**Instant Validation**

You can now validate Scratchers by touching **Instant Validation** right on the Home screen—no need to touch Validation first! Remember, you MUST use your new external Handheld Barcode Scanner to scan Scratchers—never insert Scratchers into the top Reader as it will damage the Reader lens.

**Online Validation**

Online Game tickets can also be validated right from the Home screen—simply touch **Online Validation**! You may use your new external Handheld Barcode Scanner to validate Online Game tickets, or insert them into the top Reader.

**Changing Printer Paper**

- Press the **silver button** on the Printer Cover and pull up on the sides of the Printer Cover to open.
- Next, take the used paper roll out of the printer and set it aside.
- Now, detach the piece of tape that holds the end of the paper stock to the roll, then simply place the roll into the Printer so that the paper feeds from the bottom towards you and hangs out of the printer. DO NOT place the paper under the black bar, as the printer will not work if you do.
- Because this is a new roll, be sure to leave about 12 - 18 inches of paper hanging out, and close the cover firmly.
- The Printer automatically advances and cuts the paper.
- Finally, don’t forget to run a **Printer Test** to ensure print quality.

**Cancel Ticket**

Cancel Ticket has been moved from Online Functions to your new Home screen. Simply touch **Cancel Ticket** and proceed to cancel your Online Game ticket as you normally would.

**Note:** A ticket can be cancelled only on the day of purchase, prior to the drawing, and only from the terminal where it was sold, prior to the end of sales for the draw for which it was purchased.

**Online Game tickets can also be validated right from the Home screen—simply touch** Validation first! Remember, you **MUST** use your new external Handheld Barcode Scanner to scan Scratchers—never insert Scratchers into the top Reader, as previously shown.

**Print N Play tickets cannot be canceled.**

**Selling online games**

**Easy Picks from the Home Screen**

- Touch the EZ-pick button for the desired game/amount.
- Ticket(s) print automatically.

**Play Slip Entry**

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

**Manual Entry**

Placing manual entry wagers is even easier than before! All of the **Default Options** for a game are now highlighted in orange, and most of your options display right on the game options screen—simply touch a button to highlight/select it:

**Also, the Small Game buttons that you used to toggle in between game screens have been replaced with Game Tabs at the top of each game options screen. The current game is displayed in a green tab:**

**Power Play**

- Touch Power Play.
- Select the desired game options: Power Play option, Panels, Draws, Future Play option, or Repeat.
- Touch Manual Entry to manually enter 5 numbers in the top portion of the screen (blue buttons). Then select the Powerball number in the bottom portion of the screen (yellow buttons). OR touch Easy Pick to allow the system to randomly choose the numbers.
- Touch Send.
- If the Power Play option is not selected, a screen displays asking if you would like to add this option. Touch Yes if you would like to add Power Play; otherwise touch No.
- A confirmation screen may display depending on your selected options. Touch Yes to confirm the wager, or touch No to cancel.
- Ticket(s) print automatically.

**Changing Printer Paper**

- Press the **silver button** on the Printer Cover and pull up on the sides of the Printer Cover to open.
- Next, take the used paper roll out of the printer and set it aside.
- Now, detach the piece of tape that holds the end of the paper stock to the roll, then simply place the roll into the Printer so that the paper feeds from the bottom towards you and hangs out of the printer. DO NOT place the paper under the black bar, as the printer will not work if you do.
- Because this is a new roll, be sure to leave about 12 - 18 inches of paper hanging out, and close the cover firmly.
- The Printer automatically advances and cuts the paper.
- Finally, don’t forget to run a **Printer Test** to ensure print quality.

**Print N Play**

- Touch **Print N Play** to print a receipt with a hotline number for players with a potential gambling problem.

**Print N Play**

- Touch **Print N Play** to print a receipt with a hotline number for players with a potential gambling problem.

**Play Responsibly**

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

**Virginia Lottery**

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

1.800.654.2500

**HOURS:** Monday–Sunday / 5:30 AM – 11:30 PM

**Option 1:** Equipment Issues/Supplies

**HOURS:** Monday–Friday / 6:30 AM – 7:30 PM

**Option 2:** Report a Problem Ticket

**Leave message if not during business hours**

**Option 3:** Accounting/Billing Questions

**Option 4:** Help Desk/All other Issues

www.gtechlll.com/login/VA
The Reports function has been moved to your new Home screen. Now you can easily view/print all Reports and Financial reports using this new functionality.

The Report options are exactly the same as with your previous terminal, however, they will look different to you.

Reprints have been moved from Online Functions to your new Home screen. Simply touch Reprints and select the desired option.

Training Mode
Turn Training Mode on to educate new employees on how to produce transactions and view reports. While in Training Mode, your terminal screen will be gray with the words “TRAINING MODE” across the screen. No monetary transactions can take place at this time. It is important to turn Training Mode off once you are finished so you can resume selling tickets.

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