# 2. Programming

# 2-10. Checking the Machine Settings

#### To obtain a printout that shows OFF X/Flash Z/PGM To obtain a printout that shows the cash register settings, turn the mode switch to the Z/PGM position and use the following sequence: General & Tax Settings To see the general and tax settings, turn the mode switch to the Z/PGM position and press #/SBTL. 07 1 \_\_\_\_\_Dept. code - Sign and unit price 07 2 1 TX - Entry digit limit - SICS (1) / Normal (0) 17 3 10•00 -Taxable status for 📧 0 1 --8.00 -Sign and rate for 🕟 #000**0** Secret code -Miscellaneous settings 00200080#1 0100011#2 Printing format 00#7 7.0000 1 X Percentage tax rate(Tax1) 0.00 Minimum taxable amoun 6•0000 2¤ 1.00 0.11 0•23 0•39 0•57 -Tax table(Tax2) 0•73 0•89 1•11 0.0000 31X 0.00 0.0000 41% 0•00 1 # Clerk code 25-13 Date 03-25-13 Time Receipt number 0086#07-54@

### PLU Settings

To see the PLU settings, turn the mode switch to the Z/PGM position and press PLU.



**Before Calling for Service** 

If you encounter any of the following problems,

## please read below before calling for service. The display does not illuminate even when the mode switch is not set to "OFF". Is power supplied to the electric outlet? • Is the AC adapter plug out or loosely connected to the electric outlet? · Is the AC adapter connector out or loosely connected to the AC adapter jack? The display shows symbols that do not make Was the machine reset in the proper way shown on "Quick Set-up Guide"? The machine fails to operate when any key is pressed. Is the power supplied to the electrical outlet? (Plug in another electrical device.) Is the AC adapter plug out or loosely connected to the electric outlet? Is the AC adapter connector out or loosely connected to the AC adapter jack? The display is illuminated, but the machine does not accept key entries. • Is the mode switch properly set to the REG position?

• Was the machine reset in the proper way shown on "Quick Set-up Guide"?

### No receipt is issued.

- Is the receipt paper roll properly installed?
- Is there a paper jam?
- Is the receipt function in the "OFF" status? For the details on the ON/OFF status of the Receipt printing, refer to "Printing Format" of "2. Programming" section.

#### Printing is faded or illegible.

• The ink roller may have reached the end of its useful life. Please replace. Is the ink roller installed properly?

# Others

Have you reviewed FAQ's? See the back of the Quick Setup Guide for commonly asked questions & answers.

# -3. Reports

#### X/Z Report Sample Reading and Resetting Sales

# X Reports

OFF REG X/Flash This report, when taken in the X/Flash mode, prints the accumulated information of sales. Taking an X report is a good way to do a mid-day check on daily sales. You can take X reports any number of times, because they do not affect the cash register's memory. To issue an X report, turn the mode switch to the

X/Flash position and press (NO SALE)

# Z Reports

OFF X/Flash The contents of Z reports are the same as those of X reports, but issuance of a Z report resets all the

- transaction totals to zero. To issue a 7 report turn the mode switch to the Z/PGM position. If the secret code is programmed, you
- must enter the secret code and press CASH/ NO SALE after this step.
- For Z reports without grand total resetting Press CASH/ NO SALE
- If the secret code is programmed, you have to enter the secret code and press CASH/ NO SALE again after this step.

For Z reports with grand total resetting If you want to reset the grand total (GT) when taking the Z report, press CHECK instead of CASH/NO SALE Other than resetting the grand total, this report is the same as the normal Z reports.

If the secret code is programmed, you have to enter the secret code and press CHECK again after this step.

#### Flash Reports (displayed but not printed) Press the following key in the X/Flash mode: Department Total Department key #/SBTL Sales Total

CHARGE

**Specifications** 

13-31/64 (W) × 14-3/16 (D) × 7-31/64 (H) inches

(335 (W) × 360 (D) × 190 (H) mm)

Approx. 8.8 lbs. (4.0 kg)

Power consumption:

Operating: 2.3 W (max.)

Cash in Drawer

Model:

XE-A107

Weight:

**Dimensions**:

Power source:

