2. Programming

2-10. Checking the Machine Settings

To obtain a printout that shows the cash register settings, turn the mode switch to the Z/PGM position and use the following sequence:

General & Tax Settings

To see the general and tax settings, turn the mode switch to the Z/PGM position and press [#/SBTL].

```
        07 1         Dept. code
         1           Taxable status
       8•95          Sign and unit price
        07 2
         1 1         Entry digit limit
      6•00           SICS (1) / Normal (0)
        17 3
         3
      10•00
```

```
          %
         0  1         Taxable status for [%]
      -8•00           Sign and rate for [%]
       #0000          Secret code
   0020000801 #1      Miscellaneous settings
   0100011 #2         Printing format
```

```
         0087
     7•0000 1 #       Percentage tax rate(Tax1)
      0•00            Minimum taxable amount
    6•0000 2 #
       1•00
    1   0•11
    2   0•23          Tax table(Tax2)
    3   0•39
    4   0•57
    5   0•73
    7   1•11
    0•0000 3 #
       0•00
    0•0000 4 #
       0•00
```

```
         1           Clerk code
    03-25-13          Date
    00#5#07-54 #      Time
                      Receipt number
```

PLU Settings

To see the PLU settings, turn the mode switch to the Z/PGM position and press [PLU].

```
       #01           PLU code
    1•00  2           Associated department
       #02           Unit price
    1•20  1
       #03
    3•00  2
       #04
    4•00  1
```

3. Reports

Reading and Resetting Sales

X Reports

This report, when taken in the X/Flash mode, prints the accumulated information of sales. Taking an X report is a good way to do a mid-day check on daily sales. You can take X reports any number of times, because they do not affect the cash register's memory.

To issue an X report, turn the mode switch to the X/Flash position and press [CASH/NO SALE].

Z Reports

The contents of Z reports are the same as those of X reports, but issuance of a Z report resets all the transaction totals to zero. To issue a Z report, turn the mode switch to the Z/PGM position.

NOTE: If the secret code is programmed, you must enter the secret code and press [CASH/NO SALE] after this step.

For Z reports without grand total resetting

Press [CASH/NO SALE].

NOTE: If the secret code is programmed, you have to enter the secret code and press [CASH/NO SALE] again after this step.

For Z reports with grand total resetting

If you want to reset the grand total (GT) when taking the Z report, press [CHECK] instead of [CASH/NO SALE]. Other than resetting the grand total, this report is the same as the normal Z reports.

NOTE: If the secret code is programmed, you have to enter the secret code and press [CHECK] again after this step.

Flash Reports (displayed but not printed)

Press the following key in the X/Flash mode:

	Department key
Department Total	
Sales Total	[#/SBTL]
Cash in Drawer	[CHARGE]

X/Z Report Sample

```
  0005  Z            Reset counter
                     Reset symbol
                     ("X" is printed in the
                     case of X reports.)
 000000
 0730•77 1 #         Grand total

     14  @           Quantity
  331•25  1          Dept. code
      6  @           Amount
  194•78 2
      7  @
     28  @           All Depts. counter
  596•03             and total
      1  @           Percent counter
  -4•00    %         and total
      2  @           Item void counter
  5•00 1 #           and total
      3  @           Void mode counter
 55•26 2 #           and total
  520•03 1 #         Taxable 1 total
 29•69 1 #           Tax 1 total
  0•00   @           Taxable 2 total
  0•00 2 #           Tax 2 total
 25•00   @           Taxable 3 total
  0•00 3 #           Tax 3 total
  0•00   @           Taxable 4 total
  0•00 4 #           Tax 4 total
     16  @           Count of transactions
 621•72 3 #          Sales total
                     (Total amount of sales transaction including tax)
 452•83  #           Cash sale total
      1  @           Check sale counter
 128•23  #           and total
      2  @           Charge sale counter
 40•66  #            and total
 30•00  #            Received-on-account total
  2•00  #            Paid-out total
      2  @           No sale counter
 480•83  #           Cash in drawer
                     (Total amount of cash payment, change and RA/PO)
      1  #           Clerk 1 sale total
 282•53
      2  #           Clerk 2 sale total
 120•44
      3  #           Clerk 3 sale total
 167•75
      4  #           Clerk 4 sale total
 51•00
      1  #
 03-25-13
 0109#08-12 #
```

