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Sharp Electronics Corporation

XEA 201 & XEA 401
QUICK PROGRAMMING GUIDE

Additional support in programming your XEA 201 or XEA 401 Cash Register may be obtained from the Customer Assistance Center (800-237-4277) or via email at cbpsupport@sharpsec.com.

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XEA-201 Reset

There are 2 resets for the XEA-201. The first one is a basic "initialization" and the second one is a master reset. The first steps below should always be done first before the master reset.

The initial procedure is below. You should not lose your programming information doing this reset.
- Unplug from the electrical outlet
- Wait over 1 minute for unit to discharge
- Put the register in PGM mode
- While holding down the "feed" key, plug in the unit.

If this procedure does not reset unit please try the following. *
- Make sure register is plugged in
- Put register in REG mode
- Take out the batteries
- Unplug the register from the electrical outlet
- Wait 1 minute for unit to discharge
- Plug unit back in

*Note: This is considered the Master Reset and should reset the unit to factory settings.

XEA-401 reset

There are 2 resets for the XEA-401. The first one is a basic "initialization" and the second one is a master reset. The first steps below should always be done first before the master reset.

The first procedure is as follows: this should always be done first. You should not lose your programming with this reset.
- Unplug the unit from the electrical outlet
- Set the mode switch to PGM position
- While holding down both "journal feed" key and "Receipt feed" key, plug unit back in.

If this procedure does not work, proceed with the Master Reset below.*
- Unplug unit from electrical outlet
- Set the mode switch to PGM mode
- While holding down both the "journal feed" key and the "CL" key, plug the unit back in.

* Note: This procedure is considered the Master Reset and should reset to factory settings.

XEA-201 and XEA-401 date and time

It is **<u>required</u>** to program the date, time and tax before proceeding with sales transactions.

Programming information for date:
The format is MM/DD/YYYY

- switch to PGM mode
- enter the date (MM/DD/YYYY)
- press #/TM/SBTL key

Programming information for entering time: Use Military time.

- Switch to PGM mode
- Enter time in Military time (Ex: 2:30 p.m. is 1430)
- Press #/TM/SBTL key

To check the time put until in REG mode and press the #/TM/SBTL key. The date cannot be checked with this procedure.

XEA-201 XEA-401 tax programming

4 tax rate settings are available.
There are 99 department keys.
Department keys 1 - 10 are taxable Departments 11 - 99 are non-taxable at default.

Program TAX 1

- Switch register to PGM mode
- Press the #/TM/SBTL key
- Press the number 9
- Press the @for key
- Press the 1 key for tax 1 (2 for tax 2, 3 for tax 3 or 4 for tax 4)
- Press the @for key again
- Put in the tax rate (Use decimal point – enter exactly as they tell you) EX: 7.25% tax is enter as 7.25
- Press the @for key again
- Enter the minimum taxable amount (usually $.07- $.11)
- Press the #/TM/SBTL key
- Press the CA/AT/NS key

This programmed the tax rate of 7.25%. If the amount were an example of 6.25% you would enter the tax rate as 6.25.

The procedure for entering tax 2,3 and 4 are the same with the exception of entering 2 for tax 2, 3 for tax 3 and 4 for tax 4.
This sets the tax for any keys that are defaulted to taxable. If you wish to change the status of a department key then the department parameters will need to be changed.

XEA-201 department key programming

There are 8 parameters for each department key.

Program department keys.

- Switch register to PGM mode
- Set the eight parameters A-H.
- Press the @/For key
- Press the department key to be programmed.
- Press the CA/AT/NS key

Parameter A – Tax 4 status: 1 = taxable
0 = non – taxable

Parameter B – Tax 3 status: 1 = taxable
0 = non - taxable

Parameter C – Tax 2 status: 1 = taxable
0 = non-taxable

Parameter D – Tax 1 status: 1 = taxable
0 = non-taxable

Parameter E - SICS/Normal: 1 = Single Item Cash sales
0 = Normal

Parameter F – Sign: 1 = Negative department status
0 = Positive department status

Parameter G – Entry digit limit – 0 – 7

Parameter H – Type of Unit price Entry: Open and Preset = 3
Preset only = 2
Open Only = 1
Inhibit department Key = 0

Example: Programming department 2 as taxable 1, SICS, negative department, entry digit limit - 7 digits, and
allowing open & preset entry. (ABCDEFGH: 00011173)

Key operation example	Print

00011173 (@/For)
2 [DEPT] CA/AT/NS

```
*PGM*
DO2      T1         173   ——From left, EGH
DEPT. 02           -13.10
```

Tax status   Sign(F)

Text programming

There are 2 ways to program text:
- Using character keys on the keyboard
- Entering character codes with numeric keys on the keyboard

If you are using the characters on the Department # pad to enter your text you need to be familiar with some of the keys.

