

Sharp XE-A507 Operation and programming Manual

SHARP®

ELECTRONIC CASH REGISTER

MODEL

XE-A507

INSTRUCTION MANUAL



CONTENTS

INTRODUCTION	1
IMPORTANT	1
CONTENTS	2
1 Parts and Their Functions	6
External View	6
Front view	6
Rear view	6
Barcode Scanner	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 printing 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 (Charge, Charge2)	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
Tax Programming.....	80
Tax system.....	81
Tax 1 through 4.....	82
Doughnut exempt	84
Automatic Sequencing Key Programming.....	85
Key Sequence	85
Reading of Stored Programs	86
Program reading sequence	86
Sample printouts.....	87
EFT Test Function.....	93
SD CARD Mode.....	94
Inserting and removing an SD memory card	94
SD card formatting.....	94

Folder creating.....	94
Folder name selecting	95
Data saving	95
Data loading	96
11 Universal Product Code (UPC) or European Article Number (EAN)	97
UPC or EAN code.....	97
Add-on code	98
12 Operator Maintenance	99
In Case of Power Failure	99
In Case of Printer Error.....	99
Cautions in Handling the Printer and Recording Paper	99
Cautions in handling the printer.....	99
Cautions in handling the recording paper (thermal paper)	99
Installing Batteries	100
Replacing the Paper Roll.....	101
Recording paper specifications	101
Installing Paper Rolls.....	101
Replacing the paper roll.....	104
Removing a Paper Jam.....	104
Cleaning the Printer (Printer Head/Sensor/Roller).....	105
Removing the Till and the Drawer.....	106
Opening the Drawer by Hand	106
Drawer Lock Key	106
Before Calling for Service.....	107
13 Specifications	108

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*