

Lottery Vending Machine Quick Reference

GameTouch 28 & Gemini terminal operations, daily cash reporting, and Lottery Management tracking — at a glance.

\$ QUICK REFERENCE

GAMETOUGH 28 (GT28)

- Touchscreen self-service; ADA Flip Screen option
- Bill acceptor: \$1/\$5/\$10/\$20 — credit only, no change
- Home Screen → Reports, Mgmt Functions, Ticket Inventory
- Shift Report (print full page) then Clear Shift to balance
- Load tickets: scan LOAD barcode → scan ticket(s) → SUBMIT

GEMINI

- Quick Pick buttons + playslip reader; ADA Yes/No buttons
- Remote keyfob ("I") disables machine → prints refund slip
- Cannot be disabled by unplugging — use Altura icon or keyfob only
- Sign on: 6-digit ID + 4-digit password → Main Menu
- Shift Report: PRINT (no reset) or PRINT/CLEAR (resets totals)

DAILY REPORTING — 6 STEPS

1. Close Out
ITVM

2. Scan Tickets
same shift

3. Deposit Cash

4. Enter Sales on
POS

5. Cash Summary
Worksheet

6. Verify
Shift/Day Recap

POS: Lotto Sales→Lotto btn · Scratchers Sales→Scratch btn
(Other Dept) · Wins→Lotto/Scratch Wins bttns. Cashless
credits→Lotto Wins.

REFUND HANDLING

- Verify ticket: Retailer #, date, time, amount
- Open register, pay customer the ticket amount
- Save ticket in shift box; clear & re-enable terminal

Next day: shift close shows a Refund line = register shortage, offset by an equal cash box overage. True up via safe-drop adjustment or same-register offset.

LOTTERY MANAGEMENT TRACKING (VENDING MACHINES)

- New book? Add it first via 7MD: scan/enter barcode → verify or add → Review & Submit
- Label books moved into a vending machine with "V" in Lottery Management
- Recording sales: get Shift Report → enter next ticket # via 7MD → updates Total Inventory
- Cash: ring on the Lottery Department POS key; include in daily deposit

PHYSICAL INVENTORY AUDIT

- **Day before:** empty cash, count tickets, enter count in Lottery Management, ring up on POS
- **Day of:** print shift report without ending it; don't sell from vending machine until complete
- Unrecorded sales: enter via 7MD into Cash Report, or list as BI Sales on Audit Reconciliation form
- Total Inventory must match the physical count exactly

KEY REMINDERS

- ✓ **Credit only, always** — neither terminal gives change.
- ✓ **Same-shift scanning** — 7MD scan must match ITVM close-out shift.
- ✓ **Print before you clear** — clearing resets shift totals to zero.
- ✓ **Watch linked terminals** — don't double-add ITVM + Counter reports.
- ✓ **Cashless = Lotto Wins** — enter non-cash credits as Lotto Wins.
- ✓ **Sold anytime** — mark a book Sold any time, no shift wait needed.
- ✓ **Label vending books "V"** — keeps Lottery Management tracking clear.
- ✓ **Refunds true up next day** — register short, cash box over by the same amount.



Scan to register for GT28 / Gemini instructor-led training.

Gemini videos: [help.lotterysupport.com/ca \(article 76\)](https://help.lotterysupport.com/ca/article/76)

GT28 video: [help.lotterysupport.com/ca \(article 79\)](https://help.lotterysupport.com/ca/article/79)

Retailer support: help.lotterysupport.com/ca

Sources: GameTouch 28 & Gemini Easy Guides · ITVM Daily Reporting Job Aids · Scratch Lottery Management Job Aid · Lottery Management Vending Machines Overview

This presentation is a training reference, not an official policy document.

It was compiled from internal job aids, terminal easy guides, and training materials current as of the dates shown on those source documents.

Screens, menu paths, button names, and procedures can change as software, terminals, or company policy are updated — always defer to the current official job aid, your manager, or your Lottery/Brightstar representative if anything here seems out of date.

This guide does not replace required certified training, official SOPs, or direction from your store's management.

Anyone using this guide is responsible for following their store's current, official procedures. This document is provided for training convenience only and carries no guarantee of accuracy for every store, system version, or point in time.

When in doubt, verify with your AL OR 7-Eleven Or CA LOTTERY or the appropriate support line before acting.

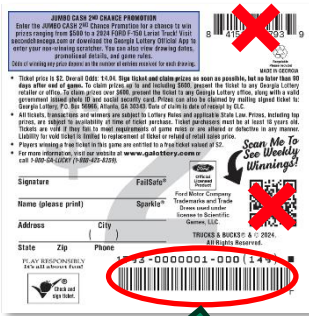
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Full Source Documents

Page 1 is the quick-reference summary. Every page of the 8 original job aids and guides follows, in the order below.

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7MD LOTTERY BOOK SETUP



PRO TIP:

Be sure to scan the correct barcode!
If your ticket has multiple barcodes,
scan the long game code instead of
the UPC

*Note: Massachusetts lottery should
scan the QR code*

09:15

Lottery Ticket Barcode

Enter game and book number digits below

Digits in Game Number: 4

Digits in Book Number: 7

SCAN THE BARCODE

OR

ENTER TICKET BARCODE

HOME BACK

1a

Scan or Enter lottery ticket
barcode.

09:17

Lottery Ticket Barcode

Enter game and book number digits below

Digits in Game Number: 4

Digits in Book Number: 7

SCAN THE BARCODE

OR

ENTER TICKET BARCODE

Review Books In Progress [1]

HOME BACK

1b

If there is a session in
progress, Review Books in
Progress will display.

09:16

Enter Ticket Number + Book

Enter game and book number digits below

Digits in Game Number: 4

Digits in Book Number: 7

TX 2323 Cowboys \$5 \$5.00

Game Number: 4210

Book Number: 0004867

Beginning Ticket Number: 1

Ending Ticket Number: 25

REVIEW AND FINALIZE

DISCARD CHANGES

HOME BACK

2

If game is in the system, verify
data and use the "+Book"
button to add another book or
"Review and Finalize" to finish
session.

10:23

Lottery Ticket UPC

SCAN THE UPC CODE

Scan the ticket UPC to add a new
Scratch Lotto Book

OR

ENTER UPC CODE

HOME BACK

2a

If game is new to the
system, scan the book UPC
and manually input ticket
information.

11:26

Summary

Total Number Of Books: 1

Total Retail Value: \$100.00

TX 2347 777 \$10 \$10.00

SUBMIT

DISCARD CHANGES

HOME BACK

3

Review & Submit.

11:36

COMPLETE!

Lottery Book was Setup Successfully!

ADD ANOTHER BOOK

HOME BACK

4

All Done!

Discard Changes Error
Message will appear for
confirmation if Discard
Changes link is clicked

DISCARD CHANGES

You will be discarding all books added in this
session. Would you like to continue?

YES

NO

Delete Book Error Message
will appear for confirmation
if the trash can icon is
selected

DELETE BOOK

Are you sure you want to
delete this book?

CONTINUE

CANCEL

GameTouch 28 Training Videos & Virtual Training Registration



WATCH VIDEO TUTORIALS AND LEARN MORE ABOUT THE GT28



Use your Smartphone or Tablet with a QR Code Scanner to scan one of the codes and watch tutorial videos.

SCAN CODES BELOW!

LOADING
SCRATCHERS®
TICKETS



UNLOADING
SCRATCHERS®
TICKETS & PRINTING
THE INVENTORY
REPORT



UNLOADING
THE CASH BOX
& PRINTING THE
SHIFT REPORT



LOADING/
UNLOADING
PRINTER PAPER



REGISTER FOR VIRTUAL TRAINING

Register for Class



Scan the QR code below to register for an instructor-led virtual class

GT28 Terminal Video



Or to learn more about your terminal, scan the QR code below to view an on demand video tutorial

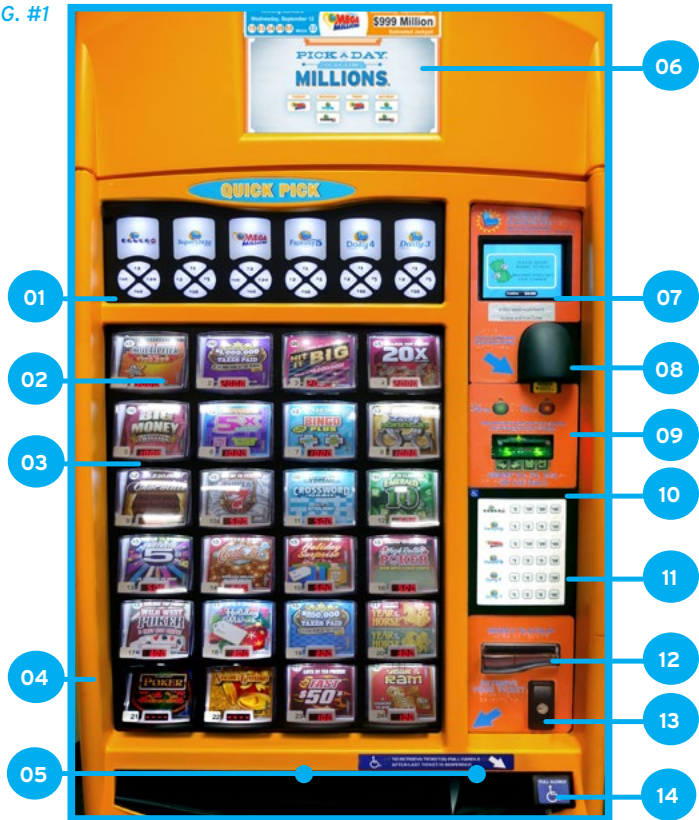


GEMINI EASY GUIDE

Brightstar Service Hotline: 1.800.666.6695
Retailer Hotline: 1.855.EZLOTTO (395.6886)

SELF SERVICE LOTTERY TERMINAL (GEMINI)

FIG. #1



Lottery keys should be kept in the lock box at all times. Only Lottery and field service representatives will have the access code.

- | | |
|----------------------------------|-------------------------------------|
| 01 Draw Games Quick Pick Buttons | 08 Check-a-Ticket |
| 02 Scratchers® Display Window | 09 ADA "Yes" or "No" Buttons |
| 03 Scratchers® Price Display | 10 Bill Acceptor |
| 04 Main Door | 11 ADA-Compliant Quick Pick Buttons |
| 05 Ticket Collection Bin | 12 Playslip Reader |
| 06 ePOS Display | 13 Door Lock |
| 07 Display for Directions | 14 ADA Pull Collection Bin |

REMOTE CONTROL KEYFOB

The remote disable feature on the Gemini is intended to discourage underage use. This feature allows personnel to disable the machine via a remote keyfob. Once disabled, the Gemini will issue a refund slip for any remaining credits in the machine.

To disable the machine, press the "I" button on the remote keyfob. To reactivate, press the same button again.

DISPLAY HOME SCREEN

When there are no player activities and the terminal is idle, the terminal will display a Home Screen.

If only Scratchers® tickets are available, the screen will read:



TYPICAL SCRATCHERS® TICKET PURCHASE

The player inserts money into the bill acceptor (\$1, \$5, \$10 or \$20). The machine does not give change, only credit toward purchases.

