CountLab

USER'S MANUAL

Model 7 8 9

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INDEX

Chapter 1 Overview

1.1 ECR Parts Description
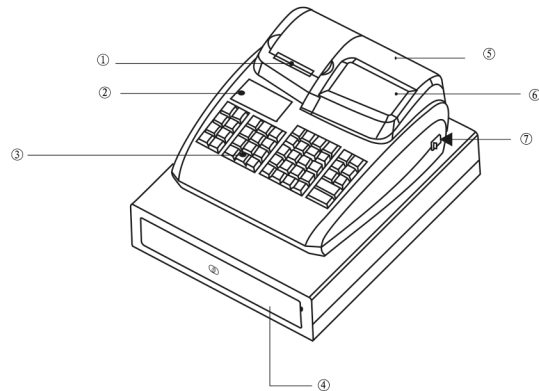
① **Receipt Printer**

② **ECR Body**

③ **Keyboard**

④ **Cash Drawer**

⑤ **Customer Display**

⑥ **Operator Display**

⑦ **Power Switch**

Paper Roll   CD Disc   USB Cable

Drawer Key& Machine lock key   Power Plug Cable
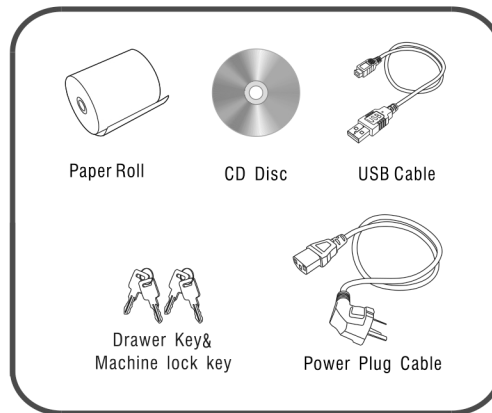
1.2 Description To Ports

Power port: power plug provided.
PS/2 port: for barcode scanner.
COM: for PC or external printer(Default baud rate115200bps).
Cash Drawer Port: for cash drawer.

Power port

Cash Drawer Port

PS/2 port   COM   USB port
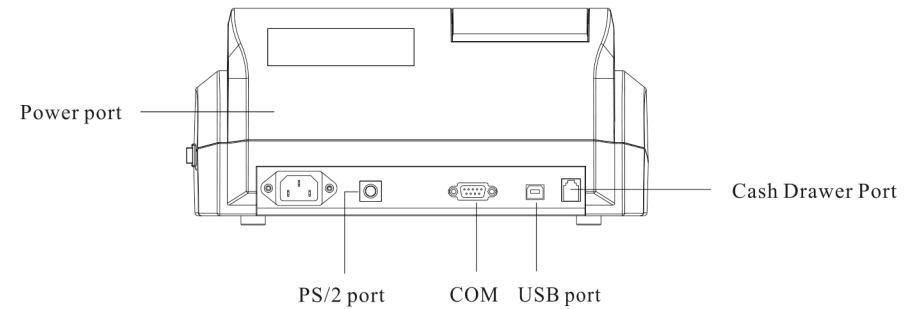
Description of Machine
The machine body fix to the Cash Drawer by the butterfly screws.
If need to separate them, please take out the cash drawer, remove the butterfly screw inside the cash drawer box.

1.3 Load paper

A.Open the printer cover in the arrow direction

B.Put in the paper roll.
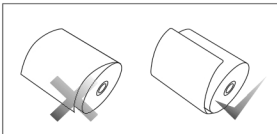
C.Drag out the paper end and close the cover.Tear off the paper end out side the printer.

1.4 Keyboard description

KEY	DESCRIPTION	KEY	DESCRIPTION	KEY	DESCRIPTION
E C	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
Numbers			DEPT01 DEPT14	Departments
			SUB TOTAL	Sub total
			CASH TOTAL =	Enter or confirm

Chapter 2 Setting

2.1 Go to setting page

```
======== ECR ========
1.Settings
2.Registration
3.PLUS & Departments
4.X Reports
```
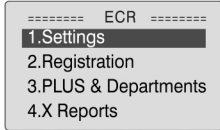
In main menu page, move cursor to "1. Settings" option and press "Enter" to enter into ECR configuration center.

2.2 System Settings

In "System Settings", users could modify system date and time, machine ID number and othe feathers.

```
==== Settings ====
System Settings
Authority Settings
Printing Settings
Keyboard Settings
```
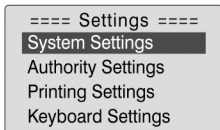
In "Settings" page, select "System Settings" option and press "Enter".

2.2.1 System Date & Time   (Search for video CL701)

```
Date & Time
Machine No.
Switch on selection
Language Selection
Other Settings
```
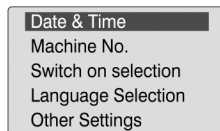
In "System Settings" listing, select "Date & Time" option and press "Enter" to set the system date and time.

```
=== Date & Time ===
Date:      DD/MM/YYYY
           23-04-2010
Time:         HH/MM
              15-53
```
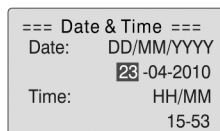
In "Date & Time" page, put in the right number in the corresponding blank to set current date and time.

2.2.2 Machine Number   (Search for video CL702)

```
Date & Time
Machine No.
Switch on selection
Language Selection
Other Settings
```
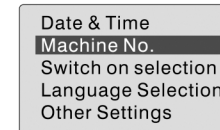
In "System Settings" listing, move cursor to "Machine No." option and press "Enter" to define the machine ID number.

```
= Machine No. Setting=
Machine No     0012
```
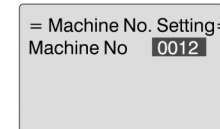
Put in the machine number in the blank.

