



intralot

**ILLINOIS LOTTERY
PHOTON TERMINAL
USER MANUAL**

**ILLINOIS LOTTERY PHOTON
TERMINAL
USER MANUAL
2020**

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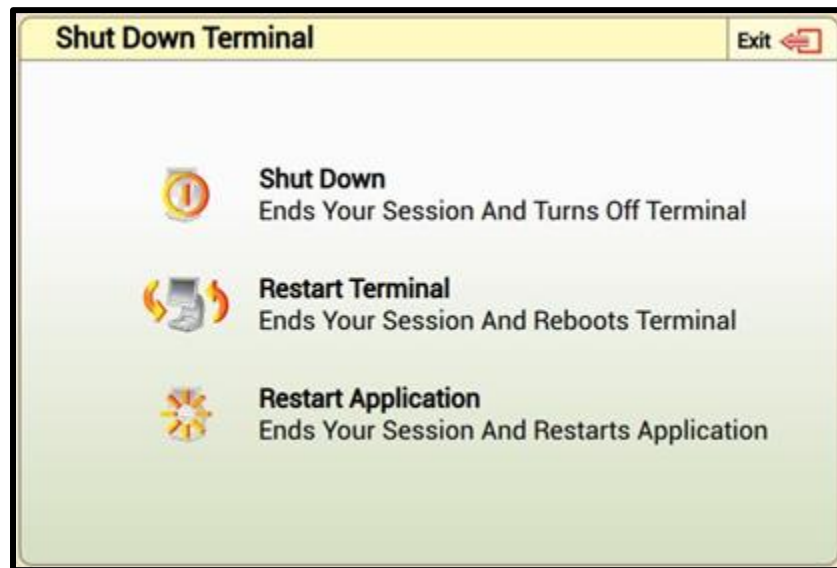
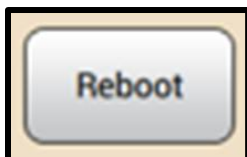
SECTION 1.1 – POWERING ON THE PHOTON TERMINAL

To power on the Photon terminal, gently press the power switch inward. When the machine has been powered on, the Photon logo on the monitor will turn green. Release the power switch to allow it to return to its resting positions.



SECTION 1.2 – POWERING OFF THE PHOTON TERMINAL

To power off the Photon terminal, from the Terminal tab press the Reboot button. A pop-up menu will appear providing you with several different power options. Press the icon to the left of your selection. A pop-up message will appear asking if you are sure you would like to proceed. Confirm your selection.



SECTION 1.3 – MANUALLY POWERING OFF THE PHOTON TERMINAL

To manually power off the Photon terminal, gently press the power switch inward and hold it until the monitor turns off and the green light in the letter O of the Photon logo deactivates.



Important: Shutting off the Photon terminal manually should only be done in situations in which the Photon cannot be turned off utilizing the normal procedure.

SECTION 1.4 – LOCKING AND UNLOCKING THE SCREEN

Locking the Screen

To lock the screen, press the open padlock icon.



Unlocking the Screen

To unlock the terminal, simply tap anywhere on the locked screen.

SECTION 1.5 – MESSAGES

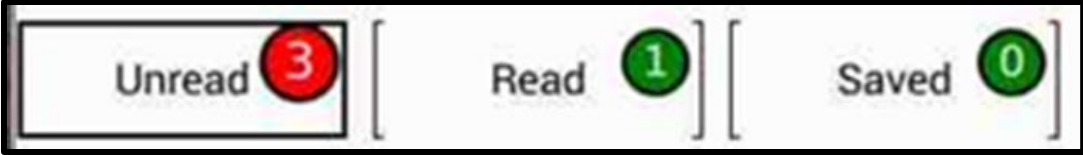
Lottery administrative organizations are able to send messages to all retailers through your internet connections. To access your messages, simply touch the message icon.



If you have only normal messages, the number of messages you have will be in green. These can be read at any time. If you have a high priority message, the number of messages you have will be in red. These messages must be read **immediately**.

Important: High Priority messages will prevent you from accessing any other feature of the Photon terminal until it is read.

Inside the messages display, you will be able to read new messages, review read messages, and view your save messages. You can transfer between these three features by pressing the corresponding buttons.





To access a message in any of the three areas, simply press the message alert bar for the message you want to read.



To print the message from the Photon terminal printer, simply press the print button. You can increase or decrease the number of copies by pressing the “+” and “-” buttons.

IMTSMainDesktop


Retailer : 00000000 - 0 Version : 00016
AUGUST 30, 1999
Wednesday, August 30, 2017 11:17:41
Must have been born on or before
the date shown above to buy, sell
or redeem lottery tickets.

Messages Display Exit 

Unread **3** | Read **1** | Saved **0**

HOST MESSAGE

ILLINOIS

Retailer: 0
Name:

Message ID : 0
Priority : HIGH
Date Sent : 2017-08-30 11:17:28
Content :
This is a message

IT: 0 HTR: 0000000019

Print - 1 +

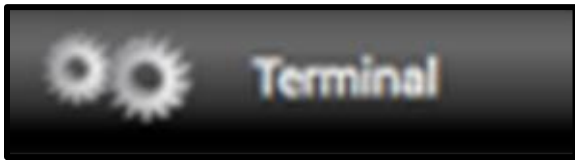
id	Date	Subject	
1	8/30/17	This is a message	<input type="button" value="Save"/>
2	8/30/17	This is a message	
3	8/30/17	This is a message	

Ticket Function Total: 50.00

SECTION 2.1 – ACCESSING THE TERMINAL MENU

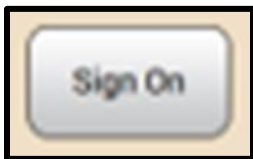
To access the terminal menu, press the Terminal tab near the top of the screen.

CHAPTER 2- TERMINAL MENU

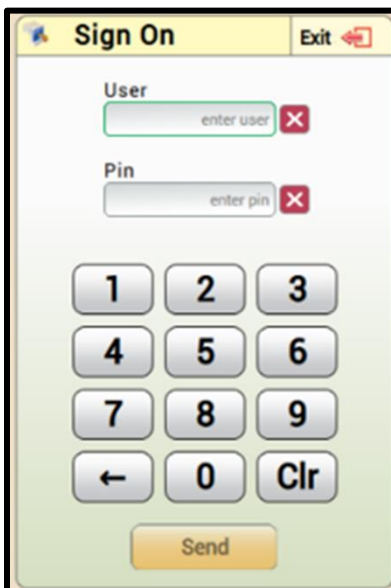


SECTION 2.2 – SIGNING ON AND OFF

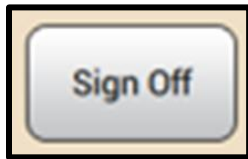
Signing on



To sign on, simply press the Sign On button in the terminal menu. A pop-up will appear requesting your user and pin number. Once you have entered in both, press the Send button to login.

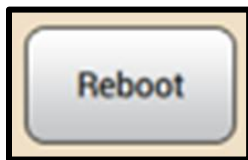


Signing Off

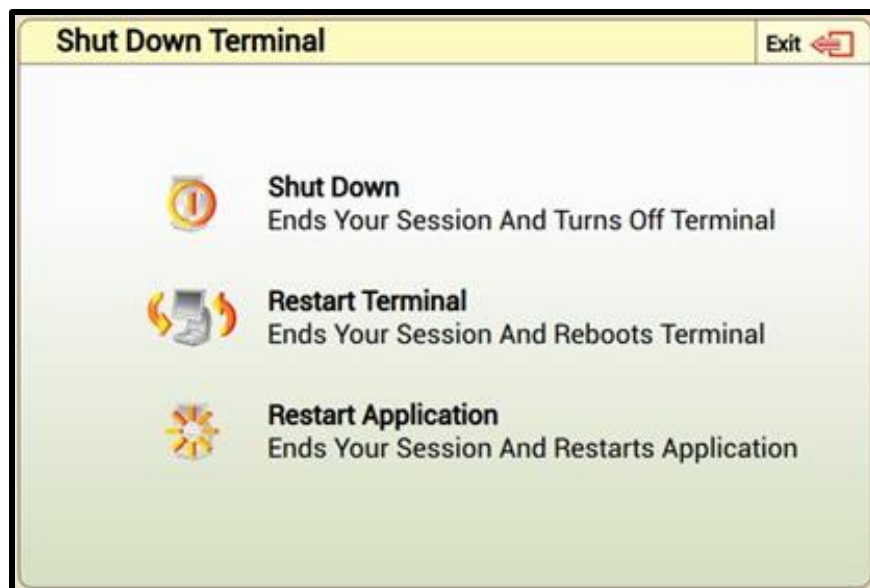


To sign off, simply press the Sign Off button in the terminal menu. A pop-up message will appear asking if you are sure you would like to proceed. Confirm your selection.

SECTION 2.3 – POWER OPTIONS

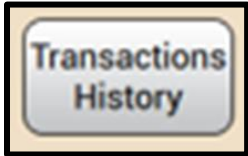


To access the Photon's power options, begin by pressing the Reboot button. You will receive a variety of options including: shut down, restart terminal and restart application. A description of the power option is provided below each selection.



To choose a power option, press the icon to the left of your selection. A pop-up message will appear asking if you are sure you would like to proceed. Confirm your selection.

SECTION 2.4 – TRANSACTION HISTORY



To access the Transactions History options, begin by pressing the Transactions History button. Once the Transactions History application has opened, you will be able to access a of reports, including: history report, last plays, last pays, and last printed report. You may switch between these reports by pressing the labeled buttons.



History Report

The History Report will provide you with the last 100 significant actions of the terminal including, but not limited to: sign ons, reports, tickets, validations, reprints, exchange tickets, and sign offs.

Last Play

The Last Play option will provide you with the last 30 played tickets in chronological order.



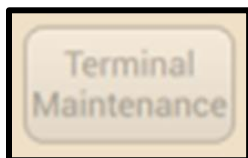
Last Pay Report

The last printed report option will offer you the last 30 pay receipts in chronological order.

Last Printed Report

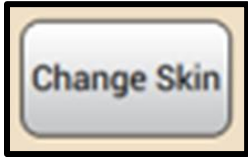
The Last Printed Report option will offer you the 30 reports that were generated on the terminal.

SECTION 2.5 – TERMINAL MAINTENANCE

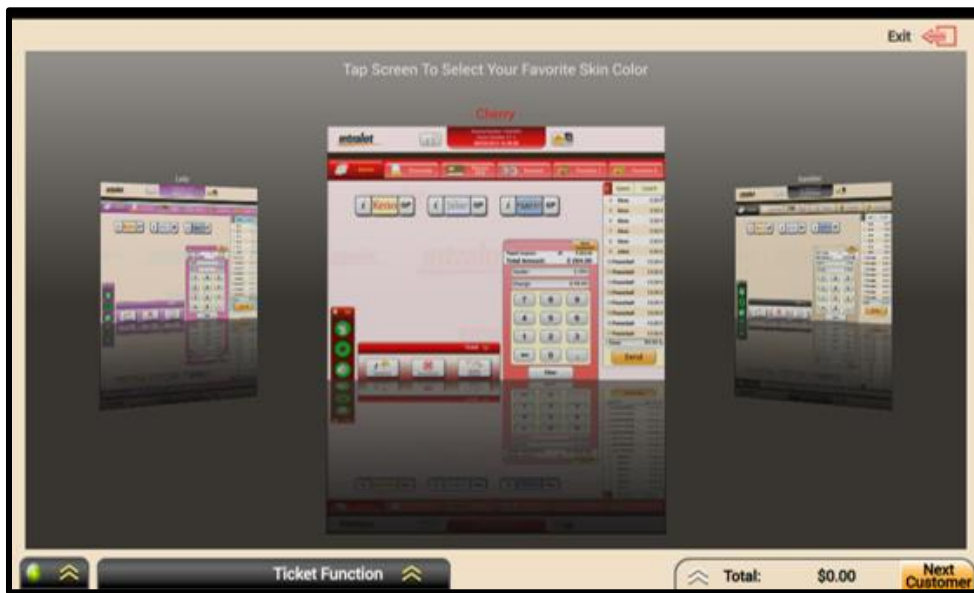


The Terminal Maintenance feature allows customer service technicians to set up your device with the appropriate configurations, run system reports, check peripheral devices, and view status reports. It is not accessible for the retailer.

SECTION 2.6 – CHANGE SKIN



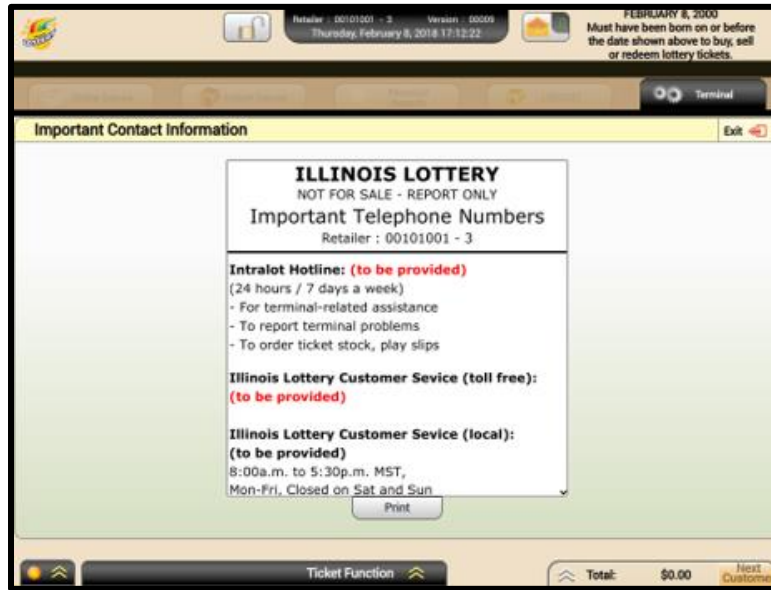
The Change Skin application allows you to change the color scheme of Photon terminal. Begin by pressing the Change Skin button, a pop-up menu will open. Use the touch screen and drag the screen samples either right or left to see all the available color themes. When you have found the skin you like most, tap on the sample to activate it.



