

Basic User Manual



Printed in Thailand
16E TINSE2648BSZ1 ②

Thank you very much for your purchase of the SHARP Electronic Cash Register, Model XE-A107.

Please read this manual carefully before operating your machine in order to gain full understanding of functions and features.

Please keep this manual for future reference. It will help you if you encounter any operational problems.

Further details can be freely downloaded from the URL:

- The United Kingdom and Republic of Ireland: www.sharp-pos.co.uk
- Netherlands and Belgium and Luxemburg: www.sharp.nl
- Sweden: www.sharp.se

**For Easy Set-up,
See “Getting Started”**

Part Names and Functions

Part Names

Mode switch

Display

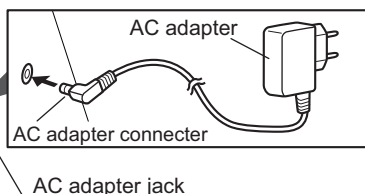
Printer cover

Keyboard

Drawer

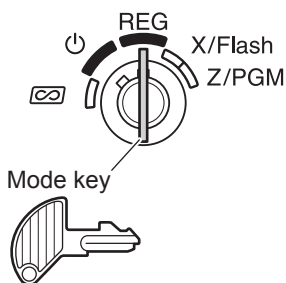
Cheque slot

Drawer lock



Mode Switch

Insert the mode key (the same key as drawer lock key) into the mode switch and move the key to get an appropriate mode.



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

REG: Permits transaction entry.

Correction: 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.

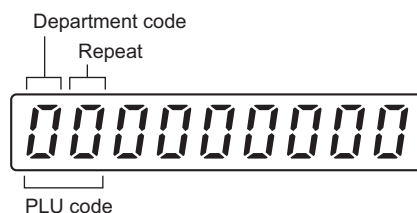
Keyboard Layout



- ↑:** Paper feed key
- ⊗/TM:** Multiplication/Time display key
- CL:** Clear key
- ESC:** Escape key
- ∞:** Void key
- PO:** Paid-out key
- %:** Percent key
- RAVAT:** Received-on account/Value added tax key
- 0, 00, 1~9:** Numeric keys
- SHIFT:** Department shift key
- PLU:** PLU (Price Look Up) key
- 1~9:** Department keys
- CR:** Credit key
- EX:** Exchange key
- #/ST:** Non-add code/Subtotal key
- CH:** Cheque key
- TL/AT/NS:** Total/Amount tender/No sale key

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.



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.

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.

P Program: Appears when the cash register is being programmed in the “Z/PGM” mode.

F 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.

Change: Appears whenever a change due amount is displayed.

Exchange: Appears when **EX** is pressed to calculate a subtotal in foreign currency.

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.

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

Main Functional Overview

The register has the following main functions. Details can be freely downloaded from the URL.

Item Entries

- Single item entries
- Repeat entries
- Multiplication entries
- Single item cash sale (SICS) entries
- PLU entries

Display of Subtotal

Subtotal

Finalization of Transaction

- Cash or check tendering
- Mixed tendering (check + cash)
- Cash or check sale that does not need any tender entry
- Credit sale
- Mixed tender sales

Computation of VAT (Value Added Tax)/Tax

VAT system / Tax system

Auxiliary Entries

- Refund entries (negative department)
- Percentage discount
- Non-add code entry

Payment Treatment

- Currency exchange
- Received-on-account entries
- Paid-out entries
- No-sale (exchange)

Correction

- Correction of the last entry (direct void)
- Correction of the next-to-last or earlier entries (indirect void)
- Correction after finalizing a transaction

Reports

- General report
- Flash reports

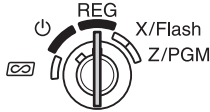
Getting Started

Step 1

Initializing the Cash Register

For your register to operate properly, you must initialize it before programming for the first time. Follow this procedure.

1. Remove the register from its packing carton.
2. Insert the mode key into the mode switch and turn the key to the REG position.



3. Plug the AC adapter connector into the AC adapter jack, then plug the AC adapter plug into the wall outlet.
IMPORTANT: This operation must be performed without batteries loaded.

Never install the batteries into the register before initializing it. Before you start operating the 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 register will occur.

4. The register display should now show "L 0.00".



5. Press [⌘/TM] to confirm the clock starts from "L 0-00".



6. Press [CL] to cancel the time display.



NOTE This register does not have a sound function. No sound will be made when operations such as pressing keys are performed, however this is normal and is not a malfunction.

