



**WAVE**<sup>TM</sup>

**WAVE<sup>TM</sup> REFERENCE GUIDE**

**[www.ialottery.com](http://www.ialottery.com)**

# SG Documentation Policy

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## **SECTION 1 – INTRODUCTION**

### **The WAVE™ Terminal**



#### **WAVE Touchscreen Display**

All user inputs and selections are made by using your finger to touch the WAVE touchscreen. The touchscreen enables store associates to easily step through all the necessary actions to sell and check all Iowa Lottery games. The touchscreen display can be tilted to provide for optimal viewing, at angles between 25 degrees to 90 degrees.

## WAVE Power On and Off

The WAVE's power button is on the right front corner directly beneath the document scanner.

**NOTE:** If a terminal shut down is necessary, the preferred method is to log off. Touch **[Diagnostics]**, then **[Shut Down Terminal]**. The retailer terminals should **ONLY** be powered off at the direction of the Call Center.

## WAVE Document Scanner

The WAVE Document Scanner has the following functions:

- Cashes Lotto and InstaPlay Game tickets

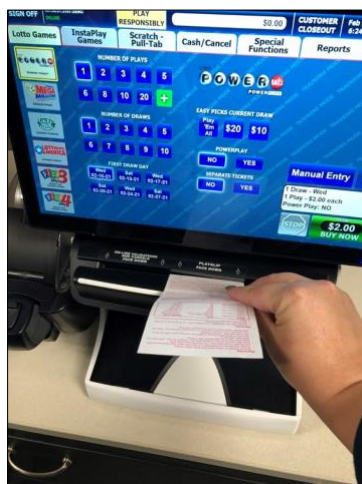
**NOTE:** Scratch Game tickets cannot be cashed using the document scanner.

- Cancels Lotto Game tickets

**NOTE:** Only tickets for the Pick 3 and Pick 4 games can be cancelled and must be cancelled at selling retailer, on day of sale and prior to any drawings.

- Reads Play slips.

Insert a completed play slip **either vertically or horizontally face-down** into the document scanner.



## WAVE Wireless Barcode Scanner

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

- Lotto tickets
- Scratch tickets
- InstaPlay tickets
- Pull-Tab tickets
- Scratch Ticket Shipment Manifests – Scratch Ticket Pack
- Coupons



The Barcode Scanner can scan while remaining in the cradle of the printer, but since it is wireless, it can be removed from the cradle and used by hand.

**NOTE:** *The Barcode Scanner can be used up to a range of 75 feet.*

The wireless Barcode Scanners are not interchangeable between WAVE terminals. They are assigned to a specific WAVE terminal.

Remember: Since the wireless Barcode Scanner is powered by a rechargeable battery, it should remain in the cradle as much as possible to charge. A Barcode Scanner with an uncharged battery will only work in the cradle. You will need to charge it for some time before using it wirelessly. When the wireless Barcode Reader is out of range or running low on power, the Barcode Reader will alert you by an audible beeping sound.

## Wireless Ticket Checker

The Ticket Checker is a player-activated, self-service inquiry-only device that enables players to check the winning status of their tickets. The Ticket Checker does not provide any prize payout.

The Ticket Checker communicates with the in-store WAVE terminal to provide ticket-checking services. Communications are typically wireless, however wired operation is also supported. The Ticket Checker includes a 2-D barcode reader and has a backlit Liquid Crystal Display (LCD).

**NOTE:** *The wireless Ticket Checkers have a range of up to 100 feet.*

A player can check a ticket's status by scanning the ticket's barcode and reading the result directly displayed on the Ticket Checker's backlit LCD.



**NOTE:** *To optimize flow of customer traffic, consider testing various Ticket Checker locations in the store. The Ticket Checkers are wireless; however, they need a power source. The power cord for the Ticket Checker is 10 feet long.*



# Lottery InMotion (LIM) Flat Panel Display

The 22" Flat Panel Display has a 6-foot signal cable (that plugs into the WAVE terminal), which allows for flexibility of positioning near the terminal. An AC power source is also required.

The Flat Panel Display should be facing the customer.



The Flat Panel layout displays jackpot amounts, winner awareness messages, new game information, advertising information, AMBER Alerts, and other messages. An example of an actual Iowa LIM image is shown below:



# SECTION 2 – SIGNING ON and OFF

## Signing On



1. Touch the **[TOUCH TO SIGN ON]** button to display the **Enter Retailer ID** entry keypad.
2. Enter your 6-digit Retailer ID on the keypad.
3. Touch **[OK]**. The **Enter Password** keypad displays.
4. Enter your 4-digit password.
5. Touch **[OK]**. Upon verification of a valid Retailer ID and password, the terminal displays the full sales screen.



# Signing On – Training Mode

At the store, new hires are trained in training mode.

**NOTE:** When in Training Mode, the background changes to display “TRAINING MODE” diagonal watermark repeated on the screen.



1. Touch **[Enter Training Mode]**. The screen background changes to display “TRAINING MODE” diagonal watermark repeated on the screen, and the **[Enter Training Mode]** button changes to read **Exit Training Mode**.
2. Touch **[TOUCH TO SIGN ON]** to sign on to training mode. The **Waiting for Parameters** pop-up window displays until the terminal completes the verification process. The **Enter Retailer ID** keypad displays.



3. Enter the 6-digit Training Mode Retailer User ID number (999999) for the Retailer User ID. Other keypad options are:
  - Touch **[C]** to clear all numbers from the display window.
  - Touch **[<]** to delete previously entered and displayed numbers.
  - Touch **[CANCEL]** to close the keypad and return to the **Sign On** screen.

4. Touch **[OK]**. The **Enter Password** keypad displays.



5. Enter the Training Mode password (prior to August 2021: "123456"; after August 2021: "1234") for the Retailer Training password.

