

## Signing On

To start selling and validating Lotto and Scratch games:

1. Touch the [SIGN ON/OFF] button.
2. Enter your 6-digit Retailer ID number and touch [OK].
3. Enter your 4-digit password number 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 and the game buttons are disabled.

## Messages

Message types are:

- Standard—can be viewed at any time (green)
- Mandatory—must be viewed to unlock terminal functions (red)

1. To view pending messages, touch [MESSAGES] on the **Main Menu** screen. The **Message** screen displays a list of messages. It will store up to one week's worth.
2. Touch the messages listed on the left side of the **Message** screen to view it in full on the right side of the screen.
3. Touch [PRINT] to print a copy or [EXIT] to return to the list of messages.

## Plays Preview

*Accumulates up to 25 plays before tickets print. The total for this transaction shows on the bottom of the screen.*

1. Touch [PLAYS PREVIEW] on the **Main Menu**.
2. Touch [ADD PLAY] and enter the plays by manual play, quick pick, 4-pack, 6-Pack, or play slip.
3. Touch a play to see its details on the right side of the screen. Numbers will not show on quick picks.
4. To play additional games, either scan a play slip or touch [ADD PLAY].
5. If plays need to be edited or deleted, touch the appropriate play and make the necessary changes.
6. Touch [CLEAR ALL] to discard all plays or touch [ACCEPT] to print all plays.
7. Touch the [EXIT] button to close the window and then the [CLEAR ALL / EXIT] button to close the Plays Preview Screen.

## HOW TO GET REPORTS

### Financial Reports

1. From the **Main Menu**, touch the [FINANCIAL REPORTS] button. The **Financial Reports Main Menu** screen displays:
  - Summary
  - Sales
  - Financial Adjustments
  - Current Weekly Invoice
  - Coupon
  - Commission
  - Weekly Invoice
2. Touch the button for the report you wish to see.
3. Touch the button for the day of the week for which you wish to view the report, or touch [HISTORICAL DATE] to select a date. The buttons will be disabled if this option is not available for the type of report you selected.
4. The report displays in a **Preview Panel**. To print the report, touch the [PRINT] button. To return to the **Financial Reports Main Menu**, touch [EXIT].

### Winning Numbers and Jackpot Reports

1. From the **Main Menu** screen, touch the [WINNING #S AND JACKPOTS] button. The **Winning Numbers & Jackpot Main Menu** screen displays.
2. Select a Lotto game and touch the [LAST 4 DRAWS] button to view that game's winning numbers and estimated jackpots for those draws.
3. Touch the [LAST DRAW-ALL GAMES] to view the results from the last drawing for all four games.
4. Touch the [LAST DRAW] button to view the results for the selected game, including the number of winners and prize levels.
5. Select a game and touch [SEARCH] to view game results for that game by a specific draw date. When the **Enter Draw Date** window displays, select the month, date and year, and touch [OK].

## SCRATCH GAME FUNCTIONS

From the **Main Menu**, touch the [SCRATCH] button. The **Scratch Menu** screen displays:

### Pack Functions

**Receive Scratch Tickets.** Tickets should be received immediately upon arrival in your store.

1. Confirm that package contents match the **Shipment Order**.
2. Touch [RECEIVE SHIPMENT] on the **Scratch Menu**.
3. Scan the barcode on the invoice, or manually enter the **Scratch Shipment Order** number.
4. Touch [RECEIVE SHIPMENT] to receive all packs in the shipment. You may also receive an entire shipment by selecting [USE GAME/PACK#] and scanning any pack in the shipment.

**Activate Scratch Tickets.** Tickets can only be sold from an activated pack.

1. Touch [ACTIVATE] on the **Scratch Menu**.
2. Scan the pack barcode, or manually enter the Game/Pack number.
3. Select [ACTIVATE] to activate the pack of tickets. To print an activation receipt, select [PRINT]. The pack of tickets is now ready for sale.

**Settle Scratch Tickets.** Scratch tickets automatically settle 28 days after activation, or 45 days after activation on \$5 and \$10 games. If you want to settle tickets prior to the automatic settle period:

1. Touch [SETTLE PACK] on the **Scratch Menu**.
2. Scan the pack barcode, or manually enter the Game/Pack number.
3. Select [SETTLE] to settle the pack of tickets. To print a settlement receipt, select [PRINT].

### Scratch Reports

1. Touch [SCRATCH REPORT MENU] on the **Scratch Menu**.
2. For reports where date selection is required, select a date from the calendar screen.
3. All reports are displayed in a preview screen. Touch [PRINT] to print the report, or [EXIT] to return to the **Scratch Menu**.

