SHARP

ELECTRONIC CASH REGISTER

ER-3250



CONTENTS

		P	age
•	PH	SICAL CHARACTERISTICS OF THE ER-3250 REGISTER	7
•	KE	YBOARD LAYOUT AND SWITCH AND KEY DESCRIPTIONS	9
	1.	Mode switch and mode keys	12
	2.	Cashier keys (A and B)	13
	3.	Receipt ON-OFF switch	13
••	DIS	SPLAYS	.14
		Operator display	
	2.	Customer display	. 16
E	OR	THE MANAGER	
40	PR	IOR TO PROGRAMMING	.18
	PR	OGRAMMING	.19
	1.	Setting the date and time	
		(1) Setting the date (#250)	
		(2) Setting the time (#251)	20
	2.	Setting the register number (#252)	
	3.		
	4.	Programming for the automatic tax calculation function	
		(1) The tax table (#240)	
	_	(2) The tax rate (#241)	
	5.	Programming for departments	
		(1) Functional programming 1 (#210)	
		(3) A limit amount (HALO) of entry (#212)	
		(4) Alphanumeric characters (#214)	
		(5) Unit Price (#110)	
		(6) Group number (#216)	
		(7) Gross margin rate (#217)	
		(8) Link number assignments for departments (#219)	.33
	6.	Price lookup (PLU) programming	.34
		(1) PLU/subdepartment mode and department assignment (#121, 245)	.35
		(2) Unit prices (#120)	.36
		(3) Sign (+/-), food stamp status, and tax status (#221, 247)	
		(4) Alphanumeric characters (#224)	
		(5) Promo PLU (#226)	
		(6) Linked PLU numbers (#225)	
		(7) Entering stock quantities (#124, 122, 123)	
		(8) PLU level range (#227)	
		(9) Link number assignments for PLUs (#229)	
	7		
	7.	Programming for miscellaneous keys	
		(2) A limit amount (HALO) of entry (\bigcirc, TAX) , (RA) , (PO) (#232)	

	(3) +/- sign, food stamp status, and tax status (√%), (Θ)) (#231)	Page
	(3) +/- sign, food stamp status, and tax status (% , ⊖) (#231)	
	(5) Percent rate limitation (%) (#239).	
	(6) Vendor or store coupon selection (() (#236)	
8.	Programming for the [CA/AT], [CA2], [CHK], [TEND], and [CH1] thru [CH7] keys	
	(1) Functional programming (#260)	
	(2) High amount lockout (HALO) for check change and check cashing (#261).	52
	(3) High amount lockout (HALO) of entry (#262)	53
9.	Programming alphanumeric characters (#234).	54
10.	Cashier programming	56
	(1) Cashier name (#154)	
	(2) Assigning cashiers to drawers (#259)	
11.	Clerk programming	
	(1) Clerk code (#141)	
	(2) Clerk name (#144)	
40	(3) Ledger file number (PBLU code) (#242)	
	Programming for optional feature selection (#256)	
	Ledger file number (PBLU code) programming (#295).	
	Programming the sentinel amount (#257). Programming the limit on the number of times of validation printing and slip	62
15.	printing, the initial line spacing in slip printing, and the maximum number of slip print	
	lines (#255)	63
16.	Setting the time limit for THE TILL TIMER™ (#270)	
17.	Programming of print messages (#254, 274)	64
18.	Selection of X1/Z1 and X2/Z2 reports to be printed in the stacked report sequence	
	(#286)	66
19.	Secret codes to control access to PGM1 mode, and Z1 and Z2 reports	
	(#280, 281, 282)	
	Scale tare table programming (#158)	
	Setting the time range for hourly report (#265)	
22.	Activating and cancelling the TRAINING mode	
	(1) TRAINING-mode programming (#290, 291).	
22	(2) TRAINING-mode operations. Setting the AUTO key — Automatic sequencing key — (#289)	
24.	Reading stored programs	
	(2) Sample printouts.	
RF	ADING (X) AND RESETTING (Z) OF SALES TOTALS	
	DAILY SALES TOTALS —	
	Full reading and resetting of sales totals.	
	Cashier reading and resetting.	
	(1) Individual cashier reading and resetting.	
	(2) Full cashier reading and resetting	
3.	Clerk reading and resetting	
	(1) Individual clerk reading and resetting	
	(2) Full clerk reading and resetting	103

