

ELECTRONIC CASH REGISTER

MODEL

XE-A177

Basic User Manual



Printed in Thailand
16E TINSE2663BSZ1②

Thank you very much for your purchase of the SHARP Electronic Cash Register, Model XE-A177.

Please read this manual carefully before operating your machine in order to gain full understanding of functions and features.

Please keep this manual for future reference. It will help you if you encounter any operational problems.

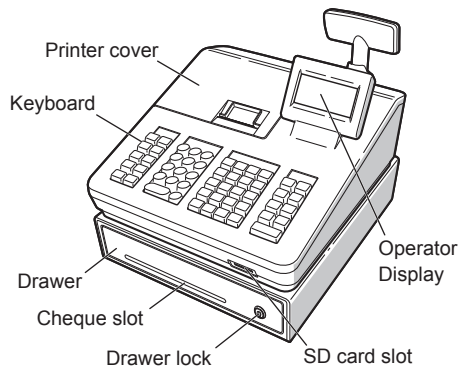
Further details can be freely downloaded from the URL:

- The United Kingdom and Republic of Ireland: www.sharp-pos.co.uk
- Netherlands and Belgium and Luxemburg: www.sharp.nl
- Sweden: www.sharp.se

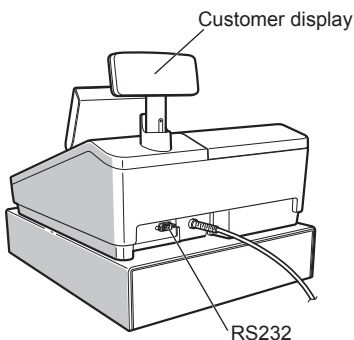
**For Easy Set-up,
See “Getting Started”**

Part Names and Functions

Front view

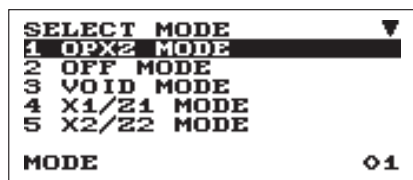


Rear view



Selecting an Operating Mode

Press the **MODE** key. The following mode screen is displayed.



Use one of the following ways:

- Move the cursor to the desired option by using the **←** or **→** key, and press the **TLNS** key.
- Enter the desired option number by using a numeric key, and press the **TLNS** key.

You can select the following function.

OP XZ mode:

This mode allows clerks to take X or Z reports on their sales information.

OFF mode:

This mode locks all operations of the register. When you select this mode, the window will disappear. Pressing any key turns the register ON.

VOID mode:

This mode allows correction after finalizing a transaction.

X1/Z1 mode:

This mode is used to take various daily total reports (X1/Z1 reports).

X2/Z2 mode:

This mode is used to take various weekly or monthly reports (X2/Z2 reports).

PGM mode:

This mode is used to program various items.

SD CARD mode:

This mode allows you to save and load the data of your register to and from the SD card.

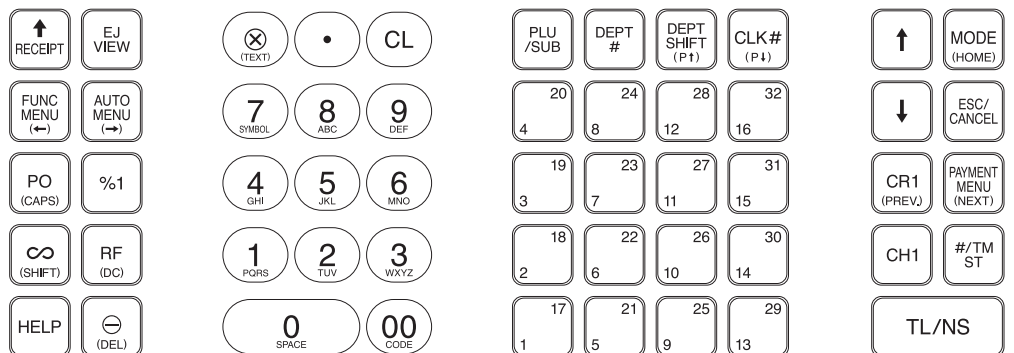


When you want to enter the REG mode, simply press the **ESC/CANCEL** key.