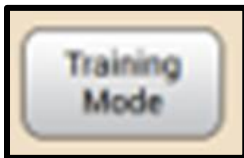
SECTION 2.7 – IMPORTANT CONTACT INFORMATION



To obtain important contact information for organizations including, but not limited to: Intralot, Camelot, and the Illinois Lottery, press the Important Contact Information button. You can print this information from the terminal printer by pressing the “Print” button.



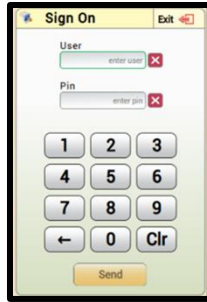
SECTION 2.8 – TRAINING MODE



To activate training mode, begin by pressing the Training Mode button in the terminal menu. A pop-up message will appear asking if you are sure you would like to proceed. Confirm your selection.

After you have confirmed another pop-up will appear requesting your user and pin number. Once you have entered in both, press the Send button to login.

Important: The user number is your retailer number. The pin number is 9999.



Once in training mode, you may utilize many of the functions and features of the Photon terminal without the risk of creating an actual transaction. Additionally, all receipts, reports, and tickets will be marked as, “TRAINING MODE – NOT FOR SALE”



To deactivate training mode, simply press the sign off button. A pop-up message will appear asking if you are sure you would like to proceed. Confirm your selection.

SECTION 2.9 – SHOPPING BASKET

The Shopping Basket feature is one of the greatest advantages for retailers utilizing the Intralot Photon terminal. This application allows you to enter multiple transactions into a pending list, offering you the opportunity to review, edit, and delete purchases before any tickets are printed.

Important: The default status of the shopping basket feature is off.

Turning on the Shopping Basket

To turn on the Shopping Basket, simply touch the Shopping Basket Off button.



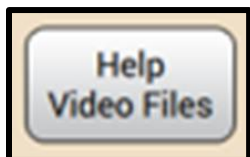
Turning off the Shopping Basket

To turn off the Shopping Basket, simply touch the Shopping Basket On button.

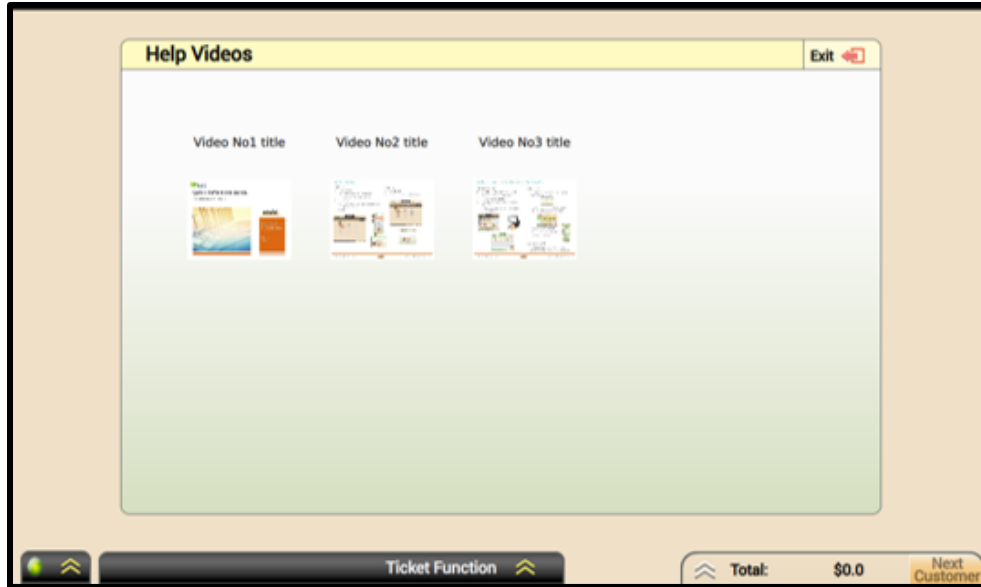


SECTION 2.10 – HELP VIDEO FILES

The Help Video Files application contains instructional videos that offer retailers an in-depth guide to operating certain parts of the Photon terminal and its equipment.

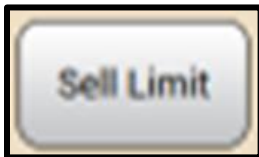


Once the Help Video Files feature has been opened, you may play any of the videos by simply tapping them on the screen. To stop the video, touch the screen again.



SECTION 2.11 – SELL LIMIT

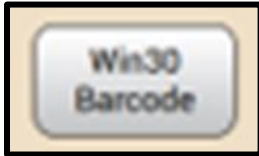
The Sell Limit application allows retailers to have a confirmation pop-up before purchases over a set limit are printed. The default setting of the Sell Limit is 20 dollars.



To change the Sell Limit, simply press the Sell Limit button. When pressed, a calculator will appear that will allow you to input a value of your choice.

SECTION 2.12 – WIN30 BARCODE

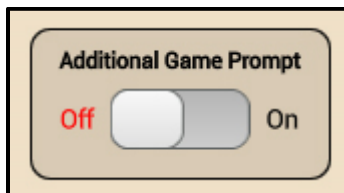
The Win30 Barcode application allows users to print a ticket with a barcode that, when scanned by the Win30 terminal, to access the Service Menu without opening the door. This is most commonly used for quick maintenance issues such as resolving a Clear Credit event.



To print this ticket, press the Win30 Barcode button.

SECTION 2.13 – ADDITIONAL GAME PROMPT

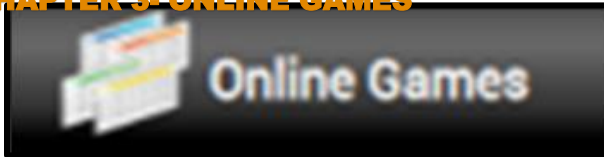
By activating the additional game prompt, retailers may remind sales associates to upsell the modifiers for each game. If the modifier is not selected, a pop up will appear asking if the player would like to attach the game modifier to the ticket. Retailers may deactivate this feature at any time. The default position for this feature is off.



SECTION 3.1 – ACCESSING THE ONLINE GAMES MENU

To access the Online Games menu, press the Online Games tab near the top of the screen.

CHAPTER 3- ONLINE GAMES

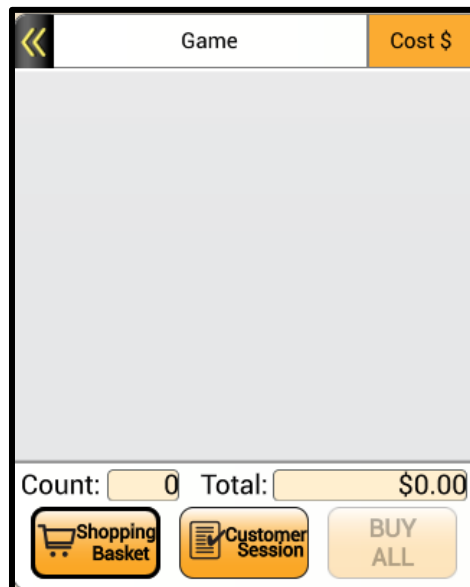


SECTION 3.2 – USING THE SHOPPING BASKET

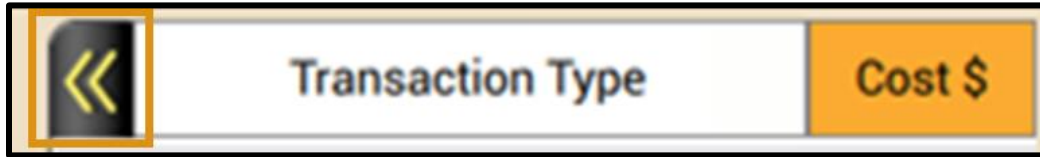
If the Shopping Basket feature is enabled, all transactions will go to the shopping basket before the tickets are purchased. The maximum amount of tickets that can be placed in the shopping basket is 999.

Shopping Basket Functions

1. As each game and ticket are generated, they will be placed in the Shopping List.
2. To print the desired tickets, press the Buy All button.
3. To cancel a transaction, press the Next Customer button.



Reviewing, editing, or deleting purchases



1. To review, edit, or delete an item from a transaction, press the Shopping Basket left arrow to expand the view.

- Tap anywhere within a row to edit a specific item. You will be taken back the game's manual play menu.
- Selected Numbers for Pick3 and Pick 4 tickets will appear.
- The Clear All button will clear all purchases from the Shopping basket.
- The Buy All button will print the desired tickets.

	Game	Columns	Cost \$	Input Method	Clear
1	Pick 4 A. 0123 B. 0222	4	\$2.00	Manual	
2	Pick 4 A. 0123	1	\$0.50	Manual	
3	Pick 4 A. 0123	1	\$0.50	Manual	

Count: Total:

2. To close the expanded view, press the Shopping Basket right arrow.

Important: Raffle tickets may not be edited.

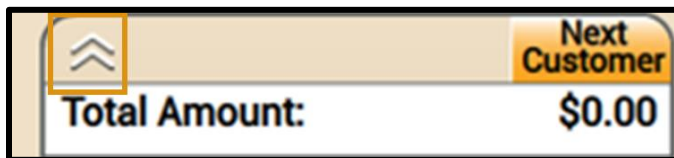


SECTION 3.3 – PRINTING A RECEIPT

To print a receipt, the player must first purchase their games and tickets printed. If the shopping basket is enabled, press the Customer Session button and then Print Session button to receive the receipt. If the Shopping Basket is not enabled, simply press the Print Session Button to receive the receipt.

SECTION 3.4 USING THE CALCULATOR

After the tickets have been printed, press the up arrow above Total Amount to open the calculator. Enter in a value to receive the correct amount of change to be provided.



SECTION 3.5 – USING PLAY SLIPS

Players may use play slips to make their game, numbers, and modifier selections.

1. Place the slip into the coupon tray.
2. If there are no errors, an audible beep will sound, and the transaction will be added to the shopping cart, if it is enabled, or automatically print. If the shopping basket is enabled, you may add more than one play slip for the player on a single transaction.
3. If there is an error on the play slip, a warning message will pop up on the retailer screen informing you the nature of the problem and where it is located on the play slip. At this point, you will have the option to either edit the ticket utilizing the Photon terminal or eliminate the ticket from the transaction by pressing the “Drop” button. A dropped ticket may be corrected by a player and then rescanned. You will not be able to enter more play slips until the incorrect play slip is either edited or dropped.

4. If the player selects multi-draw or multi-day, once the play slip is approved, a notification with a calculator will appear that will allow you to input a value. You will be required to ask the player how many draws or days they would like to purchase. Enter the desired amount.

SECTION 3.6 – POWERBALL

Powerball One Touch Game Buttons

1. Press the One Touch down arrow to expand the available options for common ticket selections.



2. Push the button with the customer's desired request to send the ticket to the shopping basket, if it is enabled, or automatically print the ticket.



3. Press the up arrow to close the one touch options.



Powerball Manual Play

Press the game logo to bring up the manual play screen. This will pop up the manual entry screens where you can select all of the game options and numbers. The screen displays two sets of numbers, play tabs, a button labeled Multi-Draw, the PowerPlay option, clear, help, exit and send buttons.



1. Select 5 white numbers in the first panel. You can also touch the QP button to have the terminal randomly select up to 5 numbers for the player.

2. Select 1 Powerball in the second panel. You can also touch the QP button to have the terminal randomly select the Powerball number for the player.

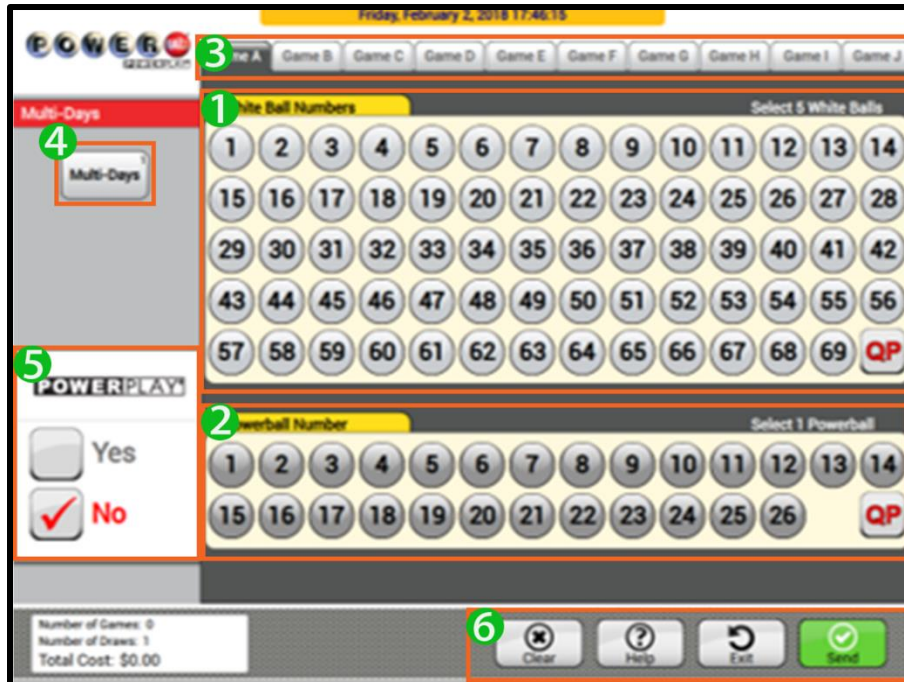
3. Touch tabs labeled GAME B through J tabs to enter more games. The game tabs will be marked to show it contains an active game. Games do not automatically switch when completed. You must press the tabs at the top to switch between games.

4. Select number of consecutive drawings by pushing the button to left labeled Multi-Draw. When pressed, a calculator will appear that will allow you to input a value.

