Play Slips and Tickets

- Insert Play slips or Draw Game Tickets, one at a time, vertically OR horizontally into the top Reader, with the marked side facing the front. DO NOT insert Scratchers into the top reader.
- Digital Play slips can be scanned on this terminal.
- Scan Scratchers and pack barcodes using the external Barcode Scanner.







Instant Validation

You can validate Scratchers by touching Instant Validation right on the Home screen. Remember, you MUST use

Instant Validation

your external 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 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.

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

NOTE: Bank a Million is the only game that you must use the barcode reader or CIS reader to cancel. Manual entry of the ticket serial number is not allowed.

Signed On As - 07	Arrest Title List May 17,2012 May	çal Sell Age y 17, 1994						
Terminal Settings	Cancel Ticket							
Services >	Scan the Barcode or Enter Serial Number Manually							
Reprints >								
Online Game Functions 🔹								
Instant Game Functions 🔸	7 8 9							
Reports >	4 5 6							
Online Validation	1 2 3							
Instant Validation	63 0 (CEM							
Withdraw Voucher	Submit	Submit						
Cancel Ticket								
Play Responsibly								

Changing Printer Paper

- First, pull the **silver latch** on the Printer Cover up and pull up to open the Printer.
- Next, remove the used paper roll.
- Detach the piece of tape on the new roll that holds the end of the paper to the roll then place the new roll into the Printer. It is important that the paper feeds from the bottom toward you.
- Because this is a new roll, leave about 12 to 18 inches hanging out and close the cover firmly.
- The Printer automatically advances and cuts the paper.
- Next, run the Printer Test to ensure print quality. From the Home Screen, touch Services, then Printer Test. A test ticket will print if the printer is loaded properly.

Printer Test

Selling Online Games

Easy Picks from the Home Screen

• Touch the **EZ-pick** button for 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 blue, 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:

Mega Millions Print 'n Play Cash Pop KENO Cash

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.

Play Responsibly

• Ticket(s) print automatically.



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





Virginia Lottery Retailer Response Center

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

1.800.654.2500

- Monday–Sunday / 5:30 AM–11:30 PM HOURS: *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 vour terminal!



Home Screen

Signed On As - 00	^								Garrent Time May 18, 2012 07:17:38	Legal Sell Age Mary 18, 1994
Terminal Settings	print play	PICK -	шıз	EZ pick	EZ pick	EZ-pick	EZ-pick	(Aby)thingout		JACK
Services >	RAFFLE	PICK	quada	ST EZ-pick	SS EZ-pick	S10 EZ pick	S20 EZpick			ccc Net
Reprints		PICK	S1 EZ-pick	S2 EZ pick	S5 EZpick	S10 Ezpick	S20 Ezpick			2
Instant Game Functions		CASH ()	S1 EZ-pick	52 EZ pick	85 EZ pick	S10 Ežpick	S20 Ezpikk			Net a
Reports >	j	POWER	82 EZ pick	84) EZ pick	80 EZ pick	S10 Ežpick	S20 Ežpick			Next
Online Validation		MEGA	S5 EZ-pick	S10 IZ-pick	S20 IZ-pick	S40 IZpick	S50 IZpikk			er: Next
Instant Validation		CASH 4LIFE	S2 EZ-pick	SC4) EZ-pick	80 Regick	S10 IZ-pick	S2.0 Ezpick			
Withdraw Voucher		bank. "million	62	64	86	ണ	620			
Play Responsibly	-	CASH	EZ-pick STJ EZ-pick	EZ-pick S22 EZ-pick	EZ-pick S5 EZ-pick	EZ-pick	E2-pick			

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

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

✓ ≓ ₽	Device Status
Printer	NORMAL 🗸
Comm	NORMAL 🗸
BarcodeReader	NORMAL 🗸
CIS Reader	ERROR 🛩

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
- Language
- Validation Auto-Inquiry
- FST Sign On



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 Instant Validation
- Last Cancellation

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

Services

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

Services Options:

- Mail
- News
- Transaction History
- Terminal Reset
- Version Info
- Terminal Info
- Temperature Monitor

• Comm Log External Barcode Reader Test

CIS Reader Test

Services

- Printer Test
 - IP Test
 - Boot Events

Signed On As - 07	A Services			Carrier States		
Terminal Settings	Services					
Services >	Nail	Terminal reset	External Barcode Reader Test			
Reprints >	News	Version Info	CIS Reader Test			
Online Game Functions 🔹 🕨	Transaction History	Terminal Info	Printer Test			
Instant Game Functions 🔸		Temperature Monitor	IP Test			
Reports >		Comm Log	Boot Events			
Online Validation		· · ·				
Instant Validation						
Withdraw Voucher						
Cancel Ticket						
Play Responsibly						

Online Game Functions				
The Online Game Functions allows retailers to validate tickets, cancel tickets, Play It Again, or redeem	Online Game Functions			
coupons.	Validate Ticket			
Online Game Functions Options:	Cancel Ticket			
Validate TicketCancel Ticket	Play It Again			
Play It AgainRedeem Coupon	Redeem Coupon			

Play It Again

Play It Again allows players to play the same play type with the same numbers and wagers. The ticket can't be no more than 30 days old, and this is only eligible for Pick 3 with FIREBALL, Pick 4 with FIREBALL, Pick 5 with FIREBALL, and Cash 5 with EZ Match.



Reprints

Instant Game Functions

The Instant Game Functions allows retailers to confirm deliveries, activate packs, and validate tickets. This is also where SR Sign On is.

Instant Game Functions

Online/Instant Functions Options:

- Confirm Delivery
- Activate Pack
- Validate Ticket
- SR Sign On

Confirm Delivery	Activate Pack	SR Sign On
	Validate Ticket	

Reports

Reports

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

Carrent Time May 17,2012 May 17,1094 ~ Signed On As - 07 Reports Summary Balance Weekly Settle Pack Con **Clerk Activity** Online Cor Winner Information Settlement Detai Instant Ticket Activ Winning Number Current Jackpo Daily Instant Cashing

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

Withdraw Voucher

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

Withdraw 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.