WyoLotto

TERMINAL

Quick Reference Guide

General Operations

Signing On/Off

To sign-on to your Lottery terminal:

1. Touch the **SIGN ON/OFF** button.
2. Enter your 2-digit User ID: _____
3. and your 4-digit passcode: _____ and touch **OK**.

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.

Touch **OK** in the message window to confirm sign-off.
You are now signed-off.

Message Types

Standard – can be viewed at any time (green)

Mandatory – must be viewed to unlock terminal functions (red)

1. A message icon will flash until message is viewed.

2. To view messages, touch **MESSAGES** on the Main Menu screen. The message displays a list of messages. It will store a week's worth of messages.

3. Touch the message listed on the left-hand side of the message screen to view the entire message **MESSAGE DETAIL** on the right side of the screen.

4. Touch **PRINT** to print a copy or **EXIT** to return to the list of messages.
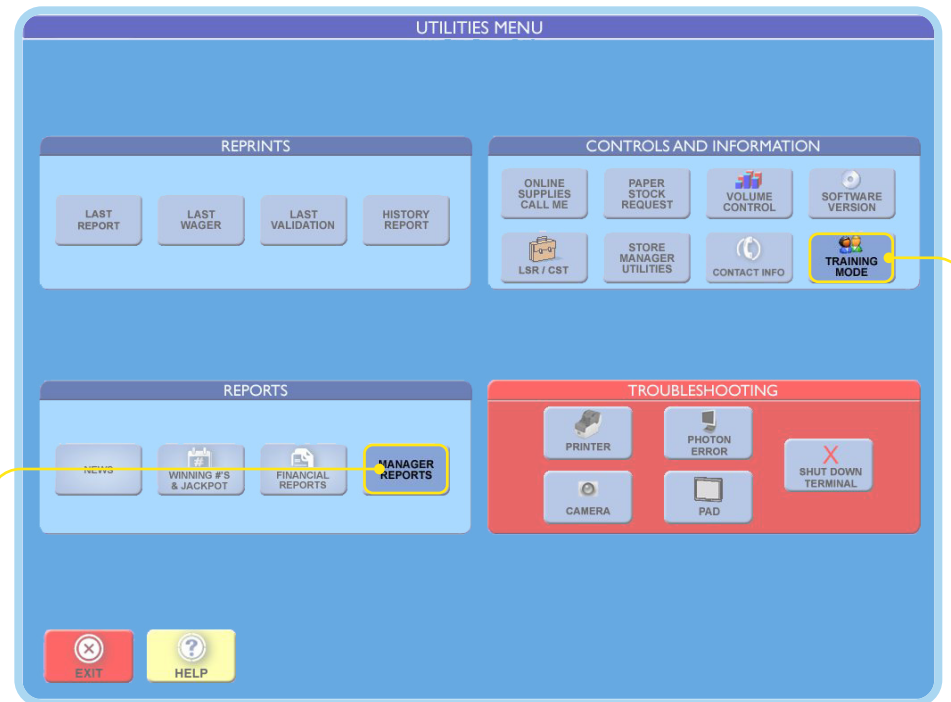

