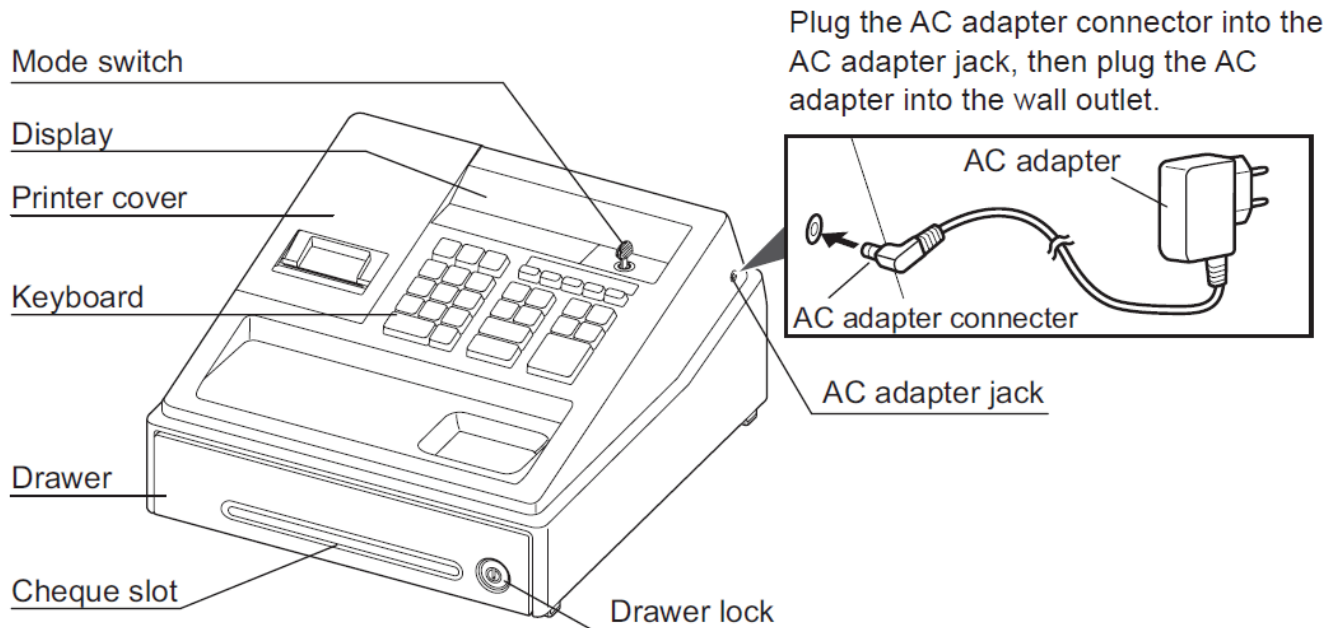


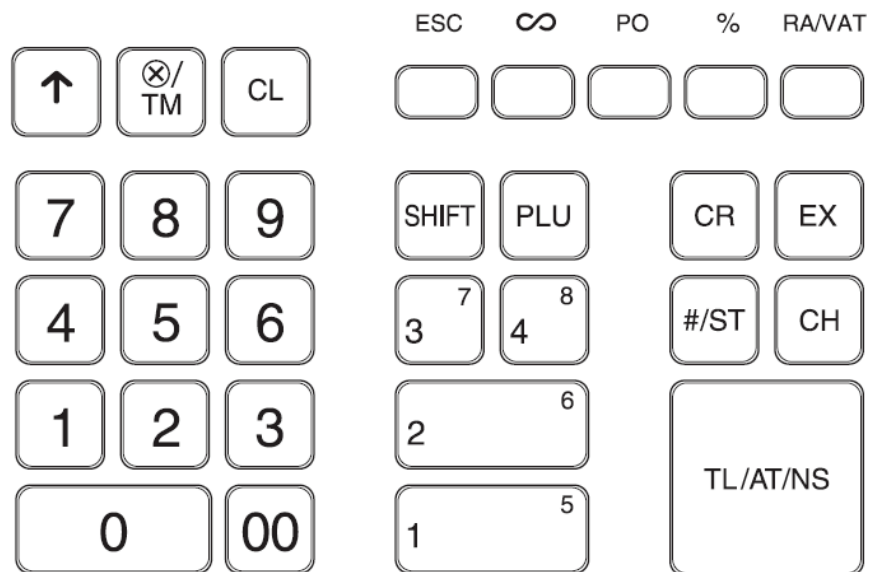
# XEA107 Frequently asked questions:

