



1700 Lamers Drive Suite A
Little Chute, WI 54140
920-788-4225

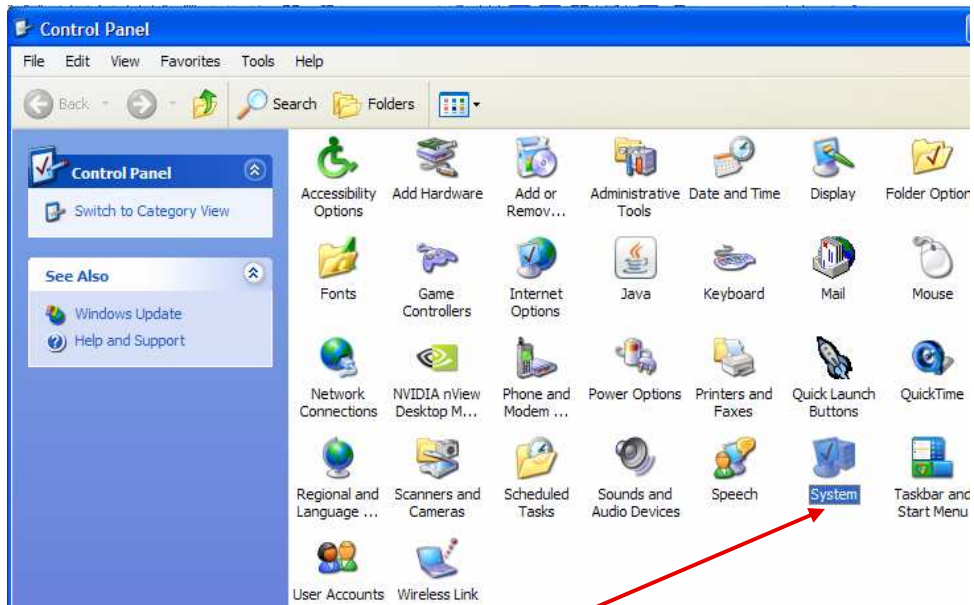
How to setup your software if you are not currently scanning at the Register.