| No new messages | Standard-priority messages | High-priority messages |

Training Mode

1. Select the **UTILITIES** button.

2. Select **TRAINING MODE** button and press OK.

3. Select the **SIGN ON** button, enter your 2-digit user ID and a passcode of **9999**.

Reports

Manager Reports

1. From the Main Menu screen, touch the **UTILITIES** button.

2. From the Utilities Menu, touch the **MANAGER REPORTS** button.

3. Select the report you want: Financial Adjustment, Commission, Current Weekly Invoice, or Previous Weekly Invoice.

4. Select a Day of the Week, Week to Date or Weekly (to select, chose the week ending date of the week you want). If you select Current Weekly Invoice the Weekly Invoice for the most current completed week will be displayed.
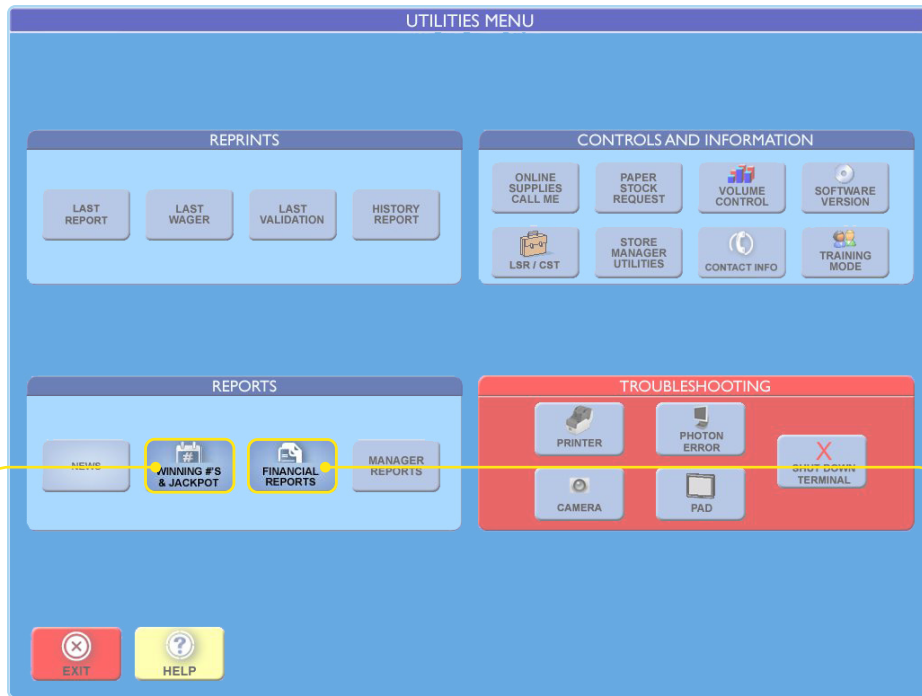
Financial Reports

1. Select **FINANCIAL REPORTS** button. Select the report you want: Sales, Shift, Summary, Validations or Coupons. Note: Financial Reports can be viewed by any staff member.
2. Select a Day of the Week, Week to Date or Weekly (to select the week ending date of the week you want).

Winning Numbers & Jackpot Reports

1. **LAST 10 DRAWS:** Displays winning numbers for the last 10 draws for the game selected.
2. **SEARCH:** Displays results for a specific draw date.
3. **LAST DRAW ALL GAMES:** Displays the results from the last drawing for all games and estimated jackpots for the next drawing.
4. **YESTERDAY'S DRAWS ALL GAMES:** Displays the results for all drawings held on the previous day and the estimated jackpots for the next drawing.
5. **CURRENT JACKPOTS:** Displays estimated jackpots for the next drawing for each game.

Selling Lottery Tickets

Selling Tickets with a Playslip

1. Place the completed play slip on the scanner's tray with the numbers facing up.
2. If the 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 the **DISCARD** to cancel the transaction. Then return the play slip to the customer to correct.

Selling Tickets 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)
   • Power Play® (Powerball® only), Megaplier® (Mega Millions® only)
   • Multi-Draw (Select a number of subsequent draws up to 20)
4. Touch **SEND** to complete the transaction.

Ticket Repeat

- From the Main Menu, touch **TICKET REPEAT**.
- Scan the customer's physical ticket using the barcode reader. The ticket information displays in the Ticket Replay window.
- Touch **SEND** to print the new ticket with the same numbers played on the previous ticket, the same number of plays and the dollar amount.

Quick Pick

- From the Main Menu screen, touch the **QUICK PICK** button for the desired game. The Quick Pick screen displays.
- Select **POWER PLAY, NUMBER OF PLAYS** and **NUMBER OF TICKETS**. The total price displays at the bottom left of the screen.
- Touch **SEND** to complete the transaction.
- For a one-touch option, choose the desired amount Quick Pick button for the desired game on the Main Menu. For Powerball - $2 and $10 or with Power Play $3 and $15. For Mega Millions - $2 and $10 or with Megaplier $3 and $15.

