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 **SETTING UP YOUR SCANNING CASH REGISTER –**

1. Take Cash Register out of box and place it on the table or desk, then plug it into the electrical outlet.
2. Plug scanner into the right side of the cash register. (be careful if the pins bend it could create scanning issues)
3. Look at the top right side of the cash register to determine which register you have. Example – 600, 601, 850 or 1000 then follow the directions in this notebook for your register. (Will be either **600/601 directions** ***or*** **850/1000 directions**)

***PLEASE PLAY WITH THE REGISTER TO BECOME FAMILIAR WITH IT PRIOR TO YOUR FIRST DAY OF THE SHOP SO IF YOU HAVE ANY QUESTIONS OR ISSUES, WE CAN RESOLVE THEM WITHOUT THE STRESS OF YOUR FIRST CLASS.***

1

**DIRECTIONS FOR 600/601 REGISTERS**

**TO POWER ON/OFF REGISTER**

1. Place key labeled **REG** in mode key slot and turn the key to **REG 1** position. *(you should hear the scanner beep when you power on the register) (Keys can be found in the top register drawer)*

**TO OPEN DRAWER WITHOUT A SALE:**

1. Press the #/ST/NS key *(just above the amount tender total key)*

 **TO RING UP A SALE:**

1. Hold scanner over the bar code on item being purchased. Press the button on the bottom of the handheld scanner to read the UPC code. The scanner will BEEP, and the item will ring up on the register. *(If it does not try putting the scanner directly on the barcode then press the button)*
2. If you have more than one piece of the same item to ring up, enter the quantity on the round number keys then press the **QTY/DATE KEY**, next scan the items barcode as in step 1.
3. After all items for one sale have been scanned into the register press the **SUBTOTAL KEY** and the register will show the total amount due.
4. Using the **ROUNDED NUMBER KEYS** enter the amount the customer gives you to pay for the purchase, **DO NOT USE THE DECIMAL KEY**, then press the **AMOUNT TEND TOTAL KEY**. The register drawer will then open and the register will display the correct amount of change you should give the customer.

**IF SCANNER WILL NOT READ A BAR CODE:**

You can manually enter the item one of two ways:

1. Enter the barcode manually using the **ROUNDED NUMBER KEYS**:
2. The numbers you must enter are printed under the lines of the barcode. There will be **ONE NUMBER TO THE FAR LEFT** of the lines – **INCLUDE THIS NUMBER**!! Begin entering the numbers with the number to the left of the barcode. There will also be a number to the far **RIGHT** of the lines – This number **SHOULD ALSO BE INCLUDED** when you enter the numbers. After entering all the numbers for the barcode press the **PLU KEY**. The correct item should ring up.
3. You can ring up the item manually by using the **PRICE**. Enter the correct price using the **ROUNDED NUMBER KEYS (DO NOT USE THE DECIMAL)**, then press the **SQUARE 1 A KEY (600/601)**. The register will ring up the correct amount.

**IF AN ITEM DOES NOT HAVE A BARCODE:**

Refer to the pages following register instructions. Items without individual bar codes are pictured with the description and barcode directly below the picture. Find the picture of the item you are ringing up and scan the barcode below the picture just as you would a barcode on an actual item.

**TO VOID A SALE OR REGISTER A RETURN:**

To void an item during a sale, press the **VOID KEY** *(it will only void the last item scanned/entered).* You may then to continue to ring items to finish out the sale.

To void the entire sale, press the **SUBTOTAL KEY** and then enter the total dollar amount then press the **VOID KEY** next press the **SQUARE 1 A KEY,** last press the **AMOUNT TEND TOTAL KEY**. You will then see on the receipt Full Void.

To register a return of an item that was sold previously, Press the **RETURN KEY**. Scan the bar code as when making a sale. Press **AMOUNT TEND TOTAL KEY** to complete the return.

2

**TO CHARGE SALES TAX:**

Go to ring up sale, follow steps 1-4 then enter the correct sales tax (example 6.0) for your county using the rounded number keys, press **+% PO KEY**. This will add the sales tax. Then press **SUBTOTAL /W/TAX KEY** and register will show the total amount due with the sales tax. Using the **ROUNDED NUMBER KEYS** enter the amount the customer gives you to pay for the purchase ***(DO NOT USE THE DECIMAL KEY)****,* then press **AMOUNT TEND TOTAL KEY**. The register will show the correct amount of change you should give the customer.