## Parts and their Functions

### ■ Part Names



### ■ Keyboard Layout



- ↑: Paper feed key
- ⊗/TM: Multiplication/Time display key
- CL: Clear key
- ESC: Escape key
- ∞: Void key
- PO: Paid-out key
- %: Percent key
- RA/VAT: Received-on account/Value added tax key

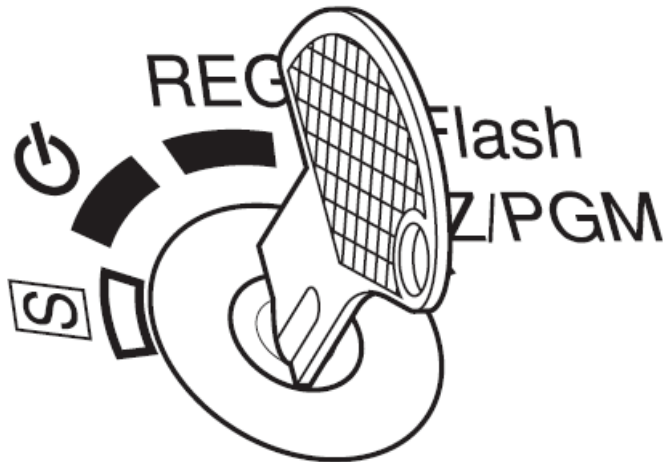
- SHIFT: Department shift key
- PLU: PLU (Price Look Up) key
- 1<sup>9</sup>~4<sup>8</sup>: Department keys
- CR: Credit key
- EX: Exchange key
- #/ST: Non-add code/Subtotal key
- CH: Cheque key
- TL/AT/NS: Total/Amount tender/No sale key

0 00, 1~9: Numeric keys

## How do I Initialise the XEA107 so it is ready to be programmed?

To ensure that your cash register operates properly, initialize it using the following procedure.

1. Insert the mode key into the mode switch and turn the key to the REG position.





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

### IMPORTANT:

**This operation must be performed without batteries installed.**

3. The register display should now show



4. Press the  key to confirm the clock starts from 0-00.
5. Press the  key to cancel the time display.

Note: This register does not have a sound function. No beep sound will be made when pressing keys, this is normal, and is not a malfunction.

If the above steps do not happen as described, the initialisation has not been successful. If this is the case: disconnect the register from the AC outlet, wait at least one minute, and then reconnect the register.

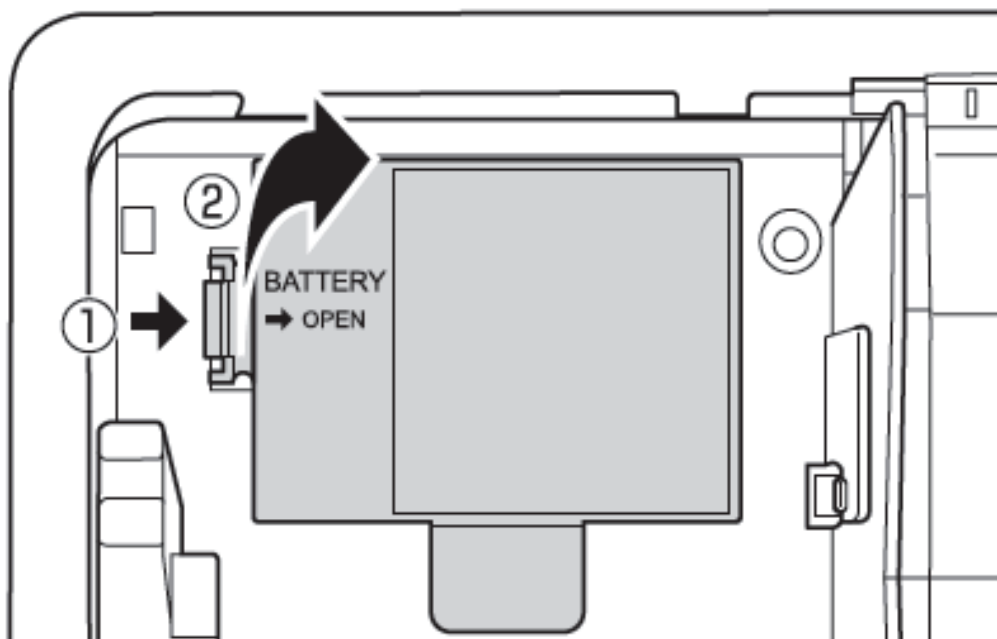
## How and why do I install the Batteries?

