Sharp ER-A250 instruction Manual



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



If undue force is applied to the drawer, the cash register will become unstable.

#### **CAUTION:**

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

#### VORSICHT:

Die Netzsteckdose muß nahe dem Gerät angebracht und leicht zugänglich sein.

#### ATTENTION:

La prise de courant murale devra être installée à proximité de l'équipement et devra être facilement accessible.

#### AVISO:

El tomacorriente debe estar instalado cerca del equipo y debe quedar bien accesible.

#### VARNING:

Det matande vägguttaget skall placeras nära apparaten och vara lätt åtkomligt.

This apparatus complies with the requirements of BS 800 (EN 55014): 1988 and BS 6527 (EN 55022): 1988.

Dieses Gerät stimmt mit den Bedingungen der EN 55014, 02. 1987 und der EN 55022, 04. 1987 überein.

Cet appareil répond aux spécifications de la EN 55014, 02. 1987 et EN 55022, 04. 1987.

Dit apparaat voldoet aan de vereiste EN 55014, 02. 1987 en EN 55022, 04. 1987.

Apparatet opfylder kravene i EN 55014, 02. 1987 og EN 55022, 04. 1987.

Questo apparecchio è stato prodotto in conformità alle EN 55014, 02. 1987 e EN 55022, 04. 1987.

Αύτή η συσκευή τηρε<br/>ῖ τίς προδιαγραγραφές τῆς EN 55014, 02. 1987 κατ EN 55022, 04. 1987.

Este aparelho responde às especificações de EN 55014, 02. 1987 e EN 55022, 04. 1987.

Este aparato cumple las especificaciones de la EN 55014, 02. 1987 y EN 55022, 04. 1987.

#### CAUTION:

For a complete electrical disconnection pull out the mains plug.

#### VORSICHT:

Zur vollständigen elektrischen Trennung vom Netz, den Netzstecker ziehen.

#### ATTENTION:

Pour obtenir une mise hors-circuit totale, débrancher la prise de courant secteur.

#### AVISO:

Para una desconexión eléctrica completa, desenchufar el enchufe de tomacorriente.

#### VARNING:

För att helt koppla från strömmen, dra ut stickproppen.

# SHARP

#### MODEL

# **ER-A250** SHARP ELECTRONIC CASH REGISTER

Thank you for purchasing SHARP Electronic Cash Register Model ER-A250. 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.

# **IMPORTANT!**

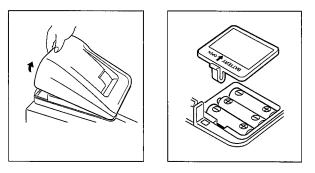
## Do the following before using the cash register.

## 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 39.

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.



- 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.

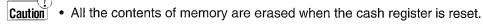
### 2. Reset the Cash Register

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 100 and 8 depressed simultaneously until the display shows "0.00".
  - The cash register is now reset and ready to be programmed.



If you do this operation without installing batteries, a buzzer will sound three times.
If you do this operation with paper rolls already installed, the printer prints "\*\*\*\*\*8" on the journal paper.



## TABLE OF CONTENTS

HANDLING CAUTIONS			
PARTS AND THEIR FUNCTIONS			
Physical Characteristics5			
Mode Switch6			
Keys6			
Display7			
BEFORE OPERATION			
OPERATION OVERVIEW			
Things to Check Before Starting Work10			
Things You Can Do During Work10			
Things You Can Do After Work10			
BASIC SALE ENTRY PROCEDURE			
Sale Entry and Change Calculation for a Typical Sale11			
OTHER TYPES OF ENTRIES AND USEFUL FEATURES			
Cashier Code Entry12			
Entering or Repeat-Entering More Than One Item12			
Entering a Department13			
Entering a PLU (Price Lookup)13			
Entering a Subdepartment Item13			
Basic Entry of a Single-Item Cash Sale14			
More About Finalizing a Sale14			
Finalizing a Credit Sale15			
Finalizing a Sale Paid by Check15			
Finalizing a Mixed Tender Sale15			
Computation of VAT15			
Discounts Using the Minus Key16			
Discounts and Premiums Using the Percent Keys17			
Entering a Foreign Currency Sale18			
Entering a Refund18			
Entering and Printing a Non-Add Code Number19			
Received on Account and Paid-Out Entries19			
Opening the Drawer with No Sale20			
Receipt On-Off Function20			
Issuing Receipts Only When Needed			
Speeding Up Entries with the Auto Key			
Displaying the Time			
CORRECTIONS			
Correction of Entered Numbers21			
Correction of the Last Entry (Direct Void)21			

Corr	ection of the Next-To-Last or Earlier Entries (Indirect Void)	22
	celling All Previous Entries (Subtotal Void)	
	ection After Issuance of Receipt	
READING	G AND RESETTING OF SALES	24
	es of Reports	
	orts Chart	
	pulsory Cash/Check Declaration (CCD)	
	CD for an Individual Cashier Z Report	
	CD for an All Cashier Z Report	
PROGRA	AMMING	
	ramming VAT	
	ramming the Departments	
Prog	ramming a Preset Unit Price	
Prog	ramming Price Lookups (PLU) and Subdepartments	
Prog	ramming the Minus Key	31
	ramming the Percent Keys	
	ramming the Exchange Key	
	ramming the Auto Key	
	ramming an Amount Limit for the RA, PO, CR and CH Keys	
	riding the Entry Amount Limits	
	ramming the Machine Number	
	ramming the Receipt Start Number	
	ramming the Printing Format	
	ing the Number of Usable Functions	
	cking the Machine Settings	
	RHANDLING	
	oving the Tray and the Drawer	
	ing and Unlocking the Drawer	
	ually Opening the Drawer	
Batte	ries	39
	eplacement	
	er Rolls	
	stallation	
	emoval	
	eplacement	
	OF POWER FAILURE OR PAPER JAM	
BEFORE	CALLING FOR SERVICE	43
SPECIFIC	CATIONS	

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-A250 instruction manual.html

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

HTTPS://THE-CHECKOUT-TECH.COM