SHARP®

ELECTRONIC CASH REGISTER
ELEKTRONISCHE REGISTRIERKASSE
CAISSE ENREGISTREUSE ELECTRONIQUE
CAJA REGISTRADORA ELECTRONICA

MODEL
MODELL
MODELE
MODELO **XE-A101**

INSTRUCTION MANUAL MANUEL D'INSTRUCTIONS
BEDIENUNGSANLEITUNG MANUAL DE INSTRUCCIONES

CAUTION:

The cash register should be securely fitted to the supporting platforms to avoid instability when the drawer is open.

CAUTION:

The socket-outlet shall be installed near the equipment and shall be easily accessible.

VORSICHT:

Die Netzsteckdose muß nahe dem Gerät angebracht und leicht zugänglich sein.

ATTENTION:

La prise de courant murale devra être installée à proximité de l'équipement et devra être facilement accessible.

AVISO:

El tomacorriente debe estar instalado cerca del equipo y debe quedar bien accesible.

VARNING:

Det matande vägguttaget skall placeras nära apparaten och vara lätt åtkomligt.

CAUTION:

For a complete electrical disconnection pull out the mains plug.

VORSICHT:

Zur vollständigen elektrischen Trennung vom Netz den Netzstecker ziehen.

ATTENTION:

Pour obtenir une mise hors-circuit totale, débrancher la prise de courant secteur.

AVISO:

Para una desconexión eléctrica completa, desenchufar el enchufe de tomacorriente.

VARNING:

För att helt koppla från strömmen, dra ut stickproppen.

This equipment complies with the requirements of Directives 89/336/EEC and 73/23/EEC as amended by 93/68/EEC.

Dieses Gerät entspricht den Anforderungen der EG-Richtlinien 89/336/EWG und 73/23/EWG mit Änderung 93/68/EWG.

Ce matériel répond aux exigences contenues dans les directives 89/336/CEE et 73/23/CEE modifiées par la directive 93/68/CEE.

Dit apparaat voldoet aan de eisen van de richtlijnen 89/336/EEG en 73/23/EEG, gewijzigd door 93/68/EEG.

Dette udstyr overholder kravene i direktiv nr. 89/336/EEC og 73/23/EEC med tillæg nr. 93/68/EEC.

Quest' apparecchio è conforme ai requisiti delle direttive 89/336/EEC e 73/23/EEC, come emendata dalla direttiva 93/68/EEC.

Η εγκατάσταση αυτή ανταποκρίνεται στις απαιτήσεις των οδηγιών της Ευρωπαϊκής Ενωσης 89/336/ΕΟΚ και 73/23/ΕΟΚ, όπως οι κανονισμοί αυτοί συμπληρώθηκαν από την οδηγία 93/68/ΕΟΚ.

Este equipamento obedece às exigências das directivas 89/336/CEE e 73/23/CEE, na sua versão corrigida pela directiva 93/68/CEE.

Este aparato satisface las exigencias de las Directivas 89/336/CEE y 73/23/CEE, modificadas por medio de la 93/68/CEE.

Denna utrustning uppfyller kraven enligt riktlinjerna 89/336/EEC och 73/23/EEC så som kompletteras av 93/68/EEC.

Dette produktet oppfyller betingelsene i direktivene 89/336/EEC og 73/23/EEC i endringen 93/68/EEC.

Tämä laite täyttää direktiivien 89/336/EEC ja 73/23/EEC vaatimukset, joita on muutettu direktiivillä 93/68/EEC.

English

XE-A101

ELECTRONIC CASH REGISTER

Thank you for purchasing the SHARP Electronic Cash Register Model XE-A101. Please read this manual carefully before operating your machine. Keep this manual for future reference. It will help you solve operational problems that you may encounter.

Handling Cautions

• Be very careful when removing and replacing the printer cover, as the cutter mounted on it is very sharp.

• Install the cash register in a location not subject to direct sunlight, unusual temperature changes, high humidity, or splashing water.

• Never operate the cash register with wet hands. Water can cause internal component failure.

• The cash register plugs into any standard wall outlet (official (nominal) voltage). Other electrical devices on the same electrical circuit can cause the cash register to malfunction.

• Clean the cash register with a dry, soft cloth. Never use volatile liquids, such as benzine or thinner. Chemicals can discolor or damage the cabinet.

• For protection against data loss, please purchase three R6 or LR6 batteries ("AA"size), and install them after resetting your cash register and before using it.

  When handling the batteries, please observe the following. Incorrectly using batteries can cause them to burst or leak, possibly damaging the interior of the cash register.

  • Be sure that the positive (+) and negative (-) poles of each battery are facing in the proper direction for the installation.
  • Never mix batteries of different types for the installation.
  • Never mix old batteries and new ones for the installation.
  • Never leave dead batteries in the battery compartment.
  • Remove the batteries if you do not plan to use the cash register for long periods.
  • Should a battery leak, clean out the battery compartment immediately, taking care to avoid letting the battery fluid come into direct contact with your skin.
  • For battery disposal, follow the corresponding law in your country.

• For a complete electrical disconnection, pull out the main plug.

IMPORTANT!

Before using the cash register for the first time, you must first reset the cash register, and then install three new R6 or LR6 batteries ("AA"size) on the register. Never fail to follow the procedures described on "Before Operation" section.

When you open the carton, make sure that all accessories shown on the "Specifications" section are contained.
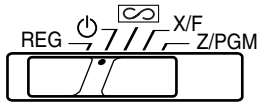
Contents

Parts and their Functions

Mode Switch

REG ⏻ ∞ X/F Z/PGM

Slide the switch to get an appropriate mode.

⏻ : Turns the display off. No operations are possible.

REG: Permits transaction entry.

∞ : Permits correction after finalizing a transaction.

X/F: Permits printing of sales reports and displaying the flash reports.

Z/PGM: Permits printing and resetting of sales reports and programming.