- HOW TO DETERMINE WHICH COM PORT YOUR SCANNER OR VERIFONE REGISTER IS CONNECTED TOO

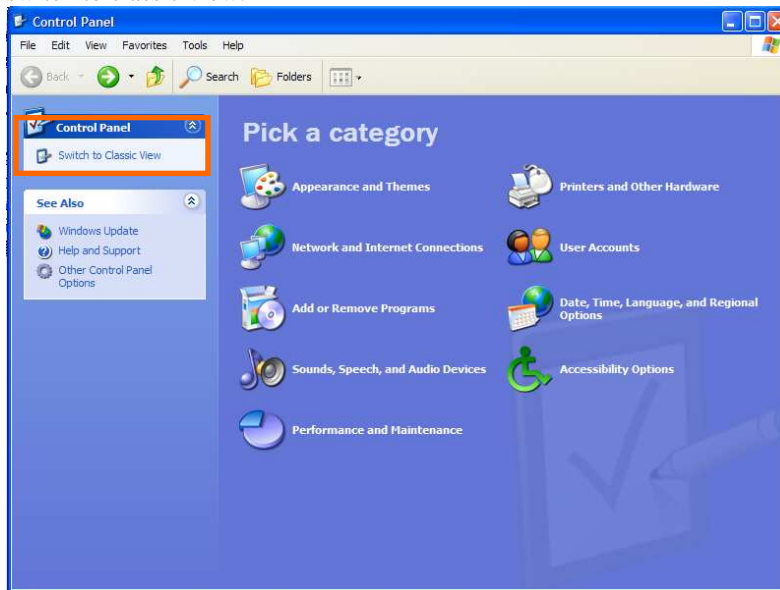


**This
Connector is
never used.**

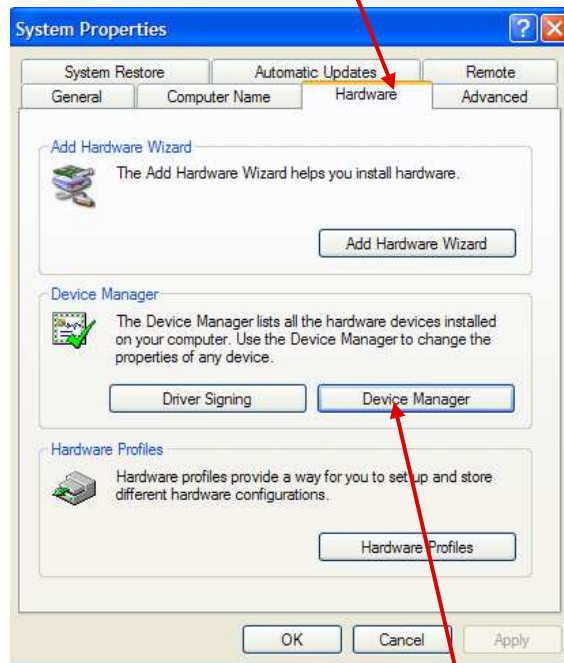
- 1) If you use the cable above to connect your VeriFone register or scanner, then follow these steps.
- 2) First plug it in to a USB port on your computer. Do not plug anything into the 9 pin end until the drivers are installed.
- 3) Go to the control panel.
 - Go to start, at the bottom of your computer screen.
 - On the right hand side there should be an option labeled 'Control Panel'. Click on it.



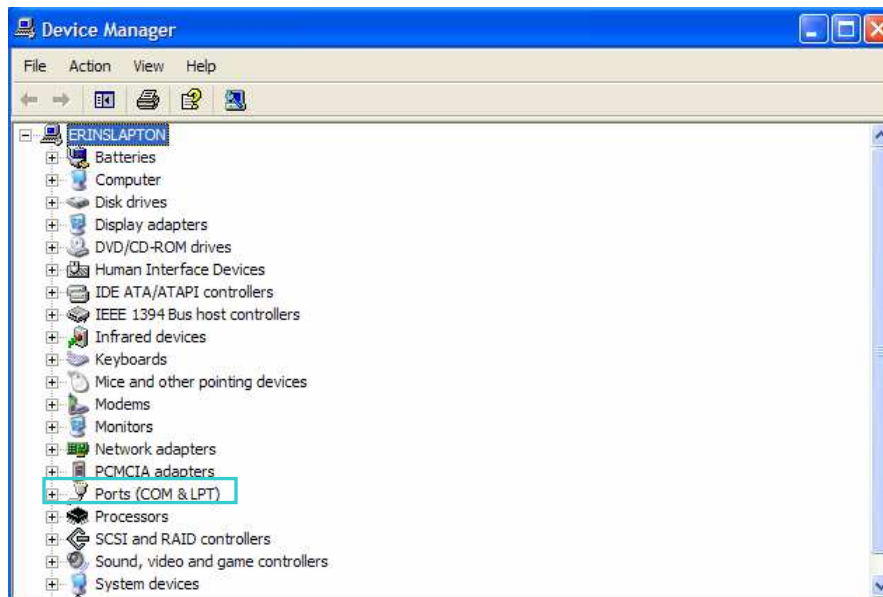
- Double Click on the 'System' Icon.
- If your control panel view looks like the one below, in the upper left hand corner click on switch to classic view.



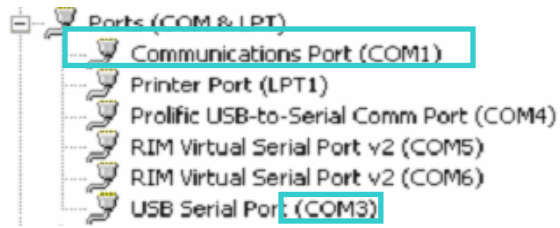
- Click on the Hardware Tab.



- Click on the 'Device Manager' button.



- Click on the plus sign next to 'ports'.
- To figure out which port your USB is in, remove the USB and whichever port that goes away is the one that you are using.



- If the Verifone register is connected to the computer using the cable shown above, then port is the 'Communications Port' the number is in parentheses.

