

Election Inspector Name: _____

2020 Election Inspector Training Manual

You MUST bring this manual with you on Election Day

General Election:
Early Voting:

Tuesday, November 3, 2020
October 24- November 1 (various time and locations)

Election Day Call Centers

Voting Machine Helpline **753-1590**

Election Inspector Helpline **753-1599**

Missing or Additional Supplies Helpline **753-1501**

Voter Assistance **753-1550**

For Voters Needing a Spanish Interpreter **753-1530**

LISA POLITO NICOLAY
Commissioner

NANCY LEVEN
Deputy



JACKIE ORTIZ
Commissioner

NATALIE SHEPPARD
Deputy

Monroe County Board of Elections
39 West Main Street Rochester, NY 14614
www.monroecounty.gov/elections
www.monroecounty.gov/etc/voter

For Questions or Concerns Contact your Election Inspector Training Team

Republican

Diane Gibson (753-1522)
DianeGibson@monroecounty.gov
Paul Wagner (753-1534)
PWagner@monroecounty.gov
Abigail Staub (753-1523)
AbigailStaub@monroecounty.gov

Democratic

Linda Cummings (753-1555)
LCummings@monroecounty.gov
Jordan Billingsley (753-1545)
JordanBillingsley@monroecounty.gov

Message from the Commissioners

Dear Election Inspector:

Protecting the right to vote and offering voting opportunities in our community would not be possible without each one of you. We know that working a day at the polling site is not easy. It requires long hours, training, and a dedication to customer service. The Board of Elections is constantly looking for ways to make your job a little easier any way possible.

We know that preparation is the key to a successful election day. This handbook, in conjunction with our training classes, will provide you with step-by-step instructions on how to operate polls, process voters, answer questions, and understand voter rights.

You are representing the Commissioners at each polling site and the Commissioners have the final responsibility for all polling site activities. We are always prepared to support you in any way possible. Your dedication to the Board of Elections and its commitment to the voters will ensure the success of each election. We are confident that your training will prepare you to be an effective Election Inspector who will represent us proudly.

We hope that Election Day will be a positive and rewarding experience and once again, want to say THANK YOU!

Sincerely,

Lisa Polito Nicolay
Republican Commissioner

Jackie Ortiz
Democratic Commissioner

Ballot ID Receipt and Ballot Table

- When a voter signs in on the poll pad, a ballot ID receipt will be printed.
- The voter will take the receipt to a ballot table.
- Election Inspectors will be assigned to the ballot table.
- The inspectors will match the number on the ballot ID receipt to the correct Ballot using the Ballot ID (the ballot ID is on the bottom right hand corner of the ballot)
- The Election Inspectors will then give the voter the correct ballot in a privacy folder.

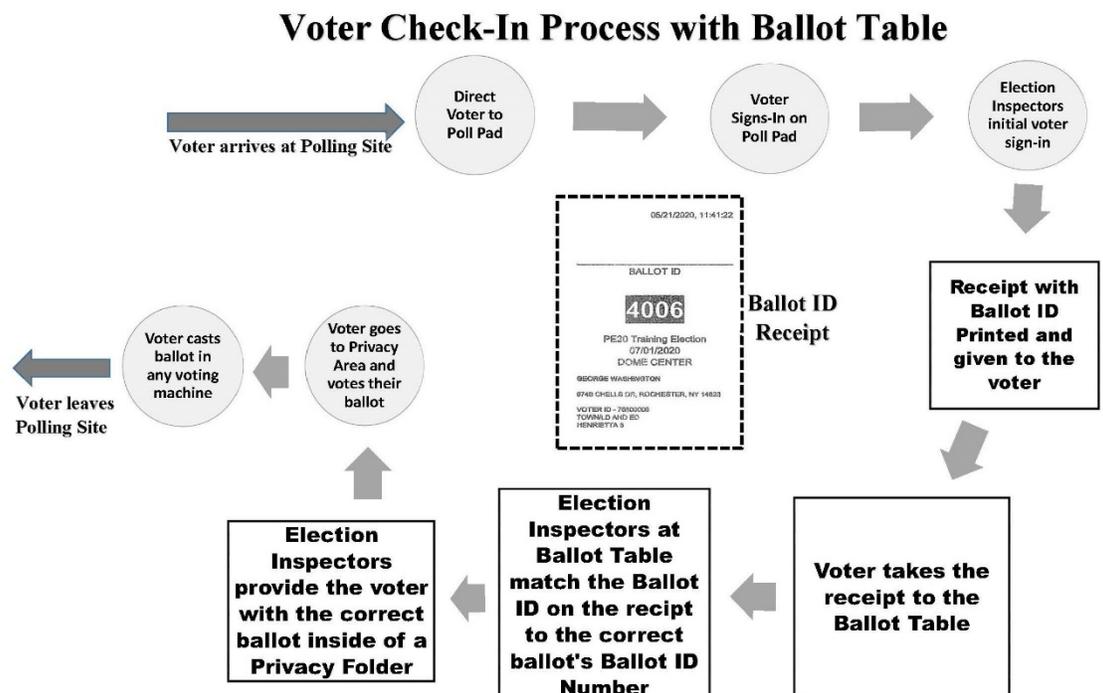


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Highlighted Subjects are related to the poll pad

Roles and Responsibilities

- All personnel appointed by the Board of Elections must ensure fair and honest elections.
- All personnel must arrive on time on Election Day.

Election Inspectors	<ul style="list-style-type: none"> • Qualified election inspectors must: <ul style="list-style-type: none"> ○ Be a registered voter in the County in which you will serve ○ Read, write and speak the English language ○ Attend an annual training session and pass the written exam ○ Maintain order at the Polling Site at all times ○ Follow all procedures as directed by the Board of Elections ○ Protect the rights and privacy of every voter at all times ○ Not be a candidate, or the parent, spouse or child of a candidate whose name would appear on the ballot in the jurisdiction in which you would be working • Election inspectors must report to their assigned polling site on Election Day. • They must work in bi-partisan teams. • They must rotate tasks throughout Election Day.
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Site Chairs	<ul style="list-style-type: none"> • Site Chairs assist coordinators in the oversight and maintenance of a specific Polling Site on Election Day. • They set a rotation schedule and make sure meal and break times are given equally for all assigned Election Inspectors. • They ensure all procedures are being followed. • Site Chairs are in charge of supply delivery and return at the close of polls.
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Coordinators	<ul style="list-style-type: none"> • Coordinators schedule and assign election inspectors to polling sites. • They appoint Site Chairs in each polling site. • Coordinators directly oversee polling sites and election inspectors in their assigned areas. • They regularly visit polling sites on Election Day to ensure a smooth rotation of tasks and that all Election procedures are being followed.
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Spanish Interpreters	<ul style="list-style-type: none"> • Spanish Interpreters translate instructions between the Election inspectors and the voter. • They are part of the election inspector team and may sit at the check-in table.
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Technicians	<ul style="list-style-type: none"> • Technicians are appointed by the Board of Elections to visit polling sites on Election Day. • They are responsible for checking on the polling site and voting machines.
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Poll Watchers	At any Primary, General, or Special Election Poll Watchers are appointed by any political party or independent body whose candidates are on the ballot.
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Media	<p>The media and press will sometime be at a polling site.</p> <p>They may:</p> <ul style="list-style-type: none"> • Take photos of general area inside/outside of Polling Site • Take photos of Election inspectors, Candidates and/or Voters with permission from the individuals • Speak with Candidates and/or Voters (if willing) outside of the 100' Distance Marker <p>They may not:</p> <ul style="list-style-type: none"> • Interview or speak with anyone without their permission • Take photos or video of any Candidate or Voters with a viewable marked Ballot
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Candidates	As representatives of their party and candidacies for election, candidates may visit polling sites on Election Day. A candidate MAY NOT serve as a Poll Watcher. Candidates must sign in on the Candidates Sign-In sheet when visiting polling sites.
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Roles and Responsibilities (continued)

Spanish Interpreters

Qualifications	<p>A qualified Spanish Interpreter must:</p> <ul style="list-style-type: none"> • Be a registered voter in the County in which you will serve • Read, write and speak in both English and Spanish languages • Attend an annual training session and pass the written exam • Maintain order at the Polling Site at all times • Follow all procedures as directed by the Board of Elections • Protect the rights and privacy of every voter at all times • Not be a candidate, or the parent, spouse or child of a candidate whose name would appear on the ballot in the jurisdiction in which you would be working
Purpose	<ul style="list-style-type: none"> • Spanish Interpreters translate information between the Election inspectors and voters and, if asked, assist voters with their ballots • They are appointed by the Board of Elections based on Federal Law. By Department of Justice guidelines, a county must provide bilingual services if 5%, or 10,000 of the voting- age citizens are not proficient in English as determined by the US Census
Procedure	<ul style="list-style-type: none"> • Each designated polling site requiring a Spanish Interpreter is provided with a 3-ring binder and a small manila envelope marked “Spanish Interpreter Only” located in the Site Specific Bag. This binder and envelope contains information for the Interpreter. Please give the materials to the Spanish Interpreter upon their arrival. • The Spanish Interpreter must be allowed to sit at any Voter Sign-In table. Spanish Interpreters may not be sent home by the Election Inspectors. They are allowed to perform tasks routinely assigned to Election inspectors during the hours of Election Day. Election inspectors are not authorized to sign Interpreter claim vouchers or any other forms. • No Interpreter? Need a Translation? If you need the services of an Interpreter for a voter, call the BOE at (585) 753-1530 for immediate translation services over the phone. There is also a English to Spanish glossary and election terminology in the 3-ring binder • If the Spanish Interpreter is going to be alone with the voter, the “Oath of Person(s) Assisting the Voter” must be administered, and the assistance must be recorded on Section III of the Challenge Report.

Poll Watchers

Purpose	At any Primary, General, or Special Election Poll Watchers are appointed by any political party or independent body whose candidates are on the ballot.
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Procedure	Poll Watcher Certificates must be presented to an Election inspector at the Polling Site. Poll Watchers must be qualified voters in the County in which they are serving and may not be a candidate whose name appears on the ballot.
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Poll Watchers MAY:

- Be present and witness the opening of the voting machines
- Observe proceedings throughout Election Day
- Observe the closing of the voting machines and be given access to the closing tapes to record election results
- Be given information as to who has voted

Poll Watchers MAY NOT:

- Sit at the Voter Sign-In tables
- Have access to the Poll Pad or other official election supplies
- Electioneer or disrupt voting proceedings

Federal and State Laws allow Poll Watchers access to polling sites and to be given information on who has voted on Election Day. Election inspectors must comply with acceptable requests as noted above. Poll Watchers may provide Election inspectors with a list of voter names, and ask Election inspectors to cross off the names of voters as they come in to vote. If asked, as long as crossing off the list does not interfere with the official duties, Election inspectors should assist Poll Watchers, as they are attempting to improve voter turn-out.

Election Etiquette

- Check and recheck to make sure ALL voters are able to exercise their right to vote.
- Remain calm at all times (no yelling).
- Be flexible and sympathetic to the needs of voters.
- Be polite to voters.
- Use all resources at your disposal, including calling the Board of Elections.
- Be considerate to your fellow Election inspectors (no arguing or shouting).
- Be respectful and follow the guidance of your Site Chairs and Coordinators from either party.
- Be courteous toward any custodians, teachers, managers, security or other staff in your polling site.
- Be courteous toward Poll Watchers and Candidates. Kindly advise them of election procedures, if necessary. If questions arise, please call the Board of Elections.
- Be courteous toward media that appear at your polling site.
- Take care of your polling site: keep your table organized and the facilities clean.

Conduct

- While working, Election inspectors MAY NOT bring children to the polling site.
- While working, Election inspectors MAY NOT bring pets to the polling site.
- While working, Election inspectors should refrain from long conversations with friends.
- Election inspectors must dress professionally. Business casual is acceptable.
- TVs, radios, and laptops should not be brought to the polling site.
- Cell phone use should be kept to a minimum when working: try to return calls on breaks.

Breaks & Meals

- Election inspectors take reasonable meal breaks. Additional time may be given if you need to go vote. Remember you may also vote at an Early Voting Center prior to Election Day, or by absentee ballot prior to Election Day.
- The exact time of breaks can be decided among all of the Election inspectors, but with both Site Chair's agreement. The Board of Elections recommends that meal times not exceed a half hour for lunch and a half hour for dinner.
- All Election inspectors MUST be present from 5pm to close.
- Election inspectors MUST return on time, from breaks or meal periods.
- **No food or drink should be kept on the table where the Poll Pad, street guide and other official documents are set up, or on or near the voting machines**

OPENING THE POLLING SITE

1. **Election Inspectors arrive at 5am**

2. **A Site Chair will have the opening bag Site Bag** Get the Machine Keys and
“Before the Polls Open” sheet

3. **Site Chairs assign opening jobs**

3. **Set-Up the Polling Site as shown on the Poll Site Diagram**

4. **Set-up the IC-1 and IC-2 Voting Machines** Print Opening Tapes

5. **Set-up the Poll Pads**

6. **Arrange Sign-In tables and ballot table** Ballots are in the green bags

7. **Post all Signs**

- Complete Opening:**
 - Certificate of Service
 - Before the Polls Open
 - Ballot Reconciliation

Setting up the Polling Site

1. Use the Poll Site Diagram to set-up the polling site.
2. Ensure that equipment is set-up to protect voter privacy. Do not hover around the equipment.
3. Ensure a smooth traffic flow of voters from the **entrance** to the **sign-in table** to the **ballot table** to the **privacy areas** to the **voting machines** and to the **exit**.
4. The *Poll Site Survey* is on the back of the Poll Site Diagram.