Step 2

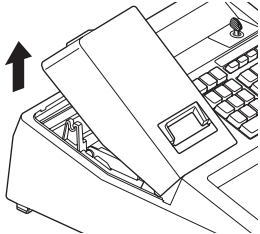
Installing Batteries

Batteries must be installed in the cash register to prevent data and programmed contents from being lost from the memory in case of accidental disconnection of the AC adapter or power failure. Please install three new alkaline batteries LR6 ("AA" size) before programming and operating the cash register.

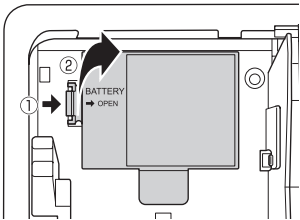
NOTE Before inserting the battery, make sure the AC adapter is connected and the power is on.

1. Remove the printer cover.

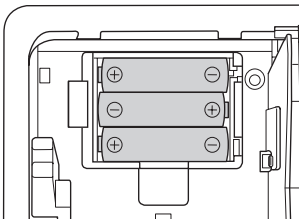
NOTE The paper cutter is mounted on the printer cover. Be careful not to cut yourself.



2. Open the battery cover next to the paper roll cradle.



3. Install three new LR6 ("AA" size) batteries.



NOTE Be sure that the positive (+) and negative (-) poles of each battery are facing in the proper direction for installation.

4. Confirm the no battery symbol "L" lights off.



5. Close the battery cover.

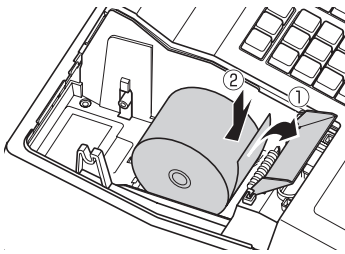
6. Replace the printer cover.

Step 3

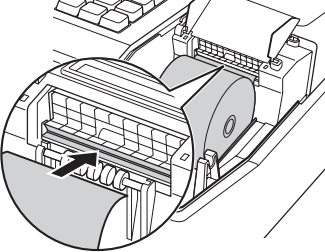
Installing a Paper Roll

For the printer, you must install the paper roll provided with the register, even when you program the register for not printing receipt.

1. Remove the printer cover.
2. Open the paper guide and set a paper roll in the paper roll cradle as per the diagram.



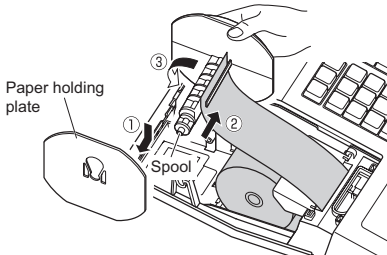
3. Insert the paper straight into the paper inlet, and press [↑]. The paper then feeds through and appears in the print area.



4. Close the paper guide.

5. (For journal printing only)

- ① Remove the paper holding plate from the spool.
- ② Insert the end of the paper into the slit in the spool. (Press [↑] to feed more paper if required.)
- ③ Wind the paper two or three turns around the spool shaft.



Entries

Flow of Register Use During the Day

Before store opens

- Make sure the AC adapter is connected.
- Make sure there is enough paper (refer to "Maintenance")
- Check the date and time (refer to "Getting Started")
- Insert the mode key into the mode switch and turn the key to the REG position.



During business hours

- Sales entries (refer to "Basic Sales Entries" and "PLU Entries")
- Product discounts (refer to "Discounts and Premiums Using the Percent Key")
- Correction (refer to "Correction")
- Clear errors (refer to "When an Error Occurs")



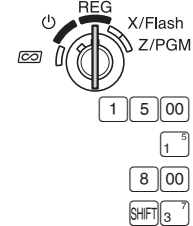
After closing

- Calculate sales [X report, Z report] (refer to "Reading and Resetting Sales")
- Store cash in drawer elsewhere (refer to "Drawer Handling")
- Set the mode key to the OFF position "⏻". To completely shut off the power, disconnect the AC adapter from the power receptacle.

Basic Sales Entries (Department Entries)

Listed below is a basic sales entry example when selling items by cash.

Example Selling a 15.00 item (dept. 1) and an 8.00 item (dept. 7) for cash and receiving 25.00 from your customer. (tax system: manual VAT1-4)



1. Set the mode switch to the REG position.

2. Enter the price for the department item (in case of 15.00).

3. Press the appropriate department key. (in case of department 1)

4. Enter the price for the department item (in case of 8.00).

5. Press the appropriate department key. (in case of department 7)

For department 5 to department 8, press [SHIFT] before pressing the department key. Repeat steps 4 and 5 for all the department items.

