

## **Procedures For Machine (PTVM) Set Up**

### **SHORT TICKETS:**

**Make sure back plate of column is in 1<sup>st</sup> notch on top of Column and 1<sup>st</sup> hole on bottom of column toward front of machine (PTVM).**

### **MEDIUM TICKETS:**

**Make sure back plate is in 2<sup>nd</sup> to last notch on top and 2<sup>nd</sup> hole on the bottom towards back of PTVM.**

### **LOADING TICKETS:**

**Lift open top of PTVM up to display keyboard.**

**Start by pressing A - Ticket Menu.**

**Then press A - Load Tickets.**

**Then press Bin Button.**

**Then press number # sign to continue.**

**It will ask you if ticket price changed, press A - YES.**

**Enter the card cost, then press the number # sign.**

**If number is correct, press A - YES.**

**It will ask if ticket size has changed, press A - YES.**

**Press Number # sign to select ticket size.**

**If it is a SHORT ticket, press A- SHORT.**

**If it is a MEDIUM ticket press, C- LONG, DO NOT USE B- MEDIUM.**

**Then press number# sign to continue.**

**Repeat same process for each of the other bins you are loading.**

**When all bins have been completed, press B- FREELY DISPENSE to test if tickets are being dispensed properly.**