

Operating Manual



POS System

INVICTUS

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 INVICTUS.

This manual is intended for the end user.

Nomenclature

Full designation	Designation in this document
INVICTUS	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.

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.

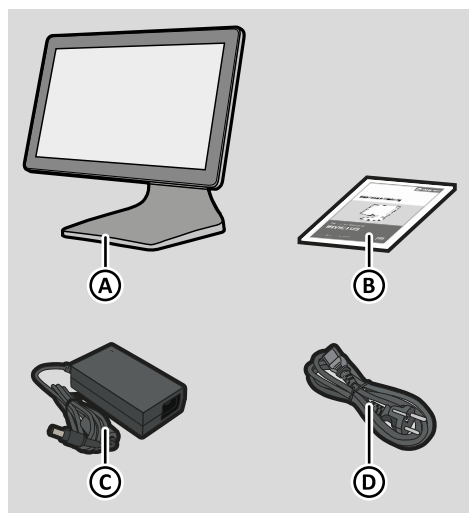
- ▶ Save your fiscal data on external storage media regularly.
- ▶ Do not delete the POS application.
- ▶ Only switch off the POS system as described in this manual. Do not shut down the device by disconnecting from the power supply (for example by pulling the power cord or switching off the multiple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

Product Overview

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

Standard Scope of Delivery

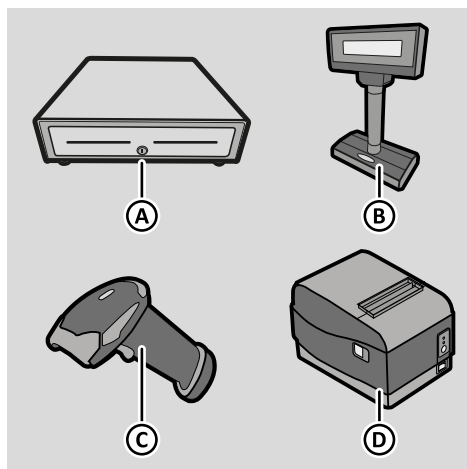
The standard scope of delivery includes the following parts:



Pos.	Quantity	Designation
A	1	INVICTUS
B	1	Operating manual
C	1	Power adapter
D	1	Power cord

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 (24V) 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

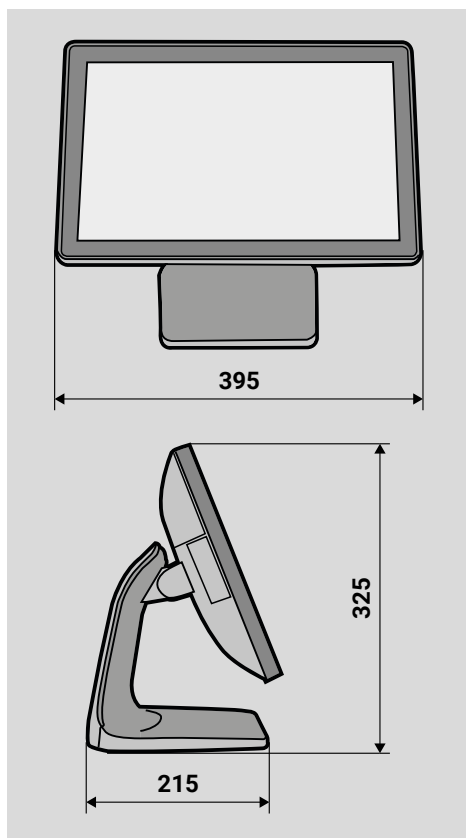
The POS system has the following technical data:

General

System	
CPU	Quad-Core Rockchip 3288 A17 1.8 GHz
Working Memory	2 GB SDRAM
System Memory	8 GB
Operator Display	
Size	15.6-inch TFT display
Resolution	1920 x 1080 px
Touch screen	capacitive
Operating System	
POS Software	QMP Android-based
Interfaces	
Serial	3 x RS232, DSUB 9
USB	USB 2.0 x 6 Ports, USB Type A
	1 (reserved for MSR/ Dallas button)
LAN	1 x 100 MBit
Card reader	1 x Micro SD card, 1 x SIM card
Audio	1 x Line-out
WiFi	802.11 b/g/n
Specifications	
Weight	4.6 kg
Power Supply	100-240 V AC, 2.5 A (external)
Operating temperature	0 °C – +40 °C
Storage temperature	-20 °C – +60 °C
Humidity	38 % - 80 %

Dimensions

All dimensions are in millimeters.



Type Plate

The type plate clearly identifies the POS system. The type plate is located on the rear 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

EC Declaration of Conformity

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

You can download the declaration of conformity of the product on our website www.quorion.com under "Support".