120V AC, 60Hz

Stand-by: 1.5 W

|                  | Reset counter                                     |
|------------------|---|
| 00 <b>05</b> z — | Reset symbol                                      |
|                  | ("X" is printed in the                            |
| 000000           | case of X reports.)                               |
| 0730•77 1 st     | Grand total                                       |
| 14 0             | Quantity  |
| 14 @             |   |
| 331•25 1         | Dept. code  |
|                  | Amount  |
| 194-78 2         | J   |
|                  |   |
| 28 a             | All Depts, counter                                |
| 596•03           | and total   |
|                  |   |
| 1 @ ]            | Percent counter                                   |
| -4•00 %          | and total   |
| 2 @ ]            | Item void counter                                 |
| 5.00 1 .         | and total   |
| 5 0              | Void mode counter                                 |
| 23•56 5M T       |   |
| 520.03 V         | Taxable 1 total                                   |
| 29.69 11         | Tax 1 total                                       |
| 0.00 21          | Taxable 2 total                                   |
| 0.00 511         | Tax 2 total                                       |
| 25•00 \$7        | Taxable 3 total                                   |
| 0•00 3m —        | Tax 3 total                                       |
| 0•00 \$1         | Taxable 4 total                                   |
| 0.00 411         | Tax 4 total                                       |
|                  | Count of transactions                             |
|                  | Sales total                                       |
| 621+72 53        | (Total amount of sales transaction including tax) |
| /150.83 M        | Cash sale total                                   |
| 1 0 1            | Check sale counter                                |
| 128•23 a         | and total   |
| 2 0 1            | Charge sale counter                               |
| 40•66 대          | and total   |
| 30•00 M          | Received-on-account total                         |
| 2•00 M —         | Paid-out total                                    |
| 2 #              | No sale counter                                   |
| 480•83 ¤ —       | Cash in drawer                                    |
|                  | (Total amount of cash payment, change and RA/PO)  |
| 1 #              | Clerk 1 sale total                                |
| 285+22           |   |
| 120+44           | Clerk 2 sale total                                |
| 3 #              |   |
| 167•75           | Clerk 3 sale total                                |
| 4 #              |   |
| 51•00            | Clerk 4 sale total                                |
|                  |   |
| 1 #              |   |
| 03-25-13         |   |
| 0109#08-12@      |   |

# END-USER LIMITED WARRANTY

SHARP ELECTRONICS CORPORATION warrants to the first end-user purchaser (the "Purchaser") that this Sharp brand product (the "Product"), when new and shipped in its original container, will be free from defective vorkmanship and materials, and agrees that it will, at its option, either repair the defect or replace the defective Product or part thereof with a new or remanufactured equivalent at no charge to the Purchaser for parts or labor for the period(s) set forth below

This warranty does not apply to any appearance items of the Product nor to the additional excluded item(s) set forth below nor to any Product the exterior of which has been damaged or defaced, which has been subjected to imprope voltage or other misuse, abnormal service or handling, or which has been altered or modified in design or construction

In order to enforce the rights under this limited warranty, the Purchaser should follow the steps set forth below and provide proof of purchase to the servicer

To the extent permitted by applicable state law, the warranties set forth herein are in lieu of, and exclusive of, all other warranties, express or implied. Specifically, ALL OTHER WARRANTIES OTHER THAN THOSE SET FORTH ABOVE ARE EXCLUDED. ALL EXPRESS AND IMPLIED WARRANTIES INCLUDING THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR USE, AND FITNESS FOR A PARTICULAR PURPOSE ARE SPECIFICALLY EXCLUDED. If, under applicable warranties is limited to the period(s) from the date of purchase set forth below

Neither the sales personnel of the seller nor any other person is authorized to make any warranties other than those described herein, or to extend the duration of any warranties beyond the time period described herein on behalf of Sharp.

The warranties described herein shall be the sole and exclusive warranties granted by Sharp and shall be the sole and exclusive remedy available to the Purchaser. Correction of defects, in the manner and for the period of time described herein, shall constitute complete fulfillment of all liabilities and responsibilities of Sharp to the Purchaser with respect to the Product, and shall constitute full satisfaction of all claims, whether based on contract, negligence strict liability or otherwise. In no event shall Sharp be liable, or in any way responsible, for any damages or defects in the Product which were caused by repairs or attempted repairs performed by anyone other than an authorized servicer. Nor shall Sharp be liable or in any way responsible for any incidental or consequential economic or property damage. Some states do not allow limits on warranties or on remedies for breach in certain transactions, in such states, the limits herein may not apply.

Model Specific Section (Carry-in Service)

| Your Product Model Number & Description:                        | XE-A107 Cash Register<br>(Be sure to have this information available when you need<br>service for your product.)   |
|---|--|
| Warranty Period for this Product:                               | One (1) Year Parts and 90 Days labor from date of purchase   |
| Additional Item(s) Excluded from<br>Warranty Coverage (if any): | Any consumable items such as paper supplied with the Product   |
| Where to Obtain Service:  | From a Sharp Authorized Servicer located in the United States.<br>To find the location of the nearest Sharp Authorized Servicer,<br>call Sharp toll free at 1- 800-BE-SHARP.                             |
| What to do to Obtain Service:                                   | Ship prepaid or carry in your Product to a Sharp<br>Authorized Servicer. Be sure to have <b>Proof of Purchase</b><br>available. If you ship the Product, be sure it is insured and<br>packaged securely. |

TO OBTAIN PRODUCT INFORMATION, CALL 1-800-BE-SHARP OR VISIT www.sharpusa.com.



