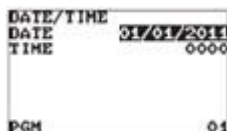# SHARP
XE-A307

Quick Setup Guide

1 Quick Setup

The following quick setup operation should be carried out before using your cash register.

- Plug the register into the power (ensuring no batteries are installed)
- Press numeric **1** to select English Wait for the master reset to finish.

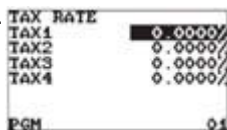 *Follow the on screen instructions to load paper rolls or see opposite for further explanation.

```
Push the number key.
[1] English
[2] Deutsch
[3] Français
[4] Español
[5] Svenska

XE-A207/A217   V1.06
```

- Enter the date as **DDMMYY**.
  i.e. for 5th June 2011 enter **0 5 0 6 1 1**.
- Press **↓** at the top right of the keyboard.

```
DATE/TIME
DATE         01/01/2011
TIME              0000

PGM                   01
```

- Enter the time in the format **HHMM**.
  i.e. for 2:30pm enter **1 4 3 0**.
  * To change later see page 91 of the manual.
- Press **TL/NS** to finish.
- Press **TL/NS** to skip tax rate setup.
- Press **TL/NS** to skip mode pass code.
- Press **TL/NS** to skip manager pass code.

```
TAX RATE
TAX1           0.0000%
TAX2           0.0000%
TAX3           0.0000%
TAX4           0.0000%

PGM                   01
```

- See below to enter a company receipt header or press **TL/NS** to skip.
  - Ensure the cursor is placed at the start of each line using the arrow keys.
  - Press (bottom left) to delete letters.
  - Enter the text as required using the numeric key pad.

  i.e. for Beer enter **8 8** **9 9** **9 9** **1 1 1**.
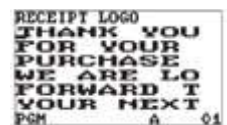
```
RECEIPT LOGO
THANK YOU
FOR YOUR
PURCHASE
WE ARE LO
FORWARD T
YOUR NEXT
PGM            A     01
```
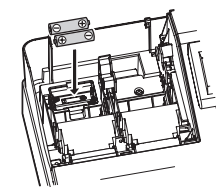
Note:- In order to enter two letters using the same button press after each entry.

  - Press the **↓ ↑** keys to next line.
  - Repeat the above for each line.
  - Press **TL/NS** to finish.
  * To change later see page 107 of the manual.
- Insert batteries as shown opposite.

  ! **Important:** Failure to do so will repeat the above setup and result in loss of data.

2 Installing/Changing Batteries

! **Important:** 2 x AA batteries (not supplied) should be fitted to ensure sales and program data are stored when the register is turned off.

To Install Batteries
- Remove the printer cover.
- Remove the battery cover found in the left hand side of the paper compartment.
- Insert the two new AA batteries as indicated opposite.
- Replace the battery cover.
- Replace the printer cover, ensuring the receipt paper feeds through the roll cover.
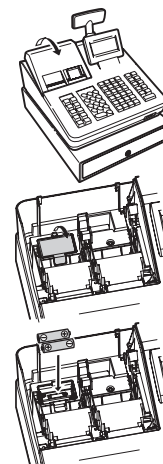
3 Loading Paper Rolls

The register requires 57 x 57mm thermal paper to be loaded into the receipt and journal compartments.

Print roller arm

- Remove the printer cover.
- Lift up the black printer arm of the receipt & journal compartments labelled "Pull here to open up".
- Place a paper roll in the receipt & journal compartments, ensuring 6" of paper is taken from the underneath and placed over the keyboard.

