

# D-900





## Basic Manual

# DIBAL

49BD900EN03



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Refer to user manual for more information



## 1. CHECKLIST

- Machine
  - 1. - Buyer display
  - 2. - Touch screen
  - 3. - Receipt printer
  - 4. - Tray
  - 5. - Label/receipt printer
- Power cable
- Quick guide
- Manuals in CD
- Accessories:
  - Adhesive label paper roll
  - Receipt paper roll (Depending on the model)



## 2. MAINTENANCE

The DIBAL Gama D-900 scales with touch screen come with a programming system based on menus, i.e. a hierarchical and coded menu structure, which allows for quick and easy programming.

There are two ways to access the scale's programming menu:

1. Keep the **MENU** key pressed while the scale is booting.
2. Press the **MENU** key in the selected operating procedure screen.

If the scale is operating in a Self-service Mode, see point 3 [Working mode selection](#).



- ITEMS** → Programming items
- CASHIERS** → Cashier additions, removals and data.
- TABLES** → Sections, Traceability, Recipes, Nutritional data, Barcode, Tares, Payment modes, VAT types, Currencies.
- LISTS** → Item lists, sales, totals...
- TOOLS** → USB Loading/Unloading, Sending data to slaves, Operations with PC, Other Tools.
- DISPLAY** → Start-up logo, Configuration User Display (Receipt Ops., Label Ops., PLUs, Sections and Cashiers)
- LABEL** → Programming Label
- RECEIPT** → >Programming Receipt
- SETTINGS** → Configuration Com. PC, Configuration Keyboard, Reading with scanner, working modes.
- FAVOURITES** → A selection of the most commonly used operating procedures

The scale automatically displays a keyboard in the programming menus requiring data to be entered.

The functions of the programming keys are as follows:



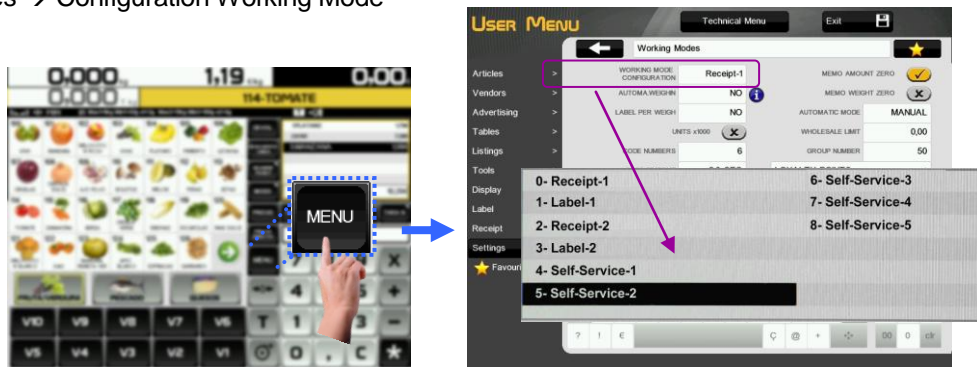
**3. WORKING MODE SELECTION**

The scale offers a variety of working modes depending on the required use. When a working mode is selected, the keyboard (sales screen), the scale's operating procedure and printing parameters are automatically configured. There are two ways to access:

1. To select the working mode, press the **MODE** key on the assisted sale and pre-packaging keyboards and then select the selected working mode.



2. Press the **MENU** key. The scale will access the programming menu, User Menu → Settings → Working modes → Configuration Working Mode



In the case of self-service scales, to change the working mode, press four times consecutively and alternatively between the lower left side and the lower right side of the keypad.



**3.1. Sales Screens**

Depending on the working mode selected, the scale has several sales screens with the key layout and functions required for each operating procedure. The different working modes all share the metrological weighing feature, as well as the different icons that display.



### 3.1.1. Receipt / Label

**Receipt:** With this mode you can make the sale of 1 or several items and print the total accumulated.

**Label:** The scale prints a label for each recording made, i.e., one per item. You can also work in Pre-packaging Mode (Automatic weighing).

