

XE-A202 Quick Start Guide

English

The following describes how to get the cash register ready to operate. Follow these steps before you use the cash register for the first time.

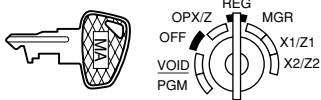
Before you set up the cash register, prepare three new “AA” batteries which are necessary for memory backup. Find a stable and flat surface not subject to direct radiation, to place the cash register.

1 Initializing the Cash Register

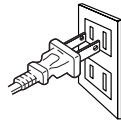
To ensure the cash register operates properly, please use the following procedure:

1. Make sure the power cord is unplugged and batteries are not installed on the register.

2. Insert the manager (MA) key into the mode switch and turn it to the REG position.



3. Insert the plug of the power cord into the AC outlet. The buzzer will sound three times.



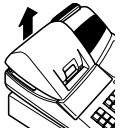
IMPORTANT:

This operation must be performed without batteries installed.

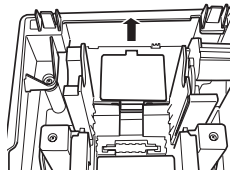
4. The cash register has now been initialized. The register display will show “0.00” with “ L ”.

2 Installing the Batteries

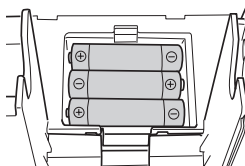
1. Push the printer cover forward and detach it.



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



3. Install three new “AA” batteries as shown below. (Batteries are not supplied with the cash register.) Make sure that positive (+) and negative (-) poles of each battery are properly oriented.

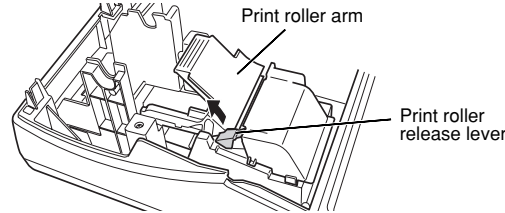


4. When the batteries are properly installed, “ L ” on the display will disappear. Close the battery compartment cover.

3 Installing the Paper (for receipt printing)

If you want to use a paper roll for journal printing, please refer to GETTING STARTED section of the instruction manual.

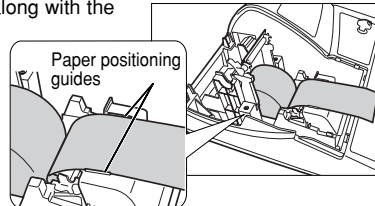
1. Lift up the print roller release lever to unlock and open the print roller arm.



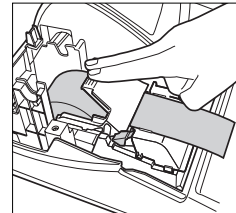
2. Set a paper roll in the paper roll cradle as illustrated below.




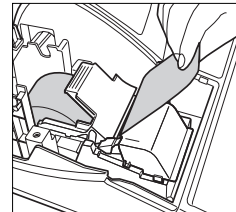
3. Feed the end of the paper along with the paper positioning guides as illustrated at the right.



4. While holding down the paper, slowly close the print roller arm, and push down the arm until you hear a click locking the arm. Make sure securely you push down the center of the wing part of the arm as illustrated at the right. The paper will be fed automatically.



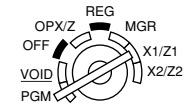
5. Cut off the excess paper using the edge of the inner cover, and replace the printer cover. Press the  key to make sure the paper end comes out of the printer cover and clean paper appears.




NOTE: If the print roller arm is not securely locked, printing is not done right. If this problem occurs, open the arm, and close the arm as instructed above.

4 Basic Programming

Set the mode switch to the PGM position.









Setting the Date

Enter the date in 8 digits using the month-day-year format. Then press .

Example:  
Date (August 26, 2003)

Setting the Time

Enter the time in 4 digits (“hhmm” format) using the 24 hour system. Then press .

Example:  
Time (2:30 p.m.)

Tax Programming








1. Selecting the Tax 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 your type of retail business, and set it for your register.

For most situations tax type number 6 (Tax 4 = 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.

Use the following key sequence to set tax type number 6:

 →  →  →  →  → 
Tax type number (6)

Below is an explanation of all the tax system options.