**NOTE:** An asterisk (\*) displays in the keypad display window for each number touched.

Other keypad options are:

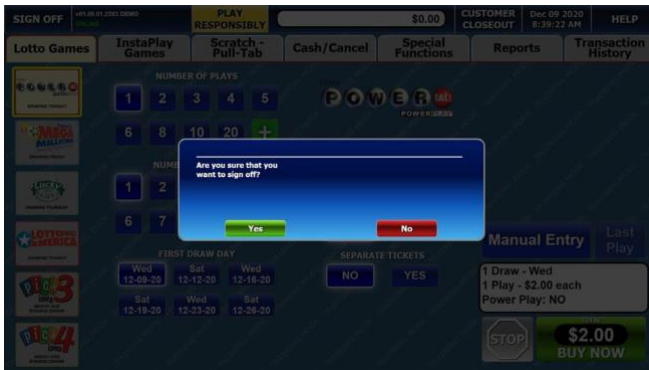
- Touch **[C]** to clear all numbers from the display window.
  - Touch **[<]** to delete previously entered and displayed numbers.
  - Touch **[CANCEL]** to close the keypad and return to the **Sign On** screen.
6. Touch **[OK]**. Upon verification of a valid Training User ID and Password, the terminal displays the full training mode sales screen.



## Terminal Signing Off



1. Touch **[SIGN OFF]** on the top left corner of any screen. The **Confirmation Sign Off** pop-up window displays asking, “**Are you sure that you want to sign off?**”



**NOTE:** If a customer balance is displayed at the top of the screen, you must first close out the customer before you sign off.

2. Do one of the following:
  - Touch **[YES]** to sign off and return to the **Sign On** screen.
  - Touch **[NO]** to cancel the sign off process.

**NOTE:** The user must Sign Off in order to access Training Mode or to allow another user to Sign On.

### SECTION 3 – PLAY RESPONSIBLY Button

The [PLAY RESPONSIBLY] button is located at the top of the screen, to the left of the Customer Balance window. Touch to display the **Play Responsibly** pop-up message. Touch [Yes] to print the Play Responsibly message that the Lottery expects every retailer to promote.



## SECTION 4 – CUSTOMER CLOSEOUT BUTTON

The **[CUSTOMER CLOSEOUT]** button is located at the top of the screen, to the right of the **Customer Balance** window. Touch to display the **Close Out Customer** pop-up message window, allowing you to clear the customer balance or continue processing addition transactions for the current customer.





# SECTION 5 – HELP BUTTON

On each screen, there is a **HELP** button. Touch the **HELP** button to access the interactive help system.





## **SECTION 6 – LOTTO GAMES Tab**

The **Lotto Games** tab provides access to all Iowa Lotto games. Touch the tab to access the **Lotto Games** screen.

The **Lotto Games** screen displays game options using a unique Lotto game button with specific game graphics. These buttons provide access to the game play terminal function. When a button is touched, the initial screen for that function displays an Easy Pick ticket and additional play options.

All Lotto games on the WAVE will have the same look and feel. The following Lotto games are available on the WAVE:

- Powerball
- Mega Millions
- Lucky for Life
- Lotto America
- Pick 3
- Pick 4

### **Selling Lotto Games**

Lotto games can be sold by generating an Easy Pick play, by using a play slip, or by manually entering the desired play numbers and play options from the desired game screen. To manually enter the play information, or to produce an Easy Pick play, touch the button that corresponds to the game the customer would like to play. To generate a play using a play slip, just scan the play slip. When the Lottery adds new Lotto games, they will show up on the Lotto Games screens.

Rules for all Iowa Lottery games are found on the website:  
[www.ialottery.com](http://www.ialottery.com).

# Powerball

The screenshot shows the Powerball game interface. At the top, there's a navigation bar with 'SIGN OFF', 'PLAY RESPONSIBLY', '\$0.00', 'CUSTOMER CLOSEOUT', 'Dec 02 2020 2:46:42 PM', and 'HELP'. Below this is a menu bar with 'Lotto Games', 'InstaPlay Games', 'Scratch - Pull-Tab', 'Cash/Cancel', 'Special Functions', 'Reports', and 'Transaction History'. The main area is divided into several sections: 'NUMBER OF PLAYS' (1-5), 'NUMBER OF DRAWS' (1-10), 'FIRST DRAW DAY' (Wed 12-02-20, Sat 12-05-20, Wed 12-09-20, Sat 12-12-20, Wed 12-16-20, Sat 12-19-20), 'EASY PICKS CURRENT DRAW' (Play 'Em All, \$20, \$10), 'POWERPLAY' (NO, YES), 'SEPARATE TICKETS' (NO, YES), and a 'Manual Entry' section with '1 Draw - Wed', '1 Play - \$2.00 each', 'Power Play: NO', and a 'BUY NOW' button for \$2.00.

**Cost:** \$2.00 for Powerball, \$1.00 for Power Play.

## Draw Breaks:

Every Wednesday and Saturday until August 23, 2021; thereafter, on Monday, Wednesday and Saturday. The close time for sales for that day's drawing is 8:59 PM CT.

## How to Play:

Customers choose five numbers between 1 and 69 from the first set of numbers, then pick one number, the Powerball number, from a second set of numbers between 1 and 26.

Customers can choose their own numbers, via play slip, manual entry, or have the computer select them via Easy Pick.

**NOTE:** Powerball tickets cannot be cancelled. Winners must claim prizes within 365 days of the drawing for which they were eligible.

## Win More with Power Play

Selecting Power Play gives customers the opportunity to multiply their winnings by 2, 3, 4, 5 or 10. The 10X Power Play multiplier is included in the drawing for advertised jackpot levels up to \$150 million.

## Selling a Powerball Easy Pick Ticket on the Terminal

1. On the **Lotto Games** tab, touch the **[Powerball Game]** button. The **Powerball Purchase** screen displays.
2. Select the following options:
  - a. **NUMBER OF PLAYS:** Choose the number of drawings the selected plays will participate in (Default = 1).
  - b. **NUMBER OF DRAWS:** Choose the number of plays for the selected game by touching the desired number button (Default = 1).
  - c. **FIRST DRAW DAY:** Each draw game's schedule of drawings is unique. Select the desired first draw day. (Default = next drawing).
  - d. **EASY PICKS CURRENT DRAW:** Provides options for playing Lotto games through computer-generated picks for preset dollar values. Each Lotto game available for easy pick has only three, pre-selected price buttons.
  - e. **MULTIPLIER (POWER PLAY):** Powerball, Mega Millions, and Lotto America permit an add-on (multiplier) to the base game at an additional fee. To select these add-on options for purchase with the game, touch **[YES]**.
  - f. **SEPARATE TICKETS:** Multiple play purchases can be printed either as separate tickets or in as few tickets as is possible. Touch **[YES]** to print separate tickets.
3. When all desired selections have been made, touch the **[BUY NOW]** button. The WAVE prints the purchased game ticket(s).

