



Extrema

Quick Reference Guide

Important Phone Numbers

For technical assistance, dial:
Customer Support
1-800-858-4744

For information on financial reporting or instant ticket validations, dial:
Iowa State Lottery - 1-800-228-0010

CANCELLING ON-LINE GAMES

On-line game tickets may be cancelled only from the terminal that issued the ticket, on the same day as the ticket was issued, and prior to the draw. **Powerball** and **Hot Lotto** tickets may NOT be cancelled.

1. Touch the [CANCEL] button located at the bottom of the **Main Menu** screen.
2. When the pop-up keypad, CANCEL TICKET, displays:
 - ⇒ Manually enter the serial number of the ticket being cancelled, or
 - ⇒ Enter the ticket into the scanner (far right side) to ensure that the ticket is branded.
3. Touch [OK] to return to the **Main Menu** screen.



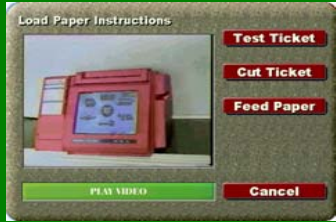
Instant & Pull-Tab Reports

1. Touch the [Reports & Info] icon located on the **Main Menu** screen.
2. Touch the [INSTANT & PULL-TAB] button to go to the **Instant & Pull-Tab Reports Menu** screen.
3. Touch the button for the desired report.
4. To print one of these reports, touch [PRINT].



CHANGING PAPER

1. From the **Main Menu**, touch [SPECIAL].
2. From the **Special Functions Menu**, touch [LOAD PAPER].
3. Open the printer door on the front left side of the terminal.
4. Tear off the remaining paper from the old roll.
5. Unwind approximately two feet of ticket stock from the bottom of a new roll and place on the printer door.
6. Slide the edge of the paper into the paper feed, pushing it through the opening, about two inches, until it stops. Make sure that the inserted edge is even and not creased or frayed.
7. From the **Load Paper Instructions** screen, touch [FEED PAPER] once or twice. As the new roll feeds up into the ticket channel, it will push out any of the remaining paper from the old roll.
8. Remove the cut paper from the ticket dispenser slot.
9. Wind the roll forward into the paper tray and carefully close the printer door.



INSTANT TICKET FUNCTIONS

Instant Validation

To validate and cash an instant ticket using the **SciScan ticket reader**:

1. Insert the ticket into the slot on top of the SciScan. Make sure the play area faces forward and the barcode on the back of the ticket is down.
If the keypad appears to enter the 3-digit security number, enter the 3-digit security code front on the front of the ticket..
2. The EXTREMA will display the validation results after checking with the Central System.
3. Please follow the instructions on the screen for cashing winning tickets.



Manual Validation

To validate an instant ticket **manually**:

1. Touch [CASH] at the bottom of the **Main Menu** screen.
2. Touch [INSTANT CASH] on the pop-up window.
3. Using the keypad enter the 3-digit Game number, the 6-digit Pack number, the 3-digit Ticket number and the VIRN, then touch [OK].
4. When the next keypad appears, enter the 3-digit security number, then touch [OK].
5. The terminal will display the validation results after checking with the Central System.
6. Please follow the instructions on the screen for cashing winning tickets.



SIGNING ON AND SIGNING OFF

Before you can perform any on-line terminal functions (get actual reporting and process any transactions) you will need to "Sign On" to the EXTREMA terminal.

1. Touch SIGN ON to display the User ID entry screen.
2. Touch the numbers on the keypad to enter your 6-digit Retailer ID number, then touch the [OK] button.
3. The pop-up keypad will reappear. Enter your 4-digit Password number, then touch the [OK] button.
4. Touch [SIGN OFF] on the bottom left corner of the **Main Menu** screen to return to the Sign On screen.



RECEIVING NEWS MESSAGES

When a news message has been received, the terminal will notify you by sounding a tone.

1. To retrieve messages, touch [Reports & Info] on the **Main Menu** screen.
2. Touch the [NEWS MESSAGE] button to view messages.

GETTING REPORTS

To access reports, touch [REPORTS & INFO] on the **Main Menu**.

View and print sales transaction and game activity reports from the **Reports & Info Menu**.



CASHING ON-LINE TICKETS

From the scanner located on top of the terminal you may validate and cash an on-line ticket.