Keyboard
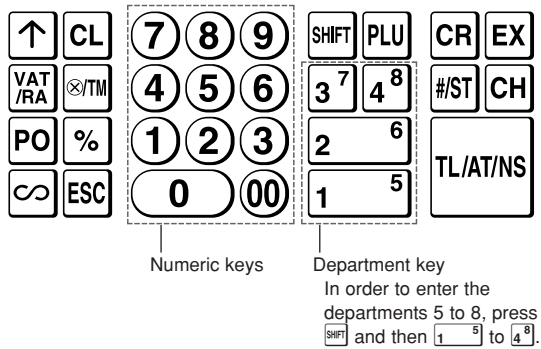
↑	:	Paper feed key
CL	:	Clear key
VAT/RA	:	Value added tax/Received-on account key
⊗/TM	:	Multiplication/Time display key
PO	:	Paid-out key
%	:	Percent key
∞	:	Void key
ESC	:	Escape key
SHIFT	:	Department shift key
PLU	:	PLU key
CR	:	Credit key
EX	:	Exchange key
#/ST	:	Non-add code/Subtotal key
CH	:	Cheque key
TL/AT/NS	:	Total/Amount tender/No sale key

Numeric keys

Department key
In order to enter the departments 5 to 8, press SHIFT and then 1^5 to 4^8.

Display

Your cash register is equipped with a front LED (Light-Emitting Diode) display that affords easy visibility of 9 digits for the operator during transaction.

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

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.

000000000

PLU code: Indicates the PLU code entered.

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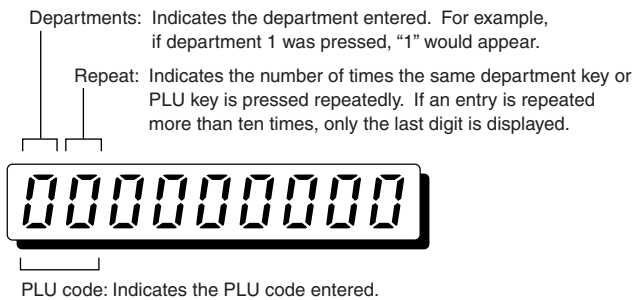
Parts and their Functions

Symbols and figures appearing on the display:

Ɛ Error: Appears with an alarm sound when an error is made. If this occurs during a transaction because of an extra digit entry, simply press [CL] and re-enter correctly.

ρ Program: Appears when the cash register is being programmed in the "Z/PGM" mode.

Ƒ Finalization: Appears when a transaction is finalized by pressing [TL/AT/NS], [CR] or [CH].

◻ Subtotal: Appears when the cash register computes a subtotal when [#/ST] is pressed, and also when an amount tendered is less than the total sales amount.

Γ Change: Appears whenever a change due amount is displayed.

ɾ Exchange: Appears when [EX] is pressed to calculate a subtotal in foreign currency.

ι 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.

ι No battery: Appears when the batteries are not installed, or the installed batteries are dead. You must immediately replace the batteries with new ones.

In addition, the following appear when appropriate:
 • The minus sign (-) can appear in positions 2 to 9.
 • The decimal point appears in positions 1 to 3.

Before Operation

Please do the following before using the register for the first time.

Step 1 Reset the Cash Register

In order for your cash register to operate properly, you must reset it before programming for the first time. Follow this procedure.

1. Remove the register from its packing carton.
2. Set the mode switch to the REG position.
3. Insert the plug into the AC outlet. A buzzer will sound three times.
IMPORTANT: This operation must be performed without batteries loaded.
4. The register display should now show "ι   0.00".
5. Press [⊗/TM] to confirm the clock starts from "ι   0-00".
6. Press [CL] to cancel the time display.

Step 2 Install Batteries

Three new R6 or LR6 batteries ("AA"size) must be installed in the cash register to prevent the data and user-programmed settings from being erased from the memory, when the AC cord is accidentally disconnected or in case of power failure. Once installed, the batteries will last approximately one year before needing replacement. At this time, the " *ι* " symbol will appear on the display to indicate that the batteries are low and that you must replace them within two days.

Install three new R6 or LR6 batteries ("AA"size) according to the procedure shown below with the AC cord connected and set the mode switch to the REG position:

1. Push the printer cover forward and detach it.
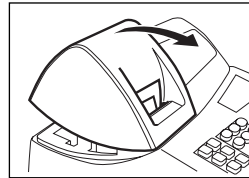
2. Open the battery cover next to the paper roll cradle.
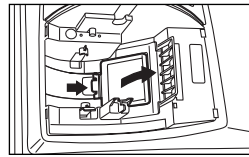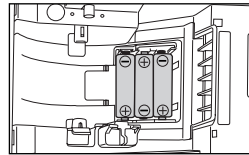
3. Insert three new R6 or LR6 batteries ("AA"size).
4. Confirm the no battery symbol " ∟ " lights off.
5. Close the battery cover.

NOTE Be sure to observe precautions shown on page 1 when handling batteries.

(Views from rear)

Step 3 Install the Paper Roll

On your register, a printer is mounted, and you can print receipts or journals. For the printer, you must install the paper roll provided with the register, even when you program the register for not printing receipt.

1. Push the paper roll release lever in the arrow direction and install the paper roll on the paper roll holder correctly as shown in the diagram. Ensure the paper direction is as shown in the diagram.
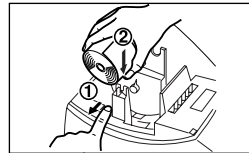
2. Insert the paper straight into the paper inlet, and press ⬆. The paper then feeds through and appears in the print area.
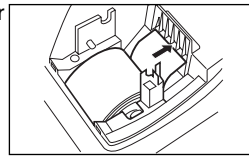
3. (For journal printing) Insert the top end of the paper into the slit in the spool shaft and wind the paper two or three turns.
4. (For journal printing) Place the take-up spool on the bearing.
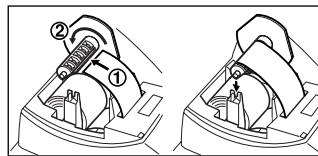
5. Replace the printer cover. **For receipt printing**, pass the paper end through the openings of the printer cover. **Be very careful not to cut yourself on the manual cutter**.

