

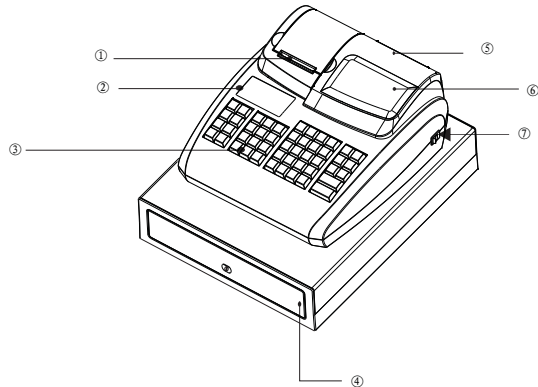
**ELECTRONIC CASH REGISTER  
USER'S MANUALECR800**

## INDEX

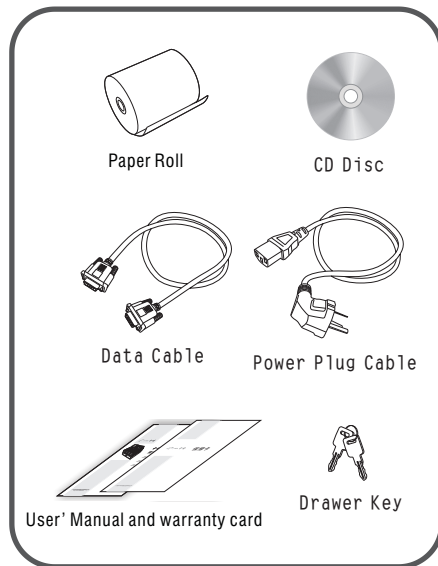
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## Chapter 1 Overview

### 1.1 ECR Parts Description



- ① Receipt Printer
- ② ECR Body
- ③ Keyboard
- ④ Cash Drawer
- ⑤ Customer Display
- ⑥ Operator Display
- ⑦ Power Switch



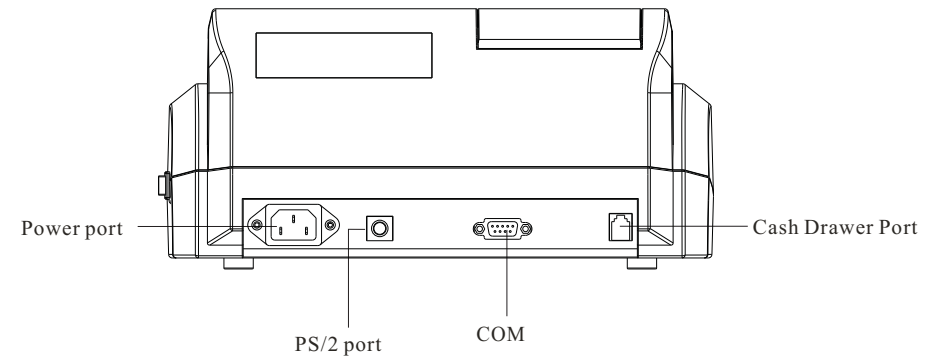
### 1.2 Description To Ports

**Power port:** power plug provided.

**PS/2 port:** for barcode scanner.

**COM:** for PC or external printer(Default baud rate 115200bps).

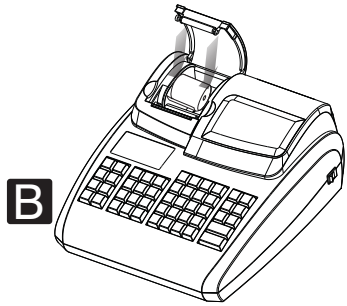
**Cash Drawer Port:** for cash drawer.



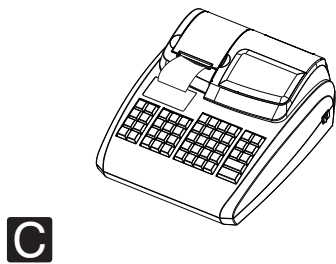
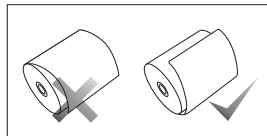
### 1.3 Load paper



A. Open the printer cover in the arrow direction



B. Put in the paper roll.



C. Drag out the paper end and close the cover. Tear off the paper end outside the printer.

### 1.4 Keyboard description

					CLERK	RECEIPT ON/OFF	VOID	SHIFT	RECEIPT ISSUED	FC
FEED	EC	7 @	8 ABC	9 DEF	DEPT04	DEPT08	DEPT12	PAGE UP ↑	-%	#/NS
RA	REF/-	4 GHI	5 JKL	6 MNO	DEPT03	DEPT07	DEPT11	PAGEDN ↓	CHECK	CARD
PO	PLU	1 PQRS	2 TUV	3 WXYZ	DEPT02	DEPT06	DEPT10	DEPT14	SUB TOTAL	
CLEAR	X/TIME DW	0 -#	00 SP/ENT	.	DEPT01	DEPT05	DEPT09	DEPT13	CASH TOTAL =	

KEY	DESCRIPTION	KEY	DESCRIPTION	KEY	DESCRIPTION
EC	Error correct	CLERK	Click to login as a cashier	PAGE UP ↑	Page up
FC	Foreign currency	FEED	Feed paper	PAGEDN ↓	Page down
#/NS	No sale	RA	Received account	VOID	Void/cancel transaction
CARD	Pay by card	PO	Paid out	REF/-	refund
SHIFT	Shift	RECEIPT ON/OFF	To print receipt or not	PLU	Price look up
CHECK	Pay by check	CLEAR	Clear characters	X/TIME DW	Sell commodity in quantity

KEY	DESCRIPTION	KEY	DESCRIPTION
7 @	Numbers	DEPT01	Departments
8 ABC		DEPT14	
9 DEF		SUB TOTAL	Sub total
4 GHI		CASH TOTAL =	Enter or confirm
5 JKL			
6 MNO			
1 PQRS			
2 TUV			
3 WXYZ			
0 -#			
00 SP/ENT			
.			

## Chapter 2 Setting

### 2.1 Go to setting page

```
===== ECR =====
1.Settings
2.Registration
3.PLUS & Departments
4.X Reports
```

In main menu page, move cursor to “1. Settings” option and press “Enter” to enter into ECR configuration center.

### 2.2 System Settings

In “System Settings”, users could modify system date and time, machine ID number and other features.

```
==== Settings ====
System Settings
Authority Settings
Printing Settings
Keyboard Settings
```

In “Settings” page, select “System Settings” option and press “Enter” .

#### 2.2.1 System Date & Time

```
Date & Time
Machine No.
Switch on selection
Language Selection
Other Settings
```

In “System Settings” listing, select “Date & Time” option and press “Enter” to set the system date and time.

```
=== Date & Time ===
Date: DD/MM/YYYY
    23-04-2010
Time: HH/MM
    15-53
```

In “Date & Time” page, put in the right number in the corresponding blank to set current date and time.

#### 2.2.2 Machine Number

```
Date & Time
Machine No.
Switch on selection
Language Selection
Other Settings
```

In “System Settings” listing, move cursor to “Machine No.” option and press “Enter” to define the machine ID number.

```
= Machine No. Setting=
Machine No  0012
```

Put in the machine number in the blank.

#### 2.2.3 Switch on selection

```
Date & Time
Machine No.
Switch on selection
Language Selection
Other Settings
```

In “System Settings” listing, move cursor to “Switch on selection” option and press “Enter” to select the switch-on mode. This defines whether to display system time when user switch on the machine or to go to registration page directly.

```
= Switch on selection
Display time
To registration mode
```

Select the mode and press “Enter” .

#### 2.2.4 Language Selection

```
Date & Time
Machine No.
Switch on selection
Language Selection
Other Settings
```

In “System Settings” listing, move cursor to “Language Selection” option and press “Enter” to select user language. The ECR support several languages.

= Language Select=  
Chinese  
English

Select the language and press “Enter” to save.

## 2.2.5 Other Setting

Date & Time  
Machine No.  
Switch on selection  
Language Selection  
Other Settings

In “System Settings” listing, move cursor to “Other Settings” option and press “Enter”. In “Other Settings”, users could select options for: Button Beep on, Back Light Always, Low Stock Alarm, Decimal Point Show.

== Other Settings ==  
Button Beep On:   
Back Light Always:   
Low Stock Alarm:   
Decimal Point Show:

Move cursor to an option and press “Enter” to switch on/off the function.

## 2.3 Authority Settings

In “Authority Settings”, users could change password to both manager and cashier. Also, users could specify operating authorities to cashiers.

== Settings ==  
System Settings  
Authority Settings  
Printing Settings  
Keyboard Settings

In “Settings” page, move cursor to “Authority Settings” option and press “Enter” to make configurations to manager and cashier.

### 2.3.1 Manager Authority

= Authority Settings =  
Manager  
Cashiers

In “Authority Settings” page, select “Manager” option and press “Enter”.

= Manager Settings =  
No PSW. Log in:   
Cashiers Qty.: 20  
Modify Manager PSW.

Users could select to login the system with password or not. To cancel the password login, tackle the option “No PSW. Log in: 

=Modify Manager PSW.  
Old Password: \*\*\*\*\*  
New Password: \*\*\*\*\*  
Confirm PSW.:

To change the password for manager, move cursor to “Modify Manager PSW” and press “Enter”. In “Modify Manager PSW.” page, previous password will be required.

### 2.3.2 Cashiers' Authority

= Authority Settings =  
Manager  
Cashiers

In “Authority Settings” page, select “Cashiers” option and press “Enter”.

=Cashiers Selection=  
Cashier 1: Cashier01  
Cashier 2: Cashier02  
Cashier 3: Cashier03  
Cashier 4: Cashier04

Select a cashier and press “Enter”.

=== Cashiers ===  
Cashier 3: Cashier03  
Modify Name  
Modify Password

In the “Cashier” page, users could modify cashier’s name, password and authorities. Select “Modify Name” option in “Cashier” page, and press “Enter” to edit cashier’s name.

```

<Enter> Yes, <ESC>Exit
Cashier03

ABC.: (9/20)

```

```

=== Cashiers ===
Cashier 3: Cashier03
Modify Name
Modify Password
Authority

```

To modify cashier's password, the operations are the same as manager password modification. To specify authorities to cashier's, select "Authority" option in "Cashier" page and press "Enter".

```

= Set Cashier's Right =
Refund: 
Change Price: 
Discount: 
Service Charge: 

```

There are total 9 authority items for selection. With the specific option tackled, the cashier owns the right to perform this function.

```

Training: 
Settings: 
PLUS&Departments: 
X Report: 
Z Report: 

```

## 2.4 Printing Setting

In "Printing Settings", users could set the information to receipt head and tail. And also users could set some common printing features to receipt and report.

```

=== Settings ===
System Settings
Authority Settings
Printing Settings
Keyboard Settings

```

In "Settings" page, move cursor to "Printing Settings" option and press "Enter".

