



WAVE 8 RETAILER TRAINING



WAVE 8 COMPONENTS





**TOUCHSCREEN
DISPLAY**

**DOCUMENT
SCANNER**

PRINTER

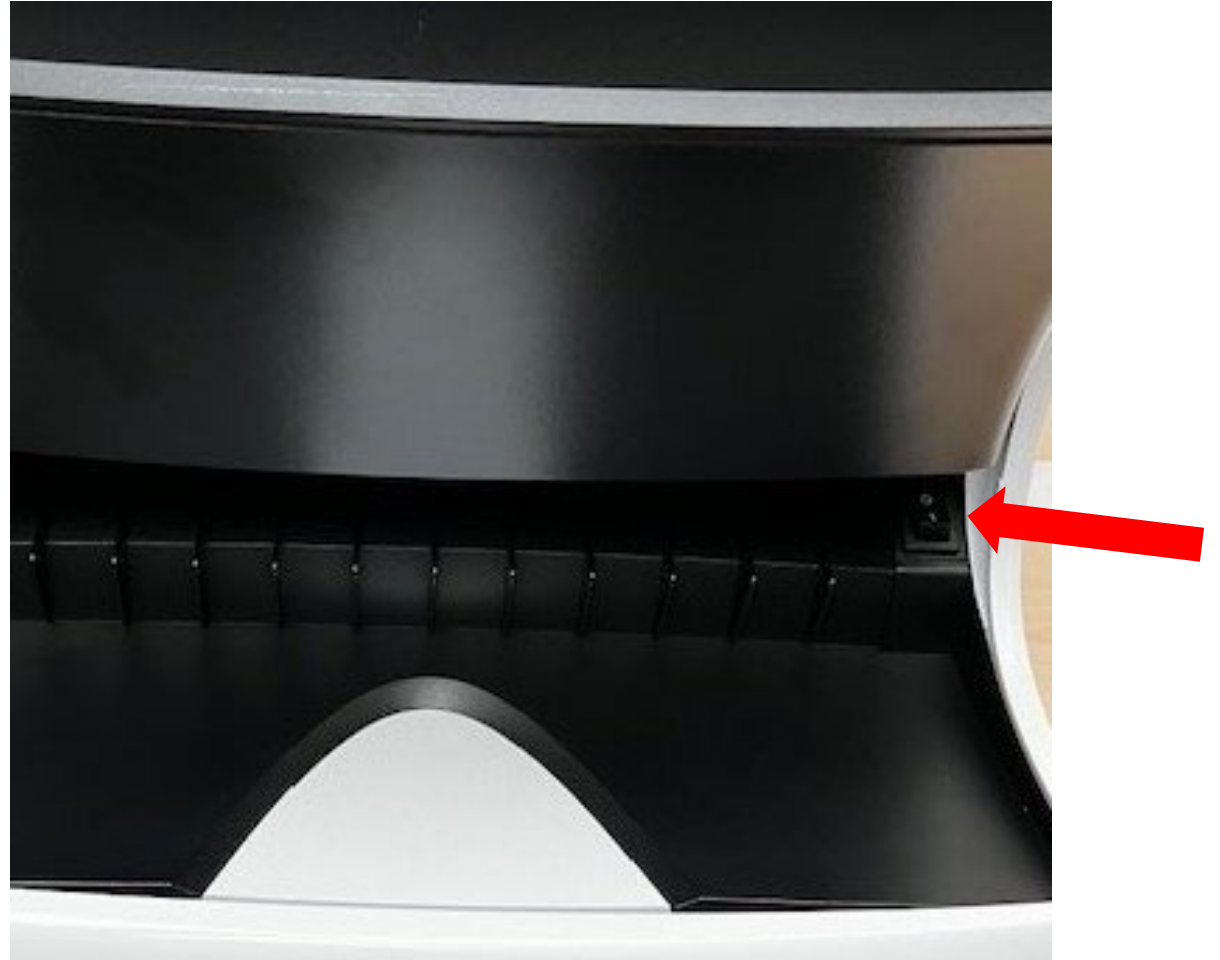
**BARCODE
READER**



POWER BUTTON

The **POWER BUTTON** is located on the right front corner directly beneath the document scanner.

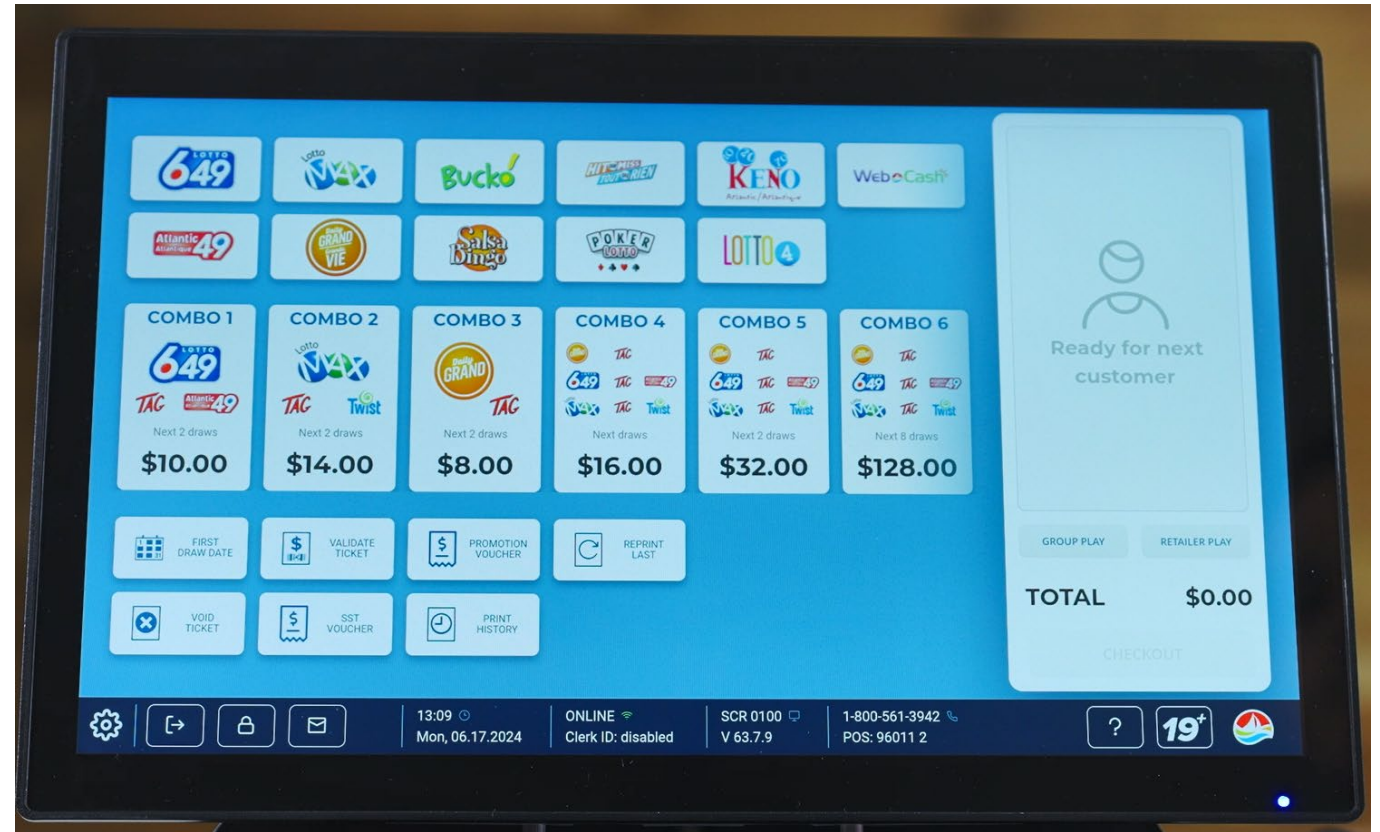
The terminal should **ONLY** be powered off when directed by our Customer Care Team.



TOUCHSCREEN DISPLAY

All selections are made by using your fingertips on the **TOUCHSCREEN**. The screen will not respond to pens, pencils or long fingernails and these items will damage the screen.

The screen can be tilted to provide optimal viewing, at angles between 25 degrees to 90 degrees.



DOCUMENT SCANNER

The **DOCUMENT SCANNER** can scan:

- selection slips
- lottery tickets
- Self-Service Terminal (SST) vouchers

Insert a completed selection slip (facing you) vertically into the document scanner.

If the selection slip is filled out correctly, the terminal automatically prints a ticket.



PLEASE NOTE: Scratch'N Win, Breakopen and promotional vouchers cannot be validated using the document scanner.



WIRELESS BARCODE READER

The wireless Barcode Reader is located on the front of the printer and reads:

- Digital Selection slips and QR codes
- Vouchers (Promotion and SST)
- Lottery tickets
- Scratch'N Win and Breakopen tickets
- Instant ticket manifests
- Coupons
- Manager/Clerk ID barcodes
- Drivers' licences and government issued IDs

Please note: Since the wireless barcode reader is powered by a re-chargeable battery, it should remain in the cradle as much as possible to charge.



PRINTER

The printer is used to print draw game tickets, PRO-LINE tickets, reports, and receipts.



22" CUSTOMER DISPLAY UNIT (CDU)

The Customer Display Unit (or CDU) displays marketing information, jackpot amounts, and the Shopping Basket.

The CDU will also show full-screen animations for some lottery games and Scratch 'N Win validation.



TICKET CHECKER

A player can check a ticket's status by scanning the ticket's barcode using the **TICKET CHECKER** at retail. The ticket checker will show prize payout.



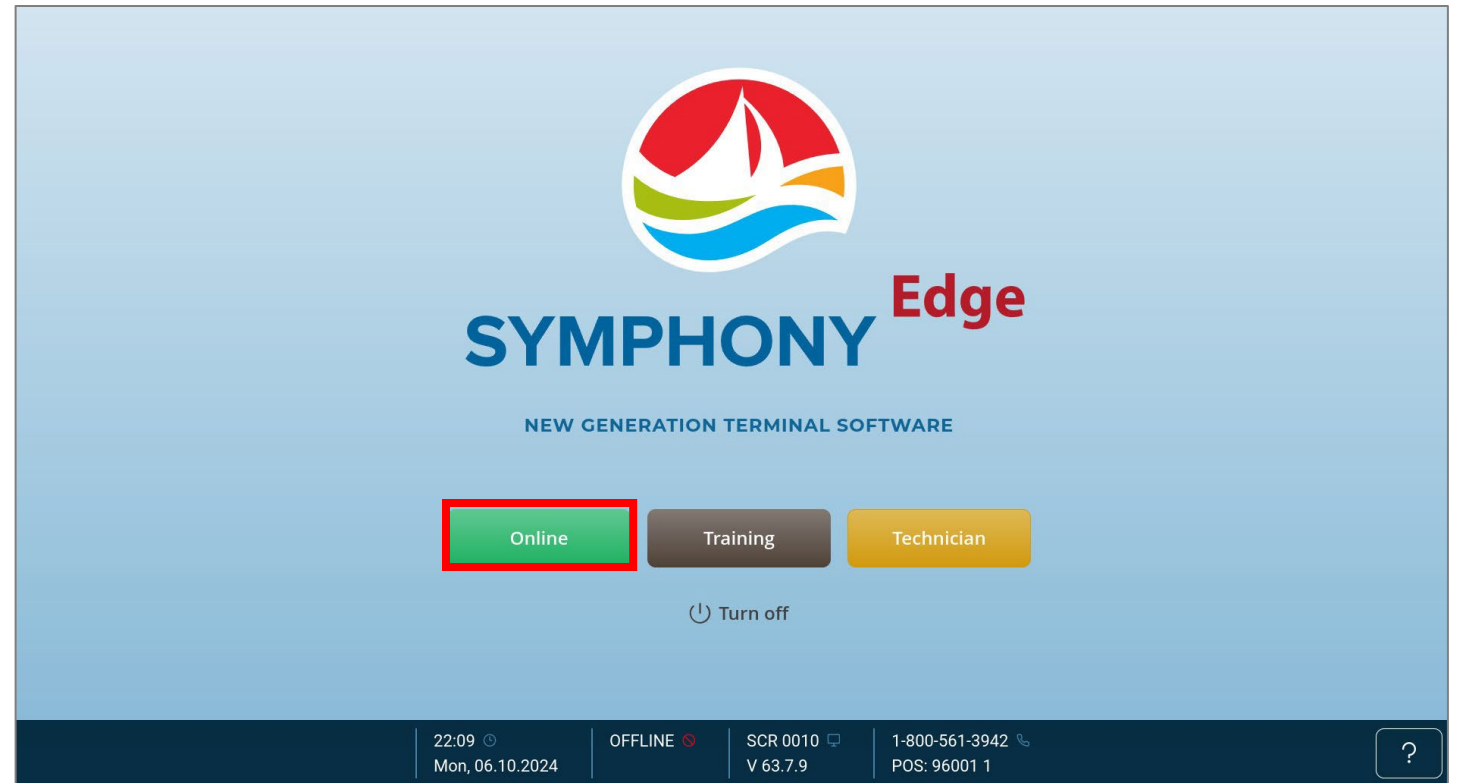
TERMINAL BASICS



SIGN ON

To Sign On:

Touch the **[ONLINE]** button to display the **RETAILER SIGN ON SCREEN**.



SIGN ON

Enter your **RETAILER NUMBER**.

Touch the red arrow button to clear one number at a time from the display window if needed.


PLEASE NOTE: If you have a three (3) digit retailer number, you will need to add a zero to the beginning of your retailer number.

Enter your **PASS NUMBER**.

Touch the green [OK] button once all numbers have been entered.

The HOME SCREEN displays.

Retailer Sign On



Please enter retailer number and pass number


RETAILER NUMBER

PASS NUMBER

7

8

9



4

5

6

OK

1

2

3

0



SIGN ON

The first screen you'll see once you've signed on is the **HOME SCREEN**.



SIGN OFF

To Sign Off:

Touch the **[SIGN OFF]** button on the bottom left corner of the screen.

*Please note: If there are items in the **SHOPPING BASKET**, they must be checked out before you can sign off.*

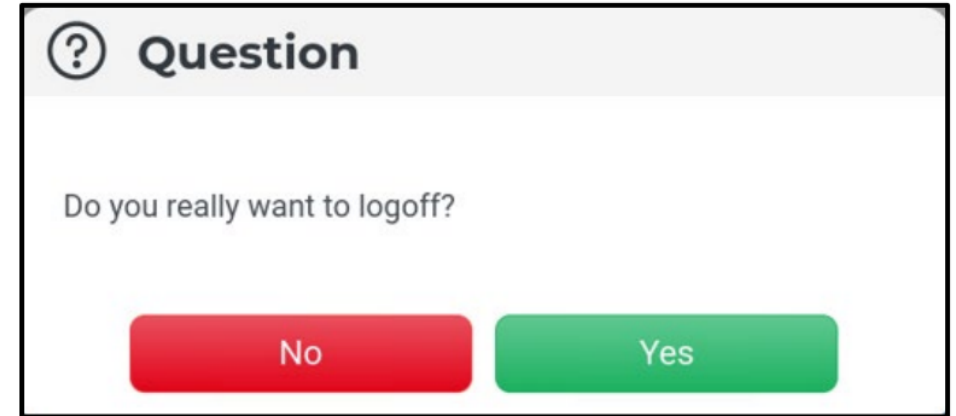


SIGN OFF

The Confirmation **SIGN OFF** pop-up window will appear.

- Touch [**Yes**] to sign off and return to the **SIGN ON** screen.
- Touch [**No**] to cancel the sign off process.

Once you've signed off, you'll be taken back to the start-up screen.



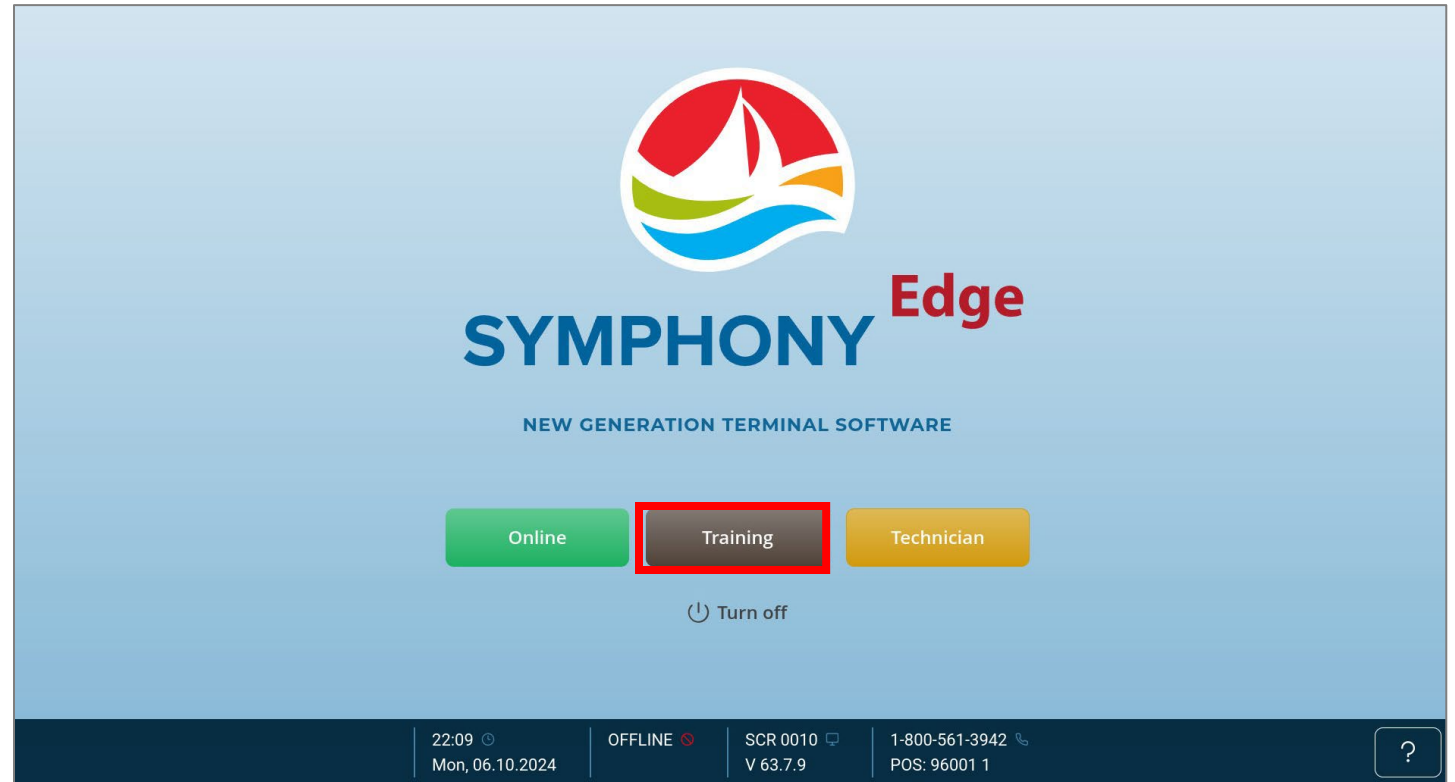
TRAINING MODE

Training Mode allows you to use various terminal functions to provide hands on training for new employees.

