✺ SCRATCH FUNCTIONS

SCRATCH>SCRATCH FUNCTIONS

RECEIVE PACKS/SHIPMENTS

Use to confirm delivery of Scratch Tickets.

- Touch **RECEIVE PACKS/SHIPMENTS** from the Scratch Functions Menu.
- Scan the barcode or manually enter the Order Number using the keypad, then touch the **GREEN CHECKMARK**.
- A confirmation screen displays. Touch the **GREEN CHECKMARK** to return to the Scratch Functions menu.

ACTIVATE PACKS SHIPMENTS

Use to activate packs of Scratch Tickets.

- Touch **SCRATCH FUNCTIONS** from the Scratch Functions Menu.
- Touch **ACTIVATE PACKS/SHIPMENTS**.
- Scan the barcode or manually enter the Game and Pack Numbers using the **KEYPAD**, then touch the **GREEN CHECKMARK**.
- A confirmation screen displays. Touch the **GREEN CHECKMARK** to return to the Scratch Functions menu.

SETTLE PACKS/SHIPMENTS

Use to settle packs of Scratch Tickets.

- Touch **SCRATCH FUNCTIONS** from the Scratch Functions Menu.
- Touch **SETTLE PACKS/SHIPMENTS**.
- Scan the barcode or manually enter the Game and Pack Numbers using the **KEYPAD**, then touch the **GREEN CHECKMARK**.
- A confirmation screen displays. Touch the **GREEN CHECKMARK** to return to the Scratch Functions menu.

✺ SPECIAL FUNCTIONS

- Touch **SPECIAL FUNCTIONS** from the Manager Functions Menu.
- The Management Functions screen displays.
- Touch the desired option.
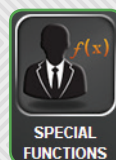
REBOOT TERMINAL: Use to reboot the terminal.

DEVICE STATUS: Displays all of the components in the terminal and their current operational status. Touch a specific **BIN NUMBER** to view the Bin Status of a particular bin.

DEVICE TESTS: This button is the same as the Device Tests button on the Tools/Service Menu. (See *Tools/Service* for more information.)

SHIFT REPORT: This button is the same as the Shift Report button on the Manager Functions Menu. (See *Shift Report* for more information.)

CHANGE PASSWORD: Use to change your terminal password.

CURRENT CREDITS: Displays the credits currently available on the terminal.

VOLUME: Use to mute, un-mute, and adjust the terminal volume.

✺ REPRINT

Allows you to reprint the Last Transaction or the Last Play.

- Touch **REPRINTS** from the Manager Functions Menu.
- The Reprints menu displays. Touch the desired option.

✺ SHIFT REPORT

The Shift Report details sales activity for the current shift and should be used to balance the money in the cash box on a daily basis. The Shift Report shows all sales as a total sales amount by Instants, Online and a TOTAL of both. The cash collected is the total money inserted into the bill acceptor and the cash box total is the cash balance of that period of SALES minus reinvestment.

- Touch **SHIFT REPORT** from the Manager Functions Menu. **NOTE:** You may also find the Shift Report on the Special Functions Menu.
- The report displays. Use the **UP** and **DOWN ARROWS** to scroll though the report on the screen if needed.
- Touch **PRINT** to print the report ONLY or touch **REMOVE** to remove credit. Then touch **CLEAR SHIFT** to print the report and also clear the Shift at the same time. Once the SHIFT REPORT is cleared, the current shift report cannot be reprinted any more. This will re-start the new accounting period

✺ TOOLS/SERVICE

- Touch **TOOLS/SERVICE** from the Manager Functions Menu.
- The Tools/Service menu displays. Touch the desired option.

CONFIGURATION: Provides terminal information, such as IGT Serial Number, Terminal Number, Software Version and Firmware version. It also displays fields required to configure the machine.

DEVICE TESTS: Displays all of the components in the terminal and their current operational status.

✺ LOGGING/SECURITY

Provides access to the Journal screen which lets you view/print the Cash Log, Security Alert, and Events Log.

- Touch **LOGGING/SECURITY** from the Management Functions menu.
- The Journal menu displays. Select the desired option to display the journal.
- Use the **UP** and **DOWN ARROWS** to scroll through text.
- Touch one of the **PRINT** buttons to print the report. Touch **HOME** to return to the Manager Functions Menu.

✺ VIDEO HELP

- Touch **VIDEO HELP** from the Manager Functions menu.
- Follow the on-screen prompts to view the help videos.

✺ LOADING PAPER

- Open the printer by pushing down on the silver button on the front of the printer.
- Remove the old paper roll and Insert the new paper roll.
- Paper feeds from the bottom of the paper roll when it is inserted into the printer. Never feed the paper under the roller.
- Center the paper and pull the end past the top of the printer door.
- While still grasping the paper, close the printer door.
- The paper will advance and cut automatically.

