REPORTS

- Touch **Reports**.
- Touch the desired option.

Reports

NOTE: Reports display on the GT1200 screen. Touch **Print** to print reports.

GENERAL REPORTS

- **Week to Date Report** allows you to select the *Current Week to Date* or the *Previous Week*. The Current Week to Date report shows all Draw Games transactions from the week start to the current day.
- **Daily Sales Report** accounts for transactions by day for up to 91 days back. **Weekly Settlement Report** contains complete weeks transactions (Sun–Sat) for up to 13 weeks back.

SCRATCH REPORTS

- Information for full pack accounting of your scratch ticket inventory.
- **Inventory Summary** displays pack quantities by game number and status: **INT** (In Transit), **REC** (Received) and **ACT** (Activated).

SELF SERVICE REPORTS

- For retailers with multiple terminals. It prints multiple reports by individual terminal number.

HISTORY REPRINTS

- Touch **History Reprints**.
- Touch the desired function.

History Reprints

HISTORY

- Touch **History** to display the terminal transaction history.
- Touch **Print**.

OTHER HISTORY REPRINTS OPTIONS

- Touch the desired reprint option: Last Transaction, Last Play, Last Validation, Last Cancellation, Last Scratch Pay, Last Pack Function, or Last Order Function.
- The selected option prints automatically.

NOTE: Reprints are not real tickets and are clearly branded "REPRINT NOT FOR SALE". The play data area on a Reprint is blank and there is no barcode printed. Powerball and Mega Millions tickets cannot be reprinted.

SERVICES

- Touch **Services**.
- Touch the desired option.

Services

MAIL

- Touch **Mail**.
- Select the desired message using the up and down arrows.
- Once a message has been read, touch **Delete** to delete the message or touch **Print** to print the message.
- Touch **Main Menu** to return to the Home Screen.

Mail

ORDER SUPPLY

- Call IGT Hotline 1-888-810-4357 to order terminal paper and draw game playslips.
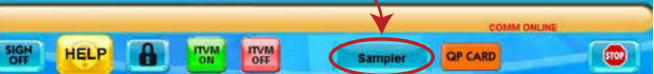
Order Supply

SELLING DRAW GAMES

QUICK PICKS FROM THE HOME SCREEN

For ease of play, the Home Screen displays QP buttons for each game.

$1 QP $2 QP $3 QP $5 QP

- Touch the **QP button** for the desired game, dollar amount, and wager type.
- Ticket(s) print automatically.

SAMPLER BUTTON FROM HOME SCREEN

SIGN OFF HELP 🔒 ITVM ON ITVM OFF Sampler QP CARD COMM ONLINE STOP

- Touch the SAMPLER button to select a bundle options.
- Touch the desired bundle button and then Touch SEND, ticket(s) print automatically (Games that are printed as part of a bundle purchase cannot be cancelled).

PLAYSLIP ENTRY

- Insert a completed playslip for the desired game into the top of the reader.
- Ticket(s) print automatically.

MANUAL ENTRY BY GAME

LOTTO

- Touch **Lotto**.
- Select the Wager Amount, Number of Draws, Number of Tickets, and Advance Play option.
- Touch **Manual Entry** to manually select 6 numbers *or* touch **Quick Pick** to allow the system to randomly choose the numbers.
- Touch **Send** and ticket(s) print automatically.

LOTTO

HIT 5

- Touch **Hit 5**.
- Select the Wager Amount, Number of Draws, Number of Tickets, and Advance Play option.
- Touch **Manual Entry** to manually select 5 numbers, *or* touch **Quick Pick** to allow the system to randomly choose the numbers.
- Touch **Send** and ticket(s) print automatically.

HIT5

MATCH 4

- Touch **Match 4**.
- Select the Wager Amount, Number of Draws, Number of Tickets, and Advance Play option.
- Touch **Manual Entry** to manually select 4 numbers, *or* touch **Quick Pick** to allow the system to randomly choose the numbers.
- Touch **Send** and ticket(s) print automatically.

MATCH4

PICK 3

- Touch **Pick 3**.
- Select the Wager Amount, Bet Type, Number of Draws, Number of Tickets, and Day of Week.
- Manually enter 3 numbers using the **numeric touchpad**, *or* touch **Quick Pick** to allow the system to randomly choose the numbers.
- Touch **Send** and ticket(s) print automatically.

PICK3 DAILY

DAILY KENO

- Touch **Daily Keno**.
- Select the Wager Amount, Number of Spots, Number of Draws, Number of Tickets, and Advance Play option.
- Touch **Manual Entry** to manually select numbers for each Spot, *or* touch **Quick Pick** to allow the system to randomly choose the numbers.
- Touch **Send** and ticket(s) print automatically.

DAILY KENO

SELLING DRAW GAMES

MEGA MILLIONS/POWERBALL

- Touch **Mega Millions/Powerball**.
- Select the Wager Amount, Number of Draws, Number of Tickets and Yes/No for the Megaplier, Power Play or/and Double Play option.

