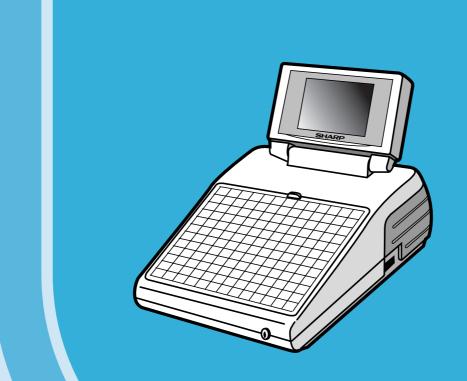
# **SHARP**®

**POS TERMINAL** 

# ER-A770M

## **INSTRUCTION MANUAL**



Front(1,4

.

03.9.12, 7:36 AM

#### CAUTION:

The drawer unit should be securely fitted to the supporting platform to avoid instability when the drawers are open.

#### **CAUTION:**

The socket-outlet shall be installed near the equipment and shall be easily accessible.

#### VARSICHT

Die Netzsteckdose muß nahe dem Gerät angebracht und leicht zugänglich sein.

#### ATTENTION

La prise de courant murale devra être installée à proximité de l'équipement et devra être facilement accessible.

#### AVISO:

El tomacorriente debe estar instalado cerca del equipo y debe quedar bien accesible.

#### VADMING

Det matande vägguttaget skall placeras nära apparaten och vara lätt åtkomligt.

#### CAUTION:

For a complete electrical disconnection pull out the mains plug.

#### VORSICHT:

Zur vollständigen elektrischen Trennung vom Netz den Netzstecker ziehen.

#### ATTENTION:

Pour obtenir une mise hors-circuit totale, débrancher la prise de courant secteur.

#### AVISO:

Para una desconexión eléctrica completa, desenchufar el enchufe de tomacorriente.

#### VARNING:

För att helt koppla från strömmen, dra ut stickproppen.

This equipment complies with the requirements of Directives 89/336/EEC and 73/23/EEC as amended by 93/68/EEC.

Dieses Gerät entspricht den Anforderungen der EG-Richtlinien 89/336/EWG und 73/23/EWG mit Änderung 93/68/EWG.

Ce matériel répond aux exigences contenues dans les directives 89/336/CEE et 73/23/CEE modifiées par la directive 93/68/CEE.

Dit apparaat voldoet aan de eisen van de richtlijnen 89/336/EEG en 73/23/EEG, gewijzigd door 93/68/EEG.

93/68/EEG.

Dette udstyr overholder kravene i direktiv nr. 89/336/EEC og 73/23/EEC med tillæg nr. 93/68/EEC.

Quest' apparecchio è conforme ai requisiti delle direttive 89/336/EEC e 73/23/EEC, come emendata dalla direttiva 93/68/EEC.

Η εγκατάσταση αυτή ανταποκρίνεται στις απαιτήσεις των οδηγιών της Ευρωπαϊκής Ενωσης 89/336/ΕΟΚ και 73/23/ΕΟΚ, όπως οι κανονισμοί αυτοί συμπληρώθηκαν από την οδηγία 93/68/ΕΟΚ.

Este equipamento obedece às exigências das directivas 89/336/CEE e 73/23/CEE, na sua versão corrigida pela directiva 93/68/CEE.

Este aparato satisface las exigencias de las Directivas 89/336/CEE y 73/23/CEE, modificadas por medio de la 93/68/CEE.

Denna utrustning uppfyller kraven enligt riktlinjerna 89/336/EEC och 73/23/EEC så som komplette ras av 93/68/EEC.

Dette produktet oppfyller betingelsene i direktivene 89/336/EEC og 73/23/EEC i endringen 93/68/EEC. Tämä laite täyttää direktiivien 89/336/EEC ja 73/23/EEC vaatimukset, joita on muutettu direktiivillä 93/68/FEC.

#### 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.

#### Warnung

Dies ist eine Einrichtung der Klasse A. Diese Einrichtung kann im Wohnbereich Funkstörungen verursachen; in diesem Fall kann vom Betreiber verlangt werden, angemessene Maßnahmen durchzuführen und dafür aufzukommen.

