Cheat Sheet

Sharp XE-A107

Cash Register

Programming Codes

1. Make sure register is cleared by pressing CL then ESC Twice
2. Turn key to Z/PGM
3. Press **#1 GRAY** key
4. Press PLU   Display will show 01 $0.00
5. Put in cost of code #1 (Do not use decimal points)
6. Press the **WHITE DEPT #1** key   ** Display will show 02 $0.00
7. Put in cost of code #2
8. Press **WHITE Dept # 1** key   Display will show 03 $0.00
9. Put in cost of code #3
10. Press the **WHITE DEPT #1** key **
11. Keep repeating until all codes are in register
12. Press #/SBTL
13. Press **PLU Key** and all the codes with the price you programmed will print.

NOTE: The **WHITE keys are Department Numbers –All Codes should be programmed in Department # 1

NOTE: UNPLUGGING REGISTER CLEARS ALL CODES

TO SAVE CODES MAKE SURE BATTERIES ARE INSTALLED

Ringing Up Sales

1. Turn Key to REG
2. Press Price code of item using **GRAY** Keys
3. Press PLU
4. Enter next item's price code
5. Press PLU
6. Continue until finished with students purchase
7. Press #/SBTL To show total amount of sale ***
8. Enter dollar amount given by student ***
9. Press CASH/NO SALE (Large **GREEN** Key) and drawer will open

***Optional, This will calculate change back