

# Game Touch Draw Vending Machine

## AGE LIMIT TO PURCHASE

The legal age to purchase any lottery products is 18 years old. The requirement also applies to Game Touch Draw Vending machine purchases. The terminal must remain in the site of Team Members at all times.

The Game Touch Draw Vending Machine has a remote control that allows you to disable the machine if you see an underage Guest trying to purchase tickets from the terminal. Once disabled, the terminal issues a refund slip for any credits remaining in the machine. To **disable the machine, press the single line button on the remote control**. To reactivate the terminal, press the single line button again. The remote control does not require careful aiming or close range.



## EXTERNAL VIEW

Below is an external view of the Game Touch Draw Vending machine.

- ESMM Display – Displays lottery messages for the Guest
- Touch screen display & Quick Pick buttons – Press to purchase specific quick pick online tickets. Pick your own numbers available for Power Ball, Mega Millions and Keno.
- Play Slip Reader – Reads a completed play slip for online games
- Printer – Dispenses draw game tickets
- Door Lock and Main Door – Provides access to inside the terminal
- Credits Display – Displays players available credits
- ADA Flip Screen – Flips the screen for easy access to the top row of games.
- Barcode Reader – Reads a ticket's barcode to determine winning information
- Bill Acceptor – Accepts \$1, \$5, \$10, and \$20



# Game Touch Draw Vending Machine

## PLAYER EXPERIENCE

The Game Touch Draw Vending machine offers all draw games currently available at the counter terminal. The Guest can purchase quick pick tickets, pick their own numbers for Power Ball, Mega Millions or Keno. A play slip can be used for any lottery draw game. The Display Screen on the terminal displays instructions and graphics for the Guests.

A typical Game Touch Draw Vending machine purchase begins when the Guest inserts money into the bill acceptor. The terminal accepts \$1, \$5, \$10 or \$20. The Bill Acceptor does not give change. It only gives credit towards purchases. The Display Screen displays the credits to the Guests.

Making a Draw Ticket Purchase:

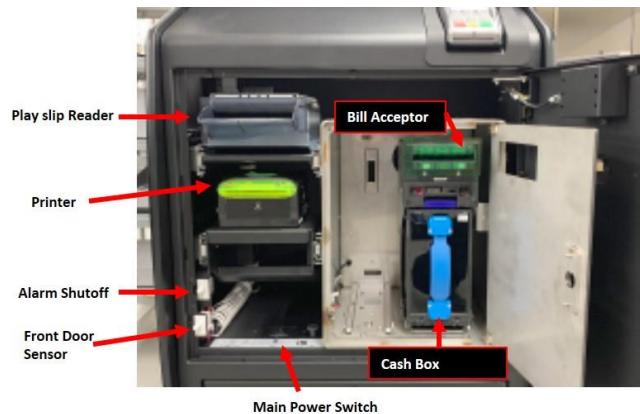
- The Guest selects the desired online game quick pick button, chooses their own numbers OR inserts a completed play slip into the Play Slip Reader. The terminal prints the draw game ticket and dispenses it from the printer.

**NOTE:** A Guest **CANNOT** cancel a draw game ticket through the Game Touch Draw Vending machine. The terminal will not accept any \$0.50 wagers on Pick 3, Pick 4, or Cash Ball.

A Guest can scan a purchased ticket using the Game Touch Draw Vending machine's barcode scanner for validation. If the ticket is a winner for \$50 or less, the terminal's screen displays the winning information. The screen provides the Guest with two options:

- **Add Credits** – This option allows the Guest to add the winning amount as a credit to the terminal to purchase additional tickets.  
**OR**
- **No Thanks** – This option allows the Guest to take the ticket to the register for cash redemption.

## Internal View



### 3<sup>RD</sup> SHIFT TEAM MEMBER EXPERIENCE

Currently, the 3<sup>rd</sup> Shift Team Member is responsible for running end of day reports and actually ending the day on all necessary equipment. Prior to ending day on the register, the 3<sup>rd</sup> Shift Team Member must run four reports from the Game Touch Draw Vending machine **before 2:00 a.m.** The 3<sup>rd</sup> Shift Team Member will have access to the **Main Door Key** to open the main door of the Game Touch Draw Vending machine, which is necessary to run any reports.



Once the Main Door is open, the 3<sup>rd</sup> Shift Team Member must sign onto the terminal by entering the store's 6-digit user number and 4-digit password followed by touching the Send button. After a successful sign on, the terminal displays the Main Menu. The Main Menu provides access to all reports.

**NOTE:** The Game Touch Draw Vending machine will not print reports if there are credits owed to a Guest. To clear credits, complete the steps below.

- Touch the Management Functions button from the Main Menu
- Touch Remove on the line for 'Current Credits'
- Touch the Yes button to indicate that you are sure you want to clear the credits

The terminal prints a refund slip that the Guest takes to the register to receive the actual refund. Keep in mind, if there is a credit refund, the Cash Box will be OVER for that day.

Below are the steps to print the 3<sup>rd</sup> Shift reports.

#### **Shift Report (NOTE: PRINT ONLY – DO NOT CLEAR)**

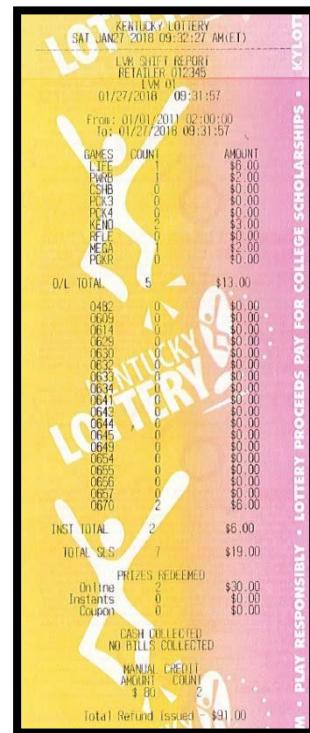
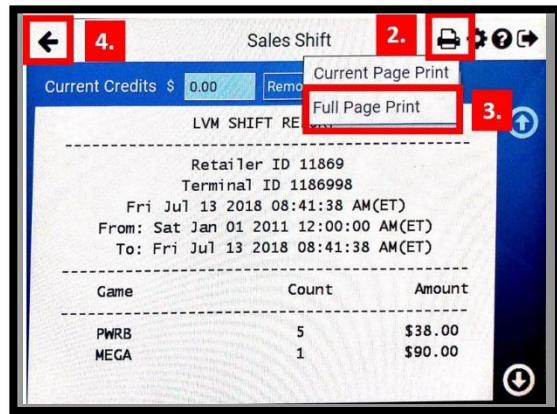
The Shift Report details sales activity for the current shift. To run the Shift Report, the 3<sup>rd</sup> Shift Team Member uses the terminal's scanner to complete the steps below.

