

## How to adjust your machine for a change in ticket size

This guide will show you how to adjust your machine from a long ticket to a short ticket. The same process can be followed if adjusting your column from a short ticket back to a long ticket. It is very easy to do and only needs a small adjustment with the back plate and a menu change. Both things need done in order for your tickets to dispense correctly.



## How to adjust the back plate

- 1. Remove the front plate from the column.
- 2. Adjust the back plate by moving it forward. The tab on the bottom of the plate should be in the third hole. The top should fall into a groove that lines up with this.
- 3. This makes sure the new, shorter ticket sits correctly in the column.





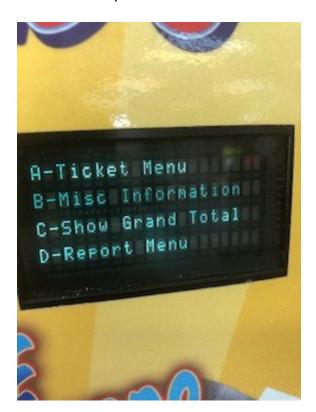
If you have a long ticket, this is where the back plate should sit. The tab on the bottom of the plate should be in the sixth hole.



If you have a short ticket, this is where the back plate should sit. The tab on the bottom of the plate should be in the third hole.

## How to change ticket size in the menu

- 1. Open your machine and enter your pin to get to the main menu.
- 2. Choose option A-Ticket Menu



3. Choose option A– Load Tickets





4. It will display Press Bin Button



6. Press # to continue



5. Press the play button for the column you are switching ticket size in.



7. It will ask if the ticket price changed. Press  $\mbox{\footnotesize B-}$  No



8. It will ask if the ticket size changed.

Press A- Yes



9. Press # to continue



\*If you are switching from short tickets back to long tickets, you would Press B– Long 5W.

- 10. Press A-Small 3W if loading a short ticket
- 11. It will confirm your options on the screen. Press # to continue. It will then take you back to the main menu. You have successfully adjusted your machine for a short ticket.



## Please call our Service Department at 1-855-772-4646 option 2 If you need additional assistance

Remember that your columns will need adjusted back if you return to a long ticket in that column. Not adjusting a column back will cause the columns to jam.