

## RETAILER REFERENCE GUIDE

Lottery Directory		
DEPARTMENT	DEPARTMENT DUTIES	CONTACT



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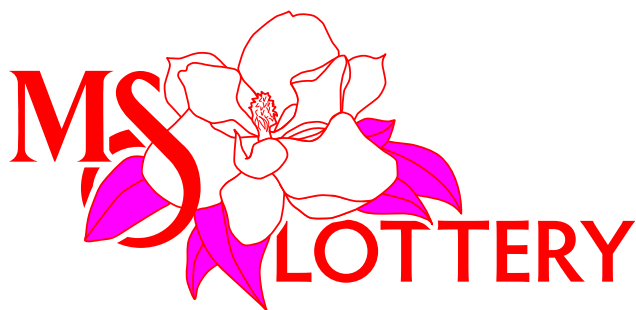
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# TERMINAL BASICS



# The Retailer Pro Terminal



## Ticket Scan Plus [TSP]



## Cleaning Instructions

To clean the Retailer Pro terminal and peripherals, spray non-ammonia window cleaner on a soft, dry, lint-free cloth and gently wipe the components clean.

**NOTE: DO NOT** spray the cleaner directly onto the touchscreen.

# Play Slips & Tickets

## Inserting Play Slips

Insert Play Slips, one at a time, vertically or horizontally into the CIS Reader (Play Slip Reader) with the marked side facing the front. If the ticket does not print immediately, do not insert a second time.

**DO NOT** insert Instant tickets into the CIS Reader.

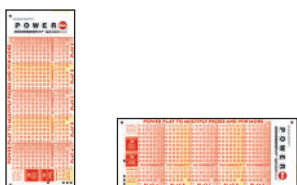
For Instant and Draw Game Ticket cashing, confirming delivery of an order, or activating a pack of tickets, scan the barcode using the Handheld Barcode Scanner.

## Play Slip Editing

Use only blue or black ink, or pencil. If a box is marked in error, choose "VOID" for that panel and move on to the next panel. **DO NOT ERASE.**

If a play slip has been filled out incorrectly, or if an error message displays, you may be able to correct the error on the screen or return the play slip to the player to be filled out correctly.

**TIP:** Return Barcode Scanner to cradle for charging.



# Terminal Screens

## Welcome/Sign On Screen

?

Logged Out

Sign On

Terminal Settings

Services

Please Sign On

User ID

Pass Number

Pass Number

7894561230CLEAR

Submit

Device Statuses

Legal Sell Age 08-13-1999

MS LOTTERY

## Home Screen

Sign Out

?

Ready

Logged In As - 20020502

Terminal Settings

Services

Reprints

Draw Game Functions

Instant Game Functions

Online Validation

Instant Validation

Cancel Online

CASH POP

Match 5

CASH 3

CASH 4

LOTTO AMERICA

EZ Match

CASH POP

Multiplier

FIREBALL

FIREBALL

ALL STAR BONUS

ALL STAR BONUS

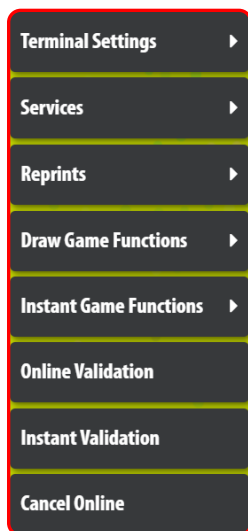
Current Time: Mar 10, 2024 07:55:24

Legal Sell Age 03-10-2003

MS LOTTERY

# Terminal Navigation

## Function Buttons



## Game Buttons



## Navigation

Use the “path” located near the top, center of the screen to easily navigate between screens. Simply touch the **Home** icon to return to the Home Screen or the screen name to return to a previous screen.

**Example:** In the example below, the path displayed is for the Mail screen. Touch **Services** to return to the Services menu, or touch **Home** to return to the Home Screen.



## Game Screen Tabs



Use the Game Tabs located at the top of each Game options screen to easily navigate between Draw Games.

# Ticket Stock Reminders

- **First In – First Out**:  
Use older boxes of ticket stock **FIRST**. The ticket stock is sturdy but over time can break down.
- Ticket Stock boxes should be stored in a cool, dry place. To avoid damage, do not place them next to or on top of a heat source.
- Ticket Stock should **NOT** be stored under your play center.
- Keep Ticket Stock in the box that it was delivered in and keep the box sealed until you need to use it.
- For security reasons, ticket stock **CANNOT** be transferred between retailers.



# Paper Loading

## Changing the Paper in the Printer

- First, pull the **silver latch** on the Printer Cover up and lift up to open the Printer.
- Next, remove the used paper roll.
- Detach the piece of tape on the new roll that holds the end of the paper to the roll then place the new roll into the Printer. **It is important that the paper feeds from the bottom toward you.**
- Because this is a new roll, leave about 12 to 18 inches hanging out and close the cover firmly.
- The Printer automatically advances and cuts the paper.
- Next, run the Printer Test to ensure print quality. From the Home Screen, touch **Services**, then **Printer Test**. A test ticket will print if the printer is loaded properly.

**NOTE:** When the paper roll is running low, RED ink will appear on the paper and the message "Paper Low" will display on the terminal screen. and there will be an audible sound.



Replace the paper roll **immediately** as the terminal will not operate without ticket stock. Be sure to keep an adequate amount on hand.



# Clearing Jams

## Clearing Paper Jams

- Open the Printer cover and leave the roll in place.
- Clear any debris from the rollers to clear the jam.
- Pull the Printer paper out and close the Printer cover. The paper will automatically advance and cut off.
- Return to the Services menu and run a Printer Test.



## Clearing Reader Jams

- To open the Reader door, press the **silver release button** on top of the touch screen and pull the touch screen forward. Then, press the **green button** that looks like a down arrow and open the second door the same way.
- Being very careful not to scratch the glass lens, remove the jammed play slip.
- Close the reader door firmly and return to the Services menu and run a CIS Reader Test.

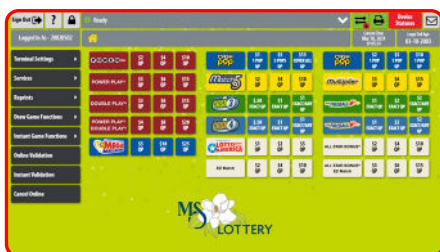
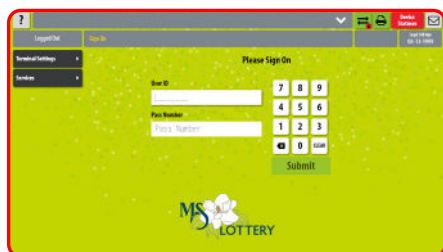


**NOTE:** Instant tickets should **never** come into contact with this area of the terminal. Latex from the tickets will gum up on the reader and cause failure!

# Sign On/Sign Out

## Sign On

- On the Welcome Screen, enter your 8-digit User ID (6-digit Retailer Number + 00) and 4-digit Pass Number using the **numeric keypad**; then, touch **Submit**.
- If there is a news message it displays automatically. Otherwise, the Home Screen displays.



**Submit**

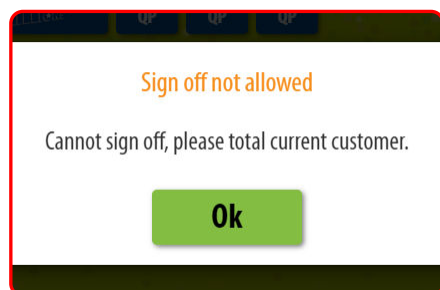
**NOTE:** The Weekly Invoice prints automatically after end of day on Saturday evening.

## Sign Out

- Touch **Sign Out** on the Home Screen.



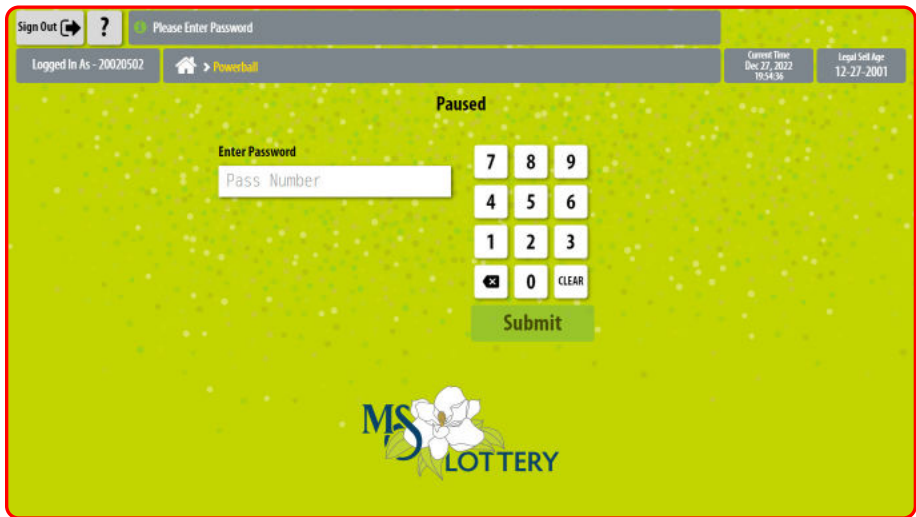
**NOTE:** You are not allowed to sign out if there is a wager in process or the Total Screen has not been cleared.



# Lock

Lock mode puts the terminal into a paused mode until you enter your pass number.

- Touch **Lock** on the Home Screen.
- The screen displays:



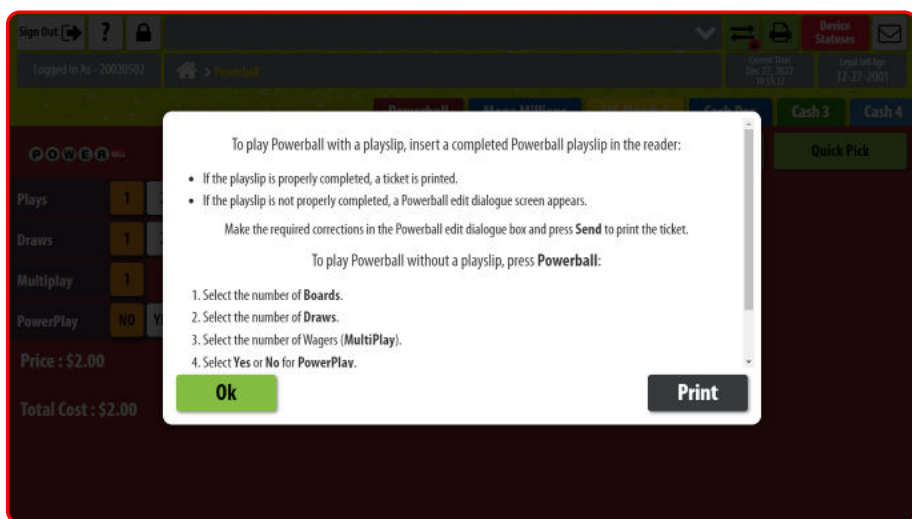
- Enter your 4–digit Pass Number to unlock the terminal. Touch **Submit**.

**Submit**

**NOTE:** If the Pass Number is entered incorrectly three [3] times, you will be required to Sign On to the terminal again.

# Help

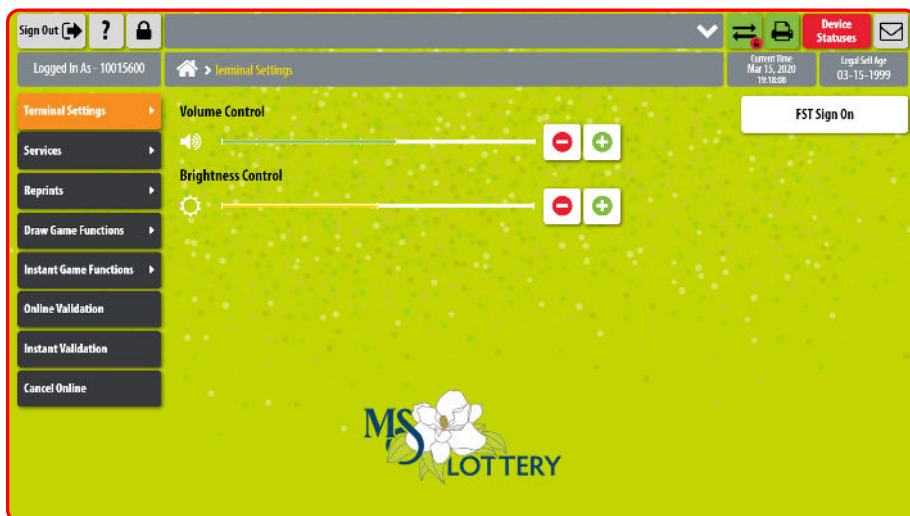
- Touch Help from any screen. A Help pop-up screen displays information related to your current screen.
- For example, touch Help on the Powerball options screen. The following help information displays:
- Touch **Print** to print the help information, or touch **OK** to return to your current screen.



# Terminal Settings

- Touch **Terminal Settings** on the Home Screen.
- The Terminal Settings screen displays. Select the desired option.

**Terminal Settings** ▶



## Volume Control

Touch **Plus [+]** or **Minus [-]** buttons to change the terminal volume.

## Brightness Control

Touch **Plus [+]** or **Minus [-]** buttons to change the terminal screen brightness.

## Field Service Technician (FST) Sign On

This option is used by the FST to access service functions. All FSTs are required to have identification if they need to access the terminal.

# Services

- Touch **Services** on the Home Screen.
- The Services menu displays. Select the desired option.



