

Hamilton Manufacturing Corporation

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Hamilton Code System 3 Operational Manual

Version 2.05

Welcome

Congratulations on your selection of the Hamilton Code System.

Features

- 8 available wash programs that can be sold at three price levels.
- Gas pump interface using the industry standard Ryko Code-A-Wash III protocol.
- 10,000 Code data base
- Sales Reporting / Shift Reporting
- 1 year accounting data memory

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About This Manual

In this manual certain conventions are used:

- ❑ Numbers and text appearing between ‘ ‘ refers to a key that is to be pressed on the keypad of the Code System.
- ❑ Text appearing in text boxes like the following are messages displayed by the Code System.

F1=Sell Codes
F2=Fleet
F3=Verify Codes

Entering Text

Although the Code System has no alphanumerical keypad text still can be entered by using the keys: F1, F2, F3 and F4

F1 is used to enter a letter,

F2 will switch the letter that has been entered from upper to lower case or to the special character attached to it. For example, by pressing F1 you would get a capital A, by pressing F2, capital A would switch to lower case a, by pressing again on F2, you would get a blank space.

F3 is to go up in the alphabet. For example, if you press F1 you would get a capital A, by pressing F3 you would get a capital B, by pressing F3 again, you would get a capital C, and so on.

F4 is to go down in the alphabet. For example if you press F1, you would get a capital A, by pressing F3 you would get a capital Z and so on.

To enter a number, you would use the keys ‘0’ to ‘9’ on the keypad.

List of Special Characters

Aa (blank space)	Gg&	Mm,	Ss2	Yy8
Bb!	Hh’	Nn-	Tt3	Zz9
Cc”	li(Oo.	Uu4	[{:
Dd#	Jj)	Pp/	Vv5	;\
Ee\$	Kk*	Qq0	Ww6	<]}
Ff%	Ll+	Rr1	Xx7	

Operator Level Functions

The operators are the individuals who have the most interaction with the Code System. They are going to perform the following tasks with the Code System.

- ☐ Sell individual codes for wash packages at different discount levels.
- ☐ Sell pre-pay and credit fleet washes
- ☐ Verify codes for customers that are having difficulties.
- ☐ Delete codes that are / were issued in error

