SIGNING ON

To sign-on to your Lottery terminal:
1. Touch the **[SIGN ON/OFF]** button.
2. Enter your 6-digit Retailer ID and your 4-digit password and touch **[OK]**.

SIGNING OFF

To sign-off your Lottery terminal:
1. Return to the **Main Menu** screen.
2. Touch the **[SIGN ON/OFF]** button.
3. A confirmation message displays.
4. Touch **[OK]** in the message window to confirm sign-off. You are now signed-off.

MESSAGES

Messages types are:
- Standard-can be viewed at any time (green).
- Mandatory-must be viewed to unlock terminal functions (red).

1. To view messages, touch **[MESSAGES]** on the **Main Menu** screen. The terminal displays a list of messages. It will store a week's worth of messages.
2. Touch the message listed on top portion of the message screen to view the entire message in the MESSAGE DETAIL located in the bottom portion of the screen.
3. Touch **[PRINT]** to print a copy or **[EXIT]** to return to the list of messages.

PLAYS PREVIEW

Plays Preview will accumulate up to 25 plays before a ticket prints. The total amount for this transaction shows on the bottom of the screen.
1. Touch **[PLAYS PREVIEW]** on the **Main Menu "Select Play"** screen appears. Make your selection.
2. Touch **[ADD PLAY]** and enter the plays by manual play, quick pick or playslip.
3. Touch a play to see its detail on the right of the screen. Numbers will not show on Quick Picks.
4. To play additional games, either scan a playslip or touch **[ADD PLAY]**.
5. If plays need to be edited or deleted, touch the appropriate play and make the necessary change.
6. Touch **[EXIT]** to discard all plays or touch **[SEND]** to print all plays.

HOW TO GET REPORTS

FINANCIAL REPORTS

1. From the Main Menu touch the **[FINANCIAL REPORTS]** button. The Financial Reports **Main Menu** screen displays.
2. Touch **[SUMMARY]**, **[SALES]**, **[FINANCIAL ADJUSTMENT]**, **[COMMNISSIONS]**, **[CASHES]**, or **[SELING BONUS]** followed by the day of the week to view the desired report. The report displays in a Preview Panel. Select **[PRINT]** to print the report or **[EXIT]** to return to the **Financial Reports Main Menu**.
3. Touch the **[CURRENT WEEKLY INVOICE]** button. The report displays in a Preview Panel. Select **[PRINT]** to print the report or **[EXIT]** to return to the **Financial Reports Main Menu**.
4. Touch the **[PREVIOUS WEEKLY INVOICE]** button. The **Previous Weekly Statements** screen appears. Select a date from the calendar to display an invoice from a previous week. The report displays in a **Preview Panel**. Select **[PRINT]** to print the report or **[EXIT]** to return to the **Financial Reports Main Menu**.

WINNING NUMBERS AND JACKPOTS REPORTS

1. From the **Main Menu** screen, touch the **[WINNING #S AND JACKPOT]** button.
2. Select an online game and touch the **[LAST 10 DRAWS]** button to view that game's winning numbers for the last 10 draws.
3. Touch the **[LAST WEEKS DRAWS ALL ONLINE GAMES]** button to view the results from the last draw for all ONLINE/DRAW games, and estimated jackpots for the next drawing.
4. Select an online/draw game and touch the **[SEARCH]** button to view game results for that game by specific draw date. When the **Enter Draw Date** window displays, select the month, day and year, then touch **[OK]**.
5. Touch **[JACKPOTS]** to view estimated jackpot levels on all games for the next draw.

TRAINING MODE

1. Select the **[UTILITIES]** button.
2. Select the **[TRAINING MODE]** button and press **[OK]**
3. Select the **[SIGN ON]** button, enter your 6-digit Retailer ID and a password of 9999

MORE INSTRUCTIONS

ON OTHER SIDE

INSTANT GAME FUNCTIONS

From the **Main Menu**, touch the **[INSTANT GAMES]** button. The **Instant Menu** displays.

RECEIVE INSTANT TICKETS

Tickets should be received immediately upon arrival in your store.
1. Confirm that package contents match the Manifest.
2. Touch **[RECEIVE ORDER]** on the **Instant Menu**.
3. There are two methods to receive an order:
Select **[USE ORDER#]** and scan the barcode on the invoice, or manually enter the **Instant Shipment Order** number. A shipment confirmation automatically prints. B. Select **[USE GAME/PACK#]** and scan the barcode of one of the packs from the shipment, or manually enter the Game/Pack number.

INSTANT REPORTS

1. Touch **[INSTANT REPORTS MENU]** on the **Instant Menu**.
   - For reports where date selection is required, select a date from the calendar screen.
2. Requested report will display in a preview screen. Touch **[PRINT]** to print the report and screen returns to **Instant Menu**.
3. Touch **[ORDER STATUS]** to view a list of Instant Ticket orders played by your store.

ACTIVATE AND SETTLE INSTANT TICKETS

From the **Main Menu**, touch the **[UTILITIES]** button. The **Utilities Menu** displays. Select **[STORE MANAGER]** to access the **Manager Utility Menu** upon successful manager sign-in.

