

Instructions

Cash Register OPERATION

- Handle with care
- Save wrapping materials
- Do not remove the batteries or you will lose all programmed data.

Getting Started ****Please note if at any time you get a constant beep noise hit the [clear] button**

- Plug the cash register into an electrical outlet.
- Make sure there is thermal paper in the register. It WILL NOT work without it.
- The register key is in the middle drawer of the register.
- Insert the key into the cash register and turn to Reg 1. The cash register is now ready to operate.
- Keep a copy of the **Code Sheet** next to the register where you can check it in the event that an item does not have a code.
- To ring up a sale, use the written information from the shopper's list which will have a code by each item or look on the item itself.

Ring Up the Sale

Choose from one of the following methods:

Method 1

Press the Department keys to right of the numeric keypad that corresponds to the price code [Green/White Keys]. Example: For Code 1 item press the [Dept.1 key]. To press a department key above Code 20 you will need to press the [dept shift key] and then the corresponding [department key].

Method 2 – PLU method

To use the PLU method you enter the [code] and then press [PLU] key. The price will ring up.
For example Code 1:

Press [1]

Press [PLU] key

*****PLEASE NOTE IF YOU GET A BEEPING NOISE HIT [clear]****

Method 3

Input the price with no decimals and hit [Department 1] and repeat for each item. Remember NO DECIMALS or you will get an error and a loud beeping noise. If you get the beeping noise press the clear button.

You can hit [subtotal] at anytime for a running total.

Tax: If you are a state that has to pay sales tax then hit [subtotal] after you have rung up the entire sale next hit the numeric number or [round key] that corresponds to your sales tax rate. Ex. (7=7%) so press [7] and then press the [+% PO] button to the left of the numeric keypad and remember not to press any decimals. Then hit subtotal again and you have your total for your sale.

You can hit subtotal when you have finished ringing up your sale.

Receive payment from the shopper and enter on the round keys the amount paid.

Press the Amt Tendered Total button. You are ready for the next shopper.

Cash Register
Restoring the programming

If your cash register beeps continuously at any time press clear

Please use the following instructions if your register loses the preprogrammed data.

Use the Register key and open the cash drawer by pressing [NS] key. Next locate the **Program** key (key must be imprinted **PRG** or it will not work) taped underneath the **COIN TRAY** in the cash register and insert into the register. The coin tray should be taped down so please undo the tape. Lift the coin drawer out of the drawer.

Turn the PRG key to the **Program** position. (Note: *The Register key will not program the register.*)

While in the PROGRAM position:

1. Press **0000 five** [zero]'s on the round number keypad.
2. Press [**Subtotal w Tax**] key

Next program the prices with corresponding department numbers using the **Price Code** sheet as follows: (You should have a code sheet with your order. If you do not please call and we will email you a new code sheet.)

Please note if for any reason you mess up you will have to restart at number 1.

3. Press the [round number keys] to enter the price (NO DECIMALS)
4. Press the [department keys] (the green and white keys) that corresponds to the price on the Price Code sheet.
Example: \$.25 = Code 1
On the round keys press [2][5] (NOTE: DO NOT USE DECIMALS)
On the square department keys press the [dept.1 key] (to the right of the number pad)
5. Press [**Amount Tendered**] key

Repeat 1-5 for each code. When you are finished you will be able to press each department to check your work.

Repeat the process for each price. Example: \$.50 = Code 2 (DO NOT USE DECIMALS)

- Remember if you mess up you will have to start back over at 1.
- 1. Press **0000 (five 0's)** (zero's)
 2. Press [**Subtotal w/Tax**]
 3. Enter price 50 on round keys (DO NOT USE DECIMALS)
 4. Press corresponding [dept.2] key (to the right of the number pad)
 5. Press [**Amount Tendered Total**] key

Please note to program Departments 21-32 you will have to press the [Dept. Shift] key prior to the dept. key. Ex. For code 21 you will:

1. Press 00000
2. Press [Sub/w Tax]
3. Enter Price (DO NOT USE DECIMALS)
4. [Dept. Shift] Key (above number pad)
5. Corresponding [dept. key] (to the right of the number pad)
6. Press [Amount Tend. Key] Repeat steps 1-6 for the remaining codes 22-32.

Using the above process, enter all the prices and department numbers listed on the **Price Code** sheet. When all are entered, turn the Program key back to the **off position**.

Place the Program key back under the cash register coin tray. Tape the key to the register tray bed.

Reinsert the REG key and turn to reg. 1 and resume operation. Please note the PRG key is used for programming only and can result in malfunction of the register if used for daily operations.