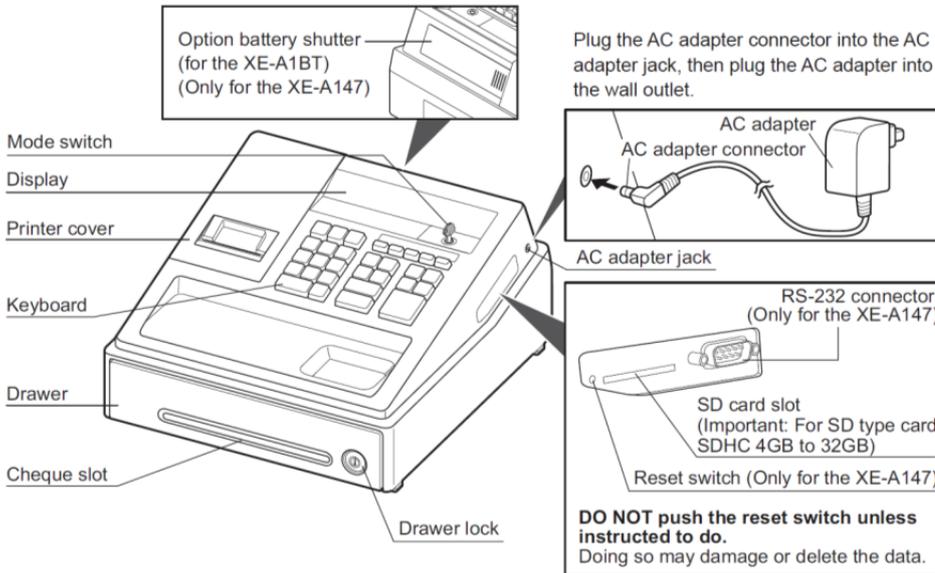


XEA147BK And XEA147WH Frequently Asked Questions.

PARTS AND THEIR FUNCTIONS

1 External View



Keyboard layout



Key names

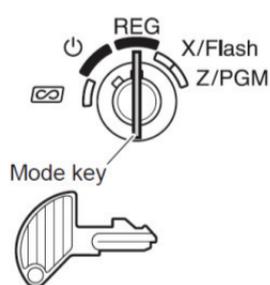
↑	Paper feed key	PLU	PLU/Subdepartment key	TL/AT/NS	Total/Amount tender/No sale key
⊗/RCPT SW	Multiplication/receipt switch key	1 ⁹ ~ 4 ⁹	Department keys	∞	Void key
CL	Clear key	CR	Credit key	ESC/HELP	Escape/Help key
0 00	Numeric keys	EX	Foreign currency exchange key	%	Percent key
1 ~ 9		#/TM/ST	Non-add code/Time display/Subtotal key	PO/VAT	Paid-out/Value added tax key
SHIFT	Shift key	CH	Cheque key	RCPT/RA	Receipt print/Received-on-account key

How do I prepare my XEA147 for set-up?

Take the XEA147 out of its box, remove the packing materials. Place the XEA147 on a flat stable surface, close to a power outlet. Also insure it will not be exposed to direct sunlight, and is away from water (taps, sinks, etc).

How do I clear the XEA147 to ready it for programming?

It is very important that you “initialise” the XEA147 correctly once you have removed it from the box, and are ready to start programming. If you do not “initialise” the XEA147, it might not work correctly.



	Turns the display off. No operations are possible.
REG:	Permits transaction entry.
	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.

1. Insert the Mode key into the mode switch and turn it to the REG position.
2. Plug the AC adapter connector into the AC adapter jack, then plug the AC adapter into the wall outlet.

This must be done without the batteries installed. If you have installed batteries; be sure to remove them before you start this procedure.

After a few seconds, the register display should look as indicated below.
The register is initialised.



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.

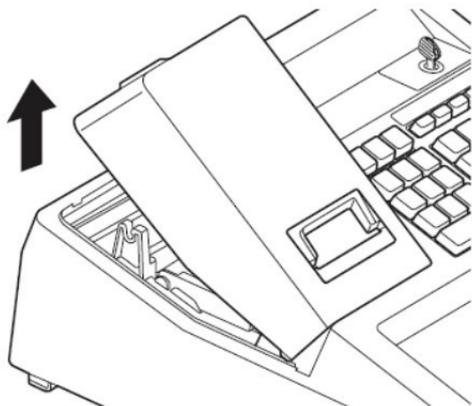
If the above steps do not happen as described, the initialisation has not been successful. If this is the case: disconnect the register from the AC outlet, wait at least one minute, and then try again.

