

**QTPod**  
**MODEL 3000 - POST-INSTALLATION CHECKLIST**

**\*\*\* ATTENTION \*\*\***

**THIS SYSTEM WILL NOT BE COVERED UNDER WARRANTY  
UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND  
RETURNED TO QTPOD, ALONG WITH THE LIMITED  
WARRANTY AND LICENSING AGREEMENT.**

The Post Installation Checklist is a tool provided to the installer to ensure that all items regarding the training and functionality of the QT M3000 installation have been accomplished to the manufacturer's specifications.

The Checklist is broken down into three main areas: Hardware, Software, and Final Checkout. The overall purpose is to make sure the M3000 product is functioning correctly in all areas, and if any deviations or outstanding issues exist, that the proper corrective measures are clearly defined. As the installer onsite, customer satisfaction is always the goal behind each item on the checklist.

**Hardware** This section covers all pump and terminal equipment. All basic mechanical operations, and physical tasks, including customer training should be covered. Any missing checklist items require a "deviation" write-up on the last page of the checklist.  
OPERATION WITHOUT RECOMMENDED VALVES REQUIRES THAT THE CUSTOMER SIGN THE OWNER/CUSTOMER ACKNOWLEDGEMENT IN THE CHECKLIST.

**Software** This section covers the terminal configuration found in the Siteminder program, including dispenser setup (fuel price, etc.) maximum sale amount, credit card network setup, and the setting of some timing parameters to ensure accurate charges for fuel being dispensed.  
MAKE SURE TO LEAVE ADEQUATE TIME TO COMPLETE THIS SECTION PROPERLY.

**Final Checkout** Final Checkout is the last piece of testing you do before placing the system into operation. Completing each item helps to ensure complete customer satisfaction.

**THIS SYSTEM WILL NOT BE COVERED UNDER WARRANTY  
UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND  
RETURNED, ALONG WITH THE LIMITED WARRANTY  
AGREEMENT, TO QTPOD VIA FAX OR MAIL:**

**QTPod**  
**4909 Nautilus Court North,**  
**Suite 109**  
**Boulder, CO 80301**

**FAX: (303) 444-8736**  
**ATTN: TECH SUPPORT**

**For questions or concerns call QT Technical Support at (303) 444-3590**

# QTPod

## MODEL 3000 - POST-INSTALLATION CHECKLIST

SITE COMPANY NAME \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ CONTACT PHONE# \_\_\_\_\_  
INSTALL TECHNICIAN \_\_\_\_\_ DATE \_\_\_\_\_  
INSTALL COMPANY \_\_\_\_\_ PHONE# \_\_\_\_\_  
M3000 SERIAL# \_\_\_\_\_ DISPENSER TYPE/ MODEL \_\_\_\_\_

### HARDWARE:

1. Init \_\_\_\_ Verify wiring to specification of the M3000 Installation Guide
2. Init \_\_\_\_ Tighten all screw terminals, wire nuts and verify proper wiring in cabinet.
3. Init \_\_\_\_ Confirm all Earth Ground connections.
4. Init \_\_\_\_ **If there are no slow flow valves have the customer read and sign the Operation Without Recommended Valves document on Page #5 of this checklist.**

### Pump Wiring Operation

1. Init \_\_\_\_ Turn on power to the dispensers and pumps as well as the QT Terminal.
2. Init \_\_\_\_ Turn the pump1 Auto/Man switch on the DPI relay board to the Manual position and turn the dispenser handle or pump mimic switch to ON. This should activate ALL of the relays and supply voltages to the pump 1 dispenser and pump motor.
3. Init \_\_\_\_ Verify all of the LED lights on the DPI relay board are activated for Pump 1
4. Init \_\_\_\_ Verify the AC voltages in the pedestal cabinet are 110ac – 120ac volts:  
\_\_\_\_ Line/Neut \_\_\_\_ R1/Neut \_\_\_\_ S1/Neut \_\_\_\_ F1/Neut \_\_\_\_ P1/Neut  
\_\_\_\_ CLR1/Neut (turn the pump handle ON to measure this voltage)
5. Init \_\_\_\_ Check the current draw for each AC output.  
**Current should remain under 5 amps.**

Record values in the table below.

