



TERMINAL QUICK REFERENCE

FOR TERMINAL PROBLEMS, MAINTENANCE OR SUPPLIES, CONTACT INTRALOT: 1-877-896-9030



SIGNING ON/OFF

To sign on your Lottery terminal:

1. Touch **SIGN ON/OFF** button from Main Menu.
2. Enter 2-digit User ID and 4-digit Passcode.



To sign off your Lottery terminal:

1. Touch **SIGN ON/OFF** button from Main Menu.
2. On the confirmation screen, select **OK**.

SELLING DRAW-STYLE GAMES

Tickets can be sold 24/7 except on that game's draw night from 9-10 pm for Mega Millions & Powerball, and for a few minutes beginning at 9:30 pm for all other games.

QUICK PICKS

Quick pick tickets have numbers randomly generated. The easiest way to generate tickets is using the one-touch buttons on the Main Menu.



- 1A. Touch any **QP** button to generate a quick pick ticket for the next drawing with the designated number of plays and corresponding costs. For Pick 3, Pick 4 and Pick 5 quick picks, the Play Type defaults to a Straight play.

OR
- 1B. Select **QUICK PICK** button to the right of the game logo to select the **Number of Drawings**, **Number of Plays** on each ticket, and the total **Number of Tickets** desired with these options. For Pick 3, Pick 4 and Pick 5 also select the **Play Type**, per **Play Cost** as well as an **Advance Drawing** in the future, if desired. The default is a \$1 Straight play for the next drawing. For Powerball, Mega Millions and Easy 5, also select whether to include the game's add-on option.
2. Confirm the **Total Cost** in the lower left corner of the screen with the player before pressing **SEND** to generate the ticket(s).

PAPER PLAYSLIPS

For personally selected numbers, instruct players to fill out a playslip. Blue or black ink only!

1. Place a completed playslip on lower camera scanner's tray with the numbers facing up.
2. A message appears if the slip is not filled out correctly: Select **DISCARD** to cancel the transaction and return to the player to correct QR touch **EDIT** to make corrections on the game screen, and then **SEND** to generate ticket.
3. If playslip is read twice, a prompt will appear before a duplicate ticket generates. Hit **OK** to print the second ticket or **CANCEL** to decline.
4. Return playslip to the player.



DIGITAL PLAYSLIPS

Using the barcode reader, scan the QR code on the player's mobile device through the Lottery's Official Mobile App to generate draw-style and Fast Play game tickets.



MANUAL ENTRY

When playslips are not feasible, manually enter the desired wager:

PICK 3, PICK 4 & PICK 5

1. Touch **PICK 3**, **PICK 4** or **PICK 5** button on Main Menu.
2. Select the **Play Type**:
 - **Straight** (match in exact order);
 - **Box** (match in any order);
 - **Str/Box** (combines 50-cent Straight and Box plays);
 - **Combo** (combines 3 or 6 Straight plays for Pick 3/ combines 4, 6, 12 or 24 Straight plays for Pick 4);
 - **Front/Back** (play only the first or last 2, 3 or 4 digits for Pick 5 only).
3. Select the **Play Cost**. Str/Box can only be played as \$1 or \$5 for Pick 3 and \$1 for Pick 4 and Pick 5. Pick 3 Combo costs 3 or 6 times single Play Cost selected. Pick 4 Combo costs 4 to 24 times single Play Cost selected.
4. Input the player's desired 3-digit number for Pick 3, 4-digit number for Pick 4 or 2, 3, 4 or 5-digit number for Pick 5, depending upon the Play Type.
5. To add another Play to the ticket, touch **NEXT BOARD QR** the next board (**B, C, D, E**) and repeat steps 1-4.
6. Select the **Number of Drawings**, up to 14 consecutive. *One drawing is the default.*
7. If desired, select an **Advance Drawing** to specify a drawing day up to six days in advance. *The next drawing is default.*



8. Select **Number of Tickets** (1-99) to be generated with all selections. *One ticket is the default.*
9. Confirm draw/ticket options and cost in lower left corner of screen with player before pressing **SEND** to generate ticket(s).

EASY 5 WITH EZMATCH™

1. Touch **EASY 5** button on Main Menu.
2. Select 5 numbered balls desired by player.
3. To add another Play to the ticket, touch (**B, C, D, E**) and repeat steps 1-2.
4. Select the **Number of Drawings**, up to 20 consecutive. *One drawing is the default.*
5. Touch **ezmatch YES** to add \$1 game option to each play.
6. Confirm draw/ticket options and cost in lower left corner of screen with player before pressing **SEND** to generate ticket(s). *Multiple plays with ezmatch option will print as separate tickets.*



LOTTO

1. Touch **LOTTO** button on Main Menu.
2. Select 6 numbered balls desired by player.
3. To add another Play to the ticket, touch (**B, C, D, E**) and repeat steps 1-2.
4. Select the **Number of Drawings**, up to 20 consecutive. *One drawing is the default.*
5. Confirm draw/ticket options and cost in lower left corner of screen with player before pressing **SEND** to generate ticket(s).