QMP POS Software

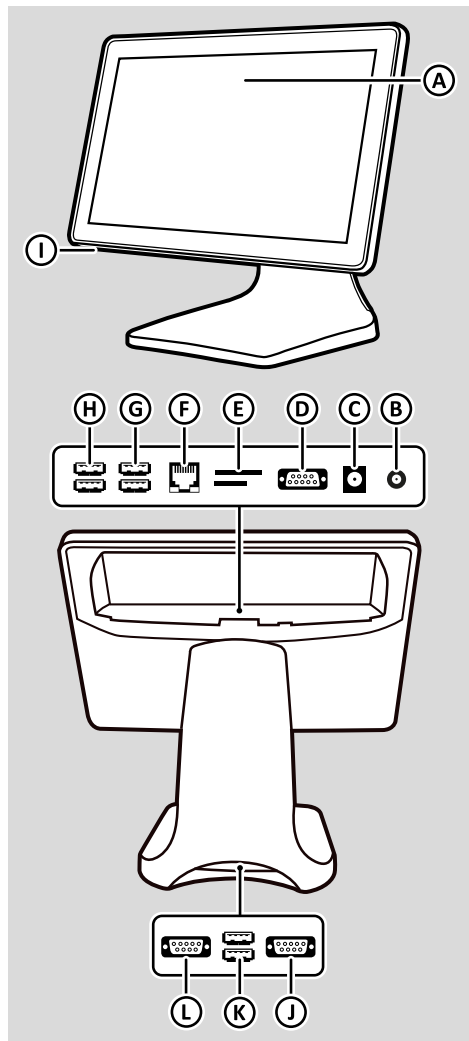
The functional range of the POS system depends on the programming and the software version used.

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	Audio out
C	Power supply
D	Serial COM 3 (RS232, DSUB 9)
E	Micro SD card/SIM card
F	LAN
G	2x USB type A
H	2x USB type A
I	Power switch
J	Serial COM 4 (RS232, DSUB 9)
K	2x USB type A
L	Serial COM 1 (RS232, DSUB 9)

Magnetic card reader (optional)

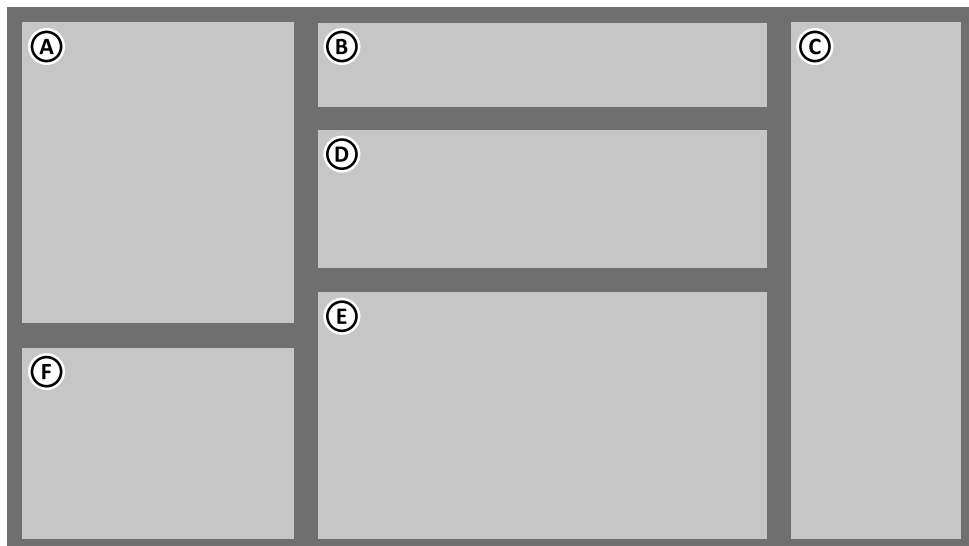
The magnetic card reader is used for writing and reading customer cards.

Dallas lock (optional)

The dallas 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.



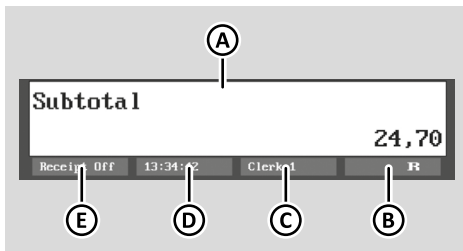
Pos.	Designation	Function
A	Receipt view	Displaying registration information
B	Operator display with status bar	Displaying current registration & status information
C	Function buttons	Selecting POS functions
D	Departments buttons	Selecting departments
E	Direct selection buttons	Selecting articles stored 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	Operating mode displays the operating mode & price level: <ul style="list-style-type: none"> – R: Registration mode is active – X/Z: Report mode is active – P: Programming mode is active – M: Manager mode is active – 2: Price level 2 is active
C	Operator number <ul style="list-style-type: none"> – shows the number of the operator currently logged in on the POS system – opens the submenu "Operator" (by clicking)
D	Time shows the set time in the format hh:mm:ss


Pos.	Designation/Function
E	Receipt printer shows the status of the receipt printer (Receipt on/Receipt off)