IMPORTANT

• Be very careful when removing and replacing the printer cover, as the cutter mounted on it is very sharp.
• Install the register in a location not subject to direct sunlight, unusual temperature changes, high humidity or splashing water.
  Installation in such locations could cause damage to the cabinet and the electronic components.
• Never install the register in saline areas (e.g.: close to the sea).
  Installing the register in such locations could cause component failure with the corrosion.
• Never operate the register with wet hands.
  The water could seep into the interior of the register and cause component failure.
• When cleaning the register, use a dry, soft cloth. Never use solvents, such as benzine and/or thinner.
  The use of such chemicals will lead to discoloration or deterioration of the cabinet.
• The register plugs into any standard wall outlet (120V AC).
  Other electrical devices on the same electrical circuit could cause the register to malfunction.
• For protection against data loss, please install three alkaline batteries LR6 ("AA" size) after initializing the register.
• When handling the batteries, please observe the following:
  Incorrectly using batteries can cause them to burst or leak, possibly damaging the interior of the register.
  • RISK OF EXPLOSION IF BATTERY IS REPLACED BY AN INCORRECT TYPE.
    DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS.
  • Be sure that the positive (+) and negative (–) poles of each battery are facing in the proper direction for installation.
  • Never mix batteries of different types.
  • Never mix old batteries and new ones.
  • Never leave dead batteries in the battery compartment.
  • Remove the batteries if you do not plan to use the register for long periods.
  • Should a battery leak, clean out the battery compartment immediately, taking care to avoid letting the battery fluid come into direct contact with your skin.
  • For battery disposal, follow the corresponding law in your country.
• For complete electrical disconnection, disconnect the AC adapter.
• Be sure to use the attached AC adapter. Otherwise, an electric shock or fire may be caused.
• Do not use the AC adapter in devices other than this register.

SHARP®

ELECTRONIC CASH REGISTER

MODEL

XE-A107

INSTRUCTION MANUAL
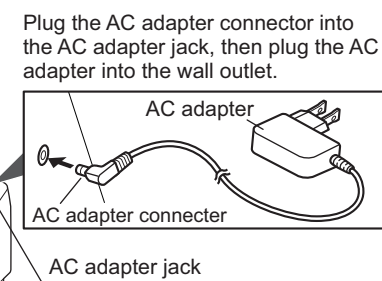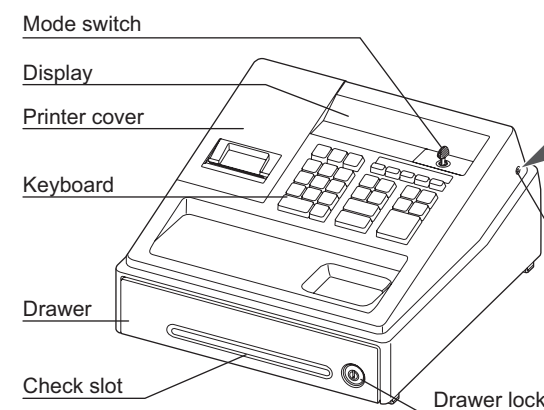
0RDS1PM4442480

Printed in China

Thank you for purchasing the SHARP Electronic Cash Register Model XE-A107.
Please read this manual carefully before operating your machine. Keep this manual for future reference. It will help you solve any operational problems that you may encounter.

**For assistance
Visit: www.sharp-register.com
Call: 1-800-BE-SHARP**

**For Set-up,
  Refer to "Quick Set-up Guide"**

**For Operation Examples,
  Refer to "Operation Reference Guide"**

Specifications

Model:
XE-A107

Dimensions:
13-31/64 (W) × 14-3/16 (D) × 7-31/64 (H) inches (335 (W) × 360 (D) × 190 (H) mm)

Weight:
Approx. 8.8 lbs. (4.0 kg)

Power source:
120V AC, 60Hz

Power consumption:
Stand-by: 1.5 W
Operating: 2.3 W (max.)

Working temperatures:
32 to 104 °F (0 to 40 °C)

Humidity:
20 % to 90 %

Display:
LED (Light-Emitting Diode) 7-segment display (8 positions)

Printer:
Type:
1 station print wheel selective type
Printing capacity:
Max. 13 digits
Other functions:
Receipt (ON-OFF) function

Paper Roll:
Width: 2-1/4 ± 1/64 inches (57.5±0.5 mm)
Max. diameter: 3-5/32 inches (80 mm)
Quality: Bond paper (1/64 inch (0.06 mm to 0.08 mm) thickness)

Cash drawer:
4 slots for bills and 5 for coin denominations

Accessories:
Quick Set-up Guide: 1 copy
Instruction manual: 1 copy (this manual)
Operation Reference Guide: 1 copy
Paper roll: 1 roll
Mode key (same as Drawer lock key): 2
AC adapter: 1
Ink roller: 1 (already installed)
EFT flyer: 1

* Specifications and appearance are subject to change without notice for improvement.

Part Names and Functions

Part Names

- Mode switch
- Display
- Printer cover
- Keyboard
- Drawer
- Check slot
- Drawer lock

Plug the AC adapter connector into the AC adapter jack, then plug the AC adapter into the wall outlet.

