🕐 **7 MIN READ, 11 PAGES**

Self-Serve Terminal
Equipment Overview

SEE NEXT PAGES FOR MORE INFO

Text or Call **Lottery Retail Support:**
1-800-667-1649

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Self-Serve Terminal
Equipment Overview

In this information sheet, you will learn about the Self-Serve Terminal (SST) equipment features, how to open equipment doors and access cash and coin boxes

Self-Serve Terminal External View

1. **Marketing Display**
   - Provides marketing and promotional information for Players
2. **Touch Screen Display**
   - Guides Players to purchase and validate Lottery products
3. **Payment Card Terminal**
   - Players will have the option to pay with Debit / Credit Cards
4. **Ticket / Voucher Scanner**
   - Validates Tickets or Vouchers
5. **Ticket / Voucher Printer**
   - Prints out Ticket purchase or Voucher
6. **Bill Acceptor**
   - Accepts all Canadian banknotes
7. **Coin Acceptor**
   - Accepts Canadian coins
8. **Coin Return**
   - Player's access point for returned coins
9. **Keys**
   - 3 colour-coded keys to open the Self-Serve Terminal

Text or Call **Lottery Retail Support:**
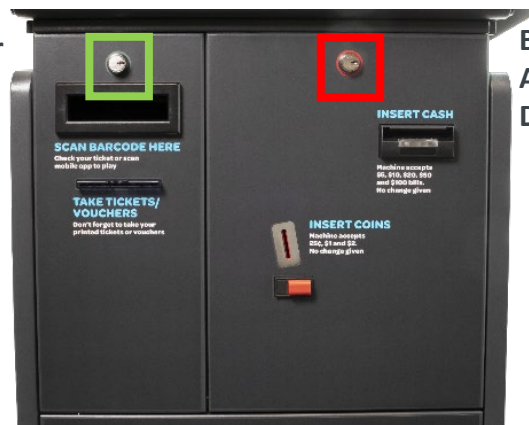**1-800-667-1649**

Self-Serve Terminal
Equipment Overview

Keys to SST

Each Retailer will receive **3 colour coded keys** for each of the **4 locks** on the SST.

KEY LOCATION & COLOURS	
Location on SST	Key Colour
Bottom Door	Blue
Printer Door	Green
Bill Acceptor Door	Red
Coin Acceptor Door	Red

Printer Door

Bill Acceptor Door

Bottom Door

Coin Acceptor Door

⚠️ **Red Keys for Management only**
- Gives access to Bill Acceptor and Coin Acceptor

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Self-Serve Terminal
Equipment Overview

Turning On/Off Self-Serve Terminal

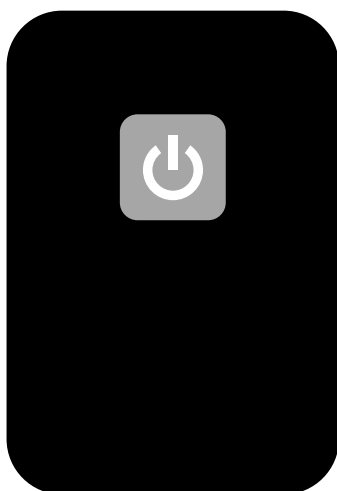1. Retailer will use the **Blue** key to open Bottom Door

2. To turn the Self-Serve Terminal On or Off, use the button located on the back of the **PC Unit**

   - Hold down the button until the SST Touchscreen Display and Marketing Display turn off

   - Repeat steps to turn back on

PC Unit

Back of PC Unit

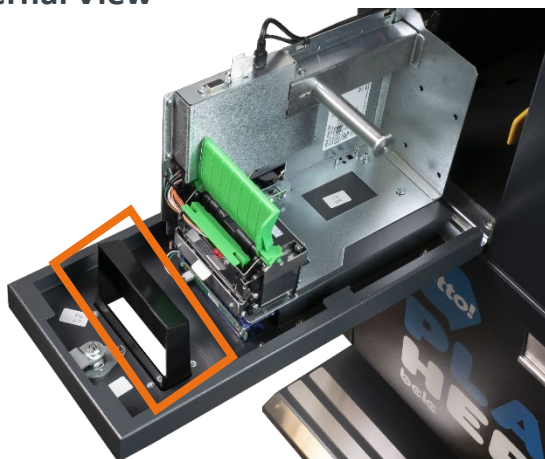Text or Call **Lottery Retail Support:**
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Self-Serve Terminal
Equipment Overview

Ticket / Voucher Scanner

External View

Internal View

Ticket / Voucher Tray

Ticket / Voucher Scanner

Validated Tickets and Vouchers **will not be kept inside the SST**. Please ensure Players dispose of Tickets when they no longer require them.