■ Function buttons (C)








Button	Designation/Function
LEVEL	Level switches price levels <ul style="list-style-type: none"> – 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
DEPT	Departments displays list of all programmed departments
TABLE	Table displays list of all tables
TRANSFER	Transfer transfers the contents of one table to another table
DELIVERY	Delivery/Room displays list of all rooms/deliveries.
SPLIT	Split creates multiple separate invoices from one balance
ACCOUNT	Account displays list of all accounts
INVOICE	Invoice finishes a balance


Button	Designation/Function
PO/RA	Pay ins/Pay outs enters the menu Pay ins/Pay outs: – Pay out – Pay in
DISC	Discount enters the menu Discount: – Discount % – Discount \$ – Surcharge % – Surcharge \$
CURR	Currency exchange makes a payment in foreign currency
VOUCHER	Voucher Enters the menu voucher: – Voucher sale – Voucher redeem
CORR	Correction enters menu correction: – Delete – Void – Refund – Transaction cancel – Transaction refund – Tender correction
DELETE	Delete deletes last registered article from sales transaction
SUBTOTAL	Subtotal – Calculate subtotal – Print receipt copy & previous receipt
CARD	Card payment completes current sales transaction with card payment
Bar	Cash 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.
Orange Juice	Direct selection buttons Article buttons for free price entry or direct registration.

■ Number buttons & navigation area (F)

Button	Designation/Function
	Menu – open main menu – return to the previous menu entry
	Up moves the cursor one position up
	Down moves the pointer one position down
	Multiply registers article multiple times
	Clear – Delete last entered characters – Delete unregistered entry – Exit main menu
	Number 0 enters digit 0
	Numbers 1-9 Enter digits in registration mode – Input mode: enter digits, letters & special characters

Button	Designation/Function
	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 POS System 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

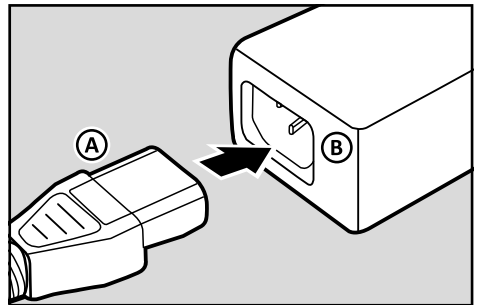
Risk of injury due to the POS system falling down

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

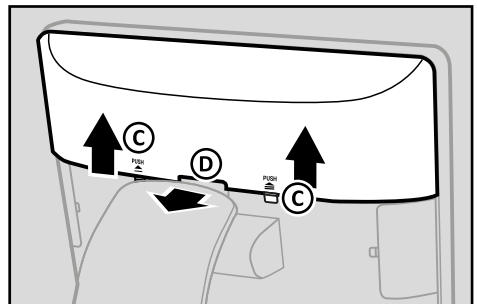
- ▶ Place the POS system only on an even, slip-resistant surface.

Procedure:

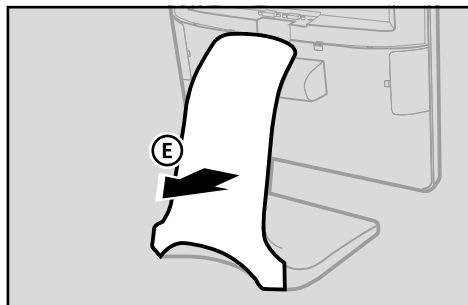
1. Plug the connector (A) of the power cord into the connection socket (B) of the power adapter.



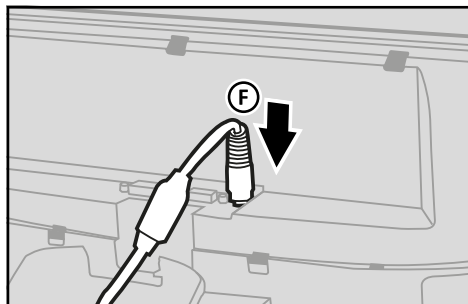
2. Remove the interface cover. To do this, press the 2 catches (C) upwards and remove the interface cover at the recess towards the front of the POS system.



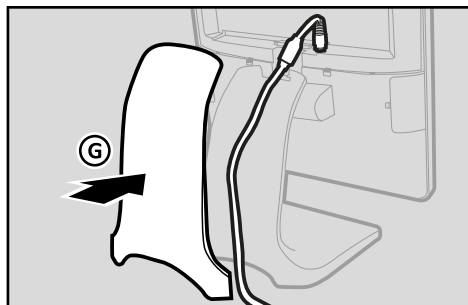
3. Remove the stand cover (E) from the POS system.



