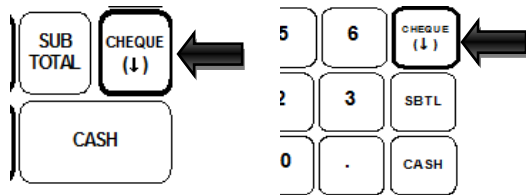# Sam4s NR-5xx - Quick Setup Guide
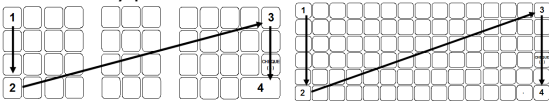
Memory Allocation Reset & Configuration

Note – This reset procedure has been carried out at the factory and need only be carried out again if the default file sizes needs increasing or decreasing.

Important:-The following procedure resets the machine back to factory defaults. This will **remove** all current program and sales information.

- Insert the **C** key and turn past **PGM** to the unmarked **S** mode.
- Then power **OFF/ON** whilst holding cheque key shown below.
  The display will show the prompt **RAM ALL CLEAR**

- Press the **Top Left, Bottom Left, Top Right, Bottom Right** keys.
  The display will show **RAM ALL CLEAR,** and will spell GOOD for each of the 4 corner key presses.

- At the **LOAD DEFAULT SET** prompt

either Press **CASH** to load and print the default values.
      The S Mode menu is shown when completed.
or Continue as shown below to change the values.

- Press **X/TIME** to begin entering new values.
- When prompted with the file name i.e. **PLU**, **GROUP**

either Enter the **New Value** and press **CASH**
or Press **CASH** to bypass and keep default values

- At the **ARE YOU SURE** prompt press **CASH**
  The process is now complete and the preset values printed.
- Turn to the REG mode, Enter **1** then press **Clerk #** to sign on.

Menu Navigation

The register uses a menu system which makes setup easy to do without reliance on a manual. In order to use the menu system the following keys are required: -

- **CHARGE** / **CHEQUE** up and down menu / options
- **Numerics** direct to menu option
- **CASH** select menu option / exit + save program option
- **CLEAR** select previous menu / cancel program option
- **PAID OUT / CLERK #** page up/down through menus

Receipt Logo

The following shows how to program the Receipt logo messages.

- Insert the **C** key and turn to the **PGM** mode
- Enter **8** and press the **CASH** key
- Enter **1** *(preamble)* or **2** *(postamble)* and press the **CASH** key
- Select the line number and press the **CASH** key
- Type in the text using the alpha layout and press the **CASH** key
- Press **CLEAR** three times to finish and return to REG mode

Note :- *For bitmap image printing please refer to the manual, or press the help key for instructions on printing 1 of 20 preset images.*

Product Creation

New items can be created in REG as shown opposite and PGM as below.

Naming Products

- Insert the **C** key and turn to the **PGM** mode
- Enter **1** and press the **CASH** key three times
- Select the product by **either**, Pressing the item key, **or** Entering the code number and Pressing the PLU No Key. *(or by scanning the item).*
- Select DESC: and press the **CASH** key
- Type in the Name using the Alpha layout and press the **CASH** key
- Press **CLEAR** four times to finish and return to REG mode

Product Pricing

- Insert the **C** key and turn to the **PGM** mode
- Enter **1** and press the **CASH** key three times
- Select the product by **either**, Pressing the item key, **or** Entering the code number and pressing the PLU No Key. *(or by scanning the item).*
- Select Price/HALO1 *(or Price/HALO 2)* and press the **CASH** key
- Enter the price without the decimal point followed by the **CASH** key
- Press **CLEAR** four times to finish and return to REG mode

Note *:- Price functions can be set to sell at another price if the current price is 0. Also the sale of 0 price products can be prevented as per the manual.*

Product Grouping

Linking Products to Groups

- Insert the **C** key and turn to the **PGM** mode
- Enter **1** and press the **CASH** key three times
- Select the product by **either**, Pressing the item key, **or** Entering the code number and pressing the PLU No Key. *(or by scanning the item).*
  For a range of products, select both the first then the last item.
- Select Group #1 and press the **CASH** key
- Press **CLEAR** four times to finish and return to REG mode

Naming Groups

- Insert the **C** key and turn to the **PGM** mode
- Enter **2** and press the **CASH** key
- Enter the Group Number and press the **CASH** key
- Select DESC: and press the **CASH** key
- Type in the Name using the alpha layout and press the **CASH** key
- Press **CLEAR** twice to finish and return to REG mode

Creating the Products in REG – Short Method

This shows the procedure for item creation in REG mode, with price entry and automatic naming from a keyboard item.

