

# OLYMPIA

## CM 910 / 911 / 912

### Operating Instructions Programming Instructions



OLYMPIA 

SINCE 1903

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## Declaration of Conformity



**CM 910 / 911 / 912**

- GB** The manufacturer hereby declares that the equipment complies with the stipulations defined in the following guidelines and standards:
- DE** The manufacturer hereby declares that the equipment complies with the stipulations defined in the following guidelines and standards:
- 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 declara que o dispositivo está de acordo com as determinações das directrizes e das normas:
- SV** Tillverkaren förklarar härmed att apparaten överensstämmer med bestämmelserna i följande direktiv och normer:

2006/95/EC EN 60950-1:2006 +A1:2009  
2004/108/EC EN 55022:2006 +A1:2007  
EN 50024:1998 +A1:2001 +A2:2009  
EN 61000-3-2:2000  
EN 61000-3-3:2008

**OLYMPIA**   
**Olympia Business Systems**



Doc: 949100001  
7th December 2010

Heinz Prygoda

Managing Director

Dear Customer,

Congratulations!

We are pleased that you decided on purchasing the Olympia CM 910 / 911 / 912 cash register.

The CM 910 / 911 / 912 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!

Kindest regards

Olympia Business Systems Vertriebs GmbH

Olympia Business Systems Vertriebs GmbH  
Zum Kraftwerk 1  
D-45527 Hattingen  
Germany  
Internet: [www.olympia-vertrieb.de](http://www.olympia-vertrieb.de)

This Operating/Programming Instruction manual is purely for informational purposes. Its content is not part of any contract for sale. All the data specified relates to nominal values. The equipment and options described may differ from country to country according to national requirements. We reserve the right to make amendments to the content and technical modifications without notification.

## 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 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.

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## 1 Product Features

Feature	CM 910	CM 911	CM 912
Cash drawer	No	Yes (small)	Yes (large)
Weight	2.1 kg	5.1 kg	8.0 kg
No. of departments	42		
No. of PLUs	1,250		
No. of clerks	8		
No. of VAT rates	4		
Type of payment	5 (cash, check, credit 1, credit 2, credit card)		
Cash register reports	X1/Z1 day's financial report X2/Z2 monthly financial report X/Z PLU report X/Z clerk report X/Z training report		
Display			
Clerk display	Alphanumeric display, 5 lines, LCD, 128x64		
Customer display	Numeric display (10-digit, LCD)		
Keyboard			
Keyboard type	Raised keyboard		
No. of keys	48		
Printer	Fujitsu FTP-628 MLC		
Printer type	Thermal printer		
Paper width	57.5 ± 0.5 mm		
Paper	Compatible for thermal print		
Interfaces	1 PS port for connecting a scanner 1 RJ-45 port for a cash drawer 1 SD card slot for producing back-up copies of programs 1 connector for use by technical service		
Power supply	220 V		
Power consumption	25 W		
Working temperature range	0 – 40 °C		
Options (not contained in scope of delivery, subject to charge)	Battery: to operate the cash register without a power cable for approx. 5 hours continuous operation (OLYMPIA part number 947990002) Bank note verifier (Euro): Tests bank notes are authentic (OLYMPIA part number 947990003) Bar code scanner LS 6000 (OLYMPIA part number 947990001)		

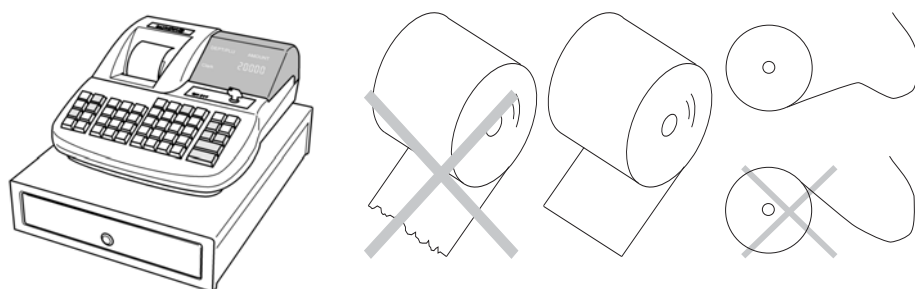


## 2 Starting Up

### 2.1 Inserting a paper roll

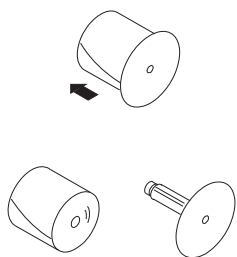
**Attention:** Only use thermal paper!

1. Remove the printer lid.
2. Pivot the paper transport unit up.
3. Insert a thermal paper roll with a width of 57 mm wide and a maximum diameter of 70 mm.
4. Draw the leading edge of the paper over the tear-off edge and pivot the paper transport unit down, locking it in place.
5. Depending on the required use (receipt or journal mode), either tear off the paper at the tear-off edge of the printer mechanism or feed the paper onto the paper reel.
6. Replace the printer lid.



### 2.2 Paper reel

The paper reel is required when the receipt should be wound onto it. In this case, journal mode must be activated via system option 40 (refer to Chapter 5.13).



1. Open the printer lid.
2. Remove the paper reel.
3. Thread the end of the journal paper in the slit in the paper reel.
4. Insert the paper reel in the reel guides provided for it.
5. To remove the journal paper after it has been rolled up on the reel, remove the paper reel and pull the journal roll off.
6. Reinsert the paper reel.
7. Close the printer lid.

### 2.3 Language

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

- English
- German (default)
- French
- Dutch

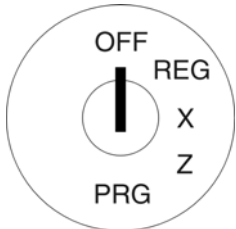
**Attention:** To activate a new language, you must delete all the memories! Observe your obligations in respect of providing proof and preserving records for the revenue authorities with regard to programming and cash register reports (refer to Page 61)! Therefore, only change the cash register language before actually putting it into operation!

To set a language other than German, refer to Chapter 5.3.

### 3 Key-Operated Control Switch

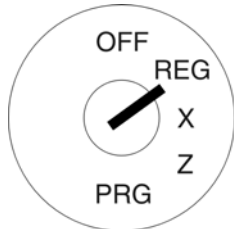
#### 3.1 Key switch positions

The key can be turned to five different positions:



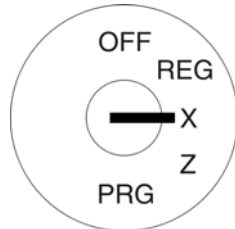
**OFF**

The cash register is off



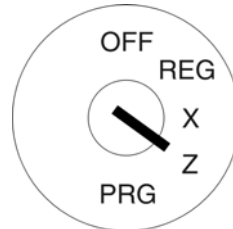
**REG**

Registration mode



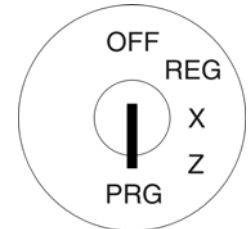
**X**

Print report without memory deletion



**Z**

Print report with memory deletion



**PRG**

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

## 4 Keyboard

In its standard form, the cash register leaves the factory with English 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.

### 4.1 Changing the key labels

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.













### 4.2 Original English labelling

						PLU	DP SHIFT	% -	X	Receipt ON/OFF	FC
▲ FEED	EC	7 @	8 ABC	9 DEF	4/18/32	8/22/36	12/26/40	▲	Receipt ISSUE	#/NS	
RA	RETOUR	4 GHI	5 JKL	6 MNO	3/17/31	7/21/35	11/25/39	▼	CHECK	CARD	
PO	VOID	1 PQRS	2 TUV	3 WXYZ	2/16/30	6/20/34	10/24/38	14/28/42	SUB-TOTAL		
CLR	CLERK	0 „#	00 SP	• DEL	1/15/29	5/19/33	9/23/37	13/27/41	CASH		

### 4.3 German key labelling

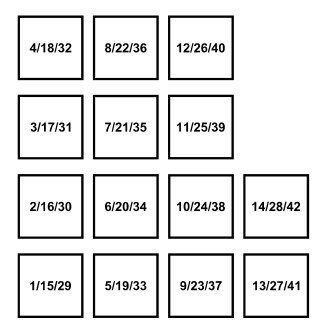
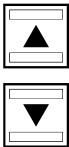



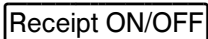

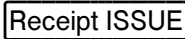

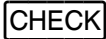











						PLU	WG Ebene	% -	X	Bon ein/aus	Fremd- wahrung
▲ Bon- transport	Sofort- storno	7 @	8 ABC	9 DEF	4/18/32	8/22/36	12/26/40	▲	Rechnungs- kopie	#/KV	
Ein- zahlung	Retour	4 GHI	5 JKL	6 MNO	3/17/31	7/21/35	11/25/39	▼	Scheck	Karte	
Aus- zahlung	Storno	1 PQRS	2 TUV	3 WXYZ	2/16/30	6/20/34	10/24/38	14/28/42	Zwischensumme		
CLR	Bediener	0 „#	00 SP	• DEL	1/15/29	5/19/33	9/23/37	13/27/41	BAR		

#### 4.4 Explanation of the key functions

Key	Explanation												
	Press and hold the <b>FEED</b> key to continue feeding the receipt or journal paper until the key is released.												
	The <b>RA</b> key is used to record payments made into the cash register. The total amount received on account is recorded in the financial report.												
	The <b>PO</b> key is used to record amounts removed from the cash drawer. The total amount registered appears separately in the financial report.												
	The <b>CLR</b> key is used to delete all the entries made using the numeric keyboard or by the <b>X</b> key before the entries have been finalised by pressing a department or function key. The <b>CLR</b> is also used to clear error states.												
	The <b>EC</b> key is used to cancel an incorrect registration immediately after it has been entered. The error correct total is recorded in the financial report.												
	The <b>Retour</b> key is used for refund transactions. The refund total is recorded in the financial report.												
	The <b>VOID</b> 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.												
	The <b>CLERK</b> key is used to register a clerk.												
<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="text-align: center; padding: 2px;">7 @</td> <td style="text-align: center; padding: 2px;">8 ABC</td> <td style="text-align: center; padding: 2px;">9 DEF</td> </tr> <tr> <td style="text-align: center; padding: 2px;">4 GHI</td> <td style="text-align: center; padding: 2px;">5 JKL</td> <td style="text-align: center; padding: 2px;">6 MNO</td> </tr> <tr> <td style="text-align: center; padding: 2px;">1 PQRS</td> <td style="text-align: center; padding: 2px;">2 TUV</td> <td style="text-align: center; padding: 2px;">3 WXYZ</td> </tr> <tr> <td style="text-align: center; padding: 2px;">0 .,#</td> <td style="text-align: center; padding: 2px;">00 SP</td> <td style="text-align: center; padding: 2px;">. DEL</td> </tr> </table>	7 @	8 ABC	9 DEF	4 GHI	5 JKL	6 MNO	1 PQRS	2 TUV	3 WXYZ	0 .,#	00 SP	. DEL	Digit keys: The digit keys are used to enter digits and numbers. The <b>.DEL</b> key is used to enter a decimal point.
7 @	8 ABC	9 DEF											
4 GHI	5 JKL	6 MNO											
1 PQRS	2 TUV	3 WXYZ											
0 .,#	00 SP	. DEL											
	The <b>PLU</b> (Price Look-Up) key. Items and prices are assigned to PLU numbers.												
	The <b>DP SHIFT</b> key is used to switch between the three department levels. When Programming mode is active, the key is used to confirm a selection.												
	The <b>%-</b> key is used to subtract a percentage from a PLU or the total amount of a sale. The total amount registered by the <b>%-</b> key is recorded in the financial report.												
	The <b>X</b> key is used to repeat (multiply) entries for departments or refunds.												

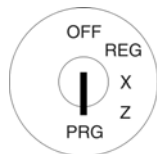
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	<p>The Department keys serve to register departments.</p>
	<p>The  and  keys are used to scroll up and down in the display.</p>
	<p>The  key is used to switch printout of the receipt off or on.</p>
	<p>The  key is used to print a copy of the receipt.</p>
	<p>The  key is used for transactions made with a cheque.</p>
	<p>The  (Foreign Currency) key is used for converting amounts into a foreign currency.</p>
	<p>The  key (NS = No Sale) is used for operations in which entries should not 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  key is also used to open the cash drawer.</p>
	<p>The  key is used for transactions made with a credit card.</p>
	<p>Press the  key to display the total amount of the sale.</p>
	<p>The  key is used for transactions made with cash.</p>

## 5 Programming

### 5.1 Basics for programming



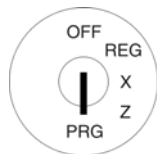
- To programme the cash register, the key switch must always be set to PRG.
- When the key switch is set to PRG, the Programming menu appears in the display. The 2-digit **programming number** is followed by a description of what can be programmed.



#### 5.1.1 Programme menu

Display content - German	Display content - English	Significance
90.DRUCK PRG LISTE	90.PRINT PROG DUMP	Print programmed data
01.WARENGRUPPEN	01.DEPARTMENT	Programme departments
03.PLU	03.PLU	Programme PLUs
06.BEDIENER	06.CLERK	Programme clerks
08.FINANZWEG	08.TENDER MEDIA	Programme methods of payment
09.TASTE + / -	09.KEY + /-	Programme amount-related surcharges/discounts
10.TASTE +% / -%	10.KEY +%/-%	Programme percentage surcharges/discounts
12.ECR NR.	12.MACHINE NUMBER	Programme machine number
13.P-REGISTER	13.P REGISTER	Programme cash register settings (system options)
14.DATUM & ZEIT	14.DATE & TIME	Programme date and time
16.FREMDWÄHRUNG	16.FC	Programme foreign currencies
30.STEUER	30.TAX GROUP	Programme tax rates
31.KOPFZEILE	31.LOGO MESSAGE	Programme logo text
32.FUSSZEILE	32.AD MESSAGE	Programme end line
44.GRAFISCHES LOGO	44.GRAPHIC LOGO	Select a graphical logo
45.TASTATUR	45.KEYBOARD	Change keyboard assignment
80.SPEICHER LÖSCHEN	80.MEMORY CLEAR	Delete all data from memory
81.SD-CARD	81.SD CARD BACKUP	Produce data backup

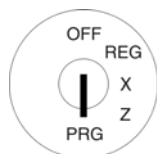
### 5.1.2 Initiate programming

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  keys to scroll through the Programme menu to the required position.  
Or:
  - Enter the programme number using the digit keys.
3. Confirm your entry by pressing the **CASH** key.

