



# TERMINAL

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Quick Reference Guide



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# 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.



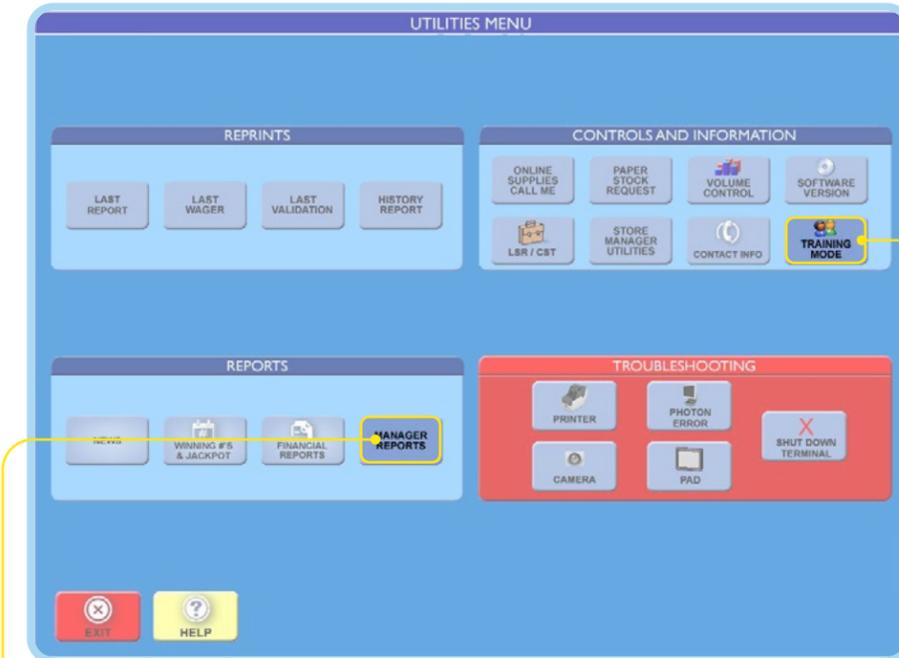
No new messages



Standard-priority messages



High-priority messages



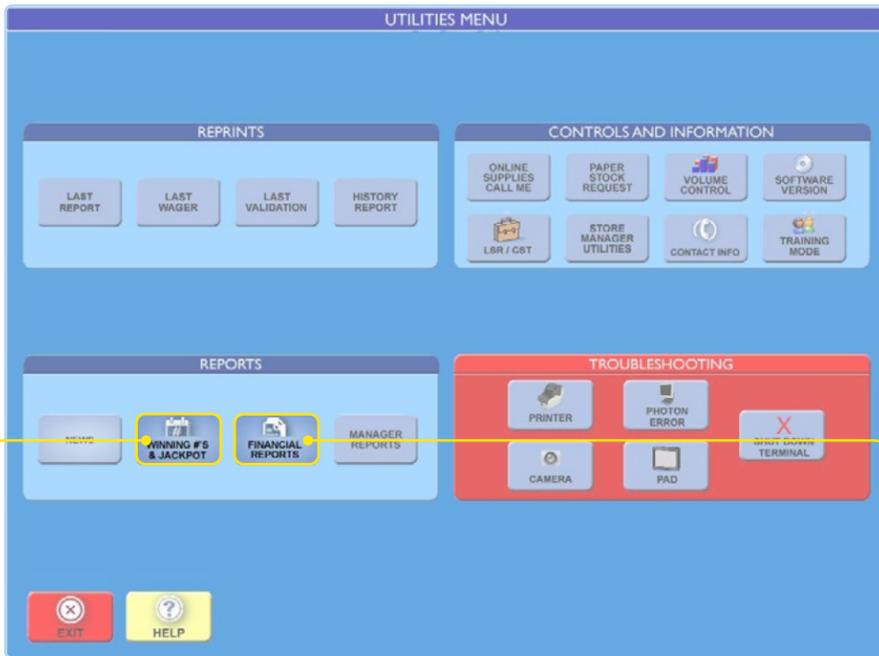
## Training Mode

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)
  - 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 - \$5.