- WHERE TO PUT THE COMMUNICATIONS PORT INFORMATION

- 1) Go to the main accounts view in the software.
- 2) Click on the 'master' button.



- 3) After clicking, this screen pops-up.

The screenshot shows a software window titled "Record: MASTER All fields" with several tabs: EOD, A-P A-R, Plu, Misc Options, and Email. The "Ruby Setup" section is active and contains the following fields:

- Adjust POS Close Date +/-: 0
- Communication Protocol: Ruby Link (dropdown menu)
- Ruby Comm Port#: 5 (highlighted)
- 1st Master Ruby Name: [empty]
- 2nd Master Ruby Port#: [empty]
- 2nd Master Ruby Name: [empty]
- Category Time Out: 0
- Department Time Out: 0
- Fee Charge Time Out: 0
- BlueLaw Time Out: 0
- Plu Time Out: 0
- Promotion Time Out: 0
- Menu Time Out: 0
- Deal Time Out: 0
- Mop Time Out: 0
- Softkey Time Out: 0

Other sections visible include "Sales Tax" with four tax rates (Tax1 Rate: .01000, Tax2 Rate: .06750, Tax3 Rate: .00000, Tax4 Rate: .00000) and "Remote Scanner Setup" with Remote Scanner Port#: 5 and Remote Scanner Model: Multiple.

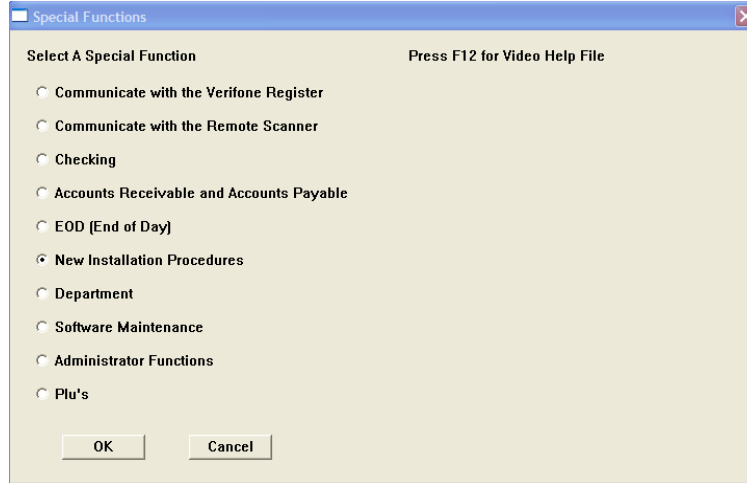
- Ruby Link Default
- Gemcom (Older Ruby Application)

- 4) In the section labeled 'Ruby Setup', fill in the field labeled 'Ruby Comm Port#' with the communication port number that the ruby is connected to.
- 5) To bring all the records you have in the Ruby to the software, go back into your main accounts view.

6) Click on the Functions button.

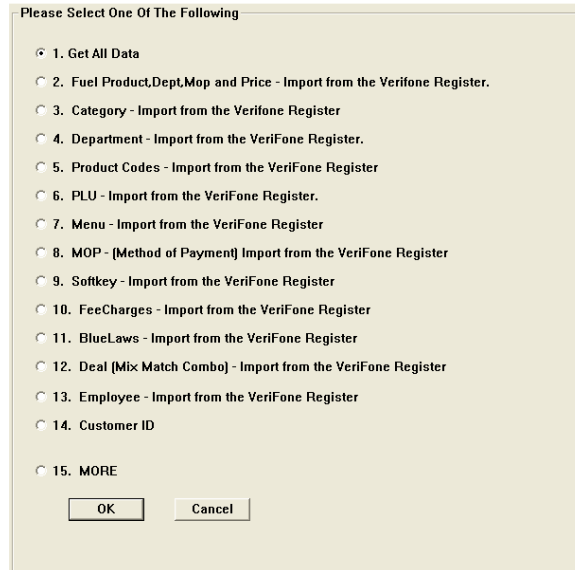


7) This new screen pops-up.



8) Click on the 'New Installation Procedures' option.

