MAXIM™ 4200/8400
QUICK START GUIDE

GETTING STARTED

Power Requirement: 120 VAC

Opening Machine:
• Unlock each end of the display hood.
• Pivot the display hood up and over the top.
• Lift up the door locking lever and open doors.

Personal Identification Number (PIN)
• Enter manager PIN, which is factory-set to 111. (We recommend you set a new manager PIN as soon as possible.) This PIN accesses all machine functions.
• Manager may assign up to nine employee PINs, which have limited access. One employee PIN – 999 – is pre-set.
• To change, add or delete PIN information, enter the active manager PIN.
• Then press: B–Misc. Information; then, C–Settings Menu; then, B–PIN Number Menu to access the following display:

A–Add PIN Number  
B–Delete PIN Menu  
C–Change Manager PIN  
D–Quit

• Choose a function by pressing the corresponding key. Follow instructions on screen.

LOADING TICKETS
• With machine door(s) open, lift printer out of the way. Remove ticket retainer and weight.
• Adjust clear lexan back plate for ticket size (short/medium/long).
• Load approximately 10 tickets into bin, making sure tickets are behind gauge bar. Continue loading tickets until 1/4-1/2" from top of bin. (Bin holds about 800 tickets.)
• Place weight on top of tickets.
• Replace ticket retainer, making sure the bottom of the retainer is behind the gauge bar.

PROGRAMMING BINS

A. When loading a new game into empty bin:

1. With display hood open, enter PIN, then press A–Ticket Menu (Figure 4).
2. Press C–Zero Out Bin’s Inventory.
3. To zero out a bin’s inventory, press the corresponding bin button, then the # key. (Press # twice to cancel.)
5. Press the corresponding bin button. Press # to continue.
6. Enter new ticket cost in 25-cent increments, followed by the # key. Press A if correct. NOTE: Inventory must equal 0 before bin’s ticket cost can be changed.
7. Enter the number of tickets put in bin followed by the # key. Press A if correct.
8. Select short, medium, or long ticket size. Determine size by laying ticket on label on inside of top hood.
9. Check all entered information (Figure 5). Press # key.
10. Press B to freely dispense 3-4 tickets and return tickets to bin. This ensures that tickets will vend properly. (Freely dispensed tickets do not affect inventory or reporting.)

B. When adding tickets to an existing game:†

1. With top hood open, enter PIN, then press A–Ticket Menu (Figure 4).
2. Press A–Load Tickets.
3. Press the corresponding bin button. Press # to continue.
4. Enter number of tickets added to bin, followed by the # key. Press A if correct.
5. Did ticket size change? Press A for yes, B for no.
6. If yes, determine new ticket size (short, medium, or long) by laying ticket on label on inside of top hood.
7. Check all entered information (Figure 5). Press # key.
8. Press B to freely dispense 3-4 tickets to auto-calibrate, and return tickets to bin. This ensures that tickets will vend properly. (Freely dispensed tickets do not affect inventory or reporting.) BIN IS NOW READY TO BEGIN PLAY.

Price LED will go out if one of the following happens:
1. Out of inventory:† If a bin has run out of inventory, open machine and add more tickets to that bin. Then enter amount of tickets added by using Add Inventory function from Ticket Menu. Price LED should come back on.
2. Ticket Jam: Open machine, clear ticket jam, and free vend 3-4 tickets. Price LED should come back on.

† Not applicable to LITE software users.
For models equipped with a printer, follow these instructions:

1. Open machine, enter your PIN, and press D-Report Menu. You will be shown an instruction screen for scrolling onscreen reports (Figure 6). Press any key to continue.
2. Choose from Inventory, Sales, or Audit reports. (These reports are detailed below.) Using the A and B keys, scroll through report text four lines at a time.
3. When end of report is reached, press A to return to top of report or B to exit report.

For models equipped with a printer, follow these instructions:

1. Open machine, enter your PIN, and press D-Report Menu. (Figure 7)
2. Choose the report you wish to run.

**A. INVENTORY REPORT**

Shows current ticket inventory & value.

Press A to print.

- **Includes:**
  - Bin numbers
  - Ticket inventory†
  - Ticket cost
  - Inventory value
  - Grand total sales (non-resettable)
  - Grand total cards (non-resettable)
  - Configuration info. (lower half of report)

  *Software version in use
  *Column configuration
  *Bin timing

† Not applicable to LITE software users.

