SHARP®

ELECTRONIC CASH REGISTER
CAJA REGISTRADORA ELECTRONICA

MODEL
MODELO **XE-A152/A155**

INSTRUCTION MANUAL
MANUAL DE INSTRUCCIONES

WARNING

FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment.

This equipment generates, uses, and can radiate radio frequency energy, and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

CAUTION

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

FOR YOUR RECORDS

Please record below the model number and serial number, for easy reference, in case of loss or theft. These numbers are located on the right side of the unit. Space is provided for further pertinent data.

Model Number _____

Serial Number _____

Date of Purchase _____

Place of Purchase _____

SHARP®

MODEL

XE-A152/A155

SHARP ELECTRONIC CASH REGISTER

Thank you for purchasing the SHARP Electronic Cash Register Model XE-A152/A155. Please read this manual carefully before operating your machine. Keep this manual for future reference. It will help you solve any operational problems that you may encounter. For the English version see pages 2 to 49.

For assistance call
1 – 800 – BE – SHARP

MODELO

XE-A152/A155

CAJA REGISTRADORA ELECTRONICA SHARP

Lo felicitamos por haber comprado una Caja registradora electrónica de Sharp modelo XE-A152/A155. Lea cuidadosamente este manual antes de usarla. Mantenga este manual a mano para futuras consultas, pues le ayudará a resolver cualquier problema que encuentre. Para la versión en español consulte las páginas 50 a 74.

Por ayuda llame al
1 – 800 – BE – SHARP

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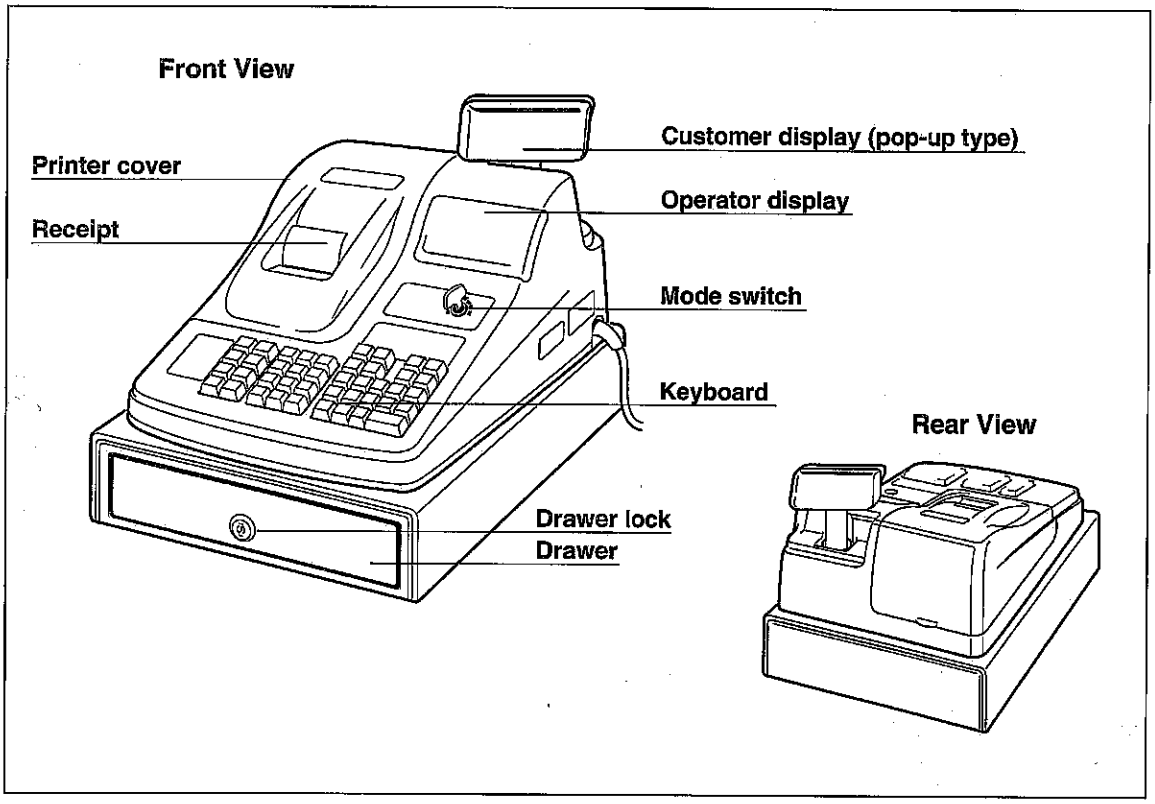
HANDLING CAUTIONS

- Install the cash register in a location not subject to direct sunlight, unusual temperature changes, high humidity, or splashing water.
- Do not operate the cash register with wet hands. Water can cause internal component failure.
- The cash register plugs into any standard wall outlet (120 V AC ±10%). 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 and install three AA batteries before using this cash register (page 7).

PARTS AND THEIR FUNCTIONS

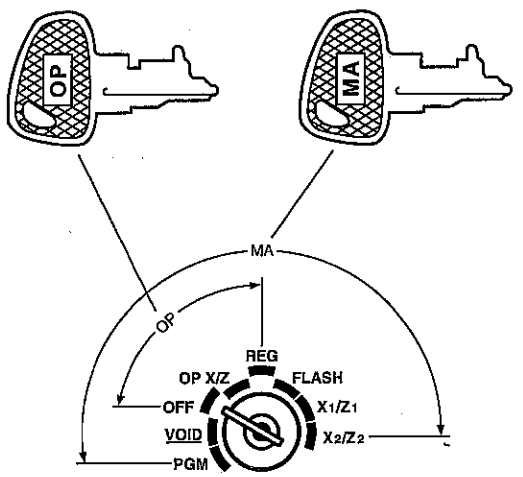
Physical Characteristics



Mode Switch

The mode switch enables the register to perform a variety of functions. Mode switch settings are made with the operator key (OP) or the manager key (MA) . These keys can be inserted into or withdrawn from the switch only when it is set to "REG" or "OFF". For greater security during daily operation, the manager can set the register to "REG" and then remove the key before the clerk begins work. The available settings of the mode switch, by key, are as follows:

Operator key (OP) **Manager key (MA)**



REG: Permits entry of transactions

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

OP X/Z: Permits reading and resetting of sales of an individual clerk, displays time, and permits on/off switching of receipt printing as well as displaying the receipt on/off status.

PGM: Permits resetting and programming of cash register.

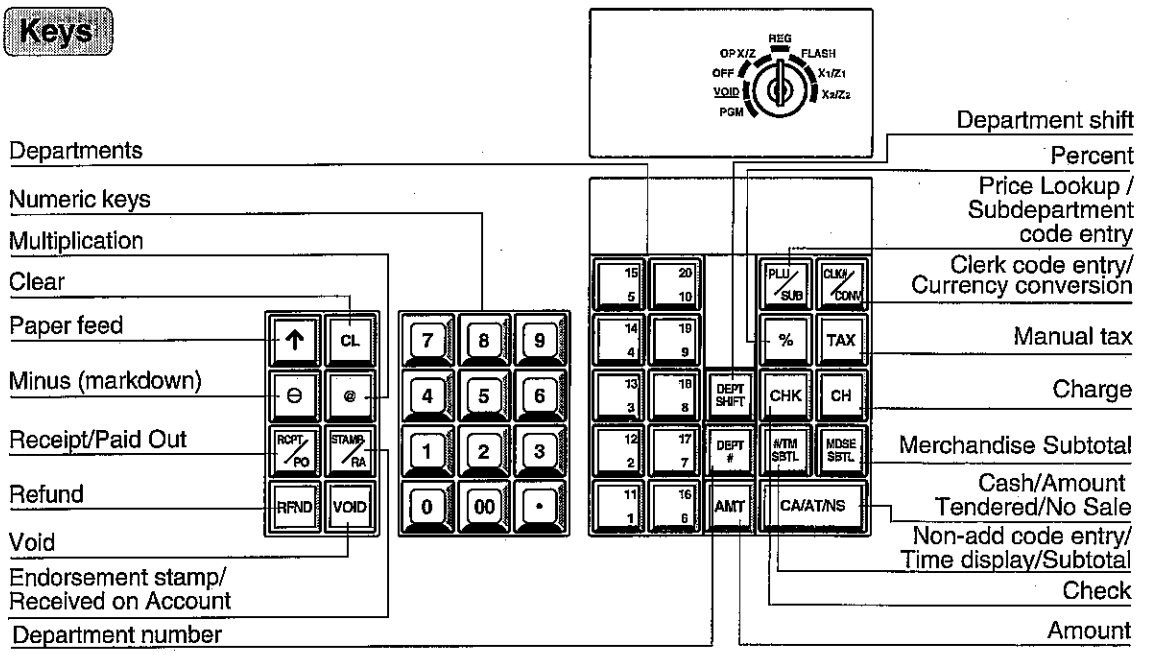
VOID: Permits you to cancel transaction entries.

FLASH: Permits reading on the display of daily totals and the overriding of entry limits.

X1/Z1: Permits reading and resetting of any daily sales totals.

X2/Z2: Permits reading and resetting of any periodic sales total.

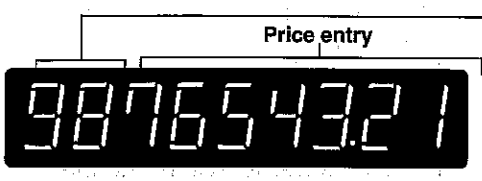
Keys



Display

The XE-A152/A155 is equipped with a front and rear display that affords easy visibility to both the customer and operator during transactions. The customer display can be popped up and rotated to clearly show prices, totals, and change due. To rotate the pop-up display simply pull upwards until it locks into place. Both the operator and customer displays have clear, easy-to-read fluorescent digits and a nine and seven digit capacity respectively.

Symbols and figures appearing on the operator display:
The number on the display below shows its position.



Departments: The numbers appearing as the first two digits on the left of the display (positions 8 and 9) indicate the number of the department entered. For example, if department 1 ([1]) was pressed, "01" would appear on the left of the display.

Repeat: The second digit from the left (position 8) indicates the number of times the same department key is pressed repeatedly.

PLU code: This appears when a PLU (or subdepartment) code is entered. The code (3 digits) appears in positions 7 to 9 while its associated price appears on the right of the display.

(E) **Error**: This appears when an error is made and is accompanied by an alarm sound (beep). If this occurs during a transaction because of an excessive digit entry, simply press [CL] and re-enter correctly.

(P) **Program**: This is present when the cash register is being programmed in the "PGM" mode.

(F) **Finalization**: This appears when a transaction is finalized by pressing [CA/AT/NS], [CH] or [CHK].

(o) **Subtotal**: This appears when the cash register computes the subtotal when [#/TM SBTL] is pressed, and also when the amount tendered is less than the total sale amount.

(C) **Change**: This appears whenever the change due amount is displayed.

(L) **Low battery**: This appears when you need to replace the batteries with new ones.

In addition, the following appear when appropriate:

- The minus sign (-) can appear in positions 4 to 9.
- The decimal point appears in positions 1 to 5.
- The receipt off marker (_) appears in position 8.
- The clerk code number appears in position 2.

BEFORE OPERATION

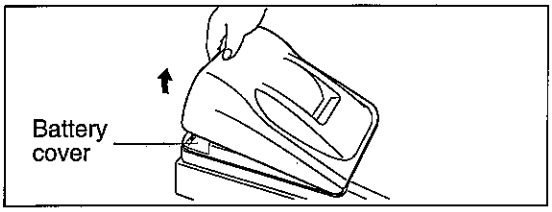
Please do the following before using the register for the first time.

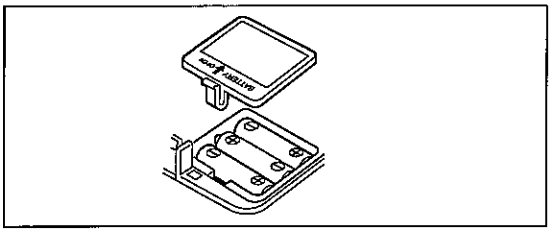
1. Install Batteries

Batteries must be installed in the cash register to prevent the data and user-programmed settings from being erased from memory, when the AC power cord is accidentally disconnected or in case of a power failure. **Please purchase and install three AA batteries before proceeding with setup and use of this cash register.** Once installed, the batteries will last approximately one year before needing replacement. At this time, the "L" symbol will appear on the display to indicate that the batteries are low and that you must replace them within two days. For replacing the batteries, see page 43.

Install batteries according to this procedure:

1. **Remove the cash register from its carton and packing materials.**
2. **Pull the printer cover upward and detach it.**
3. **Open the battery cover next to the paper roll cradle.**
4. **Insert three new AA batteries.**
5. **Close the battery cover.**





Note • Your cash register comes with a battery caution label. Please cut off the appropriate half and attach it to the battery cover.

6. **Replace the printer cover.**

Caution • When inserting batteries, place them so that the positive (+) and negative (-) ends face the proper direction as shown in the battery compartment.
• Do not mix battery types or brands.