POWERBALL WITH POWER PLAY®

1. Touch **POWERBALL** button on Main Menu.
2. Select 5 numbered white balls desired by player or **QUICK PICK** to select these randomly.
3. Select **GO TO POWERBALL** to select one Powerball number desired by player or **QUICK PICK** to select it randomly.
4. To add another Play to the ticket, touch (**B, C, D, E**) and repeat steps 1-3.
5. Select the **Number of Drawings**, up to 20 consecutive. *One drawing is the default.*
6. Touch **Power Play YES** to add the \$1 game option to each Play.
7. Confirm draw/ticket options and cost in lower left corner of screen with player before pressing **SEND** to generate ticket(s).



MEGA MILLION WITH MEGAPLIER®

1. Touch **MEGA MILLIONS** button on Main Menu.
2. Select 5 numbered white balls desired by player or **QUICK PICK** to select them randomly.
3. Select **GO TO MEGA BALL** to select one Mega Ball number desired by player or **QUICK PICK** to select it randomly.

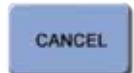


4. To add another Play to the ticket, touch (**B, C, D, E**) and repeat steps 1-3.
5. Select the **Number of Drawings**, up to 20 consecutive. *One drawing is the default.*
6. Touch **Megaplier YES** to add \$1 game option to each play.
7. Confirm draw/ticket options and cost in lower left corner of screen with player before pressing **SEND** to generate ticket(s).

CANCELLING TICKETS

Only Pick 3, Pick 4 and Pick 5 tickets can be cancelled if initiated by selling retailer before draw break on same day of purchase:

1. Select **CANCEL** button from Main Menu.
2. Scan ticket barcode with barcode reader or place in camera scanner tray. Press **OK** to confirm. Tickets can also be cancelled manually by entering information from the ticket to be cancelled.
3. A receipt will print for your records. Retain with tickets.



REPLAYING TICKETS

Generate a new draw-style game ticket with the same numbers and play options as a previously played ticket:

1. Touch **TICKET REPLAY** button from Main Menu.
2. Scan the barcode on the old ticket using the barcode reader or place in camera scanner tray. "Ticket Found" message will display.
3. Touch **SEND** to print the new ticket.



PREVIEWING PLAYS

For large orders, accumulate up to 25 wagers and total transaction cost to confirm before printing:

1. Touch **PLAYS PREVIEW** button on the Main Menu.
2. Touch **ADD PLAY** and select game from the Select Play screen.
3. Enter the play manually, by quick pick or via playslip.
4. Touching a play will display its details on the bottom left of the screen. Plays can be edit or deleted.
5. Continue adding plays, by scanning a playslip or touching **ADD PLAY**.
6. When complete, confirm plays and cost with player, then touch **ACCEPT** to generate all plays **OR EXIT** to discard.



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SELLING FAST PLAY GAMES

1. From Main Menu, select **FAST PLAY** button.
2. Select logo button for desired game and **Number of Tickets** (up to 10), the cost will display in lower left screen corner.
3. Press **SEND** to generate ticket(s).

Fast Play games can also be generated via digital playslips on the Lottery's Official Mobile App.



SELLING SCRATCH-OFF GAMES

Scratch-off orders/shipments must be confirmed before packs can be activated. Packs must then be activated before they are sold to players.

1. Access these functions by selecting **SCRATCH-OFFS** button on the Main Menu:



ORDER CONFIRMATION

1. Select **CONFIRM MANIFEST**.
2. Scan the barcode on the shipment manifest included in the shipping envelope with barcode reader **QR** manually enter the number **QR**
3. Touch **USE GAME/PACK #** to scan a pack barcode to automatically confirm entire shipment.
4. A shipment confirmation will print.

PACK ACTIVATION

1. Select **ACTIVATE** and the Pack Activation screen appears.
2. Scan barcode using barcode reader or manually enter the 4-digit game number and 6-digit pack number from the back of the ticket.
3. An activation confirmation automatically prints.

PAYING WINNING TICKETS

If the winning amount of a ticket is below the Cash Confirmation Level, the ticket is automatically cashed. If not, a confirmation prompt will appear, and you must select **YES** to cash the ticket.

DRAW-STYLE & FAST PLAY GAMES

1. Scan the barcode on the bottom front of the ticket using the barcode reader.
2. If the barcode cannot be read, select **MANUAL PAY** button on the Main Menu. Choose **ONLINE** and enter the 35-digit ticket number located above the ticket barcode.
3. For winning tickets, a validation receipt will print automatically. Give this and prize to the player. Retain ticket, deface or destroy. For nonwinning tickets, select **PRINT**. Give this receipt and the ticket back to the player.



SCRATCH-OFF TICKETS

1. With barcode reader, scan barcode on the front of the ticket under the scratch-off latex.
2. If barcode cannot be read, select **MANUAL PAY** button on the Main Menu.
 - A. Choose **INSTANT** and enter the 13-digit number located above the barcode on the back of the ticket.
 - B. Enter the 10-digit validation/VIRN number located under the latex on the front of the ticket.
3. For winning tickets, a validation receipt will print automatically. Give this and prize to the player. Retain ticket, deface or destroy. For nonwinning tickets, select **PRINT**. Give this receipt and the ticket back to the player.