6. Press [#ST] to display the amount due. (You can omit this step.)

7. Press [RAVAT] to print the tax amount in case your tax system is manual VAT1-4 system (default setting). (You can omit this step.)

8. Enter the amount received from the customer. (You can omit this step if the amount tendered is the same as the subtotal.)

9. Press [TL/AT/NS], and the change due is displayed and the drawer is opened.

10. Tear off the receipt and give it to the customer (in case you programmed receipt printing) with his or her change displayed.

11. Close the drawer.

- When paid by cheque, press [CH] instead of [TL/AT/NS].
- When paid by credit, omit the step 8 and 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 2 and 4 shown above. For the programming, refer to the "Department Preset Unit Price Programming" section.
- Details can be freely downloaded from the URL.

Correction

Correction of entered numbers: Delete it by pressing [CL] immediately after the entry.

Correction of the last item entry: Press [⌘].

Correction when you found an error on earlier entries:

Void the incorrect entry using the void key, and make the correct entry as shown in the example below. Details can be freely downloaded from the URL.

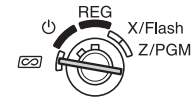
Example Correcting 3.00 [1] entry to 2.00 [1] after another correct entry has been made



Void for 3.00 [1] Correct entry

Correction after Finalizing a Transaction:

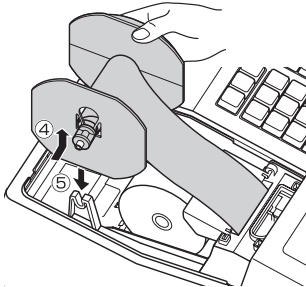
When you need to void incorrect entries that are found after finalizing a transaction or cannot be corrected by direct or indirect, the following steps should be taken.



1. Turn the mode key to [⌘] position.
2. Repeat the entries that are recorded on an incorrect receipt.

By the above steps, the entries are cleared from the sales information.

- ④ Mount the paper holding plate onto the take-up spool.
- ⑤ Set the spool on the bearing, and press [↑] to take up excess slack in the paper.



6. Replace the printer cover. (For receipt printing only) Pass the paper end through the openings of the printer cover. Be very careful not to cut yourself on the manual cutter.

NOTE Your register can be also used as Receipt printing. Details can be freely downloaded from the URL.

Step 4

Basic Programming

Set the mode key to the Z/PGM position.



Set Time and Date

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

2. Press [#ST] once.

3. Enter the date in 6 digits using the day-month-year format.

4. Press [#ST] twice. A programming report will be printed.

Example In case of 2:30 p.m. on 26 August, 2012:

[1][4][3][0] [#ST] (Time)

[2][6][0][8][1][2] [#ST] (Date)

[#/ST] (Finish programming)

NOTE To display the time and date Set the mode switch to the REG position, and press [⌘/TM] once to display the time or press [⌘/TM] twice to display the date. Press [CL] to cancel the time/date display.

PLU (Price Look Up) Entries

PLU Code Entry (max. 2 digits)

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.



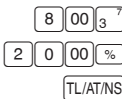
NOTE To use PLU item sales entry, you must program PLUs. For the programming, refer to the "PLU Programming" section.

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.

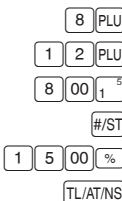
NOTE Your machine is pre-programmed as discount. If you change to premium, refer to the "Percent Key Programming" section. Also you can preset a percent rate. If a percent rate is preset, you do not have to enter a percent rate before pressing the percent key. For the programming, also refer to the "Percent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

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



[TL/AT/NS]

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



[1][5][00][%]
[TL/AT/NS]

Abbreviations and Terminology

Dept.: Department; a category for merchandise classifications. Every sales item should belong to a department.

PLU: Price Look Up; a category for merchandise classifications. PLUs are used to call up preset prices by a code entry.

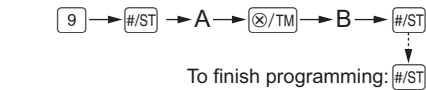
VAT: Value Added Tax

X report: Report to read sales data

Z report: Report to read and reset sales data

VAT(Tax) rate programming

Your cash register is preprogrammed so that VAT1 through VAT4 are calculated manually. You can program a VAT rate.



