



ATTRACT SCREEN

The **Attract** screen is the initial screen the player sees on the PlayCentral HDS. Buttons and fields on this screen are:

- **Draw Games:** Touch the icon to display individual tiles for all available Draw games.
- **Scratch-Off Games:** Touch the icon to display individual tiles for all available Scratch-Off games. A scroll bar appears when 25 or more different packs are loaded.
- **Fast Play Games:** Touch the icon to display individual tiles for all available Fast Play games.
- **Keno/Xpress Sports:** Touch the icon to display individual tiles for Keno and Xpress Sports games.
- **iLottery WebCash:** Touch the icon to display purchase options for iLottery WebCash.
- **Featured Draw Games, Scratch-Offs, and Fast Play Games:** Touch a game icon to display purchase options for that game.
- **Check Gift Card:** Touch the icon to play a tutorial video on how to redeem a PA Lottery Gift Card.
- **Check Ticket:** Touch the icon to play a tutorial video on how to scan a Draw, Scratch-Off, or Fast Play ticket.
- **Redeem Coupon:** Touch the icon to play a tutorial video on how to redeem a coupon.
- **ADA Screen:** Touch the icon for ADA accessible view.



SCRATCH-OFF GAME SELECTION

1. From the **Scratch-Off Games Selection** screen, touch a game tile. The selected game's **Purchase** pop-up screen displays.
2. Do one of the following:
 - a) Touch **[View Ticket]** to display an enlarged version of the Scratch-Off image.
 - b) Touch **+** to add additional tickets, or **-** to remove tickets.
3. Do one of the following:
 - a) Touch **[BUY NOW]** to purchase and dispense the ticket.

NOTE: The **[BUY NOW]** button is not displayed if the player's cash balance is insufficient to cover the purchase.
 - b) Touch **[ADD TO CART]** to add the ticket for later purchase.
 - c) Touch the **[CLOSE]** tab to return to the **Scratch-Off Games Selection** screen.

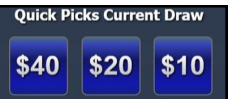


DRAW GAME SELECTION

Each Draw Game tile displays on the **Draw Games Selection** screen and contains information on games offered for sale.

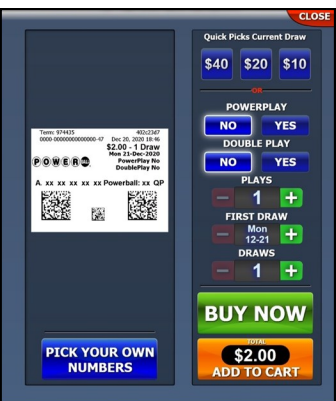
Quick Pick:

1. From the **Draw Games Selection** screen, touch a game tile. The selected game's **Purchase** pop-up screen displays.



Manual Pick:

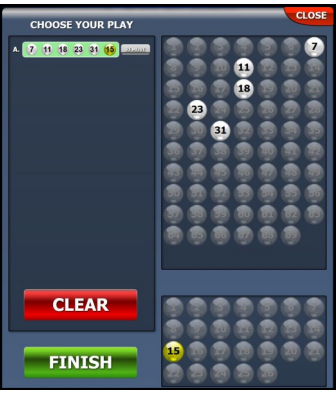
1. From the **Draw Games Selection** screen, touch a game tile. The selected game's **Purchase** pop-up screen displays.
2. Customize the selection as follows:
 - a) **Option** (Megaplier, Power Play, etc.): Touch **[YES]** to add the option, or **[NO]** to decline.
 - b) **Plays:** Touch **+** to add plays **-** or to remove plays.
 - c) **First Draw:** Touch **+** or **-** to change the date (the current draw is the default).
 - d) **Draws:** Touch **+** or **-** to add draws **+** or **-** to remove draws.
3. Touch the **[PICK YOUR OWN NUMBERS]** button.



