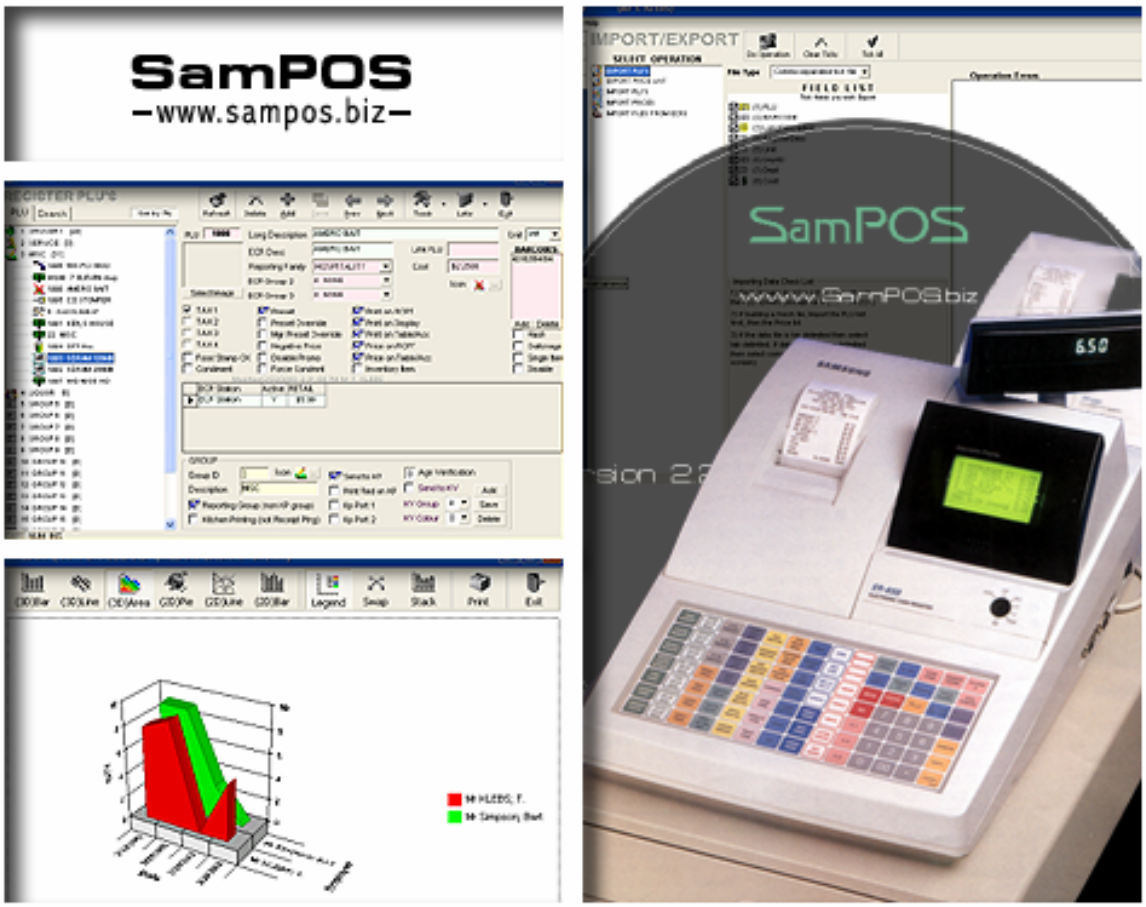
SamPOS

Installation & Operating Manual



Document version 8.05

Polling & Inventory Software
Exclusively for the
Samsung ER-650

SamPOS.biz
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Fort Myers, Fl 33913
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Document Version Control

- Document Versions do not follow the software versions.
- Document Version Control is in affect from Document Version 8.04.

Document Version	Details	Section	Date
V8.04	a) ADDITION: Document Version Control instituted	Cover	**11 October, 2002**
	b) ADDITION: Avery Label Pro set-up instructions added	Appendix – 5.4	
V8.05	a) ADDITION: Warning to retrieve sales before sending	Working with Sampos – 4.3	**11 October, 2002**
	changes when using IRC-RS485 communications.		

1. Installing SamPOS Polling & Inventory Software

IMPORTANT: Before installing, close all applications as following completion of the installation you must reboot the computer.

1.1. CD Installation

a) Insert SamPOS CD into the CD-ROM drive.

NOTE: there will be 10-20 seconds delay with Auto-Run.

b) If the auto-run capability is turned off, double-click on the '**My Computer**' icon on the desktop, followed by the CD-Rom drive. Usually this is D: or E: drive, but can vary depending on the local system.
c) Double-click on the file named "**Setup.exe**", this will install the SamPOS Polling and Inventory software, as well as SamPOS Comms – the communications package which connects SamPOS to the electronic cash registers (ECRs).
d) The installation now commences. Setup will check you system files and if necessary update them.

NOTE: You will be prompted by the Setup program to specify a installation directory and program group name. It is strongly recommend that you accept the defaults which Setup presents.

e) After Setup has finished you will be prompted to reboot the computer.

2. Setup of Basic Environment

2.1. After Installation Restart

When you reboot the computer after completing the Setup program; SamPOS Comms will ask for the communication settings to be defined. SamPOS Comms starts automatically when the computer boots – you see the SamPOS Comms icon running in the system tray in the lower right-hand corner of your screen.



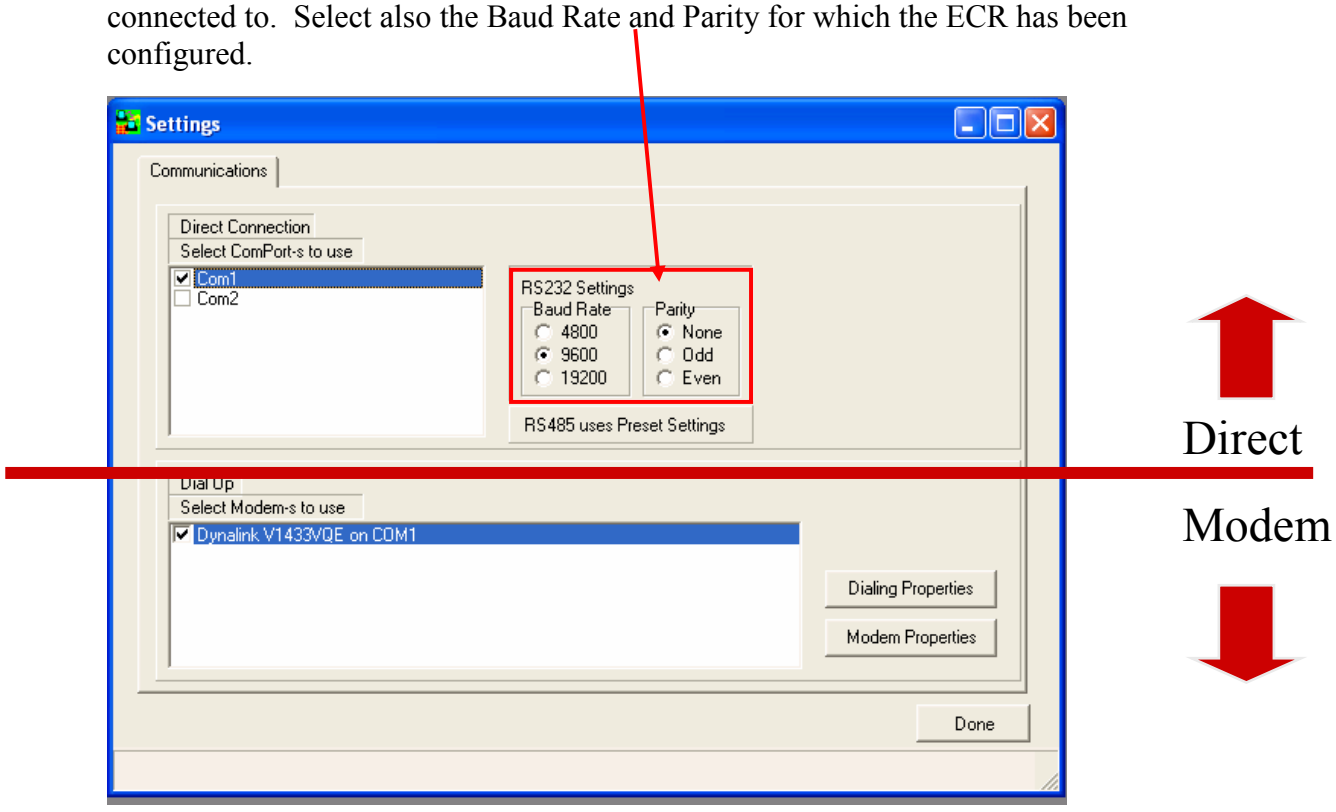
TIP: The communications settings window can be opened at any time by right-clicking on this icon, and selecting the "Properties".

When SamPOS Comms opens for the first time it will scan for all available Comm. ports, and modems current set up in the system. It can take a few moments for SamPOS Comms to complete this task.

2.1.1. Direct Communication

The communication settings dialogue box is divided into two sections dealing with the two methods of ECR communications possible using SamPOS Comms. The upper section sets up the parameters for direct ECR communication – i.e. the computer is on-site and you can see a physical connection to the ECRs. While the lower section is only used for a modem dial-up connection(s) to the ECRs – for example, the computer is off-site at a head office where the operator dials up a telephone line to retrieve sales and send changes.

If you are using a direct connection, tick the Comm. port that you have the ECR's connected to. Select also the Baud Rate and Parity for which the ECR has been configured.



2.1.2. Modem / Dial-Up Connection

If you are using a modem to connect to the ECRs, then select the correct modem in the lower section of the communication settings screen. **NOTE**: If the modem is not currently installed on the computer, you will need to do so and then reboot the computer. The SamPOS Comms communications settings will not automatically appear on this occasion, so you will need to right-click on the SamPOS Comms icon in the system tray (refer to section 2.1) and select "**Properties**".

IMPORTANT: The comm. port that is used for the selected modem must not be ticked in the Direct Connection section.

2.2. On First Start of SamPOS:

2.2.1. Speed Test

On first start up of SamPOS, the system will do a speed test to ensure the Computer meets the minimum requirements to run the program. The minimum system requirements are as follows:

Operating systems: Windows™ 98, Me, NT4 with SP4, 2000 with SP1, and XP

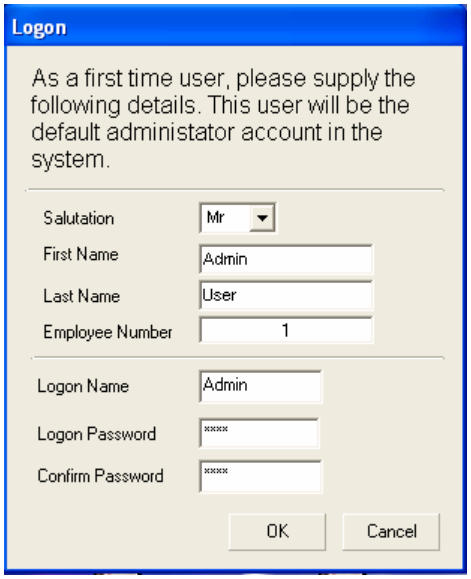
> **NOTE: when used with 2000 or XP operating systems the Overstocked and Replenishment Report become available**.

Hardware: CPU – Intel™ Celeron 500 / AMD™ Duron 500, or greater
RAM – 128Mb, or greater
17" Monitor is recommended

2.2.2. Set Up Administrative User

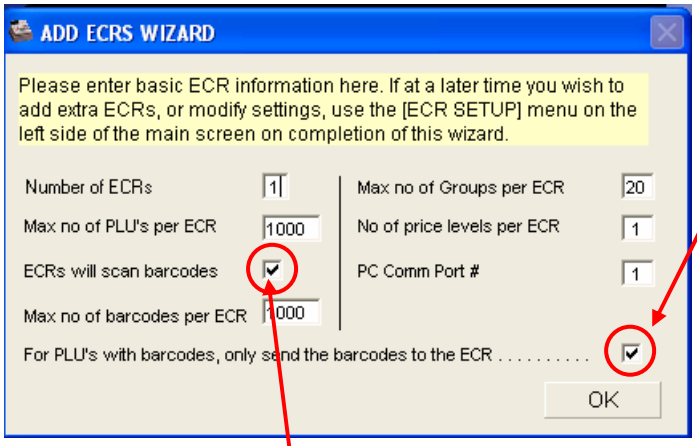
Then you will be prompted to enter a user for logging on to SamPOS. This will be the Administrative user; this user will have access to every section of SamPOS. You are required to enter a First Name, a Last Name, a User Name, and a Password and then to enter that password a second time to confirm it.

TIP: when you assign an initial user name and password, it is advisable that you write it down and keep it in a safe place.



2.2.3. Configure initial ECRs

The next screen asks you to setup the SamPOS settings for one or more ECRs, including the file size parameters. SamPOS must know the maximum number of PLUs and barcodes each unit can handle; the number of groups, price levels, and the communications port on the computer which will be used to upload and download the ECRs.



NOTE: This box must be ticked if barcodes are used to prevent duplicate items from being sent to the registers.

TIP: if the ECRs will NOT be used to scan barcodes, you can un-tick the box 'ECRs will scan barcodes'; this deactivates the field immediately below where the maximum number of barcodes per ECR will be set.

IMPORTANT: the settings in this screen are global for all ECRs. However, you can edit each ECR specifically by going to the '**Setup & configure registers**' option which is found on the '**TODAY**' menu.

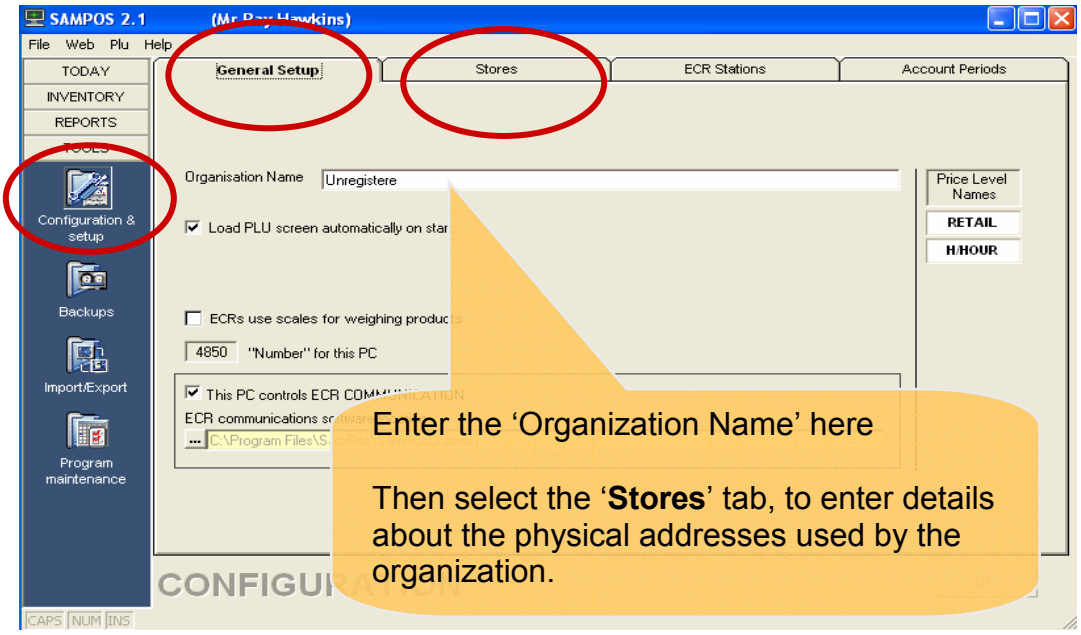
3. Setup of SamPOS

The following sections of this guide are to be used in conjunction with the setup instructions in sections one and two.