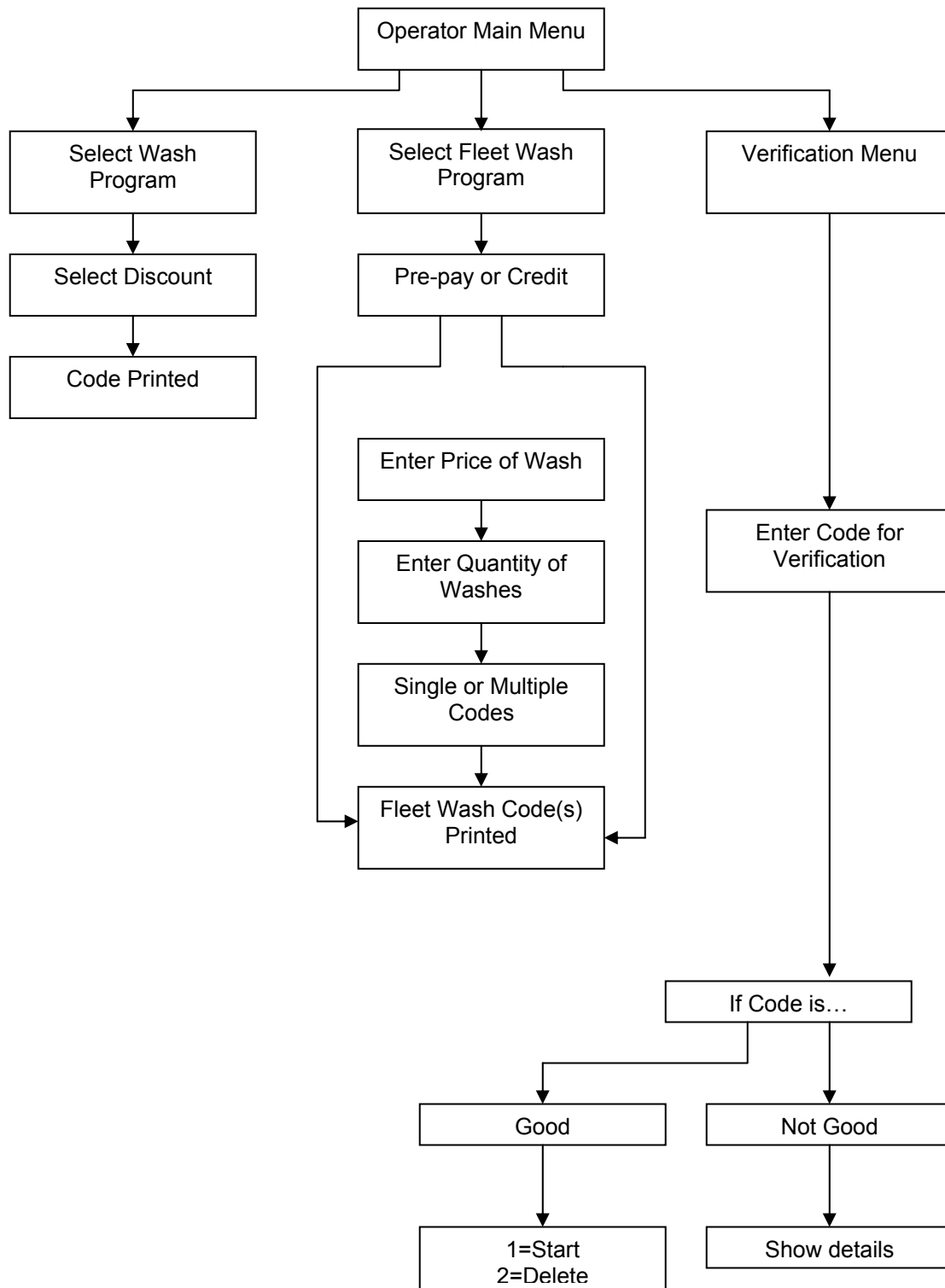
Operator Level Background Information

- ☐ The Code System maintains a database of 10,000 codes. The last digit of an issued code indicates the wash package that was purchased. For example the "89891" would be a code for wash package number one.
- ☐ Pressing '←' will cause the Code System to step back to the previous menu.
- ☐ The Code System is designed to track the activities of three separate shifts. Each shifts has an individual operator number and password.

Shift 1 = Operator 1

Shift 2 = Operator 2

Shift 3 = Operator 3

Operator Level Menu Structure

Logging In

The first thing that an operator must do is login using the correct operator number. The operator numbers for the sales operators are one, two and three.

Login menu 1-3 = Shift 4 = Manager 5 = Installer

When the operator number has been entered, the Code System will prompt the operator to enter the corresponding password. Each operator number has a corresponding password that can be set in the Manager's Level. In the manager level, if the password is set to '0', no password will need to be entered.

Password

After the operator has logged in, they can sell codes, verify codes or cancel codes.

Operator Main Menu

F1=Sell Codes F2=Fleet F3=Verify Codes
--

Selling Washes

Selling Codes

Note: To sell codes you must be logged as operator one, two or three.

At the Operator Main Menu, press 'F1' to enter the sales menu.

F1=Sell Codes F2=Fleet F3=Verify Codes
--

The Code System will prompt the operator to select the wash package to be sold. There are eight possible wash packages although they all may not be configured.

F1=Basic F2=Deluxe F3=Super F4=Taxi
--

Operator Level Functions

After the wash package has been selected the discount level must be selected.
There are three possible levels of discount.

Discount Level 1 = Full Price	-	Selected by pressing 'F1'
Discount Level 2 = With Discount	-	Selected by pressing 'F2'
Discount Level 3 = Free / Rewash	-	Selected by pressing 'F3'

After the discount level has been selected the Code System will print a receipt with the code number as well as display the code number on the screen.

Selling Fleet Codes

The same wash packages available to be sold as single code washes can be sold as fleet washes. There are two types fleet washes; pre-pay and credit. When pre-pay fleet washes are sold, the unit price of the wash and the quantity of washes can be set. Credit fleet washes are sold at full price.

To sell a fleet wash, press F2 at the Operator Main Menu.

F1=Sell Codes F2=Fleet F3=Verify Codes
--

The Code System will prompt the operator to enter the wash package to be sold as a fleet wash.

Fleet Wash Prg.

After the wash package has been entered, the Code System will ask the operator if the fleet wash is to a pre-pay or on credit. Press 'F1' for pre-pay or 'F2' for credit.

