

Inventory Management

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:

1. Insert the ticket pack into the bin.
2. Feed the first ticket over the roller.
3. Insert under the ticket guide until the leading edge firmly touches the black rubber feed rollers.
4. This activates the ticket sensor switch and the tickets load automatically.

Note: Multiple packs of the same game 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 that is included in the installation kit provided at the time of install.

TO ENSURE RELIABLE TICKET DISPENSING:

When loading tickets 8” or longer, use the “under over method”. That is, if the length of the ticket is under 8” it should be routed over the rollers and if the length is over 8” it should be routed under the rollers.

The Gemini can dispense any length tickets from its rows with the exception of the bottom row which can dispense a 10” max length ticket.

When taping multiple packs of tickets, the total height of ticket stack should not exceed 2”.

Logging/Security

1. Touch **Logging/Security** from the Manager Functions Menu.
2. The screen displays the Logging Security sub-menu.
3. Select the desired option:
(Security Log, Cash Log, Event Log, or Audit Trail)

SECURITY LOG

Touch **Security Log** from the Logging/Security Menu to view the security log for the Gemini, which lists Gemini 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 up to the last 200 player sessions which include Lotto Game and Instant sales from the Gemini. Touch **Print** to print the log or touch the **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 Gemini except the dispensing of tickets.

AUDIT TRAIL

Touch **Audit Trail** from the Logging/Security menu to view the audit trail report. This includes up to the last 10 (ten) events which affect credits during the transaction process from cash amount to zero. Touch **Print** to print the log or touch the **Home** button to return to the Manager Functions menu.

Inventory Reports

LOCAL FUNCTIONS

Provides access to reports that reside on the Gemini for sales, status, inventory, and games.

Sales Reports: Sales Reports account for all Lotto and Instant Games sales during a specified period. These reports can be pulled by time-frames.

To pull a Sales Report for a specific time-frame:

1. Touch **Inventory Reports**.
2. Touch **Sales Reports**.
3. From the **MAIN** tab, select the desired recent time-frame. Touch the **OTHER** tab to select previous time-frames.

Status Report: The Status Report describes the Gemini setup and configuration. It details any problems that might exist as well as information on the status of each bin.

Inventory Report: The Inventory Report shows, by bin number, the value and quantity of instant tickets presently loaded in the terminal. The report reflects the most up-to-date inventory reading.

Games Report: The Games Report provides game pack information about the Instant games loaded into the Gemini.

Statistics Reports: Statistics Reports provide information about the percentage of time a bin was out of stock and the percentage of time the Gemini was not accepting cash. To generate a report, use the same procedure outlined above for Sales Reports.

Special Functions

1. Touch **Special Functions** from the Manager Functions Menu.
2. The screen displays the Special Functions sub-menu.
3. Touch the desired option.

Version Info: Touch **Version Info** to view the Firmware and Software versions loaded on the terminal.

Volume Control: Touch **Volume Control** to adjust the terminal volume to 4 different volume levels. Touch Default to change the volume to the Default Level of 4.

Lights Control: This function cannot be adjusted.

Video Help: Video Help provides access to video animations that show instructions for loading and unloading bins, removing cash from the cash box, and loading paper and clearing paper jams.

Unload Bin

UNLOAD BIN: SCANNER METHOD

To physically unload inventory from a bin using the scanner through the Management screen:

1. Scan **Unload** barcode of desired bin.
2. The roller will eject the ticket and the pack can be removed.
Note: Unloading a bin does NOT remove the inventory from the memory of the Gemini. This can only be accomplished through the “Removing Inventory” function.

UNLOAD BIN: MANUAL METHOD

To physically unload inventory from a bin manually through the Management screen:

1. Touch **Unload Bin** and enter the desired Bin number using the keypad.
2. The roller will eject the ticket and the pack can be removed.
Note: Unloading a bin does NOT remove the inventory from the memory of the Gemini. This can only be accomplished through the “Removing Inventory” function.