1. Scan the **Shift Report barcode** on the Print Reports sheet on the Bin Door
2. Touch the **Printer icon** button on the Display Screen
3. Touch **Full Page Print**
4. Touch the **arrow** on the Display Screen



**Internal**

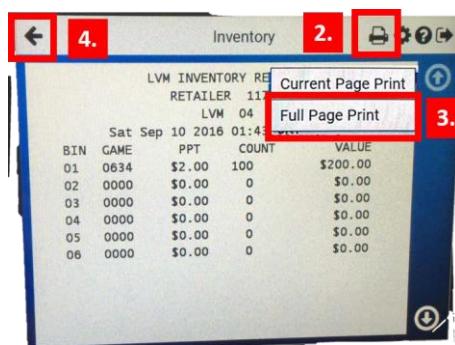
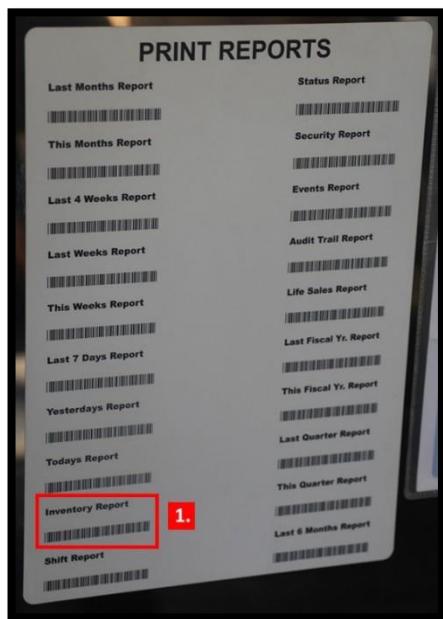
# Game Touch Draw Vending



## Inventory Report

The Inventory Report lists the value and quantity of instant tickets by bin number presently loaded into the Game Touch Draw Vending machine. To run the Inventory Report, complete the steps below from the Main Menu.

1. Scan the **Inventory Report barcode** on the Print Reports sheet on the Bin Door
2. Touch the **Print icon** button on the Display Screen
3. Touch **Full Page Print**
4. Touch the **arrow** on the Display Screen

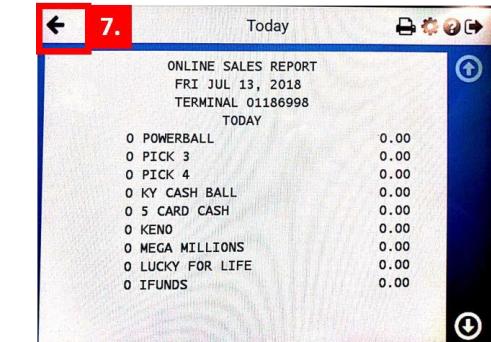
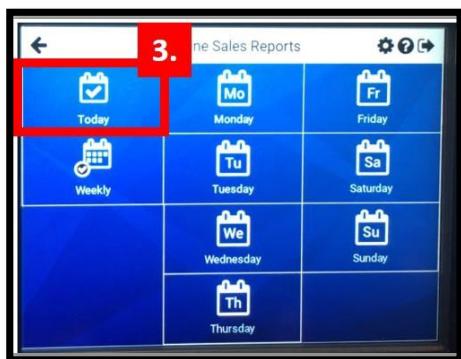
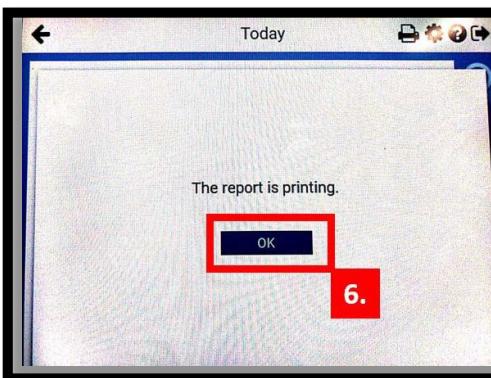
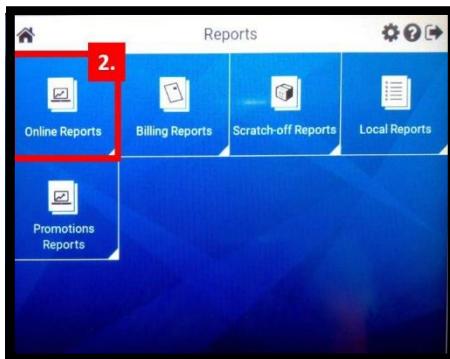
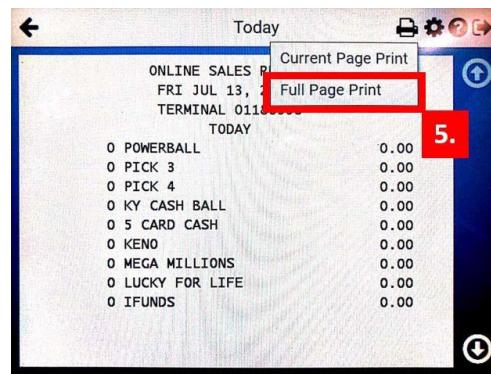
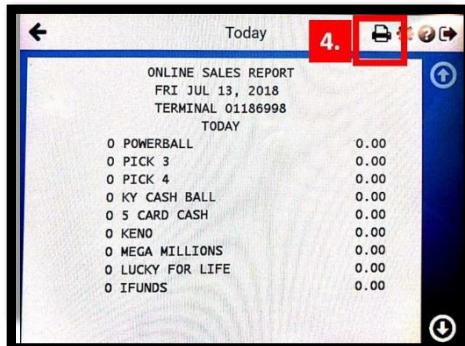


## Game Touch Draw Vending

### Daily Online Sales for Yesterday (2 copies)

The Daily Online Sales Report provides access to the online sales for the Game Touch Draw Vending machine for the selected day. To run the Daily Online Sales Report, complete the steps below from the Home Retailer Menu and print two copies.

