

# Monday Evening setup and check of voting machines

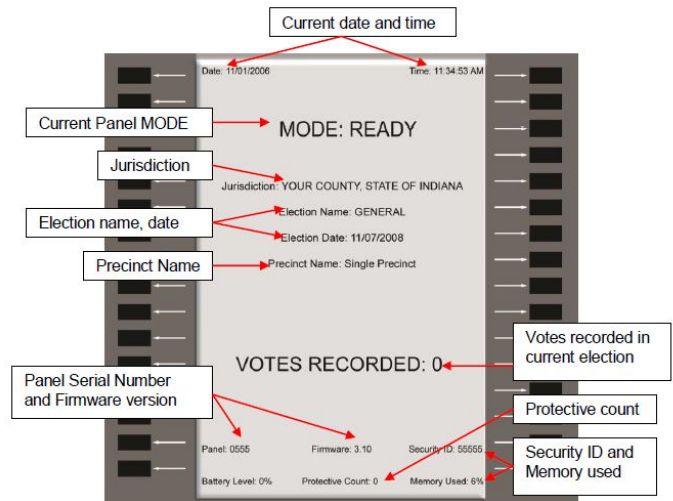
**1.** Open booth, remove legs, plug in, and turn on the voting machine.



**NOTE:** your ADA booth has special extenders to accommodate a wheel chair and can be found in the black printer bag

**2.** Press the “Cast Vote” button with no card inserted to verify:

1. machine is in MODE:READY
2. VOTES RECORDED: 0
3. date and time are correct.
4. Precinct name: If you are a vote center or consolidated precinct your precinct name will say Multiple.



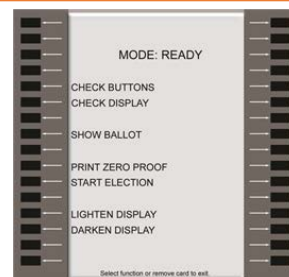
**3.** Locate the Infinity Envelope, remove the green start card

- Insert the green start card into the voting machine
- Enter your poll worker code 4321, press done.
- Leave the green start card in the machine and go to the next step



**4.** Press the button next to SHOW BALLOT

- Verify proper ballot(s) appear on screen.
  - Using the “Prior Page” and “Next Page” buttons
- \*Note: If you are a consolidated Precinct or a Vote Center county, you will just need to verify the voting machine has all precincts listed, It is not necessary to open each ballot.



**5.** Remove the Green Start card and place it back into the Infinity Envelope

**6.** Follow steps 1-6 for all voting machines in the precinct. Once all voting machines have been checked, turn the power off to each machine. They are now ready for election morning.

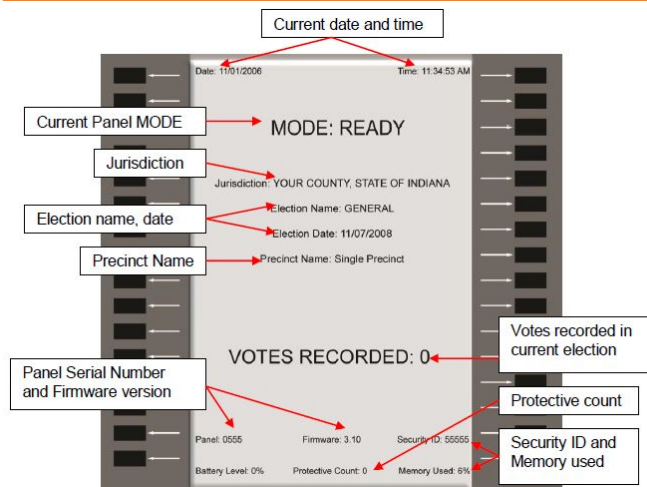
# Election Morning - Startup

1. turn on all voting machines.



