

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
AUXILIARY FUNCTION PROGRAMMING	34
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
ADVANCED PROGRAMMING	46
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
TRAINING MODE	58
READING (X) AND RESETTING (Z) OF SALES TOTALS	59
EJ REPORT READING AND RESETTING	62
OVERRIDE ENTRIES	63
CORRECTION AFTER FINALIZING A TRANSACTION (Void mode).....	63
HOW TO USE AN SD MEMORY CARD.....	64
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
OPERATOR MAINTENANCE.....	70
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
SPECIFICATIONS	76

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/XE-A21S Operation and programming ma](https://the-checkout-tech.com/manuals/sharp/XE-A21S%20Operation%20and%20programming%20manual.pdf)

And our free Online Keysheet maker:

<https://the-checkout-tech.com/Cash-Register-Keysheet-Creator/>

[HTTPS://THE-CHECKOUT-TECH.COM](https://THE-CHECKOUT-TECH.COM)