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Every Day.



WAVE™

WAVE™ REFERENCE GUIDE

**For Game Odds, Game Closing Dates and
Prize Information visit**

www.palottery.com

SG Documentation Policy

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SECTION 1 – The Pennsylvania

Lottery

The Pennsylvania Lottery makes its various games available to the public through an efficient network of computer terminals installed in retail locations such as yours. Delivering the games through these terminals involves three separate yet cooperating groups: The Pennsylvania Lottery; the Draw computer company, Scientific Games, and you, the contracted retailer. Each group plays an important role in selling the Lottery games and each must satisfy certain responsibilities to ensure a successful operation.

Accessibility

The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits the exclusion of people with disabilities from participation in everyday activities. To meet the goals of the ADA, the law establishes requirements for private businesses and government organizations. The Pennsylvania Lottery is committed to acting as an advocate for the Americans with Disabilities Act and requires that our new retailers meet our standards of accessibility. We believe that every person of legal age (18) in Pennsylvania should be able to play the Lottery and that your businesses should be able to attract all potential players, including the disabled community by complying with its accessibility standards.

Age Verification

The Department of Revenue, the Pennsylvania Lottery, and Scientific Games recognize our social responsibility to help retailers prevent the sale of Lottery tickets to minors. The WAVE terminal wireless barcode reader will assist retailers to check the ages of Lottery players but could also be helpful in verifying the ages of those who want to purchase other age-restricted products, such as tobacco and alcohol.

When a retailer scans a PA driver's license or ID card with the wireless barcode reader on the Lottery terminal, the card owner's age in years and days will appear on the terminal screen.

Amber Alert

The Amber Alert Plan is a method of alerting citizens of Pennsylvania when a child has been abducted. The Amber Alert Plan uses the

Emergency Alert System (EAS), via the code CAE – Child Abduction Emergency, to warn citizens by the flat panel monitor on the WAVE terminal when a child abduction has occurred. The emergency alert contains information regarding the victim, the suspect and if applicable, the suspect's vehicle information. This allows the citizens and the media to assist police by getting the message out immediately and reporting sightings of the child, perpetrator, or any other pertinent information. If a person does have information concerning an abduction, they should report that information immediately to police by calling 911.

The 24" flat screen is one of the many peripherals of the WAVE terminal, which is used to display advertising information, jackpot amounts, Amber Alerts (abducted child alerts) and other notifications from the Pennsylvania State Police Emergency Alert System to lottery customers. The display automatically updates. It is very important to have your display visible to customers at all times.

Compulsive Gambling

The Lottery encourages its players to play responsibly. The Problem Gambling Helpline, **1-800-GAMBLER (1-800-426-2537)**, is a resource for those who have a problem with gambling.

Inventory Best Practices

- Be mindful and specific with your Tell-Sell order. Pay attention to your inventory and order the appropriate games for your location.
- Reconcile cash to sales after each shift or at least once a day. If selling tickets from a counter, be sure to write down the ticket number available for sale on each pack.
- Run an Active Pack Report each Monday to see how long current tickets have been active.
- If games have been active for more than 40 days and are not selling well, they should be settled, and the store should be given credit for partial packs. These tickets should be held for the District Sales Representative (DSR) to pick up.
- Only sell ticket from the beginning of the pack, starting with ticket number (NTS) 000.
- It is important to make sure a pack is settled after the last ticket in a pack is sold. If the pack hasn't auto-settled, please settle the pack.

- Recommend on a weekly basis, take an Outstanding Packs Report, and check how long non-active games have been in the received status. If more than 120 days, they should be processed and RETURNED AS A FULLY UNSOLD PACK. These tickets should be held for the DSR to pick up.
- Games that have been on sale for more than 100 days tend to be slower in sales. It is important to keep the ITVM, in-counter and on-counter displays full of the most recent games. Those games are being promoted and are the games your players will most likely be asking to buy.
- Each month you will receive the blitz of NEW GAMES. Attempt to activate those games as soon as possible so your self-display is fresh and contains the newest **Instant** Games for sale.
- Any game that has settled by the 90% rule can ONLY be returned for credit by your DSR. Those games MUST BE SOLD BY YOU.
- If there are any questions or concerns, please contact your DSR.

Lottery Responsibilities

- Designing and approving all games.
- Planning and implementing all rules and regulations.
- Designing and implementing all advertising and sales promotions.
- Selecting and contracting all retailers.
- Conducting all Pennsylvania game drawings.
- Administering all vendor contracts.
- Delivering point of sale materials and Instant tickets.
- Delivering supplies.
- Oversee Instant ticket vendor shipping and receiving.
- Administration of retailer accounts.
- Validation and payment of high tier prizes.

PA Lottery Retailer Portal Web Site

- The Pennsylvania Lottery provides you with a website that gives

secure access to valuable and timely information regarding your Lottery business. Data is self-serve and easy to access at any time on any internet-capable device.

- Developed in response to retailers' feedback.
- Manage your account(s) with great insight into your Lottery business.
- Valuable information at your fingertips.
- Visit the PA Lottery Retailer Portal at:
<https://www.paretailer.lottery.state.pa.us>.
- Retailer Portal Technical Support Number : 1-800-692-7481, option 1, option 9.
- Site access secured through unique username and password.
- A customized home page with access to current **Instant** games information, scheduled reports, winners, Lottery sales/payouts/commissions, and PA Lottery news items.
- On-demand and scheduled reports in a variety of formats.
- Inventory management and sales tools.
- Security management.

Payment Card Industry (PCI) Guidelines and Data Security Standards (DSS)

.How to minimize the risk of card data being compromised at your store:

- Employees should have an ongoing awareness of the store in which they work, allowing them to quickly identify items that are out-of-place, unusual, or simply do not belong.
- Always ask for authorization and identification upon allowing any vendors entry to sensitive areas, such as behind the counter.
- Ensure the security of Cardholder Data (CHD) by not physically storing any card numbers, validation codes, or personal identification numbers on unprotected computers or paper media of any sort.
- Inspect payment capture devices at least once a week to ensure they have not been tampered with, damaged, or altered.

Retailer Responsibilities

- Assuring prominent placement of all Lottery products including PlayCentral Terminals, WAVE Terminals and Instant Ticket Vending Machines (ITVM).
- Posting of all point-of-sale materials, strategic placement of indoor and outdoor signage, participation in retailer on-site Lottery promotions.
- Creating a positive Lottery environment to include placement of Lottery point of sale material and assisting players on how to play Lottery games.
- Maintaining proper accounting procedures: maintenance of Lottery bank account, daily settlement, and weekly settlement.
- Maintaining proper terminal operation and care including terminal trouble reporting.
- Assuming security of ticket stock, paid tickets, vouchers, and all Lottery monies.
- Attend all Lottery classes and training of staff on all Lottery related material.
- Payment of prizes according to game and Lottery rules.
- Posting of all drawing results on forms provided by the Lottery.

Retailer Web Site Support

The Retailer web site was designed to assist retailers in viewing sales, inventory, and reconciliation data. Users of the web site are able to manage key areas such as sales, inventory, and settlement information through secure access over the internet. Retailers can browse information for an individual store or can run user configurable reports on data from a number of stores in a chain. Retailers can view data on **Instant** and **Online** games; sales, payouts, and commissions; year-to-date, quarterly, monthly, and weekly sales totals with comparisons; prize winners and settlements; and inventory data. Store summary and profile information is available as well as store sales and accounting data. The retailer web site is accessed securely through login with a user name and password. Each individual retailer or chain is given a “super user” account for their organization so they can manage the role-based user permissions system as necessary. If you ever need assistance with retailer website support, you can contact your Lottery area office. You

can login to the retailer web site by visiting the following link:
<https://www.paretailer.lottery.state.pa.us>

Instant Games End Sale Dates

The Pennsylvania Code prohibits the sale of Lottery Instant games beyond the end-sale date set for each game. If you have tickets remaining in your retail location after the end-sale date for an Instant game has been announced, these tickets must be returned to the Lottery.

Scientific Games Responsibilities

- Retailer training.
- Terminal installation, maintenance, and relocation.
- Communication lines.
- Assisting the Lottery and retailers with ongoing business-related issues.
- Retailer support team to provide assistance with **Online** and **Instant** ticket ordering.
- Operation of all mainframe computer systems.

Vouchers

Vouchers are produced by the PlayCentral Terminals, in lieu of cash change. Vouchers can be redeemed at any PA Lottery retailer, and all retailers should honor and pay vouchers. Procedures for handling vouchers are found in Section 13 [Cashing Vouchers](#) of this manual.

Security Related Issues

The integrity of the Lottery games and your business operations are of paramount importance to you, to the Lottery, and to our mutual Lottery clients. If you have questions about the integrity of any Lottery activities, call Lottery Security at (717) 702-8026.

DO:

- Require that all winning tickets requiring a claim form are signed. It is a good practice to require signatures for all winning tickets before processing them thru the terminal.

- Cash and/or file a claim for all winning tickets, no matter where the winning tickets were sold.
- Pay winners the exact amount due.
- Return all validated and not-paid receipts to the player.
- File a claim for prize amounts that meet the claim threshold.
- Require, examine, and validate personal identification for claims.
- Complete all sections of the claim form legibly.
- Forward claim forms to Lottery headquarters no later than the next day after completion.
- Enter stolen tickets into the accounting system, report the theft to local police, and telephone your Lottery Instant Accounting Representative immediately.
- Honor all promotional coupons.
- Distribute promotional tickets to the public as intended.
- Scan shipment invoice receipt of all Instant tickets and on-line ticket stock.
- Confirm receipt by scanning each ticket stock box before opening.
- Scan the bar code for each roll of ticket stock before loading.
- Call Lottery Security at (717) 702-8026 if you are uncertain about the integrity of any Lottery activity.
- Treat all players with respect and provide courteous service.
- Retain receipts for your DAILY/WEEKLY reconciliation.
- Retain all validated Online and Instant tickets for your DAILY/WEEKLY reconciliation. When reconciled, destroy tickets. (Failure to destroy tickets may result in retailer being charged a penalty fee.)

DO NOT:

- Take any action to defraud or gain advantage over Lottery players or the PA Lottery.
- Prick or scratch Instant tickets before activation or sale.
- Attempt to find winning tickets by scanning or entering false

verification codes.

- Fraudulently report tickets as damaged or stolen.
- Return unsold packs without all remaining tickets in the pack.
- Accept ticket requests over the telephone, email, or written notes.
- Accept winning tickets before they are signed by the owner.
- Pay winning tickets to anyone (especially to yourself) other than the legitimate owner of the ticket.
- Make any attempt to conceal or change the identification of the legitimate owner of a winning ticket.
- File claims in your name if you did not actually purchase the ticket at the original time of sale.
- Alter in any way the identification data or signature on a ticket or claim.
- Sell tickets to minors (anyone under the age of 18 years).
- Sell ticket(s) after the game has been played or terminated.
- Tell a player with a winning ticket that it was not a winning ticket.
- Tell the player that a winning amount was for less than the actual amount due.
- Permit illegal gambling or any other illegal activities at your location.
- Engage in any form of “money laundering.”

Lottery Web Site

Game odds and other information about Pennsylvania Lottery products are available to players and retailers on the Lottery web site at www.palottery.com.

SECTION 2 – WAVE and PERIPHERALS

The WAVE™ Terminal



WAVE Touchscreen Display

All user inputs and selections are made by using your finger to touch the WAVE touchscreen. The touchscreen enables store associates to easily step through all the necessary actions to sell and check all Lottery games. The touchscreen display can be tilted to provide for optimal viewing, at angles between 25 degrees to 90 degrees.

WAVE Power On and Off

The WAVE's power button is on the right front corner directly beneath the document scanner.

NOTE: If a terminal shut down is necessary, the preferred method is to log off. Touch **[DIAGNOSTICS]**, then **[Shut Down Terminal]**. The agent terminals should **ONLY** be powered off at the direction of the Call Center.



WAVE Document Scanner

The WAVE document scanner has the following functions:

- Cashes **Online** and **Fast Play** Game tickets

NOTE: *Instant tickets cannot be cashed using the document scanner.*

- Cancels **Online** Game tickets

NOTE: *Only tickets for the **PICK** Family games can be cancelled and must be cancelled at selling agent, on day of sale and prior to any drawings.*

- Reads playslips.
- Insert a completed playslip either vertically or horizontally face-down into the document scanner.



WAVE Wireless Barcode Reader

The wireless barcode reader is located on the front of the printer and reads:

- **Online** tickets
- **Instant** tickets
- **Fast Play** tickets
- Instant Ticket Shipment Manifests – Instant Ticket Pack
- Coupons



The barcode reader can scan while remaining in the cradle of the printer, but since it is wireless, it can be removed from the cradle and used by hand.

NOTE: *The barcode reader can be used up to a range of 75 feet.*

The wireless barcode readers are not interchangeable between WAVE terminals. They are assigned to a specific WAVE terminal.

Remember: Since the wireless barcode reader is powered by a rechargeable battery, it should remain in the cradle as much as possible to charge. A barcode reader with an uncharged battery will only work in the cradle. You will need to charge it for some time before using it wirelessly.

When the wireless barcode reader is out of range or running low on power, the barcode reader will alert you by an audible beeping sound.

The Flat Panel Monitor and Monitors

The Flat Panel Monitor displays the Lottery In Motion (LIM) files.



The Lottery In Motion files display Pennsylvania Lottery advertisements, messages, jackpot amounts for online games and Amber alerts. Games monitors display **Keno** and **Xpress Sports** games.

The Verifone Debit Pinpad

The Verifone Debit Pinpad (**if equipped**) is connected to the WAVE terminal and allows customers at select locations to pay for lottery using debit cards.



Transaction Display Unit (TDU)

The Transaction Display Unit displays financial transactions and calculated totals to your players.



Wireless Ticket Checker

The Ticket Checker is a player-activated, self-service inquiry-only device that enables players to check the winning status of their tickets. The Ticket Checker does not provide any prize payout.

The Ticket Checker communicates with the in-store WAVE terminal to provide ticket-checking services. Communications are typically wireless, however wired operation is also supported. The Ticket Checker includes a 2-D barcode reader and has a backlit Liquid Crystal Display (LCD).



A player can check a ticket's status by scanning the ticket's barcode and reading the result directly displayed on the Ticket Checker's backlit LCD.

NOTE: *To optimize flow of customer traffic, consider testing various Ticket Checker locations in the store. The Ticket Checkers are wireless; however, they need a power source. The power cord for the Ticket Checker is 10 feet long.*

NOTE: *The wireless Ticket Checkers have a range of up to 100 feet.*

SECTION 3 – SIGNING ON and OFF

Signing on to the Terminal



1. Touch the **TOUCH TO SIGN ON** button to display the **Enter User ID** entry keypad.



2. Enter your *retailer number*. Other keypad options are:
 - Touch **C** to clear all numbers from the display window.
 - Touch **◀** to delete previously entered and displayed numbers.
 - Touch **CANCEL** to close the keypad and return to the **Sign On** screen.

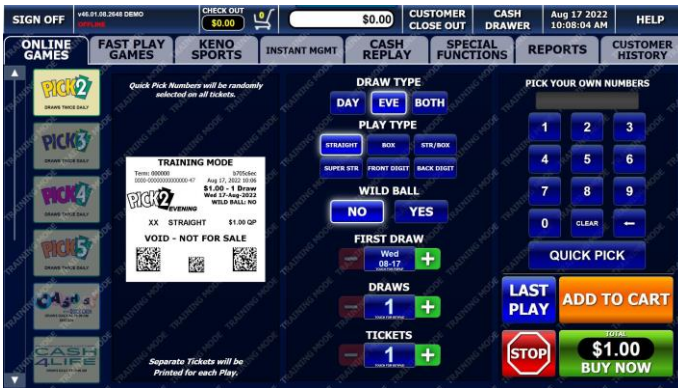
- Touch **OK**. The **Enter Password** keypad displays.



- Enter your *password*.

NOTE: An asterisk (*) displays in the keypad display window for each number touched.

- Touch **OK**. Upon verification of a valid retailer number and password, the terminal displays the appropriate screen.



Setting the Language on the Terminal

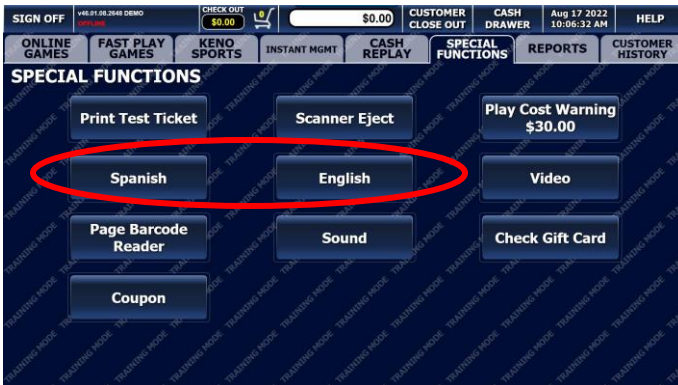
To Set the Language at Sign On:



1. Touch **[ENGLISH]** or **[ESPANOL]**.
2. Follow the instructions for Signing On.

NOTE: Tickets will always be printed in English.

To Set the Language after Sign On:



1. Touch the **[SPECIAL FUNCTIONS]** tab.
2. Touch **[SPANISH]** or **[ENGLISH]**.

Signing Off

2. Touch **[SIGN OFF]** on the top left corner of the screen to sign off and return the terminal to the **Sign On** screen.



The **Confirmation Sign Off** pop-up window displays asking “Are you sure that you want to sign off?”.



3. Do one of the following:
 - Touch **Yes** to sign off and return to the **Sign On** screen.
 - Touch **No** to cancel the sign off process.

NOTE: If a customer balance is displayed at the top of the screen, you must clear the customer balance before you sign off.

NOTE: The user must Sign Off in order to access Training Mode or to allow another user to Sign On.

SECTION 4 – TRAINING MODE

The **Training Mode** function places the terminal in an off-line state while still allowing the ability to perform similar functions available when the terminal is in an "online state" or communicating with the central gaming system.

Entering Training Mode

Training Mode allows for the following activities:

- Enables agents to perform terminal functions for training purposes such as perform the **Online** game actions, **Instant** game activity, reporting, to name a few.
- Enables SG technicians to access terminal diagnostics.



1. Touch **[ENTER TRAINING MODE]**. The screen background changes displaying a repeated “TRAINING MODE” diagonal watermark on the screen. The **[ENTER TRAINING MODE]** button changes to read **[ENTER ONLINE]**.



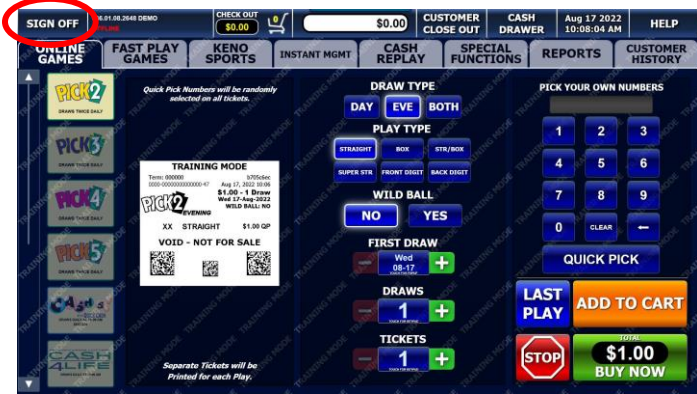
2. Touch **[TOUCH TO SIGN ON]**. When all parameters have been retrieved, the sign on print ticket displays.



3. Touch **OK**. The terminal displays the appropriate screen.



Exiting Training Mode



1. Touch **[SIGN OFF]** on the top left corner of any screen. The following **Confirmation Sign Off** pop-up window displays.



NOTE: If a customer balance is displayed at the top of the screen, you must first clear the customer balance before you sign off.

2. Do one of the following:
 - Touch **Yes** to sign off and return to the **Sign On** screen.
 - Touch **No** to cancel the sign off process.

SECTION 5 – AMBER ALERT

Amber Alert

The Amber Alert Plan is a method of alerting citizens of Pennsylvania when a child has been abducted. The Amber Alert Plan uses the Emergency Alert System (EAS), via the code CAE – Child Abduction Emergency, to warn citizens by the flat panel monitor on the WAVE terminal when a child abduction has occurred. The emergency alert contains information regarding the victim, the suspect, and if applicable, the suspect's vehicle information. This allows the citizens and the media to assist police by getting the message out immediately and reporting sightings of the child, perpetrator, or any other pertinent information. If a person does have information concerning an abduction, they should report that information immediately to police by calling 911.

SECTION 6 – WAVE TOOLBAR

SIGN OFF

Touch **SIGN OFF** to sign off and return the terminal to the **Sign On** screen.



Terminal Application Version

Displays the current installed version of the terminal software application and the terminal communications connection status (**ONLINE/OFFLINE**).



CHECK OUT Cart

As you add game tickets to the cart (by touching the **ADD TO CART** button on the **ONLINE GAMES, FAST PLAY GAMES, and KENO SPORTS** screens), the cost and number of tickets added displays on the **CHECK OUT / Cart** icon atop of the WAVE screen.

Touch the **CHECKOUT / Cart** icon to display the **CHECK OUT** cart.



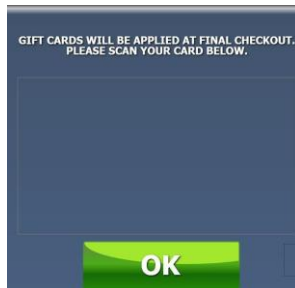
1. To remove a ticket, touch **-** adjacent to each game you want to remove.
2. Touch **EMPTY CART** to remove all games.

NOTES:

- If a game is removed, the **Game** button will continue to be visible; however, the price will change to \$0.00 until the **CHECK OUT** cart is closed. If the **CHECK OUT** cart is re-entered during the same customer transaction, the button for the game that was removed will no longer display.
 - **Fast Play** games will have both **-** and **+** buttons to allow you to decrease and increase the number tickets for that game.
3. To purchase the games listed in the cart, touch **BUY NOW**. The ticket displays in a pop-up window displaying the ticket. Touch **OK** to print the purchased ticket(s).
 4. To purchase **Instant** Tickets, touch **ADD INSTANT**. The **Add Instant** pop-up window displays.



5. Enter the Game Number and touch **ENTER**. When all Game Numbers entered, touch **DONE**.
6. To purchase tickets using a Gift Card, touch **USE GIFT CARD**. The **Scan Gift Card** pop-up window displays.



7. Scan the Gift Card and touch **OK**.

- To close the **CHECK OUT** cart, touch **CLOSE** in the upper-right of the window.

NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays.

Customer Close Out

Closing Out the Sale—Customer History Screen



- Touch the **[CUSTOMER HISTORY]** tab to open the **Player History** screen.
- When a transaction is complete, touch **[CUSTOMER CLOSE OUT]** to zero out the player balance.

Closing Out the Sale—Customer Close Out Button



Touch **[CUSTOMER CLOSE OUT]** at the top of any screen to close out the transaction and zero out the balance. Use this key before each new player to clear the total at the top of your screen and to ensure that the player display indicates the correct total at the conclusion of the player transactions.