Customer display (Pop-up type)



Keyboard Layout



The following are used as control keys for text programming:

- (DC)** : This key toggles the double-size character mode and the normal-size character mode.
- (SHIFT)** : You can enter an upper-case letter by using this key.
- (←) (→)** : Moves the cursor.
- (DEL)** : Deletes a character or figure in the cursor position.
- (CAPS)** : You can lock the upper-case letter mode once the this key is pressed.
- (TEXT)** : This key toggles the text input mode, Alphabet (A), European character (Ä), numeral (1), and symbol (*).

Getting Started

Initializing the Cash Register

For your cash register to operate properly, you must initialize it before programming for the first time. Follow this procedure.

1. Remove the register from its packing carton.
2. Insert the plug into the AC outlet.

IMPORTANT: This operation must be performed without batteries loaded.



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 two new alkaline batteries LR6 (“AA” size) on the register. Otherwise, distorted memory contents and malfunction of the cash register will occur.

Language Selection



1. Display the “Language Selection” after turning on the power.
2. Press the numeric key for the number of your language.

After selecting the language, the register is initialized. According to the displayed instruction, perform the setting.

Setting the Date and Time

1. Display the “DATE/TIME setting”.
2. Enter the date in 6 digits. For example, enter “050115” for January 5, 2015.
3. Press the  key to select the time setting.
4. Enter the time in 4 digits. For example, enter “1430” for 2:30pm.
5. Press the  key to set the date and time.


Setting the Tax Rate

1. Select the tax number (1 to 4) to set the tax rate.
2. Enter the tax rate in 7 digits (leading zeros may be omitted). For example, press the “7” key to set 7%.
3. To set the second and later tax rates, press the  key.
4. Press the  key to set the tax rate.





For details, refer to “FULL DETAILED INSTRUCTION MANUAL”.

Calculation of VAT rate


VAT is included in the entered price, and the tax amount is calculated when tendered according to the VAT rate programmed.
By default, VAT1 is assigned to all items.

The HELP function instructs you how to assign VAT to department. After pressing the “7” key, press the  key to access the HELP.

Setting the Mode Pass Code



1. Select the mode to set the pass code using the  or  keys.
 2. Enter the code in 4 digits using the numeric keys.
 3. Press the  key to set the mode pass code.
- If no pass code is set, press the  key.

Setting the Manager Pass Code

1. Enter the code in 4 digits using the numeric keys.
2. Press the  key to set the manager pass code.

If no pass code is set, press the  key.

Setting the Receipt Logo


1. To change the default logo text, press the  key to delete the texts in each line. Enter the text using the character keys to print on the receipt.
2. Press the  key to set the receipt logo.

Text entry method

There are two ways for programming text; using character keys on the keyboard or entering character codes with numeric keys on the keyboard. You can enter characters according to the small figures printed in the lower position of the numeric keys. For the layout, please refer to “keyboard Layout”.

For example to enter “A”, press the 8 key. To enter “B”, press the 8 key twice.



- Details can be freely downloaded from the URL.
- The HELP function instructs you how to set the logo message. After entering “13”, press the  key to access the HELP.

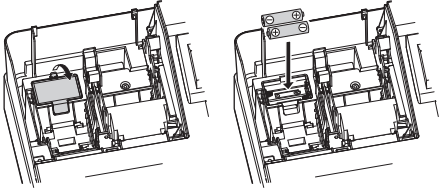
Installing Batteries

Batteries must be installed in the cash register to prevent data and programmed contents from being lost from the memory in case of accidental disconnection of the AC cord or power failure. Please install two new LR6 (“AA” size) batteries before programming and operating the cash register.

1. Remove the printer cover.



2. Open the battery cover next to the paper roll cradle.
3. Install two new LR6 (“AA” size) batteries.

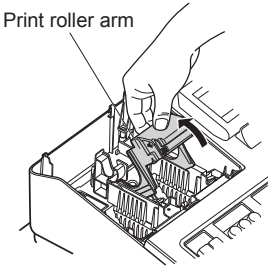


4. Close the battery cover.
5. Replace the printer cover.

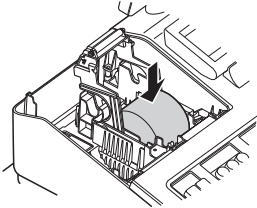
Installing a Paper Roll

Always install the paper roll even when you set the register for not printing receipt in REG mode.

