

Lottery Terminal Quick Reference Guide

SELLING LOTTO TICKETS AND QWIK TIX

When a customer asks for Powerball, a message appears asking if the player wants Power Play. Touch [YES] to add Power Play. If not, touch [NO]. If any play is more than \$10, a purchase confirmation message displays. Touch [OK] to print the ticket or touch [EXIT] to cancel.

Selling Lotto With a Play Slip

1. Insert the completed play slip into the scanner with the selected numbers facing you.
2. If the play slip is not filled out correctly, an error message displays. Touch the [EDIT] button to edit the error from the appropriate game screen, or touch [DISCARD] to cancel the transaction, and then return the play slip to the customer to correct.

Selling Lotto Manually

1. From the **Main Menu**, touch the game the customer wishes to play.
2. Touch the numbers they wish to play.
3. Select one or more game options, as requested by the customer:
 - Number of Plays (A, B, C, D and E)
 - Number of Tickets (up to 25)
 - Multi-Draw (up to 24)
 - Power Play (Powerball only)
4. Touch [SEND] to print the ticket.

Selling Qwik Tix

1. Touch the Qwik Tix game logo requested by the customer. This will automatically produce one ticket for that game and update the customer total by \$2.
2. Or touch [ONE OF EACH QWIK TIX \$8]. This will automatically produce one each of the four Qwik Tix and update the customer total by \$8.

Need Help? Call Help Desk at
1-800-425-1435

To order Scratch tickets: 1-800-433-8490
Accounting Questions: 1-800-443-5708

SELLING LOTTO GAME OPTIONS

Quick Picks

1. From the **Main Menu** screen, touch the [QUICK PICK] button for the desired game. The **Quick Pick** screen displays.
2. Select the number of [MULTI-DRAWS] and/or the [# OF TICKETS]. The total price displays at the bottom of the screen.
3. Touch the [SEND] button to print the ticket(s).
4. For a one-touch \$1 or \$5 Quick Pick, touch the desired \$1 or \$5 Quick Pick from the **Main Menu**.

Multi-Draw

1. From the game screen, touch the [MULTI-DRAW] button.
2. Enter the number of multi-draws for the selected game, up to 24.
3. Touch [OK] to return to the game screen.

4-Pack

1. From the **Main Menu** screen, touch [4-PACK].
2. Select Power Play option, if the customer wishes to purchase that option with the Powerball game.
3. Four tickets print—Powerball, Montana Cash, Wild Card, and Hot Lotto—each with one Quick Pick for the next drawing.

5-Pack

1. From the **Main Menu** screen, touch [5-PACK].
2. Select Power Play option, if the customer wishes to purchase that option with the Powerball game.
3. Five tickets print—Powerball, Montana Cash, Wild Card, and Hot Lotto—each with one Quick Pick for the next drawing; and one play of a random Qwik Tix.

Ticket Repeat

Valid only for a ticket printed on or after March 31, 2006, and within 180 days of the original purchase.

1. From the **Main Menu**, touch [TICKET REPEAT].
2. Scan the customer's valid ticket using the barcode reader. The ticket information displays on the **Ticket Repeat** window.
3. Touch [OK] to print the new ticket, which has the same ticket information as the previous ticket, including the number of plays and dollar amount.

PAYING WINNING TICKETS

Paying Lotto and Qwik Tix Tickets

1. Place the ticket under the barcode reader making sure the barcode is face up. The **Pay** screen displays the results.
2. If the ticket cannot be read, touch [MANUAL PAY] on the **Main Menu**. Choose [LOTTO & QWIK TIX] and enter the 35-digit ticket number on the **Pay** screen.
3. A winner receipt prints automatically.

Paying Scratch Tickets

1. Place the barcode under the reader, with the barcode face up. Games up to 499 have barcodes on the ticket back. Games starting with 500 have barcodes on the ticket face.
2. For games 500 and up, the **Pay** screen displays the results.
3. For games prior to 500, enter the three-digit boxed PIN number on the ticket front. The **Pay** screen displays the results.
4. A winner receipt prints automatically.

If the ticket cannot be read, touch [MANUAL PAY] on the **Main Menu** screen. Then touch [SCRATCH].

1. For tickets prior to Game 500, enter barcode numbers from the ticket back, then enter all the numbers on the ticket front, followed by the 3-digit boxed PIN number.
2. For tickets starting with Game 500, scan or enter the barcode numbers from the barcode on the ticket back, followed by the boxed PIN on the ticket play area.
3. In either case, a winner receipt prints automatically.

Paying "Old" Lotto & Qwik Tix Tickets

For tickets sold prior to March 31, 2006.

1. Place the old Lotto ticket or Qwik Tix ticket through the ticket scanner.
2. Payment instructions will display on the screen. A winner receipt prints automatically.
3. If the ticket cannot be read, touch [MANUAL PAY] on the **Main Menu**, and choose [OLD LOTTO & QWIK TIX]. Enter the ticket's 13-digit serial number on the **Pay** screen.
4. A winner receipt prints automatically.

If any prize is \$100 or more, a pay confirmation message appears. Press [OK] to continue, or [EXIT] to cancel. If the prize is \$600 or more, a message displays, "Claim prize at Lottery." Give the player their ticket, and a copy of a Lottery Claim form, or have them obtain one from the Lottery website, www.montanalottery.com. Instructions for claiming a prize are on the claim form.