

Dignity Vending Machine Restock and Reset Guide

For Department of Education - Dignity Vending Machines

INSTRUCTIONS: This must be followed EVERY time the machine is restocked/refilled.

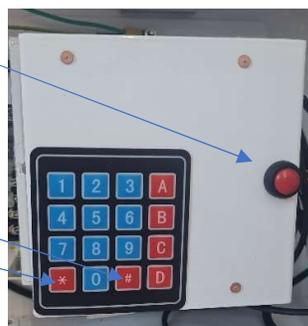
1. Leave the machine powered on. Unlock the door using the key in both locks.
2. Open the door and fill the machine to FULL capacity. (Machines hold 59 period packs).
3. Please remember the amount of period packs you put into the machine.

4. Press the red button on the keypad

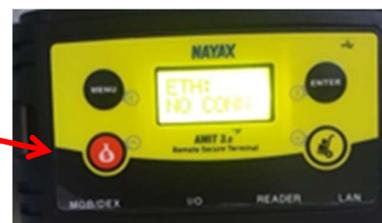
5. Press #

6. Press *

7. Press #



8. Locate the red button  on the modem. Hold the "Red" Button for 10 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
13. Enter your **contact details**
14. For “Are you a Shero or Hero” select that you **‘Work Onsite’**
15. Add the **number of packs** that you added to the machine.
16. Review next step information.
17. For “is the site currently open to the public” select **‘No’**
18. Press **Submit**
19. When the display screen reads **‘Finished’** – close and secure the door with the key.

For support, please contact dvm@sharethedignity.org.au.