



# OHIO Lottery Terminal Manual

August 2016

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## Declaration of Conformity

Hereby, INTRALOT declares that the MP lottery terminal is in compliance with the essential requirements and other relevant provisions of Directives EMC 89/336/EEC and LVD 73/23/EEC.

For further information, please visit <http://www.intralot.com>.

### Note:

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna
- Increase the separation between the equipment and receiver
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected
- Consult the dealer or an experienced radio/TV technician for help

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Classic Lotto® with KICKER™	Cash Explosion®	OH! Lottery®	Ohio Lottery®
			
EZPlay®	EZPLAY® Countdown Series and EZPLAY® Progressive Series	EZPLAY® Tap™ Games	KENO
			
QuickKeno™	Ohio 50/50™		
			
Pick 3™	Pick 4™	Pick 5™	
			
Multi-State Millions™ Raffle	New Year's Raffle	My Lotto™ Rewards	
			

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# Chapter 1. Basic Operations

## 1.1 POWER ON AND INITIALIZATION PROCESS



Press the [ON] button to power on the terminal. Each time you power on your terminal, an initialization procedure is performed. During the initialization process, the initialization screen displays.

A series of diagnostic self-tests are performed on all peripheral devices, and the results are displayed on the initialization screen. Peripheral devices tested are:

- Terminal
- Printer
- Scanner
- Bar code reader
- Communications
- Customer display unit (CDU)
- Check-a-ticket (CAT)
- LED/PAD (starlight/player advertising display)

If there is an error, the message "FAILED" will display beside the icon for the peripheral unit. If a peripheral unit fails, touch the highlighted icon for information. To continue, touch the [CANCEL] icon.

## 1.2 POWER OFF PROCEDURE

Before you power off your terminal, you must first shut it down. This should not be done unless requested by the Lottery.

From the Admin menu, touch the [UTILITIES] icon.

From the Utilities menu, touch the [SHUT DOWN TERMINAL] icon. A confirmation message displays.

Touch the [OK] icon to complete the shutdown process.

### 1.3 SIGNING ON AND OFF

#### Signing on the terminal:

From the Admin menu, touch the [SIGN ON/OFF] icon.

Enter your retailer ID in the pop up window.

Then enter your pass code in the pop-up window.

You will see "Sign On Successful - Welcome to the Ohio Lottery." Touch the [OK] icon. The game menu will display.



#### Signing off the terminal:

Return to the Admin menu and touch the [SIGN ON/OFF] icon.

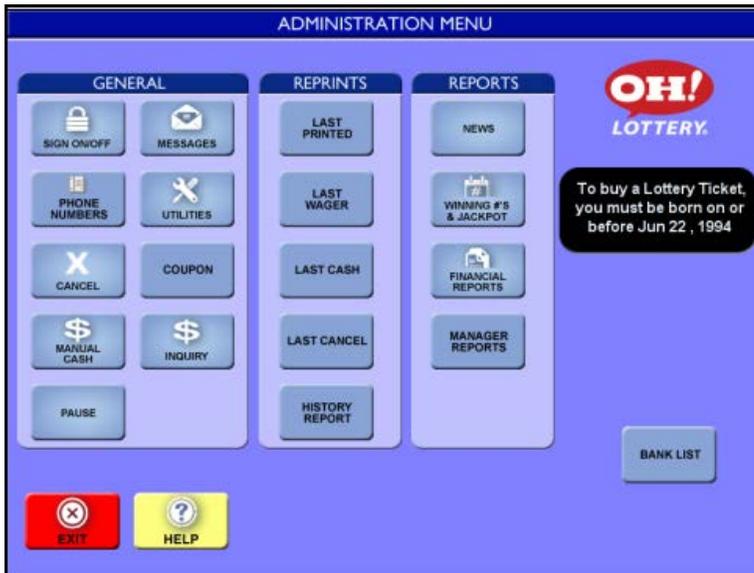
When the confirmation message displays, touch the [OK] icon.

A second screen will appear to confirm that you have successfully signed off:



# Chapter 2. Administration Menu

Administration menu is available on the main gaming screen. The menu is organized into three segments: General, Reprints and Reports. From the Admin screen, press the buttons below to activate features.

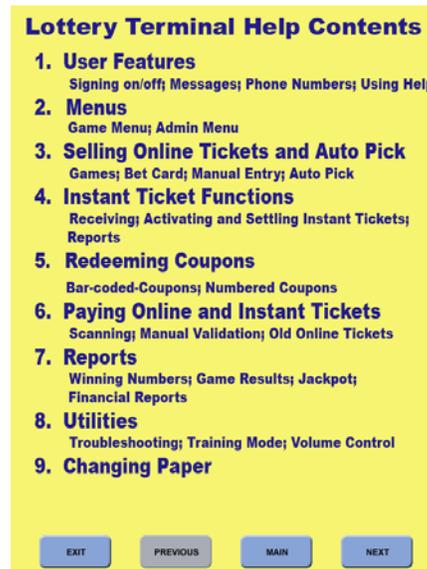
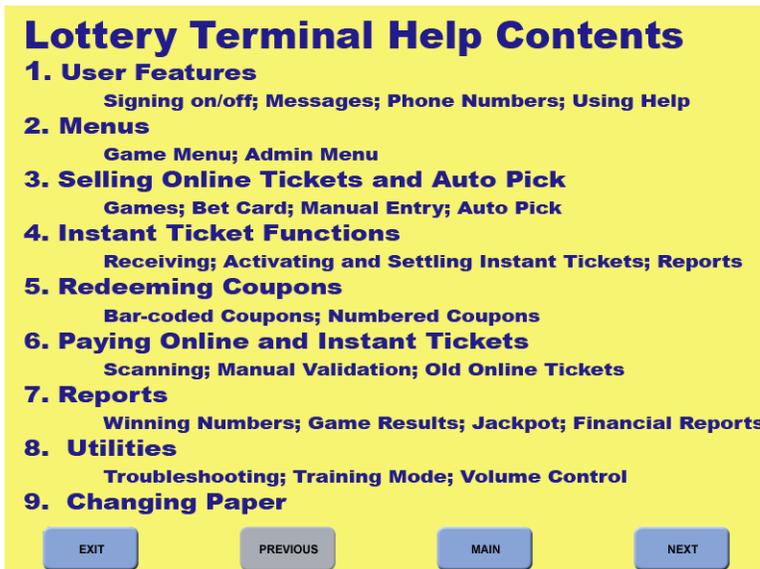


## 2.1. Help

Online help is available from the Admin menu screen. Touch the [HELP] icon to display the lottery terminal help contents screen.

Touch the [MAIN] icon on any screen to return to the lottery terminal help contents menu.

Touch the [EXIT] icon to exit back to the Admin menu.



You can read the help topic displayed, or select another topic, by touching the related topic number. Touch the [PREVIOUS] icon or the [NEXT] icon to go to other help screens. Individual game screens also contain links to the help contents menu.

## 2.2. Messages

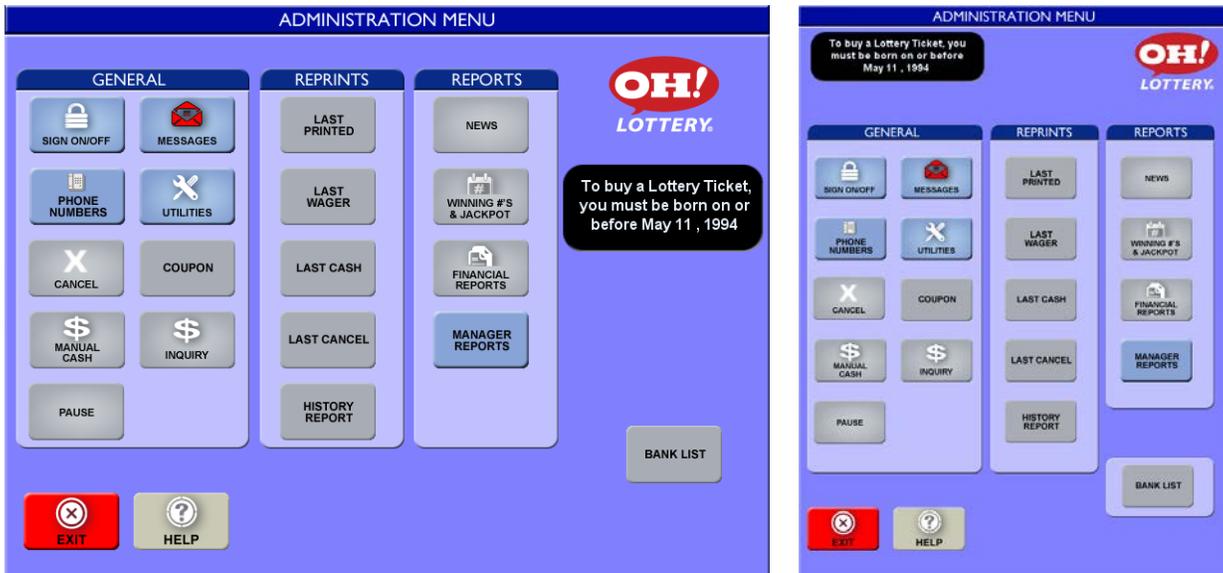
If a message is sent to your terminal after you have signed on, the [MESSAGES] icon located on the Admin menu will flash, and the [ADMIN] icon on the games menu will turn GREEN or RED.

Messages from the Lottery are designated as either STANDARD or MANDATORY.

If the message is STANDARD, the icon will flash GREEN and the message can be viewed at any time.



If the message is MANDATORY the icon will flash RED and all other functions will be disabled until the message is viewed.



The messages are listed in order of arrival, with the most recent message at the top of the list. The terminal will store all messages sent to you by the Lottery for one week.

### To view or print a message:

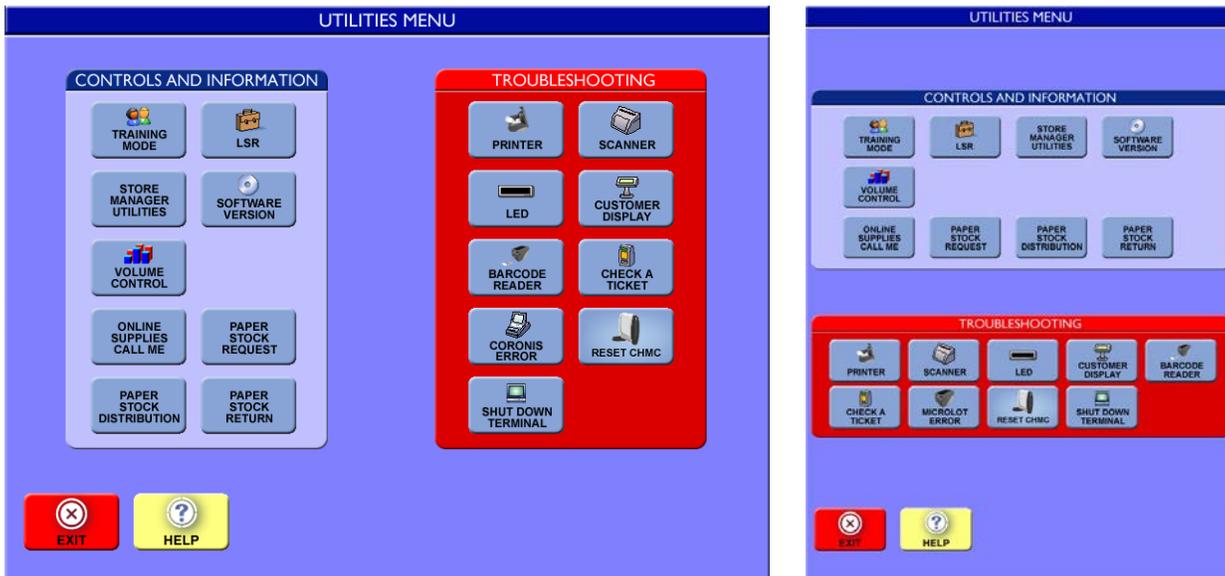
Touch the [MESSAGES] icon.

Touch the message on the Messages screen to highlight it.

Once a message is highlighted, touch the [PRINT] icon for a hard copy of the message or touch the [DELETE] icon to delete it.

## 2.3. Utilities Menu

The Utilities menu gives you access to controls and information and troubleshooting. To view the Utilities menu, touch the [UTILITIES] icon on the Admin menu.



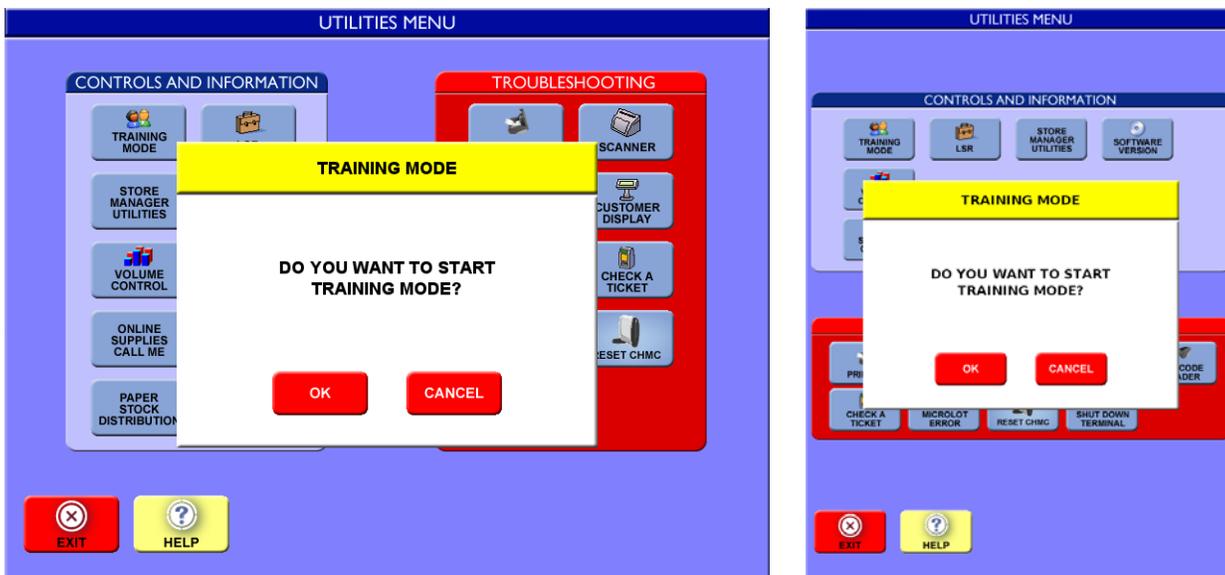
### 2.3.1. Training Mode

While in training mode, you can practice selling, validating, viewing and printing reports. The background color for the training mode screen will be green and there will be a diagonal watermark on all training mode screens that says 'TRAINING'. Any receipts, tickets or reports that are produced are printed with the message "TRAINING – NOT FOR SALE."