5. PowerPlay option gives a Powerball player the chance to multiply their non-jackpot winnings. The PowerPlay option costs an additional \$1 per game.

6. At the bottom right of the screen are the transaction processing buttons.

- The Clear button will clear the selections for all the games when pressed.
- The Help button will bring up context related help screens.
- The Exit button will exit out of the Powerball manual entry screen and take you back to the Online Games Tab.
- The Send button will add the transaction to the shopping basket, if it is enabled, or automatically print the ticket.



Powerball Quick Pick

To select the Powerball Quick Pick, press the Quick Pick (QP) icon on the Powerball Game Button. You will be presented with a screen where you can select Powerball option and the number of quick picks to generate.

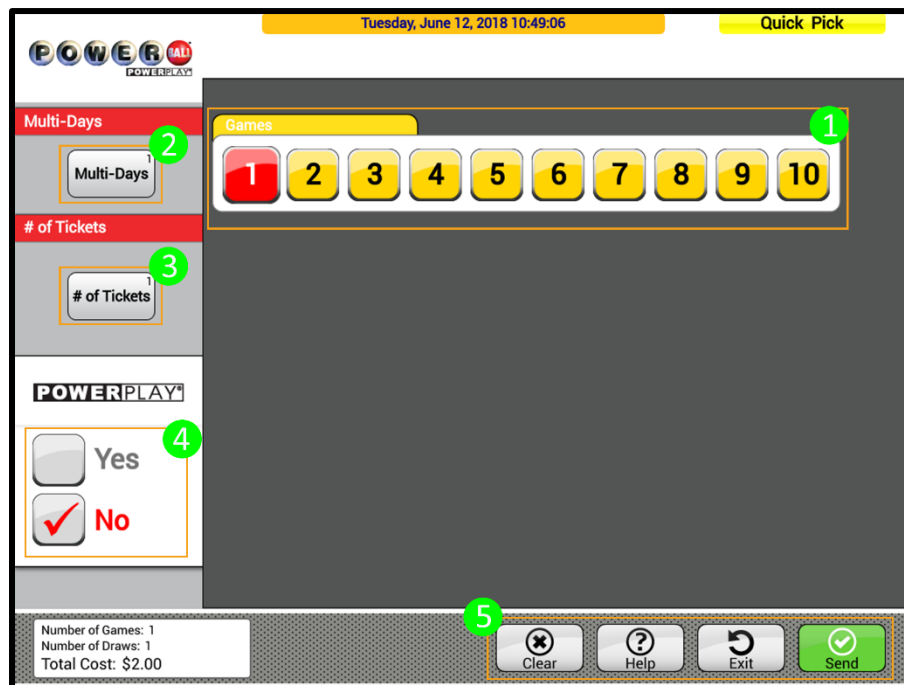


1. To change the number of QP games per ticket, select the GAMES button group. Up to 10 Games will be printed on each ticket.
2. Select consecutive drawings by pushing the button to the left labeled Multi-Draw. When pressed, a calculator will appear that will allow you to input a value.
3. To produce the multiple tickets at once, push the button to the left labeled # OF TICKETS. When pressed, a calculator will appear that allows you to input a value.

4. Below the # OF TICKETS area will be a section containing a yes or no toggle in a section labeled PowerPlay.

5. At the bottom right of the screen are the transaction processing buttons.

- The Clear button will clear the selections for all the games when pressed.
- The Help button will bring up context related help screens.
- The Exit button will exit out of the Powerball manual entry screen and take you back to the Online Games Tab.
- The Send button will add the transaction to the shopping basket, if it is enabled, or automatically print the ticket.

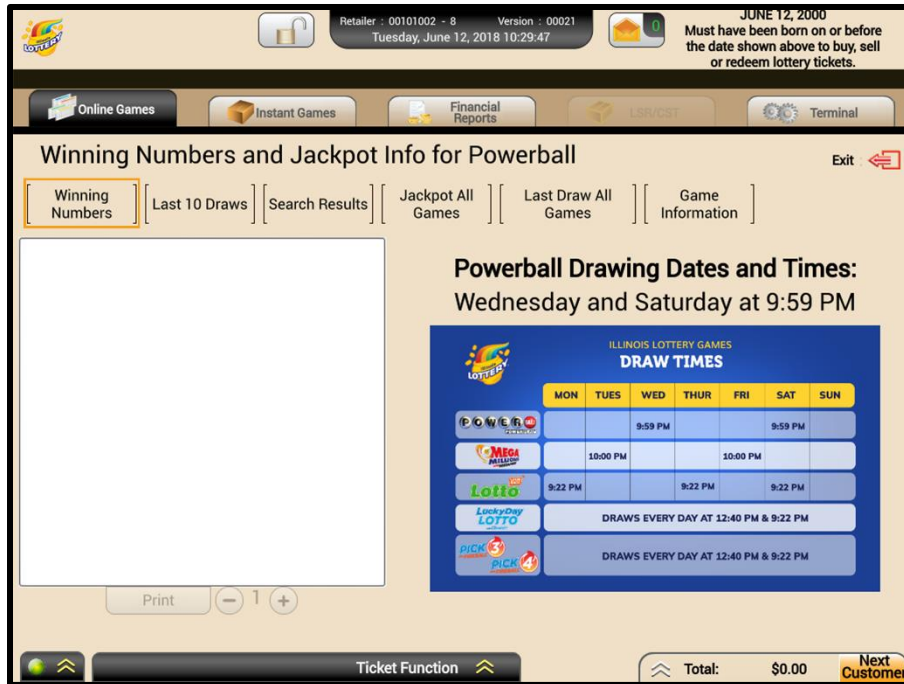


Results and Jackpots

The retailer can press the game information button to bring up the menu for the selected game. The menu will contain six options called Winning Numbers, Last 10 Draws, Search Results, Jackpots All Games, Winning Numbers all Games, and Game Information for the online game.



1. Pressing the Winning Numbers report will display the winning numbers, number of winners, next draw date, and next estimate jackpot. You will have the option to print the report.
2. Pressing the Last 10 Draws displays the winning numbers for the last 10 draws in the preview window on the left-hand side of the screen. You will have the option to print the report.
3. Pressing the Jackpot All Games button will display the next draw date and the estimated jackpot for all online games. You will have the option to print the report.
4. Pressing the Winning Numbers All Games button will display the winning numbers for the previous draw, next draw date, and the estimated jackpot for all online games. You will have the option to print the report.
5. You will be able to print a number of copies for any report in this section. Next to the PRINT button there will be a "+" and a "-" button and a text showing the number of copies that will be printed. The "+" button will increase the number of copies by 1. Pressing the "-" button will decrease the number of copies by 1.
6. Press the exit button in the upper right corner to go back to the Online Games tab.



SECTION 3.7 – MEGA MILLIONS

Mega Millions One Touch Game Buttons

1. Press the "One Touch" down arrow to expand the available options for common ticket selections.



2. Push the button with the customer's desired request to send the ticket to the shopping basket, if it is enabled, or automatically print the ticket.



3. Press the up arrow to close the one touch options.



Mega Millions Manual Play

Press the game logo to bring up the manual play screen. This will pop up the manual entry screens where you can select all of the game options and numbers. The screen displays two sets of numbers, play tabs, a button labeled Multi-Draw, the Megaplier option, clear, help, exit and send buttons.



1. Select 5 white numbers in the first panel. You can also touch the QP button to have the terminal randomly select up to 5 numbers for the player.

2. Select 1 Mega Ball in the second panel. You can also touch the QP button to have the terminal randomly select the Mega Ball number for the player.

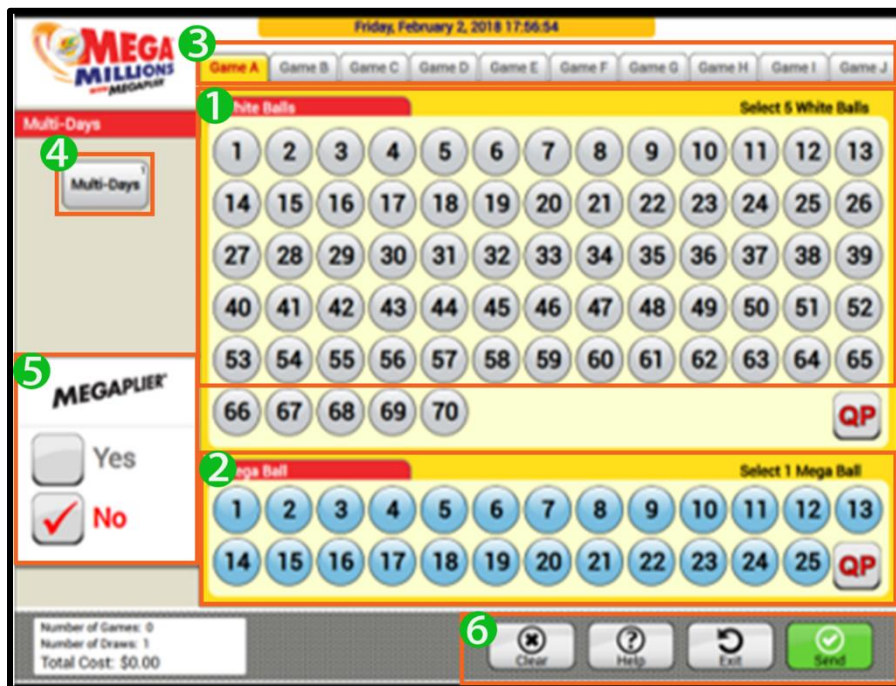
3. Touch tabs labeled GAME B through J tabs to enter more games. The game tabs will be marked to show it contains an active game. Games do not automatically switch when completed. You must press the tabs at the top to switch between games.

4. Select number of consecutive drawings by pushing the button to left labeled Multi-Draw. When pressed, a calculator will appear that will allow you to input a value.

5. The Megaplier option gives a Mega Millions player the chance to multiply their winnings by 2, 3, 4, or 5 times the amount of the normal prize. The Megaplier option costs an additional \$1 per game. The Megaplier option does not apply to the jackpot prize.

6. At the bottom right of the screen are the transaction processing buttons.

- The Clear button will clear the selections for all the games when pressed.
- The Help button will bring up context related help screens.
- The Exit button will exit out of the Powerball manual entry screen and take you back to the Online Games Tab.
- The Send button will add the transaction to the shopping basket, if it is enabled, or automatically print the ticket.



Mega Millions Quick Pick

To select the Mega Millions Quick Pick, press the Quick Pick (QP) icon on the Mega Millions Game Button. You will be presented with a screen where you can select Mega Millions options and the number of quick picks to generate.



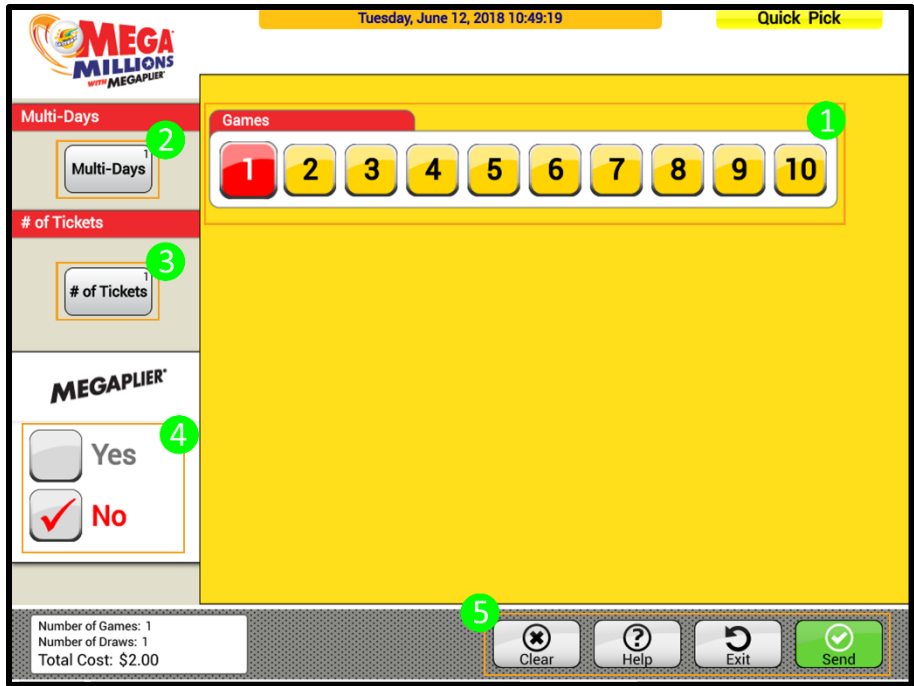
1. To change the number of QP games per ticket, select from the GAMES button group. Up to 10 Games will be printed on each ticket.

2. Select consecutive drawings by pushing the button to the left labeled Multi-Draw. When pressed, a calculator will appear that will allow you to input a value.

3. To produce the multiple tickets at once, push the button to the left labeled # OF TICKETS. When pressed, a calculator will appear that allows you to input a value.

4. Below the # OF TICKETS area will be a section containing a yes or no toggle in a section labeled Megaplier.

5. At the bottom right of the screen are the transaction processing buttons.
 - The Clear button will clear the selections for all the games when pressed.
 - The Help button will bring up context related help screens.
 - The Exit button will exit out of the Powerball manual entry screen and take you back to the Online Games Tab.
 - The Send button will add the transaction to the shopping basket, if it is enabled, or automatically print the ticket.



Mega Millions Results and Jackpots

The retailer can press the game information button to bring up the menu for the selected game. The menu will contain six options called Winning Numbers, Last 10 Draws, Search Results, Jackpots All Games, Winning Numbers All Games and Game Information for the online game.



1. Pressing the Winning Numbers report will display the winning numbers, number of winners, next draw date, and next estimate jackpot. You will have the option to print the report.