Your XEA107 requires 3 x AA size batteries in order to maintain memory when: the mode key is in the “OFF” position, if there is a power failure, and/or the XEA107 is disconnected from the mains electricity supply. Once installed the batteries should last for approximately one year. Please see the answer to the question on how and when to replace the batteries for details on when to replace the batteries.

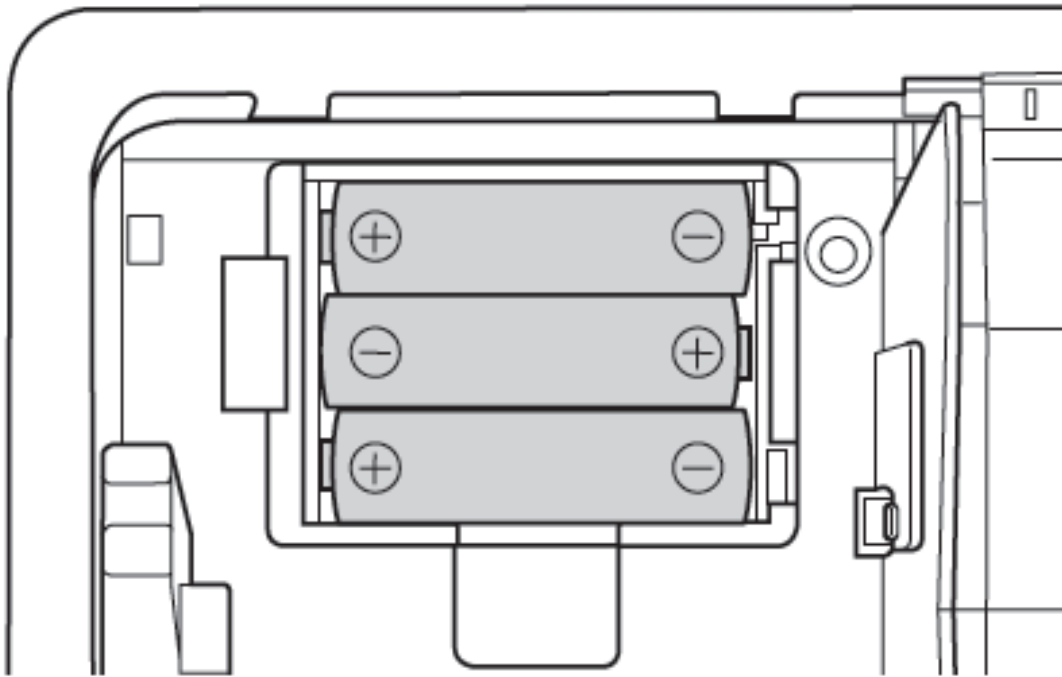
1. Pull the printer cover forward and detach it. The paper cutter is mounted on the printer cover, be careful not to cut yourself.




2. Open the battery cover next to the paper roll cradle.



3. Install three new AA size batteries. Make sure that the batteries are installed as per the diagram below.

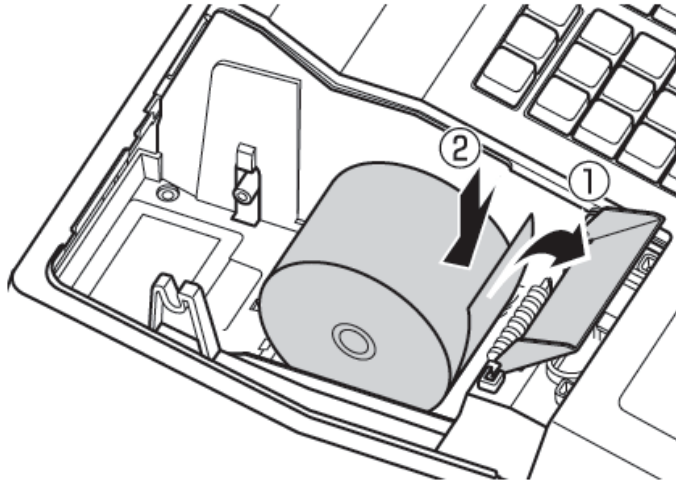



4. Confirm the “no battery” symbol  is no longer displayed.
5. Close the battery cover.
6. Replace the printer cover; be careful with the paper cutter, so as not to cut yourself.