If there were any data from a previous programming attempt, they would have been cleared

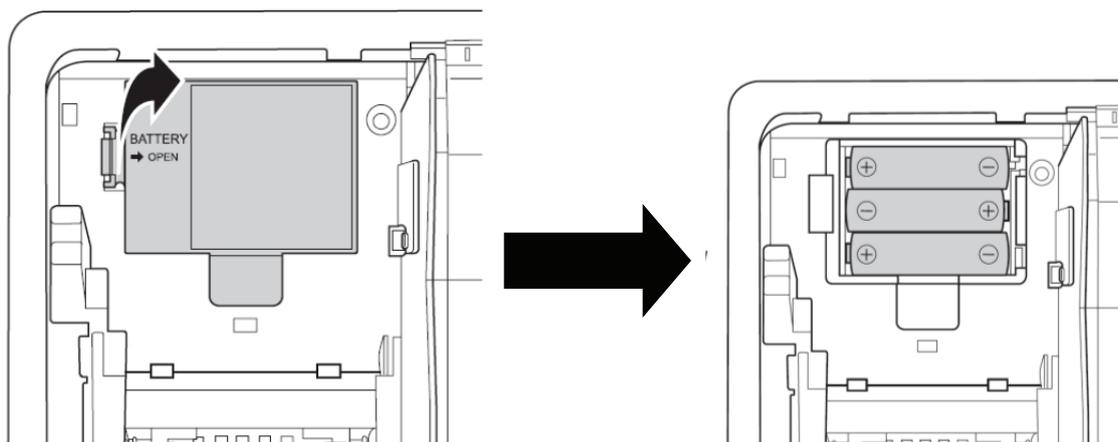
How to install the batteries, and why should I do so?

The XEA147 uses 3 x AA size batteries to hold its preset, and sales data in memory when it is switched off. If you do not install 3 x AA size batteries; the XEA147 will be cleared of all preset, and sales data when it is turned off.

1. Lift the printer cover up and forward, and detach it. Be careful of the paper cutter to avoid cutting yourself.



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



3. Install 3 alkaline AA size batteries.
4. When the batteries are properly installed the “” message on the display will disappear.

Note: If you press a key by mistake, an error symbol “PPPPPPPPPP” might be displayed. Press **CL** to clear the symbol after installing the paper rolls. (see next question).

5. Close the battery compartment cover.

A set of new alkaline batteries once installed will keep the memory for up to one year without power.

Please see the question on how to replace the batteries for details on when and how to replace the batteries. If the unit is not used for some months, you might not get any warning when you turn it on that the batteries have failed. In this instance, the XEA147 will initialise itself.

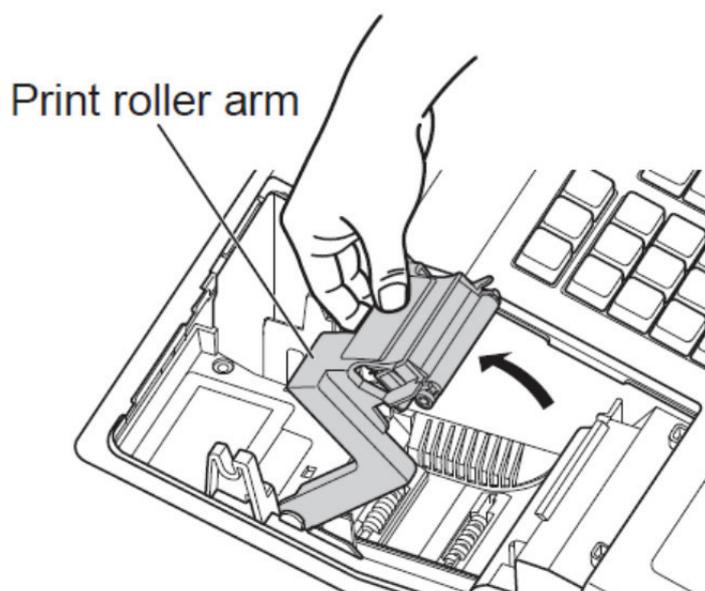
What sort of paper roll do I use, and how do I install it?

The XEA147 uses a thermally sensitised paper roll which is: 57mm wide. Its maximum diameter should be no more than 80mm.