Pump Number	1	2	3	4
Reset				
Fast (Main)				
Slow				
Pump				

6. Init \_\_\_\_ Verify that you can pump fuel and that there are no leaks in the system.
7. Init \_\_\_\_ Turn the Auto/Man switch to Manual and again turn the dispenser handle or pump mimic switch to the ON position. Cycle the Auto/Man switch Off/On. This will allow the relays, valves and pump motor to power Off/On together. Slowly flip the switch several times and make sure the QT display does not get corrupted and that the terminal does not reboot. If any of these problems occur, the dispenser components may be sending spikes back to the QT terminal. You may need to install the Blue Snubbers that are supplied with the spare fuses. The instructions for installing the snubbers are included with the Siteminder manual. **Repeat Steps #1-6 for ALL Dispensers**

### Electrical / Miscellaneous Checks

1. Init \_\_\_\_ Test operation of heater. Prior to connecting wires, check for resistance,
2. Init \_\_\_\_ Confirm dedicated phone line to terminal for authorization.
3. Init \_\_\_\_ **DLP200 Surge/Lightning protector installed in-line on the terminal phone line in the pedestal and properly connected to Earth Ground.**
4. Init \_\_\_\_ Extra fuses and/or snubbers left in zip lock bag in terminal head.
5. Init \_\_\_\_ **CRITICAL! All members of staff must be shown how to replace paper to avoid damage to paper drive gears. (Green Tension Release Switch)**  
**Please refer to the M3000 Thermal Paper Replacement Guide instructions included in Appendix B of the Siteminder Manual.**

# QTPod

## MODEL 3000 - POST-INSTALLATION CHECKLIST

### M3000 TERMINAL OPERATIONS:

1. Init \_\_\_\_ Complete the M3000 operation familiarization with the customer. Have them perform all essential functions at the pedestal, including fueling in both Auto and Manual Modes, and printer paper replacement.

### SITEMINDER SOFTWARE:

As a minimum, the following Edit menu items need to be configured in the order below:

#### Site (Edit | Site Information and Communications Setup)

1. Init \_\_\_\_ Site Information – Correct site information  
The entry made for Location will display on the blue bar at the top of the screen
2. Init \_\_\_\_ Communications Setup – Correct communications port setup  
Edit | Find Init String | Select Modem | Baud 2400 | Active COM Port

#### Fuel Management (Edit | Fuel Management | Types and Tanks)

3. Init \_\_\_\_ Fuel Types – All currently used fuel types
4. Init \_\_\_\_ Tanks – Enter all fuel tanks used by the QT terminal.  
You MUST Enter the Tank Name and Fuel Type  
DO NOT DELETE [NEW TANK] – Select [EDIT] and Change Name ONLY  
Then add any additional tanks by selecting [NEW]

#### Fuel Terminal/Configuration (Edit | Fuel Terminal | Configuration)

5. Init \_\_\_\_ General Setup – Terminal – Force Registry of Tail Number Check
6. Init \_\_\_\_ General Setup – Transactions – Max Sale Amount – Private Card Code
7. Init \_\_\_\_ General Setup – Com Ports –required for HVR, PIE or Serial communication
8. Init \_\_\_\_ General Setup – Connection – Dial Terminal phone number or Serial Port
9. Init \_\_\_\_ Receipt – Name, Address and Phone on Customer Receipt  
**Click on the [Load Defaults] tab before making your entries for the receipt.**
10. Init \_\_\_\_ Terminal Messages – Messages displayed on terminal screen (see manual)
11. Init \_\_\_\_ Credit Card Setup – Select the correct credit cards for their processor
12. Init \_\_\_\_ Network Setup – Enter credit card network Site Specific merchant numbers
13. Init \_\_\_\_ Dispenser Setup – Enter Values for each Dispenser setup including:  
Fuel Type Number – Fuel Tank - Price/Gal – Product – Pulser Resolution

#### Users (Edit | Users)

14. Init \_\_\_\_ Suggest setting up additional User/Manager Logon Passwords if multiple users will access the Siteminder system and extra security is required.

