

CASH REGISTER

Please scan all products.

Reorders are calculated on scanned products only.

RINGING UP A SALE:

1. Turn register key to **REG 1**.
2. Scan the product BAR CODE with the BAR CODE scanner.
3. Item name & price will show in the display window.
4. When all items have been entered, hit **SUBTOTAL**.
5. Display window will show the total amount owed.
6. Student pays for purchase, push the amount on the grey round keys.
Do not use a decimal point.
7. Push blue **TOTAL** button. This will show you the amount of change owed.
8. Count the change, give to the student.

BAR CODE DOES NOT SCAN

1. If the Bar Code will not scan refer to the **RED** master book to find the items bar code.
2. Scan the item from the **RED** master book.

If the book is unavailable, use the department keys.

1. Push the appropriate department number for the price of that item
2. The department numbers have been pre-programmed with the various price points.
3. You might need to look at the tables of merchandise to see what category the item is.

DEPT 25 KEY – RINGING UP ITEMS THAT ARE NOT WONDERLAND GIFT SHOPPES

1. Push gray round keys for amount of product. (do not use decimal point)
2. Push the green Dept Shift key.
3. Push Dept 25 key.

Your purchase will ring up. You can do this in the middle of a sale. Dept 25 sales are kept separate and will be taken out of your total sales invoice.

ENTERING MULTIPLE ITEMS AT A TIME

1. If you have more than one of an item, on the numerical key pad, key in the quantity push the **QTY/DATE** key then scan the item or hit the department key if it is a bargain box item. The register will automatically multiply the quantity times the price.

OPENING CASH DRAWER WITH NO SALE:

1. To open the register drawer without a sale push the **#/ST/NS** button.

ERROR - CLEARING CASH REGISTER:

1. If you get a beeping error message, push the CLEAR key.
2. The CLEAR key CANNOT be used to void an entry.

BARGAIN BOX ITEMS

For bargain box items use the department number keys.

An item with a code 01 will be rung up by hitting the Department 1 key.

An item with a code 09 will be rung up by hitting the Department 9 key, etc.

The prices will automatically ring up when the department keys are pushed.

Please Note: Only use department keys on Bargain Box items. If you use them on non-bargain box items even though it records the money correctly and your drawer will balance, we won't know what specific item(s) were sold so we won't know what items to send you in your reorders.

PRICE CHECK

To perform price checks on an item:

1. Make sure you are not in the middle of a sale.
2. Scan the item you want to price check.
3. Once you found the price you will now press the return button (green) and re-scan that same item.
4. Press the Amt/tend total, blue button, and the register tape should show that you scanned in the item then refunded/returned the item. The total cash on the receipt should be \$0

RETURNS – DURING A SALE:

1. If you are in the middle of a sale and need to return an item, push the **RETURN** key and then scan the item or hit the department key if it is a bargain box item.
The register will automatically subtract that item.
2. If you have more than one item being returned, the **RETURN** key must be pushed before each item. Continue scanning items and complete the sale as normal.

RETURNS – WITH NO SALE:

1. If you decide to accept a return after a transaction has been completed, push the **RETURN** key and then scan the item or hit the department key if it is a bargain box item, hit the blue **TOTAL** key. This will tell you the amount of the refund.
2. If you have more than one item being returned, the **RETURN** key must be pushed before each item that is being returned.

DUPLICATE RECEIPT

1. Push the blue amount tend total button.
2. A duplicate receipt will print.

DAILY SALES READINGS:

1. On day 1 to find your daily sales, take an **X reading** as instructed below. The **NET** sales line on the register tape is your daily sales. Compare this number to the amount of money you took in for the day. This reading is cumulative---your totals from one day to the next **DO NOT CLEAR. SAVE THIS READING.**

On day 2 to find your daily sales, take an X reading as instructed below.

The **NET** sales line will be your daily sales for day 1 and day 2.

To find your daily sales for day 2, take the Net sales from day 2 and subtract the Net sales from day 1. Compare this number to the amount of money you took in for the day. SAVE THIS READING. Save the readings each day and repeat this process for as long your shop is open

2. On day 1 to find out how much you sold of each item, take a **PLU reading** as instructed below. This reading is also cumulative---the totals do not clear from one day to the next.

X – Reading

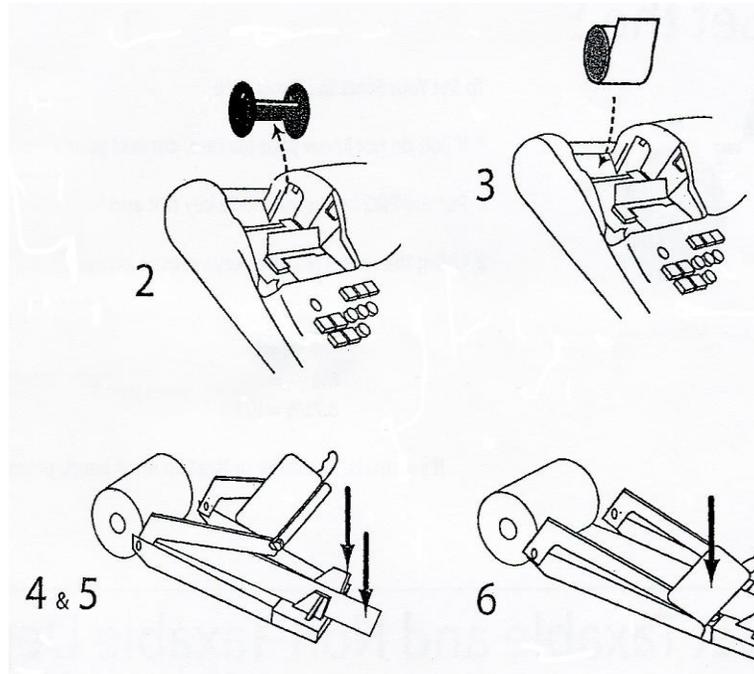
Turn the cash register key to the letter X and hit the blue total button. This report will give you total items/sales by department.

PLU Reading

Turn the cash register key to the letter X and hit the PLU key on the left hand side of the register. This report will tell exactly how many of each item you sold.

CHANGING THE REGISTER TAPE:

1. Turn the register key to REG 1
2. Open the paper compartment
And lift the cover. Remove the journal spindle. Remove the empty paper roll.
3. Put the thermal paper in. The paper must feed forward from underneath the roll.
4. Lift the print roller bar.
5. Put the thermal paper in place. Make sure the paper is between the paper guides.
6. Lower the print roller bar and snap into place.
7. **Press the FEED button.**



DO NOT put anything under the cash tray. This will cause the tray to rise up and the cash drawer to get stuck. There is a drawer above the cash drawer for counterfeit detection. This drawer can also be used to hold checks.

When the register is empty, please keep the drawer OPEN to prevent someone from destroying the register trying to break in.