1. Remove the printer cover.
2. Lift up the print roller arm.



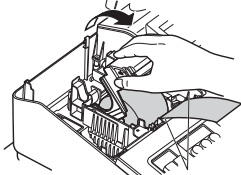
3. Set the paper correctly in the paper roll cradle.



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.



4. Feed the end of the paper along with the paper positioning guides as per the diagram.
5. While holding down the paper, slowly close the print roller arm.

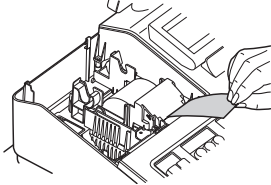



Paper positioning guides



If the print roller arm is not securely locked, printing is not done right. If this problem occurs, open the arm, and close the arm as instructed above.

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 printer cover.



Entries

Basic Sales Entry


Listed below is a basic sales entry example when selling items by cash. Details can be freely downloaded from the URL.


1. Enter the clerk code and press the  key.
By default, the clerk 1 is signed on.
2. Enter the unit price and press the appropriate department key.
For details, refer to the item below.
3. Repeat step 2 for all department items.
4. When the item entry is completed, press the  key. The total amount due is displayed.
5. Receive the amount from your customer, and enter the amount by the numeric keys.
6. Press the  key. The change due is displayed, and the drawer is opened.
7. Close the drawer.

Key operation example		
Clerk assignment	→	1 
Item entries	{	1500  *
		2300  *
Displaying subtotal	→	
Amount tendered	→	4000
Finalizing the transaction	→	

*   : indicate department keys.



Error Warning

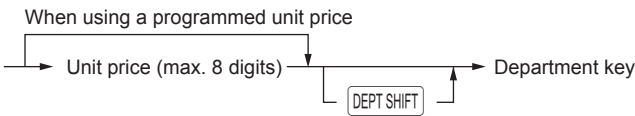
In the following examples, your register will go into an error state accompanied with a warning beep and the error message on the display. Clear the error state by pressing the  key and then take the proper action to remedy the problem.




- When you exceed a 32-digit number (entry limit overflow):
Cancel the entry and re-enter a correct number.
- When you make an error in key operation:
Clear the error and try the entry again.
- When you make an entry beyond a programmable amount entry limit:
Check to see if the entered amount is correct. If it is correct, it can be rung up in the MGR mode. Contact your manager.
- When an including-tax subtotal exceeds eight digits:
Clear the error message by pressing the  key and then press a media key to finalize the transaction.

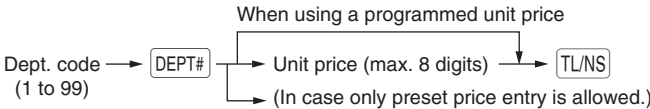
Department Entries

The register provides a maximum of 99 departments for a merchandise classification. Group attributes, such as taxable status, are applied to items when they are entered to the departments.

- A) For the department 1 to 16, enter the unit price and press the department key. If you use the programmed unit price, press the department key only.
- B) For department 17 to 32, enter the unit price, press the  key and press the department key. If you use the programmed unit price, press the  key and press the department key.



- C) For department 33 and above, enter the department code using the numeric keys and press the  key, then enter the unit price and press the  key.
If you use the programmed unit price, enter the department code and press the  key.



PLU (Price Look Up) Entry


The PLU function allows speedy key entries. The cash register allows you the following way of entering PLUs; PLU Code Entry.

PLU Code Entry




Enter the PLU code using the numeric keys, and press the  key. For example, enter “10” and press the  key for “PLU 00010”.

Correction


Correction of Entered Number


When you enter an incorrect number, delete it by pressing the  key immediately after the entry.

Correction of the Last Entry

If you make a mistake when making a department entry, PLU entry, percentage () and discount () , you can correct this entry by pressing the  key immediately.



Correction of Earlier Entries

You can correct any incorrect entry made during a transaction if you find it before finalizing the transaction by pressing the  key.

Move the cursor to the item to be voided and press the  key.

Subtotal Void

You can void an entry transaction. Once subtotal void is executed, the transaction is aborted and the register issues an receipt.

