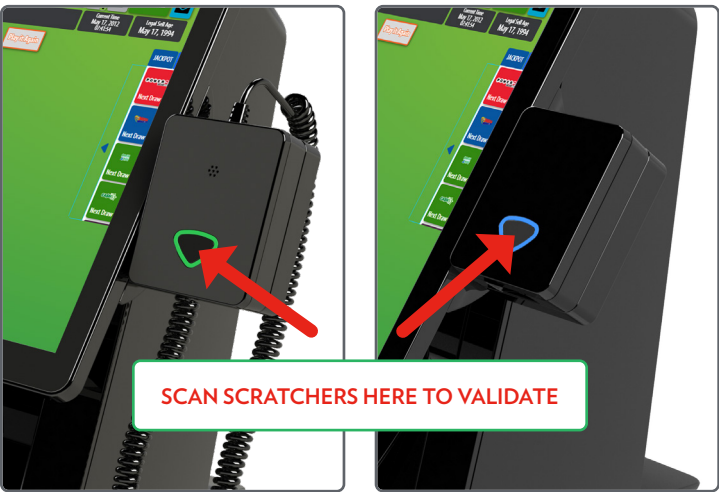


Play Slips and Tickets

- 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 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.

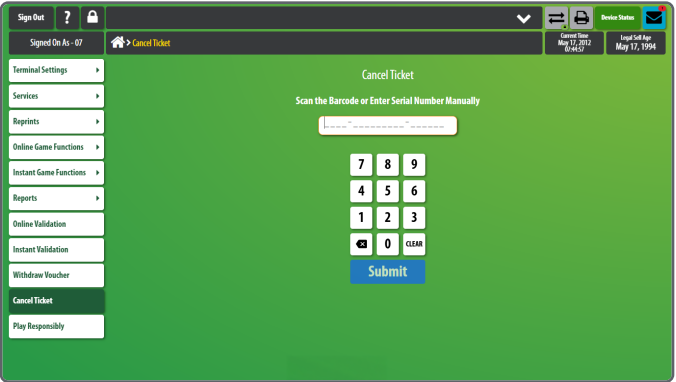
Cancel Ticket

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.



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.

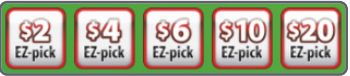


Printer Test

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

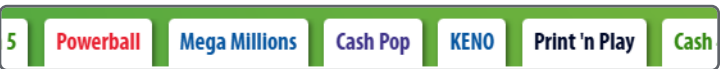
- Insert a completed Play slip for the desired game into the top of the reader, as previously shown.

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:



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.

Play Responsibly

Retailer Pro S2

Retailer Quick Reference



Virginia Lottery Retailer Response Center

For questions 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

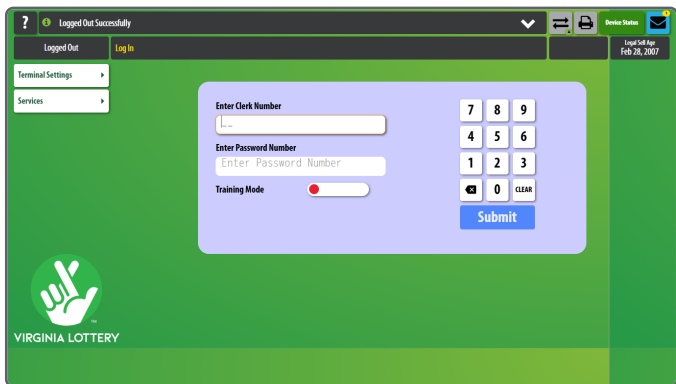
Option 4: Help Desk/ All other Issues

Virginia Lottery Learning Wizard

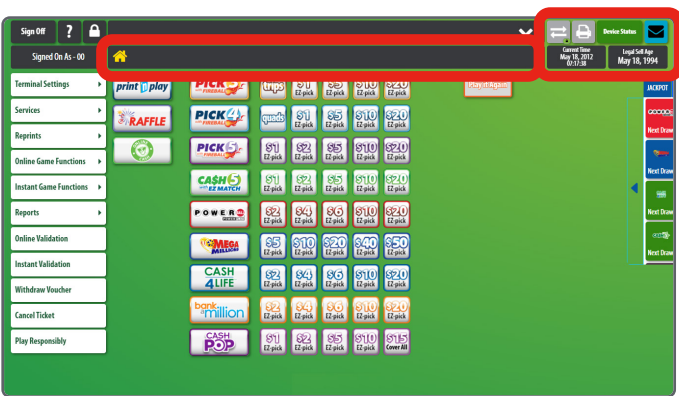
<https://learningwizard.lotteryservices.net/vas>

Signing On

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



Home Screen



Breadcrumb Navigation

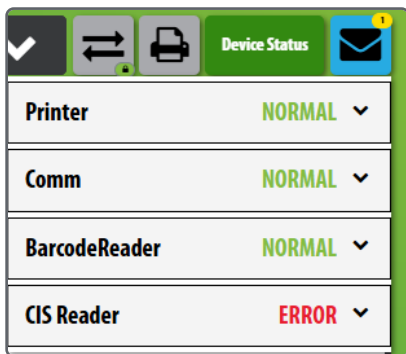
It is easy to navigate between screens! Simply touch the Home icon or the screen name to return to a previous screen.