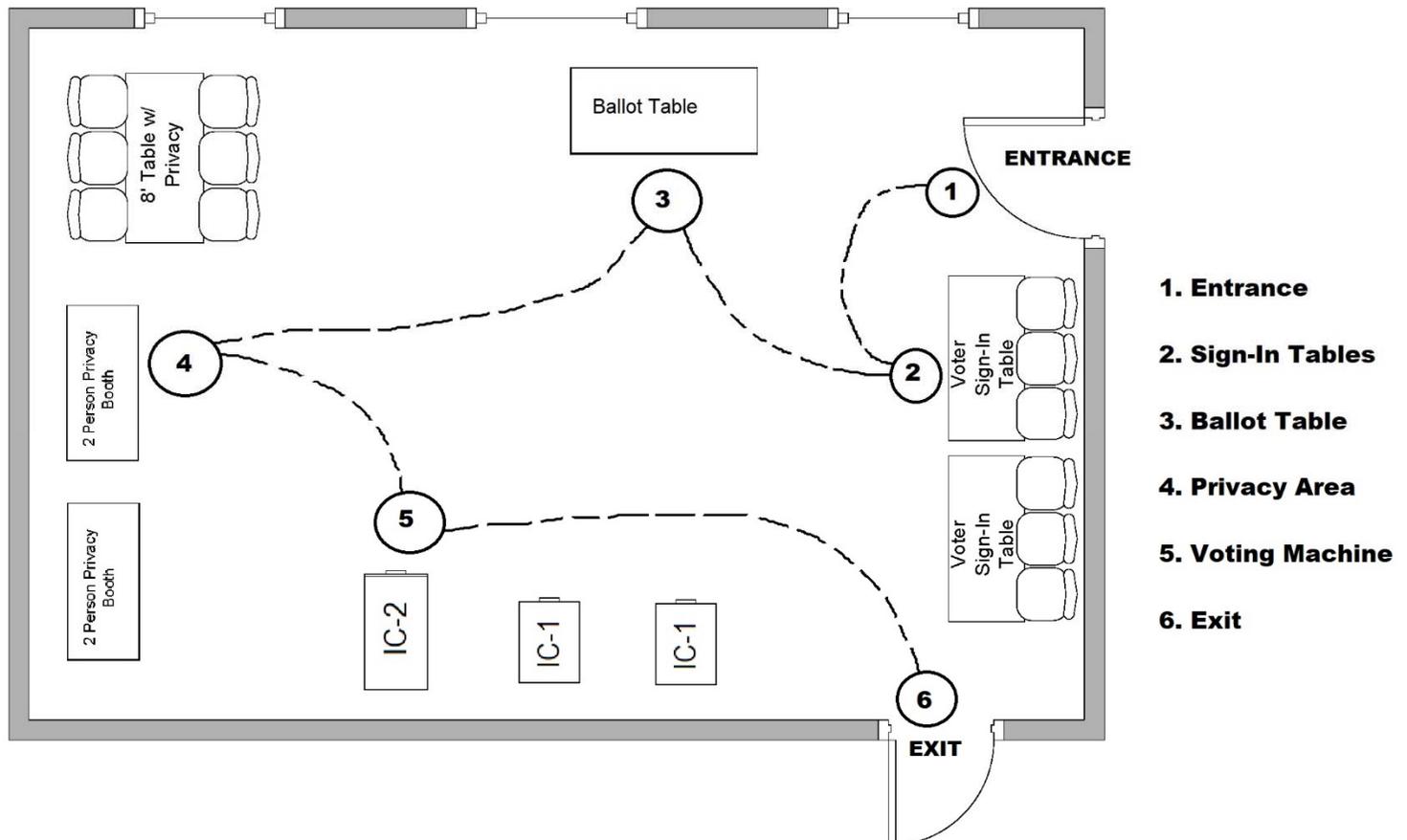


Image Cast Voting Machines (Seals, Machine Number Locations and Machine Parts)



Sticker Seal
(Blue or Red)



Plastic Seal
(White, Yellow or Red)

DO NOT remove Red Seals

IC-1



Machine Number (located on machine tag)

Plastic Hood

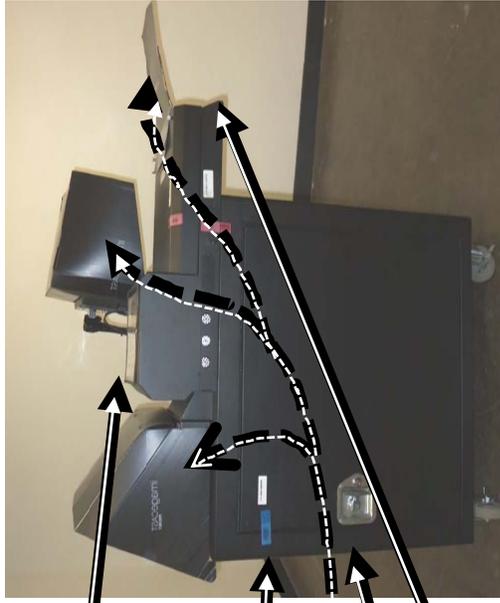
Sticker Seal #1

IC-2 BMD Security Devices

Ballot Box Door

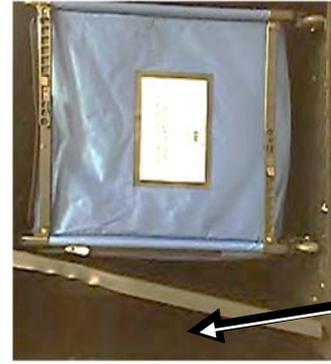
Sticker Seal #4

IC-2



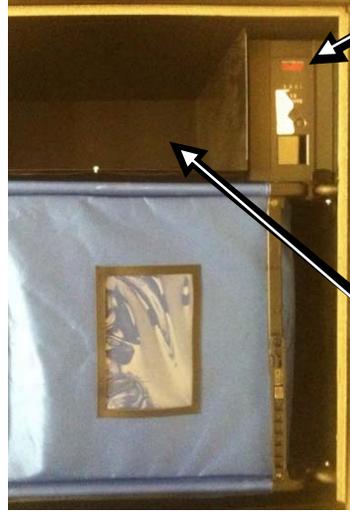
Thermal Tape Printer
Security Key Pad
Operator Panel
Memory Compartment
Plastic Seal (Yellow)

IC-1 Blue Ballot Security Bag



Write-In Diverter Compartment

IC-2 Blue Ballot Security Bag



Write-In Diverter Compartment

Power Supply

Plastic Hood
Seal (White)



SETTING-UP THE VOTING MACHINES <i>(A Bi-Partisan Team must open each machine)</i>		
1	Match number on voting machine key envelope to voting machine	
2	IC -2: Remove Nylon and Styrofoam covers	
3	Lock Wheels	
4	Unlock Ballot Box Door	turn the key vertically, rotate the handle and pull the door open
5	Remove Extension cord; plug into voting machine cord; plug into outlet	IC-1 powers on when plugged in
6	IC-2: Press the power supply button	The power supply button is underneath the write-in diverter compartment
7	Remove the Blue Ballot Security Bag	
8	Remove the opening blue sticker seal #1 from the ballot box door	place on the “Before the Polls Open” sheet located in the site specific bag
9	Remove all remaining supply bags from the Blue Ballot Security Bag	
10	Place the open and empty Blue Ballot Security Bag back inside the voting machine	Ensure that all supplies are removed from the voting machine
11	Close and lock the ballot box door	Remove the voting machine keys from the door
12	Remove voting machine seals (white plastic seals and blue sticker seals)	IC-1: Cut the white plastic hood seal. IC -2: Remove sticker seal #4 from the ATI Connection and place below step 15 on the “Before the Polls Open” sheet.
13	Set up machine privacy devices	IC-1: Place the hood flaps in slots on each side of the scanner. IC-2: Attach privacy devices to the scanner, monitor, and printer.
14	IC-2: Attach the ATI and plug the headphones into the ATI.	
Match each Poll Pad with the District Specific Bag and the corresponding green ballot bag by election district. Deliver Supply Bags to a team of bi-partisan Election Inspectors at a voter sign in table		
15	Place the security key to the security key pad	
16	Enter the password to unlock the device (reference voting machine key envelope)	Message displayed will read “Key Accepted. Validating Election Files. Please Wait” The Operator Panel will display “Is this the correct time?”
17	Verify date and time are correct (If any date discrepancy call 753-1590)	Record the time displayed next to Step 4 on the “Before the Polls Open” sheet
18	Press YES (Do NOT alter this screen)	Wait for the administrative menu to appear
19	Press “Open Poll”	
20	Press the “ZERO” button	Wait for the opening tape to print completely. Message displayed will ask “Would you like more copies of this report?”

21	Press NO	Carefully tear off the opening ZERO tape
22	“System Ready” will appear on the Operator Panel	Ensure that a ZERO appears next to Ballots Cast on the Operator Panel
23	Secure the voting machines keys and cords	Make sure cords do not present any tripping hazards, use tape when necessary. IC-2 ONLY: Make sure voters can safely and securely get all the way around this voting machine with any assisted devices
24	Complete the “Before the Polls Open” sheet	
25	Confirm ALL of the information on the opening ZERO tape	
a	(1) Tabulator Name (Voting Machine Number); (2) Voting Location (Polling Site Name); (3) Precinct (Election Districts); (4) Ballots Scanned (Must be ZERO); (5) Protective Counter number (Located on the bottom section of the opening zero tape)	
b	Compare the opening zero tape to the sample ballot, confirming the offices and candidates <i>(If offices and candidates do not match, you may have printed a status tape. Call 753-1590)</i>	
c	Election inspectors Print and Sign Name at the bottom	
d	Place the completed opening zero tape in the Red Security Bag	
SETTING UP THE BALLOT TABLE		
1	Remove one ballot pack for each ballot ID in the polling site	
2	Match the ballot IDs on the ballot reconciliation sheet to the ballot packs to ensure the correct ballots are present	
3	Keep the ballot packs in ballot ID order	
4	Find the ballot ID slip return envelope	
5	Always remember to give the voter the correct ballot by matching the Ballot ID slip to the ballot ID number on the ballot. The Ballot ID is found in the bottom right hand corner of the ballot.	



The Ballot Table Materials:

- Ballot Packs
- Privacy Folders
- Affidavit Ballots
- Affidavit Ballot Envelopes
- Challenge Report
- Inspector Manual

Before the Polls Open Sheet Notes

The Before the Polls Open Sheet is found in the Site Specific Bag brought by one of the site chairs in the morning

1. If the answer to any of these items is "NO," contact the Board of Elections at 753-1590
2. The Sample Ballot is in the District Specific Bag
3. The time displayed on the voting machine Operator Panel at opening- DO NOT CHANGE THE TIME ON THE VOTING MACHINE!
4. The Protective Counter Number is located toward the bottom of the Opening Zero Tape
5. The Hood Seal Number is located on the plastic seal that secures the hood
6. The yellow Memory Card Seal secures the memory card compartments on the front of the scanner (DO NOT CUT)
7. Place opening blue sticker seal #1 (Ballot Box Door Seal) at the bottom right of this form
8. Never Remove RED Seals
9. Seal #4 is located over the ATI connection on the IC-2. Place Seal #4 at the bottom right of this form
10. Two Election inspectors, one from each party, must sign
11. The Poll Pad white seal is located on the top left of the case.

General Election
November 3, 2020

BEFORE POLLS OPEN

Leg. Dist. 07 LEAD ED: 1
ADDL EDS: /16-1
070001
STUTSON STREET CENTER
75 STUTSON ST

To be completed by the inspectors at the opening of the Polls.

WE DO HEREBY CERTIFY; that on this day, in the presence of at least one Democratic and one Republican Inspector before the Polls were opened to the public for voting:

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

If any answers are NO, contact the Board of Elections IMMEDIATELY

Voting machine keys arrived in a secure envelope

Voting machine number matches the machine number on the key envelope

Ballots arrived locked in the voting machine

Green Ballot Bags and District Specific Bags are at the correct tables

Opening ZERO tape produced and reviewed to ensure that ALL of the contests are at ZERO

Sample ballot compared to the pre-printed ballot packs and the Opening ZERO tape, confirming the offices for election, the candidate's names and ballot proposals match

Protective Counter number (located near the bottom of the Opening ZERO tape) matches the

Protective Counter number on the key envelope

Opening ZERO tape placed in Red Security Bag

Supplies removed from the voting machine. Blue Ballot Bag is EMPTY and OPEN, placed back inside the voting machine with the ballot box door LOCKED

Voting Machine #	Operator Panel Time	Protective Counter #	IC-1 Hood Seal # (remove)	Memory Card Seal # (do not remove)	Ballot Box Door Blue Sticker # (remove)	Seal #1 Electrical Cover Red Sticker # (never remove)	Seal #2 IC-2 BMD Printer Red Sticker # (never remove)	Seal #3 IC-2 Blue Sticker # (remove)	Seal #4 IC-2 Blue Sticker # (remove)
112	5:13 AM	12904	505199	414210	1521018	004040	101218		
113	5:07 AM	11773	500600	414220	1521038	101004	101995		
114	5:09 AM	8949		414266	1521118	101018	009998		5051974

Poll Pad Transmittal Form

Code: 1234

Poll Pad #	Seal #
144	005478
145	005577
146	005601
147	005606

Place cut seal from Poll Pad case in case

DEM Scamie Williams

REP Ethan Anderson

Signatures of Inspectors

Place Sticker Seals #1 and #4 here:



10

11

Ballot Reconciliation - Before the Polls Open

1. Open the Green Ballot Bag for your Election District
2. Remove all ballots (Pre-printed, blank, and affidavit)
3. Count and verify the various ballots
4. Sign, date, and time
5. If any ballot counts are off, you must call the Board of Elections.

Ballot Reconciliation Form

Poll Workers must

1. Open Ballot Packets in Sequential ballot order.
2. Open only one packet of ballots at a time.
3. Return all unused ballot packets at the end of the day.

