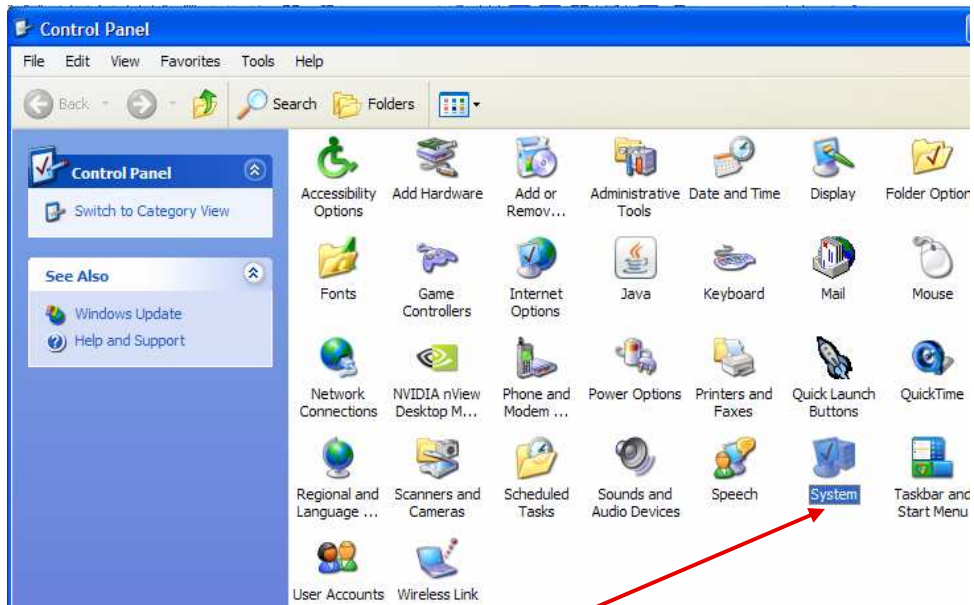


## How to setup your software if you are currently scanning at the Register.

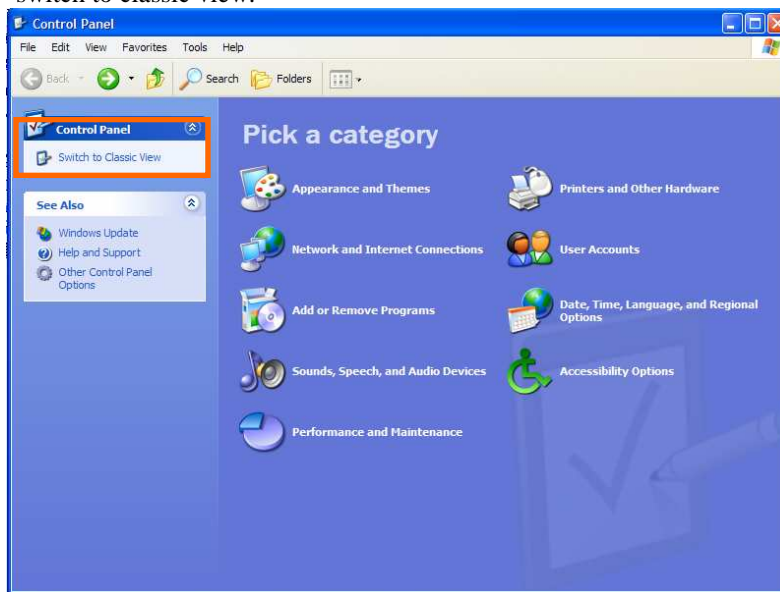
- HOW TO DETERMINE WHICH COM PORT YOUR SCANNER OR VERIFONE REGISTER IS CONNECTED TOO