To the printer — Correct   To the printer — Incorrect

- Close the printer arms so that they click firmly into place.
- For the journal printer the paper should be wound on to the spool. Slide off left hand holder, wind the paper from the left hand side under the clip until tight and replace the left hand holder.
- Drop the spool into the compartment with the cog to the right and wind up any excess.
- Press the keys to ensure the receipt paper feeds and journal winds onto the spool.
- Replace the printer cover, ensuring the receipt paper feeds through the lid.
- Tear off any excess receipt paper.
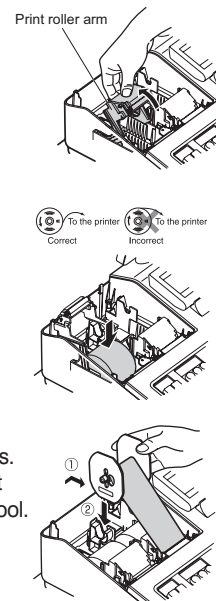
4 Making A Basic Sale

By entering the price of the goods and pressing the appropriate keyboard button you are preparing and organising sales data for the end of day report.

  i.e. Button 1 = Food, Button 2 = Non Food.

- Ensure you are in **Register Mode** (by pressing **Esc/Cancel**).
- Enter the price of the goods without the decimal point.
  i.e. £1 equals **1 0 0**.
- Press one of the Department buttons *i.e* **1/21**.
- To enter another sale repeat as above by entering a price then one of the Department buttons.
- Press the **#/TM/ST** key to show the amount due.

Either
  - Press **TL/NS** to accept Cash.
or
  To optionally calculate change:-
- Enter the value of money given by the customer.
  i.e. £5.00 is entered as **5 0 0**.
- Press the **TL/NS** key and the change is displayed.

5 Taking A Report

Reports can be printed without resetting *(X)* or printed and reset *(Z)*. Shown below is how to take an example report.

- From **REG** mode, press the **Mode** key.
- Press **4** then **TL/NS** to select **X1/Z1 Mode**.
- Select from the following for Report Read or Reset.

Either
  2 then **TL/NS** for **Reading** *(non reset (x) report).*
or
  3 then **TL/NS** for Resetting *(reset (z) report).*
- Select the required Report *i.e.* **1** *for General Report.*
- Then **Esc/Cancel** back as far as required to continue.

```
PAID TL          *585.12-
AVE.              *11.70-
SCN(+)           *120.00-
SCN(-)            -50.00-
SCN TTL           *70.00-
***RA                  1
                  *100.00
***PO                  1
                   *30.00
CA/CHK               3 0
                   *57.00

CASH                34 0
                 *361.91
CHECK1               4 0
                   *49.50
CHECK2               2 0
                   *12.50
CREDIT1              3 0
                   *72.46
CREDIT2              2 0
                   *11.30
EXCH1                1 0
                   15.00
DOM.CUR1             9.67
EXT CHK              4 0
                   80.00
DOM.CUR1 CHK       *51.57
EXT CR             *12.70
                   19.70
DOM.CUR1 CR        *12.70
EXCH2                1 0
                   20.00
DOM.CUR2            *12.89

****CID          *435.53
*CH ID           *119.00
CA/CHK ID        *554.53
CHK/CG             *7.02
OVCS REMAIN        *0.00
```

6 Creating New Items

Quick Create in Register

The register allows quick creation of products in register without the need to enter a full product name. This is taken from the selected department number.

- Scan the new item or (enter a code greater then 6 digits and press the PLU button). The register will prompt **UNDEFINED CODE**.
- Enter the price (without the decimal point) and press **TL/NS**.
- As the product name is taken from a department for quick entry. Enter the department number 1 to 99 using the numeric keypad.
- Press **TL/NS** to continue.
- The register will prompt with the question **DELETE TYPE**. It is possible to set the register to delete unused items after period of days. i.e. Set the number of days to 31 to delete any items not sold within one month *(See Non-Accessed Deletion)*. This answer sets if the item is included in this periodic deletion.

Either

1 for **Auto Delete** – To include the product in unused delete

or

2 for **No Delete** – To prevent automatic item deletion.
  * the recommended selection.
- The item entered is sold immediately.
- Continue transaction as normal.

