ONLINE GAMES BUTTON FLOW CHART

Winning Numbers

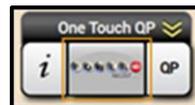**Manual Play**

Quick Pick Options

SIGN ON/OFF

To **SIGN ON** to your Lottery terminal:
In the terminal tab, touch the **SIGN ON** button
Enter your six-digit User ID and your passcode.

To **SIGN OFF** of your Lottery terminal:
In the terminal Tab, touch the **SIGN OFF** button.
A confirmation message will display. Touch **OK** to confirm.

SELLING ONLINE GAMES

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 will display a number selection area, game tabs, a multi-draw button, and add-on features.

1. Touch the game logo.

2. Select the numbers as requested by the player.

3. Add additional games by pressing the tabs labeled B through J.

4. Enter the number of consecutive drawings by pushing the **Multi-Draw** button.

5. Check the game add-on as requested by the player.

6. Press **Send** to place the ticket(s) in the Shopping Basket.

- If the Shopping Basket is turned off, tickets will print automatically.

7. Press the **Buy All** button on the Shopping Basket to print the ticket and complete the transaction.

SELLING ONE TOUCH QUICK PICKS

1. Touch down arrow to open the One Touch Quick Pick options.

2. Push the button with the customer's desired request. This will automatically be sent to the Shopping Basket.

- If the Shopping Basket is turned off, tickets will print automatically.

3. Press the **Buy All** button on the Shopping Basket to print the ticket and complete the transaction.

4. Touch the up arrow to close the One Touch Quick Pick options.

SELLING QUICK PICKS

1. Touch the **QP** button next to the game logo.

2. Select the numbers of games.

3. Enter the number of consecutive drawings by pushing the **Multi-Draw** button.

4. Check the game add-on as requested by the player.

5. Press **Send** to place the ticket(s) in the Shopping Basket.

- If the Shopping Basket is turned off, tickets will print automatically.

3. Press the **Buy All** button on the Shopping Basket to print the ticket and complete the transaction.

TICKET CANCELLATION

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

In the **Ticket Function** area, touch **Cancellation**, scan the ticket (or manually enter the barcode numbers). The ticket details will be displayed in the preview window. Touch the **Perform Cancel** button to cancel the ticket.

TICKET VALIDATION

A ticket (Lotto or Instant) can be validated on the Photon in three ways:

1. Place the ticket on the terminal tray to be read by the camera, which automatically opens the validation window.

2. Scan the ticket or coupon with the barcode reader to automatically open the validation window

3. Press the Pay button in the Ticket Function area to manually open the validation window.

The screen will display whether the ticket is a winner, non-winner, or will state that draw has not been held. A cash receipt for the customer will print with the winning amount for the ticket. Exchange tickets print automatically when more draws remain on the ticket.

SELLING FEATURES

Shopping Basket:
All games are accumulated in an editable list. Expand the Shopping Basket to have a full view of all games. You can remove an item from the list by pressing the red **X**. To edit specific games, press anywhere on the ticket row. You may clear all games from the basket using the **Clear All** button.

Using a Play Slip:
Place the completed play slip on the scanner tray with the numbers facing up. If the play slip is not filled out correctly, an error message will display. Touch the **EDIT** button to edit the error from the appropriate game screen, or touch **DROP** to cancel the transaction, and then return the play slip to the customer to correct. Scanned play slips will immediately display in the Shopping Basket.

Ticket Repeat:

In the **Ticket Function** area, touch **Ticket Repeat**, scan ticket (or manually enter the barcode numbers). This will create a valid new ticket that is identical to the one you are repeating, but for the next available draw(s). The transaction will appear in the Shopping Basket.

MESSAGES

To access your messages, simply touch the message icon.

If you have a normal message, the number of messages you have will be **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** as the Photon terminal **WILL NOT ALLOW ANY TRANSACTIONS UNTIL THE MESSAGE IS READ**.

Once inside the message center, press the alert bar of the message you want to read. The message will appear in the preview screen area. You can print the message by pressing the **Print** button.

INSTANT TICKET MANAGEMENT

From any screen on the Photon terminal, press the **Instant Games** tab to process shipments of instant tickets.

Receiving a shipment
1. In the pack functions section, press the **Receive Shipment** tab.

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 it is a game/book number or an order number.

5. Press the **Receive Shipment** button.

Activating a book
1. In the pack functions section, press the **Activate** tab.

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.

Settling a book
1. In the pack functions section, press the **Settle Book** tab.

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.

FINANCIAL REPORTS

From any screen on the Photon terminal, press the **Financial Reports** tab to view and print fiscally related records.

To print a report, you will press the **Print** button directly underneath the preview screen.

Financial Reports Filters
The **Today** filter will retrieve the information for the current day. The **Tuesday** – **Wednesday** buttons will retrieve the data up to that most recent passed day. The **Week to Date** button retrieves your selected report from the last passed Tuesday to the current date. The **Weekly** button retrieves your selected report in a weekly format. **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.

PRIZE PAYMENT THRESHOLD

No retailer shall redeem a winning ticket for a prize of $600 or more but must instead follow the established claims process.