CASH DRAWER

The **Top Bar** displays the **[Cash Drawer]** button. When **[Cash Drawer]** is touched, the **Cash Drawer** attached to the terminal opens.



NOTE: The cash drawer can also be opened by using the **[Open Cash Drawer]** button located on the **Customer History** tab.

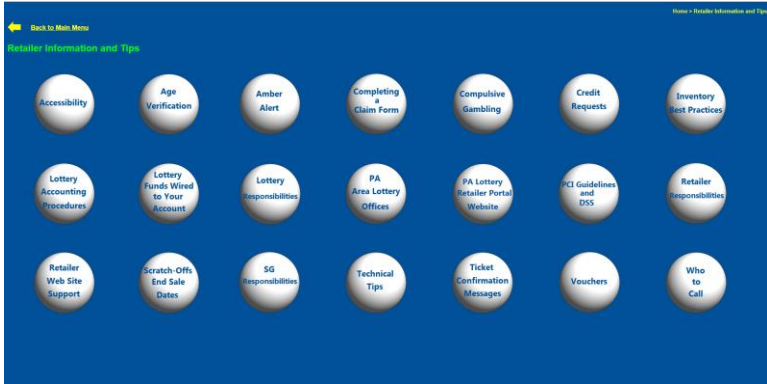


TERMINAL DATE AND TIME



Displays the current date and time.

Touch **[HELP]** to access the WAVE interactive help system.



- Touch a button on the **Help** main menu to display the associated help screen.

SECTION 7 – USING PLAYSLIPS

- Insert a completed playslip facedown, either vertically or horizontally, into the document scanner.
- If the playslip is filled out correctly, the terminal automatically prints a ticket with the selected numbers.

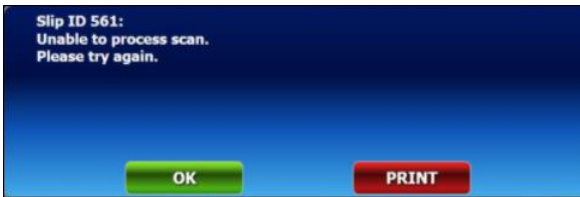


NOTE: *If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.*

The following rules apply to playing Online games via playslip:

- Playslips can be entered while in any screen; the screen remains displayed after the ticket is printed. Any current activity on the screen continues (for example: if a play was being entered on a game screen, no selections/values are affected, except for the customer total).
- When a playslip is used while a pop-up window (such as an error message) is displayed, the playslip is disregarded, and you must dismiss the pop-up window before scanning the playslip.
- Not all boards on a playslip are required to be completed, and do not have to be consecutive. However, the plays will print in consecutive letter order on the ticket. (For example, if panels A, B, and D are used on a playslip, the ticket will identify plays A, B, and C.)
- If a playslip is completed correctly, the terminal will apply the confirmation rules and, if appropriate, the terminal will display the pop-up confirmation message.
- Touch the **[PRINT TICKET]** button to complete the transaction or the **[CANCEL]** button to cancel the transaction.
- If you touch the **[PRINT TICKET]** button, the WAVE prints the ticket, then updates the customer balance reflected on the terminal.

- If the playslip is entered incorrectly, a pop-up window message appears, identifying the issue.



- If the playslip contains an error, a pop-up message displays the error condition and allowed you to correct the error on the screen.



- Incorrect playslips may be caused by:
 - Too few selections
 - Too many selections
 - Selections outside the designated area
 - Selections that are not dark enough

SECTION 8 – ONLINE GAMES Tab

The **Online Games** screen displays game options using a unique **Online** game button with that specific game graphics. These buttons provide access to the game play terminal function.

Each **Online** game button displays information pertaining to that specific game. The information can vary depending on the current date in relation to the next available draw.

For all **Online** game buttons that display a **DRAWING TONIGHT** message, on draw day, that message will remain until the game parameters are received for the most current available draw. After that time, the message referring to the next draw will display.

When an **Online** game screen is initially displayed, the current draw at that time is used for display on the screen. If the current draw for that game advances while the customer is making bet selections, then, when purchased; the tickets printed will be for the next draw.

All **Online** games on the WAVE will have the same look and feel. The following **Online** games are available on the WAVE:

- PICK 2
- PICK 3
- PICK 4
- PICK 5
- CASH 5
- CASH4LIFE
- Powerball®
- Mega Millions®
- MATCH 6
- Treasure Hunt
- MILLIONAIRE RAFFLE

Selling Online Games

Online games can be sold by generating a **Quick Pick** play, by using a playslip, or by manually entering the desired play numbers and play options from the desired game screen. To manually enter the play information, or to produce a **Quick Pick** play, touch the button that corresponds to the game the customer would like to play. To generate a play using a playslip, just scan the playslip. When the Lottery adds new **Online** games, they will show up on the **Online Games** screens.

Game odds and other information about Pennsylvania Lottery products are available to players and retailers on the Lottery web site at www.palottery.com.


DRAW TYPE (PICK Game Screens)



Choose an option by touching one of the buttons. Default illumination of button depends on the system time and draw time

NOTE: If the **DRAW TYPE** is either **DAY** or **EVE** the maximum number of draws is 21. If the **DRAW TYPE** is **BOTH**, the maximum number of draws is 42.

PLAY TYPE (PICK Game Screens)

Choose an option by touching one of the buttons. Default illumination of button  upon entry to the screen.

PICK 2



- **STRAIGHT**- All numbers match in the exact order as drawn.
- **BOX** - All three numbers match in any order.
- **STRAIGHT/BOX (STR/BOX)** – Either match exact and/or any order.
- **SUPER STRAIGHT** – Combines all possible STRAIGHT plays.
- **FRONT DIGIT** - The first number selected match in the exact match as drawn. Example, 1X.
- **BACK DIGIT** - The last number selected match in the exact match as drawn. Example, X2.

PICK 3



- **STRAIGHT**- All numbers match in the exact order as drawn.
- **BOX** - All three numbers match in any order.
- **STRAIGHT/BOX (STR/BOX)** – Either match exact and/or any order.
- **SUPER STRAIGHT** – Combines all possible STRAIGHT plays.

- **FRONT PAIR** - The first two numbers selected match in the exact order as drawn. Example, 12X.
- **BACK PAIR** - The last two numbers selected match in the exact order as drawn. Example, X23.

PICK 4



- **STRAIGHT**- All numbers match in the exact order as drawn.
- **BOX** - All three numbers match in any order.
- **STRAIGHT/BOX (STR/BOX)** – Either match exact and/or any order.

PICK 5



- **STRAIGHT**- All numbers match in the exact order as drawn.
- **BOX** - All three numbers match in any order.
- **FRONT PAIR** - The first two numbers match in the exact order as drawn. Example, 12XXX.
- **BACK PAIR** - The last two numbers match in the exact order as drawn. Example, XXX45.
- **FRONT 3** - The first three numbers selected matches in the exact order as drawn. Example, 123XX.
- **BACK 3** - The last three numbers selected matches in the exact order as drawn. Example, XX345.
- **FRONT 4** - The first four numbers selected matches in the exact order as drawn. Example, 1234X.
- **BACK 4** - The last four numbers selected matches in the exact order as drawn. Example, X2345.

WILD BALL (PICK Game Screens)






Choose an option by touching one of the buttons. Default illumination of button **NO** upon entry to the screen.

WILD BALL is an optional feature available for the entire **PICK** Family of games (**PICK 2, PICK 3, PICK 4** and **PICK 5**). Adding Wild Ball to any play type will double the cost of the ticket and increase a player's chances of winning Prize amounts differ from regular game play.

At every Day and Evening drawing, a one-digit Wild Ball number will be drawn. The Wild Ball number applies to all four Pick games for that drawing. If the **WILD BALL** option is selected when a ticket is purchased (the ticket will display "WILD BALL YES"), the Wild Ball number drawn can replace **one of the drawn numbers** to help create a possible winning combination. **The Wild Ball number does not replace a number chosen by the player.**

To add the **WILD BALL** option to a player's ticket:

- Touch the icon on the **ONLINE GAMES** screen for the **PICK** game the player wishes to play.
- Select the numbers the player wishes to play or if the player requests a **Quick Pick** option, touch .
- Select the player's game options.
- Touch  under the **WILD BALL** section on the screen.
- Touch . The terminal prints the ticket(s).

NOTE: *Players may also add the **WILD BALL** option to their selections on a playslip. If the player fills in the box under "WILD BALL" on the playslip for any PICK game, the **WILD BALL** option will be added to ALL plays on the playslip.*

TICKETS (PICK Games and MILLIONAIRE RAFFLE Screens)



Choose to decrease or increase the number of tickets by touching the **-** and **+** buttons on either side of the current number of tickets. Default illumination of button **1** upon entry to the screen.

The maximum number of tickets you can select on **PICK** games is **20**. The maximum number of tickets you can select on the **MILLIONAIRE RAFFLE** game is **10**.

***NOTE:** Touch the button between the **-** and **+** buttons to access the keypad to quickly enter a specific number of tickets.*

AMOUNT (PICK 3 and PICK 4 Game Screens)



Choose to decrease or increase the play amount by touching the **-** and **+** buttons on either side of the current play amount.

***NOTE:** Touch the button between the **-** and **+** buttons to access the pop-up window to quickly select a specific play amount.*

Keypad (PICK Game Screens)

Use the keypad to select the customer's desired numbers (**0-9**). You may repeat a number selection. Example, **133** is a valid number.



QUICK PICK (PICK Game Screens)

QUICK PICK A **Quick Pick** ticket is automatically generated and displayed on the screen when selecting an **Online** game. A **QUICK PICK** button also displays under the keypad on the **PICK** games screens.

Touch at least one ball (number for **PICK** games) and then touch this

button to allow the terminal to randomly select the remaining balls

Quick Picks Current Draw



The **Quick Picks Current Draw** area provides options for playing Lottery **Online** games through computer-generated picks for preset priced tickets. Each **Online** game available for **Quick Pick** has only three, pre-selected price buttons.

The **Quick Picks Current Draw** buttons are pre-determined by base game value quantities. Price values displayed on the buttons are dynamically changed based on subsequent game options selected.

The price values that display on these buttons are determined by the game's play cost for 20, 10, and 5 plays. Example, if a single play for a game costs \$2, the values that will display on the **Quick Picks Current Draw** price buttons would be \$40, \$20, and \$10 ($\2×20, 10, and 5 plays, respectively). However, if a single play for a game costs \$1, the values that display on the **Quick Picks Current Draw** price buttons would be \$20, \$10, and \$5 ($\1×20, 10, and 5 plays).

Selecting any of the three (3) **Quick Picks Current Draw** options, disables all the other options (# of Draws, # of Plays, etc.)

If a game has a multiplier option, an additional \$1 per play would be added to the values that display on the **Quick Picks Current Draw** buttons.

Online games that offer the **Quick Picks Current Draw** feature are:

CASH 5

- **CASH 5** only: \$40 (20 plays), \$20 (10 plays); \$10 (5 plays)

CASH4LIFE

- **CASH4LIFE** only: \$40 (20 plays), \$20 (10 plays); \$10 (5 plays)

POWERBALL

The **POWERBALL** manual entry screen shall dynamically update the dollar values associated with **Quick Picks Current Draw** buttons based on **POWERPLAY** options selected.

- **POWERBALL** only: \$40 (20 plays), \$20 (10 plays), \$10 (5 plays)
- **POWERBALL** with **POWERPLAY**: \$60 (20 plays), \$30 (10 plays), \$15 (5 plays)

- **POWERBALL** with **DOUBLE PLAY**: \$60 (20 plays), \$30 (10 plays), \$15 (5 plays)
- **POWERBALL** with **POWERPLAY** and **DOUBLE PLAY**: \$80 (20 plays), \$40 (10 plays), \$20 (5 plays)

MEGA MILLIONS

- **MEGA MILLIONS** only: \$40 (20 plays), \$20 (10 plays), \$10 (5 plays)
- **MEGA MILLIONS** with **MEGAPLIER**: \$60 (20 plays), \$30 (10 plays), \$15 (5 plays)

MATCH 6

- **MATCH 6** only: \$40 (20 plays), \$20 (10 plays); \$10 (5 plays)

Treasure Hunt

- **Treasure Hunt** only: \$20 (20 plays), \$10 (10 plays); \$5 (5 plays)

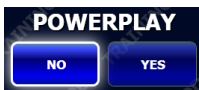
Multipliers (POWER PLAY and MEGAPLIER)

POWERBALL and MEGA MILLIONS permit an add-on (multiplier) to the base game at an additional fee.

To select these add-on options for purchase with the game, touch

YES.

POWER PLAY



POWER PLAY option costs an additional \$1 per play. Example: **POWERBALL** ticket (\$2.00) + **POWER PLAY** (\$1.00) = Total amount of the ticket (\$3.00).

Default illumination of button **NO** upon entry to the screen.

Selecting **POWER PLAY** gives players the opportunity to multiply their winnings by a number between two (2) and ten (10) randomly selected at draw time. **POWER PLAY** does not apply to the jackpot.

POWER PLAY is a **POWERBALL** option that gives you the opportunity to increase your winnings at all prize levels except the jackpot. If you play **POWER PLAY** and win a prize level other than the jackpot, your prize is multiplied by the **POWER PLAY** number for that drawing, except for the match 5 prize which is a set prize of \$2,000,000 with a **POWER PLAY** wager. When the **POWER PLAY** box is selected, it applies to all plays on the Playslip and adds \$1 cost to each game on the Playslip and each game played will cost \$3. The **POWER PLAY** number does NOT multiply the **POWERBALL** jackpot prize.

MEGAPLIER



MEGAPLIER option costs an additional \$1.00 per **MEGA MILLIONS** play. Example: **MEGA MILLIONS** ticket (\$2.00) + **MEGAPLIER** (\$1.00) = Total

amount of the ticket (\$3.00). Default illumination of button **NO** upon entry to the screen.

Prior to purchasing a **MEGA MILLIONS** ticket, players may select the **MEGAPLIER** option, which can increase their winning prize from two to five times. (Jackpot prize is not eligible.) Players may mark the **MEGAPLIER** box on their Playslip to select this option for all plays on their Playslip. In addition to the **MEGA MILLIONS** drawing, a separate drawing will be conducted for the **MEGAPLIER** option. Draw staff will select a single number from a range of 2 to 5 through a randomizer. If "5" is selected, the player will win 5 times the **MEGA MILLIONS** regular payout (Jackpot excluded).

DOUBLE PLAY Option for POWERBALL



DOUBLE PLAY costs an additional \$1.00 per **POWERBALL** play. Example: **POWERBALL** ticket (\$2.00) + **DOUBLE PLAY** (\$1.00) = Total amount of the ticket (\$3.00). If **POWERBALL** (\$1.00) is selected too, the total cost would be \$4.00.

DOUBLE PLAY gives players an additional chance to win a new set of prizes using the SAME numbers selected for their **POWERBALL** play(s).

DOUBLE PLAY has a separate drawing, which takes place after the official **POWERBALL** drawing. The **DOUBLE PLAY** drawing will use the same number sets as the **POWERBALL** drawing. Players win by matching their numbers to the numbers drawn during the **DOUBLE PLAY** drawing.



IMPORTANT: **DOUBLE PLAY** is an optional add-on to the **POWERBALL** game and does not replace or alter the **POWERPLAY** option. **POWERBALL** winning numbers shall not be used to determine **DOUBLE PLAY** prizes. **DOUBLE PLAY** winning numbers shall not be used to determine **POWERBALL** prizes. **DOUBLE PLAY** prizes shall not be multiplied or increased by the drawn **POWERPLAY** multiplier.

Players may mark the **DOUBLE PLAY** box on a playslip to select this option or they can request the **DOUBLE PLAY** option. When the **DOUBLE PLAY** box is selected, it applies to all plays on the playslip and adds a \$1.00 cost to each game on the playslip, increasing the total cost per game to \$3.00.



The starting jackpot will vary based on sales and will be announced before each drawing.

PLAYS



Choose to decrease or increase the number of plays by touching the  and  buttons on either side of the current number of plays. Default illumination of button **[1]** upon entry to the screen.

The maximum number of plays you can select is **10** (5 for **MATCH 6** game).

NOTE: Touch the button between the  and  buttons to access the keypad to quickly enter a specific number of plays.

Online games that offer the **Number of PLAYS** feature are:

- **CASH 5**
- **CASH4LIFE**
- **POWERBALL**
- **MEGA MILLIONS**
- **MATCH 6**
- **Treasure Hunt**

FIRST DRAW



Choose a specific draw date as the start draw day by touching the **-** and **+** buttons on either side of the currently selected start draw date. Default illumination of the current draw upon entry to the screen.

NOTE: Touch the button between the **-** and **+** buttons to access the pop-up window to quickly enter a specific start draw date.



Online games that offer the **FIRST DRAW** feature are:

- **PICK Family of games**
- **CASH 5**
- **POWERBALL**
- **MATCH 6**
- **Treasure Hunt**

DRAWS



Choose to decrease or increase the number of draws by touching the **-** and **+** buttons on either side of the current number of draws. Default illumination of button **[1]** upon entry to the screen.

NOTE: Touch the button between the **-** and **+** buttons to access the pop-up window to quickly enter a specific number of draws.

All **Online** games offer **Number of DRAWS** except **Millionaire Raffle**.

MULTI-SELECT (ONLINE Game Screens)



MULTI-SELECT allows a player to request individual **Quick Pick** tickets for multiple drawings.

1. Touch "**MULTI-SELECT**", .
2. Select the number of **DRAWS**.
3. Touch .

NOTE: Amount displayed is the total amount of the current transaction after all play options have been selected.


NOTE: Since all selections are **Quick Picks**, the **MULTI-SELECT** option produces an individual ticket with a unique set of numbers for each drawing.

Online games that offer the **MULTI-SELECT** feature are:

- **CASH 5**
- **CASH4LIFE**
- **POWERBALL**
- **MATCH 6**
- **Treasure Hunt**

LAST PLAY



Displays the last screen selections when the  button was last touched.

ADD TO CART



Touch this button to add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

For detail information about the **CHECK OUT** cart, see [SECTION 6 – CHECK OUT Cart](#)

STOP




Allows you to stop activity on the terminal. Example, if the terminal is in the process of printing tickets, touching this button would stop the printing process.

BUY NOW



Displays dollar amount of current transaction. Touch this button when all play options have been selected. The WAVE prints the purchased game ticket(s).

NOTE: The **CHECK OUT** screen displays the button as  .

Selling PICK 2



Cost: \$1.00 per play

Drawings:

Daily, seven days a week, 365 days a year. The lottery conducts two **PICK 2** drawings per day (Day and Evening). Players may play for the Day drawing, the Evening drawing, or a combination of the two. The date will automatically change on the terminal once the cut off time for the drawing has occurred.

How to Play:

Players choose a number from 00-99. The player may choose from the following play types:

- **STRAIGHT**- All numbers match in the exact order as drawn.
- **BOX** - All three numbers match in any order.
- **STRAIGHT/BOX (STR/BOX)** – Either match exact and/or any order.
- **SUPER STR** – Combines all possible STRAIGHT plays.
- **FRONT DIGIT** - The first number selected match in the exact match as drawn. Example, 1X.
- **BACK DIGIT** - The last number selected match in the exact match as drawn. Example, X2.


Players may choose their own numbers or have the computer select them via the “**Quick Pick**” method or a combination of the two.

There are many ways a player can win, depending on how they play their numbers and how the numbers played match the numbers chosen by the Lottery. Each of these play types have different odds and prizes. For more information see the Lottery’s “How to Play” topic on their website. Prize levels are paid out in cash.


Tickets can be purchased for up to 14 consecutive draws (7 consecutive Day draws and 7 Evening draws). The terminal will default to the next available drawing.



NOTE: PICK 2 *games cannot be cancelled. Winners must claim prizes within one (1) year of the winning draw date on the ticket.*

Selling a PICK 2 Quick Pick Ticket


1. On the **ONLINE GAMES** tab, touch the  game button. The **PICK 2** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.





NOTE: If the customer wants a partial **Quick Pick**, use the keypad to select the individual numbers the customer wants to manually select, and then touch  to allow the terminal to automatically select the remaining numbers.

2. Select the following options:
 - **DRAW TYPE**
 - **PLAY TYPE**
 - **WILD BALL**
 - **FIRST DRAW**
 - **DRAWS**
 - **TICKETS**
3. When all play options have been selected, do one of the following:
 - Touch . The **WAVE** prints the purchased game ticket(s).
 - **NOTE:** If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.
 - Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.


Selling a PICK 2 Manual Entry Ticket

1. On the **ONLINE GAMES** tab, touch the  game button. The **PICK 2** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.

NOTE: If the customer wants a partial **Quick Pick**, use the keypad to select the individual numbers the customer wants to manually select, and then touch  to allow the terminal to automatically select the remaining numbers.

2. Select the following options:
 - **DRAW TYPE**
 - **PLAY TYPE**
 - **WILD BALL**
 - **FIRST DRAW**
 - **DRAWS**
 - **TICKETS**
3. If necessary, use the keypad (located to the right of the screen) to select the customer's desired two numbers (**0-9**).
4. When all numbers have been selected, the ticket image on the screen updates to display the numbers selected.
5. When all play options have been selected, do one of the following:
 - Touch . The **WAVE** prints the purchased game ticket(s).

NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

NOTE: See [SECTION 7 – USING PLAYSLIPS](#) for instructions on how to use playslips to sell **Online** games.

Selling PICK 3



Cost:

Minimum \$0.50. The cost will depend on play options selected. The maximum value of a single **PICK 3** ticket shall not exceed \$100.

Drawings:

Daily, seven days a week, 365 days a year at 1:10 PM and 6:59 PM. The Lottery conducts two **PICK 3** drawings per day (Day and Evening). Players may play for the Day drawing, the Evening drawing, or a combination of the two. The date will automatically change on the terminal once the cut off time (1:00 PM and 6:45 PM) for the drawing has occurred.

How to Play:

Players choose a number from 000-999. The player may choose from the following play types:

- **STRAIGHT** (exact match)
- **BOX** (any combination)
- **STRAIGHT/BOX (STR/BOX)** – Either match exact and/or any order.
- **SUPER STR** – Combines all possible STRAIGHT plays.
- **FRONT PAIR** (the first 2 numbers of the winning numbers drawn in exact order - Example, 12X)
- **BACK PAIR** (the last 2 numbers of the winning numbers drawn in exact order - Example, X23)


Players may choose their own numbers or have the computer select them via the “**Quick Pick**” method or a combination of the two.

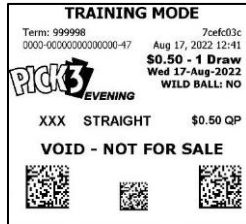
There are many ways a player can win, depending on how they play their numbers and how the numbers played match the numbers chosen by the Lottery. Each of these play types have different odds and prizes. For more information see the Lottery’s “How to Play” topic on their website. Prize levels are paid out in cash.