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Part Names

# Mode Switch

REG: OFF:

Working temperatures: 32 to 104 °F (0 to 40 °C) Humidity: 20 % to 90 % Display: LED (Light-Emitting Diode) 7-segment display (8 positions) Printer: Type: 1 station print wheel selective type

Printing capacity: Max. 13 digits Other functions Receipt (ON-OFF) function

#### Paper Roll: Width: 2-1/4 ± 1/64 inches (57.5±0.5 mm)

Max. diameter: 3-5/32 inches (80 mm) Quality: Bond paper (1/64 inch (0.06 mm to 0.08 mm) thickness)

#### Cash drawer: 4 slots for bills and 5 for coin denominations

Accessories: Quick Set-up Guide: 1 copy Instruction manual: 1 copy (this manual)

Operation Reference Guide: 1 copy Paper roll: 1 roll Mode key (same as Drawer lock key): 2 AC adapter: 1 Ink roller: 1 (already installed)

EFT flyer: 1

Specifications and appearance are subject to change without notice for improvement.

## WARNING

FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment. Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

# CAUTION

The AC power socket-outlet should be installed near the equipment and should be easily accessible.

#### IMPORTANT

- ry careful when removing and replacing the printer cover, as the cutter mounted on it is very sharp. I the register in a location not subject to direct sunlight, unusual temperature changes, high lity or splashing water
- lation in such locations could cause damage to the cabinet and the electronic components. r install the register in saline areas (e.g.: close to the sea).
- ling the register in such locations could cause component failure with the corrosion. r operate the register with wet hands.
- vater could seep into the interior of the register and cause component failure.
- cleaning the register, use a dry, soft cloth. Never use solvents, such as benzine and/or thinner. se of such chemicals will lead to discoloration or deterioration of the cabinet. egister plugs into any standard wall outlet (120V AC).
- electrical devices on the same electrical circuit could cause the register to malfunction. rotection against data loss, please install three alkaline batteries LR6 ("AA" size) after initializing
- aister handling the batteries, please observe the following
- ectly using batteries can cause them to burst or leak, possibly damaging the interior of the
- RISK OF EXPLOSION IF BATTERY IS REPLACED BY AN INCORRECT TYPE
- DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS.
- Be sure that the positive (+) and negative (-) poles of each battery are facing in the proper lirection for installation.
- Never mix batteries of different types.
- Never mix old batteries and new ones
- Never leave dead batteries in the battery compartment.
- Remove the batteries if you do not plan to use the register for long periods.
- Should a battery leak, clean out the battery compartment immediately, taking care to avoid
- etting the battery fluid come into direct contact with your skin.
- For battery disposal, follow the corresponding law in your country.
- omplete electrical disconnection, disconnect the AC adapter
- re to use the attached AC adapter. Otherwise, an electric shock or fire may be caused. · Do not use the AC adapter in devices other than this register.

AC adapter

VOID ESC SHIFT SHIFT %

SHIFT PLU CHECK CLERK#

(#/ SBTL CHARGE

CASH/ NO SALE



**ELECTRONIC CASH REGISTER** 

MODEL **XE-A107** 

## **INSTRUCTION MANUAL**





Printed in China

Thank you for purchasing the SHARP Electronic Cash Register Model XE-A107. Please read this manual carefully before operating your machine. Keep this manual for future reference. It will help you solve any operational problems that you may encounter.



For Set-up, Refer to "Quick Set-up Guide" For Operation Examples, **Refer to "Operation Reference Guide"** 

# Part Names and Functions



The mode switch enables the register to perform a variety of functions. The mode switch can be operated by inserting the supplied mode key (the same key as drawer lock key).

The key can be inserted into or withdrawn from the switch only in the REG or OFF position.





Permits transaction entry Turns the display off. No operations are possible

- **VOID:** Permits correction after finalizing a transaction
- X/Flash: Permits printing of sales reports and displaying the flash reports.
- **Z/PGM:** Permits printing and resetting of sales reports and programming.
- HSTTL: Non-add code / Subtotal key CHARGE: Charge key CASH/NO SALE: Cash / No sale key

CHECK: Check key

Keyboard Layout

7 8 9

[4][5][6]

1 || 2 || 3

00

@/TME: Multiplication / Time display key

MARA: Tax2 shift / Received-on account key

Void / Decimal point key

Paper feed key

Clear key

Escape key

Percent key

Tax1 shift / Paid-out key

0 00, 1~9: Numeric keys

Clerk code entry key

Department shift key

PLU (Price Look Up) key

Department keys

0

[↑]:

CL:

VOID (•)

ESC]:

%

SHIFT: PLU:

### Display

Your register is equipped with a front LED (Light-Emitting Diode) display that affords easy visibility of 8 digits for the operator during transaction.

Department code Repeat



#### PLU code

Department code: Indicates the department entered. For example, if department 1 was pressed, "1" would appear

PLU code: Indicates the PLU code entered Repeat: Indicates the number of times the same department key or PLU key is pressed repeatedly. If an entry is repeated more than ten times, only the last digit is displayed (12 displays as "2").

- Symbols and figures appearing on the display: *E* **Error:** Appears when an error is made. If this occurs during a transaction because of
- an extra digit entry, simply press CL and re-enter correctly.
- <sup>D</sup> **Program:** Appears when the cash register is being programmed in the "Z/PGM" mode.
- F **Finalization:** Appears when a transaction is finalized by pressing Norther, CHARGE or CHECK.
- Subtotal: Appears when the cash register computes a subtotal when #SBTL is pressed, and also when an amount tendered is less than the total sales amount.
- **[ Change:** Appears whenever a change due amount is displayed.
- Low battery: Appears when the voltage of the installed batteries is under the required level. You need to replace the batteries with new ones very soon. (See "Maintenance" section for explanation.)
- L No battery: Appears when the batteries are not installed, or the installed batteries are dead. You must immediately replace the batteries with new ones. (See "Maintenance" section or "Quick Set-up Guide" for explanation.)
- When the department key sign is set to "minus", a minus sign (-) appears. The decimal point is shown as ".".
  - When secret code is set, "----" appears when characters are entered.

