OREGON LOTTERY®

Together, we do good things.

RETAILER COMPACT
REFERENCE GUIDE

CUSTOMER SERVICE
1-800-766-6789

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THE RETAILER COMPACT

Customer Display

Touch Screen

Power Button

Integrated Barcode Scanner

Printer

Handheld Barcode Scanner

Play Slip Reader

WinCheck

Cleaning Instructions

To clean the Retailer Compact terminal and peripherals, spray non–ammonia window cleaner on a soft, dry, lint–free cloth and gently wipe the components clean.

NOTE: DO NOT spray the cleaner directly onto the terminal.

Please see the following page for COVID-19 specific cleaning and disinfecting procedures.

CLEANING & DISINFECTING

Cleaning and Disinfecting Procedure for Lottery Terminals with Glass Touchscreens

NOTE: Cleaning and disinfecting are two steps. Cleaning removes dirt, grease, dust and other contaminants. Disinfecting is a separate process that uses a chemical designed to destroy bacteria.

CLEANING TOUCH SCREEN

1. To prepare for cleaning the touchscreen, power down the device whenever possible.

2. Do not get liquids inside the unit. Do not spray cleaner directly on the screen. Instead, use wet wipes, a sprayed cloth, or a dampened cloth with the excess moisture squeezed off.

3. Select only **non-abrasive** cleaning wipes or cloths to avoid scratching Touch Screen **(see the following page)**.

4. **AVOID** highly concentrated alcohol (greater than 70%), non-diluted bleach or ammonia solutions, as these may cause discoloration.

5. Wipe the surfaces with the appropriate wipes/cloths and approved cleaning products and allow them to dry.

DISINFECTING TOUCH SCREEN

1. To prepare for cleaning the touchscreen, power down the device whenever possible.

2. Dampen a new, clean, non-abrasive cloth with a disinfectant chosen from the list below. Ensure excess liquid is squeezed from the cloth. You may also use recommended pre-dampened wipes.

3. Read the manufacturer's instructions carefully. Many manufacturers require the surface to remain wet for a few minutes, so continuous wiping might be required.

4. Disinfect the surfaces by wiping them with the cloth or wipe and allow the surface to dry.

5. For disinfectant solutions that are safe for use with the Touch Screen, see the following page.

CLEANING & DISINFECTING

Disinfecting Guidelines

US CDC-RECOMMENDED DISINFECTANT SOLUTIONS SAFE FOR LOTTERY TERMINALS:

- Household bleach solution (1/3 cup of bleach per gallon of water)
- Isopropyl alcohol (≤ 70% alcohol)

US EPA-RECOMMENDED DISINFECTANTS SAFE FOR LOTTERY TERMINALS:

- Clorox Disinfecting Wipes
- Clorox Healthcare Bleach Germicidal Wipes
- Clorox Commercial Solutions Hydrogen Peroxide Cleaner Disinfectant Wipes
- Lonza Disinfectant Wipes
- Lysol Brand Clean & Fresh Multi Surface Cleaner (20% cleaner solution to water ratio)
- Purell Professional Surface Disinfectant Wipe
- Sani-Cloth Prime Germicidal Disposable Wipes

DO NOT USE THE FOLLOWING MATERIALS WHEN CLEANING/DISINFECTING LOTTERY TERMINALS:

- Isopropyl Alcohol at concentration greater than 70%
- Methyl Alcohol or Ethyl Alcohol at concentration greater than 35%
- Thinner or benzine
- Strong alkali lyes
- Strong solvents
- Acids
- Detergents with fluoride
- Detergents with ammonia at concentration greater than 1.6%
- Abrasive cleaners
- Detergents with abrasives
- Formula 409
- Steel wool
- Sponges with abrasives
- Steel blades
- Cloth with steel threads

FOR EQUIPMENT PLASTICS

Test an inconspicuous area first. If there is no visible reaction or discoloration, proceed to disinfect the entire terminal, focusing on areas that would have interaction. (door lock mechanisms, interface panels, etc.).

PLAY SLIPS & TICKETS

Inserting Play Slips

Insert completed Play Slips into the **Play Slip Reader** ① with the marked side facing UP.

NOTE: DO NOT insert Scratch-its℠ into the Play Slip Reader.

Scan Draw Game tickets, Scratch-its℠ and pack barcodes using either the **Integrated Scanner** ② under the touchscreen or **Handheld Barcode Scanner** ③. You must push the trigger button on the handheld scanner to scan.
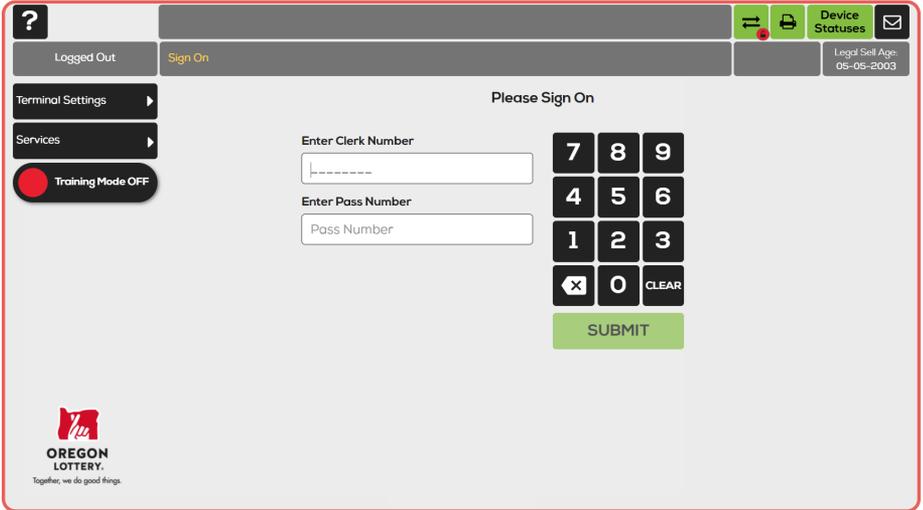
Play Slip Errors

If a play slip has been filled out incorrectly, or if an error message displays, return the play slip to the player to be filled out correctly.
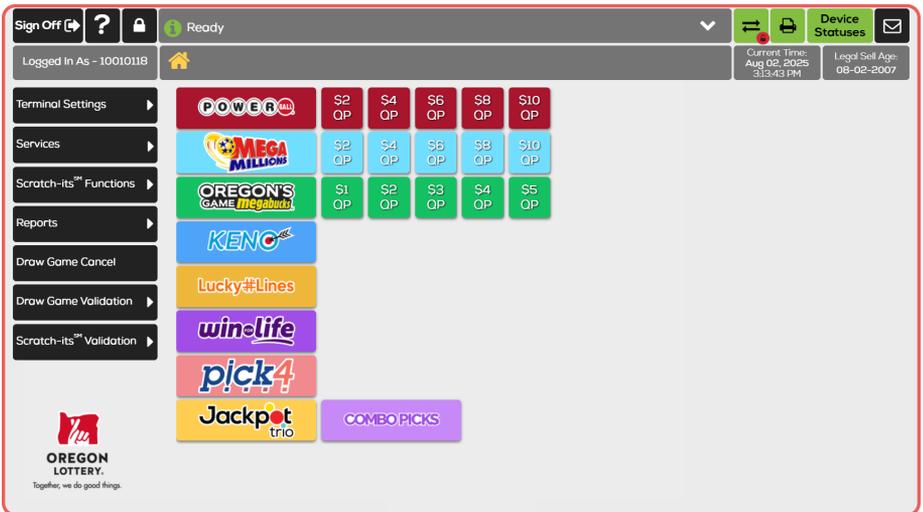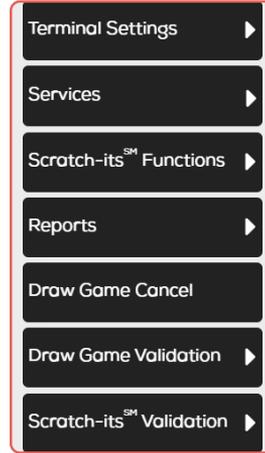
TERMINAL SCREENS

Welcome/Sign On Screen

Home Screen

TERMINAL NAVIGATION

Game Buttons

Function Buttons

Breadcrumbs

With your new terminal, it is very easy to navigate between screens! Simply touch the **Home Icon** or the screen name to return to a previous screen.

In the example below, the Mail screen breadcrumbs are displayed. Touch **Services** to return to that menu, or touch the **Home Icon** to return to the Home Screen.
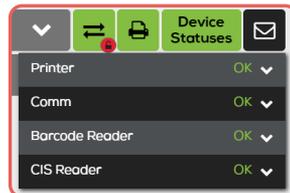

Game Screen Tabs

Use the Game Tabs located at the top of each Game options screen to easily navigate between Draw Games.

Device Statuses

When there is an **ERROR** with a device or peripheral, the Device Statuses button displays in red.

Touch **Device Statuses** to see the drop-down with the status for each of the following: Printer, Comm, Barcode Reader, and CIS Reader.