### 5.1.3 Conclude programming



Press the **SUB-TOTAL** key to conclude programming and skip one level back in the menu.

## 5.2 Text input

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

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

### 5.2.1 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
Departments	18
PLU	18
Clerks	18
Foreign currencies	18
Tender media	18
Logo messages	32
End lines	32

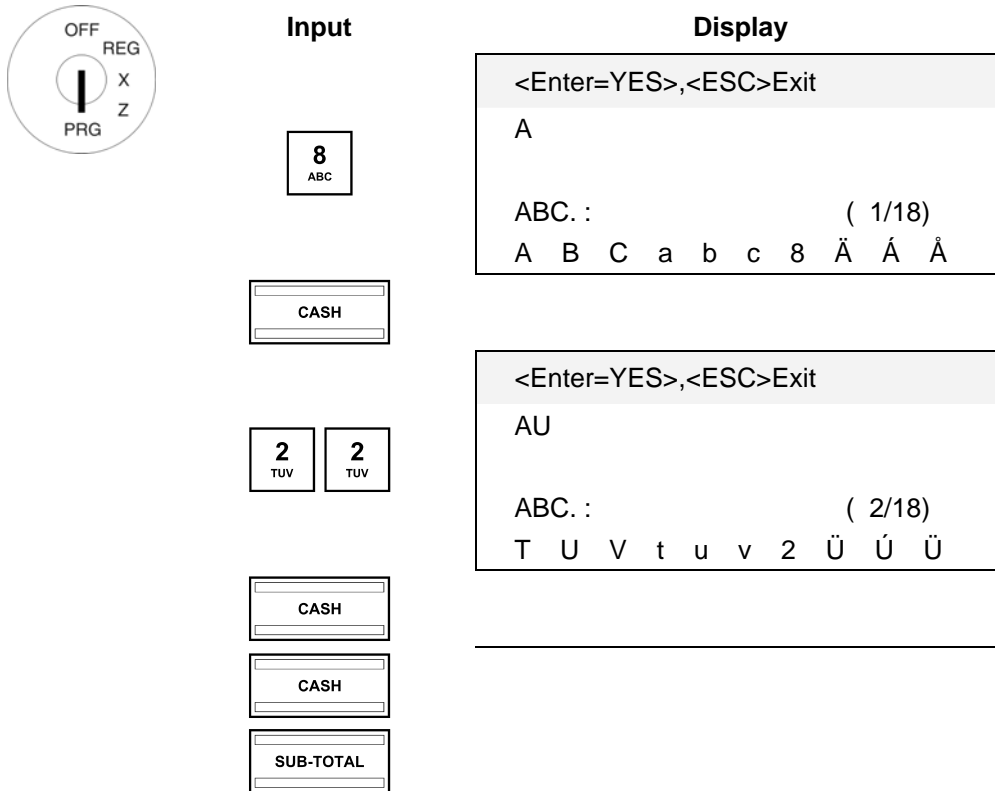
- Continued on next page -

## 5.2.2 Procedure to enter text

### 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.
3. **Note:** Alternatively, you can select the letter by scrolling to it with the ▲ and ▼ keys.
4. Save each letter by pressing the CASH key.
5. 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: (1/18) one character has been entered and a maximum total of 18 characters are possible.
6. Save the entire entry by pressing the CASH key.

Example: To enter "AU"





### 5.2.3 Keys for text input

Key	Meaning									
<table border="1" style="display: inline-table; vertical-align: top;"> <tr> <td style="text-align: center;">7 @</td> <td style="text-align: center;">8 ABC</td> <td style="text-align: center;">9 DEF</td> </tr> <tr> <td style="text-align: center;">4 GHI</td> <td style="text-align: center;">5 JKL</td> <td style="text-align: center;">6 MNO</td> </tr> <tr> <td style="text-align: center;">1 PQRS</td> <td style="text-align: center;">2 TUV</td> <td style="text-align: center;">3 WXYZ</td> </tr> </table>	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 @	8 ABC	9 DEF								
4 GHI	5 JKL	6 MNO								
1 PQRS	2 TUV	3 WXYZ								
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.									

### 5.2.4 Character map

Key	Characters available																														
8 ABC	A	B	C	a	b	c	8	Ä	Á	Å	Æ	À	Â	Ć	Ç	ä	á	â	æ	ą	à	â	c	ć							
9 DEF	D	E	F	d	e	f	9	Đ	É	È	Ê	é	e	è	é	Ê	ë														
4 GHI	G	H	I	g	h	i	4	Ġ	Í	Ì	Î	Ī	Ĵ	Ĳ																	
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	Õ	ó	Ô	ñ	ń	ö	ó	ø	ő	õ	ó	ô	ò					
1 PQRS	P	Q	R	S	p	q	r	s	1	ß	Ş	Ş	ş	p	ş	ş															
2 TUV	T	U	V	t	u	v	2	Ü	Ú	Û	Û	Ù	Û	ü	ú	û	ú	ù	ú												
3 WXYZ	W	X	Y	Z	w	x	y	z	3	Ý	Ž	Z	ž	z																	
0 .,#	0	!	"	#	\$	%	'	&	(	)	*	+	,	-	.	/	:	;	<	=	>	?									
7 @	7	@	€	[	\	]	^	_	{		}	~	ı	§	→	←	Σ	∅	Æ	Œ	¨	¿	ı	ıı	ııı	「	」	↑	·		

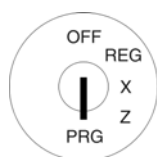
### 5.3 Changing the language

The texts in the display and on the receipt can be made in four different languages: English, German (default setting), French and Dutch.

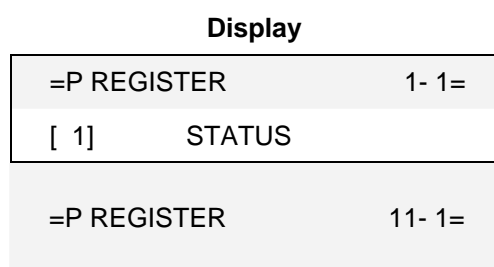
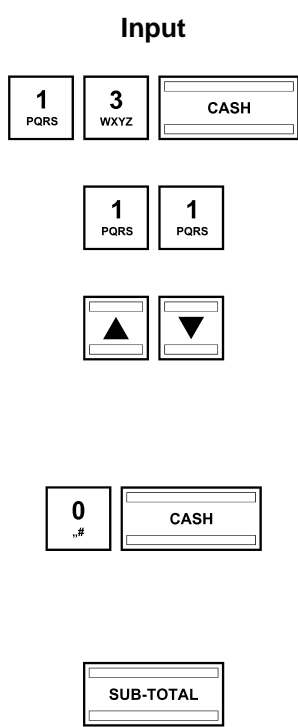
**Attention:** To activate a new language, you must delete all the memories! Observe your obligations in respect of providing proof and preserving records for the revenue authorities with regard to programming and cash register reports (refer to Page 61)! Therefore, only change the cash register language before actually putting it into operation!

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

Example: You want to set English.

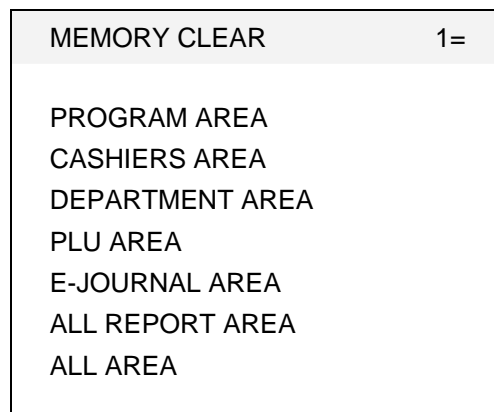
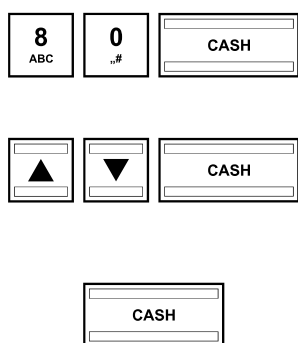


- Set the key to PRG
- Select **programme number 13** (refer to Chapter 5.1.2)
- Confirm by pressing **CASH**.
- Enter the system option number **1 1** (refer to Chapter 5.13).
- Use the **▲** and **▼** keys to move to the input area **[ ] STATUS**.
- Enter the status number of the required language via the numeric keys:  
0 for English  
1 for German  
2 for French or  
3 for Dutch.
- Confirm by pressing **CASH**.
- Conclude programming by pressing the **SUB-TOTAL** key.



In order for the change of language to take effect, you must now clear the memory:

- Select **programme number 80** (refer to Chapter 5.1.2).
- Confirm by pressing **CASH**.
- Use the **▲** and **▼** keys to select **ALL AREA**.
- Confirm by pressing **CASH**.
- Execute deletion by pressing **CASH**
- or cancel the process by pressing **SUB-TOTAL**.



## 5.4 Programming departments

A maximum of 42 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 14 are assigned VAT rate 2 at 7%. All the departments are set up as an itemised department with free pricing. If these settings correspond with those you need, no adjustments to the programme are necessary at this point.

### 5.4.1 Programmable contents

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

#### Department name

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

#### Department fixed price

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

Always enter the fixed price with the set number of decimal places and decimal point.

#### VAT rate assignment

Assign a VAT rate to each department. Enter the number of the VAT rate as a 2-digit number.

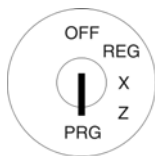
#### Department status

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

#### Department type

Department type	Status
Positive itemised department	0
Negative itemised department (e.g. for deposit refunds)	1
Positive single item department	2
Negative single item department	3

## 5.4.2 Department programming



- Set the key to PRG
- Select **programme number 01** (refer to Chapter 5.1.2).
- Confirm by pressing the **CASH** key

### Programming a department name:

- Use the **▲** and **▼** keys to move to the input area for the department name.
- Confirm by pressing the **CASH** key.
- Use the **CLR** key to delete the old department name.
- Enter the required text (max. 18 characters) (refer to Chapter 5.2).  
Save each individual letter by pressing the **CASH** key!
- Confirm by pressing the **CASH** key.

### Programming a department fixed price:

- Use the **▲** and **▼** keys to move to the input area for the department fixed price.
- Enter the fixed price (including decimal point and decimal places).
- Confirm by pressing the **CASH** key

### Assigning VAT rates:

- Use the **▲** and **▼** keys to move to the input area for the VAT rates.
- Enter the tax rate number.
- Confirm by pressing the **CASH** key.

### Defining department status:

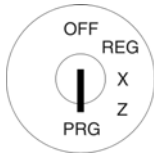
- Use the **▲** and **▼** keys to move to the input area for the department status.
- Enter the status number.
- Confirm by pressing the **CASH** key.

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

- Exit from department programming by pressing the **SUB-TOTAL** key.

**Note:** Press the **DP SHIFT** key to access the same position in the next department.

**Example:** Department 1 should be a positive itemised department with a fixed price of €3.99, identified by "ABC" and assigned the reduced VAT rate 2 of 7%.



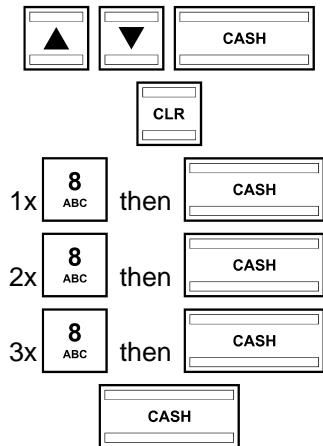
Initiate department programming:



**Display**

=DEPARTMENT	1 - 1=
[ Dept01	]
0.00	PRICE
1	TAX GROUP
5	STATUS

Programming a department name:



[ Dept01 ]

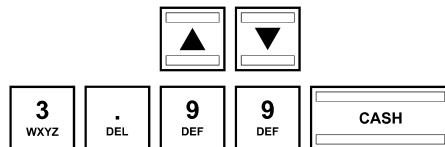
A

AB

ABC

[ABC ]

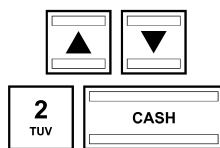
Programming a department fixed price:



[0.00 PRICE]

3.99 PRICE

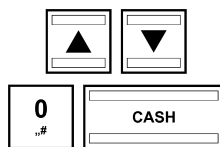
Assigning a VAT rate:



1 TAX GROUP

2 TAX GROUP

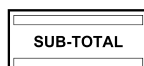
Defining department status:



5 STATUS

0 STATUS

Save and conclude department programming:



## **5.5 Programming the PLU (price look up)**

A maximum of 1250 PLUs can be programmed.

### **5.5.1 Programmable contents**

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

#### **PLU Number**

There are 1250 memory locations available.

EAN bar codes with up to 13 digits can be read via a bar code scanner.

#### **PLU caption**

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

#### **PLU fixed price**

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

Always enter the fixed price with the set number of decimal places and decimal point.

#### **Link department**

The department assignment is required in order to assign the PLU to a VAT rate.

#### **PLU status**

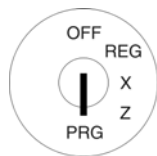
Use the PLU status to define whether it is a positive or negative PLU.

<b>PLU type</b>	<b>PLU status number</b>
Positive PLU	0
Negative PLU	1

#### **Inventory**

The system option 9 must be set to Status 1 (active) in order that the inventory is printed in the report (refer to Chapter 5.13).

## 5.5.2 Programming PLUs





- Set the key to PRG
- Select **programme number 03** (refer to Chapter 5.1.2).

Confirm by pressing the **CASH** key.



The first PLU programmed is always displayed.

### Select PLU:



- Use the  and  keys to move to the input area for the PLU number.
  - Use the digit keys to define which PLUs to be programmed.
  - Confirm by pressing the **CASH** key
- The cash register automatically switches to the next programming step.

**Note:** If a PLU number which you want to programme already exists, the **“Data Exist !!”** message appears in the display. Despite this, the cash register switches to the memory location so that you can complete changes, if required.



### Programme PLU name:

- Use the  and  keys to move to the input area for the PLU name.
- Enter the required text (max. 18 characters) (refer to Chapter 5.2).  
Save each individual letter by pressing the **CASH** key!
- Confirm by pressing the **CASH** key.

### Programme PLU fixed price:

- Use the  and  keys to move to the input area for the PLU fixed price.
- Enter the fixed price (including decimal point and decimal places).
- Confirm by pressing the **CASH** key.