Tickets can be purchased for up to 42 consecutive draws (21 consecutive Day draws and 21 Evening draws). The terminal will default to the next available drawing.


NOTE: PICK 3 *games cannot be cancelled. Winners must claim prizes within one (1) year of the winning draw date on the ticket.*

Selling a PICK 3 Quick Pick Ticket

1. On the **ONLINE GAMES** tab, touch the  game button. The **PICK 3** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.




NOTE: If the customer wants a partial **Quick Pick**, use the keypad to select the individual numbers the customer wants to manually select, and then touch **QUICK PICK** to allow the terminal to automatically select the remaining numbers.


2. Select the following options:
 - **DRAW TYPE**
 - **PLAY TYPE**
 - **WILD BALL**
 - **FIRST DRAW**
 - **DRAWS**
 - **TICKETS**
 - **AMOUNT**
3. When all play options have been selected, do one of the following:
 - Touch . The **WAVE** prints the purchased game ticket(s).

NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

Selling a PICK 3 Manual Entry Ticket


1. On the **ONLINE GAMES** tab, touch the  game button. The **PICK 3** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.

NOTE: If the customer wants a partial **Quick Pick**, use the keypad to select the individual numbers the customer wants to manually select, and then touch  to allow the terminal to automatically select the remaining numbers.

2. Select the following options:
 - **DRAW TYPE**
 - **PLAY TYPE**
 - **WILD BALL**
 - **FIRST DRAW**
 - **DRAWS**
 - **TICKETS**
 - **AMOUNT**
3. If necessary, use the keypad (located to the right of the screen) to select the customer's desired three numbers (**0-9**).
4. When all numbers have been selected, the ticket image on the screen updates to display the numbers selected.
5. When all play options have been selected, do one of the following:

- Touch . The WAVE prints the purchased game ticket(s).

NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

NOTE: See [SECTION 7 – USING PLAYSLIPS](#) for instructions on how to use playslips to sell **Online** games.

Selling PICK 4



Cost:

Minimum play \$0.50. The cost will depend on play options selected. The maximum value of a single **PICK 4** ticket shall not exceed \$100.

Drawings:

Daily, seven days a week, 365 days a year at 1:10 PM and 6:55 PM. The Lottery conducts two **PICK 4** drawings per day (Day and Evening). Players may play for the Day drawing, the Evening drawing, or a combination of the two. The date will automatically change on the terminal once the cut off time (1:00 PM and 6:45 PM) for the drawing has occurred.

How to Play:

Players choose a number from 0000-9999. The player may choose from the following play types:

- **STRAIGHT** (exact match)
- **BOX** (any combination)
- **STRAIGHT/BOX (STR/BOX)** – Either match exact and/or any order.

Players may choose their own numbers or have the computer select them via the “**Quick Pick**” method or a combination of the two.


There are many ways a player can win, depending on how they play their numbers and how the numbers played match the numbers chosen by the Lottery. Each of these play types have different odds and prizes. For more information see the Lottery’s “How to Play” topic on their website.

Prize levels are paid out in cash.


Tickets can be purchased for up to 42 consecutive draws (21 consecutive Day draws and 21 Evening draws). The terminal will default to the next available drawing.


NOTE: *PICK 4* games cannot be cancelled. Winners must claim prizes within one (1) year of the winning draw date on the ticket.

Selling a PICK 4 Quick Pick Ticket


1. On the **ONLINE GAMES** tab, touch the  game button. The **PICK 4** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.




NOTE: If the customer wants a partial **Quick Pick**, use the keypad to select the individual numbers the customer wants to manually select, and then touch  to allow the terminal to automatically select the remaining numbers.


2. Select the following options:
 - **DRAW TYPE**
 - **PLAY TYPE**
 - **WILD BALL**
 - **FIRST DRAW**
 - **DRAWS**
 - **TICKETS**
 - **AMOUNT**
3. When all play options have been selected, do one of the following:
 - Touch . The WAVE prints the purchased game ticket(s).


NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

 - Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.


Selling a PICK 4 Manual Entry Ticket

1. On the **ONLINE GAMES** tab, touch the  game button. The **PICK 4** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.

NOTE: If the customer wants a partial **Quick Pick**, use the keypad to select the individual numbers the customer wants to manually select, and then touch  to allow the terminal to automatically select the remaining numbers.

2. Select the following options:
 - **DRAW TYPE**
 - **PLAY TYPE**
 - **WILD BALL**
 - **FIRST DRAW**
 - **DRAWS**
 - **TICKETS**
 - **AMOUNT**
3. If necessary, use the keypad (located to the right of the screen) to select the customer's desired four numbers (**0-9**).
4. When all numbers have been selected, the ticket image on the screen updates to display the numbers selected.
5. When all play options have been selected, do one of the following:
 - Touch . The WAVE prints the purchased game ticket(s).

NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

NOTE: See [SECTION 7 – USING PLAYSLEIPS](#) for instructions on how to use playslips to sell **Online** games.

Selling PICK 5



Cost:

Minimum play \$1.00. The cost will depend on play options selected. The maximum value of a single **PICK 5** ticket shall not exceed \$100.

Drawings:

Daily, seven days a week, 365 days a year at 1:10 PM and 6:55 PM. The Lottery conducts two PICK 5 drawings per day (Day and Evening). Players may play for the Day drawing, the Evening drawing, or a combination of the two. The date will automatically change on the terminal once the cut off time (1:00 PM and 6:45 PM) for the drawing has occurred.

How to Play:

Players choose a number from 00000-99999. The player may choose from the following play types:

- **STRAIGHT** (exact match)
- **BOX** (any combination)
- **FRONT PAIR** (the first 2 numbers of the winning numbers drawn in exact order - Example, 12XXX)
- **BACK PAIR** (the last 2 numbers of the winning numbers drawn in exact order - Example, XXX45)
- **FRONT 3** (the first 3 numbers of the winning numbers drawn in exact order - Example, 123XX)
- **BACK 3** (the last 3 numbers of the winning numbers drawn in exact order - Example, XX345)

- **FRONT 4** (the first 4 numbers of the winning numbers drawn in exact order - Example, 1234X)
- **BACK 4** (the last 4 numbers of the winning numbers drawn in exact order - Example, X2345)


Players may choose their own numbers or have the computer select them via the “**Quick Pick**” method or a combination of the two.

There are many ways a player can win, depending on how they play their numbers and how the numbers played match the numbers chosen by the Lottery. Each of these play types have different odds and prizes. For more information see the Lottery’s “How to Play” topic on their website. Prize levels are paid out in cash.

Tickets can be purchased for up to 42 consecutive draws (21 consecutive Day draws and 21 Evening draws). The terminal will default to the next available drawing.


NOTE: *PICK 5 games cannot be cancelled. Winners must claim prizes within one (1) year of the winning draw date on the ticket.*

Selling a PICK 5 Quick Pick Ticket


1. On the **ONLINE GAMES** tab, touch the  game button. The **PICK 5** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.




NOTE: If the customer wants a partial **Quick Pick**, use the keypad to select the individual numbers the customer wants to manually select, and then touch **QUICK PICK** to allow the terminal to automatically select the remaining numbers.


2. Select the following options:
 - **DRAW TYPE**
 - **PLAY TYPE**
 - **WILD BALL**
 - **FIRST DRAW**
 - **DRAWS**
 - **TICKETS**
3. When all play options have been selected, do one of the following:
 - Touch . The WAVE prints the purchased game ticket(s).


NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.


Selling a PICK 5 Manual Entry Ticket

1. On the **ONLINE GAMES** tab, touch the  game button. The **PICK 5** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.

NOTE: If the customer wants a partial **Quick Pick**, use the keypad to select the individual numbers the customer wants to manually select, and then touch  to allow the terminal to automatically select the remaining numbers.

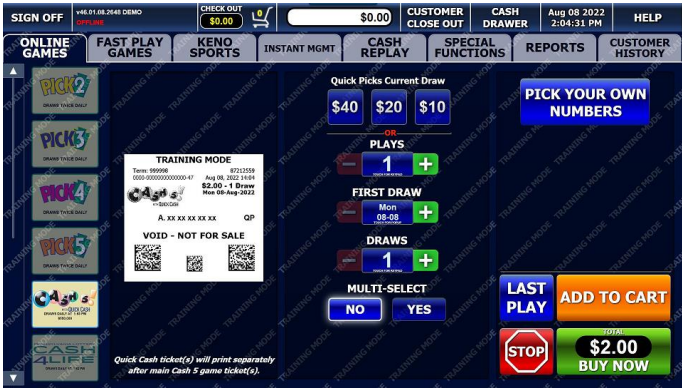
2. Select the following options:
 - **DRAW TYPE**
 - **PLAY TYPE**
 - **WILD BALL**
 - **FIRST DRAW**
 - **DRAWS**
 - **TICKETS**
3. If necessary, use the keypad (located to the right of the screen) to select the customer's desired four numbers (**0-9**).
4. When all numbers have been selected, the ticket image on the screen updates to display the numbers selected.
5. When all play options have been selected, do one of the following:
 - Touch . The **WAVE** prints the purchased game ticket(s).

NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

NOTE: See [SECTION 7 – USING PLAYSLIPS](#) for instructions on how to use playslips to sell **Online** games.

Selling CASH 5 with Quick Cash



Cost: \$2.00 per play


Drawings: Daily, seven days a week, 365 days a year. The date will automatically change on the terminal once the cut off time (6:57 PM) for the drawing has occurred.

How to Play:


Players choose five numbers from 1 to 43. Players win different amounts depending on whether they match 2, 3, 4, or all 5 of their numbers to those drawn by the Lottery.


The Jackpot of **CASH 5** is pari-mutuel, i.e., the total prize pool available, is equally divided among the winning tickets. If a player matches 2, 3, or 4 of the 5 winning numbers a set prize of \$2 (match 2 of 5), \$10 (match 3 of 5), \$200 (match 4 of 5) will be paid. If the top prize level is not won in a given drawing, the entire amount rolls over to the next drawing's top prize level.

Selling a CASH 5 Quick Pick Ticket

1. On the **ONLINE GAMES** tab, touch the  game button. The **CASH 5** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.




2. Select the following options:
 - **PLAYS**
 - **FIRST DRAW**
 - **DRAWS**
 - **MULTI-SELECT**
3. When all play options have been selected, do one of the following:
 - Touch . The WAVE prints the purchased game ticket(s).

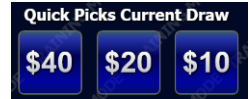
NOTE: *If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.*
 - Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.


Selling a CASH 5 Quick Picks Current Draw

Ticket

1. On the **ONLINE GAMES** tab, touch the  game button. The **CASH 5** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.

2. Touching any of the three **Quick Picks Current Draw** buttons allows the agent to quickly sell a ticket by pre-selecting the following parameters:




- **PLAYS:** preset matches the selected **Quick Picks Current Draw** button
- **FIRST DRAW:** preset to the next available
- **DRAWS:** preset to 1
- **MULTI-SELECT:** preset to 



3. When all play options have been selected, do one of the following:

- Touch . The WAVE prints the purchased game ticket(s).

NOTE: *If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.*

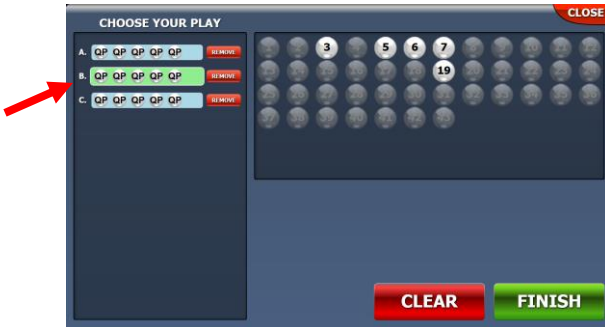
- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

Selling a CASH 5 Manual Entry Ticket

1. On the **ONLINE GAMES** tab, touch the  game button. The **CASH 5** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.
2. Select the following options:
 - **PLAYS**
 - **FIRST DRAW**
 - **DRAWS**
 - **MULTI-SELECT**
3. Touch . The **PICK YOUR OWN NUMBERS** screen displays with pre-selected Quick Pick numbers.



4. If multiple plays display in the **CHOOSE YOUR PLAY** window, touch the play option you want to edit and continue to step 5.



NOTE: The selected play turns green and non-selected plays have a light blue background.

5. Do one of the following:

- If the customer wants to manually select all of the numbers for the selected play, touch **CLEAR** to deselect the pre-selected Quick Pick numbers and touch the appropriate individual numbers in the **PICK 5 NUMBERS** window.



- If the customer wants a Partial Quick Pick, touch the pre-selected Quick Pick numbers displayed in the **PICK 5 NUMBERS** window to be replaced and touch the numbers the customer wants to manually select.

NOTE: At any time during the selection of numbers, you can touch **QUICK PICK** to allow the terminal to randomly generate the remaining numbers.


6. When all numbers have been selected, touch **FINISH**. The **CASH 5** screen displays, showing the manually selected numbers on the ticket image.

NOTE: To exit the **PICK YOUR OWN NUMBERS** screen without saving changes, touch **CLOSE** located in the top-right corner of the screen. Once back on the **CASH 5 Purchase** screen, you can touch **PICK YOUR OWN NUMBERS** to return to the **PICK YOUR OWN NUMBERS** screen to change/remove a play.

7. When all play options have been selected, do one of the following:

- Touch **\$2.00 BUY NOW**. The WAVE prints the purchased game ticket(s).



NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.


NOTE: See [SECTION 7 – USING PLAYSLIPS](#) for instructions on how to use playslips to sell **Online** games.

QUICK CASH


The **QUICK CASH** game(s) will follow the main **CASH 5** game play ticket on a **separate ticket**. Up to five **QUICK CASH** games will print on one ticket, depending on the total purchase price. When any of YOUR NUMBERS match any WINNING NUMBER in the same GAME, win PRIZE shown for that GAME (either \$2 or \$6). If more than one GAME prints on a **QUICK CASH** ticket, as a result of the purchase price, each GAME will play separately. **QUICK CASH** is played separately from the main **CASH 5** game. Players do NOT have to wait until after the Evening Drawing to cash winnings from the **QUICK CASH** game(s).

1. Touch the  button on the **ONLINE GAMES** screen.
2. Enter a playslip or if the player requests a **Quick Pick**, select the player's options and touch .

OR

3. Touch  to select the numbers the player wants to play.

NOTE: If you need to change numbers you have entered, touch **[CLEAR]** to remove those numbers and start over or touch the number again to de-select it.

4. Select the player's game options.
5. Touch . The terminal prints the ticket(s).



Selling CASH4LIFE



Cost: \$2.00 for each play

Drawings: Every night at 9:00 PM. The date will automatically change on the terminal once the cut off time (8:45 PM) for the drawing has occurred.

How to Play:


Players choose five numbers from 1 to 60 from the first set of numbers and pick one number (The Cash Ball Number) from 1 to 4 from a second set of numbers. Players may choose their own numbers or have the computer select them via the “**Quick Pick**” method or a combination of the two.

Advance play is available for up to 10 consecutive draws. However, the terminal will default to the next available drawing. Advance draws can only be selected starting with the next available drawing.


Players have the opportunity to win nine different prize levels by matching their numbers to those drawn. Each ticket is an annuity ticket. The top **CASH4LIFE** prize level is pari-mutuel. (The total prize pool available is equally divided among the multiple top prize winners.) The 2nd through 9th prize levels may be reduced if liability caps are exceeded.


NOTE: **CASH4LIFE** games cannot be cancelled. Winners must claim prizes within one (1) year of the winning draw date on the ticket.

Selling a CASH4LIFE Quick Pick Ticket


1. On the **ONLINE GAMES** tab, touch the  game button. The **CASH4LIFE** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.



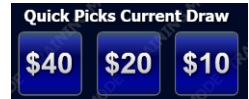
2. Select the following options:
 - **PLAYS**
 - **DRAWS**
 - **MULTI-SELECT**
3. When all play options have been selected, do one of the following:
 - Touch . The WAVE prints the purchased game ticket(s).


NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.
 - Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

Selling a CASH4LIFE Quick Picks Current Draw Ticket

1. On the **ONLINE GAMES** tab, touch the  game button. The **CASH4LIFE** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.

2. Touching any of the three **Quick Picks Current Draw** buttons allows the agent to quickly sell a ticket by pre-selecting the following parameters:




- **PLAYS:** preset matches the selected **Quick Picks Current Draw** button
- **DRAWS:** preset to **1**
- **MULTI-SELECT:** preset to 



3. When all play options have been selected, do one of the following:

- Touch . The WAVE prints the purchased game ticket(s).

NOTE: *If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.*

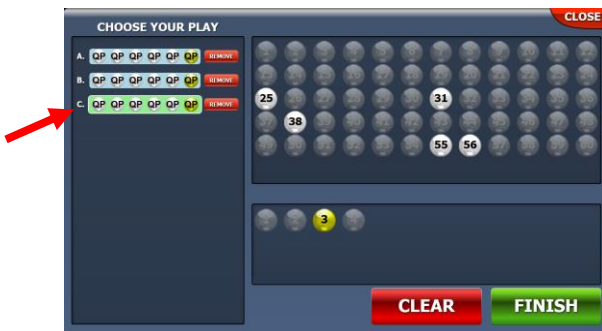
- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

Selling a CASH4LIFE Manual Entry Ticket

1. On the **ONLINE GAMES** tab, touch the  game button. The **CASH4LIFE** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.
2. Select the following options:
 - **PLAYS**
 - **DRAWS**
 - **MULTI-SELECT**
3. Touch . The **PICK YOUR OWN NUMBERS** screen displays with pre-selected Quick Pick numbers.



4. If multiple plays display in the **CHOOSE YOUR PLAY** window, touch the play option you want to edit and continue to step 5.



NOTE: The selected play turns green and non-selected plays have a light blue background.

5. Do one of the following:

- If the customer wants to manually select all of the numbers for the selected play, touch **CLEAR** to deselect the pre-selected Quick Pick numbers and touch the appropriate individual numbers in the **PICK 5 NUMBERS** window, then one number in the **PICK YOUR CASH BALL** window.



- If the customer wants a Partial Quick Pick, touch the pre-selected Quick Pick numbers displayed in the **PICK 5 NUMBERS** and/or **PICK YOUR CASH BALL** windows to be replaced and touch the numbers the customer wants to manually select.

NOTE: At any time during the selection of numbers, you can touch **QUICK PICK** to allow the terminal to randomly generate the remaining numbers.

6. When all numbers have been selected, touch **FINISH**. The **CASH4LIFE** screen displays, showing the manually selected numbers on the ticket image.


NOTE: To exit the **PICK YOUR OWN NUMBERS** screen without saving changes, touch **CLOSE** located in the top-right corner of the screen. Once back on the **CASH4LIFE** screen, you can touch **PICK YOUR OWN NUMBERS** to return to the **PICK YOUR OWN NUMBERS** screen to change/remove a play.

7. When all play options have been selected, do one of the following:

- Touch **\$2.00 BUY NOW**. The WAVE prints the purchased game ticket(s).

NOTE: If the total cost of the purchase exceeds the preset

limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

NOTE: See [SECTION 7 – USING PLAYSLIPS](#) for instructions on how to use playslips to sell **Online** games.

Selling POWERBALL



Cost:

Minimum \$2.00 for **POWERBALL**, \$1.00 for **POWER PLAY**. The cost will depend on play options selected. The maximum value of a single **POWERBALL** ticket shall not exceed \$100.

Drawings:

Every Monday, Wednesday, and Saturday at 10:59 PM. The date will automatically change on the terminal once the cut off time (9:50 PM) for the drawing has occurred.

How to Play:

Players choose five (5) numbers from 1 to 69 from the first set of numbers and pick one (1) number (the **POWERBALL** number) from 1 to 26 from a second set of numbers. Players may choose their own numbers or have the computer select them via the “**Quick Pick**” method or a combination of the two.

Tickets can be purchased for up to 20 consecutive draws. The terminal will default to the next available drawing.

All prize levels are paid out in cash, including the jackpot. Players have the opportunity to win nine different prize levels by matching their numbers to those drawn by MUSL (Multi-State Lottery Association). Each ticket is an annuity ticket. The top **POWERBALL** prize level is pari-mutuel. (The total prize pool available is equally divided among the winning tickets.) If the top prize level is not won in a given drawing, the entire amount rolls over to the next drawing's top prize

NOTE: POWERBALL games cannot be canceled. Winners must claim prizes within one (1) year of the winning draw date on the ticket.

Win More with POWER PLAY

POWER PLAY option costs an additional \$1 per play. Example: **POWERBALL** ticket (\$2.00) + **POWER PLAY** (\$1.00) = Total amount of the ticket (\$3.00). Default illumination of button **NO** upon entry to the screen.

Prior to a **POWERBALL** drawing, the **POWER PLAY** number (2, 3, 4, 5, or 10) is randomly selected. (The '10' **POWER PLAY** multiplier is only available when the **POWERBALL** jackpot is between \$40 and \$150 million.) **POWERPLAY** does not apply to the jackpot.

POWER PLAY is a **POWERBALL** option that gives you the opportunity to increase your winnings at all prize levels except the jackpot. If you play **POWER PLAY** and win a prize level other than the jackpot, your prize is multiplied by the **POWER PLAY** number for that drawing, except for the match 5 prize which is a set prize of \$2,000,000 with a **POWER PLAY** wager. When the **POWER PLAY** box is selected, it applies to all plays on the Playslip and adds \$1 cost to each game on the Playslip and each game played will cost \$3. The **POWER PLAY** number does NOT multiply the **POWERBALL** jackpot prize.

Win More with DOUBLE PLAY

DOUBLE PLAY option is an additional \$1 per play. Example: **POWERBALL** ticket (\$2.00) + **DOUBLE PLAY** (\$1.00) = Total amount of the ticket (\$3.00). If **POWER PLAY** (\$1.00) is selected too, the total cost would be \$4.00. Default illumination of button **NO** upon entry to the screen.


DOUBLE PLAY gives players an additional chance to win a new set of prizes using the SAME numbers selected for their **POWERBALL** play(s).

DOUBLE PLAY has a separate drawing which takes place after the official **POWERBALL** drawing. The **DOUBLE PLAY** drawing will use the same number sets as the **POWERBALL** drawing. Players win by matching their numbers to the number drawn during the **DOUBLE PLAY** drawing.


IMPORTANT: **DOUBLE PLAY** is an optional add-on to the **POWERBALL** game and does not replace or alter the **DOUBLE PLAY** option. **POWERBALL** winning numbers shall not be used to determine **DOUBLE PLAY** prizes. **DOUBLE PLAY** winning numbers shall not be used to determine **POWERBALL** prizes. **DOUBLE PLAY** prizes shall not be multiplied or increased by the drawn **POWER PLAY** multiplier.


Players may mark the **DOUBLE PLAY** box on a playslip to select this option or then can request the **DOUBLE PLAY** option. When the **DOUBLE PLAY** box is selected, it applies to all plays on the playslip and adds \$1.00 cost to each game on the playslip, increasing the total cost per game to \$3.00.