- Turn the key to the **REG** mode.
  Enter the PLU code and press the PLU No Key or Scan the item.
- At **NOT FOUND** Prompt. Enter the price without a decimal point
- Press the key on the keyboard for item name and group setting.
- The item is now sold, and the sale can continue

Creating the Products in REG – Detailed Method

The following is a more detailed item creation in REG mode as an alternative method to the above. *(This requires the following setup to create a Not Found Key which can be used)*

Setting up the Not Found function

- Insert the **C** key and turn past **PGM** to unmarked **S** mode.
- Enter **4** and press the **CASH** key
- Enter **1** and press the **CASH** key
- Enter **23** and press the **CASH** key
- Press **CHEQUE** to select **FULL** and then press the **CASH** key
- Press **CLEAR** twice to finish and return to REG mode

Using the Not Found function

- Turn the key to the **REG** mode.
  Enter the PLU code and press the PLU No key or Scan the item
- At the **NOT FOUND** error press the **CASH** Key
- Select DESC: and press the **CASH** key
- Select Price/HALO1 *(or Price/HALO 2)* and press the **CASH** key
- Enter the price without the decimal point
- followed by the **CASH** key
- Setup any further options as required i.e. Group#1
- Press **CLEAR** twice to finish

- The product is programmed ready to sell now or later
Note *for such settings as manager control of the key see the manual.*

Using Clerk Interrupt & Check Tracking

It is possible to save a transaction either for a clerk or a check

For Clerk interrupt, the clerk would sign on, make the sales as normal then sign off and the sale will be automatically stored for recall when the clerk signs back on. For Checks, the operation is as follows. :-

Opening

- Ensure a Clerk is signed on.
- Enter the Number and press the **CHECK #** key
- Sell the products as required.
- Press **SERVICE** to store the balance *(or select payment)*

Billing

- Ensure a Clerk is signed on.
- Enter the Number and press the **CHECK #** key
- Press the **PRINT CHECK** key to produce the ticket

Note *:- For adding checks together refer to the operation manual*

Backing Up Program To USB/SD Card

The files shown are as default, backed up on to the card in the folder \NR-500\Store001\PGMBack

PLU / Mix and Match	Group	Tax	All System Settings
Keyboard	Function Status	Clerks	Financial / Clerk Text
Logo	Stock	Macro	Misc & Ports

- The SD slot is near to the receipt roll, secured with a screw
- Insert a formatted *(FAT32)* USB/SD card into the slot
- Insert the **C** key and turn past **PGM** to the unmarked **S** mode.
- Enter **7** and press the **CASH** key
- Enter either **1** *(SD)* or **2** *(USB)* and press the **CASH** key
- Enter **1** and press the **CASH** key
- Press **CLEAR** three times to finish and return to REG mode

Note: - *The default store name of |Store001 (without spaces) can be changed as shown in the manual*

Restoring Program From USB/SD Card

The files shown are the program files, stored on to the card in the folder \NR-500\Store001\PGMBack. The program should only be restored into a machine with the same memory allocation settings and the same keyboard style *(flat / raised)*.
To print the memory allocation; in S Mode, enter 60 subtotal

***Warning** this procedure will overwrite pre-existing data

- The SD slot is next to the receipt roll, secured with a screw
- Insert the USB/SD card into the slot which contains the backup
- Insert the **C** key and turn past **PGM** to the unmarked **S** mode.
- Enter **7** and press the **CASH** key
- Enter either **1** *(SD)* or **2** *(USB)* and press the **CASH** key
- Enter **2** and press the **CASH** key
- Press **CLEAR** three times to finish and return to REG mode

Note: - *The default store name of |backup (without spaces) can be changed as shown in the manual*

Saving Sales Total to USB/SD Card

The files shown are as default backed up on to the card in the folder \NR-500\Store001\Saleback\CSVBack\Date\Time

CLK	Time	Fin & VID	MnM
Day	Grp	PLU	STK
TRN	EJ	MIN	Tbl

- The SD slot is next to the receipt roll, secured with a screw
- Insert a formatted *(FAT32)USB/* SD card into the slot
- Insert the **C** key and turn to the **X** position
- Enter **7** and press the **CASH** key
- Enter either **1** *(SD)* or **2** *(USB)* and press the **CASH** key
- Enter **3** and press the **CASH** key
- Enter **1** and press the **CASH** key
- Press **CLEAR** four times to finish and return to REG mode

Setting up a Kitchen Printer

Sales orders can be printed on an internal or external printer. The products are linked to Groups *(as shown previously)* These groups are then used to choose which items are to print on the ticket.

