

LVT TERMINAL QUICK REFERENCE CARD



GTECH HOTLINE
24 Hours a day
1-800-950-5686

RETAILER HOTLINE
1-800-242-7782

RETAILER WEBSITE
retailer.wilottery.com

PLAYER HOTLINE
(608) 266-7777

Visit us at wilottery.com

Super 2nd Chance
PO Box 77006
Madison, WI 53707-1006

Wisconsin Lottery
Prize Payments
Madison, WI 53774

VALIDATION OFFICES:

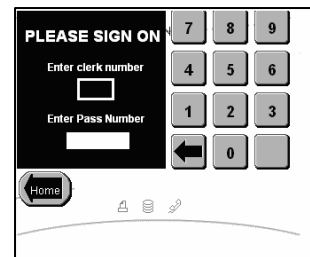
Main Office
2135 Rimrock Rd.
Madison, WI 53713
(608)266-7777
(608)267-2839

Milwaukee
819 N. 6th St.
Room 530
Milwaukee, WI 53203
(414)227-3882

**KEEP THIS CARD WITH
TERMINAL FOR REFERENCE**

Sign On

- Touch "Sign On"
- Enter the 2-digit Clerk Number or "00"
- Enter the 4-digit Pass Number
- A sign on receipt print
- A News Message appears, if applicable
- Touch "OK"

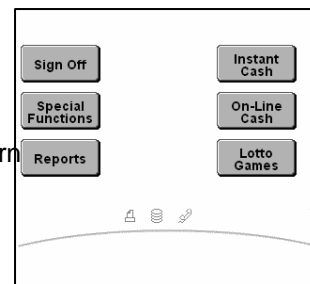


Sign Off

- At the Main Menu, touch "Sign Off"
- Touch "YES"
- Touch "OK"

Return to Main Menu

Each screen contains a button which can be used to return to the Main Menu. The buttons vary by screen. The buttons include:



Special Functions

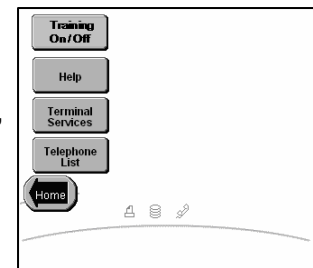
OPTIONS AVAILABLE PRIOR TO SIGN ON:

Training On/Off: Allows retailer to take the terminal in and out of training mode

Terminal Services: Displays Version Info, Printer Test, and Terminal Reset options

Terminal List: Displays numbers for GTECH Hotline, the Retailer Hotline, and Lottery Security

Help: Displays HELP information



OPTIONS AVAILABLE AFTER SIGN ON:

Pause: Places the terminal in freeze mode until 4-digit pass number is entered

Help: Displays HELP information

Terminal Services: Displays Version Info, Printer Test, and Terminal Reset options

Terminal List: Displays numbers for GTECH Hotline, the Retailer Hotline, and Lottery Security

Reprint: Reprints Last wager and Last transaction

News Message: Displays news messages from the Lottery

Supply Order: Displays supply message: "Paper is tracked and shipped automatically to you. If you need extra paper, please call GTECH at 1-800-950-5686."

FMR/FST Sign-on: Used by Lottery and GTECH personnel

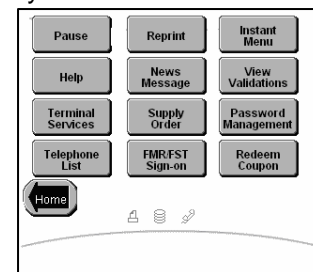
Instant Menu: Displays pack activation, game ends, and game calendar options

View Validations: Displays the last 100 validations

Password Management: Used by Lottery personnel

Training On/Off

While in Training Mode, the terminal prints "training tickets" and "Training" appears at the top and bottom of the screen.