# Getting Started

Before using the register for the first time, read the "Quick Set-up Guide" and program the register. The "Quick Set-up Guide" contains the following information

Never install the batteries into the cash register before initializing it. Before you start operating the cash register, you must first initialize it, then install three new alkaline batteries LR6 ("AA" size) on the register. Otherwise, distorted memory contents and malfunction of the cash register will occur

#### HARDWARE SET-UP

Step 1 Initializing the Cash Register Step 2 Installing Batteries Step 3 Installing a Paper Roll



PROGRAMMING Step 4 Setting Time and Date Step 5 Setting Tax Rates (%) Step 6 Assigning Tax Rate to Departments



ENTERING TRANSACTIONS Step 7 Enter a Transaction



Step 8 Reading / Resetting

# 1. Entries



the REG position.

Before you begin entries,

turn the mode switch to

# Flow of Register Use During the Day

#### Before the Store Opens –

- Make sure you have enough receipt paper for the day.
- Note, the total currency value placed in the drawer to start the day
- Run an X report, to confirm daily totals were reset to zero at the close of the previous day. I
- not, run Z report. (See "3.Reports") Turn the key to the REG position and begin

# sales.



# During the Business Day -

- To enter sales (See "Operation Example", "1-1 Department", "1-2,PLU")
- Use discounts (See "1-3.Percent key").
- Make corrections (See "1-9.Correction").
- Clear errors (See "1-12.When an Error Occurs") Check sales totals by running X reports. (See "3.Reports")



# - End of Day Register Closing —

• Run an end of day "Z report" (see "3.Reports) which provide final day sales and clears sales totals on the cash register. Turn the key to the OFF position

Note, the cash amount started with at the beginning of the day will not be reflected in the X or Z reports

# 1-5. Tax Calculation

#### Automatic Tax Calculation

When the register is programmed with a tax table or tax rate method and the tax status of a department is programmed as taxable, the register automatically computes the tax on any item entered using the department key for that department or a PLU code associated with that department.

#### Taxable Subtotal

You can display the taxable 1 or taxable 2 subtotal by pressing either tax shift key and then #/SBTL. The subtotal of taxable 1 or taxable 2 entries is displayed You cannot display the subtotal of taxable 3 or 4 items

#### Tax Shift

You can change the programmed taxable 1 or 2 status of each department key by pressing one or both of the two tax shift keys [AXI/PO] and [AXI/RA]. To change the taxable status, press the appropriate tax shift key just before the department, PLU or % key. In case of repetitive entries, the shifted tax status is used.

#### <Example>

Selling a \$3.50 item (dept. 1, taxable1) as a nontaxable item: 3 5 0 - TAX1/PO - DEPTS BHIFT/PO - DEPTS Selling a \$5.00 item (dept. 2, taxable1) as a taxable2 item: 500 - TAX1/PO TAX2/RA - DEPT6 DEPT2

#### Tax Delete

This function is used when the taxable item or items once entered need to be made non-taxable. Press [AXI/PO] or [AXI/RA], then #/SBTL, and VOP and all entries made so far in the transaction for items with the specified taxable status will be made non-taxable To make all entries up to that point non-taxable. press [IAX1/PO] and [IAX2/RA], then #/SBTL, and [VOD]. Subsequent entries in the transaction remain unaffected and will be taxed normally.

#### <Example>

Selling two \$3.50 items (dept. 1, taxable 1) and a \$5.00 item (dept. 2, taxable 1), and entering the sale as non-taxable:

 $3 5 0 \xrightarrow{\text{DEPT5}} \rightarrow \xrightarrow{\text{DEPT5}} 5 0 \xrightarrow{\text{DEPT6}} \rightarrow$ TAX1/PO -> #/SBTL -> (void)

# **Operation Examples**

# When Paid by Cash

- 1. Turn the mode switch to the REG position. 2. Enter the clerk code and press QLERK#. (Once the clerk code is entered, you need not enter the clerk code at the start of each transaction until the clerk is changed.)
- 3. Enter the price for the first item.
- Press the appropriate department key.
- 5. Repeat steps 3 and 4 for all the remaining items. 6. Press #SBTL to display the amount due including
- any tax (you can omit this step). 7. Enter the amount received from the customer
- (you can omit this step if the amount tendered is the same as the subtotal)
- **8.** Press  $\overline{[NO SALE]}$ , and the change due is displayed and the drawer opens. 9. Close the drawer

# <Example>

Selling a \$ 5.00 item (dept. 1) and a \$8.00 item (dept. 3), and receiving \$20.00 from your customer for cash:

1 CLERK# → 5 0 0 DEPT5 → 8 0 0 DEPT7 → Clerk code Price and dept. Price and dept.  $\#/\text{SBTL} \longrightarrow 2 0 0 0 \longrightarrow \text{CASH/}_{\text{NO SALE}}$ 

# When Paid by a Credit Card

Amount tendered

Press CHARGE instead of NO SALE at the end of the transaction (Step 8 in the above operation). The amount tendered cannot be entered.