### 2.4.1 Set Receipt Head

```

==Printing Settings==
Set Receipt Head
Set Receipt Tail
Set Receipt
Set Report

```

In "Printing Settings" page, select "Set Receipt Head" option and press "Enter".

```

=== Receipt Head ===
1st Line Message
Printing 1st Line: x
1st Double-height: x
1st Auto Center: x

```

Users could define 9 lines in total for receipt head. For each line, users could select to print it on the receipt or not. And for each line, users could select to print the message line on the receipt in double height format or not. And users could select the message line to be placed in the center of the line or not.

```

<Enter> Yes, <ESC> Exit

ABC.: (0/32)

```

### 2.4.2 Set Receipt Tail

```

==Printing Settings==
Set Receipt Head
Set Receipt Tail
Set Receipt
Set Report

```

In "Printing Settings" page, select "Set Receipt Tail" option and press "Enter".

Users could define 9 lines in total for receipt tail. For each line, users could select to print it on the receipt or not. And also for each line, users could select to print the message line on the receipt in double height format or not. And users could select the message line to be placed in the center of the line or not.

Notice: The setting method and display page are the same as the "Set Receipt Head".

### 2.4.3 Set Receipt

```

==Printing Settings==
Print Density: 6
Print Receipt: ✓
Print LOGO: x
No Paper Detect: ✓

```

In “Set Receipt”, users could make below configurations to receipt:  
Define the printing density

- To switch on/off the receipt printing
- To switch on/off the LOGO printing on the receipt
- To motivate the “No Paper Detecting” function
- 

## 2.4.4 Set Report

```

==Printing Settings==
Set Receipt Head
Set Receipt Tail
Set Receipt
Set Report

```

In “Printing Settings” page, select “Set Report” option and press “Enter”.

In “Report Settings”, users could define the user’s name and address information to be printed on the report or not. Also, users could control to reset the gross total after print Z report or not. And users could select to print gross total on the report or not.

```

==Report Setting==
User's Name & Address
Reset GT after print
Z Report: ✓
Print Gross Total:

```

```

=User's Name & ADD.=
Print Name/ADD.V
1st Line
2nd Line
3rd Line

```

Set user’s name and address.

## 2.5 Keyboard Setting

```

=== Settings ===
System Settings
Authority Settings
Printing Settings
Keyboard Settings

```

In “Settings” page, move cursor to “Keyboard Settings” option and press “Enter” to configure keyboard.

In “Keyboard Settings”, users could distribute keys to a specific PLU or function. Also users could define “- %” key, “+ %” key and “Auto Key” here.

### 2.5.1 PLU Hot Key

If a commodity (represented by a PLU) was defined to a key, users could sell this commodity directly through pressing this key. In this circumstance, the commodity selling is just like department selling.

```

==Keyboard Settings==
PLU Hot-key
Set Function Keys
Set -%, +% Key
Auto Key

```

In “Keyboard Settings” page, select “PLU Hot-key” option and press “Enter” to define hot keys to PLU.

```

PLU Hot-key Setting
PLU Code:
123456789
Keyboard Layer: 1
Define Key: 0

```

In “PLU Hot-key Setting” page, put in the PLU code in “PLU Code:” blank. Then select the key layer.

```

PLU Hot-key Setting
PLU Code:
123456789
Keyboard Layer: 1
Define Key: 0

```

Move cursor to “Define Key:” option and press “Enter” to define the hot key.

```

Pls Input
Redefine Key

```

Press the key to define the hot key.

### 2.5.2 Set Function Key

Function key means this key could perform a specific function. Specially, the function is for selling. With these function keys, user could perform many excellent and useful functions to meet the complex selling circumstances.

```

= Keyboard Settings =
PLU Hot-key
Set Function Keys
Set -%, +% Key
Auto Key
  
```

In “Keyboard Settings” page, select “Set Function Keys” option and press “Enter” to define keys to functions. Function keys are as below.

```

= Set Function Keys =
Add Price: 0
Reduce Price: 0
Service Charge: 0
Sell in Bulk: 0
  
```

Function key page 1

```

= Set Function Keys =
Input Cash: 0
Output Cash: 0
Credit Card: 0
Cheque: 0
  
```

Function key page 2

```

= Set Function Keys =
3rd Pay Way:0
4th Pay Way:0
5th Pay Way:0
6th Pay Way:0
  
```

Function key page 3

```

= Set Function Keys =
Training: 0
Copy Receipt: 0
Receipt ON/OFF: 0
No Function: 0
  
```

Function key page 4

```

= Set Function Keys =
Auto Key1:0
Auto Key2:0
Auto Key2:0
Auto Key2:0
  
```

Function key page 5

```

= Set Function Keys =
Search PLU:0
  
```

Function key page 6

### 2.5.3 Set -%, +% Key

“-%” and “+%” mean discount. With this function key defined, users could make discount to the total transaction. There are two sets of the discount function keys. Two for positive discount and two for negative discount.

```

= Keyboard Settings =
PLU Hot-key: 0
Set Function Keys:0
Set -%, +% Key: 0
Auto Key: 0
  
```

In “Keyboard Settings” page, select “Set -%, +% Key” option and press “Enter”.

```

== Set -%, +% Key ==
First -% Key
Second -% Key
First +% Key
Second +% Key
  
```

In “Set -%, +% Key” page, select an option and press “Enter”.

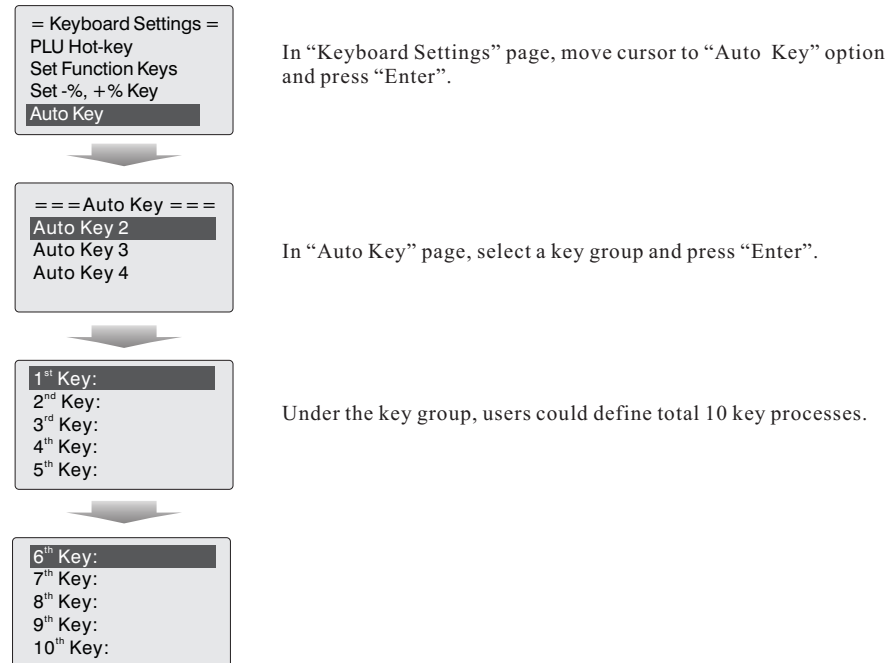
```

== Second -% Key ==
Name:
Rate: 0.0%
Key: 0
Save....
  
```

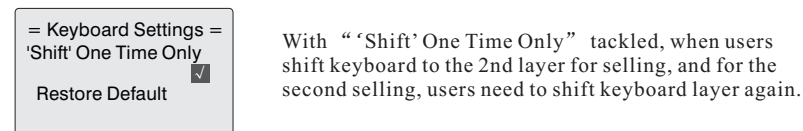
In the discount key setting page, users should modify the name, define the discount rate and define the key. After that, move cursor to “Save....” and press “Enter” to save all the changes.

## 2.5.4 Auto Key

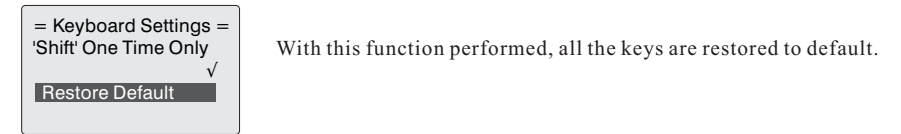
“Auto Key” means the key could activate a serial of actions automatically. With this function key defined, users could perform a serial of function only by pressing the “Auto Key”. There are 4 groups of the auto key. And for each group of the auto key, there are 10 steps of the function available.



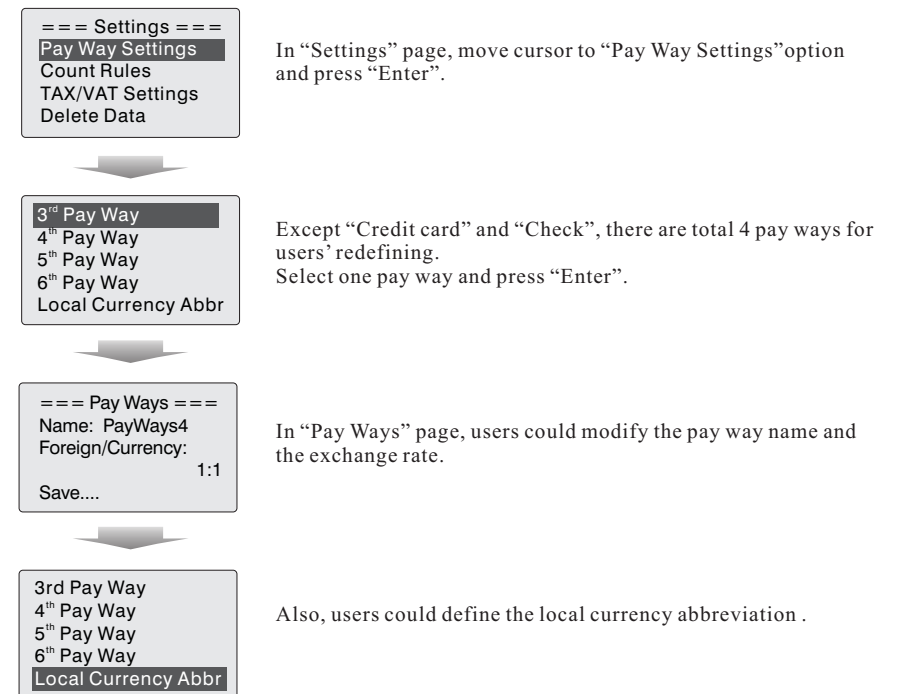
## 2.5.5 “Shift” One Time Only



## 2.5.6 Restore Default



## 2.6 Pay Way Setting



## 2.7 Count Rules

In "Count Rules", users could configure the decimal digits, rounding method and round position.

```

==== Settings ====
Pay Way Settings
Count Rules
TAX/VAT Settings
Delete Data
    
```

In "Settings" page, move cursor to "Count Rules" option and press "Enter".

```

== Count Rules ==
Allow Decimals (0-3):
    2
Round Method
Round Position
    
```

Put in the decimal number to define the decimal digits allowed.

```

== Count Rules ==
Allow Decimals (0-3):
    2
Round Method
Round Position
    
```

In "Count Rules" page, move cursor to "Round Method" option and press "Enter".

```

== Round Method ==
Round off:
4/5:
Round up:
European 0/5/10:
    
```

In "Round Method", users could select the rounding method. There are options of:  
 Round off:  
 4/5:  
 Round up:  
 European 0/5/10:  
 Singapore 0/5:  
 Malaysia 0/5/10:  
 Australia 0/5/10:

```

== Count Rules ==
Allow Decimals (0-3):
    2
Round Method
Round Position
    
```

In "Count Rules" page, move cursor to "Round Position" option and press "Enter".

```

Round Position
units:
The 1st decimal:
The 2nd decimal:
The 3rd decimal:
    
```

In "Round Position", users could define the rounding position to: Units, from the 1st decimal, from the 2nd decimal or from the 3rd decimal.