1. The player selects a ticket and presses the corresponding Scratchers® ticket dispenser button.
2. The selected ticket is dispensed into the ticket collection bin.

TYPICAL DRAW GAMES PURCHASE

Player inserts money into the bill acceptor. Machine does not give change, only credit towards purchases. Tickets cannot be cancelled at the Gemini terminal but can be cancelled at the Altura terminal, following normal cancellation guidelines.

FIG.1, #01



QUICK PICK

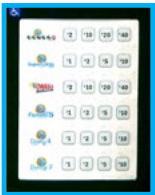
1. Player selects desired Draw Games Quick Pick button.
2. Tickets print and are dispensed into the ticket collection bin.

ADA-compliant Quick Pick Buttons

The Americans with Disabilities Act (ADA) requires operable parts to be within reach for people with disabilities.

1. Player selects desired Draw Games Quick Pick button.
2. Tickets print and are dispensed into the ticket collection bin.

FIG.1, #11



Using A Playslip:

1. Player inserts a completed playslip into the playslip reader
2. Tickets print and are dispensed into the ticket collection bin.

FIG.1, #12



NOTE: IF TERMINAL BUTTONS ARE DOWN FOR ANY REASON, PLAYERS CAN STILL USE PLAYSLIPS TO PURCHASE DRAW GAMES TICKETS FROM 5:30 AM TO 2:15 AM.

OPENING AND LOCKING THE GEMINI

OPENING

1. Insert the key into the main door lock.
2. Turn the key to the right and the "lock handle" will pop out.
3. Turn the lock handle a quarter-turn counter-clockwise.

LOCKING

1. Ensure the lock core on the inside of the unit is positioned horizontally.
2. Push the door closed.
3. Turn the lock handle to the right so it is vertical.
4. Re-insert the key and turn all the way to the right. Push the T-handle back into the machine.
5. Turn the key to the left, which locks the T-handle in place, and remove the key.



RETAILER MAIN MENU SIGN ON

1. Open the Gemini Main Door.
2. The display prompts you to sign on.
3. Enter your 6-digit sign on number and 4-digit password.
4. After a successful sign on, the Main Menu will display.

THE MANAGEMENT MENU SCREEN

Access to the Management Menu Screen will be available after sign on. It will provide you with access to terminal management functions.



You can access this menu from any of the management screens. Wherever a Manager Home Menu button is pressed, the Gemini terminal will return to the Manager Menu screen.

SHIFT REPORT

The Shift Report details sales activity for the current shift and should be used to balance the money in the cash box. This report will cover all the sales that have occurred since the last time the Shift Report was cleared.

To run this report:

1. Touch **SHIFT REPORT** from the Main Menu.
2. The screen displays the report shown.
3. Use the **UP** and **DOWN** arrows to scroll through the report if needed.
4. Touch **PRINT** to print the report **ONLY**. Selecting the **PRINT/CLEAR** button will print a report and reset the shift totals.



REFUND SLIPS

The Gemini terminal is exact change only and will not give refunds for play; however, a refund slip will print anytime the Gemini cannot print a ticket.

A refund slip will print when:

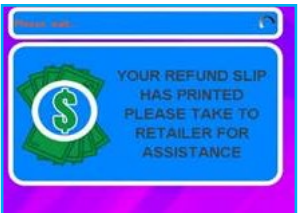
1. The terminal is disabled through the icon on the Altura or via the remote control keyfob device
2. There are no products available for sale

NOTE: THE GEMINI CANNOT BE DISABLED BY UNPLUGGING/RE-PLUGGING IT IN. THE TERMINAL MUST BE DISABLED BY ONE OF THE TWO METHODS ABOVE.

The terminal screen will display this message when the refund slip prints. The refund slip must be reconciled and the customer's money must be refunded at your store (*make sure the slip has your store's Retailer Number on it*). Refund according to store procedures. Retain the refund slip for reconciliation purposes.

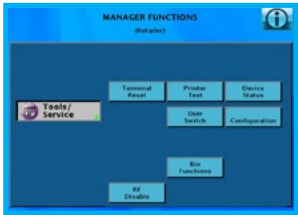
To clear the credit from the Gemini:

1. Touch the Terminal Disable icon from the Manager Menu screen
 - Please remember to enable the Gemini when done to continue selling



TOOLS/SERVICE

The Tools/Service option provides access to the Terminal Reset, Printer Test, Device Status, User Switch, Configuration, Bin Functions and RF Enable/RF Disable buttons.



Touch Tools/Service from the Main Menu

TERMINAL RESET

Touch **TERMINAL RESET** from the Tools/Service menu to reset the terminal. Touch **OK** to confirm or touch **CANCEL** to return to the Main Menu.

PRINTER TEST

Touch **PRINTER TEST** to perform a printer test and print a test ticket.

DEVICE STATUS

Touch **DEVICE STATUS** from the Tools/Service menu to view the current status of the bill acceptor, printer, 2D barcode reader, communications, playslip reader and security board status.

USER SWITCH

Touch **USER SWITCH** from the Tools/Service menu to switch users on the terminal. The user sign on screen displays and you are prompted to sign on to the terminal.

CONFIGURATION

For Field Service Personnel Only.

BIN FUNCTIONS

Use to display current bin details for a selected bin and allow you to test, unload and feed tickets for the bin. This also displays product information including product ID, price, inventory, length and full pack size. Touch the **HOME** button in the upper left corner of the screen to get back to the Main Menu.

RF DISABLE/RF ENABLE

Touch **RF DISABLE/RF ENABLE** from the Tools/Service menu to activate (*enable*) and deactivate (*disable*) the terminal remote keyfob, which enables you to remotely disable access to the terminal. When the Gemini is disabled, the button reads Enable RF.

LOGGING/SECURITY

Touch **LOGGING/SECURITY** from the Manager Functions menu to view the Security Log for the terminal, which lists terminal security events, including: main door opened details, bill acceptor door opened details, alarm disabled details, machine tilted details, battery low indicator details, audit switch details and power down details.



CASH LOG

Touch **CASH LOG** from the **LOGGING/SECURITY** menu to view a cash log of the last 200 Draw and Instant sales from the terminal. Touch **PRINT** to print the log or touch the **MANAGER MENU HOME** button to return to the Manager Functions menu.

EVENT LOG

Touch **EVENT LOG** from the **LOGGING/SECURITY** menu to view all events that have occurred since the current shift began. Events include all activities related to the machine except the dispensing of tickets.

AUDIT TRAIL

Touch **AUDIT TRAIL** from the **LOGGING/SECURITY** menu to view the audit trail report from the terminal, which details the transactions that take place on the Gemini. This includes all the events which affect credits during the transition process from cash amount to zero. Touch **PRINT** to print the log or touch the **MANAGER MENU HOME** button to return to the Manager Functions menu.

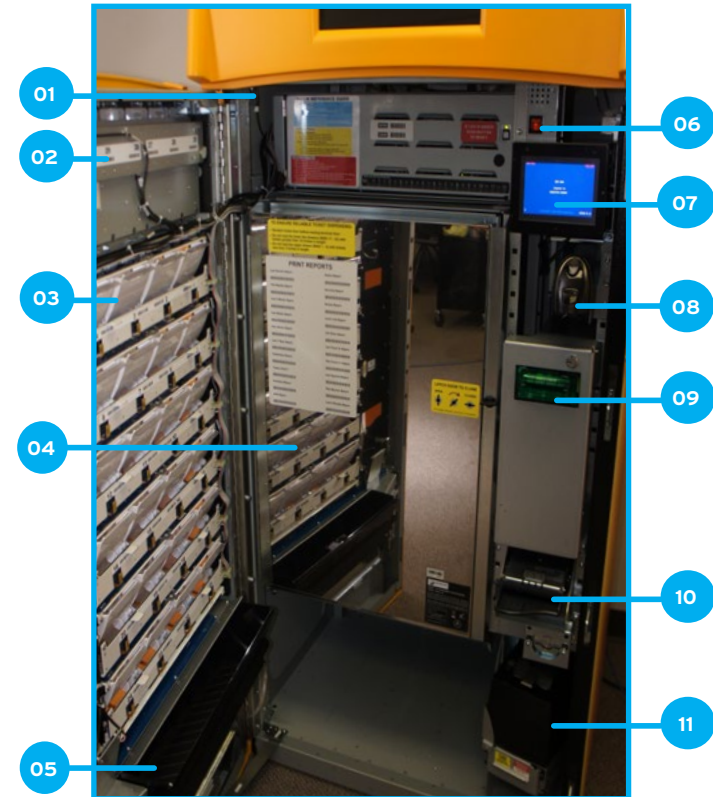


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GEMINI INTERNAL VIEW

FIG. #2



Let's review the internal components of your Gemini terminal.

- | | |
|---|---------------------------|
| 01 Alarm Dis-Arm Button | 06 Power On/Off Switch |
| 02 Draw Games Quick Pick Displays | 07 Display for Directions |
| 03 Scratchers® Ticket Display | 08 Check-a-Ticket/Scanner |
| 04 Scratchers® Ticket Burster (Behind Door) | 09 Bill Acceptor |
| 05 Scratchers® Collection Bin | 10 Playslip Reader |
| | 11 Printer |

LOADING AND UNLOADING TICKETS

INVENTORY MANAGEMENT



Use this menu to manage the Gemini's Scratchers® ticket inventory. You can add, change and remove Scratchers® tickets.

1. Touch **INVENTORY MANAGEMENT** from the Main Menu.
2. Select the desired option: **REMOVE INVENTORY** or **ADD/CHANGE INVENTORY**.

LOADING TICKETS VIA BARCODE SCANNER

To load tickets into the bins, pull out the appropriate ticket tray for the bin, then:

1. Scan the **LOAD** barcode on the desired bin using the barcode scanner.
2. Scan the barcode of the first ticket and then the barcode of the last ticket (*the Gemini will automatically calculate the number of tickets in the pack*).
3. Touch **OK** and the **PRODUCT DETAILS** screen displays.
4. Touch **PRODUCT DETAILS** then **CHANGE** to change the Unit Price, Ticket Length and Full Pack Size. Touch **CONFIRM** when finished (repeat steps 2-4 if loading multiple packs). Touch **CONTINUE** when done.
5. Physically load tickets into the bin drawer. Insert them under the metal ticket guide until the leading edge firmly touches the black rubber feed rollers. Once the ticket is between the rollers, the burster will automatically grab the edge of the ticket.
6. Touch **CONFIRM** to finish loading.
7. Replace the **BARCODE SCANNER** when finished.

NOTE: TO ENSURE PROPER DISPENSING: TICKETS 8" AND OVER SHOULD BE PLACED UNDERNEATH THE ROLLER BAR. TICKETS UNDER 8" SHOULD GO OVER THE ROLLER BAR. DO NOT LOAD TICKETS OVER 10" INTO THE LOWER TWO TRAYS (BIN 17-24.) DO NOT LOAD THE UPPER DRAWERS (BIN 1-4) WITH TICKETS UNDER 3" IN LENGTH. TICKETS SHOULD NOT BE STACKED MORE THAN 2" HIGH IN EACH BIN.



