

**Step by step instructions on how to operate the Water POD**

1. Place your empty water jug in the indented tray.
2. Swipe your water card on the kiosk (where indicated) to start the dispensing process.

 **OR**

1. Press the **TAP THE SCREEN** option to enter your 5 digit pin number.
2. Your name and water balance will be brought up on the screen. Press the **CONTINUE** button.
3. When the **START** prompt appears and the **blue light** goes on you are ready to start dispensing your water.
4. **PUSH THE BLUE LIGHTED BUTTON** to fill your jug. Continue to hold the button until jug is filled.
5. When your jug is filled, press the **END TRANSACTION** prompt.
6. At this time you can either press the **CLOSE** prompt or **REFILL AGAIN** prompt if you wish to refill another jug. You will also see how much water was dispensed.
7. The kiosk will automatically shut off when you press the **CLOSE** prompt.

**Thank you for using the Water POD filtration system. Enjoy your clean, healthy water!**