CM 980-SF / 980-F
CM 960-SF / 962-SF

Operating Instructions
Programming Instructions

OLYMPIA **◑**
SINCE 1903

Declaration of Conformity

CE

CM 980-SF / 980-F
CM 960-SF / 962-SF

GB   The manufacturer hereby declares that the equipment complies with the stipulations defined in the following directives and standards:

DE   Der Hersteller erklärt hiermit, dass das Gerät mit den Bestimmungen der Richtlinien und Normen überein-stimmt:

FR   Le fabricant déclare par la présente que l'appareil est conforme aux règlements et normes en vigueur:

ES   Por medio de la presente, el fabricante declara que este aparato está conforme a lo dispuesto en las directivas y normas vigentes:

NL   De fabrikant verklaart hierbij dat het apparaat voldoet aan de bepalingen in de richtlijnen en normen:

PT   Pelo presente o fabricante declaraque o dispositivo está de acordo com as determinações das directrizes e das normas:

SV   Tillverkaren förklarar härmedatt apparaten överensstämmer med bestämmelserna i följande direktiv och normer:

2006/95/EC   EN 60950-1:2006 + A11:2009
2004/108/EC   EN 55022:2006 +A1:2007
              EN 50024:1998 +A1:2001 +A2:2009
              EN 61000-3-2:2006 + A2:2009
              EN 61000-3-3:2008

OLYMPIA ⓘ
Olympia Business Systems

Doc: 947500001
Version 03
November 2012   Heinz Prygoda   Managing Director

Dear Customer,

Congratulations

We are pleased that you decided on purchasing the Olympia CM 980-SF / 980-F / 960-SF / 962-SF
cash register.

The CM 980-SF / 980-F / 960-SF / 962-SF is a high-quality cash register that implements the latest technologies to satisfy your needs in the best possible way.

Please read the operating instructions/programming instructions to ensure you learn to use the cash register functions properly.
We hope you enjoy using your machine!

Yours faithfully

Olympia Business Systems Vertriebs GmbH

Olympia Business Systems Vertriebs GmbH
Zum Kraftwerk 1
D-45527 Hattingen
Deutschland
Internet: www.olympia-vertrieb.de

Intended Use

This cash register is exclusively intended for processing cash register business indoors.
Any other use is considered unintended use.

General Information / Safety Notes

- Ensure that the mains power supply corresponds to that specified on the rating plate located on the rear side of the cash register.

- This cash register is a highly sophisticated piece of equipment. Never attempt to repair it yourself. If repairs should become necessary, please bring the cash register to an authorised service centre or the sales outlet.

- Never insert metallic objects, such as a screwdriver, paper clips etc., in the cash register. This could damage the cash register and also exposes you to the risk of an electric shock.

- Always switch the cash register off when it no longer needs to be used.

- Clean any dust from the cash register by wiping it gently with a dry cloth. Never use water or solvents, such as paint thinner, spirit etc., to clean the cash register.

- To disconnect the power supply fully, disconnect the plug from the power socket.

- Never expose the cash register to extreme temperatures.

- Keep all the transport locks in a safe place for future use. The transport locks must be reinstalled for any future transportation of the cash register.

Transport Locks

Before the cash register can be put into operation, remove any transport locks installed and store them for future use.
Important transport note: In the case of transport damage, the unit must be returned together with the packaging, operating/programming instruction manual and accessories.

Connecting to the Power Supply

Before connecting the cash register to the mains power supply, please check that the voltage and frequency specifications stipulated on the rating plate coincide with the local power supply.

Safety note: The power socket must be located close to the cash register and easily accessible. This means that the cash register can be disconnected from the power supply quickly in an emergency.

Note: All the data is retained following disconnection from the power supply. The batteries ensure the data is retained for approx. 2 months after the cash register has been disconnected from the power supply.

Printer Mechanism

Attention: Observe the following information to ensure long, trouble-free operation:

- Never

  - print without any paper installed!

  - pull the paper while the printer is operating!

  - use poor quality paper!

  - insert paper rolls which have already been used!

  - tamper with the printer using hard objects or move the drive by hand!

- Pay attention to the markings indicating the end of the paper roll.
  Change the paper roll immediately.

- Have the cash register / printer mechanism serviced regularly by an authorised service centre.

Contents

1   Product Features

Feature	CM 980-SF / 960-SF / 962-SF	CM 980-F
Cash drawer, large	Option	Option
Weight	2.5 kg	2.5 kg
Keyboard type	Raised keyboard (with 48 keys) and flat keyboard (with 72 keys)	Flat keyboard (with 120 keys)
ECR types	Hairdresser's version, baker's version, restaurant version	
No. of departments (DEPT)	99	
No. of department groups	32	
No. of PLUs	20.000	
No. of PLU groups	99	
No. of LINK PLUs	50 (max. 3 per PLU)	
No. of clerk PLUs	80	
No. of clerks	99	
No. of VAT rates	8	
No. of logo messages	8	
No. of AD messages	8	
No. of graphical logos	20 existing and individual logo input possible	
No. of cooking messages	50	
No. of order messages	9	
No. of table memories	150	
Programming	Manual and using PC software	
Programmability	- Languages (German, English, French, Dutch) - ECR types - Keyboard - DALLAS Key - RS 232 port (to connect a kitchen printer) 65 system settings 11 setting options for the report printout 2 shortcut keys for automatic report printout (4 macros, each for 8 reports) - Graphic logo - Logo and AD messages - Cash register number - Pass codes (see below) - Clerk	- Date & Time - Date format - Decimal places (0 to 3) - Rounding methods (also specially for payments in/out and calculation of VAT) - VAT rates - Departments - Department groups - PLU - Group PLU (window technology) - LINK PLU (linked PLU) - Clerk PLU - Tender media - Foreign currency - Surcharges and discounts (according to amount and percentage) - Diverse texts (see below)

- Continued on next page -

- Continued -

Feature	CM 980-SF / 960-SF / 962-SF	CM 980-F
Programmable pass codes	• Clerk pass code • Training pass code	
Programmable texts	• Department name • Department group name • PLU name • PLU group name • LINK PLU name • Clerk names	• Foreign currency text • Tender media name • Logo and AD messages • Additional texts for the kitchen • Order messages • Kitchen files
Type of payment	• BAR • CHECK	• Card (2 keys) • Credit (4 keys)
Rounding methods	• 5/4 commercial rounding • ROUNDING 0,10 • ROUNDING 0,20	• Swiss rounding • Swedish rounding • Danish rounding • Australian rounding
Cash register reports	• X1/Z1-FINANCIAL REP. DAY • X2/Z2-FINANCIAL. REP. MON. • X/Z-DEPT. REP. DAY/MON. • PLU REP.DAY/MON. • X/Z- CLERK REP. DAY/MON. • X/Z- CLERK-PLU-REP. DAY/MON. • HOURLY REPORT • OPEN TABLE REP. • X/Z-DEPT. GROUP REP. DAY/MON.	• X/Z- PLU-GROUP REP. • X-PLU STOCK REP. • X/Z-LINK-PLU REP. DAY/MON. • X/Z- TRAINING REP. DAY/MON. • X/Z-OFFER REP. DAY/MON. • X/Z- INVOICE REP. (ABR) • X/Z-EJ REP. DETAIL/SUM • INVOICE COPY
Additional features	• Data backup via SD card or USB flash drive • Electronic ring journal (60,000 lines) • Training mode • Delayed receipt printout • Invoice copy	
Lock / Keys	Dallas lock with 4 Dallas keys	
Display		
Clerk display	Alphanumeric LC display, 8 lines, 244x108	
Customer display	Numeric display (9-digit, LCD)	
Printer	CM 980-F SEIKO-CAPD-347 A with knife (170 mm/sec) CM 960-SF Fujitsu FTP-628 MLC 1 printer CM 962-SF Fujitsu FTP-628 MLC 2 printers	
Printer type	Thermal printer	
Paper width	CM 980-SF / 980-F 80 mm ± 0.5 mm CM 960-SF / 962-SF 57mm ± 0.5 mm	
Paper	Thermal paper	

- Continued –

Feature	CM 980-SF / 980-F / 960-SF / 962-SF
Interfaces	• 1 RJ-45 port for a cash drawer • 1 PS/2 port for a bar code scanner • 1 USB port for a PC or USB flash card • 1 RS 232 serial port to connect a kitchen printer • 1 SD card slot for producing back-up copies of programs
Power supply	220 V
Power consumption	25 W
Working temperature range	0 – 40 °C
Options (not contained in scope of delivery, subject to charge)	• Bank note verifier (Euro): Tests bank notes are authentic (OLYMPIA part number 947990003) • Bar code scanner LS 6000 (OLYMPIA part number 947990001)

2   Starting Up

2.1   Inserting a paper roll
Attention: Use thermal paper only!

1.   Remove the printer lid.

2.   Pivot the paper transport unit up.

3.   CM 980-SF / 980-F: Insert a roll of thermal paper, 80 mm wide and max. 80 mm diameter, so that the thermal paper unrolls from the bottom and is fed past the printer mechanism, see Fig. 1.

4.   CM 960-SF / 962-SF: Insert a roll of thermal paper, 57 mm wide and max. 60 mm diameter, so that the thermal paper unrolls from the bottom and is fed past the printer mechanism, see Fig. 1.

5.   Draw the leading edge of the paper over the tear-off edge and pivot the paper transport unit down, locking it in place.

6.   Draw the leading edge of the paper over the tear-off edge of the printer mechanism.

7.   Replace the printer lid.
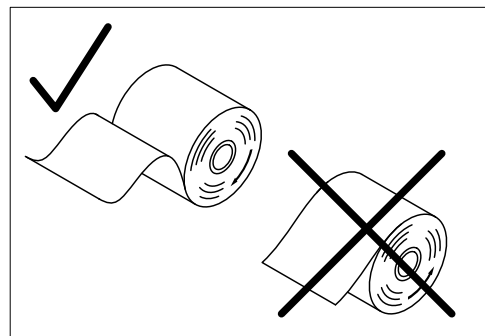
Fig. 1

2.2   Languages
The texts in the display and on the receipt can be made in four different languages:

•   English

•   German (default)

•   French

•   Dutch

Attention: **To activate a new language, you must delete all the memories!** Observe your obligations in respect of providing proof and preserving records for the revenue authorities with regard to programming and cash register reports (see Chapter 11)! Therefore, only change the cash register language before actually putting it into operation!

To set a language other than German, refer to Chapter 6.3.

3 Key Switch

3.1 Key switch positions

The key can be turned to five different positions:
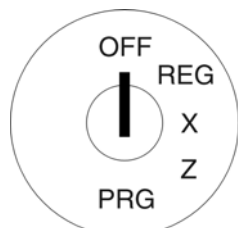
OFF	REG	X	Z	PRG
The cash register is off	Registration mode	Print report without memory deletion	Print report with memory deletion	Programming mode
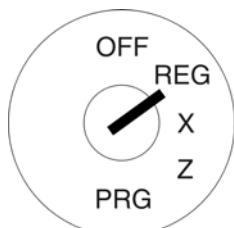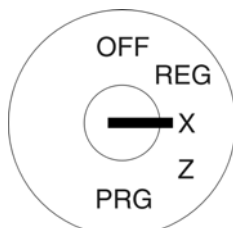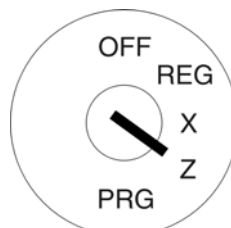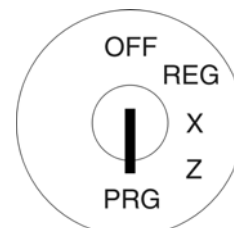
3.2 Keys

Six different keys are available for use with the cash register:

Key identification	No. of keys	Switch position				
		OFF	REG	X	Z	PRG
S	2	x	x	x		
Z	2	x	x	x	x	
P	2	x	x	x	x	x

3.3 Dallas lock (waiter lock)

The cash register leaves the factory equipped with a Dallas lock (waiter lock) and 4 Dallas keys.

Dallas keys are so called unicums which operate using a 12-character code. Each Dallas key is unique. In this way, Dallas keys simultaneously offer a great deal of security and ease of operation.

1. The keys must be registered on the cash register.
2. The clerk system must be activated in system option 3.
3. The Dallas key function must be activated in system option 13.

Follow the programming instructions.

If you work without a key system, you need not follow these instructions.

4   Keyboard

The CM 980-SF / 960-SF / 962-SF is equipped with a raised and flat keyboard combination.

The CM 980-F is equipped with a complete flat keyboard.

4.1   Cash register CM 980-SF / 960-SF / 962-SF

The CM 980-SF / 960-SF / 962-SF is provided with a keyboard divided into two sections. The left-hand section, which contains the numeric keys, department keys and function keys, is a raised keyboard. The right-hand section contains 72 PLU keys and is a flat keyboard.

4.1.1   Raised keyboard (CM 980-SF / 960-SF / 962-SF only)

In its standard form, the cash register leaves the factory with German labels on the keyboard.

It is possible to apply labels in different languages on the keys. Keyboard sheets in various languages are enclosed with the cash register for this purpose.

▲ FEED	Receipt ON/OFF	RA -%	PO +%	Amount discount	#/NS	DP 7
Macro 1 X-Z	SHIFT	New price	Bill print	Free	ABR	DP 6
PRINT SIZE	PLU	CLERK	X	▲	Off-trade sales 50,00	DP 5
RETOUR	7 @	8 ABC	9 DEF	▼	Transfer 20,00	DP 4
VOID	4 GHI	5 JKL	6 MNO	CARD	SPLIT 10,00	DP 3
EC	1 PQRS	2 TUV	3 WXYZ	SUB-TOTAL	Table 5,00	DP 2
CLR	0 „#	00 SP	. DEL	CASH		DP 1

4.1.2   Changing the key labels on raised keyboards (CM 980-SF/ 960-SF / 962-SF only)

Proceed as follows:

1. Remove the transparent cap from the key.
    If it is easier for you, carefully remove the entire key beforehand.
2. Replace the existing key label with a new label.
3. Replace the transparent cap back on the key.
    If you removed the entire key, replace the key carefully back on the keyboard.

4.1.3 Flat keyboard (CM 980-SF / 960-SF / 962-SF)

The flat keyboard on the CM 980-SF / 960-SF / 962-SF contains 72 PLU keys.

4.1.4 Changing the key labels on flat keyboards

Refer to Chapter 4.2.2.

PLU 8	PLU 16	PLU 24	PLU 32	PLU 40	PLU 48	PLU 56	PLU 64	PLU 72
PLU 7	PLU 15	PLU 23	PLU 31	PLU 39	PLU 47	PLU 55	PLU 63	PLU 71
PLU 6	PLU 14	PLU 22	PLU 30	PLU 38	PLU 46	PLU 54	PLU 62	PLU 70
PLU 5	PLU 13	PLU 21	PLU 29	PLU 37	PLU 45	PLU 53	PLU 61	PLU 69
PLU 4	PLU 12	PLU 20	PLU 28	PLU 36	PLU 44	PLU 52	PLU 60	PLU 68
PLU 3	PLU 11	PLU 19	PLU 27	PLU 35	PLU 43	PLU 51	PLU 59	PLU 67
PLU 2	PLU 10	PLU 18	PLU 26	PLU 34	PLU 42	PLU 50	PLU 58	PLU 66
PLU 1	PLU 9	PLU 17	PLU 25	PLU 33	PLU 41	PLU 49	PLU 57	PLU 65

4.2 Cash register CM 980-F

The flat keyboard on the CM 980-F contains 120 keys. These include the numeric keys, department keys, group keys, various function keys and 56 PLU keys.

4.2.1 Flat keyboard (CM 980-F)

FEED	RECEIPT ON/OFF	RA -%	RO +%	+	#/NS	DEPT 8	Group 8	PLU 8	PLU 16	PLU 24	PLU 32	PLU 40	PLU 48	PLU 56
AutoKey 1 X-Z	FC	Change Price	SHIFT	OFFER	Add Table	DEPT 7	Group 7	PLU 7	PLU 15	PLU 23	PLU 31	PLU 39	PLU 47	PLU 55
AutoKey 2 X-Z	Cooking Code	Price 1	Price 2	Page Up	Bill Print	DEPT 6	Group 6	PLU 6	PLU 14	PLU 22	PLU 30	PLU 38	PLU 46	PLU 54
Print Size	PLU	Clerk	X/Time DW	Page Down	A.B.R	DEPT 5	Group 5	PLU 5	PLU 13	PLU 21	PLU 29	PLU 37	PLU 45	PLU 53
Refund	7 @	8 ABC	9 DEF	CREDIT 1	Change Tax	DEPT 4	Group 4	PLU 4	PLU 12	PLU 20	PLU 28	PLU 36	PLU 44	PLU 52
VOID	4 GHI	5 JKL	6 MNO	Card 1	Transfer Table	DEPT 3	Group 3	PLU 3	PLU 11	PLU 19	PLU 27	PLU 35	PLU 43	PLU 51
Correct	1 PQRS	2 TUV	3 WXYZ	SUB TOTAL	Table Separate	DEPT 2	Group 2	PLU 2	PLU 10	PLU 18	PLU 26	PLU 34	PLU 42	PLU 50
CLEAR	0 „#	00 SP	. DEL	CASH Enter	Open Table	DEPT 1	Group 1	PLU 1	PLU 9	PLU 17	PLU 25	PLU 33	PLU 41	PLU 49

4.2.2 Changing the key labels on flat keyboards

Proceed as follows:

1. Remove the transparent, plastic key protection foil by raising it carefully, using a small tool as an aid if necessary, and pulling it out at the two bottom corners.

2. Remove the old keyboard label sheet in the same way as you removed the transparent key protection, see Point 1.

3. Insert a new keyboard label sheet. The lower corners of the keyboard label sheet must be pushed under the tabs in the corners of the keyboard housing.

4. Replace the transparent key protection foil in the same way, see Point 3.

4.3 Explanation of the key functions

4.3.1 Standard keys on the keyboard

The following overview of the keys indicates whether a key is located on a raised keyboard (H) (CM 980-SF / 960-SF / 962-SF) or flat keyboard (F) (CM 980-F and CM 980-SF) by default. The raised keyboard (H) is only available on the CM 980-SF. The flat keyboard is available on both cash register models, whereby the CM 980-F is equipped with a complete flat keyboard while the CM 980-SF is only provided with the 72 PLU keys as a flat keyboard.

Explanation of the abbreviations in the following table:

H = provided on the raised keyboard of the CM 980-SF / 960-SF / 962-SF
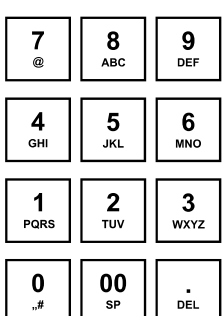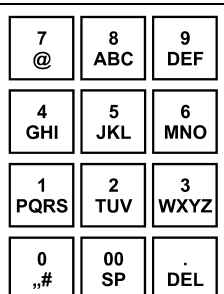
F = provided on the flat keyboard of the CM 980-F

FS = provided on the flat keyboard of the CM 980-SF / 960-SF / 962-SF

Key		Explanation
▲ FEED	H	When the ▲ FEED key is pressed in and held, the receipt paper continues to be transported as long as the key remains pressed.
FEED ▲	F	
Macro 1 X-Z	H	By pressing the Macro 1 X-Z or Macro 2 X/Z key, up to 8 reports can be automatically printed in succession. The key must have been programmed accordingly beforehand.
AutoKey 1 X-Z	F	
AutoKey 2 X-Z	F	By pressing the AutoKey 1 X/Z or AutoKey 2 X/Z key, up to 8 reports can be automatically printed in succession. The key must have been programmed accordingly beforehand.
PRINT SIZE	H	The key is used to change the size of the print on the receipt.
Print Size	F	
RETOUR	H	The RETOUR or Refund key is used for refund transactions. The refund total is recorded in the financial report.
Refund	F	
VOID	H	The VOID key is used to complete the cancellation of an item within a registration which has not yet been concluded. The void total is recorded in the financial report.
VOID	F	
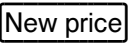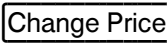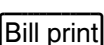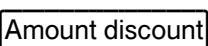
- Continued on next page -

- Continued -

Key	H	F	Explanation
EC	H		The EC or Correct key is used to cancel an incorrect registration immediately after it has been entered. The error correct total is recorded in the financial report.
Correct		F	
CLR	H		The CLR or CLEAR key is used to delete all the entries made using the numeric keyboard or by the X key before the entries have been finalised by pressing a department or function key. The CLR key is also used to delete input errors.
CLEAR		F	
Receipt ON/OFF	H		The Receipt ON/OFF key is used to switch printing of receipts on or off.
Receipt ON/OFF		F	
FC		F	The FC key is used for converting amounts into a foreign currency.
Cooking Code		F	The Cooking Code key can be used within the scope of a table system to print frequently required additional information on the receipts, e.g. if a dish should be served with or without a salad or how a steak should be cooked.
SHIFT	H		The SHIFT key is used to change the keyboard levels, e.g. during registration of departments or PLU. On pressing the SHIFT key once, the cash register switches from the basic level to Level 1. On pressing the SHIFT key twice, the cash register switches from the basic level to Level 2. Following the registration, the cash register automatically switches back to the basic level.
SHIFT		F	
PLU	H		The PLU key is the item key (Price Look Up function)
PLU		F	
7 @ 8 ABC 9 DEF / 4 GHI 5 JKL 6 MNO / 1 PQRS 2 TUV 3 WXYZ / 0 „# 00 SP . DEL	H		Numeric keys: The numeric keys are used to enter digits. The . DEL or . key is used to enter the decimal point. The numeric keys are also used to enter text.
7 @ 8 ABC 9 DEF / 4 GHI 5 JKL 6 MNO / 1 PQRS 2 TUV 3 WXYZ / 0 „# 00 SP . DEL		F	
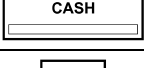
- Continued on next page -

- Continued -

Key	H	F	Explanation
RA -%	H		Multiple functions. Either: The -% key is used to subtract an amount from a sales transaction or subtotal. The total amount registered by the -% key is recorded in the financial report. Or, if the cash register is not completing a transaction: The RA key is used to register amounts received.
RA -%		F	
New price	H		The New price or Change Price key is used to register PLUs for which the fixed price is altered for a one-off transaction.
Change Price		F	
Price 1		F	The Price 1 key is used to register the first fixed price for departments and PLUs.
CLERK	H		The CLERK key is used to register a clerk.
CLERK		F	
PO +%	H		Multiple functions. Either: The +% key is used to add a surcharge to an amount for a sales transaction or subtotal. The total amount registered by the +% key is recorded in the financial report. Or, if the cash register is not completing a transaction: The PO key is used to record amounts paid out.
PO +%		F	
Price 2		F	The Price 2 key is used to register the second fixed price for departments and PLUs.
Bill print	H		The Bill print is used to print a bill or a table review.
Bill Print		F	
X	H		The X key is used to repeat (multiply) entries for departments or refunds. The X key can also be used to change the height of the font for the PLU in the display; to do this, simply press the key and the size of the font for the PLU in the display changes from small to large or vice versa.
X/Time DW		F	
Amount discount	H		The Amount discount key can be used to enter a freely defined discount sum for an individual PLU or a subtotal.
+		F	
Free	H		The Free or Offer key can be used to register a PLU as being free of charge.
Offer		F	
▲ ▼	H		The ▲ and ▼ keys are required to scroll the information in the display up or down.
▲ ▼		F	
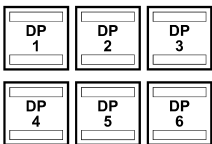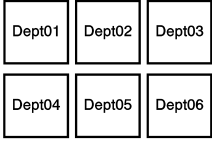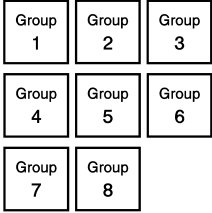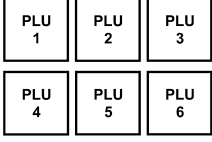
- Continued on next page -

- Continued -

Key	H	F	Explanation
CARD	H		The CARD key is used for card tender transactions.
Card 1		F	
Credit 1		F	The Credit 1 key is used for credit tender transactions.
SUB-TOTAL	H		The SUB-TOTAL key is used to display the total amount of the sales transaction or to produce a copy of a receipt.
SUB TOTAL		F	
CASH	H		The CASH key is used for cash transactions.
CASH Enter		F	
#/NS	H		The #/NS or # NS (NS = No Sale) key is used for transactions which do not need to be added. It can be used to print a maximally 7 digit number on the receipt. The entry does not affect other sales totals. The #/NS or # NS key is also used to open the cash drawer.
#/NS		F	
Add Table		F	The Add Table key is used to add several tables together within the scope of a table system.
ABR	H		The ABR key is used to print an additional business receipt within the scope of the table system.
A.B.R		F	
Off-trade sales 50,00	H		Key for take-away sales: The key is used to alter the standard tax rate 1 to the reduced tax rate 2 in a one-off process. On the raised keyboard, this key also serves as one of 4 pre-programmed fixed sum keys which are assigned frequently entered amounts.
Change Tax		F	
Transfer 20,00	H		This key is used to reassign items to another table number. On the raised keyboard, this key also serves as one of 4 preprogrammed fixed sum keys which are assigned frequently entered amounts.
Transfer Table		F	
SPLIT 10,00	H		This key is used separate the items on a table so that they can be calculated separately. On the raised keyboard, this key also serves as one of 4 preprogrammed fixed sum keys which are assigned frequently entered amounts.
Table Separate		F	
Table 5,00	H		This key is used to open a table and conclude a table registration. On the raised keyboard, this key also serves as one of 4 preprogrammed fixed sum keys which are assigned frequently entered amounts.
Open Table		F	

- Continued -

		Explanation
DP1 DP2 DP3 DP4 DP5 DP6	H	
Dept01 Dept02 Dept03 Dept04 Dept05 Dept06	F	The department keys serve to register departments.
Group1 Group2 Group3 Group4 Group5 Group6 Group7 Group8	F	After pressing the PLU group keys, the PLU groups appear in the display.
PLU1 PLU2 PLU3 PLU4 PLU5 PLU6 …	F	The PLU keys from 1 to 56 can be used to select specific PLUs directly.
	FS	The PLU keys from 1 to 72 can be used to select specific PLUs directly.

4.3.2 Functions not provided on the standard keyboard
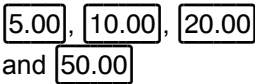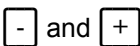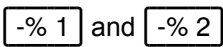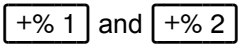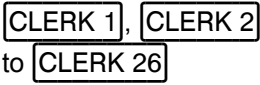
The following functions can be programmed on the cash register if required.

The following table indicates the cash registers in which the functions are not provided as a standard feature: CM 980-SF / 960-SF / 962-SF or CM 980-F. Some of the keys are depicted with labels freely chosen as examples.

Explanation of the abbreviations in the following table:

SF = not provided on the keyboard of the CM 980-SF / 960-SF / 962-SF

F = not provided on the keyboard of the CM 980-F

Function *			Explanation
5.00, 10.00, 20.00 and 50.00		F	The fixed sum keys serve to enter amounts frequently paid by customers.
100.00	SF	F	
- and +	SF	F	The keys serve to register amounts surcharged or discounted from totals.
-% 1 and -% 2	SF	F	The keys serve to register 2 different preprogrammed percentage discounts.
+% 1 and +% 2	SF	F	The keys serve to register 2 different preprogrammed percentage surcharges.
CLERK 1, CLERK 2 to CLERK 26	SF	F	The 26 clerk keys enable individual clerks to register quickly via the keyboard.

* Suggested label for the key to which this function is assigned.

- Continued -

Function *			Explanation
FreeABR	SF	F	An additional business receipt can be completed by hand up to a bill total of € 100. An additional business receipt must be completed by machine from a bill total of € 100. This key is used to produce the completed additional business receipt by machine.
FC1	SF		The key is used to convert a foreign currency into the local currency.
FC2, FC3 and FC4	SF	F	The keys are used to convert other foreign currencies to the local currency.
PluGr.1 to PluGr.24	SF		The keys serve to enter frequently required PLU group numbers.
PluGr.9 to PluGr. 24		F	
CREDIT 1	SF		Tender media key for payment via credit approval.
CREDIT 2, CREDIT 3 and CREDIT 4	SF	F	Tender media keys for payment via credit approval.
Non-taxable	SF	F	Calculation of the VAT is omitted once for an item.
PLU73 to PLU9999	SF		The keys serve to enter frequently required PLU numbers.
PLU57 to PLU9999		F	
CHEQUE	SF	F	Tender media key for payment made by debit card/cheque.
TAX 1	SF	F	The VAT for an item is calculated at value added tax rate 1 for the completion of a receipt.
TAX 2	SF	F	The VAT for an item is calculated at value added tax rate 2 for the completion of a receipt.
TRAINING	SF	F	This key is used to switch Training mode on and off.
DEPT 8 to DEPT 99	SF		If certain department keys are required frequently, they can be assigned directly to the keyboard.
DEPT 9 to DEPT 99		F	
Keyboard Level	SF	F	Press the key to change department levels in order to access other departments. **Note:** The function of the key corresponds to that of the SHIFT key.
Cooking Code 1 to Cooking Code 30	SF	F	If certain additional texts are frequently required, keys containing them can be directly assigned on the keyboard.

* Suggested label for the key to which this function is assigned.

5   Programming the Cash Register Via the PC

It is possible to programme the cash register using a PC as an alternative to programming it manually (see Chapter 6). The following accessories are enclosed with the cash register to enable this:

- a USB cable to connect the cash register to the PC and

- a data CD with the recommended PC programme **OLYMPIA ECR Management System**.

Note: We recommend you only programme the cash register using the **OLYMPIA-ECR Management System** programme. This can considerably simplify programming various cash register settings and provides a clearer overview of the programmed data because you can view it quickly, simply and clearly on the monitor screen. You can also save the programmed settings so that, in the event of a system reset, you have a backup copy available which you only need to transfer from the PC to the cash register.

Note: Follow the instructions below in the sequence in which they are described!

5.1   Installing the PC software

The PC software is available in 32 and 64 bit versions.

Note: Install the software **before** connecting the USB cable!

1.   Insert the data CD in the PC.
2.   Wait until the CD content is displayed on the monitor screen.
3.   Double-click on **Setup.exe** (see Fig. 2) to install the PC programme.
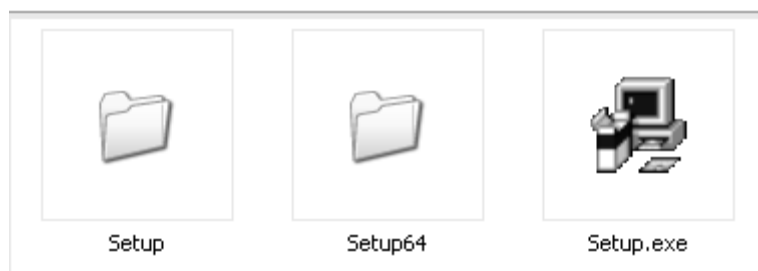
Fig. 2

4.   Follow the instructions which appear on the screen:

- Click on **NEXT**,

- Confirm the path by clicking on **NEXT**,

- Confirm again by clicking on **NEXT**.

The installation routine is started. The programming software is automatically installed in **C:\Program Files** as long as no modifications are made.

5.   Conclude the process when the installation has finished by clicking on **CLOSE**.

Note: During the installation, a link with the name **EcrSYSTEM** appears on the desktop. The programme can then be started simply by double-clicking on the relevant icon.

5.2   Starting the PC programme

1.   Open the **EcrSYSTEM** programme:

- Double-click on the icon created on the PC desktop during installation or
- Select **C:\ Program Files\EcrSystem** and double-click on **EcrSystem.exe**.

The **Login** window appears.
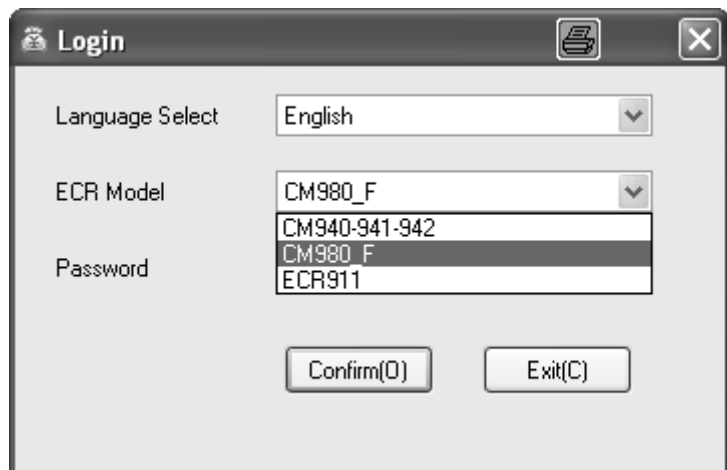
Fig. 3

2.   Select the language required (**Language Select**).
3.   Select the cash register model (**ECR Model**).
4.   Press the **Confirm (O)** button.

Note: When starting up for the first time, no password is required.

The programme mask appears in which you can define all the settings (see Fig 4):
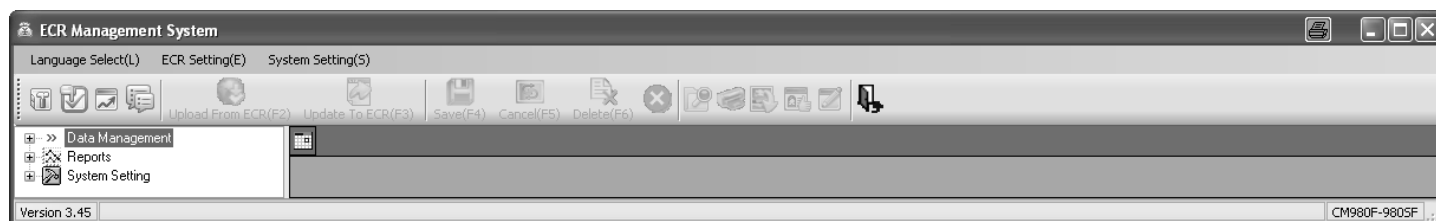
Fig. 4

Activate the USB interface:
5.   Select the **System Setting(S)** menu in the menu bar.
6.   Select the **Setup Usb Driver** menu option. The following window opens up (see Fig. 5):

–   - Continued on next page -

- Continued -
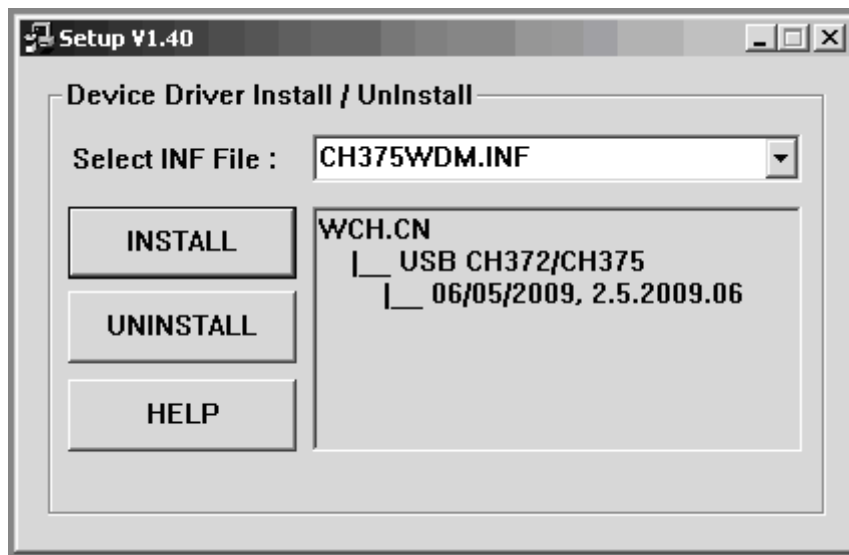
Fig. 5

7. Do not alter the values already defined.
8. Click on **INSTALL**.
9. Confirm by clicking on **OK**.
10. Close the window by clicking on the X at the top right of the window.

5.3   Connecting the PC to the cash register

1. Plug one end of the USB cable in the USB port at the rear of the cash register.
2. Plug the other end of the USB cable in a USB port on your PC.

The hardware wizard appears automatically.

3. Confirm the driver to be installed, as recommended.
4. Wait until the wizard has activated the driver and confirmed it.
5. Click on **Finish**.

5.4 Using the PC programme

You must now decide:

- whether to open one of the preprogrammed sample files as the basis file or

- whether you want to enter all the data as new.

The data CD supplied contains three preprogrammed basic programmes:

- two basic programmes to operate the cash register as a retail model,

- one basic programme to operate the cash register as a gastronomy model.

Tip:	Programming the cash register is normally simplified by loading one of the basic programs supplied and adapting it accordingly to meet your individual needs. When you have finished programming the programme, load it on the cash register.

We recommend opening an existing file. Copy the folder containing the applications from the CD onto the computer hard disk beforehand.

5.4.1 Using a basic programme supplied

Opening a basic programme supplied

1. Click on **System Setting(S)**.
2. Click on **Select Database**.

The sample application programmes contained on the CD in the Applications folder appear for selection.

3. Select which version you want to load.
4. Click on the **[Open]** button. The basic programme selected is opened.

Saving a basic programme supplied under a new name

Firstly, save the basic programme under a new name:
1. Click on **System Setting(S)**.
2. Click on **Database Backup …**
3. You can edit the data provided according to your needs (accept, modify, supplement and/or delete) (see Chapter 5.5).

- Continued on next page -

- Continued -
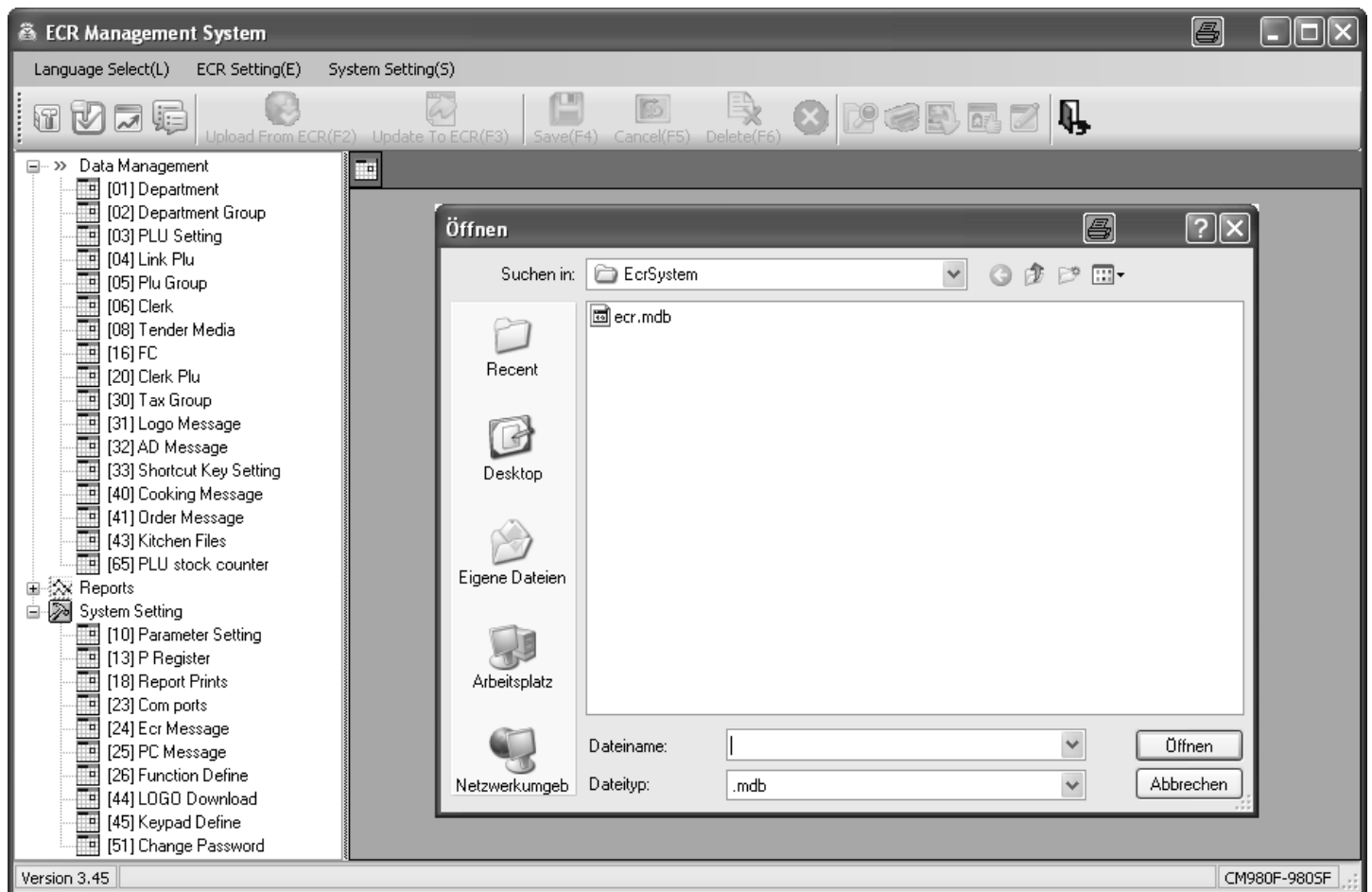
Fig. 6

5.4.2 Programming a completely new set of data

Save your programmed data under a new name:

1. Click on **System Setting(S)**.
2. Click on **Database Backup.**
3. You can programme the data according to your needs (see Chapter 5.5).

