XE-A101 Quick Start Guide
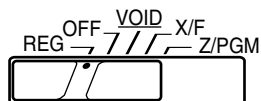
The following describes how to get your cash register ready to operate. Follow these steps when you use the cash register for the first time.

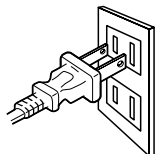## 1 Initializing the Cash Register

To ensure the cash register operates properly, initialize it using the following procedure:

1. Set the mode switch to the REG position without the power cable plugged.

2. Insert the plug of the power cable into the AC outlet.

   IMPORTANT
   This operation must be performed without batteries loaded.

   The buzzer will sound three times.

3. Now the cash register has been initialized. The register display will show "0.00" with "∟" . (The "∟" indicates that the batteries are not installed.)


The following are supplied with your cash register.

1 paper roll
2 drawer lock keys
1 instruction manual (English)
1 instruction manual (French)
1 Quick Start Guide (English)
1 Quick Start Guide (French)
1 Limited waranty
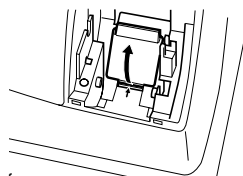1 ink roller (pre-installed)
1 take-up spool

2 Installing Batteries

Install batteries for back-up of sales data and programmed contents.
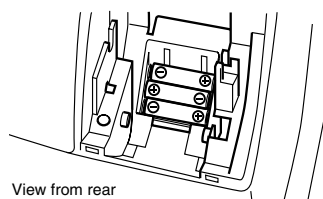
1. Pull the printer cover upward and detach it.
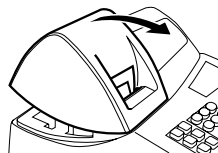
2. Open the battery cover next to the paper roll cradle.

View from rear

3. Insert three new **"AA"** batteries. (Batteries are not supplied with the cash register.)

View from rear

4. When the batteries are properly installed, "∟" on the display will disappear. Close the battery cover.

IMPORTANT
Improper use of batteries may damage the cash 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.

Please read the instruction manual for other battery handling precautions.

## 3 Installing a Paper Roll

1. Push the paper roll release lever and install the paper roll so that the paper unrolls from the bottom and fowards the front.
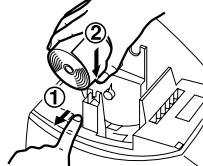
2. Insert the paper straight into the paper inlet, and press the ↑ key.
   The inserted end comes out at the printing area.
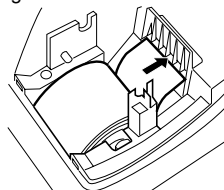
3. (For journal printing) Insert the top end of the paper into the slit in the take-up spool shaft and wind the paper two or three turns. Then place the take-up spool on the bearing.
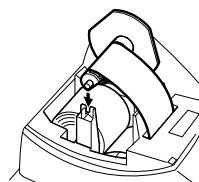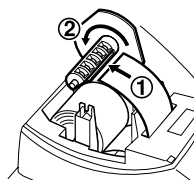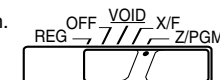

4. Attach the printer cover.

(For receipt printing, step 3 should be omitted.)

4 Basic Programming

Set the mode switch to the Z/PGM position.

Setting the Time

Enter the time in 4 digits ("hhmm" format using the 24 hour system). Press the ⑂ key once to program the next item or twice to exit the programming mode.

Example: [1] [4] [3] [0] [#/SBTL] ([#/SBTL])

Time (2:30 p.m.)

Setting the Date

Enter the date in 6 digits using the month-day-year (mmddyy) format. Press the ⑂ key once to program the next item or twice to exit the programming mode.

Example: [0] [3] [1] [5] [0] [2] [#/SBTL] ([#/SBTL])

Date (March 15, 2002)

Tax programming
1. Selecting the Tax Calculation System
First, you must select the tax system. This cash register has 11 types of tax system. Each tax system is different in calculation method of GST (Goods and Service Tax) and PST (Provincial Sales Tax) ("Add on tax" or "VAT"/"Tax on base" or "Tax on tax"). Contact your local tax office for the correct sales tax information.
Select one tax system suitable for your province and for the type of your retail business, and set it for your register.
For most situations tax type number 6 (Tax 4 for GST and Taxes 1, 2, and 3 for PST) is recommended. For provinces whose provincial sales tax is "tax on tax", use the type number 5.

Depress the following keys to set tax type number 6:

[7] → [#/SBTL] → [6] → [CA/AT/NS]

Tax type number (6)

Below is an explanation of all the tax system options.

Tax type no.	Tax 4 Method GST	Tax 3 Method GST	Tax 3 Method PST	Tax2, 1 Method PST
1	VAT	VAT	-	Tax on tax
2	VAT	VAT	-	Tax on base
3	VAT	-	Tax on tax	Tax on tax
4	VAT	-	Tax on base	Tax on base
5	Add on Tax	-	Tax on tax	Tax on tax
6	Add on Tax	-	Tax on base	Tax on base
7	Add on Tax	VAT	-	Tax on tax
8	Add on Tax	VAT	-	Tax on base
9	Add on Tax	Add on Tax	-	Tax on tax
10	Add on Tax	Add on Tax	-	Tax on base
11	VAT	-	VAT (Tax on base)	Tax on tax

(Continued)

For further information, please read the instruction manual.

