



# Quick Reference Guide

M19QRG001

## • How do I create User IDs?

### - Non-card set-up

Begin with the initial system power-up. Although this is a “non-card” application, on the screen you will be asked to enter a “card”. At this prompt, enter a “1”. Then enter the customer’s chosen PIN number, then enter the customer’s user ID number again (this is the numeral “1”).

Next - answer “yes” when asked to enter manager mode.

Answer “yes” when asked to use “0001” as the manager’s login.

It is recommended to set up a second manager ID (using the numeral “2”) as a backup.

Confirm - and you are ready for start-up.

### - Card system set-up

The PV100™ is shipped with a master card with a PIN number written on it.

Insert this card and enter the PIN number.

Enter confirm to complete the card set-up.

When you swipe the card again, you will be asked to enter the manager’s mode - answer “yes” - this allows you to create a second manager’s card in case the first card is lost.

## • How do I create a new manager card?

If you have already created two manager cards upon initial system installation, you can modify these cards by selecting “Reset Card 1” or “Reset Card 2” menu options which are located by navigating the following menu path: **Management Menu > Site Management > Manager Cards**.

**If you still need to set up your second manager card, select the “Reset Card 2” option to do so.**

## • How do I reset a PIN?

From the Management Menu, set each PCF PIN by selecting “Set Specific PIN”, which is located by navigating the following menu path: **Proprietary Card File (PCF) Management > Setup PCF > Pin Setup > Set Specific PIN**. You must do this for every card.

• **How do I set pump restrictions?**

From the Management Menu, select the PCF card or range of PCF cards, as well as the pumps that they will be allowed to fuel from, by selecting “Pump restrictions Setup”, which is located by navigating the following menu path: [Proprietary Card File \(PCF\) Management > Setup PCF > Pump Restrictions Setup](#).

• **How do I download data?**

From the Management Menu, you can download pump, card, or transaction totals to a USB flash drive by inserting the USB flash drive in the PV100™ USB socket and selecting the “Reporting” menu option and then “Pump/Card/Transaction Totals to USB”. The system will create CSV-formatted files, which will be downloaded to your USB flash drive and can be viewed on a personal computer.

• **How do I retrieve the data from the USB flash drive?**

After downloading the desired reports to the USB, the reports can be opened using Microsoft® Excel on a personal computer.

• **How do I set the time/date?**

Set the time, day, date, month and year by selecting “Set Date/Time” which can be located by navigating the following menu path: [Management Menu > Site > Management > Date/Time Setup](#).

• **How do I update my software?**

Update the terminal and fuel-site controller firmware (Application) or circuit board firmware (FPGA) by placing a USB flash drive with updated firmware into the PV100™ USB socket, then navigate to the “Software Updates” menu located within the “Terminal Setup/Test Mode” menu.

• **How do I set the times for turning the light on and off?**

Set the light’s “on” and “off” times with the “Light On” and “Light Off” options, which are located navigating the following menu path: [Management Menu > Site Management > Date/Time Setup > Light On/Off](#).

• **How do I set Open/Close Times?**

You can set the site’s “open” and “close” times with the “Open Time” or “Close Time” options, which are located navigating the following menu path: [Management Menu > Site Management > Date/Time Setup > Open/Close Time](#).

• **How to view Pump & Card Totals?**

You can view the system’s pump and card totals by selecting the “View Pump Totals” or “View Card Totals” menu options, which are located navigating the following menu path: [Terminal Setup/Test Menu > Reporting > View Pump/Card Totals](#).

• **How to view Bypass/Manual Mode Totals?**

To show all transactions that occurred while the pumps were in software-controlled bypass, navigate to through the following menu path: [Terminal Setup/Test Menu > Reporting > View Bypass Totals](#).