5.5 Selection window and programming operation

After you have opened one of the basic programmes supplied or a new file, the programmable contents are listed in a **selection window** on the left (see Fig. 6).

- Click on the plus sign to display the contents which are assigned to the general headings (see Fig. 4).

- The numbers in brackets correspond to the programme numbers in the manual regarding operating the keyboard (see Chapter 6.1.1).

Proceed as follows to programme one of the options:

1. Click once with the left-hand mouse button on the required option. An **input mask** opens in the right-hand window.
2. Complete the input mask using the PC keyboard.
Note: If you complete your input in one of the basic programmes provided, entries are already filled at certain positions which you can either accept or overwrite, as necessary. If you have created a new file, all the fields are empty.
3. Work through all the content options and programme the items as necessary.
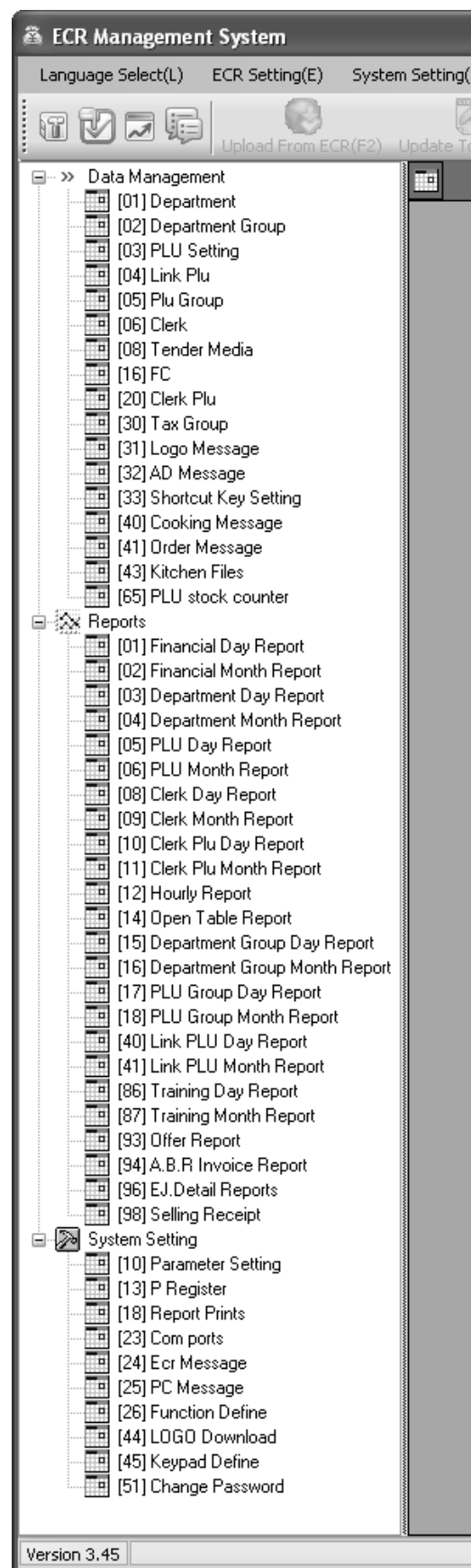
Fig. 6

Example: Programming the logo message (using one of the basic programmes supplied as a basis)
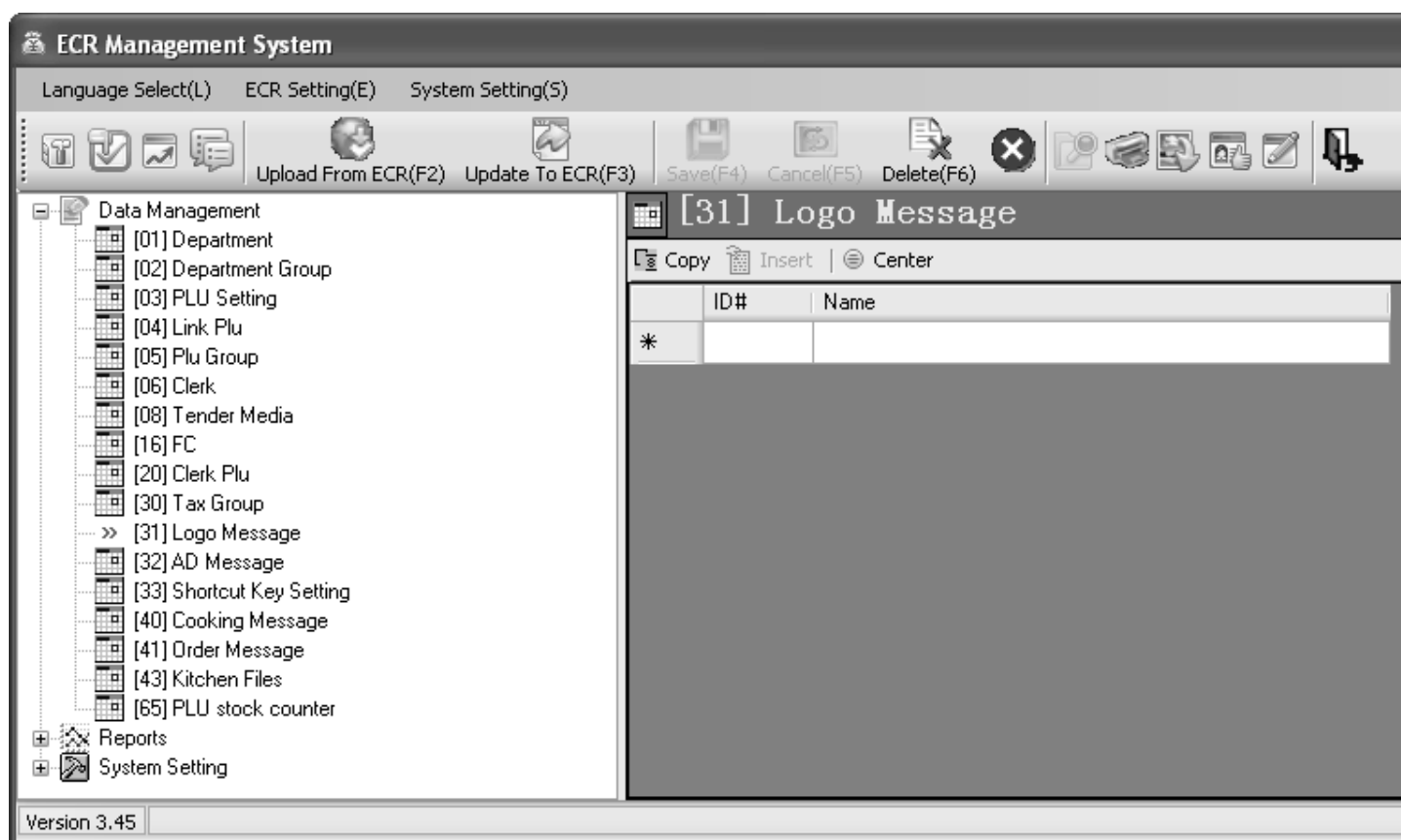
Fig. 7

In order to fill data in the fields:
1. Move the cursor to the relevant field and click the left-hand mouse button.
2. Use the PC keyboard to enter the content required.
3. Double-click in a field to display the setting options and select one directly. Note: This is not available for all fields.

5.6   Menu bar

The menu bar also provides a range of functions for selection:
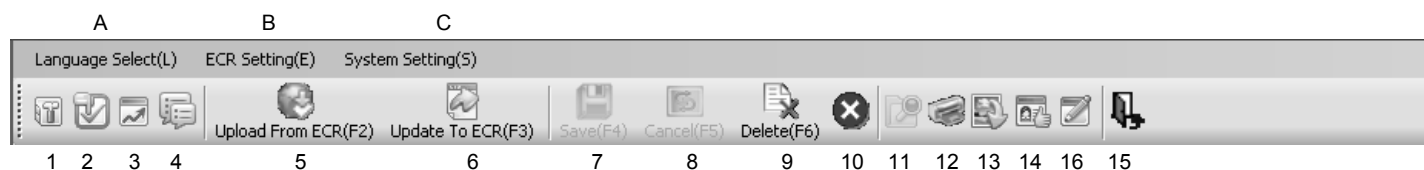
Fig. 8

Significance of the menus and buttons

No.	Significance	No.	Significance
A	Select the language of the PC software	8	Cancel
B	ECR settings	9	Delete (a data record, all data records)
C	System settings	10	- No function -
1	Parameter setting	11	Search
2	Keyboard assignment	12	Print preview
3	Graphical logo	13	Import from Excel
4	Data management	14	Export to Excel
5	Receive data from ECR	16	Export to CSV (E-journal only)
6	Send data to ECR	15	Close the programme
7	Save		

Note: The significance of the buttons also appears in bubbles by positioning the mouse arrow over the buttons for a moment.

- Use the **[Update To ECR(F3)]** button (No. 6) to transfer the current programme content from the PC programme/computer to the cash register (see Chapter 5.7).

- Use the **[Upload From ECR(F2)]** button (No. 5) to transfer the current programme content from the cash register to the PC programme (see Chapter 5.8).

- Use the **[Export To CSV(F12)]** button (No. 16) to save the electronic journal in a format which can be accepted by the German revenue authorities.

Note: Save the data you enter at regular intervals to prevent inadvertent loss of data!

5.7 Loading data from the PC to the cash register

5.7.1 Transferring all the data from the PC to the cash register

When you have completed all the programming input, transfer all the data to the cash register:

1. Click on **ECR Setting(E)**.
2. Select **Data Management**.
3. Click on the **[Update To ECR]** button (see Fig. 9).

Data transfer then begins. A corresponding window appears on the screen and indicates the current transfer status.
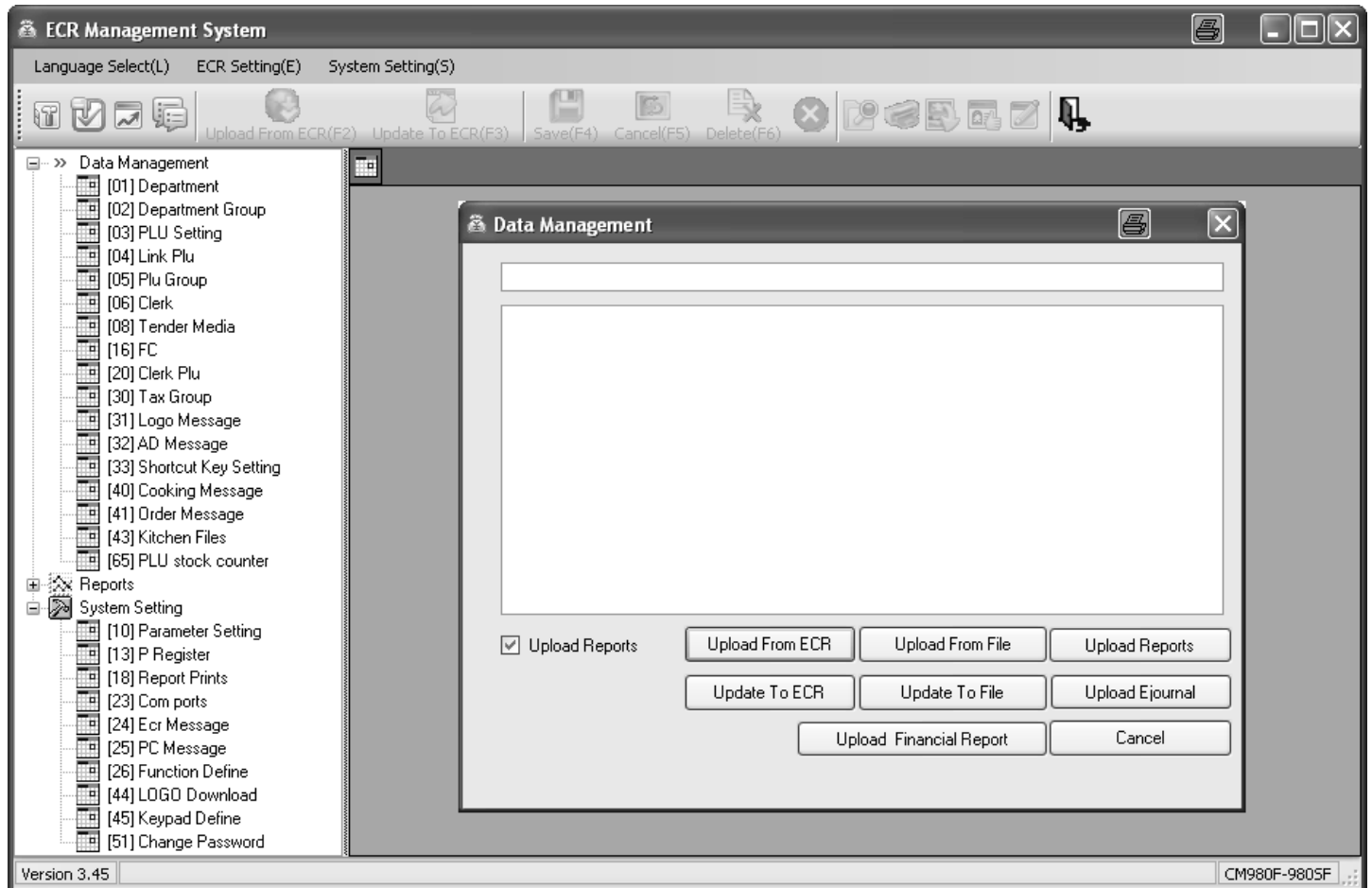
Fig. 9

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

5.7.2 Transferring individual data files from the PC to the cash register

1. Select the content to be transferred in the selection window and display it on the monitor screen (see Chapter 5.5).
2. Click on **Update To ECR**.

Note: Please note that when using **Update To ECR**, only the current screen contents are transferred!

While the data is being transferred to the cash register, the ONLINE STATUS message appears in the cash register display.

Note: If you attempt to transfer a PLU file, a dialogue box appears in which the cash register asks if only new PLUs should be transferred or all PLUs (including all modifications) should be replaced. Data transfer only starts after the prompt has been answered by making the required selection.

3. Wait until the prompt disappears.
4. When data transfer has been completed, switch the cash register off and then on again.

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

5.8 Transferring data from the cash register to the PC (backup copy)

If you have completed programming directly on the cash register, we recommend you transfer the data to the PC to create a backup copy because programming on the cash register is very time-consuming.

1. Click on **ECR Setting(E)**.
2. Select **Data Management**.
3. Click on the **[Upload From ECR]** button (see Fig. 9).

Data transfer then begins. A corresponding window appears on the screen and indicates the current transfer status.

Proceed as follows to save the file:

4. Click on **System Setting(S)**.
5. Select **Database Backup…**.

5.9 Data input, in detail

Chapter 6 of the operating instructions describes how to enter data using the cash register keyboard. Chapter 6 describes the individual functions and necessary input.

If you want to enter this data using the PC, the relevant PC input mask is illustrated at the end of each subchapter of Chapter 6. The way to complete the input mask is explained in Chapter 5. The basic procedure is identical for each mask.

In the case of queries regarding the fields, the **Help** feature can often provide assistance. This can be opened by double-clicking the left-hand mouse button on the relevant field.

6 Programming Directly On the Cash Register

6.1 Basics for programming
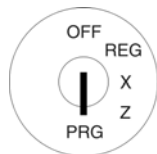
- To programme the cash register, the key switch must always be set to PRG.
- If the key switch is in position PRG, the **Programming menu** appears in the display: A 2-digit **programme number** appears, beside which the feature which can be programmed is indicated.
- When a feature is already programmed as required, you can normally skip the programming step.

6.1.1 Programming menu

Display in German	Display in English	Significance
90.PROGRAMME DRUCKEN	90.PRINT PROG DUMP	Print programmed data
01.WARENGRUPPEN	01.DEPARTMENT	Programme departments
02.WAREN-OBERGRUPPEN	02.DEPARTMENT GROUP	Programme department groups
03.PLU	03.PLU	Programme PLUs
04.LINK PLU	04.LINK PLU	Programme LINK PLUs
05.PLU GRUPPE	05.PLU GROUP	Programme PLU groups
06.BEDIENER	06.CLERK	Programme clerks
08.FINANZWEG	08.TENDER MEDIA	Programme methods of payment
09.+ /- TASTE	09.KEY + /-	Programme amount-related surcharges/discounts
+% / -% TASTE	10.KEY +%/-%	Programme percentage surcharges/discounts
11.PASSWORT	11.PASS CODE	Programme pass code
12.MASCHINE NUMMER	12.MACHINE NUMBER	Programme machine number
13.SYSTEM EINSTELLUNG	13.P REGISTER	Programme cash register settings (system options)
14.DATUM-ZEIT	14.DATE & TIME	Programme date and time
15.NAME	15.NAME	Enter name of shop/restaurant (only for E. Journal)
16.FREMDWÄHRUNG	16.FC	Programme foreign currencies
17.WÄHRUNG	17.CURRENCY	Enter name of currency used (only for E. Journal)
18.DRUCKAUSWAHL BER.	18.REPORT PRINTS	Set printing of reports
20.BEDIENER PLU	20.CLERK PLU	Programme clerk PLU
23.COM PORT EINSTELL	23.COM PORTS SETTING	Programme connections
30.STEUER	30.TAX GROUP	Programme tax rates
31.KOPFZEILEN	31.LOGO MESSAGE	Programme logo text
32.FUSSZEILEN	32.AD MESSAGE	Programme added message
33.MAKRO TASTEN	33.SHORTCUT KEY SETTING	Programme shortcut keys

- Continued -

Display in German	Display in English	Significance
40.ZUSATZTEXTE	40.COOKING MESSAGE	Programme additional text messages
41.ORDERBON-NAME	41.ORDER MESSAGE	Programme order type names
43.NAME KÜCHENDRUCKER	43.KITCHEN FILES	Programme data for kitchen printer
44.GRAFISCHES LOGO	44.GRAPHIC LOGO	Select a graphical logo
45.TASTATUR	45.KEYBOARD	Change keyboard assignment
46.DALLAS SCHLÜSSEL	46.DALLAS KEYS	Programme Dallas keys
47.ECR FUNKTIONS-TYP	47.ECR TYPE	Set cash register type
48.DEZIMAL PUNKT	48.DECIMAL POINT	Set number of decimal places
49.SPRACHE	49.LANGUAGE	Set language
50.RUNDUNG PO-RA%	50.ROUNDING PO-RA%	Programme rounding method
51.RUNDUNG STEUER	51.ROUND TAX	Programme tax rounding method
52.DATUMS FORMAT	52.DATE FORMAT	Programme date format
53.RUNDUNG BETRAG	53.ROUNDING AMOUNT	Programme amount rounding
65.PLU-BESTAND	65.PLU STOCK COUNTER	Programme PLU stock
80.SPEICHER LÖSCHEN	80.MEMORY CLEAR	Delete all data from memory
81.SD CARD	81.SD CARD	Save and receive data on/from SD card
82.USB STICK	82.USB STICK	Save and receive data on/from USB flash drive

Note: The sequence of the following chapters on programming (from Chapter 6.4) basically corresponds to the sequence in this programming menu.

6.1.2 Initiate programming

Proceed as follows to programme one of the menu options:
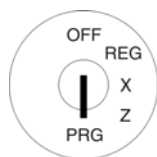
1. Set the key to PRG
2. Select the menu option you want to program:
   - Use the ▲ and ▼ to scroll through the Programming menu to the required menu option. Or:
   - Enter the programming number using the digit keys.
3. Press the CASH key to confirm selection.

6.1.3 Conclude programming
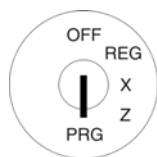
Press the SUB-TOTAL key to end programming and skip one menu level back.

6.2   Text input

When programming certain options, it is possible to enter text.

Note: Texts are programmed directly via the cash register keyboard.

6.2.1   Text input areas and maximum number of characters

Text can be entered in the following programming areas:

Text input for programming	Max. number of characters per text line
Department	24
PLU	24
LINK PLU	24
Clerk	24
Foreign currency	24
Tender media	24
Logo message	48
AD message	48
Cooking message	10
Order message	24
Kitchen file	24

6.2.2   Procedure to enter text

6.2.2.1   Entering digits, letters and special characters

1.   All the characters assigned to a key appear when the key is pressed.

2.   Digits, letters and special characters are entered in the same way as for a mobile phone. Example:

   - To enter an A, press the 8 ABC key once.

   - To enter a B, press the 8 ABC key twice.

   - To enter a C, press the 8 ABC key three times.

   - etc.

Note: Alternatively, you can select the letter by scrolling to it with the ▲ and ▼ keys.

3.   Then confirm and save the letter selected for entry by pressing the CASH key.

4.   The digits in brackets indicate how many characters have been entered (first number) and the maximum number of characters which can be entered (second number). Example: (1/24) means one character has been entered and a maximum total of 24 characters are possible.

5.   Save the input by pressing the CASH key.

6.   Confirm the input again by pressing the CASH key.

7.   Conclude programming text input by pressing the SUB-TOTAL key.

Example: Enter the text "Bar"

	Input	Display

2x [8 ABC]

[CASH]
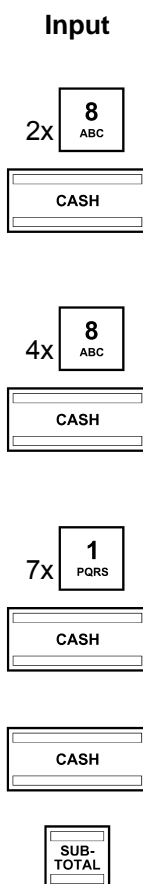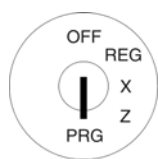
```
<Enter>Yes        <ESC>Exit
B


ABC.:                ( 1/24)
A  B  C  a  b  c  8  Ä  Á  Å
```

4x [8 ABC]

[CASH]

```
<Enter>Yes        <ESC>Exit
Ba


ABC.:                ( 2/24)
A  B  C  a  b  c  8  Ä  Á  Å
```

7x [1 PQRS]

[CASH]

```
<Enter>Yes        <ESC>Exit
Bar


ABC.:                ( 3/24)
P  Q  R  S  p  q  r  s  1  ß
```

[CASH]

[SUB-TOTAL]

6.2.2.2   Deleting text entered

Position the cursor in the input area for text and press the [CLR] key to delete any existing text.

6.2.3 Keys for text input

Key	Function
7 @ **8** ABC **9** DEF **4** GHI **5** JKL **6** MNO **1** PQRS **2** TUV **3** WXYZ	Press the relevant key the necessary number of times in order to enter the required digits, letters and special characters.
7 @	Press to enter digits and special characters.
0 „#'	Press to enter digits and special characters.
00 SP	Press to enter a space.
. DEL	Press to delete the last character entered.
CLR	Press to delete the entire input.

6.2.4 Character map

Key	Characters available																									
8 ABC	A	B	C	a	b	c	8	Ä	Á	Å	Æ	Ą	À	Â	Ć	Ç	ä	á	å	æ	ą	à	â	c	ć
9 DEF	D	E	F	d	e	f	9	Đ	Ė	È	Ê	ė	e	è	é	Ê	ë								
4 GHI	G	H	I	g	h	i	4	Ġ	Í	Ì	Î	Ï	g	í	ì										
5 JKL	J	K	L	j	k	l	5	Ł	ł																
6 MNO	M	N	O	m	n	o	6	Ń	Ñ	Ö	Ó	Ø	Ő	Ō	ó	Ô	ñ	ń	ö	ó	ø	ő	ō	ó	ô	ò
1 PQRS	P	Q	R	S	p	q	r	s	1	ß	Ş	Ś	Ş	p	ş	ś									
2 TUV	T	U	V	t	u	v	2	Ü	Ú	Ű	Ů	Ù	Û	ü	ů	ű	û	ù	ú						
3 WXYZ	W	X	Y	Z	w	x	y	z	3	Ý	Ź	Z	ź	z											
0 „#'		0	!	"	#	$	%	'	&	(	)	*	+	,	-	.	/	:	;	<	=	>	?		
7 @	7	@	€	[	＼	]	^	_	{	¦	}	~	¡	§	→	←	Σ	Ø	Æ	Œ	¨	¿	I	II	III	「 ⌐ ↑ ·

6.3   Changing the language

The texts in the display and on the receipt can be made in four different languages:

English, German (default setting), French and Dutch.

Attention: To activate a new language, you must delete all the memories! Observe your obligations in respect of providing proof and preserving records for the revenue authorities with regard to programming and cash register reports (see Chapter 11)! Therefore, only change the cash register language before actually putting it into operation!

Note: Proceed as follows to set to a language other than German:

Example: English is to be set as the language.

		Input	**Display**
1.	Set the key to PRG.		
2.	Select **programming number 49** (see Chapter 6.1.2)	**4** GHI **9** DEF CASH	=LANGUAGE - 1= [1]
3.	Press the CASH key to confirm the input.		
4.	Enter the status number of the required language via the numeric keys: 0 for English 1 for German 2 for French or 3 for Dutch.	**0** „#	[0]
5.	Save the programmed data by pressing the CASH key.	CASH	Save...!! Please Continue...
6.	End programming by pressing the SUB-TOTAL key.	SUB-TOTAL	
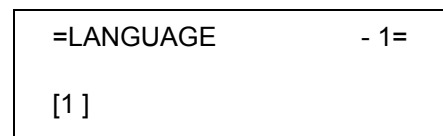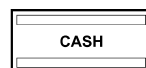
In order for the change of language to take effect, you must now clear the memory:

7.	Select **programming number 80** (see Chapter 6.1.2).	**8** ABC **0** „# CASH	MEMORY CLEAR 1= ALL REPORT RESET
8.	Press the CASH key to confirm the input.		E-JOURNAL AREA
•	The memory areas which can be deleted appear in the display.		PROGRAM AREA CASHIERS AREA
9.	Press the ▲ and ▼ to select **ALL AREA** .	▲ ▼ CASH	DEPARTMENT AREA PLU AREA TABLE AREA
10.	Press the CASH key to confirm the input.		ALL AREA
11.	Confirm the confirmation prompt by pressing the CASH key.	CASH	
12.	Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	
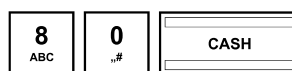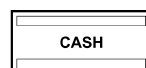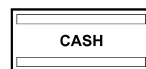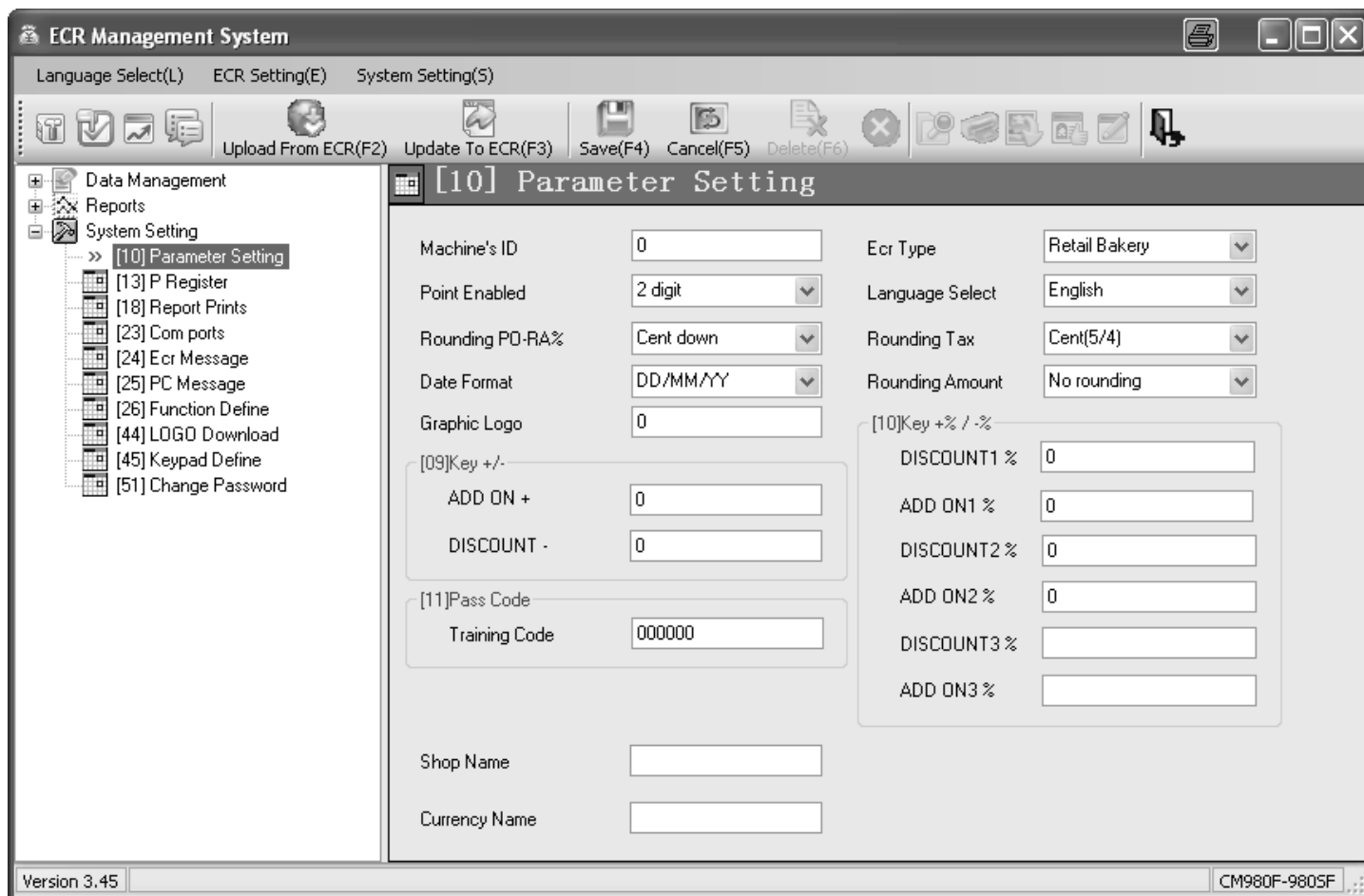
6.3.1 Changing the language using the PC

The following input mask is provided with which to define the language using the **OLYMPIA ECR System** programme. It is used to programme various parameter settings. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.

Fig. 10

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.4   Programming departments

A maximum of 99 departments can be programmed.

Note: On leaving the factory, departments 1 to 8 are already assigned VAT rate 1 at 19% and departments 9 to 24 are assigned VAT rate 2 at 7%. All the departments are set-up as itemised departments with free pricing. If these settings correspond with those you need, no adjustments to the programme are necessary at this point.

6.4.1   Programmable contents

The following features must or can be programmed or defined for each department:

6.4.1.1   Department name

Programme an individual department name. This programming step is optional. On leaving the factory, general, standard names are preprogrammed.

6.4.1.2   Department fixed prices

A maximum of two department fixed prices can be programmed. Department fixed price 1 is usually the standard price, department fixed price 2 relates to a reduced price. e.g. within the scope of a "happy hour" or products which are no longer fresh.

The entry of department fixed prices is optional. If you do not enter fixed prices (fixed price is 0.00), the cash register only operates using free pricing.

When programming, always enter the fixed price with the set number of decimal places and decimal point.

6.4.1.3   Assignment of the tax rate

Assign a VAT rate to each department.

6.4.1.4   Assignment to a department group

You can assign each department to a department group (also refer to Chapter 6.5) (option).

6.4.1.5   Input restrictions (HALO LALO)

You can define a maximum amount which may be entered (HALO = High Amount Lock Out) and a minimum amount which must be entered (LALO = Low Amount Lock Out) for each department.

The input restriction is defined by entering a 2-digit number where the first number specifies the maximum permissible amount (HALO) and the second number the minimum permissible amount (LALO). Both of the two digits can be between 0 and 7.

HALO		LALO	
1st digit	**Maximum amount**	**2nd digit**	**Minimum amount**
0	No restriction	0	No restriction
1	9	1	9
2	99	2	99
3	999	3	999
4	9.999	4	9.999
5	99.999	5	99.999
6	999.999	6	999.999
7	9.999.999	7	9.999.999

6.4.1.6 Department status

The department status defines whether it concerns a positive or negative department and an itemised or single item department.

Department type	DP status number
Positive itemised department	00
Positive single item department	01
Negative itemised department (e.g. for deposit refunds)	02
Negative single item department	03
Print the same PLU on a receipt (single receipt department-specific)	06
Print each PLU on a single receipt	07

6.4.2 Programming departments
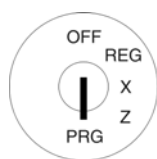
1. Set the key to PRG
2. Select **programming number 01** (see Chapter 6.1.2).
3. Press the |CASH| key to confirm the input.

Programming department names (option):

4. Use the |▲| and |▼| keys to move to the input area for the department name.
5. Press the |CASH| key to confirm the input.
6. Delete the old department name by pressing the |CLR| key.

Enter the required text (max. 24 characters) (see Chapter 6.2).
Save each letter after entry by pressing the |CASH| key!

7. Press the |CASH| key to confirm the input.

Programming department fixed price 1 (option):

8. Use the |▲| and |▼| keys to move to the input area for department fixed price 1.
9. Enter the fixed price 1 (including decimal places and decimal point).
10. Press the |CASH| key to confirm the input.
   The cash register automatically switches to the next programming step.

Programming department fixed price 2 (option):

11. Enter the fixed price 2 (including decimal places and decimal point).
12. Press the |CASH| key to confirm the input.
   The cash register automatically switches to the next programming step.

Assigning a VAT rate:

13. Enter the tax rate group.
14. Press the |CASH| key to confirm the input.
   The cash register automatically switches to the next programming step.

Assigning a department group:

15. Enter the number of the department group.
16. Press the |CASH| key to confirm the input.
   The cash register automatically switches to the next programming step.

- Continued on next page -

- Continued -

Defining the input restrictions (HALO LALO):

17. Enter the two-digit number (00 to 77).

18. Press the CASH key to confirm the input.
    The cash register automatically switches to the next programming step.

Defining the department status:

19. Enter the department status number.

20. Press the CASH key to confirm the input.
    The cash register automatically saves the entire programmed data.

Saving the programmed department:

21. Press the CASH key to confirm the input.

Saving the programming in the memory is confirmed in the display. The system is now at the beginning of the next department. Further data can now be programmed.

Tip: Programme all the departments directly one after the other!

22. Conclude programming the departments by pressing the SUB-TOTAL key.

Example: Department 1 should be a positive single item department with a standard fixed price 1 of €14.90 and a reduced fixed price 2 of € 9.90, referred to as "ABC" and operate at the reduced tax rate 2 of 7%. Department 1 should be assigned to Department Group 3. The input restrictions should define there is no minimum amount but a maximum amount of € 99,999.
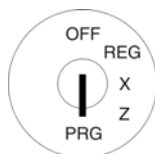
Input	**Display**

Initiate department programming:

| 0 „# | 1 PQRS | CASH |

```
=DEPARTMENT        1 – 1=
[DEPARTMENT01              ]
0.00                  PRICE-1
0.00                  PRICE-2
1
0
0               HALO LALO
00                 STATUS
```

Programming a department name:

| ▲ | ▼ | CASH | DEPARTMENT01

CLR

1x | 8 ABC | then | CASH | A

2x | 8 ABC | then | CASH | AB

3x | 8 ABC | then | CASH | ABC

| CASH | [ABC   ]

- Continued on next page -

- Continued -

Programming department fixed price 1:

▲ ▼	0.00	PRICE-1
1 4 . 9 0 CASH	14.90	PRICE-1

Programming department fixed price 2:

▲ ▼	0.00	PRICE2
9 . 9 0 CASH	9.90	PRICE-2

Assigning a VAT rate:

▲ ▼	1
2 CASH	2

Assigning to a department group:

▲ ▼	1
3 CASH	3

Defining the input restrictions (HALO LALO):

▲ ▼	00	HALO LALO
5 0 CASH	50	HALO LALO

Defining department status:

▲ ▼	00	STATUS
0 1 CASH	01	STATUS

Save and conclude department programming:

CASH	Save...!!
SUB-TOTAL	Please Continue...

6.4.3 Navigating in the departments

- Use the ▲ and ▼ keys to move to the top line and then press the CASH key several times to switch between the department memory locations.
- By pressing the SHIFT key, you can access the same position in the next department.

6.4.4   Programming departments using the PC

The following input mask is provided with which to programme departments using the **OLYMPIA ECR System** programme. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.
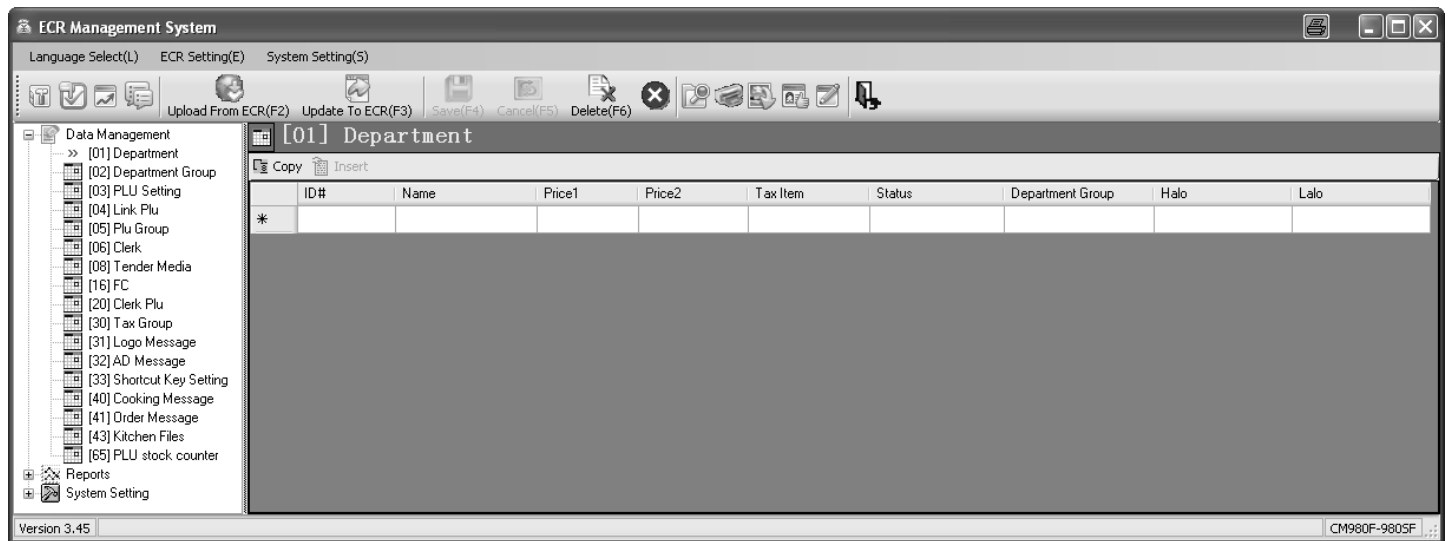
Fig. 11

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.5 Programming department groups

Department groups compile certain departments together. They serve for evaluation in the cash register reports.
A maximum of 32 department groups can be programmed.
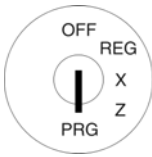
1. Set the key to PRG
2. Select **programming number 02** (see Chapter 6.1.2).
3. Press the ⌈CASH⌉ key to confirm the input.

   Programming department group names (option):

4. Use the ⌈▲⌉ and ⌈▼⌉ keys to move to text input area
   [**DEPARTMENT GROUP NAME**   ].
5. Press the ⌈CASH⌉ key to confirm the input.
6. Delete the old department group name, if necessary, by pressing the ⌈CLR⌉ key.
7. Enter the required text (max. 24 characters) (see Chapter 6.2).
   Save each letter after entry by pressing the ⌈CASH⌉ key!
8. Press the ⌈CASH⌉ key to confirm the input.