NOTE: Do Section 1 before you do Section 2 or Section 3.

3.1. Basic Configuration

3.1.1. Organisation Details

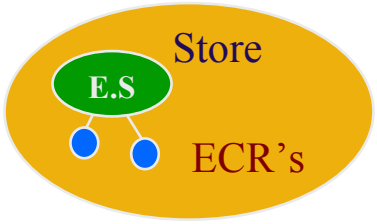


These addresses are just addresses. They may or may not relate to a store. They may be, say, a post-box used as a mailing address.

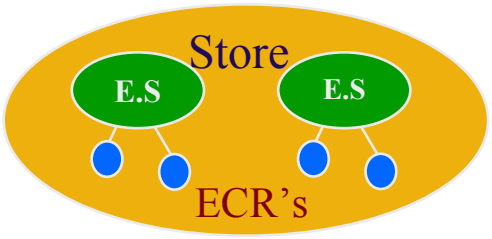
TODAY➔Configuration & Setup➔Stores

3.1.2. ECR Stations

- An 'ECR Station' is a way of grouping Electronic Cash Registers (ECR's) for reporting purposes.
- A Store can have single or multiple ECR Stations.



Single ECR Station

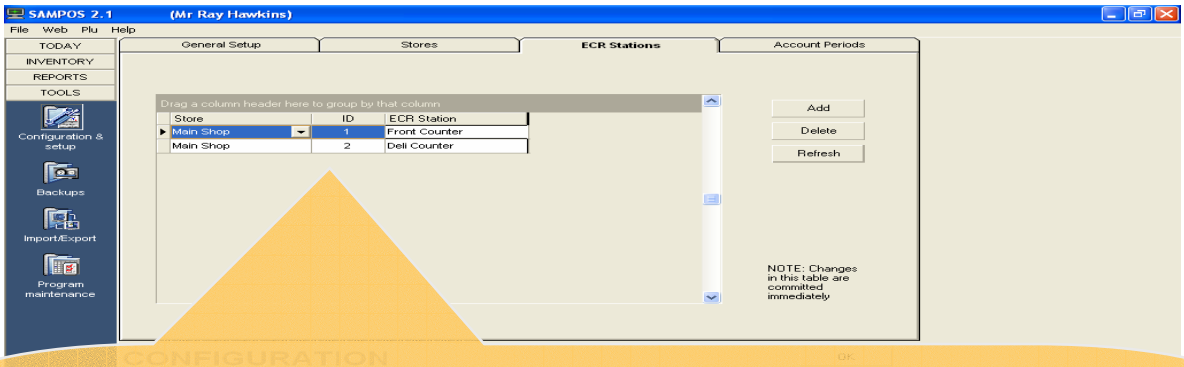


Multiple ECR Stations

Example; ECR's used for selling 'Deli' items, as opposed to 'General' sales at the Front Counter.

- The 'ECR Station' setup screen is accessed via:

TOOLS➔Configuration & setup➔ECR Stations.



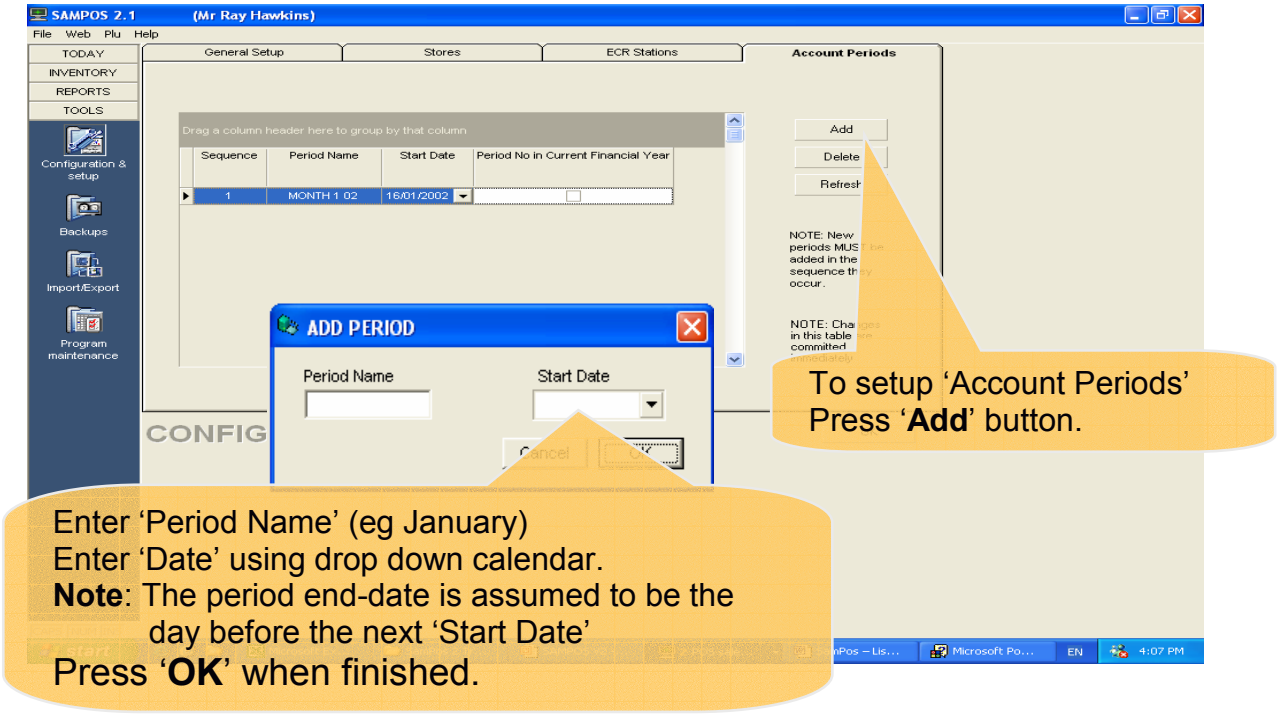
Change the ECR Station name in the 'ECR Station' column to whatever you wish. Eg 'Front Counter'.
In the 'Store Column', select the Store that this ECR Station is in. Eg 'Main Shop'.
To add additional ECR Stations, press the '**Add**' button.

NOTE: If you are unable to access newly entered Stores, you may have to press the '**Refresh**' button.

3.1.3. Account Periods

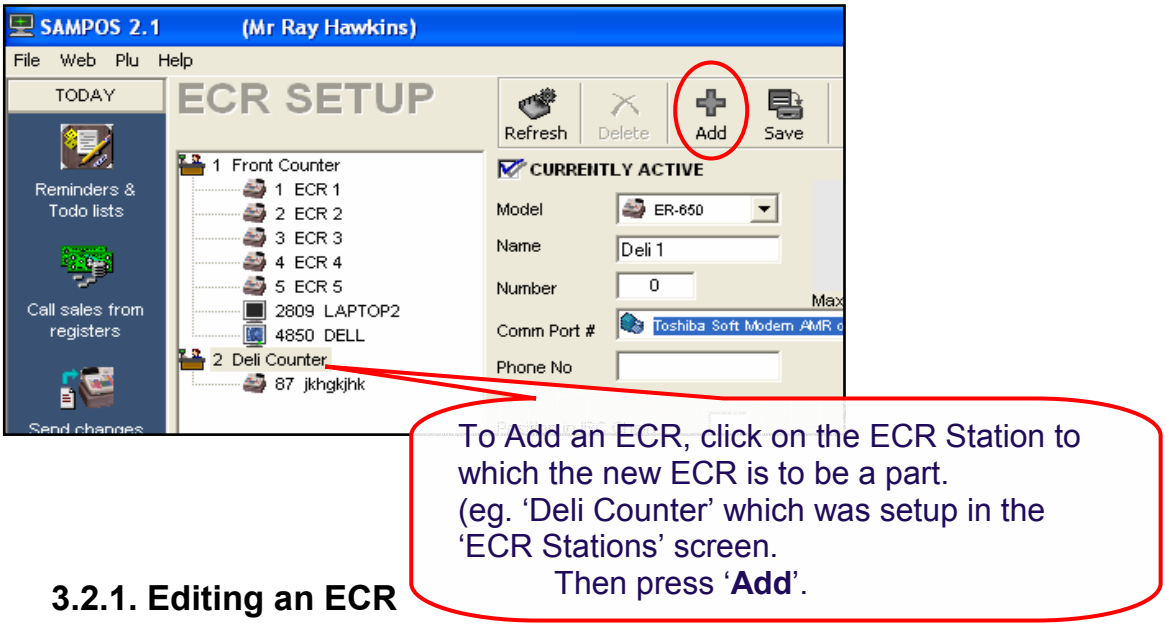
- Different organizations may use various 'Accounting Period' models for reporting on their business.
- The most used model is based on calendar months, with the first reporting period starting in either January or July.
- SamPOS allows any model to be set-up via the 'Accounts Periods' screen. This set-up is accessed via:

TOOLS➔Configuration & setup➔Account Periods.



3.2. ECR Setup

After you have completed the initial ECR setup instructions, you may wish to edit the details or add new registers. To add registers or edit current register details you access the option '**Setup & configure registers**' which is found on the "**TODAY**" menu.



3.2.1. Editing an ECR

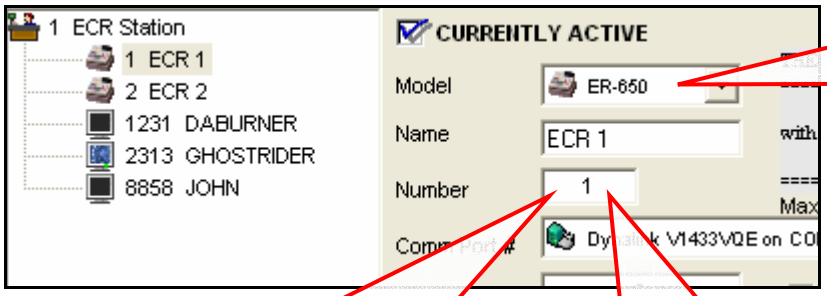
If you are editing an ECR configuration, simply make the desired change, '*tab*' off the field, and then press the '**Save**' button on the toolbar.

TIP: the 'Save' button will activate when there has been a change made to a register. Also, if you select another registers and a change has been made, SamPOS will prompt you to save the current record.

3.2.2. Adding a new ECR

a) Select the ECR Station where you want the ECR to reside

b) Press "**Add**" button found on the toolbar to add a new ECR.

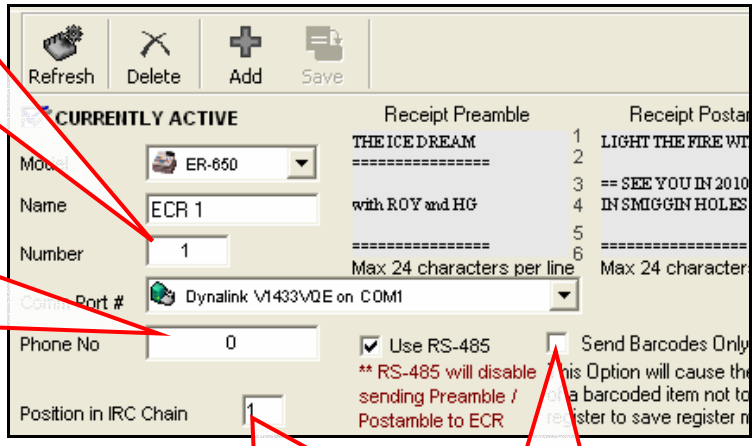


c) **Model:** the user must select the correct model number of the new ECR.

d) **Name**: this setting will define the name of the new ECR. Eg "Deli 1"

e) **Number:** this number must be the unique number of the ECR. This number is obtained from the ECR technician.

f) **Comm. Port #:** This pull-down menu identifies all the configured communications ports - both direct and modems. The operator will need to select the correct communications port, or device from the list.



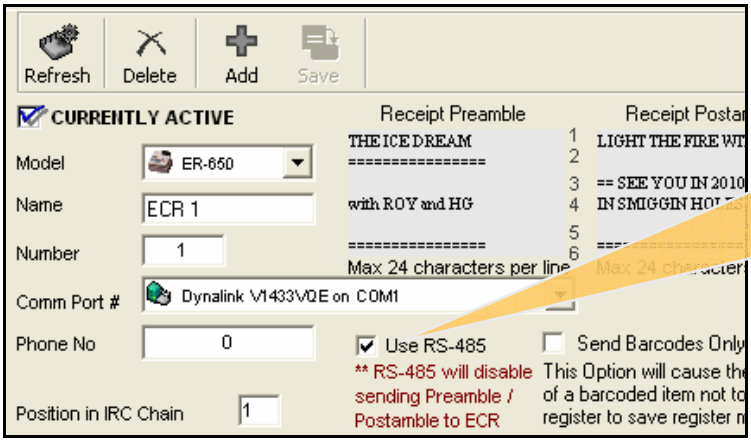
g) **Phone Number:** if communications with the ECR are via a dial-up modem, the telephone number for that modem is recorded here. **NO SPACES IN NUMBER!**

NOTE: if the ECR is going to be located on a dial-up / modem connection, the Comm. Port # pull-down menu must display the modem which will be used to dial the ECR.

h) **Position in IRC chain**: If a number of ECR's are connected in an IRC chain, then the 'IRC entry' will represent the ECR's nominated position in the chain.

i) **Send Barcodes only:** Only barcodes, not barcodes plus PLU numbers will be sent to the ECRs.