Press the  key immediately after pressing the  key.

And then press the  key again.

Correction after Finalizing a Transaction

When you need to void incorrect entries that are found after finalizing a transaction or cannot be corrected by direct, indirect or subtotal void, the following steps should be taken.

1. Select the VOID mode in the mode selection window.
2. Repeat the entries that are recorded on an incorrect receipt.

Reading and Resetting Sales

List of All Available Report

- Use the reading function (X) when you need to take the reading of sales information entered after the last resetting. You can take this reading any number of times. It does not affect the register's memory.
- Use the resetting function (Z) when you need to clear the register's memory. Resetting prints all sales information and clears the entire memory except for the GT1 through GT3, reset count, and consecutive number.
- X1 and Z1 reports show daily sales information. You can take these reports in the X1/Z1 mode.
- X2 and Z2 reports show periodic (monthly) consolidation information. You can take these reports in the X2/Z2 mode.
- In the OP X/Z mode, a clerk can take his or her report.
- If you want to stop the printing report, press the ESC/CANCEL key.

Item	Mode					
	OP X/Z		X1/Z1		X2/Z2	
	X	Z	X	Z	X	Z
General report				○	○	○
PLU report by designated range				○	○	
PLU report by associated department				○	○	
Individual clerk report	○	○	○	○		
All clerk report				○	○	
Hourly report				○	○	
Flash report				○		



- When both sales quantities and sales amounts are zero, printing is skipped. If you do not want to skip, change the programming. Details can be freely downloaded from the URL.
- “X” represents read symbol and “Z” represents reset symbol in the reports.
- The drawer does not open when you take X/Z reports.
- When printing is performed continuously, the printing may be intermitted for several seconds. After the intermission, the printing will be restarted.

How to take a X1/Z1 or X2/Z2 report

[To take an X1 or X2 report:]

1. Press the MODE key.
2. Select the “4 X1/Z1 MODE” or “5 X2/Z2 MODE” by using the ↓ key, and press the TUNES key.
3. Select “2 READING” in the X1/Z1 mode or select “1 READING” in the X2/Z2 mode menu window and press in both cases the TUNES key to display the items list.
4. Select the appropriate report title.
5. Press the TUNES key.

[To take a Z1 or Z2 report:]

1. Press the MODE key.
2. Select the “4 X1/Z1 MODE” or “5 X2/Z2 MODE” by using the ↓ key, and press the TUNES key.
3. Select “3 RESETTING” in the X1/Z1 mode or select “2 RESETTING” in the X2/Z2 mode menu window and press in both cases the TUNES key to display the items list.
4. Select the appropriate report title.
5. Press the TUNES key.

Flash report

You can take flash reports (display only) in the X1 mode for department sales, cash in drawer (CID) and sales total at the point you take the report.

1. Press the MODE key.
2. Select the “4 X1/Z1 MODE” by using the ↓ key, and press the TUNES key.
3. Select “1 FLASH READ” in the X1/Z1 mode menu window and press the TUNES key to display the items list.
4. Select “DEPT. SALES” to take a flash report of department sales, “CID” to take a flash report of cash in drawer, or “SALES TOTAL” to take a flash report of sales total by using the ↓ key.
5. Press the TUNES key.

Main Functional Overview

The register has the following main functions. Details can be freely downloaded from the URL.

Item Entries

- Single item entries
- Repeat entries
- Multiplication entries
- Split-pricing entries
- Single item cash sale (SICS) entries

PLU Entries

- PLU code entries

Display of Subtotals

- Subtotal

Finalization of Transaction

- Cash entries
- Check entries
- Credit entries

Computation of VAT (Value Added Tax)/Tax

- VAT/tax system
- VAT surcharge system

Auxiliary Entries

- Refund entries
- Percentage discount
- Amount discount
- Non-add code entry

Payment Treatment

- Currency exchange
- Received-on-account entries
- Paid-out entries
- No-sale (exchange)
- Cashing a check

Correction

- Correction of the last entry (direct void)
- Correction of the next-to-last or earlier entries (indirect void)
- Subtotal void
- Correction after finalizing a transaction

Special Printing Function

- Copy receipt printing
- Guest check receipt (bill print)

Manager Mode

- Manager sign-on
- Override entries

Other Functions

- Training mode
- SD card mode
- Electronic journal
- Electronic journal data view function

Reports

- General report
- (Department report + Transaction report)
- PLU report
- Hourly report
- Clerk report (All/Individual)
- Electronic Journal (Search)
- Flash reports
- Euro change

Maintenance

Batteries

This register displays a low battery warning message “LOW BATTERY” when the batteries are low, and displays a no battery warning message “NO BATTERY” when batteries are extremely low or batteries are not installed.