2. 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. **Insert the manager key (MA) and turn the mode switch to "PGM."**
2. **Insert the power plug while keeping [↑] and [9] depressed simultaneously until the display shows "0.00".**
   • The cash register is now reset and ready to be programmed.

Note • If you do this operation without installing batteries, a buzzer will sound three times.
• If you do this operation with a paper roll already installed, the printer prints "*******9".

Caution • All the contents of memory are erased when the cash register is reset.

3. Other Preparations

1. Check that the cash register is plugged in.

2. Install paper roll.

- See page 45.

3. Insert the manager key (MA) and turn the mode switch to "PGM."

4. Set the date.

- When the date is set, it will be printed on each receipt/journal and on sales reports.

Example: Set the date to August 15, 1994.

Step	Procedure	Keys to press	Printout
1	Enter job number.	[#/TM SBTL] [3] [@]	08-15-94
2	Enter date.	[8] [1] [5] [9] [4] [#/TM SBTL]	
3	Complete programming and print.	[CA/AT/NS]	

Note

- Months can be entered with one or two digits, but days must be entered with two digits. This may require preceding the second digit with a zero if it is a single digit date.

5. Set the time.

- When the time is set, it will be printed on each receipt/journal and on sales reports.

Example: Set the time to 2:30 pm.

Step	Procedure	Keys to press	Printout
1	Enter job number.	[#/TM SBTL] [4] [@]	2-30 *
2	Enter time.	[1] [4] [3] [0] [#/TM SBTL]	
3	Complete programming and print.	[CA/AT/NS]	

Note

- A 24-hour system is used. 2:30 pm is set by entering [1][4][3][0], as shown in the example, but 2:30 am would be set by entering [2][3][0].
- On the receipt/journal paper, both 2:30 am and pm prints as "2-30".

6. Program tax.

- Tax programming consists of two separate functions: 1) programming your tax tables and 2) associating the correct departments as taxable and non-taxable departments. All items within a taxable department will be charged tax upon entry. There are two methods of programming your sales tax. The tax table method requires tax break information obtained from your state or local tax office. The tax rate method uses a straight percentage rate per dollar. The latter is a quicker method, however, it may not be acceptable in your state.
- For details, see TAX PROGRAMMING on page 28.

Example: Set a tax of 6.25% using the tax rate method for tax table 1. The minimum taxable amount is 11¢.

Step	Procedure	Keys to press	Printout
1	Enter job number.	[S/TM SBTL] [9] [@]	6•2500%TX1 0•11
2	Enter tax table number.	[1] [@]	
3	Enter tax rate.	[6] [2] [5] [0] [0] [@]	
4	Enter min. taxable amount.	[1] [1]	
5	Complete programming and print.	[CA/AT/NS]	

7. Program departments.

- Departments are used to classify merchandise and apply group attributes such as taxable status, on items when they are entered.
- To make programming easier, your register comes pre-programmed with departments 1 to 5 and 11 to 15 as taxable 1, and departments 6 to 10 and 16 to 35 (16 to 38 on the XE-A155) as non-taxable. All the departments are programmed as positive (+) for addition of sale entries. If you wish to change a department's status, program as desired following the procedure on page 32.

8. Program PLUs/Subdepartments.

- PLUs (price lookup) are used to call up preset prices by key entering a code and sub-departments are used to classify merchandise into smaller groups under the departments. Every PLU and subdepartment has a code from 1 to 310. When you first use the register, all codes are preset as subdepartments, all belonging to department 1. To change the department designation, program as follows:

Example: Program code 1 as a subdepartment of department 2.

Step	Procedure	Keys to press	Printout
1	Enter the code number.	[1] [PLU/SUB]	001#02 0 0•00
2	Press the associated department key.	[12 2]	
3	Complete programming and print.	[CA/AT/NS]	

- If you want to use a code number to call up an item with its price, you can use the PLU (price lookup) function. As your register comes pre-programmed with all 310 PLU's set up as subdepartments, associated with department 1, to use the PLU function, you must first change the type of the code from subdepartment to PLU and then program the price and the associated department for the code.

Example: Program code 20 as a PLU of a department 2 item costing $10.00.

Step	Procedure	Keys to press	Printout
1	Enter the code number.	2 0 PLU/SUB	020#01 1 9999•99 020#02 1 10•00
2	Enter 1 for PLU or 0 for sub-department.	1 #/TM S/BTL	
3	Enter the code number.	2 0 PLU/SUB	
4	Enter the price.	1 0 0 0	
5	Press the associated department key.	2	
6	Complete programming and print.	CA/AT/NS	

9. Program other items as necessary.

- Your cash register is pre-programmed so that you can use it with minimum setup:

Departments 1 to 5 and 11 to 15:	Taxable 1. Plus (+) sign (for taxable entry).
Departments 6 to 10 and 16 to 35 (16 to 38 on the XE-A155):	Non-taxable. Plus (+) sign (for non-taxable entry).
PLU codes 1 to 310:	Sub-departments. Assigned to department 1.
Percent key:	0.00%. Non-taxable, minus (-) sign.
Minus (-) key:	Non-taxable.

- To change the above and other settings, see OTHER PROGRAMMING on page 31.

OPERATION OVERVIEW

Things to Check Before Start of Day

- **Check that the cash register is plugged in.**
- **Check that the low battery symbol (L) is not turned on.**
  See page 43.
- **Check that there is enough paper in the paper roll.**
  See page 44.
- **Check the time and date settings.**
  See page 8.
- **Program if necessary.**
  See page 28 onwards.

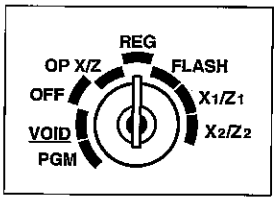
Things You Can Do During Work Day

- **Enter a sale**
- **Other sales entry operations:**
  - Automatic tax
  - Discounts
  - Markdowns
  - Premiums
  - Payment by credit card or check
  - Payment in foreign currency
  - Refunds
  - Cash in/out without transaction
  - Enter credit card numbers, etc.
  - Calculate change
  - Corrections
  - Inspect sales amount

Things You Can Do at the End of Day

- **Inspect the day's sales.**
- **Reset the day's sales totals.**

TYPICAL OPERATION EXAMPLES

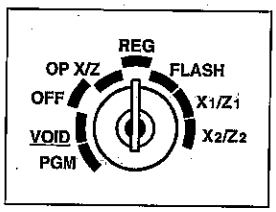


For this chapter, use the operator key (OP) or manager key (MA) set to REG.

Make sure you have completed all the necessary programming in accordance with the tax system in your region, and for the merchandise classification and pricing system of your business before using the cash register on a day-to-day basis. See TAX PROGRAMMING on page 28 and OTHER PROGRAMMING on page 31.

This chapter will show you how to perform all the basic cash register functions including sales entries, discounts and manual tax entries. The examples are designed to give you an overall picture of how your register would operate if it were programmed identically to our examples. Performing these entries at your cash register may not produce identical results. Read and review the examples for a better understanding of how to perform these typical operations at your cash register.

Sale Entry and Change Calculation for a Typical Sale



1. **Turn the operator key (or manager key) to REG.**
2. **Enter the clerk code, 1 to 4, and press [CLK#].**
3. **Enter the unit price.**
4. **Press the appropriate department key (here, dept. 4).**
5. **Press the subtotal key.**
6. **Enter the amount received from the customer.**
7. **Press the [CA/ATM/S] key.**
8. **Tear off the receipt and give it to the customer with his or her change.**
9. **Close the drawer.**

Note • The clerk code need only be entered at the start of one's shift.

Example: Selling a $25.00 item (department 4) for cash and receiving $30.00 from your customer.

Step	Procedure	Keys to press	Printout
1	Enter the clerk code assigned to you.	1 [CLK#]	04 *25.00
2	Enter price of item sold.	2 5 0 0	*25.00 ST
3	Press the department key.	[4]	
4	Press the subtotal key.	[#/TM SBTL]	*25.00 TL
5	Enter the amount received.	3 0 0 0	*30.00 AT
6	Finalize the sale and print receipt.	[CA/ATM/S]	*5.00 CH

Note
- You can turn off the automatic receipt printing function and issue receipts only when required. See page 23.
- When the transaction is finalized by pressing the [CA/ATM/S] key, the amount of change due to the customer appears in the display.

Entering Items Belonging to Departments Over No. 10

Items belonging to departments one through ten are entered simply by pressing the department key, whose number appears on the bottom right of the key, immediately after entering the amount (see example in previous section). Other departments, however must be entered using one of the following procedures.

Entering Departments 11 to 20

Press [DEPT SHIFT] before pressing one of the department keys whose number appears on the top right of the key. (The example in the next section includes the entry of one of these departments.)

Entering Departments Over 20*

Before entering, the price enter the department number from the numeric keypad and then press [DEPT #]. Now enter the price and them press [AMT]. (The example in the next section includes the entry of one of these departments.)

* You can enter up to 35 departments on the XE-A152 and up to 38 on the XE-A155.

* You can also use this method to enter departments 1 to 20.

Entering or Repeat-Entering More Than One Item

Case 1: Entering department items.

Example: Selling a $1.00 item (department 11) and a $7.00 item (department 24) for cash.

Step	Procedure	Keys to Press	Printout
1	Enter price and department.	1 0 0 [DEPT SHIFT] [11]	11 *1.00 TX1
2	Enter price and department.	2 4 [DEPT #] 7 0 0 [AMT]	24 *7.00 TX1
3	Finalize and print receipt.	[CA/TAX/S]	*8.00 ST
			*0.48 TX1
			*8.48 CA

Case 2: Entering more than one of the same items into a department.

Example: Selling two $2.00 items (department 2) and three $3.50 items (department 3) for cash.

Step	Procedure	Keys to Press	Printout
1	Enter price and department.	2 0 0 [12] [12]	02 *2.00 TX1
2	Enter price and department.	3 5 0 [13] [13] [13]	02 *2.00 TX1
3	Finalize and print receipt.	[CA/TAX/S]	03 *3.50 TX1
			03 *3.50 TX1
			03 *3.50 TX1
			*14.50 ST
			*0.87 TX1
			*15.37 CA

In order to use this function with departments 11 to 20, repeat pressing the department key without pressing [DEPT SHIFT]. For departments over 20, repeat pressing [AMT].

Case 3: Entering more than one of the same item using the multiplication key (@).

Example: Selling seven $1.50 items (department 1) and five $1.00 items (PLU 19) for check payment.

Step	Procedure	Keys to Press	Printout
1	Enter price and department.	7 @ 1 5 0 1	7 x 1.50@ 01 *10.50 TX1
2	Enter PLU code.	5 @ 1 9 PLU/SUB	5 x 1.00@ 019#*5.00 TX1
3	Finalize and print receipt.	CHK	*15.50 ST *0.93 TX1 *16.43 CH

Entering a Preset Item

To enter an item whose price has been preset to a department, simply enter the department to which it has been assigned.

Example: Selling an $8.95 item assigned to department 1

Step	Procedure	Keys to Press	Printout
1	Enter preset item with department key.	1	01 *8.95 TX1 *8.95 ST
2	Finalize and print receipt.	CA/AT/NS	*0.54 TX1 *9.49 CA

Entering a Subdepartment Item

To enter an item that belongs to a subdepartment, enter the code for the subdepartment, press [PLU/SUB], enter the price, and press [PLU/SUB] again.

Example: Entering a $5.00 item which belongs to subdepartment 101.

Step	Procedure	Keys to Press	Printout
1	Enter subdepartment code.	1 0 1 PLU/SUB	101#*5.00 TX1
2	Enter price.	5 0 0 PLU/SUB	*5.00 ST *0.30 TX1
3	Finalize and print receipt.	CH	 *5.30 CH

Entering a PLU (Price Lookup)

To enter a programmed PLU, simply enter the code and press [PLU/SUB].

Example: Selling an $8.95 item whose price is assigned to PLU 111 and department 1.

Step	Procedure	Keys to Press	Printout
1	Enter PLU code.	[1] [1] [1] [PLU/SUB]	111#*8•95 TX1 *8•95 ST *0•54 TX1 *9•49 CA
2	Finalize and print receipt.	[CA/AT/NS]	

Basic Entry of a Single-Item Cash Sale

This type of entry is useful when a sale is for only one item paid by cash, such as a pack of cigarettes. It is applicable only to departments that are programmed for single-item cash sales or to subdepartments or PLUs associated with such departments. The transaction is finalized and the drawer opens after pressing the department or [PLU/SUB] key. (See "More About Finalizing a Sale" below.)

Example: Selling a $3.00 item (department 1) for cash.

Step	Procedure	Keys to Press	Printout
1	Enter price.	[3] [0] [0]	01 *3•00 TX1 *3•00 ST *0•18 TX1 *3•18 CA
2	Enter department.	[1]	

More About Finalizing a Sale

Subtotal Keys

The subtotal key ([#/TM SBTL]) enables you to display the total amount sold including any tax or discounts. After pressing [#/TM SBTL] you can enter the amount received from the customer before pressing [CA/AT/NS] to finalize the sale. After finalizing, the symbol "C" and the amount of change due will appear on the display. If the amount received and entered is less than the total sales amount, the cash register displays a deficit. Make an additional amount-received entry.