The **TRAINING MODE** function places the terminal in an offline state. You still have the ability to perform similar functions available when the terminal is in an online state.

Touch the [**TRAINING**] button.

- A checkmark will appear on the Training button.
- The **TRAINING SIGN ON** screen will appear.



TRAINING MODE

Enter the four (4) digit **TRAINING MODE RETAILER NUMBER (8898)**

Enter the four (4) digit **PASS NUMBER (1111)**

Touch **[OK]** once all 4 digits have been entered.

Retailer Sign On

×

Please enter retailer number and pass number

RETAILER NUMBER

PASS NUMBER

789

456

123

0

OK



TRAINING MODE

When in **TRAINING MODE**, the terminal screen background will be different than the standard background and will display "**Training**" at the top of the screen.

All tickets printed in **TRAINING MODE** will be identified with **TRAINING MODE - INVALID NOT FOR SALE**.

To exit **TRAINING MODE**, touch the **[SIGN OFF]** button on the bottom left corner of the screen. This will sign off the **TRAINING MODE** and return the terminal to the Sign On screen.



HOME SCREEN

The **HOME SCREEN** contains all the terminal functions related to selling, validating and voiding tickets.

Here are the key areas:

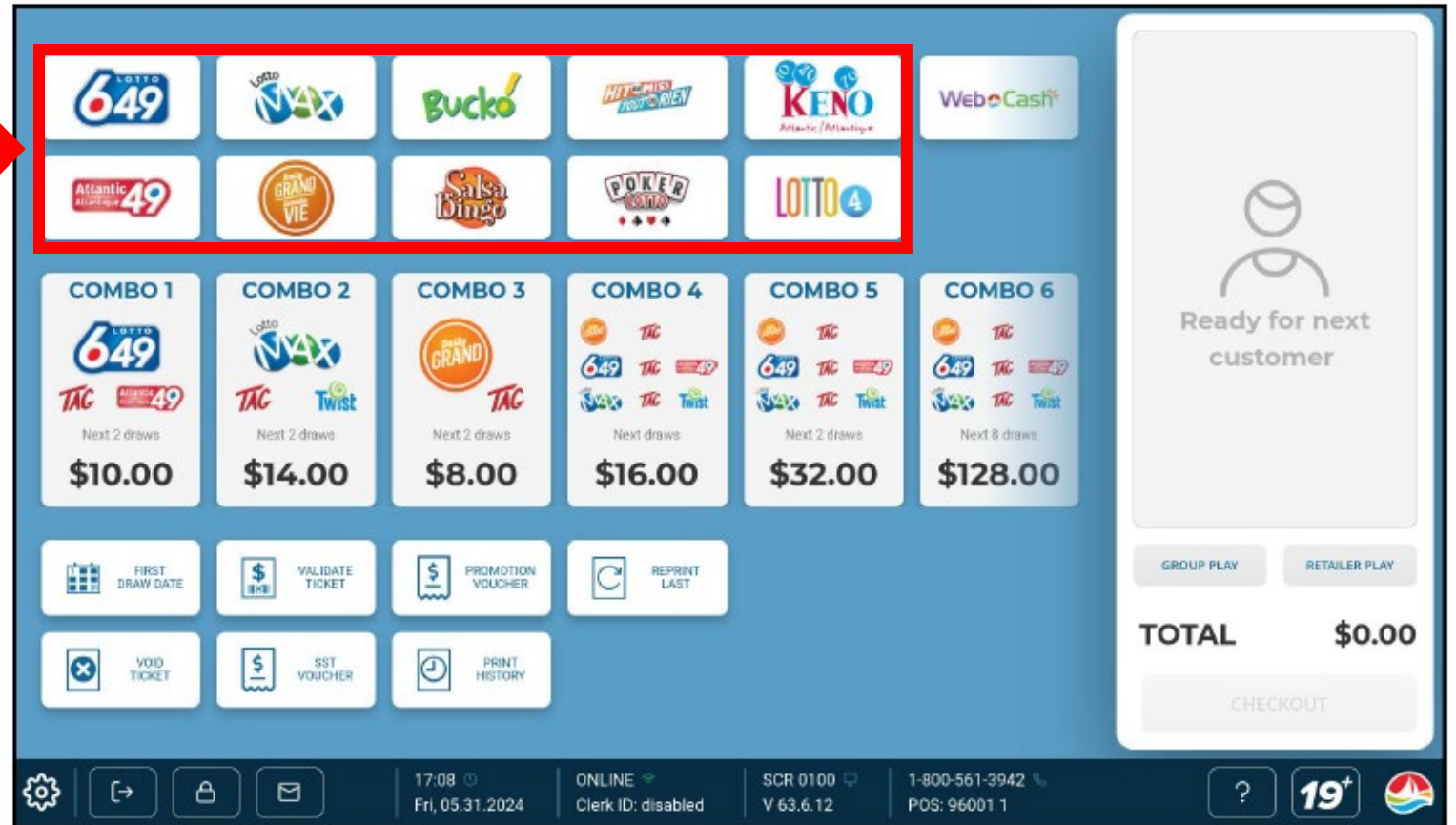
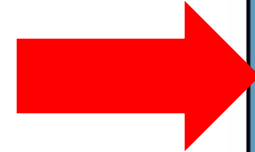
1. Game Buttons & WebCash
2. Combo Buttons
3. Functions
4. Toolbar
5. Shopping Basket



GAME BUTTONS

Each Lotto game has a unique **LOTTO GAME BUTTON**.

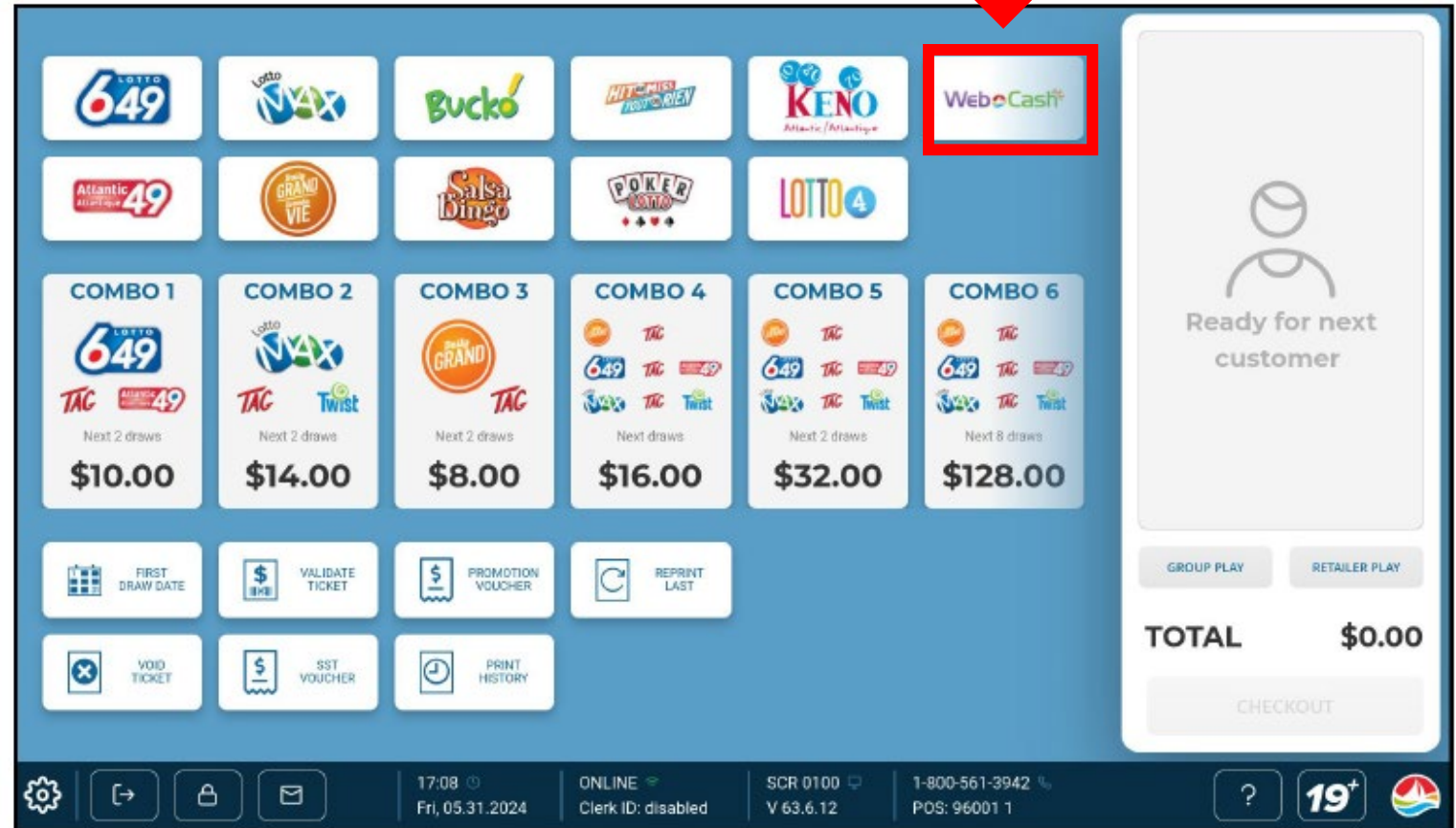
You'll use these buttons to create Lotto tickets.



WEBCASH

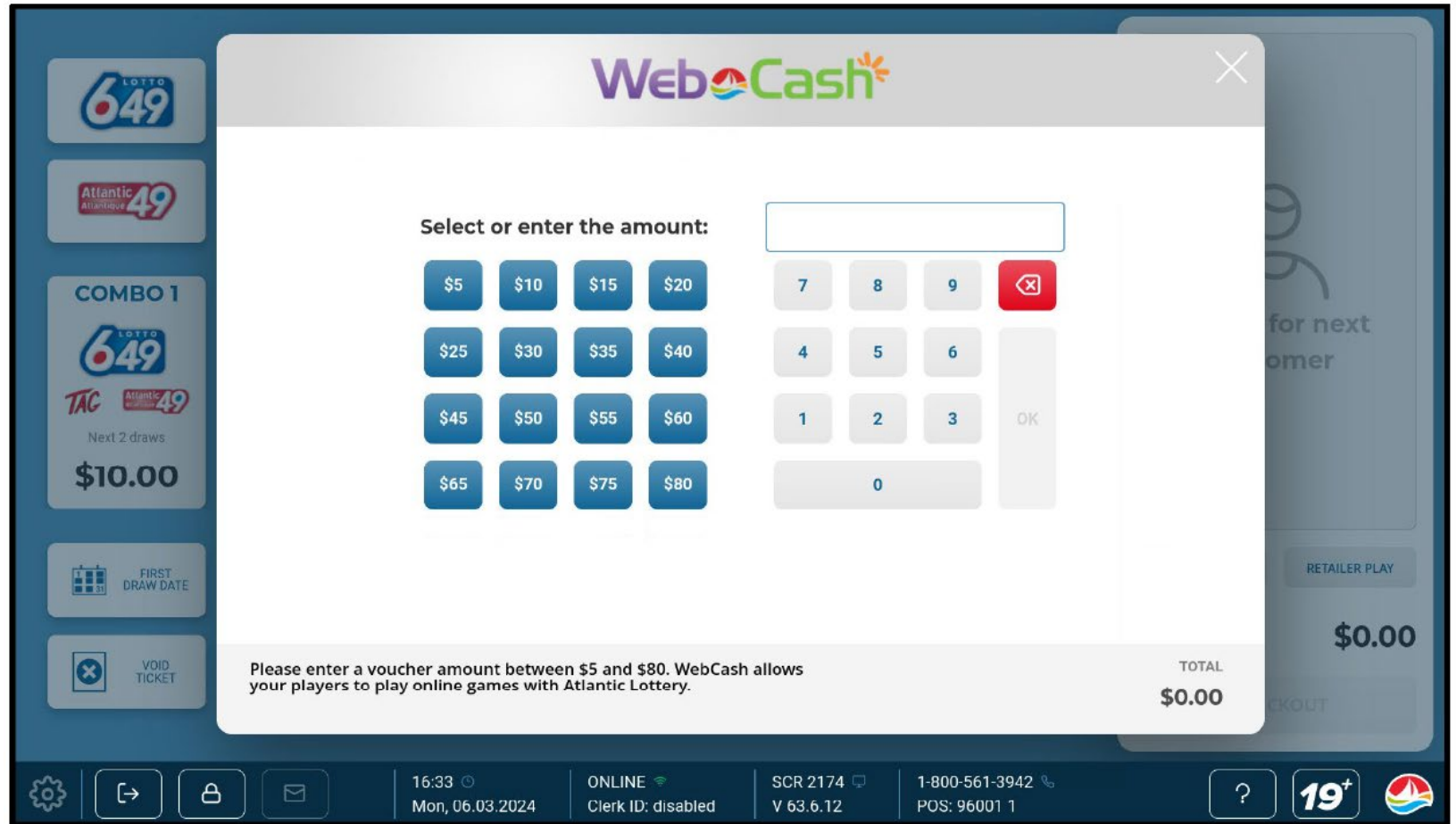
WebCash is a voucher that can be purchased by players at retail to fund their alc.ca account to play draw, sports and interactive games.

Please note: WebCash never expires.



WEBCASH

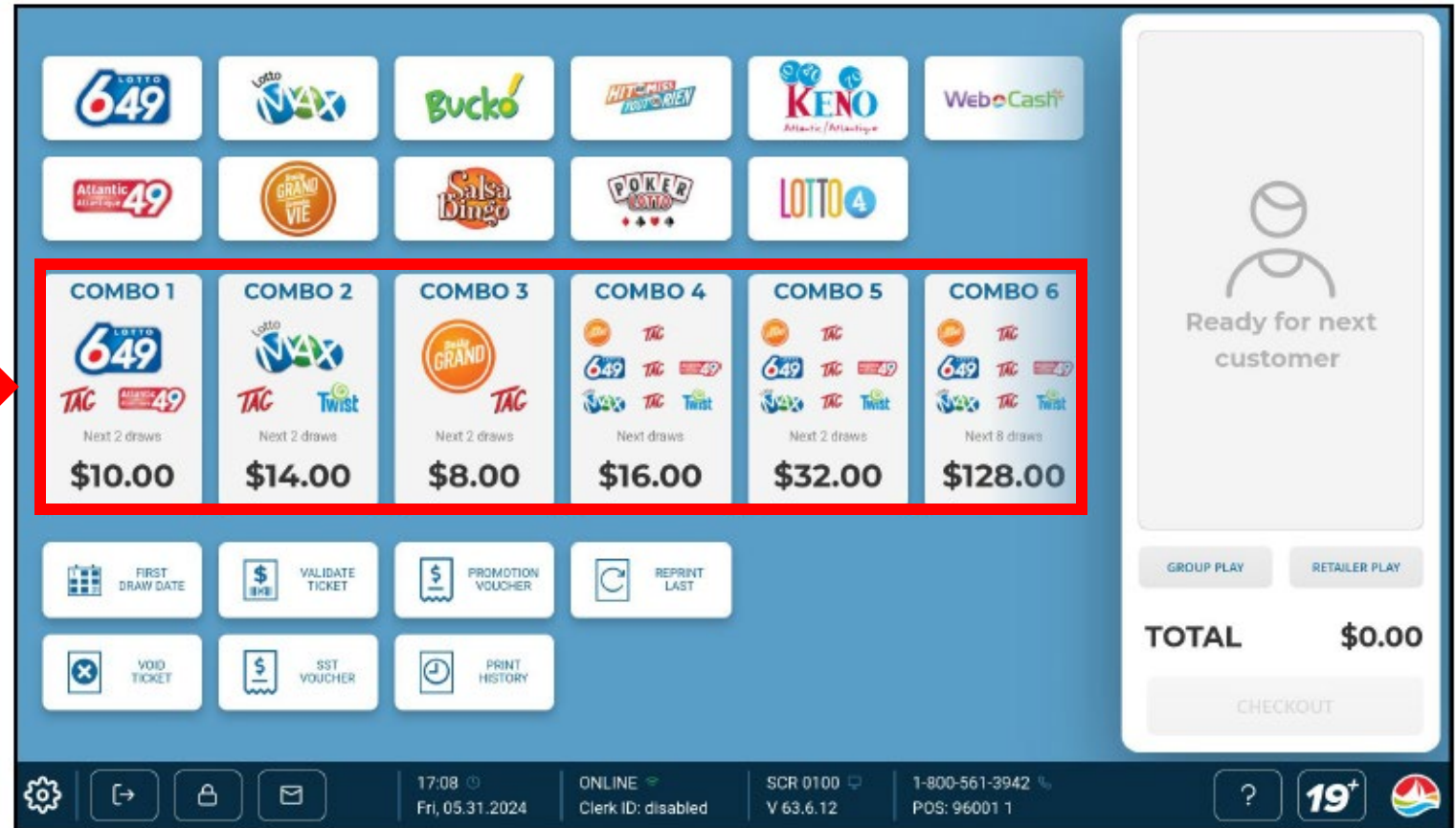
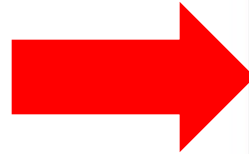
Players can choose any amount from \$5 to \$80, then add that to their alc.ca account.