District: Henrietta 6, 8, 10, 18

Ballot ID: 731

DOME CENTER

2695 EAST HENRIETTA RD

Before the Polls Opened

Start of Day	Number of Ballots
Preprinted Ballots	600
Blank Ballots	+ 10
Affidavits	50
TOTAL BALLOTS - START OF DAY	= 660

Signature of Poll Workers - Start of Day

Bernie Cole

Democratic Poll Worker

Margorie R Olsen

Republican Poll Worker

Date: 11/2/19

Time: 5:25 AM

Voter Sign In Table Set Up

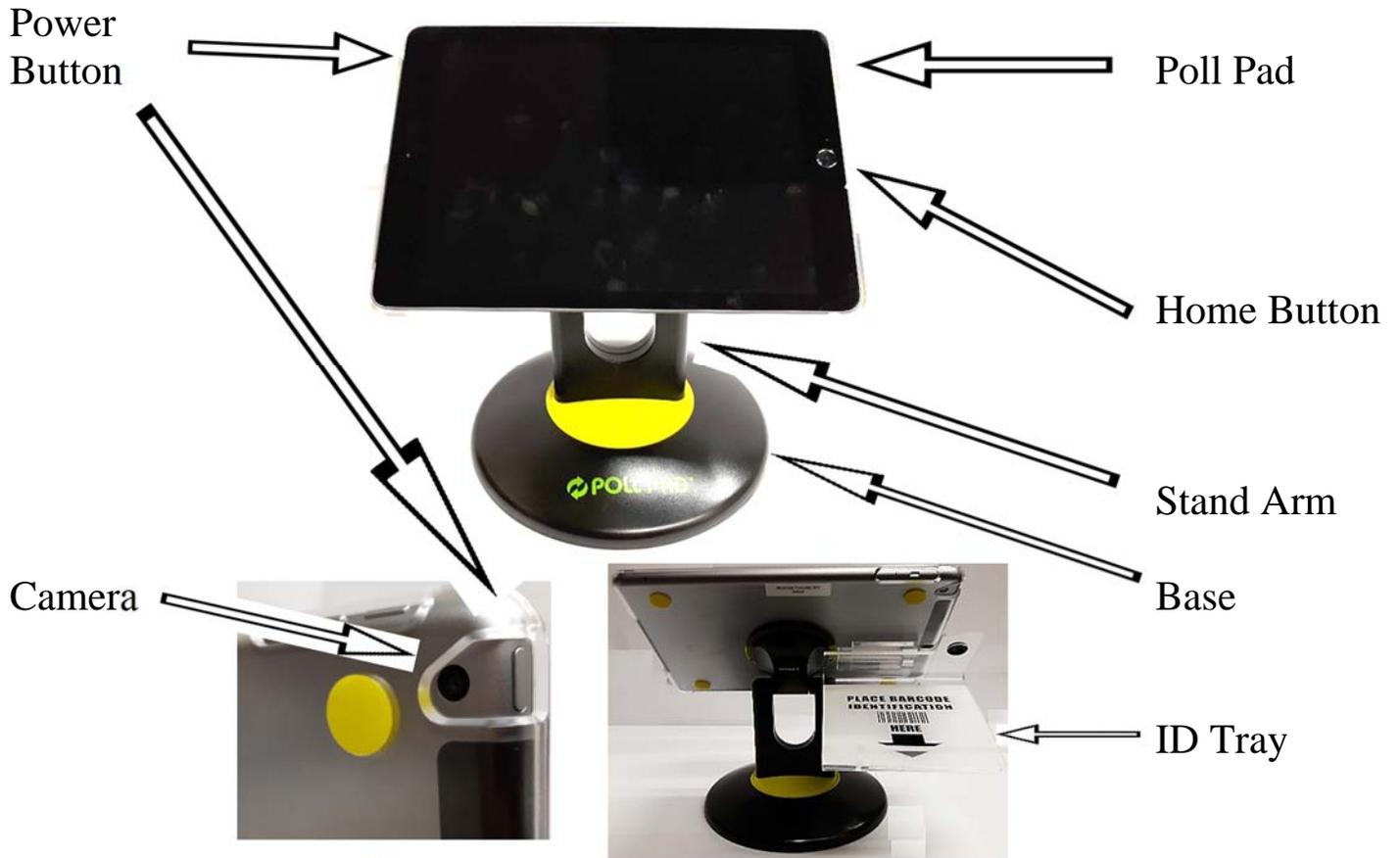
1. Be sure to match all District Specific Supplies by Election District!
2. The following supplies MUST be on the Voter Sign-in tables at every Election:
 - a Accessible tools for voters
 - c Poll Pad
 - d Election Inspectors Needed Sign-Up Sheet
3. The Poll Pad, the Green Ballot Storage Bag and all District Specific supplies must be kept TOGETHER at all times.
4. Keep additional supplies and cases UNDER the table.
5. No food, drinks or any personal items on the Voter Sign-In table.



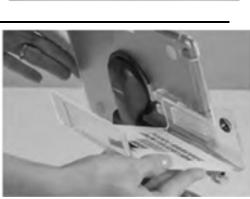
Sign In Table Materials

- Poll Pads and Printers
- Registration Forms
- Spoiled Ballot Envelopes
- Accessibility Packet
- Inspectors Needed Sheet
- Inspector Manual

The Poll Pad

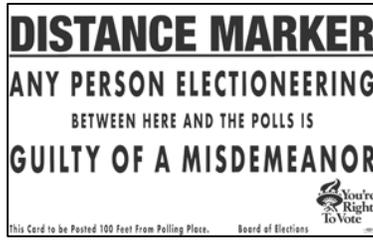


Poll Pad Opening Procedures

1 Find Printer	Open the case and remove the printer, adaptor and power cord	
2 Plug Connector Cord to back of Printer	NOTE: Ensure secure connection	
3 Plug Printer in	Use the extension cord provided.	
4 Turn Printer On	The ON/OFF switch is located on the left side of the printer. The green light on the front panel indicates there is power to the printer.	
5 Attach Stand Arm to the back of the poll pad	Press the buttons on the side of the arm and place in circular opening. Release buttons and rotate the arm until you hear a click.	
6 Connect Stand Arm to Base	Once attached rotate Poll Pad making sure the camera is on top, oriented in a landscape (width) position.	
7 Attach Photo ID Tray	Use the mounting clip. Once attached, insert stylus into the holding slot. Adjust the Poll Pad to a suitable angle.	
8 Connect Poll Pad to Power	<ul style="list-style-type: none"> • Plug the green cord into the Poll Pad. • Plug the green cord into the power adaptor. • Plug the power adapter into an outlet. 	
9 The Poll Pad is now on		
10 Check Home Screen	<ul style="list-style-type: none"> • Name of Jurisdiction • Election Name and Date • Polling Place Location is Correct (Most Important) • Check-in Count= 0 • Battery Life is Close to Full (90% or greater) 	

Signs for Election Day

Remember: Signage will be available in both English and Spanish in most polling sites. You must post all signs.



Purpose The distance marker is used to warn people not to electioneer within a 100’ radius of the polling site.

- Procedure**
- The distance marker should be placed outside, 100’ from each entrance of the polling site.
 - Attach it to a wall, post, fence, tree or whatever object is about 100’ away.



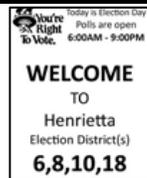
Purpose There are two Vote Here signs to show the entrances voters use to enter the polling site.

- Procedure**
- The black-and-white sign should be posted on the door or doors voters use to enter the polling site.
 - The blue and white sign with a wheelchair emblem must be placed on the handicapped accessible door. The handicap entrance must remain unlocked during all voting hours.



Purpose The arrow signs are used to direct voters to a room or location inside a polling site.

Procedure Post on inside walls in visible locations to direct voters to the room where voting occurs.



Purpose The Welcome to District Sign helps the voter clearly identify the table they should report to.

Procedure The Welcome to District Sign must be posted on the wall near the district table. Make sure this sign is visible to the voters.



Purpose The district map is used to determine what polling site a voter votes at.

Procedure The district map should be hung on the wall in a visible location near the check-in tables. Use the map to find a voter’s correct polling site.



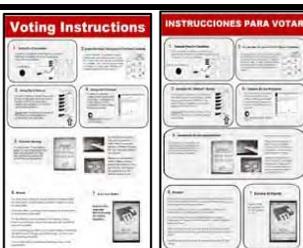
Purpose The sample ballot is used by voters to determine what candidates or propositions are on the ballot.

- Procedure**
- The sample ballot should be posted on the wall near the voter sign-in table.
 - Make sure the sample ballot is the same as the pre-printed ballot at each voter sign-in table.



Purpose The Voters Bill of Rights is used by voters to understand their rights and responsibilities.

Procedure The Voters Bill of Rights should be posted on the wall inside at the voting area.



Purpose The Voting Instructions poster in English and Spanish will be hung in the privacy areas to assist voters in properly marking their ballot.

Procedure The Voting Instruction posters will arrive to the Poll Site in the privacy areas and the table top privacy screens.

Poll Pad Check-In Procedure

Processing Voters, Manual Search

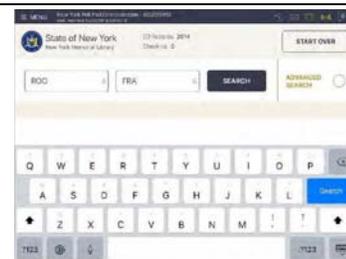
1 Search by Name

Press Manual Entry to locate the voter by using his or her last and first name.



2 Enter Voter's Name

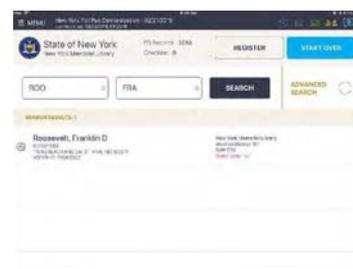
Use the on-screen keyboard to enter the first three (3) letters of the voters last and first name, then press SEARCH.



3 Select Voter's Record

Records matching the search criteria display on screen. Locate the voter's record and verify it does not contain any exceptions, then select the voter by touching his or her record.

NOTE: Search results show both election district and out of election district voters. Out of election district voters display in gray with an indicator that reads "Wrong Location".



Scanning Driver's License or Voter Verification Letter

A voter may offer their Driver's license as a form of check-in but a poll worker is NOT allowed to request ID unless the Poll Pad states 'ID Required'

1 Verify Voter's Information

If the voter presents a Driver's License or Voter Verification Letter, start the check-in process by touching *Scan Barcode*.



2 Scan Voter's ID

A live image of the Photo ID Tray displays on screen. Place his or her card (with the barcode facing the camera) onto the ID Tray.

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



Poll Pad Check-In Procedure

Completing Check-In

1 Confirm Voter Information

Verify information displayed on the screen. If the information is correct press ACCEPT.



2 Voter Signs Poll Pad

Rotate the Poll Pad to the voter and have them sign on the line. Once the voter has signed the poll pad, rotate back and press DONE SIGNING.



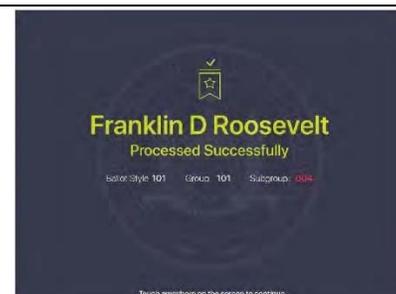
3 Enter Inspector Initials

Verify the voter signature and confirm all information is correct. If the voter information is correct, the poll worker should initial and press SUBMIT in upper right hand corner.



4 Processed Voter

The voter processed screen will appear.



5 Give Voter Ballot ID Receipt

A Ballot ID receipt will be printed from the printer. Present it to the voter and instruct them to take it to the ballot table.



CLOSING THE POLLING SITE

1	Polls close at 9:00 P.M. or as soon as the last voter in line has voted.	
2	Shut Down the Voting Machines	
3	Return the Red Security Bag promptly to the designated location	Duty of a Site Chair. All required items must be inside the Red Security Bag before it is sealed.
4	Complete ballot reconciliation	
5	Take down and pack all signs	
6	Complete the After the Polls Closed Sheet	
7	Repack all election supplies in any voting machine: <ul style="list-style-type: none"> • Green Ballot Security Bag(s) • Poll Pad(s) - packed snugly • Closing Bag(s) - Any large plastic bag available • Table Top Privacy Screens • IC2: Privacy Devices and BMD Supply Bag 	Do not lock any voting machines until all supplies are packed.
8	Lock the Voting Machines	
9	Return Blue Ballot Security Bags to the designated location	Duty of a Site Chair. All required items must be inside the Blue Ballot Security Bag before it is sealed.

CLOSING THE VOTING MACHINES *(A Bi-Partisan Team must close each machine)*

1	Place the Security Key on the Security Key Pad	Brings up the Administrative Menu.
2	Press "Close Poll"	The message displayed will read "Are you certain you wish to close Poll?"
3	Press YES	"Poll is being closed, please wait" will appear on the screen
4	Wait for the closing tape to print completely	The next message will ask "Would you like to print more copies of this report?"
5	Press NO	
6	Tear off the closing tape	Divide the tape into two parts at the correct place under the signature lines
7	Print and sign election inspector names on tapes	Put one copy in the Red Security Bag; Post the other copy for public viewing
8	Press the Power Down button	"Are you certain you wish to shut down tabulator?" will appear
9	Press YES	"Shutting Down.." will appear
10	IC-2 ONLY: Unlock the ballot box door and turn off the power supply	The power supply button is underneath the write-in diverter compartment
11	Unplug the voting machine	Ensure the operator panel and status lights next to the memory card compartment are not lit
13	Cut the yellow seal on the memory card compartment	

CLOSING THE VOTING MACHINES (Continued)

14	Open the memory card compartment doors	
15	Eject the red card (push the black button next to red memory card)	Place red card in the Red Security Bag
16	Open the ballot box door and take out the Blue Ballot Security Bag.	DO NOT handle any ballots inside of the Blue Ballot Security Bag!
17	Eject the blue card (push the black button next to the blue memory card)	Place in the clear plastic zipper pouch inside of the Blue Ballot Security Bag
18	Close both memory card compartment doors	
19	Remove any ballots from the Write-in diverter compartment and count them	
20	Place the write-in ballots in the “Write-In Return Envelope”	Seal the envelope, note the number of ballots on the outside and sign the envelope (bi- partisan)
21	Unplug the extension cord	Wrap the cord and place inside of the write-in diverter compartment
22	IC-1 ONLY:	
	a Lower the hood over the scanner	
	b Seal the hood with a white plastic closing seal	
23	IC-2 ONLY:	
	a Remove the ATI and headphones, place in the BMD Equipment Bag	Place the BMD equipment bag inside the IC-2 voting machine
	b Seal the memory card compartment with a white plastic closing seal.	
	c Apply closing blue sticker seal to the ATI connection.	ATI closing sticker is seal #4 and is located at the back of the printer.
	d Replace Styrofoam covers	
	e Lower the monitor over the scanner	
	f Replace nylon cover	
24	Place the voting machine keys in the “Voting Machine Key Return Envelope”.	Place the Voting Machine Key Return Envelope in the Blue Ballot Bag
Do not lock voting machines until all supplies are repacked		
25	Close the ballot box door	turn the handle, lock the door
26	Seal the ballot box door	Use blue sticker seal (Seal #1)

Packing the RED SECURITY BAG

- a Place the red memory card in the Red Security Bag
- b Record the white plastic security seal number on the “After the Polls Close Sheet”
- c Record the white plastic security seal number on the “Red Bag Transmittal Form”
- d Place the “Red Bag Transmittal Form” in the sleeve inside the Red Security Bag. The writing should be visible through the clear plastic window.
- e Seal the Red Security Bag

Packing the BLUE BALLOT SECURITY BAG

- a Place the blue memory card in the clear plastic zipper pouch inside of the Blue Ballot Security Ballot Bag
- b Place the “Write-In Return Envelope” inside of the Blue Ballot Security Bag
- c Place the voting machines closing tape used for ballot reconciliation inside the clear plastic pouch of the Blue Ballot Security Bag. Remember to match the machine numbers.
- d Place the voting machines key return envelope inside the clear plastic pouch of the Blue Ballot Security Bag, zip closed
- e Bring zipper pulls together and zip the Blue Ballot Security Bag,
- f Seal the zipper pulls with a white plastic closing seal

BALLOT RECONCILIATION

1. Count the number of unused ballots of different types and enter the number in the “Number of Ballots” column.
2. Examine the closing tapes from all machines in order by machine number.
3. Match the Ballot ID on each closing tape to the Ballot ID on the reconciliation form
4. Find the “Ballots Cast” on the closing tape.
5. Enter the number to the right of “Ballots Cast” on the closing tape in the “Number of Ballots” column.
6. Add all numbers in the “Number of Ballots” column. Enter that number in the “Total Ballots – End of Day.”

General Election

Ballot Reconciliation Form

Poll Workers must:

1. Open Ballot Packets in Sequential ballot order.
2. Open only one packet of ballots at a time.
3. Return all unused ballot packets at the end of the day.