3.2.2.1. IRC-specific settings

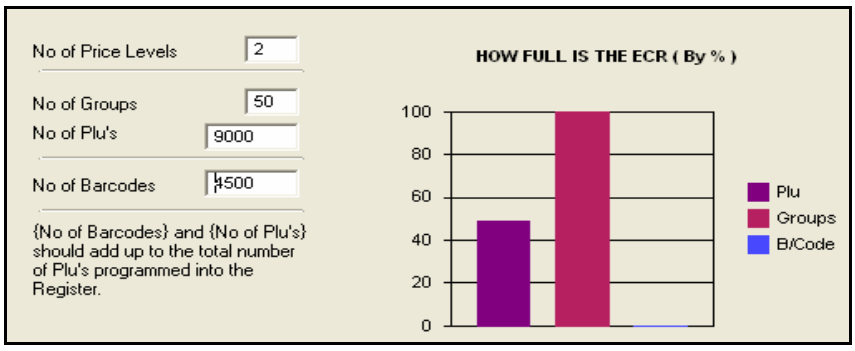


NOTE: using RS-485 will disable the Receipt Preamble and Post amble. ECR limitations prevent the Preamble and Post-amble from being sent to the registers. Refer to section 3.2.2.3– Receipt Preamble and Post amble for setup details.

NOTE: an RJ-11 → RJ232 connector is required between the PC, or modem, and the first ECR. Contact Samsung Dealer for specifications. Refer to section 5.3 – IRC Topology.

3.2.2.2. Memory Allocation

The following settings relate to how the file structure in the ECR has been set-up. These must be manually entered because the ECR does not send back this information to SamPOS.



IMPORTANT: when your technician makes a change to the file structure of the ECR they **MUST** also change these settings.

c) **NUMBER OF PRICE LEVELS**: The number of price levels programmed into the register.

d) **NUMBER OF GROUPS**: The maximum number of Groups programmed into the register.

e) **NUMBER OF PLUs**: The maximum number of PLUs programmed into the register.

f) **NUMBER OF BARCODES**: The maximum number of Barcodes programmed into the register.

NOTE: As PLUs and Barcodes are held together in the same table in the ECR, these last two parameters must combine to equal the maximum number of PLUs set-up in the ECR. For example, if the ECR PLU Table is set to a maximum of 4000, then the SamPOS PLU and Barcode parameters must add together to equal this limit (e.g. 2000 and 2000, 3000 and 1000, 2500 and 1500 etc).

3.2.2.3. Receipt Preamble & Post amble

NOTE: if you are using IRC (RS-485) communications, leave these spaces blank. Due to the limitation mentioned in section 3.2.2.1- IRC-specific settings these cannot be sent to the ECR.

3.2.2.3.1. Programming Manually (required if IRC)

Program the preamble and post-amble into each register manually by turning the ECR key to the **PGM Control Lock** position, selecting option seven (7) "**LOGO DESC.**", and then sub-options zero (0) and one (1) – "**PREAMBLE**" and "**POST AMBLE**" respectively. Use the alpha-numeric keypad overlay (found on page six (6) of the ER-650 manual) to type the desired receipt preamble and post amble.

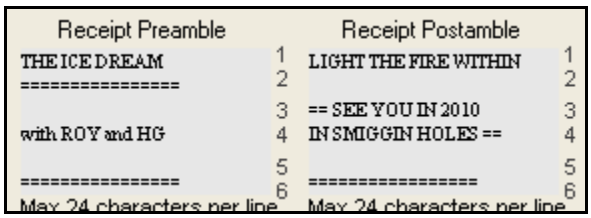
You have six (6) lines available, and pressing the "**CASH (ENTER)**" button on the ECR will advance you through line-by-line.

3.2.2.3.2. Programming using SamPOS (for serial only)

If you are using RS-232 (otherwise known as serial communications) then you can program the preamble and post-amble from within SamPOS. Remember you only have thirty-two (32) characters per line, and there are six (6) lines available. You cannot press ENTER on the keyboard to move to the next line. Rather, simply left-click onto the new line.

g) **Receipt Preamble**: Click in box, and type your message for the top of the receipt (i.e.. Receipt header). You are limited to six (6) lines, and maximum of thirty-two (**32**) characters per line.

h) **Receipt Post amble**: Click in box and type your message for the end of the receipt (I.E. Receipt footer). Once again, you are limited to six (6) lines, and a maximum of thirty-two (**32**) characters per line.



Once you have completed setting up the new ECR, press the "**Save**" button to commit the changes.

3.3. PLU File

Open the PLU screen, if it is not already open by selecting the option '**PLU Screen**' from the menu drop-down called 'PLU' at the top of the main screen. SamPOS' PLUs and Groups are found in this one screen, where existing entries can be viewed and edited, as well as new entries added.

3.3.1. For Existing Sites

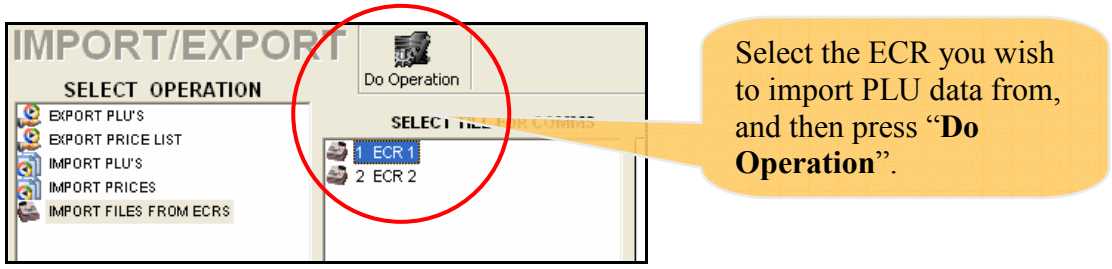
3.3.1.1. Building PLU File from existing ECR data

IMPORTANT: **THIS FUNCTION IMPORTS ALL DATA IN AN EXISTING ECR. USE THIS FUNCTION ONLY WHEN SETTING UP THE PLU FILE FOR THE FIRST TIME**.

IMPORTANT: due to limitations of the ER-650 ECR, importing existing ECR data is only available for Serial (or RS-232) connections. IRC (or RS-485 connections) do not have the capability to uploading PLU data.

When you import PLU details from an existing ECR, the following information is built automatically by SamPOS: a) PLU details and settings, and b) Group descriptions and settings.

TOOLS → Import/Export → Import Files From ECRs



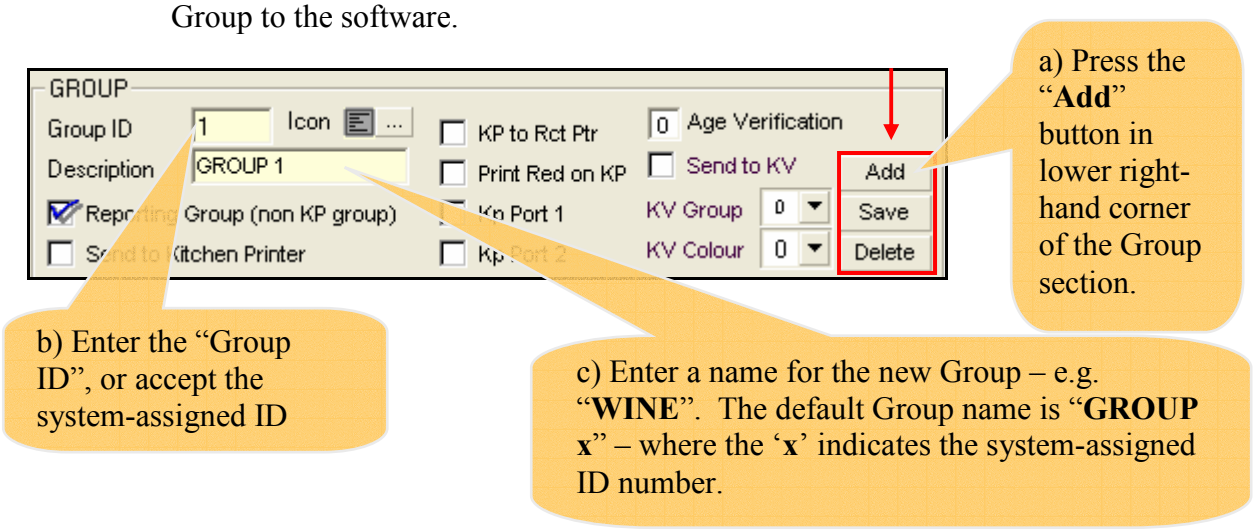
IMPORTANT: you must already have set-up the ECR in SamPOS before you choose to import data from ECRs. Refer to section **3.2.2 – Adding a new ECR** for information regarding adding new ECRs to the system.

3.3.2. For New Sites (and Manual Entry)

For new sites, or when you wish to build the PLU file yourself – either manually or by importing a text file – it is first required that Groups be entered into the software.

3.3.2.1. Adding Groups

The Groups section is found at the bottom of the PLU screen. It has its own add, save, and delete buttons. Do not use the bigger add, save and delete buttons on the upper toolbar, these control the individual PLUs. Follow these steps to add a new Group to the software.



The following settings are optional, depending on the dynamics of the individual system.

a) **Reporting Group (non KP group)**: If ticked it means this Group is used for reporting. If it is un-ticked then it is a kitchen printing group.

b) **Send to KP**: If ticked the items in this Group are sent to a kitchen printer.

c) **Print Red on KP**: If ticked items in this Group are printed in red on the kitchen printer.

d) **Kp Port1**: Kitchen Printer is connected ECR comm. port 1.

e) **Kp Port2**: Kitchen Printer is connected ECR comm. port 2.

f) **Age Verification**: If Not Zero then items in this Group require age to be verified before they can be sold, e.g. tobacco and alcohol products.

g) **Send to KV**: If ticked the items in this Group are sent to a Kitchen Video.

h) **KV Group**: Determines the Kitchen Video group that PLUs of the selected Group are sent to.

i) **KV Color**: Determines the Kitchen Video color that PLUs of the selected Group are sent as.

Press the "**Save**" button once all changes have been made to the selected Group. The new Group is then added to the tree-view list on the left-hand side of the PLU Screen.

TIP: to the right of the "Group ID" field there is a pull-down menu where the operator can select from a range of icons.

3.3.2.2. Adding PLUs

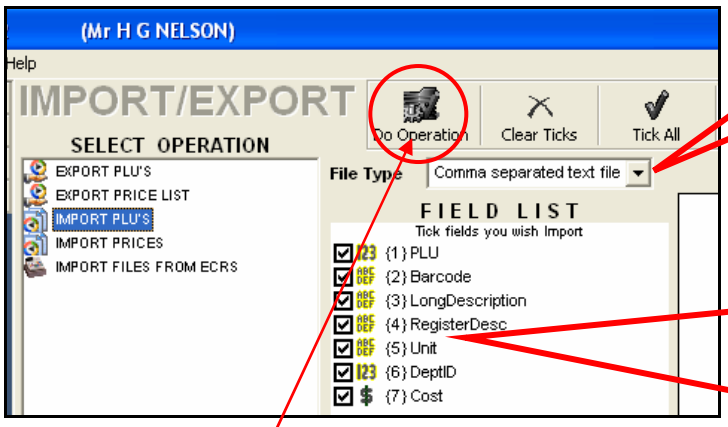
3.3.2.2.1. Building PLU file from a Text File

Instead of creating a PLU file manually, you may choose to build it from information imported from a text file.

IMPORTANT: before importing a PLU file from a text file you must first manually add the Groups to the SamPOS PLU file. Refer to section **3.3.2.1– Adding Groups** for information regarding this process. Be careful when adding your Groups, and be sure the Group ID number for each matches the Department (Group) ID you have in the text file for each item.

NOTE: the Department (Group) ID is the only method SamPOS uses to assign the PLUs with their correct Group.

To import PLU details from a text file you need to go to:
TOOLS → Import/Export → Import PLUs



IMPORTANT: the text file must be formatted in the above way – either tab or comma delimited.

The text file **MUST** be formatted the following way:

i) PLU number,
ii) Barcode
iii) Long Description
iv) Register Description
v) Unit
vi) Department (Group) ID

Press the "**Do Operation**" button when you are ready to import the text file.

TIP: the easiest way to build a PLU file from a text file is to first create an Excel spreadsheet to enter your data – remembering the strict format guidelines which must be adhered to. When you save this file make sure you save it as a TEXT FILE – i.e. "*.txt" (where the '*' indicates the filename (eight (8) characters maximum). The file MUST be a text file, NOT any other format.

IMPORTANT: when you import the text file into SamPOS there MUST NOT be any column headings (e.g. PLU #, BARCODE, LONG DESCRIPTION etc) at the top of the file. You may put column headings in to aid you while creating the file, however these must be removed before you import it into SamPOS.

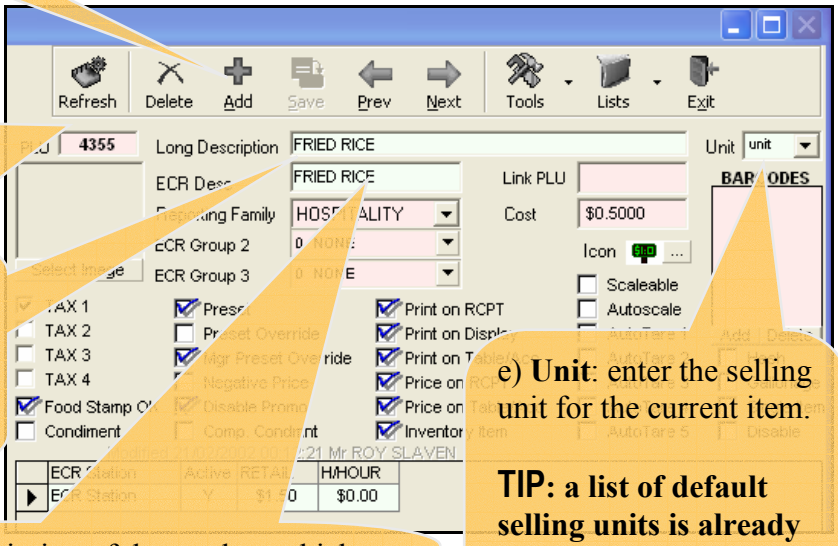
3.3.2.2.2. Manual Entry

a) Press the "**Add**" button to add a new PLU.

NOTE: when adding PLUs manually you will only be able to enter selling prices after you press the "Save" button for the current record.

b) **PLU**. SamPOS will assign the next available PLU number. Or, you can set your own number. **A PLU# CAN NOT BE USED MORE THAN ONCE IN THE SAME PLU FILE.**.

c) **Long Description**: Enter a long description for the new item – e.g. "*COCA-COLA BOTTLE 600mL*". A long description can be up to fifty (50) characters in length.



e) **Unit**: enter the selling unit for the current item.

TIP: a list of default selling units is already displayed in the pull-down list.

d) **ECR Description**: enter the description of the product which will appear on the ECR. An ECR Description can be up to sixteen (16) characters in length.

