



TOWN OF APEX BULK WATER STATION

CALL 919-362-8166 FOR NEW CUSTOMER ACCESS, ASSISTANCE WITH THE STATION, TO RECEIVE YOUR PIN NUMBER, OR TO REPORT STATION PROBLEMS

New customers must provide the following information to set up a bulk water account: Company Name, Contact Name, Mailing Address, Phone Number, Email, and Federal ID #

DIRECTIONS FOR SAFE OPERATION

- 1. CONNECT HOSE TO HYDRANT.** The town does not provide the hose. You will need a 2-1/2 NST female connection to connect to the hydrant. You can purchase hoses and adapters at Raleigh-Durham Rubber & Gasket located at 5836 Lease Ln, Raleigh
- 2. OPEN HYDRANT WITH PROVIDED HYDRANT WRENCH**
- 3. AT THE CONTROL PANEL PUSH **START****
- 4. ENTER YOUR ACCESS CODE AND PUSH ENTER**
- 5. ENTER YOUR CUSTOMER PIN AND PUSH ENTER**
- 6. SELECT AUTO OR MANUAL FOR FILLING OPTION.** To move from Auto to Manual use the SEL key on the pad.

The panel default is set to auto. If you select auto it will ask you to enter the number of gallons. When you are ready to start dispensing push start. The water will stop dispensing when the number of gallons you entered has been dispensed.

If you select manual you will need to push the **start** button to begin dispensing and select the **stop** button when you are finished filling.

Note: if you push stop once you can resume dispensing water by pushing the start button again. Pressing stop two times in a row will end the transaction.

- 7. TURN OFF HYDRANT**
- 8. DISCONNECT HOSE**
- 9. WHEN YOU HAVE FINISHED DISPENSING WATER ON THE CONTROL PANEL CONFIRM WHETHER YOU WOULD LIKE A RECEIPT**

Customers with a balance of \$300 or more will be locked out of the system until payment is received