

# Primary Election Equipment Setup Guide

## Special Ballot Box & Scanner Setup

for the February 23, 2021 Consolidated Primary Election

For this Election, we will be setting up the Ballot Box, the Touchscreens, the Ballot Printers and the UPS outside of the VSC. The VSC will only be used for Election material and equipment transport.

→ Use this checklist when instructed to do so after step 3 on page 27.

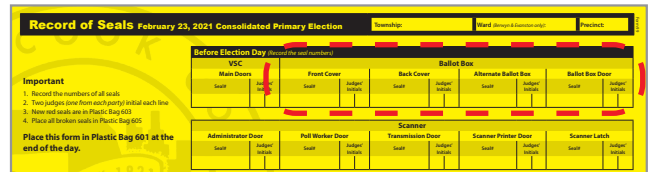
- » This checklist will replace Checklist 3, from pages 28 - 32, in the Election Judge Manual in February.

→ Once the setup is complete, continue on to Checklist 4, on page 33 in the Election Judge Manual.

**Follow** the steps on this checklist to set up the Ballot Box and Scanner for the February Election.

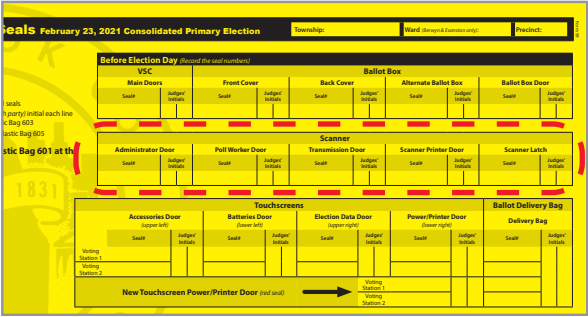

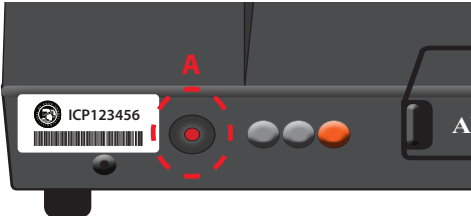

**Check** the box next to the item as it is completed.

Check	Step #	Task to complete:
<b>Ballot Box</b>		
	1	<p>Record the outside seal numbers on the Ballot Box on the Record of Seals.</p> <p>→ (2) Cover seals (<i>both ends</i>)</p> <p>→ (1) Ballot Box door seal</p>
	2	<p>A. <b>Break</b> the seals on the cover.</p> <p>B. <b>Place</b> broken seals in Used Seals Plastic Bag 605.</p>
	3	<p>A. <b>Unlock</b> the cover.</p> <p>B. <b>Remove</b> the cover and set it aside.</p>
	4	<p>A. <b>Unwind</b> the cord.</p> <p>B. <b>Route</b> the cord on top of the Ballot Box.</p> <p>C. <b>Secure</b> it to the hook at the bottom of the Ballot Box</p> <p>D. <b>Plug</b> it into a wall outlet or power strip.</p> <p>E. <b>Lock</b> the wheels.</p> <p>F. <b>Tape</b> the cord to the floor if necessary.</p>
	5	Record the seal number for the Alternate Ballot Box on the Record of Seals.
	6	<p>A. <b>Break</b> the seal on the Ballot Box door.</p> <p>→ <b>Place</b> the broken seal in Used Seals Plastic Bag 605.</p> <p>B. <b>Unlock and open</b> the door.</p> <p>C. <b>Verify</b> that the Ballot Box is empty.</p>
	7	<p>A. <b>Close and lock</b> the door.</p> <p>B. <b>Re-seal</b> it with a red seal from New Seals Plastic Bag 603.</p> <p>→ <b>Record</b> the seal number on the Record of Seals.</p>