TICKET STOCK REMINDERS

1. **First In – First Out"**: Use old boxes of ticket stock **FIRST**. The ticket stock is sturdy but over time can break down.

2. Boxes of Ticket Stock should be stored in a cool, dry place. To avoid damage, do not place them next to or on top of a heat source.

3. Keep Ticket Stock in the box that it was delivered in and keep the box sealed until you need to use it.

4. Be sure to keep rolls of ticket stock in their plastic bags until you are ready to load them into the terminal. They are light sensitive.

5. For security reasons, ticket stock **CANNOT** be transferred between retailers. Also, any unused paper should be disposed of in a secure way.

LOADING PAPER

1. First, lift the silver latch on the Printer cover up, and pull up to open the Printer.

2. Next, remove the used paper roll.

3. Detach the piece of tape on the new roll that holds the end of the paper to the roll then place the new roll into the Printer. It is important that the paper feeds from the bottom toward you.

4. Leave about 12" – 18" of the paper hanging out and close the cover firmly.

5. The Printer automatically advances and cuts the paper.

NOTE: To perform a test print, touch **Services**, then **Printer Test**. A test ticket will print if the printer is loaded properly.

CLEARING PAPER JAMS

1. Open the Printer cover and leave the roll in place.

2. Clear any debris or damaged paper from the rollers to clear the jam.

3. Pull the end of the paper roll, leaving about 12" – 18" of the paper hanging out and close the cover firmly.

4. The Printer automatically advances and cuts the paper.

5. Return to the Services menu and run a Printer Test.

NOTE: Please call Customer Service in the event of a non-sellable ticket (missing barcode and serial number or ripped through the play area).

SIGN ON / SIGN OFF

Sign On

1. On the Welcome Screen, enter your 6–digit Retailer Number + 00, and 4–digit Pass Number using the **keypad**.

2. Touch **SUBMIT**.

3. A sign-on message displays. Touch **Print** to print a sign-on receipt or touch **OK**.

4. If there is a News Message it displays automatically. Otherwise, the Home Screen displays.
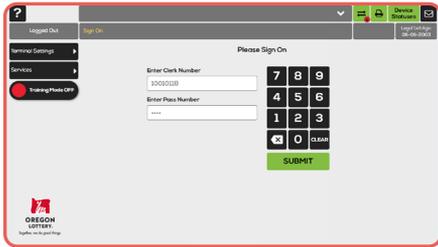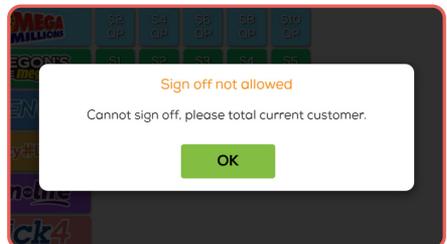

Sign Off

- Touch **Sign Off** on the Home Screen.

NOTE: You are not allowed to sign off if the total is not cleared.

In this case, the error message below displays:

CONTEXT HELP

1. Touch **Help** from any screen. A Help pop–up screen displays information related to your current screen.

2. For example, touch **Help** on the **Draw Game Cancel** screen, and the help information displays:

3. Touch **PRINT** to print the help information, or touch **OK** to return to your current screen.
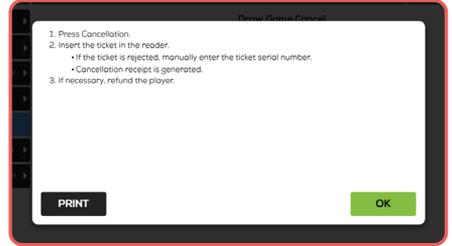
LOCK

**RECOMMENDATION:** Lock it if you are not using it.

Puts the terminal into a locked mode until you enter your password.

1. Touch **Lock** on the Home Screen.

2. The screen displays:

3. Enter your 4–digit Pass Number to unlock the terminal.

NOTE: If the Pass Number is entered incorrectly three [3] times, you will be required to Sign On to the terminal again.

NOTE: The terminal will lock automatically after 10 minutes of inactivity. Enter your 4-digit Pass Number to unlock the terminal.
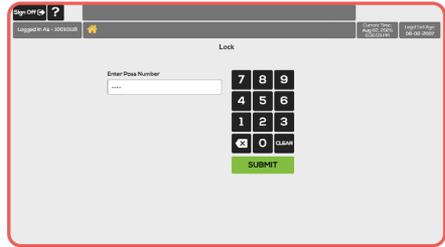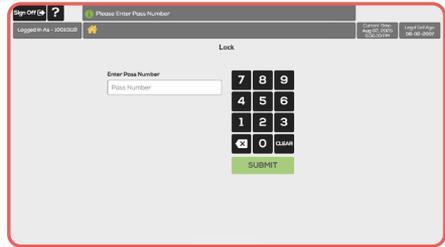
TERMINAL SETTINGS

- Touch **Terminal Settings**.
- Select the desired option:

Terminal Settings ▶
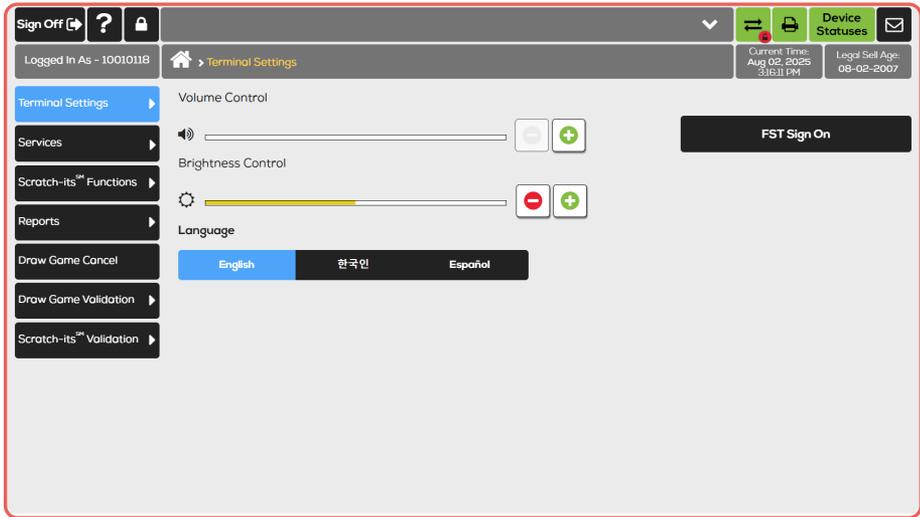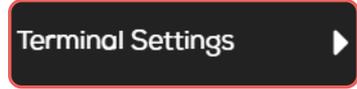
Volume Control

Touch **Minus [–]** or **Plus [+]** to change the terminal volume.

Brightness Control

Touch **Minus [–]** or **Plus [+]** to change terminal screen brightness.

Language Toggle

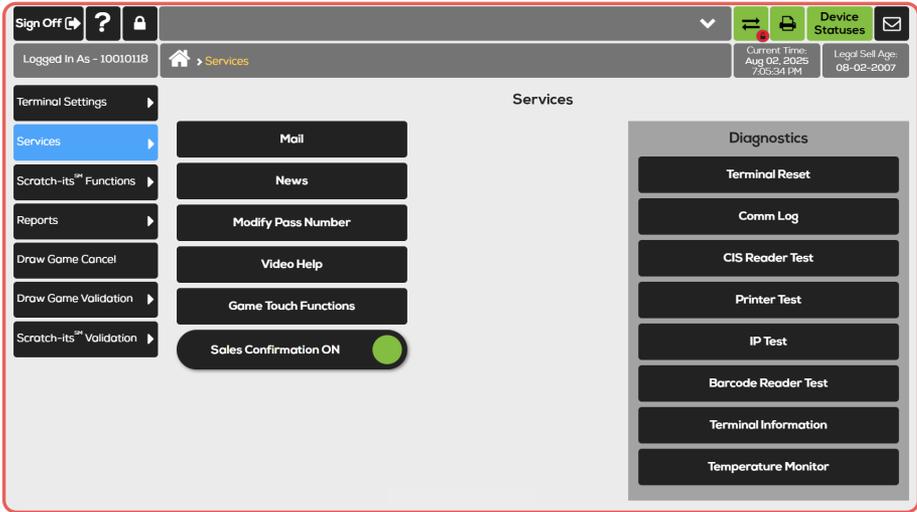Use to toggle the terminal language between English, Korean and Spanish.

FST Sign On

Used by the FST to access service functions.

SERVICES

- Touch **Services**.
- Select the desired option.

Services ▶

Mail
Use this service to obtain mail messages sent by the Lottery. Messages can be prioritized as **Immediate** or **Normal**. Upon receipt of a mail message, the Mail Icon will indicate there is a new message until the message is read.

News
Use to retrieve News messages sent by the Lottery. News messages can be printed by touching **PRINT**.

Modify Pass Number
Use to change the Clerk Pass Number. Enter Clerk Number and Current Clerk Pass Number. Enter New Clerk Pass Number twice, and then touch **SUBMIT**.