If no batteries are installed, install two new alkaline batteries LR6 (“AA” size) at once. If batteries are already installed, replace them with new ones as soon as possible. If the AC power cord is disconnected or a power failure occurs when the batteries are dead or not installed, all the programmed settings will be reset to the default settings and any data stored in memory will be cleared.



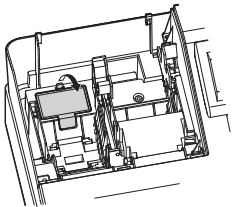
- Improper use of batteries could cause them to burst or leak, which might damage the interior of the register. Please take the following precautions:
- Be sure that the positive (+) and negative (-) poles of each battery are oriented properly.
 - Never mix batteries of different types.
 - Never mix old batteries and new ones.
 - Never leave dead batteries in the battery compartment.
 - Remove the batteries if you plan not to use the register for long periods.
 - Should a battery leak, clean out the battery compartment immediately, taking care not to let the battery fluid come into direct contact with your skin.
 - If an incorrect battery is used, it may explode or leak.
 - For battery disposal, follow the relevant law or regulation in your country.

Replacement

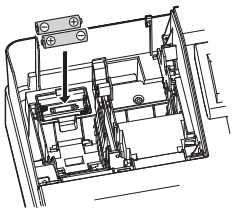
1. Be sure the register is plugged in.
2. Remove the printer cover.



3. Open the battery cover and remove the old batteries.



4. Install two new LR6(“AA” size) batteries into the battery compartment.



5. Close the battery cover.
6. Replace the printer cover.

Paper Roll

When colored dye appears on the edges of the paper roll, it is time to replace the paper roll. Use paper of 57.5 ± 0.5 mm in width. To prevent jamming be sure to use paper specified by SHARP.

Replacement

1. Confirm that the REG mode has been selected.
2. Remove the printer cover.
3. Lift up the print roller arm.
4. Remove the remaining paper roll.
5. Install a new paper roll correctly by following the steps in “Installing a Paper Roll”.

Removing a Paper Jam



The paper cutter is mounted on the printer cover. Be careful not to cut yourself. Never touch the printer head immediately after printing, as the head may still be hot.

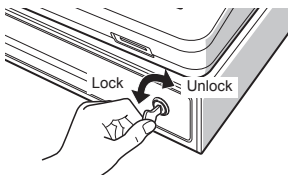
1. Remove the printer cover.
2. Lift up the print roller arm.
3. Remove the paper jam. Check for and remove any shreds of paper that may remain in the printer.
4. Reset the paper roll correctly by following the steps in “Installing a Paper Roll”.

Drawer Handling

Locking the Drawer

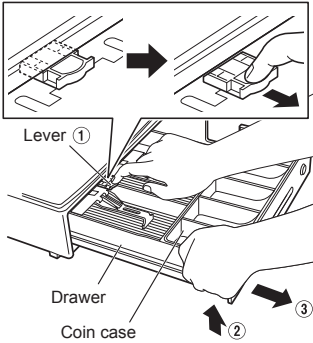
Develop the habit of locking the drawer when not using the register for any extended period of time.

- To lock:** Insert the key into the drawer lock and turn it 90 degrees counter-clockwise.
- To unlock:** Insert the key into the drawer lock and turn it 90 degrees clockwise.



Removing the Drawer

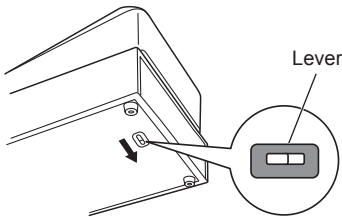
To detach the drawer, pull the lever fully out, and while holding the lever out, lift the drawer slightly and remove.



