



- Touch **Reports**.
- Touch the desired function.



**NOTE:** Reports display on the GT1200 screen. Touch **Print** to print reports.

### GENERAL REPORTS

- **Week to Date Report** allows you to select the *Current Week to Date* or the *Previous Week*. The Current Week to Date report shows all Draw Games transactions from the week start to the current day.
- **Daily Sales Report** accounts for transactions by day, up to 91 days back.
- **Weekly Settlement Report** contains complete weeks transactions (Sun–Sat) for up to 13 weeks back.

### SCRATCH REPORTS

- Information for full pack accounting of your scratch ticket inventory.
- **Inventory Summary** displays pack quantities by game number and status: **INT** (In Transit), **REC** (Received) and **ACT** (Activated).

### SELF SERVICE REPORTS

- For retailers with multiple terminals. It prints multiple reports by individual terminal number.



- Touch **History Reprints**.
- Touch the desired function.



### HISTORY

- Touch **History** to display the terminal transaction history.
- Touch **Print**.

### OTHER HISTORY REPRINTS OPTIONS

- Touch the desired reprint option: Last Transaction, Last Play, Last Validation, Last Cancellation, Last Scratch Pay, Last Pack Function, or Last Order Function.
- The selected option prints automatically.

**NOTE:** Reprints are not real tickets and are clearly branded “REPRINT NOT FOR SALE”. The play data area on a Reprint is blank and there is no barcode printed. Powerball, Mega Millions and Cash Pop tickets cannot be reprinted.



- Touch **Services**.
- Touch the desired option.



### MAIL

- Touch Mail.
- Select the desired message using the up and down arrows.
- Once a message has been read, touch **Delete** to delete the message or touch **Print** to print the message.
- Touch **Main Menu** to return to the Home Screen.



### ORDER SUPPLY

- Call IGT Hotline 1-888-810-4357 to order terminal paper and draw game playslips.



### TERMINAL SETTINGS

- Touch **Terminal Settings**.
- Touch the desired function.



**VOLUME:** Increase/Decrease terminal volume level.

**LANGUAGE:** Change languages for the help function (Spanish or Korean).

**TERMINAL RESET:** Resets the terminal.



### SELLING DRAW GAMES

#### QUICK PICKS FROM THE HOME SCREEN

For ease of play, the Home Screen displays QP buttons for each game.

- Touch the **QP button** for the desired game, dollar amount, and wager type.
- Ticket(s) print automatically.



#### BUNDLE BUTTON FROM HOME SCREEN

- Touch the **BUNDLE** button to select a bundle options.
- Touch the desired bundle button and then Touch **SEND**, ticket(s) print automatically



**Note: Tickets that are printed as part of a bundle purchase cannot be cancelled.**

#### PLAYSLIP ENTRY

- Insert a completed draw game playslip [filled-out side facing the Retailer] into the Playslip reader located on top of the GT-1200.
- Ticket(s) print automatically

#### MULTI-STATE DRAW GAMES

##### PowerBall **[Non-Cancelable]**

- Touch **PowerBall** on the homescreen.
- Touch **PowerPlay** and/or **DoublePlay** to add either or both add-ons to PowerBall.
- Touch **Manual Entry** to manually select 5 numbers, then touch **PowerBall** to select the PowerBall number, or touch **Quick Pick** to allow the system to randomly choose the numbers.
- Touch **Send** and ticket(s) print automatically.



##### Mega Millions **[Non-Cancelable]**

- Touch **Mega Millions** on the homescreen.



- Touch **Manual Entry** to manually select 5 numbers, then touch **Mega Ball** to select the Mega Ball number, or touch **Quick Pick** to allow the system to randomly choose the numbers.
- Touch **Send** and ticket(s) print automatically

Every Mega Millions ticket will have a random multiplier [2x, 3x, 4x, 5x, or 10x] added to each play at the time of purchase.



### SELLING DRAW GAMES

#### MANUAL ENTRY BY GAME

##### Cash POP **[Non-Cancelable]**

- Touch **Cash Pop**.
- Select the desired POP(s) being wagered and Number of Draws.
- Touch **Manual Entry** to manually select numbers for each POP, or touch **Quick Pick** to allow the system to randomly choose the POP(s).
- Touch **Send** and ticket(s) print automatically.
- Cost per Cash POP ticket equals \$5 per POP, multiplied by the number of draws.
- Cash Pop ticket(s) print individually per Drawing, with player's selected POP(s).



