

## DRAW GAMES - MANUAL ENTRY

**QUICK PICKS (QP) ARE SYSTEM GENERATED NUMBERS. QP CAN BE SELECTED FROM THE HOME SCREEN FOR MOST DRAW GAMES.**

### POWERBALL®

1. Touch **Powerball**.
2. Select number of **Boards** (1-10).
3. Select number of **Draws** (1-12).
4. Select **Number Of Tickets** (1-99). If more than one, confirm **Boards**.
5. Select **YES** or **NO** for Power Play\* option.
6. Select **YES** or **NO** for Double Play\* option.
7. Touch **QUICK PICK**, and ticket will print.



### MEGA MILLIONS®

1. Touch **Mega Millions**.
2. Select number of **Boards** (1-10).
3. Select number of **Draws** (1-10).
4. Select **Number Of Tickets** (1-99). If more than one, confirm **Boards**.
5. Select **YES** or **NO** for Megaplier\* option.
6. Touch **QUICK PICK**, and ticket will print.



### JUST THE JACKPOT®

1. Touch **JUST the JACKPOT**.
2. Select number of **Boards** (2, 4, 6, 8 or 10).
3. Select number of **Draws** (1-10).
4. Select **Number Of Tickets** (1-99). If more than 1, confirm **Boards**.
5. Touch **QUICK PICK**, and ticket will print.



### HOOSIERLOTTO with +PLUS®

1. Touch **Hoosier Lotto with +PLUS**.
2. Select number of **Boards** (1-10).
3. Select number of **Draws** (1-10).
4. Select **Number Of Tickets** (1-99). If more than one, confirm **Boards**.
5. Select **YES** or **NO** for the **PLUS** option.
6. Touch **QUICK PICK**, and ticket will print.



### CASH 4 LIFE®

1. Touch **Cash 4 Life**.
2. Select number of **Boards** (1-10).
3. Select number of **Draws** (1-10).
4. Select **Number Of Tickets** (1-99). If more than 1, confirm **Boards**.
3. Touch **QUICK PICK**, and ticket will print.



### CASH FIVE®

1. Touch **Cash Five**.
2. Select number of **Boards** (1-10).
3. Select number of **Draws** (1-28).
4. Select **Number Of Tickets** (1-99). If more than 1, confirm **Boards**.
5. Select **YES** or **NO** for EZmatch\* option.
6. Touch **QUICK PICK**, and ticket will print.



### QUICK DRAW®

1. Touch **Quick Draw**.
2. Select wager amount (\$1, \$2, \$3, or \$5).
3. Select number of **Boards** (1-10).
4. Select number of **Draws** (1-28).
5. Select **Number Of Tickets** (1-99). If more than 1, confirm **Boards**.
6. Select draw time (Next, Mid, Eve, or Both)
7. Select **YES** or **NO** for EZmatch\* option.
8. Select **YES** or **NO** for Bullseye\* option.
9. Touch **QUICK PICK**, and ticket will print.



## DRAW GAMES - MANUAL ENTRY

### CASH POP™

1. Touch **Cash POP**.
2. Select number of **Cash POP's#** (1-15)
3. Select **YES** or **NO** for Cover All option.
4. Select **Wager Amount** (\$1, \$2, \$5, or \$10).
5. Select number of **Draws** (1-28).
6. Select **Draw Time** (Next, Morning, Matinee, Afternoon, Early Evening, Late Night, or ALL).
7. Touch **QUICK PICK**, and ticket will print, or press **MANUAL ENTRY** to select number(s) and press **SEND**.



### DAILY 3™

1. Touch **Daily 3**.
2. Select **Play Type** (1-Off, Straight, Box, Combo, Front Pair, Back Pair, or Wheel).
3. Select **Wager Amount** (\$.50, \$1, \$2, \$3, \$4, \$5, \$6, \$7, \$8, \$9, or \$10).
4. Select **Number Of Tickets** (1-99).
5. Select number of **Draws** (1-24).
6. Select **Day of Week** (Today or Monday - Saturday).
7. Select **Draw Time** (Next, Midday, Evening, or Both).
8. Select **SUPERBALL YES** or **NO**. Cost of wager with SUPERBALL doubles.
9. Select 3 single-digit numbers (0-9); *OR* touch **QUICK PICK** and the system will pick numbers.
10. For additional boards, touch **Next Board**. To remove a board, touch **Remove Board**.
11. To edit boards, use **Up** and **Down arrows** on ticket builder.
12. Touch **SEND** and ticket(s) prints automatically.



