



**WISCONSIN  
LOTTERY**

# TERMINAL QUICK REFERENCE GUIDE

## RETAILER HOTLINE 1-800-242-7782

1. PLACE TICKET ORDER
2. LOST OR STOLEN TICKETS
3. EQUIPMENT ISSUES OR ORDER SUPPLIES
4. APPLICATIONS OR CONTRACTS
5. BANKING, BILLING OR ACCOUNTING
6. LOTTERY SECURITY
7. LOTTERY SERVICES PORTAL

## SIGN ON/OFF

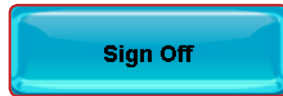
### SIGNING ON

1. Touch **SIGN ON**.
2. Enter your 2-digit Clerk Number and 4-digit Pass Number using the **NUMERIC TOUCHPAD**.
3. A Sign On Confirmation message displays. Touch **OK** to display the Home Screen.
4. If a News Message is available, it displays before the Home Screen. Once you have read it, touch **OK** to display the Home Screen.



### SIGNING OFF

1. Touch **SIGN OFF** on the Home Screen.
2. Touch **OK** to confirm Sign Off.



## HOME SCREEN



## PLAYSLIPS & TICKETS

### INSERTING PLAYSLIPS

Insert playslips and lotto game tickets on a straight angle against the rollers. The front of the playslip and lotto game ticket must face you. DO NOT insert Instant tickets into the reader.



### SCRATCH TICKETS

Scan Instant tickets and pack barcodes using the barcode scanner. For best results, place ticket on counter and slide beneath barcode scanner light.



### PLAYSLIP EDITING

If a playslip has been filled out incorrectly, an error message will display. You may correct the error on the screen or return the playslip to the player to be corrected.

## HELP

### GENERAL HELP

1. Touch **HELP** on the Home Screen.
2. Touch the desired Help topic. Help information displays for the topic.
3. Touch **PRINT** to print the Help screen, or touch **BACKSPACE** to return to the Home Screen.



### CONTEXT HELP

Touch Context Help followed by the specific function for which help is desired.

1. Touch **CONTEXT HELP** on the Home Screen.
2. Touch the function button that corresponds to the subject matter for which you would like help (i.e. **SPECIAL FUNCTIONS**).
3. The screen displays text help for that item.
4. Touch **PRINT** to print the Help screen, or touch **BACKSPACE** to return to the Home Screen.



### VIDEO HELP

1. Touch **HELP** on the Home Screen, then touch **VIDEO HELP**.
2. Touch the button that corresponds to the topic for which you would like help (i.e. **PRINTER**).
3. Touch the function for which you need help (i.e. **LOAD PAPER**).
4. A video demonstrating the selected function displays.
5. Touch **PAUSE** to pause the video as needed; forward and reverse the video as needed by touching the **ARROW BUTTONS**.
6. Touch **HOME** to return to the Home Screen.



## LOCK

Touch the **LOCK** button to secure the terminal to prevent unauthorized use. This feature allows the user to leave the terminal unattended without signing off. The Ticket Checker will remain operational while in "LOCK" mode. A password is required to unlock the terminal.



# SPECIAL FUNCTIONS

- Touch **SPECIAL FUNCTIONS** on the Home Screen.
- Touch the desired option. The Special Functions options are described on the following pages.



## TRAINING ON/OFF

- Touch **TRAINING ON/OFF** on the Special Functions menu to place the terminal in Training mode. The message on the top left of the screen will change from Ready to Host Training.
- Training mode allows for terminal use without placing real Lotto Game wagers. No tickets will be produced while in Training mode.

**NOTE:** Total must be cleared before Training mode can be entered.

## REDEEM COUPON

1. Touch **REDEEM COUPON** on the Special Functions menu.
2. Scan the coupon using the reader or barcode scanner, or manually enter the coupon serial number using the **NUMERIC TOUCHPAD**.
3. Touch **SEND**. A confirmation screen displays and the bonus ticket or voucher prints automatically.

## VERSION INFO

Displays current version of software.

## TERMINAL RESET

Resets the terminal quickly without powering down.

## ORDER CONFIRMATION

1. Touch **ORDER CONFIRMATION** on the Special Functions menu.
2. Scan packing slip, or manually enter the order number using the **NUMERIC TOUCHPAD**.
3. Touch **SEND** and a receipt prints automatically.
4. A confirmation screen displays. Touch **PRINT** to print the screen, or touch **OK** to return to the Home Screen.