**Receipt/Label Display Screen**

**CONFIGURABLE Function Keys**

**Numeric keyboard**

**Validate Receipt**

**Delete**

**User Menu**

**Manual zero**

**Tare**

**Paper feed**

**Cashier**

**Receipt**

**Label**

### 3.1.2. Self-service

The procedure to follow in this working mode is to place a weight on the tray and press the corresponding direct key. The selected product's label is obtained without the cashier's intervention.

**PLUs/ Items**

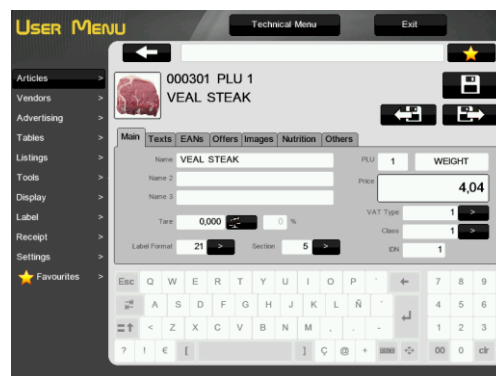
**Browsing screens**

## 4. OPERATING PROCEDURE

### 4.1. Quick PLU Entry

10000 items (PLU) can be programmed.

User Menu → Items → Press **+** and edit the fields, for example, Name, PLU/Direct key, WEIGHED/UNITARY..., Price and VAT type.



### 4.2. Quick Cashier Entry

Maximum 20 cashiers, User Menu → Cashiers → Press **+**

### 4.3. Direct price

1. User Menu → Settings → Configuration Keypad → Disable Direct price **X**



2. Press **DIRECT PRICE** and the words **DIRECT PRICE** show on the display screen.

3. When the weight is placed on the tray, use the numeric keypad to enter the price and press **DIRECT PRICE** or **PRICE**.

4. To disable direct price just remove the weight from the tray or press the **C** key until **DIRECT PRICE** disappears from the display.

### 4.4. Normal weighing

1. Place the product to be weighed on the tray.

2. Enter the price in any of the following ways:

- Using Direct price. See the previous point and press the appropriate cashier.
- Entering the item code and pressing the **CODE** button.
- Pressing the corresponding direct key (of the corresponding PLU).  
In the event of an error, press **C**. The price is reset to 0.

3. Record the operation in the corresponding cashier.

### 4.5. Operations without weighing (adding, dividing and multiplication)

To work with items that are not sold by weight (price/kg) but have a price/unit, such as a bottle of milk.

User Menu → Settings → Configuration of keyboard → Multiplication/Division/Addition.

**A.** Converting a weighed product into a unitary product.

1. Select the item.

2. Use the numeric keypad to enter the required units.

2.1. Press **+** or **-** depending on whether you want to add or subtract (A unit).

2.2. Enter a number of products (of there is more than one unit) and press **X**.

3. Record the operation in the corresponding cashier.

**B.** Direct price must be enabled.

1. Press **+** or **-** depending on whether you want to add or subtract.

2. Enter the price/unit of the product. In case of error press **C**. The units are reset to zero.

2.1. Press **+** or **-** depending on whether you want to add or subtract.



2.2. Enter the price and press **PRICE**. Record the operation in the corresponding cashier.


If you wish to add or subtract more than one unit before recording, enter the number of products and press **x**.

3. Record the operation in the corresponding cashier.

#### 4.6. Manual zero

Press **+0+** to reset the weight to zero.

#### 4.7. Set item

Operations with the same item, configured, User Menu → Settings → Configuration of keyboard → Set Price .

1. Place the item you are going to work with on the tray.
2. Select the item to be preset.
3. Press the Preset Item key **FIX ARTICLE** in order to set the price.
4. To disable the fixed price, press the **C** key or select another item.

#### 4.8. Tare operations

Tare associated with each PLU, programmable or manual tare.

The TARE ASSOCIATED WITH EACH PLU is programmed in the tare field when creating or modifying the PLU's.


To work with PROGRAMMABLE TARES **TARA IV**, place the product to be weighed, select one of the programmable tares and record the weight.

To do a MANUAL TARE:

1. Place the weight to be tared on the tray.
2. Press the Tare key, **T**.
3. To cancel the tare setting, empty the tray and press Tare, **T**.

