



# Self-Service Lottery Terminal Quick Reference Guide

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## RETAILER FUNCTIONS

Open the Self-Service Lottery Terminal (SSLT) door with the hardware key provided. The PIN Entry Screen will be displayed on the touch screen inside.

### + SIGNING ON

1. Enter your 4-digit ID number.
2. Enter your PIN (4-6 digit personal identification number) and touch **ENTER**.

*NOTE: Failure to enter PIN within 30 seconds of opening the door will result in the alarm sounding and an alert being sent to Intralot.*

### + LOADING PRINTER PAPER

1. Place new roll on the arm located under the printer.
2. Press the green metal feed bar back and lift.
3. Lift the paper over the metal plate behind the printer, feed it **BLANK SIDE UP** into the feed area and close the green feed bar. The printer will automatically feed the paper once it is sensed in the slot.



### + ACCOUNTING REPORTS

1. From the **Main Menu**, touch **ACCOUNTING REPORTS**.
2. Touch the button for the report you wish to view.
3. The report displays in a preview panel. To print report, touch **PRINT**.
4. To return to the **ACCOUNTING REPORTS** menu, touch **CANCEL**.

### + CASH & RECONCILIATION

*Before removing any cash, produce a Cash Reconciliation Report.*

1. Touch **MAINTENANCE** on the **Main Menu**.
2. Select **CLOSE CASH COLLECTION INTERVAL**. The *Cash Reconciliation Report* will print automatically.
3. A confirmation screen appears. Press **OK** to confirm that the *Cash Reconciliation Report* reflects what is in the cash bin and that you want to collect the cash.
4. A second confirmation screen appears. Press **YES** to confirm that you have collected the cash and want to reset the cash counters to zero.

### + To access cash compartment and remove cash:

1. Open the cash compartment door located on the right-hand side with separate hardware key provided.
2. Press the release button at the front of the bill stacker. The bill stacker can be removed for easy access.
3. Remove bills by opening the door on the front of the stacker and replace bill stacker.
4. Close the cash compartment door, lock it and remove key.

## SCRATCHER™ TICKET FUNCTIONS

### + RECEIVING, ACTIVATING & SETTLING PACKS

Open the main door and sign on. The **Maintenance Menu** appears.

#### RECEIVE

1. Touch **RECEIVE SHIPMENT** from the **Maintenance Menu**.
2. Scan or enter manually the barcode on the invoice (ITSI) or any Scratchier ticket barcode from the pack. (The scanner is located on the inside of the door.)
3. A shipment confirmation receipt prints automatically. Touch **OK** to return to **Maintenance Menu**.

#### ACTIVATE

1. Touch **ACTIVATE PACK** from the **Maintenance Menu**.
2. Scan or enter manually any Scratchier ticket barcode from the pack.
3. An activation receipt prints automatically. Touch **OK** to return to **Maintenance Menu**.

#### SETTLE

1. Touch **SETTLE PACK** from the **Maintenance Menu**.
2. Scan or enter manually any Scratchier ticket barcode from the pack.
3. A pack settlement receipt prints automatically. Touch **OK** to return to **Maintenance Menu**.

*If you Receive or Activate a pack that has already been received or activated, a receipt will print that states "Invalid Pack Status".  
If you Settle a pack that has already been settled, a receipt will print that states "Pack Already Settled".*

### + LOADING FULL PACKS

*Be sure to Receive and Activate pack(s) before loading.*

1. Press **LOAD FULL PACK** from the **Maintenance Menu** screen.
2. Pull drawer(s) open to select an empty bin to load.
3. Enter the bin number to be loaded. Press **ENTER**.
4. Scan any ticket in the pack to be loaded or manually enter the 22-digit barcode number. (The scanner is located on the inside of the door.) Press **ENTER**.
5. Verify that the correct ticket price, quantity and length were read. (Use ruler below.) If incorrect, manually enter information. (Use **TAB** to move from one line to another.) Press **ENTER**.
6. Slide tickets over roller and through ticket guides. (See photos below). Once sensed in the slot they will automatically load and the "Pack successfully loaded" message will appear.
7. Press **OK** to return to the **Main Menu**.



### + LOADING PARTIAL PACKS

1. Press **LOAD PARTIAL PACK** from the **Maintenance Menu** screen.
2. Enter the bin number to be loaded. Press **ENTER**.



Use this ruler to verify ticket length when loading tickets (See "Scratcher™ Ticket Functions, Loading Full Packs" Step 5). Measurements are in inches.