6.5.1 Programming department groups using the PC

The following input mask is provided with which to programme departments using the **OLYMPIA ECR System** programme. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.
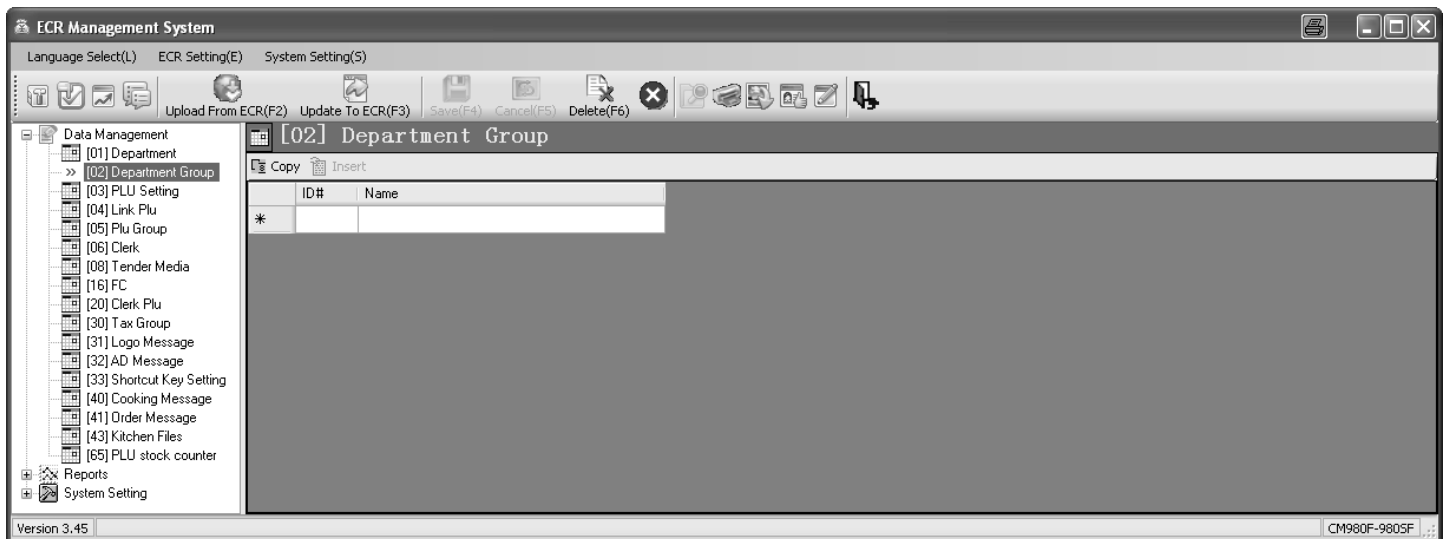
Fig. 12

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.6 Programming PLUs

A maximum of 20,000 PLUs (items) can be programmed.

6.6.1 Programmable contents

The following features must or can be programmed or defined for each PLU:

6.6.1.1 PLU number

There are 20,000 memory locations available.
EAN bar codes with up to 13 digits can be read via a bar code scanner.

6.6.1.2 PLU name

You can programme individual PLU names (max. 24 characters). This programming step is optional. On leaving the factory, general, standard names are preprogrammed.

6.6.1.3 PLU fixed price

Two PLU fixed prices can be programmed. PLU fixed price 1 is usually the standard price, PLU fixed price 2 is normally a reduced price, e.g. within the scope of a "happy hour" or for products which are no longer fresh, such as bread, fruit, vegetables, etc.
The entry of a PLU fixed price is optional. If you do not enter fixed prices (fixed price is 0.00), the cash register only operates using free pricing.
When programming, always enter the fixed price with the set number of decimal places and decimal point.

6.6.1.4 Assignment of the tax rate

Assign each PLU to a VAT rate.

6.6.1.5 Assignment to a PLU group

Assign each PLU to a PLU group (also refer to Chapter 6.8).

6.6.1.6 Assignment to a department

Assign each PLU to a department.

6.6.1.7 PLU status

Use the PLU status to define whether it is a positive or negative PLU.

PLU type	PLU status number
Positive PLU	00
Negative PLU	01

6.6.1.8 Input restrictions (HALO LALO)

You can define a maximum amount which may be entered (HALO = High Amount Lock Out) and a minimum amount which must be entered (LALO = Low Amount Lock Out) for each PLU.

The input restriction is defined by entering a 2-digit number where the first number specifies the maximum permissible amount (HALO) and the second number the minimum permissible amount (LALO). Both of the two digits can be between 0 and 7.

HALO		LALO	
1st digit	**Maximum amount**	**2nd digit**	**Minimum amount**
0	No restriction	0	No restriction
1	9	1	9
2	99	2	99
3	999	3	999
4	9.999	4	9.999
5	99.999	5	99.999
6	999.999	6	999.999
7	9.999.999	7	9.999.999

6.6.1.9 LINK PLUs

LINK PLUs are linked to a "normal" PLU. When the "normal" PLU is then registered, the LINK PLU is automatically registered too. LINK PLUs are often used in the sale of drinks in deposit bottles, for example. The deposit for the bottle is then the LINK PLU. A maximum of 3 LINK PLUs can be programmed for each PLU.

Note: The LINK PLU must be set-up before it is linked during the course of programming a PLU (see Chapter 6.7).

6.6.1.10 2-digit identity number for order messages and printout on the kitchen printer

(a) The first digit in the 2-digit number defines the order message (Order #) to which the PLU should belong.

(b) The second digit in the 2-digit number defines the type of output on the kitchen printer for the PLU (KP #).

Note: If no order message or kitchen printer should be assigned, a "0" must be programmed for each respective digit.

(a) Order message / Order number (Order #)

The order messages/numbers only work when the cash register is operating in its gastronomy version. They ensure that PLUs with the same order numbers (Order #) are printed on the same receipt. The receipts with different order numbers are printed in succession. This means that meals and drinks ordered and other items sold can be listed clearly (also refer to Chapter 6.30).

A **maximum of 9 order messages** can be set-up. The order numbers are 1, 2, 3, 4, 5, 6, 7, 8 and 9.

Note: If no order messages should be assigned (no printout of an order message), a "0" must be programmed as the first digit of the 2-digit code.

Note: The order messages can be reprogrammed manually (see Chapter 6.30).

Note: If the cash register is operated in its retail version (see Chapter 6.35), programme a 0 at this point. The order function then ceases to be available.

(b) Printout on the kitchen printer (KP #)

Orders can be sent to the kitchen directly and printed by means of an external kitchen printer (also refer to Chapter 6.31).

Note: A kitchen printer must be activated via system option 9 (status code 2) so that printing on a kitchen printer works.

Note: If no kitchen printer should be assigned (no printout of a kitchen receipt), a "0" must be programmed as the second digit of the 2-digit number.

There are **eight different variations of kitchen receipts** which can combine the printout of order messages and single messages in the following ways:

Variations	KP #	Type of output (receipt type)		
		Order message	Single message	
			For similar PLUs	For each PLU
Variation 1	1	x		
Variation 2	2	x		
Variation 3	3	x		
Variation 4	4	x		
Variation 5	5	x	x	
Variation 6	6		x	
Variation 7	7	x		x
Variation 8	8			x

Variations 1 to 4: Consolidated receipt

Only one receipt is issued containing the entire order.

```
TABLE# 100                KP #1

  1     STEAK
  1     PIZZA
  1     SCHNITZEL

02-01-2012  12:30 0433    CLERK 01
```

Variation 5

An order message is issued initially containing the entire order. This is followed by the respective single message for each similar item.

```
TABLE# 001                KP #5

  1     STEAK
  2     PIZZA

02-01-2012  12:30 0433   CLERK 01

--------------------Section------------------

TABLE# 001                KP #5

  1     STEAK

02-01-2012  12:30 0434  CLERK 01

-------------------- Section ------------------

TABLE# 001                KP #5

  2     PIZZA

02-01-2012  12:30 0435  CLERK 01
```

- Continued on next page -

- Continued -

Variation 6

Only single messages are issued for all identical items.

```
TABLE# 001                 KP #6

  1     STEAK

02-01-2012  12:30 0434  CLERK 01

-------------------- Section ------------------

TABLE# 001                 KP #6

  2     PIZZA

02-01-2012  12:30  0435   CLERK 01
```

Variation 7

An order message is issued initially containing the entire order. A single message is then printed for each item.

```
TABLE# 001                 KP #7

  1     STEAK
  2     PIZZA

02-01-2012  12:30 0433  CLERK 01
```

Variation 8

Only single messages are printed for each item.

```
TABLE# 001                 KP #8

  1     STEAK

02-01-2012  12:30  0434   CLERK 01

-------------------- Section ------------------
TABLE# 001                 KP #8

  1     PIZZA

02-01-2012  12:30  0435  CLERK 01

-------------------- Section ------------------
TABLE# 001                 KP #8

  1     PIZZA

02-01-2012  12:30 0436  CLERK 01
```

Note: The kitchen printer number (KP #) of the kitchen receipts can be reprogrammed in kitchen files (see Chapter 6.31).

6.6.1.11 PLU stock counter

The stocks relate to the number of pieces of an item (PLU) in stock.

Note: Since the current stock of a PLU can be printed in the reports, the system option 11 (status code 1) for the PLU stock counter must be activated (see Chapter 6.17).

6.6.2 Programming PLUs
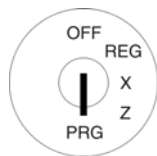
1. Set the key to PRG.
2. Select **programming number 03** (see Chapter 6.1.2).
3. Press the CASH key to confirm the input.

The first PLU programmed is always displayed.

Entering the PLU number:

4. Use the ▲ and ▼ keys to move to the input area for the PLU number.
5. Use the digit keys to define which PLU is to be programmed.
6. Press the CASH key to confirm the input.
   The cash register automatically switches to the next programming step.

Note: If the PLU number that you want to programme has already been assigned, the "**DATA EXISTS!!**" message appears in the display. Despite this, the cash register switches to the memory location so that you can complete changes, if required.

Programming the PLU name (option):

7. Press the CASH key to confirm the input.
8. Enter the required text (max. 24 characters) (see Chapter 6.2).
   Save each letter after entry by pressing the CASH key!
9. Press the CASH key to confirm the input.

Programming PLU fixed price 1 (option):

10. Use the ▲ and ▼ keys to move to the input area for PLU fixed price 1.
11. Enter the fixed price 1 (including decimal places and decimal point).
12. Press the CASH key to confirm the input.
    The cash register automatically switches to the next programming step.

Programming PLU fixed price 2 (option):

13. Enter the fixed price 2 (including decimal places and decimal point).
14. Press the CASH key to confirm the input.
    The cash register automatically switches to the next programming step.

Assigning a VAT rate:

15. Enter the tax rate group.
16. Press the CASH key to confirm the input.
    The cash register automatically switches to the next programming step.

Assigning to a PLU group:

17. Enter the number of the PLU group.
18. Press the CASH key to confirm the input.
    The cash register automatically switches to the next programming step.

Assigning to a department:

19. Enter the department number as a 2-digit number.
20. Press the CASH key to confirm the input.
    The cash register automatically switches to the next programming step.

- Continued on next page -

- Continued -
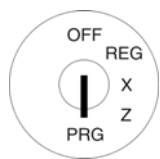
Defining the PLU status:

21. Enter the PLU status number.

22. Press the |CASH| key to confirm the input.
    The cash register automatically switches to the next programming step.

Defining the input restrictions (HALO LALO) (option):

23. Enter the two-digit number (00 to 77).

24. Press the |CASH| key to confirm the input.
    The cash register automatically switches to the next programming step.

Programming LINK PLU 1 (option):

25. Enter the PLU number.

26. Press the |CASH| key to confirm the input.
    The cash register automatically switches to the next programming step.

Programming LINK PLU 2 (option):

27. Enter the PLU number.

28. Press the |CASH| key to confirm the input.
    The cash register automatically switches to the next programming step.

Programming LINK PLU 3 (option):

29. Enter the PLU number.

30. Press the |CASH| key to confirm the input.
    The cash register automatically switches to the next programming step.

Programming the code for order message and printing on kitchen printer (option):

31. Enter the two-digit code for the order message and printing on the kitchen printer.

32. Press the |CASH| key to confirm the input.
    The cash register automatically switches to the next programming step.

Entering the PLU stock (option):

33. Enter the number of the specific PLU in stock.

34. Press the |CASH| key to confirm the input.

35. Confirm again by pressing the |CASH| key.

The display indicates that the programme data is being saved.

Concluding PLU programming:

36. After all the PLUs have been programmed and saved, conclude the programming
    process by pressing the |SUB-TOTAL| key.

Example: PLU no. 22 is a positive PLU (PLU status = 00) and should be identified by "Pizza". PLU no. 22 should have a standard fixed price of € 8.90, a reduced fixed price of € 6.00 and be assigned to Department 01. Tax rate 1 applies. PLU no. 22 should be assigned to PLU group 4 and linked with LINK-PLU no. 33. The input restrictions should define there is no minimum amount but a maximum amount of € 9,999. PLU no. 22 should belong to order message 2 and kitchen receipts should be printed according to variation 5 (code for order type and printing on kitchen printer = 25). The stock at the time of programming is 100.
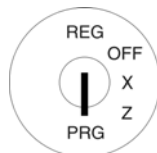
Input   **Display**

Initiate PLU programming:

=Plu	1- 1
[	1]No.
[1	]
0.00	PRICE-1
0.00	PRICE-2
0	PluGroup
0	TAX GROUP
1	LINK DEPT
00	STATUS
00	HALO LALO
0	LINK PLU 1
0	LINK PLU 2
0	LINK PLU 3

00	ORDER # / KD#
0	STOCK
Save...!!…	
Please Continue...…	

[**0** „#] [**3** WXYZ] [CASH]

Entering the PLU number:

[▲] [▼]   [1]No.
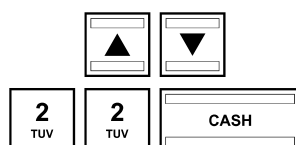
[**2** TUV] [**2** TUV] [CASH]   [22]No.

                                          [22   ]

Programming a PLU name:

[CASH]   22

[CLR]

1x [**1** PQRS] then [CASH]   P

6x [**4** GHI] then [CASH]   Pi

- Continued on next page -
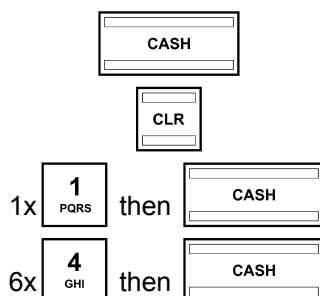
- Continued -

	Input		Display

						Display
	OFF REG X Z PRG					
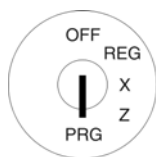
		Input			**Display**	
8x	**3** WXYZ	then	CASH		Piz	
8x	**3** WXYZ	then	CASH		Pizz	
4x	**8** ABC	then	CASH		Pizza	
			CASH		[Pizza	]

Programming PLU price 1:

▲ ▼					0.00	PRICE-1
8 ABC	**.** DEL	**9** DEF	**0** „#	CASH	8.90	PRICE-1

Programming PLU price 2:

▲ ▼					0.00	PRICE-2
6 MNO	**.** DEL	**0** „#	**0** „#	CASH	6.00	PRICE-2

Assigning a tax rate

▲ ▼			0	TAX GROUP
1 PQRS	CASH		1	TAX GROUP

Assigning to a PLU group:

▲ ▼			1	PluGroup
4 GHI	CASH		4	PluGroup

Assigning to a department:

▲ ▼			1	LINK DEPT
1 PQRS	CASH		1	LINK DEPT

Defining the PLU status:

▲ ▼			0	STATUS
0 „#	**0** „#	CASH	00	STATUS

Defining the input restrictions:

▲ ▼			1	HALO-LALO
4 GHI	**0** „#	CASH	40	HALO-LALO

- Continued -
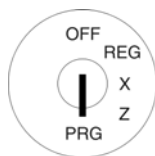
	Input			**Display**	

Programming LINK PLU 1:

| ▲ | ▼ | | 00 | LINK PLU 1 |

| 3 WXYZ | 3 WXYZ | CASH | 33 | LINK PLU 1 |

Programming LINK PLU 2:

| ▲ | ▼ | | 00 | LINK PLU 2 |

| 0 „# | 0 „# | CASH | 00 | LINK PLU 2 |

Programming LINK PLU 3:

| ▲ | ▼ | | 00 | LINK PLU 3 |

| 0 „# | 0 „# | CASH | 00 | LINK PLU 3 |

Programming the code for order message or printing on kitchen printer:

| ▲ | ▼ | | 00 | ORDER # / KD# |

| 2 TUV | 5 JKL | CASH | 25 | ORDER # / KD# |

Entering the stock:

| ▲ | ▼ | | 0 | STOCK |

| 1 PQRS | 0 „# | 0 „# | CASH | 100 | STOCK |

Saving and ending programming the PLU:

| CASH | Save...!!... |
| SUB-TOTAL | Please Continue...… |

6.6.3   Navigating in the PLUs

- Use the ▲ and ▼ keys to move to the top line and then press the CASH key several times to switch between the PLU memory locations.
- By pressing the SHIFT key, you can access the same position in the next PLU.

6.6.4 Deleting a PLU
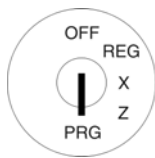
1. Set the key to PRG.
2. Select **programming number 03** (see Chapter 6.1.2).
3. Press the CASH key to confirm the input.
4. Use the ▲ and ▼ keys to move to the input area for the PLU number.
5. Enter the number of the PLU to be deleted.
6. Use the ▲ and ▼ keys to select **Please Continue...…**
7. Press the CASH key to confirm the input.
8. Continue the deleting process by pressing the CASH key or cancel the process by pressing the SUB-TOTAL key.

6.6.5 Programming PLUs using the PC

In order to programme PLUs/items using the PC programme, **OLYMPIA ECR System** provides the following input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.
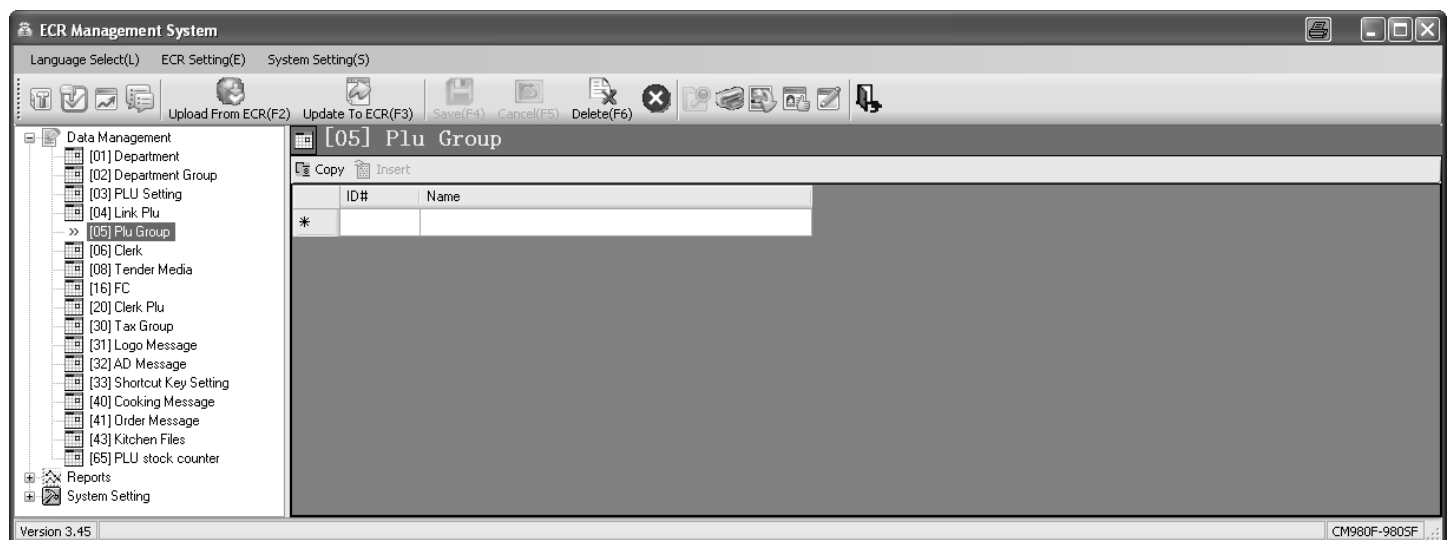
Fig. 13

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.6.6   Programming the PLU stock counter using the PC

In order to programme the PLU stock counter using the PC programme, **OLYMPIA ECR System** provides the following input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.

The **[Copy]** button can be used to copy a PLU stock which cab then be assigned to all selected PLUs by clicking the [**Insert**] button after selecting a PLU area.
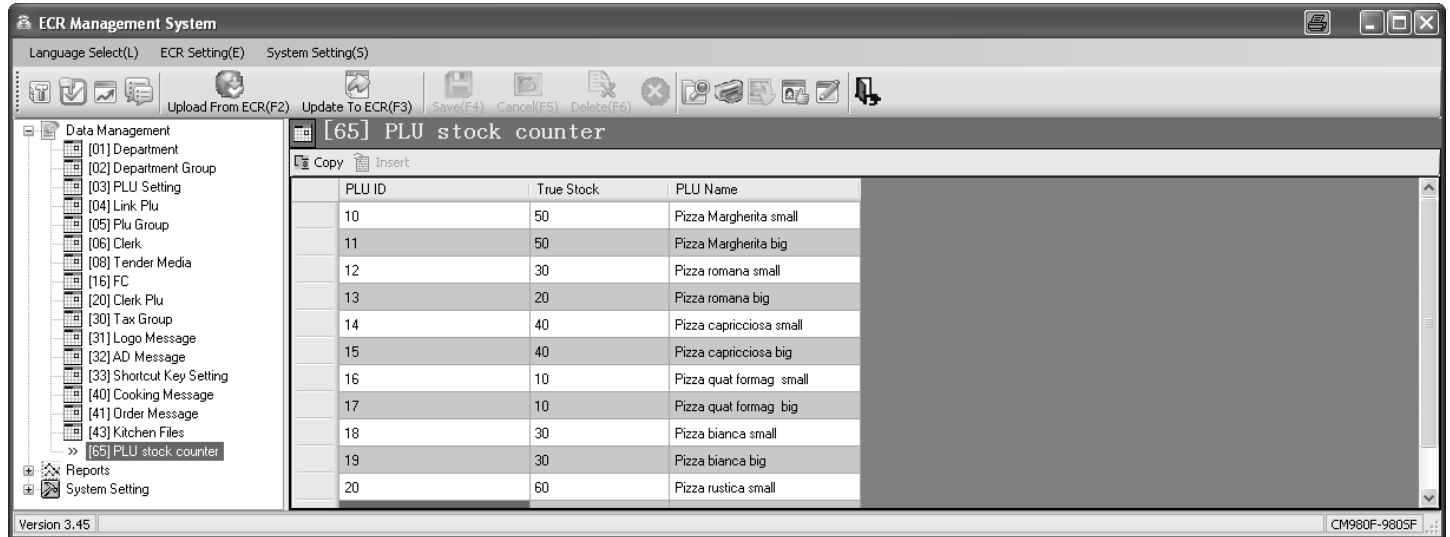
Fig. 14

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.7 Programming LINK PLUs

LINK PLUs are linked to a "normal" PLU. When the "normal" PLU is registered, the LINK PLU is automatically registered too. A maximum of 50 LINK PLUs can be programmed.

6.7.1 Programmable contents

The procedure to programme a LINK PLU is basically the same as that to programme a PLU.

The following features must or can be programmed or defined for each LINK PLU:

6.7.1.1 LINK PLU number

There are 50 memory locations available.

6.7.1.2 LINK PLU name

You can programme individual LINK PLU names (max. 18 characters). This programming step is optional. On leaving the factory, general, standard names are preprogrammed.

6.7.1.3 LINK PLU fixed prices

Two LINK PLU fixed prices can be programmed. LINK PLU fixed price 1 is usually the standard price, LINK PLU fixed price 2 is normally a reduced price, e.g. within the scope of a "happy hour" or for products which are no longer fresh, such as flowers, bread, fruit, vegetables, etc.

The entry of LINK PLU fixed prices is optional. If you do not enter fixed prices (fixed price is 0.00), the cash register only operates using free pricing.

When programming, always enter the fixed price with the set number of decimal places and decimal point.

6.7.1.4 Assigning a tax rate

Assign each LINK PLU to a VAT rate.

6.7.1.5 Assigning to a PLU group

Assign each LINK PLU to a PLU group.

6.7.1.6 Assigning to a department

Assign each LINK PLU to a department.

6.7.1.7 LINK PLU status

Use the LINK PLU status to define whether it is a positive or negative PLU.

PLU type	LINK PLU status number
Positive LINK PLU	00
Negative LINK PLU	01

6.7.2   Programming LINK PLUs
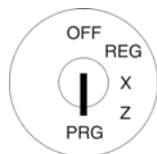
1. Set the key to PRG.
2. Select **programming number 04** (see Chapter 6.1.2).
3. Press the ⎹CASH⎸ key to confirm the input.
    The first PLU programmed is always displayed.

Entering the LINK PLU number:

4. Use the ▲ and ▼ keys to move to the input area for the LINK PLU number.
5. Use the numeric keys to define which LINK PLU is to be programmed.
6. Press the ⎹CASH⎸ key to confirm the input.
    The cash register automatically switches to the next programming step.

Programming the LINK PLU name:

7. Use the ▲ and ▼ keys to move to the input area for the LINK PLU name.
8. Press the ⎹CASH⎸ key to confirm the input.
9. Enter the required text (max. 18 characters) (see Chapter 6.2).
    Save each letter after entry by pressing the ⎹CASH⎸ key!
10. Press the ⎹CASH⎸ key to confirm the input.

Programming LINK PLU fixed price 1:

11. Use the ▲ and ▼ keys to move to the input area for LINK PLU fixed price 1.
12. Enter the fixed price 1 (including decimal place and decimal point).
13. Press the ⎹CASH⎸ key to confirm the input.
    The cash register automatically switches to the next programming step.

Programming LINK PLU fixed price 2:

14. Enter the fixed price 2 (including decimal places and decimal point).
15. Press the ⎹CASH⎸ key to confirm the input.
    The cash register automatically switches to the next programming step.

Assigning to a PLU group:

16. Enter the 2-digit number of the PLU group.
17. Press the ⎹CASH⎸ key to confirm the input.
    The cash register automatically switches to the next programming step.

Assigning a VAT rate:

18. Enter the tax rate group.
19. Press the ⎹CASH⎸ key to confirm the input.
    The cash register automatically switches to the next programming step.

Assigning to a department :

20. Enter the department number as a 2-digit number.
21. Press the ⎹CASH⎸ key to confirm the input.
    The cash register automatically switches to the next programming step.

Programming the LINK PLU status:

22. Enter the LINK PLU status number.
23. Press the ⎹CASH⎸ key to confirm the input.
    The system is now at the beginning of the programmed LINK PLU.
24. After all of the PLUs have been programmed and saved, terminate programming
    by pressing the ⎹CASH⎸ and ⎹SUB-TOTAL⎸ keys.

Example: LINK PLU no. 5 is a positive PLU (PLU status = 00) and should be identified by "***". LINK PLU no. 5 should have a fixed price of € 3.30 and be assigned to Department 9. In addition, LINK PLU no. 5 should be assigned to PLU group 2. Tax rate 1 applies.
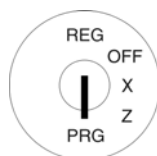
Input

Initiate programming the LINK PLU:

[**0** „#] [**4** GHI] [CASH]

```
=linkPLU                  1- 1
[0  ]           FREE CODE
[                        ]
0.00               PRICE1
0.00               PRICE2
0               TAX GROUP
0               PLU-GROUP
0               LINK DEPT
00                  STATUS
Save...!!…
Please Continue...…
```

Entering the LINK PLU number:
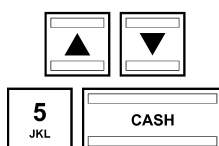
[▲] [▼]   [0]   FREE CODE

[**5** JKL] [CASH]   [5]   FREE CODE

Programming the LINK PLU name:

[CASH]   [   ]

12x [**0** „#] then [CASH]   *

12x [**0** „#] then [CASH]   **

12x [**0** „#] then [CASH]   ***

[CASH]   [***   ]
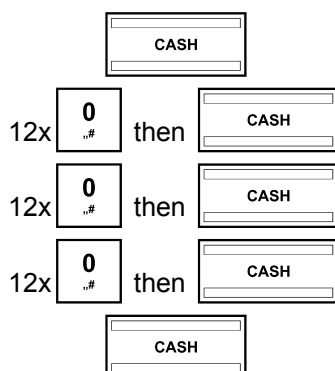
Programming LINK PLU price 1:

[▲] [▼]   0.00   PRICE1
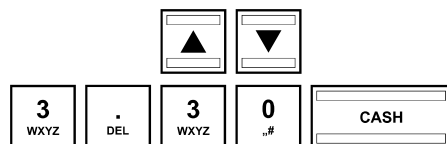
[**3** WXYZ] [**.** DEL] [**3** WXYZ] [**0** „#] [CASH]   3.30   PRICE2

Programming LINK PLU price 2:
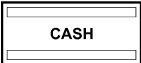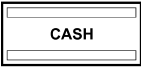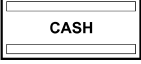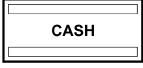
[▲] [▼]   0.00   PRICE2

[**0** „#] [CASH]   0.00   PRICE2

- Continued -

	Input		Display

Assigning a tax rate

▲ ▼	0	TAX GROUP
1 PQRS · CASH	1	TAX GROUP

Assigning to a PLU group:

▲ ▼	1	PLU-GROUP
2 TUV · CASH	2	PLU-GROUP

Assigning to a department:

▲ ▼	0	LINK DEPT
9 DEF · CASH	9	LINK DEPT

Defining the LINK PLU status:

▲ ▼	00	STATUS
0 „# · 0 „# · CASH	00	STATUS

Saving and ending programming the LINK PLU:

▼	Save...!!
CASH	
SUB-TOTAL	

6.7.3 Navigating in the LINK PLU

- Use the ▲ and ▼ keys to move to the top line and then press the CASH key several times to switch between the LINK PLU memory locations.
- Press the SHIFT key to access the same position in the next programmed LINK PLU.

6.7.4 Deleting a LINK PLU
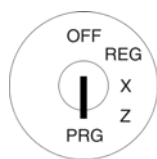
1. Set the key to PRG.
2. Select programme number 04 (see Chapter 6.1.2).
3. Press the CASH key to confirm the input.
4. Use the ▲ and ▼ keys to move to the input area for the LINK PLU number.
5. Enter the number of the LINK PLU to be deleted.
6. Use the ▲ and ▼ keys to select **Please Continue...**…
7. Press the CASH key to confirm the input.
8. Continue the deleting process by pressing the CASH key or cancel the process by pressing the SUB-TOTAL key.

6.7.5 Programming LINK PLUs using the PC

In order to programme LINK PLUs using the PC programme, **OLYMPIA ECR System** provides the following input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.

Fig. 15

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.8   Programming PLU groups

A windowing technique is used in the display to show various previously programmed PLU groups which list the PLUs contained. The advantage of this windowing technique is that, when the cash register is being operated, the PLUs can be found and registered easily via a logical structure.

Example: The individual "Lentil soup", "Pea soup", "Mushroom soup" PLUs are listed in the "Soups" PLU group.

A maximum of 99 PLU groups can be programmed. Only group numbers #1-#24 can be assigned to the keyboard.
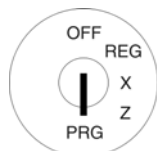
1. Set the key to PRG.
2. Select **programming number 05** (see Chapter 6.1.2).
3. Press the CASH key to confirm the input.

Programming PLU group name (option):

4. Use the CASH key to switch to the PLU GROUP memory location.
5. Use the ▲ and ▼ keys to move to the text input area for the [**PLU GROUP Name**   ].
6. Press the CASH key to confirm the input.
7. Delete the old PLU group name, if necessary, by pressing the CLR key.
8. Enter the required text (max. 24 characters) (see Chapter 6.2).
   Save each letter after entry by pressing the CASH key!
9. Press the CASH key to confirm the input.

6.8.1   Programming PLUs groups using the PC

In order to programme PLU groups using the PC programme, **OLYMPIA ECR System** provides the following input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.

Fig. 16

Note: Move to entries for selection within a group window using the arrow keys. Confirm selection of the marked entry by pressing the [#NS] key. If the same PLU needs to be registered several times, enter the number before pressing the [#NS] key.

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.9 Clerk system and Dallas lock

The clerk system serves to assign transactions to the individual clerks and is designed for a maximum of 99 clerks. When the clerk system is active, clerks must log on to the cash register with their clerk number and, optionally, their clerk pass code. When the machine leaves the factory, the clerk system is not active.

6.9.1 Programmable contents

The following features must or can be programmed or defined for each clerk or clerk number:

6.9.1.1 Clerk name

You can programme individual clerk names (max. 24 characters). This programming step is optional. On leaving the factory, the clerk numbers 01 to 16 are programmed instead of individual clerk names.

6.9.1.2 Clerk pass code

You can programme a 6-digit pass code for each clerk which the clerk must then use to logon to the cash register. The clerk pass code may only comprise digits and be between 000001 and 999999.

Note: Programme 000000 if no clerk pass code is required.

6.9.1.3 Commission

Commission rate

The commission rate defines the percent rate of the basic amount which a clerk receives as commission.

Note: The commission rate can be maximally a 2-digit number and only entered without decimal places.

Commission factor

The commission factor defines the basis for calculating the commission:

Basis for commission calculation	Commission factor code
Gross sales	0
Net sales	1

6.9.1.4 Clerk attributes / Clerk rights

You can assign each clerk various attributes in three steps via the cash register. These attributes determine which functions may be executed by a clerk. There are three different status numbers with which to programme clear attributes. Each status number is made up of 2 digits. Each digit in a status number can be between 0 and 7 according to the tables below.

Note: The default factory settings appear in bold print.

Status number 1																	
Status code 1									**Status code 2**								
Clerk attributes:	**0**	1	2	3	4	5	6	7	Clerk attributes:	**0**	1	2	3	4	5	6	7
Prohibit [RETURN]		x		x		x		x	Prohibit print X-reports		x		x		x		x
Prohibit [VOID]			x	x			x	x	Prohibit print Z-reports			x	x			x	x
Prohibit [NO SALE]					x	x	x	x	Prohibit "PAID OUT"					x	x	x	x

Status number 2																	
Status code 1									**Status code 2**								
Clerk attributes:	**0**	1	2	3	4	5	6	7	Clerk attributes:	**0**	1	2	3	4	5	6	7
Prohibit print all Z-reports accumul.		x		x		x		x	Access to all tables (manager)*		x		x		x		x
Receipt cancels inhibited			x	x			x	x	Not use			x	x			x	x
Not use					x	x	x	x	Not use					x	x	x	x

* One clerk with this right has access to all operations; he is a **manager**.

Status number 3																	
Status code 1									**Status code 2**								
Clerk attributes:	**0**	1	2	3	4	5	6	7	Clerk attributes:	**0**	1	2	3	4	5	6	7
Training permitted		x		x		x		x	Prohibit print other all clerks at Clerk report		x		x		x		x
Not use			x	x			x	x	Not use			x	x			x	x
Prohibit print all X-reports accumul.					x	x	x	x	Clerk change inhibited					**x**	**x**	**x**	**x**

Note

- By default, all rights are enabled for all clerks (status numbers 1 to 3 are set to **00**).

- To disable all rights for one clerk, enter **77** for all status numbers.

- **Training** (status number 3, status code 1)

  - When Training mode is active (see Chapter 9), all the cash register operations can be practised without the entries being assigned to the sales figures and cash register reports. The operations which have been practised are only saved in the Training report (see Chapter 11.2). This feature is used to define who may use Training mode.

  - To switch the Training text off or on, programme system option 14 (status code 1) accordingly (see Chapter 6.17).

6.9.2 Programming clerks

Example: The name "Eva" must be programmed for clerk no. 2. The pass code must be set to 222222. Clerk no. 2 should receive a commission of 3% of the net sales and be assigned all clerk rights except that for printing Z-reports.
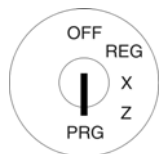
		Input	Display
1.	Set the key to PRG.		
2.	Select **programming number 06** (see Chapter 6.1.2).		=CLERK 1- 1=
3.	Press the CASH key to confirm the input.		[01]
			PASS CODE
	The first clerk appears in the display.	**0** **6** CASH	0 COMM.RATE%
			0 COMM.FACTOR
			00 STATUS1
			00 STATUS2
			00 STATUS3
			Save...!!…
4.	Use the CASH key to switch to the required clerk memory location.	CASH	CLERK 2- 1=
			[02]
5.	Use the ▲ and ▼ keys to move to the input area for the clerk name.	▲ ▼	
6.	Press the CASH key to confirm the input.	CASH	
7.	Delete the existing text.	CLR	
8.	Enter the clerk name (text input, refer to Chapter 6.2).	2x **9** DEF then CASH	E
		6x **2** TUV then CASH	Ev
		4x **8** ABC then CASH	Eva
9.	Conclude text input by pressing the CASH key.	CASH	[Eva]
10.	The cash register automatically switches to the **PASS CODE** input area.		PASS CODE
11.	Enter the current pass code (default setting: 000000).	**0** **0** **0**	
Note:	Always enter the pass code as a 6-digit number!	**0** **0** **0**	****** PASS CODE
12.	Press the CASH key to confirm the input.	CASH	
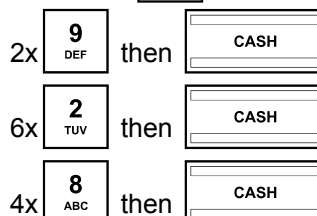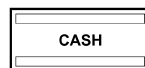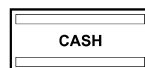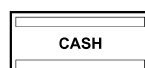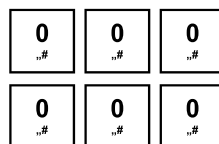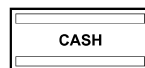
- Continued on next page -

- Continued -
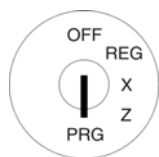
13. Enter a new 6-digit pass code in the **NEW CODE** input area.

14. Press the CASH key to confirm the input.

The cash register automatically switches to the next input area.

2 TUV	2 TUV	2 TUV
2 TUV	2 TUV	2 TUV

****** NEW CODE

CASH

15. Enter the pass code again in the **Confirm CODE** input area.

16. Press the CASH key to confirm the input.

2 TUV	2 TUV	2 TUV
2 TUV	2 TUV	2 TUV

****** Confirm CODE

CASH

The cash register indicates the storing process in the display and then automatically switches to the next input area, **COMM.RATE%**.

0 COMM.RATE%

17. Enter the commission rate (without decimal places).

18. Press the CASH key to confirm the input.

3 WXYZ

CASH

3 COMM.RATE%

The cash register automatically switches to the **COMM.FACTOR** input area.

0 COMM.FACTOR

19. Enter the code for the commission factor.

20. Press the CASH key to confirm the input.

1 PQRS

CASH

1 COMM.FACTOR

The cash register automatically switches to the **STATUS1** input area.

00 STATUS1

21. Enter the two-digit status number 1.

22. Press the CASH key to confirm the input.

0 ,,# | 2 TUV

CASH

02 STATUS1

The cash register automatically switches to the **STATUS2** input area.

00 STATUS2

23. Enter the two-digit status number 2.

24. Press the CASH key to confirm the input.

1 PQRS | 0 ,,#

CASH

10 STATUS2

The cash register automatically switches to the **STATUS3** input area.
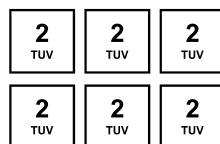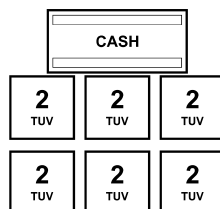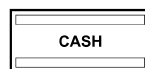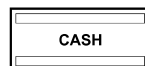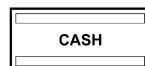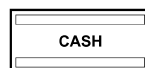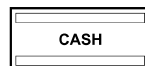
00 STATUS3

- Continued on next page -

- Continued -
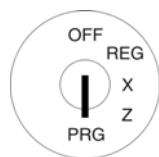
		Input	Display
	25. Enter the two-digit status number 3.	**0** .,# **0** .,#	
	26. Press the CASH key to confirm the input.	CASH	00 STATUS3
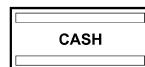
Note: When a feature is already programmed as required, you can skip the programming step.

