

Selling Online Games

NOTE: A confirmation screen displays for all online games when more than one **Play**, **Draw** or an **Add On** feature is added to a ticket purchase. Touch **Send** to place the wager or **Cancel** to return to the Home Screen.

PLAYSLIP METHOD

- Insert a completed playslip for the desired game into the top of the reader, as shown on the front panel.
- Ticket(s) print automatically.

QUICK PICK FROM THE HOME SCREEN

- For **POWERBALL** or **MEGA MILLIONS**, from the Home Screen, touch the **QP** button for the desired game and dollar amount.
- For example, select **MEGA MILLIONS \$1 QP**. A confirmation screen displays: "Do you want to play Megaplier?". Touch **Yes** or **No**.
- Ticket(s) print automatically.
- **NOTE:** There is also a Quick Pick option after touching the main **POWERBALL** button, for players who want Quick Pick, but also want to choose their own number of plays, draws, and tickets.



POWERBALL

Manual Entry

- Touch **Powerball**.
- Select the number of **Plays** (1-10).
- Select the number of **Draws** (1,2,4,6,8,10 or 16).
- Select the number of **Tickets** (1-99).
- Select Yes or No for the Power Play option.
- Touch **Manual Entry** to manually select 5 numbers (out of 59), then touch **Power Ball** to select the Power Ball number (out of 35); **OR** touch **Quick Pick** to allow the system to randomly choose the numbers.
- Touch **Send** and ticket(s) print automatically.



MEGA MILLIONS

Manual Entry

- Touch **Mega Millions**.
- Select the number of **Plays** (1-10).
- Select the number of **Draws** (1,2,4,6,8,10 or 16).
- Select the number of **Tickets** (1-99).
- Select Yes or No for the Megaplier option.
- Touch **Manual Entry** to manually select 5 numbers (out of 75), then touch **Mega Ball** to select the Mega Ball number (out of 15); **OR** touch **Quick Pick** to allow the system to randomly choose the numbers.
- Touch **Send** and ticket(s) print automatically.



CASH BALL

Manual Entry

- Touch **Cash Ball**.
- Select the number of **Plays** (1-10).
- Select the number of **Draws** (1,2,3,4,5,6,7 or 14).
- Select the number of **Tickets** (1-99).
- Select the Wager Amount (default \$1.00).
- Select No or \$0.50/\$1.00 for the Kicker option.
- Touch **Manual Entry** to manually select 4 numbers (out of 33), then touch **Cash Ball** to select the Cash Ball number (out of 31); **OR** touch **Quick Pick** to allow the system to randomly choose the numbers.
- Touch **Send** and ticket(s) print automatically.



Selling Online Games

PICK 3

Manual Entry

- Touch **Pick 3**.
- Select the **Wager Type** (Straight, Box, Straight/Box, Super Straight, Front Pair, Back Pair and Split Pair).
- Select the number **Plays** (1-10).
- Select the number of **Draws** (1-7).
- Select the **Wager Amount** (\$.50, \$1.00, \$2.00, \$3.00, \$4.00, \$5.00, or \$10.00).
- Select the **Day of the Week** (Today or Monday - Sunday).
- Select the **Time of Draw** on a particular day (Next, Mid, Eve or Both).
- Select the **Number of Tickets** (1-99).
- Manually select 3 digits (from 0-9) for each Play.
- 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 . . .)
- Touch **Send** and ticket(s) print automatically; **OR** touch **Quick Pick** to allow the system to randomly choose the numbers, then print tickets automatically.



PICK 4

Manual Entry

- Touch **Pick 4**.
- Select the **Wager Type** (Straight, Box and Straight/Box).
- Select the number **Plays** (1-10).
- Select the number of **Draws** (1-7).
- Select the **Wager Amount** (\$.50, \$1.00, \$2.00, \$3.00, \$4.00, \$5.00, or \$10.00).
- Select the **Day of the Week** (Today or Monday - Sunday).
- Select the **Time of Draw** on a particular day (Next, Mid, Eve or Both).
- Select the **Number of Tickets** (1-99).
- Manually select 4 digits (from 0-9) for each Play.
- 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 . . .)
- Touch **Send** and ticket(s) print automatically; **OR** touch **Quick Pick** to allow the system to randomly choose the numbers, then print tickets automatically.



5 CARD CASH

Manual Entry

- Touch **5 Card Cash**.
- Select the **Number of Tickets** (1-49).
- Touch **Send** and ticket(s) print automatically.



LUCKY FOR LIFE

Manual Entry

- Touch **Lucky for Life**.
- Select the **Number of Plays** (1-10).
- Select the **Number of Draws** (1,2,4,6,8,10 or 16).
- Select the **Number of Tickets** (1-99).
- Manually select 5 numbers (out of 48), then touch **Lucky Ball** to select the Lucky Ball number (out of 18) **OR** touch **Quick Pick** to allow the system to randomly choose the numbers.
- Touch **Send** and ticket(s) print automatically.



Selling Online Games

RAFFLE

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



SAMPLER

- Touch **Sampler**.
- A screen displays the 5 wagers that make up the ticket for a \$5.00 wager.
- Touch **Send** and ticket(s) print automatically.



PLAY BOTH

- Touch **Play Both**.
- A confirmation screen will display since Power Ball and Mega Millions tickets cannot be canceled.
- Touch **Yes** to print ticket(s) automatically.



