

---

**Cash Register**

---

**ECR 2500** *euro*

**INSTRUCTIONS  
INSTRUCTIONS D'EMPLOI  
BEDIENUNGSANLEITUNG  
INSTRUCCIONES DE USO**

**olivetti**

**Code 533194B**

Olivetti Lexikon, S.p.A.  
Divisione Home/Office  
77, Via Jervis - 10015 Ivrea (Italy)

*Copyright © 2000, by Olivetti*

*All rights reserved*



The **CE** mark affixed to the product certifies that the product satisfies the basic quality requirements.



---

Your attention is drawn to the following actions that could compromise the characteristics of the product:

- incorrect electrical supply;
  - incorrect installation; incorrect or improper use, or, in any case, not in accordance with the warnings given in the User Manual supplied with the product;
  - replacement of original components or accessories with others of a type not approved by the manufacturer, or carried out by unauthorized personnel.
-

---

WARNING: THIS EQUIPMENT MUST BE EARTHED.  
ATTENTION: CETTE UNITÉ DOIT ÊTRE CONNECTÉE A LA TERRE.  
ACHTUNG: DIESES GERÄT MUSS EINEN ERDUNGSANSCHLUSS HABEN.  
ATENCIÓN: ESTE EQUIPO DEBE ESTAR CONECTADO A UNA TOMA DE TIERRA.  
APPARATET MÅ KUN TILKOPLES JORDET STIKKONTAKT.  
APPARATEN SKALL ANSLUTAS TILL JORDAT NÅTUKKAT.  
LAITE ON LITETTÄVÄ SUKO-RASIAAN.  
Lederen med grøn/gul isolation må kun tilsluttes en klemme mærkt eller



---

To disconnect the cash register from the line voltage, unplug its power cord from the power outlet. The power outlet must be located on a wall, near the cash register and easily accessible.

## Preface

The electronic cash register described in this manual is designed to help your business function smoothly by providing efficient register operations and accurate management reports. Startup is quick and easy, yet there are many options that can be added and revised so that you can customize your operations for optimum productivity. Here are just a few of the cash register's many valuable features:

- 40 departments and 999 Price Look-Up (PLU) settings;
- 26 clerk numbers to monitor the sales of individual employees;
- possibility of assigning a three-digit security code to prevent unauthorized access to individual clerk transactions (during register mode only);
- possibility of defining manager passwords to prevent unauthorized access to the machine's programming mode (PRG), Z mode and X mode;
- possibility of assigning a name to each clerk for rapid identification;
- 2-station dot-matrix printer that prints information on 2 separate rolls of paper, providing customer receipts and a transaction journal;
- customer sales receipt header personalization;
- personalization of Local currency, Euro currency, currency convert and credit captions on the sales receipts and reports;
- possibility of reserving two departments for registering credit tenders separately;
- Euro exchange rate programming;
- possibility of programming the machine to work with one of two base currencies, Local or Euro, so that cash register computes in the currency set and automatically converts the related transaction totals into the other currency;
- rear customer numeric display for transaction viewing;
- front operator alphanumeric display consisting of a 10-character message line on top and a 10-character transaction line on the bottom;
- automatic tax computations for 4 different VAT rates;
- department-linked entry options that streamline and speed-up operation;
- periodic management and financial reports that provide up-to-date sales analysis;
- automatic time display after a period of system inactivity;
- automatic time and date printing on receipt and journal records;
- programmable customer receipt and journal record printing in any one of four languages (English, French, German and Spanish);
- possibility of validating documents at the end of a transaction;
- possibility of issuing copies of a transaction receipt without increasing the receipt consecutive number and without recording the copies on the journal record and reports.

# Table of Contents

## GETTING ACQUAINTED WITH YOUR CASH

<b>REGISTER</b> .....	<b>1</b>
Standard Accessories .....	2
Using this Manual .....	2
Unpacking and Setting Up the Cash Register .....	3
Maintaining the Cash Register .....	3

## THE KEYPAD .....

Keypad Functions .....	5
------------------------	---

## THE CONTROL SYSTEM .....

The Control Lock .....	6
Cash Drawer with Removable Cash Bin .....	7
Operator and Customer Displays .....	7
Automatic Time Display .....	7
Date Display .....	7
Special Symbol Indicators .....	7

## ERROR CONDITIONS .....

The Error Alarm .....	8
Clearing an Error .....	8
General Clearance .....	8
Voiding Errors .....	9

## MEMORY BACK-UP BATTERY SYSTEM .....

	9
--	---

## PRINTER COMPARTMENT .....

Ribbon Cartridge .....	9
Installing the Ribbon Cartridge .....	9
Paper Tape .....	11
Loading the Customer Receipt Roll .....	11
Loading the Journal Roll .....	12

## QUICK START .....

Helpful Hints for a Successful Start-Up .....	14
-----------------------------------------------	----

## TRAINING MODE .....

Activating the Training Mode .....	15
Exiting the Training Mode .....	15

## CASH REGISTER PROGRAMMING .....

Setting Cash Register Features .....	16
Making Changes to Cash Register Programming .....	16
Entering the Program Mode .....	16
Exiting the Program Mode .....	16
Clearing Errors .....	16
Clerk Numbers, Secret Codes and Names .....	17
Machine Numbers .....	18
Date and Time .....	18
Receipt Header .....	19
Percent Discount (-%) .....	20
Percent Plus Rate (+%) .....	20
Fraction Rounding .....	21

Decimal Point Position .....	21
Value Added Tax (VAT) Rates .....	22
High Digit Lock Out (HDLO) and Tax Status Assigned to the Minus Key (-) .....	22
Tax Status, High Digit Lock Out, Single/Multiple Item Sale and Price Linked to a Department .....	23
Price Look-Ups (PLUs) .....	24
Euro Exchange Rates .....	25
Receipt and Report Captions .....	25
Programming System Options .....	28
Dump Reports .....	31
Overall Programming Dump Report .....	32
Manager Passwords .....	33
Using the Cash Register in a Password Protected Mode .....	34
Z1/Z2 Counter .....	34
Grand Total .....	35
Clearing the Cash Register's Memory .....	35

**TRANSACTION EXAMPLES ..... 36**

Entering the Register Mode .....	36
Exiting the Register Mode .....	36
Clearing Errors .....	37
Sample Receipt .....	37
Reprinting a Sales Receipt .....	37
Validation Operations .....	38
Standard Transactions in Local Base Currency .....	39
Examples of Transactions in Euro Base Currency .....	49
Minus (-) Key Transactions .....	54

Percent Discount (-%) Transactions .....	55
Percent Plus (+%) Transactions .....	60
PLU Codes .....	64
Voids and Refunds .....	66
Other Transactions .....	69

**MANAGEMENT REPORTS ..... 75**

X and Z Reports .....	75
Cash-In-Drawer Report .....	75
Time Report .....	76
Clerk Report .....	77
All PLU Report .....	78
PLU Range Report .....	79
Department Range Report .....	79
Z1 and X1 Financial Report .....	80
Z2 and X2 Financial Report .....	81
Duplicate Z Report .....	83
Balancing Formulas .....	83

**APPENDIX ..... 84**

Character Code Table .....	84
Caption Table .....	84
Totalizers and Counters Table .....	88
Cash Register Specifications and Safety .....	88

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