MEGA MILLIONS

POWERBALL

- Touch **Manual Entry** to manually select 5 numbers, then touch **Mega Ball/Power Ball** to select the Mega Ball or Power Ball number; *or* touch **Quick Pick** to allow the system to randomly choose the numbers.
- Touch **Send** and ticket(s) print automatically.

NOTE: Mega Millions and Powerball tickets cannot be cancelled.
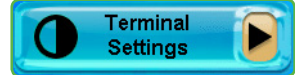
TOTAL SALES

- Touch **Total** when transactions for a customer are complete.
- Enter the amount given by the customer using the **numeric touchpad**.
- Touch **Total** to complete the transaction.
- Touch **Print** to print a receipt.
- Touch **Clear** to clear the transaction display and return to the Home Screen for the next customer Transaction.

TOTAL

NOTE: The Total screen includes Playslip Counters. They indicate the number of Playslips inserted into the reader, how many were successfully processed by the system and printed, and how many were rejected.

TERMINAL SETTINGS

- Touch **Terminal Settings**.
- Touch the desired function.

Terminal Settings

VOLUME: Allows you to increase the volume of the terminal.

LANGUAGE: Allows you to change languages for the help function (Spanish or Korean).

TOGGLE ITVM ALARM: Allows you to toggle ITVM alarm on/off.

TRAINING ON/OFF: Places the terminal in training mode. (Currently this function is disabled).

PRINTER TEST: Performs a printer test.

SALES REP/FST: Used by Lottery Sales Representatives and IGT Field Service Technicians to sign on to the terminal.

PRINTER SIGN-ON RECEIPT: Turns on printer sign-on receipt.

LOTTO-TO-GO PASSWORD: Changes Lotto-To-Go password.

TERMINAL RESET: Resets the terminal.

VERSION INFO: Displays current version of software.

WASHINGTON'S LOTTERY

GT1200
QUICK REFERENCE CARD

IGT HOTLINE
1-888-810-4357

HOTLINE HOURS OF OPERATION

SEVEN DAYS A WEEK 24 HOURS A DAY

Call IGT Hotline to report Stolen Tickets

WASHINGTON'S LOTTERY

1-800-545-7510
MONDAY – FRIDAY
8:00 AM – 5:00 PM
CLOSED ON STATE HOLIDAYS

SIGNING ON & OFF

SIGNING ON

- Touch **Sign On**.
- Enter your 8-digit Teller Number using the **numeric touchpad**.
- A Sign On Confirmation message displays. Touch **OK** to display the Home Screen.
- If a News Message is available, it displays before the Home Screen. Once you have read it, touch **Main Menu** to display the Home Screen.

SIGN ON

SIGNING OFF

- Touch **Sign Off** on the Home Screen.
- Touch **Yes** to confirm Sign Off.

SIGN OFF

✪ HOME SCREEN

NOTE: Must be 18 or older to purchase or redeem tickets.

✪ TRAINING MODE ON/OFF

- Touch **Terminal Settings**.
- Touch **Training On/Off**. The message on the top left of the screen will change from Ready to Host Training.
- Training mode allows for terminal use without placing real draw games wagers. Any tickets produced read "Training Ticket Not For Sale" and no charges are applied to your lottery account.

NOTE: This function is currently disabled. Please contact IGT to schedule training for your employees.

✪ PLAYSLIPS & TICKETS

- Insert playslips and draw games on a straight angle against the rollers. The front of the playslip and draw game ticket must face you. **DO NOT** insert Scratch tickets into the reader.
- Scan Scratch tickets and pack barcodes under the barcode scanner located beneath the touchscreen. Hold the ticket to the right and 2 inches away from the scanner.

✪ HELP

GENERAL HELP
- Touch **Help**.
- Touch the desired Help topic. Help information for the desired topic displays.
- If you are already in a function such as Lotto, touch **Help** and the help information for that function displays automatically.
- Touch **OK** to return to the Home Screen.

VIDEO HELP
- Touch **Help**.
- Touch **Reader - Video Help**.
- Touch the desired Help topic.
- A video demonstrating the selected function displays.
- Touch **Pause** to pause the video as needed; forward and reverse the video as needed by touching the Arrow Buttons.

✪ STOP

Stops any pending transactions that have not been sent to the Central system.

- Touch **STOP**.

EXAMPLE: If a Number of Wagers [10] is requested and you choose to stop the transaction in between, touch **STOP**.

✪ LOCK/PAUSE & CLEANING

The Lock/Pause button places the terminal in "Pause Mode", which allows you to leave the terminal unattended without Signing Off.

- Touch **Lock**.
- Touch **Yes** to place the terminal in pause mode.
- Enter your Retailer Number using the **numeric touchpad** to return to the Home Screen.

CLEANING
NOTE: Never spray cleaner directly onto the terminal.