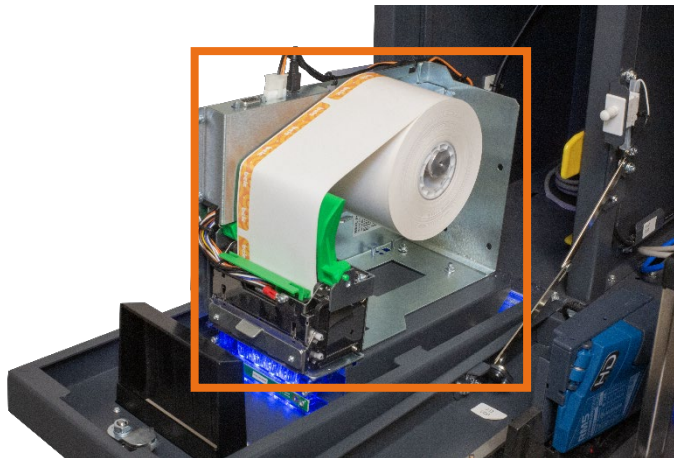Text or Call Lottery Retail Support:
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Self-Serve Terminal
Equipment Overview

## Ticket / Voucher Printer

External View

Internal View

Self-Serve Terminal
Equipment Overview

Ticket / Voucher Printer

How to Load Paper Roll

1. Insert paper roll as shown and pull on the leading edge of the paper towards you
2. Pass the paper edge above the **green plastic tensioner** and insert it on the printer head rear inlet until the printer detects it. The printer will automatically pull the paper and cut a section of it. The printer is ready for use.
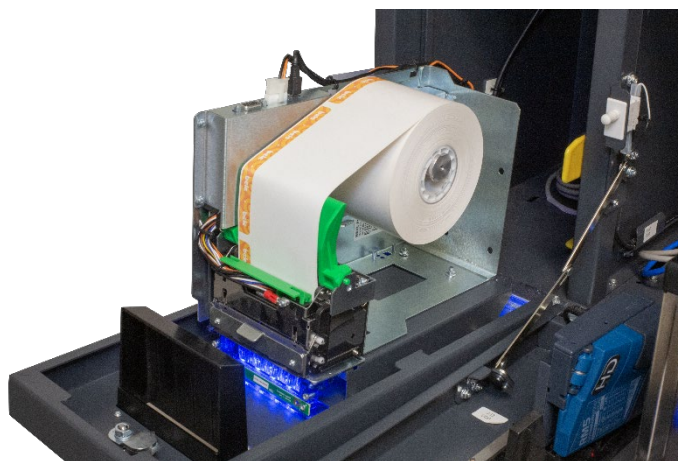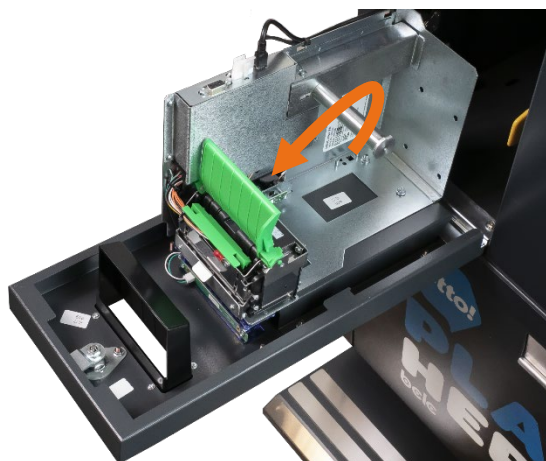
Low Paper Warning

When the paper roll is low it will trigger a **pop-up warning** on the SST and prevent the Player from creating a Ticket.