Selling a POWERBALL Quick Pick Ticket


1. On the **ONLINE GAMES** tab, touch the  game button. The **POWERBALL** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.



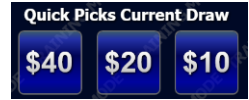
2. Select the following options:
 - **POWER PLAY**
 - **DOUBLE PLAY**
 - **PLAYS**
 - **FIRST DRAW**
 - **DRAWS**
 - **MULTI-SELECT**
3. When all play options have been selected, do one of the following:
 - Touch . The WAVE prints the purchased game ticket(s).


NOTE: *If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.*
 - Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

Selling a POWERBALL Quick Picks Current Draw Ticket



1. On the **ONLINE GAMES** tab, touch the  game button. The **POWERBALL** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.

2. Touching any of the three **Quick Picks Current Draw** buttons allows the agent to quickly sell a ticket by pre-selecting the following parameters:





- **PLAYS:** preset matches the selected **Quick Picks Current Draw** button
- **FIRST DRAW:** preset to the next available
- **DRAWS:** preset to 1
- **MULTI-SELECT:** preset to 


3. The **POWER PLAY** is an active option. Do one of the following:

- Touch  to decline adding.
- Touch  to add.


4. The **DOUBLE PLAY** is an active option. Do one of the following:

- Touch  to decline adding.
- Touch  to add.



5. When all play options have been selected, do one of the following:

- Touch . The WAVE prints the purchased game ticket(s).

NOTE: *If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.*

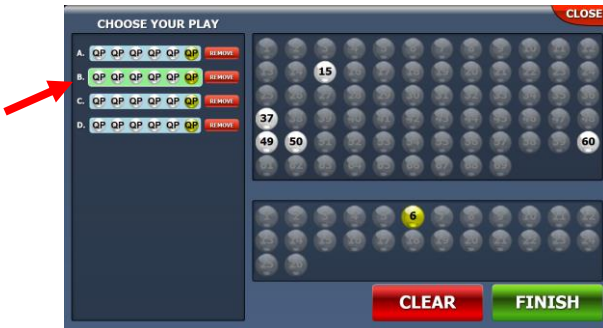
- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

Selling a POWERBALL Manual Entry Ticket

1. On the **ONLINE GAMES** tab, touch the  game button. The **POWERBALL** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.
2. Select the following options:
 - **POWER PLAY**
 - **DOUBLE PLAY**
 - **PLAYS**
 - **FIRST DRAW**
 - **DRAWS**
 - **MULTI-SELECT**
3. Touch . The **PICK YOUR OWN NUMBERS** screen displays with pre-selected Quick Pick numbers.



4. If multiple plays display in the **CHOOSE YOUR PLAY** window, touch the play option you want to edit and continue to step 5.



NOTE: The selected play turns green and non-selected plays have a light blue background.

5. Do one of the following:

- If the customer wants to manually select all of the numbers for the selected play, touch **CLEAR** to deselect the pre-selected Quick Pick numbers and touch the appropriate individual numbers in the **PICK 5 NUMBERS** window, then one number in the **PICK YOUR POWERBALL** window.



- If the customer wants a Partial Quick Pick, touch the pre-selected Quick Pick numbers displayed in the **PICK 5 NUMBERS** and/or **PICK YOUR POWERBALL** windows to be replaced and touch the numbers the customer wants to manually select.

NOTE: At any time during the selection of numbers, you can touch **QUICK PICK** to allow the terminal to randomly generate the remaining numbers.

6. When all numbers have been selected, touch **FINISH**. The **POWERBALL** screen displays, showing the manually selected numbers on the ticket image.


NOTE: To exit the **PICK YOUR OWN NUMBERS** screen without saving changes, touch **CLOSE** located in the top-right corner of the screen. Once back on the **POWERBALL** screen, you can touch **PICK YOUR OWN NUMBERS** to return to the **PICK YOUR OWN NUMBERS** screen to change/remove a play.

7. When all play options have been selected, do one of the following:

- Touch **\$2.00 BUY NOW**. The WAVE prints the purchased game ticket(s).

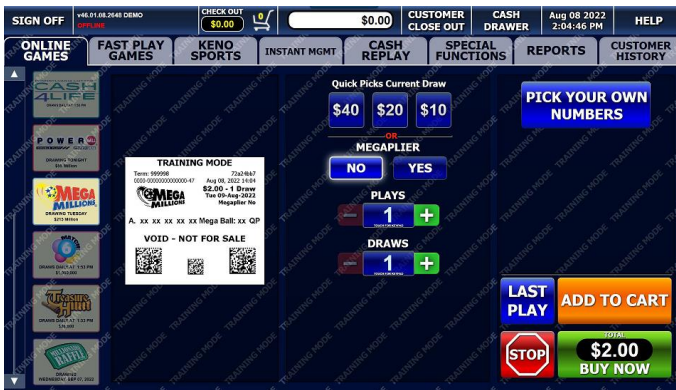
NOTE: If the total cost of the purchase exceeds the preset

limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

NOTE: See [SECTION 7 – USING PLAYSLEIPS](#) for instructions on how to use playslips to sell **Online** games.

Selling MEGA MILLIONS



Cost:

Minimum \$2.00 for **MEGA MILLIONS**, \$1.00 for **MEGAPLIER**. The cost will depend on play options selected. The maximum value of a single **MEGA MILLIONS** ticket shall not exceed \$100.

Drawings:

Every Tuesday and Friday at 11:00 PM. The date will automatically change on the terminal once the cut off time (9:50 PM) for the drawing has occurred.

How to Play:

Players choose five (5) numbers from 1 to 70 from the first set of numbers and pick one (1) number (The **Mega Ball** number) from 1 to 25 from a second set of numbers. Players may choose their own numbers or have the computer select them via the “**Quick Pick**” method or a combination of the two.

Tickets can be purchased for up to 20 consecutive draws. The terminal will default to the next available drawing.

All prize levels are paid out in cash, including the jackpot. Players have the opportunity to win nine different prize levels by matching their numbers to those drawn by MUSL (Multi-State Lottery Association). Each ticket is an annuity ticket. The top **MEGA MILLIONS** prize level is pari-mutuel. (The total prize pool available is equally divided among the winning tickets.) If the top prize level is not won in a given drawing, the entire amount rolls over to the next drawing's top prize.

NOTE: *MEGA MILLIONS* games cannot be cancelled. Winners must claim prizes within one (1) year of the winning draw date on the ticket.


Win More with MEGAPLIER

MEGAPLIER option costs an additional \$1.00 per **MEGA MILLIONS** play. Example: **MEGA MILLIONS** ticket (\$2.00) + **MEGAPLIER** (\$1.00) = Total amount of the ticket (\$3.00). Default illumination of button **NO** upon entry to the screen.

Prior to purchasing a **MEGA MILLIONS** ticket, players may select the **MEGAPLIER** option, which can increase their winning prize from two to five times. (Jackpot prize is not eligible.) Players may mark the **MEGAPLIER** box on their Playslip to select this option for all plays on their Playslip. In addition to the **MEGA MILLIONS** drawing, a separate drawing will be conducted for the **MEGAPLIER** option. Draw staff will select a single number from a range of 2 to 5 through a randomizer. If “5” is selected, the player will win 5 times the **MEGA MILLIONS** regular payout (Jackpot excluded).


The starting jackpot will vary based on sales and will be announced before each drawing.

Selling a MEGA MILLIONS Quick Pick Ticket


1. On the **ONLINE GAMES** tab, touch the  game button. The **MEGA MILLIONS** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.




2. Select the following options:9
 - **MEGAPLIER**
 - **PLAYS**
 - **DRAWS**
3. When all play options have been selected, do one of the following:

- Touch . The WAVE prints the purchased game ticket(s).

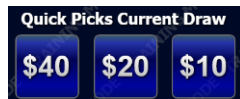
NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.



- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

Selling a MEGA MILLIONS Quick Picks Current Draw Ticket

1. On the **ONLINE GAMES** tab, touch the  game button. The **MEGA MILLIONS** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.


2. Touching any of the three **Quick Picks Current Draw** buttons allows the agent to quickly sell a ticket by pre-selecting the following parameters:





- **PLAYS:** preset matches the selected **Quick Picks Current Draw** button
 - **DRAWS:** preset to 1
3. The **MEGAPLIER** is the only active option. Do one of the following:
 - Touch  to decline adding.
 - Touch  to add.
 4. When all play options have been selected, do one of the following:

- Touch . The WAVE prints the purchased game ticket(s).

NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

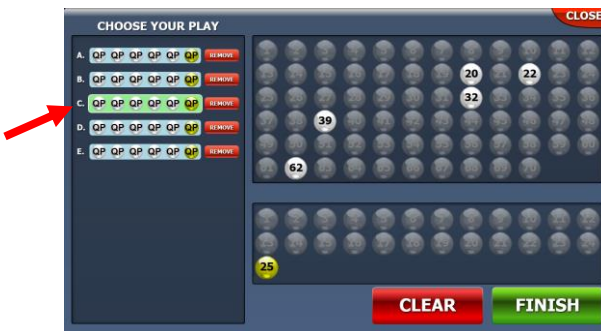
- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

Selling a MEGA MILLIONS Manual Entry Ticket

1. On the **ONLINE GAMES** tab, touch the  game button. The **MEGA MILLIONS** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.
2. Select the following options:
 - **MEGAPLIER**
 - **PLAYS**
 - **DRAWS**
3. Touch . The **PICK YOUR OWN NUMBERS** screen displays with pre-selected Quick Pick numbers.



4. If multiple plays display in the **CHOOSE YOUR PLAY** window, touch the play option you want to edit and continue to step 5.



NOTE: The selected play turns green and non-selected plays have a light blue background.

5. Do one of the following:

- If the customer wants to manually select all of the numbers for the selected play, touch **CLEAR** to deselect the pre-selected Quick Pick numbers and touch the appropriate individual numbers in the **PICK 5 NUMBERS** window, then one number in the **PICK YOUR MEGA BALL** window.



- If the customer wants a Partial Quick Pick, touch the pre-selected Quick Pick numbers displayed in the **PICK 5 NUMBERS** and/or **PICK YOUR MEGA BALL** windows to be replaced and touch the numbers the customer wants to manually select.

NOTE: At any time during the selection of numbers, you can touch **QUICK PICK** to allow the terminal to randomly generate the remaining numbers.


6. When all numbers have been selected, touch **FINISH**. The **MEGA MILLIONS** screen displays, showing the manually selected numbers on the ticket image.

NOTE: To exit the **PICK YOUR OWN NUMBERS** screen without saving changes, touch **CLOSE** located in the top-right corner of the screen. Once back on the **MEGA MILLIONS** screen, you can touch **PICK YOUR OWN NUMBERS** to return to the **PICK YOUR OWN NUMBERS** screen to change/remove a play.

7. When all play options have been selected, do one of the following:

- Touch **\$2.00 BUY NOW**. The WAVE prints the purchased game ticket(s).

NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

NOTE: See [SECTION 7 – USING PLAYSLIPS](#) for instructions on how to use playslips to sell **Online** games.

Selling MATCH 6



Cost: \$2.00 per play

Drawings: Everyday at 6:59 PM. The date will automatically change on the terminal once the cut off time (6:57 PM) for the drawing has occurred.

How to Play:


MATCH 6 is designed to give the player the chance to win up to four prizes in each game. Players choose six numbers from 1 to 49 for the first play (costing \$2.00), and the next two plays are free **Quick Picks**. The player then has three lines of six numbers each for a total of 18 numbers. Players may also use a playslip to choose their own numbers, have the computer select them through the “**Quick Pick**” method, or a combination of the two.

Advance play is available for up to 26 draws in advance.


All prize levels are paid out in cash, including the jackpot. Players have the opportunity to win eleven different prize levels by matching their numbers to those drawn by the Pennsylvania Lottery. The top **MATCH 6** prize level is pari-mutuel (the total jackpot prize is equally divided among the winning tickets). If the top prize level is not won in a given drawing, the entire amount rolls over to the next drawing’s top prize level.

NOTE: *MATCH 6* games cannot be cancelled. Winners must claim prizes within one (1) year of the winning draw date on the ticket.


Selling a MATCH 6 Quick Pick Ticket

1. On the **ONLINE GAMES** tab, touch the  game button. The **MATCH 6** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.




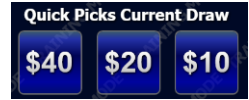
2. Select the following options:
 - **PLAYS**
 - **FIRST DRAW**
 - **DRAWS**
 - **MULTI-SELECT**
3. When all play options have been selected, do one of the following:
 - Touch . The WAVE prints the purchased game ticket(s).

NOTE: *If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.*


- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

Selling a MATCH 6 Quick Picks Current Draw Ticket


1. On the **ONLINE GAMES** tab, touch the  game button. The **MATCH 6** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.
2. Touching any of the three **Quick Picks Current Draw** buttons allows the agent to quickly sell a ticket by pre-selecting the following parameters:





- **PLAYS:** preset matches the selected **Quick Picks Current Draw** button
 - **FIRST DRAW:** preset to the next available
 - **DRAWS:** preset to 1
3. When all play options have been selected, do one of the following:

- Touch . The WAVE prints the purchased game ticket(s).

NOTE: *If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.*

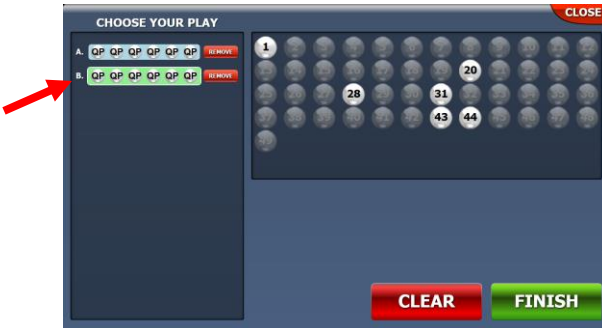
- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

Selling a MATCH 6 Manual Entry Ticket

1. On the **ONLINE GAMES** tab, touch the  game button. The **MATCH 6** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.
2. Select the following options:
 - **PLAYS**
 - **FIRST DRAW**
 - **DRAWS**
 - **MULTI-SELECT**
3. Touch . The **PICK YOUR OWN NUMBERS** screen displays with pre-selected Quick Pick numbers.



4. If multiple plays display in the **CHOOSE YOUR PLAY** window, touch the play option you want to edit and continue to step 5.



NOTE: The selected play turns green and non-selected plays have a light blue background.

5. Do one of the following:

- If the customer wants to manually select all of the numbers for the selected play, touch **CLEAR** to deselect the pre-selected Quick Pick numbers and touch the appropriate individual numbers in the **PICK 6 NUMBERS** window.



- If the customer wants a Partial Quick Pick, touch the pre-selected Quick Pick numbers displayed in the **PICK 6 NUMBERS** window to be replaced and touch the numbers the customer wants to manually select.

NOTE: At any time during the selection of numbers, you can touch **QUICK PICK** to allow the terminal to randomly generate the remaining numbers.


6. When all numbers have been selected, touch **FINISH**. The **MATCH 6** screen displays, showing the manually selected numbers on the ticket image.

NOTE: To exit the **PICK YOUR OWN NUMBERS** screen without saving changes, touch **CLOSE** located in the top-right corner of the screen. Once back on the **MATCH 6** screen, you can touch **PICK YOUR OWN NUMBERS** to return to the **PICK YOUR OWN NUMBERS** screen to change/remove a play.

7. When all play options have been selected, do one of the following:

- Touch **\$2.00 BUY NOW**. The WAVE prints the purchased game ticket(s).

NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

NOTE: See [SECTION 7 – USING PLAYSLIPS](#) for instructions on how to use playslips to sell **Online** games.

Selling Treasure Hunt



Cost:

Minimum \$1.00. The maximum value of a single Treasure Hunt ticket shall not exceed \$100.

Drawings:

The Animated Web Broadcast to be daily, seven days a week, 365 days a year after 1:35 PM. The date will automatically change on the terminal once the cut off time for the drawing has occurred.


How to Play:

Players choose five (5) numbers from 1 to 30. Players win different amounts depending on whether they match 2, 3, 4, or all 5 of their numbers to those drawn by the Lottery.


Tickets can be purchased for the current drawing or up to seven consecutive days in advance.


NOTE: *Treasure Hunt* games can be cancelled. Winners must claim prizes within one (1) year of the winning draw date on the ticket.

Selling a Treasure Hunt Quick Pick Ticket


1. On the **ONLINE GAMES** tab, touch the  game button. The **Treasure Hunt** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.



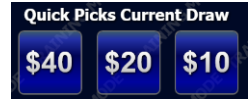
2. Select the following options:
 - **PLAYS**
 - **FIRST DRAW**
 - **DRAWS**
 - **MULTI-SELECT**
3. When all play options have been selected, do one of the following:
 - Touch . The WAVE prints the purchased game ticket(s).


NOTE: *If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.*
 - Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

Selling a Treasure Hunt Quick Picks Current Draw Ticket

1. On the **ONLINE GAMES** tab, touch the  game button. The **Treasure Hunt** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.

2. Touching any of the three **Quick Picks Current Draw** buttons allows the agent to quickly sell a ticket by pre-selecting the following parameters:




- **PLAYS:** preset matches the selected **Quick Picks Current Draw** button
- **FIRST DRAW:** preset to the next available
- **DRAWS:** preset to 1
- **MULTI-SELECT:** preset to 



3. When all play options have been selected, do one of the following:

- Touch . The WAVE prints the purchased game ticket(s).

NOTE: *If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.*

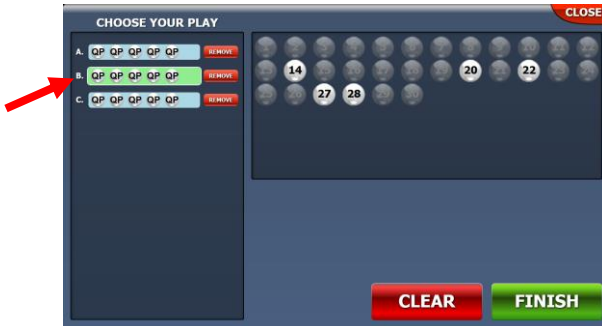
- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

Selling a Treasure Hunt Manual Entry Ticket

1. On the **ONLINE GAMES** tab, touch the  game button. The **Treasure Hunt** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.
2. Select the following options:
 - **PLAYS**
 - **FIRST DRAW**
 - **DRAWS**
 - **MULTI-SELECT**
3. Touch . The **PICK YOUR OWN NUMBERS** screen displays with pre-selected Quick Pick numbers.



4. If multiple plays display in the **CHOOSE YOUR PLAY** window, touch the play option you want to edit and continue to step 5.



NOTE: The selected play turns green and non-selected plays have a light blue background.

5. Do one of the following:

- If the customer wants to manually select all of the numbers for the selected play, touch **CLEAR** to deselect the pre-selected Quick Pick numbers and touch the appropriate individual numbers in the **PICK 5 NUMBERS** window.



- If the customer wants a Partial Quick Pick, touch the pre-selected Quick Pick numbers displayed in the **PICK 5 NUMBERS** window to be replaced and touch the numbers the customer wants to manually select.

NOTE: At any time during the selection of numbers, you can touch **QUICK PICK** to allow the terminal to randomly generate the remaining numbers.

6. When all numbers have been selected, touch **FINISH**. The **Treasure Hunt** screen displays, showing the manually selected numbers on the ticket image.

NOTE: To exit the **PICK YOUR OWN NUMBERS** screen without saving changes, touch **CLOSE** located in the top-right corner of the screen. Once back on the **Treasure Hunt** screen, you can touch **PICK YOUR OWN NUMBERS** to return to the **PICK YOUR OWN NUMBERS** screen to change/remove a play.

7. When all play options have been selected, do one of the following:

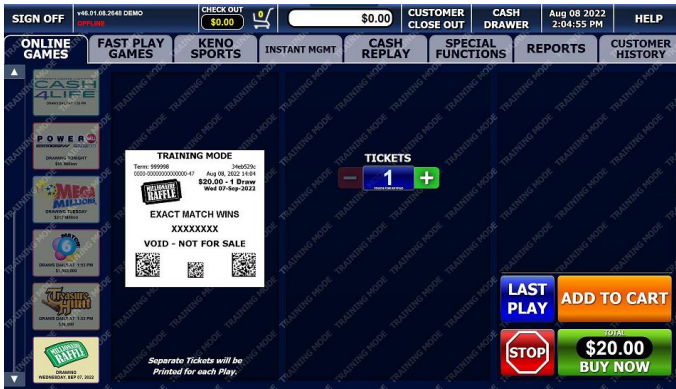
- Touch **\$1.00 BUY NOW**. The WAVE prints the purchased game ticket(s).

NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

- Touch **ADD TO CART**. This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

NOTE: See [SECTION 7 – USING PLAYSLIPS](#) for instructions on how to use playslips to sell **Online** games.

Selling Millionaire Raffle



Cost:

Minimum \$20.00. The cost will depend on play options selected. The maximum value of a single **MILLIONAIRE RAFFLE** ticket shall not exceed \$100.

Drawings:

Every day of the week, the drawing day message on the button should be DRAWING [Day, date, Year].


How to Play:

These limited-edition **MILLIONAIRE RAFFLE** games are designed to allow players to purchase tickets for an exclusive chance to win various cash prizes on the drawing date determined by the Pennsylvania Lottery. Players have the opportunity to win various different prize levels by exactly matching their ticket number to those drawn by the Pennsylvania Lottery. Each **Raffle** ticket will contain a unique, eight-digit number issued sequentially across Pennsylvania. Players cannot select their own numbers. **Raffle** is an all-cash game. **MILLIONAIRE RAFFLE** has no future draws available: you are playing for the specified drawing only.

MILLIONAIRE RAFFLE prizes are pre-determined, meaning that one winning ticket will be associated with one prize. Sales will close when all tickets have been purchased or at a Lottery-designated time on the drawing date, whichever occurs earlier.


NOTE: **MILLIONAIRE RAFFLE** games cannot be cancelled. Winners must claim prizes within one (1) year of the winning draw date on the ticket.

Selling a MILLIONAIRE RAFFLE Game


1. On the **ONLINE GAMES** tab, touch the  game button. The **MILLIONAIRE RAFFLE** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.



2. Select the number of **TICKETS**.
3. When all play options have been selected, do one of the following:

- Touch . The WAVE prints the purchased game ticket(s).

NOTE: *If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.*

- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

SECTION 9 – FAST PLAY GAMES Tab



The **Fast Play Games** screen displays game options using a unique game button. These buttons provide access to the game play terminal function. When a button is touched, the initial screen for that function displays a **Fast Play** game ticket and additional play options.

NOTE: Ticket price based on the **Fast Play** game selected.

With multiple price points and lots of variety, **Fast Play** games have individual prize structures and rules – just like **Instant** games. The only difference is that **Fast Play** games are printed on demand from a lottery terminal. Players may choose from the currently available selection of **Fast Play** games.


NOTE: **Fast Play** games have no drawings or numbers selections.

