

OLYMPIA

CM 910 / 911 / 912

Operating Instructions
Programming Instructions



OLYMPIA

SINCE 1903

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	8
2 Starting Up	9
2.1 Inserting a paper roll.....	9
2.2 Paper reel.....	9
2.3 Language.....	9
3 Key-Operated Control Switch	10
3.1 Key switch positions.....	10
3.2 Keys.....	10
4 Keyboard	11
4.1 Changing the key labels.....	11
4.2 Original English labelling.....	11
4.3 German key labelling.....	11
4.4 Explanation of the key functions.....	12
5 Programming	14
5.1 Basics for programming.....	14
5.1.1 Programme menu.....	14
5.1.2 Initiate programming.....	15
5.1.3 Conclude programming.....	15
5.2 Text input.....	15
5.2.1 Text input areas and maximum number of characters.....	15
5.2.2 Procedure to enter text.....	16
5.2.3 Keys for text input.....	17
5.2.4 Character map.....	17
5.3 Changing the language.....	18
5.4 Programming departments.....	19
5.4.1 Programmable contents.....	19
5.4.2 Department programming.....	20
5.5 Programming the PLU (price look up).....	22
5.5.1 Programmable contents.....	22
5.5.2 Programming PLUs.....	23
5.5.3 Deleting a PLU.....	25
5.6 Clerk system.....	26
5.6.1 Programming clerks.....	26
5.6.2 Activating/Deactivating the clerk system.....	28
5.6.3 Logging on to the cash register as a clerk.....	28

5.7	Programming tender media identification.....	29
5.8	Programming a surcharge as an amount.....	30
5.9	Programming a discount as an amount	30
5.10	Programming a surcharge as a percentage.....	31
5.11	Programming a discount as a percentage (-%).....	31
5.12	Programming the machine number.....	32
5.13	System options.....	32
5.13.1	Programming system settings.....	32
5.13.2	Overview of system options.....	33
5.13.3	Printing the system options.....	36
5.14	Programming the date and time.....	37
5.15	Programming foreign currencies.....	38
5.16	Programming tax rates.....	39
5.17	Programming logo messages.....	40
5.18	Programming the end lines.....	41
5.19	Selecting a graphical logo.....	41
5.20	Programming the keyboard.....	43
5.20.1	Programmable keys.....	43
5.20.2	Programming the keys.....	43
5.20.3	Resetting the cash register to its default settings.....	44
6	Operation.....	45
6.1	Clearing error messages.....	45
6.2	Registering departments.....	46
6.2.1	Single DP registration.....	46
6.2.2	Multiple DP registration.....	46
6.2.3	Example receipt, PLU registration.....	46
6.3	Registering PLUs.....	47
6.3.1	Registering a single PLU.....	47
6.3.2	Registering a multiple PLU.....	47
6.3.3	PLU registration, example receipt.....	47
6.4	Registering departments and PLUs together) and identical goods.....	48
6.5	Concluding receipt / Method of payment.....	49
6.5.1	Paying with cash and displaying the change.....	49
6.5.2	Payment by EC card / check.....	49
6.5.3	Payment by credit card.....	50
6.5.4	Paying by credit approval.....	50
6.5.5	Combining tender media.....	50
6.6	Payment in a foreign currency.....	51
6.6.1	Paying in a foreign currency with the exact amount.....	51
6.6.2	Paying in a foreign currency with change.....	51
6.7	Registering surcharges and discounts.....	52
6.7.1	Registering amount-related surcharges and discounts.....	52
6.7.2	Registering percentage surcharges and discounts.....	53
6.8	Deleting input errors (corrections).....	53
6.9	Error correction and void.....	53
6.9.1	EC (error correction).....	53
6.9.2	Void.....	54
6.9.3	Complete cancellation.....	54
6.9.4	Refunds.....	55
6.10	Received on account operations.....	55
6.11	Paid out operations.....	55
6.12	Printing numbers.....	56
6.13	Opening the cash drawer without a sale.....	56

6.14	Printing a receipt on/off	56
6.15	Printing a copy of the receipt.....	56
7	Training Mode	57
7.1	Activating Training mode.....	57
7.2	Deactivating Training mode.....	57
8	Electronic Journal (EJ)	58
8.1	Printing the electronic journal (EJ)	58
8.1.1	Printing the EJ with all details	58
8.1.2	Printing the EJ with totals only	59
8.1.3	Printing a copy of a receipt from the EJ.....	59
8.2	Deleting the electronic journal (EJ)	60
8.2.1	Printing and deleting the EJ.....	60
8.2.2	Deleting the EJ without printing	60
9	Cash Register Reports	61
9.1	Types of report	61
9.2	Report overview.....	61
9.3	Report contents	61
9.4	Printing reports	62
9.5	Example of a day's Z-report	63
10	Deleting Cash Register Data	64
11	In the Case of Problems.....	64
11.1	Display messages	64
11.2	Printer malfunction	65
12	Options	65
12.1	SD card slot for data backup	65
12.1.1	Saving data on an SD card.....	65
12.1.2	Loading data from an SD card.....	65
12.2	Bar code scanners	66
12.3	Suitable bar code scanners with a PS-2 plug	66
12.3.1	Setting up a bar code scanner.....	66
12.3.2	Using the barcode reader to programme PLUs in the cash register	66
12.4	Rechargeable battery	67
12.4.1	Technical data.....	67
12.4.2	Installation of the rechargeable battery.....	67
12.5	Bank note verifier (Euro)	67

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-910 CM-911 CM-912 instruction and](https://the-checkout-tech.com/manuals/olympia/CM-910%20CM-911%20CM-912%20instruction%20and%20manual.pdf)

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)