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MANUALLY LOADING NEW OR PARTIAL PACKS

1. Touch **INVENTORY MANAGEMENT** from the Manager Functions screen.
2. Touch **SELECT BIN** and enter the desired bin number, then touch **OK**.
3. Touch **ADD/CHANGE** inventory.
4. Touch **ENTER FIRST TICKET NUMBER** to enter Game, Pack and First ticket number manually.
5. Touch **ENTER LAST TICKET NUMBER** to enter Game, Pack and Last ticket number manually.
6. Touch **OK** and the **PRODUCT DETAILS** screen displays.
7. Touch **PRODUCT DETAILS** then touch **CHANGE** to change the Unit Price, Ticket Length and Full pack Size. Touch **CONTINUE** when finished.
8. Physically load tickets into the bin drawer, see note above. Insert them under the metal ticket guide until the leading edge firmly touches the black rubber feed rollers. Once the ticket is between the rollers, the burster will automatically grab the edge of the ticket.
9. Touch **CONFIRM** to finish loading. After closing the door, the newly loaded bin should be lit.

CHANGING SCRATCHERS® TICKET GAMES IN BINS

USING THE SCANNER

1. Scan the **LOAD** barcode on the desired bin.
2. Scan the barcode of the first ticket, then the barcode of the last ticket. A warning prompt will appear when changing games: Warning: You are replacing product ID. Old product inventory will be removed.
3. If loading a full pack, press **FULL PACK**, then touch **REPLACE TICKETS**.
4. Physically load the tickets into the bin drawer.
5. Touch **CONFIRM** (now in red) to add.

MANUAL METHOD

Follow the instructions for Manually Loading New/Partial Packs. The same warnings will appear in the steps listed above.

UNLOAD BIN AND CLEAR INVENTORY

SCANNER METHOD (CLEARS INVENTORY)

1. Scan **UNLOAD** barcode from desired bin to physically unload the tickets.
2. Touch **REMOVE INVENTORY** to zero out the inventory.
3. The terminal will display the following message, "Are you sure you want to remove all Tickets from the bin X?"
4. Touch **OK**.
5. The Inventory Management Menu will display for the selected bin.

MANUAL METHOD

1. Touch **UNLOAD BIN** from the Manager Menu.
2. Enter the bin number using the keypad, then touch **OK**.
3. The terminal will display the following message, "Are you sure you want to remove all Tickets from the bin X?"
4. Touch **OK**.
5. The Manager Menu will display and the inventory physically unloads from the bin. (*Does not clear inventory.*)



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INVENTORY REPORT

Shows by bin number, the value and quantity of Scratchers® tickets presently loaded in the machine. The report reflects the most up-to-date inventory reading. As such, the date and time are noted on the printed report.



To run this report:

1. Access the Management Menu Screen (*Main Menu*).
2. Touch **INVENTORY REPORT** from the Main Menu.

LOAD/UNLOAD PRINTER PAPER

The Gemini printer will display an alert message when the paper is low and when the paper is out. When a **PAPER LOW** message is triggered, the Gemini will ensure that Draw Game sales and all validations are disabled until a new roll of paper has been installed.

1. Slide the printer shelf toward you.
2. Open the printer by pushing down on the silver button on the left side of the printer.
3. Remove the empty roll then insert a new paper roll.
4. Center the paper and pull the end past the top of the printer door.
5. Close the printer door. The paper will advance and trim itself automatically.



NOTE: THE PAPER STOCK IN THE GEMINI CAN BE SUBSTITUTED WITH THE PAPER STOCK USED BY THE TERMINAL PRINTER. DO NOT SHARE PAPER WITH OTHER STORES.



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UNLOADING THE CASH BOX

Prior to removing cash, please remember to print and clear the Shift Report to balance your cash. To remove money from the Bill Acceptor cash box:

1. Open the bill acceptor door.
2. Pull the **YELLOW HANDLE** toward you to remove the cash box.
3. Insert the cash box key and turn the key a quarter turn to unlock.
4. Pull up on the yellow slot located on the side labeled with an UP arrow to pull open the cash box lid. Remove and secure the cash. Close the lid and relock the cash box.
5. Replace the cash box, making sure the arrow on the handle is facing **UP**.



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CLEARING A JAM IN THE BILL ACCEPTOR

To remove a jammed bill:

1. Turn off the Gemini (*FIG.2, #06*).
2. Open the bill acceptor door (*FIG.2, #08*) with the security key and tilt the assembly down.
3. Place your fingers on the green portion of the bill acceptor and the chrome bar and squeeze the chrome bar to release the bill acceptor read head (*FIG.A*) then remove it from the Gemini.
4. To clear the jam, gently lift the read head from the bill acceptor by pulling forward on the yellow cover and lifting up (*FIG.B*). This allows you to clear the jammed bills.
5. After the bill acceptor has been cleared, place it back in the Gemini, gently sliding it down into the locked position (*FIG.C*). If the bill acceptor is seated in the proper position it will reset after 10 seconds and the lights will turn green on the top of the acceptor.

(FIG.A)



(FIG.B)



(FIG.C)



CLEARING A JAM IN THE PLAYSIP READER

To remove a jammed playslip:

1. Disable the alarm (see **SECURITY ACCESS/DISABLING ALARM** below) and open the door.
2. Squeeze the latch and lift the reader door.
3. Clear and remove the jam.
4. Close the reader door.



SECURITY ACCESS/DISABLING ALARM

To gain security access the alarm must be disabled. To disable the alarm:

1. Open the door.
2. Press the **ALARM BUTTON** located inside the Gemini.

(The black button is located inside, on the upper part of the left wall.)





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SELF SERVICE LOTTERY TERMINAL (GT28) FIG. 1



- | | |
|---------------------------|---|
| 01 ePOS Display | 07 Check-a-Ticket |
| 02 Draw Games Display | 08 Bill Acceptor |
| 03 Scratchers® Display | 09 Door Handle |
| 04 ADA Flip Screen Button | 10 Visually Impaired Keypad with Headset Jack |
| 05 Ticket Collection Bin | 11 Door Lock |
| 06 Main Door | 12 Playslip Reader |

GAMETOUGH 28 INFORMATION

The GameTouch 28 terminal is a self-service machine used to dispense Scratchers® tickets as well as Draw Games. The Check-a-ticket can be used by players to scan their Scratchers® and Draw Game Tickets to see if they are winners.

Each GameTouch 28 terminal is equipped with a Flip Screen option that complies with ADA guidelines, with an option to use a headset for visually impaired persons.

REMOTE CONTROL

The remote disable feature on the GameTouch 28 is intended to discourage underage use. This feature allows personnel to disable the machine via a remote control. Once disabled, the GameTouch 28 will issue a refund slip for any remaining credits in the machine.

To disable the machine, press the "I" button on the remote control. To reactivate, press the "I" button again.



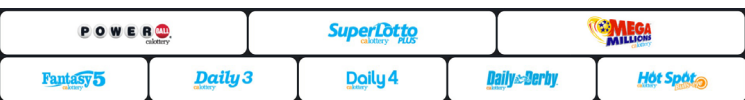
TYPICAL SCRATCHERS® TICKET PURCHASE

The player inserts money into the bill acceptor (\$1, \$5, \$10, or \$20). The machine does not give change, only credit toward purchases.

1. The player selects a Scratchers® ticket.
2. Confirm quantity of tickets and price.
3. The selected ticket is dispensed into the ticket collection bin.

TYPICAL DRAW GAMES PURCHASE

Machine does not give change, only credit towards purchases.



QUICK PICKS:

1. Player inserts money into the bill acceptor (\$1, \$5, \$10, or \$20).
2. The player selects the desired Draw Game quick pick.
3. Tickets are printed and dispensed into the ticket collection bin.

PLAYSLIP:

1. Player inserts money into the bill acceptor (\$1, \$5, \$10, or \$20)
2. Player inserts a completed playslip into the playslip reader.
3. Tickets print and tickets are dispensed into the ticket collection bin.

MANUAL ENTRY (PICK YOUR OWN NUMBERS):

1. Select the desired draw game.
2. Touch **PICK YOUR OWN NUMBERS**. The manual entry screen displays.
3. Select the desired number of draws.

Touch **ADD A PLAY** to add an additional set of numbers to the wager. Touch the trash can icon to delete a number set.

4. Confirm and touch **PURCHASE**.

ADA OPTIONS

Americans with Disabilities Act "ADA" requires operable parts to be within reach for people with disabilities.

Flip Screen - Moves Draw Games and the top rows of Scratchers® to the bottom of the display screen.

Visually Impaired Keypad with Headset Jack - Allows players who provide their own audio headset to utilize the visually impaired (VI) mode.

OPENING AND LOCKING THE GAMETOUGH 28

OPENING

1. Insert the key into the main door lock and turn to the right.
2. Lift up the lever on the right-side of the door then pull to open.

An audible alarm begins sounding as soon as the door is open. To silence the alarm, you must sign-on to the terminal.

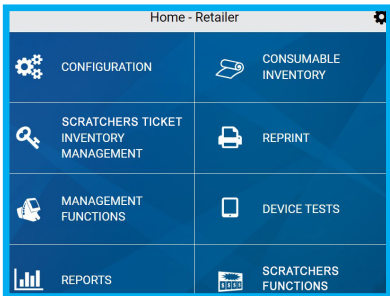
LOCKING

1. Push the door closed.
2. Re-insert the key, turn to the left, and remove the key.

HOME SCREEN

The GameTouch 28 Home Screen is available once you are signed on. This menu provides you with access to various terminal functions. You may access this menu from any screen by touching the **HOME** icon.

- **Configuration** - For Field Service Personnel only.
- **Scratchers Ticket Inventory Management** - Allows you to load, unload and map Scratchers® ticket inventory.
- **Management Functions** - Allows you to perform management functions.
- **Reports** - Provides access to available reports.
- **Consumable Inventory** - Allows users to order consumable inventory. Available to select retailers.
- **Reprint** - Reprints last play or transaction.
- **Device Tests** - Allows you to test bill acceptor, barcode reader, bins, printer.
- **Scratchers Functions** - Allows you to perform Scratchers® ticket pack movements, order confirmation, ticket stock delivery.



MANAGEMENT FUNCTIONS

1. Touch **MANAGEMENT FUNCTIONS** from the Home Screen.
2. Touch the desired option.

Reboot Terminal: Use to reboot the terminal.

Device Status: Displays all of the components in the terminal and their current operational status. Touch a specific Bin Number to view the status of a particular bin.

Journal: Use to access the Cash, Security, and System Event Logs.

Video Help: Displays help videos for the following devices: Printer, Playslip Reader, Bins, Bill Acceptor, and Cash Box.

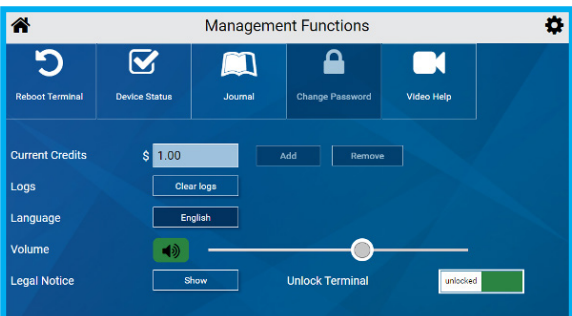
Current Credits: Displays the player's credits currently available on the terminal.

