



# DIGI SM300 – Quick Steps

## GLOSSARY OF TERMS

**MODE:** Digi scales work in two Modes – Manual (or registration) and Pre-pack (or auto). There will be an arrow displayed beside M or P to indicate which mode you are in. To switch modes touch [AUTO] key.

**MANUAL MODE:** Mode used to serve customers over the counter. Customer can see PLU information displayed. Information will clear once a label has been issued.

**PREPACK MODE:** Mode used when more than one label is needed for the same item. E.g. Prepack mode would be used when labeling cheese for self serve case. PLU information will remain on display until you clear it or change modes.

**PLU #:** Number assigned by your company to an item that needs to have a label put on it. Scales use PLU numbers to generate label information.

**TARE:** Refers to the weight of packaging. This amount is to be taken off prior to a package being weighted. To put in a tare amount the PLU must be called up first then the tare amount entered before the package is put on the scale.

**REZERO:** Refers to setting scale back to zero point. Scale platter must be clean and not have anything on it prior to pressing the rezero key.

**FEED:** Refers to label feed key. Label feed key must be pressed after labels are changed and if any changes are made to specs.

**TERAEOKA CHARACTER CODE SHEET:** Refers to numbering system that corresponds to each letter of the alphabet (and symbols) used to enter commodity name, ingredients, special messages etc.



# DIGI SM300 – Quick Steps

## LEGEND OF SYMBOLS

[↺]	-Mode key.
[◇]	-Escape button in programming.
[AUTO]	-Prepack key.
[→0←]	-Rezero key.
[X]	-Times key. (Also used to remove or replace date printing). Copy key in programming.
[-]	-Minus key. Void or delete key in programming.
[*]	-Total print key. Enter key in programming.
[C]	-Clear key.
[→T←]	-Tare symbol.
[PLU]	-Code # or PLU key.
[⊙→]	-Label feed key.



# DIGI SM300 – Quick Steps

## TO PRINT LABELS:

(There will be an arrow displayed beside M or P to indicate which mode you are in.  
To switch modes touch the [AUTO] key. )

### In Manual (M) Mode

*PLU for a weighed item:*

1. Enter PLU #
2. Press [PLU] or Touch Assigned PRESET KEY
3. Enter Tare {if needed} Press [→T←] {Enter tare using KEY PAD #'s}
4. Place Product on Scale
5. Press [ \* ] {Also referred to as Total Print key}

*PLU for a By Count item:*

1. Enter PLU #
2. Press [PLU] or Touch Assigned PRESET KEY
3. Press [ \* ]

Note: To multiply: If price has two decimal places press the [x] key then enter quantity required. Press [total \* print] to print label. If price has four decimal places enter quantity required then press the [x] key. Press [total \* print] to print label.

### In PREPACK (P) Mode

*PLU for a By Count item:*

1. Enter PLU #
2. Press [PLU] or Touch Assigned PRESET KEY
3. Touch [PACK QTY] Function Key
4. Enter in # Labels needed
5. Press [ \* ] to enter # of labels
6. Press [ \* ] again to print labels

Note: To multiply: If price has two decimal places press the [x] key then enter quantity required. Press [total \* print] to print label. If price has four decimal places enter quantity required then press the [x] key. Press [total \* print] to print label.

*PLU for a Weighed item:*

1. Enter PLU #
2. Press [PLU] or Touch Assigned PRESET KEY
3. Enter Tare {if needed} Press [→T←] {Enter tare using KEY PAD #'s}
4. Place product on Scale {Label will automatically print}



## DIGI SM300 – Quick Steps

5. Continue Step 3 until all items are labeled

### **SUBTRACTING DAYS FROM THE PACKED ON DATE (RE-WRAPS):**

- ◆ Call Up PLU#
- ◆ Press [Packed Date] Function Key
- ◆ Enter the Number Of Days You Want To Subtract From Packed on date
- ◆ Press [-] on KEY PAD Key {Also Referred To As Void Key}