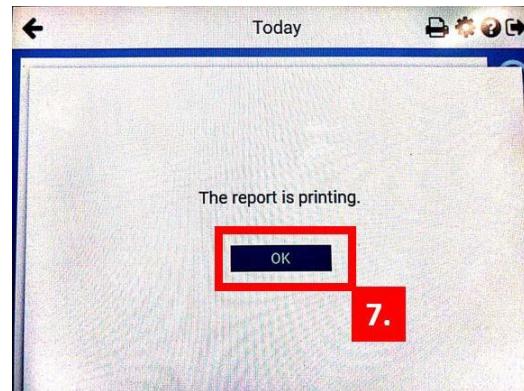
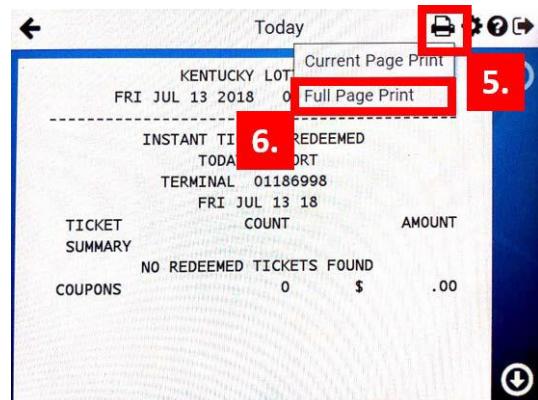
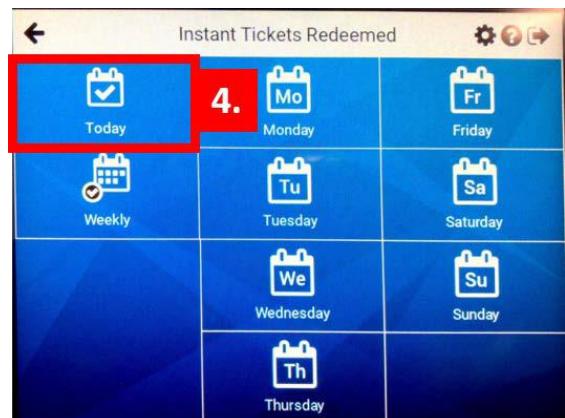
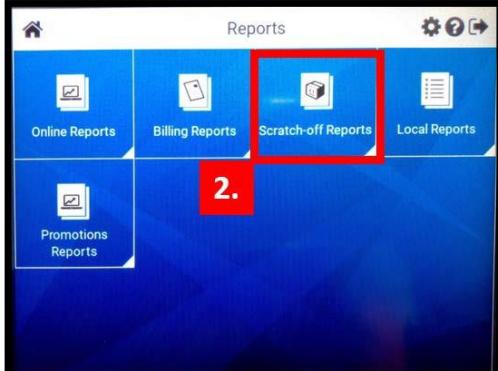
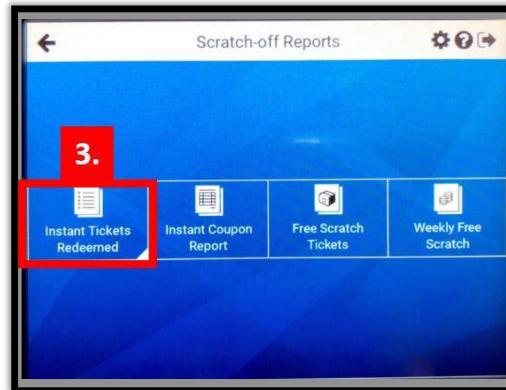
1. Touch the **Reports** button
2. Touch the **Online Reports** button
3. Touch the **Today** button
4. Touch the **Print icon** button
5. Select **Full Page Print**, report will automatically print.
6. Touch the **OK** button
7. Touch the **back arrow** button.
8. **Repeat steps 4 through 6** to print the second copy.



## Daily Instant Redeems Report for Yesterday (2 copies)

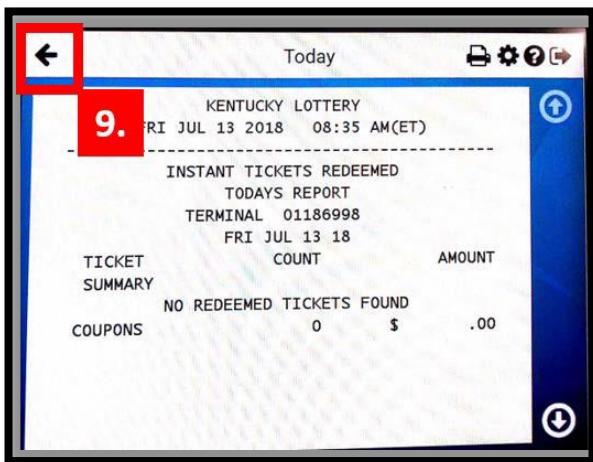
The Daily Instant Redeems Report provides instant tickets redeemed through the Game Touch Draw Vending machine for a selected day. To run the Daily Instant Redeems Report, complete the steps below from the Home Retailer Menu to print two copies.

1. Touch the **Reports** button
2. Touch the **Scratch-off Reports** button
3. Touch the **Instant Ticket Redeemed** button
4. Touch the **Today** button
5. Touch the **Printer Icon**.
6. Touch **Full Page Print**, report automatically prints.
7. Touch **OK**.
8. **Repeat steps 5 through 7** to print the second copy.
9. Touch the back arrow.