Step 4 Set Time and Date

1. Set the mode switch to the Z/PGM position.
2. Enter the time in 4 digits ("hhmm" format) using the 24 hour system.
   In case of 2:30 p.m.: ①④③⓪
3. Press #/ST once.
4. Enter the date in 6 digits using the day-month-year format.
   In case of 15 May, 2002: ①⑤⓪⑤⓪②
5. Press #/ST twice. A programmed report is printed.

NOTE You can change the date format in the Z/PGM mode. If you change the format, follow the format you changed when setting the date.

Step 5 Check the Time and Date

You can display the time and date to check if they are correctly set.
1. Set the mode switch to the REG position.
2. Press ⊗/TM once to display the time.
3. Press ⊗/TM twice to display the date.
4. Press CL key to cancel the time/date display.

Step 6. Program Necessary Items

Before you can proceed with registration of sales, you must first program necessary items depending on your needs, such as tax (VAT) system and tax rate, EURO settings, decimal point position for currency, though basically your cash register is pre-programmed so that you can use it with minimum setup.

• Also for merchandise classifications, your register provides categories of departments and PLU (price lookup). To the departments (totally 8 departments), group attributes such as taxable status are applied on items when they are entered. PLUs are used to call up preset prices by a code entry. Every PLU has a code from 1 to 80, and should belong to a department and obtain attributes of the department. Your cash register is pre-programmed as follows:
    Department: Plus department, VAT 1 or TAX 1 - Yes, price entry digit limit - 7 digits
    PLU: To use PLU, you must enter preset unit price and the associated department.
• To prevent the cash register from being operated by other person, you can set a secret code. If set, the secret code must be entered whenever the mode switch is set to the ⌾ or Z/PGM position and when a daily Z report is to be issued.
• In your register, a printer is mounted for receipt or journal printing. You can program various options for printing, and also you can program not to print receipts or journals in the REG mode (receipt ON/OFF function).

Read through the sales operations section first to understand what you can do on the cash register, then program the necessary items as required.

When an Error Occurs

When your register goes into an error state, it displays the error message "E" accompanied with a warning beep. Clear the error state by pressing CL and take the appropriate action.

1. **When you enter an over 7-digit number to the department or an over 8-digit number (79999999) to RA, PO, credit or cheque:**
   Press CL and make a correct entry.
2. **When you make an error in key operation:**
   Press CL and make a correct entry.
3. **When you make an entry beyond a programmed entry digit limit:**
   Check if the entered amount is correct. If correct, check the setting of the entry digit limit.
4. **When a subtotal exceeds eight digits (79999999):**
   Press CL and then press TL/AT/NS, CR or CH to finalize the transaction at that point.
5. **When the number of an item exceeds 3 digits in multiplication entry:**
   Press CL and re-enter a correct number.

Error Escape Function

When an error or something uncontrollable occurs during transaction entry and you cannot keep the customer waiting, press ESC twice (following CL when in the error state). You can escape the situation and finalize the transaction as a cash sale at that time. Transaction entries until then are registered.

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Basic Sales Entry Operation

Before Sales Entries

1. Set the mode switch to the REG position.
2. Make sure that a paper roll is installed. (Excepting you set the receipt off function)

Basic Sales Entry

When selling a department item

An operation example (paid by cash) is shown below.
1. Enter the price for the first department item (in case of 15.00, enter ①⑤⑩).
2. Press the appropriate department key.
   For department 5 to department 8, press [SHIFT] first before pressing the department key.
3. Repeat steps 1 and 2 for all the department items.
4. Press [#/ST] to display the amount due. (You can omit this step.)
5. Enter the amount received from the customer. (You can omit this step if the amount tendered is the same as the subtotal.)
6. Press [TL/AT/NS], and the change due is displayed and the drawer is opened.
7. Tear off the receipt and give it to the customer (in case you programmed receipt printing) with his or her change displayed.
8. Close the drawer.

(NOTE)
- When paid by cheque, press [CH] instead of [TL/AT/NS].
- When paid by credit, press [CR] instead of [TL/AT/NS].
- If you preset unit prices to departments, you can omit entering the unit price of the department item, that is, omit the step 1 shown above. For the programming, refer to the Department Programming section.

Example Selling a 5.00 item (dept. 1) and an 8.00 item (dept. 3) for cash and receiving 20.00 from your customer.

⑤⑩ 1^5 ⑧⑩ 3^7 [#/ST] ② ⓪ ⑩ [TL/AT/NS]
Price and dept.   Price and dept.   Amount tendered

When selling a PLU item (to use PLU item sales entry, you must program PLUs.)

Enter the PLU code of a PLU item and press [PLU]. The PLU item will be registered.

Example Selling a PLU1 item and a PLU15 item by credit.

① [PLU] ①⑤ [PLU] [CR]

When selling only item by cash (Single Item Cash Sale (SICS) entry)

When a sale is for only one item paid by cash, such as a pack of cigarettes, you can use SICS function. It is applicable only to department keys programmed for SICS or to PLUs associated with such departments. The drawer opens after pressing the department or PLU key.

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When entering more than one of the same department or PLU items

You can enter two or more of the same department or PLU item by pressing department or PLU key repeatedly (**repetitive entry**), or by using the multiplication key (**multiplication entry**). It will be convenient to use the multiplication key when selling the same item in bulk. For operation, refer to the example shown below.

Example	**Repetitive entry**

Selling two 2.00 items (dept. 1) and three PLU5 items for cash

$\boxed{2}\boxed{00}\,\boxed{1}^{\,5}\,\boxed{1}^{\,5}\,\boxed{5}\boxed{\text{PLU}}\boxed{\text{PLU}}\boxed{\text{PLU}}\,\boxed{\text{TL/AT/NS}}$

Example	**Multiplication entry**

Selling six 1.50 items (dept. 1) and twelve PLU5 items for cheque payment

$\boxed{6}\boxed{\otimes/\text{TM}}\,\boxed{1}\boxed{5}\boxed{0}\,\boxed{1}^{\,5}\,\boxed{1}\boxed{2}\boxed{\otimes/\text{TM}}\,\boxed{5}\boxed{\text{PLU}}\,\boxed{\text{\#/ST}}\,\boxed{\text{CH}}$

Mixed tender sale

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

Example	Your customer pays 8.30 in cash and 50.00 by credit for an including-tax subtotal of 58.30.