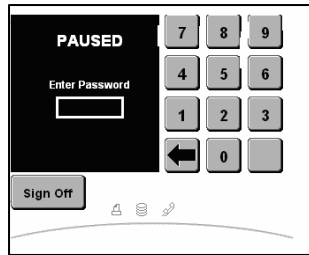


Turn Training mode ON:	Turn Training mode OFF:
Terminal must be signed off	Touch "Sign Off"
Touch "Special Functions"	Touch "OK"
Touch "Training On/Off"	Touch "Special Functions"
Sign on to terminal	Touch "Training On/Off"

Special Functions

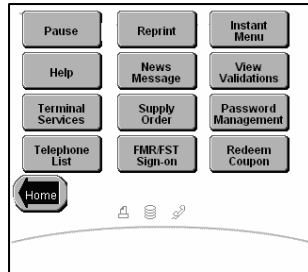
PAUSE

- The Pause function places the terminal in freeze mode which allows you to step away from the terminal without signing off.
- Touch “Special Functions”
- Touch “Pause”
- Enter 4-digit password to return to Main Menu



HELP

- Touch “Special Functions”
- Touch “HELP”
- Touch the desired option to display the Help for that topic
- Touch “Back” to return to the Main Menu

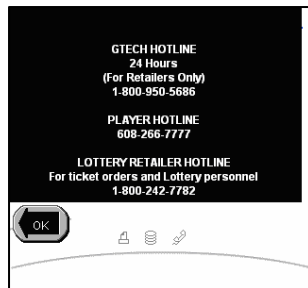


TERMINAL SERVICES

- Touch “Special Functions”
- Touch “Terminal Services”
- Touch “Version Info” to view/software/firmware version information
- Touch “Printer Test” to print a printer test
- Touch “Terminal Reset” to perform a terminal reset

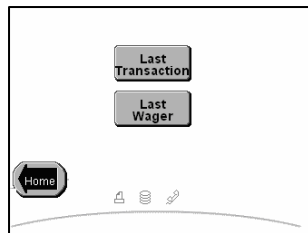
TELEPHONE LIST

- Touch “Special Functions”
- Touch “Telephone List”
- Touch “OK” to return to Main Menu




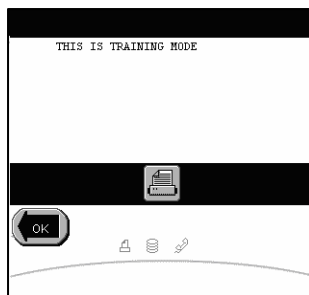
REPRINT

- Touch “Special Functions”
- Touch “Reprint”
- Touch “Last Wager” or “Last Transaction”



NEWS MESSAGE

- Touch “Special Function”
- Touch “News Message”
- Touch  to print the message
- Touch “OK” to return to Main Menu





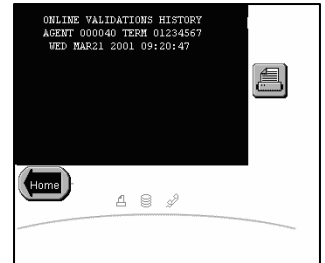
Special Functions Cont.

VIEW VALIDATIONS


- Touch “Special Functions”
- Touch “View Validations”

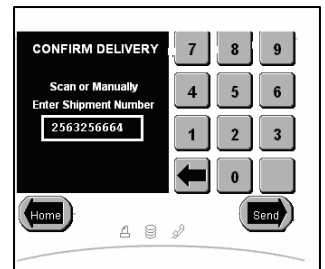
Instant Validations

- Touch “Instant Validations” to view the Instant Validations report
- Touch  to enter the number of validation reports to print
- Touch  to print the report(s)
- Touch “HOME” to return to Main Menu



On-Line Validations

- Touch “On-line Validations” to view the on-line Validations report.
- Touch  to print the report
- Touch “HOME” to return to the Main Menu

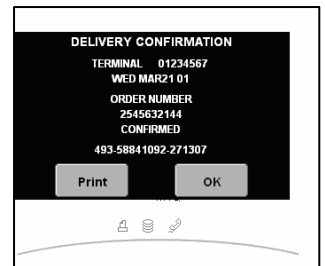


INSTANT MENU

- Touch “Special Functions”
- Touch “Instant Menu”