- AC adapter
- AC adapter connecter
- AC adapter jack

Mode Switch

The mode switch enables the register to perform a variety of functions. The mode switch can be operated by inserting the supplied mode key (the same key as drawer lock key).
The key can be inserted into or withdrawn from the switch only in the REG or OFF position.

- OFF
- REG
- X/Flash
- VOID
- Z/PGM
- Mode key
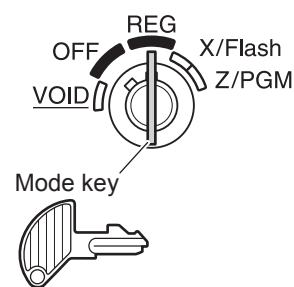
REG: Permits transaction entry.
OFF: Turns the display off. No operations are possible.
VOID: Permits correction after finalizing a transaction.
X/Flash: Permits printing of sales reports and displaying the flash reports.
**Z/PGM:** Permits printing and resetting of sales reports and programming.

Keyboard Layout

Key	Function
[↑]	Paper feed key
[@/TIME]	Multiplication / Time display key
[CL]	Clear key
[•]	Void / Decimal point key
[ESC]	Escape key
[TAX1PO]	Tax1 shift / Paid-out key
[TAX2RA]	Tax2 shift / Received-on account key
[%]	Percent key
[0] [00], [1]~[9]	Numeric keys
[SHIFT]	Department shift key
[PLU]	PLU (Price Look Up) key
[DEPT1]~[DEPT6]	Department keys
[CHECK]	Check key
[CLERK#]	Clerk code entry key
[#/SBTL]	Non-add code / Subtotal key
[CHARGE]	Charge key
[CASH/NO SALE]	Cash / No sale key

Display

Your register is equipped with a front LED (Light-Emitting Diode) display that affords easy visibility of 8 digits for the operator during transaction.

- Department code
- Repeat
- PLU code
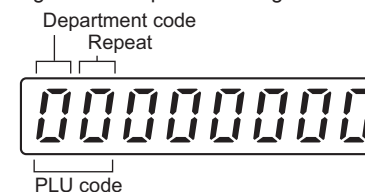
Department code: Indicates the department entered. For example, if department 1 was pressed, "1" would appear.

PLU code: Indicates the PLU code entered.

Repeat: Indicates the number of times one department key or PLU key is pressed repeatedly. If an entry is repeated more than ten times, only the last digit is displayed (12 displays as "2").

Symbols and figures appearing on the display:

E Error: Appears when an error is made. If this occurs during a transaction because of an extra digit entry, simply press [CL] and re-enter correctly.

P Program: Appears when the cash register is being programmed in the "Z/PGM" mode.

F Finalization: Appears when a transaction is finalized by pressing [CASH/NO SALE], [CHARGE] or [CHECK].

o Subtotal: Appears when the cash register computes a subtotal when [#/SBTL] is pressed, and also when an amount tendered is less than the total sales amount.

C Change: Appears whenever a change due amount is displayed.

L Low battery: Appears when the voltage of the installed batteries is under the required level. You need to replace the batteries with new ones very soon. (See "Maintenance" section for explanation.)

L No battery: Appears when the batteries are not installed, or the installed batteries are dead. You must immediately replace the batteries with new ones. (See "Maintenance" section or "Quick Set-up Guide" for explanation.)

NOTE: • When the department key sign is set to "minus", a minus sign (-) appears.
• The decimal point is shown as "•".
• When secret code is set, "----" appears when characters are entered.

Getting Started

Before using the register for the first time, read the "Quick Set-up Guide" and program the register. The "Quick Set-up Guide" contains the following information.

⚠️ Never install the batteries into the cash register before initializing it. Before you start operating the cash register, you must first initialize it, then install three new alkaline batteries LR6 ("AA" size) on the register. Otherwise, distorted memory contents and malfunction of the cash register will occur.

HARDWARE SET-UP
Step 1 Initializing the Cash Register
Step 2 Installing Batteries
Step 3 Installing a Paper Roll

PROGRAMMING
Step 4 Setting Time and Date
Step 5 Setting Tax Rates (%)
Step 6 Assigning Tax Rate to Departments

ENTERING TRANSACTIONS
Step 7 Enter a Transaction

SALES REPORTS
Step 8 Reading / Resetting

1. Entries

Flow of Register Use During the Day

Before you begin entries, turn the mode switch to the REG position.

(Mode switch: OFF, REG, VOID, X/Flash, Z/PGM)

Before the Store Opens
- Make sure you have enough receipt paper for the day.
- Note, the total currency value placed in the drawer to start the day.
- Run an X report , to confirm daily totals were reset to zero at the close of the previous day. If not, run Z report. (See "3.Reports")
- Turn the key to the REG position and begin sales.

