



NETTUN@3000^{int'l}

CASH REGISTER

UPDATES TO THE USER'S GUIDE

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This manual describes the CRF3000 cash register sold with the name NETTUN@3000^{intl}, and provides information of a general nature necessary for using the cash register for the first time.

For more detailed information on how to use the cash register functions, a Programming manual can be downloaded from the Olivetti site (www.olivetti.com) that contains detailed information on programming the settings.

The manufacturer reserves the right to carry out modifications to the product described in this manual at any time without any notice.

The quality requirements of this product are attested through display of  marking on the product.



Your attention is drawn to the following actions which could compromise the conformity attested to above and also product characteristics:

- incorrect power supply;
- incorrect installation, incorrect or improper use or use not in compliance with the warnings provided in the User's Manual furnished with the product;
- replacement of original components or accessories with others of a type not approved by the manufacturer, or performed by unauthorised personnel

User Safety

Connect the machine to a nearby and readily accessible current outlet.

Access the print unit area only to replace accessories. Do not use the machine above or close to sources of heat (e.g. radiators) or very close to water (e.g. swimming-pools or showers).

To effectively disconnect the appliance, remove the plug of the power cord from the current outlet. To clean the machine, disconnect it from the current outlet, use a damp cloth. Do NOT use corrosive liquids.

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INTRODUCTION

This Addendum contains all the additional information necessary to update and complete the information already provided in the manual entitled "Instructions for Use" supplied inside the cash register package.

To make this document easier to understand, the same structure and page layout has been used as in the original "Instructions for Use". Also the information is provided within the same context in which it originally appeared and, where necessary, the entire page contents.

CONFIGURING THE MACHINE

This function can be accessed from the [F] > **GENERAL FUNCTIONS** environment, by pressing the [Config] > [Machine Configuration] keys.

The screenshot displays the 'MACHINE CONFIGURATION' screen. At the top, a status bar shows 'F 03.03.2014 18.10 Till No.: 1 <<->>' and 'Vch: ON Operator: Disabled Pr.list: 1' with a left-pointing arrow. Below this, the screen is divided into sections by horizontal lines:

- MACHINE CONFIGURATION**: Contains two buttons: 'Operator Mngmt' and 'Variant Mngmt'.
- APPLICATION TYPE**: Contains two buttons: 'Retail' and 'Hospitality'.
- RECEIPT/INVOICE PRINTER**: Contains two buttons: 'Internal' and 'External'.
- NO. CHARS VIRTUAL TICKET**: Contains two buttons: '37 characters' and '28 characters'.
- KEYPAD USE MODE**: Contains two buttons: 'Dept/PLU' and 'Generic'.

OPERATOR MANAGEMENT

In this environment you can assign different function access profiles to operators (for more information refer to the "Operator Management" section).

VARIANT MANAGEMENT

In this environment, you can manage variants (for more information refer to the "Order Management" section).

APPLICATION TYPE

In this environment you can select the type of application environment you want to use : Retail or Hospitality.

RECEIPT/INVOICE PRINTER

In this environment, you can choose which printer to use for printing invoices:

- external printer
- cash register (internal) printer.

NO. CHARS VIRTUAL TICKET

In this environment, you can select the maximum number of characters that can be displayed on the ticket on the screen: 37 or 28 characters.

KEYPAD USE MODE

Possible use modes are: **Dept/PLU** or **Generic**. When the **Dept/PLU** key is selected, the keys related to Dept/PLU on the sales screen keypad have standard dimensions.

When the **Generic** key is selected, you can edit and/or create keys on the sales screen keypad according to your own personal requirements (key dimensions, position on the display and link type: Department, PLU-item, functions, payments).

RETAIL ENVIRONMENT – GENERIC MODE

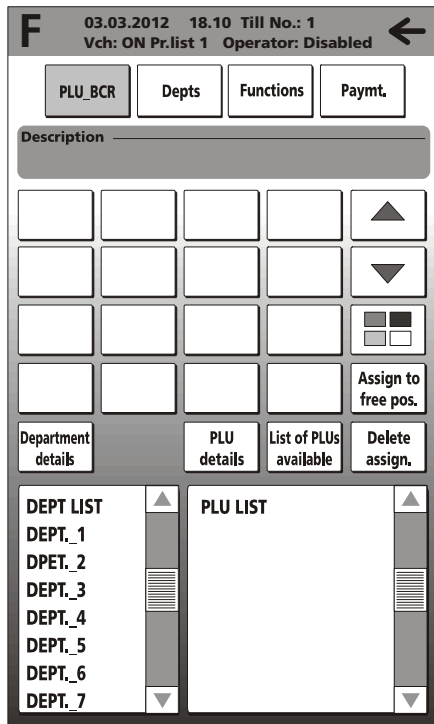
This environment is recommended for non-specific use of the cash register in that you can reprogram the main window to meet your own personal needs.

All the functions and programming of DEPARTMENT/PLU environment are still available in Generic mode (for more information on the Retail – DEPARTMENT/PLU environment, refer to the related chapter).

To set up the cash register for Generic mode, select **[F] (Functions) > GENERAL FUNCTIONS > [Config] > [MACHINE CONFIGURATION]**. Select **[Generic]** (for Keypad Use Mode). Select ← followed by keys **[User Interface configuration] > [Keypad int. config]**.

GENERIC PROGRAMMING OF THE KEYPAD

Setting Generic mode for displaying the keypad and keys in the Sales window on the touch screen allows these items to be modified freely, and you can customise them to meet your own personal requirements (in terms of key dimension, position on the display and link type: department, PLU-item, functions, payments).

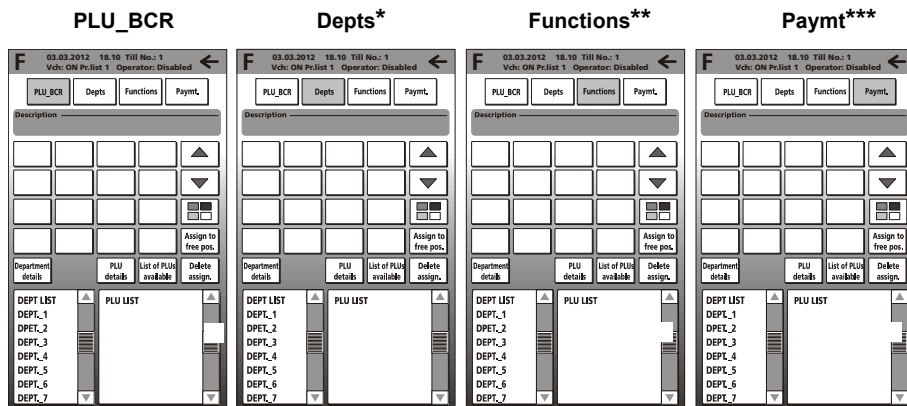




Key	Description
PLU_BCR	Lists the departments and, if present, the items linked with the department, that can be associated with a key.
Depts	Lists the departments available that can be associated with a key.
Functions	Lists the functions available that can be associated with a key.
Paymt.	Lists the payment types that can be associated with a key.
Department details	Displays the details of the department selected (if available).
PLU details	Displays the details of the PLU_BCR selected, allowing them to be modified.
A^A	Allows the font size used on the key to be modified, with a choice of 3 sizes.
Assign to free pos.	Assigns the selection of a PLU_BCR, Department, Function or Payment type to a free key.
List of PLUs available	Selects all available PLUs
Delete assign.	Removes the assignment of a key to a PLU_BCR, Department, Function or Payment type.
←	Closes the configuration window and returns to the main Sales screen.