Pack Activation

- Touch “Pack Activation”
- Scan the packing slip barcode with the scanner or manually enter the order number using the numeric key pad
- Touch “Send”
- Touch “Print” to print the confirmation screen
- Touch “OK” to return to the Main Menu



- **NOTE: Tickets should be activated upon receipt**

Game Ends

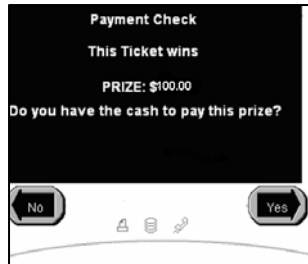
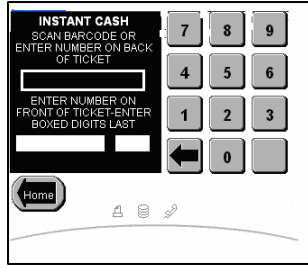
- Touch “Game Ends” to display the most recent game ends
- Touch “Print” to print the report
- Touch “OK” to return to the Main Menu

Game Calendar

- Touch “Game Calendar” to view the current game calendar
- Touch “Print” to print report
- Touch “OK” to return to the Main Menu

Cash Instant Tickets

- Touch "Instant Cash"
- Scan the ticket barcode using the scanner, or enter the serial number manually
- Enter the three boxed digits on front of ticket
- To validate more than one ticket, touch "Next" to continue scanning ticket barcodes and entering boxed digits
- Touch "Send" to complete
- A cash authorization slip prints
- Tear ticket in half and attach cash authorization



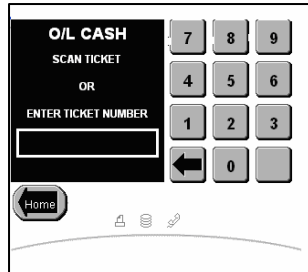
If a ticket prize is over 100....

- A confirmation screen displays
- Touch "NO" to cancel, "YES" to validate.

Cash Online Tickets

- Touch "On-line Cash"
- Scan the ticket barcode using the scanner, or enter the serial number manually
- A confirmation screen appears
- Touch "Send" to validate the ticket, or "HOME" to return to the Main Menu
- A cash authorization prints

NOTE: When a multiple draw ticket is cashed, an exchange ticket prints. Give exchange ticket to player.

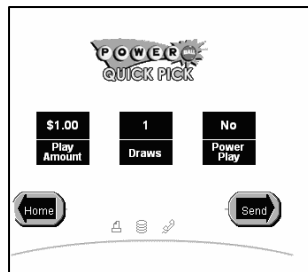


Lotto Games



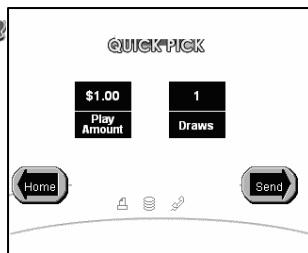
- Touch "Lotto Games"
- Touch "Powerball"
- Select dollar amount
- Select number of draws
- For Power Play option, touch "Power Play" to select "YES"
- Touch "Send" to print ticket(s)

Note: For a \$1 quick pick play for the next draw, touch "Send"



- Touch "Lotto Games"
- Touch "Megabucks", "Supercash!", or "Badger5"
- Select dollar amount
- Select number of draws
- Touch "Send" to print ticket(s)

Note: For a \$1 quick pick play for the next draw, touch "Send"

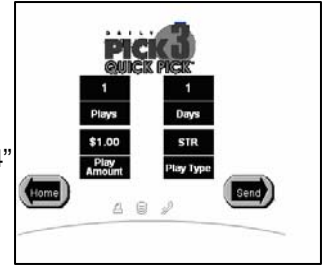


Lotto Games Cont.