$\boxed{\text{\#/ST}}\quad\boxed{8}\boxed{3}\boxed{0}\quad\boxed{\text{TL/AT/NS}}\quad\boxed{\text{CR}}$

Amount received   Displays a
in cash   deficit and "⌂"

Other Features for Sales Entries

VAT (Tax) Calculation

Your cash register provides the following six tax systems.
Your cash register is pre-programmed as manual VAT 1 to 4 system.

Auto VAT 1 to 4 system (automatic operation method using programmed percentages)
This system, at settlement, calculates VAT for taxable 1 through 4 subtotals by using the corresponding programmed percentages.

Auto tax 1 to 4 system (automatic operation method using programmed percentages)
This system, at settlement, calculates taxes for taxable 1 through 4 subtotals by using the corresponding programmed percentages, and also adds the calculated taxes to those subtotals, respectively.

Manual VAT 1 to 4 system (manual entry method using programmed percentages)
This system provides the VAT calculation for taxable 1 through 4 subtotals. This calculation is performed using the corresponding programmed percentages when $\boxed{\text{VAT/RA}}$ is pressed just after $\boxed{\text{\#/ST}}$.

Manual VAT 1 system (manual entry method for subtotals that uses VAT 1 preset percentages)

This system enables the VAT calculation for the subtotal. This calculation is performed using the VAT 1 preset percentage when [VAT/RA] is pressed just after [#/ST]. For this system, the keyed-in VAT rate can be used. In this case, after pressing [#/ST], enter the VAT rate and press [VAT/RA].

Manual tax 1 to 4 system (manual entry method using preset percentages)

This system provides the tax calculation for taxable 1 through 4 subtotals. This calculation is performed using the corresponding programmed percentages when [VAT/RA] is pressed just after [#/ST]. After this calculation, you must finalize the transaction.

Auto tax 1 to 3 and auto VAT 1 system

This system enables the calculation on the combination with automatic tax 1 through 3 and automatic VAT 1. The combination can be any of VAT 1 corresponding to taxable 4 and any of tax 1 trough 3 corresponding to taxable 1 through 3 for each item. The tax amount is calculated automatically with the percentages previously programmed for these taxes.

(NOTE) VAT/tax calculation for PLU items are performed according to the one set for its associated department.

Discounts and Premiums Using the Percent Key

If you want to apply a discount or a premium for an item, enter the percent rate and press the percent key. If you want to apply a discount or premium for the subtotal, enter all the items, press [#/ST] and then press the percent key following the percent rate.

(NOTE) Your machine is pre-programmed as discount. If you change to premium, refer to the percent key programming section. Also you can preset a percent rate. If a percent rate is preset, you do not have to enter a percent rate before pressing the percent key. For the programming, also refer to the percent key programming section.

Example Applying a 20.00% discount to an item belonging to department 3

(8)(00)3⁷ (2)(0)(00)[%] [TL/AT/NS]

Example Applying a 15.00% discount to the subtotal of a transaction

(8)[PLU] (1)(2)[PLU] (8)(00)1 ⁵ [#/ST] (1)(5)(00)[%] [TL/AT/NS]

Currency Exchange

Your register allows payment entries of foreign currency when you programmed a currency exchange rate. After items entries or during tendering entries, press [EX], the subtotal in foreign currency can be displayed. Then enter the tendered amount in foreign currency if not exact amount payment, and press a finalization key ([TL/AT/NS] / [CH] or [CR] when programmed). The change due in domestic currency will be displayed.

(NOTE)
- When the amount tendered is short, the deficit is shown in domestic currency.
- If you select "Yes" for cheque and credit operation when tendering in foreign currency in EURO programming, you can finalize a sale in foreign currency using [CH] or [CR].
- If you select "Yes" for exchange amount printing for total and change in EURO programming, you can display a change in foreign currency by pressing [EX] when the change is displayed in domestic currency. To return to the display in domestic currency, press [EX] again.

Example Selling a department 3 item (price 79.50) in a foreign currency. (Preset exchange rate: 1.550220)

⑦⑨⑤⓪ ₃⁷ [EX] ①③⓪ ⑩ [TL/AT/NS]

Amount tendered in foreign currency

No Sale

When you need to open with no sale, for example to make changes, just press [TL/AT/NS]. The drawer will open.

Refund

Since your cash register comes with no refund key, make a negative department (see the required programming on pages 16 and 17) and use it.

(NOTE) Check that the taxable status of the returned item is the same as that of the negative department. Otherwise the tax will not be calculated correctly.

Non-add Code Number

Non-add code numbers can be entered and printed on the receipt or journal during the entry of a sale. Non-add codes can be used for a variety of things. For example: credit numbers, check numbers, serial numbers, products codes, service charge codes, or any other numbers for later reference to specific transactions. Enter a code number of up to 8 digits and press [#/ST].

Received-on Account and Paid-out Entries

When you receive an account from a customer or when you pay amount to a vendor, it is a good idea to use [VAT/RA] or [PO] respectively.
For the received-on-account entry, enter the amount, and press [VAT/RA].
For the paid-out entry, enter the amount, and press [PO].
The entry limit is 8 digits (79999999), though it is different if you programmed.

Example Receiving 60.00 on account from a customer whose code number is 12345.

①②③④⑤ [#/ST] ⑥⓪ ⑩ [VAT/RA]

Corrections

If you should make an error when entering an item into a sale, correct it using the following procedures.

• Correction of entered numbers

When you enter an incorrect number, delete it by pressing [CL] immediately after the entry.

• Correction of the last entry (direct void)

If you make a mistake when making a department entry, PLU entry, multiplication entry or repetitive entry (the last entry only), you can correct this by pressing [∽].

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• Correction of earlier entries (indirect void)

With this function, you can correct department or PLU entry incorrectly made during a transaction if you find it before finalizing the transaction by pressing TL/AT/NS, CR or CH.