4. Plug the connection plug (F) of the power adapter into the connection socket to supply the POS system, with power.

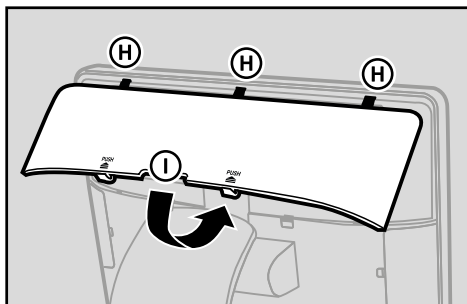


5. Lead the power supply cable down along the stand and mount the stand cover (G). Make sure that the power supply cable is placed correctly.

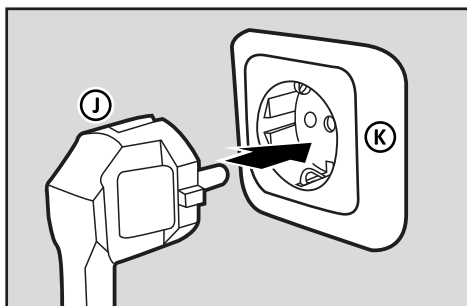


6. Mount the interface cover. To do this, insert the 3 upper catches of the interface cover into the recesses (H) and fold the interface cover onto the POS system (I).

☑ The 2 lower catches are audibly engaged.



7. Plug the safety plug (J) of the power cord into the socket (K).



☑ The POS system is properly connected to the power supply.

Aligning Operator Display

To be able to use the POS system optimally, you must align the operator display.

⚠ CAUTION

Risk of injury due to pinching or crushing of body parts

When aligning the operator display, fingers or hands may be pinched or crushed between the case and the operator display.

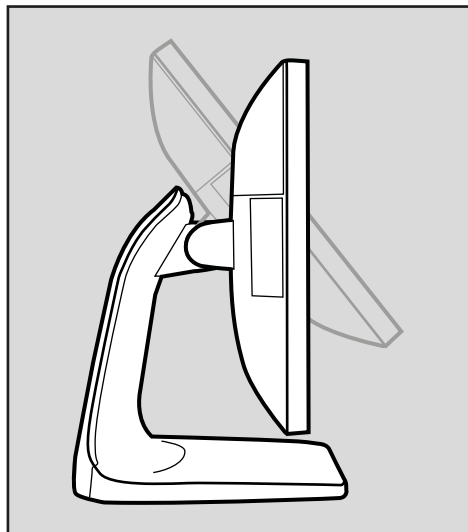
- Do not put your fingers between the case and the operator display.

HINT

It is possible to mount the POS system to a wall. For this purpose you need the optionally available wall bracket. For detailed information and ordering the wall bracket, please contact your authorized dealer directly.

Procedure:

- Adjust the operator display to your viewing angle by tilting the operator display.



- ☑ The operator display is aligned properly.

Basic Operation

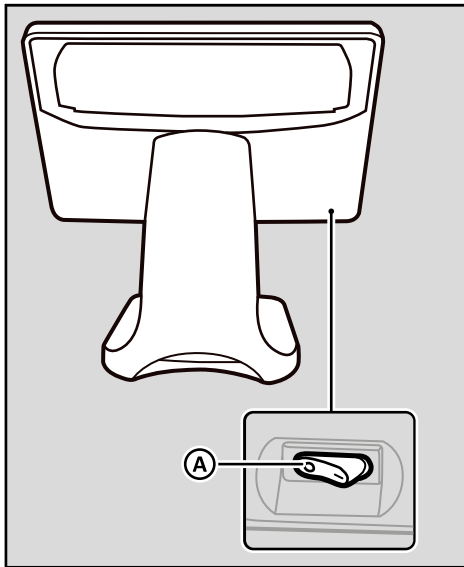
In this chapter, you will find information on the basic functions that you need to operate your POS system.

Switching POS System On & Off

Starting POS System

Procedure:

- To switch on the POS system, press and hold the power switch (A) for at least 5 seconds.



- ☑ A beep sound is emitted from the POS system and the POS system starts.
- ☑ After approx. 10 s, the Pos application starts automatically.
- ☑ The POS system is ready for operation.

Closing POS Application

Requirement:

- ☐ The POS system is switched on (📖 p. 22).

Procedure:

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

Switching POS System Off

Requirement:

- ☐ The POS application is running. (📖 p. 22).

Procedure:

- To switch of the POS system:
 - Press the buttons and select the menu item [Shutdown?]
 - ☑ The message "Shutdown?" is displayed.
 - Press the button **Yes**.
- ☑ The POS system switches off.

Operating Touch screen

NOTICE

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

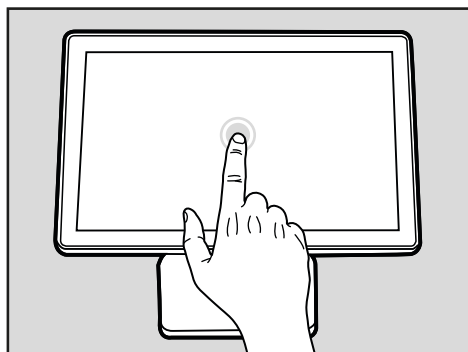
The use of sharp objects as pencils or pens may damage the POS Systems touchscreen.

