

# ALTURA

## Retailer Reference Guide

### HOTLINE

**Retailer: 1-800-937-8946**

Monday–Friday 7:00 AM to 5:00 PM EST

**GTECH: 1-800-599-5686**

Seven days a week 5:00 AM to 2:00 AM EST





# Contents

## **THE ALTURA TERMINAL 1**

Altura	1
Peripherals	1
Connections	2
Cleaning Instructions	2

## **SIGN ON 3**

## **SIGN OFF 4**

## **PAUSE/LOCK 5**

## **ALTURA SCREENS 6**

Welcome Screen	6
Home Screen	6

## **ALTURA BUTTONS 7**

Game Buttons	7
Home Button	7
Function Buttons	7

## **REPRINTS 8**

## **HELP 9**

General Help	9
Context Help	12

## **PAPER LOADING 13**

## **CLEARING JAMS 14**

Clearing Paper Jams	14
Clearing Reader Jams	14

## **TICKET STOCK REMINDERS 15**

## **RETAIL FUNCTIONS 16**

Activate Pack	17
ITVM ALARM	18
ENABLE/DISABLE ITVM	18
Play slip Reader Test	18
Terminal Reset	18
Barcode Test	18
Touch Screen Test	18
Version Info	18
Volume Control	18
News	19
Mail	20

## **REPORTS 21**

Report Descriptions	22
Billing Reports	24
Online Reports	25
Instant Reports	26
Promotions Reports	27
Last 9 Instant Transactions	28
Unbilled Packs	29
Ending Game Reports	30
Top Prizes Remaining	31

## **PLAY SLIPS & TICKETS 32**

Play Slips and Online Tickets	32
Scratch Tickets	32
Play Slip Editing	32

# Contents

## **SELLING ONLINE GAMES 33**

Total Screen	33
Age Check	34
Play slip Method	35
Quick Pick Method	36
Manual Method–Ticket Builder	36
Powerball	37
Mega Millions	40
Decades of Dollars	43
3 Line Lotto	46
Cash Ball	49
Pick 3	52
Pick 4	55
Raffle	58
Sampler	58
Play Both	58
Play Again	58

## **PAY 59**

Online Pay	60
Scratch–Off Pay	62

## **CANCEL 64**

## **JACKPOT/WINNING NUMBERS 65**

Current Jackpots	66
Winning Numbers	67

## **PROMOTIONS 68**

Promotion Descriptions	69
------------------------	----

# The Altura Terminal

## ALTURA



## PERIPHERALS



**Accutherm Supreme  
Printer**



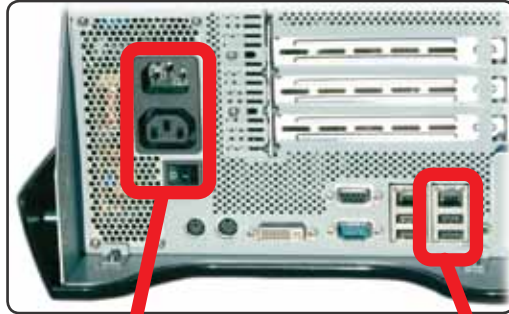
**Check A Ticket**



**ESMM Monitor**

# The Altura Terminal

## CONNECTIONS



Terminal  
Power to Wall  
  
Power to  
Printer  
  
Power Switch

Communications Device  
(Ethernet Cable)  
  
IDU  
  
USB to Printer

## CLEANING INSTRUCTIONS

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

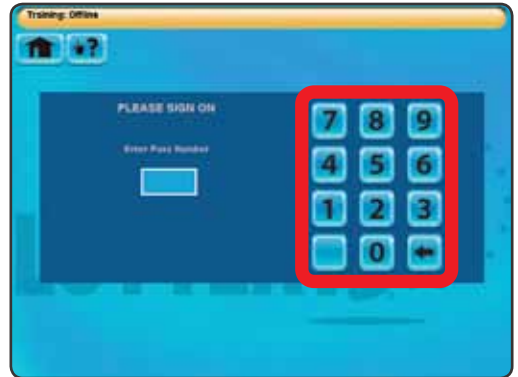
**Note:** DO NOT spray the cleaner directly onto the touchscreen.

# Sign On

1 Touch **Sign On** from the Welcome Screen.



2 The following screen displays. Enter your 4-digit Pass Number using the **numeric touchpad**. Pressing the **arrow button** will back space over any incorrect entry.



3 If there is a news message, it displays automatically. Touch **Print** to print the news message, or touch **Home** to go to the Home Screen.



4 If there is no News message, a sign on confirmation screen displays. Touch **OK** to go to the Home Screen or **Print** if your store requires you to print a sign on receipt.



# Sign Off

1 Touch **Sign Off** from the Home Screen.



2 A confirmation screen will display **YES** to confirm sign off and **NO** to not sign off and continue using the terminal. Make desired selection.



3 When **YES** is selected the following screen will display. Touch **OK** to sign on to the terminal.



**Note:** You are not allowed to sign off and will get an error message, if there is a transaction still in process.

# Pause/Lock

1 Touch **Pause** to put the terminal into a paused/locked mode.



2 The following screen displays. Enter your Pass Number using the **numeric touchpad** to unlock the terminal. Pressing the **arrow button** will back space over any incorrect entry.



**Note:** If the password is entered incorrectly three (3) times, you will be required to sign on again to the terminal.

# Altura Screens

## WELCOME SCREEN

Access to Sign On and Help.



## HOME SCREEN

Access to all terminal functions.



# Altura Buttons

## GAME BUTTONS

Access to Online Games when a play slip is not being used.



## HOME BUTTON

Touch the **Home** Button from any screen to return to the Home Screen.



## FUNCTION BUTTONS

Access to main terminal functions.