Logs: Provides an option to view, print, and clear transaction and event logs. Language: The GameTouch 28 supports the English language.

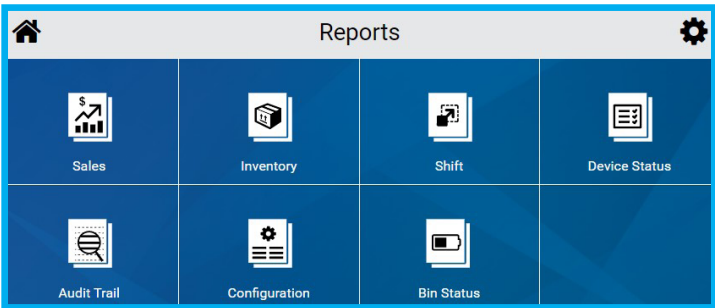
Volume: Use to adjust the terminal volume. Touch the Green Speaker Icon to Mute and the button turns red. Use the volume slider to adjust the levels from Mute - 7.

Legal Notice: Select the show icon to display notices.

Unlock Terminal: Touch the green unlock icon to lock or unlock the terminal.



REPORTS MENU



Sales: Displays Draw Games and Scratchers® sales that have occurred.

Inventory: Provides Scratchers® game, inventory, and status information for each bin.

Shift: Provides Draw Games and Scratchers® sales that have occurred since the last Shift Report was cleared.

Device Status: Displays the device status for the GameTouch 28.

Audit Trail: Details the last three transactions that have taken place on the GameTouch 28.

Configuration: FST use only.

Bin Status: Provides status information for a single bin.

SHIFT REPORT

The Shift Report details all sales activity, and should be used to balance the money in the cash box. This report will cover all the sales that have occurred since the Shift Report was cleared.

To run this report:

1. From the Home screen touch **REPORTS**.
2. Touch **SHIFT REPORT**.
3. Touch the **PRINTER** icon, then select **FULL PAGE PRINT**.
4. Touch **CLEAR SHIFT**.



NOTE: CREDITS MUST BE REMOVED BEFORE SHIFT CAN BE CLEARED.

UNLOADING THE CASH BOX

Prior to removing cash, print a full page **SHIFT REPORT**, then select **CLEAR SHIFT** to balance your cash.

To remove money from the bill acceptor cash box:

1. Open the bill acceptor door by inserting the cash box key into the lock, turn to the left, and gently pull the door forward. This reveals the large cash box.
2. Pull the **YELLOW HANDLE** toward you to remove the cash box.
3. The alarm will sound. Press the button (01) to silence the alarm.
4. Insert the cash box key and turn the key a quarter turn to unlock.
5. Pull up on the yellow slot located on the side labeled with an UP arrow to pull open the cash box lid. Remove and secure the cash. Close the lid and reload the cash box.
6. Replace the cash box, making sure the arrow on the handle is facing up.
7. Close the bill acceptor door, and lock it by turning the key to the right.

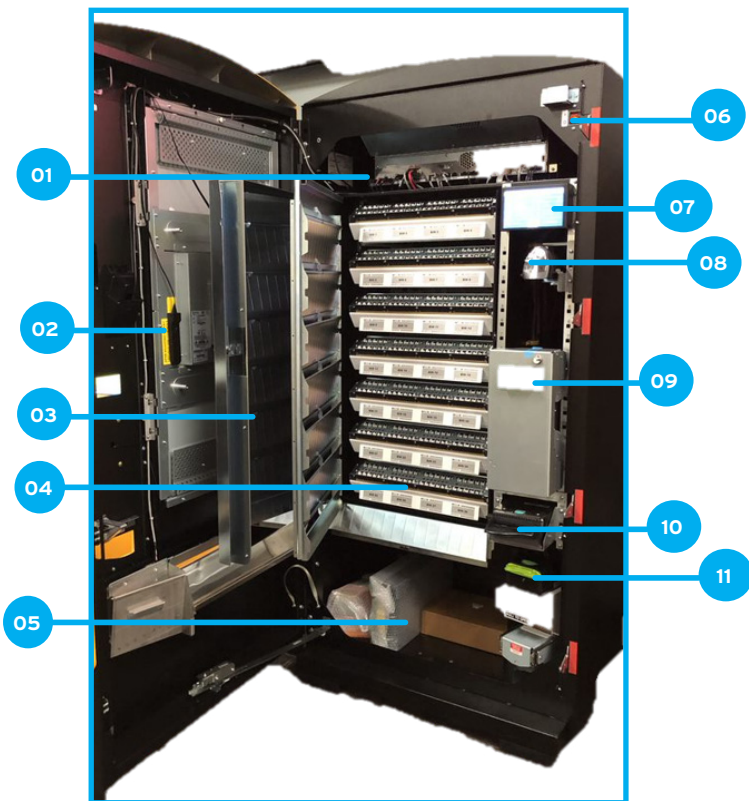


GAMETOUGH 28 EASY GUIDE

Brightstar Service Hotline: 1.800.666.6695
Retailer Hotline: 1.855.EZLOTTO (395.6886)

GAMETOUGH 28 INTERNAL VIEW FIG. 2

Let's review the internal components of your GameTouch 28 terminal.



- 01

Alarm Disarm Button
- 02

Touchscreen Remote
- 03

Scratchers® Ticket Chute
- 04

Scratchers® Ticket Bins
(Behind Door)
- 05

Storage Area
- 06

Power On/Off Switch
- 07

Manager Display
- 08

Barcode Scanner
- 09

Bill Acceptor
- 10

Playslip Reader
- 11

Printer

SCRATCHERS TICKET MANAGEMENT

The Scratchers Ticket Management menu is used to load Scratchers® packs. You can add, change and remove Scratchers® tickets.

Scratchers Ticket Management

Bin 1 Information

Status - OK

Game ID

1481

Game Name

GAME 1481

Current Inventory

16

Ticket Price

\$30.00

Ticket Length

6

Tickets Per Pack

30

Load Tickets

Unload Tickets

Forward Tickets

Remove Tickets

View Mapping

Inventory Report

Edit Mapping

Parameters

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

LOADING TICKETS:

SCANNER METHOD: FULL PACKS

1. Pull out selected bin tray using the green safety latch on the right side.
2. Scan the **LOAD** barcode on desired bin using the barcode scanner.
3. Scan the first ticket in the pack.
4. Touch **FULL PACK**.
5. Physically load the tickets into the bin.
6. Touch **SUBMIT**.
7. Load Successful? Touch **OK**.

SCANNER METHOD: PARTIAL PACKS

1. Pull out selected bin tray using the green safety latch on the right side.
2. Scan **LOAD** barcode on desired bin using the barcode scanner.
3. Scan the first ticket in the pack.
4. Scan the last ticket in pack.
5. Physically load the tickets into the bin.
6. Touch **SUBMIT**.
7. Load Successful? Touch **OK**.

MANUAL METHOD: FULL PACKS

1. Touch **SCRATCHERS TICKET INVENTORY MANAGEMENT** from the home screen.
2. Touch the desired bin number.
3. Touch **LOAD TICKETS**.
4. Enter game, pack and first ticket number.
5. Touch **FULL PACK**.
6. Physically load the tickets into the bin.
7. Touch **SUBMIT**.
8. Load Successful? Touch **OK**.

MANUAL METHOD: PARTIAL PACKS

1. Touch **SCRATCHERS TICKET INVENTORY MANAGEMENT** from the home screen.
2. Touch desired bin number.
3. Touch **LOAD TICKETS**.
4. Enter game, pack and first ticket number .
5. Enter game, pack and last ticket number .
6. Physically load the tickets into the bin.
7. Touch **SUBMIT**.
8. Load Successful? Touch **OK**.

NOTE: TO ENSURE PROPER DISPENSING: TICKETS 8" AND OVER SHOULD BE PLACED UNDERNEATH THE ROLLER BAR. \$10, \$20, \$30 TICKETS= OVER 8 INCHES. TICKETS UNDER 8" SHOULD GO OVER THE ROLLER BAR. \$1, \$2, \$3, \$5 TICKETS= UNDER 8 INCHES. TICKETS SHOULD NOT BE STACKED MORE THAN 2" HIGH IN EACH BIN.

SCRATCHERS MAPPING

The Scratchers Mapping is the order the Scratchers games appear on the digital player display. Edit Mapping provides the ability to modify and reorganize the order in which Scratchers games are displayed on the player display.

SCRATCHERS MAPPING (CONTINUED)

View Mapping

Bin 1 Information

Status - No Inventory

Game ID

0

Game Name

Current Inventory

0

Ticket Price

\$0.00

Ticket Length

0

Tickets Per Pack

0

Load Tickets

Unload Tickets

Forward Tickets

Remove Tickets

Print

Inventory Report

Edit Mapping

Parameters

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

To edit the Scratchers Mapping

1. From the **VIEW MAPPING** menu, Select **EDIT MAPPING**
2. Select a Default Organization for the Scratchers layout:
 - **1 to 1 Mapping** - Scratchers are displayed exactly as they are loaded into the bins.
 - **By Price Descending** - The Scratchers display will be sorted from highest to lowest price point. This allows loading of Scratchers in any empty bin while maintaining the display of games from high to low price point. **This is the preferred layout.**
 - **By Price Ascending** - The Scratchers display will be sorted from lowest to highest price point.
3. Select **APPLY** to save the desired mapping layout.

Selected organization: 1 to 1 mapping

Game Name

GAME 1481

Game ID

1481

Bin Location

1

Current Screen Display

1

Ticket Price

\$30.00

or select a default organization

No Mapping

By Price Descending

By Price Ascending

Custom

View previous saved mappings

Touch and hold to view previous layout.

Apply

Cancel

10X

20X

30X

100X

GAME 1481

Bin 1

\$30.00

GAME 1481

Bin 2

\$30.00

GAME 1481

Bin 3

\$30.00

GAME 1481

Bin 4

\$30.00

GAME 1481

Bin 5

\$30.00

GAME 1481

Bin 6

\$30.00

GAME 1481

Bin 7

\$30.00

GAME 1481

Bin 8

\$30.00

GAME 1481

Bin 9

\$30.00

GAME 1481

Bin 10

\$30.00

GAME 1481

Bin 11

\$30.00

GAME 1481

Bin 12

\$30.00

GAME 1481

Bin 13

\$30.00

GAME 1481

Bin 14

\$30.00

GAME 1481

Bin 15

\$30.00

GAME 1481

Bin 16

\$30.00

GAME 1481

Bin 17

\$30.00

GAME 1481

Bin 18

\$30.00

GAME 1481

Bin 19

\$30.00

GAME 1481

Bin 20

\$30.00

GAME 1481

Bin 21

\$30.00

GAME 1481

Bin 22

\$30.00

GAME 1481

Bin 23

\$30.00

GAME 1481

Bin 24

\$30.00

GAME 1481

Bin 25

\$30.00

GAME 1481

Bin 26

\$30.00

GAME 1481

Bin 27

\$30.00

GAME 1481

Bin 28

\$30.00

Once a mapping style is selected it will be the default until changed and saved.