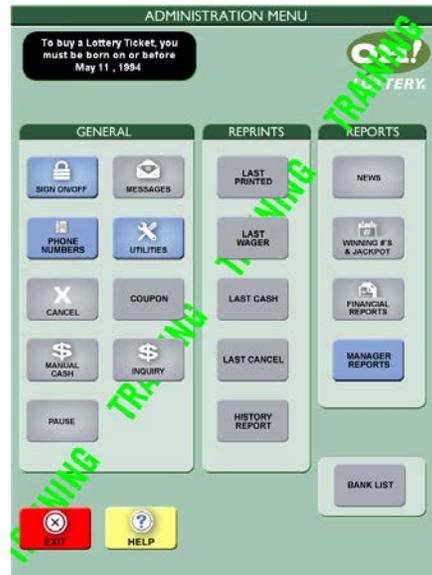
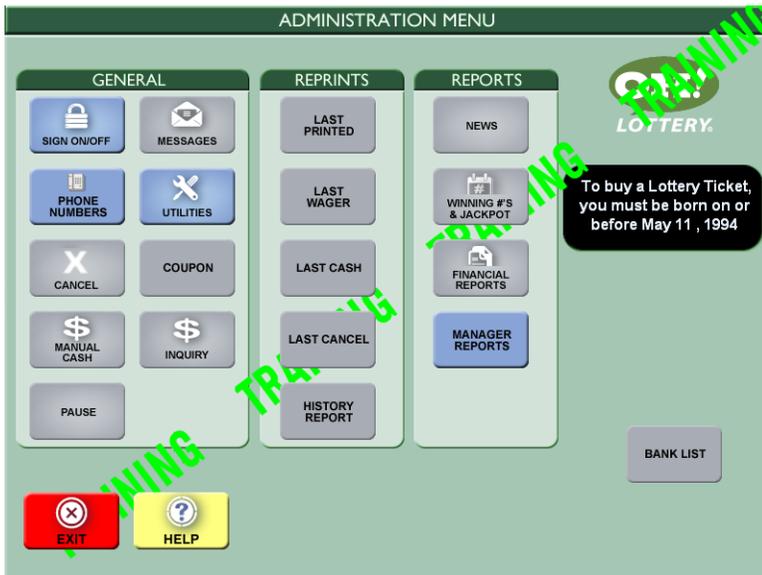
#### TO ACCESS TRAINING MODE:

From the Admin menu, touch the [UTILITIES] icon. The Utilities menu will display. Touch the [TRAINING MODE] icon.

The Training Mode window displays asking if you want to START training mode. Touch the [OK] icon to start training mode, or the [CANCEL] icon to return to the Utilities menu.



Touch [OK], then sign in using your user (retailer) ID, followed by the four digit training pass code of 9999.

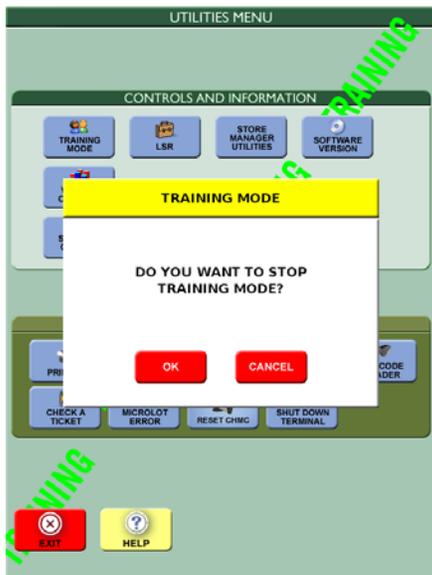
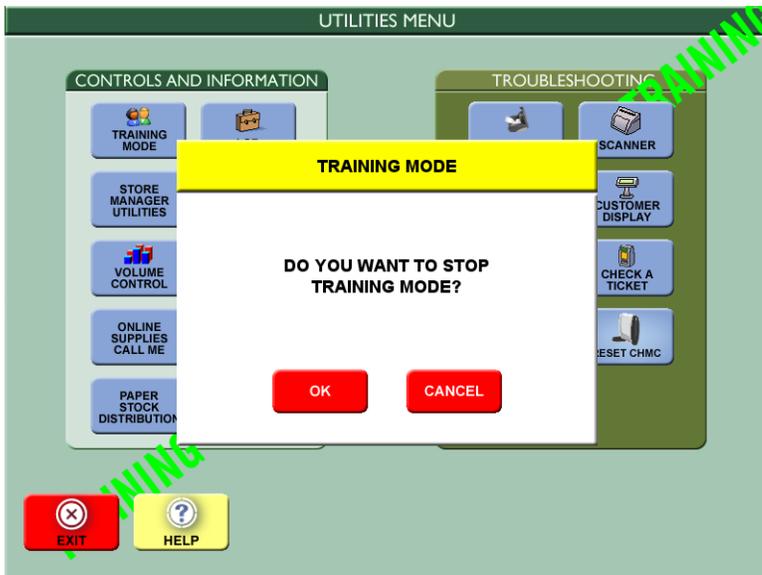


## TO EXIT TRAINING MODE:

From the Admin menu, touch the [UTILITIES] icon, and then touch the [TRAINING MODE] icon.

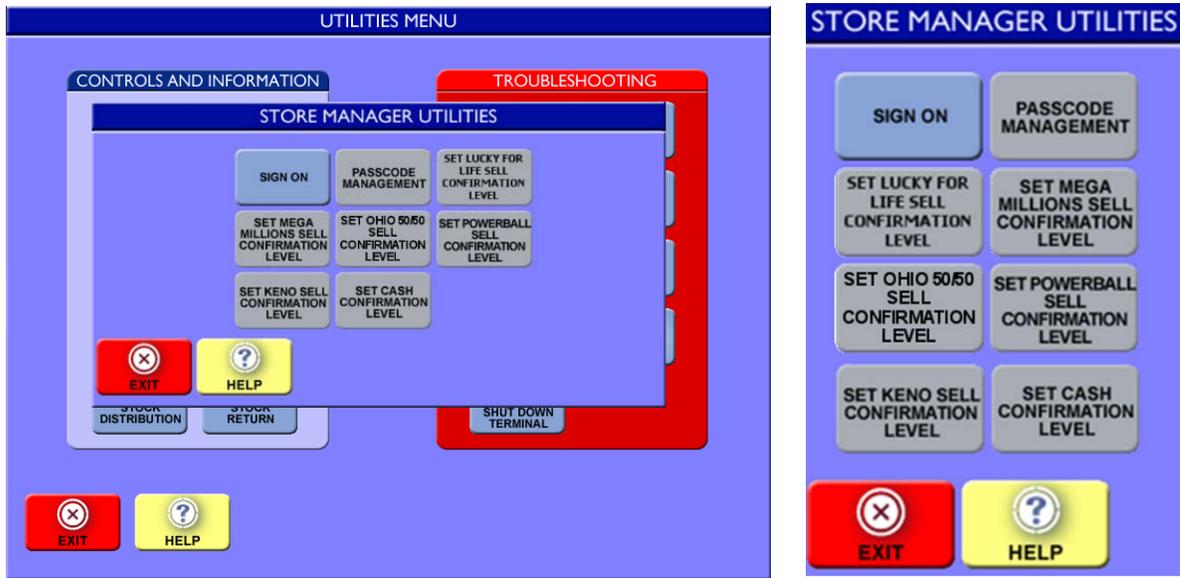
The Training Mode window displays asking if you want to stop training mode.

Touch the [OK] icon to exit training mode or the [CANCEL] icon to continue in training mode.



After ten minutes of inactivity, training mode will turn off by itself. Exiting training mode logs you out of the system. To return to live mode, it is necessary to repeat the sign-on process.

## 2.3.2. Store Manager Utilities



You can change your default settings for selling and cashing confirmation screens in Store Manager Utilities. Store Manager Utilities can also be used to set clerk and manager passcodes. Any wager, or cash, greater than this amount will trigger a pop-up confirmation screen. Touch the YES icon or the NO icon.

The Mega Millions confirmation level is defaulted to \$21.

The Powerball confirmation level is defaulted to \$21.

The KENO confirmation screen is defaulted to \$21.

The Cash confirmation screen is defaulted to \$50.

## 2.3.3. Cashing Confirmation Responses

If the clerk does not respond to the dialogue box (YES or NO), after a short delay, the screen automatically displays the message "Ticket Not Paid - Return to Player". An audio message is produced with the same message.

If the clerk chooses the NO button in the dialogue box, the results are the same as above (both a screen and audio message).

If the clerk chooses the YES button in the dialogue box, the ticket is validated, and the terminal prints a PAY receipt.

## 2.3.4. Software Version

Touching the [SOFTWARE VERSION] icon displays an Information pop-up window that shows the version number of the software currently loaded in the terminal. Knowing the version number is helpful when changes occur. This identifies whether newer versions have installed correctly.

## 2.3.5. Volume Control

When you touch the [VOLUME CONTROL] icon, a Volume Control window displays from which you can touch the [ - ] icon or the [ + ] icon to lower or raise the volume of the terminal tones.

Touch the [TEST] icon to emit a sample tone at the selected volume. When you have set the volume to the level you would like, touch the [EXIT] icon on the Volume Control window to set the volume and close the window. The volume can be lowered, but not turned off.

### 2.3.6. Four Menu Buttons for Paper and Supplies

The features for this set of buttons are inactive at this time.

### 2.3.7. Troubleshooting

For assistance in troubleshooting call the Hotline for assistance.

### 2.3.8. Terminal Shutdown

If it becomes necessary to power off your Lottery terminal, you must perform a terminal shutdown before turning the power off.

**WARNING: NEVER POWER OFF OR DISCONNECT POWER FROM YOUR LOTTERY TERMINAL WITHOUT FIRST FOLLOWING THE PROPER SHUTDOWN PROCEDURES**

### 2.3.9. Reset CHMC

It is recommended that this button be used only when advised during a call to the Hotline if an issue requires this and you have been instructed to do so.

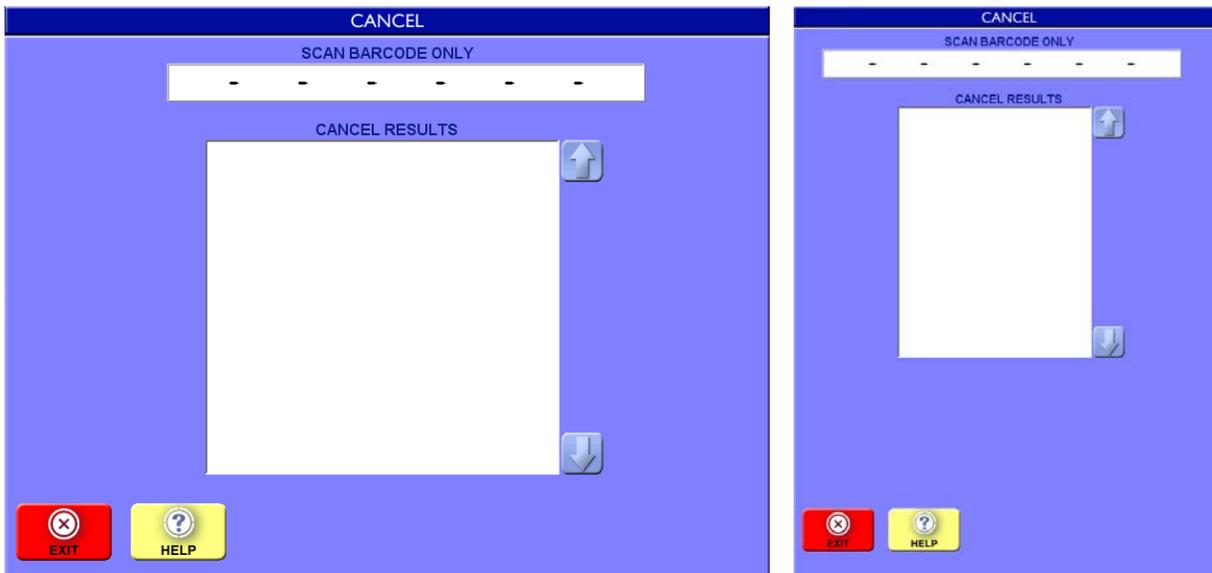
### 2.4. Cancel



Cancels allowed only on the day purchased and before the pools close.

Select the CANCEL button from the Administration menu.

(No cancels on Mega Millions, Powerball, New Year's Raffle, Ohio 50/50 or EZ PLAY games.)



At the blank cancel screen, insert the ticket in the branding channel on the left side of the scanner. The clerk must insert the ticket so that the ticket can be branded. No manual entry is permitted.



The ticket is temporarily held in the scanner. The ticket is read and a pop up screen will appear asking for cancelation confirmation.

There is also a red, NO button and a green, OK button. When no is pressed the ticket ejects and ticket is not cancelled. When OK is pressed the ticket is branded cancelled before it is ejected, and the cancel receipt prints.

More than 15 cancelations in a 24 hour period will trigger a security alert.

## 2.5. Coupon

This button is used with Bundle Play when only the first ticket or “trigger ticket” prints. Scanning the trigger ticket under coupon will cause the other tickets to print. (When the Lottery mails coupons to reach customers these are redeemed just like a ticket and the coupon button is not required.)

## 2.6. Manual Cash

If the ticket cannot be read by the bar code reader, it may be necessary to manually enter the information on the ticket in order to validate it.

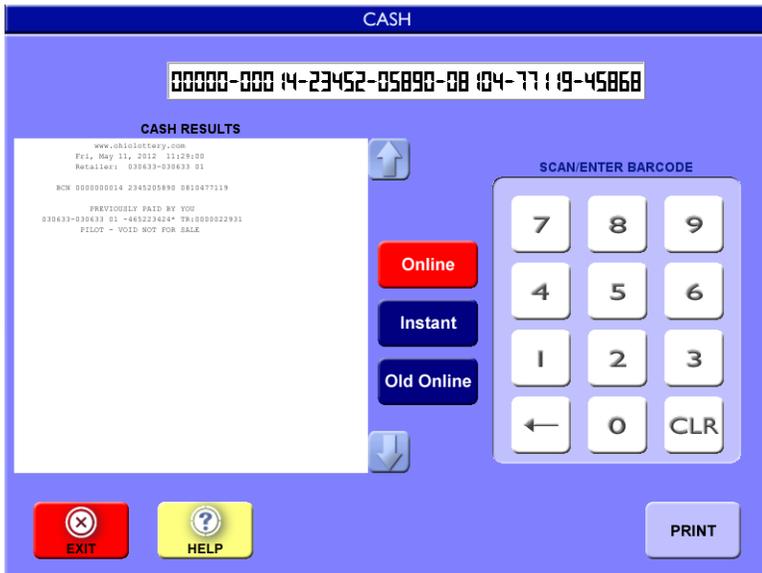
From the Admin menu, touch the [MANUAL CASH] icon.

The Cash window displays.

Touch the [ONLINE] icon or the [INSTANT] icon before you enter the Cash window keypad and enter the bar code numbers on the bottom of the ticket.

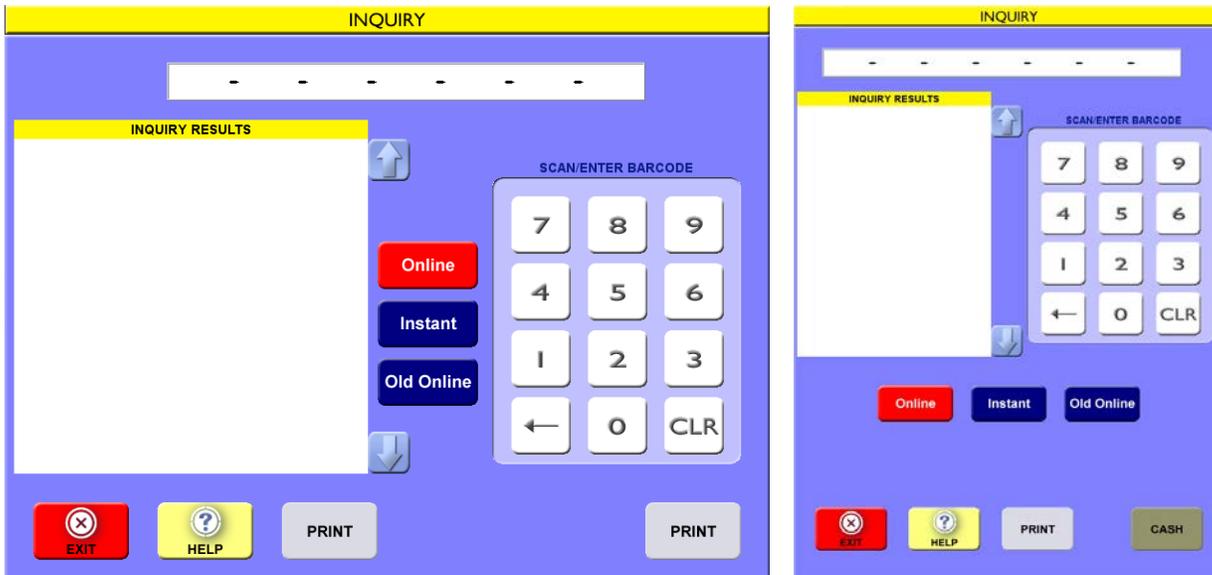
If you make a mistake entering the numbers, use the arrow key to backspace and erase one number at a time, or touch the [CLR] icon to delete all numbers entered.