# Reprints

Reprints should only be used for in-store purposes and are not for distribution to customers. Reprints from the Last Online Transaction option are not valid tickets, will not contain a barcode, and are clearly labeled REPRINT NOT FOR SALE.

1 Touch **Reprints** from the Home Screen to reprint various terminal transactions.



2 Touch the desired Reprint option.



## LAST ONLINE TRANSACTION

Prints a receipt for the last game play processed by the terminal.

## LAST WAGER

Prints a receipt for the most recent wager of any type that was processed by the terminal.

## LAST ONLINE PAY

Prints a receipt for the most recent Online validation.

## LAST INSTANT PAY

Prints a receipt for the most recent Instant validation.

## LAST 9 INSTANT TRANSACTIONS

Prints the 9 most recent Instant transactions that were processed by the terminal.

# Help

## GENERAL HELP

Displays a submenu of General Help topics.

1 Touch **Help** from the Home Screen.



2 Touch the button that corresponds to the topic for which you would like help. For example, touch **Sign On/Off**.



3 The terminal displays help text for that item.



4 Touch **Print** to print the topic, or touch **Back** to return to the Home Screen.



# Help

## Video Help

Displays short videos on the following topics:  
Loading Paper into the Printer, Clearing Paper Jams from the Printer, Clearing Paper Jams from the Reader, Cleaning the Reader.

1 Touch **Video Help** from the General Help menu.



2 Touch the button that corresponds to the topic for which you would like help from: Printer or Reader. For example, touch **Printer**.



continued on next page...

# Help

## Video Help (continued)

Once **Printer** is selected the options available are **Load Paper** and **Clear Paper Jam**.

3 Touch **Load Paper**.

4 The screen displays a short video with instructions for the selected function.



5 Touch **Pause** to pause the video. When finished, touch **Home** to return to the Home Screen or **Clear Paper Jam** to see additional video help.



# Help

## CONTEXT HELP

1 Touch **Context Help** from the Home Screen.



2 Touch the function button that corresponds to the subject matter for which you would like help. For example, touch **Reprints**.



3 The terminal displays help text for that item.

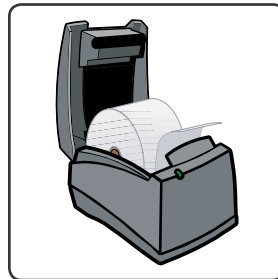
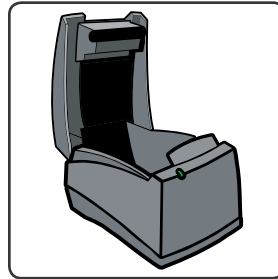
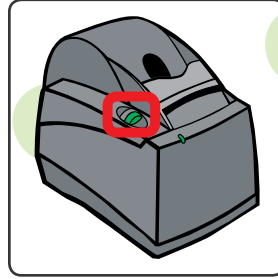


4 Touch **Print** to print the topic, or touch **Back Arrow** to return to the Home Screen.



# Paper Loading

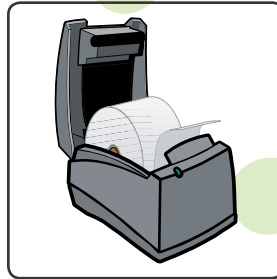
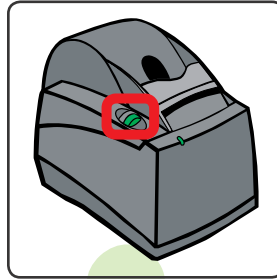
- 1** Press in the green latch button and open the paper cover on the printer.
- 2** Remove the used paper roll from the printer.
- 3** Place the new roll of paper in the printer with the paper unwinding from the bottom.
- 4** Make sure approximately 2 inches of excess paper is hanging out of the front of the printer.
- 5** Close the paper cover firmly over the excess paper so that it latches securely.
- 6** The paper feeds automatically to align itself.
- 7** The printer automatically cuts the excess paper.
- 8** After changing the paper, run a Printer Test to ensure the paper was loaded properly. To run this test, touch Retail Functions from the Home Screen, then touch the Printer Test option. A test ticket will print if the printer is loaded properly.



# Clearing Jams

## CLEARING PAPER JAMS

- 1 Press in the green latch button and open the paper cover on the printer.
- 2 Remove the jammed paper from the printer.
- 3 Ensure that the paper roll is unwinding from the bottom.
- 4 Close the paper cover firmly so that it latches securely.
- 5 The paper feeds automatically to align itself.
- 6 The printer automatically cuts the excess paper.



## CLEARING READER JAMS

- 1 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 an arrow and open the second door the same way.
- 2 Gently clear away any debris.
- 3 Close the reader door firmly.

**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!



# Ticket Stock Reminders

- 1 **“First In - First Out”** – Use old boxes of ticket stock **first**. The ticket stock is sturdy but over time can break down.
- 2 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.
- 3 Keep Ticket Stock in the box that it was delivered in and keep the box sealed until you need to use it.
- 4 Be sure to keep rolls of ticket stock in their plastic bags until you are ready to load them into the terminal. They are light sensitive.
- 5 For security reasons, ticket stock **CANNOT** be transferred between retailers.



# Retail Functions

1 Touch **Retail Functions** from the Home Screen.



2 Touch the desired Retail Functions option.



descriptions on the following pages...