COMBO BUTTONS

COMBO BUTTONS allow you to conveniently offer bundled lottery products to your players.

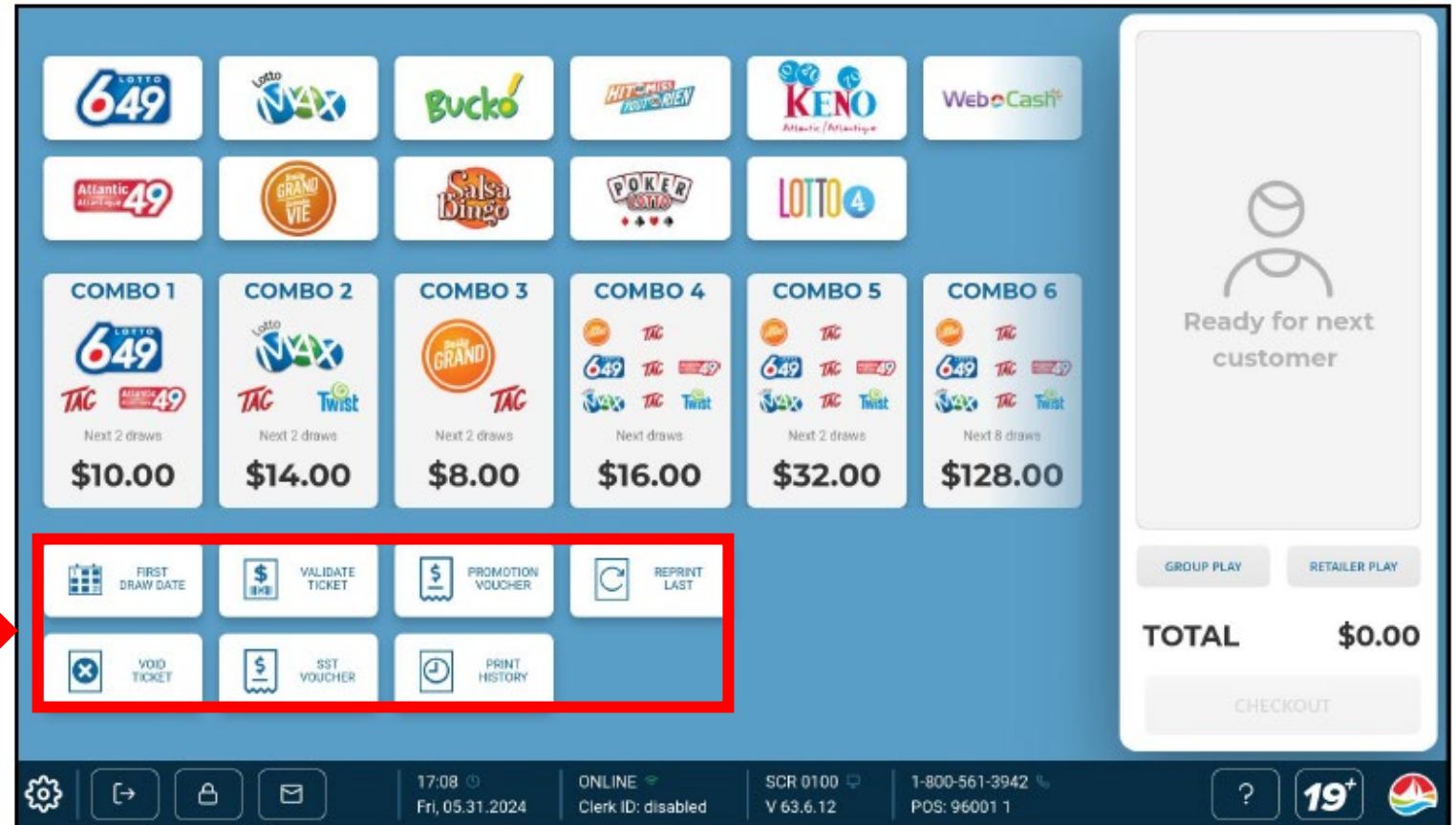
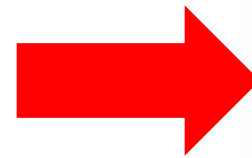
Selecting a **COMBO BUTTON** adds multiple games to the Shopping Basket.



FUNCTION BUTTONS

The **HOME SCREEN** also has seven function buttons:

- FIRST DRAW DATE
- VALIDATE TICKET
- PROMOTION VOUCHER
- REPRINT LAST
- VOID TICKET
- SST VOUCHER
- PRINT HISTORY



FUNCTION BUTTONS

FIRST DRAW DATE

This button displays a pop-up calendar to select the first draw date for each ticket that is being printed.

Once a game has been selected and added to the **SHOPPING BASKET** balance, the **FIRST DRAW DATE** will be reset to the current date.

This feature is only available for Lotto games that have possible draws on that day.



FUNCTION BUTTONS

VALIDATE TICKET

This button validates DRAW, PRO•LINE, SCRATCH'N WIN and BREAKOPEN tickets.

The results of the validation are displayed on the CDU.

DRAW and PRO•LINE tickets can also be validated by inserting the ticket (facing you) into the document scanner.

Please note: SCRATCH'N WIN tickets and BREAKOPEN tickets should never be inserted into the scanner.

A sound is played for winning and non-winning tickets.



FUNCTION BUTTONS

PROMOTION VOUCHER

On occasion, Atlantic Lottery may set-up special player promotions and incentives at retailer locations. Some promotions may issue coupons that you will need to validate.

To validate a **COUPON**, select [**PROMOTION VOUCHER**] and scan the barcode on the coupon or manually enter the voucher number and click [**OK**].



FUNCTION BUTTONS

REPRINT LAST

Use the **REPRINT LAST** button to print a report showing the last ticket transaction.

The reprint will not print a copy of that last ticket but will print details of what was on that ticket.



FUNCTION BUTTONS

VOID TICKET

If a mistake is made when creating a ticket, or if a customer refuses to accept a ticket that has been printed, you must **VOID** the ticket.

Select [**VOID TICKET**] and scan the barcode of the ticket.

IMPORTANT TO NOTE:

- *POKER LOTTO and HIT OR MISS game tickets cannot be voided.*
- *Voiding is restricted to the date and location of purchase.*
- *PRO•LINE tickets can only be voided within 20 minutes from time of purchase and only at the store where the ticket was purchased. Tickets must be cancelled prior to the earliest start time listed from the events being played.*
- *Tickets purchased for a draw on the purchase date must be cancelled prior to draw break for that day's draw.*



FUNCTION BUTTONS

SST VOUCHER

All Atlantic Lottery Full-Service retailers must accept and pay the full cash value of any **SST VOUCHER** within their encashment limit.

You must validate **SST VOUCHERS** on your lottery terminal before they are paid out. You can validate the vouchers by:

- Scanning the barcode on the voucher;
- Selecting [**SST VOUCHER**] and then scanning the barcode;
- Selecting [**SST VOUCHER**], manually entering the voucher number and touching [**OK**];
- Inserting the voucher (facing you) into the document scanner.



FUNCTION BUTTONS

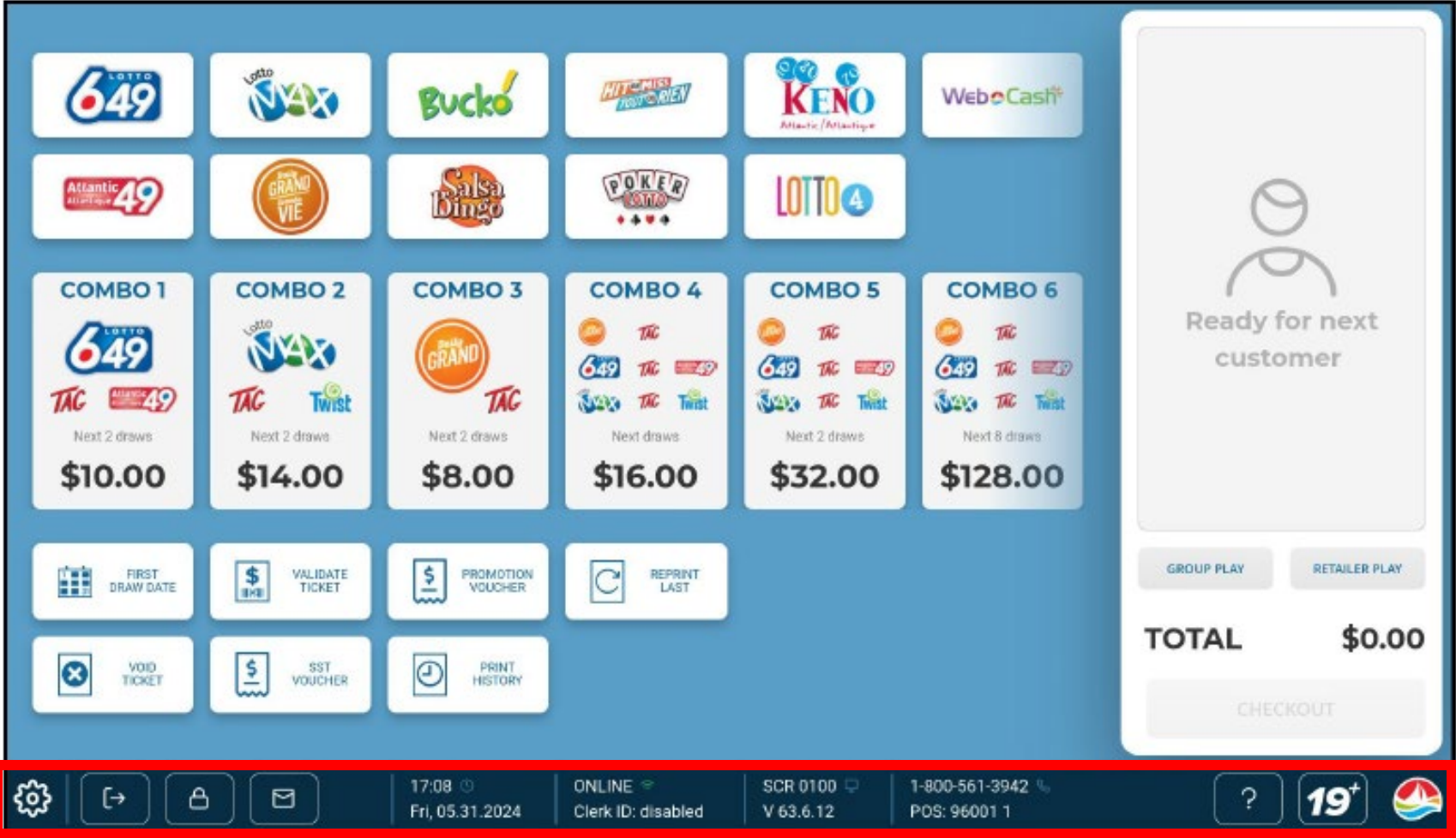
PRINT HISTORY

Selecting **PRINT HISTORY** displays a list of the last 50 transactions, by transaction type and cash amounts.



TOOLBAR

The **TOOLBAR** at the bottom of the **HOME SCREEN** provides access to settings, messages, and more.



TOOLBAR



Settings - Access settings and reports.

Sign Off - Sign off and return the terminal to the Start-Up screen.

Lock - Lock the terminal.

Mail Messages - View and print messages.



TOOLBAR

17:08 🕒

Fri, 05.31.2024

ONLINE 📶

Clerk ID: disabled

SCR 0100 🗨️

V 63.6.12

1-800-561-3942 📞

POS: 96001 1

Date and Time -

Displays the current date and time.

Terminal Connection Status and Clerk ID -

Displays the terminal connection status (ONLINE or OFFLINE). This also displays the status of the Clerk ID feature (enabled or disabled).

Screen Number and Application Version -

This displays the current version of the terminal software application and the screen number (e.g., SCR 0100) you can use to identify what page you are on when speaking with Customer Care or a technician.

Customer Care -

Atlantic Lottery's Customer Care phone number and POS number/version (Retailer Number and Socket Number).



TOOLBAR



Help – The Help system will display additional information for the current screen.

Age Verification - Players must be 19+ to purchase, play, or redeem Atlantic Lottery products. Touch this button to scan a driver's licence or government-issued ID to confirm age. Passports, Medicare cards, or other forms of ID will not work.

The terminal only checks the birthdate. Other personal data is not analyzed, visualized, or permanently stored on the terminal.



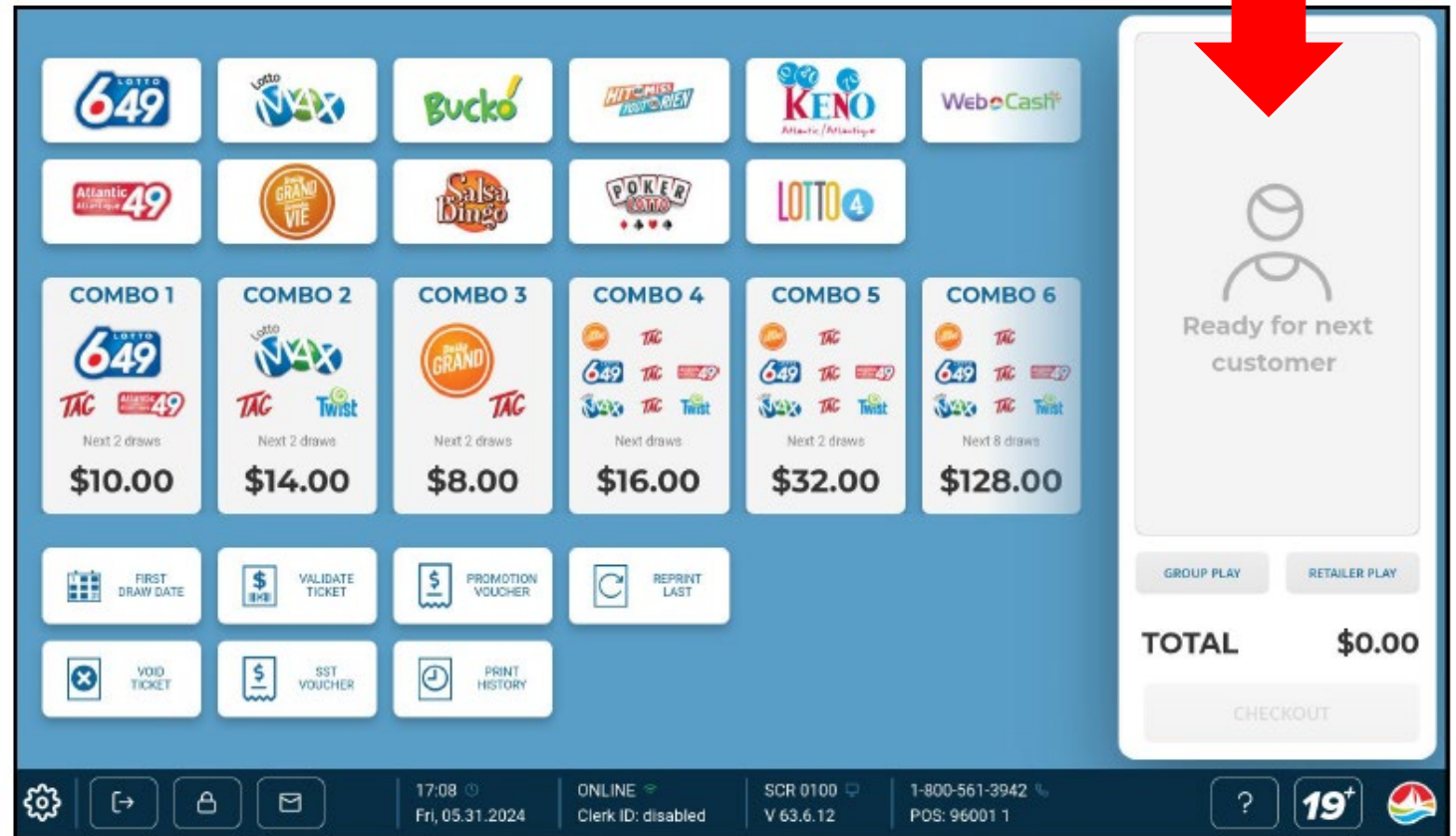
SHOPPING BASKET

The **SHOPPING BASKET** keeps track of all monetary transactions.

You can also access **GROUP PLAY** and **RETAILER PLAY** options in the Shopping Basket.

Note: When a ticket has been added it cannot be removed from the Shopping Basket and must be printed and purchased.