## Game Touch Draw Vending

### REPEAT STEPS 5, 6 and 7



BEFORE ENDING DAY ON THE REGISTER, the 3<sup>rd</sup> Shift Team Member inputs Lottery Vending Terminal's online sales and instant redeems into the register. To do this, complete the steps below.

1. Touch the **Non Food** category
2. Touch the **Online Lottery** button
3. Enter the **Total** from the Daily Online Sales Report
4. Touch the **Finish** button

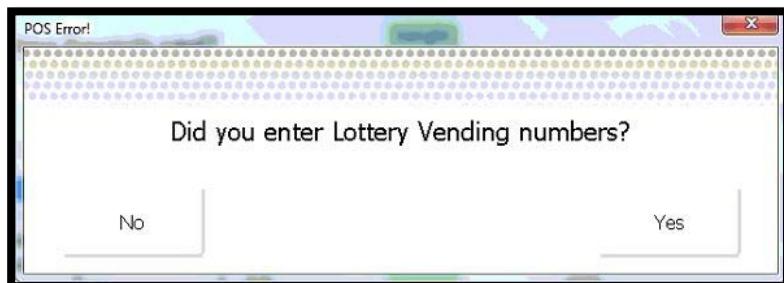


5. Touch the **Pay** button
6. Enter the **Pays** from the Daily Online Sales Report
7. Touch the **Lottery Tender** button
8. Enter the **Grand Total** from the Daily Instant Redeems Report
9. Touch the **Lottery Tender** button
10. Touch the **Lottery Vending** button

## Game Touch Draw Vending



At this point, the 3<sup>rd</sup> Shift Team Member completes the normal end of day procedures. The 3<sup>rd</sup> Shift Team Member includes the four reports with the shift's paperwork. When end of day procedures begin on the register, the 3<sup>rd</sup> Shift Team Member receives a popup that asks:



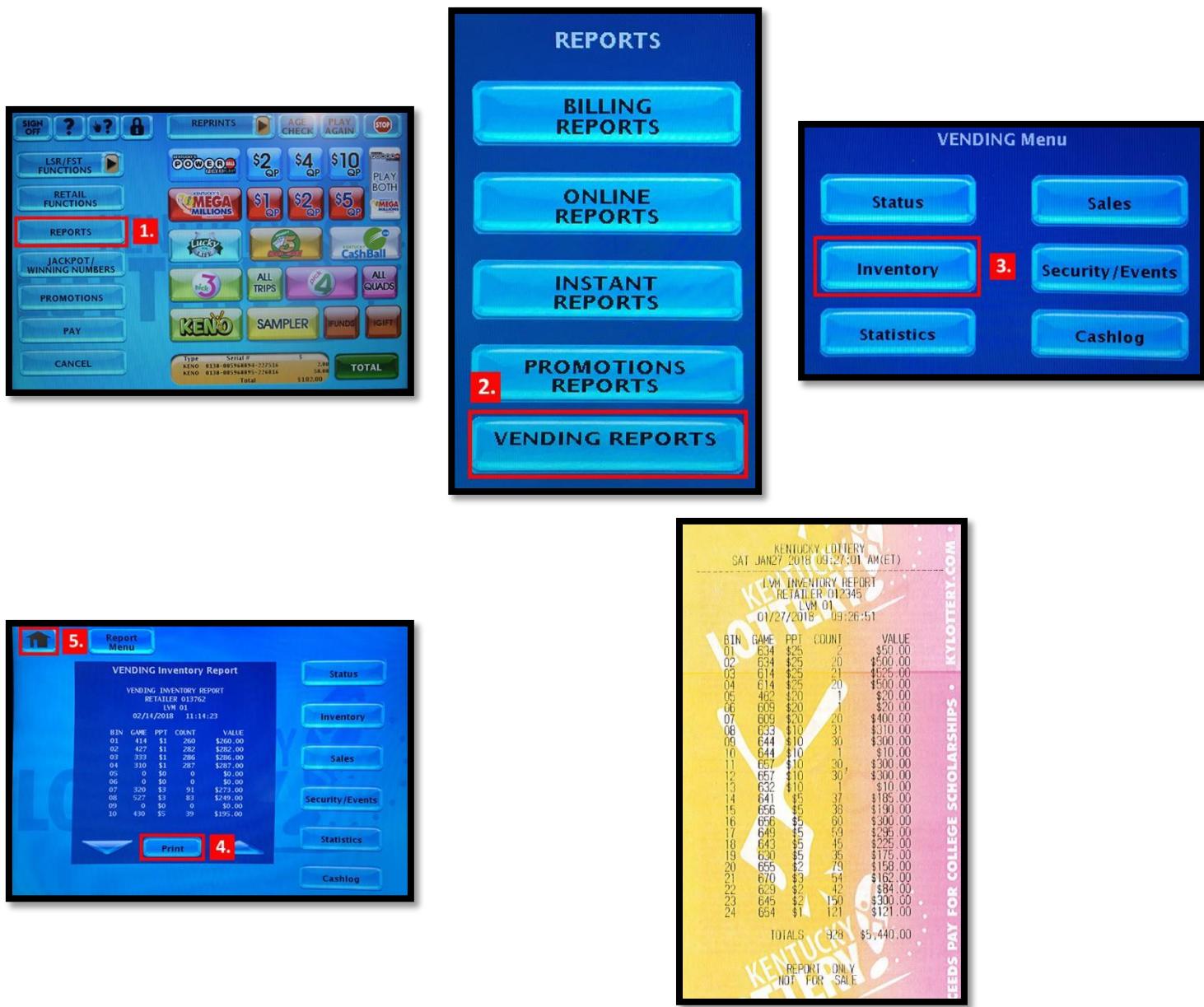
- If the Team Member responds with No, the register cancels the end of day procedures so the 3<sup>rd</sup> Shift Team Member can enter the Lottery Vending numbers before ending day.
- If the 3<sup>rd</sup> Shift Team Member responds with Yes, the register allows the end of day procedures to continue.

## Game Touch Draw Vending

### GENERAL MANAGER EXPERIENCE

After the morning rush each day, the General Manager **MUST** add/change inventory from the Game Touch Draw Vending machine as well as empty the cash. To begin this process, the GM runs a Vending Inventory Report from the Lottery terminal behind the register. To do this, complete the steps below.