Removing Inventory

CLEARING THE INVENTORY DATA FOR A BIN

1. Touch **Inventory Management** from the Manager Functions menu.
2. Touch **Select Bin** and enter the desired Bin number. Touch **OK**.
3. Touch **Remove Inventory**.
4. The screen will prompt with the following message, “Are you sure you want to remove all Tickets from the bin X?”. Touch **OK**.
5. The inventory is cleared from the bin and from memory of the Gemini.
6. Touch **Home** to return to the Manager Functions menu.

Loading Printer Paper

1. Gently slide out the printer.
2. Open the printer by pinching the silver button next to the printer roll on the front of the printer.
3. Remove the old paper roll.
4. Insert new paper roll.
Note: Be sure to feed the paper OVER the spring loaded black roller.
Note: Paper feeds from the bottom of the paper roll when it is inserted into the printer.
5. Center the paper and pull the end past the top of the printer door
6. While still grasping the paper, close the printer door.
7. The paper will advance and cut automatically.
Note: The paper stock for the Gemini can be substituted with the paper stock used by the main lottery terminal printer.

Unloading the Cash Box

1. Open the Bill Acceptor door with the key labeled BA.
2. **To remove the Cash Box:** Simply push down on the white release button at the rear with one hand slide the cash box toward the back of the terminal and gently lift it up and out.
3. To remove money from the Cash Box, locate the round opening on the front press down to retract and slide the money out.
4. **To re-insert the Cash Box:** There are four protruding teeth on the bottom of the Cash Box. These must be on the bottom facing the outside of the Gemini. Lower the Cash Box back in while pressing it to the rear of the Gemini just as you did when you removed it. Once it is all the way down, gently pull it forward until it locks into place. To close the Bill Acceptor compartment, lift up the door, close firmly, turn the key to the left and remove it.
Note: You MUST run and clear the shift report every time you empty the cash box.

Clearing a Jam in the Bill Acceptor

1. Open Bill Acceptor door with the security key labeled BA, and tilt assembly down.
2. Remove the Bill Acceptor by pushing up the silver latching bar, gently lift the Read Head from the Bill Acceptor and clear the jammed bills.
3. After the Bill Acceptor has been cleared, gently slide it back into its locked position.

Remote Control

Remote disable is a feature on the Gemini and is intended to prevent underage use. This feature allows store personnel to “disable” the terminal via remote control.

To disable the terminal, 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 is configured with one remote, multiple Geminis in one location will be affected by any remote used.



WISCONSIN LOTTERY

GEMINI

Retailer Quick Reference

RETAILER HOTLINE
1-800-242-7782

- Report Lost or Stolen Tickets
- Ticket Ordering
- Applications and Contracts
- Accounting Questions
- Game Information
- Equipment Issues
- Terminal Supply Ordering

ADA Features

Customers with disabilities can play Instant and Lotto games. There are more enhancement tools for ADA (Americans with Disabilities Act) compliance to facilitate purchases without assistance.

There is an ADA Panel with all the same Quick Pick (QP) buttons for the Lotto Games. The panel is to the right of the Instant panel below the Bill Acceptor.

Purchase Instant Tickets

1. The player inserts money into the Bill Acceptor (\$1, \$5, \$10, \$20, and \$50). **The Bill Acceptor does not give change.**
2. The player selects a ticket by pressing the corresponding instant ticket dispenser button.
3. The selected ticket is dispensed into the ticket collection tray.

Purchase Lotto Game Quick Picks

1. The player inserts money into the Bill Acceptor (\$1, \$5, \$10, \$20, and \$50). **The Bill Acceptor does not give change.**
2. The player selects desired Lotto game **quick pick** button.
3. The Lotto game quick pick ticket is printed and dispensed into the ticket collection tray.

Note: Lotto game tickets CANNOT be cancelled.