**TO RUN AN END OF DAY REPORT:**

1. First turn key to the off position, remove REG KEY and insert **Z KEY**.
2. Turn key to the **Z** position.
3. Run the normal end of day report by pressing the **AMOUNT TEND TOTAL KEY**.

***CASH REGISTER KEY(S) MUST BE RETURNED***

***WITH THE CASH REGISTER.***

***PLEASE LEAVE THEM IN THE TOP REGISTER DRAWER.***

***THE REGISTER MUST BE PACKED BACK UP IN THE ORIGINAL CARTON WITH ALL PACKING MATERIALS. YOU MUST ALSO INCLUDE THE SCANNER IN THE BOX OR BAG YOU RECEIVED IT IN AND THE NOTEBOOK PROVIDED AND ANY REGISTER TAPE ROLLS.***

**If you have any questions or problems with the cash register, call our office WHILE YOU ARE AT THE REGISTER and we will be glad to assist you.**

**(954)971-8668 or (800)882-9924**

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**DIRECTIONS FOR 850/1000 REGISTERS**

**TO POWER ON/OFF REGISTER**

1. To turn on register **PRESS** **MAIN MENU (ON) KEY.**
2. Press amount tender total key and then you are ready for your first sale.
3. At end of day to turn off the register, **PRESS THE MAIN MENU (ON) KEY, SCROLL DOWN TO THE WORD “OFF” BY USING THE ARROW DOWN (↓) KEY, AND THEN PRESS THE AMOUNT TEND <ENTER> TOTAL KEY.**

**TO OPEN DRAWER WITHOUT A SALE:**

1. Press the #/NS/<sym> key *(on the right three keys above the amount tender total key)*

 **TO RING UP A SALE:**

1. Hold scanner over the bar code on item being purchased. Press the button on the bottom of the handheld scanner to read the UPC code. The scanner will BEEP, and the item will ring up on the register. *(If it does not try putting the scanner directly on the barcode then press the button)*
2. If you have more than one piece of the same item to ring up, enter the quantity on the round number keys then press the **QTY/DATE KEY**, next scan the items barcode as in step 1.
3. After all items for one sale have been scanned into the register press the **SUBTOTAL KEY** and the register will show the total amount due.
4. Using the **ROUNDED NUMBER KEYS** enter the amount the customer gives you to pay for the purchase, **DO NOT USE THE DECIMAL KEY**, then press the **AMOUNT TEND TOTAL KEY**. The register drawer will then open and the register will display the correct amount of change you should give the customer.

**IF SCANNER WILL NOT READ A BAR CODE:**

You can manually enter the item one of two ways:

1. Enter the barcode manually using the **ROUNDED NUMBER KEYS**:
2. The numbers you must enter are printed under the lines of the barcode. There will be **ONE NUMBER TO THE FAR LEFT** of the lines – **INCLUDE THIS NUMBER**!! Begin entering the numbers with the number to the left of the barcode. There will also be a number to the far **RIGHT** of the lines – This number **SHOULD ALSO BE INCLUDED** when you enter the numbers. After entering all the numbers for the barcode press the **PLU KEY**. The correct item should ring up.
3. You can ring up the item manually by using the **PRICE**. Enter the correct price using the **ROUNDED NUMBER KEYS (DO NOT USE THE DECIMAL)**, then press the **SQUARE 1 M KEY (850/1000)**. The register will ring up the correct amount.

**IF AN ITEM DOES NOT HAVE A BARCODE:**

Refer to the pages following register instructions. Items without individual bar codes are pictured with the description and barcode directly below the picture. Find the picture of the item you are ringing up and scan the barcode below the picture just as you would a barcode on an actual item.

**TO VOID A SALE OR REGISTER A RETURN:**

To void an item during a sale, press the **VOID KEY** *(it will only void the last item scanned/entered).* You may then to continue to ring items to finish out the sale.

To void the entire sale, press the **SUBTOTAL KEY**, then press the **VOID KEY,** next press the **SQUARE 1 M KEY,** last press the **AMOUNT TEND TOTAL KEY**. You will then see on the receipt Full Void.

To register a return of an item that was sold previously, Press the **RETURN KEY**. Scan the bar code as when making a sale. Press **AMOUNT TEND TOTAL KEY** to complete the return.