## 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.





Drawings every Monday, Wednesday, and Saturday  
 \$2 per ticket with \$1 Power Play  
 8 cash payouts + the Jackpot

### Overview

Powerball is a draw game played much like Mega Millions and Millionaire 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 **play** refers to each set of numbers on a ticket, while a **draw** is the event where a set of winning numbers is selected.

#### POWER PLAY

YES NO

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

#### QUICK PICK

#### POWER PLAY

YES NO

NUMBER OF DRAWS

#### NUMBER OF PLAYS

Quick Pick Screen

Powerball numbers screen



Drawings every Tuesday and Friday  
 \$5 per ticket

Great odds, jackpots starting at \$50M, and every non-jackpot prize is automatically multiplied by 2x, 3x, 4x, 5x, or 10x.

### Overview

Mega Millions is a draw game played much like Powerball and Millionaire for Life®. To play, a player must select five white balls numbered from 1-70 on the first board. The Megaball is then chosen from numbers 1-24 on the second board. These choices make up one play, which will cost the player \$5. A player may choose their “lucky” numbers or choose the Quick Pick option.

A **play** refers to each set of numbers on a ticket, while a **draw** is the event where a set of winning numbers is selected.

### Multiplier

Every non-jackpot win is automatically multiplied: 2x, 3x, 4x, 5x, or 10x. A multiplier is randomly assigned to every set of numbers they play.



