

Lottery Vending Terminal

WHAT IS THE LOTTERY VENDING TERMINAL?

A Lottery Vending Terminal is now available in your store. This terminal is an electronic dispensing machine that supports two lottery gaming functions. It acts as an instant ticket vending machine to distribute scratch-off tickets. It also operates in self-service mode to perform online game functions. Players can use the barcode reader to check instant and online tickets with the option to use any winning tickets as a credit to purchase additional tickets through the terminal.

The Lottery Vending Terminal is a way for your store to take our share by moving the majority of your lottery transactions to the terminal and away from the register area. As we know, lottery transactions are slower transactions and create extra wait time for other Guests. By moving the lottery Guests to the vending terminal, you reduce the wait for other Guests and provide an opportunity to increase transactions.

AGE LIMIT TO PURCHASE

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

The Lottery Vending Terminal 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 Lottery Vending Terminal.

- Marketing Monitor – Displays lottery messages for the Guest
- Main Door – Provides access to inside the terminal
- Display Screen – Displays instructions and graphics, such as credits available and manager information
- Barcode Reader – Reads a ticket's barcode to determine winning information
- Bill Acceptor – Accepts \$1, \$5, \$10, and \$20
- Play Slip Reader – Reads a completed play slip for online games
- Door Lock – Use to open and close main door
- Online Game Quick Pick Dispense Buttons – Press to purchase specific quick pick online tickets
- Instant Ticket Dispense Buttons – Press to purchase specific scratch-off tickets
- Instant Ticket Price Display – Displays the dollar amount of the instant ticket listed above
- Ticket Collection Bin – Dispenses online and instant tickets for Guest



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PLAYER EXPERIENCE

The Lottery Vending Terminal contains 24 scratch-off games ranging from \$1 to \$50. The terminal also includes Online tickets, such as Powerball, Mega Millions, Keno, Cash Pop, Cash Ball, Lucky for Life, and Kentucky 5. The Guest can purchase specific quick pick tickets or use a completed play slip for any lottery draw.

A typical Lottery Vending Terminal 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.

If a Guest is making an:

- **Instant ticket purchase** – The Guest selects a ticket by pressing the corresponding instant ticket dispenser button. At that point, the ticket dispenses into the ticket collection bin.
- **Online ticket purchase** – The Guest selects the desired online game quick pick button OR inserts a completed play slip into the Play Slip Reader. The terminal prints the online ticket and dispenses it into the ticket collection bin.

NOTE: A Guest **CANNOT** cancel an online ticket through the Lottery Vending Terminal. 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 Lottery Vending Terminal's barcode scanner for validation. If the ticket is a winner for \$75 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.

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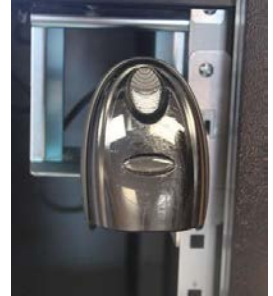
RUNNING REPORTS

End of day reports should be ran based on the business need to record sales for lottery as a whole. Shift reports are designed to record cash received and sales from a specific date and time (last time ran) to a specific date and time (time being cleared). The shift report will only balance money and cannot be used to balance daily sales for either Draw Games or Scratch-Off tickets.

NOTE: The Lottery Gemini Vending Machine will not print reports if there are credits owed to a Player.

To clear credits, complete the steps below.

- Touch Tools/Services button from the Main Menu
- Touch Credit Functions.
- Touch Clear All Credits to remove credit from the terminal



The machine prints a refund slip that the Player 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.

Shift Report

The Shift Report details sales activity for the current shift. To run the Shift Report, the Team Member uses the machine's scanner to complete the steps below.

