

SAM4s ER180U Quick Setup Guide

1. IMPORTANT - Before you Begin

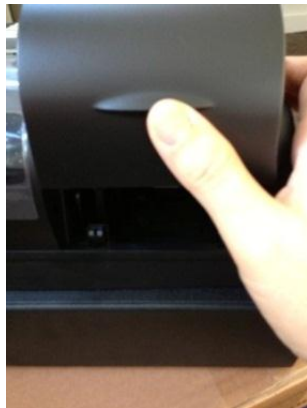
- a. The Cash Register is already setup for 10% GST on ALL departments. You can change this later on if you need a Department that is GST FREE. Instructions are in the main user guide.
- b. Please unpack all items and DO NOT power up the Register.
- c. You do not need to complete any steps after Step 3. You only need Step 4 and beyond if you want to customise your Receipts, Departments etc.
- d. Follow each step below slowly and carefully to avoid making any mistakes.

2. Insert Paper

- a. Remove the Tape that is holding the Printer Cover in place.



- b. Using your Finger, lift the Cover upwards gently. It will pivot and pop open.



- c. Now remove the Tape holding the Release Bar in place.



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- d. Now, lift the Printer Release bar. It is fixed at the other end and will pivot open.



- e. Remove and dispose of the Small Piece of Receipt Paper
f. Prepare a Roll of Thermal Paper and simply drop it in the paper holder in the position shown.



- g. Now hold the top of the paper and push down on the Printer Release Bar to close it, as shown.



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- h. Now feed the paper through the Printer Cover as shown.



- i. Now replace the printer cover ensuring you locate the plastic tabs then snapping shut.

3. Cash Register FULL Reset

- a. Ensure the Power is On at the wall but the Small Power Plug is NOT inserted into Register.
- b. Register should be OFF. With NO power.
- c. Now, press and HOLD the "Charge" Button whilst inserting the Small power plug into the Register.



- d. You will hear a short beep. With 0.00 on the display.
- e. Now press and release the FEED button
- f. Now press and release the TAX button
- g. Now press and release the MODE|CALC button
- h. Now press and release the CASH/TEND button
- i. "RAM ALL CLEAR OK!" will be displayed on the Receipt



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- j. You have now Reset your Cash Register
- k. Press the MODE|CALC button until the screen is displaying the “REG” Position.

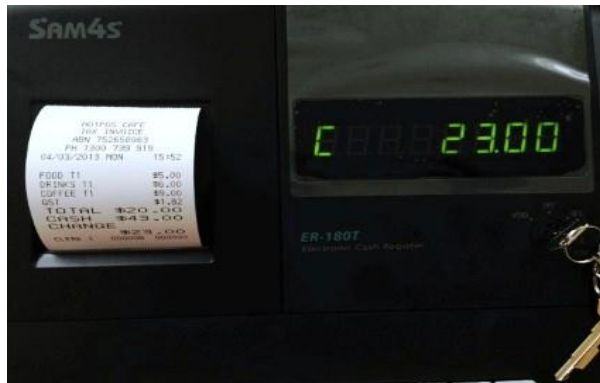
<u>NUMBER</u>	<u>DISPLAY</u>	<u>MODE</u>
1	VOID 1d	VOID MODE (VOID)
2	-	OFF MODE (OFF)
3	REG	REGISTER MODE (R)
4	MANAGER 1	MANAGER MODE (X)
5	ZEP2	Z MODE (Z)
6	P	PROGRAM MODE (P)
7	2	SERVICE MODE (S)

- l. The Register is ready for use! Continue to Step 4 to Add Receipt Names etc.

4. Receipt Header Programming (Add Shop Name, TAX Invoice, Phone Number etc)

- a. Register should be ON.
- b. Press the MODE|CALC button until the screen is displaying the “P” Position.
- c. **To change Line 1 of the Receipt**
 - a. Enter the numbers 3 0 0 1 then press [SUB-TOTAL] Button
 - b. You are now programming Line 1 of your Receipt.
 - c. Using the White buttons you will notice each key has a letter of the alphabet on it.
 - d. Use these buttons to spell the words of your Shop. In this example “HOTPOS CAFÉ”
 - e. Use the [Tax/Space] button to add a Space in between words.
 - f. When complete, press [SUB-TOTAL]
- d. **To change Line 2 of the Receipt**
 - a. Enter the numbers 3 0 0 2 then press [SUB-TOTAL] Button
 - b. You are now programming Line 2 of your Receipt.
 - c. Using the White buttons you will notice each key has a letter of the alphabet on it.
 - d. Use these buttons to spell the words: “TAX INVOICE”
 - e. Use the [Tax/Space] button to add a Space in between words.
 - f. When complete, press [SUB-TOTAL]
- e. **To change Line 3 of the Receipt**
 - a. Enter the numbers 3 0 0 3 then press [SUB-TOTAL] Button
 - b. You are now programming Line 3 of your Receipt.
 - c. Using the White buttons you will notice each key has a letter of the alphabet on it.
 - d. Use these buttons to Insert your ABN number. Example: “ABN 73 895 253 111”
 - e. Use the [Tax/Space] button to add a Space in between words.
 - f. When complete, press [SUB-TOTAL]
- f. **To Change Line 4 of the Receipt**
 - a. Enter the numbers 3 0 0 4 then press [SUB-TOTAL] Button
 - b. You are now programming Line 4 of your Receipt.
 - c. Using the White buttons you will notice each key has a letter of the alphabet on it.
 - d. Use these buttons to Insert your Phone Number. Example: “PH 1300 735 919”
 - e. Use the [Tax/Space] button to add a Space in between words.
 - f. When complete, press [SUB-TOTAL]
- g. **Once you have finished Receipt Header programming Press the [CASH/TEND] button to Save.**
- h. Press the MODE|CALC button until the screen is displaying the “REG” Position.
- i. The Register is ready for use! Continue to Step 5 to change Departments