Saving and concluding clerk programming:

27. Confirm the **Save...!!...** prompt by pressing the CASH key.
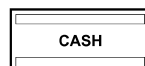
    CASH   Save...!!
                        Please Continue...

28. Continue programming for other clerks or conclude the clerk programming process by pressing the SUB-TOTAL key.

    SUB-TOTAL

6.9.3 Activating/Deactivating the clerk system

The clerk system is activated/deactivated using system option 3 (status number 2) (see Chapter 6.17).
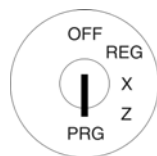
		Input	**Display**
	1. Set the key to PRG.		
	2. Select **programming number 13** (see Chapter 6.1.2).	**1** PQRS **3** WXYZ CASH	=P REGISTER 1- 1=
	3. Press the CASH key to confirm the input.		[32] STATUS NO.Mx-My
	4. Use the digit keys to enter 3.	**3** WXYZ	=P REGISTER 3- 1=
	5. Use the ▲ and ▼ keys to access the input area.	▲ ▼	[47] STATUS NO.Mx-My
	6. Enter the status number 43 to activate the clerk system (while retaining the other features in their factory setting).		[43] STATUS NO.Mx-My or [47] STATUS NO.Mx-My
	Or:		
	7. Enter the status number 47 to deactivate the clerk system.		
	8. Press the CASH key to confirm the input.	CASH	Save...!! Please Continue...
	9. Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	
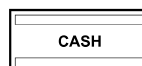
Note: When the cash register is subsequently switched on, each clerk must log on to the cash register immediately.

6.9.4 Logging on to the cash register as a clerk via the keyboard

Example: Clerk no. 2 (clerk name = Eva, clerk number = 2, clerk pass code = 222222) logs on to the cash register.

In all key switch positions	**Input**	**Display**

		Log In Failed!!
		No Authority
		Please Continue...
		CLERK NO.

1. Enter the clerk number (1, 2, 3, … or 16).

2 TUV

2. Press the ⌑CLERK⌑ or ⌑CASH⌑ key to confirm the input.

CASH

If a pass code has been programmed, you are now requested to enter it.

PASS CODE

3. Enter the 6-digit clerk pass code.

2 TUV **2** TUV **2** TUV

4. Press the ⌑CASH⌑ key to confirm the input.

2 TUV **2** TUV **2** TUV

Note: When Registration mode is active, the programmed clerk name appears in the display for a brief moment.

Eva

CASH

Note: System option 4 (status code 2) can be used to define whether a clerk must log on to the cash register again each time after concluding a transaction. The default setting of the cash register is such that a clerk remains logged on to the cash register until the key switch is set to OFF.

Note: You can simplify the logon process on the cash register by programming an individual clerk key on the keyboard, rendering Steps 1 and 2 unnecessary (see Chapters 4.3.2 and 6.33). For the registration of clerk 2, for example, the ⌑Clerk 2⌑ key can be assigned on the keyboard.

6.9.5 Logging on to the cash register as a clerk via the Dallas key

The cash register is equipped with a Dallas lock. When the Dallas keys are correspondingly programmed (see Chapter 6.34), the logon process for the clerks can be simplified. The clerks must then only hold their Dallas keys against the Dallas lock. The clerk is automatically recognised and logged on through a magnetic process.

6.9.6 Programming clerks using the PC

In order to programme clerks using the PC programme, **OLYMPIA ECR System** provides the following input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.
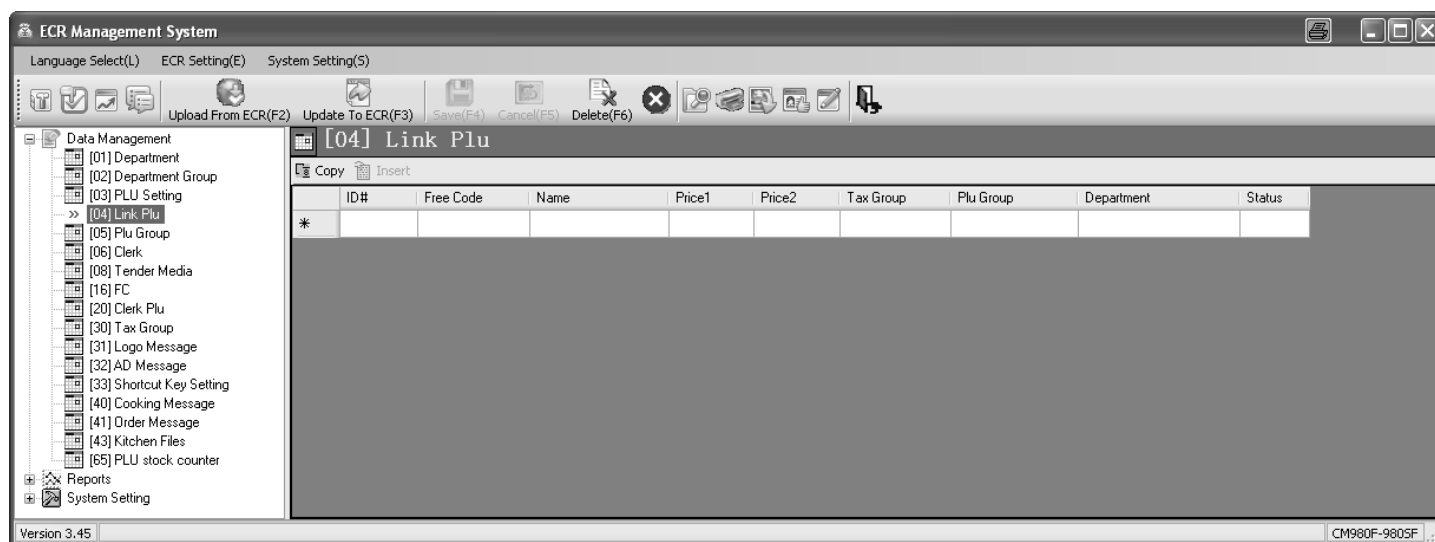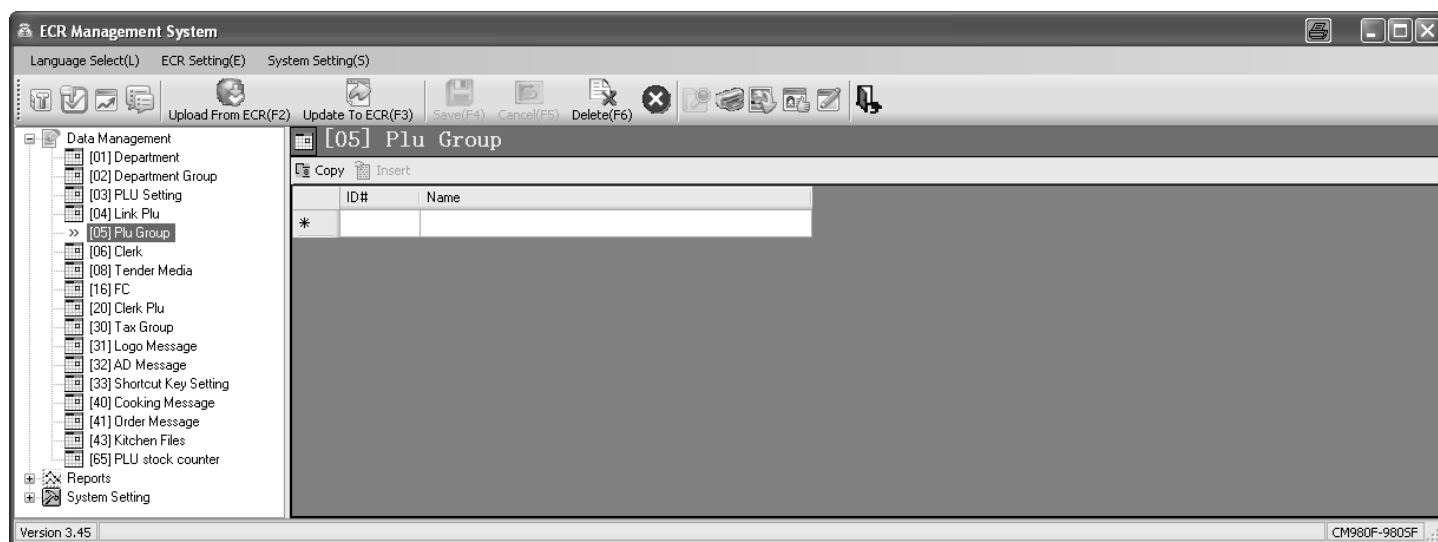

Fig. 17

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.10   Programming tender media

The tender media defines the method of payment for a purchase. There are eight different tender media.

The three most common tender media are already provided as keys on the keyboard:

- CASH
- CARD
- CREDIT 1 (only on the flat keyboard of the CM 980-F)

The following tender media can also be set up on the keyboard:

- CHEQUE
- CARD 2
- CREDIT 1 (not CM 980-F)

- CREDIT 2
- CREDIT 3
- CREDIT 4

6.10.1   Scope of functions

Each tender medium can be assigned various attributes which determine the functional scope of the tender media.

A 2-digit status number is required to programme the tender media. Each digit in a status number can be between 0 and 7 according to the tables below.

Note: The default factory settings appear in bold print.

Status number																	
Status code 1									**Status code 2**								
Tender media attributes:	**0**	1	2	3	4	5	6	7	Tender media attributes:	**0**	1	2	3	4	5	6	7
Overpayment not permitted		x		x		x		x	Not use		x		x		x		x
Underpayment not permitted			x	x			x	x	Compulsory subtotal			x	x			x	x
Do not open cash drawer					x	x	x	x	Compulsory amount entry					x	x	x	x

6.10.2   Programming tender media

The names of the tender media are used on the receipts and cash register reports and can be reprogrammed, if necessary:

Example: Tender media 6 "Credit 2" should be renamed "XYZ".

		Input	**Display**

1. Set the key to PRG.
2. Select **programming number 08** (see Chapter 6.1.2).
3. Press the CASH key to confirm the input.

Input: **0** **8** CASH

Display:
=TENDER MEDIA   1- 1=
[CASH   ]
[00]   STATUS

4. Select the tender medium required: Switch between the various tender media by pressing the CASH key.

Input: 4x CASH

Display:
=TENDER MEDIA   6- 1=
[CREDIT2]

5. Use the ▲ and ▼ keys to access the input area.

Input: ▲ ▼

Display: [CREDIT2]

6. Press the CASH key to confirm the input.

Input: CASH

Display: CREDIT2

- Continued on next page -

- Continued -

7. Delete the existing text.

`CLR`

8. Enter the new name (for text input, see Chapter 6.2).

2x `3 WXYZ` then `CASH`   X

3x `3 WXYZ` then `CASH`   XY

4x `3 WXYZ` then `CASH`   XYZ

9. Conclude text input by pressing the CASH key.

`CASH`   [XYZ   ]

10. Enter the 2-digit status number for the functional scope of the tender medium.

11. Press the CASH key to confirm the input.

12. Conclude programming by pressing the SUB-TOTAL key.

`SUB-TOTAL`

6.10.3   Programming tender media identification using the PC

In order to programme tender media identification using the PC programme, **OLYMPIA ECR System** provides the following input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.

Fig. 18
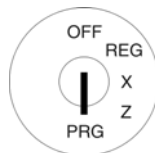
Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.11 Programming an amount-related surcharge (+)

This function programmes a fixed amount for the surcharge.

Note: When the cash register is in its default factory state, the key for the fixed amount surcharge is not set-up on the keyboard. The way in which to reprogram the keyboard is described in Chapter 6.33.

Example: A fixed surcharge of € 6.00 must be programmed.

	Input	Display
1. Set the key to PRG.		**Input** / **Display**
2. Select **programming number 09** (see Chapter 6.1.2).	`0` `9` `CASH`	=Key +/- 1=
3. Press the CASH key to confirm the input.		[0.00] ADD ON+ [0.00] DISCOUNT -
4. Use the ▲ and ▼ keys to move to the **[ ] ADD ON+** input area.	▲ ▼	[0.00] ADD ON+
5. Use the digit keys to enter the amount of the surcharge (with decimal point and decimal places).	`6` `.` `0` `0`	[6.00] ADD ON+
6. Press the CASH key to confirm the input.	CASH	Save...!! Please Continue...
7. Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	

6.11.1 Programming an amount-related surcharge (+) using the PC

In order to programme amount-related or percentage surcharges and discounts using the PC, **OLYMPIA ECR System** provides the following input mask. It is used to programme various parameter settings. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.
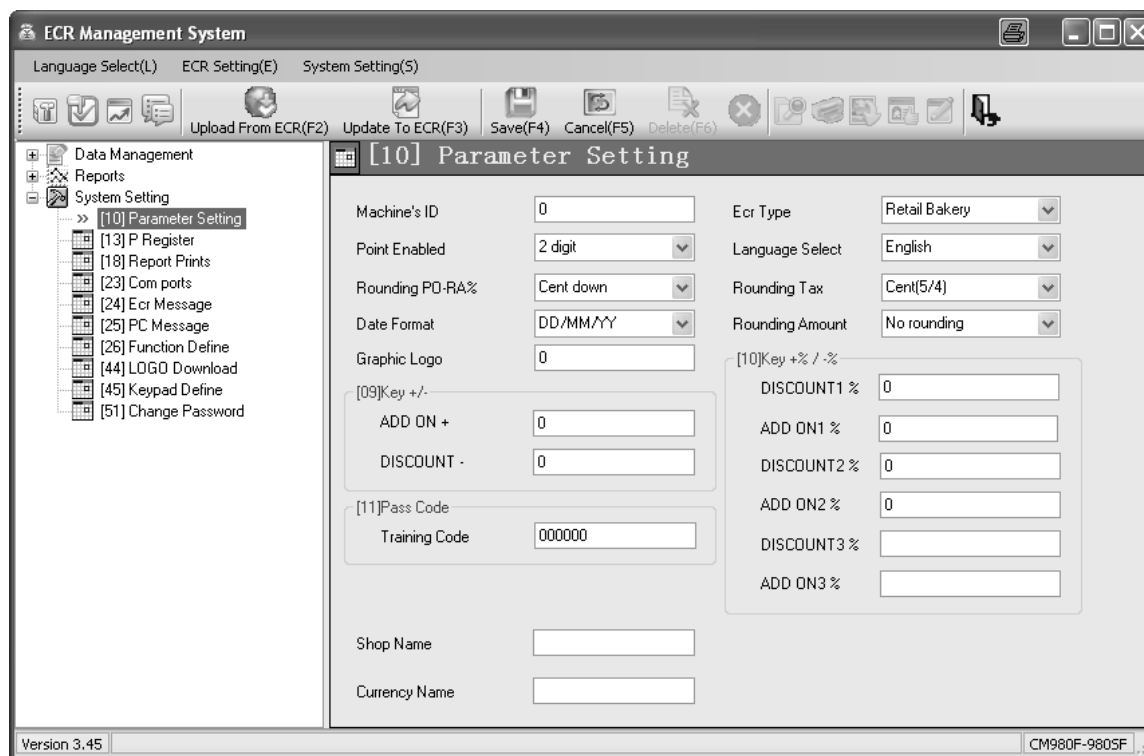
Fig. 19

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.12   Programming an amount-related discount (-)

This function programs a fixed amount for the discount.

Note: When the cash register is in its default factory state, the key for the fixed amount discount is not set-up on the keyboard. The way in which to reprogram the keyboard is described in Chapter 6.33.

Example: A fixed discount of € 1.00 must be programmed.

	Input	**Display**
1. Set the key to PRG.		
2. Select **programming number 09** (see Chapter 6.1.2).	[0] [9] [CASH]	=Key +/- 1=
3. Press the [CASH] key to confirm the input.		[0.00] ADD ON+
		[0.00] DISCOUNT -
4. Use the [▲] and [▼] keys to move to the **[ ] DISCOUNT -** input area.	[▲] [▼]	[0.00] DISCOUNT -
5. Use the digit keys to enter the amount of the discount (with decimal point and decimal places).	[1] [.] [0] [0]	[1.00] DISCOUNT -
6. Press the [CASH] key to confirm the input.	[CASH]	Save...!!
		Please Continue...
7. Conclude programming by pressing the [SUB-TOTAL] key.	[SUB-TOTAL]	

6.12.1   Programming an amount-related discount (-) using the PC

Refer to Chapter 6.11.1.

6.13   Programming a percentage surcharge (+%)

This programming operation defines a percentage value for a percentage surcharge.

Two percentage surcharges (+%1, +%2) can be programmed and assigned to the keyboard (see Chapter 4).

Example: A percentage surcharge of 8% should be programmed for the 1st percentage surcharge (+%1).
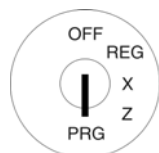
	Input	**Display**
1. Set the key to PRG.		
2. Select **programming number 10** (see Chapter 6.1.2).		=Key +%/-% 1=
3. Press the CASH key to confirm the input.	**1** PQRS **0** „#	CASH

Display:
[0.00]   ADD ON %1
[0.00] DISCOUNT%1
[0.00]   ADD ON %2
[0.00] DISCOUNT%2

4. Use the ▲ and ▼ keys to move to the **[ ] ADD ON %1** input area.

   ▲ ▼   [0.00]   ADD ON %1

5. Use the digit keys to enter the percentage value for the surcharge (with decimal point and decimal places, value between 0.01 and 99.99).

   8 ABC   **.** DEL   **0** „#   **0** „#   [8.00]   ADD ON %1

6. Press the CASH key to confirm the input.

   CASH   Save...!!
               Please Continue...

7. Conclude programming by pressing the SUB-TOTAL key.

   SUB-TOTAL
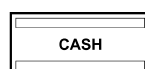
6.13.1   Programming a percentage surcharge (+%) using the PC

Refer to Chapter 6.11.1.

6.14   Programming a percentage discount (-%)

This programming operation defines percentage values for a percentage discounts.

Two percentage discounts (-%1, -%2) can be programmed and assigned to the keyboard (see Chapter 4).

Example: A percentage discount of 5% should be programmed for the 2nd percentage discount (-%2).
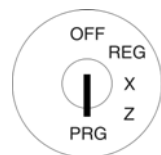
	Input	**Display**
1. Set the key to PRG.		
2. Select **programming number 10** (see Chapter 6.1.2).		==Key +%/-% 1=
3. Press the CASH key to confirm the input.	1 0 CASH	[0.00] ADD ON %1 [0.00] DISCOUNT%1 [0.00] ADD ON %2 [0.00] DISCOUNT%2
4. Use the ▲ and ▼ keys to move to the **[ ] DISCOUNT%2** input area.	▲ ▼	[0.00] DISCOUNT%2
5. Use the digit keys to enter the percentage value for the discount (with decimal point and decimal places, value between 0.01 and 99.99).	5 . 0 0	[5.00] DISCOUNT%2
6. Press the CASH key to confirm the input.	CASH	Save...!! Please Continue...
7. Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	
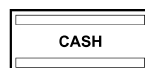
6.14.1   Programming a percentage discount (-%) using the PC

Refer to Chapter 6.11.1.

6.15   Programming the training pass code

You can enter a 6-digit pass code for Training mode which must then be entered each time a clerk wants to operate the cash register in Training mode.

Example: 123456 should be programmed as the training pass code.
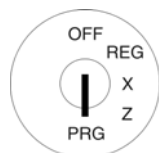
	Input	Display

1. Set the key to PRG.
2. Select **programming number 11** (see Chapter 6.1.2).
3. Press the ⎹CASH⎸ key to confirm the input.

Input: 1 (PQRS) 1 (PQRS) CASH

Display:
```
=PASS CODE          0 1
        TRAINING CODE
            NEW CODE
```

4. Enter the current pass code (default setting: 000000) in the **TRAINING CODE** input area.

   Note: Always enter the pass code as a 6-digit number!

   Input: 0 („#) 0 („#) 0 („#)   0 („#) 0 („#) 0 („#)   CASH
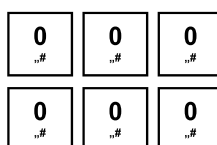
   Display: ****** TRAINING CODE

5. Press the ⎹CASH⎸ key to confirm the input.
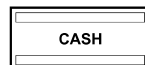
6. Enter a new 6-digit pass code in the **NEW CODE** input area.

7. Press the ⎹CASH⎸ key to confirm the input.

   Input: 1 (PQRS) 2 (TUV) 3 (WXYZ)   4 (GHI) 5 (JKL) 6 (MNO)   CASH

   Display: ****** NEW CODE

8. Enter the pass code again in the **Confirm CODE** input area.

   Input: 1 (PQRS) 2 (TUV) 3 (WXYZ)   4 (GHI) 5 (JKL) 6 (MNO)
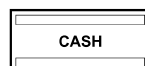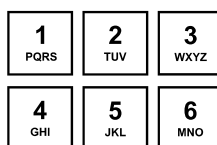
   Display: ****** Confirm CODE

9. Press the ⎹CASH⎸ key to confirm the input.

   Input: CASH
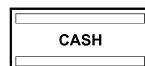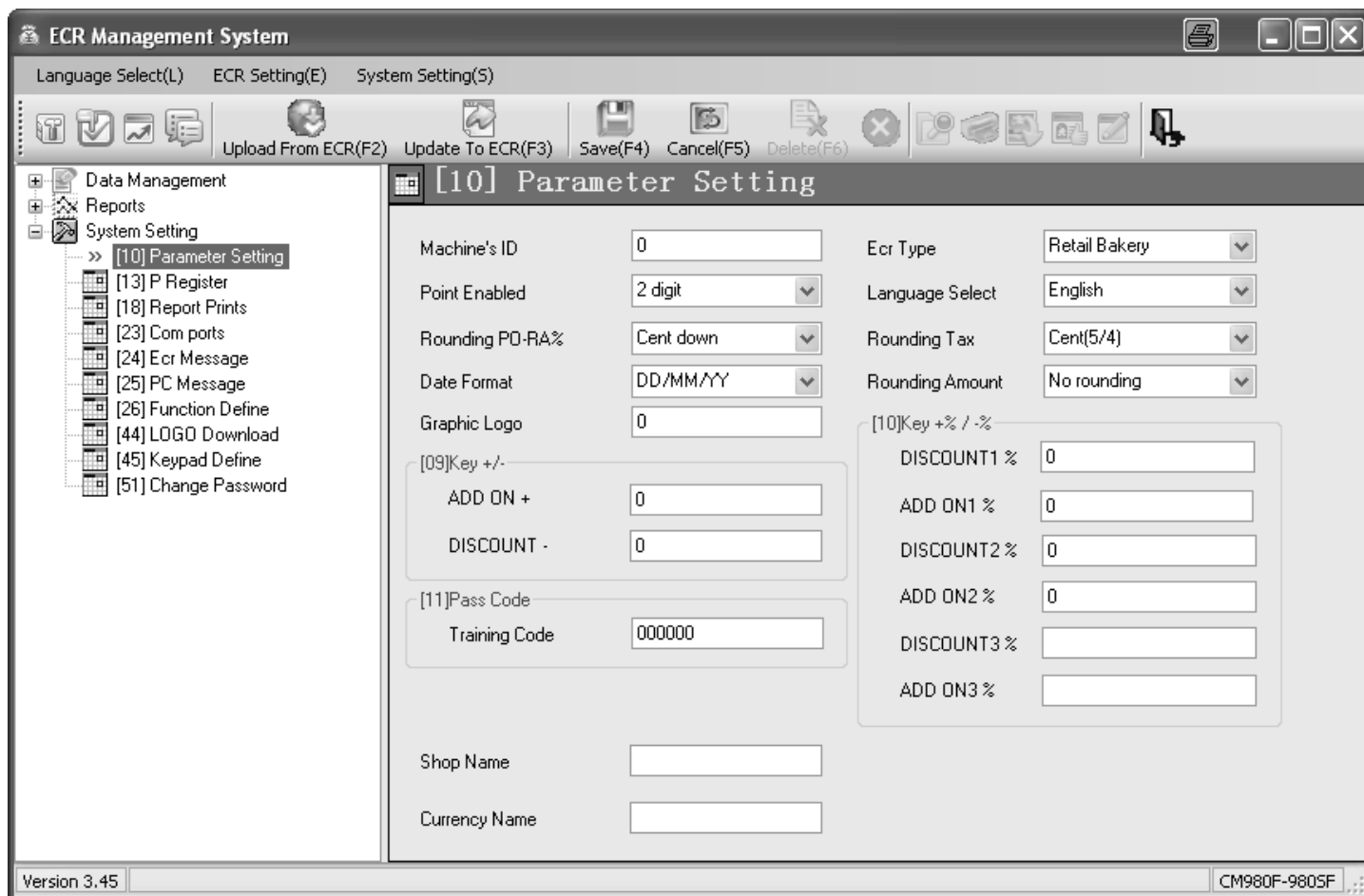
   Display: Save...!! Please Continue...

10. Conclude clerk programming by pressing the ⎹SUB-TOTAL⎸ key.

    Input: SUB-TOTAL

6.15.1 Programming the training pass code using the PC

In order to programme a Training pass code using the PC programme, **OLYMPIA ECR System** provides the following input mask. It is used to programme various parameter settings. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.

Fig. 20

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.16 Programming the machine number

The cash register can be assigned a 4-digit machine number which is then printed on all receipts and reports.

Note: If the machine number is set to 0000, no number is printed.

Example: 5555 should be programmed as the machine number.

		Input	Display
1.	Set the key to PRG.		
2.	Select **programming number 12** (see Chapter 6.1.2).	**1** PQRS **2** TUV CASH	=MACHINE NUMBER - 1= [0000]
3.	Press the CASH key to confirm the input.		
4.	Enter the machine number using the numeric keys.	**5** JKL **5** JKL **5** JKL **5** JKL	[5555]
5.	Press the CASH key to confirm the input.	CASH	Save...!! Please Continue...
6.	Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	

6.16.1 Programming the machine number using the PC

In order to programme the machine number using the PC programme, **OLYMPIA ECR System** provides the following input mask. It is used to programme various parameter settings. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.
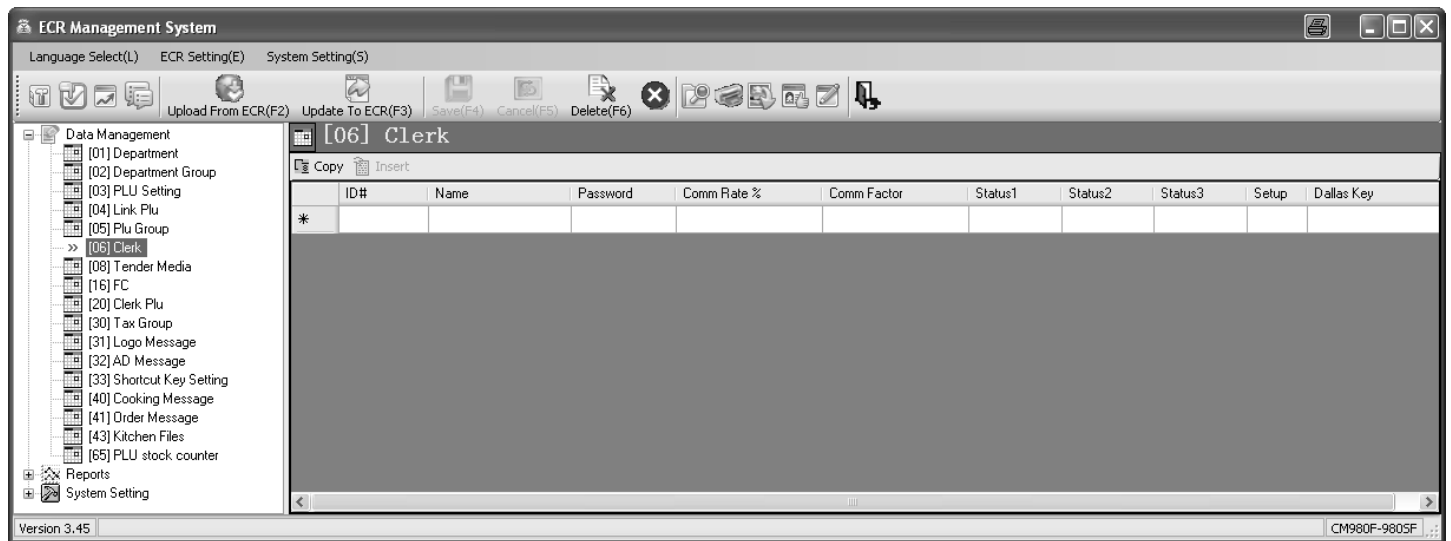

Fig. 21

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.17   System options

78 different cash register features can be set using the system options. When the cash register leaves the factory, the system options are set for normal cash register operation (digits in bold print).

Programming of the individual features has been bundled to 16 system options. Up to 6 different features can be programmed for each system option . Each system option is unambiguously defined by means of a 2-digit number (status number): Both the first as well as the second status code number can be assigned a value from 0 and 7. The correct 2-digit status number can be found in Chapter "System options in detail".

Note: The bundling of features to system options means it is essential that all the features related to a system option are programmed even if you only want to change one feature!

Note: Certain system options which are not assigned a feature are defined as "reserved" areas by the software.

6.17.1   System options in detail

Note: The default factory settings appear in bold print.

Note: Generally speaking, the system options need not be changed when the cash register is used normally.

System option 1: Defining the content of receipts/bills																	
Status code 1									Status code 2								
Features:	0	1	2	3	4	5	6	**7**	Features:	0	1	**2**	3	4	5	6	7
Print tax amount, total tax, net total on receipt		x		x		x		**x**	Print free code (EAN) on receipt		x		x		x		x
Print net amount on receipt			x	x			x	**x**	Print date on receipt			**x**	x			x	x
Print tax symbol on receipt					x	x	x	**x**	Print time on receipt					x	x	x	x

System option 2: Defining the content of receipts/bills																	
Status code 1									Status code 2								
Features:	0	1	2	3	4	5	**6**	7	Features:	0	1	2	3	4	5	**6**	7
Print ECR # on invoice		**x**		**x**		**x**		**x**	Print item counter on receipt		x		x		x		x
Print receipt number on receipt			x	x			**x**	x	Print logo message on receipt			x	x			**x**	x
Print [SUB-TOTAL] amount after push this key					x	x	**x**	x	Print clerk name on receipt					x	x	**x**	x

System option 3

Status code 1 — Features:	0	1	2	3	**4**	5	6	7	Status code 2 — Features:	0	1	2	3	4	5	6	**7**
Reset Z1 counter after Z1 report		x		x		x		x	Not use		x		x		x		**x**
Reset Z2 counter after Z2 report accumul.			x	x			x	x	Sale zero price PLU enable			x	x			x	**x**
Reset GT values after Z report day					**x**	x	x	x	Clerk system disable					x	x	x	**x**

System option 4

Status code 1 — Features:	0	1	2	3	4	5	6	**7**	Status code 2 — Features:	0	1	2	3	**4**	5	6	7
Not printing zero skipped at Z-reports		x		x		x		**x**	12 hr indication on receipt		x		x		x		x
Print copy receipt is enabled (when receipt print)			x	x			x	**x**	Register clerk at each transaction			x	x			x	x
+% / -% calculated for DPT/PLU after SUB-TOTAL only					x	x	x	**x**	+%/-% calculated for DPT/PLU items only, SUB-TOTAL no					**x**	x	x	x

System option 5

Status code 1 — Features:	0	1	**2**	3	4	5	6	7	Status code 2 — Features:	**0**	1	2	3	4	5	6	7
Price level will stay after transaction		x		x		x		x	Base currency EURO print too [FC1]		x		x		x		x
Print order by DEPT			**x**	x			x	x	Not use			x	x			x	x
Not use					x	x	x	x	Tax item exclusive					x	x	x	x

System option 6: Foreign currency conversion

Status code 1 — Features:	**0**	1	2	3	4	5	6	7	Status code 2 — Features:	0	1	2	3	4	5	6	**7**
Not use		x		x		x		x	Print FC sub-total on receipt		x		x		x		**x**
Not use			x	x			x	x	Print FC change on receipt			x	x			x	**x**
Not use					x	x	x	x	Print FC rate on receipt					x	x	x	**x**

Olympia ⓘ 2012　　　　　Page 82

System option 7

Status code 1									Status code 2								
Features:	**0**	1	2	3	4	5	6	7	Features:	0	1	2	3	**4**	5	6	7
Print tax amount after tender amount		x		x		x		x	Not print net and tax amount together		x		x		x		x
Only print total tax amount on receipt			x	x			x	x	Not use			x	x			x	x
Not print tax rate on receipt					x	x	x	x	Print graphical logo on receipt					**x**	x	x	x

System option 8

Status code 1									Status code 2								
Features:	0	**1**	2	3	4	5	6	7	Features:	0	1	2	3	**4**	5	6	7
Not use		**x**		x		x		x	Endless electronic journal		x		x		x		x
Activate "Orders receipt" "Single tickets" for direct sales			x	x			x	x	No electronic journal (journal not active)			x	x			x	x
Not use					x	x	x	x	RETURNS not reduce counter paid tables					**x**	x	x	x

System option 9

Status code 1									Status code 2								
Features:	0	1	**2**	3	4	5	6	7	Features:	0	1	2	3	4	**5**	6	7
Open track in transaction is require		x		x		x		x	Kitchen printer active		x		x		**x**		x
Print "Orders receipt" with table system			**x**	x			x	x	Not use			x	x			x	x
Not use					x	x	x	x	Print on internal printer in case of error on kitchen printer					x	**x**	x	x

System option 10

Status code 1									Status code 2								
Features:	0	1	2	3	**4**	5	6	7	Features:	0	1	2	3	**4**	5	6	7
Check open table Z-report issued first		x		x		x		x	Not summarized items on "Orders" and "Kitchen receipt"		x		x		x		x
Not use			x	x			x	x	Print PLU number for all receipts			x	x			x	x
Print price on order receipt,					**x**	x	x	x	Print PLU price for all receipts (at kitchen printer)					**x**	x	x	x

System option 11																	
Status code 1									**Status code 2**								
Features:	0	1	2	**3**	4	5	6	7	Features:	0	1	2	3	**4**	5	6	7
Print "TOTAL" amount on "Orders receipt"		x		**x**		x		x	Graphic logo for order receipt		x		x		x		x
Stock PLU counter is disabled			x	**x**			x	x	Logo message for order receipt			x	x			x	x
Tax amount, taxable is calculated not exactly after individual					x	x	x	x	After sale PLU go back to base level keyboard					**x**	x	x	x

System option 12																	
Status code 1									**Status code 2**								
Features:	**0**	1	2	3	4	5	6	7	Features:	0	1	2	3	4	**5**	6	7
Print act at X/Z report		x		x		x		x	Not print zero price PLU at invoice		x		x		**x**		x
Input amount before Z financial report			x	x			x	x	Not use			x	x			x	x
Kitchen printer active for direct sale					x	x	x	x	Display no sleep mode					x	**x**	x	x

System option 13																	
Status code 1									**Status code 2**								
Features:	0	**1**	2	3	4	5	6	7	Features:	0	**1**	2	3	4	5	6	7
Calculate Tax 1 + Tax 3 together		**x**		x		x		x	Dallas keys enable		**x**		x		x		x
Journal print off (only ECR 962)			x	x			x	x	Not use			x	x			x	x
Beep off					x	x	x	x	Reset Z-counters after total REPORT reset					x	x	x	x

System option 14																	
Status code 1									**Status code 2**								
Features:	0	**1**	2	3	4	5	6	7	Features:	**0**	1	2	3	4	5	6	7
No "Training" print		**x**		x		x		x	Print extra customer counter on financial report		x		x		x		x
Journal printout in small font (not with CM 980)			x	x			x	x	Print item price on single tickets and orders			x	x			x	x
Enable WIND motor journal (journal mode)					x	x	x	x	Print total sales including open tables in clerk report					x	x	x	x

System option 15																	
Status code 1									**Status code 2**								
Features:	0	**1**	2	3	4	5	6	7	Features:	**0**	1	2	3	4	5	6	7
Extra single receipt for LINK PLU		**x**		x		x		x	Print graphical logo on single receipt		x		x		x		x
Double font height for PLU print on order receipt			x	x			x	x	Print logo # 31 on single receipt			x	x			x	x
When printing reports via macros, only print graphical logo on 1st report					x	x	x	x	Do not print PLU on journal (not with CM 980)					x	x	x	x

System option 16																	
Status code 1									**Status code 2**								
Features:	0	**1**	2	3	4	5	6	7	Features:	**0**	1	2	3	4	5	6	7
Print graphical logo on journal (only with CM 962-SF)		**x**		x		x		x	Knife only makes a half cut		x		x		x		x
Print number of registrations in Dept report			x	x			x	x	Print PLU number on kitchen printer			x	x			x	x
Not use					x	x	x	x	Print single receipt twice					x	x	x	x

6.17.2 Programming system options

Tip: Before starting with programming, take your time to consider how you want to programme the individual features and note down the 2-digit status number which needs to be entered.
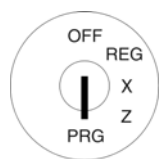
	Input	Display
1. Set the key to PRG.		
2. Select **programming number 13** (see Chapter 6.1.2).		=P REGISTER 1- 1=
3. Press the CASH key to confirm the input.	1 PQRS 3 WXYZ CASH	[32] STATUS NO.Mx-My
The first system option and its current status appear in the display.		
4. Enter the number of the system option to be programmed, e.g. 13.	1 PQRS 3 WXYZ	=P REGISTER 13- 1=
5. Use the ▲ and ▼ keys to move to the **[ ]** input area.	▲ ▼	[10] STATUS NO.Mx-My
6. Enter the required 2-digit status number, e.g. 51 (to switch off the key tone).	5 JKL 1 PQRS	[51] STATUS NO.Mx-My
7. Press the CASH key to confirm the input.	CASH	
8. Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	
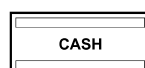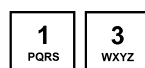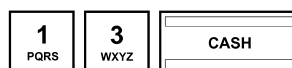
6.17.3 Printing the system options
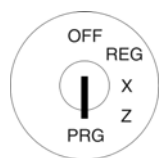
	Input	Display
1. Set the key to PRG.		
2. **Programming number 90** is automatically selected (see Chapter 6.1.2).	CASH	=SETTINGS-PRG -90= 90.PRINT PROG DUMP
3. Press the CASH key to confirm the input.		=PRINT PRG DUMP DEPARTMENT DEPARTMENT GROUP PLU LINK PLU GROUP PLU CLERK TENDER MEDIA…
The display shows what can be printed.		
4. Use the ▲ and ▼ keys to select **P REGISTER**.	▲ ▼	=PRINT PRG DUMP P REGISTER
5. Press the CASH key to confirm the input.	CASH	

6.17.4 Programming system options using the PC

In order to programme system options (P-Register) using the PC programme, **OLYMPIA ECR System** provides the following input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.