1. Scan the **Shift Report barcode** on the Print Reports sheet on the Bin Door, or select **Shift Report** on the Home Screen.
2. Touch the **Printer icon** button on the Display Screen.
3. Empty Cash Box - See Remove Cash Box section.
4. Select Clear- When clearing Cash from the Cash Box, the Shift Report must always be Cleared
5. When pulling cash from the machine, the Clear Shift button must be Touched.
 - See Remove Cash Box section.

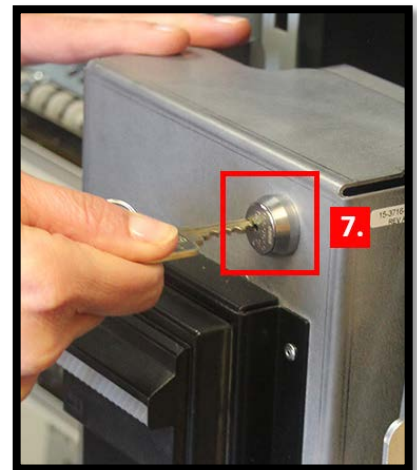
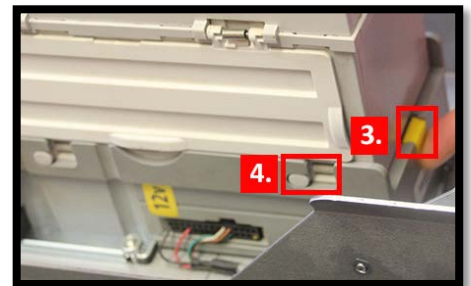
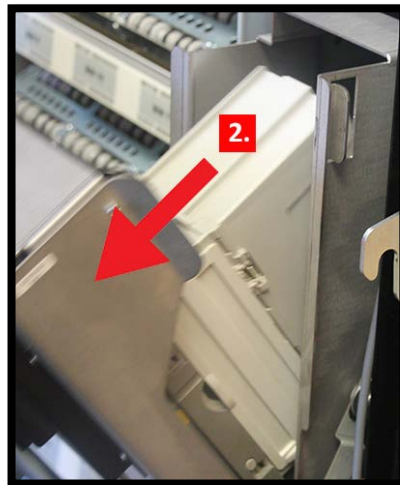
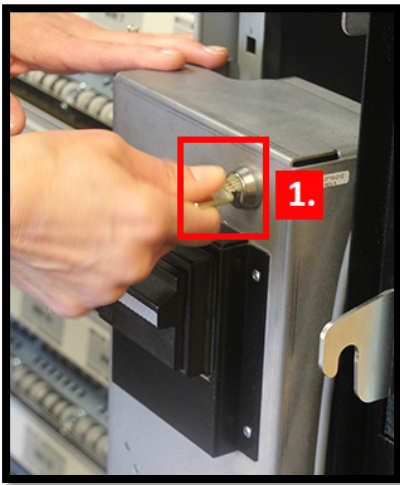


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Remove Cash Box

The next step is to remove the Cash Box from the Lottery Vending Terminal. 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
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**



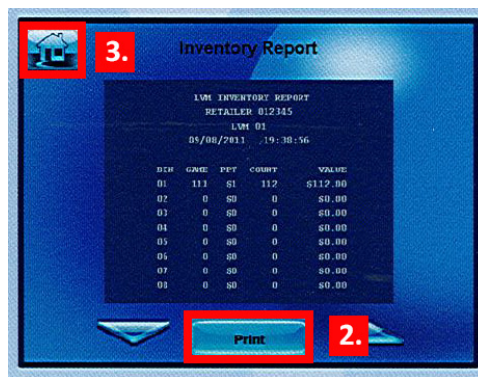
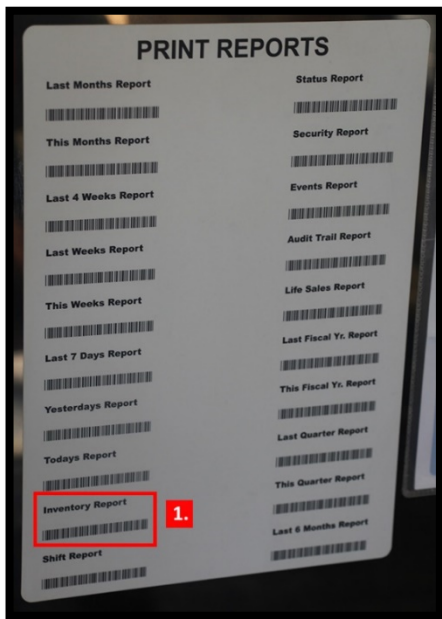
After removing the cash box, the Manager closes and locks the Main Door of the Lottery Vending Terminal and returns the Cash Box keys to the secure location.