### Assign department:

- Use the  and  keys to move to the input area for the assigning the department.
  - Enter the department number.
  - Confirm by pressing the **CASH** key.
- The cash register automatically switches to the next programming step.

### Define PLU status:



- Enter the status number.
  - Confirm by pressing the **CASH** key.
- The cash register automatically switches to the next programming step.

**Note:** If the correct PLU status already appears in the display, nothing more needs to be programmed.

### Enter inventory:

- Enter the number of the specific PLU in stock.
- Confirm by pressing the **CASH** key.

### Save the programme for the individual PLU:



- Use the  and  keys to select **SAVE...**
- Confirm by pressing the **CASH** key.

The display indicates that the programme data is being saved.

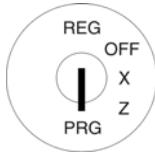
### Conclude PLU programming:

- Exit from PLU programming by pressing the **SUB-TOTAL** key.

**Navigating in the programmed PLU**

- Use the  and  key to move to the top line and then press the **CASH** key several times to switch between the memory locations for the programmed PLU.
- Press the **DP SHIFT** key to access the same position for the next programmed PLU.

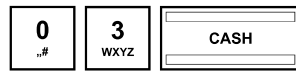
**Example:** PLU no. 22 is a positive PLU (PLU status 0) and should be identified by "ABC". PLU no. 22 should have a fixed price of €9.99 and be assigned to Department 30. 100 pieces were in stock at the time of programming.



**Initiate PLU programming:**

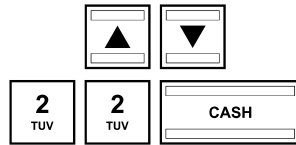
**Input**

**Display**



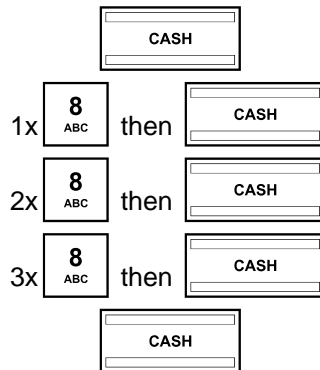
=PLU	0- 2=
[	0]No.
[	]
0.00	PRICE
1	LINK DEPT
0	STATUS
0	STOCK
	SAVE...
	DELETE...

**Enter the PLU number**



[	0]No.
[	22]No.
[	]

**Programme PLU name:**



A	
AB	
ABC	
[ABC	]

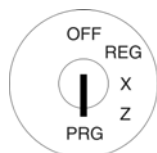
- Continued on next page -



- Continued -

Input		Display
<b>Programme PLU fixed price:</b>		
<div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px; text-align: center;">▲</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">▼</div> </div>	0.00	PRICE
<div style="display: flex; justify-content: center; gap: 5px;"> <div style="border: 1px solid black; padding: 2px; text-align: center;">9 <small>DEF</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">. <small>DEL</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">9 <small>DEF</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">9 <small>DEF</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">CASH</div> </div>	9.99	PRICE
<b>Assign department:</b>		
<div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px; text-align: center;">▲</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">▼</div> </div>	1	LINK DEPT
<div style="display: flex; justify-content: center; gap: 5px;"> <div style="border: 1px solid black; padding: 2px; text-align: center;">3 <small>WXYZ</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">0 <small>.,#</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">CASH</div> </div>	30	LINK DEPT
<b>Define PLU status:</b>		
<div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px; text-align: center;">0 <small>.,#</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">CASH</div> </div>	0	STATUS
<b>Enter inventory:</b>		
<div style="display: flex; justify-content: center; gap: 5px;"> <div style="border: 1px solid black; padding: 2px; text-align: center;">1 <small>PQRS</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">0 <small>.,#</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">0 <small>.,#</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">CASH</div> </div>	100	STOCK
<b>Save and end programming the PLU:</b>		
<div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px; text-align: center;">▲</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">▼</div> </div>		SAVE...
<div style="border: 1px solid black; padding: 2px; text-align: center; width: 100px;">CASH</div>		
<div style="border: 1px solid black; padding: 2px; text-align: center; width: 100px;">SUB-TOTAL</div>		

### 5.5.3 Deleting a PLU



- Set the key to PRG
- Select **programme number 03** (refer to Chapter 5.1.2).
- Confirm by pressing the **CASH** key.
- Use the ▲ and ▼ keys to move to the input area for the PLU number.
- Enter the number of the PLU to be deleted.
- Use the ▲ and ▼ keys to select **DELETE...**
- Confirm by pressing the **CASH** key
- Press the **CASH** key to complete the deleting process.  
Or press the **SUB-TOTAL** key to cancel the deleting process.

## 5.6 Clerk system

The clerk system serves to assign cash register transactions to the individual clerks. When the clerk system is active, clerks must log on to the cash register with their respective password. When the machine leaves the factory, the clerk system is not active.

### 5.6.1 Programming clerks

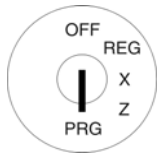
A maximum of 8 clerks can be programmed.

A name and password can be programmed for each clerk.

In addition, each clerk can be assigned user rights which control which functions the clerk can use.

**Note:** When the machine leaves the factory, every clerk has all rights.

**Example:** "ABC" must be programmed as clerk no. 2. Her password must be set to 222222. She should be assigned all clerk rights except for printing Z-reports.



- Set the key to PRG
- Select **programme number 06** (refer to Chapter 5.1.2).

• Confirm by pressing **CASH**

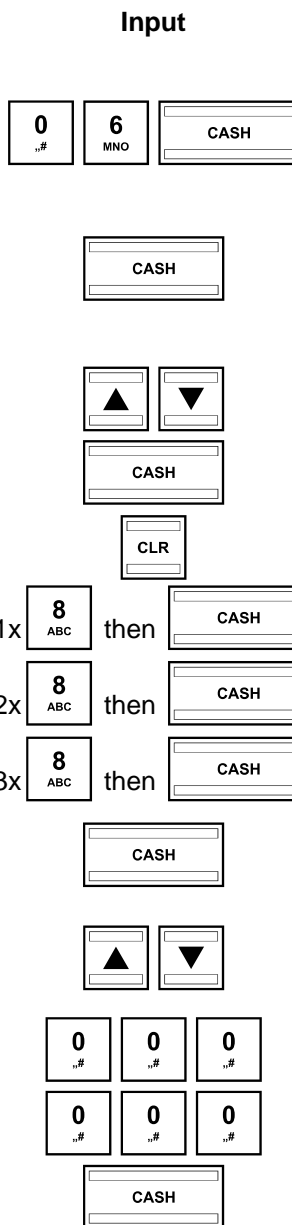
The first clerk appears in the display.

- Press the **CASH** key to access the required clerk memory location.
- Use the **▲** and **▼** keys to move to the input area for the clerk name.
- Confirm by pressing **CASH**.
- Delete the existing text.
- Enter the clerk name (text input, refer to Chapter 5.2).

- Conclude text input by pressing the **CASH** key.
- Use the **▲** and **▼** keys to move to the input area for the password.
- Enter the current password (default setting: 000000).

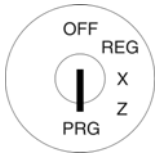
**Note:** Always enter the password as a 6-digit number!

- Confirm by pressing **CASH**.



**Display**

=CLERK	1- 1=
[1	]
	PASS CODE
=CLERK	2- 1=
[2	]
	PASS CODE
[2	]
2A	
2AB	
2ABC	
[2ABC	]
	PASS CODE
*****	PASS CODE



- Enter a new 6-digit password in the [ ] **NEW CODE** input area.

- Confirm by pressing **CASH**.





The cash register automatically switches to the next input area.

- Repeat the new password entry in the [ ] **Confirm CODE** input area.



- Confirm by pressing **CASH**.

The cash register automatically switches to the next clerk memory location.

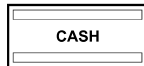
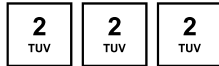
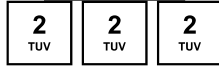
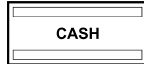
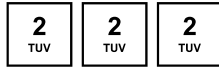
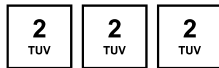
To select another clerk memory location:

- Use the  and  keys to move to the top line.
- Press the **CASH** key to access the next clerk memory location.
- Switch back to the clerk memory location you have just programmed.
- Use the  and  keys to scroll downwards.

The clerk rights are displayed. Rights which have been assigned to the clerk are identified by a ✓ at the end of the line, unassigned rights with a ✖.

- In order to change clerk rights, use the  and  keys to select one of the clerk rights
- and press the **CASH** key to change the status of the clerk rights: Switch between "assigned" and "not assigned".
- Conclude clerk programming by pressing the **SUB-TOTAL** key.

**Input**



**Display**

\*\*\*\*\*

NEW CODE

\*\*\*\*\*

Confirm CODE

CLERK

3- 1=

CLERK

2- 1=

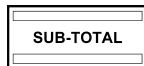
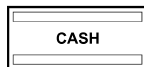
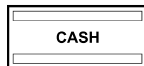
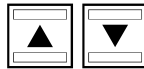
Refund:	✓
Change Price:	✓
Discount:	✓
Service Charge:	✓
Training:	✓
Settings	✓
Registration	✓
X Report:	✓
Z Report:	✓

Z Report:

✓

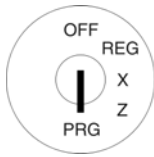
Z Report:

✖

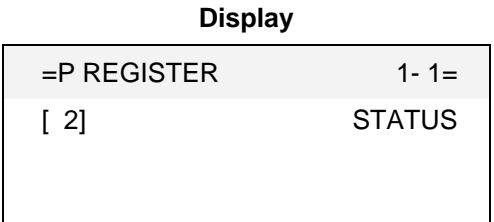
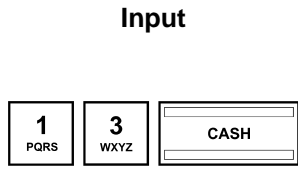




### 5.6.2 Activating/Deactivating the clerk system

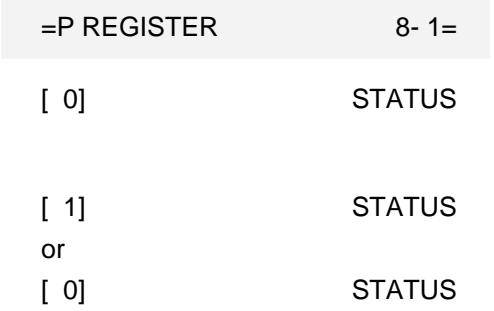
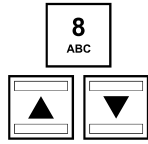
The clerk system is activated/deactivated via system option 8 (refer to Chapter 5.13).



- Set the key to PRG
- Select **programme number 13** (refer to Chapter 5.1.2).
- Confirm by pressing **CASH**.

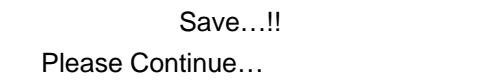
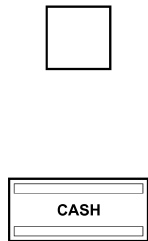


- Use the digit keys to enter **8**.
- Use the  and  keys to access the input area.
- Enter the status number **1** in order to activate the clerk system.



Or:

- Enter the status number **0** in order to deactivate the clerk system.
- Confirm by pressing **CASH**.
- Conclude programming by pressing the **SUB-TOTAL** key.



**Note:** After switching to the Programme menu, turning the key switch to **REG** and switching on the cash register again, each clerk must log on from this moment.

### 5.6.3 Logging on to the cash register as a clerk

<p>In all key switch positions</p> <ul style="list-style-type: none"> <li>• Enter the clerk number.</li> <li>• Confirm by pressing the <b>CLERK</b> key.</li> </ul> <p>If a password has been programmed, you are now requested to enter it.</p> <ul style="list-style-type: none"> <li>• Enter the clerk password.</li> <li>• Confirm by pressing <b>CASH</b>.</li> </ul>	<p><b>Input</b></p> <table border="1"> <tr> <td align="center">[ ]</td> <td align="center">CLERK</td> </tr> </table> <table border="1"> <tr> <td align="center">[ ]</td> <td align="center">[ ]</td> <td align="center">[ ]</td> </tr> <tr> <td align="center">[ ]</td> <td align="center">[ ]</td> <td align="center">[ ]</td> </tr> </table> <table border="1"> <tr> <td align="center">CASH</td> </tr> </table>	[ ]	CLERK	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	CASH	<p><b>Display</b></p> <p>Log In Failed!! No Authority Please Continue... Clerk/Supervisor ID:</p> <table border="1"> <tr> <td align="center">Password:</td> </tr> </table>	Password:
	[ ]	CLERK										
[ ]	[ ]	[ ]										
[ ]	[ ]	[ ]										
CASH												
Password:												

### 5.7 Programming tender media identification

The tender media defines the method of payment for a purchase. There are five different tender media. The three most common tender media are already provided as keys on the keyboard:

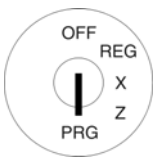
- CASH
- CARD
- CHECK

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

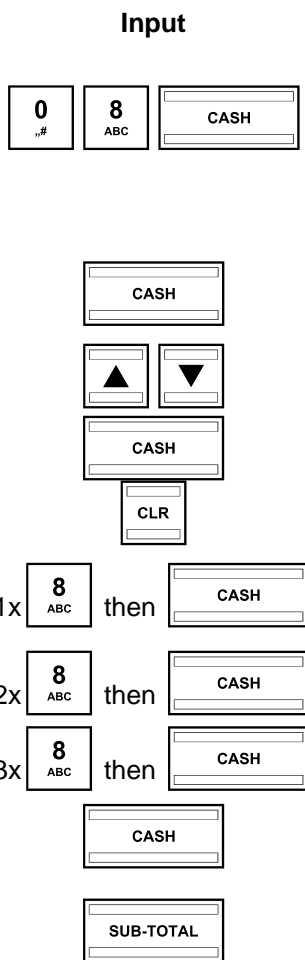
- Credit 1
- Credit 2

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

**Example:** The tender medium "CARD" should be renamed "ABC".



- Set the key to PRG
- Select **programme number 08** (refer to Chapter 5.1.2).
- Confirm by pressing CASH.
- Select the tender medium required: Switch between the various tender media by pressing the CASH key.
- Use the ▲ and ▼ keys to access the input area.
- Confirm by pressing CASH.
- Delete the existing text.
- Enter the new tender name (text input, refer to Chapter 5.2).
- Conclude text input by pressing the CASH key.
- Conclude programming the tender media by pressing the SUB-TOTAL key.