During the Business Day
- To enter sales (See "Operation Example" ,"1-1. Department" , "1-2.PLU").
- Use discounts (See "1-3.Percent key").
- Make corrections (See "1-9.Correction").
- Clear errors (See "1-12.When an Error Occurs").
- Check sales totals by running X reports. (See "3.Reports")

End of Day Register Closing
- Run an end of day "Z report" (see "3.Reports") which provide final day sales and clears sales totals on the cash register.
- Turn the key to the OFF position.

* Note, the cash amount started with at the beginning of the day will not be reflected in the X or Z reports

---

Operation Examples

When Paid by Cash
1. Turn the mode switch to the REG position.
2. Enter the clerk code and press [CLERK#]. (Once the clerk code is entered, you need not enter the clerk code at the start of each transaction until the clerk is changed.)
3. Enter the price for the first item.
4. Press the appropriate department key.
5. Repeat steps 3 and 4 for all the remaining items.
6. Press [#/SBTL] to display the amount due including any tax (you can omit this step).
7. Enter the amount received from the customer (you can omit this step if the amount tendered is the same as the subtotal.)
8. Press [CASH], and the change due is displayed and the drawer opens.
9. Close the drawer.

<Example>
Selling a $ 5.00 item (dept. 1) and a $8.00 item (dept. 3), and receiving $20.00 from your customer for cash:

[1 CLERK#] → [5 0 0 DEPT1] → [8 0 0 DEPT3]
Clerk code / Price and dept. / Price and dept.
[#/SBTL] → [2 0 0 0 CASH]
Amount tendered

When Paid by a Credit Card
Press [CHARGE] instead of [CASH/NO SALE] at the end of the transaction (Step 8 in the above operation). The amount tendered cannot be entered.

When Paid by Check
Press [CHECK] instead of [CASH/NO SALE] at the end of the transaction (Step 8 in the above operation). The amount tendered can be entered like a cash sale and the change due is displayed.

Mixed Tender Sale
When the amount tendered by cash or check is less than the sales amount including tax, the display shows a deficit and "ᴏ". To compensate for the deficit, make an additional amount-tendered entry or make a charge entry.

1-1. Department

Repetitive Department Entries
To enter two or more of the same item, press the appropriate department key repeatedly.

Multiplication Entries
To enter a sale of two or more of the same item, use [@/TIME] key for multiplication.

<Example>
Selling five pieces of $1.50 item (dept. 1) and three pieces of $3.50 item (dept. 3) for check payment:

[5 @/TIME] → [1 5 0 DEPT1] → [3 @/TIME] → [3 5 0 DEPT3]
[#/SBTL] → [CHECK]

Single Item Cash Sale (SICS) Entry
This function is used for the sale of one item to be paid by cash. It is applicable only to departments programmed for single-item cash sales or to PLUs associated with such departments. After the appropriate department or [PLU] key is pressed, the transaction is complete and the drawer opens. For the programming of SICS, see the Department Status section in "Programming".

1-2. PLU (Price Look Up)

The PLU function allows speedy key entries. When a PLU code has been assigned to an item and a price for it has been programmed, entry of the code automatically calls up the price for the item. Up to 80 PLU codes are programmable. See the PLU programming section in "Programming".

To enter a sale of a PLU item, simply enter its code and press [PLU].

<Example>
Selling a PLU1 item (price:$1.20) for cash and receiving $5.00 from your customer:

[1 PLU] → [#/SBTL] → [5 0 0] → [CASH/NO SALE]

1-3. Percent Key

The percent key is used to apply a discount or premium to an item or to a subtotal.
You can manually enter a discount (or premium) rate. Once the rate is preset to [%] , you can skip the step of entering the rate.

Discount for an item:
entry of an item → percentage rate → [%]
(ex. For 20%, enter [2 0 0 0].)

Discount for a subtotal:
entry of all items [#/SBTL] → percentage rate → [%]
(ex. For 5%, enter [5 0 0].)

<Example>
Applying a 10% discount to a $1.50 item (dept.1):

[1 5 0 DEPT1] → [1 0 0 0 %]

Selling a $5.00 item (dept. 1) and a $8.00 item (dept. 3), and applying a 10% discount to the subtotal of the transaction:

[5 0 0 DEPT1] → [8 0 0 DEPT3]
[#/SBTL] → [1 0 0 0 %]

NOTE: The register is set by default to tax the original amount before the discount. To tax the amount after the discount is applied, see "2-3. Programming the Percent key" to change the setting.

1-4. Entering a Refund

The cash register has no refund key. You must use the following alternative method to make a refund entry. A negative department for refund must be programmed in advance. Check the taxable status of the returned item is the same as that of the programmed negative department. If not, use the appropriate tax shift key to change the taxable status.