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Inventory Report

The Inventory Report lists the value and quantity of instant tickets by bin number presently loaded into the Lottery Vending Terminal. 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** button from the Display Screen
3. Touch the **Home** button from the Display Screen



LOTTERY
KENTUCKY LOTTERY
WED NOV02 2022 12:14:03 PM(ET)

LVM INVENTORY REPORT
RETAILER
LVM 01
11/02/2022 12:14:02

BIN	GAME	PPT	COUNT	VALUE	
01	859	\$50	39	\$1,950.00	
02	809	\$30	22	\$660.00	
03	842	\$20	24	\$480.00	
04	771	\$20	10	\$200.00	
05	808	\$20	14	\$280.00	
06	747	\$20	39	\$780.00	
07	846	\$20	28	\$560.00	
08	534	\$10	21	\$210.00	
09	788	\$10	32	\$320.00	
10	775	\$10	50	\$500.00	
11	865	\$10	33	\$330.00	
12	855	\$10	3	\$30.00	
13	841	\$10	58	\$580.00	
14	850	\$5	4	\$20.00	
15	864	\$5	56	\$280.00	
16	844	\$5	80	\$400.00	
17	861	\$5	100	\$500.00	
18	853	\$5	96	\$480.00	
19	840	\$5	36	\$180.00	
20	837	\$5	104	\$520.00	
21	860	\$3	40	\$120.00	
22	758	\$3	0	\$0.00	
23	863	\$2	74	\$148.00	
24	862	\$1	216	\$216.00	
TOTALS				1179	\$9,744.00

REPORT ONLY
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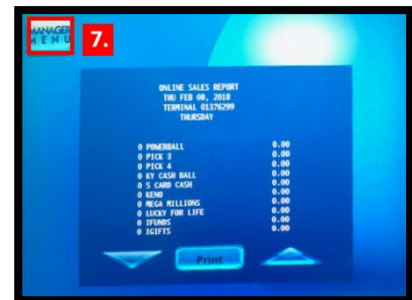
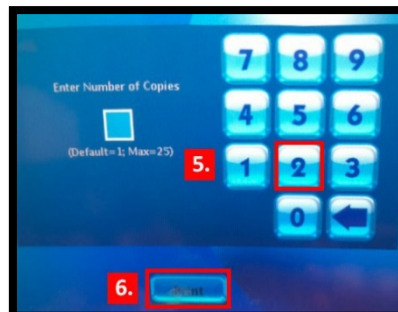
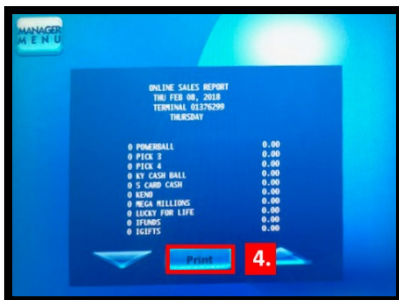
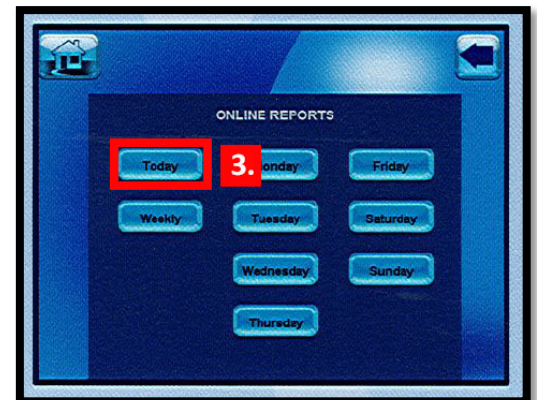
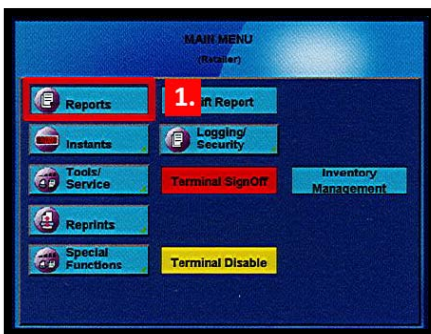
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Daily Online Sales for Yesterday