District: Henretta 6, 8, 10, 18
 Ballot ID: 731
 DOME CENTER
 2695 EAST HENRIETTA RD

After the Polls Closed

End of Day		Number of Ballots
Unused Preprinted Ballots - Opened Package		43
Unused Preprinted Ballots - Unopened Package		+ 150
Unused Blank Ballots		+ 10
Unused Affidavit Ballots		+ 46
Sealed Voted Affidavit Ballots		+ 4
Sealed Spoiled Ballots		+ 22
Unscannable Emergency Ballots		+ 0
Abandoned Ballots		+ 1
Ballot ID: 731	Machine 81	+ 99
	Machine 82	+ 138
	Machine 83	+ 147
TOTAL BALLOTS - END OF DAY (*Should equal Total Ballots at Start of Day)		= 660

Signature of Poll Workers - End of Day

Gregory Smith Vivian Abbott Date: 6/23/20 Time: 9:35 pm
 Democratic Poll Worker Republican Poll Worker

This form **must** be completed accurately and successfully. If you have a discrepancy, or need assistance to complete this form, you must call the BOE.

Poll Pad Closing Procedures

- 1 Open Poll Pad Case** Take the poll pad case from under the table and place on the table.



- 2 Turn Off and Unplug the Printer** NOTE: Keep Poll Pad powered ON



- 3 Remove Components from Poll Pad**
- ID Tray
 - Green Cord
 - Stylus
- NOTE: Keep Poll Pad powered ON



- 4 Power off Poll Pad** Turn off Poll Pad by holding the power button and the home button simultaneously until the screen goes black.



- 5 Detach Poll Pad arm from base** Fold Stand Arm



- 6 Pack Poll Pad Case** Return components to the Poll Pad case:

- Poll Pad with screen in
- Printer
- Printer Cord
- Stand Arm
- Stylus
- Poll Pad Base
- Photo ID Tray
- Power Cube
- Green Cord
- Poll Pad Screen Cloth

Close the lid and secure

NOTE: To ensure accuracy, remember to place the Poll Pad supplies in the appropriate case.



- 7 Pack Poll Pad Case in Voting Machine** Pack the poll pad case securely inside any voting machine.



ELECTION INSPECTORS WILL BE HELD RESPONSIBLE FOR ANY MISSING SUPPLIES!

After the Polls Close Sheet Notes

The After the Polls Close Sheet is found in the Site Specific Bag brought by one of the site chairs in the morning

1. If the answer to any of these items is "NO," contact the Board of Elections at 753-1590
2. The blue memory card is to the left and the red memory card to the right in the memory card compartment



3. The Protective Counter Number is located toward the bottom of the Closing Tape
4. The Total Ballots Scanned is shown on the top of the closing tape for this voting machine
5. Record the number from the plastic seal that secures the hood on the IC-1
6. The yellow Memory Card Seal secures the memory card compartment on the IC-2
7. Record the number from the blue sticker seal that secures the ballot box door
8. Never Remove RED Seals
9. Record the number from the blue sticker seal that secures the ATI connection, seal #4
10. Record the seal number from the white seal that secures the Red Security Bag
11. The Poll Pad white seal is located on the top left of the case
12. Two Election inspectors, one from each party, must sign



Leg. Dist. 07 LEAD ED: 1
ADDL EDS: /16-1
07001
STUTSON STREET CENTER
75 STUTSON ST

AFTER POLLS CLOSE

To be completed by the Inspectors at the close of the Polls.

WE DO HEREBY CERTIFY; that on this day, in the presence of at least one Democratic and one Republican Inspector after the Polls were closed to the public for voting:

Yes	No
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	

1

Closing Tape is signed by one Democratic and one Republican Inspector
One copy of closing tape was placed in the Red Security Bag

2

Removed the Red Memory Card and placed it in the Red Security Bag and sealed the bag
Red bag has been transported to BOE for City sites or to the Town Clerk for the town sites

2

Blue Memory Card was removed from machine and placed in pouch of Blue Ballot Bag
Secured the voting machine from further voting

Placed machine keys in return envelope and placed in pouch of Blue Ballot Bag

2nd copy of closing tape was available for public viewing and then placed in the pouch of the Blue Ballot Bag

Blue Ballot Bag was SEALED and transported to BOE for City sites or to the Town Clerk for the town sites

Voting Machine #	Protective Counter #	Total Ballots Scanned	IC-1 Hood Seal #	Memory Card Seal #	Ballot Box Door Blue Seal #	Seal #1 Ballot Box Door Blue Sticker # (remove)	Seal #2 IC-2 Electrical Cover Red Sticker (never remove)	Seal #3 IC-2 BMD Printer Red Sticker (never remove)	Seal #4 IC-2 ATI Blue Sticker
112	13544	640	500651		1529007	552909	004040	101218	
113	12431	658	500677		1527019	500679	101004	101995	
114	9529	580		415110	1529033	500093	101018	009998	1529085

10

Red Bag White Seal # 1510145

11

Poll Pad Transmittal Form

Poll Pad #	Seal #
144	008909
145	008918
146	008916
147	008968

12

DEM. *Sammie Williams*
REP. *Ethan Anderson*
Signatures of Inspectors

People with Disabilities: Basic Etiquette

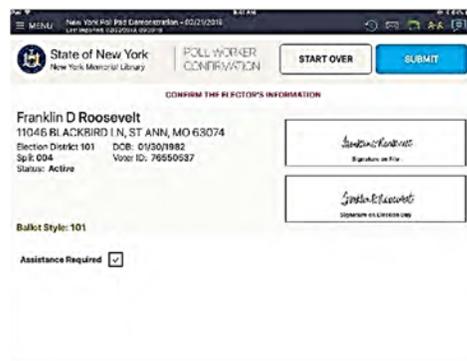
Meeting someone with a Disability	When you meet someone, greet someone as you normally would. As in any new situation, everyone will feel more comfortable if you relax.
Meeting a person who is blind	When meeting a person who is blind, identify yourself. If you have met them before, remind the person of the context. When guiding a person who is blind, offer your arm and let the person hold your elbow as he or she walks behind you. Relax your arm and move naturally.
Meeting a person who uses a Wheelchair	Never touch or push a person's wheelchair without permission.
Use Person First Terminology	Instead of referring to a voter with a disability as a "disabled person" use person first terminology and say "person with a disability".
Help when asked	Offer help before helping someone. If you are unsure of how you can help, just ask. Don't be offended if someone declines your assistance. It is their choice to accept or decline.
Touching	Do not pat or touch a person with a disability beyond either shaking hands in greeting or providing assistance to someone who has requested it. However, you may gently touch a deaf person to get his or her attention. Do not touch someone's cane, wheelchair or other device. It is a part of that person's mobility aids.
Service Animals	Service animals perform some of the functions and tasks that individuals with disabilities cannot perform for themselves. Here are some tips for assisting a voter who is using a service animal: <ul style="list-style-type: none"> • Address the person, not the animal. • Do not pet or distract the animal. • Avoid questions about the individual's disability or what the animal does for them. • Do not automatically assume that a person with a service animal is blind. • If there is a complaint about an animal being present, explain that federal and state laws protect the rights of individuals with disabilities to be accompanied by service animals.
Communication	Speak directly to the person. If you don't understand what someone says, ask them to repeat themselves. If the person uses a wheelchair, converse at the same level. If that is not possible, stand slightly back so they are not straining their neck to make eye contact. Offer Braille, a page magnifier or large print materials to people who are visually impaired. Let the person know when you walk away. Speak slowly and clearly for someone who may be hearing impaired.
Speaking with Someone through an Interpreter	When asking questions or giving information, talk to the voter, not the Interpreter. Speak clearly and slowly, not loudly. <ul style="list-style-type: none"> • Watch to make sure that the Interpreter is keeping up with you. • Try not to interrupt the Interpreter unless necessary
Environments	A noisy or dark environment might make it difficult for people with vision, speech, or hearing impairments to participate fully in a conversation. Be aware of clear paths of travel for people who use wheelchairs or are blind. Describe any renovations and surroundings (especially obstacles) to a blind person. A person with chemical sensitivity may have a reaction to smoke, perfume, or other toxins in the environment.
Hidden Disabilities	Not all disabilities are apparent. A person may have trouble following a conversation, may not respond when you call or wave, or may say or do something that seems inappropriate. The person may have a hidden disability, such as low vision, or mental illness. They may have difficulty standing in line. Poll Workers should make available an extra chair, to be used by voters who have difficulty standing and who must wait their turn.

Processing Voters Requesting Assistance – Poll Pad

When assistance is identified at the Voter Sign-In Table

1 Check the Voter Assistance Box

An Assistance Required box is found on the Poll Worker Confirmation page. If a voter requires assistance, the Poll worker must check the Assistance Required box.



2 Person Assisting the voter provides signature

A pop-up will instruct the person assisting the voter to sign in the pop-up box and take the oath. Once signed, the poll worker must note the name and address of the person assisting the voter then press CONTINUE.

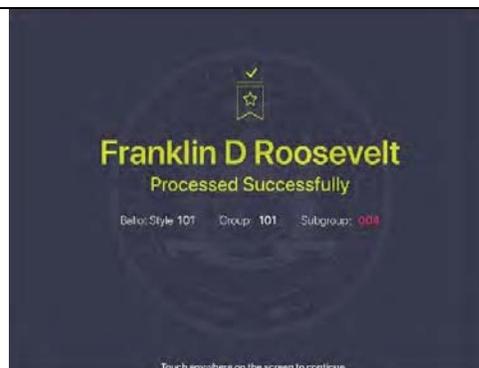


3 The Poll Worker completes the voter check-in process.

See the Voter Check-In procedure

4 Voter is Processed

At the end of the check-in process, the voter processed screen will appear.



General Voting Assistance (AFTER the check-in process)

- Reasons a voter might ask for assistance**
- A voter may approach the sign in table, and request Spanish translation.
 - A voter may tell the Poll Workers they cannot read or write;
 - They cannot see the names on the ballot;
 - They are physically disabled such that he or she cannot operate the voting machine or complete a paper ballot;
 - They cannot cast a ballot without assistance from another person.

- Whenever possible, instruct a voter needing assistance on how to use the Image Cast Voting Machine before he or she marks their ballot.
- Use the sample ballot to explain the location of the names or any proposals on the ballot. This is especially important when the ballot is lengthy or when it contains amendments or propositions.

Do you require assistance in marking your ballot? If the voter seems to be confused or appears to need help, the question you ask the voter is: “Do you require assistance in marking your ballot?” Be sure to let the voter guide you on what type of assistance they would like to receive.

If the voter requires assistance, the Election Inspector will then administer an oath to the voter “Do you solemnly swear or affirm that the statements you just made are true?”
If the voter answers yes, then he or she may receive help from the Election inspectors OR have a person of their choice assist them, so long as that person is not his or her employer or union representative.

- Assistance from Election inspectors**
1. Two (2) Election inspectors, one Democrat and one Republican, may assist the voter.
 2. The Election inspectors should:
 - Agree on all actions taken.
 - ASK the voter how they can be of assistance.
 - READ the ballot to the voter, if necessary.
 3. If necessary, HELP the voter mark their ballot only as instructed by the voter.
 4. If Election inspectors happen to notice how a voter voted, tell no one. Keep the choice confidential.

Assistance from a person requested by the voter A person, other than a Election inspector, who assists the voter, must take the Oath for Assisting Voters. The person assisting must keep the voter’s choices confidential, and cannot be that person’s employer or union representative. You must ask the relationship of the person providing assistance.

OATH FOR PERSON(S) ASSISTING VOTER:

“I will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that I will not keep or make any memorandum or entry of anything occurring within the booth, and that I will not, directly or indirectly, reveal to any person the name of any candidate voted for by the voter, or which ticket they had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a matter in a judicial proceeding.”

JURAMENTO DE LA PERSONA(S) PARA AYUDAR A LOS VOTANTES:

“No solicitaré de cualquier manera o procuraré persuadir o inducir al votante a votar cualquier papeleta en particular o por cualquier candidato en particular, y no guardaré o haré cualquier memorándum o anotación de algo que ocurre dentro de la cabina, y no voy directamente o indirectamente a revelar a ninguna persona el nombre de ningún candidato votado por el votante, o qué papeleta habían votado, o algo que ocurre dentro de la cabina electoral, menos cuando sea requerido de acuerdo con la ley dar el testimonio en cuanto a tal asunto durante un proceso judicial”.

Challenge Report If a voter is assisted, and for every instance voters are assisted, even when assisted by the two Election inspectors or the Spanish Interpreter, include the information in Section III of the Challenge Report: NAME of voter, NAME, ADDRESS AND RELATIONSHIP of person assisting, and WHY assistance was given.

IC-2, BMD Procedure

Preparing the Voter

1. On the Poll Pad the Election inspector will note their initials in the box and select 'Accept'. A ballot ID receipt will be printed.
2. Escort the voter to the BMD. Offer to place the hand of any visually impaired voter on the back of the chair that is in front of the display screen.
3. When seated, offer the voter the ATI and headset.
4. Explain to the voter that instructions on how to use the ATI are presented before the voting session begins. During the instructions the voter should only press an ATI button once and wait for the screen to change.
5. Make sure the voter knows that they may get assistance by raising their hand, asking for assistance, or pressing the HELP (green) button on the ATI.
6. Explain that when they are done making their selections and they select print ballot, that the ballot may take up to 2 minutes to print and that the printed ballot will come out of the printer in a privacy sleeve.



ATI and headphones



ATI to create and mark their ballot

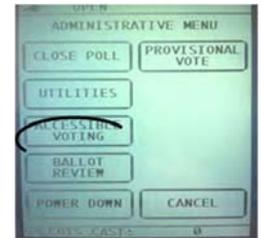


Blank ballot being inserted into printer

Starting an Accessible Voting Session

1. Insert a blank ballot into the slot of the BMD printer unit.
2. Affix the privacy sleeve to the printer unit slot.
3. Touch the security key to the security key pad. The Administrative Menu is displayed.
4. Press Accessible Voting Session (third button down on the left on the keypad).
5. In multiple district polling sites a menu will appear: "Please Enter Ballot ID for Accessible Voting Session".
 - Enter the Ballot ID from the Ballot ID receipt on the operator panel.
 - Confirm you wish to begin by pressing yes.