When all the numbers are entered, the prize result appears in the Cash Results box.



## 2.7. Inquiry

Getting the value of a ticket is done by using the Inquiry screen. This allows cashing after the value is shown. It is recommended to check tickets before validating to make sure the cash is on hand. Scan the bar code or insert ticket in the branding channel on left of scanner, see results on left of screen, use red exit button on left or flashing red and yellow button on right to cash. A receipt will print when cash is used.



Select INQUIRY from the Administration menu to check online and instant tickets.

Enter the bar code either by scanning or manually entering the digits.

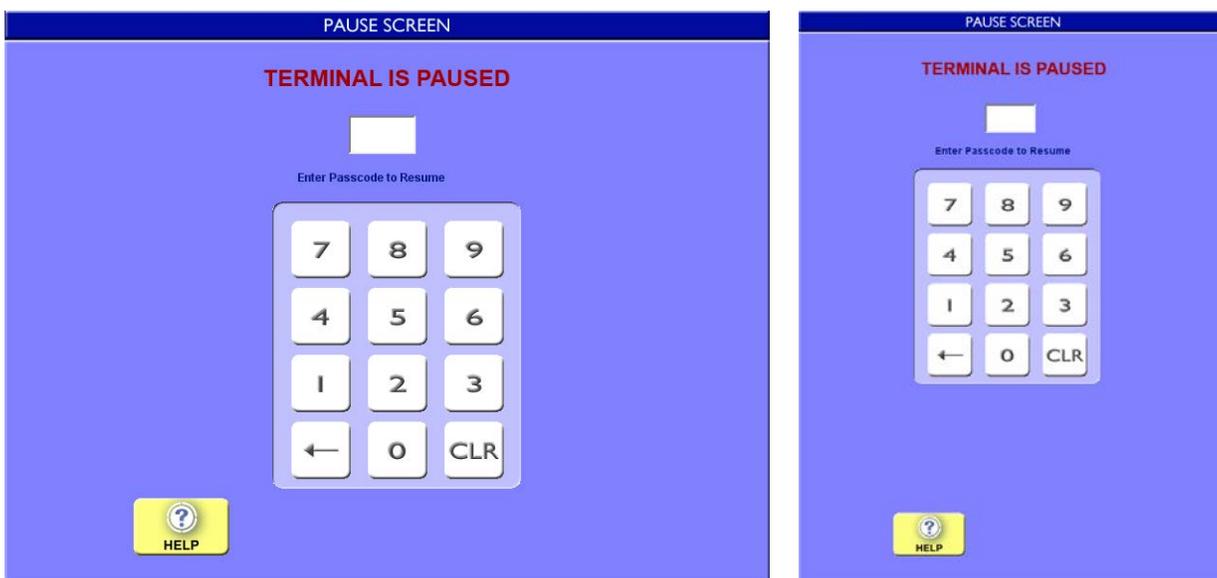
The results will appear on the screen.

If the ticket is a winner the clerk can select CASH to validate the ticket and pay the customer.

## 2.8. Pause

Use of the Pause button halts gaming and requires a pass code to be entered before the terminal can be used again. It is recommended that Pause be used when the terminal is unattended.

Select the PAUSE button from the Administration menu. Enter the pass code to resume.



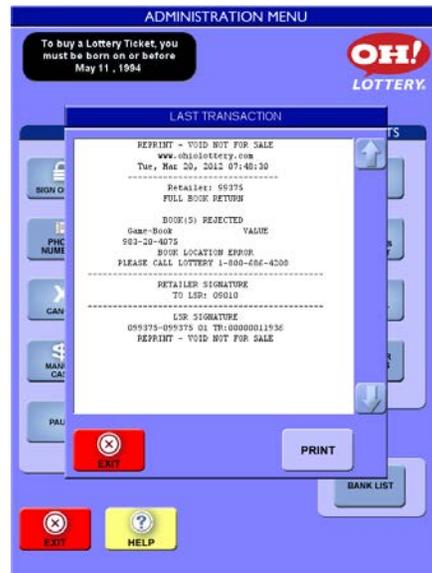
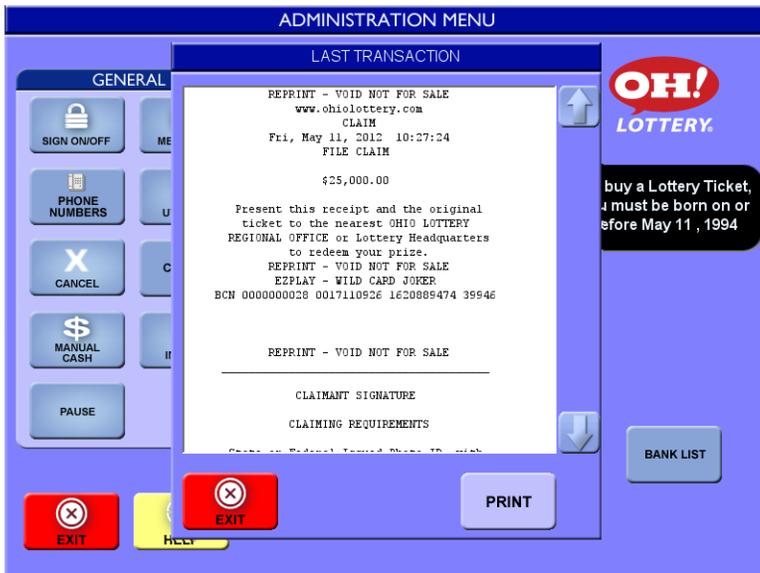
## 2.9. Reprints

All reprints are marked REPRINT – VOID NOT FOR SALE. When each item is requested the information shows on screen and can be printed. This can be used to preview and reprint a variety of receipts the terminal has produced.



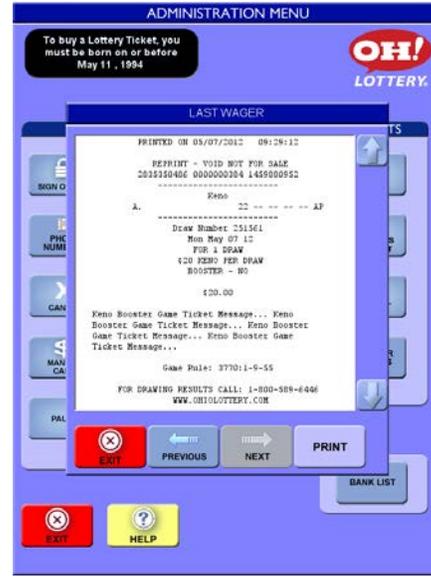
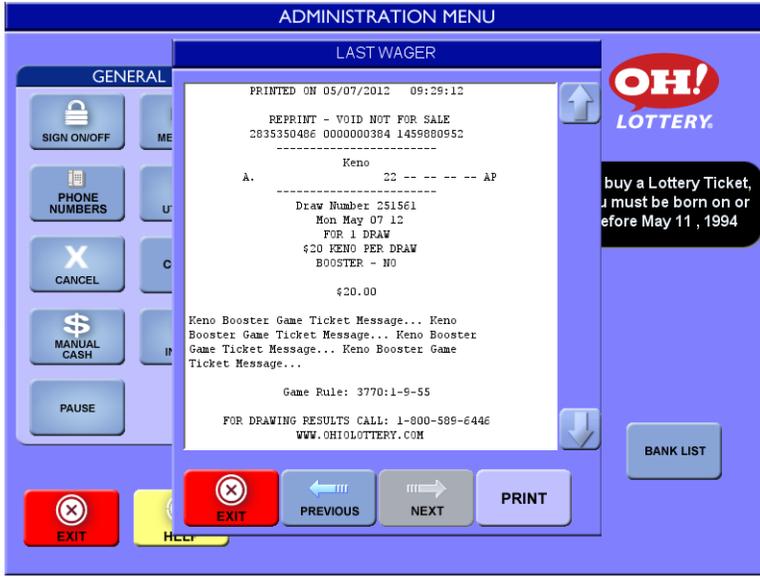
### 2.9.1. Last Print

Shows the last printed item.



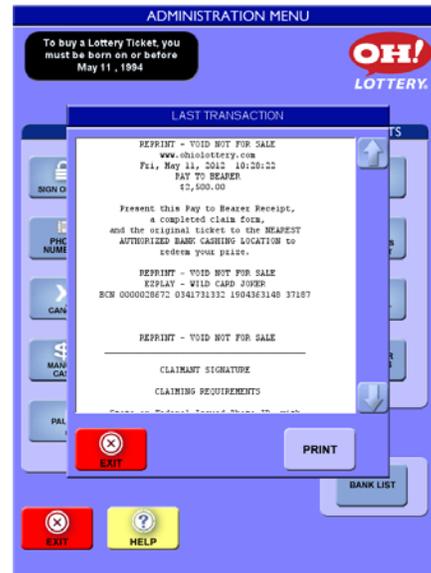
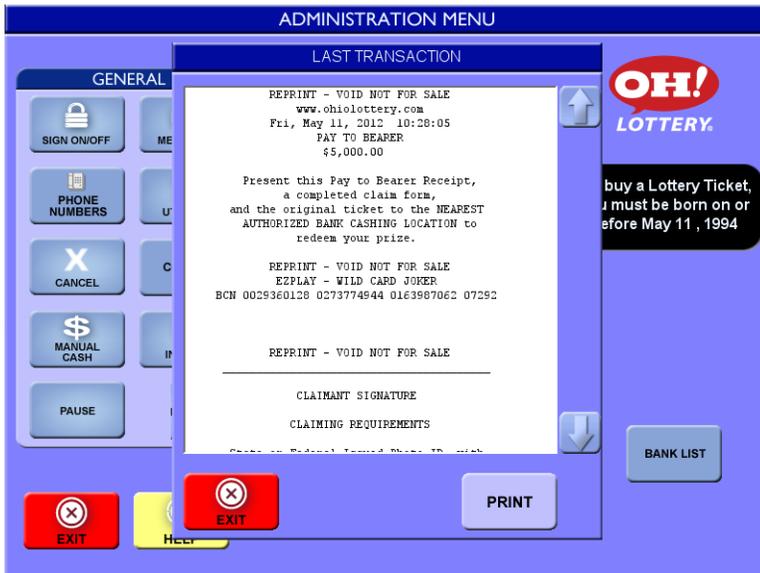
## 2.9.2. Last Wager

Lets you see the last wager.



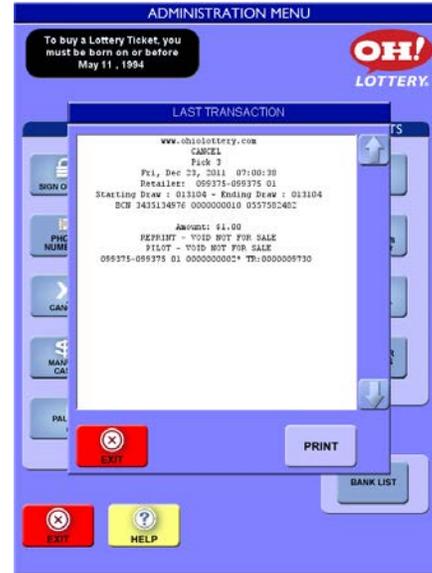
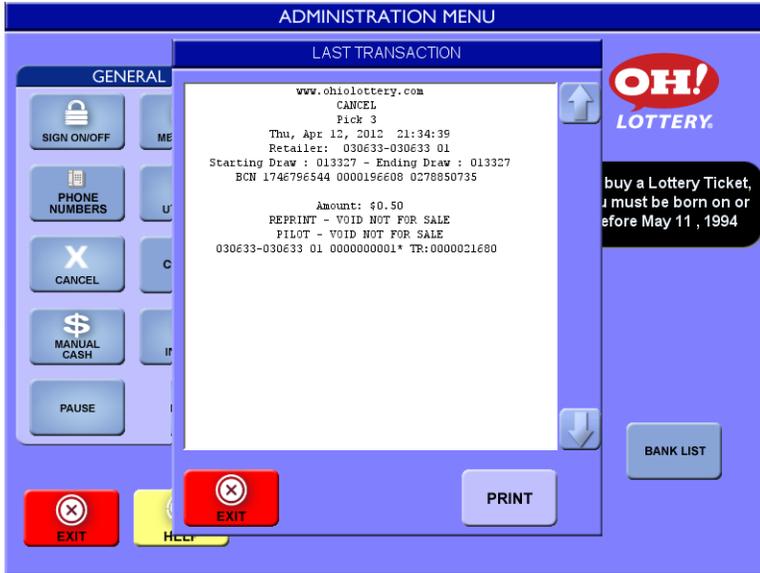
## 2.9.3. Last Cash

Displays the last cash.



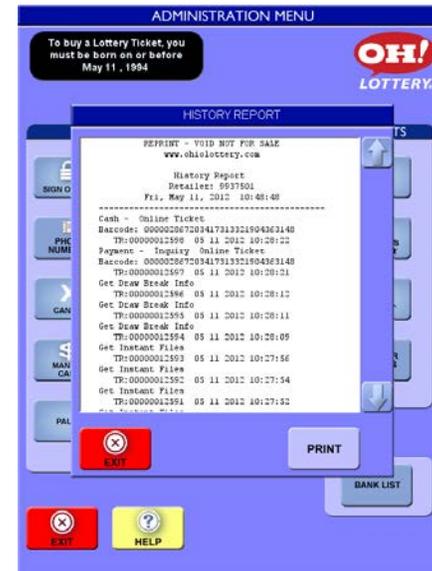
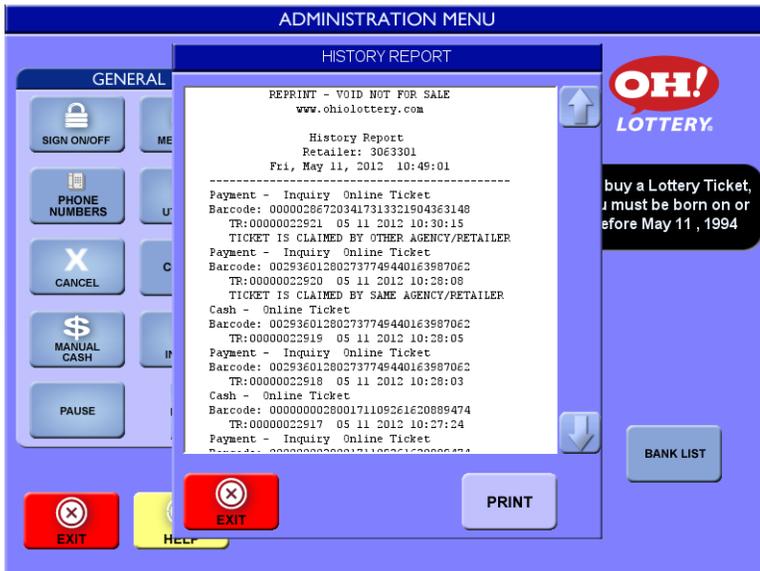
## 2.9.4. Last Cancel

Allows you to see the last cancellation.



## 2.9.5. History Report

Reports brief information on the last 52 terminal transactions.



## 2.10. Reports

### 2.10.1. News

Under the News icon you will find marketing tips for selling lottery products.



