



Cash Register Instructions

1. Unpack your register and save the shipping box.
2. Plug in the cash register and slide the gray switch, located on the top right-hand side of the register, from OFF to REG. (Register)

We do not use any information from this cash register (or its tapes) for balancing your book fair sales. Please feel free to practice the steps below to familiarize yourself, and your volunteers, in the operating of the register. Additional rolls of adding machine tape were also included for your convenience.

1. The blue #1 key represents a taxable item.
2. The blue #2 key represents a non-taxable item.

Enter the price of an item followed by the appropriate numbered blue key.

3. Either blue key, places the decimal point 2 spaces from the right.
(Notice that the #1 or #2 on the right-hand side of the cash register display represents which TAXABLE or NON-TAXABLE) key was used.)
4. To subtotal push the gray #/SBTL button. This also adds the tax. (It will only add tax if the #1 blue key has been used)
- 5 To total the sale push the large aqua button labeled CA/AT/NS.

EXAMPLE: To ring up a \$10.00 taxable item and a \$3.89 taxable item, do the following: Press the 1 0 and 00 gray number keys. Notice no decimal point is placed at this point. Push the blue #1 key. Enter the second item by pushing the gray number keys 3 8 9. Push the blue #1 key. Push the gray #SBTL button. To determine the amount of change due, enter the amount offered here and the amount of the change needed will show on the registers display. Total the sale by pushing the aqua button labeled CA/AT/NS.

To DISCOUNT a sale (desired % off) follow these steps:

Ring up the sale as described above.

After subtotaling (step #4), enter the percentage off followed by the 00 key. (Example 2 0 00key for 20 percent taken off)

Press the % key. Notice this will make the 20% off sale appear as 20 00. A 5% off sale will be keyed as 05 00. The dollar value discounted will appear.

Push the aqua key to display the total price owed by your customer.

To VOID a sale or partial sale, press the CA/AT/NS key and begin a new sale (start over).