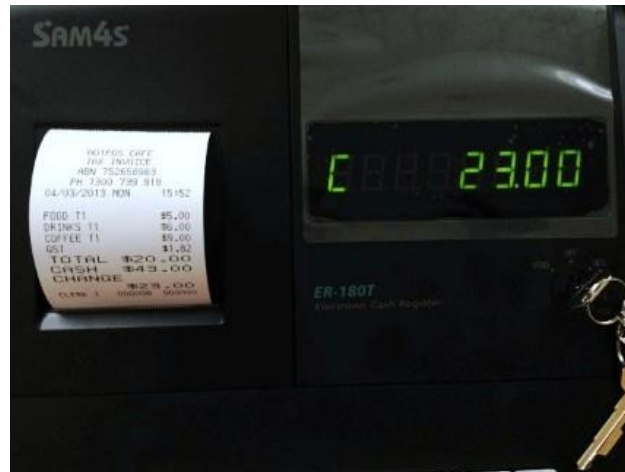
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5. Department Name Programming (Change the Name of Departments: Food, Drinks, Coffee etc)

- a. Register should be ON.
- b. Press the MODE|CALC button until the screen is displaying the "P" Position.
- c. **To Rename Department 1 of the Register**
 - i. Enter the numbers 1 0 0 1 then press [SUB-TOTAL] Button
 - ii. You are now programming Department 1
 - iii. Using the White buttons you will notice each key has a letter of the alphabet on it.
 - iv. Use these buttons to spell the words of your NEW Department. In this example "FOOD"
 - v. Use the [Tax/Space] button to add a Space in between words.
 - vi. When complete, press [SUB-TOTAL]
- d. **To Rename Department 2 of the Register**
 - i. Enter the numbers 1 0 0 2 then press [SUB-TOTAL] Button
 - ii. You are now programming Department 2
 - iii. Using the White buttons you will notice each key has a letter of the alphabet on it.
 - iv. Use these buttons to spell the words of your NEW Department. In this example "DRINKS"
 - v. Use the [Tax/Space] button to add a Space in between words.
 - vi. When complete, press [SUB-TOTAL]
- e. **To Rename Department 3 of the Register**
 - i. Enter the numbers 1 0 0 3 then press [SUB-TOTAL] Button
 - ii. You are now programming Department 3
 - iii. Using the White buttons you will notice each key has a letter of the alphabet on it.
 - iv. Use these buttons to spell the words of your NEW Department. In this example "COFFEE"
 - v. Use the [Tax/Space] button to add a Space in between words.
 - vi. When complete, press [SUB-TOTAL]
- f. **Once you have finished Department Name programming Press the [CASH/TEND] button to Save.**
- g. Press the MODE|CALC button until the screen is displaying the "REG" Position.
- h. The Register is ready for use! Please review some example transactions below.

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- 6. Sample Transaction** - You sell 1 x Coffee at \$3.00 and 1 x Salad Roll for \$6.00
- Press the MODE|CALC button until the screen is displaying the "REG" Position.
 - Enter the numbers 3 0 0 on the Grey Buttons. (This will enter \$3.00 into the Register – You don't insert the decimal point)
 - Now press Department 2 on the White Keys – Coffee Department
 - Enter the numbers 6 0 0 on the Grey Buttons. (This will enter \$6.00 into the Register – You don't insert the decimal point)
 - Now press Department 1 on the White Keys – Food Department
 - Press [SUB-TOTAL]
 - The Sub-Total of \$9.00 is displayed on screen
 - Customer provides a \$10.00 Note
 - Enter 1 0 0 0 on the Grey Buttons. (This will enter \$10.00 into the Register – You don't insert the decimal point)
 - Now Press [CASH-TEND]
 - The Change will be displayed on the screen and the cash drawer will open.
 - Transaction Complete.