Example: Customer gives $20.00 for an including-tax subtotal of $18.55.

Step	Procedure	Keys to Press	Printout
1	Enter items and press subtotal key.	...[#/TM SBTL]	01 *17•50 TX1 *17•50 ST *1•05 TX1
2	Enter the received amount.	[2] [0] [0] [0]	
3	Finalize and print receipt.	[CA/ATM/S]	*18•55 TL *20•00 AM *1•45 CG

To display the net subtotal of items sold without including tax, press the merchandise subtotal key ([MDSE SBTL]).

Note

- Use of the subtotal keys is optional and a sale will be finalized by pressing [CA/ATM/S] directly after entering the sold items. Also, the change will be calculated if the amount received is entered before pressing [CA/ATM/S] without pressing [#/TM SBTL].

Finalizing a Charged Sale

Press [CH] instead of [CA/ATM/S] at the end of the transaction. The amount tendered cannot be entered.

Example: Selling an $85.50 item (department 3) and a $15.00 item (department 4) by credit card.

Step	Procedure	Keys to Press	Printout
1	Enter price and department.	[8] [5] [5] [0] [13/3]	03 *85•50 TX1 04 *15•00 TX1 *100•50 ST *6•03 TX1
2	Enter price and department.	[1] [5] [0] [0] [14/4]	
3	Finalize and print receipt.	[CH]	*106•53 CH

Finalizing a Sale Paid by Check

Press [CHK] instead of [CA/ATM/S] at the end of the transaction. The amount tendered can be entered like a cash sale and the change due is displayed.

Example: Selling an $85.50 item (department 3) and a $15.00 item (department 4) paid for by check.

Step	Procedure	Keys to Press	Printout
1	Enter price and department.	[8] [5] [5] [0] [13/3]	03 *85•50 TX1 04 *15•00 TX1 *100•50 ST *6•03 TX1
2	Enter price and department.	[1] [5] [0] [0] [14/4]	
3	Finalize and print receipt.	[CHK]	*106•53 CK

Finalizing a Mixed Tender Sale

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

Step	Procedure	Keys to Press	Printout
1	Enter prices and press subtotal key.	... [#/TM SBTL]	01 *55•00 TX1 *55•00 ST
2	Enter received amount.	[8] [3] [0] [CA/AT/NS]	*3•30 TX1
3	Finalize and print receipt	[CH]	*58•30 TL *8•30 AT *50•00 CH

Entering a Taxed Item

When the cash register is programmed with a tax table or tax rate and the status of an individual department is set as taxable, the tax is computed automatically on any item entered using that department key or the PLU/subdepartment code associated with that department.

Case 1: Selling and calculating the tax automatically.

Example: Selling a $95.00 item (department 4, taxable 1) and $65.00 item (department 1, taxable 2) for cash.

Step	Procedure	Keys to Press	Printout
1	Enter price and department.	[9] [5] [0] [0] [14/4]	04 *95•00 TX1
2	Enter price and department.	[6] [5] [0] [0] [11/1]	01 *65•00 TX2 *160•00 ST
3	Finalize and print receipt.	[CA/AT/NS]	*5•70 TX1 *3•25 TX2 *168•95 CA

Case 2: Selling and applying the tax manually.

Example: Selling an $80.00 item (department 4) for cash with a $5.00 tax applied manually.

Step	Procedure	Keys to Press	Printout
1	Enter price and department.	[8] [0] [0] [0] [14/4]	04 *80•00 TX1
2	Enter tax.	[5] [0] [0] [TAX]	*5•00 TX *80•00 ST
3	Finalize and print receipt.	[CA/AT/NS]	*85•00 CA

Tax Delete

This function is used when a taxable item or items need to be made non-taxable.

Example: Selling a $10.00 item (department 4, taxable 1) for cash and entering the sale as a non-taxable one.

Step	Procedure	Keys to Press	Printout
1	Enter price and department.	1 0 0 0 4	04 *10.00 TX1
2	Delete tax.	#/TM SBTL TAX #/TM SBTL	*0.00 TX1
3	Finalize and print receipt.	CA/AT/NS	*0.00 TX2
			*10.00 ST
			*10.00 CA

Discounts Using the Minus Key

The minus key can be used to apply a preset or manually entered discount on individual items or on a subtotal.

Case 1: Manually entered price reduction on a single item.

Example: Applying a $1.00 discount to a $25.00 item belonging to department 3.

Step	Procedure	Keys to Press	Printout
1	Enter price and department.	2 5 0 0 3	03 *25.00 TX1
2	Enter discount.	1 0 0 ⊖	- *1.00-
3	Enter any other items.	4 5 0 0 1	01 *45.00 TX1
4	Finalize and print receipt.	CA/AT/NS	*69.00 ST
			*4.20 TX1
			*73.20 CA

Case 2: Preset price reduction on a single item:
The procedure is the same as the example above except that ⊖ is pressed without entering a discount amount. The minus key's preset discount amount is applied automatically.

Case 3: Manually entered price reduction on a subtotal.

Example: Applying a $10.00 discount on a subtotal.

Step	Procedure	Keys to Press	Printout
1	Enter price and department.	2 5 0 0 [13/3]	03 *25.00 TX1
2	Enter price and department.	3 0 0 0 [12/2]	02 *30.00 TX1
3	Press subtotal key.	[MDSE/SBTL]	*55.00 ST
4	Enter discount.	1 0 0 0 [⊖]	-*10.00-
5	Finalize and print receipt.	[CA/ATM/S]	*45.00 ST
			*3.30 TX1
			*48.30 CA

Case 4: Preset price reduction on a subtotal:
The procedure is the same as the example above except that [⊖] is pressed without entering a discount amount. The minus key's preset discount amount is applied automatically.

Note
- In cases 3 and 4, to find the subtotal without including the tax (as the discount is never given on tax), use the merchandise subtotal key ([MDSE/SBTL]) instead of [#/TM/SBTL].

Discounts and Premiums Using the Percent Key

The percent key is used to apply a manually entered or preset discount or premium to individual items or to a subtotal. The sign for the percent key must be programmed as plus (premium) or minus (discount) before starting. A four digit limit (up to 99.99) applies to discounts entered with the numeric keys, and a premium can be applied as long as the total amount does not exceed seven digits.

Case 1: Manually entered percentage reduction or premium on a single item.

Example: Applying a 10% discount to an $8.00 item belonging department 3.

Step	Procedure	Keys to Press	Printout
1	Enter price and department.	8 0 0 [13/3]	03 *8.00 TX1
2	Enter discount.	1 0 [%]	- 10%
3	Enter any other items.	4 5 0 0 [7/1]	- *0.80
4	Finalize and print receipt.	[CA/ATM/S]	01 *45.00 TX1
			*52.20 ST
			*3.18 TX1
			*55.38 CA

Case 2: Preset percentage reduction or premium on a single item:
The procedure is the same as the example above except that [%] is pressed without entering a percentage. The percent key's preset rate is applied automatically.

Case 3: Manually entered percentage reduction or premium on a subtotal.

Example: Applying a 10% premium to the subtotal of a transaction.

Step	Procedure	Keys to Press	Printout
1	Enter PLU code.	1 1 1 PLU/SUB	111#*8.95 TX1 02 *30.00 TX1
2	Enter price and department.	3 0 0 0 12/2	*38.95 ST
3	Press subtotal key.	MDSE SBTL	- 10%
4	Enter premium.	1 0 %	- *3.90
5	Finalize and print receipt.	CA/AT/NS	*35.05 ST *2.34 TX1 *37.39 CA

Case 4: Preset price reduction or premium on a subtotal:
The procedure is the same as the example above except that % is pressed without entering a rate. The percent key's preset rate is applied automatically.

Note

- In cases 3 and 4, to find the subtotal without including the tax (as the discount or premium never includes the tax amount), use the merchandise subtotal key (MDSE SBTL) instead of #/TM SBTL.

Entering a Foreign Currency Sale

The exchange function allows you to enter payment in a foreign currency. Press CLK#/CONV after entering the sale to display the subtotal (total amount entered and conversion rate) in the foreign currency. The amount is not printed until payment is received in the foreign currency and CA/AT/NS is pressed. If there is a balance, it is displayed in the domestic currency, but it can be paid in either foreign or domestic currency. Change due is displayed and given in the domestic currency.

Note

- Conversion rate: 0.00 to 9999.9999 (currency conversion is prohibited if a conversion rate of 0.00 is programmed).

Case 1: Using a pre-programmed rate.

Example: Selling a $50.00 department 3 item for Japanese yen.

Step	Procedure	Keys to Press	Printout
1	Enter price and department.	5 0 0 0 19/3	03 *50.00 TX1 *50.00 ST
2	Press the exchange key to display the subtotal in foreign currency.	CLK#/CONV	
3	Enter received amount.	5 5 0 0 0 0	*50.00 TL 110.0000 ×
4	Finalize and print receipt.	CA/AT/NS	5500.00 5500.00 AT *0.00 CG

Case 2: Using a manually entered rate.

Example: Selling a $20.00 department 2 item for Japanese yen.

Step	Procedure	Keys to Press	Printout
1	Enter price and department.	2 0 0 0 [12/3]	02 *20.00 TX1
2	Enter the conversion rate.	1 1 0 [CLK#/CONV]	*20.00 ST
3	Enter received amount.	2 2 0 0 0 0	*20.00 TL 110.0000 × 2200.00 2200.00 AT
4	Finalize and print receipt.	[CA/AT/NS]	*0.00 CG

Entering a Refund

Enter a refund by entering the refund amount or PLU code followed by the [RFND] key and then the corresponding department key or the [PLU/SUB] key. For subdepartments, press the code number, [RFND], [PLU/SUB], and then the price followed by [PLU/SUB] again. Repeat or multiplied refund entries are also possible.

Example: One $45.00 item (department 3) sold for cash is returned.

Step	Procedure	Keys to Press	Printout
1	Enter refunded amount.	4 5 0 0 [RFND] [13/3]	03-*45.00 RF TX1
2	Finalize and print receipt.	[CA/AT/NS]	-*45.00 ST - *2.70 TX1 *47.70 CG

Entering and Printing a Non-Add Code Number

The non-add code entry function allows the operator to enter codes (up to eight digits) such as credit card numbers at any point during a transaction.

Example: Selling a $25.00 item (department 3) by charge account to a customer whose code number is 123.

Step	Procedure	Keys to Press	Printout
1	Enter code number.	1 2 3 [#/TM/SBTL]	#00000123
2	Enter price and department.	2 5 0 0 [13/3]	03 *25.00 TX1 *25.00 ST
3	Finalize and print receipt.	[CH]	*1.50 TX1 *26.50 CH

Note • A non-add code will not print out when the print format is set to "Total" (see page 38).

Received on Account and Paid-Out Entries

Example 1: Receiving $60.00 on account from a customer whose code number is 12345.

Step	Procedure	Keys to Press	Printout
1	Enter code number.	1 2 3 4 5 #/TM SBTL	#00012345
2	Enter amount received on account, finalize and print.	6 0 0 0 STAMP /RA	*60•00M

Example 2: Paying $30.00 to a vendor whose account number is 6789.

Step	Procedure	Keys to Press	Printout
1	Enter code number.	6 7 8 9 #/TM SBTL	#00006789
2	Enter amount paid-out, finalize and print.	3 0 0 0 RCPT /PO	*30•00PO

Clerk Code Entry

The clerk code is printed at the bottom of every receipt or journal. It is used to identify the operator responsible for each transaction and to classify sales amounts by operator when the applicable report is printed. To use this feature, the operator must enter the clerk code (1 to 4) which was assigned to him or her, before operating the cash register. If the clerk code is not entered, the code used by the previous operator will be used.

Example: Entering your clerk code as 2.

Step	Procedure	Keys to Press	Printout
1	Enter the clerk code number.	2	Nothing is printed
2	Press the clerk key.	CLK# /CONV	

Opening the Drawer with No Sale

This feature is useful when you want to make change.

Example: Open the drawer with no sale.

Step	Procedure	Keys to Press	Printout
1	Press cash key.	CA/AT/NS	NS

Issuing Receipts Only When Needed

This feature turns off the automatic receipt issuing function. It allows you to economize on paper.

1. With either the operator key or the manager key, turn the mode switch to "OP X/Z."
2. Press [RCPT /PO]. The "_" mark is displayed above "RCPT OFF" on the operator display.

If you need to issue a receipt while the automatic receipt issuing function is turned off, press [RCPT /PO] immediately after a transaction. Otherwise no receipt will be issued.