**Display**

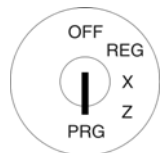
=TENDER MEDIA	1- 1=
[CASH     ]	
=TENDER MEDIA	2- 1=
[CARD     ]	
[CARD     ]	
CARD	
A	
AB	
ABC	
[ABC     ]	

## 5.8 =Programming a surcharge as an amount

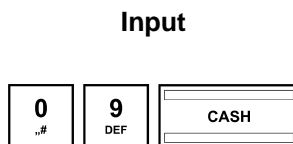
This function programs a fixed amount for the surcharge.

**Note:** When the cash register is in its default setting, the key for the fixed amount surcharge is not set up on the keyboard. The way in which to program the keyboard is described in Chapter 5.20.

**Example:** A fixed surcharge of €6.- must be programmed.



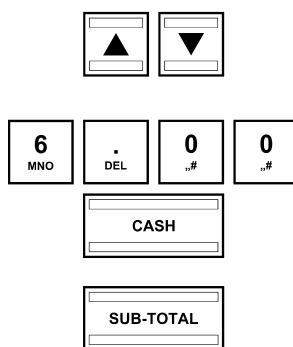
- Set the key to PRG
- Select **programme number 09** (refer to Chapter 5.1.2).
- Confirm by pressing **CASH**.



**Display**

=KEY +/-	0 1=
[ 0.00]	ADD ON+
[ 0.00]	DISCOUNT-

- Use the and keys to move to the input area [ ] **ADD ON+**.
- Use the digit keys to enter the amount of the surcharge (with decimal point and decimal places).
- Confirm by pressing **CASH**.
- Conclude programming by pressing the **SUB-TOTAL** key.



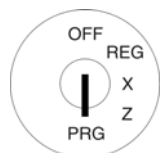
[ 6.00] ADD ON+

## 5.9 Programming a discount as an amount

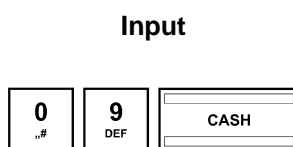
This function programs a fixed amount for the discount.

**Note:** When the cash register is in its default setting, the key for the fixed amount discount is not set up on the keyboard. The way in which to program the keyboard is described in Chapter 5.20.

**Example:** A fixed discount of €1.- must be programmed.



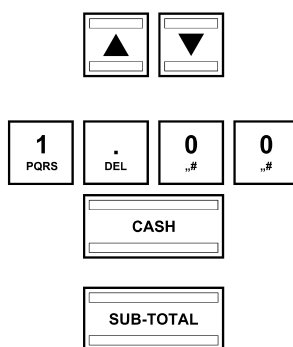
- Set the key to PRG
- Select **programme number 09** (refer to Chapter 5.1.2).
- Confirm by pressing **CASH**.



**Display**

=KEY +/-	0 1=
[ 0.00]	ADD ON+
[ 0.00]	DISCOUNT-

- Use the and keys to move to the input area [ ] **DISCOUNT-**.
- Use the digit keys to enter the amount of the discount (with decimal point and decimal places).
- Confirm by pressing **CASH**.
- Conclude programming by pressing the **SUB-TOTAL** key.



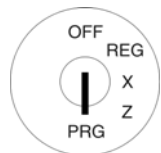
[ 1.00] DISCOUNT-

### 5.10 Programming a surcharge as a percentage

This function programs a surcharge as a percentage value.

**Note:** When the cash register is in its default setting, the key for the percentage surcharge is not set up on the keyboard. The way in which to program the keyboard is described in Chapter 5.20.

**Example:** A percentage value of 10% must be programmed for the surcharge.





- Set the key to PRG
- Select **programme number 10** (refer to Chapter 5.1.2).
- Confirm by pressing **CASH**.

**Input**

1 PQRS	0 .,#	CASH
-----------	----------	------

**Display**

=Key +/-	1=
[ 0.00]	ADD ON%
[ 0.00]	DISCOUNT%

- Use the  and  keys to move to the input area **[ ] ADD ON%**.
- 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).
- Confirm by pressing **CASH**.
- Conclude programming by pressing the **SUB-TOTAL** key.

**Input**

2 TUV	.	0	0
	DEL	.,#	.,#
CASH			
SUB-TOTAL			

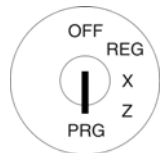
**Display**

[ 2.00]	ADD ON%
---------	---------

### 5.11 Programming a discount as a percentage (-%)

This function programs a discount as a percentage value.

**Example:** A percentage value of 5% must be programmed for the discount.





- Set the key to PRG
- Select **programme number 10** (refer to Chapter 5.1.2).
- Confirm by pressing **CASH**.

**Input**

1 PQRS	0 .,#	CASH
-----------	----------	------

**Display**

=Key +/-	1=
[ 0.00]	ADD ON%
[ 0.00]	DISCOUNT%

- Use the  and  keys to move to the input area **[ ] DISCOUNT%**.
- 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).
- Confirm by pressing **CASH**.
- Conclude programming by pressing the **SUB-TOTAL** key.

**Input**

5 JKL	.	0	0
	DEL	.,#	.,#
CASH			
SUB-TOTAL			

**Display**

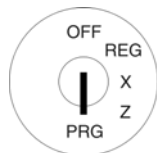
[ 5.00]	DISCOUNT%
---------	-----------

## 5.12 Programming the machine number

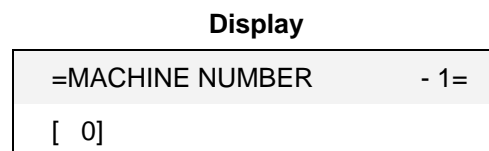
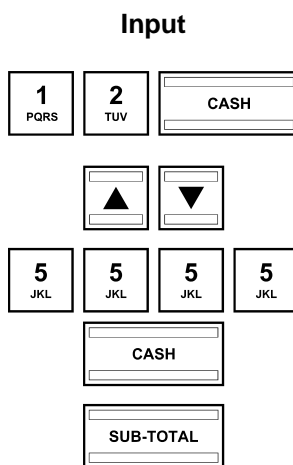
The cash register can be assigned a 4-digit machine number which is then printed on all receipts and reports.

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

**Example:** 5555 should be programmed as the machine number.



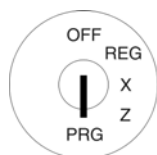
- Set the key to PRG
- Select **programme number 12** (refer to Chapter 5.1.2).
- Confirm by pressing **CASH**.
- Use the **▲** and **▼** keys to move to the input area [ ].
- Enter the machine number using the numeric keys.
- Confirm by pressing **CASH**.
- Conclude programming by pressing the **SUB-TOTAL** key.



[5555]

## 5.13 System options

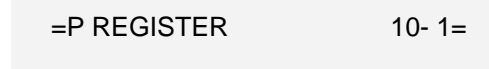
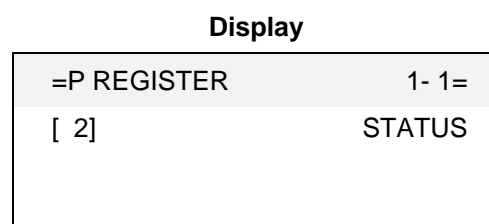
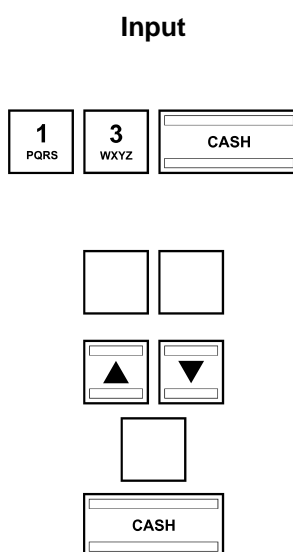
### 5.13.1 Programming system settings



- Set the key to PRG
- Select **programme number 13** (refer to Chapter 5.1.2).
- Confirm by pressing **CASH**

The first system option and its current status appear in the display.

- Enter the number of the system option to be programmed, e.g. 10.
- Use the **▲** and **▼** keys to move to the input area [ ].
- Enter the required status number, e.g. 0.
- Confirm by pressing **CASH**.



[ 1 ] STATUS

[ 0 ] STATUS



### 5.13.2 Overview of system options

**Note:** The default settings appear in bold print.

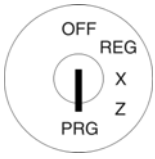
**Note:** Generally speaking, the system options need not be changed when the cash register is used normally.

System option	Status	Setting
1	0	Decimal point position: 0 (no point)
	1	Decimal point position: 0.0
	<b>2</b>	<b>Decimal point position: 0.00</b>
	3	Decimal point position: 0.000
2	0	Department shift: The department level is retained following a registration
	<b>1</b>	<b>Department shift: The department level is switched back to the basic level following a registration</b>
3	1	Net price (exclusive of tax)
	<b>2</b>	<b>Gross price (including tax)</b>
4	<b>0</b>	<b>Time: 24-hour format</b>
	1	Time: 12-hour format
5	0	Display illumination remains on
	<b>1</b>	<b>Display illumination goes out after two minutes of inactivity (energy-save mode)</b>
6	<b>0</b>	<b>Print number on bill: no</b>
	1	Print number on bill: yes
7	0	Date format: Month-Day-Year
	<b>1</b>	<b>Date format: Day-Month-Year</b>
8	<b>0</b>	<b>Clerk system: not active</b>
	1	Clerk system: active
9	<b>0</b>	<b>PLU inventory: not active (no printout on reports)</b>
	1	PLU inventory: active (with printout on reports)
10	0	Acoustic signal: off
	<b>1</b>	<b>Acoustic signal: on</b>
11	0	Language: English
	<b>1</b>	<b>Language: German</b>
	2	Language: French
	3	Language: Dutch
	4	Reserved
	5	Reserved
	6	Reserved
	7	Reserved
8	Reserved	
12	Reserved	

System option	Status	Setting
<b>13</b>		Rounding always occurs after pressing the <b>SUB-TOTAL</b> and <b>CASH</b> keys.
	<b>0</b>	<b>No special European rounding</b> If no special European rounding has been selected, rounding is performed according to commercial 5/4 rounding: 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.
	<b>1</b>	European rounding: Switzerland 0.01 – 0.02 = 0.00 0.03 – 0.07 = 0.05 0.08 – 0.09 = 0.10
	<b>2</b>	European rounding: Sweden 0.00 – 0.24 = 0.00 0.25 – 0.74 = 0.50 0.75 – 0.99 = 1.00
	<b>3</b>	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
<b>14</b>	<b>0</b>	Tax rounding: rounding up
	<b>1</b>	<b>Tax rounding: standard commercial 5/4 rounding</b>
	<b>2</b>	Tax rounding: rounding down
<b>15</b>	Reserved	
<b>16</b>	<b>0</b>	<b>Zero skip printing for Z-report</b>
	<b>1</b>	No zero skip printing for Z-report
<b>17</b>	<b>0</b>	<b>Print total taxable amount: print</b>
	<b>1</b>	Print total taxable amount: no print
<b>18</b>	<b>0</b>	<b>Print taxable amount for each tax rate: no print</b>
	<b>1</b>	Print taxable amount for each tax rate: print
<b>19</b>	<b>0</b>	<b>Print extra line "Total taxable amount": no print</b>
	<b>1</b>	Print extra line "Total taxable amount": print
<b>20</b>	<b>0</b>	<b>Print net total for each tax rate: no print</b>
	<b>1</b>	Print net total for each tax rate: print
<b>21</b>	<b>0</b>	Print extra line "Net total": no print
	<b>1</b>	<b>Print extra line "Net total": print</b>
<b>22</b>	<b>0</b>	Print "tax rate" symbol to the right of the total: no print
	<b>1</b>	<b>Print "tax rate" symbol to the right of the total: print</b>
<b>23</b>	<b>0</b>	<b>Time: no print</b>
	<b>1</b>	Time: print
<b>24</b>	Reserved	
<b>25</b>	<b>0</b>	<b>Print total tax: before CASH line</b>
	<b>1</b>	Print total tax: after CASH line
<b>26</b>	<b>0</b>	<b>Electronic journal: active</b>
	<b>1</b>	Electronic journal: not active

System option	Status	Setting
27	Reserved	
28	Reserved	
29	Reserved	
30	0	Reserved
	1	<b>Receipt counter is only reset to 0 after deleting the electronic journal.</b>
31	0	<b>Z1 and Z2 counters are not deleted after Z-financial report printout</b>
	1	Z1 and Z2 counters are deleted after Z-financial report printout
32	0	Grand Total is not deleted after Z financial report printout
	1	<b>Grand Total is deleted after Z financial report printout</b>
33	0	<b>Grand Total is not printed in the Z1 financial report</b>
	1	Grand Total is printed in the Z1 financial report
34	0	<b>Basic currency is the local currency (amount ÷ conversion factor)</b>
	1	Basic currency is foreign currency (amount × conversion factor)
35	0	<b>Refunds are printed in the financial report</b>
	1	Refunds are not printed in the financial report
36	Reserved	
37	0	<b>No extra line is printed for GROSS amount in the Z-report</b>
	1	Extra line is printed for GROSS amount in the Z-report
38	0	<b>No extra line is printed for Number -(X) in the Z-report</b>
	1	Extra line is printed for Number -(X) in the Z-report
39	0	<b>Standard font (normal height)</b>
	1	Double font height for DP and PLU
40	2	Double font height for tender media (without tax)
	3	Double font height for DP, PLU and tender media
	4	Double font height for logo and end lines
	5	Double font height for entire printout
40	0	<b>Receipt mode</b>
	1	Journal mode

### 5.13.3 Printing the system options

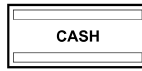


- Set the key to PRG
- **Program number 90** is selected automatically (refer to Chapter 5.1.2).

- Confirm by pressing **CASH**.

The display shows what can be printed.

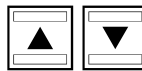
#### Input



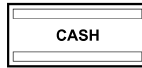
#### Display

=SETTINGS	-90
90. PRINT PROG DUMP	
=PRINT PROG DUMP	PR 1K
DEPARTMENT	
PLU	
CLERK	
TENDER MEDIA	
...	
=PRINT PROG DUMP	PR 8K
P REGISTER	

- Use the **▲** and **▼** keys to select **P REGISTER**.