Players simply purchase the **Fast Play** game of their choice and follow the play instructions. Players can look to see if they've won according to the game's rules. Players may also instantly check and validate **Fast Play** tickets at any Lottery Agent. Each **Fast Play** game has its own unique prize structure, top prizes and/or progressive top prizes. When all top prizes in a game are sold, the game will automatically end sales.


NOTE: **Fast Play** games cannot be cancelled. Winners must claim prizes within one (1) year of the winning draw date on the ticket



Selling Fast Play Games

1. On the **FAST PLAY GAMES** tab, touch a **[Fast Play]** game button. The **Fast Play** game ticket image displays on the terminal screen.
2. Select the number of **TICKETS**.
3. When all play options have been selected, do one of the following:
 - Touch . The WAVE prints the purchased game ticket(s).

***NOTE:** If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.*

 - Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

SECTION 10 – KENO SPORTS Tab

The **KENO SPORTS** screen displays game options using a unique game button with that specific game graphics. These buttons provide access to the game play terminal function.

Each game button displays information pertaining to that specific game.

Selling KENO

Cost:

\$1 to \$20 (**KENO** multiplier triples the cost)

Drawings:


Daily/Nightly, seven days a week, 365 days a year (from approximately 5:49 AM till 1:39 AM.) **KENO** drawings every four minutes.

How to Play:


KENO is drawn at random from among the numbers 1 to 80. Players try to match up to 10 numbers (known as SPOTS) per draw. Players may use a playslip to choose numbers for each of their desired SPOTS or select **Quick Pick** to allow the computer to choose them at random. Adding the **KENO MULTIPLIER** option will multiply the prize for a winning play depending on the **MULTIPLIER** drawn (2X, 3X, 4X, 5X or 10X) and triple the cost (\$1 base play + \$2 Multiplier = \$3 ticket).




Selling a KENO Quick Pick Ticket

1. On the **KENO SPORTS** tab, touch the  game button. The **KENO** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.



2. Select the following options:
 - **SPOTS**
 - **AMOUNT**
 - **DRAWS**
 - **MULTIPLIER**
3. When all play options have been selected, do one of the following:
 - Touch . The WAVE prints the purchased game ticket(s).

NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

NOTE: See [SECTION 7 – USING PLAYSLIPS](#) for instructions on how to use playslips to sell **Online** games.

Selling DERBY CASH

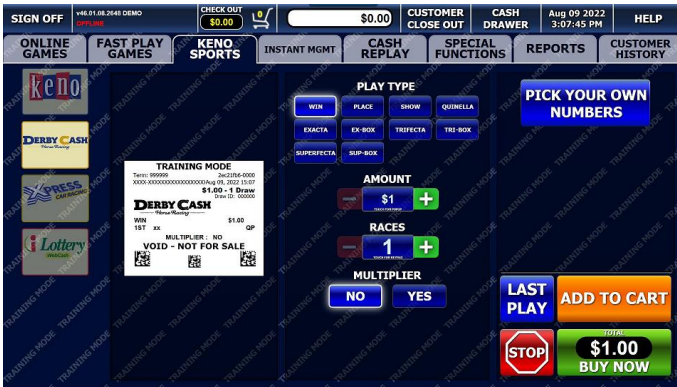
Cost: \$1.00 to \$20.00. (**DERBY CASH** multiplier triples the cost)

How to Play:

In **DERBY CASH** players may use a playslip or manually choose their horse(s). Each race (drawing) consists of 12 horses; all have different chances of winning. The lowest numbered horse has the best chance of winning each race, while the highest numbered horse has the least chance of winning. Each race will result in a 1st, 2nd, 3rd, and 4th place finisher. Players win by matching their selected horse numbers(s) and chosen play type with the drawn horse numbers. Prizes increase as the play amount increases. There is a multiplier option which triples the ticket cost, but the player could multiply their winnings by up to 10 times.

Quick Pick is an option. New races (drawings) occur every four minutes. For a \$1 play, prizes range from \$3 to \$800,000.

NOTE: DERBY CASH games cannot be cancelled. Winners must claim prizes within one (1) year of the winning draw date on the ticket.




PLAY TYPE

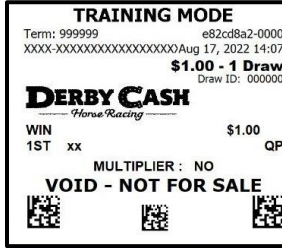
- **WIN** – Selected horse finishes 1st.
- **PLACE** – Selected horse finishes 1st or 2nd.
- **SHOW** – Selected horse finishes 1st, 2nd, or 3rd.
- **QUINELLA** – Selected horse(s) finish 1st and 2nd in ANY order.
- **EXACTA** – Selected horse(s) finish 1st and 2nd in EXACT order.
- **EX-BOX** – All possible combinations are purchased, and


selected horse(s) must finish in either 1st or 2nd.

- **TRIFECTA** – Selected horse(s) finish 1st, 2nd, and 3rd in EXACT order.
- **TRI-BOX** – All possible combinations are purchased, and selected horse(s) must finish in either 1st, 2nd, or 3rd.
- **SUPERFECTA** – Selected horse(s) finish 1st, 2nd, 3rd, and 4th in EXACT order.
- **SUP-BOX** – All possible combinations are purchased, and selected horse(s) must finish in either 1st, 2nd, 3rd, or 4th.


Selling a DERBY CASH Quick Pick Ticket

1. On the **KENO SPORTS GAMES** tab, touch the  game button. The **DERBY CASH** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.





2. Select the following options:
 - **PLAY TYPE**
 - **AMOUNT**
 - **RACES**
 - **MULTIPLIER**
3. When all play options have been selected, do one of the following:
 - Touch . The WAVE prints the purchased game ticket(s).

NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

Note: These games do not depict actual sporting events. Follow the steps on each individual playslip to fill it out properly. **KENO** and **Xpress Sports** games are subject to a liability cap. Prize divisions will be pro-rated if liability capping on a draw is required. See *Keno/Xpress Sports Liability Capping Requirements on the PA Lottery's website for details.*

Selling a DERBY CASH Manual Entry Ticket

1. On the **KENO SPORTS** tab, touch the  game button. The **DERBY CASH** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.
2. Select the following options:
 - **PLAY TYPE**
 - **AMOUNT**
 - **RACES**
 - **MULTIPLIER**
3. Touch . The **PICK YOUR OWN NUMBERS** screen displays with pre-selected Quick Pick numbers.



4. Do one of the following:

- If the customer wants to manually select all of the numbers for the selected play, touch **CLEAR** to deselect the pre-selected Quick Pick numbers and touch the appropriate individual numbers in the 1st Place, 2nd Place, 3rd Place, or 4th Place window.



- If the customer wants a Partial Quick Pick, touch the pre-selected Quick Pick numbers displayed in the 1st Place, 2nd Place, 3rd Place, or 4th Place window to be replaced and touch the numbers the customer wants to manually select.

NOTE: At any time during the selection of numbers, you can touch **QUICK PICK** to allow the terminal to randomly generate the remaining numbers.


5. When all numbers have been selected, touch **FINISH**. The **DERBY CASH** screen displays, showing the manually selected numbers on the ticket image.

NOTE: To exit the **PICK YOUR OWN NUMBERS** screen without saving changes, touch **CLOSE** located in the top-right corner of the screen. Once back on the **DERBY CASH Purchase** screen, you can touch **PICK YOUR OWN NUMBERS** to return to the **PICK YOUR OWN NUMBERS** screen to change/remove a play.

6. When all play options have been selected, do one of the following:

- Touch **\$1.00 BUY NOW**. The WAVE prints the purchased game ticket(s).

NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

NOTE: See [SECTION 7 – USING PLAYSLIPS](#) for instructions on how to use playslips to sell **Online** games.

Selling XPRESS CAR RACING

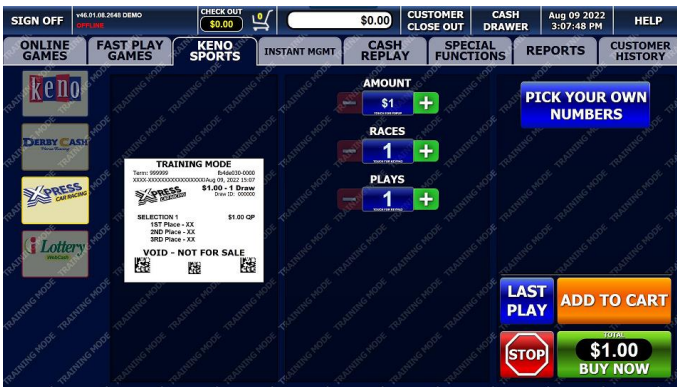
Cost:


\$1.00 to \$20.00.

How to Play:

In **XPRESS CAR RACING**, players may use a playslip or manually choose a 1st, 2nd, and 3rd place finisher of a two-lap race. There are 12 cars per race and each car has an equal chance of winning the race, regardless of starting position. Each race will result in a 1st, 2nd, and 3rd place finisher. Players win by selecting the correct car numbers that finish 1st, 2nd, and 3rd for the race they play. For a \$1 play, prizes range from \$2 to \$250. **Quick Pick** is an option.

NOTE: XPRESS CAR RACING games cannot be cancelled. Winners must claim prizes within one (1) year of the winning draw date on the ticket.



1. On the **KENO SPORTS GAMES** tab, touch the  game button. The **XPRESS CAR RACING** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.




2. Select the following options:

- **AMOUNT**
- **RACES**
- **PLAYS**



3. When all play options have been selected, do one of the following:

- Touch . The WAVE prints the purchased game ticket(s).

NOTE: *If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.*

- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

Selling an XPRESS CAR RACING Manual Entry Ticket

1. On the **KENO SPORTS** tab, touch the  game button. The **XPRESS CAR RACING** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.
2. Select the following options:
 - **AMOUNT**
 - **RACES**
 - **PLAYS**
3. Touch . The **PICK YOUR OWN NUMBERS** screen displays with pre-selected Quick Pick numbers.



4. If multiple plays display in the **CHOOSE YOUR PLAY** window, touch the play option you want to edit and continue to step 5.



NOTE: The selected play turns green and non-selected plays have a light blue background.

5. Do one of the following:

- If the customer wants to manually select all of the numbers for the selected play, touch **CLEAR** to deselect the pre-selected Quick Pick numbers and touch the appropriate individual numbers in the 1st Place, 2nd Place, 3rd Place, or 4th Place window.



- If the customer wants a Partial Quick Pick, touch the pre-selected Quick Pick numbers displayed in the 1st Place, 2nd Place, 3rd Place, or 4th Place window to be replaced and touch the numbers the customer wants to manually select.

NOTE: At any time during the selection of numbers, you can touch **QUICK PICK** to allow the terminal to randomly generate the remaining numbers.

6. When all numbers have been selected, touch **FINISH**. The **XPRESS CAR RACING** screen displays, showing the manually selected numbers on the ticket image.


NOTE: To exit the **PICK YOUR OWN NUMBERS** screen without saving changes, touch **CLOSE** located in the top-right corner of the screen. Once back on the **XPRESS CAR RACING** screen, you can touch **PICK YOUR OWN NUMBERS** to return to the **PICK YOUR OWN NUMBERS** screen to change/remove a play.

7. When all play options have been selected, do one of the following:

- Touch **\$1.00 BUY NOW**. The WAVE prints the purchased game ticket(s).

NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window

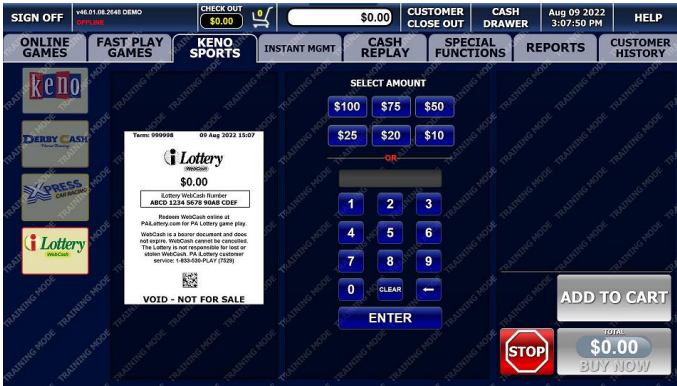
displays before the ticket prints.

- Touch . This will add the displayed ticket and quantity to the CHECK OUT cart for eventual purchase.


NOTE: See [SECTION 7 – USING PLAYSLIPS](#) for instructions on how to use playslips to sell **Online** games.

Selling iLottery WebCash

iLottery WebCash is a new funding option for only iLottery game play. WebCash may be purchased for any amount between \$10 and \$1,000. There is no limit on the number of WebCash tickets or total dollar amount a player may purchase per day. Once purchased, WebCash may be used immediately.



Selling WebCash

1. On the **KENO SPORTS GAMES** tab, touch the  game button. The **WEBCASH** screen displays. A **Quick Pick** ticket is automatically generated and displayed on the screen.



2. Do one of the following options:

- Choose a pre-defined amount in the **SELECT AMOUNT** section.




- Use the keypad to enter the customer's desired amount. As each number is touched, the number displays in the grey entry box just above the keypad numbers.

NOTE: If a pre-defined amount was selected in the **SELECT AMOUNT** section, it must be de-selected before you can use the keypad to enter an amount.

3. When all play options have been selected, do one of the following:

- Touch . The WAVE prints the purchased game ticket(s).

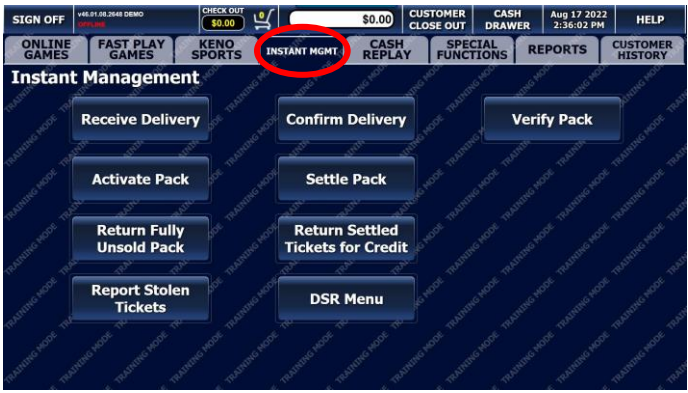
NOTE: If the total cost of the purchase exceeds the preset limit, the appropriate **Ticket Confirmation** pop-up window displays before the ticket prints.

- Touch . This will add the displayed ticket and quantity to the **CHECK OUT** cart for eventual purchase.

SECTION 11 – INSTANT MANAGEMENT Tab

To access the Instant Management functions, touch the [INSTANT-MGMT] tab. Many functions in the **Instant Management Menu** are designed to permit processing “batches” of packs or tickets and generate a single report at the end of the batch.

NOTE: *DSR Menu functionality is for District Sales Representatives only.*



Instant Ticket Pack Processing

Retailers obtain their **Instant** tickets through the Scientific Games Tel-Sell Team. The Tel-Sell Team provides the Pennsylvania Lottery and its retailers with Telemarketing support. Each retailer is assigned a weekly call schedule that is established shortly after terminal installation occurs. Each Online retailer is called at a mutually determined time each week and the order for **Instant** tickets, **Online** ticket stock, and playslips is placed. These calls typically take less than four minutes.

At your scheduled time, the representative will contact you and review your inventory status. The representative will recommend games available for order and remind you of current and upcoming promotions. **Online** ticket stock and playslips are also ordered at this time.

Once your order is placed, it will be shipped to your store typically the next business day. If you have not received your order within two business days, contact your assigned Tel-Sell Team Member.

Once you receive your order, process it in accordance with the

instructions below. **Instant** ticket pack processing is a 4-step process. Each pack of tickets must be processed through each of these steps:

- **RECEIVE:** Verify that entire shipment has arrived at your retailer location.
- **CONFIRM:** Verify that each pack of tickets listed on the Manifest is actually in the shipment you received.
- **ACTIVATE:** Must be done before you can sell from that pack. If a pack is not activated, the system will not allow any winning tickets from that pack to be paid.
- **SETTLE:** When you are charged for the pack of tickets and have received your commission.

Automatic Pack Settlement Methods:

- When it is 120 days since the day a pack was activated
 - Retailers may return these packs for partial credit only on the same day the pack reaches 120 days.
- When 90% of the low tier prizes within a pack are redeemed
 - This policy is based on the number of low-tier prizes redeemed, not the number of tickets.
 - It is not unusual for packs to automatically settle with a significant number of tickets remaining
 - Retailers cannot return such packs for partial credit since the packs may still contain top/mid-tier prizes.
- When a game's end sale date has been announced
 - Packs will automatically settle on the following week's settlement.
 - Retailers should stop selling such packs on the announced end sale date and may return them for partial credit.

You can also use your terminal to:

- Return fully unsold packs
- Return partially sold packs
- Report stolen packs

If you require additional **Instant** tickets, **Online** ticket stock, or playslips between scheduled calls, you can contact the Scientific Games Tel-Sell

Team at 1-888-393-4744 followed by your assigned team member's extension. If you call in during regular weekday business hours, your order will be processed that same day and delivered the next business day. If you call after hours, the order will be processed the next business day and delivered on the following business day.

Receive a Delivery


This procedure must be done when a shipment of **Instant** and/or **Online** ticket stock is delivered to your retailer location. The entire shipment is put into the received status at once. You must enter either the UPS shipping label on the exterior of the package or the manifest located inside the package.

1. Touch **[Receive Delivery]**. The **Scan or Enter Shipment Number** keypad displays.



2. Do one of the following:
 - Scan the barcode from the manifest using the wireless barcode reader.
 - Manually enter the number from the manifest (18-digits) using the keypad.
3. Touch **OK** after manually entering or scanning the shipment number.

4. A receipt is printed, and a confirmation pop-up displays. Touch **OK** to exit the confirmation pop-up. It is suggested to attach the receipt to the manifest and to keep the manifest until all packs on the manifest have settled.



Pennsylvania Lottery

INSTANT TICKET
DELIVERY RECEIPT

Station: PACSPWHSE-TEST
WH auditor1 #: c phillips
WH auditor2 #:
Date: 3/5/2016 11:30:59 AM

Shipment #: 300987654606500010

Retailer #: 98765

Order #: 4006523

Consigned to: THE LOTTERY STORE
1200 FULLING MILL RD.
MIDDLETOWN PA 17057

Reprint

ID	Game Description	Ticket Value	Pack			Pack list
			Quantity	Value	Total	
1185	Yahtzee	3.00	10	300.00	3,000.00	0054195 0054196 0054197 0054198 0054200 0054201 0054202 0054203 0054204 0054206
1188	\$3,000,000 Extreme Green	30.00	3	900.00	2,700.00	0058136 0058172 0058173
1189	The Price Is Right®	10.00	5	600.00	3,000.00	0055652 0055659 0055679 0055680 0055681
1190	Splcy 9s	5.00	10	300.00	3,000.00	0067455 0067457 0067484 0067465 0067466 0067467 0067517 0067518 0067519 0067525
1194	7-11-21®	1.00	4	300.00	1,200.00	0028471 0028472 0028473 0028479
996	Wave/PlayCentral Ticket Stock	0.00	1	0.00	0.00	502778

Box #: 1 of 1 Total consumables: 1

Extra Large Box-1 Total packs issued: 32

Manifest #: 7306742 Total retail Value: \$12,900.00

Please verify contents. Notify the Pennsylvania Lottery of any discrepancies at 1-800-692-7481. When prompted, press 1 and then 3. Thank you.

1 of 1

If the delivery was received by the wrong retailer, then a message similar to the following message displays:

SHIPMENT NOT YOURS.
CONTACT LOTTERY
1-800-692-7481

NOTE: The cartons of thermal paper that will be delivered to your store will need to be scanned into your inventory using the **Delivery Receipt Barcode** located on the manifest. Following the same two-step process used with **Instant** ticket deliveries by first “Receiving” then “Confirming” the contents of the shipment.

Confirm a Delivery

This procedure must be completed before you can activate any packs.

1. Touch **[Confirm Delivery]**. The **Scan or Enter Shipment Number** keypad displays.



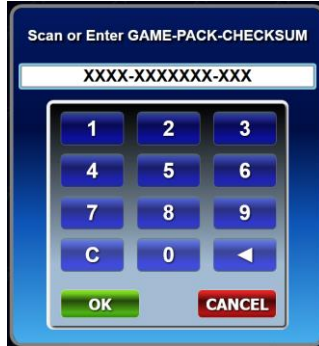
2. Do one of the following:
 - Scan the barcode from the manifest using the wireless barcode reader.
 - Manually enter the number from the manifest (18-digits) using the keypad.
3. Once you scan or enter the manifest number, touch **OK** on the keypad. A confirmation pop-up message window displays.
4. Touch **Yes** on the confirmation pop-up message window to confirm that the pack(s) in the shipping container match the pack(s) on the pop-up message window. The terminal prints a receipt and a confirmation pop-up message window displays.
5. Touch **OK** to exit the confirmation pop-up message window.

NOTE: *If there are any unconfirmed packs, the terminal displays pop-up message window stating that the "SHIPMENT NOT CONFIRMED".*

Verify a Pack

Ticket packs must be verified before they can be sold or validated.

1. Touch **[Verify Pack]**. The **Scan or Enter GAME-PACK-CHECKSUM** keypad displays.



2. Do one of the following:
 - Scan the barcode on the pack activity card or the long barcode on the back of any ticket using the wireless barcode reader.
 - Manually enter the game, pack, and check digit numbers using the keypad.
3. Once you scan or enter the barcode, touch **OK** on the keypad. A confirmation pop-up message displays acknowledging that the pack was verified, and a verification receipt prints.
4. Touch **OK** to exit the confirmation pop-up message window.

Activate a Pack

Ticket packs must be activated before they can be sold or validated.

1. Touch [Activate Pack]. The **Pack Activation – Scan or Enter GAME-PACK-CHECKSUM** keypad displays.



NOTE: Please make sure the **Pack Activity Card** and the pack of **Instant** tickets match. If not, contact the Pennsylvania Lottery at 1-800-692-7481 (hours of operation are Monday through Friday, 8:00 AM to 4:00 PM).



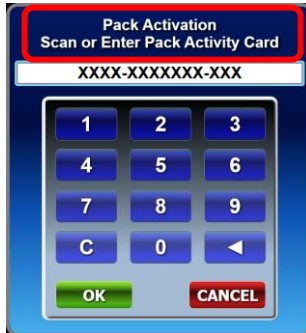
Retailer: 000000 May 17, 2022 15:38:21
PACK ACTIVATED
Price Point: \$5 Game: Bonus Money
GAME-PACK-CHECKSUM: 1581-0018059-300



2. Do one of the following:
 - Scan the barcode on the pack activity card using the wireless barcode reader. For newer packs, you can use the long barcode on the back of any ticket in that pack, to print a Pack Activated receipt. You will use this Pack Activated receipt for all future pack management (ie settle, return, etc.) by scanning the 2D Barcode at the bottom of the receipt.
 - Manually enter the game, pack, and check digit numbers using the keypad.