Video Help
Use to view short videos on the CIS (Play Slip) Reader, Printer, and Reader (Handheld Scanner).

SERVICES

GameTouch Functions

Select the desired GameTouch terminal. Available reports include: Status/Alarm Reports, Sales Reports, Inventory Reports, and Security Reports.

Sales Confirmation Toggle (ON/OFF)

To enable/disable the wager confirmation function, touch **Services** and then touch **Sales Confirmation On/Off**. The Lottery recommends leaving the Sales Confirmation On.

Diagnostics

TERMINAL RESET
Allows the retailer to reset terminal.

COMM LOG
Displays a log of Communications information.

CIS READER TEST
Use a play slip to test the CIS Reader (Play Slip Reader).

PRINTER TEST
Allows the retailer to test the printer.

IP TEST
Use to test the network Terminal IP connection.

BARCODE READER TEST
Allows the retailer to test the Barcode Reader.

TERMINAL INFORMATION
Displays version of terminal software/firmware, Application Modules, and Libraries.
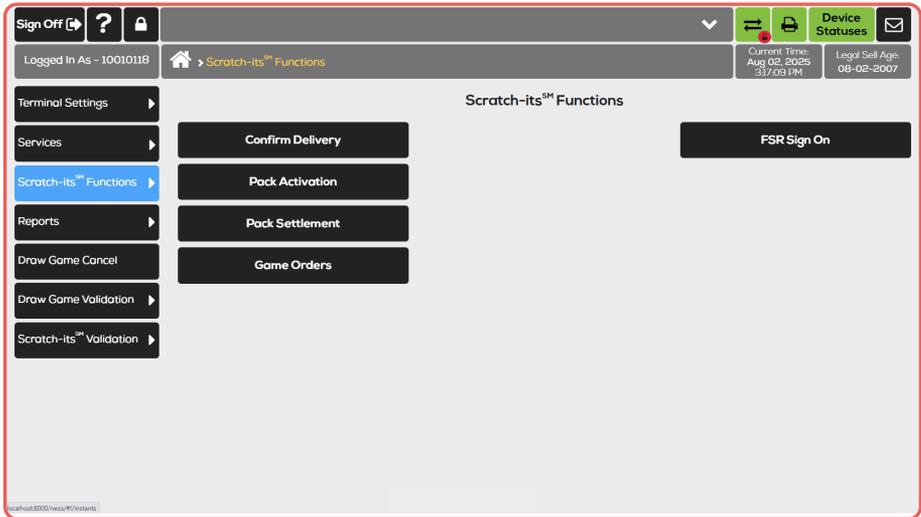
TEMPERATURE MONITOR
Displays temperature of the terminal.

Diagnostics

- Terminal Reset
- Comm Log
- CIS Reader Test
- Printer Test
- IP Test
- Barcode Reader Test
- Terminal Information
- Temperature Monitor
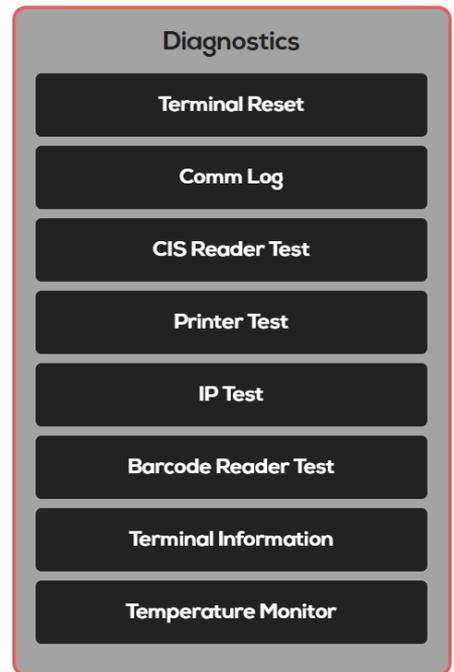
SCRATCH-ITS℠ FUNCTIONS

- Touch **Scratch-its℠ Functions**.
- Select the desired option.

Scratch-its℠ Functions ▶

| Sign Off ➡ | ? | 🔒 | | ▼ | ⇄ | 🖨 | Device Statuses | ✉ |

| Logged In As - 10010118 | 🏠 ▸ Scratch-its℠ Functions | Current Time: Aug 02, 2025 3:17:09 PM | Legal Sell Age: 08-02-2007 |

| Terminal Settings ▶ |
| Services ▶ |
| Scratch-its℠ Functions ▶ |
| Reports ▶ |
| Draw Game Cancel |
| Draw Game Validation ▶ |
| Scratch-its℠ Validation ▶ |

Scratch-its℠ Functions

| Confirm Delivery |
| Pack Activation |
| Pack Settlement |
| Game Orders |

| FSR Sign On |

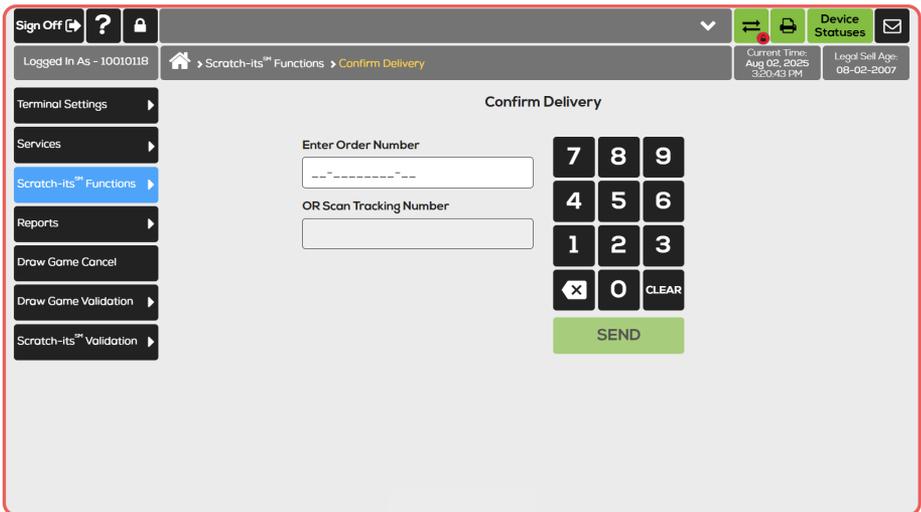localhost:8000/neos/#!/instants

SCRATCH-ITS℠ FUNCTIONS

Confirm Delivery

Use to confirm delivery of an order.

1. Touch **Scratch-its℠ Functions** ›
   Confirm Delivery.

2. Scan the Tracking Number using
   either scanner; or use the **keypad**
   to manually enter the 12-digit
   Order Number and touch **SEND**.

3. A confirmation screen displays
   in the Status Bar at the top of
   the screen, and a receipt prints
   automatically.

Confirm Delivery

Sign Off | ? | 🔒 | ▼ | ⇄ | 🖨 | Device Statuses | ✉

Logged In As - 10010118 | 🏠 › Scratch-its℠ Functions › Confirm Delivery | Current Time: Aug 02, 2025 3:20:43 PM | Legal Sell Age: 08-02-2007

Terminal Settings ▶
Services ▶
Scratch-its℠ Functions ▶
Reports ▶
Draw Game Cancel
Draw Game Validation ▶
Scratch-its℠ Validation ▶

Confirm Delivery

Enter Order Number
`__-_____-__`

OR Scan Tracking Number

7	8	9
4	5	6
1	2	3
⌫	0	CLEAR

SEND

SCRATCH-ITS℠ FUNCTIONS

Pack Activation

All packs of Scratch-its℠ must be activated before selling. Pack Activation allows for up to 10 packs at a time.

4. Touch **Scratch-its℠ Functions › Pack Activation**.

5. Scan the pack barcode using the handheld scanner; or use the **keypad** to manually enter the Game and Pack Number(s) and touch **SEND**.

6. A confirmation screen displays. Touch **OK** to return to the Home screen. A Pack Activation receipt prints automatically.

Pack Activation

NOTE: Be sure to check the Pack Activation receipt to verify that there are no errors, and the pack(s) were successfully activated.

