

Operating Manual



POS System

QTouch Series

Models: QTouch 9, QTouch 11, QTouch 16

This manual is available online and can be downloaded free of charge on our website www.quorion.com under "Support" in the category "Operating Manuals".

Warranty

The warranty is in line with the statutory regulations.
The warranty only applies to the country in which the POS system was purchased.

Publisher

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Customer service

In case of technical problems with the product, please contact your authorized dealer directly.

Original operating manual

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User Instructions

This chapter provides basic information on how to use this manual.

Scope of Validity

This manual is only valid for the device type QTouch.

This manual is intended for the end user.

Nomenclature

Full designation	Designation in this document
QTouch	Product, device, POS system

Tags

Tag	Use	Example
Bold	Control elements, functions	Press PLU button
<i>„Cursive“</i>	Messages, dialog windows	The message <i>„Number: ?“</i> is displayed.
[Thin]	Menu items	Select the menu item [Z Report].

Explanation of Symbols

Warnings

The following signal words are used in this manual.

Signal word	Meaning
⚠ WARNING	Warning which, if not observed, may lead to death or serious injuries
⚠ CAUTION	Warning which, if not observed, may lead to slight or moderate injuries
NOTICE	Warning which, if not observed, may lead to material damages
HINT	Information, which is not safety-relevant, but important for a certain topic or objective

Further Symbols

The following symbols are used in this manual and on the type plate.

Symbol	Meaning
<input type="checkbox"/>	Requirement
<input checked="" type="checkbox"/>	Desired result
1.	Handling instructions to be executed in chronological order
■	Individual handling instructions
▶	Handling instructions which are safety-relevant
–	Numeration
⇒	Path
	Cross-references
	Safety information
␣	Space
	Presentation of the menu selection in abridged version
	Read operating instructions before use. Observe safety information in the operating instructions.
	Symbol for separate collection of electronic and electrical devices. The POS system and its components may not be disposed with household waste.

Additional Information

In order to use the POS system in accordance with the law, you must comply with the special fiscal requirements of your country.

You can find further information at www.quorion.com.

Title	Contents
Fiscal documentation France	Instructions for the correct setup of QUORiON cash registers in France in accordance with current national regulations.
Fiscal documentation Norway	Instructions for the correct setup of QUORiON cash registers in Norway in accordance with the current requirements under SAF-T.
Fiscal documentation Sweden	Instructions for the correct setup of QUORiON cash registers in France in accordance with current national regulations.
Fiscal documentation Belgium	Instructions for the correct setup of QUORiON cash registers in Belgium in accordance with current national regulations.

Safety

Please read the complete following safety information before using the device to prevent damages to your QUORION product or injuries to yourself and others.

Intended Use

The POS system is a data collection device and was developed for the sale of goods and/or services.

The POS system processes payment transactions which can be made with cash or cashless. The payment transactions are registered by the POS system and visualized through reports and receipts.

You can connect various peripheral devices (scanners, displays) to the POS system using its interfaces.

In addition to the functions described in the manual, software changes for bug-fixing and functional expansion may be introduced at any time.

Unintended Use

Any use beyond or different from the intended use shall be considered unintended use.

Safety Information

This POS system has been designed according to the current state of technology and generally recognized safety-relevant regulations. However, in case of improper use, there may be danger for life and limb of the operator or third parties and/or damages to the POS system or other objects may occur.

Please read the following safety information and observe it when operating the device.

Operating Manual

Non-adherence to this operating manual may lead to injuries and property damage.

- ▶ The operating manual must be read and understood before performing any work.
- ▶ The basic condition for safe working is adherence to all safety information and provisions specified in this operating manual.
- ▶ The operating manual is a part of the product and must be stored in the immediate vicinity of the product and be accessible any time.
- ▶ Store the operating manual and only pass the product on to third parties in combination with the operating manual.

⚠ Certain Groups of Persons

If unqualified persons perform work on the product, it may lead to injuries and property damage.

- ▶ Repairs may only be carried out by qualified service technicians.
- ▶ Children and certain other groups of persons with reduced physical, sensory or mental capabilities and lack of experience may only use this product when being supervised or when familiar with the dangers associated with use.
- ▶ Children may not play with the product. Children may not clean or open the product without supervision.

⚠ Power Supply

The product is operated with electric power so that there is a general danger of electric shock.

- ▶ Never dip the product into water or any other liquids. Keep the product away from rain and wet conditions. Do not deposit any containers containing liquid on the product. If liquids enter the POS system, pull the power cord immediately and contact your local authorized dealer. Do not operate the product outdoors or in rooms with high humidity (> 95%).
- ▶ Never touch the power plug with wet hands. If you want to pull the power plug from the socket, always pull directly on the power plug. Do not pull the power cable as it might get damaged. Never transport the product by the power cord.
- ▶ Only use the included external power adapter and connection cable to supply the device with power.

- ▶ Please ensure that the power cord is not bent, jammed, run over or in contact with heat sources or sharp edges. Lay power cables as such that nobody will step on or trip over them. Never attempt to stretch the power cable to enable a connection. The power cable must always have sufficient play.
- ▶ Before cleaning the product, shut the product down and pull the power plug from the socket.
- ▶ Never insert objects into the openings of the product.
- ▶ Do not open any screwed-on covers from the casing of the device.
- ▶ Do not make any changes to the device, its components and accessories.

⚠ Connection of External Components

Improper connections of external components may lead to property damage and data loss.

- ▶ QUORiON recommends to exclusively use original accessories and components or those explicitly permitted by QUORiON.
- ▶ Always switch the POS system off before connecting or disconnecting external devices.
- ▶ Please observe the max. permitted cable length of 3 m for USB cables and 15 m for RS232 cables when connecting external components.

⚠ **Electromagnetic Compatibility**

The device corresponds to radio interference limit class A. The electromagnetic compatibility of the device lies with the standard limit values for emitted interference and interference resistance. Nonetheless, interference may occur.

- ▶ Only use shielded cables and cable connections for connecting other devices.
- ▶ If you install and operate the device in a system connected to other devices, accessories and components, the system as a whole as well as all devices, accessories and components must comply with the EMC guideline and the corresponding standards.
- ▶ The operator bears sole responsibility for compliance with the EMC guideline and the national EMC legislature for installed systems, system accessories and system components not delivered, tested or permitted by QUORION as manufacturer of the POS system.

⚠ **Set-up Location**

Setting up the product at an improper location may lead to injuries or property damage.

- ▶ Only use the product indoors. Only use the product at ambient temperatures ranging from 0 °C to +45 °C.
- ▶ Do not expose the product to extreme temperatures, temperature fluctuations, heating and cooling systems, direct sunlight, high intensities of dust, vibrations and shock, extreme humidity or wetness.
- ▶ Do not connect the product to power grids in the vicinity of devices which create voltage fluctuations or voltage peaks. This applies especially for devices which use large electric motors.

⚠ **Defective Product**

The use of a defective product may lead to injuries and property damage.

- ▶ Only use the product when in technically flawless condition and in compliance with this manual regarding intended use, safety and risk awareness.
- ▶ Have any malfunctions which may impair safety remedied immediately.
- ▶ Submit a defective product to an authorized dealer for repair. Do not attempt to repair the device yourself.

⚠ **Data Backup**

When handling with fiscal data, data can be lost.

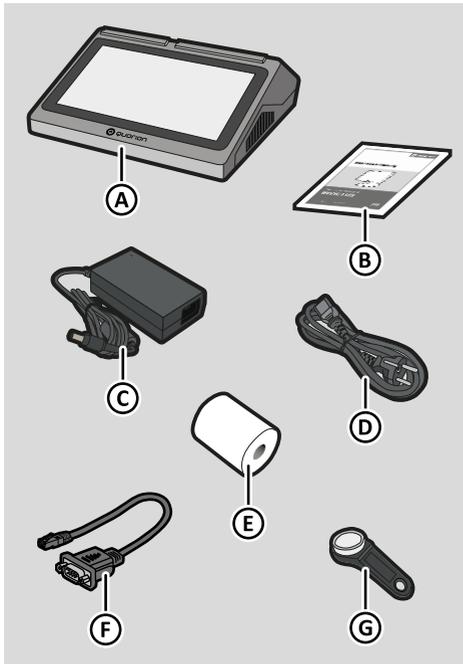
- ▶ Save your fiscal data on external storage media regularly.
- ▶ Do not delete the POS application.
- ▶ Only switch off the POS system as described in this manual. Do not shut down the device by disconnecting from the power supply (for example by pulling the power cord or switching off the multiple socket supplying the POS system with power).

Product Overview

Check the scope of Room for completeness and any externally visible damage. Contact your authorized dealer if the scope of Room is incomplete or damaged.