#### 4.9. Open market price and special offer price


##### FREE THE PRICE

1. The item must have the Alter Price function enabled. User Menu → Items → Others Tab → Alt. Pri.   
(Alter Price)
2. Long press on the PLU key. Enter the new price and operate normally with the product.

##### SPECIAL OFFER PRICE:


1. Make sure that the special offer price is recorded in the PLU you are going to use.
2. Select the item and press Special Offer Price **SPECIAL PRICE**.
3. If you wish to sell in Receipt mode **T**, change the working mode.

#### 4.10. Weight return

Returning a product that has already been weighed and the corresponding sum accumulated, User Menu → Settings → Configuration of keyboard → Weight return , take the following steps:

1. Place the item on the tray again.
2. Select the corresponding PLU.
3. Press the Return key **REFUND**.
4. Press the key of the corresponding cashier.

#### 4.11. Quick Change PLU Price

The different PLUs available can be viewed on the display. The User Menu → Settings → Configuration of keyboard → Allow free price  option must be enabled. To do so, press the PLU for a few seconds

#### 4.12. Receipt mode **T**

##### 4.12.1. Programming a Receipt

There are **fixed formats**, 0 and 1, for the receipt as well as **programmable formats** 2 and 3. The 15 associated header lines can be programmed in all of them.

1. Select the format to edit. User Menu → Receipt → Receipt Headers → Format X (X=0...3).
  - To design the aspect: For example:

Mode: (Normal), Frame: (No), Effect: (No effect), Pos: (Centred) Font: (5), Magnification: (2), Location: (0) and Text: (Header Line Text).

- Global Format of receipt. User Menu → Receipt → Printer Settings → Form. of Receipt → 0,...3.

### 4.12.2. Discount on line

Percentual discount on a given item. Proceed as follows:

- User Menu → Receipt → Printing Receipt → Discount on line.
- If you are working in a working mode other than receipt mode, change to Receipt mode.
- Carry out the normal weighing operation without recording.
- Enter the PERCENTAGE of discount you wish to apply. It is shown in the amount on the display and will be applied in the receipt, in the line corresponding to the item.
- Press the Discount on line function
- Record and continue to operate as normal.

### 4.12.3. Print receipt: Change and discount calculation

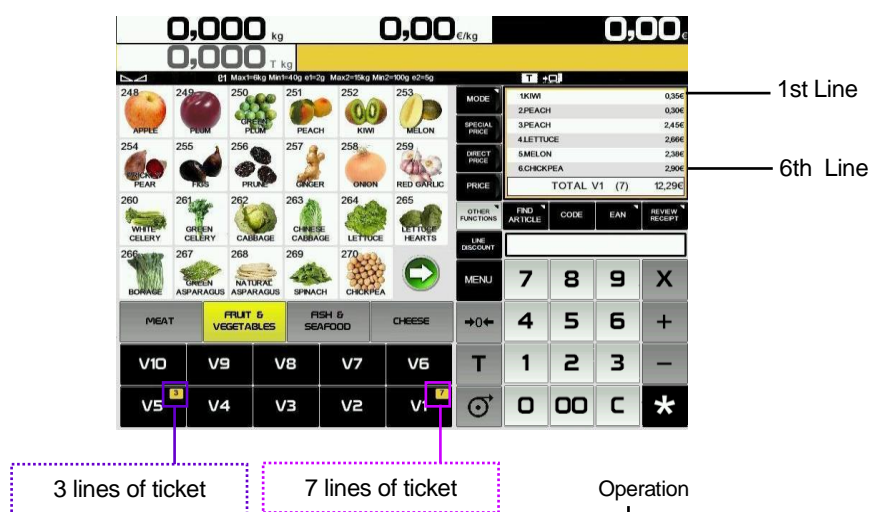
- Make a recording in a cashier, for example, **V4**.
- In order to print the receipt, press the **\*** key.
- Press the key corresponding to the cashier whose operation you wish to print, for example **V4**.
- DISCOUNT ON TOTAL**. User Menu → Settings → Receipt → Printing Receipt → Discount on the Total → YES. The scale will request the discount percentage to be applied in the receipt.
- CALCULATING THE DISCOUNT CHANGE IN TOTAL**. User Menu → Settings → Receipt → Printing Receipt → Calculating Change → YES, then you can ENTER the amount submitted by the customer.