Quick Pick Screen

Mega Millions numbers screen



**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.

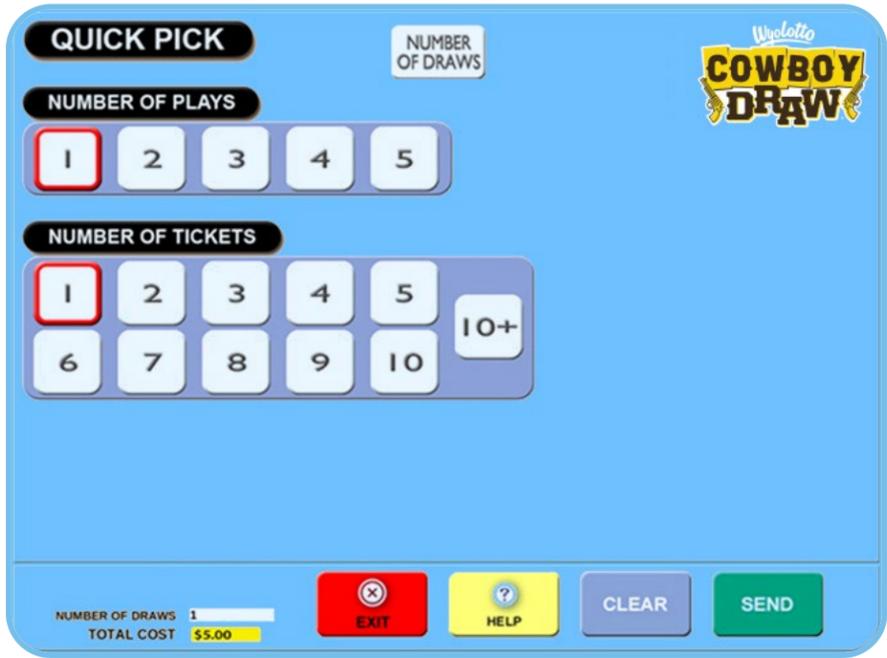
**Cancellations**

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



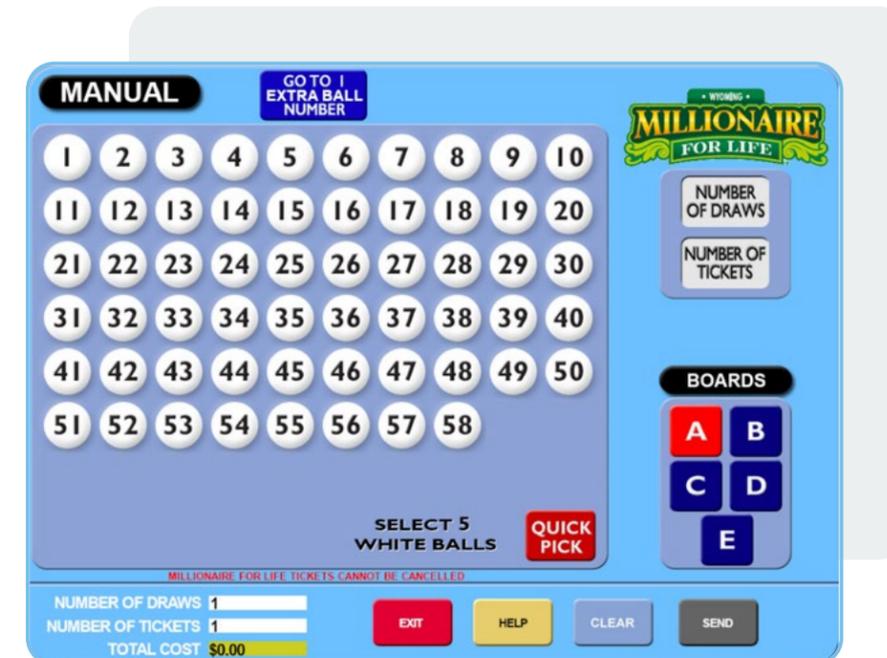
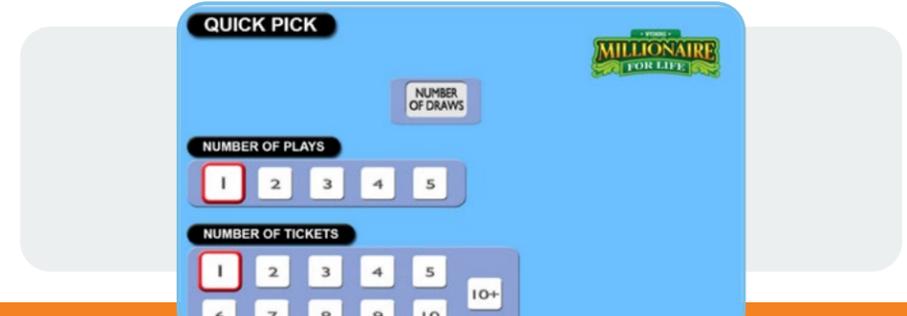
Cowboy Draw numbers screen



**Overview**

Millionaire for Life is played much like Powerball and Mega Millions. The only significant difference is that Millionaire 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 1-58 on the first board. The “Millionaire Ball” is then chosen from numbers 1-5 on the second board. These choices make up one play, which will cost the player \$5. A player may choose their “lucky” numbers or choose the Quick Pick option.

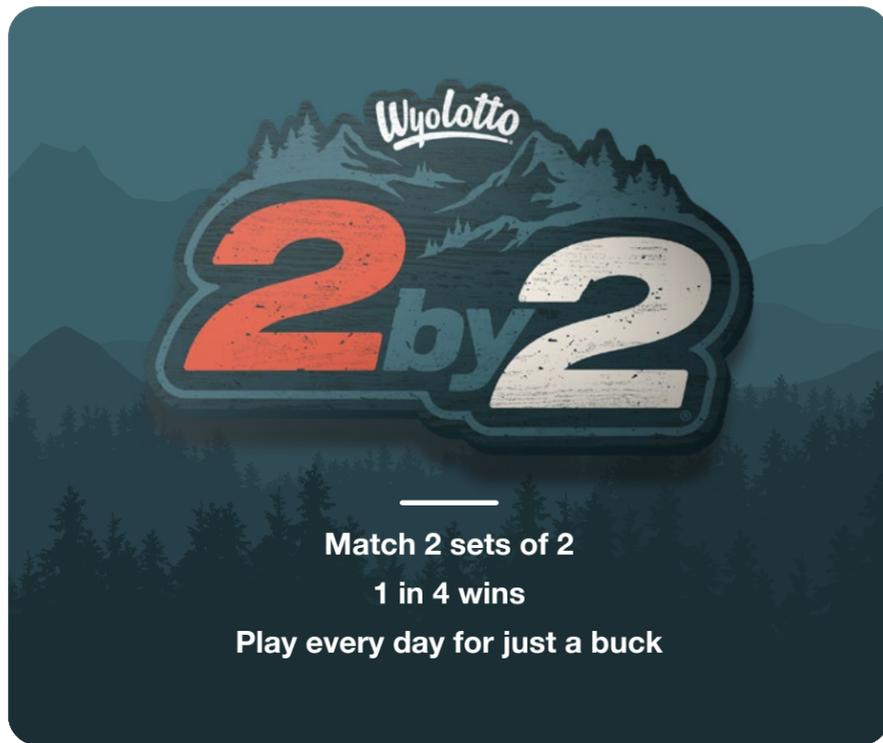
A **play** refers to each set of numbers on a ticket, while a **draw** is the event where a set of winning numbers is selected.



