

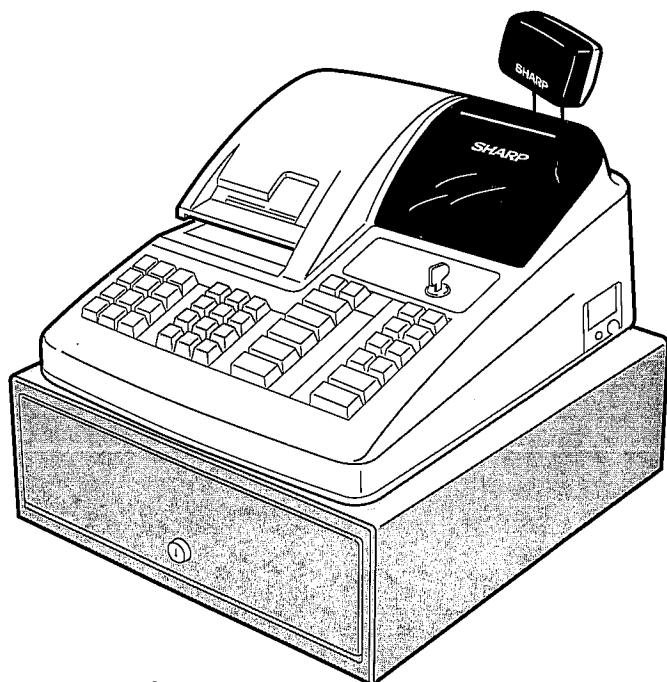
SHARP®

ELECTRONIC CASH REGISTER

MODEL

ER-A310

INSTRUCTION MANUAL



Workshop
Copy.

CAUTION:

The cash register and the remote drawer should be securely fitted to the supporting platforms to avoid instability when the drawers are open.

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.

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.

This equipment complies with the requirements of Directives 89/336/EEC and 73/23/EEC as amended by 93/68/EEC.

Dieses Gerät entspricht den Anforderungen der EG-Richtlinien 89/336/EWG und 73/23/EWG mit Änderung 93/68/EWG.

Ce matériel répond aux exigences contenues dans les directives 89/336/CEE et 73/23/CEE modifiées par la directive 93/68/CEE.

Dit apparaat voldoet aan de eisen van de richtlijnen 89/336/EEG en 73/23/EEG, gewijzigd door 93/68/EEG.

Dette udstyr overholder kravene i direktiv nr. 89/336/EEC og 73/23/EEC med tillæg nr. 93/68/EEC.

Quest' apparecchio è conforme ai requisiti delle direttive 89/336/EEC e 73/23/EEC, come emendata dalla direttiva 93/68/EEC.

Η εγκατάσταση αυτή ανταποκρίνεται στις απαιτήσεις των οδηγιών της Ευρωπαϊκής Ένωσης 89/336/EOK και 73/23/EOK, όπως οι κανονισμοί αυτού συμπληρώθηκαν από την οδηγία 93/68/EOK.

Este equipamento obedece às exigências das directivas 89/336/CEE e 73/23/CEE, na sua versão corrigida pela directiva 93/68/CEE.

Este aparato satisface las exigencias de las Directivas 89/336/CEE y 73/23/CEE, modificadas por medio de la 93/68/CEE.

Denna utrustning uppfyller kraven enligt riktslinjerna 89/336/EEC och 73/23/EEC så som kompletteras av 93/68/EEC.

Dette produktet oppfyller betingelsene i direktivene 89/336/EEC og 73/23/EEC i endringen 93/68/EEC.

Tämä laite täyttää direktiivien 89/336/EEC ja 73/23/EEC vaatimukset, joita on muutettu direktiivillä 93/68/EEC.

INTRODUCTION

Thank you very much for your purchase of the SHARP Electronic Cash Register, Model ER-A310. Please read this manual carefully before operating your machine in order to gain a full understanding of its functions and features.

Please keep this manual for future reference. It will help you if you encounter any operational problems.

IMPORTANT

- **Install your cash register in a location that is not subject to direct radiation, unusual temperature changes, or high humidity or exposed to water sources.**
Installation in such locations could cause damage to the cabinet and the electrical components.
- **The register should not be operated by an individual with wet hands.**
The water could seep into the interior of the register and cause component failure.
- **When cleaning your register, use a dry, soft cloth. Never use solvents, such as benzine and thinner.**
The use of such chemicals will lead to discoloration or deterioration of the cabinet.
- **The register plugs into any standard wall outlet (official (nominal) voltage).**
Other electrical devices on the same electrical circuit could cause the register to malfunction.
- **If the register malfunctions, call your dealer for service - do not try to repair the register yourself.**

CONTENTS

INTRODUCTION	1
IMPORTANT	1
EXTERNAL VIEW	6
Front view.....	6
Rear view	6
Drawer lock key.....	6
KEYBOARD	7
Standard keys	7
Optional keys	8
MODE SWITCH AND MODE KEYS	8
DISPLAYS	9
Machine state symbols.....	9
BEFORE OPERATING THE CASH REGISTER	10
1. Installing the cash register.....	10
2. Initializing the cash register	10
3. Installing batteries.....	10
4. Installing the paper roll and removing the adhesive paper from the ink roller	11