HOW TO ASSOCIATE AND CUSTOMISE KEYS

To associate a key with a PLU, Department, Function or Payment type:


1. Select it from one of the lists shown on the display:

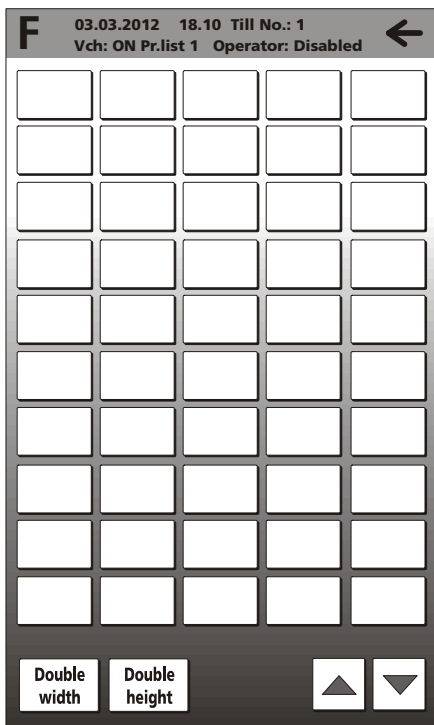


2. Select the key to associate with it, selecting the page, if necessary, using  (previous page) and  (next page) keys:

Description				
				
				
				
				Assign to free pos.
Department details	A^A	PLU details	List of PLUs available	Delete assign.

- * = Depts: in the "Item list" column the departments are displayed.
 - ** = Functions: in the "Functions" column the functions are displayed.
 - *** = Paymt: in the "Payment Types" column the types of payment possible are displayed.
3. With the **A^A** key you can modify the size of the font appearing on a key, selecting one of the 3 sizes available. To modify the font, select the key to modify then the **A^A** key.

4. You can customise the key dimensions by selecting the  key which displays:



5. Select one of the colours available. Using the keys at bottom left you can also set double width and/or height for the key.

6. Exit from the environment using the ← key. The new key configuration created is shown on the display.

F 03.03.2012 18.10 Till No.: 1
Vch: ON Pr.list 1 Operator: Disabled ←

PLU_BCR Depts Functions Paymt.

Description

DEPT_2

DEPT_1

Assign to free pos.

Department details PLU details List of PLUs available Delete assign.

DEPT LIST DEPT_1 DEPT_2 DEPT_3 DEPT_4 DEPT_5 DEPT_6 DEPT_7

PLU LIST

DELETING THE ASSOCIATION TO A KEY

Referring to the window above:

- Select the **[Delete assign]** key.
- Select the key to delete from those shown in the window.

OPERATOR FUNCTION ACCESS CONTROL

With the (default) factory settings, the cash register can handle up to 10 operators each of whom can be assigned one of 8 hierarchical levels (known as operating profiles).

To perform these types of operations on operators, you must:

- program the personal details and profile for each operator (SET 601 code in SET mode)
- manage the functions that can be performed by each operator (by associating an operating profile with each operator).
- enable operator management (SET 370 code in SET mode).


SET 601 – OPERATOR TYPE

This function is used to program the personal information for each operator (description, access code, etc..) and their operating profile

Note: The dimension of the programming fields depend on the value set using option 102.

Operating Procedure

-
- [OPERATOR “n”]** Enter a number from 1 to 10
- [PERS. CODE]** Enter a numeric code comprised of a maximum of 4 figures, or no number.
- [OPERATOR NAME]** Enter the name to be assigned to the operator
- [OPERATING PROFILE]** Enter an operating profile for the operator, choosing a number between 0 and 7:
- 0 = Lev. Supervisor
 - 1 = Lev. Cashier
 - 2 = Lev. Operator 1
 - 3 = Lev. Operator 2
 - 4 = Lev. Operator 3
 - 5 = Lev. Operator 4
 - 6 = Lev. Operator 5
 - 7 = Lev. Operator 6
- [TRAINING]** 0 = Disables Training Mode
1 = Enables Training Mode
- [ENABLE]** 0 = Disables the operator
1 = Enables the operator

To apply the settings, exit from the SET environment by pressing the key .
To exit from SET 601 programming, press the **[Total.]** key.

DEFINING OPERATING PROFILES FOR EACH OPERATOR

In this environment you can define which functions are enabled or disabled for each operating profile that can be associated with operators.

To access this environment, select **F (Functions) > General Functions > Config.> Machine Configuration >**, then [**Operator Mngmt**].

The cash register can manage different operating profiles, that is, different levels of access to the various functions available. In fact, eight operating profiles are present on the cash register.

How to select an operator and enable them to perform a given function are represented in the following screen.

The screenshot shows the 'OPERATOR MNGMT' screen. At the top, it displays the date '03.03.2014', time '18.10', and 'Till No.: 1'. Below this, it shows 'Vch: ON', 'Operator: Disabled', and 'Pr.list: 1'. The main section is titled 'OPERATOR MNGMT' and contains a table with the following data:

	Minimum level requested
Payment	Lev. Operator 6
Discnt	Lev. Operator 6
Markup	Lev. Operator 6
Return	Lev. Operator 6
Rfnd	Lev. Operator 6
Cash	Lev. Operator 6
Vouchr	Lev. Operator 6
Cards	Lev. Operator 6
Checks	Lev. Operator 6
Curr.	Lev. Operator 6
Wthdrwls	Lev. Operator 6

Below the table is the 'OPER. PROFILES' section, which lists the following profiles:

- Lev. Supervisor
- Lev. Cashier
- Lev. Operator 1
- Lev. Operator 2
- Lev. Operator 3
- Lev. Operator 4
- Lev. Operator 5
- Lev. Operator 6

At the bottom of the screen, there are two buttons: 'Set default' and 'Confirm'.

Key	Description
Confirm	Confirms the assignments and changes made in this environment.
Set default	Resets all functional assignments to their factory settings (that is, all functions are assigned "Operator Level 6"). In this case, all cash register functions are enabled for all operating profiles that can be associated with operators.

The list of all functions available appears in the column on the left.

To each of these can be assigned an operating profile, selecting it from those listed in the "OPER PROFILES" area.

Enabling a function for a given operating profile, the profiles of the higher levels are automatically enabled to perform the same function (for example, enabling the "Payment" function for the Operator Level 1 operating profile, the "Cashier Level" and "Supervisor Level" profiles are also enabled to perform that function).

SET 370 - ENABLING/DISABLING OPERATOR MANAGEMENT

This function is used to enable or disable operators and their operating profiles.