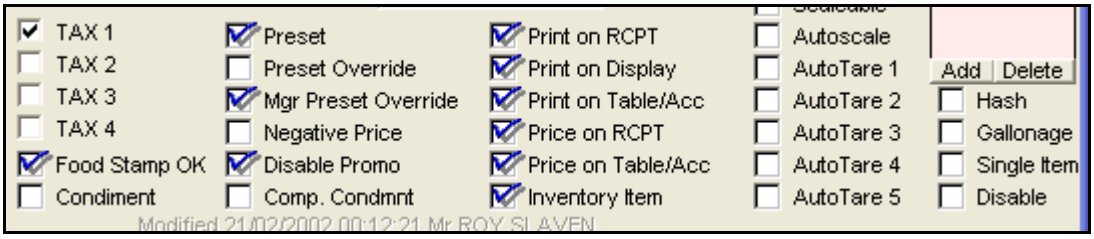
NOTE: the largest possible PLU number you can have in the database is "999999". Numbers greater than one million will not be accepted as these are treated as barcodes.

QUICK GUIDE:

1. **Select the Group; note: PLU flags only need to be set once for each Group.**
2. **Follow steps a), b), c), d), and e)**
3. **Press "Save" to save the new record.**
4. **Add Selling Prices.**

3.3.2.2.2.1. PLU Flags

The following settings are optional, depending on the dynamics of the individual system. **NOTE: these only need to be set once for each Group**.



a) **Food Stamp OK**: Food Stamp may be exchanged for this item.

b) **Condiment**: Item is used as a condiment entry (eg. With cheese).

c) **Preset**: Sell at Price specified in Price List.

d) **Preset Override**: Clerk may change price at ECR.

e) **Mgr Preset Override**: Manager may change price at ECR.

f) **Negative Price**: Item is sold at negative of price entered below.

g) **Disable Promo**: Item cannot be used for Promo function in ECR.

h) **Comp. Condiment**: Item forces the selection of a condiment entry (e.g.. Steak is followed by a cooking instruction).

i) **Print on RCPT**: Item appears on Receipt.

j) **Print on Display**: Item appears on ECR Display.

k) **Print on Table/Acc**: Item appears on Table/Account statements.

l) **Price on RCPT**: Item price appears on Receipt.

m) **Price on Table/Acc**: Item price appears on Table/Account statements.

n) **Inventory Item**: ECR may track stock level of items.

o) **Hash**: Item sale is not included in sales reports – e.g. special charity sales like Girl Scout Cookies where you receive media into your drawer but, do not want these sales reported with your regular items.

p) **Gallonage**: Track Gallons/Liters sold – e.g. Fuel / Gasoline.

q) **Single Item**: Only one of these items may be sold per transaction.

r) **Disable**: Disable item for sale (may be temporarily out of stock etc.).

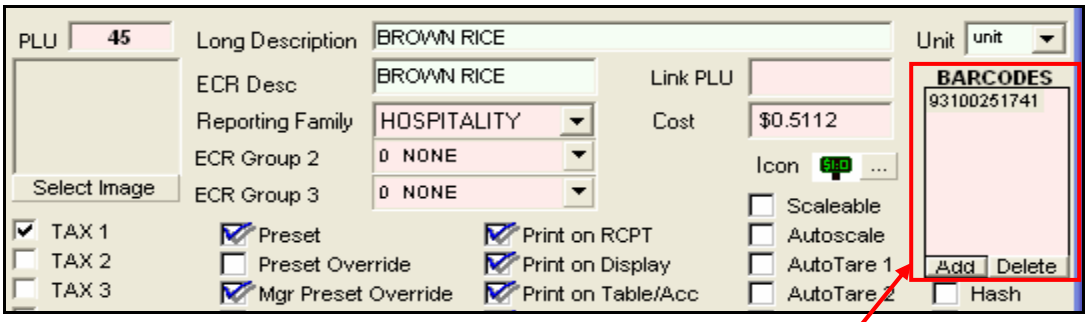
NOTE: s. to v. relate to the use of scales with the ECR. To use these settings go to:

TOOLS → Configuration → General Settings Tab → tick the box "*ECRs use scales for weighing products*"

s) **Scalable**: Item is sold through a scale.
t) **Auto scale**: Auto scale feature used.
u) **Auto Tare1**: Tare weight preset 1 (set in ECR) is used.
v) **Auto Tare 2 to 5**: As described above.

3.3.2.2.2.2. Barcodes

NOTE: ECRs must be set to receive and scan barcodes i.e. the "Barcode" portion of the memory allocation settings must be set. Setting a zero value will turn off barcode receive function; refer to section 3.2.2.2 – Memory Allocation for information on setting memory parameters.



If the ECR(s) are being used to scan barcodes the BARCODE list becomes active for each PLU. Each PLU is capable of having multiple barcodes assigned, if necessary.

To add a new barcode you press the "**Add**" button at the bottom of the barcode table, enter the barcode from the product label, and finally press "**Enter**" to confirm the entry.

To delete a barcode, first highlight the desired barcode and then select the "**Delete**" button.

NOTE: you must press the "Save" button at the top of the PLU screen to ultimately confirm the addition or deletion, i.e. confirm the change back to the database.

3.3.2.2.3. Selling Prices

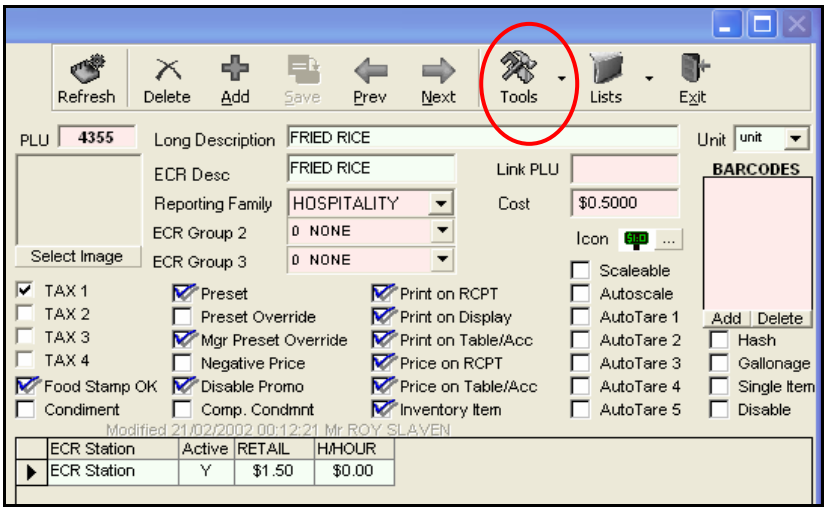
3.3.2.2.3.1. Generate from Cost

NOTE: before you can generate selling prices from the cost price, you must already have a cost price in the system for the relevant products.

When generating selling prices from an existing cost price, the operator must use the Global Price Change function. A global price change will affect ALL products in selected Groups, and is not easily reversed. So, before any global price change it is strongly recommended that a fresh back-up be taken.

IMPORTANT: always do a fresh back-up IMMEDIATELY PRIOR to undertaking any global price changes.

Access the Global Price Change function from two locations within the SamPOS Polling & Inventory Software. Firstly, in the top left-hand corner of the main screen there is a pull-down menu titled "**PLU**". Located on this pull-down is the option "**Global Price Change**". Left-click on this option to open the price change setup screen.



Alternatively, if you already have the Samsung PLU screen open, in the top right-hand corner of this screen there is large button labeled "**Tools**" with another narrow button to its right. Left-click on this narrow button to reveal the pull-menu containing the Global Price Change function.

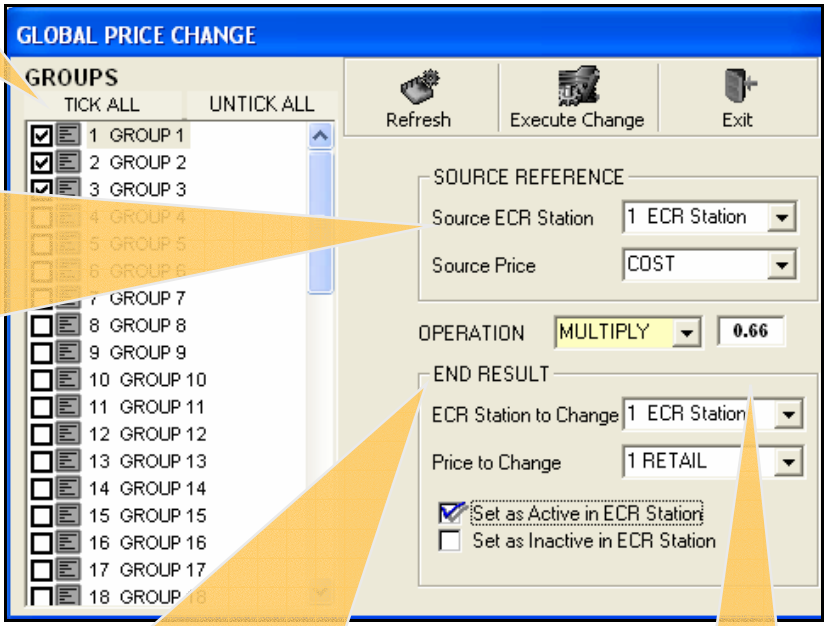
a) Tick the Groups you wish to apply the change to.

TIP: to apply the change to all Groups select the "TICK ALL" button.

3.3.2.2.3.1.1. Executing a Global Price Change

NOTE: you must already have all ECR Stations, price levels, and products set-up in SamPOS.

With the Global Price Change screen open, the operator will follow these steps to generate a selling price from the existing cost price.



b) Set the "**SOURCE REFERENCE**" for the price change. This is the amount used as the base for the price change.

TIP: when the cost price is used set the "Source ECR Station" and "ECR Station to Change" as the same.

c) Set the "**OPERATION**" and the **change-value** for the price change. E.g. in this example we are modifying the Cost price by 0.66. (Or, a 66% mark-up).
(Operations available are: addition, subtraction, and multiplication)

When you have completed step d), the "**Execute Change**" button will activate (transition from greyed-out to the colour it is in the above screenshot). To execute the global price changes simply press this button.

IMPORTANT: Remember this change is executed immediately, so make certain you have a fresh back-up BEFORE accessing this screen.

d) Set the "**END RESULT**" of the price change. In our example, it will be the selling price.

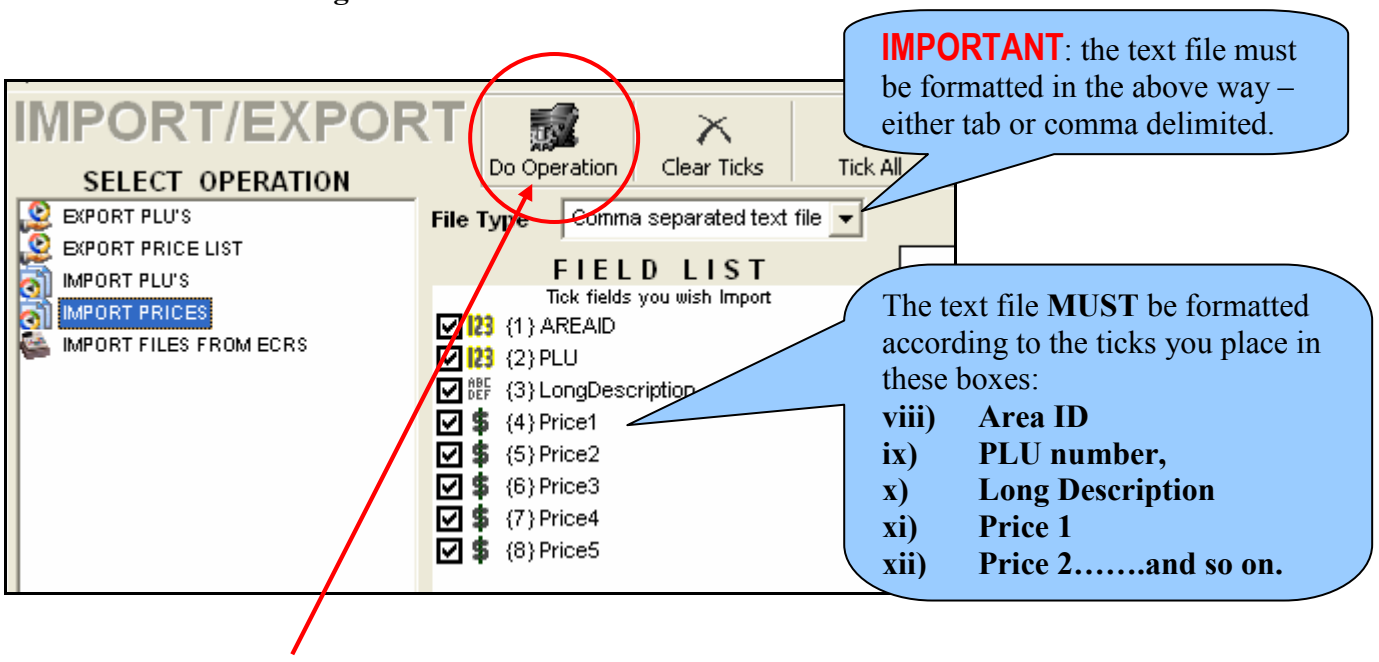
NOTE: you must set items active in ECR Station; otherwise it will not be flagged to go as a change to those ECRs.

3.3.2.2.3.2. Importing Text File

When setting up the PLU file for the first time, you may also set selling prices by importing the information from a text file. Access this option from same location as Error! Reference source not found.– **Building PLU file from a Text File**; however on this occasion select the option "**IMPORT PRICES**".

IMPORTANT: you must also adhere to the same strict format for the text file.

NOTE: you must have all ECR Stations and relevant price levels existing in SamPOS.



Press the "**Do Operation**" button when you are ready to import the text file.

TIP: the easiest way to set selling prices from a text file is to first create an Excel spreadsheet to enter your data – remembering the strict format guidelines which must be adhered to. When you save this file make sure you save it as a TEXT FILE – i.e. "*.txt" (where the '*' indicates the filename (eight (8) characters maximum). The file MUST be a text file, NOT any other format.

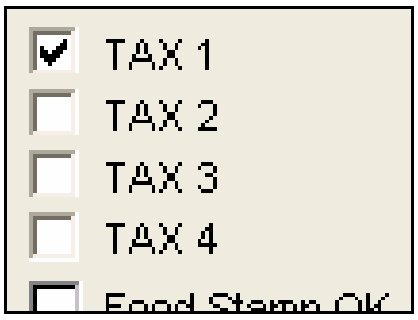
NOTE: if you get any "Operational Errors" during the import (the panel on the far right-hand side of the screen is where these are displayed) check the following:

1) **The format of the text file – including the column order (the "Field List" determines the order of the columns MUST be in the text file), and**
2) **Set-up of SamPOS vis-à-vis ECR Station ID numbers, PLU numbers, and price levels.**

TIP: Both 1) and 2) MUST match up EXACTLY.