## MAIL

Use this service to obtain mail messages sent by the Lottery to selected terminals. Messages can be prioritized as **Immediate** or **Normal**. Upon receipt of a message, the status line will indicate there is a new message until the message is read. Mail messages can be printed by touching **Print**.

## NEWS

Use this service to retrieve News messages sent by the Lottery. News messages can be printed by touching **Print**.

## VIDEO HELP

Use to view short videos on the Play slip Reader, Printer, and Handheld Scanner.

## TRANSACTION HISTORY

Displays the last 50 transactions that were performed on the terminal. Touch **Print** to print a copy of the Transaction History.

## TERMINAL RESET

Allows the retailer to reset the terminal.

## CIS READER TEST

Allows the retailer to test the Contact Image Sensor (CIS) Reader.

## PRINTER TEST

Allows the retailer to test the printer.

## IP TEST

Allows the retailer to test the internet connection, or Internet Protocol (IP).

## BARCODE READER TEST

Allows the retailer to test the barcode reader.

## VERSION INFO

Displays version of the software and firmware on the terminal.

## TEMPERATURE MONITOR

Displays temperature of the terminal.

## COMM LOG

Displays the Communications log.

## TERMINAL INFO

Displays terminal information.

# Reprints

Reprints allows you to reprint the Last Draw Game Cash, Last Instant Game Cash, Last Transaction, Last Play, or Last Cancellation. All Reprints are branded "REPRINT" and "NOT FOR SALE".

- Touch **Reprints** on the Home Screen.
- Touch the desired option, and the reprint prints automatically.

Reprints ▶



Reprint Last Draw Game Cash

Reprint Last Instant Game Cash

Reprint Last Transaction

Reprint Last Play

Reprint Last Cancellation

---

# Instant Inventory Management

- Verify orders once delivered by checking the game and pack number against the manifest. If anything does not match, please call Inside Sales at 601-487-1359.
- Store tickets in a safe and secure location.
- Track instant tickets sold by recording the game, pack number and beginning ticket number daily. Contact your sales representative if you need any assistance or a suggested form to use.

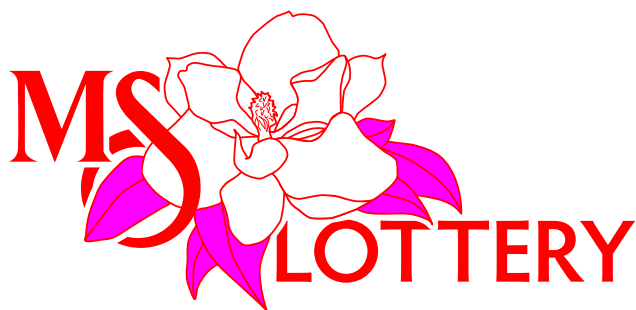
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# Stolen/Missing Ticket Reporting

- Call IGT hotline at 866-234-7533 (Option 1)
- Have the game, pack number and ticket number information ready to provide.
- File a police report within 24 hours of the theft (not necessary for missing packs)
- Provide MLC Security with a copy of the police report via email, mail or fax within 14 calendar days at 601-487-1155 (Option 3)



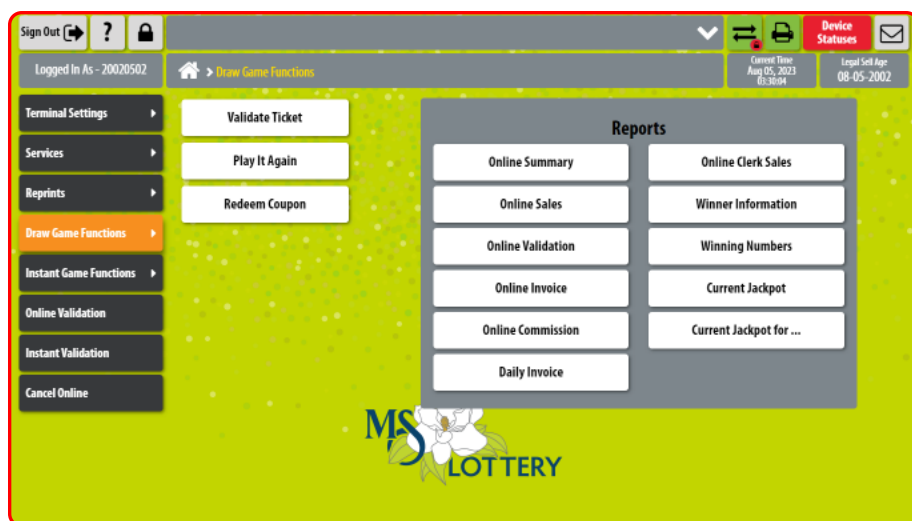
# PRODUCT FUNCTIONS



# Draw Game Functions

- Touch **Draw Game Functions** on the Home Screen.
- The Draw Game Functions menu displays. Select the desired option.

**Draw Game Functions**



## Validate Ticket

This is the same function as **Online Validation** from the Home Screen. Please see page 3:2 for more details.

**Validate Ticket**

## Play It Again

Please see the following page for more details.

**Play It Again**

## Redeem Coupon

*Currently Unavailable.* Use to Redeem Coupons. Scan the coupon with the Barcode Reader; or manually enter the Coupon Serial Number using the **keypad**.

**Redeem Coupon**

# Draw Game Functions

## Play It Again

Use to produce new Draw Game tickets with the same wager options and numbers of a previously played ticket.

- Touch **Draw Game Functions** on the Home Screen, then touch **Play It Again**.
- Scan the previously played ticket's barcode using the wireless ticket scanner, insert the ticket into the CIS Reader (Play Slip Reader), or enter the serial number manually using the numeric keypad.
- The ticket will print automatically.
- You may reproduce another ticket; or touch Total to total out your customer.

Play It Again

Sign Out ?

Logged In As - 20020502

Play It Again

Terminal Settings

Services

Reprints

Draw Game Functions

Instant Game Functions

Online Validation

Instant Validation

Cancel Online

Play It Again

Scan the Barcode  
Or Enter Serial Number Manually

7 8 9

4 5 6

1 2 3

0 CLEAR

Submit

MS LOTTERY

Current Time: Dec 27, 2022 19:57:23

Legal Sell Age: 12-27-2001

# Draw Game Functions

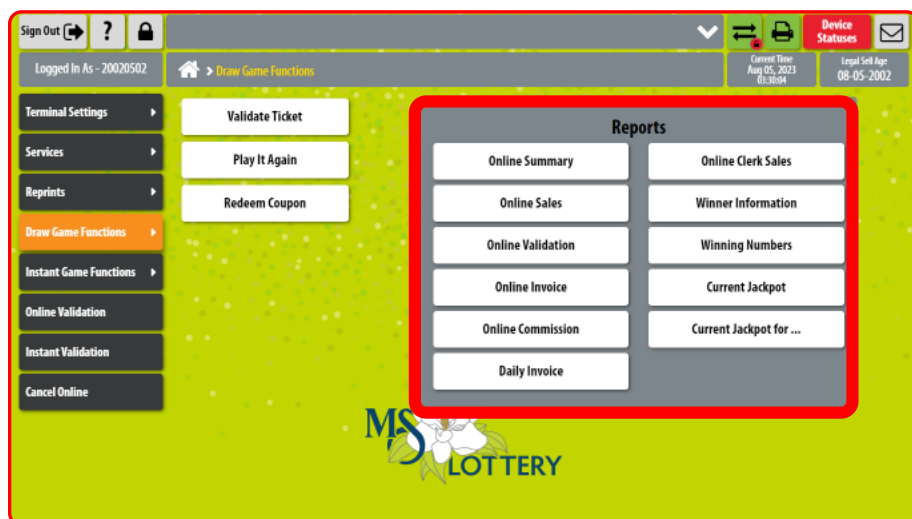
## Draw Game Reports

Provides the retailer with the ability to obtain reports for online sales and games.

Reports available from the Retailer Pro include: *Online Summary, Online Sales, Online Validation, Online Invoice, Online Commission, Daily Invoice, Online Clerk Sales, Winner Information, Winning Numbers, Current Jackpot, and Current Jackpot for ...*

- Touch **Draw Game Functions** on the Home Screen. The Draw Game Functions menu displays.
- Select the desired Report option.

Draw Game Functions ▶



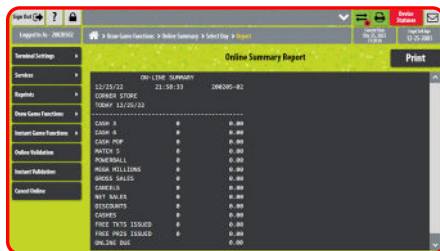
# Draw Game Functions

## Draw Game Reports

### ONLINE SUMMARY

- Touch **Online Summary** from the Draw Game Functions menu.
- Select the desired day: (Today, Monday – Sunday, Week To Date, or Other).
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.

### Online Summary



# Draw Game Functions

## Draw Game Reports

### ONLINE CLERK SALES

- Touch **Online Clerk Sales** from the Draw Game Functions menu.
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.

### Online Clerk Sales

ON-LINE CLERK REPORT	
DATE	TIME
11/25/22	11:11:02
2000000000	
CASH 3	0.00
CASH 4	0.00
CASH 5	0.00
CASH POP	0.00
LOTTO 5	0.00
POWERBALL	0.00
MEGA MILLIONS	0.00
GRAND SLAM	0.00
CASHES	0.00
NET SALES	0.00
DISCOUNTS	0.00
TOTAL SALES COMM	0.00

ON-LINE CLERK REPORT	
DATE	TIME
11/23/24	10:30:04
100102-16	
10010216	
CASH 3	3.50
CASH 4	0.50
CASH POP	8.00
LOTTO 5	8.00
LOTTO AMERICA	30.00
POWERBALL	9.00
MEGA MILLIONS	11.00
GROSS SALES	84.00
CASHES	0.00
NET SALES	84.00
DISCOUNTS	0.00
TOTAL SALES COMM	-5.04



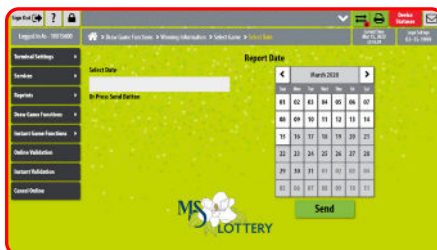
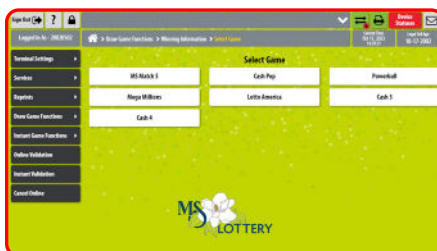
# Draw Game Functions

## Draw Game Reports

### WINNER INFORMATION

- Touch **Winner Information** from the Draw Game Functions menu.
- Select the desired game, such as **MS Match 5, Powerball, Mega Millions, Cash Pop, Cash 3, Cash 4, or Lotto America**.
- Enter the date for which you would like to produce the report; or touch **Send** for the most recent draw.
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.

### Winner Information



# Draw Game Functions

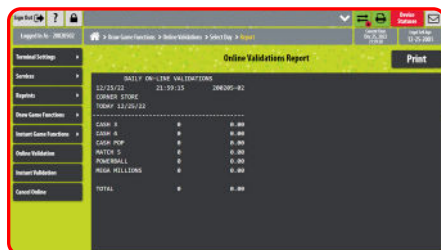
## Draw Game Reports

### ONLINE VALIDATION

- Touch **Online Validation** from the Draw Game Functions menu.
- Select the desired day:  
(Today, Monday – Sunday, Week To Date, or Other).
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.



### Online Validation



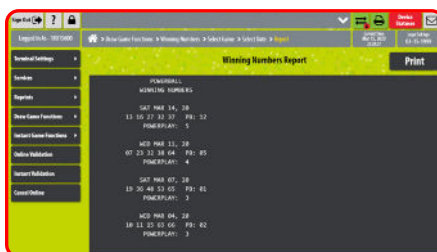
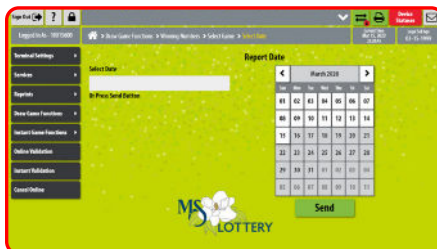
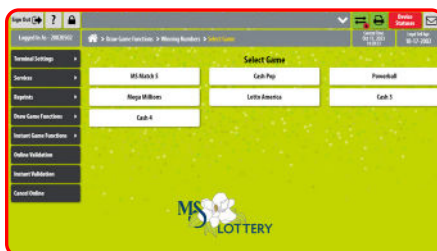
# Draw Game Functions

## Draw Game Reports

### WINNING NUMBERS

- Touch **Winning Numbers** from the Draw Game Functions menu.
- Select the desired game, such as **MS Match 5, Powerball, Mega Millions, Cash Pop, Cash 3, or Cash 4, or Lotto America.**
- Enter the date for which you would like to produce the report; or touch **Send** for the most recent draw.
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.

### Winning Numbers



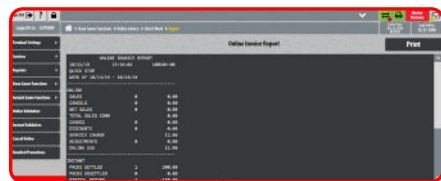
# Draw Game Functions

## Draw Game Reports

### ONLINE INVOICE

- Touch **Online Invoice** from the Draw Game Functions menu.
- Select the desired week ending date.
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.