- To prevent burglary, it is a good idea to empty the drawer after work and leave it open at the end of the day.
- Coin case is detachable.

Manually Opening the Drawer

In case of a power failure or if the machine is out of order, locate the lever at the bottom of the machine and move it in the direction of the arrow to open the drawer. The drawer will not open if it is locked with the drawer lock key.



CAUTION:

- The cash register should be securely fitted to the supporting platforms to avoid instability when the drawer is open.
- The socket-outlet shall be installed near the equipment and shall be easily accessible.
- For a complete electrical disconnection pull out the mains plug.

WARNING:

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Shielded interface cables must be used with this equipment to maintain compliance with EMC regulations.

SD card
ADDITIONAL INFORMATION:

We would like to point out that the time for the SD card storage depends on the size of the already used memory on SD card.
Measurements have shown that backing up data is approximately 6 minutes, unless there are already up to 3000 backups / directories on the SD card.

In order to obtain a realistic compromise between the required time and the to be stored data volume, storage of data is limited to a maximum of 5000 entries.
But also under this condition a period over 13 years can be stored on SD card even so, daily data storage is done.
Since SD cards have a specified lifetime we recommend to create regularly backups to ensure the availability of critical data in the event of a faulty SD card.

FOR CUSTOMERS IN U.K.
IMPORTANT

The wires in this mains lead are coloured in accordance with the following code:

BLUE:	Neutral
BROWN:	Live

As the colours of the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug proceed as follows.
The wire which is coloured BLUE must be connected to the terminal which is marked with the letter N or coloured black.
The wire which is coloured BROWN must be connected to the terminal which is marked with the letter L or coloured red.
The apparatus must be protected by a 3A fuse in the mains plug or distribution board.
CAUTION: DO NOT CONNECT THE LIVE (BROWN) WIRE OR THE NEUTRAL (BLUE) WIRE TO THE EARTH TERMINAL OF YOUR 3-PIN MAINS PLUG.

Noise level LpA: 60.7 dB(A-weighted)
Measured according to EN ISO 7779:2001
[Maximum value if the cash drawer springs open LpA: 80.4 dB(A-weighted)]

Before Calling for Service

If you encounter any of the following problems, please read below before calling for service.

The display does not illuminate.

- Is power supplied to the electric outlet?
- Is the power cord plug out or loosely connected to the electric outlet?
- Is the register in screen-save mode?

The display is illuminated, but the whole machine refuses entries.

- Is a clerk code assigned to the register?
- Is the register in the REG mode?

No receipt is issued.

- Is the receipt paper roll properly installed?
- Is there a paper jam?
- Is the receipt function in the “OFF” status?
- Is the print roller arm securely locked?

Printing is unusual.

- Are the printer head/sensor/roller clean?
- Is the paper roll properly installed?

Specifications

Model:
XE-A177

Dimensions:
345(W) × 390(D) × 300(H) mm

Weight:
Approx. 8.0kg

Power source:
Official (nominal) voltage and frequency

Power consumption:
Standby: 5.1W (220 to 230V, 50Hz/60Hz)
5.7W (230 to 240V, 50Hz)
Operating: 29.9W (220 to 230V, 50Hz/60Hz)
30.4W (230 to 240V, 50Hz)

Working temperatures:
0 to 40 °C

Display:
Operator display: LCD display with tilt mechanism
160(W) × 64(H) dots
Customer display: 7-segment LED display

Printer:
Type:
One-station thermal printer

Printing speed:
Approx. 12 lines/second

Printing capacity:
30 digits

Other functions:

- Receipt (ON-OFF) function
- Compression print for an electronic journal

Logo:
Graphic logo printing:
size: 130(H) x 360(W)pixel
Area of black must be less than 35% of all area.

Logo message printing:
Logo message for the receipt (max. 30 characters x 6 lines)

Paper Roll:
Width: 57.5±0.5 mm
Max. diam.:80 mm
Quality: High quality (0.06 to 0.08 mm thickness)

Cash drawer:
3 slots for bills and 7 for coin denominations

Accessories:
Basic User Manual: 1 copy
Paper roll: 1 roll
Drawer lock key: 2
Battery caution label: 1

SHARP®

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