<Example>
Refund entry for a $2.00 item (taxable 1):
[2 0 0 DEPT3] → [CASH/NO SALE] or [CHARGE]

Refund entry for a $5.00 item (non taxable):
[5 0 0 TAX/PO] → [DEPT4] → [CASH/NO SALE] or [CHARGE]

* Dept.4: negative (-), taxable1 (default setting)

1-5. Tax Calculation

Automatic Tax Calculation
When the register is programmed with a tax table or tax rate method and the tax status of a department is programmed as taxable, the register automatically computes the tax on any item entered using the department key for that department or a PLU code associated with that department.

Taxable Subtotal
You can display the taxable 1 or taxable 2 subtotal by pressing either tax shift key and then [#/SBTL]. The subtotal of taxable 1 or taxable 2 entries is displayed. You cannot display the subtotal of taxable 3 or 4 items.

Tax Shift
You can change the programmed taxable 1 or 2 status of each department key by pressing one or both of the two tax shift keys [TAX/PO] and [TAX/RA]. To change the taxable status, press the appropriate tax shift key just before the department, [PLU] or [%] key. In case of repetitive entries, the shifted tax status is used.

<Example>
Selling a $3.50 item (dept. 1, taxable1) as a non-taxable item:
[3 5 0 TAX/PO] → [DEPT1]

Selling a $5.00 item (dept. 2, taxable1) as a taxable2 item:
[5 0 0 TAX/PO] → [TAX/RA] → [DEPT2]

Tax Delete
This function is used when the taxable item or items once entered need to be made non-taxable. Press [TAX/PO] or [TAX/RA], then [#/SBTL], and [%] and all entries made so far in the transaction for items with the specified taxable status will be made non-taxable. To make all entries up to that point non-taxable, press [TAX/PO] and [TAX/RA], then [#/SBTL], and [%]. Subsequent entries in the transaction remain unaffected and will be taxed normally.

<Example>
Selling two $3.50 items (dept. 1, taxable 1) and a $5.00 item (dept. 2, taxable 1), and entering the sale as non-taxable:
[3 5 0 DEPT1] → [5 0 0 DEPT2]
[TAX/PO] → [#/SBTL] → [%]

Manual Tax
You can apply tax manually when the automatic tax calculation function cannot be used. Each manual tax entry (for Tax 1 or Tax 2) can be made only once during a transaction. After a manual tax entry, you cannot make any further item entries.

Manual tax 1 entry:
[TAX/PO] → tax amount → [#/SBTL]

Manual tax 2 entry:
[TAX/RA] → tax amount → [#/SBTL]

1-6. Non-add Code Number

Non-add code numbers can be entered and printed on the receipt during the entry of a sale. Non-add codes can be used for check numbers, serial numbers, product codes, service charge codes or any other numbers for reference to specific transactions. Non-add code numbers can be entered in the REG or VOID mode.

Non-add code number entry procedure:
a code number of up to 8 digits → [#/SBTL].

1-7. Received-on-Account and Paid-Out Entries

The received-on-account (RA) entry function is used for entering the cash received not directly connected with a sale. The paid-out (PO) entry function is used for recording the money taken from the drawer for payment for items with the specified taxable status directly connected with a sale. These functions are available in the X/Flash mode.

(Mode switch: OFF, REG, VOID, X/Flash, Z/PGM)

Received-on-account entry:
amount → [TAX/RA]
(up to $799999.99)

Paid-out entry:
amount → [TAX/PO]
(up to $799999.99)

1-8. Opening the Drawer with No Sale

Just press [CASH/NO SALE] and the drawer opens.

1-9. Correction

Correction of Entered Number
When you enter an incorrect number, delete it by pressing [CL] immediately after the entry.

Correction of the Last Entry
If you make a mistake when making a department entry, PLU entry, repetitive or multiplication entry, discount or premium entry by [%], or manual tax entry, you can correct this by pressing [VOID].

Correction of Earlier Entries
You can correct any incorrect entry made during a transaction if you find it before finalizing the transaction by pressing [CASH/NO SALE], [CHARGE], [CHECK], etc.

<Example>
Correct [3 PLU] entry to [4 PLU] after another correct entry has been made, enter the following:
[3 PLU] → [1 1 5 0 DEPT1] → [3 VOID PLU]
[4 PLU] → [CASH/NO SALE]

1-10. Void mode

This function allows you to reverse the entries made in an incorrect receipt. The entries are subtracted from each totalizer and added to a void totalizer.

(Mode switch: OFF, REG, VOID, X/Flash, Z/PGM)

To use this function, turn the mode switch to the VOID position and enter the same details that are on the incorrect receipt. The VOID mode symbol (VD) is printed at the bottom of the receipt.

NOTE: If the secret code is programmed, you have to enter the secret code and press [CASH/NO SALE] after setting the mode switch to the VOID position.

1-11. Void Operation of RA/PO in the X/Flash Mode

Received-on-account (RA) and paid-out (PO) entries can be corrected in the X/Flash mode.