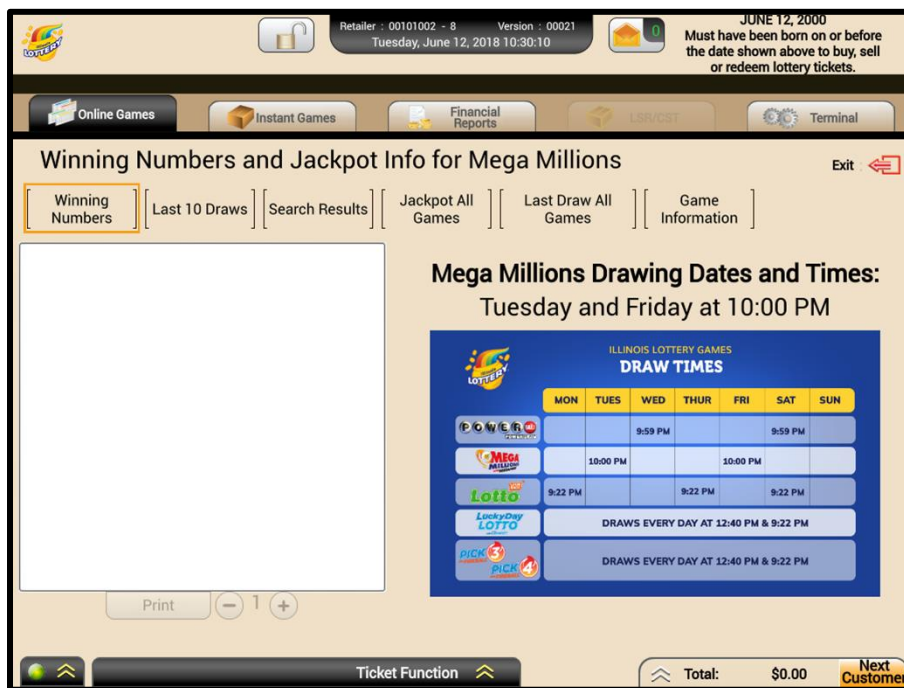
2. Pressing the Last 10 Draws displays the winning numbers for the last 10 draws in the preview window on the left-hand side of the screen. You will have the option to print the report.

3. Pressing the Jackpot All Games button will display the next draw date and the estimated jackpot for all online games. You will have the option to print the report.

4. Pressing the Winning Numbers All Games button will display the winning numbers for the previous draw, next draw date, and the estimated jackpot for all online games. You will have the option to print the report.

5. You will be able to print a number of copies for any report in this section. Next to the PRINT button there will be a "+" and a "-" button and a text showing the number of copies that will be printed. The "+" button will increase the number of copies by 1. Pressing the "-" button will decrease the number of copies by 1.

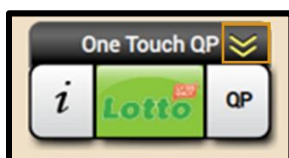
6. Press the exit button in the upper right corner to go back to the Online Games tab.



SECTION 3.8 – LOTTO

Lotto One Touch Game Buttons

1. Press the "One Touch" down arrow to expand the available options for common ticket selections.



2. Push the button with the customer's desired request to send the ticket to the shopping basket, if it is enabled, or automatically print the ticket.



3. Press the up arrow to close the one touch options.



Lotto Manual Play

Press the game logo to bring up the manual play screen. This will pop up the manual entry screens where you can select all of the game options and numbers. The screen displays one set of numbers, play tabs, a button labeled Multi-Draw, the Extra Shot option, clear, help, exit and send buttons.



1. Select 6 white numbers in the first panel. You can also touch the QP button to have the terminal randomly select up to 6 numbers for the player.

2. Touch tabs labeled GAME B through J tabs to enter more games. The game tabs will be marked to show it contains an active game. Games do not automatically switch when completed. You must press the tabs at the top to switch between games.

3. Select number of consecutive drawings by pushing the button to left labeled Multi-Draw. When pressed, a calculator will appear that will allow you to input a value.

4. Extra Shot is a way to give players additional chances to win non-jackpot prizes. The Extra Shot option costs an additional \$1 per game. IMPORTANT: The Extra Shot number is selected at random. The player may not choose their Extra Shot number.

5. At the bottom right of the screen are the transaction processing buttons.

- The Clear button will clear the selections for all the games when pressed.
- The Help button will bring up context related help screens.
- The Exit button will exit out of the Powerball manual entry screen and take you back to the Online Games Tab.
- The Send button will add the transaction to the shopping basket, if it is enabled, or automatically print the ticket.

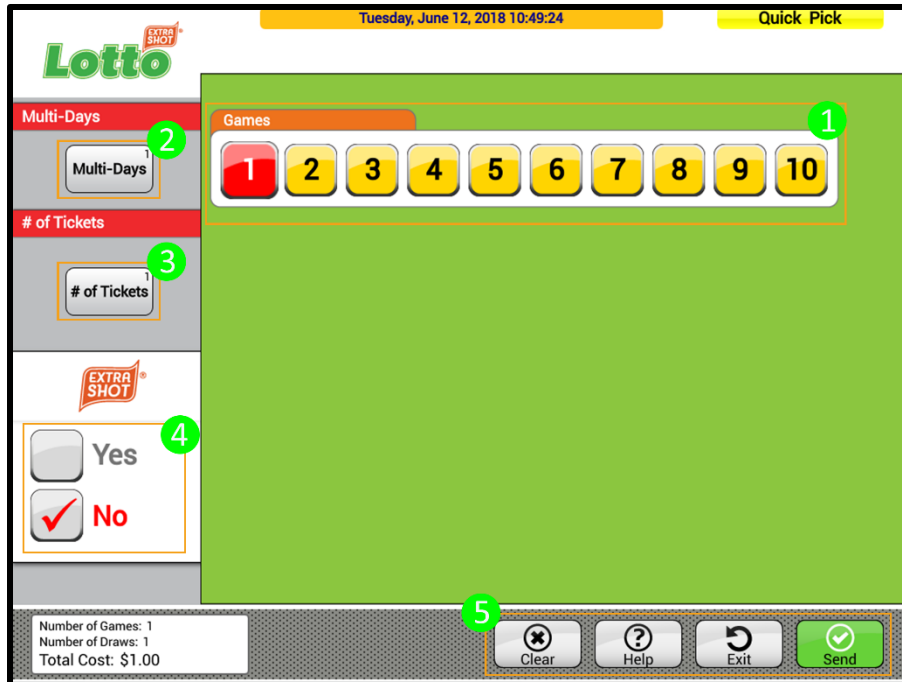


Lotto Quick Pick

To select the Lotto Quick Pick, press the Quick Pick (QP) icon on the Lotto Game Button. You will be presented with a screen where you can select the Extra Shot option and the number of quick picks to generate.

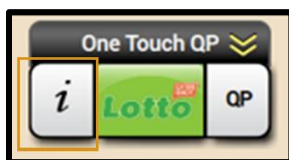


1. To change the number of QP games per ticket, select the GAMES button group. Up to 10 Games will be printed on each ticket.
2. Select consecutive drawings by pushing the button to the left labeled Multi-Draw. When pressed, a calculator will appear that will allow you to input a value.
3. To produce the multiple tickets at once, push the button to the left labeled # OF TICKETS. When pressed, a calculator will appear that allows you to input a value.
4. Below the # OF TICKETS area will be a section containing a yes or no toggle in a section labeled Extra Shot.
5. At the bottom right of screen are the transaction processing buttons.
 - The Clear button will clear the selections for all the games when pressed.
 - The Help button will bring up context related help screens.
 - The Exit button will exit out of the Powerball manual entry screen and take you back to the Online Games Tab.
 - The Send button will add the transaction to the shopping basket, if it is enabled, or automatically print the ticket.



Lotto Results and Jackpot

The retailer can press the game information button to bring up the menu for the selected game. The menu will contain six options called Winning Numbers, Last 10 Draws, Search Results, Jackpots All Games, Winning Numbers all Games and Game Information for the online game.

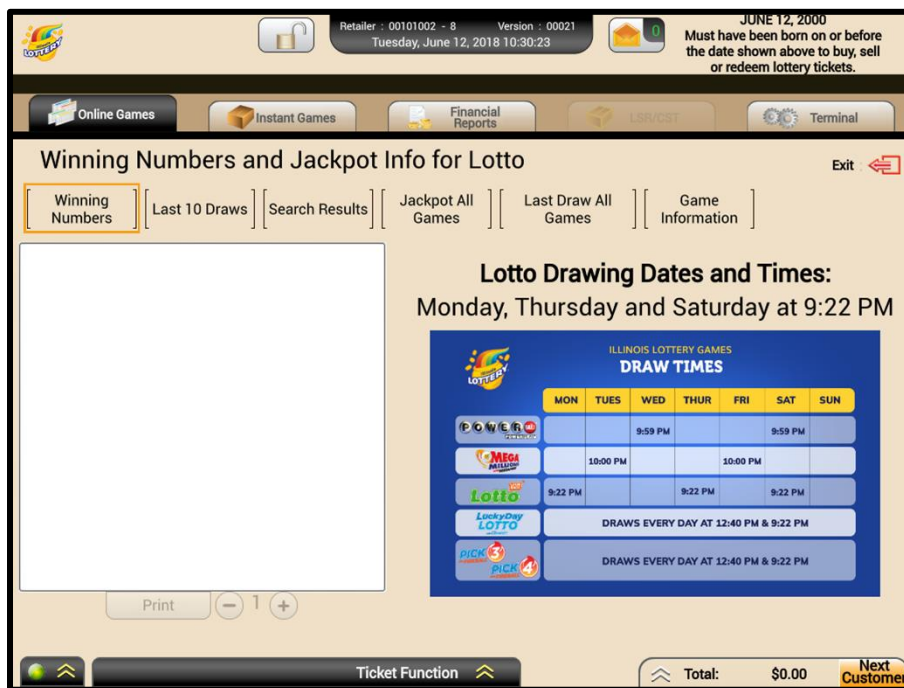


1. Pressing the Winning Numbers report will display the winning numbers, number of winners, next draw date, and next estimate jackpot. You will have the option to print the report.
2. Pressing the Last 10 Draws displays the winning numbers for the last 10 draws in the preview window on the left-hand side of the screen. You will have the option to print the report.
3. Pressing the Jackpot All Games button will display the next draw date and the estimated jackpot for all online games. You will have the option to print the report.

4. Pressing the Winning Numbers All Games button will display the winning numbers for the previous draw, next draw date, and the estimated jackpot for all online games. You will have the option to print the report.

5. You will be able to print a number of copies for any report in this section. Next to the PRINT button there will be a "+" and a "-" button and a text showing the number of copies that will be printed. The "+" button will increase the number of copies by 1. Pressing the "-" button will decrease the number of copies by 1.

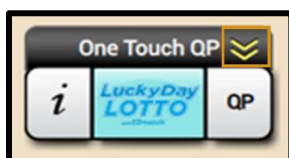
6. Press the exit button in the upper right corner to go back to the Online Games tab.



SECTION 3.9 – LUCKY DAY LOTTO

Lucky Day Lotto One Touch Game Buttons

1. Press the "One Touch" down arrow to expand the available options for common ticket selections.



2. Push the button with the customer's desired request to send the ticket to the shopping basket, if it is enabled, or automatically print the ticket.

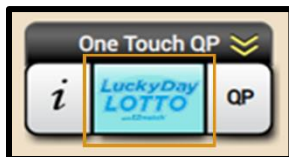


3. Press the up arrow to close the one touch options.



Lucky Day Lotto Manual Play

Press the game logo to bring up the manual play screen. This will pop up the manual entry screens where you can select all of the game options and numbers. The screen displays two sets of numbers, play tabs, a button labeled Multi-Day, the EZmatch option, clear, help, exit and send buttons.



1. Select 5 white numbers in the first panel. You can also touch the QP button to have the terminal randomly select up to 5 numbers for the player.

2. Touch tabs labeled GAME B through J tabs to enter more games. The game tabs will be marked to show it contains an active game. Games do not automatically switch when completed. You must press the tabs at the top to switch between games.

3. Select Draw Time in the second panel. Options are: Midday, Evening, or Both. If no draw is selected, the player will be given the nearest available draw time.

4. Select number of consecutive drawings by pushing the button to left labeled Multi-Day. When pressed, a calculator will appear that will allow you to input a value. If no draw is selected, the player will automatically be assigned a "Both" draw time.

5. EZmatch for Lucky Day Lotto is a way for the player to win prizes instantly. The EZmatch option costs an additional \$1 per game. If EZmatch is selected, each game will be printed on a separate ticket.

IMPORTANT: The EZmatch numbers are generated at random. Players are unable to select their EZmatch numbers.

6. At the bottom right of the screen are the transaction processing buttons.

- The Clear button will clear the selections for all the games when pressed.
- The Help button will bring up context related help screens.
- The Exit button will exit out of the Powerball manual entry screen and take you back to the Online Games Tab.
- The Send button will add the transaction to the shopping basket, if it is enabled, or automatically print the ticket.



Luck Day Lotto Quick Pick

To select the Luck Day Lotto Quick Pick, press the Quick Pick (QP) icon on the Lucky Day Lotto Game Button. You will be presented with a screen where you can select Ezmatch option and the number of quick picks to generate.



1. To change the number of QP games per ticket, select the GAMES button group. Up to 10 Games will be printed on each ticket.
2. To change the number of QP games per ticket, select the GAMES button group. Up to 10 Games will be printed on each ticket.
3. Select Draw Time in the second panel. Options are: Midday, Evening, or Both. If no draw is selected, the player will be given the nearest available draw time.

