

# Opal Top Up and Single Trip Ticket Machine

## Topic 10 – Empty Rejected Tickets

Using the keypad, from the Maintenance Software menu select:

- 1 MAINTENANCE FUNCTIONS
- 2 MAINTENANCE OF THE IMS PRINTER
- 3 EMPTY IMS REJECT BIN
- 4 PULL OUT THE PRINTER
- 5 PULL THE LATCH (5) ON THE BLACK PRINTER DOOR TO OPEN THE PRINTER
- 6 REMOVE ANY REJECTED TICKETS FROM THE BIN (6)
- 7 CLOSE THE IMS PRINTER DOOR ENSURING THE LATCH CLICKS
- 8 PUSH THE IMS PRINTER BACK INTO THE MACHINE
- 9 PRESS ENTER ON THE KEYPAD TO VALIDATE REJECTED TICKETS HAVE BEEN REMOVED
- 10 PRESS ENTER TO AGAIN VALIDATE, THEN SELECT PREVIOUS MENU UNTIL YOU HAVE RETURNED TO THE MAINTENANCE SOFTWARE MAIN MENU

NOTE: THE REJECT BIN NEEDS TO BE CHECKED AND EMPTIED EVERY TIME YOU OPEN THE MACHINE AS IT ONLY HAS THE CAPACITY TO HOLD 30 SINGLE TRIP TICKETS.