The Daily Online Sales Report provides access to the online sales for the Lottery Gemini Vending Machine for the current day and 7 days back. To run the Daily Online Sales Report, complete the steps below from the Home Retailer Menu.

1. Touch the **Reports** button
2. Touch the **Online Reports** button
3. Touch the **day desired**
4. Touch the **Print** button
5. Enter **number of copies desired** on the keypad
6. Touch the **Print** button
7. Touch the **Manager Menu** button



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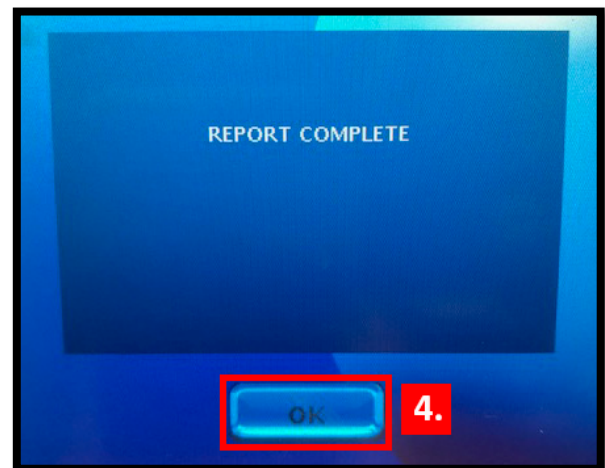
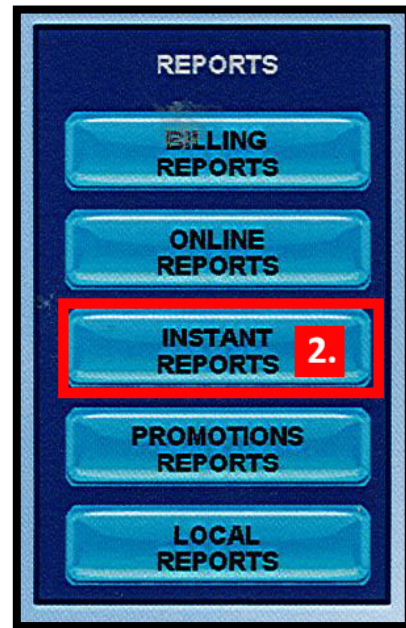
Daily Instant Redeems Report for Yesterday

The Daily Instant Redeems Report provides instant tickets redeemed through the Lottery Gemini Vending Machine for current day and 7 days back. To run the Daily Instant Redeems Report, complete the steps below from the Home Retailer Menu.

1. Touch the **Reports** button
2. Touch the **Instant Reports** button
3. Touch the **desired day**

NOTE: The terminal automatically prints the report.