2.2.3 Switch on selection   (Search for video CL703)

```
Date & Time
Machine No.
Switch on selection
Language Selection
Other Settings
```
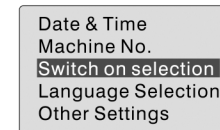
In "System Settings" listing, move cursor to "Switch on selection" option and press "Enter" to select the switch-on mode. This defines whether to display system time when user switch on the machine or to go to registration page directly.

```
= Switch on selection
Display time
To registration mode
```
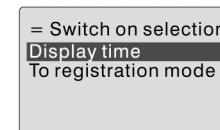
Select the mode and press "Enter".

2.2.4 Language Selection   (Search for video CL704)

```
Date & Time
Machine No.
Switch on selection
Language Selection
Other Settings
```
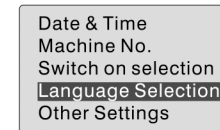
In "System Settings" listing, move cursor to "Language Selection" option and press "Enter" to select user language. The ECR support several languages.

```
=Language Select=
  Chinese
  English
```

Select the language and press "Enter" to save.

2.2.5 Other Setting   *(Search for video CL705)*

```
  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: √".
Users also could define the number of cashier allowed.

```
=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   (Search for video CL709)

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   (Search for video CL707)

```
==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:       ×
1st Double-height:      ×
1st Auto Center:        ×
```

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   (Search for video CL708)

```
==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:         ×
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   *(Search for video CL716)*

"-%" 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.

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

In "Keyboard Settings" page, move cursor to "Auto Key" option and press "Enter".

```
= = =Auto Key = = =
Auto Key 2
Auto Key 3
Auto Key 4
```

In "Auto Key" page, select a key group and press "Enter".

```
1st Key:
2nd Key:
3rd Key:
4th Key:
5th Key:
```

Under the key group, users could define total 10 key processes.

```
6th Key:
7th Key:
8th Key:
9th Key:
10th Key:
```

2.5.5 "Shift" One Time Only

```
= Keyboard Settings =
'Shift' One Time Only
                  √
  Restore Default
```

With "'Shift' One Time Only" tackled, when users shift keyboard to the 2nd layer for selling, and for the second selling, users need to shift keyboard layer again.

2.5.6 Restore Default

```
= Keyboard Settings =
'Shift' One Time Only
                  √
  Restore Default
```

With this function performed, all the keys are restored to default.

2.6 Pay Way Setting

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

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

```
3rd Pay Way
4th Pay Way
5th Pay Way
6th Pay Way
Local Currency Abbr
```

Except "Credit card" and "Check", there are total 4 pay ways for users' redefining.
Select one pay way and press "Enter".

```
= = = Pay Ways = = =
Name:  PayWays4
Foreign/Currency:
                  1:1
Save....
```

In "Pay Ways" page, users could modify the pay way name and the exchange rate.

```
3rd Pay Way
4th Pay Way
5th Pay Way
6th Pay Way
Local Currency Abbr
```

Also, users could define the local currency abbreviation .

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 *(Search for video CL711)*

```
= = = 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 (Search for video CL712)

```
= 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 *(Search for video CL713)*

```
= 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:     ×

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   *(Search for video CL799)*

> Input/ ESC to menu
>
> 12.00

In registration mode, press "Dept01" directly to sell one unit of department 01.

> Fruit12.00
> ==Total==12.00
>
> 12.00

The screen will then display the selling detail which includes commodity name, unit price and sales amount etc.When commodity selection finished, press "Sub Total".

> Subtotal
>
> 12.00

Total cost will be displayed in the subtotal page.

> Subtotal
>
> 20.00

Put in the money paid by consumer and press "Enter".

> Change
>
> 8.00

The system will display the change should be taken back and print out the receipt.

4.2 Sell PLU Basically   *(Search for video CL715)*

> Input/ESC to menu
>
> 6901285991240

Before selling any commodity, users need to establish corresponding PLU information.

In registration page, put in the commodity code manually or by scanning with a barcode scanner, then press "PLU".

> PENCIL12.00
> ==Total==12.00
>
> 12.00

Users also could sell a PLU in multi units. For example: to sell two pencils, put in quantity 2 and press "X /Time", then put in the commodity code and press "PLU" to sell two pencils.

> 2*12.00
> PENCIL24.00
> ==Total==36.00
>
> 24.00

The system will display the details of the current sold commodities.If users finished commodity selection, press "Sub Total".

> Subtotal
>
> 36.00

The system displays the total cost of the transaction.

> Subtotal
>
> 50.00

Put in the total payment made by consumer and press "Enter".

> Change
>
> 14.00

The system will display the change amount and print out the transaction receipt.