Operating Procedure

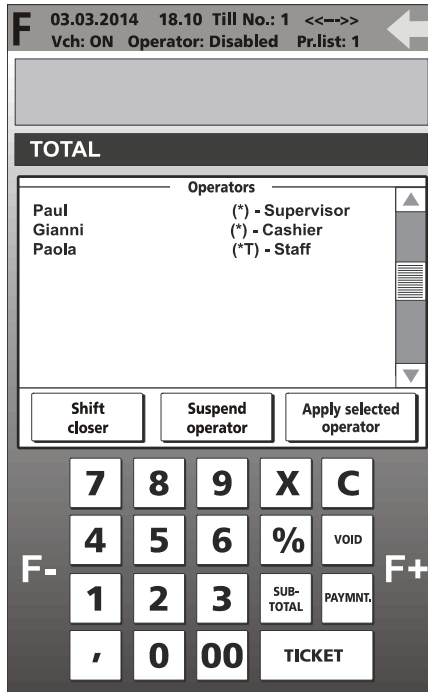
1.
 2. To disable operator management (default)
 - To enable operator management
3. **Work shift closure**
 - To disable printing of the operator report on shift closure
 - To enable printing of the operator report on shift closure (default setting).
4. **Suspend. Aut.**
 - To disable the "Suspend Aut."* function (Default)
 - To enable the "Suspend Aut."* function
5. **Set Mode**

[ENTER CODE] Enter the predefined access code (111111)
6. **Cash till Position**
 - To disable printing of the cash till total in the operator report
 - To enable printing of the cash till total in the operator report (Default)

* The "Suspend Aut." function allows you to set automatic deactivation of an operator when they close a ticket (function set to 1).

SELECTING AN OPERATOR

To access the environment, select **F (Functions) > ECR Functions** then **Operator**.



In this screen you can select the operator required, then activate them by selecting “**Apply selected operator**”.

Key	Description
←	Exits from the operator selection environment.
Shift close	Terminates the activity of the selected operator, printing the activity report of the operator.
Suspend operator	Temporarily suspends the activity of an operator. To access the cash register, the operator must be selected and their identification code entered.
(*)	The * symbol indicates which operators use a password for accessing the cash register.
(T)	The letter T indicates that the operator is enabled to use Training mode. Note: if no symbol appears, as for Operator_1 in the screen, it means that the operator is enabled for Normal mode but no password is assigned.
Apply selected operator	Applies the operator selected in the list.

For a faster set up procedure, you can choose the operator, enter their personal code on the numeric keypad, then select one of the key functions described in the table to apply the function directly (Key ←, Work shift closure, Suspend operator or Apply selected operator).

Sales management information related to each single operator logged in is frozen instantly at the moment of their suspension allowing another operator to perform the login procedure and continue with the current sales ticket.

The operating profile of the operator who performs the ticket closure is updated with the data related to the sales total.

Note: when several operators perform operations alternatively on the same ticket, they just have to select their operating profile and enter the related identification code.

Note: in the operator management reports, details are provided for each operator of the amounts actually taken for sales transactions performed and the types of payment used.

In this way, an operator of a higher level can intervene to delete sales transactions previously registered by another operator.

TEMPORARILY MODIFYING VAT RATES

You can modify a previously programmed VAT rate in a simple, flexible way. The variation can be applied to a single sales item or to the whole sales ticket currently open.

To manage VAT rates in this way, you must:

- program the VAT rates using the code SET 308
- apply the VAT rates to the virtual ticket during sales operations.

*If you intend to use this functionality, to facilitate its use it is advisable to link the **VATmgmt** function to a programmable key as described in the section “User Interface Configuration and Programmable Function Keys”, so that the key can be accessed directly from the main Sales screen.*

Activating the **VAT mgmt** key function, a menu is displayed from which you can select one of the different items programmed on the cash register. The screen for temporarily applying a VAT rate is as follows:

The screenshot shows a menu titled "VAT RATE SELECTION" with three main sections: "SINGLE SALE", "CURRENT TICKET", and "PERMANENT". Each section contains a grid of buttons for selecting VAT rates (TVA_1 to TVA_7) and a "VAT omitted" button, followed by a "predefined VAT" button. The top of the screen displays system information: "F 03.03.2014 18.10 Till No.: 1 <<--->>" and "Vch: ON Operator: Disabled Pr.list: 1". A back arrow is visible in the top right corner.

Select the type of VAT rate required, applying it to a single sales item or to the whole current ticket, and at the end press the ← key to conclude the sale.

Note: Temporary variation of the VAT rate results in the final price previously set for an item being modified.

The department report printed will therefore be modified. In this case, use only the “tax extraction” report.

DEPT/PLU FAST ACCESS PROGRAMMING

To be able to use the keypad in Dept/PLU mode, select the keypad type from the environment **F (Functions) > General Functions > Config. > Machine Configuration > [Dept/PLU]** key.

To add or modify a department, select **F (Functions) > General Functions > Config > User Interface Configuration**, followed by **[Depts/PLU Config.]**.

F 03.03.2012 18.10 Till No.: 1
Vch: ON Pr.list 1 Operator: Disabled

Description

				▲
				▼
				Assign to free pos.
Modify dept		PLU details	List of PLUs available	Delete assign.

DEPT LIST ▲

DEPT_1
DPET_2
DEPT_3
DEPT_4
DEPT_5
DEPT_6
DEPT_7 ▼

PLU LIST ▲

From this environment you can enter the items (PLUs) and the departments directly, in visual mode (*this method is equivalent to programming in Set mode using the commands SET 401 and SET 802*).

DEPARTMENT DETAIL

Select a department from the list of departments then, with a touch, select the **Department details** key. The details of the department are displayed and you can customise them to your requirements.

F 03.03.2014 18.10 Till No.: 1 <<-->>
Vch: ON Operator: Disabled Pr.list: 1

DEPT DETAILS

Description
DEPT._1

Price 1 2,00 Price 2 3,00 Price 3 3,00 Price 4 5,00

VAT Link 0 Stock

Modify dept New item Position on keyboard

DEPT LIST DEPT._1 DEPT._2 DEPT._3 DEPT._4 DEPT._5 DEPT._6 DEPT._7

PLU LIST

Note: for how to use the **Stock** parameter, refer to the section “Warehouse Stock Control”.

ADDING/MODIFYING AN ITEM (PLU BCR)

You can add or modify an item in visual mode using one of two methods:

- from the department add/modify screen, selecting the **New item** key
- from the Dept/PLU management screen, selecting an already existing item. In this case, the **Modify item**, **New item** and **Delete item** keys are enabled.

DEPT LIST		PLU LIST	
DEPT _ 1		ean-8 1002	
DEPT _ 2			
DEPT _ 3			
DEPT _ 4			
DEPT _ 5			
DEPT _ 6			
DEPT _ 7			

F 03.03.2014 18.10 Till No.: 1 <<-->>
Vch: ON Operator: Disabled Pr.list: 1

PLU BCR DETAILS

Barcode

Dept

DEPT_1

Description

ean-8 1002

Price 1

2,00

Price 2

3,00

Price 3

3,00

Price 4

5,00

Stock

Modify
item

New
item

Delete
item

Position
on keyboard

When you select the **Modify item** key, a screen appears in which you can edit the item details.

