

HOW TO PROGRAM THE CASH REGISTER

Do NOT use the decimal button on the keypad for any functions. Anything in **BOLD** type is a register button you need to press. Follow these steps exactly as written to successfully program the cash register for your prices, price codes or department keys.

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 without tape.
STEP #3 IS OPTIONAL
3. Set date and time
 - Turn the key to PGM Mode - To set DATE simply follow this example
 - December 01, 2013:
Enter **(1)** - **(SUBTOTAL)** - year **(14)** - month **(12)** - day **(01)** then **(X/FOR DATE TIME)** then **(C C/AC)**
 - To set the TIME simply follow these examples *using MILITARY TIME*
 - 01:25pm:
Enter **(1)** - **(SUBTOTAL)** - time **(1325)** then **(X/FOR DATE TIME)** then **(C C/AC)**
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 complete list of markup pricing in the Profit Program section of the Helpful Hints Manual (page 7). 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 % for each item. We recommend that you program your register by using the PRICE CODES.

To program the price codes for your register - one specific markup (i.e.10%)

- Enter **(1)** - **(SUBTOTAL)**, enter the price you will charge for that specific PRICE CODE, enter the **(DEPARTMENT KEY)** that corresponds with the PRICE CODE.
- For *example*: To begin, enter **(1)** - **(SUBTOTAL)** then
 - **(10)** for \$0.10 - **DEPARTMENT KEY 1** > (continue with next price/department key)
 - **(150)** for \$1.50 - **DEPARTMENT KEY 2**
 - **(1250)** for \$12.50 - **DEPARTMENT KEY 3**

Continue with each price and corresponding **(DEPARTMENT KEY)** until all price codes have a department key, and then enter **(SUBTOTAL)**. You are now finished in programming mode. The register will print a receipt with what you programmed to confirm all prices were entered correctly.

To program the price codes for your register - different markup %

This allows you to use a different % markup for each My Holiday Fair PRICE CODE. You will need to program prices for ALL of the My Holiday Fair PRICE CODES

- For example: To begin, enter (1) - (SUBTOTAL) then
 - (price code) 1 - (PLU/S.DEPT) - (10) for \$0.10 (CA/AMT=TEND) > (continue with next price code)
 - (price code) 2 - (PLU/S.DEPT) - (150) for \$1.50 - (CA/AMT=TEND)
 - (price code) 3 - (PLU/S.DEPT) - (1250) for \$12.50 - (CA/AMT=TEND)
 - Continue until all price codes and prices have been entered then enter > (SUBTOTAL)
- Now you're ready to move your key to the REG position and begin checking your price codes to ensure accuracy.
- Enter each PRICE CODE then enter (PLU/S.DEPT). When finished entering all codes, enter (SUBTOTAL) then enter (CA/AMT=TEND) receipt will print out - check prices with department keys.

HOW TO USE PROGRAMMED CASH REGISTER

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

To begin using your register:

1. Place the PGM Key into the REG Mode.
2. To ring up items
 - By PRICE CODE.
 - ❖ Enter the PRICE CODE then (PLU/S.DEPT) for each item.
3. To ring up items
 - By DEPARTMENT KEY
 - ❖ Enter the DEPARTMENT KEY assigned to that price code.
4. When finished ringing up the sale, press (SUBTOTAL) key to display the total amount due. Enter the amount of money the customer gives you (i.e. \$1200 for \$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.

This register is not meant to keep your inventory records, it is simply to be used to add your student's items and calculate change. For additional support please contact 877-842-0624 or look on www.myholidayfair.com for the full cash register user's manual and links to the manufacture's website.