Note

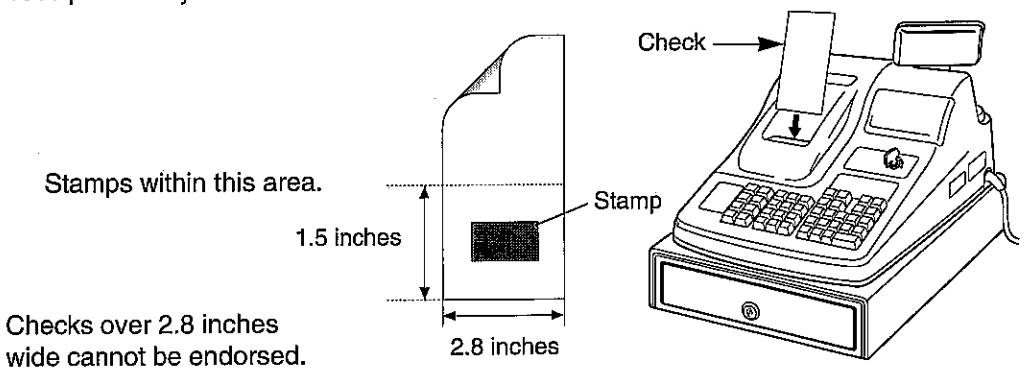
- You can print any report even when the receipt function is turned off.

Displaying the Time

To display the time, turn mode switch to REG or VOID and press [#/TM SBTL], or simply turn the mode switch to OP X/Z. The time is displayed in the 12-hour format with hours and minutes separated by a dash. "A" or "P" precedes the time display to indicate am or pm. The time display disappears when you press [CL] or begin the next entry.

Check Endorsement Stamp

You can make an endorsement on the back of the check when you program the endorsement function to "Enable" (page 38, parameter G). After you finish a transaction with [CHK], [CH] or [CA/AT/NS], insert the check into the slit on the printer cover with its back side facing to you. Then press the [STAMP /RA] key. The back of the check will be endorsed. Note that no logo stamps will appear on the receipts when you enable the endorsement function.

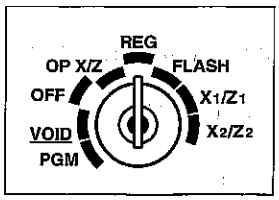


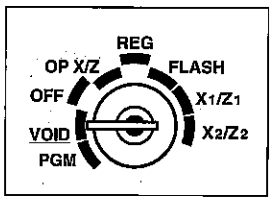
Note

- You can make only one endorsement after you finish a transaction.
- To use this feature, you may need to have your own stamp made and use it in place of the one supplied with your register. An order form is provided on the last page of this manual.

SHARP
SAVING No. 12345678
FOR DEPOSIT ONLY

CORRECTIONS





For this chapter, use the operator key (OP) set to REG or the manager key (MA) set to VOID.

Different types of corrections are possible depending on whether you use the clear key ([CL]) or the void key ([VOID]). [CL] is used to clear numerical entries made before further operations are performed. [VOID] is used to clear entries that have been completed. The void mode, accessed with the manager key (MA), is used to correct receipts.

Correction of Entered Numbers

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

Example: You incorrectly entered a price when adding two items.

Step	Procedure	Keys to Press	Printout
1	Correct price entry.	[4] [5] [0] [0] [1]	01 *45•00
2	Incorrect price entry.	[8] [9] [4]	01 *8•95
3	Press clear key.	[CL]	*53•95 ST
4	Enter correct price.	[8] [9] [5] [1]	*53•95 CA
5	Finalize and print receipt.	[CA/AMS]	

Correction of the Last Entry (Direct Void)

If you make an error when entering a department, [PLU/SUB], [RFND], [%], [⊖], or [TAX], you can correct this by pressing [VOID].

Example: You incorrectly entered a price when adding two items.

Step	Procedure	Keys to Press	Printout
1	Correct price entry.	[4] [5] [5] [2]	02 *4•55
2	Incorrect price entry.	[8] [9] [4] [4]	04 *8•94
3	Press void key.	[VOID]	04- *8•94 VD
4	Enter correct price.	[8] [9] [5] [4]	04 *8•95
5	Finalize and print receipt.	[CA/AMS]	*13•50 ST
			*13•50 CA

Correction of the Next-To-Last or Earlier Entries (Indirect Void)

Before finalizing a transaction, any department entry, PLU/subdepartment entry or item refund entry that has been made, can be corrected.

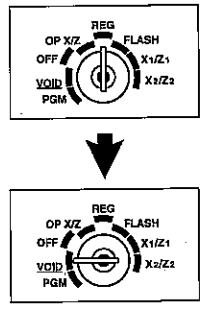
Example: You incorrectly entered a PLU code a few steps back while adding up a sale.

Step	Procedure	Keys to Press	Printout
1	Correct price entry.	1 1 5 0 1	01 *11.50 TX1
2	Incorrect PLU entry.	1 2 4 PLU/SUB	124#*8.95 TX1
3	Correct price entry.	1 0 9 5 2	02 *10.95 TX1
4	Correct price entry.	7 5 0 4	04 *7.50 TX1
5	Enter void sequence.	1 2 4 VOID PLU/SUB	124#
6	Enter correct PLU.	1 2 3 PLU/SUB	- *8.95 TX1
7	Finalize and print receipt.	CA/AT/NS	123#
			*10.00 TX1
			*39.95 ST
			*2.40 TX1
			*42.35 CA

Note • This function does not work with the %, ⊖, or TAX keys.

Correction After Issuance of Receipt

This function allows you to reverse the entries made in an incorrect receipt. The entries are subtracted from each totalizer and added to a void totalizer.



Procedure:

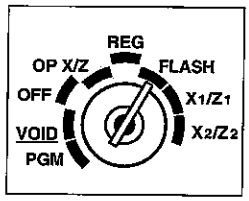
1. With the manager key (MA) turn the mode switch to "VOID."
2. Enter the same details that are on the incorrect receipt.

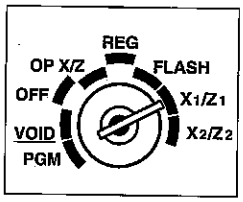
Example: Cancel a receipt.

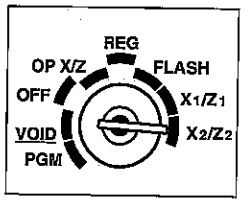
Step	Procedure	Keys to Press	Printout
1	Enter details of bad receipt.	2 0 0 1	01 *2.00 TX1
2	Enter details of bad receipt. (Cont.)	5 0 0 2	02 *5.00 TX1
3	Finalize and print receipt.	CA/AT/NS	*7.00 ST
			*7.00 CA
			000#0002 VD

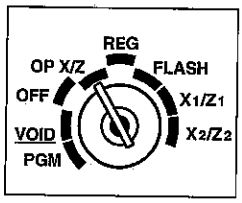
Cancellation symbol on receipt

READING AND RESETTING OF SALES









For this chapter, use the manager key (MA) set to FLASH, X1/Z1, X2/Z2, or OP X/Z.

All the data on your sales entries as well as other transaction information will remain in the memory of your cash register as long as your cash register has power (see page 7, battery installation). This information can be printed in the form of a report which can be helpful to you in running your business. Selection is made by using the operator (OP) or manager (MA) key together with the key combinations given in the chart below. Reports are classified as "X1", "X2", "Z1", "Z2", and "Flash."

X reports for reading only

Use the reading function, X1, when you need to take a daily reading of sales information and the reading function, X2, when you require information on periodic totals. You can take these readings any number of times because they do not affect the cash register's memory.

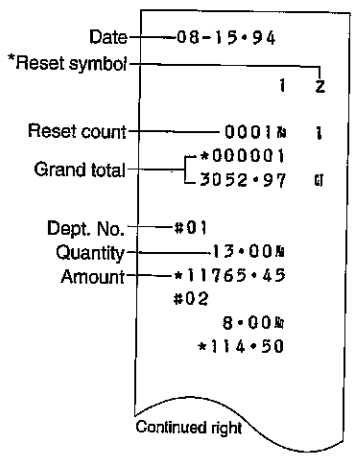
Z reports for reading and resetting

Use the resetting function, Z1, when you want to clear the cash register's memory of daily information and the resetting function, Z2, when you want to clear the memory of periodic totals. This function prints out the appropriate sales information before resetting.

Flash reports for display viewing

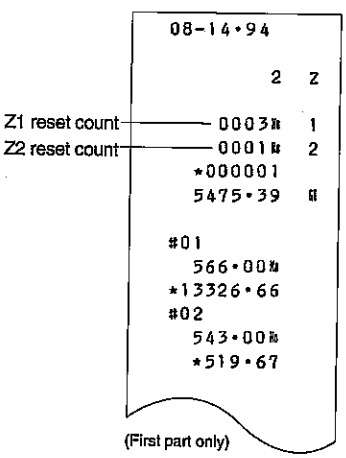
Use this function for on-the-spot sales checking of individual cash registers. The sales total is shown on the display but is not printed or cleared from the cash register's memory.

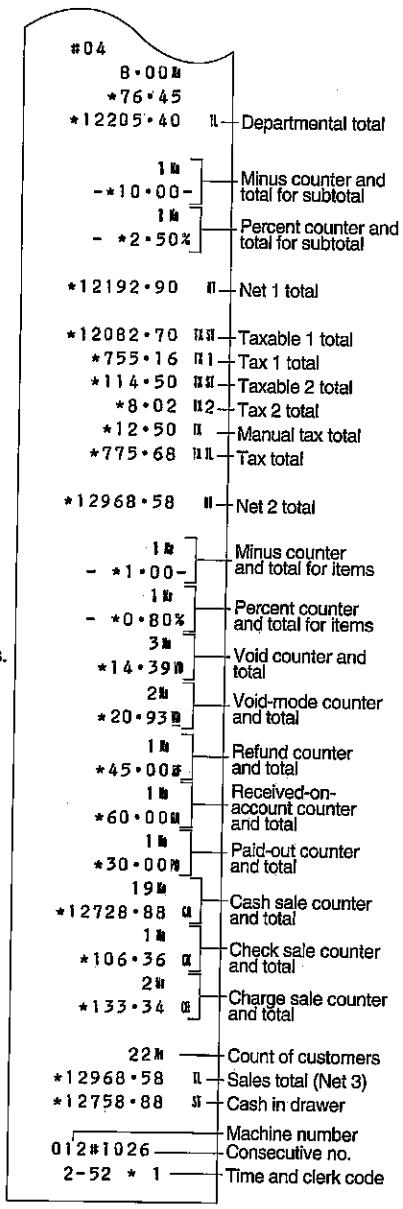
Sample General Report (Z1)



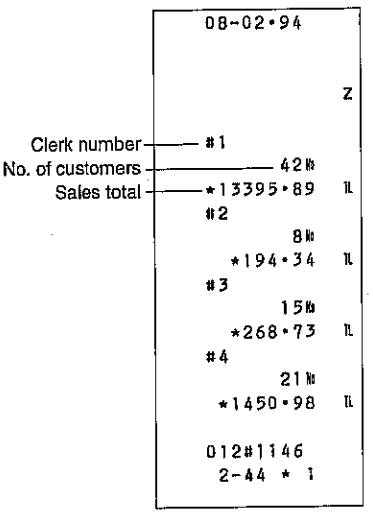
* "X" is printed in the case of X reports.

(Z2)

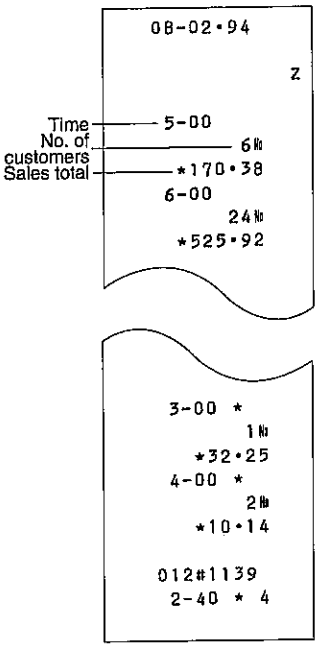




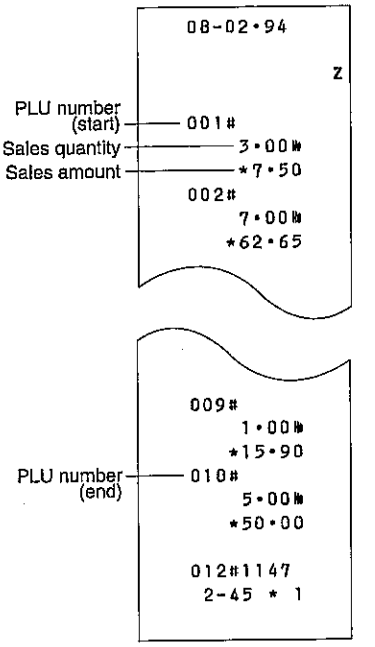
Sample All Clerks Report (Z mode)



Sample Hourly Report (Z mode)



Sample PLU Report (By range, Z mode)



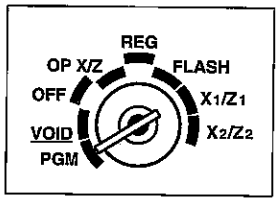
Reports Chart

Mode Switch / Setting	OP X/Z	X1/Z1	X2/Z2	Flash	Key entry
Report Name	Type of report available				
General		X and Z	X and Z		For X: [CA/AT/NS] For Z: [·] [CA/AT/NS]
Department				X1 only	Department key (or key combination)
All PLU items		X and Z			For X: [PLU/SUB] For Z: [·] [PLU/SUB]
PLU by range		X and Z			For X: PLU start No. → [@] → PLU end No. → [PLU/SUB] For Z: PLU start No. → [@] → PLU end No. → [·] [PLU/SUB]
All clerk		X and Z			For X: [CLK#] For Z: [·] [CLK#/CONV]
Individual clerk	X and Z				For X: A → [CLK#] For Z: A → [·] [CLK#/CONV] A: clerk No. 1 to 4
Hourly		X and Z			For X: [#/TM/SBTL] For Z: [·] [#/TM/SBTL]
Sales total				X1 only	[#/TM/SBTL]
Cash in drawer				X1 only	[CA/AT/NS]

Note

- Department, sales total, and cash in drawer reports are given on the display only.
- The PLU code range can be specified by entering the start and end numbers (see key sequence above). When specifying a single time interval PLU code, only the start number has to be entered.
- To print individual clerk reports, clerk codes must be entered (see key sequence above).

