

---

# **OPERATING INSTRUCTIONS**

**ELECTRONIC CASH REGISTER**

**ECR 650F / 652F**

## Contents

<b>1</b>	<b>Basic Features / General Description .....</b>	<b>4</b>
1.1	Description of cash register parts .....	4
1.2	Basic features .....	4
1.3	Display header .....	4
1.4	Display footer .....	5
1.5	Control lock position.....	5
1.6	Clerk key system.....	5
1.7	Manager system .....	6
<b>2</b>	<b>Reset System, Machine Initialization .....</b>	<b>6</b>
2.1	System reset.....	6
2.2	Warm start .....	7
<b>3</b>	<b>Keyboard Description.....</b>	<b>8</b>
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
<b>4</b>	<b>General Information on Cash Register Installation and Operation.....</b>	<b>10</b>
4.1	Positioning the cash register.....	10
4.2	Electrical connections .....	10
4.3	Cleaning the cash register .....	11
4.4	Changing the paper roll in the printer .....	11
<b>5</b>	<b>Cash Register Operation – Sales Transaction .....</b>	<b>11</b>
5.1	Registrations in departments .....	11
5.1.1	Departments with divisible quantity with calculation .....	12
5.2	Registration using PLU numbers .....	12
5.2.1	PLU registration with divisible quantity with calculation.....	13
5.2.2	Registering a PLU with weight barcode, data input via keyboard.....	14
5.3	Mixed registration – multiplication.....	14
5.4	Tender media keys (method of payment).....	14
5.4.1	Payment by cash.....	15
5.4.2	Payment by cheque (check).....	15
5.4.3	Mixed payment.....	16
5.5	Payment in foreign currencies .....	16
5.6	Correcting registrations.....	17
5.6.1	(CLR) Clear .....	17
5.6.2	Cancelling the last item – EC (immediate error correction) .....	17
5.6.3	Cancelling an item already registered – Void .....	17
5.6.4	Cancelling all the registrations – Void.....	18
5.7	Discounts, surcharges, returns (refunds) in registrations .....	18
5.7.1	Trade surcharge/discount in % on single items (entire receipt):.....	18

5.7.2	Absolute surcharge/discount on single items (entire receipt)	18
5.7.3	Retour (refunds)	19
5.8	Transactions without registration (receive on account, paid out, etc.)	19
5.8.1	"No Sale" function	19
5.8.2	Received on account	19
5.8.3	Paid out	20
5.9	Additional information	20
5.9.1	Informative PLU price display	20
5.9.2	Printing a duplicate receipt	21
5.9.3	Display open tracks	21
5.9.4	Cancelling open tracks	21
5.9.5	PLU groups	21
5.9.6	Display last registration	21
5.9.7	Working for another clerk	21
<b>6</b>	<b>Cash Register Operation – Tracking System</b>	<b>21</b>
6.1	Opening and closing tracks	22
6.2	Transferring and separating tracks	23
6.2.1	Transferring selected items from one track to another	23
6.3	Part payment, total payment of a track, paying several tracks	24
6.3.1	Part payment of a track	24
6.4	Track correction	25
6.5	"Ticket type", "Order type", kitchen printer system	25
	<b>System 1 (ticket type)</b>	<b>25</b>
	<b>System 2 (order type)</b>	<b>26</b>
	<b>System 3 (kitchen printer)</b>	<b>26</b>
6.6	Printing an additional business receipt	26
6.7	Compiling and printing cooking codes on the kitchen printer	27
6.8	Change of clerks	28
6.9	Other features	28
6.9.1	Printing a copy of the receipt	28
6.9.2	Returning items to another clerk	28
6.9.3	Changing tender media after printing receipt	28
6.9.4	Working with two connected cash registers (option)	29
<b>7</b>	<b>Stock PLU, Stock Counter Adjustment, Linking PLU Stock</b>	<b>29</b>
7.1	Addition of inventory stock	29
7.2	Deducting inventory stock	30
<b>8</b>	<b>Overview of X-reports, Z-reports</b>	<b>30</b>
8.1	Report overview	30
<b>9</b>	<b>Error Messages (Error Codes)</b>	<b>33</b>
<b>10</b>	<b>Training Mode</b>	<b>36</b>
<b>11</b>	<b>Plug-in Peripherals, Software Updates</b>	<b>36</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/ECR-650F ECR-652F operating manual](https://the-checkout-tech.com/manuals/olympia/ECR-650F%20ECR-652F%20operating%20manual)

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)