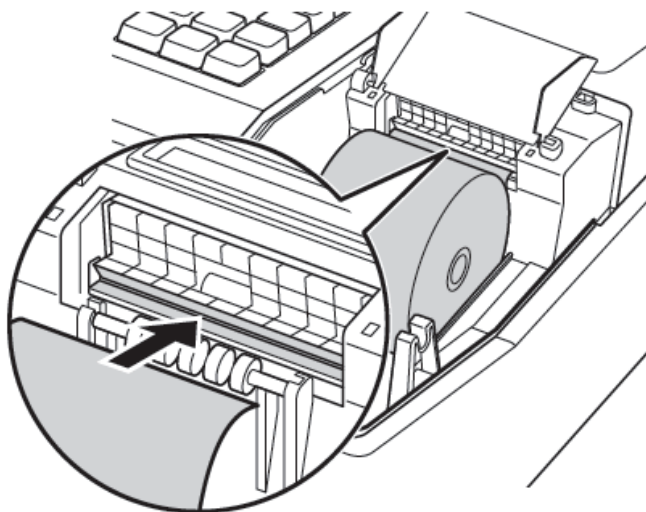
## What sort of paper roll do I use, and how do I install it?

The XEA107 uses a bond paper roll which is: 57mm wide. Its maximum diameter should be no more than 80mm. The weight of the paper should be between: 47 to 64g/m<sup>2</sup>.



1. Pull the printer cover forward and detach it. The paper cutter is mounted on the printer cover, be careful not to cut yourself.
2. Set the paper roll in the paper roll cradle as shown in the diagram below.

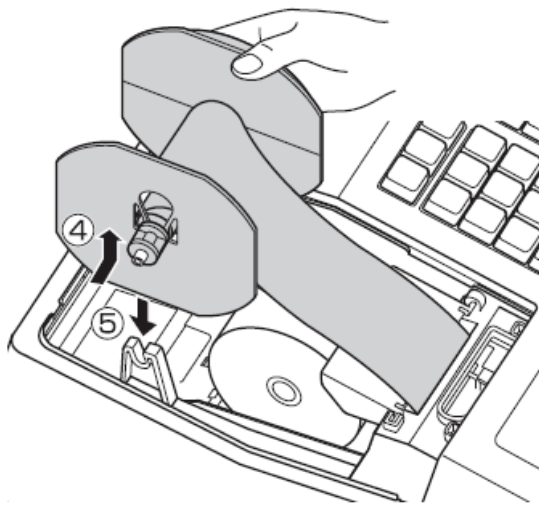
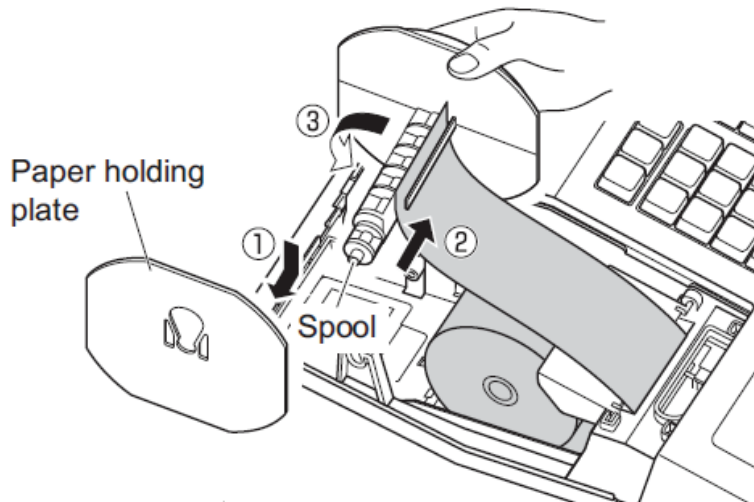


3. Insert the paper straight into the paper inlet, and press the  key. The paper should then feed through and appear in the print area.