### DAILY 4™

1. Touch **Daily 4**.
2. Select **Play Type** (1-Off, Straight, Box, Combo, Wheel, Front 3 or Back 3).
3. Select **Wager Amount** (\$.50, \$1, \$2, \$3, \$4, \$5, \$6, \$7, \$8, \$9, or \$10).
4. Select **Number Of Tickets** (1-99).
5. Select number of **Draws** (1-24).
6. Select **Day of Week** (Today or Monday - Saturday).
7. Select **Draw Time** (Next, Midday, Evening, or Both).
8. Select **SUPERBALL YES** or **NO**. Cost of wager with SUPERBALL doubles.
9. Select 3 single-digit numbers (0-9); *OR* touch **QUICK PICK** and the system will pick numbers.
10. For additional boards, touch **Next Board**. To remove a board, touch **Remove Board**.
11. To edit boards, use **Up** and **Down arrows** on ticket builder.
12. Touch **SEND** and ticket(s) prints automatically.



### FASTPLAY INSTANT GAMES

1. Touch **Fast Play**.
2. The **Fast Play** instant games display with the individual cost of each ticket.
3. Touch the game the player wants and choose the # **Tickets** (1-10).
4. Touch **SEND** and tickets print automatically.



### QUICK PICKS FROM THE HOME SCREEN

1. Touch the appropriate **QP** button for the desired game and dollar amount
2. For example, select **Powerball \$2 QP**.
3. Ask player if they want to add Power Play or Double Play feature and press **YES** or **NO**.
4. Ticket(s) prints automatically.



## SCRATCH TICKET MENU

1. Touch **Scratch Functions**.
2. Touch the desired function.



### ORDER CONFIRMATION

1. Touch **Order Confirmation**.
2. Scan tracking barcode on Packing List that came with the scratch tickets; *OR* enter the 12-digit Order Number using **numeric touchpad**.
3. Touch **Send** and a receipt prints automatically.
4. Touch **OK** to return to the Confirm Delivery screen. You may confirm additional orders, or touch **Home** to return to the Home screen.

### ACTIVATE PACK

1. Touch **Activate Pack**.
2. Scan the inventory barcode using barcode reader; *OR* enter Game and Pack numbers manually using **numeric touchpad**.
3. Touch **Send** and activation receipt prints automatically.
4. An Activate Pack confirmation screen displays.
5. Touch **OK** to return to the Activate Pack screen. You may activate additional packs, or touch **Home** to return to the Home screen.

### SETTLE PACK

1. Touch **Settle Pack**.
2. Scan the barcode using barcode scanner; *OR* enter Game and Pack numbers manually using **numeric touchpad**.
3. Touch **Send** and a receipt prints automatically.
4. A Settle Pack confirmation screen displays.
5. Touch **OK** to return to the Settle Pack screen. You may settle additional packs, or touch **Home** to return to the Home screen.

### INVENTORY REPORTS

Available Inventory Reports include: Summary Inventory, Detailed Inventory, Summary Billing, Pack Status, Pack Settlement Current & Previous Week, Current & Previous Week Returns.

1. Touch **Inventory Reports** on the Scratch Ticket Menu screen.
2. Touch the desired option, such as **Summary Billing**
3. Report displays on screen and may be printed by touching **Print**. Use **Up** and **Down Arrows** to scroll through text.
5. Touch **Home** to return to the Home screen.

## SCRATCH TICKET VALIDATION

1. Locate the area of the front of the ticket that says, "Scratch to Cash" and remove the latex to reveal a scan code.
2. Use the barcode reader to scan the code.
3. A Confirmation screen displays a message indicating whether the ticket is a winner or non-winner.
4. Touch **OK** to return to the Home screen.
5. If the barcode under latex is damaged, Touch **Scratch Functions** on Home screen, then **Validate Ticket**.
6. Type in all the numbers above the inventory barcode on the back of ticket XXXX-XXXXXX-XXX-X, then enter all the digits under latex on front of ticket.
7. A Confirmation screen displays a message indicating whether the ticket is a winner or non-winner.
8. Touch **OK** to return to the Home screen.
9. Deface barcode after validating ticket.