### 4.12.4. Receipt revision

Seeing the receipt on the screen or by long pressing on the receipt screen, **before** the corresponding receipt is printed:

- In order to display a receipt on the screen, just look at the upper right section.

- Press on the cashier and record the operation.




By pressing on the receipt screen or review receipt screen for a few seconds a new more detailed screen displays.

- Seek the operation you wish to revise on the receipt. If you wish to delete the operation selected press Eliminate Operation,
- If you wish to delete a complete receipt press Eliminate receipt,
- If you wish to record the sale, you can do so on the same screen by pressing Finish Sale, , or cancel, , in order to go on selling.


Op.	Code	Description	Ctd (kg or Ut)	Price	Disc (%)	VAT (%)	Amount
1.	101	KIWI	0,234	2,95	0	--	0,69
2.	111	PEACH	0,234	2,10	0	--	0,49
3.	2	APPLE	0,348	1,95	0	--	0,68
4.	103	LETTUCE	X 1	2,95	0	--	2,95
5.	112	MELON	0,114	2,50	0	--	0,29
6.	93	CHICKPEA	0,234	2,10	0	--	0,49
7.	96	GINGER	1,436	1,20	0	--	1,72
							TOTAL: (7) 12,29€

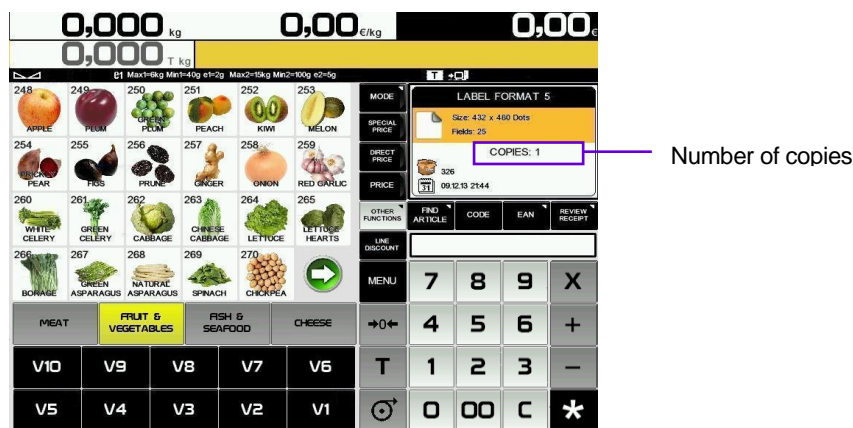
### 4.13. Label Mode

1. Carry out the required operation (weighing, etc.).
2. When you press the memory key corresponding to the cashier who has carried out the operation the label is printed.
3. If you wish to make a given number of COPIES\* of the last label issued, enter the number of copies using the numeric keypad. Then press Copies, . Then press the cashier key where the operation is stored.

Automatic labelling, User Menu → Settings → Working Modes → Automatic Weighing → With Sel Memo or Without Sel Memo


“**With sel memo**”, to select the memory in which the sales will be accumulated.

“**Without sel memo**”, to accumulate them in .




#### 4.13.1. Overall best by date

User Menu → Settings → Working Modes → Best by → YES

1. Press Overall Best By .
  - Dd/mm/yyyy (day/month/year).
  - 000 days.
  - 00:00 specific time.

#### 4.13.2. Batch number

For assigning a global reference to the labels of the items when in labelling mode.

To program the batch number press the batch number key, , and enter the batch number.

### 4.14. Self-service Mode

The procedure to follow in this working mode is to place a weight on the tray and press the corresponding direct key. The selected product's label is obtained without the cashier's intervention.

Only direct keys are operational in self-service mode.



