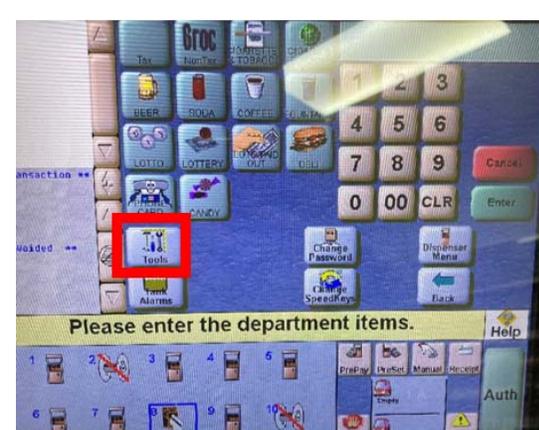# Gilbarco/Passport AVT Set Up Steps
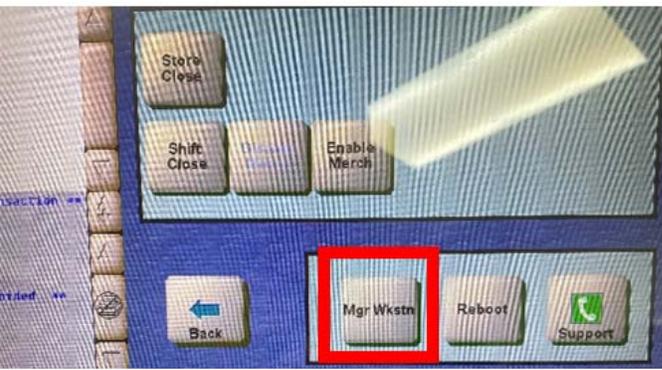

Ensure that Age Verification is not already set up on this POS before continuing.

Gilbarco/Passport System Setup

- Use the more button on the POS screen to scroll right and find the **Tools** Option.

- Once in the Tools option select **Manager Work Station**
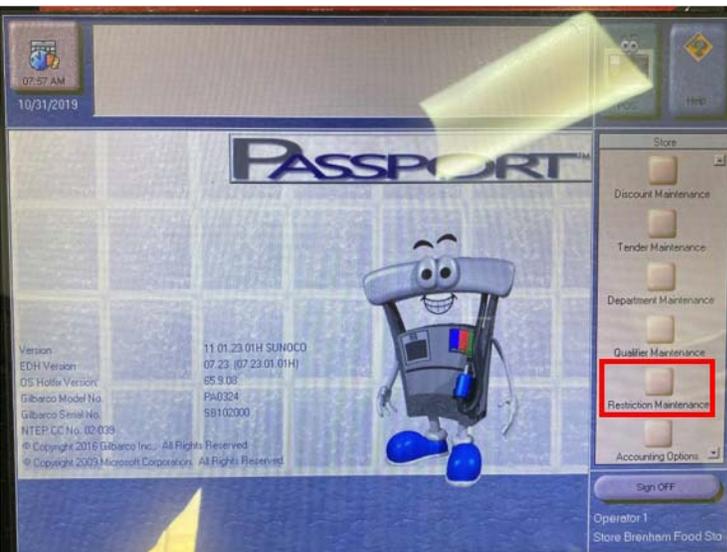- Note: You may need the manager to put in login & password at this point.
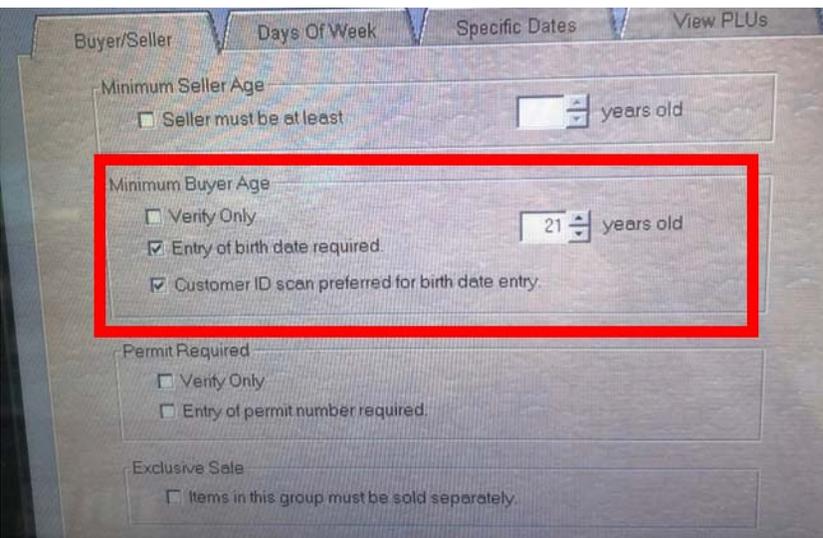
- Click **Set Up.**