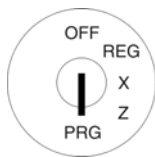


- Confirm by pressing **CASH**.



## 5.14 Programming the date and time

**Example:** 17.06.2011 should be programmed as the date. 13:30 should be programmed as the time.



- Set the key to PRG
- Select **programme number 14** (refer to Chapter 5.1.2).
- Confirm by pressing **CASH**.

### Input



### Display

=Date & Time		- 1=
Date:	DD/MM/YYYY	
	00/00/2000	
Time:	HH/MM	
	00-00	

The input area for the day is already selected.

- Enter the day's date.

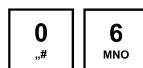
The cash register automatically switches to the input area for the month.



Date: DD/MM/YYYY  
17/01/0000

- Enter the month.

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



Date: DD/MM/YYYY  
17/06/0000

- Enter the year.

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



Date: DD/MM/YYYY  
17/06/2011

- Enter the hour.

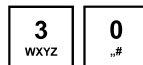
The cash register automatically switches to the input area for the minute.





Time: HH/MM  
13-00

- Enter the minute.

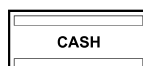
The cash register automatically switches to the input area for the day.



Time: HH/MM  
13-30

**Note:** Use the  and  keys to move to the individual input areas.

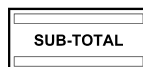
- Save the programmed entries by pressing the **CASH** key.



Save...!!

Please Continue...

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



### 5.15 Programming foreign currencies

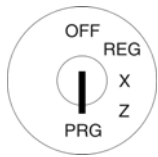
A maximum of 2 foreign currencies can be programmed.

**Note:** If you want to work with a second foreign currency, you must programme **[FC 2]** on the keyboard (refer to Chapters 5.20 and 5.20.2). The default **[FC]** key on the keyboard only applies for 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)?

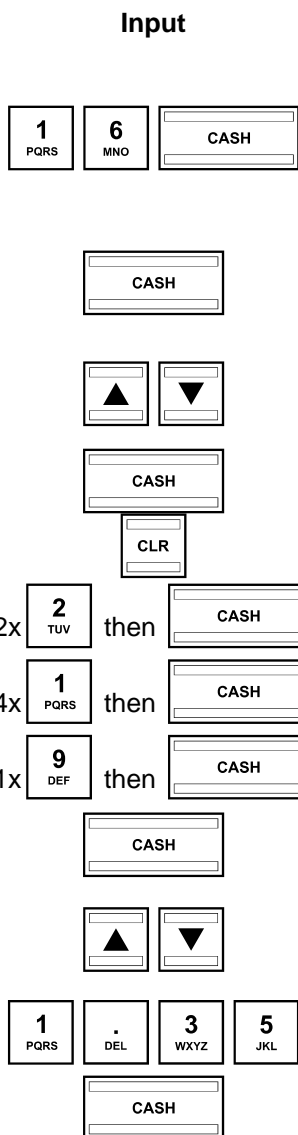
**Example:** US Dollar should be programmed as the foreign currency in memory location 2. The exchange rate at the time of programming was 1 EUR = 1.35 USD (local currency = 1 EUR, foreign currency = 1.35 USD).



- Set the key to PRG
- Select **programme number 16** (refer to Chapter 5.1.2).
- Confirm by pressing **[CASH]**.

The first foreign currency memory location appears in the display.

- Press the **[CASH]** key to change the foreign currency memory location.
- Use the **[▲]** and **[▼]** keys to move to the text input area **[FC0x ]**.
- Confirm by pressing **[CASH]**.
- Delete the existing text.
- Enter the new foreign currency text (refer to Chapter 5.2).
- Conclude text input by pressing the **[CASH]** key.
- Use the **[▲]** and **[▼]** keys to move to the input area **Foreign:**.
- Enter the foreign currency.
- Confirm by pressing **[CASH]**.



<b>Display</b>	
=FC	1- 1=
[FC01 ]	
Foreign: 0.01	
Native: 0.01	
FC	2- 1=
[FC02 ]	
FC02	
U	
US	
USD	
[USD ]	
Foreign: 0	
Foreign: 1.35	
Foreign: 1.35	

- Continued on next page -

- Continued -

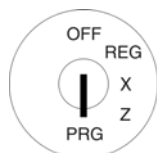
- |   | Input |  | Display   |
|---|-------|--|-----------|
| • Use the  and  keys to move to the input area <b>Native:</b> |       |  | 0         |
| • Enter the local currency.                                   |       |  | Native: 1 |
| • Confirm by pressing .                                       |       |  | Native: 1 |
| • Conclude programming by pressing the  key.                  |       |  |           |

### 5.16 Programming tax rates

A maximum of 4 tax rates can be programmed.

**Note:** When the machine leaves the factory, VAR rate 1 is already pre-programmed to 19% and VAT rate 2 to 7%. If these rates correspond with those you need, no adjustments to the programme are necessary at this point.

**Example:** VAT rate 3 should be 6% (number of decimal places: 2 (default setting)).



- Set the key to PRG
- Select **programme number 30** (refer to Chapter 5.1.2).
- Confirm by pressing .
- Press the key to change to another tax memory location.
- Use the and keys to move to the input area **[ ] RATE%**.
- Use the digit keys to enter the tax rate (with decimal point and decimal places).
- Confirm by pressing .
- Conclude programming by pressing the key.

	Input		Display
			=TAX GROUP 1- 1=
			19.00 RATE%
			=TAX GROUP 3- 1=
			6.00 RATE%
			6.00 RATE%

**Note:** When programming the departments, the tax rate is assigned to the departments. The tax totals are only calculated and printed on the receipt when the tax rate is actually assigned to the departments.

### 5.17 Programming logo messages

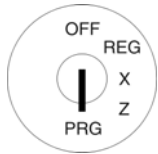
The logo message, printed at the top of the receipt, can contain up to 4 lines and a maximum of 32 characters per line. Four logo lines are already pre-programmed.

**Note:** If you do not want to print a logo message, you can delete the pre-programmed logo message lines.

**Note:** Refer to Chapter 5.2 for information on entering text.

**Note:** Text lines which are not programmed are not printed.

**Example:** A logo should be programmed containing the text "\*\*\*\*\* WELCOME \*\*\*\*\*". The remaining pre-programmed lines should be deleted.



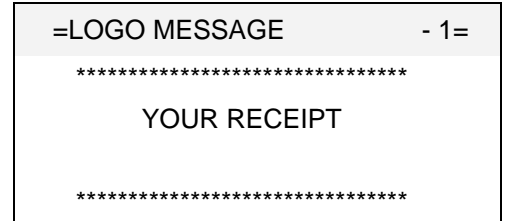
- Set the key to PRG
- Select **programme number 31** (refer to Chapter 5.1.2).
- Confirm by pressing **CASH**.

The programmed logo message appears in the display. The first logo line is already selected.

#### Input

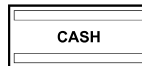


#### Display



- Press the **CASH** key to programme text for the first line.

**Note:** Only 20 characters can appear as a line in the display at one time but 32 characters are possible on the receipt.



```
*****
* * * * *
*****
```

- Delete the existing logo message text by pressing the **CLR** key.

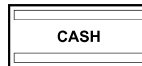


- Enter the new logo message.

Procedure refer to Chapter 5.2

```
***** WELCOME *****
```

- Save the text by pressing **CASH**.



```
***** WELCOME *****
```

- Use the **▲** and **▼** keys to access the next logo line.

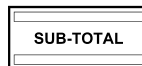


- Continue programming the text as described.



etc.

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



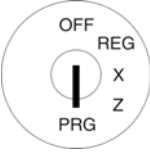


### 5.18 Programming the end lines

The end lines on the receipt can contain up to 3 lines and a maximum of 32 characters per line. Three end lines are already pre-programmed.

- Note:** If you do not want to print end lines, you can delete the pre-programmed end lines.
- Note:** Refer to Chapter 5.2 for information on entering text.
- Note:** Text lines which are not programmed are not printed.

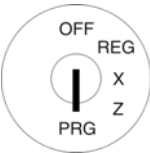
End lines are programmed analogue to programming logo messages. The only difference is that program number 32 must be selected in the program menu.

	<ul style="list-style-type: none"> <li>Set the key to PRG</li> <li>Select <b>programme number 32</b> (refer to Chapter 5.1.2).</li> <li>Confirm by pressing <b>CASH</b>.</li> </ul> <p>The programmed end lines appear in the display. The end line is already selected.</p>	<b>Input</b>	<b>Display</b>
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px; text-align: center;">3 <small>WXYZ</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">2 <small>TUV</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">CASH</div> </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>=AD MEASSAGE - 1=</p> <p>*****</p> <p>THANK</p> <p>*****</p> </div>	

For further procedure, refer to Chapter 5.17.

### 5.19 Selecting a graphical logo

You can print a graphical logo above the logo message on a receipt. There are 23 motifs available for selection, refer to Figure 1 (next page).

	<ul style="list-style-type: none"> <li>Set the key to PRG</li> <li>Select <b>programme number 44</b> (refer to Chapter 5.1.2).</li> <li>Confirm by pressing <b>CASH</b>.</li> </ul> <p>When the machine leaves the factory, a 0 is set in the input area, i.e. no graphical logo is printed.</p> <ul style="list-style-type: none"> <li>Enter the number of the graphical logo you want to print in the input area, e.g. 17.</li> <li>Confirm by pressing <b>CASH</b>.</li> <li>Conclude programming by pressing the <b>SUB-TOTAL</b> key.</li> </ul>	<b>Input</b>	<b>Display</b>
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px; text-align: center;">4 <small>GHI</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">4 <small>GHI</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">CASH</div> </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px; text-align: center;">1 <small>PQRS</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">7 <small>@</small></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">CASH</div> </div> <div style="border: 1px solid black; padding: 2px; text-align: center; width: fit-content; margin: 0 auto;">SUB-TOTAL</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>=GRAPHIC LOGO - 1=</p> <p>[ 0] STATUS</p> </div>	

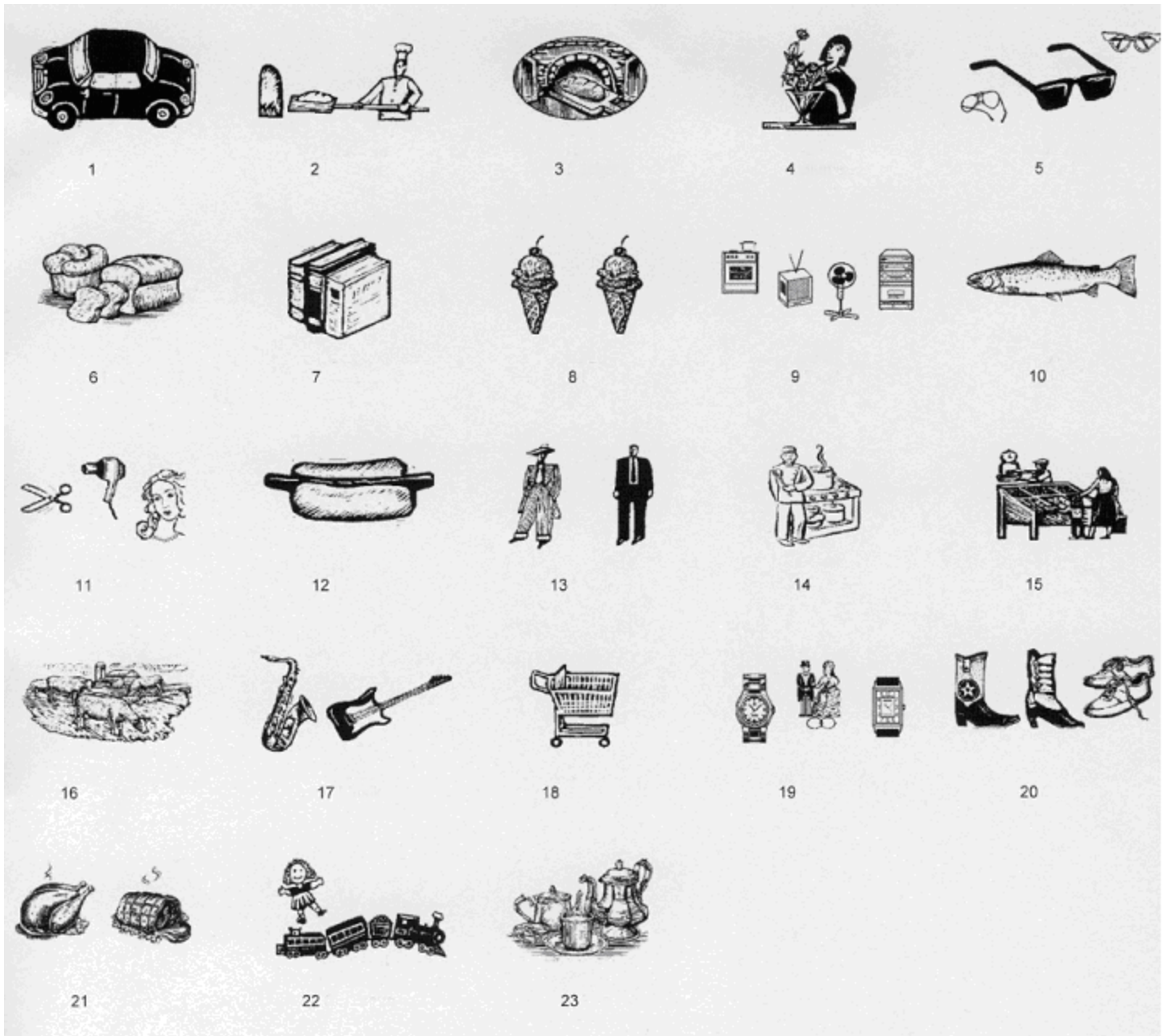


Figure 1

## 5.20 Programming the keyboard

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

### 5.20.1 Programmable keys

The following keys can be programmed:

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

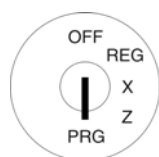
#### Code numbers

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

Category	Meaning	Code Number	Default on Keyboard
Function key table	DP SHIFT	143	
	-%	159	x
	+%	160	
	- Amount discount	157	
	+ Amount surcharge	158	
	Training	153	
Tender media key	Card	161	x
	Credit 1	162	
	Credit 2	163	
	Check	164	x
Foreign currency keys	Foreign currency 1	165	x
	Foreign currency 2	166	

### 5.20.2 Programming the keys

**Example:** The "Training" function (code number 153) should be assigned to the key currently assigned the "CHECK" function (code number 164).



