Contents

Fare screen Page 2
Menu screen Page 2
Status bar Page 2
Start a Shift Without Registering a Driver Page 3
Start a Shift With a Registered Driver Page 4
Start a fare Page 5 - 6
End a shift Page 7
Fixed fare Page 8
Display brightness & night mode Page 9
Update operational data Page 9
Connect to wifi Page 10
Memory menu Page 11
Print menu Page 11
Sleep Mode Page 12
The 7 Memory Categories Page 13
**FARE SCREEN**

- **Tariff Display**: Tap to select Tariff, if permitted.
- **Tolls Display**: Tap to select Tolls, if permitted.
- **Extras Display**: Tap to add Extras, if permitted.

* Tariffs, Tolls and Extras may be automated, depending on your local regulations. Manual selection may not be permitted.

**MENU SCREEN**

- **Sleep Mode**: When sleep mode active, tap screen to wake.
- **Start/End Shift**: Start a Fare
- **Start a Fixed Fare**: Start a Fare
- **Status Bar**: Pull Down Menu if arrow icon is shown

**STATUS BAR**

- **On/off Shift**: On/off Shift
- **Roof Light On/off**: Roof Light On/off
- **Connected To Server**: Connected To Server Yes/No
- **3G Signal Strength**: 3G Signal Strength
- **GPS**: GPS Signal Strength
- **WiFi Signal Strength**: WiFi Signal Strength
- **Tariff Description**: Tariff Description
- **Fare Mode**: Fare Mode
If your details have not been entered into the web portal, then a new shift can be started with the following steps.

**Step 1**
Menu Screen → Tap Start Shift

**Step 2**
Tap Other Driver.

**Step 3**
At the driver detail screen, leave each field blank and tap Next to scroll though the information fields until Done is displayed. Tap Done.

**Step 4**
If you are asked for a PIN, leave it blank and tap Start Shift

Shift Icon will change to On Shift 🚶‍♂️
START A SHIFT WITH A REGISTERED DRIVER

Step 1
The Operator can register drivers on the G5 Web Portal by entering their details including their ABN. This is the recommended way to use the G5 meter.

Log in security options can also be selected for each meter. These are:
• Driver uses a Driver Card
• Providing each driver with a PIN
• No log in security

The rest of the steps are done on the G5 meter.

Step 2
Menu Screen → Tap Start Shift

Step 3
For an existing driver
• Select your name from the Driver List and skip to Step 5

When logging on for the first time
• Tap Other Driver

To Edit a Driver
• Press-and-hold the name on the list

Step 4
Enter your details
• Enter your ABN. If the meter is online the rest of the your details will appear automatically.
• Tap Next to scroll through each item until Last Name is selected then tap Done.

If the meter is not online, enter you details manually then tap Done.

Step 5
Enter your PIN if it is required
Tap Start Shift

The Shift Icon will change to On Shift 🍀
**START A FARE**

**Step 1**
Menu Screen → Tap Start Fare

The meter will switch to the Fare Screen and will begin a Fare

**Step 2**
If local regulations permit manual entry:
• Change Tariff: Tap the Tariff display
• Add Tolls: Tap the Toll display
• Add Extras: Tap the Extras display

Methods of editing these items will vary depending on your local regulations. Often these will be automated.

**Step 3**
To pause the fare
• Tap the Fare display
• (Tap again to Resume)
When a fare is paused the Status Bar will display TIME OFF
**Step 4**
Total the fare
- Tap & Hold the *Fare* display
- (Tap & Hold again to Resume)

**Step 5**
End the fare
- Tap *End Fare*

* Depending on local regulations, there may be a Flashing Fare Display.

**Step 6**
Print a receipt
- Tap

**Step 7**
Clear the fare
- Touch the left side of the screen and swipe from left to right

**Step 8**
From the Fare Screen a new fare can be started by tapping the *Fare* display.
Step 1
Menu Screen ➔ Tap End Shift

Step 2
The Shift Money will be displayed.
• Tap the screen to continue

Step 3
Other Revenue
• Enter any other revenue
• Tap ✓

Step 4
Shift Reconciliation details
Some items can be edited.
• Scroll through items on the left of the screen
• Change an item amount and tap ✓ to continue to the next item
• Tap Next NEXT to continue to the next screen
• Tap Back BACK to go back a screen

Step 5
Enter these details if displayed:
1. Shift Money – Displayed Only, cannot be edited
2. Other revenue
3. Total Shift Revenue – Displayed Only, cannot be edited
4. Shift Operator Revenue
5. Non-Cash Items
6. Fuel Cash $
7. Fuel Cash Litres
8. Fuel Credit $
9. Fuel Credit Litres
10. Operator Fuel %
11. Expenses
12. Total Cash Pay-In – Displayed Only, cannot be edited

Tap Next to continue or back to edit the figures

Step 6
Uploading / Printing
The upload screen will be displayed and a shift receipt will be printed. Tap the screen to continue. *

The shift icon will return to Off Shift.

* These functions will vary depending on how the operator has set up the G5 Taximeter in the G5 Web Portal.
Some jurisdictions allow Fixed Fares to be displayed on a taximeter.

**Step 1**  
Menu Screen → Tap Fixed Fare

The Fare Screen will open

**Step 2**  
Change Tariff: Tap the Tariff display box

Methods of editing these items will vary depending on your local regulations

**Step 3**  
Set the fare price  
• Tap the Fixed Price Fare display box  
• Enter the fare  
• Tap ✓

**Step 3**  
Total the fare  
• Tap & Hold the Fare display box  
• (Tap & Hold again to Resume)

**Step 4**  
End the fare  
• Tap End Fare

* Depending on local regulations, there may be a Flashing Fare display.

