

OLYMPIA

CM 940-F / 941-F / 942-F

Operating Instructions
Programming Instructions



OLYMPIA

Since 1903

Contents

1	Product Features	11
2	Starting Up	13
2.1	Inserting a paper roll.....	13
2.2	Paper reel.....	13
2.2.1	Inserting the paper reel.....	13
2.2.2	Removing the journal.....	13
2.3	Language.....	13
3	Key-Operated Control Switch.....	14
3.1	Key switch positions.....	14
3.2	Keys.....	14
4	Keyboard	15
4.1	Raised keyboard	15
4.1.1	Raised keyboard labels in English.....	15
4.1.2	Raised keyboard labels in German.....	15
4.1.3	Changing the key labels.....	15
4.2	Flat keyboard.....	16
4.2.1	Flat keyboard labels in English (original).....	16
4.2.2	Flat keyboard labels in German.....	16
4.2.3	Changing the flat keyboard label	16
4.3	Explanation of the key functions.....	17
4.3.1	Standard keys on the keyboard	17
4.3.2	Functions not provided on the standard keyboard.....	20
5	Programming the Cash Register Via the PC.....	22
5.1	Installing the PC software.....	22
5.2	Starting the PC programme.....	23
5.3	Connecting the PC to the cash register	25
5.4	Using the PC programme.....	25
5.4.1	Using a basic programme supplied	26
5.4.2	Programming a completely new set of data.....	27
5.5	Selection window and programming operation	27
5.6	Menu bar	29
5.7	Loading data from the PC to the cash register.....	30
5.7.1	Loading all the data from the PC to the cash register	30
5.7.2	Loading individual data files from the PC to the cash register.....	31
5.8	Loading data from the cash register to the PC (backup copy).....	31
5.9	Data input, in detail.....	31
6	Programming on the Cash Register	32
6.1	Basics for programming	32
6.1.1	Programming menu	32
6.1.2	Initiate programming	33
6.1.3	Conclude programming.....	33
6.2	Text input.....	34
6.2.1	Text input areas a maximum number of characters	34

6.2.2	Procedure to enter text	34
6.2.2.1	Entering digits, letters and special characters.....	34
6.2.2.2	Deleting text entered	35
6.2.3	Keys for text input	36
6.2.4	Character map	36
6.3	Changing the language	37
6.3.1	Changing the language using the PC	38
6.4	Programming departments.....	39
6.4.1	Programmable contents.....	39
6.4.1.1	Department name.....	39
6.4.1.2	Department fixed prices.....	39
6.4.1.3	Tax rate assignment.....	39
6.4.1.4	Department status	39
6.4.2	Department programming	40
6.4.3	Navigating in the departments	42
6.4.4	Programming departments using the PC.....	42
6.5	Programming PLUs / items	43
6.5.1	Programmable contents.....	43
6.5.1.1	PLU number.....	43
6.5.1.2	PLU caption	43
6.5.1.3	PLU fixed prices	43
6.5.1.4	Tax rate assignment.....	43
6.5.1.5	Department assignment	43
6.5.1.6	PLU status	43
6.5.1.7	LINK PLUs.....	43
6.5.1.8	2-digit identity code for order type and printout on the kitchen printer	43
6.5.1.9	Inventory.....	47
6.5.2	Programming PLUs.....	48
6.5.3	Navigating in the PLUs	52
6.5.4	Deleting a PLU.....	52
6.5.5	Programming PLUs using the PC.....	53
6.6	Programming LINK PLUs	54
6.6.1	Programmable contents.....	54
6.6.1.1	LINK PLU number	54
6.6.1.2	LINK PLU name.....	54
6.6.1.3	LINK PLU fixed prices	54
6.6.1.4	Assigning a tax rate	54
6.6.1.5	Assigning a department.....	54
6.6.1.6	LINK PLU status	54
6.6.2	Programming LINK PLUs.....	55
6.6.3	Navigating in the LINK PLU	57
6.6.4	Deleting a LINK PLU.....	57
6.6.5	Programming LINK PLUs using the PC.....	58
6.7	Clerk system.....	59
6.7.1	Programmable contents.....	59
6.7.1.1	Clerk name	59
6.7.1.2	Clerk password (pass code).....	59
6.7.1.3	Commission.....	59
6.7.1.4	Clerk attributes / Clerk rights	60
6.7.2	Programming clerks	61
6.7.3	Activating/Deactivating the clerk system	63
6.7.4	Logging on to the cash register as a clerk	64
6.7.5	Programming clerks using the PC	65