**Main Screen**

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





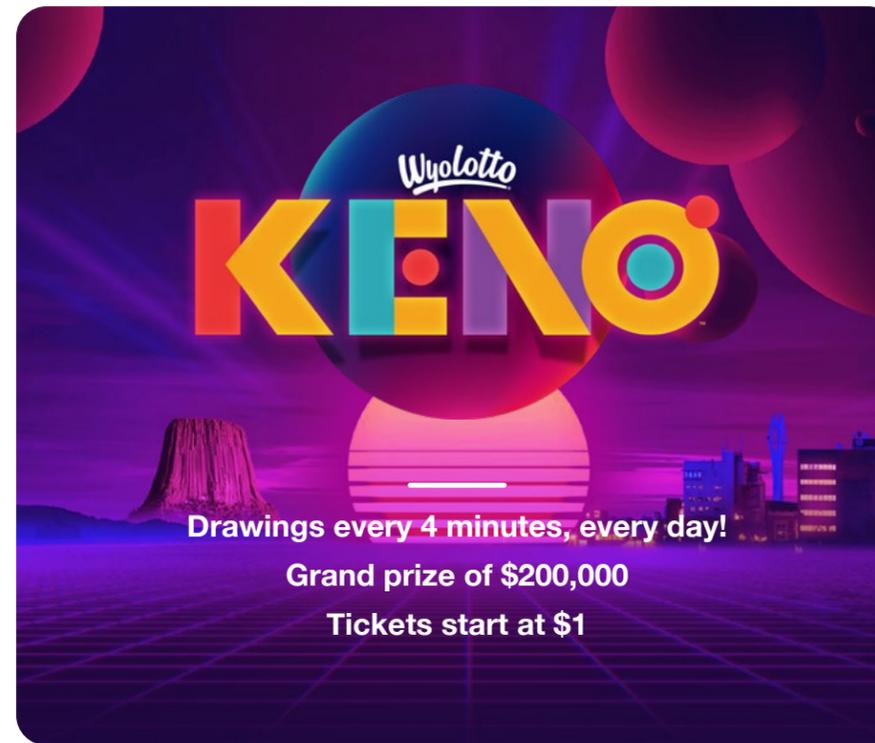
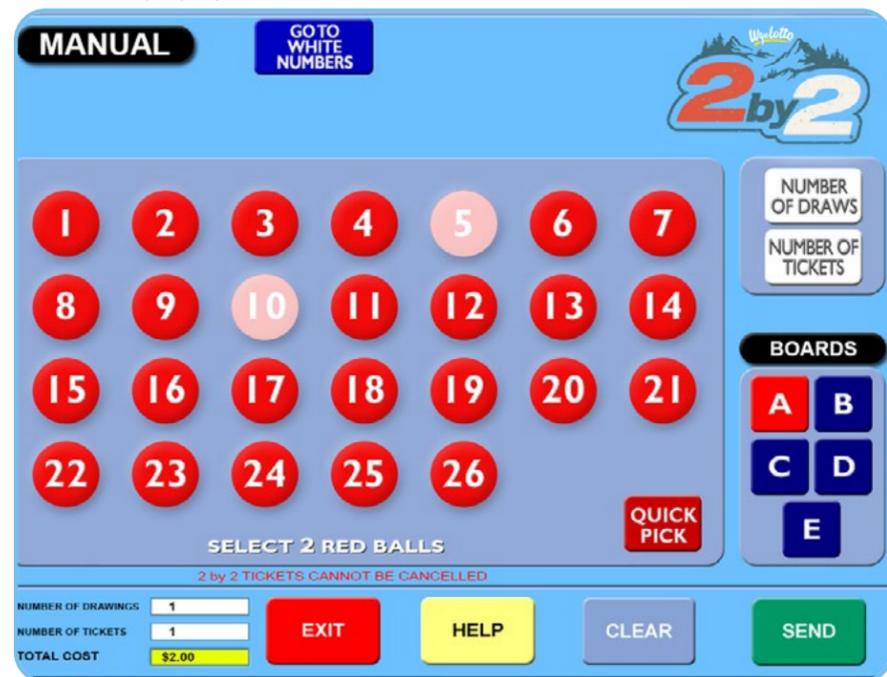
## Overview

