# **Play Slips and Tickets**

- Insert Play slips and Online Game tickets vertically OR horizontally on a straight angle in the top reader, against the rollers. The front of the Play slip and Online Game ticket must face you. DO NOT insert Scratchers into the Reader.
- Scan Scratchers and pack barcodes using the external Handheld Barcode Scanner.



# **Instant Validation**

ACS)

Instant

Validation

\$

Online

Validation

You can validate Scratchers by touching Instant Validation right on the Home screen. Remember, you MUST use your external Handheld Barcode Scanner to scan Scratchers—never insert Scratchers into the top Reader as it will damage the Reader lens.

Note: The validation rules for Scratchers are on the ticket.

### **Online Validation**

Online Game tickets can also be validated right from the Home screen—simply touch Online Validation! You may use your external Handheld Barcode Scanner to validate Online Game tickets, or insert them into the top Reader.

**Note:** The validation rules for Online Game tickets remain the same.

### **Cancel Ticket**

Simply touch Cancel Ticket and proceed to cancel your Online Game by scanning the ticket you want to cancel.



Note: A ticket can be cancelled only on the day of purchase, prior to the drawing, and only from the terminal where it was sold, prior to the end of sales for the draw for which it was purchased.

Mega Millions, Powerball, Cash4Life®, Print N Play, Ca\$h 5 with EZ Match, Rolling Jackpot, KENO, Cash Pop, and Raffle tickets cannot be canceled.

Logged	In As - 01	A > Cancellation				Terminal Number: 100661 Jul 21, 2022 7:57:48 PM	Legal Sale 07-21-20
O Termin	al Settings	Cancel Ticket					
∆ Se	ervices	Scan the Barcode Or Enter Serial Number Manually	7	8	9		
R R	prints		4	5	6		
🗶 Onlin Fu	e/Instant nctions		1	2	3		
E R	eports		63	0	CLEAR		
(N) Instant Validation	S S Online Validation			Subm	it		
Withdr	aw Voucher						
🗙 Cana	el Ticket						

# **Changing Printer Paper**

- Press the silver button on the Printer Cover and pull up on the sides of the Printer Cover to open.
- Next, take the used paper roll out of the printer and set it aside.
- Now, detach the piece of tape that holds the end of the paper stock to the roll, then simply place the roll into the Printer so that the paper feeds from the bottom towards you and hangs out of the printer. DO NOT place the paper under the black bar, as the printer will not work if you do.
- Because this is a new roll, be sure to leave about 12 - 18 inches of paper hanging out, and close the cover firmly.
- The Printer automatically advances and cuts the paper.
- Finally, don't forget to run a **Printer Test** to ensure print quality.

**Printer Test** 

# **Selling Online Games**

### Easy Picks from the Home Screen

• Touch the **EZ-pick** button for 82 EZ-pick the desired game/amount. • Ticket(s) print automatically.



### Play Slip Entry

• Insert a completed Play slip for the desired game into the top of the reader, as previously shown.

#### Manual Entry

Placing manual entry wagers is easy! All of the Default Options for a game are highlighted in orange, and most of your options display right on the game options screen— simply touch a button to highlight/select it:



Game Tabs are at the top of each game options screen. The current game is displayed in a green tab:



#### **POWERBALL EXAMPLE**

- Touch Powerball.
- Select the desired game options: Power Play option, Panels, Draws, Future Play option, or Repeat.
- Touch **Manual Entry** to manually enter 5 numbers in the top portion of the screen (blue buttons). Then select the Powerball number in the bottom portion of the screen (yellow buttons), OR touch Easy Pick to allow the system to randomly choose the numbers.
- Touch Send.
- If the Power Play option is not selected, a screen displays asking if you would like to add this option. Touch Yes if you would like to add Power Play; otherwise touch No.
- A confirmation screen may display depending on your selected options. Touch Yes to confirm the wager, or touch No to cancel.
- Ticket(s) print automatically.

# **Play Responsibly**

 Touch Play Responsibly to print a receipt with a hotline number for players with a potential gambling problem.



POWER









# Virginia Lottery

**Retailer Response Center** 

For guestions about Lottery products or using your terminal, please call:

### 1.800.654.2500

- HOURS: Monday-Sunday / 5:30 AM-11:30 PM **Option 1: Equipment Issues/Supplies**
- HOURS: Monday-Friday / 6:30 AM-7:30 PM Leave message if not during business hours **Option 2:** Report a Problem Ticket **Option 3:** Accounting/Billing Questions Option 4: Help Desk/All other Issues

### **Virginia Lottery Learning Wizard**

https://learningwizard.lotteryservices.net/vas

# **Signing On**

• The Sign On screen is available right after you power up your terminal!

?	- Not authorized to perior	n this action. Please login first.				× ≓ ₽	Device Statuses
Logged Out	Sign On					Terminal Number: 100661 Jul 21, 2022 8:15:27 PM	Legal Sale Age 07-21-2004
Terminal Settings		Plea	se Sign On				
Services							
		Enter Clerk Number	7	8	9		
		L.	4	5	6		
		Enter Password Number	1	2	3		
		Enter Password Number		0			
				0	CLEAR		
					1		