Ticket Checker

1. The player scans the ticket barcode under the Ticket Checker to see if it is a winner.
2. Winning tickets \$599 and under may be redeemed at your main lottery terminal. If the ticket is a winner over \$599, the screen displays “Please claim at Lottery”.

Note: If the ticket is a non-winner, previously cashed, etc; the screen will inform the player accordingly.

Opening/Locking the Gemini

OPENING THE GEMINI

1. Insert key into the main door lock.
2. Turn the key clockwise and the lock handle will pop out.
3. Turn the lock handle a quarter turn counter clockwise.
4. Pull the door open.

LOCKING THE GEMINI

1. Ensure the **lock core** on the inside of the Gemini is positioned horizontally and close the door.
2. Turn the lock handle, located on the outside of the Gemini, clockwise so it is vertical.
3. Re-Insert the key and turn to vertical position.
4. Push the lock handle back into the Gemini and maintain pressure while turning the key counterclockwise to complete the locking process.

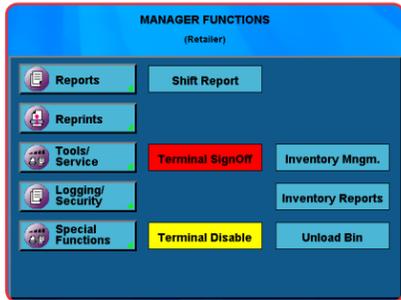
Retailer Sign On

1. Open the Gemini Main Door.
2. The display prompts you to sign on.
3. Enter your 6-digit User Number and 4-digit Password.
4. Touch **Send**.
5. After a successful Sign On, the Device Status screen displays. Touch the **Home Button** to go to the Manager Functions menu.

Manager Functions Menu

The Gemini Manager Functions menu is available when signed on. This menu provides access to terminal management functions.

Manager Functions are described in detail on the following pages. You may access this menu from any of the administrative screens by touching the **Home Button**.



Reports

The Reports menu provides access to: Billing, Balancing, No Top Prizes, and Instant Order Liability Reports.

To access the Reports Menu:

1. Touch **Reports** from the Manager Functions menu.
2. The screen displays the Reports menu.
3. Touch the desired report type to proceed.
4. Use the instructions below to view and print reports.

BILLING REPORTS

1. Touch **Billing** from the Reports menu.
2. The screen displays.
3. Select the desired option, such as **Weekly Billing Invoice**.
4. Enter the date using the **numeric touchpad**, or touch **Send** for the current day.
5. The report displays. Use the **Up & Down Arrows** to scroll through text.
6. Touch **Print** to print the report.
7. Touch **Home** to return to the Home screen.

BALANCING REPORTS

1. Touch **Balancing** from the Reports menu.
2. The screen displays.
3. Select the desired time-frame, and the report displays. Use the **Up & Down Arrows** to scroll through text.
4. Touch **Print** to print the report, or touch **Home** to return to the Home screen.

NO TOP PRIZES REPORT

1. Touch **No Top Prizes** from the Reports menu, and the report displays.
2. Touch **Print** to print the report, or touch **Home** to return to the Home screen.

INSTANT ORDER LIABILITY REPORT

1. Touch **Instant Order Liability** from the Reports menu.
2. Enter the Number of Copies, or touch **Send** to display report.
3. Touch **Print** to print the report, or touch **Home** to return to the Home screen.

REPORT DESCRIPTIONS

Weekly Billing Invoice: The Weekly Billing Invoice report is useful for verifying financial data within an invoice period for specified retailer.

Instant Billing Statement: The Instant Billing Statement report provides a detailed list of the packs that have billed each week, grouped by Instant Order.

Balancing: The Balancing report lists the sales counts and amounts by game for a given terminal for today, from the week start to the current day. In addition, the report includes totals of lotto gross sales, lotto commission, and net lotto sales along with a cashing summary from lotto and instants validations. This report is useful for balancing sales and validation activity for a specific terminal.

No Top Prizes: The No Top Prizes report provides a listing of instant games that have no top prizes remaining. This report is useful for identifying instant games that have sold out of top prizes.