(Mode switch: OFF, REG, VOID, X/Flash, Z/PGM)

Void operation for RA:
[VOID]* → amount → [TAX/RA]

Void operation for PO:
[VOID]* → amount → [TAX/PO]

*If the secret code is programmed, you have to enter the secret code here and press [VOID] again before entering the amount and pressing [TAX/RA] or [TAX/PO].

1-12. When an Error Occurs

When your register goes into an error mode, it will display the error symbol " ᴇ ". Clear the error state by pressing the [CL] key and take the appropriate action. The error symbol appears for following reasons.
1. You enter a number of more than 7 digits for the department price or a number larger than the 79999999 (8 digits) for other amounts.
   Press [CL] and re-enter a correct number.
2. You make an error in key operation:
   Press [CL] and operate keys correctly.
3. You make an entry beyond a programmed entry digit limit:
   Press [CL] and check if the entered amount is correct. If not correct, re-enter a correct number. If correct, check the setting of the entry digit limit.
4. A subtotal exceeds 799999999 (8 digits):
   Press [CL] and then press [CASH/NO SALE], [CHARGE] or [CHECK] to finish the transaction.
5. The number of an item exceeds 3 digits in multiplication entry:
   Press [CL] and re-enter the correct number.

Error Escape Function
When an error or something uncontrollable occurs during a transaction entry and you cannot keep the customer waiting, press [ESC] twice (following [CL] when in the error state). You can escape the situation and finalize the transaction as a cash sale at that time. Transaction entries to that point are registered.
To clear the error state
(Transaction) → [CL] → [ESC] → [ESC]

For more operation example,
Refer to "Operation Reference Guide"

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2. Programming

Before you begin programming, turn the mode switch to the Z/PGM position.
At the end of each step, the settings that were selected are printed on a receipt.

2-1. Programming by Departments

(Mode switch: OFF, REG, VOID, X/Flash, Z/PGM)

You can specify various status parameters (taxable status, +/- sign, single item cash sale, entry digit limit and unit price) for a department key.

[0 0 7] → [@/TIME] → [DEPT1]
A B C / Dept. key

Select from the following choices for each digit (ABC). You must enter all 3 choices.

Selections (Default setting is indicated by *.)

A Choice of + or - sign
[0]* for +.
[1] for -.

B Choice of single item cash sale (SICS) function
[0]* for normal.
[1] for single item cash sale.

C Entry digit limit
[0] to prohibit manual price entries.
[1]~[8] 0 ~ 7 digits.

[Check the setting]
07 1 ← Normal (SICS function)
← Entry digit limit
← Dept. code
1 ← taxable1
1•00 ← Sign and unit price

Department Taxable Status
<Programming sequence>
Example: Set "taxable 1" for Department 1.
[TAX/RA] → [1] → [DEPT1]
Tax rate number / Dept. key
(Max.4 digits)
Example: Set "non-taxable" for Department 7.
[TAX/RA] → [0] → [SHIFT DEPT7]

Select tax rate number from the following choices.

Selections (Combination of tax rate number.)
[0] for non-taxable.
[1] for taxable 1. [3] for taxable 3.
[2] for taxable 2. [4] for taxable 4.
[1 2] for taxable 1 and 2.
[1 3] for taxable 1 and 3.

Department Preset Unit Price
The preset unit price function assigns a frequently purchased item to a department key and enables you to enter the price simply by pressing the department key.
<Programming sequence>
Example: Set $1.00 for Department 1.
[1 0 0] → [DEPT1]
Unit price / Dept. key
(Max.5 digits)
Example: Set $2.00 for Department 7.
[2 0 0] → [SHIFT DEPT7]

Default settings :
Department 1, 2, 5, 6 :
taxable1, positive (+), normal, digit limit 7
Department 3, 7 :
non-taxable, positive (+), normal, digit limit 7
Department 4, 8 :
taxable1, negative (-), normal, digit limit 7
Preset Unit Price is $0.00 for all departments.

2-2. PLU (Price Look-Up) Programming

(Mode switch: OFF, REG, VOID, X/Flash, Z/PGM)

Each PLU is associated to a department and the programmed contents for the department are automatically applied. You can continue programming PLUs until you press the [#/SBTL] key.

Default settings :
PLU codes 1-10:
Assigned to dept. 1. Preset price: 0.00
PLU codes 11-80:
No default settings

<Programming sequence>
Example: Set $1.00 for PLU1 (Assigned to dept. 1.)
[1] → [PLU] → [1 0 0] → [DEPT1] → [#/SBTL]
PLU code / Unit Price / Dept. key
(Max. 5 digits)

To disable a PLU code, use the following sequence:
PLU code → [PLU] → [ ] → [#/SBTL]

[Check the setting]
#01 ← PLU code
1•00 1 ← Unit price and Dept.code

2-3. Programming the Percent key

(Mode switch: OFF, REG, VOID, X/Flash, Z/PGM)

The [%] key can be programmed as a discount key or as a premium key. The taxable status of the [%] key can also be programmed though it is pre-programmed as a non-taxable discount key.
Default settings : non-taxable, -(discount), 0.00%

Percent Key taxable Status
<Programming sequence>
Example: Set "taxable 1" for %.
[TAX/RA] → [1] → [%]
Tax rate number
(Max.4 digits)

Select tax rate number from the following choices.