### Online Invoice



ONLINE INVOICE REPORT 101991-00

01/23/24 07:18:32

CHAIN TO INDEPENDENT

WEEK OF 01/14/24 - 01/20/24

ONLINE SALES	154	1,991.00
CANCELS	0	0.00
NET SALES	154	1,991.00
SALES COMM		-119.46
CASHES	20	-2,294.00
DISCOUNTS	0	0.00
SERVICE CHARGE		10.00
ADJUSTMENTS	0	0.00
ONLINE DUE		-420.46
INSTANT PACKS SETTLED	3	900.00
PACKS UNSETTLED	0	0.00
PARTIAL RETURN	0	0.00
SALES COMM		-54.00
CASHES	49	-410.00
PROMO SALES CREDIT	0	0.00
ADJUSTMENTS	0	0.00
INSTANT DUE		436.00
FREE TKTS ISSUED	0	0.00
FREE PRZS ISSUED	4	-8.00
TOTAL SALES COMM		-173.46
ONLINE AMOUNT DUE		-420.46
INSTANT AMOUNT DUE		436.00
TOTAL DUE		15.54

# Draw Game Functions

## Draw Game Reports

### CURRENT JACKPOT

- Touch **Current Jackpot** from the Online Game functions menu.
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.

### Current Jackpot



# Draw Game Functions

## Draw Game Reports

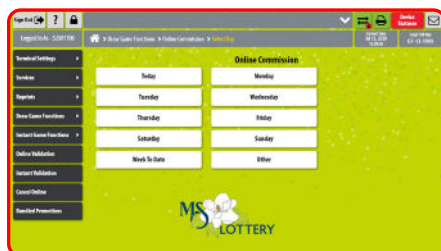
### ONLINE COMMISSION

- Touch **Online Commission** from the Draw Game Functions menu.
- Select the desired day:  
(Today, Monday – Sunday, Week To Date, or Other).
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.

DAILY ON-LINE COMMISSIONS	
06/23/24	08:35:53 100102-16
FUEL TIME 14	
TODAY 06/23/24	
Game	Sales
CASH 3	0.21
CASH 4	0.03
CASH POP	0.36
MATCH 5	0.48
LOTTO AMERICA	0.60
E2 MATCH	0.24
POWERBALL	0.64
MEGA MILLIONS	0.66
ANON SALES	0.00
REG SALES	0.00
NET VOUCHER SALE	0.00
SUBTOTAL	3.42
TOTAL	3.42

TRAINING MODE-INVALID

### Online Commission



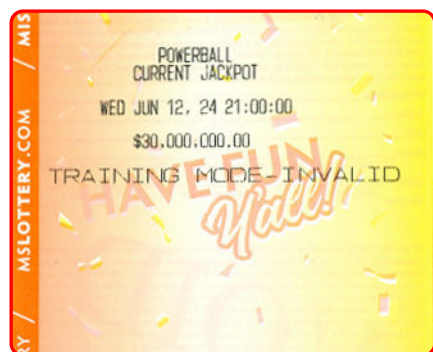
DAILY ON-LINE COMMISSIONS	
11/23/21	23:54:49 200205-02
TODAY 11/23/21	
Game	Sales
CASH 3	0.00
CASH 4	0.00
CASH POP	0.00
MATCH 5	0.00
POWERBALL	0.00
MEGA MILLIONS	0.00
ANON SALES	0.00
REG SALES	0.00
NET VOUCHER SALE	0.00
SUBTOTAL	0.00
TOTAL	0.00

# Draw Game Functions

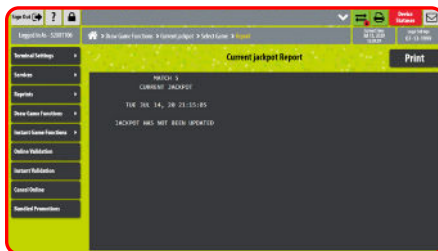
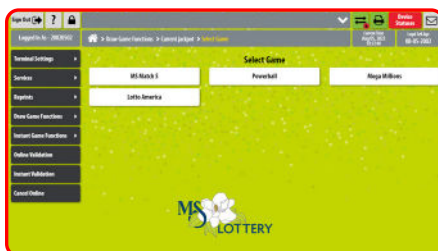
## Draw Game Reports

### CURRENT JACKPOT FOR...

- Touch **Current Jackpot for...** from the Draw Game Functions menu.
- Select the desired game, such as **MS Match 5, Powerball, or Mega Millions, or Lotto America..**
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.



### Current Jackpot for ...



# Draw Game Functions

## Draw Game Reports

### DAILY INVOICE REPORT

- Touch **Daily Invoice** from the Draw Game Functions menu.
- Select the desired day, such as **Today, Tuesday, or Week to Date.**
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.

**PLAY RESPONSIBLY**

**DAILY INVOICE REPORT** 534600-01

7/29/23 07:12:55

**JOHN AND JERRY**

**THURSDAY 07/27/23**

ONLINE		
SALES	90	133.00
CANCELS	0	0.00
NET SALES	90	133.00
SALES COMM		-7.98
CASHES	0	0.00
ADJUSTMENTS	0	0.00
ADJUSTMENTS	0	0.00
ONLINE DUE		125.02
INSTANT		
PACKS SETTLED	0	0.00
PACKS UNSETTLED	0	0.00
PARTIAL RETURN	0	0.00
SALES COMM		0.00
CASHES	0	0.00
PROMO SALES CREDIT	0	0.00
ADJUSTMENTS	0	0.00
INSTANT DUE		0.00
FREE TKTS ISSUED	0	0.00
FREE PRZS ISSUED	0	0.00
TOTAL SALES COMM		-7.98
ONLINE AMOUNT DUE		125.02
INSTANT AMOUNT DUE		0.00
TOTAL DUE		125.02

### Daily Invoice

Log In / Log Out

Draw Game Functions > Daily Invoice > Select Day

**Daily Invoice**

Today	Monday
Tuesday	Wednesday
Thursday	Friday
Saturday	Sunday
Week To Date	Other

MS LOTTERY

Log In / Log Out

Draw Game Functions > Daily Invoice > Select Day > Print

**Daily Invoice Report**

**DAILY INVOICE REPORT** 200205-02

07/28/23 07:34:18

**TOMAS STORE**

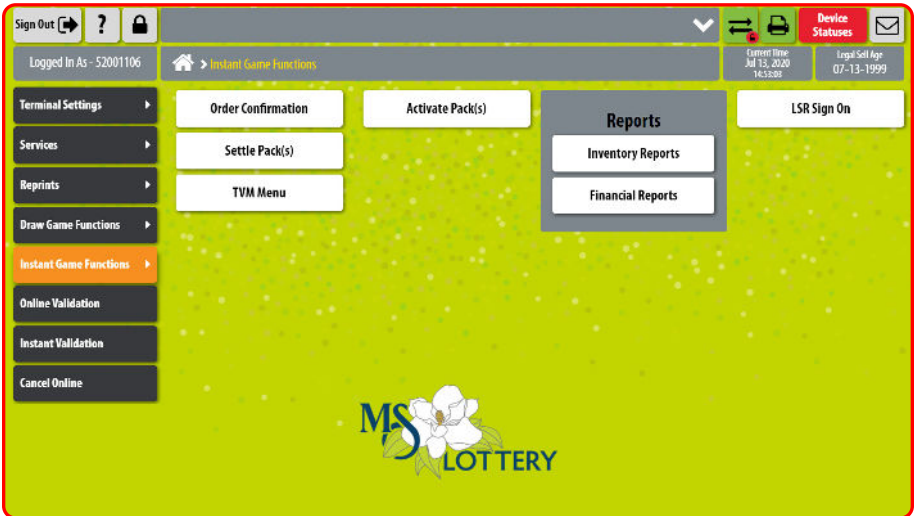
**TUESDAY 07/28/23**

ONLINE		
SALES	0	0.00
CANCELS	0	0.00
NET SALES	0	0.00
SALES COMM	0	0.00
CASHES	0	0.00
ADJUSTMENTS	0	0.00
ADJUSTMENTS	0	0.00
ONLINE DUE		0.00
INSTANT		
PACKS SETTLED	0	0.00
PACKS UNSETTLED	0	0.00
PARTIAL RETURN	0	0.00

# Instant Game Functions

- Touch **Instant Game Functions** on the Home Screen.
- The Instant Game Functions menu displays. Select the desired option.

Instant Game Functions ▶



# Instant Game Functions

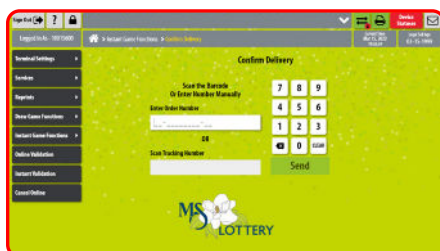
## Order Confirmation

Use to confirm delivery of an order. All orders are to be confirmed within 24 hours of receipt. What does it mean to CONFIRM an order of instant tickets? Confirm means you have received your order into inventory and it is not out for sale.

**NOTE:** Use the enclosed Ticket Delivery Form to check the game number, pack number and quantity of tickets before scanning the barcode to confirm your order. If your Ticket Delivery Form and the tickets you received do not match, call Inside Sales at 601-487-1359.

- Touch **Instant Game Functions** from the Home Screen.
- Touch the **Order Confirmation** function from the Instant Game Functions menu.
- Scan the Tracking Number using the Handheld Barcode Scanner; or use the keypad to manually enter the Order Number and touch **Send**.
- The order information is communicated to the host and is confirmed and a Receive Shipment receipt prints.
- Touch the **OK** button at the confirmation screen.

## Order Confirmation



# Instant Game Functions

## Activate Pack(s)

What does it mean to ACTIVATE a pack of tickets? Once a pack is activated, the billing cycle starts. Typically retailers do not activate a pack of tickets until they place them out for sale.

**ALL PACKS MUST BE ACTIVATED — PRIOR TO PUTTING THE PACK OUT FOR SALE.**

- Touch **Instant Game Functions** from the Home Screen.
- Touch the **Activate Pack(s)** function from the Instant Game Functions menu.
- Scan the Pack Barcode tag using the Handheld Barcode Scanner; or use the keypad to manually enter the Game and Pack Numbers and touch **Send**.
- The pack information is communicated to the host and is activated and an Activate Pack receipt prints.
- Touch the **OK** button at the confirmation screen.

## Activate Pack(s)

MISSISSIPPI LOTTERY / MSLOTTERYHOME.COM

PLAY RESPONSIBLY

ACTIVATED PACKS BY DATE  
AS OF THU SEP14 23 02:21:05  
RETAILER 534600

GAME-PACK	ACTIVATION DATE	AUTO SETTLE DATE	TOTAL LESS COMMISSION
0010-000015	07/29/20	08/19/20	\$282.00
0010-000016	07/29/20	08/19/20	\$282.00
0035-037495	04/25/20	05/16/20	\$282.00
0027-124808	04/25/20	05/16/20	\$282.00
0013-000026	04/25/20	05/16/20	\$1880.00
0012-000013	04/16/20	05/07/20	\$940.00
0012-000012	04/16/20	05/07/20	\$940.00
0012-000011	04/16/20	05/07/20	\$940.00
9999-000053	04/16/20	05/07/20	\$282.00
9999-000152	04/08/20	04/29/20	\$282.00
0013-000004	04/08/20	04/29/20	\$1880.00
0013-000003	04/08/20	04/29/20	\$1880.00
0013-000002	04/08/20	04/29/20	\$1880.00
0011-000003	04/08/20	04/29/20	\$376.00
0011-000002	04/08/20	04/29/20	\$376.00
0011-000011	04/08/20	04/29/20	\$376.00
0112-000014	04/08/20	04/29/20	\$1880.00
0012-000001	04/08/20	04/29/20	\$940.00
0010-000004	04/07/20	04/28/20	\$282.00
0010-000003	04/07/20	04/28/20	\$282.00
0010-000002	04/07/20	04/28/20	\$282.00
3006-000058	04/07/20	04/28/20	\$1880.00
3006-000057	04/07/20	04/28/20	\$1880.00
3006-000056	04/07/20	04/28/20	\$1880.00
9999-000017	04/07/20	04/28/20	\$282.00
0013-000001	04/01/20	04/22/20	\$1880.00
0011-000001	04/01/20	04/22/20	\$376.00

TOTAL VALUE OF ACTIVATED PACKS : \$25004.00  
TOTAL NUMBER OF ACTIVATED PACKS : 27  
END OF REPORT

MISSISSIPPI LOTTERY

# Instant Game Functions

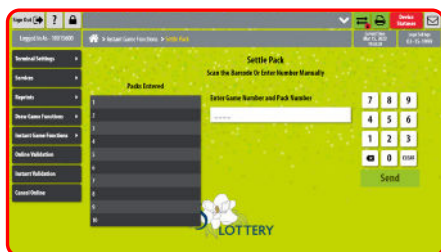
## Settle Pack

When a pack is settled, it is charged to the retailer's account and payment is due at the end of the current invoice period.

- Touch **Instant Game Functions** from the Home Screen.
- Touch the **Settle Pack(s)** function from the Instant Game Functions menu.
- Scan the barcode on the back of the ticket using the Handheld Barcode Scanner; or use the keypad to manually enter the Game and Pack Numbers and touch **Send**.
- The pack information is communicated to the host and is settled and a Settle Pack receipt prints.
- Touch the **OK** button at the confirmation screen.

**NOTE:** This function is not mandatory. Instants will auto-settle 21 days after they have been activated or when 75% of the low-tier prizes in a pack have been validated.

### Settle Pack(s)



# Instant Game Functions

## Instant Game Reports

Provides the retailer with the ability to obtain reports for instant sales.

Reports available from the Retailer Pro include:

*Inventory Reports and Financial Reports.*

- Touch **Instant Game Functions** on the Home Screen.
- The Instant Functions menu displays.
- Select the desired Report option.