- 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.

Home > Services > Mail

Status Buttons

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



Help

- Touch **Help** from any screen. A Help pop-up screen displays information related to your current screen.
- Touch **Print** to print the help information, or touch **OK** to return to your current screen.



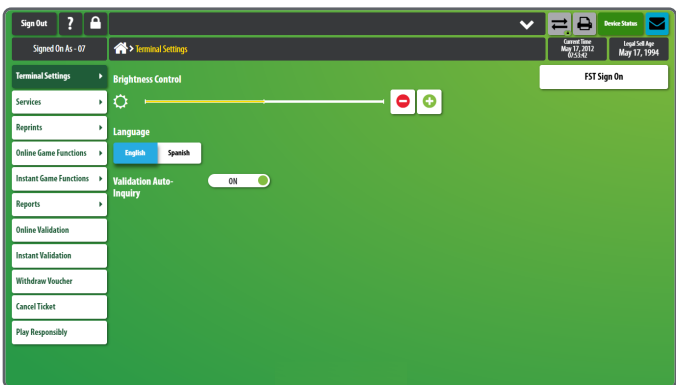
Terminal Settings

Terminal Settings is available on the Home screen.

Terminal Settings

Terminal Settings Options:

- Brightness Control
- Language
- Validation Auto-Inquiry
- FST Sign On



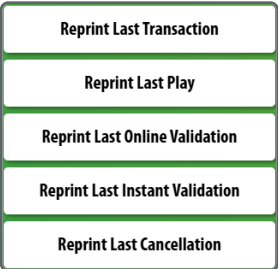
Reprints

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

Reprints

Reprints Options:

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



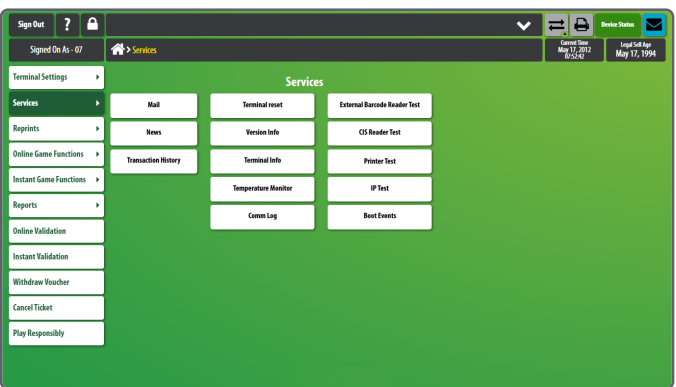
Services

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

Services

Services Options:

- Mail
- News
- Transaction History
- Terminal Reset
- Version Info
- Terminal Info
- Temperature Monitor
- Comm Log
- External Barcode Reader Test
- CIS Reader Test
- Printer Test
- IP Test
- Boot Events



Online Game Functions

The Online Game Functions allows retailers to validate tickets, cancel tickets, Play It Again, or redeem coupons.

Online Game Functions

Online Game Functions Options:

- Validate Ticket
- Cancel Ticket
- Play It Again
- Redeem Coupon

Validate Ticket

Cancel Ticket

Play It Again

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.

Play It Again

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

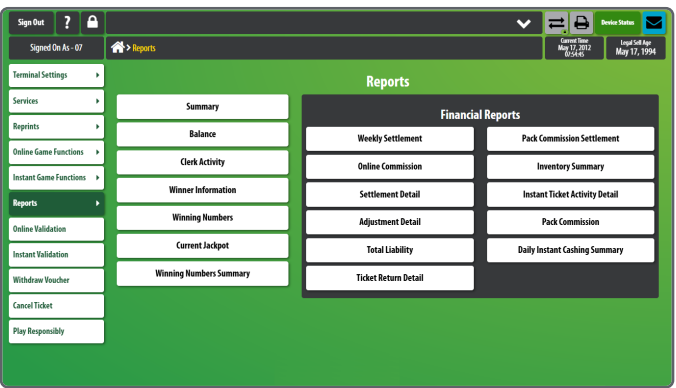
SR Sign On

Validate Ticket

Reports

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

Reports



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

Number of Copies 1 2 3 4 5 Other

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.