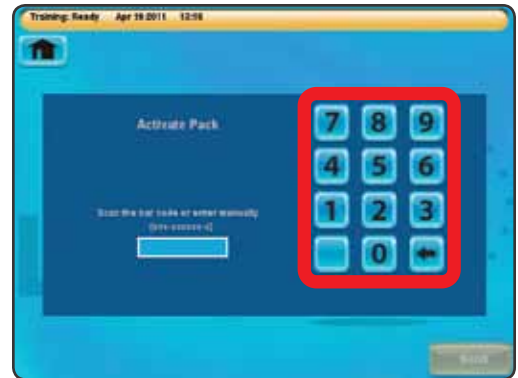
# Retail Functions

## ACTIVATE PACK

1 Touch **Activate Pack** from the Retail Functions Menu.



2 Scan the barcode; *OR* enter the Game and Pack numbers manually using the **numeric touchpad**. Touching the **arrow button** will delete previously entered numbers in the event of an error.



3 Touch **Send**.



4 A confirmation screen displays. Touch **Activate More** to activate more packs, or touch **OK** to return to the Home Screen. A receipt prints automatically.



# Retail Functions

## ITVM ALARM

When selected, screen displays alarm status: ALARM ON or ALARM OFF.

## ENABLE/DISABLE ITVM

Enables or disarms an ITVM connected to the terminal.

## PLAY SLIP READER TEST

Play Slip Reader Diagnostic screen displays with prompt "Insert wager or play slip".

## TERMINAL RESET

After selection, touch OK on confirmation screen to reboot terminal.

## PRINTER TEST

Runs a printer test and at completion prints a test ticket.

## BARCODE TEST

Displays Bar Code Reader Test screen and prompts to place bar code beneath reader.

## TOUCH SCREEN TEST

Displays Touch Screen grid with prompts to touch specific locations, which should highlight when selected.

## VERSION INFO

Displays Firmware/Software version screen and prints a receipt.

## VOLUME CONTROL

Use to adjust the terminal volume setting. Touch the **speaker icon** to adjust the setting. The default volume level is 4.



# Retail Functions

## NEWS

Use this service to obtain news messages sent by the Kentucky Lottery. These messages may be accessed any time and do not require acknowledgment.

1 Touch **News** from the Retail Functions menu.



2 The screen displays the News message. Touch **Home** to return to the Home Screen.



# Retail Functions

## MAIL

Use this service to obtain mail messages sent by the Kentucky Lottery to selected terminals. Messages can be prioritized as Normal or Urgent.

Only 10 messages can be viewed in the list. Older messages are replaced by an 11th message.

- **Urgent Messages** may appear on the screen upon sign on or any time and must be read prior to proceeding to the Home Screen.
- **Normal Messages** will be indicated on the Home Screen with a "Mail #" message displayed in the status bar at the top of the screen (where the # refers to the number of new messages). These messages may be read at any time without interrupting terminal use.

1 Touch **Mail** from the Retail Functions menu.



2 The Mail screen displays:



- Touch the **Number** next to the message you wish to read.
- Touch **Read** to show the full message in the bottom of the window.
- Touch **Delete** to delete the message.
- Touch **Print** to print the message.
- Touch **Home** to return to the Home Screen.

# Reports

Reports available from the Altura include:  
*Billing Reports, Online Reports, Instant Reports, Promotions Reports, Last 9 Instant Transactions, Unbilled Packs, Ending Game Reports, Top Prizes Remaining, and ITVM Reports.*

1 Touch **Reports** from the Home Screen.



2 Touch the desired Reports option.



descriptions on the following pages...

# Report Descriptions

## BILLING REPORTS

Billing reports list out all of the charges being billed to your account for a particular week.

The screen is divided into two sections, Summary & Detail. Each section will allow you to pull the Current Invoice, Last Invoice and Prior Invoice giving you three weeks of information.

Your summary billing invoice will automatically print at sign on Tuesday morning.

## ONLINE REPORTS

Online reports list the sales counts and amounts for the current day, prior 6 days and weekly. The reports are cumulative, when using the current day report to balance for a shift reduce the current report amounts by the counts and amounts from any report previously produced.

In addition to the sales counts and amounts the report also list Pays, Cancels, Coupons, Promotions, Promo Cash and Free Plays. All of which are reduced from the total line giving you an overall total to balance your lottery online sales.

Weekly reports list all of the above information but includes the information from Sunday through the current day and time.

## INSTANT REPORTS

Instant reports include reports for Instant Ticket Redeems, Weekly Coupons, Weekly Free Scratch and Free Scratch Tickets.

Instant Ticket Redeem report displays payout counts and amounts for the current day, prior 6 days and weekly. The reports are cumulative, when using the current day report to balance for a shift, reduce the current report amounts by the counts and amounts from any report previously produced.

In addition to payout counts and amounts the report also list Coupons, Free Tickets, Activations, Deliveries and Full & Partial Returns.

Weekly reports list summary count and amounts for payouts for the date the report was run and 6 days prior.

Weekly Coupon report summarizes coupon redeems for the current day and 6 days back.

Weekly Free Scratch report summarizes free scratch tickets redeems for the current day and 6 days back.

Free Scratch Tickets report list by price point the number of free tickets redeemed for the current day.

## PROMOTIONS REPORTS

The promotions reports lists the promotions by name and counts redeemed for the current day and 6 days back.

Promotions Weekly report summarizes by promotion for today and 6 days back.

# Report Descriptions

## LAST 9 INSTANT TRANSACTIONS

Provides a summary of the last 9 instant transactions completed on the terminal.

## UNBILLED PACKS

The Unbilled Packs report will list game name, game number, pack number, pack status, pack cost and estimated sweep date.

## ENDING GAME REPORTS

Ending Game Report provides information on Instant games that will be ending that month along with their ticket cost. The report also provides a list of the packs you currently have in inventory unactivated.

## TOP PRIZES REMAINING

This report provides information on top prizes unclaimed by game for all \$5, \$10 & \$20 games..

## ITVM REPORTS

ITVM Reports including: Sales Report, Inventory Report, Security Report, Statistics Report, Status Report, and Combined Sales Report. These reports are only available if a retailer has an ITVM (Instant Ticket Vending machine).