9) Click 'OK'

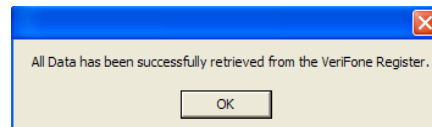


10) Select option #1, 'Get all Data'


11) Click 'OK'

12) Wait for the software to retrieve all the information.

13) This message pops-up when it is done retrieving data



Operating the Unitech 630 Remote Scanner



The image shows a blue Unitech 630 Remote Scanner. It has a green LCD screen at the top with the 'unitech' logo. Below the screen is a yellow circular button. The keypad includes an ESC key, an ENT key, a numeric keypad (1-9, 0, *, #), and function keys F1, F2, F3, and F4. A red circle highlights the F1 key, and a green circle highlights the ENT key. A barcode is shown to the right of the scanner, with the number 125002741350 printed below it.

Enter Button

On/Off Button
-After pressing this button, a main menu will appear.

F1 = RETURN TO YOUR MAIN MENU OPTIONS

F2 = ERASE THE LAST SCANNED ENTRY

- The Scanner will then ask "Erase Last?"
- Press the enter key.
- The scanner will then say "Done" to show that it was successfully erased.

F3 = MANUALLY ENTER IN PLU# OF ITEMS THAT DON'T SCAN

1 2500274135 0

-When manually typing in a PLU be sure to type in the small number to the left of the barcode first. (The one circled in red). Then follow that number with numbers that are just below the bar code. (The ones circled in green). *There is no need to type in the small number to the right of the barcode-it is not needed for our software.*

Installing Your Scanner

- Connecting the Scanner to the software.

- Figure out which communication port your scanner is plugged in to. (Use the same instructions as finding the Ruby Comm Port.
- From the main accounts view in the software, click on Master.

A / R	Category	Collection	Deal	EOD	InvenCount	MOP	Prod Code	Tank Charts	REPORTS
A/R Invoice	Chart/Accts	Contacts	Dept's	EOD Gas	Master	Notes	Purchases	TimeCard	Print #10 Envelope
Blue Law	Checks	CigManufac	Employee	FeeCharge	Menu	PLU	Softkey		FUNCTIONS

- After Clicking, This screen pops-up.

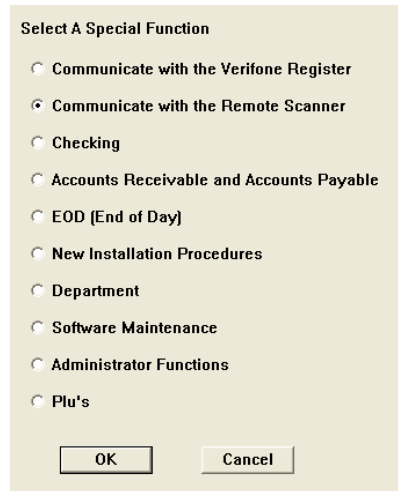
The screenshot shows a software window titled "Record: MASTER All fields" with several tabs: EOD, A-P A-R, Plu, Misc Options, and Email. The "Misc Options" tab is active, displaying the following sections:

- Store Information:** Store Name: Datamakers, inc; Address 1: 1700 lamers drive; City: little chute, WI 54140; Phone#: (920)788-4225.
- Sales Tax:** County: [dropdown]; Tax1 Rate: .01000; Tax2 Rate: .06750; Tax3 Rate: .00000; Tax4 Rate: .00000.
- Daily Gross Profit Base %:** Gross Profit Base %: 0.
- Remote Scanner Setup:** Remote Scanner Port#: 5; Remote Scanner Model: Multiple.
- Ruby Setup:** Adjust POS Close Date +/-: 0; Communication Protocol: Ruby Link [dropdown]; Ruby Comm Port#: 5; 1st Master Ruby Name: [text box]; 2nd Master Ruby Port#: [text box]; 2nd Master Ruby Name: [text box]; Category Time Out: 0; Department Time Out: 0; Fee Charge Time Out: 0; BlueLaw Time Out: 0; Plu Time Out: 0; Promotion Time Out: 0; Menu Time Out: 0; Deal Time Out: 0; Mop Time Out: 0; Softkey Time Out: 0.

