OLYMPIA®

OPERATING INSTRUCTIONS

ELECTRONIC CASH REGISTER

OLYMPIA CM 1856 F

Version 3.01.02 ,2006 (Rev.B)

Contents

1 Basic Features / General Description 4
1.1 Description of cash register parts 4
1.2 Basic features 4
1.3 Display header 5
1.4 Display footer 5
1.5 Control lock position 5
1.6 Clerk key system 5
1.7 Manager system 6
2 Reset System, Machine Initialization 7
2.1 System reset 7
2.2 Warm start 7
3 Keyboard Description 8
3.1 Keys 8
3.2 Default key assignment 9
3.2.1 Basic level 9
3.2.2 Level 1 10
3.2.3 Level 2 10
4 General Information on Cash Register Installation and Operation 13
4.1 Positioning the cash register 13
4.2 Electrical connections 13
4.3 Cleaning the cash register 13
4.4 Changing the paper roll in the printer 13
5 Cash Register Operation – Sales Transaction 13
5.1 Registrations in departments 13
5.1.1 Departments with divisible quantity with calculation 14
5.2 Registration using PLU numbers 14
5.2.1 PLU registration with divisible quantity with calculation 16
5.2.2 Registering a PLU with weight barcode, data input via keyboard 17
5.3 Mixed registration – multiplication 17
5.4 Tender media keys (method of payment) 17
5.4.1 Payment by cash 18
5.4.2 Payment by cheque (check) 18
5.4.3 Mixed payment 19
5.5 Payment in foreign currencies 19
5.6 Correcting registrations 20
5.6.1 (CLR) Clear 20
5.6.2 Cancelling the last item – EC (immediate error correction) 20
5.6.3 Cancelling an item already registered – Void 21
5.6.4 Cancelling all the registrations – Void 21
5.7 Discounts, surcharges, returns (refunds) in registrations 21
5.7.1 Trade surcharge/discount in % on single items (entire receipt): 21

5.7.2 Absolute surcharge/discount on single items (entire receipt) 22
5.7.3 Retour (refunds) 22
5.8 Transactions without registration (receive on account, paid out, etc.) 22
5.8.1 "No Sale" function 22
5.8.2 Received on account 23
5.8.3 Paid out 24
5.9 Additional information 24
5.9.1 Informative PLU price display 24
5.9.2 Printing a duplicate receipt 25
5.9.3 Display open tracks 25
5.9.4 Cancelling open tracks 25
5.9.5 PLU groups 25
5.9.6 Display last registration 25
5.9.7 Working for another clerk 25
6 Cash Register Operation – Tracking System 25
6.1 Opening and closing tracks 26
6.2 Transferring and separating tracks 27
6.2.1 Transferring selected items from one track to another 27
6.3 Part payment, total payment of a track, paying several tracks 28
6.3.1 Part payment of a track 28
6.4 Track correction 29
6.5 "Ticket type", "Order type", kitchen printer system 29
System 1 (ticket type) 29
System 2 (order type) 30
System 3 (kitchen printer) 30
6.6 Printing an additional business receipt 30
6.7 Compiling and printing cooking codes on the kitchen printer 31
6.8 Change of clerks 32
6.9 Other features 32
6.9.1 Printing a copy of the receipt 32
6.9.2 Returning items to another clerk 32
6.9.3 Changing tender media after printing receipt 32
6.9.4 Working with two connected cash registers (option) 33
7 Stock PLU, Stock Counter Adjustment, Linking PLU Stock 33
7.1 Addition of inventory stock 33
7.2 Deducting inventory stock 34
8 Overview of X-reports, Z-reports 34
8.1 Report overview 34
9 Error Messages (Error Codes) 37
10 Training Mode 39
11 Plug-in Peripherals, Software Updates 40

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-1856 F operating manual.html

And our free Online Keysheet maker:
https://the-checkout-tech.com/Cash-Register-Keysheet-Creator/

HTTPS://THE-CHECKOUT-TECH.COM