# How to Run Reports

## BILLING REPORTS

1 Touch **Billing Reports** from the Reports section.



2 Select the desired Summary or Detail report, such as **Current Invoice**.



3 The report prints automatically and a confirmation screen displays.



4 Touch **OK** to return to the Home Screen.



# How to Run Reports

## ONLINE REPORTS

1 Touch **Online Reports** from the Reports section.



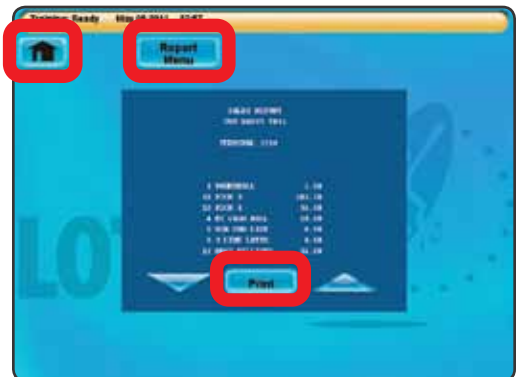
2 Select the desired report, such as **Today**.



3 The report displays on the screen.



4 Touch **Print** to print the report, **Report Menu** to return to the reports menu, or touch **Home** to return to the Home Screen.



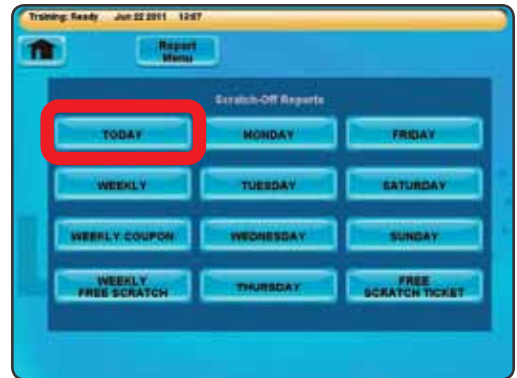
# How to Run Reports

## INSTANT REPORTS

1 Touch **Instant Reports** from the Reports section.



2 Select the desired report, such as **Today**.



3 The report prints automatically and a confirmation screen displays.



4 Touch **OK** to return to the Home Screen.



# How to Run Reports

## PROMOTIONS REPORTS

1 Touch **Promotions Reports** from the Reports section.



2 Select the desired report, such as **Weekly**.



3 The report displays on the screen.



4 Touch **Print** to print the report, **Report Menu** to return to the reports menu, or touch **Home** to return to the Home Screen.



# How to Run Reports

## LAST 6 INSTANT TRANSACTIONS

1 Touch **Last 6 Instant Transactions** from the Special Reports section.



2 The report prints automatically and a confirmation screen displays.



3 Touch **OK** to return to the Home Screen.



# How to Run Reports

## UNBILLED PACKS

1 Touch **Unbilled Packs** from the Special Reports section.



2 The report prints automatically and a confirmation screen displays.



3 Touch **OK** to return to the Home Screen.



# How to Run Reports

## ENDING GAME REPORTS

1 Touch **Ending Game Reports** from the Special Reports section.



2 The report prints automatically and a confirmation screen displays.



3 Touch **OK** to return to the Home Screen.



# How to Run Reports

## TOP PRIZES REMAINING

1 Touch **Top Prizes Remaining** from the Special Reports section.



2 The report prints automatically and a confirmation screen displays. Touch **OK** to return to the Home screen.

KENTUCKY LOTTERY  
Instant Top Prizes Remaining  
As of 05/20/11 06:05 AM(ET)

Game Description	Total	Remain
50%		
-- \$5.00 Games --		
\$40 GRAND	6	6
\$40,000 GOLDEN SPIN	7	5
BIG OL' BUCKS	4	4
BLACK GOLD	3*	0
BLACK PEARLS	7	7
BREEDER'S CLIP	3	1
BRING ME THE MONEY	4	0
CANDY CANE CASH	4	0
DAZZLING 7'S DOUBLER	7	0
DOUBLE PLATINUM	5	0
FOLDING MONEY	10	7
FROZEN ICE	4	0
GIMME THE MONEY	7	7
HIT THE JACKPOT	3	0
LUCKY CASINO	3	0
LUCKY DIAMONDS TRIPLER	5	0
LUCKY LOOT DOUBLER	8	1
MOLTEN MONEY	4	1
MORE FOLDING MONEY	12	0
MUSCLE CAR MONEY	4	4
PAYDAY DOUBLER	8	8
ROYAL 7'S	4	0
SIZZLIN' 7'S	7	7
TEXT ME THE MONEY	4	1
VEGAS	5	5
5 STAR CASH	4	2
-- \$10.00 Games --		
BIG WINNER BANKROLL	2*	1
BLUEGRASS BLOWOUT	8	7
COLD HARD CASH	2	0
JUMBO BUCKS	8	1
JUMBO BUCKS	8*	5
SILVER SPECTACULAR	2*	1
STACKS OF CASH	2*	1
TRIPLE PLATINUM	2	1
WINNER GREEN	2*	1

# Play Slips & Tickets

## PLAY SLIPS & ONLINE TICKETS

Insert play slips, online tickets, and coupons vertically or horizontally, with the printed side facing you.

**DO NOT** insert Scratch-off tickets.

## SCRATCH-OFF TICKETS

For Scratch-Off tickets, scan barcodes *OR* manually enter the ticket serial number by touching **Pay** and using the **numeric touchpad**.



## PLAY SLIP EDITING

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



# Selling Online Games

## AGE CHECK

The Age Check feature on the home screen allows you to check a player's age by scanning the barcode on their driver's license.

**Note:** Not all states follow universal barcode standards and may not be readable. In this case, an "Unsupported Barcode" message will display.