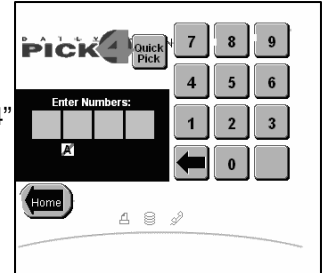
Quick Pick Entry

- Touch "Lotto Games"
- Touch "Daily Pick 3" or "Daily Pick 4"
- Select the number of plays
- Select number of days
- Select dollar amount
- Select play type
- Touch "Send" to print ticket(s)



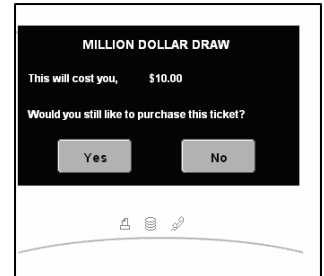
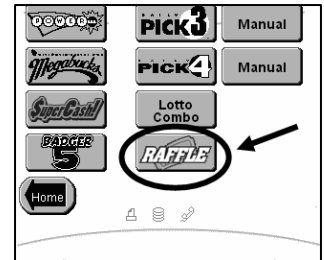
Manual Entry

- Touch "Lotto Games"
- Touch "Daily Pick 3" or "Daily Pick 4"
- Select the number of plays
- Select number of days
- Select dollar amount
- Select play type
- Touch "Manual"
- Select three numbers for Pick 3 or four numbers for Pick 4
- Touch "Send" to print ticket(s)



Raffle, when Applicable

- Touch raffle ticket symbol on the Home screen in the lower right corner
- Press SEND button to continue processing ticket. Each ticket will print on a separate ticket. Only one ticket can be produced at a time.
- A confirmation screen will appear to verify that you will be producing a ticket. Make sure you have collected the money from the player. Tickets cannot be canceled. Pressing YES from this screen will produce the ticket. Pressing NO will return you to the HOME screen.



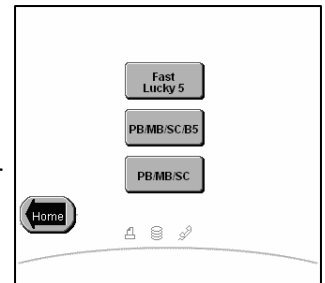
Lotto Combo

Fast Lucky 5 is a combination of all games. The player receives a quick pick ticket for the next drawing of each of the six on-line games.

- Touch "Lotto Games"
- Touch "Lotto Combo"
- Touch "Fast Lucky 5"
- A confirmation screen appears
- Touch "Send" to print ticket(s) or "HOME" to cancel

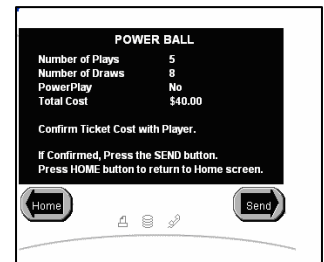
Note: Two additional combination options are also available:

- Powerball, Megabucks, Supercash! and Badger5 (PB/MB/SC/B5)



If cost of any ticket is over \$20...

- A confirmation screen displays
- Confirm the ticket cost with the player
- Touch "Send" to print ticket(s), or "HOME" to return to the Main Menu



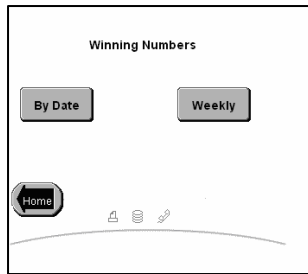
Reports

Touch “Reports” on the main screen to display the report menu options

Winning Numbers Report

The Winning Numbers Report shows the winning game number and prize counts for the selected drawing.

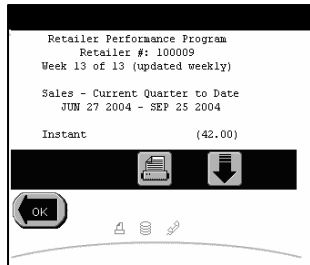
- Touch “Winning Numbers Report”
- Touch desired game
- Touch “By Date” or “Weekly”
- Enter date
- Enter the desired number of copies, or touch “Send” to display
- Touch “PRINT” to print the report, or touch “HOME” to return to the Main Menu



Retailer Performance Program

The RPP report shows weekly and quarterly RPP information.