1. Insert the ticket face up along the right edge of the scanner. Make sure the ticket is inserted straight into the slot.
2. If the winning amount is \$25 or less, the terminal prints a winner's receipt and brands the ticket as cashed.
3. A pop-up displays results of the validation for other winning amounts.



SELLING ON-LINE GAMES

Using the Scanner

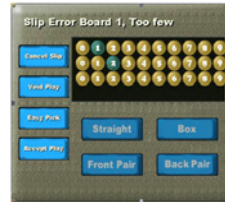
After signing on, the EXTREMA terminal is able to read play slips almost any time, while on any screen.



1. Insert the completed play slip face up into the slot located on top of the terminal. The play slip may be inserted and read from any position, but for best results, insert the play slip lengthwise.
2. If the play slip has been completed correctly, a ticket prints. Return the ticket and play slip to the customer.

Play Slip Correction

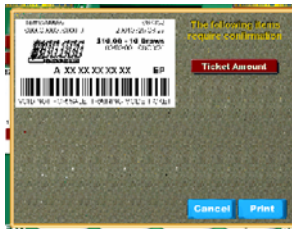
When the terminal detects a play slip error, the Slip Error Board pop-up window will appear advising you whether too few or too many marks were made on a panel.



1. Correct the panel by touching the desired numbers to complete a play selection, then touch [ACCEPT PLAY].
2. Touch [EASY PICK] to complete a play selection. The correct plays will then be printed.
3. Touch [VOID PLAY] to remove the incorrect play.
4. If you do not want to change the selections, touch [CANCEL SLIP] and return the slip to the customer.

Confirm Ticket Amount

When the ticket value is greater than \$5, the terminal displays a pop-up window advising you of the total cost of the ticket and the number of tickets that will be printed. You can accept or reject this play prior to printing a ticket.



1. To accept this play, touch [PRINT].
2. To reject this play, touch [CANCEL].

Playing Manually

Play selections may be made manually. From the **Main Menu** screen, select the game the customer wishes to play by touching the game icon. Each game is played using the basic functions described below:



When the game board appears, select the play numbers by touching the corresponding numbered balls. If you make a mistake, you may undo your number selection by touching the corresponding numbered balls to deselect that number.

Draws 1 If more than one draw is desired, touch the [# DRAWS] button to enter the number of times the customer would like to play these numbers (not to exceed the maximum allowed per game), on the pop-up keypad.

- Easy-Pick** If the customer would like the terminal to select the play numbers, touch [EASY PICK].
- Store Play** When you are satisfied with the selections for that play, touch [STORE PLAY].
- Clear Stored Plays** Number selections appearing in the Stored Plays area may be removed by touching [CLEAR STORED PLAYS].
- Print Stored Plays** When all play selections are complete for this game touch [PRINT STORED PLAYS].

Coupon Transactions

Coupons transactions must be manually entered after the play has been made but before the customer has been closed out.

1. From the **Main Menu** screen or any game board, touch **Coupons**.
2. Enter the coupon number.
3. The terminal will issue the appropriate credit for the coupon amount

Need Help? Call Customer Support
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Using Multi Easy Pick

This function allows the customer the option of making multiple Easy Pick selections for any of the games offered, up to a maximum of 20.

1. Touch the [MULTI EASY PICK] button on the **Main Menu** screen or from any game screen.
2. From the **Pick Game** pop-up window, touch the game to play.
3. Enter the number of Easy Picks for this game.
4. If desired, touch the [# DRAWS] button, enter the number of multi-draws for this play, and touch [OK].
5. Touch [OK] to print the ticket.



Pull-Tab Verification

To automatically verify:

1. Touch [P.TAB] on the **Main Menu** screen. This will activate the ticket reader on the SciScan unit. A pop-up window will appear on the terminal instructing you to scan the ticket.
2. Slide the ticket, bar code first and tab-side out, into the bottom slot. Make sure the open tab nearest the bar code is completely removed.
3. The terminal will display an owner verification message, "Sold Here" or if not purchased here, "Pack Was Not Sold Here".



To manually verify:

1. Touch [CASH] on the **Main Menu** screen. Then, select [PULL-TAB VERIFY] on the pop-up window.
2. When the pop-up keypad appears, enter the bar code number on the front of the ticket.
3. The terminal displays an owner verification message.

