

DRAW GAME REPORTS

1. From the MAIN MENU, touch **Draw Game Reports**.
2. Touch **Daily Sales** or **Invoice**. 12 weeks of Invoice data are available.
3. Select the day or date, as prompted.
4. The report displays automatically.
5. Touch **Print** for a copy of the report.



DAILY SALES

Daily Reports include scratch ticket and draw game sales, cashes, credits and commissions for the selected day or time period by Terminal or Retailer.

INVOICE

Invoice Reports include data for selected week-ending invoice date: EFT Sweep amount, sales, cashes, credits, commissions and adjustments.

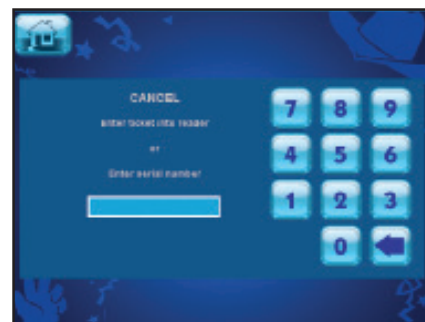
DRAW GAME FUNCTIONS

1. From the MAIN MENU, touch **Draw Game Functions**.
2. Touch **Cancellation** or **Reprints**.

CANCELLATION

You can cancel a *Pick 3™* or *Daily 4™* ticket produced by the Gemini within an hour of when the ticket was produced and prior to the draw break. However, tickets cannot be canceled when produced as part of a *Lone Star Lineup™* or free ticket promotion.

1. Touch **Cancellation**.
2. Scan the ticket, insert the ticket into the reader OR manually enter the ticket serial number.
3. A cancellation confirmation screen displays the refund amount and a cancellation receipt prints automatically.



REPRINTS

You can reprint the Last Transaction and the Last Play. Simply touch the desired option and the reprint prints automatically.



LOCAL REPORTS

1. From the MAIN MENU, touch **Local Reports**.
2. The report options (Sales Reports, Inventory Report, Status Report and Statistics Reports) display.
3. Touch the desired report. The Inventory and Status Report display automatically.

For Sales Reports: Select the time frame from the Main tab or select the Other tab and choose a date from the calendar and the report displays.



SHIFT REPORT

The Shift Report details sales activity and should be used to balance the money in the cash box. Once the **Clear** button is touched, the report displays that all totals are cleared.

1. From the MAIN MENU, touch **Shift Report**.
2. Select **Print** for a copy of the report if you do not want to clear.
3. Touch **Clear** and the report automatically prints then resets all shift totals to zero.
4. You cannot clear if credits remain.
5. Always clear the **Shift Report** when you remove money from the cash box.



CHANGE PRINTER PAPER

1. Open the Gemini main door and locate the printer in the lower storage area.
2. Slide the printer shelf toward you.
3. Remove one side of the rubber strap.
4. Press the silver button on the top left side of the lid.
5. Open the lid and remove the paper roll.
6. Insert a new paper roll so that the paper feeds from the bottom and you can read the lottery logo.
7. Center the paper and pull the end past the top of the front of the printer.
8. While grasping the paper, close the printer lid.
9. The paper will advance and cut automatically.
10. Reattach the rubber strap.
11. Slide the printer shelf completely back into place.

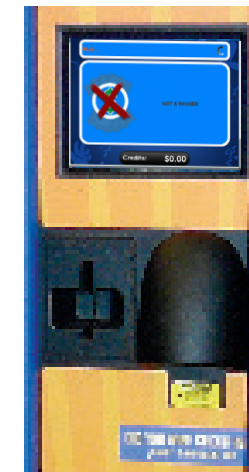


NOTE: It is recommended to run a Printer Test after changing paper.

BARCODE SCANNER

Players can check the winning status of any scratch ticket or draw game ticket.

1. Place the ticket barcode under the red cross hairs of the barcode scanner.
2. A ticket message will appear on the screen above the barcode scanner.
3. Prizes cannot be redeemed at the Gemini. Player must present ticket to retailer for validation at an Altura terminal.



PLAYER REPORTS

Players can view and print three reports from the touch screen on the front of the Gemini: **Recent Winning Numbers**, **All Jackpot Report** and **Top Prizes Unclaimed**.

1. Touch **Reports** to display options.
2. Touch selected report and it prints automatically.



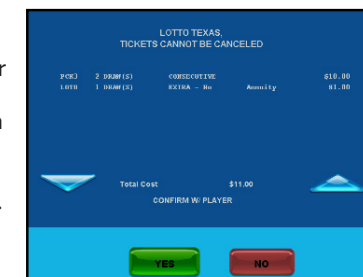
TEXAS LOTTERY® APP

Players can purchase and print draw game tickets without a playslip or using the Quick Pick buttons.