To print a label:

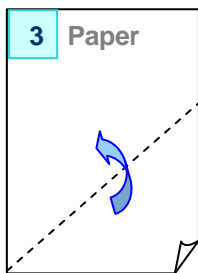
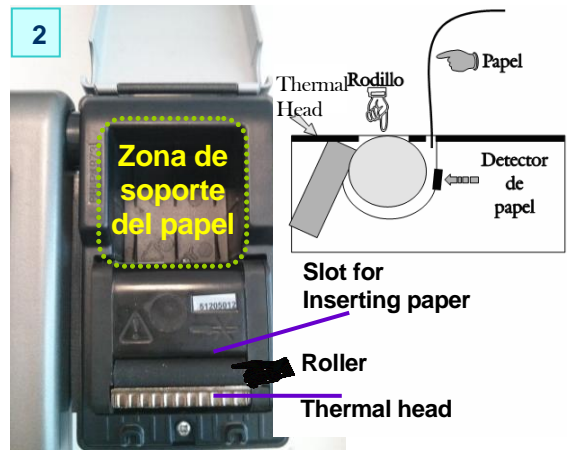
1. Place the product on the tray.
2. Press the corresponding PLU.
3. The scale will record the operation and print the label.

**5. PAPER CHANGE**

**5.1. Paper change in the receipt printer**

Take the following steps to change the paper in the printer:

1. Open the new roll.
2. Open the printer cover. Remove any remains of the previous paper roll.
3. Bend the paper and insert the paper in the slot. Be careful to insert it in the right slot as otherwise the machine will not detect the paper.
4. Press  until the paper comes out on the other side of the roller.
5. Cut the paper.
6. Close the cover.
7. Press  until the paper emerges.



**5.2. Paper change in the labelling machine**

**5.2.1. Double body model**

The scale is fitted with a cartridge system to facilitate paper change in the labelling machine.

1. Open the front cover of the machine by pressing the button located on the left side of the machine.
2. Once opened, you will see three blue levers. Turn the lever furthest on the right **anti-clockwise** to release the cartridge.
3. Remove the cartridge to make the paper change.

Once you have removed the cartridge, turn the remaining two levers in order to remove the paper holder of the old roll and remove the excess cardboard.

4. Place the new label roll in the space provided inside the cartridge, and slide the paper through as indicated in the photo. Be sure to place the paper over the label support and align it properly with the paper guide.
5. If the width of the label roll is less than 60 mm. place a lid on the cartridge (an optional kit) and tighten the two levers.
6. Last of all, place the cartridge in the scale and turn the lever on the right **clockwise**.





### 5.2.2. Flat model

The scale is fitted with a cartridge system to facilitate paper change in the labelling machine.

























1. Open the side cover in the machine.
2. Once opened, you will see three blue levers. Turn the lever highest up **anti-clockwise** to release the cartridge.
3. Remove the cartridge to make the paper change.

Once you have removed the cartridge, turn the remaining two levers in order to remove the paper holder of the old roll and remove the excess cardboard.

4. Proceed to change the roll as shown in the previous section (Images 4 and 5).
5. Last of all, place the cartridge in the scale and turn the top lever **clockwise**.



## 6. ICONS

	User menu		New/Addition		Save		Stable
	Manual zero		Delete		Disabled/No		Zero
	Tare		Copy		Enabled/Yes		Minimum
	Paper feed		Print		Favourites		Interval
	Delete		Edit		Back		Receipt
	Confirm Sale		Visible		Next /Previous Page		Label
	Quit		Delete 1 by 1				PC connection
	Quit		Delete 20				WITHOUT PC Connection
			Training				

## 7. BASIC FAULT FINDING

SIGN	POSSIBLES CAUSES	SOLUTION
The unit is not active	Scale not plugged into the mains or badly connected	Review the cable connections to the mains
Zero error	Started up with a weight on the scale's tray	Switch off, remove all weights from the tray and switch on again
The required weighing mode does not work	Working mode wrongly configured	Check the working mode
Communications do not work	Bad cable connection or wrongly configured communications	Check the communication cable and/or the communications configuration.
The receipt is not printed	Wrongly configured working mode Printer cartridge in wrong position	Configure the working mode properly Check the printer cartridge

## **8. DECLARATION OF CONFORMITY**

Scan the QR code or click on the link below to view the declaration of conformity.



<http://www.dibal.com/DeclaracionesConformidad/>

The information contained in this manual can be changed by the manufacturer without prior notice.

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**[www.dibal.com](http://www.dibal.com)**

**DIBAL**

The logo consists of the word "DIBAL" in a bold, sans-serif font. Below the text is a thick horizontal line. From the center of this line, a thin line extends upwards and outwards to the left and right, forming a shallow, inverted V-shape that underlines the text.