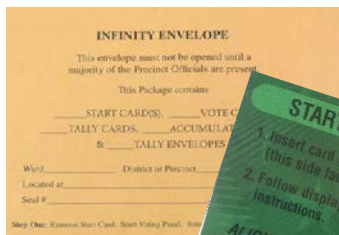
2. Press the “Cast Vote” button with no card inserted to verify:

1. Voting machine displays: MODE:READY
2. VOTES RECORDED: 0
3. date and time are correct
4. Precinct name: If you are a vote center or consolidated precinct your precinct name will say Multiple



3. Locate the Infinity Envelope, remove the green start card

- Insert the green start card into the voting machine
- Enter your poll worker code 4321, press done.
- Leave the green start card in the machine and go to the next step



4. Connect the printer and print a zero-proof tape from each voting machine:

- Remove the printer from the black bag
- Connect the printer using the RJ45 connector at the back of the voting machine.
- Turn the printer on, be sure the green light is on. (refer to pictures below)



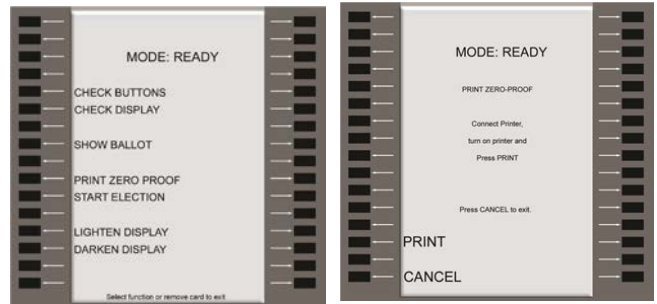
Continue on next page



## Election Morning Startup - Continued

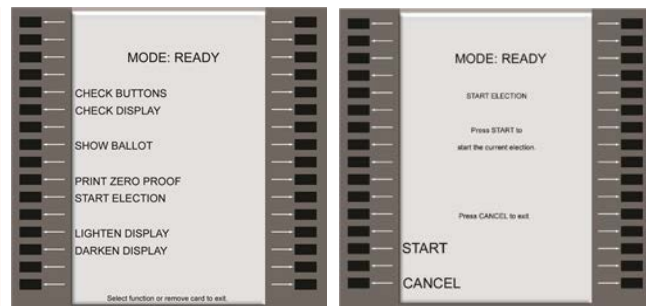
5. Select PRINT ZERO PROOF, on the voting machine. then select PRINT.

- The tape will immediately start printing
- Verify the Zero tape has printed & no votes are on the tape.
- Press the button next to YES, that it printed correctly
- Please have the judges and inspector sign the zero proof tape.



6. Start the Election:

- Press the button next to START ELECTION
- Press START
- Remove the **green** start card
- With no card inserted, press the **Cast Vote** button
- The screen should read MODE: VOTING ENABLED
- The **green** start card can be placed back into the Infinity envelope or used to start the next voting machine **(to start additional machines repeat steps 1-6 for each machine.)**
- From the Infinity Envelope, remove the **blue** vote cards to use for voting.
- The machine is now ready to accept a voter!



**If your voting machine does not say MODE: VOTING ENABLED at this point. You need to repeat steps 1-6 again.**

# How to activate the voting machine using ENCODING



## 1. SCAN BARCODE

Place the voter's photo ID (with the barcode facing the camera) onto the ID Tray. Start the check-in process by touching **Scan Barcode**.

**NOTE:** If the camera is unable to scan the voter's photo ID or if the ID is not placed onto the holder within five seconds, the Poll Pad will display "Barcode Scan Failed." If this occurs, find the voter using the manual search method.



## 2. VOTER RECORD LOCATED

Once a match has been located, Poll Pad will take you directly to the voter signature page.



## 3. VOTER SIGNATURE PAGE

Confirm the voter's name, address, and date of birth. If the voter's address has not changed, check the "**Address Unchanged**" box. Instruct the voter to sign and press **ACCEPT**. If the voter's address has changed, the voter must complete a VRG 4/12 Form.



## 4. POLL WORKER CONFIRMATION

Verify voter signature matches the voter signature on file. Once verified, proceed to next step

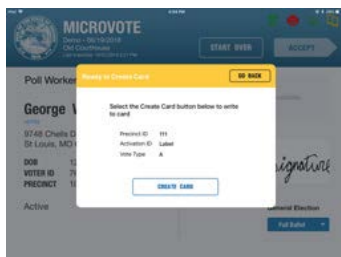
**NOTE:** During Primary Election, party selection is required.



## 5. INSERT ENCODER CARD

Locate **Blue** Vote Card.

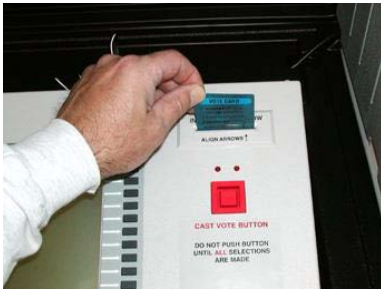
Insert card into encoder (BLUE SIDE DOWN), then press **ACCEPT** to complete the check-in.