TAX PROGRAMMING



For this chapter, use the manager key (MA) set to PGM.

Before using the XE-A152/A155 on a day-to-day basis, you must program it in order to utilize all its features. This includes programming it for the local tax system and for the merchandise classification and pricing system of your store. When a transaction is finalized, the tax is automatically calculated on the basis of a rate programmed beforehand. The tax rate applied to a sold item is the rate applied to the department to which the item is assigned. After programming the tax, proceed to the next chapter and program the departments.

Caution • Prior to programming the unit for the first time, it is necessary to perform the reset procedure (see page 7). Also to change or add programming information after the unit has been in use, you may find it necessary to print a "Z" report.

Programming the Tax by Percentage

This method uses a specified percent rate for tax calculation on each taxable subtotal. The required data for programming are as follows. You can obtain the data from your local tax office.

R **(Tax rate 0.0001 to 99.9999%)** If the rate is fractional (e.g., 4 3/8%), it should be converted to its decimal equivalent before entering (4.375).

Q **(Minimum taxable amount, 0.01 to 999.99)** Smallest amount for which tax must be collected. In some states there are amounts not subject to tax. If amounts $0.01 to $0.10 are not taxed, the value of Q would be $0.11, the lowest of the first taxable category.

Use the following sequence to program the tax percentage:

[#/TM SBTL] → [9] → [@] → [1] for tax type 1 or [2] for tax type 2 → [@] → R (6 digits max.) → [@] → Q (5 digits max.) → [CA/ATM/S]

Note here that you have the option of setting two different tax rates. Either one can later be assigned to any of the departments.

Example: Set a tax rate of 7%. The minimum taxable amount is 11¢.

Step	Procedure	Keys to Press	Printout
1	Enter job number.	[#/TM SBTL] [9] [@]	7.0000%R1 0.11
2	Enter tax type.	[1] [@]	
3	Enter tax rate (R).	[7] [0] [0] [0] [0] [@]	
4	Enter min. taxable amount (Q).	[1] [1]	
5	Complete programming and print.	[CA/ATM/S]	

Note • If there is no minimum taxable amount to enter, skip the entry and press [CA/ATM/S].

Programming the Tax Using a Tax Table

If you are in an area that uses a tax table you can program the cash register accordingly. Proceed using the parameters below. The required data can be obtained from the tax office in the applicable area.

R: tax rate, (0.0001 to 99.9999%) × 10000

Q: minimum amount subject to tax, (0.01 to 999.99) × 100

T: minimum tax amount, (0.01 to 9.99) × 100

This is the amount of tax which is applied to amount Q.

M: cycle, (0.01 to 99.99) × 100

This value is associated with the cyclical nature of many tax tables. Tax tables are different from straight percentage calculations in that there are amounts in which the result of applying a percentage calculation is not the same as the corresponding table amount. Use the table to obtain the value M necessary for the register to calculate the correct tax amount.

From the table, you can see that the breakpoint differences in Cycle I repeat in Cycle II. This indicates the tax table's cyclical pattern and the value for M is determined by adding the breakpoint difference amounts associated with one cycle (in the sample table below, this value is 100).

The value of M may be viewed as the taxable amount which is covered by the cycle. Thus, it can be determined by adding all of the breakpoint differences in a cycle or by simply taking the difference between the first breakpoint of the cycle and the first breakpoint of a next cycle.

Breakpoints (64 maximum, 0.01 to 999.99)

In the sample below, the tax amount increases in stages. The value of a taxable subtotal at which the tax changes in amount is called a breakpoint. The difference between one breakpoint and the next is called the breakpoint difference. A group of breakpoint differences is repeated at regular intervals and each of these intervals is called a cycle. A maximum of 64 breakpoints, between the values of 0.01 to 999.99, can be programmed unless the interval between breakpoints is one dollar or more, in which case 32 breakpoints are programmed for each table. If the number of breakpoints exceeds the maximum, use a manual approach.

S (first breakpoint of the second cycle)

Sample tax table (6%):

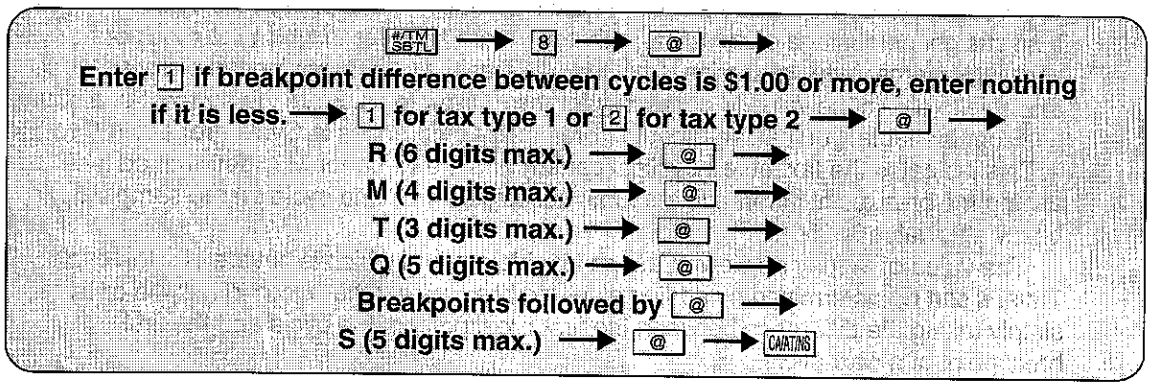
	A		B	C
Tax	**Minimum breakpoint**	**Maximum breakpoint**	**Breakpoint difference (¢)**	
.00	.01	.10	10	Non-cyclic
.01 ← T	.11 ← Q	.22	12	Cycle (I)
.02	.23	.38	16	
.03	.39	.56	18	
.04	.57	.72	16	
.05	.73	.8	16	
.06	.89	1.10	22	
.07	1.11 ← S	1.22	12	Cycle (II)
.08	1.23	1.38	16	
.09	1.39	1.56	18	
.10	1.57	1.72	16	
.11	1.73	1.88	16	
.12	1.89	2.10	22	
.13	2.11	2.22	12	Cycle (III)

Note

- If tax is not given for every cent, use the minimum breakpoint of the next highest tax amount for the missing minimum breakpoint. In this table tax is not given for .05, .07, .08, .13, .15 and .16. Likewise, the corresponding minimum breakpoints are absent. To complete the table, simply insert the next highest minimum breakpoint after the missing figure. Therefore, the minimum breakpoint for .05 would be .89, .07 and .08 would be 1.11, and so on.

Tax	Min. Breakpoint
.00	.01
.01	.11
.02	.26
.03	.47
.04	.68
.06	.89
.09	1.11
.10	1.26
.11	1.47
.12	1.68
.14	1.89
.17	2.11

Use the following sequence to program:

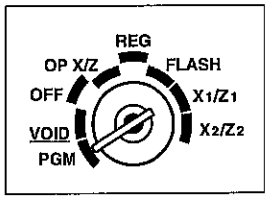


Example: Programming Tax 1 as a 6% sales tax using the tax table method from the previous page.

Step	Procedure	Keys to Press
1	Enter job number.	#/TM SBTL 8 @
2	Enter if difference ≥ $1.00.	1
3	Enter number of the tax to be programmed.	1 @
4	Enter tax rate (R).	6 0 0 0 0 @
5	Enter cycle (M).	1 0 0 @
6	Enter min. tax amount (T).	1 @
7	Enter min. amount of money (Q) that is taxed.	1 1 @
8	Enter first breakpoint.	2 3 @
9	Enter breakpoint.	3 9 @
10	Enter breakpoint.	5 7 @
11	Enter breakpoint.	7 3 @
12	Enter breakpoint.	8 9 @
13	Enter first breakpoint of the second cycle (S).	1 1 1 @
14	Complete programming and print.	CA/AT/NS

Printout

```
6.0000%TI
     1.00
001  0.11
002  0.23
003  0.39
004  0.57
005  0.73
006  0.89
007  1.11
```



For this chapter, use the manager key (MA) set to PGM.

Programming the Digit Limit for Manual Tax

In addition to automatically calculated tax you can also enter tax manually after entering an item. Use the sequence in the following example to set a limit of up to seven for the number of digits you can enter for manual tax.

Example: Set the entry digit limit to 4 (maximum manual tax of $99.99).

Step	Procedure	Keys to Press	Printout
1	Enter digit limit.	4 @ TAX	4 TX
2	Complete programming and print.	CA/AMS	

Note • To set the value to zero (when setting the key to be inoperable) enter nothing where you would normally enter the digit limit.

Programming the Departments

Merchandise can be classified into a maximum of 35 departments (38 on the XE-A155). 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 managerial operations.

Both subdepartments (open price entry) and PLU's can be assigned to departments. In addition, each department can be programmed to have a direct-key price entry or open price entry.

When programming a department you must set the following six parameters.

Parameter A: **Choice of + or - sign**
Value to enter: 0 for + or 1 for -
Meaning: + sign: Assign the plus sign to departments in which normal sale amounts are to be entered.
- sign: Assign the minus sign to departments in which payments for items such as bottle returns or other minus transactions are to be entered.

Parameter B: **Not used.**
Value to enter: Always set to 0.

Parameter C: **Assign Tax 2**
Value to enter: 0 for no or 1 for yes

Parameter D: **Assign Tax 1**
Value to enter: 0 for no or 1 for yes

Parameter E: **Choice of normal department key use or use for single item cash sales**

Value to enter: 0 for normal or 1 for single item cash sale

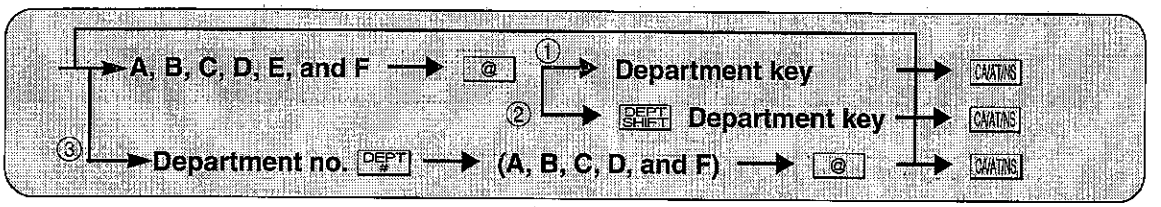
Meaning: Normal: This allows the operator to use the department key in the usual way. Single item cash sale (SICS): This allows the operator to perform the simplest type of sale entry procedure possible. The price is entered from the number keys and the transaction is finalized when the department key is pressed.

Parameter F: **Limitation on allowed number of digits entered (0 to 7 digits)**

Value to enter: 0, 1, 2, 3, 4, 5, 6, or 7

Meaning: 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 you enter 0, you cannot enter a price. Only the preset price can be used.

Use the following sequence to program the departments.



① Use this procedure for departments 1 to 10.
② Use this procedure for departments 11 to 20.
③ Use this procedure for departments 21 to 35 (21 to 38 on the XE-A155). Enter the department number from the numeric keypad.

Note

- When entering parameters A to F, any leading zeros in the sequence must be omitted. For example, if A = 0, B = 0, C = 0, D = 1, E = 0, and F = 7, you would input 1 0 7. The cash register knows that the values for A, B C are zeros.

Example: Program departments 1, 11, and 21 as follows.

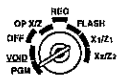
	A + or -	C Tax 2	D Tax 1	E SICS	F No. of digits
Department 1:	+	No	Yes	No	7
Department 11:	+	Yes	No	No	7
Department 21:	+	No	No	Yes	5

Note

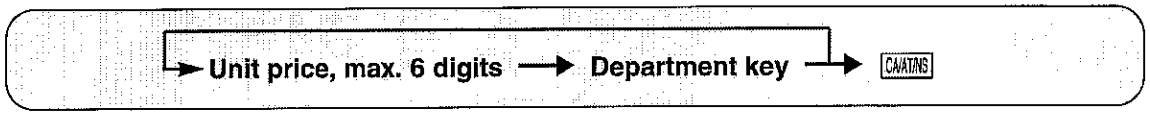
- Remember that parameter B (which follows the +/- setting) is always set to zero.