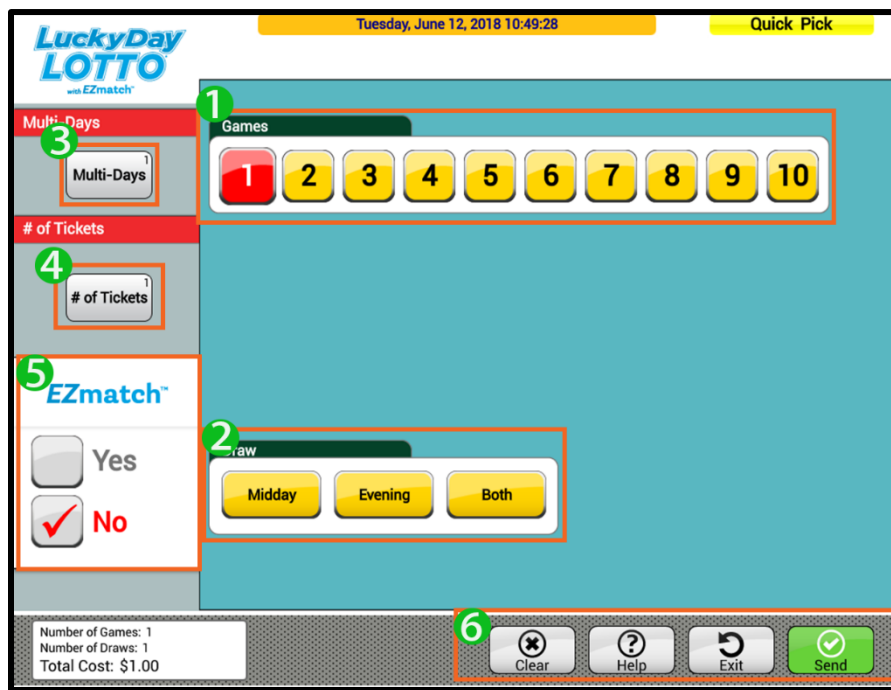
4. Select consecutive drawings by pushing the button to the left labeled Multi-Days. When pressed, a calculator will appear that will allow you to input a value. If no draw is selected, the player will automatically be assigned a “Both” draw time.

5. To produce the multiple tickets at once, push the button to the left labeled # OF TICKETS. When pressed, a calculator will appear that allows you to input a value.

6. Below the # OF TICKETS area will be a section containing a yes or no toggle in a section labeled Ezmatch.

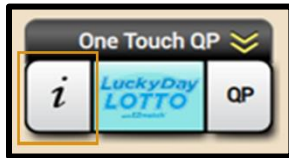
7. At the bottom right of the screen are the transaction processing buttons.

- The Clear button will clear the selections for all the games when pressed.
- The Help button will bring up context related help screens.
- The Exit button will exit out of the Powerball manual entry screen and take you back to the Online Games Tab.
- The Send button will add the transaction to the shopping basket, if it is enabled, or automatically print the ticket.



Lucky Day Lotto Results and Jackpots

The retailer can press the game information button to bring up the menu for the selected game. The menu will contain six options called Winning Numbers, Last 10 Draws, Search Results, Jackpots All Games, Winning Numbers All Games and Game Information for the online game.



1. Pressing the Winning Numbers report will display the winning numbers, number of winners, next draw date, and next estimate jackpot. You will have the option to print the report.
2. Pressing the Last 10 Draws displays the winning numbers for the last 10 draws in the preview window on the left-hand side of the screen. You will have the option to print the report.
3. Pressing the Jackpot All Games button will display the next draw date and the estimated jackpot for all online games. You will have the option to print the report.
4. Pressing the Winning Numbers All Games button will display the winning numbers for the previous draw, next draw date, and the estimated jackpot for all online games. You will have the option to print the report.
5. You will be able to print a number of copies for any report in this section. Next to the PRINT button there will be a "+" and a "-" button and a text showing the number of copies that will be printed. The "+" button will increase the number of copies by 1. Pressing the "-" button will decrease the number of copies by 1.
6. Press the exit button in the upper right corner to go back to the Online Games tab.



SECTION 3.10 – PICK THREE

Pick 3 One Touch Game Buttons

1. Press the "One Touch" down arrow to expand the available options for common ticket selections.



2. Push the button with the customer's desired request to send the ticket to the shopping basket, if it is enabled, or automatically print the ticket.



3. Press the up arrow to close the one touch options.



Pick 3 Manual Play

Press the game logo to bring up the manual play screen. This will pop up the manual entry screens where you can select all of the game options and numbers. The screen displays three columns of numbers, game tabs, a Game Style section, the Wager amount options, a Pick4 switch button, an All Triples Game Style button, Draw options, multi-days options, Fireball option, last bet, clear, help, exit, and send buttons.



1. Select the Game Style. Options are Straight, Box, Straight/Box, Combo, Front Pair and Back Pair.
2. Select the Wager Amount. Options are \$0.50, \$1.00, \$2.00, \$3.00, \$4.00 and \$5.00.
3. Select 3 yellow numbers in the first panel. You can also touch the QP button to have the terminal randomly select numbers for the player.

IMPORTANT: Certain combinations made by the player may not be available as there is a limited number of times any one combination can be played during a single draw.

4. Touch tabs labeled GAME B through J tabs to enter more games. The game tabs will be marked to show it contains an active game. Games do not automatically switch when completed. You must press the tabs at the top to switch between games.

5. If the player would like to play all numbers in triplicate, press the ALL TRIPLES button.

IMPORTANT: This option may not be available at times as there are limited number of combinations that can be played during any one draw.

6. If the player would like to select the same Game Type, Wager Amount, and numbers as the last ticket sent, press the LB button.

7. Select the Draw time. Options are Midday, Evening and Both. If no draw is selected, the player will be given the nearest available draw time.

8. Select consecutive drawings by pushing the button to left labeled Multi-Day. When pressed, a calculator will appear that will allow you to input a value. If no draw is selected, the player will automatically be assigned a “Both” draw time.

9. To produce multiple tickets at once, push the button to the left labeled # OF TICKETS. When pressed, a calculator will appear that allows you to input a value. The maximum limit of this feature is 99 tickets.

10. Plus Fireball for the Pick 3 is a way for the player to increase their chances of winning by adding an extra number that may replace one of the winning numbers to match their selected numbers. The plus Fireball option doubles the amount of the original wager.

11. This area displays the current amount in the shopping basket.

12. At the bottom right of the screen are the transaction processing buttons.

13. At the bottom right of the screen are the transaction processing buttons.

- The Clear button will clear the selections for all the games when pressed.
- The Help button will bring up context related help screens.
- The Exit button will exit out of the Pick 3 manual entry screen and take you back to the Online Games Tab.

- The Send button will add the transaction to the shopping basket, if it is enabled, or automatically print the ticket.



Pick 3 Quick Pick

To select the Pick 3 Quick Pick, press the Quick Pick (QP) icon on the Pick 3 Game Button. You will be presented with a screen where you can select plus Fireball option and the number of quick picks to generate.



- To change the number of QP games per ticket, select the GAMES button group.
- Select the Game Style. Options are Straight, Box, Straight/Box, Combo, Front Pair and Back Pair.
- Select the Wager Amount. Options are \$0.50, \$1.00, \$2.00, \$3.00, \$4.00 and \$5.00.

4. Select the Draw time. Options are Midday, Evening and Both. If no draw is selected, the player will be given the nearest available draw time.

5. Select consecutive drawings by pushing the button to the left labeled Multi-Day. When pressed, a calculator will appear that will allow you to input a value. If no draw is selected, the player will automatically be assigned a "Both" draw time.

6. To produce multiple tickets at once, push the button to the left labeled # OF TICKETS. When pressed, a calculator will appear that allows you to input a value. The maximum limit of this feature is 99 tickets.

7. Below the # OF TICKETS area will be a section containing a yes or no toggle in a section labeled Fireball.

8. At the bottom right of the screen are the transaction buttons

- The Clear button will clear the selections for all the games when pressed.
- The Help button will bring up context related help screens.
- The Exit button will exit out of the Pick 3 manual entry screen and take you back to the Online Games Tab.
- The Send button will add the transaction to the shopping basket, if it is enabled, or automatically print the ticket.



Pick 3 Results and Jackpots

The retailer can press the game information button to bring up the menu for the selected game. The menu will contain six options called Winning Numbers, Last 10 Draws, Search Results, Jackpots All Games, Winning Numbers All Games and Game Information for the online game.

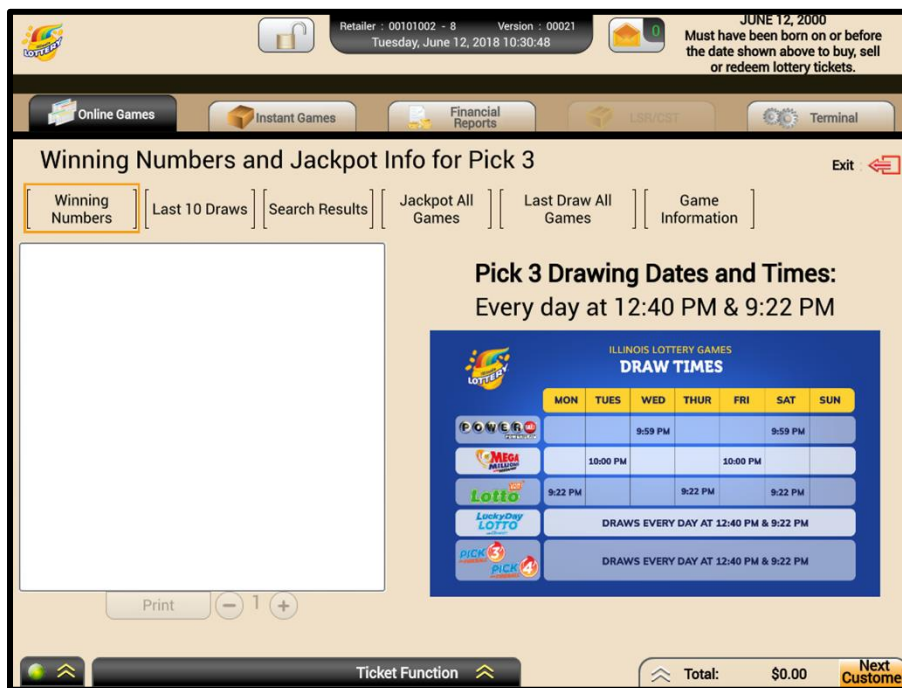


1. Pressing the Winning Numbers report will display the winning numbers, number of winners, next draw date, and next estimate jackpot. You will have the option to print the report.
2. Pressing the Last 10 Draws displays the winning numbers for the last 10 draws in the preview window on the left-hand side of the screen. You will have the option to print the report.
3. Pressing the Jackpot All Games button will display the next draw date and the estimated jackpot for all online games. You will have the option to print the report.

4. Pressing the Winning Numbers All Games button will display the winning numbers for the previous draw, next draw date, and the estimated jackpot for all online games. You will have the option to print the report.

5. You will be able to print a number of copies for any report in this section. Next to the PRINT button there will be a "+" and a "-" button and a text showing the number of copies that will be printed. The "+" button will increase the number of copies by 1. Pressing the "-" button will decrease the number of copies by 1.

6. Press the exit button in the upper right corner to go back to the Online Games tab.



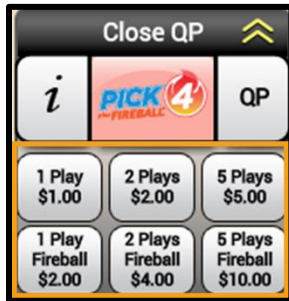
SECTION 3.11 – PICK FOUR

Pick 4 One Touch Game Buttons

1. Press the One Touch down arrow to expand the available options for common ticket selections.



2. Push the button with the customer's desired request to send the ticket to the shopping basket, if it is enabled, or automatically print the ticket.



3. Press the up arrow to close the one touch options.



Pick 4 Manual Play

Press the game logo to bring up the manual play screen. This will pop up the manual entry screens where you can select all of the game options and numbers. The screen displays three columns of numbers, game tabs, a Game Style section, the Wager amount options, a Pick3 switch button, an All Quads Game Style button, Draw options, multi-day options, Fireball option, last bet, clear, help, exit, and send buttons.



1. Select the Game Style. Options are Straight, Box, Straight/Box, and Combo.

2. Select the Wager Amount. Options are \$0.50, \$1.00, \$2.00, \$3.00, \$4.00 and \$5.00.

3. Select 4 yellow numbers from 0 to 9 in the first panel. You can also touch the QP button to have the terminal randomly select numbers for the player.

IMPORTANT: Certain combinations made by the player may not be available as there is a limited number of times any one combination can be played during a single draw.

4. Touch tabs labeled GAME B through J tabs to enter more games. The game tabs will be marked to show it contains an active game. Games do not automatically switch when completed. You must press the tabs at the top to switch between games.

5. If the player would like to play all numbers in quadruplicate, press the ALL QUADS button.

IMPORTANT: Certain combinations made by the player may not be available at times as there are limited number of times any one combination can be played during any one draw.

6. If the player would like to select the same Game Type, Wager Amount, and numbers as the last ticket sent, press the LB button.

7. Select the Draw time. Options are Midday, Evening and Both. If no draw is selected, the player will be given the nearest available draw time.

8. Select consecutive drawings by pushing the button to left labeled Multi-Days. When pressed, a calculator will appear that will allow you to input a value. If no draw is selected, the player will automatically be assigned a "Both" draw time.

9. To produce multiple tickets at once, push the button to the left labeled # OF TICKETS. When pressed, a calculator will appear that allows you to input a value. The maximum limit of this feature is 99 tickets.

10. Plus Fireball for the Pick 4 is a way for the player to increase their chances of winning by adding an extra number that may replace one of the winning numbers to match their selected numbers. The plus Fireball option doubles the amount of the original wager.

11. This area displays the current amount in the shopping basket.

12. At the bottom right of the screen are the transaction processing buttons.

13. At the bottom right of the screen are the transaction processing buttons.

- The Clear button will clear the selections for all the games when pressed.
- The Help button will bring up context related help screens.
- The Exit button will exit out of the Pick 3 manual entry screen and take you back to the Online Games Tab.
- The Send button will add the transaction to the shopping basket, if it is enabled, or automatically print the ticket.



