

OLYMPIA

CM 75 / 760 / 761 / 762

**Operating Instructions
Programming Instructions**



OLYMPIA

Since 1903

www.olympia-vertrieb.de

Table of Contents

Declaration of Conformity	2
Intended Use	4
General Information / Safety Notes	4
Transport Locks	4
Connecting to the Power Supply	4
Printer Mechanism	4
Table of Contents	5
1 Product Features	7
2 Starting Up	8
2.1 Inserting a paper roll	8
2.2 Paper reel	8
2.3 Changing the ink ribbons	8
3 Key Switch	9
3.1 Key switch positions	9
3.2 Keys	9
4 Keyboard	10
4.1 Changing the key labels	10
4.2 CM 75 keyboard	10
4.2.1 Original English labelling	10
4.2.2 German key labelling	10
4.3 CM 760 / 761 / 762 keyboard	11
4.3.1 Original English labelling	11
4.3.2 German key labelling	11
4.4 Explanation of the key functions	12
5 Programming	14
5.1 Programming the date	14
5.2 Programming the time	14
5.3 Programming the VAT rate	14
5.4 Programming a percentage discount	15
5.5 Programming departments (DP)	15
5.5.1 Programming department status and fixed price	15
5.5.2 Printing the department programme	16
5.6 Programming the PLU (price look up)	17
5.6.1 Programming the price and department assignment	17
5.6.2 Programming the PLU status and department assignment	17
5.6.3 Printing the PLUs programmed	18
5.7 Programming foreign currencies	18
5.8 System options	19
5.8.1 Programming system settings	19
5.8.2 Printing the system options (dump report)	21
6 Clerk System	22
6.1 Activating the clerk system	22
6.2 Clerk system without a password	22
6.2.1 Clerk log-on with clerk number	22
6.2.2 Clerk logs off	22
6.3 Clerk system with password	22
6.3.1 Programming a clerk password	23
6.3.2 Clerk log-on with clerk number and clerk password	23
6.3.3 Clerk logs off	23

7	Operation	24
7.1	Registering departments	24
7.2	Registering negative departments	24
7.3	Registering PLUs	25
7.3.1	Registering PLUs with a fixed price	25
7.3.2	Registering a PLU with free pricing	26
7.3.3	Registering negative PLUs	26
7.4	Concluding receipts / Methods of payment	27
7.4.1	Payment by cash	27
7.4.2	Payment by EC card / check	27
7.4.3	Payment by credit card / credit approval	27
7.5	Foreign currency payment	27
7.6	Registering a discount as an amount	28
7.7	Registering a discount as a percentage	28
7.7.1	Registering a percentage discount on a PLU	28
7.7.2	Registering a percentage discount on a subtotal	28
7.8	Error Correction and Void	29
7.8.1	EC	29
7.8.2	Normal void	29
7.9	Refund / Void	29
7.10	Received on account operations	30
7.11	Paid out operations	30
7.12	Printing function	31
7.13	Opening the cash drawer without a sale	31
7.14	Printing a receipt on/off	32
7.15	Printing a copy of the receipt	32
8	Training Mode	32
8.1	Activating Training mode	32
8.2	Practising in Training mode	32
8.3	Deactivating Training mode	32
9	Cash Register Reports	33
9.1	Basic information	33
9.2	Overview of cash register reports	33
9.3	Explanation of the Z1 day's financial report	34
10	Eliminating Problems	35
10.1	Error messages in the display	35
10.2	Display indicators	35
10.3	Printer malfunction	35
10.4	Resetting the cash register to its default settings	35
11	Options	36
11.1	Bank note verifier (Euro)	36
11.2	Rechargeable battery	37
11.2.1	Technical data	37
11.2.2	Installation of the rechargeable battery	37

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

The full manual can be found at <http://the-checkout-tech.com/estore/catalog/>

We also offer free downloads, a free keyboard layout designer, cable diagrams, free help and support.

<http://the-checkout-tech.com> : *the biggest supplier of cash register and scale manuals on the net*