## 2.8 TAX/VAT Setting

```

==== Settings ====
Pay Way Settings
Count Rules
TAX/VAT Settings
Delete Data
    
```

In "Settings" page, move cursor to "TAX/VAT Settings" option and press "Enter".

```

= TAX/VAT Settings =
Select TAX/VAT: NONE
Default Rate
Printing:
    
```

In "TAX/VAT Settings", move cursor to "Select TAX/VAT: NONE", press "Enter" to shift among the TAX type options. There are TAX type options of NONE, TAX, VAT and GST.

```

= TAX/VAT Settings =
Default Rate
Printing:
Save....
    
```

In "TAX/VAT Settings" page, move cursor to "Default Rate" option and press "Enter".

```

== TAX/VAT Rate ==
VAT 1:0.00%
VAT 2:0.00%
VAT 3:0.00%
VAT 4:0.00%
    
```

There are total 8 default rate for users' defining. Move cursor to a specific rate option, and press number keys to define the rate directly.

```

== TAX/VAT Rate ==
VAT 5:0.00%
VAT 6:0.00%
VAT 7:0.00%
VAT 8:55.00%
    
```

```

= TAX/VAT Settings =
Select TAX/VAT: NONE
Default Rate
Printing:
Save....
    
```

In "TAX/VAT Settings", move cursor to "Printing: X" and press "Enter" to select or deselect the function (to print TAX option on receipt or not).

```

= TAX/VAT Settings =
Default Rate
Printing:
Save....
    
```

After all characters settled, move cursor to "Save..." and press "Enter" to save all changes.

## 2.9 Delete Data

```

=== Settings ===
Pay Way Settings
Count Rules
TAX/VAT Settings
Delete Data
    
```

In “Settings” page, move cursor to “Delete Data” and press “Enter” to delete data.

```

== Delete Data ==
Reset Parameter
Delete Cashiers
Delete Department
Delete PLUS
    
```

In “Delete Data” page, select “Reset Parameter” option and press “Enter” to reset parameter to default or not.

```

== Delete Data ==
Rest parameter
Delete Cashiers
Delete Department
Delete PLUS
    
```

In “Delete Data” page, move cursor to “Delete Cashiers” option and press “Enter”. After that, press “Enter” to confirm deleting cashiers data or press “Sub Total” to cancel the performance.

```

== Delete Data ==
Reset Parameter
Delete Cashiers
Delete Department
Delete PLUS
    
```

In “Delete Data” page, move cursor to “Delete Department” option and press “Enter”. After that, press “Enter” to confirm deleting department data or press “Sub Total” to cancel the performance.

```

== Delete Data ==
Reset Parameter
Delete Cashiers
Delete Department
Delete PLUS
    
```

In “Delete Data” page, move cursor to “Delete PLU” option and press “Enter”. After that, press “Enter” to confirm deleting PLU data or press “Sub Total” to cancel the performance.

```

Del Flowing Record
Delete All Date
    
```

In “Delete Data” page, move cursor to “Del Flowing Record” option and press “Enter”. After that, press “Enter” to confirm deleting Flowing Record or press “Sub Total” to cancel the performance.

```

Del Flowing Record
Delete All Date
    
```

In “Delete Data” page, move cursor to “Delete All Date” option and press “Enter”. After that, press “Enter” to confirm deleting All Date or press “Sub Total” to cancel the performance.

## Chapter 3 Data Establish

Before selling any commodity, users need to pre-establish commodity data in the ECR machine.

There are two concepts of commodity: department and PLU. Department means commodity category. Each commodity belongs to a department. PLU means Price Look Up. Each commodity is represented by a PLU and belongs to a department.

```

===== ECR =====
1.Settings
2.Registration
3.PLUS&Departments
4.X Reports
    
```

In main menu page, move cursor to “3. PLU & Departments” option and press “Enter” to enter into the data center.

### 3.1 Set Departments

```

= PLUS&Departments =
Set Departments
Create New PLU
Search PLU
In/Decrease Stock
    
```

In “PLU & Departments” page, select “Set Departments” and press “Enter” to set department.

```

== Departments ==
Dept 1: Dept01
Dept 2: Dept02
Dept 3: Dept03
Dept 4: Dept04
    
```

In “Departments” listing, select one department and press “Enter” to enter into the department editing page.

```

Dept.: Dept01
Price: 389,762.88
NONE      0.00%
Discount:  ✓
Save....
    
```

In department editing page, select the option and put in corresponding information to define the characters. After all options defined, move cursor to “Save...” and press “Enter” to save all changes.

### 3.2 Create New PLU

```

= PLUS&Departments =
Set Departments
Create New PLU
Search PLU
In/Decrease Stock
    
```

In “PLU & Departments” page, move cursor to “Create New PLU” option and press “Enter” to enter into PLU establishing page.

```

= Create New PLU =
Code:
Name:
    
```

In “Create New PLU” page, move cursor to “Code:” blank, and put in the PLU number directly or by using a scanner.

```

== Create New PLU ==
Price: 0.00
Cost: 0.00
Stock: 0
Safe Stock:
    
```

Put in all other information in the corresponding blank. In the “Name” blank, there will be a character editing page. And only numbers will be needed for other options. After all characters settled, move cursor to “Save...” and press “Enter” to save the PLU data.

```

==Create New PLU==
Linked Dept. : 1
Sell in Bulk: X
Save
    
```

### 3.3 Search PLU

The ECR provides thousands of PLU compatibility. Users could find out a specific PLU by using “Search PLU” function.

```

= PLUS&Departments =
Set Departments
Create New PLU
Search PLU
In/Decrease Stock
    
```

In “PLU & Departments” page, move cursor to “Search PLU” option and press “Enter” to perform PLU searching.

```

== Search PLUS ==
Search By Code
Search By Dept.
Search By Character
    
```

In “Search PLUS” page, the ECR provides three searching ways: search by code, search by department and search by character. In each way, users only need to put in the first several characters or numbers, then the system will automatically match the PLU.

### 3.4 In/Decrease Stock

The ECR provides function to increase or decrease stock. This helps the management of stock in or out.

```

= PLUS&Departments =
Set Departments
Create New PLU
Search PLU
In/Decrease Stock
    
```

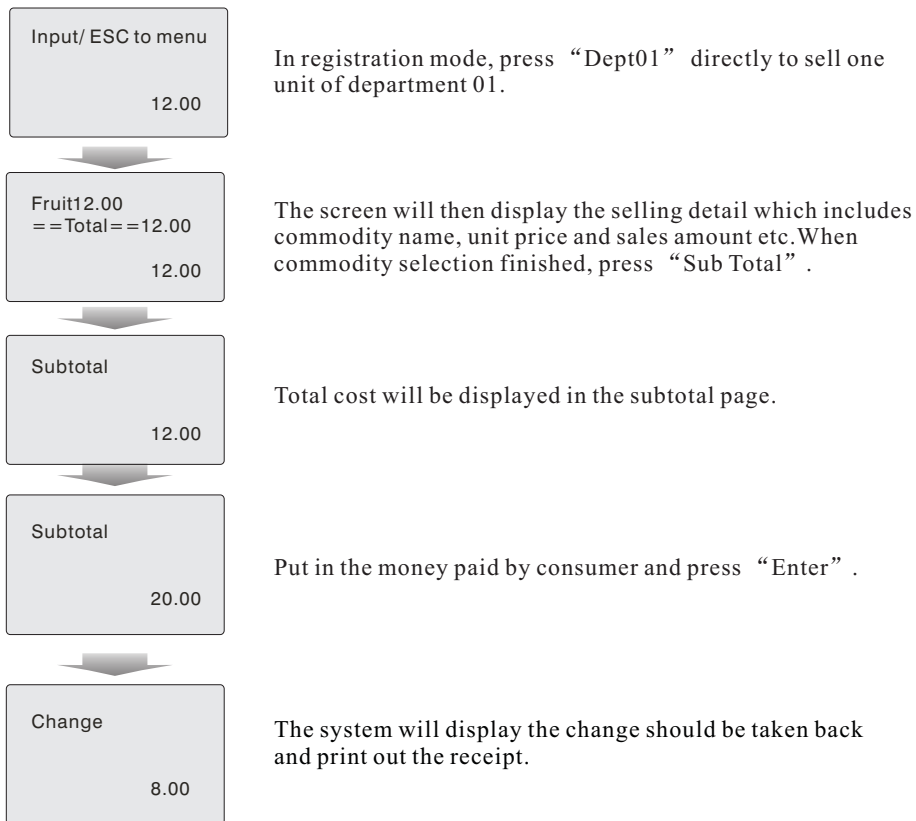
In “PLUS & Departments” page, move cursor to “In/Decrease Stock” option and press “Enter”. Then users need to select a PLU. To find out the PLU, users could search by put in number after “Code:”.