- 1 Touch **Age Check**.
- 2 Scan the barcode on the customer's driver's license to confirm age.



# Selling Online Games

## PLAY SLIP METHOD

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

- Play slips should be marked with a single line through each choice.
- All play slips should only be marked using Blue ink, Black ink or a pencil.
- Play slips that have areas that have been erased or white out used will cause the terminal to reject them.

### Producing a ticket using a Play Slip:

- Insert a completed play slip for the desired game into the top of the reader, play slip front facing forward.
- Ticket(s) print automatically.
- If the play slip is not filled out correctly an error message will display the corrections needed.



# Selling Online Games

## QUICK PICK METHOD

Quick Picks can be produced for any of the Lottery's Online games by pressing the desired game button and selecting QP.

For ease of play, you can generate default Quick Pick (QP) transactions for Powerball and Mega Millions by simply touching a button right from the Home Screen.

**1** Touch the QP button for the desired game and dollar amount. For example, touch **Mega Millions \$1 QP**.

**2** A confirmation screen displays: "Do you want to play Megaplier?". Touch **Yes**.

**3** Tickets print automatically. Be sure to Total out your customer after each transaction.



## MANUAL ENTRY—TICKET BUILDER

On all manual entry screens, a ticket builder section is located on the left. As numbers are selected, they automatically display on the active play line in this section.

- If a number is deselected, the number is removed from the ticket builder column.
- Use the up/down arrows at the bottom of the section to move between play lines for editing.



# Selling Online Games

## POWERBALL

Powerball is a game where players pick 5 different numbers from 1 through 59, then select one Powerball number from 1 through 39. On Powerball draw nights, a Power Play multiplier number is also drawn. The Power Play option costs an additional \$1 per play, doubling the ticket purchase price, and offers

the chance to multiply your winnings up to five times. Powerball tickets cannot be canceled. Multi-draws are available for up to 16 consecutive draws. Powerball drawings are held every Wednesday and Saturday at 10:59 PM ET/9:59 PM CT.

1 Touch **Powerball** from the Home Screen.



2 The Powerball options screen displays:



continued on next page...

# Selling Online Games

3 Here you can select the **Number of Plays**, **Number of Draws**, **Number of Tickets** and the **PowerPlay** option (Power Play option Yes/No must be selected).



4 Touch **Quick Pick** to allow the system to randomly choose the numbers; *OR* touch **Manual Entry** to select the player's numbers.



5 Select 5 numbers (out of 59) for the first panel. Selected number buttons will be indicated by black.

**Note:** Use the large up and down arrows to edit numbers on a different play line.



6 Touch **Powerball**. Note that numbers 40-59 will become unavailable for Power Ball selection.



# Selling Online Games

**7** Touch the desired Powerball number (from 1-39) from the panel. The Powerball number will be indicated by a red circle. Any number previously selected from 1 - 39 can also be selected for the Powerball number.



**8** When all selections are made, touch **Send**.

**Note:** Any manual play options for the game cannot be changed once in manual entry screen. Numbers may be changed before the Send button is touched. However, QP numbers cannot be edited.



**9** For multi-draw transactions or those totalling \$50 or more, a confirmation screen displays. Touch **YES** to place the transaction, or touch **NO** to cancel.



**10** You are then returned to the Home Screen, where you can perform other tasks. Touch **Total** when transactions for a customer are complete.



# Selling Online Games

## MEGA MILLIONS

Mega Millions is a game where players pick 5 different numbers from 1 through 56, then select one Mega Ball number from 1 through 46. On Mega Millions draw nights, a Megaplier multiplier number is also drawn. The Megaplier option costs an additional \$1 per play, doubling the ticket purchase price, and

offers the chance to multiply your winnings up to four times. Mega Millions tickets cannot be canceled. Multi-draws are available for up to 16 consecutive draws. Mega Millions drawings are held every Tuesday and Friday at 11:00 PM ET/10:00 PM CT.

1 Touch **Mega Millions** from the Home Screen.



2 The Mega Millions options screen displays:



continued on next page...

# Selling Online Games

3 Here you can select the **Number of Plays**, **Number of Draws**, **Number of Tickets** and the **Megaplier** option. (Megaplier option Yes/No must be selected.)



4 Touch **Quick Pick** to allow the system to randomly choose the numbers; OR touch **Manual Entry** to select the player's numbers.



5 Select 5 numbers (out of 56) for the first panel. Selected number buttons will be indicated by black.

**Note:** Use the large up and down arrows to edit numbers on a different play line.



6 Touch **Mega Ball**. Note that numbers 47-59 will become unavailable for Mega Ball selection.



# Selling Online Games

**7** Touch the desired Mega Ball number (from 1-46) from the panel. The Mega Ball number will be indicated by a yellow circle. Any number previously selected from 1-46 can also be selected for the Mega Ball number.



**8** When all selections are made, touch **Send**.

**Note:** Any manual play options for the game cannot be changed once in manual entry screen. Numbers may be changed before the Send button is touched. However, QP numbers cannot be edited.



**9** For multi-draw transactions or those totalling \$50 or more, a confirmation screen displays. Touch **YES** to place the transaction, or touch **NO** to cancel.



**10** You are then returned to the Home Screen, where you can perform other tasks. Touch **Total** when transactions for a customer are complete.



# Selling Online Games

## DECADE\$ OF DOLLAR\$

Decades of Dollars is a game where players pick 6 different numbers from 1 through 47. Each play cost \$2. Decades of Dollars tickets cannot be canceled. Multi-draws are available for 2, 4, 6, 8, 10 and 16 consecutive drawings. Decades of Dollars drawings are held every Monday and Thursday 10:59 PM ET/ 9:59 PM CT.