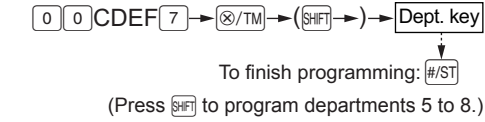
Parameters
A: VAT (Tax) 1: 1 VAT (Tax) 2: 2 VAT (Tax) 3: 3 VAT (Tax) 4: 4
B: Tax rate (00.0000% to 99.9999%) x10000 (Default: 00.0000%)

Example TAX1 = 7.0000 %
9 [#/ST] 1 [⊗/TM] 70000 [#/ST] [#/ST]

NOTE Your cash register comes with the ability to program six kinds of tax system. Details can be freely downloaded from the URL.

Department tax status

As the default settings, VAT(tax) 1 is applied for all departments. If you must change the status, use the following procedure.



Parameters
C through F: 0 for not applying tax or 1 for applying tax
C for VAT4 or TAX4 D for VAT3 or TAX3
E for VAT2 or TAX2 F for VAT1 or TAX1

Example When you apply VAT2 for department 5:
0 0 0 0 0 1 0 7 [⊗/TM] [SHIFT] 5 [#/ST]
Tax 2(E) Department 5

With regard to other parameters (the place of 0 0 and 7), details can be freely downloaded from the URL.

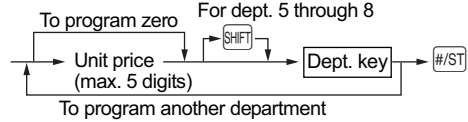
Further details can be freely downloaded from the URL.

Advanced Programming

Before starting programming, set the mode switch to the Z/PGM mode.

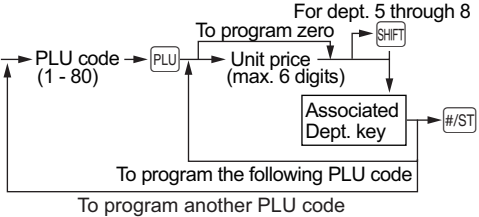
Department Preset Unit Price Programming

Unit 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. (Default: 0.00)



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 should belong to a department in order to acquire the parameters of the department.



To disable a PLU, enter the PLU code and press [PLU], then press [⊗] and [#/ST].

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) / 0 (for premium) -> [⊗/TM] -> [%] -> [#/ST]

Programming the percent rate (00.00 to 99.99%)

Percent rate in 4 digits -> [%] (-> [#/ST]) (00.00% to 99.99%) x 100

Example 15.5%: 1550 [%] [#/ST]

Further details can be freely downloaded from the URL.

Reading and Resetting Sales

X Reports

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 [TL/AT/NS].

Z Reports

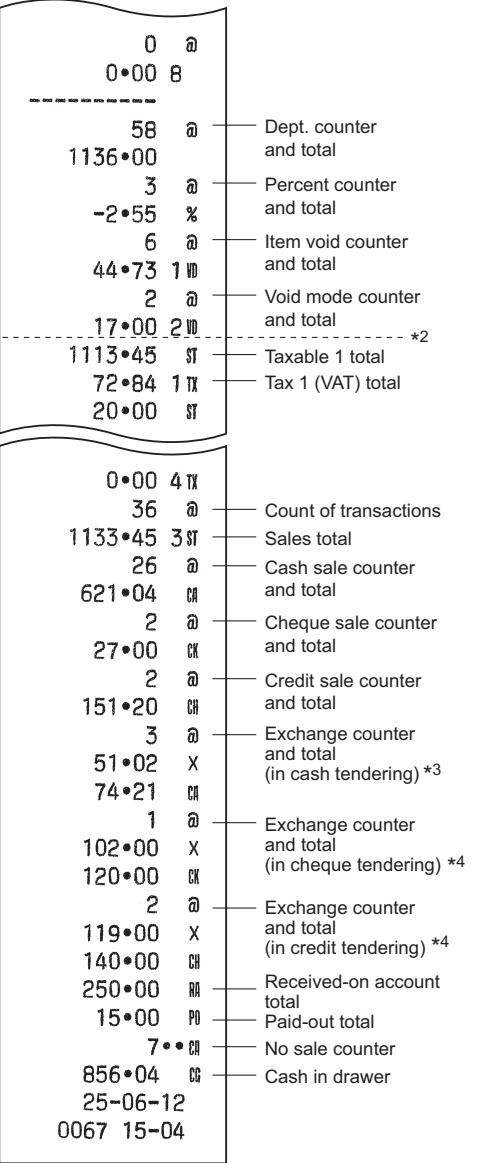
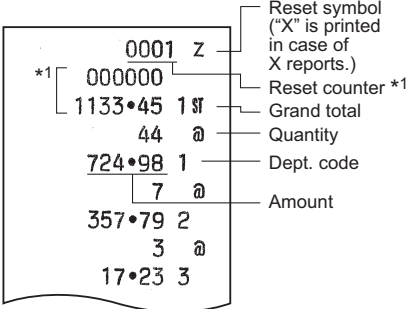
The contents of Z reports are the same as those of X reports, but issuance of a Z report resets all the transaction totals to zero. To issue a Z report, turn the mode switch to the Z/PGM position and press [TL/AT/NS].