### **TURNING OFF THE PACKED ON DATE**

- ◆ Call Up PLU#
- ◆ Press [Packed Date] Function Key
- ◆ Press [X] on KEY PAD

### **TURNING THE PACKED ON DATE BACK ON**

- ◆ Call Up PLU#
- ◆ Press [Packed Date] Function Key
- ◆ Press [X] on KEY PAD



# DIGI SM300 – Quick Steps

## **SUBTRACTING DAYS FROM THE BEST BEFORE DATE: (PrePack MODE ONLY)\***

- ◆ Call Up PLU#
- ◆ Press [SELL BY] Function Key
- ◆ Enter In The Number Of Days You Want To Subtract From The Best Before Date
- ◆ Press [-] Key On Keypad {Also Referred To As Void Key}

\*The above step will only work if the pack date is set to print in manual mode. If the pack date is not set to print change the best before date using the following steps.

## **CHANGING THE BEST BEFORE DATE:**

- ◆ Call Up PLU#
- ◆ Press [SELL BY] Function Key
- ◆ Enter In The Number Of Days You Want For The Best Before Date
- ◆ Press [ \* ]

## **TURNING OFF THE BEST BEFORE DATE**

- ◆ Call Up PLU#
- ◆ Press [Sell By] Function Key
- ◆ Press [X] on KEY PAD

## **TURNING THE BEST BEFORE DATE BACK ON**

- ◆ Call Up PLU#
- ◆ Press [Sell By] Function Key
- ◆ Press [X] on KEY PAD



# DIGI SM300 – Quick Steps

## **TO ATTACH INGREDIENTS TO A PLU:**

- ◆ Call Up PLU#
- ◆ Press [Ingredient] Function Key
- ◆ Enter In The Ingredient Number You Wish To Attach
- ◆ Press [ \* ] Press [ \* ]

Note: Ingredients must be programmed prior to attaching them. Also you can only attach an ingredient if you have assigned PLU to a label format that has space programmed for ingredients.



# DIGI SM300 – Quick Steps

## ADDING OR CHANGING A PLU:

### TO GET INTO PLU PROGRAMMING:

- ◆ Press [↺], then [→0←], then [↻]  
(The above action is a timed response, if you hesitate, you will have to start over)

**NOTE:** [\*\_] STEPS YOU THROUGH PLU PROGRAMMING, [-] WILL ALLOW YOU TO GO BACK TO THE PREVIOUS STEP, AND PRESETS 7[«] AND 8[»] WILL ALLOW YOU TO MOVE FORWARD OR BACKWARDS WHEN ENTERING COMMODITY NAME OR INGREDIENT INFORMATION.

### TO ENTER PLU (LABEL) INFO:

1. Enter PLU # Press [\*\_]
2. Enter PRICE {to toggle between “Kg., “100 g”, and “Pcs.” Press preset key 7 [«] or 8[»] Press [\*\_]
3. If default F1 is label format needed Press [\*\_]
4. To change the LABEL FORMAT Enter LABEL FORMAT # (eg. F2 is #18, F3 is #19, F4 is #20) or Press preset key 7 [«] or 8[»] until display shows the correct format Press [\*\_]
5. To enter Commodity name you must first Touch preset key [16] for bench type or preset key [40] for pole type until display shows Teraoka. Then enter Commodity name using the Character Code List attached. E.g. Using the key pad enter 01 for letter A etc. Press [\*\_] to go to next line.
6. When commodity information is completed Press [\*\_]
7. Screen will show ITEM CODE  
Key in 5 Digit UPC number Press [\*\_]  
(If item code left with all zeroes the item will not scan through the proper department – important to fill in this area)
8. Screen will show SELL BY DATE, YES: [1 key]/ NO: [0key]  
enter in value and Press [\*\_]



## DIGI SM300 – Quick Steps

9. Screen will show SELL BY DATE [FROM CURRENT DATE]  
Enter in required days and Press [ \* ]
10. Screen will show TARE VALUE – if required, enter value  
Press [ \* ]

### **Adding or changing a PLU continued:**

11. Screen will show QUANTITY– if required, enter value Press [ \* ]
12. Screen will show ENTER SPECIAL MESSAGE NUMBER – if required key in value, Press [ \* ]
13. Screen will show ENTER INGREDIENT NUMBER – Enter in required number, Press [ \* ]
14. To Enter SP MSG (Special Message) – if required - use the Character Code List, Press [ \* ]
15. To Enter INGR (Ingredient) – if required - use the Character Code List, Press [ \* ] to get to the next line
16. When Ingredient information is entered Press [ \* ]
17. Press CODE # PLU to store.

