



## Reports

### Retailer Reports

From the main display, scroll to **03—REPORTS** and press **ENTER** to access the **Retailer Reports** menu.

Each **Retailer Report** provides the following report types:

**Daily**—Daily Activity  
Daily Cash

**Weekly**—Settlement  
Adjustment Detail  
Instant Cash  
Instant Settlement

**News Messages**—Prints any stored News Messages

#### Retailer Reports

- 01- Daily
- 02- Weekly
- 03- Week-to-Date
- 04- Instant Inventory
- 05- News Message

**Week-to-Date**—WTD Activity  
Instant Cash

**Instant Inventory**—  
Summary  
Detail  
Settled Packs  
Game Name  
News Messages

For many reports, the terminal prompts you to enter a date.

1. Enter a date within two years of the current day using the format **DDMMYY**.
2. If you leave the date field blank and press the **ENTER** key, a report for the current day (or the most recent reporting period) will print.

### Batch Reports

The SciScan buffer stores five low-tier ticket validations. When the terminal buffer is full or a mid- or high-tier winner is validated, the terminal calls the host. If the connection cannot be made, the terminal will retry every five minutes until the buffer can be downloaded to the Central System. Until the transactions are downloaded and the buffer is emptied, you can only validate up to three additional tickets. When the buffer downloads, a Batch Redemption Report prints.

IOWA STATE LOTTERY		
mm/dd/yyyy hh:mm:ss		
-- Batch Redemption Report--		
Retailer Id	10367	
*Batch Summary		
Ticket Information	Prize Amount	
-----		
0140021532026	\$5.00	
0140011620029	\$5.00	
0140011620003	\$25.00	
*Batch Totals		
Type	Count	Amount
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Batch Cnt	3	
Not Processed	0	
Cash Tickets	3	\$35.00
Batch Total		\$35.00

## Pull-Tab Verify

1. From the **Main Menu**, press **02—Manual Entry**, and press **ENTER** to display the **Validate/Verify** menu.
2. Select **02-Pull-Tab Ticket**, and press **ENTER**.
3. 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.
4. The terminal will display an owner verification message, "Sold Here" or if not purchased here, "Pack Was Not Sold Here".
5. Press **QUIT** to return to the previous screen.



## 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 display select **01—Coupon** and press **ENTER**.
2. Enter the coupon number.
3. The terminal will issue the appropriate credit for the coupon amount.

## Closing A Transaction

1. From the **Main Menu** screen, press the **TOTAL** key. The **Customer Balance** screen displays **PAY \$x.xx**.
2. Press **F1** to validate, pay the prize, and clear the balance, or **F2** to not validate the ticket or pay the prize.
3. The Main Menu displays.

#### Customer Balance

Pay \$4.00	
Yes <F1>	No <F2>

Need Help? Call Customer Support

1-800-858-4744



## Changing Paper

The cover of the printer housing slides back easily to expose the paper roll.

1. Roll the cover backwards and remove the remaining paper roll.
2. Insert the new roll.
3. Gently push the leading edge of the new roll of paper into the paper feed under the black roller. Make sure that the inserted edge is even and the paper feeds from under the roll.
4. From the **Main Menu**, select **06—Spec Functions** and then press **ENTER**.
5. Select **02—Load Paper** and press **ENTER**. The terminal will advance the paper through the printer.
6. Close the cover and tear off the excess paper.



## Training Mode

### Signing On and Signing Off

1. Press **FUNCT** and then **7** to sign off live mode.
2. Press **FUNCT** and then **1** to change to **Training** mode.
3. Enter the Training ID, **999998**.
4. Enter the Training Password **123456**.

The terminal is ready for you to begin performing SciScan functions in a simulation mode.

To **Sign Off**, press the **FUNCT + 7** keys from any Training screen. If there is no activity for 5 minutes, the terminal automatically signs off.

## Cleaning the Glass

Open the front door of the terminal and use a clean, dry cloth and carefully wipe away any excess latex from the scanning glass.

A small, hand held vacuum with a hose attachment can also be used to clear latex residue from the glass.