#### Avertissement

Ceci est un produit de Classe A. Dans un environnement domestique ce produit risque de provoquer une interférence radio, auquel cas l'utilisateur sera obligé d'observer les mesures adéquates.

#### Advertencia

Este es un producto de la clase A. En un ambiente doméstico es posible que este producto cause radiointerferencia. En este caso se solicita al usuario que tome medidas adecuadas.

## INTRODUCTION

Thank you very much for your purchase of the SHARP POS Terminal Model ER-A770M. 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.

### **IMPORTANT**

 Install your POS terminal in a location that is not subject to direct sunlight, unusual temperature changes, high humidity or exposure to water sources and keep away from heat and magnetic sources.

Installation in such locations could cause damage to the cabinet and the electrical components.

- The POS terminal should not be operated by an individual with wet hands.
- The water could seep into the interior of the POS terminal and cause component failure.
- Do not apply excessive pressure to the display.

Do not use a sharp-pointed object on the display.

The LCD display will be damaged easily.

 When cleaning your POS terminal, use a dry, soft cloth. Never use solvents, such as benzine and/or thinner.

The use of such chemicals will lead to discoloration or deterioration of the cabinet.

- The surface of the screen may become smeared and accumulate dust during use.
   Gently wipe the surface of the screen with a soft cloth that has been dipped in a mild detergent solution and squeezed dry.
- The POS terminal plugs into any standard wall outlet (official (nominal) voltage).

  Other electrical devices on the same electrical circuit could cause the POS terminal to malfunction.
- If the POS terminal malfunctions, call your authorized SHARP dealer for service do not try to repair the POS terminal yourself.

## **PRECAUTION**

This POS terminal has a built-in memory protection circuit which is operated by a rechargeable battery pack. It should be known that all batteries will, in time, dissipate their charge even if not used. Therefore to insure an adequate initial charge in the protection circuit and to prevent any possible loss of memory upon installation, it is recommended that each unit be allowed to be recharged for a period of 24 to 48 hours prior to use by the customer.

In order to charge the battery pack, the machine must be plugged in and its power switch must be set to the "ON" position. This recharging precaution can prevent unnecessary initial service calls.

## **CONTENTS**

NTRODUCTION	
MPORTANT	1
PRECAUTION	1
1. Part Names and Functions	·····7
External View	····· <u>7</u>
Front view	·····7_
Tilt control screws	/
Keyboard ·····	8
Inserting the keyboard sheet ······	
Standard keyboard layout	
Optional keys ······	10
Clerk Keys ·····	10
Display	13
Operator display ······	13
Screen save mode······	14
2. Before Operating the POS Terminal  Display Adjustment	15
Display Adjustment ······	15
Connecting the Printer and Installing the Paper Rolls	15
3. Selecting an Operating Mode	16
Operating Modes	16
Mode Selection	·····1 <u>7</u>
Selecting a mode	·····17
Returning to the mode selection window	1/
4. Receipts	4.0
Type of Receipts Type o	
Addition receipt type ······	10
Single/double receipt type	10
Addition + single receipt type	20
Double addition receipt type	
Double (addition + single) receipt type ······	20
Double (addition + single) receipt type Sorted Receipt Function	21
5. Prior to Entries	23
Preparations for Entries	23
Error Warning ·····	23
Sample Receipt ·····	23
Clerk Assignment	······24
Item Selection from the Menu Window	25
Starting Cash Memory Entry	27
6. Entries ·····	00
Item Entries	28
Single item entries	28
Repeat entries	20
Multiplication entries ·····	ر رو
Split-pricing entries	عد 22
Single item cash sale (SICS)/single item finalize (SIF) entries······	34
Scale entries	35
Non-turnover sales ·····	<u>3</u> 7
Special Entries for PLUs	38
Promotion (normal selling) function ······	38
Promotion (set selling) function ······	39
Link PLU entries	40
Combo meal entries ······	40

7.