### Order Functions

This function is used to see the status of tickets that have already been ordered. Touch [ORDER STATUS] to view a list of scratch ticket orders placed by your store. To order, call 1-800-433-8490.

Need Help? Call the Intralot Hotline at

**1-800-425-1435**

To order Scratch Tickets: **1-800-433-8490**  
Accounting Questions: **1-800-443-5708**

# Lottery Terminal Quick Reference Guide



## SELLING LOTTO TICKETS

When a customer asks for Powerball or Hot Lotto, a message appears asking if the player wants Power Play or Sizzler. Touch [YES] to add the option. If not, touch [NO]. If any play is more than \$10, a purchase confirmation message displays. Touch [OK] to print the ticket or touch [EXIT] to cancel.

### Selling Lotto With a Play Slip

1. Insert the completed play slip into the scanner with the selected numbers facing you.
2. If the play slip 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 play slip to the customer to correct.

### Selling Lotto 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)
  - Number of Tickets (up to 25)
  - Multi-Draw (up to 24)
  - Power Play (Powerball only)
  - Sizzler (Hot Lotto only)
4. Touch [SEND] to print the ticket.

### Training Mode

1. From the Main Menu, touch [UTILITIES].
2. Touch [TRAINING MODE] and then [OK] to enter training mode.
3. The Main Menu screen displays in green and “Training” displays above the Gaming Container.
4. Select [SIGNON/OFF] and enter your six-digit retailer number. Then enter “9999” for your passnumber.
5. While in training mode, you can practice selling, viewing and printing reports and messages, and using Utilities functions. All tickets and receipts are marked “TRAINING VOID NOT FOR SALE.”
6. When you have finished practicing, select [UTILITIES] and [TRAINING MODE] to sign off of Training Mode. You must then sign onto the terminal using your normal procedures in order to begin active sales and validations.

## SELLING LOTTO GAME OPTIONS

### 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] and/or the [# OF TICKETS]. Select the number of [PLAYS] the customer wishes to play. The total price displays at the bottom of the screen.
3. Touch the [SEND] button to print the ticket(s).
4. For a one-touch \$1 or \$5 Quick Pick, touch the desired \$1 or \$5 Quick Pick from the **Main Menu**.

### Multi-Draw

1. From the game screen, touch the [MULTI-DRAW] button.
2. Enter the number of multi-draws for the selected game, up to 24.
3. Touch [OK] to return to the game screen.

### 4-Pack

1. From the **Main Menu** screen, touch [4-PACK].
2. Select the Power Play option, if the customer wishes to purchase that option with the Powerball game.
3. Four tickets print - Powerball, Montana Cash, Wild Card, and Hot Lotto - each with one Quick Pick for the next drawing.

### 6-Pack

1. From the **Main Menu** screen, touch [6-PACK].
2. Four tickets print - Powerball with the Power Play option, Montana Cash, Wild Card, and Hot Lotto with the Sizzler option - each with one Quick Pick for the next drawing.

### Ticket Repeat

1. From the **Main Menu**, touch [TICKET REPEAT].
2. Scan the customer’s valid ticket using the barcode reader. The ticket information displays on the **Ticket Repeat** window.
3. Touch [OK] to print the new ticket, which has the same ticket information as the previous ticket, including the number of plays and dollar amount.

## PAYING WINNING TICKETS

### Paying Lotto Tickets

1. Place the ticket under the barcode reader making sure the barcode is face up. The **Pay** screen displays the results.
2. If the ticket cannot be read, touch [MANUAL PAY] on the **Main Menu**. Choose [LOTTO] and enter the 35-digit ticket number on the **Pay** screen.
3. A winner receipt prints automatically.

### Paying Scratch Tickets

1. Locate the barcode under the latex of the ticket.
2. Place the barcode under the reader, with the barcode face up.
3. The **Pay** screen displays the results.
4. If the ticket is a winner, a winner receipt prints automatically.

If the ticket cannot be read, touch [MANUAL PAY] on the **Main Menu** screen. Then touch [SCRATCH].

1. Enter the barcode numbers from the barcode on the ticket back, followed by the boxed PIN on the play area on the front of the ticket.
2. If it is a winning ticket, a winner receipt prints automatically.

*If any prize is \$100 or more, a pay confirmation message appears. Touch [PAY] to continue and pay the winning amount, and receive credit from the Lottery. If you do not have enough cash to pay the prize, touch [EXIT] and return the ticket to the player.*

*If the prize is \$600 or more, a message displays, “File Claim.” Give the player their ticket, and a copy of a Lottery Claim Form, or have them obtain one from the Lottery website, [www.montanalottery.com](http://www.montanalottery.com). Instructions for claiming a prize are on the claim form.*