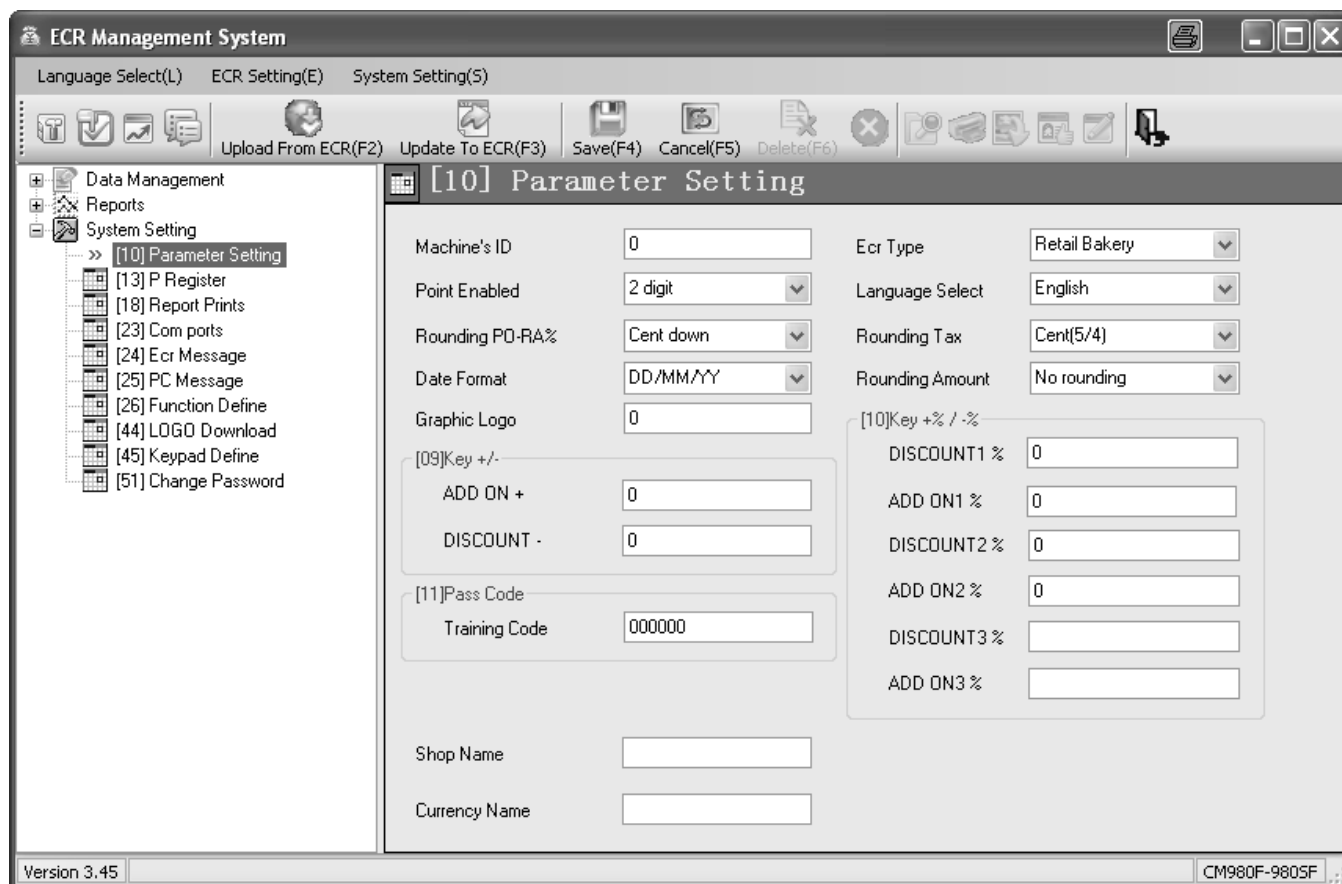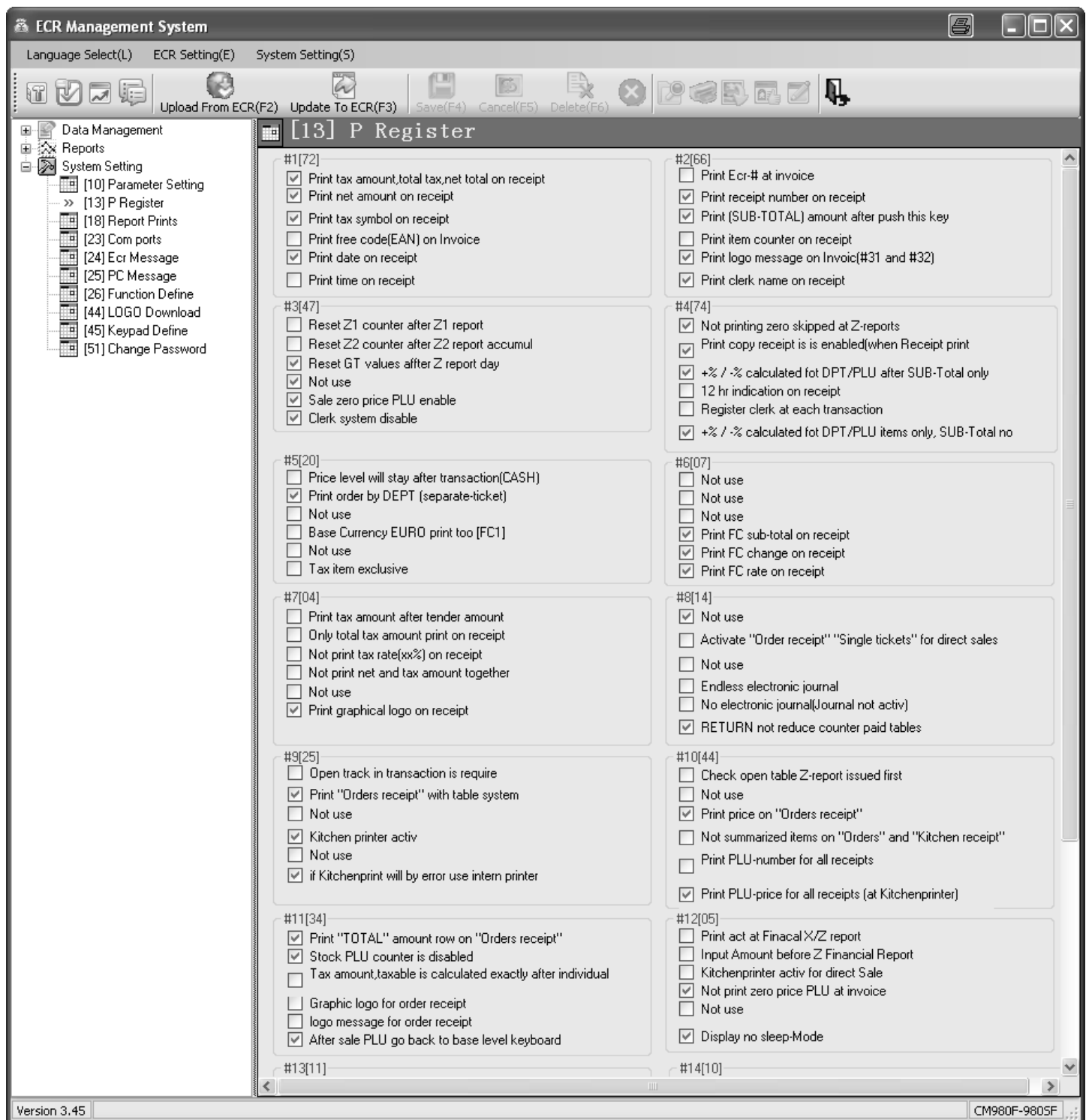**Fig. 22**

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.18   Programming the date and time

Example: 17.06.2012 should be programmed as the date. 13:30 should be programmed as the time.
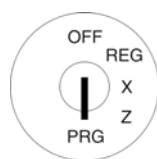
	Input	Display

1. Set the key to PRG.
2. Select **programming number 14** (see Chapter 6.1.2).
3. Press the |CASH| key to confirm the input.

Input: | 1 PQRS | 4 GHI | CASH |
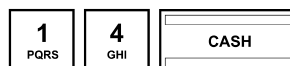
Display:
```
=Date & Time          - 1=
Date:        DD/MM/YYYY
               00/00/2000
Time:            HH/MM
                   00-00
```

The input area for the day's date is already selected.

4. Enter the day's date.
The cash register automatically switches to the input area for the month.

Input: | 1 PQRS | 7 @ |

Display: Date: DD/MM/YYYY
                17/06/2012

5. Enter the month.
The cash register automatically switches to the input area for the year.

Input: | 0 „# | 6 MNO |
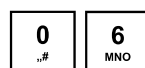
Display: Date: DD/MM/YYYY
                17/06/2012

6. Enter the year.
The cash register automatically switches to the input area for the hour.

Input: | 2 TUV | 0 „# | 1 PQRS | 2 TUV |
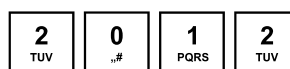
Display: Date: DD/MM/YYYY
                17/06/2012

7. Enter the hour.
The cash register automatically switches to the input area for the min-ute.

Input: | 1 PQRS | 3 WXYZ |

Display: Time: HH/MM
                   13-00

8. Enter the minute.
The cash register automatically switches to the input area for the day.

Input: | 3 WXYZ | 0 „# |
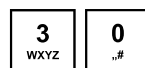
Display: Time: HH/MM
                   13-30

Note: Use the |▲| and |▼| keys to switch manually between the individual input areas.

9. Save the programmed data by pressing the |CASH| key.

Input: | CASH |
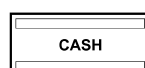
Display: Save...!!
         Please Continue...

The cash register automatically switches back to the Programming menu.

Note: For programming the date format, see Chapter 6.38.

6.19   Printing the shop name

The name of the shop is only printed in the header of the electronic journals and serves to assign the printout of the journal to a business or a cash register.

X   REPORT
----------------------------ELECTRONIC JOURNAL----------------------------------
Clerk01:   01
Name: S U L T A N SHOP
Currency: E U R O

Fig. 23

1. Set the key to PRG.
2. Select **programming number 15** (see Chapter 6.1.2).
3. Press the |CASH| key to confirm the input.

4. Use the |▲| and |▼| keys to move to the text input area for the shop name.
5. Press the |CASH| key to confirm the input.
6. Delete the old entry, if necessary, by pressing the |CLR| key.
7. Enter the text (see Chapter 6.2).
    Save each letter after entry by pressing the |CASH| key!
8. Press the |CASH| key to confirm the input.

6.19.1   Programming the shop name using the PC

In order to programme the shop name using the PC programme, **OLYMPIA ECR System** provides the following input mask. It is used to programme various parameter settings. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.
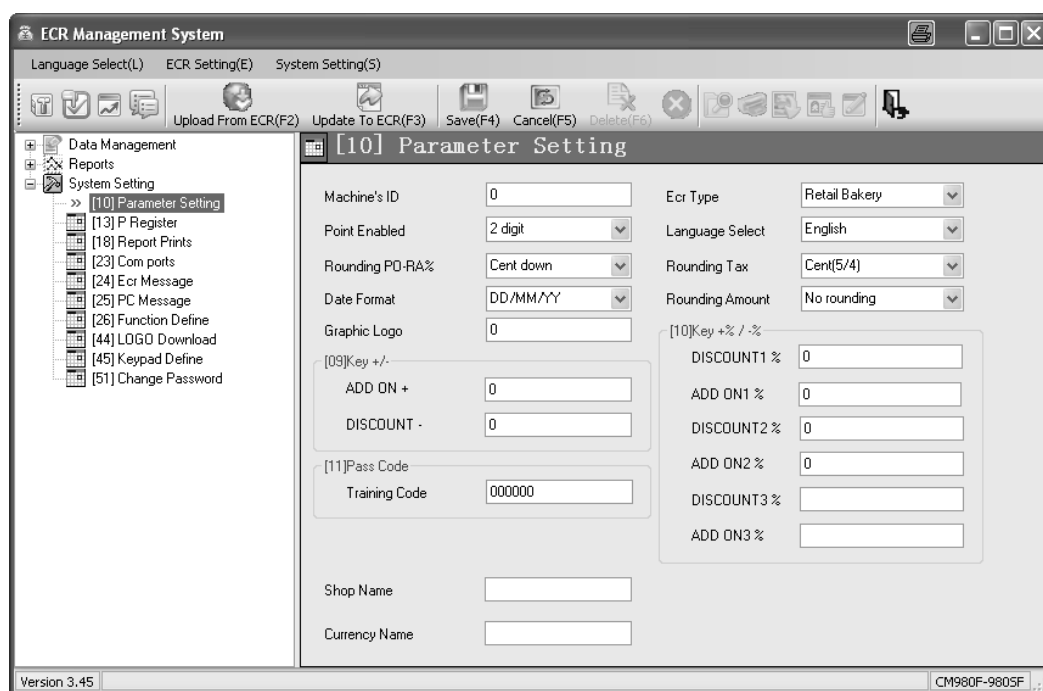
Fig. 24

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.20 Programming the currency name

The name of the standard currency is only printed in the header of the electronic journal and serves to assign the printout of the journal to a business or a cash register.

X REPORT	
-------------------------- ELECTRONIC JOURNAL --------------------------------	
Clerk01:	**01**
Name:	**S U L T A N SHOP**
Currency:	**E U R O**

Fig. 25
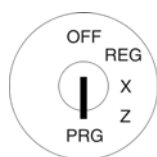
1. Set the key to PRG.
2. Select **programming number 17** (see Chapter 6.1.2).
3. Press the |CASH| key to confirm the input.

4. Use the |▲| and |▼| keys to move to the text input area for the currency name.

5. Press the |CASH| key to confirm the input.

6. Delete an existing entry, if necessary, by pressing the |CLR| key.

7. Enter the text (see Chapter 6.2).
   Save each letter after entry by pressing the |CASH| key!

8. Press the |CASH| key to confirm the input.

6.20.1 Programming the currency name using the PC

In order to programme the currency name using the PC programme, **OLYMPIA ECR System** provides the following input mask. It is used to programme various parameter settings. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.

Fig. 26
Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.21 Programming foreign currencies

A maximum of 2 foreign currencies can be programmed.

Note: If you want to operate with the second foreign currency, you must programme the FC 2 key on the keyboard (see Chapter 6.33). The FC 1 key, already setup on the flat keyboard of the CM 980-F at the factory, only applies to foreign currency 1.

Clarify the following before starting with the actual programming operation:

- Which foreign currency should be programmed?
- In which memory location should this foreign currency be programmed?
- What text is associated with the foreign currency (e.g. the currency abbreviation in accordance with ISO 4217)?
- What is the exchange rate (foreign currency to local currency)?

Example: US Dollar should be programmed as the foreign currency in memory location 2. The exchange rate at the time of programming was 1 EUR = 1.35 USD (native currency = 1 EUR, foreign currency = 1.35 USD).
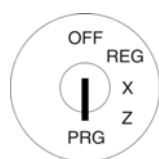
		Input	**Display**
1.	Set the key to PRG.		
2.	Select **programming number 16** (see Chapter 6.1.2).		FC 0 1 1
3.	Press the CASH key to confirm the input. The first foreign currency memory location appears in the display.	1 PQRS 6 MNO CASH	[FC-01] Native: 0,01 Foreign: 0,01
4.	Use the CASH key to switch to the foreign currency memory location.	CASH	FC 0 2 1 [FC-02] Native: 0,01 Foreign: 0,01
5.	Use the ▲ and ▼ keys to switch to the [**FC-0x**] text input area.	▲ ▼	[FC-02]
6.	Press the CASH key to confirm the input.	CASH	FC-02
7.	Delete the existing text.	CLR	
8.	Enter the new foreign currency text (see Chapter 6.2).	2x 2 TUV then CASH	U
		4x 1 PQRS then CASH	US
		1x 9 DEF then CASH	USD
9.	Conclude text input by pressing the CASH key.	CASH	[USD]
10.	Use the ▲ and ▼ keys to move to the **Native: [ ]** input area.	▲ ▼	Native: 0.01
11.	Enter the native currency amount.	1 PQRS . DEL 3 WXYZ 5 JKL	Native: 1.35
12.	Press the CASH key to confirm the input.	CASH	Save...!! Please Continue...

- Continued on next page -

- Continued -
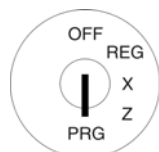
		Input	Display
	The cash register automatically switches to the **Foreign: [ ]** input area.		Foreign: 0,01
	13. Enter the foreign currency amount.	**1** PQRS	Foreign: 1
	14. Press the CASH key to confirm the input.	CASH	Save...!! Please Continue...
	15. Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	

6.21.1 Programming the foreign currency using the PC

In order to programme the machine number using the PC programme, **OLYMPIA ECR System** provides the following input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.

Fig. 27

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.22 Programming printing of the X / Z reports

You can define the content of the X and Z report printouts. There are 10 different features available. There are two different status numbers to programme the report content. Each status number is made up of 2 digits. Each digit in a status number can be between 0 and 7 according to the tables below.

6.22.1 Status numbers

Note: The default factory settings appear in bold print.

Status number 1																	
Status code 1										**Status code 2**							
Features:	0	1	2	3	4	5	**6**	7	Features:	**0**	1	2	3	4	5	6	7
Print GT section on reports Grand Total		x		x		x		x	Not use		x		x		x		x
Print "REFUND" on report financial			x	x			**x**	x	Print tax rate on reports			x	x			x	x
Print "VOID" on report financial					x	x	**x**	x	Print "GROSS TL" on financial report					x	x	x	x

Status number 2																	
Status code 1										**Status code 2**							
Features:	0	1	2	3	4	5	**6**	7	Features:	**0**	1	2	3	4	5	6	7
Customer counter On (CASH counter)		x		x		x		x	Not use		x		x		x		x
Print "REFUND" on clerk report			x	x			**x**	x	Print PLU free [EAN]code on reports			x	x			x	x
Print "VOID" on clerk report					x	x	**x**	x	Print "ROUNDING" on financial report					x	x	x	x

Status number 3																	
Status code 1										**Status code 2**							
Features:	0	1	2	3	4	5	**6**	7	Features:	**0**	1	2	3	4	5	6	7
Print at financial reports separate counter GRATIS		x		x		x		x	Not print number of bookings at Department reports		x		x		x		x
Not use			x	x			**x**	x	Print separate counter EC in financial report X-Z			x	x			x	x
Not print at financial reports the 2 rows open/paid tables					x	x	**x**	x	Print separate counter EC in clerk report X-Z					x	x	x	x

Status number 4																	
Status code 1									**Status code 2**								
Features:	0	1	2	3	4	5	**6**	7	Features:	**0**	1	2	3	4	5	6	7
Print graphical logo on financial X-Z		x		x		x		x	Not use		x		x		x		x
Print separate customer counter on financial report			x	x			**x**	x	Not use			x	x			x	x
Not use					x	x	**x**	x	Not use					x	x	x	x

6.22.2 Programming status numbers

Example: All the information should be printed on the X/Z reports:
Status number 1 = 76, status number 2 = 76.
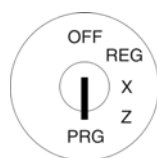
		Input	**Display**
1.	Set the key to PRG.		
2.	Select **programming number 18** (see Chapter 6.1.2).	**1** PQRS **8** ABC CASH	PRINT DATA X/Z 0- 1=1 [00] STATUS1 [00] STATUS2
3.	Press the CASH key to confirm the input. The current settings of the two status numbers appear in the display.		
4.	Use the ▲ and ▼ keys to move to the **[ ] STATUS1** input area.	▲ ▼	[00] STATUS1
5.	Enter the required 2-digit status number 1, e.g. 76.	**7** @ **6** MNO	[76] STATUS1
6.	Press the CASH key to confirm the selection.	CASH	Save...!! Please Continue...
7.	Use the ▲ and ▼ keys to move to the **[ ] STATUS2** input area.	▲ ▼	[00] STATUS2

- Continued on next page -

- Continued -

8.	Enter the required status number 2, e.g. 76.	[76] STATUS2
9.	Press the CASH key to confirm the input.	Save...!! Please Continue...
10.	Conclude programming by pressing the SUB-TOTAL key.	
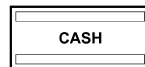
6.22.3   Programming the content of the report printout using the PC

In order to programme content of the report printout using the PC programme, **OLYMPIA ECR System** provides the following input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.
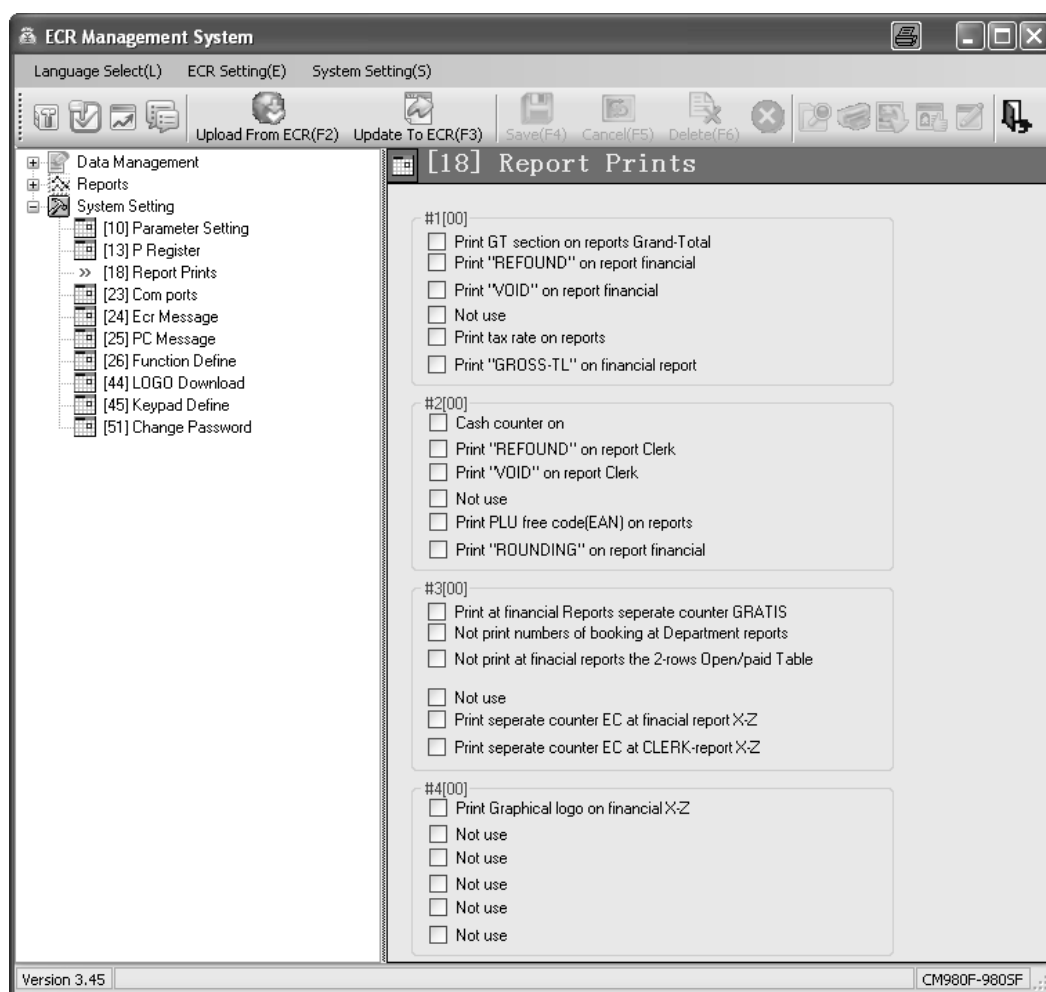
Fig. 28

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

Note: You can alter all the system texts in the PC programme by using the **System Setting** option (see Fig. 22).

6.23   Programming clerk PLUs

A maximum of 80 clerk PLUs can be programmed.

Clerk PLUs are PLUs which have already been programmed (see Chapter 6.5) whose sale/revenue is automatically saved in the system for all clerks and printed later in a X/Z clerk PLU report when the PLU has been defined as a clerk PLU beforehand. This provides a quick view as to which clerks have sold more or less of an item compared to other clerks.

Example: PLU no. 22 should be defined as a clerk PLU. This programming should be assigned to memory location 3.
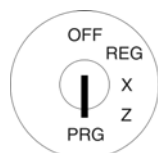
	Input	Display
1. Set the key to PRG.		
2. Select **programming number 20** (see Chapter 6.1.2).	**2**TUV **0**„# CASH	CLERK –PLU 1 0
3. Press the CASH key to confirm the input.		[ ] Plu
The first clerk appears in the display.		
4. If necessary, use the CASH key to select the required memory location (1 to 60).	2x CASH	CLERK –PLU 3 0 [ ] Plu
5. Use the ▲ and ▼ keys to move to the **[ ] Plu** input area.	▲ ▼	[ ] Plu
6. Use the numeric keyboard to enter the PLU number, e.g. 22.	**2**TUV **2**TUV	[22] Plu
7. Press the CASH key to confirm the input.	CASH	[22] Plu
8. Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	
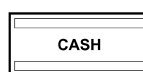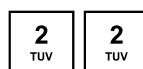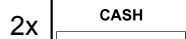
6.24   Programming RS 232 ports

The cash register is equipped with 5 ports on the rear side with which to connect periphery devices (see Chapter 1).

The RS 232 serial port on the cash register serves to connect a kitchen printer or a set of scales.

6.24.1   Programmable contents and their status numbers

Status number 1	
Device for connection	**Status code 1**
Kitchen printer, 58 mm (Epson)	1
Kitchen printer Olympia TH 200 80mm (Epson)	2
Reserved	3

Status number 2			
Baud rate	**Status code 1**	**Data length**	**Status code 2**
4800	0	7 bit	0
9600	1	8 bit	1
19200	2		
38400	3		

Status number 3			
Parity	**Status code 1**	**Stop bits**	**Status code 2**
None	0	1 stop bit	0
Odd	1	2 stop bits	1
Even	2		

6.24.2   Programming the RS 232 port

Example: The RS 232 port is set-up for the connection of the Olympia/SERD TH 200 kitchen printer with a baud rate of 19.200 baud, for a data length of 7 bit, no parity and with 2 stop bits: status number 1 = 2, status number 2 = 20, status number 3 = 01.
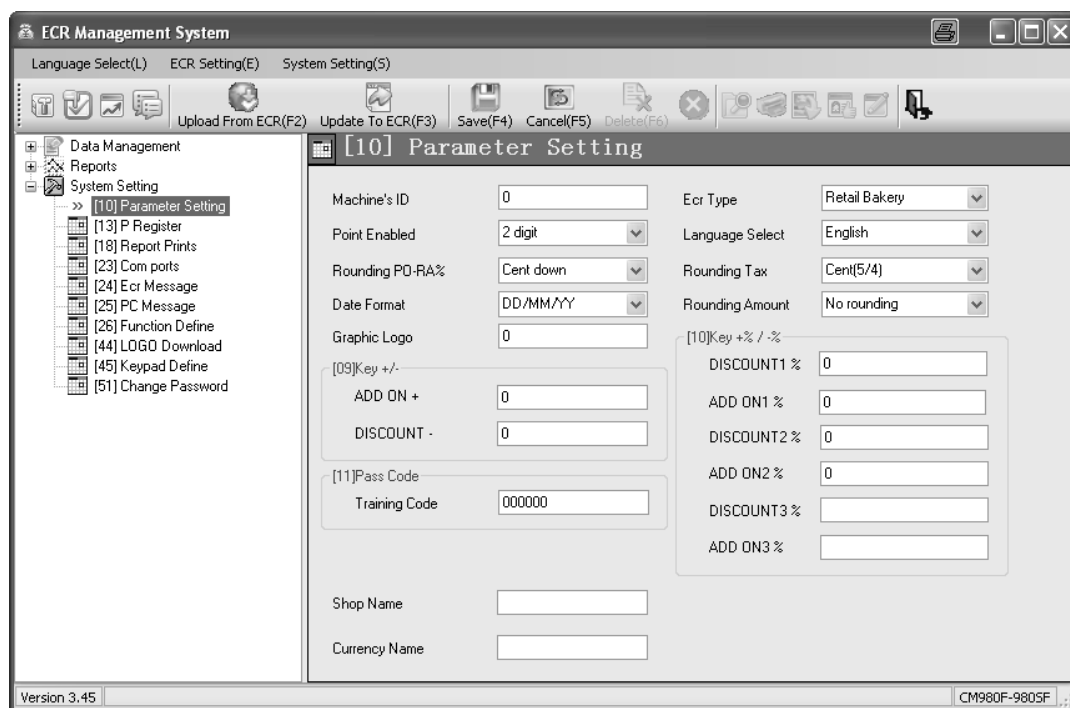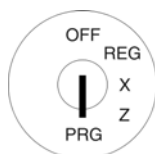
		Input		**Display**

1. Set the key to PRG.
2. Select **programming number 23** (see Chapter 6.1.2).
3. Press the [CASH] key to confirm the input.

Input: [2 TUV] [3 WXYZ] [CASH]

Display:
COM PORT	1- 1=
COM-PORTA	RS232
[0]	CONNECTION
[11]	BAUNTR-DATALEN
[00]	PARITY-STOPB

Note: Press the [CASH] key to switch between the 5 different ports. Only the RS 232 port assigned to the first slot can be programmed.

4. Use the [▲] and [▼] keys to move to the **[ ] CONNECTION** input area.

Input: [▲] [▼]

Display: [0]   CONNECTION

5. Use the numeric keyboard to enter the 1-digit status number 1, e.g. 2.

Input: [2 TUV]

Display: [2]   CONNECTION

6. Press the [CASH] key to confirm the input.

Input: [CASH]
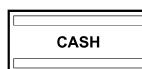
Display: Save...!! Please Continue...

7. Use the [▲] and [▼] keys to move to the **[ ] BAUNTR-DATALEN** input area.

Input: [▲] [▼]

Display: [11]   BAUNTR-DATALEN

8. Use the numeric keyboard to enter the 2-digit status number 2, e.g. 20.

Input: [2 TUV] [0 „#]
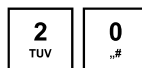
Display: [20]   BAUNTR-DATALEN

9. Press the [CASH] key to confirm the input.

Input: [CASH]
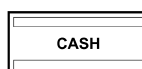
Display: Save...!! Please Continue...

10. Use the [▲] and [▼] keys to move to the **[ ] PARITY-STOPB** input area.

Input: [▲] [▼]

Display: [00]   PARITY-STOPB

11. Use the numeric keyboard to enter the 2-digit status number 3, e.g. 01.

Input: [0 „#] [1 PQRS]

Display: [01]   PARITY-STOPB

12. Press the [CASH] key to confirm the input.

Input: [CASH]
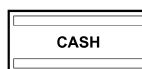
Display: Save...!! Please Continue...

13. Conclude programming by pressing the [SUB-TOTAL] key.

Input: [SUB-TOTAL]

6.25   Programming the tax rate

A maximum of 8 tax rates can be programmed.

Note: Three tax rates are preprogrammed in the cash register:
Tax rates 1 and 3 are preprogrammed at the factory to 19%.
Tax rate 2 is preprogrammed at the factory to 7%.
Tax rates 4 to 8 are preprogrammed at the factory to 0%.
All the tax rates are preprogrammed in such a way that they are included in the totals.

Note: If the cash register is reset, these tax rates are reactivated.

Tip: If you operate with these tax rates, you need not carry out any further adjustments.

Tax rate 8 is a special tax rate. Tax rate 8 is used for departments or PLUs to which no tax is added to the sale (neutral sales). The sum of all the sales with tax rate 8 is printed separately in the reports but not added to the sale.

Note: Leave one tax rate without a tax rate assigned. This serves for neutral sales, e.g for cigarettes when a clerk purchases a pack from a machine as a service for a guest.

Tax rate 7 is also a special tax rate because, in the case of a discount on the subtotal, the items assigned tax rate 7 are not included!

Example: 19.6% should be programmed for tax rate 3.

	Input	Display
1. Set the key to PRG.		
2. Select **programming number 30** (see Chapter 6.1.2).	**3** **0** CASH	==TAX GROUP 00-0 1 1
3. Press the CASH key to confirm the input.		19.00 RATE%
4. Change the tax rate memory location: Press the CASH key until the required memory location is displayed in the logo message line.	2x CASH	==TAX GROUP 00-0 3 2
		00.00 RATE%
5. Use the ▲ and ▼ keys to move to the **RATE%** input area.	▲ ▼	0.00 RATE%
6. Use the digit keys to enter the tax rate (with decimal point and decimal places).	**1** **9** **.** **6** **0**	19.60 RATE%
7. Press the CASH key to confirm the input.	CASH	Save...!! Please Continue...
8. Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	

Important note: Assigning tax rates to the PLUs

The tax rate is assigned to the PLUs/departments when programming the departments. The tax totals can only be calculated and printed on the receipt when the tax rate is actually assigned to the departments.

6.25.1   Programming tax rates using the PC

In order to programme the tax rates using the PC programme, **OLYMPIA ECR System** provides the following Tax Group input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.
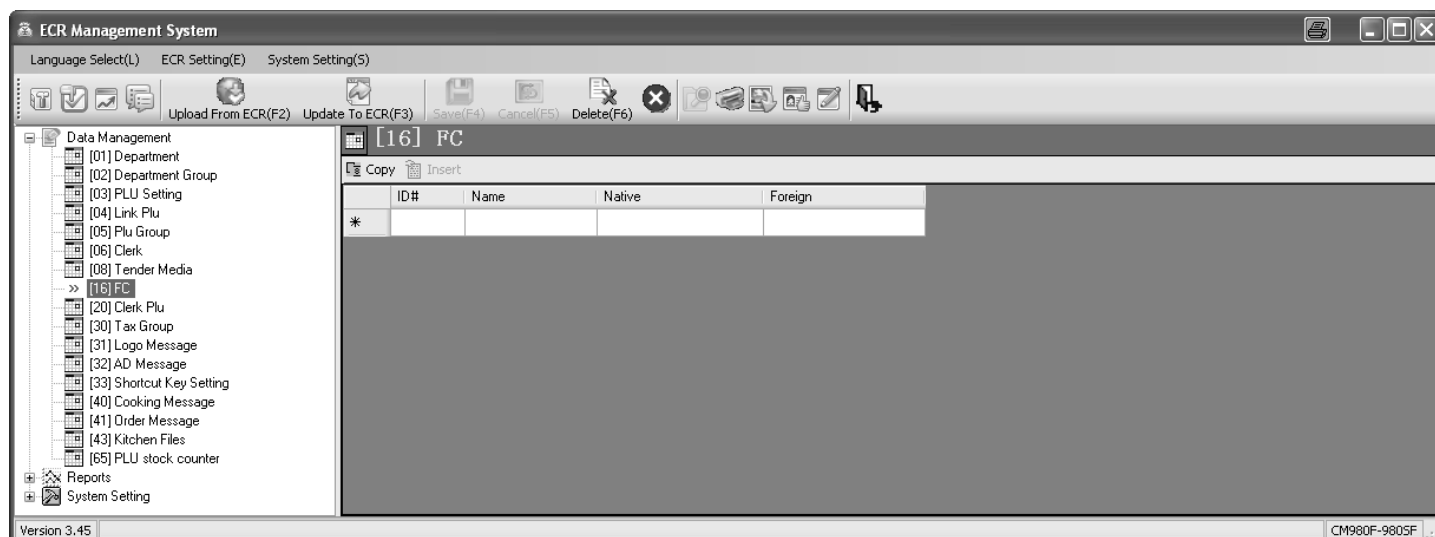

Fig. 29

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.26   Programming logo messages

The logo message, printed at the top of the receipt, can contain up to 8 lines and a maximum of 48 characters per line.
A maximum of 8 logo lines can be programmed.
Eight logo lines are already pre-programmed.

Note:

- If you do not want to print a logo message, you can delete the preprogrammed logo message lines.

- The way to enter texts is described in Chapter 6.2.

- Text lines which are not programmed are not printed.

- A full line on the receipt contains 48 characters. However, only 40 characters of a line can be shown in the display. This always relates to the last 40 characters! Therefore, if there are more than 40 characters programmed in a line, the first (maximally 8) characters are successively no longer displayed.

Example: A logo should be programmed containing the text "********* WELCOME *********".
The remaining preprogrammed lines should be deleted.
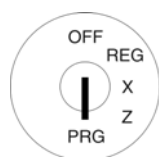
		Input	**Display**
	1. Set the key to PRG.		
	2. Select **programming number 31** (see Chapter 6.1.2).		LOGO MESSAGE -1=
	3. Press the CASH key to confirm the input.	**3** WXYZ **1** PQRS CASH	******************************** YOUR INVOICE MANY THANKS ********************************
	The programmed logo message appears in the display. The first logo line is already selected.		
	4. Press the CASH key to open the first logo message line for programming the text.	CASH	********************
	Note: Only 40 characters can appear as a line in the display at one time but 48 characters are possible on the receipt.		
	5. Delete any existing logo message by pressing the CLR key.	CLR	
	6. Enter the new logo message.	Procedure see Chapter 6.2	********* WELCOME ! *********
	7. Press the CASH key to save the input.	CASH	********* WELCOME ! *********
	8. Use the ▲ and ▼ keys to move to the next logo line.	▲ ▼	
	9. Continue programming the text as described.	CLR	
		etc.	
	10. Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	
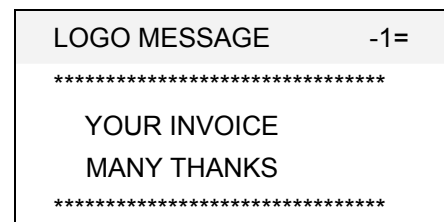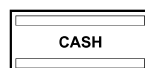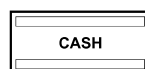
6.26.1   Programming logo messages using the PC

In order to programme logo message lines using the PC programme, **OLYMPIA ECR System** provides the following input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.

Fig. 30

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.27 Programming added messages

The end, AD message, added at the bottom of the receipt, can contain up to 8 lines and a maximum of 48 characters per line.
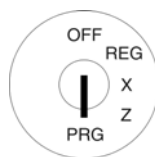
A maximum of 8 added message lines can be programmed.

Three end lines are already pre-programmed.

Note:

- If you do not want to print an end message, you can delete the preprogrammed message lines.

- The way to enter texts is described in Chapter 6.2.

- Text lines which are not programmed are not printed.

- Only 40 characters of a line can be shown in the display. However, a line on the receipt may contain up to 48 characters!

Programming AD message lines is completed in the same way as for logo message lines (see Chapter 6.26). The only difference is that program number 32 must be selected in the program menu.

	Input	**Display**
1. Set the key to PRG.		
2. Select **programming number 32** (see Chapter 6.1.2).		=AD MESSAGE -0 1
3. Press the CASH key to confirm the input.	[3 WXYZ] [2 TUV] [CASH]	********************************
The programmed AD message appears in the display. The first message line is already selected.		GOODBYE
For further procedures, see Chapter 6.26.		********************************

6.27.1 Programming AD messages using the PC

The procedure for programming AD messages using the PC corresponds to that for programming logo messages, see Chapter 6.26.1.

6.28 Programming shortcut (macro) keys

The 2 shortcut keys can be programmed so that when one of them is pressed with the key switch in position X or Z, up to 8 cash register reports are printed out automatically. 2 macros can be assigned to each shortcut key, meaning a total of 4 macros can be programmed: 2 macros with the key in switch position X and 2 macros with the key in switch position Z. To programme the shortcut keys, the 2-digit report numbers listed in Chapter 11.2 are required.

Example: **Shortcut keys 1 should be programmed so that the following reports are automatically printed out in succession: Financial report day (report number 01), Department report day (03) and Clerk report day (08).**
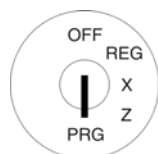
	Steps	Input		Display	
			1	REPORT NUMBER1	
1.	Set the key to PRG.		3	REPORT NUMBER2	
2.	Select **programming number 33** (see Chapter 6.1.2).	3 WXYZ / 3 WXYZ / CASH	9	REPORT NUMBER3	
3.	Press the CASH key to confirm the input.		0	REPORT NUMBER4	
4.	Use the ▲ and ▼ keys to access a field.	▲ / ▼	0	REPORT NUMBER5	
			0	REPORT NUMBER6	
5.	Press the CASH key to confirm the input.	CASH	0	REPORT NUMBER7	
6.	Use the numeric keys to enter the first, 2-digit report number.	0 „# / 1 PQRS	0	REPORT NUMBER8	

```
MACRO KEY X-Z          00-00


[ 0_0_0_0_0_0_0_0]X1
[ 0_0_0_0_0_0_0_0]Z1
[ 0_0_0_0_0_0_0_0]X2
[ 0_0_0_0_0_0_0_0]Z2
```

7. Press the CASH key to confirm the input.

8. Use the numeric keys to enter the next, 2-digit report number.

9. Press the CASH key to confirm the input.

10. Proceed in the same way for other reports.

11. Press the CASH key to confirm the input.

6.28.1   Programming shortcut (macro) keys using the PC

In order to programme shortcut keys using the PC programme, **OLYMPIA ECR System** provides the following input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.
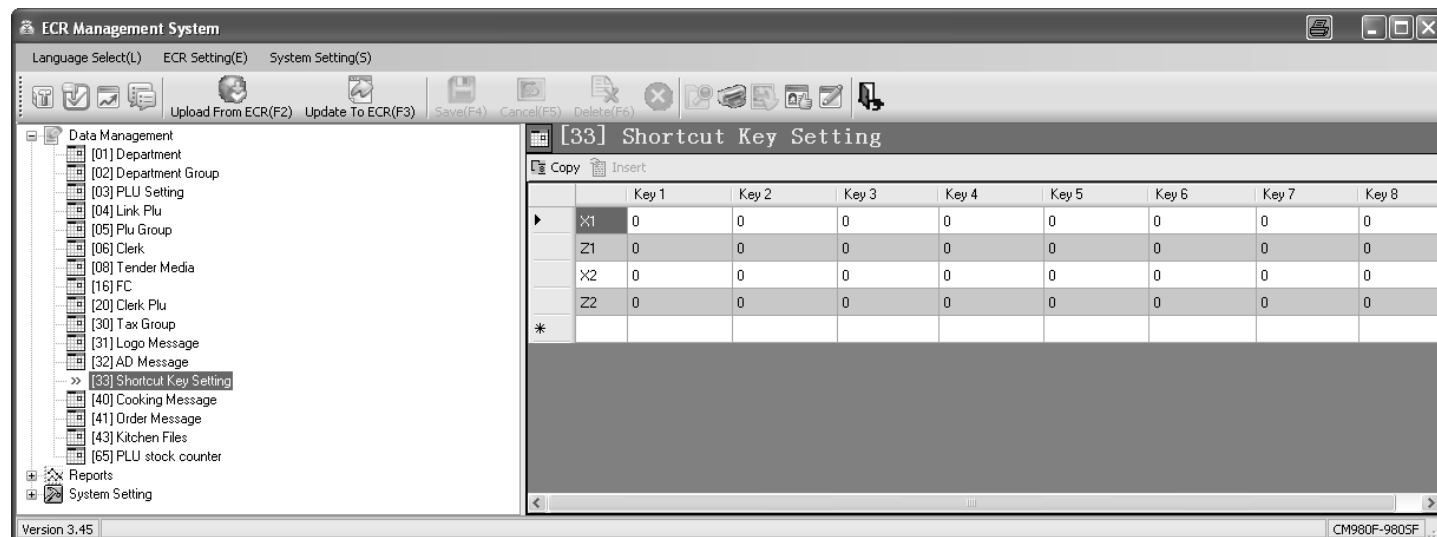
Fig. 31

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.29 Programming cooking messages (additional text)

Cooking messages relate to additional information for the kitchen, e.g., how a steak should be prepared: rare, medium, well-done etc. or whether a meal should be served with or without a side salad. Cooking messages only appear on the order messages, not on the bills.