To close out the customer when the transactions are complete, touch the **[CHECKOUT]** button on the bottom of the shopping basket. When the **close out transaction** is complete, the **CHECKOUT** button changes to grey and the balance is reset to \$0.00.



SELLING LOTTERY



SELLING LOTTERY

To get started, here's a very important reminder about selling Lottery:

Players must have reached the age of 19 to purchase, play, or redeem lottery tickets.

You must ask for ID if a customer looks younger than 30 YEARS OF AGE to confirm that they are at least 19 years of age prior to selling, validating or paying prizes for lottery tickets.



THE POLICY IS 19+.
We have the right to refuse the sale.



Know Your Limit. Play Within It.

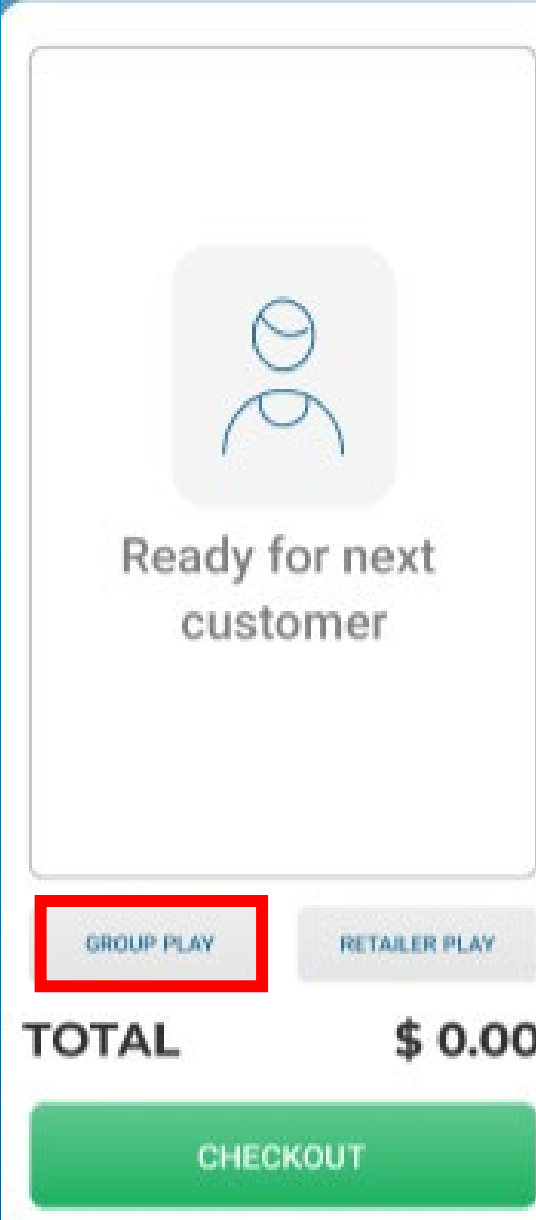


GROUP PLAY

If a player is looking to buy tickets with multiple people, select [**GROUP PLAY**] in the **SHOPPING BASKET** and then select the game icon to continue purchasing a ticket. All tickets will print with “GROUP PLAY”.

Once **GROUP PLAY** is activated, it will apply to all items in that same transaction. You will have to checkout to remove the group play stamp.

GROUP PLAY is an added precaution so if this ticket were to be a winner, one person could not claim the entire winning amount because it was stamped as a **GROUP PLAY** purchase with multiple winners.



The screenshot shows a digital ticket interface. At the top, there is a person icon inside a rounded square. Below the icon, the text "Ready for next customer" is displayed. Underneath this, there are two buttons: "GROUP PLAY" and "RETAILER PLAY". The "GROUP PLAY" button is highlighted with a red rectangular border. Below these buttons, the text "TOTAL" is followed by "\$ 0.00". At the bottom of the interface is a large green button labeled "CHECKOUT".

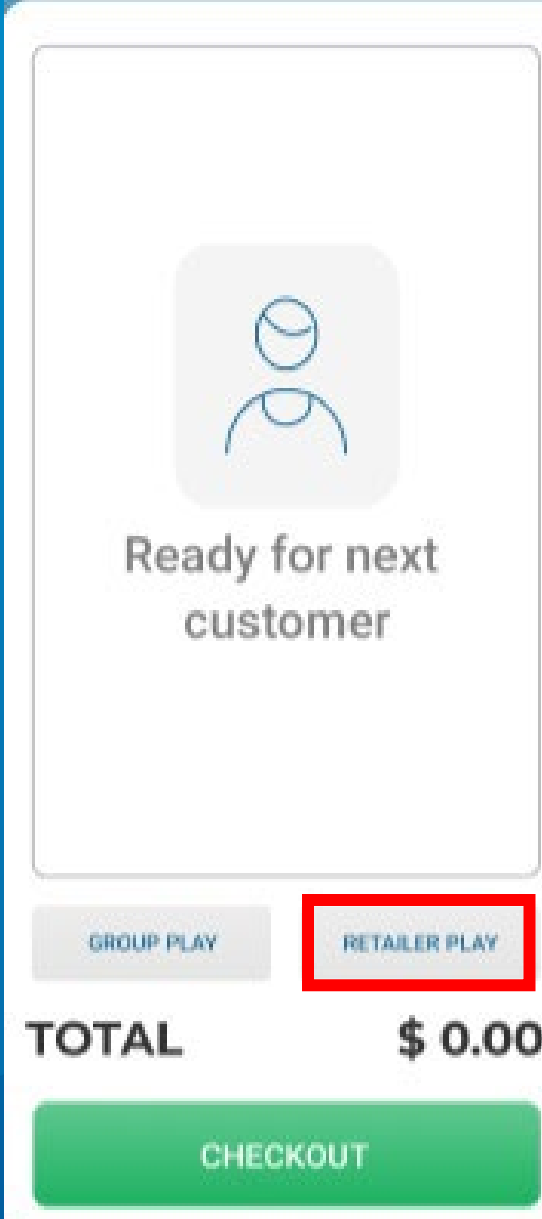


RETAILER PLAY

If a retailer is looking to buy tickets, select **[RETAILER PLAY]**.

Once selected, touch the desired game button to continue with purchasing a ticket.

All tickets will print with “RETAILER PLAY”.



Ready for next customer

GROUP PLAY RETAILER PLAY

TOTAL \$ 0.00

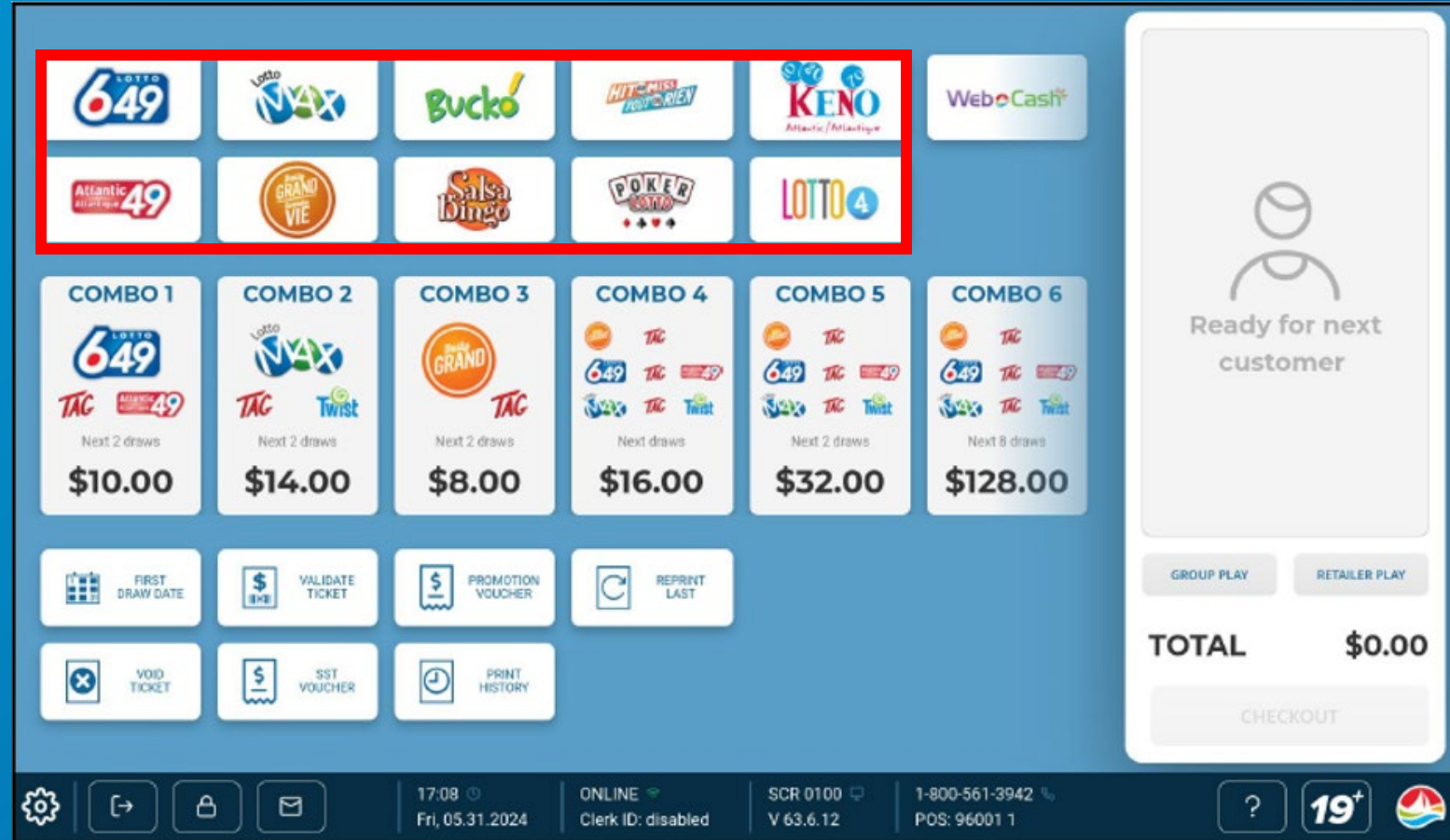
CHECKOUT



SELLING LOTTERY

Depending on what type of ticket a player is purchasing, the WAVE 8 will guide you through the available options.

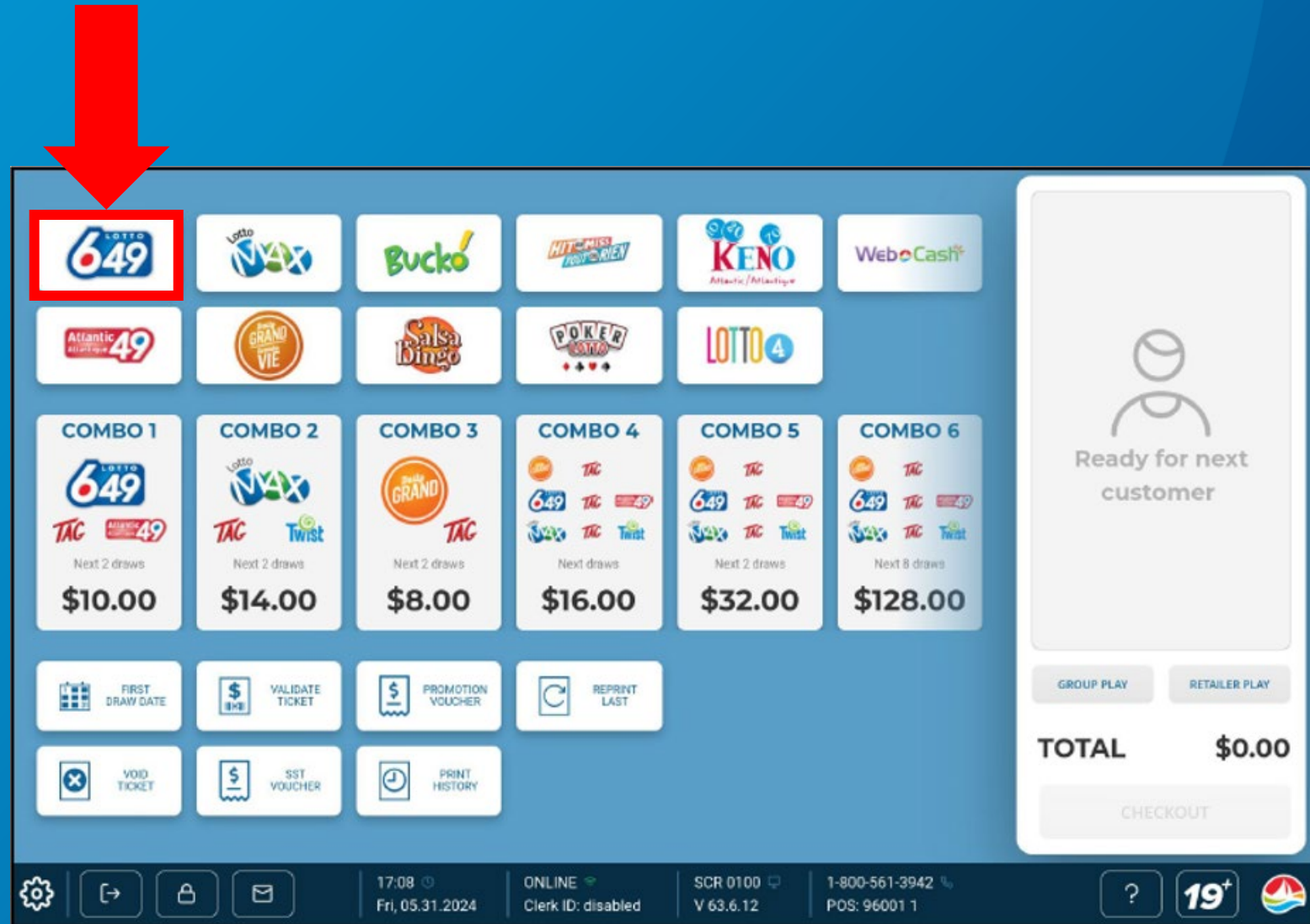
Let's go through the process of generating a **LOTTO 6/49 INSTA PIK PLAY**.



INSTA PIK

To produce an Insta Pik play, on the **HOME SCREEN**, you would first select the **GAME BUTTON** the customer would like to play.

For this example, you would select **LOTTO 6/49**.



INSTA PIK

The LOTTO 6/49 game screen will appear, and you will need to complete the following play options:

1. Select number of **PLAYS**.
2. Select the number of times the player would like to play **TAG** or select [**Not Played**].
3. Choose the number of **ADVANCE PLAYS**.
4. Select the number of times the player would like to play Atlantic 49 or select [**Not Played**].
5. Enter the number of tickets and select [**OK**] to add the ticket to the **SHOPPING BASKET**.

The screenshot displays the LOTTO 6/49 game interface. On the left sidebar, there are buttons for '649', 'Atlantic 49', 'COMBO 1', 'TAC', and 'Next 2 draws \$10.00'. The main area shows a modal window with the following options:

- Plays:** A row of buttons from 1 to 6. The number 1 is selected.
- TAG:** A button labeled 'Not Played'.
- Advance play:** A grid of buttons from 1 to 10. The number 1 is selected.
- Atlantic 49:** A button labeled 'Not Played'.
- Tickets:** A grid of buttons from 1 to 10. The number 1 is selected.

At the bottom of the modal, there is a 'SELECT DATE' button, a 'TOTAL \$3.00' label, and an 'OK' button. The background shows a 'RETAILER PLAY' button and a '\$0.00' total.

The bottom status bar includes a settings gear, a share icon, a lock icon, an email icon, the time '16:19 Mon, 06.03.2024', the status 'ONLINE Clerk ID: disabled', the terminal ID 'SCR 2165 V 63.6.12', the phone number '1-800-561-3942 POS: 96001 1', a help icon, a '19+' age restriction icon, and a logo.



INSTA PIK

Selecting **CHECKOUT** prints out the player receipt as well as the retailer transaction summary (if the Print Transaction Summary Receipt option is activated on your terminal).

NOTE:

The Retailer Transaction Summary Receipt is an optional feature that can be disabled and is intended for retailer use and not for the player.

When the Print Transaction Summary Receipt is enabled, a player receipt and a retailer transaction summary receipt is printed after each customer transaction.

1. Lotto 6/49	\$10.00
1 play	1 ticket
1 TAG	2 draws
1 Atlantic 49	
first draw:	06.12.2024

GROUP PLAY

RETAILER PLAY

TOTAL

\$10.00

CHECKOUT



RETAILER TRANSACTION SUMMARY RECEIPT

The **Retailer Transaction Summary** shows the face value (- amount) of FREE PLAY tickets and cash redemptions in the 'Validations' section and the same face value (+ amount) for sales in the 'Purchases' section.


The total of Validations and total of Purchases are displayed on the receipt, along with a balance due to the player or owed to the retailer (net difference).

The Credit & Debit at the bottom of the receipt also reflects the displayed amounts for Validations & Purchases.

The UPC scans at the amount displayed in the 'Validations' section.

Retailer Transaction Summary		
Résumé des transactions du détaillant		
03-05-2025 Ret 12345		
Validation(s)		
VALID	9924-141354145H-H	-\$7.00
		-\$7.00

Purchase(s)/Achat(s)		
HIT OR MISS	9925-154624837H-H	\$3.00
		\$3.00

Total		-\$4.00
		
200500007008		

C \$7.00	P \$0.00	D \$3.00

Validations (points to C \$7.00)

Purchases (points to D \$3.00)

Net difference

- Amount = balance due to the player

+ Amount = balance owed to the retailer



SELECTION SLIPS

Insert a completed **SELECTION SLIP** (facing you) vertically into the document scanner.

If the **SELECTION SLIP** is filled out correctly, the terminal automatically prints a ticket with the selected numbers.