- Set the key to PRG
- Select **programme number 45** (refer to Chapter 5.1.2).
- Confirm by pressing **CASH**.

#### Input



#### Display

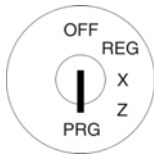
= KEY-FUNCTION	1=
[ 0]	VALUE CODE
[ 0]	KEY BE ASSIGNED
INIT DEFAULT KEYBD.	

- Use the and keys to move to the input area  
**[ ] VALUE CODE**
- Use the digit keys to enter the code number of the required function, e.g. 153 (Training).



[ 0]	VALUE CODE
[153]	VALUE CODE

- Continued on next page -



- Continued -

- Confirm by pressing **CASH**.

The display switches to the next input area

**[ ] KEY BE ASSIGNED**

- Press the **CASH** key.

- Now press the key to be assigned the new function.

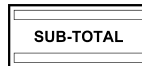
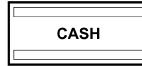
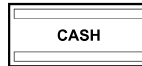
The display shows:

The code number of the new function is displayed in input area

**[ ] KEY BE ASSIGNED**

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

**Input**



**Display**

[ 0] KEY BE ASSIGNED

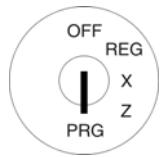
Pls Input  
Redefine Key

Save...!!  
Please Continue...

[153] VALUE CODE  
[164] KEY BE ASSIGNED

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

### 5.20.3 Resetting the cash register to its default settings



- Set the key to PRG
- Select **programme number 45** (refer to Chapter 5.1.2).
- Confirm by pressing **CASH**.

**Input**





**Display**

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

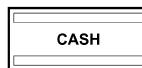
INIT DEFAULT KEYBD.

INIT DEFAULT KEYBD.

- Use the  and  keys to access the **INT DEFAULT KEYB.** field.



- Confirm by pressing **CASH**.



Save...!!  
Please Continue...

## 6 Operation

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

**Note:** The information below applies for the following subchapters: the cash register is always programmed to 2 decimal places (default setting).



- Set the key to REG

### Display

19-01-2011	17:30:30
	<b>0.00</b>

### 6.1 Clearing error messages

In the case of input errors or exceeding limit values, the cash register issues 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.

## 6.2 Registering departments

No decimal point is set when entering prices. The cash register sets the decimal point automatically according to system option 1 (decimal point position).

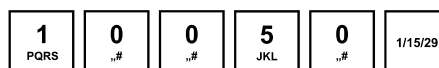
### 6.2.1 Single DP registration

**Example:** 100.50 EUR should be registered to Department 1.



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

**Input**



**Note:** If a department is pre-programmed as a department with a fixed price, no price needs to be entered during registration. After pressing the relevant department key, the fixed price is automatically registered.

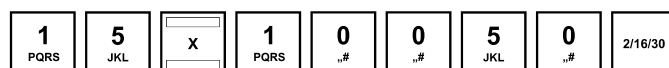
### 6.2.2 Multiple DP registration

**Example:** 15 pieces of an item at a price of 100.50 EUR should be registered for Department 2.



- Set the key to REG
- Enter the quantity.
- Press the multiplication key **X**.
- Enter the price (without decimal point, with decimal places).
- Press the relevant department key.

**Input**

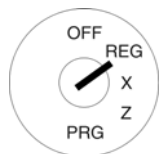


**Note:** The quantity of goods can have a value between 1 and 9999.

**Note:** If a department is pre-programmed as a department with a fixed price, no price needs to be entered during registration. After pressing the relevant department key, the fixed price is automatically registered.

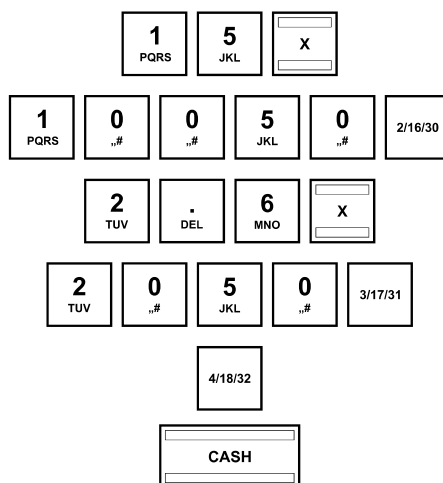
### 6.2.3 Example receipt, PLU registration

**Example:** Following sale: 15 pieces of an item at a price of € 100.50 from Department 2; 2.6 pieces at 20.50 € each from Department 3 and 1 piece from Department 4 at a fixed price of € 35.- each



- Set the key to REG

**Input**



**RECEIPT**

Dept02	15	100.50	1,507.50T1
Dept03	2.6	20.50	53.30T1
Dept04			35.00T1
TAX1			19,00% 254.78
TOTAL VAT EXCL			1,341.02
<b>TOTAL</b>			<b>1,595.80</b>
CASH			1,595.80
17-06-2011			# 1

### 6.3 Registering PLUs

Items (PLUs) are registered by means of PLU numbers. PLUs can only be registered with fixed prices.

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

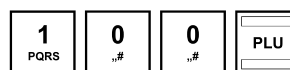
#### 6.3.1 Registering a single PLU

**Example:** An item with PLU number 100 should be registered.



- Set the key to REG
- Enter the PLU number.
- Press the **PLU** key.

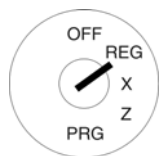
**Input**



**Note:** If an attempt is made to register a PLU which has not been programmed, the following message appears:  
**No record !! Please Continue...** (no registration, continue)

#### 6.3.2 Registering a multiple PLU

**Example:** 15 pieces of an item with PLU number 100 should be registered.



- Set the key to REG
- Enter the quantity.
- Press the multiplication key **X**.
- Enter the PLU number.
- Press the **PLU** key.

**Input**



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

**Note:** If an attempt is made to register a PLU which has not been programmed, the following message appears:  
**No record !! Please Continue...** (no registration, continue)

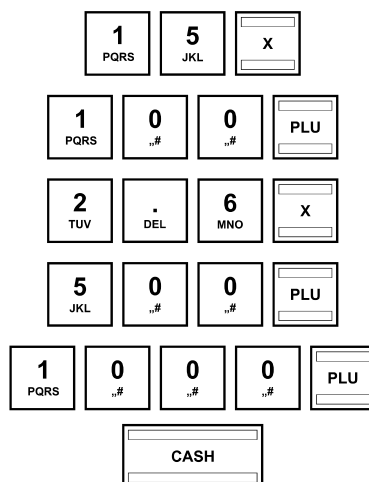
#### 6.3.3 PLU registration, example receipt

**Example:** 15 pieces of an item with PLU number 100 (price: € 100.50); 2.6 pieces with PLU number 500 (price: € 100.50) and 1 item with PLU number 1000 (price: € 50.--).



- Set the key to REG

**Input**



**RECEIPT**

PLU 100	15	100.50	1,507.50T2
PLU 500	2.6	100,50	261.30T2
PLU 1000			50.00T2
-----			
TAX2		7,00%	118.98
TOTAL VAT EXCL			1,699.82
-----			
<b>TOTAL</b>			<b>1,818.80</b>
CASH			1,818.80
-----			
17-06-2011			# 2

### 6.4 Registering departments and PLUs together and registering identical goods

It is possible to register departments and PLUs together on one receipt.

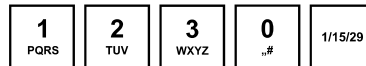
If identical goods are registered, the registration of them can be abbreviated in the case of departments (same department, same price) because price input can be omitted.

**Example:** The following are sold: an item from department 1 at a price of € 12.30 and an identical item at an identical price; an item from department 4 at a price of € 40.-- and another identical item at an identical price; an item with PLU number 100 (fixed price € 10.--) and another of the same item; an item with PLU number 200 (fixed price of € 15.--) and another of the same item.



- Set the key to REG

Single DP registration (with price entry):



Repeat DP registration:



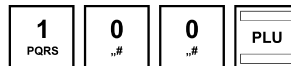
Single DP registration (with fixed price):



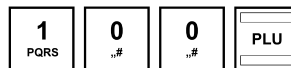
Repeat DP registration:



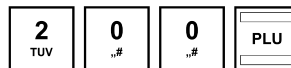
Single PLU registration:



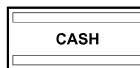
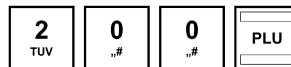
Repeat PLU registration:



Single PLU registration:



Repeat PLU registration:



#### Receipt

Dept01	12.30	
Dept01	12.30	
Dept04	40.00	
Dept04	40.00	
PLU 100	10.00	
PLU 100	10.00	
PLU 200	15.00	
PLU 200	15.00	
TAX1	19,00%	24.64
TOTAL VAT EXCL		129.96
<b>TOTAL</b>		<b>154.60</b>
CASH		154,60
17-06-2011		# 3



## 6.5 Concluding receipt / Method of payment

Payment can be made in various ways:

- CASH
- CHECK
- CARD
- Credit

The tender media keys are available on the keyboard (refer to Chapter 5.7) or can be programmed on the keyboard (refer to Chapter 5.20).

### 6.5.1 Paying with cash and displaying the change



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

**Note:** If the customer pays exactly the right amount, you need not enter the sum paid. Simply press the **CASH** key to conclude the receipt. The amount payable appears in the display.

### 6.5.2 Payment by EC card / check



- Set the key to REG
- Complete all the registrations.
- Produce the subtotal by pressing the **SUB-TOTAL** key (optional process).
- The amount due for payment appears in the display.
- Enter the amount received from the customer (optional process).
- Press the **CHECK** 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.

**Note:** If the customer pays exactly the right amount, you need not enter the sum paid. Simply press the **CASH** key to conclude the receipt. The amount payable appears in the display.

### 6.5.3 Payment by credit card



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

**Note:** If the customer pays exactly the right amount, you need not enter the sum paid. Simply press the **CASH** key to conclude the receipt. The amount payable appears in the display.

### 6.5.4 Paying by credit approval

**Note:** The **CREDIT** key must have been programmed on the keyboard beforehand (refer to Chapter 5.20).



- Set the key to REG
- Complete all the registrations.
- Produce the subtotal by pressing the **SUB-TOTAL** key (optional process).
- The amount due for payment appears in the display.
- Enter the amount received from the customer (optional process).
- Press the **CREDIT** 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.

**Note:** If the customer pays exactly the right amount, you need not enter the sum paid. Simply press the **CASH** key to conclude the receipt. The amount payable appears in the display.

### 6.5.5 Combining tender media

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



- Set the key to REG
- Complete all the registrations.
- Produce the subtotal by pressing the **SUB-TOTAL** key (optional process).
- The amount due for payment appears in the display.
- 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.
- 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.
- 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.

## 6.6 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.

### 6.6.1 Paying in a foreign currency with the exact amount

**Example:** A bill totalling €37.04 in department 1 is paid to the exact amount in USD.

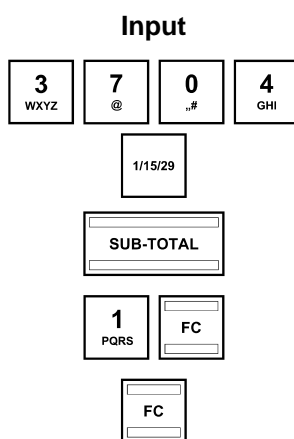


- Set the key to REG
- Produce the subtotal.
- Enter the foreign currency memory location.
- Press the **FC** key.

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)

- The customer pays the exact amount due in the foreign currency.
- Press the **FC** key to conclude the registration process.



<b>Receipt</b>	
Dept01	37.04T1
Subtotal:	37.04
TAX1	19,00% 5,91
TOTAL VAT EXCL	31.13
<b>TOTAL</b>	<b>37,04</b>
Convert Cash	50.00
USD	50.00
Convert Cash	37.04
17-06-2011	# 4

### 6.6.2 Paying in a foreign currency with change

**Example:** A bill totalling €37.04 in department 1 is paid with 100 USD.

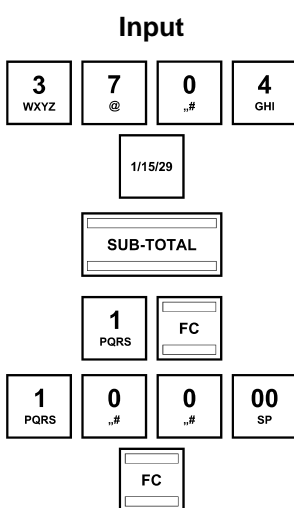


- Set the key to REG
- Produce the subtotal.
- Enter the foreign currency memory location.
- Press the **FC** key.

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)

- Use the digit keys to enter the amount paid by the customer in the foreign currency.
- Press the **FC** key to conclude the registration process.



<b>Receipt</b>	
Dept01	37.04T1
Subtotal:	37.04
TAX1	19,00% 5,91
TOTAL VAT EXCL	31.13
<b>TOTAL</b>	<b>37,04</b>
Convert Cash	50.00
USD	100.00
Convert Cash	74.07
Change	37.03
Convert Cash	49.99
17-06-2011	# 5

#### Explanation to the receipt

Convert Cash 50.00	= The amount due converted to the foreign currency
USD 100.00	= The amount paid in the foreign currency.
Convert Cash 74.07	= The amount paid converted to the local currency
Change 37.03	= The amount of change due in the foreign currency
Convert Cash 49.99	= The amount of change due in the local 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.

## 6.7 Registering surcharges and discounts

It is possible to define

- amount-related or
- percentage

surcharges and discounts. They can be applied to

- individual PLUs or
- a subtotal.

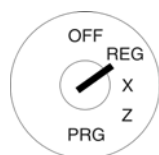
**Note:** Where necessary, the **+%**, **- Amount Discount** and **+ Amount Surcharge** keys must be set up on the keyboard (refer to Chapter 5.20).

**Note:** A fixed, pre-programmed value can be entered for amount-based and percentage surcharges and discounts (refer to Chapters 5.8 to 5.11). 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 number of surcharges and discounts as well as the corresponding total sums appear in the financial report.