Step	Procedure	Keys to Press	Printout
1	Enter department 1 parameters.	1 0 7 @ ↑	01 07 001 0.00
2	Enter department 11 parameters.	1 0 0 7 @ DEPT SHIFT ↑	11 07 010 0.00
3	Enter department 21 parameters.	2 1 DEPT # 1 5 @	21 15 000 0.00
4	Complete programming and print.	CA/AT/NS	

Programming a Preset Unit Price To a Department



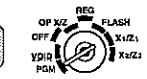
The preset unit price function assigns a frequently purchased item to a department key and enables you to enter the price by simply pressing the department key. Other parameters programmed for that department key apply to the transaction. Assign a price as follows:



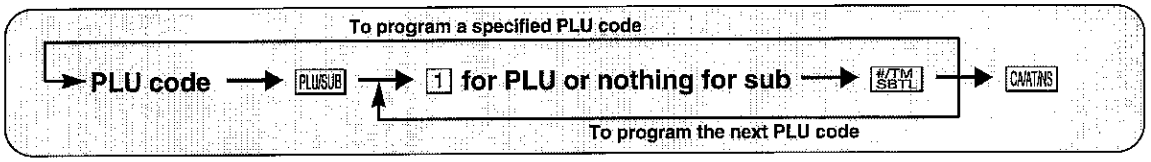
Example: Assign a price of $8.95 to department 1

Step	Procedure	Keys to Press	Printout
1	Enter price and department.	8 9 5 1	01 07 000 8•95
2	Complete programming and print.	CA/AT/NS	

Programming Price Lookups (PLU) and Subdepartments



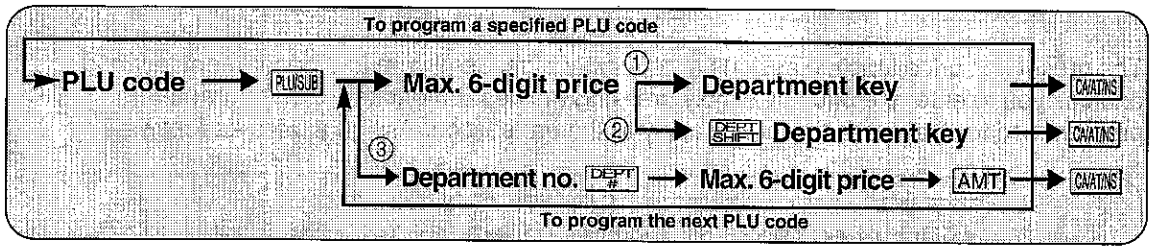
The PLU function allows speedy key entries whereby a price is automatically called up when a code is entered. The subdepartment is a kind of "open PLU," which requires you to enter a price after the PLU code is entered. Up to 310 PLU/subdepartment settings are possible. Each one belongs to a department and acquires the department's parameters. The cash register was factory preset so that all 310 codes are assigned as subdepartments. To change the setting, use the following sequence:



Example: Program code 111 to be a PLU.

Step	Procedure	Keys to Press	Printout
1	Enter PLU/Sub-department code.	1 1 1 PLU/SUB	111#01 1 9999•99
2	Designate as PLU.	1 #/TM SBTL	
3	Complete programming and print.	CA/AT/NS	

Use the following sequence to program the price and associated department to a PLU:



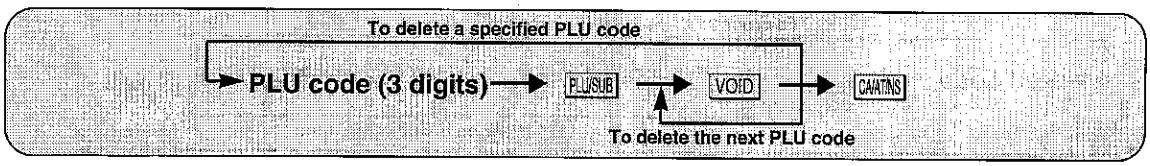
① Use this procedure for departments 1 to 10.
② Use this procedure for departments 11 to 20.
③ Use this procedure for departments 21 to 35 (21 to 38 on the XE-A155). Enter the department number from the numeric keypad.

Example: Assign PLU code 111 to department 5 and to an item costing $8.95.

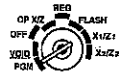
Step	Procedure	Keys to Press	Printout
1	Enter PLU code.	1 1 1 PLU/SUB	111#05 1 8.95
2	Enter price.	8 9 5	
3	Enter department.	5	
4	Complete programming and print.	CA/AT/NS	

Note
- When entering a PLU code, any leading zeros in the code must be omitted.
- To program a subdepartment, simply omit the entry of the price.

To delete a PLU code use the following sequence:



Programming the Minus Key



You can program the tax status and the limit on the number of allowable entry digits for the minus key by setting these parameters with the following key sequence.

Parameter A: **Assign Tax 2**
Value to enter: 0 for no or 1 for yes
Parameter B: **Assign Tax 1**
Value to enter: 0 for no or 1 for yes
Parameter c: **Not used**
Value to enter: Always set to 0
Parameter D: **Limitation on allowed number of digits entered (0 to 7 digits)**
Value to enter: 0, 1, 2, 3, 4, 5, 6, or 7

(A, B, C, and D) → [@] → [⊖] → [CA/AT/NS]

The minus key can be now be programmed for a preset price reduction according to the following key sequence.

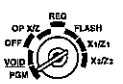
Reduction amount (maximum 6 digits) → [⊖] → [CA/AT/NS]

Example: Program the minus key for non-taxable, 5 digits of entry digit limit and a $1.00 reduction.

Step	Procedure	Keys to Press	Printout
1	Enter parameters.	[5] [@] [⊖]	
2	Enter reduction amount.	[1] [0] [0] [⊖]	05 000 - 0•00- 05 000 - 1•00-
3	Complete programming and print.	[CA/AT/NS]	

Note • Single item price reductions which exceed the price of the item are prohibited.

Programming the Percent key



The percent key performs fixed-rate percentage reductions and increases. These are available in two types: One is applied to individual items and the other to total sales amounts. A price reduction for individual items is intended for the discount sale of defective or unsold items and a price reduction on total sales amounts could be used to give discounts in special cases such as to particular purchasers, employees, or senior citizens. A price increase might come into action, for example, when providing a service at night or during holidays.

When programming the percent key you must set the following four parameters:

Parameter A: **Choice of + or - sign**
Value to enter: 0 for + or 1 for -
Meaning: + sign: Assign the plus sign when the percent key is to be used for price increases.
- sign: Assign the minus sign when the percent key is to be used for price decreases.

Parameter B: **Not used.**
Value to enter: Always set to 0.

Parameter C: **Assign Tax 2**
Value to enter: 0 for no or 1 for yes

Parameter D: **Assign Tax 1**
Value to enter: 0 for no or 1 for yes

Use the following sequence to program the percent key:

(A, B, C, and D) → [@] → [%] → [CA/ATNS]

Example: Program the percent key for a reduction which is not taxed.

Step	Procedure	Keys to Press	Printout
1	Enter parameters.	[1] [0] [0] [0] [@] [%]	000 - 0.00%
2	Complete programming and print.	[CA/ATNS]	

Note • When entering parameters A to D, any leading zeros in the sequence must be omitted.

Continue now to set the percentage rate according to the following procedure. This rate will be applied to the percent key which keeps the settings made above.

Percentage rate (0.01% to 99.99%) → [%] → [CA/ATNS]

With these procedures you are now able to program the percent key according to your needs.

Note • You can do the above two programming sequences one after another without pressing the [CA/ATNS] key at the end of the first sequence.

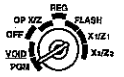
Example 1: Program for a discount percentage rate of 10%.

Step	Procedure	Keys to Press	Printout
1	Enter parameters.	[1] [0] [0] [0] [@] [%]	000 - 0.00% 000 - 10.00%
2	Enter percentage.	[1] [0] [0] [0] [%]	
3	Complete programming and print.	[CA/ATNS]	

Example 2: Program for a percentage increase of 10% with Tax 1.

Step	Procedure	Keys to Press	Printout
1	Enter parameters.	[1] [@] [%]	001 10.00% 001 10.00%
2	Enter percentage.	[1] [0] [0] [0] [%]	
3	Complete programming and print.	[CA/ATNS]	

Programming the Conversion Key



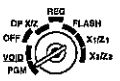
You can program the conversion rate for the conversion key ([CLK#/CONV]) with this sequence:

Conversion rate (0.01 to 9999.9999) → [CLK#/CONV] → [CA/ATNS]

Example: Program a conversion rate of 110 as the conversion rate from the US dollar to the Japanese yen.

Step	Procedure	Keys to Press	Printout
1	Enter conversion rate.	1 1 0 0 0 0 0	110•0000 ×
2	Press the conversion key.	CL/KR /CONV	
3	Complete programming and print.	CA/ATM/S	

Programming an Entry Digit Limit for the STAMP /RA, RCPT /PO, CH and CHK Keys



You can set the number of digits for the STAMP /RA, RCPT /PO, CH and CHK keys to between zero and eight to limit their use or make them inoperative.

Use the following sequence to program these keys:

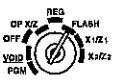
Digit limit (0 to 8) → @ → STAMP /RA, RCPT /PO, CH or CHK → CA/ATM/S

Example: Set a limit of four digits for the RCPT /PO key (limit the maximum entry to 99.99) and make the CH key inoperable.

Step	Procedure	Keys to Press	Printout
1	Enter digit limit.	4 @	
2	Press receipt/paid out key.	RCPT /PO	
3	Enter digit limit.	@	4 M 0 CH
4	Press charge key.	CH	
5	Complete programming and print.	CA/ATM/S	

Note • To set the value to zero (when setting the key to be inoperable) enter nothing, as in the example above.

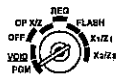
Overriding the Entry Digit Limits



You can override the entry digit limit setting, for departments, manual tax, and the ⊖, STAMP /RA, RCPT /PO, CH, and CHK keys by turning the mode switch to FLASH during a transaction. If the operator key (OP) is being used, you will have to insert the manager key (MA) to use this function.

Note • You cannot start a transaction when the mode key is switched to FLASH. Only switch to FLASH after the transaction has begun.

Programming the Machine Number



You can program a machine ID number of up to three digits (0 to 999) for each register. The ID number is printed on all receipts and the X and Z printouts.

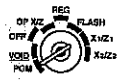
Use the sequence in the following example to set the machine number.

Example: Set the machine number to 12

Step	Procedure	Keys to Press	Printout
1	Enter job number.	[#/TM SBTL] [1] [@]	012#0026
2	Enter machine number.	[1] [2] [#/TM SBTL]	
3	Complete programming and print.	[CA/AT/NS]	

Note
- To clear the machine number do not enter anything for the machine number.
- If you input an incorrect number, press [#/TM SBTL] and start again.

Programming the Receipt Start Number



A receipt number is printed on all transaction receipts, and on every X and Z printout. The number is incremented each time a receipt is issued.

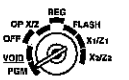
Use the sequence in the following example to set the start number.To start from a specified number, input this number less one, as shown in the example below.

Example: Set the receipt start number to "1001"

Step	Procedure	Keys to Press	Printout
1	Enter job number.	[#/TM SBTL] [2] [@]	012#1000
2	Enter start number minus one.	[1] [0] [0] [0] [#/TM SBTL]	
3	Complete programming and print.	[CA/AT/NS]	

Note
- If you want to begin from 0001, do not enter anything for the start number.

Programming the Printing Format



This feature allows you to vary the way receipts and journals are printed. When programming the format you must set the following six parameters.

Parameter A: **Choice of receipt or journal**
Value to enter: 1 for receipt or 0 for journal
Meaning: Receipt: Choose this to set to receipt format.
Journal: Choose this to set to journal format.

Note
- If using 2 ply paper, program the cash register for the receipt format.

Parameter B: **Choice of detail or total**
Value to enter: 1 for detail or 0 for total
Meaning: Detail: Choose this to print out all transaction data.
Total: Choose this to print only the sales total, amount received, change due, tax, and non-add code.

Parameter C: **Choice of printing time or not**
Value to enter: 1 for not printing or 0 for printing
Parameter D: **Choice of printing date or not**
Value to enter: 1 for not printing or 0 for printing
Parameter E: **Choice of printing consecutive numbers or not**
Value to enter: 1 for not printing or 0 for printing
Parameter F: **Choice of feed line or no feed line**
Value to enter: 1 for no feed line or 0 for feed line
Meaning: When feed line is chosen, a line space is inserted between the subtotal and the total.
Parameter G: **Enable endorsement stamp**
Value to enter: 1 to disable or 0 to enable
Meaning: When enabled you can stamp a check by inserting it into the printer and pressing [STAMP/RA] after finalizing a transaction.

Note • Enabling parameter G, disables the logo stamp function.

Use the following sequence to set the print format:

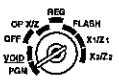
[#/TM SBTL] → [6] → [@] → **A, B, C, D, E, F and G** → [#/TM SBTL] → [CA/AT/NS]

Example: Set the format for receipt, total, time, date, consecutive number print, no feed line and endorsement stamp enable.