##### LOTTO

- Touch **Lotto**.
- Select the Wager Amount, Number of Draws, Number of Tickets, and Advance Play option.
- Touch **Manual Entry** to manually select 6 numbers, or touch **Quick Pick** to allow the system to randomly choose the numbers.
- Touch **Send** and ticket(s) print automatically.



##### HIT5

- Touch **Hit5**.
- Select the Wager Amount, Number of Draws, Number of Tickets, and Advance Play option.
- Touch **Manual Entry** to manually select 5 numbers, or touch **Quick Pick** to allow the system to randomly choose the numbers.
- Touch **Send** and ticket(s) print automatically.



##### MATCH 4

- Touch **Match 4**.
- Select the Wager Amount, Number of Draws, Number of Tickets, and Advance Play option.
- Touch **Manual Entry** to manually select 4 numbers, or touch **Quick Pick** to allow the system to randomly choose the numbers.
- Touch **Send** and ticket(s) print automatically.



##### PICK 3

- Touch **Pick 3**.
- Select the Wager Amount, Bet Type, Number of Draws, Number of Tickets, and Advance Play.
- Manually enter 3 numbers using the numeric touchpad, or touch **Quick Pick** to allow the system to randomly choose the numbers.
- Touch **Send** and ticket(s) print automatically.



##### DAILY KENO

- Touch **Daily Keno**.
- Select the Wager Amount, Number of Spots, Number of Draws, Number of Tickets, and Advance Play option.
- Touch **Manual Entry** to select between 1 and 10 numbers, or touch **Quick Pick** to allow the system to randomly choose the numbers.
- Touch **Send** and ticket(s) print automatically.



### TOTAL SALES

- Touch **Total** when transactions for a customer are complete.
- Enter the amount given by the customer using the **numeric touchpad**.
- Touch **Total** to complete the transaction.
- Touch **Print** to print a receipt.
- Touch **Clear** to clear the transaction display and return to the Home Screen for the next customer Transaction.



**NOTE:** The Total screen includes Playslip Counters. They indicate the number of Playslips inserted into the reader, how many were successfully processed by the system and printed, and how many were rejected.



# GT-1200

Retailer Terminal  
**QUICK REFERENCE CARD**

**IGT HOTLINE**  
1-888-810-4357

**HOTLINE HOURS OF OPERATION**  
SEVEN DAYS A WEEK  
24 HOURS A DAY

Call IGT Hotline to report Lost or Stolen Tickets



**For Supply Orders & Additional Resources**  
Please Visit Washington's Lottery  
Retailer Self Service Portal

## WASHINGTON'S LOTTERY

1-800-545-7510  
MONDAY – FRIDAY  
8:00 AM – 5:00 PM  
CLOSED ON STATE HOLIDAYS

Must be 18 or older to purchase or redeem tickets.



### COMPONENTS





## SIGNING ON

- Touch **Sign On**.
- Enter your **8-digit Teller Number** using the numeric touchpad.
- A **Sign On Confirmation** message displays. Touch **OK** to display the Home Screen.
- If a **News Message** is available, it displays before the Home Screen. Once you have read it, touch **Main Menu** to display the Home Screen.



## SIGNING OFF

- Touch **Sign Off** on the Home Screen.
  - Touch **Yes** to confirm Sign Off.
- NOTE:** Sales Transaction Totals must be cleared prior to terminal Sign Off.



## HELP

### GENERAL HELP

- Touch **Help**.
- Touch the desired Help topic. Help information for the desired topic displays.
- If you are already in a function such as Lotto, touch **Help** and the help information for that function displays automatically.
- Touch **OK** to return to the Home Screen.



**NOTE:** To change languages (Spanish or Korean) for the help function, go to the Terminal Settings.

### VIDEO HELP

- Touch **Help**.
- Touch **Reader - Video Help**.
- Touch the desired Help topic.
- A video demonstrating the selected function displays.
- Touch **Pause** to pause the video as needed; forward and reverse the video as needed by touching the Arrow Buttons.



The Lock/Pause button places the terminal in “Pause Mode”, which allows you to leave the terminal unattended without Signing Off.



- Touch **Lock**.
- Touch **Yes** to place the terminal in pause mode.
- Enter your Retailer Number using the **numeric touchpad** to return to the Home Screen.

### CLEANING

- NOTE:** Never spray cleaner directly onto the terminal.
- Wipe the screen with a non-ammonia based cleaner, such as Glass Plus®, sprayed onto a soft cloth.
  - The barcode reader glass can also be cleaned this way.
  - Enter your 8-digit Teller Number using the **numeric touchpad** to return to the Home Screen.

