

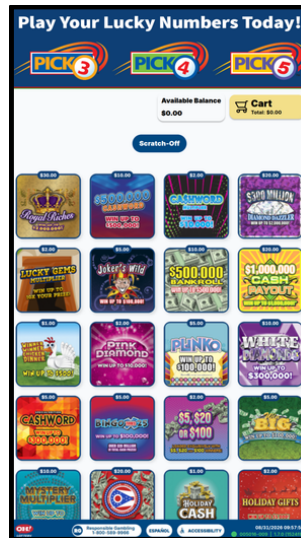
MAIN SCREEN

The Main Screen is the initial screen the player sees on the kiosk.

Scratch-Off Games: Touch the icon to display individual tiles for all available Scratch-Off games. A scroll bar displays when twenty (20) or more different games are loaded.

The bottom toolbar on the screen allows players to:

- Select **[Responsible Gaming]** to print a ticket with responsible gaming information.
- Select **[Language]** to switch the terminal language between English and Spanish.
- Select **[Accessibility]** to reduce the display size and make the on-screen options easier to access.



KEYS AND KEY FOB

The PlayCentral HD kiosk has specific keys that have a different set of functions. The keys can be used for the following:

RED DOT KEY

The **RED** dot key locks and unlocks the kiosk door. Use it to access the *Administration* screen and the inside of the kiosk to change paper and access the cash box.

BLACK DOT KEY

The **BLACK** dot key locks and unlocks the cash box door where the cash box is located.

#42 AND #43 KEYS

The two small silver keys allow you to open, access, and empty the cash box.

KEY FOB

The key fob disables and enables play on the kiosk.

Disabling the kiosk is useful when kiosk repairs are needed or for preventing underage play.



LOADING BOOKS

IMPORTANT: All tickets must continue to be activated through your clerk-operated terminal before loading.

1. Insert the **RED** dot key into the lock and open the kiosk door.
2. Choose the bin you want to load. Pull the bin drawer forward to open it.
3. Locate the **Serial Barcode** on the leading edge of the last ticket in the activated pack.
4. Place the pack into the bin with the scratch side facing up. Insert the edge with the **Serial Barcode** into the bin slot first.
5. Touch the load sensor on the side of the bin. The kiosk will feed the ticket into the bin.

NOTE: Do not touch the load sensor for a bin that already contains tickets. Doing so will unload the bin.

6. When you have finished loading the bins, close and lock the PHD-S door.

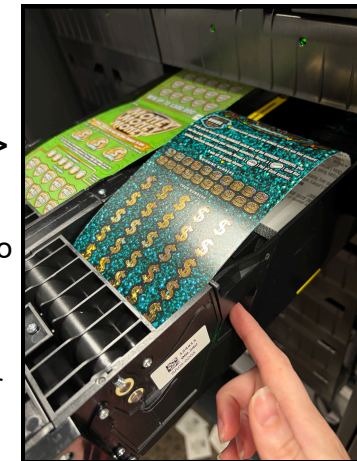
After loading a partial book, you must enter the ending ticket number before leaving the kiosk. This important step helps the PlayCentral HD accurately track the number of tickets remaining in the book.

1. Sign in to the Administration screen and select **[SBC Management] > [Adjust Books]**.

2. Scroll down to find the book that needs to be adjusted.
3. On the Book Groups pop-up, scroll to the right. Select **[Edit]** for the book you want to adjust.

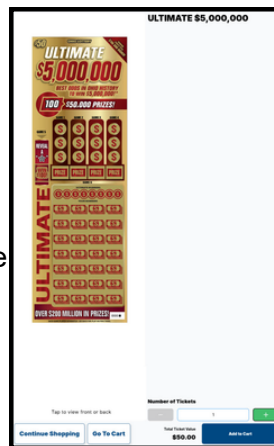
4. Enter the ending ticket number for the partial book.

5. Select **[Apply]** to save your changes and close the Adjust Book popup.



SCRATCH-OFF GAME SELECTIONS

1. From the *Scratch-Offs Selection* screen, touch a game tile. The selected game's *Purchase* popup screen displays.
2. Select **[+]** to add additional tickets or **[-]** to remove tickets.
3. Choose from the following:
 - Select **[ADD TO CART]** to add the tickets to the shopping cart.
 - Select **[GO TO CART]** to go directly to the shopping cart.
 - Select **[CONTINUE SHOPPING]** to return to the selection screen.



