




IM SERIES – Editing (Changing price)



1. Press the TEST key button  the one with a triangle and circle inside (top left key) and the ENTER button twice. You will now be in manager mode.
2. Highlight the first option (system data) and press ENTER. Or press the number one (1)
3. Again Highlight the first option (products) and press ENTER. Or press the number one (1) on your keyboard.
4. Now Highlight the first option (Change Price) and press ENTER. Or press the number one (1) on your keyboard.
5. On the left of the screen it will show dept. number if you have separate departments then enter the department here, if not just choose zero (0) as it is the default. Press ENTER.
6. Now on the left it will say PLU Number, Type the number of the PLU that you want to change the price of. Press ENTER.
7. Now Type the new price of the product, Press ENTER

It will say ENTRY ACCEPTED if so it will have stored the new price of the PLU. If you want to enter another PLU price then repeat steps 6 - 7

When you are done Press the HOME Key (bottom row - house) twice.