1 Touch **Decades of Dollars** from the Home Screen.

2 The Decades of Dollars options screen displays:



continued on next page...

# Selling Online Games

3 Here you can select the **Number of Plays**, **Number of Draws**, and the **Number of Tickets**.



4 Touch **Quick Pick** to allow the system to randomly choose the numbers; *OR* touch **Manual Entry** to select the player's numbers.



5 Select 6 numbers (out of 47) for the first panel. Selected number buttons will be indicated by black.

**Note:** Use the large up and down arrows to edit numbers on a different play line.



6 When all selections are made, touch **Send**.

**Note:** Any manual play options for the game cannot be changed once in manual entry screen. Numbers may be changed before the Send button is touched. However, QP numbers cannot be edited.



# Selling Online Games

7 For multi-draw transactions or those totalling \$50 or more, a confirmation screen displays. Touch **YES** to place the transaction, or touch **NO** to cancel.



8 You are then returned to the Home Screen, where you can perform other tasks. Touch **Total** when transactions for a customer are complete.



# Selling Online Games

## 3 LINE LOTTO

3 Line Lotto is a game where players pick 6 different numbers from 1 through 39 for a single, and will also receive two additional lines, each with six Quick Pick numbers. Each play cost \$2.00. Multi-draws are available for 2, 4, 6, 8, 10 and 16 consecutive drawings. 3 Line Lotto drawings are held every Tuesday and Friday 10:00 PM ET/9:00 PM CT.

1 Touch **3 Line Lotto** from the Home Screen.



2 The 3 Line Lotto options screen displays:



continued on next page...

# Selling Online Games

3 Here you can select the **Number of Plays**, **Number of Draws**, and the **Number of Tickets**.



4 Touch **Quick Pick** to allow the system to randomly choose the numbers; OR touch **Manual Entry** to select the player's numbers.



5 Select 6 numbers (out of 39) for each play desired. Selected number buttons will be indicated by black.

**Note:** Use the large up and down arrows to edit numbers on a different play line.



6 When all selections are made, touch **Send**.

**Note:** Any manual play options for the game cannot be changed once in manual entry screen. Numbers may be changed before the Send button is touched. However, QP numbers cannot be edited.



# Selling Online Games

7 For multi-draw transactions or those totalling over \$50, a confirmation screen displays. Touch **YES** to place the transaction, or touch **NO** to cancel. Each play desired will print on a separate ticket with 2 additional lines of quick pick play per ticket.



8 You are then returned to the Home Screen, where you can perform other tasks. Touch **Total** when transactions for a customer are complete.



# Selling Online Games

## CASH BALL

Cash Ball is a game where players pick 4 different numbers from 1 through 33, then select one Cash Ball number from 1 through 31. The minimum cost for a Cash Ball wager is \$1.00. However, the customer can choose to play a single board on a Cash Ball wager for \$0.50 or \$1.00. If the customer chooses a \$0.50 wager amount, they must play two boards at \$0.50 each. Kicker is an add-on game to Cash Ball that customers can play for an additional cost. If selected, a 5-digit Kicker quick pick number

is randomly selected and printed on the Cash Ball ticket. Customers win when some or all of the Kicker numbers match the numbers drawn in the exact order in which they were drawn, from left to right. The cost of the Kicker option on a single board is \$0.50 or \$1.00. There shall be no additional cost applied for multiple boards on the ticket. Multi-draws are available for 2, 3, 4, 5, 6, 7 and 14 consecutive drawings. Cash Ball drawings are held every Monday to Friday at 11:00 PM ET/10:00 PM CT.

1 Touch **Cash Ball** from the Home Screen.



2 The Cash Ball options screen displays:



continued on next page...

# Selling Online Games

**3** Here you can select the **Number of Plays**, **Number of Draws**, **Number of Tickets**, **Wager Amount**, **Day of Week**, and the **Kicker** option. A Kicker option must be selected to continue.

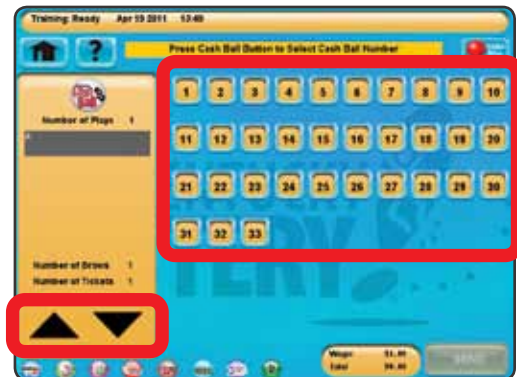


**4** Touch **Quick Pick** to allow the system to randomly choose the numbers; *OR* touch **Manual Entry** to select the player's numbers.



**5** Select 4 numbers (out of 33) for the first panel. Selected number buttons will be indicated by black.

**Note:** Use the large up and down arrows to edit numbers on a different play line.



**6** Touch **Cash Ball**. Note that numbers 32-33 will become unavailable for Cash Ball selection.



# Selling Online Games

7 Touch the desired Cash Ball number (from 1-31) from the panel. The Cash Ball number will be indicated by a blue circle.



8 When all selections are made, touch **Send**.

**Note:** Any manual play options for the game cannot be changed once in manual entry screen. Numbers may be changed before the Send button is touched. However, QP numbers cannot be edited.



9 For multi-draw transactions or those totalling over \$50, a confirmation screen displays. Touch **YES** to place the transaction, or touch **NO** to cancel.



10 You are then returned to the Home Screen, where you can perform other tasks. Touch **Total** when transactions for a customer are complete.



# Selling Online Games

## PICK 3

Pick 3 is a daily game that gives players the chance to select their desired numbers, but also the opportunity to select the wager type, which determines the possible prizes by matching combinations of the winning numbers. Players may play for \$.50 or 1.00 per play using a play slip or for up to \$10.00 with manual entry.

