

BULK WATER OPERATING INSTRUCTIONS

The following are basic operating instructions for the bulk water filling station. If a problem occurs or an error message is displayed, please contact our Water Department at 519-631-4860 for assistance between the hours of 8:30 A.M. and 4:30 P.M.

- 1 Purchase a fob from the Municipality of Central Elgin's office
- 2 Ensure the stop button on the side is pushed in and the filling hose is secure.
- 3 Swipe fob under the sensor, located under the swing door on the front of pedestal
- 4 Observe the display screen for one of the following messages:
 - a) The message "issue receipt" will appear. You may select "Yes" or "No"
 - b) The message "select pump" is displayed, push "1" and then "Enter"
 - c) When "use pump" appears, pull the stop button to begin dispensing water.
- 5 Push the stop button on the side when finished to stop the flow of water
- 6 To obtain a receipt of this most recent transaction:
 - a) Re-swipe the fob under the sensor
 - b) When the message "issue receipt" appears select "Yes" from the key pad.
 - c) Tear away receipt from receipt dispenser located under the swing door.

COMMON PROBLEMS

- If the display reads "incorrect reading," the fob was not read correctly when it was swiped beneath the fob reader. This might be caused by something preventing the fob from the swipe pad, such as a finger or key ring. Reswipe.
- If the display says "pump-handle re-enter," you did not press the stop button on the side of the pedestal when you started. Push the stop button, push 1 enter, until the display reads "use pump," then release the stop button on the side of the pedestal, and water will begin to dispense. You might have to start again.
- "Allocation Limit Exceeded" will display when you have used the pre-paid volume of water on the fob. If you wish to obtain more water, you will need to purchase another fob.
- "Not a valid card" will display when a fob is used that is not part of this system.

