

Sharp UP-3301 operating Manual

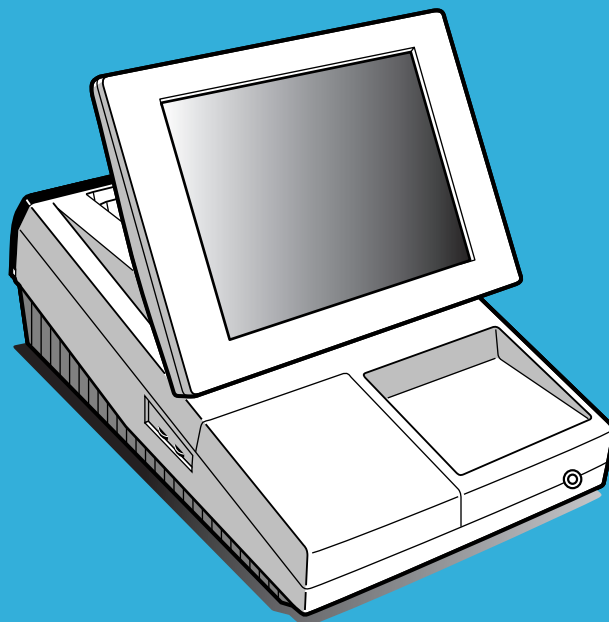
SHARP[®]

POS TERMINAL

MODEL

UP-3301

INSTRUCTION MANUAL



CAUTION: Please observe the following when an optional drawer is used.

The drawer units 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.

VORSICHT:

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.

WARNING:

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.

WARNING:

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.

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 Ένωσης 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/EEC.

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 UP-3301. 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 radiation, unusual temperature changes, high humidity or exposure to water 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

INTRODUCTION	1
IMPORTANT	1
PRECAUTION	1
1. Part Names and Functions	7
External View	7
Front view	7
Rear view	7
Display	8
Operator display (touch panel)	8
Screen save mode	9
Clerk keys	10
2. Before Operating the POS Terminal	11
Display Adjustment	11
Connecting the Printer and Installing the Paper Rolls	11
3. Selecting an Operating Mode	12
Operating Modes	12
Mode Selection	13
Selecting a mode	13
Returning to the mode selection window	13
4. Receipts	14
Type of Receipts	14
Addition receipt type	14
Addition without payment receipt type	14
Single/double receipt type	15
Single/double + addition receipt type	15
Addition + single receipt type	16
Double addition receipt type	16
Double (addition + single) receipt type	16
Sorted Receipt Function	17
5. Prior to Entries	20
Preparations for Entries	20
Error Warning	20
Sample Receipt	20
6. Entries	21
Function Key Description	21
Touch-panel keyboard	21
Function keys list	29
How to Use the Touch Panel	32
Cursor control by touching option(s) or item(s) in the window	32
Clerk Assignment	34
Item Selection from the Menu Window	34
Starting Cash Memory Entry	35
Item Entries	36
Single item entries	36
Repeat entries	38
Multiplication entries	38
Split-pricing entries	39
Single item cash sale (SICS)/single item finalize (SIF) entries	40
Scale entries	41
Non-turnover sales	43
Special Entries for PLUs	44
Promotion (normal selling) function	44
Promotion (set selling) function	45

Link PLU entries	46
Combo meal entries	46
With/without entries	47
PLU level shift (for direct PLUs)	48
PLU price level shift	50
Condiment entries	51
Happy hour	53
Department shift	53
Pint entries	54
Display of Subtotals	55
Subtotal	55
Difference subtotal (Differ ST)	55
Finalization of Transaction	56
Cash or check tendering	56
Mixed tendering (check + cash)	57
Cash or check sale that does not need any tender entry	57
Credit sale	58
Mixed-tender sale (cash or check tendering + credit tendering)	58
Computation of VAT (Value Added Tax)/Tax	59
VAT/tax system	59
Vat shift entries	60
Guest Check (GLU/PBLU)	61
GLU/PBLU system	61
Drive-through function	64
Deposit entries	68
Transferring guest checks out or in (Transfer-in/out)	69
Bill printing	70
Intermediate GLU reading (only for GLU system)	71
Bill totalizing/bill transfer	71
Bill separating	73
Transaction migration	75
Auxiliary Entries	76
Percent calculations (premium or discount)	76
Discount entries	77
Refund entries	78
Return entries	78
Printing of non-add code numbers	79
Printing of free text	79
Entertainment bill	80
Payment Treatment	81
Tip-in entries	81
Currency exchange	82
Received-on-account entries	83
Paid-out entries	84
No-sale (exchange)	85
Transferring cash	85
Cashing a check	86
Service charge	87
VIP sales	87
WASTE mode	88
Employee Function	89
Clerk/manager sign-on	89
Employee's working time recording	89
TRAINING Mode	91
Supervisor Clerk	92
Overlapped Clerk Entry	93
7. Correction	94
Correction of the Last Entry (Direct Void)	94
Correction of the Next-to-Last or Earlier Entries (Indirect Void)	95
Subtotal Void	96
Correction of Incorrect Entries Not Handled by the Direct, Indirect or Subtotal Void Function	96