1. Touch the **Reports** button
2. Touch the **Vending Reports** button
3. Touch the **Inventory** button
4. Touch the **Print** button
5. Touch the **Home** button



The Inventory Report displays tickets by bin number, game number, price of ticket, number remaining in terminal, and the value of the available tickets. The GM reviews the inventory to determine what packs and how many packs to take to the Game Touch Draw Vending machine. The GM retrieves the needed scratch-off tickets to load the machine based on the terminal's needs and planogram along with the keys. The Game Touch Draw Vending machine has three keys:

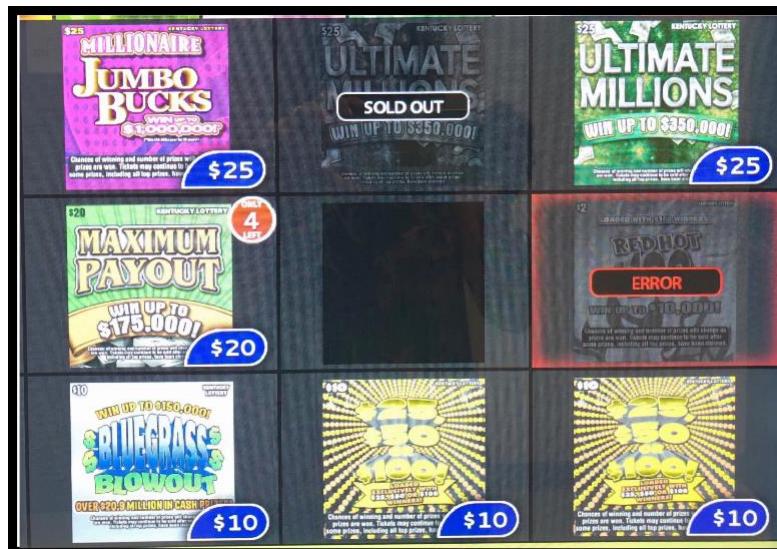
## Game Touch Draw Vending

- Key 1 – Main Door
- Key 2 – Bin Door
- Key 3 – Cash Box

The GM must keep the Bin Door and Cash Box keys on a separate ring than the Main Door key. It is the responsibility of the GM to keep the Bin Door and Cash Box keys in a secure location at all times. The GM must place the Main Door key in a central location so the 3<sup>rd</sup> Shift Team Member can access the key to run necessary end of day reports.

### Review Inventory

Before unlocking the Game Touch Draw Vending machine's Main Door, the GM reviews the front of the machine. By doing this, the GM can determine issues with scratch-off tickets. For example, if a digital reading displays ERROR, that terminal bin has inventory loaded but cannot dispense the tickets. If the digital reading displays SOLD OUT, the terminal bin is out of that ticket. If the display is BLACK, inventory has been removed from the bin and no tickets are loaded.



The display will also indicate low inventory for a game by displaying a 'Only 4 Remaining' (for this example) at the top right corner of the game graphics. This is an indication that more inventory should be loaded for this game. Lower inventory will display at 5 tickets.

The GM opens the Main Door of the Game Touch Draw Vending machine using the **Main Door Key**. Once the Main Door is open, the GM must sign onto the terminal by entering the store's 6-digit user number and 4-digit password followed by touching the Send button. After a successful sign on, the terminal displays the Home - Retailer Menu.

**NOTE:** Once the door opens, a buzzer sounds until you enter the user number and password.

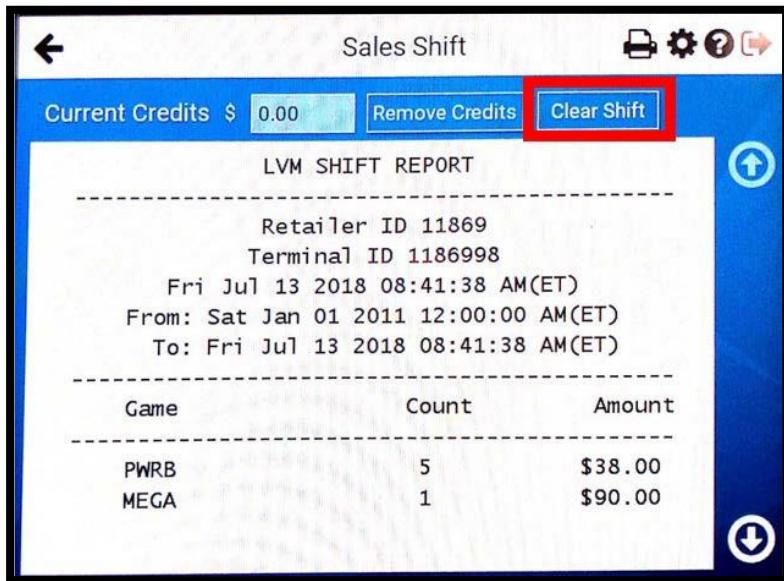
## Game Touch Draw Vending

### Run Reports

After logging into the terminal, the GM runs the same four reports ran by the 3<sup>rd</sup> Shift Team Member, which are:

- **Shift Report**

The GM does perform one additional step and that is to clear the report. After printing the Shift Report, the GM touches the Clear button. At this point, the terminal clears all shift numbers from its history. A cleared Shift Report includes a Sequence Number at the top of the report.



- **Inventory Report**

Complete the same steps as the 3<sup>rd</sup> Shift Team Member.

- **Daily Online Sales Report for Current Day (2 copies)**

Complete the same steps as the 3<sup>rd</sup> Shift Team Member.

- **Daily Instant Redeems for Current Day (2 copies)**

Complete the same steps as the 3<sup>rd</sup> Shift Team Member.

The front of the Bin Door contains the scratch-off ticket planogram for the Game Touch Draw Vending machine. To access the bins, the GM must unlock the Bin Door using the Bin Door Key.

