

Taking a Z Report:

- Turn the Key to the Z position.
- Press “Z Report” key on the keyboard.
- This will print out the totals and reset the totals.
- Turn the Key back to the REG position when done.

Taking a X Report:

- Turn the Key to the X position.
- Press “X Report” key on the keyboard.
- This will print out the totals and WILL NOT reset the totals.
- Turn the Key back to the REG position when done.

Turning the Receipt On / Off:

- Turn the Key to the X position.
- Press 4
- Press Yes / No to toggle the option on or off
- Turn the Key back to the REG position when done.
- If receipt is needed after a transaction, Press the “Cash” key.

Voiding a Previous Item:

- When an item is incorrectly rung up but was not the last item that was entered, there is a certain way that it must be voided from the transaction. You can only void items that have been rung up in the transaction.
 - For example, there are 5 items on the transaction and the 1.50 BEER is the item that needs to be voided, it is the third one in the list. This is how you would void it:
 - Press the “Void” key.
 - Press the item that needs to be voided.
 - Continue with the rest of the transaction.

Voiding a Transaction:

- There are times when a transaction needs to be canceled.
 - Press the “Cancel” key.
 - A receipt will print for all the items that were rung up and will state CANCEL at the bottom.

Refunding a Item:

- When a customer is not satisfied with the purchase, a refund is needed. For example, a customer was unhappy with the purchase of a 1.50 BEER.
 - Press the “Return” key.
 - Press the item that needs to be refunded.
 - Finalize Sale by Pressing “Cash”.