8. Special Printing Function	97
Copy Receipt Printing	97
Guest Check Copy	98
Validation Printing Function	98
9. Manager Mode	99
Entering the Manager Mode	99
Override Entries	99
Tip Paid Entries	100
Bill recording/Bill void	100
10. Correction after Finalizing a Transaction	101
11. Reading (X) and Resetting (Z) of Sales Totals	102
How to take a X1/Z1 or X2/Z2 report	102
Daily Sales Totals	105
General report	105
Department report	108
Individual group total report on departments	108
Full group total report on departments	108
PLU report by designated range	109
Combo sales report	110
PLU report by associated department	111
Individual group report on PLUs	112
Full group total report on PLUs	112
PLU stock report	112
PLU cost report	113
PLU top 20 report	114
PLU zero sales report (full)	115
PLU zero sales report (by dept.)	115
PLU minimum stock report	115
PLU group total report by hour	116
Total in drawer report	116
Transaction report	116
Commission sales report	117
Tax report	117
Chief report	117
Full clerk report	118
Individual clerk report	119
Clerk report (Drink dispenser misoperation)	121
Drink dispenser error reading report	121
Drink dispenser resetting report	121
Employee active status report	122
Hourly report	122
Drive-through service time report	122
Labor cost % report	123
Ingredient stock report	123
GLU/PBLU report	123
GLU/PBLU report by clerk	124
Drive-through report	124
Drive-through report by clerk	125
Balance report	125
Bill report	125
X1/Z1 stacked reports	125
Periodic Consolidation	126
General information	126
Employee report	127
Over time report	127
Employee time adjustment report	128
Daily net report	128
X2/Z2 stacked report	128
Compulsory Cash/Check Declaration	129

12. How to Use the Programming Keyboard	131
Programming Keyboard Layout	131
How to Program Alphanumeric Characters	132
Using character keys on the keyboard	132
Entering character codes	133
13. Programming	134
Basic Instructions	134
Programming example	134
Article Programming	136
Department	137
PLU	139
PLU range	142
PLU stock	143
Ingredient	144
Ingredient stock	145
PLU menu key	146
Combo meal	147
Link PLU table	148
Condiment table	149
Promotion table (normal selling)	151
Promotion table (set selling)	152
Recipe table	153
Scale table	154
Department shift	155
Happy hour	155
Direct Key Programming	156
Direct PLU/dept. key	157
Functional Programming	158
Discount key ((-)1 thru (-)9)	159
Percent key (%1 thru %9)	160
Commission	160
Service charge	161
Tip	161
Deposit	162
RA	162
PO	163
Media Key Programming	164
Cash key	165
Check key (CHK through CHK4)	166
Credit key (CR1 through CR8)	167
Hotel transfer key	168
Cash in drawer	169
Check change	169
Check cashing	170
Currency Programming	171
Currency exchange key (EXCHANGE1 through EXCHANGES)	171
Foreign drawer	171
Text Programming	172
Function text	173
Department group text	176
PLU group text	176
PLU hourly group text	177
Personnel Programming	178
Clerk	179
Manager	181
Employee	182
Job location table	183
Terminal Programming	184
Date/Time Setting	185
Date/time	185
Optional Feature Selection	186
Function prohibition	187

Function selection	188
Printing selection	190
Programming for EURO change job	192
Report Programming	193
Zero skip	194
General report format	195
Hourly report	195
Stacked report	196
Message Programming	199
Receipt logo	200
Free text	200
Validation printing text	201
Slip text	201
Slip footer	201
Entertainment bill message	202
Payee name	202
Funktion Key Programming	203
Device Configuration Programming	204
Journal printer	205
Receipt printer	205
Slip printer	206
Report printer	207
Remote printer (KP#1 through KP#9)	207
Scale/Drink dispenser/On-line	208
Drive-through Code Programming	209
Drive-through code	209
Tax Programming	210
Drink Dispenser Programming	211
Drink dispenser preset	212
Drink dispenser operator	213
Downloading	213
On-line Configuration Programming	214
Price Mode Programming	215
Automatic Sequencing Key Programming	216
Reading of Stored Programs	217
Program reading sequence	217
Sample printouts	219
14. Drink Dispenser	233
Drink dispenser misoperation and misoperation file	234
Causes of drink dispenser misoperation	234
Description of misoperation	235
Misoperation file reading	235
Correction of drink dispenser articles in a drink dispenser misoperation file	236
15. Electronic Journal/Data Clear	237
16. EURO Migration Function	238
17. Operator Maintenance	239
Replacing the Backup Battery Pack	239
In Case of Power Failure	241
Before Calling for Service	241
18. Options	242
List of Options	242
19. Specifications	243

[Click here to download the full manual at THE-CHECKOUT-TECH.COM](http://THE-CHECKOUT-TECH.COM)