

Ticket Machine Sign-on

How to Sign-on:

1. Press the ENTER key to begin sign on.
2. Enter your 5 digit driver number and press ENTER.
3. Enter your 4 digit PIN and press ENTER.
4. Toggle the "Bus Checked" box to "Yes" or "Changeover", depending on your circumstances.
5. Enter the correct Service number, Block number, Trip number, and Start Stage, pressing ENTER after each one to confirm.

Please check each number as you enter it. If you make a mistake, press the "C" key to cancel.

Reminders:

- If the ticket machine is not communicating with the **INEO Real Time system** properly, you will need to press the ">" key to advance the current fare stage.
- Please remember it is important to **start a new trip number at each terminus point** which ensures that passenger data is recorded accurately. To do this, press the Wayfarer key to access the Driver's Menu, and select "Start New Trip".
- Press the Wayfarer key to access the **Driver Menu** which allows you to:
 - Start a New Trip
 - Sign Off
 - Adjust the Console Settings
 - Lock the Ticket Machine
 - Access the Printer Menu to reverse the printer (to clear a ticket jam)