Cashing Tickets

- **CAMERA SCANNING:** Scan the barcode on the ticket by placing the ticket on the scanner tray.
- **MANUAL ENTRY:** If the ticket cannot be scanned, touch **VALIDATION** on the Main Screen and enter the 25 digit serial number from the front of the ticket.

Plays Preview

The Plays Preview screen allows you to batch multiple ticket purchases at once and review and edit them before completing the sale.
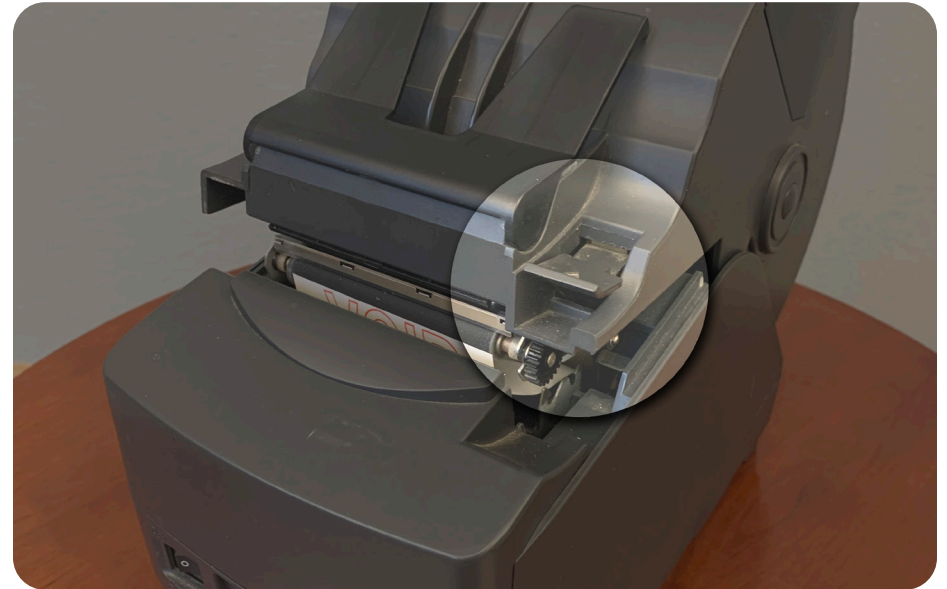
Replacing paper stock

When the paper stock is nearing the end of the roll, a red line will appear on the tickets. This signifies it's time to replace the paper stock.

1. Open the printer

- To open the printer, locate the lever on the front/right of the machine.

2. Remove the old roll

- Simply take out the old roll so you're ready to place in a new one.

3. Tear excess paper

- You may break the seal, however be sure to tear the extra paper including sticker remnants so as to not jam the printer.

4. Insert new paper roll

- When placing new paper stock into printer, be sure the roll is facing the correct direction to feed correctly as shown here.

5. Pull out some extra paper

- You do not need to feed the paper through the printer. Instead, pull some extra paper stock forward like the picture shows below.

6. Close the lid and run a test print

- Once the paper stock is in place, close the lid and the printer will automatically run a test print letting you know everything is working.

Overview

Powerball is a draw game played much like Mega Millions and Lucky for Life®. To play, a player must select 5 white balls numbered from 1-69 on the first board. The Powerball is then chosen from numbers 1-26 on the second board. These choices make up one play, which will cost the player $2. A player may choose their "lucky" numbers or choose the Quick Pick option.

A Power Play may be added for an additional $1 per play, multiplying the players winnings.

Drawings every Monday, Wednesday, and Saturday

$2 per ticket with $1 Power Play

8 cash payouts + the Jackpot

Quick Pick Screen

Powerball numbers screen

Drawings every Tuesday and Friday

$2 per ticket with $1 Megaplier

Get 2 Just the Jackpot plays for $3

Overview

Mega Millions is a draw game played much like Powerball and Lucky for Life. To play, a player must select 5 white balls numbered from 1-70 on the first board. The Megaball is then chosen from numbers 1-25 on the second board. These choices make up one play, which will cost the player $2. A player may choose their "lucky" numbers or choose the Quick Pick option.

A Megaplier may be added for an additional $1 per play, multiplying the players winnings.

