

Sharp XE-A207

Sharp XE-A207 Cash Register Instruction Manual

Model: XE-A207 | Brand: Sharp

INTRODUCTION

This manual provides essential instructions for the setup, operation, programming, and maintenance of your Sharp XE-A207 Cash Register. Designed for efficiency and ease of use, the XE-A207 features advanced sales reporting capabilities and supports integration with QuickBooks Pro. Please read these instructions carefully to ensure proper functionality and longevity of your device.

KEY FEATURES

- 2500 Price Look-Ups (PLUs) for quick and accurate entry.
- 8-line operator display for clear transaction viewing.
- SD card slot (4GB-32GB) for programming, data backup, and reporting.
- 5 coin compartments and 4 bill compartments in the cash drawer.
- 25 programmable Clerk IDs.
- High-speed thermal printer with drop-in paper loading.
- Automatic tax system with up to 4 tax tables or 4 add-ons.
- PC-Link software utility for easy programming via SD card.
- Graphic generator for customizing receipts with logos and text.
- 7-digit customer display.

SETUP AND INITIAL CONFIGURATION

Follow these steps to set up your Sharp XE-A207 Cash Register for first-time use.

1. Unpacking and Placement

Carefully remove the cash register from its packaging. Place the unit on a stable, flat surface with adequate

ventilation. Ensure all packing materials are removed.

2. Power Connection

Connect the power adapter to the DC IN port on the back of the cash register and then plug it into a standard electrical outlet. The unit will typically power on or enter a standby mode.

3. Paper Roll Installation

The Sharp XE-A207 uses 2-1/4" thermal paper. To install a new paper roll:

1. Open the printer cover.
2. Place the new thermal paper roll into the compartment, ensuring the paper feeds from the bottom of the roll.
3. Pull a small length of paper out past the cutting edge.
4. Close the printer cover securely.

4. Initial Programming Mode

Before operation, the cash register may require initial programming. Refer to the 'Programming Features' section for detailed steps on setting time, date, tax rates, and departments.



The Sharp XE-A207 Cash Register, featuring its main display, keypad, and thermal printer.

OPERATING INSTRUCTIONS

This section outlines the basic sales operations for your cash register.

1. Basic Sales Transaction

To perform a basic sales transaction:

1. Enter the price of the item using the numeric keypad.
2. Press the corresponding Department (DEPT) key for the item.
3. Repeat for all items.
4. Press the **TOTAL** key.
5. Enter the cash amount received from the customer.
6. Press the **CASH** key to finalize the transaction and calculate change.

2. Handling Change

After entering the total and the cash received, the register will automatically display the change due to the customer on both the operator and customer displays.

3. Split Payments

The Sharp XE-A207 supports split payments between cash and card. After entering all items and pressing **TOTAL**:

1. Enter the cash amount the customer wishes to pay.
2. Press the **CASH** key. The display will show the remaining balance.
3. Process the remaining balance on a credit card using an external credit card terminal connected to the register.

4. Quantity Entry

To ring up multiple units of the same item:

1. Enter the quantity using the numeric keypad.
2. Press the **X** key (multiply).
3. Enter the price of the single item.
4. Press the corresponding Department (DEPT) key.

Video demonstrating basic sales operations, including handling change and split payments, on a similar cash register model (CR318). The principles apply to the Sharp XE-A207.

PROGRAMMING FEATURES

The Sharp XE-A207 offers extensive programming options for customization. Access programming mode by turning the key to the 'PGM' position.

1. Setting Time and Date

To set the correct time and date:

1. Turn the key to 'PGM' mode.
2. Navigate through the menu to find 'Time/Date Setting'.
3. Enter the current time in 24-hour format (e.g., 14:30 for 2:30 PM).
4. Confirm the time.
5. Enter the current date (e.g., DD-MM-YY or MM-DD-YY, depending on regional settings).
6. Confirm the date.

2. Setting Tax Rates

To configure tax rates:

1. Turn the key to 'PGM' mode.
2. Navigate to 'Tax Setting'.
3. Select the tax table you wish to program (e.g., Tax 1, Tax 2).
4. Enter the tax percentage (e.g., 7.50 for 7.5%).
5. Confirm the setting.

3. Department Presets

Departments can be programmed with specific names and prices. This is useful for frequently sold items or categories.

Video demonstrating how to set department presets on a similar cash register model (CR600). This process involves entering programming mode, navigating to department settings, and assigning names and prices.

4. PLU Product Entry

Price Look-Ups (PLUs) allow for quick recall of item prices. The XE-A207 supports 2500 PLUs.

Video illustrating the process of entering PLU products on a similar electronic cash register. This typically involves assigning a PLU code, price, and linking it to a department.