4

**TO CHARGE SALES TAX:**

Go to ring up sale, follow steps 1-4 then enter the correct sales tax (example 6.0) for your county using the rounded number keys, press **+% PO KEY**. This will add the sales tax. Then press **SUBTOTAL /W/TAX KEY** and register will show the total amount due with the sales tax. Using the **ROUNDED NUMBER KEYS** enter the amount the customer gives you to pay for the purchase ***(DO NOT USE THE DECIMAL KEY)****,* then press **AMOUNT TEND TOTAL KEY**. The register will show the correct amount of change you should give the customer.

**TO RUN AN END OF DAY REPORT:**

**850/1000:**

1. Press the **MAIN MENU (ON) KEY**.
2. Press the **ARROW DOWN (↓)** **KEY** to select Reports. Press the **AMOUNT TEND TOTAL <ENTER> KEY.**
3. Press the **ARROW DOWN (↓) KEY** to select **Z REPORT**. Press the **AMOUNT TEND TOTAL <ENTER> KEY.**
4. Press the **ARROW DOWN (↓) KEY** to select **DAILY REPORT**. Press the **AMOUNT TEND TOTAL <ENTER> KEY.**
5. Follow the instructions on the display screen to complete the report.

***CASH REGISTER DRAWER KEY MUST BE RETURNED***

***WITH THE CASH REGISTER.***

***PLEASE LEAVE THEM IN THE TOP REGISTER DRAWER.***

***THE REGISTER MUST BE PACKED BACK UP IN THE ORIGINAL CARTON WITH ALL PACKING MATERIALS. YOU MUST ALSO INCLUDE THE SCANNER IN THE BOX OR BAG YOU RECEIVED IT IN AND THE NOTEBOOK PROVIDED AND ANY REGISTER TAPE ROLLS.***

**If you have any questions or problems with the cash register, call our office WHILE YOU ARE AT THE REGISTER and we will be glad to assist you.**

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**DO NOT REMOVE BATTERIES FROM THE REGISTER OR YOU WILL LOSE ALL PROGRAMMING**

**REGISTER WILL NOT WORK WITHOUT THERMAL RECEIPT TAPE**

**(USE ONLY THERMAL RECEIPT TAPE AT ALL TIMES)**

6

**We will pick up the register at the same time that we pick up your leftover merchandise and Express Check Out paperwork. Please be sure to leave the packed-up register with the left-over merchandise ready for pick up.**

**Have a great Holiday Gift Shop!**

7



CREDIT CARD SHOPPING VOUCHER

INSTRUCTIONS

Your families now have the opportunity to pay with a credit/debit card prior to their child's shopping day! The parent letters provided give the details and website where your families can prepay and complete the voucher their child can use in your Holiday Gift Shop.

You will have access to all of the online purchases made using your login credentials at [www.paythankyou.com](http://www.paythankyou.com). You will receive log in information via email so make sure to watch for that. You will need to use the link provided in your email to change your password within 24 hours.

If a voucher is lost or stolen, you can verify the purchase online. Please keep the vouchers to be counted at the end of each day.

When your students come in with their voucher, please treat it like cash. Make sure that their voucher has been completed; including the **Student's Name, AUTH Code** and **Amount Purchased.** If their purchase is less than the amount written on the voucher, you could see if they want to use the remaining amount or provide them change from your change drawer/box.

**8**

Shopping Voucher Frequently Asked Questions

Q. When will I have access to my school’s Pay Thank You account?
A. You will receive an e-mail with log-in credentials in mid to late November.

Q. Can we give change to our students?
A. Yes, if your student did not spend the full amount of their voucher, you can give them change. You will receive credit for the full voucher amount at the end of your program if you include it in your daily sales totals.

Q. Do we need to track how much change is given if a voucher is used?
A. No.

Q. What happens if a student loses their voucher?
A. The chairperson has been given login credentials to view any/all purchases made. Simply write down the student’s name, voucher AUTH CODE and dollar amount, and proceed as normal.

Q. Do we need to return the vouchers to Fun Services?
A. No, you do not need to return them. We suggest holding on to them until after your shop has been completed in case a parent/guardian has a question or concern. The chairperson can also compare used vouchers to the reports available to ensure proper amounts.

Q. What happens if a student turns in a voucher with false information?
A. Since the voucher will have the student’s name on it, we recommend treating it like a bad check. You would contact the family and ask for the correct amount from that family.

Q. Can we accept a photocopy of a voucher?
A. Yes, if it has a new AUTH CODE. Some families may need to copy their parent letter because a relative like Grandma or Grandpa want to give their grandchild money to shop with. Parents can simply have their relatives purchase a voucher online and provide the parent with the AUTH CODE and dollar amount.