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

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.

Procedure:

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



- The element is triggered.

Menus

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

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
Registration (R) (📖 p. 32)	<ul style="list-style-type: none"> – Activates the registration mode – Processing of all bookings and sales transactions
X Report (X) (📖 p. 43)	<ul style="list-style-type: none"> – Activates the X Report mode – Displays and prints reports without memory erasure (interim report)
Z Report (Z) (📖 p. 43)	<ul style="list-style-type: none"> – Activates the Z Report mode – Displays and prints reports with memory erasure (final report)
Manager (M)	<ul style="list-style-type: none"> – Activates the Manager mode – Bookings and sales transactions with manager rights
Programming (P) (📖 p. 26)	<ul style="list-style-type: none"> – Activates the programming mode – Starting of the programming functions
Closing App?	<ul style="list-style-type: none"> – Opens the window to shut down the POS application

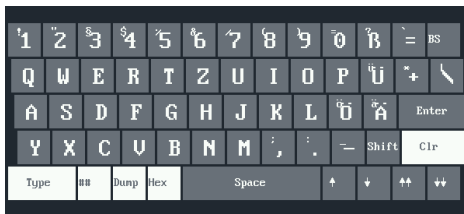
Navigating in Submenus

Depending on the number of submenus, the submenus are displayed on different menu pages. Use the following buttons to navigate between the different menu pages:





Button	Designation/Function
	Menu page up Scroll menu pages up
	Menu page down Scroll menu pages down
	Search function Show menu items by search terms

Using On-screen Keyboard

The on-screen keyboard is a visual keyboard that is displayed on the touch screen and operated with the fingers. The on-screen keyboard is used to edit input masks during programming, e.g. to program different texts for descriptions of departments 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.



Button	Designation/Function
BS	deletes a single character
Enter	confirms input
Clr	delete entire line

Button	Designation/Function
Shift	switches between first and second assignment of the input keys
Hex	enters special characters
Dump	prints currently displayed programming
Type	exits on-screen keyboard
	moves selection one line up
	moves selection one line down
	jumps to the beginning of the input mask
	jumps to the end of the input mask
##	Selecting entries (e.g. clerk 5): – Toggle entries: Press button ## repeatedly – Select entry directly: Enter number using number buttons and press button ##

To enter special characters that are not available on the on-screen keyboard, enter a numeric code and confirm with the button **Hex**.

Character	Code	Character	Code
!	21	-	2D
"	22	.	2E
#	23	/	2F
\$	24	:	3A
%	25	<	3C
&	26	>	3E
(28	?	3F
)	29	@	40
*	2A	€	80

Character	Code	Character	Code
+	2B	ß	DF
,	2C		

Requirement:

- ☐ The input mask is displayed.

Procedure:

1. Use the number buttons to enter the code (see table).
 2. Press the button **Hex**.
- ☒ The special character has been entered 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 **Level** and select the menu item [Price2].
- ☒ Price level 2 is set properly.

Daily Working Steps

■ Before Opening Hours

- Switch POS system on (📖 p. 22)
- Check date and time (📖 p. 26)
- Pay in change (📖 p. 36)
- Check receipt roll and replace, if necessary (📖 see operating manual of the used external receipt printer)

■ During the Business Day

- Sign in clerk (📖 p. 32)
- Make registrations (📖 p. 32)
- Generate X reports (📖 p. 43)

■ After Closing Time

- Pay out change (📖 p. 36)
- Generate Z report (📖 p. 43)
- Switch POS system off (📖 p. 22)

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.

Programming date and time

The date, time and time zone must be set correctly in order for all POS functions to work properly. You must make the settings directly in the Android operating system:

Procedure:

1. Open the settings and select the menu items [System] ➔ [Date & time].
2. 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.
3. Set the correct time zone. Click the [Select time zone] button and select your time zone from the list.
4. 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.

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. Press the button **Type**.
3. Select the menu item [Clerk].
 - ☒ The input mask for the Operator 1 is displayed.
4. 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.
5. Program the name of the clerk:
 - Enter a name for the clerk by using the **on-screen keyboard** ( p. 24).

- Press the button **Enter**, to confirm the entry.
- 6. Program the password of the clerk:
 - Select the menu item [Secret:] by using the buttons ↑ / ↓ .
 - Enter the password (digits only) by using the **on-screen keyboard** and press the button **Enter**, to confirm the entry or plug a dallas key on the dallas lock.
- 7. Press the button **Type**, to complete the programming and return to the previous menu entry.
 - ☑ The clerk is properly programmed.

HINT

The other setting options [Options1] and [Options2] are intended for special POS functions and should only be programmed by a qualified dealer!