#### System Communications (Communication | Retrieve Sales and Send Configuration)

15. Init \_\_\_\_ Verify that you can Retrieve Sales from Terminal
16. Init \_\_\_\_ Verify that you can Send Configuration to the Terminal

#### User Familiarization

17. Init \_\_\_\_ Complete the Siteminder familiarization training with the customer. Have them perform all essential functions including
- \_\_ Changing Fuel Prices on ALL Dispensers
  - \_\_ Sending the Configuration changes to the Terminal
  - \_\_ Retrieving Sales from the Terminal
  - \_\_ Viewing Transactions and Printing Reports
  - \_\_ Comparing Sales from the Siteminder program to their DTR Reports provided by their Credit Card Processor to assure proper payment of all transactions
  - \_\_ Train customer on how to make a backup copy of their sm.mdb file located:  
My Computer | Local Drive C: | Program Files | Applied Tech | Data | sm.mdb

**Recommend an EXTERNAL STORAGE DEVICE separate from their SM computer,**  
such as a writable CD, Flash Drive / Memory Stick or Network Drive.

#### LIMITED WARRANTY and LICENSING AGREEMENT

1. Init \_\_\_\_ Confirm that the customer has read and signed the Limited Warranty and Licensing Agreement. **This system will NOT be covered under Warranty until the Limited Warranty Agreement is signed and returned to QT Tech via Fax or Mail.**

# QTPod

## MODEL 3000 - POST-INSTALLATION CHECKLIST

### FINAL SYSTEM CHECKOUT:

1. Init\_\_\_\_\_ Turn on the Diagnostic switch and press #6 Clear for the Clear Memory menu and press #1 Transactions, #2 Accounts, #3 Logs and #4 Password  
**IMPORTANT - DO NOT NEGLECT THIS STEP!!!**

MUST turn Diagnostics switch off when done for Step #2

2. Init\_\_\_\_\_ Download the terminal configuration from the Siteminder computer  
**THE DISPENSER SETUP IN THE SITEMINDER CONFIGURATION MUST MATCH THE ACTUAL HARDWARE DISPENSER SETUP**  
You MUST first complete all of the steps in the Siteminder Setup (page #3)  
**TERMINAL PHONE NUMBER:** \_\_\_\_\_

**Hardwired Dispensers:** (Complete this if you are installing Hardwired Dispensers only)

1. Init\_\_\_\_\_ Turn on Diagnostic switch and press **#1 Pump** for the Pump Control menu  
Press #1 for Pump 1 and then **#1 for Reset** (the pump will not activate)  
Confirm the **Reset 1 LED** light is activated on the DPI relay board  
Turn on the pump handle/mimic switch) and verify the **CLR 1 LED** light is on
2. Init\_\_\_\_\_ Press #1 for Pump 1 and then **#4 for Motor** = Pump Motor should start  
Confirm the **Pump 1 LED** light is activated on the DPI relay board  
Confirm that you can NOT pump fuel (this confirms the Valves are Closed)
3. Init\_\_\_\_\_ Press #1 for Pump 1 and then **#3 for Slow** = the Slow Valve should open  
Confirm the **Slow 1 LED** light is activated on the DPI relay board  
Confirm that you can pump fuel in Slow Mode Only
4. Init\_\_\_\_\_ Press #1 for Pump 1 and then **#2 for Main** = the Fast Valve should open  
Confirm the **Fast 1 LED** light is activated on the DPI relay board  
Confirm that you can now pump fuel in Fast Mode
5. Init\_\_\_\_\_ Press #1 for Pump 1 and then **#0 for OFF** = MUST do this to turn off pump  
Confirm ALL LED's on the DPI relay board are De-Activated (OFF)

### REPEAT STEPS FOR ALL HARDWIRED PUMPS

**Serial Communication Electronic Dispensers:** (For Serial Communication Only)

Confirm the Price/Gallon is properly displayed on dispenser (this verifies communication)

