XE-A101 Quick Start Guide

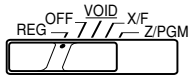
English

The following describes how to get your cash register ready to operate. Follow these steps when you use the cash register for the first time.

1 Initializing the Cash Register

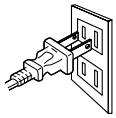
To ensure the cash register operates properly, initialize it using the following procedure:

1. Set the mode switch to the REG position with the power cable unplugged.



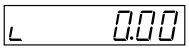
2. Insert the plug of the power cable into the AC outlet.

IMPORTANT
This operation must be performed without batteries loaded.



The buzzer will sound three times.

3. Now the cash register has been initialized. The register display will show "0.00" with "L" .



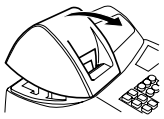
The following are supplied with your cash register.

1 paper roll
2 drawer lock keys
1 instruction manual (English)
1 instruction manual (Spanish)
1 Quick Start Guide
1 ink roller (pre-installed)
1 take-up spool

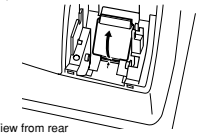
2 Installing Batteries

Install batteries for back-up of sales data and programmed contents.

1. Push the printer cover forward and detach it.

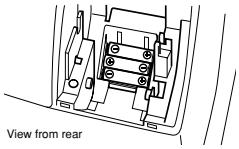


2. Open the battery cover next to the paper roll cradle.



View from rear

3. Insert three new "AA" batteries. (Batteries are not supplied with the cash register.)



View from rear

4. When the batteries are properly installed, "L" on the display will disappear. Close the battery cover.

IMPORTANT
Improper use of batteries may damage the cash register. Please take the following precautions.

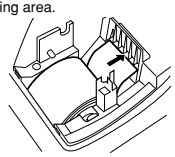
- Be sure that the positive (+) and negative (-) poles of each battery are oriented properly.
- Never mix batteries of different types.
- Never mix old batteries and new ones.

Please read the instruction manual for other battery handling precautions.

3 Installing a Paper Roll

1. Push the paper roll release lever and install the paper roll so that the paper unrolls from the bottom.

2. Insert the paper straight into the paper inlet, and press the ↑ key. The inserted end comes out at the printing area.



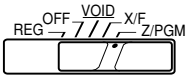
3. (For journal printing) Insert the top end of the paper into the slit in the take-up spool shaft and wind the paper two or three turns. Then place the take-up spool on the bearing.

4. Attach the printer cover.

(For receipt printing, step 3 should be omitted.)

4 Basic Programming

Set the mode switch to the Z/PGM postition.



Setting the Time

Enter the time in 4 digits ("hhmm" format) using the 24 hour system. Press the #/SBTL key once to program the next item or twice to exit the programming mode.

Example: 1 4 3 0 #/SBTL (#/SBTL)
Time(2:30 p.m.)

Setting the Date

Enter the date in 6 digits using the month-day-year format. Press the #/SBTL key once to program the next item or twice to exit the programmig mode.

Example: 0 3 1 5 0 2 #/SBTL (#/SBTL)
Date(March 15, 2002)

Setting Tax Rates (%)

Specify a tax rate (%) for calculation of tax on each taxable subtotal using the following sequence:

9 → #/SBTL → Tax number (1-4)* → @/TM → R → @/TM → Q → CA/AT/NS

where

R: Tax rate (0.0000% to 99.9999%)x10000
(Enter the rate in 6 digits. Leading zeros may be omitted.)

Q: Minimum taxable amount (0.01 to 99.99)x100
(Smallest amount for which tax must be collected.)

*Up to 4 types of tax are programmable.

Example:

9 #/SBTL 1 @/TM 7 0 0 0 0 @/TM 1 1 CA/AT/NS
Tax 1 | Tax rate(7.0000%) | Min. taxable amount($0.11)

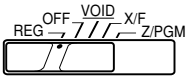
NOTE
Your cash register is pre-programmed so that you can use it with minimum set-up. To change the settings, see the instruction manual.

Initial settings
Departments 1-4: Taxable 1
Departments 5-8: Non-taxable

5 Now, you are ready!

Before Starting Entries

Set the mode switch to the REG postition.



Enter a clerk code (1-4) and press CLK#. (Once the clerk code entered, re-entry of the clerk code is not needed until the clerk is changed.)

1 CLK#
Clerk code

Registration Example

(When the Customer Pays by Cash)

1 CLK# 5 0 0 1 5
Clerk code | Price and dept.

8 0 0 7 3 #/SBTL
Price and dept.

2 0 0 0 CA/AT/NS
Amount tendered

Reading and Resetting

X Reports (reading)
Set the mode switch to the X/F position and press CA/AT/NS.

Z Reports (reading and resetting)
In the Z/PGM mode, press CA/AT/NS. (In this case, grand total resetting is not performed.)

Flash Reports (displayed but not printed)
In the X/F mode:
Press dept. key for dept. sales reports
Press #/SBTL for sales total reports
Press CH for cash-in-drawer reports

For further information, please read the instruction manual.

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