



**M SERIES -- To print reports**

1. Press the TEST button and then the HOME button twice. You will now be in manager mode.
2. Highlight the Second option (Reports) and press ENTER. Or press the number one (2) on your keyboard.
3. Highlight the First option (Totals Reports) and press ENTER. Or press the number one (1) on your keyboard.
4. Use the right and left arrows to choose Either X report (non clearing) and Z report (clearing) press ENTER
5. Use the right and left arrows to choose what type of report you want, press ENTER when on it.
6. Once it has Printed, Press Home twice to exit programming.