3.3.2.2.4. SamPOS Tax Rate Flags

The only tax rate setting in SamPOS is a tick box on the PLU details screen which lets the SamPOS Polling & Inventory Software know which PLUs are taxed, and which of the four tax rates are valid for the item.



For each PLU, tick the Tax Rate which applies as per the set-up of the ECR. A non-taxed item will have no ticks in these boxes.

3.3.3. Reporting Families

Reporting families are used as a compliment to Groups. Unlike Groups they do not get sent to the ECR(s). They add an extra flexibility to the SamPOS Polling & Inventory Software, as the operator can group PLUs which may reside in different ECR Groups under one common classification.

One of the many uses for Reporting Families comes in the convenience store scenario. Items such as chocolate bars, packets of chips, and savory salsa dips may each have their own ECR Group while all being located in aisle five.

Therefore, the operator can set-up Reporting Families for each aisle in the convenience store. Placing chocolate bars, chips, and dips in their own reporting family called "Aisle 5", now allows the operator to filter an Inventory Count by Family.

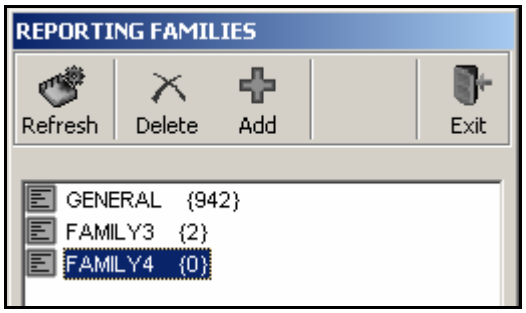
Alternatively, the operator may choose to track brand loyalty, or utilize 'concept grouping' (i.e. 'Fresh' versus 'Frozen' products). Used in this way reporting families become a companion to the business's marketing strategy. Sales history can be quickly accessed, and marketing strategies modified to suit the prevailing consumption climate.

3.3.3.1. Adding Families

Reporting Families are held in a separate table which can be accessed from multiple locations. Firstly, in the top left-hand corner of the SamPOS main screen there is a heading called "**PLU**". If you left-click on this heading a pull-down menu is displayed. Select the option called "**Setting up Reporting Families**".

Secondly, in the top right-hand corner of the Samsung PLU screen there is a large button labelled "**Tools**". Next to this button there is a narrow button which reveals another pull-down menu. Select the option titled "**Reporting Families**" to once again open the reporting families table.

Finally, by simply double-clicking on the "**Reporting Family**" field in the PLU screen it will once again open the reporting families table.



To add a new Reporting Family the operator will left-click on the button labelled "**Add**". At the end of the list of existing reporting families there is now a new family with the name "**FAMILY*x***" (where '***x***' is the next available number). The operator can either accept this default name, or change it to one which has more meaning to their business.

To delete a Reporting Family the operator highlights the desired family, and then left-clicks on the button labelled "**Delete**".

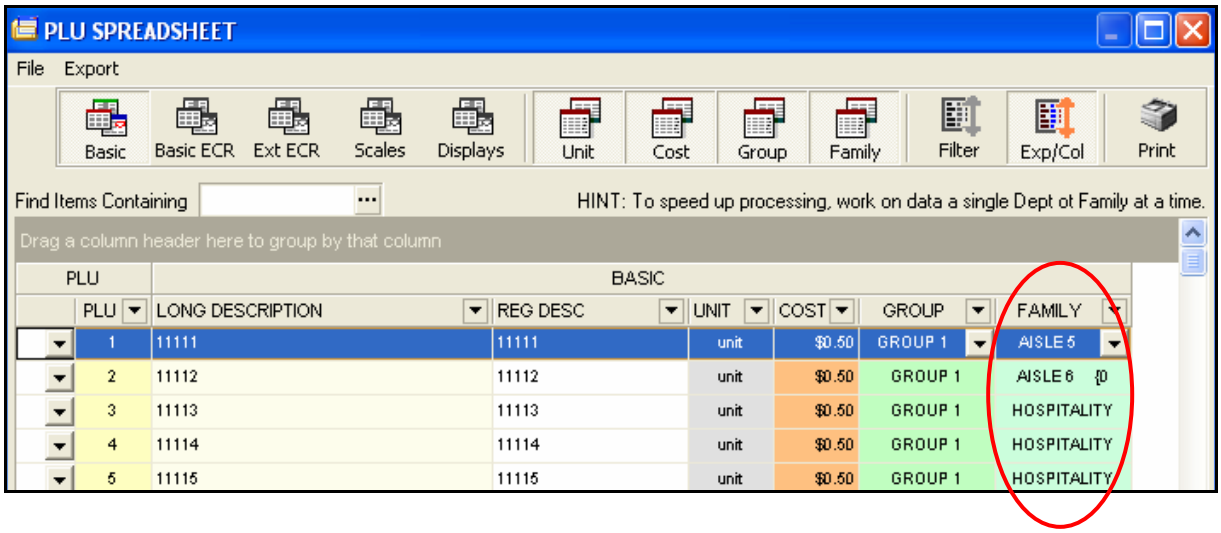
IMPORTANT: if a Reporting Family contains PLUs it CANNOT be deleted. You MUST re-assign the PLUs before deleting the Family.

3.3.3.2. Assigning Families

There are multiple locations where the Reporting Families can be assigned to PLUs. The first and simplest of these is the Samsung PLU screen. The operator simply selects the Reporting Family from the pull-down menu, 'tabs' off the field (presses the '*Tab*' key on the keyboard), and presses "**Save**" to confirm the change.

This is fine if you are editing a couple of records, but if a large number of alterations are required this method may be considered too time consuming. If this is the case, the second method is faster as it involves utilising the "**PLU Spreadsheet**".

To access the "**PLU Spreadsheet**" go to the Samsung PLU screen where there is a button labelled "**Lists**". Next to this large button is a narrow button revealing a pull-down menu; select the option "**PLU Spreadsheet**".



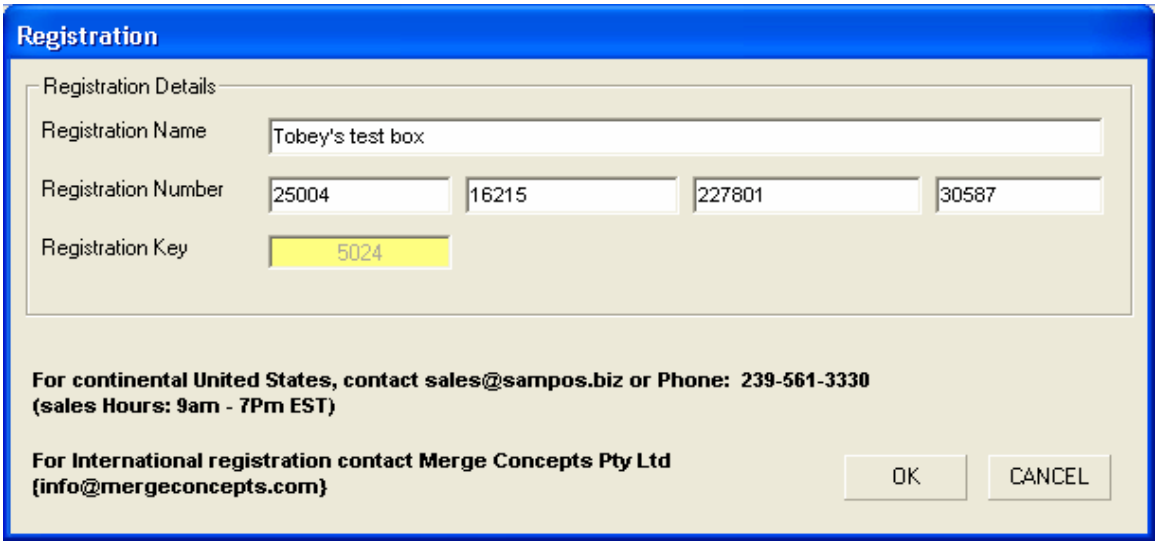
Change the new Reporting Family by selecting the new family from the pull-down menu, and then press "**Enter**" to move to the next record. When finished simply close this form, and the change is written back to the database.

3.4. Registration

Call SamPOS.biz at **(239) 561-3330** to receive a registration number.

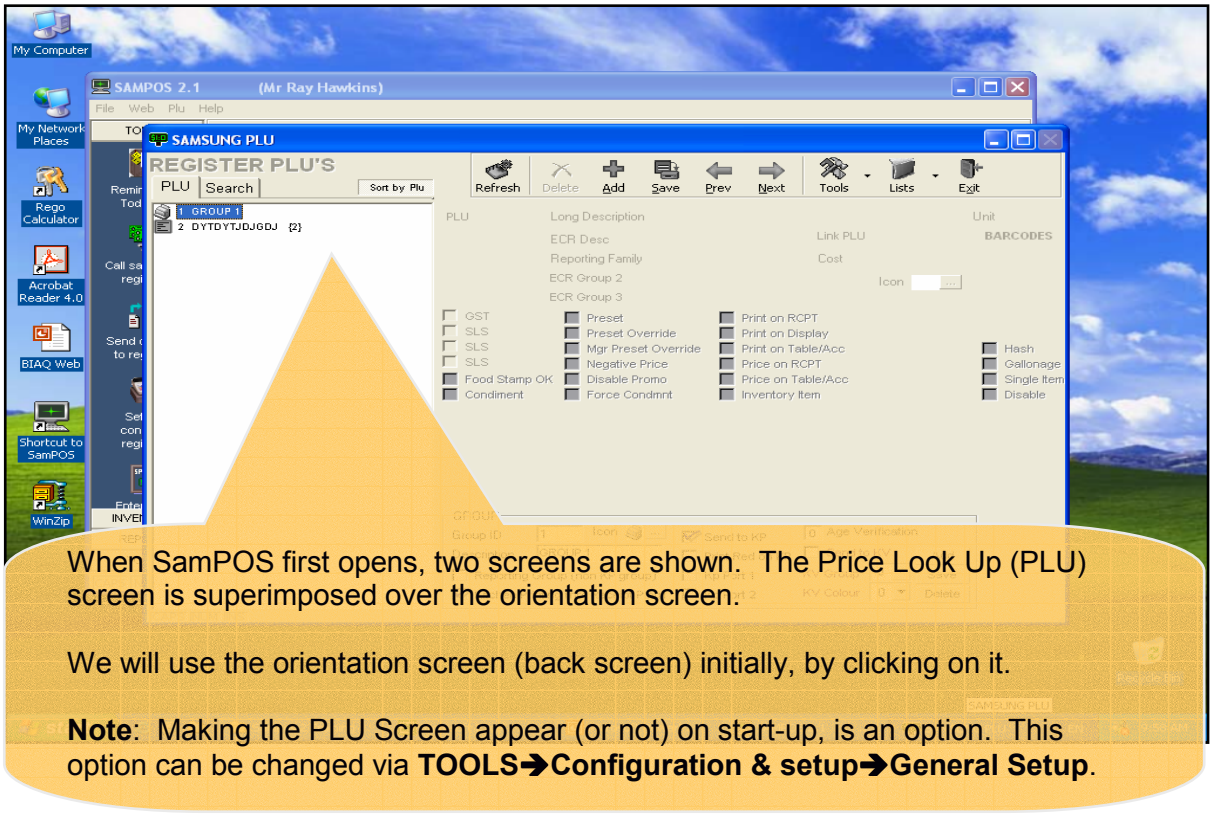
At the registration screen under the Help menu, provide the number in the box shaded yellow. This number is used to calculate your registration number. The registration number is unique to your computer, thus SamPOS *must* be installed on the computer that will be used to communicate with the ECR(s). You will also be asked to provide a Registration Name when requesting your registration. Give this name to your dealer **EXACTLY** (case sensitive) as you want it entered; as this name will be used to generate the registration number.

Please have ready your proof of purchase such as an invoice or order number and the serial number on the disk.



4. Working With SamPOS

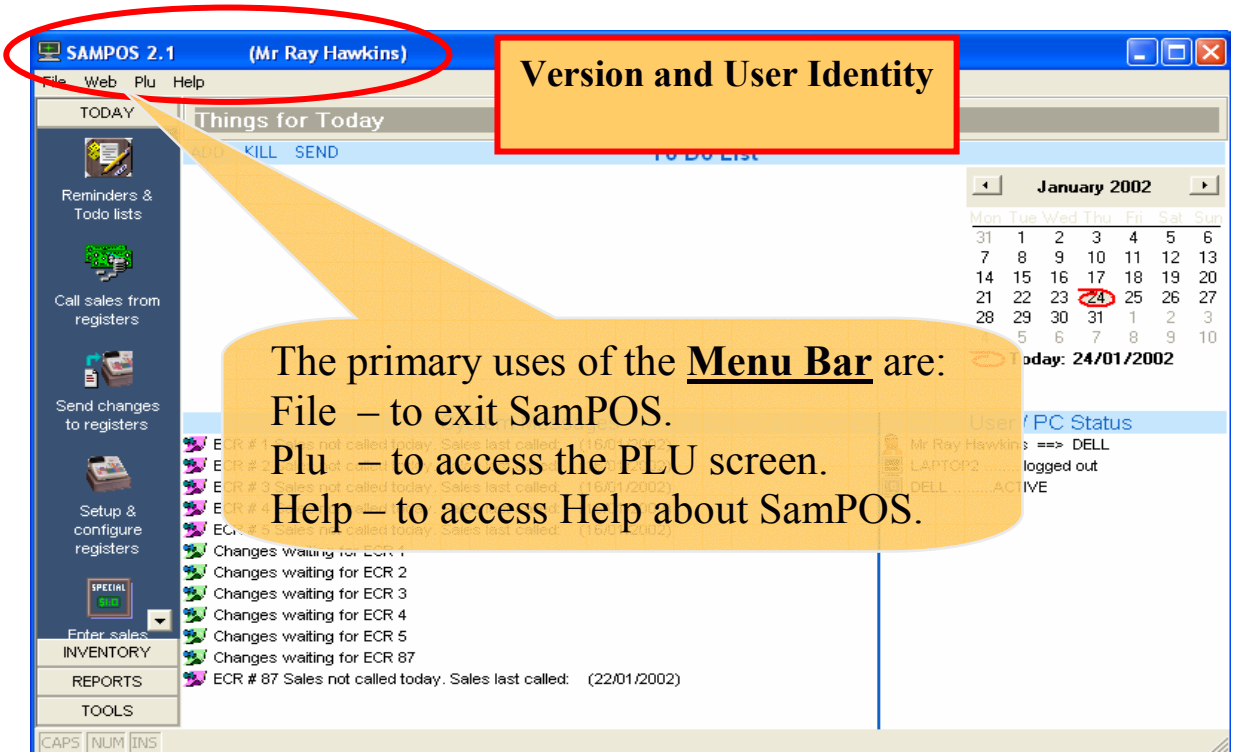
4.1. SamPOS Orientation



When SamPOS first opens, two screens are shown. The Price Look Up (PLU) screen is superimposed over the orientation screen.