⚠️

Retailer intervention required
printer: Paper Low

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Self-Serve Terminal
Equipment Overview

Bill Acceptor

External View

INSERT CASH
Machine accepts $5, $10, $20, $50 and $100 bills. No change given

SCAN BARCODE HERE
Check your ticket or scan mobile app to play

TAKE TICKETS/VOUCHERS
Don't forget to take your printed tickets or vouchers

INSERT COINS
Machine accepts 25¢, $1 and $2. No change given

Bill Acceptor takes **$5 - $100** bills

Internal View
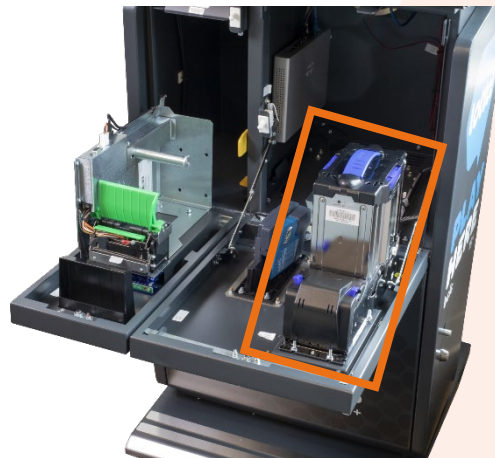
Text or Call Lottery Retail Support:
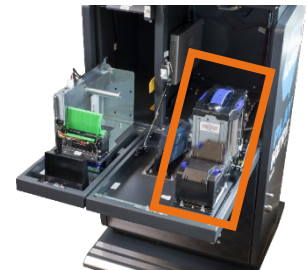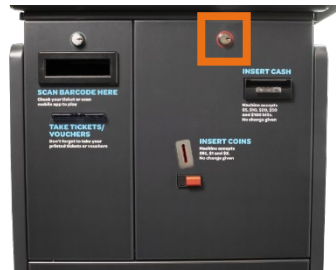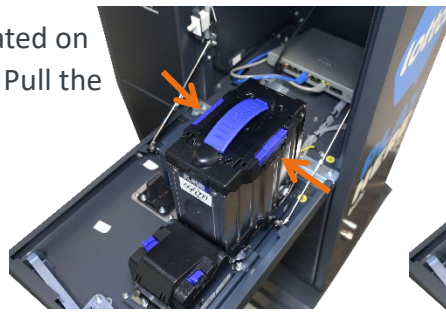**1-800-667-1649**

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Self-Serve Terminal
Equipment Overview

Emptying the Cash Box

1. Retailer will use the **RED** key to open Bill Acceptor Door

2. Press the **BLUE** Latches located on both sides of the Cash Box. Pull the Cash Box out.

3. Rotate Lock **CLOCKWISE** until in the "OPEN" position and the Lock releases

4. Open the Cash Box and retrieve cash

Follow steps **in reverse to return the Cash Box**. Cash Box is placed correctly when a ***click noise*** is heard, and **unit motors begin to operate**.

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Self-Serve Terminal
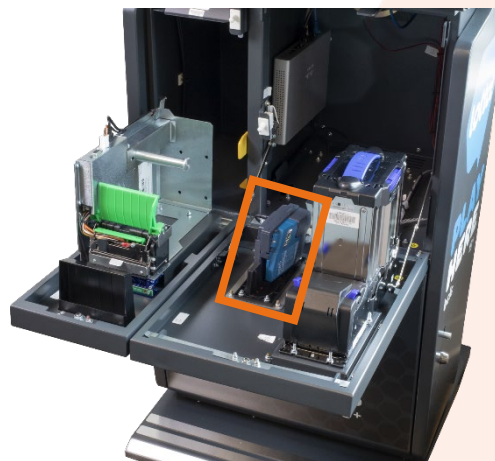## Equipment Overview

Coin Acceptor

External View

💡 Coin Acceptor **only** takes **¢25**, **$1** & **$2** coins

Internal View

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Self-Serve Terminal
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Emptying the Coin Box

1. Retailer will use the **Blue** key to open Bottom Door

2. Use the **Red** key to unlock the Coin Box

3. Grab the Coin Box from its front handle and slide it out to collect coins

PLEASE NOTE: Make sure the Coin Box is closed and locked before closing the Bottom Door.

PDF **Read More**

For information on Touch Screen Display

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