F1=Prepay F2=Credit

If the operator pressed 'F2' for credit, the Code System will print the fleet code to be used. If the operator pressed 'F1' for prepay the Code System will prompt the operator to enter the unit price of the wash.

Price/Wash . . .

After the unit price of the wash has been entered, the Code System will prompt the operator to enter the quantity of washes.

Quantity . . .

After the quantity of washes has been entered, the operator must select whether one code that can be used multiple times or multiple codes that can only be used once are to be given.

Verifying and Deleting Codes

Verifying and Deleting Codes

Codes that have been sold can be verified from the Operator Main Menu. Customers may question the validity of their codes because they have difficulty entering them. Pressing 'F3' at the Operator Main Menu will start the Verification Menu.

F1=Sell Codes
F2=Fleet
F3=Verify Codes

Enter Code

After a code has been enter, the code system will respond with one of six possible messages:

F1=Delete Code
F4=Exit

This message indicates that the code is good. Pressing 'F1' will delete the code. Pressing 'F4' will exit this menu.

Not a Valid Code

This message indicates that the code has been used or has expired and has been reissued for a different wash package.

Code Used after xx days

This message indicates that the code was used a certain number of days after it was issued.

Code Expired

This message indicates that the code was not used during the time that it was valid and has expired.

Fleet1 #3 1=S
F1=Start Code
F2=Delete Code

This message indicates that the code that was entered is a fleet code. It is for package 1 and has 3 washes left on it.

Used issued day

This message indicates that the code was used the same day it was issued.

Logging Out

To log out of the Operator Level press the '←' key until the Code System displays the following message.

Shift Report?
Y=Yes
N=No

To log out and print a report press 'Y'. To log out without printing a report press 'N'.

Manager Level Functions

The Managers Level gives access to elements of the Code System that are required for day-to-day operation. To login as the Manager, press '4' at the Login Menu.

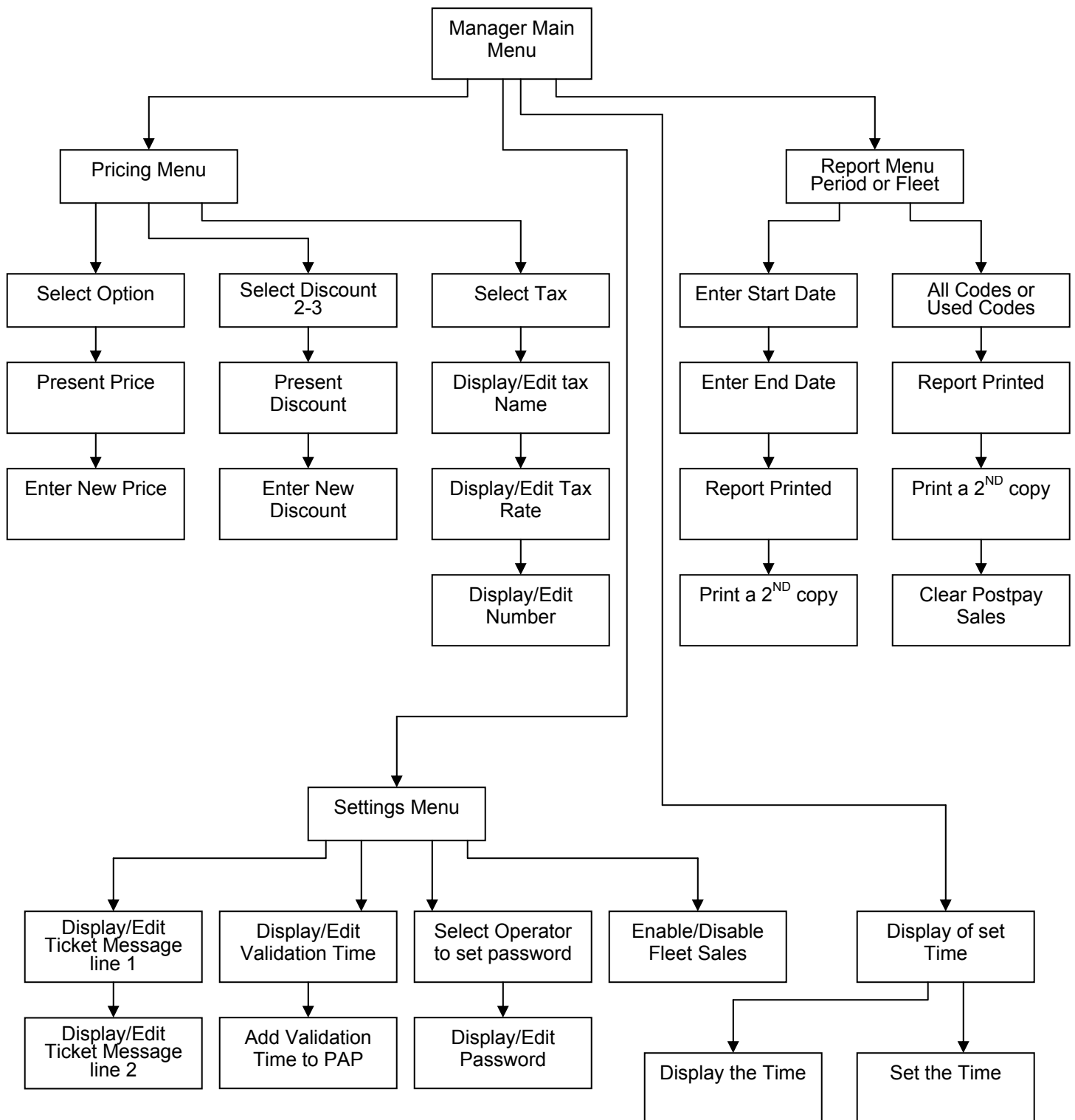
Login Menu 1-3 Shift 4 = Manager 5 = Installer