4 Basic Programming (Continued)

2. Setting the Tax Rate (%)

Specify a % tax rate for GST and PST. You can also set the minimum taxable amount for each tax. Use the following sequence to program the tax rate:

⑨ → [#/SBTL] → Tax number (1-4)* → [@/TM] → R → [@/TM] → Q → [CA/AT/NS]

R: Tax rate (0.0000% to 99.9999%)x10000
   Enter the rate in 6 digits. Leading zeros may be omitted.

Q: Minimum taxable amount (0.01 to 99.99)x100
   Smallest amount for which tax must be collected.

*Up to 4 types of tax are programmable.

To program a GST, use Tax 4; and to program two GSTs, use Tax 3 and 4.
To program a PST, use Tax 1; to program two PSTs, use Tax 1 and 2; and to program three PSTs, use Tax 1, 2 and 3.

Example:
GST rate 7% for Tax 4

⑨ [#/SBTL] ④ [@/TM] ⑦ ⓪ ⓪ ⓪ ⓪ [@/TM] [CA/AT/NS]
        └ Tax 4 ┘ └ Tax rate(7.0000%) ┘

PST rate 8% and minimum taxable amount $0.21 for Tax 1

⑨ [#/SBTL] ① [@/TM] ⑧ ⓪ ⓪ ⓪ ⓪ [@/TM] ② ① [CA/AT/NS]
        └ Tax 1 ┘ └ Tax rate(8.0000%) ┘ └ Min. taxable amount($0.21) ┘

You can also set the tax table instead of the % tax rate. If you need the tax table programming, refer to your instruction manual.

3. Setting the department (taxable status and other status)

Finally, you need to specify the departments as taxable and non-taxable. Merchandise can be classified into the 8 departments. Items sold within these departments can later be printed on a report that shows the quantities sold and sales amounts classified by department. All items within a taxable department will be charged tax upon entry.
You can specify the taxable status or other status (+/- sign, single item cash sale function, and entry digit limit) parameters for department keys. Use the following sequence.

ABCDEFG → [@/TM] → Department key* (→ [#/SBTL])

*Press the department shift key before the department key to program departments 5-8.

Where A to G represent the following choices:
A: + sign or - sign
   Enter 0 for a positive department or 1 for a negative department.
B: Single Item Cash Sale (SICS) function
   Enter 0 for normal or 1 for single item cash sale.
   (If the SICS function is selected, upon entry of the sales amount into the SICS department, the sale is finalized.)
C, D, E and F: Taxable status
   Enter 0000 for non taxable, 0001 for taxable 1, 0010 for taxable 2, 0100 for taxable 3, or 1000 for taxable 4.
G: Entry digit limit (0 to 7 digits)
   Enter 0, 1, 2, 3, 4, 5, 6, or 7.
   (Setting this parameter prevents an accidental entry of too large an amount during a sale.)

You can continue programming without printing the programming report by not pressing the [#/SBTL] key at the end of program step.
When entering parameters A to G, any leading zeros in the sequence can be omitted.

Below are the most common examples for department setup when using tax system types 3, 4, 5, and 6 (as set in "1. Selecting the Tax Calculation System" above).

Setting department 1 for tax 4 GST/HST only:

① ⓪ ⓪ ⓪ ⑦ [@/TM] [1⁵] ([#/SBTL])

Setting department 1 for tax 4 GST and tax 1 PST:

① ⓪ ⓪ ① ⑦ [@/TM] [1⁵] ([#/SBTL])

Setting department 1 for tax 4 GST and tax 2 PST:

① ⓪ ① ⓪ ⑦ [@/TM] [1⁵] ([#/SBTL])

Settting department 1 for tax 4 GST and tax 3 PST:

① ① ⓪ ⓪ ⑦ [@/TM] [1⁵] ([#/SBTL])

Setting department 1 for non-taxable:

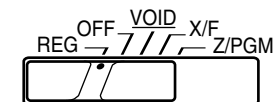⑦ [@/TM] [1⁵] ([#/SBTL])

NOTE:
To program other departments just substitute another department key for the key for department 1 in the above examples.
In the above examples, + sign, normal department, and 7 digits for entry digit limit are also set.

5 Now, you are ready!

Before Starting Entries

Set the mode switch to the REG position.

REG — OFF / VOID / X/F / Z/PGM

Enter a clerk code (1-4) and press [CLK#]. (Once the clerk code entered, re-entry of the clerk code is not needed until the clerk is changed.)

① [CLK#]
Clerk code

Registration Example
(When the Customer Pays by Cash)

① [CLK#] ⑤ ⓪ ⓪ [1⁵]
Clerk code   Price and dept.

⑧ ⓪ ⓪ [3⁷] [#/SBTL]
Price and dept.

② ⓪ ⓪ ⓪ [CA/AT/NS]
Amount tendered

Reading and Resetting

X Reports (reading)
Set the mode switch to the X/F position and press [CA/AT/NS].

Z Reports (reading and resetling)
In the Z/PGM mode, press [CA/AT/NS]. (In this case, grand total resetting is not performed.)

Flash Reports (displayed but not printed)

In the X/F mode:
Press dept. key for dept. sales reports
Press [#/SBTL] for sales total reports
Press [CH] for cash-in-drawer reports

For further information, please read the instruction manual.