## Chapter 4 Sell Commodity

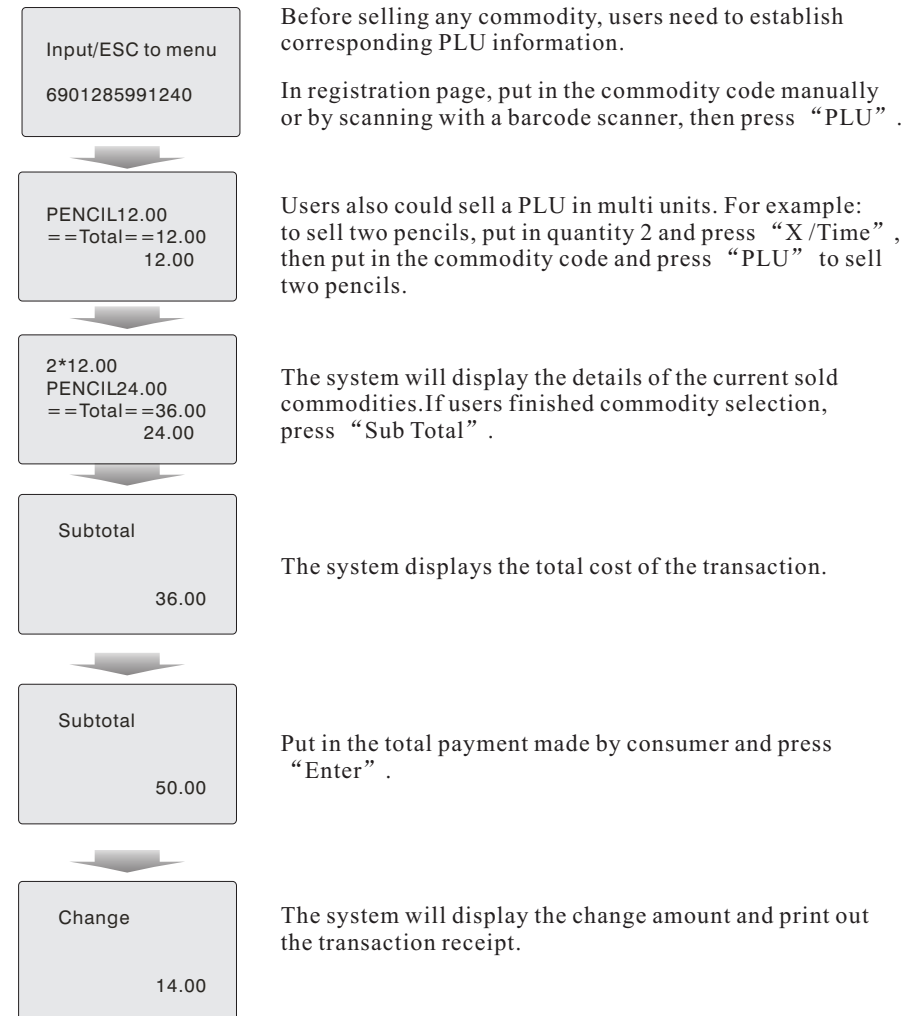
Before selling a department, users should do some beforehand works, such as establishing department data, define unit price and define department function key. Below operations take selling fruit for example to teach users how to sell department.

### 4.1 Sell Departments

#### 4.1.1 Basic Selling



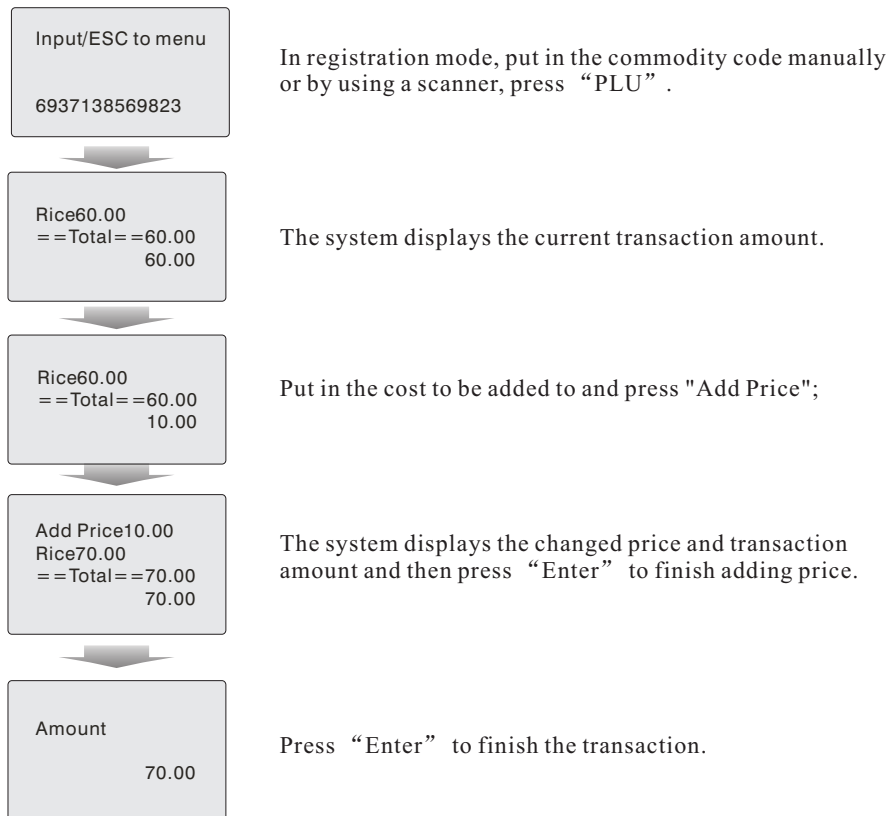
### 4.2 Sell PLU Basically



## 4.3 Functional Selling

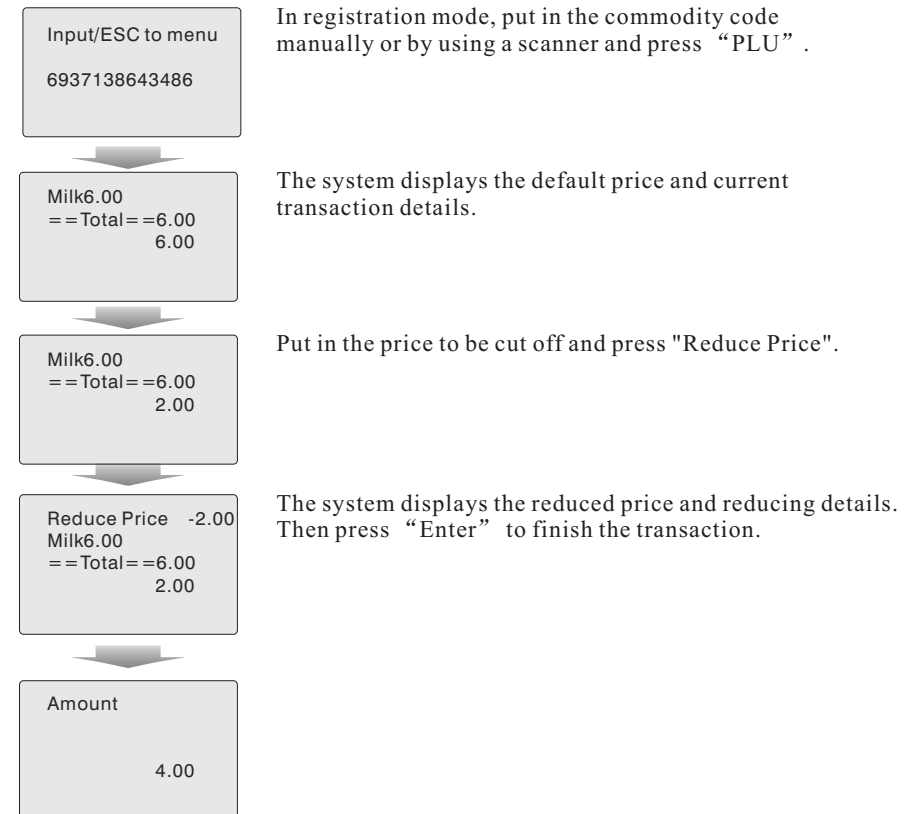
### 4.3.1 Add Price

Sometimes users need to sell commodity not with the default price but with an added price, for example to charge with the service fee. To sell a commodity with an added price, users need to redefine a function key for "Add Price". Processes of selling a commodity with an added price are as below.



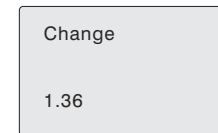
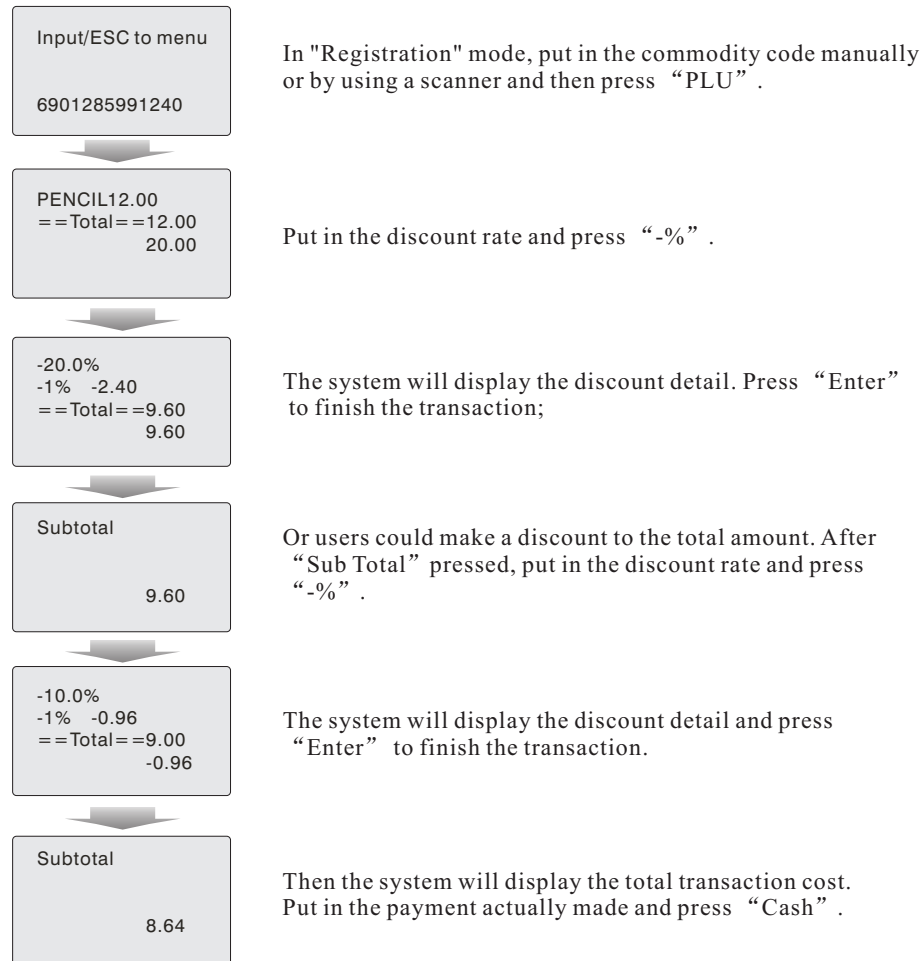
### 4.3.2 Reduce Price

To reduce the price to a commodity, users need to re-define function key to "Reduce Price". Processes to sell commodities at a reduced price are as below.



