

## PETROSMART EZ CONSOLE QUICK REFERENCE GUIDE

### To do a FILL-UP sale:

*When a customer lifts a dispenser nozzle at a fueling position that has not been authorized, the console will beep and the corresponding pump status indicator will change to a "blinking phone" icon.*

1. Press the corresponding PUMP SELECT button; the pump icon in the upper left corner of the display will show that number.
2. Press AUTH; the pump status indicator will change to a blinking nozzle icon.  
*When the customer finishes and hangs up the nozzle, the console will beep and the corresponding pump status indicator will change to a blinking dollar sign (\$).*
3. Press the CREDIT PAID or CASH PAID button to finalize the sale after the customer has paid.

### To do a PRESET sale:

1. Press a PUMP SELECT button to select the fueling position to be preset ; the pump icon in the upper left corner of the display will show that number.
2. Enter the amount to be preset using the numeric keypad.
3. Press AUTH; the pump status indicator will change to a blinking nozzle icon.  
*When the preset amount has been dispensed and the customer hangs up the nozzle, the console will beep and the corresponding pump status indicator will change to a blinking dollar sign (\$).*
4. After the customer pays, press the CREDIT PAID or CASH PAID button to finalize the sale.  
**NOTE:** *If the nozzle is hung up before the preset amount is dispensed, only the amount dispensed will appear on the console display.*

### To do a PREPAY sale:

1. Select the fueling position to be preset by pressing the corresponding PUMP SELECT button.
2. Enter the amount to be prepaid using the numeric keypad.
3. Press the CREDIT PAID or CASH PAID button; the pump status indicator will change to a blinking nozzle icon.  
*The sale will automatically finalize when the prepaid amount has been dispensed and the customer hangs up the nozzle; no further action by the operator is necessary.*  
**NOTE:** *If the nozzle is hung up before the prepay amount is dispensed, the console will beep and the corresponding pump status indicator will change to a blinking dollar sign (\$). The console will display amount to be refunded to the customer. Press the CREDIT PAID or CASH PAID button to finalize the sale.*

**To STOP DISPENSING at all fueling positions:**

1. Press the round ALL STOP button; dispensing will pause at all fueling positions.
2. To resume fueling at all positions:
  - A. Press the MENU button.
  - B. Press the S4 button to highlight "OPER", and press ENTER.
  - C. Press the S3 button to highlight "START", and press ENTER.
  - D. Press the MENU button.

**To DISPLAY TOTALS:**

1. Press the MENU button.
2. Press the S2 button to highlight "DISP", and press ENTER.
  - A. **To display hose totals, product totals, or outside credit sales totals:**  
Press the S1 button to highlight "TOTALS", and press ENTER.
  - B. **To display current shift data:**  
Press the S2 button to highlight "PRES", and press ENTER.
  - C. **To display previous shift data:**  
Press the S3 button to highlight "PREV", and press ENTER.
3. Press the MENU button to return to the main operating screen.

**To PRINT REPORTS:**

1. Press the MENU button.
2. Press the S3 button to highlight "PRINT", and press ENTER.
  - For manager or shift reports:**
    - A. Press the S1 button to highlight "REPORT", and press ENTER.
    - B. Toggle the S1 and S2 buttons to select the desired report.
    - C. Press ENTER to print.
  - For tank inventory, accumulating totals, program data, system ID, or decline log reports:**
    - A. Press the S2 button to highlight "SYS", and press ENTER.
    - B. Toggle the S1 and S2 buttons to select the desired report.
    - C. Press ENTER to print.
3. Press the MENU button to return to the main operating screen.

**To CHANGE SHIFT:**

1. Press the MENU button.
2. Press the S4 button to highlight "OPER", and press ENTER.
3. Press the S1 button to highlight "OPER", and press ENTER.
4. Press the S1 button to highlight "SHIFT", and press ENTER.
5. Press ENTER to change shift, or press UNDO to cancel.
6. Press the MENU button to return to the main operating screen.

**To RESET MANAGER REPORT:**

1. Press the MENU button.
2. Press the S4 button to highlight "OPER", and press ENTER.
3. Press the S2 button to highlight "MAGR", and press ENTER.
4. Key in manager password and press ENTER.
5. Press ENTER to change shift, or press UNDO to cancel.
6. Press the MENU button to return to the main operating screen.

**To do a STACK sale:**

*A STACK sale is one in which a fueling position is authorized for a second sale before the first sale has been finalized (paid out) on the console. This applies only if the Stack function is enabled on the console.*

1. Select the desired fueling position by pressing the PUMP SELECT button.
2. Press AUTH; the pump status indicator will alternate between a bracketed fueling position number and a nozzle icon, and the customer can begin fueling.  
**NOTE:** *At this point, the \$-amount of the second sale will be displayed; the \$-amount of the first sale will appear in smaller sized characters just above it, with the word STACK to its left. Toggling (repeatedly pressing) the STACK button will alternate (size and position) between the two sales.*
3. When dispensing is complete, toggle the STACK button until the desired sale appears in larger characters.
4. Press the CREDIT PAID or CASH PAID button to finalize the sale.