4. If you wish to use the paper take up spool please do the following

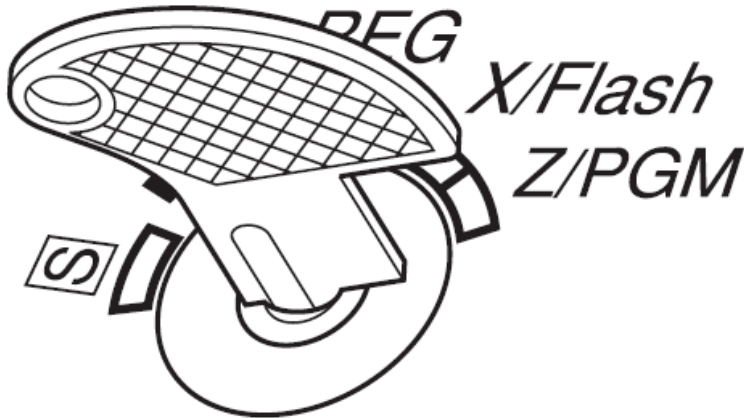
1. Remove the paper holding plate from the spool.
2. Insert the end of the paper into the slit in the spool.  
(Press the  key to feed more paper if required.)
3. Wind the paper two or three turns around the spool shaft.
4. Mount the paper holding plate onto the take-up spool.
5. Set the spool on the bearing, and press the  key to take slack in the paper.



5. Replace the printer cover; be careful with the paper cutter, so as not to cut yourself.

## How do I set the Time and Date?

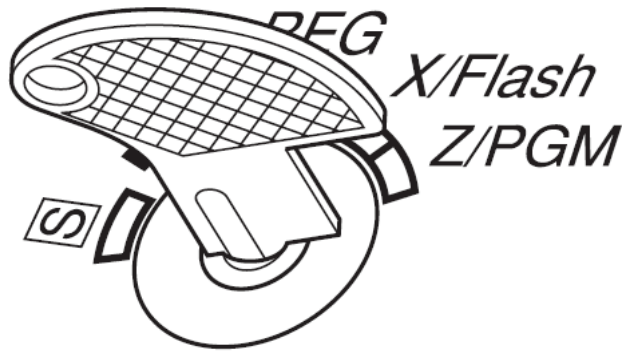
1. Set the mode key to the Z/PGM position



2. Enter the time in 4 digits (“hhmm” format) using the 24 hour system. For example 2:30pm would be entered as
3. Press the  key once.
4. Enter the date in 6 digits using the day-month-year format. For example 18<sup>th</sup> of October 2012 would be entered as
5. Press the  key twice. A program report will print.

## How do I set a 10% GST rate?

1. Set the mode key to the Z/PGM position



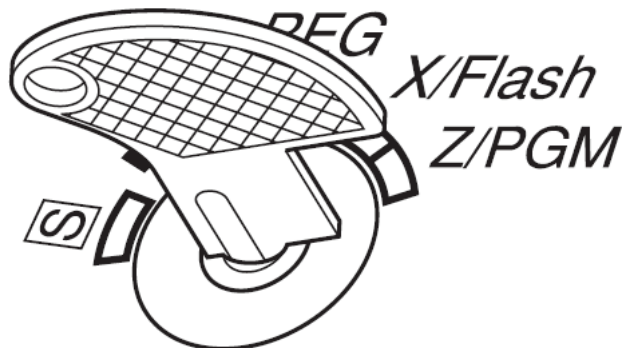
2. To set the Tax system to “Auto VAT 1 – 4” (this is the system used for GST). Enter the following:

3. To set the tax rate to 10%. Enter the following:

4. Press  twice. A programming report will print.

## How do I set a Department as Taxable or Not Taxable?

1. Set the mode key to the Z/PGM position



2. To set a department as “not taxable”, enter the following:

3. Repeat if required for other departments, press  before the department key when setting departments 5 to 8.

4. To Set a department as “taxable”, enter the following:

5. Repeat if required for other departments, press  before the department key when setting departments 5 to 8.

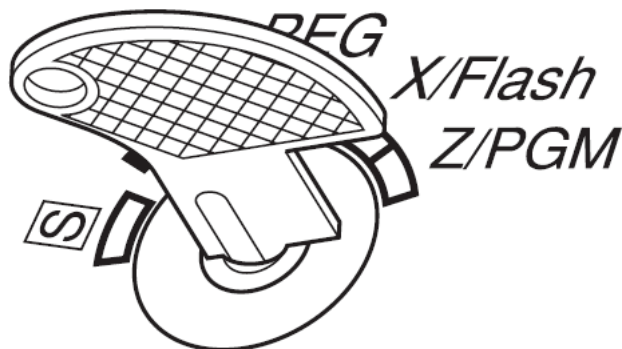
6. Press  again. A programming report will print.



