

# Lottery Terminal Quick Reference Guide

## Signing On

To start selling and validating Lotto, Scratch and Qwik Tix games:

1. Touch the [SIGN ON/OFF] button.
2. Enter your 6-digit Retailer ID number and touch [OK].
3. Enter your 4-digit password number and touch [OK].

## Signing Off

To sign-off your Lottery terminal:

1. Return to the **Main Menu** screen.
2. Touch the [SIGN ON/OFF] button.
3. A confirmation message displays.
4. Touch [OK] in the message window to confirm sign-off. You are now signed off and the game buttons are disabled.

## Messages

Message types are:

- Standard - can be viewed at any time (green)
  - Mandatory - must be viewed to unlock terminal functions (red)
1. To view pending messages, touch [MESSAGES] on the **Main Menu** screen. The **Message** screen displays a list of messages. It will store up to one week's worth.
  2. Touch the message listed on the left side of the **Message** screen to view it in full on the right side of the screen.
  3. Touch [PRINT] to print a copy or [EXIT] to return to the list of messages.

## Plays Preview

*Accumulates up to 25 plays before tickets print. The total for this transaction shows on the bottom of the screen.*

1. Touch [PLAYS PREVIEW] on the **Main Menu**.
2. Touch [ADD PLAY] and enter the plays by Manual Play, Quick Pick or Play Slip.
3. Touch a play to see its details on the right of the screen. Numbers will not show on Quick Picks.
4. To play additional games, either scan a play slip or touch [ADD PLAY].
5. If plays need edited or deleted, touch the appropriate play and make the necessary changes.
6. Touch [CLEAR ALL] to discard all plays or touch [ACCEPT] to print all plays.

## How To Get Reports

### Financial Reports

1. From the **Main Menu**, touch the [FINANCIAL REPORTS] button. The **Financial Reports Main Menu** screen displays:
  - Summary
  - Sales
  - Financial Adjustment
  - Commission
  - Coupon
2. Touch the button for the report you wish to see.
3. Touch the button for the day of the week for which you wish to view the report. The buttons will be disabled if this option is not available for the type of report you selected.
4. The report displays in a **Preview Panel**. To print the report, touch the [PRINT] button. To return to the **Financial Reports Main Menu**, touch [EXIT].

### Winning Numbers and Jackpot Reports

1. From the **Main Menu** screen, touch the [WINNING #S AND JACKPOT] button. The **Winning Numbers & Jackpot Main Menu** screen displays.
2. Select a Lotto game and touch the [LAST 4 DRAWS] button to view that game's winning numbers and estimated jackpots for those drawings.
3. Touch the [LAST DRAW-ALL GAMES] to view the results from the last drawing for all four games, and estimated jackpots for the next drawing.
4. Touch the [LAST DRAW] button to view the results for the selected game, including the number of winners and prize levels.
5. Select a game and touch [SEARCH] to view game results for that game by a specific draw date. When the **Enter Draw Date** window displays, select the month, date and year, and touch [OK].
6. Select the appropriate [QWIK TIX] game for information on the total number of winners in that game.

## Scratch Game Functions

From the **Main Menu**, touch the [SCRATCH] button. The **Scratch Menu** screen displays:

### Pack Functions

**Receive Scratch Tickets.** Tickets should be received immediately upon arrival in your store.

1. Confirm that package contents match the **Shipment Order**.
2. Touch [RECEIVE SHIPMENT] on the **Scratch Menu**.
3. Scan the barcode on the invoice, or manually enter the **Scratch Shipment Order** number.
4. Touch [RECEIVE SHIPMENT] to receive all packs in the shipment.

**Activate Scratch Tickets.** Tickets can only be sold from an activated pack.

1. Touch [ACTIVATE] on the **Scratch Menu**.
2. Scan the pack barcode, or manually enter the Game/Pack number.
3. Select [ACTIVATE] to activate the pack of tickets. An Activation receipt prints. The pack of tickets is now ready for sale.

### Settle Scratch Tickets.

*Scratch tickets automatically settle 28 days after activation.*

*If you want to settle tickets prior to the 28-day period:*

1. Touch [SETTLE] on the **Scratch Menu**.
2. Scan the pack barcode, or manually enter the Game/Pack number.
3. Select [SETTLE] to settle the pack of tickets. A Pack Settlement Receipt prints.

### Scratch Reports

- Touch [SCRATCH REPORT MENU] on the **Scratch Menu**.
- For reports where date selection is required, select a date from the calendar screen.
- All reports are displayed in a preview screen. Touch [PRINT] to print the report, or [EXIT] to return to the **Scratch Menu**.

### Order Functions

- Touch [ORDER STATUS] to view a list of scratch ticket orders placed by your store.