4. Do one of the following:
 - a) Select your numbers. When touched, the number then highlights.

NOTE: If necessary, touch a highlighted number to de-select.

- b) Touch **[CLEAR]** to clear all selected numbers, then touch each individual number for play.
5. Touch **[FINISH]** then do one of the following:
 - a) Touch **[BUY NOW]** to purchase and print the ticket.
 - b) Touch **[ADD TO CART]** to add the ticket for later purchase.



NOTE: The **[BUY NOW]** button is not displayed if the player's cash balance is insufficient to cover the purchase.

CHECK TICKETS

Draw and Fast Play Tickets

Use the barcode reader to scan the barcode on the front of the ticket.



Scratch-Off Tickets

Use the barcode reader to scan the barcode on the front of the ticket. The barcode is located underneath the "Scratch to Cash" section.

Messaging and Options for Players

- If the ticket is a winner, an on-screen message appears showing the amount and asks the player to select YES to credit the terminal balance or to select NO to retain the ticket and redeem later.
- Winning tickets over \$600 (or any other scenario requiring a claim form) display an on-screen message instructing the player to see a store clerk.
- If the ticket is not a winner, an on-screen message appears notifying the player the ticket was not a winner.



PRINTING & REDEEMING VOUCHERS

Printing a Voucher

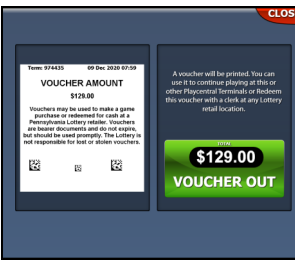
1. With a balance remaining in the PlayCentral HDS, touch the **[PRINT VOUCHER]** icon on the upper-right of the screen. **Voucher Out** pop-up screen displays.



1. Touch **[VOUCHER OUT]** to have a voucher printed and dispensed.

Redeeming a Voucher

1. Scan the barcode on the front of the voucher.
2. If the voucher is valid, the player's balance is updated with the correct credit amount.



This Quick Reference Guide is provided as general guidance to retailers. It does not take the place of the official rules or how-to-play instructions found at palottery.com.

REPORTS

The PlayCentral® HDS uses a cascading menu to select between Accounting, Events, and Miscellaneous reports.

NOTE: Some reports may require manager access.

Accounting Reports

- Daily Activity
- Daily Summary
- Weekly Invoice
- Instant Settled
- Lifetime Sales
- Weekly Sales
- Daily Sales
- Instant Sales
- Ticket Inventory
- Shift Report
- Deposit

Events Reports

- Event Log
- Balance Events
- Security Events
- Burster Events
- Burster Details
- Bill Events

Miscellaneous Reports

- Installed Games

EMPTYING THE CASH BOX

When removing the money from the cash box, be sure to run a **Shift** report found in *Reports* ► *Accounting* menu. You should select **[Yes]** to “zero out” your balance from the cash box.

1. Insert the **red** key into the door lock, turn, log in on the touch screen, and open the PlayCentral HDS door.
2. Using the **black** key, unlock the peripheral cage and slide the cabinet out.
3. Insert the small, **silver** key #43 to unlock the cash box. Press to turn.
4. Pull the yellow slide on the bottom of the cash box. The box will lower and you can remove it from its housing.
5. Insert the small, **silver** key #42 to open the cash box cover.
6. Remove the bills from the cash box.
7. Close and lock the cash box cover.
8. Insert the cash box hinges into the housing slots and lift the cash box into its secure position (the cash box will lock into place when properly positioned).
9. Close and lock the peripheral cabinet using the black key.
10. Close the PlayCentral HDS door and lock it using the **red** key.

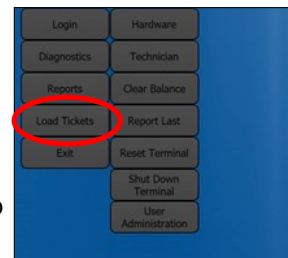


LOADING SCRATCH-OFF TICKETS

IMPORTANT: All tickets must continue to be activated through the WAVE terminal before they are loaded into the PlayCentral HDS.

