

# Opal Top Up and Single Trip Ticket Machine

## Topic 9 – Replenish/Reload Single Trip Ticket Stock

Using the keypad, from the Maintenance Software menu select:

- 1 MAINTENANCE FUNCTIONS
- 2 MAINTENANCE OF THE IMS PRINTER
- 3 SUPPORT SCC (SCC)
- 4 RELOAD PAPER, THEN SELECT STOCK TO RELOAD
- 5 PULL THE SINGLE USE TICKET PRINTER (5) TOWARD YOU
- 6 LIFT AND REMOVE THE GUARD (6)
- 7 REMOVE THE EMPTY BOX (7) AND DISCARD
- 8 OPEN A NEW TICKET BOX (8A) BY TEARING ALONG THE PERFORATED LINES (8B)
- 9 LOAD THE BOX INTO THE FEEDER TRAY (9) ENSURING THE OPAL LOGO IS ON THE LEFT HAND SIDE AT THE BOTTOM OF THE TICKET
- 10 REPLACE THE GUARD REAR SECTION FIRST (10)
- 11 PUSH DOWN TO LOCK IN PLACE (11)
- 12 SELECT PAPER ADVANCE ON THE DISPLAY
- 13 FEED STOCK THROUGH APPROPRIATE SLOT (13)
- 14 SELECT NEW ROLL AND TEST TICKET IS AUTOMATICALLY PRINTED  
NOTE: IF A BOX OF TICKETS IS BEING RE-USED, SELECT OLD ROLL
- 15 CHECK FOR CORRECT PRINTING
- 16 REPEAT STEPS 11-14 FOR ANY ADDITIONAL BOXES, THEN SLIDE PRINTER BACK INTO MACHINE
- 17 SELECT PREVIOUS MENU UNTIL YOU RETURN TO THE MAIN MENU