**NOTE:** All **orders** must be **confirmed** upon receipt.

## PACK ACTIVATION

1. Touch **PACK ACTIVATION** on the Special Functions menu.
2. Scan the pack barcode, or manually enter the number using the **NUMERIC TOUCHPAD**.
3. Touch **SEND** and a receipt prints automatically.
4. A confirmation screen displays. Touch **PRINT** to print the screen, or touch **OK** to return to the Home Screen.

**NOTE:** **Activate** each **pack** prior to putting them out for sale.

## PRINTER TEST

Prints a sample message used to ensure paper is loaded correctly.

## DISPLAY OPTIONS

Use to switch between the terminal's Default Background and Alternate Background, and for Brightness Control.

## NEWS

1. Touch **NEWS** on the Special Functions menu.
2. The news message displays. Use the **UP AND DOWN ARROWS** to read the message as needed.
3. Touch **PRINT** to print the message.
4. Touch **OK** to return to the Home Screen.

## TELEPHONE LIST

Displays the phone numbers for the Retailer and Player Hotlines. The list may be printed for reference.

# SPECIAL FUNCTIONS

## VOLUME

Touch the **SPEAKER ICON** to control the volume of the terminal.

## FST SIGN ON

Used by IGT's Field Service Technicians.

## PASSWORD MANAGEMENT

Used to change your password.

## VIEW FLYER

Select this button to view helpful information about Lottery operations and short-term incentives.

## FMR SIGN ON

Used by Lottery Field Marketing Representatives to sign on to the terminal.

# MAIL

A flashing mail message alert in the status bar indicates there are unread mail messages for the terminal.

1. Touch **MAIL** on the Home Screen.
2. Touch the **NUMBER** next to the message you wish to read. Use the **UP AND DOWN ARROWS** to advance the messages.
3. Touch **READ** to show the full message in the bottom of the window. Once a message has been read, touch **DELETE** to delete the message or touch **PRINT** to print the message.
4. Touch **HOME** to return to the Home Screen.



# REPRINTS

- Touch **REPRINTS** on the Home Screen.
- Touch the desired option: Last Transaction, Last Wager, Last Lotto Cash, or Last Instant Cash.
- The selected Reprint option prints automatically.



**NOTE:** Reprints are not real tickets and are clearly branded "REPRINT – DO NOT GIVE TO PLAYER." and "REPRINT NOT FOR SALE". There is no barcode printed on a Reprint. If a wager with EZ Match is reprinted, the EZ Numbers are not printed.

Jammed tickets may be sent to the Lottery with a note describing the issue to apply for credit. The Lottery provides Adjustment Envelopes for this purpose. It is the Lottery's discretion if a credit will be issued for your particular circumstance.

# REPORTS

- Touch **REPORTS** on the Home Screen.
- Touch the desired report type.
- Select/Enter the requested information as prompted.
- The report displays. Use the **SCROLL BAR** to scroll through report.
- If desired, touch **PRINT** to print a copy of the report or touch **OK** to return to the Home screen.



# MANUAL TICKET CASH

- Touch **MANUAL TICKET CASH** on the Home Screen.
- Touch the desired function.



## LOTTO CASH

1. Touch **LOTTO CASH** on the Manual Ticket Cash menu to validate lotto tickets.
2. Process the lotto ticket by using the handheld barcode scanner, running it through the terminal scanner or by manually entering the ticket serial number using the numeric touchpad.
3. A validation confirmation screen displays. Touch **OK** to return to validate additional tickets. Once all validations are complete, touch **EXIT** to return to the Home Screen.
  - For winning tickets of \$50 or more, touch **SEND** to cash the ticket or **CANCEL** to return to the home screen.
4. One Cash Authorization slip prints automatically for store use for all validations.



**NOTE:** An exchange ticket will print for any remaining draws on multi-draw ticket validations. Give this ticket to the player.

## INSTANT CASH

1. Touch **INSTANT CASH** on the Manual Ticket Cash menu to validate Instant tickets.
2. Process the ticket by scanning the barcode under the play area on the front of the ticket and skip to step 4.
3. If the barcode on the front of the ticket is unreadable:
  - a. Scan the barcode on the back of the ticket with the handheld barcode scanner or enter the number manually.
  - b. Manually enter the 10-digit number under the play area on the front of the ticket.
4. A validation confirmation screen displays. Touch **OK** to return to validate additional tickets. Once all validations are complete, touch **EXIT** to return to the Home Screen.
  - For winning tickets of \$50 or more, touch **SEND** to cash the ticket or **CANCEL** to return to the home screen.
5. One Cash Authorization slip prints automatically for store use for all validations.