**Note:** See back of play slip or web site for winning amounts. Play amounts over \$1.00 will multiply the prize by that dollar value.

**There are three easy ways to play:**

### Basic Games

#### **Straight:**

Match winning three numbers in exact order.

#### **Box:**

Match winning three numbers in any order.

#### **Straight/Box:**

Match winning three numbers in exact or any order.

Multi-draws are available for up to 7 consecutive drawings. Players can also select the desired drawing days and the draw time (Mid, Eve or Both). The default bet type (Straight) costs \$0.50. Players pick 3 numbers, each from a separate set of 10-digits (0 to 9). The numbers can be unique such as 123 or identical such as 111.

### Pair Games

#### **Front Pair:**

Match the first two numbers in exact order.

#### **Back Pair:**

Match the last two numbers in exact order.

**Split Pair** – Match the first and third numbers in exact order.

### Super Straight

Match your three numbers in any order and win a straight payout. Minimum Super Straight wager is \$1.50.

**continued on next page...**

# Selling Online Games

1 Touch **Pick 3** from the Home Screen.



2 The Pick 3 options screen displays:



3 Here you can select the **Wager Type**: Straight, Box, Straight/Box, Super Straight, Front Pair, Back Pair and Split Pair. (Default is Straight)



4 You can also select the **Number of Plays**, **Number of Draws**, **Wager Amount**, **Day of Week**, the time of the draw (**Mid/Eve/Both/Next**), and the **Number of Tickets**.



# Selling Online Games

5 Touch **Quick Pick** to allow the system to randomly choose the numbers; *OR* enter the player's three numbers (000 -999) using the **numeric touchpad**.



6 Touching the **All Trips** button, either on the Home screen or on the Pick 3 game screen, places a wager on all 10 sets of triple numbers (000, 111, 222 . . .)



7 When all selections are made, touch **Send** or **Next Play** to add additional plays.

**Note:** Any manual play option may be changed before the Send button is touched. However, QP numbers cannot be edited.



8 You are then returned to the Pick 3 screen, where you can enter additional tickets. Touch **Home** to return to the home screen and **Total** when transactions for a customer are complete.



# Selling Online Games

## PICK 4

Pick 4 is a daily game that gives players the chance to select their desired numbers, but also the opportunity to select the wager type, which determines the possible prizes by matching combinations of the winning numbers. Players may play for \$.50 or 1.00 per play using a play slip or for up to \$10.00 with manual entry.

**Note:** See back of play slip or web site for winning amounts. Play amounts over \$1.00 will multiply the prize by that dollar value.

Multi-draws are available for up to 7 consecutive drawings. Players can also select the desired drawing days and the draw time (Mid, Eve or Both). The default bet type (Straight) costs \$0.50. Players pick 4 numbers, each from a separate set of 10-digits (0 to 9). The numbers can be unique such as 1234 or identical such as 1111.

**There are three easy ways to play:**

### **Straight:**

Match winning four numbers in exact order.

### **Box:**

Match winning four numbers in any order.

### **Straight/Box:**

Match winning four numbers in exact or any order.

continued on next page...

# Selling Online Games

1 Touch **Pick 4** from the Home Screen.



2 The Pick 4 options screen displays:



3 Here you can select the **Wager Type**: Straight, Box, and Straight/Box. (Default is Straight)



4 You can also select the **Number of Plays**, **Number of Draws**, **Wager Amount**, **Day of Week**, the time of the draw (**Mid/Eve/Both/Next**), and the **Number of Tickets**.



# Selling Online Games

5 Touch **Quick Pick** to allow the system to randomly choose the numbers; *OR* enter the player's four numbers (0000 - 9999) using the **numeric touchpad**.



6 Touching the **All Quads** button, either on the Home screen or on the Pick 4 game screen, places a wager on all 10 sets of quadruple numbers (0000, 1111, 2222...)



7 When all selections are made, touch **Send** or **Next Play** to add additional plays..

**Note:** Any manual play option may be changed before the Send button is touched. However, QP numbers cannot be edited.



8 You are then returned to the Pick 4 Screen, where you can enter additional tickets. Touch **Home** to return to the home screen and **Total** when transactions for a customer are complete.



# Selling Online Games

## RAFFLE

- 1 Touch **Raffle**.
- 2 Select the **Number of Tickets** (1-99).
- 3 Touch **Send** and ticket(s) print automatically.



## SAMPLER

- 1 Touch **Sampler**.
- 2 A screen displays the 7 wagers that make up the ticket for a \$5.00 wager. (\$0.50 Pick 3 Box Mid, \$0.50 Pick 3 Box Eve, \$0.50 Pick 4 Box Mid, \$0.50 Pick 4 Box Eve, \$1.00 Powerball, \$1.00 Cash Ball, and \$1.00 Mega Millions.)
- 3 Touch **Send** and tickets print automatically.



## PLAY BOTH

- 1 Touch **Play Both**.
  - 2 A confirmation screen will display since Power Ball and Mega Millions tickets cannot be canceled.
  - 3 Touch **Yes** to print ticket(s) automatically.
- Note:** This is a \$2.00 purchase.



## PLAY AGAIN

- 1 Touch **Play Again**.
- 2 Enter tickets into reader, scan, or enter ticket serial number for any Powerball, Mega Millions, Cash Ball, Pick 3, Pick 4 or Decades of Dollars ticket.
- 3 Ticket prints automatically with the same wager for the same numbers.

**Note:** In the event that manual entry is required the "Old Ticket" button must be pressed for any 17-digit bar code before entry.



# Pay

The Altura is always in "Validate" mode. The Pay button is available for those situations where the reader cannot read the bar code and manual entry is required.

