INVENTORY MANAGEMENT

Use to add, remove and change the machine’s bin inventory.

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 ticket packs can be loaded by taping the end of one pack to the beginning of another pack. To connect two packs, use GTECH’s perforated tape.

TO ENSURE RELIABLE TICKET DISPENSING:
1. Do not load tickets over 8” long into lower two trays.
2. Do not load 2.5” tickets in the upper two ticket trays.

UNLOAD BIN

To physically unload inventory from a bin manually through the Management screen:
1. Touch Inventory Management from the Manager Functions menu.
2. Touch Select Bin and enter the desired Bin number using the keypad.
3. Touch Remove Inventory.
4. The following message displays: “Are you sure you want to remove all Tickets from the bin?”
5. Touch OK. The inventory physically unloads from the bin.

REMOKING 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 using the keypad, then touch OK.
3. Touch Remove Inventory.
4. The terminal will prompt with the following message, “Are you sure you want to remove all Tickets from the bin XYZ?”
5. Touch OK. The inventory is cleared from the bin.
6. Touch Home to return to the Manager Functions menu.

TYPICAL SCRATCH TICKET PURCHASE

1. The player inserts money into the bill acceptor ($1, $5, $10, $20, $50 and $100). The bill acceptor does not give change, only credit towards purchases.
2. The player selects a ticket and presses on the display window.
3. The selected ticket is dispensed into the ticket collection bin.

UNLOAD BIN: SCAN METHOD

A confirmation screen displays: “Are you sure you want to remove all Tickets from the bin?”

UNLOAD BIN: MANUAL METHOD

If a Refund Slip does not print, a store manager may choose to clear the credits remaining on the terminal. A Refund Slip is printed when a manager performs the CLEAR CREDITS function. You may then use the REFUND VALIDATION function to confirm that the Refund Slip was generated by your terminal. A message is displayed on the terminal telling you whether the validation was successful or not.

REFUND SLIPS/REFUND VALIDATION

Refund slips print any time the Gemini cannot produce a ticket, i.e.:
• When the terminal is disabled via remote or through the Credit Functions and credits remain in the machine.
• During a Hardware malfunction.

OPENING & LOCKING 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.

NOTE: The Full Pack option is only available if the game you are loading has been previously loaded into the machine.

INVENTORY MANAGEMENT (CONTINUED)

LOADING TICKETS INTO A BIN (continued)

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 ticket packs can be loaded by taping the end of one pack to the beginning of another pack. To connect two packs, use GTECH’s perforated tape.

TO ENSURE RELIABLE TICKET DISPENSING:
1. Do not load tickets over 8” long into lower two trays.
2. Do not load 2.5” tickets in the upper two ticket trays.

UNLOAD BIN: MANUAL METHOD

A confirmation screen displays: “Are you sure you want to remove all Tickets from the bin?”

UNLOAD BIN: SCANNER METHOD

If a Refund Slip does not print, a store manager may choose to clear the credits remaining on the terminal. A Refund Slip is printed when a manager performs the CLEAR CREDITS function. You may then use the REFUND VALIDATION function to confirm that the Refund Slip was generated by your terminal. A message is displayed on the terminal telling you whether the validation was successful or not.

REFUND SLIPS/REFUND VALIDATION

Refund slips print any time the Gemini cannot produce a ticket, i.e.:
• When the terminal is disabled via remote or through the Credit Functions and credits remain in the machine.
• During a Hardware malfunction.

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REFUND SLIPS/REFUND VALIDATION

Refund slips print any time the Gemini cannot produce a ticket, i.e.:
• When the terminal is disabled via remote or through the Credit Functions and credits remain in the machine.
• During a Hardware malfunction.

OPENING & LOCKING 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 key on the side of the machine 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.
LOADING PRINTER PAPER
1. Open the main door and locate the printer in the lower storage area.
2. Slide the printer shelf toward you.
3. Press the silver button on the top left side of the cover.
4. Open cover and remove the paper roll.
5. Insert a new paper roll so that the paper feeds from the bottom, under the black bar, and you can read the Lottery logo.
6. Center the paper and pull the end past the top of the front of the printer.
7. While grasping the paper, close the printer cover.
8. The paper will advance and cut automatically.
9. Slide the printer shelf completely back into place.

TYPICAL JACKPOT TICKET PURCHASE
QUICK PICK
1. The player inserts money into the bill acceptor ($1, $5, $10, $20, $50 and $100). The bill acceptor does not give change, only credit towards purchases.
2. The player selects a jackpot game quick pick button.
3. The jackpot game quick pick ticket is printed and dispensed into the ticket collection bin.

NOTE: JACKPOT TICKETS CANNOT BE CANCELLED.

USING A JACKPOT GAME PLAYSLIP
1. The player inserts money into the bill acceptor ($1, $5, $10, $20, $50 and $100). The bill acceptor does not give change, only credit towards purchases.
2. The player inserts a completed jackpot game playslip into the playslip reader.
3. The ticket is printed and dispensed into the ticket collection bin.

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 Clear 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. To scroll though the report on the screen, use the Up and Down Arrows.
3. Touch Print to print the report only or touch Clear to print the report and also clear the Shift at the same time.

UNLOADING CASH BOX
1. Open the bill acceptor door.
2. Lift the bill acceptor cash box up and back toward the back of the cash box area, as shown.
3. Press down on the white latch in the back of the cash box area, as shown.
4. Remove the cash from the cash box, then replace the cash box.
5. Print and clear a Shift, if necessary.

NOTE: Remove a jammed bill from cash box the same way. A green light indicates the box is loaded properly. An amber light indicates it is not loaded properly.

THE MANAGER MENU
The Gemini 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.

SPECIAL FUNCTIONS
1. Touch Special Functions.
2. The screen displays the Special Functions sub-menu below.
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 four different volume levels. Touch Default to charge the volume to the Default Level of 4.

Lights Control
The Lights Control option can be adjusted 30%, 60%, and 100%.

REPORTS
The Reports menu provides access to machine reports: Jackpot Reports and Local Reports.
1. Touch Reports from the Manager Functions menu.
2. The Reports menu displays.
3. Touch the desired report type to proceed.

QUICK PRINT SCAN REPORTS
To print reports from mirrored door, inside of the Gemini:
1. Scan the barcode of the desired report.
2. The report displays on the screen.
3. Touch Print to print the report.

SCRATCH FUNCTIONS
The Scratch Functions menu provides access to the Activate Pack function. All packs of scratch tickets must be activated prior to sales to customers.

ACTIVATE PACK
1. Touch Scratch Functions.
2. Touch Activate Pack.
3. Scan the barcode or manually enter the Game and Pack Numbers using the keypad, then touch Send.
4. An acknowledgment screen displays. Touch OK to return to the Manager Functions menu.