Sign Off	?	🔒		⇄ 🖨	Device Statuses	✉

Logged In As - 10010118   🏠 › Scratch-its℠ Functions › Pack Activation   Current Time: Aug 02, 2025 3:21:31 PM   Legal Sell Age: 08-02-2007

- Terminal Settings
- Services
- Scratch-its℠ Functions
- Reports
- Draw Game Cancel
- Draw Game Validation
- Scratch-its℠ Validation

Pack Activation
Scan the barcode or Enter Manually

Packs Entered

1
2
3
4
5
6
7
8
9
10

Enter Game Number and Pack Number

_ _ _ _ _

7	8	9
4	5	6
1	2	3
⌫	0	CLEAR

SEND

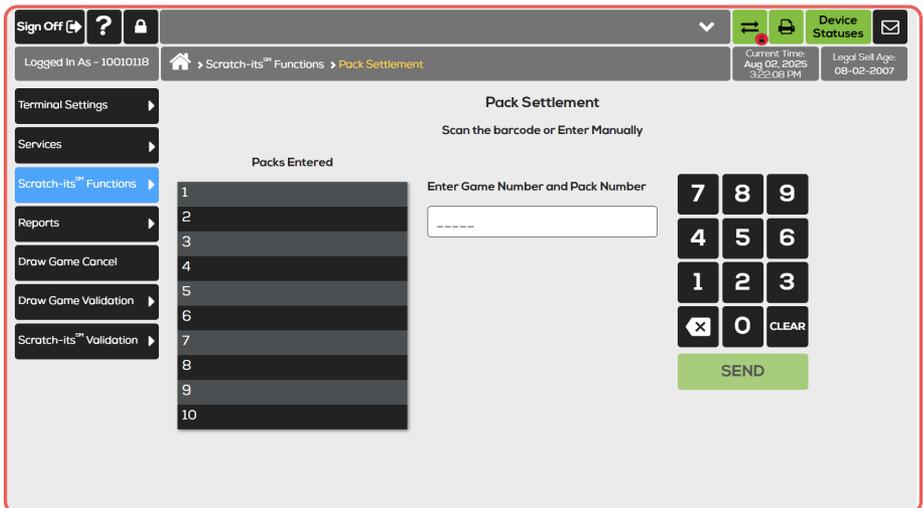# SCRATCH-ITS℠ FUNCTIONS

Pack Settlement

Use to settle packs of Scratch-its℠. Pack Settlement allows for up to 10 packs at a time.

NOTE: By default, packs of Scratch-Its will automatically settle 21 days after activation, unless otherwise arranged with the Lottery.

Pack Settlement

To manually settle pack(s):

7. Touch **Scratch-its℠ Functions** › **Pack Settlement**.

8. Scan the pack barcode using the handheld scanner; or use the **keypad** to manually enter the Game and Pack Number(s) and touch **SEND**.

9. A confirmation screen displays. Touch **OK** to return to the Home screen. A Settle Pack receipt prints automatically.

SCRATCH-ITS℠ FUNCTIONS

FSR Sign ON

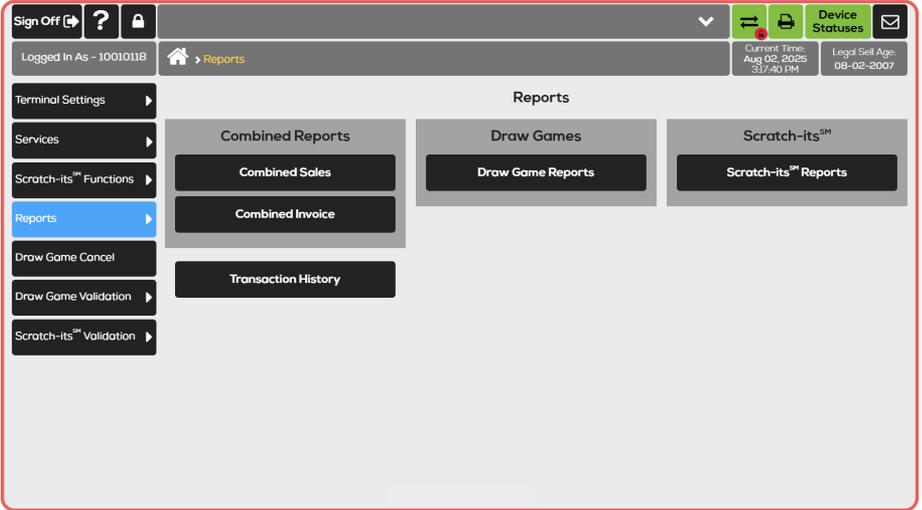This option is used by the FSRs to access service functions.

NOTE: The FSR Sign On button is not visible if the **Device Statuses** button is expanded. If the Device Statuses information is visible, the FSR should make sure to collapse it in order to sign on.

FSR Sign On
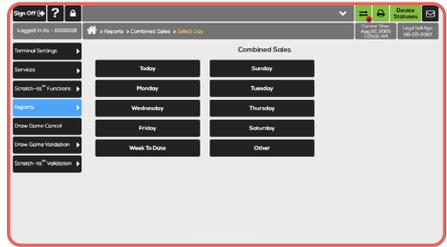
REPORTS

- Touch **Reports**.
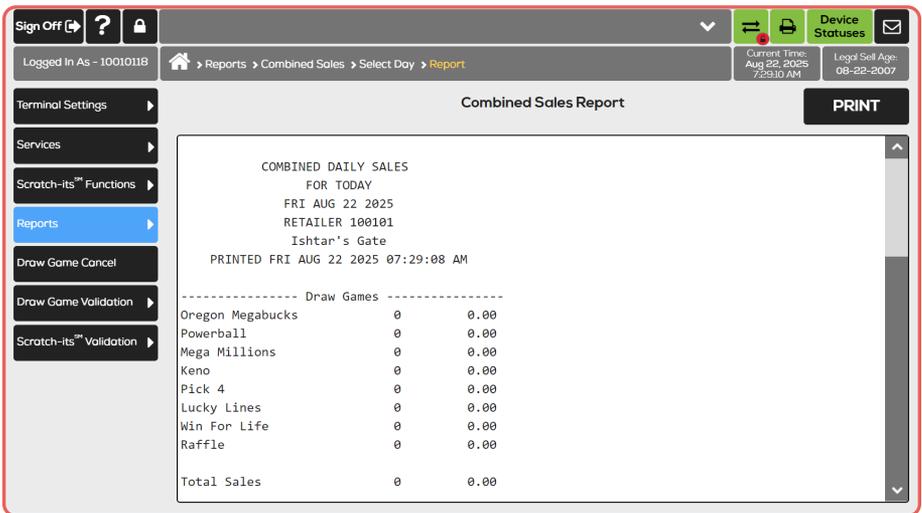- Select the desired option.

Reports ▶

| Sign Off 📤 | ❓ | 🔒 | | ▼ | ⇄ 🖨 | Device Statuses | ✉ |

Logged In As - 10010118   🏠 › Reports   Current Time: Aug 02, 2025 3:17:40 PM   Legal Sell Age: 08-02-2007

Terminal Settings ▶

Services ▶

Scratch-its℠ Functions ▶

Reports ▶

Draw Game Cancel

Draw Game Validation ▶

Scratch-its℠ Validation ▶

Reports

Combined Reports

Combined Sales

Combined Invoice

Transaction History

Draw Games

Draw Game Reports

Scratch-its℠

Scratch-its℠ Reports

REPORTS

Combined Reports

COMBINED SALES

1. Touch **Reports**.

2. Touch **Combined Sales**.

3. Enter your Retailer Number or Terminal Number using the **keypad** and touch **SEND**; or simply touch **SEND** for a report on the current terminal.

4. Select the desired timeframe.

5. The report displays. Touch **PRINT** and enter the number of copies, if desired; or touch **SEND**.

6. Touch the **Home Icon** to return to the Home screen.

NOTE: If you see the term "Online" on any screens and reports—this is another term for Draw Games.

```
COMBINED DAILY SALES
      FOR TODAY
   FRI AUG 22 2025
   RETAILER 100101
    Ishtar's Gate
PRINTED FRI AUG 22 2025 07:29:08 AM

--------------- Draw Games ---------------
Oregon Megabucks        0        0.00
Powerball               0        0.00
Mega Millions           0        0.00
Keno                    0        0.00
Pick 4                  0        0.00
Lucky Lines             0        0.00
Win For Life            0        0.00
Raffle                  0        0.00

Total Sales             0        0.00
```
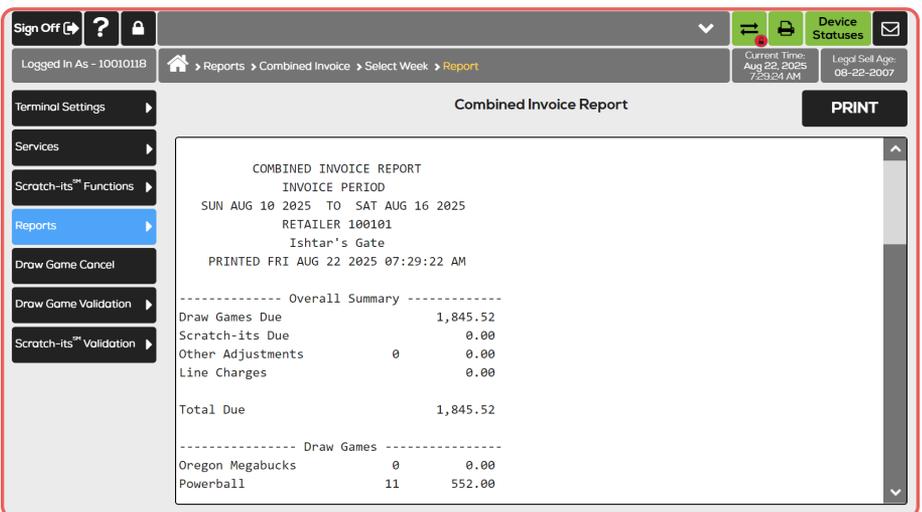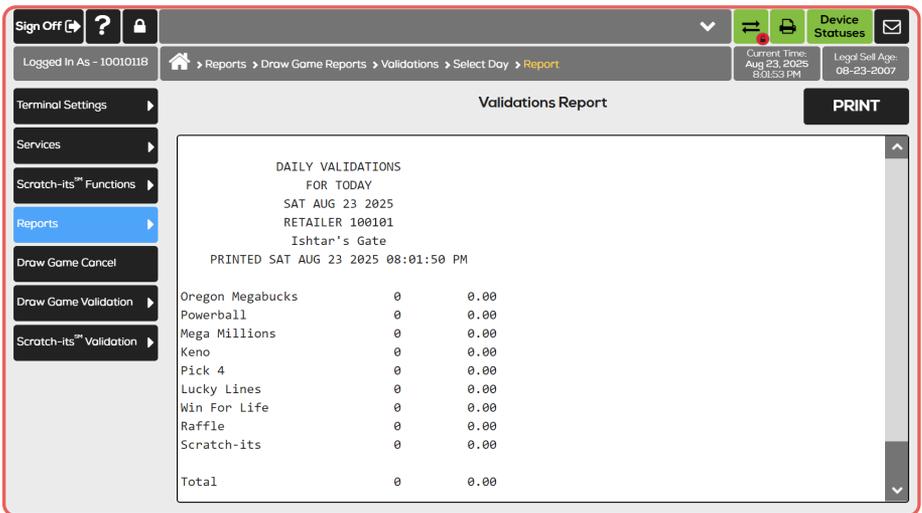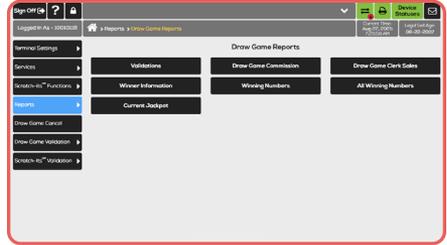
REPORTS