UNLOAD TICKETS AND CLEAR INVENTORY

SCANNER METHOD

4. Scan **UNLOAD** barcode from desired bin to physically unload the tickets.
5. Touch **YES** to clear the inventory.
6. Touch **OK**.
7. The Inventory Management Menu will display for the selected bin.

MANUAL METHOD

1. Touch **SCRATCHER TICKET INVENTORY MANAGEMENT** from the Home screen.
2. Touch the desired bin number, then touch **UNLOAD TICKETS**.
3. Touch **YES** to confirm, then touch **OK**.

NOTE: THIS ZEROS ALL INVENTORY IN THE BIN.

LOAD/UNLOAD PRINTER PAPER

The GameTouch 28 printer will display an alert message when the paper is low and when the paper is out. When a **PAPER LOW** message is triggered, the GameTouch 28 will ensure that Draw Game sales and all validations are disabled until a new roll of paper has been installed.

1. Open the main door.
2. Pull the printer out.
3. Insert spindle into the new ticket stock roll and drop into the slots.
4. Feed the paper from the top of the roll into the rear of the printer.
5. The paper will advance and trim itself automatically.



NOTE: PRINTER SPINDLE IS NEEDED FOR THE PRINTER TO FUNCTION. DO NOT DISCARD.

CLEARING BILL ACCEPTOR JAMS

To remove a jammed bill:

1. Turn off the GameTouch 28.
2. Open the bill acceptor door with the bill acceptor key and tilt the assembly down.
3. Place your fingers on the green portion of the bill acceptor and the chrome bar and squeeze the chrome bar to release the bill acceptor read head then remove it from the GameTouch 28.
4. To clear the jam, gently lift the read head from the bill acceptor by pulling forward on the yellow cover and lifting up. This allows you to clear the jammed bills.
5. Turn the GT28 back on. If the bill acceptor is seated in the proper position, it will reset after 10 seconds and the lights will turn green on the top of the acceptor.

CLEARING PLAYSリップ READER JAMS

To remove a jammed playslip:

1. Open the door and disable the alarm.
2. Squeeze the green latch on top of the reader door and lift.
3. Clear and remove the jam.
4. Close the reader door.

ITVM - CASH ONLY

DAILY REPORTING



Vending machine sales should be rung up daily on the POS and reported daily. This will enable the vending machine to reconcile with the POS for the day. Your vending machine may look different, accept additional forms of payment, process wins, etc.

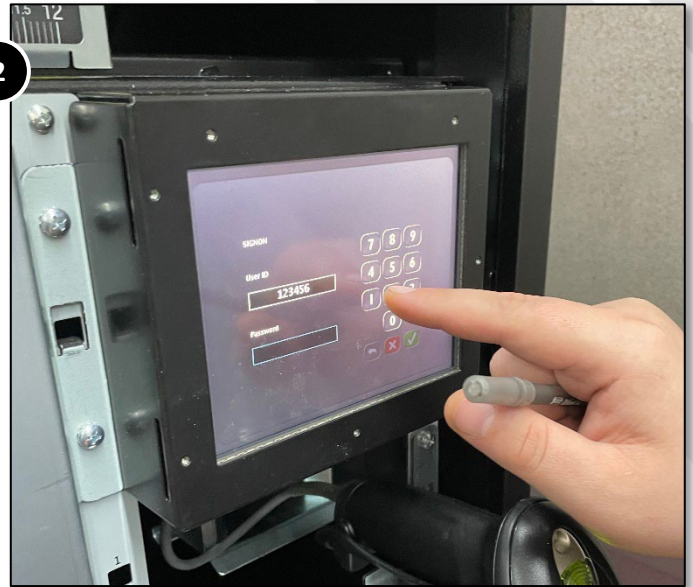
Close Out ITVM

1



Open the ITVM

2



Log in.

3



Select Shift Change.

4

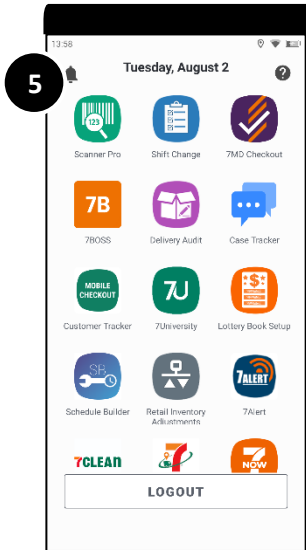


Clear Shift. A report will print that will list sales information.

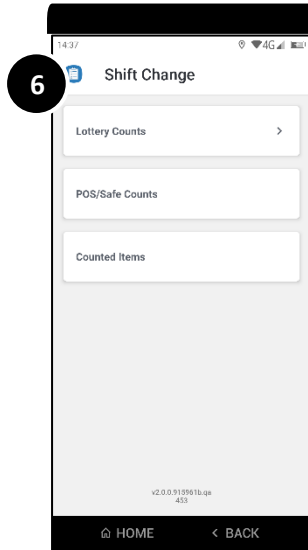
ITVM - CASH ONLY DAILY REPORTING



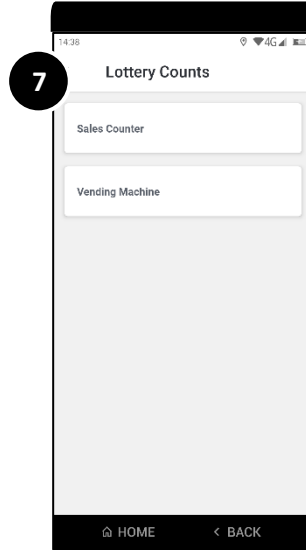
Scan Tickets – Must be completed on same shift as ITVM close out.



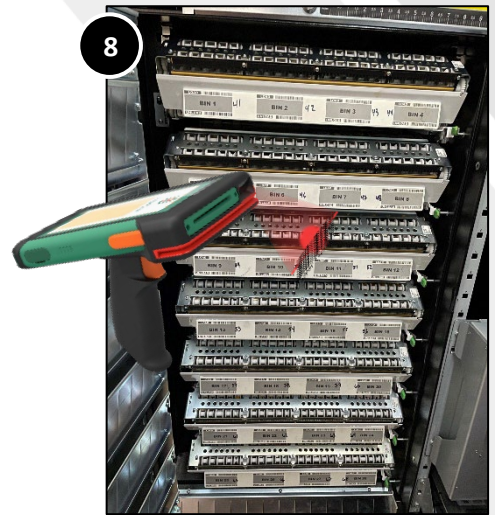
Select **Shift change** on the 7MD.



Select **Lottery Counts**.



Select **Vending Machine**.



Scan tickets.

Deposit Cash

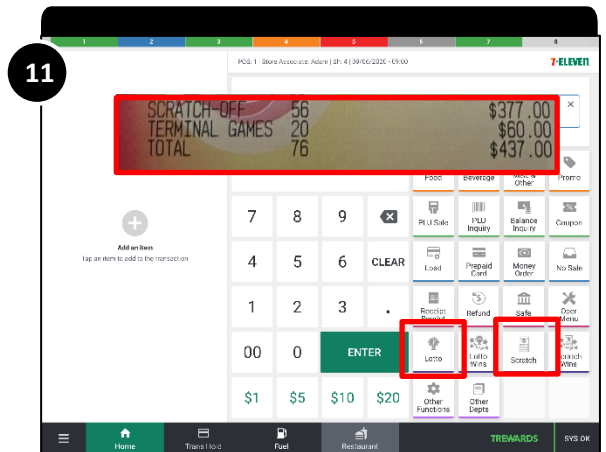


Remove cash.



Deposit cash into the safe.
Make sure your total from the report matches the safe total.

Enter Sales on POS



Use the report from the vending machine and ring up the sales on the POS. When you **Finalize & Pay**, select **Cash**.

- **Lotto Sales** - select the **Lotto** button
- **Lottery Sales** - select the **Scratch** button

ITVM - CASH ONLY DAILY REPORTING



Enter Sales in Cash Summary – Lotto/Scratch Lottery Worksheet

Store: 41523				
Hi Operations				
7HUB				
LOGOUT				
Cash Management > Cash Summary Process				
08/04/2022 (Status: Closed)				
POS / Shift Worksheet Lotto / Scratch Lottery Worksheet Cash Summary Scratch Lottery Management				
Description	Total \$	Shift 1 \$	Shift 2 \$	Shift 3 \$
Sales				
POS Sales (Lotto)	138.00	54.00	64.00	20.00
Physical Sales (Lotto)	135.00	54.00	64.00	17.00
Over/Short Sales (Lotto)	3.00	0.00	0.00	3.00
POS Sales (Scratch Lottery)	267.00	112.00	77.00	78.00
Physical Sales (Scratch Lottery) (Variance Report)	265.00	110.00	77.00	78.00
Override Physical Sales	0.00	0.00	0.00	0.00
Over/Short Sales (Scratch Lottery)	2.00	2.00	0.00	0.00
Scratch Lottery Sale of Record	270.00	112.00	77.00	81.00
Over Short Adjustments (Lotto/Scratch Lottery)	5.00	2.00	0.00	3.00
Wins				
Physical Wins (Lotto)	30.00	2.00	24.00	4.00
POS Wins (Lotto)	30.00	2.00	24.00	4.00
Over/Short Wins (Lotto)	0.00	0.00	0.00	0.00
Physical Wins (Scratch Lottery)	167.00	25.00	102.00	40.00
POS Wins (Scratch Lottery)	169.00	25.00	104.00	40.00
Over/Short Wins (Scratch Lottery)	-2.00	0.00	-2.00	0.00
Lottery Commissions	13.25	5.50	3.85	3.90
Lotto Commissions	6.75	2.70	3.20	0.85
Total Commissions	20.00	8.20	7.05	4.75
CANCEL SAVE				

1. Add the ITVM Terminal/Online amount to your Counter Terminal/Online amount.
2. Enter that amount into the shift you pulled the ITVM sales.

Verify – Lottery Shift/Day Recap

Store: 41523				
Hi Operations				
7HUB				
LOGOUT				
Cash Management > Scratch Lottery Management				
Lottery Setup Lottery Backroom Lottery Shift/Day Recap Lottery MTD Recap Lottery Activity Report Lottery Variance Report				
08/10/2022 (Status: Open) Print Report				
Shift 1 Shift 2 Day				
Employee				
Slot Num	Game Num	Game Description	Book Num	Tkt Price
Next Tkt Num	Tkt Value Sold \$	Next Tkt Num	Tkt Value Sold \$	Tkt Val Sold \$
Book Status	EOD Tkt OnHand			
02	2327	TX 2327 Texas ... 0229408	3.00	67
03	2372	TX 2372 Power ... 0007349	1.00	98
05	2373	TX 2373 Power ... 0133480	3.00	50
06	2392	TX 2392 777 SL ... 0002919	2.00	120
07	2392	TX 2392 777 SL ... 2918	2.00	23
08	2373	TX 2373 Power ... 0003814	3.00	52

Verify Vending Machine ticket numbers are accurate in the Lottery Shift/Day Recap screen.