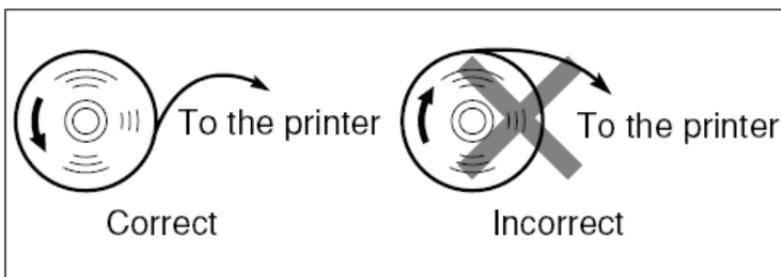
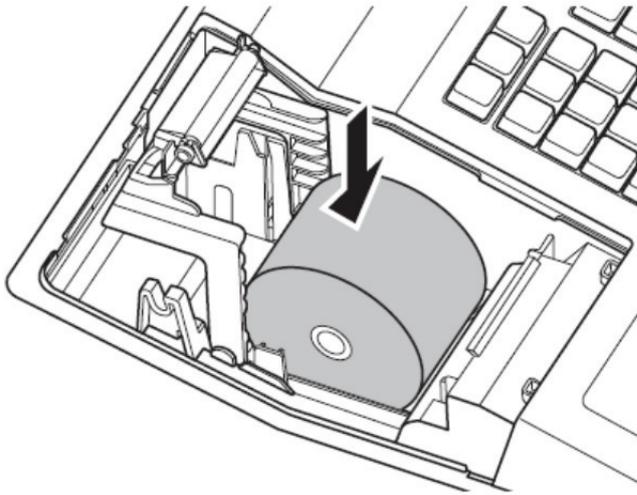
1. Pull the printer cover forward and detach it. The paper cutter is mounted on the printer cover, be careful not to cut yourself.



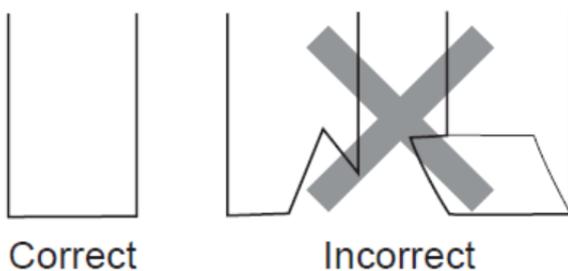
2. Lift up the print roller arm.



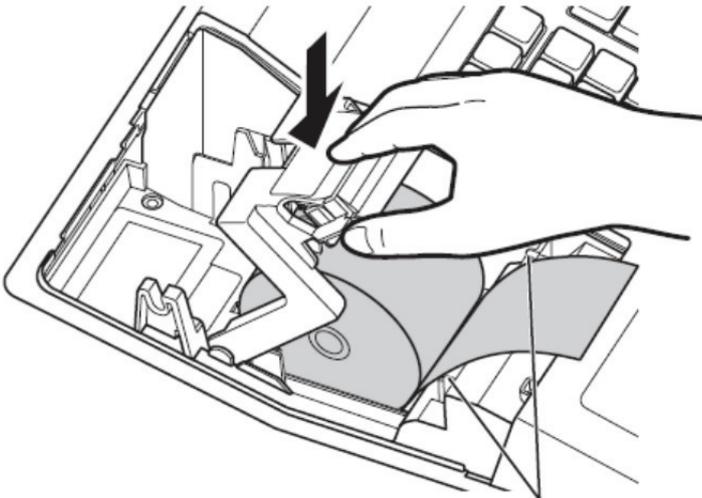
3. Set the paper roll in the paper roll cradle as shown in the diagram below.
Note: Before placing a new paper roll in the paper roll cradle, cut off the pasted (taped), part of the paper and confirm that the cut end of the paper is straight.



(How to cut the paper end)

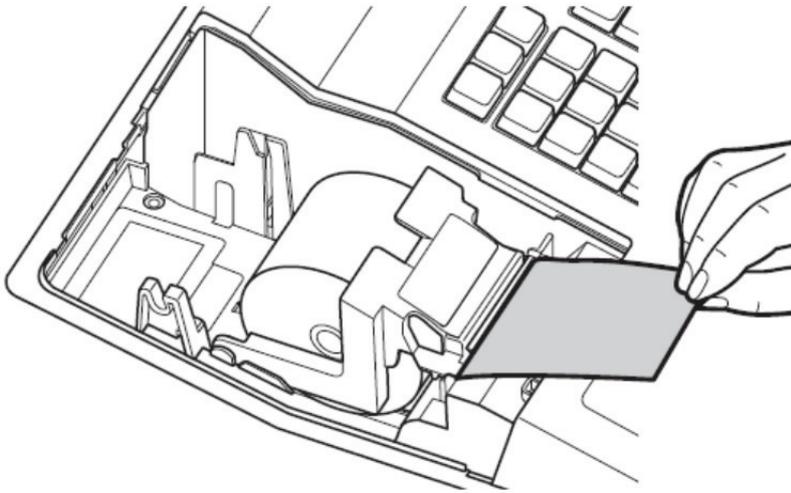


4. Feed the end of the paper along with the paper positioning guides as shown in the diagram below.



Paper positioning guides

5. While holding the paper down, slowly close the print roller arm, and push down the arm until you hear a click locking the arm.
6. Cut off the excess paper and replace the printer cover.