1. Player places their mobile device under the cross hairs of the barcode scanner to focus on the QR Code.
2. A confirmation screen displays confirming the play(s) and cost of the ticket(s) with the player.
3. If there is sufficient money in the Gemini to cover the cost of the ticket(s), the ticket(s) will print. If not, the screen will display "Insufficient Credits Insert more money or make another selection. NO CHANGE GIVEN".



NOTE: If player's selection includes a game in draw break, that ticket(s) will not print and the final cost to the player will be less than the amount displayed on their mobile device. Confirm cost on Gemini screen. Gemini does not give change. If credit remains, player should select additional draw or scratch play.



For questions about lottery accounting or licensing, contact:

Texas Lottery Retailer Services
800-375-6886
Retailerwebhelp@lottery.state.tx.us



SUPPORTING
TEXAS EDUCATION
AND VETERANS



GEMINI®

Quick Reference Card

effective 08.14.2023

TEXAS LOTTERY® RETAILER SERVICES

7:00AM–5:30PM CT MON–FRI
800-375-6886

IGT™ HOTLINE

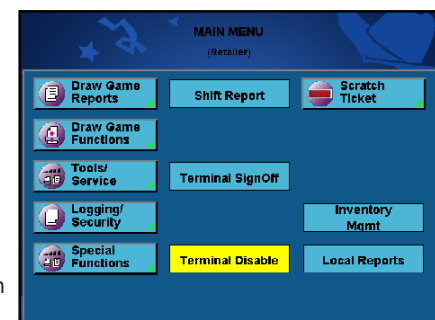
24 HOURS • 7 DAYS A WEEK
800-458-0884

SYSTEM & RETAILER SIGN ON

Gemini automatically signs on to the system every day at 12:30 AM CT and signs off at midnight CT. If Gemini fails to auto-sign on from the host, a red screen will display. Players can still insert money and purchase scratch tickets, but cannot purchase draw game tickets, view reports or check tickets with the scanner. Follow these steps to sign on to the system and the Gemini.

Retailer can sign on inside the machine after the Gemini signs on to the host system.

1. Insert the **MD** key into the main door lock.
2. Turn the key to the right and the lock handle will pop out.
3. Turn the lock handle a quarter-turn to the left.
4. Lift up slightly on lock handle and pull the door open.
5. The display prompts you to sign on.
6. Enter your User Number and Pass Number.
7. Touch **Send**.
8. After a successful Sign On, the MAIN MENU displays.



NOTE: A red screen background indicates an error or problem with the terminal. Follow these steps or call 800-458-0884 for help.

DOOR ACCESS

OPENING THE GEMINI

1. Insert **MD** key into the main door lock.
2. Turn the key to the right and the lock handle will pop out.
3. Turn the lock handle a quarter-turn to the left.
4. Lift up slightly on lock handle and pull the door open.



LOCKING THE GEMINI

1. Ensure the lock core on the inside of the unit is positioned horizontally and key is horizontal on the outside.
2. Push the door closed.
3. Push the lock in until it locks in place and turn the lock handle a quarter-turn to the right.
- 4 Turn the key to the left.
5. Remove the key.



TOOLS/SERVICE

USER SWITCH

Use to allow another user to log into the terminal.

CONFIGURATION

Only IGT FST can access this area to enter any change to internal terminal configurations.

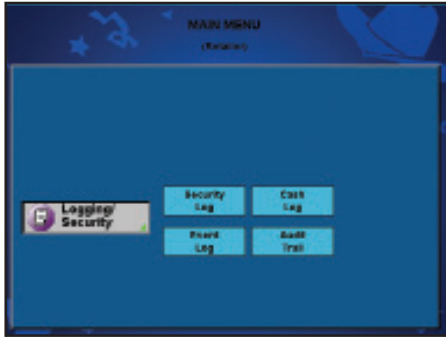
BIN FUNCTIONS

Use to test scratch ticket bins, unload and feed tickets.

LOGGING/SECURITY

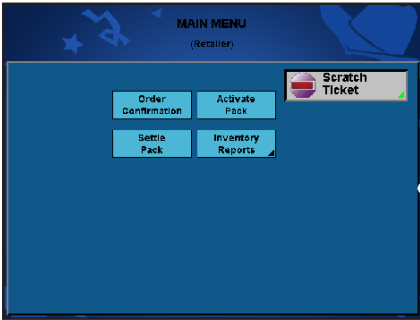
Use to access the Gemini Security Log, Cash Log, Event Log and Audit Trail.