# When Paid by Check

**Mixed Tender Sale** 

Manual Tax

Manual tax 1 entry:

Manual tax 2 entry:

#### Press CHECK instead of CASH/NO SALE at the end of the transaction (Step 8 in the above operation). The amount tendered can be entered like a cash sale

and the change due is displayed and press PLU

When the amount tendered by cash or check is less than the sales amount including tax, the display shows a deficit and "a". To compensate for the deficit, make an additional amount-tendered entry or make a charge entry.

You can apply tax manually when the automatic tax

calculation function cannot be used. Each manual

once during a transaction. After a manual tax entry,

1-6. Non-add Code Number

Non-add code numbers can be entered and printed

add codes can be used for check numbers, serial

numbers, product codes, service charge codes

1-7. Received-on-Account and

Paid-Out Entries

The received-on-account (RA) entry function is

used for entering the cash received not directly

connected with a sale. The paid-out (PO) entry

function is used for recording the money taken

Flash mode

OFF X/Flash VOID

from the drawer for payment not directly connected

with a sale. These functions are available in the X/

Paid-out entry:

(up to \$799999.99)

Received-on-account entry:

amount - TAX2RA (up to \$799999.99)

amount - TAX1/PO

For more operation example,

Refer to "Operation Reference Guide"

or any other numbers for reference to specific

transactions. Non-add code numbers can be

entered in the REG or VOID mode.

Non-add code number entry procedure:

a code number of up to 8 digits - #/SBTL

on the receipt during the entry of a sale. Non-

tax entry (for Tax 1 or Tax 2) can be made only

you cannot make any further item entries.

TAX1/PO #/SBTL) → tax amount → #/SBTL

TAX2/RA) #/SBTL - tax amount - #/SBTL

# 1-1. Department

# **Repetitive Department Entries**

To enter two or more of the same item, press the appropriate department key repeatedly.

## Multiplication Entries

To enter a sale of two or more of the same item, use @/TIME key for multiplication

<Example> Selling five pieces of \$1.50 item (dept. 1) and three pieces of \$3.50 item (dept. 3) for check payment:

5 @/TIME 1 5 0 DEPT5 → 3 @/TIME 3 5 0 DEPT7 DEPT3 + (#/SBTL) - CHECK

### Single Item Cash Sale (SICS) Entry

This function is used for the sale of one item to be paid by cash. It is applicable only to departments programmed for single-item cash sales or to PLUs associated with such departments. After the appropriate department or PLU key is pressed, the transaction is complete and the drawer opens. For the programming of SICS, see the Department Status section in "Programming".

# 1-2. PLU (Price Look Up)

The PLU function allows speedy key entries. When a PLU code has been assigned to an item and a price for it has been programmed, entry of the code automatically calls up the price for the item. Up to 80 PLU codes are programmable. See the PLU programming section in "Programming".

To enter a sale of a PLU item, simply enter its code

#### <Example>

Selling a PLU1 item (price:\$1.20) for cash and receiving \$5.00 from your customer: 1 PLU → #/SBTL → 5 0 0 → CASH/ NO SALE

### 1-8. Opening the Drawer with No Sale

Just press  $\left[ \begin{array}{c} CASH \\ NO SALE \end{array} \right]$  and the drawer opens.

# 1-9. Correction

**Correction of Entered Number** When you enter an incorrect number, delete it by pressing [CL] immediately after the entry.

Correction of the Last Entry If you make a mistake when making a department entry, PLU entry, repetitive or multiplication entry discount or premium entry by 5%, or manual tax entry, you can correct this by pressing VOD.

# **Correction of Earlier Entries**

You can correct any incorrect entry made during a transaction if you find it before finalizing the transaction by pressing  $\left[ \begin{array}{c} \text{CASH} \\ \text{NO SALE} \end{array} \right]$ , CHARGE, CHECK, etc.

#### <Example>

Correct 3 PLU entry to 4 PLU after another correct entry has been made, enter the following:

3 PLU - 1 1 5 0 DEPT5 - 3 VOID PLU -

4 PLU → CASH/ NO SALE

# 1-10. Void mode

This function allows you to reverse the entries made in an incorrect receipt. The entries are subtracted



details that are on the incorrect receipt. The VOID mode symbol (VD) is printed at the bottom of the receipt.

- If the secret code is programmed, you have to enter the secret code and press CASH/ NO SALE after setting the mode switch to the
  - Transaction entries to that point are registered. VOID position.  $(\text{Transaction}) \xrightarrow{\text{CL}} \text{ESC} \rightarrow \text{ESC}$

# 1-3. Percent Key

The percent key is used to apply a discount or premium to an item or to a subtotal. You can manually enter a discount (or premium) rate. Once the rate is preset for 🐁 , you can skip the step of entering the rate

Discount for an item: entry of an item - percentage rate - % (ex. For 20%, enter 2 0 0 0.)