### 2.10.2. Winning Numbers and Jackpots



Touch the game icon which corresponds to the game for which you'd like to see the last 10 winning numbers. Touch the [SEARCH] icon to select a time frame and display the draws within the selected dates. For KENO searches, select the draw number. Touch the [JACKPOTS] icon to generate a report showing the next draw date and estimated jackpot for each game.

Touch the LAST DRAW ALL ONLINE GAMES icon to print a report that lists the winning numbers from the LAST DRAW for all online games.

Touch the YESTERDAY'S DRAW ALL ONLINE GAMES icon to generate all results for the previous day. If a game did not draw on that previous day, it will not be listed here.

### 2.10.2.1. Reports Using Your Search Icon

You can also select the game button with the SEARCH option and search for game results by draw date for any previous drawing that is still valid (180 days).

Touch the SEARCH icon for the desired game.

The Enter Draw Date screen displays.

Use the scroll arrows in the MONTH area to select the desired month.

Use the scroll arrows in the YEAR area to select the desired year.

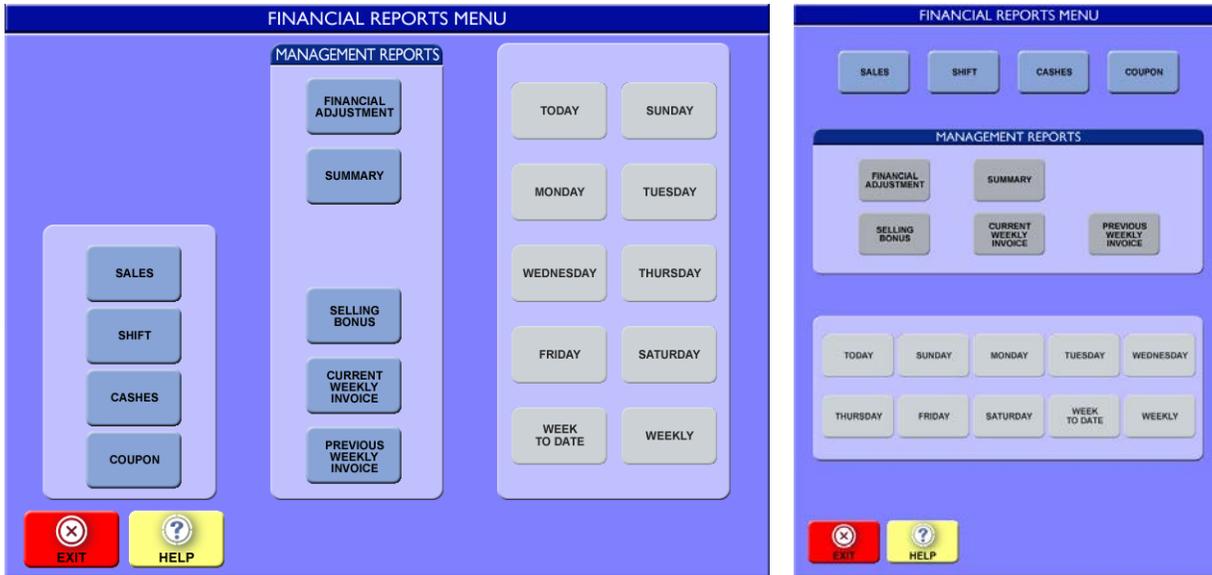
The calendar will dynamically update with correct dates for the selected month and year.

Touch the [DATE] icon in the calendar area to select specific draw dates.

Touch the [OK] icon to display the preview panel screen from which you can print the report.

### 2.10.3. Financial Reports

From the Admin menu, touch the [FINANCIAL REPORTS] icon to access transaction information.



#### TYPES OF REPORTS

All reports use 24 hour military time. If a report is taken before 11:59 pm, only the activity from the previous midnight (or 12 am) to the time the report is taken will show on the report. Daily financial reports will show the activity from midnight until 11:59 PM. This does not apply to shift reports, see below.

#### Sales Report

Shows Lottery sales by game, and includes coupons, promotional tickets and other discounts for the selected day.

#### Shift

Shift reports require a start date and time and an end date and time. Shift reports include a whole hour unless the report is taken before the hour is over. Keno locations or businesses open past midnight can print a shift report showing the activity starting on one day and ending on the next.

It is recommended that Keno locations run a shift report that covers a full 24 hour period because other Lottery games can be sold and tickets can be cashed during the hours when Keno is not available for sale (Keno starts at 6:04 am and continues through 2:28 am).

After 6 am, start the shift report with the calendar date of yesterday and a two digit start time "06" is 6 am. End the report using today's date on the calendar and "05" for 5 am. This will show all lottery activity for a 24 hour day from 6 am yesterday through 5:59 am today.

### Cashes Report

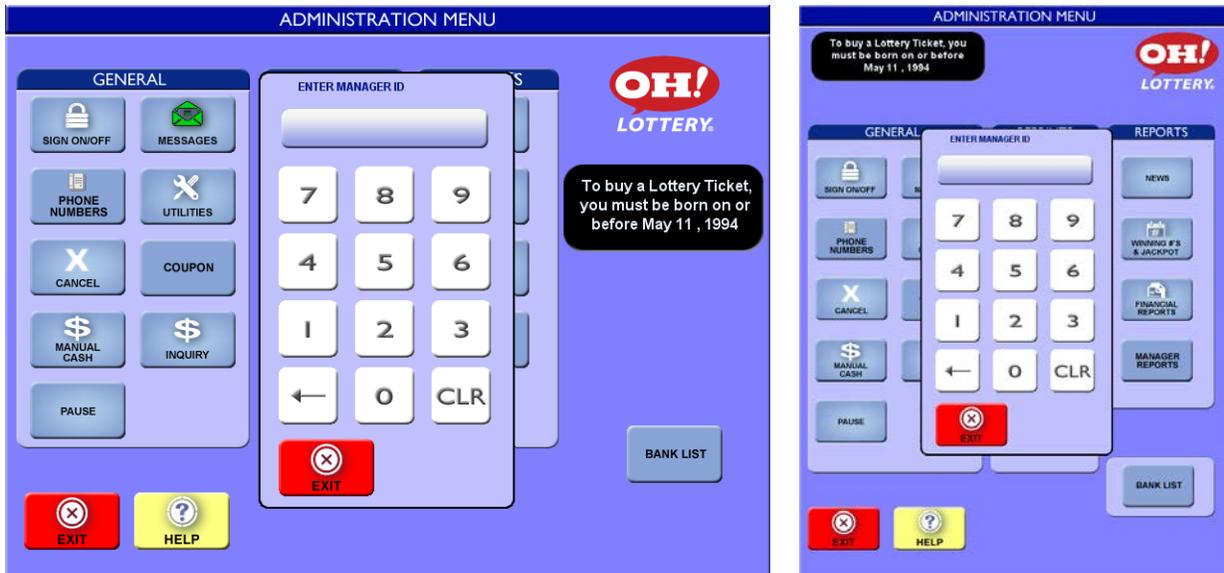
Shows the total amount of all prizes that were paid for the selected day.

### Coupon Report

Shows the number of lottery tickets, coupon number and total value that were produced as a result of a coupon.

## 2.10.4. Management Reports

From the Admin menu, touch the [MANAGER REPORTS] icon to access transaction information.



Manager must sign in with the retailer number (0 followed by the 5-digit retailer number) and then the retailer's four-digit passcode.

## TYPES OF REPORTS

### Financial Adjustments Report

Shows all credit or debit adjustments posted to your account during the previous statement period.

### Summary Report

Summary total of all transactions, adjustments, settlements and commissions for the selected day.

### Selling Bonus

Shows the retailer bonuses for selling tickets that win the top prizes.

**Current Weekly Invoice**

Shows all lottery activity from the most recent complete week (Sunday – Saturday). This report shows the amount owed to the Lottery and must be deposited in the lottery account by noon every Monday.

www.ohiolotter.com



**OH!  
LOTTERY**

Mon, Apr 25, 2014 13:45:12

---

**WEEKLY INVOICE**  
04/17/14 - 04/23/14  
Retailer: 123456

<b>ON-LINE NET DUE</b>	<b>0.00</b>
<b>INSTANT NET DUE</b>	<b>0.00</b>
<b>TOTAL NET AMOUNT DUE</b>	<b>0.00</b>
<b>EZPlay TAP GAMES</b>	
EZPlay TAP Game Sales	0.00
EZPlay TAP Win Cashes	0.00
EZPlay TAP Sales Comm	0.00
<b>Total EZPlay TAP Sales</b>	<b>0.00</b>
<b>ONLINE GAMES</b>	
Pick 3 Sales	0.00
Pick 3 Cashes	0.00
Pick 3 Cancels	0.00
Pick 4 Sales	0.00
Pick 4 Cashes	0.00
Pick 4 Cancels	0.00
Pick 5 Sales	0.00
Pick 5 Cashes	0.00
Pick 5 Cancels	0.00
Rolling Cash 5 Sales	0.00
Rolling Cash 5 Cashes	0.00
Rolling Cash 5 Cancels	0.00
Lucky for Life Sales	0.00
Lucky for Life Cashes	0.00
Classic Lotto Sales	0.00
Classic Lotto Cashes	0.00
Classic Lotto Cancels	0.00
Mega Millions/Megaplier Sales	0.00
Mega Millions/Megaplier Cashes	0.00
RAFFLE Sales	0.00
RAFFLE Cashes	0.00
Powerball/Power Play Sales	0.00
Powerball/Power Play Cashes	0.00
CLASSIC KICKER™ Sales	0.00
CLASSIC KICKER™ Cashes	0.00

CLASSIC KICKER™ Cancels	0.00
Multi State RAFFLE Sales	0.00
Multi State RAFFLE Cashes	0.00
EZPLAY Sales	0.00
EZPLAY Cashes	0.00
EZPlay QuickKeno Sales	0.00
EZPlay QuickKeno Cashes	0.00
Keno/Booster Sales	0.00
Keno/Booster Cashes	0.00
Keno/Booster Cancels	0.00
Ohio 50/50 Sales	0.00
Ohio 50/50 Cashes	0.00
Ten-OH! Sales	0.00
Ten-OH! Cashes	0.00
Ten-OH! Cancels	0.00
<b>Gross Sales</b>	<b>0.00</b>
Cancels	0.00
<b>Net Sales</b>	<b>0.00</b>
Pay Voucher Cashes	0.00
Unplayed Money	0.00
Cashes	0.00
Promos	0.00
Coupons	0.00
Adjustments	0.00
Sales Comm	0.00
Cashing Comm	0.00
Cashing Bonus	0.00
Claim Bonus	0.00
Selling Bonus	0.00
Communications Charge	0.00
License Fee	0.00
<b>Online Net Due</b>	<b>0.00</b>
<b>INSTANT</b>	
Sales Settlements	0.00
Returns	0.00
Cashes	0.00
Promos	0.00
Coupons	0.00
Adjustments	0.00
Sales Comm	0.00
Cashing Comm	0.00
Cashing Bonus	0.00
Claim Bonus	0.00
Selling Bonus	0.00
<b>Instant Net Due</b>	<b>0.00</b>

123456-12345 01 TR:0000000170

**Previous Weekly Invoice**

Prompts you to choose a date from a calendar which will show all lottery activity from the selected date/week. Statement may be retrieved for up to 52 weeks previous.

Each icon in the window represents an operation. Touch the corresponding button in order to activate a procedure. Touch the [EXIT] icon to exit the Financial Reports menu and return to the Admin menu. The reports go back 52 weeks.

## TO VIEW A REPORT

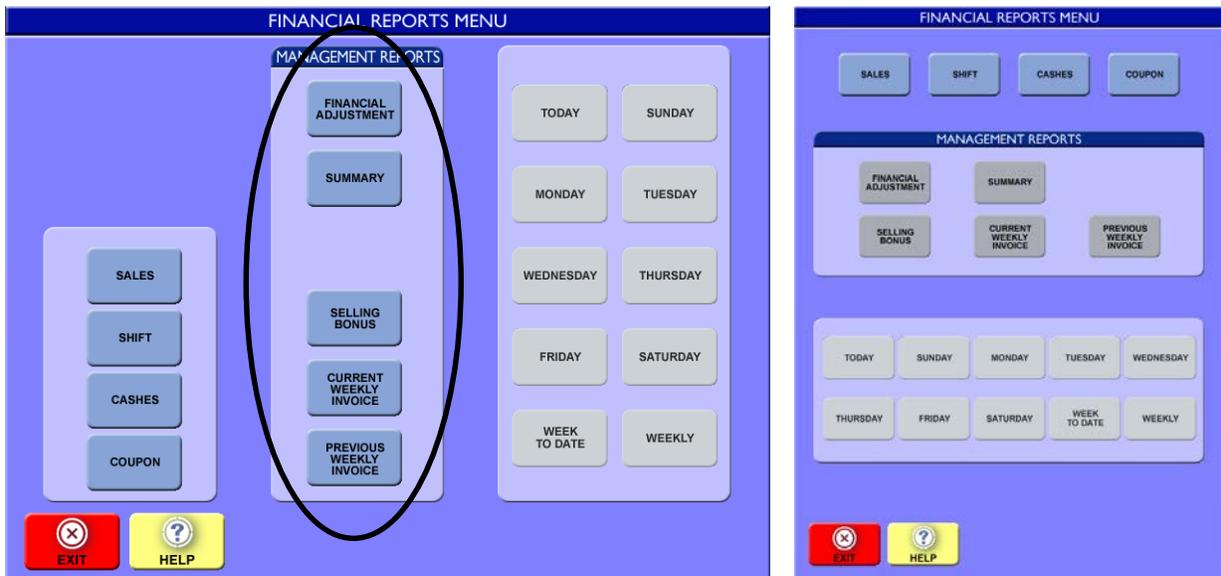
Touch the icon that corresponds to the report. The day-of-the-week weekly and week-to-date icons will activate.

Touch the day you wish to view the report information. The preview panel window displays.

Use the up and down scroll arrow icons to view additional report information.

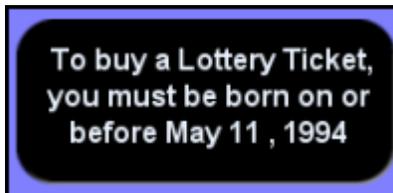
Touch the [PRINT] icon to produce a hard copy of the report.

Touch the [EXIT] icon to return to the Financial Reports menu.



## REMINDER OF AGE TO PURCHASE

When you need to check an ID before purchase the legal birth date can be found on the Admin menu.



## BANK LIST



Only contracted banks can pay lottery winners. Approved banks are listed by county and the list can be printed and handed to the customer when needed.

# Chapter 3. Game Menu

The Game menu contains links to all online games, Quick Pick buttons for many of the commonly placed auto pick wagers, a link to the Admin menu and a link to the Instant Games menu. It also contains the monitoring container, which displays the status of hardware. The balance button at the top of the right column, if cleared before each customer, shows the online amount due from each customer.



**MEGA MILLIONS, POWERBALL, EZ PLAY, PROMOTIONAL, RAFFLE AND BUNDLE PLAY TICKETS CANNOT BE CANCELLED.**

**WHEN A TICKET CAN BE CANCELLED, THE TICKET MUST BE CANCELLED BEFORE THE NEXT DRAWING FOR THAT GAME (PICK 3, PICK 4, PICK 5, ROLLING CASH 5, CLASSIC LOTTO, or KENO).**

**WHEN GAMES ARE INCLUDED IN A SPECIAL PROMOTION OR BUNDLEPLAY THE TICKETS WILL NOT CANCEL.**

### 3. BET CARDS

#### 3.1. USING BET CARDS

Insert the completed bet card into the scanner. Make sure the front (marked) side of the bet card is facing you. The bet card will exit from the bottom of the scanner.

The terminal will read the bet card and print a ticket showing the plays and numbers the customer selected.

If a confirmation level has been met, a confirmation screen will appear. Touch the [YES] icon or the [NO] icon. Confirmations are pre-set to \$21 dollars and can be changed to \$1, causing a confirmation screen to appear before any Mega Millions and Powerball tickets will print. This feature may reduce operator errors.