NOTE: The paper stock in the Gemini Touch can be substituted with the paper stock used by the terminal printer. Check your consumable before ordering and never borrow ticket stock from another store.
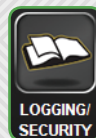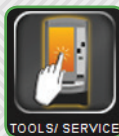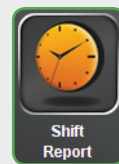
✺ CASH BOX UNLOADING

- Open the Bill Acceptor drawer with the security key and gently pull out the drawer.
- To remove money from the cash box, locate the round opening on the top-rear press the blue tab back toward, the direction of the arrow, and open the cash box door.
- Once the money has been removed, close the cash box door so that i lock, then close the bill acceptor compartment by pushing in the drawer and the turning the key to the right to lock it.
- Print and clear a Shift. (See Shift Reprt.)

✺ BILL ACCEPTOR JAMS

- Open the Bill Acceptor drawer with the security key and gently pull out the drawer. This reveals the cash box.
- To access the bill acceptor, you must remove the cash box first. Simply push the blue release button (on the top-front) towards the back of terminal with one hand, gently lift the cash box up and out.
- You will now see the bill acceptor below where the cash box sits. Remove the bill acceptor by pushing up the silver latching bar and sliding the read head out. Clear any jammed bills.

✺ CLEANING BILL ACCEPTOR

- Open the bill acceptor drawer with the security key and pull out the drawer. This reveals the cash box.
- To access the bill acceptor, you must remove the. cash box first. Simply push the blue release button (on the top-front) towards the back of terminal with one hand, gently lift the cash box up and out.
- You will now see the bill acceptor below where the cash box sits. Remove the bill acceptor by pushing up the silver latching bar located on the bottom and sliding the read head out.Clear any jammed bills.
- To replace the bill acceptor, simply reinsert it back into the groove it came from and slide it in firmly, so that it locks into place.

✺ REMOTE CONTROL

Remote disable is a feature on the Gemini Touch and is intended to discourage underage use. This feature allows store personnel to "disable" the machine via remote control.

To disable the machine, press the **I** button on the remote transmitter. To reactivate, press the button on the remote transmitter again. The remote does not require careful aiming or close range.

Although the Gemini Touch is configured with one remote, multiple Gemini Touch's in one location will be affected by any remote used.

POWERBALL · HIT5 · DAILY KENO · SCRATCH
PICK3 EASY AS 123 · MATCH4 · MEGA MILLIONS · LOTTO

✺ ITVM EXTERNAL VIEW

The Game Touch 20 terminal acts as both a Scratch Ticket Vending Machine to distribute Scratch tickets and also operates in self-service mode to perform Draw Game functions. The barcode reader can be used by players to scan their scratch and draw game tickets to see if they are winners.

Touchscreen Display · Main Door · Door Handle · Bill Acceptor · Barcode Reader · Ticket Collection Bin · Door Lock

PLAY TODAY

IMAGINATION STATION

RETAILER SIGN ON

- Open the Game Touch20 Main Door.
- The display prompts you to sign on.
- Enter your 6-digit User Number (123456) and 4-digit Password (1234).
- Touch the **GREEN CHECKMARK**.
- After a successful Sign On, the Manager Functions Menu displays.

MANAGER FUNCTIONS

The Game Touch20 Home screen, or Manager Functions Menu, is available once you are signed on. This menu provides you with access to terminal management functions. You may access this menu from any of the administrative screens by touching the **HOME** button.

SCRATCH PURCHASE

- The player inserts money into the bill acceptor ($1, $5, $10, $20, $50, or $100). The bill acceptor does not give change, only credit towards purchases. **NOTE:** The maximum credit limit is $150.
- The player selects a ticket by touching the corresponding Scratch Ticket dispense button.
- The selected ticket is dispensed into the ticket collection bin.

DRAW GAME PURCHASE

QUICK PICK

- The player inserts money into the bill acceptor ($1, $5, $10, $20, $50, or $100). The bill acceptor does not give change, only credit towards purchases.
- The player selects desired draw game quick pick or bundle pack button.
- The draw game quick pick or bundle pack ticket(s) is printed and dispensed into the ticket collection bin.

NOTE: Draw game tickets CAN be cancelled at the GT1200 terminal except for Powerball, Mega Millions and any tickets that are printed as part of a promotion or a bundle purchase.