Standard Scope of Room

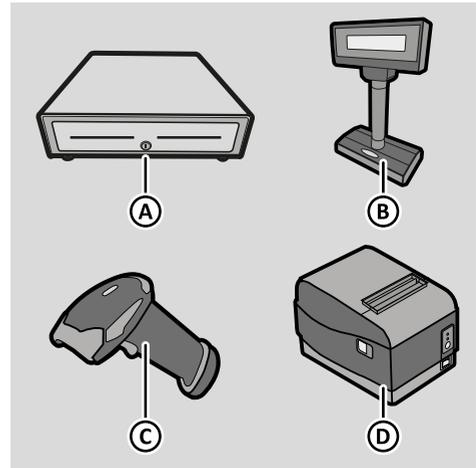
The standard scope of Room includes the following parts:



Pos.	Quantity	Designation
A	1	QTouch
B	1	Operating manual
C	1	Power adapter
D	1	Power cord
E	1	Paper roll
F	1	Adapter cable serial
G	4	Operator key

Accessories

You will find the accessories for your product in the following overview. If required, these can be ordered from your authorized dealer.



Pos.	Designation/Function
A	Cash drawer for storing money safely (connection via external Receipt printer)
B	External customer display to display registered articles with prices and payment amounts
C	Barcode scanner for barcode scanning with automatic function and status display
D	External thermal printer for printing transaction and kitchen receipts

Technical Data

The POS system has the following technical data:

General

System	
CPU	Quad core Rockchip 3566 A55 1.8 GHz
GPU	ARM G52 2EE
Working Memory	2 GB DDR3
System Memory	8 GB
Operator Display	
Touch Screen	capacitive
QTouch 9	
Size	10.1 inch TFT display
Resolution	1280 x 800 pixels
QTouch 11	
Size	11.6 inch TFT display
Resolution	1920 x 1080 pixels
QTouch 16	
Size	15.6 inch TFT display
Resolution	1920 x 1080 pixels
Customer Display	
Size	LCD 2 x 20 char
Type	alphanumeric
Printer	
Print Width	80 mm
Roll Diameter	63 mm
Cutter	auto
Type	Thermal
Clerk Lock	
Type	Dallas i-Button
	magnetic
Keys	4

Software	
POS Software	QMP 2.0
Operating System	Android 11
Interfaces	
Serial	1 x RS232 RJ11-5V
USB	4 x USB 2.0 type A
LAN	1 x 100 MBit
Drawer	1 x RJ12-12V
Card Reader	1 x Micro SD card
WiFi	802.11 b/g/n
Specifications	
Power Supply	12V DC 5.0A
Power Adaptor (external)	in: 100-240V AC 2.5A out: 12V DC 7.0A
Operating Temperature	0 °C – +40 °C
Storage Temperature	-20 °C – +55 °C
Humidity	20 % - 90 % RH
Dimensions (L x W x H)	
QTouch 9	275 x 260 x 105 mm
QTouch 11	310 x 300 x 105 mm
QTouch 16	385 x 345 x 105 mm
Weight	
QTouch 9	2.35 kg
QTouch 11	3.25 kg
QTouch 16	3.80 kg

Type Plate

The type plate clearly identifies the POS system. The type plate is located on the bottom side of the POS system. You will require the information on the type plate in case of questions for your authorized dealer or for customer service (📖 p. 3). The type plate contains the following information:

- Company name and complete address of the manufacturer
- Device type and serial number (S/N)
- Information about the power supply
- CE designation
- Safety information

Declaration of Conformity

The construction and operating behavior of the QTouch complies with the European guidelines and with supplemental national requirements. Conformity was verified through the CE designation.

You can obtain a copy of the product's declaration of conformity from your QUORION specialist dealer if required.

QMP POS Software

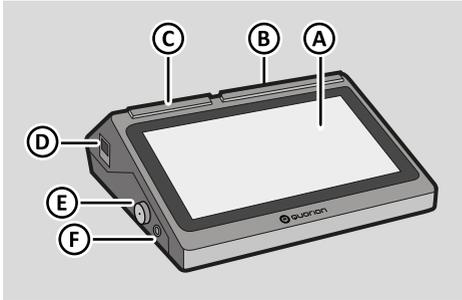
The functional range of the POS system depends on the programming and the software version used.

Your QUORION dealer will be happy to assist you with programming questions or will program the POS system according to your needs.

Component Overview

POS system

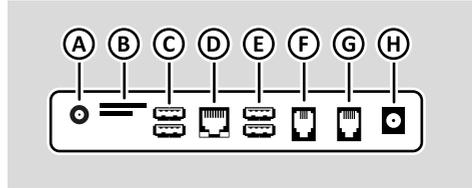
The product consists of the following components:



Pos.	Designation
A	Touch Screen
B	Customer Display
C	Printer
D	Printer Release Lever
E	Clerk Lock
F	Power Switch

Interfaces

The POS system is equipped with the following interfaces for connecting peripheral devices:



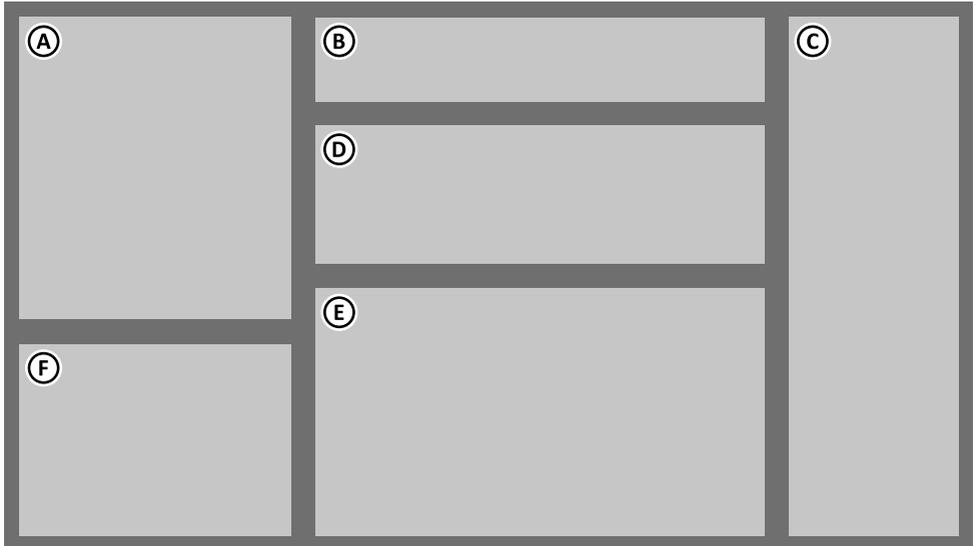
Pos.	Bezeichnung
A	Audio Out
B	Micro SD Card/SIM Card
C	2x USB Type A
D	LAN
E	2x USB Type A
F	Serial COM 3 (RS232 RJ11-5V-6P4C)
G	Drawer (RJ12-12V-6P6C)
H	Power supply 12V DC

Clerk lock

The clerk lock is used for quick and easy operator login. This eliminates the need for the operator to manually log in to the POS system and to enter the operator number as well as a password.

Touch screen

The touch screen is used to operate the POS system. The user interface and the button layout can be customized according to your needs. This manual refers to the user interface as delivered.



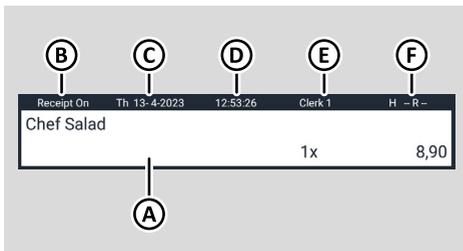
Pos.	Designation	Function
A	Receipt view	Displaying registration information
B	Operator display with status bar	Displaying current registration & status information
C	Function buttons	Selecting POS functions
D	Departments buttons	Selecting departments
E	Direct selection buttons	Selecting articles stored in the programming (Favorites)
	Menu view	Displaying main menu and function menus
F	Number buttons & navigation area	Entering numbers & selecting main menu

■ **Receipt view (A)**

The receipt view shows all registered articles as well as the SUBTOTAL & total of a sales transaction.

■ **Operator display with status bar (B)**

The operator display shows all the information of a business transaction as well as the current status of the POS system. Generally, the POS system is in registration mode. You can register business transactions in the registration mode.