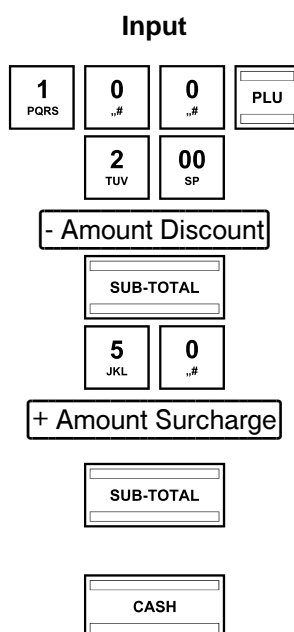
### 6.7.1 Registering amount-related surcharges and discounts

**Example:** An amount-related discount of €2.00 is assigned to an item with PLU number 100. The subtotal is then produced to which an amount-related surcharge of €0.50 is added.



- Set the key to REG
- Register the goods to which an amount-related surcharge or discount is to be granted.
- Enter the amount-related surcharge or discount.
- Press the **- Amount Discount** or **+ Amount Surcharge** key.

If the amount-related surcharge or discount is to be applied to a subtotal, press the **SUB-TOTAL** key beforehand.

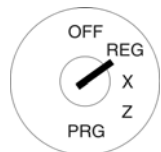


**Receipt**

PLU 100		5.55T1
DISCOUNT-		-2,00
Subtotal:		3.55
Add ON+		0.50
Subtotal:		4.05
TAX1	19,00%	0.65
TOTAL VAT EXCL		3.40
<b>TOTAL</b>		<b>4,05</b>
CASH		4,05
17-06-2011		# 6

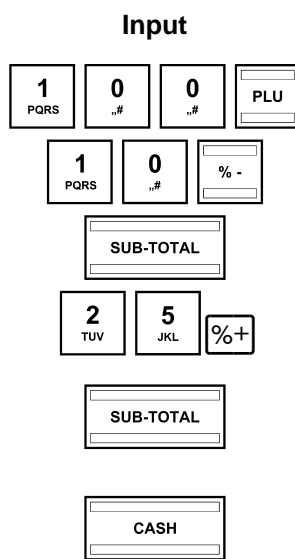
### 6.7.2 Registering percentage surcharges and discounts

**Example:** A percentage discount of 10% is assigned to an item with PLU number 100. The subtotal is then produced to which a percentage surcharge of 25% is added.



- Set the key to REG
- Register the goods to which a percentage surcharge or discount is to be granted.
- Enter the percentage surcharge or discount.
- Press the [%-] or [%+] key.

If the percentage surcharge or discount is to be applied to a subtotal, press the **SUB-TOTAL** key beforehand.



		Receipt
PLU 100		5.55T1
DISCOUNT%	10.0%	-0.55
Subtotal:		5.00
ADD ON%	25.0%	1.25
Subtotal:		6.25
-----		
TAX1	19,00%	1.00
TOTAL VAT EXCL		5.25
-----		
<b>TOTAL</b>		<b>6,25</b>
CASH		6,25
17-06-2011		# 7

### 6.8 Deleting input errors (corrections)

If you have entered a wrong character but have not yet pressed the **DP SHIFT** or **PLU** key, you can correct the error by pressing the **CLR** key.

### 6.9 Error correction and void

**Note:** The number of corrections and voids are recorded in the financial report.

#### 6.9.1 EC (error correction)

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 100 was incorrectly registered. Nothing else has been registered since then. An error correction should be completed.



- Input**
- Set the key to REG
- 
- Press the **EC** key directly after making the incorrect registration to cancel the item.

**Display**

Cancel  
PLU 100                    -5.55

**Receipt**

PLU 2	2.22T1
PLU 100	5.55T1
Cancels:	
PLU 100	-5.55

### 6.9.2 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.

**Example:** Three items have been registered: € 10.00 for department 1, € 20.00 for department 2 and € 30.00 for department 3. The second item needs to be cancelled (€ 20.00 for department 2).



- Input**
- Set the key to REG
  - Register the PLUs.
  - Press the **VOID** key.
  - Use the **▲** and **▼** keys to move to the item to be cancelled.
  - Press the **EC** key to delete the item selected.
  - Press the **CASH** key to return to the registration.

**Display**

```

= Billing Mode Detail
3.Dept03 1      30.00
= Billing Mode Detail
2.Dept02 1      20.00
= Billing Mode Detail
2.Dept02 0      00,00
Cancel
Dept02          -20.00
    
```

**Receipt**

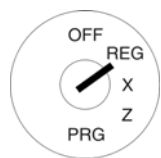
Dept01	10.00T1
Dept02	20.00T1
Dept03	30.00T1
Cancels:	
Dept02	-20.00
Subtotal:	40.00
-----	
TAX1	19,00% 6.39
TOTAL VAT EXCL	33.61
-----	
<b>TOTAL</b>	<b>40.00</b>
CASH	40.00
17-06-2011	# 9

Continue with the registration or conclude the receipt.

### 6.9.3 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:** Various items have been registered. The receipt has not yet been concluded. A complete cancellation should be executed.



- Input**
- Set the key to REG
- 2 PLU  
TUV
- 1 0 0 PLU  
PQRS .,# .,#
- Press the **VOID** key.
  - Press the **CLR** key.

**Display**

```

= Billing Mode Detail
PLU 100          -5.55
    
```

**Receipt**

PLU 2	2.22T1
PLU 100	5.55T1
-----	
17-06-2011	#10
Cancel	Cancel Cancel

**Note:** The number and total sum of the corrections are recorded in the financial report.

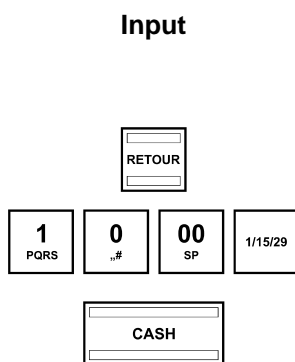
### 6.9.4 Refunds

Refunds (retours) must be registered when a customer returns an item after it has been sold and the receipt concluded.

**Example:** € 10 is refunded from department 1.



- Set the key to REG
- Press the **RETOUR** key.
- Register the returned item in the normal way.
- Press the **CASH** key.



**Receipt**

Dept01			Refund
	1	-10.00	-10.00T1
-----			
TAX1		19,00%	-1.60
TOTAL VAT EXCL			-8.40
-----			
<b>TOTAL</b>			<b>-10.00</b>
CASH			-10.00
17-06-2011			#11

**Note:** The number and total sum of the refunds are recorded in the financial report. Use system option 35 to enable (default setting) or disable printout of this information in the financial report (refer to Chapter 5.13).

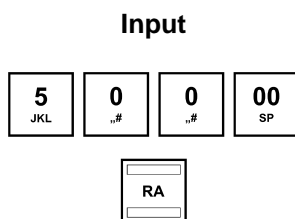
### 6.10 Received on account operations

Payments into the cash register, e.g. credit repayments, are registered as follows:

**Example:** € 500 are received on account.



- Set the key to REG
- Enter the amount paid in.
- Press the **RA** key.



**Receipt**

-----	
RA:	500.00
17-06-2011	#12

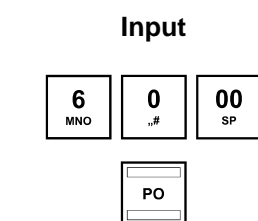
**Note:** The number and total sum of received on account operations are recorded in the financial report.

### 6.11 Paid out operations

**Example:** € 60 are paid out.



- Set the key to REG
- Enter the amount paid out.
- Press the **PO** key.



**Receipt**

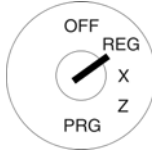
-----	
PO:	60.00
17-06-2011	#13

**Note:** The number and total sum of the paid out transactions are recorded in the financial report.

### 6.12 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 the receipt.



- Set the key to REG
- Enter the number, maximally 8 digits.
- Press the #/NS.

**Input**

8 ABC	7 @	6 MNO	5 JKL
4 GHI	3 WXYZ	2 TUV	1 PQRS
<span style="border: 1px solid black; padding: 2px;">#/NS</span>			


**Receipt**

87654321#

### 6.13 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.



- Set the key to REG
- Press the #/NS.

**Input**

#/NS

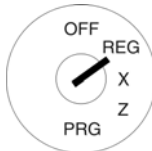
**Receipt**

No Sale Act:  
17-06-2011

#15

### 6.14 Printing a receipt on/off

The printing of a receipt can be switched on or off.



- Set the key to REG
- Press the Receipt ON/OFF key.

**Input**

Receipt  
ON/OFF

**Display**

17-06-2011	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.

### 6.15 Later printout of receipt (copy of receipt)

If printing of a receipt is switched off via the Receipt ON/OFF key, it can be printed later by pressing the Receipt ISSUE key (receipt/bill). This only relates to the receipt for the last registration process.

**Note:** If you need a copy of the receipt 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) (refer to Chapter 8.1.3).



- Set the key to REG
- Receipt printing is switched off.
- Register the items and conclude by pressing a tender media key.
- The press the Receipt ISSUE key.

**Input**

Receipt  
ISSUE



## 7 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.

**Please observe the information provided at the beginning of Chapter 9 regarding your obligations in respect of providing proof and preserving records for the revenue authorities!**

### 7.1 Activating Training mode

**Note:** To activate Training mode, press the Training key. This must first be set up on the keyboard (refer to Chapters 5.20 and 5.20.2).



- Set the key to REG

#### Display

17-06-2011	17:00:00
T	
	0.00

- Press the Training key.

**Note:** If Training mode is switched on, a "T" appears in the display.

**Note:** Within the scope of programming the clerk system (refer to Chapter 5.6), the clerk rights can be used to define which clerk may use Training mode. In order for the clerk rights to take effect, the clerk system must be activated (refer to Chapter 5.6.2).

### 7.2 Deactivating Training mode

**Note:** To deactivate Training mode, press the Training key. This must first be set up on the keyboard (refer to Chapters 5.20 and 5.20.2).



- Set the key to REG

#### Display

17-06-2011	17:00:00
	0.00

- Press the Training key.

## 8 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 by means of system option 26 (refer to Chapter 5.13).
- Approx. 16,000 (receipt) lines can be stored. When the maximum memory capacity is full, the oldest entries in the electronic journal are automatically overwritten (ring journal).

### 8.1 Printing the 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

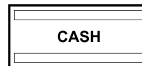
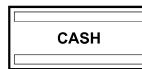
**Note:** Printout of the electronic journal can be interrupted and stopped by pressing the **CLR** key.

#### 8.1.1 Printing the EJ with all details



- Set the key switch to position X or Z.
- Select **EJ.DETAIL REP.:** Use the **▲** and **▼** keys to scroll through the Programme menu to the required position or use the digit keys to enter **9** and **6**.
- Confirm the input by pressing the **CASH** key; the electronic journal appears in the display.
- Press the **CASH** key again to start printing the electronic journal.

#### Input



#### Display

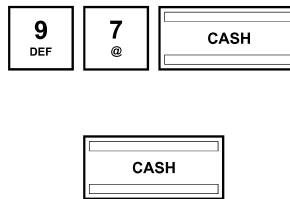
= X Report	- 1=
01.FINANCIAL REP.	
02.FINA. REP. MON.	
03.DEPT. REP.	
04.DEPT. REP. MON.	
05.PLU REP.	
06.PLU REP. MON.	
08.CLERK REP.	
09.CLERK REP. MON.	
86.TRAINING REP.	
87.TRAINING REP. MON.	
96.EJ.DETAIL REP.	
97.EJ.SUM REP.	
98.RE-PRINT RECEIPT	

### 8.1.2 Printing the EJ with totals only



- Set the key switch to position X or Z.
- Select **EJ.SUM REP.**: Use the ▲ and ▼ keys to scroll through the Programme menu to the required position or use the digit keys to enter 9 and 7.
- Confirm the input by pressing the CASH key; the electronic journal appears in the display.
- Press the CASH key again to start printing the electronic journal.

#### Input

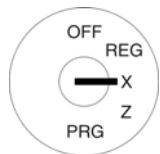


#### Display

= X 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.	
86.TRAINING REP.	
87.TRAINING REP. MON.	
96.EJ.DETAIL REP.	
97.EJ.SUM REP.	
98.RE-PRINT RECEIPT	

### 8.1.3 Printing a copy of a receipt from the EJ

A receipt stored in the electronic journal can be printed out, once, at a later date. The receipt is then printed with the title RECEIPT ISSUE.



- Set the key switch to position X .
  - Select **RE-PRINT RECEIPT**: Use the ▲ and ▼ keys to scroll through the Programme menu to the required position or use the digit keys to enter 9 and 8.
  - Confirm by pressing CASH.
- The input area in which to enter the receipt number appears in the display together with the number of receipts stored.
- Enter the number of the receipt to be printed.
  - Confirm by pressing CASH.

#### Input

#### Display

= X 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.	
86.TRAINING REP.	
87.TRAINING REP. MON.	
96.EJ.DETAIL REP.	
97.EJ.SUM REP.	
98.RE-PRINT RECEIPT	

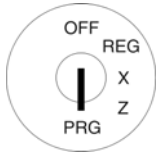
**Note:** The receipts stored are deleted when the electronic journal is deleted.

## 8.2 Deleting the electronic journal (EJ)

### 8.2.1 Printing and deleting the EJ

Delete the electronic journal by printing the electronic journal in Z-mode (refer to Chapter 8.1).

### 8.2.2 Deleting the EJ without printing

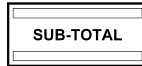
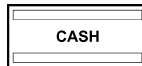
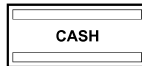


- Set the key to PRG
- Select **programme number 80** (refer to Chapter 5.1.2).
- Confirm by pressing **CASH**

The information which can be deleted appears in the display.

- Use the **▲** and **▼** keys to move to **E-JOURNAL AREA**.
- Press the **CASH** key.
- Confirm the prompt by pressing the **CASH** key.
- Conclude programming by pressing the **SUB-TOTAL** key.

#### Input



#### Display

=MEMORY CLEAR	- 1 =
PROGRAM AREA	
CASHIERS AREA	
DEPARTMENT AREA	
PLU AREA	
E-JOURNAL AREA	
ALL REPORT AREA	
ALL AREA	
CASH=DELETE	
SUB-TOTAL=CANCEL	

Please Wait...

## 9 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.

### 9.1 Types of report

Reports can be printed in X or Z mode.

#### X-mode / X-reports

The key 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.

### 9.2 Report overview

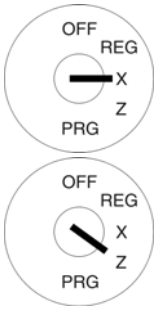
All reports can be printed as X or Z reports with the exception of the Receipt Issue (report number 98).