### **Home Screen**

Sign Out ?	🚯 Readv							✓ ≓ ⊕	Device Statuses
Logged In As – 01	*							Jul 21, 2022 7:53:51 PM	07-21-20
Terminal Settings	print 🗍 play		CCC	S'] EZ-pick	S5 EZ-pick	S'10 EZ-pick	SZLU EZ-pick		
▲ Services	KENO	PICK	quads	S] EZ-pick	SS EZ-pick	STO EZ-pick	SZU EZ-pick		
Reprints	$\bigcirc$	PICK	S'I EZ-pick	SZ EZ-pick	S5 EZ-pick	S10 EZ-pick	SZ() EZ-pick		
Functions	rolling	CASH ()	S'I EZ-pick	S2 EZ-pick	S5 EZ-pick	S'10 EZ-pick	S210 EZ-pick		
Reports	Special Offers	P 0 W E R	S22 EZ-pick	84 EZ-pick	80 EZ-pick	S10 EZ-pick	SZLU EZ-pick		
Instant Online Validation		MEGA	S2 EZ-pick	84) Ež-pick	80 EZ-pick	S10 EZ-pick		JUST	
Validation Validation Withdraw Voucher		CASH 4LIFE	S2 EZ-pick	84) E2-pick	S() EZ-pick	S10 EZ-pick	SZU EZ pick		
X Cancel Ticket		<sup>bank</sup> illion	S22 EZ-pick	84) EZ-pick	80 EZ-pick	STU EZ-pick	EZ-pick		
Play Responsibly		ROP	81	S2 EZ-pick	S5 EZ-pick	S'10 EZ-pick	S15 Green All		

### **Breadcrumb Navigation**

It is easy to navigate between screens! Simply touch the Home icon or the screen name to return to a previous screen.

• In the example below, the breadcrumbs displayed are for the Mail screen. Touch Services to return to the Services menu, or touch **Home** to return to the Home screen.

Services > Mail

### **Status Buttons**

- Comm Lines
- Printer
- Devices (i.e. Barcode Reader & CIS Reader)
- Shortcut to Access Mail

∼ ≓ 🖶	Device Statuses	
Printer		
Comm		OK
BarcodeReader		
CIS Reader		OK

# Help

• Touch Help from any screen. A Help pop-up screen displays information related to your current screen.



Terminal Settings

• Touch Print to print the help information, or touch OK to return to your current screen.



# **Terminal Settings**

Terminal Settings is available on the Home screen.

### Terminal Settings Options:

- Brightness Control
- Training Mode
- Validation Auto-Inquiry
- FST Sign On



### **Training Mode**

Turn Training Mode on to educate new employees on how to produce transactions and view reports. While in Training Mode, your terminal screen will be gray with the words "TRAINING MODE" across the screen. No monetary transactions can take place at this time. It is important to turn Training Mode off once you are finished so you can resume selling tickets.



## **Services**

Touch Services and all of your options are right there—no need for additional navigation.

### Services Options:

- Mail News
- Transaction History
- Version Info
- Printer Test
- CIS Reader Test

Sign Out ?	1 Ready		Statuses
Logged In As – 01	Arrices		Terminal Number: 100661 Legal Sale Ag Jul 21, 2022 7:53:13 PM 07-21-2004
Terminal Settings	Mail	Version Info	Temperature Monitor
▲ Services	News	Printer Test	Terminal reset
Reprints	Transaction History	External Barcode Reader Test	eLearning
Online/Instant     Functions	Modify Password	CIS Reader Test	
Reports		IP Test	
10 STS			
Instant Online Validation Validation			
Withdraw Voucher			
X Cancel Ticket			
Play Responsibly			

### **Reprints**

Simply touch Reprints and select the desired option. The reprint option only allows whatever was done last to be reprinted.

### **Reprints Options:**

- Last Transaction
- Last Play
- Last Online Validation
- Last Cancellation
- Last Instant Validation

Last Transaction	
Last Play	
Last Online Validation	
Last Cancellation	
Last Instant Validation	

Reprints

### Withdraw Voucher

Retailers can pay out players Withdraw Vouchers up to \$250 per voucher.



- Touch Withdraw Voucher and then scan the barcode on the Withdraw Voucher or manually enter the 13-digit serial number under the barcode.
- The Withdraw Voucher Confirmation screen displays. Touch Yes to validate the voucher and pay the voucher amount.

• Temperature Monitor

⚠

Services

IP Test

- Sign Device Test
- Terminal Reset
- External Barcode Reader Test

# **Online/Instant Functions**

The Online/Instant Functions allows retailers to confirm deliveries, activate packs, generate online games with



digital play slips, and use coupons. This is also where SR Sign On is.

### **Online/Instant Functions Options:**

- Confirm Delivery
- Activate Pack
- EZ Cards (formerly EZ Cards & Coupons)
- SR Sign On
- Coupons

Sign Out ?	Ready	V 🔁 🖶 Device 🖂
Logged in As – 01	A > Online/Instant Functions	Terminal Number: 100661 Legal Sale Age Jul 21, 2022 7:54:12 PM 07-21-2004
Terminal Settings	Confirm Delivery SR Sign On	
▲ Services	Activate Pack	
Reprints	EZ Cards	
Online/Instant Functions	Coupons	
Reports		
<i>au</i> 535		
Instant Online Validation Validation		
Withdraw Voucher		
X Cancel Ticket		
Play Responsibly		



### **Reports**

The Reports tab is on your Home Screen. Retailers can easily view/print all Reports including Financial reports.



Logged in As – 01	A > Reports		
Terminal Settings	Reports		
∆ Services	Summary	Financial Reports	Ticket Return Detail
Reprints	Balance	Weekly Settlement	Pack Commission Settlement
Online/Instant     Functions	Clerk Activity	Online Commission	Inventory Summary
Reports	Winner Information	Settlement Detail	Instant Ticket Activity Detail
<i>au</i> 5 <u>5</u> 5	Winning Numbers	Adjustment Detail	Pack Commission
Instant Online Validation Validation	Winning Numbers Summary	Total Liability	Daily Instant Cashing Summary
Withdraw Voucher	Current jackpot		
X Cancel Ticket			
Play Responsibly			
	Number of Copies 🛛 🚺 🔽 🛐	4 5 OTHER ->	weite gome

• You can select the Number of Copies you want to print, right at the bottom of each report screen!