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.
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 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 1.1

Package content

Posnet Revo Online register	Power supply	CD	Service Record

Paper roll	Quick OnLine	Guarantee certificate

Ports

The Posnet Revo Online register is equipped in:

- **power ports,**
- **USB** – bar code scanner, data carrier,
- **COM** – bar code scanner, computer communication.
- **Ethernet** – online service,
- **Drawer**.

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 "**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 PLU/wielopaki/zestawy**".
3	Using **[UP]** / **[DOWN]** buttons select the PLU number and confirm **[RAZEM].**
4	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 choose 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.