5. Receipt Customization

Utilize the PC-Link software and graphic generator via the SD card slot to add custom logos and text to your receipts, enhancing your business's branding.

MAINTENANCE

Regular maintenance ensures the optimal performance and longevity of your Sharp XE-A207 Cash Register.

1. Cleaning

Periodically clean the exterior of the cash register with a soft, dry cloth. Avoid using abrasive cleaners or solvents. For the display, use a soft, lint-free cloth. Keep the printer area free of dust and paper debris.

2. Paper Roll Replacement

Replace the thermal paper roll as soon as it runs out to avoid interruptions in service. Follow the installation steps outlined in the 'Setup and Initial Configuration' section.

TROUBLESHOOTING

This section addresses common issues you might encounter with your cash register.

1. Register Not Powering On

- Check if the power cord is securely plugged into both the register and the electrical outlet.
- Ensure the power outlet is functional.
- Verify the key is turned to an 'ON' or 'REG' position.

2. Printer Not Printing

- Check if the thermal paper roll is installed correctly and not empty.
- Ensure the printer cover is closed securely.
- Verify that you are in the correct operating mode for printing receipts.

3. Incorrect Time/Date or Tax Calculation

- Enter 'PGM' mode and re-program the time, date, or tax rates as described in the 'Programming Features' section.
- Ensure the correct tax table is assigned to the relevant departments.

For more complex issues, please refer to the comprehensive user manual provided with your product or contact Sharp customer support.

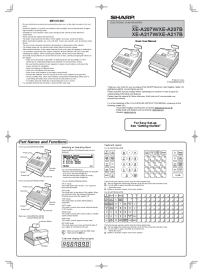
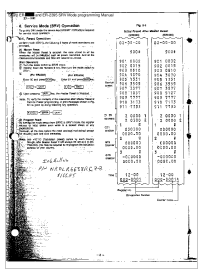
PRODUCT SPECIFICATIONS

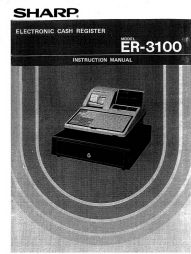
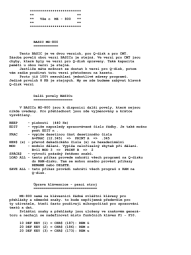
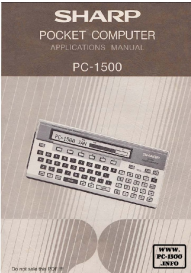

| Specification | Detail |
|--------------------|---------------------------|
| Product Dimensions | 13.6 x 11.8 x 15.4 inches |
| Item Weight | 16.3 pounds |
| Item Model Number | XEA207 |
| Brand | Sharp |
| Color | Black |
| Ink Color | Black |
| Unit Count | 1.0 Count |

WARRANTY AND SUPPORT

For warranty information, technical support, or service inquiries, please refer to the warranty card included with your product or visit the official Sharp website. Keep your purchase receipt as proof of purchase for any warranty claims.

Related Documents - XE-A207

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|  | <p>SHARP XE-A207/XE-A217 Series Electronic Cash Register Basic User Manual</p> <p>A comprehensive guide to operating the SHARP XE-A207W, XE-A207B, XE-A217W, and XE-A217B electronic cash registers, covering setup, basic sales entry, department and PLU management, corrections, reports, and maintenance.</p> |
|  | <p>Sharp ER-2385 and ER-2395 SRV Mode Programming Manual</p> <p>This manual details the Service Mode (SRV) operation for the Sharp ER-2385 and ER-2395 cash registers, focusing on reset operations and initial preset configurations.</p> |

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|  | <p>Sharp ER-3100 Electronic Cash Register Instruction Manual</p> <p>This document is the instruction manual for the Sharp ER-3100 Electronic Cash Register, providing detailed information on its operation, programming, features, and specifications.</p> |
|  | <p>MZ-800 a MZ-700 BASIC: Podrobný průvodce příkazy a rozšířeními</p> <p>Tento dokument poskytuje komplexní přehled programovacího jazyka BASIC pro počítače Sharp MZ-800 a MZ-700, včetně detailního popisu příkazů, jejich tokenů a možností rozšíření.</p> |
|  | <p>Sharp PC-1500 Applications Manual: Software for Your Pocket Computer</p> <p>Explore the capabilities of the Sharp PC-1500 pocket computer with this comprehensive Applications Manual. Discover a wide range of software programs for mathematics, statistics, finance, and more, designed to enhance your productivity.</p> |
|  | <p>SHARP FU-NC01 Air Purifier Operation Manual</p> <p>Comprehensive operation manual for the SHARP FU-NC01 Air Purifier, covering setup, usage, maintenance, safety guidelines, and troubleshooting for optimal air purification.</p> |