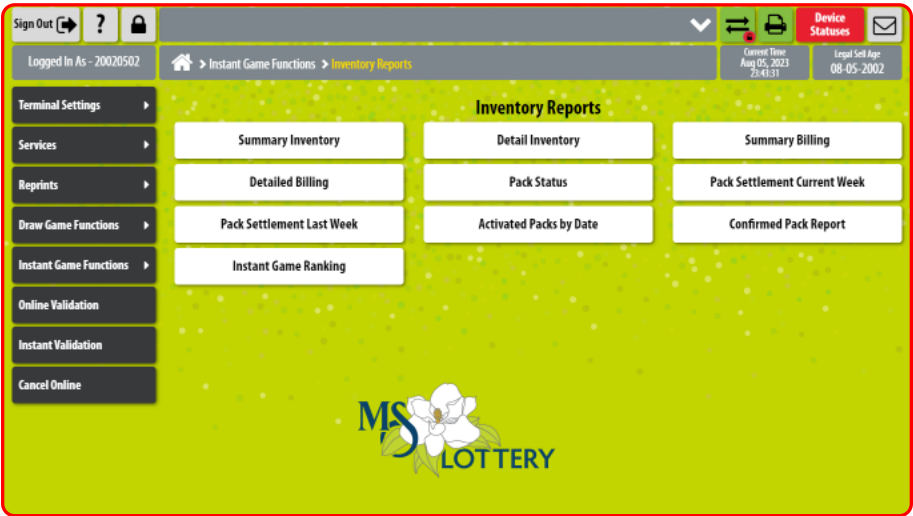
# Instant Game Functions

## Instant Inventory Reports

Provides the retailer with the ability to obtain inventory reports for instant tickets. Reports available from the Retailer Pro include: *Summary Inventory, Detail Inventory, Summary Billing, Detailed Billing, Pack Status, Pack Settlement Current Week, and Pack Settlement Last Week.*

- Touch **Inventory Reports** on the Instant Game Functions screen. The Inventory Reports menu displays.
- Select the desired Report option.

### Inventory Reports



# Instant Game Functions

## Instant Inventory Reports

### SUMMARY INVENTORY

- Touch **Summary Inventory** from the Inventory Reports menu.
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.

#### Summary Inventory



**NOTE:** Immediately report all stolen/lost instant tickets to IGT via the retailer hotline at 1-866-234-7533 option #1 within twenty-four (24) hours of theft.

The retailer must be able to provide the game name and number, the pack number (s) and the exact range of tickets stolen. In addition, the retailer shall file a police report for the stolen tickets within twenty-four (24) hours of theft.

The retailer shall mail or email a copy of the police report and it should be received by MLC Security within fourteen (14) calendar days of the initial report of the theft to IGT.



GAME	ISS	CON	ACT	TOT
3	0	1	0	1
15	0	2	0	2
123	0	1	0	1
126	0	1	0	1
135	0	1	0	1
140	0	1	0	1
150	0	2	0	2
157	0	1	0	1
159	0	1	0	1
170	0	1	0	1
177	0	1	0	1
9999	0	1	0	1
TOTAL	0	14	0	14

END OF REPORT

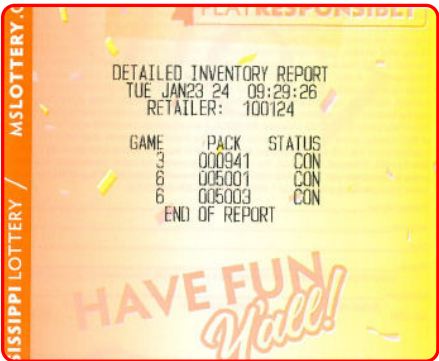
# Instant Game Functions

## Instant Inventory Reports

### DETAIL INVENTORY

- Touch **Detail Inventory** from the Inventory Reports menu.
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.

#### Detail Inventory



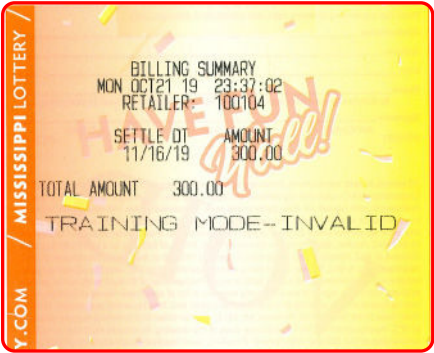
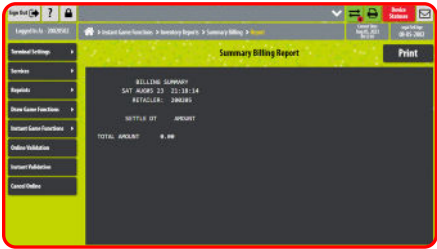
# Instant Game Functions

## Instant Inventory Reports

### SUMMARY BILLING

- Touch **Summary Billing** from the Inventory Reports menu.
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.

### Summary Billing



# Instant Game Functions

## Instant Inventory Reports

### DETAILED BILLING

- Touch **Detailed Billing** from the Inventory Reports menu.
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.

### Detailed Billing

BILLING DETAIL		
SAT AUG23	21:18:54	
RETAILER:	38488	
SETTLE DATE:	08/05/23	
GAME	PRICE	AMOUNT
1422	4	100.00
1423	5	100.00
3000	5	200.00
3000	25	200.00
TOTAL AMOUNT:		\$200.00

BILLING DETAIL		
TUE JAN23 24 07:38:39		
RETAILER: 100103		
SETTLE DATE 01/27/24		
GAME	PACK	AMOUNT
0003	5001	300.00
0013	5001	300.00
0024	6001	300.00
0027	5001	300.00
0030	5001	300.00
0031	5001	300.00
0035	5001	300.00
0036	5001	300.00
0037	6001	300.00
0040	5001	300.00
0041	5001	300.00
0042	7001	300.00
0044	5001	300.00
0045	5001	300.00
0046	5001	300.00
0047	5001	300.00
TOTAL AMOUNT		4800.00

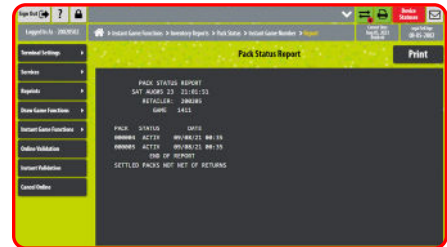
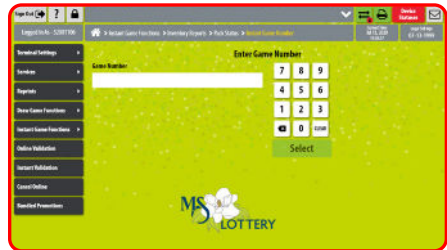
# Instant Game Functions

## Instant Inventory Reports

### PACK STATUS

- Touch **Pack Status** from the Inventory Reports menu.
- Enter the 4-digit Game Number, touch **Select**.
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.

### Pack Status



# Instant Game Functions

## Instant Inventory Reports

### PACK SETTLEMENT CURRENT WEEK

- Touch **Pack Settlement Current Week** from the Inventory Reports menu.
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.

#### Pack Settlement Current Week



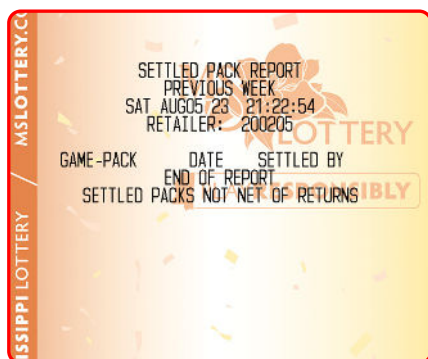
# Instant Game Functions

## Instant Inventory Reports

### PACK SETTLEMENT LAST WEEK

- Touch **Pack Settlement Last Week**.
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.

### Pack Settlement Last Week



# Instant Game Functions

## Instant Inventory Reports

### ACTIVATED PACKS BY DATE

- Touch **Activated Packs by Date**.
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.

#### Activated Packs by Date

MISSISSIPPI LOTTERY / MSLOTTERHOME.COM / MISSISSIPPI LOTTERY

PLAY RESPONSIBLY

ACTIVATED PACKS BY DATE  
AS OF THU SEP14 23 02:21:05  
RETAILER 534600

GAME-PACK	ACTIVATION DATE	AUTO SETTLE DATE	TOTAL LESS COMMISSION
0010-000015	07/29/20	08/19/20	\$ 282.00
0010-000016	07/29/20	08/19/20	\$ 282.00
0035-037495	04/25/20	05/16/20	\$ 282.00
0027-124808	04/25/20	05/16/20	\$ 282.00
0013-000026	04/25/20	05/16/20	\$1880.00
0012-000013	04/16/20	05/07/20	\$ 940.00
0012-000012	04/16/20	05/07/20	\$ 940.00
0012-000011	04/16/20	05/07/20	\$ 940.00
9999-000053	04/16/20	05/07/20	\$ 282.00
9999-000152	04/08/20	04/29/20	\$ 282.00
0013-000004	04/08/20	04/29/20	\$1880.00
0013-000003	04/08/20	04/29/20	\$1880.00
0013-000002	04/08/20	04/29/20	\$1880.00
0011-000003	04/08/20	04/29/20	\$ 376.00
0011-000002	04/08/20	04/29/20	\$ 376.00
0011-000011	04/08/20	04/29/20	\$ 376.00
0112-000014	04/08/20	04/29/20	\$1880.00
0012-000001	04/08/20	04/29/20	\$ 940.00
0010-000004	04/07/20	04/28/20	\$ 282.00
0010-000003	04/07/20	04/28/20	\$ 282.00
0010-000002	04/07/20	04/28/20	\$ 282.00
3006-000058	04/07/20	04/28/20	\$1880.00
3006-000057	04/07/20	04/28/20	\$1880.00
3006-000056	04/07/20	04/28/20	\$1880.00
9999-000017	04/07/20	04/28/20	\$ 282.00
0013-000001	04/01/20	04/22/20	\$1880.00
0011-000001	04/01/20	04/22/20	\$ 376.00

TOTAL VALUE OF ACTIVATED PACKS : \$25004.00  
TOTAL NUMBER OF ACTIVATED PACKS: 27  
END OF REPORT

MISSISSIPPI LOTTERY

ACTIVATED PACKS BY DATE REPORT

Print

ACTIVATED PACKS BY DATE  
AS OF THU SEP14 23 02:21:05  
RETAILER 534600

GAME-PACK	ACTIVATION DATE	SETTL DATE	LESS COMMISSION	TOTAL
0010-000015	07/29/20	08/19/20	\$ 282.00	
0010-000016	07/29/20	08/19/20	\$ 282.00	
0035-037495	04/25/20	05/16/20	\$ 282.00	
0027-124808	04/25/20	05/16/20	\$ 282.00	
0013-000026	04/25/20	05/16/20	\$1880.00	
0012-000013	04/16/20	05/07/20	\$ 940.00	
0012-000012	04/16/20	05/07/20	\$ 940.00	
0012-000011	04/16/20	05/07/20	\$ 940.00	
9999-000053	04/16/20	05/07/20	\$ 282.00	
9999-000152	04/08/20	04/29/20	\$ 282.00	
0013-000004	04/08/20	04/29/20	\$1880.00	
0013-000003	04/08/20	04/29/20	\$1880.00	
0013-000002	04/08/20	04/29/20	\$1880.00	
0011-000003	04/08/20	04/29/20	\$ 376.00	
0011-000002	04/08/20	04/29/20	\$ 376.00	
0011-000011	04/08/20	04/29/20	\$ 376.00	
0112-000014	04/08/20	04/29/20	\$1880.00	
0012-000001	04/08/20	04/29/20	\$ 940.00	
0010-000004	04/07/20	04/28/20	\$ 282.00	
0010-000003	04/07/20	04/28/20	\$ 282.00	
0010-000002	04/07/20	04/28/20	\$ 282.00	
3006-000058	04/07/20	04/28/20	\$1880.00	
3006-000057	04/07/20	04/28/20	\$1880.00	
3006-000056	04/07/20	04/28/20	\$1880.00	
9999-000017	04/07/20	04/28/20	\$ 282.00	
0013-000001	04/01/20	04/22/20	\$1880.00	
0011-000001	04/01/20	04/22/20	\$ 376.00	

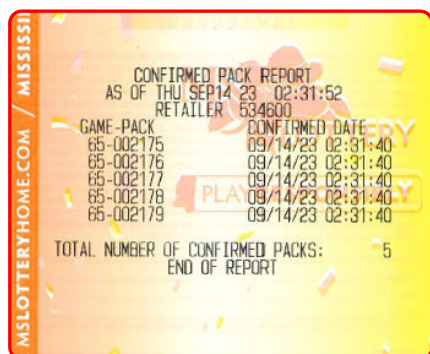
TOTAL VALUE OF ACTIVATED PACKS : \$25004.00  
TOTAL NUMBER OF ACTIVATED PACKS: 27  
END OF REPORT

# Instant Game Functions

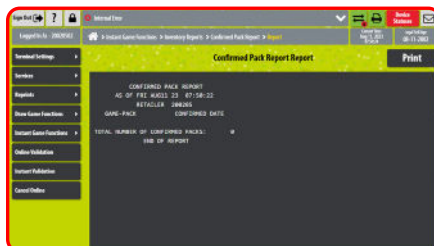
## Instant Inventory Reports

### CONFIRMED PACK REPORT

- Touch **Confirmed Pack Report**.
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.



