User Manual – *The Simpler Version*

This user manual is for a *DDC Retail Shop Assistant* to read to understand the basic operation of the till system at the Denby Dale Centre charity shop.

THE Denby Dale CENTRE

Turning the Till On • Make sure key pointing to "**OFF**" before you turn power on – check the wall plug to make sure that is turned on • Set the key to "**REG**" (this stands for register)	
Changing a Till Roll • Open the left hand till roll cover (shaded lighter grey) • Lift out the "core" from the previous roll • Place a new till roll, with the loose end free and coming towards you from the bottom of the roll • Replace the cover and continue to use the till normally	
Before Trading Starts • Use the till key, and turn from off to "**REG**" • Check you have enough till roll and a spare till roll • Check your £10 float and insert into your till drawer • Close the till drawer	
Entering a Sale • *(Enter quantity if multiple, then – X/DATETIME)* • Enter unit price (in pence – ie no decimal point) • Enter Department Key • Press **SUB TOTAL** • Enter amount tendered (from customer) • Press **CA/AMT TEND** • Tear off receipt and present to customer with change shown *If blue department, press shift key before price as above*
black keys black keys white keys black keys	
Correcting an Error • If **before** pressing **DEPT**, press **C** to cancel entry • If **after** pressing **DEPT**, press **-/ERR CORR** • If **after** pressing **SUB TOTAL**, press price and **-/ERR CORR**	
Other Functions • Press **CHK/NS** for a No Sale (ie to open till drawer) • Press **FEED** to advance the till receipt by three lines • Power cut drawer release under unit	
End of Day • PRG key turned to **X** to print off Flash Sales Report • Press **X/DATE TIME** – tear off report and check against drawer • PRG key turned to **Z** to print off Daily Summary Report • Press **CA/AMT TEND** – tear off report and file with takings, place in safe - **This will reset the days totals** • Turn key to **OFF**	

NOTE: Meeting room hire takings to be bagged up, labelled and put in safe – do not put in the till

Your Quick Step-by-Step Guide

THE Denby Dale CENTRE

STEP 1

ENTER PRICE OF ONE ITEM

STEP 2

ENTER DEPARTMENT OF THAT ITEM

STEP 3

REPEAT FOR OTHER ITEMS

STEP 4

PRESS **SUB TOTAL** – TELL CUSTOMER HOW MUCH TOTAL BILL IS

STEP 5

PRESS AMOUNT CUSTOMER GIVES YOU, PRESS **CA/AMT TEND**

STEP 6

DRAWER OPENS, STORE MONEY FROM CUSTOMER AND GIVE CHANGE, CLOSE DRAWER

ERROR CODES

Code	Remedy
E10	Check till roll properly inserted

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