share the dignity | dignity vending machines

Queensland Government

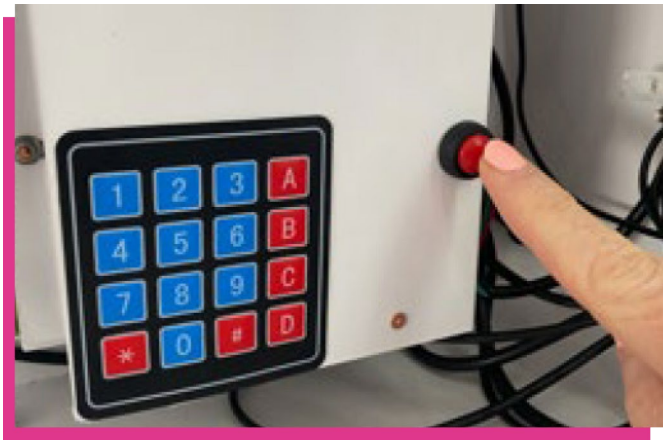
How To

REFILL & RESET

1. Leaving the machine powered on, unlock the door using the key provided. Keep door open at all times when conducting a reset.

2. Fill the machine to capacity, making a note of how many Period Packs you have added to the machine.

3. Once filled, press the **RED** button on the right-hand side of the keypad.



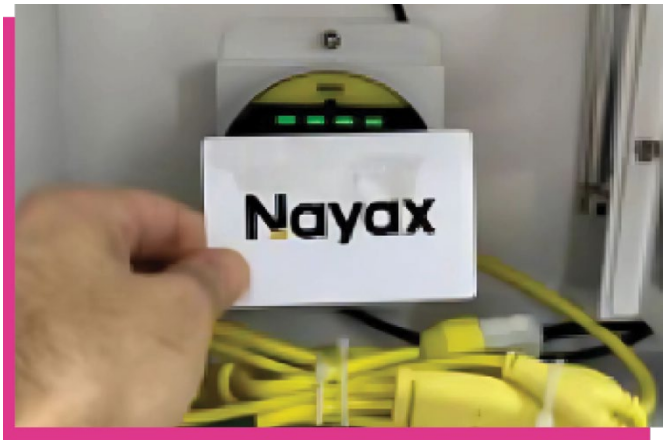
4. The LED screen on the front of the machine will read 'MAINTENANCE MODE'

5. On the keypad, press # * #

6. Scan the **Nayax card** in front of the black and yellow circle next to the keypad. Wait until you hear a beep and see 4 green lights appear (pictured below).

7. The LED screen will now read 'HAVE A GOOD DAY! FREE VENDING'

8. Scan the **Maintenance QR code** below with your phone. A maintenance/restock form will open for you to complete.



9. Under 'Type of Request', select 'Refill Submission' from the dropdown menu.

10. Fill out details as required and press 'submit'.

Scan this to:

- Refill Submission
  (Record your restock)
- Period Pack Stock Order
  (Order more stock)
- Maintenance/Fault report
  (Report a fault)

For further support, please contact pas@sharethedignity.org.au