With/without entries ·····	41
PLU level shift (for direct PLUs)	42
PLU price level shift ······	44
Condiment entries	45
Happy hour ·····	47
Department shift ······	48
Pint entries Pint	49
Display of Subtotals	50
Subtotal	50
Difference subtotal (Differ ST)	50
Finalization of Transaction	51
Cash or check tendering	51
Mixed tendering (check + cash)·····	52
Cash or check sale that does not need any tender entry	52
Credit sale ·····	53
Mixed-tender sale (cash or check tendering + credit tendering)  Computation of VAT (Value Added Tax)/Tax  VAT/tax system	53
Computation of VAT (Value Added Tax)/Tax ······	54
VAT/tax system ·····	54
VAT shift entries ······	55
Guest Check (GLU/PBLU)	56
GLU/PBLU system	56
Drive-through function	59
Deposit entries	63
Transferring guest checks out or in (Transfer-in/out)  Bill printing	64
Bill printing	65
Intermediate GLU reading (only for GLU system)  Bill totalizing/bill transfer	66
Bill totalizing/bill transfer	66
Bill separating ······	68
Transaction migration	70
Hotel transfer	70
Auxiliary Entries	71
Percent calculations (premium or discount)	71
Discount entries	72
Refund entries ·····	73
Return entries ·····	73
Printing of non-add code numbers ······	74
Printing of free text	74
Entertainment bill	75
Payment Treatment	76
Tip-in entries	76
Currency exchange	77
Received-on-account entries ·····	78
Paid-out entries ·····	79
No-sale (exchange)	80
Transferring cash	80
Cashing a check ······	81
Service charge	82
VIP sales ·····	82
WASTE mode ·····	83
Employee Function	84
Clerk/manager sign-on	84
Employee's working time recording	84
TRAINING Mode	86
Supervisor Clerk ·····	87
Overlapped Clerk Entry	88
Correction	89
Correction of the Last Entry (Direct Void)	89
Correction of the Next-to-Last or Earlier Entries (Indirect Void)	90
Correction of the Next-to-Last or Earlier Entries (Indirect Void)	91
Correction of Incorrect Entries Not Handled by the Direct, Indirect or Subtotal Void Function	·····91

8.	Special Printing Function ·····	92
	Copy Receipt Printing	92
	Guest Check Copy	93
	Validation Printing Function	93
9.	Manager Mode ·····	94
	Entering the Manager Mode	94
	Override Entries	94
	Tip Paid Entries	95
	Bill recording/Bill void	95
10	Correction after Finalizing a Transaction	06
10.	Correction after Finanzing a Transaction	90
11	Reading (X) and Resetting (Z) of Sales Totals	97
	How to take a X1/Z1 or X2/Z2 report	97
	Daily Sales Totals	100
	General report	100
	Department report	103
	Individual group total report on departments ······	103
	Full group total report on departments	103
	PLU report by designated range  Combo sales report	104
	Combo sales report	105
	PLU report by associated department ·····	106
	Individual group report on PLUs	107
	Full group total report on PLUs	107
	PLU stock report	107
	PLU top 20 report ······	100
	PLU zero sales report (full)······	110
	PLU zero sales report (by dept.)	110
	PLU minimum stock report ······	110
	PLU group total report by hour ······	111
	Total in drawer report ······	111
	Transaction report	111
	Commission sales report ·····	112
	Tax report ·····	112
	Chief report ······	112
	Full clerk report·····	113
	Individual clerk report ·····	114
	Clerk report (Drink dispenser misoperation)	116
	Drink dispenser error reading report	116
	Drink dispenser resetting report	116
	Employee active status report  Hourly report	11/
	Drive-through service time report ·······	117
	Labor cost % report ······	11/
	Ingredient stock report ······	110 11Ω
	GLU/PBLU report	118
	GLU/PBLU report by clerk ······	119
	Drive-through report	119
	Drive-through report by clerk ·····	120
	Balance report	120
	Bill report	120
	X1/Z1 stacked reports ·····	120
	Periodic Consolidation	121
	General information ·····	121
	Employee report ·····	122
	Over time report	122
	Employee time adjustment report ······	123
	Daily net report	123
	X2/Z2 Stacked report Compulsory Cash/Check Declaration	123