- In the 'Remote Scanner Setup' field, fill in the field labeled 'Remote Scanner Port#'
- Save
- Go back into the main accounts view.

Programming the Scanner

- In the main accounts view, click on the 'Functions' button.

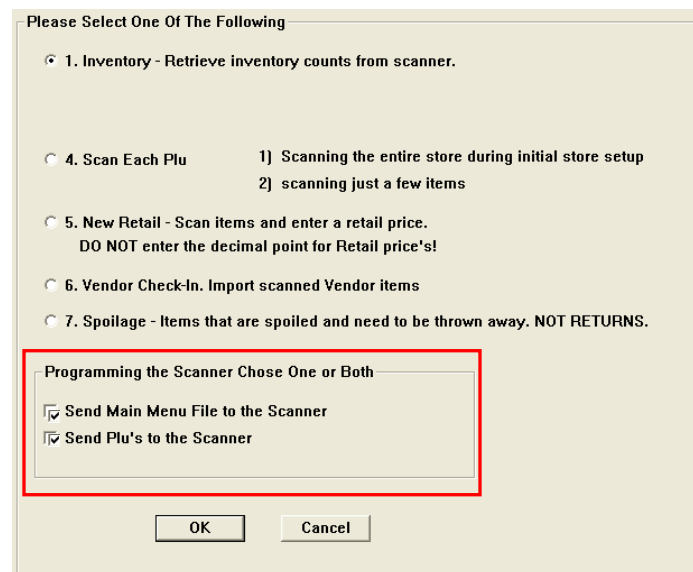


Select A Special Function

- Communicate with the Verifone Register
- Communicate with the Remote Scanner
- Checking
- Accounts Receivable and Accounts Payable
- EOD (End of Day)
- New Installation Procedures
- Department
- Software Maintenance
- Administrator Functions
- Plu's

OK Cancel

- o Select 'Communicate with the Remote Scanner'. Click 'OK'.



Please Select One Of The Following

- 1. Inventory - Retrieve inventory counts from scanner.
- 4. Scan Each Plu
 - 1) Scanning the entire store during initial store setup
 - 2) scanning just a few items
- 5. New Retail - Scan items and enter a retail price.
DO NOT enter the decimal point for Retail price's!
- 6. Vendor Check-In. Import scanned Vendor items
- 7. Spoilage - Items that are spoiled and need to be thrown away. NOT RETURNS.

Programming the Scanner Chose One or Both

- Send Main Menu File to the Scanner
- Send Plu's to the Scanner

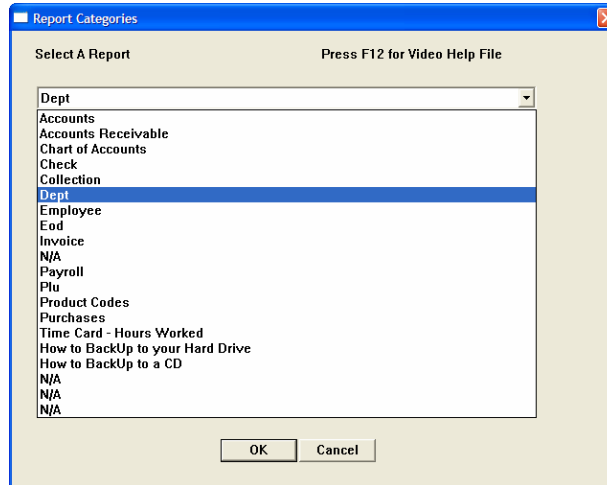
OK Cancel

- o Check the boxes next to 'Send Main Menu File to the Scanner' and 'Send Plu's to the Scanner'
- o Before clicking 'OK' make sure that your scanner is ON.
- o Click 'OK'

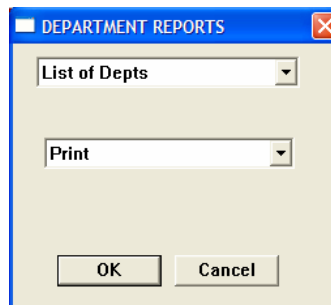
- In your main accounts view, click on the 'Reports' button.