IN CASE OF TICKET JAM

- When a scratch ticket jam, an error message will display on the touchscreen where jam has taken place.
- The inventory in this bin needs to be cleared and reentered by scanning first and last tickets upon fixing the jam.
- When a draw ticket jam "Draw games are not available, Please see assistance", message will display on the touchscreen. Clear the printer jam and reprint the ticket from **REPRINT** button and cancel the ticket at the GT1200 terminal if it is not a Powerball or Mega Millions ticket.
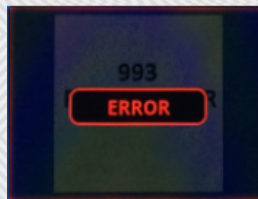
VALIDATIONS

- The player scans the ticket barcode under the barcode scanner to see if it is a winner.
- If the ticket is a winner for $500 or less, the screen displays the winning information and options to press Yes to play your winnings now or No to allow the player to take the ticket to the retailer for redemption. **NOTE:** The reinvestment process only works when the feature is enabled, if reinvestment is not enabled, the barcode scanner works as a typical ticket checker.
- If the ticket is a winner for over $100 and less than the Reinvestment Maximum ($500), the player has the option to use the winnings as credits. **NOTE:** If the ticket is a non-winner, previously cashed, etc; the screen will inform the player accordingly. If the prize is a free Scratch Ticket, the terminal will award the prize. If the prize for a scratch ticket is a free draw ticket, the ticket prints. If they reinvest and need an exchange ticket for remaining draws, the exchange ticket prints.

OPENING THE DOOR

- Insert the Main Door (MD) key into the main door lock, located to the top-right of the playslip reader.
- To open the door, insert your hand into the lever on the right-side of the door and pull up.
- An audible alarm begins sounding as soon as the door is open. To silence the alarm, you must sign-on to the terminal.

REPORTS

The Reports Menu provides access to machine reports: *Inventory Reports, Scratch Reports, Draw Reports, Printer Test, Device Status, Status Report, Configurations Report and Bin Status*.
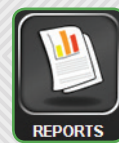
To access the Reports Menu:

- Touch **REPORTS** from the Manager Functions Menu.
- The screen displays the Reports Menu.
- Touch the desired report type to proceed. For each report type, select/enter the desired information.
- Use the **UP** and **DOWN ARROWS** to scroll through text. Touch one of the **PRINT** buttons to print the report. Touch **HOME** to return to the Manager Functions Menu.

INVENTORY REPORTS: Provides access to the following reports: *Sales Reports, Inventory Report, Shift Report, Games Report and Audit Report*.

SCRATCH REPORTS: Provides access to the following reports: *Summary Inventory, Scratch Detail, Summery Billing, Detailed Billing, Summary Inventory PPT, Settled Pack Detail, Activated Pack Detail, and Scratch Comm* .

DRAW REPORTS: Provides access to the following reports: *Daily Activity, Weekly Activity, SST Reports, Online Invoice, Commissions, and Draw Games Validation*.

PRINTER TEST: Use to test your printer to ensure the paper is loaded properly and print is clear and legible.

DEVICE STATUS: Lists all the peripherals of the Gemini Touch and shows the status of each one of them.

STATUS REPORT: Provides the status and inventory information for each of the Scratch Ticket bins.

CONFIGURATION REPORT: Provides information about the latest configuration of the terminal. Used by Field Services.

BIN STATUS: Displays bin status (Jammed, Empty, Low).
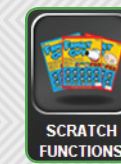
SCRATCH FUNCTIONS

SCRATCH TICKET MANAGEMENT
OVERVIEW

Allows the machine's bin inventory to be added, removed and changed. There are two methods of loading tickets into the terminal, Barcode and Manually.

Pull out the bin tray before loading tickets. A safety latch on the right side of each tray allows only one row to be pulled out at a time. To advance a row of bins, push the safety latch to the left while pulling the ticket tray forward. To replace, push the row back into place and the latch snaps back automatically.

The Game Touch20 uses a games table to keep track of all previously loaded games. Once a game is loaded and a ticket from a pack of the same game is scanned, the program knows all the necessary information about that particular game. When you use the barcode scanner to load and unload the tickets, the machine checks with the games table and uses that information.

QUICK LOAD USING BAR CODE SCANNER: FULL PACK IN AN EMPTY BIN

- Touch **SCRATCH FUNCTIONS** from the Manager Functions Menu. Then, touch **SCRATCH TICKET MANAGEMENT**.
- Pick up the Barcode Reader from the cradle.
- Scan **LOAD** barcode on the desired Bin.
- Scan the **FIRST TICKET** in the pack. Then, touch the **GREEN CHECKMARK**.
- Full Pack? Touch the orange icon, then, touch the **GREEN CHECKMARK**.
- The Pack Activates and Loads. Touch the **GREEN CHECKMARK**.