The screenshot shows a handheld device screen titled "New PLU BCR". At the top, there is a status bar with the following information: "F 03.03.2014 18.10 Till No.: 1 <<-->> Vch: ON Operator: Disabled Pr.list: 1". Below the status bar, the title "New PLU BCR" is centered. The main area contains a form with the following fields:

- Description: _____
- Price 1: 2,00
- Price 2: 3,00
- Barcode: _____
- Price 3: 3,00
- Price 4: 5,00
- Stock: _____
- Barcode type: _____

Below the form is a numeric keypad with the following layout:

- Row 1: 1 2 3 4 5 6 7 8 9 0
- Row 2: Symb Lock * @ = & ' % () -
- Row 3: Q W E R T Y U I O P
- Row 4: A S D F G H J K L
- Row 5: Caps Lock Z X C V B N M , .

At the bottom of the screen, there are several navigation and action keys:

- A "C" key (likely Cancel).
- Left and right arrow keys.
- A "SPACE" key.
- A "Conf." key (likely Confirm).

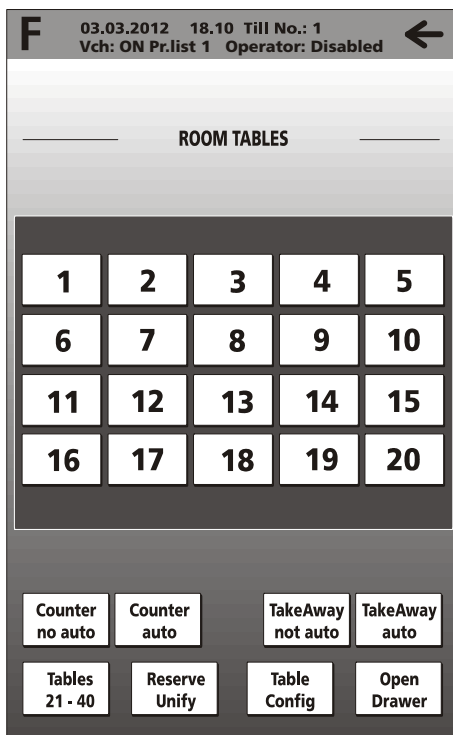
Note: when you select the **[Barcode type]** key, the types of barcodes handled by the system and linked to items are displayed (EAN/UPC, C39, Datamatrix).

Note: for how to use the **Stock** parameter, refer to the section "Warehouse Stock control".

CATERING ENVIRONMENT – TABLE OPERATIONS

This environment is recommended when the cash register is to be used in a catering environment. To set up the cash register for use in a catering environment, select **[F] (Functions) > GENERAL FUNCTIONS > [Config] > [Machine Configuration]**. From this window, select **[Hospitality]** (for Application Type).

When this setup is chosen, the main Sales environment proposes the table layout as the first window (with a maximum of 40 tables). From this window you can move attributed items from one table to another, divide an account in “Analytical” modes and issue a proforma ticket.



From the table layout, after selecting a table, you can pass to the Sales environment (main Sales screen) to conclude the sale for the table selected.

KEY DESCRIPTION

Key	Description
Counter not auto	Activates the main Sales screen and allows sales transactions to be attributed to a table if one is selected. When the ticket is closed, the Table screen is displayed.
Counter auto	Activates the main Sales screen and allows sales transactions to be attributed to a table if one is selected. When the ticket is closed; the Sales screen is displayed.
TakeAway not auto and TakeAway auto	For [TakeAway auto] the main Sales screen is displayed where only certain departments - pre-programmed for this functionality - can be accessed. With [TakeAway not auto] all programmed departments are displayed.
Tables 21 - 40	Changes the table screen, displaying tables from 21 to 40. When you select this key, the cash register displays tables from 21 to 40 and the key function changes to [Tables 1-20] so that pressing it you can return to the first 20 tables.
Reserve Unify	Can be used to reserve a table or unify the accounts of several tables chosen from the 40 tables available. On completion of the operation, the key related to the selected table appears in grey.
Table Config	Allows a table to be configured, associating with it specific attributes such as price listing, description, etc...
Open Drawer	Opens the cash drawer outside of a sales operation.

CONFIGURING A TABLE

You can configure a table by first selecting **Table Config** and then touching the number of the table. The screen for configuring table 1 appears as follows:



Key	Description
Description	Assigns an alphanumeric description to the table
List 1, 2, 3, 4	Applies the listing selected to the table
Not set	Completely free management of price list associated with table
Conf.	Confirms the operation.

ORDER MANAGEMENT

In the Hospitality environment, the cash register can issue an order printing it on the internal printer.

Three specific environments are used for this functionality:

- variant programming and use
(for more information refer to the related sections)
- print order
- print table.

*To facilitate use of these functions from the sales environment, it is advisable to map the functions **Variants**, **Print Order** and **Print Table** onto keys as described in the section “User Interface Configuration and Programmable Function Keys”. In this way, the functions can be accessed directly from the main Sales screen.*

VARIANT PROGRAMMING

To access the environment for managing variants, select the environment **F (Functions) > General Functions > Config. > Machine Configuration** and then **[Variant Mngmt]**.

The Variants are made up of 50 elements (in total) relating to particular details that can be associated with an item in a given customer order. These elements are programmable texts that can be associated with the various merchandise categories, and that have been previously programmed in the SET 305 environment (and linked to the various sales departments).

If printing is set to Yes for the group, then the group name is preceded by an asterisk.

F 03.03.2014 18.10 Till No.: 1 <<-->>
 Vch: ON Operator: Disabled Pr.list: 1

GROUPS

GROUP_1
GROUP_2
GROUP_3
GROUP_4
GROUP_5
GROUP_6
GROUP_7
GROUP_8
GROUP_9

VARIANTS

PRINT SELECTED VARIANT

Enter Variant	Modify Variant	Delete Variant
Yes	No	

Key	Description
Enter Variant	Allows you to enter a new variant into the selected group
Modify Variant	Allows you to modify the variant selected, introducing changes
Delete Variant	Deletes the variant selected
Print selected variant (Yes/No)	Enables or disables printing of the variant on the document related to the selected order Note: the symbol "*" preceding a variant indicates that printing is enabled for it.
←	Returns to the "Machine Configuration" environment.

ENTER VARIANTS

When an item is selected in the **GROUPS** list, the **Enter Variant** key is enabled. When you select this key, the screen below is displayed allowing you to insert the variant and confirm with the **Conf.** key.

The variant is inserted into the **VARIANTS** list.

USING VARIANTS

When you select **Variants** (after previously mapping the function onto a key), a screen is displayed containing the list of variants that have been linked with a given group.

For example, a merchandise category such as Cafeteria could have variants with names such as: espresso, caffe macchiato, iced coffee, laced coffee.

The variant screen contains the keys:

- **Page Up / Page down** for scrolling through the list of variants
- **Apply selected variant** to apply the variant.

To insert a variant, the operator has to highlight it in the list and then confirm it by selecting the **Apply selected variant** key. After the variant is inserted, the list is closed. To cancel insertion, select the **Close list** key.