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.

A **play** refers to each set of numbers on a ticket, while a **draw** is the event where a set of winning numbers is selected.



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

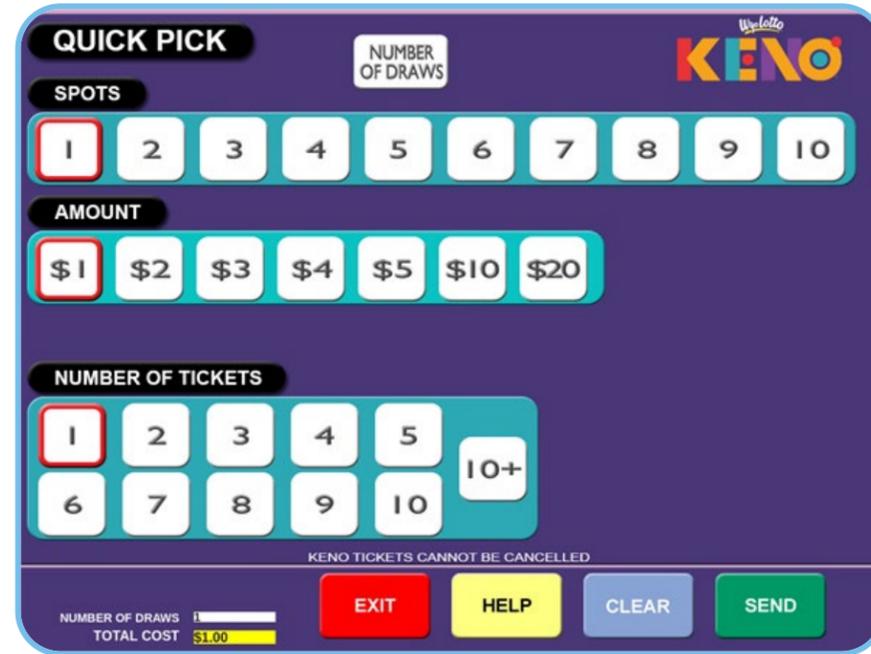
KENO is a rapid draw game. Draws take place every day, every 4 minutes, from 5 a.m. to 2 a.m. Every draw reveals 20 numbers. Players can try to match up to 10 numbers every draw. Prize amounts are determined by the number of spots played and the wager. Odds vary by number of spots played.

A **play** refers to each set of numbers (or “spots”) on a ticket, while a **draw** is the event where a set of winning numbers is selected.

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 and costs \$20.

Each play consists of:

- Powerball with Power Play (\$3)
- Mega Millions (\$5)
- Cowboy Draw (\$5)
- Millionaire for Life (\$5)
- 2by2 (\$1)
- KENO (\$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