NOTE: If a wrong Ballot ID is entered the Operator Panel will show "Invalid Ballot ID Entered." The Ballot ID Entry Menu will reappear. Re-enter the correct Ballot ID.
5. **OR** In single election district polling sites a menu will appear: "Are you certain you want to start accessible voting session with Ballot ID: xxx?" Confirm that the Ballot ID matches the ballot ID receipt; press "yes."
6. The accessible voting session begins, and the BMD instructs the voter on how to vote with an audio ballot.
 - The BMD is designed to create access for voters to vote independently without assistance.
 - During voting, if the voter is inactive for a period of 20 seconds, a message will be provided in both audio and visual format. If the voter is confused, please offer assistance.
 - While the BMD is in use, the alternating amber and green status lights will be flashing.
7. When the voter has made their selections, they will choose to print the ballot.
8. Once the ballot is printed insert the ballot, inside the privacy sleeve, into any scanner.
 - Either the voter or the election inspectors may, if asked, take the printed ballot, in the privacy sleeve, over to ANY scanner for the ballot to be cast.
9. The scanner will draw the ballot from the sleeve.
10. Ensure "Ballot Successfully Cast" appears on the Operator Panel.



"Accessible Voting Session" button



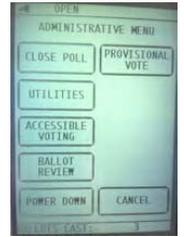
Ballot ID Entry - Multiple Districts



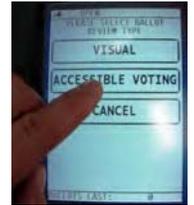
Ballot ID Entry Screen - Single District

Reviewing the Printed Ballot in the Scanner

1. Place the security key on the security key pad. The Administrative Menu appears.
2. Press the “Ballot Review” button. The Ballot Review Type Menu appears.
3. Press the “Accessible Voting” button. The operator panel is now in Review mode and displays “System Ready.”
4. Insert printed ballot, inside the privacy sleeve, into the scanner. The scanner will draw the ballot from the sleeve
5. The operator panel displays “To Cancel the AVS Review, please press the Return Button.”
6. The voter may review their printed ballot both visually on the monitor and by audio through the headphones
7. The voter may either decide to cast the printed ballot (by pressing the red “X” on the ATI) or return the ballot (by pressing the blue down arrow on the ATI).
 - A. The voter may choose to return the ballot.
 - i. Confirm with the voter that they meant to return the ballot. If the voter did not intend to return the ballot, re-insert the ballot.
 - ii. If they still wish to return the ballot, instruct the voter to spoil their ballot. See spoiled ballot procedures.
 - iii. After spoiling the ballot, the voter may choose to use the BMD again (in which case the election inspectors must initiate a new Accessible Voting Session) or the voter may opt to complete a pre-printed ballot and receive assistance from another person.
 - B. If the voter accepts the ballot, a message will appear on the Operator Panel displaying “Casting Ballot” and then “Ballot Successfully Cast.” The ballot will then be cast into the ballot box.



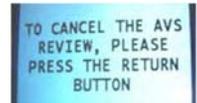
Step 2



Step 3



Step 6



Step 7A

The election inspector may assist the voter if asked by inserting the marked, printed ballot into any scanner.

Sip & Puff Voting – IC-2

- 1 Ensure the ATI is set up and connected to the BMD.
- 2 Make sure the status light is flashing green
- 3 Plug the Sip and Puff Unit into the left port (under the yellow arrows) of the ATI marked “Sip Puff.”
- 4 Make sure a blank ballot is inserted into the slot of the BMD printer unit.
- 5 Open the package containing the sanitary mouthpiece and plastic gloves.
- 6 Slip on gloves.
- 7 Remove the sanitary mouthpiece from the bag. Plug the other end of the air tube into the sanitary mouthpiece. Slide the halves together and gently twist the lug nut. Connect the sanitary mouthpiece.
- 8 Direct the voter to the front of the display screen.
- 9 Offer the headphones to the voter.
- 10 Contact the security key to the security key pad on the BMD.
- 11 The Administrative Menu is displayed. Press “Accessible Voting Session”
- 12 Explain to the voter that:
 - a The SIP action equals making a selection and the PUFF action equals moving to the next candidate or screen.
 - b The BMD gives audio and visual instructions on how to use the Sip and Puff Device.
 - c They are welcome to ask for assistance. If the voter needs assistance, the light indicators will alternate red, amber, and green. If they are idle for 20 seconds, a message will be provided in audio and visual format
 - d The ballot may take up to 2 minutes to print
 - e They may request that the contrast (green button) or zoom (yellow button) be adjusted.
 - f Either the voter or the election inspector’s may take the printed ballot, in the privacy sleeve, over to ANY scanner for the ballot to be cast.



Sip and Puff Device



Sanitary Mouthpiece



Voter with headphones on



Buttons: green button is contrast; yellow button is Zoom



Insert blank sheet of paper

Paddle Button Voting – IC-2

- 1 Ensure the ATI is set up and connected to the BMD.
- 2 Make sure the status light is flashing green
- 3 Plug the paddles into the left port (under the yellow arrows) of the ATI marked “Sip Puff.”
- 4 Make sure a blank ballot is inserted into the slot of the BMD printer unit.
- 5 Direct the voter to the front of the display screen.
- 6 Position the paddles for the voter. The paddles are operated by pressing them and are designated as LEFT and RIGHT. Depending on the voter’s range of motion and how they choose to operate the buttons, place on the left and right within the voter’s reach
- 7 Offer the headphones to the voter.
- 8 Contact the security key to the security key pad on the BMD.
- 9 The Administrative Menu is displayed. Press “Accessible Voting Session”.
- 10 Explain to the voter that:
 - a The BMD gives audio and visual instructions on how to use the paddle devices.
 - b They are welcome to ask for assistance. If the voter needs assistance, press the green help bar on the ATI. The light indicators will alternate red, amber, and green. If they are idle for 20 seconds, a message will be provided in audio and visual format.
 - c The ballot may take up to 2 minutes to print.
 - d They may request that the contrast (green button) or zoom (yellow button) be adjusted.
 - e Either the voter or the election inspector’s may take the printed ballot in the privacy sleeve over to ANY scanner for the ballot to be cast.



Connecting Paddles into the ATI



Voter with paddles

Status Lights (IC-2 BMD)

IC-1 (Scanner Only) does not have light indicators

Solid Red	Unit is starting up or is not operational.
Flashing Green	Unit is ready for use by the next voter.
Alternating Green and Amber	Voter is navigating/marketing their ballot.
Flashing Amber	Voter's ballot is being printed.
Solid Amber	Voter has inserted their ballot and is reviewing it.
Alternating Amber and Red	Unit has an error and is not functioning.
Alternating Red, Amber and Green	Voter has pressed the Help button and is receiving Help instructions. <i>Note: The election inspectors will have to monitor this.</i>

BMD Issues

<u>Issue</u>	<u>Explanation/Solution</u>
Security Key error	Contact the security key to the key pad again.
BMD is making a beeping sound	<ol style="list-style-type: none"> 1. Make sure the BMD power cord is plugged into an electrical outlet. 2. The electricity is out to the power outlet. 3. The voting machine is running on battery power. The beeping will stop intermittently and resume again until the unit is on AC power.
Red light remains on	Call the Board of Elections immediately.
Monitor is not positioned correctly for voter	Firmly hold the repositioning arm and adjust monitor for the voter.
IC-2 is rolling or needs to be repositioned for voter	<ol style="list-style-type: none"> 1. Roll the voting machine into the position. 2. Press down firmly to lock each of the four wheels.

Troubleshooting

Cancelling the Accessible Voting Session	<p>If you need to cancel an accessible voting session, do the following:</p> <ol style="list-style-type: none"> 1. Use the Security Key to display the Administrative Menu. 2. Press Accessible Voting Session. 3. The message "Are you certain you wish to stop the Accessible Voting Session?" is displayed, press Yes. 4. Accessible voting session is canceled. 5. If a voter returns from the IC-2 and has not used the BMD, remove the blank ballot from the printer and spoil the ballot.
Returning a Blank Ballot	The blank ballot will be returned if the election inspectors press the red button located to the middle on the underside of the printer unit.
Printer is not working 	<p>If a message appears on the operator panel indicating a printer error and/or any display of red lights appears on the printer unit:</p> <ol style="list-style-type: none"> 1. Press the top button on the printer unit (circle symbol) until the printer unit powers down. 2. Wait 30 seconds (count down backwards 30, 29, 28...). 3. Press the top button again on the printer unit (circle unit). Printer will go through start-up process. 4. Wait until end of start-up process. 5. The solid green circle (top button of printer unit) should be displayed. 6. If the top circle is not displayed, call the Board of Elections.

Voter Does Not Live In the District

Purpose	To direct the voter to the correct polling site and/or Election District.
Procedure	<ol style="list-style-type: none"> 1. Look up the voter in the Poll Pad using Manual Entry. 2. The Poll Pad will display all eligible matches within the Election District first. 3. Scroll through the eligible matches until the voter is located. 4. Once the voter is located, confirm voter information on file. If the voters address has not changed, the Poll Pad states in red that the voter is in the WRONG LOCATION 5. <ol style="list-style-type: none"> a. Select the voter on the Poll Pad. b. The Poll Pad will display WRONG LOCATION in gold. c. Select DISPLAY MAP. d. Show the voter the Poll Pad screen letting them know they are at the wrong Polling Site. e. Offer to text the voter directions (only works with a smart phone, no cell numbers are kept or stored) or use the district map. 6. Direct the voter to the correct Polling Site.

Voter Moves Within the Same Election District

Purpose	To ensure that the voter who moves within the same Election District is able to sign in the Poll Pad and vote on a voting machine and that the new address is recorded.
Procedure	<ol style="list-style-type: none"> 1. Press the Menu option on the Poll Pad and select Election District Finder. 2. Enter the house number in the house number field, using the stylus go to the street name field and begin entering the name of the street. NOTE: The system will begin populating matches; select the street name from the drop down menu 3. Confirm the City Legislative District or Town name and Election District is the same on the voter's current record in the Poll Pad. If they are, have the voter sign the Poll Pad and proceed with normal check in procedures. If they are not, proceed with getting the voter to the correct polling Site for where they live now. 4. Record the voters name, Voter ID number and new address information on the Notes to Commissioners, repack, and return in the supplies at closing.

Affidavit Ballots and Court Orders

Notice to Voters



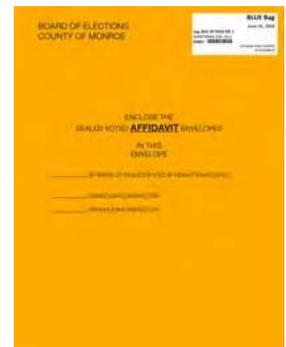
Purpose	When a voter’s name does not appear in the Poll Pad or when the voter claims to reside in the district or cannot meet the ID requirement as noted in the Poll Pad, present the voter with this notice.
Procedure	<ol style="list-style-type: none"> 1. Present the NOTICE TO VOTERS. 2. The voter choose either an Affidavit Ballot or Court Order

Affidavit Ballot Procedures

Purpose	An affidavit ballot is a paper ballot not cast in a voting machine.
Procedure	<ol style="list-style-type: none"> 1. Write the City Legislative District or Town and Election District at the bottom of the affidavit envelope and the front of the affidavit ballot. 2. Provide the voter with the Affidavit Ballot and corresponding Affidavit Ballot Envelope, with Ballot Marking instructions 3. Direct the voter to a privacy area to complete the ballot and envelope 4. The voter must seal the ballot in the affidavit envelope. Explain to the voter they must fill out all required information on the envelope 5. The voter must date, sign and fill out the Affidavit Ballot envelope 6. The voter will bring the completed envelope with the ballot sealed inside back to the Voter Sign-In table. 7. A election inspector MUST: <ul style="list-style-type: none"> • Ensure that the envelope is signed and filled out by the voter • Ensure the envelope is sealed properly and placed in the Sealed Voted Affidavit Return Envelope at the correct Voter Sign-In table • Complete Section IV of the Challenge Report 8. NO election inspector signature is required on the affidavit ballot.
Special Procedure for the IC-2 BMD	<ol style="list-style-type: none"> 1. Follow “Guiding the Voter on the IC-2” 2. The ballot MUST NOT be put in any voting machine. 3. Place the marked ballot in an Affidavit Envelope, then place in the Affidavit Return Envelope.



Affidavit Envelope



Affidavit Return Envelope

Court Order Procedures

Purpose	A court order allows a voter otherwise ineligible to cast a ballot in a voting machine.
Procedure	<ol style="list-style-type: none"> 1. Accept the Court Order from the voter at the ballot table. 2. Provide the voter with a pre-printed ballot corresponding to their election district. 3. Note the voter’s name and address on Section IV of the Challenge Report. 4. Place the Court Order in the Court Order Return Envelope.
Notes	<ul style="list-style-type: none"> • Election inspectors MUST allow a voter to vote on a voting machine when presented with a Court Order. • A voter may seek to get a court order because they have checked in with the election inspectors and learned that their name is not in the Poll Pad or they may already think their name is not likely in the Poll Pad. • If a voter cannot or will not present ID when required, the voter may seek a Court Order. • Both political parties’ phone numbers are listed on the Notice to Voters. Each party maintains attorneys on Election Day to assist voters with the preparation of a Court Order. • Once a judge has signed a court order, the voter must take these papers back to their correct Election District and present them to the election inspectors

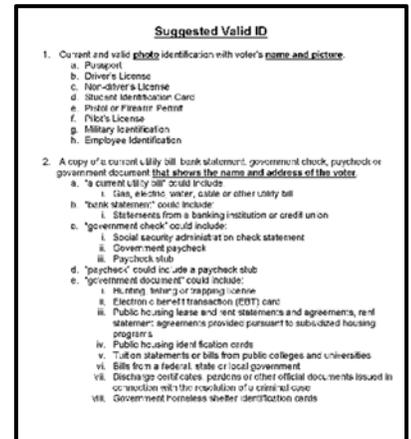
Affidavit Ballots and Court Orders

Court Order Procedures (Continued)

Purpose	A Court order allows a voter otherwise ineligible to cast a ballot in a voting machine.
Special Procedure IC-2 BMD	<ol style="list-style-type: none"> 1. Takes the Court Order from the voter. The Court Order must specify the voter’s name, address and Election District. 2. Allow the voter to vote on the IC-2 (BMD) (<i>see Guiding the Voter on the IC-2</i>). Tear off a ballot from the blank ballot packet and have the voter escorted to the IC-2. 3. Note the voter’s name and address on Section IV of the Challenge Report. 4. Place the Court Order in the Court Order Return Envelope.

ID Required

Purpose	<ul style="list-style-type: none"> • By NYS Law, election inspectors may only ask voters to provide ID if the Poll Pad displays “ID REQUIRED “ • If identification is required, the voters name in the listing on the Poll Pad screen is Blue and displays “ID Required” in the box
Procedure	<ol style="list-style-type: none"> 1. Select the voter on the Poll Pad. 2. Ask the voter to provide ID. 3. Select the ID type provided by voter on the Poll Pad screen. 4. Press accept 5. Proceed with the Normal check in process on the Poll Pad
Voter Provides ID	
Voter cannot or will not Provide ID	<ol style="list-style-type: none"> 1. Present the voter with “Notice to Voters” 2. Select no ID provided in the voter’s record 3. The Poll Pad screen will show affidavit at the top of the screen in red. 4. Press accept. 5. Place election inspector initials in the box and then press submit.
ID Examples	Valid New York State Drivers License, Passport, Utility Bill, Board of Elections verification letter.