Step	Procedure	Keys to Press	Printout
1	Enter job number.	[#/TM SBTL] [6] [@]	# 1000010
2	Enter parameters.	[1] [0] [0] [0] [0] [1] [0] [#/TM SBTL]	
3	Complete programming and print.	[CA/AT/NS]	

• When entering parameters A to G, any leading zeros in the sequence must be omitted.

Limiting the Number of Usable Functions



This function allows you to disable any of the cash register functions listed below.

Function A: **PO**
Value to enter: 1 to disable or 0 to enable
Function B: **RA**
Value to enter: 1 to disable or 0 to enable
Function C: **Refund**
Value to enter: 1 to disable or 0 to enable
Function D: **Indirect void**
Value to enter: 1 to disable or 0 to enable
Function E: **Not used.**
Value to enter: Always set to 0.
Function F: **Tax delete**
Value to enter: 1 to disable or 0 to enable

Function G: **Manual tax**
Value to enter: 1 to disable or 0 to enable
Function H: **Decimal digit entry**
Value to enter: 1 to disable or 0 to enable

Note • Functions A to G are disabled only in the REG mode.

Use the following sequence to set the limit.

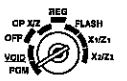
#/TM SBTL → 5 → @ → **A, B, C, D, E, F, G, and H** → #/TM SBTL → CA/AT/NS

Example: Disable the RFND key and manual tax function.

Step	Procedure	Keys to Press	Printout
1	Enter job number.	#/TM SBTL 5 @	#00100010
2	Enter function limit.	1 0 0 0 1 0 #/TM SBTL	
3	Complete programming and print.	CA/AT/NS	

Note • When entering function limits A to H, any leading zeros in the sequence must be omitted.

Checking the Machine Settings



To obtain a printout that shows the cash register settings made in this chapter, do the following.

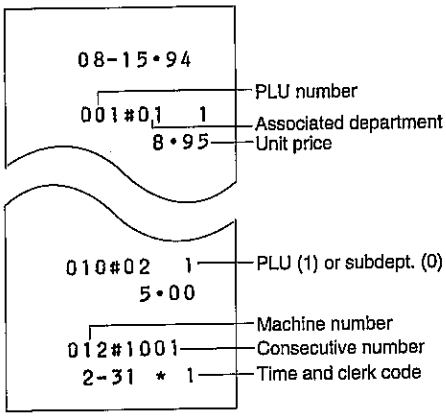
1. a) To see the complete PLU settings:
Press PLU/SUB.

b) To see a range of PLU settings:
Use the following sequence:

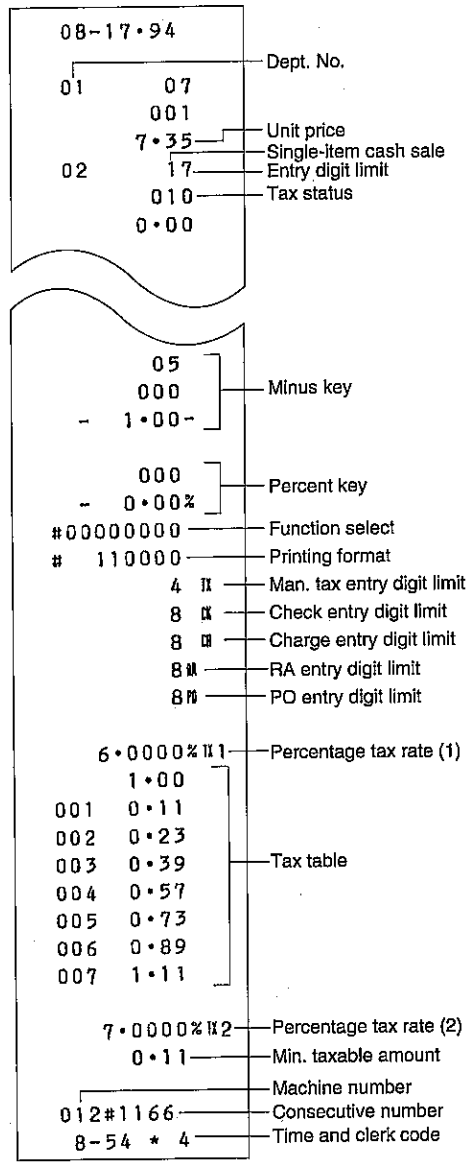
Start no. (1 to 310) → @ → **End no. (1 to 310)** → PLU/SUB

2. To see department and function settings:
Press CA/AT/NS.

PLU Settings Printout



Department and Function Settings Printout

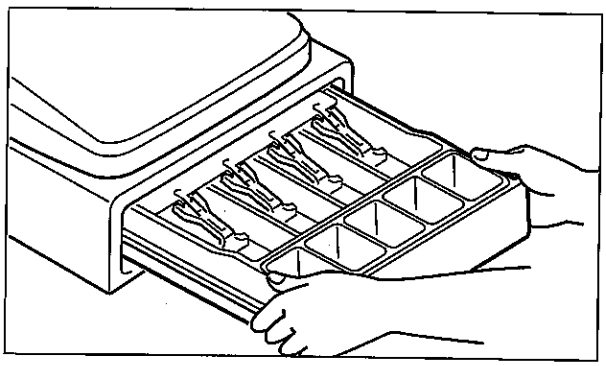


DRAWER HANDLING

Removing the Drawer

To remove the drawer, pull it out and lift up.

Note • To prevent burglary, it is a good idea to empty the drawer after work and leave it open at the end of the day.



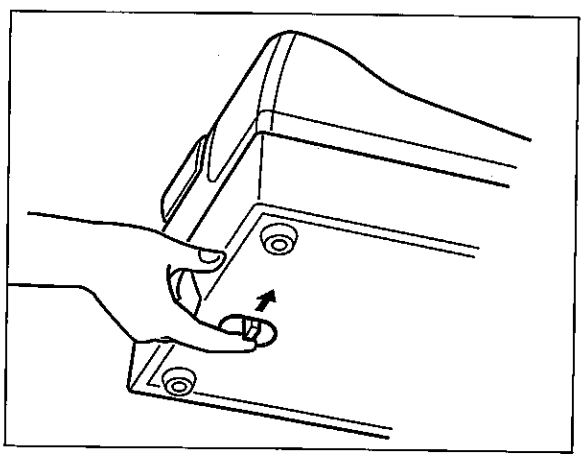
Locking and Unlocking the Drawer

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

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

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 drawer lock key.



Batteries

This cash register provides a low battery symbol (L) which appears on the far left of the display in one of the following situations:

- When less than 3 batteries are installed in your cash register.
- When the voltage of the batteries installed in your cash register is under the required level.
- When the batteries installed in your cash register are dead.

When this symbol appears, check your batteries. If no batteries are installed, install three AA batteries at once. If batteries are already installed, replace them with new ones within two days. If the AC power cord is disconnected or a power failure occurs when the batteries are dead or not installed, all the programmed settings will be reset to the default settings and any data stored in memory will be cleared.

Note
- When the low battery symbol appears when you are making a transaction, replace the batteries after you complete the transaction.

Replacement

1. Be sure that the cash register is plugged in.
2. Turn the mode switch to "OP X/Z".
3. Pull the printer cover upward and detach it.
4. Open the battery cover and remove the old batteries.
5. Install three new AA batteries into the battery compartment.
6. Check that the "L" symbol has disappeared.
7. Close the battery cover.
8. Replace the printer cover.

Caution
- Be sure to replace the batteries with the power cord connected and with the mode switch turned to "OP X/Z".
- When inserting batteries, place them so that the positive (+) and negative (-) ends face the proper direction as shown in the battery compartment.
- Do not mix used and new batteries. Replace all batteries at the same time.
- Do not mix battery types or brands.
- Do not leave discharged batteries in the machine. Leakage from such batteries can damage the machine.
- Do not dispose of batteries in a fire as this may cause them to explode.

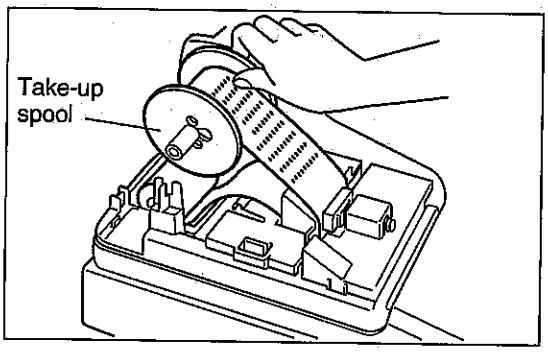
Paper Roll

When colored dye appears on the edges of the paper roll, it is time to replace the roll.

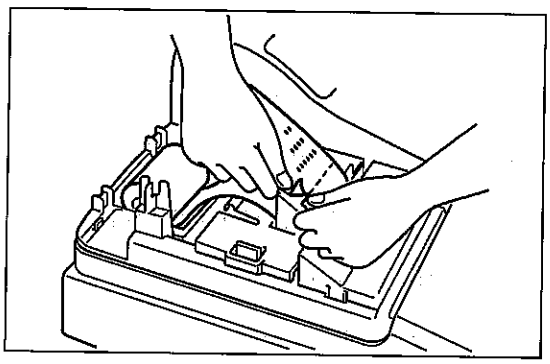
Paper specifications: Please use paper that is 2 1/4 (57 mm) in diameter. To prevent jamming be sure to use the quality paper specified by Sharp.

Removal

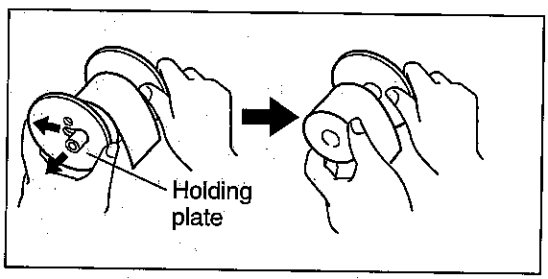
1. Pull the printer cover upward and detach it.
2. Turn the mode switch to "REG".
3. Press [↑] to advance the paper several lines. Remove the take-up spool from the cradle.



4. After cutting the existing paper, remove the rest by pressing [↑].

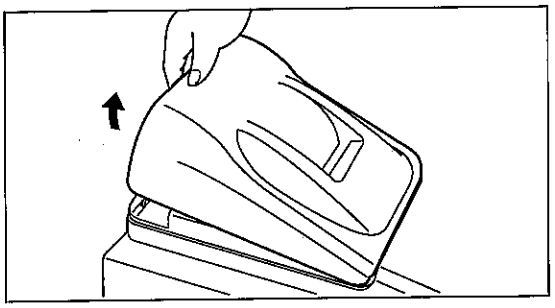


5. Remove the holding plate and used journal paper roll (if used) from the take-up spool. Re-attach the holding plate.



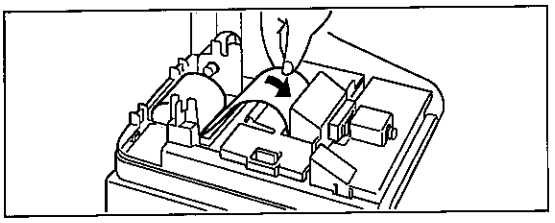
Installation

1. Pull the printer cover upward and detach it.

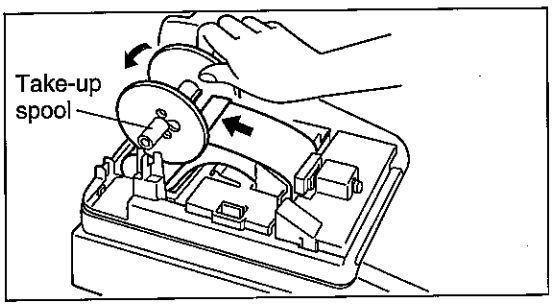


2. Place the paper roll into the paper roll bed and make a fold in the paper two to three inches from the end.

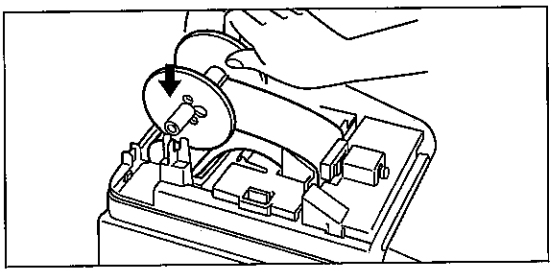
3. Press [↑] and insert the folded end straight into the paper inlet. The inserted end appears at the printing area.



4. If you want to use the paper roll as a journal, insert the top end of the paper roll into the slit in the take-up spool shaft and wind the paper two or three turns. To issue receipts, lead the end of the receipt paper out through the cutter in the printer cover.



