Examples of retail equipment.

Cash register.

This is a fairly basic cash register, often seen in smaller retail stores. You would keep all the cash, cheques and vouchers safely inside the drawer underneath the keyboard. The cash register also keeps track of how much money is taken in a day’s trading.

Imprint machine.

The customer’s card is placed in this machine and “swiped” so that a carbonised imprint is made on the voucher. You might also see this imprint machine being used in smaller retail stores that are not “linked up” for electronic processing of transactions (EFT).

EFTPOS system.

Used for electronic processing of credit card and cash transactions (EFTPOS), this equipment is linked electronically to the customer’s financial institution. This particular style has two parts – the main piece where the card is swiped and amount entered, and the handheld piece that the customer uses for their PIN number and/or other details.

Labelling machine.

Many stores use a small labelling machine like this to make clear, neat labels that they can stick on shelves or merchandise. Using the keypad on the labeller, you can create labels for anything you like, and you can even buy different colour label tape so that you can apply colour coding to certain areas in the store.

Pricing gun.

A pricing gun is used to print out stick-on price tags that can be attached to merchandise. Most stores now use electronic scanners to read barcodes on merchandise. In some smaller stores, however, manual price tags are used, so a pricing gun would be needed.

Large scanner.

This large scanner is usually found in supermarkets, and it’s set into the counter area at the checkout. You “swipe” the item over the glass panel, and an electronic beam reads the barcode details such as price, department and item name – putting this information into the point of sale system so that the total price can be calculated.
Electronic scales.

These scales are more commonly found in fresh produce stores, however you might also see them in the confectionery or food department of a department store. They are used to calculate the price of an item according to its weight. Most scales allow you to pre-program types of merchandise so that the total price can be calculated once the weight is measured.

EFTPOS printer.

This equipment prints out a transaction receipt from the EFTPOS machine so that the customer can check their financial records. The receipt is usually in carbon, so the store keeps a copy too for balancing the register at the end of the day’s trading. With credit card transactions, customers need to sign this receipt to authorise payment.

Hand-held scanner.

These hand-held scanners are usually “linked” to the point of sale system so that when the barcode is read, the price goes directly to the register to calculate the amount of the sale. You will usually find these in stores that don’t use the large scanner that you saw earlier, although some stores will use both.

Stationery items.

Most stores have a collection of equipment to help with day-to-day operations – stationery items such as pens, a stapler and scissors. These stationery items are usually kept close to the point of sale area so they’re within easy reach, although you might also find them in the office where the paperwork gets done.

Forklift.

This piece of equipment is usually found “out the back” of larger retail stores. It is used to move heavy items or stock. Only people who have done special training and have a licence to operate this type of equipment can only use the forklift.

Trolley.

The trolley is very useful for moving small loads of merchandise around the store. It’s not really suitable for very heavy loads, because it can be hard to wheel around if it’s carrying too much weight. Using the trolley is a good way to protect yourself from manual handling injuries caused by carrying large loads.