- Click **Store.**

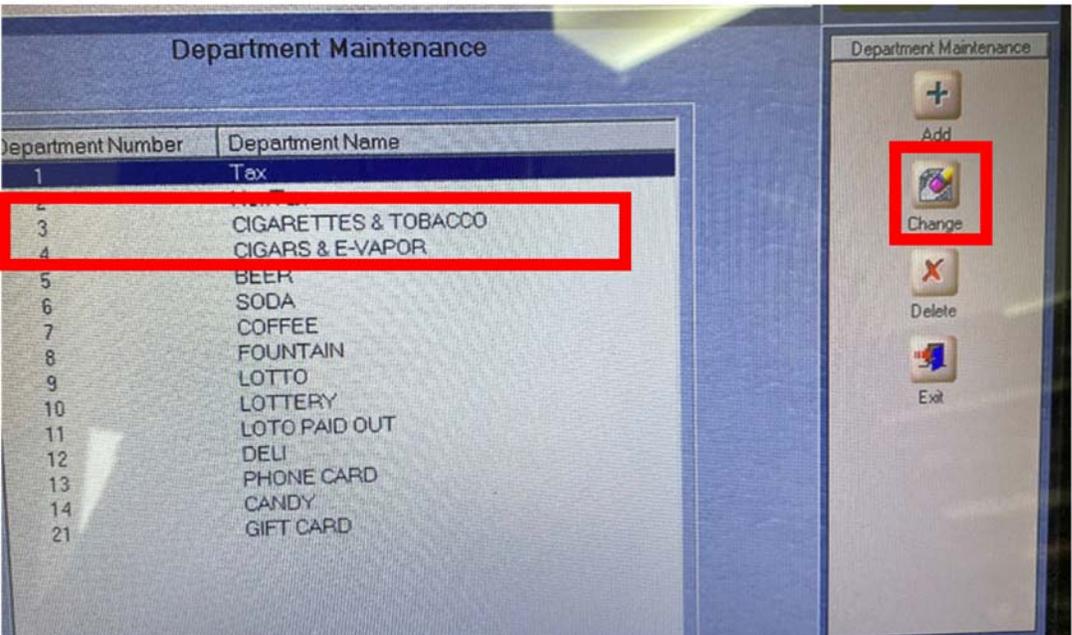

- Click **Restriction Maintenance**

- In **Restriction Maintenance**, select "Must be 21" and click "Edit" on the right side of the screen. Check off the same options as the ones below. **Also, make sure that the age is 21**, then **Save**.
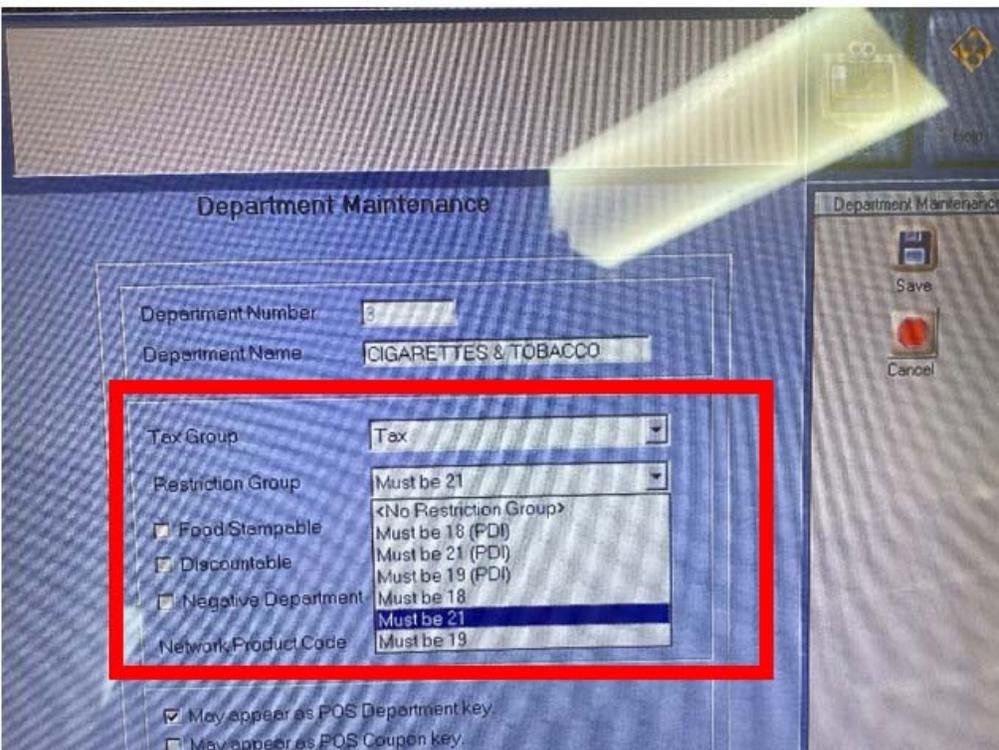