- From the drop list select departments. Click 'OK'



- Select 'List of Depts' and 'Print'. Click 'OK'.

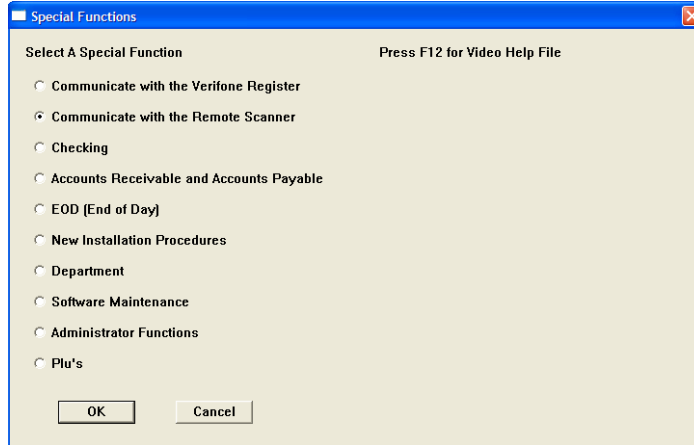


- This will print a list of all your departments.
- **Start from the top of your departments list and scan one of each item from each department and type in the retail price. Scan one department at a time.**
- **Select 'New Retail' from the main menu on the scanner.**
 - o Erase the existing New Retail file.
 - When choosing New Retail there are two options to choose from. 1=Scan Items 2=Erase File
 - To erase existing file choose option #2.
 - It will then ask "Erase All?" to erase the entire file press enter.
 - o Adding New Retail Prices. Main Menu Option #5.
 - From the New Retail menu, select option #1 (Scan Items).
 - PLU: Will be displayed.
 - Scan in an item by pressing the yellow button and aiming at the barcode.
 - The scanner asks for the retail. Enter the retail; **do not enter a Decimal Point.**
 - Press enter.
 - Continue doing this until all items are scanned and prices are entered.

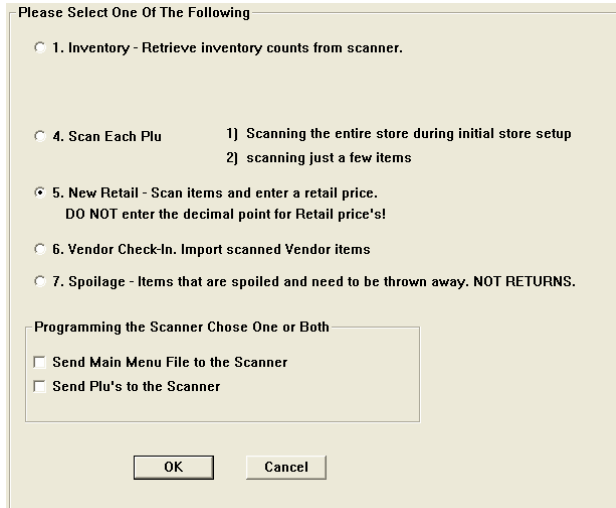
- Click on the 'Functions' button.



