

# SHARP®

## ELECTRONIC CASH REGISTER CAJA REGISTRADORA ELECTRONICA

MODEL  
MODELO **XE-A21S**

INSTRUCTION MANUAL

MANUAL DE INSTRUCCIONES



# CONTENTS

INTRODUCTION .....	1
IMPORTANT .....	1
CONTENTS .....	2
PARTS AND THEIR FUNCTIONS .....	4
1 External View .....	4
2 Printer .....	4
3 Mode Switch and Mode Keys .....	5
4 Keyboard .....	5
5 Displays .....	6
6 Drawer Lock Key .....	6
GETTING STARTED .....	7
HELP FUNCTION .....	11

## FOR THE OPERATOR

OVERVIEW OF FLOW OF DAILY SALES ENTRIES .....	13
BASIC SALES ENTRY .....	14
1 Basic Sales Entry Example .....	14
2 Error Warning .....	15
3 Item Entries .....	16
Single item entries .....	16
Repeat entries .....	17
Multiplication entries .....	17
Split pricing entries .....	18
Single item cash sale (SICS) entry .....	19
4 Displaying Subtotal .....	19
5 Finalization of Transaction .....	19
Cash or check tendering .....	19
Cash or check sale that does not require tender entry .....	20
Charge (credit) sale .....	20
Mixed-tender sale .....	20
6 Tax Calculation .....	21
Automatic tax .....	21
Manual tax .....	21
Tax delete .....	21
Tax status shift .....	22
OPTIONAL FEATURES .....	23
1 Auxiliary Entries .....	23
Discount and premium entries using the percent key .....	23
Discount and premium entries using the discount key .....	23
Refund entries .....	24
Non-add code number entries and printing .....	24
2 Auxiliary Payment Treatment .....	25
Currency conversion .....	25
Received-on Account and Paid-out Entries .....	26
No sale (exchange) .....	26
3 Automatic Sequence Key (AUTO key) Entries .....	26
CORRECTION .....	27
1 Correction of the Last Entry (direct void) .....	27
2 Correction of the Next-to-last or Earlier Entry (indirect void) .....	27
3 Subtotal Void .....	28
4 Correction of Incorrect Entries not Handled by the Direct or Indirect Void Function .....	28

## FOR THE MANAGER

PRIOR TO PROGRAMMING .....	29
BASIC FUNCTION PROGRAMMING (For Quick Start) .....	29
1 Date and Time Programming .....	29
2 Tax Programming for Automatic Tax Calculation Function .....	30

Tax programming using a tax rate .....	30
The tax table (applicable to the add-on tax) .....	31
Quantity for doughnut tax exempt (for Canadian tax system) .....	33
<b>AUXILIARY FUNCTION PROGRAMMING .....</b>	<b>34</b>
1 Department Programming.....	34
2 PLU (Price Look-Up) and Sub-department Programming .....	35
3 Miscellaneous Key Programming .....	37
Rate for [%1], [%2] and [CONV] .....	37
Amount for [⊖] .....	38
Percent rate limitation for [%1] and [%2] .....	38
Function parameters for [%1], [%2] and [⊖] .....	38
Function parameters for [CONV] .....	39
Entry digit limit for [RA], [RCPT/PO] and [TAX] .....	40
Function parameters for [CHK], [CH] and [CA/AT/NS] (when using as CA key) .....	40
4 Text programming.....	41
<b>ADVANCED PROGRAMMING .....</b>	<b>46</b>
1 Register Number and Consecutive Number Programming.....	46
2 Electronic Journal (EJ) Programming .....	47
3 Various Function Selection Programming 1.....	49
Function selection for miscellaneous keys .....	49
Print format .....	50
Receipt print format .....	50
Function selection for tax.....	50
Other programming.....	51
4 Various Function Selection Programming 2.....	53
Power save mode .....	53
Logo message print format .....	53
Online time out setting .....	54
Thermal printer density .....	54
Language selection.....	55
Training clerk specification for training mode .....	55
AUTO key programming.....	56
5 Reading Stored Program .....	56
<b>TRAINING MODE .....</b>	<b>58</b>
<b>READING (X) AND RESETTING (Z) OF SALES TOTALS .....</b>	<b>59</b>
<b>EJ REPORT READING AND RESETTING .....</b>	<b>62</b>
<b>OVERRIDE ENTRIES .....</b>	<b>63</b>
<b>CORRECTION AFTER FINALIZING A TRANSACTION (Void mode).....</b>	<b>63</b>
<b>HOW TO USE AN SD MEMORY CARD.....</b>	<b>64</b>
1 What You Can Do with an SD Memory Card.....	64
2 In Case of SD Error.....	65
3 Inserting and Removing an SD Memory Card .....	66
4 Formatting an SD Memory Card .....	66
5 Saving and Restoring All the Data .....	67
6 Writing and Reading of Programming Data .....	67
7 Writing of Sales Data .....	68
8 Writing and Printing of Electronic Journal.....	69
<b>OPERATOR MAINTENANCE.....</b>	<b>70</b>
1 In Case of a Power Failure .....	70
2 In Case of Printer Error .....	70
3 Cautions in Handling the Printer and Recording Paper .....	70
4 Replacing the Batteries.....	71
5 Replacing the Paper Roll .....	71
6 Removing a Paper Jam .....	74
7 Cleaning the Printer (Print Head / Sensor / Roller).....	74
8 Removing the Drawer .....	74
9 Opening the Drawer by Hand .....	74
10 Before calling for service.....	75
Error code table .....	75
<b>SPECIFICATIONS .....</b>	<b>76</b>

This is a “Table of Contents preview” for quality assurance

The full manual can be found at <http://the-checkout-tech.com/estore/catalog/>

We also offer free downloads, a free keyboard layout designer, cable diagrams, free help and support.

<http://the-checkout-tech.com> : *the biggest supplier of cash register and scale manuals on the net*