# Quick Reference

## SciScan® 2000 Guide

### Signing On

1. Enter your 6-digit Retailer ID number.

2. Enter your 4-digit Password number and press **ENTER**.

The screen displays **Connecting...**

3. If there is a news message, it displays on the screen. Press **FUNCT** and then **5** to print a copy.

4. Two copies of your *Weekly Settlement Report* print after the first sign on at the beginning of a new accounting period.

5. When the **New Customer** screen displays, you may begin keyless validation.

6. To access a menu option, press the down ↓ arrow key on the **Menu** keypad to scroll to the option or press the desired option number, and then press **ENTER**.

#### Please Sign On

Retailer ID: \_\_\_\_\_

Password: \_\_\_\_\_

Connecting...

#### New Customer

- 01—Coupon
- 02—Manual Entry
- 03—Reports
- 04—Pack Management
- 05—Diagnostics
- 06—Spec Functions

### Signing Off

From any SciScan screen, press **FUNCT** then **7** to sign off.

Need Help?

Call Customer Support:

1(800) 858-4744

### The Keypad

The **Up** and **Down** arrow keys on the **Menu** keypad allow you to scroll through the information displayed on the LCD.

The **Left** and **Right** Arrow keys move the cursor left or right in the active field.

Pressing **F1** chooses the selection item on the lower left side of the display.

Pressing **F2** chooses the selection item on the lower right side of the display and also accesses the Pull-Tab Verify function.

The **FUNCT** key activates terminal options when used in conjunction with the numeric keys.

The **ENTER** key is used to complete a command or select a menu option.

The **TOTAL** key is used to obtain the customer balance and close out the current transaction.

The **QUIT** key is used to exit a screen and return to the previous screen.

**FUNCT + .** initiates a call to the host.

**FUNCT + 0** displays the **Supervisor** menu.

**FUNCT + 1** accesses Training Mode.

**FUNCT + 2** accesses the manual validation functions.

**FUNCT + 3** currently is Not Available.

**FUNCT + 4** displays the **Reports** menu.

**FUNCT + 5** sends a reprint to the printer.

**FUNCT + 6** accesses context-sensitive help messages.

**FUNCT + 7** signs off the terminal or exits Training Mode.

**FUNCT + 8** displays the **Ticket Management** menu.

**FUNCT + 9** erases the last full entry made on the screen.



### Instant Validation

- From any screen, insert the ticket into the reader slot of the SciScan terminal. Make sure the play area faces forward and the barcode on the back of the ticket is down.
- The ticket is pulled through the reader and exits through the bottom. *NOTE: If the "Enter Security #" screen displays, enter the 3-digit security code found on the front of the ticket.*
- If the ticket wins an amount of \$25 or less, the message displays "Winner" with the amount won. A Cash Receipt is printed.
- If the ticket wins an amount greater than \$25, but not greater than \$600, the terminal dials the host.
 

**Customer Balance**  
 Winner \$xxx.xx  
 Cash            Don't Cash  
 <F1>            <F2>
- Press **F1** to cash the ticket or **F2** if you are unable to cash the ticket.
 

If you elect to cash the ticket, the host records the transaction and a Cash Receipt is printed.

If you elect not to cash the ticket, the transaction is not recorded and the screen returns to the main display.
- Return the ticket to the customer.



### Manual Validation

- From the **Main Menu**, select **02—Manual Entry**, and press **ENTER**.
- From the **Validate/Verify** menu, press **ENTER** to select **01-Instant Ticket**.
 

**Instant Validation**  
 Scan or Key Entry  
 \_\_\_\_\_  
 \_\_\_\_\_
- From the ticket back, enter the 3-digit Game number, the 6-digit Pack number, the 3-digit ticket number. From below the play area, enter the VIRN. Do **NOT** enter the 3-digit security number (the 3 boxed digits within the VIRN).
- Enter the 3-digit security number (within the VIRN).
- The screen displays the validation results. Follow the screen prompts to complete the validation.
 

**Instant Validation**  
 Enter Security #  
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