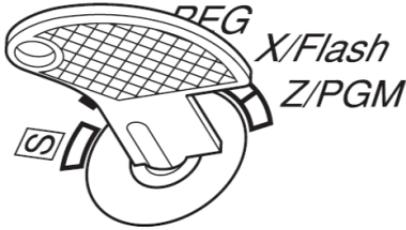


7. Press the  key to make sure the paper end comes out of the printer cover and clean paper appears.

If the paper end does not come out. Open the printer cover, and pass the paper end between the paper cutter and the paper guide of the printer cover, and replace the cover.

How do I set the time and date?

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



2. Enter the time as a four digit number. Use the 24 hour format. For example

2:30pm would be entered as

3. Press the key

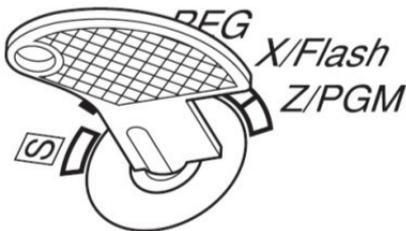
4. Enter the date as six digits using the day-month-year format. For example

7th of December 2013 would be entered as

6. Press the key

How do I set a 10% GST rate?

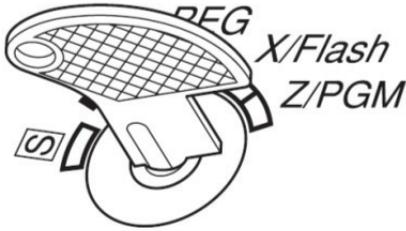
1. Set the mode key to the Z/PGM position



2. Enter:

How do I set a Department as taxable or not taxable?

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



2. To make a department taxable, enter:

For example to make department 1 taxable enter:

For example to make department 1 non-taxable enter:

Press then the department key for departments 5 to 8

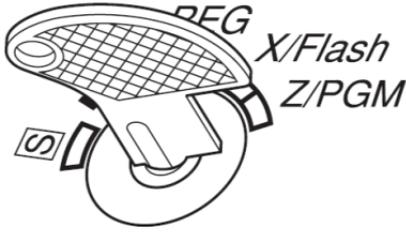
For example to make department 5 taxable enter:

For example to make department 5 non-taxable enter:

Enter 1 before you press the department key to make the department taxable
Enter 0 before you press the department key to make the department non-taxable.

How do I set the letters GST to print on the receipt?

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

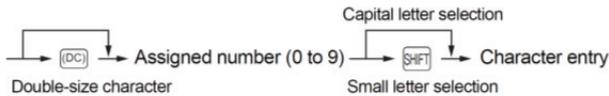


2. Enter: #/TM/ST 1 0 3 ⊗/RCPT/SW 7 ⊗/RCPT/SW
6 1⁵ 8 2⁶ 9 2⁶ #/TM/ST TL/AT/NS

You can enter characters with the department and function keys. You will see the letters of the Alphabet that a key covers in the bottom right hand corner of the key.

You can also enter text using 3 digit codes. Please refer to the full instruction manual (pages 43 -44) for details. The character table for using the department and function keys is shown below.

Character entry sequence



Assigned number and character table

	1 ⁵ A-J	1 ⁵ A-J	2 ⁶ K-T	2 ⁶ K-T	3 ⁷ U-Z	3 ⁷ U-Z	4 ⁸ 0-9	4 ⁸ 0-9	CR A	SHIFT CR A	EX b	SHIFT EX b	CH c	SHIFT CH c
0	A	a	K	k	U	u	0	0	Ä	ä	Đ	đ	Ò	ò
1	B	b	L	l	V	v	1	1	Ö	ö	É	é	Ó	ó
2	C	c	M	m	W	w	2	2	Ü	ü	Ê	ê	Ô	ô
3	D	d	N	n	X	x	3	3	Å	å	Ë	ë	Õ	õ
4	E	e	O	o	Y	y	4	4	Á	á	Ë	ë	Š	š
5	F	f	P	p	Z	z	5	5	Â	â	Ì	ì	Ť	ť
6	G	g	Q	q	%	%	6	6	Ã	ã	Í	í	Ù	ù
7	H	h	R	r	+	+	7	7	À	à	Î	î	Ú	ú
8	I	i	S	s	-	-	8	8	Č	č	Ñ	ñ	Û	û
9	J	j	T	t	!	!	9	9	Ç	ç	Ň	ň	Ž	ž