Report 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
04	04.DEPT. REP. MON.	Monthly X or Z department report
05	05.PLU REP.	Daily X or Z PLU report
06	06. PLU REP. MON.	Monthly X or Z PLU report
08	08.CLERK REP.	Daily X or Z clerk report
09	09.CLERK REP. MON.	Monthly X or Z clerk report
86	86.TRAINING REP.	Daily X or Z training report
87	87.TRAINING REP. MON.	Monthly X or Z training report
96	96.EJ.DETAIL REP.	Electronic journal, print details (X/Z)
97	97.EJ.SUM REP.	Electronic journal, only print totals (X/Z)
98	98.RE-PRINT RECEIPT	Print copy of receipt/bill ( <b>in X-mode only</b> )

### 9.3 Report contents

The system options enable you to define numerous settings to adapt the content of the receipts and reports to your specific needs (refer to Chapter 5.13).

### 9.4 Printing reports

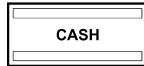
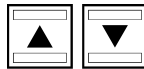
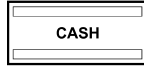
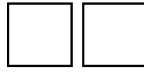


- Set the key switch to position X or Z.
- Select the report to be printed: Use the and keys to scroll through the menu to the required position or use the digit keys to enter the report number.

• Confirm by pressing **CASH**.  
The report first appears, together with the totals, in the display.

- Press the and keys to view all the report totals in the display.
- Press the **CASH** key to start printout.

#### Input



#### Display

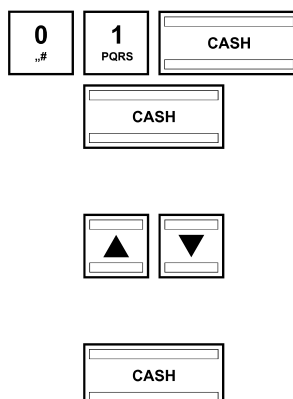
= X Report	- 1=
= Z Report - 1=	
01.FINANCIAL REP.	
02.FINA. REP. MON.	
03.DEPT. REP.	
04.DEPT. REP. MON.	
05.PLU REP.	
06.PLU REP. MON.	
08.CLERK REP.	
09.CLERK REP. MON.	
86.TRAINING REP.	
87.TRAINING REP. MON.	
96.EJ.DETAIL REP.	
97.EJ.SUM REP.	
98.RE-PRINT RECEIPT	

## 9.5 Example of a day's Z-report



- Turn the key switch to Position Z.
  - The cash register is automatically set to **01.FINANCIAL REP.**
  - Press the **CASH** key.
- The report first appears, together with the totals, in the display.
- Press the **▲** and **▼** keys to view all the report totals in the display.
  - Press the **CASH** key to start printout.

### Input



### Receipt

1	
<b>Z Report</b>	
-----Financial Report,Day-----	
TO:	17.06.2011 21:00
TAX1 RATE	19,00%
TAXABLE1 WT	5.964.50
TAXABLE1 WO	5,008.85
TAX1	955.65
Net:	5.64.50
Refund:	-10.00
Cancels:	-15.01
Discount:	-0.55
Service Charge::	1.25
Add Price:	0.50
Reduce Price:	-2,00
In Cash:	500.00
Out Cash:	-60.00
<b>Dawer Total</b>	
CASH	6,067.22
No Sale Act:	1
CARD	53.00
CHECK	10.00
USD	394.40
<b>E.C.R. Reset</b>	

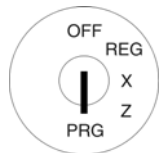
### Explanation of terms in the reports

Term:	Significance:
TAX1 RATE	VAT rate 1 is 19%
TAXABLE1 WT	Taxable at VAT rate 1, gross (inclusive of VAT)
TAXABLE1 WO	Taxable at VAT rate 1, net (exclusive of VAT)
TAX1	VAT amount for VAT rate 1
	Note: TAXABLE1 WO + TAX1 = TAXABLE1 WT
Net	Total sales, gross
Refund	Total amount from refunds
Cancels	Total from all ECs and voids
Discount	Total amount of percentage discounts
Service Charge	Total amount of percentage surcharges
Add Price	Total amount from amount-based surcharges
Reduce Price	Total amount from amount-based discounts
In Cash	Total amount received on account
Out Cash	Total amount paid out
CASH	Total of cash payments
No Sale Act	Total of drawer openings without a sale
CARD	Total of card payments
CHECK	Total of cheque payments
USD	Total of payments in foreign currency 1 (USD)

## 10 Deleting Cash Register Data

This function is used to delete 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!

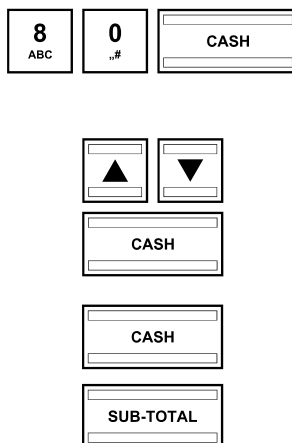


- Set the key to PRG
- Select **programme number 80** (refer to Chapter 5.1.2).
- Confirm by pressing **CASH**

The information which can be deleted appears in the display.

- Use the **▲** and **▼** keys to move to the data to be deleted.
- Confirm by pressing **CASH**.
- Confirm the prompt by pressing the **CASH** key.
- Conclude programming by pressing the **SUB-TOTAL** key.

### Input



### Display

= MEMORYCLEAR	- 1 =
PROGRAM AREA	
CASHIERS AREA	
DEPARTMENT AREA	
PLU AREA	
E-JOURNAL AREA	
ALL REPORT AREA	
ALL AREA	

## 11 In the Case of 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.

### 11.1 Display messages

Display	Cause	Corrective measures:
<b>Paper</b>	End of paper roll.	Replace a new paper roll.
<b>L</b>	The battery capacity is too low.	Charge the battery.
<b>B</b>	Receipt printing is switched off.	Press the <b>Receipt ON/OFF</b> key to switch receipt printing on again.
<b>T</b>	The cash register is in Training mode;	Press the <b>Training</b> key to deactivate Training mode.
<b>II</b>	Department level 2 is active	Press the <b>DP SHIFT</b> key to switch between the department levels.
<b>III</b>	Department level 3 is active	Press the <b>DP SHIFT</b> key to switch between the department levels.



## 11.2 Printer malfunction

1. In the event of a printer error, switch off the cash register immediately and disconnect the power plug.
2. 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 the foreign body very carefully. Do not use a knife, screwdriver or anything similar! Never use force! This could damage the printer mechanism.

3. Switch the cash register on again and complete a registration.
4. If the printer error reoccurs, contact the service centre.

**Note:** Never use low quality paper!

## 12 Options

Various peripheral equipment can be connected to the cash register.

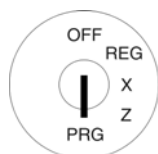
### 12.1 SD card slot for data backup

Use an SD card to make a backup copy of the current programme data and all reports. If the cash register has 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.

#### 12.1.1 Saving data on an SD card

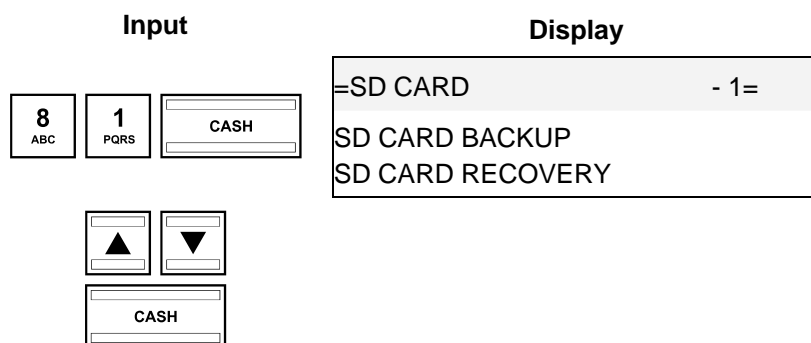
**Note:** The SD card should have a capacity of 2 GB.



- Set the key to PRG
- Select **programme number 81** (refer to Chapter 5.1.2).

Confirm by pressing **CASH**.  
The options appear in the display.

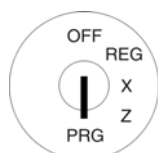
- Use the  and  keys to select **BACKUP**.
- Confirm by pressing **CASH**.



The current programme and reports (except the electronic journal) are transferred from the cash register and stored on the SD card.

**Note:** During transfer, **Please Wait** appears in the display. Never interrupt this process!

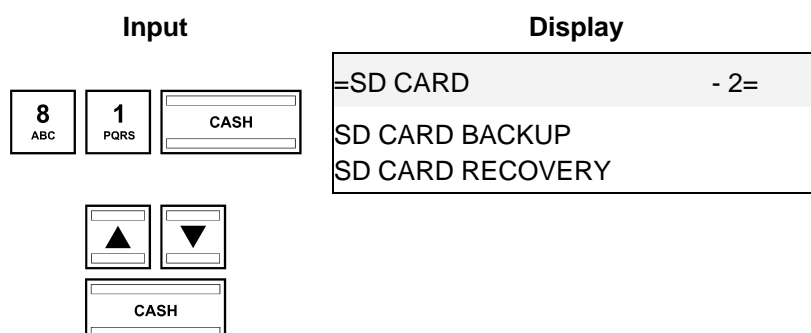
#### 12.1.2 Loading data from an SD card



- Set the key to PRG
- Select **programme number 81** (refer to Chapter 5.1.2).

Confirm by pressing **CASH**.  
The options appear in the display.

- Use the  and  keys to select **RECOVERY**.
- Confirm by pressing **CASH**.



All the data stored (programme and reports) are transferred from the SD card to the cash register.

**Note:** During transfer, **PLEASE WAIT** appears in the display.  
Never interrupt this process!

## 12.2 Bar code scanners

A bar code scanner can be used to read 8 and 13-character EAN codes.

### 12.3 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

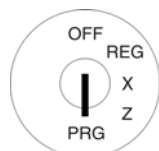


PS 2 plug on the scanners

#### 12.3.1 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.

#### 12.3.2 Using the barcode reader to programme PLUs in the cash register

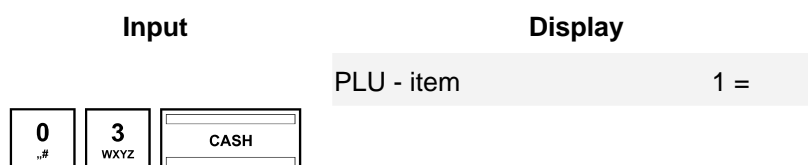


- Set the key to PRG
- Select **programme number 03** (refer to Chapter 5.1.2).
- Confirm by pressing **CASH**.

The memory location for the first PLU is automatically activated.

- Read the bar code using the bar code scanner.
- Complete the other PLU assignments (refer to Chapter 5.5) and confirm each entry by pressing the **CASH** button.
- When the next PLU storage location appears in the cash register display, scan the next PLU and proceed in the same way for the next PLUs.

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



## 12.4 Rechargeable battery

Part number 947990002

When the battery is fully charged, it can operate the cash register for a maximum of 5 hours without the need of a power cable.

**Note:** The runtime of the cash register by the battery depends on the quantity and length of the receipts printed. 5 hours can be achieved when approx. 50 receipts with just 15 text lines are printed.

When the battery capacity is too low, L (Low) appears in the cash register display. When the cash register is connected to the mains power, the battery in the cash register is automatically recharged.

**Note:** The thermal printing is not as dark in battery operation as when mains powered.

### 12.4.1 Technical data

2100 mAh, 7.4 Volt

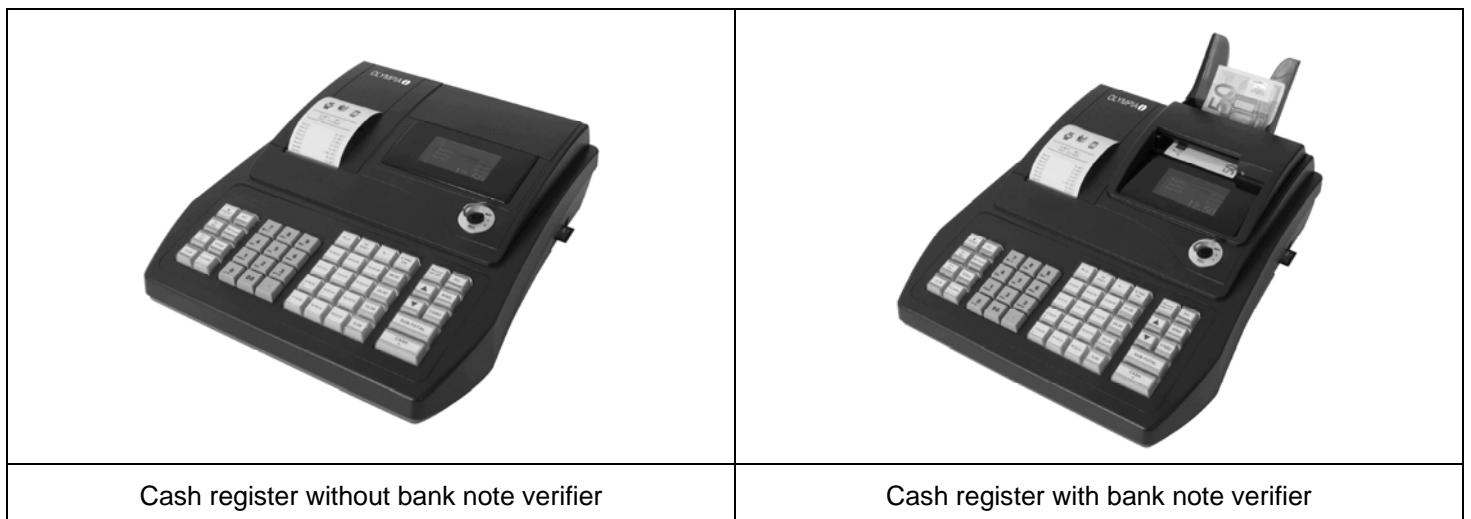
### 12.4.2 Installation of the rechargeable battery

- Disconnect the cash register from the mains power supply.
- Open the cash drawer and remove the cash tray.
- Raise the cash drawer a little and pull it out.
- The cash drawer is fixed to the cash register by a screw in the front section. Remove the screw.
- Raise the cash register a little and open the small flap under the keyboard. Insert the battery in this compartment and plug in the cable.
- Close the cash register again in the reverse sequence.

## 12.5 Bank note verifier (Euro)

Part number 947990003

The bank note verifier can be used to check all Euro bank notes are authentic.



- 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 than 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.

