American Metro

Basic Operations for the SAM4S SPS-520

General Operation

Opening the Register

If the display on the register reads "CLOSED", you will need to open the register by assigning a clerk to it. To do this…

1. Turn the key to the <Reg> position
2. Press 1 then the CLERK button
3. The register is now open and available to ring in sales.

1	CLERK

Ringing in Sales

Using preset items on the keyboard

1. For items with a preset price, simply press the button for that item on the keyboard or scan the barcode.
2. To ring multiples of an item, i.e., 5 Bottled Waters
   a. enter the quantity of the item
   b. press X/TIME
   c. press the item key or scan the item

BOTTLE WATER	or	‖‖‖‖‖‖‖‖‖‖‖

| 5	X/TIME	BOTTLE WATER	or ‖‖‖‖‖‖‖‖‖‖

Using open priced items on the keyboard

3. For items without a preset price, enter the price for the item WITHOUT USING THE DECIMAL POINT, then press the button for that item on the keyboard.
4. To ring multiples of an item, i.e., 5 Bottled Waters
   a. enter the quantity of the item
   b. press X/TIME
   c. press the item key

2	0	0	BOTTLE WATER

| 5	X/TIME	2	0	0	BOTTLE WATER

Finishing the Sale

1. Press the **SBTL** key to display the current total. Tell customer total owed (i.e, $15.99).

2. Enter the amount received from customer (i.e. $20 bill) and press **CASH, CHECK, CHARGE, ECT.** Amount of change to give back to customer will be displayed on screen.

SUB TOTAL	2	0	00	CASH
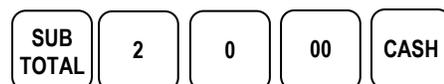
Split Tender

1. If the customer would like to pay using cash and putting the remaining balance on a credit card. Ring in the amount of the cash and press CASH, and then the remaining amount and press CHARGE.

SUB TOTAL	5	00	CASH
1	0	9	9	CHRG
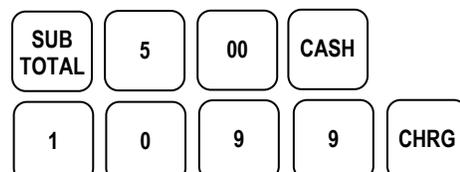
Receipts

1. If a receipt did not automatically print, or if the customer requests an additional copy, press the RECPT ISSUE button after the sale.

2. To change the default receipt printing setting, press the RCPT ON/OFF button. Pressing this button while in the middle of a sale will cause an error. Only press this button after finishing a transaction.

RCPT ISSUE

RCPT ON/OFF

Discounts

Subtotal Discount

1. To apply a Subtotal Discount, first ring in the sale as normal.
2. Press the SUBTOTAL button
3. Press desired DISC button (i.e. 10% DISC)

SUB TOTAL   10% DISC

Error Correction

Clear

The CLEAR button is used to remove any numerical keystrokes made in error or to clear any error messages and stop the corresponding beeping. CLEAR **does not** change or remove any items within the current sale.

CLEAR

Cancel

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

CANCEL

Void

The void button is used within a sale to remove one previously entered item at a time. Void can be used either before or after subtotal has been pressed, but must be done **prior to using any tender button**.

1. Highlight the item you wish to void by touching the item on the screen or using the Up Arrow button on the keyboard.
2. Press the VOID button
3. The item is removed from the sale

Return

The return button is used to remove an item from a sale **after it has been finalized**. Use original receipt to verify items.

1. Make sure you are not in the middle of a sale
2. Press RETURN button
3. Scan the item to be returned.
4. Finalize the return by pressing the CASH button.

RETRN   ITEM #2   SUB TOTAL   CASH

Repeat for multiple items

Manager Operations

Reloading Paper

Keep paper in the printer at all times. If the register stops functioning and the message **"**WARNING** RECPT PAPER END**) is displayed, replace with a new roll of paper making sure paper **feeds from the underside of the roll**. Register will begin printing right where it left off with no data lost. Change it when it gets low. Never pull the paper through the printer without lifting the blue release lever first.
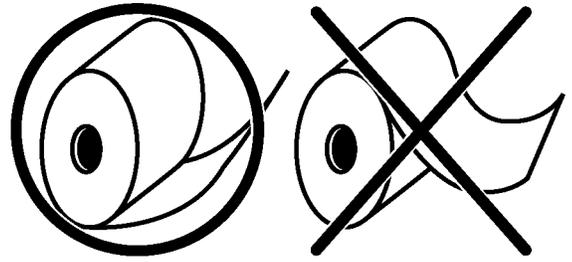
Reports