Combined Reports

COMBINED INVOICE

1. Touch **Reports**.

2. Touch **Combined Invoice**.

3. Enter your Retailer Number or Terminal Number using the **keypad** and touch **SEND**; or simply touch **SEND** for a report on the current terminal.

4. Select the desired timeframe.

5. The report displays. Touch **PRINT** and enter the number of copies, if desired; or touch **SEND**.

6. Touch the **Home Icon** to return to the Home screen.
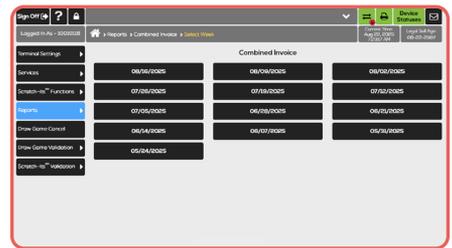
NOTE: If you see the term "Online" on any screens and reports—this is another term for Draw Games.

REPORTS

Draw Games

Draw Game Reports available include: Validations, Draw Game Commission, Draw Game Clerk Sales, Winner Information, Winning Numbers, All Winning Numbers, and Current Jackpot.

1. Touch **Reports** › **Draw Game Reports**.

2. Select the desired Draw Game Reports option. For example, touch **Validations**.

3. Select the desired option. Touch **SEND**, if necessary.

4. The report displays. Touch **PRINT** and enter the number of copies, if desired; or touch **SEND**.

5. Touch the **Home Icon** to return to the Home screen.

REPORTS

Draw Games Report Descriptions

VALIDATIONS

The Validations report summarizes every game product validation counts and amounts for the retailer for today, from the week start to the current day or for given amount of time. Useful for verifying validation counts and amounts for every draw game product for the retailer.

DRAW GAME COMMISSION

The Draw Game Commissions report summarizes every game Commission amounts of given terminal for a given invoice period. Useful for verifying every game commission amounts for specific terminal.

DRAW GAME CLERK SALES

Summarizes today's clerk's Draw Game counts and amounts. Useful for verifying teller activity for the current day.

WINNER INFORMATION

Lists game specific number of winners, estimated jackpot and additional sets/divisions information for a specified or last closed draw. Useful for displaying game specific winner distribution to Retailers.

WINNING NUMBERS

Lists games specific winning numbers for defined number of draws.

ALL WINNING NUMBERS

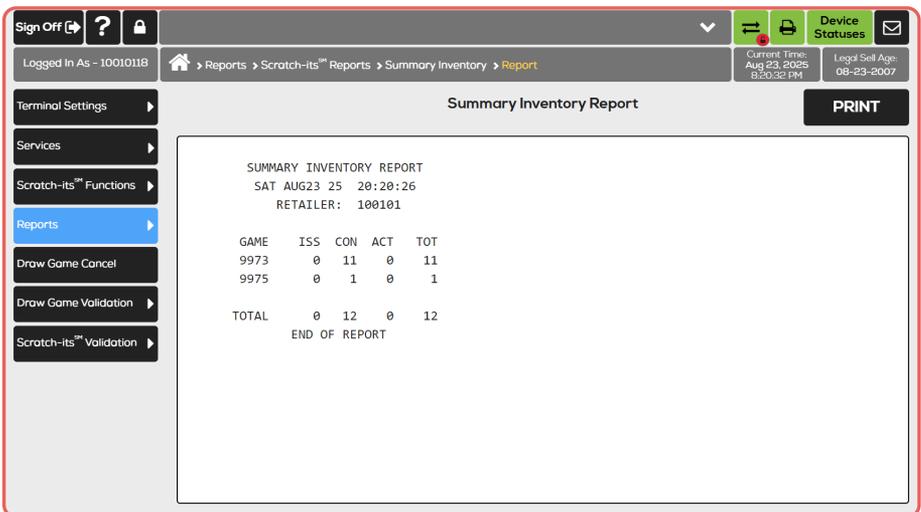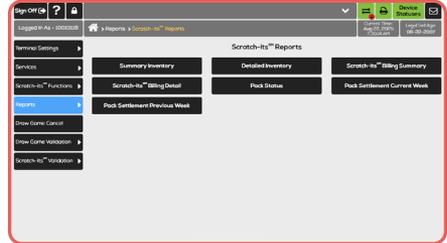Lists all winning numbers from the latest draw.

CURRENT JACKPOT

Lists current jackpot information for each jackpot game.

REPORTS

Scratch-its℠

Scratch-its℠ Reports available include: Summary Inventory, Detailed Inventory, Scratch-its Billing Summary, Scratch-its Billing Detail, Pack Status, Pack Settlement Current Week, and Pack Settlement Previous Week.

1. Touch **Reports** › **Scratch-its℠ Reports**.

2. Select the desired Scratch-its℠ Reports option. For example, touch **Summary Inventory**.

3. Select the desired options as prompted.

4. The report displays. Touch **PRINT** and enter the number of copies, if desired; or touch **SEND**.

5. Touch the **Home Icon** to return to the Home screen.

Summary Inventory Report

```
    SUMMARY INVENTORY REPORT
    SAT AUG23 25  20:20:26
        RETAILER:  100101

    GAME    ISS  CON  ACT   TOT
    9973      0   11    0    11
    9975      0    1    0     1

    TOTAL     0   12    0    12
        END OF REPORT
```

REPORTS

Scratch-its℠ Report Descriptions

SUMMARY INVENTORY

Provides a summary of Scratch-it ticket packs that belong to the retailer. Useful for verifying Scratch-its℠ inventory status for every game.

DETAIL INVENTORY

Provides detailed information of Scratch-it ticket packs that belong to the retailer. This report provides information of all Scratch-its℠ packs in detail by pack and status.

SCRATCH-ITS BILLING SUMMARY

Provides a summary of the amount that will be billed to the retailer for the current billing cycle and the next seven (7) billing cycles. This information is derived from the packs that will be settled according to the "number of days in a status" from the settlement class. It lists Settle Date (the billing date) and the Amount (to be billed).

SCRATCH-ITS BILLING DETAIL

Provides details of the packs that will be billed to the retailer for the requested billing cycle. This information is derived from the packs that will be settled according to the "number of days in a status" from the settlement class. The Settle Date in the header is the requested billing cycle date.

PACK STATUS

Provides information on packs currently owned by the retailer. This report displays the pack number, pack status, and the date that the status was modified. The statuses displayed are Issued (ISS), Confirmed (CON), and Active (ACT).

PACK SETTLEMENT CURRENT WEEK

Provides information on the packs settled for the current week. This report shows the actual packs that have been settled, not the derived packs.

PACK SETTLEMENT PREVIOUS WEEK

Provides information on the packs settled for the previous week. This report shows the actual packs that have been settled.

REPORTS

Transaction History

Use to view the last 500 transactions and print the last 50 transaction records that were performed on the terminal.