Pos.	Designation/Function
A	Registration area shows the currently registered article with designation, quantity & price.
B	Receipt printer shows the status of the receipt printer (Receipt on/Receipt off)
C	Date shows the current date in the format WW dd-mm-yyyy
D	Time shows the current time in the format hh:mm:ss
E	Operator number – shows the number of the operator currently logged in on the POS system – opens the submenu "Operator" (by clicking)

Pos.	Designation/Function
F	Operating mode displays the operating mode: -- R -- Registration mode is active -- X -- X-Report mode is active -- Z -- Z-Report mode is active -- P -- Programming mode is active
2	Price level 2 is active
H	Hold function is active

■ **Function buttons (C)**

Button	Designation/Function
PRICE LEVEL	Price Level switches price levels – Price 1: Price 1 of article programming – Price 2: Price 2 of article programming
CLERK	Clerk signs clerk in & off
PLU	Article (PLU) displays list of all programmed articles
DEPARTMENT	Departments displays list of all programmed departments
TABLE	Table displays list of all tables
ROOM	Room/Room displays list of all rooms/deliveries.
ACCOUNT	Account displays list of all accounts

Button	Designation/Function
BALANCE FUNCTIONS	Balance Functions enters menu Balance Functions: <ul style="list-style-type: none"> – Change Name – Re-Activation – Covers – Transfer – Change Clerk
SPLIT	Split creates multiple separate invoices from one balance
INVOICE	Invoice finishes a balance
PAY IN PAY OUT	Pay In/Pay Out enters the menu Pay ins/Pay outs: <ul style="list-style-type: none"> – Pay out – Pay in
DISCOUNT SURCHARGE	Discount/Surcharge enters the menu Discount: <ul style="list-style-type: none"> – Discount % – Discount \$ – Surcharge % – Surcharge \$
CURRENCY	Currency exchange makes a payment in foreign currency
COUPON	COUPON enters the menu COUPON: <ul style="list-style-type: none"> – COUPON sale – COUPON redeem
CORRECTION	Correction enters menu correction: <ul style="list-style-type: none"> – Delete – Void – Refund – Transaction cancel – Transaction refund – Tender correction

Button	Designation/Function
DELETE	Delete deletes last registered article from sales transaction
SUBTOTAL	Subtotal – calculates SUBTOTAL – prints receipt copy & previous receipt
CARD	Card payment completes current sales transaction with card payment
CASH	Cash payment completes current sales transaction with cash payment

■ **Departments & direct selection buttons (D,E)**

Button	Designation/Function
	Department buttons shows an overview of the articles assigned to the merchandise category.
Apple Juice	Direct selection buttons article buttons for free price entry or direct registration.

■ Number buttons & navigation area (F)

Button	Designation/Function
	Menu <ul style="list-style-type: none"> – opens main menu – returns to the previous menu entry
	Backspace deletes the character left from cursor
	Multiply registers article multiple times
	Clear <ul style="list-style-type: none"> – deletes last entered characters – deletes unregistered entry – exit main menu
	Number 0 enters digit 0
	Numbers 1-9 enters digits in registration mode <ul style="list-style-type: none"> – Input mode: enter digits, letters & special characters
	Decimal point enters decimal point

■ Optional Keyboard Layout

This operating manual describes the functions and button layout of the factory configuration as delivered. If the user interface of your POS system does not have the functions and layout described here or if you wish to customize your button layout individually, please contact your authorized dealer.

Commissioning

This chapter describes the commissioning process and provides an overview of the steps to be performed in the specified order.

Connecting to Power Supply

To be able to use the POS system, it must be connected to a power supply.

⚠ WARNING

Danger to life due to electric shock

Improper commissioning and use of the POS system may lead to persons suffering from electric shocks. Serious injuries or death may result.

- ▶ Only connect the POS system using a grounded protective conductor.
- ▶ Before connecting the device to power, please ensure that the existing nominal voltage corresponds to that of the device.
- ▶ Do not open power adapters.
- ▶ Do not use any damaged power adapters or connection lines.

⚠ CAUTION

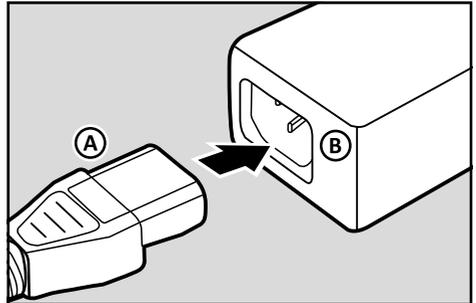
Risk of injury due to the POS system falling down

Setting up the POS system on uneven, slippery surfaces may cause it to fall down. This may lead to personal injury.

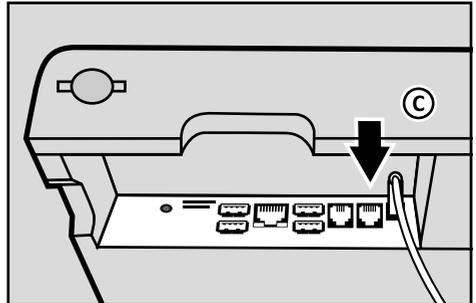
- ▶ Place the POS system only on an even, slip-resistant surface.

Procedure:

1. Plug the connector (A) of the power cord into the connection socket (B) of the power adapter.



2. Plug the connection plug (C) of the power adapter into the connection socket of the POS system.



3. Plug the safety plug of the power cord into the socket.
 - The POS system is properly connected to the power supply.

Insert Paper Roll

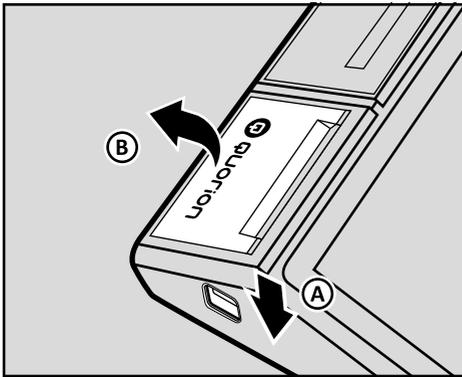
A receipt paper roll is included in the scope of Room of your POS system. To use all the functions of your POS system, you must install the receipt roll in the POS system.

Requirement:

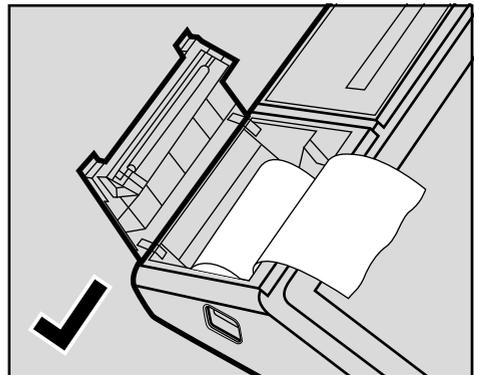
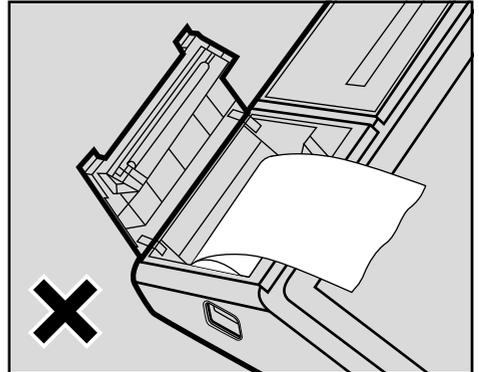
- The POS system is switched off.

Procedure:

1. Press the printer opening lever (A) down.
 - The easyload cover unlocks audibly and the printer cover opens.
2. Fold the printer cover (B) upwards.



3. Insert the paper roll into the receipt guide. Make sure that the paper roll is inserted straight and the right way round.



4. Close the printer cover carefully.
 - The easyload cover audibly clicks into place.
 - The paper roll is properly installed.

Basic Operation

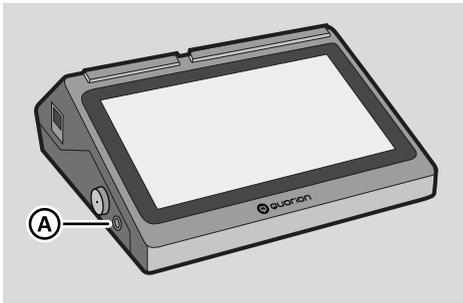
In this chapter, you will find information on the basic functions that you need to operate your POS system.

Switching On and Off

Starting POS System

Procedure:

- To switch on the POS system, press and hold the power switch (A) for a few seconds.



- The POS system starts.
- After 20-30s the POS application starts automatically.
- The POS system is ready for operation.

Closing POS Application

Procedure:

- To end the POS application:
 - Press the button and select the menu item [Close?]
 - The message "Close?" is displayed.
 - Press the button **YES**.
- The POS application ends.

Switching POS System Off

Procedure:

- To switch of the POS system:
 - Press the power button (A) for a few seconds.
 - The message "Switch off or restart" is displayed.
 - Press the "Switch off" button.
- The POS system is switched off.

Operating Touch Screen

With the touch-sensitive user interface of the touch screen, you can perform all control operations with your finger. The buttons and menu items that appear on the touch screen change dynamically depending on the selected operating mode and the operation you perform.

NOTICE

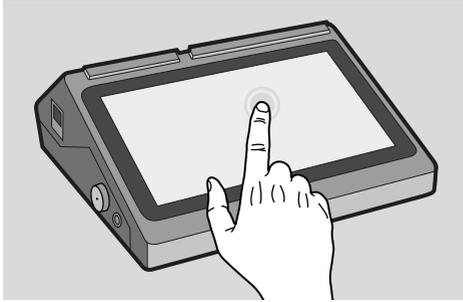
Risk of damage to the touch screen due to contact with unsuitable objects

The use of sharp objects as pencils or pens may damage the POS Systems touchscreen.