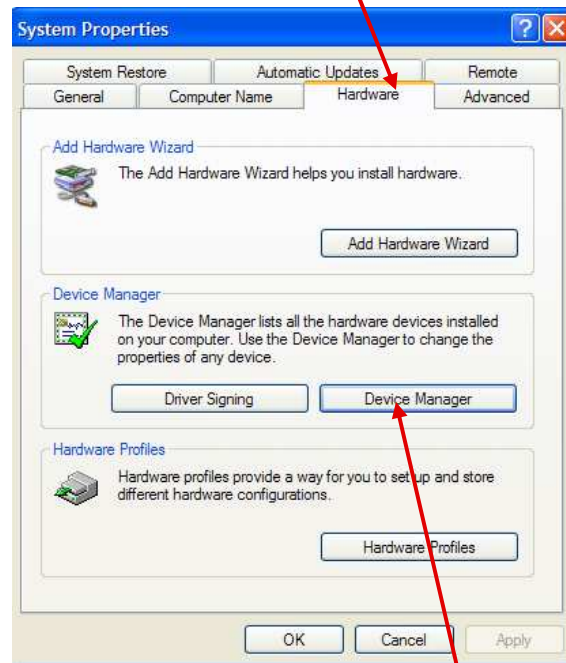
- 1) If you don't use the cable above to connect your VeriFone register or scanner, then follow these steps.
- 2) Go to the control panel.
  - a. Go to start, at the bottom of your computer screen.
  - b. On the right hand side there should be an option labeled 'Control Panel'. Click on it.



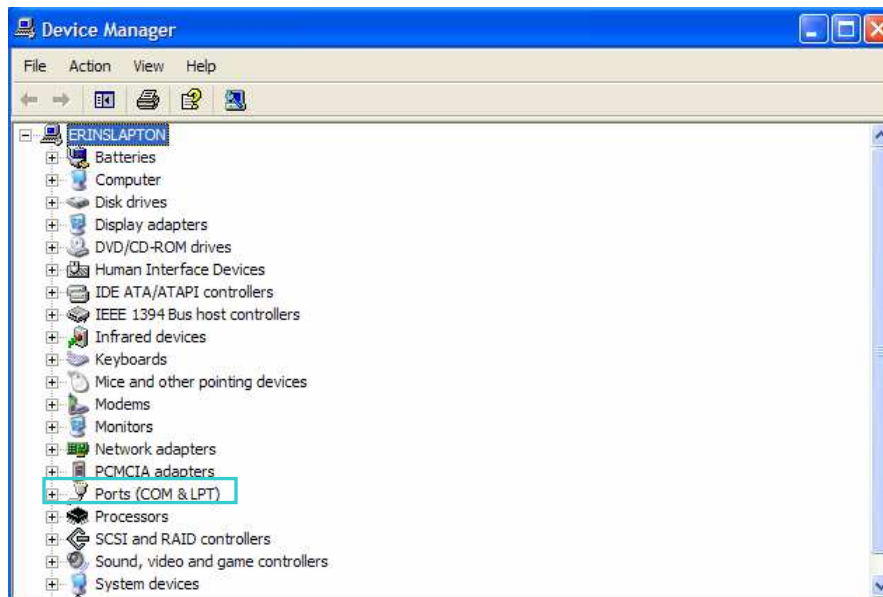
- c. Double Click on the 'System' Icon.
- d. If your control panel view looks like the one below, in the upper left hand corner click on switch to classic view.



e. Click on the Hardware Tab.

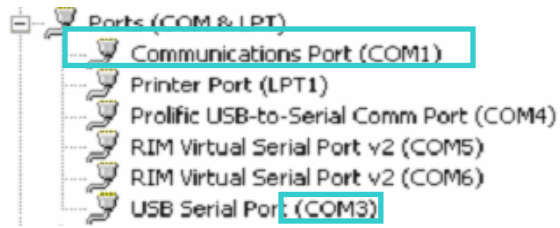


f. Click on the 'Device Manager' button.



g. Click on the plus sign next to 'ports'.

h. 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.



- i. 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.

Record: MASTER All fields

EOD    A-P A-R    Plu    Misc Options    Email

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 [dropdown]

**Ruby Setup**

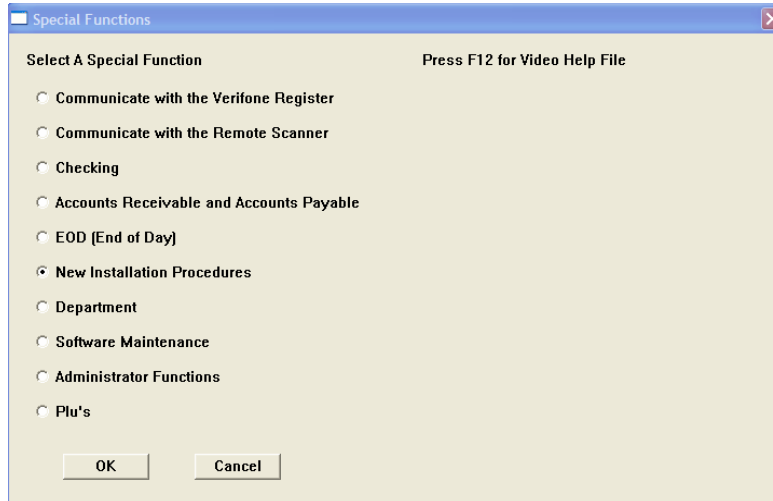
Adjust POS Close Date +/-: 0  
 Communication Protocol: Ruby Link [dropdown]  
 Ruby Comm Port#: 5  
 1st Master Ruby Name: [text field]  
 2nd Master Ruby Port#: [text field]  
 2nd Master Ruby Name: [text field]  
 Category Time Out: 0  
 Department Time Out: 0  
 Fee Charge Time Out: 0  
 BlueLaw 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