Transaction History

1. Touch **Reports** › **Transaction History**.

2. The Transaction History screen displays.

3. Touch **PRINT** to print a copy of the Transaction History.

4. Touch the **Home Icon** to return to the Home screen.

| #	Category	Name	Serial #	$	Status	Time
1	encryptionKey	Signon		$0.00	ACCEPTED	08/04/2020 11:29:26
2	signon	Signon		$0.00	ACCEPTED	05/09/2014 02:01:07
3	security-step1	Signon		$0.00	ACCEPTED	05/09/2014 02:01:07
4	security-step2	Signon		$0.00	ACCEPTED	05/09/2014 02:01:07
5	news	ReportCompressor		$0.00	ACCEPTED	05/09/2014 02:01:08
6	terminalInfo	Misc		$0.00	ACCEPTED	05/09/2014 02:01:08
7	promotextversion	Promotions		$0.00	ACCEPTED	05/09/2014 02:01:08
8	keylessbitmap	InstantValidation		$0.00	ACCEPTED	05/09/2014 02:01:08
9	guaranteeMailMsg	Misc		$0.00	ACCEPTED	05/09/2014 02:01:08
10	terminalStatistics	Consumables		$0.00	ACCEPTED	05/09/2014 02:01:08
11	instantOrdering	InstantOrdering		$0.00	ACCEPTED	05/10/2014 02:05:07
12	instantOrdering	InstantOrdering		$0.00	ACCEPTED	05/10/2014 02:05:21
13	instantOrdering	InstantOrdering		$0.00	REJECTED	05/09/2014 02:10:55
14	instantOrdering	InstantOrdering		$0.00	REJECTED	05/09/2014 02:11:02
15	onlineReports	ReportCompressor		$0.00	ACCEPTED	05/09/2014 02:34:21
16	onlineReports	ReportCompressor		$0.00	ACCEPTED	05/09/2014 02:35:40

DRAW GAME CANCEL

Provides the retailer with the ability to cancel a Draw Game ticket.

NOTE: Cancellations must take place prior to the draw, at the same retailer, on the same day and terminal as it was produced.

1. Touch **Draw Game Cancel**.

2. Scan the ticket using the Barcode Scanner and the terminal will automatically submit the cancellation; or manually enter the ticket serial number(s) using the **keypad**. Touch **SEND**.

3. If there is an error, an error message displays. Touch **OK**.

4. If the cancellation is successful, a confirmation screen displays and a Cancel Wager receipt prints automatically. Touch **OK** to return to the Draw Game Cancel screen.

NOTE: The following tickets **CANNOT** be cancelled: Powerball, Mega Millions, Oregon's Game Megabucks and Raffle.
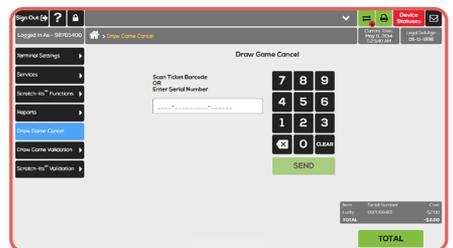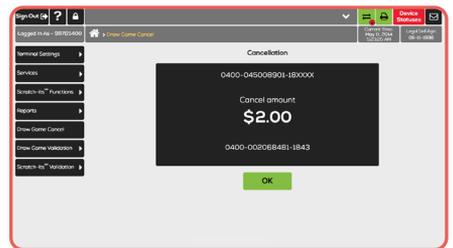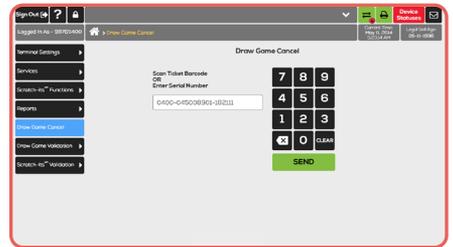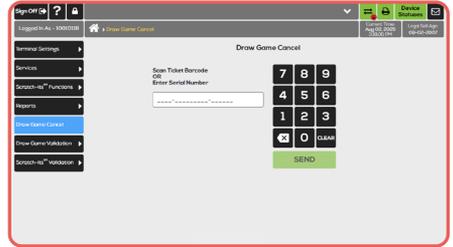
DRAW GAME VALIDATION

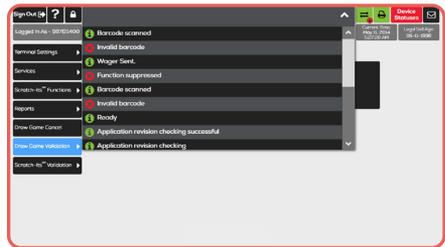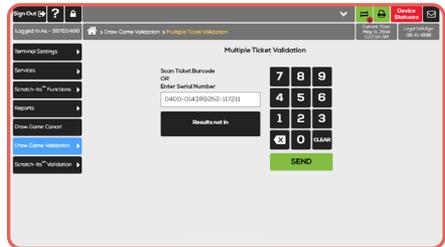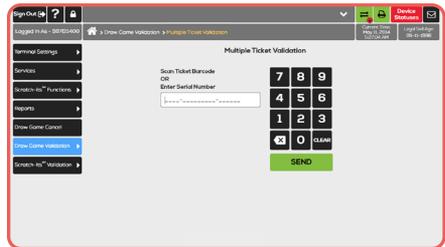## Single/Multiple Ticket Validation

1. From any screen, scan tickets using either the handheld or integrated scanner. You will hear a beep if scan was successful. The terminal will automatically submit the validation; or Touch **Draw Game Validation** to manually enter ticket serial number(s) using the **keypad**. Touch **Single Ticket Validation** to validate a single ticket; or touch **Multiple Ticket Validation** to validate up to 10 tickets, where individual receipts print for each validated ticket and the winning prize amounts are summed onto a single validation receipt. Touch **SEND**.

2. If the validation is successful, a receipt prints automatically and a confirmation screen displays, indicating if the ticket(s) is a winner; along with the ticket number(s), prize amount, and serial number(s). Touch **OK** to acknowledge the winning amount. If an error occurs during validation, it displays on screen.

3. For validations over $600, a prize claim receipt prints, instructing the player to take the ticket to a Lottery Payment Center to claim their prize.

NOTE: Winning a free ticket closes the current Multiple Ticket Validation session. The free ticket prints automatically, but does not display on the multi-ticket validation receipt.

NOTE: Be sure to check the Status Bar at the top of the screen to ensure tickets have been successfully scanned.
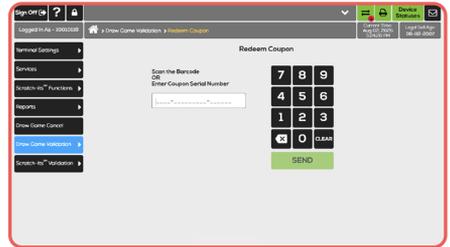
DRAW GAME VALIDATION

Redeem Coupon

1. Touch Draw Game **Validations>Redeem Coupon,** scan or manually enter the bar code and the wager will automatically print. You do not need to touch send.

SCRATCH-ITS℠ VALIDATION

1. From any screen, scan tickets using either scanner. You will hear a beep if scan was successful. The terminal will automatically submit the validation; or Touch **Scratch-its℠ Validation** to manually enter the ticket serial number and the 4-digit validation code using the **keypad**. Touch **Single Ticket Validation** to validate a single ticket; or touch **Multiple Ticket Validation** to validate up to 10 tickets, where individual receipts print for each validated ticket and the winning prize amounts are summed onto a single validation receipt. Touch **SEND**.

2. If the validation is successful, a receipt prints automatically and a confirmation screen displays, indicating if the ticket(s) is a winner; along with the ticket number(s), prize amount, and serial number(s). Touch **OK** to acknowledge the winning amount. If an error occurs during validation, it displays on screen.

3. For validations over $600, a prize claim receipt prints, instructing player to take ticket to a Lottery Payment Center to claim prize.

NOTE: Be sure to check the Status Bar at the top of the screen to ensure tickets have been successfully scanned.
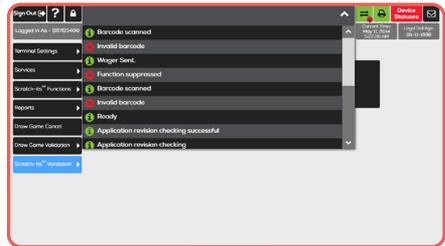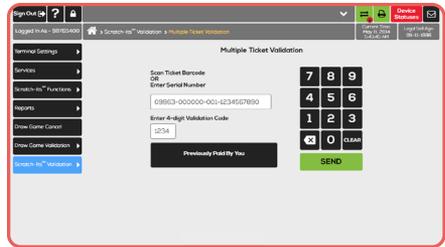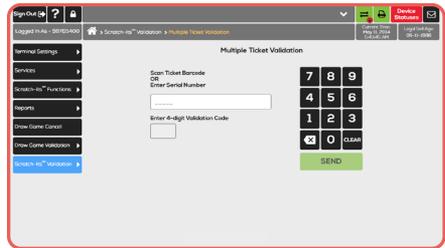
SELLING DRAW GAMES

Using the Stop Function

To interrupt tickets before they've been printed, use the **STOP** function below:

- Touch the **Queued Transaction Icon** when there are one or more transactions in the queue.

