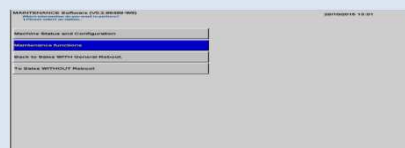# Replenish Single Trip Ticket Stock
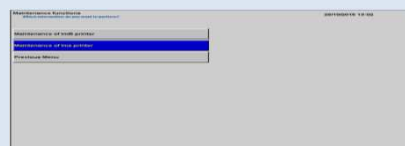
1 Select **Maintenance Functions** from the Main Menu
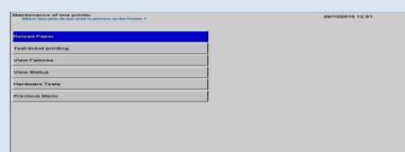
2 Select **Maintenance of Ims or ImI5 printer** *(Ims is single trip ticket)*
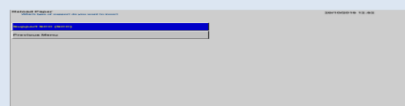
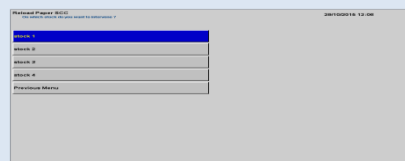**3** Select **Reload Paper**

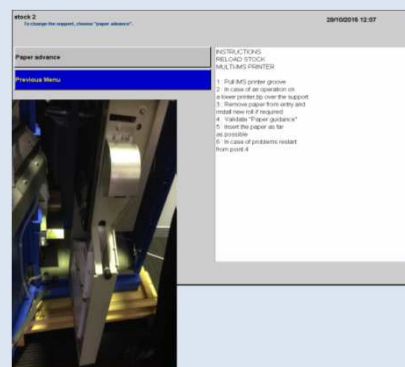**4** Select **Support SCC (SCC)** *SCC is the Single Trip Ticket module*

5 Select the appropriate stock to replenish (Stock 1-2 Astreo) (Stock 1-3 Galexio)

6 Follow the instructions that appear Pull out the printer towards you, *if in the Astreo machine , remove the guard and place on ground in a safe position* Remove empty box(es) and discard

7 Open up new box by tearing along the perforated edges at top of box

Replenish Single Trip Ticket Stock

8 Ensure new box has Opal logo on left hand side at the bottom with white facing forward and place in tray
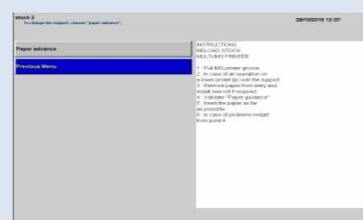

9 Open display

10 Select **Paper Advance** to allow Single Trip Tickets to be fed into the printer
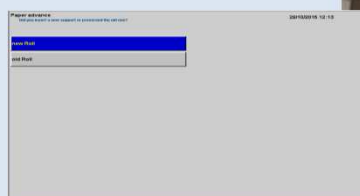

11 You will hear the printer ready to grab the stock . Feed the ticket through the slot 1-3, the printer should grab the tickets.
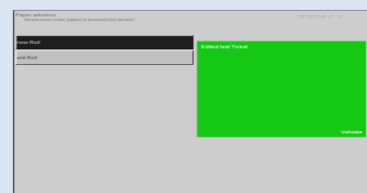

12 Paper advance displays
Use the keypad to select **New Roll**

13 Display refreshes and will show **Edited test Ticket** green box
Press **Enter** to validate

14 Test ticket will drop from printer into the base of the machine

FINAL step - remember to replace the guard on the Asreo machine once ticket boxes have bee n inserted.