**NOTE:** If NO is selected, the Power Play Confirmation pop-up window displays asking if the customer wants to add the multiplier option

## Selling a Powerball Easy Pick Current Draw Ticket on the Terminal

1. On the **Lotto Games** tab, touch the **[Powerball Game]** button. The **Powerball Purchase** screen displays.
2. Touching any of the three Easy Picks Current Draw buttons allows you to quickly sell a ticket by pre-selecting the following parameters:
  - a. **NUMBER OF PLAYS**
  - b. **NUMBER OF DRAWS**
  - c. **FIRST DRAW DAY**
  - d. **MULTIPLIER (POWER PLAY)**
  - e. **SEPARATE TICKETS**
3. When all desired selections have been made, touch the **[BUY NOW]** button. The WAVE prints the purchased game ticket(s).

**NOTE:** If NO is selected, the **Power Play Confirmation** pop-up window displays asking if the customer wants to add the multiplier option

## Selling a Powerball Manual Entry Ticket on the Terminal

1. On the **Lotto Games** tab, touch the **[Powerball Game]** button. The **Powerball Purchase** screen displays.
2. Touch the **[Manual Entry]** button. The **Manual Entry** screen displays.

The screenshot shows the Iowa Powerball Manual Entry screen. At the top, it says "IOWA POWERBALL". Below that, there are buttons for "EP", "Clear", and "Last". The "DRAWS" section shows a minus button, the number "1", and a plus button. The "FIRST DRAW DAY" section shows a minus button, the date "Wed 12-02-20", and a plus button. The "PICK 5 NUMBERS" section is a 6x6 grid of numbers 1 through 69. The "PICK YOUR POWERBALL" section is a 3x6 grid of numbers 1 through 26. At the bottom right, it says "TOTAL \$0.00" and "BUY NOW". A "CLOSE" button is in the top right corner.

3. Do the following:
  - a. Touch five balls in the **PICK 5 NUMBERS** window. Selected ball numbers turn white and display in the green selection window.
  - b. Select one ball in the **PICK YOUR POWERBALL** window. The selected ball number turns red and displays in the green selection window.
4. If the customer wants a partial Easy Pick, touch at least one ball and then touch the **[EP]** button to allow the terminal to randomly select the remaining balls.
5. Do the following:
  - a. Change the number of **DRAWS**.
  - b. Change the **FIRST DRAW DAY**.
6. Do the following:
  - a. When all desired selections have been made, touch the **[BUY NOW]** button. If the Power Play option was not selected, the Power Play confirmation pop-up window displays, asking if the customer wants to add the multiplier option.
    - Touch **[Yes]** to add the Power Play, or **[No]** to decline adding the Power Play. The WAVE prints the purchased game ticket(s).
  - b. To exit the **Manual Entry** screen without purchasing the ticket, touch the **[Close]** button located in the top-right corner of the screen.

**NOTE:** See [SECTION 7 – USING PLAY SLIPS](#) for instructions on how to use play slips to sell Lotto games.

# Mega Millions

The screenshot displays the Mega Millions online play interface. At the top, there are links for 'SIGN OFF', 'PLAY RESPONSIBLY', 'CUSTOMER CLOSEOUT', and 'HELP'. The main navigation bar includes 'Lotto Games', 'InstaPlay Games', 'Scratch - Pull-Tab', 'Cash/Cancel', 'Special Functions', 'Reports', and 'Transaction History'. The central play area features a grid of numbers (1-70) for selection, with a 'MEGA BALL' button. Below the grid, there are buttons for 'EASY PICKS CURRENT DRAW' (\$20, \$10), 'MEGAPLIER' (NO, YES), and 'SEPARATE TICKETS' (NO, YES). On the right, there is a 'Manual Entry' button and a 'Last Play' button. At the bottom right, a large green button displays '\$2.00 BUY NOW'.

**Cost:** \$2.00 for Mega Millions, \$1.00 for Megaplier.

## Draw Break:

Every Tuesday and Friday. The close time for sales of that day's drawing is at 8:59 PM CT.

## How to Play:

Customers choose five numbers between 1 and 70 from the first set of numbers, then pick one number, the Mega Ball number, from a second set of numbers between 1 and 25.

Customers can choose their own numbers, via play slip or manual entry, or have the computer select them via Easy Pick.

**NOTE:** Mega Millions games cannot be cancelled. Winners must claim prizes within 365 days of the drawing for which they were eligible.

## Win More with Megaplier

Selecting Megaplier gives customers the opportunity to multiply their winnings by 2, 3, 4 or 5.

## Selling a Mega Millions Easy Pick Ticket on the Terminal

1. On the **Lotto Games** tab, touch the **[Mega Millions Game]** button. The **Mega Millions Purchase** screen displays. The play information is automatically generated and displays in the **Play Summary** window.
2. Select the following options:
  - a. **NUMBER OF PLAYS:** Choose the number of drawings the selected plays will participate in (Default = 1).
  - b. **NUMBER OF DRAWS:** Choose the number of plays for the selected game by touching the desired number button (Default = 1).
  - c. **FIRST DRAW DAY:** Each draw game's schedule of drawings is unique. Select the desired first draw day. (Default = next drawing).
  - d. **EASY PICKS CURRENT DRAW:** Provides options for playing Lotto games through computer-generated picks for preset dollar values. Each Lotto game available for easy pick has only three, pre-selected price buttons.
  - e. **MULTIPLIER (MEGAPLIER):** Powerball, Mega Millions, and Lotto America permit an add-on (multiplier) to the base game at an additional fee. To select these add-on options for purchase with the game, touch **[YES]**.
  - f. **SEPARATE TICKETS:** Multiple play purchases can be printed either as separate tickets or in as few tickets as is possible. Touch **[YES]** to print separate tickets.
3. When all desired selections have been made, touch the **[BUY NOW]** button. The WAVE prints the purchased game ticket(s).

**NOTE:** If NO is selected, the **Megaplier Confirmation** pop-up window displays asking if the customer wants to add the multiplier option.