ACTIVATE INSTANT TICKETS:

Tickets can only be sold from an activated pack.
1. Touch **[ACTIVATE]** on the **Manager Utility Menu**.
2. Scan the pack barcode, or manually enter the game/pack number. The pack of tickets is now ready for sale. An activation receipt automatically prints. Confirmation receipt reads **"Activated."**

SETTLE INSTANT TICKETS:

1. Touch **[SETTLEMENT]** on the **Manager Utility Menu**.
2. Scan the pack barcode, or manually enter the game/pack number.
3. Select **[SETTLEMENT]** to settle the pack of tickets. A **Pack Settlement Receipt** prints.

SELLING ONLINE/DRAW GAMES

If the total sale is $20 OR MORE, a sale confirmation message appears. Press [SEND] to continue or [EXIT] to cancel the sale.

SELLING ONLINE/DRAW GAMES USING A PLAYSLIP

1. Insert the completed playslip into the scanner with the selected numbers facing up.
2. If the playslip is not filled out correctly, an error message displays. Touch the **[EDIT]** button to edit the error from the appropriate game screen, or touch **[DISCARD]** to cancel the transaction, and then return the playslip to the customer to correct.

SELLING ONLINE/DRAW GAMES MANUALLY

1. From the **Main Menu**, touch the game the customer wishes to play.
2. Touch the numbers they wish to play.
3. Select one or more game options, as requested by the customer:
   - Number of plays (A, B, C, D and E)
   - Multi-draw (see details below)
   - Number of Tickets
   - PowerPlay® (Powerball® only) or Megaplier® (Mega Millions® only)
4. Touch **[SEND]** to complete the transaction

QUICK PICKS

1. From the **Main Menu** screen, touch the **[QUICK PICK]** button for the desired game. The **Quick Pick** screen displays.
2. Select the number of **[MULTI-DRAWS]**, **[# OF TICKETS]** and **[# OF PLAYS]**. The total price displays at the bottom LEFT of the screen.
3. Touch **[SEND]** to complete the transaction.
4. For a one-touch option choose desired $1, $2, $5 or $10 Quick Pick "QP" buttons for each corresponding game on the **Main Menu.**

MULTI-DRAW

1. From the game screen, touch the **[MULTI-DRAW]** button.
2. Enter the number of draws for the selected game. Amount automatically updates the running total located at the bottom LEFT of the game screen.

TICKET REPEAT

This option is valid for any ticket printed within 180 days of the original purchase.
1. From the **Main Menu**, touch **[TICKET REPEAT]**.
2. Scan the customer's online/draw ticket using the barcode reader. The ticket information displays in the **Ticket Repeat** window.
3. Touch **[SEND]** to print the new ticket with the same numbers played on the previous ticket, the same numbers of plays and dollar amount.

CASHING WINNING TICKETS

If any instant prize is $21 OR MORE, or if any online/draw prize is $20 OR MORE, a cash confirmation message screen will display. Press [PAY] to continue, or [NO PAY] to cancel. If neither button is pressed within a 60 second period, the transaction is automatically cancelled.

If any prize is more than $500, a message displays. "Claim prize at Lottery." Hand the player their ticket and a copy of a Lottery Claim Form, or have them download a form from the lottery website: www.myarkansaslottery.com. Instructions for claiming a prize are on the claim form and website.

CASHING ONLINE/DRAW GAME TICKETS

BARCODE SCANNING:

1. Scan the barcode of the ticket.
2. If the ticket cannot be scanned, touch **[MANUAL CASH]** on the **Main Menu.** Choose **[ONLINE]** and enter the 35 digit ticket number on the front of the ticket.
3. If the ticket is under $20 the ticket is automatically cashed and receipt prints.

MANUAL ENTRY:

1. If the ticket cannot be read, touch **[MANUAL CASH]** on the **Main Menu**, and choose **[ONLINE]**.
2. Enter the tickets 35 – digit serial number on the **Cash Screen**.
3. If the ticket is under $20 the ticket is automatically cashed and a receipt prints.

MORE INSTRUCTIONS ON OTHER SIDE

CASHING INSTANT TICKETS

BARCODE SCANNING:
1. Scan the barcode located under the latex that resembles the following:

2. If the ticket is under $21 the ticket is automatically cashed and a receipt prints.

MANUAL ENTRY

If the ticket barcode cannot be read, touch **[MANUAL CASH]** on the **Main Menu** screen. Then touch **[INSTANT]**.
1. For all games, follow the steps below:
2. If the ticket is under $21 the ticket is automatically cashed and a receipt prints.

i. Enter the first 9 digits from the ticket back, skip the single digit and enter in the next 3 digits.
ii. Enter the 12 digits from the ticket front.
iii. Enter the 3 digit boxed pin located within the 12 digit pin on the ticket front.

CANCEL

1. **Only Cash 3 and Cash 4 games can be cancelled.**

CLEANING YOUR TERMINAL

1. Use a slightly moistened cloth with water to wipe the touch screen and any other surfaces on your terminal or peripherals. **NO CHEMICALS** should be used.
2. Your Customer Service Technician will provide preventative maintenance on your terminal and it's peripherals to maintain and clean all external and internal parts and surfaces.
3. In between maintenance visits, canned air can be used to remove dust in hard to reach places, if needed.