Instant Order Liability: The Instant Order Liability report provides a detailed list of all packs that have been issued to a retailer, but have not yet billed. The information is grouped by Instant Order number and EFT Due Date.

Shift Report

The Shift Report details sales activity for the current shift and should be used to balance the money in the cash box. Retailers can choose the time of their own shifts, and once the Clear button is touched, the report displays that all totals are cleared.

To run this report:

1. Touch **Shift Report** from the Manager Functions menu.
2. The screen displays the report below.
3. Use the **Up & Down Arrows** to scroll though the report on the screen if needed.
4. Touch **Print** to print the report ONLY or touch **Clear** to print the report and also clear the Shift at the same time. Touch **Manager Functions Menu** to return to the Manager Functions menu. A shift report must be run and cleared every time cash is removed from the cash box.

Reprints

The Reprints option allows reprints of the Last Transaction or the Last Wager.

To access these functions:

1. Touch **Reprints**.
2. Select the desired option, such as **Last Transaction**. The reprint prints automatically.

Note: Reprints are not for sale and should not be given to players. Reprints should be submitted to the Lottery along with the corresponding misprinted tickets in a Wisconsin Lottery Adjustment Envelope.

Tools/Service

The Tools/Service option provides access to Terminal Reset, Printer Test, Device Status, User Management, User Switch, Configuration, QP Change/Install, QP Reports, QP Buttons Confirmation, Credits Functions, Bin Functions, and RF Enable/RF Disable.

Terminal Reset: Touch **Terminal Reset** from the Tools/Service menu to reset the Gemini. Touch **OK** to confirm or touch Cancel to return to the Manager Functions menu.

Printer Test: Touch **Printer Test** from the Tools/Service menu 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 printer, communications, Bill Acceptor, reader and ITVM functions.

User Switch: Touch **User Switch** from the Tools/Service menu to switch users on the terminal. The User Sign On screen displays a prompt to sign on to the terminal.

Configuration: For Field Service Personnel only.

QP Functions: For Field Service Personnel only.

Credit Functions: Use to clear all credits.

Bin Functions: Use to display current bin details for a selected bin and to test, unload and feed tickets for the bin.

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

Inventory Management

This function allows the terminal’s bin inventory to be added, removed, and changed. There are two methods of loading tickets into the Gemini: Barcode Scanner and Manual Entry.

You must 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 Gemini 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 Gemini checks with the games table and uses that information.

LOADING NEW OR PARTIAL PACKS VIA BARCODE SCANNER

1. Scan the “Load” barcode on the desired bin using the barcode scanner.
2. Scan the barcode of the FIRST ticket.
3. Scan the barcode of LAST ticket.
4. Touch **OK** at the next prompt.
5. A confirmation screen displays. Touch **Product Details** to edit the ticket information, then touch **Continue**.
6. Touch **Confirm** when finished. (If loading multiple packs of the same game, repeat steps 2 – 6)
7. Physically load the tickets.

Note: Until 5/14/17, The Full Pack option is only available if the game you are loading has been previously loaded into the terminal.

MANUALLY LOADING NEW OR PARTIAL PACKS

1. Touch **Inventory Management** from the Manager Functions menu.
2. Touch **Select Bin** and enter the desired Bin number.
3. Touch **OK**.
4. Touch **Add/Change Inventory**.
5. Enter Game, Pack and FIRST ticket number manually. **Note:** Check digit is not entered.
6. Touch **OK**.
7. Enter Game, Pack and LAST ticket number manually.
8. Touch **OK**, then touch **OK** again.
9. A confirmation screen displays. Touch **Product Details** to edit the ticket information, then touch **Continue**.
10. Touch **Confirm** when finished. (If loading multiple packs of the same game, repeat steps 2 – 10)
11. Physically load the tickets.

Note: Until 5/14/17, The Full Pack option is only available if the game you are loading has been previously loaded into the terminal.