### Selling a Mega Millions Easy Pick Current Draw Ticket on the Terminal

1. On the **Lotto Games** tab, touch the matrix game button. The **Mega Millions Purchase** screen displays. The play information is automatically generated and displays in the **Play Summary** window.
2. Touching any of the three Easy Picks Current Draw buttons allows you to quickly sell a ticket by pre-selecting the following parameters:
  - a. **NUMBER OF PLAYS**
  - b. **NUMBER OF DRAWS**
  - c. **FIRST DRAW DAY**
  - d. **EASY PICKS CURRENT DRAW**
  - e. **MULTIPLIER (MEGAPLIER)**
  - f. **SEPARATE TICKETS**
3. When all desired selections have been made, touch the **[BUY NOW]** button. The WAVE prints the purchased game ticket(s).

**NOTE:** If **NO** is selected, the **Megaplier Confirmation** pop-up window displays asking if the customer wants to add the multiplier option.

### Selling a Mega Millions Manual Entry Ticket on the Terminal

1. On the **Lotto Games** tab, touch the **[Mega Millions Game]** button. The **Mega Millions Purchase** screen displays.
2. Touch the **[Manual Entry]** button. The **Manual Entry** screen displays.

The screenshot shows the 'Manual Entry' screen for Mega Millions. On the left, there's a control panel with buttons for 'EP', 'Clear', and 'Last'. Below these are 'DRAWS' (set to 1) and 'FIRST DRAW DAY' (set to Tue 01-05-21). The main area has two sections: 'PICK 5 NUMBERS' with a grid of numbers 1-60, and 'PICK YOUR MEGA BALL' with a grid of numbers 1-25. At the bottom right, a 'TOTAL \$0.00' and a 'BUY NOW' button are displayed.



3. Do the following:
  - a. Touch five balls in the **PICK 5 NUMBERS** window. Selected ball numbers turn white and display in the green selection window.
  - b. Select one ball in the **PICK YOUR MEGA BALL** window. The selected ball number turns red and displays in the green selection window.
4. If the customer wants a partial Easy Pick, touch at least one ball and then touch the **[EP]** button to allow the terminal to randomly select the remaining balls.
5. Do the following:
  - a. Change the number of **DRAWS**.
  - b. Change the **FIRST DRAW DAY**.
6. Do the following:
  - a. When all desired selections have been made, touch the **[BUY NOW]** button. If the Megaplier option was not selected, the Megaplier confirmation pop-up window displays, asking if the customer wants to add the multiplier option.
    - Touch **[Yes]** to add the Megaplier, or **[No]** to decline adding the Megaplier. The WAVE prints the purchased game ticket(s).
  - b. To exit the **Manual Entry** screen without purchasing the ticket, touch the **[Close]** button located in the top-right corner of the screen.

**NOTE:** See [SECTION 7 – USING PLAY SLIPS](#) for instructions on how to use play slips to sell Lotto games.

# Lucky for Life

The screenshot shows the 'Lucky for Life' game interface. At the top, there's a header with 'SIGN OFF', 'V91.00.01.2383 DEMO', 'PLAY RESPONSIBLY', a balance of '\$0.00', 'CUSTOMER CLOSETOUT', 'Jan 04 2021 9:58:23 AM', and 'HELP'. Below this is a navigation bar with 'Lotto Games', 'InstaPlay Games', 'Scratch - Pull-Tab', 'Cash/Cancel', 'Special Functions', 'Reports', and 'Transaction History'. The main area is divided into several sections: 'NUMBER OF PLAYS' with buttons 1-5 and a '+' button; 'EASY PICKS CURRENT DRAW' with buttons \$40, \$20, and \$10; 'NUMBER OF DRAWS' with buttons 1-10; 'SEPARATE TICKETS' with 'NO' and 'YES' buttons; 'FIRST DRAW DAY' with buttons for Mon, Thu, and Mon for different dates; and a 'Manual Entry' section with 'Last Play' and a summary box showing '1 Draw - Mon' and '1 Play - \$2.00 each'. At the bottom right, there's a 'STOP' button and a green 'TOTAL \$2.00 BUY NOW' button.

**Cost:** \$2.00 for Luck for Life.

## Draw Break:

Every Monday and Thursday until July 19, 2021; thereafter, drawings are daily. The close time for sales on draw days is at 8:30 PM CT.

## How to Play:

Customers choose five numbers between 1 and 48 from the first set of numbers, then pick one number, the Cash Ball number, from a second set of numbers between 1 and 18.

Customers can choose their own numbers via play slip or manual entry, or have the terminal select them via Easy Pick.

**NOTE:** Lucky 4 Life games cannot be cancelled. Winners must claim prizes within 365 days of the drawing for which they were eligible.

## **Selling a Lucky for Life Easy Pick Ticket on the Terminal**

1. On the **Lotto Games** tab, touch the **[Lucky for Life Game]** button. The **Lucky for Life Purchase** screen displays. The play information is automatically generated and displays in the **Play Summary** window.
2. Select the following options:
  - a. **NUMBER OF PLAYS:** Choose the number of drawings the selected plays will participate in (Default = 1).
  - b. **NUMBER OF DRAWS:** Choose the number of plays for the selected game by touching the desired number button (Default = 1).
  - c. **FIRST DRAW DAY:** Each draw game's schedule of drawings is unique. Select the desired first draw day. (Default = next drawing).
  - d. **EASY PICKS CURRENT DRAW:** Provides options for playing Lotto games through computer-generated picks for preset dollar values. Each Lotto game available for easy pick has only three, pre-selected price buttons.
  - e. **SEPARATE TICKETS:** Multiple play purchases can be printed either as separate tickets or in as few tickets as is possible. Touch **[YES]** to print separate tickets.
3. When all desired selections have been made, touch the **[BUY NOW]** button. The WAVE prints the purchased game ticket(s).

### Selling a Lucky for Life Easy Pick Current Draw Ticket on the Terminal

1. On the **Lotto Games** tab, touch the **[Lucky for Life Game]** button. The **Lucky for Life Purchase** screen displays. The play information is automatically generated and displays in the **Play Summary** window.
2. Touching any of the three Easy Picks Current Draw buttons allows you to quickly sell a ticket by pre-selecting the following parameters:
  - a. **NUMBER OF PLAYS**
  - b. **NUMBER OF DRAWS**
  - c. **FIRST DRAW DAY**
  - d. **SEPARATE TICKETS**
3. When all desired selections have been made, touch the **[BUY NOW]** button. The WAVE prints the purchased game ticket(s).