- ▶ Operate the touch screen only with your fingers or suitable touch pens.

Procedure:

- Press firmly with your finger on one of the elements shown on the touch screen.

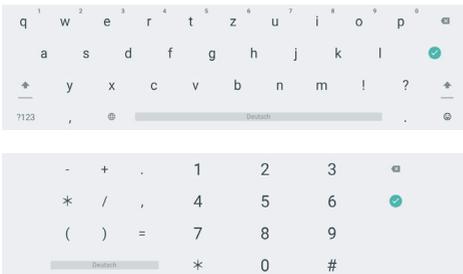


- ☑ The element is triggered.

Use On-Screen Keyboard

The on-screen keyboard is a visual keyboard that is displayed on the touchscreen and operated with the fingers. The on-screen keyboard is used to edit input masks during programming, e.g. to program different texts for designations of product groups and articles or for receipt texts.

The on-screen keyboard is automatically displayed as soon as an input mask is started on the POS system. Depending on the input mask, the keyboard opens in numeric or alphanumeric mode.



Use Receipt Display

In the receipt display, all registrations of the current receipt are listed one after the other. If there are more entries than can be displayed, a scroll bar appears on the right side of the receipt display. Use the swipe function of the touchscreen to move the view up or down.

In the open receipt, individual entries can be marked and canceled by tapping on them (A). (📖 S. 22)

The current sales mode is displayed in the header (B). In the footer, the current SUBTOTAL is displayed and continuously updated (C).

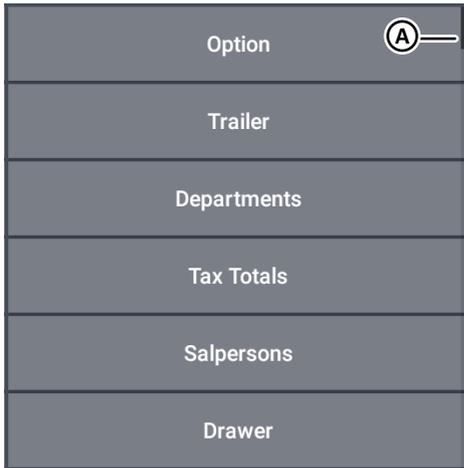
Direct Sale	
1 Salad Turkey Strips	8,90
1 Salad Feta Cheese	7,90
1 Salad Calamari Fritti	8,90
1 Salad Ham, Gouda and Egg	7,90
1 Salad Roast Beef Strips	10,90
1 Fresh Mushrooms	5,90
1 Tomatoes with Mozzarella	5,90
1 Beef Soup	2,90
1 Beef Soup	2,90
1 Meat Compilation	32,00
*medium	
1 Schnitzel with Mushroom	10,90
1 Schnitzel "Hawaii"	12,40
1 Schnitzel "Cordon Bleu"	12,80
1 Tender Pork Schnitzel	10,60
1 Freshly caught eel	18,50
1 Plaisir "Lammsteak Art"	15,00
Total	175,10

Menus

Many important functions and settings of the POS system can be found in menus.

Navigation in Sub Menus

If there are more submenus than can be displayed on the screen, a scroll bar (A) appears on the right side of the menu. Use the swipe function of the touchscreen to move the menu view up or down.



Main Menu

The main menu can be used to program the POS system, set basic options and generate reports. Press the key to display the main menu.

The main menu contains the following sub-menus:

Menu item	Function
X-Reports (p. 44)	<ul style="list-style-type: none"> - Activates the X-Reports mode - Displays and prints reports without memory erasure (interim report)
Z-Reports (p. 44)	<ul style="list-style-type: none"> - Activates the Z-Reports mode - Displays and prints reports with memory erasure (final report)
Programming (p. 25)	<ul style="list-style-type: none"> - Activates the programming mode - Starting of the programming functions
Settings (p. 25)	<ul style="list-style-type: none"> - Activates the special settings menu
Update?	<ul style="list-style-type: none"> - Checks for an online update of the QMP app and installs it
Close?	<ul style="list-style-type: none"> - Close the QMP app

Press the key to return to the registration mode.

Settings

In the settings menu you can make the following advanced settings on your POS system:

Menu item	Function
Receipt On/Off	Switches the receipt printing on or off in the operating modes "Programming (P)" and "Registration" (REG).
Fiscal System	<p>Activates country-specific fiscal systems to prevent manipulation of tax-relevant POS data. Only one fiscal system can be active at a time.</p> <ul style="list-style-type: none"> – TSE/DSFinV-K/GoBD – Journal France – SAF-T Norway – RKSVAustria – BOXEN Sweden <p>For further information, please refer to the relevant fiscal documentation.</p>
Add-On Activation	<p>Activates additional functions of the POS system, for which the entry of a chargeable activation code may be necessary.</p> <p>Further information can be found in the corresponding separate function descriptions.</p>
Passwords	Programming the passwords for EFT and QDriver.
Print Info	Printout of status information with notes on program version, serial number, activation codes, network addressing.

Daily Working Steps

■ Before Opening Hours

- Switch POS system on (📖 p. 21)
- Check date and time (📖 p. 25)
- Pay in change (📖 p. 37)
- Check receipt roll and replace, if necessary (📖 see operating manual of the used external receipt printer)

■ During the Business Day

- Sign in clerk (📖 p. 33)
- Make registrations (📖 p. 33)
- Generate X reports (📖 p. 44)

■ After Closing Time

- Pay out change (📖 p. 37)
- Generate Z report (📖 p. 44)
- Switch POS system off (📖 p. 21)

Programming

This chapter contains information about how your POS system is programmed. Adapt the preconfigured functions to your individual requirements for optimal use of the POS system. You can program your POS system directly via the on-screen keyboard.

Configure Language

You can change the language of the Android operating system in the Android settings as follows:

Procedure:

1. Open the Android settings.
 2. Select the menu items [System] ➔ [Languages and input].
 3. Select the menu item [Languages].
 4. Select the menu item [Add language].
 5. Select the desired language and region, e.g. [German] - [Germany].
 6. To activate the new language, drag and drop the menu item to position 1 of the [Languages] list.
- The language of the Android operating system is configured properly.

Programming Date, Time and Time Zone

The date, time and time zone must be set correctly in order for all POS functions to work properly.

You must do the settings directly in the Android operating system:

Procedure:

1. Open the Android settings.
 2. Select the menu items [System] ➔ [Date & time].
 3. Set the date and time:
 - Activate **Automatic** to synchronize the time and date of the POS system with the network.
 - Deactivate **Automatic** to set the time and date manually.
 4. Set the correct time zone. Click the [Select time zone] button and select your time zone from the list.
 5. Change the time format:
 - Activate **24-hour format** to display times in 24-hour format.
 - Deactivate **24-hour format** to display times in 12-hour format.
- Date, time and time zone of the Android operating system and the POS software are configured properly.

Programming Clerks

The clerk is the person working on the POS system and performing bookings. Before a transaction can begin, an clerk must be signed in to the POS system. That way, transactions and sales can be allocated to specific clerks in the reports.

30 clerks have been preprogrammed in the POS system. Operators 1-6 & 8-30 are used to operate the POS system. Individual names and passwords can be assigned for these clerks.

The "TRAINING" clerk is used for training and testing purposes. When this clerk is signed in, the POS system switches to training mode. In the training mode, all the functions of the POS system can be tried and tested without posting any sales to reports. The sales memory is not altered, all counters remain constant. In the training mode, all receipts are marked with "Training". The mode will remain active until the "TRAINING" clerk signs out again.

For a clerk to be able to sign in to the POS system, a password must be programmed for that clerk. When delivered, the password corresponds to the clerk number, e.g. operator 1 has the password "1".

Procedure:

1. Press the button  and select the menu item [Programming].
2. Select the menu item [Clerks].
 - The input mask for the Operator 1 is displayed.

Clerk:	1
Caption:	Clerk 1
Option1:	0
Option2:	0
Secret:	00000001
SignOn:	00000000
CRate:	0,00
Level:	0

3. Navigate to the desired clerk:
 - To cycle through the clerks, press the  button repeatedly.
 - To select the clerk directly using the clerk number, enter the clerk number using the **on-screen keyboard** and press the button .
 - The input mask for the desired clerk is displayed.
4. Program the name of the clerk:
 - Select the [Caption:] menu item by tapping it with your finger.
 - The on-screen keyboard is displayed automatically.
 - Enter a name for the clerk by using the **on-screen keyboard** (see p. 24).
 - Press the button  to confirm the entry.
5. Program the password of the clerk:
 - Select the menu item [Secret:] by tapping it with your finger.
 - Enter the password (digits only) by using the **on-screen keyboard** and press the button  to confirm the entry or plug a clerk key on the clerk lock.
6. Press the button  to complete the programming and return to the previous menu entry.
 - The clerk is properly programmed.