3. Once you scan or enter the barcode, touch **OK** on the keypad. A confirmation pop-up displays acknowledging that the pack was activated, and an activation receipt prints.
4. Touch **OK** to exit the confirmation pop-up message window.
5. Once a pack has been activated, you have 120 days to sell it or to return it.

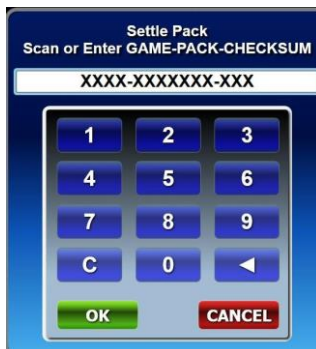
NOTE: If a pack has not been activated, the system will not allow any winning ticket from that pack to be paid at any retailer location.



Settle a Pack

Instant packs must be settled when all the tickets have been sold.

1. Touch **[Settle Pack]**. The **Settle Pack – Scan or Enter GAME-PACK-CHECKSUM** keypad displays.



2. Do one of the following:
 - Scan the barcode on the pack activity card or the Pack Activation receipt using the wireless barcode reader.
 - Manually enter the game, pack, and check digit numbers using the keypad.
3. Once you scan or enter the barcode, touch **OK** on the keypad. A confirmation pop-up displays acknowledging that the pack was settled, and a receipt prints.

NOTE: *You should staple the receipt to the pack activity card or pack activation receipt for daily reconciliation. You will receive commission once the pack is settled.*

4. Touch **OK** to exit the pop-up.

Return Fully Unsold Packs

You may return a fully unsold pack of tickets to the Lottery. This procedure will transfer the pack from your retailer location inventory back to the Lottery warehouse inventory.

1. Touch **[Return Fully Unsold Pack]**. The **Return Full Pack – Scan or Enter GAME-PACK-CHECKSUM** keypad displays.



2. Do one of the following:
 - Scan the barcode on the pack activity card or pack activation receipt using the wireless barcode reader.
 - Manually enter the game, pack, and check digit numbers using the keypad.
3. Once you scan or enter the barcode, touch **OK** on the keypad. A confirmation pop-up displays acknowledging that the pack was settled, and the terminal prints a receipt.
4. Touch **OK** to exit the confirmation pop-up message window.

NOTE: During your District Sales Representative's next scheduled visit, the pack will be picked up. Give the pack to the DSR only after the fully unsold pack procedure listed above is complete.

Returning Partial Packs

You may return a pack of tickets that has been activated and partially sold. This is a 2-step process:

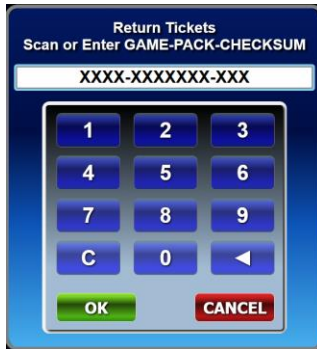
1. The pack must be settled as fully sold.
2. You must perform the "Return Settled Tickets for Credit" transaction.

NOTE: In order to receive credit for these packs, you must perform both steps on the same day.

Return Settled Tickets for Credit

Procedure

1. Touch [Return Settled Tickets for Credit]. The **Return Tickets – Scan or Enter GAME-PACK-CHECKSUM** keypad displays.



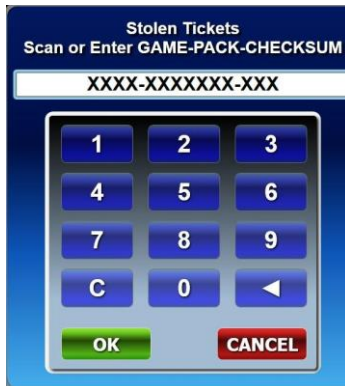
2. Do one of the following:
 - Scan the barcode on the pack activity card or pack activation receipt using the wireless barcode reader.
 - Manually enter the game, pack, and check digit numbers using the keypad.
3. Once you scan or enter the barcode, touch **OK** on the keypad. The **Enter Start Ticket** keypad displays.
4. Enter the first ticket number of the tickets to be returned and touch **OK**. The **Enter End Ticket** keypad displays.
5. Enter the last ticket number of the tickets to be returned and touch **OK**.
6. After you enter the range of tickets being returned, you will be prompted to repeat the range of tickets being returned a second time. Touch **OK** to proceed.
7. Repeat the steps to enter the range of tickets the second time. If the range of tickets being returned matches both times, the terminal will display a confirmation pop-up that the tickets were returned, and a receipt is printed.

NOTE: If the range of tickets being returned **does not** match as it was entered the first time, an error message will display, and you will have to repeat the process again.

Report Stolen Tickets

In the event that **Instant** tickets are stolen, the following steps must be taken:

1. Contact the Lottery immediately at 1-800-692-7481 (hours of operation are Monday through Friday, 8:00 AM to 4:00 PM). Ask to be connected to Instant Accounting. They will complete a Stolen Ticket Report. This phone call is essential because it generates the message to your District Sales Representative to go to your retailer location and initiate the required paperwork and to obtain a copy of the police report.
2. Report the stolen tickets through your Lottery terminal. Perform this procedure for each pack of stolen tickets.
3. From the **[INSTANT MGMT]** tab on the Wave terminal, touch **[Report Stolen Tickets]**. The **Stolen Tickets – Scan or Enter GAME-PACK-CHECKSUM** keypad displays.



4. Do one of the following:
 - Scan the barcode on the pack activity card or pack activation receipt using the wireless barcode reader.
 - Manually enter the game, pack, and check digit numbers using the keypad.
5. Once you scan or enter the barcode, touch **OK** on the keypad. The **Enter Start Ticket** keypad displays.
6. Enter the first ticket number of the stolen pack and touch **OK**. The **Enter End Ticket** keypad displays.
7. Enter the last ticket number of the stolen pack and touch **OK**.

The terminal prints a receipt indicating the game, pack, and number of tickets stolen.

8. Contact your local law enforcement agency to obtain a police report.

NOTES:

- *You must provide a police report to the Lottery. If no police report is provided, you will be charged for the full value of the pack(s).*
- *Please contact the SGI hotline at 1-800-692-7353 to report issues occurring after 4:00 pm on weekdays or on weekends.*

Charge for tickets stolen

If tickets stolen before they were activated:

- \$30 for the first pack in an incident plus \$6 for each additional pack in the same incident, to cover administrative costs.

If tickets stolen after they were activated:

- Same as above. A debit adjustment will be given for the tickets sold from the pack(s) prior to the theft.

The administrative service charges (and debit adjustments where applicable) will be applied to your account at the time the Stolen Ticket Report Form and attached documentation is processed by Instant Accounting. Any tickets subsequently recovered by the police are the property of the Lottery and must be returned to the Lottery.

Reporting Missing Tickets

In the event that tickets are lost, or you simply cannot account for packs, the following will apply:

- Only packs in a **“RECEIVED”** status will be considered.
 - The Lottery will NOT excuse liability for packs after they have been activated unless they are stolen as previously described.
 - If any tickets from the pack have been presented for payment, liability for the pack will NOT be excused.
- You must immediately report the incident to the Lottery (1-800-692-7481 hours of operation are Monday through Friday 8:00 AM to 4:00 PM).

- Ask to be connected to an Instant Accounting Representative who will complete a “Missing Pack Report” and help you with the transaction necessary to “block” the tickets from the pack.
- This phone call is essential because it generates the message to your District Sales Representative to come to your retailer location and initiate the required paperwork.

Your District Sales Representative will visit your retailer location to complete a “Proof of Loss and Claim” form, which will detail the circumstances of your loss. If the claim is approved, you will be charged \$30 per pack.

NOTE: Any retailer seeking to be excused for the liability for a pack must complete and submit a “Proof of Loss and Claim” form. If no form is submitted or if any tickets from the pack have been presented for payment, retailers will be charged for the value of the full pack(s).

DSR Menu

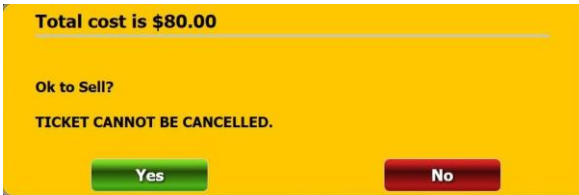
Allows the District Sales Representative (DSR) to sign on. This function is only used by a DSR.

SECTION 12 – TICKET

CONFIRMATION MESSAGES

Ticket Confirmation pop-up windows display when a customer's ticket cost exceeds an amount that the Lottery has determined.

The **Yellow Ticket Confirmation** pop-up window displays if the total cost of the purchase is up to \$99.99. Touch to confirm the purchase of the game ticket or to cancel.



NOTE: You can use the **Play Cost Warning** function on the **[Special Functions]** tab to set a ticket-cost threshold from \$5 to \$30. If this defined threshold is met or exceeded, this **Yellow Ticket Confirmation** pop-up window will display.

The **Red Ticket Confirmation** pop-up window displays if the total cost of the purchase is equal to or greater than \$100.00. Touch to confirm the purchase of the game ticket or to cancel.



The **Enter Approval Code Confirmation** keypad displays when the button is touched on the **Red Ticket Confirmation** pop-up window.

You are required to enter an approval code (a random digit generated by the terminal) to authorize the sale and proceed with the purchase.



This additional step to selling a ticket greater than \$100.00 assists in avoiding instances of just touching the **Yes** button without reading the full message.

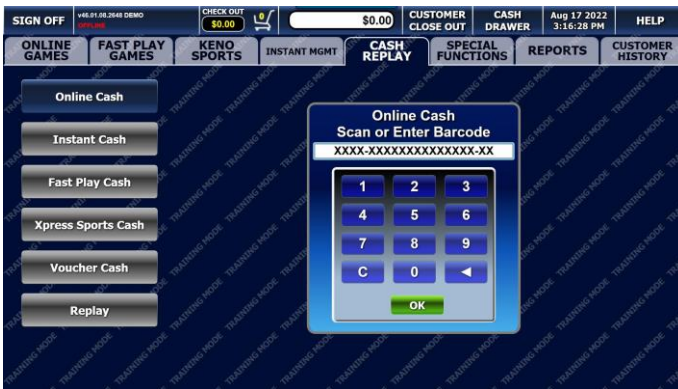
SECTION 13 – CASH REPLAY Tab

The **CASH REPLAY** functions provide the capability to cash or redeem **Online, Instant, Fast Play, Xpress Sports, Voucher** tickets, and to **Replay** original tickets by:

- Scanning the ticket with the barcode reader
- Inserting the ticket into the document scanner
- Manual entry of the ticket's serial number

NOTE: A pop-up error message window displays when attempting to cash a Training Mode ticket in normal selling mode.

To access the **CASH REPLAY** screen, touch the **[CASH REPLAY]** tab.



NOTE: The field will dynamically change to correspond to the correct serial number.

Cashing Online Game Tickets

Online game tickets may be cashed using the barcode reader, document scanner, or manual-entry method. **Online** game tickets are valid for up to one year from the drawing date printed on the ticket.

You must pay **Online** game winning prizes up to and including \$2,500.00 per ticket at your retailer location. In addition, the player must file a claim form for all winning tickets worth \$600.01 to \$2,500.00. The player must also file a claim form for all winning **Online** game tickets older than 180 days and valued above \$100.00. All winning tickets must be signed for payment.

All claims require verification of the player by photo ID (acceptable forms of identification are shown in [SECTION 14 – Claims - Completing a Claim Form](#)). All information on the claim form must be completed including the retailer number. The winning ticket must be attached to the claim form.

Cashing Online Game Tickets Using Barcode Reader

To cash an **Online** game ticket using the barcode reader, follow these steps:



1. Scan the barcode at the bottom of the **Online** game ticket with the barcode reader. This can be done from any screen or from the **CASH REPLAY** screen when [**Online Cash**] is selected.
***NOTE:** When a ticket is placed under the barcode reader, the red light will light up to indicate that the barcode is being read. Align the barcode under the **red target (+)**.*
2. One of the following occurs:
 - If the winning amount is \$600.00 or less, the terminal automatically prints a “Cash Receipt”.
 - If the winning amount is \$600.01 to \$2,500.00, the terminal automatically prints a “Claim Ticket”. Once the player signs the winning ticket and a Claim Form has been completed, the retailer inserts the winning ticket into the document scanner. A pop-up message window displays “Check Claimants’ Photo ID and Verify All Information on the Claim Form.” The document scanner will hold the ticket until **OK** is touched. Once touched, a “Cash Receipt” ticket prints.
 - If the winning ticket is over \$2,500.00, the terminal automatically prints a “Claim Ticket” reading: “DO NOT CASH – FILE CLAIM FORM”.
 - If the ticket is **not a winner**, a pop-up message window displays informing the retailer that the ticket is not a winner.
3. If more draws are remaining on a cashed winning ticket, an “Exchange” ticket is printed.
***NOTE:** If the terminal cannot resolve a ticket, the appropriate message displays.*

Cashing Online Game Tickets Using the Document Scanner

To cash an **Online** game ticket using the document scanner, follow these steps:

1. Insert the **Online** game into the document scanner slot.
***NOTE:** Make sure the ticket is face-down and placed along the left edge of the document scanner slot.*
2. One of the following occurs:
 - If the winning amount is \$600.00 or less, the terminal automatically prints a “Cash Receipt”.
 - If the winning amount is \$600.01 to \$2,500.00, a pop-up message window displays “SCAN TICKET AGAIN TO PAY”. The document scanner will hold the ticket until **OK** is touched. Once touched, a “Claim Ticket” prints. Once the player signs the winning ticket and a Claim Form has been completed, the retailer inserts the winning ticket into the document scanner a second time. A pop-up message window displays “Check Claimants” Photo ID and Verify All Information on the Claim Form”. The document scanner will hold the ticket until **OK** is touched. Once touched a “Cash Receipt” ticket prints.
 - If the winning ticket is over \$2,500.00, the terminal automatically prints a “Claim Ticket” reading: “DO NOT CASH – FILE CLAIM FORM”.
 - If the ticket is **not a winner**, a pop-up message window displays informing the retailer that the ticket is not a winner.
3. If more draws are remaining on a cashed winning ticket, an “Exchange” ticket is printed and given to the player. Retailers must destroy winning tickets that are paid after daily reconciliation.

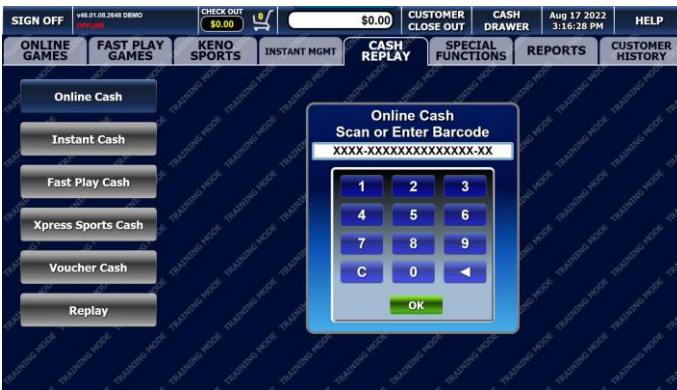
***NOTE:** Players should be encouraged to use the wireless ticket checker to determine if their ticket is a winning ticket and how much the prize is worth.*

Cashing Online Game Tickets Manually

To cash an **Online** game ticket manually, follow these steps:

1. Touch **[CASH REPLAY]** tab.
2. Touch **[Online Cash]**. The **Online Cash** keypad displays.
3. Using the keypad, manually enter the serial number. The serial number displays in the keypad display window.
4. Touch **OK** to accept the displayed number.

NOTE: Touch **C** to clear the display window and re-enter the serial number.



4. One of the following occurs:
 - If the winning amount is \$600.00 or less, the terminal automatically prints a “Cash Receipt”.
 - If the winning amount is \$600.01 to \$2,500.00, a pop-up message window displays “SCAN TICKET AGAIN TO PAY”. The document scanner will hold the ticket until **OK** is touched. Once touched, a “Claim Ticket” prints. Once the player signs the winning ticket and a Claim Form has been completed, the retailer inserts the winning ticket into the document scanner a second time. A pop-up message window displays “Check Claimants” Photo ID and Verify All Information on the Claim Form”. The document scanner will hold the ticket until **OK** is touched. Once touched a “Cash Receipt” ticket prints.
 - If the winning ticket is over \$2,500.00, the terminal automatically prints a “Claim Ticket” reading: “DO NOT

CASH – FILE CLAIM FORM”.

- If the ticket is **not a winner**, a pop-up message window displays informing the retailer that the ticket is not a winner.
5. If more draws are remaining on a cashed winning ticket, an “Exchange” ticket is printed and given to the player. Retailers must destroy winning tickets that are paid after daily reconciliation

NOTE: *Players should be encouraged to use the wireless ticket checker to determine if their ticket is a winning ticket and how much the prize is worth.*

Cashing Instant Game Tickets

Instant tickets may be cashed using the barcode reader or manual-entry method. **Instant** tickets are valid for up to one year from the End Sale date for that particular Instant game.

You must pay **Instant** winning prizes up to and including \$2,500.00 per ticket at your retailer location. In addition, the player must file a claim form for all winning tickets \$600.01 to \$2,500.00. All winning tickets must be signed for payment.

All claims require verification of the player by photo ID (acceptable forms of identification are shown in [SECTION 14 – Claims - Completing a Claim Form](#)). All information on the claim form must be completed including the retailer number. The winning ticket must be attached to the claim form.

NOTE: *You must validate all **Instant** tickets using your terminal or you will not be credited for the payout.*

Cashing Instant Game Tickets Using Barcode Reader

To cash an **Instant** game ticket using the barcode reader, follow these steps:

1. Scan the 2D ticket barcode on front of the ticket with the barcode reader. This can be done from any screen or from the **CASH REPLAY** screen when [**Instant Cash**] is selected.

NOTE: *When a ticket is placed under the barcode reader, the red light will light up to indicate that the barcode is being read. Align the barcode under the **red target (+)**.*

2. One of the following occurs:
 - If the winning amount is \$600.00 or less, the terminal automatically prints a “Cash Receipt”.
 - If the winning amount is \$600.01 to \$2,500.00, the terminal automatically prints a “Claim Ticket”. Once the player signs the winning ticket and a Claim Form has been completed, the retailer scans the 2D ticket barcode on the front of the ticket with the barcode reader or manually enter the unique 14-digit Ticket Identification Number and 12-digit PIN on the game ticket a second time. The terminal prints a “Cash Receipt”.

- If the winning ticket is over \$2,500.00, the terminal automatically prints a “Claim Ticket” reading: “DO NOT CASH – FILE CLAIM FORM”.
- If the ticket is **not a winner**, a pop-up message window displays informing the retailer that the ticket is not a winner.

Cashing Instant Game Tickets Manually

To cash an **Instant** ticket manually, follow these steps:

1. Touch the **[CASH REPLAY]** tab
2. Touch **[Instant Cash]**.



3. Using the keypad, manually enter the unique 14-digit Ticket Identification Number located on the back of the ticket (above the long barcode). The number displays in the keypad display window.
4. Touch **OK** to accept the displayed number.
5. Using the keypad, manually enter the unique 12-digit PIN located on the front of the ticket (underneath the scratch-off surface). The number displays in the keypad display window.
6. Touch **OK** to accept the displayed number.
7. One of the following occurs:
 - If the winning amount is \$600.00 or less, the terminal automatically prints a “Cash Receipt”.
 - If the winning amount is \$600.01 to \$2,500.00, the terminal automatically prints a “Claim Ticket”. Once the player signs the winning ticket and a Claim Form has been completed,

the retailer scans the 2D ticket barcode on the front of the ticket with the barcode reader or manually enter the unique 14-digit Ticket Identification Number and 12-digit PIN on the game ticket a second time. The terminal prints a “Cash Receipt”.

- If the winning ticket is over \$2,500.00, the terminal automatically prints a “Claim Ticket” reading: “DO NOT CASH – FILE CLAIM FORM”.
- If the ticket is **not a winner**, a pop-up message window displays informing the retailer that the ticket is not a winner.

Cashing Fast Play Game Tickets

Fast Play tickets may be cashed using the barcode reader, document scanner, or manual-entry method. **Fast Play** tickets are valid for up to one year from the date of sale printed on the ticket.

You must pay **Fast Play** winning prizes up to and including \$2,500.00 per ticket at your retailer location. In addition, the player must file a claim form for all winning tickets \$600.01 to \$2,500.00. All winning tickets must be signed for payment.

All claims require verification of the player by photo ID (acceptable forms of identification are shown in [SECTION 14 – Claims - Completing a Claim Form](#)). All information on the claim form must be completed including the retailer number. The winning ticket must be attached to the claim form.

Cashing Fast Play Tickets Using the Barcode Reader

To cash a **Fast Play** game ticket using the barcode reader, follow these steps:

1. Scan any barcode at the bottom of the **Fast Play** ticket with the barcode reader. This can be done from any screen or from the **CASH REPLAY** screen when [**Fast Play Cash**] is selected.

***NOTE:** When a ticket is placed under the barcode reader, the red light will light up to indicate that the barcode is being read. Align the barcode under the **red target (+)**.*

2. One of the following occurs:
 - If the winning amount is \$600.00 or less, the terminal automatically prints a “Cash Receipt”.
 - If the winning amount is \$600.01 to \$2,500.00, the terminal automatically prints a “Claim Ticket”. Once the player signs the winning ticket and a Claim Form has been completed, the retailer scans any barcode at the bottom of the ticket with the barcode reader or manually enter the unique 14-digit Ticket Identification Number and 12-digit PIN on the game ticket a second time. The terminal prints a “Cash Receipt”.
 - If the winning ticket is over \$2,500.00, the terminal automatically prints a “Claim Ticket” reading: “DO NOT CASH – FILE CLAIM FORM”.
 - If the ticket is **not a winner**, a pop-up message window displays informing the retailer that the ticket is not a winner.

Cashing Fast Play Tickets Using the Document Scanner

To cash a **Fast Play** game ticket using the document scanner, follow these steps:

1. Insert the **Fast Play** ticket into the document scanner slot. This can be done from any screen or from the **CASH REPLAY** screen when **[Fast Play Cash]** is selected.

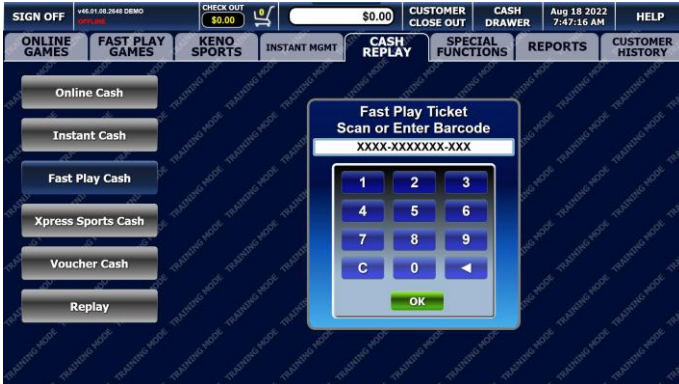
***NOTE:** Make sure the ticket is face-down and placed along the left edge of the document scanner slot.*

2. One of the following occurs:
 - If the winning amount is \$600.00 or less, the terminal automatically prints a "Cash Receipt".
 - If the winning amount is \$600.01 to \$2,500.00, the terminal automatically prints a "Claim Ticket". Once the player signs the winning ticket and a Claim Form has been completed, the retailer scans any barcode at the bottom of the ticket with the barcode reader or manually enter the unique 14-digit Ticket Identification Number and 12-digit PIN on the game ticket a second time. The terminal prints a "Cash Receipt".
 - If the winning ticket is over \$2,500.00, the terminal automatically prints a "Claim Ticket" reading: "DO NOT CASH – FILE CLAIM FORM".
 - If the ticket is **not a winner**, a pop-up message window displays informing the retailer that the ticket is not a winner.