**B. SALES REPORTS**


**Shift Sales Report:** Shows total dollar & ticket sales since shift sales report was last run. Press A to print.

- **Includes:**
  - Per-bin ticket counts
  - Total shift money
  - Grand total sales
  - Per-bin dollar sales
  - Total shift count
  - Grand total cards
  - Bin numbers

**Daily Sales Report:** Shows sales since beginning of business day. Press B to print.

- **Includes:**
  - Bin numbers
  - Dollar sales per bin
  - Count sold per bin
  - Total day’s sales dollars
  - Total day’s sales count
  - Grand total sales
  - Grand total cards

**C. AUDIT REPORTS**

Shows total & ticket sales since the most recent Sunday, Sales since the most recent Sunday, Sales over the last full week (Sunday-Sunday), and Sales since the most recent Sunday, plus the last three full weeks.

- **Includes:**
  - Total money input
  - Dollars played
  - Quarters played
  - Dimes played
  - Nickels played
  - Total tickets and money played, by bin number

**Onscreen Reporting**

For models not equipped with a printer, follow these instructions:

1. Open machine, enter your PIN and press D-Report Menu. You will be shown an instruction screen for scrolling onscreen reports (Figure 6). Press any key to continue.
2. Choose from Inventory, Sales, or Audit reports. (These reports are detailed below.) Using the A and B keys, scroll through report text four lines at a time.
3. When end of report is reached, press A to return to top of report or B to exit report.

**Running Reports**

**1. Open machine, enter your PIN, and press D-Report Menu. (Figure 7)**

- **For models equipped with a printer,** follow these instructions:
  - **1. Open machine, enter your PIN, and press D-Report Menu. You will be shown an instruction screen for scrolling onscreen reports (Figure 6). Press any key to continue.**
  - **2. Choose from Inventory, Sales, or Audit reports. (These reports are detailed below.) Using the A and B keys, scroll through report text four lines at a time.**
  - **3. When end of report is reached, press A to return to top of report or B to exit report.**

**A. INVENTORY REPORT**

Shows current ticket inventory & value.

Press A to print.

- **Includes:**
  - Bin numbers
  - Ticket inventory†
  - Inventory value
  - Total day’s sales count
  - Count sold per bin
  - Dollar sales per bin

**B. SALES REPORTS**


- **Shift Sales Report:** Shows total dollar & ticket sales since shift sales report was last run. Press A to print.
  - **Includes:**
    - Per-bin ticket counts
    - Total shift money
    - Grand total sales
    - Per-bin dollar sales
    - Total shift count
    - Grand total cards
    - Bin numbers

- **Daily Sales Report:** Shows sales since beginning of business day. Press B to print.
  - **Includes:**
    - Bin numbers
    - Dollar sales per bin
    - Count sold per bin
    - Total day’s sales dollars
    - Total day’s sales count
    - Grand total sales
    - Grand total cards

**C. AUDIT REPORTS**

Shows total & ticket sales since the most recent Sunday, Sales since the most recent Sunday, Sales over the last full week (Sunday-Sunday), and Sales since the most recent Sunday, plus the last three full weeks.

- **Includes:**
  - Total money input
  - Dollars played
  - Quarters played
  - Dimes played
  - Nickels played
  - Total tickets and money played, by bin number

**Print By Count:**

Shows up to the last 200 audited functions. Enter number of previous audit-ed functions you wish to list. Press # to print.

**Audited Functions Include:**

- Date & time for each entry
- Price changes
- PIN used when Maxim™ is opened and closed
- Power failures
- Tickets added
- Bin lockouts
- Bins zeroed

**This Week/Last Week/Monthly Reports:**

(Available only with models equipped with printer.) These reports cover longer sales periods, which are defined as follows:

1) **This Week:** Sales since the most recent Sunday, starting at 12:00 A.M. (midnight).
2) **Last Week:** Sales over the last full week (Sunday-Sunday).
3) **Monthly:** Sales since the most recent Sunday, plus the last three full weeks.

**For more detailed instructions on the functions outlined in this guide, as well as special functions not found in this guide, please consult your Operator’s Manual.**