4. Touch the **OK** button
5. **Repeat Steps 3 and 4** to print the second copy
6. Touch the **Home** button

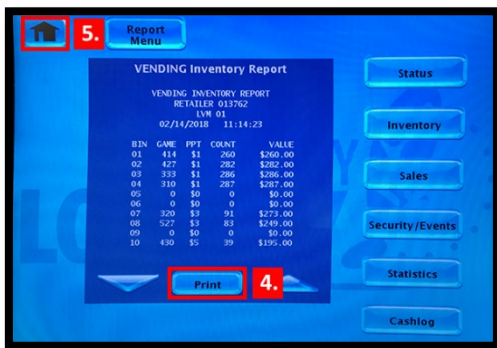
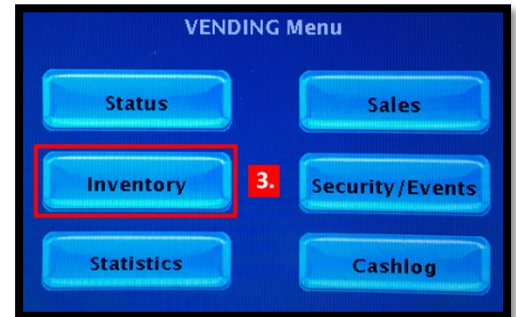
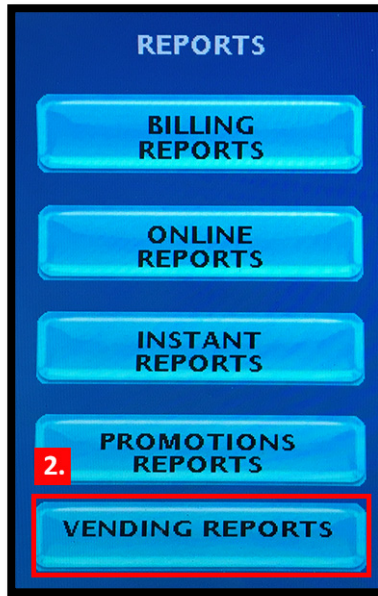


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REVIEW MACHINE INVENTORY

Inventory should be checked and filled at the beginning of each day to maximize sales. From the Altura terminal, use the following steps to run an inventory report.

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



LOTTERY KENTUCKY LOTTERY
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The Inventory Report displays tickets by bin number, game number, price of ticket, count remaining in machine, and the value of the available tickets. Managers should review the inventory to determine what packs and how many packs to take to the Lottery Gemini Vending Machine. Manager retrieves the needed scratch-off tickets to load the machine based on the machine's needs and planogram along with the keys.

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VISUAL VIEW OF MACHINE

Before unlocking the Lottery Gemini Vending Machine's Main Door, the Manager should review the front of the machine. By doing this, the manager can determine issues with scratch-off tickets. For example, if a digital reading displays dashes, that terminal bin has inventory loaded but cannot dispense the tickets. If the digital reading displays OUT, the terminal bin is out of that ticket.



ACCESSING SCRATCH-OFF TICKETS

Managers will open the Main Door of the Lottery Gemini Vending Machine using the **Main Door Key**. Once the Main Door is open, the manager must sign onto the machine by entering the store's 6-digit user number and 4-digit passcode followed by the Send button.

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

The back of the terminal door contains the Instant Ticket Display Pockets. These pockets hold the Dispenser Cards that display to Guest indicating the game loaded in that bin. The Manager can change the Dispenser Cards from the back of the terminal door by pulling out the old card and inserting the new card.



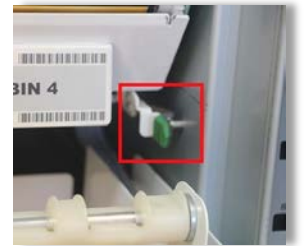
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The front of the Bin Door contains the scratch-off ticket planogram for the Lottery Gemini Vending Machine. To access the bins, the manager must unlock the Bin Door by turning the latch.

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

Once the Bin Door and Bin Shute is open, the manager can access the bins that store the scratch-off packs.

