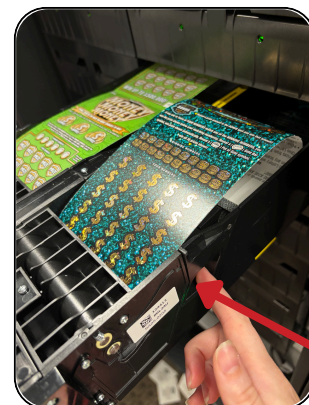


LOADING BOOKS ON THE SELF-SERVE KIOSK

LOADING BOOKS

IMPORTANT: All tickets must be activated before loading.

1. Insert the **RED** dot key into the lock, turn it a quarter-turn, and open the kiosk door.
2. Choose the bin you want to load. Pull the bin drawer forward to open it. You can use the provided tool to help open the bin by sliding the hooks into the openings in the middle of the drawer.
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. Push the book all the way to the back of the bin.
5. Insert the ticket edge with the **Serial Barcode** into the bin slot, making sure it is lined up straight.
6. Touch the load sensor on the side of the bin. There is a sensor on each side of the drawer, one for each bin. The kiosk will feed the ticket into the bin and you will hear the bin reading the ticket information.
7. When the book has been loaded, close the drawer.
8. Load all prepared books as needed.
9. When finished, close and lock the kiosk door.



Serial Barcode

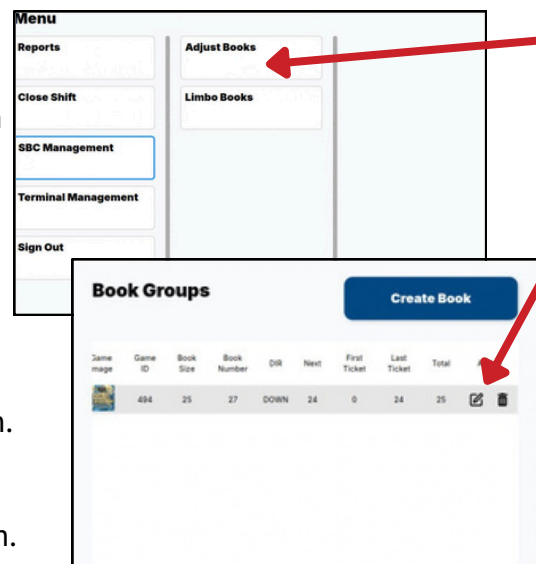
Load Sensor

Partial Books:

When you are loading a partial pack, it may be necessary for you to make an adjustment to let the kiosk know which tickets have been loaded. You will need to log into the **Administration** menu to make those adjustments.

To access the *Adjust Books* screen:

1. Insert the **RED** dot key into the lock and turn it a half-turn clockwise.
2. Sign in using your Manager or Clerk credentials.
3. Select **[SBC Management]** from the menu.
4. Select **[Adjust Books]** to open the *Book Groups* screen.
5. Find the book that you need to adjust and scroll to the right on the screen.
6. Select the **[Edit]** button to open the *Adjust Book* screen.



LOADING PARTIAL BOOKS

Adjusting a partial book that has been sold from the highest ticket only:

When you load a book that has partially been sold from the ending (highest) ticket, you will not have to adjust anything on the *Adjust Book* screen, as the kiosk automatically enters ticket 000 as the starting ticket number. It will read the highest ticket number when you load the book into the bin and calculate how many tickets are remaining.

Adjusting a partial book that has been sold from the lowest ticket only:

When you load a book that has partially been sold from the lowest ticket, you will have to adjust the **Start Ticket** field on the *Adjust Book* screen. After the book has been loaded:

1. Select the **Start Ticket** field to open the dropdown.
2. Select the number that corresponds to the lowest ticket number still in the book.
3. Select **[Apply]** to save the change.

Adjusting a partial book that has been sold from the highest and lowest ticket:

When you load a book that has partially been sold from the highest and lowest tickets, you will only have to adjust the **Start Ticket** field on the *Adjust Book* screen. The highest ticket will be accurately read by the bin when you load it into the terminal. After the book has been loaded:

1. Select the **Start Ticket** field to open the dropdown.
2. Select the number that corresponds to the lowest ticket number still in the book.
3. Select **[Apply]** to save the change.

Adjust Book

Bin: -
Game ID: 494
Game Name: FASTEST ROAD TO \$1 MILLION
Direction: Down
Book Size: 25

Book #	Start Number	End Number	Quantity	Actions
27	0	24	25	

0
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18

Scan barcode or enter book number to add a book.

Close Manual Enter Apply

NOTE: A book that has been split in two cannot be loaded into two separate bins in the kiosk. If you have a book that has been split, keep one half stored in your safe or in the bin under the other half of the book. When the first half has sold, load the second half into the bin.