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.

```
Input/ESC to menu

6937138569823
```
In registration mode, put in the commodity code manually or by using a scanner, press "PLU".

```
Rice60.00
==Total==60.00
            60.00
```
The system displays the current transaction amount.

```
Rice60.00
==Total==60.00
            10.00
```
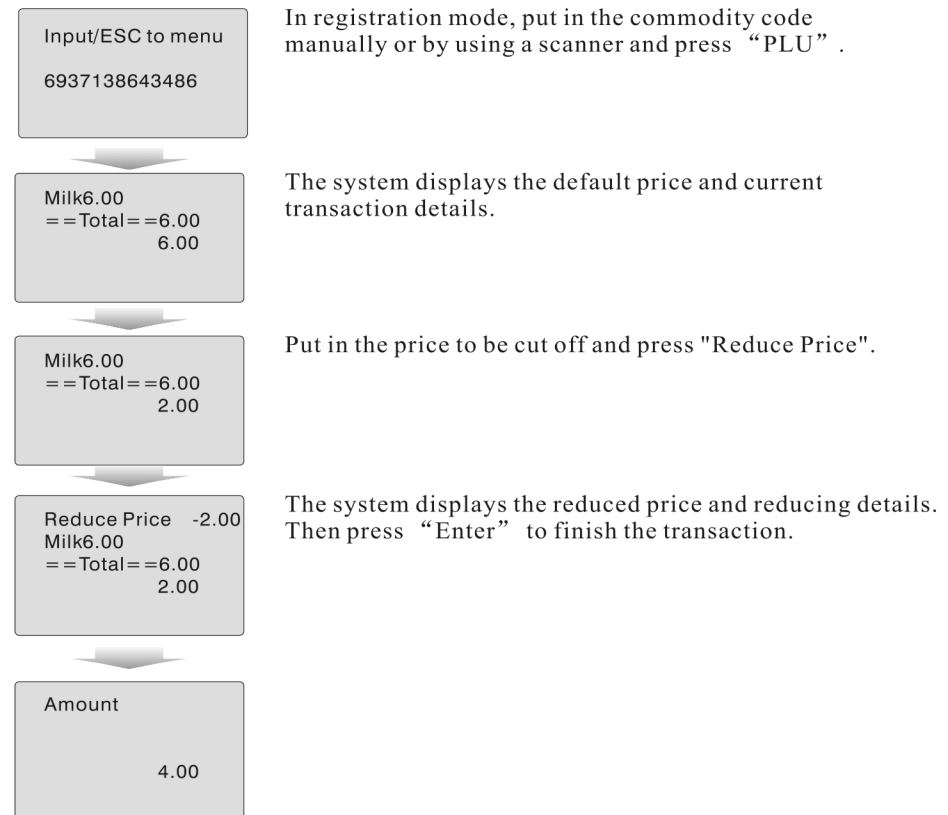Put in the cost to be added to and press "Add Price";

```
Add Price10.00
Rice70.00
==Total==70.00
            70.00
```
The system displays the changed price and transaction amount and then press "Enter" to finish adding price.

```
Amount

            70.00
```
Press "Enter" to finish the transaction.

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.

```
Input/ESC to menu

6937138643486
```
In registration mode, put in the commodity code manually or by using a scanner and press "PLU".

```
Milk6.00
==Total==6.00
            6.00
```
The system displays the default price and current transaction details.

```
Milk6.00
==Total==6.00
            2.00
```
Put in the price to be cut off and press "Reduce Price".

```
Reduce Price   -2.00
Milk6.00
==Total==6.00
            2.00
```
The system displays the reduced price and reducing details. Then press "Enter" to finish the transaction.

```
Amount

            4.00
```

4.3.3 Sell at a Discount (Search for video CL716)

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.

```
Input/ESC to menu

6901285991240
```

In "Registration" mode, put in the commodity code manually or by using a scanner and then press "PLU".

```
PENCIL12.00
==Total==12.00
            20.00
```
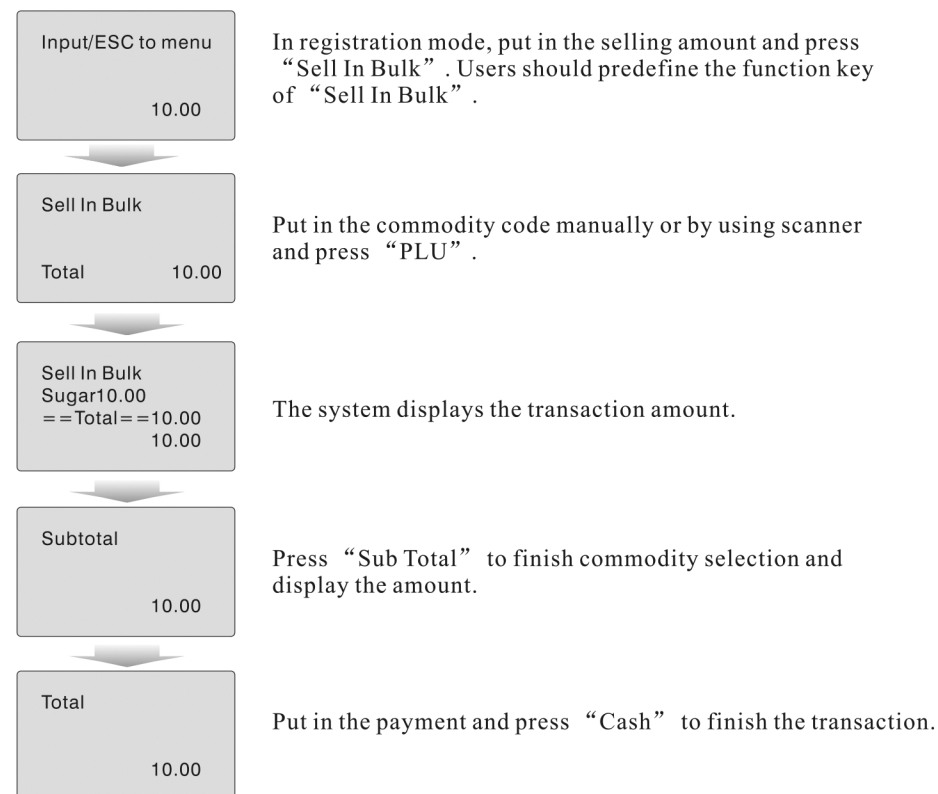
Put in the discount rate and press "-%".

```
-20.0%
-1%   -2.40
==Total==9.60
            9.60
```

The system will display the discount detail. Press "Enter" to finish the transaction;

```
Subtotal

            9.60
```

Or users could make a discount to the total amount. After "Sub Total" pressed, put in the discount rate and press "-%".

```
-10.0%
-1%   -0.96
==Total==9.00
            -0.96
```

The system will display the discount detail and press "Enter" to finish the transaction.

```
Subtotal

            8.64
```

Then the system will display the total transaction cost. Put in the payment actually made and press "Cash".

```
Change

1.36
```

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.

```
Input/ESC to menu

            10.00
```

In registration mode, put in the selling amount and press "Sell In Bulk". Users should predefine the function key of "Sell In Bulk".

```
Sell In Bulk

Total           10.00
```

Put in the commodity code manually or by using scanner and press "PLU".

```
Sell In Bulk
Sugar10.00
==Total==10.00
            10.00
```

The system displays the transaction amount.

```
Subtotal

            10.00
```

Press "Sub Total" to finish commodity selection and display the amount.

```
Total

            10.00
```

Put in the payment and press "Cash" to finish the transaction.

