



Anderson's Bookfair Company

A DIVISION OF ANDERSON'S BOOKS INC.

Cash Register Instructions

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

There are three possible types of sales: TAXABLE, NONTAXABLE, and PERCENTAGE OFF. Your school will decide which is appropriate for your bookfair. The register will come programmed with your local tax rate.

We do not use any information from the cash register (or 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. Two additional rolls of adding machine tape were also included for your convenience.

The blue #1 key represents a taxable item. The blue #2 key represents a nontaxable item.

Enter the price of an item followed by the appropriate numbered blue key. The 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 NONTAXABLE) key was used.

After all items have been entered for a person's sale, the sale must be subtotaled. To do this, push the gray #/SBTL button. This also adds tax for the sale based on your area's preprogrammed tax rate. (It will only add tax if you are charging tax on your fair and use the #1 key)

After the sale has been subtotaled, push the large aqua button labeled CA/AT/NS to total the sale.

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.

For sales that require a desired % off, follow these steps:

Ring up the sale as described above.

After subtotaling the sale, 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).

If you have any questions please feel free to call and someone will be available to help you.

Anderson's Bookfair Company 1-630-820-0044

**PLEASE RETURN ALL CONTENTS OF THE BOX ALONG WITH ORIGINAL PACKAGING MATERIALS.
THANK YOU FOR CHOOSING ANDERSON'S BOOKFAIR COMPANY!**