

XEA201 Frequently Asked Questions.

PARTS AND THEIR FUNCTIONS

1 External View

■ Front view

Operator display

Printer cover

Receipt paper

Drawer

Drawer lock

■ Rear view

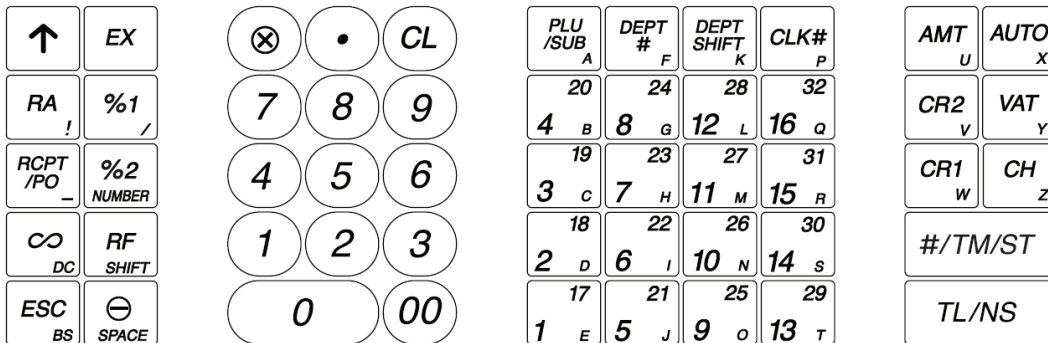
Customer display
(Pop-up type)

AC power cord

Mode switch

Keyboard

■ Keyboard layout



Note

The small characters on the bottom or lower right in each key indicates functions or characters which can be used for character entries for text programming.

■ Key names

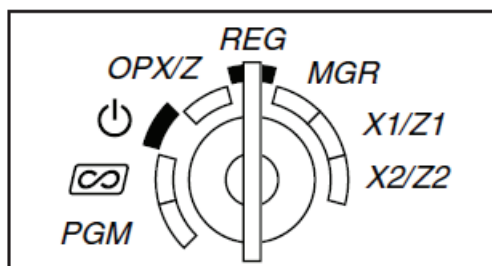
↑	Paper feed key	⊗	Multiplication key	AMT	Amount key
RA	Received-on account key	•	Decimal point key	AUTO	Automatic sequence key
RCPT /PO	Receipt print/Paid-out key	CL	Clear key	VAT	Value added tax key
∞	Void key	00	0 ~ 9 Numeric keys	CR1 CR2	Credit 1 and 2 keys
ESC	Escape key	PLU /SUB	PLU/Subdepartment key	CH	Cheque key
EX	Foreign currency exchange key	DEPT #	Department code entry key	#/TM/ST	Non-add code/Time display /Subtotal key
%1 %2	Percent 1 and 2 keys	DEPT SHIFT	Department shift key	TL/NS	Total/No sale key
RF	Refund key	CLK#	Clerk code entry key		
⊖	Discount key	1 ¹⁷ ~ 16 ³²	Department keys		

How do I prepare my XEA201 for set-up?

Take the XEA201 out of its box, remove the packing materials. Place the XEA201 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 XEA201 to ready it for programming?

It is very important that you “initialise” the XEA201 correctly once you have removed it from the box, and are ready to start programming. If you do not “initialise” the XEA201, it might not work correctly.

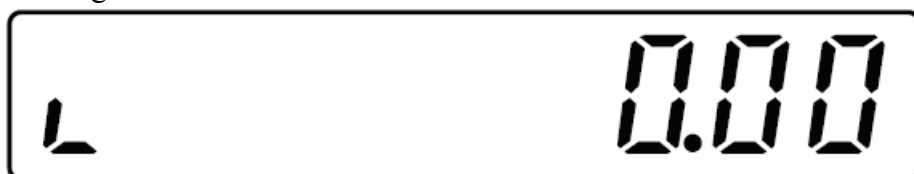


1. Insert the Mode key into the mode switch and turn it to the REG position.
2. Plug the AC adapter connector into the AC adapter jack, then plug the AC adapter into the wall outlet.