QUICK LOAD USING BAR CODE SCANNER: PARTIAL PACK

- Touch **SCRATCH FUNCTIONS** from the Manager Functions Menu. Then, touch **SCRATCH TICKET MANAGEMENT**.
- Pick up the Barcode Reader from the cradle.
- Scan **LOAD** barcode on the desired Bin.
- Scan the **FIRST TICKET** in the pack. Then, touch the **GREEN CHECKMARK**.
- Scan the **LAST TICKET** in the pack. Then, touch the **GREEN CHECKMARK**.
- The Pack Activates and Loads. Touch the **GREEN CHECKMARK**.

LOADING TICKETS: FULL OR PARTIAL PACKS USING MANUAL ENTRY

- Touch **SCRATCH FUNCTIONS** from the Manager Functions Menu. Then, touch **SCRATCH TICKET MANAGEMENT**.
- Touch the desired **BIN NUMBER**. Touch **UNLOAD** on the desired Bin (if needed).
- Touch **LOAD TICKETS**.
- Enter the Game, Pack and FIRST ticket number manually, then touch the **GREEN CHECKMARK**.
- If you are loading a Full Pack, touch **FULL PACK**. **NOTE:** The Full Pack option is only available if the game you are loading has been previously loaded into the machine.
- If you are loading a Partial Pack, enter the Game, Pack, and LAST ticket number manually, then touch the **GREEN CHECKMARK**.
- The system proceeds to Activate the pack automatically. A confirmation screen displays. Touch the **GREEN CHECKMARK**.
- Physically load the tickets (see *Loading Tickets into a Bin*).

NOTE: Selecting the **FEED TICKET** option from the Scratch Ticket Management screen moves tickets in the selected bin forward. Selecting the **TICKET REVERSE** option from the Scratch Ticket Management screen reverses the ticket in the selected bin.

SCRATCH FUNCTIONS

ADDING/REMOVING GAMES VIA THE PARAMETERS BUTTON

The Parameters button displays product details for each existing game on the terminal. Use this function to Add a new game or Remove an existing game.

- Touch **SCRATCH FUNCTIONS** from the Manager Functions Menu. Then, touch **SCRATCH TICKET MANAGEMENT**.
- Touch the desired **BIN NUMBER**, then touch **PARAMETERS**.
- **TO REMOVE AN EXISTING GAME:** Touch **REMOVE**. A confirmation screen displays. Touch the **GREEN CHECKMARK** to continue, or touch the **RED X** to cancel.
- **TO ADD A NEW GAME:** Touch **ADD**. Enter the Game ID, then touch the **GREEN CHECKMARK**.

LOADING TICKETS INTO A BIN

To load the tickets into the bin, pull out the appropriate ticket tray for the bin and follow these instructions:

- Insert the ticket pack into the bin.
- Feed the first ticket over the roller. Tickets less than 8" long feed over the roller; 8" tickets and longer feed under the roller.
- Insert under the ticket guide until the leading edge firmly touches the black rubber feed rollers.
- This activates the ticket sensor switch and the tickets load automatically.

NOTE: Multiple ticket books can be loaded by taping the end of one book to the beginning of another book. To connect two books, use the IGT perforated tape. Contact IGT Hotline at 1-888-810-4357 for replenishment.

TO ENSURE RELIABLE TICKET DISPENSING:

- Do not load tickets over 8" long into the lower two ticket trays.
- Do not load tickets less than 2" in the upper two ticket trays.

UNLOAD BIN/REMOVING INVENTORY: SCANNER METHOD

- Scan **UNLOAD** barcode of desired bin.
- The inventory physically unloads from the bin.

UNLOAD BIN/REMOVING INVENTORY: MANUAL METHOD

- Touch **SCRATCH FUNCTIONS** from the Manager Functions Menu. Then, touch **SCRATCH TICKET MANAGEMENT**.
- Touch the desired **BIN NUMBER**.
- Touch **REMOVE INVENTORY**.
- The inventory physically unloads from the bin.

SCRATCH>SCRATCH FUNCTIONS

The Scratch Functions menu provides access to the following functions: Activation, Settlement, and Order Confirmation.

TO ACCESS SCRATCH FUNCTIONS:

- Touch **SCRATCH FUNCTIONS** from the Manager Functions Menu, then touch **SCRATCH**.
- The screen displays the Scratch Functions menu.
- Touch **SCRATCH FUNCTIONS** for **RECEIVE PACKS/SHIPMENTS**, **ACTIVATE PACKS/SHIPMENTS**, or **SETTLE PACKS/SHIPMENTS**.