Quick Pick Screen

Mega Millions numbers screen

Mega Millions game options screen

JUST the JACKPOT

| 2 regular plays = $4 | 2 **Just the Jackpot** plays = $3 |

Just the Jackpot is an exciting way to play Mega Millions! With Just the Jackpot, players can skip the smaller prizes and just go for the big one. This feature allows for more plays at the jackpot by foregoing smaller payouts and a reduced price point.

To play Just the Jackpot, look for the button on the terminal in the Mega Millions section and select it in the same way you would a standard Mega Millions ticket.

Note: This feature can only be used with Quick Pick. Players cannot select their own numbers.

Selling Tickets

Cowboy Draw® tickets are sold in the same manner as Powerball and Mega Millions. One wager for Cowboy Draw will consist of two sets of numbers from 1-45. The options to generate a ticket are Quick Pick and Manual Pick.

Cancellations

A Cowboy Draw ticket can be cancelled, including an advance play, as long as it's before the next draw break. To cancel a ticket:

- Select the **CANCEL** button.
- Scan the players ticket.
- Select **YES** when prompted to verify the cancel is desired.

Financial Reports

Financial Reports are updated to reflect the sales, commissions, cancellations, and validations of Cowboy Draw tickets.
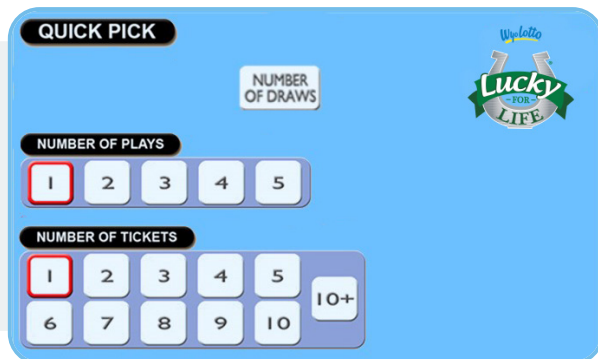
Quick Pick Screen

Cowboy Draw numbers screen

Drawings every day of the week

Win up to $1,000 every day for life!

Overview

Lucky for Life is played much like Powerball and Mega Millions. The only significant difference is that Lucky for Life is a fixed grand prize game, which means the prize remains the same. To play, a player must select 5 white balls numbered from 1-48 on the first board. The "Lucky Ball" is then chosen from numbers 1-18 on the second board. These choices make up one play, which will cost the player $2. A player may choose their "lucky" numbers or choose the Quick Pick option.

Main Screen

Lucky for Life has the same convenient quick options on the main screen. A retailer may also press the Quick Pick button or the Lucky for Life logo button for manual play options.

Match 2 sets of 2

1 in 4 wins

**Play every day for just a buck**

Overview

2by2® is played much like other draw games. The only significant difference is that 2by2 is a fixed grand prize game, meaning it has a grand prize amount which remains the same. To play, a player must select two red balls (from 1-26) and two white balls (from 1-26). These choices make up one play, which will cost the player $1. A player may choose their own numbers or choose the Quick Pick option.