Setting the Groups to Print

The items are linked to groups (see previously) i.e. Food, Specials etc. These groups are then set as **K**itchen **P**rinter.

- Insert the **C** key and turn to the **PGM** mode
- Enter **2** and press the **CASH** key
- Enter the Group No. i.e 1,2 and press the **CASH** key
- Either: -
  - Enter **4** and press the **CASH** key – Internal Receipt
  - Enter **5** and press the **CASH** key – Com 1
  - Enter **6** and press the **CASH** key – Com 2
- Press **CHARGE** followed by the **CASH** key
- Press **CLEAR** twice to finish and return to REG mode

Setting a Communications Port For Printing

The following defines which of the communication ports is to work with an external printer. (*Nothing is required to be set for Receipt Print KP).*

- Insert the **C** key and turn past **PGM** to unmarked **S** mode.
- Enter **5** and press the **CASH** key
- Enter **1** for port 1 **2** for port 2 connection
- Press the **CASH** key
- Enter **1** and press the **CASH** key to select the correct baud rate

Note :- *The current printer baud rate can be found by powering off/on the printer whilst depressing the feed key (power off afterwards).*

- Utilise **CHEQUE** and **CHARGE** to select the correct baud rate
- Press the **CASH** key
- Enter **5** and press the **CASH** key
- Press the **CHEQUE** twice to select **Printer**
- Press the **CASH** key
- Enter **6** and press the **CASH** key
- Press the **CHEQUE / CHARGE** keys to select the correct printer model
- Press the **CASH** key

Setting Up a USB Barcode Scanner

A USB barcode Scanner can be connected for the creation and sale of EAN 8, 13 and 02,21 etc Price Inclusive codes *(see Manual)*

Setting an External USB Scanner Port

- Insert the **C** key and turn past **PGM** to unmarked **S** mode.
- Enter **5** and press the **CASH** key
- Enter **3** and press the **CASH** key
- Press **CHARGE** to select **Scanner**
- Press the **CASH** key followed by **CLEAR**
- Power off the NR-5xx
- Plug in the USB Scanner
- Turn the **C** to the **PGM** position
- Whilst holding down the **CASH** key power on
- When prompted, press the **CASH** key twice

Setting Up a Barcode Scanner

A serial barcode Scanner can be connected for the creation and sale of EAN 8, 13 and 02,21 etc Price Inclusive codes *(see Manual)*

Setting an External RS-232 Scanner Port

- Ensure the Scanner is connected to the coms port and the supplied Sam4s Scanner setup sheet has been scanned, and a note made of the baud rate, parity, data and stop bit settings
- Insert the **C** key and turn past **PGM** to unmarked **S** mode.
- Enter **5** and press the **CASH** key
- Enter **1** for port 1 **2** for port 2 connection
- Press the **CASH** key
- Enter **1** and press the **CASH** key
- Utilise **CHEQUE** and **CHARGE** to select the correct baud rate
- Press the **CASH** key
- Enter **2** and press the **CASH** key
- Utilise **CHEQUE** and **CHARGE** to select the correct parity
- Press the **CASH** key
- Enter **3** and press the **CASH** key
- Utilise **CHEQUE** and **CHARGE** to select the correct data bits
- Press the **CASH** key
- Enter **4** and press the **CASH** key
- Utilise **CHEQUE** and **CHARGE** to select the correct stop bits
- Press the **CASH** key
- Enter **5** and press the **CASH** key
- Press the **CHEQUE** three times to select **Scanner**
- Press the **CASH** key
- Power off the NR-5xx
- Turn the **C** to the **PGM** position
- Whilst holding down the **CASH** key power on
- When prompted, press the **CASH** key twice

Connecting a PC

The ECR can connect to the PC using various packages. E.g. The Sam4s Utility which allows the program to be **Uploaded** from the ECR edited then **Download** back to the ECR.

RS-232 Connection

- Insert the **C** key and turn past **PGM** to unmarked **S** mode.
- Enter **5** and press the **CASH** key
- Enter **1** for port 1 **2** for port 2 connection
- Press the **CASH** key
- Enter **1** and press the **CASH** key
- Utilise **CHEQUE** and **CHARGE** to select **115,200** baud rate
- Press the **CASH** key
- Enter **5** and press the **CASH** key
- Press the **CHEQUE** twice to select **PC**
- Press the **CASH** key

USB Connection

- Insert the **C** key and turn past **PGM** to unmarked **S** mode.
- Enter **5** and press the **CASH** key
- Enter **3** and press the **CASH** key
- Press **CHARGE** to select **PC-Com**
- Press the **CASH** key followed by **CLEAR**
- The NR-5xx will then restart