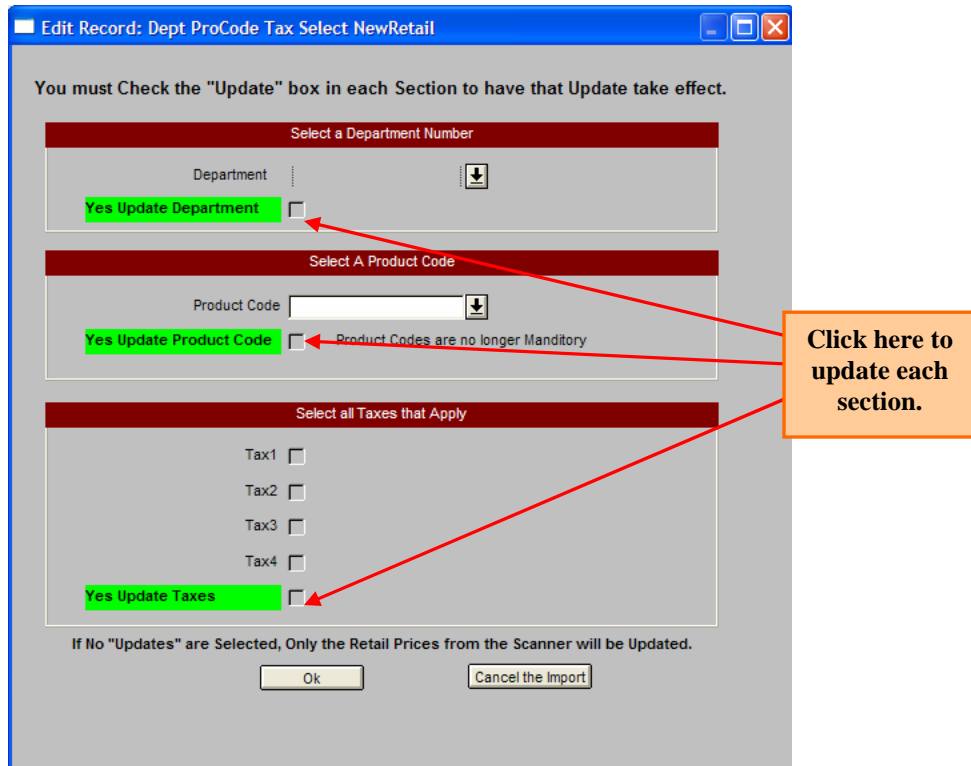
- Select the 'Communicate with the Remote Scanner' Option.



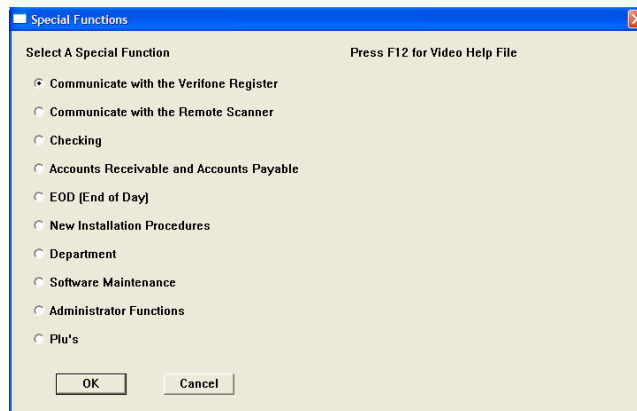
- Click 'OK'



- Select option #5, 'New Retail'. Click 'OK'.



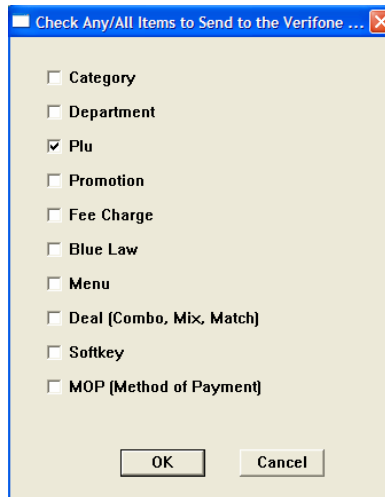
- Fill in all the information in the box above.
 - Select the Department. Click inside the box to update the department.
 - If there is a product code, select one. Click inside the box to update.
 - Select all the taxes that apply. Click inside the box to update.
 - Click 'OK'. Make sure the scanner is on and plugged in when you click 'OK'
 - ***If the department you are updating is a non-taxable department You still have to click in the UPDATE box!***
- Remember that you need to scan in all of your departments separately. After each one, Import the new retail prices.
- Once you have all your departments scanned, and all the new retail prices loaded to the software, you have to send the PLUs to the Verifone Register.
 - To do this, go to your main accounts view.
 - Click on the 'functions' button.



- Select 'Communicate with the Verifone Register'
- Click 'OK'



- Select 'Send Information to the Verifone Register'
- Click 'OK'



- Select 'Plu'. Click 'OK'.



- Select 'Plu's that were Edited or Changed'. Click 'OK'