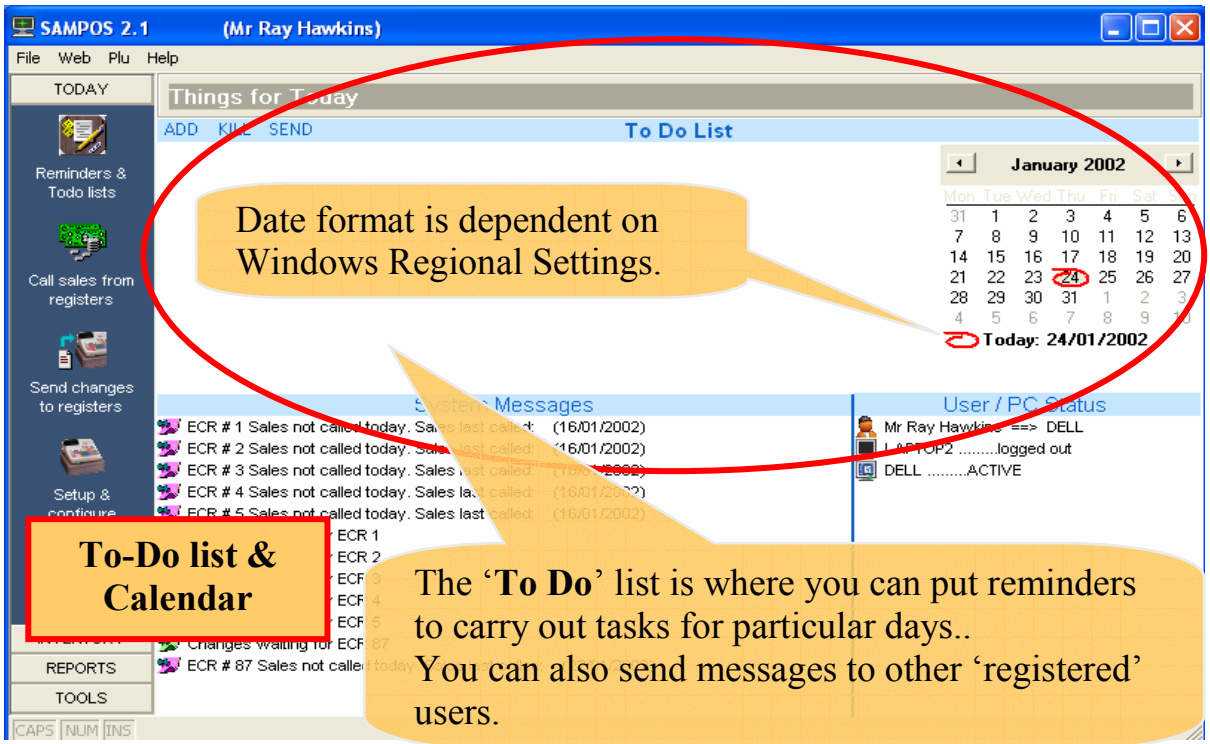
We will use the orientation screen (back screen) initially, by clicking on it.

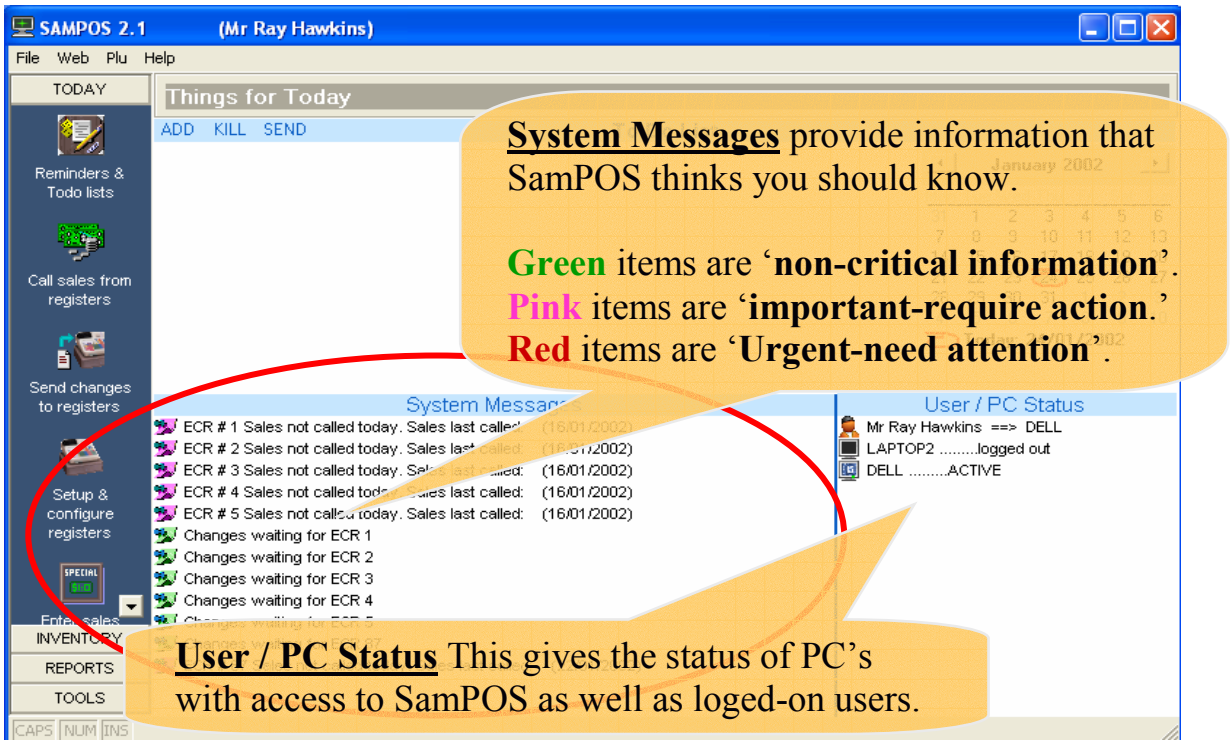
Note: Making the PLU Screen appear (or not) on start-up, is an option. This option can be changed via **TOOLS➔Configuration & setup➔General Setup**.

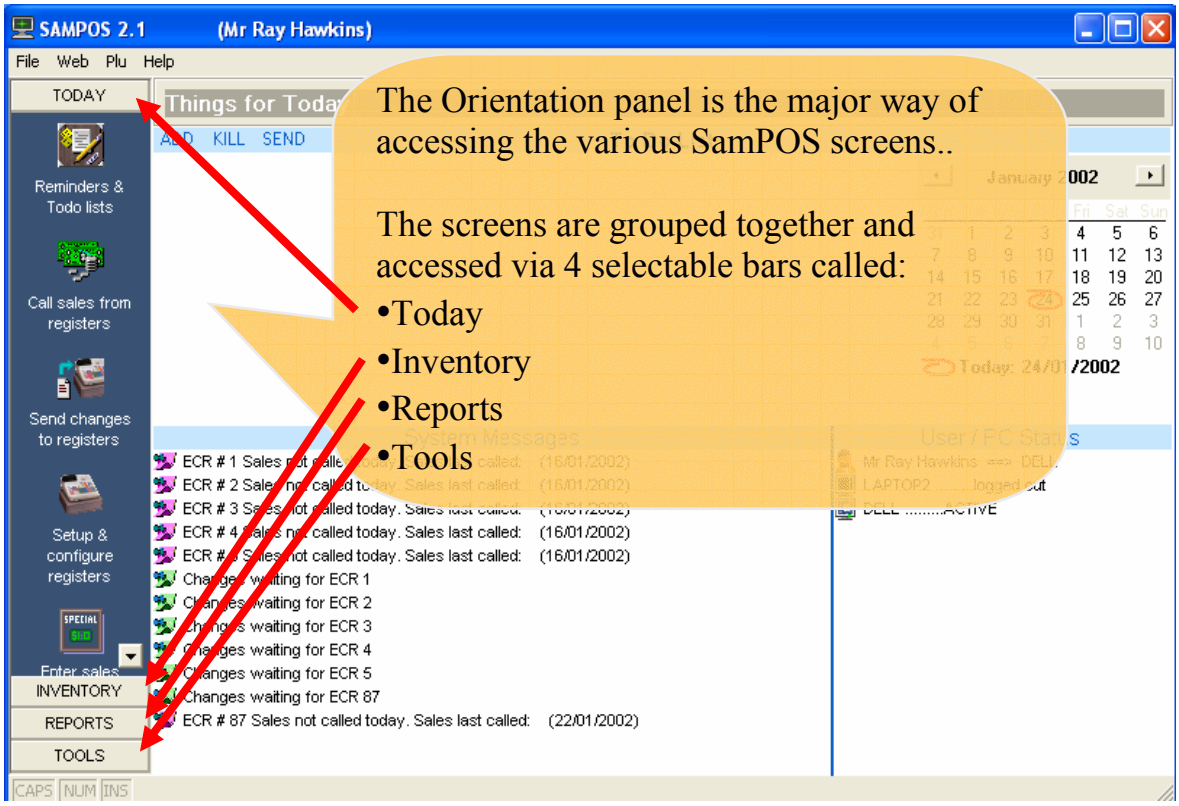


Version and User Identity

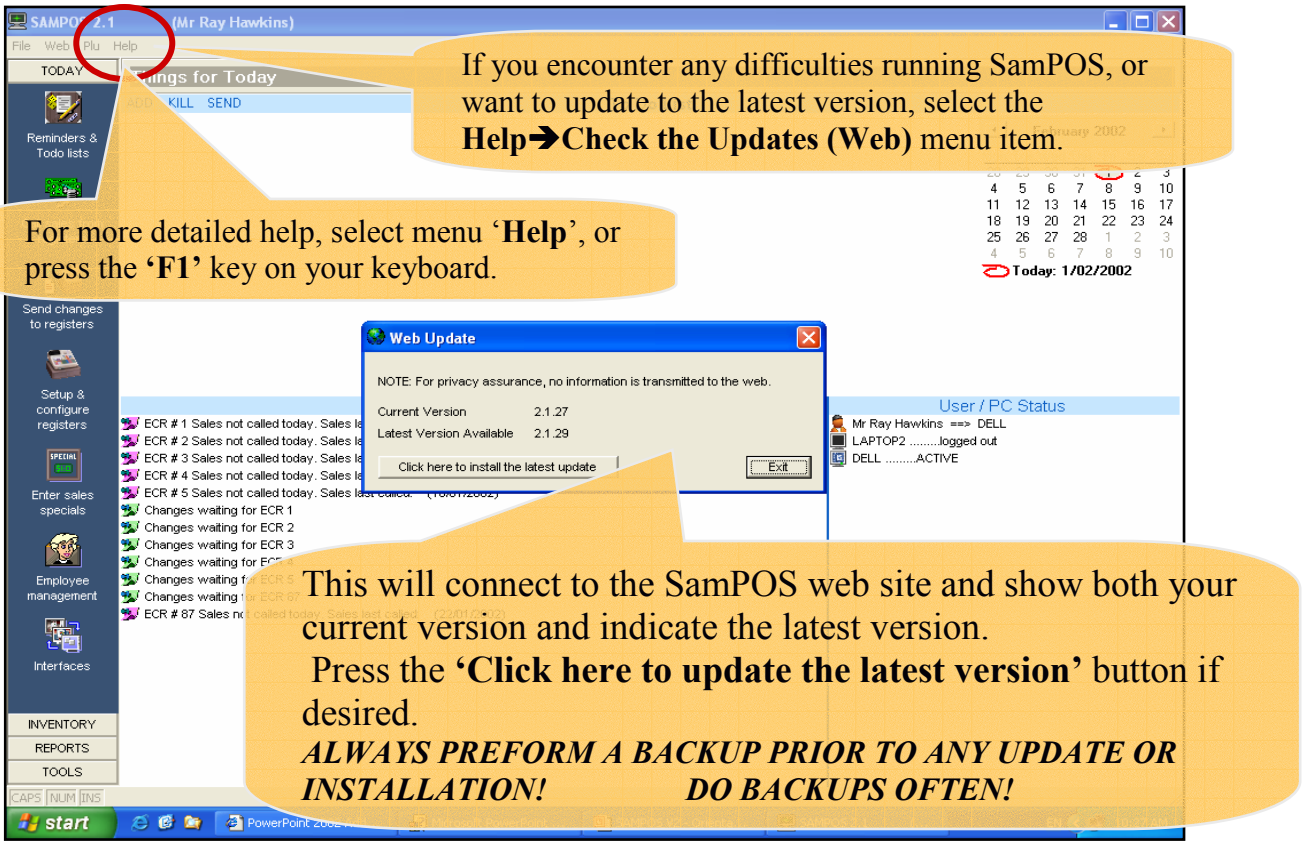
The primary uses of the **Menu Bar** are:
File – to exit SamPOS.
Plu – to access the PLU screen.
Help – to access Help about SamPOS.