### ALL Dispensers:

1. Init\_\_\_\_\_ Turn on the Diagnostic switch and press **#5 Clock** to set Date/Time (24hr)
2. Init\_\_\_\_\_ Run Test Sales on each dispenser using the TEST CARD provided and confirm that the terminal operates as described in the Installation Guide
3. Init\_\_\_\_\_ Confirm that the Printed Receipt Price/Gallon/Liter and Quantity matches the Dispenser Register/Meter within NIST Specifications.  
If the dispenser appears to overshoot, then call QT Technical Support for instructions on how to make the proper adjustments.
4. Init\_\_\_\_\_ Confirm Credit Card authorization by running test sale using a bank card  
Enter approval code from receipt: \_\_\_\_\_ (Must not be blank or \*\*\*\*\*)
5. Init\_\_\_\_\_ Customer understands the need to follow-up with their processing network to verify that their electronic funds are being properly routed and deposited.
6. Init\_\_\_\_\_ SITEMINDER Manual and Distribution Diskette - Left with customer.
7. Init\_\_\_\_\_ Backup copy of the SM Database file (sm.mdb) made on \_\_\_\_\_
8. Init\_\_\_\_\_ All private TEST CARDS - Left with customer.
9. Init\_\_\_\_\_ Both KEYS for cabinets - Left with customer.
10. Init\_\_\_\_\_ Terminal performs all functional tests.
11. Init\_\_\_\_\_ Terminal failure contingency plan/suggestions have been discussed.

QTPod Technical Support can be reached at (888) 412-5332

**All items checked off? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If the above answer is No, enter the outstanding issues, deviations, or items not checked off on Page #6 of this document.**

# QTPod

## MODEL 3000 - POST-INSTALLATION CHECKLIST

### Operation Without Recommended Valves

The QTPod fuel terminal is designed to work with dispensers that incorporate two-stage flow control valves. These valves are capable of dispensing fuel in a slow flow and fast flow mode. This provides the greatest measure of accuracy and security for unattended fueling operations.

During a typical sale with two-stage valves, the pump turns on when the sale is authorized, and both valves open briefly (usually 1 second) to pressurize the hose. Once the meter on the dispenser resets, the slow flow valve opens until the terminal sees a set number of pulses (usually 2-5). This is a very important step, because if the pulser were to fail, there would be no record of the fuel dispensed. Once the terminal detects the pulses, it opens the main valve to allow maximum fuel flow. Towards the end of the sale (usually the last 1/10<sup>th</sup> or so) the terminal closes the main valve and allows the fuel delivery to creep up to the preset amount. This affords the highest degree of accuracy and helps to prevent dispensing fuel that is not paid for.

During a sale in which the customer stops the fuel delivery at the nozzle, the valves remain open until the customer terminates the sale by turning the dispenser off. On a system without a two-stage valve, two important features are lost:

- 1) In the event of a pulser failure, fuel is dispensed at full rate until the sale times out (typically 3-5 minutes). There is no record of the fuel sale and the customer is not charged for the fuel dispensed.
- 2) During a preset sale, the preset amount is often overshoot because there is no valve to stop the fuel flow at exactly the correct time. Since the sales amount was authorized as a preset, the overshoot is ignored. This is required since the credit card was only authorized for a certain amount.

When a customer terminates the sale, the accuracy is similar to a system with a two-stage valve.

Although satisfactory operation can be obtained without valves, QTPod strongly recommends against this mode of operation. The highest degree of accuracy and security is obtained with two stage valves.

#### **Owner/Customer Acknowledgement:**

I have read the preceding section about the importance of two stage valves in an unattended fueling situation and understand that my system, as installed, does not have any valves, or has only main valves. I understand the increased vigilance required on my part to insure against fiscal loss from pulser malfunctions and fuel delivery inaccuracies.

#### **Signature required only if there is not a 2 stage valve on all dispensers:**

CUSTOMER SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

QTPod

MODEL 3000 - POST-INSTALLATION CHECKLIST

Outstanding Issues / Deviations / Items Not Checked Off

Multiple horizontal lines for recording outstanding issues or deviations.

Proposed Action

Multiple horizontal lines for recording proposed actions.

(Attach additional sheets as necessary)

Signatures Required:

Installer signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer signature: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt of this document, as well as the receipt of the Limited Warranty Agreement, by QTPod is required to activate the warranty of this system!!

QTPod
4909 Nautilus Court North,
Suite 109
Boulder, CO 80301

FAX: (303) 444-8736
ATTN: TECH SUPPORT