ICM(I) IN-COUNTER LOTTERY DISPENSER
DISPLAY TICKETS HELD IN VERTICAL POSITION ALLOWING BETTER VISIBILITY AND MORE GAMES

ICM(I) 24 game dispenser
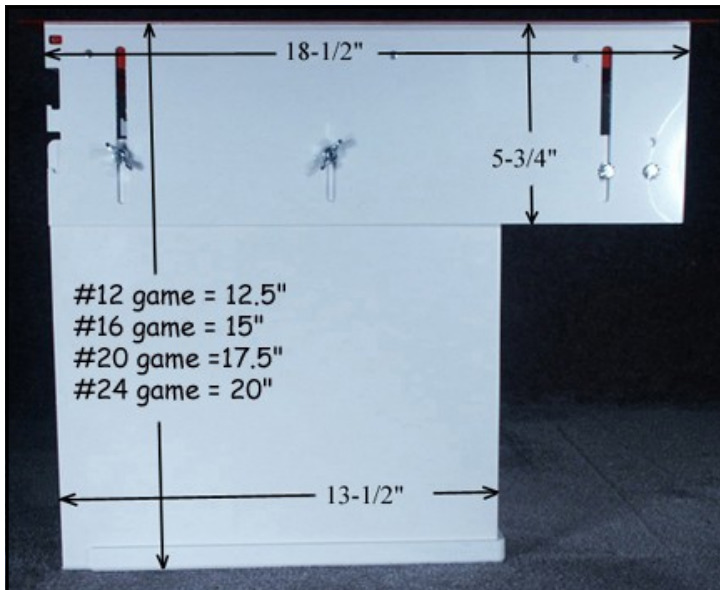**Available in 16, 20, and 24 games sizes for 18-3/4" x 18-3/4" holes**
Units available for smaller and larger sizes – from 12 to 36 games

Tickets are displayed in an upright position allowing #20 or #24 games to be displayed in the same size hole (18.75" x 18.75") in the counter where only displayed #16 games could be placed before.

TAKE-A-TICKET, INC.   800.253.4295   fax: 541.967.8415   info@tatinc.com
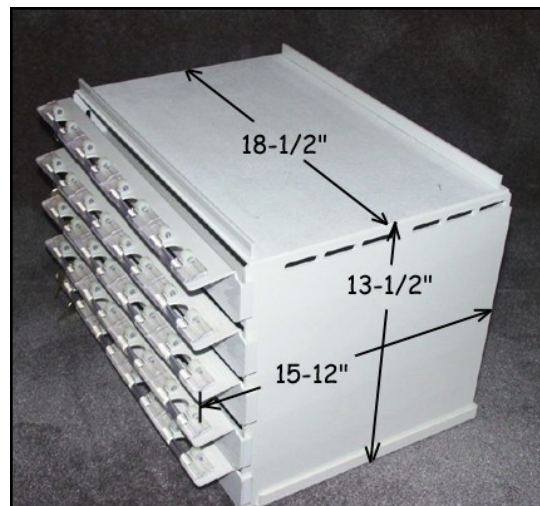
ICM(I) DIMENSIONS and OPTIONS

The photos below will help explain the size of the area needed for ICM placement. The standard size hole in the counter is 18.75" x 18.75" for the standard size #12, #16, #20, and #24 game units. TAT makes narrow units for counters with size constraints and wider units where stores want to display more than #24 games.

Side view of the ICM with base attached

View from the clerk side

The remote base shown above will allow storage of the active ticket packs under the counter where ever convenient. These units can be used in stores where space restrictions due to electrical, plumbing, safes, etc. will not permit mounting the base to the display portion of the dispenser.

Please contact TAT if you have any questions of require additional information.

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ICM(I)-16, 20, and 24 GAME IN-COUNTER DISPENSER INSTALLATION

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

HOLES IN THE COUNTER ARE NOT FOREVER BUT IF YOU MAKE A MISTAKE IT WILL SEEM SO!

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:

1. **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 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.**
   - **Draw the hole cut on the counter. 18-3/4" x 18-3/4" and at least 3" from the clerk side of the counter. MEASURE IT AGAIN!!!**
   - **MAKE SURE YOU HAVE CLEARANCE UNDER THE COUNTER!!!**
   - **Once you are sure of clearance and the hole's location check it again, and again!**

2. **Separate the upper and lower portions of the dispenser. Do not lose the carriage bolts, washers and wingnuts. Remove the trays from the unit and set aside.**

3. **Cut the hole. Wait! Are you sure about the location?**
   - **The 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. The open side with no white plastic faces the clerk's side.**

4. **Reattach the base of the dispenser to the upper part using bolts, washers, and nuts. There is some adjustment possible up and down for the lower unit.**
   - **Load the display tray and place it up under the glass. Removing the top ticket tray may be required to install the display tray. See the other side of this sheet for loading instructions. Use the numbered clips provided on the 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 the tickets under the plastic rods. Do not run the tickets over the rods. Place the trays in the dispenser and lock.**

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

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

DISPLAY TRAYS ARE SIMILAR FOR ALL SIZES OF ICM(I) DISPENSERS

TICKET DISPLAY IN ICM(I) DISPENSER:

- **USE THE CLIP-ON NUMBERS PROVIDED ON EACH DISPLAY TICKET** - **This has proven to speed up transaction times.**
- **USE DISPLAY TICKETS PROVIDED BY YOUR LOTTERY** - **These are usually the display tickets used in the Instant Ticket Vending Machines (ITVM's) that are usually 4" x 4". The ICM(I) will easily display #24 of these tickets.**
- **USE "VOID" TICKETS PROVIDED BY YOUR LOTTERY** - **Actual size tickets that may need to be modified to get the maximum number displayed. Cutting off the bottom of the ticket is done by some states.**
- **USE THE LAST "LIVE" TICKET FROM THE PACK** - **Using the last ticket from the pack on the display tray allows the entire pack to be sold and then the last ticket sold off the display tray.**

DISPLAY AND DISPENSING TRAY TIPS:
- **Packs should be "flexed" before being placed on the tray to prevent doubling up the tickets. Bowing the pack up slightly on both ends may make dispensing easier also.**
- **Do not feed the tickets over the top of the rods on each tray.**

REPLACEABLE TOP GLASS: THE TOP GLASS WILL EVENTUALLY BECOME SCRATCHED AND MUST BE REPLACED
- **Ask your lottery rep. to provide new top piece of glass if your lottery provides replacement glass.**
- **Contact TAT using the information below if glass is not provide by your lottery.**
- **The bottom glass is sealed in place to prevent spills from getting into the dispenser**

ALWAYS USE A PIECE OF TOP GLASS IN THE UNIT. ONCE THE SEALED IN BOTTOM GLASS IS SCRATCHED, IT IS DIFFICULT TO REPLACE.

QUESTIONS or NEED GLASS? CONTACT us at (800) 253-4295 or info@tatinc.com

Scratch Dispenser Installation Agreement

Date: _____
DSR#: _____
Region: Select...
Status: Draft

Washington's Lottery is pleased to provide you the items marked below. We are confident these items will help increase sales at your store if used as intended. This agreement is an addendum to your Washington Lottery Retailer Contract. The items remain the property of the Washington Lottery and may be removed at our discretion.

- Retailer Responsibilities: Use the dispenser to display the tickets as intended. Keep dispensers full. Report maintenance needs to the Lottery.
- Lottery Responsibilities: Provide maintenance or repair as necessary.

Budget Coding:

Fund: 577
PI: PLACR
Object: ER
Amount: $_____

DSR Name : _____

DSR Phone: _____

Retailer Information:

Retailer #: _____
Retailer Name: _____
Address: _____
City, State Zip: _____ WA _____
Contact Name: _____
Phone: () - _____

Installation Type: **Where is Dispenser?** Select... ☐ **Edge Program**

☐ New Installation: Install: _____ Quantity: _____

☐ Replacement Installation: Remove: _____ Quantity: _____ Install: _____ Quantity: _____

Installation: Date Installed: _____

☐ Lottery arranges installation
- Selected Vendor: Select...

Lottery arranged installation signatures block:

Installer: _____
and Retailer Signature: _____
or DSR Signature: _____

Installer Arrival Time _____
Installer Departure Time _____

☐ Retailer arranges installation: (Reimbursement $100 per dispenser via Electronic Funds Transfer (EFT))
- Total retailer reimbursement: $_____

Retailer arranged installation signatures block:

Installer: _____
or Retailer Signature: _____
and DSR Signature: _____

Comments: (detailed diagram if needed)

Scratch Dispenser Installation Agreement Process:

- **District Sales Representative (DSR):**
  - Identifies a need for dispenser install and/or replacement
  - Completes and submits to regional office staff (electronic or manually), the Scratch Dispenser Installation Agreement
  - Vendor issues or disputes must be communicated with the Purchasing Officer
- **Regional Office Staff:**
  - Ensures that Scratch Dispenser Installation Agreement is completed
  - If DSR submitted form via paper, completes online form entry
  - If vendor is to install, contacts vendor to arrange installation
  - Notifies DSR of pending install date.
  - Prints form and attaches to dispenser or gives to installer
  - Vendor issues or disputes must be communicated with the Purchasing Officer
- **Installer:**
  - Completes installation
  - Collects retailer or DSR signature
  - Submits the Scratch Dispenser Installation Agreement with invoice to Washington's Lottery Purchasing Office.
  - Work to be performed by Vendor beyond the scope Field Order must be authorized by the Merchandising Specialist
- **Purchasing:**
  - Updates form online with installer name, date installed and amount invoiced.
  - Ensures compliance with the Field Order.
  - Forwards the Scratch Dispenser Installation Agreement with invoice to Accounts Payable.

LOT (10/17)

WASHINGTON'S LOTTERY REGION MAP

EVERETT REGION

FEDERAL WAY REGION

EVERETT REGIONAL OFFICE

YAKIMA REGION

SPOKANE REGION

SPOKANE REGIONAL OFFICE

FEDERAL WAY REGIONAL OFFICE

WASHINGTON'S LOTTERY HQ

VANCOUVER REGION

YAKIMA REGIONAL OFFICE

VANCOUVER REGIONAL OFFICE