1. Insert the **red** key into the door lock, turn, log in on the touch screen, touch **[Load Tickets]**, and open the terminal door.
2. Go to the **Load Tickets** screen on the PlayCentral HDS.

NOTE: There are no size restrictions on the bins, you can load any ticket into any bin.
3. Open the dispenser.
4. Find the **Serial Barcode** on the top edge of the first ticket of the pack (000). The end ticket value is defaulted to the maximum number of tickets in the pack.
5. Place the pack into the bin.
6. Insert **Serial Barcode** edge of the ticket into the slot of the bin.
7. Touch the **Load Sensor** located on the side of the bin to load ticket.
8. To unload, touch the **Load Sensor** and the ticket will be released.



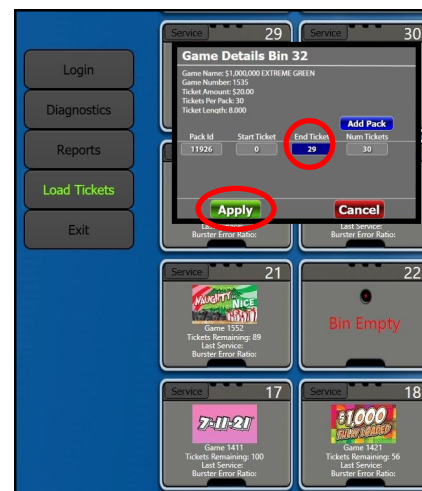
Load Sensor

For partial pack entry use the **Game Details** screen to modify the ending ticket number. Select the bin containing the game from the **Load Tickets** screen. Touch **[End Ticket]**, input pack ending ticket number and then touch **[Apply]**.

NOTE: Push the tickets down while completely closing the drawer to prevent tickets from creasing.

Load Tickets Screen

After successfully loading tickets, the game image, game number and tickets remaining will be displayed for each bin. “Bin Empty” will display if no tickets are loaded.



SCANNING A PLAYSリップ

When using a playslip to purchase games on the PlayCentral HDS, do the following:

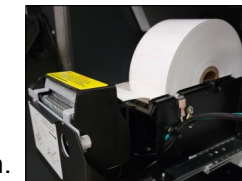
1. Insert the completed playslip, face up, into the Document Scanner, located on the right-hand side of the PlayCentral HDS.
2. The playslip is read and returned to the customer.
3. If the playslip is filled out correctly, the ticket is printed and the player's balance is deducted. If no balance is present, the play is placed in the Cart (use gift card, debit or insert cash).
4. If there are insufficient funds or the playslip contains errors, an appropriate error message displays.



CHANGING PRINTER PAPER

NOTE: Before loading online ticket stock, be sure to activate the roll by scanning the barcode on the roll using the Barcode Reader on the WAVE terminal.

1. Press down on the release button.
2. Remove the old roll of ticket stock.
3. Push the printer back in place.
4. Place the new roll into the paper well with the running end coming up from the bottom.
5. Feed the paper into the printer.
6. The printer will automatically advance the paper several inches before cutting it.

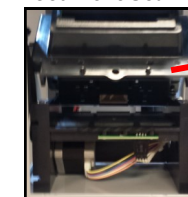


If the ticket stock is loaded properly, a gray bar will print across the front of the ticket.

CLEARING A DOCUMENT JAM

Any ticket, playslip, or voucher may be removed by opening the PlayCentral HDS and lifting the Document Scanner lid. Using the **black** key to open the peripheral tray, you can remove any validated tickets or vouchers in the catch tray.

Document Scanner



For communication or terminal issues, please call: **1-800-692-7353**

PlayCentral HDS QRG V.5.10.23

Players must be 18 or older. Please play responsibly. Problem Gambling Helpline: 1-800-GAMBLER (1-800-426-2537)