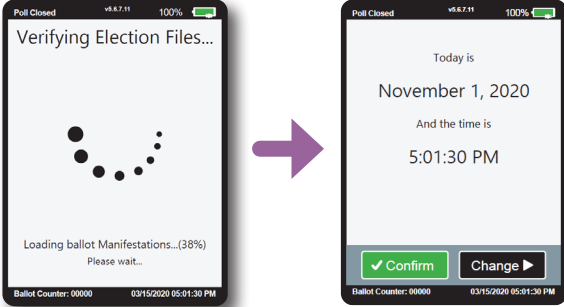
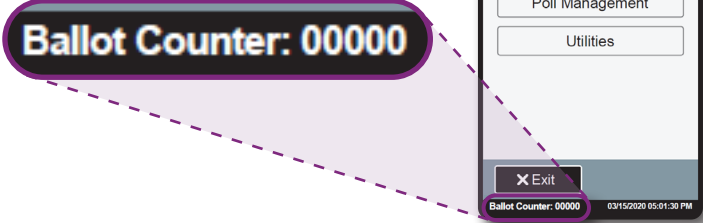
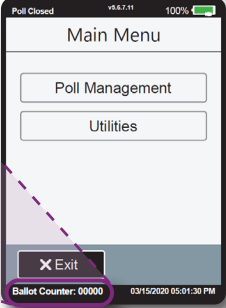


## Setting up a Scanner (continued)

### Scanner

1	<p>Record the seal numbers on the Scanner.</p> <ul style="list-style-type: none"> <li>→ Administrator Memory Card Door</li> <li>→ Poll Worker Memory Card Door</li> <li>→ Transmission Door</li> <li>→ Printer Door</li> <li>→ Latch securing the Scanner to the Ballot Box</li> </ul>	
2	<p>Make sure you see a flashing orange light on the face of the Scanner.</p> <ul style="list-style-type: none"> <li>→ The flashing light indicates the Scanner is plugged in and getting power.</li> </ul>	
3	<p>A. Press the power button.</p> <ul style="list-style-type: none"> <li>→ Inside the hole on the front left side of the Scanner.</li> <li>→ Use the back of a pen to access the button.</li> </ul> 	 <p>B. Hold it for 2-3 seconds.</p> <ul style="list-style-type: none"> <li>→ The Scanner will emit several beeps.</li> <li>→ 2 lights will appear. <ul style="list-style-type: none"> <li>» Greenish yellow</li> <li>» Orange</li> </ul> </li> </ul>
<p><b>i</b> The power button is located to the left of the 3 LED lights next to the Administrator Memory Card Door.</p>		
4	<p>“Ready” will appear on the screen with the message “Please apply your Security Token to login.”</p> <p>A. Press the Security Key to the Security Key receptacle.</p> <ul style="list-style-type: none"> <li>→ The password screen will appear.</li> </ul> <p>B. Remove the key from the receptacle.</p>	

## Setting up a Scanner (continued)

5	<p><b>A. Enter the 8-digit PIN.</b> → Found on a label on the inside of the main door of the VSC.</p> <p><b>B. Press “Enter.”</b> → The message, “Correct! Your password has been confirmed” will appear.</p> 
6	 <p>Verifying Election Files will begin. → Press “Confirm” to confirm the date and time.</p>
7	<p>Verify that the Ballot counter is at “0.”</p>  

## Setting up a Ballot Box and Scanner (continued)

### Power Down the Scanner

→ Only if you are setting up **BEFORE** Election Day.

→ Leave the Scanner powered on if you are setting up **ON** Election Day.