### Confirmed Pack Report



# Instant Game Functions

## Instant Inventory Reports

### INSTANT GAME RANKING

- Touch **Instant Game Ranking**.
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report; or touch **Home** to return to the Home Screen.

### Instant Game Ranking



MISSISSIPPI LOTTE  
MSLOTTERY.COM

INSTANT GAME RANKING REPORT  
WEEK ENDING SAT SEP09 23  
RETAILER: 100251

GAME	NAME	RANK	PRICE
9999	9999\$2	1	\$2.00
0124	CRSBON	2	\$20.00
0155	POWBOX	3	\$10.00
0119	250GND	4	\$10.00
0135	POWTOX	5	\$5.00

STATEWIDE

GAME	NAME	RANK	PRICE
835	GOLBUL	1	\$20.00
812	812CAS	2	\$10.00
831	5000WK	3	\$10.00
787	\$75CRS	4	\$5.00
742	PTMPYT	5	\$20.00
704	\$3MMCJ	6	\$30.00
773	2500WK	7	\$5.00
611	200ENG	8	\$5.00
805	CRSWRD	9	\$3.00
772	1000WK	10	\$2.00
841	FRNDCE	11	\$5.00
833	MGAPWR	12	\$5.00
797	CSHBNZ	13	\$20.00
779	CBLOCK	14	\$10.00
821	10XNMY	15	\$5.00
771	500WKL	16	\$1.00
832	ILLPLT	17	\$5.00
839	5XMONY	18	\$2.00
827	BNSBAR	19	\$3.00
834	LSCHNG	20	\$1.00
808	WHYVSD	21	\$1.00
836	CHICUB	22	\$2.00
741	CLRWNY	23	\$10.00
826	BLKPRL	24	\$5.00

END OF REPORT

VOID  
NOT FOR SALE

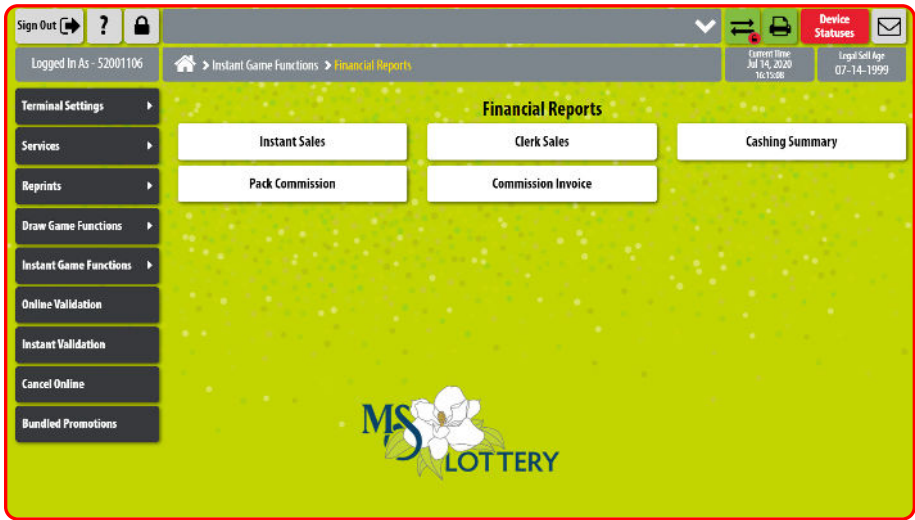
TRAINING MODE-INVALID

# Instant Game Functions

## Financial Reports

Provides the retailer with the ability to obtain reports for instant sales and games. Reports available from the Retailer Pro include: *Instant Sales, Clerk Sales, Cashing Summary, Pack Commission, and Commission Invoice.*

- Touch **Financial Reports** on the Instant Game Functions screen. The Financial Reports menu displays.
- Select the desired Report option.



# Instant Game Functions

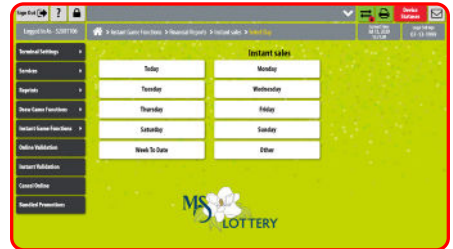
## Financial Reports

### INSTANT SALES

- Touch **Instant Sales** from the Financial Reports menu.
- Select the desired day: (Today, Monday – Sunday, Week To Date, or Other).
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report. Use the **Path** to return to the previous Instant Reports screen; or touch **Home** to return to the Home Screen.



### Instant Sales



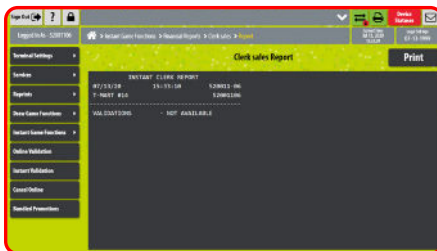
# Instant Game Functions

## Financial Reports

## CLERK SALES

- Touch **Clerk Sales** from the Financial Reports menu.
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report. Use the **Path** to return to the previous Instant Reports screen; or touch **Home** to return to the Home Screen.

## Clerk Sales





# Instant Game Functions

## Financial Reports

### INSTANT SALES AND COMMISSION

- Touch **Pack Commission** from the Financial Reports menu.
- Select the desired day: (Today, Monday – Sunday, Week To Date, or Other).
- The report displays. Use the **scroll bar** to scroll through the report as needed.
- If desired, touch **Print** to print a copy of the report. Use the **Path** to return to the previous Instant Reports screen; or touch **Home** to return to the Home Screen.

#### Pack Commission





\_\_\_\_\_

[illegible]

# Instant Game Functions



## Second Chance Drawing

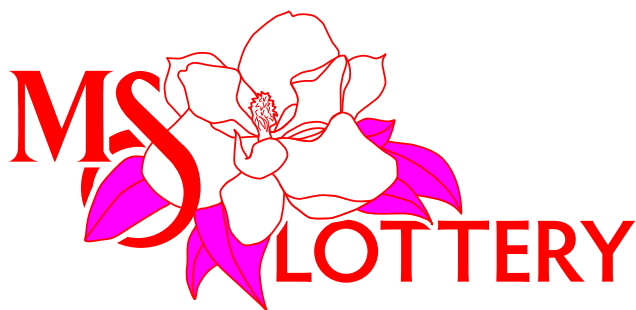
### MORE CHANCES FOR FUN!

2nd Chance promotional drawings from the Mississippi Lottery allow players to enter eligible non-winning instant scratch-off tickets for a chance to win CASH prizes!

**NOTE:** Players are responsible for their entries into 2nd Chance promotional drawings. Non-winning tickets delivered to the Mississippi Lottery Corporation by mail or in person will not be entered for 2nd Chance promotional drawings or returned. See 2nd Chance Terms & Conditions.

*2nd Chance promotional prize drawing dates will be published at the discretion of the Lottery. Initially, the entry deadline dates and drawing dates are TBD (To Be Determined). Once they have been announced, those dates will be posted next to each game on the "Drawing Info" page and shared on our website and social media, well in advance of the drawing.*

# PRODUCT VALIDATIONS



## Draw Game Validation

## Online Validation

Provides the retailer with the ability to validate a Draw Game ticket. A receipt is printed for the retailer.

- Touch the **Online Validation** button from the Home Screen; *or* touch the **Validate Ticket** function from the Draw Game Functions menu.
- Scan the ticket barcode using the wireless ticket scanner; insert ticket into CIS Reader (Play Slip Reader); *or* enter the serial number manually using the numeric keypad.
- Touch **Submit**.
- If there is an error, an error message displays.
- If the ticket can be validated, a confirmation screen displays with the ticket number, the winning amount and a serial number.
- Touch the **OK** button to acknowledge the winning amount and return again to the Validations screen.
- You may validate another ticket; *or* touch **Total** to total out your customer.

**NOTE:** This is exactly the same function as **Validate Ticket** function on the Draw Game Functions screen.

### Online Validation

[illegible][illegible]

Sign Out [User Icon] [Help Icon] [Question Mark Icon]

Logged In As: 100733399

Account

Current Time: 05/11/2014 12:00 PM

Logout/Help: 001-800-7339

### Validation

Scan the Barcode

Or Enter Serial Number Manually

7 8 9

4 5 6

1 2 3

0 CLEAR

Submit

Date	Ticket Number	Cost
05/11/2014 12:00 PM	100733399	1000.00

Total 1000.00

MS LOTTERY

# Instant Validation

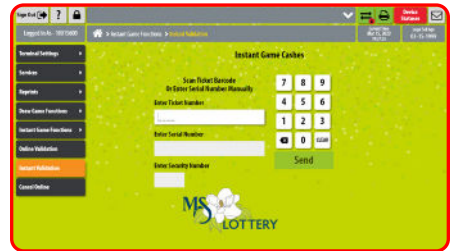
## Instant Validation

The Instant Validation function allows for cashing of Instant Tickets.

- Touch **Instant Validation** from the Home Screen; or touch the **Validate Ticket** function from the Instant Game Functions menu.
- Scan the pack barcode tag using the wireless ticket scanner; or manually enter the Ticket, Serial, and Security numbers using the numeric keypad and touch **Send**.
- A validation screen displays. Touch the **OK** button at the confirmation screen.
- You are returned to the Instant Game Cashes screen. Validate another ticket, perform other terminal functions; or touch **Total** to total out your customer.

**NOTE:** This is exactly the same function as **Validate Ticket** function on the Instant Game Functions screen.

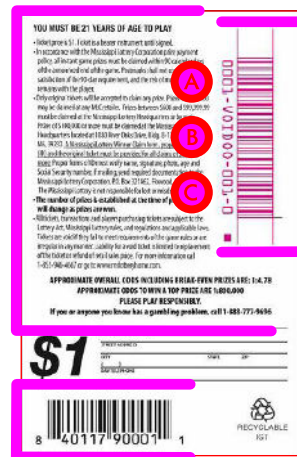
## Instant Validation



Game Rules

Lottery Barcode

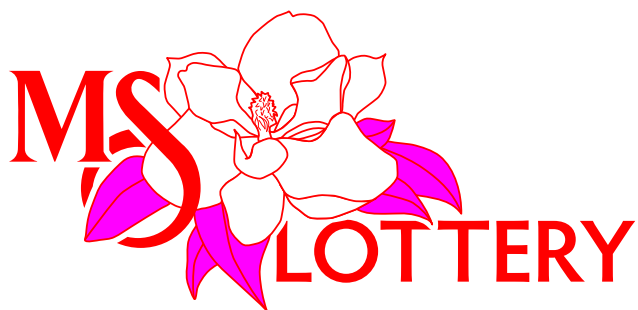
- A. Game #
- B. Pack #
- C. Ticket #



UPC Barcode



# SELLING DRAW GAMES



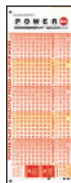
# Selling Draw Games

## Play Slip Method

The Retailer Pro terminal has been designed to allow continuous feeding of play slips, even though a transaction might not be fully processed.

- Insert the completed Draw Game play slip into the CIS Reader (Play Slip Reader) vertically or horizontally, with the marked side facing toward you.
- A confirmation screen may display the Total cost of the ticket(s). Touch **Yes** to continue with the wager or **No**, if the customer does not agree to the amount shown.
- Ticket[s] print automatically.

**NOTE:** Always receive payment prior to touching YES to continue with the wager.



## Total Screen

- Touch the **Total** button after completing the transactions for each customer.
- The Total Screen displays showing the Total for the transactions.
- If the customer is purchasing a ticket(s) with a winning ticket(s) and the value of the winning ticket(s) is greater than the purchase, a negative sign indicates an amount owed to the customer.
- A positive amount indicates an amount owed to the retailer.
- Enter the cash amount received from the customer using the numeric keypad.
- Touch the **Total** button to total out the transaction.
- Touch the **Print** button to print a receipt for the transaction.
- Touch the **Clear** button to clear the transaction and return to the Home Screen to begin the next customer transaction.

Sign Out ? Lock New Sale New Station New Sale

Logged in As: 130110101 Logout

**Total**

#	Item	Total Number	Cost
1	MELA	0111-00411101-10	11.00
2	PABO	0111-00401110-12	12.00

7 8 9  
4 5 6  
1 2 3  
0 CLEAR  
Total  
Clear  
Print

Total: \$4.30  
Enter Amount: (\$5.00)  
Change Due: 11.00

# Selling Draw Games

## Quick Pick Method

Select the Quick Pick button on the Home Screen for any of the games with the **QP** designation under the wager amount (Powerball, Mega Millions, Lotto America, MS Match 5, Cash 3, and Cash 4). The system randomly picks numbers according to the individual game rules for the amount selected by the customer.

- From the Home Screen, touch one of the **Quick Pick [QP]** buttons for the Draw Games.
- For example, select **Powerball \$2 QP**.



- Ticket[s] print automatically.
- The screen shows the wager at the bottom of the screen.
- Touch the **Total** button to total out your customer.

# Selling Draw Games

## Powerball



### MANUAL ENTRY

- From the Home Screen, touch **Powerball** to display the options screen.
- Touch the number of **Plays** [1–5].
- Touch the number of **Draws** [1–7], or touch **Other Draws** to select from 1–24.
- Select the desired **PowerPlay** option [NO or YES].
- Select the desired **DoublePlay** option [NO or YES].
- Touch **Quick Pick** to allow the system to choose the numbers; or touch the **Choose Numbers** button to access the number selection screen.
- Select the player's 5 numbers [1–69] by touching the numeric keypad, then select the PowerBall number [1–26].
- Touch the **Send** button to send the wager transaction to the host.
- Touch the **Total** button to total out your customer.