Up to 50 cooking messages can be programmed, each with a maximum of **10 characters**.

Example: Cooking messages "rare", "medium" and "well done" should be assigned to memory locations 11 to 13.
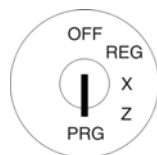
	Input	Display
1. Set the key to PRG.		
2. Select **programming number 40** (see Chapter 6.1.2).	**4** GHI **0** „,# CASH	cooking msg 00 10 1 [ ] name
3. Press the CASH key to confirm the input.		
4. Use the CASH key to change memory locations for the cooking message.	10x CASH	cooking msg 00 10 1 [ ] name
5. Use the ▲ and ▼ keys to move to the **[ ] name** input area.	▲ ▼	[ ] name
6. Press the CASH key to confirm the input.	CASH	
7. Enter the cooking message.	Procedure see Chapter 6.2	
8. Press the CASH key to confirm the input.	CASH	
9. Use the CASH key to change to the next memory location for the next cooking message.	CASH	cooking msg 00 20 1 [ ] name
10. Repeat steps 5 to 9 until you have programmed all the cooking messages required.		
11. Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	
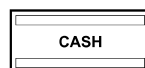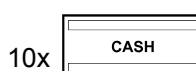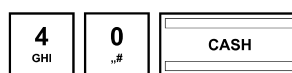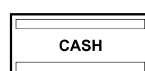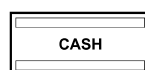
6.29.1 Programming cooking messages using the PC

In order to programme cooking messages using the PC programme, **OLYMPIA ECR System** provides the following input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.

Fig. 32

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.30 Programming order messages

Note: Order messages / order groups are only available when the cash register is operated in its gastronomy version (see Chapter 6.35).

Order groups ensure that PLUs with the same order number are printed on the same order message (also see Chapter 6.6.1.10). This means that all orders from guests can be printed properly sorted and are transferred to the relevant section within the gastronomy service (bar, kitchen, ice-cream parlour, cocktail bar, etc.). This ensures that no order is forgotten.

The order messages with different order numbers are printed in succession. Order messages indicate the sections and appear at the top of the order messages.

Up to 9 order messages can be programmed, each with a maximum of 24 characters.

Example: The order message "Food" should be programmed for memory location 5.
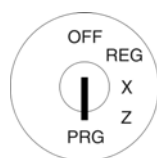
	Input	Display
1. Set the key to PRG.		
2. Select **programming number 41** (see Chapter 6.1.2).	**4** GHI **1** PQRS CASH	ORDER MESSAGE 00-0 1 1 [ ] name
3. Press the CASH key to confirm the input.		
4. Use the CASH key to switch to the required memory location.	4x CASH	ORDER MESSAGE 00-0 5 1 [ ] name
5. Use the ▲ and ▼ keys to move to the **[ ] name** input area.	▲ ▼	[ ] name
6. Press the CASH key to confirm the input.	CASH	
7. Enter the required order message name (max. 18 characters) (see Chapter 6.2).	Procedure see Chapter 6.2	Food
8. Press the CASH key to confirm the input.	CASH	[Food] name
9. Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	
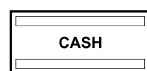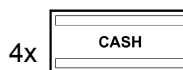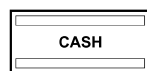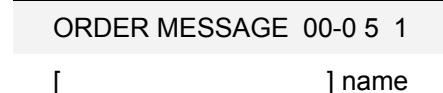
6.30.1 Programming order messages using the PC

In order to programme order messages using the PC programme, **OLYMPIA ECR System** provides the following input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.

Fig. 33
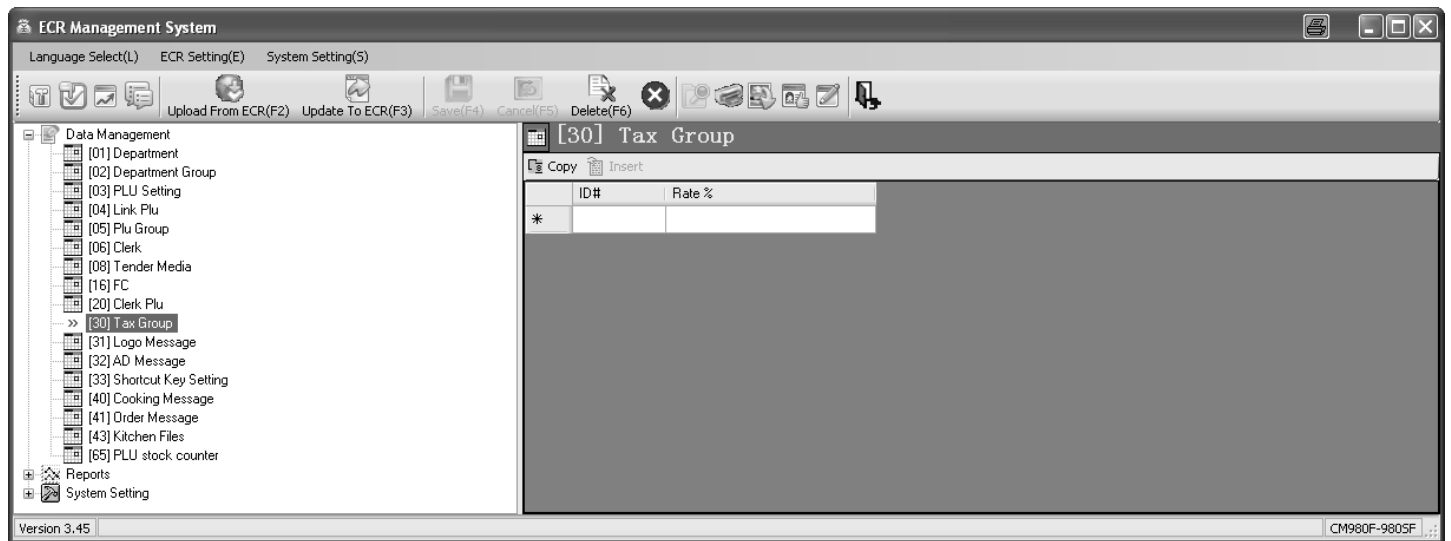
**Important:** *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.31   Programming the kitchen file names

Orders can be transferred directly to the kitchen and printed on an external kitchen printer.

There are 8 different printout versions of kitchen receipts (see Chapter 6.6.1.10) which combine the printing of order messages and single messages and which are transferred to a kitchen printer. With regard to these 8 variations, the default setting is for the respective variation number (KP #) to be printed at the top of the kitchen receipt.

A kitchen file name can be programmed instead of the variation number, e.g. to specify the section within the kitchen in which the food was prepared (cold food, hot food, salads, etc.).

Up to 8 kitchen file names can be programmed, each with a maximum of 24 characters.

Example: "Salads" should be programmed instead of KD#6.
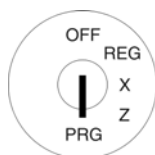
		Input	**Display**
	1. Set the key to PRG.		
	2. Select **programming number 43** (see Chapter 6.1.2).	**4** GHI **3** WXYZ CASH	Kitchen Files 00- 1 1 [ ] name [ ] COM-PORT No.
	3. Press the CASH key to confirm the input.		
	4. Use the CASH key to select the required memory location (1 to 8).	5x CASH	Kitchen Files 00- 6 1 [ ] name [ ] COM-PORT No.
	5. Use the ▲ and ▼ keys to move to the **[ ] name** input area.	▲ ▼	[ ] name
	6. Press the CASH key to confirm the input.	CASH	
	7. Enter the required kitchen file name (max. 18 characters) (see Chapter 6.2)	Procedure see Chapter 6.2	Salads
	8. Press the CASH key to confirm the input.	CASH	[Salads] name
	Note: The **[ ] . COM-PORT No.** area is reserved and cannot be programmed with this cash register model.		
	9. Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	

6.31.1 Programming kitchen file names using the PC

In order to programme kitchen files using the PC programme, **OLYMPIA ECR System** provides the following input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.
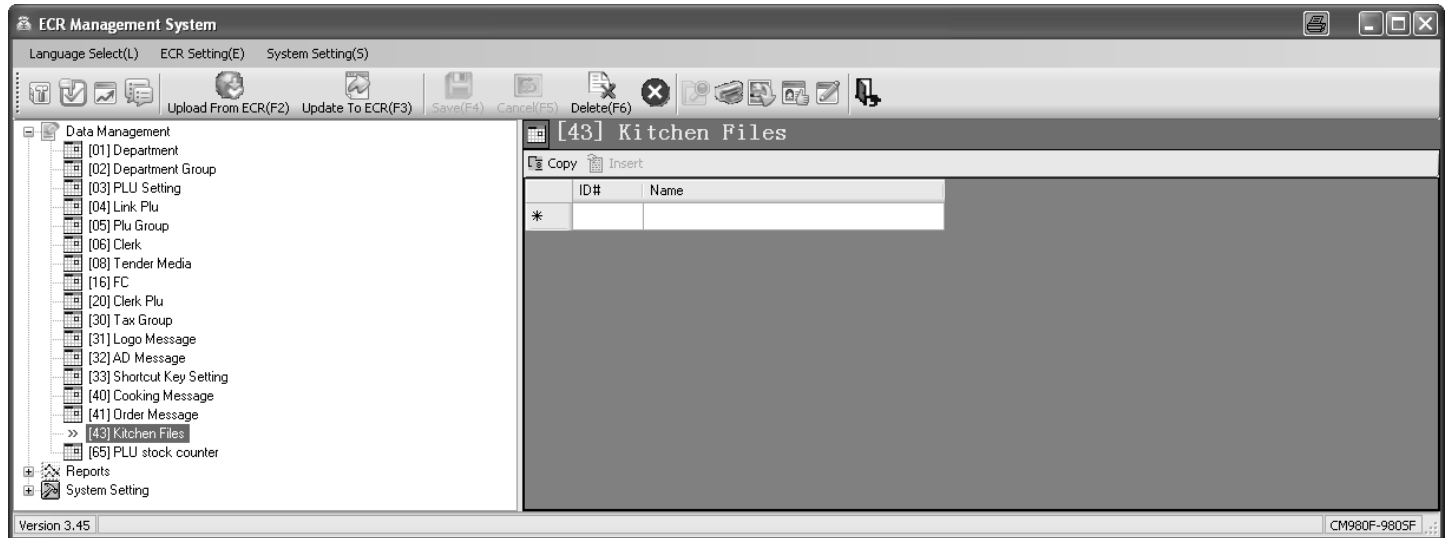
Fig. 34

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.32 Defining graphic logos

You can print a graphical logo above the logo message on a receipt.
You can select from logos provided or design a logo of your own.

6.32.1 Programming an existing graphic logo

There are 20 logos available for selection, see Fig. 35:
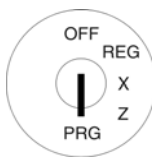
Fig. 35

		Input	Display
1.	Set the key to PRG.		
2.	Select **programming number 44** (see Chapter 6.1.2).	4 GHI 4 GHI CASH	GRAPHIC LOGO 1= [0] No.
3.	Press the CASH key to confirm the input.		
4.	Enter the number of the graphic logo you want to print in the input area **[ ] No.**, e.g. 17.	1 PQRS 7 @	[17] No.
5.	Press the CASH key to confirm the input.	CASH	Save...!! Please Continue...
6.	Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	

Note: In its default factory setting, the input area contains a zero, i.e., no graphic logo is printed.

6.32.1.1 Programming an existing graphic logo using the PC

In order to programme a graphical logo using the PC programme, **OLYMPIA ECR System** provides the following input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.
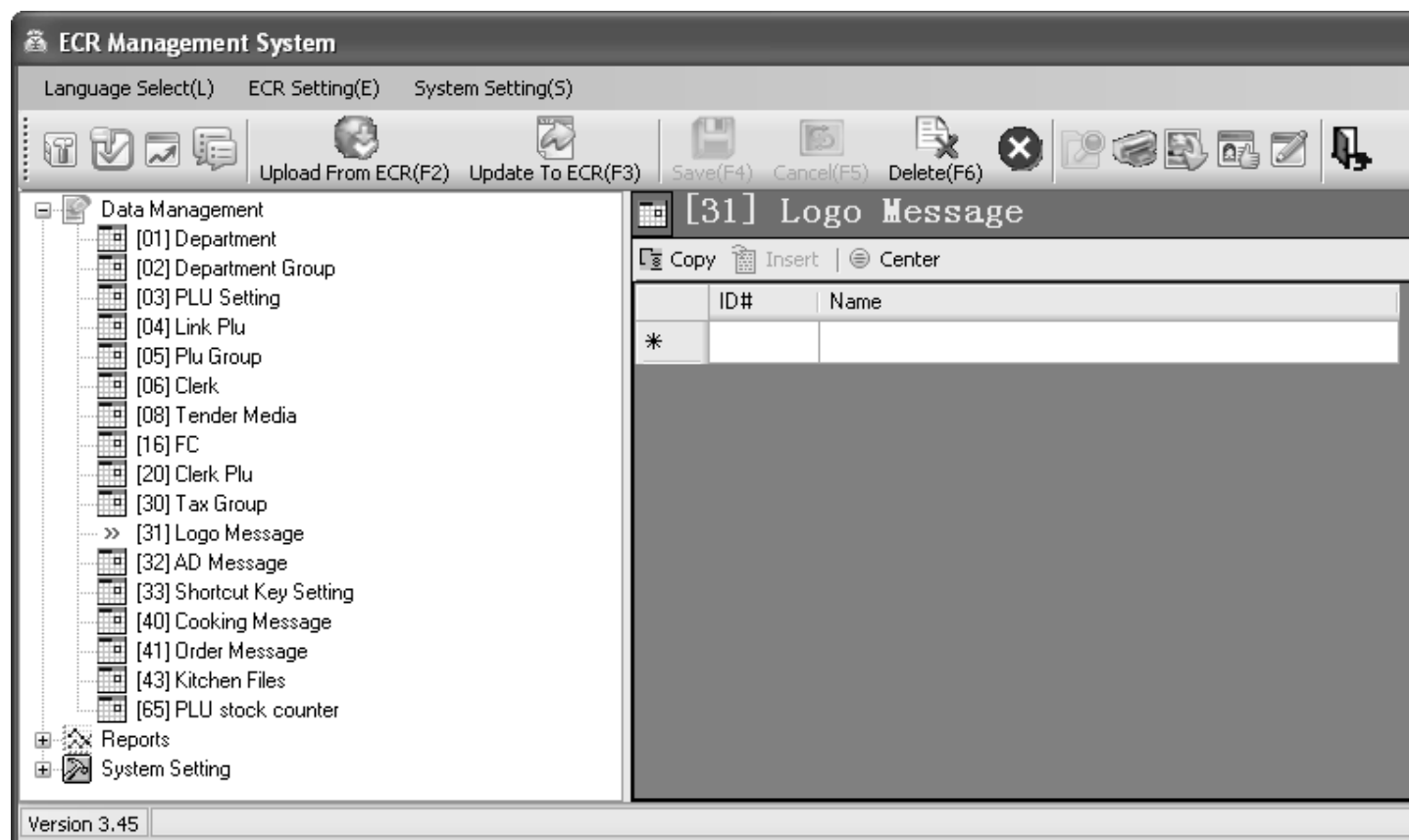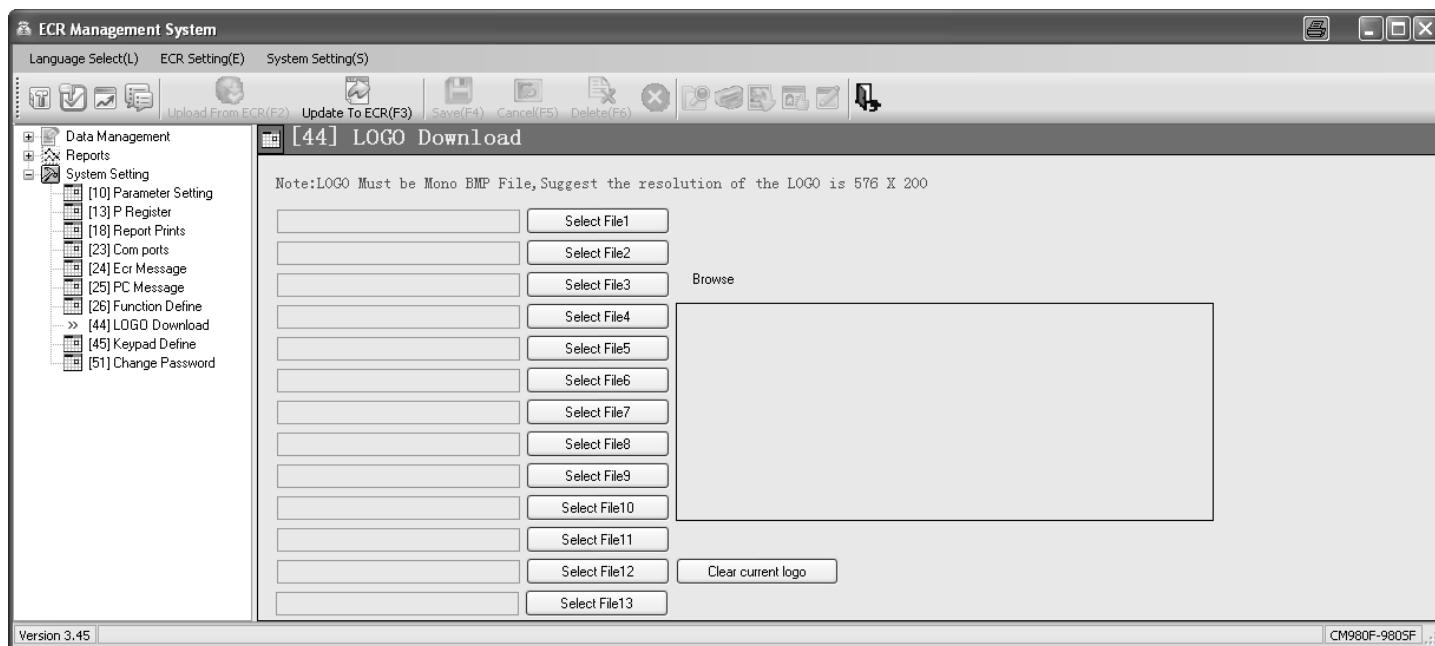
Fig. 36

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.32.2   Programming an individual graphic logo

If you need to use your own, individually designed logo, the logo graphic must be stored as a BMP file (1 bit monochrome) with a resolution of **576 x 200** dpi. This logo can only be loaded on the cash register via the PC programme. The input mask is identical to that for programming an existing graphic logo.

6.33   Programming the keyboard

You can reprogramme the keyboard according to your wants and needs.

The following keys can be programmed:

- Function keys
- Tender media keys (method of payment)
- Foreign currency keys
- Department keys

- PLU key
- Clerk keys
- Cooking message

6.33.1   Key codes

Each function has a maximally 3-digit code number which identifies it uniquely. The code number is required for programming.

Code	Function	Code	Function	Code	Function
001* to 9999*	KEY-PLU* 1 to 9999	35	KeyLock	57	Additional business receipt
		36	-% 1	58	Page Up
		37	-% 2	59	Page Down
10	0	38	+% 1	61	# NS
11	00 (SPACE)	39	+% 2	64	Print size
12	. DEL	300 to 329	cooking msg 1 to 30	65	Bill Print
13	PLU			66	AutoKey 1 X-Z
16	-			67	AutoKey 2 X-Z
17	+	330 to 345	CLERK 1 to 26	68	FreeABR
18	VOID			70	CARD
19	Correct			71	CREDIT 1
20		45	CLERK	72	CREDIT 2
21	X	46	CASH	73	CHEQUE
22	PRICE1 / OPEN PRICE	47	Subtotal	74	FC 1
23	PRICE2	48	Clear	75	FC 2
24	RA / -%	401 to 499	DEPARTMENT 1 to 99	76	FC 3
25	PO / +%			77	FC 4
26	Change Price			80	5.00
27	TAX GROUP 1	50	TABLE	81	10.00
28	TAX GROUP 2	51	SHIFT	82	20.00
29	Non-taxable	52	Add Table	83	50.00
30	DP SHIFT	53	Transfer		
32	Change Tax	54	SEPARATE	91 to 114	GROUP PLU 1 to 24
33	FREE	55	cooking msg		
34	TRAINING	56	RECEIPT ON/OFF		

* Programming slightly different from the other keys, see Chapter 6.33.2, Step 4.

6.33.2   Programming the keys

Example: The "Training" function (code number 34) should be assigned to the key which, until now, has been assigned the "Print size" function (code number 64).

	Input	Display
1. Set the key to PRG.		
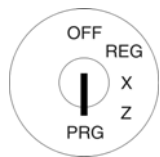
1. Set the key to PRG.
2. Select **programming number 45** (see Chapter 6.1.2).
3. Press the CASH key to confirm the input.

Input: `4 GHI` `5 JKL` `CASH`

Display:
```
=KEY-FUNCTION        1=
[  0]         VALUE CODE
[  0]     KEY BE ASSIGNED

INIT DEFAULT KEYBD.
```

If you want to programme a PLU key:

4. Press the CASH key again.

Note: Press the CASH key to toggle between programming function keys and PLU keys.

Input: `CASH`

Display:
```
=KEY-PLU             1=
[  0]         VALUE CODE
[  0]     KEY BE ASSIGNED

INIT DEFAULT KEYBD.
```
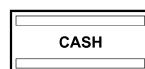
5. Use the ▲ and ▼ keys to move to the **[ ] VALUE CODE** input area.

Input: `▲` `▼`

Display: `[  0]         VALUE CODE`

6. Use the numeric keys to enter the code number of the required function, e.g. 34 (Training).

Input: `3 WXYZ` `4 GHI`
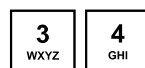
Display: `[ 34]         VALUE CODE`

7. Press the CASH key to confirm the input.

The cash register automatically switches to the **[ ] KEY BE ASSIGNED** input area.

Input: `CASH`
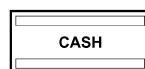
Display: `[  0]     KEY BE ASSIGNED`

8. Press the CASH key.

Input: `CASH`
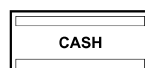
Display:
```
Pls Input
Redefine Key
```

9. Now press the key to be assigned the new function. The display shows:

Display:
```
Save...!!
Please Continue...
```

The **[ ] KEY BE ASSIGNED** field contains the internal number of the key to which the function was assigned.

Display:
```
[ 34]         VALUE CODE
[391]     KEY BE ASSIGNED
```

10. Conclude programming by pressing the SUB-TOTAL key.

Input: `SUB-TOTAL`

Note: Please create a suitable key label for the reprogrammed key so that other clerks clearly know what function is assigned to the key!

6.33.3   Resetting the keyboard to its default settings

		Input	**Display**
	1. Set the key to PRG.		
	2. Select **programming num-ber 45** (see Chapter 6.1.2).		=KEY-FUNCTION 1=
	3. Press the CASH key to con-firm the input.	**4** GHI **5** JKL CASH	[0] VALUE CODE [0] KEY BE ASSIGNED INIT DEFAULT KEYBD.
	4. Use the ▲ and ▼ keys to move to the **INIT DEFAULT KEYBD.** field.	▲ ▼	INIT DEFAULT KEYBD.
	5. Save the programmed data by pressing the CASH key.	CASH	Save...!! Please Continue...
	6. Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	
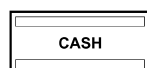
6.33.4 Programming the keyboard assignment using the PC

6.33.4.1 Programming a raised keyboard assignment using the PC

In order to programme the raised keyboard using the PC programme, **OLYMPIA ECR System** provides the following input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.
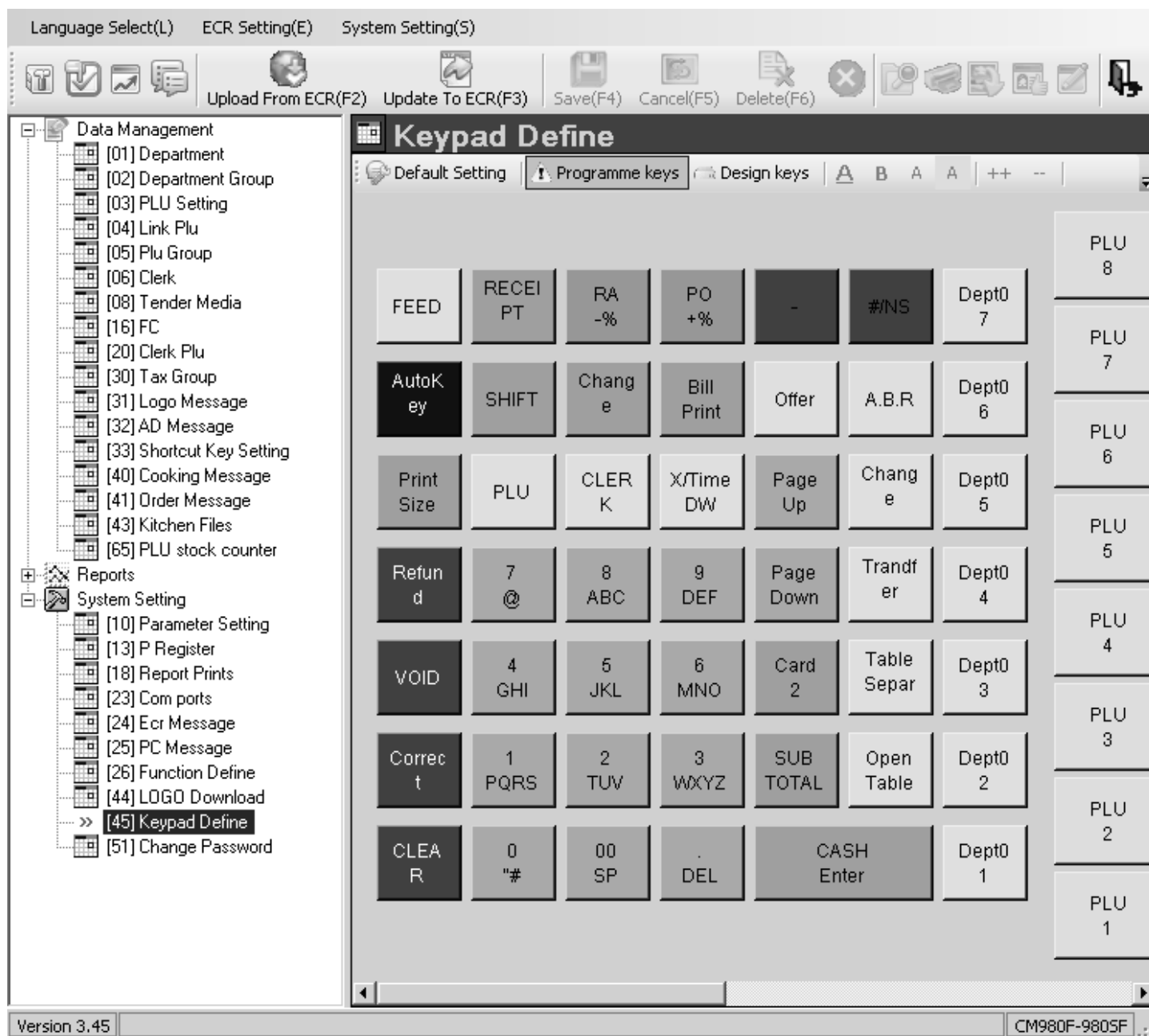
Fig. 37

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.33.4.2   Programming the flat keyboard assignment using the PC

In order to programme the flat keyboard using the PC programme, **OLYMPIA ECR System** provides the following input mask. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.
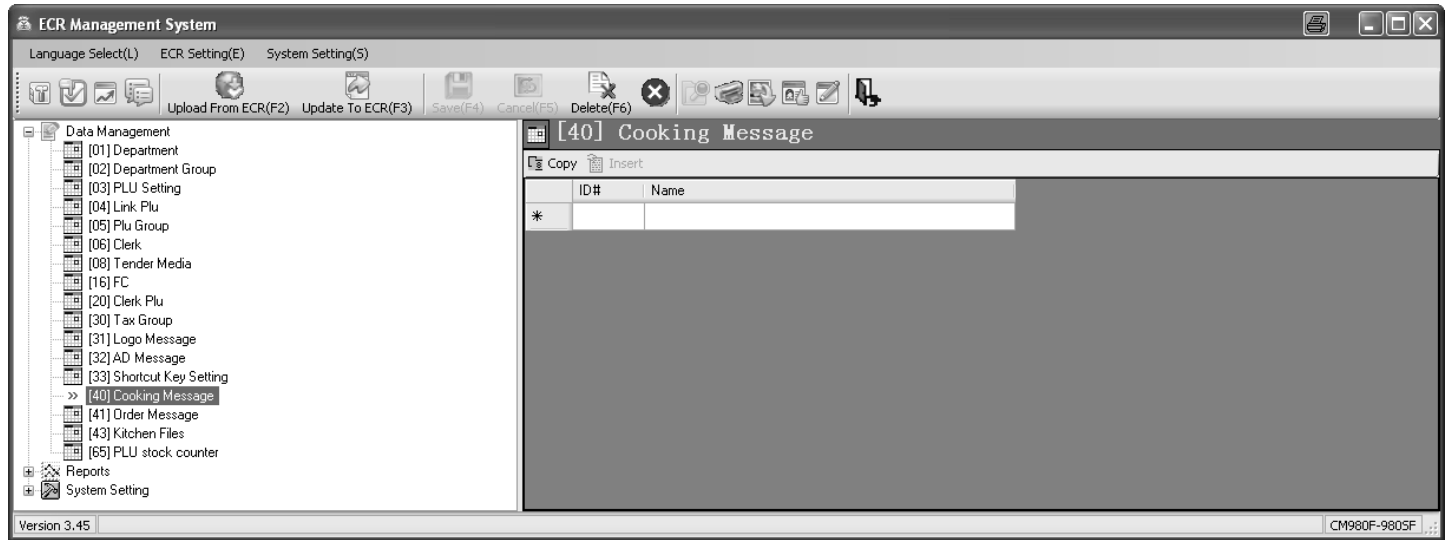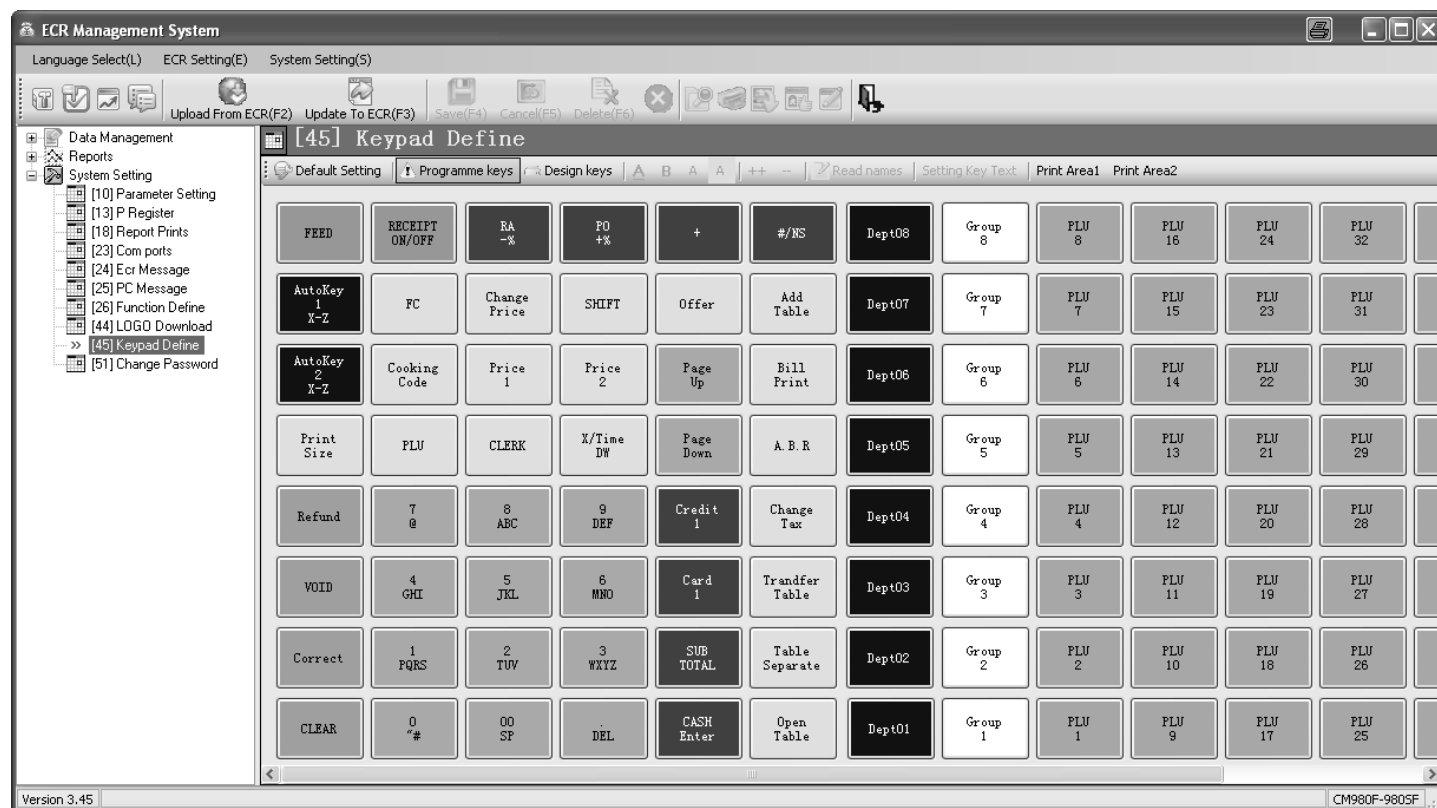

Fig. 38

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.34 Programming Dallas keys

Dallas keys are so called unicums which operate using a 12-character code. There is only one copy of each Dallas key. In this way, Dallas keys simultaneously offer a great deal of security and ease of operation.

Example: A Dallas key should be programmed for clerk no. 2.

		Input	Display
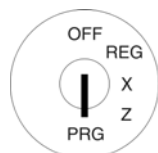
1. Set the key to PRG.

2. Select **programming number 46** (see Chapter 6.1.2).

3. Press the CASH key to confirm the input.

Input: 4 GHI　6 MNO　CASH

Display:

DALLAS KEY	10 1
[1]	CLERK NO.
DALLASCODE:	
[FFFFFFFFFFFF	]

4. Press the CASH key to access the Dallas key memory location (1 to 16).

Input: CASH

Display:

DALLAS KEY	20 1
[2]	CLERK NO.
DALLASCODE:	
[FFFFFFFFFFFF	]

5. Use the ▲ and ▼ keys to move to the **[FFFFFFFFFFFF   ]** input area.

Input: ▲ ▼

Display: [FFFFFFFFFFFF   ]

6. Hold the Dallas keys on the Dallas lock.

7. Press the CASH key to confirm the input.

The 12-character code is read in (e.g.: A1B2C3D4E5F6).

Input: CASH

Display: [A1B2C3D4E5F6   ]

8. Conclude programming by pressing the SUB-TOTAL key.

Input: SUB-TOTAL

6.35   Defining the ECR type

The cash register can operate in different modes according to the business in which it is operated:

ECR type	Feature / Speciality	Type number
Hairdresser's version	Several clerks can be compiled in one bill	0
Baker's version	Several clerks can operate the cash register simultaneously	1
Restaurant version	Table system can be activated	2

Example: The cash register should be operated in its restaurant version.
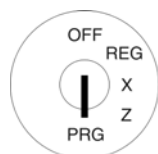
	Input	Display
1. Set the key to PRG.		
2. Select **programming number 47** (see Chapter 6.1.2).	**4** GHI **7** @ CASH	=ECR TYPE - 1= [0]
3. Press the CASH key to confirm the input.		
4. Enter the type number using the digit keys.	**2** TUV	[2]
5. Save the programmed data by pressing the CASH key.	CASH	Save...!! Please Continue...
6. Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	
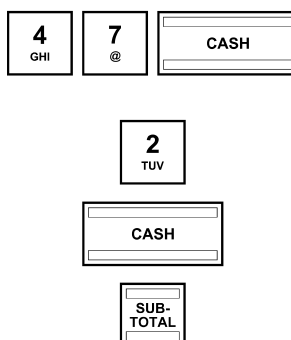
6.35.1   Programming the ECR type using the PC

In order to programme the ECR type using the PC programme, **OLYMPIA ECR System** provides the following input mask. It is used to programme various parameter settings. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.

Fig. 39

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.36   Programming the decimal point / decimal places

You can define to how many decimal places the cash register should operate:

Appearance in display and receipt printout	No. of decimal places
1	0
1.0	1
1.00	2
1.000	3
1.000.00 (USA)	4

Note: The default setting is two decimal places.

Example: The cash register should operate to three decimal places.
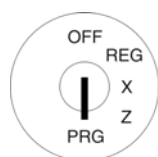
	Input	**Display**
1. Set the key to PRG.		
2. Select **programming number 48** (see Chapter 6.1.2).	4 GHI 8 ABC CASH	=DECIMAL POINT - 1=
3. Press the CASH key to confirm the input.		[2]
4. Enter the number of decimal places required using the digit keys.	3 WXYZ	[3]
5. Save the programmed data by pressing the CASH key.	CASH	Save...!! Please Continue...
6. Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	
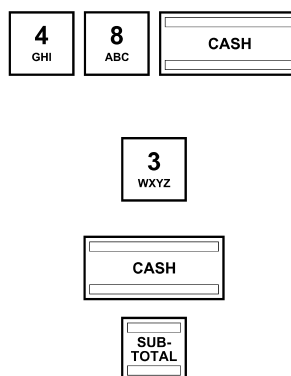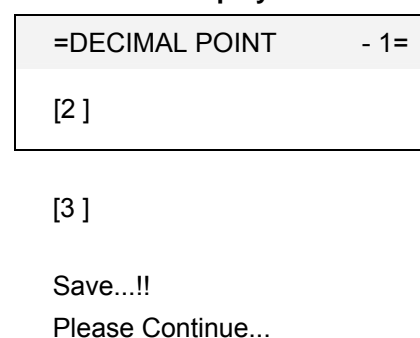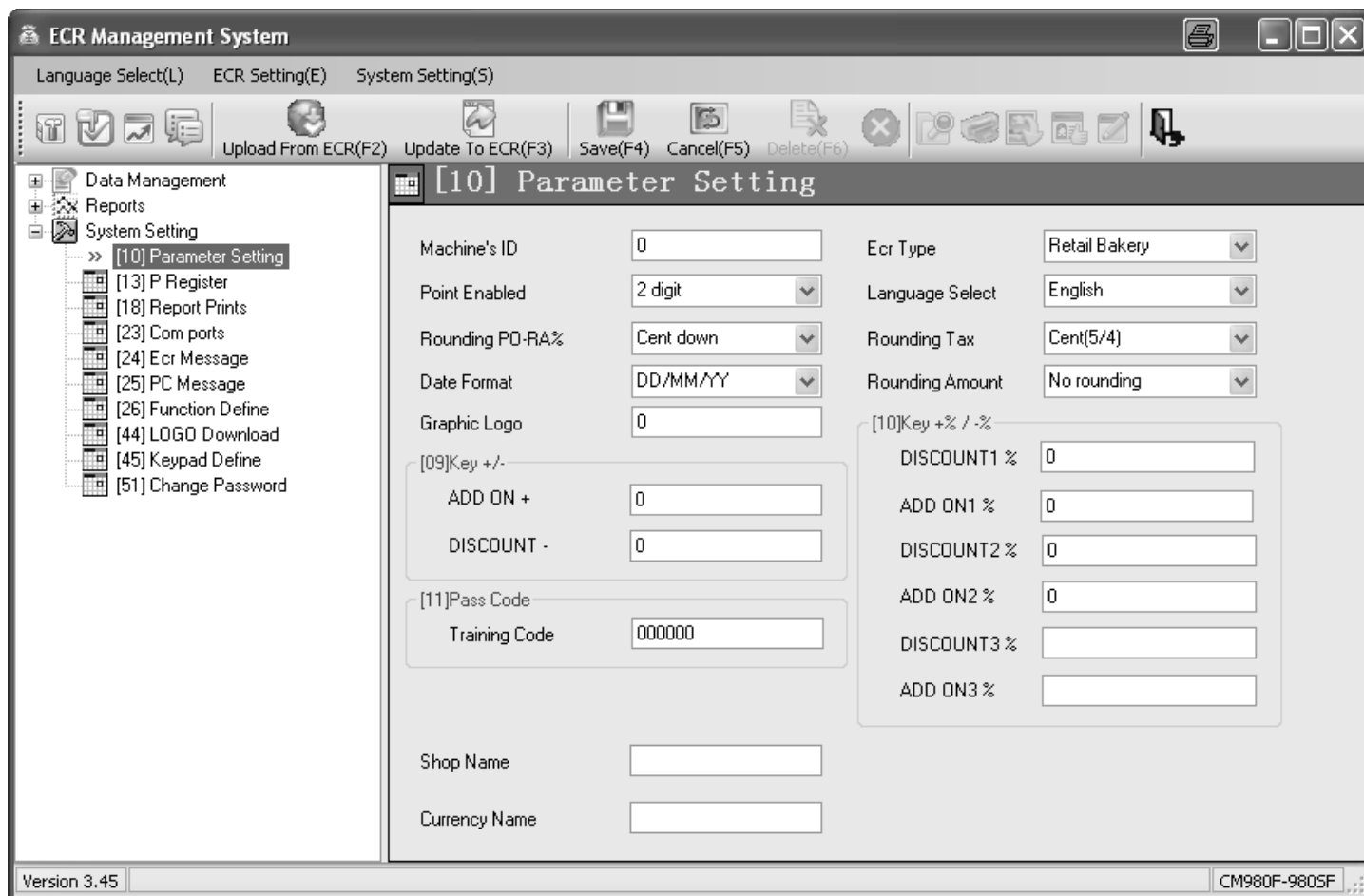
6.36.1   Programming the decimal places using the PC

In order to programme the number of decimal places using the PC programme, **OLYMPIA ECR System** provides the following input mask. It is used to programme various parameter settings. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.