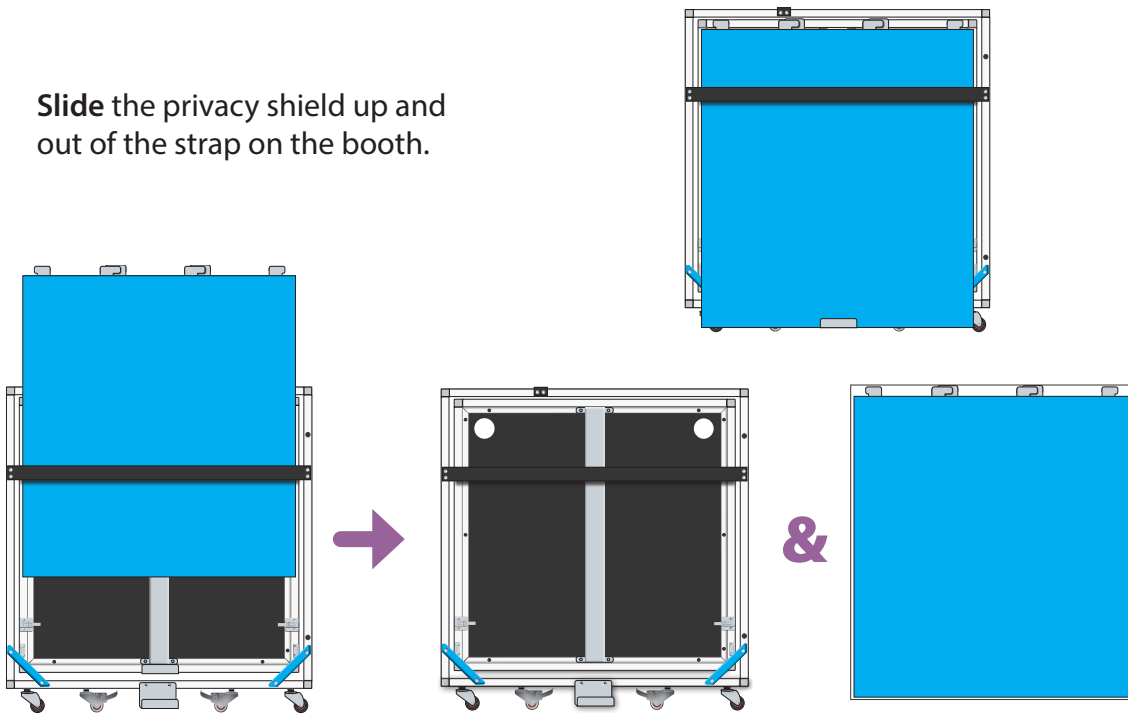
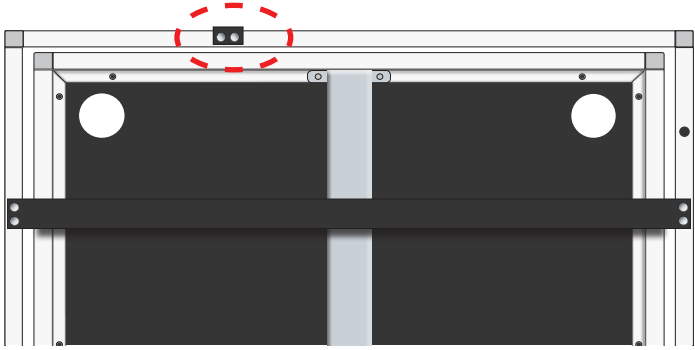
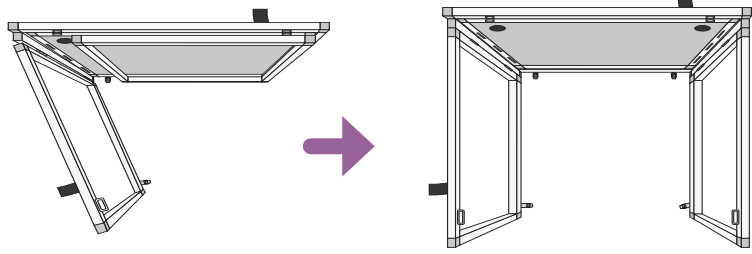
1	<p>A. Press "Utilities." B. Press "Power Options." C. Press "Power Down." D. Press "Confirm."</p>	
2	<p>The Scanner will shut down. → The screen will go dark. → The Scanner will beep. → The far right (of the 3 LED lights) orange light will remain lit.</p>	
3	<p><b>Place</b> the Ballot Box cover on top of the Ballot Box and lock the cover. → You do not need to seal the cover.</p>	