Flash Reports (displayed but not printed)

Press the following key in the X/Flash mode: Department Total Department key

Sales Total [#/ST]
Cash in Drawer [CR]

Sample sales report



*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.

When an Error Occurs

When your register goes into an error state, it displays the error message "E". Clear the error state by pressing [CL] and take the appropriate action.

- When you enter an over 7-digit number to the department or an over 8-digit number (79999999) to RA(Received-on Account), PO(Paid-Out), credit or cheque:**
Press [CL] and make a correct entry.
- When you make an error in key operation:**
Press [CL] and make a correct entry.
- 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.
- 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.
- 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.

Maintenance

Batteries

This cash register displays a low battery symbol (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 "Installing Batteries" section.

- Improper use of batteries could cause them to burst or leak, which might damage the interior of the register. Please take the following precautions:
 - Be sure that the positive (+) and negative (-) poles of each battery are oriented properly.
 - 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 plan not to use the register for long periods.
 - Should a battery leak, clean out the battery compartment immediately, taking care not to let the battery fluid come into direct contact with your skin.
 - If an incorrect battery is used, it may explode or leak.
 - For battery disposal, follow the relevant law or regulation in your country.

Paper Roll

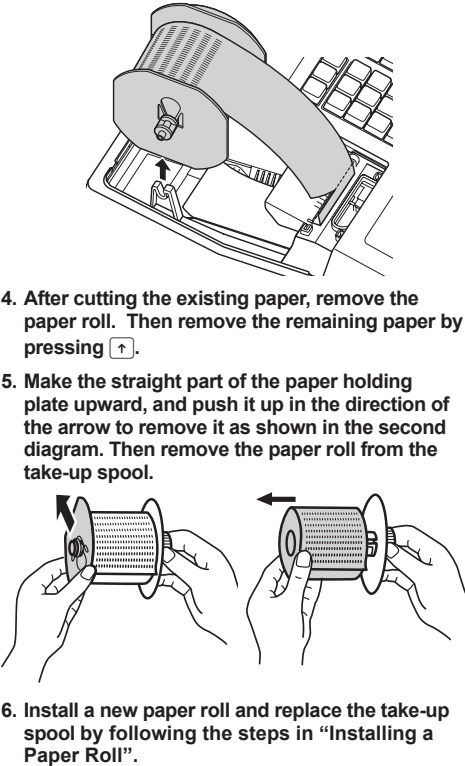
When a dye appears on the paper roll, it is time to replace the paper roll with new one. Be sure to use the paper roll specified in "Specifications" section.

Replacement (In case of receipt printing)

- Set the mode switch to the REG position.
- Remove the printer cover.
- Remove the paper roll. Then remove the remaining paper by pressing [↑].
- Install a new paper roll correctly by following the steps in "Installing a Paper Roll".

Replacement (In case of journal printing)

- Set the mode switch to the REG position.
- Remove the printer cover.
- Press [↑] to advance the paper by several lines and then cut it to remove the take-up spool from the bearing.



Removing a Paper Jam

The paper cutter is mounted on the printer cover. Be careful not to cut yourself.

- Remove the printer cover.
- Remove the paper jam. Check for and remove any shreds of paper that may remain in the printer.
- Reset the paper roll correctly by following the steps in "Installing a Paper Roll".

When printer motor locks

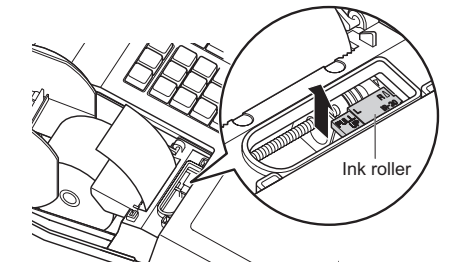
If the printer motor locks, nothing will operate. First, unplug the AC adapter and repair paper jam. Then plug in the AC adapter, feed the roll paper to the proper position and press [CL]. The register with then resume correct printing after printing ".....".

