DRAW GAMES - MANUAL ENTRY

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

ALL OR NOTHING™
1. Touch **All or Nothing**.
2. Select number of **Boards** (1-10).
3. Select number of **Draws** (1-24).
4. Select **Number of Tickets** (1-99). If more than 1, confirm **Boards**.
5. If only 1 ticket is selected, touch **Manual Entry** to select 12 numbers (1-24); *OR* touch QUICK PICK and the system will pick numbers.
6. Touch **SEND** and ticket(s) prints automatically.

POWERBALL®
1. Touch **Powerball**.
2. Select number of **Boards** (1-10).
3. Select number of **Draws** (1-15).
4. Select **Number Of Tickets** (1-99). If more than 1, confirm **Boards**.
5. Select **Jackpot Prize** option (Annuity or CVO).
6. Select **YES** or **NO** for Power Play® option.
7. If only 1 ticket is selected, touch **Manual Entry** to select 5 numbers (1-69), then touch one Powerball number (1-26); *OR* touch **QUICK PICK**.
8. Touch **SEND** and ticket(s) prints automatically.

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 1, confirm **Boards**.
5. Select **Jackpot Prize** option (Annuity or CVO).
6. If only 1 ticket is selected, touch **Manual Entry** to select 5 numbers (1-70), then touch one Mega Ball number (1-24); *OR* touch QUICK PICK.
7. Touch **SEND** and ticket(s) prints automatically.

LOTTO TEXAS®
1. Touch **Lotto Texas.**
2. Select number of **Boards** (1-10).
3. Select number of **Draws** (1-15).
4. Select **Number Of Tickets** (1-99). If more than 1, confirm **Boards**.
5. Select **Jackpot Prize** option (Annuity or CVO).
6. Select **YES** or **NO** for the Extra! option.
7. If only 1 ticket is selected, touch **MANUAL ENTRY** to select 6 numbers (1-54); *OR* touch **QUICK PICK**.
8. Touch **SEND** and ticket(s) prints automatically.

TEXAS TWO STEP®
1. Touch **Texas Two Step**.
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**.
5. If only 1 ticket is selected, touch **Manual Entry** to select 4 numbers (1-35), then touch a Bonus Ball number (1-35); *OR* touch QUICK PICK.
6. Touch **SEND** and ticket(s) prints automatically.

DRAW GAMES - MANUAL ENTRY

CASH FIVE®
1. Touch **Cash Five**.
2. Select number of **Boards** (1-10).
3. Select number of **Draws** (1-12).
4. Select **Number Of Tickets** (1-99). If more than 1, confirm **Boards**.
5. Touch **Manual Entry** to select 5 numbers (1-35); *OR* touch QUICK PICK and the system will pick numbers.
6. Touch **SEND** and ticket(s) prints automatically.

PICK 3™
1. Touch **Pick 3**.
2. Select **Play Type** (Exact, Any, Exact/Any or Combo).
3. Select **Board Amount** ($0.50, $1.00, $2.00, $3.00, $4.00 or $5.00).
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** (Now, Morning, Day, Evening, Night or All).
8. Select **FIREBALL YES** or **NO**. Cost of playboard with FIREBALL 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** (Straight, Box, Str/Box, Combo, Front Pair, Mid Pair or Back Pair).
3. Select **Board Amount** ($.50, $1.00, $2.00, $3.00, $4.00 or $5.00).
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** (Now, Morning, Day, Evening, Night or All).
8. Select **FIREBALL YES** or **NO**. Cost of playboard with FIREBALL doubles.
9. Select 4 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.

QUICK PICKS FROM THE HOME SCREEN
1. For all games except Pick 3 and Daily 4, touch **QP** button for the desired game and dollar amount.
2. For example, select **Lotto Texas $1 QP.**
3. For Lotto Texas and Powerball, a prompt screen asks if player wants to add Extra! or Power Play.
4. Ticket(s) prints automatically.
5. A Quick Pick option is available after touching the main game button on the Home screen. Players can choose their options such as number of boards, draws and tickets THEN select **QUICK PICK**.

LONE STAR LINEUP®
1. Touch **Lone Star Lineup**.
2. The **Lone Star Lineup** draw games display with the individual cost of each ticket.
3. Confirm the **Total Cost** of the tickets with the player.
4. Touch **YES** and tickets print automatically; *OR* touch **NO** to cancel transaction. Printed Lone Star Lineup tickets cannot be canceled.

NOTE: If player uses the app and presents a Lone Star Lineup QR code that includes a game in draw break, no tickets will print and the cost to the player ($0.00) will be less than the amount displayed on their mobile device. Confirm Altura **Total Cost** with player.