Variants cannot be attributed values (that is, it is not possible to assign a separate price to each variant).

ORDER PRINTING

From the main screen, press the **Print order** key to print the order on the internal printer.

Additional "Orders" from the same customer or table are indicated with the caption "more".

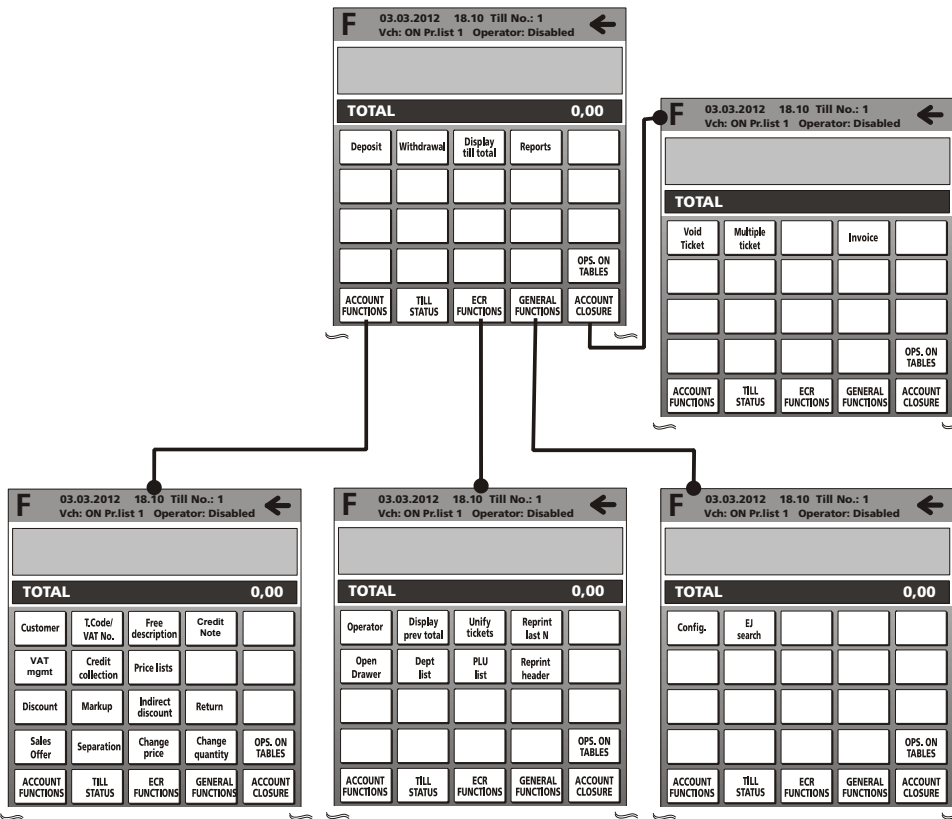
The name of the operator, the time the order was taken and the table number are indicated on the order.

TABLE PRINTING

From the main screen, press the **Print table** key to print on the internal printer a document summarising the orders taken up to that moment for the selected table.

FUNCTIONS

From the main Sales environment, using the **F (Functions)** key, you can access the Functions environment from which you can perform operations on the current ticket such as **“ACCOUNT FUNCTIONS”** and **“ACCOUNT CLOSURE”**, or on the register such as **“TILL STATUS”**, **“ECR FUNCTIONS”** and **“GENERAL FUNCTIONS”**, or otherwise you carry out operations on tables with **”OPS. ON TABLES”**.



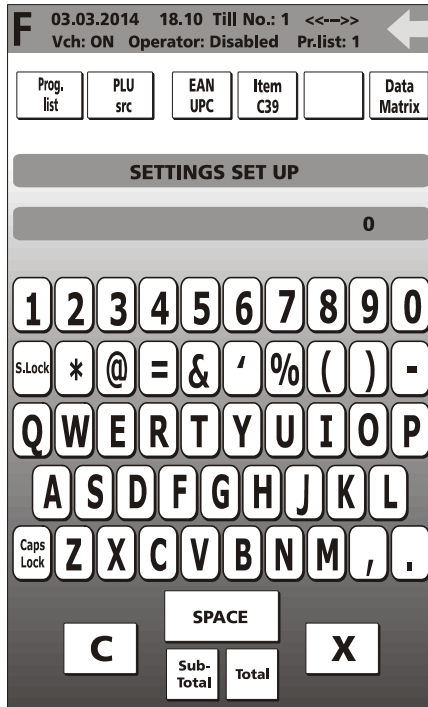
ACCOUNT FUNCTIONS

Key	Description
Customer	<p>Activates the Customer List screen displaying all the customers saved on the cash register.</p> <p>From this screen you can enter the personal details of a new customer, select an existing customer, modify customer details, delete a customer, etc.</p>
T. Code VAT No.	<p>Activates a screen displaying a QWERTY keyboard with alphanumeric characters, and an editable field for entering the Tax Code (T.C.) or VAT Number of a customer (for example, for a documentary invoice).</p>
Free description	<p>Activates the screen for entering an alphanumeric description for a sales ticket.</p>
Credit Note	<p>Displays a screen in which you can specify if the note relates to an invoice or a ticket, the serial number and number and date of the ticket to which the credit note refers.</p>
VAT mgmt	<p>Displays a screen that allows you to select if VAT is to be applied (TAX) or not (No TAX) to the single sale, to the ticket on the screen, or always.</p>
Credit collection	<p>Issues a ticket registering the payment of an amount that was previously taken on credit (the amount received is decremented from the totaliser for "credits").</p> <p>- Press the [Credit collection] key.</p> <p>The screen show the payment to select the credit collection mode (cash, checks, currency, etc.).</p>
Price lists	<p>Activates the screen for selecting a price list and a price. The options are.</p> <p>Permanent Change – Price List n (from 1 to 4) is valid outside the sales ticket and for all items sold subsequently.</p> <p>Change for Current Ticket –Price List n (from 1 to 4) is valid for the current sales ticket until the ticket is closed.</p> <p>Change for single sale - Price n (from 1 to 4) is valid only temporarily, and only for the next transaction.</p> <p>The price list with the active price is displayed in the main screen.</p>
Discount	<p>You can apply a discount to the price of an item selected in the ticket on the screen.</p>
Markup	<p>You can apply an increase to the price of an item that is selected in the ticket on the screen. Different methods are possible, for example:</p> <p>To apply an absolute increase of 5 to the selected item:</p> <p>Select the item in the ticket on the screen (if it is not the last item).</p> <p>Press the key [5] on the numeric keypad.</p> <p>Press the [Markup] key.</p> <p>To apply an increase of 5% to an item selected:</p> <p>Select the item in the ticket on the screen (if it is not the last item).</p> <p>Press the key [5] on the numeric keypad.</p> <p>Press the [%] key on the numeric keypad.</p> <p>Press the [Markup] key.</p> <p>To display a list of all the "absolute" and "percentage" markups programmed:</p> <p>Select the item required, then select [Apply selected markup]</p>