**Step 5**  
Print a receipt  
• Tap

**Step 6**  
Clear the fare  
• Swipe from left to right
DISPLAY BRIGHTNESS AND NIGHT MODE

Step 1
Menu Screen → Tap Settings

Step 2
Slide the scale to change the display brightness.

Step 3
Tap Switch to Night Mode to enter Night Mode.

UPDATE OPERATIONAL DATA

Operational Data – includes Fare Rates, Public Holiday Rates, etc.

Step 1
Menu Screen → Tap Settings

Step 2
Tap Update Operational Data

Step 3
Tap Update

If the ‘Sever Disconnected’ icon is displayed, check your 3G or WiFi connection.
PASSENGER DETECTION

Step 1
Menu Screen ➔ Tap Settings

Step 2
Tap Passenger Detection

This setting is used to ensure that the passenger detection is working properly. The system is working if:
• Comms With Main displays YES
• The correct number of sensors is displayed
• There is one sensor per seat. The sensor displays OCCUPIED when there is a passenger in the seat and displays VACANT when a passenger is not in the seat.

CONNECT TO WIFI

The standard G5 meter has 3G instead of WiFi. If you own a G5 Taximeter with WiFi it can be connected to your WiFi Network to upload Shift Data to the G5 Web Portal

Step 1
Menu Screen ➔ Tap Settings

Step 2
Tap WiFi

Step 3
(Ensure WiFi is turned on)
Select the WiFi Network and enter password if required.
MEMORY MENU

Step 1
Menu Screen → Tap Memory

Step 2
Select one of the Memory Categories on the left or scroll down to view more Categories.

There are 7 Memory Categories:
- Last Fare Main Data
- Last Fare More Data
- Current Shift Main Data
- Current Shift More Data
- Meter Totals Main Data
- Meter Totals More Data
- Meter Info

A complete list of memory items for each category can be found on page 13.

PRINT MENU

Step 1
Menu Screen → Tap

Step 2
Select the desired item to print.

There are 8 Print Options:
- Last Fare Receipt
- Last Fare Main Data
- Last Fare More Data
- Last Shift Report
- Last Shift More Data
- Meter Totals Main Data
- Meter Totals More Data
- Meter Information Report
Sleep mode saves power, prevents the car battery from being flattened when the taxi is not in use and extends display life. It is recommended that you place the meter in sleep mode when not driving the vehicle.

**Step 1**
Enter Sleep Mode

Menu Screen → Tap Sleep

**Step 2**
Wake up the meter

If the G5 taximeter has been in sleep mode for less than 4 hours.
• Tap the screen to wake up the G5 taximeter

If the G5 taximeter has been in sleep mode for more than 4 hours.
• Start the ignition to wake up the G5 Taximeter
### THE 7 MEMORY CATEGORIES

**Last Fare Main Data**
- Transaction Number
- Start Date and Time
- End Date and Time
- Fare
- Extras
- Tolls and Fees
- Distance Travelled
- Tariff Used
- Starting Suburb
- Ending Suburb
- Time Since Last Fare
- Kms Since Last Fare

**Last Fare More Data**
- Booking Fee
- CITYLINK Toll Road
- EASTLINK Toll Road

**Current Shift Main Data**
- Driver Licence
- Driver ABN
- Start Date and Time
- Money (Including Surcharge)
- Money (Excluding Surcharge)
- Surcharge
- Trips
- Flag Falls
- Distance Units
- Waiting Time Units
- Extras
- Tolls and Fees
- Fixed Fares
- Paid Kms
- Total Kms
- Engaged Time

**Current Shift More Data**
- Sole-Hire Fares
- Sole Hire Extras
- Sole Hire Trips
- Sole Hire Paid Kms
- Share Ride Fares
- Share Ride Extras
- Share Ride Trips
- CITYLINK Toll Road
- EASTLINK Toll Road
- Booking Fee
- Tariff 01 Fares
- Tariff 02 Fares
- Tariff 03 Fares

**Meter Totals Main Data**
- Money (Including Surcharge)
- Money (Excluding Surcharge)
- Surcharge
- Trips
- Flag Falls
- Distance Units
- Waiting Time Units
- Extras
- Tolls and Fees
- Fixed Fares
- Paid Kms
- Total Kms
- Engaged Time

**Meter Totals More Data**
- Sole-Hire Fares
- Sole Hire Extras
- Sole Hire Trips
- Sole Hire Paid Kms
- Share Ride Fares
- Share Ride Extras
- Share Ride Trips
- CITYLINK Toll Road
- EASTLINK Toll Road
- Booking Fee
- Tariff 01 Fares
- Tariff 02 Fares
- Tariff 03 Fares

**Meter Info**
- Day
- Date
- Time
- Calibration Mode
- Calibration Number
- Calibration Last Updated
- Pulse Counter
- Vehicle Registration
- Meter Serial Number
- Sim Number
- Owned/Rented
- Deactivation Date
- Fare Structure Name
- Last Updated Date and Time
- Gazetted Holidays last updated
- Road Tolls and Fees Last Updated
- Configuration Settings Last Updated
- Firmware Last Updated
- Dealer Dongle Last inserted
- Dealer Dongle ID
- Firmware Version
- Current Distance Tariff
- Current Time Tariff
- Driver Licence
- Driver ABN

*Many items in the more data sections only appear if they are necessary. The bullet points are provided as an example.*

When a fare, shift or meter totals include a toll road, that toll road will be added to the more data section. This is the same for the extras and the tariffs.