- 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.

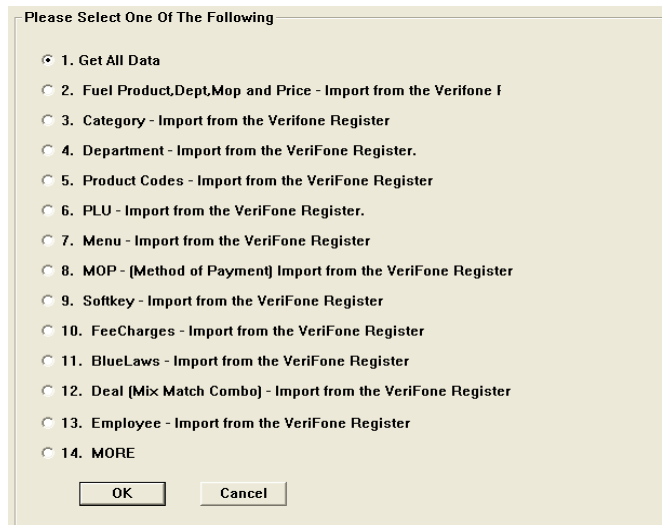


7) This new screen pops-up.



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

9) Click 'OK'

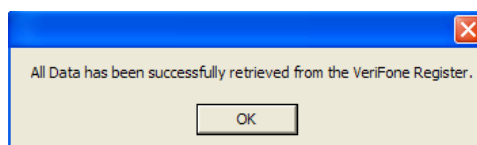


10) Select option #1, 'Get all Data'

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



**Enter Button**

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

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



**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.

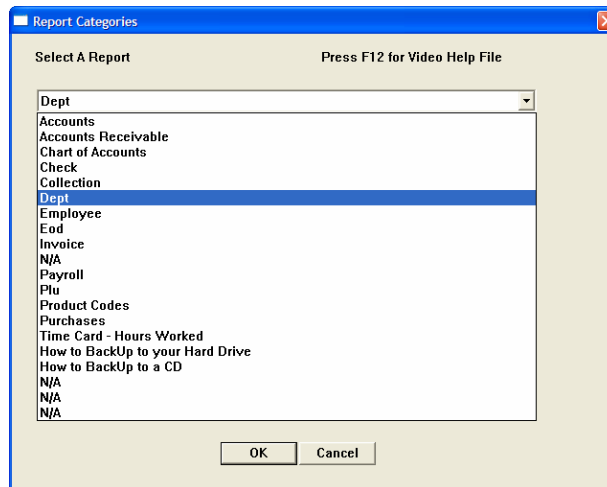
-When manually typing in a PLU be sure to type in the small number to the left of the barcode first. (The one circled in red). Then follow that number with numbers that are just below the bar code. (The ones circled in green). *There is no need to type in the small number to the right of the barcode-it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

## Installing Your Scanner

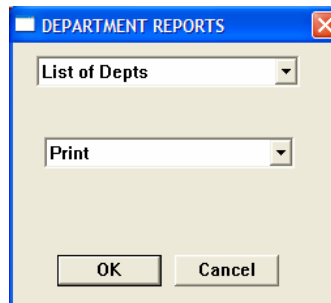
- In your main accounts view, click on the 'Reports' button.



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



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



- This will print out a list of all your departments.

- **Start from the top of your departments list and scan in everything from each department and type the retail price in. Scan one department at a time, once you're done with a department; send the information to the Ruby.**
- **Select 'New Retail' from the main menu on the scanner.**
  - o Erase the existing New Retail file, only after the file has been downloaded to the computer.
  - 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.
- **Connecting the Scanner to the software.**
  - o Figure out which communication port your scanner is plugged in to. (Use the same instructions as finding the Ruby Comm Port.
  - o 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

- o After Clicking, This screen pops-up.