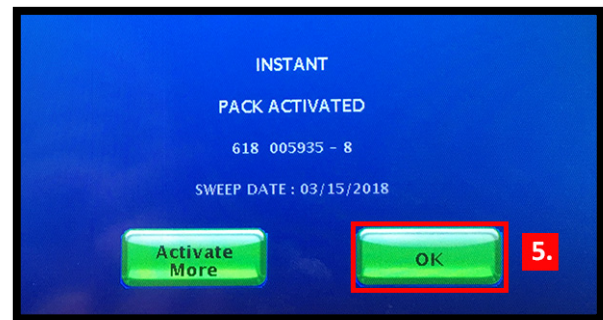
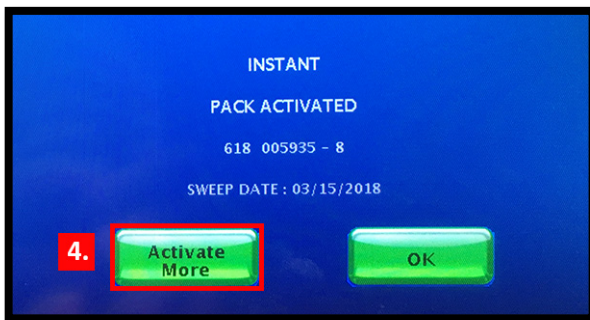
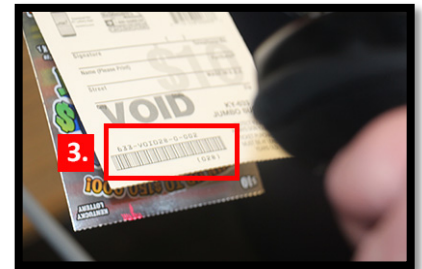
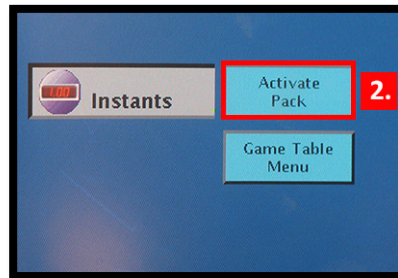
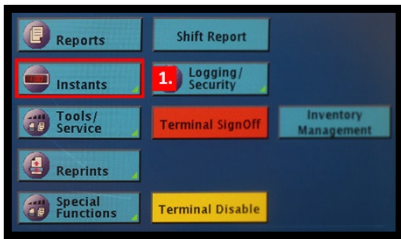
A Safety Latch on the right side of each tray allows a manager to pull one row out at a time. To advance a row of bins, push the Safety Latch to the left while pulling the ticket tray forward. To replace the tray, push the row back into place and the Safety Latch snaps back automatically.



ACTIVATING TICKETS

Scratch-off tickets must be activated before being added to the machines inventory. To do this, complete the steps below. Tickets can also be activated at the Altura

1. Touch the **Instants** button from the Main Menu screen
2. Touch the **Activate Pack** button
3. Scan the **pack barcode** or manually enter the **serial number** using the keypad on the screen and Touch the **Send** button
4. Touch the **Activate More** button to activate more packs
5. Touch the **OK** button to return to the Main Menu screen