HINT

All other setting options are intended for special cash register functions and should only be programmed by a qualified specialist dealer!

Programming Tax Totals

The following value-added tax rates are pre-configured in the pre-installed standard configuration of the POS system:

No.	Rate
1	10.00 %
2	5.00 %
3	7.00 %
4	0.00 %

If you want to change the default tax rates, proceed as follows:

Procedure:

1. Press the button and select the menu item [Programming].
2. Select the menu item [Tax Totals].
 - The input mask for the Tax 1 is displayed.

Tax:	1
Caption:	VAT 10,00%
Rate%:	10,00
Exempt:	0,00
Option1:	0
Option2:	0
Print1:	123456
Print2:	0

3. Navigate to the desired tax rate:
 - To cycle through the tax rates, press the button repeatedly.
 - To select the tax rate directly using the tax number, enter the tax number using the **numeric keypad** and press the button .
 - The input mask for the desired tax rate is displayed.
4. Program the name of the tax rate:
 - Select the menu item [Caption:] by tapping it with your finger.
 - The on-screen keyboard is displayed automatically.
 - Enter a name for the tax rate by using the **on-screen keyboard** (📖 p. 24).
 - Press the button to confirm the entry.
5. Program the tax rate:
 - Select the menu item [Rate%:] by tapping it with your finger.
 - The on-screen keyboard is displayed automatically.
 - Enter the tax rate by using the **on-screen keyboard**.
 - Press the button to confirm the entry.
6. Press the button to complete the programming and return to the previous menu entry.
 - The tax rate is properly programmed.

HINT

All other setting options are intended for special cash register functions and should only be programmed by a qualified specialist dealer!

Programming Groups

Groups are used to categorize departments for the compilation of reports. You cannot select or register items via the groups.

With groups for example you can combine all departments containing beverages under the group "Beverages" and all departments containing food under the group "Food".

Procedure:

1. Press the button  and select the menu item [Programming].
2. Select the menu item [Groups].
 - The input mask for Group 1 is displayed.



3. Navigate to the desired group:
 - To cycle through the groups, press the  button repeatedly.
 - To select the group directly using the group number, enter the group number using the **numeric keypad** and press the button .
 - The input mask for the desired group is displayed.
4. Program the name of the group:
 - Select the menu item [Caption:] by tapping it with your finger.
 - The on-screen keyboard is displayed automatically.
 - Enter a name for the group by using the **on-screen keyboard** (📖 p. 24).
 - Press the button  to confirm the entry.
5. Press the button  to complete the programming and return to the previous menu entry.
 - The group is properly programmed.

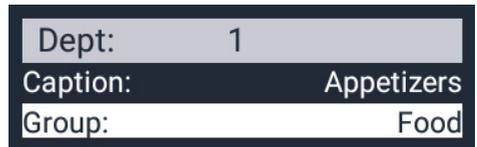
Programming Departments

Departments are used to categorize articles. That way, all fish dishes can be grouped under the department "Fish dishes", for example. If you assign articles to a suitable department, you can quickly and intuitively search for these articles using the corresponding department in the registration mode.

To program departments, proceed as follows:

Procedure:

1. Press the button  and select the menu item [Programming].
2. Select the menu item [Departments].
 - The input mask for Dept 1 is displayed.



3. Navigate to the desired department:
 - To cycle through the departments, press the  button repeatedly.
 - To select the department directly using the department number, enter the department number using the **numeric keypad** and press the button .
 - The input mask for the desired department is displayed.
4. Program the name of the department:
 - Select the menu item [Caption:] by tapping it with your finger.
 - The on-screen keyboard is displayed automatically.
 - Enter a name for the department by using the **on-screen keyboard** (📖 p. 24).
 - Press the button  to confirm the entry.

5. Program a group:
 - Select the menu item [Groups] by tapping it with your finger.
 - The on-screen keyboard is displayed automatically.
 - Enter the group number by using the **on-screen keyboard** (📖 p. 24).
 - Press the button to confirm the entry.
6. Press the button to complete the programming and return to the previous menu entry.
 - The department is properly programmed.

Programming Articles

To program articles in your POS system, each article must be allocated at least one article number (PLU), one department, a price and a tax rate. You can create the article number manually or using a barcode scanner. Optionally, you can also assign an individual name to your article.

Procedure:

1. Press the button and select the menu item [Programming].
2. Select the menu item [Articles].
 - The input mask for PLU 1 is displayed.
3. Navigate to the desired article:
 - To select the article directly using the PLU number, enter the PLU number using the **numeric keypad** and press the button .
 - To create a new article, enter the article number via the **numeric keypad** and press the button . Confirm the "Create?" query by pressing the "YES" button.
 - The input mask for the desired article is displayed.

PLU:	1
Caption:	Chef Salad
Caption2:	
Dept:	Appetizers
Price 1:	8,90
Price 2:	0,00
Cost:	0,00
Link:	0
Condim1:	0
InvQty:	0
InvUnit:	0
InvMin:	0
Option1:	0
Option2:	0
Limit:	0
Print1:	123456
Print2:	0
Tax:	1

4. Program the name of the article:
 - Select the menu item [Caption:] by tapping it with your finger.
 - The on-screen keyboard is displayed automatically.
 - Enter a name for the article by using the **on-screen keyboard** (📖 p. 24).
 - Press the button to confirm the entry.
5. Program a department:
 - Select the menu item [Dept] by tapping it with your finger.
 - The on-screen keyboard is displayed automatically.
 - Enter the department number by using the **on-screen keyboard** (📖 p. 24).

- Press the button  to confirm the entry.
6. Program the prices of the article:
- Select the menu item [Price1:]/ [Price2:] by tapping it with your finger.
 - The on-screen keyboard is displayed automatically.
 - Enter a price for the article by using the **on-screen keyboard** ( p. 24).
 - Press the button  to confirm the entry.
7. Program the tax of the article:
- Select the menu item [Tax:] by tapping it with your finger.
 - The on-screen keyboard is displayed automatically.
 - Enter a tax link of the article by using the **on-screen keyboard** ( p. 24).
 - Press the button  to confirm the entry.
8. Press the button  to complete the programming and return to the previous menu entry.

The article is properly programmed.

HINT

All other setting options are intended for special cash register functions and should only be programmed by a qualified specialist dealer!

Programming Foreign Currencies

In addition to the main currency the POS system can manage several foreign currencies, which are all stored separately in the reports. There are some foreign currencies preprogrammed in the POS system. If you want to adjust the exchange rate, proceed as follows:

Procedure:

1. Press the button  and select the menu item [Programming].
2. Select the menu item [Foreign Currencies].
 - The input mask for foreign currency 1 is displayed.

FCurr:	1
Caption:	EUR
FRate:	0,91000
Prefix1:	128
Prefix2:	0
Prefix3:	0
Option1:	247
Option2:	0
Print1:	123456
Print2:	0
Drawer:	0

3. Navigate to the desired foreign currency:
 - To cycle through the foreign currencies, press the  button repeatedly.
 - To select the foreign currency directly using the foreign currency number, enter the foreign currency number using the **numeric keypad** and press the button .
 - The input mask for the desired foreign currency is displayed.
4. Program the exchange rate of the foreign currency:
 - Select the menu item [FRate] by tapping it with your finger.
 - The on-screen keyboard is displayed automatically.
 - Enter a value for the exchange rate by using the **on-screen keyboard** ( p. 24).

- Press the button  to confirm the entry.
- 5. Press the button  to complete the programming and return to the previous menu entry.
- The foreign currency is properly programmed.

HINT

All other setting options are intended for special cash register functions and should only be programmed by a qualified specialist dealer!

Programming Header & Trailer

The header and trailer of the POS system receipt can be customized with text. 20 lines have been preprogrammed for header and trailer text which can be customized. The text will always be printed in a central position. You can use the header to print information such as company name, address, contact data or tax number on the receipt. You can use the trailer to print information such as advertisements or promotions on the receipt.

Before the actual text, a digit for setting the font style must be entered:

Digit	Font Style
0	The entire line is deleted.
1	Standard font
2	Double font width
3	Double font height
4	Double font width and double font height

HINT

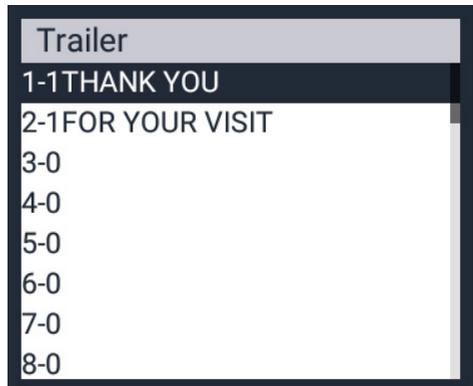
A maximum of 20 lines of header and footer text can be programmed. Unused lines are displayed in programming with font style 0.