Key	Description
Indirect discount	<p>Allows you to apply an Indirect Discount to a subtotal: Press the [Subtotal] key. Using the numeric keypad, enter the amount due from the Customer. Press the [Indirect discount] key. Check that the amount is ≤ the subtotal.</p>
Return	<p>Allows you to perform a return operation, change items or rectify incorrect invoicing amounts. The data collected for the Z4 and Z10 reports is updated to reflect these transactions.</p> <p>The return operation can be performed on a single item, on a single department, on a single PLU or on the sales ticket Total. If it is necessary to perform a return operation on more than one item, Department or PLU, then the operation must be repeated for each one separately.</p> <p>Allows you to perform a return operation: Select [Function]>[Return]. Select the item/Department/PLU/ticket Total and the related amount. Press the [TICKET] key.</p> <p><i>If a return operation is required for other items/Departments/PLUs, repeat the same procedure.</i></p>
Sales Offer	<p>This function can be activated in manual or automatic mode after programming the offer and programming the departments and PLUs to which the offer applies.</p> <ul style="list-style-type: none"> • Manual Management N x M by Department (M less than N): [N] [x] [M] [Sales Offer] [DEPT_1] • Automatic Management: Sale with sales offer 3x2 for DEPT_1(*): [DEPT_1] [DEPT_2] [DEPT_1] [DEPT_3] [DEPT_1] [Ticket] <p>Prints the descriptor of the programmed offer and the related discount associated with Department 1 for which the offer parameter is active.</p> <p>* <i>For this function, program the option SET 372 from Automatic Discount, then associate it with a department using option SET 401.</i></p>
Separation	<p>Allows you to separate the figures in an amount for that of a PLU from that of a DEPT. The "I" character is displayed in the area for displaying the sale total.</p>
Change price	<p>Allows you to change the price of the item selected in the ticket on the screen.</p>
Change quantity	<p>Allows you to change the quantity of the item selected in the ticket on the screen.</p>

SET SETUP

This function can be accessed from the [F] > **GENERAL FUNCTIONS** environment, by pressing [Config] > [Set setup] keys.



For this environment, you must use the numeric programming codes displayed by pressing the [Prog. List] key. For more information refer to the chapter “Programming List”.

Key	Description
Prog. List	Displays a list of options (consisting of a description and number) that can be used for programming the machine.
PLU Search	Allows you to search for a PLU-BCR by entering its alphanumeric description as the search key, and using its department as the search (filter) mode.
EAN/UPC	Allows a EAN 8/13 or UPC A/E type BCR-PLU to be entered in the PLU search options.
Item C39	Allows a C39 type BCR-PLU to be entered in the PLU search options.
Datamatrix	Allows a Datamatrix type BCR-PLU to be entered in the PLU search options.
←	To return to the previous screen page.

PROGRAMMING LIST

The cash register can be programmed from the Programming environment which can be accessed from the main Sales screen by selecting the **[F] (Functions) > GENERAL FUNCTIONS** environment followed by the **[Config] > [Set setup]** keys. From this environment, using the **[Prog. List]** key, you can display a list of all the functions available on the cash register for programming, and the code to use for enabling the function.

F		03.03.2012 18.10 Till No.: 1	←
		Vch: ON Pr.list 1 Operator: Disabled	
PROGRAMMING LIST			
Code	Description		
102	Format machine data		
150	Display till total amount		
151	Set machine date and time		
152	Change automat. date & time		
154	Reset register GT		
155	Activate obligatory invoice heading for invoice		
160	Language selection		
161	Activate obligatory Shared Account for invoice		
162	Rounding type selection		
170	Training mode		
200	Print Series 200 options list		
201	Set up merchandise icons		
203	Set up point icons		
206	Set up public holiday icons		
297	Print list of icon-phrase combinations		
298	Print list of merchandise phrases		
299	Print list of merchandise icons		
300	Print series 300 option list		
301	Set machine code		
302	Set up heading lines		
303	Set up courtesy phrases		
304	Set payment mode parametres		
305	Set group descriptors		

Exec

Note: The programming functions that can be used by the user are listed below.

EXECUTING THE SET COMMAND FROM THE PROGRAMMING LIST

A command can be selected from **F (Functions) > General Functions** environment > **Config > Set setup > [Program. List]**.

From the list of SET programming commands you can execute a command directly by simply touching the command line or its description followed by the **Exec** key with, therefore, direct access to the programming environment.

This section indicates the procedures and codes to be used for configuring the cash register.

SET	<i>Programming Type</i>
102	Format machine data
150	Display till total amount
151	Set machine date and time
152	Change automat. date & time
154	Reset register GT
155	Activate obligatory invoice heading for invoice
157	Enabling rescue reports
160	Language selection
162	Rounding type selection
171	Set ticket gran total parametres
200	Print Series 200 options list
201	Set up merchandise icons
203	Set up point icons
206	Set up public holiday icons
296	Print logos present on machine
297	Print list of icon-phrase combinations
298	Print list of merchandise phrases
299	Print list of merchandise icons
300	Print Series 300 option list
301	Set machine code
302	Set up heading lines
303	Set up courtesy phrases
304	Set payment mode parameters
305	Set group descriptors
306	Enable obligatory execution of daily report
307	Set up discount table
308	Set VAT rates
309	Set percent markup parameters
310	Set money order descriptor
311	Set HALO value for change
314	Print machine configuration
315	X mode automatic report management
316	Z mode automatic report management
318	Enable oblig. calculation of change
320	Select courtesy message type
321	Enable zero price
322	Select machine font
324	Select VAT details

SET	Programming Type
329	Enable single item sales
332	Generation QR Code
334	Enable printing of VAT sales details
335	Enable reports reset
338	Set header lines for invoice
339	Set Simplified Invoice parameters
340	Set WEEE generic message descriptors
341	Set WEEE message value descriptors
342	Set proforma receipt message
343	Set sales receipt message
345	Save database data and def. settings
346	Restore database data and def. settings
347	Reset BCR PLU data
348	Save database data, def. settings and formatting
349	Restore database data, def. settings and formatting
350	Backup user data
351	Restore user data
352	Select ADD MODE type
355	Enable cutter
356	Enable acoustic warning for barcode reader
358	Enable report saving on EJ
359	Enable BCR printing
360	Enable password management
361	Set SUPERVISOR password
362	Set cashier password
363	Select no. tickets on EJ to print
364	Select type and thrshld. value for EJ end
365	Save all tickets on EJ
366	Enable multiple tickets
367	Enable printing of articles sold
368	Enable till total display
370	Enable operators
371	Enable customer accounts
372	Set offer values
375	Print TICKET information
380	Wait for display switch-off
389	Enable chipcard management
390	Print Series 390 options list
391	Chipcard formatting management
392	Chipcard programming information
393	Chipcard deletion

