




IM SERIES – Creating and Editing Products

When programming remember to have the programming keyboard in front of you.

Creating PLU's



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) on your keyboard.
3. Again Highlight the first option (products) and press ENTER. Or press the number one (1) on your keyboard.
4. Now Highlight the second option (create & edit PLU) and press ENTER. Or press the number two (2) 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 you would like to assign to that PLU. Press ENTER.
7. It will now ask you for the label format, if you have separate formats enter the number of the format you want to use with this PLU, if not then choose format zero (0) as it is the default. Press ENTER
8. The next screen says Display text. This is how the scale will display the product. Enter the product name then press ENTER.
9. The screen will now appear to not have changed but it has. This screen is text area 1. This is how the product will appear on the label or receipt. Enter additional characters if needed then press ENTER.
10. The next screen is PLU text area 2. Press ENTER
11. The next screen is TAX REF. Press ENTER



12. The next screen is Group Number, if you have groups enabled then highlight the group you want and press ENTER, if you don't have any groups just press ENTER.
13. The next screen is Weight option, if you want the item to be weighed then highlight option one and press ENTER or press one button (1) if you want it to have a fixed price then highlight option 5 and press ENTER. Or press number five button (5)
14. It should now say Unit price. Enter the price of the product. then press ENTER
15. The next screen is Promo. Press ENTER.
16. The next screen is Price Base. Press ENTER.
17. The next screen is Tare. Press ENTER.
18. The next screen is Prop. Tare. Press ENTER.
19. The next screen is Date 1. If you want to assign a different date to the PLU e.g. USE BY DATE. Enter the amount of days/months. Press ENTER.
20. The next screen is Date 2. Press ENTER.
21. The next screen is Sales Text 1. Press ENTER.
22. The next screen is LOGO. Press ENTER.
23. The next screen is Barcode. Press ENTER.
24. The next screen is Traceability. Press ENTER.
25. The next screen is Nutri. Press ENTER.
26. The next screen is Assign. If you want to assign one of the main keyboard buttons to this PLU then press the desired button now. If you don't want to assign a button press ENTER and it will skip it.

It will say ENTRY ACCEPTED if so it will have stored that PLU. If you want to enter another PLU then repeat steps 6 – 26

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