6.8	Programming tender media identification.....	66
6.8.1	Programming tender media identification using the PC	67
6.9	Programming an amount-related surcharge (+).....	68
6.9.1	Programming an amount-related surcharge (+) using the PC.....	68
6.10	Programming an amount-related discount (-)	69
6.10.1	Programming an amount-related discount (-) using the PC	69
6.11	Programming a percentage surcharge (%+).....	70
6.11.1	Programming a percentage surcharge (+) using the PC.....	70
6.12	Programming a percentage discount (-%)	70
6.12.1	Programming a percentage discount (%-) using the PC	70
6.13	Programming the training pass code	71
6.13.1	Programming the training pass code using the PC	72
6.14	Programming the machine number	73
6.14.1	Programming the machine number using the PC.....	73
6.15	System options.....	74
6.15.1	System options in detail	74
6.15.2	Programming system options	78
6.15.3	Printing the system options.....	78
6.15.4	Programming system options using the PC.....	79
6.16	Programming the date and time	80
6.17	Programming foreign currencies	81
6.18	Programming printing of the X / Z reports	82
6.18.1	Status numbers	82
6.18.2	Programming status numbers.....	83
6.18.3	Programming the content of the report printout using the PC	84
6.19	Programming clerk PLUs	85
6.20	Programming the RS 232 port.....	86
6.20.1	Programmable contents and their status numbers.....	86
6.20.2	Programming the RS 232 port.....	87
6.21	Programming tax rates	88
6.21.1	Programming tax rates using the PC.....	89
6.22	Programming logo messages.....	90
6.22.1	Programming logo messages using the PC	91
6.23	Programming AD messages	92
6.23.1	Programming the AD message using the PC.....	92
6.24	Programming additional (cooking) messages	93
6.24.1	Programming cooking messages using the PC.....	94
6.25	Programming order messages.....	95
6.25.1	Programming order messages using the PC.....	96
6.26	Programming kitchen receipts.....	97
6.27	Selecting a graphical logo	98
6.27.1	Programming a graphical logo using the PC	99
6.28	Programming the keyboard	100
6.28.1	Key codes	100
6.28.2	Programming the keys	101
6.28.3	Resetting the cash register to its default settings	102
6.28.4	Programming the keyboard assignment using the PC	103
6.28.4.1	Programming a raised keyboard assignment using the PC	103
6.28.4.2	Programming the flat keyboard assignment using the PC	104
6.29	Programming Dallas keys	105
6.30	Defining the ECR type.....	106
6.30.1	Programming the ECR type using the PC	106