## How do I set a preset price for a department?

Each department on the XEA107 can have a price preset. You do not have to preset a price to a department. This is an optional programming job.

1. Set the mode key to the Z/PGM position



2. To set the preset department price enter a price and press the department key.  
Example:

1	0	0	0	DEPT KEY
---	---	---	---	----------

This would set \$10.00 to the department key pressed.

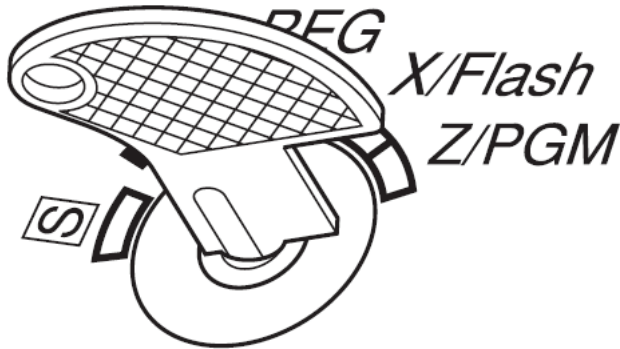
3. Repeat if required for other departments, press **SHIFT** before the department key when setting departments 5 to 8.
4. Press **#/ST** . A programming report will print.

## What is a PLU and how to I set one?

The XEA107 can have up to 80 Price Look Ups or PLUs. These are used to record the price of commonly sold items against a number from 1 to 80. The number can be used to recall the price at the time of sale. There is no sales history reporting on PLUs. All their sales data is added to the department they are linked to.

To program a PLU do as follows:

1. Set the mode key to the Z/PGM position



2. Select a number for the PLU from 1 to 80, press the **PLU** key, enter the price, press the **DEPT** key that you wish to record the sales for the PLU and then press

**#/ST**

As in the example below:

**1** **PLU** **1** **0** **0** **0** **DEPT KEY**

This would set \$10.00 to PLU 1.

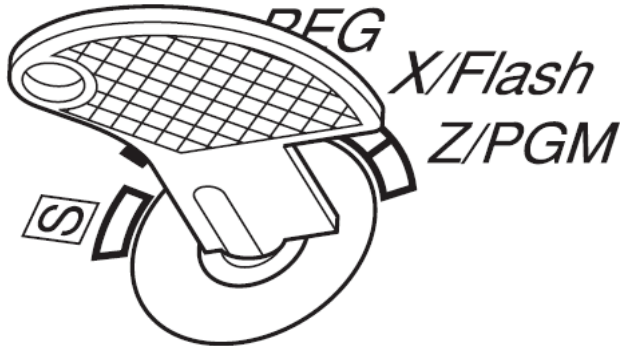
3. Repeat if required for other PLUs, press **SHIFT** before the department key when setting PLUs TO departments 5 to 8.
4. Press **#/ST** . A programming report will print.

## How do I set the printer to print: a receipt, journal, or nothing?

The XEA107's printer can be set to print: a receipt, or journal, or nothing in REG mode. Reports will always print in the Z/PGM mode regardless of the setting for REG mode.

Note: The journal spool will not turn if the XEA107 is set to: receipt, or no print. There is not option to print a receipt on demand.