Pick 4 Quick Pick

To select the Pick 4 Quick Pick, press the Quick Pick (QP) icon on the Pick 4 Game Button. You will be presented with a screen where you can select plus Fireball option and the number of quick picks to generate.



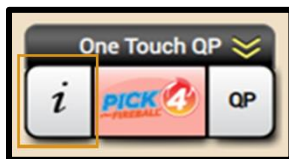
1. To change the number of QP games per ticket, select the GAMES button group.
2. Select the Game Style. Options are Straight, Box, Straight/Box, Combo, Front Pair and Back Pair.
3. Select the Wager Amount. Options are \$0.50, \$1.00, \$2.00, \$3.00, \$4.00 and \$5.00.
4. Select the Draw time. Options are Midday, Evening and Both. If no draw is selected, the player will be given the nearest available draw time.
5. Select consecutive drawings by pushing the button to the left labeled Multi-Days. When pressed, a calculator will appear that will allow you to input a value. If no draw is selected, the player will automatically be assigned a "Both" draw time.
6. To produce multiple tickets at once, push the button to the left labeled # OF TICKETS. When pressed, a calculator will appear that allows you to input a value. The maximum limit of this feature is 99 tickets.
7. Below the # OF TICKETS area will be a section containing a yes or no toggle in a section labeled Fireball.
8. At the bottom right of the screen are the transaction processing buttons.
 - The Clear button will clear the selections for all the games when pressed.
 - The Help button will bring up context related help screens.
 - The Exit button will exit out of the Pick 3 manual entry screen and take you back to the Online Games Tab.

- The Send button will add the transaction to the shopping basket, if it is enabled, or automatically print the ticket.



Pick 4 Results and Jackpots

The retailer can press the game information button to bring up the menu for the selected game. The menu will contain six options called Winning Numbers, Last 10 Draws, Search Results, Jackpots All Games, Winning Numbers All Games and Game Information for the online game.



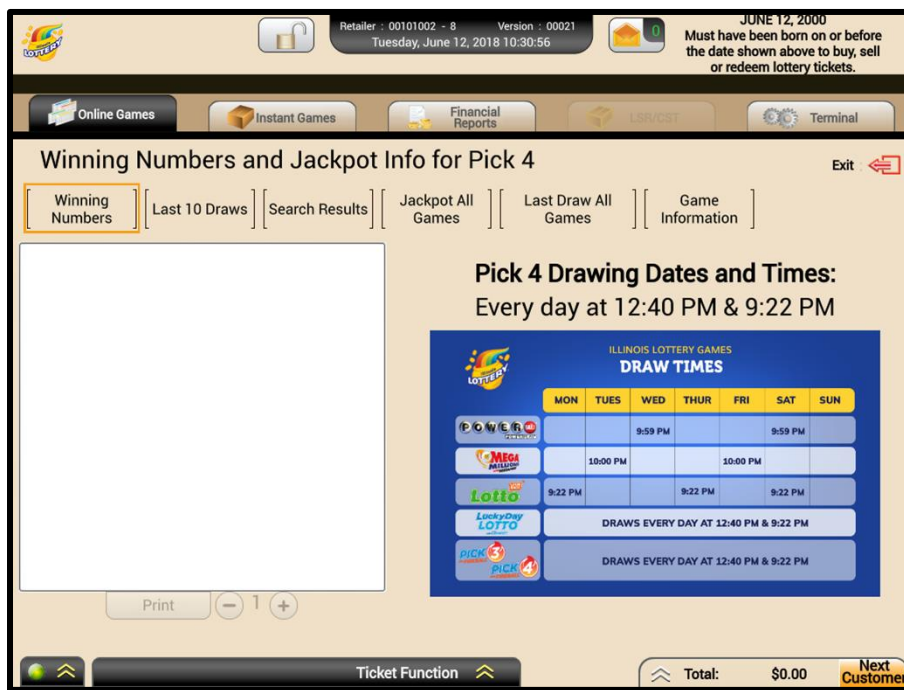
1. Pressing the Winning Numbers report will display the winning numbers, number of winners, next draw date, and next estimate jackpot. You will have the option to print the report.
2. Pressing the Last 10 Draws displays the winning numbers for the last 10 draws in the preview window on the left-hand side of the screen. You will have the option to print the report.

3. Pressing the Jackpot All Games button will display the next draw date and the estimated jackpot for all online games. You will have the option to print the report.

4. Pressing the Winning Numbers All Games button will display the winning numbers for the previous draw, next draw date, and the estimated jackpot for all online games. You will have the option to print the report.

5. You will be able to print a number of copies for any report in this section. Next to the PRINT button there will be a "+" and a "-" button and a text showing the number of copies that will be printed. The "+" button will increase the number of copies by 1. Pressing the "-" button will decrease the number of copies by 1.

6. Press the exit button in the upper right corner to go back to the Online Games tab.



SECTION 3.12 – RAFFLE

Raffle One Touch Game Buttons

1. Press the "One Touch" down arrow to expand the available options for common ticket selections.



2. Push the button with the customer's desired request to send the ticket to the shopping basket, if it is enabled, or automatically print the ticket.

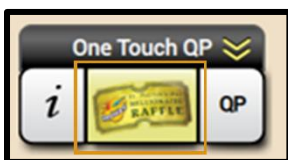


3. Press the up arrow to close the one touch options.



Raffle Manual Play

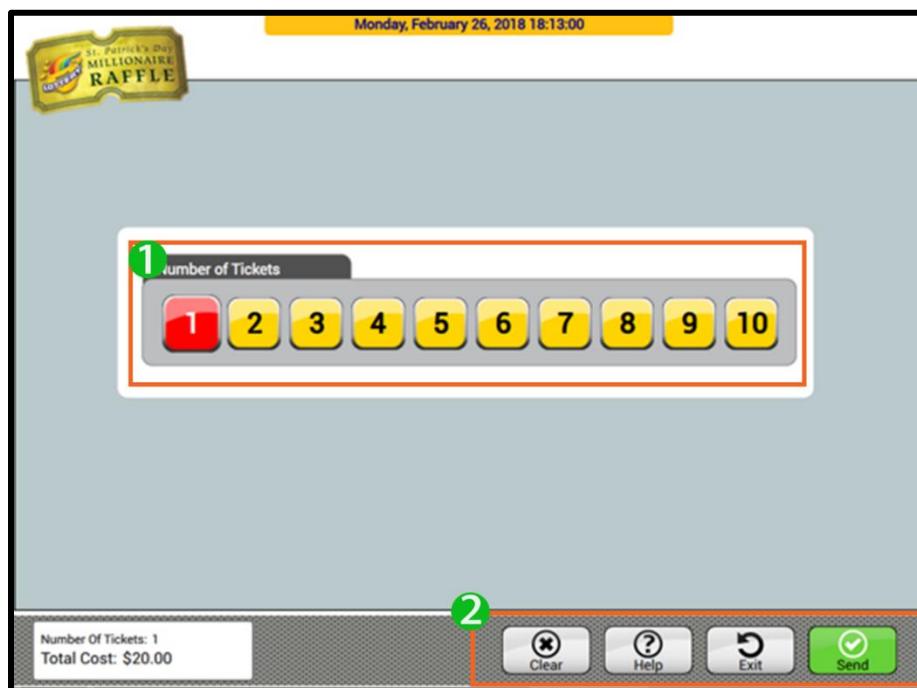
Press the game logo to bring up the manual play screen. This will pop up the manual entry screen where you can select the number of games and number of tickets to generate. The screen will also display the clear, help, exit, and send buttons.



1. To produce the multiple tickets at once, push the button to the left labeled # OF TICKETS. When pressed, a calculator will appear that allows you to input a value.

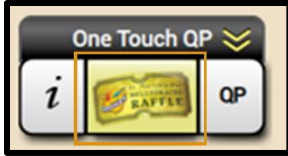
2. At the bottom of the screen are the transaction buttons.

- The Clear button will clear the selections for all the games when pressed.
- The Help button will bring up context related help screens.
- The Exit button will exit out of the Pick 3 manual entry screen and take you back to the Online Games Tab.
- The Send button will add the transaction to the shopping basket, if it is enabled, or automatically print the ticket.



Raffle Quick Pick

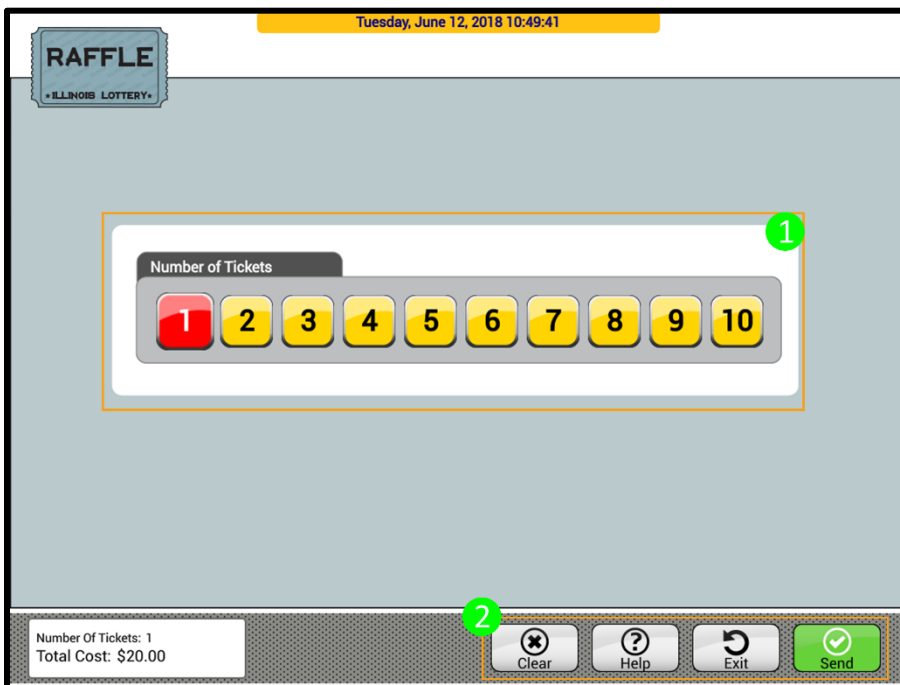
To select the Raffle Quick Pick, press the Quick Pick (QP) icon on the Raffle Game Button. You will be presented with a screen where you can select and the number of quick picks and tickets to generate.



1. To produce the multiple tickets at once, push the button to the left labeled # OF TICKETS. When pressed, a calculator will appear that allows you to input a value.

2. At the bottom of the screen are the transaction buttons.

- The Clear button will clear the selections for all the games when pressed.
- The Help button will bring up context related help screens.
- The Exit button will exit out of the Pick 3 manual entry screen and take you back to the Online Games Tab.
- The Send button will add the transaction to the shopping basket, if it is enabled, or automatically print the ticket.



Raffle Results and Jackpots

The retailer can press the game information button to bring up the menu for the selected game. The menu will contain four options called Results, Jackpots All Games, Winning Numbers All Games and Game Information for the raffle.



1. Pressing the Results report will display the Winning numbers for top prize tiers in the raffle.
2. Pressing the Jackpot All Games button will display the next draw date and the estimated jackpot for all online games. You will have the option to print the report.
3. Pressing the Winning Numbers All Games button will display the winning numbers for the previous draw, next draw date, and the estimated jackpot for all online games. You will have the option to print the report.
4. You will be able to print a number of copies for any report in this section. Next to the PRINT button there will be a "+" and a "-" button and a text showing the number of copies that will be printed. The "+" button will increase the number of copies by 1. Pressing the "-" button will decrease the number of copies by 1.
5. Press the exit button in the upper right corner to go back to the Online Games tab.

LOTTERY

Retailer : 00101002 - 8 Version : 00021
Tuesday, June 12, 2018 10:31:06

JUNE 12, 2000
Must have been born on or before
the date shown above to buy, sell
or redeem lottery tickets.

Online Games Instant Games Financial Reports Lottery Terminal

Winning Numbers and Jackpot Info for Illinois Raffle

Exit

Results [Jackpot All Games] [Last Draw All Games] [Game Information]

Print - 1 +

Ticket Function

Total: \$0.00 Next Customer

SECTION 4.1 – SCANNING A TICKET

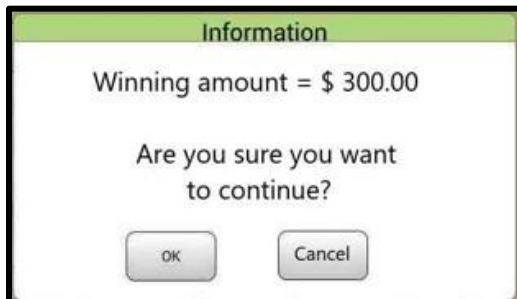
Retailers can use the Photon terminal to scan tickets for a win or a loss.

CHAPTER 4- TICKET FUNCTION

Single Draw Ticket

1. Place the ticket into the coupon tray.
2. A popup will appear validating whether the ticket is a win, loss, or with instructions for special circumstances.

Important: If the ticket is winning an amount that is at or below the pay threshold and below the retailer maximum pay threshold a pop will appear. You will have the options to either pay the prize or cancel the pay.

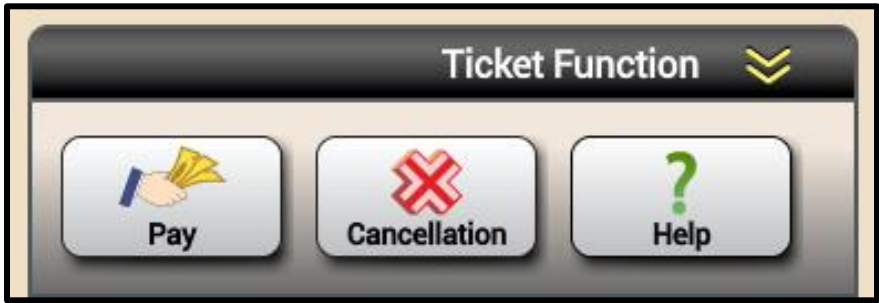


Multi-Draw/Day Tickets

1. If the ticket is a multi-game ticket winning on some draws, but not others, an exchange ticket prints with an updated start date.
2. If the ticket is above the maximum pay threshold and is a winning multi-game ticket, a "Claim at Lottery" slip is printed, and the original ticket must be returned to the customer.