# ALTURA® GT 1200

Quick Reference Card

effective 11.01.2024

## HOOSIER LOTTERY RETAILER HOTLINE

24 HOURS • 7 DAYS A WEEK

1-800-955-6886

## STOLEN TICKETS/SECURITY

24 HOURS • 7 DAYS A WEEK

1-800-695-6886

## SIGN ON/OFF

### SIGN ON

1. Touch **SIGN ON**.
2. Enter your Terminal Number and Pass Number using the **numeric touchpad**.
3. A Sign On Confirmation receipt prints.
4. News Message displays automatically. Touch **Print** *OR* touch **Home**.



### SIGN OFF

1. Touch **SIGN OFF** on the Home screen.
2. Touch **YES** to confirm Sign Off. The screen displays **PLEASE SIGN ON**.



## QUICK NOTES

**DO NOT** insert scratch tickets.

### DRAW GAME TICKETS

#### Hoosier Lottery® Mobile App

1. Scan QR code on player's mobile device.
2. Confirmation screen displays. Confirm purchase with player.
3. Press **YES** to print ticket or **NO** to cancel transaction.

#### Playslip

1. Insert completed playslip into top of reader with play side facing you.
2. Ticket(s) prints automatically.
3. If a playslip is rejected, return to the Home screen before reinserting the edited playslip; *OR* you may edit using the touch screen.
4. Wager Cost Confirmation screen displays for tickets meeting certain price amount. Confirm price with player.
5. Touch **YES** to print tickets or **NO** to return to the Home screen.

### SCRATCH TICKETS

To validate scratch tickets, scan barcode *OR* manually enter the ticket serial number using the **numeric touchpad**.

For questions about lottery accounting or licensing, contact:

**Hoosier Lottery Retailer Hotline**  
800-955-6886

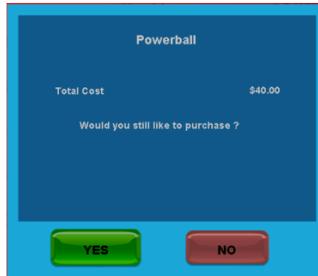
**Choose Option 3 for Retailer**



## WAGER COST CONFIRMATION

The wager cost confirmation screen will appear before a ticket prints if its price exceeds a preset amount for that game.

Inform player of cost. If they want the ticket press **YES**, and it will print. If they do not want the ticket press **NO**, and you will be returned to the home screen.



## HELP

### GENERAL HELP

1. Touch **Help** (the large ? next to **SIGN OFF**).
2. Touch desired Help topic.
3. Help information displays.
4. Touch **Print** to print the information.
5. Use **Up** and **Down** arrows to scroll through text.
6. Touch **Back arrow** to return to the Home screen.



### VIDEO HELP

1. Touch **Help**.
2. Touch **Video Help**.
3. Touch desired Help topic.
4. A video demonstrating the selected function displays.
5. Touch **Pause** to pause video. Forward and reverse the video by touching the **arrows**.
6. Touch **Home** to return to the Home screen.



## CONTEXT HELP

1. Touch **Context Help** (hand with small ?).
2. Touch a button for help on a specific function.
3. Use **Up** and **Down** arrows to scroll through text.
4. Touch **Print** to print the information or touch **Back Arrow** to return to previous screen.



## PAUSE/LOCK

1. Touch **Lock** to lock terminal without signing off.
2. To unlock terminal, enter your 4-digit Pass Number using **numeric touchpad**.



## STOP

Touch **STOP** to interrupt transactions that are processing multiple tickets. Wagers that have not been sent to system host will be stopped.



## TOTAL SCREEN

### TOTAL SCREEN

1. When transactions for customer are complete, touch **TOTAL**.
2. Enter amount paid by customer using **numeric touchpad**.
3. Touch **TOTAL** to complete purchase.
4. Touch **Print** to print a receipt.
5. Touch **Clear** to clear transaction display and return to Home screen for next customer transaction.

## PROBLEM GAMBLING HELPLINE

1. Press **Problem Gambling Helpline** button.
2. Touch **Print** to print a copy of message on screen.



## SPECIAL FUNCTIONS

1. Touch **Special Functions**.
2. Touch the desired function or touch **Home** to return to the Home screen.



### TRAINING ON/OFF

You must sign off from the system before entering Training Mode. To enter Training Mode touch buttons in the following order:

1. **SIGN OFF**
2. **YES**
3. **OK**
4. **Special Functions**
5. **Training On/Off**
6. **SIGN ON** then enter all 1's for Terminal and Pass Numbers.

