Sharp UP-3500 instruction programming Manual

## SHARP

POS TERMINAL

MODEL
UP-3500
INSTRUCTION MANUAL


## CONTENTS

INTRODUCTION ..... 1
IMPORTANT ..... 1
PRECAUTION ..... 1

1. Part Names and Functions ..... 7
External View ..... 7
Front view ..... 7
Rear view ..... 7
Displays ..... 9
Operator display (touch panel) ..... 9
Customer display ..... 12
Screen save mode ..... 12
2. Before Operating the POS Terminal ..... 13
Display Angle ..... 13
Connecting the Printer and Installing the Paper Rolls ..... 13
3. Prior to Making Entries ..... 14
Preparations for Entries ..... 14
Error Warning ..... 14
Selecting an Operating Mode ..... 15
Operating modes ..... 15
Mode selection ..... 16
Entering a secret code ..... 17
4. Entries ..... 18
Function Key Description ..... 18
Screen transactions ..... 18
Function keys list (using default key labels) ..... 19
Item key list (using default key labels) ..... 22
PLU menu keys list (using default key labels) ..... 22
How to Use the Touch Panel ..... 23
Cursor control by touching option(s) or item(s) in the window ..... 23
Cashier entries (Sign-on/Sign-off) ..... 24
Starting Cash Memory Entry ..... 25
Item Entries ..... 26
Registration screen ..... 26
Single item entries ..... 26
Repeat entries ..... 27
Multiplication entries ..... 28
Scale entries ..... 30
PLU menu keys (categories) ..... 31
Non-turnover sales ..... 31
Link PLU/UPC entries ..... 31
PLU level shift (for direct PLUs) ..... 32
Mix-and-match function ..... 33
Set PLU entries ..... 34
Combo meal entries ..... 35
Modifier PLU entries ..... 35
With/without entries ..... 36
Condiment entries ..... 37
Price inquiry (view) function ..... 40
UPC learning function ..... 41
Price change function ..... 42
Recipe text display/print ..... 43
Non-turnover sales ..... 43
Subtotal Display ..... 44
Merchandise subtotal ..... 44
Taxable subtotal ..... 44
Including-tax-subtotal (full subtotal) ..... 44
Tray subtotal ..... 44
Eat-in subtotal ..... 44
Finalization of Transaction ..... 45
Tax Calculations ..... 46
Automatic tax ..... 46
Manual tax ..... 46
Tax deletion ..... 46
Tax status shift ..... 46
Guest Check (GLU) ..... 47
GLU system ..... 47
Drive-thru function ..... 49
Deposit entries ..... 50
Bill totalizing ..... 51
Wait (Parking) a drive-thru order ..... 52
Drive-thru order check recall ..... 53
Auxiliary Entries ..... 54
Percent calculations (\% premium or \% discount) ..... 54
Discount entries (-) ..... 54
Group discount entries ..... 55
Refund entries ..... 56
Refund sales mode ..... 56
Return entries ..... 56
Printing of non-add code numbers ..... 56
Printing of free text ..... 57
Payment Handling ..... 58
Tip-in entries ..... 58
Tip editing ..... 58
Tip paid entries ..... 59
Currency conversion ..... 59
Received-on-account entries ..... 60
Paid-out entries ..... 61
No-sale ..... 62
Adress and name entries ..... 62
Transferring cash ..... 62
VIP sales ..... 62
Bill separating paymemt ..... 63
Employee Function ..... 64
Cahier/manager sign-on ..... 64
Employee's working time recording ..... 65
Supervisor Cashier ..... 66
Overlapped Cashier Entry ..... 67
TRAINING Mode ..... 68
Open/Close the Shift Status ..... 69
Authority Level/ Secret Code ..... 70
Authority level ..... 70
Secret code ..... 70
MACRO Key Entries ..... 71
5. Corrections ..... 72
Correction of Entries ..... 72
Subtotal Void ..... 74
Correction after Finalizing a Transaction (Void mode) ..... 75
Override Entries ..... 75
6. Printing Function ..... 76
Receipt ON/OFF ..... 76
Copy Receipt Printing ..... 76
Bill Printing ..... 77
Guest Check Copy ..... 77
Bill Recording/Bill Void ..... 77
Type of Receipt ..... 78
Addition receipt type ..... 78
Single/double receipt type ..... 78
Addition + single receipt type ..... 79
Double addition receipt type ..... 79
Double (addition + single) receipt type ..... 79
Sorted Receipt Function ..... 80
Kitchen Printer Send Function ..... 82
Electronic Journal ..... 83
Electronic Mail ..... 83
7. Universal Product Code (UPC) or European Article Number (EAN) ..... 84
UPC or EAN code ..... 84
Customer code ..... 85
Bar-code of the bill ..... 85
Bar-code of the key ..... 85
8. Reading ( $X$ ) and Resetting ( $Z$ ) of Sales Totals ..... 86
How to take a reading (X1, X2, X3, or X4) or resetting (Z1, Z2, Z3, or Z4) report ..... 86
Report list ..... 87
Compulsory cash/check declaration ..... 90
9. Programming ..... 92
Programming Menu Processing ..... 92
OPXZ mode ..... 92
PGM1 mode ..... 92
PGM2 mode ..... 93
How to Program Alphanumeric Characters ..... 99