NOTE: As Digi scales can be modified to each customer's specific requirements some of the above steps may not apply to you. If a step is not required Press [ \* ] to go to the next step.

#### *TO GET BACK TO OPERATIONAL MODE:*

- ◆ Press [↶],[↶] (two times)

### **TO DELETE A PLU:**

#### *TO GET INTO PLU PROGRAMMING:*



1. Press [↶], then [→0←], then [↶]
2. Enter the number of the PLU you wish to delete and press the [-] or [VOID] key
3. Screen shows: Delete? YES: [Clear Key] / NO: [Tare Key]



## DIGI SM300 – Quick Steps



4. Press the [C] key to delete the PLU

*TO GET BACK TO OPERATIONAL MODE:*

- ◆ Press [,] (two times)

### **TO CHANGE PRICES PERMANENTLY:**

*TO GET INTO PRICE CHANGE PROGRAMMING:*

1. Press [, then [ $\rightarrow 0 \leftarrow$ ], then []
2. Enter 22 then Press [X] key

**OR**

Press the Price Change PRESET Key

*TO ENTER PRICE CHANGES:*

1. Enter in Batch number (i.e. 1), Press [ $\_ \_$ ]
2. Enter the PLU number, Press [ $\_ \_$ ]
3. Enter new Price, Press [ $\_ \_$ ]
4. Screen shows PCHN.BAT #XX USED #XX
5. REPEAT STEPS 2 & 3, UNTIL ALL PRICE CHANGES HAVE BEEN ENTERED
6. Press the PLU key
  - ◆ Screen shows: Execute batch? YES: [Clear Key] / NO: [Tare Key]
  - ◆ Press the [C] key to execute the batch (executing the batch will change all the prices immediately – these prices will be permanent they WILL NOT revert back to the original price)

*TO GET BACK TO OPERATIONAL MODE:*

*Searching For a New Balance*





## DIGI SM300 – Quick Steps

- ◆ Press the CODE # PLU key
- ◆ Press [↶], [↶] (two times)

**NOTE:** You **MUST delete** a batch once the dates have expired. You **CANNOT** just change the dates and program current specials. If you do not delete the batch all the items previously entered will show up as being on special again. See next page for deleting instructions.

### ***TO DELETE SPECIAL PRICE CHANGE BATCH:***

#### ***TO GET INTO SPECIAL PRICE CHANGE SCHEDULE:***

5. Press [↶], then [→0←], then [↶]
6. Enter 24 then Press [X] key

**OR**

Press the Special Price Change PRESET Key

7. Enter the number of the batch you wish to delete (whichever batch you previously programmed e.g. the batch with dates that have now expired), and press the [-] or [VOID] key
8. Screen shows: Delete? YES: [Clear Key] / NO: [Tare Key]
9. Press the [C] key to delete the batch



Once the batch has been deleted you are now ready to program a NEW batch of weekly specials using the steps on the previous page.





# DIGI SM300 – Quick Steps


## **TO ASSIGN PRESET KEY PAGE:**

### *TO GET INTO PRESET KEY PROGRAMMING:*

1. Press [, then [ $\rightarrow 0 \leftarrow$ ], then []
2. Enter 4 then Press [X] key
3. If scale set up for more than one page of preset keys you must enter the page (0,1,2) you wish to program then Press [ $\ast$ ]. If not skip step three.
4. Enter in the PLU number
5. Touch Preset Key you want to assign PLU to
6. Go back to steps 3, and 4 to enter in more presets

### *TO GET BACK TO OPERATIONAL MODE:*

- ◆ Press [, [] (two times)



**DIGI** SM300 – Quick Steps

*Searching For a New Balance*