

Mississippi Gaming Commission
Gaming Device Modification Form

Instructions for Completing the Gaming Device Modification Form

1. The Gaming Device Modification (GDM) Form will be completed by the licensee any time slot machines are installed, removed, relocated or modified.
2. Each GDM Form will have a unique tracking number (form number) generated by the licensee.
3. Slot Machines being removed from the gaming floor, either temporarily or permanently, must receive prior approval from the Mississippi Gaming Commission (MGC), reference Title 13; Part 7, Chapter 9, Rule 9.6(c). The GDM Form will be emailed to the MGC for approval prior to any slot machines being removed from the floor. The GDM Form must contain the serial numbers, progressive information and date(s) the machines will be removed. Once approval has been granted, the MGC will email the GDM Form to the Slot Department. The Slot Department will forward the approved GDM Form to the Surveillance Department as outlined in number five (5). If the GDM Form is amended it must be resubmitted to the MGC for approval.
4. Slot Machines being removed from the gaming floor will be submitted to the MGC on a separate GDM Form from other slot machine actions.
5. Before any action is taken, the Slot Department will forward the GDM Form containing the machine information, form number and date to the Surveillance Department. The start date on the GDM Form is the date action will be initiated on the slot machines.
6. The Slot Department will notify Surveillance before entering/removing slot machines, referencing the GDM Form number.
7. Firmware/Software verification will be completed any time a machine is installed, converted or upgraded. The program identifiers of all firmware/software verified will be provided on the GDM Form for installations, conversions and upgrades. It is the Licensees' responsibility to ensure all rescinded firmware/software is removed from the slot machine by the date specified by the MGC Laboratory.
8. The initials and employee number of the employee performing verification of Firmware/Software must be provided in the appropriate box(s) on the GDM Form.

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9. A bill test will be performed any time a machine is installed, converted, upgraded or relocated and any time communications with the computer monitoring system have been interrupted; reference Title 13; Part 7, Chapter 9, Rule 9.6(a). The employee performing the tests will provide their employee number and initials in the appropriate box(s) on the GDM Form.

10. A review of surveillance coverage will be performed by the Surveillance Department any time a machine is installed or relocated on the gaming floor. A signature line is provided on the GDM Form for the Surveillance Department employee to sign once verification is complete.

11. Slot machines can not be added to existing GDM Forms once action is initiated, i.e. a machine is entered or moved. A new GDM Form must be completed. If additional machines need to be added to a GDM Form before action is initiated, the Surveillance Department will be forwarded a copy of these changes on a GDM Form marked as amendment a,b,c etc. The original GDM Form will be marked "Cancel" and forwarded to the Surveillance Department.

12. When all actions are completed, the employee(s) who performed the actions will verify the information on the GDM Form by signature. The GDM Form will then be forwarded to a member of management for verification.

13. A member of management will verify the information on the GDM Form by signature. Electronic signatures are accepted. This shall include the signature of the Slot Technical Manager, Slot Director, Operations Director/Manager or an employee of the Compliance Department. The manager signing the GDM Form must be separate from the Licensee Representative performing the action.

14. Signatures must be obtained and the form forwarded to the MGC Enforcement Division District Office within four (4) days of the actions being completed. Actions are considered completed when the slot machines are returned to a playable state.

15. Projects should be completed within ten (10) days once action is initiated. If at the end of ten (10) days the project can not be completed, the form will be finalized and forwarded to the MGC Enforcement Division District Office. Any action not completed will be noted in the comments section and a new GDM Form and Form number will be initiated to complete those actions.

16. If a GDM Form needs to be cancelled an explanation of why must be provided in the comments section. The GDM Form will then be forwarded to the Surveillance Department and the MGC Enforcement Division District Office within four (4) days of cancellation.

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17. Gaming devices must be prepared for verification in accordance with the following procedures:

(a) Gaming devices must be configured to include at a minimum the following: proper communications address, hopper/credit limits, denomination, bill validator options, time and date (if applicable), percentage model, etc.

(b) Gaming devices must be functionally checked and verified for proper operation. This verification shall include, but is not limited to, the following: correct glass, reel strips, button panels, all door locks installed, etc.

(c) Gaming devices shall be verified for proper communication with the Slot Monitoring System in accordance with the property's approved internal controls.

(d) In the event the EPROM ID label is rendered un-readable, a new label must be affixed to the EPROM prior to installation into a gaming device. The new label must contain all information noted on the original label with the additional notation that the label is a replacement. No handwritten labels will be allowed.

18. All GDM Forms and supporting documentation must be maintained for a minimum of three (3) years.

The procedures set forth herein are in addition to any other procedures that may be required under the property's approved internal controls or MGC Regulations.