- 4. 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 **on-screen keyboard** and press the button ##.
 - ☑ The input mask for the desired tax rate is displayed.
- 5. Program the name of the tax rate:
 - Enter a name for the tax rate by using the **on-screen keyboard** (📖 p. 24).
 - Press the button **Enter**, to confirm the entry.
- 6. Program the tax rate:
 - Select the menu item [Rate%:] by using the buttons ↑ / ↓ .
 - Enter the tax rate by using the **on-screen keyboard**.
 - Press the button **Enter**, to confirm the entry.
- 7. Press the button **Type**, to complete the programming and return to the previous menu entry.
 - ☑ The tax rate is properly programmed.

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. Press the button **Type**.
3. Select the menu item [Tax].
 - ☑ The list of all tax rates is displayed.

Programming Groups

Groups are used to categorize departments for the compilation of reports. You cannot select or register items via the groups. Ten groups have been preconfigured in the POS system. That way, you can combine all departments containing beverages under the group "Beverages" and all departments containing food under the group "Food", for example.

Procedure:

1. Press the button ≡ and select the menu item [Programming].
2. Press the button **Type**.
3. Select the menu item [Group].

- ☑ The input mask for Group 1 is displayed.
4. 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 **on-screen keyboard** and press the button **##**.
 - ☑ The input mask for the desired group is displayed.
 5. Program the name of the group:
 - Enter a name for the group by using the **on-screen keyboard** (📖 p. 24).
 - Press the button **Enter**, to confirm the entry.
 6. Press the button **Type**, to complete the programming and return to the previous menu entry.
 - ☑ The group is properly programmed.

HINT

The other setting options [Options1] and [Options2] are intended for special POS functions and should only be programmed by a qualified dealer!

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. Press the button **Type**.
3. Select the menu item [Dept].
 - ☑ The input mask for department 1 is displayed.
4. 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 **on-screen keyboard** and press the button **##**.
 - ☑ The input mask for the desired department is displayed.
5. Program the name of the department:
 - Enter a name for the department by using the **on-screen keyboard** (📖 p. 24).
 - Press the button **Enter**, to confirm the entry.
6. Program a group:
 - Select the menu item [Group] by using the buttons **↑** / **↓**.
 - Enter the group number by using the **on-screen keyboard** (📖 p. 24).
 - Press the button **Enter**, to confirm the entry.
7. Program a tax rate:
 - Select the menu item [Tax] by using the buttons **↑** / **↓**.
 - Enter the number (digits only) of the desired tax rate by using the **on-screen keyboard** (📖 p. 24).
 - Press the button **Enter**, to confirm the entry.

HINT

The other setting options, such as [Options1] or [Print2] are intended for special POS functions and should only be programmed by a qualified dealer!

8. Press the button **Type**, 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. Press the button **Type**.
3. Select the menu item [PLU].
 - ☒ The input mask for PLU 1 is displayed.
4. Navigate to the desired article:
 - To cycle through the articles, press the **##** button repeatedly.
 - To select the article directly using the PLU number, enter the PLU number using the **on-screen keyboard** and press the button **##**.
 - ☒ The input mask for the desired article is displayed.
5. Program the name of the article:
 - Enter a name for the article by using the **on-screen keyboard** (p. 24).

- Press the button **Enter**, to confirm the entry.

6. Program a department:

- Select the menu item [Dept] by using the buttons **↑** / **↓**.
- Enter the department number by using the **on-screen keyboard** (p. 24).
- Press the button **Enter**, to confirm the entry.

7. Program the prices of the article:

- Select the menu item [Price]/[Price2] by using the buttons **↑** / **↓**.
- Enter a price for the article by using the **on-screen keyboard** (p. 24).
- Press the button **Enter**, to confirm the entry.

HINT

The other setting option [Condim1] is intended for special POS functions and should only be programmed by a qualified dealer!

8. Press the button **Type**, to complete the programming and return to the previous menu entry.
- ☒ The article is properly programmed.

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. The following foreign currencies are preprogrammed in the POS system:

Code	Designation	Rate: 1€ =
EUR	Euro	1,00000 €
USD	US dollar	1,19000 \$

If you want to adjust the exchange rate, proceed as follows:

Procedure:

1. Press the button **≡** and select the menu item [Programming].
2. Press the button **Type**.
3. Select the menu item [FCurr].
 - ☒ The input mask for foreign currency 1 is displayed.
4. 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 **on-screen keyboard** and press the button **##**.
 - ☒ The input mask for the desired foreign currency is displayed
5. Program the exchange rate of the foreign currency:
 - Select the menu item [FRate] by using the buttons **↑** / **↓**.
 - Enter a value for the exchange rate by using the **on-screen keyboard** (p. 24).
 - Press the button **Enter**, to confirm the entry.

HINT

The other setting options, such as [Options1] or [Print2] are intended for special POS functions and should only be programmed by a qualified dealer!

6. Press the button **Type**, to complete the programming and return to the previous menu entry.
 - ☒ The foreign currency is properly programmed.