To exit Training Mode and return to customer transactions, touch buttons in the following order:

1. **SIGN OFF**
2. **YES**
3. **OK**
4. **Special Functions**
5. **Training On/Off**
6. **SIGN ON** then enter your Terminal and Pass Numbers.

### DIAGNOSTICS

Use this screen to access: Terminal Reset, Version Info, Printer Test, and External Barcode Reader Test.

### VOLUME CONTROL

Touch speaker icon to adjust volume setting. The minimum volume level is 4.

## CLEAN TERMINAL

To clean Altura terminal, spray non-ammonia window cleaner or 91% isopropyl alcohol on a soft, dry, lint-free cloth and gently wipe components clean.

**DO NOT** spray any liquid directly onto touch screen or any components inside the Altura.

## LOADING PRINTER PAPER

1. Press **silver button** on the front left of your printer type and open the cover.
2. Remove used paper roll from printer.
3. Remove tape from new roll of paper and place roll in printer with paper unwinding from bottom.
4. Make sure 12-18 inches of excess paper is hanging out of printer (if loading a previously loaded roll, 2-4 inches should hang out of printer).
5. Close paper cover firmly over excess paper so that it latches securely.
6. Paper feeds automatically to align itself.
7. Printer automatically cuts excess paper. Bottom of excess cutoff should say "AccuTherm Ultra"
8. Screen may say "Printer Downloading". Wait few moments for message to clear.



## CLEAR PRINTER JAM

1. Press **silver button** and open paper cover on printer.
2. Remove jammed paper from printer.
3. Approximately 2-4 inches of paper should hang out of the printer.
4. Close paper cover firmly over excess paper so it latches securely.
5. Paper feeds automatically to align itself and cuts excess.

## CLEAR READER JAM

1. Press **silver release button** immediately above touch screen and gently bring screen forward.
2. Press **green arrow button** down and pull forward to access reader.
3. Remove jammed material.
4. Close reader and gently push frame of touch screen back until the latch clicks.



## REPRINTS



Reprints allows you to reprint the last Draw Game Transaction, Play, Validation or Cancellation. All Reprints state "REPRINT - NOT FOR SALE".

This feature should only be used when equipment misprints, fails to print, or damages valid draw game wager. Keep reprint and damaged ticket on hand to submit to LSR for potential credit.

## DRAW GAME VALIDATION

1. Scan the ticket or insert it into the top of the reader; **OR** touch **Draw Game Validation**, then enter the ticket number using the **numeric touchpad**.
2. A Validation Confirmation screen displays and shows what prize has been won. If free ticket is prize, check printer and give to player.
3. Touch **OK** to return to the Home screen.
4. Deface barcode after validating ticket.

## CANCEL

Only Ca\$h 5 and Quick Draw tickets without Ezmatch, and Daily 3™ and Daily 4™ tickets can be canceled. Cancellation must be at the issuing terminal within 60 minutes of printing and before draw break.



1. Touch **CANCEL**.
2. Scan barcode, insert ticket into top of reader or manually enter serial number using **numeric touchpad**.
3. A Cancellation Confirmation screen displays refund amount and a cancellation receipt print automatically.
4. Touch **OK** to return to Home screen.

## REPORTS

Common reports are Daily Combined Sales Report, All Winning Numbers Report, Current Jackpot Report. Settlement Report can also be reprinted.



1. Touch **Reports**.
2. Touch desired option, such as **Daily Combined Sales Report**.
3. Select and/or enter requested information as prompted, such as **Today**.
4. The report displays on the screen and may be printed by touching **Print**. Use **Up** and **Down** arrows to scroll through text.
5. Touch **Home** to return to the Home screen or **Back Arrow** to return to Reports Menu.

## NEWS & MAIL



### MAIL

Touch **Mail** to read, delete or print Mail Messages sent by the lottery.

### NEWS

Touch **News** to view or print News Message sent by the lottery.

## PLAY-IT-AGAIN



Play It Again lets a player buy the same numbers and features of a previously played ticket for the next available drawing.

1. Press **Play It Again**
2. Scan the Validation Barcode of the ticket the player wants to play again. Ticket will print automatically. Confirmation may be required.