ITVM – CASH DAILY REPORTING



Vending machine sales should be rung up daily on the POS and reported daily. This will enable the vending machine to reconcile with the POS for the day. Your vending machine may look different, accept additional forms of payment, process wins, etc.

Close Out ITVM

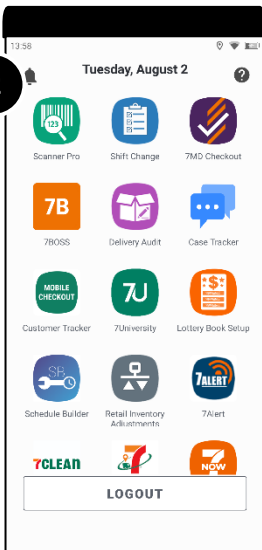
1



1. Open the ITVM.
2. Log in.
3. Follow the procedures for **closing the shift/day** on your ITVM.
4. A report will print that will list sales/wins information. You will use this information to ring ITVM transactions on the POS and enter Lotto/Lottery into your Cash Summary.

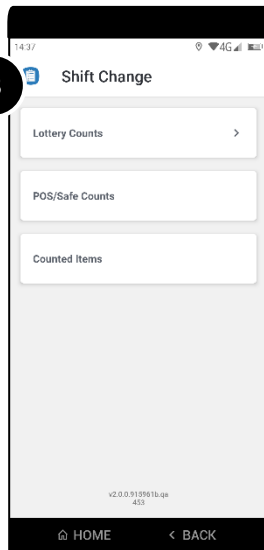
Scan Tickets – Must be completed on same shift as ITVM close out.

2



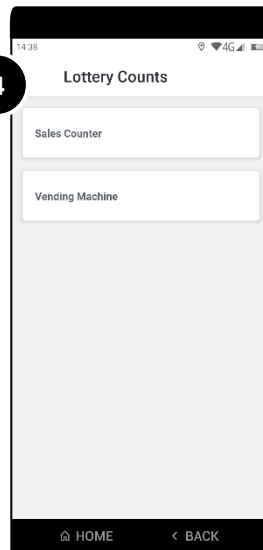
Select **Shift change** on the 7MD.

3



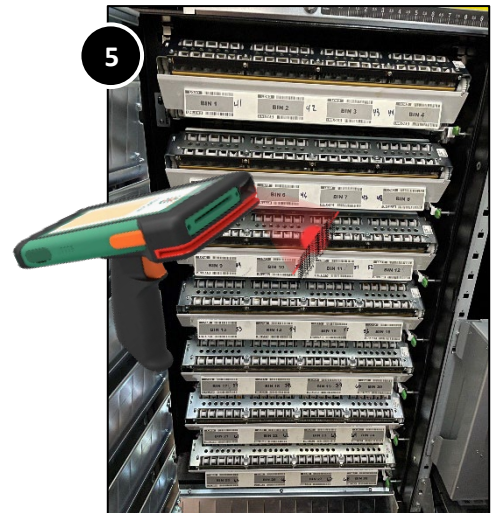
Select **Lottery Counts**.

4



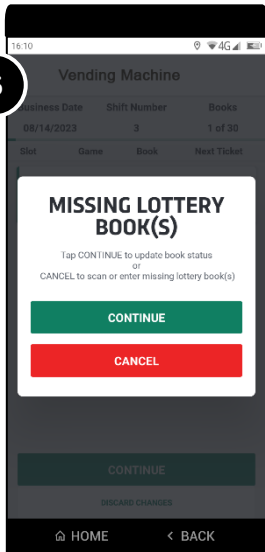
Select **Vending Machine**.

5

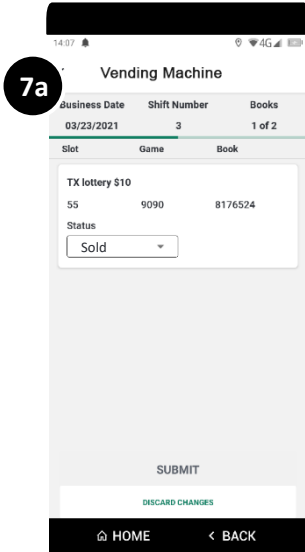


Scan or **enter** ticket number in the 7MD.

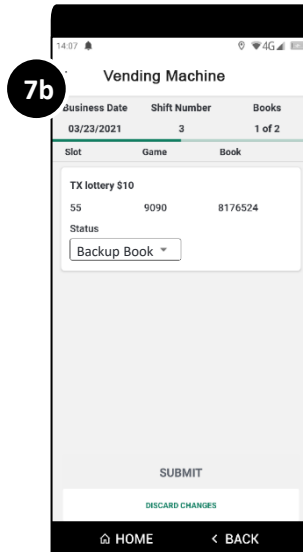
Taped Books – if one of the taped books has not been scanned, the error message below will appear.



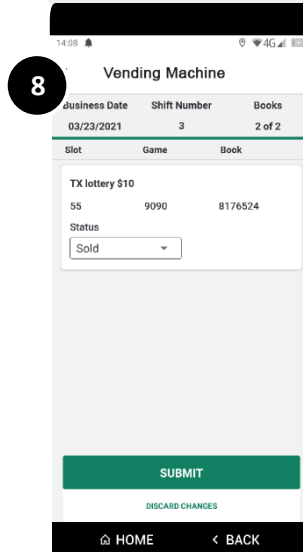
Select **Continue**.



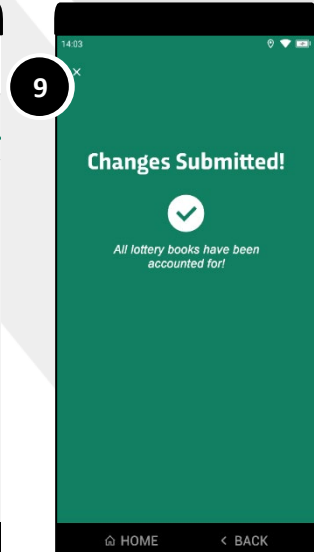
Select **Sold** if all tickets have been sold.



Select **Backup Book** if no tickets have been sold.



Select **Submit**.



A notification that all lottery books have been accounted for will be displayed.

Deposit Cash



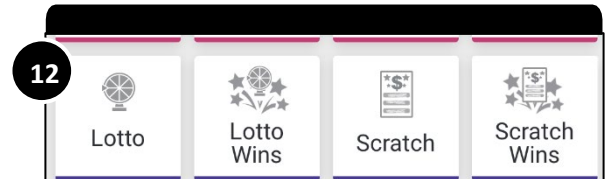
Remove cash.



Deposit cash into the safe. Make sure your total from the report matches the safe total.

Note: Your safe may look different.

Enter Sales on POS



Use the report from the vending machine and **ring up the sales on the POS**.

- **Lotto Sales** - select the **Lotto** button
- **Lottery Sales** - select the **Scratch** button (in Other Dept screen)
- **Lotto wins from ITVM** - select the **Lotto Wins** button
- **Lottery wins from ITVM** - select the **Scratch Wins** button
- When you **Finalize & Pay**, select **Cash**.

ITVM – CASH DAILY REPORTING



Enter Sales in Cash Summary – Lotto/Scratch Lottery Worksheet

13

Store: 41523

08/04/2022 (Status: Closed)

Shift Worksheet / Lotto / Scratch Lottery Worksheet / Cash Summary

Scratch Lottery Management

Description	Total \$	Shift 1 \$	Shift 2 \$	Shift 3 \$
Sales				
POS Sales (Lotto)	138.00	54.00	64.00	20.00
Physical Sales (Lotto)	135.00	54.00	64.00	17.00
Over/Short Sales (Lotto)	3.00	0.00	0.00	3.00
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Physical Sales (Scratch Lottery) (Variance Report)	265.00	110.00	77.00	78.00
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Scratch Lottery Sale of Record	270.00	112.00	77.00	81.00
Over Short Adjustments (Lotto/Scratch Lottery)	5.00	2.00	0.00	3.00
Wins				
Physical Wins (Lotto)	30.00	2.00	24.00	4.00
POS Wins (Lotto)	30.00	2.00	24.00	4.00
Over/Short Wins (Lotto)	0.00	0.00	0.00	0.00
Physical Wins (Scratch Lottery)	167.00	25.00	102.00	40.00
POS Wins (Scratch Lottery)	169.00	25.00	104.00	40.00
Over/Short Wins (Scratch Lottery)	-2.00	0.00	-2.00	0.00
Lottery Commissions	13.25	5.50	3.85	3.90
Lotto Commissions	6.75	2.70	3.20	0.85
Total Commissions	20.00	8.20	7.05	4.75

CANCEL SAVE

1. Add the ITVM Terminal Report (that you pulled from the machine) to your Counter Terminal Report.

Note: If your ITVM is linked to your Counter Terminal, DO NOT add ITVM Terminal Report (that you pulled from the machine) to your Counter Terminal Report.

2. Enter all Lotto Sales, Lotto Wins and Lottery Wins in the Lotto/Scratch Lottery Worksheet into the shift you pulled the ITVM sales.

Inventory Audit

1. The day before the Physical Inventory Count, empty the machine of cash, count the tickets, enter the count in the Lottery Management System, and ring up on the POS.
2. On the day of the Physical Inventory Audit, print a shift report (do not end the shift). Give the report to the auditor so they can determine the scratch tickets sold since the last time you reconciled the machine. This will allow your scratch ticket audit to be accurate.

Scratch Lottery Management Job Aid



Change a Location from the Backroom to Sales Counter or Vending Machine

Follow these steps to change a location from the backroom to the sales counter or vending machine. Use these steps if the slot is empty and the book has been marked Sold. **A book can be marked sold at any time.** Once the book is marked Sold or Returned the Slot is available, and a new book can be loaded.

1

The screenshot shows the 'Lottery Setup' screen with a table of lottery books. The 'Book Location' column is highlighted for the selected book (FL 1476 Scratch Game 01). The 'Slot Num' column is also highlighted.

From the **Lottery Setup** screen, locate the book that you are going to move from the backroom to the sales counter.

2

The screenshot shows the 'Lottery Setup' screen with the 'Book Location' dropdown menu open. The options are 'Backroom', 'Counter', and 'Vending Machine'. The 'Counter' option is selected.

Select the drop down from the **Book Location** column and select **Counter** or **Vending Machine**.

3

The screenshot shows the 'Lottery Setup' screen with the 'Slot Num' field highlighted for the selected book (FL 1476 Scratch Game 01). The 'Slot Num' field is currently empty.

Click in the **Slot Num** and enter the slot number.

4

The screenshot shows the 'Lottery Setup' screen with the 'Save' button highlighted. The 'Slot Num' field is now filled with the number 12.

Select **SAVE**.

Scratch Lottery Management Job Aid



Change a Book Location to Sold

Follow these steps to change the book location to sold. Only books set to Sales Counter or Vending Machine can be changed to Sold. Once a book location is changed to **Sold** the **Slot Number is available** for use/reuse.

Note: Books can be marked SOLD at any time, no need to wait for Shift Change.