- Wipe the screen with a non-ammonia based cleaner, such as Glass Plus®, sprayed onto a soft cloth.
- The barcode reader glass can also be cleaned this way.
- Enter your 8-digit Teller Number using the **numeric touchpad** to return to the Home Screen.

✪ ITVM ON/ITVM OFF

If your lottery account is equipped with an ITVM (scratch ticket vending machine), these buttons allow you to disable the vending machine for age verification of lottery players

- Touch **ITVM Off**. The vending machine displays "Must be 18 or Older To Play" and will not accept bills.
- Touch **ITVM On** to resume normal vending machine operation.

✪ SCRATCH PAY

NOTE: An additional Scratch Pay button is located on the Scratch Functions menu.

- Touch **Scratch Pay** to validate a scratch ticket.
- Scan the EZ Val barcode on the front of the ticket.

PDF417 Barcode

- Repeat this process until all tickets are entered, up to 10.
- Touch **Send**
- For validations totaling from $101 up to $600, a confirmation screen displays. To validate, touch **Yes.** To cancel, touch **No.**
- For prizes over $600, a Claim Instructions print automatically.

✪ SCRATCH FUNCTIONS

- Touch **Scratch Functions**.
- Touch the desired function.

SCRATCH PAY
- See procedure in previous section.

RECEIVE PACK
- Touch **Receive Pack**.
- Scan Pack/Shipment *or* manually enter the pack/shipment number using the **numeric touchpad**.
- Touch **Send** and a receipt prints automatically.
- A confirmation screen displays. Touch **Main Menu** to return to the Home Screen.

ACTIVATE PACK
- Touch **Activate Pack**.
- Scan Pack/Shipment *or* manually enter the pack/shipment number using the **numeric touchpad**.
- Touch **Send** and a receipt prints automatically.
- A confirmation screen displays. Touch **Main Menu** to return to the Home Screen.

SETTLE PACK
- Touch **Settle Pack**.
- Scan Pack/Shipment *or* manually enter the pack/shipment number using the **numeric touchpad**.
- Touch **Send** and a receipt prints automatically.
- A confirmation screen displays. Touch **Main Menu** to return to the Home Screen.

SCRATCH REPORTS
NOTE: Scratch Reports have two buttons—located under Scratch Functions AND Reports.

- Touch **Scratch Functions** *or* **Reports**.
- Touch **Scratch Reports**.
- Touch the desired report.

SELF SERVICE REPORTS
NOTE: This is for ITVM (Gemini Touch) only.

- Touch **Self Service Reports**
- Touch the desired function. Reports display on the GT1200 screen. Touch **Print** to print reports.

SALES REPORTS: Select the desired time frame to display the report.

INVENTORY REPORT: Displays the ITVM Inventory Report.

STATUS REPORT: Displays the status of the ITVM and its components.

SECURITY REPORT: Displays the security report for the ITVM.

SUSPEND ITVM: Disables any further ITVM transactions.

RESUME ITVM: Enables the ITVM for transactions.

ITVM COMM REPORT: Prints the ITVM/GT1200 Communications Report.

✪ SCRATCH FUNCTIONS

DSR SIGN ON
- To be used by Lottery personnel only.

INSTANT SHOWCASE MENU
- Touch **Instant Showcase Menu**.
- Touch the desired function.

✪ DRAW GAMES FUNCTIONS

- Touch **Draw Games Functions**.
- Touch the desired function.

PAY
- Touch **Pay**.
- Scan the ticket using the reader *or* barcode scanner *or* manually enter the serial number using the **numeric touchpad**. Ticket serial number can be found just above the play area to the right of your retailer number. Example: XXX-XXXXXXXX-XXXXXX.
- A Validation receipt prints automatically.
- The Validate screen is shown to validate additional tickets. Validate the next ticket or touch **Main Menu** to return to the Home Screen.
- For validations over $100 and less than $600, a confirmation screen displays. To validate, touch **Yes**. To cancel, touch **No**.
- For prizes over $600, claim instructions will automatically print.

CANCEL
NOTE: Mega Millions and Powerball tickets cannot be cancelled. Also, any tickets as part of a promotion or a bundle pack selected by using the Sampler button.

- Touch **Cancel**.
- Scan the ticket using the reader *or* barcode scanner *or* manually enter the serial number using the **numeric touchpad**. Ticket serial number can be found just above the play area to the right of your retailer number. Example: XXX-XXXXXXXX-XXXXXX.
- A Cancel receipt prints automatically.
- A confirmation screen displays. Touch **OK** to return to the Home Screen.

REDEEM COUPON
- Touch **Redeem Coupon.**
- Scan the coupon using the reader *or* barcode scanner *or* manually enter the Coupon Serial Number using the **numeric touchpad**.
- Touch **Send**.
- A confirmation screen displays and the free ticket or voucher prints automatically.

COMPONENTS

Playslip Reader
Power Indicator LED & Power Button
Touchscreen Display
Ticket Stacker
Barcode Scanner
Ticket Catcher