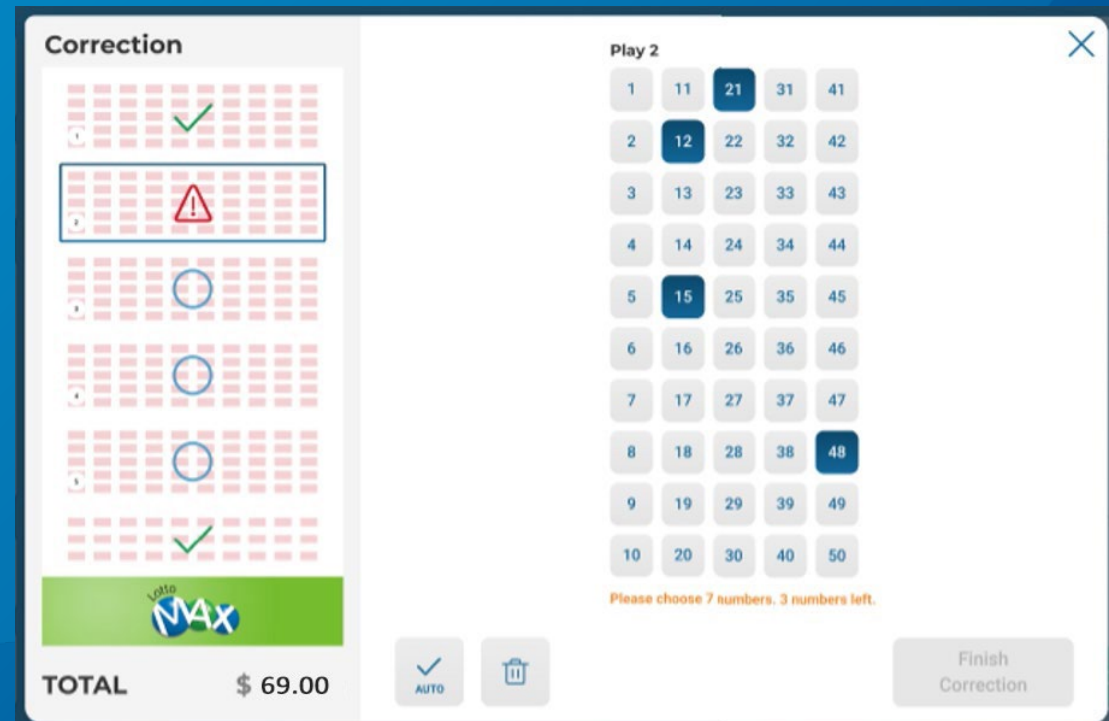
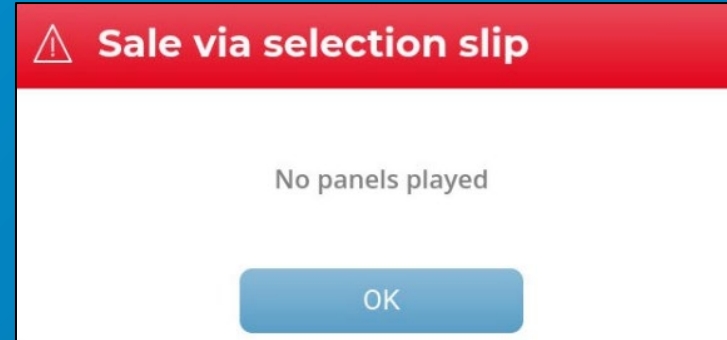
SELECTION SLIPS

If you enter the **SELECTION SLIP** incorrectly, a pop-up message appears, identifying the issue.

If the **SELECTION SLIP** is filled out incorrectly, an error message displays, and you can correct the error on the screen.

You can also cancel the **SELECTION SLIP** and return it to the player so they can correct the error on the slip.

Note: 1 to 10 ADVANCE PLAYS must be selected on selection slips with ADVANCE PLAY sections.



PRO•LINE

Players can purchase PRO•LINE games via **SELECTION SLIPS** and **QR CODES**.

SELECTION SLIP

1. Insert the completed selection slip (facing you) vertically into the document scanner.
2. If the selection slip is filled out correctly, the terminal automatically prints a ticket.

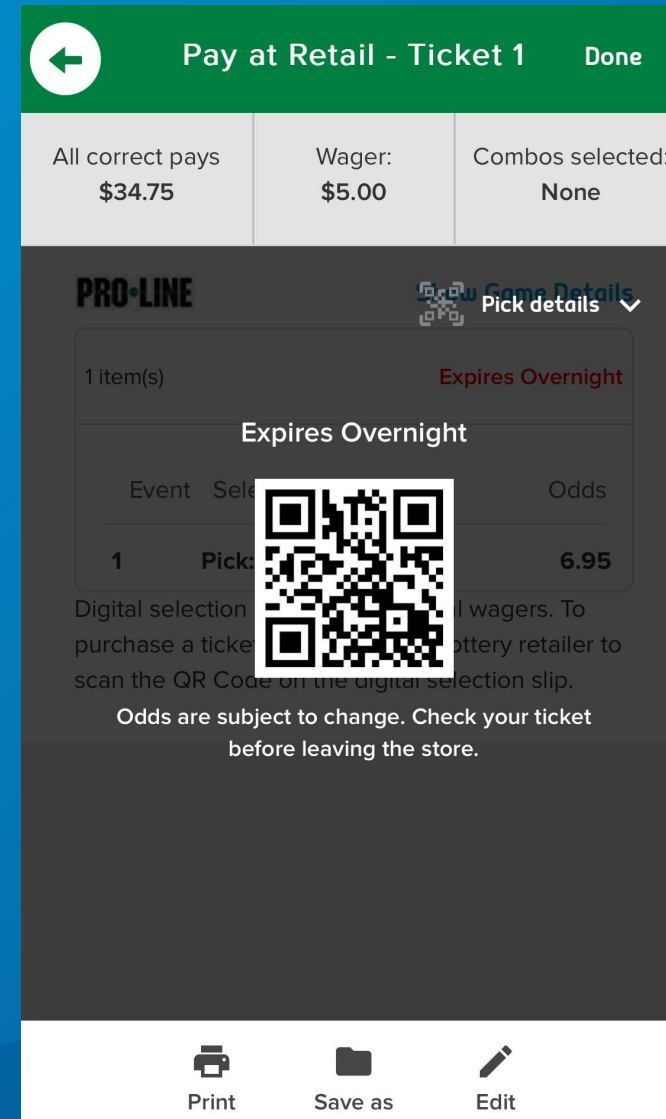


PRO•LINE

QR CODE

After making their PRO•LINE, Fantasy, or Futures picks from a phone, tablet, or computer, players can generate a **QR CODE** that can be scanned at a retail location to purchase their tickets.

When on the **HOME SCREEN**, use the wireless scanner to scan the **QR CODE** from the player's mobile device or the printed **QR CODE**. The tickets will automatically print.



SELLING COMBOS

Selecting a **COMBO** game button will add all the listed games to the **SHOPPING BASKET** for the next available draws.

Any customization for add-ons or first draw dates are not available with COMBO sells.

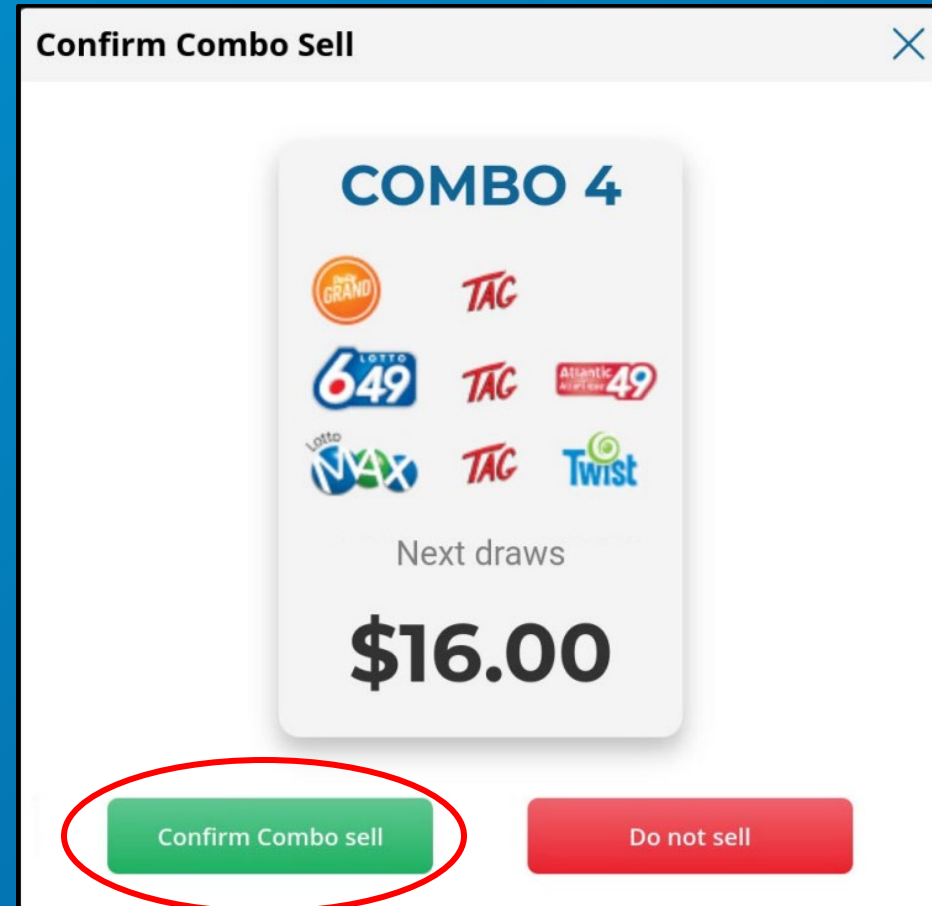
To sell a COMBO, you would first touch the desired **COMBO** game button.



SELLING COMBOS

Next, select [**CONFIRM COMBO SELL**] to add the ticket to the Shopping Basket.

Selecting [**DO NOT SELL**] will cancel the purchase.



SELLING COMBOS

The ticket will be added to the **SHOPPING BASKET** and printed.

LOTTO 649

Atlantic 49

COMBO 1

LOTTO 649

TAG Atlantic 49

Next 2 draws

\$10.00

LOTTO MAX

GRAND VIE

COMBO 2

LOTTO MAX

TAG Twist

Next 2 draws

\$14.00

Bucko!

Salsa Bingo

COMBO 3

GRAND VIE

TAG

Next 2 draws

\$8.00

HIT-PIES

POKER

COMBO 4

TAG 649

TAG TAG

Next draws

\$16.00

99 KENO

LOTTO 4

COMBO 5

TAG 649

TAG TAG

Next 2 draws

\$32.00

WebCash

COMBO 6

TAG 649

TAG TAG

Next 8 draws

\$128.00

FIRST DRAW DATE

VALIDATE TICKET

PROMOTION VOUCHER

REPRINT LAST

VOID TICKET

SST VOUCHER

PRINT HISTORY

17:08

Fri, 05.31.2024

ONLINE

Clerk ID: disabled

SCR 0100

V 63.6.12

1-800-561-3942

POS: 960011

?

19+

1. Lotto 6/49

1 play

1 TAG

1 Atlantic 49

first draw:

06.08.2024

\$5.00

2. Daily Grand

1 play

1 TAG

first draw:

Normal

06.10.2024

\$4.00

3. Lotto Max

1 play

1 TAG

1 Twist

first draw:

06.11.2024

\$7.00

GROUP PLAY

RETAILER PLAY

TOTAL

\$16.00

CHECKOUT

17:08

Fri, 05.31.2024

ONLINE

Clerk ID: disabled

SCR 0100

V 63.6.12

1-800-561-3942

POS: 960011

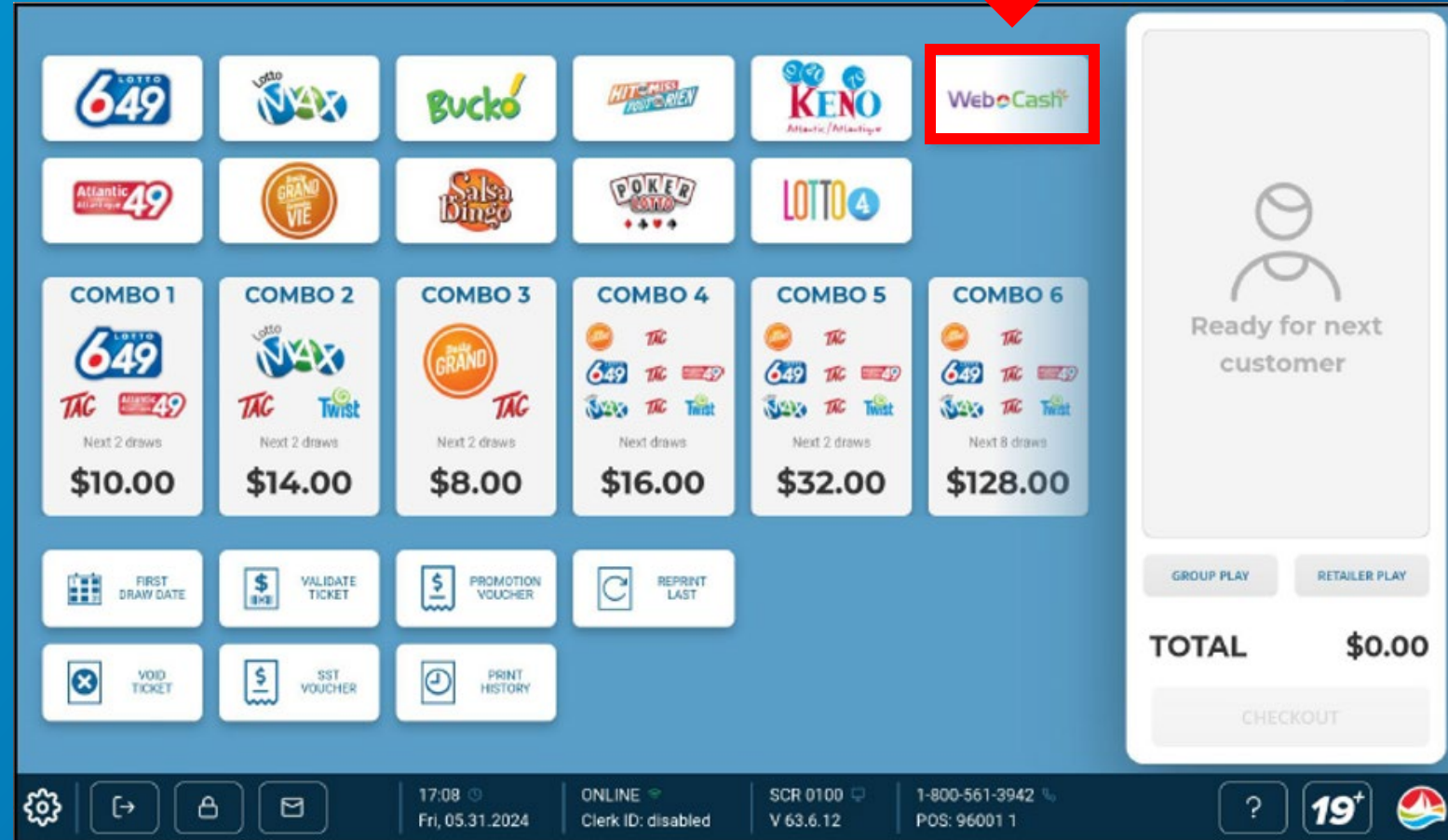
?

19+



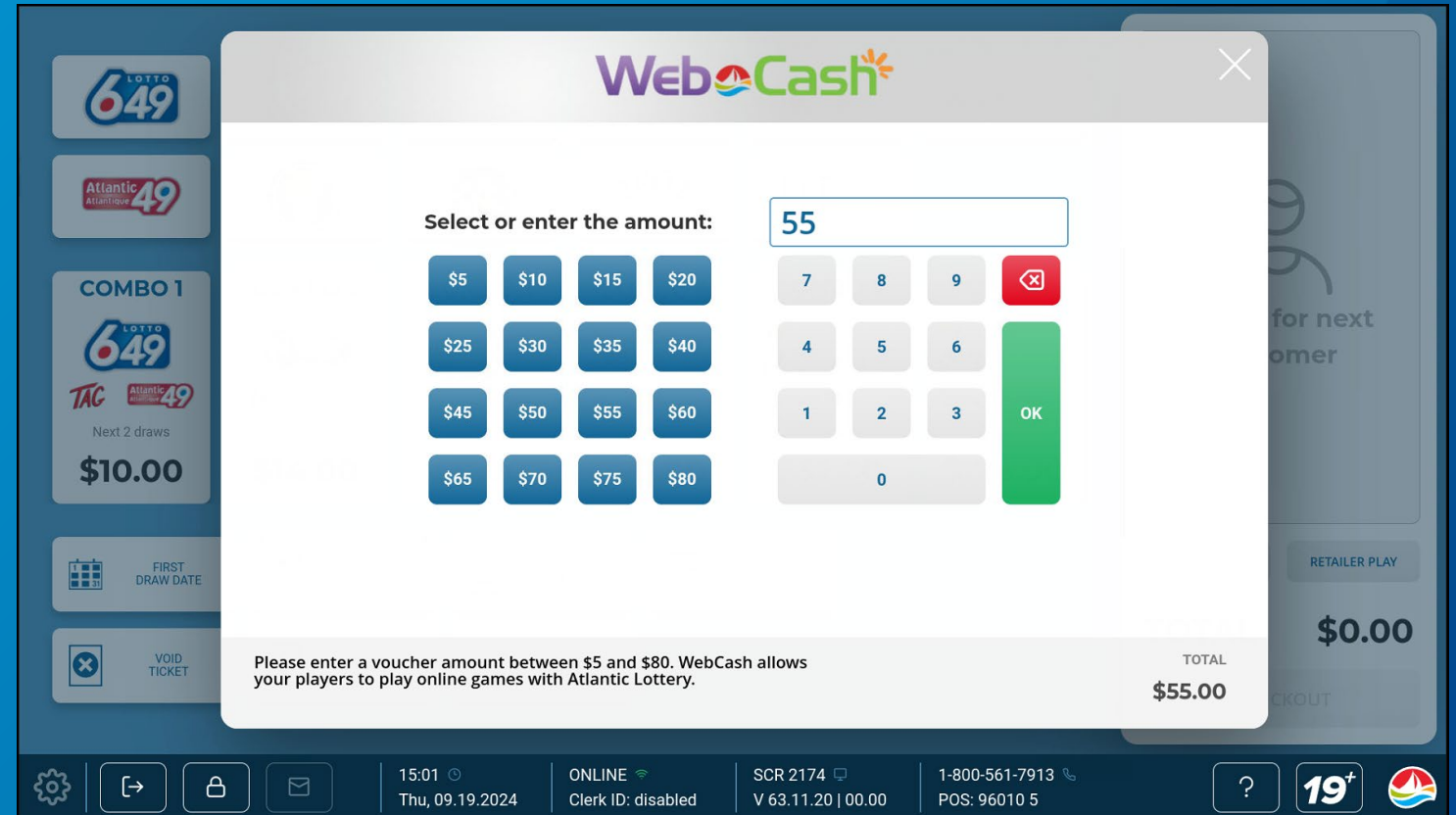
WEBCASH

If a player would like to purchase **WebCash** to fund their alc.ca account, touch the [**WebCash**] button on the **HOME SCREEN**.