> **SHIFT**: This makes letters upper and lower case. Upper case letters are the default. If you wish to make lower case letters then you press the Shift key (see handout for key layout)
>
> **NUMBER**: Press the Number key to enter numeric characters. For example: The customer wants to enter their address in the footer of the receipt. If the address started with 19116 (as the street number) you would press the NUMBER key before entering these characters. When you are done entering numbers press the number key again and you can then enter letters.
>
> **DC:** This key toggles between single size and double size letters. By default, single size letters are selected. If you press DC then all your letters will be double sized. You will also see "___" appear in the cash register display. If you wish to go back to single size letters press the DC key again.
>
> **BS:** This key backs up the cursor, erasing to the left.

If you are entering character codes with numeric keys on the keyboard you have a couple of different keys to become familiar with.   These are:

> **00 (Double zero)**   After you enter the code for the letter you want you always have to press the 00 key.

> Ex: (see handout) to program the word SHARP in double size letters you would enter the following

> 253 00 083 00 072 00 065 00 082 00 080 00
>   S   H   A   R   P

Again, you must enter 00 between each letter for this to work correctly.

Logo print

The programming procedure for inputting logo messages on the XEA 201 and 401 is a 2 step process.

1.) The customer must tell the cash register what type of logo message they wish to program.
2.) The customer actually programs the logo message.

Step 1

page 51 of the XEA 201 and XEA-401 manuals

Program the type of logo message format you want. The procedure is as follows:

- Press #/TM/SBTL
- Press 11 (this is the job number)
- Press the @/for key
- Choose the type of logo message (you have 5 choices) They are as follows:
    - 0.) Header 3 line message without graphic logo
    - 1.) Graphic logo only (thank you – here is your receipt)
    - 2.) Footer 3-line message with graphic logo
    - 3.) Header 6-line message
    - 4.) Header 3-line message with graphic logo
    - 5.) Header 3-line message and footer 3-line message
- Press the #/TM/SBTL key
- CA/AT/NS key

Step 2

page 43 of the XEA 201 manual and page 44 in the XEA 401 manual)

- Press #/TM/SBTL key
- Press the 4 key (on the key pad – not department key 4)
- Press the decimal point key (.)
- Select the line that you are programming (1 – 6)
- If you are programming the header your choices are lines 1,2 and 3. If you are programming the footer your line choices are 4,5 and 6.
- Press the @/for key
- Press appropriate keys to get required message (see key layout)
- Press #/TM/SBTL
- (If another line is required select next line here if finished…
- Press CA/AT/NS key

If you reverse these steps you will get an error message. Ex: If you try to program the actual message and you haven't told the cash register the type of message you will get an error.

MISC text programming

Text programming can be entered for the following using the associated job number:
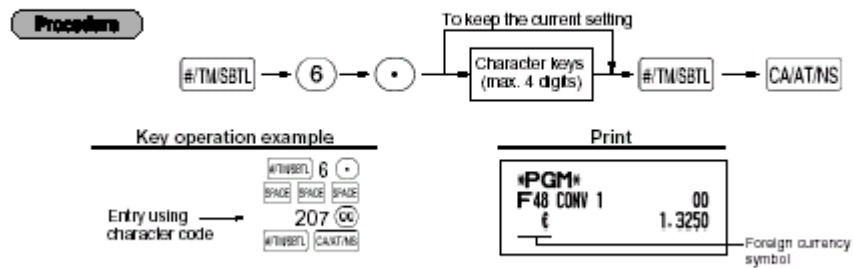>Department Key Text   Job code "1"
>PLU Text Job code "2"
>Function Text Job code "3"
>Clerk Names Job code "5".
>Logo Messages Job code "4"

■ Foreign currency symbol

Foreign currency symbol for [CONV] key is printed with a foreign currency exchange amount which has been preprogrammed into the cash register.

Foreign currency symbol

XEA-201 and XEA-401 preset unit price and price look up

The preset unit price function assigns a frequently purchased item to a department key and enables you to enter the price by simply pressing the department key

Program Preset Prices

- Switch register to PGM mode
- enter the price (ex: $1.00 = 100)
- Press the department key you wish to set
- Press the CA/AT/NS key

The PLU function allows speed key entries whereby a price is automatically called up when a code is entered.   The subdepartment is an "open PLU" which requires you to enter a price after the PLU code is entered.   Up to 1200 PLU/subdepartment settings in the XEA-201 and 1800 PLU/subdepartments in the XEA-401 are possible. Each one belongs to a department and acquires the departments' parameters (tax status, sign, (Positive/negative) etc.