Cashing Fast Play Game Tickets Manually

To cash a **Fast Play** game ticket manually, follow these steps:

1. Touch the **[CASH REPLAY]** tab.
2. Touch **[Fast Play Cash]**.



3. Using the keypad, manually enter the unique 14-digit Ticket Identification Number located at the top left of the Fast Play game ticket (below "Term" xxxxxx"). The number displays in the keypad display window.
4. Touch **OK** to accept the displayed number.
5. Using the keypad, manually enter the unique 12-digit PIN located at the top left of the Fast Play game ticket (directly below the Ticket Identification Number).
6. Touch **OK** to accept the displayed number. The number displays in the keypad display window.
7. Do one of the following:
 - If the winning amount is \$600.00 or less, the terminal automatically prints a "Cash Receipt".
 - If the winning amount is \$600.01 to \$2,500.00, the terminal automatically prints a "Claim Ticket". Once the player signs the winning ticket and a Claim Form has been completed, the retailer scans any barcode at the bottom of the ticket with the barcode reader or manually enter the unique 14-digit Ticket Identification Number and 12-digit PIN on the game ticket a second time. The terminal prints a "Cash Receipt".
 - If the winning ticket is over \$2,500.00, the terminal

automatically prints a “Claim Ticket” reading: “DO NOT CASH – FILE CLAIM FORM”.

- If the ticket is **not a winner**, a pop-up message window displays informing the retailer that the ticket is not a winner.

Cashing Xpress Sports Tickets

Xpress Sports tickets may be cashed using the barcode reader or manual-entry method. **Xpress Sports** tickets are valid for up to one year from the date of sale printed on the ticket.

You must pay **Xpress Sports** winning prizes up to and including \$2,500.00 per ticket at your retailer location. In addition, the player must file a claim form for all winning tickets \$600.01 to \$2,500.00. All winning tickets must be signed for payment.

All claims require verification of the player by photo ID (acceptable forms of identification are shown in [SECTION 14 – Claims - Completing a Claim Form](#)). All information on the claim form must be completed including the retailer number. The winning ticket must be attached to the claim form.

Cashing Xpress Sports Using the Barcode Reader

To cash an **Xpress Sports** game ticket using the barcode reader, follow these steps:

1. Scan any barcode at the bottom of the **Xpress Sports** ticket with the barcode reader. This can be done from any screen or from the **CASH REPLAY** screen when [**Xpress Sports Cash**] is selected.

***NOTE:** When you put a ticket under the barcode reader, the red light will light up to indicate that the barcode is being read. Align the barcode under the red target (+).*

2. One of the following occurs:
 - If the winning amount is \$600.00 or less, the terminal automatically prints a "Cash Receipt".
 - If the winning amount is \$600.01 to \$2,500.00, the terminal automatically prints a "Claim Ticket". Once the player signs the winning ticket and a Claim Form has been completed, the retailer scans any barcode at the bottom of the ticket with the barcode reader or manually enter the unique 18-digit Ticket Identification Number on the game ticket a second time. The terminal prints a "Cash Receipt".
 - If the winning ticket is over \$2,500.00, the terminal automatically prints a "Claim Ticket" reading: "DO NOT CASH – FILE CLAIM FORM".
 - If the ticket is **not a winner**, a pop-up message window displays informing the retailer that the ticket is not a winner.

Cashing Xpress Tickets Manually

To cash an **Xpress Sports** game ticket manually, follow these steps

1. Touch the **[CASH REPLAY]** tab.
2. Touch **[Xpress Sports Cash]**.



3. Using the keypad, manually enter the unique Ticket Identification Number at the top left of the game ticket (below "Term" xxxxxx). The number displays in the keypad display window.
4. Touch **OK** to accept the displayed number.
5. One of the following occurs:
 - If the winning amount is \$600.00 or less, the terminal automatically prints a "Cash Receipt".
 - If the winning amount is \$600.01 to \$2,500.00, the terminal automatically prints a "Claim Ticket". Once the player signs the winning ticket and a Claim Form has been completed, the retailer scans any barcode at the bottom of the ticket with the barcode reader or manually enter the unique 18-digit Ticket Identification Number on the game ticket a second time. The terminal prints a "Cash Receipt".
 - If the winning ticket is over \$2,500.00, the terminal automatically prints a "Claim Ticket" reading: "DO NOT CASH – FILE CLAIM FORM". Click here for instructions on how to complete a Claim Form.
 - If the ticket is **not a winner**, a pop-up message window displays informing the retailer that the ticket is not a winner.

Cashing Vouchers

A **Voucher** is a receipt produced for the remaining dollar credits available on any of the self-service terminals. They may be redeemed at any Pennsylvania Lottery Retailer via the WAVE terminal or players may use **Vouchers** to purchase tickets from any type of PlayCentral Terminal in Pennsylvania. **Vouchers** may be cashed using the barcode reader or document scanner method.

NOTE: *Vouchers cannot be entered manually for validation. If a voucher's barcode will not scan, it must be submitted to the Lottery using a Claim Form for the player to receive payment.*

Vouchers are bearer documents and have no expiration date.

Cashing a Voucher Using the Barcode Reader

To cash a **Voucher** using the barcode reader, follow these steps:

1. Scan any barcode at the bottom of the **Voucher** with the barcode reader. This can be done from any screen or from the **CASH REPLAY** screen when **[Voucher Cash]** is selected.



2. The terminal automatically prints a “Pay Receipt” ticket.

Cashing a Voucher Using the Document Scanner

To cash a **Voucher** using the document scanner, follow these steps:

1. Insert the Voucher into the document scanner slot. This can be done from any screen or from the **CASH REPLAY** screen when **[Voucher Cash]**.

NOTE: *Make sure the Voucher is face-down and placed along the left edge of the document scanner slot.*

2. The terminal automatically prints a “Pay Receipt” ticket.

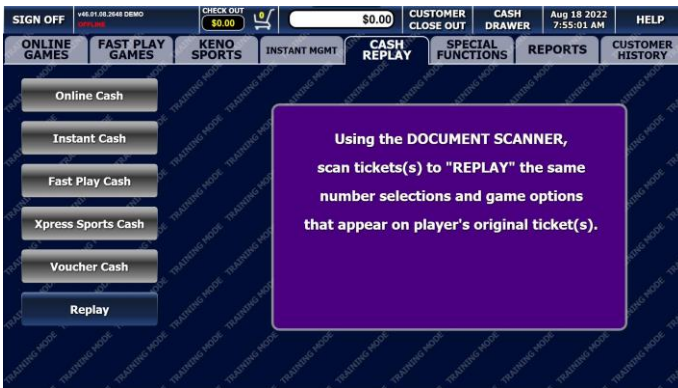
Replay Feature

Replay allows retailers to create **Online** game tickets from the same game, numbers, and play options by using players' original **Online** game tickets. This option allows tickets to function as playslips.

Replaying an Online Ticket Using the Document Scanner

To replay a previously purchased Online game ticket, follow these steps:

1. Touch the **[CASH REPLAY]** tab.
2. Touch **[Replay]**. The terminal goes into the **REPLAY** mode.



NOTE: All Draw game tickets eligible for replay that are inserted into the document scanner while in **REPLAY** mode will generate a **"REPLAY"** game ticket.

3. Insert the original **Draw** game ticket into the document scanner slot. The terminal automatically prints a **"REPLAY"** game ticket.

SECTION 14 – Claims

Completing a Claim Form

A claim form must be completed by the player and mailed to the Lottery by the retailer under the following circumstances:

- When the **Online** game prize is over \$600.00.
- When the **Instant** prize is over \$600.00.
- When the **Fast Play** prize is over \$600.00.
- When the **Online** game winning ticket is older than 180 days past the draw date and over \$100.00.

To Complete a Claim Form

1. The player must complete the top section of the claim form.
2. **The player must produce photo ID.** Acceptable forms of ID include:
 - Valid Driver's License
 - Passport / Passport Card
 - Green Card
3. If the player does not have a photo ID, they can provide you with **two** forms of ID as follows:
 - Social Security Card
 - Birth Certificate
 - Baptismal Certificate
 - Current Vehicle Registration
 - Employment Record
 - Employment ID
 - Public Utility Bill
 - Local Tax Record
 - A signed and dated letter from a public agency
4. You must complete the remainder of the form (for detailed

information, see the back of the form).

5. After the form is complete, staple all three tickets (the original winning ticket, the claim ticket, and the pay/claim ticket) to the front of the top copy of the claim form. If a claim ticket has been paid by you (i.e., **Online** and **Instant** tickets between \$600.01 and \$2,500.00), have the player initial receipt of payment and method of payment (cash, check or money order).
6. Distribute the copies as follows:
 - Pink - give to the player.
 - Yellow - maintain for your files.
 - White - mail to the Lottery in the special envelope provided by the Lottery.


NOTE: *Failure to follow the proper procedure for ticket validation including having the ticket signed and claim form completely filled out may result in a retailer liability.*

7. If you are not sure what to do, please contact any of the following:
 - The owner of your retailer location
 - Your Area Lottery Office (hours of operation are Monday through Friday, 8:30 AM to 4:30 PM)
 - Lottery Retailer Services, toll free, for assistance at 1-800-692-7481.

IMPORTANT: *Please remember to complete the date of birth and social security number section of the claim form.*

Claim Form

950-209 (08-11)



STANDARD CLAIM FORM

Mail to: CLAIMS DEPARTMENT
PENNSYLVANIA LOTTERY
PO BOX 8671
HARRISBURG PA 17105-8671

Benefits Older Pennsylvanians.
Every Day.

FOR RETAILER/CLAIM CENTER USE

RETAILER NUMBER

RETAILER TELEPHONE NUMBER

ENSURE THAT EVERY SECTION OF THE CLAIM FORM IS COMPLETED BEFORE SUBMISSION.

FILING STATUS

INDIVIDUAL
 GROUP

a. One Check
b. Separate Checks

SEE INSTRUCTIONS ON REVERSE

CLAIMANT'S NAME (LAST NAME FIRST, FOLLOWED BY FIRST NAME AND INITIAL)

ADDRESS

CITY STATE ZIP CODE

MONTH DAY YEAR TELEPHONE NUMBER SOCIAL SECURITY NUMBER

DATE OF BIRTH

INDICATE TYPE OF CLAIMANT ID PRESENTED (PHOTO ID REQUIRED):
 DRIVER'S LICENSE # WORK ID OTHER

ARE YOU A PA LOTTERY RETAILER OR A FAMILY MEMBER OF A PA LOTTERY RETAILER? YES NO
DO YOU OR A FAMILY MEMBER WORK FOR A PA LOTTERY RETAILER? YES NO
IF YOU WOULD LIKE TO JOIN OUR VIP PLAYERS CLUB, PLEASE PROVIDE YOUR E-MAIL ADDRESS

**ALL TICKETS MUST INCLUDE CLAIMANT'S NAME, ADDRESS AND SIGNATURE IN ORDER TO BE VALIDATED AND PAID.
PA LOTTERY IS NOT RESPONSIBLE FOR LOST OR STOLEN TICKETS OR CLAIM FORMS.**

**STAPLE
"WINNING" TICKET
HERE**

**STAPLE
"CLAIM" TICKET
HERE**

**IF PAID, "PAY"
TICKET MUST
ALSO BE ATTACHED**

TO BE COMPLETED BY RETAILERS OR AREA OFFICE FOR WINNING TICKETS

DATE OF DRAWING

MONTH DAY YEAR

GAME NAME:

**TICKETS MUST BE ATTACHED IN ORDER FOR
CLAIM TO BE PROCESSED AND/OR PAID**

TICKET NUMBER

FOR INSTANT TICKET ONLY

PIN NUMBER (BOTH LOCATED ON THE FRONT OF INSTANT TICKETS)

PRIZE AMOUNT \$

I DECLARE, UNDER PENALTY OF PERJURY, THAT ALL INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY PERSON WHO, WITH INTENT TO DECEIVE, FALSIFY, IMITATE, ALTER, FORGE OR COUNTERFEIT A LOTTERY TICKET, PRESENTS AN ALTERED OR COUNTERFEITED LOTTERY TICKET FOR PAYMENT, OR OTHERWISE CLAIMS A LOTTERY PRIZE BY MEANS OF TRICK, DECEIT OR MISREPRESENTATION IS GUILTY OF A FELONY PUNISHABLE BY A FINE AND OR IMPRISONMENT. LOTTERY THAT IS NOT AN EMPLOYEE OF THE PENNSYLVANIA LOTTERY OR THE MULTISTATE LOTTERY ASSOCIATION (MIAL) OR AN INDIVIDUAL PROHIBITED BY THE MEGA MILLIONS PRODUCT GROUP FROM PURCHASING TICKETS FOR A PA LOTTERY BOUND MEMBER, COMMISSIONER, OFFICER OR EMPLOYEE OF A LOTTERY JURISDICTION (INCLUDING MEGA MILLIONS) OR A LOTTERY, MIAL, OR MEGA MILLIONS PRODUCT GROUP CONTRACTOR AND IS NOT THE SPOUSE, CHILD, STEPCCHILD, BROTHER, SISTER, PARENT OR STEPPARENT RESIDING AS A MEMBER OF THE SAME HOUSEHOLD IN THE JURISDICTION OF RESIDENCE OF SUCH PERSON.

WANT CHECK MAILED TO THE AREA OFFICE? YES NO

MONTH DAY YEAR

CLAIMANT'S SIGNATURE TODAY'S DATE RETAILER/AREA OFFICE SIGNATURE

COMPLETE BELOW ONLY IF PAID BY RETAILER

BY OUR INITIALS WE ACKNOWLEDGE PAYMENT RECEIVED

CASH _____ CHECK/MONEY ORDER # _____ PAYEE INITIALS _____ RETAILER INITIALS _____

READ INSTRUCTIONS ON REVERSE SIDE White - PA Lottery Yellow - Claim Center Pink - Claimant's Record

SECTION 15 – REPORTS Tab

Creating Reports

Your terminal can produce a variety of useful sales and accounting reports for your **Online** and **Instant** bookkeeping records. It can also produce winning number and prize information for your players.



To take any report:

1. To access reports, touch the **[REPORTS]** tab.
2. From the **Reports Main Menu** screen, touch the tab for the type of report you want to create.

***NOTE:** Report types for common reports are provided in the table that follows.*

3. Press the button for the report you want to create.
4. Follow the directions on the screen.

Report Permissions

Retailers and DSRs are able to access all available reports.

Available Reports

Report Name	Report Description
Daily	
Daily Activity	Provides details of your Online, Instant, Card Transactions (includes Play Plus) and WebCash business for the date chosen. Available for up to one year.
Xpress Sports Daily Activity	Provides details of your Xpress Sports business for the date chosen. Available for up to one year.
Daily Pays	Lists Online and Instant tickets cashed for a specified date
Daily Card Transactions	Summarizes all non-cash (Debit and/or PA Lottery Gift Card) transactions for the day. Available for up to one year.
Current Jackpots	Lists the current jackpots for POWERBALL, MEGA MILLIONS, MATCH 6, CASH 5 with QUICK CASH, and Treasure Hunt games.
Benefit Statistic	Provides information on retailer contributions to the Pennsylvania Lottery's benefit programs.
Winner Statistic	Provides information on winning Online and Instant tickets sold by retailer.
Weekly	

Report Name	Report Description
Weekly Activity	Similar to the Daily Activity Report, Provides details of your Online, Instant, Card Transactions (includes Play Plus) and WebCash business for the date chosen. Available for up to one year.
Xpress Sports Weekly Activity	Similar to the Daily Activity Report, this provides details of your Xpress Sports business for the current accounting week to date. Available for up to one year.
Weekly Pays	Lists Online and Instant tickets cashed for a specified week
Weekly Settlement	Combines Online and Instant ticket weekly settlement activity. Available for up to one year.
Weekly Card Transactions	Summarizes all non-cash (Debit and/or PA Lottery Gift Card) transactions for the week. Available for up to one year.
Adjustment Details	Lists both Online and Instant total advances and adjustments for the accounting week chosen.
13 Week Average	Provides the average net sales of Online for 13 weeks
Game Sales	Provides sales information on all Online games for the previous week. <i>Note: Select each individual Online game after selecting [Game Sales].</i>
Combined Accounting	

Report Name	Report Description
Combined Draft	Provides combined Online and Instant draft totals for a specific retailer.
Combined 13 Week Average	Provides the average net sales of Online and Instant for 13 weeks
Combined Weekly Settlement	Combines Online , Instant , WebCash and Xpress Sports ticket weekly settlement activity for your PHD and WAVE terminals. It must be taken every Tuesday morning to determine how much the Lottery is withdrawing from your Lottery account through your weekly EFT sweep.
Instant Inventory	
Instant Inventory Summary	Provides total number of Instant packs by game in each status. INT= in transit, REC = received and in confirm status, ACT= activated, SET = settled.
Instant Inventory Detail	Provides information on the exact status of all packs for a specific game. Note: You must enter a game number.
Active Packs	Shows by date and game all packs in your inventory currently in the active status.

Report Name	Report Description
DSR Issued Packs	Provides a list of packs issued by a District Sales Representative for the date chosen.
Returned Pack Listing	Displays a list of packs that were returned to the Lottery on a specified date.
Instant Manifest Listing	Provides a listing of packs in a specific shipment when you type in the manifest number
WTD (Week To Date) Settled Packs	Provides your previous week's total Instant settled packs for the date chosen.
WTD (Week To Date) Partial Returns	Provides your previous week's total Instant partial returns for the date chosen.
Outstanding Packs	Shows status and ship date of all your Instant ticket packs. Use this report to verify your inventory.
Outstanding Partial Packs	Displays the game number, pack number, NTS range, and status of Instant tickets that are assigned to the retailer
Instant Games Available for Order	Provides Instant games available for order
Retailer Information	
Retailer Info	Provides the retailer information
Instant Status	
Remaining Top Prizes	Displays a list of top prizes that have not been claimed by game.

Report Name	Report Description
Instant Games On Sale	Displays all games that are currently available for sale and validation.
Instant Game Info (Sgl Game)	Displays detailed information about a specific Instant game. <i>Note: You must enter a game number.</i>
Top Prizes Claimed	Displays a list of top prizes that have been claimed by game.
Winning Numbers	
PICK 2	Provides winning information on PICK 2 Day and Evening games for the date chosen.
PICK 3	Provides winning information on PICK 3 Day and Evening games for the date chosen.
PICK 4	Provides winning information on PICK 4 Day and Evening games for the date chosen.
PICK 5	Provides winning information on PICK 5 Day and Evening games for the date chosen.
CASH 5 with Quick Cash	Provides the numbers drawn and the number of winners for the CASH 5 game for the date chosen along with the estimated value of the next drawing's jackpot.
Millionaire Raffle	Lists the top three tiers of winners for the most recent Raffle game.

Report Name	Report Description
Treasure Hunt	Provides the numbers drawn and the number of winners for the Treasure Hunt game for the date chosen along with the estimated value of the next drawing's jackpot.
Powerball/Power Play/Double Play	Provides the numbers drawn and the number of winners for the POWERBALL game for the date chosen along with the estimated value of the next drawing's jackpot.
Match 6	Provides the numbers drawn and the number of winners for the MATCH 6 game for the date chosen along with the estimated value of the next drawing's jackpot.
Cash4Life	Provides the numbers drawn and the number of winners for the date chosen
Keno & Xpress Sports	Enter draw number to display winning numbers (plus previous 9 draws) if no draw number entered displays the last 10 completed draws.
Mega Millions	Provides the numbers drawn (including the MEGAPLIER) and the number of winners for the MEGA MILLIONS game for the date chosen along with the estimated value of the next drawing's jackpot.
Winning Numbers Summary	Provides winning numbers for any game, for the most recent seven days.

Report Name	Report Description
Current Winning Numbers	Provides the last current winning numbers for any Online game.
Last 30 News Messages	
Last 30 News Messages	Provides the last 30 news messages that the lottery has sent out to the terminal base statewide.
Report Last	
Report Last	Provides the image for the last transaction saved.
Fast Play	
Remaining Top Prizes	Displays a list of top prizes that have not been claimed by Fast Play game.
Fast Play Games On Sale	Displays all Fast Play games that are currently available for sale.
Fast Play Game Info (Sgl Game)	Detailed information about a specific Fast Play game.
Fast Play Game Sales	Provides sales information on all Fast Play games for the previous week. <i>Note: Select each individual Fast Play game after selecting [Game Sales].</i>
All Terminals (Icon only displays if retailer also has a PlayCentral type terminal installed.)	

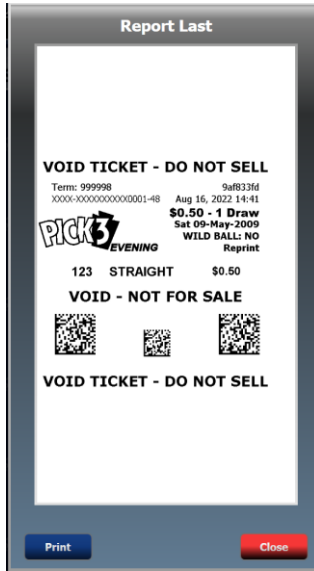
Report Name	Report Description
Daily Activity	Provides individual WAVE and PlayCentral reports detailing your Online, Instant and WebCash business for the date chosen (tickets validated and packs received, activated, and settled). Available for up to one year.
Xpress Sports Daily Activity	Provides details of your Xpress Sports business for the date chosen. Available for up to one year. Available for up to one year.
Weekly Activity	Similar to the Daily Activity Report, this provides individual WAVE and PlayCentral reports detailing your Online, Instant and WebCash business for the current accounting week to date. Available for up to one year.
Xpress Sports Weekly Activity	Similar to the Daily Activity Report, this provides details of your Xpress Sports business for the current accounting week to date. Available for up to one year.
Weekly Settlement	Provides two separate WAVE and PlayCentral Weekly Settlement reports. Available for up to one year.
<p style="text-align: center;">PCT / PHD / EX (These icons will show the terminal type and retailer number of the PlayCentral terminal(s) installed at your location.)</p>	
Daily Activity	Provides details of your Online and Instant Card Transactions (includes Play Plus) and WebCash business for the date chosen. Available for up to one year.

