

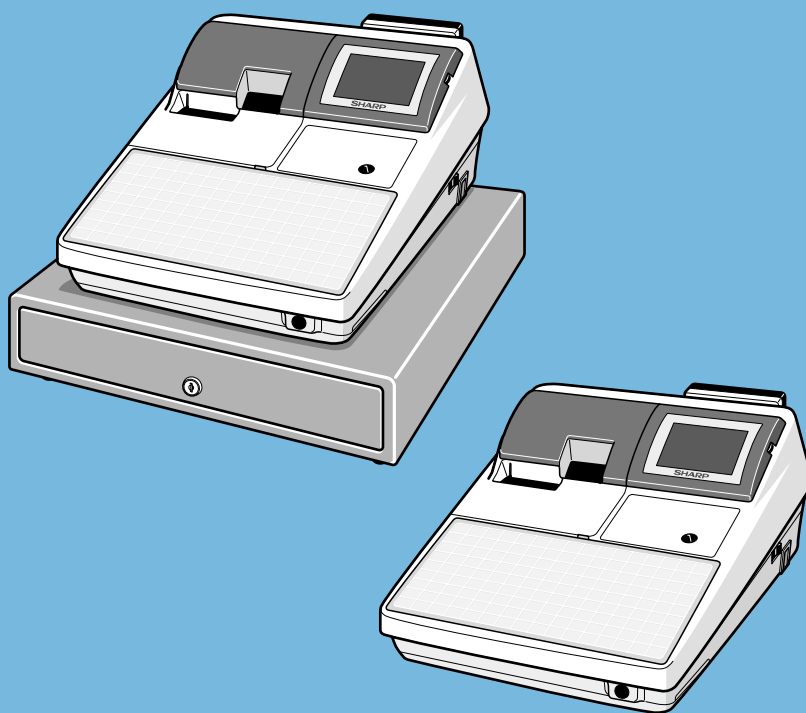
Sharp UP-700 operation Manual

SHARP®

POS TERMINAL

MODEL
UP-700

INSTRUCTION MANUAL



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.

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-700. 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

INTRODUCTION	1
IMPORTANT	1
PRECAUTION	1
CONTENTS	2
1. Part Names and Functions	7
External View	7
Front view	7
Rear view	7
Printer	8
Keyboard	9
Inserting the keyboard sheet	9
Standard keyboard layout	9
Optional keys	10
Keys and Switches	12
Mode switch and mode keys	12
Clerk keys	12
Drawer lock key	12
Printer cover lock key	12
Display	13
Operator display	13
Customer display (Pop-up type)	14
Display adjustment (operator display)	14
Screen save mode	14
2. Receipts	15
Built-in Printer Sample Receipt	15
Receipt for Remote Printers (KP#1-KP#9)	15
Type of receipts	15
Sorted Receipt Function	18
3. Prior to Entries	20
Preparations for Entries	20
Receipt and journal paper rolls	20
Receipt ON/OFF function	20
Clerk assignment	20
Error Warning	21
Item Selection from the Menu	22
Starting Cash Memory Entry	23
4. Entries	24
Item Entries	24
Single item entries	24
Repeat entries	26
Multiplication entries	26
Split-pricing entries	28
Successive multiplication entries	29
Single item cash sale (SICS)/single item finalize (SIF) entries	30
Scale entries	30
Non-turnover sales	33
Special Entries for PLU/EAN	33
Promotion function	33
PLU/EAN link entries	34
EAN learning function	35
Price inquiry (view) function	36
EAN price change function	37
Combo meal PLU/EAN entries	38

With/without entries	39
PLU level shift (for direct PLUs)	39
Price level shift	41
Condiment entries (for PLU)	42
Pint entries	44
Display of Subtotals	44
Subtotal	44
Difference subtotal (Differ ST)	44
Finalization of Transaction	45
Cash or check tendering	45
Mixed tendering (check + cash)	46
Cash or check sale that does not need any tender entry	46
Credit sale	46
Mixed-tender sale (cash or check tendering + credit tendering)	47
Computation of VAT (Value Added Tax)/Tax	47
VAT/tax system	47
VAT shift entries	48
Guest Check (GLU)	49
Guest look up (GLU) system	49
Deposit entries	50
Transferring guest checks out or in (Transfer-in/out)	51
Bill printing	52
Intermediate GLU reading	53
Bill totalizing/bill transfer	53
Bill separating	54
Transaction migration	56
Recall GLU	56
Auxiliary Entries	57
Percent calculations (premium or discount)	57
Discount entries	57
Refund entries	58
Return entries	58
Printing of non-add code numbers	59
Printing of free text	59
Entertainment bill	60
Payment Treatment	61
Tip-in entries	61
Currency exchange	62
Received-on-account entries	63
Paid-out entries	64
No-sale (exchange)	65
Transferring cash	65
Cashing a check	66
Service charge	66
VIP sales	67
Customer management	67
TRAINING Mode	69
Supervisor Clerk	70
Overlapped Clerk Entry	71
5. Correction	72
Correction of the Last Entry (Direct Void)	72
Correction of the Next-to-Last or Earlier Entries (Indirect Void)	73
Subtotal Void	74
Correction of Incorrect Entries Not Handled by the Direct, Indirect or Subtotal Void Function	74
6. Special Printing Function	75
Copy Receipt Printing	75
Guest Check Copy	76
Validation Printing Function	76
Employee's Arrival/Departure Time Printing	76