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

③ PLU ① ① ⑤ ⓪ ₁ ⁵ ③ ∽ PLU ④ PLU TL/AT/NS

                                            Indirect void   correct

                                            for ③PLU   entry

• Correction after issuance of receipt

This function allows you to reverse the entries made on an incorrect receipt. The entries are subtracted from each totalizer and add to a void totalizer. Slide the mode switch to ∽ position, and enter the same details that are on the incorrect receipt. (If necessary, enter the secret code and press TL/AT/NS when you slide the mode switch to ∽ position.)

Reading and Resetting of Sales

All the data on all of your registrations as well as other transaction information will remain in the memory of your cash register as long as your cash register has power (Be sure you have live batteries installed in case of a power failure). This information can be printed in the form of a report which can be helpful to you in running your business.

X reports for reading of sales

This report, when taken in the X/F 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, set the mode switch to the X/F position and press TL/AT/NS.

Z reports for reading and resetting of sales

This report, when taken in the Z/PGM mode, prints the same information as an X report. Once this report had been printed, the cash register's memory of daily information is cleared and all the transaction totals are reset to zero. Be sure to issue a Z report at the end of each day.
With a Z report printing, you can also reset GT (ground total).
To issue a Z report, follow the procedure described below.

1. Set the mode switch to the Z/PGM position.
2. If necessary, enter the secret code and press TL/AT/NS.
To issue a Z report with resetting of GT:
3. Press CH.
4. If necessary, enter the secret code and press CH.
To issue a Z report without resetting of GT:
3. Press TL/AT/NS.
4. If necessary, enter the secret code and press TL/AT/NS.

Flash reports for viewing on the display

Use this function for on-the-spot checking of individual cash register's sales data. The sales total is shown on the display but is not printed nor cleared from the cash register's memory.
To display the flash report for each individual item, press the following keys in the X/F mode:

Individual department sales	Department key
Sales total	`#/ST`
Cash in drawer	`CR`

Sales report

0001 Z	Reset symbol ("X" is printed in case of X reports.)
*1 ⌈ 000000	Reset counter
└ 0444•97 1 ST	Grand total
37 @	Quantity
247•04 1	Dept. code
2 @	Amount
15•75 2	
4 @	
173•40 3	

2 @	
-13•76 8	
----------	
41 @	Dept. counter and total
449•95	
2 @	Percent counter and total
-6•58 %	
1 @	Item void counter and total
12•00 1 VD	
3 @	Void mode counter and total
14•96 2 VD	---- *2
444•97 ST	Taxable 1 total
46•79 1 TX	Tax 1 (VAT) total
0•00 ST	

0•00 4 TX	
13 @	Count of transactions
444•97 3 ST	Sales total
7 @	Cash sale counter and total
214•24 CA	
1 @	Cheque sale counter and total
50•00 CK	
1 @	Credit sale counter and total
9•00 CN	
3 @	Exchange counter and total (in cash tendering) *3
200•00 X	
128•98 CA	
1 @	Exchange counter and total (in cheque tendering) *4
61•24 X	
39•50 CK	
1 @	Exchange counter and total (in credit tendering) *4
23•26 X	
15•00 CN	
25•00 RA	Received-on account total
15•00 PO	Paid-out total
1••CA	No sale counter
212•49 CD	Cash in drawer
15-05-02	
1044 15-45	

*1 Printed in the Z report only.
*2 Difference by rounding is printed here in case Australian rounding is applied.
*3 Not printed in case that the exchange rate is set to 0.000000.
*4 Not printed in case that "Cheque and credit operation when tendering in foreign currency" is set to "No" on EURO programming, and/or the exchange rate is set to 0.000000.

EURO Migration Function

Your register can be modified to correspond with each period set for the introduction of EURO, and in your register each currency is treated as shown on the table below depending on which period you are in.

Basically your register can be automatically modified to correspond to the introduction of EURO by executing automatic EURO modification operation shown below in Z/PGM mode. However, there are several options you must set depending on your need. So, please carefully conduct necessary settings.

How currencies are treated in your register

		Period 1	Period 2	Period 3
		After the introduction of EURO, and before EURO banknotes and coins begin to circulate	After EURO banknotes and coins begin to circulate, and before national currency is withdrawn from circulation. (Co-existence of EURO and national currency)	After the national currency is withdrawn from circulation
Currency	EURO	Exchange key	Domestic currency	Domestic currency
	National currency (DM, F, etc.)	Domestic currency	Exchange key	
	Foreign currency	——	——	Exchange key

Automatic EURO modification operation

Make sure the mode switch is in the Z/PGM position first, (if necessary, enter the secret code and press TL/AT/NS) and perform the following procedure. Please note that you can perform each operation only once with the substitution of "A=1", "A=2" and "A=3". For example, if you performed the operation with the substitution of "A=2" first, you cannot perform the operation with the substitution of "A=1".

$$\text{(8)(00)} \boxed{\text{#/ST}} \ A^* \ \boxed{\text{#/ST}}$$

*A: Enter ① for the period 1, ② for the period 2, and ③ for the period 3.

The details of the register system modification are as shown on the following page:

Items	A=1 (EURO status 1)	A=2 (EURO status 2)	A=3 (EURO status 3)
General Z report	Issue	Issue	Issue
GT memory	-	Clear	Clear *1
Conversion of preset prices of Dept./PLU	-	Yes	Yes *1
Exchange amount printing for total and change	Yes	Yes	No
Exchange calculation method	Division	Multiplication	Multiplication
Domestic currency symbol	-	[EURO]	[EURO]
Domestic currency decimal point position	-	2	2
Exchange currency symbol	[EURO]	Previous domestic currency symbol	-*2
Exchange currency decimal point position	2	Previous domestic currency decimal point position	-
Rounding of exchange currency	Round off	Round off	Round off

• The item marked with "-" remains the same as the previous data.

*1: When you perform from EURO status 2, previous data remains unchanged.

*2: When you perform from EURO status 1 or 2, "space" is set.