5. Set the mode key to the Z/PGM position



6. To set the printer for receipt printing, do the following:

2  0 0 1 0 0 0 0 1

7. Press  again. A programming report will print

8. To set the printer for journal printing, do the following:

2  0 0 0 0 0 0 0 1

9. Press  again. A programming report will print

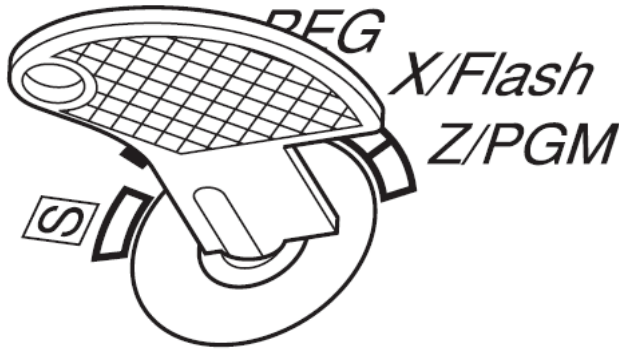
10. To set the printer for no printing, do the following:

2  0 1 0 0 0 0 0 1

11. Press  again. A programming report will print.

## How Do I Set A Department As Minus for refunds?

1. Set the mode key to the Z/PGM position



2. To set a department as minus (-) which is set to tax rate 1, enter the following:

1 0 0 0 0 1 7

or to set a department as minus (-) which is not taxable, enter the following:

1 0 0 0 0 0 7

3. Repeat if required for other departments, press  before the department key when setting departments 5 to 8.
4. Press
5. Press  again. A programming report will print.
6. If you have finished your programming, turn the mode key back to the REG position.

When a sale is made to this department the minus (-) sign will be displayed on the screen when the department key is pressed, and minus will be printed on the receipt or journal.

Example receipts below:

With Tax

Without Tax

```

-100•00 3
-100•00 ST
-100•00 1 ST
-9•09 1 TX
100•00 CC

25-05-12
0014 11-37
    
```

```

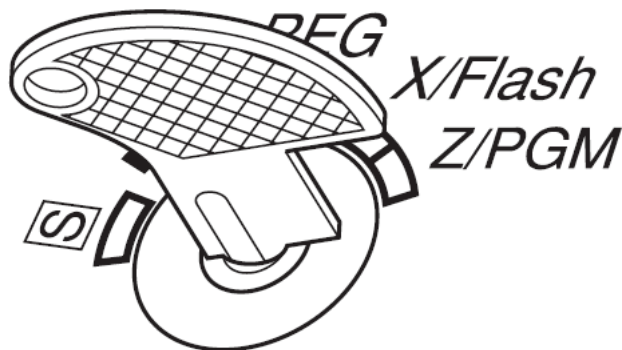
-100•00 4
100•00 CC

25-05-12
0012 11-35
    
```

## I have set a programming secret code. How do I clear it?

The XEA107 can have a secret code set so only authorised operators may use the Z/PGM mode.

1. Set the mode key to the Z/PGM position





2. If you wish to clear a Z/PGM secret code do the following:

0	0	0	0
---	---	---	---

⊗/TM
------

TL/AT/NS
----------

## How do I know when it is time to change the batteries?

The XEA107 has a “Low Battery” symbol which is: , and a “Flat Battery/No Battery” symbol which is: .

When the “Low Battery” symbol is displayed you should replace the batteries with new ones within two days of it being first displayed. Failure to do so will mean that the XEA107 might lose its programmed settings and any sales data in the event of a power failure.

When the “Flat Battery/No Battery” symbol is displayed the battery must be replaced immediately. If not the XEA107 will lose all its programmed settings, and any sales data if the power fails or is turned off.

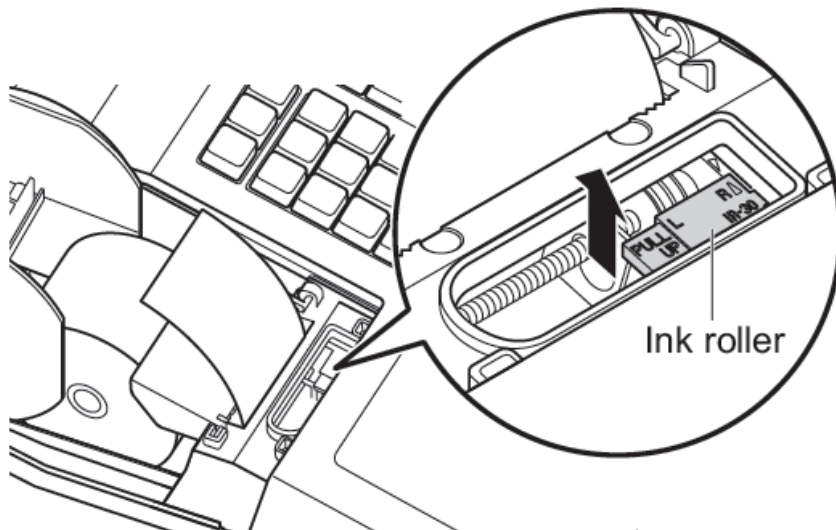
## How do I replace the Ink Roller for the Printer?