Q. Is there an additional fee to the school for using the Shopping Vouchers?
A. No, there is a small fee charged to each person when they purchase a voucher. This helps us to keep our prices down and avoids any additional fees to the school.

**9**

App Directions –

1. To download the app –

You can go to our website – Funsouthflorida.com and select the correct link from the MR FUN GIFT SHOP APP BANNER on our home page. (APPLE app store for iOS users and Google Play store for android users) ***IF YOU ALREADY DOWNLOADED APP PRIOR TO HOLIDAY GIFT SHOP 2019 PLEASE REMOVE THE APP FROM YOUR PHONE AND DOWNLOAD THE NEW APP SO YOU HAVE THE LATEST VERSION***

Without using our website, you can search on your device in -

iOS Apple users – The APP store search Mrfungiftshop and select install

Android users – The Google Play Store search Mrfungiftshop and select install

**NOTE: YOU WILL ONLY NEED INTERNET/WIFI ACCESS TO DOWNLOAD APP & LOG IN**

1. Log in with your assigned username, school code and password (Located on the front page of the notebook that is in the cash register box)

**NOTE: DO NOT LOG OUT UNTIL YOUR SHOP ENDS**

1. Press **Let’s Go Shopping** (SCAN & Search circles will appear)
2. Press SCAN (if you choose to scan) the camera will open, focus over the barcode either on the item or on the Tent Card /Table Label until you hear the beep, the item will be added to your cart. Please note when you scan at the bottom of the screen a quick pop up will tell you item was added to cart and quickly disappear. ***(your app is automatically set to continuous scan, if you do not like that you may change by going to Account then to Settings and turning off that feature. Once disabled you will have to go to cart after each scan and select scan to scan the next item)***

OR Press **Search items** (Keyboard will appear)

 Enter four-digit item code, and then select the item box below to add item to your cart.

Press **Search items** again and repeat until student has selected all their items.

 \*To remove an item swipe left on item you would like to delete

\*\*To enter more than one of an item simply press the + sign in the description box \*\*\*To remove a multiple press the – sign

1. Once the student has selected all of their items press the word back in the top right corner, once in cart select the **COMPLETE** in the bottom left hand corner. (Calculation box will appear)
2. Press **Amount Tender** (Keyboard will appear)

\*you need to enter amount given example 2050 the app will automatically make it $20.50\*

ANDROID USERS then press NEXT on the keyboard / iOS Apple Users then press DONE on the keyboard

**NOTE: IF YOU HIT COMPLETE AND ENTER AN AMOUNT LESS THAN THE TOTAL YOU WILL HAVE TO “X” OUT OF THE CALCULATION BOX AND REMOVE ITEMS TO CONTINUE AND COMPLETE THE ORDER.**

7) A new Calculation box will appear, you will see the number of items sold, total, amount paid and change due.

 **PRESS DONE INSIDE THE CALCULATION BOX, THIS WILL TAKE YOU TO NEW ORDER SCREEN**

***\*\*\*IF A CHILD CHANGES THEIR MIND OR YOU SCANNED ITEMS JUST FOR PRICING AND ARE NOT SELLING THEM MAKE SURE YOU DELETE THEM, DO NOT CONTINUE TO COMPLETE THE SALE!***

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 ***\*\*\*\*If you would like to use our APP for REORDERS please call the office and confirm that the office received your reorder email\*\*\*\****

**TO PLACE A REORDER THROUGH THE APP**

1. On the bottom right corner click on account
2. Next select Reorder
3. Next you may scan the items you wish to reorder by clicking the top right small scan symbol or enter the item number manually on the line at the top of the screen.
4. Once you have entered all items you wish to reorder press the Send Reorder Form at the bottom of the screen. This will bring up an email screen where you need to enter your name/school name, email & phone number before you send this email. (We recommend that you also keep a hard copy on the reorder form provided in your paperwork folder. When you leave school and connect to internet the email will send. If for any reason Fun Services does NOT receive your email you will have the hard copy to place your reorder.)

 ***NOTE: WE DO NOT KNOW YOU ARE SENDING A REORDER UNLESS YOU CALL FUN SERVICES AND CONFIRM WE RECEIVED THIS EMAIL. WE ARE NOT RESPONSIBLE FOR REORDERS SENT THAT YOU DO NOT CONFIRM WITH SOMEONE IN THE OFFICE.***

**FOR ANY QUESTIONS PLEASE CALL –**

**(800)882-9924 OR (954)971-8668**