTORY RESET
12.SAVE ALL
```

9.   Press and hold the **Feed** button (long press) until the LED blinks. Release the **Feed** button, the printer will initialize and save your new settings.
10. Verify settings by printing a printer self-test:
11. Press and hold the **Feed** button (long press) until the LED blinks. Release the **Feed** button, the setup menu will display with the #1 option, **SETUP** selected.

```
1.SETUP
2.SELFTEST
3.CALIBRATION
4.PAUSE
```

12. Press the **Feed** button once (short press) to select the #2 option **SELFTEST**.

```
1.SETUP
2.SELFTEST
3.CALIBRATION
4.PAUSE
```

13. Press and hold the **Feed** button (long press) until the LED blinks. Release the **Feed** button, the self-test will print.

2nd Display (VGA Monitor)

If you can connect a 2nd Display to the VGA port on the SAP-6600 terminal, it will display the same information as the front *(operator)* screen.

There is not yet any feature in Sam4pos to do anything more (*i.e.:* show pictures, customer display, videos, etc.)

If you choose to connect a VGA monitor to the VGA port on the SAP-6600 you must reboot the terminal in order for the terminal to send data to the VGA port.

Best Practice:

- Turn Off SAP-6600
- Connect VGA Monitor
- Turn on VGA Monitor
- Turn on SAP-6600

Manual Revision Record

Revision Number	Date Published	Revision contents:
Preliminary	8/31/2017	Initial Preliminary release
v0.2	5/18/2018	Edited Screens, Error Message, Report Message, Time Keeping Option
v2.0	6/28/2018	Removed blank pages; Edited: Error Message, Options, Authority Level, EOD, Terminal & Network, Receipt & Message, EFT Operation. Added: Password Notes, Language Selection
v2.1	7/12/2018	Edit Function keys/Tender Keys
v2.2	8/1/2018	Added BTP-L52/L540 Label Printer Information; updated EOD reports
v2.3	8/17/2018	Edited: Automatic Backup, General Option\Rear Display Message Employee Authority Levels, Employee Station programming, PLU Status\Print Label, Terminal & Network, Error Messages
v2.4	9/5/2018	CASH/Check Tender keys, Report Options; Added message categories: Gratuity, Key Type Message
v2.5	9/10/2018	Added: SAP-6600 Sleep Mode, Sale Screen Size Edit; Updated: Error Messages, General Options, Mix & Match, Label Print, Team Viewer-Reboot
v2.6	9/18/2018	Added: 2nd Monitor Info; Receipt Message programming Updated: Promotion Programming, Report Options
v2.7	10/3/2018	Updated EFT Operation function key and DataCap Operation Definitions; KP/KV Options
v2.8	10/18/2018	Edited EFT Operation function key, PLU Status Groups, Employee Cash Drawer selections
v2.9	12/5/2018	Updated: Print Options, General Options, Report Options, Recipes; Device Settings, PLU Program Scan Added: KP Mapping/KP Group v1.0.79 & Earlier/v1.0.80 & Later
v2.10	12/14/2018	Updated Detailed Reports; General Option, Report Option, Time Keeping Option, HASH Option, System Option, EFT Operation
v2.11	1/11/2019	Added Text Inserter Message, General Options – FTP options. Updated Reports: added Reporting by Employee for PLU and Group reports,
v2.12	1/21/2019	Added More Functions Menu icon info (REG mode), Product Mix Report Updated: Logo, Function Keys, Error Message, Report Message, Screens, System Options.
v2.13	3/4/2019	General Options

v3.0	3/7/2019	Combined SAP-6600/SAP-630 manuals, Updated Authority Level: EOD in REG Mode; Key Type Message.
v3.1	3/15/2019	Added Pin-Pad Errors to the Integrated Payment Appendix
v3.2	3/28/2019	Updated Super Macro, Function Keys\Stock Check, Time Schedule\Rear Display Period, Screen Edit\ Rear Display
v3.3	4/2/2019	Updated Add PLU operation: OK AND NEXT PLU option, List Paid information