Sharp ER-A347 and ER-A347A operation and programming Manual

English

SHARP®

ELECTRONIC CASH REGISTER
CAISSE ENREGISTREUSE ELECTRONIQUE

MODEL
MODELE

ER-A347
ER-A347A

INSTRUCTION MANUAL
MANUEL D'INSTRUCTIONS

CONTENTS

INTRODUCTION 1
IMPORTANT 1
PRECAUTION 1
CONTENTS 2
1 Parts and Their Functions 6
External View 6
Front view 6
Rear view 6
Printer 7
Keyboard 8
Keyboard layout 8
Function key list 8
Displays 9
Operator display 9
Customer display 10
Screen save mode 10
2 Selecting an Operating Mode 11
Operating Modes 11
Mode Selection 12
3 Prior to Making Entries 13
Preparations for Entries 13
Receipt and journal paper rolls 13
Receipt ON/OFF function 13
Clerk assignment 13
Error Warning 13
Selecting the Function from the Menu 14
HELP Function 15
The HELP menu and guidance messages 15
4 Entries 16
Item Entries 16
Single item entries 16
Repeat entries 18
Multiplication entries 19
Split-pricing entries 20
Single item cash sale (SICS) 21
PLU/UPC information inquiry (view) function 21
UPC learning function (creation and registration of unknown UPCs) 22
Display of Subtotals 23
Taxable subtotal 23
Including-tax subtotal (complete subtotal) 23
Finalization of Transaction 23
Cash or check tendering 23
Cash or check sale that does not need any tender entry 24
Charge (credit) sale 24
Mixed-tender sale (cash or check tendering + charge tendering) 24
Tax Calculation 25
Automatic tax 25
Manual tax 25
Tax delete 26
Tax status shift 26
Auxiliary Entries 27

Percent calculations (premium or discount) 27
Discount entries 28
Refund entries 28
Printing of non-add code numbers 29
Payment Treatment 29
Currency conversion....29
Received-on-account entries....30
Paid-out entries 31
No-sale (exchange) 31
Bottle return 31
TRAINING Mode....32
5 Correction....33
Correction of the Last Entry (Direct Void) 33
Correction of the Next-to-Last or Earlier Entries (Indirect Void)....34
Subtotal Void....35
Correction after Finalizing a Transaction 35
6 Special Printing Function 36
Copy Receipt Printing....36
7 Manager Mode....37
Entering the Manager Mode 37
Override Entries....37
8 Reading (X) and Resetting (Z) of Sales Totals 38
How to take a X1/Z1 or X2/Z2 report....38
View report....38
Daily Sales Totals 40
General report 40
Department report 41
Individual group total report on department....41
Full group total report on department 41
Transaction report....41
Total in drawer report....41
PLU/UPC report by designated range 42
PLU/UPC report by associated department 42
Clerk reports 42
Hourly report....42
Periodic Report Sample....43
General information 43
Daily net report 43
9 Prior to Programming....44
Programming Keyboard Layout....44
How to Program Alphanumeric Characters 45
Mobile phone method 45
Entering character codes....46
10 Programming 47
Basic Instructions....47
Programming screen 47
Programming example 48
DEPT/PLU Programming....50
Department....51
PLU/UPC 52
PLU range 53
Functional Programming....54
Discount (⊖)....55

Percent ([%1] , %2) 56
Manual tax 56
RA 57
PO 57
Cash in drawer 57
Commission rate (Commission 1, Commission 2) 57
Media Key Programming 58
Cash key (Cash) 58
Check key (Check) 59
Charge key ([CH1], [CH2]) 59
Currency conversion (CONV1, CONV2) 60
Function Text Programming 61
Personnel Programming 63
Clerk 63
Manager 64
Mode Pass Code 64
Training Clerk 64
Terminal Programming 65
Date/Time Setting 65
Date/time 65
Optional Feature Selection 66
Basic System 67
Function Prohibit 68
Function Authority 69
Function Selection 70
Print Selection 71
UPC Function 72
Report Programming 73
Zero skip 74
Print select 75
Z Counter 76
Z1 General report 76
Journal data 76
Message Programming 77
Receipt logo 77
Device Configuration Programming 78
Keyboard 78
Display 79
Printer 79
EFT 79
RS port (COM1, COM2) 80
On-line 80
Scanner 81
SRM (Sales Recording Module) 81
Tax Programming 82
Tax system 83
Tax 1 through 4 84
Doughnut exempt 86
Automatic Sequencing Key Programming 87
Key Sequence 87
Reading of Stored Programs 88
Program reading sequence 88
Sample printouts 89

EFT Test Function....96
SD CARD Mode....97
Inserting and removing an SD memory card....97
SD card formatting....97
Folder creating....97
Folder name selecting....98
Data saving....98
Data loading....99
11 Universal Product Code (UPC) or European Article Number (EAN)....100
UPC or EAN code....100
Add-on code....101
12 Operator Maintenance....102
In Case of Power Failure....102
In Case of Printer Error....102
Cautions in Handling the Printer and Recording Paper....102
Cautions in handling the printer....102
Cautions in handling the recording paper (thermal paper)....102
Replacing the Paper Roll....103
Recording paper specifications....103
Installing Paper Rolls....103
Replacing the paper roll....106
Removing a Paper Jam....106
Cleaning the Printer (Printer Head/Sensor/Roller)....107
Drawer and Drawer Lock Key....108
Removing the Till....108
Opening the Drawer by Hand....108
Drawer Lock Key....108
Before Calling for Service....109
13 Specifications....110

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-A347 and ER-A347A operation and pr

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

HTTPS://THE-CHECKOUT-TECH.COM