Sharp ER-A150 instruction Manual

SHARP®

SHARP ELECTRONIC CASH REGISTER
SHARP ELEKTRONISCHE REGISTRIERKASSE
CAISSE ENREGISTREUSE ELECTRONIQUE DE SHARP
CAJA REGISTRADORA ELECTRONICA DE SHARP

MODEL
MODELL
MODELE
MODELO

ER-A150

INSTRUCTION MANUAL
BEDIENUNGSANLEITUNG

MANUEL D'INSTRUCTIONS
MANUAL DE INSTRUCCIONES

IMPORTANT!

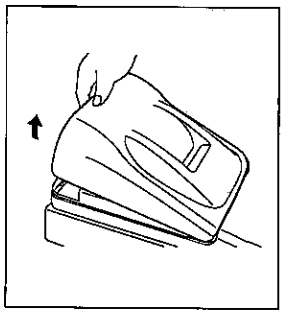
Do the following before using the cash register.

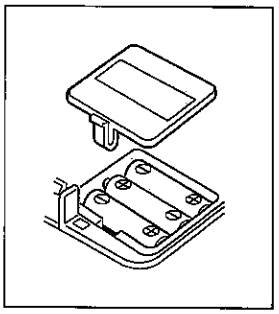
1. Install Batteries

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 install the 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 must be replaced within two days. For replacing the batteries, see page 35.

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 the 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 [8] 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 "*******8".

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

Table of Contents

HANDLING CAUTIONS 5

PARTS AND THEIR FUNCTIONS 5

- Physical Characteristics 5
- Mode Switch 6
- Keys 6
- Display 7

BEFORE OPERATION 8

OPERATION OVERVIEW 10

- Things to Check Before Starting Work 10
- Things You Can Do During Work 10
- Things You Can Do After Work 10

BASIC SALE ENTRY PROCEDURE 11

- Sale Entry and Change Calculation for a Typical Sale 11

OTHER TYPES OF ENTRIES AND USEFUL FEATURES 12

- Entering or Repeat-Entering More Than One Item 12
- Entering a Department 13
- Entering a PLU (Price Lookup) 13
- Basic Entry of a Single-Item Cash Sale 13
- More About Finalizing a Sale 13
- Finalizing a Credit Sale 14
- Finalizing a Sale Paid by Check 14
- Finalizing a Mixed Tender Sale 14
- Computation of VAT 15
- Discounts Using the Minus Key 15
- Discounts and Premiums Using the Percent Keys 16
- Entering a Foreign Currency Sale 17
- Entering a Refund 18
- Entering and Printing a Non-Add Code Number 18
- Received on Account and Paid-Out Entries 19
- Opening the Drawer with No Sale 19
- Receipt On-Off function 19
- Displaying the Time 19

CORRECTIONS 20

- Correction of Entered Numbers 20
- Correction of the Last Entry (Direct Void) 20
- Correction of the Next-To-Last or Earlier Entries (Indirect Void) 21
- Correction After Issuance of Receipt 21

READING AND RESETTING OF SALES 22

PROGRAMMING 24
Programming VAT 24
Programming the Departments 24
Programming a Preset Unit Price 26
Programming Price Lookups (PLU) 26
Programming the Minus Key 27
Programming the Percent Keys 27
Programming the Exchange Key 29
Programming an Entry Digit Limit for the [RA], [RCPT/PO], [CR] and [CH] Keys 29
Overriding the Entry Digit Limits 30
Programming the Machine Number 30
Programming the Receipt Start Number 30
Programming the Printing Format 31
Limiting the Number of Usable Functions 31
Checking the Machine Settings 32
DRAWER HANDLING 34
Removing the Drawer 34
Locking and Unlocking the Drawer 34
Manually Opening the Drawer 34
MAINTENANCE 35
Batteries 35
Replacement 35
Paper Roll 36
Installation 36
Removal 37
Ink Ribbon 38
Removal 38
Installation 38
IN CASE OF POWER FAILURE OR PAPER JAM 39
BEFORE CALLING FOR SERVICE 39
SPECIFICATIONS 40

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-A150 instruction manual.html

And our free Online Keysheet maker:
https://the-checkout-tech.com/Cash-Register-Keysheet-Creator/

HTTPS://THE-CHECKOUT-TECH.COM