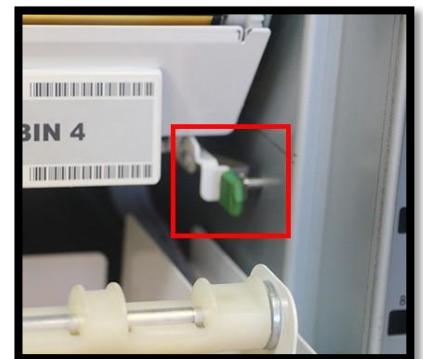
## Game Touch Draw Vending



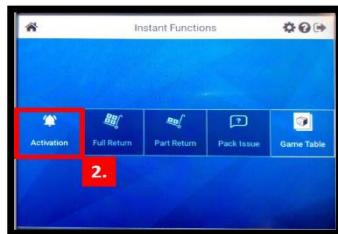
The next door is the Bin Shute, which is how the terminal dispenses tickets into the Ticket Collection Bin. If a ticket does not dispense for a Guest, there is a chance that the ticket is stuck in the Bin Shute.

Once the Bin Door and Bin Shute is open, the GM can access the bins that store the scratch-off packs. A Safety Latch on the right side of each tray allows a GM to pull one row out at a time. To advance a row of bins, push the Safety Latch to the left while pulling the ticket tray forward. To replace the tray, push the row back into place and the Safety Latch snaps back automatically.

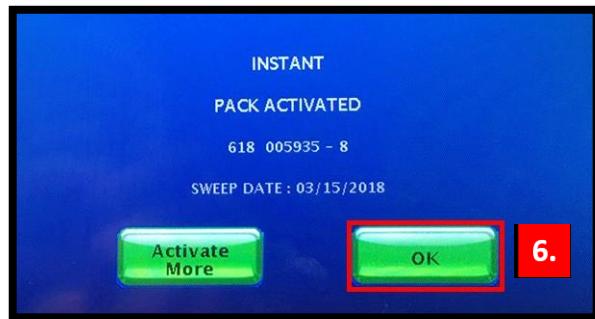
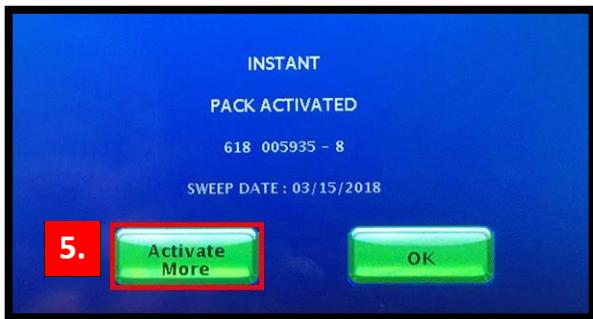
Before adding inventory to the terminal, the GM must activate the pack of scratch-off tickets. To do this, complete the steps below.



1. Touch the **Instant Functions** button from the Home - Retailer screen
2. Touch the **Activation** button
3. Scan the **pack barcode** or manually enter the **serial number** using the keypad on the screen.
4. Touch the **Submit** button.
5. Touch the **Activate More** button to activate more packs
6. Touch the **OK** button to return to the Home - Retailer Menu screen



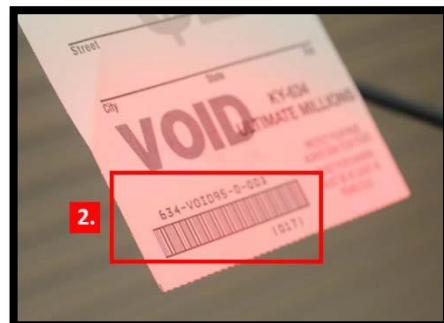
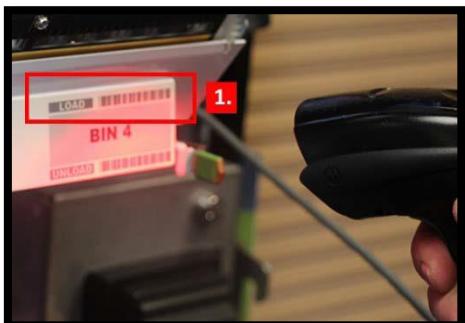
## Game Touch Draw Vending



### Add Inventory

The GM can add, remove, and change the terminal's bin inventory using Inventory Management. To load a new or partial pack, complete the steps below.

1. Scan the **LOAD** barcode on the desired bin using the Barcode Scanner
2. Scan the barcode of the **FIRST** ticket in the pack
3. Touch the **Full Pack** button, if loading a full pack
4. Scan the barcode of the **LAST** ticket in the pack, if loading a partial pack
5. Touch the **Submit** button
6. Load the activated tickets



**NOTE:** If loading multiple packs of the same game, repeat Steps 1 to 6.

## Game Touch Draw Vending

### Load Scratch-Off Tickets into Bin

To load the scratch-off tickets into the bin, complete the steps below.

1. Pull out the **appropriate ticket tray** for the bin
2. Insert the **ticket pack** into the bin
3. Feed the **FIRST** ticket over the roller
4. Insert the **ticket under the ticket guide** until the leading edge firmly touches the black rubber feed rollers
5. Touch OK.

At this point, the ticket activates the ticket sensor switch and the tickets load automatically.



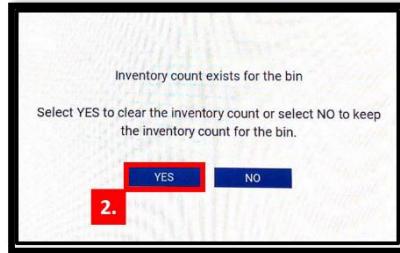
### Remove Scratch-Off Tickets from Terminal's Inventory

The GM may need to remove scratch-off tickets from Game Touch Draw Vending machine's inventory. For example, the Lottery is discontinuing a scratch-off ticket and the GM needs to remove and return the ticket to the Lottery Office. To remove tickets from inventory, complete the steps below.

1. Scan the **UNLOAD** barcode of the desired bin using the Barcode Scanner

**NOTE:** The Inventory Count Exists message will appear.

2. To remove inventory touch the **YES** button
3. Touch the **OK** button



At this point, the Inventory Management screen displays that the inventory count for that bin is zero.