IMPORTANT

• After the execution of the procedure with "A=1", treat EURO as foreign currency using [EX]. Set the EURO conversion rate as the currency conversion rate for [EX].
• After the execution of the procedure with "A=2", treat EURO as domestic currency and national currency as foreign currency using [EX]. Set the EURO conversion rate as the currency conversion rate for [EX].
• After the execution of the procedure with "A=3", treat EURO as domestic currency.
• As for the percent rate for [%] and HALO setting, the automatic conversion is not made. So, when your domestic currency becomes EURO, you must change these settings so that they are based on EURO currency.
• You can receive the amount of exchange (EURO or national currency) in cheque or credit. For the programming, please refer to EURO programming on page 20.
• When "Exchange amount printing for total and change" is set to "Yes", you can display a change in foreign currency by pressing [EX] when the change is displayed in domestic currency.

Checking the current EURO status

You can check the EURO status currently set on the cash register. Set the mode switch to the Z/PGM position, (if necessary, enter the secret code and press [TL/AT/NS]) and perform the following procedure. The current EURO status will be printed on the receipt or journal.

⑧ ⑩⑩ [#/ST] [#/ST]

```
          800 2  ──── EURO status

       15-05-02
     1019 16-05
```

Programming

Preparations for Programming

1. Set the mode switch to the Z/PGM mode.
2. If necessary, enter the secret code and press TL/AT/NS .

NOTE • You can continue programming without printing the programming report by not pressing
#/ST at the end of each program step. However, you must program PLUs independent
from other programming.
• Unless otherwise specified, programming options marked with * indicate factory setting.
In case of values or number settings, the factory settings are shown with the word,
"Default".

Tax Programming

Your cash register comes with the the ability to program six kinds of tax system. Program a tax
system required by your region, and program tax rates (00.0000% to 99.9999%) on the tax system
you selected.

Programming the Tax System

$$\text{(8)} \rightarrow \boxed{\text{#/ST}} \rightarrow A \rightarrow \boxed{\text{#/ST}} \; (\rightarrow \boxed{\text{#/ST}})$$

Parameter A: Tax system
*Manual VAT 1-4: 0   Auto VAT 1-4: 1   Auto Tax 1-4: 2
Manual VAT 1: 3   Manual Tax 1-4: 4   Auto Tax 1-3 and Auto VAT 1: 5

Programming VAT (Tax) Rate

$$\text{(9)} \rightarrow \boxed{\text{#/ST}} \rightarrow A \rightarrow \boxed{\text{⊗/TM}} \rightarrow B \rightarrow \boxed{\text{⊗/TM}} \rightarrow C \rightarrow \boxed{\text{#/ST}} \; (\rightarrow \boxed{\text{#/ST}})$$

When lower tax limit is not specified

Parameters
A: VAT (Tax) 1: 1 VAT (Tax) 2: 2   VAT (Tax) 3: 3   VAT (Tax) 4: 4
B: VAT(tax) rate in 6 digits (000000 to 999999) (Default: 000000)
C: Lower tax limit (0 to 9999) only for TAX system. (Default: 0)

Department Programming

Merchandise can be classified into eight departments. Items sold with use of the department keys
can later be printed on a report that shows the quantities sold and sales amounts classified by
department. The data is useful for making purchasing decisions and other store operations.
Departments can be assigned to articles whose prices were set using PLU function.
When using a department key, you must set the parameters to specify the department status, such
as plus or minus sign. Also prices can be assigned directly to department keys for frequently
purchased items, which enables you to enter the prices by simply pressing the department keys.

Programming the department status

ABCDEFG* ➜ ⊗/TM ➜ (SHIFT ➜) Department key (➜ #/ST)

(Press SHIFT to program departments 5 to 8.)

Parameters:		Selection:	Entry:
A	Sign +/-	+ sign*	0
		- sign	1
B	Normal/SICS (Single Item Cash Sale)	Normal*	0
		SICS	1
C	VAT4 or TAX4	No*	0
		Yes	1
D	VAT3 or TAX3	No*	0
		Yes	1
E	VAT2 or TAX2	No*	0
		Yes	1
F	VAT1 or TAX1	No	0
		Yes*	1
G	Entry digit limit (0 to 7 digits)		0 through 7 (default: 7)

• **Sign**
Assign + sign to departments in which normal sale amounts are to be entered, and - sign to departments in which payments for items such as refunds, bottle returns or other minus transactions are to be entered.
• **SICS** (Single Item Cash Sale)
This allows the operator to finalize the transaction entry by entering the unit price of one item and pressing the department key set for SICS. If the unit price is preset for the department key, you can finalize the transaction by pressing the department key only.
• **Entry digit limit**
Setting this parameter for applicable departments prevents the accidental entry of too large an amount during a sale. For example, if the highest entry to be allowed is 9.99, enter 3. If 0 is entered you cannot enter a price and only a preset price can be entered.

Programming preset unit price

Unit price (max. 5 digits) ➜ (SHIFT ➜) Department key (➜ #/ST) (Default: 0.00)

(Press SHIFT to program departments 5 to 8.)

PLU Programming

The PLU function allow speedy key entries whereby a preset price is automatically called up when a code is entered. Up to 80 PLU settings are possible. Each PLU belongs to a department and acquires the parameters of the department. The cash register was factory preset so that PLU1 to 10 are assigned to department 1 and unit price 0.00.

➜ PLU code ➜ PLU ➜ Unit price (max. 6 digits) ➜ (SHIFT ➜) Department key ➜ #/ST

For the next PLU code programming
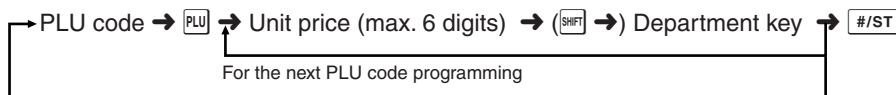
When the next PLU code to be programmed does not directory follow the one just entered.

(Press SHIFT to program departments 5 to 8.)

To disable a PLU, enter the PLU code and press PLU, then press ∞ and #/ST .

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Percent Key Programming

⌐%⌐ can be programmed as a discount key or premium key. As a default, ⌐%⌐ is programmed as a discount key. Also you can program a percent rate for ⌐%⌐.
When 00.00% is programmed, use of preset percent rate is prohibited. (factory setting)

Programming the percent key function (discount or premium)

① for discount or (0) for premium ➜ ⌐⊗/TM⌐ ➜ ⌐%⌐ (➜ ⌐#/ST⌐)

Programming the percent rate (00.00 to 99.99%)

Percent rate in 4 digits (0000 to 9999) ➜ ⌐%⌐ (➜ ⌐#/ST⌐)

Exchange Key Programming

To handle a foreign currency, you can program a currency exchange rate (000.000000% to 999.999999%) for the exchange key.
When 000.000000% is programmed, use of ⌐EX⌐ is prohibited (factory preset).