HINT

If you do not enter a number for the font style, the 1 for standard font is added automatically.

Procedure:

1. Press the button  and select the menu item [Programming].
2. Select the menu item [Header] or [Trailer].
 - The input mask for Header/Trailer is displayed.



3. Select the line you want to program by tapping it with your finger.
 - The input mask for the desired foreign currency is displayed
4. Enter a digit to set the font style (see table) by using the **on-screen keyboard** ( p. 24).
5. Enter the desired information by using the **on-screen keyboard**

6. Press the button  to confirm the entry.
 7. If you want to program additional lines, repeat steps 3-6.
 8. Press the button  to complete the programming and return to the previous menu entry.
- The header/trailer is properly programmed.

HINT

If you want to program a blank line, enter a space as the text.

Additional Programming

This operating manual contains the essential information for programming the basic functions of the factory configuration as delivered. Many additional functions can be programmed in the POS system. For further information, please contact your dealer.

Registration

This chapter provides information on the basic operation of your POS system. By default, the POS system is in registration mode. Registration mode is used to record registrations with the POS system.

Signing In/Off Clerk

Before a sales transaction can be started, a clerk must be signed in to the POS system. A clerk is signed in by entering a password or by clerk key.

Signing In/Off Clerk via Password

To sign in a clerk via password entry, proceed as follows:

Procedure:

1. Press the button **Clerk** and select the desired clerk.
 - The message „Enter Code“ is displayed.
2. Enter the password by using the **number buttons**.

HINT

In the standard configuration, the password corresponds to the clerk number. This password should be programmed individually for each clerk. (📖 p. 26).

3. Press the button **Clerk**.
 - The clerk is displayed.
 - The clerk is signed in properly.

To sign off a clerk via password entry, proceed as follows:

Procedure:

1. Press the number button **0**.
2. Press the button **Clerk**.
 - The message "E13-Select Clerk" is displayed.
 - The clerk is signed off properly.

Signing In/Off Clerk via Clerk Key

To sign in a clerk via clerk key, proceed as follows:

Procedure:

- Plug the clerk key onto the clerk lock.
- The clerk is signed in properly.

HINT

To sign in or sign off a clerk with the clerk key, a clerk key must be programmed for this clerk first (📖 p. 26).

To sign off a clerk via clerk key, proceed as follows:

Procedure:

- Remove the clerk key from the clerk lock.
- The clerk off signed in properly.

Switching Pricing Levels

Multiple prices can be stored for each item. This function can be used for special pricing, for example during a "Happy Hour". Two pricing levels have been programmed in the POS system:

- Price 1
- Price 2

Switch to the required pricing level by selecting the corresponding menu item in the menu [Price levels]. The system resets to price level 1 after the receipt has been completed.

Procedure:

- Press the button **PRICE LEVEL** and select the menu item [Price 2].
- Price level 2 is set properly.

Registering Article

Your POS system offers various possibilities to register articles.

Registering Programmed Article

When registering a programmed article, the name of the article and the price are retrieved from the memory of the POS system. The POS system offers several possibilities to register programmed articles.

Procedure:

- To register an article via its article number, enter the article number (PLU) by using the **number buttons** and press the button **PLU**.
- To register an article via a barcode scanner, scan the barcode.
- To register an article via its name, press the button **PLU** without entering an article number beforehand. Select an article by tapping it with your finger.
- To register an article via the department list, press the button **Department**. Select

in the department list the department of the article by tapping it with your finger and select in the article list the article by tapping it with your finger.

- To register an article via the department buttons, press the corresponding **department buttons** below the operator display and select the article in the article list by tapping it with your finger.
- To register an article via the direct selection keys, press the corresponding **direct selection button**.

Registering Article Multiple Times

Use the button to register an article multiple times.

Procedure:

1. Enter the quantity by using the **number buttons**.
 2. Press the button .
 3. Register the article (📖 p. 34).
- The registered article and the quantity are displayed and printed.

Registering Article with New Price

Use the button **New Price** to register an item once with a new price (different from the programmed price).

Vorgehen:

1. Press the button **Price Level**.
 2. Use the **numeric keys** to enter the new price.
 3. Select the menu item [New Price].
 4. Register the article. (📖 S. 34).
- The registered item is displayed and printed once with the entered price.

Registering Payment Types

Each sales transaction is completed by entering the amount due and the corresponding type of payment. The payment types "CASH", "CARD" and "COUPON" have been preprogrammed in your POS system. You can complete a sales transaction with a single or multiple payment types.

If the payment amount exceeds the amount due, the POS system will indicate the return amount. If the payment amount is below the amount due, the POS system will indicate the remaining amount with the message "Short".

Registering Single Payment Type

To finish the sales transaction with a single payment type, proceed as follows:

Requirement:

- Minimum 1 article is registered.

Procedure:

1. Press the button **SUBTOTAL**.
 - The payment amount due is displayed.
 2. Register a payment type:
 - To register a cash payment, enter the payment amount you received from the customer by using the **number buttons** and press the button **CASH**.
 - To register a card payment, enter the payment amount you received from the customer by using the **number buttons** and press the button **CARD**.
 - To redeem a COUPON, enter the amount of the COUPON by using the **number buttons**. Press the button **x** . Press the button **COUPON** and select the menu item [COUPON redeem].
- The payment is registered properly.

Registering Different Payment Types

If you want to finish the sales transaction with different payment types (cash, card, COUPON), proceed as follows:

Requirement:

- Minimum 1 article is registered.

Procedure:

1. Press the button **SUBTOTAL**.
 - The payment amount due is displayed.
2. Enter the payment amount for the first payment type you received from the customer by using the **number buttons**.
3. Press the button for the first payment type.
 - The remaining payment amount is displayed.
4. Enter the remaining payment amount by using the **number buttons**.
5. Press the button for another payment type.
 - The payments are registered properly.

Registering Payment in Foreign Currency

In addition to the main currency, the POS system can manage several foreign currencies, which are all stored separately in the reports.

HINT

In the POS system, the Euro (€) is the main currency and 6 other foreign currencies are pre-programmed. If you need further foreign currencies, please contact your local dealer.

Requirement:

- Minimum 1 article is registered.

Procedure:

1. Press the button **CURRENCY**.
 - The menu "Foreign Currencies" is displayed.
2. Select the menu item of the desired foreign currency.
 - The payment amount due is displayed in the foreign currency.
3. Finish the sales transaction with a payment type. (📖 p. 35).
 - The payment in foreign currency is registered properly.

Registering Discounts

Discounts are percentage or amount-based price decreases on individual articles or on the total amount of the receipt.

Giving Discount on Single Article

Requirement:

- Minimum 1 article is registered.
- The sales transaction is not completed by a payment type.
- The button **SUBTOTAL** is not pressed.

Procedure:

1. Enter the amount of the discount by using the **number buttons**.
2. Press the button **DISCOUNT/SURCHARGE** select the type of discount:
 - To register a percentage discount, select the menu item [Discount %].
 - To register a amount-based discount, select the menu item [Discount \$].
3. Finish the sales transaction with a payment type.
 - The discount is registered properly.

HINT

The discount on a single article must be registered immediately after registering the article.

Giving Discount on Total Amount

Requirement:

- Minimum 1 article is registered.
- The sales transaction is not completed by a payment type.

Procedure:

1. Press the button **SUBTOTAL**.
 - The amount due is displayed.
2. Enter the amount of the discount by using the **number buttons**.
3. Press the button **DISCOUNT/SURCHARGE** select the type of discount:
 - To register a percentage discount, select the menu item [Discount %].
 - To register a amount-based discount, select the menu item [Discount \$].
4. Finish the sales transaction with a payment type.
 - The discount is registered properly.

Registering Surcharges

Surcharges are percentage or amount based price increases on individual articles or on the total amount of the receipt.

Giving Surcharge on Single Article

Requirement:

- Minimum 1 article is registered.
- The sales transaction is not completed by a payment type.
- The button **SUBTOTAL** is not pressed.

Procedure:

1. Enter the amount of the surcharge by using the **number buttons**.
 2. Press the button **DISCOUNT/SURCHARGE** select the type of surcharge:
 - To register a percentage surcharge, select the menu item [Surcharge %].
 - To register a amount-based discount, select the menu item [Surcharge \$].
 3. Finish the sales transaction with a payment type.
- The surcharge is registered properly.

HINT

The surcharge on a single article must be registered immediately after registering the article.

Giving Surcharge on Total Amount

Requirement:

- Minimum 1 article is registered.
- The sales transaction is not completed by a payment type.

Procedure:

1. Press the button **SUBTOTAL**.
 - The amount due is displayed.
 2. Enter the amount of the surcharge by using the **number buttons**.
 3. Press the button **DISCOUNT/SURCHARGE** select the type of surcharge:
 - To register a percentage surcharge, select the menu item [Surcharge %].
 - To register a amount-based discount, select the menu item [Surcharge \$].
 4. Finish the sales transaction with a payment type.
- The surcharge is registered properly.