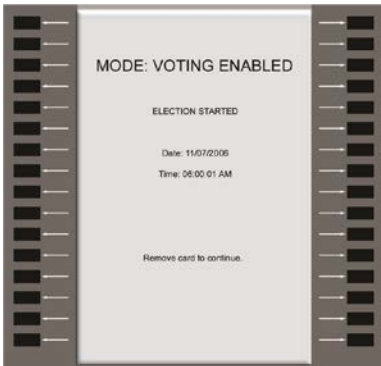
## 6. CREATE CARD

Press **CREATE CARD** to create encoder card.

# How to activate the voting machine using ENCODING



7. Insert the **Blue** Vote Card into the voting machine, leave in the machine.



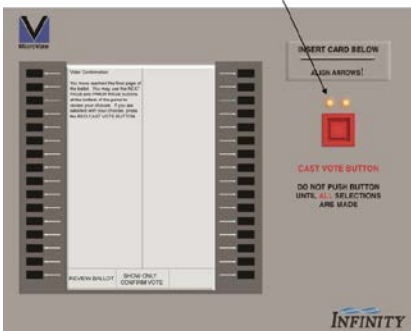
8. Remove blue vote card when instructed to do so.

\*\*\*Be sure to verify the proper ballot is displayed on the voting machine by comparing the Precinct name on the ballot to the Poll Pad receipt.



9. Allow voter to enter the booth and vote.

Cast Vote lights and button are active.



10. Once the voter has:

- Viewed all pages of the ballot
- Voted for at least one candidate or option

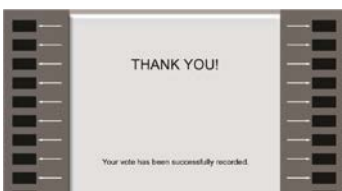
AND

- Pressed the Confirm Vote button

THEN the Red Cast Vote button will light up.

The voter **MUST** press the Cast Vote button to cast their ballot.

The machine will then say THANK YOU!

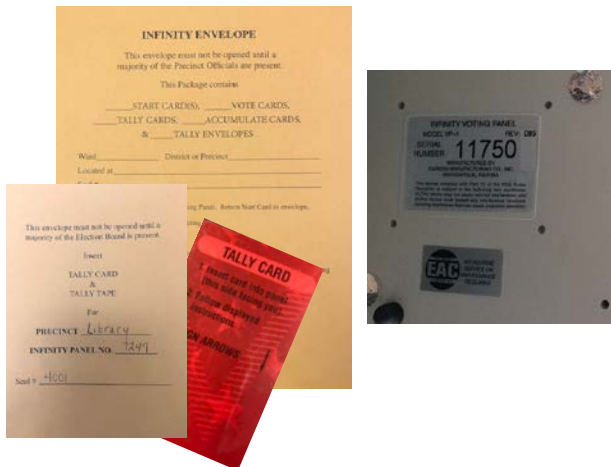


# Tallying & Closing the voting machine

## Do not do proceed until:

- The polls are closed AND All eligible voters have cast their ballots

1. Locate the large manila Infinity Envelope
2. Locate the small Tally Envelopes inside
3. Match the serial number on the Tally Envelope to the serial number of each voting machine. The serial number can be found on the bottom of the voting machine.
4. Lay each small manila envelope on top of its corresponding voting machine. **This is done to ensure the correct card is used to close & tally the machine**



## Tally the voting machine

5. Go to the first voting machine you wish to close & Tally, remove the Red Tally card from the envelope.
6. Verify the serial number on the card matches the voting machine serial number.
7. Insert the tally card into the voting machine
8. Enter the security password 4321
9. Press the button next to DONE
10. Press the button next to TALLY
- \* Do not remove card, go immediately to the next step
11. Connect the printer and turn it on
12. Press the button next to PRINT TALLY
13. Have the Judges and Inspector sign the bottom of the Tally tape
14. Remove the Tally Card and Tally tape and place it in the Tally Envelope that goes to that voting machine
15. You will repeat steps 5-14 for all voting machines in your precinct
16. Breakdown your voting machines. Make sure all of the Start, Vote and Tally cards are placed inside the large Infinity Envelope