SCRATCH TICKET MENU

1. Touch **Scratch Ticket Menu**.
2. Touch the desired function.

ORDER CONFIRMATION
1. Touch **Order Confirmation**.
2. Scan tracking number located above the 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 barcode using barcode reader; *OR* enter Game and Pack numbers manually using **numeric touchpad.**
3. Touch **Send** and 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: Inventory Sales Summary, Pack Status, Activated Pack, Settled Pack and Available Inventory.
1. Touch **Inventory Reports** on the Scratch Ticket Menu screen.
2. Touch the desired option, such as **Inventory Sales Summary**.
3. Select/enter requested information as prompted, such as Game Number, then touch **Send**.
4. 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 or **Inventory Reports** to return to the menu.

SCRATCH TICKET VALIDATION

1. Touch **Scratch Ticket Validation** on Home screen.
2. Scan the barcode under scratch surface on front of ticket using barcode scanner. *OR*, if barcode on front is damaged, scan barcode on back of ticket then enter the 13-digit serial number under scratch surface on front of ticket.
3. A Confirmation screen displays a message indicating the ticket is a winner or non-winner.
4. Touch **OK** to return to Scratch Ticket Validation screen. You may validate additional tickets, or touch **Home** to return to the Home screen.
5. Deface barcode after validating ticket.

NOTE: Always give customer PLAYER COPY of validation receipt.

ALTURA®
ALTURA C

Quick Reference Card

effective 04.05.2025

TEXAS LOTTERY® RETAILER SERVICES
7:00AM–5:30PM CT MON–FRI
800.375.6886

IGT™ HOTLINE
24 HOURS • 7 DAYS A WEEK
800.458.0884

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 any ticket into the Altura reader. Scan all tickets with the hand-held scanner.

DRAW GAME TICKETS
Texas Lottery® 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. Confirmation screen displays for Multi-Draw tickets. Confirm 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:

Texas Lottery Retailer Services
800.375.6886
Retailerwebhelp@lottery.state.tx.us

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.

1. Touch **Shortcut 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** to return to previous screen.

1. Touch **Lock** to lock terminal without signing off.
2. To unlock terminal, enter your 5-digit Pass Number using **numeric touchpad**.

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

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.

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

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.

ESPAÑOL

Touch button to switch languages between English and Spanish.

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: Printer Test, CIS Reader Test, Terminal Reset, Temperature Monitor, Version Info, Barcode Reader Test and Sign Device Test.

VOLUME CONTROL

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

REPRINTS

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

Touch desired option and the reprint prints automatically.

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.

The Altura will have one of two printers as shown below.

1. Press **silver button** *OR* lift up on the **silver bar** of your printer type and open the paper cover on printer.
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.
8. After changing paper, run a Printer Test to ensure paper was loaded properly. On Home screen:
   - touch **Special Functions,**
   - touch **Diagnostics,**
   - touch **Printer Test** and a test ticket will print if paper is loaded properly.

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.

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. For the Altura C, lift up on **black rectangular release lever** and pull it forward to access reader.
3. Remove jammed material.
4. Close reader and gently push frame of touch screen back until the latch clicks.

1. Touch **Draw Game Inquiry**.
2. Scan the ticket or insert it into the top of the reader; *OR* enter the ticket number using the **numeric touchpad**.
3. A screen displays indicating whether or not the ticket is a winner.
4. Touch **OK** to return to the Home screen.

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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 two receipts print automatically. Give customer PLAYER COPY.
3. Touch **OK** to return to the Home screen.
4. Deface barcode after validating ticket.

Only Pick 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** on Pick 3 or Daily 4 screen.
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 two cancellation receipts print automatically. Give customer PLAYER COPY.
4. Touch **OK** to return to Home screen.

Available reports include: Daily, Payout Summary, Invoice, Retailer Incentive, Winning Numbers By Date, Recent Winning Numbers, All Games Winning Numbers, Current Jackpot, All Jackpot and Top Prizes Unclaimed.

1. Touch **Reports**.
2. Touch desired option, such as **Daily Reports**.
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 **Reports** to return to Reports Menu.

The Daily Reports and Payout Summary can be produced for a location or specific terminal in a location with more than one terminal.

DAILY REPORTS

1. Touch **Reports**.
2. Touch **Daily Reports** and select the day of the week.
3. Touch **Terminal** and enter the 9-digit Gemini terminal number.
4. Touch **Send**.

PAYOUT SUMMARY

1. Touch **Reports**.
2. Touch **Payout Summary**.
3. Touch **Terminal** and enter the 9-digit Gemini terminal number.
4. Touch **Send**.