Then enter the corresponding password (factory default manager password is "1234").

The Manager has the ability to

- ☐ Set the wash package prices, discount levels, and the levels/methods of taxation.
- ☐ Set Validation Time
(the amount of time that a ticket can still be used after the date of sale).
- ☐ Set the text at the bottom of the customer's ticket.
- ☐ Set the passwords for the three operators and the manager
- ☐ Enable and disable fleet wash sales.
- ☐ Set and display the time.
- ☐ Print period and fleet reports.

Manager Level Menu Structure



Setting Package Prices

The Code System allows for the use of up to nine different wash packages. The full price of each of these wash packages can be entered using the following procedure.

To set the price of a wash package, press F1 at the Manager Main Menu.

F1=Pricing and taxes
F2=General Settings
F3=Time
F4=Reports

At the Pricing Menu press F1.

F1=Package Pricing
F2=Discounts
F3=Taxes

The Code System will prompt the manager to enter the number of the wash package that needs to have it's price changed.

Select Option.

After the wash package has been selected the Code System will display the present price of the selected package.

Basic \$3.00
F1=Accept
F2=Modify

If the price needs to be changed, press the F2 key. The price will be removed and a new price must be entered.

Basic

Enter the price of the wash in cents. For example, if the price of the wash is \$8.49, press '8', '4', then and '9'.

Setting Discount Levels

Each wash package can be sold at three price levels. The first level is full price. The second and third discount levels can be reduced with a set dollar value.

To set the discount levels, press F1 at the Manager Main Menu.

F1=Pricing and taxes
F2=General Settings
F3=Time
F4=Reports

At the Pricing Menu, press F2.

F1=Package Pricing
F2=Discounts
F3=Taxes

The Code System will prompt the manager to select discount 2 or 3. Discount 1 is fixed at the full price.

Discount 2-3

After the discount has been selected the Code System will display the present discount setting.

Discount 2 \$2.00
F1=Accept
F2=Modify

If you select 'F2', the code system will display:

Discount 2 . . .
Press <- to correct
Press -> to accept

Enter the amount of the discount in cents. For example, if the amount of the discount is \$2.50, press '2', '5', then and '0'.

Setting the Levels of Taxation

The Code System accommodates for two taxes. The second tax can be applied to the total after the first tax has been.

To set the levels of taxation, press F1 at the Manager Main Menu.

F1=Pricing and taxes
F2=General Settings
F2=Time
F4=Reports

At the Pricing Menu, press F3.

F1=Package Pricing
F2=Discounts
F3=Taxes

The Code System will prompt the manager to select tax one or tax two.

Tax Definition
F1= Tax rate 1
F2= Tax rate 2

When tax one or tax two has been selected the Code System will display the present name of the selected tax.

Give tax txt GST
F1=Accept
F2=Modify

When the name of the tax is correct, press 'F1'. The Code System will display the rate of taxation as a percentage.

