

on having chosen a cash register from Olympia.

The simple layout of the keys and numerous programmable functions make this an exceptionally user-friendly cash register.

This cash register enables you to register amounts according to departments, store PLUs and provide the receipt with a stamp. Various reports can be printed out for evaluating and analyzing sales.

This operating instruction manual describes the functions, operating elements and operating procedures for the cash register. Read it carefully so that you can enjoy the advantages of the new cash register quickly and easily.

**Olympia Office Machines Ltd.**

This user manual is purely informative. The contents are not part of any offer for sale or contract.

The specifications, accessories and options described may differ from country to country.

Olympia Office Machines Ltd. reserves the right to revise specifications, make modifications and technical changes to the product described herein without notification.

|  |           |
|--|-----------|
| <b>Starting up .....</b>                         | <b>6</b>  |
| Intended use .....                               | 6         |
| General information / Safety notes .....         | 6         |
| Transport protection locks .....                 | 6         |
| Connection to the power supply .....             | 6         |
| Printer .....                                    | 7         |
| Insert paper roll.....                           | 7         |
| Paper reel .....                                 | 8         |
| Change ribbon .....                              | 8         |
| Change logo stamp .....                          | 9         |
| <br>   |           |
| <b>Machine view.....</b>                         | <b>10</b> |
| Machine view .....                               | 10        |
| Display .....                                    | 11        |
| Key-operated switch .....                        | 12        |
| Keypad .....                                     | 13        |
| CM 1820 keypad .....                             | 13        |
| Key functions .....                              | 13        |
| <br>   |           |
| <b>Operation .....</b>                           | <b>17</b> |
| Training mode.....                               | 17        |
| Registrations.....                               | 17        |
| Department registration (Programmed price) ..... | 17        |
| Department price override.....                   | 18        |
| PLU registration.....                            | 18        |
| PLU price override.....                          | 19        |
| Repeated PLU registration.....                   | 19        |
| Registration by multiplication .....             | 20        |
| Change computation .....                         | 21        |
| Registration of different types of payment ..... | 21        |
| Split payment.....                               | 22        |
| Premium and discount.....                        | 23        |
| Premiums, as a percentage .....                  | 23        |
| Discounts, as a percentage.....                  | 24        |
| Discounts, fixed or manual amounts .....         | 24        |
| Payment received on account and paid out .....   | 25        |
| Received on account.....                         | 25        |
| Paid out .....                                   | 25        |
| Error correct and void .....                     | 26        |
| Error correct (direct cancellation) .....        | 26        |
| Void (designated cancellation) .....             | 26        |
| Refund/returned goods cancellation .....         | 27        |
| Miscellaneous .....                              | 27        |
| Enter clerk identification number.....           | 27        |
| Validation line .....                            | 27        |
| Lock/Unlock cash register electronically .....   | 28        |
| Open cash drawer electronically .....            | 28        |
| Open cash drawer manually .....                  | 28        |
| Cash tender key .....                            | 28        |
| Passwords.....                                   | 28        |

|  |           |
|--|-----------|
| Print duplicate receipt .....                    | 28        |
| Time display.....                                | 28        |
| <b>Reports.....</b>                              | <b>29</b> |
| Abbreviations .....                              | 29        |
| Reports without memory deletion (X report) ..... | 30        |
| Reports with memory deletion (Z report) .....    | 35        |
| <b>Programming.....</b>                          | <b>36</b> |
| General information .....                        | 36        |
| Printing all programmed settings .....           | 37        |
| Programming the basic program .....              | 38        |
| Modifying a single flag .....                    | 38        |
| Flag table .....                                 | 39        |
| Programming the tax rate .....                   | 41        |
| Programming departments .....                    | 41        |
| Programming the Coupon key .....                 | 42        |
| Programming PLU numbers .....                    | 43        |
| Modifying and adding PLU numbers .....           | 43        |
| <b>Currency conversion program.....</b>          | <b>44</b> |
| Programming currency conversion .....            | 44        |
| Euro in the period 01.01.1999-31.12.2001 .....   | 44        |
| Euro in the period 01.01.2002-30.06.2002 .....   | 45        |
| General currency conversion.....                 | 46        |
| <b>Error messages .....</b>                      | <b>47</b> |
| <b>Options and Maintenance .....</b>             | <b>49</b> |
| Options.....                                     | 49        |
| Keypad cover.....                                | 49        |
| Cash drawer trays.....                           | 49        |
| Bill testing unit.....                           | 49        |
| Self-test.....                                   | 49        |
| Technical data.....                              | 50        |
| <b>Alphabetical index.....</b>                   | <b>51</b> |

This is a “Table of Contents preview” for quality assurance

The full manual can be purchased from our store:

[https://the-checkout-tech.com/manuals/olympia/CM-1820 operating manual.html](https://the-checkout-tech.com/manuals/olympia/CM-1820%20operating%20manual.html)

And our free Online Keysheet maker:

<https://the-checkout-tech.com/Cash-Register-Keysheet-Creator/>

[HTTPS://THE-CHECKOUT-TECH.COM](https://THE-CHECKOUT-TECH.COM)