Valid ID listing (located on the back of the Notice to Voters)

Absentee Ballot Voter

If a voter presents a sealed absentee ballot envelope, place it in the Red Security Bag.

Name Change in the Poll Pad

- Purpose** To properly process a voter whose name has changed and record the name change in the Challenge Report.
- Procedure**
1. Make sure the voter has not moved.
 2. The voter **MUST SIGN THEIR NEW NAME** in the Poll Pad.
 3. Election inspectors **MUST** record the information in Section I of the Challenge Report. The election inspectors must print the voter's old name, address, Voter ID number and new name.

Voter Challenges

- Purpose** Voters qualifications can be challenged at the polling site by an election inspector, a Poll Watcher or any registered voter who is properly voting at the site. Challenges can be made for the following reasons:
1. The voter's identity is in question.
 2. The voter's residency is in question.

- Procedure** As an election inspector, the following oaths must be administered to the voter when a voter is challenged, and follow the procedures as written.
- Record voter challenges on **Section II** of the **Challenge Report**.

When a Voter is challenged, an election inspector shall administer to him the following oath:

Preliminary Oath

“Do you solemnly swear that you will make true answers to such questions as may be put to you concerning your qualifications as a voter?”

- If the applicant refuses to take the oath, they are not permitted to vote.
- If the applicant does take the Preliminary Oath, the election inspector should ask questions pertaining to the reasons for the challenge. (Example: Are you 18 years of age? Do you reside at Oak Lane?)
- If after receiving the answers the election inspectors believe the person is qualified to vote, they may allow the person to vote on the voting machine.

If the election inspectors are not convinced the person is qualified to vote and the person persists in his right to vote, the election inspectors must administer the following oath:

The Qualification Oath

“Do you swear that you are eighteen years of age, that you are a citizen of the United States and that you have been a resident of this state and of this county for the thirty days preceding this election, that you still reside at the same address from which you have been duly registered in this election district, that you have not voted at this election, and that you do not know of any reason why you are not qualified to vote at this election?

Do you further declare that you are aware that it is a crime to make any false statements, that all the statements you have made to the Board of Elections have been true and that you understand that a false statement is perjury and you will be guilty of a misdemeanor?”

If any person refuses to take this oath they shall not be permitted to vote on voting machine. If the person takes the oaths, they shall be permitted to vote on the voting machine.

The Challenge Report (Updated) - General Election

CHALLENGE REPORT FOR

Board of Elections
Monroe County

Name	Address	Voter ID No.	New Name
1 Suzanna Smith	1630 N. Goodman St. 14609	014824046	Suzanne Jones
2			
3			
4			
5			
6			
7			
8			
9			
10			

Record Name Changes (Section I)

Record Affidavit Ballots / Court Orders (Section IV)

Record Voters Challenged on Election Day (Section II)

Name	Address	Voter ID No.	Reason for the Challenge
1 John Smith	120 Main St 14420	132055697	Voter living at new address
2			
3			
4			
5			

Voter ID No. 9 Digit number located in the Poll Pad

Name	Address	Voter ID No.	Name, Address, & Relationship of Person Providing Assistance & Reason for Assistance
1 Van Pong	36 East Ave 14618	904512478	Jim Baird, 21 Prince St, friend, blind
2 Jane Mills	96 Scio St. 14604	390104985	Interpreter, Language
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Record Assisted Voters (Section III)

Challenged Voter (Affidavit/Court Order)	Name	Address	Voter ID No. (If available) or Ballot Serial Number Court Order
1 AF/CO	Joe Sands	18 E Main St 14580	224
2 AF/CO	Paul Jones	74 Clay Ave 14611	
3 AF/CO			
4 AF/CO			
5 AF/CO			
6 AF/CO			
7 AF/CO			
8 AF/CO			
9 AF/CO			
10 AF/CO			
11 AF/CO			
12 AF/CO			
13 AF/CO			
14 AF/CO			
15 AF/CO			
16 AF/CO			
17 AF/CO			
18 AF/CO			
19 AF/CO			
20 AF/CO			

Section IV Affidavit Ballots / Court Order

We, the undersigned Election Inspectors do hereby certify that we have examined this CHALLENGE REPORT, that it contains the list of persons with Name and Address Changes, that it contains the list of persons challenged, and that same were administered the required ballot; that it contains the list of voters who have sworn that they needed assistance, as well as those sworn persons who rendered that assistance; that it contains the list of voters who voted; other by Affidavit Ballot or Court Order; and that all entries are a true and accurate record of our proceedings on this Election Day.

D Inspector Signature _____ D Inspector Signature _____
 D Inspector Signature _____ D Inspector Signature _____

Use this space for additional notes to the Monroe County Board of Elections, if necessary:

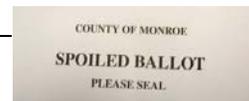
4 Election Inspectors must sign the Challenge Report

OVER CHALLENGE REPORT CONTINUED

Spoiled Ballot Procedure

Purpose To allow for the replacement of a pre-printed, blank or affidavit ballot in case of ballot defect or overvote. A voter may choose to spoil any pre-printed, marked, blank or affidavit ballot.

- Procedure**
- 1 Only the voter may spoil their own ballot.
 - 2 Only a bipartisan team may examine a voter’s ballot and assist the voter.
 - 3 Election inspectors direct the voter to place a large “X” across the ballot and write “spoiled”.
 - 4 Election inspectors give the voter a letter-sized white “spoiled ballot envelope”.
 - 5 The voter folds and places the spoiled ballot inside the “spoiled ballot envelope”.
 - 6 **The voter must return to the same table as the one they initially checked in and request a new ballot**
 - 7 Election inspectors place the letter-sized sealed spoiled ballot envelopes inside the larger Spoiled Ballot Return Envelope.



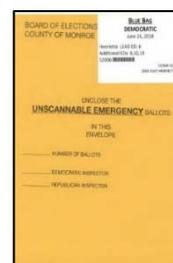
Spoiled Ballot Envelope



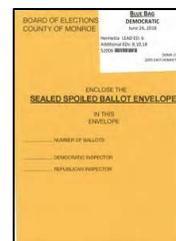
Voter Placing the Spoiled Ballot into the Spoiled Ballot Envelope

Procedure to Provide a New Ballot for the Voter

1. Locate the voter in the Poll Pad. “Voted” will appear in Green.
2. Select voter’s record.
3. Select the “Spoil Ballot”.
4. Enter the password (Site Chairs will enter the password).
5. Select “Done.”
6. Select “Ballot ID” button
7. Press “voter error” button
8. Select Spoil Ballot at top right of the screen. (A new Ballot ID Slip will be printed)
9. Provide the voter with a new ballot in a privacy folder.
10. If the 3rd and final ballot cannot be cast successfully into a voting machine, then it becomes an Unscannable Emergency Ballot (**voters may not receive more than three ballots**).



Spoiled Ballot Return Envelope

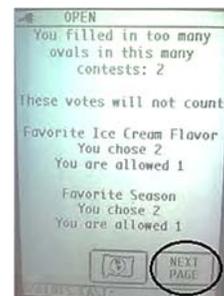


Unscannable Emergency Ballot Envelope

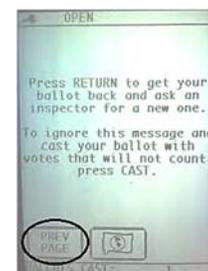
Notes At closing the election inspectors note the appropriate number on the outside of the Spoiled Ballot Return Envelope to indicate how many ballots are in the envelope.

Overvote

- | | |
|---|---|
| How Overvotes happen | <ol style="list-style-type: none"> 1. The voter has filled in too many ovals in a contest. 2. The voter has filled in an oval and filled in the write-in box. 3. The voters has marked in the write-in area have crossed into another column. |
| What happens when the voting machine detects an overvote | <ol style="list-style-type: none"> 1. A message on the operator panel will alert the voter that they have voted for more candidates than permitted in a particular race. 2. The cast/return buttons will start blinking 3. The operator panel will display a message that informs the voter which race(s) were overvoted; there is a next page. 4. Audible beeping will start. |
| Overvote Procedure | <ol style="list-style-type: none"> 1. Allow the voter privacy with their ballot and at the voting machine. Give them enough time to read the operator panel and make their decision. 2. You may assist the voter if you are asked. 3. If the voter chooses to press the red return button to have the ballot returned, they must spoil the ballot before they may obtain a new ballot. 4. The voter may choose to press the green cast button to cast the ballot as is but once the ballot is cast, the voter cannot receive a new ballot. The overvoted races will NOT count but any races properly marked will count. 5. If no selection is made by the voter within 30 seconds, the scanner will automatically return the ballot. |



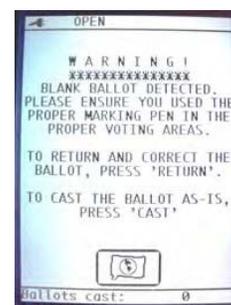
Two contest overvote



Part Two of Overvote Message

Blank Ballots

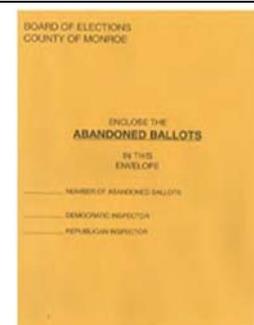
- | | |
|--------------------|--|
| Explanation | <ul style="list-style-type: none"> • A blank pre-printed ballot warning occurs when the scanner does not detect any markings after the ballot has been inserted in the scanner. • The Operator Panel will display a message that alerts the voter that a blank ballot has been detected and provides instructions. • A voter may intentionally wish to cast a blank ballot, but most likely the voter inadvertently did not make any selections or made marks on the ballot which the scanner cannot read. |
| Procedure | <ol style="list-style-type: none"> 1. The voter may have the ballot returned to them for correction 2. OR The voter may cast the ballot. After the ballot is cast, the voter cannot receive a new ballot. 3. If the voter wants the ballot returned, they press the red Return button and instruct the voter to mark or remark their ballot at the privacy area. Once marked, return to ANY scanner to cast the ballot. 4. If no selection is made by the voter within 30 seconds, the scanner will automatically return the ballot. |



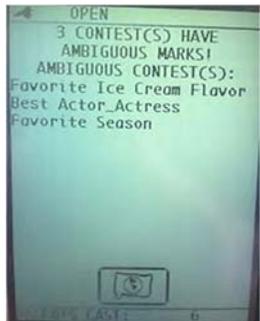
Abandoned Ballot

IMPORTANT: If a ballot is found IN or NEAR the scanner, a bipartisan team of Election Inspectors should secure the ballot from interference and call the Board of Elections at 753-1599 immediately.

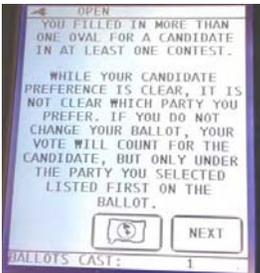
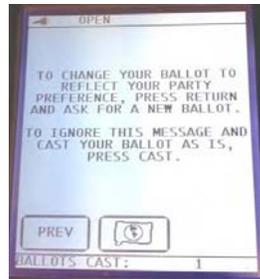
- | | |
|--------------------|---|
| Explanation | An abandoned ballot is a ballot (marked or unmarked) NOT FOUND IN OR NEAR THE SCANNER OF ANY VOTING MACHINE. |
| Procedure | <ol style="list-style-type: none"> 1. Election inspectors must place any abandoned ballots in the Abandoned Ballot Return Envelope. 2. If you have any questions or are unsure if a ballot is abandoned, call the Board of Elections at 753-1599. |



Ambiguous/Misread Marks

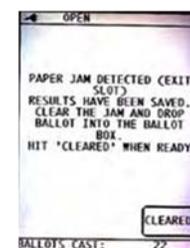
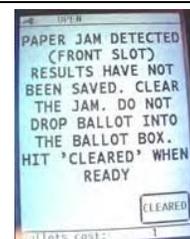
Misread or Ambiguous Marks	<p>A misread or ambiguous mark warning indicates that the scanner cannot recognize some of the marks on the ballot. This usually occurs for one of the following reasons:</p> <ol style="list-style-type: none"> 1. The voter has not completely or fully darkened in the ovals to make their selection. 2. There may be stray marks on the ballot that could obstruct important identifiers along the edges of the ballot. 3. The ballot may be torn or damaged. 	
What happens when the voting machine detects Misread or Ambiguous Marks	<ol style="list-style-type: none"> 1. The Image Cast Voting Machine will begin to beep. 2. The machine will return the ballot to the voter. 3. The operator panel will display a detailed message that informs the voter that one or more ambiguous marks have been detected on the ballot. On the second page it will inform the voter exactly which marks to correct. 4. It will instruct the voter to correct all marks and then re-feed the ballot into any scanner. (see error messages to the right) 5. Allow the voter privacy with their ballot and at the voting machine. Give the voter enough time to read the operator panel and make their decision. 6. You may assist the voter if you are asked. 7. If the error message is no longer displayed, the voter may re-insert the ballot into the scanner to review the message again. 	
Procedure	<ol style="list-style-type: none"> 1. Instruct the voter to ensure they have fully darkened in the ovals to make their selections. They may then re-insert the ballot in any scanner. 2. If the ballot is rejected by one scanner, the voter may try another scanner. You may also suggest they turn the ballot over or insert it in a different direction. 3. If the ballot is rejected by every scanner, the voter can choose to spoil the ballot and receive a new one. 	

Push Votes

The Push Vote	<ul style="list-style-type: none"> • A candidate may appear under more than one political party line. Sometimes a voter fills in more than one oval for the same candidate in a contest. • If that happens, the voting machine will alert the voter by beeping and displaying a message. • Because political parties obtain ballot access and position by the number of votes they receive, understanding push voting is important. 	 <p style="text-align: center;">Message (page1)</p>  <p style="text-align: center;">Message (page2)</p>
Procedure	<ol style="list-style-type: none"> 1. Allow the voter privacy with their ballot and at the voting machine. Give them enough time to read the operator panel and make their decision. 2. You may assist the voter if you are asked. 3. <ol style="list-style-type: none"> a. The voter may press the red return button and have the ballot returned. The voter must spoil the ballot before they may obtain a new ballot. b. OR The voter may press the green cast button to cast the ballot. The vote will be cast for the candidate on the highest party line on the ballot. After the ballot is cast, the voter cannot receive a new ballot. 4. If no selection is made by the voter within 30 seconds, the scanner will automatically return the ballot. 	