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 should beep three times, and the display should look as indicated below.

The register is initialised.



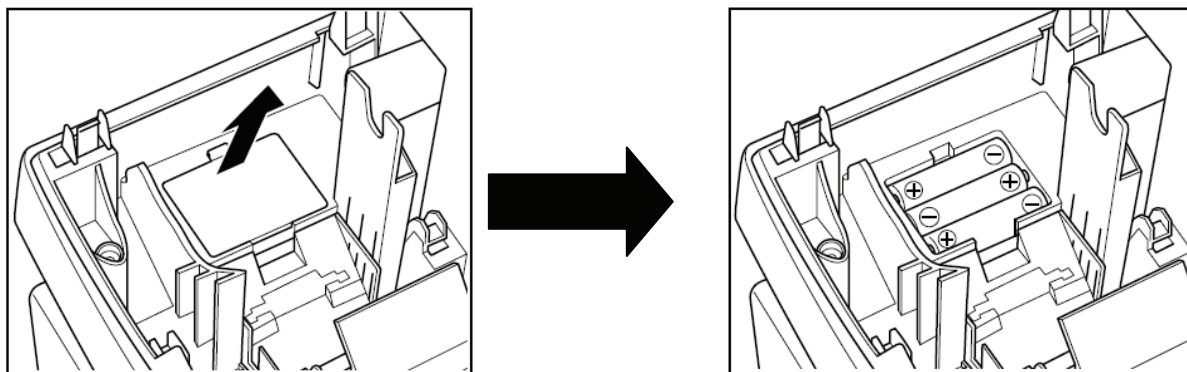
If the beeps are not heard as described, the initialisation has not been successful. If this is the case: disconnect the register from the AC outlet, wait at least one minute, and then try again.


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 XEA201 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 XEA201 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.

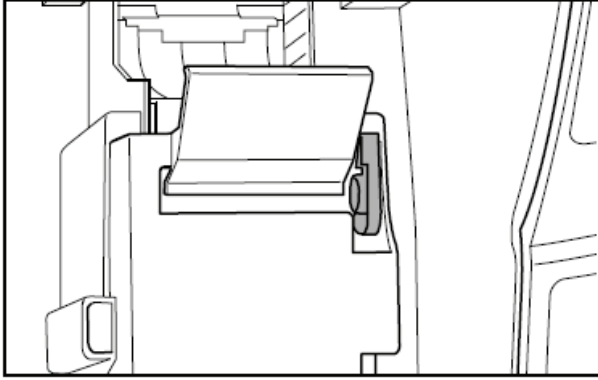
A set of new alkaline batteries once installed will keep the memory for up to one year without power.

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 XEA201 will initialise itself.

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

The XEA201 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. Make sure the print head release lever is positioned as per the diagram below.



3. 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)

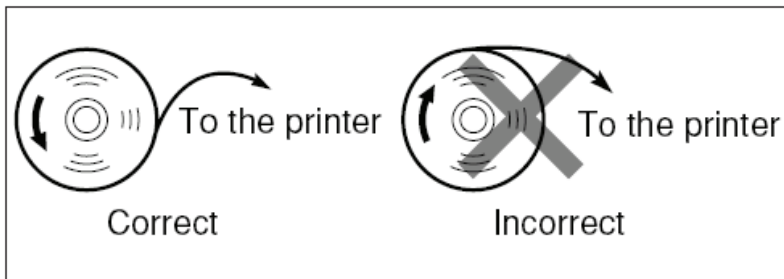



Correct

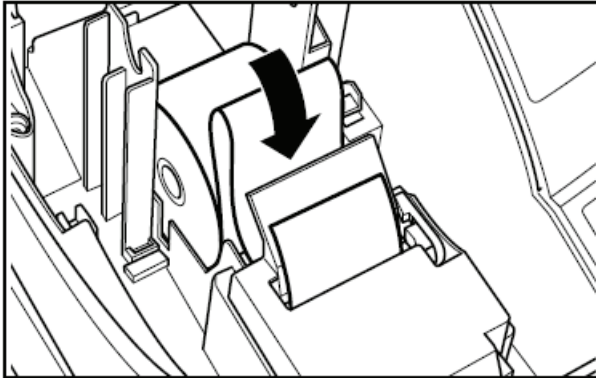



Incorrect

4. Set the paper roll into the paper roll cradle as per the diagram below.



5. Insert the end of the paper into the printer until it is caught by the printer auto-feeds and comes out of the top of the printer. If the printer does not catch the paper, feed the paper while pressing the  key.