- SHIFT Used for the small letter entry.
- SPACE Used for a space entry.
- (BS) Used to delete the last character or figure.
- (DC) Used for the double-size character entry.
- A-J, K-T, U-Z, 0-9, Ä, Ö, Ü Used for character entry.

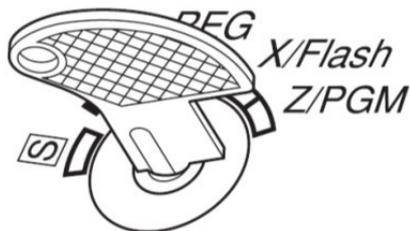
[Example] For entry character "MnH"

2⁶
2_{K-T} 3 SHIFT 2⁶
2_{K-T} 7 1⁵
1_{A-J}

M n H

How do I set the \$ symbol to print on receipts?

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

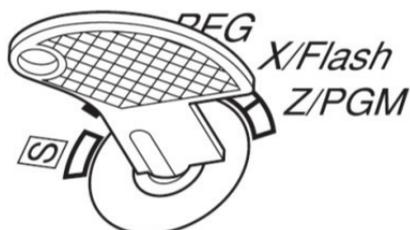


2. Enter:

#/TM/ST 8 5 ⊗/RCPT/SW 0 3 2 00 0 3 2 00 0 3 2 00
0 3 6 00 #/TM/ST TL/AT/NS

How do I make cash sales amounts round to the nearest 5 cents?

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

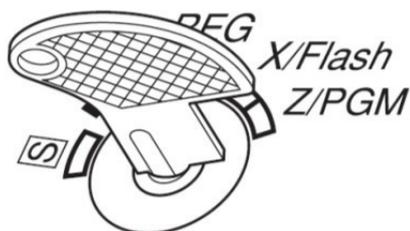


4. Enter:

#/TM/ST 6 7 ⊗/RCPT/SW 1 1 8 2 1 0 1 0 #/TM/ST TL/AT/NS

How do I change the power save (screen off) time?

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



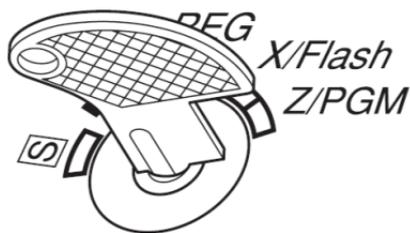
6. Enter:

#/TM/ST 1 0 ⊗/RCPT/SW 0 0 #/TM/ST TL/AT/NS

This will set the power save time to 100 minutes. This is the maximum time which can be set before the power save mode activates. The default time is 30 minutes.

How do I stop the Electronic Journal near full error symbol from displaying?

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



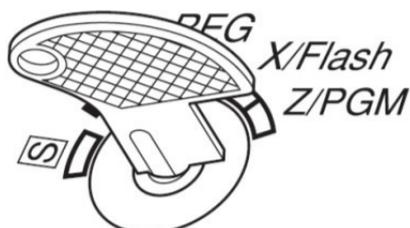
8. Enter:

#/TM/ST 6 8 ⊗/RCPT/SW 1 0 1 0 0 0 1 0 #/TM/ST TL/AT/NS

This will cause the near full symbol for the Electronic Journal (EJ), not to display. The EJ near full warning symbol is a ● displayed right below the 7th and 8th places on the display. If this warning is disabled records in the EJ will be deleted on a first in first out (FIFO) basis. The EJ has a 3000 line capacity.

How do I give a department a descriptive name?

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



2. Enter: #/TM/ST 1 0 1 ⊗/RCPT/SW DEPT KEY enter characters

#/TM/ST TL/AT/NS

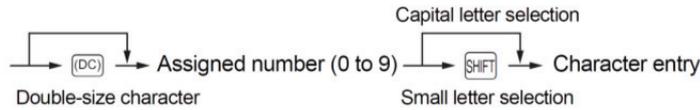
For example to enter 'SNACKS' as the department's description

Enter: : #/TM/ST 1 0 1 ⊗/RCPT/SW 8 2⁶ 3 2⁶ 0 1⁵
2 1⁵ 0 2⁶ 8 2⁶ #/TM/ST TL/AT/NS

You can enter up to 12 characters with the function and department keys. You will see the letters of the Alphabet that a key covers in the bottom right hand corner of the key.

