## **XE-A406 Quick Start Guide**

The following describes how to get the cash register ready for operation. Follow these steps before using the cash register for the first time. Place the cash register on a stable, flat surface not subject to direct sunlight.

# **Initializing the Cash Register**To ensure the cash register operates properly, please use the following

- procedure:1. Make sure the power cord plug is not inserted into the AC outlet.
- 2. Insert the manager (MA) key into the mode switch and turn it to the PGM position.



- 3. While holding down both the key and the CL key, insert the plug into the AC outlet. The buzzer will sound three times and "\*\*\*MRS.\*\*\*" will be displayed.
- 4. The cash register has now been initialized. The register display will show "0.00" with "PGM".
- **CAUTION:** To charge the rechargeable batteries, keep the power on for one or two days. Leave the register with the mode switch in a position other than "OFF".
- **NOTE:** If you press a key by mistake, an error message may be displayed. Press the CL key to clear message after installing paper rolls.

## Preparing the Cash Register

1. Push the printer cover forward and detach it.



- **NOTE:** Please keep this retainer for future use when transferring the cash register.
- 3. Move the print head release lever upwards as illustrated right.



## **3** Installing the Paper Rolls

 Cut off approximately one revolution of each paper roll. Make sure the paper end is cut as illustrated right.



#### For receipt paper installation

2. Set a paper roll in the paper cradle of the receipt side (upper side) as illustrated right.



To the printe



4. Cut off the excess paper with the paper cutter.

### For journal paper installation

- **5.** Set a paper roll in the paper cradle of the journal side as illustrated in step 2.
- 6. Insert the end of the paper into the paper chute until it is caught by the printer auto-feed and comes out the top of the printer. If the printer does not catch the paper, feed the paper while pressing as illustrated in step 3.
- 7. Insert the end of the paper into the slit in the take-up spool and fold the paper to front side, then wind the paper two or three turns around the spool shaft. (Press into the paper if required.)



- **8.** Set the spool on the bearing, and press the key to take up excess slack in the paper.
- 9. Replace the printer cover.

## **Basic Programming**

Set the mode switch to the PGM position.

OPX/Z

Setting the Date Enter the date in 8 digits using the month-day-year format. Then press #TWISBIL.

Example: 0 2 2 6 2 0 1 0 Date (February 26, 2010) #/TM/SBTL

Setting the Time Enter the time in 4 digits ("hhmm" format) using the 24 hour system. Then press #TMSBTL.

Example: (1)(4)(3)(0) #/TM/SBTL Time (2:30 p.m.)

#### Setting Tax Rates (%)

NOTE: If you are in an area that uses a tax table for tax calculation, please refer to the programming section in the instruction manual.

Specify a tax rate (%) for calculation of tax on each taxable subtotal using the following sequence:

#### $\#_{\text{TWSBTL}} \rightarrow (9) \rightarrow (\text{\tiny BFOR}) \rightarrow \text{Tax number (1 to 4)} \rightarrow (\text{\tiny BFOR}) \rightarrow \text{Tax rate (0.0000\% to 100.0000\%)} \rightarrow (\text{\tiny BFOR})$

 $\rightarrow$  Minimum taxable amount (0.01 to 999.99)  $\rightarrow$  #TIMISBIL  $\rightarrow$  CAVATINS (Smallest amount for which tax must be collected.)

**NOTE:** Up to 4 types of tax are programmable for Tax 1 through Tax 4.

Example1: Set state tax 6.25% with tax exempt as 12¢

Tax 1

1 @/FOR 6 • 2 5 @/FOR (1)(2) [#/TM/SBTL] [CA/AT/NS] Tax rate (6.25%) Min. taxable

amount (\$0.12)

Example2: Set state tax 4% with tax exempt as 0¢

**1** (@/FOR) #/TM/SBTL CA/AT/NS (4) Tax 1 Tax rate (4%)

#### Other Programming

The cash register is pre-programmed so it can be used with minimal set-up. For optional features, please refer to the instruction manual.

### Initial settings:

Department 1 to 10: Taxable 1 Department 11 to 99: Non-taxable

#/TM/SBTL 9 @/FOR

#/TM/SBTL (9)(@/FOR)

#### 5 Now, you are ready!

	Before Starting Entries et the mode switch to the REG position.	
	nter a clerk code (1 to 40) and press [LK#]. (Once the clerk code erk code is not needed until the clerk is changed.)	is entered, re-entry of the
Exa	ample: 1)CLK# Clerk code	
	Registration Example (when selling department it	ems by cash)
1.	Turn the mode switch to REG position.	
2.	Enter your clerk code.	1 CLK# Clerk code
3.	Enter the price for the first department item. For example for 5.00, enter 5 00, and press the appropriate department key. For department 21 to department 40, press DEPTSHIFT first before pressing the department key. For department 41 and above, enter the department number using numeric keys, and press DEPT#, then enter the price and press DEPT# again.	$500_{1}^{21}$ Price and dept. 1 $825_{\text{DEPTSHIFT}_{2}}^{22}$ Price and dept. 22
4.	Repeat step 3 for all the department items.	
5.	Press #TTMSBTL to display the amount due.	(#/TM/SBTL)
6.	Enter the amount received from the customer. (You can omit this step if the amount tendered is the same as the subtotal.)	2 00 0 Amount tendered
7.	Press CAATINS, and the change due is displayed (when the amount received was not entered, total amount is displayed) and the drawer is opened.	CA/AT/NS
8.	Tear off the receipt and give it to the customer with his or her change.	
	Close the drawer.	

Customer Support Tool can be downloaded from the Sharp web site. Please visit the Sharp web site: http://www.sharpusa.com/registersoftware

#### When an error occurs:

When an error occurs with an alarm sound, press (CL) to clear the error. If you do not clear the error, press [ESC] twice. The transaction will be finalized in subtotal void or cash sale.