Replacing the Ink Roller

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

- 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.

- Remove the printer cover.
- Pull the ink roller handle upward to remove the ink roller.



- Install a new ink roller.
- Replace the printer cover.

Before Calling for Service

If you encounter any of the following problems, please read below before calling for service.

The display does not illuminate.

- Is power supplied to the electric outlet?
- Is the AC adapter plug out or loosely connected to the electric outlet?

The display shows symbols that do not make sense.

- Was the machine reset in the proper way shown on “Initializing the Cash Register”?

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 “Initializing the Cash Register”?

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 “Receipt ON/OFF function” of “Printing Format Programming” section in “FULL DETAILED INSTRUCTION MANUAL”.

No journal paper is taken up.

- Is the take-up spool installed on the bearing properly?
- Is there a paper jam?

Printing is faded or illegible.

- Isn't the ink roller used up?
- Is the ink roller installed properly?

CAUTION:

- The cash register should be securely fitted to the supporting platforms to avoid instability when the drawer is open.
- The socket-outlet shall be installed near the equipment and shall be easily accessible.
- For a complete electrical disconnection pull out the AC adapter.

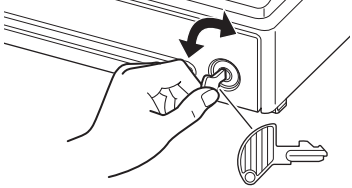
Noise level LpA: 65.9 dB(A-weighted)
Measured according to EN ISO 7779:2001
[Maximum value if the cash drawer springs open LpAI: 78.0 dB(A-weighted)]

Drawer Handling

Locking the Drawer

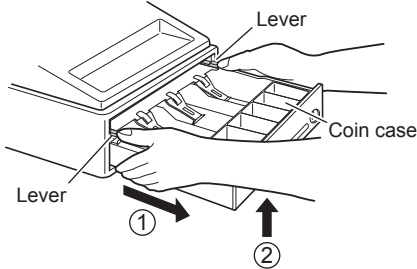
Develop the habit of locking the drawer when not using the register for any extended period of time. To lock the drawer, use the mode key.

- To lock:** Insert the key into the drawer lock and turn it 90 degrees counter-clockwise.
- To unlock:** Insert the key into the drawer lock and turn it 90 degrees clockwise.



Removing the Drawer

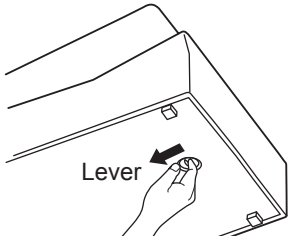
To detach the drawer, pull it forward fully, and while holding the lever down, lift the drawer slightly and remove.



- To prevent burglary, it is a good idea to empty the drawer after work and leave it open at the end of the day.
- Coin case is detachable.

Manually Opening the Drawer

In case of a power failure or if the machine is out of order, locate the lever at the bottom of the machine and move it in the direction of the arrow to open the drawer. The drawer will not open if it is locked with the key.



Specifications

- Model:**
XE-A107
- Dimensions:**
335(W) × 360(D) × 190(H) mm
- Weight:**
Approx. 4.0 kg
- Power source:**
Official (nominal) voltage and frequency
- Power consumption:**
Stand-by: 1.5 W (The official voltage : 220 to 230 V [50Hz/60Hz] and 230 to 240 V [50Hz])
Operating: 2.3 W (max.) (The official voltage : 220 to 230 V [50Hz/60Hz] and 230 to 240 V [50Hz])
- Working temperatures:**
0 to 40 °C
- Humidity:**
20 % to 90 %
- Display:**
LED (Light-Emitting Diode) 7-segment display (9 positions)
- Printer:**
Type:
1 station print wheel selective type
Printing capacity:
Max. 13 digits
Other functions:
Receipt (ON-OFF) function
- Paper Roll:**
Width: 57.5±0.5 mm
Max. diam.: 80 mm
Quality: Bond paper (0.06 to 0.08 mm thickness)
- Cash drawer:**
3 slots for bills and 6 for coin denominations
- Accessories:**
Basic User Manual: 1 copy (this manual)
Paper roll: 1 roll
Take-up spool: 1
Paper holding plate: 1
Mode key (same as Drawer lock key): 2
AC adapter: 1
Ink roller: 1 (already installed)

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