SET	Programming Type
394	Chipcard duplication
395	Chipcard code management
396	Dealer chipcard code management
397	Wallet chipcard code management
398	Chipcard pnts management
399	Chipcard loading management
400	Print Series 400 options list
401	Set information for each department
451	Print information of all EJ used by machine
452	Print ticket selected by number
453	Print tickets of a given date
454	Print tickets comprised between two numbers
455	Print tickets comprised between two dates
458	Full printing of EJ
459	EJ deletion
460	Print current EJ information
461	EJ free space management
510	Print Series 510 options list
600	Print Series 600 options list
601	Set information for each operator
650	Print Series 650 options list
651	Set information for each account
652	Delete customer account information
653	Delete information of more than one account
654	Delete all customer accounts
800	Print BCR PLU information read as code
801	Format BCR PLU area
802	Insert new BCR PLU
803	Delete BCR PLU
804	Modify BCR PLU
900	Print Series 900 options list
901	Set serial channel 1 information
902	Loading serial channel 1 device
903	Set serial channel 2 information
904	Loading serial channel 2 default
905	Serial device configure
906	Enable USB connection
919	Enable network services
920	ETH activation parameters
921	Channel 1 ETH settings
922	Channel 2 WLAN settings
923	PPP settings
924	WIFI settings

SET	Programming Type
925	ADSL settings
926	Ftp settings
927	SNMP settings
928	HSDPA settings
929	VPN settings
930	ETH advanced settings
931	Select FW update mode
932	Select DB update mode
933	Test network
950	Set slip printer information
951	Calibrate Slip Printer module

For more detailed information on the functions provided by the SET commands, a Programming Manual is provided on the Olivetti site (www.olivetti.com) which provides detailed information on how to program the settings.

PRINTING DAILY AND PERIODIC REPORTS

These functions can be accessed by pressing the [Reports] key in the [F] (Functions) > TILL STATUS environment. From the screen that appears, shown below, you can print a report by selecting it on the touch screen.

F 03.03.2014 18.10 Till No.: 1 <<-->>
←

Vch: ON Operator: Disabled Pr.list: 1

Reports WITHOUT
zeroing

Reports WITH
zeroing

PERIODIC 01

Depts.	Management	Till operations	Currenc.	BCR PLUs
Slip Printer Documents	Operators	Lunch vchr	Cust. Accounts	Cust.AcCs w.movement
Sales per hour				

PERIODIC 02

Depts.	Management	Till operations	Currenc.	BCR PLUs
Slip Printer Documents	Operators	Lunch vchr	Cust. Accounts	Cust.AcCs w.movement
Tax extraction				

Operation reports

VAT variation mandatory reports


Report (Z10)

Printing actv

Auto report WITHOUT zeroing

Auto report WITH zeroing

Item	Description
Report WITHOUT zeroing / Reports WITH zeroing tab	Selection tabs for printing reports WITH zeroing or WITHOUT ZEROING.
Periodic1 / Daily key set	The following types of report can be printed: Departments, Management, Till operations, Currencies, BCR PLUs, Slip Printer Documents, Operators, Luncheon voucher, Customer account, Customer account movements, Sales per hour. When printing is terminated, depending on which of the two tabs is selected, the related data is either maintained or zeroed.
Periodic2 / Periodic key set	The following types of report can be printed: Departments, Management, Till operations, Currencies, BCR PLUs, Slip Printer Documents, Operators, Luncheon voucher, Customer account, Customer account movements, Tax extraction. When printing is terminated, depending on which of the two tabs is selected, the related data is either maintained or zeroed.

Item	Description
Operation reports	Prints management reports related to cash register transactions (this key is active only when the Management Report with Reset tab is selected).
VAT variation mandatory reports	Prints the set of reports that must be printed before varying the rates in the VAT table (with zeroing after printing).
Report (Z10)	Prints the daily Z10 report with zeroing.
Printing active/ not active	Enabled only when "Reports with Reset" is selected. Reports are generated and printed on the printer (for printing active), otherwise they are generated but not printed.
Automatic report WITHOUT zeroing	Prints all the reports specified using the option SET 315 but without zeroing. For more information, refer to the chapter "SET 315 – X MODE AUTOMATIC REPORT MANAGEMENT".
Automatic report WITH zeroing	Prints all the reports specified using the option SET 316 with zeroing. For more information, refer to the chapter "SET 316 - Z MODE AUTOMATIC REPORT MANAGEMENT".
	Closes this window and returns to the Functions environment.

Note: if operators are active, an additional key, Training not active/Training active, appears in the reports screen allowing you to select the report printing mode (Training or No training).

INSERTING A FREE DESCRIPTION INTO THE TICKET

This function can be selected from the **Functions > Account Functions** environment > with the **[Free Description]** key. You can enter a numeric or alphanumeric caption between one sales transaction and the next.

*If you intend to use this functionality frequently, to facilitate its use it is advisable to map the **Free Description** function onto a programmable function key, as described in the section "User Interface Configuration and Programmable Function Keys". In this way, the key can be accessed directly from the main Sales screen.*

The initial screen is displayed as below:

The screenshot displays the 'Free Description' screen. At the top, it shows the date '03.03.2014', time '18.10', and 'Till No.: 1'. Below this, it indicates 'Vch: ON', 'Operator: Disabled', and 'Pr.list: 1'. A large grey box is present above the 'TOTAL' field, which shows '0,00'. The main area is titled 'Free Description - preprogrammed text' and contains a large empty text input field. Below the text field are five buttons: 'Modify the description', 'Enter the description', 'Temporary description', 'Delete the description', and 'Confirm the description'. At the bottom of the screen is a numeric keypad with keys for digits 0-9, a comma, and function keys: 'F-', 'F+', 'SUB-TOTAL', 'PAYMNT.', and 'TICKET'.

Note: you can create a list with a maximum of 10 free descriptions.

Note: the number of characters available for the free description varies according to the number of characters that has been configured for the virtual ticket (37 or 28). This option is selected from the environment **F (Functions) > General Functions > Config. > Machine Configuration**.

APPLYING A FREE DESCRIPTION TO A TICKET

To call up a free description and apply it to a ticket, select the Free Description key. The following screen is displayed:

F 03.03.2014 18.10 Till No.: 1 <<->> ←
 Vch: ON Operator: Disabled Pr.list: 1

TOTAL 0,00

Free Description - preprogrammed text
 Prodotto con marcatura CE
 Management dicitura art. 62

Modify the description Enter the description Temporary description

Delete the description Confirm the description

F- 7 8 9 X C F+
 4 5 6 % VOID
 7 8 7 SUB - TOTAL PAYMNT.
 , 0 00 TICKET

Key	Description
Temporary description	Allows a free description to be entered for a ticket without saving the description in the cash register
Enter the description	Allows a free description to be entered for a ticket and saved so that it can be used again for other tickets
Modify the description	Allows you to modify the free description selected
Delete the description	Allows you to delete the free description selected
Confirm the description	Applies the selected description to the current sales ticket
←	Exits from the "Free Description" management environment

Note: you can add more than one free description to a given ticket by selecting the descriptions one at a time from the screen and confirming with the "**Confirm the description**" key.

Descriptions are added to the ticket in the order in which they appear in the list and not the order in which they are selected.

WAREHOUSE STOCK CONTROL

To enable stock control by department and by PLU, for code SET 102 (for departments) and code SET 801 (for items) you must enable the option

- STOCK QUANT. = 1.

Subsequently, when you insert items into the cash register using codes SET 401 and SET 802, you can also enter the quantity in stock.

