

Reversing

Reversing is possible only upon adding at least one item to the receipt.

- 1 With an open receipt press **[SHIFT]** and **[5]**.
- 2 Using the keypad enter the PLU code and press **[PLU]**.
- 3 Confirm the message "Stornować pozycję?" using **[RAZEM]**.
- 4 Upon approving the line or PLU, confirmation of the deleted position will be printed.

Completing a receipt with a couple of payment

Selecting forms of payment is possible only with the register subtotal.

- 1 In "Podsuma" press **[SHIFT]** and **[4]**.
- 2 Using the keys **[UP]** / **[DOWN]** choose form of payment and confirm with **[RAZEM]**.
- 3 Using the keypad enter an amount and accept with **[RAZEM]**.
- 4 If a lower amount was entered than the receipt value please repeat the operation.

Receipt cancellation

- 1 With an open transaction transaction, keep **[C]** pressed for about 2 seconds.
- 2 Confirm the message "Anulować paragon?" using **[RAZEM]**.
- 3 The transaction shall be cancelled.

Daily fiscal report

- 1 Log in as an operator i.e. a manager (default password: 1234).
- 2 Using keys **[UP]** / **[DOWN]** enter to the menu "2 Kierownik" → "1 Raporty" → "1 Raporty fiskalne" → "1 Raport dobowy" each item should be confirmed with **[RAZEM]**.
- 3 If the date is correct, confirm a message with a key **[RAZEM]**.

Monthly Report

- 1 Log in as an operator i.e. a manager (default password: 1234).
- 2 Using keys **[UP]** / **[DOWN]** enter to the menu "2 Kierownik" → "1 Raporty" → "1 Raporty fiskalne" → "3 Raport miesięczny" each item should be confirmed with **[RAZEM]**.
- 3 Using the keypad enter a month and year for the period of which a monthly report should be developed and press **[RAZEM]**.
- 4 Using the keys **[UP]** / **[DOWN]** chose a report type: "Pełny" (Full) or "Podsumowanie" (Summary) and confirm with **[RAZEM]**.

Interim Report

- 1 Log in as an operator i.e. a manager (default password: 1234).
- 2 Using keys **[UP]** / **[DOWN]** enter to the menu "2 Kierownik" → "1 Raporty" → "1 Raporty fiskalne" → "2 Raport okresowy" each item should be confirmed with **[RAZEM]**.
- 3 Using the keys **[UP]** / **[DOWN]** chose a report type: "Według numerów" (Numerical-based) or "Według dat" (Date-based) and confirm with **[RAZEM]**.
- 4 Next, using the keypad enter a number or start date and confirm **[RAZEM]**.
- 5 Next, using the keypad enter a number or end date and confirm **[RAZEM]**.
- 6 Using the keys **[UP]** / **[DOWN]** chose a report type: "Pełny" (Full) or "Podsumowanie" (Summary) and confirm with **[RAZEM]**.

Full version of the manual is available at www.posnet.com.

Document version 3.1

POSNET

posnet.com

QuickStart manual for cash registers

ERGO ONLINE



Technical support

801 800 111 wsparcie@posnet.com

Package content



Posnet Ergo
Online register

Feeder
(optional)

CD

Service
Record



Paper roll

Quick OnLine

Guarantee
certificate

Ports

The Posnet Ergo Online register is equipped in:

- **USB** – online connection, feeding, computer connection.

Put paper

- 1 Open the lid.
- 2 Place the paper roll in a chamber. Paper rolls should be placed in a register so that the unwound piece was placed beyond a stalk.
- 3 Close the lid.



Starting/Shutting down the device

Press **[C]**. The register will initiate.

With the register operating press and hold **[C]** for about 3 seconds - it will shut down.

Programming PLU (commodity)

- 1 Log in as a "Kierownik" (default password: 1234).
Using the keys **[UP]** / **[DOWN]** chose a item "2 Kierownik" and confirm with **[RAZEM]**. Next, using the same keys select "2 Programowanie baz" → "1. PLU/wielopak/zestawy".
- 2 Using **[UP]** / **[DOWN]** buttons select the PLU number and confirm **[RAZEM]**.
- 3 Next, using the same keys chose the PLU type "Towar" (Commodity).

Items for programming chose using keys **[UP]** / **[DOWN]**. To enter into an item and to confirm press **[RAZEM]**.

- 5 Enter the commodity name (keys work as in a phone)
- 6 Chose the rate (A, ..., G).
- 7 Enter price using the keyboard. 0.00 open price.
- 8 Enter using a keyboard or scan a code and confirm with **[RAZEM]**.
- 9 **Additional codes.** Chose item "Nowy kod" (New code).
 - 9a Enter using a keyboard or scan a code and confirm with **[RAZEM]**.
 - 9b Select: "Brak" (None) or "Cena" (Price).
 - 9c Enter price using the keyboard. 0.00 open price.
 - 9d Press **[C]** to exit the programming of additional codes.
- 10 Chose the package number. 0 - the package won't be assigned.
- 11 Chose the PLU form: 0 – 1; 1 – 0.1; 2 – 0.01; 3 – 0.001.
- 12 Discount/markup for PLU: 1. "Tak" (Yes); 2. "Nie" (No).
- 13 Chose the discount/markup number 0 - discount/markup won't be assigned.
- 14 Fixed price: 1. "Nie" (No); 2. "Tak" (Yes).
- 15 Chose a group number.
- 16 Chose the unit of measure number. 0 - the unit won't be assigned.

17 PLU in a notepad: 1. "Tak" (Yes); 2. "Nie" (No).

18 Confirm the "Zapisz" position with **[RAZEM]**.

Selling 1 piece of commodity with a programmed

- 1 Enter the sale mode.
- 2 Using the keypad enter the PLU code and accept with **[KOD]**.

Press the **[RAZEM]** key twice to end a transaction.

Selling goods quoting price and quantity

- 1 Enter the sale mode.
- 2 Using the keypad enter the commodity quantity and accept with **[ILOŚĆ]** key.
- 3 Using the keypad enter the commodity price and accept with **[CENA]** key.
- 4 Using the keypad enter the PLU code and accept with **[KOD]**.

Press the **[RAZEM]** key twice to end a transaction.

Choosing the discount/mark up from a data base

- 1 Enter the sale mode.
- 2 Press **[SHIFT]** and **[7]** keys using **[UP]** / **[DOWN]** arrows, chose the item "Z bazy" and confirm with **[RAZEM]**.
- 3 Using the **[UP]** / **[DOWN]** arrows chose a discount/mark up and confirm with **[RAZEM]**.
- 4 Using the keypad enter the PLU code and accept with **[KOD]**.

Press the **[RAZEM]** key twice to end a transaction.

Chosing the discount/mark up manually per an

- 1 Enter the sale mode.
- 2 Press **[SHIFT]** and **[7]** keys twice using **[UP]** / **[DOWN]** arrows, chose the item "Z ręki" and confirm with **[RAZEM]**. Next, in the same way chose the type of discount/mark up.
- 3 Using the keypad, enter a discount/mark up and confirm with **[RAZEM]**.
- 4 Using the keypad enter the PLU code and accept with **[KOD]**.

Press the **[RAZEM]** key twice to end a transaction.