### Selling a Lucky for Life Manual Entry Ticket on the Terminal

1. On the **Lotto Games** tab, touch the **[Lucky for Life Game]** button. The **Lucky for Life Purchase** screen displays. The play information is automatically generated and displays in the **Play Summary** window.
2. Touch the **[Manual Entry]** button. The **Manual Entry** screen displays.

**Lucky for Life**

EP Clear Last

**DRAWS**

— 1 +

**FIRST DRAW DAY**

— Mon 01-04-21 +

**PICK 5 NUMBERS**

1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45	46	47	48

**PICK YOUR LUCKY BALL**

1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18						

**TOTAL**

**\$0.00**

**BUY NOW**

**CLOSE**

3. Do the following:
  - a. Touch five balls in the **PICK 5 NUMBERS** window. Selected ball numbers turn white and display in the green selection window.
  - b. Select one ball in the **PICK YOUR LUCKY BALL** window. The selected ball number turns red and displays in the green selection window.
4. If the customer wants a partial Easy Pick, touch at least one ball and then touch the **[EP]** button to allow the terminal to randomly select the remaining balls.
5. Once all balls are selected, do the following:
  - a. Change the number of **DRAWS**.
  - b. Change the **FIRST DRAW DAY**.
6. Do the following:
  - a. When all desired selections have been made, touch the **[BUY NOW]** button. The WAVE prints the purchased game ticket(s).
  - b. To exit the **Manual Entry** screen without purchasing the ticket, touch the **[Close]** button located in the top-right corner of the screen.

**NOTE:** See [SECTION 7 – USING PLAY SLIPS](#) for instructions on how to use play slips to sell Lotto games.

# Lotto America

The screenshot shows the Lotto America game interface. At the top, there's a header with 'SIGN OFF', 'v01.00.01.2363 DEMO', 'PLAY RESPONSIBLY', a balance of '\$0.00', 'CUSTOMER CLOSETOUT', 'Jan 04 2021 10:01:56 AM', and 'HELP'. Below this is a navigation bar with 'Lotto Games', 'InstaPlay Games', 'Scratch - Pull-Tab', 'Cash/Cancel', 'Special Functions', 'Reports', and 'Transaction History'. The main area is divided into several sections: 'NUMBER OF PLAYS' with buttons 1-5 and a green '+' button; 'NUMBER OF DRAWS' with buttons 1-10; 'FIRST DRAW DAY' with buttons for Wed 01-06-21, Sat 01-09-21, Wed 01-13-21, Sat 01-16-21, Wed 01-20-21, and Sat 01-23-21; 'EASY PICKS CURRENT DRAW' with 'Play 'Em All', '\$10', and '\$5' buttons; 'ALL STAR BONUS' with 'NO' and 'YES' buttons; 'SEPARATE TICKETS' with 'NO' and 'YES' buttons; 'Manual Entry' and 'Last Play' buttons; and a 'STOP' button next to a '\$1.00 BUY NOW' button. On the left side, there are logos for 'MEGA MILLIONS', 'LUCKY 4', 'LOTTO AMERICA', 'PICK 3', and 'PICK 4'.

**Cost:** \$1.00 for Lotto America; \$1.00 for All Star Bonus.

## Draw Break:

Every Wednesday and Saturday. The close time is at 8:59 PM CT.

## How to Play:

Customers choose five numbers between 1 and 52 from the first set of numbers, then pick one number, the All Star Bonus number, from a set of numbers between 1 and 10.

Customers can choose their own numbers via play slip or manual entry, or have the terminal select them via Easy Pick.

**NOTE:** *Lotto America games cannot be cancelled. Winners must claim prizes within 365 days of the drawing for which they were eligible.*

## Selling a Lotto America Easy Pick Ticket on the Terminal

1. On the **Lotto Games** tab, touch the [**Lotto America Game**] button. The **Lotto America Purchase** screen displays. The play information is automatically generated and displays in the **Play Summary** window.
2. Select the following options:
  - a. **NUMBER OF PLAYS:** Choose the number of drawings the selected plays will participate in (Default = 1).
  - b. **NUMBER OF DRAWS:** Choose the number of plays for the selected game by touching the desired number button (Default = 1).
  - c. **FIRST DRAW DAY:** Each draw game's schedule of drawings is unique. Select the desired first draw day. (Default = next drawing).
  - d. **EASY PICKS CURRENT DRAW:** Provides options for playing Lotto games through computer-generated picks for preset dollar values. Each Lotto game available for easy pick has only three, pre-selected price buttons.
  - e. **MULTIPLIER (ALL STAR BONUS):** Powerball, Mega Millions, and Lotto America permit an add-on (multiplier) to the base game at an additional fee. To select these add-on options for purchase with the game, touch [**YES**].
  - f. **SEPARATE TICKETS:** Multiple play purchases can be printed either as separate tickets or in as few tickets as is possible. Touch [**YES**] to print separate tickets.
3. When all desired selections have been made, touch the [**BUY NOW**] button. The WAVE prints the purchased game ticket(s).

**NOTE:** If **NO** is selected, the **All Star Bonus Confirmation** pop-up window displays asking if the customer wants to add the multiplier option.

## Selling a Lotto America Easy Pick Current Draw Ticket on the Terminal

1. On the **Lotto Games** tab, touch the **[Lotto America Game]** button. The **Lotto America Purchase** screen displays. The play information is automatically generated and displays in the **Play Summary** window.
2. Touching any of the three *Easy Picks Current Draw* buttons allows you to quickly sell a ticket by pre-selecting the following parameters:
  - a. **NUMBER OF PLAYS**
  - b. **NUMBER OF DRAWS**
  - c. **FIRST DRAW DAY**
  - d. **MULTIPLIER (ALL STAR BONUS)**
  - e. **SEPARATE TICKETS**
3. When all desired selections have been made, touch the **[BUY NOW]** button. The WAVE prints the purchased game ticket(s).

**NOTE:** If NO is selected, the **All Star Bonus Confirmation** pop-up window displays asking if the customer wants to add the multiplier option.

## Selling a Lotto America Manual Entry Ticket on the Terminal

1. On the **Lotto Games** tab, touch the **[Lotto America Game]** button. The **Lotto America Purchase** screen displays. The play information is automatically generated and displays in the **Play Summary** window.
2. Touch the **[Manual Entry]** button. The **Manual Entry** screen displays.