WEBCASH

Next, you would select the desired dollar amount and touch [OK].



WEBCASH

The **WebCash** purchase is added to the **SHOPPING BASKET** and printed.

The screenshot displays the WebCash interface with a grid of lottery and game options. The top row includes Lotto 649, Lotto MAX, Bucko!, Hit the Miss, Keno, and WebCash. The second row features Atlantic 49, Daily Grand Vie, Salsa Bingo, Poker Lotto, and Lotto 4. Below these are six combo options (COMBO 1 to COMBO 6) with their respective prices and draw frequencies. A bottom section contains utility buttons like First Draw Date, Validate Ticket, Promotion Voucher, Reprint Last, Void Ticket, SST Voucher, and Print History. On the right, a shopping basket shows a total of \$55.00 with a checkout button. The footer includes system information, time, date, and contact details.

Option	Price	Draw Frequency
COMBO 1	\$10.00	Next 2 draws
COMBO 2	\$14.00	Next 2 draws
COMBO 3	\$8.00	Next 2 draws
COMBO 4	\$16.00	Next draws
COMBO 5	\$32.00	Next 2 draws
COMBO 6	\$128.00	Next 8 draws

TOTAL \$55.00

CHECKOUT

15:02 Thu, 09.19.2024 ONLINE Clerk ID: disabled SCR 0100 V 63.11.20 | 00.00 1-800-561-7913 POS: 96010 5



VOIDING

If you make a mistake when creating a ticket, or if a customer refuses to accept a ticket that has been printed, you must void the ticket.

You can void a ticket with the **BARCODE READER** or the **DOCUMENT SCANNER**.

VOIDING A TICKET USING THE DOCUMENT SCANNER:

1. Touch [**VOID TICKET**]. The void ticket message displays.
2. Insert the ticket (facing you) into the document scanner.
3. Touch [**OK**] to accept the displayed number.

When you successfully void a ticket, a void receipt is generated for the purchase price.



Void ✕

Ticket number

9 7 2 4 2 0 2 5 5 3 6 2 5 5 4

OK

Please scan barcode on ticket or Webcash ticket. To void Poker Lotto or Hit or Miss tickets, please call Atlantic Lottery's Customer Care Center 1-800-561-7913.



VOIDING

VOIDING A TICKET USING THE BARCODE READER:

1. Touch [**VOID TICKET**]. The void ticket message displays.
2. Scan the barcode on the ticket with the barcode reader.
3. Touch [**OK**] to accept the displayed number.

When you successfully void a ticket, a void receipt is generated for the purchase price.



Void ✕

Ticket number

9 7 2 4 2 0 2 5 5 3 6 2 5 5 4

OK

Please scan barcode on ticket or Webcash ticket. To void Poker Lotto or Hit or Miss tickets, please call Atlantic Lottery's Customer Care Center 1-800-561-7913.



VALIDATION



Validating DRAW and PRO•LINE tickets

DRAW and PRO•LINE tickets can be validated by scanning the barcode on the bottom of the ticket, manually entering the control number or inserting the ticket into the document scanner.

IMPORTANT REMINDERS:

- Lottery tickets **MUST BE VALIDATED** on your lottery terminal.
- The customer **MUST SIGN** any ticket that has a signature line before validation.



BARCODE SCANNER

To validate a ticket with the barcode scanner:

- Place the ticket barcode under the red light.
- A sound is played for winning and non-winning tickets.
- The results will appear on the terminal screen.

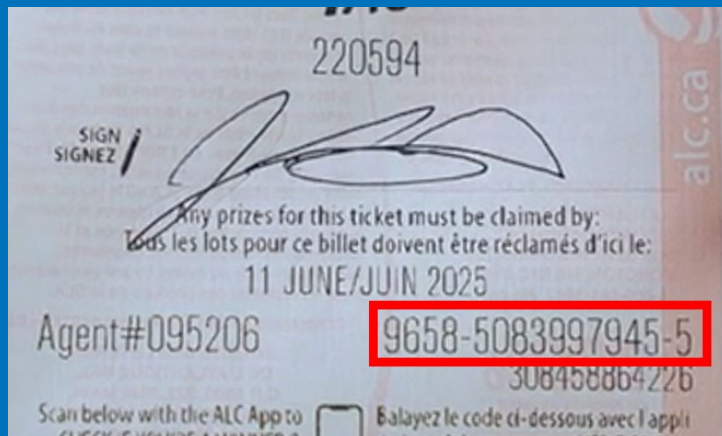
Note: When you place a ticket under the barcode reader, a red light will indicate that the barcode is being read. Align the barcode under the **red target (+)**.



CONTROL NUMBER

If the scanner is unable to read the barcode:

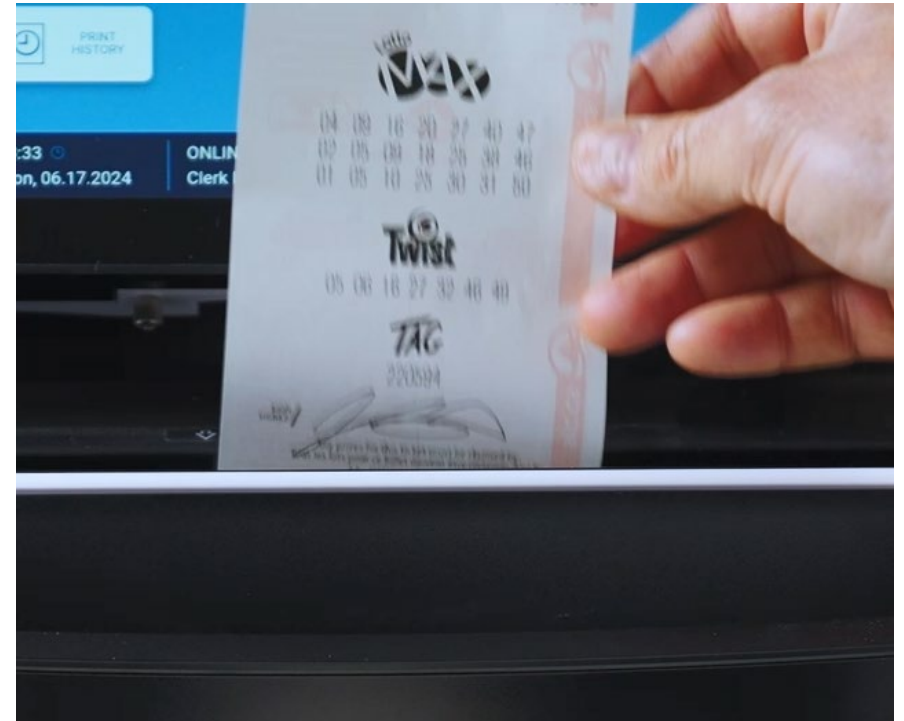
- Select [**VALIDATE TICKET**] on the Home screen.
- Select [**LOTTO**] or [**PRO•LINE**].
- Manually enter the **CONTROL NUMBER** located under the signature line on the ticket.
- Click [**OK**].

A screenshot of a mobile application interface titled "Validation" with a close button (X) in the top right corner. Below the title are three buttons: "LOTTO" (dark blue), "PRO-LINE" (light blue), and "SCRATCH'N WIN AND BREAKOPEN" (light blue). Below these is a "Ticket number" label and a text input field. Under the input field is a numeric keypad with buttons for digits 0-9, a red button with a backspace icon, and an "OK" button. At the bottom of the screen, a message reads: "Please scan barcode on draw game ticket or enter the number manually."

DOCUMENT SCANNER

To validate a **DRAW** or **PRO•LINE** tickets using the document scanner, insert the ticket (facing you) into the scanner.

The results will appear on the terminal screen.



VALIDATING SCRATCH'N WIN & BREAKOPEN

SCRATCH'N WIN:

- Validate **SCRATCH'N WIN** tickets by scanning the barcode under the latex on the ticket.

OR

- Touch [**VALIDATE TICKET**]
- Touch [**SCRATCH'N WIN & BREAKOPEN**]
 - Scan the barcode on the bottom of the ticket and enter the 4-digit security number found under the latex or
 - Manually enter the numbers under the barcode on the bottom of the ticket and the 4-digit security number found under the latex.
- Touch [**OK**].



VALIDATING SCRATCH'N WIN & BREAKOPEN

BREAKOPEN:

- Validate **BREAKOPEN** tickets by scanning the barcode under the tabs on the inside of ticket.

OR

- Touch [**VALIDATE TICKET**]
- Touch [**SCRATCH'N WIN & BREAKOPEN**]
 - Scan the barcode on the front of the ticket and enter the 4-digit security number found under the tabs or
 - Manually enter the numbers under the barcode on the front of the ticket and the 4-digit security number found under the tabs
- Touch [**OK**].

NOTE: SCRATCH'N WIN and BREAKOPEN tickets should never be inserted into the document scanner.



VALIDATING PROMOTION VOUCHERS

On occasion, Atlantic Lottery may set-up special player **PROMOTIONS** and incentives at various retailer locations. Some promotions may issue coupons that will need to be validated.

To validate a **PROMOTION VOUCHER**:

- Select [**PROMOTION VOUCHER**].
- Scan the barcode on the coupon or manually enter the voucher number.
- Select [**OK**].



VALIDATING SST VOUCHERS

SST VOUCHERS can be validated by SCANNING the barcode on the voucher or by selecting [**SST VOUCHER**] and scanning the barcode or by manually entering the voucher number and clicking [**OK**].

SST Vouchers can also be validated by inserting the ticket (facing the retailer) into the document scanner.



REMOVING THE SCANNER

If a player prefers to hold onto their ticket while validating:

- Remove the scanner from its holder on the printer.
- Place the scanner above the ticket with the red light on the barcode and press the button on top of the scanner.
- Then return the scanner to the printer holder.
- The scanner will beep once it is connected to the terminal.



REPURCHASE

This **NEW FEATURE** gives players the option to “repurchase” tickets to play their numbers again without needing a new selection slip.

Once a draw ticket is **VALIDATED**, a message will appear asking if the player would like to play their selections again.

Touch [**No**] and the transaction is complete.

Touch [**Yes**] and the game selection screen will appear. You can add the selections to the **REPURCHASE**.

Once confirmed, the ticket will print.

NEW

NEW FEATURE FOR PLAYERS!

?

Repurchase

Please ask the player if they would like to play their selections again.

Yes No



REPURCHASE NOTES

- REPURCHASE is available when there are no draws remaining for validation on the original ticket and is available for all Draw games, except for Hit or Miss and Poker Lotto, as well as add-on games like TAG, TWIST and Atlantic 49.
- The REPURCHASE option is not be available when validating non-winning tickets older than three months, or older than one year for winning tickets.
- For Lotto Max, only the first line of selections will be replicated, and the others will be new numbers selected via Insta Pik. Any Lotto Max ticket with more than 1 board played will not be eligible for REPURCHASE.
- For Lotto 6/49, only the Classic Draw selections will be replicated, while the Gold Ball Draw numbers will be newly created, as required for entry in the new draw.
- REPURCHASE is available for Combo Play.
- **Interesting Note:** The REPURCHASE option has been available in other lotteries across Canada for many years.



VALIDATION RESULTS

If a **TICKET IS NOT A WINNER**, the terminal and the CDU will display the message “No win this time”.

RETAILER MESSAGE:

Win Validation

Ticket Number

7953 - 1710000020 - 0

No win this time.

OK

CDU MESSAGE:

Win Validation
Validation des gains

Ticket number/Numéro Du Billet

9779-9011696XXX-X

No win this time

Aucun gain
cette fois-ci



VALIDATION RESULTS

If the ticket is a **WINNER**, a pop-up message displays on the terminal and the CDU informing you how much the customer won.

Pay the customer the prize amount, return the ticket to the player along with the player receipt.

RETAILER MESSAGE:

Win Validation

Ticket Number

7953 - 1710000020 - 0

Game	Amount
LOTTO 6/49	\$ 100.80

Winner

TOTAL
\$ 100.80

OK

CDU MESSAGE:

Win Validation
Validation des gains

Ticket number/Numéro Du Billet

9773-9627731XXX-X

Game/Jeu	Amount/Montant
TAG	\$ 10.00

Winner
Gagnant

TOTAL 10,00 \$



VALIDATION RESULTS

When a ticket is validated for a prize **OVER YOUR MAXIMUM PAYOUT LEVEL** the terminal message will instruct the player to keep their ticket.

Instruct the player how to claim their prize (Scotiabank or Atlantic Lottery office). Do not pay the prize. Give the Player Receipt and the winning ticket back to the player.

RETAILER MESSAGE:

Win Validation

TICKET NUMBER9693-1166372XXX-X

High win

This prize is above your retailer encashment limit. DO NOT PAY THIS PRIZE.
For prizes up to \$9,999.99, the customer may take this ticket to Scotiabank for payment.

If this is a major prize winner, congratulate your customer!
Please give the customer access to your phone.
Call Customer Care Center.

If you are validating this ticket during CCC's off-hours (10pm to 7am), press the "Help" button.

ENSURE CUSTOMER HAS SIGNED THE TICKET AND GIVE IT BACK TO THE CUSTOMER

OK

CDU MESSAGE:

Win Validation
Validation des gains

Ticket number/Numéro Du Billet
9693-1166372XXX-X

High win
RETAILER CANNOT PAY PRIZE
Call Atlantic Lottery for prize claim instructions.
KEEP YOUR TICKET AND CHECK YOUR VALIDATION RECEIPT

Gain élevé
DÉTAILLANT NE PEUT PAS PAYER CE LOT
Contactez Loto Atlantique pour directives de réclamation.
GARDEZ VOTRE BILLET ET VÉRIFIEZ VOTRE CONFIRMATION DE VALIDATION



VALIDATION RESULTS

When redeeming a **POMOTION VOUCHER**, a pop-up message will display the following message: “The promotion voucher will be redeemed with the next bet order”.

Select **[OK]** and the Main Selling Screen will appear for you to select the Draw Game.

- If a **PROMOTION VOUCHER** is valid, the discount will be applied to the following purchase/a free play will be issued without any additional pop-up messages.
- If a **PROMOTION VOUCHER** is invalid or if the promotion is unavailable, a corresponding message will display information about the error.



RETAILER MESSAGE:

Redeem Promotion

VOUCHER NUMBER

42-006-020-3254681

The promotion voucher will be redeemed with the next bet order.

OK

CDU MESSAGE:

Redeem Promotion/Réclamer le bon d'échange

Voucher Number/Numéro de bon
42-006-020-3254681

The promotion voucher will be redeemed with the next bet order.