2by2 has the same convenient quick options on the main screen. A retailer may also press the Quick Pick button or the 2by2 logo button for manual play options.
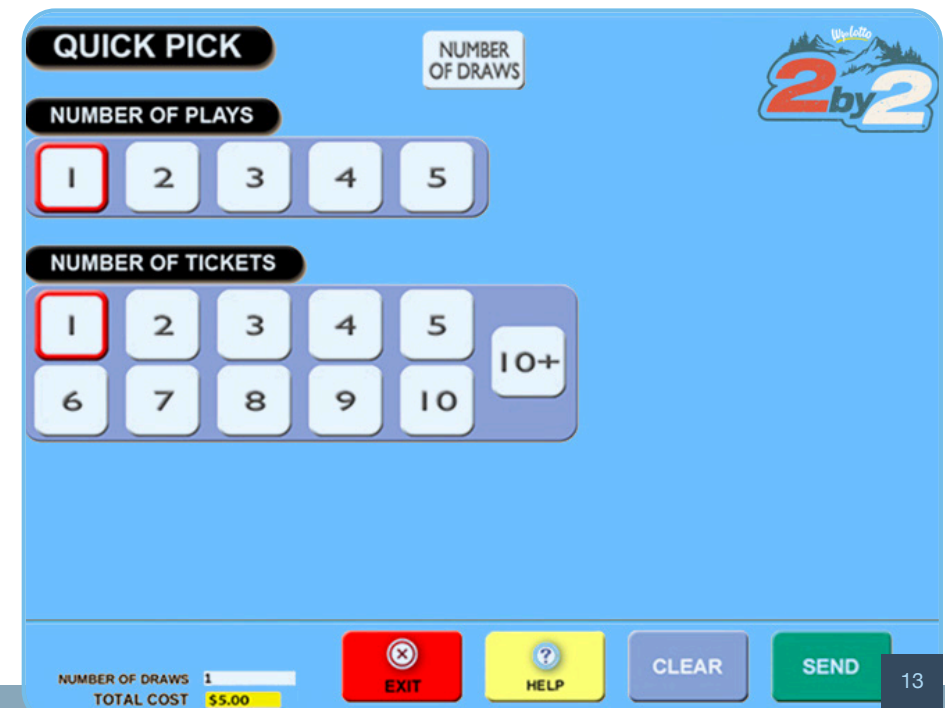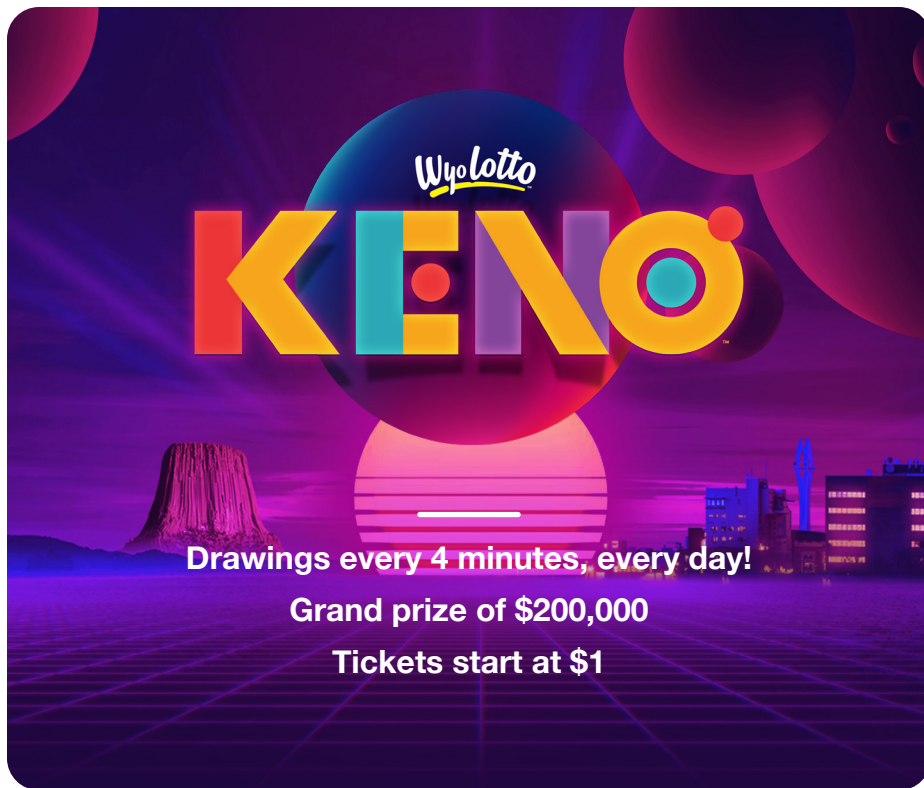
How to Play

1. First, players choose how many spots they're playing. The term "spots" refers to how many numbers they will pick. They can play 1-10 spots every draw. Odds vary by number of spots played.

2. After choosing the number of spots, players can pick their own numbers (1-80) or choose Quick Pick for a set of random numbers. They must choose the same amount of numbers as spots for the playslip to validate.

