DAILY EVENT BASICS

Activate Draw
- In Server software, EVENTS→EDIT AN EVENT→Switch to the proper event→double check your event settings and setup prizes→ACTIVATE EVENT→OK
    - From your main server menu, you may need to click SWITCH→select the proper event.

Change/Start Print Server
- Close your individual print server windows, leave open the main window.
    - SETUP→change SERVICING EVENT # to the proper event→OK
        - You can find the event number listed on top of your 5050 Server window.
    - Click on START SERVER, each barrel printer should open its own window.
- Ensure each barrel printer has paper inserted properly, and there are plenty of spare rolls ready to be replaced.

Update Event Info on Handhelds and Stations
- Ensure Handheld printers are turned on.
- Ensure the wireless antennae displays two horizontal arrows.
    - If not, click on antennae→WIRELESS MANAGER→ALL (off)→ALL again (on)
    - START→SCU→DISABLE RADIO→ENABLE RADIO
        - And/Or AUTO PROFILE OFF→select new network→select proper network→AUTO PROFILE ON
- From each handheld and station: SETUP→GET APPS SETTINGS AND EVENTS→YES
- Ensure sellers are logged on: SETUP→LOG ON→operator/password→OK

Play Jackpot or Winning Number Script
- From 5050 Player: Click on desired script→STATIONS→All OK→YES→OK
- From 5050 server: BROADCAST→POT AMOUNT (or WINNING NUMBER)
- Script should automatically play on the station's monitors
    - If necessary, from 5050 station software: SETUP→GET PRESENTATION SCRIPT

Draw Close
- From 5050 Server: Void all tickets
    - VOID→Enter one ticket number from each ticket→VOID
- From 5050 Server: CLOSE (in the blue background)→YES (barrel checked for tickets)→VOID ALL (auto-voided tickets from sellers)→enter attendance.
    - Draw your winning number, then EVENTS→AUTHENTICATE A TICKET→enter Ticket No. and Reference ID→AUTHENTICATE→once verified, CANCEL.
        - Remember to have two people verify the proper number.
    - CLICK HERE TO VALIDATE A WINNER→Enter Number→OK
    - When draw is completed and the winner has been verified, proceed to click CLOSE (in the green background).
    - Your event is now completely closed.