Full Create in Program Mode

The following outlines how to program the sales buttons.
Sales can be made using departments (buttons on the keyboard), **P**rice **L**ook **U**p codes or EAN barcodes for preset priced items.

- From **REG** mode, press the **Mode** key.
- Press **6** then **TL/NS** to select **PGM Mode**.
- Press **2** then **TL/NS** to select **Setting**.
- Press **1** then **TL/NS** to select **Article**.
- Select the item type to be amended.

```
ARTICLE
1 DEPARTMENT
2 PLU/EAN
3 PLU RANGE
4 EAN NON-PLU
5 EAN DELETE

PGM              01
```

Either

1 **Department** *(Keyboard Item i.e. 1/21).*
These are the 20 (up to 40 using DEPT Shift) buttons on the keyboard for manual or preset priced items.

or

2 **PLU/EAN** *(Price Look Up or EAN Barcodes)*
*These are preset priced **P**rice **L**ook **U**p codes manually entered using the PLU key or using scanned barcodes (EAN's).*

7

Follow the appropriate section below to amend the items i.e. Department for keyboard items or Price Look Up/EAN barcodes.

Department

- Enter department number and press **TL/NS**.
- Press ⤓ for no price entry or enter the price (without decimal point) and press ⤓.
- Enter the item name using the letters on the number pad *i.e. for Beer enter* **8** **8** **9** **9** ⬚ **9** **9** **1** **1** **1**.
- Press **TL/NS** to the save the record.
- Press **Esc/Cancel** three times to return to **REG**.

PLU/EAN

- Select the code to amend by entering the **PLU** number and press **TL/NS** **or** for **EAN Barcodes** scan the barcode.
- Enter the price *(without decimal point)* and press ⤓.
- Enter the item name using the letters on the number pad *i.e. for Beer enter* **8** **8** **9** **9** ⬚ **9** **9** **1** **1** **1** .
- Press ⤓ twice to continue.
- Press ⤓ to continue **or** for sales reporting enter the department number to which sales are totalled using the numeric keypad and press ⤓.
- The **NON-ACCESS** option sets if the item is included in the automatic periodic deletion.
  It is possible to set the register to delete unused items after period of days. i.e. Set the number of days to 31 to delete any items not sold within one month.
- Press **#/TM/ST** the use the ⤓ ⤒ keys to select.

Either

DEL BY Z – To include the product in unused delete

or

NON DEL – To prevent automatic item deletion.
  * the recommended selection.
- Press **TL/NS**.
- Press **TL/NS** to the save the record.
- Press **Esc/Cancel** three times to return to **REG**.

8 Non-Accessed Deletion

Items can be deleted based on a number of days since last sale. i.e. Set the number of days to 31 to delete any items not sold within one month.

The following actions this sequence.

Setting the Number of Unused Days

- From **REG** mode, press the **Mode** key.
- Press **6** then **TL/NS** to select **PGM Mode**.
- Press **2** then **TL/NS** to select **Setting**.
- Press **1** then **TL/NS** to select **Article**.
- Press **5** to select **EAN Delete**.
- Enter the number of days for **PLU** retention.
- Press **TL/NS** to finish.
- Press **Esc/Cancel** three times to return to **REG**.

Deleting the Unsold Items

⚠ **Important:-** The following procedure will delete any EAN Barcodes set to be included in the auto delete.

Note:- **Delete is the default option for any newly created** product it is necessary to ensure that unused items for that period not intended for delete are set as No Delete (see opposite).

- From **REG** mode, press the **Mode** key.
- Press **4** then **TL/NS** to select **X1/Z1 Mode**.
- Press **4** then **TL/NS** to select **EAN Delete**.
- Press **2** to select **Delete**.
- Press **1** to select **All Delete**.
- Press **Esc/Cancel** three times to return to **REG**.

Sample Non Accessed Report