**LOTTO AMERICA**

EP Clear Last

**DRAWS**

− 1 +

**FIRST DRAW DAY**

− Wed 01-20-21 +

**PICK 5 NUMBERS**

1 2 3 4 5 6 7 8 9 10 11 12  
13 14 15 16 17 18 19 20 21 22 23 24  
25 26 27 28 29 30 31 32 33 34 35 36  
37 38 39 40 41 42 43 44 45 46 47 48  
49 50 51 52

**PICK YOUR STAR BALL**

1 2 3 4 5 6 7 8 9 10

**TOTAL**  
**\$0.00**  
**BUY NOW**

**CLOSE**



3. Do the following:
  - a. Touch five balls in the **PICK 5 NUMBERS** window. Selected ball numbers turn white and display in the green selection window.
  - b. Select one ball in the **PICK YOUR STAR BALL** window. The selected ball number turns red and displays in the green selection window.
4. If the customer wants a partial Easy Pick, touch at least one ball and then touch the **[EP]** button to allow the terminal to randomly select the remaining balls.
5. Do the following:
  - a. Change the number of **DRAWS**.
  - b. Change the **FIRST DRAW DAY**.
6. Do the following:
  - a. When all desired selections have been made, touch the **[BUY NOW]** button. If the All Star Bonus option was not selected, the All Star Bonus confirmation pop-up window displays, asking if the customer wants to add the multiplier option.
    - Touch **[Yes]** to add the All Star Bonus, or **[No]** to decline adding the All Star Bonus. The WAVE prints the purchased game ticket(s).
  - b. To exit the **Manual Entry** screen without purchasing the ticket, touch the **[Close]** button located in the top-right corner of the screen.

**NOTE:** See [SECTION 7 – USING PLAY SLIPS](#) for instructions on how to use play slips to sell Lotto games.

## Pick 3

The screenshot shows the Iowa Pick 3 lottery terminal interface. At the top, there's a header with 'SIGN OFF', 'v91.08.01.2383 DEMO', 'PLAY RESPONSIBLY', '\$2.00', 'CUSTOMER CLOSETOUT', 'Dec 02 2020 2:56:26 PM', and 'HELP'. Below this is a navigation bar with 'Lotto Games', 'InstaPlay Games', 'Scratch - Pull-Tab', 'Cash/Cancel', 'Special Functions', 'Reports', and 'Transaction History'. The main area is divided into several sections: 'NUMBER OF PLAYS' (1, 2, 3, 4, 5, 6, 8, 10, 20, +), 'NUMBER OF DRAWS' (1, 2, 3, 4, 5, 6, 7, 8), 'FIRST DRAW DAY' (Wed 12-02-20, Thu 12-03-20, Fri 12-04-20, Sat 12-05-20, Sun 12-06-20, Mon 12-07-20, Tue 12-08-20), 'DRAW TYPE' (MIDDAY, EVENING, BOTH), 'PLAY TYPE' (STRAIGHT, BOX, STR / BOX, FRONT PAIR, BACK PAIR), 'PLAY AMOUNT' (\$0.50, \$1.00, \$2.00, \$3.00, \$4.00, \$5.00), and 'SEPARATE TICKETS' (NO, YES). On the right, there's a 'Last Play' button and a summary box showing '1 Draw - Evening - Wed', '1 Play - \$1.00 each', and 'Straight Box Play'. At the bottom right, there's a 'STOP' button and a 'BUY NOW' button with '\$0.00'.

### Cost:

- \$0.50, \$1.00, \$2.00, \$3.00, \$4.00 or \$5.00 per play for Straight, Box, Front Pair and Back Pair bet types
- \$1.00, \$2.00, \$3.00, \$4.00 or \$5.00 per play for Straight/Box bet types

### Draw Break:

Every day – Monday through Sunday.

- All tickets for that day's Midday drawing must be purchased by 12:00 PM (noon) CT.
- All tickets for that day's Evening drawing must be purchased by 9:40 PM CT.

### How to Play:

Customers choose three one-digit numbers. The customer can choose their play as an exact match to the order drawn (Straight), in any order (Box), as the first two numbers (Front Pair), as the back two numbers (Back Pair), or as a combined exact and any order bet (Straight/Box).

Customers can choose their own numbers, via play slip, or have the terminal select them via Easy Pick.

## Selling a Pick 3 Easy Pick Ticket on the Terminal

1. On the **Lotto Games** tab, touch the **[Pick 3 Game]** button. The **Pick 3 Purchase** screen displays.
2. Touch the **[EP]** button to allow the terminal to automatically select the numbers.

**NOTE:** *If the customer wants a partial Easy Pick, use the keypad to select the individual numbers the customer wants to manually select, then touch **[EP]** to allow the terminal to automatically select the remaining numbers.*

3. Select the following options:
  - a. **NUMBER OF PLAYS:** Choose the number of drawings the selected plays will participate in (Default = 1).
  - b. **NUMBER OF DRAWS:** Choose the number of plays for the selected game by touching the desired number button (Default = 1).
  - c. **FIRST DRAW DAY:** Each draw game's schedule of drawings is unique. Select the desired first draw day. (Default = next drawing).
  - d. **DRAW TYPE:** Choose which draw time the player wants to play (Midday, Evening, or Both).
  - e. **PLAY TYPE:** Choose the type of play the player wants to play (Straight, Box, Str/Box, Front Pair, or Back Pair).
  - f. **PLAY AMOUNT:** Choose the amount the player wants to wager (\$0.50, \$1.00, \$2.00, \$3.00, \$4.00, or \$5.00).
  - g. **SEPARATE TICKETS:** Multiple play purchases can be printed either as separate tickets or in as few tickets as is possible. Touch **[YES]** to print separate tickets.
4. When all desired selections have been made, touch **[BUY NOW]**. The WAVE prints the purchased game ticket(s).

## Selling a Pick 3 Manual Entry Ticket on the Terminal

1. On the **Lotto Games** tab, touch the **[Pick 3 Game]** button. The **Pick 3 Purchase** screen displays.
2. Use the keypad to select the customer's desired three numbers, between 0-9. A number selection can be a repeat. For example, 133 is a valid number.