1. From the MAIN MENU, touch **Logging/Security**.
2. Touch **Logging/Security** again to return to the MAIN MENU **OR** touch one of the following selections: Security Log, Cash Log, Event Log or Audit Trail.



SCRATCH TICKETS

1. From the MAIN MENU, touch **Scratch Ticket**.
2. Touch **Scratch Ticket** again to return to the MAIN MENU **OR** select the desired function.



ORDER CONFIRMATION

1. Scan the UPS tracking barcode or enter the 12-digit order number. Press **Send**.
2. A confirmation message displays and a receipt prints.

ACTIVATE PACK

1. Scan the barcode from a ticket in the pack or manually enter the Game Number and Pack Number.
2. A confirmation message displays and receipt prints.

SETTLE PACK

1. Scan the barcode from a ticket in the pack or manually enter the Game Number and Pack Number.
2. A confirmation message displays and receipt prints.

INVENTORY REPORTS

1. Select from the following scratch ticket inventory reports: **Pack Status**, **Inventory Sales Summary**, **Available Inventory** (games in IGT warehouse), **Activated Pack**, or **Settled Pack**. For **Pack Status** or **Inventory Sales Summary**, enter a specific game number or 0000 for all games. For **Activated Pack** or **Settled Pack**, select one of the 5 week options.
2. Select **Print** for a copy of the report.

SPECIAL FUNCTIONS

VERSION INFO

IGT Hotline operator may ask for this information to quickly identify specific issues with the Gemini.

PRINTER TEST

Verifies that thermal paper is loaded properly.

TERMINAL RESET

When instructed by an IGT Hotline operator, touch **OK** to reset the terminal, or **Cancel** to return to Special Functions.

DEVICE STATUS

An IGT Hotline operator may ask you to generate this report to quickly identify specific issues with the Gemini.

INVENTORY MANAGEMENT

Use to manage the Gemini's scratch ticket inventory. From this menu, you can add, change and remove scratch tickets.

ADD/CHANGE INVENTORY (MANUAL METHOD)

1. From the MAIN MENU, touch **Inventory Mgmt**.
2. Touch the desired function.



ADD/CHANGE INVENTORY (SCANNER METHOD)

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 the last ticket.
4. Touch **OK** at the next prompt.
5. The screen displays **Wait**, the pack is activated and a receipt prints if it is not already active.
6. When a new game is loaded the Product Details are downloaded from the HOST SYSTEM.
7. Physically load the tickets.
8. Touch Confirm when finished. (If loading multiple packs of the same game, repeat steps 2 - 5.)

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

LOADING TICKETS INTO THE BIN

To load 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 with the glossy side/play area face down with the highest number first.
2. Feed the first ticket over the roller.
3. Insert ticket 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.
5. Print Bin Inventory report to confirm proper loading.



NOTE: Multiple ticket packs can be loaded by using only IGT perforated tape to secure the end of one pack to the beginning of another pack.

TO ENSURE RELIABLE TICKET DISPENSING:

Do not load bottom drawer (Bins 20-24) with tickets greater than 10 inches or top drawer (Bins 1-4) with tickets less than 3 inches in length.

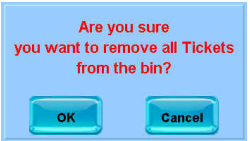
NOTE: The pack is automatically Activated and ready for sale when the loading process is successfully completed.

INVENTORY MANAGEMENT

REMOVE INVENTORY (SCANNER METHOD)

To unload a bin with the barcode scanner:

1. Scan the Unload barcode of the desired bin.
2. The inventory will physically unload from the bin and the screen displays the **Inventory Management** screen.
3. Touch **Remove Inventory** at the bottom of the screen.
4. The terminal will prompt with the following message, "Are you sure you want to remove all Tickets from the bin?"
5. Touch **OK** and the **Inventory Management** screen displays that the inventory count was cleared to zero.



UNLOADING THE CASH BOX

To remove money from the Bill Acceptor Cash Box:

1. Insert the **BA** key, turn to the right and gently pull the door forward.
2. Tilt the bill acceptor cash box toward you.
3. Press down and hold the white latch in the back of the cash box and slide the cash box toward machine to remove.
4. Access cash from the back of the cash box.
5. To close, replace cash box with the "teeth" section to the front until it clicks.
6. Close and lock the bill acceptor door.
7. Remove the key. The Main door will not close with the bill acceptor key in place.

NOTE: A jammed bill is removed from the cash box in the same manner.

To help with reconciliation when money is removed:

1. Clear Shift Report.
2. Print Lifetime sales report.
3. Print Bin report.