Currency exchange rate in 9 digits (000000000 to 999999999) ➜ ⌐EX⌐ (➜ ⌐#/ST⌐)

Printing Format Programming

You can program a printing format of the receipt or journal by using the following eight kinds of parameters.

② ➜ ⌐#/ST⌐ ➜ ABCDEFGH ➜ ⌐#/ST⌐ (➜ ⌐#/ST⌐)

Parameters:		Selection:	Entry:
A	Currency symbol for domestic currency	Space*	0
		EURO	1
B	Printing receipt/journal in the REG mode (Receipt ON/OFF function)	Yes (Receipt ON)*	0
		No (Receipt OFF)	1
C	Printing format	Journal format*	0
		Receipt format	1
D	Date printing	Yes*	0
		No	1
E	Time printing	Yes*	0
		No	1
F	Receipt number printing	Yes*	0
		No	1
G	Taxable subtotal printing	Yes*	0
		No	1
H	Subtotal printing with a press of ⌐#/ST⌐	Yes	0
		No*	1

• **Printing format**
  When receipt format is selected, the take-up spool does not move.

Miscellaneous Programming

You can program miscellaneous settings suitable for use.

$\textcircled{1}$ → #/ST → ABCDEFGH → #/ST (→ #/ST)

Parameters:		Selection:	Entry:
A	Date format	MMDDYY	0
		DDMMYY*	1
		YYMMDD	2
B	Time format	12 hour format	0
		24 hour format*	1
C	Decimal point position for domestic currency		0 though 3 (Default: 2)
D	Resetting receipt no. when issuing Z report	No*	0
		Yes	1
E	Amount tendered compulsory for TL/AT/NS and CH	No*	0
		Yes	1
F	Subtotaling compulsory	No*	0
		Yes	1
C	Entry digit limit for CR, CH, VAT/RA and PO		0 though 8 (Default: 8)
H	Rounding	Round off*	0
		Round up	1
		Round down	2

- **Time format**
  When 12 hour format is set, the a.m. time will be displayed with R and printed without no mark, and the p.m. time will be displayed with P and printed with the mark @.
- **Amount tendered compulsory**
  When set for compulsory, always enter the amount tendered by the customer before finalizing the transaction.
- **Subtotaling compulsory**
  When set for compulsory, always press #/ST before finalizing the transaction.

Consecutive Receipt Number Programming

The receipt number is printed on every receipt or journal, and report, together with the date and time. The number is incremented each time a receipt is issued. To start from a specific consecutive number, enter a figure one less than that number.

Receipt start number (max. 4 digits) → ⊗/TM → #/ST (→ #/ST) (Default: 0001)

EURO Programming

For the details of EURO programming, please refer to "EURO Migration Function" on pages 14 and 15.

③ ➔ #/ST ➔ ABCDEFGH ➔ #/ST (➔ #/ST)

	Parameters:	Selection:	Entry:
A	Automatic conversion of unit prices of Depts.	No*	0
	/PLUs by automatic EURO migration operation	Yes	1
B	Conversion rate printing	No*	0
		Yes	1
C	Exchange amount printing for	No*	0
	total & change	Yes	1
D	Cheque & credit operation when	No*	0
	tendering in foreign currency	Yes	1
E	Exchange calculation method	Multiplication*	0
		Division	1
F	Rounding for exchange	Rounding up*	0
		Rounding	1
G	Currency symbol for foreign currency	Space*	0
		EURO	1
H	Decimal point position for foreign currency	0 through 3 (Default: 2)	

NOTE If you select "Yes" for exchange amount printing for total and change, you can display a change in foreign currency by pressing EX when the change is displayed in domestic currency.

Rounding Programming (For Australian system)

When Australian rounding is set, the sales total amount is rounded to 0 or 5 when paid in cash.

④ ➔ #/ST ➔ (0) for No or ① for Yes ➔ #/ST (➔ #/ST) (Default: Yes)

Secret Code Programming

A secret code is used in order to allow only those who know the secret code to operate the machine in ⊘ and Z/PGM modes or to print Z reports. When you need a secret code, program a secret code.

Secret code (max. 4 digits) ➔ ⊗/TM ➔ TL/AT/NS (➔ #/ST)

(Default: 0000; no application of secret code)

How to enter a secret code:
In case that a secret code has been programmed, "----" is displayed when the mode switch is set to ⊘ or Z/PGM or when you need to issue a Z report. In this case, enter the secret code (max. 4 digits) and press TL/AT/NS. Every time you enter a digit, the display of "-" changes to "_".

In case you forget the secret code you programmed:
Set the mode switch to the Z/PGM position, and operate the secret code programming shown above with the substitution of "0000" for the secret code.

Checking the Programmed Machine Settings

Your machine allows you to print the programmed machine settings, namely, general & tax programming report and PLU programming report.
Set the mode switch to the Z/PGM position, and press `#/ST` to print a general & tax programming report, or press `PLU` to print a PLU programming report.

• General & tax programming report   **•PLU programming report**

000017 1	Department code
10•00	Sign and preset unit price
000017 2	
13•75	000017 —— Entry digit limit
000017 3	Tax status(from the left,
14•00	VAT(tax)4, 3, 2, 1; 0 for
000017 4	not taxable; 1 for taxable)
25•00	SICS (1)/Normal (0)
000017 5	
10•00	
000017 6	
9•00	
000017 7	
5•00	
000017 8	
-0•00	
-15•00%	Sign and rate for `%`
1•550220 X	Rate for `EX`
0000	Secret code
11200080 1	Miscellaneous programming(from the left, A to H)
00000001 2	Printing format programming (from the left, A to H)
00000002 3	EURO programming (from the left, A to H)
1 4	Australian rounding programming (for Australian system)
0 8	VAT (tax) system
11•7500 1π	VAT rate
0•0000 2π	
0•0000 3π	
0•0000 4π	
15-05-02	Date
1016 14-54	

Time
Receipt number

•PLU programming report

01	PLU code
8•95 2	Sign and unit price
02	
4•50 1	Associated department code
03	
3•00 2	
04	
4•00 1	

When a tax system is selected, lower tax limit for each tax is printed.