HINT

If you need a foreign currency that is not preprogrammed, contact your local 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 (A):



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

HINT

If you program the "0" as a digit for setting the font style, the complete line and all subsequent lines will be deleted from the receipt printout.

Procedure:

1. Press the button **≡** and select the menu item [Programming].
 2. Press the button **Type**.
 3. Select the menu item [Header]/[Trailer].
 - ☒ The input mask for Header/Trailer is displayed.
 4. Select the line you want to program by using the buttons **↑** / **↓**.
 5. Enter a digit to set the font style (see table) by using the **on-screen keyboard** (📖 p. 24).
 6. Enter the desired information by using the **on-screen keyboard**
 7. Press the key **Enter**.
 - ☒ The input is saved.
 8. If you want to program additional lines, repeat steps 4-7.
 9. Press the button **Type**, to complete the programming and return to the previous menu entry.
- ☒ The header/trailer is properly programmed.

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 dallas 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. (📖 "Programming Clerks", 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 dallas key

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

Procedure:

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

HINT

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

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

Procedure:

- Remove the dallas key from the dallas lock.
- ☒ The clerk off signed in 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 using the buttons **↑ / ↓**.
- To register an article via the department list, press the button **Dept.** Select in the department list the department of the article by using the buttons **↑ / ↓** and select in the article list the article by using the buttons **↑ / ↓**.
- 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 using the buttons **↑ / ↓**.
- To register an article via the direct selection keys, press the corresponding **direct selection button**.

HINT

If you assign a price to the preconfigured articles 1-25, you can register the articles directly by pressing the corresponding direct selection key..

- To register an article via free price entry, enter the price by using the **number buttons** and press the corresponding **direct selection button**.


HINT

In order to use the direct selection buttons for free price entry, the article must be assigned a price of 0 €.

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 ( "Registering Programmed Article", p. 33).
- ☒ The registered article and the quantity are displayed and printed.

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 "Voucher" have been pre-programmed 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 "Open".

Registering Single Payment Type

If you want 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 voucher, enter the amount of the voucher by using the **number buttons**. Press the button **x** . Press the button **Voucher** and select the menu item [Voucher redeem].
- ☒ The payment is registered properly.

Registering Different Payment Types

If you want to finish the sales transaction with different payment types (cash, card, voucher), 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 1 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 **Curr**.
 - ☒ 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. (📖 "Registering Payment Types", p. 33).
 - ☒ 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 **Disc** select the type of discount:
 - To register a percentage discount, select the menu item [Discount Percent].
 - To register a amount-based discount, select the menu item [Discount Amount].
 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 **Disc** select the type of discount:
 - To register a percentage discount, select the menu item [Discount Percent].
 - To register a amount-based discount, select the menu item [Discount Amount].
 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 **Disc** select the type of surcharge:
 - To register a percentage surcharge, select the menu item [Surcharge Percent].
 - To register a amount-based discount, select the menu item [Surcharge Amount].

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 **Disc** select the type of surcharge:
 - To register a percentage surcharge, select the menu item [Surcharge Percent].
 - To register a amount-based discount, select the menu item [Surcharge Amount].
4. Finish the sales transaction with a payment type.
 - ☒ The surcharge is registered properly.

Registering Pay Ins and Pay Outs

Registering Pay Ins

Use the function "Po/Ra" to register money which is manually added to the cash drawer ether as change or as payed invoices from a customer.

Procedure:

1. Enter the amount paid in by using the **number buttons**.
2. Press the button **Po/Ra** and select the menu item [R.A.].
 - ☒ The pay in is registered properly.

Registering Pay Outs

Use the function "Po/Ra" 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 **Po/Ra** and select the menu item [P.O.].
 - ☒ The pay out is registered properly.

Issuing a Voucher

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

Procedure:

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

HINT

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

Registering Balance Functions

DBalance 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 articles on tables, rooms or customers, the corresponding balance must be opened.

Procedure:

- To directly select an balance by its number, enter the number using the **number buttons** and press the button **Table/Delivery/Account**.
- To select an account from a drop-down list, without first entering an item number, press the button **Table/Delivery/Account**. Select the desired balance number with the buttons **↑ / ↓**.
- ☑ The balance number is displayed.

Closing Balance without Billing

Requirement:

- ☐ The balance is open.

Procedure:

- To close a balance without billing, press the Button **Table/Delivery/Account**.
- ☑ The operator display shows "Registration Mode".

Billing a Balance directly with Payment Type

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

Requirement:

- ☐ The balance is open.

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.

Billing a Balance with Proforma Invoice

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

Requirement:

- ☐ The balance is open.

Procedure:

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

Splitting 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.

Requirement:

- ☐ The corresponding balance is closed.

Procedure:

1. Open the corresponding balance (📖 "Opening a Balance", p. 37).
 2. Press the button **Split**.
 3. Select the desired article by using the button \uparrow / \downarrow .
 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/Delivery/Account** or press the button **Table/Delivery/Account** and select with the buttons \uparrow / \downarrow the desired balance.
- ☒ The balance is split properly.