**NOTE:** *If the customer wants a partial Easy Pick, use the keypad to select the individual numbers the customer wants to manually select, then touch **[EP]** to allow the terminal to automatically select the remaining numbers.*

3. Select the following options:
  - a. **NUMBER OF PLAYS:** Choose the number of drawings the selected plays will participate in (Default = 1).
  - b. **NUMBER OF DRAWS:** Choose the number of plays for the selected game by touching the desired number button (Default = 1).
  - c. **FIRST DRAW DAY:** Each draw game's schedule of drawings is unique. Select the desired first draw day. (Default = next drawing).
  - d. **DRAW TYPE:** Choose which draw time the player wants to play (Midday, Evening, or Both).
  - e. **PLAY TYPE:** Choose the type of play the player wants to play (Straight, Box, Str/Box, Front Pair, or Back Pair).
  - f. **PLAY AMOUNT:** Choose the amount the player wants to wager (\$0.50, \$1.00, \$2.00, \$3.00, \$4.00, or \$5.00).
  - g. **SEPARATE TICKETS:** Multiple play purchases can be printed either as separate tickets or in as few tickets as is possible. Touch **[YES]** to print separate tickets.
4. When all desired selections have been made, touch **[BUY NOW]**. The WAVE prints the purchased game ticket(s).

**NOTE:** See **SECTION 7 – USING PLAY SLIPS** for instructions on how to use play slips to sell Lotto games.

## Pick 4

The screenshot shows the Pick 4 Iowa lottery terminal interface. At the top, it displays 'SIGN OFF', 'v01.00.01.2383 DEMO', 'PLAY RESPONSIBLY', a balance of '\$0.00', 'CUSTOMER CLOSETOUT', the date 'Jan 04 2021', the time '10:03:46 AM', and a 'HELP' button. Below this is a navigation bar with tabs: 'Lotto Games', 'InstaPlay Games', 'Scratch - Pull-Tab', 'Cash/Cancel', 'Special Functions', 'Reports', and 'Transaction History'. The main interface is divided into several sections: 'NUMBER OF PLAYS' (1-5), 'NUMBER OF DRAWS' (1-4), 'FIRST DRAW DAY' (Mon-Sun), 'DRAW TYPE' (MIDDAY, EVENING, BOTH), 'PLAY TYPE' (STRAIGHT, BOX, STR/BOX, FRONT PAIR, BACK PAIR), 'PLAY AMOUNT' (\$0.50, \$1.00, \$2.00, \$3.00, \$4.00, \$5.00), and 'SEPARATE TICKETS' (NO, YES). A numeric keypad (0-9, EP, CLR) is on the right. A 'Last Play' button is also present. A summary box on the right shows '1 Draw - Midday - Mon', '1 Play - \$1.00 each', and 'Straight Box Play'. At the bottom right, there is a 'STOP' button and a 'BUY NOW' button with a total of '\$0.00'. The background features the 'pick 4 iowa' logo and a repeating pattern of 'PICK 4' and 'IOWA' text.

### Cost:

- \$0.50, \$1.00, \$2.00, \$3.00, \$4.00 or \$5.00 per play for Straight, Box, Front Pair and Back Pair bet types
- \$1.00, \$2.00, \$3.00, \$4.00 or \$5.00 per play for Straight/Box combo bet types

### Draw Break:

Every day – Monday through Sunday.

- All tickets for that day's Midday drawing must be purchased by 12:00 PM (noon) CT.
- All tickets for that day's Evening drawing must be purchased by 9:40 PM CT.

### How to Play:

Customers choose four one-digit numbers (from a matrix of 0-9), or a designated combination wherein the four one-digit numbers are randomly drawn. The customer can choose their play as an exact match to the order drawn (Straight), in any order (Box), as the first two numbers (Front Pair), as the back two numbers (Back Pair), or as a combined exact and any order bet (Straight/Box).

Customers can choose their own numbers, via play slip, or have the computer select them via Easy Pick.

## Selling a Pick 4 Easy Pick Ticket on the Terminal

1. On the **Lotto Games** tab, touch the **[Pick 4 Game]** button. The **Pick 4 Purchase** screen displays.
2. Touch the **[EP]** button to allow the terminal to automatically select the numbers.

**NOTE:** *If the customer wants a partial Easy Pick, use the keypad to select the individual numbers the customer wants to manually select, then touch **[EP]** to allow the terminal to automatically select the remaining numbers.*

3. Select the following options:
  - a. **NUMBER OF PLAYS:** Choose the number of drawings the selected plays will participate in (Default = 1).
  - b. **NUMBER OF DRAWS:** Choose the number of plays for the selected game by touching the desired number button (Default = 1).
  - c. **FIRST DRAW DAY:** Each draw game's schedule of drawings is unique. Select the desired first draw day. (Default = next drawing).
  - d. **DRAW TYPE:** Choose which draw time the player wants to play (Midday, Evening, or Both).
  - e. **PLAY TYPE:** Choose the type of play the player wants to play (Straight, Box, Str/Box, Front Pair, or Back Pair).
  - f. **PLAY AMOUNT:** Choose the amount the player wants to wager (\$0.50, \$1.00, \$2.00, \$3.00, \$4.00, or \$5.00).
  - g. **SEPARATE TICKETS:** Multiple play purchases can be printed either as separate tickets or in as few tickets as is possible. Touch **[YES]** to print separate tickets.
4. When all desired selections have been made, touch **[BUY NOW]**. The WAVE prints the purchased game ticket(s).

## Selling a Pick 4 Manual Entry Ticket on the Terminal

1. On the **Lotto Games** tab, touch the **[Pick 4 Game]** button. The **Pick 4 Purchase** screen displays.
2. Use the keypad to select the customer's desired four numbers, between 0-9. A number selection can be a repeat. For example, 1333 is a valid number.

**NOTE:** *If the customer wants a partial Easy Pick, use the keypad to select the individual numbers the customer wants to manually select, then touch **[EP]** to allow the terminal to automatically select the remaining numbers.*

3. Select the following options:
  - a. **NUMBER OF PLAYS:** Choose the number of drawings the selected plays will participate in (Default = 1).
  - b. **NUMBER OF DRAWS:** Choose the number of plays for the selected game by touching the desired number button (Default = 1).
  - c. **FIRST DRAW DAY:** Each draw game's schedule of drawings is unique. Select the desired first draw day. (Default = next drawing).
  - d. **DRAW TYPE:** Choose which draw time the player wants to play (Midday, Evening, or Both).
  - e. **PLAY TYPE:** Choose the type of play the player wants to play (Straight, Box, Str/Box, Front Pair, or Back Pair).
  - f. **PLAY AMOUNT:** Choose the amount the player wants to wager (\$0.50, \$1.00, \$2.00, \$3.00, \$4.00, or \$5.00).
  - g. **SEPARATE TICKETS:** Multiple play purchases can be printed either as separate tickets or in as few tickets as is possible. Touch **[YES]** to print separate tickets.
4. When all desired selections have been made, touch **[BUY NOW]**. The WAVE prints the purchased game ticket(s).