Ballot Jams

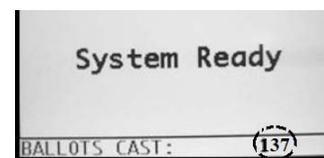
- Explanation** If there is a ballot/paper jam, the operator screen will display a message that says: "PAPER JAM DETECTED. PLEASE CLEAR ANY PAPER FROM THE DEVICE AND PRESS THE 'CLEARED' BUTTON" DO NOT PRESS THE CLEARED BUTTON UNTIL THE PAPER JAM HAS BEEN REMOVED
- Procedure**
1. If no part of the ballot is visible from the ballot entry slot on the scanner call the board of elections immediately at **753-1590**. Do not open the ballot box door!
 2. If parts of the ballot can be seen from the ballot entry slot on the scanner:
 - a. Have the voter remain at the voting machine.
 - b. Have the voter gently pull the ballot out of the scanner if it is protruding through the entry slot.
 - c. Press the 'CLEARED' button.
 - d. If the ballot is not torn or damaged, have the voter re-insert the ballot into the scanner, or use another scanner.
 - e. If the ballot is torn or damaged, suggest to the voter they may wish to spoil their ballot and receive a new one.
 3. If after re-inserting the ballot, the voting machine still detects a paper jam **do not** continue to press the cleared button. Have the voter use another scanner and call the board of elections immediately. Do not turn off the voting machine.



Emergency Procedures for Immediately leaving the Polling Site

In an immediate emergency events like a power outage, fire, fire drill, or flooding:

- 1 Call the Board of Elections immediately at **753-1599**
- 2 The Board will provide instructions.
- 3 **DO NOT power down or unplug the voting machines or Poll Pads.**
- 4 If you are required to leave your polling site immediately, and are safely able to do so, take the following district specific items with you to a safe location:
 - a Pre-printed ballots, blank ballots and affidavit ballots should be placed in Green Ballot Bag(s)
 - b Ballot envelopes should be placed in a Green Ballot Bag
 - c Voting Machine Keys
- 5
 - The Site Chairs should note the Ballots Cast on each voting machine (Ballots Cast is located at the bottom right of the operator panel).
 - The voting machine keys and Green Ballot Bags should be kept with the Site Chairs at all times.



Note Ballots Cast

In the case of an Emergency where you are allowed to stay in your Polling Site, Contact the Board of Elections immediately at 753-1599 for specific instructions

Handling Poll Pad Problems

1 Poll Pad is low on charge or not charged

- Plug USB end of power cable into power cube
- Plug power cube into an AC wall outlet
- Plug power cable into Lightning Connector on Poll Pad
- Wait about five minutes for the Poll Pad to charge
- Once there is sufficient power, Poll Pad will auto power on
- Resume normal operations

Note: to confirm your unit is charging, verify the battery icon is green and the lightning bolt is displayed.



2 Homepage does not appear

- If application does not automatically launch when powered on, touch the Poll Pad App at the bottom of the Home Screen
- Verify the homepage displays on screen



3 Software update message appears

DO NOT perform a software update on the Poll Pad. In the unlikely event that software prompt displays on the device, perform the following steps:

- Touch Later from the list of on screen options
- Press the Home button and verify Poll Pad app remains open

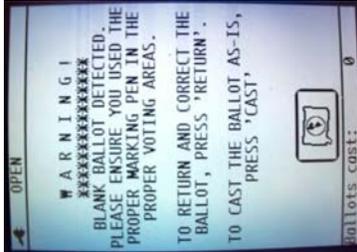
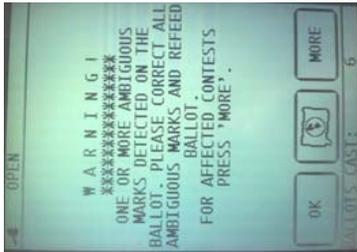
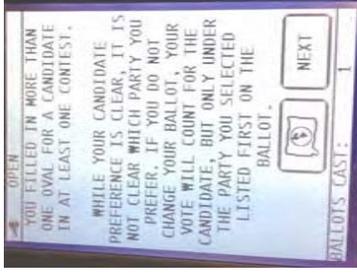
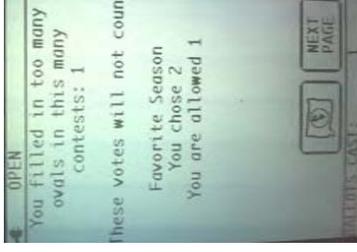


4 The Poll Pad screen is unresponsive

- Unplug unit from power source (electrical outlet, battery, etc.)
- If the Poll Pad screen is unresponsive, perform the following steps:
 - Hold down the Sleep/Wake and Home buttons simultaneously
 - Release both buttons once the Apple logo displays on screen
 - After application launches, return to previous activity



Ballot Problems

	<u>Blank Ballot</u>	<u>Ambiguous Mark</u>	<u>Push Votes</u>	<u>Overvote</u>	<u>Ballot Jam</u>
Display					
Why does it occur?	Voter deposits the ballot into the scanner without marking it or marks the ballot incorrectly	The ballot contains incomplete marks, stray marks or is damaged	Voter votes for the same candidate on two or more party lines	Voter votes for too many candidates in a particular race	The ballot becomes lodged in the scanner or the voter tries to insert the privacy folder
Scanner Action	Press Cast or Return or the machine returns the ballot to the voter in 30 seconds	Immediately Returns the Ballot	Press Cast or Return or the machine returns the ballot to the voter in 30 seconds	Press Cast or Return or the machine returns the ballot to the voter in 30 seconds	Message to remove Jam and Press Clear
Can be Cast?	Yes	No	Yes	Yes	Yes
Can be Spoiled?	Voter should Mark, or remark the Ballot	Yes	Yes	Yes	Yes
Can become Unscannable Emergency?	N/A	Yes	Yes	Yes	Yes

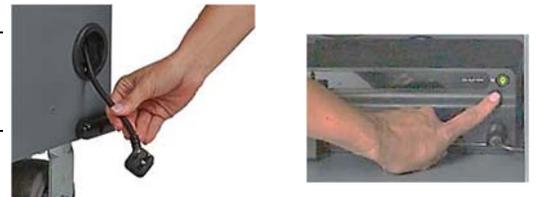
Print Cart Opening Procedure

1. **Unlock Cart** Top door must be unlocked before the bottom door
2. **Release Latch**
3. **Open Doors**
4. **Verify Site Location**



On Day 1: Remove poll print tablet from green case and place it in the tablet holder

5. **Lock Wheels**
6. **Plug in Power Cord** Thread the power cord through case opening
7. **Turn on Poll Cart** Button is located at the bottom right of the print card; beeps and flashes green
8. **Turn on Printer** Press and hold printer power button until light turns green
9. **Turn on Poll Print Tablet** Plug the white adapter into the charging port; press the power button in the bottom left hand corner
10. **Go to Home Screen on Tablet** Verify the correct location for the poll print tablet and that it is charging
11. **Verify Icons are Green** The icons are located at the upper right hand corner
12. **Select Poll Print Menu** Go to the Main Menu and select the orange icon on the right. The Poll Print Queue with by displayed



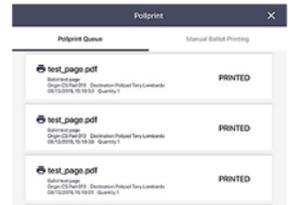
Complete the set-up of each poll print tablet

13. **Close and Lock lower door**
14. **Press Send PollPrint Sample** Press the Printer icon and verify that the correct poll pads are communicating with the printer
15. **Verify Sample Ballot**



Check-In Procedure

1.	Produce Ballot ID receipt	Produced at Check-In table
2.	Give ballot ID receipt to the Voter	
3.	Voter gives ballot ID receipt to Poll Worker at Cart	Ballot prints on Poll Cart Printer
4.	Poll Worker removes ballot from printer	Check Print Queue on Poll Print Tablet
4.	Poll Worker confirms Ballot ID on ballot	Compare ballot ID on slip to ballot ID on printed ballot
5.	Place ballot into Privacy Folder and give to Voter	
6.	Place Ballot ID receipt into Ballot ID receipt envelope	



Closing Procedure

1.	Unlock Cart	Open lower door
2.	Unplug adapter from Poll Print Tablet	
3.	Turn Off Poll Print Tablet	Hold the <i>power button</i> on bottom left and <i>home button</i> on front top of the tablet



On the last day: Remove poll print tablet from the holder and place it in the green case

4.	Turn off the Printer	Press the power button, release and wait for button to stop blinking
5.	Turn off Cart Power	Button is located at the bottom right of the print card; beeps and turns off
6.	Unplug Power Cord	Push the cord back into the cart opening
7.	Put Poll Pads in bottom section of cart	
7.	Close Doors	The lower door must be closed first
9.	Lock Cart	



Glossary of Terms

Glosario de Términos

Abandoned Ballot – A ballot that is found in the polling site, but NOT in or near the scanner of any voting machine. An abandoned ballot must be placed in the Abandoned Ballot Return Envelope.

Papeleta Abandonada - Una papeleta que se encuentra en el sitio de votación, pero NO en el escáner o cerca de alguna máquina de votación. Se debe colocar una papeleta abandonada en el Sobre Para Devolver Papeletas Abandonada “Abandoned Ballot Return Envelope”.

Absentee Ballot – A paper ballot issued by the Board of Elections, prior to Election Day.

Papeleta de Ausencia - Una Papeleta de papel emitida por la Junta de Elecciones, antes del Día de Elección.

Affidavit Ballot – A paper ballot issued to a voter who is otherwise not in a Poll Pad but who lives in the ED. After voters have voted the ballot, it is placed in an affidavit envelope, sealed, signed, and then placed in the Affidavit Return Envelope.

Papeleta de Declaración Jurada – Una papeleta de papel emitida para un votante que, de lo contrario, no está en un libro de votación, pero vive en el Distrito Electoral. Después de que los votantes hayan votado la papeleta, se coloca en un sobre de Declaración Jurada, se sella, se firma y luego se coloca en el sobre de devolución de declaración jurada “Affidavit Return Envelope”.

Arm – The bendable metal connection between the body of the BMD and the monitor.

El Brazo - La conexión de metal flexible entre el cuerpo de la “BMD” y el monitor.

ATI – Audio Tactile Interface. Used by a voter to interact with the BMD to create a marked ballot.

“ATI” Interfaz Táctil de Audio - Utilizado por el votante para interactuar con el “BMD” para crear una papeleta marcada.

BMD Equipment Bag – The bag that stores all of the BMD equipment.

Bulto de Equipo para el d Dispositivo de Marcar Papeletas “BMD” - La bolsa que almacena todo el equipo del dispositivo para marcar papeletas “BMD”.

Ballot Box – The large open area inside the voting machine. The Blue Ballot Security Bag will be inside the Ballot Box when the Polls Open. Election inspectors will remove the Blue Ballot Security Bag from the Ballot Box at closing and a Site Chair will transport it to the designated location.

Urna de Papeletas – Es el área grande abierto dentro de la máquina de votación. La Bolsa Azul de Seguridad de Papeletas “Blue Ballot Security Bag” estará dentro de la urna de papeletas cuando se abra el distrito electoral. Los Trabajadores Electorales retirarán la bolsa azul de seguridad de papeletas de la urna en el momento del cierre y el Presidente del Distrito la transportará a un local designado.

Ballot Face – The ballot as displayed on the pre-printed ballot.

Superficie de la Papeleta - La papeleta tal como se muestra en la papeleta preimpresa.

Ballot ID – A number that appears at the bottom right on a ballot and on a Ballot ID receipt.

ID de bolete - un número que aparece en la parte inferior derecha de una boleta y en un recibo de ID de boleta.

Ballot Markers – Board of Elections approved marking implements that voters should use when marking their pre-printed ballots.

Marcadores de Papeleta - La Junta de Elecciones aprobó los implementos de marcación que los votantes deberían usar al marcar sus papeletas preimpresas.

Ballot Marking Device (BMD) – A device that creates a marked paper ballot that is the result of voter interaction with visual or audio prompts.

Un Dispositivo Marcador de Papeleta (BMD) - Dispositivo que crea una papeleta de papel marcada que es el resultado de la interacción del votante con indicaciones visuales o de audio.

Glossary of Terms

Glosario de Términos

<p>Blue Ballot Security Bag – The blue bag located in each voting machine in which cast ballots are deposited.</p>	<p>Bolsa de Seguridad Azul de Papeletas - La bolsa azul ubicada en cada máquina de votación en la que se depositan las papeletas emitidas.</p>
<p>Call-In District - An ED selected by the Board of Elections to call-in voter turnout figures (public counter/ stub number) at specific times throughout the day.</p>	<p>Distrito a Llamar - Un Distrito Electoral seleccionado por la Junta de Elecciones para llamar las cifras de participación de votantes (contador público / número de comprobante) en momentos específicos a lo largo del día.</p>
<p>Closing Tape - The paper receipt produced from the voting machine after the polls close.</p>	<p>Cinta de Cierre - El recibo en papel producido desde la máquina de votación después del cierre de las urnas.</p>
<p>Consolidated Districts – Occurs when the voters in two or more Election Districts are combined into one Poll Pad.</p>	<p>Distritos Consolidados - Ocurre cuando los votantes en dos o más distritos electorales se combinan en un solo libro de encuestas.</p>
<p>Contrast Button – Located on the BMD, a toggle button that produces a black background with white letters.</p>	<p>Botón Contraste - Ubicado en el “BMD” Dispositivo Marcador de Papeleta un botón de palanca que produce un fondo negro con letras blancas.</p>
<p>District – A generic term that can refer to an ED, LD, State Assembly District, State Senate District, or any other jurisdictional area.</p>	<p>Distrito - Un término genérico que puede referirse a un “ED” Distrito Electoral, “LD” Distrito Legislativo, Distrito de la Asamblea Estatal, Distrito Senatorial Estatal o cualquier otra área jurisdiccional</p>
<p>District Maps - A street map, usually of an LD or Town, displaying an ED overlay. Used to locate polling sites and direct voters.</p>	<p>Mapas de Distritos: Un mapa de la calle, generalmente de Un “LD” Distrito Legislativo o una ciudad, que muestra una superposición de un Distrito Electoral. Se usa para ubicar sitios de votación y votantes directos.</p>
<p>ED (Election District) – The smallest political unit usually comprising neighborhoods and indicated by a number (e.g. ED 24). Voters must vote in their ED. Committee members are elected from an ED.</p>	<p>“ED” (Distrito Electoral) - La unidad política más pequeña que generalmente abarca barrios e indica un número (por ejemplo, “ED” Distrito Electoral #24). Los votantes deben votar en su “ED” Distrito Electoral. Los Miembros de Comité son elegidos de un “ED” Distrito Electoral.</p>
<p>Emergency Unscannable Ballot – A marked ballot that is rejected by every scanner in the polling site. An Emergency Unscannable Ballot should be placed in the Emergency Unscannable Ballot Return Envelope.</p>	<p>Papeleta de Emergencia que No Escanea - Una papeleta marcada que es rechazada por cada escaneador en el sitio de votación. Se debe colocar una Papeleta de Emergencia que No Escanea en el Sobre de Retorno el “Emergency Unscannable Ballot”.</p>
<p>General Election – An annual election open to any registered voter.</p>	<p>Elección General - Una elección anual abierta a cualquier votante registrado.</p>
<p>Green Ballot Bag – The duffle bag in which pre-printed ballots are packed and stored. Ballot Reconciliation Forms and return envelopes are also packed in this bag.</p>	<p>Bolso Verde de Papeletas - El bolso de lona en el que se empaquetan y almacenan las papeletas preimpresas. Los Formularios de Conciliación de Papeletas y los sobres de devolución también se incluyen en esta bolsa.</p>
<p>I Voted Stickers – a round adhesive that has “I Voted Today” on it. Election inspectors should hand these stickers to voters, not place them directly on clothing.</p>	<p>Etiquetas Adhesivas ‘He votado’ - Un adhesivo redondo que tiene "He Votado Hoy" en él. Los Trabajadores electorales deben entregar estas calcomanías a los votantes, no colocarlas directamente en la ropa</p>

Glossary of Terms

Glosario de Términos

LD (Legislative District) – An area encompassing a number of Election Districts in which a County Legislative Member is elected.

