

KIDS ARE FIRST FUNDRAISING HOLLY JOLLY HOLIDAY SHOP

REGISTER SET-UP

1. Please make sure that the roll of register tape is in the roll holder
(DO NOT USE the black spindle; receipt tape will not fit on it.)
2. Plug in your register.
3. Insert the key marked “OP” and turn the key to “REG”

TO RING A SALE:

1. Enter the PC# then press PLU. Do this for each item.
2. Press the **SUB TOTAL** Button
3. Enter the dollar amount that you are given. **DO NOT USE A DECIMAL.** *(Example: enter \$1.50 as 150)
4. Press the **CA/AMT TEND** Button

END OF DAY:

1. Turn Program Key to “Z”
2. Press the **CA/AMT TEND** Button (This will “Z” out the register and print out the total for the day.)

KEYS:

- OP Key - Used to operate the cash register.
- PGM Key – Used to run “Z Report” (end of day) and ONLY USED IF NEEDED TO RE-PROGRAM THE REGISTER.

RE-PROGRAMMING YOUR REGISTER

1. Use the PGM Key & turn it to “**PGM.**”
2. Enter the PC# then press **PLU** Button.
3. Enter price (**DO NOT use decimals.**)
4. Press **CA/AMT TEND**. Repeat steps 2-4 until you are done entering ALL of the prices.
5. Press the **SUB TOTAL** Button to store the prices in the register.
6. Turn the key to “**REG**” (This will start the set-up process all over again.)
7. Turn the Key to OFF and remove the key from the register.