SAMPOS 2.1
(Mr Ray Hawkins)
File Web Plu Help
TODAY
Things for Today
ADD KILL SEND
To Do List
Reminders & Todo lists
Call sales from registers
Send changes to registers
Setup & configure
January 2002
Today: 24/01/2002
Date format is dependent on Windows Regional Settings.
System Messages
User / PC Status
Mr Ray Hawkins ==> DELL
DELL .....ACTIVE
To-Do list & Calendar
The 'To Do' list is where you can put reminders to carry out tasks for particular days..
You can also send messages to other 'registered' users.
REPORTS
TOOLS

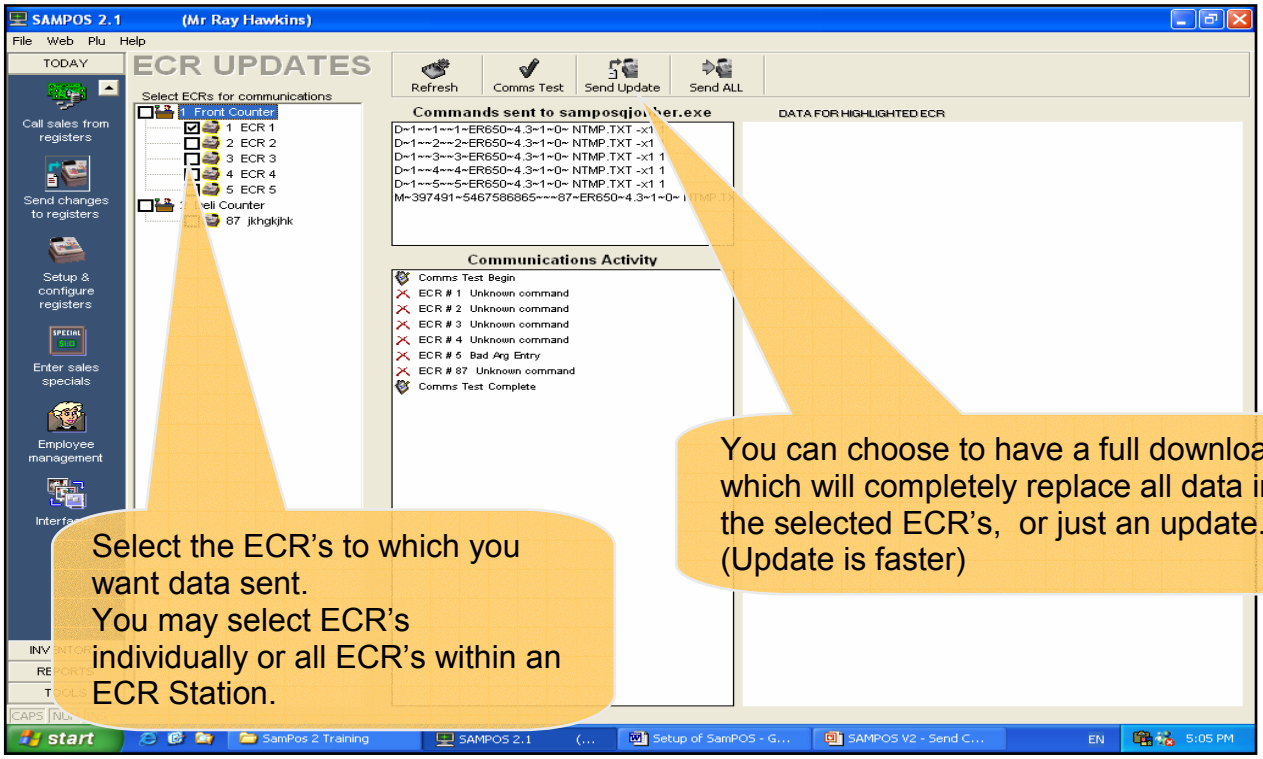

SAMPOS 2.1
(Mr Ray Hawkins)
File Web Plu Help
TODAY
Things for Today
ADD KILL SEND
Reminders & Todo lists
Call sales from registers
Send changes to registers
Setup & configure registers
System Messages
User / PC Status
Mr Ray Hawkins ==> DELL
LAPTOP2 .....logged out
DELL .....ACTIVE
ECR # 1 Sales not called today. Sales last called: (16/01/2002)
ECR # 2 Sales not called today. Sales last called: (16/01/2002)
ECR # 3 Sales not called today. Sales last called: (16/01/2002)
ECR # 4 Sales not called today. Sales last called: (16/01/2002)
ECR # 5 Sales not called today. Sales last called: (16/01/2002)
Changes waiting for ECR 1
Changes waiting for ECR 2
Changes waiting for ECR 3
Changes waiting for ECR 4
System Messages provide information that SamPOS thinks you should know.
Green items are 'non-critical information'.
Pink items are 'important-require action.'
Red items are 'Urgent-need attention'.
User / PC Status This gives the status of PC's with access to SamPOS as well as loged-on users.
INVENTORY
REPORTS
TOOLS



4.2. Updating SamPOS

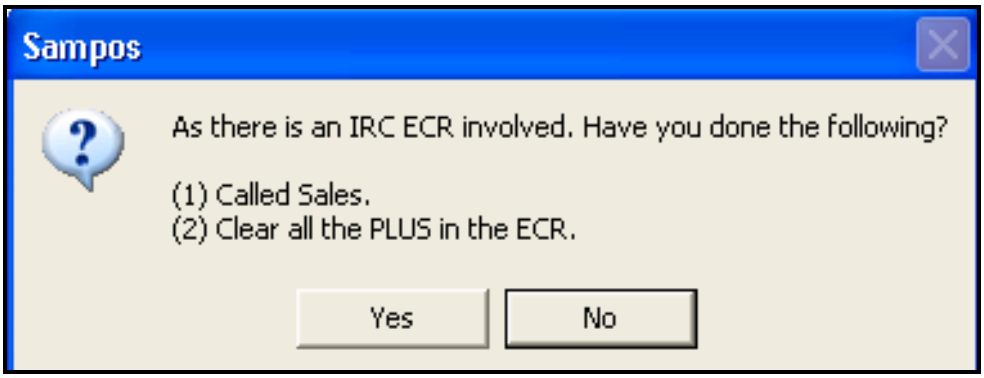


4.3. Sending Setup Data to ECR's



IMPORTANT: **(for IRC-RS485 only)**

When using ECRs in an IRC network, you **MUST** retrieve any sales to Sampos, and clear to the PLU file in the register **PRIOR** to sending any updates to the ECR.



To clear the PLU file in the ECR, do the following:

NOTE: This procedure WILL COMPLETELY CLEAR the PLU file in the ECR.

a) Turn the ECR key to the **SM** position,
b) Selection option number three (3) using the numeric keypad,
c) Press the **YES / NO** button to toggle to the "**Y**" option, and
d) Press the **CASH ENTER** button to confirm your selection

Additional information

Additional information may be found in the HELP menu and in the **documents** sub-directory of the SamPOS installation disk.

5. Appendix

5.1. SamPOS-USRobotics Modem Programmer

5.1.1. Installing Modem Programmer

a) Insert the CD in the CD-ROM drive.

NOTE: there may be a delay of up to 10 – 20 seconds if Auto-Run is available.

b) Exit Auto-Run, if enabled and double-click on the MY COMPUTER icon on the desktop, followed by the CD-ROM drive. Usually this is D:\ or E:\, but can vary depending on your local system.

IMPORTANT: DO NOT REINSTALL SAMPOS AS THIS WILL DELETE ALL EXISTING INFORMATION.

c) Double-click **SP_USR_PROGRAMMER.EXE** to install the modem programmer, and follow the on-screen instructions. **RECOMMEND STRONGLY THAT YOU ACCEPT THE DEFAULT INSTALLATION OPTIONS**.

d) After the installation has finished, reboot the computer.

5.1.2. Using the Modem Programmer

SamPOS can communicate with your ER-650 using the modem at your PC and a US Robotics® external fax modem. The US Robotics® external fax modem is currently the only modem supported at the ER-650. The US Robotics® external fax modem must first be properly configured at the PC before it can be attached to the register.

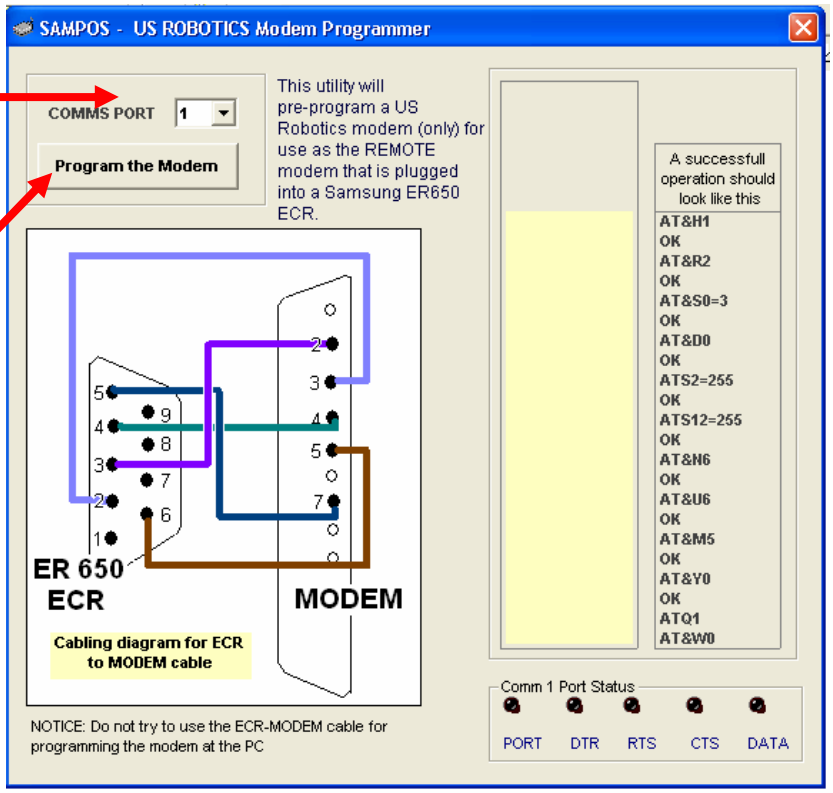
The Modem Programmer icon will be placed with Sampos in your start menu, access it from this location:
START → PROGRAM → SamPOS → *Sampos-USRobotics modem programmer*

Next set the dip switches on the back of the modem. **1**, **3**, and **8** should be "on" or "down". Connect the modem to a serial com port on the back of you PC using a *standard modem* cable. *(not provided with SamPOS)*

Start the Modem Programmer and select the com port that you temporarily connected your US Robotics® external fax modem to.

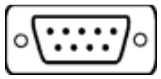
Then click on the Program Modem button.

When finished you may now connect your US Robotics® external fax modem to the ER-650 using the Sampos mod-em cable and setting up the ER-650 **RS232** port to PC mode.

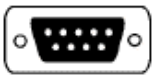


5.2. Wiring Diagrams

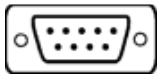
5.2.1. Direct connect (no modem)


DB9 Male

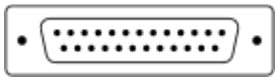
male			female
DB9 ER 650			**DB9 PC**
RxD	2	----------	3
TxD	3	----------	2
Dtr	4	----------	6
Gnd	5	----------	5
Dsr	6	----------	4


DB9 Female

5.2.2. Modem connection


DB9 Male

male			male
DB9 ER 650			**DB25 Modem**
RxD	2	----------	3
TxD	3	----------	2
Dtr	4	----------	4
Gnd	5	----------	7
Dsr	6	----------	5

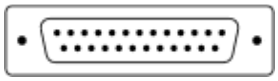

DB25 Male

5.2.3. Standard modem

(THIS CABLE IS USED TO PROGRAM MODEM ONLY)


DB9 Female

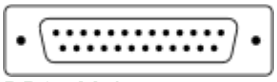
female			male
DB9 ER 650			**DB25 Modem**
CD	1	----------	8
RxD	2	----------	3
TxD	3	----------	2
DTR	4	----------	20
GRD	5	----------	7
DSR	6	----------	6
RTS	7	----------	4
CTS	8	----------	5


DB25 Male

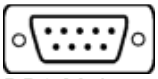
RS485 cabling diagrams; these are valid only for IRC communications.

5.2.4. Modem-to-Converter

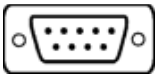
Recommended length 0.5 metres. (can be up to 30 metres)


DB25 Male

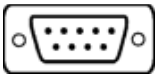
male DB25 (modem)	male DB9 (converter)
2	2
3	3
4,5	7
6	4
7	5


DB9 Male

NOTE: Multiple numbers means link those pins together and then through to other side.

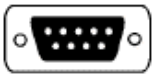

DB9 Male

male DB9 (modem)	male DB9 (converter)
3	2
2	3
7,8	7
6	4
5	5


DB9 Male

5.2.5. Converter-to-IRC

Recommended length 3 metres, but can be hundreds


DB9 Female

female DB9 (converter)	ECR IRC male RJ11
2	1, 2
3	5, 6
5	3, 4



5.2.6. External power for Converter

Recommended length 10 centimetres.

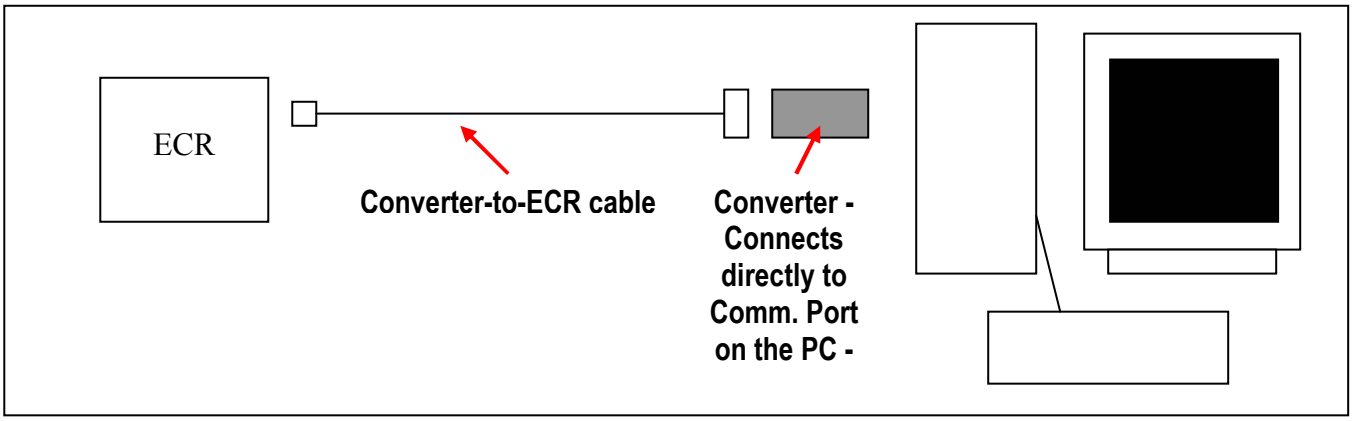
NOTE: if RS485 is connected to more than one ECR on an IRC chain then the Converter MAY have to be externally powered via a 9Vdc Plugpak supplying at least 50mA (milliamps) current. Refer to the converter manufacturer's Data Sheet for additional information.


