



PHOTON

Quick Reference Card



intralot

For help with Lottery equipment,
call Intralot at 1-877-766-6636.

Sign on/off (Terminal tab)

To **SIGN ON** to your Lottery terminal:

1. In the **TERMINAL TAB**, touch the **SIGN ON** button.
2. Enter your 6-digit retailer # and your 4-digit pin and touch **SEND**.



To **SIGN OFF** of your Lottery terminal:

1. In the **TERMINAL TAB**, touch the **SIGN OFF** button.
2. A confirmation message displays.
3. Touch **OK** in the message window to confirm sign-off.

Messages (Quick Information Display bar)

Message Types:

Standard Messages can be viewed at anytime (green).

Mandatory Messages must be viewed to unlock terminal functions (red).

To view messages:

1. Touch the **MESSAGE ICON** on the top of the screen. The screen displays a list of messages.
2. Touch the message listed on the right-hand side of the screen to view the entire message in the **MESSAGE DETAIL** field on the left-side of the screen.
3. Touch **PRINT** to print a copy or **EXIT** to return to the list of messages.



Messages are automatically deleted after 14 days.

Saved messages are saved for 28 days.

Drawing Game Functions (Draw Games tab)

Selling Drawing Games with a Play slip

1. Place the completed play slip on the scanner tray with the numbers facing up. If the play slip is not filled out correctly, an error message displays.
2. Touch the **EDIT** button to edit the error from the appropriate game screen, or touch **DROP** to cancel the transaction, and then return the play slip to the customer to correct.

Selling Drawing Games Manually:

Game Logo Button

1. Touch the **GAME LOGO** button for the desired game. The manual entry screen displays.



2. Select the # OF TICKETS (if applicable), MULTI-DRAWS, MULTIPLIER (if applicable), and # OF PLAYS.
3. Touch **SEND** to add the ticket(s) to the Shopping List.

One Touch Quick Pick (QP):

1. Touch the **ONE TOUCH QP** bar for the desired game. The bar expands to display One Touch QP options.
2. Select the desired QP ticket and MULTIPLIER (if applicable).
3. Touch **SEND** to add the ticket(s) to the Shopping List.



Quick Pick (QP):

1. Touch the **QP** button for the desired game. The Quick Pick screen displays.
2. Select the # OF TICKETS, MULTI-DRAWS, MULTIPLIER (if applicable), and # OF PLAYS.
3. Touch **SEND** to add the ticket(s) to the Shopping List.



Shopping List

All plays are accumulated in an editable list located under the Draw Games tab.

1. To edit or have a full view of all plays touch the **GREEN ARROW** to expand the Shopping List.
2. Touch the **RED "X"** button to clear an item from the list.
3. Touch an item on the list to edit specific plays, number of draws, or multiplier (if applicable).
4. To buy the tickets, touch the **BUY ALL** button.
5. To clear all plays from the list touch the **CLEAR ALL** button.



Ticket Repeat (Ticket Function Tab)



1. In the **TICKET FUNCTION TAB**, touch **TICKET REPEAT**.
2. Scan or place ticket in scanner tray (or manually enter barcode numbers). This will create a valid new ticket that is identical to the one you are repeating, but for the next available draw(s).
3. Touch **PERFORM TICKET REPEAT**. The transaction will appear in the Shopping List.

Validating Tickets

A ticket (Draw game or Scratcher) can be validated in three ways:

Terminal Tray

Place the ticket on terminal tray to be read by the camera, which automatically opens the validation window.

Barcode Reader

Scan the ticket with the barcode reader to automatically open the validation window.



Pay Button

Touch the **PAY** button in the **TICKET FUNCTION TAB** to manually open the validation window.

The validation window will display whether the ticket is a winner or non-winner, or will state that the draw has not been held. A cash receipt for the customer will print with the winning amount for the ticket. Exchange tickets print automatically when more draws remain on a ticket.

Scratcher Game Functions (Scratchers tab)

Pack Functions

1. Pack Functions includes buttons to **RECEIVE**, **ACTIVATE** and **SETTLE** packs of Scratcher games. All packs must be received and activated before they are sold.
2. Once the Receive, Activate, or Settle button is selected, scan the barcode using the terminal tray, barcode reader or by manually entering the game and pack number.

Scratcher Reports

Reports include **INVENTORY SUMMARY**, **INVENTORY DETAIL**, **RETURNS**, **PACK SETTLEMENT**, **INSTANT CASHES**, **UNCLAIMED PRIZES** and **PACK ACTIVATIONS**.

How to get Reports (Financial Reports tab)

1. Touch the button for the report you wish to view and/or print: **SUMMARY**, **SALES**, **COMMISSION**, **COUPON**, **CURRENT STATEMENT**, or **PREVIOUS STATEMENT**.
2. Choose by the **DAY OF THE WEEK**, **WEEK TO DATE**, or **WEEKLY**. **BY TERMINAL ACTIVITY** can be selected to isolate individual terminal activity such as your vending machine if applicable.

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Winning Numbers & Jackpots (Draw Games tab)

Touch the **INFORMATION** **BUTTON (i)** next to the **GAME LOGO BUTTON** for **LAST DRAW, LAST 7 DRAWS** and **SEARCH RESULTS** for that specific game. **JACKPOT ALL GAMES** and **LAST DRAW ALL GAMES** will display results for all six games.

- Select a Draw game and touch the **LAST 7 DRAWS** button to view that game's winning numbers for the last 7 draws.
- Select a Draw game and touch **SEARCH RESULTS** to view game results for that game by specific draw date. When the **ENTER DRAW DATE** window displays, select the month, day and year, then press **GET**.
- Touch **JACKPOT ALL GAMES** to view estimated jackpot levels on all games for the next draw.
- Touch the **LAST DRAW ALL GAMES** button to view the drawing results from the last drawing for all six games.
- **(FOR PICK 3 ONLY)** Touch the **LIABILITY REPORT** button to view the Pick 3 liability for the current draw. In all reports touch **PRINT** to print a copy of the report.



Terminal Care and Maintenance

- ! To prevent damage, **NEVER** use any sharp objects or pens when touching the terminal screen. The touch screens on your Lottery terminal are heat sensitive and designed to respond to **fingertips ONLY**.
- ! Intralot Field Service Representatives (FSR) will perform regular preventative maintenance which will include cleaning the Lottery terminal and all of the associated equipment.
- ! If additional cleaning is required between FSR visits to your store, **ONLY a soft damp cloth is to be used on your Lottery terminal**.
- ! **NEVER** use any chemical cleaning products on your machine.

NEED HELP?

CALL THE INTRALOT HOTLINE AT
1-877-766-6636
OR
NEW MEXICO LOTTERY
CUSTOMER SERVICE
1-505-342-7600

Photon

Printer

Barcode Reader



PAD

CDU

LOCATED BEHIND PHOTON SCREEN

- On/Off Switch
- Contrast adjustment

TERMINAL TRAY:

Reads play slips and Scratchers and online tickets