PLAY AGAIN

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



Total Screen

TOTAL SCREEN

- Touch **Total** when transactions for a customer are complete.
- Enter the amount given by the customer using the **numeric touchpad**.
- Touch **Total** to complete purchase.
- Touch **Print** to print a receipt.
- Touch **Clear** to clear the transaction display and return to the Home Screen for the next customer transaction.



KENTUCKY LOTTERY!

Altura

Quick Reference Card

Hotline

Retailer 1-800-937-8946

Monday - Friday 7:00 AM to 5:00 PM EST

Gtech 1-800-599-5686

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

Sign On/Off

SIGN ON

- Touch **Sign On**.
- Enter your 4-digit Pass Number using the **numeric touchpad**.
- A Sign On confirmation screen displays. Touch **OK**.
- If a news message from the Lottery is available, it displays automatically. Touch **Print** to print the confirmation screen, **OR** touch **Home** to display the Home Screen.



SIGN OFF

- Touch **Sign Off** on the Home Screen.
- Touch **Yes** to confirm Sign Off. The screen displays PLEASE SIGN ON. Touch **OK**.



Playslips & Tickets

PLAYSLIPS & ONLINE TICKETS

- Insert playslips, online tickets, and coupons vertically or horizontally, with the printed side facing you. **DO NOT** insert instant tickets.

SCRATCH-OFF TICKETS

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



Home Screen



Lock

- Touch **Lock** to lock the terminal without signing off.
- To unlock the terminal, enter your 4-digit password using the **numeric touchpad**.



Stop

Touch **Stop** to interrupt transactions that are processing unwanted multiple tickets.



Help

GENERAL HELP

- Touch **Help**.
- Touch the desired Help topic.
- Help information for the desired topic displays.
- Touch **Print** to print the information.
- Touch **Back Button** to return to the Home Screen.
- If needed, use **Scroll Buttons** to scroll back and forth through text.



VIDEO HELP

- Touch **Help**.
- Touch **Video Help**
- Touch the desired Help topic.
- A video demonstrating the selected function displays.
- Touch **Pause** to pause the video as needed; forward and reverse the video as needed by touching the **Arrow Buttons**.
- Touch **Home** to return to the Home Screen.

CONTEXT HELP

- Touch **Context Help**.
- Touch a button for help on a specific function.
- Touch **Print** to print the information or touch the **Back Button** to return to the previous screen.
- If needed, use **Scroll Buttons** to scroll through text.



Age Check

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



Retail Functions

- Touch **Retail Functions**.
- Touch the desired function.



ACTIVATE PACK

- Touch **Activate Pack** from the Retail Functions menu.
- Scan the barcode tag; **OR** enter the Game and Pack numbers manually using the **numeric touchpad** and touch **Send**.
- A confirmation screen displays. Touch **OK** to return to the Home Screen. A receipt prints automatically.

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.

NEWS

Touch **News** to view or print News Messages sent by Lottery.

MAIL

Touch **Mail** to view or print Mail Messages sent by Lottery.

VOLUME CONTROL

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

PLAYSLIP 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.

Reports

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 (if applicable).

- Touch **Reports**.
- Touch the desired option, such as **Online Reports**.
- Select and/or enter requested information as prompted, such as **Today**.
- The report displays on the screen and may be printed by touching **Print**, if desired.
- Touch **Home** to return to the Home Screen.



Reprints

Reprints allows you to reprint the last Transaction, Wager, Validation or Cancel. All Reprints are branded "REPRINT - NOT FOR SALE".

- Touch the desired option and the reprint prints automatically.



Promotions

PROMOTIONS

- Touch **Promotions**.
- Select **Printed Coupon** or **Terminal Coupon**.
- Scan the ticket barcode **OR** enter the ticket number manually using the **numeric touchpad**.
- If the serial number is invalid, the screen displays 'Invalid number. Try again'



Jackpot / Winning Numbers

The following Jackpot reports are available:
Powerball, Mega Millions, and Lucky for Life.

The following Winning Numbers reports are available:
Power Ball, Mega Millions, Pick 3, Pick 4, KY Cash Ball, 5 Card Cash, Monopoly, Raffle, Keno, Lucky for Life, All Winning and Weekly. (Monopoly will be available for 180 days from 12/26/2014)

- Touch the desired option for **Jackpot/Winning Numbers** reports.
- Select and/or enter requested information as prompted.
- The report displays on the screen and may be printed by touching **Print**, if desired.
- Touch **Home** to return to the Home Screen.



Pay

- Scan the ticket or touch **Pay** on the Home Screen for manual entry.
- Touch **Online Pay**, or **Scratch-off Pay** on the Pay Menu.
- Scan the ticket or insert it into the top of the reader (online tickets only); **OR** enter the ticket number using the **numeric touchpad**. If the number is valid, a Send button appears. Touch **Send**.
- If the ticket is a winner, a Pay Verification screen appears. Select **Yes** to validate the ticket, or **No** to cancel the pay process.



Cancel

Use to cancel an online ticket.

- Touch **Cancel** on the Home Screen.
- Scan or insert the ticket into the top of the reader, then touch **Send**.



Cleaning the Terminal

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 or any components inside the Altura.

Change Printer Paper

- Press in the green latch button and open the paper cover on the printer.
- Remove the used paper roll from the printer.
- Place the new roll of paper in the printer with the paper unwinding from the bottom.
- Make sure approximately 2 inches of excess paper is hanging out of the front of the printer.
- Close the paper cover firmly over the excess paper so that it latches securely.
- The paper feeds automatically to align itself.
- The printer automatically cuts the excess paper.
- 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.

