Photon
Quick Reference Card

NEED HELP?
Call the Helpdesk at: **1-877-896-9190**

SIGNING ON

To sign-on to your Lottery terminal:
1. Touch the **[SIGN ON]** button.
2. Enter your 6-digit Retailer ID and your 4-digit password and touch **[Send]**.

SIGNING OFF

To sign-off your Lottery terminal:
1. Return to the **Utilities Tab**.
2. Touch the **[SIGN OFF]** button.
3. A confirmation message displays.
4. Touch **[OK]** in the message window to confirm sign-off. You are now signed-off.

MESSAGES

Messages types are:
- Standard-can be viewed at any time (green).
- Mandatory-must be viewed to unlock terminal functions (red).
1. To view messages, touch **[ENVELOPE PICTURE]** on the top of the screen. The terminal displays a list of messages. It will store a week's worth of messages.
2. Touch the message listed on right portion of the message screen to view the entire message in the MESSAGE DETAIL located in the left portion of the screen.
3. Touch **[PRINT]** to print a copy or **[EXIT]** to return to the main screen.

SHOPPING BASKET (replaced Plays Preview)

Shopping Basket Preview will accumulate tickets before printing. The total amount for this transaction shows on the bottom of the screen.
1. To turn Shopping Basket On/Off touch **[Shopping Basket On/Off]** on the **Utilities Tab**.
2. Add tickets and they will queue in the Shopping Basket on the right of the Online Games Tab.
3. To see play details, expand the Shopping Basket by pressing the **[<<]** button on the top left of the basket. Numbers will not show on Quick Picks.
4. If plays need to be edited or deleted, touch the appropriate play and make the necessary change.
5. Touch **[Clear All]** to discard all plays or touch **[BUY ALL]** to print all plays.
6. Touch **[Next Customer]** when ready for a new transaction.

HOW TO GET REPORTS

FINANCIAL REPORTS

1. While signed on, touch the **Financial Reports Tab**.
2. Touch the desired report **[SUMMARY]**, **[SALES]**, **[FINANCIAL ADJUSTMENT]**, **[COMMNISSIONS]**, **[CASHES]**, or **[SELING BONUS]**. Touch **[Today]**, **[day of week]**, **[Week to Date]**, or **[Weekly]** to retrieve most recent reports. Touch **[Historical Date]**, a calendar will pop up, and select desired date. The report displays in a Preview Panel. Select **[PRINT]** to print the report.
3. Touch the **[CURRENT WEEKLY INVOICE]** button. The report displays in a Preview Panel. Select **[PRINT]** to print the report.
4. Touch the **[PREVIOUS WEEKLY INVOICE]** button. Select a date from the calendar to display an invoice from a previous week. The report displays in a **Preview Panel**. Select **[PRINT]** to print the report.
5. Touch **[EXIT]** to return to the **Online Games Tab**.

WINNING NUMBERS AND JACKPOTS REPORTS

1. From the **Online Games Tab**, touch the **[i]** button for any online game.
2. Touch **[LAST DRAW]** to view that game's most recent draw information.
2. Touch the **[LAST 10 DRAWS]** button to view that game's winning numbers for the last 10 draws.
3. Touch the **[LAST WEEKS DRAWS ALL ONLINE GAMES]** button to view the results from the last draw for all ONLINE/DRAW games, and estimated jackpots for the next drawing.
4. Touch the **[SEARCH RESULTS]** button 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 touch **[OK]**.
5. Touch **[CURRENT JACKPOTS]** to view estimated jackpot levels on all games for the next draw.

TRAINING MODE

1. Select the **UTILITIES Tab**. (Sign off if currently signed in)
2. Touch **[TRAINING MODE]** button and press **[OK]**
3. Select the **[SIGN ON]** button, enter your 6-digit Retailer ID, use password of 9999, and press **[SEND]**.

MORE INSTRUCTIONS
ON OTHER SIDE

INSTANT GAME FUNCTIONS

To access the Instant Game Functions, go to the **Instant Games Tab**

RECEIVE INSTANT TICKETS

Tickets should be received immediately upon arrival in your store.
1. Confirm that package contents match the Manifest.
2. Go to the **Instant Games Tab** and touch **[RECEIVE ORDER]**.
3. There are two methods to receive an order: Select **[USE ORDER#]** and scan the barcode on the invoice, or manually enter the **Instant Shipment Order** number. A shipment confirmation automatically prints. B. Select **[USE GAME/PACK#]** and scan the barcode of one of the packs from the shipment, or manually enter the Game/Pack number.

INSTANT REPORTS

1. Go to the **Instant Games Tab** and select the desired report.
   - For reports where date selection is required, select a date from the calendar screen.
2. Requested report will display in a preview screen. Touch **[PRINT]** to print the report.

ACTIVATE AND SETTLE INSTANT TICKETS

Go to the **Utilities Tab**. Touch **[STORE MANAGER]**. Sign on with 6-digit store manager ID and 4-digit store manager password. Upon successful manager sign-in the **Instant Games Tab** will open.