GST rate 7.00%
F1=Accept
F2=Modify

To change the amount of tax press 'F2'. The Code System will prompt the manager to enter the amount tax as a percentage.

GST rate
Press <- to correct
Press -> to accept

If the tax rate is to be set at 7.0%, the manager must press '7' '0' '0' and '➡'.

Manager Level Functions

When the tax rate is entered or has been accepted, the next screen will be showing the tax #

GST# 123456789
F1=Accept
F2=Modify

If the tax # is good, press 'F1' to accept it. Press 'F2' to modify it. Press '➡' when you have entered the tax #.

After two taxes have been set, the manager will have the possibility to compound tax 2 on tax 1.

Compound TAX2
on TAX1 ?
Y=YES
N=NO

Setting the Ticket Message

The Ticket Message is the text that appears at the bottom of the receipt that is printed by the code system with the carwash code. Two lines are available for the message.

To set the 1st line of the ticket message, press 'F2' at the Manager Main Menu.

F1=Pricing and taxes
F2=General Settings
F3=Time
F4=Reports

At the Settings Menu, press 'F1'.

F1=Footer Message
F2=Validation Time
F3=Password Setting
F4=Fleet Accounts

The Code System will display the present 1st line of the ticket message. For example, if the ticket message is set to "Thank you" (1st line), "Drive Safe!" (2nd line), the 1st line would read as follow:

Thank you
F1=Accept
F2=Modify

If the message is fine, press 'F1', if it needs to be changed, press 'F2'. Please refer to section appendix a: Entering Text on the Code System.

.....
F1=Enter Text Mode
F2=Upper/Lower/Spec
F3=Scroll up, F4 = Down

When the text for the 1st line is entered, press '➡'.

The 2nd line of the message will appear:

Drive Safe!
F1=Accept
F2=Modify

You may now accept (press 'F1') or modify (press 'F2') the second line of the ticket message.

Setting the Validation Time

The validation time is the amount of time that a code can be used to start the wash after the date of sale.

To set the validation time of a carwash code, press 'F2' at the "Manager Main Menu".

F1=Pricing and taxes F2=General Settings F3=Time F4=Reports
--

At the Settings Menu, press 'F2'.

F1=Footer Message F2=Validation Time F3=Password Setting F4=Fleet Accounts

The Code System will display the present value of the validation time.

Valid 30 Days

To change the setting, press any of the number keys. The Code System will prompt the manager to enter the number of days that a code will be valid before it expires.

Valid . . . Days

Enter the number of days that a code should be valid and press '➡'.

Setting the Passwords

The passwords for each of the operators and the manager can be set from this menu.

To set the password, press 'F2' at the Manager Main Menu.

F1=Pricing and taxes
F2=General Settings
F3=Time
F4=Reports

At the Settings Menu press 'F3'.

F1=Footer Message
F2=Validation Time
F3=Password Setting
F4=Fleet Accounts

The Code System will prompt the manager to select the operator for which to set the password.

F1 = Shift 1
F2 = Shift 2
F3 = Shift 3
F4 = Shift 4

It is possible for the manager to change their own password as well as the password for each of the operators. When an operator has been selected, the Code System will display the present password of that operator.

Password 1111
F1=Accept
F2=Modify

If the password is fine, press 'F1'. If it needs to be modified press 'F2'. Press '➔' when the password is entered.

Enabling / Disabling Fleet Sales

The manager can enable/disable the ability to sell fleet washes through the following procedure. To enable and disable fleet sales, press 'F2' at the Manager Main Menu.

F1=Pricing and taxes
F2=General Settings
F3=Time
F4=Reports

At the Settings Menu, press 'F4'.

F1=Footer Message
F2=Validation Time
F3=Password Setting
F4=Fleet Accounts

At the next menu press 'F1' to enable and 'F2' to disable fleet code sales.

F1=Allow Fleet Codes
F2=No Fleet Codes

Displaying the Time

To display the time, press 'F3' at the manager main menu.

F1=Pricing and taxes
F2=General Settings
F3=Time
F4=Reports

At the Time Menu, press 'F1' to display the present date and time.

F1=Display clock
F2=Change time

The next screen will be showing the present date and time.

Clock settings
Date: 07/29/02
Time: 15:52

To go back to the previous menu, press '◀' or '▶'.

Setting the Time

To set the time, press 'F3' at the Manager Main Menu.

