

# ICM LOADING INSTRUCTIONS

## TWO METHODS FOR DISPLAYING TICKETS

### 1. "LIVE" TICKET DISPLAY

- The last "live ticket from each pack" used on the display tray.
- When the last ticket is sold from the dispenser, the display ticket can be sold. Easy reminder to reload the empty space.

### 2. "VOID" TICKET DISPLAY

- "Void" tickets supplied by the lottery.
- "Live" games shorter than the display tickets can be mixed with them to maximize the number of games displayed. #20 games can be shown where only #16 were before.



#### DISPLAY TRAY LOADING:

- Use the clear rods on the tray to hold the games in place.
- Slightly raising the tickets as shown will:
  - Move the games closer to the glass.
  - Provide more room for the games.
  - Give the appearance of "live" packs.



**TAKE-A-TICKET, INC.**

130 N.E. Montgomery Street ~ Albany, Oregon U.S.A. 97321-2723 ~ (541) 967-6433 • (800) 253-4295 • Fax (541) 967-8415

# ICM LOADING CONTINUED



- Use in c-stores has shown that aligning the games on the display tray with the slots in the dispensing trays is easier for the clerk.
- Flat stack dispensing trays simplify loading and dispensing for store personnel.



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### ICM 8, 12, 16, 20, and 24 GAME DISPENSER INSTALLATION:

TAKE-A-TICKET, INC. RECOMMENDS YOU HAVE A PROFESSIONAL CONTRACTOR INSTALL THIS UNIT. HERE ARE SUGGESTIONS IF YOU CHOSE TO DO IT YOURSELF.

Note: You may want to remove the loose top glass that is taped in before you start or leave it taped in and work carefully.

#### #4 STEPS FOR INSTALLATION:

- Before you cut a hole make sure you have clearance under the counter!
  - The hole is at least 18-3/4" x 18-3/4" and the depth of the unit below the counter top is about 8 game = 10", 12 game = 12", 16 game = 14", 20 game = 17", and 24 game = 20"
  - The hole should be set in at least 3" from the clerk's side of the counter so the clerks won't bump into anything extending from under the counter.
  - MAKE SURE YOU HAVE CLEARANCE!!!**
  - Once you are sure of clearance and the hole's location check it again!
- Separate the upper and lower portions of the dispenser. Do not lose the carriage bolts, washers and wing nuts. Remove the trays from the unit and set aside
- Cut the hole. **Wait! Are you sure about the location?**
  - Hole size is 18-3/4" x 18-3/4".
  - Apply a bead of caulking around the hole on the counter surface
  - Drop the upper portion of the dispenser with the metal frame and glass into hole. There is plastic on three sides. The open side with no white plastic below the metal frame faces the clerk's side
- Reattach the base of the dispenser to the upper part using bolts, washers, and nuts. There is adjustment possible up and down for the lower unit
  - Load the display tray and place it up under the glass. See loading instructions at right. Use the numbered clips provided on displayed tickets to make it easy for the customer to tell which ticket they want to buy
  - Load the trays with the ticket packs. Place tickets under the plastic rods
  - Do not run the tickets over the rods.** Replace trays and lock.

Note: The bottom glass is sealed in place to prevent leaks under the counter.

QUESTIONS? Call us at (800) 253-4295 or email: [info@tatinc.com](mailto:info@tatinc.com)