1

Date Received	Game Name	Game Description	Book Number	Book Location	Slot Num	Ticket Price \$	Bag	End	Total Tickets	Book Value \$
10/26/2022	8999	FL 1476 ScratchGame01	899999	Backroom		1.00	1	1	1	1.00
10/26/2022	444	FL 1480 ScratchGame01	444555	Counter	120	5.00	1	40	40	200.00
10/25/2022	100	FL 501 ScratchGame02	100100	Backroom	100	2.00	1	60	60	120.00
10/25/2022	111	FL 1473 ScratchGame03	111111	Counter	111	5.00	1	40	40	200.00
10/25/2022	7777	FL 1476 Triple 8 51	777777	Counter	77	1.00	1	99	99	99.00
05/28/2022	1501	FL 1480 ScratchGame02	897333	Backroom		20.00	0	29	30	400.00
05/28/2022	5031	FL 5031 ScratchGame01	150269	Backroom		10.00	0	59	60	400.00
05/28/2022	1501	FL 1501 ScratchGame02	927359	Sold		20.00	0	29	30	400.00
05/28/2022	1494	FL 1494 CashOut 310	310006	Counter	10	10.00	0	59	60	400.00
05/28/2022	1501	FL 1501 ScratchGame02	957949	Counter	3	20.00	0	29	30	400.00
05/28/2022	1505	FL 1505 Win It All 55	270112	Counter	15	5.00	0	59	60	300.00
05/28/2022	1480	FL 1480 ScratchGame01	300200	Counter	7a	10.00	0	59	60	400.00
05/28/2022	7025	FL 7025 MoneyMan 510	68734	Backroom		10.00	0	59	60	400.00
05/28/2022	1479	FL 1479 ScratchGame02	400528	Counter	30	2.00	0	149	150	300.00
05/28/2022	1501	FL 1501 ScratchGame02	897333	Backroom		20.00	0	29	30	400.00
05/28/2022	8039	FL 8039 ScratchGame01	416487	Backroom		80.00	0	29	30	1,600.00
05/28/2022	5031	FL 5031 ScratchGame01	150269	Counter	12	10.00	0	59	60	400.00
05/28/2022	1460	FL 1460 ScratchGame02	263055	Counter	29	2.00	0	149	150	300.00
05/28/2022	1476	FL 1476 Luma 51	391676	Backroom		2.00	0	149	150	300.00
05/28/2022	5032	FL 5032 TopTiger 51	36139	Backroom		1.00	0	299	300	300.00
05/28/2022	5031	FL 5031 ScratchGame01	150269	Backroom		10.00	0	59	60	400.00
05/26/2017	7073	FL 7073 ScratchGame01	174471	Counter	17	4.00	0	59	60	300.00

From the **Lottery Setup** screen, locate the book that you are going to change to sold.

2

Date Received	Game Name	Game Description	Book Number	Book Location	Slot Num	Ticket Price \$	Bag	End	Total Tickets	Book Value \$
06/14/2022	1234	TX 2132 Topaz To 51	789789	Backroom		1.00	12	13	2	2.00
11/19/2021	3030	TX 2132 Topaz To 51	303001	Counter	900	1.00	1	99	99	99.00
11/18/2021	6677	TX 2132 Topaz To 51	6677900	Counter	901	1.00	1	99	99	99.00
11/18/2021	7778	TX 2208 Mirror 20 Luma 51	7778800	Counter	780	20.00	1	25	25	500.00
11/18/2021	7799	TX 2132 Topaz To 51	8977220	Counter	638	1.00	1	99	99	99.00
11/17/2021	1244	TX 2132 Topaz To 51	1111111	Counter	43	1.00	12	13	1	1.00
11/08/2021	1234	TX 2132 Topaz To 51	1234567	Counter	322	1.00	11	11	1	1.00
07/19/2021	5623	TX 2132 Topaz To 51	6988001	Counter	08	2.00	5	9	5	10.00
07/19/2021	1234	TX 2132 Topaz To 51	0068802	Vending Machine	01	1.00	5	9	5	5.00
07/15/2021	5632	TX 2139 Triple Play Veterans	1458867	Backroom		2.00	6	9	4	8.00
07/15/2021	1122	TX 2139 Triple Play Veterans	3609867	Counter		2.00	2	6	5	10.00
07/15/2021	1452	TX 2139 Triple Play Veterans	0002534	Return	02	2.00	1	2	2	4.00
07/15/2021	2312	TX 2139 Triple Play Veterans	6056893	Sold	18	2.00	2	50	49	98.00
07/15/2021	11	TX 2139 Triple Play Veterans	2345686	Sold	19	2.00	1	2	2	4.00
07/14/2021	4545	TX 2139 Triple Play Veterans	1234567	Vending Machine	897	2.00	12	15	4	8.00
07/14/2021	5623	TX 2132 Topaz To 51	6977810	Counter	2	2.00	2	6	4	8.00
07/06/2021	5031	TX 2139 Mirror 20 Luma 51	1447780	Counter	356	20.00	1	9	5	100.00
07/06/2021	5236	TX 2139 Mirror 20 Luma 51	8967412	Backroom		20.00	2	6	5	100.00
07/06/2021	4902	TX 2139 Mirror 20 Luma 51	3912048	Backroom		20.00	4	5	2	40.00
07/06/2021	8412	TX 2139 Mirror 20 Luma 51	4782351	Counter	41	20.00	2	3	2	40.00
06/28/2021	1002	Any Game	000279	Counter	2C	6.00	1	105	105	1,048.95
06/28/2021	1032	Any Game	000279	Sold	17	9.95	1	105	105	1,048.95

Select the drop down from the **Book Location** column and select **Sold**.

3

Date Received	Game Name	Game Description	Book Number	Book Location	Slot Num	Ticket Price \$	Bag	End	Total Tickets	Book Value \$
10/26/2022	8999	FL 1476 ScratchGame01	899999	Backroom		1.00	1	1	1	1.00
10/26/2022	444	FL 1480 ScratchGame01	444555	Counter	120	5.00	1	40	40	200.00
10/25/2022	100	FL 501 ScratchGame02	100100	Backroom	100	2.00	1	60	60	120.00
10/25/2022	111	FL 1473 ScratchGame03	111111	Counter	111	5.00	1	40	40	200.00
10/25/2022	7777	FL 1476 Triple 8 51	777777	Counter	77	1.00	1	99	99	99.00
05/28/2022	1501	FL 1480 ScratchGame02	897333	Backroom		20.00	0	29	30	400.00
05/28/2022	5031	FL 5031 ScratchGame01	150269	Backroom		10.00	0	59	60	400.00
05/28/2022	1501	FL 1501 ScratchGame02	927359	Sold		20.00	0	29	30	400.00
05/28/2022	1494	FL 1494 CashOut 310	310006	Counter	10	10.00	0	59	60	400.00
05/28/2022	1501	FL 1501 ScratchGame02	957949	Counter	3	20.00	0	29	30	400.00
05/28/2022	1505	FL 1505 Win It All 55	270112	Counter	15	5.00	0	59	60	300.00
05/28/2022	1480	FL 1480 ScratchGame01	300200	Counter	7a	10.00	0	59	60	400.00
05/28/2022	7025	FL 7025 MoneyMan 510	68734	Backroom		10.00	0	59	60	400.00
05/28/2022	1479	FL 1479 ScratchGame02	400528	Counter	30	2.00	0	149	150	300.00
05/28/2022	1501	FL 1501 ScratchGame02	897333	Backroom		20.00	0	29	30	400.00
05/28/2022	8039	FL 8039 ScratchGame01	416487	Backroom		80.00	0	29	30	1,600.00
05/28/2022	5031	FL 5031 ScratchGame01	150269	Counter	12	10.00	0	59	60	400.00
05/28/2022	1460	FL 1460 ScratchGame02	263055	Counter	29	2.00	0	149	150	300.00
05/28/2022	1476	FL 1476 Luma 51	391676	Backroom		2.00	0	149	150	300.00
05/28/2022	5032	FL 5032 TopTiger 51	36139	Backroom		1.00	0	299	300	300.00
05/28/2022	5031	FL 5031 ScratchGame01	150269	Backroom		10.00	0	59	60	400.00
05/26/2017	7073	FL 7073 ScratchGame01	174471	Counter	17	4.00	0	59	60	300.00

Select **SAVE**.

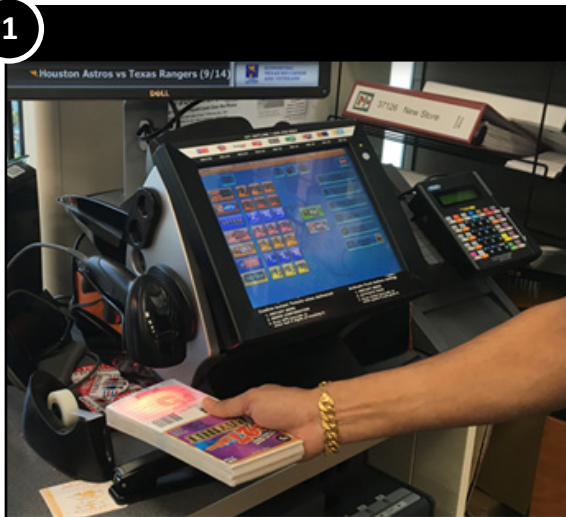
Scratch Lottery Management Job Aid



Return a Scratch Lottery Book to the State Lottery Commission

There are times when the lottery commission will stop selling a game. If your store has any remaining inventory of this game, the lottery representative will ask you to return them. Someone from the lottery commission will physically pick up the tickets. Follow these steps to return a scratch lottery book to the State Lottery Commission.

1



At the **Lottery Terminal**, scan the lottery tickets and select “Returned.” A receipt will print, save that receipt.

2

Date Received	Game Month	Game Description	Book Number	Book Location	Slot Num	Ticket Price \$	Bag	End	Total Tickets	Book Value \$
10/26/2022	8899	FL 14795 CashPlayGm01	889999	Backroom	120	5.00	1	1	1	1.00
10/26/2022	444	FL 14805 CashPlayGm05	4445555	BackRoom	120	5.00	1	40	40	200.00
10/26/2022	100	FL 5015 CashPlayGm02	100100	Counter	100	2.00	1	60	60	120.00
10/26/2022	111	FL 17550 CashPlayGm05	111111	Return	111	5.00	1	40	40	200.00
10/26/2022	7777	FL 1416 Triple 8 01	7777777	Counter	77	1.00	1	99	99	99.00
05/28/2022	1601	FL 15010 CashPlayGm02	607360	Vending Machine		20.00	0	29	30	600.00
05/28/2022	5031	FL 5031 5000WinCh10	156240	Backroom		10.00	0	50	50	500.00
05/28/2022	1501	FL 15010 CashPlayGm02	607360	Backroom		20.00	0	29	30	600.00
05/28/2022	1404	FL 1404 CashClub 010	316008	Counter	10	10.00	0	59	60	600.00
05/28/2022	1501	FL 15010 CashPlayGm02	607360	Counter	3	20.00	0	29	30	600.00
05/28/2022	1505	FL 1505 Win it All 05	270612	Counter	15	5.00	0	59	60	300.00
05/28/2022	1493	FL 14930 CashPlayGm01	300220	Counter	74	10.00	0	59	60	600.00
05/28/2022	7023	FL 7023 MyMyM8 010	68734	Backroom		10.00	0	59	60	600.00
05/28/2022	1476	FL 1476 CashClub 010	301676	Backroom		2.00	0	149	150	300.00
05/28/2022	1601	FL 15010 CashPlayGm02	607360	Backroom		20.00	0	29	30	600.00
05/28/2022	5031	FL 5031 5000WinCh10	156240	Backroom		10.00	0	59	60	600.00
05/28/2022	5031	FL 5031 5000WinCh10	156240	Counter	12	10.00	0	59	60	600.00
05/28/2022	1400	FL 1400 MyMyM8 010	260305	Counter	29	2.00	0	149	150	300.00
05/28/2022	1476	FL 1476 Loteria 02	301676	Backroom		2.00	0	149	150	300.00
05/28/2022	5032	FL 5032 TopTriple 01	36139	Backroom		1.00	0	299	300	300.00
05/28/2022	5031	FL 5031 5000WinCh10	156240	Backroom		10.00	0	59	60	600.00
05/28/2022	7023	FL 7023 MyMyM8 010	174473	Counter	17	5.00	0	59	60	300.00

From the **Lottery Setup** screen, locate the book that you are going to return.

