



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 any time (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 previous screen.



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. Select the Draw game numbers.
4. 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. Tickets will automatically be added 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.



Fast Play Functions (Fast Play Tab)

Selling Fast Play Games:

1. Touch the **GAME LOGO** button for the desired game.
2. One ticket will automatically be added to the Shopping List.



One Touch Quick Pick (QP):

1. Touch the **GREEN ARROW** button for the desired game. The button expands to display One Touch QP options.
2. Select the desired QP ticket.
3. Tickets will automatically be added 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.
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 and Fast Play 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)

Ticket Function

1. In the **TICKET FUNCTION TAB**, touch **TICKET REPEAT**.
2. Scan or place ticket in the 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, Fast Play! game or Scratcher) can be validated in three ways:

Terminal Tray

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

Barcode Reader

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

Pay Button

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



The pay window will display whether the ticket is a winner or non-winner, or will state that the draw has not been held or other related messages. 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.

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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 SETTLEMENTS**, **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 /print: **SUMMARY**, **SALES**, **COMMISSION**, **COUPON**, **CURRENT STATEMENT**, or **PREVIOUS STATEMENT**.
2. Choose by **TODAY**, **DAY OF THE WEEK**, **WEEK TO DATE**, or **WEEKLY**.
3. Touch the **BY TERMINAL ACTIVITY** button to view/print individual terminal activity for this Photon and your vending machine (SSLT) if applicable.

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 DRAW** button to view that game's winning numbers for the most recent draw.
- 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 PLUS AND PICK 4 PLUS ONLY)** Touch the **LIABILITY REPORT** button to view the liability for the current draw.
- In all reports touch **PRINT** to print a copy of the report.

TERMINAL CARE MAINTENANCE

- To prevent damage, **NEVER use any sharp objects or pens when touching the terminal screen. The touch screens on your Photon 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 Photon 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 Photon.**
- **NEVER use any chemical cleaning products on your Lottery equipment.**

NEED HELP?

Call the Intralot Hotline:

1-877-766-6636

New Mexico Lottery Customer Service

1-505-342-7600