3. Wagers start at $1 and go up to $20.

4. Players can also play consecutive draws (the same playslip for more than one draw in a row). There are limits on consecutive draws for $10 wagers (limit 10 consecutive draws) and $20 wagers (limit 5 consecutive draws).
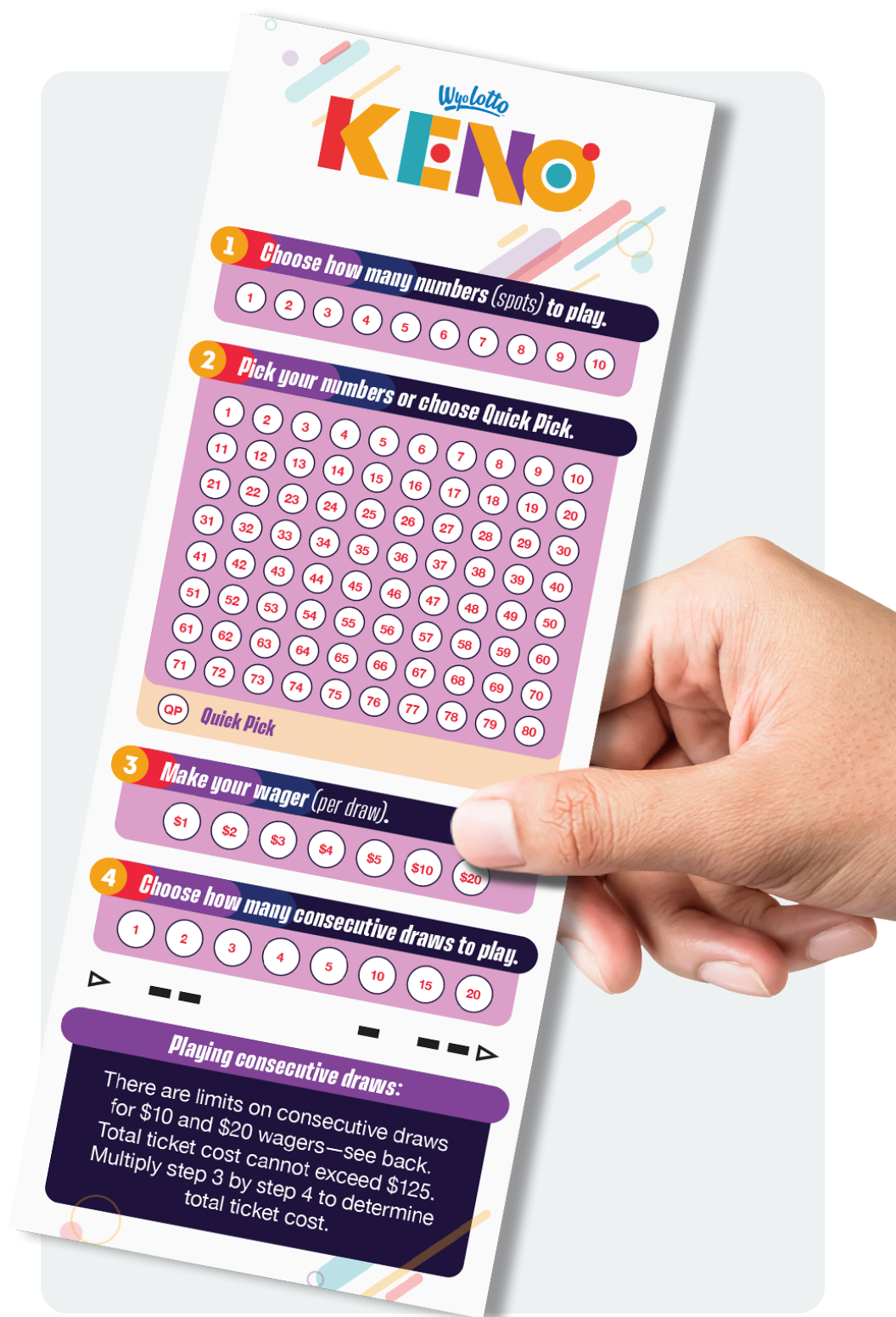
Overview

KENO is a rapid draw game. Draws take place every day, every 4 minutes, from 5 a.m. to 2 a.m. Every draw reveals 20 numbers. Players can try to match up to 10 numbers every draw. Prize amounts are determined by the number of spots played and the wager. Odds vary by number of spots played.