- Insert playslips and draw games on a straight angle against the rollers. The front of the playslip and draw game ticket must face you. **DO NOT** insert Scratch tickets into the reader.

- Holding the ticket 2 inches away, scan Scratch tickets and pack barcodes using the terminal barcode scanner.

**NOTE:** An additional Scratch Pay button is located on the Scratch Functions menu.



- Touch Scratch Pay to validate a scratch ticket.
- Scan the EZ Val barcode on the front of the ticket.
- Repeat this process until all tickets are entered, up to 10.
- When scanning up to nine scratch tickets, touch **Send** after scanning. Tickets will automatically send once a tenth ticket is scanned.
- For validations totaling from \$101 up to \$600, a confirmation screen displays.
- Touch **Yes** to validate
- Touch **No** to cancel
- For prizes over \$600, a Claim Instructions print automatically.



The GT-1200 terminal will prompt a Confirmation screen for any **Powerball, Mega Millions, and Cash POP ticket over \$20 value** and requires retailer confirmation. Please confirm the amount with the player before printing the ticket.



- Touch **Scratch Functions**.
- Touch the desired Function.



### SCRATCH PAY

- See procedure on previous section.

### RECEIVE PACK

- Touch **Receive Pack** (receives entire order).
- Scan Pack/Shipment or manually enter the pack/shipment number using the **numeric touchpad**.
- Touch **Send** and a receipt prints automatically.
- A confirmation screen displays. Touch **Main Menu** to return to the Home Screen.

### ACTIVATE PACK

- Touch **Activate Pack**.
- Scan Pack/Shipment or manually enter the pack/shipment number using the **numeric touchpad**.
- Touch **Send** and a receipt prints automatically.
- A confirmation screen displays. Touch **Main Menu** to return to the Home Screen.

### SETTLE PACK

- Touch **Settle Pack**.
- Scan Pack/Shipment or manually enter the pack/shipment number using the **numeric touchpad**.
- Touch **Send** and a receipt prints automatically.
- A confirmation screen displays. Touch **Main Menu** to return to the Home Screen.

### SCRATCH REPORTS

**NOTE:** Scratch Reports have two buttons—located under Scratch Functions AND Reports.

- Touch **Scratch Functions or Reports**.
- Touch Scratch Reports.
- Touch the desired report.

### DSR SIGN ON

- To be used by Lottery personnel only.

### INSTANT SHOWCASE MENU

- Touch **Instant Showcase Menu**.
- Touch the desired function.

### CALL WASHINGTON'S LOTTERY FOR:

- Scratch Ticket Orders
- Brochures/POS
- Accounting Services
- Ticket Status Inquires

For these and other Lottery related questions contact your District Sales Representative.

RETAILER #:

### PROBLEM GAMBLING HELP & HOPE - 24/7

1-800-547-6133

- Report lost or stolen tickets to police, then IGT.
  - All Equipment Services
  - Ticket Stock/Playslip Orders
  - Schedule Free Training
- For these and other questions contact IGT Hotline.

1-800-810-4357

- Touch **Draw Games Functions**.
- Touch the desired Function.



### PAY

- Touch **Pay**.
- Scan ticket(s) using the playslip reader, the barcode scanner, or manually enter the serial number using the **numeric touchpad**. Ticket serial number can be found just above the play area to the right of your retailer number. Example: XXX-XXXXXXXX-XXXXXX.
- A Validation receipt prints automatically.
- The Validate screen is shown to validate additional tickets. Validate the next ticket or touch **Main Menu** to return to the Home Screen.
- For validations over \$100 and less than \$600, a confirmation screen displays. To validate, touch **Yes**. To cancel, touch **No**.
- For prizes over \$600, claim instructions will automatically print.



### CANCEL

**NOTE:** Mega Millions, PowerBall, and Cash Pop tickets cannot be cancelled. Additionally, Any ticket(s) part of a promotion, “Bundle Pack”, and/or purchased using Debit are also non-cancellable.

- Touch **Cancel**.
- Scan ticket using the reader or barcode scanner or manually enter the serial number using the **numeric touchpad**. Ticket serial number can be found just above the play area to the right of your retailer number. Example: XXX-XXXXXXXX-XXXXXX.
- A Cancel receipt prints automatically.
- A confirmation screen displays. Touch **OK** to return to the Home Screen.

### REDEEM COUPON

- Touch **Redeem Coupon**.
- Scan the coupon using the reader or barcode scanner or manually enter the Coupon Serial Number using the **numeric touchpad**.
- Touch **Send**.
- A confirmation screen displays and the free ticket or voucher prints automatically.