		Page
	Reading and resetting of hourly sales information	
5.	Full department reading	105
6.	Individual group reading	106
7.	Full group reading	107
8.	Gross margin reading	108
	Reading and resetting of sales information for a range of PLUs/subdepartments Reading of sales information on PLUs/subdepartments associated with an individual	
	department	
	Reading of stock report	
	Transaction reading	
	Cash in drawer reading	
	Reading and resetting of the balance file memory	
	Reading and resetting of the balance file memory dedicated to an individual clerk	
	Reading and resetting of a stacked report	
_	PERIODIC CONSOLIDATION —	
•	Full reading and resetting of periodic consolidated sales total	
•	Full cashier reading and resetting	118
•	Full clerk reading and resetting	119
•	Reading and resetting of the daily net totals	120
•	Full department reading	121
•	Transaction reading	122
•	Reading and resetting of a stacked report	123
• ov	ERRIDE ENTRIES	124
• co	RRECTION AFTER FINALIZING A TRANSACTION (AFTER GENERATING A	
RE	CEIPT)	125
• TIN	IE DISPLAY AND AUTOMATIC UPDATING OF THE DATE	126
FOR	THE OPERATOR	
*	Preparations for entries	128
*	Error warning	128
• EN	TRIES.	129
1.	Clerk code entries.	129
2.	Item entries	
	(1) Single item entries.	
	(2) Repeat entries	
	(3) Multiplication entries	
	(4) Split-pricing entries	134
	(5) Single item cash sale (SICS) entries	135
	① SICS entries	135
	② SIF entries	135
	(6) Scale entries.	136
3.	Display of subtotals	138
4.	Finalization of transaction.	
	(1) Cash or check tendering	
	(2) Mixed tendering (check + cash)	

	Page		
(3) Cash or check sale that does not need any tender entry			
(4) Charge (credit) sale			
(5) Mixed-tender sale (cash or check tendering + charge tendering)			
(6) Food stamp tendering			
5. Automatic tax			
6. Manual tax			
7. Automatic-tax delete			
8. Tax status shift			
9. Food stamp status shift			
10. Percent calculations (premium or discount).(1) Percent calculation for the merchandise subtotal.			
(2) Percent calculation for item entries	146		
11. Discount entries	147		
12. Refund entries	148		
13. Printing of non-add code numbers.	148		
14. No sale (exchange)	148		
15. Received on account entries	149		
16. Paid out entries	150		
17. Currency conversion			
18. Promo PLU entries			
19. Linking PLU entries	152		
20. PLU level shift (for direct PLU).	153		
21. Cashing a check	154		
22. Ledger file entries			
(1) Manual PB system			
(2) PB lookup (PBLU) system			
23. Deposit entries			
24. Automatic sequencing key entries			
25. Refund sales mode			
26. Bottle return.	162		
CORRECTION			
1. Correction of the last entry (direct void)			
2. Correction of the next-to-last or earlier entries (indirect void)			
3. Subtotal void			
4. Correction of incorrection entries not handled by the direct or indirect void function	n 165		
VALIDATION PRINTING FUNCTION.			
PRINTING OF THE EMPLOYEE ARRIVAL AND DEPARTURE TIMES			
COPY RECEIPT PRINTING			
IN CASE OF POWER FAILURE			
IN CASE OF PRINTER'S MOTOR LOCKING.			
INSTALLING AND REMOVING THE PAPER ROLL			
INSTALLING THE INK RIBBON CASSETTE			
INK REFILL			
DEMOVING THE TILL AND THE DRAWED			

		Page
•	OPENING THE DRAWER BY HAND.	178
•	BEFORE CALLING FOR SERVICE	180
•	LIST OF OPTIONS.	181
•	SPECIFICATIONS	182
•	SLIP PRINTER (OPTION) MODEL ER-33SP	184
	COIN DISPENSER (OPTION).	193

This is a "Table of Contents preview" for quality assurance

The full manual can be purchased from our store:

https://the-checkout-tech.com/manuals/sharp/ER-3250 instruction manual.html

And our free Online Keysheet maker:

https://the-checkout-tech.com/Cash-Register-Keysheet-Creator/

HTTPS://THE-CHECKOUT-TECH.COM