4.3.5 Input Cash & Output Cash   *(Search for video CL717 / CL718)*

"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   *(Search for video CL720)*

```
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   *(Search for video CL719)*

```
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   *(Search for video CL730)*

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
```

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

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

Chapter 6 Z Report   *(Search for video CL731)*

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
TOTAL                     12.00
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
TOTAL                      5.00
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
TOTAL                     36.00
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
TOTAL                     70.00
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
TOTAL                      4.00
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
Subtota                    9.60
Discount         10.0%    -0.96

Item:                         1
TOTAL                      8.64
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                      Bulk
           1     10.00     10.00
Subtotal                  10.00

Item:                         1
TOTAL                     10.00
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
TOTAL                      8.00
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
```

Financial Report Daily

```
* - * - * - * - * - *

        X  Report
--- 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
--------------------------------
Cancels:                  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
--------------------------------
        Drawer  Total
--------------------------------
Cash:                    429.36
Grand Total:             429.12
```

Financial Report Monthly

```
* - * - * - * - * - *

        X  Report
--- 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
--------------------------------
Cancels:                  14.00
                           3act
--------------------------------
Discount:                -61.01
                          31act
--------------------------------
Add Price:                10.00
                           1act
--------------------------------
reduce Price:             -2.00
                           1act
--------------------------------
In Cash:                  30.00
                           2act
--------------------------------
        Drawer  Total
--------------------------------
Cash:                  1,765.72
Credit Card:               0.50
--------------------------------
Grand Total:           1,736.06
Rounding:                  0.16
VAT:                      29.35
```