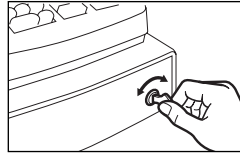|	
11•7500 1π	Tax rate
0•12	Lower tax limit
0•0000 2π	
0•00	
0•0000 3π	
0•00	
0•0000 4π	
0•00	

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Maintenance

## Drawer Handling

Locking the Drawer

Develop the habit of locking the drawer when not using the register for any extended period of time.

To lock the drawer, turn 90 degrees counter-clockwise, and to unlock the drawer, turn 90 degrees clockwise.


Removing the Drawer

To detach the drawer, pull it forward fully, and remove it by lifting it up. The 5-denomination coin case is detachable from the till.
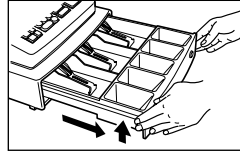
Manually Opening the Drawer

In case of a power failure or if the machine is out of order, slide the lever located on the machine bottom toward the direction of the arrow to open the drawer manually. The drawer will not open if it is locked with a drawer lock key, though.
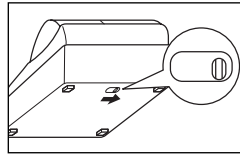

Replacing the Paper Roll

When a dye appears on the paper roll, it is time to replace the paper roll with new one. Be sure to use the paper roll specified in "Specification" section.

In case of journal printing
1. Set the mode switch to the REG position.
2. Remove the printer cover.
3. Press ↑ to advance the paper by several lines and then cut it to remove the take-up spool from the bearing.
4. After cutting the existing paper, remove the paper roll. Then remove the remaining paper by pressing ↑.
5. Remove the paper roll from the take-up spool.
6. Install a new paper roll and replace the take-up spool according to the instructions on page 5.

NOTE **In case of receipt printing**, do the above steps 1, 2, 4 in this order and then install a new paper roll according to the instructions on page 5.
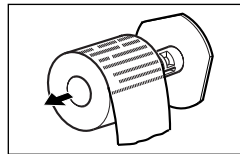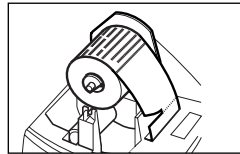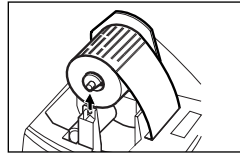
Replacing the Batteries

This cash register displays a low battery symbol ($\overset{\cdot}{L}$) when the batteries installed get low, and displays a no battery symbol (L) when batteries are extremely low or batteries are not installed.

When the low battery symbol is displayed, replace the batteries with new ones as soon as possible. The existent batteries will be dead in about two days.
When the no battery symbol is displayed, replace the batteries immediately. Otherwise, if the AC power cord is disconnected or a power failure occurs, all the programmed settings will be reset to the default settings and any data stored in memory will be cleared.

For replacing the batteries, be sure that the cash register is plugged in and the mode switch is on the REG position, then replace the batteries with new ones referring to "Install Batteries" section on page 4.

Replacing the Ink Roller

When printing becomes faded, replace the existing ink roller with a new one available from SHARP.

Precautions:
• Be sure to use an ink roller available from SHARP. The use of any other ink rollers could cause troubles in the printer. Never pour ink to the ink roller.
• After opening the parcel, install it soon.

1. Remove the printer cover.
2. Pull the ink roller handle upward to remove the ink roller.
3. Install a new ink roller.
4. Replace the printer cover.

Ink roller
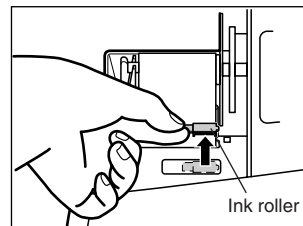
In Case of Power Failure or Paper Jam

When power failure occurs:

If power is lost, the machine retains its memory contents and all information on sales entries when the batteries are in the proper state of charge.

• When power failure occurs in register idle state or during an entry, the machine returns to the normal state of operation after power recovery.
• When power failure occurs during a printing cycle, the register prints "············" and then carries out the correct printing procedure.

When printer motor locks:

If printer motor locks, printing stalls and intermittent beeping starts. First, unplug the power cord and repair paper jam. Then plug in the power cord, feed the roll paper to the proper position and press CL. The register with then resume correct printing after printing "············"

Before Calling for Service

If you encounter a problem, use this chart before calling for service.

Problem	Item to check
• The display shows symbols that do not make sense.	• Was the machine reset in the proper way shown on page 4?
• The display will not illuminate even when the mode switch is not set to "⏻". 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 power cord firmly connected to the electrical outlet?
• 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 page 4?
• Journal paper does not feed properly in the printer.	• Is the take-up spool installed properly? • Is there a paper jam?
• Printing is faded or illegible.	• Isn't the ink roller used up? • Is the ink roller installed properly?

Specifications

Model:	XE-A101
Size:	330(W) x 363(D) x 253(H) millimeters
Weight:	5.0 kg
Power Source:	Official (nominal) voltage and frequency
Power Consumption:	Stand-by: 6.4 W Operating: 13 W
Work Temperature:	0 to 40 °C
Display:	LED (Light-Emitting Diode) numeric display
Printer:	1 station print wheel selective type
Printing Capacity:	Max. 13 digits
Paper Roll:	Width: 57.5 mm ± 0.5 mm Max. diameter: 80 mm Paper quality: Bond paper (thickness: 0.06 to 0.085 mm, weight: 47 to 64 g/m^2)
Cash Drawer:	3 slots for bills, 5 for coins
Accessories (supplied):	Paper roll 1 roll Drawer lock key 2 Instruction manual 1 copy (this manual) Quick start guide 1 copy Ink roller 1 (already installed) Take-up spool 1

* Specifications and appearance are subject to change without notice.