**To view a PREVIOUS sale:**

1. Select the desired fueling position by pressing the PUMP SELECT button.
2. Press and hold the star (\*) button; the last sale paid out on that fueling position will be displayed.

**To CHANGE FUEL PRICES:**

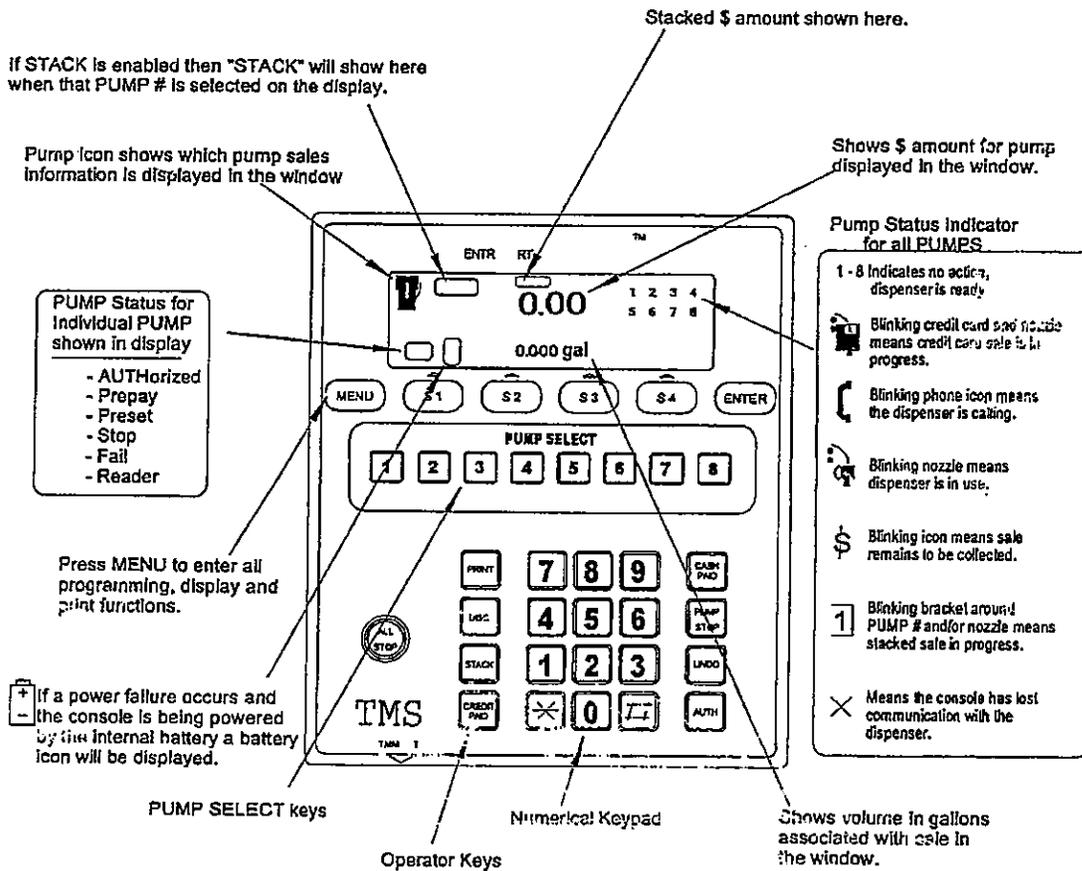
1. Press the MENU button.
2. With the word "PROG" highlighted, press ENTER.
3. On the numeric keypad, key in your password and press ENTER.
4. Press the S2 button to highlight the word "TANK", and press ENTER.
5. With the word "PRICE" highlighted, press ENTER.
6. Toggle the S1 button to highlight the word "SELF" (self-service price) or "FULL" (full-service price), and press ENTER.
7. Toggle the S1, S2, and S3 buttons to select the product requiring a price change (the current price for that product will appear beside the "\$=" in the top left of the display).
8. On the numeric keypad, key in the new price (it will appear beside the "NEW\$=" in the top right of the display).
9. Press ENTER (the new price will now appear beside the "\$=" in the top left of the display).
10. Repeat steps 7-9 for all products requiring a price change.
11. Press the MENU button to return to the main operating screen.

**To STOP DISPENSING at a single fueling position:**

1. Select the desired fueling position by pressing the PUMP SELECT button.
2. Press the PUMP STOP button.
3. Press the CREDIT PAID or CASH PAID button to finalize the sale.  
**NOTE:** *A sale terminated in this manner cannot be resumed; it must be finalized and the fueling position re-authorized before fuel can be dispensed again.*

# PetroSmart EZ<sup>®</sup>

## 8 Position \* Console Nomenclature



Note: Each PUMP SELECT position (1 - 8) refers to one side of a dispenser.

\* The 16 position, EZ console, is identical to the above, except for 8 additional positions.