La promotion est activée. Veuillez jouer le prochain pari selon ce qui est décrit sur le bon d'échange



SETTINGS



SETTINGS

In this section, you will learn about the features of the **SETTINGS** screen, including:

- Reports
- Instant Ticket Admin
- Managers Area
- Help Videos
- Terminal Settings

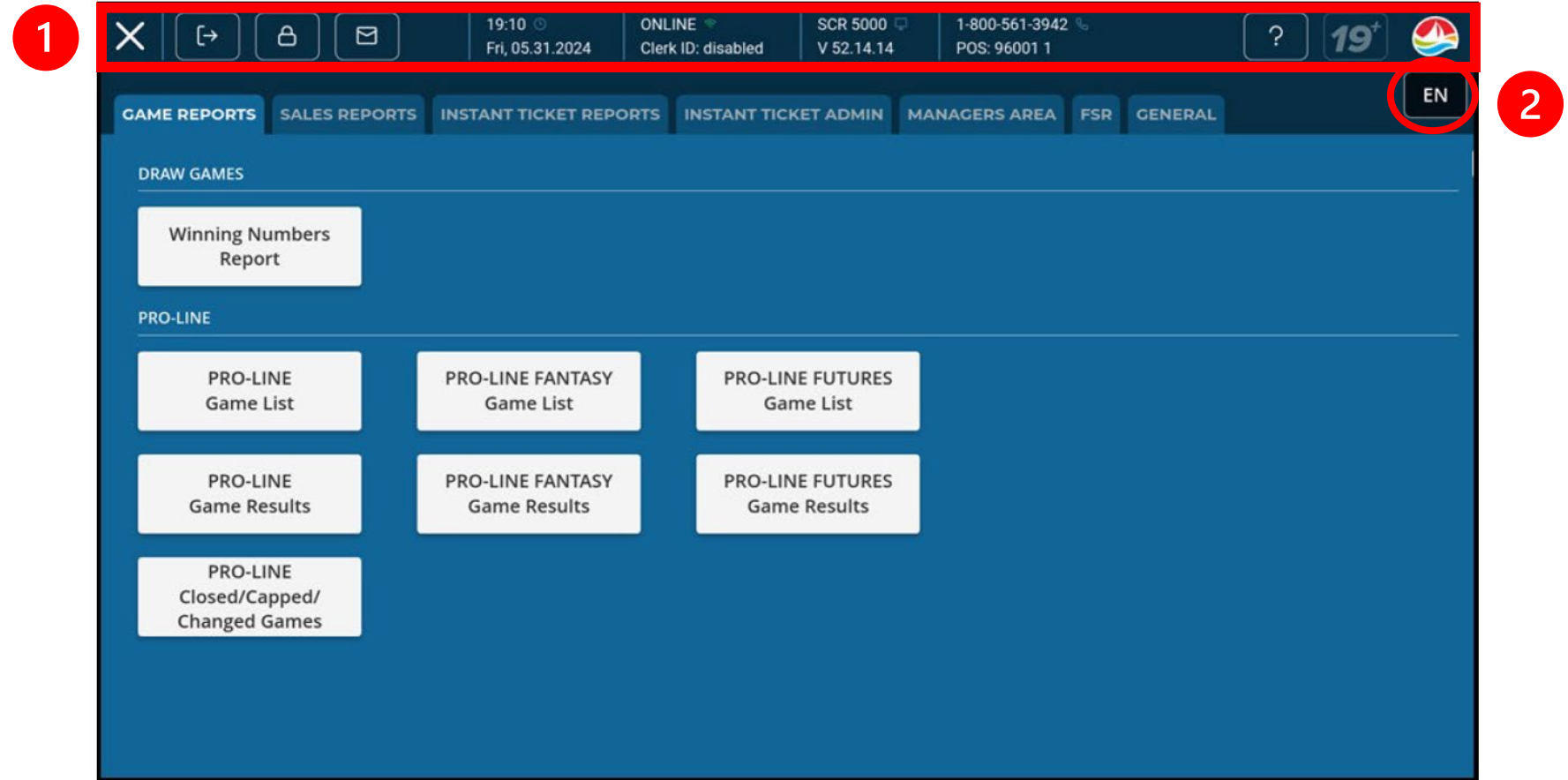
To access the **SETTINGS** screen, touch the settings icon in the toolbar.

Please note: some options on the **SETTINGS** screen (such as Managers Area, Instant Ticket Reports and Sales Reports) are only accessible when logged in as a Manager.



SETTINGS

1. The **TOOLBAR** will move to the top of the screen and remain there until you exit out of **SETTINGS**.
2. While on the **SETTINGS** screen, you can switch between English and French by touching the **LANGUAGE BUTTON**.



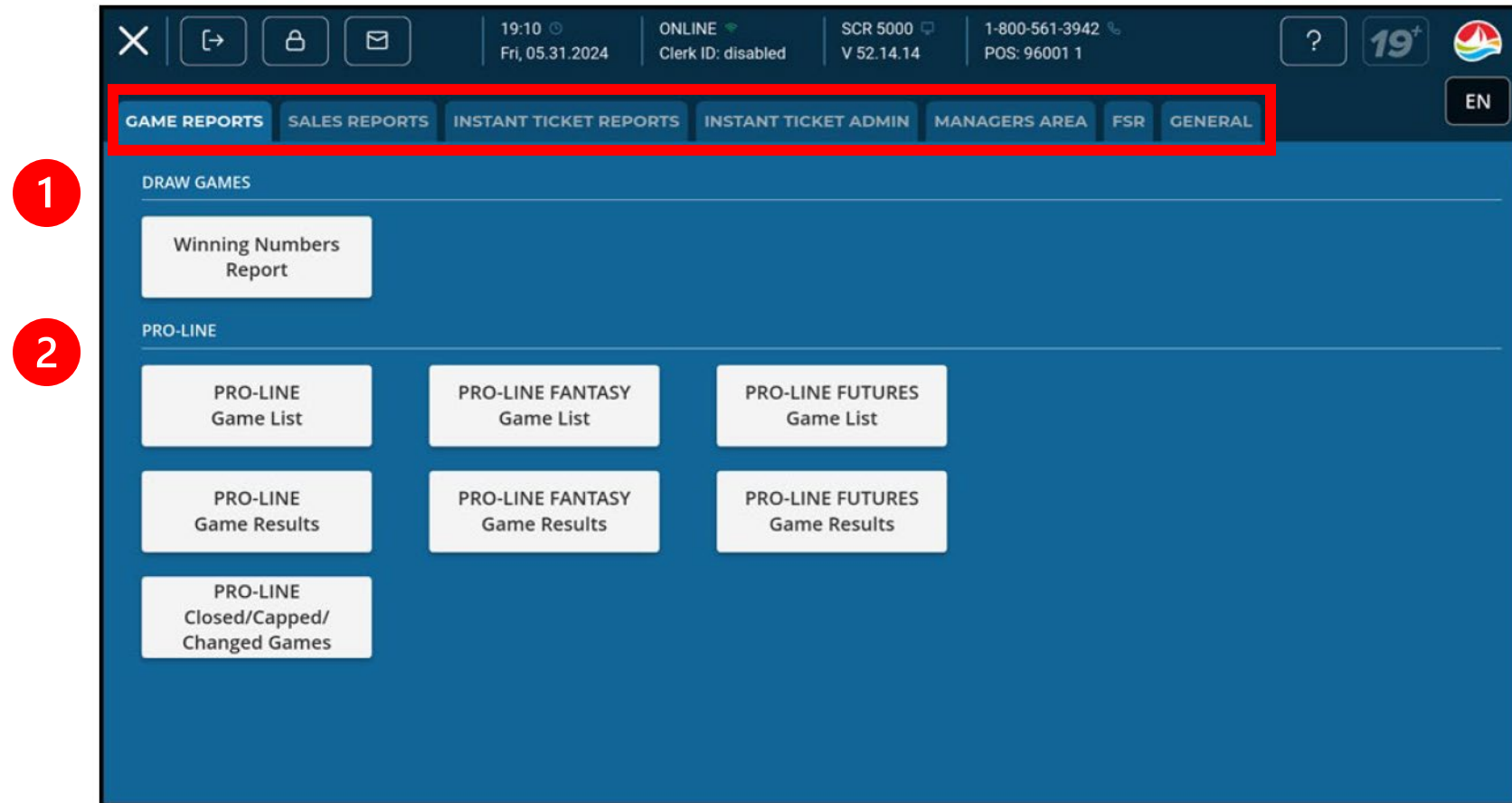
SETTINGS

To navigate the **SETTINGS** screen, use the tabs at the top of the screen.

The first tab you'll see is the **GAME REPORTS** tab.

GAME REPORTS has two sections:

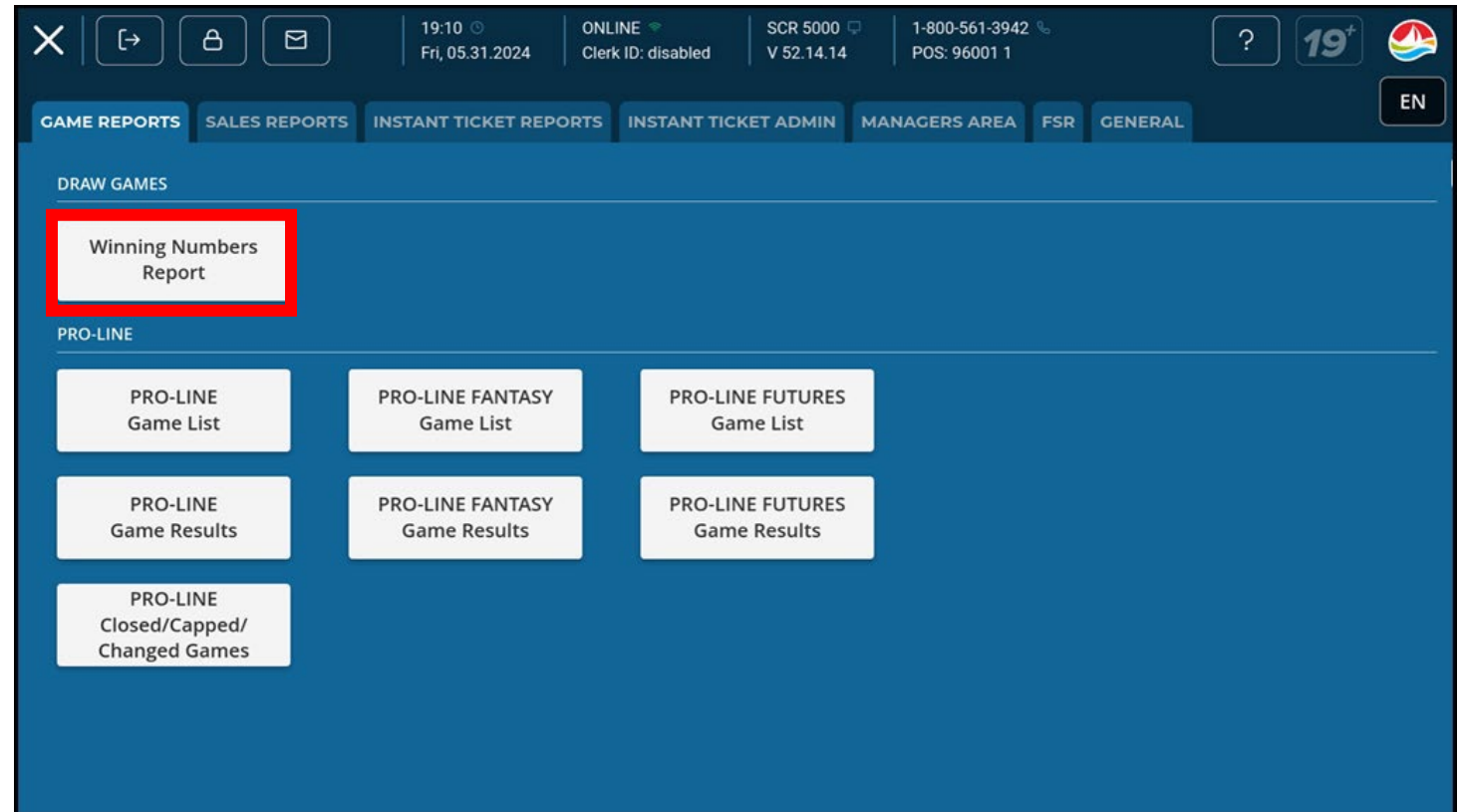
1. DRAW GAMES
2. PRO•LINE



SETTINGS – GAME REPORTS

DRAW GAMES

Winning Numbers Reports – Displays a list of winning numbers for each Lotto game that can be filtered by date.



SETTINGS – GAME REPORTS

PRO•LINE

PRO•LINE Game List – Displays a list of games and a spread.

PRO•LINE FANTASY Game List – Displays all Fantasy selections and odds.

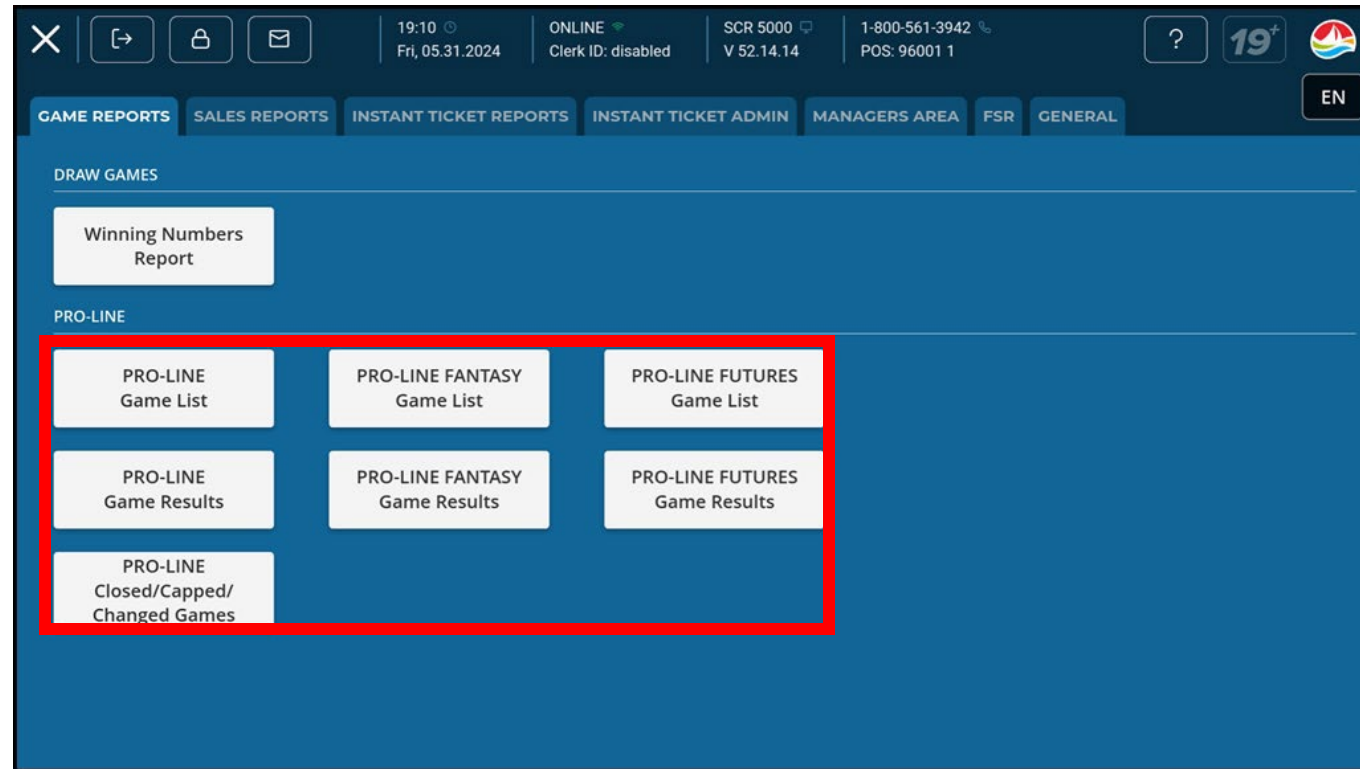
PRO•LINE FUTURES Game List – Displays all Future selections and odds.

PRO•LINE Game Results – Displays a list of games with results and the spread.

PRO•LINE FANTASY Game Results – Displays all Fantasy game results.

PRO•LINE FUTURES Game Results – Displays all Future game results.

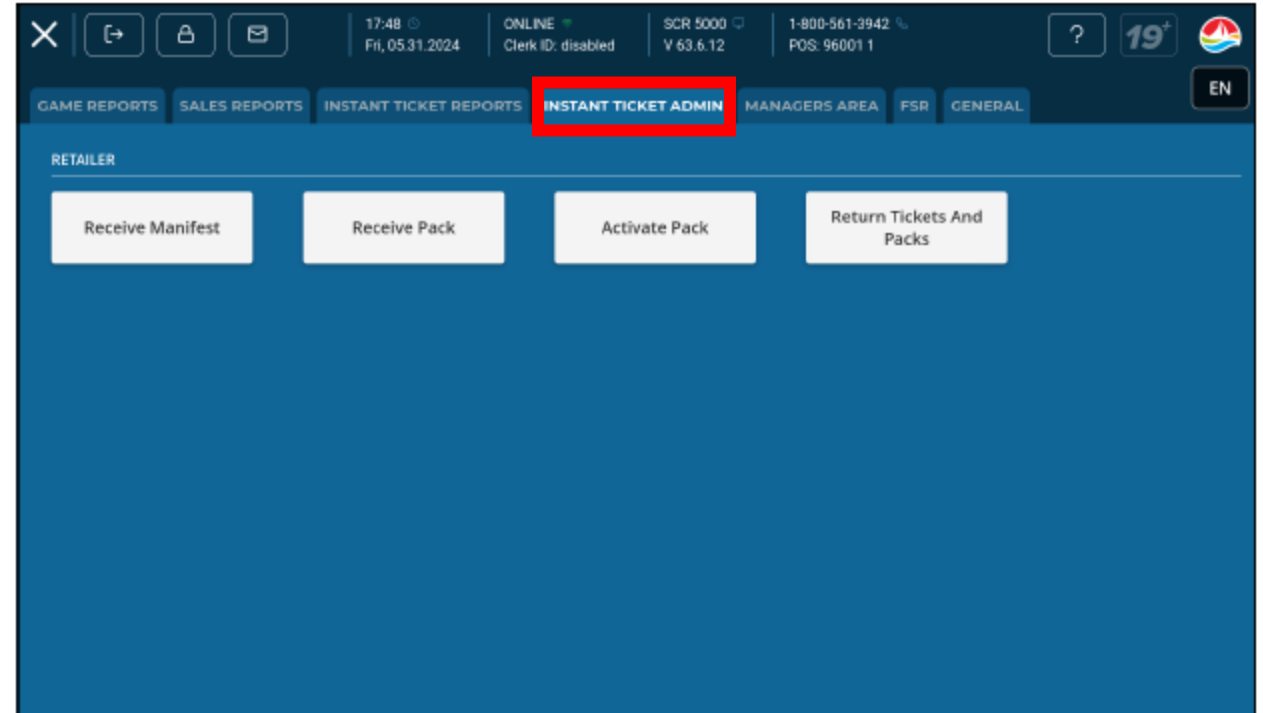
PRO•LINE Closed/Capped/Changed Games – Displays all games that have been closed, capped, or changed.