You can also enter text using 3 digit codes. Please refer to the full instruction manual (pages 43 -44) for details. The character table for using the department and function keys is shown on the next page.

Character entry sequence

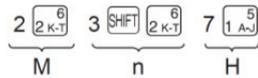


Assigned number and character table

0	A	a	K	k	U	u	0	0	Ä	ä	Đ	đ	Ò	ò
1	B	b	L	l	V	v	1	1	Ö	ö	È	è	Ó	ó
2	C	c	M	m	W	w	2	2	Ü	ü	É	é	Ô	ô
3	D	d	N	n	X	x	3	3	À	à	Ê	ê	Õ	õ
4	E	e	O	o	Y	y	4	4	Á	á	Ë	ë	Š	š
5	F	f	P	p	Z	z	5	5	Â	â	Ì	ì	Ť	ť
6	G	g	Q	q	%	%	6	6	Ã	ã	Í	í	Ù	ù
7	H	h	R	r	+	+	7	7	À	à	Î	î	Ú	ú
8	I	i	S	s	-	-	8	8	Č	č	Ñ	ñ	Û	û
9	J	j	T	t	!	!	9	9	Ç	ç	Ň	ň	Ž	ž

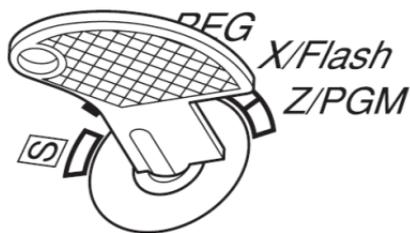
- Used for the small letter entry.
- Used for a space entry.
- Used to delete the last character or figure.
- Used for the double-size character entry.
- Used for character entry.

[Example] For entry character "MnH"



How do I get my business name and ABN to print on the receipt?

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



2. Enter:

3. Type each line of your information, up to 6 lines as follows:

4. Enter the Top (first) line do the following:

use the keyboard to enter

up to 30 characters

Enter the second line do the following:

use the keyboard to enter

up to 30 characters

5. Enter the third line do the following:

use the keyboard to enter

up to 30 characters

6. Enter the fourth line do the following:

use the keyboard to enter

up to 30 characters

7. Enter the Fifth line do the following:

use the keyboard to enter

up to 30 characters

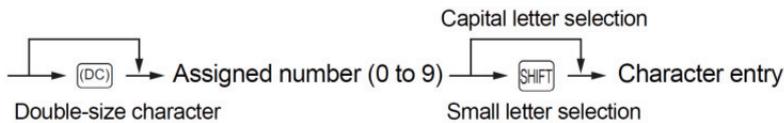
8. Enter the sixth (last) line do the following:

#/TM/ST 1 0 4 ⊗/RCPT/SW 6 ⊗/RCPT/SW use the keyboard to enter up to 30 characters #/TM/ST TL/AT/NS

You can enter up to 30 characters with the function and department keys. You will see the letters of the Alphabet that a key covers in the bottom right hand corner of the key.

You can also enter text using 3 digit codes. Please refer to the full instruction manual (pages 43 -44) for details. The character table for using the department and function keys is shown below.

Character entry sequence

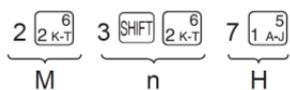


Assigned number and character table

	1 A-J	SHIFT 1 A-J	2 K-T	SHIFT 2 K-T	3 U-Z	SHIFT 3 U-Z	4 0-9	SHIFT 4 0-9	CR Ä	SHIFT CR Ä	EX ð	SHIFT EX ð	CH ò	SHIFT CH ò
0	A	a	K	k	U	u	0	0	Ä	ä	Đ	d'	Ò	ò
1	B	b	L	l	V	v	1	1	Ö	ö	È	è	Ó	ó
2	C	c	M	m	W	w	2	2	Ü	ü	É	é	Ô	ô
3	D	d	N	n	X	x	3	3	À	à	Ê	ê	Õ	õ
4	E	e	O	o	Y	y	4	4	Á	á	Ë	ë	Š	š
5	F	f	P	p	Z	z	5	5	Â	â	Ì	ì	Ť	ť
6	G	g	Q	q	%	%	6	6	Ã	ã	Í	í	Ù	ù
7	H	h	R	r	+	+	7	7	Â	â	Î	î	Ú	ú
8	I	i	S	s	-	-	8	8	Č	č	Ň	ň	Û	û
9	J	j	T	t	!	!	9	9	Ç	ç	Ň	ň	Ž	ž