Run an X READING (X1) report to view current totals. This can be done at any time. A Daily Report (Z1) or End of Event Report (Z2) will reset all totals after the report is run. These should be run at then end of each night (Z1) and end of entire event (Z2). **Be sure to run both a DAILY and EVENT report prior to the start of your event to clear any training or test sales.**

1. Leave the key in the REG position and press the desired report button on the keyboard.
2. Press PRINT REPORT to print a copy of the report
3. Enter the Manager Password: 9999
4. Next press the SEND REPORT button.
5. Enter the Manager Password: 9999
6. The report will be send online. After about 60 sec, press CLOSE when the message pops up saying BATCH CLOSE SUCCESSFUL
7. At the end of the final day of sales, after running both the Print and Send reports, press Event Report for a cumulative total of each day's sales.

PRINT REPORT

eXamine current totals leaving them intact

SEND REPORT

Zeros totals resetting for new day's sales

EVENT REPORT

Cumulative totals of all previous daily reports

Programming Functions

Adding/Changing Items

1. Turn the key to PRG
2. Press the PLU button
3. Press the PLU ADD & CHANGE button
4. Press a button on the keyboard or scan an item that you want to add. You will see the screen to the right.
5. Change the product name by pressing the Descriptor button

PLU#000000000000001006 PROGRAMMING

| PLU# | 000000000000001006 | DESCRIPTOR | PLU1006 |

PAGE #1 | PAGE #2 | PRICES

STOCK LINK PLU #	000000000000000000
MODIFIER QTY	00.00
GROUP LINK #1	[00]
PLU STATUS GROUP LINK#	[01] FOOD-KP
PIECE COUNT	000
PRODUCT MIX #1	0
RECIPE#	0
MIX&MATCH TABLE#	0

| PREV. RECORD | NEXT RECORD | CLOSE |

6. Press CLEAR to get rid of the current name 7. type your new descriptor, and press OK	**DESCRIPTOR** BASIC ETC CAPS LOCK DOUBLE MINT COFFEE COOLER 1 2 3 4 5 6 7 8 9 0 Q W E R T Y U I O P A S D F G H J K L ; Z X C V B N M , . / ! @ # $ % ^ & * ( ) SHIFT SPACE ← CLEAR OK CANCEL
8. Press the GROUP LINK #1 button	**PLU#000000000000001006 PROGRAMMING** PLU# 000000000000001006 DESCRIPTOR MINT COFFEE COOLER PAGE #1 PAGE #2 PRICES STOCK LINK PLU # 000000000000000000 MODIFIER QTY 00.00 GROUP LINK #1 [07] COOLERS PLU STATUS GROUP LINK# [05] BEV-KP PIECE COUNT 000 PRODUCT MIX #1 0 RECIPE# 0 MIX&MATCH TABLE# 0 PREV. RECORD NEXT RECORD CLOSE
9. Press the PAGE UP or PAGE DOWN buttons to find the group and press it.	**GROUP LINK #1** GROUP LIST PAGE UP PAGE DOWN 01 ESPRESSO HOT 02 EXTRA 0 03 STARBUCK COF 04 HOT BEV 7 8 9 05 NON ESPRESSO 4 5 6 06 ESPRESSO COL 07 COOLERS 1 2 3 08 CREAMICE 0 00 ← 09 SPEC MOCHA OK 10 BTL COLD BEV CLOSE

10. Press the PAGE #2 tab	**PLU#000000000000001006 PROGRAMMING** PLU# `000000000000001006` DESCRIPTOR `MINT COFFEE COOLER` PAGE #1 PAGE #2 ES STOCK LINK PLU # `000000000000000000`
11. If the PLU is to be an open priced item, change the PRESET (YES) to a NO. 12. Make sure the INACTIVE field is set to NO 13. Press the PRICES tab	**PLU#000000000000001006 PROGRAMMING** PLU# `000000000000001006` DESCRIPTOR `MINT COFFEE COOLER` PAGE #1 PAGE #2 PRICES PRINT NV IMAGE `NO` INACTIVE `NO` PRESET `YES` ALLOW PRICE CHANGE `NO` ALLOW PRESET/HALO OVERRIDE `NO` FUNCTION LIST KEY LINK `000` PREV. RECORD NEXT RECORD CLOSE
14. Press the price button, enter the new price & press OK 15. Press CLOSE to get out of this item, and the program.	**PLU#000000000000001006 PROGRAMMING** PLU# `000000000000001006` DESCRIPTOR `MINT COFFEE COOLER` PAGE #1 PAGE #2 PRICES PRC/HALO `000000.00` PRC L1 `01` PREV. RECORD NEXT RECORD CLOSE