SECTION 4.2 –ACCESSING AND CLOSING THE TICKET FUNCTION MENU

To access the Ticket Function Menu, simply press the Ticket Function up arrow. To close the Ticket Function Menu, tap the Ticket Function down arrow.



SECTION 4.3 – PAYOUT A TICKET

1. Press the Pay button

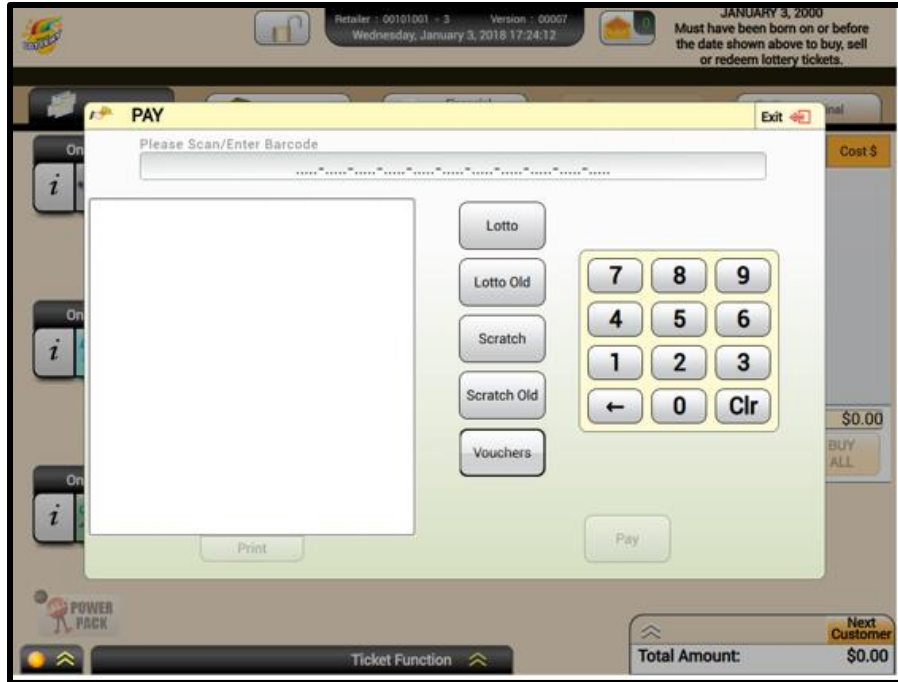


2. Place the ticket in the coupon tray.

3. The ticket will be validated automatically. The payment results will be displayed in the preview window.

4. Press Pay.

5. A pay receipt will be printed along with the Exchange ticket if there is remaining draws to be completed.



SECTION 4.4 – CANCEL A TICKET

Certain Online Games may be cancelled at the requested of the player prior to the draw. Some games do not allow cancellation or any reason.

1. Press the Cancellation Button



2. Place the ticket in the coupon tray or manually enter in the first 35 digits of the barcode.
3. The ticket details will be displayed in the preview window.
4. Press Perform Cancel button to cancel the ticket.



SECTION 4.5 – REPEAT A TICKET

Tickets originating from scanned play slips or Quick Pick may be reproduced for the same numbers played and same number of draws requested.

1. Press the Ticket Repeat button.



2. Place the ticket into the coupon tray, under the barcode reader, or manually enter in the barcode number.

3. The new ticket will be placed in the shopping basket.

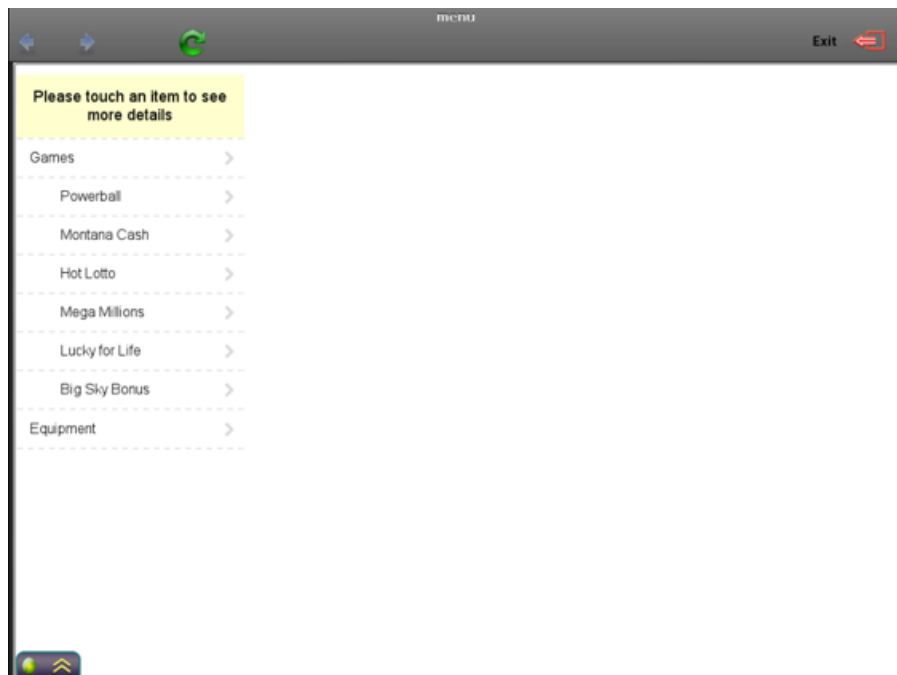
SECTION 4.6 – VIEW HELP SCREEN

To receive help directly from the terminal, you may access the Help menu from the Ticket Function window.

1. Press the Help button.



2. A pop up will appear with a list of topics on the left-hand side.
3. Use your finger to slide up and down to access more topics. Select a topic by tapping it.
4. Use your finger to slide up and down through the information.
5. Press the Exit button to return to the Online Games Menu.



SECTION 5.1 – ACCESSING THE INSTANT TICKET MENU

To access the instant games menu, press the Instant Games tab near the top of the screen.

CHAPTER 5- INSTANT GAMES MENU

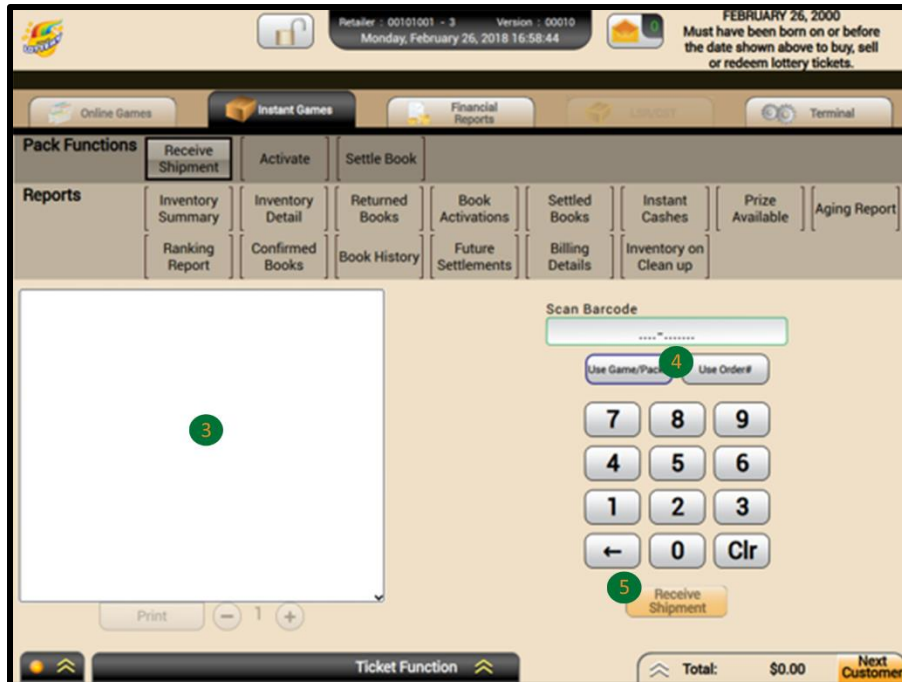


SECTION 5.2 RECEIVE A SHIPMENT



1. To access the receive Shipment feature, press the Receive Shipment button.
2. Scan the barcode on the order invoice or one of the instant ticket barcodes. You may manually enter in either the book number, game number, or order number.
3. The preview window will display the order details
4. Select whether is it a game/ book number or an order number.
5. Press the Receive Shipment button.

You will be able to print a number of copies of the details. Next to the PRINT button there will be a "+" and a "-" button and a text showing the number of copies that will be printed. The "+" button will increase the number of copies by 1. Pressing the "-" button will decrease the number of copies by 1.

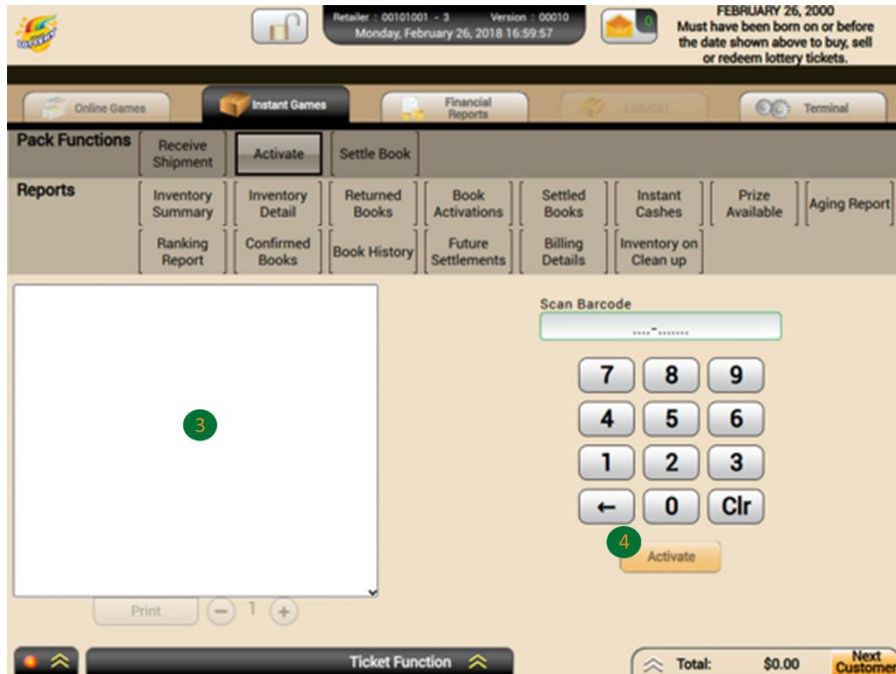


SECTION 5.3 – ACTIVATE SHIPMENT



1. To access the activate shipment feature, press the Activate button
2. Scan the barcode using the coupon tray or the handheld barcode reader. You may also enter the game and book number manually, if need be.
3. The preview window will display the details of the book.
4. Press the Activate button.

You will be able to print a number of copies of the details. Next to the PRINT button there will be a "+" and a "-" button and a text showing the number of copies that will be printed. The "+" button will increase the number of copies by 1. Pressing the "-" button will decrease the number of copies by 1.

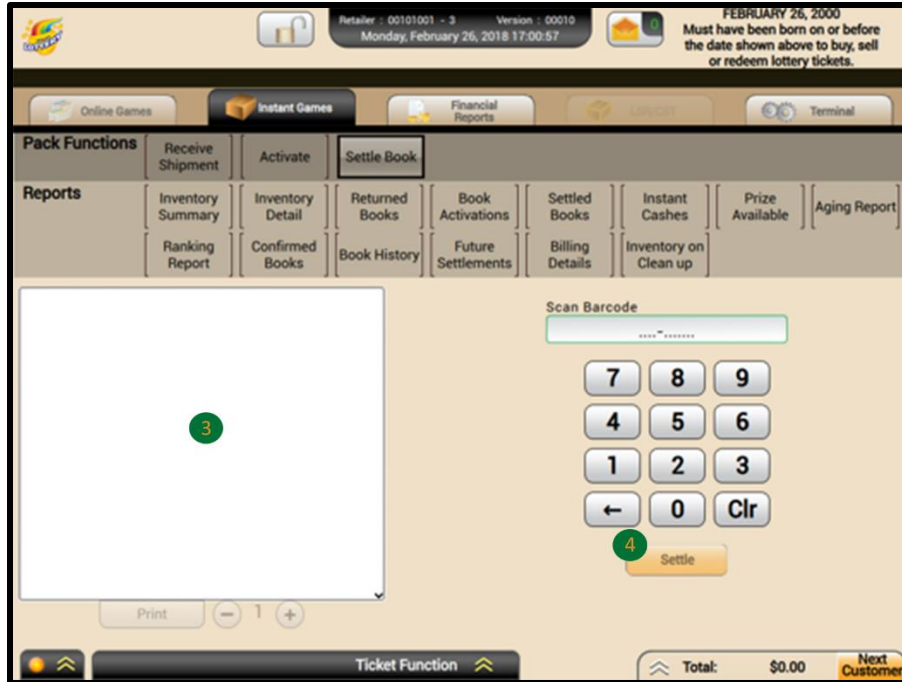


SECTION 5.4 – SETTLE BOOK



1. To access the settle book feature, press the Settle Book button
2. Scan the barcode using the coupon tray or the handheld barcode reader. You may also enter the game and book number manually, if need be.
3. The preview window will display the details of the book.
4. Press the Settle button.