**NOTE:** See **SECTION 7 – USING PLAY SLIPS** for instructions on how to use play slips to sell Lotto games.

## SECTION 7 – USING PLAY SLIPS

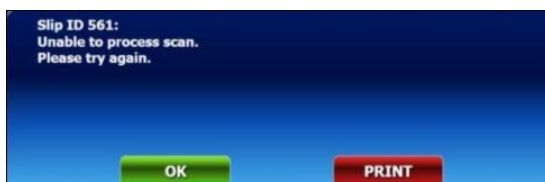
1. Insert a completed play slip **facedown, either vertically or horizontally**, into the document scanner.
2. If the play slip is filled out correctly, the terminal will apply the confirmation rules and, if appropriate, display a pop-up confirmation message.
3. Touch **[PRINT TICKET]** to complete the transaction or **[CANCEL]** to cancel the transaction.



**NOTE:** If **[PRINT TICKET]** is selected, the ticket data is sent to the central system and recorded. The central system then sends the terminal a print authorization message and the WAVE prints the ticket, then updates the customer balance reflected on the terminal.

The following rules apply to playing Lotto games via play slip:

- Play slips must be entered face down in the WAVE terminal.
- Play slips can be entered while in any screen. Any current activity on the screen is unaffected and remains displayed after the ticket is printed.
- If a play slip is inserted while a pop-up window (such as an error message) is displayed, the play slip is disregarded, and you must dismiss the pop-up window before scanning the play slip.
- Not all panels on a play slip must be completed and do not have to be consecutive. The plays will print in consecutive letter order on the ticket.
- If the play slip is entered incorrectly, a pop-up window message appears, identifying the issue.





- If the play slip contains an error, a pop-up message displays the error condition and allows you to correct the error on the screen.



# SECTION 8 – INSTAPLAY GAMES Tab

The **InstaPlay Games** screen displays game options using a unique InstaPlay game button for each game. These buttons provide access to the game play terminal function. When a button is touched, the initial screen for that function displays a ticket and additional play options.






The game buttons are ordered from lowest price to highest price. If more than six games are active, a scrollbar displays to allow the retailer to scroll through all games.

Each game button displays the following:

- Line 1: InstaPlay Price
- Line 2: InstaPlay Name
- Line 3: “Progressive” (appears only if that game features a Progressive jackpot)



## Selling InstaPlay Games

1. Touch the **InstaPlay Games** tab. The **InstaPlay Games** screen displays.
2. Touch an InstaPlay game button to display the ticket. The play information is automatically generated and displays in the **Play Summary** window.
3. To change the **Number of Tickets**,
  - Touch  to increase the number of draws.
  - Touch  to decrease the number of draws.
  - Touch the number  between  and  to access the keypad to enter a specific number of tickets.



4. When all desired selections have been made, touch **[BUY NOW]**. The WAVE prints the purchased ticket(s).

# SECTION 9 – SCRATCH – PULL-TAB Tab

The **Scratch - Pull-Tab** screen allows you to perform various Scratch and Pull-Tab functions. To access the **Scratch – Pull-Tab** screen, touch the **Scratch – Pull-Tab** tab.



## Activate Shipment

This function confirms that a shipment has been delivered to the retailer.

1. From the **Scratch – Pull-Tab** screen, touch **[Activate Shipment]**.

The **Activate Shipment** keypad displays.



2. Do one of the following:
  - Scan the barcode from the shipping manifest.
  - Using the keypad, manually enter the manifest number.
3. Touch **[OK]**. The pack status is moved to sell Scratch tickets. Pack Settlement. The **Pack Settlement** keypad displays.



4. Do one of the following:
  - Scan the barcode on the ticket pack.
  - Using the keypad, manually enter the game and pack number.
5. Touch **[OK]**. The pack status is moved to settled.

## DSR Menu

The **DSR Menu** allows Lottery Sales Representatives to sign on. This function is used only by a DSR (District Sales Representative).

# Scratch Sales

- 1. From the **[Scratch Sales]**. The **Enter Scratch Sales** keypad displays.



- 2. Using the keypad, manually enter the Scratch sales amount.
- 3. Touch **[OK]**.

# Pull-Tab Sales

- 1. From the **[Pull-Tab Sales]**. The **Enter Pull-Tab Sales** keypad displays.



- 2. Using the keypad, manually enter the Pull-Tab sales amount.
- 3. Touch **[OK]**.

## Pull-Tab Cashes

1. From the **[Pull-Tab Cashes]**. The **Enter Pull-Tab Cashes** keypad displays.



2. Using the keypad, manually enter the Pull-Tab cashes amount.
3. Touch **[OK]**.

## **SECTION 10 – TERMINAL MAINTENANCE**

### **Equipment Responsibility**

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

### **Cleaning Document Scanner Head**

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.*

**CAUTION!** *Never use anything sharp or abrasive, such as a screwdriver, fingernail, or Velcro, to clean the Document Scanner.*





## Changing and Loading Paper on the WAVE

1. Pull the black cover latch forward, and open the printer cover located on the top of the printer.



2. Remove the remaining paper by lifting the roll out of the printer compartment.



3. Place the new roll of ticket stock in the printer compartment, and roll out a few inches of paper from the bottom of the roll.
4. Extend the paper past the printer compartment.
5. Close the printer by pressing on both front edges of the clear top cover. Ensure the cover latch is locked in place. A message displays on the screen that the paper cover is open.



6. Touch **[OK]** to close the pop-up window on the screen.

7. If you'd like to print a test ticket, go to the **Special Functions** tab and touch **[Print Test Ticket]**. A test ticket prints.

**NOTE:** *The ticket paper used in Scientific Games WAVE terminals and PlayCentral kiosks cannot be exchanged, loaned or borrowed between stores. Paper rolls cannot be used as scratch paper. Any unneeded rolls of ticket paper must be returned to the Lottery.*

**Iowa Retailer Helpline**  
**(123) 456-7891**