5. Place the take-up spool on the cradle.

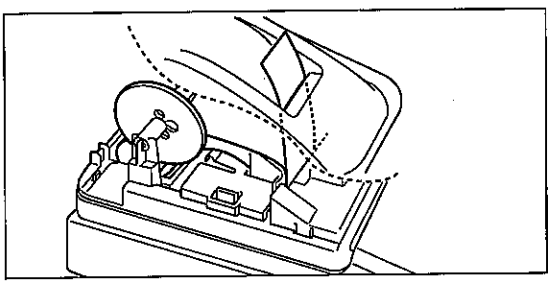


6. Press [↑] to take up any slack in the paper.

7. Close the printer cover.

Note

- When using 2-ply journal/receipt paper, follow the same instructions as above, but lead the end of the receipt paper out through the cutter after winding the journal paper on the take-up spool shaft.



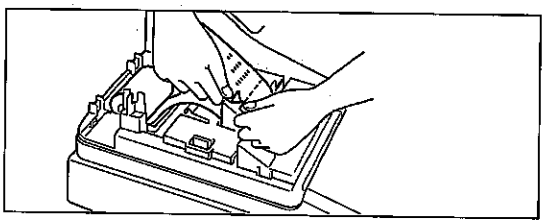
Ink Ribbon

When printing becomes faded, replace the ink ribbon with a new one specified by Sharp.

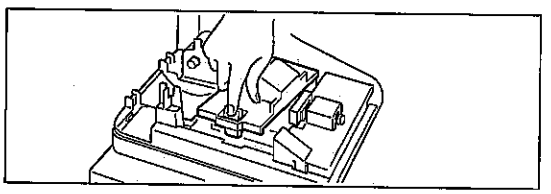
Note • To prevent the ink ribbon from drying or becoming dirty, do not remove it from its bag until just before using.

Removal

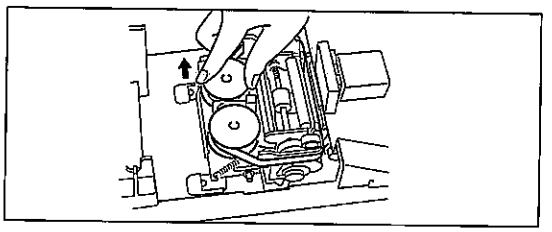
1. Remove the printer cover.
2. Cut off the journal paper and press [↑] to remove it.



3. Detach the ink ribbon cover.

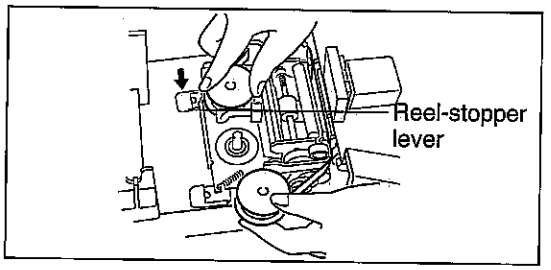


4. Remove the reels by pulling them upwards.

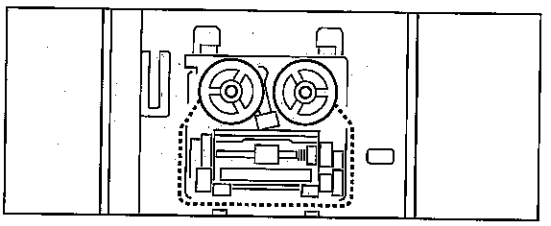


Installation

1. Tip the reel-stopper lever toward the opposite side.
2. Put the reels on their appropriate spindles with the protruding sides facing downward. The reel-stopper should be pressed against the full reel. Rotate the reels to the right or left until they click into place.



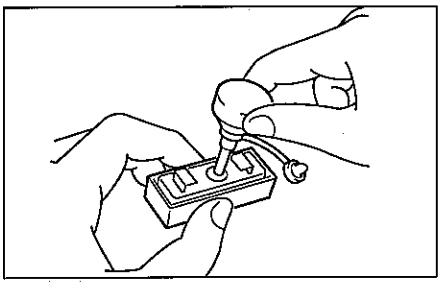
3. Run the ink ribbon correctly through the printer following the dotted line and rotate either reel to take up slack from the ribbon.
4. Close the ink ribbon cover and the printer cover.



Ink Refill

If the logo becomes too light, refill it with Sharp specified ink, following the procedure given below.

1. Remove the printer cover.
2. Remove the logo by lifting up both ends.
3. Pour two or three drops of ink through the ink inlet provided on the logo bottom.
4. Replace the logo.
5. Replace the printer cover.

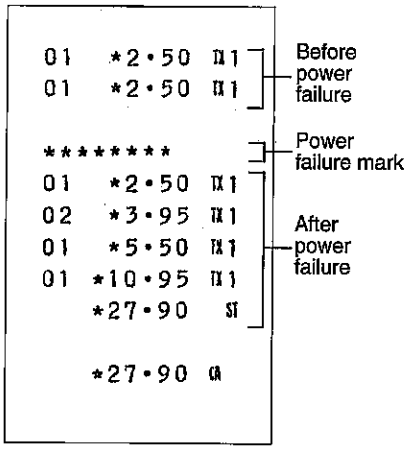


Note • Try to refill the logo six to ten hours before use. Do not overfill.

IN CASE OF POWER FAILURE OR PAPER JAM

The following situations occur during a power failure or paper jam. (Batteries must be correctly installed and the low battery symbol (L) off.)

- **Power failure occurs when the register is turned on or during a computation process:**
  When power returns, the register resumes operation from the point of failure.
- **When a power failure occurs during the printing of a sales transaction:**
  When power returns, the register prints " ******** " and then resumes correct printing of the transaction.
- **When a power failure occurs during the printing of read X or reset Z report:**
  When power returns, the register prints " ******** " and then resumes correct printing of the report.
- **What to do when the printer motor locks:**
  If the printer motor locks, printing stalls, the display disappears, and intermittent beeping starts. First, unplug the power cord and repair the paper jam. Then plug in the power cord, feed the roll paper to the proper position and press [CL]. The register will then resume correct printing after printing " ******** ".



BEFORE CALLING FOR SERVICE

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

Problem	Items to check
The display shows symbols that do not make sense.	• Was the machine reset in the "PGM" mode?*
The display will not illuminate even when the mode switch is turned to any other position than "OFF." The machine fails to operate when any key is pressed.	• Is the electrical outlet dead (fuse blown)? • Is the power cord unplugged or loosely inserted?
The display is illuminated, but the machine does not accept key entries.	• Is the mode switch set properly to "REG"? • Was the machine reset in the "PGM" mode?
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.	• Is the ink ribbon worn out? • Is the ink ribbon installed properly • Has the ink ribbon folded?

* Note that re-setting the cash register clears all the data and programmed settings in memory. For the machine resetting procedure, see page 7.

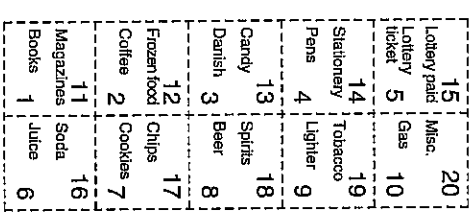
SPECIFICATIONS

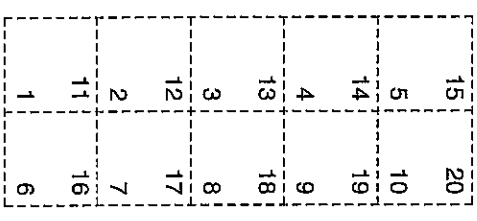
Model	XE-A152 and XE-A155	
Size	Inches:	13 (W) x 16-15/32 (D) x 9-29/64 (H)
	Millimeters:	330 (W) x 418 (D) x 240 (H)
Weight	Approx. 15.5 lbs. (7 kg)	
Power source	120 VAC ±10%, 60Hz	
Power consumption	Stand-by 6W, Operating 16W (max.)	
Working temperature	32 to 104°F (0 to 40°C)	
Display	Green fluorescent display tube	
Printer	1 station print wheel selective type	
Printer speed	Approx. 3 lines/sec	
Printing digits	12 digits	
Paper roll	Width:	2-1/4 in. ±1/64 in. (57.5 mm ±0.5 mm)
	Max. dia.:	3-5/32 in. (80 mm)
	Weight:	14 lbs. (500/17 x 22 in.)
		45 kg (1000/788 x 1091 mm) superior quality paper
	Width:	2-1/4 in. ±1/64 in. (57 mm ±0.3 mm)
	Max. dia:	2-3/4 in. (70 mm)
	Weight:	0.4 lbs.
		180 g two-ply paper
Ink ribbon	Width:	33/64 in. (13 mm)
	Length:	13 feet 1-15/32 in. (4m)
	Color:	Purple (single color)
	Type:	1/2" x 21 ft. nylon "C" wind ribbon
Cash drawer	4 slots for bills, 5 for coins	
Accessories (supplied):	Paper roll	1 roll
	Manager key (MA)	2
	Operator key (OP)	2
	Drawer lock key	2
	Instruction manual	1 copy
	Ink ribbon	1 (already installed)
	Standard logo stamp	1
	Stamp ink	1 (already installed)
	Take-up spool	1
	Battery caution label	1

*Specifications and appearance are subject to change without notice.

Use these labels with the department keys. Write department names on the labels and attach them to the department keys by first removing the transparent key covers.

Examples:





Caja registradora electrónica XE-A152/A155
Manual de instrucciones (Versión en español)

ANTES DE USAR

Realice lo siguiente antes de usar la caja registradora por primera vez.

1. Asegúrese que la caja registradora no quede expuesta directamente a los rayos del sol, temperaturas extremas, humedad y especialmente al agua. Enchufe la caja registradora en un tomacorriente en la pared (120 V AC ±10%). Si conecta otros aparatos en el mismo circuito eléctrico la caja registradora podría funcionar mal. Limpie la caja registradora con un paño suave y seco. Nunca use líquidos volátiles, como bencina o diluyentes. Los productos químicos pueden manchar o dañar el exterior de la caja registradora.
2. Inserte la llave del administrador (MA) y gire el interruptor de modo a la posición "PGM."
3. Enchufe el cable de alimentación en el tomacorriente mientras mantiene presionando simultáneamente [↑] y [9] hasta que el visualizador muestre "0.00". La caja registradora estará pronta para ser programada. Si el rollo de papel está instalado, la impresora imprimirá " ******9".
4. Antes de continuar, compre e coloque tres pilas AA para evitar que los datos y los ajustes de programación se borren de la memoria, cuando se desconecta accidentalmente el cable de alimentación de CA, o en caso de un corte de corriente. Para instalar las pilas; enchufe la caja registradora, gire el interruptor de modo a la posición "OP X/Z", retire la cubierta de la impresora, abra la cubierta de las pilas, y coloque las pilas.
   Recuerde: Si las pilas se agotan se perderán los ajustes programados. No mezcle pilas viejas y nuevas. Cambie todas las pilas a la misma vez. No mezcle pilas de diferentes tipos o marcas. No deje las pilas descargadas dentro pues si perdieran podrían dañar la máquina. No arroje las pilas viejas al fuego pues podrían explotar. Cambie las pilas inmediatamente cuando el símbolo "L" aparece en el visualizador.
5. Rollo de papel: Para instalarlo, tire de la tapa de la impresora hacia arriba y retírela, coloque el rollo de papel dentro de la ubicación del rollo de papel y doble el papel dos o tres pulgadas del borde. Presione [↑] e inserte el extremo doblado en la canaleta para papel. El extremo del papel insertado aparecerá en la zona de impresión. (Si no va a entregar los recibos, inserte el extremo del papel en la ranura del carrete de toma y enrolle el papel dos o tres vueltas. Si va a entregar los recibos, pase el extremo del papel de recibos por el cortador.) Si no va a entregar los recibos, coloque el carrete de toma en su lugar, presione [↑] para eliminar la flojedad del papel y cierre la cubierta de la impresora. (Cuando use papel doble de registro diario, siga las mismas instrucciones, pero pase el extremo del papel de recibos por el cortador después de enrollar el papel de registro diario en el carrete de toma).
   Cuando los bordes del papel aparecen teñidos de color, deberá agregar un rollo nuevo de diámetro de 2 1/4 (57 mm). Para evitar atascos use el papel especificado por Sharp. Para retirar un rollo de papel vacío, tire de la tapa de la impresora hacia arriba y retírela, gire el interruptor de modo a la posición "REG", presione + para avanzar el papel varias líneas, y retire el carrete de toma de su lugar. Luego de cortar el papel del rollo, retírelo de la impresora presionando [↑]. Si usa rollo de papel de registro diario, retírelo del carrete de toma.
6. Cinta de tinta: Para instalarla coloque correctamente los carretes en los ejes con las salientes hacia abajo, pase la cinta de tinta por la impresora y gire los carretes para eliminar la flojedad de la cinta. Cierre la cubierta de la impresora. Para retirarla, retire la cubierta de la impresora, corte el papel de registro diario, y presione [↑]. Después, retire la cubierta de la cinta de tinta y retire el carrete. Para retirar el otro carrete mueva la palanca de tope del carrete hacia el otro lado.
   Cuando la impresión no se lee bien, cambie la cinta de tinta por una nueva especificada por Sharp.
7. Ajuste la fecha. Cuando se ajusta la fecha, se imprimirá en cada recibo y en los reportes de ventas.