# Setting up a Voting Station

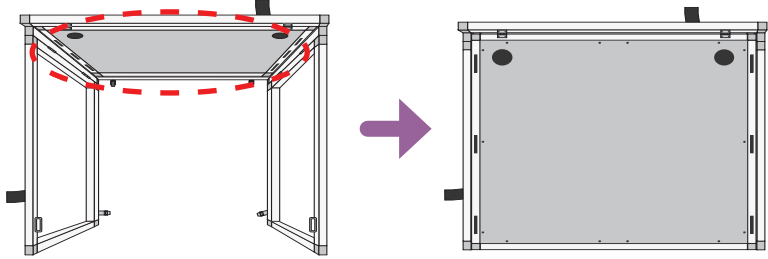
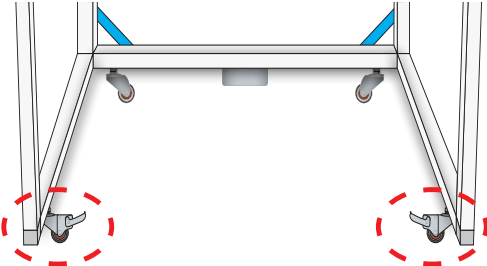
For a Voting Booth, Touchscreen, Ballot Printer & UPS

Follow the steps on this checklist to set up a Voting Station.


Check the box next to the item as it is completed.

Check	Step #	Task to complete:
<b>Voting Booth</b>		
	1	<p>Slide the privacy shield up and out of the strap on the booth.</p> 
	2	<p>Unhook the Velcro strip at the top.</p> 
	3	<p>Unfold both of the legs.</p> 

## Setting up a Voting Station (continued)

4	<p>A. <b>Lift</b> the table top.</p> <p>B. <b>Place</b> it on the metal tabs.</p> <p>→ So that the pin fits through the tab and the top is securely in place.</p>	
5	<p><b>Slide</b> the lock under the table top on both sides to lock the table in place.</p>	
6		<p><b>Press down</b> on the wheel latches to lock them in place.</p>

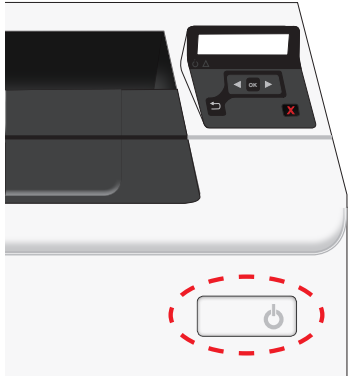
## UPS

1	<p><b>Place</b> one UPS between the two Voting Booths.</p> <p>→ Two Touchscreens and two Ballot Printers per UPS.</p>	
2	<p><b>Power up</b> the UPS.</p> <p>→ <b>Press</b> the power button, then press enter.</p> <p>» On the face of the UPS.</p>	

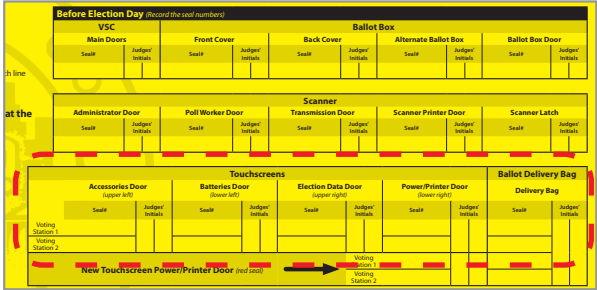
## Ballot Printer

1	<p><b>Remove</b> the Ballot Printer and power cord from its carrying case.</p>	
2	<p><b>Place</b> the Ballot Printer on the left side of the voting booth table top.</p> <p>→ The Printer should sit next to Touchscreen Power/Printer door.</p>	
3	<p><b>Connect</b> the cable from the Touchscreen Power/Printer door to the Printer.</p>	
4	<p><b>Connect</b> power cord to Ballot Printer.</p>	
5	<p>A. <b>Drop</b> the cord through the hole in the table top, closest to the UPS.</p> <p>B. <b>Plug</b> the power cord into an outlet in the red area on the back of the UPS.</p>	

