

# Cash Register Instructions

❖ Turn KEY to **REG** (Register)

▪ **NEVER USE THE DECIMAL!!!!!!**

## **HOW TO OPEN THE CASH REGISTER DRAWER**

*(WITHOUT MAKING A SALE)*

➤ Press **Ck/NS** (No Sale) to open drawer

## **MAKE A SALE! (Turn Register Key to REG (register))**

- Key in PC# (EX:16,1,2,3,4,5,6 ETC)
- Press **PLU**  
(Repeat as needed)
- Press Sub Total
- Key in Dollar Amount Given
- Press = **CA/Amt Tend**  
(Door pops open)  
(Read-out shows amt of change)

## **MORE THAN 1 OF THE SAME ITEM???**

- After pressing **PLU**, Press **PLU** again for each multiple item.
- Example: 5, **PLU**, **PLU**, **PLU** will ring up THREE of PC#5  
(Repeat as needed)
- Press **Sub-Total**
- Key in Dollar Amount Given
- Press **Amt Tend/TOTAL**  
(Door pops open)  
(Read-out shows amt of change)

## **How to Handle... The WHOOPSIES!!!**

### **WHOOPSIE!!! WRONG ITEM!**

- Press - /Err Corr  
(Will Void **PREVIOUS** item only)

### **WHOOPSIE!!! DON'T WANT THAT!**

- **AFTER** pressing **Sub-Total**, if customer wishes to VOID an item or items, just:
  - Type in \$ AMOUNT to VOID
  - Press - /Err Corr
- Press **Sub-Total** and complete the sale.

### **WHOOPSIE!!! HAVE TO RETURN!**

- Turn **Refund key** to RF (Refund)
- Key in PC# (EX:16,1,2,3,4,5,6,7 ETC)
- Press **PLU**  
(Repeat PC#, **PLU** as needed)
- Press = **CA/Amt Tend**

### **Daily Reports**

- Turn the Key to **X** (use report key)
- Press **Amt Tend/Total**  
*\*Reports need to be printed at the end of every day you run the store.*

### **HOW TO TAKE ELF BUCKS**

- Take Elf Bucks just like Cash just **DO NOT** give any **CHANGE BACK!**

**PLEASE LOOK ON REVERSE SIDE FOR REGISTER DIAGRAM!!!**