Tax type number	Tax 4 method		Tax 3 method		Tax 2.1 method
	GST		GST	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...

4 Basic Programming (Continued)

2. Setting Tax Rates (%)

Specify a tax rate (%) for GST and PST on each taxable subtotal using the following sequence:

#/TMSBTL → 9 → @/FOR →

Tax number (1 to 4)* → @/FOR → R → @/FOR → Q → #/TMSBTL → CA/AT/NS

R: Tax rate (0.0000% to 100.0000%)

Q: Minimum taxable amount (0.01 to 999.99)

(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 Tax 2; and to program three PSTs, use Tax 1, 2 and 3.

Example:

GST rate 7% for Tax 4

#/TMSBTL 9 @/FOR 4 @/FOR 7 #/TMSBTL CA/AT/NS
Tax 4 7%

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

#/TMSBTL 9 @/FOR 1 @/FOR 8 @/FOR 2 1 #/TMSBTL CA/AT/NS
Tax 1 8% 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 the instruction manual.

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

Finally, you need to associate the departments as taxable and non-taxable.

Merchandise can be classified into 99 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 statuses (+/- sign, single item cash sale function, entry digit limit and type of unit price entry) parameters for department keys. Use the following key sequence.

For department 1 to 32

ABCDEFGH → @/FOR → Department key* → CA/AT/NS

*To program departments 17 to 32, press the department shift key before the department key.

For department 33 to 99

Department code → DEPT# → ABCDEFGH → @/FOR → CA/AT/NS

Where A to H represent the following choices:

Parameters A, B, C and D: Taxable status

Enter 0000 for non-taxable, 0001 for taxable 1, 0010 for taxable 2, 0100 for taxable 3, or 1000 for taxable 4.

Parameter E: 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.)

Parameter F: + sign or - sign

Enter 0 for a positive department or 1 for a negative department.

Parameter G: Entry digit limit (0 to 7 digits)

Enter 0, 1, 2, 3, 4, 5, 6, or 7.

(Setting this parameter prevents the accidental entry of too large an amount during a sale.)

Parameter H: Type of unit price entry

Enter 1 to allow open price entry, 2 to allow preset price entry, 3 to allow open and preset price entries and 0 to inhibit the department key entry.

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 0 0 0 7 1 @/FOR 1¹⁷ CA/AT/NS

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

1 0 0 1 0 0 0 7 1 @/FOR 1¹⁷ CA/AT/NS

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

1 0 1 0 0 0 0 7 1 @/FOR 1¹⁷ CA/AT/NS

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

1 1 0 0 0 0 0 7 1 @/FOR 1¹⁷ CA/AT/NS

Setting department 1 for non-taxable:

0 0 0 0 0 0 0 7 1 @/FOR 1¹⁷ CA/AT/NS

NOTE:

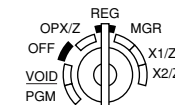
To program other departments just substitute another department key for department 1 in the above examples.

In the above examples, + sign, normal department, 7 digits for entry digit limit, and open price entry are also set.

5 Now, you are ready!

Before Starting Entries

Set the mode switch to the REG position.



Registration Example

(when selling department items by cash)

1. Enter your clerk code. (By default, clerk code 1 is assigned.)
2. Enter the price for the first department item.
For example for 5.00, enter 5 00, and press the appropriate department key.
For department 17 to department 32, press DEPTSHIFT first before pressing the department key.
For department 33 and above, enter the department number using numeric keys, and press DEPT#, then enter the price and press DEPT# again.
3. Repeat step 3 for all the department items.
4. Press #/TMSBTL to display the amount due.
5. Enter the amount received from the customer.
(You can omit this step if the amount tendered is the same as the subtotal.)
6. Press CA/AT/NS, and the change due is displayed (when the amount received was not entered, total amount is displayed) and the drawer is opened.
7. Tear off the receipt and give it to the customer with his or her change.
8. Close the drawer.

Key operation

1 CLK# 5 00 1¹⁷ 8 2 5 DEPTSHIFT 2¹⁸
Clerk code Price and dept. 1 Price and dept. 18
#/TMSBTL 2 00 0 CA/AT/NS
Amount tendered

When an error occurs:

When an error occurs with an alarm sound, press CL to clear the error. If you do not clear the error, press ESC twice. The transaction will be finalized in subtotal void or cash sale.