Report Name	Report Description
Xpress Sports Daily Activity	Provides details of your Xpress Sports business for the date chosen. Available for up to one year.
Weekly Activity	Similar to the Daily Activity Report, this provides details of your Online and Instant business for the current accounting week to date. Available for up to one year.
Xpress Sports Weekly Activity	Similar to the Daily Activity Report, this provides details of your Xpress Sports business for the current accounting week to date. Available for up to one year.
Weekly Settlement	Combines Online and Instant ticket weekly settlement activity. Available for up to one year.
PlayCentral Instant Sales	Provides details on Instant sales for the date chosen.
Daily Pays	Lists Online and Instant tickets cashed for a specified date.

Report Last

The **Report Last** function reviews the last transaction.

1. Touch **[Report Last]**. The **Report Preview** pop-up displays.



2. Touch **Print** to print the report or **Close** to close the pop-up.

Section 16 – Lottery Accounting

Procedures

You are responsible for the accounting of all Lottery money and paid tickets. The Lottery requires that you establish a bank account for the deposit of Lottery funds. In addition, you should reconcile all paid tickets on a weekly basis. You must reconcile the bank account and deposit all monies due each week. This account must be an Automated Clearing House (ACH) account, which authorizes the automatic withdrawal of funds from this account, by the Pennsylvania Lottery. Your weekly accounting paperwork must be completed, and all funds deposited in this ACH account by 12 Noon every Tuesday. Your weekly settlement will be drafted on Tuesday or Wednesday according to your banks ACH procedures.

Your Lottery terminal provides a variety of reports that you may use to keep track of all sales and pays. While daily accounting procedures are not required by the Lottery, it is strongly recommended by both the Lottery and Scientific Games. Proper accounting procedures require that you do start of the day and end of the day accounting.

Suggested Daily Accounting Procedures

At Start of Day:

1. Take the “Daily Activity Report” and “Xpress Daily” to ensure that you are starting with a “0” balance.
2. Record the first ticket number on each active pack of tickets that you have ready for sale.
3. Take the “Daily Activity Report” for the previous day to ensure accurate accounting.

At End of Day:

1. Record the first remaining ticket number on each active pack of tickets.
2. Subtract this number from the one recorded earlier in the day to determine how many Instant tickets you sold today.
3. Take the “Daily Activity Report”, “Xpress Daily”, “Weekly Activity Report” and “Xpress Weekly” each night just before the terminal

shuts down. Balance your money against these reports.

4. Deposit money in bank on a daily basis.

Weekly Accounting Procedures

The following procedures are required, by the Lottery, to be completed every Tuesday morning. The management of your retailer location may also require additional reports and procedures.

1. Take the “Combined Weekly Settlement Report”.
2. Place all paid tickets from the previous week in a secured area for your weekly reconciliation. Ensure that the total number of paid tickets agrees with the numbers on your “Weekly Settlement Report”.
3. The total amount of money due the Lottery for that accounting week must be deposited in your Lottery ACH account by 12 Noon on Tuesday.
4. Don’t forget to withdraw your net income (sales commission earned) each week.

NOTE: *If you need assistance or have any questions regarding Lottery accounting procedures and policies, please call the Lottery at 1-800-692-7481 (hours of operation are Monday through Friday, 8:00 AM to 4:00 PM).*

SECTION 17 – Lottery Funds

Wired/Credit Requests

Lottery Funds Wired to Your Account (Advances)

Funds may be sent daily to the financial institution referenced on your Three-Party Agreement via ACH (Automated Clearing House) when both the following criteria are met:

- You provide the Lottery with a completed Advance Authorization Agreement.
- When the ending business days consolidated Float Cash (FC) amount is below a preset established float level and the amount to be advanced is at least \$500. (With the exception of your weekend activity, Friday-Saturday-Sunday, that amount will be determined by the FC figures as of the close of business on Sunday.) The funds will normally be deposited in your bank account 2-3 days from the date the need for the advance is determined. **Payment to your winners should take this time frame into consideration.** The Lottery will not reimburse you for overdraft fees.

***NOTE:** Should your bank debit your account for an incoming transfer, you will be reimbursed for this charge by sending the Lottery a copy of your bank statement reflecting this fee. Mail it to:*

**Pennsylvania Lottery
Budget Division
1200 Fulling Mill Road – Suite One
Middletown, PA 17057
OR
Fax Statement to 717-702-8178**

Credit Requests for Illegible Online Game/Fast Play Tickets

There are situations that may occur with your Online terminal that may provide cause for the Pennsylvania Lottery to consider a credit application for tickets or money lost, usually as a result of a telecommunication problem or a device malfunction.

If you are experiencing communication problems during the issuance of tickets, or if you encounter a device malfunction in which a ticket misprints, you may request credit by following the instructions below:

- The “Request for an Online Adjustment Form” must be completed and mailed to the Lottery within 24 hours of the occurrence.
- The “Request for Online Adjustment Form” must be completed in its entirety and all illegible tickets, Player History Report, Daily Activity Report, and a print message from your terminal must be attached to the form in the area indicated.
- If more than one ticket misprints, the Lottery will consider your request for credit only if the misprinted tickets are part of a multiple ticket transaction.

NOTE: *Tickets returned with requests for adjustment must be mailed and date stamped by the post office prior to the drawing in order to be considered. The Lottery will not consider requests for credit as a result of operator error or tickets issued as a result of accepting telephone plays.*


The Lottery will review the “Request for Adjustment Form” (displayed on the following page) and advise you of the disposition of your request. If your request for credit has been approved, a credit will be applied to your account, less commission earned, on the tickets involved. Mail your credit request to:

**The Pennsylvania Lottery
1200 Fulling Mill Road – Suite One
Middletown, PA 17057**

Attn: Online Games

NOTE: *If you are experiencing problems with your terminal or “communication” device, call the Scientific Games Call Center number at 1-800-692-7353.*

Online Ticket Adjustment Request Form

<small>HSL-959 (REV. 08-02)</small>  <small>Bealth Older Pennsylvanians. Have Fun!</small>	<h2 style="margin: 0;">ONLINE RETAILER ADJUSTMENT REQUEST</h2>	MAIL TO: PENNSYLVANIA LOTTERY GAMES CONTROL DIVISION 1200 FULLING MILL ROAD SUITE 1 MIDDLETOWN PA 17057										
RETAILER IDENTIFICATION:		ATTACH THE FOLLOWING: <small>(ONLY ORIGINALS ACCEPTED FOR CREDIT)</small> (1) Daily Activity Report (2) Illegible ticket(s) (3) History Report POSTMARKED AND MAILED TO LOTTERY TO ADDRESS ABOVE WITHIN 24 HOURS OF OCCURRENCE ONE ADJUSTMENT PER OCCURRENCE										
RETAILER NUMBER: _____ RET NAME: _____ ADDRESS: _____ CITY, ST, ZIP: _____ TELEPHONE: _____ CONTACT: _____												
ADJUSTMENT REQUESTED:												
DOLLARS: <table style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 10px; border: 1px solid black;"> </td><td style="width: 10px; border: 1px solid black;"> </td><td style="width: 10px; border: 1px solid black;"> </td><td style="width: 10px; border: 1px solid black;"> </td><td style="width: 10px; border: 1px solid black;"> </td><td style="width: 10px; border: 1px solid black;"> </td><td style="width: 10px; border: 1px solid black;"> </td><td style="width: 10px; border: 1px solid black;"> </td><td style="width: 10px; border: 1px solid black;"> </td><td style="width: 10px; border: 1px solid black;"> </td></tr></table>												
ADJUSTMENT WILL BE CONSIDERED FOR MACHINE MALFUNCTION OR LINE/POLE ERROR ONLY!												
DATE OF ERROR: _____ (MONTH-DAY-YEAR) TIME OF ERROR _____ (HOUR-MINUTES) <input type="checkbox"/> AM <input type="checkbox"/> PM												
RETAILER'S STATEMENT:		TRANSACTION KEY										
_____ _____ _____ _____		C = COMPLETED <small>(Charged for Transaction)</small> E = ERROR OR EXCEPTION D = DELETED <small>(Not Charged for Transaction) (No Adjustment Required)</small>										
FOR LOTTERY USE ONLY												
DISPOSITION OF REQUEST: This request for adjustment for \$ _____ has been <input type="checkbox"/> APPROVED for \$ _____ (5% comm. excl.) <input type="checkbox"/> DENIED <input type="checkbox"/> PARTIAL CREDIT <input type="checkbox"/> FULL CREDIT												
EXPLANATION:												
_____ _____ _____ _____												
PROCESSED BY: _____	DATE: _____	APPROVED BY: _____										
		DATE: _____										
<small>ORIGINAL TO LOTTERY</small>												

Credit Requests for Instant Tickets

There are situations that may occur with Instant tickets that may provide cause for the Pennsylvania Lottery to consider a credit application for tickets in your inventory. This consideration is usually as a result of a ticket with manufacturing defects.

- The "Instant Ticket Adjustment Request Form" must be completed and mailed to the Lottery within 24 hours of the occurrence.
- The "Instant Ticket Adjustment Request Form" must be completed in its entirety and all illegible tickets must be attached to the form.

The Lottery will review the "Instant Ticket Adjustment Request Form" and

advise you of the disposition of your request. If your request for credit has been approved, a credit will be applied to your account, less commission earned, on the tickets involved. Mail your credit request to:


**The Pennsylvania Lottery
1200 Fulling Mill Road – Suite One
Middletown, PA 17057**

Attn: Instant Games

Instant Ticket Adjustment Request Form

PSL-372/REV. 3-97

**PENNSYLVANIA LOTTERY
INSTANT TICKET ADJUSTMENT REQUEST**


Benefits Only Pennsylvania

Please read the instructions on the reverse side before completing form.

Retailer Number

Retailer Name _____

Address _____

City _____

State _____ Zip _____

Business Phone () _____

My records indicate that: I owe the Lottery \$ _____
The Lottery owes me \$ _____

Date of Occurrence: / / _____

Explanation of Request: (Note-If you are requesting credit for instant tickets, the tickets must accompany this form.) May be used for multiple tickets.

Print your name: _____

Sign your name: _____ Date: _____

LOTTERY USE ONLY

This instant ticket adjustment request for \$ _____ has been:
 approved for \$ _____ (adjusted for 5% commission)
 denied

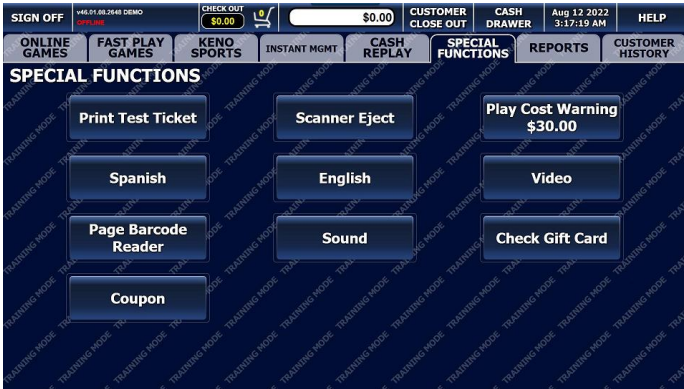
Explanation: _____

Processed by: _____ Date: _____ Approved By: _____ Date: _____

INSTANT GAMES CONTROL SECTION
Pennsylvania Lottery

Section 18 – The SPECIAL FUNCTIONS Tab

The **Special Functions** menu allows the user to select and perform specific terminal functions at any time during the day. To access special functions, touch the **[SPECIAL FUNCTIONS]** tab.



Print Test Ticket

The **Print Test Ticket** function prints a test ticket.

Scanner Eject

The **Scanner Eject** function is used to eject Playslips or tickets that are stuck in the scanner.

Play Cost Warning

The **Play Cost Warning** function is used to set a ticket-cost threshold. If that threshold is met or exceeded, a pop-up will display. The threshold may be set from \$5 to \$30.

1. Touch **[PLAY COST WARNING]**. The **Play Cost Warning Max** keypad displays.



2. Enter a number between 5 and 30 and touch **OK**.

Spanish

The **Spanish** function switches the terminal language to Spanish.

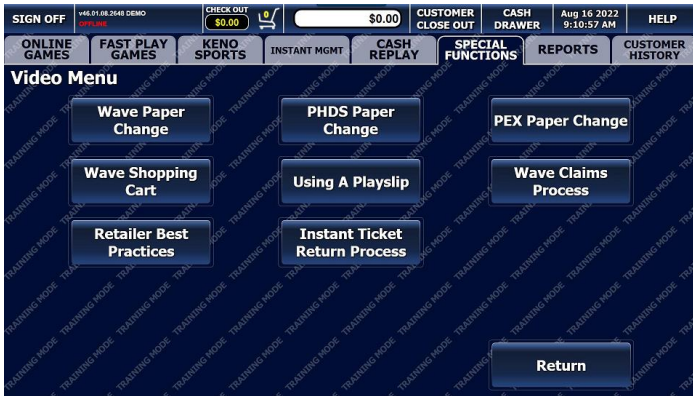
NOTE: *Not all words on all screens will change to Spanish. Reports and messages from the host will be available in English only. All tickets will be printed in English.*

English

The **English** function switches the terminal language to English.

Videos

The **Video** function plays English-only videos. Touch the appropriate button to view a video.

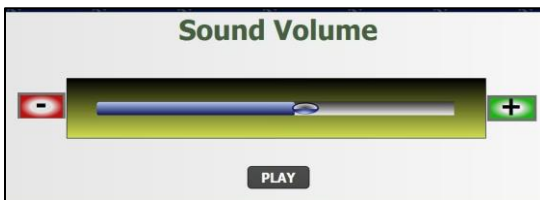





Page Barcode Reader

Pages the barcode reader to locate the device. When this button is touched, the barcode reader emits a beep.

Sound

Use this button to adjust the terminal's sound volume.



1. Choose to decrease or increase the sound volume by touching the  and  buttons on either side.
2. Touch  to hear the terminal's sound volume,

Check Gift Card

Retailers may check the current balance of a Gift Card.

1. To check the balance of a Gift Card, select **[Special Functions]** on the terminal screen.
2. Select **[Gift Card]** and scan the barcode on the barcode reader or manually type in the barcode number located below the barcode.



Coupons

The Pennsylvania Lottery distributes coupons three ways.

- Over the Internet through the VIP Players Club (www.palottery.com)
- On mobile phones through the PA Lottery Mobile App and via text message (SMS)
- Sport Coupons distributed at events

To redeem a coupon, follow these steps:

1. Select **[Special Functions]** on the terminal screen.
2. Select **[Coupon]** and scan the coupon barcode on the barcode reader or manually type in the barcode number located below the barcode.



Test HiVis (High Visibility) Sign

This option is utilized to refresh the signal to the Pennsylvania Lottery's wireless dual jackpot sign after a terminal reboot, installation, or service call.

To refresh the signal, select **[Test HiVis Sign]**, and the wireless jackpot sign will count backwards from 9 to 0 and populate the current jackpot information.

SECTION 19 – CUSTOMER HISTORY

TAB

Touch the **Customer History** tab to access the **Customer History** screen for the current customer.

SIGN OFF		466.01.08.2648 DEMO		CHECK OUT	\$2.00	CUSTOMER CLOSE OUT	CASH DRAWER	Aug 14 2022 2:53:49 AM	HELP
ONLINE GAMES	FAST PLAY GAMES	KENO SPORTS	INSTANT MGMT	CASH REPLAY	SPECIAL FUNCTIONS	REPORTS	CUSTOMER HISTORY		
Online Sales:		2		\$2.00		<div style="display: flex; flex-direction: column; align-items: center;"> <div style="margin-bottom: 5px;">Open Cash Drawer</div> <div style="margin-bottom: 5px;">Check Out</div> <div style="margin-bottom: 5px;">Customer Close Out</div> <div style="margin-top: 20px;">Print History</div> </div>			
Instant Card Sales:		0		\$0.00					
Credits:		0		\$0.00					
Online Cashes:		0		\$0.00					
Instant Cashes:		0		\$0.00					
Online Cancels:		0		\$0.00					
Customer Owes				\$2.00					
08/14/22	02:53	c	Se11	Quick Cash Game: 9951	\$0.00	<div style="display: flex; align-items: center; justify-content: center;"> <div style="margin-right: 10px;">↑</div> <div style="margin-right: 10px;">↓</div> </div>			
08/14/22	02:53	c	Se11	CASH5 TSH:0000-47	\$2.00				
08/14/22	02:53	c	close	Customer Close Out	\$2.50				
08/14/22	02:53	c	Se11	P2 EVE QP 1 8 STR	\$1.00				
08/14/22	02:53	c	Se11	P4 EVE QP 1 6 0 3 STR	\$0.50				
08/14/22	02:53	c	Se11	P2 EVE QP 0 8 STR	\$1.00				

The **Customer History** screen is divided into two main sections:

- A top window that displays the current customer balance.
- A bottom window that displays a list of the last 50 transactions and their total cash amount, by transaction type, for the current customer.

Information is displayed on a line-by-line basis and can consist of:

- Transaction Date
- Transaction Time
- Status Code
 - **C:** Transaction complete, ticket printed
 - **S:** Request sent to Central System
 - **R:** Response received and being processed
 - **P:** Transaction recorded on Central system and printing
 - **D:** Transaction deleted from queue (**STOP** button)
 - **E:** Error (specific error listed)
- Transaction Type
- Game Name
- Ticket Amount

NOTE: The information displayed in the **Customer History** window will clear at Sign Off.

Additional functions include:

- Touch [**Open Cash Drawer**] to open the cash drawer
NOTE: The cash drawer can also be opened by using the **CASH DRAWER** button located on the Top Bar.
- Touch [**Check Out**] to display the **CHECK OUT** cart.
- Touch [**Customer Closeout**] to clear the customer balance.
- Touch [**Print History**] to print transaction information displayed in this window.

SECTION 20 – Terminal Maintenance

Equipment Responsibility

Please remember that it is your responsibility to safeguard your Lottery equipment from loss and damage.

Cleaning the Terminal

NOTE: Before performing any cleaning procedures, verify that:

- The terminal is turned off.
- The power source to the terminal is disconnected.

Document Scanner Reader Head

Clean the document scanner reader head at least once a week.

1. Pull down the scanner cover.
2. Remove any debris from inside the terminal.
3. With a soft, lint-free cloth, clean the scanner lid and chassis area. This includes the read head, the areas around the drive and the idler rollers.
4. Close the scanner cover.

CAUTION: Never use liquids or sprays on the terminal.

CAUTION: Never use anything sharp or abrasive, such as a screwdriver, fingernail or brillo pad to clean the scanner.

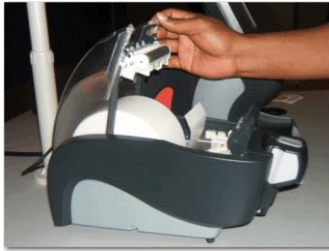
Touch Screen and Flat Panel Display

The acceptable ways to "touch the screen" include your fingertip and pencil eraser.

CAUTION: Never use sharp objects or abrasives to clean the terminal touch screen or flat panel monitor.

Changing and Loading Paper

1. Activate **Online** ticket stock prior to loading a new roll. See [Section 20: Online Ticket Stock Tracking](#) page 184 for more information.
2. Open the printer cover located on the top of the printer.



3. A message displays on the screen that the paper is out. Touch **OK**.
4. Remove the remaining paper by lifting the roll out of the printer compartment.



5. Place the new roll of ticket stock in the printer compartment and roll out a couple of inches of paper from the bottom of the roll.
6. Extend the paper past the printer compartment.
7. Close the printer cover and push back the black lever.



Online Ticket Stock Tracking

Tracking of **Online** ticket stock aids, the Lottery to determine which retailers are eligible for bonuses and verifying the security of jackpot tickets.

- Cartons of thermal paper must be Received and Confirmed into your inventory using the Delivery Receipt Barcode located on the manifest.
- When the carton is opened and you are ready to utilize an individual roll, you must scan the barcode on the individual roll using the barcode reader.
- The rolls of thermal paper can be used in either the PlayCentral Terminal or the WAVE terminal.

NOTE: Paper cannot be manually activated. The barcode on the paper roll must be fully intact to be able to scan. This can be done on any screen except the **CASH REPLAY** or **INSTANT MGMT** screens.



Tech Tips

- Age Verification – You have to scan a driver's license using the handheld barcode reader only, not the magstripe reader.
- Please do not shut down your WAVE terminals overnight. This process is essential to be able to receive future downloads in order to sell and redeem tickets.
- If the barcode reader does not scan, press the button on the top.
- Do not unplug the Wave printer while the Wave terminal is running, or you risk damaging components.
- When the handheld barcode reader is not holstered, you must press the top button to activate.

- You can clean your touch screen with water on a damp, soft cloth or with LCD cleaner. No other solvents should be used. Always power your terminal down before cleaning.
- Please position the equipment and WAVE peripherals in a highly visible area to maximize sales and utilize player traffic flow.

Who to Call

To Request Claim Forms and Your Lottery DSR or Adjustment forms	Your Lottery DSR or Lottery Area Office
Additional Online Ticket Stock	Scientific Games Tel-Sell Team Member at 1-888-393-4744
To Order Instant Tickets	Scientific Games Tel-Sell Team Member at 1-888-393-4744
To Order Playslips for the terminal	Scientific Games Tel-Sell Team Member at 1-888-393-4744
Report Lost or Stolen Tickets	Lottery Retailer Services at 1-800-692-7481
Questions about Lottery Policies, Procedures, and Accounting	Your Lottery DSR or Lottery Retailer Services at 1-800-692-7481
Report Terminal Malfunctions	Scientific Games Call Center at 1-800-692-7353
Information on How to Operate the Terminal	Scientific Games Call Center at 1-800-692-7353
Schedule New Employees for an Online Training class	Lottery DSR or Lottery Area Office

NOTE: *The Pennsylvania Lottery's hours of operation are Monday through Friday, 8:00 AM to 4:00 PM.*

Pennsylvania Area Lottery Offices

AREA ONE: Philadelphia

215-952-1123

AREA TWO: Wilkes-Barre

570-826-2091

AREA THREE: Harrisburg

717-702-8230

AREA FOUR: Clearfield

814-765-0536

AREA FIVE: Pittsburgh

412-770-2760

AREA SIX: Erie

814-835-2423

AREA SEVEN: Lehigh Valley

610-807-3319

Lottery Headquarters

1-800-692-7481

NOTE: The Pennsylvania Lottery Area Office hours of operation are Monday through Friday, 8:30 AM to 4:30 PM.



Benefits Older Pennsylvanians.
Every Day.

**Winning Numbers, Jackpots, Game Odds,
Game Closing Dates, Prizes Remaining
and General Information visit**

www.palottery.com

General Retailer Assistance

1-800-692-7481

Debit Dispute Hotline

1-770-825-4484

Day Draw Winning Numbers

1-877-282-4639

Problem Gambling Helpline

1-800-GAMBLER

(1-800-426-2537)

Scientific Games Terminal Service

1-800-692-7353

Scientific Games – Tel-Sell Team

**(Instant Ticket, Online Ticket Stock and Playslip
Ordering)**

1-888-393-4744



**1500 Bluegrass Lakes Parkway
Alpharetta, Georgia 30004
U.S.A.**