

Reversing

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

- 1 With an open receipt press the [MENU] key twice.
- 2 Using keys [UP] / [DOWN] chose "Storno wg linii"(Reverse acc. to line) or "Storno wg PLU" (Reverse acc. to PLU) and confirm with [RAZEM].
- 3 Next, using the same keys chose a line or PLU for reversing and confirm with [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 the "Podsuma", press the [MENU] key twice.
- 2 Using the keys [UP] / [DOWN] choose a item "6 Formy płatności" 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.
- 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.
- 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.
- 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 numeru" (Numerical-based) or "Według daty" (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 1.1

QuickStart manual for cash registers

BINGO ONLINE



Package content



Posnet Bingo
Online register

Power
supply

CD

Service
Record



Paper roll



Quick OnLine



Guarantee
certificate

Ports

The Posnet Bingo Online register is equipped in:

- **power ports**,
- **USB** – communication with computer, online service, bar code scanner, USB network card (online service).
- **Drawers**,
- **COM 1, 2, 3** – bar code scanner, communication with computer.
- **Ethernet** – computer communication, online service.

Exchanging 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.

Logging in

Upon launching the device, the logging window will be displayed. Using **[UP]** / **[DOWN]** arrows select a user account that you want to log on and press **[RAZEM]**. Next, enter your password using the keypad and press **[RAZEM]**.

Commodities programming

- 1** Log in as "Kierownik".
- 2** Using the keys **[UP]** / **[DOWN]** chose a item "2 Kierownik" and confirm with **[RAZEM]**. Next, using the same keys select "2 Programowanie baz" → "1 Towary".
- 3** Using **[UP]** / **[DOWN]** buttons select the PLU number and confirm **[RAZEM]**.
- 4** Using the keypad enter the commodity name and accept with **[RAZEM]**.
- 5** Using **[UP]** / **[DOWN]** buttons select the rate (A,...,G) and confirm **[RAZEM]**.
- 6** Using the keypad enter the commodity price and accept with **[RAZEM]**. 0.00 open price.
- 7** Enter using a keyboard or scan a code and confirm with **[RAZEM]**.

Successive parameters specify using keys: **[UP]** / **[DOWN]** and confirm choices with **[RAZEM]**.

- 8** Chose the package number. 0 - the package won't be assigned.
- 9** Chose the PLU form: 0 – 1; 1 – 0.1; 2 – 0.01; 3 – 0.001.
- 10** Discount/markup for PLU: 1. "Tak" (Yes); 2. "Nie" (No).
- 11** Chose the discount/markup number 0 - discount/markup won't be assigned.
- 12** Fixed price: 1. "Nie" (No); 2. "Tak" (Yes).
- 13** Chose a group number.
- 14** Chose the unit of measure number. 0 - the unit won't be assigned.
- 15** Confirm the "Zapisz" position with **[RAZEM]**.

Selling 1 piece of commodity with a programmed

- 1** Enter the sale mode.
- 2** Using **[UP]** / **[DOWN]** buttons select the PLU number and confirm **[RAZEM]**.

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 **[PLU]**.

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 the **[MENU]** key twice using **[UP]** / **[DOWN]** arrows, chose the item "2 Rabaty 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 **[PLU]**.

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

Chosing the discount/mark up manually per an

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

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