LD (Distrito Legislativo) - Un área que abarca un número de Distritos Electorales en los cuales se elige un Miembro Legislativo del Condado.

Leader – The political head of a local (Town, City, or LD) Committee. Minimum function is to act as liaisons between their County Committee and their local Committee.

Líder - El jefe político de un comité local (pueblo, ciudad, “LD” Distrito Legislativo). La función mínima es actuar como enlace entre su Comité del Condado y su Comité local.

Machine Number – The Number that identifies each voting machine.

Número de Máquina - El número que identifica a cada máquina de votación.

Monitor – The display screen used by the voter during a BMD voting session.

Monitor - La pantalla de visualización utilizada por el votante durante una sesión de votación BMD.

Opening Zero Tape – The paper receipt produced from the voting machine when opening the polls.

Cinta de Apertura en Cero - El recibo de papel producido de la máquina de votación al abrir las urnas.

Pay Voucher – A form that election inspectors must fill out completely in order to be paid for their work. It is a pink color for City Payroll.

Comprobante de Pago - Un formulario que los trabajadores electorales deben completar por completo para que se les pague por su trabajo. Es una hoja color rosa para Nómina de la Ciudad.

Poll Pad – The iPad containing a voter’s name, address, and signature in which a voter must sign before they are allowed to vote on the voting machine..

Libro de Votación – El libro que contiene el nombre del votante, la dirección y la firma de un votante en el que un votante debe firmar antes de poder votar en la máquina de votar.

Polling Site – A location where voting occurs. A voter has a unique polling site. Election inspectors are assigned to a polling site.

Sitio de Votación - Una localidad donde se realiza la votación. Un votante tiene un sitio de votación único. Los trabajadores electorales se asignan a un sitio de votación

Power Supply – Located to the lower right inside of the ballot box in the IC-2, this supplies the IC-2 with a 2 hour battery back-up in case of power failure.

Fuente de Energía - Ubicado en la parte inferior derecha de la urnas en el “IC-2”, esto suministra al “IC-2” una batería de respaldo de dos ‘2’ horas en caso de falla de energía.

Primary Election – An election within a party for an office or offices. The winner appears on the General Election ballot.

Elección Primaria - Una elección entre un partido para un cargo de oficina u oficinas. El ganador aparece en la papeleta de la Elección General.

Protective Counter – A number located at the bottom of the Opening and Closing Tapes showing the total number of ballots that have been scanned through the scanner.

Contador de Protección - Un número localizado en la parte de abajo de las Cintas de Apertura y Cierre que muestra el número total de papeletas que se han escaneado a través del escáner.

Glossary of Terms

Glosario de Términos

Red Security Bag– The pouch that is used to store the most critical of election supplies. There is one Red Security Bag for each polling site. Must be returned by a Site Chair to the Town Hall in the Towns or Board of Elections in the City.

Bolsa de Seguridad Roja - La bolsa que se usa para almacenar los suministros electorales más críticos. Hay una Bolsa Roja de Seguridad para cada sitio de votación. Debe ser devuelto por un Presidente del Sitio a las Alcaldías de los Pueblos o la Junta de Elecciones de la ciudad

Sample Ballot – A paper diagram of the ballot face.

Boleta de Muestra - Un diagrama de papel de la papeleta

Seal – (1) Plastic strips that are used to secure the memory card compartment, the Blue Ballot Security Bag, the IC-1 hood, and other items; or (2) sticker strips that are placed over critical areas of the voting machines (such as seal number 1 that secures the ballot box door).

Sello - (1) Tiras de plástico que se utilizan para asegurar el compartimento de la tarjeta de memoria, la Bolsa de Seguridad Azul de Papeletas, la capa del “IC-1” y otros artículos; o dos (2) tiras adhesivas que se colocan sobre áreas críticas de las máquinas de votación (como el sello número 1 que asegura la puerta de la urna).

Site Chair – Two election inspectors, one from each party, are assigned to each polling site to supervise the polling site and the other election inspectors in the polling site. One Site Chair is responsible for returning the Red Security Bag; the other is responsible for returning the Blue Ballot Security Bags.

Presidente del Sitio - Dos trabajadores electorales, uno de cada partido, es asignado a cada sitio de votación para supervisar el sitio de votación y los demás trabajadores electorales en el sitio de votación. Un Presidente del sitio es responsable de devolver el Red Security Bag; el otro es responsable de devolver las Bolsas Azul de Seguridad de Papeletas.

Sip and Puff – A technology that allows the voter to interact with the BMD by measured breathing in or out.

Sip and Puff - Una tecnología que le permite al votante interactuar con el “BMD” midiendo la entrada o salida de aire.

Spoiled Ballot – A marked ballot that is rejected by a voter. Can be a pre-printed, blank or affidavit ballot.

Papeleta Estropeada - Una papeleta marcada que es rechazada por un votante. Puede ser una papeleta preimpresa, en blanco o affidavit.

Stanchion – A standing device used to give voters privacy. It can appear as a “quad” unit consisting of four stations or a “double” consisting of two. Many units also contain a section for voters who use a wheelchair.

Montante - Un dispositivo permanente utilizado para dar privacidad a los votantes. Puede aparecer como una unidad "cuádruple" que consta de cuatro estaciones o un "doble" que consta de dos. Muchas unidades también contienen una sección para los votantes que usan una silla de ruedas.

Street Directory - A red folder containing listings with all house numbers and streets within a polling site, (used when a polling site has 3 or more Election Districts).

Directorio de Calles - Una carpeta roja que contiene listados con todos los números de casas y calles dentro de un sitio de votación (se usa cuando un sitio de votación tiene 3 o más distritos electorales).

Zoom Button – Located on the IC-2 ballot printer unit, a button that when pushed produces three magnification levels.

Botón de enfoque - Ubicado sobre el “IC-2” la unidad imprimidora de la papeleta, un botón que cuando se presiona produce tres niveles de aumento.

Frequent Topics of Interest (alphabetical)

Abandoned Ballot	An abandoned ballot is not cast. If a ballot is left by a voter and IT IS IN THE SCANNER, with the permission of the Commissioners (call the Board of Elections), it may be cast. Two Poll Workers, one from each party, will witness the casting of such a ballot as directed by the Board of Elections.
Ballot markers	The markers provided by the Board of Elections more completely fill in the ovals and are strongly recommended. Other pens and pencils may result in a “blank ballot” or “ambiguous mark” reading by the voting machine.
Ballot tabs	Place all used ballot tabs in the Green Ballot Bag.
BMD Assistance, Recording	Record BMD Assistance on the Challenge Report when the marked ballot is viewed by the election inspector.
BMD, time limit	There is no time limit to use the BMD. After a reasonable time, two election inspectors, one from each party, can approach the voter and ask if they require assistance. If the voter does not need assistance, the voter gets additional time.
District Assignment	Election inspectors are assigned by polling site and move between district tables.
ID, current	When voter ID is required it should be no more than a few years old. The ID must contain the voter’s name and current address or name and photo.
Plastic seals, cut	Cut plastic seals are placed in the Blue Ballot Security Bag when closing.
Privacy Folders	Election inspectors must give voters a privacy folder. The choice to use the folders is up to the voter.
Scanner (all machines)	Each scanner is programmed to read the results for every ballot in the polling site.
Scissors	Used at opening to cut the white plastic seal on each IC-1 and Poll Pad Cases. At closing, used to cut the yellow plastic seals on the memory card compartments.
Signatures	All forms and envelopes need bi-partisan signatures from election inspectors.
Spoiled Ballot	A spoiled ballot is placed by the voter a Spoiled Ballot Envelope. The sealed Spoiled Ballot Envelope is placed in the Spoiled Ballot Return Envelope.
Sticker seals	When closing, new sticker seals must be applied to the ballot box doors of all voting machines (seal #1) and on the ATI connector on the IC-2 (seal #4).
Stub number	The stub number is recorded in the Poll Pad for each voter. Once the ballot is cast, it cannot be matched to the voter.
Supplies at Closing, division into bags	<ul style="list-style-type: none"> • <u>The Red Security Bag</u>, with supplies sealed inside, is transported, within 15 minutes after the polls close, by a Site Chair, to either the Board of Elections in the City or the Town Clerk in the Towns. • <u>The Blue Ballot Security Bag</u>, with supplies sealed inside, is transported by a Site Chair after the polling site is closed, to the Board of Elections in the City or the designated locations in the Towns. • <u>The Green Ballot Bag(s)</u>, with supplies inside, is put in any voting machine. All other supplies are packed in any plastic bag and put in any voting machine.
Voting Machine Keys, number and purpose	2 keys: metal key opens the ballot box door; the security key is used to validate election files, initiate each BMD voting session and to close polls.
Voting Machine Keys, where found	Keys are found in key envelopes in the <i>site specific bag</i> brought to the polling site by a Site Chair. At closing, the keys are placed in the Blue Ballot Security Bag for each voting machine.
Write-In ballots, Recording of	Ballots with write-in are placed in the Write-in Return Envelope for each voting machine. The number of ballots are recorded on the front of each envelope and then placed in that voting machine’s Blue Ballot Security Bag.

Notes



The Poll Pad

Quick Opening, Check-In and Closing Steps

Poll Pad Opening Procedures

- 1 Find Printer
- 2 Plug Connector Cord to back of Printer
- 3 Plug Printer in
- 4 Turn Printer On
- 5 Attach Stand Arm to the back of the poll pad
- 6 Connect Stand Arm to Base
- 7 Attach Photo ID Tray
- 8 Connect Poll Pad to Power
- 9 **The Poll Pad is now on**



Poll Pad Check-In Procedure

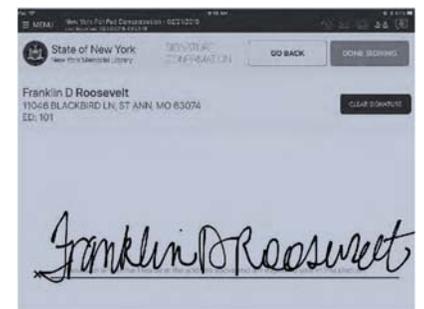
Processing Voters, Manual Search

- 1 Search by Name
- 2 Enter Voter's Name
- 3 Use Advanced Search if unable to find voter's name
- 4 Select Voter's Record



Scanning Driver's License or Voter Verification Letter

- 1 Verify Voter's Information
- 2 Scan Voter's ID



Completing Check-In

- 1 Confirm Voter Information
- 2 Voter Signs Poll Pad
- 3 Enter Poll Worker Initials
- 5 Press Submit and produce a Ballot ID receipt

Poll Pad Closing Procedures

- 1 Open Poll Pad Case
- 2 Turn Off and Unplug the Printer
- 3 Remove Components from Poll Pad
- 4 Power off Poll Pad
- 5 Detach Poll Pad arm from base
- 6 Pack Poll Pad Case
- 7 Pack Poll Pad Case in Voting Machine



Summary Steps to Open Voting Machines

- 1 Match number on voting machine key envelope to voting machine
- 2 IC -2: Remove Nylon and Styrofoam covers
- 3 Lock Wheels
- 4 Unlock Ballot Box Door
- 5 Remove Extension cord; plug into voting machine cord; plug into outlet
- 6 IC-2: Press the power supply button
- 7 Remove the Blue Ballot Security Bag
- 8 Remove the opening blue sticker seal #1 from the ballot box door
- 9 Remove all remaining supply bags from the Blue Ballot Security Bag
- 10 Place the open and empty Blue Ballot Security Bag back inside the voting machine
- 11 Close and lock the ballot box door
- 12 Remove voting machine seals
- 13 Set up machine privacy devices
- 14 IC-2: Attach the ATI and plug the headphones into the ATI.
- 15 Place the security key to the security key pad
- 16 Enter the password to unlock the device (reference voting machine key envelope)
- 17 Verify date and time are correct (If any date discrepancy call 753-1590)
- 18 Press YES (Do NOT alter this screen)
- 19 Press "Open Poll"
- 20 Press the "ZERO" button
- 21 Press NO
- 22 "System Ready" will appear on the Operator Panel
- 23 Secure the voting machines keys and cords
- 24 Complete the "Before the Polls Open" sheet
- 25 Confirm ALL of the information on the opening ZERO tape

Summary Steps to Close Voting Machines

- 1 Place the Security Key on the Security Key Pad
- 2 Press "Close Poll"
- 3 Press YES
- 4 Wait for the closing tape to print completely
- 5 Press NO
- 6 Tear off the closing tape
- 7 Print and sign poll worker names on tapes
- 8 Press the Power Down button
- 9 Press YES
- 10 **IC-2 ONLY:** Unlock the ballot box door and turn off the power supply
- 11 Unplug the voting machine
- 13 Cut the yellow seal on the memory card compartment
- 14 Open the memory card compartment doors
- 15 Eject the red card (push the black button next to red memory card)
- 16 Open the ballot box door and take out the Blue Ballot Security Bag.
- 17 Eject the blue card (push the black button next to the blue memory card)
- 18 Close both memory card compartment doors
- 19 Remove any ballots from the Write-in diverter compartment and count them
- 20 Place the write-in ballots in the "Write-In Return Envelope"
- 21 Unplug the extension cord
- 22 **IC-1 ONLY:** Lower the hood over the scanner, Seal the hood with a white plastic closing seal
IC-2 ONLY: Remove the ATI and headphones, place in the BMD Equipment Bag, seal the memory card compartment with a white plastic closing seal, apply closing blue sticker seal to the ATI connection, Replace Styrofoam covers, lower the monitor over the scanner, replace nylon cover
- 24 Place the voting machine keys in the "Voting Machine Key Return Envelope".
- 25 Close the ballot box door
- 26 Seal the ballot box door