Fig. 40

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.37   Programming rounding

The cash register always rounds the totals after pressing the [SUB-TOTAL] and [CASH] keys.

6.37.1   Programming rounding for received on account/paid out and for tax calculation

You can define whether calculations for receiving on account / paying out and for tax should be rounded up or down after selecting the type of rounding required.

If no special European rounding methods are selected, the standard commercial 5/4 rounding is applied:

* If the first decimal place to be rounded is a 0, 1, 2, 3 or 4, the number is rounded down.

* If the first decimal place to be rounded is a 5, 6, 7, 8 or 9, the number is rounded up.

6.37.1.1   Programming rounding for receiving on account / paid out

Significance	Rounding code A
Always round down	0
Rounding (according to rounding method selected)	1
Always round up	2

Example: An amount received on account or paid out should always be rounded up.
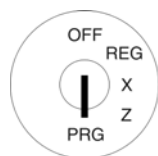
		Input	Display
1.	Set the key to PRG		
2.	Select **programming number 50** (see Chapter 6.1.2).	**5** JKL **0** „# CASH	=ROUNDING PO-RA%- 1= [0]
3.	Press the [CASH] key to confirm the input.		
4.	Enter the rounding code using the digit keys.	**2** TUV	[2]
5.	Save the programmed data by pressing the [CASH] key.	CASH	Save...!! Please Continue...
6.	Conclude programming by pressing the [SUB-TOTAL] key.	SUB-TOTAL	

6.37.1.2   Programming rounding for tax calculation

Significance	Rounding code A
Always round down	0
Rounding (according to rounding method selected)	1
Always round up	2

Note: In its default setting, rounding is always set for calculating the tax.

Example: Amounts should always be rounded down following tax calculation.

		Input	**Display**
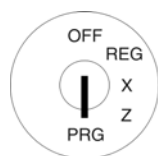
1. Set the key to PRG
2. Select **programming number 51** (see Chapter 6.1.2).
3. Press the CASH key to confirm the input.
4. Enter the rounding code using the digit keys.
5. Save the programmed data by pressing the CASH key.
6. Conclude programming by pressing the SUB-TOTAL key.

Input:

5 JKL   **1** PQRS   CASH

2 TUV

CASH

SUB-TOTAL
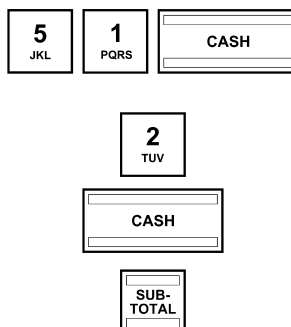
Display:

=ROUNDING TAX - 1

[1]

[2]

Save...!!
Please Continue...

6.37.2   Defining the rounding method

The rounding method defines the method applied to round amounts when the amounts must be rounded to the programmed number of decimal places and rounding is required for amounts received/paid out and calculating tax (rounding code A = 1).

Rounding method (special European rounding)	Rounding code B
No special European rounding (commercial 5/4 rounding applies (see Chapter 6.37.1))	0
European rounding: Switzerland 0.01 – 0.02 = 0.00 0.03 – 0.07 = 0.05 0.08 – 0.09 = 0.10	1
Rounding 0.10	2
Rounding 0.20	3
European rounding: Sweden 0.00 – 0.24 = 0.00 0.25 – 0.74 = 0.50 0.75 – 0.99 = 1.00	4
European rounding: Denmark 0.00 – 0.12 = 0.00 0.13 – 0.37 = 0.25 0.38 – 0.62 = 0.50 0.63 – 0.87 = 0.75 0.88 – 0.99 = 1.00	5
Australian rounding 0 – 5 = 5 6 – 10 = 10	6

Example: The Swedish European rounding should be used.
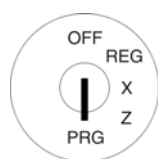
		Input	Display
1.	Set the key to PRG.		
2.	Select **programming number 53** (see Chapter 6.1.2).	**5** JKL **3** WXYZ CASH	=ROUNDING AMOUNT - 1=
3.	Press the CASH key to confirm the input.		[1]
4.	Enter the rounding code B using the digit keys.	**4** GHI	[4]
5.	Press the CASH key to confirm the input.	CASH	
6.	Conclude programming by pressing the SUB-TOTAL key.	SUB-TOTAL	
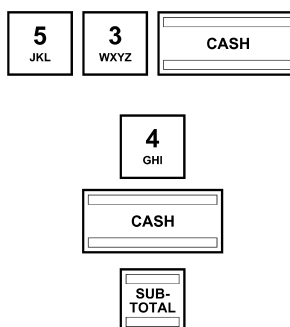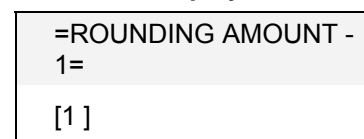
6.37.3   Programming rounding using the PC

In order to programme the rounding using the PC programme, **OLYMPIA ECR System** provides the following input mask. It is used to programme various parameter settings. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.

Fig. 41

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

6.38   Programming the date format

You can define how the date should be printed:

Date format	Code
Month / Day / Year (MM / DD / YYYY)	0
Day / Month / Year (DD /MM / YYYY)	1
Year / Month / Day (YYYY / MM / DD)	2

Note: The date is set to Month / Day / Year in its default state.

Note: For programming the date format, see Chapter 6.18.

Example: The date should be printed in the format Year / Month / Day.
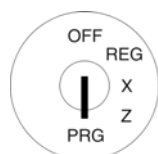
		Input	Display
	1. Set the key to PRG.	**Input**	**Display**
	2. Select **programming number 52** (see Chapter 6.1.2).	5 JKL 2 TUV CASH	=DATE FORMAT 1= [0]
	3. Press the CASH key to confirm the input.		
	4. Enter the code for the date format using the numeric keyboard.	2 TUV	[2]
	5. Press the CASH key to confirm the input.	CASH	Save...!! Please Continue...
	6. Conclude programming by pressing the SUB-TOTAL button.	SUB-TOTAL	
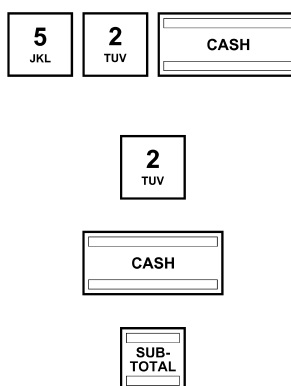
6.38.1 Programming the date format using the PC

In order to programme the date format using the PC programme, **OLYMPIA ECR System** provides the following input mask. It is used to programme various parameter settings. The way to use the mask is described in Chapter 5, in detail in Chapter 5.5.

Fig. 42

Important: *** After data has been transferred, the software requires the cash register is switched off briefly! ***

7   Operation

The cash register must be operated when set to Registration mode, REG.
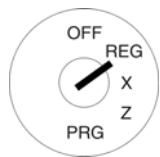
Set the key to REG

Display

17-06-2012   17:30:30
0.00

Note:

The following applies for the following subsections:

- the cash register is always programmed to 2 decimal places (default setting) and
- the input examples normally depict keys on a raised keyboard (for corresponding keys in the flat keyboard, refer to Chapter 4.3).

7.1   Clearing error messages

In the case of input errors or exceeding limit values, the cash register indicates an error status: An acoustic signal is issued and an "E" (Error) appears in the display. Press the CLR key to clear the error message.

7.2 Registering departments

Note: Do not enter a decimal point when entering a price; the cash register automatically enters the decimal point according to the setting defined (refer to Chapter 6.36).

Note: If you have programmed two fixed prices for departments (see Chapter 6.4) which you also want to register, you must programme the two keys Price 1 and Price 2 on the keyboard (see Chapters 0 and 6.33). Subsequently, press the Price 1 or Price 2 key before registering the item in order to define which fixed price you want to register. Important: This assignment remains for the duration of a registration process until you press the Price 1 or Price 2 key to indicate a new assignment.

7.2.1 Registering a DP once using fixed price 1

Important information

- A fixed price must have been programmed for price 1 (see Chapter 6.4).

- If two fixed prices have been programmed (see Chapter 6.4), the cash register always operates with fixed price 1.

- If you press the Price 2 key, the cash register operates using fixed price 2 for the duration of the registration until you press the Price 1 key to reactivate fixed price 1.

- After concluding a registration process, price 1 is automatically reactivated!

7.2.1.1 Items were previously registered using price 1

Example: Department 1 should be registered with price 1.

		Input
1.	Set the key to REG	
2.	Press the relevant department key.	DP 1

7.2.1.2 Items were previously registered using price 2

Example: Department 1 should be registered with price 1.

		Input
1.	Set the key to REG	
2.	Press the Price 1 button.	
3.	Press the relevant department key.	Price 1 DP 1
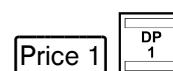
7.2.2 Registering a DP once using fixed price 2

- A fixed price must have been programmed for price 2 (see Chapter 6.4).

- If two fixed prices have been programmed (see Chapter 6.4), the cash register always operates with fixed price 1.

- If you press the ⎢Price 2⎥ key, the cash register operates using fixed price 2 for the duration of the registration until you press the ⎢Price 1⎥ key to reactivate fixed price 1.

- After concluding a registration process, price 1 is automatically reactivated!

7.2.2.1 Items were previously registered using fixed price 2

Example: Department 1 should be registered with fixed price 2.

1. Set the key to REG.
2. Press the relevant department key.

Input

[DP 1]

7.2.2.2 Items were previously registered using fixed price 1

Example: Department 1 should be registered with fixed price 2.

1. Set the key to REG.
2. Press the ⎢Price 2⎥ key.
3. Press the relevant department key.

Input

[Price 2] [DP 1]
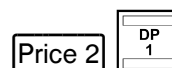
7.2.3 Registering a DP once without a fixed price

Example: 100.50 EUR should be registered to Department 1.

1. Set the key to REG.
2. Enter the price (without decimal point, with decimal places).
3. Press the relevant department key.

Input

[1 PQRS] [0 „#] [0 „#] [5 JKL] [0 „#] [DP 1]
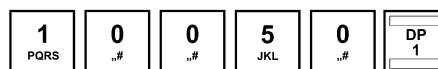
7.2.4 Multiple DP registration

Example: 15 pieces of an item at a price of 5.75 EUR should be registered for Department 2.

1. Set the key to REG.
2. Enter the quantity.
3. Press the multiplication key ⎢X⎥.
4. Enter the price (without decimal point, with decimal places).
5. Press the relevant department key.

Note: The quantity of goods can a value between 1 and 9999.

Input

[1 PQRS] [5 JKL] [x] [5 JKL] [7 @] [5 JKL] [DP 2]

7.2.5   Registering identical departments

If identical items are registered (same department, same price) during the registration of departments, the registration of identical items can be speeded up by omitting the price entry for the identical item registration directly following.

Example: The following are to be sold:
1 x Department 1 at a price of 12.30 €,
another identical item at the identical price,
1 x Department 4 at fixed price 1,
another identical item at the identical price,
1 x Department 4 at fixed price 2 and
another identical item at the identical price.

Set the key to REG

	Input	Receipt

- Single DP registration (with price entry):

  `1 PQRS` `2 TUV` `3 WXYZ` `0 „#` `DP 1`

- Repeat DP registration:

  `DP 1`

- Single DP registration (with fixed price 1):

  `Price 1` `DP 4`

- Repeat DP registration:

  `DP 4`

- Single DP registration (with fixed price 2):

  `Price 2` `DP 4`

- Repeat DP registration:

  `DP 4`
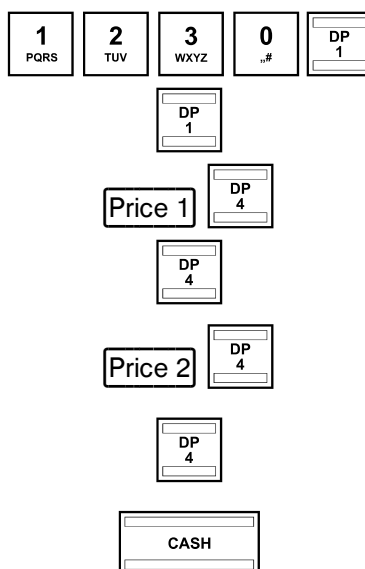
  `CASH`

```
- - - - - - - - - - - - - - - - - - - - - - - -
DEPARTMENT01              12.30T1
DEPARTMENT01              12.30T1
DEPARTMENT04              10.00T1
DEPARTMENT04              10.00T1
DEPARTMENT04               9.00T1
DEPARTMENT04               9.00T1
- - - - - - - - - - - - - - - - - - - - - - - -
TAX1            19%         9.99
- - - - - - - - - - - - - - - - - - - - - - - -
TOTAL                      62.60
CASH                       62.60
```

7.2.6   Example receipt for DP registration

Example: The following were sold:
15 pieces each at 100.50 € from Department 2,
2.6 pieces each at 20.50 € from Department 3
1 piece from Department 4 at fixed price 1 at 35 € and
1 piece from Department 4 at fixed price 2 at 30 €.

Set the key to REG

Input

Keys: 1, 5, X

1, 0, 0, 5, 0, DP 2

2, ., 6, X

2, 0, 5, 0, DP 3

Price 1, DP 4

Price 2, DP 4

CASH
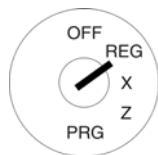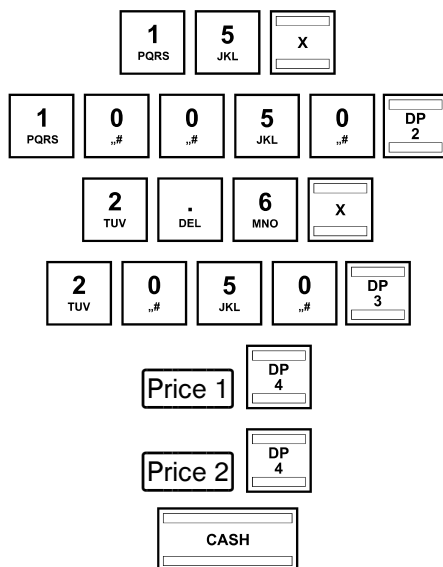
Receipt

```
- - - - - - - - - - - - - - - - - - - - - - - - - -
DEPARTMENT02
           15     100.50  1,507.50T2
DEPARTMENT03
          2.6      20.50      53.30T1
DEPARTMENT04                  35.00T2
DEPARTMENT04                  30.00T2
- - - - - - - - - - - - - - - - - - - - - - - - - -
TAX1              19%          8.51
TAX2               7%        102.87
- - - - - - - - - - - - - - - - - - - - - - - - - -
TOTAL                     1,625.80
CASH                      1,625.80
```

7.3 Registering PLUs

Items (PLUs) are registered by means of PLU numbers.

Note: The cash register can be used to process EAN-8 and EAN-13 bar codes.

Note: If an attempt is made to register a PLU which has not been programmed, the following message appears in the cash register display: No Record !! Please Continue….

Note: If you have programmed two fixed prices for PLUs (refer to Chapter 6.5) which you also want to register, you must program the two keys Price 1 and Price 2 on the keyboard (refer to Chapters 0 and 6.33)! Subsequently, press the Price 1 or Price 2 key before registering the item in order to define which fixed price you want to register. Important: This assignment remains for the duration of a registration process until you press the Price 1 or Price 2 key to indicate a new assignment!

Note: The PLU identification in the display can be made larger or smaller by pressing the X key. Simply press the X key and the size of the font displaying the PLU identification switches from small to large and vice versa.

7.3.1 Registering a PLU once using fixed price 1

Important information

* A fixed price must have been programmed for price 1 (see Chapter 6.5).

* If two fixed prices have been programmed (see Chapter 6.5), the cash register always operates with fixed price 1.

* If you press the Price 2 key, the cash register operates using fixed price 2 for the duration of the registration until you press the Price 1 key to reactivate fixed price 1.

* After concluding a registration process, price 1 is automatically reactivated!

7.3.1.1 If PLUs were previously registered using fixed price 1

Example: PLU 3 should be registered with price 1.

1. Set the key to REG
2. Enter the PLU number.
3. Press the PLU key.
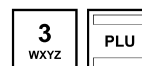
Input

7.3.1.2 If PLUs were previously registered using fixed price 2

Example: PLU 3 should be registered with price 1.
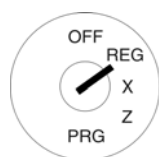
1. Set the key to REG
2. Press the Price 1 key.
3. Enter the PLU number.
4. Press the PLU key.

Input

7.3.2 Registering a PLU once using fixed price 2

Important information

- A fixed price must have been programmed for price 2 (see Chapter 6.5).

- If two fixed prices have been programmed (see Chapter 6.5), the cash register always operates with fixed price 1.

- If you press the Price 2 key, the cash register operates using fixed price 2 for the duration of the registration until you press the Price 1 key to reactivate fixed price 1.

- After concluding a registration process, price 1 is automatically reactivated!

7.3.2.1 If PLUs were previously registered using fixed price 2

Example: PLU 3 should be registered with price 2.
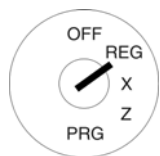
1. Set the key to REG
2. Enter the PLU number.
3. Press the PLU key.

Input

7.3.2.2 If PLUs were previously registered using fixed price 1

Example: PLU 3 should be registered with price 2.

1. Set the key to REG
2. Press the Price 2 key.
3. Enter the PLU number.
4. Press the PLU key.

Input

7.3.3 Registering a PLU once without a fixed price

Note: The New Price key must be programmed on the keyboard (refer to Chapter 6.33).

Example: PLU 3 should be registered at a price of € 19.99.

1. Set the key to REG
2. Enter the price.
3. Press the New Price key.
4. Enter the PLU number.
5. Press the PLU key.
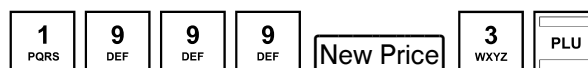
Input

7.3.4 Registering a PLU several times

Example: 15 pieces of an item with PLU number 3 should be registered.
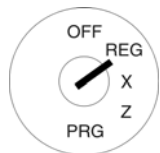
1. Set the key to REG
2. Enter the quantity.
3. Press the multiplication key X .
4. Enter the PLU number.
5. Press the PLU key.

Input
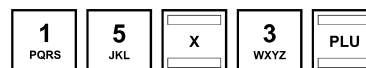
Note: The quantity of goods can be a value between 1 and 9999.

7.3.5   PLU registration, example receipt

Example: The following were sold:
1 item with PLU number 1 at fixed price 1,
2.6 items with PLU number 2 at fixed price 1 and
15 items with PLU number 1 at fixed price 2.

Set the key to REG

Input
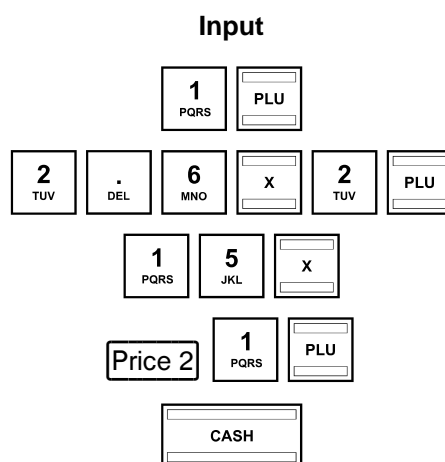
Receipt

1			10.00T1
2	2.6	100.00	260.00T2
1	15	9.10	136.50T1
TAX1		19%	23.39
TAX2		7%	17,01
TOTAL			**406.50**
CASH			406.50

7.3.6   Methods of entering PLUs

There are three different methods of entering PLUs for registration purposes.

7.3.6.1   Registering a PLU using the PLU number and the PLU key

This method was used in the previous chapters, 7.3.1 to 7.3.6.

Example: PLU 1 should be registered.

1.   Enter the PLU number using the numeric keys.

2.   Press the ⎴PLU⎵ key.
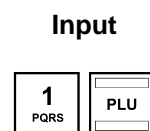
Input

7.3.6.2   Registering a PLU using the dedicated PLU key

Alternatively, simply press the relevant PLU key on the keyboard if it exists.

Example: PLU 1 should be registered.
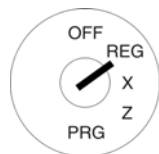
Press the relevant PLU key ⎴PLU 1⎵.

Input

7.3.6.3   Registering a PLU using the PLU group in the display

Another option to register a PLU is to select it from the display of a PLU group to which the PLU must have been assigned within the scope of programming the PLU.

Example: PLU 1 should be registered. PLU 1 is assigned to PLU group 3.

1. Press the key of the PLU group to which the relevant PLU is assigned, in this case: Group 3 .
    All the PLUs assigned are listed in the display.

2. Use the ▲ and ▼ keys to select the required PLU.

3. Press the #NS key, the PLU is registered once. If you want to register this PLU several times, enter the number of times required and then confirm your input by pressing the #NS key.

    You can then register other PLUs in the same PLU group.

    To exit from the PLU group, press the CASH key.

7.4   Combining registration methods

It is possible to register department and PLU sales on a receipt (see Chapter 7.3).

7.5 Concluding receipts / Method of payment

Payment can be made in various ways:

- Cash

- Cheque

- Card

- Credit

Note: The CASH and Card tender media keys are provided as standard keys on the keyboard when it leaves the factory (see Chapter 4). In the case of the CM 980-F cash register, the Credit 1 tender medium key is also provided as a standard key on the keyboard when it leaves the factory (see Chapter 4). The Cheque tender media key and numerous other tender media keys can be programmed individually on keyboard as necessary (see Chapter 6.33).

7.5.1 Paying with cash and displaying the change
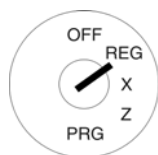
1. Set the key to REG.
2. Complete all the registrations.
3. Produce the subtotal by pressing the SUB-TOTAL key (option).
4. The amount due for payment appears in the display.
5. Enter the amount received from the customer (optional process).

   Note: The raised keyboard leaves the factory with the four tender media keys 5.00, 10.00, 20.00 and 50.00 already programmed to simplify entering amounts received. If you press one of these keys, you need not enter the amount received using the numeric keys.

   Note: If the customer pays exactly the right amount, you need not enter the sum paid. Continue with Step 6.

6. Press the CASH key.
   If the amount paid by the customer is higher than the actual amount due, the cash register automatically calculates the amount of change due after pressing the CASH key and shows it in the display.

7.5.2 Payment by EC card / check

1. Set the key to REG.
2. Complete all the registrations.
3. Produce the subtotal by pressing the SUB-TOTAL key (option).
4. The amount due for payment appears in the display.
5. Enter the amount paid by the customer with the EC card / cheque (optional).

   Note: If the customer pays exactly the right amount, you need not enter the sum paid. Continue with Step 6.

6. Press the Cheque key.
   If the amount paid by the customer is higher than the actual amount due, the cash register automatically calculates the amount of change due after pressing the CASH key and shows it in the display.

7.5.3 Paying by card

1. Set the key to REG.
2. Complete all the registrations.
3. Produce the subtotal by pressing the SUB-TOTAL key (option).
4. The amount due for payment appears in the display.
5. Enter the amount paid by the customer with the card (optional).

Note: If the customer pays exactly the right amount, you need not enter the sum paid. Continue with Step 6.

6. Press the CARD key.
   If the amount paid by the customer is higher than the actual amount due, the cash register automatically calculates the amount of change due after pressing the CASH key and shows it in the display.

7.5.4 Paying by credit approval

Note: The Credit 1 Credit 2, Credit 3 and/or Credit 4 keys must first be set-up on the keyboard (see Chapters 4 and 6.33).

Note: The Credit 1 key is already assigned on the keyboard of the CM 980-F.

1. Set the key to REG.
2. Complete all the registrations.
3. Produce the subtotal by pressing the SUB-TOTAL key (option).
4. The amount due for payment appears in the display.
5. Enter the amount received from the customer (optional process).

Note: If the customer pays exactly the right amount, you need not enter the sum paid. Continue with Step 6.

6. Press the Credit 1 and/or Credit 2 key.
   If the amount paid by the customer is higher than the actual amount due, the cash register automatically calculates the amount of change due after pressing the CASH key and shows it in the display.

7.5.5 Combining tender media

A bill can be paid by combining the various methods of payment.

1. Set the key to REG.
2. Complete all the registrations.
3. Produce the subtotal by pressing the SUB-TOTAL key (option).
4. The amount due for payment appears in the display.
5. Enter the amount that the customer wants to pay using tender medium 1 and press the corresponding tender media key. The remaining amount due appears in the display together with the amount paid using tender medium 1.
6. Enter the amount that the customer wants to pay using tender medium 2 and press the corresponding tender media key. The remaining amount due appears in the display and together with the amount paid using tender medium 1+ 2.
7. Enter the amount that the customer wants to pay in cash and press the corresponding tender media key.

Note: The payment made in cash should always be the last step.

7.6 Payment in a foreign currency

The cash register can operate using two foreign currencies.

The cash register automatically converts the price of the registration in the currency selected and back, if necessary.

Note: In the case of the CM 980 SF, the FC1 key must first be set-up on the keyboard (see Chapters 4 and 6.33).

7.6.1 Paying in a foreign currency with the exact amount

Example: A bill totalling € 37.04 for Department 1 is paid to the exact amount in USD (foreign currency 1).

	Input	**Receipt**
1. Set the key to REG.		
2. Produce the subtotal.		
3. Press the Dept01 key.		

Input

3 WXYZ	7 @	0 „#	4 GHI

Dept01

SUB TOTAL

1 PQRS	FC

FC

The amount due for payment is converted to the foreign currency and appears above the local currency in the display.
In the example: USD (50.00)

4. The customer pays the exact amount due in the foreign currency.

5. Press the FC key to conclude the registration process.

Receipt

DEPARTMENT01	37.04T1
Subtotal:	37.04

- -

TAX1	19%	5.91

- -
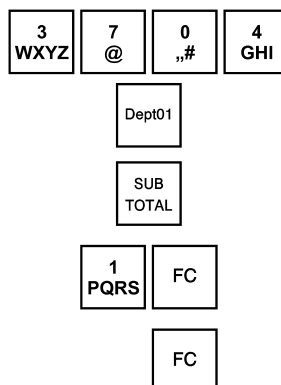
TOTAL		**37.04**
FC CASH	50.00	
USD		50.00
FC CASH	37.04	

7.6.2 Paying in a foreign currency with change

Example: A bill totalling € 37.04 for Department 1 is paid with 100 USD.

1. Set the key to REG.
2. Produce the subtotal.
3. Enter the foreign currency memory location.

4. Press the Dept01 key.

Input

3 WXYZ	7 @	0 „#	4 GHI

Dept01

SUB TOTAL

1 PQRS	FC

1 PQRS	0 „#	0 „#	00 SP

FC

The amount due for payment is converted to the foreign currency and appears above the local currency in the display.
In the example: USD (50.00)

5. Use the digit keys to enter the amount paid by the customer in the foreign currency.

6. Press the FC key to conclude the registration process.
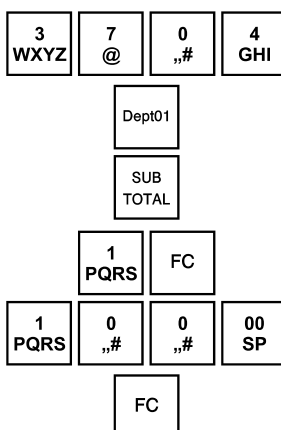
Receipt

DEPARTMENT01	37.04T1
Subtotal:	37.04

TAX1	19%	5.91

TOTAL		**37.04**
FC CASH		50.00
USD		100.00
FC CASH		74.07
Change		37.03
FC CASH		49.99

7.6.2.1   Explanation of the receipt

FC CASH 50.00	= The amount due converted to the foreign currency.
USD 100.00	= The amount paid in the foreign currency.
FC CASH 74.07	= The amount paid in the basic (native) currency.
Change 37.03	= The amount of change due in the foreign currency.
FC CASH 49.99	= The amount of change due in the basic (native) currency.

Note: Please note that rounding differences can occur during the conversions.

Note: In the financial report, the change in the local currency is deducted from the CASH amount in "TOTAL DRAWER". The total of the foreign currency is printed in an extra line.

7.7   Transferring tender media

If a bill was concluded by pressing the ⃞CASH key instead of the ⃞CARD key, the payment can be transferred to another medium.

1.   Enter the amount due using the numeric keys.

2.   Press the ⃞CASH key.

3.   Press the ⃞CARD tender media key.

4.   Conclude the tender transfer process by pressing the ⃞SUB-TOTAL key.

The amount is removed from the CASH and transferred to the CARD counter. The process is printed out for control purposes.

Note: It is only possible to transfer from CASH to another medium.

7.8 Registering surcharges and discounts

Surcharges and discounts can be programmed in the following ways:

- as amounts,

- as percentages,

- on individual items,

- on a subtotal.

Note: The number of surcharges and discounts as well as the corresponding total sums appear in the financial report.
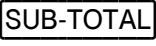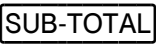
7.8.1 Registering amount-related surcharges and discounts

A fixed, pre-programmed value can be entered for amount-based and percentage surcharges and discounts (refer to Chapters 6.11 to 6.14). If fixed values are programmed, no other values need be entered when registering surcharges and discounts. If a value is entered, however, it overwrites the pre-programmed value.

Note: The ⎡-⎤ and ⎡+⎤ keys for registering amount-related surcharges and discounts must first be set-up on the keyboard (refer to Chapters 4 and 6.33).

Example: An amount-related discount of € 2 is assigned to an item with PLU number 1. The subtotal is then produced to which an amount-related surcharge of € 0.50 is added.

		Input	Receipt
1.	Set the key to REG		
2.	Register the goods to which an amount-related discount is to be granted.	**1** PQRS PLU	
3.	Enter the amount-related discount.	**2** TUV **00** SP	
4.	Press the ⎡-⎤ key.	**-**	1 10.00T1
5.	Press the SUB-TOTAL key.	SUB-TOTAL	DISCOUNT - -2.00 Subtotal 8.00
6.	Enter the amount-related surcharge.	**5** JKL **0** „#	SURCHARGE 0.50 Subtotal 8,50
7.	Press the ⎡+⎤ key.	**+**	TAX1 19% 0,65
8.	Press the SUB-TOTAL key.	SUB-TOTAL	**TOTAL** **8,50**
9.	Press the CASH key	CASH	CASH 8,50

7.8.2 Registering amount-related discount

The Amount discount key can be used to enter freely defined discount sum for an individual PLU or a subtotal.

Example: A meal is offered as a special dish as a smaller portion. A discount of € 2.00 should be granted.

1. Set the key to REG
2. Register the goods to which an amount-related discount is to be granted.

Input

3. Enter the amount of discount.

| 2 TUV | 00 SP |
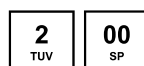
4. Press the Amount discount key.

| Amount discount |

7.8.3 Registering percentage surcharges and discounts

Example: A percentage discount of 10% is assigned to an item with PLU number 1. The subtotal is then produced to which a percentage surcharge of 25% is added.

1. Set the key to REG
2. Register the goods to which a percentage discount is to be granted.
3. Enter the percentage discount.
4. Press the RA -% key.
5. Press the SUB-TOTAL key.
6. Enter the percentage surcharge.
7. Press the + key.
8. Press the SUB-TOTAL key.
9. Press the CASH key

Input

| 1 PQRS | PLU |

| 1 PQRS | 0 „# | RA -% |

| SUB-TOTAL |

| 2 TUV | 5 JKL | PO +% |

| SUB-TOTAL |

| CASH |
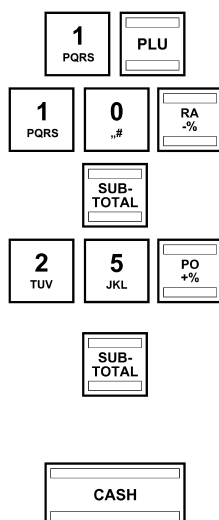
Receipt

1		10.00T1
DISCOUNT%	10.0%	-1.00
Subtotal:		9.00
ADD ON%	25.00%	2.25
Subtotal:		11.25
- - - - - - - - - - -	- - - - - - -	- - - - -
TAX1	19%	1.80
- - - - - - - - - - -	- - - - - - -	- - - - -
TOTAL		**11.25**
CASH		11.25

7.9 Deleting input errors (corrections)

If you have made an incorrect entry but still not pressed the SHIFT or PLU key, you can delete the incorrect entry by pressing the CLR key.
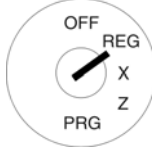
7.10   Error correction and void

Note: The number of corrections and voids are recorded in the financial report.

7.10.1   EC

If an item is registered incorrectly and nothing else has been registered in the meantime, this incorrect registration can be cleared by means of an immediate error correction.

Example: While registering several items, the item with PLU number 1 was incorrectly registered. Nothing else has been registered since then. An error correction (cancellation) should be completed.

	Input	Display	Receipt
	1. Set the key to REG.		
	2. Register the PLUs.		
	3. [1 PQRS] [PLU]		1 10.00T1
		Please Continue...	Cancels
	4. Press the [EC] key directly after registering the item to be cancelled.	1 -10,00	1 -10.00 -10.00

7.10.2   Void

If an item has been registered by mistake but the receipt has not yet been concluded by pressing a tender media key, the incorrect registration can be cancelled by means of a void. The void process is used when other items were registered after the item to be cancelled. In order to cancel several items, enter the number of them and press the [VOID] key.

Example: Three items have been registered: PLU 1 to 3 at fixed price 1. Item 2 (PLU 2) must be cancelled.
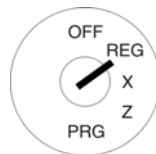
	Input	Display	Receipt
	1. Set the key to REG.		- - - - - - - - - - - - - - - - -
	2. Register the PLUs.		1 10.00T1
		3. 3 03	2 100.00T2
		1 50	3 50.00T2
	3. Use the [▲] and [▼] keys to move to the item to be cancelled.	2. 2 02	Cancels
		1 100	2 -100.00 -100.00
			- - - - - - - - - - - - - - - - -
	4. Press the [VOID] key to clear the item selected.	2. 2 02	TAX1 19% 1.60
		1 100	TAX2 7% 3.27
			- - - - - - - - - - - - - - - - -
		Please Continue...	**TOTAL** **60.00**
	5. Press the [CASH] key to return to the registration.	2 -100	CASH 640.00

Continue with the registration or conclude the receipt.

7.10.3 Complete cancellation

If a receipt has not yet been concluded by pressing a tender media key and all the registrations made for it should be cancelled, execute a complete cancellation.

Example: Three items have been registered: PLU 1 to 3 at fixed price 1. The receipt has not yet been concluded. A complete cancellation should be executed.

	Input	Display	Receipt
	1. Set the key to REG.		
	2. Register the PLUs.		1 10.00T1
	3. Press the VOID key.	3. 3 03 1 50.00	2 100.00T2 3 50.00T2
	4. Press the CLR key.	17-06-2012 14:00:00 **0.00**	DELETE DELETE DELETE

Note: The number and total sum of the corrections are recorded in the financial report.

7.11 Refunds

Refunds (retours) must be registered when a customer returns an item after it has been sold and the receipt concluded.

Example: € 10 must be refunded from Department 1.

	Input		Receipt
	1. Set the key to REG.		DEPARTMENT01 Refund -10.00T1
	2. Press the Retour key.	RETOUR	
	3. Register the returned item in the normal way.	1 PQRS 0 „# 00 SP DP 1	TAX1 19% -1.60
	4. Press the CASH key.	CASH	**TOTAL** **-10.00** CASH -10.00

Note: The number and total sum of the refunds are recorded in the financial report.

7.12   Received on account operations

Payments into the cash register, e.g. credit repayments, are registered as follows:

Example: € 500 are received on account.

		Input	**Receipt**

1.   Set the key to REG.

2.   Enter the amount paid in.

3.   Press the RA -% key.

Input: `5 JKL` `0 „#` `0 „#` `00 SP`

`RA -%`

Receipt: RA: 500.00

Note: The number and total sum resulting from received on account operations are recorded in the financial report.

7.13   Paid out operations

Example: € 60.00 are paid out.

1.   Set the key to REG.

2.   Enter the amount paid out.

3.   Press the PO +% key.

Input: `6 MNO` `0 „#` `00 SP`

`PO +%`

Receipt: PO: 60.00

Note: The number and total sum resulting from the paid out transactions are recorded in the financial report.

7.14   Printing numbers

A freely selectable, 8-digit number can be printed on the receipt, e.g. a customer or voucher number.

Example: The customer number 87654321 should be printed on a receipt.

Input   **Receipt**

1. Set the key to REG.

2. Enter the number,
   maximally 8 digits.

| 8 ABC | 7 @ | 6 MNO | 5 JKL |
| 4 GHI | 3 WXYZ | 2 TUV | 1 PQRS |

#/NS

3. Press the #/NS key.

Continue registering the
items.

                                                                                    87654321#
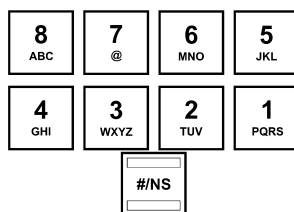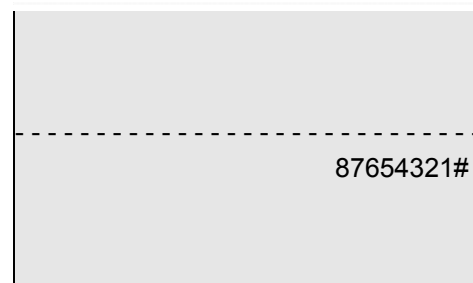
7.15   Opening the cash drawer without a sale

The cash drawer can be opened without making a sale in order to deposit or remove cash, for example.

Note: The number and total sum of no sale drawer opening operations are recorded in the financial report.
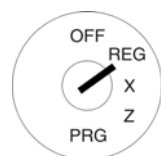
Input

1. Set the key to REG.

2. Press the #/NS or
   # NS key.

#/NS

7.16   Printing a receipt on/off
The printing of a receipt can be switched on or off.
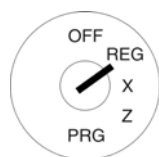
		Input		**Display**

1.   Set the key to REG.

2.   Press the
     Receipt ON/OFF key.

Input
Receipt ON/OFF

Display
17-06-2012   16:30:00
B
0.00

Note: If receipt printing is switched off, a "B" appears in the display.