7. Manager Mode	77
Override Entries.....	77
Tip Paid Entries.....	77
Bill Recording/Bill Void.....	78
Correction after Finalizing a Transaction.....	78
8. Reading (X) and Resetting (Z) of Sales Totals	79
How to take a X1/Z1 or X2/Z2 report.....	79
Flash report.....	79
Daily Sales Totals.....	82
General report.....	82
Department report.....	85
Individual group total report on departments.....	86
Full group total report on departments.....	86
PLU/EAN report by designated range.....	87
Combo sales report.....	88
PLU/EAN report by associated department.....	88
Individual group report on PLU/EAN.....	88
Full group total report on PLU/EAN.....	89
PLU/EAN stock report.....	89
PLU/EAN zero sales report (full).....	89
PLU/EAN zero sales report (by dept.).....	89
PLU/EAN price category report.....	90
PLU/EAN minimum stock report.....	90
Total in drawer report.....	90
Transaction report.....	91
Commission sales report.....	91
Tax report.....	92
Chief report.....	92
Full clerk report.....	92
Individual clerk report (In case of clerk only system).....	93
Individual clerk report (In case of cashier only system).....	95
Individual clerk report (In case of clerk + cashier system).....	96
Full cashier report (In case of clerk + cashier system).....	96
Individual cashier report (In case of clerk + cashier system).....	97
Hourly report.....	98
GLU report.....	98
GLU report by clerk.....	99
Balance report.....	99
Bill report.....	99
X1/Z1 stacked report.....	99
Periodic Consolidation.....	100
General information.....	100
Daily net report.....	100
Customer sales report 1 and 2.....	101
Customer sales report by sales range.....	102
Customer charge account report.....	102
X2/Z2 stacked report.....	102
Compulsory Cash/Check Declaration.....	103
9. Non-accessed EAN and Customer Deletion	105
Non-accessed EAN report.....	106
Non-accessed customer report.....	106
Customer delete report.....	107
10. How to Use the Programming Keyboard Sheet	108
Programming Keyboard Layout.....	108
How to Program Alphanumeric Characters.....	109
Using character keys on the keyboard.....	109
Entering character codes.....	110

11. Programming	111
Basic Instructions	111
Programming screen	111
Programming example	112
Article Programming	114
Department	115
PLU/EAN	117
Dynamic EAN	119
PLU range	120
PLU/EAN stock	120
PLU menu key	121
Combo meal	122
Link PLU table (for PLU/EAN link)	122
PLU condiment table	123
Promotion table (normal selling)	124
Promotion table (set selling)	125
Scale table	125
EAN Non-PLU code format	126
Press code (for EAN)	127
EAN delete	127
Direct Key Programming	128
Direct key	128
Functional Programming	129
Discount key (⊖1 through ⊖5)	129
Percent key (%1 through %5)	130
Commission	130
Service charge	131
Tip	131
Deposit	131
RA	132
PO	132
Media Key Programming	133
Cash key	133
Check key (CH1 through CH5)	134
Credit key (CR1 through CR9)	135
Charge key	136
Cash in drawer	136
Check change	137
Check cashing	137
Currency Programming	137
Currency exchange key (EX1 through EX9)	137
Foreign currency drawer	138
Text Programming	138
Function text	139
Department group text	141
PLU group text	141
Personnel Programming	142
Clerk	142
Cashier	144
Terminal Programming	145
Date/Time Setting	146
Date/time	146
Optional Feature Selection	146
Function prohibition	147
Function selection 1	148
Function selection 2	149
Printing selection 1	150
Printing selection 2	151
EURO	152

Report Programming	153
Zero skip	153
General report format	154
Hourly report	154
Stacked report	155
Message Programming	157
Receipt logo	158
Free text	158
Validation printing text	158
Slip text	159
Slip footer	159
Payee name	159
Entertainment bill message	159
Device Configuration Programming	160
R/J printer (Built-in printer)	161
Slip printer	161
Remote printer (KP#1 through KP#9)	162
BCR (SCANNER)	163
Scale/On-line	163
Tax Programming	164
Customer Programming	164
Customer code	165
Customer programming	165
Backup Data Send Programming	166
Backup data send	166
Backup Data Receive Programming	166
Backup data receive	166
On-line Configuration Programming	167
Automatic Sequencing Key Programming	168
Reading of Stored Programs	169
Program reading sequence	169
Sample printouts	170
12. European Article Number (EAN) or Universal Product Code (UPC)	183
EAN or UPC code	183
Add-on code	185
EAN file	185
13. EURO Migration Function	186
14. Operator Maintenance	188
In Case of Power Failure	188
In Case of Printer Error	188
Thermal Printing	188
Cautions in handling the printer	188
Cautions in handling the recording paper	189
Installing and Removing the Paper Roll	190
Recording paper specifications	190
Installing the paper roll	190
Removing the paper roll	191
Removing a paper jam	193
Cleaning the Print Head	194
Removing the Till and the Drawer	195
Operating the Drawer by Hand	195
Before Calling for Service	196
15. Options	196
List of Options	196
16. Specifications	197
INTER-REGISTER COMMUNICATION SYSTEM (OPTION)	

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