#### CORRECTING A BET CARD

##### If a bet card has errors:

An error message will appear stating the problem.

You can return the bet card to the customer to correct and then reinsert it into the scanner or touch the [EDIT] icon to correct the problem on the screen or the [DISCARD] icon to erase the entire wager.

If too few numbers are selected, touch the number(s) the customer wishes to choose.

If too many numbers are selected, touch the number(s) the customer wishes to delete.

When all the corrections have been made, touch the [SEND] icon

If a confirmation level has been met, a confirmation screen will appear. Touch the [YES] icon or the [NO] icon.

#### 3.2. PLAY IT AGAIN



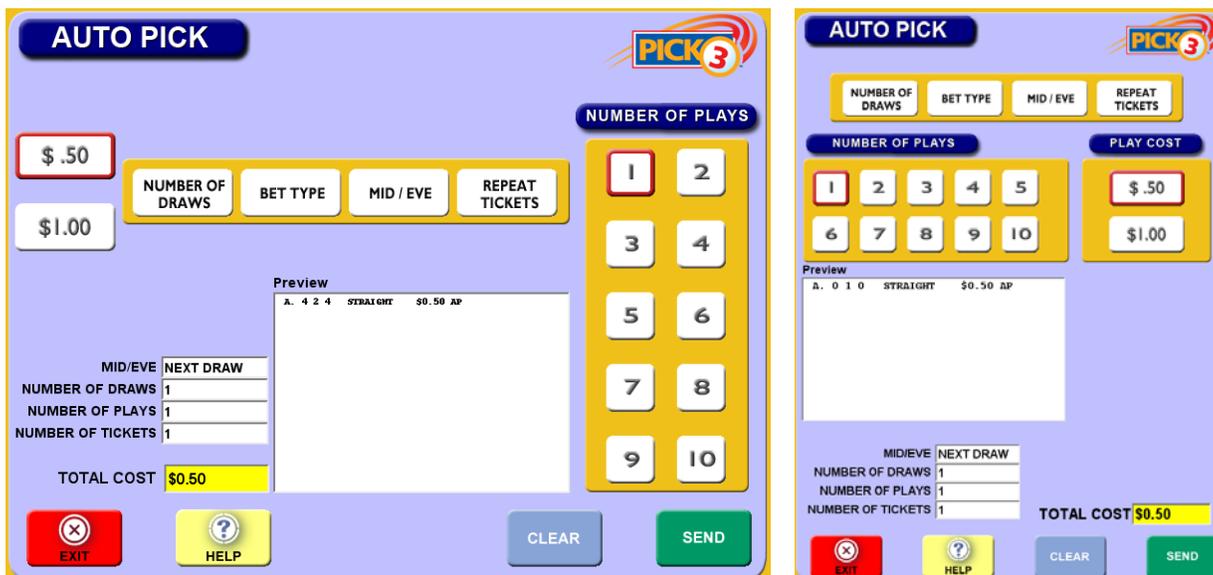
The Play It Again bar code located at the top of the ticket can be used to duplicate the original wager for the next upcoming drawing for that particular game without having to use a bet card. Just use the customer's ticket like you would a bet card when the customer says "Play it Again".

#### AUTO PICK

When auto pick is used, the numbers are automatically picked for any game. The bet cards also have a place to mark auto pick.

### 3.3. PICK 3

Drawings are held 7 days a week at 12:29 pm and 7:29 pm.



#### Straight Bet

The player picks any three digit number. If the number matches the winning number drawn in exact order, the player is a winner.

#### Box Bet

The player picks any three digit number. If the number matches the winning number in any order, the player is a winner. To win a six-way box bet, each of the three digits chosen must be different (example: 1-2-3). To win a three-way box bet, two of the three digits chosen must be the same (example: 1-1-2).

#### Back-up Bet

The player combines a straight bet and a box bet on the same line and can win straight and box or box only. If 50¢ is wagered on back up the total cost is \$1.00 (50¢ for straight and 50¢ for the box).

#### Pair Bet

The player picks the first two digits (front pair, 1-2-\*), the last two digits (back pair, \*-1-2) or the first and last digits (split pair, 1-\*-2). If the numbers match in the exact order as drawn, the player wins.

#### Wheel Wager

The player bets all possible combinations for a single Pick 3 wager (three or six straight bets possible). If any of the combinations match the numbers drawn, the customer wins the appropriate straight amount. For example:

6-Way Wheel (total cost \$3) - A player places a 50¢ wheel wager for the numbers 1-2-3. The player wins straight for any of these combinations: 1-2-3, 2-1-3, 3-1-2, 1-3-2, 2-3-1, and 3-2-1.

3-Way Wheel (total cost \$1.50) - A player places a 50¢ wheel wager on the numbers 1-1-2. The player wins straight for any of these combinations: 1-1-2, 1-2-1, and 2-1-1.

## PICK 3 MANUAL ENTRY



Touch the [Pick 3] icon from the Game menu screen.

Touch the wager amount - \$.50 or \$1.00.

Touch the [NUMBER OF DRAWS] icon to select from 1-14 consecutive draws.

Touch the [MID/EVE] icon to choose from next draw, mid-day, evening, or next 2 draws.

Touch the [REPEAT TICKETS] icon to duplicate the wager up to nine times.

Select the three (3) numbers to be played.

Touch the [NEXT BET] icon to add bets or touch a letter at the top of the screen.

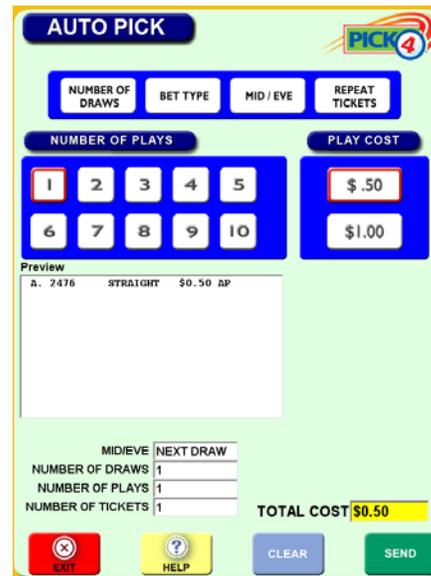
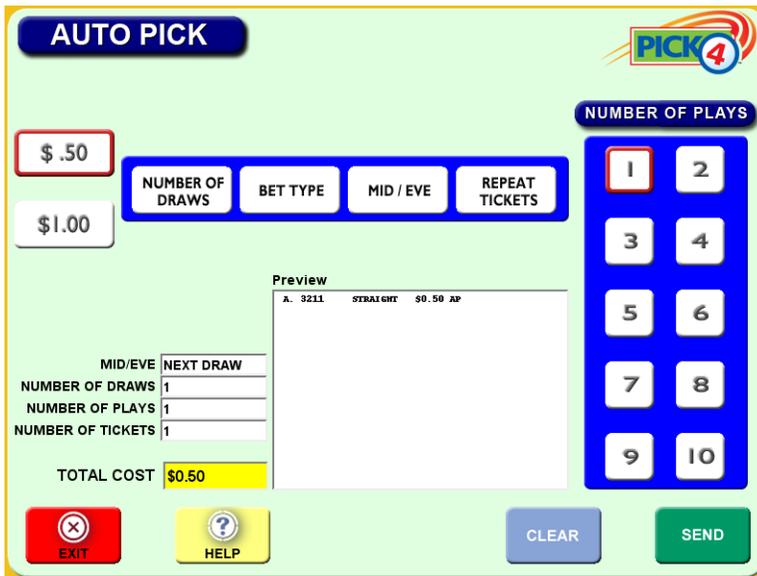
Repeat the steps for all plays.

Touch the [SEND] icon to complete the transaction.

Touching the [ALL] icon allows you to apply bet type and wager changes to all plays at once. Otherwise each play can be bet and wagered differently.

### 3.4. PICK 4

Drawings are held 7 days a week at 12:29 pm and 7:29 pm.

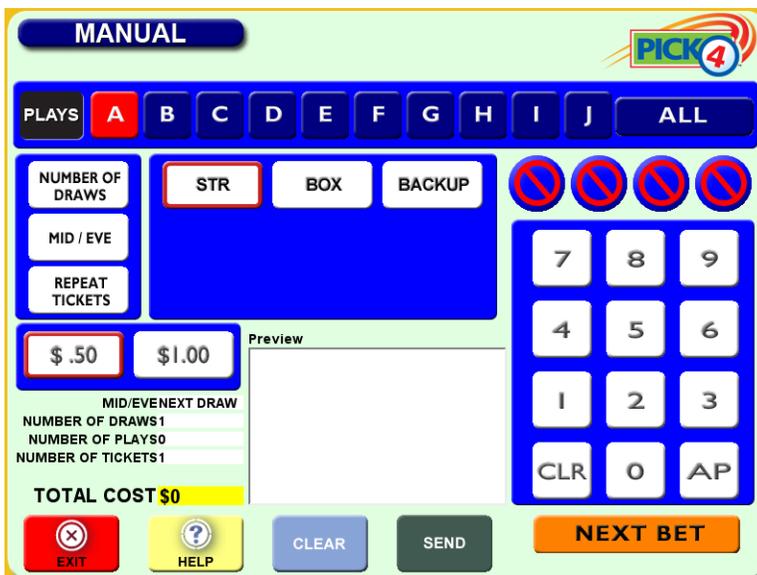


Touch the [PICK 4] icon from the Game menu.

Touch the wager amount - \$.50 or \$1.00.

Touch the [NUMBER OF DRAWS] icon to select from 1-14 consecutive draws.

### PICK 4 MANUAL ENTRY



Touch the [MID/EVE] icon to choose from mid-day, evening, next draw or next two draws.

Touch the [REPEAT TICKETS] icon to duplicate the wager up to nine additional times.

Select the four (4) numbers to be played.

Touch the [NEXT BET] icon to add bets or touch a letter at the top of the screen.

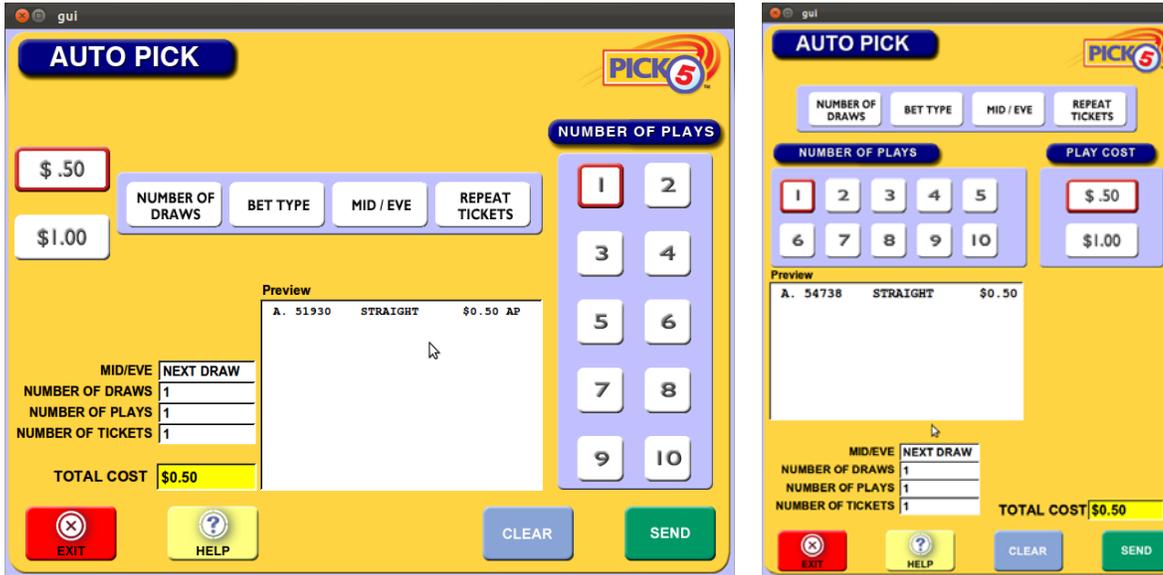
Repeat the steps for all plays. Touch the [SEND] icon to complete the transaction.

Touching the [ALL] icon allows you to apply bet type and wager changes to all plays at once.

Otherwise, each play can be bet and wagered differently.

### 3-5. PICK 5

Drawings are held 7 days a week at 12:29 pm and 7:29 pm.



#### Straight Bet

The player picks any five digit number. If the number matches the winning number drawn in exact order, the player is a winner.

#### Box Bet

Boxed wagers consist of five (5) numbers. In order to win, the numbers selected for the wager can match the numbers drawn in any order or combination. There are six types of boxed wager wins possible:

- 120-way – occurs when 5 different numbers are drawn (i.e. 35412)
- 60-way – occurs when a pair (2) of 1 number and three (3) different numbers are drawn (i.e. 11234)
- 30-way – occurs when (2) different pairs (2 each) of 1 number and one (1) different number are drawn (i.e. 11223)
- 20-way – occurs when three (3) of 1 number and any two (2) different numbers are drawn (i.e. 12333)
- 10-way – occurs when three (3) of 1 number and a pair (2) of a different number are drawn (i.e. 11122)
- 5-way – occurs when four (4) of 1 number and one (1) different number are drawn (i.e. 11112)

#### Front / Back

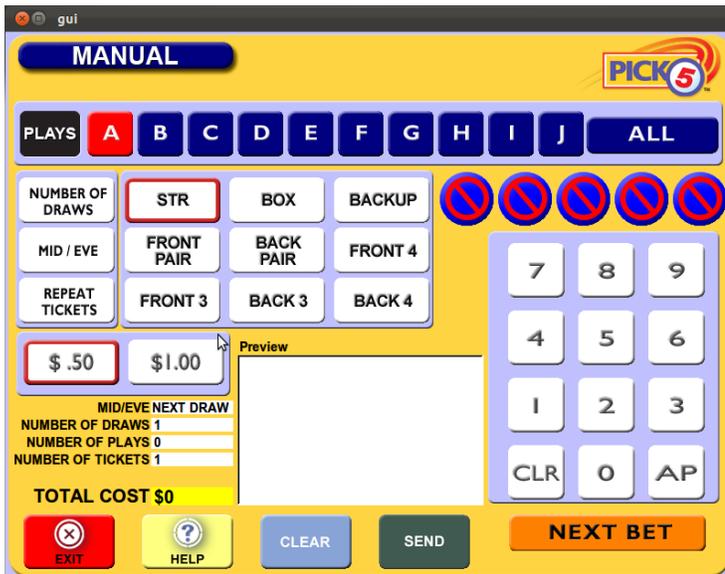
Front or back wagers consist of five (5) numbers. In order to win, the front or back 2-3-4 numbers selected for the wager must match the front or back 2-3-4 numbers drawn in the exact order. There are six types of front/back wager wins possible:

- Front 4 - occurs when the first four (4) numbers are drawn in exact order. (i.e. Wager 12345 / Draw 1234\*)
- Back 4 - occurs when the last four (4) numbers are drawn in exact order. (i.e. Wager 12345 / Draw \*2345)
- Front 3 - occurs when the first three (3) numbers are drawn in exact order. (i.e. Wager 12345 / Draw 123\*\*)
- Back 3 - occurs when the last three (3) numbers are drawn in exact order. (i.e. Wager 12345 / Draw \*\*345)
- Front Pair - occurs when the first two (2) numbers are drawn in exact order. (i.e. Wager 12345 / Draw 12\*\*\*)
- Back Pair - occurs when the last two (2) numbers are drawn in exact order. (i.e. Wager 12345 / Draw \*\*\*45)

## Back-up Bet

The player combines a straight bet and a box bet on the same line and can win straight and box or box only. If 50¢ is wagered on back up the total cost is \$1.00 (50¢ for straight and 50¢ for the box).