Prizes above \$600 must be claimed at a Lottery office.

ACCESSING REPORTS

If there are multiple terminals at a retail location, a confirmation screen will appear to confirm the type of report.

FINANCIAL REPORTS

1. Touch **FINANCIAL REPORTS** button from the Main Menu for a list of reports.
2. Select desired report: **Sales, Summary, Cashes and Coupons**.
3. Touch the day of the week you wish to view.
4. The report will display in a preview panel. Touch **PRINT**.



MANAGEMENT REPORTS

Management reports require a Manager ID and Passcode.

1. Touch **UTILITIES** button on Main Menu.
2. Touch **MANAGER REPORTS** from the Reports Menu. Enter Manager ID and Passcode.
3. Select desired report:
 - **Financial Adjustment, Commission Reports** Select the desired day and the report displays.
 - **Current Weekly Invoice** The last financial week invoice displays.
 - **Previous Weekly Invoice** Select the Saturday date for the entire previous week of data and press **OK** to preview or **CANCEL** to exit.
4. Press **PRINT** to print report or **EXIT** to go back to Financial Reports Menu.



SCRATCH-OFF REPORTS

1. Touch **SCRATCH-OFFS** button on the Main Menu and then **INSTANT REPORT MENU**.
2. Select desired report.
3. If prompted, select a date from the calendar screen.
4. The report will display in a preview panel. Touch **PRINT** to print the report or **EXIT** to return to the Instant Report Menu.



OTHER USEFUL FUNCTIONS

REPRINTS

For a copy of previous transaction:

1. Select **UTILITIES** button from the Main Menu.
2. From the Reprints Menu, select **LAST PAY** for the last cashed ticket receipt, **LAST REPORT** for the most recently printed report, **LAST WAGER** for last ticket printed, **LAST CANCEL** for the last cancel confirmation receipt or **HISTORY REPORT** for list of 50 previously printed transactions.
3. Select **PRINT** to generate a copy.

Note: Reprinted wagers display "REPRINT - VOID - NOT FOR SALE" without barcodes.



MESSAGES

Standard Messages (green envelope) can be viewed at any time. Mandatory Messages (red envelope) must be viewed to unlock terminal functions. To view:

1. Touch **MESSAGES** button on the Main Menu.
2. Select a message from list on left and the message will display on the right.
3. Touch **PRINT** for a copy of the message or **EXIT** to return to the message list.



DRAWING INFORMATION

1. From the Main Menu, touch the **WINNING INFO AND JACKPOT** button and select a draw-style game.
 - Touch **LAST 10 DRAWS** to view winning numbers for the last 10 draws.
 - Touch **SEARCH** to select results for a specific game/draw date.
 - Touch **YESTERDAY'S DRAWS ALL ONLINE GAMES** to view results from all previous day's drawings.
 - Touch **LAST DRAW ALL ONLINE GAMES** for most recent draw results for all games.
 - Touch **JACKPOTS** to view estimated jackpot for the next drawing for all jackpot games.
 - Touch **PICK 3, PICK 4 or PICK 5 LIABILITY REPORT** to view the liabilities for the current draw.



2. For each report, touch **PRINT** and enter the number of copies to print.

TRAINING MODE

1. Select the **UTILITIES** button, then **STORE MANAGER UTILITIES** from the Controls and Information Section.
2. Select **SIGN ON** and enter Manager ID and Passcode.
3. Select **TRAINING MODE** and press **OK**.
4. Press **SIGN ON**, enter User ID 01 and Passcode 9999.
5. To exit Training Mode, press **UTILITIES** button, then **TRAINING MODE** and press **OK**.



SETTING CASHING & SELLING PROMPTS

Set a terminal prompt to appear before cashing or selling a certain dollar-value. The default is \$21 for a sale and \$50 for a cash.

1. Select **UTILITIES** button from the Main Menu.
2. Select **STORE MANAGER UTILITIES** from the Controls And Information Section.
3. Select **SIGN ON** and enter Manager ID and Passcode.
4. Select **SET SELL CONFIRMATION LEVEL** or **SET CASH CONFIRMATION LEVEL**.
5. Press **CLEAR** to enter a new amount, then **OK** to confirm.



EQUIPMENT CARE

TERMINAL TOUCH SCREEN

- Use only your fingertips to touch screen, not a pen or sharp object.
- To clean, sign off first; use only soft, damp cloth, not chemicals.

THERMAL TICKET PRINTER



Use ONLY ticket paper assigned to your store. Store paper in cool, dry place. The printer icon in the lower left of the screen will display a red circle when paper needs changing:

1. Lift lever on the right side of printer and pull back the cover.
2. Remove and discard any old paper remnants. Place a new roll of paper in the printer with the paper unwinding from the bottom, colored side down.
3. Snap roll in place and pull a few inches of paper forward out of the machine.
4. Close the cover securely over the excess. Print will feed automatically if properly loaded.

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