# PAPER LOADING

1. Press the silver button and open the paper cover on the printer.
2. Remove the used paper roll from the printer.
3. Remove the tape from the new roll of paper and place the roll in the printer with the paper unwinding from the bottom.
4. Make sure approximately 12–18 inches of excess paper is hanging out of the front of the printer. If loading a previously loaded roll, 2–4 inches should hang out of the front.
5. Paper **MUST** be loaded over the bar for proper operation.
6. Close the paper cover firmly over the excess paper so that it latches securely.
7. The paper feeds automatically to align itself.
8. The printer automatically cuts the excess paper.
9. After changing the paper, run a Printer Test to ensure the paper was loaded properly. Touch **SPECIAL FUNCTIONS** from the Home screen, then touch **PRINTER TEST**. A test message will print if the printer is loaded properly.



# SELLING LOTTO GAMES

## TOTAL SALES

1. Touch **TOTAL** on the Home Screen when transactions for a customer are complete.
2. Enter the amount given by the customer using the **NUMERIC TOUCHPAD**. Touch **TOTAL** to complete the transaction.
3. Touch **PRINT** to print a receipt.
4. Touch **CLEAR** to clear the transaction display and return to the Home Screen for the next customer Transaction.



**NOTE:** The Total screen includes Playslip Counters. They indicate the number of Playslips inserted into the reader, how many were successfully processed by the system and printed, and how many were rejected.

## RAFFLE

Raffle is only available when the button is lit.

1. Touch **RAFFLE** on the Home Screen.
2. Select 1 for \$5.
3. Touch **SEND** to print a ticket or the **HOME** symbol to exit.



## LOTTO COMBO

Use to produce combinations of quick pick wagers for the next drawing.

1. Touch **LOTTO COMBO** on the Home Screen.
2. The screen displays three combinations of tickets that may be selected. Select the desired option.
3. A confirmation screen displays. Touch **SEND** and tickets print.



## POWERBALL

1. Touch **POWERBALL** on the Home Screen.
2. Select the **AMOUNT PER DRAW**: [\$2, \$4, \$6, \$8, or \$10].
3. Select the number of **DRAWS**: [1–8].
4. Select the **BIG \$2** option: [CANCEL, \$10, \$20, \$30, \$40, or \$50].
5. Select the **BIG \$10** option: [CANCEL, \$10, \$20, \$30, \$40, \$50, or \$100].
6. Select Yes or No for the **POWER PLAY** option.
7. Touch **MANUAL ENTRY** for manual entry, or touch **SEND** to allow the system to randomly choose the numbers.
8. For manual entry, touch the player's 5 numbers, then select the Powerball number; or touch **QUICK PICK**. Touch **SEND**.
9. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel. Ticket(s) print automatically.



## MEGA MILLIONS

1. Touch **MEGA MILLIONS** on the Home Screen.
2. Touch **MEGA MILLIONS** to play for ALL Mega Millions prizes.
3. Select the **AMOUNT PER DRAW**: [\$2, \$4, \$6, \$8, or \$10].
4. Select the number of **DRAWS**: [1–8].
5. Select the **BIG \$2** option: [CANCEL, \$10, \$20, \$30, \$40, or \$50].
6. Select the **BIG \$10** option: [CANCEL, \$10, \$20, \$30, \$40, \$50 or \$100].
7. Select Yes or No for the **MEGAPLIER** option.
8. Touch **MANUAL ENTRY** for manual entry, or touch **SEND** to allow the system to randomly choose the numbers.
9. For manual entry, touch the player's 5 numbers, then select the Mega Ball number; or touch **QUICK PICK**. Touch **SEND**.
10. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
11. Ticket(s) print automatically.



# SELLING LOTTO GAMES

## BADGER 5



1. Touch **BADGER 5** on the Home Screen.
2. Select the **AMOUNT PER DRAW**: [\$1, \$2, \$3, \$4, or \$5].
3. Select the number of **DRAWS**: [1–7].
4. Touch **MANUAL ENTRY** for manual entry, or touch **SEND** to allow the system to randomly choose the numbers.
5. For manual entry, touch the player's 5 numbers; or touch **QUICK PICK**. Touch **SEND**.
6. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
7. Ticket(s) print automatically.