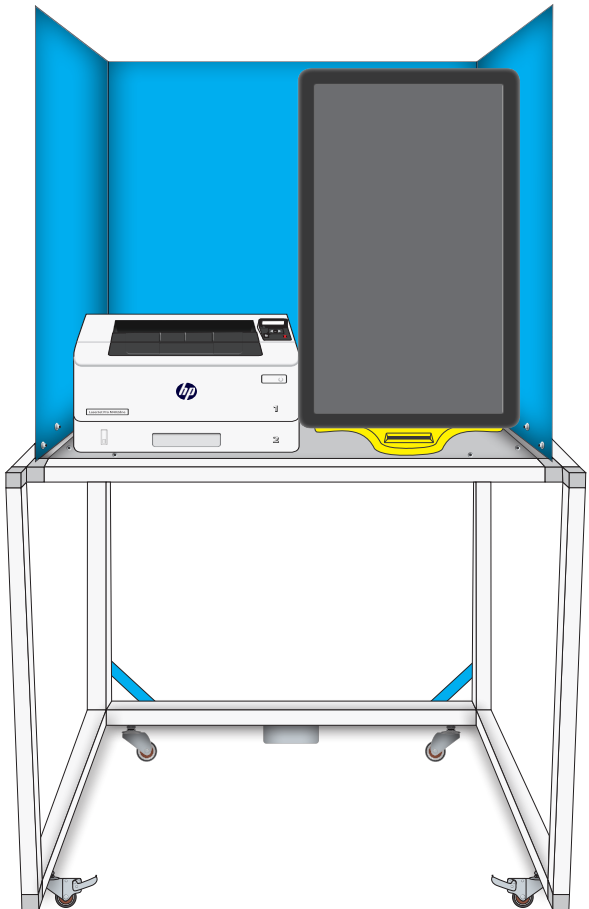
## Setting up a Voting Station (continued)

	6	<p>Fill the Ballot Printer with paper. → It holds 150 sheets.</p>
	7	<p>Press the power button on the front of the Ballot Printer to turn it on.</p> 

## Touchscreen

	1	<p>A. Remove everything from the Touchscreen carrying case. → Touchscreen in packing Styrofoam. → ATI → Headphones → Power cord.</p> <p>B. Remove the packing material from the Touchscreen.</p> <p>C. Save all packing material to re-pack at the end of Election Day.</p>
	2	<p>A. Pull out the stand in back of the Touchscreen.</p> <p>B. Place the Touchscreen on the right side of the Ballot Printer on the voting booth table top.</p>
	3	<p>A. Record all seals. → Power/Printer door (<i>lower right</i>) → Election Data door (<i>upper right</i>) → Accessories door (<i>upper left</i>) → Batteries door (<i>lower left</i>)</p> <p>B. Two Judges, one from each party, must initial the boxes next to the seal numbers</p> 
	4	<p>A. Break the seal on the Power/Printer door.</p> <p>B. Check the connections. → The Touchscreen power cord and the Printer cable</p> <p>C. Place the broken seal in Used Seals Plastic Bag 605.</p>

## Setting up a Voting Station (continued)

5	<p>A. <b>Connect</b> the audio cable to ATI.</p> <p>B. <b>Place</b> ATI and headphones behind the Touchscreen.</p>
6	<p>A. <b>Connect</b> the power cable to the power adapter.</p> <p>B. <b>Drop</b> the cord through the hole in the table top, closest to the UPS.</p> <p>C. <b>Plug</b> the power cord into an outlet in the green area on the back of the UPS.</p>
7	<p>A. <b>Press and release</b> the power button.</p> <p>→ The button is located just below the power cord connection inside the Power/Printer door.</p> <p>B. <b>Re-seal</b> the door with a red seal from New Seals Plastic Bag 603.</p> <p>→ <b>Record</b> the seal number on the Record of Seals.</p>
8	<p>Once you have setup the Touchscreen and the Ballot Printer...</p> <p>A. <b>Open</b> the privacy shield and place it on the table top.</p> <p>B. <b>Insert</b> the tabs on the privacy shield through the metal slots on the table.</p> 



Setting up a Voting Station (continued)



- If you are setting up **BEFORE** Election Day, continue on to the steps below to power down the voting equipment.
- If you are setting up **ON** Election Day, continue on to page 33 in the Election Judge Manual.