Transferring a Balance

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

Requirement:

- ☐ The corresponding balance is closed.

Procedure:

1. Open the balance from which you want to transfer the content (📖 "Opening a Balance", p. 37).
2. Press the button **Transfer**.
3. Enter the number of the balance which should receive the content by using the **number buttons** and press the corresponding button **Table/Delivery/Account** or press the corresponding button **Table/Delivery/Account** select the balance from the list by using the buttons \uparrow / \downarrow .

- ☒ 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:

Requirement:

- ☐ All balances are closed.

Procedure:

- Sign in a new clerk at the POS system.
- ☒ All balances which have not been billed are properly handed over.

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. Press the key \wedge and select in the operation display the entry you wish to delete by using the keys \wedge / \vee
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 **Corr** and select the menu item [Void] by using the buttons \uparrow / \downarrow .
 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 **Corr** and select the menu item [Transaction Cancel] by using the buttons \uparrow / \downarrow .
- ☒ 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 voucher.

Procedure:

1. Press the button **Corr** and select the menu item [Refund] by using the buttons \uparrow / \downarrow .
 - ☒ The message "Refund" is displayed.
2. Register the article you want to refund. (📖 "Registering Article", p. 33).
3. Finish the process with a payment type (📖 "Registering Payment Types", p. 33).
 - ☒ 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 **Corr** and select the menu item [Transaction Refund] by using the buttons \uparrow / \downarrow .
 - ☒ The message "Transaction Refund" is displayed.
2. Register the articles you want to refund. (📖 "Registering Article", p. 33).
3. Finish the process with a payment type (📖 "Registering Payment Types", p. 33).
 - ☒ 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 **Corr** and select the menu item [Tender Correction] by using the buttons **↑ / ↓**.
 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.

Requirement:

- ☐ External receipt printer is connected to the POS system.

Procedure:

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

Issuing Receipt subsequently

Printing Receipt Copy

You can subsequently print receipts for completed sales transactions. These receipts are marked with the inscription "RECEIPT COPY".

HINT

By pressing the button **Subtotal** immediately after finishing the sales transaction, you can print a receipt copy of the last finished sales transaction.

Procedure:

1. Navigate to the desired registration:
 - To switch through the registered receipts, press the button **▲** repeatedly.
 - To jump directly to a specific receipt, enter the receipt number by using the numeric keys and pressing the button **▲**.
 - ☒ The desired registration is displayed.
2. Press the button **Subtotal**.
 - ☒ The receipt copy is printed.

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**.

HINT

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

Requirement:

- ☐ Receipt printing is switched off (📖 p. 41).

Procedure:


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

Printing Electronic Journal

All actions performed on the POS system are logged in the electronic journal. This allows you to reprint receipt information in the operating modes "*X Report*" (without deletion) and "*Z Report*" (with deletion) using the following codes:

Code	Function
101	Print out the last receipt only.
n X 101	Print out the last n receipts.
0 X 101	Print out the complete journal. If done in Z-mode, the journal will be cleared.

Procedure:

1. Press the button  and select the menu items [X Report] or [Z Report].
 2. Enter the desired code by using the **number buttons** (see table above).
 3. Press the button **CR**.
- ☒ The Electronic Journal is printed properly.

Example:

Reprinting the last 50 receipts.

5	0
X	
1	0 1
CR	

Data Backup & 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 (for example 10:00 - 11:00 am or 4:00 - 5:00 pm)
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

Generating Report

Procedure:

1. Open the report menu:
 - To create an intermediate report, press the button  and select the menu item [X report] by using the keys \uparrow / \downarrow .
 - To create a final report, press the button  and select the menu item [Z report] by using the keys \uparrow / \downarrow .
 2. Select the desired report type by using the buttons \uparrow / \downarrow .
- ☒ The report is printed properly

- manual data backup by the operator
- automatic data backup when creating the daily report in Z-mode
- automatic data backup by back-office software QBC

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:

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. 41).
No registration possible	– Sign in a clerk (📖 p. 32).
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. 32).
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.

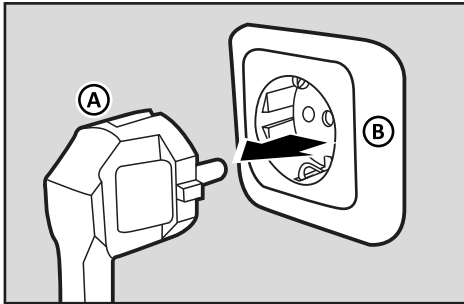
Disconnect POS System from Power Supply

HINT

Before decommissioning the POS system, make sure that you have saved all relevant POS data externally (📖 "Data Backup & Data Export", p. 43).

Procedure:

1. Switch off the POS system (📖 p. 22).
2. Pull the safety plug (B) of the power cord from the socket (C).



- ☒ 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.

POS Solutions -

as individual as your business