## PICK 5 MANUAL ENTRY



Touch the [Pick 5] icon from the Game menu screen.

Touch the wager amount - \$.50 or \$1.00.

Touch the [NUMBER OF DRAWS] icon to select from 1-14 consecutive draws.

Touch the [MID/EVE] icon to choose from next draw, mid-day, evening, or next 2 draws.

Touch the [REPEAT TICKETS] icon to duplicate the wager up to nine times.

Select the five (5) numbers to be played.

Touch the [NEXT BET] icon to add bets or touch a letter at the top of the screen.

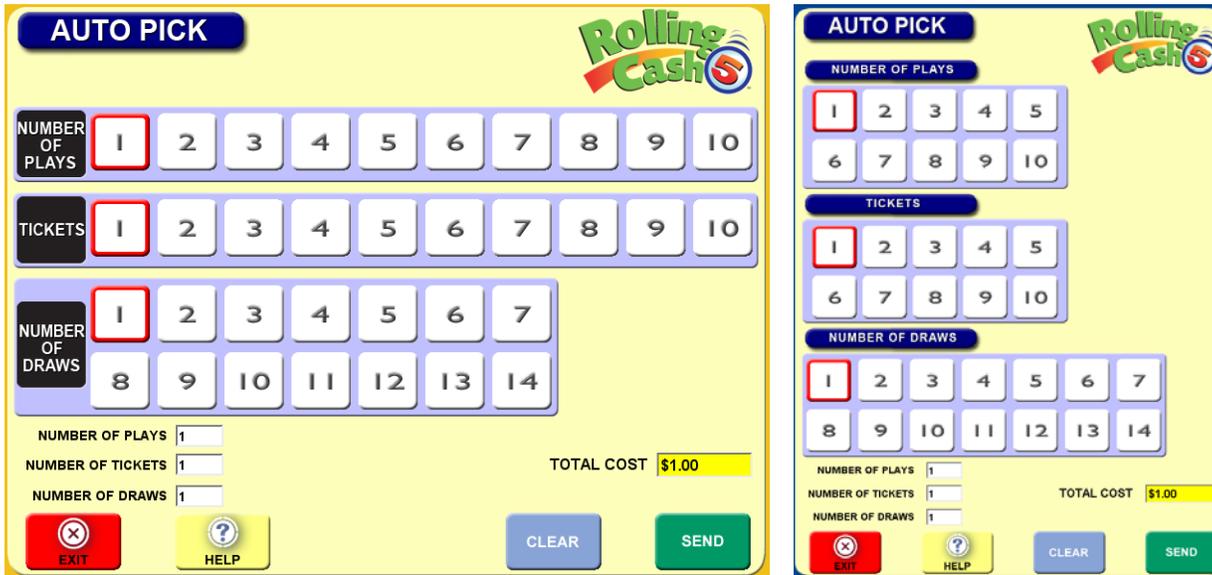
Repeat the steps for all plays.

Touch the [SEND] icon to complete the transaction.

Touching the [ALL] icon allows you to apply bet type and wager changes to all plays at once. Otherwise each play can be bet and wagered differently.

### 3.6. ROLLING CASH 5

Drawings are held 7 days a week at 7:29 pm.



Players can choose their own numbers (manual pick), or let the lottery terminal choose their numbers (auto pick).

Bet cards are available as a customer convenience.

A Rolling Cash 5 wager can be placed for up to 14 consecutive drawings (multi-draw wager).

Payout is for matching five, four, three, and two of the five numbers drawn.

Touch the [ROLLING CASH 5] icon from Game menu.

Choose the number of draws for that play.

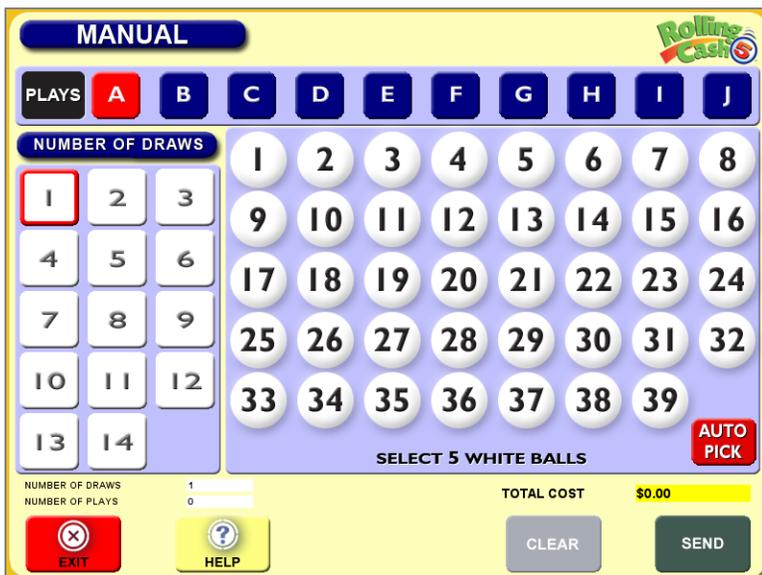
Select the five (5) numbers to be played. After the numbers are chosen you will automatically move on to the next play.

If more plays are requested, repeat the above steps.

Touch the [SEND] icon to complete the transaction. Wagers cost \$1 each.

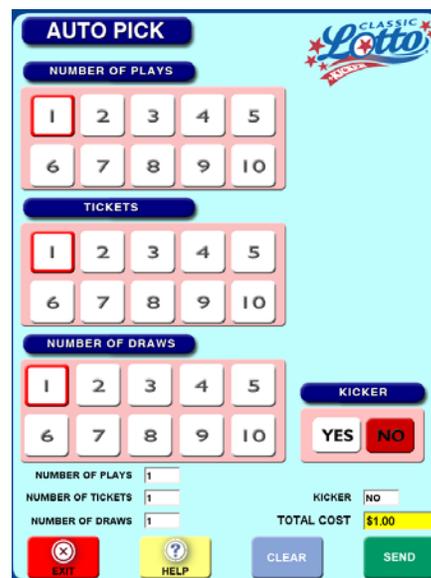
Players choose five numbers from 1 to 39.

### ROLLING CASH 5 MANUAL ENTRY



### 3.7. CLASSIC LOTTO

Drawings are held Monday, Wednesday and Saturday at 7:10 pm.



Cost per wager is \$1.

Touch the [CLASSIC LOTTO] icon from the Game menu.

Choose the number of draws for that play.

Select the six (6) balls to be played. After the balls are chosen the screen will automatically advance to the next play.

If additional plays are requested repeat the above steps for each play.

A Classic Lotto wager can be placed for up to 10 consecutive drawings (multi-draw wager).

When all plays are finished, hit the [SEND] icon to complete the transaction.



### 3.7-1. KICKER

KICKER is a six-digit game only available on Classic Lotto tickets. Players must purchase a Classic Lotto ticket to play KICKER. Every Classic Lotto ticket has one KICKER number on it, no matter how many wagers appear on the ticket. To play, the player must say “yes” to the KICKER while purchasing a Classic Lotto ticket, and pay the total of both the Classic Lotto and the KICKER wager.

KICKER wagers are \$1.

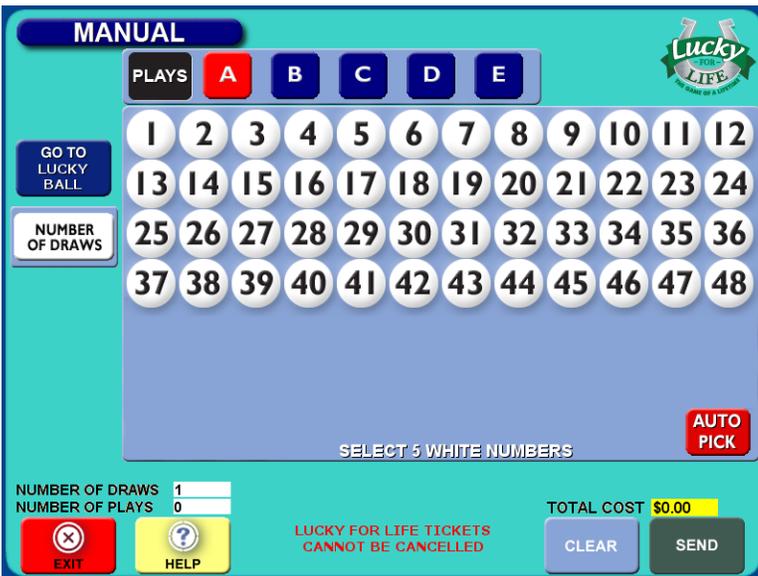
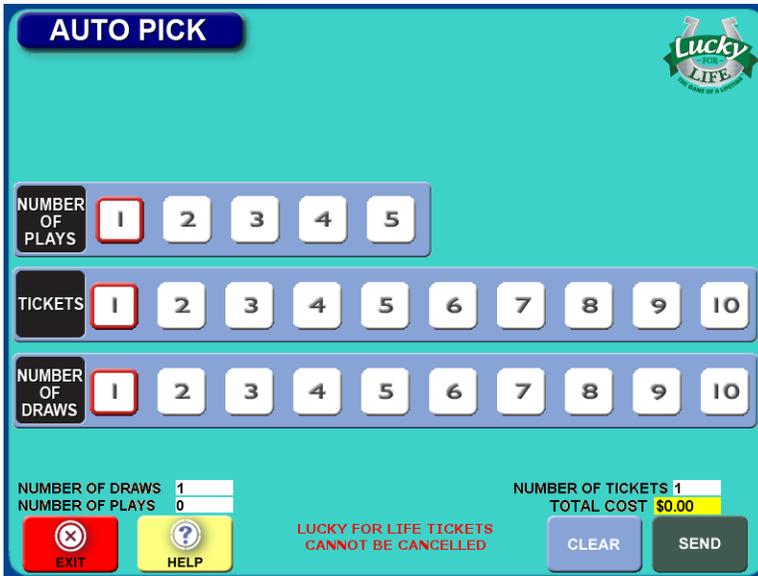
To place a KICKER wager touch the [YES] icon under KICKER. The [YES] icon button will turn green.

If no KICKER is selected when the [SEND] icon is hit, a pop-up window will appear asking if you would like to add a KICKER wager. The screen below shows the wager total with KICKER and without.



### 3.8. LUCKY FOR LIFE

Drawings are held Mondays and Thursdays at approximately 10:35 p.m. Tickets can be issued until 9:30 p.m.

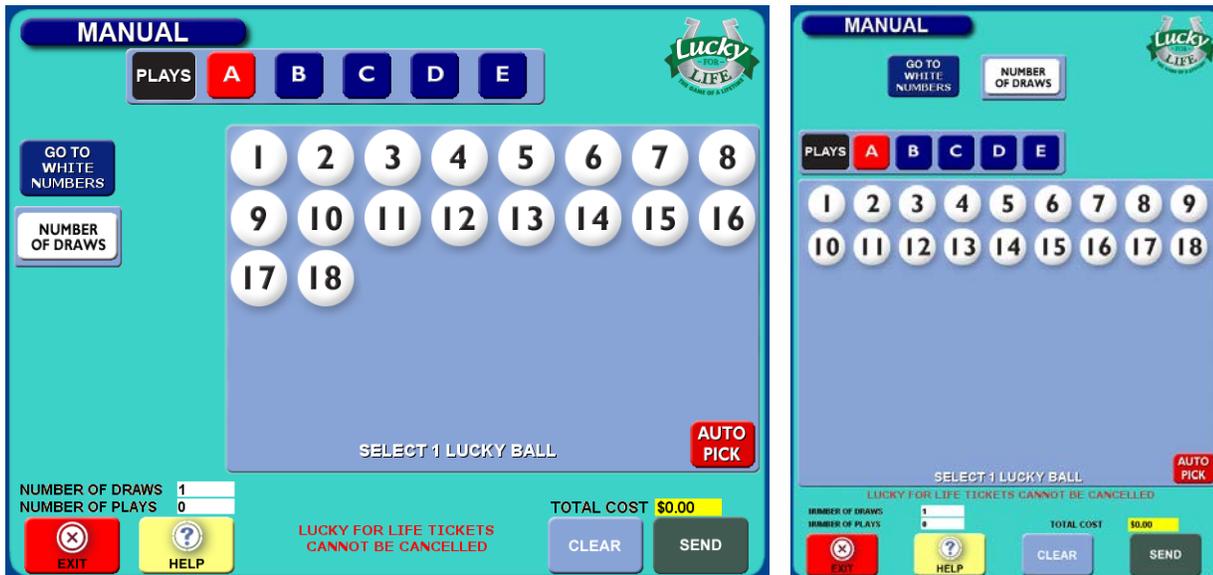


Each wager costs \$2.

From the Game menu touch the [LUCKY FOR LIFE] icon to bring up the manual entry window.

From the Lucky for Life screen touch the 5 white balls to be played or touch the [AUTO PICK] icon.

On the Lucky Ball screen, touch the desired lucky ball number or touch the [AUTO PICK] icon.



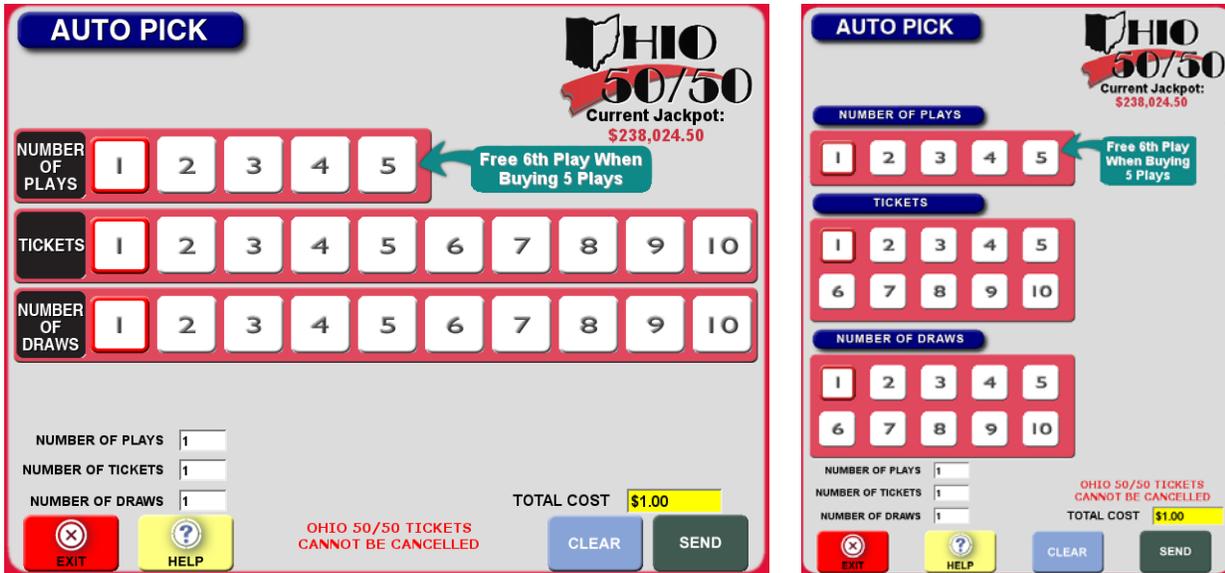
To change the number of draws, touch the [NUMBER OF DRAWS] icon and select a different number.

On either the white numbers screen or the Lucky for Life screen you can choose the [Number of Draws] button and a pop up screen will allow you to choose from 1 to 10 draws. The default is 1 for number of draws.

Touch the [SEND] icon to finish the transaction.

### 3.9. OHIO 50/50

Drawings are held Saturday at approximately 10 p.m. Tickets can be issued until 9:59 p.m.