When the printing becomes faded, replace the existing ink roller with a new one. Please contact a supplier of the Sharp XEA107 for assistance in obtaining a new ink roller.

Precautions:

Never “re-ink” a used roller.

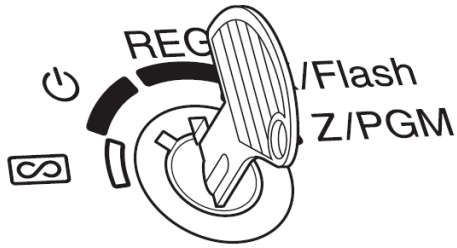
Only remove a new roller from its packaging for immediate use.



1. Pull the printer cover forward and detach it. The paper cutter is mounted on the printer cover, be careful not to cut yourself.
2. Pull the ink roller handle upward to remove the ink roller.
3. Install the new ink roller
4. Replace the printer cover; be careful with the paper cutter, so as not to cut yourself.

## How do I make a sale?

1. Turn the mode key to REG



2. Enter the price in cents. For example \$15.00 is entered as:

1 5 0 0

3. Press the department key you wish to apply the \$15.00 sale to for example department 2:

2

4. Press **TL/AT/NS** to finalise the sale to cash

## How do I make corrections to entries and sales?

If you should make an error when entering an item into a sale, correct it using the following procedures:

- **Correction of entered numbers**

When you enter an incorrect number, delete it by pressing the **CL** key before you press the next key such as the department key.

- **Correction of the last entry (direct void)**

If you make a mistake when making a department entry, you can correct it by pressing the **∞** key.

### Correction of earlier entries (indirect void)

With this function, you can correct an earlier department entry made during a transaction if you have not yet finalised the transaction. To correct an earlier department entry in a transaction, do the following:

1. Enter the amount to remove in cents. For example \$15.00 is entered as:


1 5 0 0

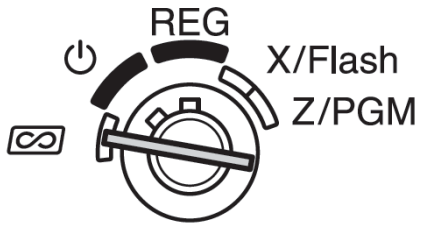
2. Press the **∞** key.

3. Press the department key you wish to remove the \$15.00 from. For example department 2:

2

- Correction of entries after the transaction has been finalised.

1. Turn the mode key to  position



2. Enter the amount to be corrected (removed) in cents. For example \$15.00 is entered as:

3. Press the department key you wish to remove the \$15.00 from. For example department 2:

4. Press  to remove the amount from cash.



## How do I produce Sales Reports?

There are 3 types of sales reports:

Flash reports for viewing on the display

Use this function for on-the-spot checking of individual cash registers totals such as: Cash in Drawer. The information is displayed but not printed. The information is not cleared from the cash register's memory.

To display the following register totals turn the mode key to the X/Flash position, and press the keys indicated below:

Individual Department sales total:

Sales Total:

Cash in Drawer:

X (eXamine), reports for printing a reading of the sales

This report prints the accumulated sales information. Taking an X report is a good way to make 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 key to the X/Flash position and press the key indicated below:

X report printout:

Z (Zero), reports for printing a reading of the sales, then clearing the sales totals

The Z report prints the same information as an X report. Once this report has been printed, the cash register's memory of daily information is cleared, and all the transaction totals are reset to zero. There are two types of Z report. One which does not clear the grand totals, and one which does.

To issue a Z report: turn the mode key to the Z/PGM position and press the keys indicated below:

Z report printout without clearing of the grand total:

Z report printout with clearing of the grand total:

Please refer to page 20 of the user manual for details on the reports contents.

This list of Frequently Asked Questions is not intended to replace the XEA107 instruction manual. It does not list all the functions and features of the XEA107. Please refer to the XEA107 instruction manual for more guidance on functions and programming steps not covered in these "Frequently Asked Questions".