FOR THE MANAGER

PROGRAMMING	12
Direct Programming	12
1. Setting the date, time, and consecutive number	12
Date.....	12
Time	12
Consecutive number	13
2. Programming for departments.....	13
Unit price	13
Functional selection	14
3. Price lookup (PLU) programming	16
Unit price	16
Functional selection	16
PLU assignment to departments.....	18
4. Programming the tax rate	19
Tax rate	19
5. Programming for discount keys	20
Discount amount (.....	20
High amount lockout (HALO) (.....	20
6. Programming for percent keys	21
Percent rate (.....	21
Sign (+/-) (.....	21
7. Programming for the key	22
Currency exchange rate (.....	22
8. Programming for the , , , , and keys.....	22
High amount lockout (HALO) (, , , , and 	22
Job-Code-Based Programming	23
1. Setting the date and time.....	23
Date (#2610, Direct).....	23
Time (#2611, Direct)	23

2. Setting the register and consecutive numbers	23
Register number (#2612)	23
Consecutive number (#2613, Direct)	23
3. Programming the tax rate	24
Tax rate (#2711, Direct)	24
4. Programming for departments	24
Unit price (#1110, Direct)	24
Tax status (#2111, Direct)	24
Limit amount (HALO) (#2112, Direct)	25
Functional selection (#2110)	25
Group number (#2116)	25
5. Price lookup (PLU) programming	26
Unit price (#1210, Direct)	26
Functional selection (#2210, Direct)	26
PLU assignment to departments (#1200, Direct)	27
6. Programming for miscellaneous keys	27
Rate and deduction amount (%, EX, and ⊖) (#1310, Direct)	27
Limit amount (HALO) (⊖, RA, and PO) (#2312, Direct)	27
Sign (+/-) (%) (#2311, Direct)	27
7. Programming for the media keys	28
High amount lockout (HALO) for media keys (#2322, Direct)	28
Functional selection (#2320)	28
High amount lockout (HALO) for cheque cashing, cash in drawer, and cheque change (#2321)	29
8. Cashier programming	29
Assigning cashiers to drawers (#2510)	29
Secret codes for cashiers (#2519)	29
9. Programming various functions	30
Optional feature selection (#2616)	30
Alarm length of time with drawer opening (#2617)	31
AUTO keys (#2900)	31
10. Activating and deactivating the TRAINING mode	33
TRAINING-mode activation/deactivation (#2910, #2911)	33
TRAINING-mode operations	33
11. Reading stored programs	33
Program details and procedures for their reading	33
Sample printouts	34
READING (X) AND RESETTING (Z) OF SALES TOTALS	36
1. Summary of reading (X) and resetting (Z) reports and the key operations to obtain the reports	36
2. Daily sales totals	38
Full report	38
Hourly report	40
Full department report	40
Individual group report	41
PLU report	41
PLU report by associated department	41
Transaction report	41
Individual cashier report	42
Full cashier report	42
3. Periodic consolidation	42
Full report	42
Daily net report	42

COMPULSORY CASH/CHEQUE DECLARATION	43
OVERRIDE ENTRIES	44
CORRECTION AFTER FINALIZING A TRANSACTION	44
FOR THE OPERATOR	
PRIOR TO ENTRIES	45
1. Preparations for entries	45
Receipt and journal paper rolls	45
Cashier assignment	45
2. Error warning	46
Error escape function	46
ENTRIES	47
1. Item entries	47
Single item entries	47
Repeat entries	48
Multiplication entries	49
Split-pricing entries	50
Single item cash sale (SICS) entries	50
2. Displaying subtotals	51
3. Finalization of transaction	51
Cash or cheque tendering	51
Mixed tendering (cheque + cash)	51
Cash or cheque sale that does not need any tender entry	52
Credit sale	52
Mixed-tender sale (cash or cheque tendering + credit tendering)	52
4. Computation of VAT (Value Added Tax)/tax	53
VAT/tax system	53
5. Auxiliary entries	54
Percent calculations (premium or discount)	54
Deduction entries	55
Refund entries	56
Printing of non-add code numbers	56
6. Payment treatment	57
Currency exchange	57
Received on account entries	57
Paid out entries	58
No sale (exchange)	58
Cashing a cheque	58
7. Automatic sequencing key () entries	58
CORRECTION	59
1. Correction of the last entry (direct void)	59
2. Correction of the next-to-last or earlier entries (indirect void)	59
3. Subtotal void	60
4. Correction of incorrect entries not handled by the direct, indirect, or subtotal void function	60
SPECIAL PRINTING FUNCTIONS	61
1. Receipt issuance after finalization	61
2. Validation printing function	61
Validation slip setting and printing	61
Validation printing examples	62
Validation slip specification	63
3. Printing of the employee arrival and departure times	63

OVERLAPPED CASHIER ENTRY	64
OPERATOR MAINTENANCE	65
1. Battery replacement	65
2. In case of power failure	65
3. In case of printer's motor locking	66
4. Installing and removing the paper roll	66
Installing the paper roll	66
Removing the paper roll	67
Removing a paper jam	68
Recording paper specifications	68
5. Replacing the ink roller	68
6. Ink refill	69
7. Removing the till and the drawer	70
8. Opening the drawer by hand	70
9. Before calling for service	71
LIST OF OPTIONS	71
SPECIFICATIONS	72

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