### 4.3.3 Sell at a Discount

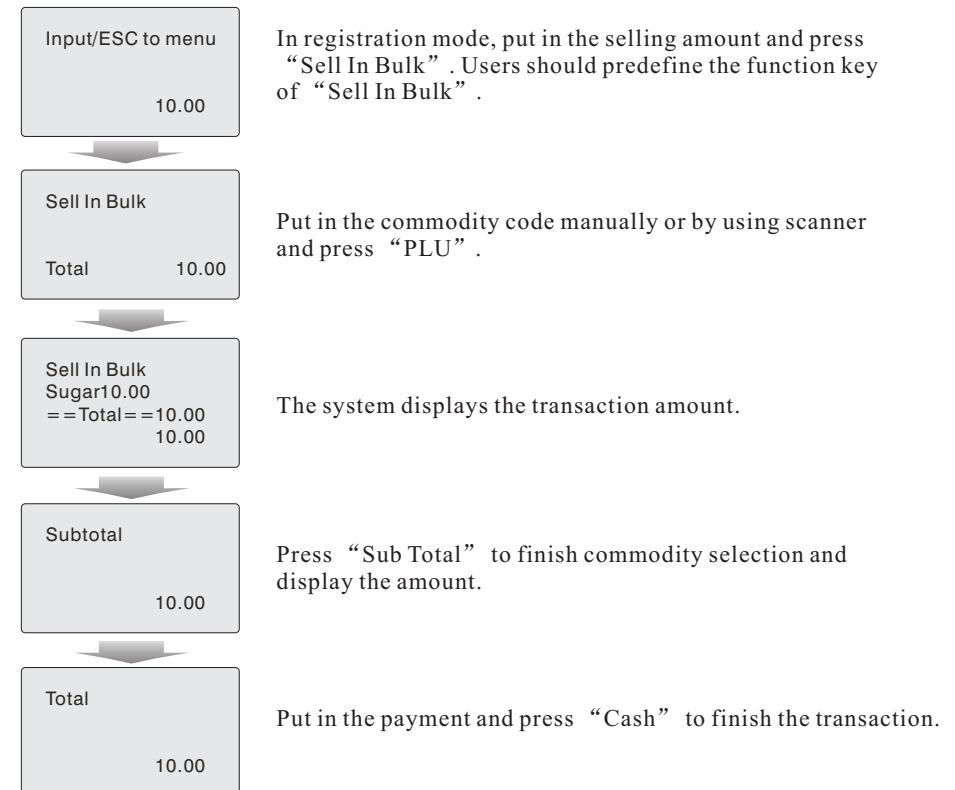
There are two kinds of method to make a discount to a transaction: discount to a single commodity or discount to the total amount. Examples to show the processes of discount are as below.



The system displays the change total and print out the receipt.

### 4.3.4 Sell in Bulk

The ECR supports to sell a commodity in bulk. If users need to sell a commodity in bulk, they need to enable the corresponding option when establish a commodity. Below example shows the processes.



### 4.3.5 Input Cash & Output Cash

"Received Account" means to put in money without any transaction; "Paid Out" means to take out money without any transaction.

```
Input/ESC to menu
-10.00
```

In registration mode, put in the money received or paid out and press "Input Cash" or "Output Cash". After that, press "Enter" to print out the RA or PO receipt.

### 4.3.6 Cancel a Transaction

Users could cancel a specific commodity or a whole transaction. Processes are as below:

#### A. To cancel a specific commodity

```
Input/ESC to menu
1
```

In registration mode, put in the commodity code and press "PLU".

```
Coke3.50
==Total==3.50
2.00
```

The system displays the total amount. Put in a second commodity code and press "PLU".

```
Coke3.50
Chocolate4.50
==Total==8.00
3.00
```

And put in a third commodity.

```
Coke3.50
Chocolate4.50
Biscuits6.00
==Total==8.00
6.00
```

Press "VOID" to perform cancelling.

```
Merchandise sales
billing details
3. Biscuits 16.00
```

Select the commodity to be canceled through pressing "Page Up" or "Page Down" and press "EC" to cancel it. After that, press "Enter" to escape.

```
Tvoid
Biscuits-6.00
==Total==14.00
-4.50
```

The system will display the canceled amount. Press "Enter" to finish the transaction.

#### B. To cancel the whole transaction

```
Input/ESC to menu
1
```

In registration mode, put in the commodity code and press "PLU".

```
Coke3.50
==Total==3.50
2
```

The system then displays the total amount. Put in the second commodity code and press "PLU".

```
Coke3.50
Chocolate4.50
==Total==8.00
```

Go on to put in the third commodity code and press "PLU".

```
Coke3.50
Chocolate4.50
Biscuits6.00
==Total== 14.00
6
```

After all commodity selection, press "VOID".

```
Merchandise sales
billing details
3. Biscuits 16.00
```

Press "Clear" to cancel all commodities.

## Chapter 5 X Report

The ECR provides X report. X report means issuing report without deleting the corresponding data.

```
==== ECR ====
1.Settings
2.Registration
3.PLUS&Departments
4. Reports
```

In main menu page, move cursor to “4. X Reports” option and press “Enter” to enter into X report center.

```
==== X Report ====
Financial Rep. Day
Financial Rep. Month
Department Rep. Day
Department Rep. Month
```

In “X Report” page, users could issue reports of financial report daily or monthly, department report daily or monthly, PLU report daily or monthly, clerk report daily, electronic journal, shortage report and PLU&Stock report. With checking the report detail, users could print out the report by pressing “- %” .

```
==== X Report ====
PLU Rep. Day
PLU Rep. Month
Clerk Rep. Day
Electronic Journal
```

```
==== X Report ====
Shortage Report
PLU & Stock Report
```

## Chapter 6 Z Report

The ECR provides Z report. Z report means issuing report with deleting the corresponding data.

```
==== ECR ====
2.Registration
3.PLUS&Departments
4.X Reports
5.Z Reports
```

In main menu page, move cursor to “5. Z Reports” option and press “Enter” to enter into Z report center.

```
==== Z Report ====
Financial Rep. Day
Financial Rep. Month
Department Rep. Day
Department Rep. Month
```

In “Z Report” page, users could issue reports of financial report daily or monthly, department report daily or monthly, PLU report daily or monthly, clerk report daily and electronic journal. With checking the report detail, users could print out the report by pressing “- %” .

```
==== Z Report ====
PLU Rep. Day
PLU Rep. Month
Clerk Rep. Day
Electronic Journal
```

# Chapter 7 Receipt Sample

## Basic Selling To Department

Cashier:Manager	MachNo:0800		
Item	Qty	Price	Amount
Fruit	1	12.00	12.00
Subtotal			12.00
-----			
Item:	1		
<b>TOTAL</b>			<b>12.00</b>
CASH			20.00
Change:			8.00
VAT Amount:			0.00
30-04-2010 13.15			#13

## Sell Department with Changed Price

Cashier:Manager	MachNo:0800		
Item	Qty	Price	Amount
Fruit	1	5.00	5.00
Subtotal:			5.00
-----			
Item:	1		
<b>TOTAL</b>			<b>5.00</b>
CASH			20.00
Change:			15.00
VAT Amount:			0.00
30-04-2010 13.16			#14

## Sell PLU Basically

Cashier:Manager	MachNo:0800		
Item	Qty	Price	Amount
PENCLL	1	12.00	12.00
PENCLL	2	12.00	24.00
Subtotal			36.00
-----			
Item:	3		
<b>TOTAL</b>			<b>36.00</b>
CASH			50.00
Change:			14.00
VAT Amount:			0.00
30-04-2010 13.37			#18

## Add Price

Cashier:Manager	MachNo:0800		
Item	Qty	Price	Amount
Rice	1	60.00	60.00
Add Price:			10.00
Biscuits	1	6.00	6.00
Cancel Biscuits			-6.00
-----			
Item:	2		
<b>TOTAL</b>			<b>70.00</b>
CASH			70.00
VAT Amount:			0.00
30-04-2010 13.54			#19

## Reduce Price

Cashier:Manager	MachNo:0800		
Item	Qty	Price	Amount
Milk	1	6.00	6.00
Reduce:			-2.00
-----			
Item:	1		
<b>TOTAL</b>			<b>4.00</b>
CASH			4.00
VAT Amount:			0.00
30-04-2010 13.43			#20

## Sell at a Discount

Cashier:Manager	MachNo:0800		
Item	Qty	Price	Amount
PENCIL	1	12.00	12.00
Discount		20.0%	-2.40
Subtotal			9.60
Discount		10.0%	-0.96
-----			
Item:	1		
<b>TOTAL</b>			<b>8.64</b>
CASH			8.64
VAT Amount:			0.00
30-04-2010 13.45			#23

## Sell In Bulk

Cashier:Manager	MachNo:0800		
Item	Qty	Price	Amount
Suger	1	10.00	10.00
Subtotal			10.00
-----			
Item:	1		
<b>TOTAL</b>			<b>10.00</b>
CASH			10.00
VAT Amount:			0.00
30-04-2010 13.48			#24

## Cancel a Commodity

Cashier:Manager	MachNo:0800		
Item	Qty	Price	Amount
Coke	1	3.50	3.50
Chocolate	1	4.50	4.50
Biscuits	1	6.00	6.00
Cancel Biscuits			-6.00
-----			
Item:	2		
<b>TOTAL</b>			<b>8.00</b>
CASH			8.00
VAT Amount:			0.00
30-04-2010 13.54			#29

## Cancel the whole transaction

Cashier:Manager	MachNo:0800		
Item	Qty	Price	Amount
Coke	1	3.50	3.50
Chocolate	1	4.50	4.50
Biscuits	1	6.00	6.00
-----			
30.04-2010 13:54			#30
Cancel	Cancel	Cancel	Cancel

## Financial Report Daily

* * * * *	
<b>X Report</b>	
--- Financial Report,Day ---	
Inquiry From:	29.04.2010 10:36
To:	30.04.2010 13:54
Gross:	453.36
	45act
Net:	439.36
	42act
Refund:	0.00
	0act
Cancel:	14.00
	3act
Discount:	-5.76
	5act
Add Price:	10.00
	1act
reduce Price:	-2.00
	1act
In Cash:	10.00
	1act
Out Cash:	-20.00
	1act
-----	
<b>Drawer Total</b>	
Cash:	429.36
Grand Total:	429.12

## Financial Report Monthly Department Report Daily

* * * * *	
<b>X Report</b>	
--- Financial Report,Month ---	
Inquiry From:	23.04.2010 14:35
To:	30.04.2010 13:54
Gross:	1,750.06
	100act
Net:	1,736.06
	97act
Refund:	0.00
	0act
Cancel:	14.00
	3act
Discount:	-61.01
	31act
Add Price:	10.00
	1act
reduce Price:	-2.00
	1act
In Cash:	30.00
	2act
-----	
<b>Drawer Total</b>	
Cash:	1,765.72
Credit Card:	0.50
Grand Total:	1,736.06
Rounding:	0.16
VAT:	29.35

* * * * *	
<b>X Report</b>	
--- Departmenl Report,day ---	
Inquiry From:	23.04.2010 14:35
To:	30.04.2010 13:55
-----	
Dept 1:	Fruit
Total Sale:	310.12
Quantity:	25
Refund Amount:	0.00
Quantity:	0
-----	
Dept 2:	Coke
Total Sale:	67.50
Quantity:	5
Refund Amount:	0.00
Quantity:	0
-----	
Dept 3:	Chocolate
Total Sale:	13.50
Quantity:	3
Refund Amount:	0.00
Quantity:	0
-----	
Dept 3:	Biscuits
Total Sale:	12.00
Quantity:	2
Refund Amount:	0.00
Quantity:	0
-----	
Total Sale:	403.12
Refund Amount:	0.00