- There might be a tab next to "Buyer/Seller" that is labeled **Age Verification**. If they have this tab, the check box for "Customer ID scan preferred for birth date entry" will be located under that tab instead.
- If they do have the **Age Verification** tab, this is where they will also select whether or not they want the **default button** to show up. Prompt them to decide if they want to check the "Allow default button to be used" box.
- Return to the screen where Restriction Maintenance was selected and select **Department Maintenance**.
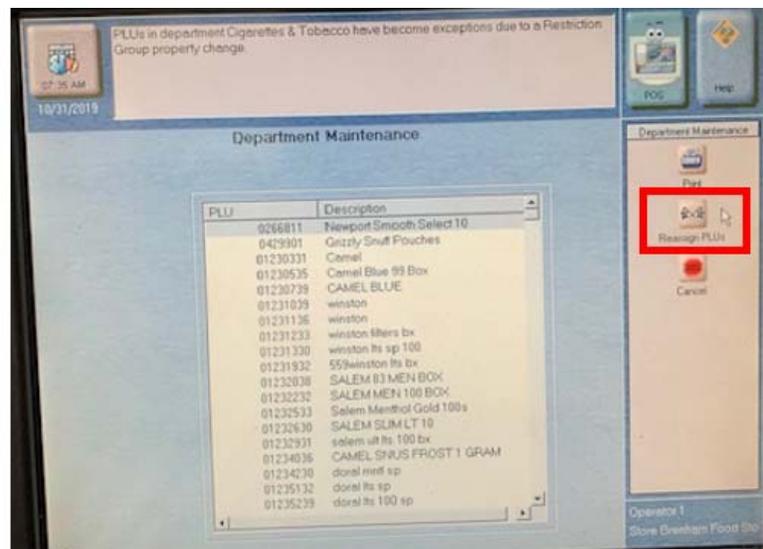
- If they do not have the Age Verification tab mentioned above and they do want to check the box allowing the default button to be used, they will find it on this screen. They will go to **Store Options,** and the box to select to "Allow the default button to be used" is there.
  - Store Options might also be located under Store and then they will have to select the Age Verification option and THEN select the box "allow the default button to be used"

- Select **Department Maintenance** on the right side of the screen.

- Select the Tobacco Departments for that store (Ask for a list of any Tobacco Departments)

- Note: you will need to select each department individually, then click **Change.**

- Click the drop down next to the **Restriction Group** option.

- Select the **Restriction Group "Must be 21"**

- Reminder, do this for all tobacco groups! and then click **save**.

- Click **Reassign PLUs** on the right option bar, normally you will NOT visibly see any change happen.

- Head back to the POS screen and **scan a pack of Cigarettes** (you should see a screen like the one below appear) **scan your ID** to ensure it works.

- If "Invalid ID" appears when you scan DL, the scanner needs to be programmed to read specific information off ID. This will require scanning a series of Barcodes & QR codes from the scanner manufacturer

Parent topic: Gilbarco AVT Setup