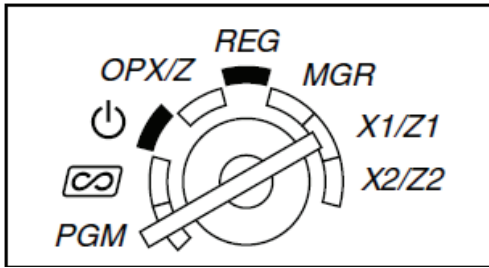


6. Cut off the excess paper and replace the printer cover.
7. Press the  key to make sure the paper end comes out of the printer cover and clean paper appears.

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 PGM position.



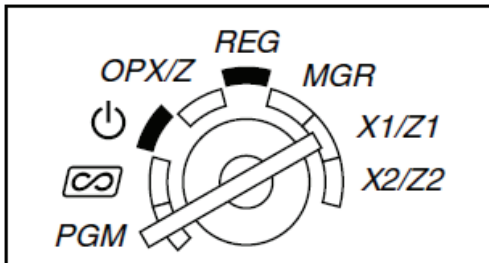
2. Enter the time as a four digit number. Use the 24 hour format. For example

2:30pm would be entered as

3. Press the key
4. Enter the date as an eight digits using the day-month-year format. For example
5. 7th of December 2012 would be entered as
6. Press the key

How do I set a 10% GST rate?

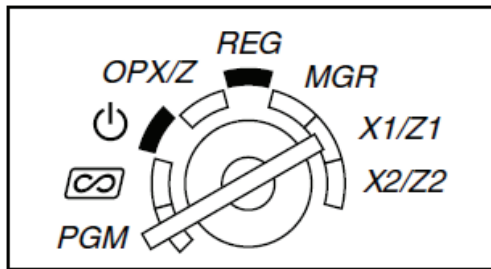
1. Set the mode key to the PGM position



2. Enter:

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

1. Set the mode key to the 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:

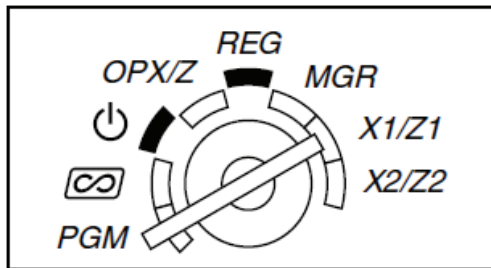
Press then the department key for departments 17 to 32

For example to make department 17 taxable enter:

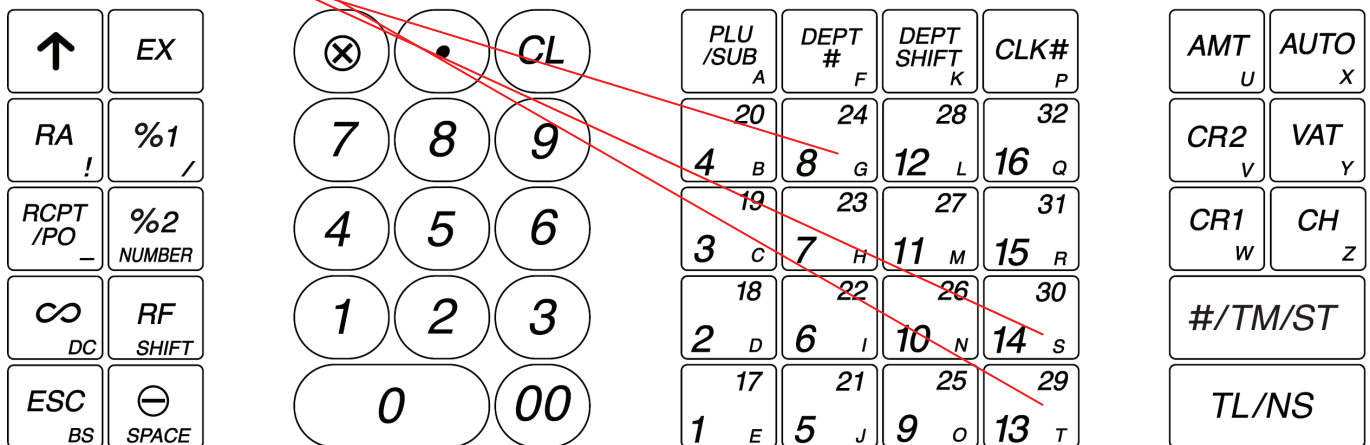
For example to make department 17 non-taxable enter:

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

1. Set the mode key to the PGM position



2. Enter:

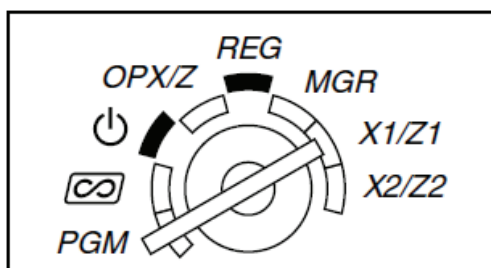


You can enter characters with the department and function keys. You will see the letters of the Alphabet that a key covers in the bottom right hand corner of the key.

You can also enter text using 3 digit codes. Please refer to the full instruction manual (pages 33 -34) for details.

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

1. Set the mode key to the PGM position

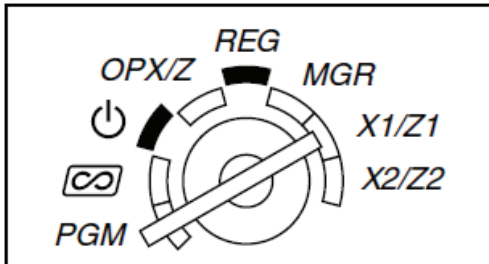


2. Enter:

#/TM/ST 8 5 ● 0 3 2 00 0 3 2 00 0 3 2 00
0 3 6 00 #/TM/ST TL/NS

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

3. Set the mode key to the PGM position

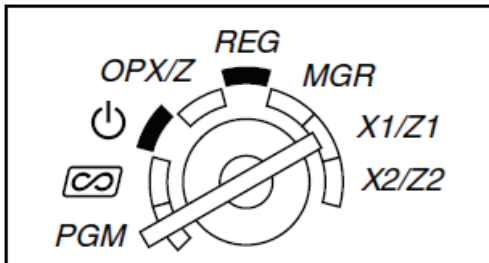


4. Enter:

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

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

5. Set the mode key to the PGM position



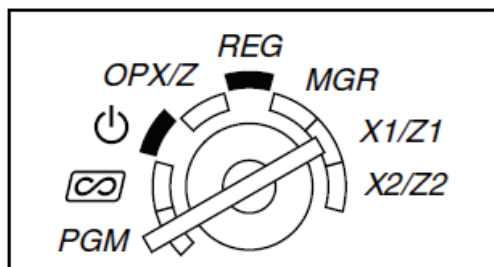
6. Enter:

#/TM/ST 1 0 ⊗ 9 9 9 #/TM/ST TL/AT/NS

This will set the power save function off.

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

7. Set the mode key to the PGM position



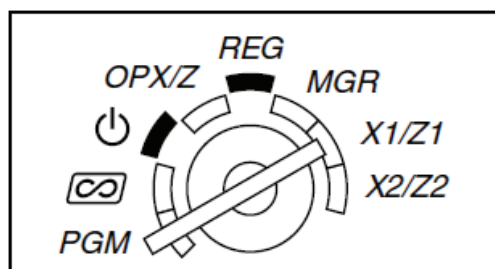
8. Enter:

#/TM/ST 6 8 ⊗ 0 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 8th and 9th 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 2000 line capacity.