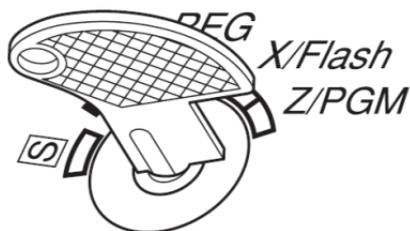
- SHIFT Used for the small letter entry.
- SPACE Used for a space entry.
- BS Used to delete the last character or figure.
- DC Used for the double-size character entry.
- A-J, K-T, U-Z, 0-9, Ä, ð, ò Used for character entry.

[Example] For entry character "MnH"



How do I enable copy receipts?

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



10. Enter:

How do I stop the receipt printing after each sale?

1. Turn the mode key to REG



2. Ensure no sale is in progress by pressing
3. Press

This key toggles the receipt printing from ON to OFF or OFF to ON

Press the key to print a receipt after the sale if required. If there are more than 40 items in the sale, the receipt will print the total of the sale only.

How shall I know when it is time to replace the batteries?

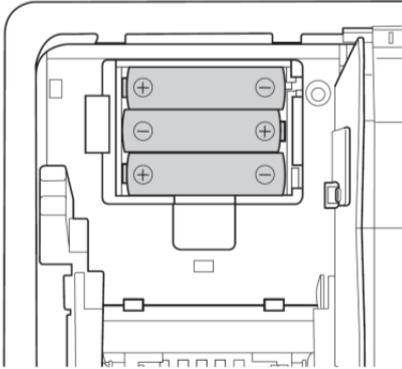
The XEA147 has a “Low Battery” symbol which is: , and a “Flat Battery/No Battery” symbol which is: 

When the “Low Battery” symbol is displayed, you should replace the batteries with new ones within two days of the low battery symbol being first displayed. Failure to do so will mean that the XEA147 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 XEA147 will lose all its programmed settings, and any sales data if the power fails or is turned off.

To replace the batteries, do the following.

1. Make sure the XEA147 is plugged in.
2. Remove the printer cover.
3. Open the battery compartment cover next to the paper roll cradle, and remove the old batteries.



4. Install three (3) new alkaline batteries (AA size), in the battery compartment. Be sure the positive and negative poles of each battery are facing in the correct direction. When they are installed correctly, the low battery or no battery message will disappear.
5. Close the battery compartment cover.
6. Replace the printer cover.

How do I make a sale?

4. Turn the mode key to REG



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

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

7. Press 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 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:

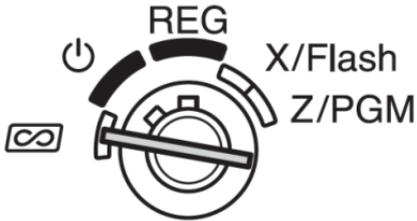
1. Enter the amount to remove in cents. For example \$15.00 is entered as:

2. Press the key.

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

All the amounts you enter will be removed from the relevant Department and/or PLU as well as the Transaction totals such as Cash in Drawer. The amounts removed will be added to the Void Mode Transaction totaliser. A Void Mode receipt will print even if the receipt is switched off.

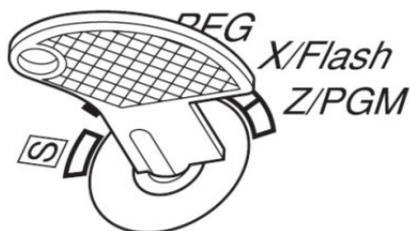
Incorrect receipt		Cancellation receipt																														
<table style="width: 100%; border-collapse: collapse;"> <tr><td>1x 10.00</td><td style="text-align: right;">*10.00</td></tr> <tr><td>DEPT. 04</td><td></td></tr> <tr><td>1x 1.50</td><td style="text-align: right;">*1.50</td></tr> <tr><td>DEPT. 03</td><td></td></tr> <tr><td colspan="2"> </td></tr> <tr><td>ITEMS 2Q</td><td></td></tr> <tr><td>CASH</td><td style="text-align: right;">*11.50</td></tr> </table>	1x 10.00	*10.00	DEPT. 04		1x 1.50	*1.50	DEPT. 03				ITEMS 2Q		CASH	*11.50	➔	<table style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2" style="text-align: center;">* VOID MODE *</td></tr> <tr><td>1x 10.00</td><td style="text-align: right;">*10.00</td></tr> <tr><td>DEPT. 04</td><td></td></tr> <tr><td>1x 1.50</td><td style="text-align: right;">*1.50</td></tr> <tr><td>DEPT. 03</td><td></td></tr> <tr><td colspan="2"> </td></tr> <tr><td>ITEMS 2Q</td><td></td></tr> <tr><td>CASH</td><td style="text-align: right;">*11.50</td></tr> </table>	* VOID MODE *		1x 10.00	*10.00	DEPT. 04		1x 1.50	*1.50	DEPT. 03				ITEMS 2Q		CASH	*11.50
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DEPT. 03																																
ITEMS 2Q																																
CASH	*11.50																															