**Power Down the Voting Equipment**

→ Only if you are setting up **BEFORE** Election Day.

Touchscreen	1	<p>Power down the Touchscreen.</p> <p>A. Insert the Poll Worker Card, chip facing down, in the slot.</p> <p>B. Enter the 8-digit PIN.</p> <p>C. Press "Login".</p> <p>D. Select "Admin Menu."</p> <p>E. Touch the power button on the lower right of the screen to turn it off.</p>	
<p><b>!</b> See page 269 in the Election Judge manual, Touchscreen Troubleshooting - Activation Issues, if the Touchscreen does not read the Poll Worker Card.</p>			
Printer	2		<p>Power down the Ballot Printer.</p> <p>→ Press the power button on the front of the Printer.</p>
UPS	3	<p>Power down the UPS</p> <p>A. Press the power button on the face of the screen on the UPS.</p> <p>B. Press the "Setup/Enter" button.</p>	

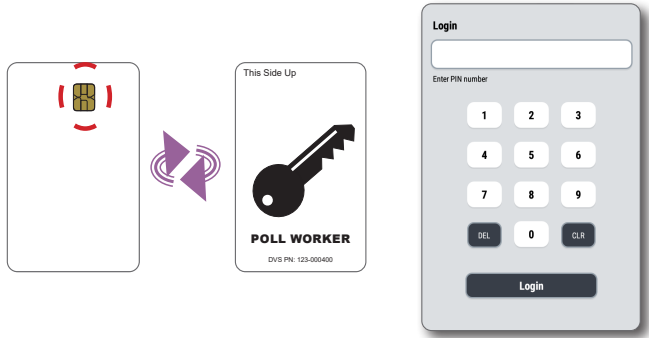
**Continue on to page 33 in the Election Judge Manual to setup the Voting Booths**

## Closing & Packing up the Voting Stations

### For the Voting Booth, Touchscreen, Ballot Printer & UPS

**Follow** the steps on this checklist to close & pack the Voting Stations at the end of Election Day.


**Check** the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	<p>A. <b>Insert</b> the Pollworker Card into the card slot. → With the chip facing down.</p> <p>B. <b>Enter</b> the 8-digit PIN.</p> <p>C. <b>Press</b> "Login."</p>
	2	 <p>A. <b>Press</b> the power button at the bottom right.</p> <p>B. <b>Press</b> "Yes" to confirm. → The Touchscreen will power down.</p>
	3	<p>A. <b>Unplug</b> the headphones from the ATI Device.</p> <p>B. <b>Unplug</b> the cord to the ATI Device.</p>
	4	<p>A. <b>Unplug</b> the power adapter from the power cord.</p> <p>B. <b>Unplug</b> the power cord from the power strip.</p> <p>C. <b>Pull</b> the cord up through the hole in the Voting Booth.</p>
	5	<p>A. <b>Unplug</b> the printer cable from the back of the printer.</p> <p>B. <b>Wrap</b> the cords up neatly.</p>
	6	<p>A. <b>Push</b> in the stand on the back of the Touchscreen.</p> <p>B. <b>Lay</b> it flat on a table.</p>

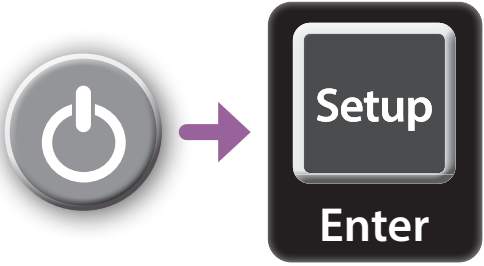
*Closing & packing up a Voting Stations (continued)*