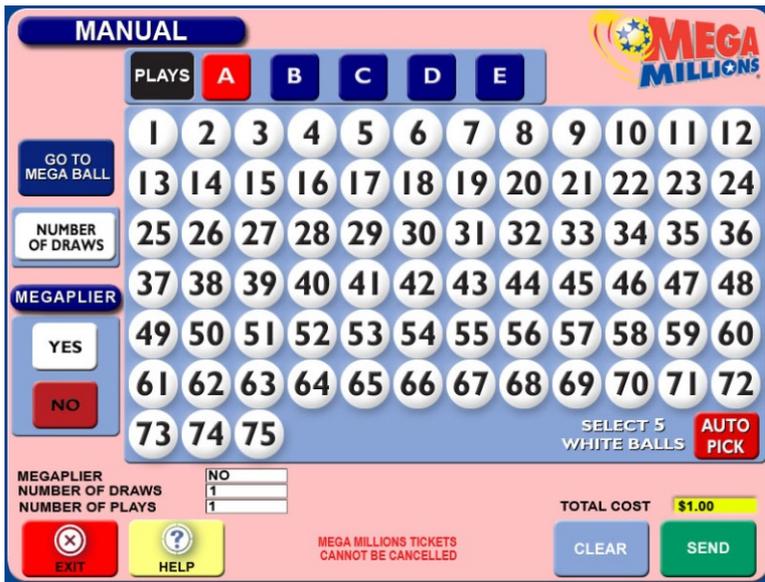
Each wager costs \$1. Buy 5, get a 6<sup>th</sup> one free.

From the Game menu touch the [OHIO 50/50] icon to bring up the OHIO 50/50 selection screen, touch the desired number of plays to be purchased.

### 3.10. MEGA MILLIONS

Drawings are held Tuesday and Friday at 11:00 pm. Tickets can be issued until 10:45 pm.



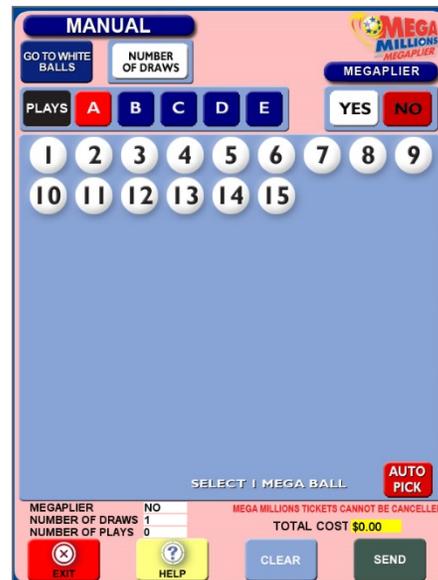
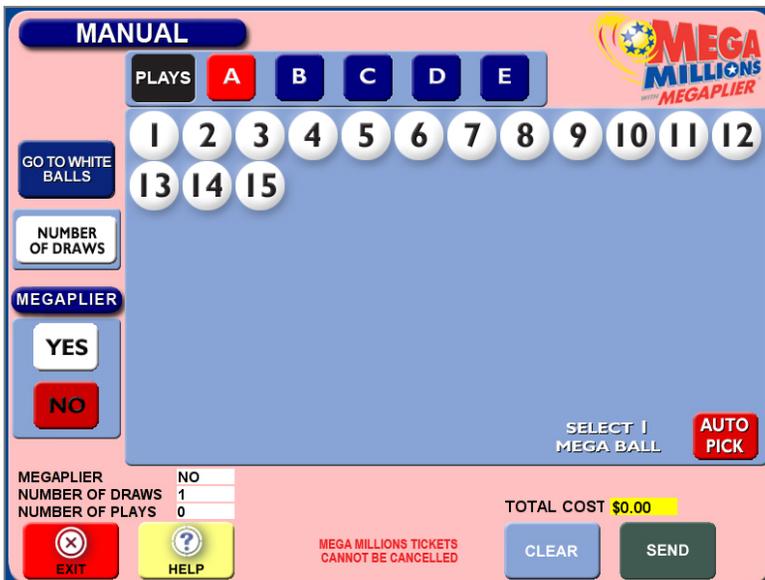


Each wager costs \$1. Adding Megaplier costs an additional \$1 for every dollar wagered.

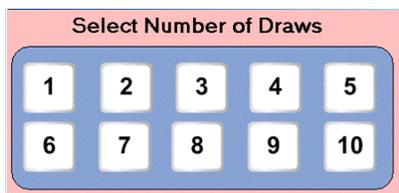
From the Game menu touch the [MEGA MILLIONS] icon to bring up the manual entry window.

From the Mega Millions screen touch the 5 white balls to be played or touch the [AUTO PICK] icon.

On the Mega Ball screen, touch the desired mega ball number or touch the [AUTO PICK] icon.



To change the number of draws, touch the [NUMBER OF DRAWS] icon and select a different number.



A Mega Millions wager can be placed for up to 10 consecutive drawings (multi-draw wager).

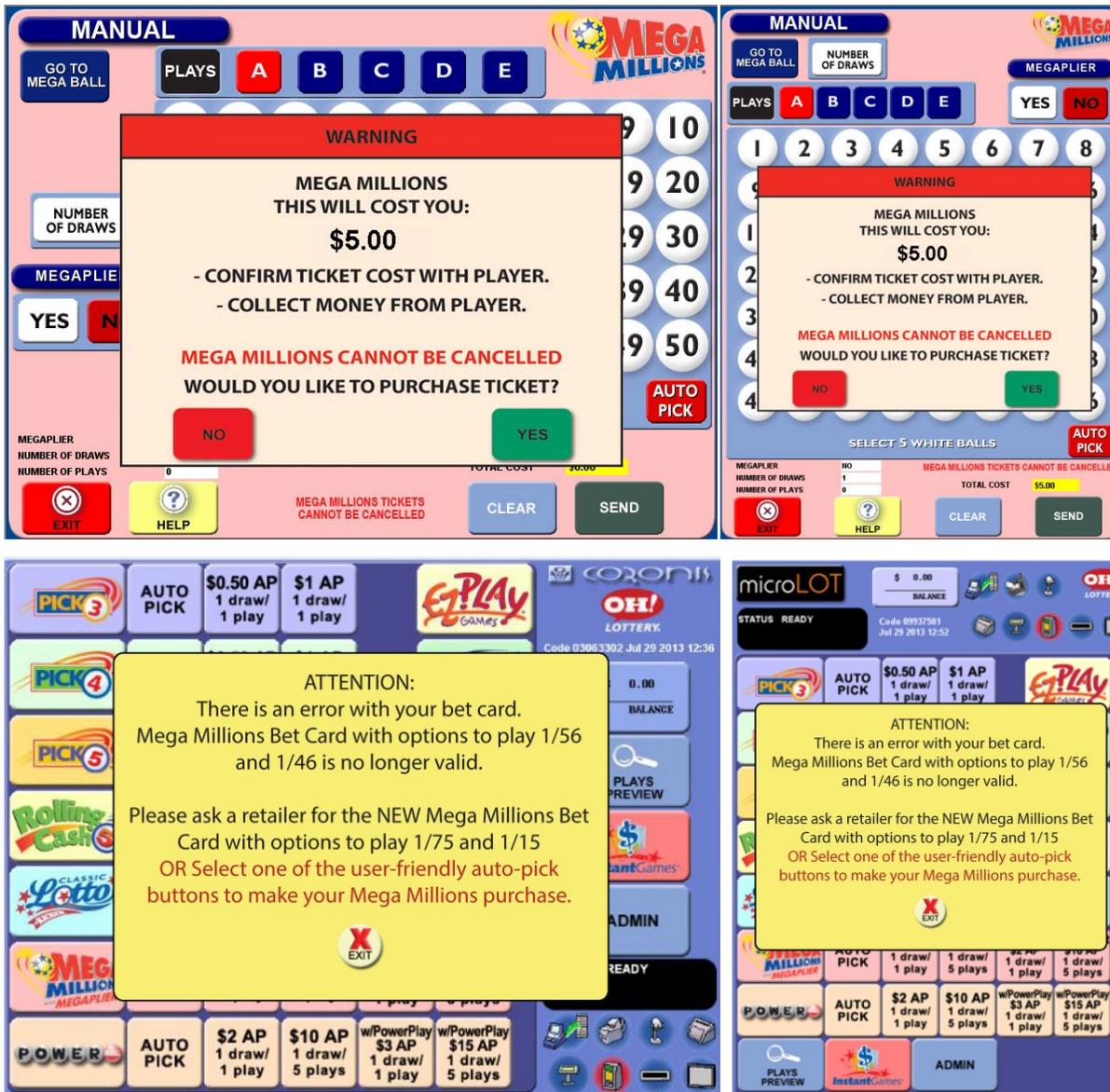
To select another play touch the appropriate icon [A, B, C, D and/or E].

The Megaplier is played in conjunction with Mega Millions. It allows a winner to multiply the original Mega Millions prize amount. If player wishes to participate they can request the Megaplier when their Mega Millions wager is placed. Adding Megaplier adds \$1 per wager. The Megaplier can multiply a prize by 2, 3, or 4 times (does not include jackpot).

On either the white numbers screen or the Mega Millions screen you can choose the [Number of Draws] button and a pop up screen will allow you to choose from 1 to 10 draws. The default is 1 for number of draws.

Touch the [SEND] icon to finish the transaction.

Mega Millions tickets cannot be cancelled. The confirmation pop up window shows the ticket cost for confirming and collecting money from customer before sending the ticket.



The above screen will show if a customer is trying to purchase a Mega Millions ticket with an out-dated bet card. The old Mega Millions bet card which includes the 1/56 and 1/46 option can no longer be used to create Mega Millions wagers.

### 3.11. POWERBALL

Drawings are held Wednesday and Saturday evenings 10:59pm E.S.T. Tickets can be issued up until 10:00pm.

All set prizes and Power Play prizes, including the Match 5 + 0 prize, may be reduced if claims exceed available prize fund.

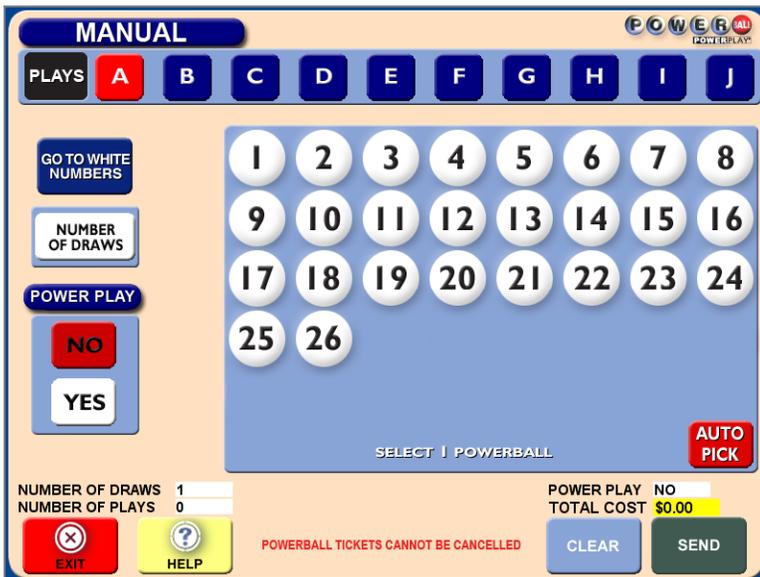
Each wager costs \$2. Adding Power Play costs an additional \$1 per wager.

Touch the [POWERBALL] icon from the Game menu.

Up to 10 plays can be chosen via the icons A-J. Once numbers are selected the terminal automatically advances to the next play, from A to B, C, D etc.

On the first screen choose 5 numbers from 1 to 69.

Once the numbers are chosen the screen advances to the Powerball selection.



On the Powerball selection screen, touch the desired power ball number (1 to 26) or touch the [AUTO PICK] icon.

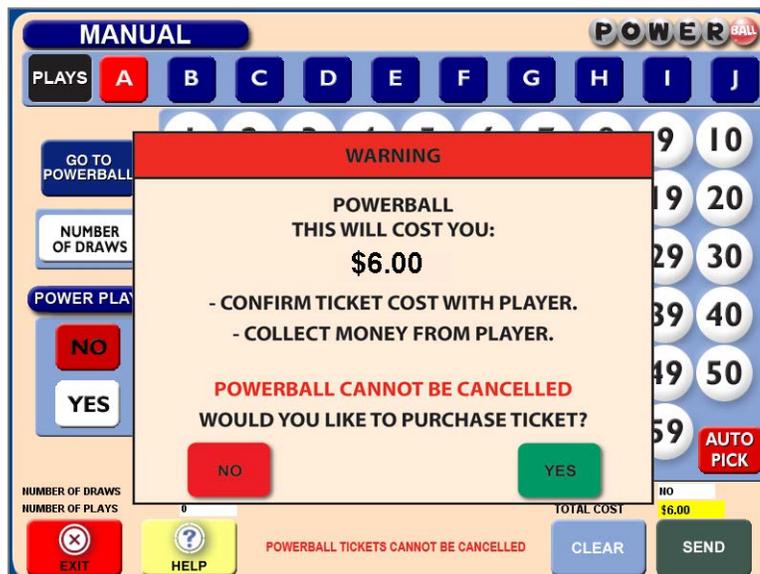
Once the Powerball is selected the terminal advances to next play (B, C, D to J)

On either the white numbers screen or the Powerball screen you can choose the [Number of Draws] button and a pop up screen will allow you to choose from 1 to 10 draws. The default is 1 for number of draws.

Touch [SEND] to submit the numbers and print ticket.

**Once the ticket is printed, it cannot be cancelled.**

The confirmation pop up window shows the ticket cost for confirming and collecting money from customer before sending the ticket.



**Power Play** is a special feature that allows winners to increase their original prize amount. Players must choose the Power Play option when they buy their Powerball ticket to be eligible for the Power Play prizes. The selection of Power Play costs an additional \$1 per wager.



On either the white numbers screen or the Powerball screen you can choose the [Yes or No] button to add or not add the Power Play option to the wager. The default is No.

If Power Play is not chosen a screen will pop up asking "Do you want to add Power Play? The Yes and No buttons will include the price with or without the Power Play option.

After choosing [Yes] the [SEND] button must be pressed to place the wager.

If left at the [No] default or choosing [No] a pop-up screen will ask if you want to add a Power Play. Choosing either option, Yes or No, will then send the ticket and print.

### 3.12. EZPLAY



EZ play tickets are played instantly and are not cancellable. EZ Play games have several price points and vary in play style from quick to extended play. EZ Play games are grouped in containers by price point and game style.

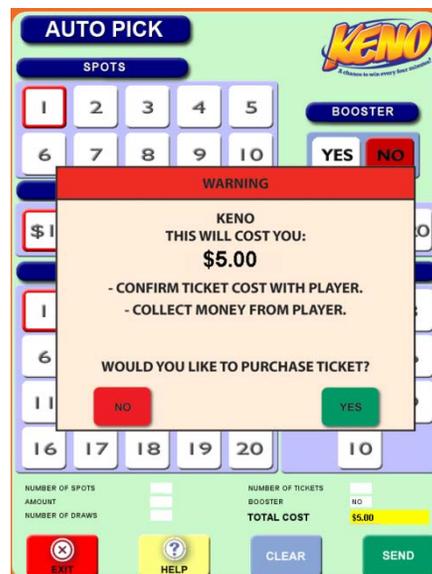
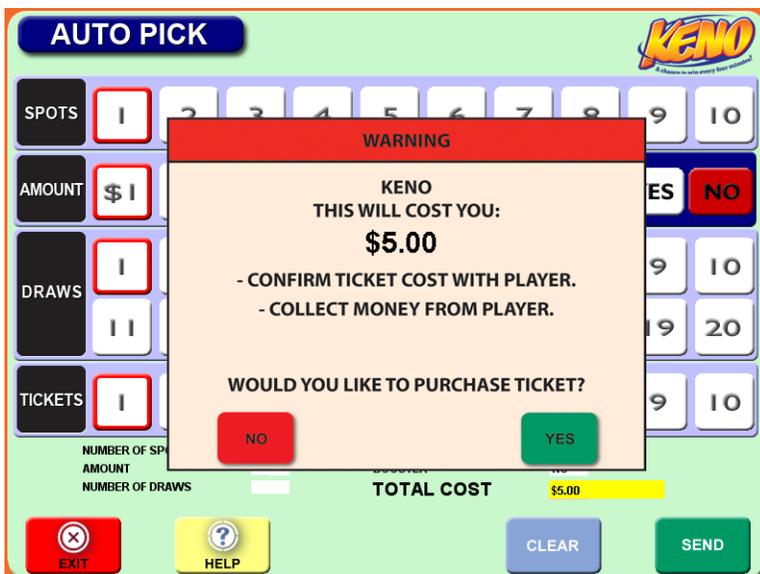
### 3.13. KENO

Drawings are held every 4 minutes from 6:04 am to 2:28 am.