Department Report Daily

```
* - * - * - * - * - *

        X  Report
-- Depar tmenl 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
-- Depar tmenl 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.

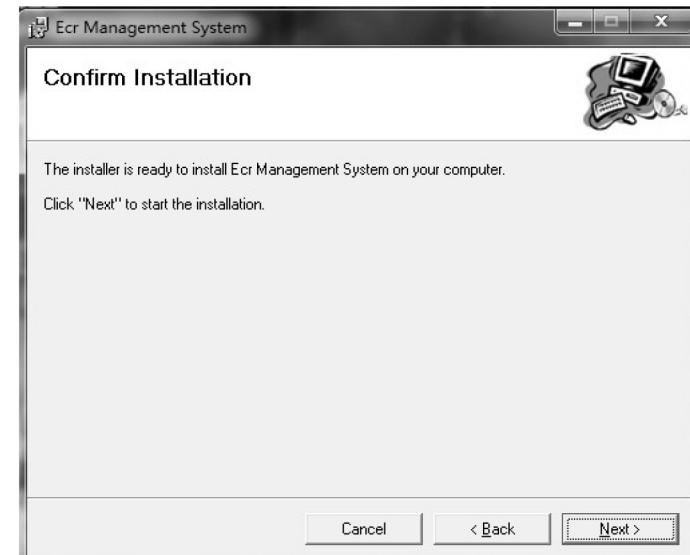## 8.1 Install the Program

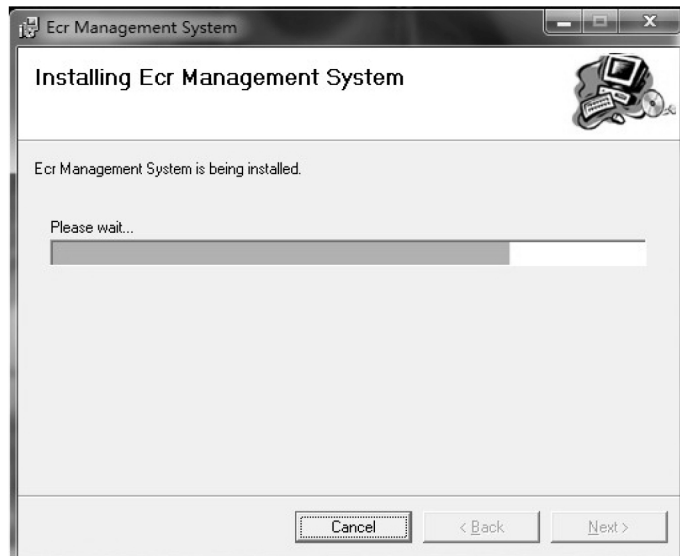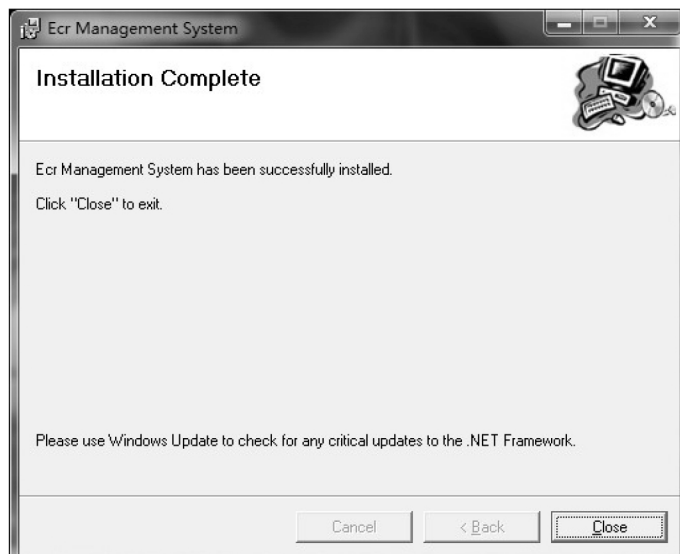1. Double click on the file "setup.exe"

setup.exe

2. Installing…
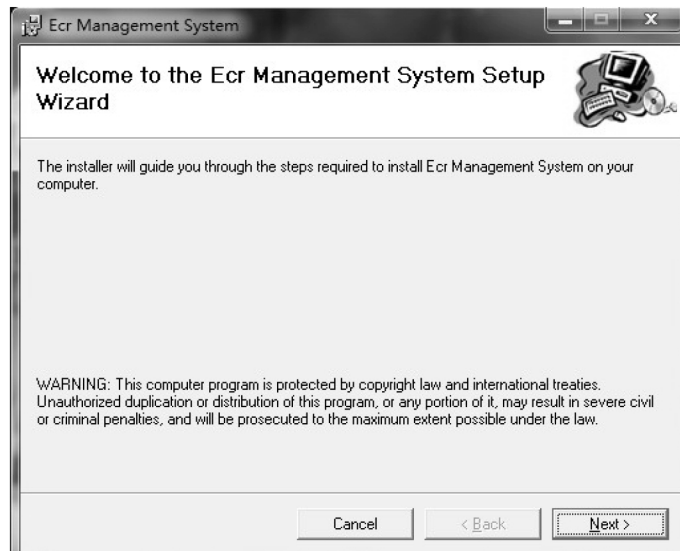
3. Click on [Next]
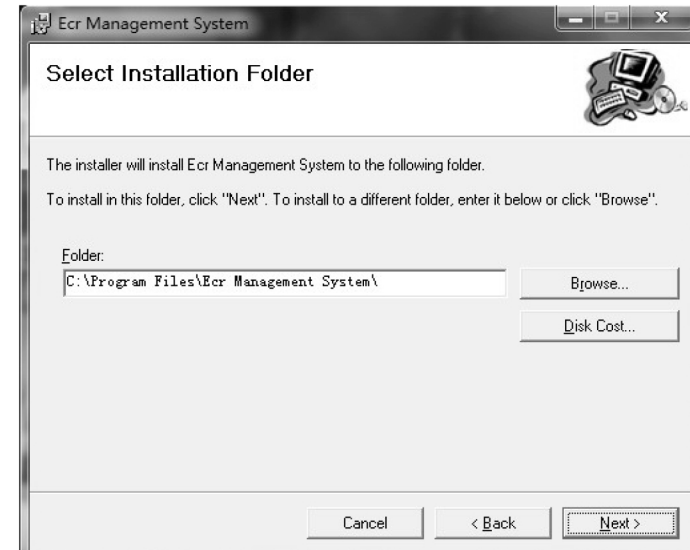
4. Click on [Next]

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.
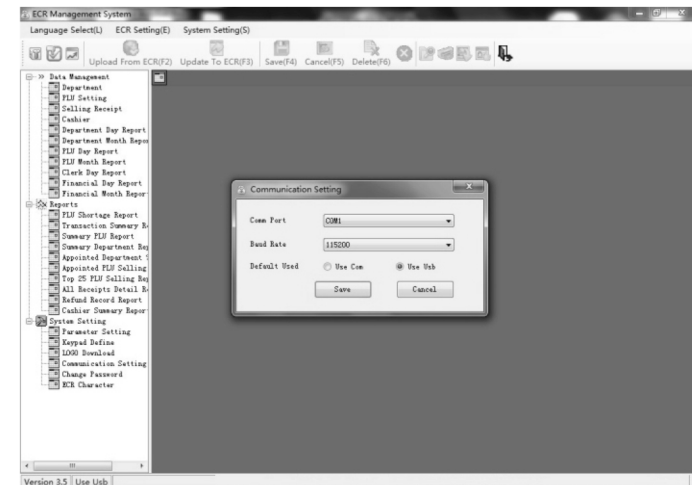
8.4 System Configuration

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.
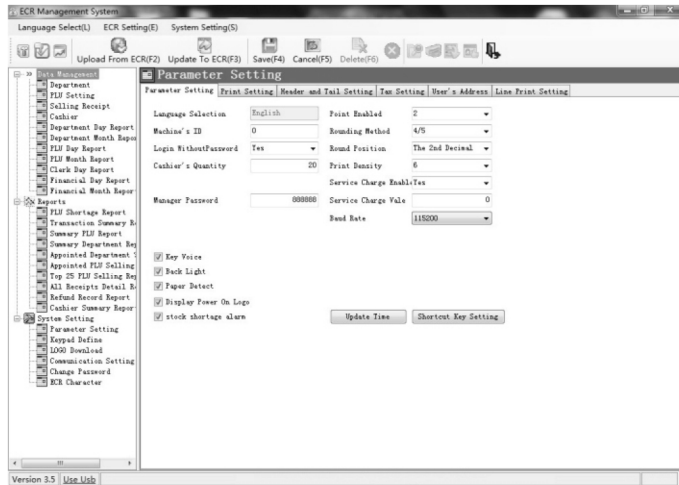
8.5 Keyboard Setting

Click on "Keyboard Setting" in the left-side navigator, conversation is as below.