Registering Pay In and Pay Out

Registering Pay In

Use the function "PAY IN/PAY OUT" to register money which is manually added to the cash drawer ether as change or as paid invoices from a customer.

Procedure:

1. Enter the amount paid in by using the **number buttons**.
 2. Press the button **PAY IN/PAY OUT** and select the menu item [PAY IN].
- The pay in is registered properly.

Registering Pay Out

Use the function "PAY IN/PAY OUT" to register money which is manually taken from the cash drawer ether as change or as payments to a vendor.

Procedure:

1. Enter the amount paid out by using the **number buttons**.
 2. Press the button **PAY IN/PAY OUT** and select the menu item [PAY OUT].
- The pay out is registered properly.

Issuing a Coupon

Use the function "Coupon Sale" if you want to issue coupons.

Procedure:

1. Enter the amount of the COUPON by using the **number buttons**.
 2. Press the button **COUPON** and select the menu item [COUPON sale].
 3. Finish the sales transaction with a payment type.
- The COUPON is issued properly.

HINT

Use the function "Refund" to correct the amount of the COUPON during the sales transaction or to cancel a COUPON that has already been sold

Registering Balance Functions

Balance functions are used to temporary store several open balances. This function is mainly used in hospitality settings in order to save and sort all items per table. Furthermore, it can be used in hotels to save room accounts or in retail applications to save accounts per customer. The POS system therefore supports three independent memory configurations for tables, rooms and accounts. The functionality of all of these configurations is the same. Therefore they are all assigned to balance functions.

Opening a Balance

To be able to register items to tables, rooms or customers, the corresponding account must be opened. You can select the respective account directly via their account number or via selection lists or a pre-programmed visual table map.

Procedure:

- To directly select an balance by its number, enter the number using the **number buttons** and press the button **Table/Room/Account**.
- To select an account from a drop-down list, without first entering an item number, press the button **Table/Room/Account**. Select the desired balance number by tapping it with your finger.
- As an alternative to the list, a graphical table plan can also be programmed.

- The account will be opened and the account number and the current balance are displayed.

Closing a Balance

To store the booked items on a table, room or customer, you need to close the account.

Procedure:

- To close a balance without billing, press the button **Table/Room/Account** depending on which account was opened.
- The account will be closed, the registered items will be saved.

Billing a Balance with Proforma

To bill a balance with a proforma invoice, proceed as follows:

Procedure:

1. Press the button **INVOICE**.
 - The message "Invoice" is displayed.
2. Press the button for the corresponding balance (table, room, account).
 - The proforma invoice is printed.

Billing a Balance with Invoice

To bill a balance directly with a payment type, proceed as follows:

Procedure:

1. Press the button **INVOICE**.
 - The message "Invoice" is displayed.
2. Finish the billing process with a payment type.
 - The balance is billed properly.

Splitting a Balance

Use the button **SPLIT** to create several separate invoices from one balance, e.g. if the guests of a table want to pay separately.

Procedure:

1. Open the corresponding balance (📖 p. 38).
 2. Press the button **SPLIT**.
 3. Select the desired article by tapping it with your finger.
 4. Finish the transaction with a payment type or transfer the desired article to another balance:
 - To complete the transaction with a payment method, press the button **Invoice**. Enter the payment amount with the **number buttons** and press the button of a payment type.
 - To transfer the article to another balance, enter the balance number with the number buttons and press the button **Table/Room/Account** or press the button **Table/Room/Account** and select by tapping it with your finger the desired balance.
- The balance is split properly.

Transferring a Balance

Use the function **Transfer** to transfer the entire contents of one balance to another balance, e.g. to combine two table bills.

Procedure:

1. Open the balance from which you want to transfer the content (📖 p. 38).
 2. Press the button **BALANCE FUNCTIONS** and select the menu item [Transfer].
 3. Enter the number of the balance which should receive the content by using the **number buttons** and press the corresponding button **Table/Room/Account** or press the corresponding button **Table/Room/Account** select the balance from the list by tapping it with your finger.
- The content of the balance is transferred properly.

Change Clerk

To transfer, a specific balance, e.g. if the customer requests a different waiter, do the following:

Procedure:

1. Open the balance from which you want to change the clerk (📖 p. 38).
 2. Press the button **BALANCE FUNCTIONS** and select the menu item [Change Clerk].
 3. Log in the new clerk.
- The open balance is handed over to the new clerk.

Corrections

The POS system offers various options for making corrections during or after the sales transaction.

Delete

Use the button **Delete** to delete registered articles from an open sales transaction.

Requirement:

- Minimum 1 article is registered.
- The sales transaction is not completed by a payment type.

Procedure:

1. Select the entry to be deleted in the receipt display by tapping it with your finger.
2. Press the button **Delete**.
 - The message "Delete" is displayed behind the chosen entry.

HINT

If you use the function „Delete“ without first selecting an article, the last registered article is deleted.

- The article is deleted properly.

Void

Use the function "Void" to correct an article by scanning its barcode.

Additionally required material:

- Barcode scanner (connected)

Requirement:

- The article to be corrected is registered by scanning the barcode.

Procedure:

1. Press the button **CORRECTION** and select the menu item [Void] by tapping it with your finger.
 2. Scan the barcode of the article with a barcode scanner.
- The article is deleted properly.

Transaction Cancel

Use the function "Transaction Cancel", to automatically cancel all registration of the current receipt.

Requirement:

- The sales transaction is not completed by a payment type.

Procedure:

1. Press the button **CORRECTION** and select the menu item [Transaction Cancel] by tapping it with your finger.
- All registrations are deleted properly.

Refund

Use the function "Refund", to:

- take back an individual article and refund the purchase price.
- correct a completed, incorrect registration
- to correct or cancel an issued COUPON.

Procedure:

1. Press the button **CORRECTION** and select the menu item [Refund] by tapping it with your finger.
 - The message "Refund" is displayed.
2. Register the article you want to refund. (📖 p. 34).
3. Finish the process with a payment type (📖 p. 35).
 - The refund is registered properly.

Transaction Refund

Use the function "Transaction refund", to take back multiple articles within a sales transaction.

Procedure:

1. Press the button **CORRECTION** and select the menu item [Transaction Refund] by tapping it with your finger.
 - The message "Transaction Refund" is displayed.
2. Register the articles you want to refund. (📖 p. 34).
3. Finish the process with a payment type (📖 p. 35).
 - The transaction refund is registered properly.

Tender Correction

Use the function "Tender correction" to transfer any amounts from one payment type to another payment type.

Requirement:

- 1 registration is completed with a payment type (e.g. cash).

Procedure:

1. Press the button **CORRECTION** and select the menu item [Tender Correction] by tapping it with your finger.
 2. Enter the amount you wish to transfer by using the **number buttons**.
 3. Press the button (e.g. cash) or select the menu item of the payment type you want to correct.
 4. Press the button or select the menu item of the payment type (e.g. card) to which you want to transfer the amount.
- The payment type is transferred properly.

Extended Printing Functions

The POS system offers you the possibility to adjust the printing behavior of the POS system.

Activating/Deactivating Receipt Printing

Use the button **Receipt On/Off** to enable or disable receipt output in the Programming (P) and Registration (REG) modes.

Procedure:

- Press the button **Receipt On** in the status bar.
 - The message "Receipt Off" is displayed.
- The receipt printing is deactivated.
- Press the button **Receipt Off** in the status bar.
 - The message "Receipt On" is displayed.
- The receipt printing is activated.

Printing Additional Receipt

An additional receipt is a receipt that has not yet been printed because the receipt printing has been switched off via the button **Receipt Off/On**.

Requirement:

- Receipt printing is switched off (📖 p. 42).

Procedure:

1. Finish the sales transaction with a payment type.
2. Press the button **SUBTOTAL**.
 - The additional receipt is printed.

HINT

You can print an additional receipt only for the last sales transaction. For previous sales transactions, you must print a receipt copy.

Printing Receipt Copy

You can subsequently print receipts for completed sales transactions. These receipts are marked with the inscription "RECEIPT COPY". For navigation use the header and footer of the receipt display.

Direct Sale	
1 Salad Feta Cheese	8,90
1 Salad Tuna and Olives	7,90
<hr/>	
2 Total	16,80
CASH	16,80
Thursday 13- 4-2023 12:40:49	
#000024 L0001 Clerk 1 Salesperson 1	
	
	

Pos.	Function
A	Receipt display header – Scroll to previous receipt – Jump to a specific receipt by entering the receipt number
B	Receipt display footer – Scroll to next receipt

Requirement:

- The current posting is completed.

Procedure:

1. Enter the receipt number of a previous booking using the **numeric keys**.
2. Press the Receipt display header button (A).
 - The corresponding receipt is displayed in the receipt display.
3. Press the **SUBTOTAL** button.
 - The receipt copy is printed out.

