

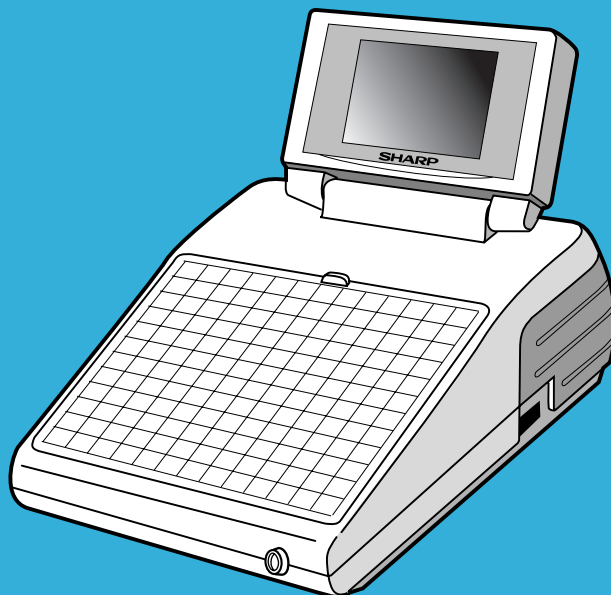
Sharp ER-A771 operation Manual

SHARP®

POS TERMINAL

MODEL
ER-A771

INSTRUCTION MANUAL



CONTENTS

INTRODUCTION	1
IMPORTANT	1
PRECAUTION	1
1. Part Names and Functions	7
External View	7
Front view	7
Rear view	7
Tilt control screws	8
Keyboard	8
Inserting the keyboard sheet	8
Standard keyboard layout	9
Optional keys	10
Clerk Keys	12
Display	13
Operator display	13
Screen save mode	14
2. Before Operating the POS Terminal	15
Display Adjustment	15
Connecting the Printer and Installing the Paper Rolls	15
3. Selecting an Operating Mode	16
Operating Modes	16
Mode Selection	17
Selecting a mode	17
Returning to the mode selection window	17
4. Receipts	18
Type of Receipts	18
Addition receipt type	18
Single/double receipt type	19
Addition + single receipt type	20
Double addition receipt type	20
Double (addition + single) receipt type	20
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	28
Item Entries	28
Single item entries	28
Repeat entries	31
Multiplication entries	32
Split-pricing entries	33
Single item cash sale (SICS)/single item finalize (SIF) entries	34
Scale entries	35
Non-turnover sales	37
Special Entries for PLUs	38
Promotion (normal selling) function	38
Promotion (set selling) function	39
Link PLU entries	40
Combo meal entries	40

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	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)	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)	64
Bill printing	65
Intermediate GLU reading (only for GLU system)	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
7. Correction	89
Correction of the Last Entry (Direct Void)	89
Correction of the Next-to-Last or Earlier Entries (Indirect Void)	90
Subtotal 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	96
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	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 cost report	108
PLU top 20 report	109
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	117
Hourly report	117
Drive-through service time report	117
Labor cost % report	118
Ingredient stock report	118
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	123
Compulsory Cash/Check Declaration	124

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
PLU.....	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.....	148
Scale table.....	149
Department shift.....	150
Happy hour.....	150
Direct Key Programming.....	151
Direct key.....	151
Functional Programming.....	152
Discount key (⊖ ₁ through ⊖ ₉).....	153
Percent key (% ₁ through % ₉).....	154
Commission.....	154
Service charge.....	155
Tip.....	155
Deposit.....	156
RA.....	156
PO.....	157
Media Key Programming.....	158
Cash key.....	159
Check key (CH ₁ through CH ₄).....	160
Credit key (CR ₁ through CR ₈).....	161
Hotel transfer key.....	162
Cash in drawer.....	163
Check change.....	163
Check cashing.....	164
Currency Programming.....	165
Currency exchange key (EX ₁ through EX ₉).....	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
Contactless key.....	178
Prohibition of the contactless key.....	179
Terminal Programming.....	180
Date/Time Setting.....	181
Date/time.....	181

Optional Feature Selection	182
Function prohibition	183
Function selection	184
Printing selection	186
Programming for EURO change job	188
Report Programming	189
Zero skip	190
General report format	191
Hourly report	191
Stacked report	192
Message Programming	195
Receipt logo	196
Free text	196
Validation printing text	197
Slip text	197
Slip footer	197
Entertainment bill message	198
Payee name	198
Device Configuration Programming	199
Journal printer	200
Receipt printer	200
Slip printer	201
Report printer	202
Remote printer (KP#1 through KP#9)	202
Scale/Drink dispenser/On-line	203
Drive-through Code Programming	204
Drive-through code	204
Room GLU Code Programming	205
Room GLU code	205
Tax Programming	206
Backup Data Send Programming	207
Backup data send	207
Backup Data Receive Programming	208
Backup data receive	208
Drink Dispenser Programming	209
Drink dispenser preset	210
Drink dispenser operator	211
Downloading	211
On-line Configuration Programming	212
Price Mode Programming	213
Automatic Sequencing Key Programming	214
Reading of Stored Programs	215
Program reading sequence	215
Sample printouts	217
14. Drink Dispenser	231
Drink dispenser misoperation and misoperation file	232
Causes of drink dispenser misoperation	232
Disposal of misoperation	233
Misoperation file reading	233
Correction of drink dispenser articles in a drink dispenser misoperation file	234
15. Electronic Journal/Data Clear	235
16. EURO Migration Function	236
17. Operator Maintenance	237
Replacing the Backup Battery Pack	237
In Case of Power Failure	239
Before Calling for Service	239
18. Options	240
List of Options	240
19. Specifications	241

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-A771 operation manual.html](https://the-checkout-tech.com/manuals/sharp/ER-A771%20operation%20manual.html)

And our free Online Keysheet maker:

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

[HTTPS://THE-CHECKOUT-TECH.COM](https://THE-CHECKOUT-TECH.COM)