How do I give a department a descriptive name?

1. Set the mode key to the PGM position



2. Enter: #/TM/ST 1 ● DEPT KEY enter characters

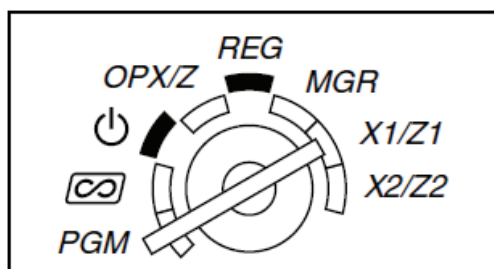
#/TM/ST TL/NS

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 33 -34) for details.

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

1. Set the mode key to the 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 24 characters

Enter the second line do the following:

use the keyboard to enter

up to 24 characters

5. Enter the third line do the following:

use the keyboard to enter

up to 24 characters

6. Enter the fourth line do the following:

use the keyboard to enter

up to 24 characters

7. Enter the Fifth line do the following:

use the keyboard to enter

up to 24 characters

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

#/TM/ST **4** **●** **6** **⊗** use the keyboard to enter

up to 24 characters **#/TM/ST** **TL/AT/NS**

You can enter up to 24 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.

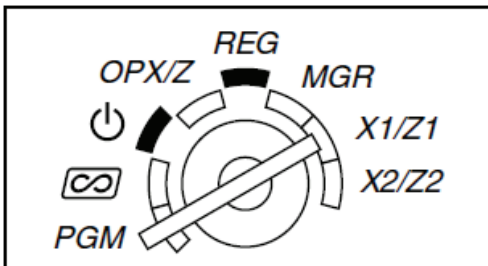
The line number you are currently entering will show at the left end of the operator display, and the number of characters you have entered will be shown at the right end of the operator display.

To enter numbers, press the **%2** **NUMBER** key on the keyboard. You may then use the numeric keypad to enter numbers. Press the **%2** **NUMBER** again to turn off number enter.

You can also enter text using 3 digit codes. Please refer to the full instruction manual (pages 33 -34) for details.

How do I enable copy receipts?

9. Set the mode key to the PGM position

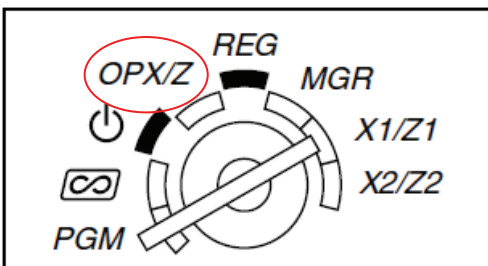


10. Enter:

#/TM/ST **6** **3** **⊗** **0** **1** **0** **1** **0** **0** **0** **1** **#/TM/ST** **TL/NS**

How do I stop the receipt printing after each sale?

1. Turn the mode key to OPX/Z mode





2. Ensure no sale is in progress by pressing **TL/NS**

3. Press **RCPT/PO**

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

Press the **RCPT/PO** key when in REG mode to print a receipt after the sale if required. If there are more than 30 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?

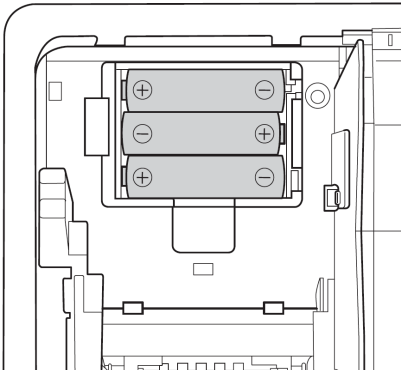
The XEA201 has a “Low Battery” symbol which is: , and a “Flat Battery/No Battery” symbol which is: 

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 XEA201 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 XEA201 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 XEA201 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.

The XEA201 display shows “E32” and I cannot make a sale. How to I fix this?