The XEA147 displays “E 34” when I try to finalise a sale to cash. How do I fix this?

1. First you must either: finalise the sale to Credit card **CR** or Cheque **CH**
or do a subtotal void to clear the sale. Subtotal void is done by entering:

#/TM/ST **∞** **#/TM/ST**

2. Turn the mode key to Z/PGM



3. Enter the following:

8 **⊗** **#/TM/ST** **TL/AT/NS**

4. Turn the mode key back to REG.

The “E34” problem should be fixed.

How do I produce sales reports?

There are two type types of reports: X or e(X)amine reports
Z or (Z)ero reports

X reports read out your sales data, but do not clear it from the XEA147
Z reports read out your sales data, and clear it from the XEA147

There are two levels of X and Z reports: Daily
Period

A daily X report allows you to examine your daily figures anytime during the day without clearing them.

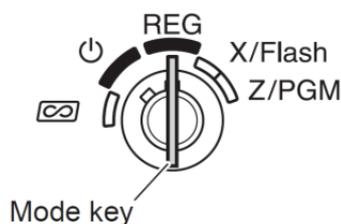
A daily Z report allows you to print out your daily figures at the end of the day, and clear them. This is done to ready the XEA147 for the next day's trading. The daily Z report also adds its data to the Period report memory.

A Period X report allows you to see your sales data for the period up to the time of the last Daily Z report.

A Period Z report allows you to print out your period sales data, and clears it to ready the XEA147 for the next period.

To produce a daily X report, do the following:

1. Turn the mode key to X/Flash position



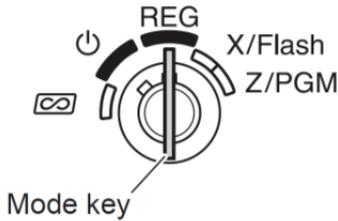
X/Flash: Permits printing of sales reports and displaying the flash reports.
Z/PGM: Permits printing and resetting of sales reports and programming.

2. Press the TL/AT/NS key

Your daily X report will print. It will have *X1* printed at the top of the report.

To produce a daily Z report, do the following:

1. Turn the mode key to Z/PGM position



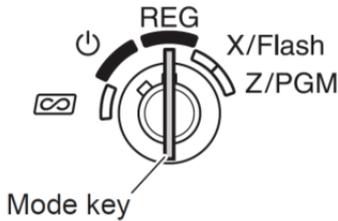
X/Flash: Permits printing of sales reports and displaying the flash reports.
Z/PGM: Permits printing and resetting of sales reports and programming.

2. Press the **TL/AT/NS** key

A daily Z resetting report will print. To will have *Z1* printed at the top of the report.

To produce a period X report, do the following:

1. Turn the mode key to FLASH/X position



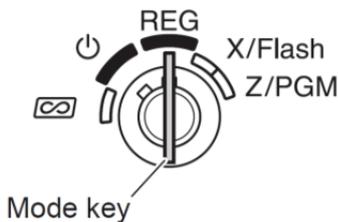
X/Flash: Permits printing of sales reports and displaying the flash reports.
Z/PGM: Permits printing and resetting of sales reports and programming.

2. Press the **SHIFT** **TL/AT/NS** key

A period X report will print. It will have *X2* Printed at the top of the report.

To produce a period Z report, do the following:

1. Turn the mode key to Z/PGM position



X/Flash: Permits printing of sales reports and displaying the flash reports.
Z/PGM: Permits printing and resetting of sales reports and programming.

Press the **SHIFT** **TL/AT/NS** key

A period Z report will print. It will have *Z2* printed at the top of the report.

This list of Frequently Asked Questions is not intended to replace the XEA147 instruction manual. It does not list all the functions and features of the XEA147. Please refer to the XEA147 instruction manual for more guidance on functions and programming steps not covered in these “Frequently Asked Questions”.