

XE-A212 Quick Start Guide

If you experience any difficulty operating your XEA212 please contact **0870 738 0000** for assistance.

For quick set-up, follow the steps shown below. Note that malfunction may occur if you do not follow the steps. For further information, please read the instruction manual. Before setting up your cash register, prepare three new R6 or LR6 batteries ("AA" size), which are necessary for memory backup, and find a stable surface near an AC outlet where the cash register is not subject to water sources or direct sunlight.

1 Installing the Cash Register

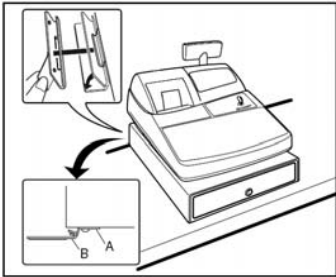
Install the cash register using the fixing angle bracket provided with the register.

1. Thoroughly clean the location where the fixing angle bracket (B) is to be placed.

2. Peel off the adhesive tape on the fixing angle bracket.

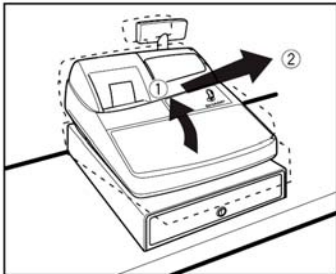
3. Hook the angle bracket onto the hook (A) that is located at the bottom rear of the register.

4. Firmly stick the fixing angle bracket to the table surface that you cleaned above.



To remove the register from the fixing angle bracket:

Lift up the front of the register and pull the register towards you.



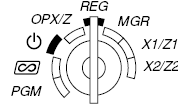
2 Preparing the Cash Register

Initializing the Cash Register

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

1. Make sure the AC power cord is unplugged and batteries are not installed on the register.

2. Insert the manager (MA) key into the mode switch and turn it to the REG position.



3. Insert the plug of the AC power cord into the AC outlet. A buzzer will sound three times.

IMPORTANT:
This operation must be performed without batteries installed.

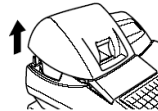
4. The register display should now show "NO BATTERY".

NOTE: If the buzzer does not sound when the plug is inserted, the initialization has not been done successfully. Wait at least one minute

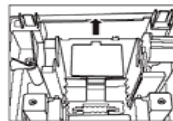
Installing the Batteries

Install three new R6 or LR6 batteries ("AA" size) according to the procedure shown below with the power cord connected and set the mode switch to REG position.

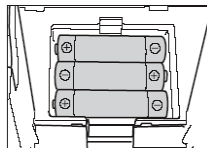
1. Lift the rear of the printer cover and detach it.



2. Open the battery compartment cover.



3. Install three new R6 or LR6 batteries ("AA" size) as per the diagram.



When the batteries are properly installed "NO BATTERY" on the display will disappear.

4. Close the battery compartment cover.

3 Installing the Paper Roll (Receipt)

1. Lift up the print roller release lever to unlock and open the print roller arm



2. Drop and load a paper roll in the paper roll cradle as per the diagram.




3. Pull the paper towards the front of the machine over the keyboard.



4. While holding down the paper slowly close the print roller arm and push down the arm until you hear a click locking the arm.



5. Cut off the excess paper using the edge of the inner cover, and replace the printer cover.

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

NOTE: If the print roller arm is not correctly locked, printing is not done right. If this problem occurs, open the arm, and close the arm as instructed above. If you want to use a paper roll for journal printing, please refer to GETTING STARTED section of the instruction manual.


4 Basic Programming

Set the mode switch to the PGM position and use the following numeric pad.




Setting the Date

Enter the date in 8 digits using the day month- year format.


Then press 

Example: Date (26 August, 2003)


26082003 

Setting the time

Enter the time in 4 digits ("hhmm" format) using the 24 hour system. Then

press 

Example: Time (2:30 p.m.)

1430 

Setting the VAT

Example: VAT1 rate 17.5%

 9  1  17.5  ST 

NOTE: Department 1 to 50 are set to VAT1 by default.

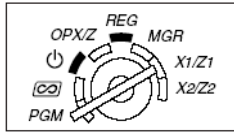
Other programming

While the cash register is pre-programmed so that it can be used with minimal set-up, you may need to program some items such as department texts and logo message. For details of programming, please refer to the instruction manual.

Please turn over....

5 Programming the flat product keys

1. Turn the key to program mode.



2. Press a flat key on the keyboard where you would like to program a PLU. (PLU means item key)

7	14	21	28	35	42	49	56	63	70
6	13	20	27	34	41	48	55	62	69
5	12	19	26	33	40	47	54	61	68
4	11	18	25	32	39	46	53	60	67
3	10	17	24	31	38	45	52	59	66
2	9	16	23	30	37	44	51	58	65
1	8	15	22	29	36	43	50	57	64

3. Now press



4. Remove the top keyboard layout and use the alphanumeric (qwerty) keyboard for the next step.

5. Type in the name of the product using the characters on the keyboard/qwerty layout

6. Now press



7. Using the numeric keypad, enter the selling price for this key.

E.G. £1.00 would be entered as 100 (No decimal point)

⊗	•	CL
7	8	9
4	5	6
1	2	3
0	00	

8. Now press



to finish programming.

9. Repeat steps 2 to 8 to program more flat PLU keys.

10. Replace top level keyboard layout and turn key back to REG.

6 Now, you are ready for sales entries.

Set the mode switch to the REG position, and start registration. For details of registration, please refer to the instruction manual.

7 Making your first sale entry.

1. Ensure your key is set to REG position.
2. Press PLU keys to sell items
3. Press TL/Cash to finalise sale.

The drawer will now open allowing you to put the money in the drawer.

8 Z (Reset) Reports

Daily end of day Z report (Full sales)

1. Turn key to X1/Z1

2. Press  

Periodic (weekly or monthly) Z report (Full sales)

1. Turn key to X2/Z2

2. Press  

PLU Itemised Z report

1. Turn key to X1/Z1

2. Press  