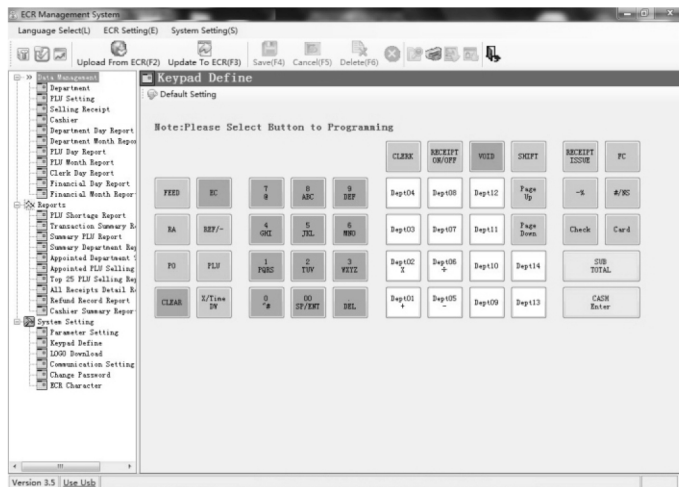
Click on a department key, the program will pop out the definition conversation. Select the PLU type in "Function Define" area. Usually one department key includes 3layers usage. That mean one key performs three keys. To shift among the layers, use "Shift" key. Put the PLU code in the blank behind each layer as below pictures shows.
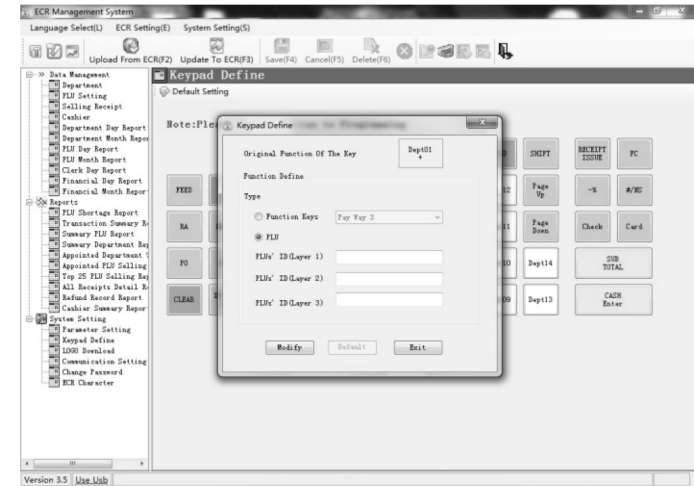
Select "Function Keys" option in "Function Define" area. The conversation will change the content. In "Function Keys" drop down menu, select the function to be defined. After all changes finished, click on "Modify" to confirm.
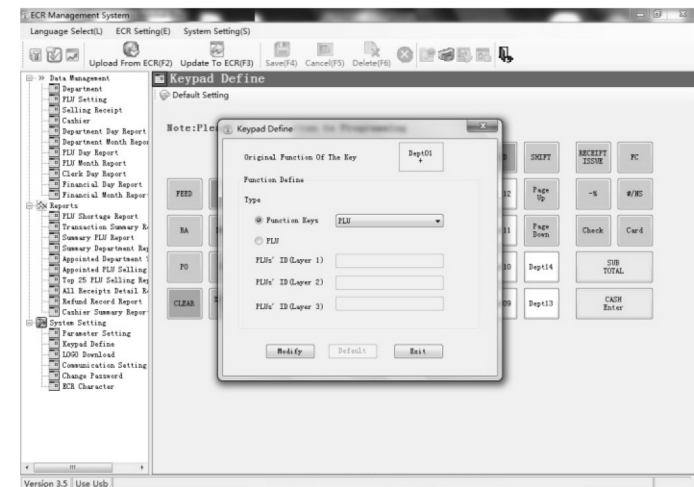
8.6 Cashier Setting

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.
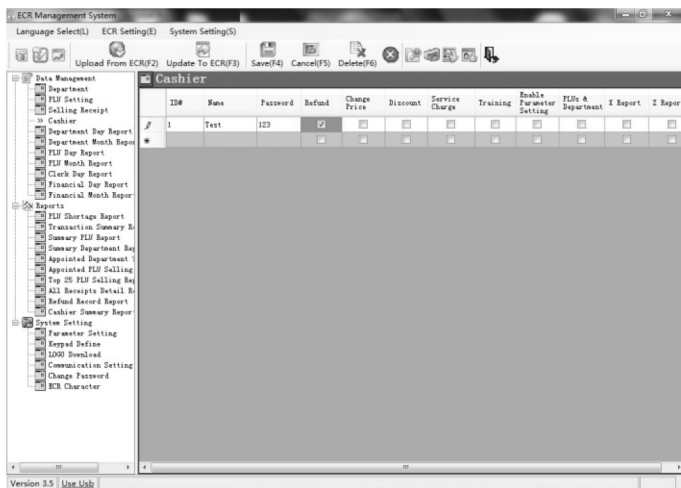
Description to icons are as below:

1. [icon] Upload from ECR: read data from ECR.