### Balance Inventory

After the GM loads the needed scratch-off tickets into Game Touch Draw Vending machine, the GM reruns an Inventory Report to compare to the Inventory Report ran before loading the terminal. The GM compares the before and after Inventory Reports. The change in inventory totals should equal the amount of tickets that the GM just loaded into the machine. If the total does not match, the GM missed a step when scanning a pack into the terminal. The GM can run a Current Day Instant Redeemed Report to ensure he/she activated all the packs listed on the report.

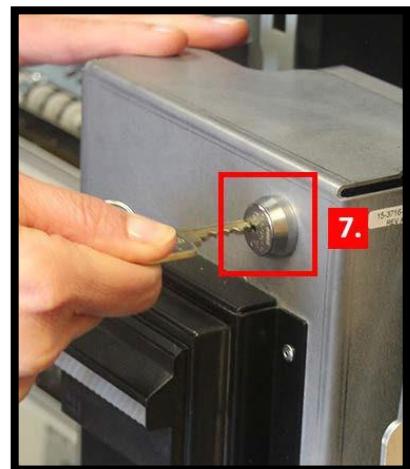
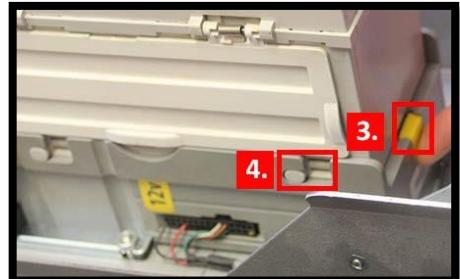
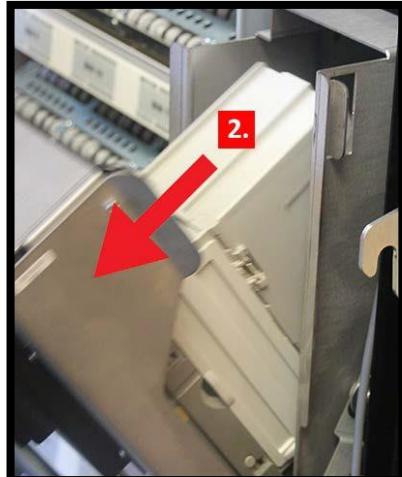
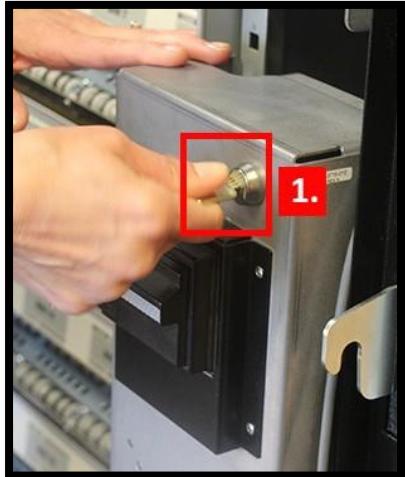
### Remove Cash Box

The next step is to remove the Cash Box from the Game Touch Draw Vending machine. To do this, complete the steps below.

1. Use the Cash Box Key to open the Bill Acceptor Door
2. Tilt the Bill Acceptor Door towards you

## Game Touch Draw Vending

3. Press down on the yellow latch in the back of the Cash Box
4. Slide the Cash Box to free the tabs so you can pull the box upward
5. Insert the tabs of an empty Cash Box into the openings
6. Slide the Cash Box to lock the tabs into place
7. Close and lock the Bill Acceptor Door



After removing the cash box, the GM closes and locks the Main Door of the Game Touch Draw Vending machine and returns the Bin Door and Cash Box keys to the secure location.

### Drop Cash into Brinks Safe

After walking to the register area, the GM removes the cash from the Cash Box and feeds it into the Brinks safe placing the receipt with the lottery paperwork.

**NOTE:** The GM must return the now empty Cash Box to the bottom of the Game Touch Draw Vending machine to ensure the box is available the next day.

The cash deposit includes:

- Daily Online Sales from Yesterday from the 3<sup>rd</sup> Shifter's Shift Report
- Instant Sales from the GM's Cleared Shift Report ran (since the last time the GM emptied the cash box and cleared the Game Touch Draw Vending machine)

## Game Touch Draw Vending

- Current Daily Online Sales LESS Redeems from Daily Online Sales and Daily Instant Redeems that the GM ran when emptying the Cash Box

To validate the deposit amount, the GM:

FIRST ADDS...	THEN SUBTRACTS...
Daily Online Sales from Yesterday from the 3 <sup>rd</sup> Shifter's Shift Report	Online Redeems from the 3 <sup>rd</sup> Shifter' Shift Report
Instant Sales from the GM's Cleared Shift Report	Instant Redeems from the GM's Cleared Shift Report
Daily Online Sales from GM's Current Daily Online Sales Report	Online Redeems from the GM's Current Daily Online Sales Report
<b>TOTAL EQUALS CASH DEPOSIT</b>	

### Record Instant Sales

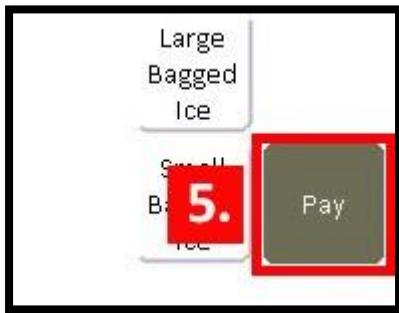
Next, the GM enters the Instant Sales from the terminal into the register. To do this, complete the steps below.

1. Touch the **Manager** category
2. Touch the **Instant Lottery** button
3. Enter the **Instant Total** from the Shift Report ran by the GM
4. Touch the **Finish** button
5. Touch the **Pay** button
6. Touch the **Lottery Vending** button



## Game Touch Draw Vending

This screenshot shows the lottery selection interface. It features a grid of 9 numbered circles (1-9) with a red border around them. To the right of the grid are four price options: \$0.00, 1.00, 2.00, 3.00, 5.00, and 10.00. Below the grid are two buttons: 'Back' and 'Finish'. A red box highlights the 'Finish' button.



This screenshot shows the main menu of the Game Touch Draw Vending system. It includes various buttons for different functions like Drive Off, TM Meal, Check, and Lottery Vending. The 'Lottery Vending' button is highlighted with a red box. To its right is a numeric keypad with a red box highlighting the number '6'.