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



Edit Record: Dept ProCode Tax Select NewRetail

You must Check the "Update" box in each Section to have that Update take effect.

Select a Department Number

Department

Yes Update Department

Select A Product Code

Product Code

Yes Update Product Code  Product Codes are no longer Mandatory

Select all Taxes that Apply

Tax1

Tax2

Tax3

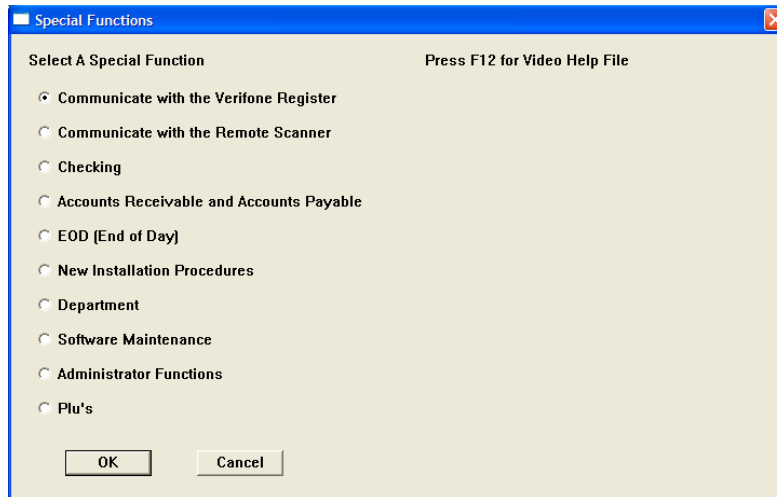
Tax4

Yes Update Taxes

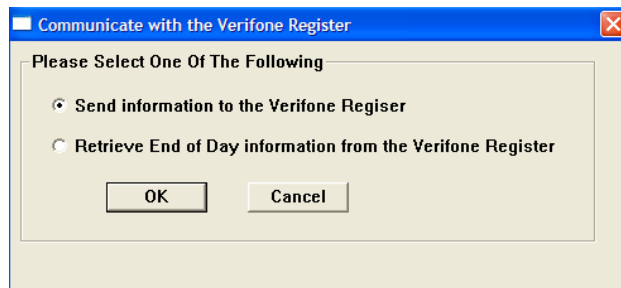
If No "Updates" are Selected, Only the Retail Prices from the Scanner will be Updated.

Click here to update each section.

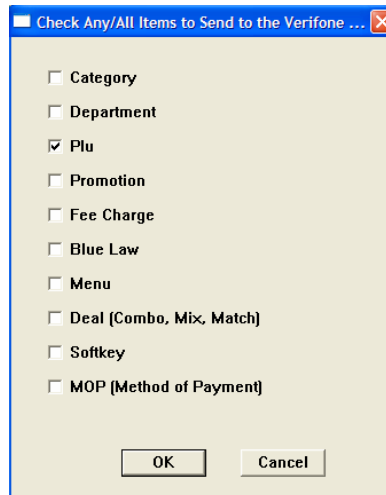
- Fill in all the information in the box above.
  - Select the Department. Click inside the box to update the department.
  - If there is a product code, select one. Click inside the box to update.
  - Select all the taxes that apply. Click inside the box to update.
  - Click 'OK'. Make sure the scanner 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, load it to the software.
- 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.



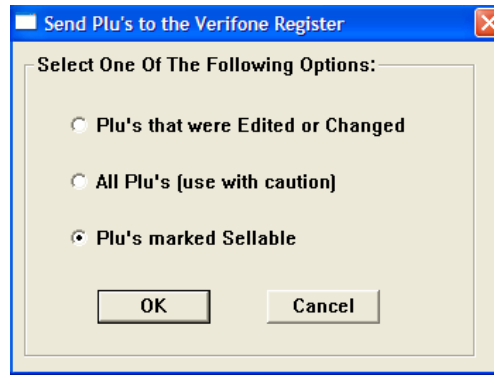
- Select 'Communicate with the Verifone Register'
- Click 'OK'



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



- Select 'Plu'. Click 'OK'.



- Select 'Plus marked Sellable'. Click 'OK'