SETTINGS – INSTANT TICKET ADMIN

The INSTANT TICKET ADMIN tab has the following:

1. RECEIVE MANIFEST
2. RECEIVE PACK
3. ACTIVATE PACK
4. RETURN TICKETS AND PACKS

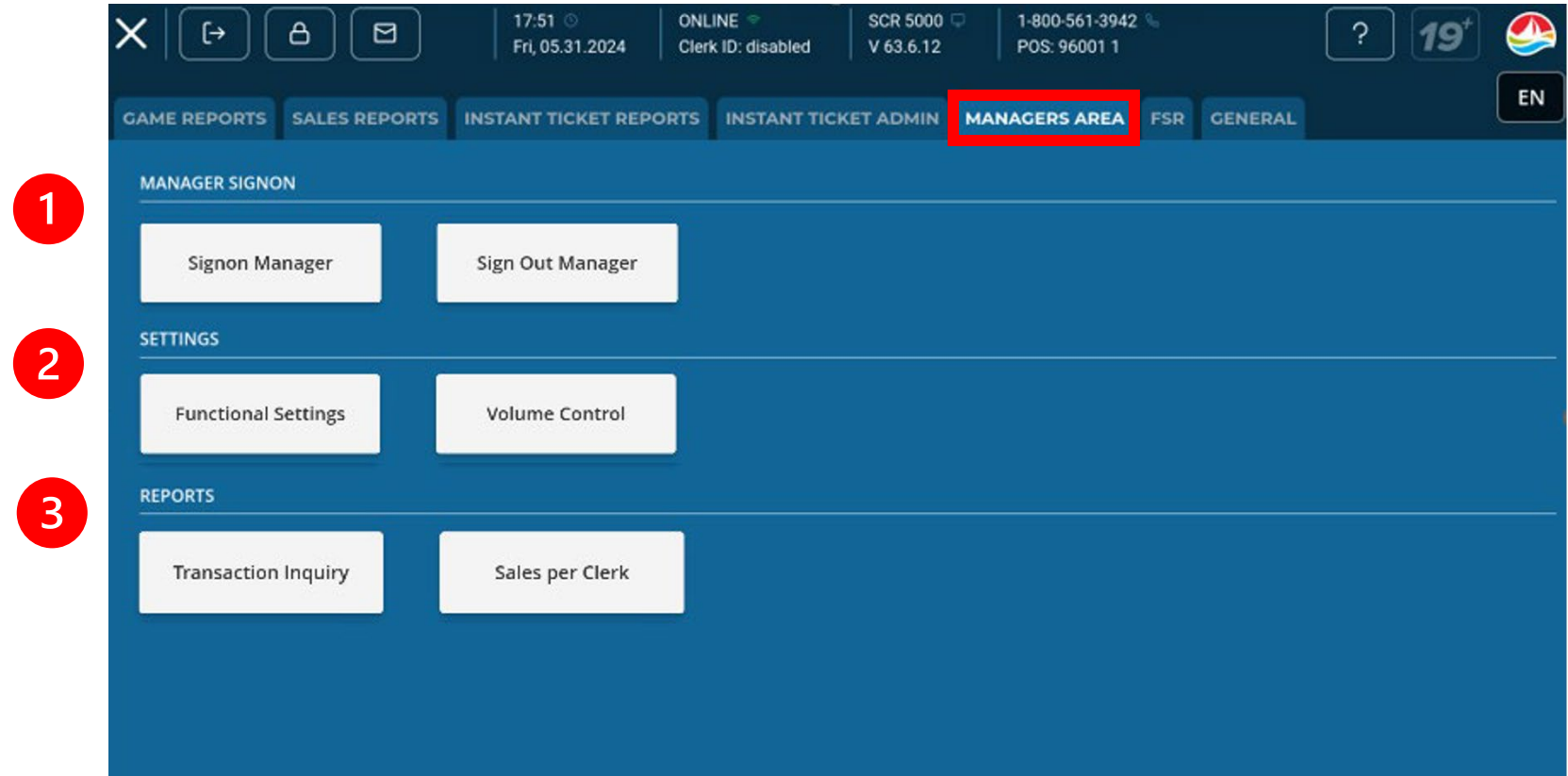


SETTINGS – MANAGERS AREA

Signing on as a **MANAGER** unlocks settings and reports in the **MANAGERS AREA TAB**.

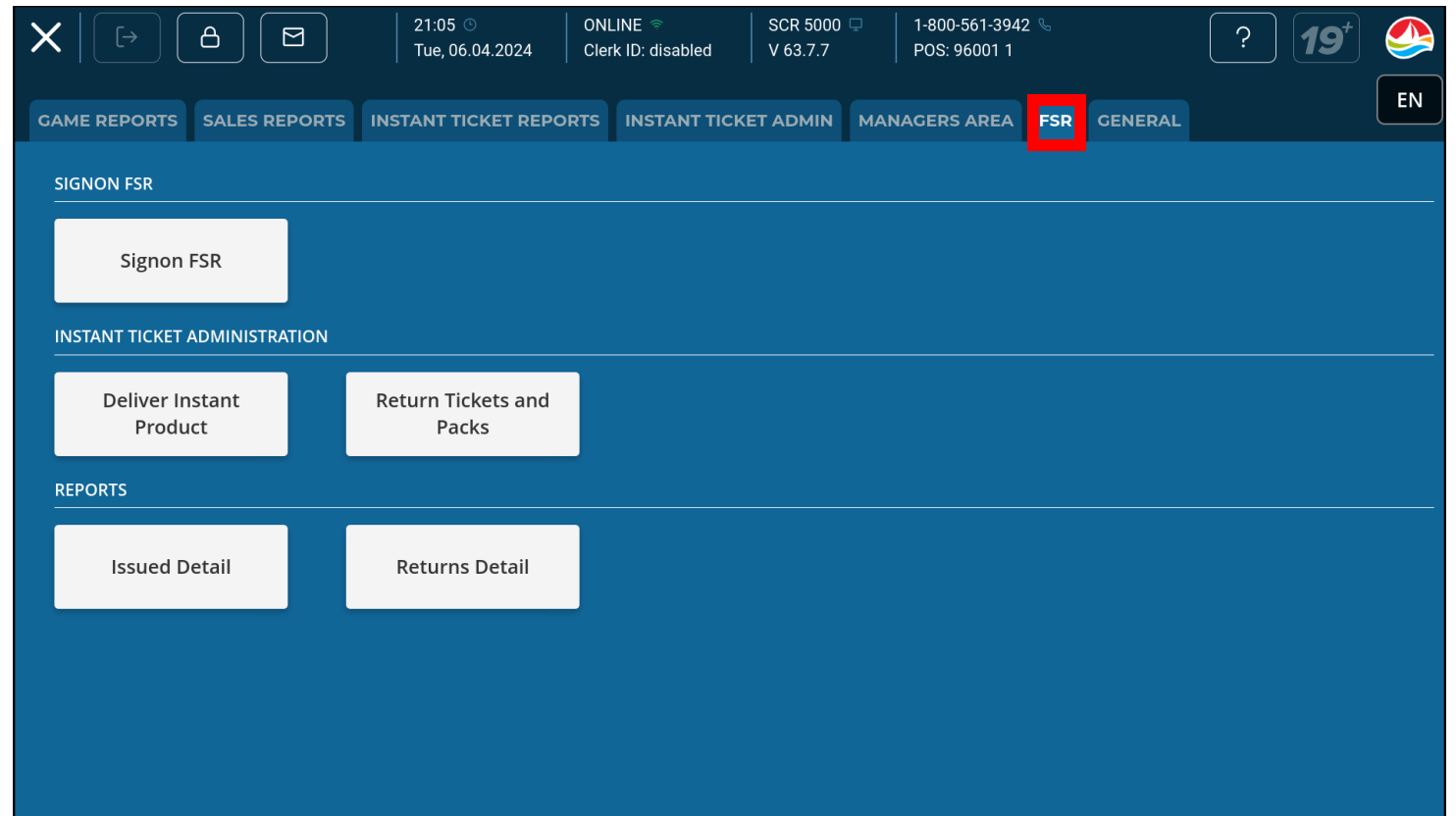
1. Manager Sign On
2. Settings
3. Reports

**MANAGER SIGN ON
PASS NUMBER: 79130**



SETTINGS – FSR

FSR - this tab is used by Atlantic Lottery Representatives only.

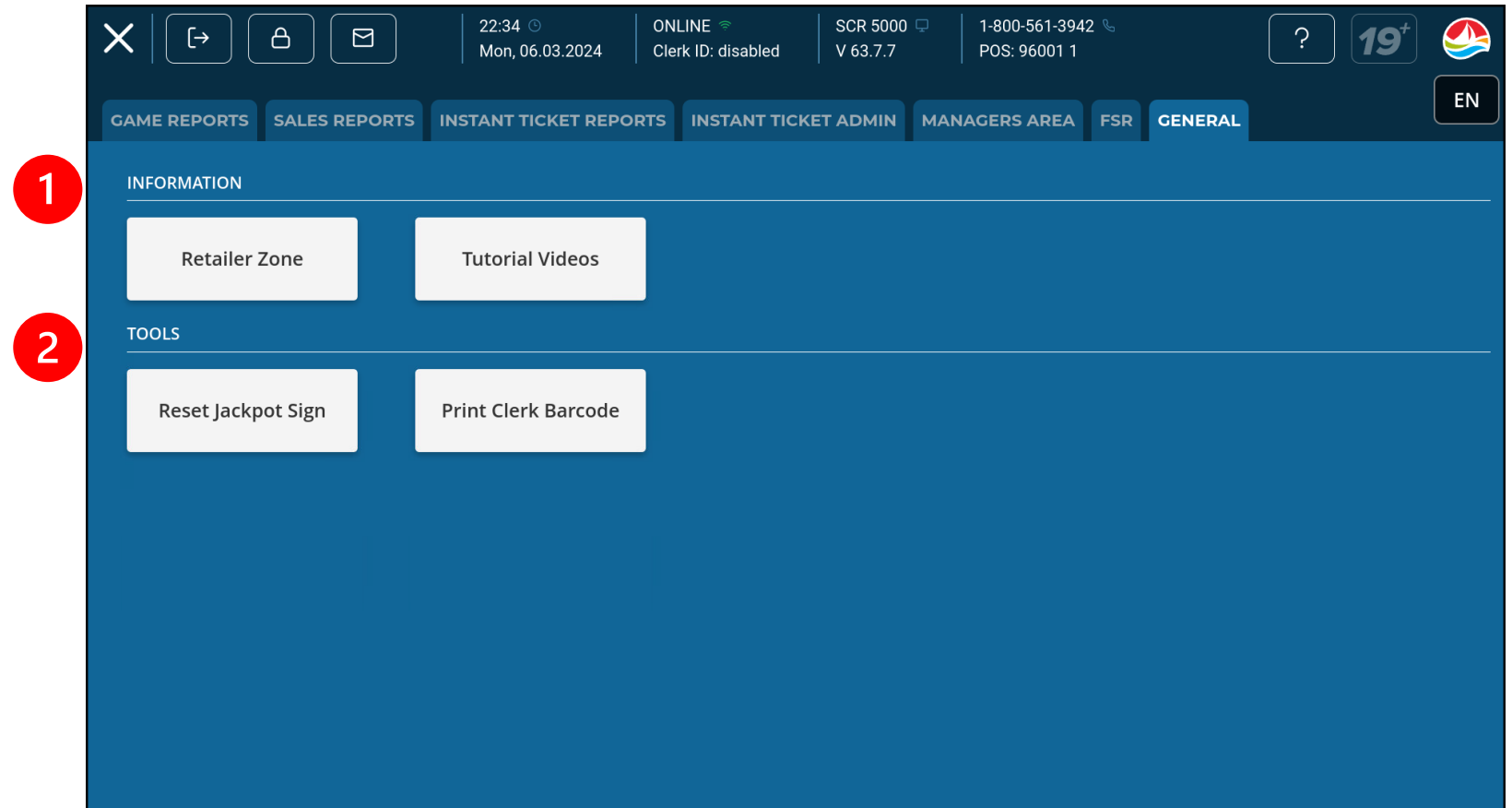


SETTINGS – GENERAL

GENERAL

Select the **GENERAL** tab to access:

1. INFORMATION
2. TOOLS



SETTINGS – GENERAL

INFORMATION

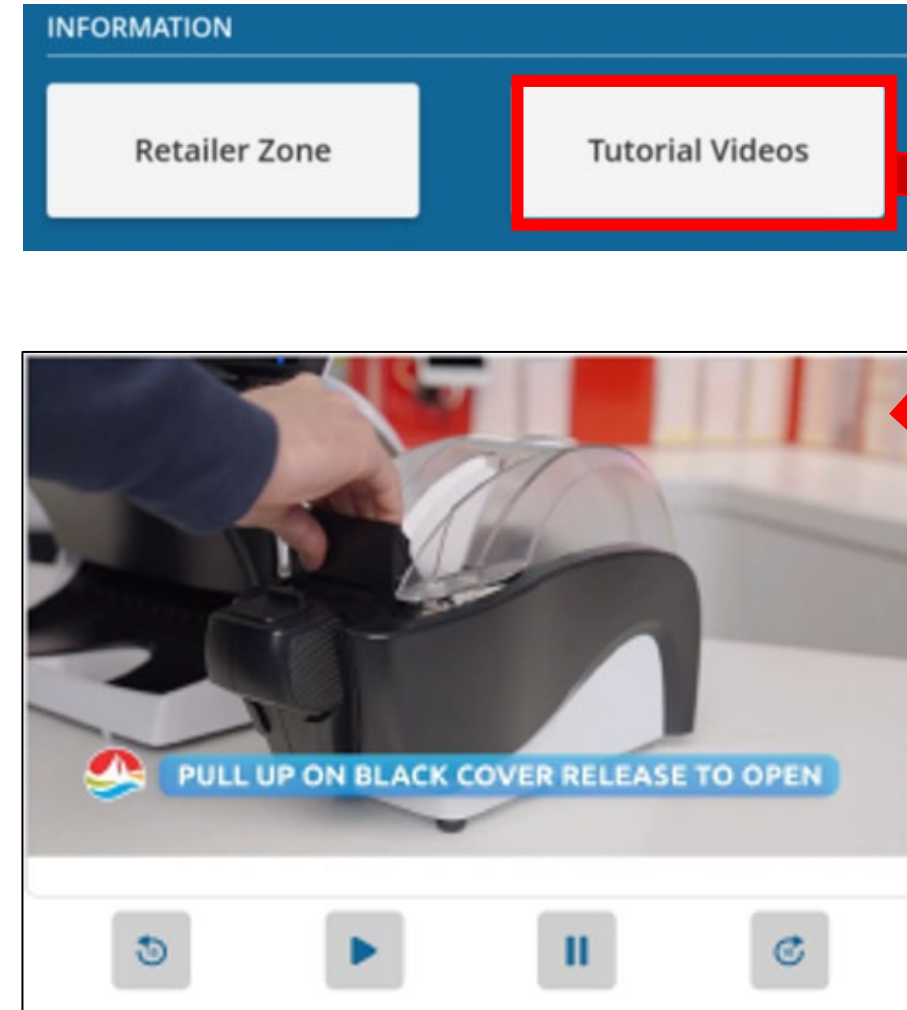
RETAILER ZONE

The Retailer Zone was designed to help you manage your daily lottery operations. You can easily access retailer policies, product updates, training materials, sales tips, and much more.

TUTORIAL VIDEOS

Access to various training videos:

1. Changing the Printer Paper
2. Validation
3. Inventory Management



SETTINGS – GENERAL

TOOLS

Reset Jackpot Sign – Resets the Jackpot Signs.

Print Clerk Barcode – A manager can print a barcode for each clerk to use as a sign-on to the terminal. A Clerk Barcode enables the ability to track sales per clerk.



TERMINAL MAINTENANCE



TERMINAL MAINTENANCE

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

Retailers must promptly report to Atlantic Lottery any suspected defect, abuse, illegal or criminal activity related to lottery products or any suspected damage or malfunction of its lottery equipment.

Please contact our Customer Care Center at 1-800-561-7913.



TERMINAL MAINTENANCE

CLEANING THE DOCUMENT SCANNER

Clean the document scanner head at least once a week.

1. Pull down the document scanner cover.
2. Remove any debris from inside the terminal.
3. With a soft, lint-free cloth, clean the scanner lid, reader head, and the rollers.
4. Close the document scanner cover.

CAUTION

- *Never use liquids or sprays on the terminal.*
- *Never use anything sharp or abrasive, such as a screwdriver, fingernail, or Velcro, to clean the document scanner.*



TERMINAL MAINTENANCE

CHANGING THE PRINTER PAPER

1. Open the printer cover by pulling up on the black cover release. An error message will display on the terminal screen saying the printer cover is open.
2. Remove the paper roll from the printer.



TERMINAL MAINTENANCE

CHANGING THE PRINTER PAPER

3. Place the new roll of ticket stock in the printer and roll out a few inches of paper from the bottom of the roll. Extend the paper past the printer compartment.
4. Push down on the printer cover and the cover release will lock in place. The printer will print a test strip to confirm that the paper roll has been loaded properly.





THANK YOU!