Sign Out [?] [Lock]

Logged In As: 70020502

Powerball Mega Millions Cash Pop MS Match 5 Cash 3 Cash 4 Lotto America

Choose Numbers Quick Pick

Plays: 1 2 3 4 5

Draws: 1 2 3 4 5 6 7 Other Draws

Multiplay: 1

PowerPlay: NO YES

DoublePlay: NO YES

Price: \$2.00

Total Cost: \$2.00

Sign Out [?] [Lock]

Logged In As: 70020502

Powerball Mega Millions Cash Pop MS Match 5 Cash 3 Cash 4 Lotto America

Quick Pick

A 1-2-3-4-5 - PB:26

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64
65	66	67	68	69											

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26						

1 Play  
1 Draw  
NO Power Play  
NO Double Play

Price: \$2.00

Send

# Selling Draw Games

**PowerPlay & Double Play**

**Panel**

**POWERPLAY TO MULTIPLY PRIZES AND WIN MORE**

**POWERPLAY**

**DOUBLE PLAY**

**MULTIDRAW**

**CONSECUTIVE PRIZES FOR ALL PLAY AREAS (A-K) PLAYED**

**MISSISSIPPI POWERBALL**

**DOUBLE PLAY POWERPLAY**

**PLAY A**

**PLAY B**

**PLAY C**

**PLAY D**

**PLAY E**

**Choose 5 of your own numbers or some of your own and the QP box for a total of 5**

**Choose 1 Powerball Number**

**Quick Pick Options on each Panel**

**Void box if a player makes a mistake on a Panel**

**Multi Draw Options**

**ALL POWERBALL TICKETS ARE . TICKETS**

**BE CANCELED.**

# Selling Draw Games

## Mega Millions



### MANUAL ENTRY

- From the Home Screen, touch **Mega Millions** to display the options screen.
- Touch the number of **Plays** [1–5].
- Touch the number of **Draws** [1–7], or touch **Other Draws** to select from 1–26.
- Touch **Quick Pick** to allow the system to choose the numbers; or touch the **Choose Numbers** button to access the number selection screen.
- Select the player's 5 numbers [1–70] by touching the numeric keypad, then select the Mega Ball number [1–24].
- Touch the **Send** button to send the wager transaction to the host.
- Touch the **Total** button to total out your customer.

Sign Out [?] [lock]

Logged In As: 70020502

Mega Millions

Game Tax: Mar 10, 2024 15:24:33

Final Veriflip: 03-10-2003

Powerball Mega Millions Cash Pop MS Match 5 Cash 3 Cash 4 Lotto America

Choose Numbers Quick Pick

Plays 1 2 3 4 5

Draws 1 2 3 4 5 6 7 Other Draws

Multiplay 1

Price : \$5.00

Total Cost : \$5.00

Sign Out [?] [lock]

Logged In As: 70020502

Mega Millions Manual Entry

Game Tax: Mar 10, 2024 15:24:33

Final Veriflip: 03-10-2003

Powerball Mega Millions Cash Pop MS Match 5 Cash 3 Cash 4 Lotto America

Quick Pick

A 1-18-35-52-69-MB-6

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64
65	66	67	68	69	70										

1 Play

1 Draw

Price : \$5.00

Send

# Selling Draw Games

## Mega Millions Play Slip

**MISSISSIPPI LOTTERY**  
**MEGA MILLIONS**

**Bigger Jackpots. Better Odds.**

Pick how many consecutive drawings you would like to play.

★ NUMBER OF DRAWS: 2 4 6 8 10 12 15 20

Choose 5 of your own numbers or some of your own and the QP box for a total of 5

Panel A

★ PICK 5 OR QP

1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44
45	46	47	48	49	50	51	52	53	54	55
56	57	58	59	60	61	62	63	64	65	66
67	68	69	70	VOID					QP	

★ PICK 1 OR QP

1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22
23	24									QP

Panel B

★ PICK 5 OR QP

1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44
45	46	47	48	49	50	51	52	53	54	55
56	57	58	59	60	61	62	63	64	65	66
67	68	69	70	VOID					QP	

★ PICK 1 OR QP

1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22
23	24									QP

Panel C

★ PICK 5 OR QP

1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44
45	46	47	48	49	50	51	52	53	54	55
56	57	58	59	60	61	62	63	64	65	66
67	68	69	70	VOID					QP	

★ PICK 1 OR QP

1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22
23	24									QP

Panel D

★ PICK 5 OR QP

1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44
45	46	47	48	49	50	51	52	53	54	55
56	57	58	59	60	61	62	63	64	65	66
67	68	69	70	VOID					QP	

★ PICK 1 OR QP

1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22
23	24									QP

Panel E

★ PICK 5 OR QP

1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44
45	46	47	48	49	50	51	52	53	54	55
56	57	58	59	60	61	62	63	64	65	66
67	68	69	70	VOID					QP	

★ PICK 1 OR QP

1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22
23	24									QP

Choose 1 Mega Ball Number

Multi Draw Options

Quick Pick Options on each Panel

Void box if a player makes a mistake on a Panel

BE CANCELED.

. TICKETS

ALL MEGA MILLIONS TICKETS ARE

# Selling Draw Games

## Lotto America



### MANUAL ENTRY

- From the Home Screen, touch **Lotto America** to display the options screen.
- Touch the number of **Plays** [1–5].
- Touch the number of **Draws** [1–7], or touch **Other Draws** to select from 1–24.
- Touch the number of **Multiplay** [1].
- Select the desired **All Star Bonus** option [No or Yes].
- Select the desired **EZ Match** option [NO or YES].
- Touch **Quick Pick** to allow the system to choose the numbers; or touch the **Choose Numbers** button to access the number selection screen.
- Select the player's 5 numbers [1–52] by touching the numeric keypad, then select the Star Ball number [1–10].
- Touch the **Send** button to send the wager transaction to the host.
- Touch the **Total** button to total out your customer.

Sign Out ?

Logged in As: 70020502

Mississippi Lotto America

Game Ticket: OCT 17, 2023 10:53:40

Final Verifier: 10-17-2002

Powerball Mega Millions Cash Pop MS Match 5 Cash 3 Cash 4 Lotto America

Choose Numbers Quick Pick

Plays: 1 2 3 4 5

Draws: 1 2 3 4 5 6 7 Other Draws

Multiplay: 1

All Star Bonus: NO YES

EZ Match: NO YES

Price: \$1.00

Total Cost: \$1.00

Sign Out ?

Logged in As: 70020502

Mississippi Lotto America

Game Ticket: OCT 17, 2023 10:53:40

Final Verifier: 10-17-2002

Powerball Mega Millions Cash Pop MS Match 5 Cash 3 Cash 4 Lotto America

Quick Pick

A 1-18-35-37-52-5B:10

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52												

1 2 3 4 5 6 7 8 9 10

1 Play  
1 Draw  
NO All Star Bonus  
NO YES EZ Match  
Price: \$1.00

Send

# Lotto America Play Slip



# Selling Draw Games

- From the Home Screen, touch **MS Match 5** to display the options screen.
- Touch the number of **Plays** [1 – 5].
- Touch the number of **Draws** [1 – 7], or touch **Other Draws** to select from 1 – 21.
- Select the desired **Multiplier** option [NO or YES].
- Touch **Price** to allow the system to choose the numbers; or touch the **Choose Numbers** button to access the number selection screen.
- Select the player's 5 numbers [1 – 35] by touching the **Quick Pick** button.
- Touch the **Send** button to send the wager transaction to the host.
- Touch the **Sign Out** button to total out your customer.

Sign Out [?] [Lock]

Logged In As: 70070502

MS Match 5

Powerball Mega Millions Cash Pop MS Match 5 Cash 3 Cash 4 Lotto America

Match 5

Choose Numbers Quick Pick

Plays: 1 2 3 4 5

Draws: 1 2 3 4 5 6 7 Other Draws [Dropdown]

Multiplier: 1

Multiplier: NO YES

Price: \$2.00

Total Cost: \$2.00

Sign Out [?] [Lock]

Logged In As: 70070502

MS Match 5 Manual Entry

Powerball Mega Millions Cash Pop MS Match 5 Cash 3 Cash 4 Lotto America

Match 5

Quick Pick

A 01-03-05-13-15

1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33
34	35									

1 Play

1 Draws

NO Multiplier

Price: \$2.00

Send

# Mississippi Match 5 Play Slip



# Selling Draw Games

- From the Home Screen, touch **Cash Pop** to display the options screen.
- Touch **Quick Pick** to allow the system to choose the numbers; or touch the player's numbers for **1 – 15 or Cover All**.
- Touch the **Play Amount** [\$1, \$2, \$5, or \$10].
- Touch the **Draw Time** [MIDDAY, EVE, or BOTH].
- Touch the **Number of Draws** [1 – 7].
- Touch the **Send** button to send the wager transaction to the host.
- Touch the **Quick Pick** button to total out your customer.

Sign Out [?] [lock icon] [dropdown arrow]

Logged In As: 70020502 [home icon] > Cash Pop [printer icon] [tickets icon] [Status: Stationes] [envelope icon]

Cash at Time: 08:17, 2022 14:50:00 Total Server: 10-17-2002

Powerball Mega Millions Cash Pop IMS Match 5 Cash 3 Cash 4 Lotto America

**CASH pop**

Pick Your POPS: 1 2 3 4 5 6 7 8  
9 10 11 12 13 14 15 Cover All

Play Amount: \$1 \$2 \$5 \$10

Draw Time: MIDDAY EVE BOTH

Number of Draws: 1 2 3 4 5 6 7

Price: \$1.00  
Total Cost: \$1.00

Quick Pick

Sign Out [?] [lock icon] [dropdown arrow]

Logged In As: 70020502 [home icon] > Cash Pop [printer icon] [tickets icon] [Status: Stationes] [envelope icon]

Cash at Time: 08:17, 2022 14:50:00 Total Server: 10-17-2002

Powerball Mega Millions Cash Pop IMS Match 5 Cash 3 Cash 4 Lotto America

**CASH pop**

Pick Your POPS: 1 2 3 4 5 6 7 8  
9 10 11 12 13 14 15 Cover All

Play Amount: \$1 \$2 \$5 \$10

Draw Time: MIDDAY EVE BOTH

Number of Draws: 1 2 3 4 5 6 7

Price: \$10.00  
Total Cost: \$40.00

Quick Pick

Play Amount	Time	Draws
\$40.00	EVE	5

Send

# Selling Draw Games

## Cash Pop Play Slip

MISSISSIPPI LOTTERY

**CASH POP**

WIN PRIZES FROM **5X TO 250X** YOUR WAGER!

Match your number to the number drawn, win prize shown for that number.  
The prize amount you could win appears directly below your number(s) on your ticket.

**PICK YOUR POPS.**

Choose Up to 15 numbers, or  
COVER ALL to play all 15 numbers.

**COVER ALL**  
PLAY ALL 15 NUMBERS

**SELECT HOW MUCH YOU WANT TO WAGER PER POP.**

Select Wager  
Amount per POP

**SELECT DRAW TIME(S) & HOW MANY DRAWS YOU WANT TO PLAY.**

Draw Time

Multi Draw Options

Choose the QP option to have one number randomly selected for the player

BE CANCELED.

. TICKETS

ALL CASH POP TICKETS ARE

# Selling Draw Games

## MANUAL ENTRY

- From the Home Screen, touch **Draw Games** to display the options screen.
- Touch the desired **Game** [\$1.00 or \$1.00].
- Touch the desired **Play Type** [EXACT, ANY, EXACT/ANY, COMBO].
- Select the desired **Draw Time** [MIDDAY, EVE, or BOTH].
- Touch the number of **Draws** [1-7].
- Touch the number of **Multiplay** [1-4], or touch Other to select from 1-15.
- Select the desired **Fireball** option [NO or YES].
- Touch **Quick Pick** to allow the system to choose the numbers; or touch the desired **Numbers** 3 numbers using the **Number Pad**.
- Touch the **Price** button to send the wager transaction to the host.
- Touch the **Total Cost** button to total out your customer.

The screenshots illustrate the manual entry process for Cash 3:

- Initial Selection Screen:** Shows game options (Powerball, Mega Millions, Cash Pop, MS Match 5, Cash 3, Cash 4, Lotto America). Cash 3 is selected with a play amount of \$1.00 and EXACT play type. The screen includes a "Quick Pick" button and a numeric keypad.
- Configuration Screen:** Allows selection of Draw Time (MIDDAY, EVE, BOTH), Draws (1-7), Multiplay (1-4), and Fireball (NO, YES). The Price is \$1.00 and Total Cost is \$1.00.
- Confirmation Screen:** Displays the final selection: Cash 3, 1-2-3, \$1.00, EXACT. The Total cost is \$3.00. A confirmation dialog asks "Do you want to continue?" with Yes and No buttons.

## Cash 3 Play Slip



# Selling Draw Games

## MANUAL ENTRY

- From the Home Screen, touch **Cash 4** to display the options screen.
- Touch the desired **Play Amount** [\$0.50 or \$1].
- Touch the desired **Play Type** [EXACT, ANY, EXACT/ANY, COMBO].
- Select the desired **Draw Time** [MIDDAY, EVE, or BOTH].
- Touch the number of **Draws** [1-7].
- Touch the number of **Multiplay** [1-4], or touch Other to select from 1-15.
- Select the desired **Fireball** option [NO or YES].
- Touch **Price** to allow the system to choose the numbers; or touch the desired 4 numbers using the **Quick Pick**.
- Touch the **+ Add Ticket** button to send the wager transaction to the host.
- Touch the **Quick Pick** button to total out your customer.