Selections (Combination of tax rate number.)
[0] for non-taxable.
[1] for taxable 1. [3] for taxable 3.
[2] for taxable 2. [4] for taxable 4.
[1 2] for taxable 1 and 2.
[1 3] for taxable 1 and 3.

Percent Key Function
<Programming sequence>
Example: Set discount for %.
[1] → [@/TIME] → [%]
A
Select from the following choices for each digit (A).

Selections (Default setting is indicated by *.)
A Choice of + or - sign
[0] for + (premium) [1]* for - (discount)

Programming the percent rate
<Programming sequence>
Example: Set 10.00% for %.
[1 0 0 0] → [%]
Percent rate
(0.01% to 99.99%)
Enter the rate without decimal point.

[Check the setting]
%
1 ‖ ← Taxable status for [%]
-10•00 ← Sign and rate for [%]

2-4. Tax Programming

Your cash register comes with the ability to program four different tax rates. In most states, you will only need to program Tax 1. However, if you live in an area that has a separate local tax (such as a Parish tax) or a hospitality tax, your register can be programmed to calculate these separate taxes.
In order to program the tax to be collected in accordance with the law of your state, you must specify the tax rate(s) and minimum taxable amount(s).
There are two tax programming methods. The tax rate method uses a straight percentage rate per dollar. The tax table method requires tax break information from your state or local tax offices. Use the method which is acceptable in your state. You can obtain necessary data for tax programming from your local tax office.

Tax Rate Programming
(Mode switch: OFF, REG, VOID, X/Flash, Z/PGM)

<Programming sequence>
Example: Tax1, 7.0000%, Minimum Amount $0.00
[9] → [#/SBTL] → [1] → [@/TIME] → [7] → [CASH/NO SALE]
Tax rate number / Tax rate
(1 through 4) / (0.0000 to 99.9999)

Example: Tax2, 4.2500%, Minimum Amount $0.05
[9] → [#/SBTL] → [2] → [@/TIME]
[4 2 5] → [@/TIME] → [5] → [CASH/NO SALE]
Minimum taxable amount

Tax rate: (2 digits integer and 4 digits decimal)
If rate has decimal value, decimal point is entered by [@/TIME] key
Minimum taxable amount: (Max. 4 digits)
Smallest amount for which tax must be collected. If amounts $0.01 to $0.10 are not taxed, its value is 11 (for $0.11).

[Check the setting]
7•0000 1 ‖ ← Percentage tax rate(Tax1)
0•00 ← Minimum taxable amount

Tax Table Programming
If you are in an area that uses a tax table for tax calculation, you can program the cash register accordingly.
Tax table programming can be performed for Tax 1 and Tax 2.

For additional informations of Tax Table programming, please refer to Operation Reference Guide.

2-5. Miscellaneous Settings

(Mode switch: OFF, REG, VOID, X/Flash, Z/PGM)

Miscellaneous setting are changed by pressing the [1] [#/SBTL] key then entering all 8 selection digits(A-H) followed by the [#/SBTL] key.
To change default settings, select one digit from each selection A to H.

<Programming sequence>
Default settings : "00200080"
[1] → [#/SBTL] → [0 0 2 0 0 0 8 0] → [#/SBTL]
A B C D E F G H

Select from the following choices for each digit (ABCDEFGH). You must enter all 8 choices.

Selections (Default setting is indicated by *.)

A Date format (Ex. March 25,2013)
[0]* for mmddyy. (03/25/13)
[1] for ddmmyy. (25/03/13)
[2] for yymmdd. (13/03/25)

B Time format
[0]* for 12 hour system. (Ex. 2:30)
[1] for 24 hour system. (Ex. 14:30)

C Decimal point setting
[0] for "0". [2]* for "0.00".
[1] At for "0.0". [3] for "0.000".

D Resetting receipt no. when issuing Z report
[0]* to not reset receipt number.
[1] to reset receipt number.

E Amount tendered compulsory
[0]* for non compulsory.
[1] for compulsory.

F Choice of [#/SBTL] compulsory
[0]* for non-compulsory.
[1] for compulsory.

G Entry digit limit for [CASH/NO SALE], [CHECK], [TAX/RA], [TAX/PO], and manual tax
Enter 1,2,3,4,5,6,7 or 8*.

