

## MA 1450 Quick Reference Guide

**Log In:** Enter log in code and press [**LOG/RECT**]

**Log Out:** Enter 0 (zero) and press [**LOG/RECT**]

**Entering sales:** Key in amount and press Department key.  
Press [**TXBL TL**] key to subtotal.  
Enter amount tendered and press appropriate tender key\*  
\*[**CASH**], [**FLEET**], [**CREDIT CARD**] or [**DEBIT CARD**]

**Entering PLU sales:** Enter PLU number and press [**PLU**]  
Press [**TXBL TL**] key to subtotal.  
Enter amount tendered and press appropriate tender key\*  
\*[**CASH**], [**FLEET**], [**CREDIT CARD**] or [**DEBIT CARD**]

**Error Correction:** To correct a wrong entry before pressing department key  
Press [**C**].

To correct a wrong entry after pressing department key,  
Press [**ITEM CORR**]

To correct a wrong entry prior to the immediate last entry,  
Press [**VOID**], Re-enter the incorrect amount and press the  
Department key you wish to void the entry from.

To delete an entire sale and start over,  
Press [**ALL VOID**]

**Return Mdse:**

To correct a wrong entry after sale has been finalized.  
Press [**RTN MDSE**]  
Enter the amount to be returned (corrected)  
Press Department key to return amount to.  
Till will indicate negative amount.  
Press [**TXBL TL**] then [**CASH**] to finalize.

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### Shift Change:

Log Out and turn Key to Z position.

Press [**CASH**]

Till will print following reports:

Financial

Cashier

Group

Department

Follow above procedure for ALL shift changes.

### Cashout – End of Day:

Log Out and turn Key to Z position.

Press [**CASH**]

Till prints following reports:

Financial

Cashier

Group

Department

Enter **1**, Press [**CASH**]

Till prints following reports:

Hourly

PLU

After above reports have finished printing

Enter **200** and Press [**CASH**]

Till prints following reports:

GTZ Financial

GTZ Cashier

GTZ Department

### Change price on PLU items:

Log Out and turn Key to SET position.

Enter PLU number and press [**PLU**], Register displays price.

Enter new price and press [**#**]

Register will bring up the next PLU number and display price.

You may change the next PLU as above, or

Press [**CASH**] to exit programming.

Turn Key back to REG and Log In.

## **PLU Programming:**

Log out and turn key to “SET”

Enter 4, Press [ @ ]

\*\*Enter New PLU number and press [PLU]

Enter Dept number to link PLU to and press [#]

Enter alpha character codes for PLU description  
Press [ST]\*

\*See att'd alpha code table for entering descriptions.

Enter price and press [#]

For items subject to GST:

Enter 4, press [ST], Enter 4, press [#]

For items subject to PST:

Enter 6, press [ST], Enter 1, press [#]

For items requiring Deposit/Levy:

Enter 10, press [ST]

Enter Link PLU number from list of Deposit/Levy PLU's

Press [#]

Repeat from \*\* for all required PLU items.

Press [CASH] to exit program.

Turn key back to “REG”

Log In.

## **To assign PLU's to one touch keys:**

Log Off

Turn Key to “SET”

\*Enter 27, Press [ @ / FOR ]

Enter PLU number, Press key to be assigned.

Repeat from \* for all PLU one touch keys.

Press [CASH] to exit program

Turn key back to “REG”

Log In.

<b>PLU List:</b>	<b>PLU</b>	<b>Description</b>
	91	1 Pack Cigs
	92	2 Pk Cigs
	93	Carton Cigs
	94	Number 7 2 Pk.

<b>Deposit/Eco PLU's</b>	<b>PLU</b>	<b>Description</b>	<b>Amount</b>
	1	Deposit	\$0.05
	2	Deposit	\$0.10
	3	Deposit	\$0.20
	4	Deposit	\$0.40
	5	Reserved for Future Deposit	
	6	Reserved for Future Deposit	
	7	Reserved for Future Deposit	
	8	Reserved for Future Deposit	
	9	Eco Fee	\$0.01
	10	Eco Fee	\$0.02
	11	Eco Fee	\$0.03
	12	Eco Fee	\$0.04
	13	Eco Fee	\$0.05
	14	Eco Fee	\$0.06
	15	Eco Fee	\$0.07
	16	Eco Fee	\$0.08
	17	Reserved Future Eco Fee	
	18	Reserved Future Eco Fee	
	19	Reserved Future Eco Fee	
	20	Eco Fee	\$0.15

**Time Setting:** Log Off, Turn Key to Set  
Enter 5, Press [**@/For**]  
Enter time using 24 hour format  
Press [**CASH**]

**Date Setting:** Log Off, Turn Key to Set  
Enter 6, Press [**@/For**]  
Enter Date, Include Day of week (0=Sun, 1=Mon etc ~ 6=Sat)  
Ie 504252003 = Friday April 25, 2003  
Press [**CASH**]

**Alpha Code Entry for descriptions:**

**Enter code followed by [#] for each letter. Press [ST] to finish.**

<b>A</b>	<b>401</b>	<b>P</b>	<b>500</b>	<b>0</b>	<b>300</b>
<b>B</b>	<b>402</b>	<b>Q</b>	<b>501</b>	<b>1</b>	<b>301</b>
<b>C</b>	<b>403</b>	<b>R</b>	<b>502</b>	<b>2</b>	<b>302</b>
<b>D</b>	<b>404</b>	<b>S</b>	<b>503</b>	<b>3</b>	<b>303</b>
<b>E</b>	<b>405</b>	<b>T</b>	<b>504</b>	<b>4</b>	<b>304</b>
<b>F</b>	<b>406</b>	<b>U</b>	<b>505</b>	<b>5</b>	<b>305</b>
<b>G</b>	<b>407</b>	<b>V</b>	<b>506</b>	<b>6</b>	<b>306</b>
<b>H</b>	<b>408</b>	<b>W</b>	<b>507</b>	<b>7</b>	<b>307</b>
<b>I</b>	<b>409</b>	<b>X</b>	<b>508</b>	<b>8</b>	<b>308</b>
<b>J</b>	<b>410</b>	<b>Y</b>	<b>509</b>	<b>9</b>	<b>309</b>
<b>K</b>	<b>411</b>	<b>Z</b>	<b>510</b>		
<b>L</b>	<b>412</b>				
<b>M</b>	<b>413</b>				
<b>N</b>	<b>414</b>				
<b>O</b>	<b>415</b>				

**SPACE = 200**

<b>!</b>	<b>201</b>	<b>+</b>	<b>211</b>	<b>:</b>	<b>310</b>
<b>“</b>	<b>202</b>	<b>,</b>	<b>212</b>	<b>;</b>	<b>311</b>
<b>#</b>	<b>203</b>	<b>-</b>	<b>213</b>	<b>&lt;</b>	<b>312</b>
<b>\$</b>	<b>204</b>	<b>.</b>	<b>214</b>	<b>=</b>	<b>313</b>
<b>%</b>	<b>205</b>	<b>/</b>	<b>215</b>	<b>&gt;</b>	<b>314</b>
<b>&amp;</b>	<b>206</b>			<b>?</b>	<b>315</b>
<b>‘</b>	<b>207</b>	<b>@</b>	<b>400</b>		
<b>(</b>	<b>208</b>				
<b>)</b>	<b>209</b>				
<b>*</b>	<b>210</b>				