2. [icon] Update to ECR: download data to ECR.

3. [icon] Add: to add a new record.

4. [icon] Modify: to modify the specified record.

5. [icon] Delete: to delete the specified record.

6. [icon] Delete All: to delete all records.

7. [icon] Inquiry: to inquiry specific record.

8. [icon] Print Preview.

9. [icon] Import from Excel: to import an Excel format file.

10. [icon] Export to Excel: to export ECR data to an Excel file.

11. [icon] Exit: to exit the program.

8.7 Department

Click on "Department" option in the left-side navigator. Users could upload, download, add, delete or modify departments.
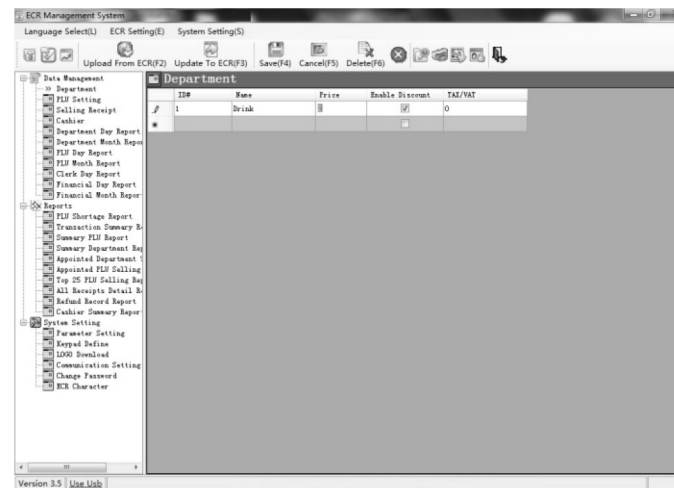
8.8 LOGO Download

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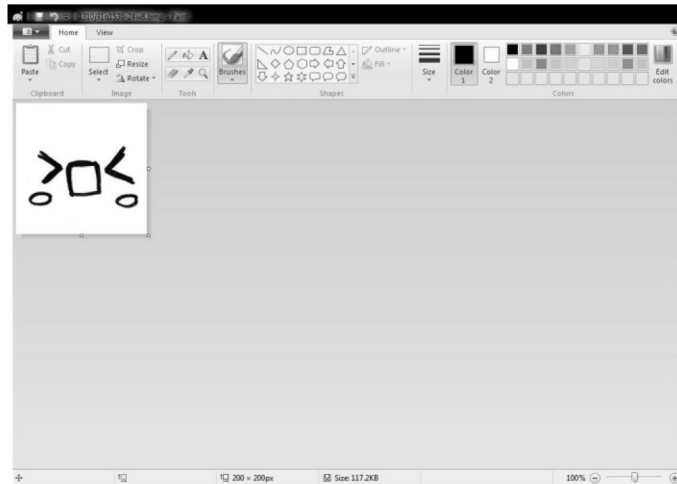
(2)Select "Save As" in "File" menu. Select the file format to "*.bmp, *.dib" to save the picture.