## SUPERCASH!



1. Touch **SUPERCASH!** on the Home Screen.
2. Select the **AMOUNT PER DRAW**: [\$1, \$2, \$3, \$4, or \$5].
3. Select the number of **DRAWS**: [1–7].
4. Touch **MANUAL ENTRY** for manual entry, or touch **SEND** to allow the system to randomly choose the numbers.
5. For manual entry, touch the player's 6 numbers for the first Play, then select the numbers for the second play; or touch **QUICK PICK**. Touch **SEND**.
6. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
7. Ticket(s) print automatically.

## MEGABUCKS



1. Touch **MEGABUCKS** on the Home Screen.
2. Select the **AMOUNT PER DRAW**: [\$1, \$2, \$3, \$4, or \$5].
3. Select the number of **DRAWS**: [1–8].
4. Select Yes or No for the **EZ MATCH** option.
5. Touch **MANUAL ENTRY** for manual entry, or touch **SEND** to allow the system to randomly choose the numbers.
6. For manual entry, touch the player's 6 numbers for the first Play, then select the numbers for the second play; or touch **QUICK PICK**. Touch **SEND**.
7. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
8. Ticket(s) print automatically.

## ALL OR NOTHING



1. Touch **ALL OR NOTHING** on the Home Screen.
2. Select the **AMOUNT PER DRAW**: [\$2, \$4, \$6, \$8, or \$10].
3. Select the number of **DRAWS**: [1–7].
4. Touch **MANUAL ENTRY** for manual entry, or touch **SEND** to allow the system to randomly choose the numbers.
5. For manual entry, touch the player's 11 numbers; or touch **QUICK PICK**. Touch **SEND**.
6. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
7. Ticket(s) print automatically.

# SELLING LOTTO GAMES

## DAILY PICK 3: QUICK PICK



1. Touch **DAILY PICK 3** on the Home Screen to select game options for a Quick Pick.
2. Select the number of **PLAYS**: [1–5].
3. Select the number of **DAYS**: [1–7].
4. Select the **PLAY TYPE**: [Straight, Box, Straight/Box].
5. Select the **PLAY AMOUNT**: [\$0.50 or \$1.00].
6. Touch **SEND**.
7. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
8. Ticket(s) print automatically.

## DAILY PICK 3: MANUAL



1. Touch **DAILY PICK 3 MANUAL** on the Home Screen to select game options and enter the player's numbers.
2. Select the number of **PLAYS**: [1–5].
3. Select the number of **DAYS**: [1–7].
4. Select the **PLAY TYPE**: [Straight, Box, Straight/Box].
5. Select the **PLAY AMOUNT**: [\$0.50 or \$1.00].
6. Touch **PICK NEXT** to add Plays.
7. Touch **PLAYSLIP REPEATS** if a player wants additional tickets for their playslip (Limit of \$50.00).
8. Manually enter 3 numbers using the **NUMERIC TOUCHPAD**, or touch **QUICK PICK** to allow the system to randomly choose the numbers.
9. Touch **MANUAL REPEATS** if a player wants multiple tickets of the same wager (Limit \$10.00).
10. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
11. Touch **SEND** and ticket(s) print automatically.

## DAILY PICK 4: QUICK PICK



1. Touch **DAILY PICK 4** on the Home Screen to select game options for a Quick Pick.
2. Select the number of **PLAYS**: [1–5].
3. Select the number of **DAYS**: [1–7].
4. Select the **PLAY TYPE**: [Straight or Box].
5. Select the **PLAY AMOUNT**: [\$0.50 or \$1.00].
6. Touch **SEND**.
7. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
8. Ticket(s) print automatically.

## DAILY PICK 4: MANUAL



1. Touch **DAILY PICK 4 MANUAL** on the Home Screen to select game options and enter the player's numbers.
2. Select the number of **PLAYS**: [1–5].
3. Select the number of **DAYS**: [1–7].
4. Select the **PLAY TYPE**: [Straight or Box].
5. Select the **PLAY AMOUNT**: [\$0.50 or \$1.00].
6. Touch **PICK NEXT** to add Plays.
7. Touch **PLAYSLIP REPEATS** if a player wants additional tickets for their playslip (Limit of \$50.00).
8. Manually enter 4 numbers using the **NUMERIC TOUCHPAD**, or touch **QUICK PICK** to allow the system to randomly choose the numbers.
9. Touch **MANUAL REPEATS** if a player wants multiple tickets of the same wager (Limit \$10.00).
10. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
11. Touch **SEND** and ticket(s) print automatically.