Discount for a subtotal: entry of all items → (#/SBTL) → percentage rate → (%) (ex. For 5%, enter 5 0 0.

<Example> Applying a 10% discount to a \$1.50 item (dept.1):  $1 5 0 \xrightarrow{\text{DEPT5}} \rightarrow 1 0 0 0 \rightarrow \%$ 

Selling a \$5.00 item (dept. 1) and a \$8.00 item (dept. 3), and applying a 10% discount to the subtotal of the transaction:

500 DEPT3 → 800 DEPT3 → #/SBTL → 1000 → %

The register is set by default to tax the original amount before the discount. To tax the amount after the discount is applied, see "2-3. Programming the Percent key" to change the setting.

# 1-4. Entering a Refund

The cash register has no refund key. You must use the following alternative method to make a refund entry. A negative department for refund must be programmed in advance. Check the taxable status of the returned item is the same as that of the programmed negative department. If not, use the appropriate tax shift key to change the taxable status

<Example> Refund entry for a \$2.00 item (taxable 1): 2 0 0 DEPT4 \* CASH/ OF CHARGE

Refund entry for a \$5.00 item (non taxable): 5 0 0 TAX1/PO DEPT4 \* CASH/ NO SALE OF CHARGE

Dept.4: negative (-), taxable1 (default setting)

# 1-11. Void Operation of RA/PO in the X/Flash Mode

Received-on-account (RA) and paid-out (PO) entries can be corrected in the X/Flash mode

Void operation for RA: OFF X/Flash VOID ())\* → amount → (TAX2/RA) Void operation for PO:

\*If the secret code is programmed, you have to enter

1-12. When an Error Occurs

When your register goes into an error mode, it will

The error symbol appears for following reasons.

79999999 (8 digits) for other amounts.

2. You make an error in key operation:

digit limit:

Press CL and operate keys correctly.

4. A subtotal exceeds 79999999 (8 digits):

5. The number of an item exceeds 3 digits in

Press CL and re-enter the correct number.

When an error or something uncontrollable occurs

during a transaction entry and you cannot keep the

customer waiting, press ESC twice (following CL when

To clear the error state

in the error state). You can escape the situation and

finalize the transaction as a cash sale at that time.

finish the transaction.

Error Escape Function

multiplication entry:

Press CL and re-enter a correct number.

display the error symbol " $\mathcal{E}$ ". Clear the error state by

pressing the CL key and take the appropriate action.

1. You enter a number of more than 7 digits for the

department price or a number larger than the

3. You make an entry beyond a programmed entry

Press [CL] and check if the entered amount is

correct. If not correct, re-enter a correct number.

If correct, check the setting of the entry digit limit.

Press CL and then press  $\frac{\text{CASH}}{\text{NO SALE}}$  , CHARGE or CHECK to

the secret code here and press VOD again before

entering the amount and pressing  $\ensuremath{\overline{\texttt{MAT}/\texttt{RA}}}$  or  $\ensuremath{\overline{\texttt{MAT}/\texttt{PO}}}$ .

# 2. Programming

Before you begin programming, turn the mode switch to the Z/PGM position. At the end of each step, the settings that were selected are printed on a receipt

# 2-1. Programming by Departments



2-5. Miscellaneous Settings

200 → SHIFT DEPT7 DEPT3

| -  |                        |
|--|------------------------|
| VOID X/Flash<br>X/Flash<br>Z/PGM<br>Z/PGM<br>X/Flash<br>X/Flash<br>Changed by entering the 1<br>#SBTL key then entering all 8<br>selection digits(A-H) followed<br>by the #SBTL key. | or<br><u>Voli</u><br>A |
| To change default settings, select one digit from<br>each selection A to H.  |                        |
| <programming sequence=""><br/>Default settings : "00200080"<br/>1 → #SBT → 0 0 2 0 0 0 8 0 → #S</programming>  | BTL                    |
| A B C D E F G H<br>Select from the following choices for each digit<br>(ABCDEFGH). You must enter all 8 choices.   |                        |
| Selections (Default setting is indicated by *.)  |                        |
| A Date format (Ex. March 25,2013)  | Whi                    |
| * 0 for mmddyy. (03/25/13)   | 2                      |
| 1 for ddmmyy. (25/03/13)   | Sele                   |
| 2 for yymmdd. (13/03/25)   | by le                  |
| B Time format  | num                    |
| *0 for 12 hour system. (Ex. 2:30)  | be e                   |
| 1 for 24 hour system. (Ex. 14:30)  | proę                   |
| C Decimal point setting  | <b>ר&gt;</b>           |
| 0 for "0". *2 for "0.00".   1 for "0.0". 3 for "0.000".  |                        |
| D Resetting receipt no. when issuing Z report  | Se                     |
| * 0 to not reset receipt number.   | (Al                    |
| 1 to reset receipt number.   | 5                      |
| E Amount tendered compulsory   | E                      |
| * 0 for non compulsory.  |                        |
| 1 for compulsory.  |                        |
| F Choice of #SBTL compulsory   |                        |
| * 0 for non compulsory.  |                        |
| 1 for compulsory.  |                        |
| G Entry digit limit for CHARGE, CHECK, CARANA, CARANO, and manual tax  |                        |
| Enter 1,2,3,4,5,6,7 or 8*.   |                        |
| HRounding  |                        |
| * o for rounding off.  |                        |
| 1 for rounding up.   |                        |
| 2 for rounding down.   |                        |
| Press the #SBTL key after entering 8 digits.   |                        |
| [Check the setting]  | F                      |
| 00200080#1 — Miscellaneous settings  |                        |
|  | -                      |