## In/Reduce Stock

= In/Reduce Stock			
In/Reduce	Stock	Cost	
Name:	dd		
Plu Number:	123456		
	100	100	2.00
-----			

## RA/P

Cashier:Manager	MachNo:0800		
Item	Qty	Price	Amount
RA:			10.00
30-04-2010 13:49			#25
-----			
Cashier:Manager	MachNo:0800		
Item	Qty	Price	Amount
RA:			10.00
30-04-2010 13:45			#26

**Department Report Monthly**

```

-----
* * * * *
X Report
-- Department Report, Month --
Inquiry From: 23.04.2010 14:35
To: 30.04.2010 13:55
-----
Dept 1: Fruit
Total Sale: 310.12
Quantity: 25
Refund Amount: 0.00
Quantity: 0
-----
Dept 2: Coke
Total Sale: 67.50
Quantity: 5
Refund Amount: 0.00
Quantity: 0
-----
Dept 3: Chocolate
Total Sale: 13.50
Quantity: 3
Refund Amount: 0.00
Quantity: 0
-----
Dept 3: Biscuits
Total Sale: 12.00
Quantity: 2
Refund Amount: 0.00
Quantity: 0
-----
Total Sale: 403.12
Refund Amount: 0.00
    
```

**Clerk Report Daily**

```

-----
* * * * *
X Report
----- Clerk Report, Day -----
Inquiry From: 23.04.2010 14:35
To: 30.04.2010 13:56
-----
Cashier00:Manager
Gross: 1,750.06
-----
100act
-----
Net: 1,736.06
-----
97act
-----
Refund: 0.00
-----
0act
-----
Cancels: 14.00
-----
3act
-----
Discount: -61.01
-----
31act
-----
Add Price: 10.00
-----
1act
-----
reduce Price: -2.00
-----
1act
-----
In Cash: 10.00
-----
1act
-----
Out Cash: -20.00
-----
1act
-----
Cash: 1,725.72
Credit Card: 0.50
-----
Rounding: 0.16
VAT: 29.35
    
```

**PLU Report Monthly**

```

-----
* * * * *
X Report
----- Plu Report, Month -----
Inquiry From: 23.04.2010 14:35
To: 30.04.2010 13:55
-----
No.: 123456
Name: dd
Total Sale: 1.00
Quantity: 1
Refund Amount: 0.00
Quantity: 0
Stock: 1
-----
No.: 6901285991240
Name: PENCIL
Total Sale: 144.00
Quantity: 12
Refund Amount: 0.00
Quantity: 0
Stock: 9.988
-----
No.: 6937138569823
Name: Rice
Total Sale: 60.00
Quantity: 1
Refund Amount: 0.00
Quantity: 0
Stock: 9.999
-----
No.: 6937138643486
Name: Milk
Total Sale: 6.00
Quantity: 1
Refund Amount: 0.00
Quantity: 0
Stock: 9.999
-----
No.: 123456789
Name: Suger
Total Sale: 10.00
Quantity: 1
Refund Amount: 0.00
Quantity: 0
Stock: 9.999
-----
Total Sale: 221.00
Refund Amount: 0.00
    
```

**PLU Report Daily**

```

-----
* * * * *
X Report
----- Plu Report, Day -----
Inquiry From: 23.04.2010 14:35
To: 30.04.2010 13:55
-----
No.: 123456
Name: dd
Total Sale: 1.00
Quantity: 1
Refund Amount: 0.00
Quantity: 0
Stock: 1
-----
No.: 6901285991240
Name: PENCIL
Total Sale: 144.00
Quantity: 12
Refund Amount: 0.00
Quantity: 0
Stock: 9.988
-----
No.: 6937138569823
Name: Rice
Total Sale: 60.00
Quantity: 1
Refund Amount: 0.00
Quantity: 0
Stock: 9.999
-----
No.: 6937138643486
Name: Milk
Total Sale: 6.00
Quantity: 1
Refund Amount: 0.00
Quantity: 0
Stock: 9.999
-----
No.: 123456789
Name: Suger
Total Sale: 10.00
Quantity: 1
Refund Amount: 0.00
Quantity: 0
Stock: 9.999
-----
Total Sale: 221.00
Refund Amount: 0.00
    
```

## Chapter 8 PC Software Instruction

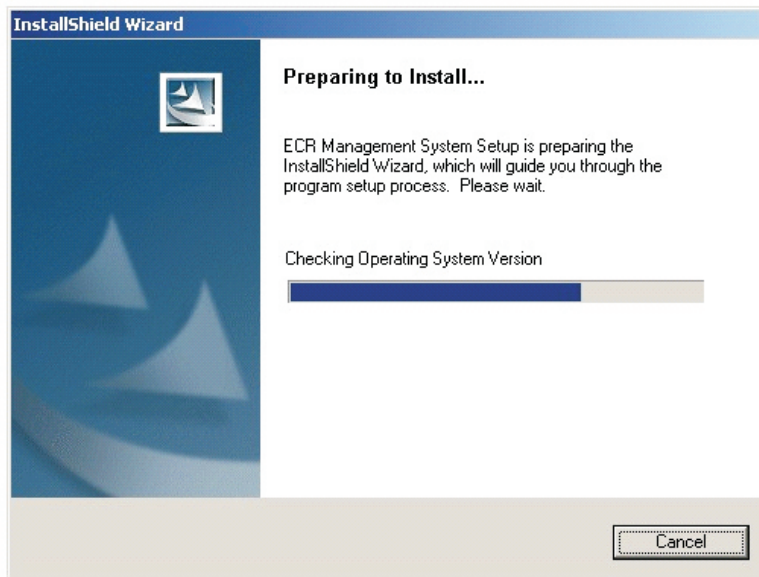
There is a CD disc besides the ECR machine. It includes PC software. Users could edit data, make system configuration, upload and download data, print reports and backup data with this software.

### 8.1 Install the Program

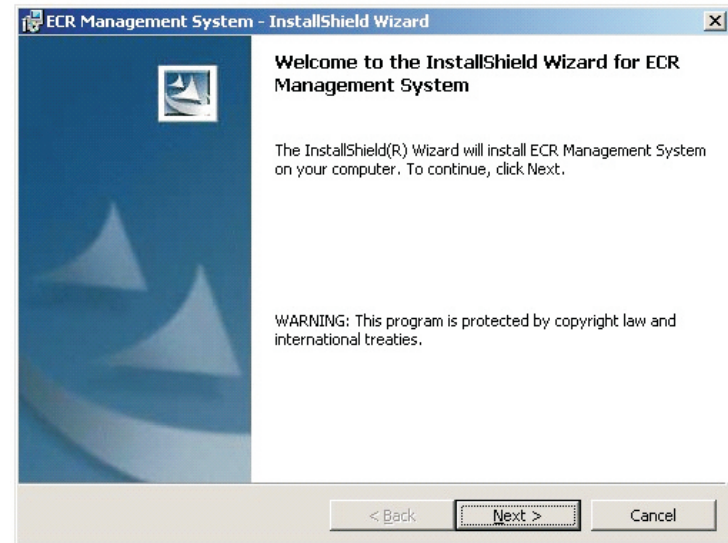
1. Double click on the file “setup.exe”



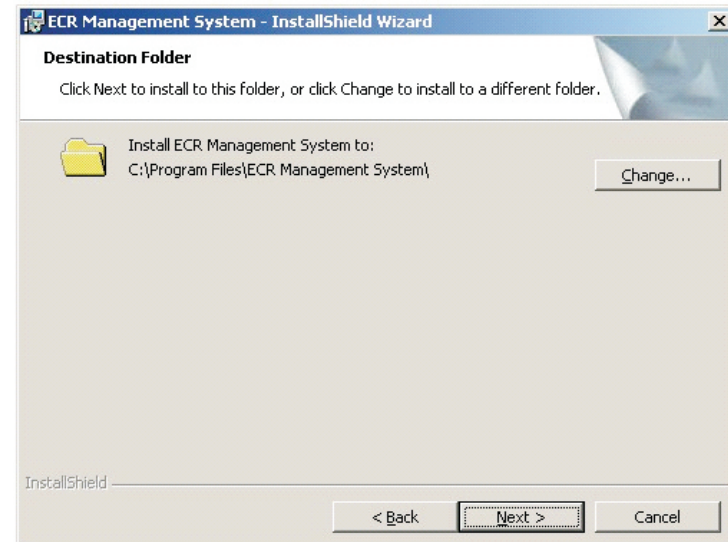
2. Installing...



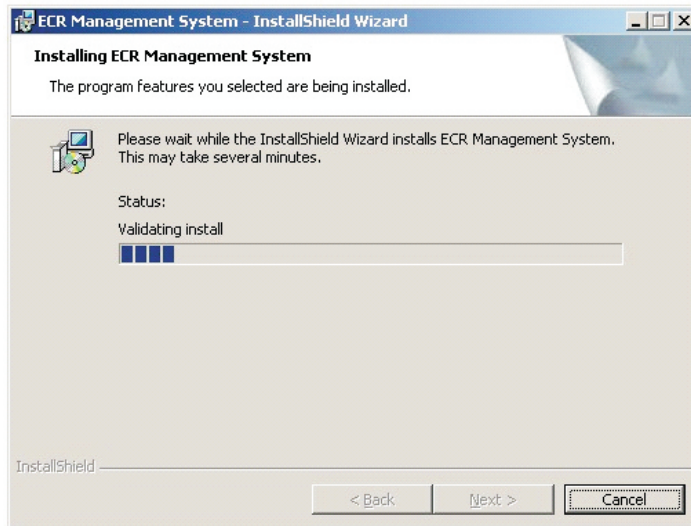
3. Click on [Next]



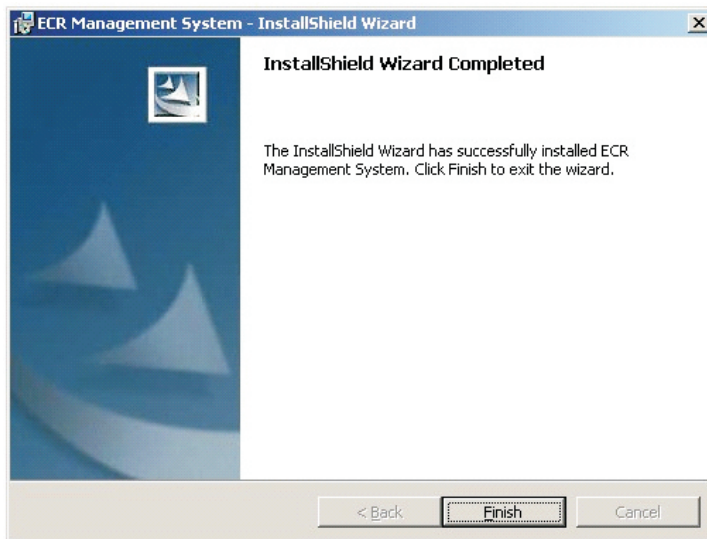
4. Click on [Next]



## 5. Installing...



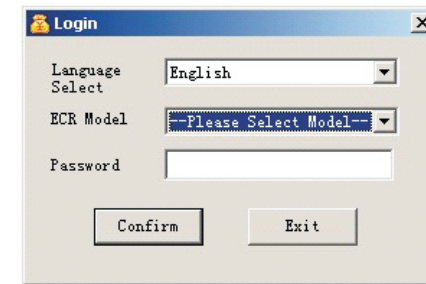
## 6. Click on [Finish]



Program installing finished here. Users could find the program under [Program] in [Start].