F1=Pricing and taxes
F2=General Settings
F3=Time
F4=Reports

At the Time Menu, press 'F2'.

F1=Display clock
F2=Change time

The Code System will prompt the manager to enter the time in a twenty-four hour format.

Enter Time

Printing Reports

Period Reports and Fleet Reports can be printed from the manager's level.

Period Reports

To print a Period Report, press 'F4' at the Manager Main Menu.

F1=Pricing and taxes
F2=General Settings
F3=Time
F4=Reports

The next menu gives the manager the option of printing Period Reports or Fleet Reports. To print Period Reports, press 'F1' at this menu.

F1=Period Report F2=Fleet Report F3=NR Counters

The Code System will prompt the manager to enter the start date of the report.

FR MMDD . ./ . .

After the start date has been entered, the end date of the report must be entered.

TO MMDD . ./ . .

When the end date of the report has been entered, the Code System will start processing the sales information. When it has finished processing the report will be printed. After the report has been printed the Code System will ask the manager if they require a copy of the Period Report. To print a second copy of the report, press 'Y'. If a copy is not required, press 'N'.

Report copy? Y=Yes N=No

Note: The computer uses a "Round Robin" algorithm to track yearly sales. Every new day it will erase the sales figures of the same day a year earlier. Therefore the unit will track sales up to a year in detail. This overwriting is done to preserve internal memory space. The non resetable counters will continue to count.

Fleet Reports

To print a Fleet Report, press 'F4' at the Manager Main Menu.

F1=Pricing and taxes F2=General Settings F3=Time F4=Reports
--

The next menu gives the manager the option of printing Period Reports of Fleet Reports. To print Fleet Repots, press 'F2' at this menu.

F1=Period Report F2=Fleet Report F3=NR counters

Next, the manager must choose whether to print all the fleet codes or only the credit fleet codes that have been used. This option is useful for when the Code System has been configured to use all codes as credit fleet washes. In this configuration it would not be desirable to print 10,000 codes and go through the whole list finding the codes that have been used.

To print all the fleet codes, press 'F1'. To print only the used credit fleet codes, press 'F2'.

F1=All F2=Used

After the report has been printed, the Code System will ask the manager if a second copy of the report should be printed. Pressing 'Y' will cause a second copy of the fleet report to be printed. Pressing 'N' will cause the Code System to return to the Manager Main Menu and not print a second copy of the fleet report.

Report Copy? Y=YES N=NO

The next menu is used to reset the postpay sales. Resetting the postpay sales will cause all the recorded usage of postpay fleet wash codes to be set back to zero. Pressing 'F1' will clear the postpay code usage.

F1=Clear Postpay

Non-Resetables

To view the figures of the non-resetable counters, press 'F4' at the Manager Main Menu. Then press 'F3'.

Total Counters Sold -> 0 Washed -> 0

Appendix A: Entering text on the Code tracker

Entering Text

Although the Code System has no alphanumerical keypad text still can be entered by using the keys: F1, F2, F3 and F4

F1 is used to enter a letter,

F2 will switch the letter that has been entered from upper to lower case or to the special character attached to it. For example, by pressing F1 you would get a capital A, by pressing F2, capital A would switch to lower case a, by pressing again on F2, you would get a blank space.

F3 is to go up in the alphabet. For example, if you press F1 you would get a capital A, by pressing F3 you would get a capital B, by pressing F3 again, you would get a capital C, and so on.

F4 is to go down in the alphabet. For example if you press F1, you would get a capital A, by pressing F3 you would get a capital Z and so on.

To enter a number, you would use the keys '0' to '9' on the keypad.

List of Special Characters

Aa □ (blank space)	Gg &	Mm,	Ss2	Yy8
Bb!	Hh'	Nn-	Tt3	Zz9
Cc"	Ii(Oo.	Uu4	[{:
Dd#	Jj)	Pp/	Vv5	;\
Ee\$	Kk*	Qq0	Ww6	<]}
Ff%	Ll+	Rr1	Xx7	

LIMITED WARRANTY AGREEMENT OF HAMILTON MANUFACTURING CORP.