You will be able to print a number of copies of the details. Next to the PRINT button there will be a "+" and a "-" button and a text showing the number of copies that will be printed. The "+" button will increase the number of copies by 1. Pressing the "-" button will decrease the number of copies by 1.



SECTION 5.5 – INVENTORY SUMMARY

To access the inventory summary, press the Inventory Summary button.

The inventory summary feature will provide you with a report that displays all instant tickets games in transit, received, and activated status. A total for each status is provided at the bottom.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a "+" and a "-" button and a text showing the number of copies that will be printed. The "+" button will increase the number of copies by 1. Pressing the "-" button will decrease the number of copies by 1.

SECTION 5.6 – INVENTORY DETAIL

To access the inventory detail, press the Inventory Detail button.

The inventory detail feature will provide you with a report that displays all instant tickets games in transit, received, activated, and settled status. Settled books will report for the last 90 days.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 5.7 – RETURNED BOOKS

To access the returned books, press the Returned Books button.

The returned books feature will provide you with a report on all instant ticket books that were returned to the Lottery. You may select either a daily timeframe or weekly timeframe. Then select a starting date.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 5.8 – BOOK ACTIVATIONS

To access the book activations feature, press the Book Activations button.

The book activation feature will provide you with a report on all instant ticket books that were activated. You may select either a daily timeframe, weekly timeframe. Then select a starting date. You may also select to gather the information for week to date.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 5.9 – SETTLED BOOKS

To access the settled books feature, press the Settle Book button.

The settled books feature will provide you with a report on all instant ticket books that were settled. You may select either a daily timeframe, weekly timeframe. Then select a starting date. You may also select to gather the information for week to date.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 5.10 – INSTANT CASHES

To access the instant cashes feature, press the Instant Cashes button.

The instant cashes feature will provide you with a report on all instant ticket validations that occurred. You may select either a daily timeframe, weekly timeframe. Then select a starting date. You may also select to gather the information for week to date.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 5.11 – PRIZES AVAILABLE

To access the prizes available feature, press the Prizes Available button.

The prizes available feature will provide you with a report to be sorted by price point, from highest to lowest, and then alphabetically.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 5.12 – AGING REPORT

To access the aging report feature, press the Aging Report button.

The aging report feature will provide you with a report of all instant books that are in activated status but not in the settled status. The settlement date on the report is provided for each book. The report lists only books being activated for 60 days or more.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 5.13 – RANKING REPORT

To access the ranking report feature, press the Ranking Report button.

The ranking report feature will provide you with a report of the bestselling instant games. The report will also stat the game number, game name, rank number, and price.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 5.14 – CONFIRMED BOOKS

To access the confirmed books feature, press the Confirmed Books button.

The confirmed books feature will provide you with a report of confirmed books at your location list by game name, book number, and shipment number.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 5.15 – BOOK HISTORY

To access the Book History feature, press the Book History button.

1. Scan the barcode using the coupon tray or the handheld barcode reader. You may also enter the game and book number manually, if need be.

3. Press the Get button.

4. The preview window will display the details of the book including ticket range, status for that range, the date of status changes, and the amount for the ticket range.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 5.16 – FUTURE SETTLEMENTS

To access the future settlements feature, press the Future Settlements button.

The future settlements feature will provide you with a report of all books that are auto-settled by the system in the future. This is based off a 90 day auto-settle profile from the selected date.

The report also includes the total settlement amount, all activated books at the retailer that are not settled, and the date and amount of all books that will settled.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 5.17 –BILLING DETAILS

To access the billing details feature, press the Billing Details button.

The billing details feature will provide you with a settle receipt showing game number, book number, and the settle amount.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 5.18 – INVENTORY ON CLEAN UP

To access the inventory on clean up feature, press the Inventory on Clean up button.

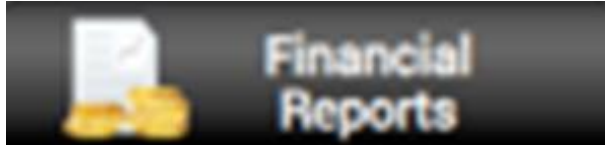
The Inventory on Clean Up feature will provide a list of books in the Confirmed and Active status for which sales are about to end or distribution has already ended.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

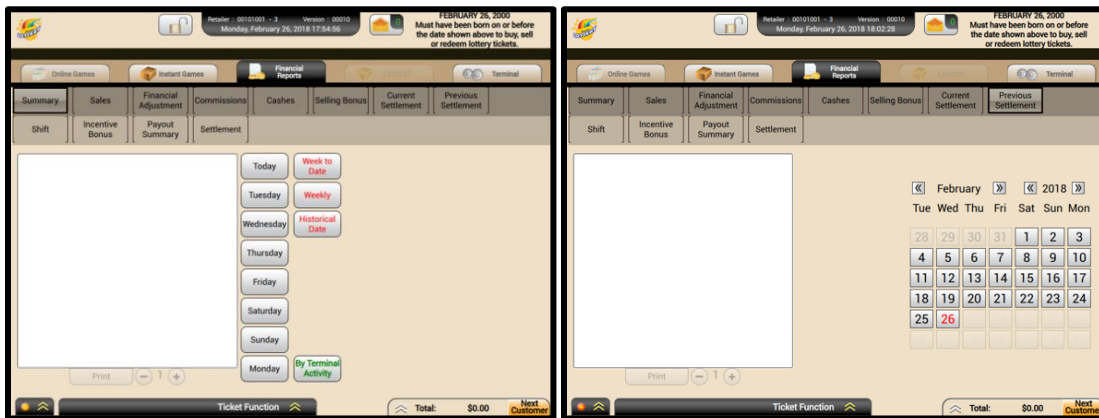
SECTION 6.1 – ACCESSING THE FINANCIAL REPORTS MENU

To access the financial reports menu, press the Financial Reports tab near the top of the screen.

CHAPTER 6- FINANCIAL REPORTS MENU



Reports generally follow two sets of formats, with the exception being shift reports. The common views of financial reports are presented below.



SECTION 6.2 – FINANCIAL REPORT FILTERS

On each of the financial report options, you will have the option to use a variety of filters to narrow down data.

1. The Today button retrieves your selected report for the current day.
2. The Tuesday – Monday Buttons retrieves your selected report for the most recent day that has passed.
3. The Week to Date button retrieves your selected report from the last passed Tuesday to the current date.

4. The Weekly button retrieves your selected report for in a weekly format.

5. The Historical Dates button retrieves your selected report for a specific date in the past. A calendar will pop up allowing you to select your specific date.

6. The By Terminal Activity button is available for some, but not all reports. This feature allows you to view a report exclusive to the specified terminal. To access this, a calculator will pop up allowing you to enter the Terminal ID as seen at the top center of the Photon.



SECTION 6.3 – SUMMARY REPORT

To access the summary report, press the Summary button. The summary report provides retailers with information including, but not limited to, online and instant sales, cancels, cashes, adjustments, cashless online sales, promotions, sales commissions, and cashing bonuses, for the selected time period.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 6.4 – SALES REPORT

To access the sales report, press the Sales button. The sales report provides retailers with sales information including, but not limited to, online and instant units sold, cancels, chases, adjustments, cashless online sales, promotions, sales commissions, and chasing bonuses for the selected time period.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 6.5 – FINANCIAL ADJUSTMENTS REPORT

To access the financial adjustments report, press the Financial Adjustments button. The financial adjustments report provides retailers with information on online and instant debits and credits for the selected time period.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 6.6 – COMMISSIONS REPORT

To access the commissions report, press the Commissions button. The financial adjustments report provides retailers the commission amounts sorted by game for the selected time period.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 6.7 – CASHES REPORT

To access the cashes report, press the Cashes button. The financial adjustments report provides retailers number of units and value of games that have been cashed for the selected time period.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 6.8 – BONUS REPORT

To access the bonus report, press the Bonus button. The bonus report provides retailers the number of bonuses and prize value sorted by game for the selected time period.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 6.9 – CURRENT SETTLEMENT REPORT

To access the current settlement report, press the Current Settlement button. The current settlement report provides retailers information including, but not limited to, online sales summary, online net due, instant sales summary, instant net due, and the Electronic Fund Transfer Amount for the selected time period.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

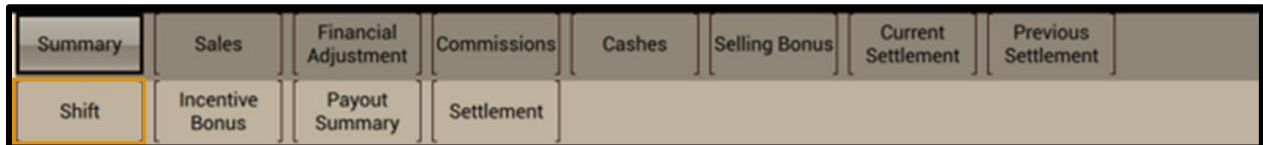
SECTION 6.10 – PREVIOUS SETTLEMENT REPORT

To access the previous settlement report, press the Previous Settlement button. The previous settlement report provides retailers information including, but not limited to, online sales summary, online net due, instant sales summary, instant net due, and the Electronic Fund Transfer Amount for the last settlement completed.

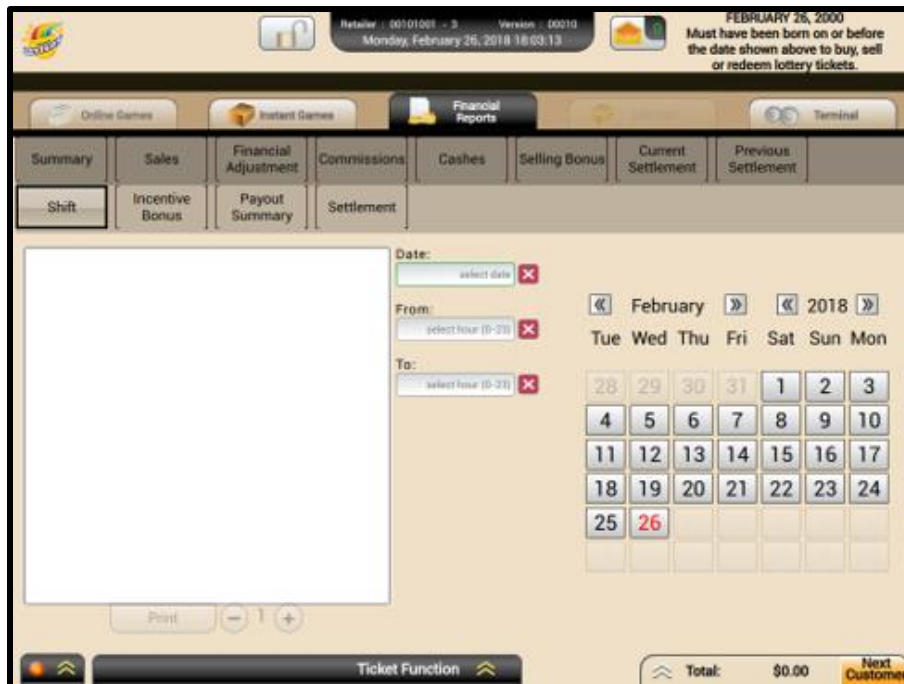
You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 6.11 – SHIFT REPORT

To access the shift report, press the Shift Report button. The shift report provides retailers with information, including, but not limited to the number of units and value of online and instant games sold, the number and value of settles, cashes, returns, cashless instant sales, adjustments, promotions, sales commissions, and cashing bonuses done during a specific time period of a specific day.



Important: The time entered must be down in a 24 hour clock style. For example, 10:00 AM – 5:00 PM must be written as 10 – 17.



You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 6.12 – PAYOUT SUMMARY REPORT

To access the payout summary report, press the Payout Summary Report button. The payout summary report provides retailers with information, including, but not limited to, the number and value of online, instant and total tickets paid that were sold by the retailer last week, last month, and last year.

You will be able to print a number of copies of this report. Next to the PRINT button there will be a “+” and a “-” button and a text showing the number of copies that will be printed. The “+” button will increase the number of copies by 1. Pressing the “-” button will decrease the number of copies by 1.

SECTION 7.1 – PERIPHERALS LIST DRAWER

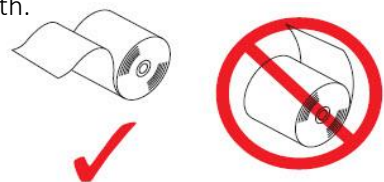
The peripherals list draw helps you spot problems with your terminal. To access the peripherals list draw, click on the **CHAPTER 7 - MAINTENANCE** tab in the bottom left hand corner. Icon in green means there are no problems, icons in orange or red means there is a problem. Press on any of the green, orange or red icons to receive more information about the peripheral and its status.



SECTION 7.2 – RELOADING THE PRINTER

To change the printer paper, complete the following:

1. Pull the release lever on the right-hand side and lift the cover.
2. Remove the user paper roll.
3. Hold the new paper roll with the tail end of the coming from underneath.
4. Place the roll into the printer, still holding the tail.
5. Pull approximately 3 inches of paper towards you.
6. Close the lid, making sure it locks in place.



The printer will automatically cut the excess and print a test ticket.

SECTION 7.3 – CAMERA FUNCTIONALITY TEST

To check the camera function, complete the following:

1. Pull the release lever on the right-hand side and lift the printer's cover.

2. Pull approximately 3 inches of paper towards you.
3. Close the lid, making sure it locks in place.
4. The printer will automatically cut the excess and print a test ticket.
5. Place the test ticket under the camera in coupon tray, an error should pop up.

SECTION 7.4 – PREVENTIVE MAINTENANCE

Cleaning the Operator Displays

Use a dry, non-fluffy cloth or cleaning pads, for LCD displays. Spray screen cleaner on the cloth and wipe gently.

Cleaning the Camera

Use a soft, lint-free cloth, and gently wipe the camera. Do not use much pressure to avoid scratching the glass.

intralot