

# SHARP®

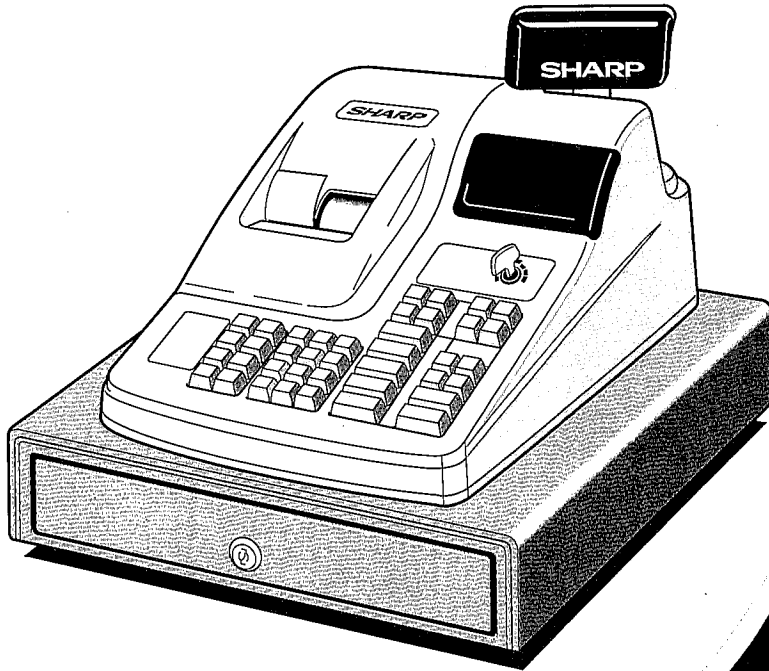
SHARP ELECTRONIC CASH REGISTER  
SHARP ELEKTRONISCHE REGISTRIERKASSE  
CAISSE ENREGISTREUSE ELECTRONIQUE DE SHARP  
CAJA REGISTRADORA ELECTRONICA DE SHARP

MODEL  
MODELL  
MODELE  
MODELO

# ER-A250

INSTRUCTION MANUAL  
BEDIENUNGSANLEITUNG

MANUEL D'INSTRUCTIONS  
MANUAL DE INSTRUCCIONES



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.

Αύτη ή συσκευή τηρεί τις προδιαγραφές της EN 55014, 02. 1987 και 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®

---

English

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!

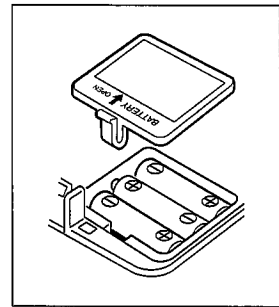
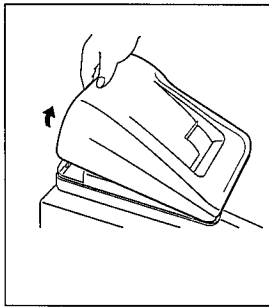
## Do the following before using the cash register.

### 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.



- 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  and  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.



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

# TABLE OF CONTENTS

<b>HANDLING CAUTIONS</b> .....	5
<b>PARTS AND THEIR FUNCTIONS</b> .....	5
Physical Characteristics.....	5
Mode Switch .....	6
Keys.....	6
Display .....	7
<b>BEFORE OPERATION</b> .....	8
<b>OPERATION OVERVIEW</b> .....	10
Things to Check Before Starting Work .....	10
Things You Can Do During Work .....	10
Things You Can Do After Work .....	10
<b>BASIC SALE ENTRY PROCEDURE</b> .....	11
Sale Entry and Change Calculation for a Typical Sale .....	11
<b>OTHER TYPES OF ENTRIES AND USEFUL FEATURES</b> .....	12
Cashier Code Entry .....	12
Entering or Repeat-Entering More Than One Item.....	12
Entering a Department.....	13
Entering a PLU (Price Lookup).....	13
Entering a Subdepartment Item.....	13
Basic Entry of a Single-Item Cash Sale.....	14
More About Finalizing a Sale.....	14
Finalizing a Credit Sale.....	15
Finalizing a Sale Paid by Check .....	15
Finalizing a Mixed Tender Sale .....	15
Computation of VAT .....	15
Discounts Using the Minus Key .....	16
Discounts and Premiums Using the Percent Keys .....	17
Entering a Foreign Currency Sale .....	18
Entering a Refund.....	18
Entering and Printing a Non-Add Code Number.....	19
Received on Account and Paid-Out Entries .....	19
Opening the Drawer with No Sale .....	20
Receipt On-Off Function .....	20
Issuing Receipts Only When Needed.....	20
Speeding Up Entries with the Auto Key.....	20
Displaying the Time .....	20
<b>CORRECTIONS</b> .....	21
Correction of Entered Numbers .....	21
Correction of the Last Entry (Direct Void).....	21

Correction of the Next-To-Last or Earlier Entries (Indirect Void) .....	22
Cancelling All Previous Entries (Subtotal Void) .....	22
Correction After Issuance of Receipt .....	23
<b>READING AND RESETTING OF SALES</b> .....	24
Types of Reports .....	24
Reports Chart .....	26
Compulsory Cash/Check Declaration (CCD).....	26
CCD for an Individual Cashier Z Report.....	27
CCD for an All Cashier Z Report .....	27
<b>PROGRAMMING</b> .....	28
Programming VAT .....	28
Programming the Departments.....	28
Programming a Preset Unit Price .....	30
Programming Price Lookups (PLU) and Subdepartments.....	30
Programming the Minus Key .....	31
Programming the Percent Keys.....	32
Programming the Exchange Key .....	33
Programming the Auto Key.....	33
Programming an Amount Limit for the <input type="checkbox"/> RA, <input type="checkbox"/> PO, <input type="checkbox"/> CR and <input type="checkbox"/> CH Keys .....	34
Overriding the Entry Amount Limits .....	34
Programming the Machine Number.....	34
Programming the Receipt Start Number.....	35
Programming the Printing Format.....	35
Limiting the Number of Usable Functions.....	36
Checking the Machine Settings .....	37
<b>DRAWER HANDLING</b> .....	38
Removing the Tray and the Drawer.....	38
Locking and Unlocking the Drawer .....	38
Manually Opening the Drawer .....	38
<b>MAINTENANCE</b> .....	39
Batteries.....	39
Replacement .....	39
Paper Rolls .....	40
Installation .....	40
Removal .....	41
Ink Roller.....	42
Replacement .....	42
Ink Refill .....	42
<b>IN CASE OF POWER FAILURE OR PAPER JAM</b> .....	43
<b>BEFORE CALLING FOR SERVICE</b> .....	43
<b>SPECIFICATIONS</b> .....	44

[Click here to download the full manual at THE-CHECKOUT-TECH.COM](http://THE-CHECKOUT-TECH.COM)