- Touch **STOP** to stop any additional queued transactions from being processed. A confirmation message displays in the Queued Transactions, and on Status Bar.

NOTE: Wager confirmations always display for Home Screen QP wagers and Combo Picks wagers. Draw Game wager confirmation screens are based on the wager amount.

Play Slip Method

- Insert completed Play Slip into the Play Slip Reader, with the marked side facing UP.

- If a confirmation screen displays, touch **Yes** to continue or **No**, if the customer does not agree to the amount shown.

- Once confirmed, ticket[s] print automatically.

NOTE: The Play Slip method is the only method available for a player to choose their own numbers.

SELLING DRAW GAMES

Total Screen

As transactions are being made for the current customer they are displayed in the mini sales display on the bottom of each screen.

TO TOTAL OUT YOUR CUSTOMER:

1. Touch **TOTAL** on the Home Screen after completing transactions for each customer.

2. The Total Screen displays.

3. A negative sign indicates an amount owed to the customer.

4. A positive amount indicates an amount owed to you.

5. Enter the cash amount received from customer using the **keypad**.

6. Touch **TOTAL** to total out the transaction.

7. Touch **PRINT** to print a receipt for the transaction.

8. Touch **CLEAR** to clear the transaction and return to the Home screen to begin the next customer transaction.

NOTE: You are not allowed to Sign Out of the terminal if the Total is not cleared. In this case, an error message displays. Touch **OK** to return to the Home Screen and total out your customer. Be sure to clear the totals after each customer!

Item	Serial Number	Cost
MMIL	007963904	$2.00
Megabks	037476864	$1.00
TOTAL		**$5.00**

TOTAL

SELLING DRAW GAMES

Quick Pick Method

Select the Quick Pick button on the Home Screen for any of the games with the **QP** designation under the wager amount. The system randomly picks numbers according to the individual game rules for the amount selected by the customer.

**NOTE:** Any QP will be for the next drawing that takes place

1. For all Powerball, Mega Millions, and Oregon's Game Megabucks, touch the **QP button** for the desired game and dollar amount.

   For example, select **Powerball $2 QP**.

2. A confirmation screen displays. Touch **YES** to purchase or **NO** to Cancel. Selecting **YES** automatically prints the quick pick tickets and returns you to the Home Screen.

3. The screen shows the wager at the bottom of the screen.

4. Touch the **TOTAL** button to total out your customer.

| POWERBALL	$2 QP	$4 QP	$6 QP	$8 QP	$10 QP
MEGA MILLIONS	$2 QP	$4 QP	$6 QP	$8 QP	$10 QP
OREGON'S GAME megabucks	$1 QP	$2 QP	$3 QP	$4 QP	$5 QP

SELLING DRAW GAMES

Powerball

1. Touch **Powerball**.

2. Select the **Set of Numbers** [1–5].

3. Select the **Power Play** option [NO/YES].

4. Select the **No. of Draws** [1–24].

5. Select the **No. of Tickets** [1–10].

6. Touch **PRINT TICKET**.

7. A confirmation screen displays. Touch **YES** to purchase or **NO** to Cancel. Selecting **YES** automatically prints the quick pick tickets and returns you to the Home Screen.

8. Touch the **TOTAL** button to total out your customer.
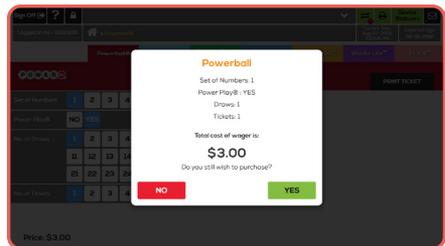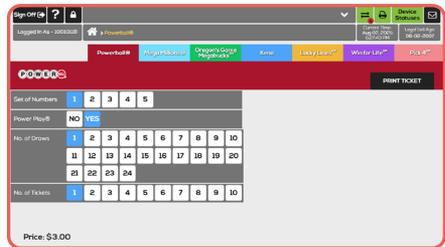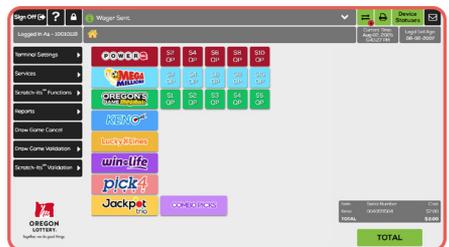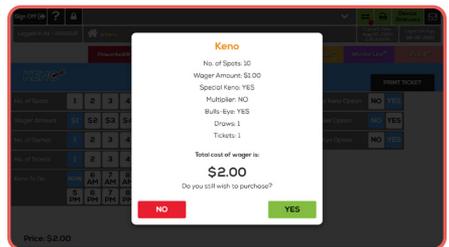
SELLING DRAW GAMES

Mega Millions

1. Touch **Mega Millions**.

2. Select the **Set of Numbers** [1–5].

3. Select the **Megaplier** option [NO/YES].

4. Select the **No. of Draws** [1–24].

5. Select the **No. of Tickets** [1–10].

6. Touch **PRINT TICKET**.

7. A confirmation screen displays. Touch **YES** to purchase or **NO** to Cancel. Selecting **YES** automatically prints the quick pick tickets and returns you to the Home Screen.

8. Touch the **TOTAL** button to total out your customer.
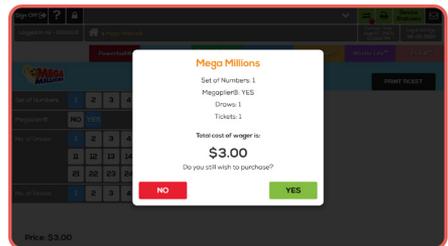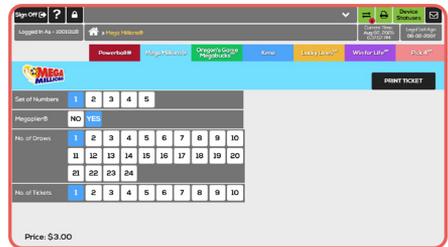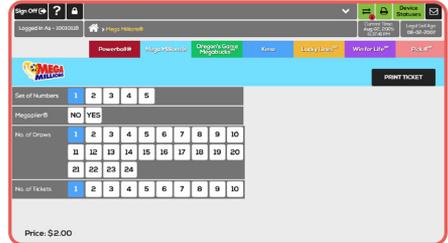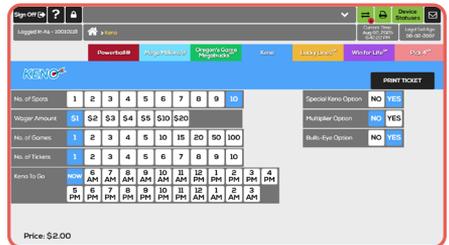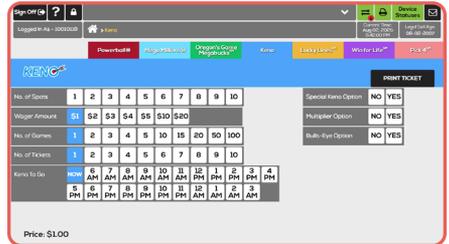
SELLING DRAW GAMES

Oregon's Game Megabucks

1. Touch **Oregon's Game Megabucks**.

2. Select the **26 Draws For $25** option [NO/YES].

3. Select the **Set of Numbers** [2, 4, 6, 8, 10].

4. Select the **Kicker℠** option [NO/YES].

5. Select the **No. of Draws** [1–24].

6. Select the **No. of Tickets** [1–10].

7. Touch **PRINT TICKET**.

8. A confirmation screen displays. Touch **YES** to purchase or **NO** to Cancel. Selecting **YES** automatically prints the quick pick tickets and returns you to the Home Screen.