# Cash 4 Play Slip



**Choose 4 of your own numbers or some of your own and the QP box for a total of 4**

## Draw Time Options

### Void box if a player makes a mistake on a Panel

## Fireball Option

## Quick Pick Options on each Panel

## Multi Draw Options

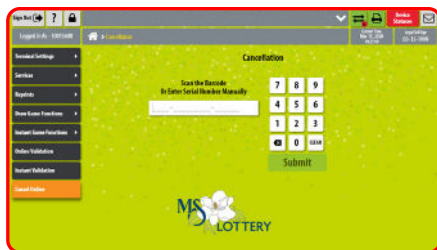
# Cancel Online (Cash 3|4 Only)

Provides the retailer with the ability to cancel an eligible Draw Game ticket.

- Touch **Cancel Online**.
- Scan the ticket using the Barcode Scanner and the terminal will automatically submit the cancellation; or manually enter the ticket serial number(s) using the **keypad**. Touch **Send**.
- If there is an error, an error message displays. Touch **OK**.
- If the cancellation is successful, a confirmation screen displays and a Cancel Wager receipt prints automatically. Touch **OK** to return to the Cancellation screen.

**NOTE:** Powerball, Mega Millions, Cash Pop, Lotto America, and MS Match 5 tickets **CANNOT** be canceled.

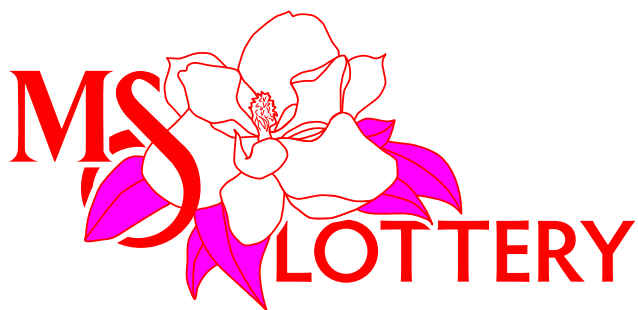
**NOTE:** Tickets must be canceled from the selling terminal within 15 minutes of purchase or prior to draw break, whichever is less.



\_\_\_\_\_

This image shows a single sheet of white paper with horizontal red ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

# VENDING MACHINE



# Touch Vending Machine

## GT28 Touch External View

The GT28 Touch terminal acts as both a Instant Ticket Vending Machine to distribute Instant tickets and also operates in self-service mode to perform Draw Game functions. The Barcode Reader can be used by players for Age Verification, or to scan their Instant and Draw Game Tickets to see if they are winners.



**Lottery tickets should never be inserted into the Play Slip Reader.**

# Touch Vending Machine

## GT20 External View

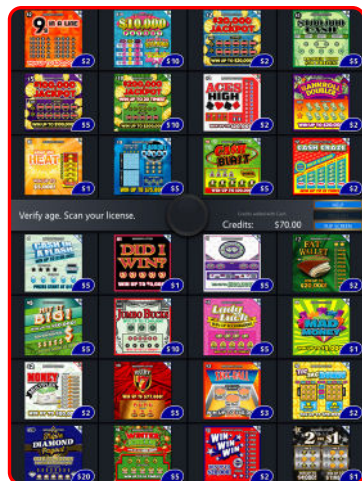
The GT20 terminal acts as both a Instant Ticket Vending Machine to distribute Instant tickets and also operates in self-service mode to perform Draw Game functions. The Barcode Reader can be used by players for Age Verification, or to scan their Instant and Draw Game Tickets to see if they are winners.



# Touch Vending Machine

## Instant Purchase

- The player inserts money into the bill acceptor (\$1, \$5, \$10, \$20, or \$50). The bill acceptor does not give change, only credit towards purchases. **NOTE:** The maximum credit amount is \$100.
- To purchase Instant tickets, the player selects the preferred game on the Touch Screen and the desired quantity of tickets. The tickets will dispense to the ticket retrieval area.



## Draw Game Purchase

### QUICK PICKS

- The player inserts money into the bill acceptor (\$1, \$5, \$10, \$20, or \$50). The bill acceptor does not give change, only credit towards purchases.
- The player selects the desired Draw Game, number of plays and play amount.
- Touch the **Red X** to exit the game screen.
- Once all options have been selected, the draw game Quick Pick ticket prints and is dispensed into the ticket retrieval area.
- **ADA Flip Screen Button:** Repositions Draw Game buttons at the bottom of the Touch Screen for handicap accessibility.



**NOTE:** Cash 3 and Cash 4 tickets CANNOT be canceled at the Touch terminal. Must be canceled at the Retailer Pro.

### USING A PLAY SLIP

- The player inserts money into the bill acceptor (\$1, \$5, \$10, \$20, or \$50). The bill acceptor does not give change, only credit towards purchases.
- The player inserts a completed play slip into the play slip reader.
- The ticket prints and is dispensed into the ticket retrieval area.



# Touch Vending Machine

## Age Verification Device/ Barcode Reader

- Age Verification Device requires a player to scan their state approved ID for proof a player is 21 years of age or older.
- Players can check the winning status of both Draw Game and Instant tickets by scanning a ticket using the Barcode Reader.
- When performing an inquiry on an Online or Instant ticket using the ticket checker, a player may reinvest up to \$50 of a winning ticket prize amount by scanning the winning ticket a second time.



## Opening the Door

- Insert the main door key into the main lock located to the top right of the play slip reader.
- Insert your hand into the lever on the right-side of the door and lift up; then pull to open.
- An audible alarm will sound as soon as the door is opened. To silence the alarm, you must sign-on to the terminal.



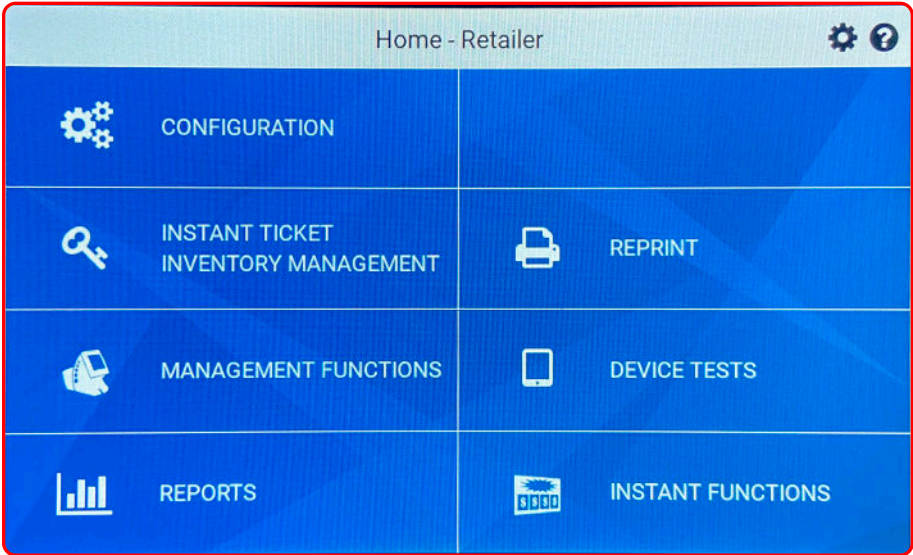
## Retailer Sign On

- Open the main door.
- The display prompts you to sign on.
- Enter the 6-digit User ID number.
- Enter the 4-digit Password.
- Touch **SEND**. After a successful sign on, the Manager Functions menu displays.

# Touch Vending Machine

## Home Screen

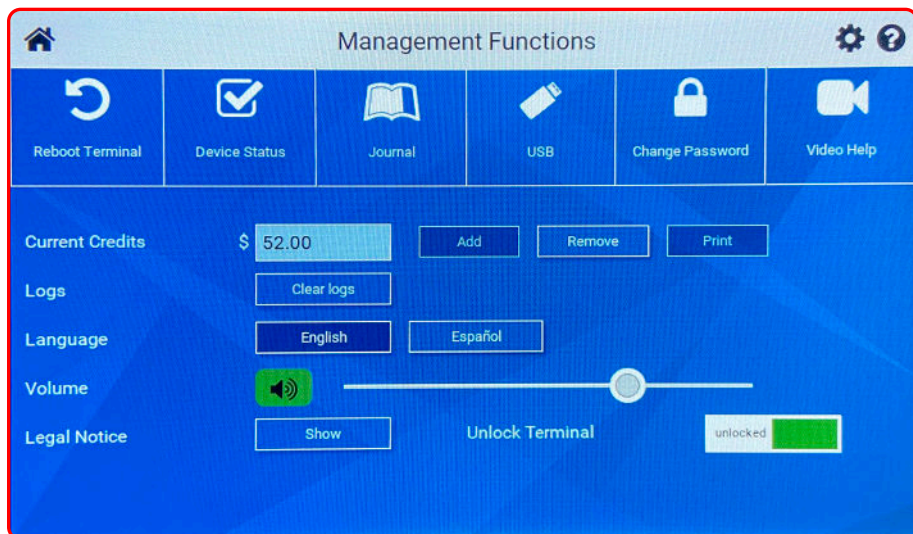
The Touch Home Screen is available once you are signed on. This menu provides you with access to various terminal functions. You may access this menu from any screen by touching the **Home** button



# Touch Vending Machine

## Management Functions

- Touch **Management Functions** from the Home Screen.
- The Management Functions screen displays.
- Touch the desired option.



**Reboot Terminal:** Use to restart the Touch.

**Device Status:** Displays all of the components in the terminal and their current operational status. Touch a specific **Bin Number** to view the bin Status of a particular bin.

**Journal:** Provides access to the Cash Log, Security Log, and System Event Log.

**Video Help:** Use to view How-to information on the terminal features and operation.

**Current Credits:** Displays the credits currently available on the terminal.




**Volume:** Use to mute, un-mute, and adjust the terminal volume.

# Touch Vending Machine

## Top Menu Buttons

The Top Menu Buttons are located at the top of each screen:




- Touch **Home**  to return to the Home Screen.
- Touch **Settings**  to access the Management Functions menu.
- Touch **Help**  on any screen to view help information related to the screen.



# Touch Vending Machine

## Instant Ticket Inventory Management

This menu screen is for loading/unloading Instant Tickets:



Instant Ticket Management



Bin **1** Information

Status - No Inventory

Game ID

0

Game Name

Current Inventory

0

Ticket Price

\$0.00

Ticket Length

0

Tickets Per Pack

0

Load Tickets

Unload Tickets

Forward Tickets

Remove Tickets

Inventory Report

Parameters

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28

### Loading a FULL PACK in an empty Bin

- Touch **Instant Ticket Management** from Home Screen.
- Touch the desired **Bin Number**, then touch **Load Tickets**.
- Scan the **First Ticket** in the pack; or enter the **First Ticket** number in the pack using the **keypad**, then touch **SUBMIT**.
- Touch **Full Pack**, then touch **SUBMIT**. A Load Successful Message displays. Touch **OK**.

### Loading a Partial PACK of Tickets in an empty Bin

- Touch **Instant Ticket Management** from Home Screen.
- Touch the desired **Bin Number**, then touch **Load Tickets**.
- Scan **First Ticket** in pack; or enter **First Ticket** number in pack using the **keypad**, then touch **SUBMIT**.
- Scan **Last Ticket** in pack; or enter **Last Ticket** number in pack using the **keypad**, then touch **SUBMIT**.
- A Load Successful Message displays. Touch **OK**.

# Touch Vending Machine

## Instant Ticket Inventory Management

### LOADING TICKETS INTO A BIN

To load the tickets into the bin, pull out the appropriate ticket tray for the desired bin and follow these instructions:

- Insert the ticket pack into the bin.
- Guide the ticket's edge until it firmly touches the rubber feed rollers.
- This activates the ticket sensor switch and the tickets load automatically.

**NOTE:** Multiple ticket packs of the same game can be loaded by taping the end of one pack to the beginning of another pack. To connect two packs, use the perforated tape that is included in the installation kit provided at the time of install. **Two different games should never be taped together.**

### NOTE: To Ensure Reliable Ticket Dispensing:

- Tickets that are 8" or longer should be fed under the roller. All other ticket lengths can go over the roller.
- Additionally, to avoid ticket jams, do not load tickets over 10" long into the lowest ticket trays – Bins 25 through 28.

### UNLOAD BIN

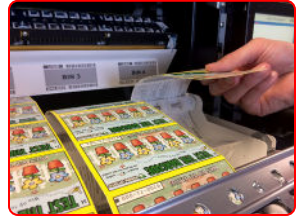
- Touch **Instant Ticket Management** from Home Screen.
- Touch the desired **Bin Number**.
- Touch **Unload Bin**, then touch **OK** to confirm.

**NOTE:** This will zero all of the inventory in that bin and let you reload by scanning the first and last tickets in the pack.

**IN CASE OF TICKET JAM:** An **ERROR** message will display on the front screen of the Touch where the jam has taken place.

- Use the steps discussed above to unload the jammed bin.

**NOTE:** The inventory in this bin will be cleared and need to be re-loaded upon fixing the jam. (See steps for loading a full pack or partial pack of tickets under the Load Tickets section).



# Touch Vending Machine

## Reprint

Allows you to reprint the Last Play.

- Touch **Reprint** from the Home Screen.
- The Reprint menu displays. Touch **Last Play**.



## Device Tests

The Device Tests option provides access to operational tests for the Bill Acceptor, Barcode Reader, Printer and Burster.

- Touch **Device Tests** from the Home Screen.
- The Device Tests menu displays. Touch the desired option.