6.31	Programming the decimal point / decimal places.....	107
6.31.1	Programming the decimal places using the PC.....	108
6.32	Programming rounding.....	109
6.32.1	Programming rounding for received on account/paid out and for calculating tax.....	109
6.32.1.1	Programming rounding for receiving on account / paid out.....	109
6.32.1.2	Programming rounding for tax calculation.....	110
6.32.2	Defining the rounding method.....	111
6.32.3	Programming rounding using the PC.....	112
6.33	Programming the date format.....	113
6.33.1	Programming the date format using the PC.....	114
7	Operation.....	115
7.1	Clearing error messages.....	115
7.2	Registering departments.....	116
7.2.1	Registering a DP once using fixed price 1.....	116
7.2.1.1	Items were previously registered using price 1.....	116
7.2.1.2	Items were previously registered using price 2.....	116
7.2.2	Registering a DP once using fixed price 2.....	117
7.2.2.1	Items were previously registered using price 2.....	117
7.2.2.2	Items were previously registered using price 1.....	117
7.2.3	Registering a DP once without a fixed price.....	117
7.2.4	Multiple DP registration.....	117
7.2.5	Registering identical departments.....	118
7.2.6	Example receipt for DP registration.....	119
7.3	Registering PLUs.....	120
7.3.1	Registering a PLU once using fixed price 1.....	120
7.3.1.1	Items were previously registered using price 1.....	120
7.3.1.2	Items were previously registered using price 2.....	120
7.3.2	Registering a PLU once using fixed price 2.....	121
7.3.2.1	Items were previously registered using price 2.....	121
7.3.2.2	Items were previously registered using price 1.....	121
7.3.3	Registering a PLU once without a fixed price.....	121
7.3.4	Registering a multiple PLU.....	121
7.3.5	Example receipt, PLU registration.....	122
7.4	Mixed sales.....	122
7.5	Concluding receipt / Method of payment.....	123
7.5.1	Paying with cash and displaying the change.....	123
7.5.2	Payment by EC card / cheque.....	123
7.5.3	Payment by credit card.....	124
7.5.4	Payment by credit approval.....	124
7.5.5	Combining tender media.....	124
7.6	Payment in a foreign currency.....	125
7.6.1	Paying in a foreign currency with the exact amount.....	125
7.6.2	Paying in a foreign currency with change.....	125
7.6.2.1	Explanation to the receipt.....	126
7.7	Registering surcharges and discounts.....	127
7.7.1	Registering amount-related surcharges and discounts.....	127
7.7.2	Registering percentage surcharges and discounts.....	128
7.8	Deleting input errors (corrections).....	128
7.9	Error correction and void.....	129
7.9.1	EC (error correction).....	129
7.9.2	Void.....	129
7.9.3	Complete cancellation.....	130

7.10	Refunds	130
7.11	Received on account operations	131
7.12	Paid out operations	131
7.13	Printing numbers	132
7.14	Opening the cash drawer without a sale	132
7.15	Printing a receipt on/off	133
7.16	Printing last receipt (duplicate receipt, delayed printout)	133
7.16.1	Printing a copy receipt	133
7.16.2	Delayed receipt printout	133
8	Restaurant Functions (Table System).....	134
8.1	Opening a table	134
8.2	Closing a table.....	134
8.3	Registering items for a table.....	134
8.4	Printing a table view	135
8.5	Preparing the bill for a table	135
8.5.1	Preparing the bill without an additional business receipt.....	135
8.5.2	Preparing the bill with a business receipt	136
8.6	Transferring a table	137
8.7	Split payments for a table.....	138
8.8	Error corrections/Voids within the table system	139
8.9	Order type system	139
8.10	Take-away sales	140
9	Training Mode	141
9.1	Activating Training mode	141
9.2	Deactivating Training mode.....	142
10	Electronic Journal (EJ)	143
10.1	Printing the electronic journal (EJ)	143
10.1.1	Printing the EJ with all details	143
10.1.2	Printing the EJ with totals only	144
10.2	Deleting the electronic journal (EJ)	145
10.2.1	Printing and deleting the EJ	145
10.2.2	Deleting the EJ without printing	145
11	Cash Register Reports	146
11.1	Types of report	146
11.2	Report overview.....	146
11.3	Report contents	146
11.4	Printing reports	147
11.5	Example of a day's Z-report	148
12	Deleting Cash Register Data	149
13	Solving Problems	150
13.1	Display messages	150
13.2	Printer malfunctions.....	150
14	Options	151
14.1	SD card slot for data backup.....	151
14.1.1	Saving data on the SD card.....	151
14.1.2	Loading data from the SD card	151

14.2	USB flash card slot for data backup	152
14.2.1	Saving data on a USB flash card	152
14.2.2	Loading data from the USB flash card	152
14.3	Bar code scanners	153
14.3.1	Suitable bar code scanners with a PS/2 plug	153
14.3.2	Setting up a bar code scanner	153
14.3.3	Using the barcode reader to programme PLUs in the cash register	153
14.4	Battery	154
14.4.1	Technical data	154
14.4.2	Installing the battery	154
14.5	Bank note verifier (Euro)	155
14.6	Dallas lock with 4 keys	155

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*