3

Date Received	Game Month	Game Description	Book Number	Book Location	Slot Num	Ticket Price \$	Bag	End	Total Tickets	Book Value \$
06/14/2022	1224	TX 2132 Triple 7s 01	780789	Backroom		1.00	12	13	2	2.00
11/19/2021	3030	TX 2132 Triple 7s 01	3030301	Counter		1.00	1	99	99	99.00
11/19/2021	6077	TX 2132 Triple 7s 01	6077990	Counter		1.00	1	99	99	99.00
11/19/2021	7788	TX 2132 Triple 7s 01	7778801	Counter		20.00	1	25	25	500.00
11/19/2021	7799	TX 2132 Triple 7s 01	7777220	Counter		1.00	1	99	99	99.00
11/19/2021	1234	TX 2132 Triple 7s 01	1111111	Counter		1.00	12	1	1	1.00
11/19/2021	1234	TX 2132 Triple 7s 01	1234567	Counter		1.00	11	11	1	1.00
07/19/2021	5023	TX 2132 Triple 7s 01	4989551	Counter		08	2100	5	9	10.00
07/19/2021	1224	TX 2132 Triple 7s 01	069852	Vending Machine	01	1.00	5	9	5	5.00
07/15/2021	5032	TX 2139 Triple Play Veterans	1400987	BackRoom		2.00	6	9	4	8.00
07/15/2021	1122	TX 2139 Triple Play Veterans	3698807	Counter		2.00	2	6	5	10.00
07/15/2021	1402	TX 2139 Triple Play Veterans	0002336	Counter	02	2.00	1	2	2	4.00
07/15/2021	2312	TX 2139 Triple Play Veterans	0050893	Return	1E	2.00	2	50	49	98.00
07/15/2021	11	TX 2139 Triple Play Veterans	234568	Sold	1F	2.00	1	2	2	4.00
07/14/2021	4545	TX 2139 Triple Play Veterans	1234567	Vending Machine	01F	2.00	12	15	4	8.00
07/14/2021	5033	TX 2132 Triple 7s 01	4077416	Counter		2.00	2	5	4	8.00
07/06/2021	5031	TX 2135 Million Dollar Lottery	1447795	Counter		30.00	1	5	5	150.00
07/06/2021	5036	TX 2135 Million Dollar Lottery	8967412	Backroom		30.00	0	6	5	150.00
07/06/2021	4982	TX 2135 Million Dollar Lottery	3912348	Backroom		30.00	4	5	2	40.00
07/06/2021	8412	TX 2135 Million Dollar Lottery	4762351	Counter		20.00	2	3	2	40.00
06/28/2021	1002	Any Game	000275	Counter	2C	9.99	1	105	105	1,048.95
06/28/2021	1002	Any Game	000276	Sold	17	9.99	1	105	105	1,048.95

Select the drop down from the **Book Location** column and select **Return**.

4

Date Received	Game Month	Game Description	Book Number	Book Location	Slot Num	Ticket Price \$	Bag	End	Total Tickets	Book Value \$
10/26/2022	8899	FL 14795 CashPlayGm01	889999	Backroom	120	5.00	1	1	1	1.00
10/26/2022	444	FL 14805 CashPlayGm05	4445555	Counter	120	5.00	1	40	40	200.00
10/26/2022	100	FL 5015 CashPlayGm02	100100	Counter	100	2.00	1	60	60	120.00
10/26/2022	111	FL 17550 CashPlayGm05	111111	Counter	111	5.00	1	40	40	200.00
10/26/2022	7777	FL 1416 Triple 8 01	7777777	Counter	77	1.00	1	99	99	99.00
05/28/2022	1601	FL 15010 CashPlayGm02	607360	Counter		20.00	0	29	30	600.00
05/28/2022	5031	FL 5031 5000WinCh10	156240	Backroom		10.00	0	59	60	600.00
05/28/2022	1501	FL 15010 CashPlayGm02	607360	Return		20.00	0	29	30	600.00
05/28/2022	1404	FL 1404 CashClub 010	316008	Counter	10	10.00	0	59	60	600.00
05/28/2022	1501	FL 15010 CashPlayGm02	607360	Counter	3	20.00	0	29	30	600.00
05/28/2022	1493	FL 14930 CashPlayGm01	300220	Counter	15	5.00	0	59	60	300.00
05/28/2022	7023	FL 7023 MyMyM8 010	68734	Backroom		10.00	0	59	60	600.00
05/28/2022	1476	FL 1476 CashClub 010	301676	Backroom		2.00	0	149	150	300.00
05/28/2022	1601	FL 15010 CashPlayGm02	607360	Backroom		20.00	0	29	30	600.00
05/28/2022	5031	FL 5031 5000WinCh10	156240	Counter	12	10.00	0	59	60	600.00
05/28/2022	1400	FL 1400 MyMyM8 010	260305	Counter	29	2.00	0	149	150	300.00
05/28/2022	1476	FL 1476 Loteria 02	301676	Backroom		2.00	0	149	150	300.00
05/28/2022	5032	FL 5032 TopTriple 01	36139	Backroom		1.00	0	299	300	300.00
05/28/2022	5031	FL 5031 5000WinCh10	156240	Backroom		10.00	0	59	60	600.00
05/28/2022	7023	FL 7023 MyMyM8 010	174473	Counter	17	5.00	0	59	60	300.00

Select **SAVE**.

Scratch Lottery Management Job Aid



Lottery Vending Machine Daily Reporting

Vending machine sales should be rung up daily on the POS and reported daily. This will enable the vending machine to reconcile with the POS for the day. Your vending machine may look different, accept additional forms of payment, process wins, etc.

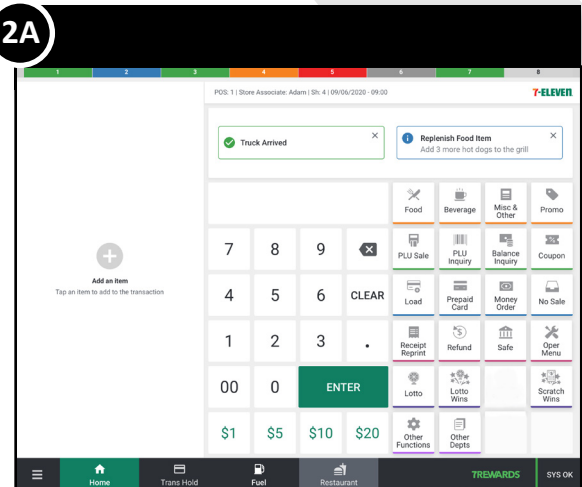
1



A. Once a day, scan the tickets in the machine using the 7MD. This needs to happen on the same shift you will enter the sales on the POS.

B. Print the report showing shift sales from the vending machine.

2A

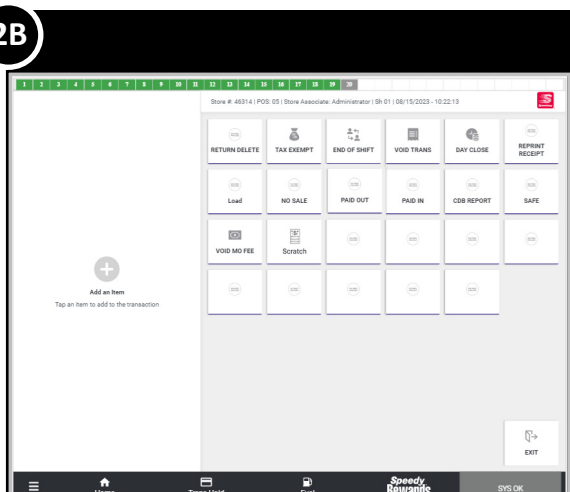


Use the report from the vending machine to account for the different transactions on the POS.

- Lotto Sales - select the Lotto button
- Lottery Wins - select the Scratch Wins button
- Lotto Wins - select the Lotto Wins button

Cashless Lottery Vending Machine: Enter all credit cards and other credits as Lotto Wins on the POS.

2B



Lottery Sales - select the Scratch button from the Other Departments button

3

Description	Total \$	Shift 1 \$	Shift 2 \$	Shift 3 \$
Sales				
POS Sales (Lotto)	138.00	54.00	64.00	20.00
Physical Sales (Lotto)	155.00	54.00	64.00	37.00
Over/Short Sales (Lotto)	0.00	0.00	0.00	0.00
POS Sales (Scratch Lottery)	207.00	112.00	77.00	18.00
Physical Sales (Scratch Lottery) (Outstock Report)	265.00	110.00	77.00	78.00
Over/Short Physical Sales	0.00	0.00	0.00	0.00
Over/Short Sales (Scratch Lottery)	2.00	2.00	0.00	0.00
Scratch Lottery Sale of Record	276.00	112.00	77.00	87.00
Over Short Adjustments (Lotto/Scratch Lottery)	5.00	2.00	0.00	3.00
Wins				
Physical Wins (Lotto)	30.00	2.00	24.00	4.00
POS Wins (Lotto)	30.00	2.00	24.00	4.00
Over/Short Wins (Lotto)	0.00	0.00	0.00	0.00
Physical Wins (Scratch Lottery)	167.00	25.00	102.00	40.00
POS Wins (Scratch Lottery)	198.00	25.00	104.00	69.00
Over/Short Wins (Scratch Lottery)	-2.00	0.00	-2.00	0.00
Lottery Commissions	13.25	5.50	3.85	3.90
Lotto Commissions	6.75	2.70	3.20	0.85
Total Commissions	20.00	8.20	7.05	4.75

Enter Lotto Sales, Lottery Wins and Lotto Wins that you entered into the POS in the Lotto/Scratch Lottery Worksheet in the Cash Summary.

Lottery Vending Machine Physical Inventory Audit

1. The day before the Physical Inventory Count, empty the machine of cash, count the tickets, enter the count in the Lottery Management System, and ring up the cash on the POS.
2. On the day of the Physical Inventory Audit, do not sell tickets from the machine until after the audit is complete.