

Congratulations on the installation of the Dignity Vending Machine

Thank you for helping us share the dignity, through the installation of a Dignity Vending Machine (DVM) at your school. Proudly funded by the Queensland Government, Share the Dignity is providing all Queensland state schools, outdoor and environmental education centres, and student residential facilities the opportunity to have a Dignity Vending Machine, which will provide students with access to free period products. Providing students with free access to period products at school will contribute to students' wellbeing and improve their readiness to engage at school.

We would like to extend our congratulations on the successful installation of the Dignity Vending Machine in your school. We are pleased to be able to provide your students with free and dignified access to period products.

To ensure the machine operates efficiently, please take a moment to review the information sheets provided with the machine. Every time the machine is refilled, it is essential to reset it and enter the amount of period packs filled using the QR code. This ensures accurate reporting on our end.

The Dignity Vending Machine is now installed.

Now that the machine is installed, the contractor will give you an information pack. The information pack includes the following:

1. Keys and key rings

Each machine is dispatched with:

- 2 keys
- 2 key rings
- 1 x NAYAX card

Please keep these keys and NAYAX card in a safe place. If they need to be replaced this will be at a cost to your school.

2. Stickers/Decals

Each machine is dispatched with two 'Dignity Vending Machine located here' window decal stickers. These stickers should be placed in suitable locations at your school to advertise the location of the Dignity Vending Machine to your students. For example, it might be placed on the door leading into the toilets where the machine is located.

3. Instructions for restocking and resetting your Dignity Vending Machine

You will find the instructions taped to the inside of the machine door. These will explain the restock and reset process of the machine. Each machine is fitted with computerised telemetry, which means all stock dispensed is counted by the machine and any issues with the machine can be fixed remotely via computer. The last step of the reset instructions is to scan the QR code, which will take you to an online form to fill out.

IMPORTANT: Once the machine is restocked, it **MUST** be reset by following the instructions for restocking and resetting the Dignity Vending Machine. If the machine is not reset properly, the telemetry will not work.

4. Instructions for ordering stock for your Dignity Vending Machine

You will find our step-by-step instructions on how to order more stock enclosed in this pack.

5. Instructions for reporting a machine fault or requesting maintenance

These instructions include the process to follow if your machine is displaying an error message and how to inform us of repair or maintenance issues.

The DVM is installed. What is next?

Once the DVM is installed, you will be required to fill the machine using the period packs provided. Each machine holds 59 period packs. Each period pack contains 6 tampons and 2 pads. You will have received two boxes of stock. Each box contains 200 Period Packs.

Please fill the machine with 59 period packs and follow the reset instructions. Once you have reset the machine, please follow the below instructions.

1. Scan the **QR code**, which is located on the instructions or on the side of the machine.
2. Scanning the QR code will open your phone to a form. This is where you are required to enter the details of the stock e.g. the quantity you placed into the machine.
3. The form will ask you to choose what type of request you are making. Scroll down the options to select **Enter restock notification**.
4. Choose the **State** you are in, the **Machine number**, and **enter your name and contact number**. Then enter your email address.
5. Under **Are you a Shero or Hero?**, select **Work Onsite**.
6. Next select what type of check in you did e.g. did you visit the machine onsite or call to get an update on the phone.
7. List **number of packs added to the machine**.
8. For **Is the site currently open to the public?** select **No**.
9. Press **Submit**.

This process of refill, reset and QR data collection **MUST** be completed every time the machine is refilled. Even if you only refill it halfway. Just remember how many packs you have put in the machine.

Please ensure all stock provided is dispensed only through your Dignity Vending Machine, as the machines have telemetry that count stock usage and report this information to Share the Dignity.

Data gathering

As part of the Queensland Government initiative, Share the Dignity is required to contact you requesting information regarding the use of the machine - we thank you in advance for any assistance you provide to us in this regard.

We are so grateful for all your help in getting your Dignity Vending Machine installed at your school and we hope your students will benefit greatly from the machine.

If you have any further questions, please do not hesitate to email the Dignity Vending Machine team at:
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