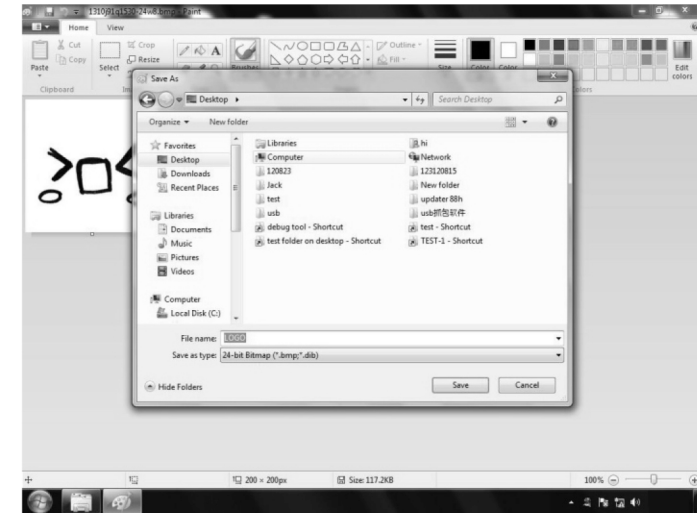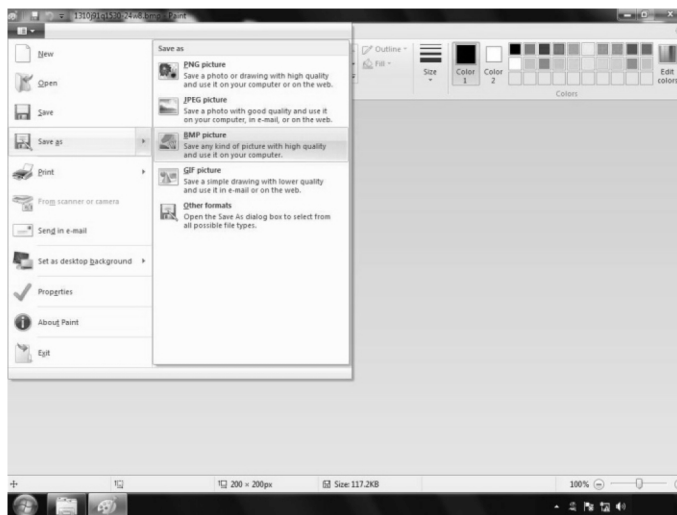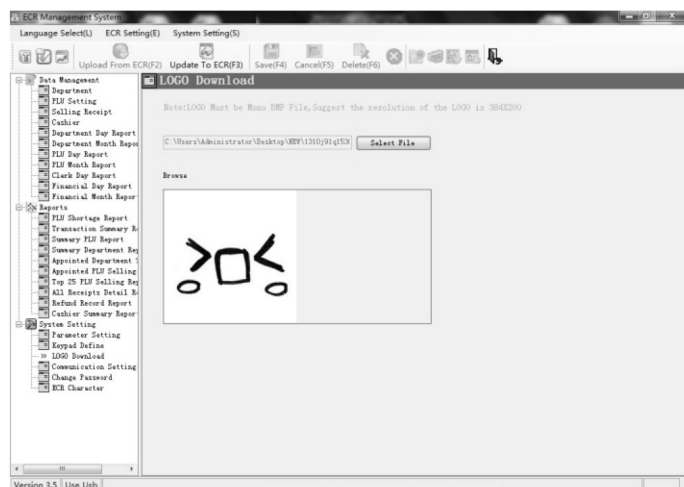

8.8.2 LOGO Download

1. Open the ECR software, select LOGO Download.
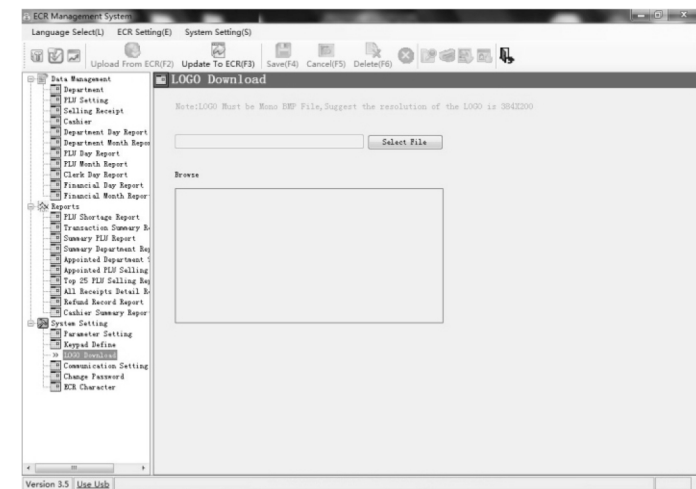
2. Select the BMP picture.

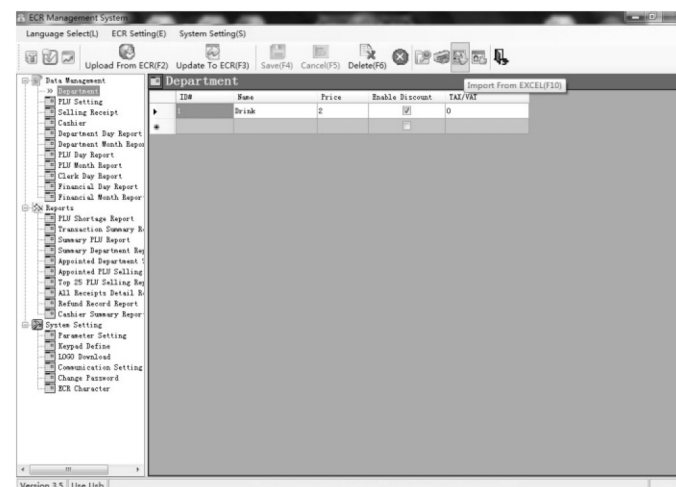3. Click on "Update to ECR" and start the downloading.

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.
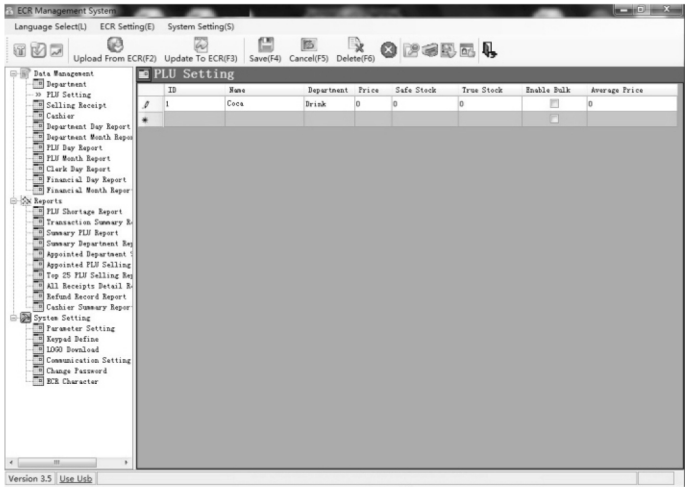

8.10　Selling Data

Click "Upload from ECR(F2)"
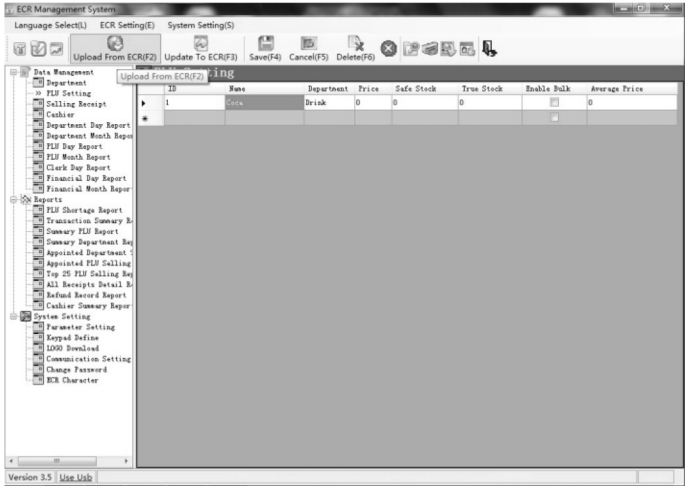
8.11　Report

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.
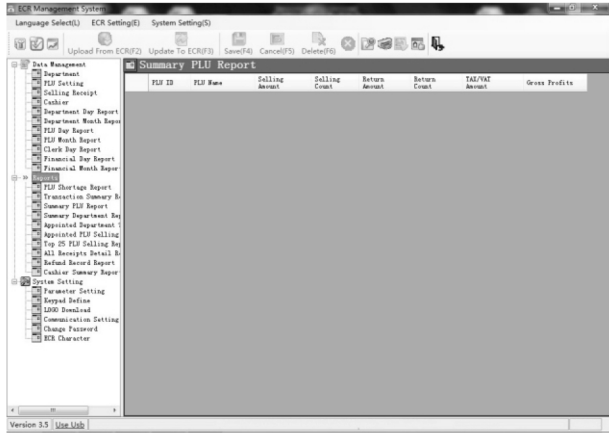
8.12　Data Backup and Restore

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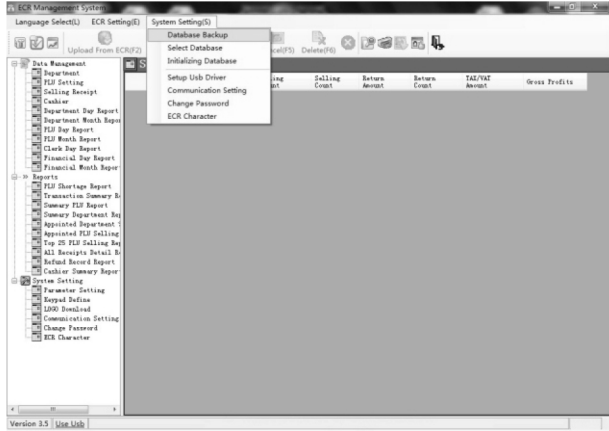
Select "Browse" to specify the storing directory. Then put in the file name and save the data backup.

Backup successfully.