## 8.2 Login

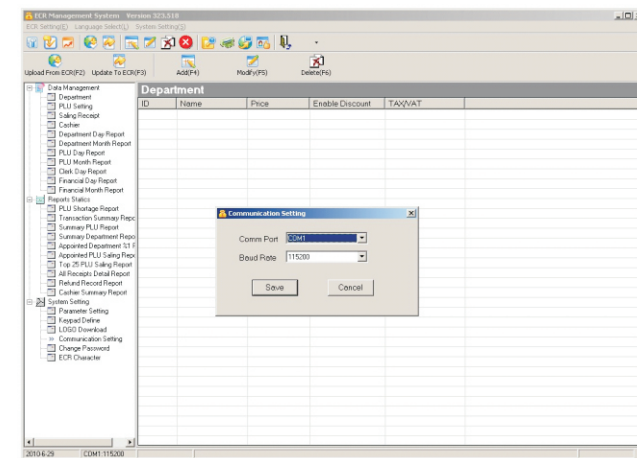
Double click on [ECR System] quick launch. Then the login conversation will be started. Select the ECR model and put in the password accordingly. There is no default password and press “Enter” directly.



## 8.3 Communication Setting

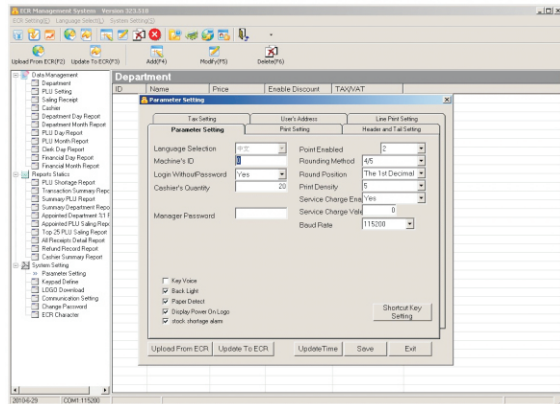
The ECR communicates with PC software through COM port. Then the baud rate of PC software should be configured to be the same as ECR machine.

Click on “Communication Setting” in the left-side navigator. Select the correct COM port (per actuality) and baud rate. Click “Save” to save changes.



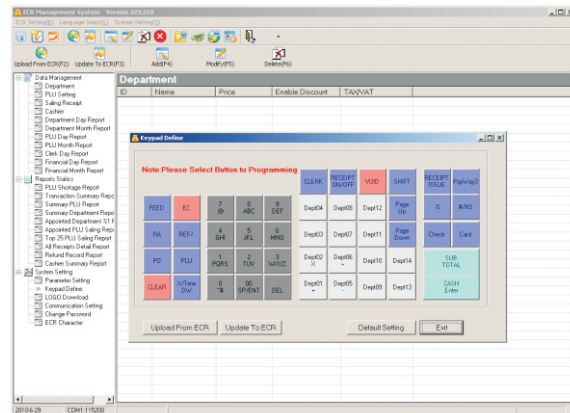
## 8.4 System Configuration

Click on “Parameter Setting” in the left-side navigator, the conversation will be displayed. After all parameters configured, click on “Update To ECR” at the bottom of “Parameter Setting” conversation to update the parameter in ECR machine.

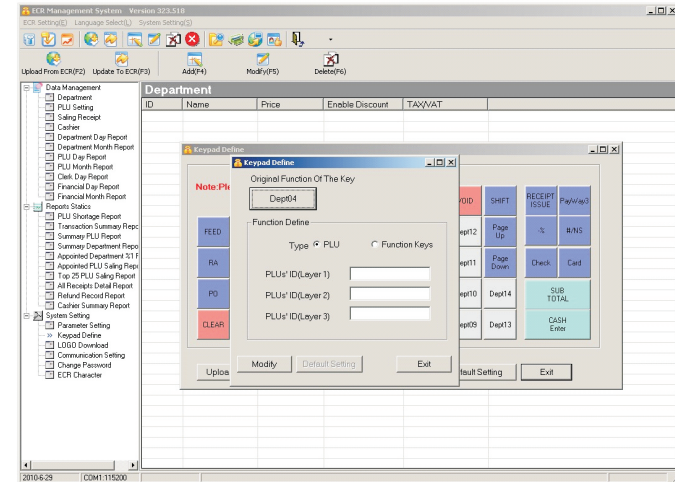


## 8.5 Keyboard Setting

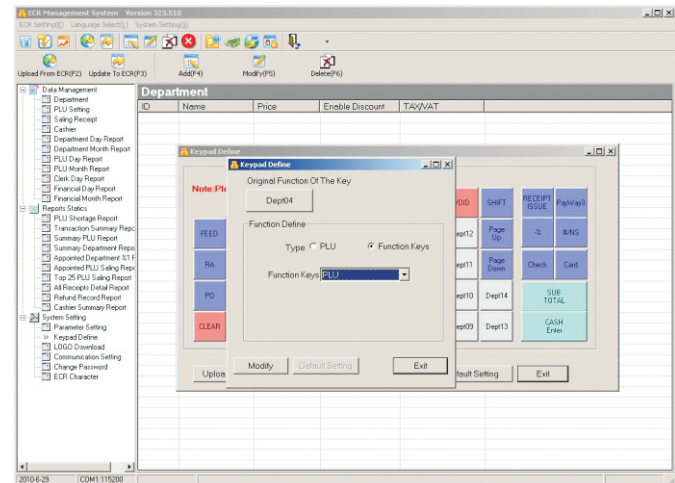
Click on “Keyboard Setting” in the left-side navigator, conversation is as below.



Click on a department key, the program will pop out the definition conversation. Select the PLU type in “Function Define” area. Usually one department key includes 3 layers usage. That mean one key performs three keys. To shift among the layers, use “Shift” key. Put the PLU code in the blank behind each layer as below pictures shows.

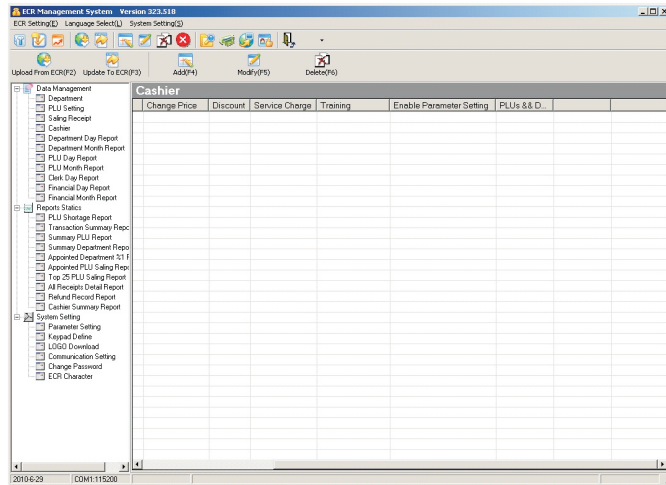


Select “Function Keys” option in “Function Define” area. The conversation will change the content. In “Function Keys” drop down menu, select the function to be defined. After all changes finished, click on “Modify” to confirm.



## 8.6 Cashier Setting

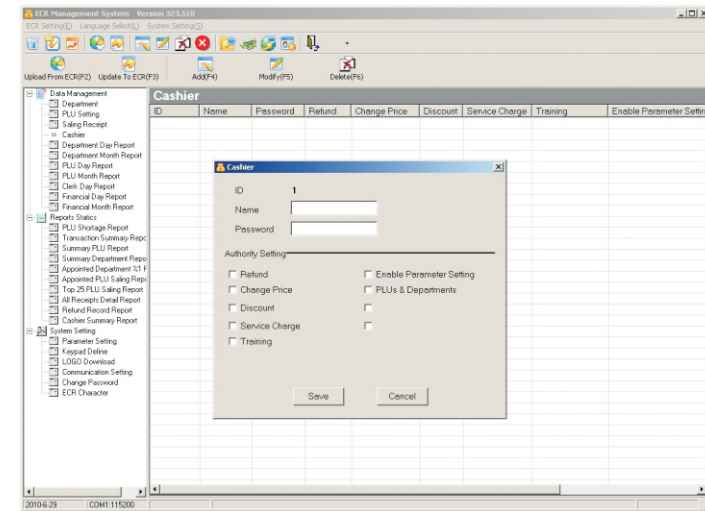
Click on [Cashier] option in left-side navigator as below. This function is specially to make configuration to cashiers. Users could change cashier's ID, cashier's name, password and authorities. 99 cashiers are allowed for maximum.



### Description to icons are as below:

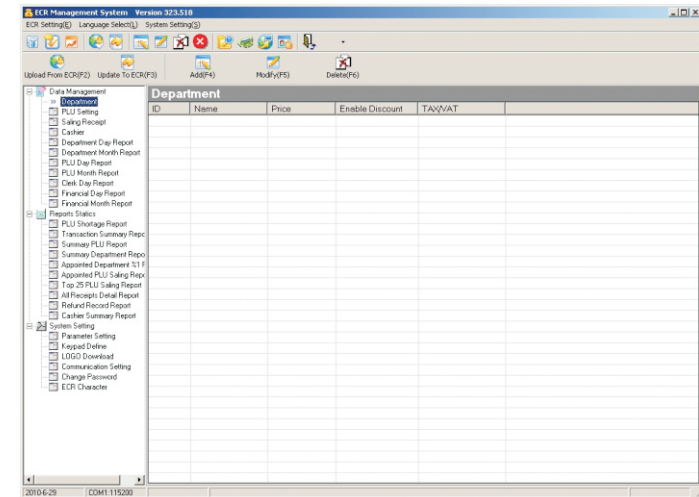
1. Upload from ECR: read data from ECR.
2. Update to ECR: download data to ECR.
3. Add: to add a new record.
4. Modify: to modify the specified record.
5. Delete: to delete the specified record.
6. Delete All: to delete all records.
7. Inquiry: to inquiry specific record.
8. Print Preview.
9. Import from Excel: to import an Excel format file.
10. Export to Excel: to export ECR data to an Excel file.
11. Exit: to exit the program.