Note: If the key is pressed twice in quick succession, the initial status is restored.

7.17   Printing the last receipt (invoice copy, delayed printout)
You can print the receipt last registration process calculated once again. This receipt has the heading **INVOICE COPY**.

If no receipt was printed for the last registration process because the receipt printing feature was switched off by means of the Receipt ON/OFF key, you can print this receipt later (**delayed receipt**).

7.17.1   Printing an invoice copy

Note: If you need a copy of the invoice for a registration recorded some time ago, it may be possible to print one from the electronic journal as long as the data is still stored there (ring journal) (see Chapter 10).

Note: Alternatively, you can also print an invoice copy using the print report functions as long as the data has not been deleted in the meantime.

7.17.1.1   Printing an invoice copy directly
An invoice copy is a copy of receipt just printed.

You want to print a copy of the last receipt printed:

Input

1.   Set the key to REG.

2.   Press the SUB-TOTAL key.

Input
SUB-TOTAL

Note: The receipt is printed with the heading "**INVOICE COPY**".

7.17.1.2   Printing an invoice copy via report printing

Example: Receipt no. 22 must be printed using the print report function.
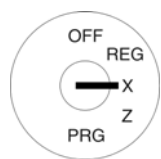
		Input	**Display**
	1. Set the key switch to X.		
	2. Select report type no. 98:		= X Report - 1=
	• Use the ▲ and ▼ keys to scroll to no. 98 in the menu.	**9** DEF **8** ABC	
	• Or: enter the report number 98 using the numeric keys.		98.INVOICE COPY
	3. Press the CASH key to confirm the input.		
	4. Enter the receipt number of the report for which a duplicate receipt should be produced.	CASH	
	5. Press the CASH key to start printing.	**2** TUV **2** TUV	
		CASH	
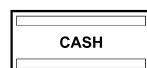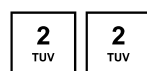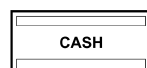
7.17.2   Printing a delayed receipt

A delayed receipt printout relates to a receipt which was not printed immediately because receipt printing was switched off via the RECEIPT ON/OFF key.

You want to print the receipt for the last registration process:
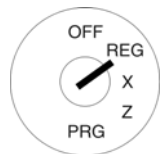
	Input
1. Set the key to REG	
2. Press the SUB-TOTAL key.	SUB-TOTAL

Note: The standard receipt is printed out.

8 Restaurant Functions (Table System)

If the restaurant version of the cash register is operated (see Chapter 6.35), special restaurant functions are available, such as the table function, for example.

The table system serves to record individual registrations for each table. A table can be opened and closed at any time. In the period between, departments and PLUs can be registered to a table and corrected, if necessary. The final receipt is printed out after the table has been paid.

Note: All the procedures described in the previous chapters are identical when operating the table system. The only difference is that the first step is always to open the table and the final transaction to close the table.

8.1 Opening a table

Note: A maximum of 150 tables can be opened.

		Input	**Display**
	1. Set the key to REG.		
	2. Enter the table number.		
	3. Press the Open Table key.	1 PQRS / Open Table	TABLE 1
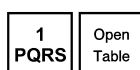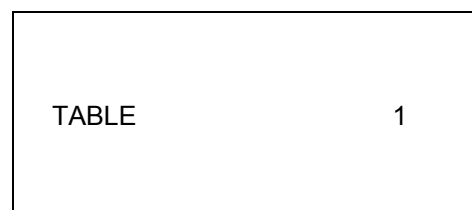
Register items in the normal way (refer to Chapter 7).

8.2 Closing a table

		Input	**Display**
	1. Set the key to REG		17-06-2012 19:30:00
	2. Press the Open Table key.	1 PQRS / Open Table	0.00
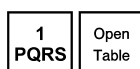
8.3 Registering items for a table

		Receipt
	1. Set the key to REG	
	2. Open the table (see Chapter 8.1).	
	3. Register the items (see Chapter 7).	
	4. Close the table again (see Chapter 8.2).	

```
TABLE 1
No.1
        1x  1           10.00
- - - - - - - - - - - - - - - - - - - - -

TABLE 1
No.2
        1x  2          100.00
- - - - - - - - - - - - - - - - - - - - -
```

Note: By pressing the Open Table key, all the open tables can be shown in the display. If the clerk system is used, only the open tables related to the clerk registered are displayed.

8.4 Entering cooking messages

Cooking messages relate to additional information for the kitchen, e.g. how a steak should be prepared: rare, medium, well-done etc. or whether a meal should be served with or without a side salad.

Cooking messages only appear on the order messages, not on the bills.

A maximum of 50 cooking messages can be available which must have been programmed accordingly beforehand (see Chapter 6.29). Up to 30 cooking messages can be assigned to separate keys on the keyboard (see Chapters 4.3.2 and 6.33). A maximum of 4 cooking messages can be printed for each item.

8.4.1 Registering preprogrammed cooking messages

Example: Cooking message no. 22 must be registered for an item on the order message.

1. Set the key to REG.   **Input**

2. Register the PLUs.

3. Enter the number of the cooking message. | 2 TUV | 2 TUV |

4. Press the Cooking Code key. | Cooking Code |

Note: Instead of completing Steps 3 and 4, you can also print the relevant cooking message key when it has been programmed on the keyboard beforehand (see Chapters 4.3.2 and 6.33).

8.4.2 Registering free cooking messages

Example: The cooking message "spicy" must be printed in respect of a PLU on the order message.

1. Set the key to REG.   **Input**

2. Register the PLUs.

3. Pressing the Cooking Code key. | Cooking Code |

4. Enter the required cooking message (max. 10 characters).   8x | 1 PQRS | 5x | 1 PQRS | 6x | 4 GHI |

   6x | 8 ABC | 7x | 3 WXYZ |

5. Confirm the input again by pressing the CASH key. | CASH Enter |

6. Conclude programming text input by pressing the SUB-TOTAL key. | SUB TOTAL |

Note: Instead of completing Steps 3 and 4, you can also press the relevant cooking message key if it has been programmed on the keyboard beforehand (see Chapters 4.3.2 and 6.33).

8.5 Order type system

The order type system organises the printout of orders on the cash register. Order type names ensure that PLUs with the same order number are printed on the same receipt. These order messages are then printed in succession. The order type system is activated when the PLU was assigned an order type name during PLU programming (also see Chapter 6.6.1.10).

8.6 Printing a table view (review)

A table view can be printed out on the ECR printer at any time. It does not relate to a bill but to a kind of "table review" indicating what items have been recorded for the table until now. For this reason, the view does not have the attributes of a bill.

Example: PLU number 10 is registered for table 1 at € 100.00. A table view should be printed.

		Input	**Receipt**
1.	Set the key to REG.		**TABLE** 1
2.	Enter the table number.		10 100.00T1
3.	Press the Open Table key.	1 PQRS / Open Table	.
4.	Press the Bill Print key.	Bill Print	Subtotal 100.00

8.7 Error corrections/Voids within the table system

Proceed as described in Chapter 7.10.2 to correct/cancel PLU registrations within the scope of the table system.

Example: Three items were registered within the scope of the table system: PLUs 1 to 3 at fixed price 1. PLU 2 should be cancelled (void).

		Input	**Display**	**Receipt**
1.	Set the key to REG.			
2.	Enter the table number.		T1 6.00	
			PLU 1 2.00	
3.	Press the Open Table key.		PLU 2 2.00	
			PLU 3 2.00	
4.	Use the ▲ and ▼ keys to move to the item to be cancelled.		PLU 2 2.00	
5.	Press the Correct key to clear the item selected.			

Note: If you only want to cancel a partial amount, enter it at this point and then press the VOID key. The partial amount is deducted. The remaining amount appears in the display.

6. Press the Open Table key to exit from the table system.

The cash register prints a slip for the correction.

TABLE 1
-1x Plu 1   -4.00

8.8　Transferring a table

It is possible to transfer the entire table bill from one table to another. This means that two or more tables can be combined.

Example:　Table 1 should be transferred to Table 6.

		Input	Display
	1. Set the key to REG.		
	2. Press the [Transfer Table] key.	Transfer Table	Transfer Track 0
	3. Enter the number of the table from which the items should be transferred.	1 PQRS / CASH Enter	1
	4. Press the [CASH] key.		
	5. Enter the number of the table to which the items should be transferred.	6 MNO / CASH Enter	1
	6. Press the [CASH] key.		

Receipt

```
TABLE 1
Pluxxx            10.00T1
Pluxxx           100.00T1
- - - - - - - - - - - - - - -
TABLE 6
Transfer
```

The cash register prints a slip for the transfer.

Note:　Following transfer, the old table is automatically cleared, i.e. the balance is equal to zero.

8.9　Preparing the bill for a table

8.9.1　Preparing the bill without an additional business receipt

Example:　The bill should be prepared for table 1 without an additional business receipt.

	Input	Receipt
1. Set the key to REG.		
2. Enter the table number.	1 PQRS / Open Table	TABLE 1
3. Press the [Open Table] key.		10 100.00T1
4. Press the [CASH] key.	CASH Enter	TAX1 19% 1,60

```
TABLE 1
 10                  100.00T1
- - - - - - - - - - - - - - - - - -
TAX1         19%           1,60
- - - - - - - - - - - - - - - - - -
TOTAL                     10,00
CASH                      10,00
- - - - - - - - - - - - - - - - - -
```

8.9.2 Preparing the bill with an additional business receipt

An additional business receipt can be completed by hand up to a bill total of € 100. An additional business receipt must be completed by machine from a bill total of € 100.

8.9.2.1 Printing an additional business receipt for manual completion

Example: Table 1 has a bill total less than € 100 and should be printed with an additional business receipt.

		Input	**Receipt**

1. Set the key to REG.

2. Enter the table number.

3. Press the Open Table button.

4. Press the A.B.R key.

5. Press the CASH key.

Input:

1 PQRS	Open Table

A.B.R

CASH Enter
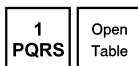
Receipt:

```
TABLE 1
 10                        10.00T1
- - - - - - - - - - - - - - - - - -
TAX1            19%          1,60
- - - - - - - - - - - - - - - - - -
TOTAL                      10,00
CASH                       10,00
- - - - - - - - - - - - - - - - - -


BUSINESS MEETING
RECEIPT:
MEETING MEMBER:
- - - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - - -
MEETING AGENDA:
- - - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - - -
IN Restaurant:
- - - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - - -
DATE
- - - - - - - - - - - - - - - - - -
SIGNATURE:
- - - - - - - - - - - - - - - - - -
```

8.9.2.2   Additional business receipt completed by machine

Note: If you want to have additional business receipts printed automatically by the machine, you must programme the FreeABR key on the keyboard (see Chapter 6.33).

Example: Table 16 has a bill total in excess of € 100 and should be printed with an additional business receipt.

	Input	Receipt

1. Set the key to REG.
2. Enter the table number.
3. Press the Open Table key.
4. Press the FreeABR key.
5. Enter the required text (see Chapter 6.2).
6. Press the CASH key.

Input

| 1 PQRS | 6 MNO | Open Table |

FreeABR

| CASH Enter |

Receipt

```
TABLE 16
14                      200.00T1
- - - - - - - - - - - - - - - - - - - - - - -
TAX1            19%        31.93
- - - - - - - - - - - - - - - - - - - - - - -
TOTAL                    200.00
CASH                     200.00
- - - - - - - - - - - - - - - - - - - - - - -

BUSINESS MEETING
RECEIPT

MEETING MEMBER:
- - - - - - - - - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - - - - - - - - -

MEETING AGENDA:
- - - - - - - - - - - - - - - - - - - - - - - -
 - - - - - - - - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - - - - - - - - -
IN Restaurant:
- - - - - - - - - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - - - - - - - - -
DATE:
- - - - - - - - - - - - - - - - - - - - - - - -
SIGNATURE:
- - - - - - - - - - - - - - - - - - - - - - - -
```

8.10 Split payments for a table

The bill for a table need not be drawn up in full, it is possible to prepare a bill for a part of it (split payment).

Example: PLU number 1 and PLU number 3 are registered to Table 1. Only a bill for PLU number 1 should be prepared (cash payment).

		Input		**Display**

1. Set the key to REG.

2. Enter the table number.

3. Press the |Open Table| key.

Input: **1 PQRS** | **Open Table**

Display:
T1	4.00
Plu 1	2.00
Plu 3	1.50

4. Press the |Table Separate| key.

Input: **Table Separate**

Display:
T1	4.00
Plu 1	2.00
Plu 3	1.50
-----------------SPLIT------------------	

The display is split. The items registered for the table are listed in the top half. The separated items are listed in the bottom half.

5. Use the |▲| and |▼| keys to move to the item to be billed separately.

Input: **▲** **▼**

Display:
T1	4.00
Plu 1	2.00
Plu 3	1.50
-----------------SPLIT------------------	

6. Press the |Table Separate| key.

Input: **Table Separate**

The item selected is ticked and positioned in the bottom half of the display under SPLIT.

Display:
T1	4.00
Plu 1	2.00
Plu 3	1.50
-----------------SPLIT------------------	
Plu 1	2.00

7. Separate all similar items in the same way

8. Press the relevant tender media key to conclude the receipt or bill for the selected items.

Input: **CASH Enter**

CASH Enter

RECEIPT / Bill

The cash register prints a receipt.

	Bill
TABLE 1	
CLERK:	
Plu 1	2.00T1
- -	
TOTAL	**2.00**
CASH	2.00

8.10.1   Transferring items to another table (splitting)

A guest moves to a different table.

Example: PLU number 1 and PLU number 3 are registered to Table 1. PLU number 1 must be transferred to Table 2.

	Input	**Display**

1. Set the key to REG.

2. Enter the table number.

3. Press the ⌐Open Table¬ key.

| Input: | **1 PQRS** **Open Table** |

Display:

T1	4.00
Plu 1	2.00
Plu 3	1.50

4. Press the ⌐Table Separate¬ key.

Input: **Table Separate**

T1	4.00
Plu 1	2.00
Plu 3	1.50
-----------------SPLIT------------------	
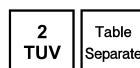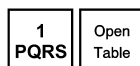
The display is split: The items which have been registered for the table are listed in the top half of the display. The items which have been separated are listed in the bottom half of the display.

5. Use the ▲ and ▼ keys to move to the item to be billed separately.

Input: ▲ ▼

T1	4.00
Plu 1	2.00
Plu 3	1.50
-----------------SPLIT------------------	

6. Press the ⌐Table Separate¬ key.

Input: **Table Separate**

T1	4.00
Plu 1	2.00
Plu 3	1.50
-----------------SPLIT------------------	
Plu 1	2,00

The item selected is ticked and positioned in the bottom half of the display under SPLIT.

7. Separate similar items in the same way.

8. Press the corresponding table number to transfer the items selected to the new table.

Input: **2 TUV** **Table Separate**

Receipt

The cash register prints a receipt.

TABLE 1	
Plu 1	2.00T1
- -	
TABLE 2	
Transfer	

8.11   Add table

If a guest wants to pay the bill for several tables, several tables can be added together for this purpose.

Example: Tables 3 and 4 should be added together.

Input

1.   Set the key to REG.

2.   Enter the table number of the first table.

| 3 WXYZ | Open Table |

3.   Press the Open Table key.

4.   Enter the table number of the second table which is to be added.

| 4 GHI |

5.   Press the Add Table key.

Press the CASH key to calculate the joint bill for both tables.

| Add Table |
| CASH Enter |

8.12   Take-away sales

Example: 3 items with PLU number 1 are sold as take-away meals. The customer pays in cash.
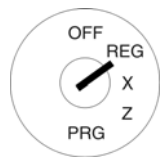
Input   **Display**   **Receipt**

1.   Set the key to REG.

2.   Complete the PLU registration in the normal way.

3.   Press the Change Tax key.   2

4.   Conclude the receipt by pressing the relevant tender medium key.

1		3	10.00	30.00T1
TAX2			7%	1.96
TOTAL				**30.00**
CASH				30.00

9 Training Mode

Activate Training mode to practice using the cash register.

It is important to activate Training mode when practising to ensure the actual sales figures are not falsified. When Training mode is active, all the operating functions can be accessed, the difference to Registration mode being that the entries and transactions are not recorded in the cash register reports.

Important: Please observe the information provided at the beginning of Chapter 11 regarding your obligations in respect of providing proof and preserving records for the revenue authorities!

Note: To switch Training mode on and off, the [Training] key is required. This must first be set-up on the keyboard (see Chapter 6.33).

9.1 Activating Training mode

1. Set the key to REG.

2. Press the [Training] key.

3. Enter the current pass code (default setting: 000000).

4. Press the [CASH] key.

Display

PASS CODE
******
17-06-2012   10:00:00
T 0.00

Note: If Training mode is switched on, a "T" appears in the display.

Note: Within the scope of programming the clerk system (see Chapter 6.9), the clerk rights feature can be used to define which clerks may use Training mode. In order for the clerk rights to take effect, the clerk system must be activated (see Chapter 6.9.3).

Note: If the clerk system is deactivated by means of system option 3, a pass code must be entered to switch Training mode on.

Note: You can reprogramme the 6-digit training pass code (see Chapter 6.15).

9.2 Deactivating Training mode
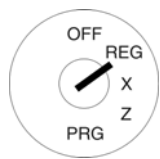
1. Set the key to REG.

2. Press the [Training] key.

3. Enter the current pass code (default setting: 000000).

4. Press the [CASH] key.

Display

PASS CODE	
	******
17-06-2012	10:00:00
	0.00

10   Electronic Journal (EJ)

The electronic journal records every entry made on the cash register in the way the input is recorded on the receipt.

- The electronic journal is active when the cash register leaves the factory. It can be deactivated using system option 8 (status code 2) (see Chapter 6.17).
- Approx. 60,000 (receipt) lines can be stored. When the maximum memory capacity is full, the oldest entries in the electronic journal are automatically overwritten (ring journal).

10.1   Printing the electronic journal (EJ)

The electronic journal can be printed out in X and Z modes:

- X-mode: Without memory deletion
- Z-mode: With memory deletion

Note: Printout of the electronic journal can be interrupted and stopped by pressing the ⬚CLR⬚ key.

10.1.1   Printing the EJ with all details

1. Set the key switch to position X or Z.

2. Select **EJ.DETAIL REP.** or the number **96**:

   - Use the numeric keys to enter ⑨ and ⑥.

   - Or: Use the ▲ and ▼ keys to scroll to the required point in the menu.

3. Press the CASH key to confirm the input. The electronic journal appears in the display. Use the ▲ and ▼ keys to scroll through the electronic journal.

4. Press the CASH key again to initiate printout of the electronic journal.

Input

| 9 DEF | 6 MNO | CASH |

CASH

▲ ▼

CASH

Display

= X Report   -0 1=
01.FINANCIAL REP.
02.FINA. REP. MON.
03.DEPT. REP.
04.DEPT. REP. MON.
05.PLU REP.
06.PLU REP. MON.
08.CLERK REP.
09.CLERK REP. MON.
10.CLERK-PLU-REP.DAY
11.CLERK-PLU-REP.MON
12.HOURLY REPORT
14.OpenTable Rep Only X
15.DEP GROUP REP.DAY
16.DEP GROUP REP.MON
17.PLU-GROUP DAY
18.PLU-GROUP MONTH
35.PLU-STOCK-REP.(X))
40.LINK-PLU REP.Day
41.LINK-PLU REP.MON
86.TRAINING REP.
87.TRAIN. REP. MON.
93.OFFER-REPORT
94.INVOICE-REP.ABR
96.EJ.DETAIL REP.
97.EJ.SUM REP.
98.INVOICE COPY

10.1.2   Printing the EJ with totals only

		Input	**Display**

1. Set the key switch to position X or Z.
2. Select **EJ.SUM REP.** or the number **97**:
   - Use the numeric keys to enter ⑨ and ⑦.
   - Or: Use the ▲ and ▼ keys to scroll to the required point in the menu.
3. Press the CASH key to confirm the input. The electronic journal appears in the display. Use the ▲ and ▼ keys to scroll through the electronic journal.
4. Press the CASH key again to initiate printout of the electronic journal.

Input:

⑨ DEF ⑦ @ CASH

CASH

▲ ▼

CASH

Display:

= X Report	-0 1=
01.FINANCIAL REP.	
02.FINA. REP. MON.	
03.DEPT. REP.	
04.DEPT. REP. MON.	
05.PLU REP.	
06.PLU REP. MON.	
08.CLERK REP.	
09.CLERK REP. MON.	
10.CLERK-PLU-REP.DAY	
11.CLERK-PLU-REP.MON	
12.HOURLY REPORT	
14.OpenTable Rep Only X	
15.DEP GROUP REP.DAY	
16.DEP GROUP REP.MON	
17.PLU-GROUP DAY	
18.PLU-GROUP MONTH	
35.PLU-STOCK-REP.(X))	
40.LINK-PLU REP.Day	
41.LINK-PLU REP.MON	
86.TRAINING REP.	
87.TRAIN. REP. MON.	
93.OFFER-REPORT	
94.INVOICE-REP.ABR	
96.EJ.DETAIL REP.	
97.EJ.SUM REP.	
98.INVOICE COPY	

10.2 Deleting the electronic journal

10.2.1 Printing and deleting the EJ

Delete the electronic journal by printing the electronic journal in Z-mode (refer to Chapter 10.1).

10.2.2 Deleting the EJ without printing

		Input	Display
1.	Set the key to PRG.		

2. Select **programming number 80** (see Chapter 6.1.2).

3. Press the CASH key to confirm the input.

MEMORY CLEAR	1
ALL REPORT RESET	
E-JOURNAL AREA	
PROGRAM AREA	
CASHIERS AREA	
DEPARTMENT AREA	
PLU AREA	
TABLE AREA	
ALL AREA	

4. The memory areas which can be deleted appear in the display.

   Use the ▲ and ▼ keys to select **E-JOURNAL AREA**

5. Press the CASH key to confirm the input.

   Press <Enter> Delete

   Or press <ESC> exit

6. Confirm the confirmation prompt by pressing the CASH key.

   DELETE !!

   Please Wait…

7. Conclude programming by pressing the SUB-TOTAL key.
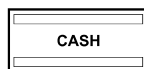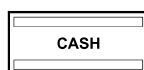
11   Cash Register Reports

You are obliged to keep the daily Z reports for submission to the revenue authorities. Otherwise, estimations of sales figures may be used within the scope of tax audits.

Note: Keep all documents which record how your cash register is programmed for tax audits.

Note which documents are required by the financial authorities.

11.1   Types of report

Reports can be printed in X or Z mode.

X-mode / X-reports

The key switch is set to position X. Reports are printed but the memories are not deleted.

Z-mode / Z-reports

The key switch is set to position Z. Reports are printed and, at the same time, the memories are deleted and cannot be restored.

Daily reports

These are reports which are printed at the end of the day.

Note: A daily Z-report must be printed every day in order to accumulate the totals in the memory for a monthly report.

Monthly reports

These are reports which are printed at the end of the month.

11.2 Overview of reports

Most reports can be printed as X or Z-reports.

Number	Report (view according to display)	Explanation
01	01.FINANCIAL REP.	Daily X or Z financial report
02	02.FINA. REP. MON.	Monthly X or Z financial report
03	03.DEPT. REP.	Daily X or Z department report, from Dept no. to Dept no.
04	04.DEPT. REP. MON.	Monthly X or Z department report, from Dept no. to Dept no.
05	05.PLU REP.	Daily X or Z PLU report, from PLU no. to PLU no.
06	06.PLU REP. MON.	Monthly X or Z PLU report, from PLU no. to PLU no.
08	08.CLERK REP.	Daily X or Z clerk report, from Clerk no. to Clerk no.
09	09.CLERK REP. MON.	Monthly X or Z clerk report, from Clerk no. to Clerk no.
10	10.CLERK-PLU-REP.DAY	Daily X or Z PLU clerk report
11	11.CLERK-PLU-REP.MON	Monthly X or Z PLU clerk report
12	12.HOURLY REPORT	X hourly report
14	14.OpenTable Rep Only X	X report regarding open tables
15	15.DEP GROUP REP.DAY	Daily X or Z dept. group report
16	16.DEP GROUP REP.MON	Monthly X or Z dept. group report
17	17.PLU-GROUP DAY	Daily X or Z report for a PLU group number
18	18.PLU-GROUP MONTH	Monthly X or Z report for a PLU group number
35	35.PLU-STOCK-REP.(X))	3 printout versions with key switch in position X (without memory deletion): stock counter for all PLU groups, stock counter for just one PLU number or stock counter from PLU no. to PLU no.
40	40.LINK-PLU REP.Day	Daily X or Z LINK PLU report
41	41.LINK-PLU REP.MON	Monthly X or Z LINK PLU report
86	86.TRAINING REP.	Daily X or Z training report with PLU no.
87	87.TRAIN. REP. MON.	Monthly X or Z training report with PLU no.
93	93.OFFER-REPORT	X or Z report for all free PLUs from PLU no. to PLU no.
94	94.INVOICE-REP.ABR	X or Z report on additional business receipts printed
96	96.EJ.DETAIL REP.	Electronic journal, print details (X/Z). There are 4 printout versions: EJ from one clerk, EJ from one table, EJ from date to date, EJ print (last registration first).
97	97.EJ.SUM REP.	Electronic journal, only print totals (X/Z). There are 3 printout versions: EJ from one clerk, EJ from one table, EJ from date to date.
98	98.INVOICE COPY	Print duplicate receipt according to receipt number

11.3 Report contents

The system options enable you to define numerous settings to adapt the content of the receipts and reports to your specific needs (see Chapter 6.17).

11.4 Printing reports

Input

Display

1. Set the key switch to position X or Z.

| = X Report | - 1= |

2. Select the report you want to print:

   • Use the ▲ and ▼ keys to scroll to the required point in the menu.

   • Or, enter the programme number using the digit keys.

3. Press the CASH key to confirm the input.

4. The report first appears, together with the totals, in the display.

5. Use the ▲ and ▼ keys to view all the report totals in the display.

6. Press the CASH key to start printing.
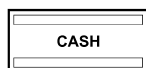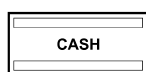
= Z Report	- 1=
01.FINANCIAL REP.	
02.FINA. REP. MON.	
03.DEPT. REP.	
04.DEPT. REP. MON.	
05.PLU REP.	
06.PLU REP. MON.	
08.CLERK REP.	
09.CLERK REP. MON.	
10.CLERK-PLU-REP.DAY	
11.CLERK-PLU-REP.MON	
12.HOURLY REPORT	
14.OpenTable Rep Only X	
15.DEP GROUP REP.DAY	
16.DEP GROUP REP.MON	
17.PLU-GROUP DAY	
18.PLU-GROUP MONTH	
35.PLU-STOCK-REP.(X))	
40.LINK-PLU REP.Day	
41.LINK-PLU REP.MON	
86.TRAINING REP.	
87.TRAIN. REP. MON.	
93.OFFER-REPORT	
94.INVOICE-REP.ABR	
96.EJ.DETAIL REP.	
97.EJ.SUM REP.	
98.INVOICE	

* Does not appear with key switch at position Z

11.5 Example of a day's Z-report

	Input	Receipt

1. Turn the key switch to position Z.

   The cash register is automatically set to **01.FINANCIAL REP.**.

2. Press the [CASH] key.

3. The report first appears, together with the totals, in the display.

4. Use the [▲] and [▼] keys to view all the report totals in the display.

5. Press the [CASH] key to start printing.

Input:

| 0 „# | 1 PQRS | CASH |

| CASH |

| ▲ | ▼ |

| CASH |
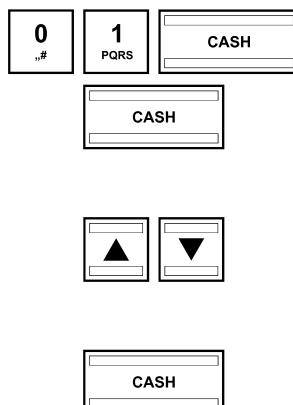
Receipt:

```
-----------------------------------
* * * * * * * * * * * * * * * * * * * * * * * * * *
-----------------------------------
               1
-----------------------------------
           Z Report
----------- Financial Report,Day ------------
-----------------------------------
To:                  17.06.2012 21:00
-----------------------------------
TAXABLE  WT 1    19%         89.65
TAXABLE  WO 1    19%         73.72
TAX 1            19%         15.93
TAXABLE  WT 2     7%        338.90
TAXABLE  WO 2     7%        316.73
TAX 2             7%         22.17
-----------------------------------
TAXABLE  W/T TAX TL         428.55
TAXABLE  W/O TAX TL         390.45
TOTAL TAX                   38.10
-----------------------------------
Net                        428.55
-----------------------------------
Discount:                   -2.75
-----------------------------------
Service Charge:              0.30
-----------------------------------
Add Price:                   1.50
-----------------------------------
Reduce Price:               -0.50
-----------------------------------
In Cash:                   100.00
-----------------------------------
Out Cash:                  -30.00
-----------------------------------
PaidTable                  160.00
OpenTable                  160.00
-----------------------------------
Net                        658.55
-----------------------------------
Drawer-Total
-----------------------------------
CASH                       468.55
CARD                        10.00
CREDIT 1                    10.00
CHEQUE                      10.00
-----------------------------------
           E.C.R. Reset
```

Explanation of terms in the reports

Term:	Significance:
TAXABLE WT 1	Taxable at VAT rate 1, gross (inclusive of VAT)
TAXABLE WO 1	Taxable at VAT rate 1, net (exclusive of VAT)
TAX 1	Tax rate 1 is 19%
	Note: TAXABLE WT 1 - TAX1 = TAXABLE WO 1
TAXABLE W/T TAX TL	Total gross amount which is taxable
TAXABLE W/O TAX TL	Total net amount which is taxable (excl. tax)
TOTAL TAX	Total amount of tax
Net	Total net amount which is taxable
Discount	Total amount of percentage discounts
Service Charge	Total amount of percentage surcharges
Add Price	Total amount of amount-related surcharges
Reduce Price	Total amount of amount-related discounts
In Cash	Total amount received on account
Out Cash	Total amount paid out
PaidTable	Total amount of the tables paid
OpenTable	Total amount of the tables not paid
Net	Day's sales (incl. tables not paid)
CASH	Total of sales paid in cash
CREDIT 1	Total of sales paid via credit 1
CREDIT 2	Total of sales paid via credit 2
CARD	Total of sales paid via debit card
CHEQUE	Total of sales paid by cheque

The following could also be listed, for example:

NO SALE	Number of times the drawer was opened without a sale
XXX	Total of sales paid in foreign currency 1 (USD)

11.6 Printing reports via shortcut keys

If the shortcut (macro) keys have been programmed accordingly (see Chapter 6.28), several reports can be printed out automatically and in succession. A total of 4 macros can be programmed and used; two macros can be assigned to each key, once for X reports and once for Z reports.
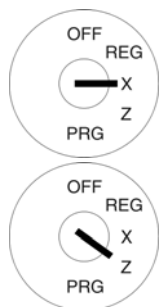
1. Set the key switch to position X or Z.

2. Press the Macro 1 X-Z or Macro 2 key.

Input

12 Deleting Cash Register Data

This function is used to deleted data stored in the cash register. This includes the report memory, electronic journal or cash register programme, for example.

Note: Pay attention to the obligations in respect of providing proof and preserving records for the revenue authorities before starting any deleting functions! Deleted data cannot be restored!
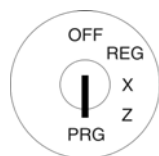
		Input	**Display**
	1. Set the key to PRG.		

1. Set the key to PRG.

2. Select **programming number 80** (see Chapter 6.1.2).

3. Press the CASH key to confirm the input.

4. The memory areas which can be deleted appear in the display.

5. Use the ▲ and ▼ keys to move to the data area to be deleted.

6. Press the CASH key to confirm the input.

7. Confirm the confirmation prompt by pressing the CASH key.

8. Conclude programming by pressing the SUB-TOTAL key.

Input:

8 ABC 0 „# CASH

▲ ▼
CASH

CASH

CASH

SUB-TOTAL
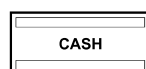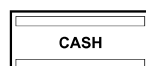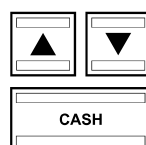
Display:

MEMORY CLEAR	1=
ALL REPORT RESET	
E-JOURNAL AREA	
PROGRAM AREA	
CASHIERS AREA	
DEPARTMENT AREA	
PLU AREA	
TABLE AREA	
ALL AREA	

Press <Enter> Delete

Or press <ESC> exit

DELETE !!

Please Wait…

13 Solving Problems

Attention: The power socket must be close to the cash register and easily accessible. This means that the cash register can be disconnected from the power supply quickly in an emergency.

13.1 Display messages

Display	Cause	Corrective measures:
PAPER	End of paper roll.	Replace a new paper roll.
B	Receipt printing is switched off.	Press the Receipt ON/OFF key to switch receipt printing back on.
T	The cash register is in Training mode;	Press the Training key to deactivate Training mode.
II	Department level 2 is active	Press the SHIFT key to switch between the department levels.
III	Department level 3 is active	Press the SHIFT key to switch between the department levels.

13.2 Printer malfunction

In the event of a printer error, switch off the cash register immediately and disconnect the power plug!

1. Check that the paper roll is inserted correctly or whether there is a foreign body in the printer mechanism. Remove it, if present.

Attention: Remove any foreign bodies very carefully. Do not use a knife, screwdriver or anything similar. Never use force! This could damage the printer mechanism.

2. Switch the cash register on again and complete a registration.
3. If the printer error reoccurs, contact the service centre.

Note: Never use low quality paper!

14 Options

Various peripheral equipment can be connected to the cash register.

14.1 Slot for an SD memory card for data backup (when working without a PC)

Use an SD card to make a backup copy of the current programme data and all reports. If the cash register develops a technical defect or data is lost, you can load the backup copies of the reports and programme on the cash register from the SD card.

Note: The electronic journal **is not** saved on the SD card.

Note: The SD card slot is located on the right-hand side of the housing underneath the rectangular, light grey, rubber cover.

14.1.1 Saving data on the SD card

Note: The SD card should have a capacity of max. 2 GB. New SD cards must be formatted.

Note: Do not use SD-HC cards because these may not be detected.

		Input	Display
	1. Insert an appropriate SD card in the SD card slot on the right-hand side of the device.		SD CARD
	2. Set the key to PRG.		
	3. Select **programming number 81** (see Chapter 6.1.2).	8 ABC 1 PQRS CASH	SD CARD BACKUP SD CARD RECOVERY
	4. Press the CASH key to confirm the input.		
	The options appear in the display.		
	5. Use the ▲ and ▼ keys to select **SD CARD BACKUP** .	▲ ▼	>>>>>>>>>>>>>>>>>>>>>>>> Save...!!
	6. Press the CASH key to confirm the input.	CASH	Please Continue...

The current programme settings and reports are copied from the cash register onto the SD card and stored there.

Note: The transfer process is indicated in the display during data transfer.
Never interrupt this process! Then disconnect the cash register briefly from the mains power supply.

14.1.2 Loading data from the SD card

		Input	Display
	1. Insert an appropriate SD card in the SD card slot on the right-hand side of the device.		SD CARD
	2. Set the key to PRG.		
	3. Select **programming number 81** (see Chapter 6.1.2).	8 ABC 1 PQRS CASH	SD CARD BACKUP SD CARD RECOVERY
	4. Press the CASH key to confirm the input.		
	The options appear in the display.		
	5. Use the ▲ and ▼ keys to select **SD CARD RECOVERY**.	▲ ▼	>>>>>>>>>>>>>>>>>>>>>>>> Save...!!
	6. Press the CASH key to confirm the input.	CASH	Please Continue...

All the data stored (programme and reports) are transferred from the SD card to the cash register.

Note: The transfer process is indicated in the display during data transfer.
Never interrupt this process! Then disconnect the cash register briefly from the mains power supply.

14.2   USB flash drive slot for data backup

Use a USB flash drive to make a backup copy of the current programme data and all reports. If the cash register develops a technical defect or data is lost, you can load the backup copies of the reports and programme (ECR_file) back on the cash register from the USB flash drive.

14.2.1   Saving data on a USB flash drive

		Input		**Display**
	1. Plug a USB flash card in the slot on the rear of the device.			

1. Plug a USB flash card in the slot on the rear of the device.
2. Set the key to PRG.
3. Select **programming number 82** (see Chapter 6.1.2).
4. Press the ⌷CASH⌷ key to confirm the input.

The options appear in the display.

Input: 8 ABC   2 TUV   CASH

Display:

USB STICK	- 1=
BACKUP ALL DATA	
BACKUP REPORTS(NOT INCL. EJ)	
BACKUP EJ	
RECOVERY ALL DATA	
Backup Financial Rep	

5. Use the ▲ and ▼ to make a selection.
6. Press the ⌷CASH⌷ key to confirm the selection.

Input: ▲ ▼   CASH

Display:

>>>>>>>>>>>>>>>>>>>>>>>>>>

Save...!!

Please Continue...

The current programming, all reports (only the electronic journal or only the daily/monthly financial reports) can be saved on the USB flash drive.

E= E Journal / **F=** Financial reports / **A=** All reports / **ECR_file=** Programming

20_3_E	20_3_F	20_3_A	ECR_file
Textdokument	Textdokument	Textdokument	Textdokument
4.096 KB	4 KB	1.024 KB	2.560 KB

Fig. 43

The data is saved on the USB flash drive together with the date and name. You can save several backups on the same USB flash drive.

Note: The transfer process is indicated in the display during data transfer.
Never interrupt this process! Then disconnect the cash register briefly from the mains power supply.

14.2.2   Loading data from the USB flash drive

	Input	**Display**

1. Plug the USB flash card containing the cash register data in the slot on the rear of the device.
2. Set the key to PRG.
3. Select **programming number 82** (see Chapter 6.1.2).
4. Press the CASH key to confirm the selection.

The options appear in the display.

Input	
8 ABC	**2** TUV	CASH

```
USB STICK                - 1=


BACKUP ALL DATA
BACKUP REPORTS(NOT INCL. EJ)
BACKUP EJ
RECOVERY ALL DATA
Backup Financial Rep
```

Use the ▲ and ▼ keys to select **RECOVERY ALL DATA** .

5. Press the CASH key to confirm the selection.

Input: ▲ ▼ / CASH

```
>>>>>>>>>>>>>>>>>>>>>>>>>
Save...!!
Please Continue...
```

All the data stored (programme and reports) is transferred from the USB flash card to the cash register.

Note: The transfer process is indicated in the display during data transfer.
Never interrupt this process! Then disconnect the cash register briefly from the mains power supply.

15 Bar Code Scanners

A bar code scanner can be used to read 8 and 13-character EAN codes.

15.1.1 Suitable bar code scanners with a PS/2 plug

The following bar code scanners with PS/2 connection have been tested by Olympia and can be implemented without any problems:

Olympia:

• Model LS-6000 (part number 947990001)

METROLOGIC:

• Model ECLIPSE
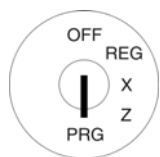
• Model ORBIT

• Model VOYAGER

PS/2 plug on the scanners

Fig. 44

15.1.2 Setting up a bar code scanner

The scanner models tested by Olympia can be connected directly to the PS-2 socket on the cash register and used.

15.1.3 Using the bar code scanner to programme PLUs in the cash register

		Input	**Display**
1.	Set the key to PRG.		
2.	Select **programming number 03** (see Chapter 6.1.2).		PLU - Item 1 =
3.	Press the ⎥CASH⎥ key to confirm the selection.	**0** „# **3** WXYZ **CASH**	

The memory location for the first PLU is automatically activated.

4. Read the bar code using the bar code scanner.

5. Complete further PLU assignments (see Chapter 6.5) and confirm each entry by pressing the ⎥CASH⎥ key.

6. When the next PLU memory location appears in the cash register display, scan the next PLU and proceed in the same way for the next PLUs.

7. Conclude the programming process by pressing the ⎥SUB-TOTAL⎥ key.

15.2   Bank note verifier (Euro)

Part number 947990003

The bank note verifier can be used to check all Euro bank notes are authentic.

Cash register without bank note verifier	Cash register with bank note verifier

Fig. 45

- Simple plug-and-play installation.

Note: The installation manual is enclosed with the bank note verifier.

- The bank note verifier is installed on the cash register above the display. This means that no space is necessary beside the cash register.

- The bank note verifier is covered by a lid section which matches the cash register.

- No additional power supply is required.

- Special feature: After being verified, the bank note is laid in a tray at the rear. The clerk can issue the change and then put the bank note in the cash drawer. This ensures that the verification process is completed drawing very little attention and is not annoying for the customer.