HINT

By pressing the **SUBTOTAL** button immediately after completing the sales transaction, you can immediately print a receipt copy of the completed sales transaction.

Reports & Data Export

All relevant POS system data is stored in the POS system. These can be visualized via reports and exported in digital form for archiving purposes.

Reports

The POS system offers a variety of options to compile your sales data in reports. To this end, various types of reports have been pre-configured in your POS system. Report types can be created using menu item [X-Reports] or menu item [Z-Reports] in the main menu.

The reports created through menu item [X-Reports] are intermediate reports which you can print as often as you like. The reports created through menu item [Z-Reports] are final reports which you can only print once. After the print-out, the sales memory of the respective report is deleted.

Regardless of the selected menu item (X or Z), a report will always contain the same data, when generated at the same time.

Overview of Report Types

The following types of reports have been preprogrammed in the POS system:

Report types	Content
Daily report	All sales transactions of a single day
Clerk report	All sales transactions since the clerk currently logged in
All clerk report	All sales transactions since the last report grouped by clerk
Department report	Accumulated department sales grouped by departments
Plu report	All article sales since the last report grouped by articles

Report types	Content
Plu per department report	All article sales since the last report grouped by departments
Total by Hour	Total sales since the last report by full hours
Total by Day	Total sales since the last report grouped by weekday
Total by Month	Total sales since the last report grouped by day of the month
Total by Table	Total sales since the last report grouped by tables
Open Table	Overview of all open table registrations
Balance Report	Report about created table functions
Weekly Report	Total sales since the last report grouped by weeks
Monthly report	Total sales since the last report grouped by month
Annual report	Total sales since the last annual report
Inventory	Article stock management
USB Report	Copy electrical journal to USB
Electr. Journal	Print electronic journal <ul style="list-style-type: none"> - without input: last receipt is printed - Enter number x via numeric keys and multiplication key: the last x receipts are printed out - Input 0 and multiplication key: the entire electric journal is printed out

Generating Report

Procedure:

1. Open the report menu:
 - To create an intermediate report, press the button  and select the menu item [X-Reports].
 - To create a final report, press the button  and select the menu item [Z-Reports].
2. Select the desired report type by tapping it with your finger.
 - The report is printed properly.

- manual data backup by the operator
- automatic data backup when creating the daily report in Z-mode

HINT

QUORION Data Systems GmbH recommends explicitly to assign your local dealer to set up an automatic data backup when creating the daily report in Z mode.

For detailed information and assistance in setting up automatic backup routines, contact your local dealer.

Exporting POS Data

NOTICE

Data loss due to deleting the POS application

When deleting the POS application, all fiscal data in the POS system as well as on connected storage devices are irretrievably destroyed.

- ▶ Do not delete the POS application.
- ▶ Save your fiscal data on external storage media regularly.

The POS data are basic digital records. Depending on the legal requirements, you are obliged to keep them safely for several years.

Although the POS data is stored on the POS system, it must be regularly protected against destruction (fire, water damage, etc.) and loss (theft, equipment loss, etc.). For this purpose, we recommend that you install a USB stick as an additional data storage device permanently on the POS system and that you regularly export data to this USB stick. The POS system offers different possibilities to export the POS system data:

QOrder

QOrder is a mobile ordering system in the form of an app that you can install on suitable mobile devices running Android and connect to your POS system via WiFi. It supports all cash register registration processes such as table management, order entry, bookings, corrections and payments.

The programming of the ordering system is done through automatic synchronization with the connected POS system. Reports, journals and fiscal data are stored exclusively in the POS system. Printers and fiscal modules such as TSE or QSM are also controlled via the master POS system.

This ensures that the mobile order terminals can be replaced at any time, e.g. when the battery needs recharging.

A maximum of 8 QOrders can be connected to a POS system. Each QOrder slot of the POS system must be activated once for a fee.

Set up QOrder

Procedure:

1. Press the button  and successively select the menu items [Settings] - [Add-On Activation] - [QOrder Activation] by tapping with your finger.
 - A list with all 8 available QOrder slots is displayed.
 - Not activated slots are displayed as [#1- Not active] angezeigt.
 - DEMO slots limited to 30 minutes are displayed as [#1- DEMO].
 - Free slots, which are activated but not assigned to a QOrder, are displayed as [#1- 00:00:00:00:00:00].
 - Active slots are displayed with S/N and IP address of the connected mobile device, e.g. [#1- 12345678/192.168.200.1]

Unlock QOrder Slot

Procedure:

1. Select a slot that is not activated by pressing the corresponding button.
 - The registration code is displayed in the operator display and the on-screen keyboard for entering the activation code is opened.
2. Transmit the registration code to your QUORION reseller.
3. Enter the activation code received from your reseller.
4. Press the button  to confirm the entry.
 - The QOrder slot is unlocked.

Unlock QOrder Demo Slot

Procedure:

1. Use the numeric keys to enter the sequence of digits "1234567".
2. Press the button .
3. Select a slot that is not activated by pressing the corresponding button.
 - The QOrder slot is unlocked for 30 minutes.

Connect QOrder

Procedure:

1. Launch the QOrder app on your mobile device and make sure that the POS and mobile device are connected by WiFi.
2. Select a free slot or demo slot by pressing the corresponding button.
 - The POS searches for suitable QOrder mobile devices within the WiFi network and displays it with S/N and IP address as buttons.
3. Select a mobile device by pressing the corresponding button.
 - The selected mobile device is connected to the selected slot.
4. The query "Update/Install" appears on the QOrder. Press the "OK" button to transfer the programming from the POS to QOrder.
 - QOrder is properly connected to the POS and programmed.

Disconnect QOrder

Procedure:

1. Use the numeric keys to enter the digit "0".
2. Press the button .
3. Select an active slot or demo slot by pressing the corresponding button.
 - The connection to the selected mobile device is disconnected and the slot is cleared for a new connection.

Technical Information

The POS System does not contain any components which the operator must service or repair. Please leave all servicing and repairs exclusively to qualified authorized dealers. Unauthorized manipulations of the device may result in loss of warranty.

Cleaning and Care

NOTICE

Danger of damage to the device due to improper cleaning

Improper cleaning and care may damage the POS System.

- ▶ Disconnect the POS system from power before cleaning.
- ▶ Do not use any solvents or fuel-based chemical cleaning agents under any circumstances.

Procedure:

- To clean your POS system, use a dry, lint-free cloth.
- In case of more severe staining, use a slightly damp cloth. Use warm water or screen cleaner to dampen the cloth. Please ensure that the cloth is only damp.

Troubleshooting

This section lists errors which may impair proper operation of your POS system. Before contacting customer service, please check the following possible error sources and implement the remedial measures.

Error	Remedy
Colored strips visible on receipts	– Exchange receipt roll.
No receipt issued	– Insert receipt roll correctly. – Remove paper jam. – Switch on receipt printing (📖 p. 42).
No registration possible	– Sign in a clerk (📖 p. 33).
POS system does not start	– Ensure proper power supply (📖 p. 19).
Message “Invalid item” is displayed	– Assign the programmed article to a department (📖 p. 29).
Message “Select Clerk” is displayed	– Sign in a clerk (📖 p. 33).
Incorrect time is displayed	– Set correct time – Contact customer service (📖 p. 3).

Decommissioning

This chapter describes the decommissioning process and provides an overview of the steps to be performed in the specified order.

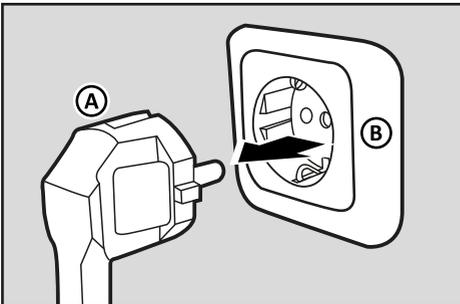
Disconnect POS System from Power Supply

HINT

Before decommissioning the POS system, make sure that you have saved all relevant POS data externally (📖 p. 44).

Procedure:

1. Switch off the POS system (📖 p. 21).
2. Pull the safety plug (A) of the power cord from the socket (B).



- The POS System has been shut down properly.

Disposal

Waste electrical and electronic equipment must not be disposed of with private household waste, but must be collected separately and disposed of properly. The symbol for the separate collection of waste equipment is a crossed-out wheeled bin.

Procedure:

- QUORiON POS systems and accessories sold and used outside Germany are automatically under the responsibility of the local importers, distributors and dealers. In accordance with the WEEE legislation, they are obliged to ensure that the old devices are registered and disposed of in accordance with national legislation. For disposal please contact your local retailer where you purchased this product.

HINT

QUORiON POS systems may store information that contains sensitive personal or company-related data that should not get into the hands of third parties (e.g. tax and sales data, reports, e-journals). Before disposal, delete all personal data from your cash register system.

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