REPORTS

To view and print reports on the PlayCentral HD, sign into the kiosk by inserting the key with the **RED** dot into the door lock and turning a quarter turn. Certain reports can be printed for your records. Select **[Print]** from the report screen to print.

Available Reports:

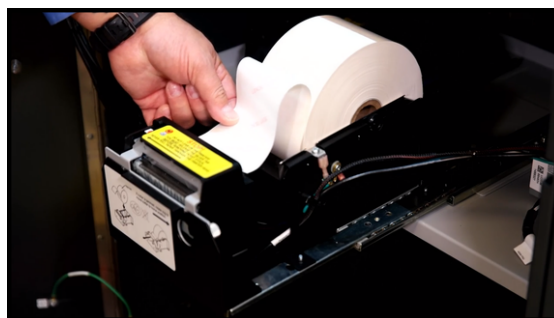
- Sales Summary
- Inventory Summary
- Inventory Analysis
- Pack Activity
- Pack Detail
- Out of Stock Summary
- Ticket Audit
- Bin Inventory UPC
- Out of Stock Detail
- Dispenser Summary
- Bill In History
- Interim Shift and Close Shift
- Main Door History
- Cash Box
- Bill Cassette History

PLAYCENTRAL HD QUICK REFERENCE GUIDE Pre-Conversion



CHANGING PRINTER PAPER

1. First, have a new roll of printer paper nearby.
2. Next, use the **RED** dot key to open the kiosk door by inserting the key into the lock on the side of the kiosk. Turn the key a quarter turn clockwise and use the latch to open the kiosk door.
3. Gently pull the printer forward on its tracks so that it is extended from the shelf.
4. Open the printer head by pushing the tab on the left side to the rear.
5. Once the printer head is unlocked, remove the paper and empty the roll from the printer compartment.
6. Next, close the printer head.
7. When opening a new roll, remove the tape and cut off the first foot of paper to ensure that no glue goes through the printer.
8. Place the new roll in the printer compartment and make sure that it unrolls from the bottom. Roll out a few inches of paper from the roll and feed the paper through the printer head above the roller. The printer should automatically start to feed through and will cut after a few inches of paper.
9. Gently push the printer compartment back on its tracks until it is back as far as it can go on the shelf.
10. Close the kiosk door and lock it by turning the **RED** dot key a quarter turn counterclockwise.



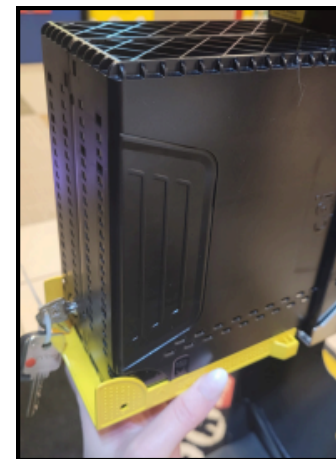
EMPTYING THE CASH BOX

When removing money from the cash box, close the shift using **[Close Shift]** on the Administration menu.

Select **[Confirm]** to zero out your balance from the cash box, and make sure the amount of cash removed matches the **Shift Report** balance. **Shift Report** will automatically print when close shift is confirmed.

To empty the HD's cash box:

1. Insert the **RED** dot key into the lock on the side of the kiosk and turn a quarter turn.
2. Locate the lock on the inside of the kiosk, near the cash box door. Use the **BLACK** dot key to unlock the cash box door and pull the cage forward.
3. Insert the small, silver key **#43** into the lock on the back of the cash box. Press the key and turn counterclockwise to unlock.
4. Slide the yellow bar back on both sides, at the top of the cash box. The box will release and you can remove the cash box.
5. Move the cash box to a flat surface. Insert the small, silver key **#42** and turn counterclockwise to open the cash box cover. Remove the bills from the cash box.
7. Close and lock the cash box cover.
8. Insert the cash box back into its housing slot and slide the cash box into its position. The cash box will lock into place when properly positioned.
9. Close and lock the cash box door using the **BLACK** dot key. Close the kiosk door and lock it using the **RED** dot key.



LOGIN TO e-LEARNING

Scan the QR Code to launch the website or go to <https://tinyurl.com/OhioLotteryTraining>. Enter OH, dash, and your 5-digit retailer number as your Username and Password.

Example Username: OH-12345 Example Password: OH-12345



NEED TECHNICAL HELP?
Call the Scientific Games Call Center:
1-888-780-0030



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