## Reports

The Reports Menu provides access to the following machine reports: *Local Reports, Inventory, Shift, Printer Test, Device Status, Audit, Configuration, Bin Status, Online Reports, Instant Reports, and Statistics Reports.*

### TO ACCESS THE REPORTS MENU:

- Touch **Reports** from the Home Screen.
- The screen displays the Reports Menu.
- Touch the desired report type to proceed. For each report type, select/enter the requested information.
- Use the **Up** and **Down Arrows** to scroll through text. Touch **Print** to print the report. Touch the **Back Arrow** to return to the Reports Menu.



# Touch Vending Machine

## Report Descriptions

**Local Reports:** The Local Reports contains sales reports that can be configured to provide sales by game or sales by bin. These reports provide instant and online sales for the selected timeframe.

**Inventory:** The Inventory Report provides the current instant ticket inventory for each bin.

**Shift:** The Shift Report details sales activity for the current shift and should be used to balance the money in the cash box on a daily basis.

**NOTE:** Winnings that are reinvested at the vending machine will display on the Shift Report under "Reinvestment Amount." If there have been reinvestments since the Shift Report was last cleared, the cash collected will be LESS the amount of reinvestments.

**Printer Test:** Tests the printer functionality by generating a test ticket.

**Device Status:** This report lists all the peripherals of the Touch and shows the status of each one of them.

**Audit:** The Audit report provides information on transactions, bills, sales and refunds totals.

**Bin Status:** The Bin Status Report provides the operational status of the Touch bins.

**Online Reports:** Provides access to the following reports: *Sales, Online Comm, Instant Comm, and Invoice Report.*

**Instant Reports:** Provides access to the following reports: *Summary Inventory, Complete Report, Pack Status Report, Activated Packs Report, Pack Return Report, Orderable Games Report, and Settled Pack Report.*

**Statistics Reports:** Provides the statistics reports for a selected timeframe.

# Touch Vending Machine

## Instant Functions

The Instant Functions menu displays functions used for confirming Instant game deliveries and activating/settling packs of Instant Tickets.

### TO ACCESS THE INSTANT FUNCTIONS MENU:

- Touch **Instant Functions** from the Home Screen, then touch **Instant Functions**.
- The Instant Functions menu displays. Select the desired option.



### ACTIVATION

Use to activate packs of Instant Tickets.

- Touch **Instant Functions** from the Instant Functions Menu; then touch **Activation**.
- Scan the barcode or manually enter the pack number using the **KEYPAD**, then touch **SEND**.
- A confirmation screen displays. Touch **PRINT** to print Activation Receipt or **SEND** to return to the Instant Functions menu.

**NOTE:** When loading tickets, Instants will automatically be activated by the Touch.

### SETTLEMENT

Use to settle packs of Instant Tickets.

- Touch **Instant Functions** from the Instant Functions Menu; then touch **Settlement**.
- Scan the barcode or manually enter the pack number using the **KEYPAD**, then touch **SEND**.
- A confirmation screen displays. Touch **PRINT** to print Settlement Receipt or **SEND** to return to the Instant Functions menu.

**NOTE:** This function is not mandatory. Instants will auto-settle 21 days after they have been activated or when 75% of the low-tier prizes in a pack have been validated.

# Touch Vending Machine

## Loading Paper

**NOTE:** At every change of paper, check inside the printer to locate and remove any scraps of paper.

- Open machine door. Ensure power to the machine is ON so the printer will be able to auto-feed.
- Pull the printer drawer out from the terminal.
- Verify that the printer cover is closed
- Place the paper roll into the printer bucket.
- Feed the paper into the rear of the printer so the paper is feeding from the TOP of the roll.
- The printer will auto-feed the paper through the printer and cut automatically.
- Gently push the printer drawer back into the terminal.



# Touch Vending Machine

## Cash Box Unloading

- **To open bill acceptor door:** Insert the key into the lock, turn to the right, and gently pull the door forward. This reveals the cash box.
- **To remove the cash box:** Push up on the blue release button at the bottom with one hand, slide the cash box to the rear of the terminal and gently lift it up and out.  
**NOTE:** It is possible to remove the cash without removing the box if desired.
- **To remove money from the cash box:** Locate the round opening on the front, press down to retract and slide the money out.
- **To reinsert cash box:** Lower it back in while pressing it to the rear of the terminal. Once it is all the way down, gently pull it forward until it locks into place.
- **To close bill acceptor compartment:** Lift door, close it firmly, and turn key to the left and remove it.
- Print and clear a Shift Report.  
**Disclaimer:** The Shift Report only stores sales data for the last 14 days.



# Touch Vending Machine

## Bill Acceptor Jams

- To open bill acceptor door, insert the key into the lock, turn to the right, and gently pull door forward.
- To access the bill acceptor, place one hand on the black raised bar and your other hand on the silver bar on the front. Simply squeeze and lift.
- Gently lift read head from bill acceptor and clear jammed bills.
- To replace the bill acceptor, simply reinsert it back into the groove it came from and press down firmly so it locks into place.



**NOTE:** Run a bill acceptor test every time you clear a jam.

## Cleaning Bill Acceptor

- Open the bill acceptor door using the procedure above.
- To clean the bill acceptor, use a soft, dry, clean cloth, lightly dampened with clear water and wipe both top and bottom clean.
- To replace the bill acceptor, simply reinsert it back into the groove it came from and press down firmly so it locks into place.

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This image shows a single sheet of white paper with horizontal red ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

# Signing Up for Retailer Wizard

To Sign Up for a Retailer Wizard Account, from your browser go to:  
**[mlc.lotteryservices.com](http://mlc.lotteryservices.com)**

Click **Sign Up**. The Sign Up for Retailer Wizard dialogue box will display.  
Enter your Retailer Number, then click **Submit**.

Once the Retailer Number has been submitted, the following registration screen will display. Enter all of the required information to sign up for an account, and then click **Submit**. **YOU WILL RECEIVE A VERIFICATION EMAIL THAT WILL ALLOW YOU TO ACTIVATE YOUR ACCOUNT.**

**Sign Up for Retailer Wizard**

To sign up, you will first need to enter your Retailer Number, which can be found on any terminal report, or your Chain ID. If your business does not currently sell Lottery products, you may sign up as a prospective retailer instead. If you have any questions, **please contact us**. If you are the owner of multiple lottery locations, you will have the opportunity to add additional stores after registration.  
\* Indicates a required field

Retailer Number / Chain ID\*

Submit

**Personal Information**

First Name\*

Email Address (You will use this to login)\*

Mobile Phone \*

**Security Information**

Password must include 6 characters as minimum and a maximum of 32, at least a capital letter, one number and one special character.

Set Password\*

Confirm Password\*

Security Question 1\* ?

What is your pet's name?

Answer to Security Question 1\*

Security Question 2\* ?

What is your father's middle name?

Answer to Security Question 2\*

☒ I'm not a robot

☒ I agree to the [Terms of Use](#)

Submit

**NOTE:** Only store owners can create the initial Primary Account. After registering, the Primary User can then create an unlimited number of Secondary Users through the Manage User feature.



# BEST PRACTICES FOR *Retailers*

## SCRATCH TICKET GAMES

- Deface validated tickets by tearing the barcode, using a hole puncher, or marking through the barcode.
- Upon delivery, verify all packs in an order with the manifest by game and pack number on the back of the pack compared to the number on the shipping manifest. Call your Inside Sales Rep. to report extra or missing packs.
- Minimize transaction time by prominently displaying scratch ticket games without obstruction so players can easily make their selections.

### DRAW GAMES

- Collect payment before printing the ticket.
- Post draw game jackpots daily.
- Ensure you keep adequate supplies for draw games (play slips and ticket stock – paper for printer).

### LOTTERY EQUIPMENT

- Call the IGT Hotline at: **866-234-7533** (Option 1) to report all issues with lottery equipment.
- Call Customer Support at: **601-487-1390** to schedule equipment moves.

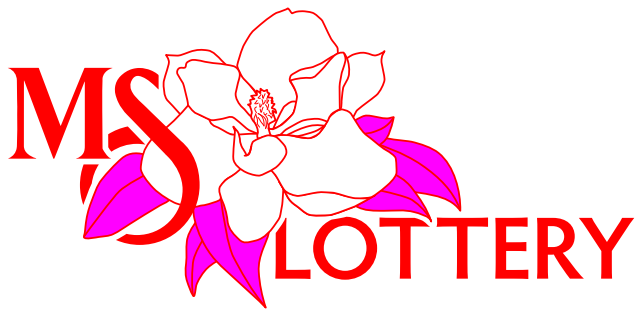
### ACCOUNTING/ SECURITY

- Check your lottery terminal Sundays for your weekly invoice; make sure you have sufficient funds in your Lottery trust account by close of business Monday.
- Immediately report lost or stolen tickets to IGT via the Retailer Hotline (866-234-7533, Option 1).

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This image shows a single sheet of white paper with horizontal red ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

# APPENDIX



# Glossary

## Activated Pack

The status of a pack of Instant Tickets, which indicates to the Lottery that tickets are being sold from that pack.

## Barcode Scanner

A POS device used to scan industry standard barcodes identification or validation purposes.

## Contact Image Sensor (CIS) Reader (Play Slip)

Top Reader in the terminal used for reading Play Slips.

## Claim Period

The period of time in which holders of lottery tickets are entitled to claim prizes.

## Draw

A function of a Draw Game lottery game. Common variations are daily and weekly. [ The purpose of a draw is to select the winning numbers to be used for a varying level of prize values.] Rules vary by game type and by game and government regulations.

## Draw Break

The time period prior to the drawing when Draw Game tickets for a certain game can no longer be sold to a customer.

## Exchange Ticket

The ticket that is printed when a ticket is a winner and is validated before its expiration. The substitute ticket is valid for the remainder of the interim draws or final draw.

## Game Number

A unique number assigned to each instant game.

## Instant Ticket

A lottery game in which the player buys a preprinted ticket with symbols hidden under the latex covering. The player removes [scratches] the latex and may determine “instantly” whether a prize has been won.

## Lottery Sales Representative [LSR]

The representative who is responsible for visiting retailer outlets to assist with point-of-sale material placement, promotions, and ticket handling. Lottery Sales Representatives service assigned retailers in a specific geographic area.

## Pack

A package of Instant Tickets each with a different ticket number. The number of tickets in a pack may range up to three hundred [300]. Packs of tickets are valued at \$300 and \$600. All packs of Tickets of a specific game will have the same number of Tickets per Pack.

# Glossary

## Pack Activation

Packs must be activated using the Retailer Pro terminal before they can be sold. It is necessary to activate instant packs to allow the sale of tickets from that pack and be eligible for validation.

## Pack/Ticket Number

Unique numbers that are assigned to individual tickets and packs during the printing process.

## Play Slip

A paper selection method that allows a player to select their draw game numbers prior to reaching the point of sale at a retailer location.

## Prize

The amount of winnings as indicated on a winning ticket by individual Lottery business rules.

## Prizes Cashed at Retailer

Prizes less than \$600 can be paid out at the retailer or by the Lottery offices. Prizes \$600 or more must be cashed at a Lottery Claim Center.

## Reinvestment

Allows players to reinvest their winnings of \$50 or less at the vending machine. Winnings from multiple tickets can be used together to make purchases. Winning tickets over \$50 will display a message to see the retailer for validation.

## Quick Pick Wagering

The host or retailer terminal generates some or all of the numbers of the bet for the player.

## Reprint

A transaction originating at a retailer device for reconciliation purposes if the transaction is a wager. If the transaction is a receipt, a copy of the receipt would be produced. This transaction is usually performed if an original ticket does not contain data normally printed, due to a printing mechanism malfunction within the terminal. Reprints are restricted to the last transaction of the same type, for example, a reprint of a wager ticket is allowed only on the last wager initiated by that specific terminal.

## Retailer Pro Terminal

The terminal placed at the retailer's location to sell Draw Game tickets, validate winning tickets and to provide the retailer with reports and other Lottery information. The terminal is linked to the Lottery's central computer.

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# Glossary

## Transaction

Any event stored in the system such as wagers, validations, claims, refunds, special functions, and commands.

## Validation Number

A unique number which appears on each ticket, which when entered into the Lottery's computer, identifies the ticket as a winner or non-winner. The validation number is also formatted as a barcode which permits the electronic reading of the validation number for faster processing.

## Wager

An online transaction made from a lottery terminal in which a ticket is printed at the terminal describing the details of the player's wager.

# Terminal Messages

MESSAGE	DESCRIPTION
Signed Off	Terminal is signed off.
Ready	Terminal is in signed on state, ready for transactions.
Loading	Loading parameters after sign on.
Wait	Terminal in busy state waiting for a response from the Host System.
Transaction in progress ..please wait	Terminal State appears when a transaction is in progress [in communication].
Function suppressed	Functionality is not available.
Service Disabled	Host System is disabled.
Busy Please Try Again Later	Terminal is busy with other transactions.
Draw Break	Draw Closed unsolicited message is received from Host System.
Draw Break Over	Draw Open unsolicited message is received from Host System.
Device Not Available	If the device type selected is not attached to the terminal.

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This image shows a full page of blank handwriting practice paper. It features approximately 20 evenly spaced horizontal red lines across the entire page, providing a guide for letter height and placement. The background is plain white, and there are no margins, text, or other markings present.



# RETAILER *Resources*

**MSLOTTERY.COM/RETAILERS**

Visit our Retailer Resources page on the Mississippi Lottery website for:

- FAQ for the Bond Renewal Process
- Find a Retailer
- Retailer FAQs
- Retailer Forms
  - » Retailer Request for Adjustment
  - » Sweep Calendar
  - » Retailer Application

**Retailer Hotline**

**866-234-7533**

**Winning Numbers Hotline**

**601-487-1396**

**Problem Gambling**

**1-800-426-2537**

**Player Hotline**

**601-487-1355**

**MLC Phone Number**

**601-487-1155**