### Add to Ending Change Fund

When the GM prepares the StoreTrak report, the GM must add an amount to the ending change fund, which the GM will deposit the next day. The amount equals the Online Sales less Redemeems from the Shift Report ran by the 3<sup>rd</sup> Shift Team Member.

At this point, the GM has two Daily Online and two Daily Instant Redeem Reports to enter into StoreTrak for Lottery. The GM will keep one copy of the Daily Online and Daily Instant Redemeems Reports at the store and send the other copy to the Store Support Center with the daily paperwork.

### Add Vending to Lottery Count Sheet

Each day when the GM counts lottery tickets, the GM must print an Inventory Report and Shift Report from the Game Touch Draw Vending machine. At that point, the GM:

- Enters the Total on the Inventory Report in the Vending Book field on the Lottery Count Sheet

This screenshot shows a Kentucky Lottery Inventory Report. It displays a table of lottery ticket counts and values across various bins. The total value is listed as \$5,440.00. A red box highlights the total value.

BIN	GAME	PPT	COUNT	VALUE
01	634	\$25	2	\$50.00
02	634	\$25	20	\$500.00
03	614	\$25	21	\$525.00
04	614	\$25	20	\$500.00
05	482	\$20	1	\$20.00
06	609	\$20	1	\$20.00
07	609	\$20	20	\$400.00
08	633	\$10	31	\$310.00
09	644	\$10	30	\$300.00
10	644	\$10	1	\$10.00
11	657	\$10	30	\$300.00
12	657	\$10	30	\$300.00
13	632	\$10	1	\$10.00
14	641	\$15	37	\$185.00
15	656	\$15	38	\$190.00
16	656	\$15	60	\$900.00
17	649	\$15	59	\$895.00
18	643	\$15	45	\$625.00
19	630	\$15	35	\$525.00
20	655	\$15	79	\$1185.00
21	670	\$3	54	\$162.00
22	629	\$2	42	\$84.00
23	645	\$2	150	\$300.00
24	654	\$1	121	\$121.00
<b>TOTALS</b>				<b>\$5,440.00</b>

REPORT ONLY  
NOT FOR SALE

This screenshot shows the 'Enter Lottery Count' screen. It features a large grid for inputting lottery counts for various lottery types and bins. Below the grid, there are several input fields and buttons. A red box highlights the 'Vending Inventory:' field.

Enter Lottery Count		Total	
	Full Books	Next Available Ticket Number per Bin	
\$1 lottery			\$0
\$2 lottery			\$0
\$3 lottery			\$0
\$5 lottery			\$0
\$10 lottery			\$0
\$20 lottery			\$0
\$25 lottery			\$0

Beginning Inventory:   
 Invoices:   
 Total: \$0.00  
 Over/Short: \$0.00  
 Submit

Full Books Subtotal: \$0.00  
 Partial Books Subtotal: \$0.00  
 Vending Inventory:   
 Count Total: \$0.00  
 Current Day POS Sales:   
 Current Day Vending Sales:   
 Total: \$0.00

## Game Touch Draw Vending

Enters the Total from the Shift Report in the Current Day Vending Total field on the Lottery Count Sheet

 <p>The screenshot shows a lottery shift report from Game Touch Draw Vending. It includes details like the shift number (LVM SHIFT REPORT RETAILER 010812 LVM 01), date (11/15/2017), time (15:23:47), sequence number (16), and game counts and amounts. It also shows instant win ticket sales and a cash collection section. The total sales for the day are highlighted in a red box.</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="3">Enter Lottery Count</th> </tr> <tr> <th></th> <th>Full Books</th> <th>Next Available Ticket Number per Bin</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$1 lottery</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>\$0</td> </tr> <tr> <td>\$2 lottery</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>\$0</td> </tr> <tr> <td>\$3 lottery</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>\$0</td> </tr> <tr> <td>\$5 lottery</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>\$0</td> </tr> <tr> <td>\$10 lottery</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>\$0</td> </tr> <tr> <td>\$20 lottery</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>\$0</td> </tr> <tr> <td>\$25 lottery</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>\$0</td> </tr> </tbody> </table> <p>Below the grid are summary fields:</p> <ul style="list-style-type: none"> <li>Full Books Subtotal: \$0.00</li> <li>Partial Books Subtotal: \$0.00</li> <li>Vending Inventory: <input type="text"/></li> <li>Count Total: \$0.00</li> <li>Beginning Inventory: <input type="text"/></li> <li>Invoices: <input type="text"/></li> <li>Total: \$0.00</li> <li>Current Day POS Sales: <input type="text"/></li> <li>Current Day Vending Sales: <input style="border: 2px solid red; width: 100px; height: 20px; margin-left: 10px;" type="text"/></li> <li>Total: \$0.00</li> </ul> <p>At the bottom are buttons for Over/Short: \$0.00, Submit, and a link to KYLOTTERY.COM.</p>	Enter Lottery Count				Full Books	Next Available Ticket Number per Bin	Total	\$1 lottery	<input type="text"/>	<input type="text"/>	\$0	\$2 lottery	<input type="text"/>	<input type="text"/>	\$0	\$3 lottery	<input type="text"/>	<input type="text"/>	\$0	\$5 lottery	<input type="text"/>	<input type="text"/>	\$0	\$10 lottery	<input type="text"/>	<input type="text"/>	\$0	\$20 lottery	<input type="text"/>	<input type="text"/>	\$0	\$25 lottery	<input type="text"/>	<input type="text"/>	\$0
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\$20 lottery	<input type="text"/>	<input type="text"/>	\$0																																	
\$25 lottery	<input type="text"/>	<input type="text"/>	\$0																																	

If there is an over/short amount, the GM must run an Inventory Report from the Game Touch Draw Vending machine and verify that every bin has the correct number of scratch-off tickets. If there is still an over/short amount, the GM can check to make sure that he/she added all packs to the terminal's inventory. The GM can also check to ensure the correct dollar amount is in each bin. For example, make sure the terminal does not have a \$10 scratch-off ticket in a \$5 bin.