#### Example: Set positive (+), normal, digit limit 7 for Department 1. 0 0 7 - @/TIME - DEPTS DEPT1 АВС Dept. kev Select from the following choices for each digit (ABC). You must enter all 3 choices. Selections (Default setting is indicated by \*.) A Choice of + or - sign 1 for -0 for +. B Choice of single item cash sale (SICS) function \* 0 for normal 1 for single item cash sale C Entry digit limit to prohibit manual price entries. $\overline{1} \sim \overline{7}^* \quad 0 \sim 7$ digits. [Check the setting] - Normal (SICS function) Entry digit limit 07 1 — Dept. code 1 m taxable 1 1•00 Sign and unit price 2-2. PLU (Price Look-Up) Programming CFF Each PLU is associated VOID Z/PGM to a department and the programmed contents for programmed contents for the department are automatically applied. You can continue programming PLUs until you press the #/SBTL key. Default settings PLU codes 1-10: Assigned to dept. 1. Preset price: 0.00 PLU codes 11-80: No default settings <Programming sequence> Example: Set \$1.00 for PLU1 (Assigned to dept. 1.) $1 \rightarrow \mathsf{PLU} \rightarrow 100 \rightarrow \overset{\mathsf{DEPT5}}{\mathsf{DEPT1}} \rightarrow (\#/\mathsf{SBTL})$ Unit Price Dept. key (Max. 5 digits) PLU code To disable a PLU code, use the following sequence: PLU code → PLU → (#/SBTL) [Check the setting]

# 2-6. Printing Format

+ PLU code

1•00 1 + Unit price and Dept.code

You can specify the reciept printing format. Select either "Print" or "No print" for the following items(A,C,D,E,F,G). A:Receipt in REG mode 2.00 1 2•00 # G:Merchandise #03 subtotal with subtotal with #SBTL 10•00 រា F:Taxable subtotal 10.00 151 0•70 1 T

- C:Date 03-25-13 -0149#06-16a - D:Time E:Consecutive number

10•70

#01

le the key is in the Z/PGM position, press the key and the #ssn key to begin programming. ect the numeric choice of the following indicated etters A through G. After you have made the neric choice from letters A-G (all 7 choices must entered), press the #SBTL key to finalize your gramming

rogramming sequence> Default settings : "0100011" 2 -> #/SBTL -> 0100011-> #/SBTL ABCDEFG lect from the following choices for each digit BCDEFG). You must enter all 7 choices. Selections (Default setting is indicated by \*.) A Printing receipt in the REG mode \* 0 Yes (Print) 1 No (No print) B Receipt format [only 1 can be entered] \* 1 Receipt format C Printing date \* 0 Yes (Print) 1 No (No print) D Printing time \* O Yes (Print) 1 No (No print) E Printing consecutive numbers \* • Yes (Print) 1 No (No print) F Printing taxable subtotal Yes (Print) \*1 No (No print) G Printing merchandise subtotal with #/SBTL O Yes (Print) \*1 No (No print) Press the #SBTL key after entering 7 digits.

Check the setting] 0100011#2 Printing format

# 2-3. Programming the Percent key

OFF X/Flash VOID X/Flash Z/PGM Key can be programmed as a discount key or as a premium key. The taxable status of the 👒

key can also be programmed though it is preprogrammed as a non-taxable discount key. Default settings : non-taxable, -(discount), 0.00%

# Percent Key taxable Status

| Example: Set "taxable 1" for %.   |
|-----------------------------------|
| shift/RA → 1 → %                  |
| Tax rate number<br>(Max.4 digits) |

## Select tax rate number from the following choices. Selections (Combination of tax rate number.)

| 0  | for non-taxable.  |    |               |
|----|-------------------|----|---------------|
| 1  | for taxable 1.    | 3  | for taxable 3 |
| 2  | for taxable 2.    | 4  | for taxable 4 |
| 12 | for taxable 1 and | 2. |               |
| 13 | for taxable 1 and | 3. |               |

# Percent Key Function

<Programming sequence>

| Example: Set discount for |
|---------------------------|
|                           |
| A                         |

Select from the following choices for each digit (A) Selections (Default setting is indicated by \*.) A Choice of + or - sign



# Programming the percent rate

<Programming sequence> Example: Set 10.00% for % 1000 - % Percent rate

(0.01% to 99.99%) Enter the rate without decimal point.