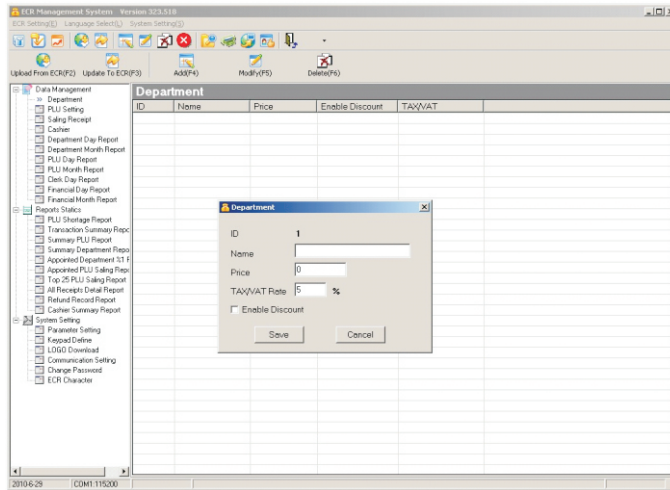
Click on “Add” to add or edit a new cashier.



## 8.7 Department

Click on “Department” option in the left-side navigator. Users could upload, download, add, delete or modify departments.





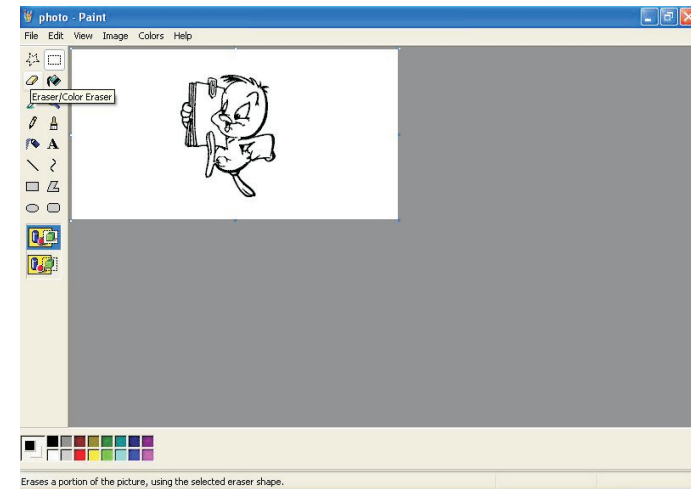
## 8.8 LOGO Download

Users could make their own shop LOGO and download it to the ECR machine through the software. The software only supports picture format of BMP at resolution of 384x200. When downloading the LOGO, the ECR should be at the main display page.

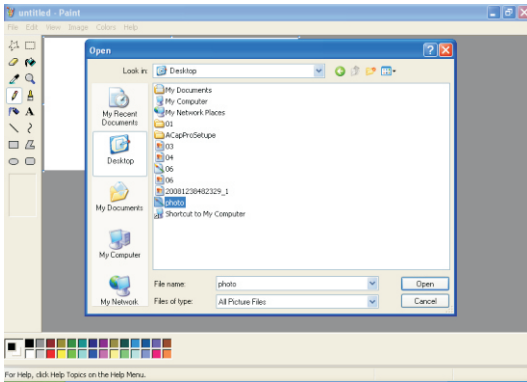
### 8.8.1 Make a LOGO

1. Firstly users should make the LOGO picture to resolution of 384x200 in JPEG format.
2. Convert the JPEG picture in to BMP format with Painter program. Follow below steps:

(1)Open the JPEG file with Painter program;

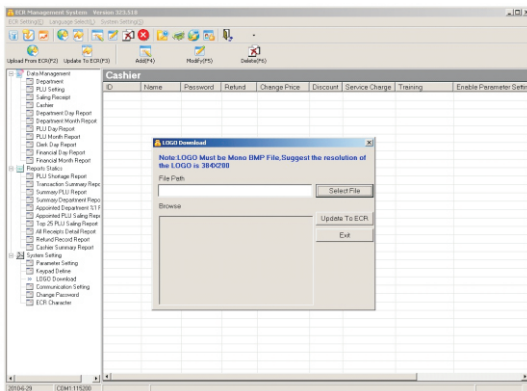


(2) Select “Save As” in “File” menu. Select the file format to “\*.bmp, \*.dib” to save the picture.

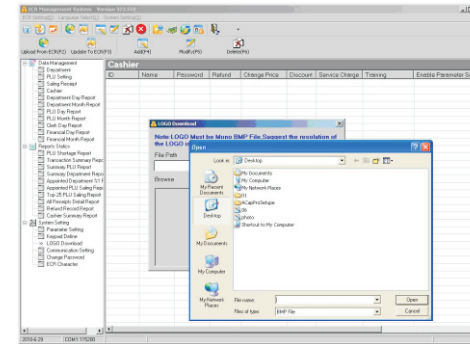


## 8.8.2 LOGO Download

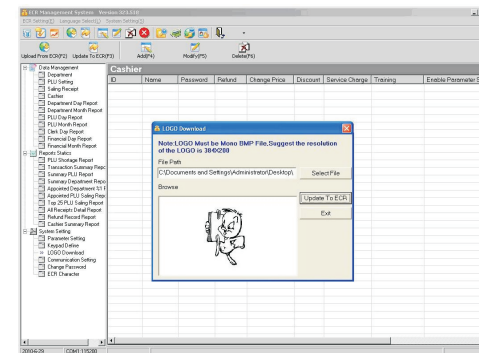
1. Open the ECR software, select LOGO Download.



2. Select the BMP picture.



3. Click on “Update to ECR” and start the downloading.

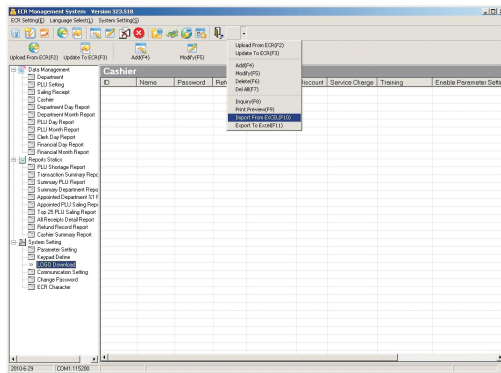


## 8.9 Establish PLU Data

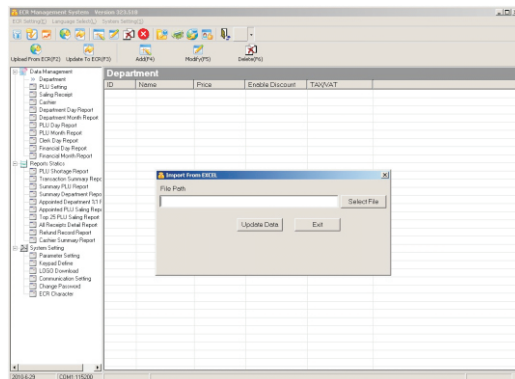
The ECR software provides functions of establishing PLU data, downloading PLU data to ECR. These functions faster the speed of user establishing data.

### 8.9.1 Import from Excel

Select “Import from EXCEL” or press F10 to start the conversation.

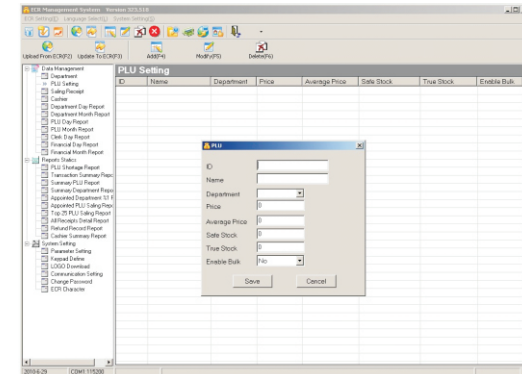


Select the EXCEL file which includes PLU data and click on “Update Data” as below.



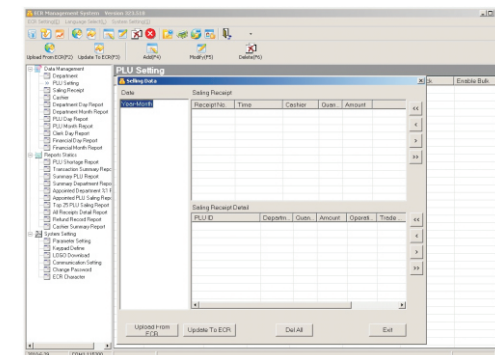
## 8.9.2 Establish PLU Data

Select “PLU Setting” in “Data Management” navigator and then click “Add” to add new PLU.



## 8.10 Selling Data

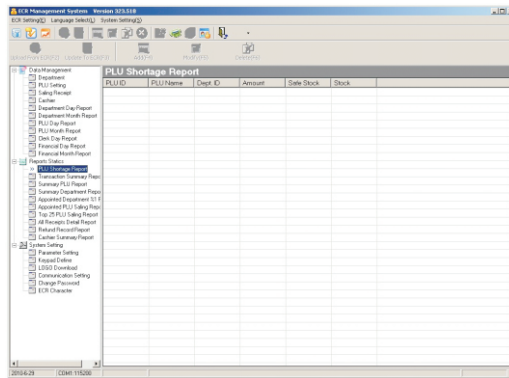
Click on button “ Selling Data” to read data out of ECR machine.



## 8.11 Report

Notice: to make sure the data in PC is the same of which in ECR machine, users need to read data of department, PLU, selling data from ECR machine. Otherwise the reports might got mistakes.

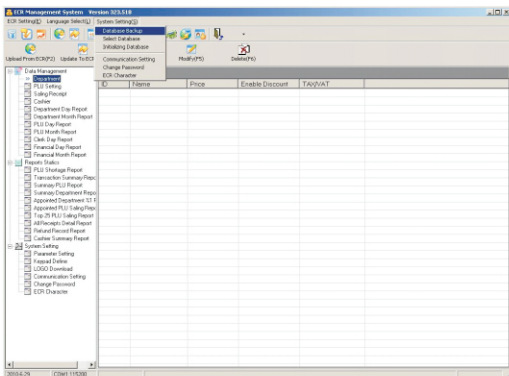
After data read out, users could check or print out all kinds of reports under “Reports Statistics”. In “Data Management”, users also could inquiry kinds of reports, such as department day report, department month report, PLU day report, PLU month report, clerk day report, financial day report and financial month report.



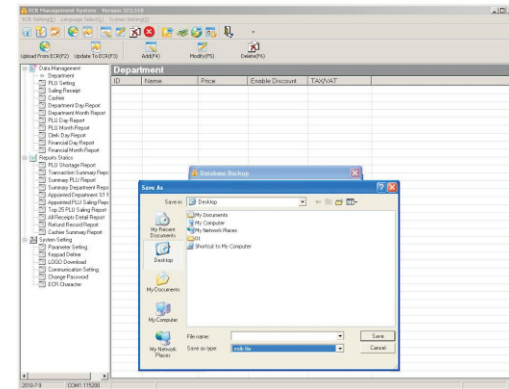
## 8.12 Data Backup and Restore

Notice: to avoid data losing, it's better for users to do data backup. Steps are as below:

Select “Database backup” in “System Setting” menu;



Select “Browse” to specify the storing directory. Then put in the file name and save the data backup.



Backup successfully.