ACTIVATE INSTANT TICKETS:

Tickets can only be sold from an activated pack.
1. Touch **[Activate Pack]** on the **Instant Games Tab**.
2. Scan the pack barcode, or manually enter the game/pack number and Touch **[Activate]**.
3. An activation receipt prints. Confirm receipt reads **"Activated."** The pack of tickets is now ready for sale.

SETTLE INSTANT TICKETS:

1. Touch **[Settle Pack]** on the **Instant Games Tab**.
2. Scan the pack barcode, or manually enter the game/pack number and Touch **[Settle]**.
3. A **Pack Settlement Receipt** prints.

SELLING ONLINE/DRAW GAMES

If the total sale is $20 OR MORE, a sale confirmation message appears. Press [SEND] to continue or [EXIT] to cancel the sale.

SELLING ONLINE/DRAW GAMES USING A PLAYSLIP

1. Insert the completed playslip into the camera tray with the selected numbers facing up and the top of the slip nearest to you.
2. If the playslip is not filled out correctly, an error message displays. Touch the **[EDIT]** button to edit the error from the appropriate game screen, or touch **[DISCARD]** to cancel the transaction, and then return the playslip to the customer to correct.

SELLING ONLINE/DRAW GAMES MANUALLY

1. From the **Online Games Tab**, touch the game the customer wishes to play.
2. Touch the numbers they wish to play.
3. Select one or more game options, as requested by the customer:
   - Number of plays (A, B, C, D and E)
   - Multi-draw (see details below)
   - Number of Tickets
   - PowerPlay® (Powerball® only) or Megaplier® (Mega Millions® only)
4. Touch **[SEND]** to complete the transaction

QUICK PICKS

1. From the **Online Games Tab** screen, touch the **[QUICK PICK]** button for the desired game. The **Quick Pick** screen displays.
2. Select the number of **[MULTI-DRAWS]** and **[# OF PLAYS]**. The total price displays at the bottom LEFT of the screen.
3. Touch **[SEND]** to complete the transaction.

ONE TOUCH QUICK PICKS

1. For a one-touch option choose desired $1, $2, $5 or $10 Quick Pick "QP" buttons for each corresponding game on the **Online Games Tab.**

TICKET REPEAT

This option is valid for any ticket printed within 180 days of the original purchase.
1. From the **Online Games Tab**, open the **Ticket Function** drawer, and touch **[TICKET REPEAT]**.
2. Scan the customer's online/draw ticket using the barcode reader. The ticket information displays in the **Ticket Repeat** window.
3. Touch **[PERFORM TICKET REPEAT]** to print the new ticket with the same numbers played on the previous ticket, the same numbers of plays and dollar amount.

CASHING WINNING TICKETS

If any prize is between $21 and $500, a cash confirmation message screen will display. Press [OK] to continue, or [CANCEL]. If neither button is pressed within a 60 second period, the transaction is automatically cancelled.

If any prize is more than $500, a message displays. "Claim prize at Lottery." Hand the player their ticket and a copy of a Lottery Claim Form, or have them download a form from the lottery website: www.myarkansaslottery.com. Instructions for claiming a prize are on the claim form and website.

CASHING ONLINE/DRAW GAME TICKETS

BARCODE SCANNING:
1. Scan the barcode of the ticket.
2. If the ticket is $20 or less, the ticket is automatically cashed and receipt prints.

MANUAL ENTRY:
1. If the ticket cannot be read, from the **Online Games Tab**, open the **Ticket Function** drawer, touch **[PAY]**, and choose **[ONLINE]**.
2. Enter the tickets 55-digit serial number and touch **[PAY]**.
3. If the ticket is $20 or less, the ticket is automatically cashed and a receipt prints.

MORE INSTRUCTIONS
ON OTHER SIDE

CASHING INSTANT TICKETS

BARCODE SCANNING:
1. Scan the barcode located under the latex that resembles the following:

2. If the ticket is under $21 the ticket is automatically cashed and a receipt prints.

MANUAL ENTRY

1. If the ticket barcode cannot be read, from the **Online Games Tab**, open the **Ticket Function** drawer, touch **[PAY]**, and choose **[INSTANT]**.
2. For all games, follow the steps below:

   i. Enter the first 9 digits from the ticket back, skip the single digit and enter in the next 3 digits.
   ii. Enter the 12 digits from the ticket front.
   iii. Enter the 3 digit boxed pin located within the 12 digit pin on the ticket front.
3. If the ticket is $20 or less the ticket is automatically cashed and a receipt prints.

CANCEL

1. **Only Cash 3 and Cash 4 games can be cancelled.**

CLEANING YOUR TERMINAL

1. Use a slightly moistened cloth with water to wipe the touch screen and any other surfaces on your terminal or peripherals. **NO CHEMICALS** should be used.
2. Your Customer Service Technician will provide preventative maintenance on your terminal and it's peripherals to maintain and clean all external and internal parts and surfaces.
3. In between maintenance visits, canned air can be used to remove dust in hard to reach places, if needed.