



HOW TO PROGRAM THE CASH REGISTER

Please follow these simple step-by-step instructions to program your cash register for using Price Codes.

DO NOT use the decimal button on the keypad for any functions.

1. Install Back up Batteries--- This step is extremely important to prevent memory loss in the event your register becomes unplugged.
2. Install Register Tape. Certain models will not operate correctly without this step being followed.
3. Set Date and Time: This step is optional
Turn the PGM key to the PGM Mode Switch --- To set date simply follow this example: For 12/01/07 you would enter:
 - Enter **(1)** -- **(sub total)** key -- year enter **(07)** -- month enter **(12)**-- day enter **(01)** then press the **(x/for date time)** key then **(C c/ac)** key.
1 subtotal 07201 x/for date time key C c/ac
 - To set the time simply follow this example: For 1:25pm
Enter **(1)** -- **(sub total)** key -- time enter **(1325)** then press the **(x/for date time)** key then **(C c/ac)** key.
For 8:00am
Enter **(1)** -- **(sub total)** key--time enter **(0800)** then press the **(x/for date time)** key then **(C c/ac)** key.
4. At this step you must determine the percentage that you plan to mark up your items. My Holiday Fair is your store--- you decide if and how much you would like to make in profit. For a service project to your school we suggest you use the 10% markup. You can see a list of all markups on the School Price list enclosed in your Store paperwork. You will also need to decide if you will be using the same % markup across the board for every item or if you will be using a different percent for each item. For a specific % across the board markup (i.e. 10%) **we recommend that you program your register by using the price codes.** You will have less to program.

The PGM key is still in the PGM Mode Switch.

For example: If you decide upon using the suggested 10% markup (See price list in your paperwork) across the board for each item please follow these instructions to begin your programming.

- **To program your register by using the price code- one markup across the board.**
Do not press the decimal (.) key when entering amounts
Enter **(1)** -- **(sub total)** key - enter the **(unit price)** you will charge for the Price code - enter the appropriate **(department key)** that corresponds with the price code. Continue with each unit price and corresponding price code - department key until all have unit prices / price codes have been entered. Then press the **(sub total)** key to finish the programming mode. The cash register will print a

tape with what was programmed for you to confirm all prices were entered correctly.

NOTE: when programming department keys (price codes) 21 and over, press the Department Shift key before entering the price.

- **To program your register by using the HF item number** --- this method will allow you to use a different % for each HF item number. Please follow the same set of instructions as above only using the HF item number in place of the Price Code. You will need to program prices for all 114 Holiday Fair item numbers. Remember when finished you must press the **(SUB TOTAL)** key.
For example: To begin with Holiday Fair item number 1:
Enter **(1)** – **(sub total)** key– for the first Holiday Fair item number enter **(1)** then press the **(PLU/S.DEPT)** key enter **(10)** for ten cents then press the **(CA/AMT=TEND)** key ----- for the next Holiday Fair item number --enter **(2)** then press the **(PLU/S.DEPT)** key enter **(15)** for fifteen cents then press the **(CA/AMT=TEND)** key. Continue entering as above until the entire item numbers have been entered. When finished you must end your programming by pressing the **(SUB TOTAL)** key. You are now ready to move your key to the REG position and begin checking your price codes to ensure accuracy.

To Program Sales Tax Calculation:

The PGM key is still in the PGM Mode Switch. This will program 8.25% sales tax for each item. Enter 3 **(sub total)** 0125 **(sub total)** 8.25 **(ca/amt tend)** 5002 **(ca/amt tend)** **(sub total)**.

After you have programmed your selling prices to the department keys (per above), you must program the cash register to charge tax on each department key. Do this: 1 **(sub total)** **(rc / ts1)** key then press every department (price code) key one at a time, then press **(sub total)**.

HOW TO USE PROGRAMMED CASH REGISTER

To begin using your register:

- 1) Place the PGM Key into the REG Mode.
- 2) To ring up an item by price code--- Simply enter the Price Code Department Key (Example: Price Code item 1 printed on the item enter Department key 1). The item will then ring up the programmed price for that item. Enter each item the same way.
- 3) When finished ringing up the sale --Press the Sub Total key to display the total amount due of the items ringed. **If you are collecting tax, the tax will be calculated and added to the amount due.** Then enter the amount of money the customer is giving you—example \$1200 which is \$12.00 **(never use the decimal key)**. Press CA/AMT TEND and the register will display the amount of change that should be given back.

It is recommended that you keep your register plugged in at all times. This register is not meant to keep your inventory records- it is simply to be used to add your student's items and a place to store your money. For additional support please contact 877-842-0624 or look on www.myholidayfair.com/downloads.htm for the full cash register users manual and links to the manufacturer's website.