Sam4s ER-260/265
Electronic Cash Register

Quick Setup Guide
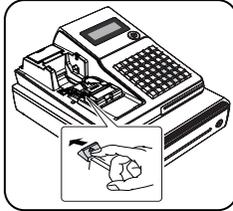For EPROM version **05.000** and later

1 Get Ready

Unpack the Cash Register

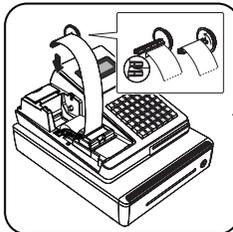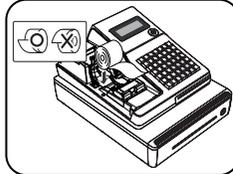Remove the cash register from the packaging. Locate the following items:

- 1 roll of paper (Reorder T5750)
- 1 rewind spindle
- 1 User Manual
- 1 set of keys (6 pairs, 12 keys in total)

Loading Paper

The register has a built-in thermal printer and a 57mm thermal paper roll. The printer can be used as a receipt printer or a journal printer.

- Remove the printer cover
- Push the yellow cap lever and lift up the platen roller
- Load the paper and close the platen roller (Top)
- Close the platen roller firmly.
- For use as journal (bottom).

2 RAM All Clear

RAM (Memory) All Clear - Reset

- A **"Ram all Clear"** will reset the register back to the Factory default settings. It is strongly recommended that a **"Ram all Clear"** is preformed on all new registers **before use**.
- Before switching on the register use a **C** key and turn to **S-Mode** (a hidden position after **PGM-Mode**)
- Hold down the **SUBTOTAL** button
- Turn the power switch **ON**
- After the **beep** release the **SUBTOTAL** button and follow this by pressing the
- **PAPER FEED** , **Dept 5** , **PO** , and then the **CASH/TEND** button in sequence. The display will show "= = = = = = = =.= =". At the end of this step, "**RAM ALL CLEAR OK!**" will print on the receipt.
- The Display will then show "**PLU INI...**", press **CASH/TEND** and the display will show "= = = = C C = = =.=.". When "**PLU INITIALIZATION COMPLETE**" is printed on the receipt the "**RAM All Clear**" procedure is complete.
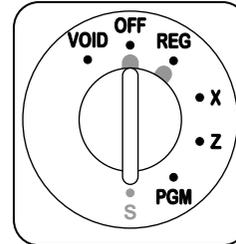
REGISTER DEFAULT SETTINGS.

Tax 1
- ➢ Rename to **GST**
- ➢ **10.000% VAT (Value Added Tax)**

Departments
- ➢ **10% GST**
- ➢ **Preset Price (0.00)**
- ➢ **Override Preset Price**

Plu's
- ➢ **10% GST**
- ➢ **Preset Price (0.00)**
- ➢ **All Plu's Linked to Department 1.**

3 Programming

Descriptor Programming Methods

On the **ER-260/265**, there are two different program methods - **Alpha Overlay** or **Two Digit Code**.

Receipt Logo Descriptor Programming

- use either a **P** key or **C** key and turn to **PGM-Mode**
- Press **X/TIME** button
- Enter up to **32** characters of descriptor for the line
- Press **X/TIME** button again
- Refer to table below, enter 2 digit line code..
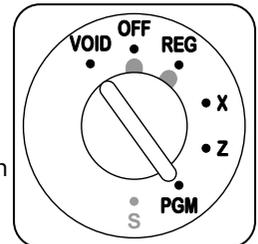
Code	Preamble	Code	Postamble
11	1st Line	21	1st Line
12	2nd Line	22	2nd Line
13	3rd Line	23	3rd Line
14	4th Line	24	4th Line
15	5th Line	25	5th Line
16	6th Line	26	6th Line

- Press **CHECK** button
- Repeat for next line
- **CASH** button to finalised program

3 Programming (Continue)

Department Descriptor Programming

- Use either a **P** key or **C** key and turn to **PGM-Mode**
- Press **X/TIME** button
- Enter up to **18** characters of descriptor for the line
- Press **X/TIME** button again
- Press the Department key that the descriptor is for
- Repeat for next Department or **CASH** button to finalise programming

PLU Descriptor Programming

- Use either a **P** key or **C** key and turn to **PGM-Mode**
- Press **X/TIME** button
- Enter up to **18** characters of descriptor for the line
- Press **X/TIME** button again
- Enter PLU number from the numeric pad then **PLU** button that the descriptor is for
- Repeat for next PLU or **CASH** button to finalise programming