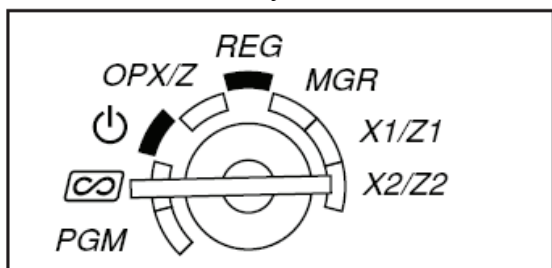
You must sign a clerk on. Please do the following to fix this problem.

1. Press the **CL** button to clear the “E32” message.
2. Enter: **1** **CLK#** to sign on clerk 1.

How do I make a Correction after finalizing a Transaction (void mode)?

When you need to correct (void) incorrect entries after the sale has been finalised, Please use the following procedure:

1. Turn the mode key to the  Position with the MA key.



2. Re-enter the sale information you wish to remove. 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.

DEPT. 04	*10.00
DEPT. 03	*1.50
ITEMS	20
CASH	*11.50

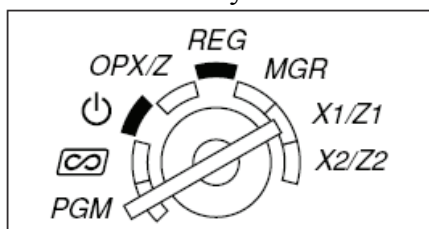


	*∞ MODE	*
DEPT. 04		*10.00
DEPT. 03		*1.50
ITEMS	20	
CASH	*11.50	

The XEA201 displays “E34” 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 and or Cheque or or do a subtotal void to clear the sale. Subtotal void is done by entering:

2. Turn the mode key to PGM



3. Enter the following:

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 XEA201
Z reports read out your sales data, and clear it from the XEA201

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.

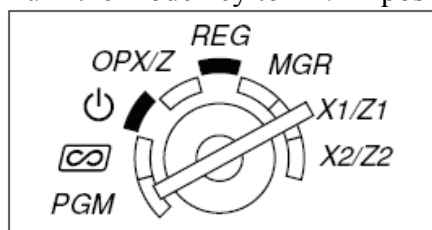
A daily Z report allows you to print out your daily figures at the end of the day, and clear them. This is done to ready the XEA201 for the next day's trading. The daily Z report also adds its data to the Period report memory.

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 XEA201 for the next period.

To produce a daily X report, do the following:

1. Turn the mode key to X1/Z1 position

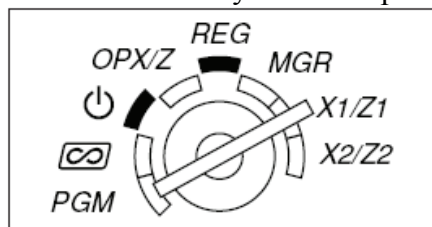


Press the TL/NS key

A 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:

2. Turn the mode key to X1/Z1 position

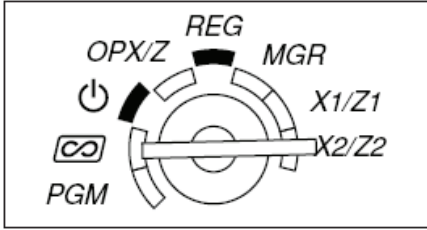


Press TL/NS key

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

To produce a period X report, do the following:

3. Turn the mode key to X2/Z2 position

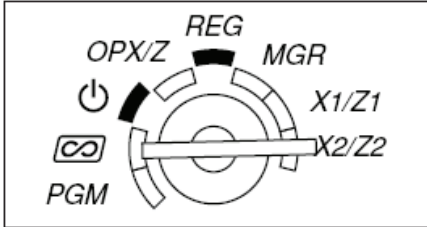


Press the TL/NS key

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 X2/Z2 position



Press TL/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 XEA201 instruction manual. It does not list all the functions and features of the XEA201. Please refer to the XEA201 instruction manual for more guidance on functions and programming steps not covered in these “Frequently Asked Questions”.