H Rounding
[0]* for rounding off.
[1] for rounding up.
[2] for rounding down.

Press the [#/SBTL] key after entering 8 digits.

[Check the setting]
00200080#1 ← Miscellaneous settings

2-6. Printing Format

(Mode switch: OFF, REG, VOID, X/Flash, Z/PGM)

You can specify the reciept printing format. Select either "Print" or "No print" for the following items(A,C,D,E,F,G).

A:Receipt in REG mode

2•00 1
2•00 1
#03 ← G:Merchandise subtotal with [#/SBTL]
3•00
10•00 1
10•00 1 ← F:Taxable subtotal
0•70
0•70
03-25-13 ← C:Date
0149#06-16-8 ← D:Time
← E:Consecutive number

While the key is in the Z/PGM position, press the [2] key and the [#/SBTL] key to begin programming.

Select the numeric choice of the following indicated by letters A through G. After you have made the numeric choice from letters A-G (all 7 choices must be entered), press the [#/SBTL] key to finalize your programming.

<Programming sequence>
Default settings : "0100011"
[2] → [#/SBTL] → [0 1 0 0 0 1 1] → [#/SBTL]
A B C D E F G

Select from the following choices for each digit (ABCDEFG). You must enter all 7 choices.

Selections (Default setting is indicated by *.)

A Printing receipt in the REG mode
[0]* Yes (Print) [1] No (No print)

B Receipt format [only 1 can be entered]
[1] Receipt format

C Printing date
[0]* Yes (Print) [1] No (No print)

D Printing time
[0]* Yes (Print) [1] No (No print)

E Printing consecutive numbers
[0] Yes (Print) [1]* No (No print)

F Printing taxable subtotal
[0] Yes (Print) [1]* No (No print)

G Printing merchandise subtotal with [#/SBTL]
[0] Yes (Print) [1]* No (No print)

Press the [#/SBTL] key after entering 7 digits.

[Check the setting]
0100011#2 ← Printing format

2-7. Consecutive Receipt Number

(Mode switch: OFF, REG, VOID, X/Flash, Z/PGM)

Consecutive receipt number can be printed on every transaction or receipt and report with the date and time.
Use the following sequence to set the receipt start number. To start from a specific number, enter the number less one (e.g. if you want to start from receipt number 1001, enter 1000).

<Programming sequence>
Consecutive (receipt) number → [@/TIME] → [#/SBTL]
Default setting: starting from 0001 ("0000")

[Check the setting]
0000# ← Consecutive receipt number

2-8. Secret Code

(Mode switch: OFF, REG, VOID, X/Flash, Z/PGM)

A secret code can be specified so that only those who know the secret code may issue Z reports for reading and resetting of sales, perform programming in the Z/PGM mode and void operation in the VOID mode. When entry of secret code is necessary, "- - - -" is displayed. Each time you enter a number for the secret code, the corresponding symbol "-" changes to "_". After entering your secret code, press the [CASH/NO SALE] key.

<Programming sequence>
Secret code → [@/TIME] → [CASH/NO SALE]
(4 digits)

The secret code function can be disabled by entering [0 0 0 0] (or nothing) for the code in the above sequence.
Default setting: 0000 (no secret code).

[Check the setting]
#0000 ← Secret code

2-9. Date and Time

(Mode switch: OFF, REG, VOID, X/Flash, Z/PGM)

Setting the Date
<Programming sequence>
Date (6 digits) → [#/SBTL]
Enter the date using 6 digits corresponding to the chosen date format. (default is MMDDYY.)

[Check the setting]
03-25-13 ← Date

Setting the Time
<Programming sequence>
Time (4 digits) → [#/SBTL]
Enter the time in 4 digits ("hhmm" format) using the 24 hour system.

NOTE: Always enter the time in 4 digits even when the hour is in the single digit. For example, enter [0 6 3 0] for 6:30 a.m.

TIME	Entry Data	TIME	Entry Data
12:00AM	0 0 0 0	12:00PM	1 2 0 0
1:00AM	0 1 0 0	1:00PM	1 3 0 0
2:00AM	0 2 0 0	2:00PM	1 4 0 0
3:00AM	0 3 0 0	3:00PM	1 5 0 0
4:00AM	0 4 0 0	4:00PM	1 6 0 0
5:00AM	0 5 0 0	5:00PM	1 7 0 0
6:00AM	0 6 0 0	6:00PM	1 8 0 0
7:00AM	0 7 0 0	7:00PM	1 9 0 0
8:00AM	0 8 0 0	8:00PM	2 0 0 0
9:00AM	0 9 0 0	9:00PM	2 1 0 0
10:00AM	1 0 0 0	10:00PM	2 2 0 0
11:00AM	1 1 0 0	11:00PM	2 3 0 0

[Check the setting]
06-30 ← Time