Department Entry Limit or Price Programming

- Use either a **P** key or **C** key and turn to **PGM-Mode**
- Enter the price (without decimal point) from the numeric pad
- Press the Department key that the entry limit or price is for
- Repeat for next Department or **CASH** button to finalise programming

PLU Entry Limit or Price Programming

- Use either a **P** key or **C** key and turn to **PGM-Mode**
- Enter PLU number from the numeric pad then the **PLU** button that the entry limit or price is for
- Enter the price (without decimal point) from the numeric pad
- Press **X/TIME** button
- Repeat for next PLU or **CASH** button to finalise programming

Note: For **Entry Limit** or **Preset Price**, check the preset status setting of the Department or PLU. For detail, please refer to **Department Programming** and **PLU (Price Look Up) Programming** in the **Operation and Program Manual**

4 Reporting

The **ER-260/265** has two reporting modes, one for printing out the information without resetting any figures; this is referred to as the **X-Mode**

The second is for printing and resetting the figures back to zero ready for the next day (**End of Day**), this is referred to as the **Z-Mode.**

- Use either a **Z**, **P** or **C** Key and turn to **X-Mode** or **Z-Mode**.
- Press one of the buttons from the table below to print out the required report
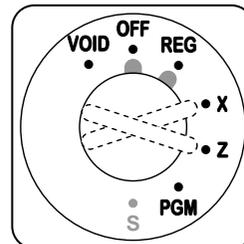
Button	Mode	Report
CASH	X or Z	Financial
CHARGE	X or Z	Period-to-Date Financial
PLU	X or Z	PLU
X/TIME	X or Z	Hourly Sales
CLERK	X or Z	Clerk

The **ER-260/265** also has 800 lines (fixed) Electronic Journal (**EJ**) built-in. It records transactions which can be printed for inspection. Please check System Option #23, #24 and #26 in the **Operation and Program Manual** for **EJ** configuration.
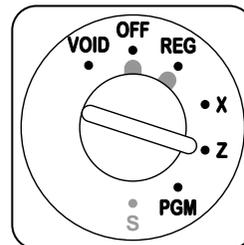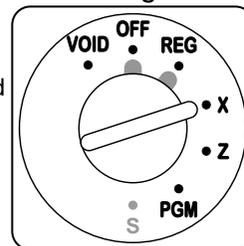
To print **EJ** record.

- Use either a **Z**, **P** or **C** Key and turn to **X-Mode**
 Enter **3 0 0 CASH**

To erase the **EJ** manually.

- Use either a **Z** key, **P** key or **C** Key and turn to **Z-Mode**
- Enter **3 9 9 CASH**

## 5 Miscellaneous Information

Date Programming

- Use either a **P** key or **C** key and turn to the **PGM-Mode**
- Enter two digits for the Day the Month and the Year in **DDMMYY** format.
  For example, for **15 Oct 2011** enter **1 5 1 0 1 1**
- Press the **X/TIME** button
- Press the **CASH** button to finalise programming
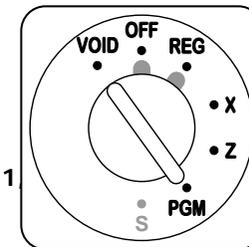
TIME PROGRAMMING

- Use either a **P** key or **C** key and turn to the **PGM-Mode**
- Enter two digits for the Hour and Minutes in **HHMM** in **24 hours** format.
  For example, for **3:25pm**, enter **1 5 2 5**
- Press the **X/TIME** button
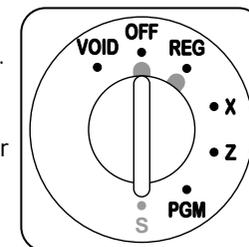- Press the **CASH** button to finalise programming
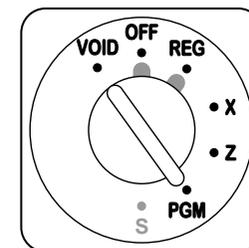
PC On-Line Mode for PC Communication

PC On-Line mode on **ER-260/265** is turned on manually. To do so..

- Use a **C** key and turn to **S-Mode** (a hidden position after **PGM-Mode**)
- Press **RA** button

General Errors

When **ER-260/265** is beeping with a message on the display.

E1: **General Error**; usually a misoperation but could also be incorrect programming.

E3: **Printer Error / Paper Jam**; please remove paper roll and clean printer, if the problem remains, contact your dealer.

E8: **No Paper**; please insert new paper roll into printer

Exit ALL Error Condition's by pressing the **CLEAR** button.