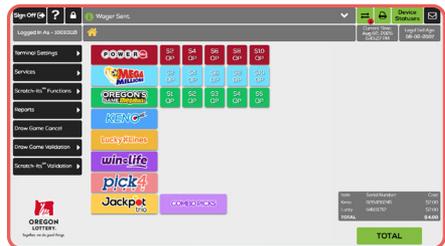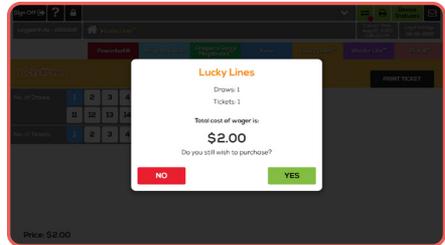9. Touch the **TOTAL** button to total out your customer.
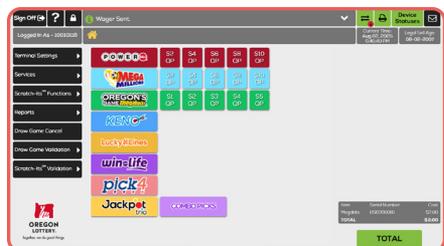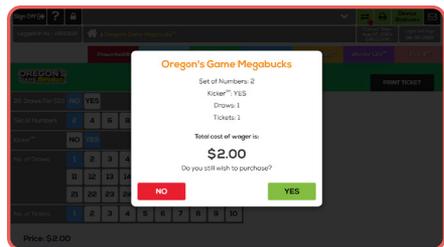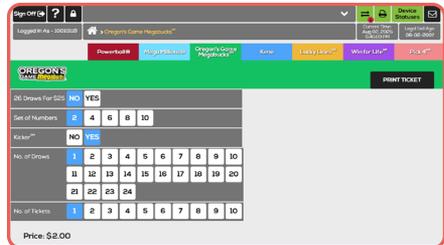
SELLING DRAW GAMES

## Keno

1. Touch **Keno**.

2. Select the **No. of Spots** [1–10].

3. Select the **Wager Amount**
   [$1, $2, $3, $4, $5, $10, $20].

4. Select the **No. of Games**
   [1–5, 10, 15, 20, 50, 100].

5. Select the **No. of Tickets** [1–10].

6. Select the **Keno To Go** option
   [NOW, 6AM–3AM].

7. Select the desired add-on
   option(s) [Special Keno,
   Multiplier, or Bulls-Eye] by
   touching **NO** or **YES**.

8. Touch **PRINT TICKET**.

9. A confirmation screen displays.
   Touch **YES** to purchase or
   NO to Cancel. Selecting **YES**
   automatically prints the quick
   pick tickets and returns you to
   the Home Screen.

10. Touch the **TOTAL** button to
    total out your customer.
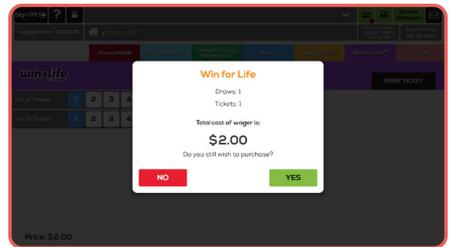
SELLING DRAW GAMES

Lucky Lines

1. Touch **Lucky Lines**.

2. Select the **Number of Draws** [1–14].

3. Select the **No. of Tickets** [1–10].

4. Touch **PRINT TICKET**.

5. A confirmation screen displays. Touch **YES** to purchase or **NO** to Cancel. Selecting **YES** automatically prints the quick pick tickets and returns you to the Home Screen.

6. Touch the **TOTAL** button to total out your customer.
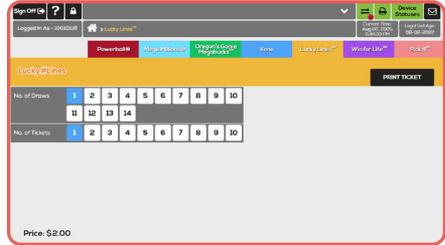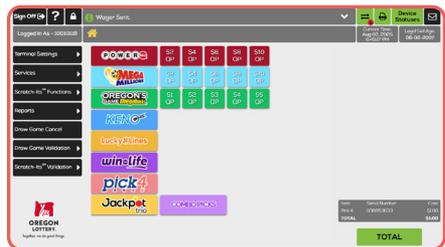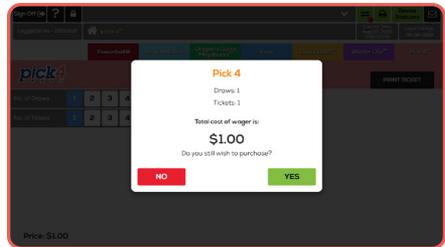
SELLING DRAW GAMES

Win For Life

1. Touch **Win For Life**.

2. Select the **Number of Draws** [1–10].

3. Select the **No. of Tickets** [1–10].

4. Touch **PRINT TICKET**.

5. A confirmation screen displays. Touch **YES** to purchase or **NO** to Cancel. Selecting **YES** automatically prints the quick pick tickets and returns you to the Home Screen.

6. Touch the **TOTAL** button to total out your customer.

SELLING DRAW GAMES

Pick 4

1. Touch **Pick 4**.

2. Select the **Number of Draws** [1–8, and 12].

3. Select the **No. of Tickets** [1–10].

4. Touch **PRINT TICKET**.

5. A confirmation screen displays. Touch **YES** to purchase or **NO** to Cancel. Selecting **YES** automatically prints the quick pick tickets and returns you to the Home Screen.

6. Touch the **TOTAL** button to total out your customer.
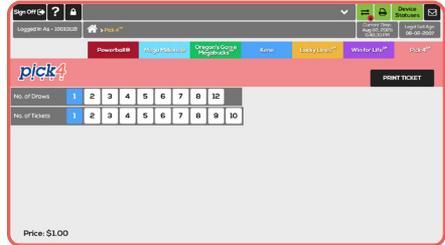
SELLING DRAW GAMES

Jackpot Trio

1. Touch **Jackpot Trio**.

2. A confirmation screen displays. Touch **YES** to purchase or **NO** to Cancel. Selecting **YES** automatically prints the quick pick tickets and returns you to the Home Screen.

3. Touch the **TOTAL** button to total out your customer.
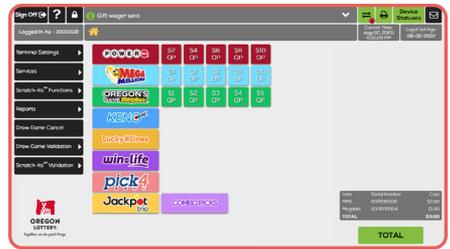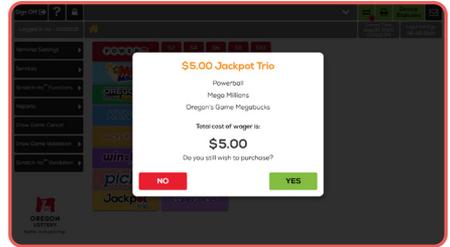
GLOSSARY

2D BARCODE SCANNER
A POS device used to scan industry standard barcodes for identification or validation purposes. The Retailer Compact terminal has an Integrated Scanner and an optional Handheld Scanner.

ACTIVATED PACK
The status of a pack of Scratch-its℠ tickets, which indicates to the Lottery that tickets are being sold from that pack.

CANCELLATION
A wager that the player wants to rescind and is canceled through the retailer terminal. The system marks a wager that has been canceled as VOID.

CLAIM PERIOD
The period of time in which lottery ticket holders are entitled to claim their prize.

DRAW
A function of a lottery Draw Game. Common variations are twice daily, daily and weekly. [The purpose of a draw is to select at random one or more winners for a varying level of prize values.] Rules vary by game type and by game and government regulations.

DRAW BREAK
The time period prior to the drawing when Draw Game tickets for a certain game can no longer be sold to a customer.

EXCHANGE TICKET
The ticket that is printed when a ticket is a winner and is validated before its expiration.

FIELD SALES REPRESENTATIVE [FSR]
The representative who is responsible for visiting retailer outlets to assist with point–of–sale material placement, promotions, and ticket handling. Sales Representatives service assigned retailers in a specific geographic area.

GAME NUMBER
A unique number assigned to each Scratch-its℠ game.

PACK
A package of Scratch-its℠ tickets each with a different ticket number. The number of tickets in a pack may range up to two hundred [200]. All Packs of Tickets of a specific game will have the same number of Tickets per Pack.

GLOSSARY

PACK ACTIVATION
Packs must be activated using the Retailer Compact terminal before they can be sold. It is necessary to activate packs to signal the central computer that tickets from this pack are eligible for validation.

PACK/TICKET NUMBER
Unique numbers that are assigned to individual tickets and packs during the printing process.

PLAY SLIP
A paper selection method that allows a player to select their numbers prior to reaching the point of sale at a retailer location.

PLAY SLIP READER
Reader in the terminal used for reading play slips.

PRIZE
The amount of winnings as indicated on a winning ticket by individual Lottery business rules.

PRIZES CASHED AT RETAILER
Prizes of $600 or less for tickets up to a year old can be paid out at the retailer or by the Lottery offices. Prizes over $600 must be cashed at a Lottery Claim Center.

QUICK PICK WAGERING
The host or retailer terminal generates some or all of the numbers of the bet for the player.

RETAILER COMPACT TERMINAL
The terminal placed at the retailer's location to sell Draw Game tickets, validate winning tickets, and to provide the retailer with reports and other Lottery information. The terminal is linked to the Lottery's central computer.

SCRATCH-IT TICKET
A lottery game in which the player buys a preprinted ticket with symbols hidden under the latex covering. The player removes [scratches] the latex and may determine "instantly" whether a prize has been won.

TRANSACTION
Any event stored in the system such as wagers, cancellations, validations, claims, refunds, special functions, and commands.

VALIDATION NUMBER
A unique number which appears on each ticket, which when entered into the Lottery's computer, identifies the ticket as a winner or non–winner. The validation number is also formatted as a barcode which permits the electronic reading of the validation number for faster processing.

WAGER
An online transaction made from a lottery terminal in which a ticket is printed at the terminal describing the details of the player's wager.

NOTES