12.	How to Use the Programming Keyboard Sheet	126
	Programming Keyboard Layout	126
	How to Program Alphanumeric Characters	127
	Using character keys on the keyboard ······	127
	Entering character codes·····	128
13.	Programming ·····	129
	Basic Instructions·····	129
	Programming example ·····	129
	Article Programming ·····	131
	Department	132
	PLÜ	134
	PLU range ·····	137
	PLU stock ·····	138
	Ingredient·····	139
	Ingredient stock ·····	140
	PLU menu key ·····	141
	Combo meal (Combo PLU)	142
	Link PLU table ·····	143
	Condiment table	144
	Promotion table (normal selling)	146
	Promotion table (set selling)	147
	Recipe table Recipe table	148
	Scale table	149
	Department shift	150
	Happy hour	150
	Direct Key Programming Direct key	151
	Functional Programming······	151
	Functional Programming	152
	Discount key ( o through o ) · · · · · · · · · · · · · · · · · ·	153
	Percent key (%1 through %9)	154
	Service charge·····	154
	Service charge	100
	Deposit ·····	150
	RA······	150
	PO	
	Media Key Programming ······	157
	Cash key	150
	Clash key Check key (CH1) through CH4)	160
	Credit key (lost through lost)	161
	Credit key (CR1) through CR8)  Hotel transfer key	162
	Cash in drawer	163
	Check change	163
	Check cashing	
	Currency Programming	165
	Currency exchange key (Ext) through Ex9)	165
	Foreign drawer	165
	Text Programming	166
	Function text ·····	167
	Department group text ·····	170
	PLU group text	170
	PLU hourly group text	171
	Personnel Programming	172
	Clerk	173
	Manager ·····	175
	Employee ·····	176
	Job location table ·····	177
	Terminal Programming ·····	178
	Date/Time Setting	179
	Date/time ·····	179
	Optional Feature Selection	180
	Function prohibition	181

	Function selection	182
	Printing selection ·····	184
	Report Programming	187
	Zero skip	188
	General report format ·····	189
	Hourly report ······	189
	Stacked report ·····	190
	Message Programming	193
	Receipt logo	194
	Free text ·····	194
	Validation printing text ······	195
	Slip text	195
	Slip footer ·····	195
	Entertainment bill message Payee name	196
	Payee name ·····	196
	Device Configuration Programming  Journal printer	197
	Journal printer·····	198
	Receipt printer ·····	198
	Slip printer ·····	199
	Report printer	200
	Remote printer (KP#1 through KP#9)·····	200
	Scale/Drink dispenser/On-line ·····	·····201
	Drive-through Code Programming	202
	Drive-through code	202
	Room GLU Code Programming	203
	Room GLU code	203
	Tax Programming	204
	Backup Data Send Programming	205
	Backup data send	205
	Backup Data Receive Programming  Backup data receive	206
	Drink Dispenser Programming	206
	Drink Dispenser Programming	207
	Drink dispenser preset	208
	Drink dispenser operator ······  Downloading ······	209
	Downloading Online Configuration Programming	210
	On-line Configuration Programming Price Mode Programming	210
	Automatic Soquencing Koy Programming	211
	Automatic Sequencing Key Programming  Reading of Stored Programs	212
	Program reading sequence ······	213
	Sample printouts	215
14.	Drink Dispenser	229
	Drink dispenser misoperation and misoperation file	230
	Causes of drink dispenser misoperation	230
	Disposal of misoperation	231
	Misoperation file reading	231
	Correction of drink dispenser articles in a drink dispenser misoperation file	232
15	Electronic Journal/Data Clear ·····	
16.	EURO Migration Function	234
17	Operator Maintenance	ววร
٠/.	Replacing the Backup Battery Pack ······	200 200
	In Case of Power Failure	200 200
	Before Calling for Service	207 207
	· · · · · · · · · · · · · · · · · · ·	
18.	Options	238
	List of Options	238
10	Specifications	220

This is a "Table of Contents preview" for quality assurance

The full manual can be purchased from our store:

https://the-checkout-tech.com/manuals/sharp/ER-A770M operating manual.html

And our free Online Keysheet maker:

https://the-checkout-tech.com/Cash-Register-Keysheet-Creator/

HTTPS://THE-CHECKOUT-TECH.COM