



OPERATIONAL GUIDELINES FOR GAMING MACHINE INSTALLATION

These guidelines relate to the following gaming machine operational matters within an approved gaming machine area (GMA):

- Installation of gaming machines in a GMA
- Game changes - hardware and software; and changes to the GMA layout
- Connecting gaming machines to the approved electronic monitoring system

INSTALLATION OF GAMING MACHINES IN A GAMING MACHINE AREA

- In order to install a gaming machine in a GMA, a venue operator must hold a gaming machine entitlement that is able to be attached to that venue for each machine the venue operator intends to install and operate.
- Gaming equipment must be installed in a GMA in accordance with the approved Monitoring Licensee, Intralot Gaming Services Pty Ltd (IGS) procedures.
- The installation of gaming and monitoring equipment must be carried out by a licenced gaming industry employee (GIE (technician)), who is authorized to carry out the prescribed duties under regulation 88 of the *Gambling Regulation Regulations 2005*, namely to install gaming equipment and to connect gaming equipment to the electronic monitoring system.

To access the relevant Act and Regulations [click here](#)

- Any GIE (technician) and any entitlement holder responsible for the installation of a gaming machine must certify that it is functioning in the manner in which it is designed and programmed to function. In order to do this the GIE (technician) will need to perform a series of tests/checks on each machine. A sample technical compliance checklist is provided as a guide to venue operators.

To access procedures for certificates of installation and the technical compliance checklist [click here](#)

- Any gaming machines not installed in a GMA must be stored in accordance with the Commission's procedures for storage of gaming machines.

For further details on possession and storage of gaming machines [click here](#)



GAME CHANGES – HARDWARE & SOFTWARE; AND CHANGES TO THE GMA LAYOUT

- An entitlement holder¹ must submit a request to the monitoring licensee, via their web interface, for any configuration changes to gaming machine hardware and software; relocation of machines within the GMA; and relocation of the GMA within the approved venue.
- An entitlement holder and/or venue operator² who intends to modify an approved GMA, must apply to the Commission for approval to do so prior to carrying out the modification.

For an application to modify a GMA [click here](#)

- The entitlement holder must give notice to the Commission of particulars of the configuration changes no later than the next business day in a form approved by the Commission (refer to procedure for “Notice to the Commission of gaming machine installation”).

To access further information on notice to the commission of gaming machine installation [click here](#)

- The configuration changes carried out must be in accordance with the original request submitted to IGS.

GAMING MACHINES IN A GMA MUST BE CONNECTED TO ELECTRONIC MONITORING SYSTEM

- An entitlement holder must not allow a gaming machine to be played unless it is connected to the approved electronic monitoring system (iGEM). IGS must be in receipt of certification documents signed by the technician and entitlement holder (refer to “Certificates of Installation” procedure) prior to a gaming machine being made available for gaming. Also refer to IGS Venue Procedures for scheduling works and certifying installations.
- An entitlement holder must follow IGS procedures for connection to the iGEM system.

To access procedures for certificates of installation [click here](#)

¹ Entitlement holder means a venue operator that is the holder of a gaming machine entitlement.

² Venue operator means the holder of a venue operator's licence.