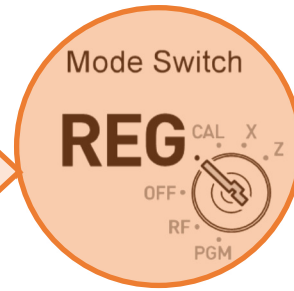


PBC Book Fair Cash Register: Quick Start

To Turn on the Register:

- Turn the Machine to REG Mode using a Register Key, remove the key when the unit is on.



DEPT 01: BOOKS

DEPT 02: SIDELINES

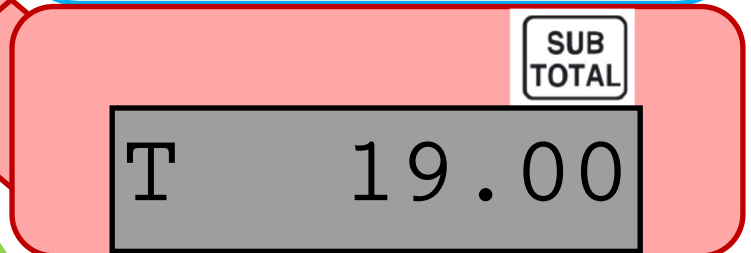
To Ring Up a Sale:

- Type the **Price**, no decimals, on the Black Number keys (Price Entry)
- Select a **Department** on the White Number keys (Department Entry)
- **Repeat** for each item

Example Sale:

\$6 Paperback Book	6	00	+ 1
\$9 Hardback Book	9	00	+ 1
\$3 Pen	3	00	- 2
\$1 Eraser	1	00	- 2

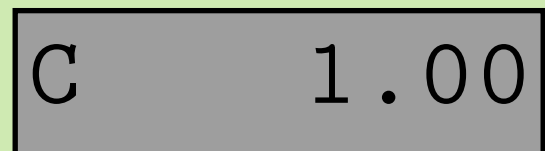
- When done ringing up items, press the **Subtotal** Key.
- The Total is Shown on the Display



- **If paying with Cash**, type in the amount of cash tendered on the Black Number Keys and press **CA/Amt Tend** key. Drawer opens and Change due is shown on the display. Hand customer receipt and any change.

Paid with:

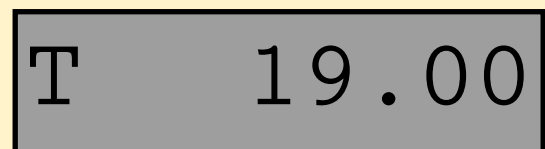
\$20 Cash 2 0 00 = CA/AMT/TEND



- **If paying with Credit Card**, Press the **CH** key. The Total will remain on the display. Place the receipt in the drawer and proceed to use the *PBC Online Credit Card Terminal* to charge the card. Customer can elect to receive a receipt from the online terminal.

Paid with:

Credit Card CH



At the End of Day, follow the instructions provided to close down sales.