- 1 Scan the ticket barcode using the barcode scanner; OR touch **Pay** from the Home Screen.



- 2 Touch the desired Pay option.



Manual entry descriptions  
on the following pages...

# Pay

There are two types of pays, Online and Scratch-Off.

## TO MANUALLY ENTER AN ONLINE PAY

1 Touch **Online Pay** from the Pay menu.



2 Enter the 19-digit serial number using the **numeric touchpad**. The **arrow** can be used to back over the entry in case of error.

**Note:** Barcodes with 17 digits require the "Old Ticket" button be pressed before entry.



# Pay

**3** If the ticket is a winner, a Pay Verification screen appears and an authorization receipt will print. Touch **OK** to return to the Home screen or **Print** to print a second receipt.



**4** Staple receipt to ticket and retain for balancing requirements. If a ticket is greater than your verification amount (typically \$50) a "Do you wish to pay" screen will appear. Select **YES** and pay the player or select **NO** and return ticket to player.



# Pay

## TO MANUALLY ENTER A SCRATCH-OFF PAY

1 Touch **Scratch-Off Pay** from the Pay menu.



3 If the number is valid, a Send button displays. Touch **Send**. The **arrow** can be used to back over the entry in case of error.



2 Enter the 16-digit validation number located under the latex on the front of the ticket using the **numeric touchpad**.



4 If the ticket is a winner, an Instant Authorization screen appears and a authorization receipt will print. Touch **OK** to return to the home screen or touch **Print** to print a second receipt.



# Pay

**5** Staple receipt to ticket and retain for balancing requirements. If a ticket is greater than your verification amount (typically \$50) a “Do you wish to pay” screen will appear. Select **YES** and pay the player or select **NO** and return ticket to player.



**If prize exceeds the stores cashing limit the following messages will appear:**

## **Retailer with prize greater than \$600**

Prize Exceeds Cashing Limit  
Do Not Pay  
Contact Cashing Agent

## **Cashing Agent with prize greater than \$5,000**

Prize Exceeds Cashing Limit  
Do Not Pay  
Contact Regional Office

## **Regional Office with prize greater than \$25,000**

Prize Exceeds Cashing Limit  
Do Not Pay  
Contact Lottery Office

# Cancel

The cancel button is used to cancel online tickets that a player has decided not to purchase.

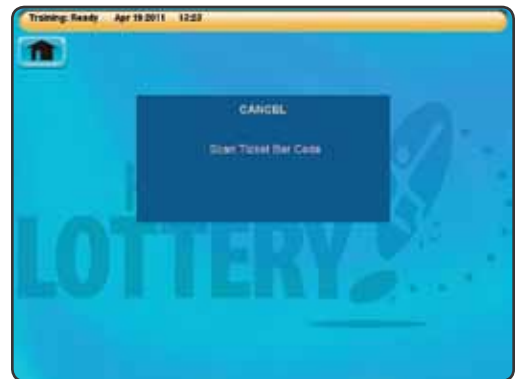
1 Touch **Cancel** from the Home Screen.



3 A confirmation screen displays and a cancellation receipt will print. Touch **OK** to return to the Home Screen.



2 Scan or insert the ticket into the top of the reader. Tickets cannot be manually cancelled.



4 Staple receipt to ticket and retain for balancing requirements.

## Cancellation Policy

**A ticket may only be cancelled:**

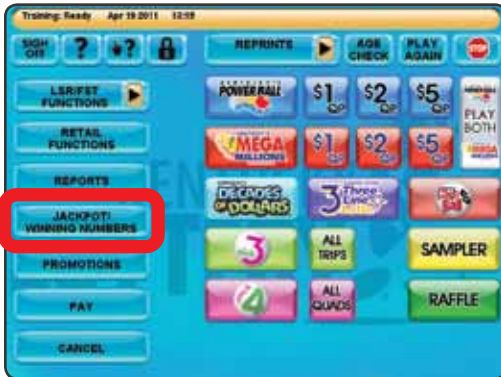
- Within 60 minutes from being produced or before the draw break, whichever ever comes first.
- At the same store that produced the ticket.

**Note:** If a player attempts to cash a winning on-line ticket that has been cancelled, the retailer is liable for the prize amount.

**Note:** ONLY Pick 3, Pick 4, Cash Ball, and 3 Line Lotto tickets can be cancelled.

# Jackpot/Winning Numbers

1 Touch **Jackpot/Winning Numbers** from the Home Screen.



2 Touch the desired option for Jackpot or Winning Numbers reports.



descriptions on the following pages...





# Promotions

The barcode scanner will recognize a coupon when scanned. In the event that the bar code cannot be read, manual entry may be necessary.

## To manually enter a coupon:

1 Touch **Promotions** from the Home Screen.



3 Enter the coupon barcode number using the **numeric touchpad**. Touch the **arrow button** to delete previously entered numbers in the event of an error.



2 Touch the desired Promotions option.



4 If the barcode number is invalid, the screen displays "Invalid number. Try again".

**Note:** Selecting the promotions button will also give you access to the Bundle button which must be selected to produce any Bundle Promotion currently being offered.

# Promotion Descriptions

## PRINTED COUPONS

Printed coupons are distributed through the mail, special events and the internet. They come in a variety of shapes and sizes with some even looking homemade if printed on a home computer.

A printed coupon will have a 16-digit bar code.

## TERMINAL COUPONS

A terminal coupon is printed on ticket stock and comes out of your machine.

Terminal coupons will have a 19 digit bar code.

## BUNDLE PROMOTIONS

Bundle promotions are special promotions run by the lottery. These promotions can only be produced by using the Bundle promotions button and selecting the desired offer.

Bundle promotions group products together offering a discount on the purchase. The bundle promotions screen will display a list of promotions currently being offered for the clerk to choose from.