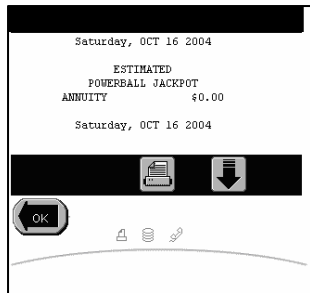
- Touch “RPP”
- The report is displayed
- Touch “PRINT” to print the report
- Touch “OK” to return to the Main Menu



Jackpot Report

The Jackpot Report shows the current Wisconsin jackpot amounts.

- Touch “Jackpots” to display all jackpots, or touch “Badger 5” to display the Badger 5 jackpot
- Enter the desired number of copies, or touch “Send” to display the report on the screen
- Touch “Print” to print the report, or touch “HOME” to return to the Main Menu



No Top Prizes

- Touch “No Top Prizes”
- The report is displayed
- Touch “Print” to print the report
- Touch “OK” to return to the Main Menu

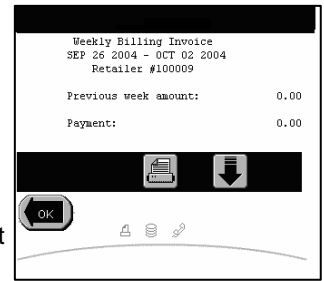
Note: THIS REPORT MUST BE POSTED WEEKLY

Instant Order Liability Report

- Touch “Inst Order Liability”
- Enter the desired number of copies or touch “Send” to display the report on the screen
- Touch “Print” to print the report
- Touch “OK” to return to the Main Menu

Balancing Report

- Touch “Balancing”
- Touch the “Week to Date” to display the report, OR
- Touch “By Date”
- Enter the desired date
- Touch “Send” to display the report
- Touch “PRINT” to print the report
- Touch “OK” to return to the Main Menu



Billing Report

The Billing Report displays the current retailer invoice information.

- Touch “Billing”
- Touch “Weekly Billing Invoice”
- Enter the date, or touch “Send” for the current date
- Enter the desired number of copies, or touch “Send” to display the report on the screen
- Touch “Print” to print the report, or
- Touch “OK” to return to the Main Menu

Touch “Instant Weekly Activity”

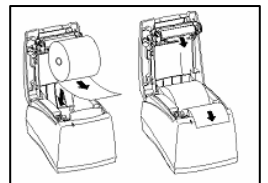
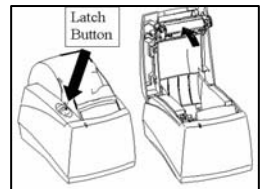
- Enter the week, or touch “Send” for the current week
- Touch “Send” to display the report on the screen
- Touch “Print” to print the report, or
- Touch “OK” to return to the Main Menu

Year to Date Sales Report

- Touch “Year to Date Sales”, “Two Years Previous”, or “Previous Year”
- The report is displayed
- Touch “Print” to print the report, or
- Touch “OK” to return to the Main Menu

Change Paper in Printer

- Press the latch (green) button and open the paper cover
- Remove the unused paper roll from the printer
- Place the new paper unwinding from the bottom
- Close the paper cover firmly so that it latches securely
- Paper feeds automatically to align itself and the printer cuts excess paper



Clear a Printer Jam

- Press the latch (green) button and open the paper cover
- Remove the jammed paper
- Ensure that the paper on the paper roll is unwinding from the bottom
- Close the paper cover firmly so that it latches securely
- Paper feeds automatically to align itself and the printer cuts

Clear a Printer Jam

Wipe the screen with a non-ammonia-based cleaner sprayed onto a soft cloth. The barcode reader can also be cleaned this way . NEVER spray directly onto the terminal.

**KEEP THIS CARD WITH
TERMINAL FOR REFERENCE**