Alphanumeric Characters ..... 100
Basic Instructions ..... 101
Programming example ..... 101
Programming function key ..... 103
POS Setting Data ..... 104
Department ..... 104
Department group revenue center ..... 104
PLU/UPC ..... 105
Dynamic UPC ..... 105
Coupon PLU ..... 107
Range PLU programming ..... 108
Preparation assignment ..... 110
Range preparation assignment ..... 110
CVM routing ..... 111
Range CVM routing ..... 111
Modifier PLU table ..... 112
Recipe table ..... 113
UPC Non-PLU code format ..... 114
UPC delete ..... 115
Condiment tables ..... 115
Combo meal tables ..... 116
Link PLU/UPC tables ..... 117
Set PLU tables ..... 118
Mix \& match tables ..... 119
Scale tables ..... 120
Cashier ..... 121
Employee ID ..... 122
Job location tables ..... 123
Labor cost ..... 123
Contact less key ..... 124
Cashier key data maintenance ..... 124
Authority level ..... 125
PLU menu keys ..... 126
Function menu keys ..... 126
Direct keys ..... 127
Macro keys ..... 128
Capture keys ..... 129
Capture job ..... 129
Function keys ..... 130
Tax rate ..... 131
Doughnut tax exempt ..... 132
Baked food exempt ..... 132
Manual tax ..... 133
Tax delete ..... 133
Cash keys ..... 134
Check keys ..... 134
Charge keys ..... 134
Eat-in keys ..... 136
Service key ..... 137
Final key ..... 138
Check change ..... 139
Conversion rates ..... 140
Money type ..... 141
( - ) keys ..... 142
\% keys ..... 143
Group discount ..... 144
Vender coupon UPC ..... 145
Tip ..... 145
RA functions ..... 146
PO functions ..... 146
No sale ..... 147
Direct void ..... 147
Indirect void ..... 147
Printed void ..... 148
Subtotal void ..... 148
Check void ..... 148
Refund ..... 149
Return ..... 149
Non add code ..... 150
Free text ..... 150
Negative code ..... 151
Positive code ..... 151
Report zero skip ..... 152
Report print options ..... 153
Department group projection ..... 154
Hourly report ..... 154
Stacked report ..... 155
TEFRA rate ..... 156
Maintenance data create/modify/delete ..... 156
Maintenance data down-loading ..... 157
Dynamic UPC data down-loading ..... 157
System backup data ..... 157
System restore data ..... 158
Machine number ..... 158
Consecutive number ..... 158
Till timer and drawer alarm ..... 159
Screen set up ..... 159
Bill number ..... 159
Condiment ignore ..... 160
Date and time ..... 160
GLU start/end code ..... 160
Drive-thru by terminal ..... 161
Revenue center number by terminal ..... 161
Report by terminal ..... 161
Function selections ..... 162
Printing options ..... 163
Expand function ..... 163
Z1 mode secret codes ..... 164
PGM2 mode secret codes ..... 165
System Z1 mode secret codes ..... 166
System PGM2 mode secret codes ..... 167
Initial down-loading secret codes ..... 168
Maintenance down-loading secret codes ..... 169
E-payment secret codes ..... 170
GLU code range ..... 170
Drive-thru code range ..... 171
GLU code assignment by cashier ..... 171
Revenue center text ..... 172
Function text ..... 172
Header logo text ..... 179
Footer logo text ..... 179
Bill header logo text ..... 179
Bill footer logo text ..... 180
Eat-in logo text ..... 180
Sort group text ..... 180
Receipt printer ..... 181
Journal printer ..... 182
Bill printer ..... 183
Report printer ..... 184
Kitchen printer ..... 185
Chit format ..... 186
Bar code scanner ..... 186
Coin dispenser ..... 187
Scale ..... 187
E-pay device type1 (OMNI) ..... 188
E-pay device type2 (DATA TRAN) ..... 189
E-pay device type3 (PNC-330) ..... 190
E-pay device PIN pad ..... 190
E-pay device IC card ..... 191
E-pay device account balance I/F ..... 191
E-pay device card reader ..... 192
CVM preset ..... 192
OCB preset ..... 193
CCTV preset ..... 193
On-line preset ..... 194
MWS preset ..... 194
Data Clear ..... 195
Automatic Sequencing Key Programming ..... 196
Reading Stored Programs ..... 197
10. Unit Price Mode Programming ..... 199
11. Data Saving or Loading (SD Card) ..... 200
Inserting and Removing an SD Memory Card ..... 200
SD memory card formatting ..... 200
Folder code programming ..... 200
Folder creating ..... 201
Data saving ..... 201
Data loading ..... 201
12. Operator Maintenance ..... 202
In Case of Power Failure ..... 202
Before Calling for Service ..... 202
13. Options ..... 203
List of Options ..... 203
14. Specifications ..... 204

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/UP-3500 instruction programming manual.

And our free Online Keysheet maker:
https://the-checkout-tech.com/Cash-Register-Keysheet-Creator/

HTTPS://THE-CHECKOUT-TECH.COM