INSERTING STOCK QUANTITY BY DEPARTMENT

When programming SET 401 the following item is available:

Stock Number from 0 to 9999

Note: if you do not want stock control to be applied to a given sales item, just leave the value 0.

INSERTING STOCK QUANTITY BY ITEM (PLU)

When programming SET 802 the following item is available:

Stock Number from 0 to 9999

Note: if you do not want stock control to be applied to a given sales item, just leave the value 0.

Note: Enabling stock control by Department, the department report indicates the total number sold by department and not the total quantities sold by PLUs linked with that department. In this case, the quantities sold by PLUs are given in the PLU_BCR report.

Note: When stock control is enabled and an item is running out of stock, a message appears "Item below stock".

CUSTOMER MANAGEMENT

Customer management can be selected from the environment **Functions >Account Functions >** with the **[Customer]** key.

- This screen provides an example list of customers saved with the information specific to each customer.

The screenshot displays a terminal-style interface for customer management. At the top, it shows the date '03.03.2014', time '18.10', and 'Till No.: 1'. Below this, it indicates 'Vch: ON', 'Operator: Disabled', and 'Pr.list: 1'. A left-pointing arrow is visible in the top right corner. The main area contains a list of customers:

- CUST. 1**
Olivetti
12345678903
Via Jervis, 77 10015 IVREA
Bal.: Not paid: Loan:
- CUST. 1**
Olivetti
- CUST. 2**
Rossi Mario

At the bottom, there is a control panel with several buttons: 'Order', 'Temp. customer', 'Customer search', 'Modify customer', 'New customer', 'Delete customer', 'Confirm customer', and two arrow buttons (up and down).

To facilitate access to the list and therefore to customer data, you can list the customers in alphanumeric order by selecting the **[Order]** key.

To display the customers in numeric order again, exit from the screen using the **←** key and then return to the screen by selecting the **Customers** key.

QR CODE

The cash register is able to recognise and print 2-D barcodes of QR Code type.

It is possible to codify links to Internet sites, publicity messages etc using this type of 2-D graphics. After the QR code is generated and printed, it can be retrieved by special applications resident, for example, in a smartphone.

The description for translation into QR Code is programmed using SET 332. The QR Code generated in this way can be inserted as a logo at the bottom of a ticket.

Note: To program the logo use the code SET 303.
To print the logos saved in the cash register use the code SET 296.

Operating Procedure

1.
2. **[FORMATS ?]** 0 = Disabled to continue
1 = Format the logo present in the machine
3. In the field, enter the description you want to codify as a QR Code, confirming at the end with

SET 342 – PROFORMA MESSAGE

Allows you to customise the proforma document, adding a free description of up to 2 lines.

Operating Procedure

1.

342-LINE 1 Enter a description for line 1

2. **Text Attributes**

NORM. ATTRIB. (normal text)

D.HGT. ATTRIB. (double-height text)

3. **Characters/Row**

24 chars/row

29 chars/row

342-LINE 2 Same settings as for line 1

SET 366 –MULTIPLE TICKET

On multiple tickets allows sales items to be grouped by merchandise category, by item or by department.

Operating Procedure

1.

2. To disable the function

To enable the function

3. Selects grouping by department

Selects grouping by merchandise category

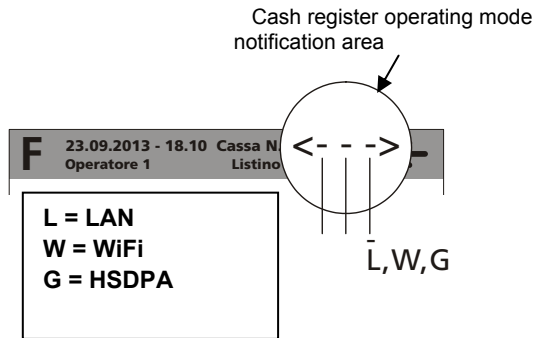
Selects grouping by item

4. Manual, for generating a multiple ticket manually

Automatic, for generating a multiple ticket automatically

CONNECTION MODE

In the operator information area, an indicator signals the Internet connection modes “connection active” or “connection absent”.

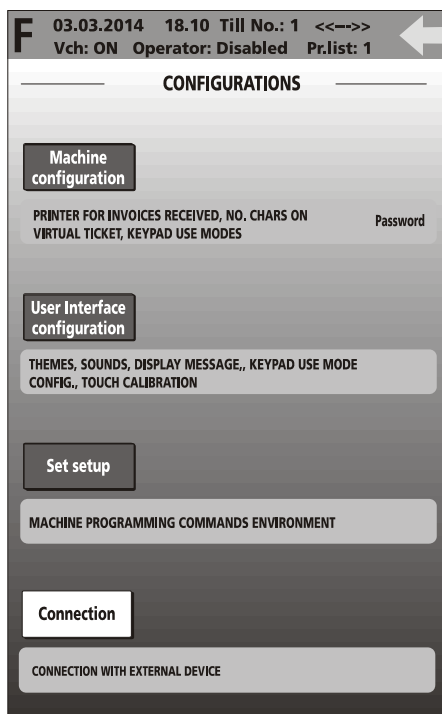


LIST OF POSSIBLE CONNECTION MODES

CASH REGISTER CONNECTED TO INTERNET	
<<--->>	This symbol is displayed when the cash register is not connected to the Internet
<<--L>>	Machine connected to Internet over an active LAN connection
<<--W>>	Machine connected to Internet over an active WiFi connection
<<--G>>	Machine connected to Internet over an active HSDPA connection

CONNECTION MODE

This function can be selected from the environment **F (Functions) > General Functions > [Config.] >** with the **Connection** key.



When the cash register is connected via a USB/Serial cable and **Connection** is selected, the cash register automatically enters a mode allowing:

- configuration, using an external software program (for example, Resource Kit)
- ticket printing by applications resident on the computer.

DIRECTIVE 2002/96/EC ON THE TREATMENT, COLLECTION, RECYCLING AND DISPOSAL OF ELECTRIC AND ELECTRONIC DEVICES AND THEIR COMPONENTS

1. FOR COUNTRIES IN THE EUROPEAN UNION (EU)

The disposal of electric and electronic devices as solid urban waste is strictly prohibited: it must be collected separately. The dumping of these devices at unequipped and unauthorized places may have hazardous effects on health and the environment. Offenders will be subjected to the penalties and measures laid down by the law.

TO DISPOSE OF OUR DEVICES CORRECTLY:

- a) Contact the Local Authorities, who will give you the practical information you need and the instructions for handling the waste correctly, for example: location and times of the waste collection centres, etc.
- b) When you purchase a new device of ours, give a used device similar to the one purchased to our dealer for disposal.



The crossed dustbin symbol on the device means that:

- When it to be disposed of, the device is to be taken to the equipped waste collection centres and is to be handled separately from urban waste;
- Olivetti guarantees the activation of the treatment, collection, recycling and disposal procedures in accordance with Directive 2002/96/EC (and subsequent amendments).

2. FOR OTHER COUNTRIES (NOT IN THE EU)

The treatment, collection, recycling and disposal of electric and electronic devices will be carried out in accordance with the laws in force in the country in question.

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