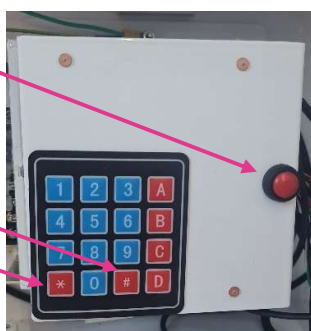


## Instructions for restocking and resetting your Dignity Vending Machine

Dignity Vending Machines installed through the *Share the Dignity in Queensland schools* initiative

**This process must be followed EVERY time the machine is restocked.**

1. Leave the machine powered on and unlock the door using the key in both locks
2. Open the door and fill the machine to FULL capacity (the machine holds 59 period packs).
3. Please remember the number of period packs you put into the machine as you will need to enter this data using the QR code below
4. Press the red button on the keypad
5. Press #
6. Press \*
7. Press #



8. Locate the **red button** on the modem and hold for 20 seconds or until it beeps.



9. Scan the **QR code** below with the camera on your phone. A form will open for you to complete.



10. From the drop-down menu select **Restock Notification**
11. Select your **State**
12. Scroll down the list of **machine numbers** and select your school

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13. Enter your **contact details**
14. For “**Are you a Shero or Hero**” select that you **work onsite**
15. Next select what **type of check in you did**
16. Enter the **number of packs** that you added to the machine. This allows Share the Dignity to monitor the amount of stock required by your school, and provides Share the Dignity with accurate data collection.
17. Review next step information
18. For **is the site currently open to the public** select **No**
19. Press **submit**
20. When the display screen reads **Finished** – close and secure the door with the key.

**Please ensure all stock is dispensed only through the Dignity Vending Machine. The machines have telemetry that counts stock usage and reports this information to Share the Dignity.**

For support, please contact [dvm@sharethedignity.org.au](mailto:dvm@sharethedignity.org.au).