- Touch the [KENO] icon from the Game menu.
- Choose from 1 to 10 spots (numbers to match) out of eighty.
- Choose the amount to wager \$1, \$2, \$3, \$4, \$5, \$10, \$20
- Choose the number of draws from 1 to 20.
- Choose the number of tickets from 1 to 10
- Once options are selected hit the [send] icon to complete the transaction.

The terminal does not support manual entry of KENO numbers but will produce auto-picked numbers for the given number of spots. To select numbers a bet slip can be used to pick either all or some of the numbers. Numbers can be selected on the MP (multi-play) walk up stations.



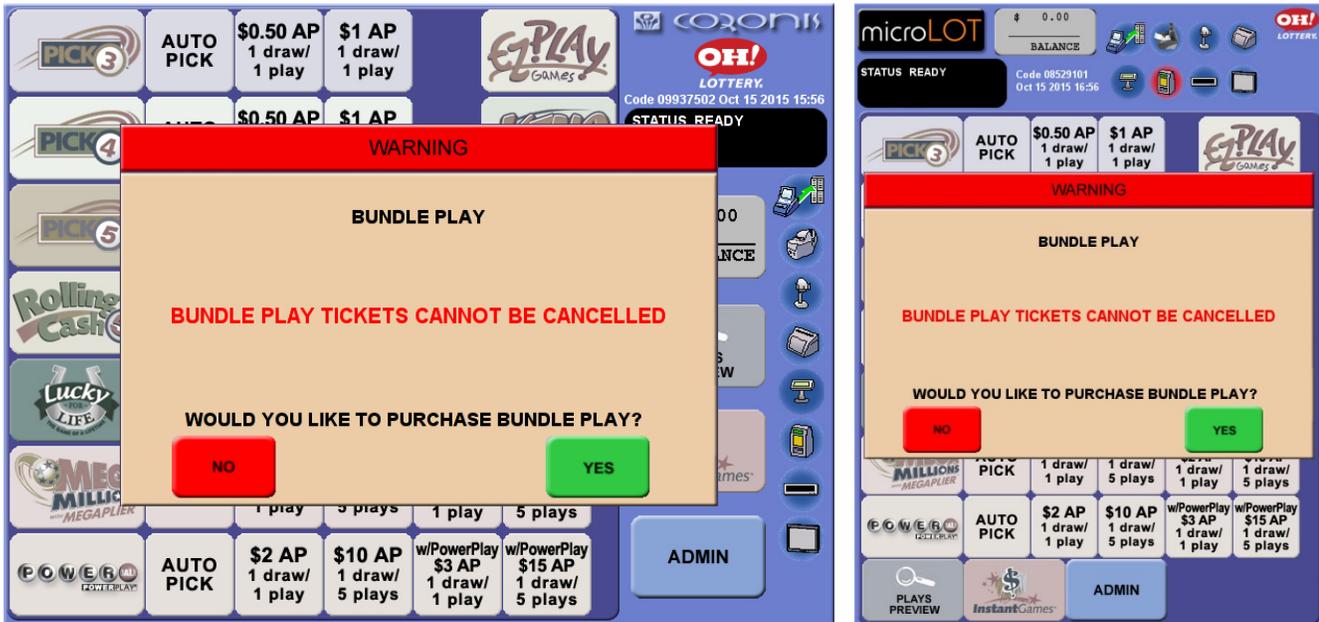
### 3.13.1. KENO BOOSTER

When placing a Keno wager the Booster wager can be added by touching YES for Booster. NO is the default.

Playing Booster doubles the cost of the regular Keno wager. The Booster increases the amount players can win by the multiplier number picked, either 1, 2, 3, 4, 5, or 10. The Booster number is chosen first at draw time and the Booster is displayed on the Keno TV monitor throughout the draw.

Keno tickets cannot be cancelled. The confirmation pop up window shows the ticket cost for confirming and collecting money from customer before sending the ticket.” See more information about confirmation screens at Store Manager Utilities.

### 3.14. BUNDLE PLAY



Use Bundle Play to get a select package of lottery tickets (the selection is subject to change). When requesting Bundle Play, the first of the set that prints is called the “trigger ticket” and the rest are “trailing tickets”. Bundle Play has a confirmation screen when the button is pressed. (If trailing tickets do not print, follow these directions: Press the Admin button, press the Coupon button, scan the first/trigger ticket, and the remaining tickets will print. If all tickets have been printed previously and the first/trigger ticket is scanned, a message will appear stating “Coupon already redeemed”.

### PLAYS PREVIEW

This feature is a time saver for servicing high volume customers. Pressing “plays preview” allows multiple game wagering to be stored before printing. For convenience and efficiency, customer total and individual ticket costs are displayed with all bets in a flexible and editable format.

This button allows up to 100 wagers to be played at one time.

Select the PLAYS PREVIEW button from the gaming screen.

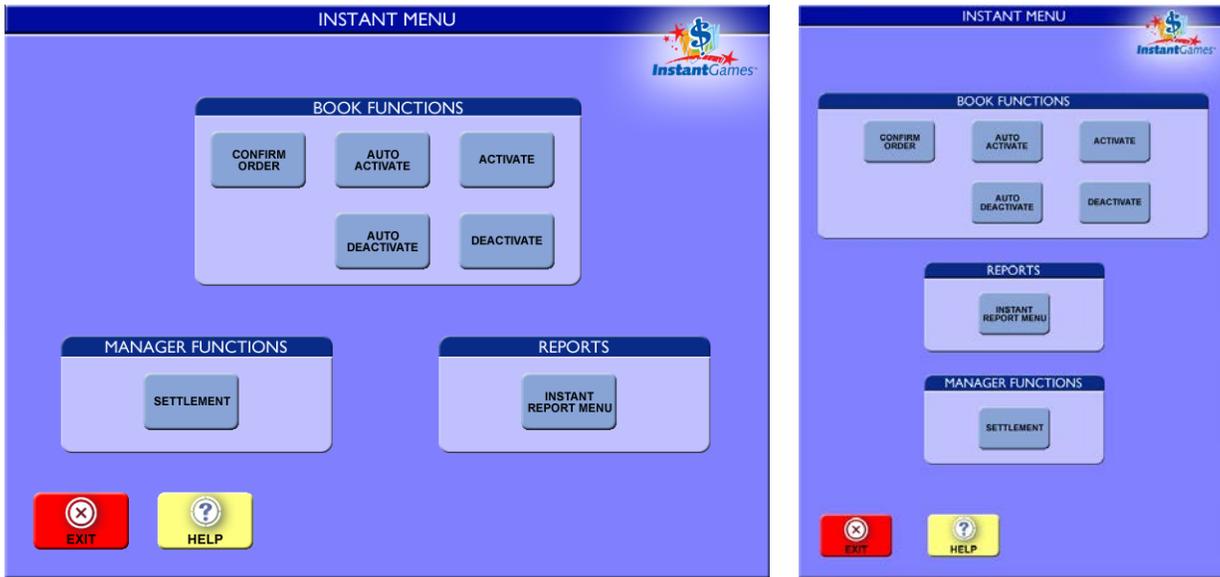
Use the buttons on the bottom to ACCEPT, DELETE, EDIT and ADD plays.

Pressing EXIT will cancel all plays.

Bet cards may be used to add more plays.

### 3.15. SELLING INSTANT GAMES

From the Game menu, touch the [INSTANT GAMES] icon. The Instant menu is divided into book functions, reports and manager functions.



#### CONFIRM ORDER

To confirm an Instant order, touch the [CONFIRM ORDER] icon from the book functions group on the Instant menu. Use the bar code reader on the shipment manifest bar code, or use the keypad to manually enter the order number. If the manifest is unreadable, you may also touch the [USE GAME/BOOK #] icon to manually enter a book number. Paper shipments must also be confirmed. Look in the paper box to find the manifest.

#### ACTIVATE

To activate an Instant book, touch the [ACTIVATE] icon from the book functions group. The book activation screen displays.

Scan the bar code or manually enter the game/book number. After scanning the bar code or entry of the last digit the terminal will automatically send the transaction to the central system for processing. A receipt will automatically print after processing is complete.

#### DEACTIVATE

To deactivate an individual book, touch the [DEACTIVATE] icon from the book functions group on the Instant menu.

Scan the first/lowest ticket in the book, and then scan the ending/highest ticket. Upon ending scan, scan another book or touch the [SEND] icon and the deactivate will be sent for that range of game/book/tickets. When successfully completed, a receipt will print.

If the book is being sold from the back, touch the [BOOK REVERSED] icon before the ending card of the book is scanned. The display will update the end number instead of the start number after the [BOOK REVERSED] icon is touched.

#### AUTO ACTIVATE

To auto activate a previous auto-deactivation, touch the [AUTO ACTIVATE] icon from the book functions group on the Instant menu.

This will automatically re-activate any currently deactivated books/ tickets. To initiate auto activate, touch the [AUTO ACTIVATE] icon.

## AUTO DEACTIVATE

To auto deactivate all active books, touch the [AUTO DEACTIVATE] icon from the book functions group on the Instant menu.

All active books will appear along with assumed ending ticket numbers. The list of active books consists of all of the books that were active at the previous auto-activation plus any books that were activated since the last auto-activation minus any books that were deactivated, marked sold (settled) or returned since the last auto-activation.

Scan the starting number for each book. If needed, use the arrow keys to scroll to ending ticket number to override value. If the book is being sold from the back, touch the [BOOK REVERSED] icon before the ending card of the book is scanned. The display will update the end number instead of the start number after the [BOOK REVERSED] icon is touched.

When all books are scanned, check all lines for the checkmark before the book number and touch the [DEACTIVATE] icon. Only the range of tickets being scanned for each book is deactivated. Any tickets outside the scanned range will still be active.

## SETTLEMENT

Settlement is a financial transaction to be carried out by a manager. When processing a book as sold the lottery account is charged for the full book of tickets. Select the Instant Games menu, then Settlement. Sign on as a manager with the retailer number and pass code. Scan the barcode or manually enter the game/book number. After scanning the barcode or entry of the last digit, the terminal will display a confirmation window asking "Do you want to settle this book?". If Yes is pressed on the confirmation screen, the terminal will send the book settlement transaction to the central system for processing and print a sold receipt for accounting purposes.

### 3.16. INSTANT REPORTS MENU

To access all Instant reports, touch the [INSTANT REPORT MENU] icon from the Instant menu. Daily reports are available back to 180 days. Weekly reports are available for 52 weeks.



Touch the [PRINT] icon to print the report, or the [EXIT] icon to return to the Instant Menu.

**NOTE: SEE CHART ON FOLLOWING PAGE FOR REPORT EXPLANATIONS.**

<b>Instant Inventory Summary</b>	Provides game number, game name, and status shipped, issued, activated/deactivated, settled and totals for each column.
<b>Instant Inventory Detail</b>	Provides game-book number, game name, most recent change date, and status. The inventory detail report gives details on current inventory, however, settled books will only appear during the accounting week in which they were settled, settled books are removed from the report after that.
<b>Instant Inventory by Game</b>	Provides game-book number, game, most recent change date, status.
<b>Games Available for Sale</b>	Lists on sale games by game number, name and price point.
<b>TOP 25 Instant Games</b>	List showing statewide games on sale in order of total sales by game number, name and price point.
<b>Prizes Available</b>	Provides game number, price point, name, prize total, prizes left.
<b>High Tier Prizes Available</b>	Provides game number, name, prize, prizes left.
<b>High Tier Winners</b>	Provides game number, name, prize, prizes won.
<b>Partial Daily Returns</b>	Provides game-book number, name, most recent change date, range, amount, and totals.
<b>Weekly Partial Returns</b>	Provides game-book number, name, most recent change date, range, amount, and totals.
<b>Order Status</b>	Provides status of ticket and paper stock shipments including, date order was placed, order delivery date, and status descriptions including in process, created, started, shipped.
<b>Aging Settlement</b>	Provides game-book number, dollar value, days left, total dollar value and count of books on report. The aging settlement report shows how many days are left on a book before it will automatically settle (marked as sold and charged to retailer). There are books that do not auto settle and these are: 10 and 20 dollar games, Cash Explosion and when offered, Happy Birthday.
<b>Daily Book Activations</b>	Provides game-book number, name and first activation date.
<b>W-T-D Book Activations</b>	Provides game-book number, name, first date.
<b>Weekly Book Activations</b>	Provides game-book number, name, First activation date.
<b>Daily Instant Cashes</b>	Provides cash prizes, quantity, dollar amount, totals.
<b>W-T-D Instant Cashes</b>	Provides cash date, quantity, dollar amount, totals.
<b>Weekly Instant Cashes</b>	Provides cash date, quantity, dollar amount, also non-cash date, quantity, amount and totals.
<b>Auto Activation Comparison</b>	Provides game-book number, beginning and ending ticket numbers for last two auto activations, number sold, dollar value.
<b>Daily Book Settlements</b>	Provides game-book number, date, name, method of sale, amount, total quantity and total dollar value.
<b>W-T-D Book Settlements</b>	Provides game-book number, date settled, method of sale, dollar amount.
<b>Weekly Book Settlements</b>	Provides game-book number, date settled, method of sale, dollar amount, total number of books and total dollar amount.

# Chapter 4. Pay Voucher

Voucher system will allow players to transfer funds across the entire retailer base by using the MP, MPNG, microLOT and HEE terminals. The TVM will not be enabled to support pay vouchers.

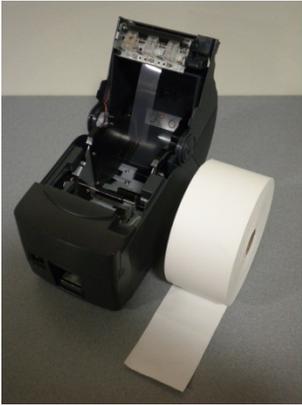
The cash out balance button on the MP/MPNG will allow the player to cash out their current credit balance on the MP/MPNG to a pay voucher.

Vouchers are valid for 180 days from the day printed.



# Chapter 5. Maintenance

## 5.1 CHANGING PAPER - HEE TERMINAL



Lift up on the release lever located on the right corner of the printer to pop open the interior lid.  
Remove the old roll of ticket stock.



Place a new roll into the paper housing area, making sure the leading edge of the paper feeds from the bottom of the roll.  
Unroll enough paper so that an inch or two of the paper edge protrudes out of the printer.



Close the lid, making sure the lid locks into place. The printer automatically feeds and cuts the paper, after the printer test. If the paper comes out blank, it has been loaded in the printer backwards.

## 5.2 CHANGING PAPER – MICROLOT

	<p>Push down on the release lever on the right side of the terminal, lift up and the screen and top lid will open.</p>
	<p>Place a new roll into the housing area, making sure the paper feeds from the bottom of the roll.</p>
	<p>Unroll enough paper so that an inch or two of the paper edge protrudes out of the printer.</p>
	<p>Close the lid, making sure the lid locks into place with the paper coming out. The printer automatically feeds and cuts the paper.</p>