Hamilton Manufacturing Corp., an Ohio Corporation, ("Seller") warrants to Purchaser that all new equipment shall be free from defects in material and factory workmanship for a period of one (1) year from the original shipping date. Hamilton Manufacturing Corp. further warrants if any part of said new equipment in Seller's sole opinion, requires replacement or repair due to a defect in material or factory workmanship during said period, Seller will repair or replace said new equipment. Purchaser's remedies and the liabilities and obligations of Seller herein shall be limited to repair or replacement of the equipment as Seller may choose, and Seller's obligation to remedy such defects shall not exceed the Purchaser's original cost for the equipment. Purchaser EXPRESSLY AGREES this is the EXCLUSIVE REMEDY under this warranty. There are no other express or implied warranties which extend beyond the face hereof. All warranty repair service must be performed by either a Factory Trained Service Representative or **HAMILTON MANUFACTURING CORP., 1026 Hamilton Drive, Holland, Ohio 43528 PHONE (419) 867-4858 or (800) 837-5561, FAX (419) 867-4867.**

The limited warranty for new equipment is conditioned upon the following:

1. The subject equipment has not, in the Seller's sole opinion, been subjected to: accident, abuse, misuse, vandalism, civil disobedience, riots, acts of God, natural disaster, acts of war or terrorism.
2. The Seller shall not be liable for any expense incurred by Purchaser incidental to the repair or replacement of equipment and Purchaser shall assume full responsibility for any freight or shipping charges.
3. The coverage of this warranty shall not extend to expendable parts.
4. Purchaser shall have a warranty registration card on file with Seller prior to any claim in order for warranty protection to apply.
5. No warranty coverage is applicable to any equipment used for currency other than that specified at the time of the purchase.
6. Seller expressly disclaims any warranty that counterfeit currency will not activate said equipment.
7. Seller expressly disclaims any warranty for any losses due to bill manipulation or theft or loss of cash under any circumstances.

Seller further warrants all repair or service work performed by a factory trained representative or Hamilton Manufacturing Corp. for a period of ninety (90) days from the date the repair or service work was performed. Purchaser's remedies and the liabilities and obligations of Seller herein shall be limited to repair or replacement of equipment as Seller may choose, and Seller's obligation to remedy such defects shall not exceed the Purchaser's depreciated value of the equipment. Purchaser EXPRESSLY AGREES this is an EXCLUSIVE REMEDY under this warranty. There are no other express or implied warranties on repair or service work performed by a factory trained representative or Hamilton Manufacturing Corp. which extend beyond the face hereof.

(See next page for additional provisions)

The limited warranty for repair and service work is conditioned upon the following:

1. The subject equipment has not, in the Seller's sole opinion, been subjected to: accident, abuse, misuse, vandalism, civil disobedience, riots, acts of God, natural disaster, acts of war or terrorism.
2. The Seller shall not be liable for any expense incurred by Purchaser incidental to the repair or replacement of equipment and Purchaser shall assume full responsibility for any freight or shipping charges.
3. The coverage of this warranty shall not extend to expendable parts.
4. Purchaser shall have a warranty registration card on file with Seller prior to any claim in order for warranty protection to apply.
5. No warranty coverage is applicable to any equipment used for currency other than that specified at the time of the purchase.
6. Seller expressly disclaims any warranty that counterfeit currency will not activate said equipment.
7. Seller expressly disclaims any warranty for any losses due to bill manipulation or theft or loss of cash under any circumstances.
8. No person or entity other than a factory trained representative or Hamilton Manufacturing Corp. has performed or attempted to perform the subject repair or service.

THIS AGREEMENT IS MADE WITH THE EXPRESS UNDERSTANDING THAT THERE ARE NO IMPLIED WARRANTIES THAT THE EQUIPMENT SHALL BE MERCHANTABLE, OR THAT THE GOODS SHALL BE FIT FOR ANY PARTICULAR PURPOSE. PURCHASER HEREBY ACKNOWLEDGES THAT IT IS NOT RELYING ON THE SELLER'S SKILL OR JUDGMENT TO SELECT OR FURNISH EQUIPMENT SUITABLE FOR ANY PARTICULAR PURPOSE AND THAT THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THAT WHICH IS DESCRIBED HEREIN.

The Purchaser agrees that in no event will the Seller be liable for direct, indirect, or consequential damages or for injury resulting from any defective or non-conforming new, repaired or serviced equipment, or for any loss, damage or expense of any kind, including loss of profits, business interruption, loss of business information or other pecuniary loss arising in connection with this Limited Warranty Agreement, or with the use of, or inability to use the subject equipment regardless of Sellers knowledge of the possibility of the same.

Hamilton Manufacturing Corporation

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