Total ticket cost is the wager multiplied by the number of consecutive draws. **Total cost cannot exceed $125.**

KENO has convenient quick options on the main screen. Use the Quick Pick button or press the KENO logo button for manual play options.
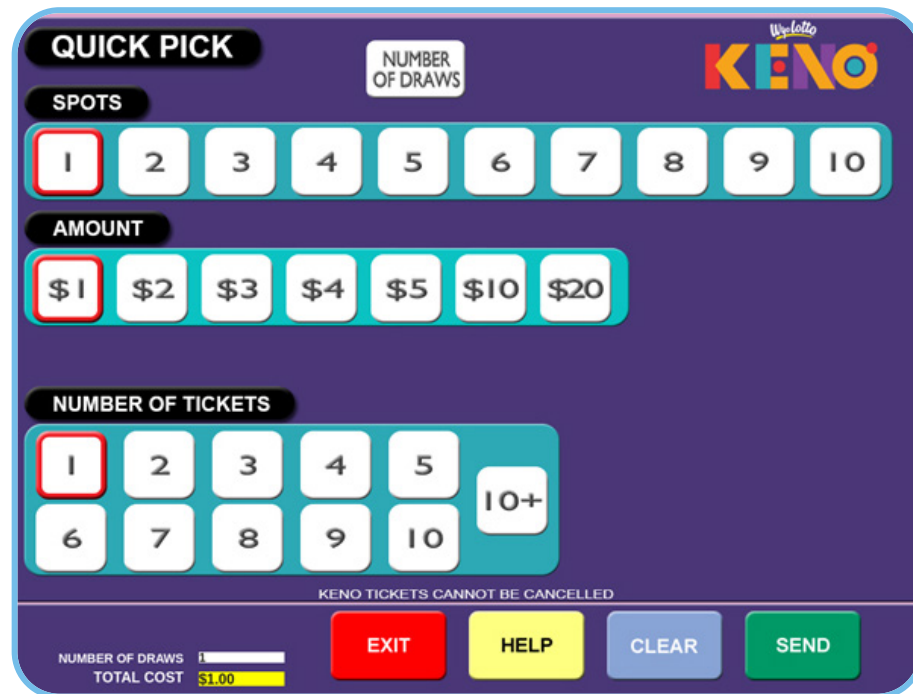
Quick Pick Screen

KENO numbers screen

Don't forget the WyoLotto Round Up

A Round Up consists of 1 play for each game offered, with the exception of KENO, and costs $14.

Each play consists of:

- Powerball with Power Play ($3)
- Mega Millions with Megaplier ($3)
- Cowboy Draw ($5)
- Lucky for Life ($2)
- 2by2 ($1)

When the Round Up button is pressed, it will present a cost validation menu. A retailer must select "**OK**" to proceed with printing. If "**Edit**" is selected, the retailer will be taken to the plays preview screen where they can edit the current games selected. When "**Cancel**" is selected, no game will be played and the terminal will reset to the main menu.

Useful Buttons & Actions

Balance..Shows details of current customer balance

Winning Numbers & Jackpot.........Goes to the Winning Numbers and Jackpots screen for Winning Numbers, Liability and Jackpot reports

Messages ....Delivers messages from the WY Lottery

Validation.......................................Allows validation of a Ticket by scanning/ entering the ticket manually.

Financial Reports...........................Presents a menu for all financial reports

Coupons ....Goes to the coupon screen. Ability to scan/enter manual coupons.

Utilities...Used for Reprints, Controls, and Information, Troubleshooting, Reports, Training Mode, LSR and Manager Functions

Help...Directs to Help Screen

Amber Alert....................................Directs to the Amber Alert Screen

Pause...Pops up the Pause Screen and no other actions are allowed until the correct passcode is entered.

Need help?

Call the hotline at: 877.261.6244

Winning number information: 307.432.9300

Gambling Problem?: 800.522.4700