Program PLU's

- Switch register to PGM mode
- Enter PLU code (starting with) usually 1
- Press the PLU/SUB key
- enter the price
- Press the department key
- Press the CA/AT/NS key

Department keys 21 – 40 press the department shift key before pressing department key

For PLU's associated with departments 41 – 99 follow the below procedure:

- Switch register to PGM mode
- Enter PLU code
- Press the PLU/SUB key
- Enter price
- Press department key
- Press #/TM/SBTL key
- Press CA/AT/NS key

XEA-201 and XEA-401 percent key programming

The percent key can be used to take off a preset amount or an "open" amount. This is usually used for discounts. Ex: To take 10% off

Program percent key

- Put register in PGM mode
- Enter percent rate (ex: 10% off would be 10)
- Press the %1 key
- Press the CA/AT/NS key

Program percent key parameters

- Put register in PGM mode
- Set parameters
- Press @/for key
- Press %1 or %2 key
- Press CA/AT/NS

A = Tax 4 status: 1 = Taxable
                         0 = Non-Taxable

B = Tax 3 status: 1 = Taxable
                         0 = Non-taxable

C = Tax 2 status: 1 = Taxable
                         0 = Non-taxable

D = Tax 1 status: 1 = Taxable
                         0 = Non-taxable

E = +/- Sign   0 = + (premium) sign
                         1 = -(discount) sign

F = Item %/Item   0 = allow
                         1 = Disallow

G = Subtotal %/Sub -   0 = allow
                         1 = disallow

H = Entry Digit limit   0 – 7
When programming the percent keys, always enter 0 for parameter H.

XEA-401 Department Key Programming

There are 11 parameters for each department key
Program department keys.

- Switch register to PGM mode
- Set 11 parameters (see below)
- Press the @/For key
- Press the department key desired (the is the one that you are programming)
- Press the CA/AT/NS key

Each parameter and definition is listed below:

Parameter A – Type: Bottle Return = 1
Normal = 0

Parameter B – Group Number: 0-9 (0: non group)

Parameter C – Commission group #0-2 (0:Non commission)

Parameter D – Tax 4 Status: Taxable = 1
Non-Taxable = 0

Parameter E – Tax 3 Status: Taxable = 1
Non-Taxable = 0

Parameter F – Tax 2 Status: Taxable = 1
Non-Taxable = 0

Parameter G – Tax 1 Status: Taxable = 1
Non-Taxable = 0

Parameter H – SICS/Normal: Single Item Cash Sales = 1
Normal = 0

Parameter I – Sign: Negative department = 1
Positive department = 0

Parameter J – Entry Digit limit: 0 – 7

Parameter K – Type of unit price   Open & Preset = 3
                Entry   Preset only = 2
Open only = 1
Inhibit department key = 0

Parameters B and C should be 0 unless otherwise stated. These 2 parameters have to do with groups and how a report will print. If they are not separating department keys then always set to "0".

Example: Programming department 2 as normal dept. group 1, commission group 1, taxable 1, SICS, negative
department, entry digit limit - 7 digits, and allowing open & preset entry.
(ABCDEFGHIJK: 01100011173)

Key operation example

01100011173

Print

08/26/2002 2:33PM   01
000000#0010   CLERK01

PGM
D02   T1   0173 —From left, A-JK
DEPT. 02   —Tax status
G1 C1   -0.00 —Sign(I)

Dept. group └Commission group

XEA-201 and XEA-401 reports

X1 Report – Full Sales Report

An X report can be run anytime during the day.   To run an X1 report which will not reset the sales totals follow the below procedure:

- Put the register in X1/Z1 mode
- Press the CA/AT/NS key

Z1 Report

The Z report can be printed daily. This prints the same information as the X report

To run a Z report (with resetting the total)

- Put register in X1/Z1
- Press the •(decimal)CA/AT/NS

X2 Report – Full Sales Report

The X2 report can be run monthly as a consolidation report. This report also does not reset totals.

To run the X2 report, please follow the below instructions:

- Put register in X2/Z2 mode
- Press the CA/AT/NS key

Z2 Report

The Z2 report should be run at the end of the week, month, etc. It will reset the totals.

To run the Z2 report, please follow the below instructions:

- Put register in X2/Z2 mode
- Press the • (decimal)CA/AT/NS key