# [Check the setting]

0  $\mathbb{I}$  Taxable status for  $\mathbb{I}$ 

# 2-7. Consecutive Receipt Number

OFF X/Flash Consecutive receipt number VOID Z/PGM can be printed on every transaction or receipt and transaction or receipt and

report with the date and time. Use the following sequence to set the receipt start number. To start from a specific number, enter the number less one (e.g. if you want to start from receipt number 1001, enter 1000).

# <Programming sequence>

Consecutive (receipt) number→ @/TIME → #/SBTL Default setting: starting from 0001 ("0000")



# 2-8. Secret Code

OFF REG X/Flash Z/PGM A secret code can be specified so that only those who know the secret code can be specified so that only those who know Ì

resetting of sales, perform programming in the Z/ PGM mode and void operation in the VOID mode. When entry of secret code is necessary, "- - - -" is displayed. Each time you enter a number for the secret code, the corresponding symbol "-" changes to "\_". After entering your secret code, press the

 $\begin{array}{c} \text{Secret code} \\ \text{(4 digits)} \rightarrow \text{(2.11)} \rightarrow \text{(2.11)} \\ \text{(2.11)} \end{array} \rightarrow \text{(2.11)} \\ \end{array}$ 

The secret code function can be disabled by entering 0 0 0 0 (or nothing) for the code in the above sequence.

#0000 ---- Secret code

# 2-4. Tax Programming

Your cash register comes with the ability to program four different tax rates. In most states, you will only need to program Tax 1. However, if you live in an area that has a separate local tax (such as a Parish tax) or a hospitality tax, your register can be programmed to calculate these separate taxes. In order to program the tax to be collected in accordance with the law of your state, you must specify the tax rate(s) and minimum taxable amount(s). There are two tax programming methods. The tax rate method uses a straight percentage rate per dollar. The

tax table method requires tax break information from your state or local tax offices. Use the method which is acceptable in your state. You can obtain necessary data for tax programming from your local tax office.

#### Tax Rate Programming



# <Programming sequence>

Example: Tax1, 7.0000%, Minimum Amount \$0.00 9 → #/SBTL → 1 → @/TIME → 7 → CASH/ NO SALE Tax rate number Tax rate (1 through 4) (0.0000 to 99.9999)

Example: Tax2, 4.2500%, Minimum Amount \$0.05

- 9 → #/SBTL → 2 → @/TIME →  $4 \underbrace{\text{Void}}_{(\cdot)} 2 \underbrace{5} \rightarrow \textcircled{O}/\text{TIME} \rightarrow \underbrace{5} \rightarrow \underbrace{\text{CASH}'}_{\text{NO SALE}}$ Minimum
- taxable amount Tax rate: (2 digits integer and 4 digits decimal) If rate has decimal value, decimal point is

# entered by VOID key Minimum taxable amount: (Max. 4 digits)

Smallest amount for which tax must be collected. If amounts \$0.01 to \$0.10 are not taxed, its value is 11 (for \$0.11).

# [Check the setting]

**7**•0000 **1**  $\mathbb{X}$  + Percentage tax rate(Tax1) 0•00 — Minimum taxable amount

#### Tax Table Programming

If you are in an area that uses a tax table for tax calculation, you can program the cash register accordingly. Tax table programming can be performed for Tax

1 and Tax 2.

For additional informations of Tax Table programming, please refer to Operation Reference Guide.

# 2-9. Date and Time



# Setting the Date

# <Programming sequence>

Date (6 digits) → #/SBTL Enter the date using 6 digits corresponding to the chosen date format. (default is MMDDYY.)

[Check the setting]

03-25-13 + Date

# Setting the Time

### <Programming sequence>

Time (4 digits)  $\rightarrow$  #/SBTL

Enter the time in 4 digits ("hhmm" format) using the 24 hour system.

Always enter the time in 4 digits even when the hour is in the single digit. For

|          |         |       | , ,   | ,         |
|----------|---------|-------|-------|-----------|
| example, | enter 💿 | 6 3 0 | ) for | 6:30 a.m. |
|          |         |       |       |           |

| TIME    | Entry Data | TIME    | Entry Data |
|---------|------------|---------|------------|
| 12:00AM | 0000       | 12:00PM | 1200       |
| 1:00AM  | 0100       | 1:00PM  | 1300       |
| 2:00AM  | 0200       | 2:00PM  | 1400       |
| 3:00AM  | 0300       | 3:00PM  | 1500       |
| 4:00AM  | 0400       | 4:00PM  | 1600       |
| 5:00AM  | 0500       | 5:00PM  | 1700       |
| 6:00AM  | 0600       | 6:00PM  | 1800       |
| 7:00AM  | 0700       | 7:00PM  | 1900       |
| 8:00AM  | 0800       | 8:00PM  | 2000       |
| 9:00AM  | 0900       | 9:00PM  | 2100       |
| 10:00AM | 1000       | 10:00PM | 2200       |
| 11:00AM | 1100       | 11:00PM | 2300       |

# [Check the setting]

06-30 - Time



Z reports for reading and

CASH/ NO SALE key.

<Programming sequence>

Default setting: 0000 (no secret code).

[Check the setting]