DB9 Female

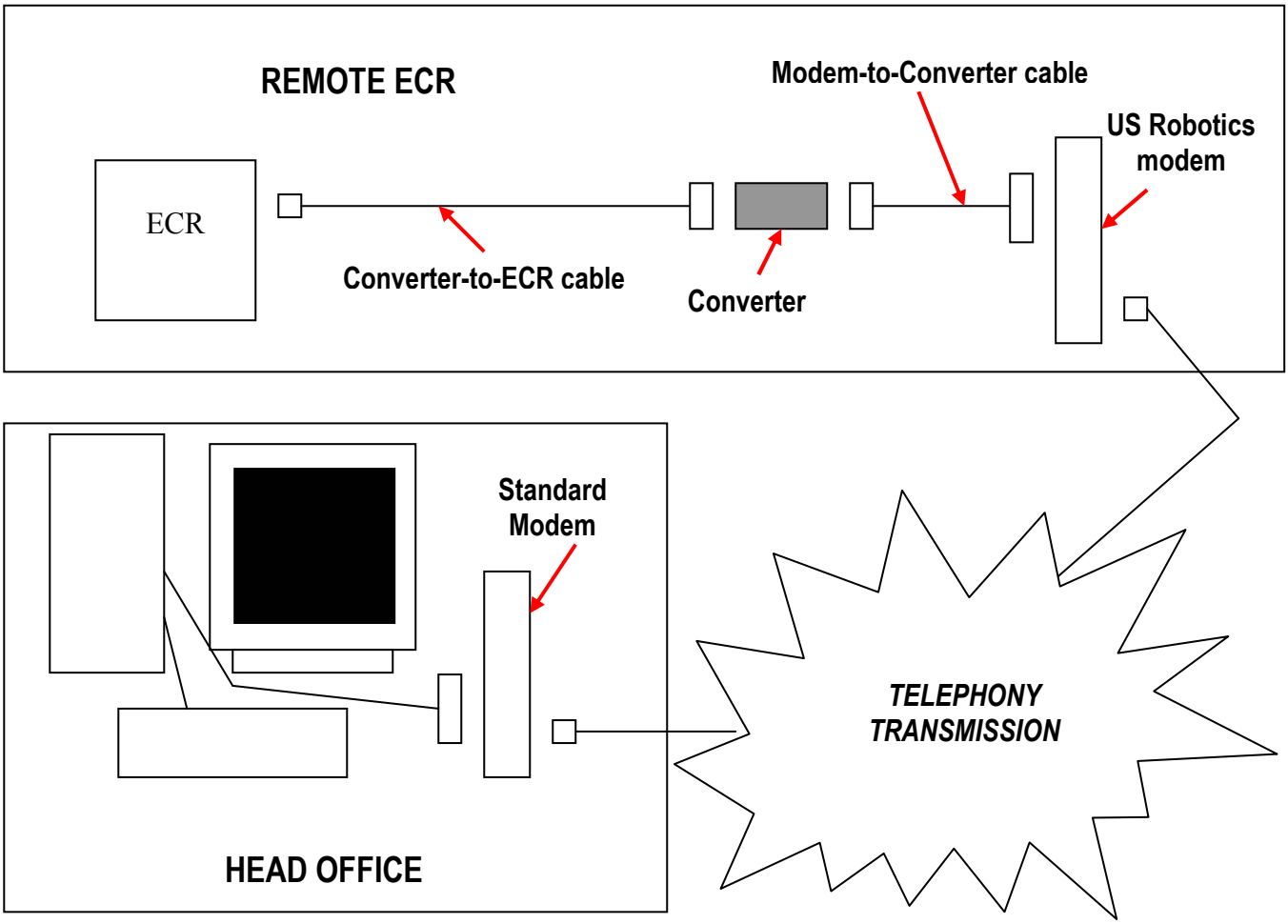
female DB9	mini DC socket
5	Gnd (outer)
8	+9Vdc (inner)

5.3. IRC Topology

5.3.1. Direct



5.3.2. Modem - Remote



5.4. Making labels using Avery Labels

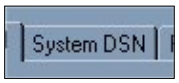
IMPORTANT: Avery Design Pro MUST be installed first according to its own documented installation instructions.

5.4.1. Set up the ODBC Data Source

1. Go to
   → **Start**
   → **Settings**
   → **Control Panel**
   → **Administrative tools**
   → **Data Sources (ODBC)**
   (For XP and 2000 only)



2 Select **System DNS** Tab



3. Press **Add**



4. Scroll down and highlight "**Microsoft Text Driver (*.txt ; *.csv)**"

5. Press **Finish**



6. Type in a data source name (eg. Sampos Labels)



7. Untick **Use Current Directory**

8. Press **Select Directory**.

9. Under Folders. Double click on "**C:**" , double click on "**Program Files**" Double click on "**Sampos**", Double click on "**Labels**" then press **OK**.



10. Press **options>>**



11. Press **Define Format**



12. Under "**Tables**" highlight Labels.txt

13. Tick **Column Name Headers**

14. **Format**: Should be **CSV Delimit**

15. **Rows to scan**: Make it **1000**

16. **Characters**: should be **Ansi**



17. Press the **Guess** button to the right of the columns heading.

18. If you can see "**1111111**" under the heading "**Columns**" then Highlight "**11111111111**" heading under columns, then change Data type to "**Char**"; Name to **BARCODE**; and width to 15. Then press **modify**.

19. Highlight "**TAX_RATE**" Change Data Type: to **Char; and width to 15**.
Press **modify**.

20. Highlight "**Price1**". Change Data Type: To **Char; and width to 15**.
Press **Modify**

21. Repeat Step 20 for **PRICE2**, **PRICE3**, **PRICE4**, **PRICE5**.

22. Press **OK**. Then press **OK** in the "**ODBC Text Setup**" window.

23. Press **OK** in the "**ODBC Data Source Administrator**" window

5.4.2. Start Avery Design Pro.

1. Go to **Database → Open**

2. Click on the "**Machine Data Base Source**" Tab.

3. Highlight "**Sampos Labels**" or the name you gave to ODBC entry. Then press **OK**

4. Go to **Database → Select Insert Field**

5. The "**Insert Field**" Window appears From this window it is possible insert suck items as the description and the price this is done by highlighting the desired item and pressing insert to put another item in. E.g. Price Highlight that item press insert if you wish it on a new line press new line BEFORE pressing insert.
   Note: Do not enter barcodes at this stage.

6. Press **Close** when finished inserting items.

7. To insert a barcode → Go to **Drawing** and **select barcode**. This changes the cursor from an arrow to a crosshair (plus symbol ' + ') allowing you to mark the area where you want to place the barcode. This is done by positioning the cursor where you want the barcode to start, then while holding down the left mouse button dragging the cursor across until the box displayed is the size wanted. Then release the left mouse button.

8. Right click in the box just created then left click on the barcode parameters.

9. In the "**Barcode**" Window make sure Type: is **code 39**; The display Plaintext is "**ticked**" by left clicking in the white box before "**Display Plaintext**"; and then is ensure "**Adjust size**" is ticked by left clicking on the white box before "**Adjust Size**" then press **OK**.

10. Go to **Database** → Select "**Insert Field**"

11. In the "**Insert Field**" Window highlight **Barcode**, press "**insert**" and then press "**Close**"

12. To ensure only PLU's that have barcodes are printed,
Select **Database → Filter**

13. In the "**Filter Records**" window, select "**Barcode**" under the "**Field**" and "**Note Empty**" under "**Compare**" then press "**OK**"

14. To save the template just created press **File → Select SAVE**.

Then type the name you want to save the template as in the filename:

e.g. Lables.zdp

…then press save

Note By default Design Pro will save to the "My Documents" folder, to save to a different location you will have to select that location first

15. To preview what you are going to print left click on the 5th icon from the left along the top. 

16. To print. Press the Print button in the preview screen. Then press "**OK**" in the Print window. To close the Print Preview window press the close button

5.5. Technical Notes for initial set-up of ER-650

5.5.1.1. Initial Memory Clear

IMPORTANT: THIS FUNCTION SHOULD NEVER BE ATTEMPTED IN THE NORMAL COURSE OF OPERATIONS. IT WILL RESET EVERYTHING IN THE ECR – INCLUDING CLEARING UNRETRIEVED SALES FROM THE UNIT. USE ONLY WHEN SETTING UP THE ECR FOR FIRST TIME.

The Samsung ECR technician will also need to perform this operation after upgrading the ECR memory, or installing a new EPROM

After taking the new ECR out of the box, or installing an extra memory module or EPROM; an Initial Memory Clear will ensure your ER-650 is ready to go. To Master Clear the ECR follow these steps:

a) With the ECR powered off, turn the ECR key to the **SM Control Lock** position.
b) Hold down the **CHECK** button – i.e. the button three-up from the bottom right-hand corner on the keypad.
c) Continue to hold down the **CHECK** button while you power-on the ECR. The message "**RAM ALL CLEAR SERV**." will display on the screen.
d) Press the *upper-left button*, then *lower-left button*, followed by *upper-right button*, and finally the *lower-right button*.
e) The display will monitor the memory clear process, which takes about one minute. When completed the printer will print the message "**RAM ALL CLEAR OK!**" and the Service Mode menu.

5.5.1.2. Memory Allocation

After performing the Initial Memory Clear you will need to setup the memory configurations for the ECR. To do so, you need to turn the ECR key to the **SM Control Lock** position and select option five (5) "**Memory Allocation**". There are two pages of memory allocation settings, and you use the "**Cash(ENTER)**" key to advance item-by-item or the page down / up keys to advance page-by-page.

At the top of each page the ECR will display the total memory available (TTL AVAIL) and the total memory currently being used (TTL USED).

TIP: Ensure the TTL USED stays below the TTL AVAIL!!!

The ECR has two available slots for extra memory modules. Out-of-the-box there are no extra memory blocks in the unit. While this is suitable for small sites with only a few PLUs; larger sites will want to consider optioning the ECR with an extra one, or two memory modules.

- **Nil Extra - Out of Box (shows 196,608 bytes total)**
- **One Extra KM684000 RAM (shows 720,896 bytes total)**
- **Two Extra KM684000 RAM (shows 1,245,184 bytes total)**

Out-of-the-box Memory Allocations are:

b) PLUs: 1000
c) # PRICE LEVELS: 1
d) # CLERKS: 10
e) # GROUPS: 20
f) # EJ LINES: 1500
g) # CHECKS: 20
h) Y=HARD / N=SOFT: N
i) # LINES/SFT CHK: 50

There are eight (8) options in the memory allocation screen.

i) **# PLUS**: this combines PLUs and Barcodes. They are held in the same table in the ECR.
ii) **# LEVELS (1-5)**: Enter the number of price levels which will be active on this ECR.
iii) **# CLERKS**: Set the maximum number of clerks which this ECR will support.
iv) **# GROUP TOTALS**: Set the maximum number of Groups the ECR will support.
v) **# EJ LINES**: Denotes Electronic Journal Lines, and this sets the maximum number of said lines in this ECR. When using the SamPOS Polling and Inventory Software you may set this value to zero, as the ECR does not allow the communication software (SamPOSComms) to retrieve this information.

NOTE: **# CHECKS**; **HARD OR SOFT CHECK**; and **# LINES/SOFT CH** are not specific to the relationship the ECR has with the SamPOS Polling and Inventory Software. They are ECR-centric and govern the extent of the unit functionality.

Continue filling in each variable until complete. Press the **ENTER** button after the setting "**LINE/SOFT CH**". The screen will display '***ARE YOU SURE (Y/N)***'. A 'No' will display as the default answer to the question. If you wish to implement the new allocation you have entered, press the "**YES/NO**" button, followed by **ENTER**.

The message "**Please wait…**" displays until the printer either prints "**MEMORY ALLOCATION OK!**" or "**MEMORY ALLOCATION SIZE OVER**" if you attempt to allocate features requiring more memory than available.

Once memory allocation is complete the Service Mode menu will be displayed.

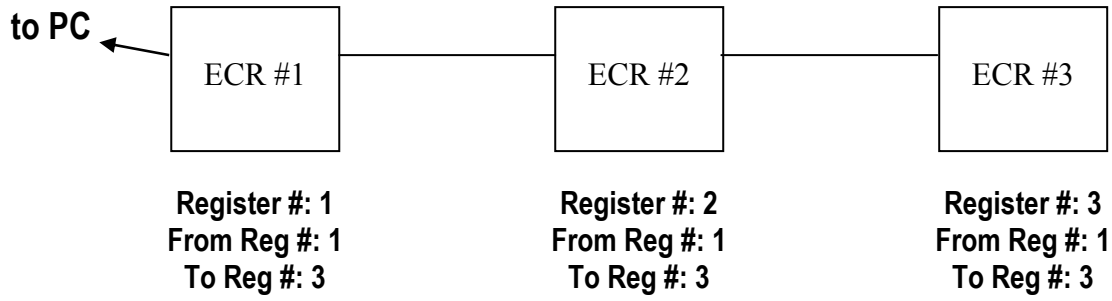
5.5.1.3. IRC Communications

There are two communications parameters which may be chosen to link the ECR to the SamPOS Polling & Inventory Software. One is an In-line Register Chain (IRC), while the second is Serial communications.

If you are using IRC communications then turn the ECR key to the SM Control Lock position, and press Page Down to get to the second page. Once here, select option seven (7) for "**IRC OPTIONS**". There are four settings on this screen, however only three are needed for IRC communications to SamPOS.

i) **Set Register #**. Enter the Machine number of the ECR – this must be unique for each ECR in the chain.
ii) IRC Network **From Register #** and **To Register #**: Enter the first and last Machine numbers of the ECRs in the chain.

Below is a sample IRC chain, with Register number attached.



5.5.1.4. Serial Communications

If serial communications are being used then turn the ECR key of the **SM Control Lock** position, press Page Down to advance to the second page, and select depending on the Comm. Port you are using on the ECR select either option eight (8) or option nine (9).

When communicating over a Serial line, the communication parameters are:

BAUD RATE: 9600 → PARITY: NONE → DATA BITS: 8 → STOP BITS: 1

After setting the communication parameters you must also select the correct "**DEVICE FUNCTION**". For PC communication it must be set to the numeral one (1).

5.5.1.5. Tax Settings

Tax settings for the ECR are found by turning the ECR key to the **PGM Control Lock** position, and selecting option two titled "**SALES TAX**". There are four tax rates available in the ECR, and these must line-up with the correct tax rate(s) being used in the SamPOS Polling & Inventory Software.

For each tax rate you will be required to enter a description using the alpha-numeric programming keypad (an overlay is found in the front of the ECR manual), and select a Tax Type.

If you were using tax rate number one (1) you would undertake these steps to set up tax rate 1 in the ECR, and in the SamPOS Polling & Inventory Software.

i) **TAX RATE NUMBER**: After switching the ECR key to the PGM Control Lock position and selecting option two (2); ensure that "**TAX NUMER (1-4)**" is set to display the numeral 1. This tells the ECR that wish to set-up its first tax rate. Press the "**CASH (ENTER)**" to confirm your selection.

ii) **DESCRIPTION**: Use the alpha-numeric keypad overlay to type in a description for the tax rate e.g. "*STATE TAX*". Press the "**CASH (ENTER)**" button to confirm your entry.

iii) **TAX TYPE**: Option zero (0) is selected by default, so you simply need to press the "**CASH (ENTER)**" button again to confirm this choice.

Page two of the TAX PROGRAMMING screen asks you to define the rate of the tax. This is expressed here as a three decimal number.