

## NEW TICKETER TICKET MACHINE

### Operating instructions

- 1 **Switch the machine on by pressing the rubber on/off button on the right hand side of the machine.**
- 2 The machine will boot up to eventually display a numerical key pad in blue (The boot up screen will flash on and off a few times and give a loud bleep)
- 3 **Using the key pad enter your driver login number and press OK** ( If you don't know your number it's on your permit to drive from NCC )
- 4 The next screen will display your name and a list of vehicles. (The last vehicle to be used with this machine will be highlighted in orange.)
- 5 **Select the vehicle you are using and by tapping the screen on that vehicle number to highlight it in orange.**
- 6 **Press the accept button at the bottom right hand side of the screen.**
- 7 You will now be presented with the duty screen with your name at the top.
- 8 **Enter your duty number which will be the same as the service number (i.e. 01, 02, 03 etc) Press accept.**
- 9 You are now presented with the New Trip screen listing all the services we run.
- 10 **Select the service you are on by tapping the screen to highlight it in orange**
- 11 At the bottom of the screen you will see two boxes labelled inbound (on the left) and outbound (on the right)
- 12 **Select outbound which will highlight it in As this is the start of your journey orange. Press accept**
- 13 You are now presented with the service journey ID page
- 14 **Enter your service number (i.e. 01, 02, 03 etc) Press accept**
- 15 You are now presented with the scheduled departure time page.
- 16 **Enter your departure time. This is the time as listed on the timetable for the start of the service Press accept.**
- 17 You have now successfully log on to the issue ticket display screen

18 At the top of the screen you will see a fare stage name white on a blue background (i.e. if you are at the garage it will say Normanton on Soar.) To the left and right of this is an arrow again white on a blue background.

At the extreme left of this is a very small light grey box with the word **FROM** in black. (you will probably need a magnifying glass to see the word)

This is the from fare stage box and should automatically advance as you travel the service route because the system is monitored via the GPS. The only time you need to do anything in this box is if GPS fails.

19 A duplicate box is just below. This box will display the next fare stage on your service route (i.e. if you are at the garage it will say Sutton Bonington)

At the extreme left in the gray area you will see the word **TO** again in black (magnifying glass again)

This is the to destination box and needs to be advanced or retarded using the left or right arrow according to the fare paying passengers destination requirements.

20 Below this you will see the words **STANDARD** and **CONC.**

The word **STANDARD** will be highlighted White on a red background

**This is the standard fare screen**

21 The standard fares will be displayed in the two grey boxes below labelled **ADULT SINGLE, CHILD SINGLE.**

The fare displayed will be applicable to the fare stage in the **FROM** box and the fare stage selected in the **TO** box below it at the top on the screen.

22 In the centre of the grey boxes you will see a small box with a zero (0) in it. To the left of this is a minus sign (-) and to the right a plus sign (+)

Taping the screen on the + sign will increase the number displayed and the - sign will decrease the number displayed.

At the bottom of the screen you will see two boxes labelled **OPTIONS** and **ISSUE TICKET.**

**OPTIONS** will be highlighted white on a blue background and **ISSUE TICKET** will be grey

23 To issue a ticket (say for two adult singles) tap the adult single + sign until the number 2 appears then tap **ISSUE TICKET** which will now be highlighted white on a blue background.

(If you make a mistake and enter 3 just tap on the - sign to reduce this number back to 2

The **ADULT SINGLE** box will turn light green and two tickets will be printed.

24 **SCHOLARS**, this box operates in the same way as the other two and should be used to log school bus passes. When pressing **ISSUE TICKET** using this box the box will highlight light green but will not print a ticket but the number of school bus passes will be logged by the machine and printed on the waybill at the end.

25 **When you reach your service destination (i.e. Normanton to East Leake Academy) you will need to END TRIP.**

**To do this tap the OPTIONS button in the bottom left hand corner of the screen.**

26 You are now in the **OPTIONS** menu.

All menu options are highlighted white on a blue background

At the top you will see **LOCK**

Below that you will see on the left **END TRIP** and on the right **TRIP SUMMARY**

Below that you will see **LOG OFF**

At the bottom of the screen on the left you will see **BACK** and on the right **MORE**

27 **Tap the END TRIP button and this will take you to the SELECT TRIP PAGE**

28 Ignore everything on this page except for the three buttons at the bottom of the screen labelled **LOG OFF**, **NEW TRIP** (highlighted white on blue) and **ACCEPT** (in grey)

29 **Tap the NEW TRIP button, This will take you to the new trip page as item 10, 11 and 12 above.**

**Tap the INBOUND button and then tap ACCEPT.**

**Now enter your journey ID number as item 15 and 16 above**

**Enter your return journey start time as per the time table.**

**Tap ACCEPT.**

you are now setup to use the machine for the return leg of your service

**Please note this machine will not issue return tickets.**

**At the end of your service you will need to log off. i.e. back at the garage**

**To do this follow items 27, 28 and 29**

**At 29 instead of tapping the END TRIP button tap the LOG OFF button**

**This will automatically print your waybill for the day and return the machine to the log in screen**

**Turn the machine off by pressing the on/off button twice in quick succession. If you have done this correctly the machine will bleep twice and will display that it is shutting down**