7	<p>A. <b>Carefully</b> pack it back into the packaging material you saved from unpacking.        → <b>Take care</b> that all of the cords are wrapped neatly and that the packing material secures the Touchscreen.</p> <p>B. <b>Pack</b> it all in the Touchscreen carrying case.        → Touchscreen        → ATI        → Power Cord        → Headphones</p> <p>C. <b>Place</b> the Touchscreens in their carrying cases back inside the VSC.</p>
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**Ballot Printers**

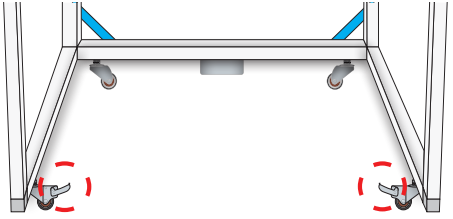
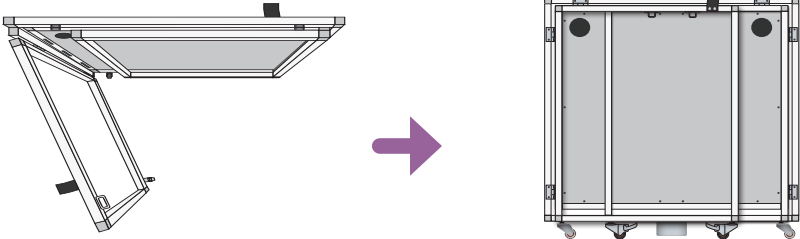
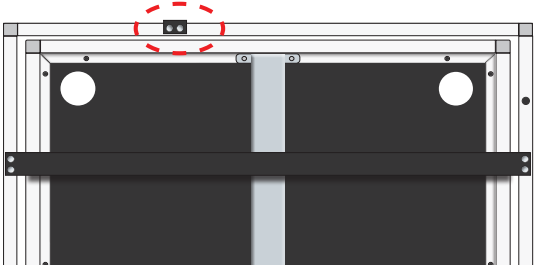
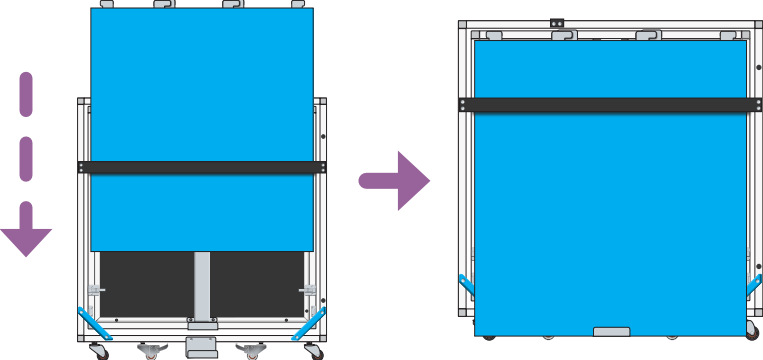
1	<p>Press the power button at the top right of the front of the Printer to power it down.</p>	
2	<p>A. <b>Unplug</b> the Printer from the power strip.        B. <b>Pull</b> the cord up through the holes in the Voting Booth.        C. <b>Unplug</b> the Printer cable from the back of the Printer.</p>	
3	<p>A. <b>Wrap</b> the power cord neatly.        B. <b>Place</b> the Ballot Printer and power cord in the Printer Carrying Case.        C. <b>Place</b> the Ballot Printers in their carrying cases back inside the VSC.</p>	

**UPS**

<p><b>Power down the UPS</b></p> <p>A. <b>Press</b> the power button on the face of the screen on the UPS.        B. <b>Press</b> the "Setup/Enter" button.        C. <b>Place</b> the UPS back inside the VSC.</p>	
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## Closing & packing up a Voting Stations (continued)

### Voting Booths

	1	Lift up on the wheel latches to unlock them.	
	2	Lift the privacy shield off the table.	
	3	Slide the locks under the table top on both sides to unlock the table top.	
	4	Lift the table top up to remove the pins from the tabs and lower it toward the floor.	
	5	Close the legs.	
	6		Hook the Velcro strip at the top.
	7	Slide the privacy shield in the strap on the booth.	

**Continue on to page 213 in the Election Judge Manual  
to close the ePollbooks**