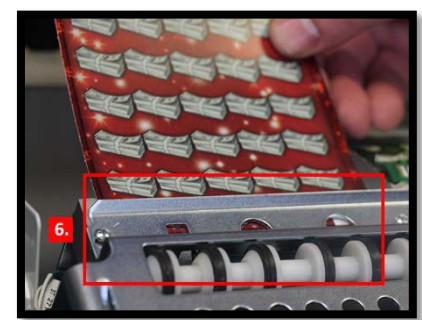
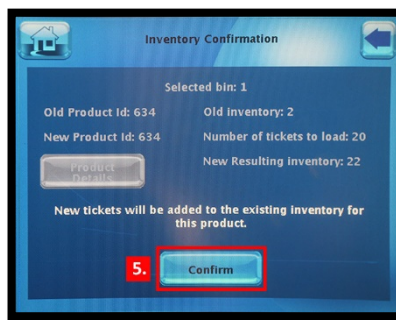
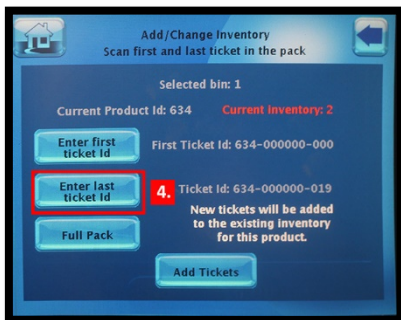
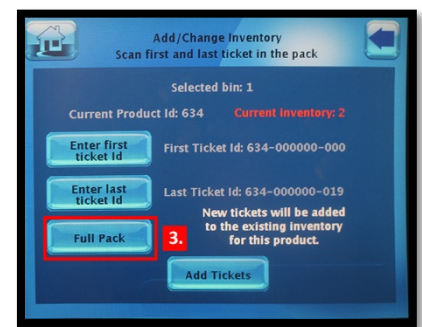
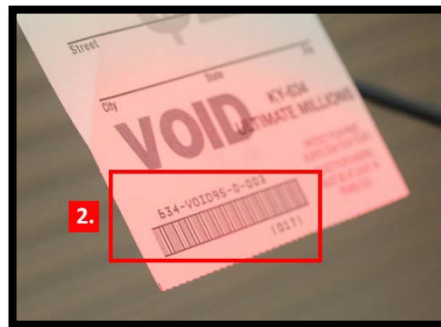
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Add Inventory

Before adding, moving or removing inventory from a machine an Inventory Report must be ran to establish a record of the beginning inventory for the machine! See steps above for printing report.

The manager can add, remove, and change the machine'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 **Confirm** button
6. Load the **activated tickets**



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

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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

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



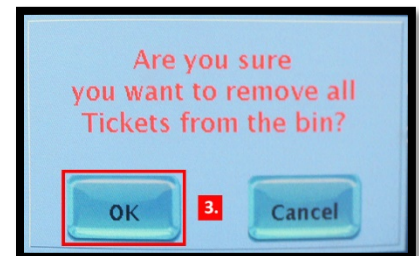
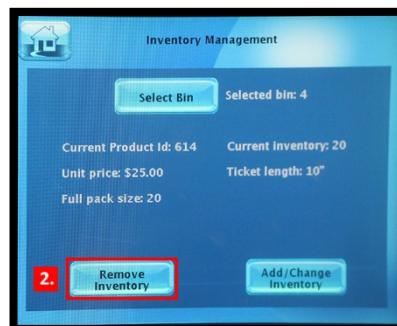
Remove Scratch-Off Tickets from Terminal's Inventory

Scratch-off tickets may need to be removed from Lottery Touch Vending Machine's inventory. For example, the Plan-O-Gram does not include the game, game is being moved to another bin or the tickets need to be returned 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 physically unloads from the bin and the screen displays the Inventory Management screen.

2. Touch the **Remove Inventory** button
3. Touch the **OK** button



At this point, the Inventory Management screen displays that the inventory count for that bin is zero. **NOTE: An Inventory Report must be ran after the machine has been unloaded/loaded to balance existing inventory.**

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Balance Inventory

Inventory must be balanced each time the machine is loaded to ensure accuracy. Using the beginning and ending inventory report, complete the below steps to balance;

1. Print Beginning Inventory Report
2. Load Scratch-Off tickets into the bin according to Plan-o-Gram
3. Print Ending Inventory Report
4. Compare the Beginning and Ending Inventory Reports to verify that the Scratch-Off Tickets were loaded correctly, and were loaded into the correct bin.